



501 TA364: Time and Attendance Timekeeper Processing

Instructor Led Training



Welcome to Cardinal Training

This training provides participants with the skills and information necessary to use Cardinal and is not intended to replace existing Commonwealth and/or agency policies.

This course, and the supplemental resources listed below, are located on the Cardinal website (www.cardinalproject.virginia.gov) under Training.

Cardinal Reports Catalogs are located on the Cardinal website under Resources:

- Instructor led and web based training course materials
- Job aids on topics across all functional areas
- Glossary of frequently used terms

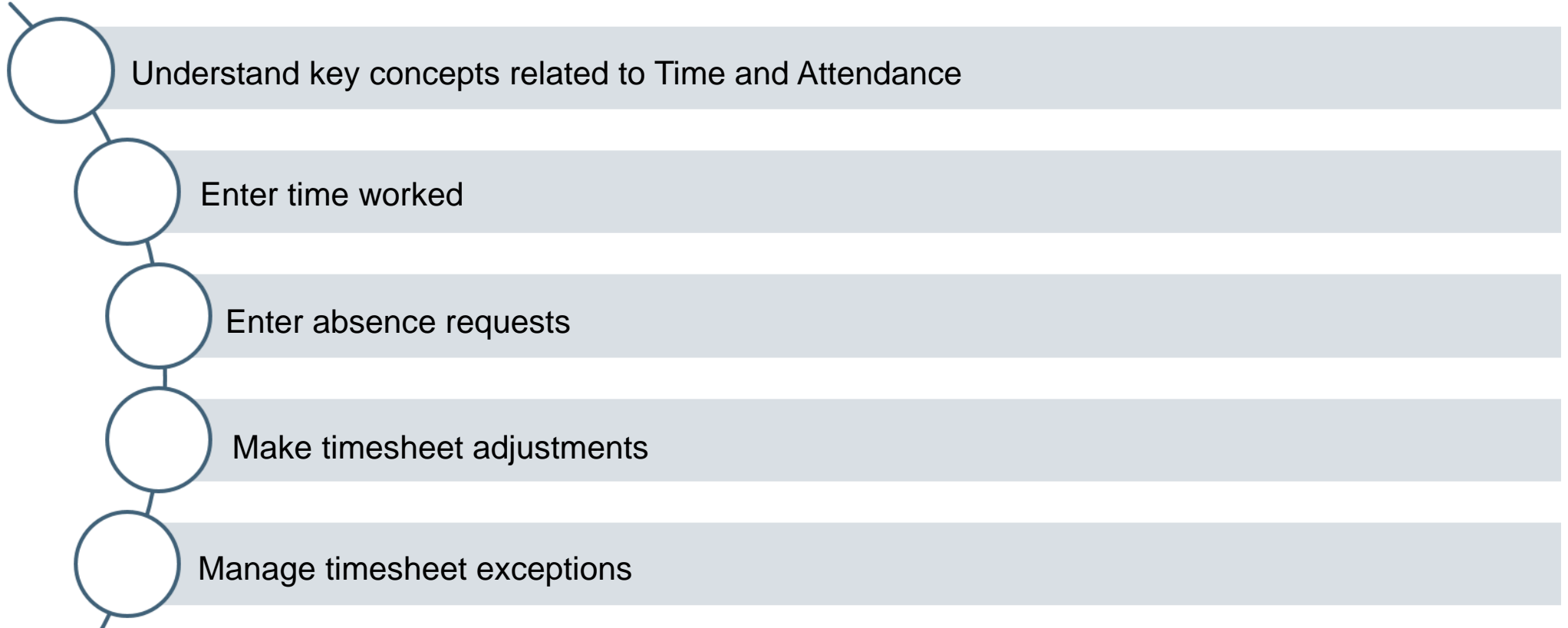
The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.



Course Objectives

After completing this course, you will be able to:





Agenda

1

Understanding Time and Attendance

2

Entering and Viewing Time

3

Entering and Managing Absences

4

Managing Exceptions

5

Performing Timesheet Adjustments

6

Timekeeper Processing Hands-On Practice



Lesson 1: Introduction

1

Understanding Time and Attendance

This lesson covers the following topics:

- Time and Attendance Overview
- Key Concepts
- Time and Attendance Process



Time and Attendance Overview

The Time and Attendance functional area is composed of two modules:

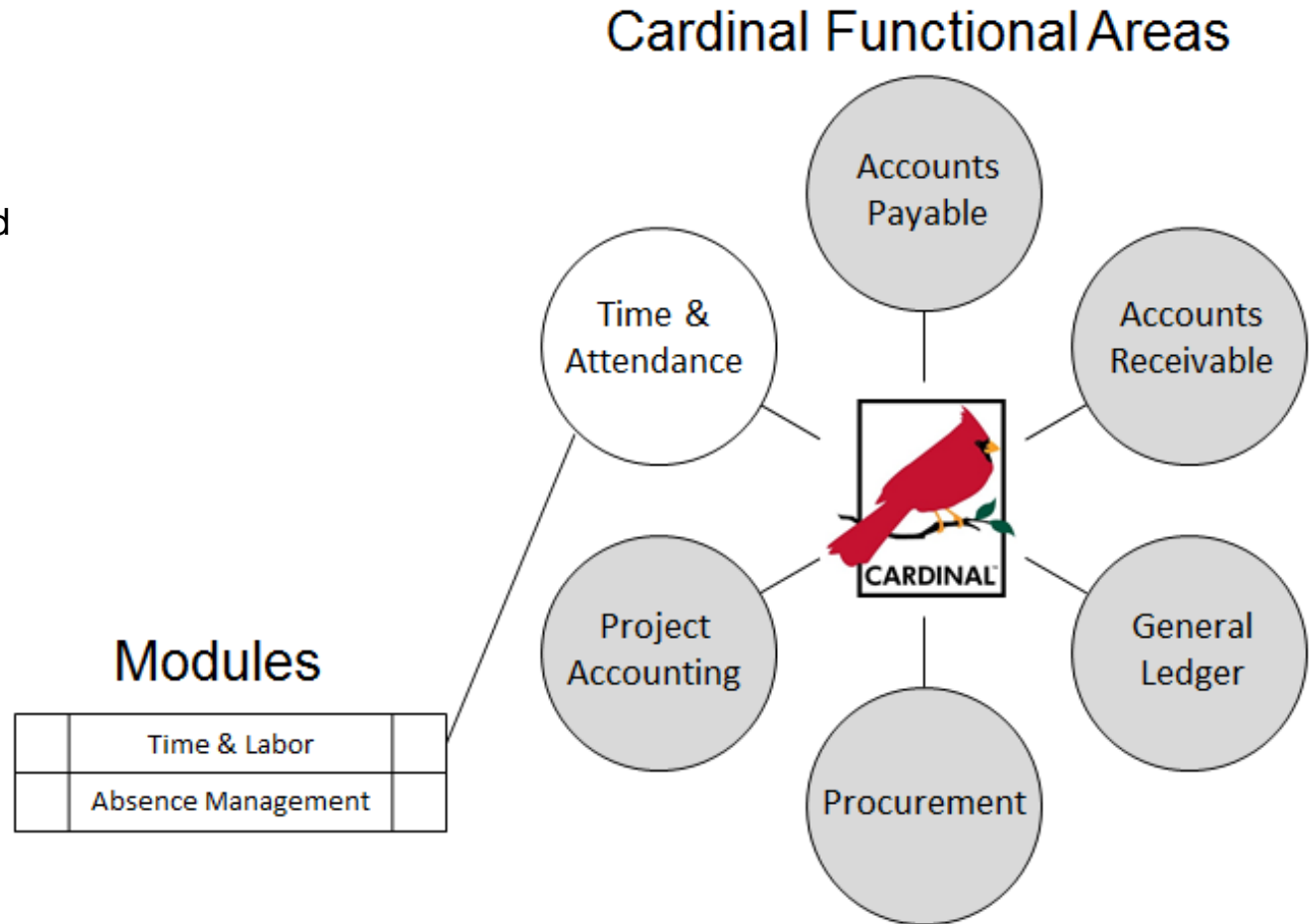
Time and Labor

The Time and Labor module processes time and absences entered on the timesheet.

Absence Management

The Absence Management module processes absence requests.

This course covers entering time and absences on behalf of employees.





Key Concepts

Key concepts in Time and Attendance Employee Self Service include:

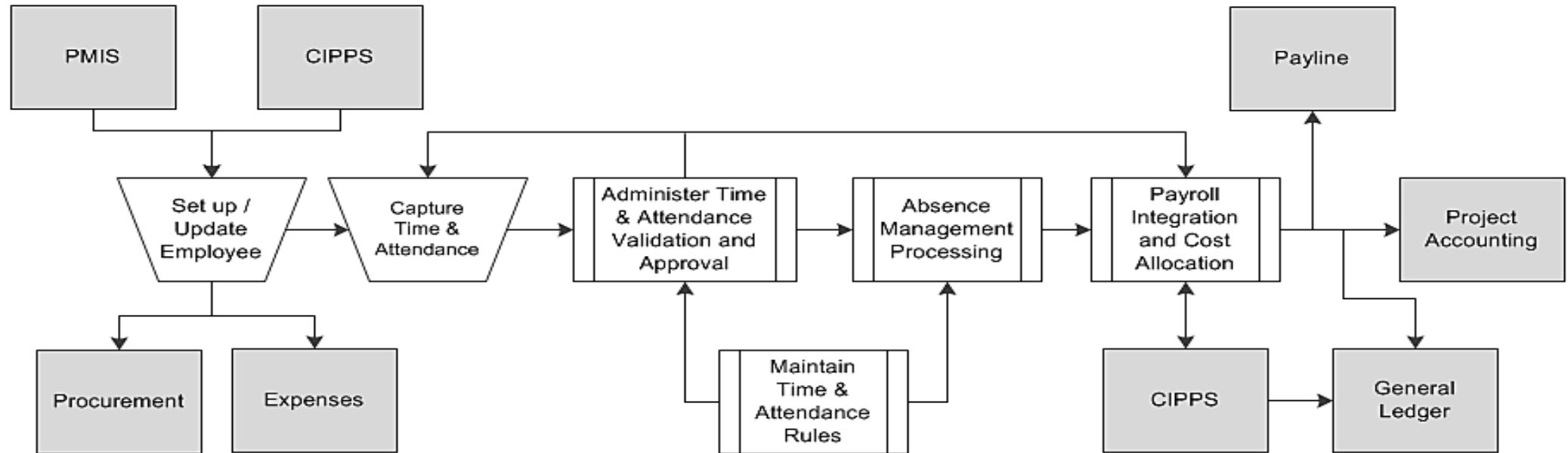
- Cardinal has two applications: FIN (financials) and HCM (Human Capital Management). Time and Attendance is housed in the HCM application.
- Time and Attendance is used to capture both productive (hours worked) and non-productive (absences) hours for both salaried and hourly employees.
- Employee hours (both productive and non-productive) are charged to Time Reporting Codes and accounting distributions that classify labor costs. Time Reporting Codes are used to classify timesheet hours, e.g., RGS – Regular, EOT – Emergency Overtime, CPE – Compensatory time earned, etc.
- Every employee has a work schedule in Cardinal. Hourly employees have a work schedule with zero hours.
- Absence requests are entered on the **Timesheet** page. Most absences requires the user to forecast leave balances. Forecasting is a process that determines if there is sufficient available balance to cover the absence at the time of the absence. The calculation is based on existing balance, expected accruals, and other saved or submitted absences already entered up through the absence date being forecasted.
- The Time Administration batch process validates submitted time against time reporting rules. It identifies exceptions (warnings or errors) for submitted time that does not meet defined business rules.
- Adjustments to time and absences can be made going back up to six pay periods, but not before the beginning of the current fiscal year.



Time and Attendance Process

Time and Attendance includes five sub processes:

- Employee Setup
- Capture Time and Attendance (enter hours worked and absences)
- Administer Time and Attendance Validation and Approval
- Absence Management Processing
- Payroll Integration and Cost Allocation





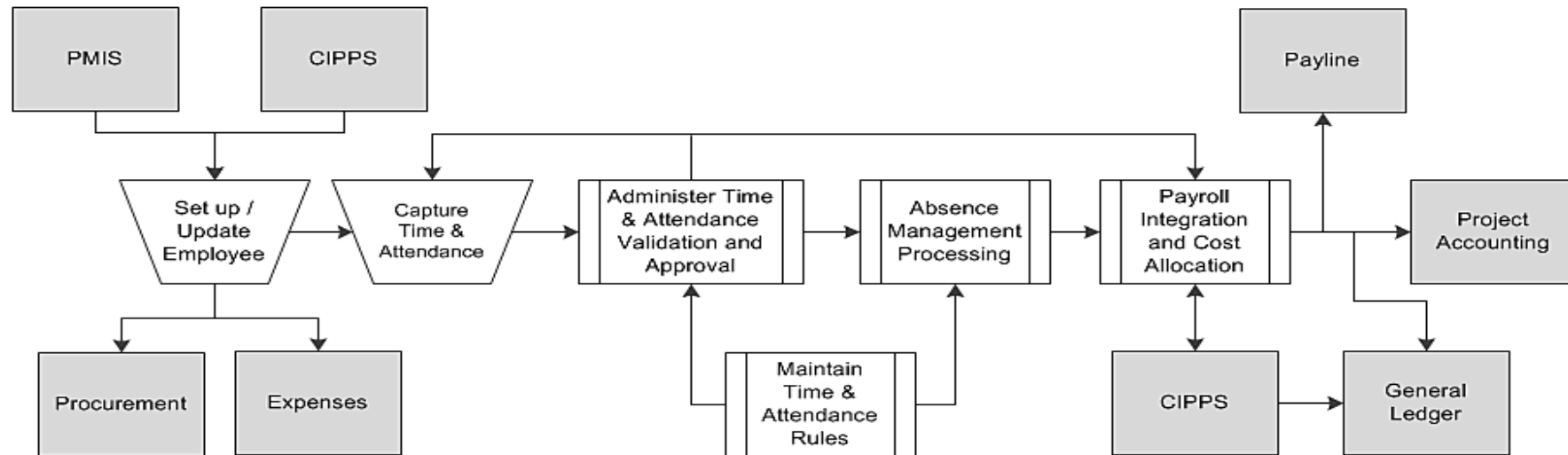
Employee Setup and Time and Attendance Capture

Setup/Maintain Employee

Most position and employee data is loaded into Cardinal from the Personnel Management Information System (PMIS) daily. If the data is incorrect, it must be corrected in PMIS to ensure that Cardinal and PMIS stay in sync (PMIS data overwrites Cardinal data).

Capture Time and Attendance

Employee time is captured on a Timesheet page in Cardinal. All employees with access to Cardinal are self-service users, (i.e. can enter their own time). Timekeepers are able to enter time and absence requests on behalf of other employees (through Manager Self Service) which is then processed and routed for approval by Cardinal.





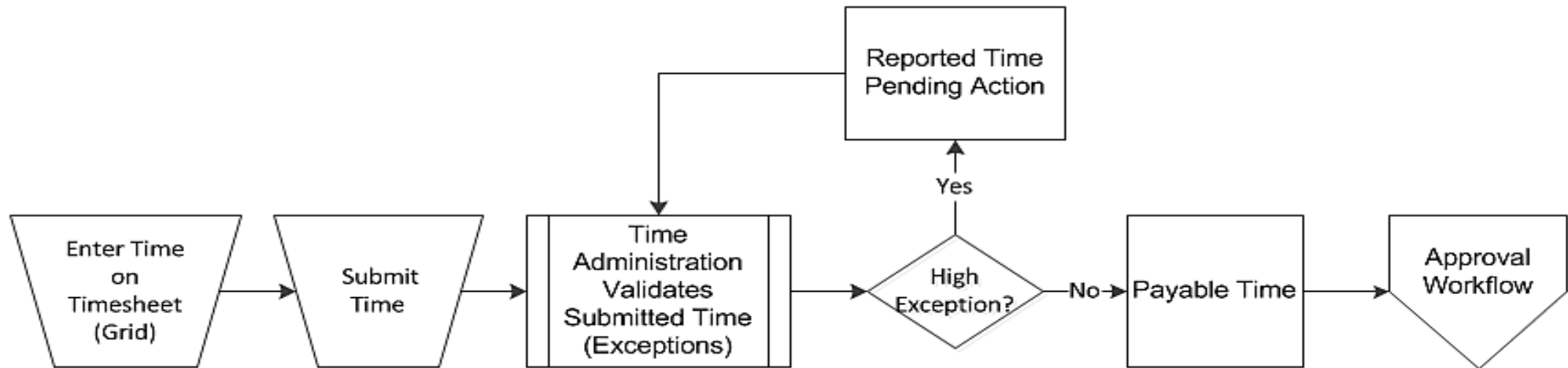
Administer Time and Attendance Validation and Approval

Once you enter and submit time on the timesheet, it is processed by Time Administration.

The Time Administration process:

- Validates submitted time against business rules.
- Identifies and/or corrects exceptions (errors in submitted time).
- Creates payable time and sends it to the supervisor for approval.

Timekeepers can run exception reports and make timesheet corrections to address certain types of exceptions that are identified during this process.





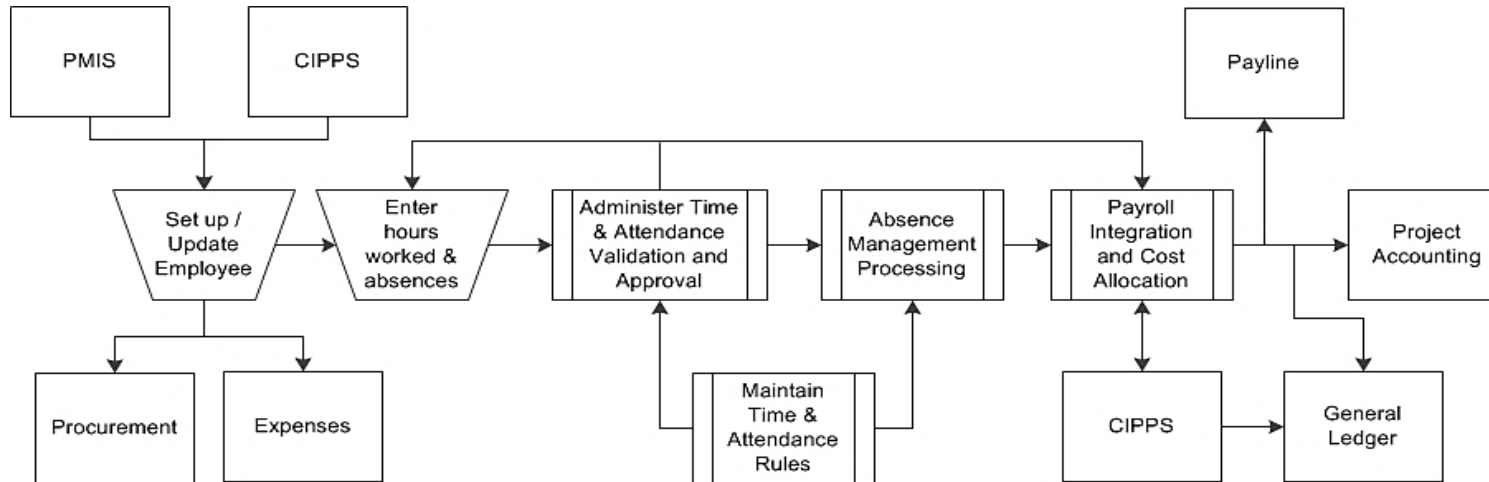
Absence Management Processing

As a Timekeeper, you can:

- Enter and update absence requests.
- View absence entitlement balances.

Absence requests, that are entered and submitted on the Timesheet page, route immediately to the employee's supervisor for approval.

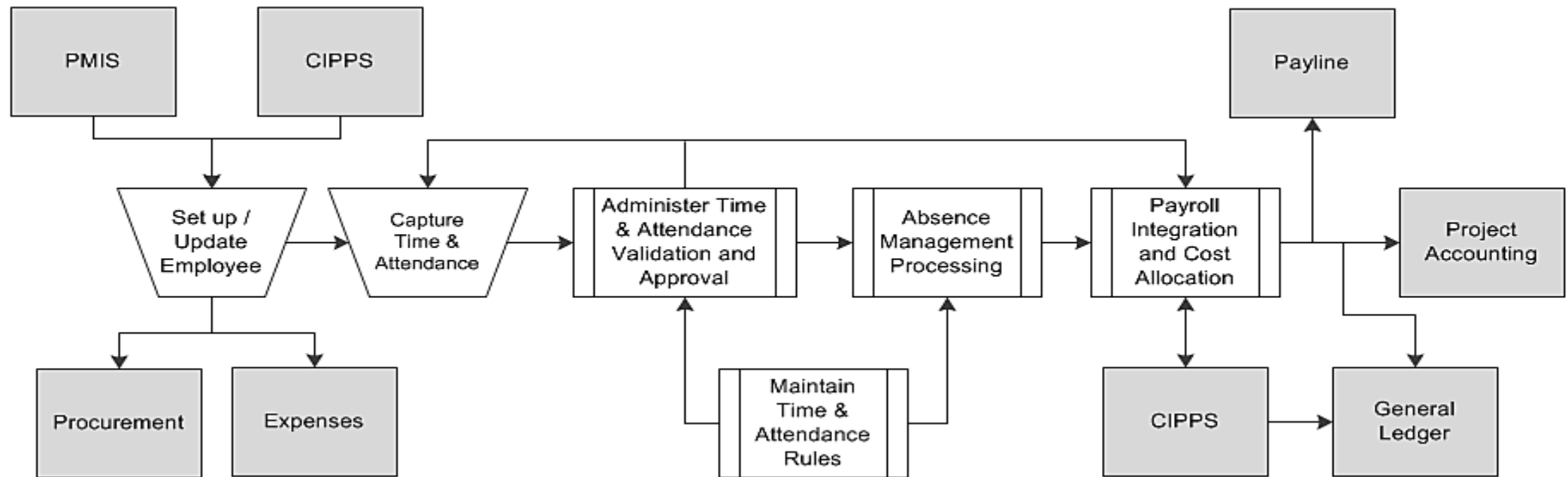
Note: Some absences require higher levels of review and approval (i.e. FMLA, Short/Long Term Disability and Workers Compensation).





Payroll Integration and Cost Allocation

Once employee time is reported, processed, and approved, the timesheet information is used to distribute or allocate the payroll costs. Those costs are shared with other Cardinal modules and interfaced to external systems.





Time and Attendance Integration

Time and Attendance integrates with other Cardinal modules:

- **Procurement** - Employee information created during the Employee Setup process is used by the Small Purchase Charge Card Program in the Procurement module.
- **Expenses** - Employee information created during the Employee Setup process is used by the Expenses module to process employee travel and business expense reimbursements.
- **Project Accounting** - Employee labor costs that are charged to projects are sent to Project Accounting according to the charge distribution entered on employee timesheets.
- **General Ledger** - Employee labor charges are sent to General Ledger when employee pay is distributed or allocated according to the charge distribution entered on employee timesheets.



Time and Attendance Interfaces

Time and Attendance also interfaces with several external systems:

- **Personnel Management Information System (PMIS)** - When a new position is created or changed, position information is first entered into PMIS. PMIS then sends the information to Cardinal to establish Position Data in Cardinal Time and Attendance. When employees are added or updated, their personnel data is first entered into PMIS. PMIS then sends the employee information (employee name, address, role, hourly, salaried, etc.) to Cardinal Time and Attendance to create an employee profile.
- **Commonwealth Integrated Payroll & Personnel System (CIPPS)** - Timesheet entries for hourly employees and overtime entries for both hourly and salaried employees are sent to CIPPS to create employee pay for these TRCs. After the payroll process is complete, CIPPS provides earnings information to Cardinal. This information is then used by Cardinal, along with employee timesheet charge distribution information, to allocate labor costs.
- **Department of Accounts – Payline** - Absence information is sent to the Department of Accounts to allow employees to view their absence balances via Payline.



Lesson 1: Summary

1

Understanding Time and Attendance

In this lesson, you learned:

- Key Concepts
- Time and Attendance Process



Lesson 2: Introduction

2

Entering and Viewing Time

This lesson covers the following topics:

- Accessing the Timesheet Summary Page
- Using Employee Selection Criteria to retrieve employee Timesheets
- Understanding the Timesheet
- Entering time by selecting the correct Time Reporting Codes
- Submitting Time on the Employee Timesheet
- Timesheet Lockout



Navigating in Time and Attendance

To access Cardinal go to:
my.cardinal.virginia.gov

The Cardinal Login page displays:

- Enter your **Cardinal Username**
- Enter your **Password**
- Click the **Sign in** Button.



Notice and Warning

This system is the property of the Commonwealth of Virginia. By accessing and using this computer system, you are consenting to system monitoring for law enforcement and other purposes. All activity on this system is monitored. Evidence of unauthorized access, unauthorized use, misuse, or abuse of this system or the information contained in this system shall be promptly reported to appropriate agency management, security personnel, and federal, state, and local law enforcement officials for investigation and criminal prosecution. You will also be subject to all criminal and civil penalties allowed by the law.

Sign In

[Forgot Username](#)

[Forgot Password](#)


[User Registration](#)

[Sign-on Help](#)



Navigating in Time and Attendance

The **Cardinal Portal** page displays. Click the **Human Capital Management (HCM)** link

 **Cardinal** Welcome!

Your User ID is : JAMES.FISK
[Home](#) | [Sign out](#)

Cardinal Applications
Finance (FIN)
Human Capital Management (HCM)

Cardinal Messages

Begin Date	Message
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Support
Cardinal Website
VITA Customer Care Center
Manage Your Account
CAPP Manual



Timesheet Summary

The Timekeeper can access the Employee's Timesheet to enter time and absence requests on behalf of employees (e.g., regular hours worked, overtime/compensatory time earned and taken, sick, vacation, leave without pay, etc.) from the **Timesheet Summary** page.

Use the following path to navigate to the **Timesheet Summary** page:

Cardinal FIN > Cardinal HCM > Main Menu > Manager Self Service > Time Management > Report Time > Timesheet

The screenshot shows the Cardinal HCM Main Menu with the following navigation path highlighted:

- Main Menu
- Manager Self Service
- Time Management
- Report Time
- Timesheet

The Timesheet page is displayed, showing a table with columns for Begin Date and Message. The table is currently empty. The page also includes a sidebar with links to myCardinal HCM, Cardinal Conversion, Self Service, and Manager Self Service. The main content area includes a section for Cardinal Messages and a section for HCM Links.



Timesheet Summary: Employee Selection Criteria

The **Timesheet Summary** page displays. Use the **Timesheet Summary** page to select the employee(s). It has 4 sections as outlined below.

Report Time

Timesheet Summary

Employee Selection

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Location Code	<input type="text"/>
Workgroup	<input type="text"/>
Position Number	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

Change View

*View By Week

Date 10/28/2019

☒ Show Schedule Information

Previous Week Next Week

Employees For JOHN DOE, Totals From 10/28/2019 - 11/03/2019

Personalize | Find | 1 of 1

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
Last Name			0	0.000000	0.000000	0.000000			0.000000	0.000000

Approve Reported Time

Manager Self Service

Time Management

Employee Selection Criteria

Change View

Employees that meet the search criteria entered

Links to other pages



Timesheet Summary: Employee Selection Criteria (continued)

All various fields in the **Employee Selection Criteria** section are usable:

- Time Reporter Group - This selection criteria has three options for VDOT which are:
 - **VDOTALL** – All active VDOT employee
 - **VDOTHRL** – All active VDOT hourly employee
 - **VDOTSAL** – All active VDOT salaried employees
- **Empl ID** - The unique eleven digit HR ID number that identifies an employee
- **Last Name** - Employee last name
- **First Name** - Employee first name
- **Business Unit** - Number assigned to each Commonwealth agency. The Business Unit ID for VDOT is 50100.
- **Job Code** - Code associated with the job role
- **Department** - The unique ID assigned to individual departments within the agency



Timesheet Summary: Employee Selection Criteria (continued)

- **Reports To Position Number** - Selects employees who report to the person currently in a position
- **Location Code** - Field that defines the employee's District/Central Office
- **Workgroup** - A means of classifying employees based on the TRCs entered on their timesheet:
 - **VAPEXCEPT** - VDOT Executives – No Approval
 - **VAPEXTPB4** - VDOT EXTPB4 – No Approval
 - **VAPEXTPB5** - VDOT EXTPB5 – No Approval
 - **VDOTEMHRLY** - VDOT Emergency Hourly
 - **VDOT EXCEPT** - VDOT Executive only
 - **VDOTEXTPB4** - Salaried Exempt Pay Band 4
 - **VDOTEXTPB5** - Salaried Exempt Pay Band 5 & above
 - **VDOTHRLY** - VDOT Hourly Employees
 - **VDOTNOEXOT** - VDOT Salaried Non Exempt OT Leave
 - **VDOTNONEXM** - VDOT Salaried Non Exempt
- **Position Number** - Unique number that identifies a position



Timesheet Summary: Employee Selection Criteria

The top portion of the page allows entry of individual **Employee Selection Criteria**.

For example, enter the employee ID in the **Employee ID** field.

A group of employees can be retrieved by using **Department** or **Reports to Position Number**.

The screenshot displays the 'Timesheet Summary' page within a web application. The breadcrumb trail at the top reads: Favorites > Main Menu > Manager Self Service > Time Management > Report Time > Timesheet. The page title is 'Report Time Timesheet Summary'. Below this, there is a section titled 'Employee Selection' with a sub-section 'Employee Selection Criteria'. This section contains a table with two columns: 'Selection Criterion' and 'Selection Criterion Value'. The 'Employee ID' row is highlighted with a red border and contains the value 'EMP00000028'. Other criteria include 'Time Reporter Group', 'Last Name', 'First Name', 'Business Unit', 'Job Code', 'Department', 'Reports To Position Number', 'Location Code', 'Workgroup', and 'Position Number', each with an empty input field and a search icon. To the right of the table are three buttons: 'Get Employees', 'Clear Criteria', and 'Save Criteria'. At the bottom, there is a 'Change View' section with a '*View By' dropdown set to 'Week', a 'Date' field set to '10/28/2019', a 'Show Schedule Information' checkbox which is checked, and links for 'Previous Week' and 'Next Week'.

Selection Criterion	Selection Criterion Value
Time Reporter Group	
Employee ID	EMP00000028
Last Name	
First Name	
Business Unit	
Job Code	
Department	
Reports To Position Number	
Location Code	
Workgroup	
Position Number	



Timesheet Summary Page: Employee Selection Criteria (continued)

It is highly recommended that the **Employee Selection Criteria** fields are used to narrow the selection results. By not using enough criteria, results greater than 300 rows maybe retrieved, which is not a typical grouping.

The **Load More Entries** and **Load All** fields are invoked when there are greater than 300 rows.

The screenshot displays the 'Employee Selection Criteria' section of a timesheet summary page. It includes search filters for 'Workgroup' and 'Position Number'. Below these are view options: '*View By' set to 'Week', a date of '10/28/2019', and a 'Show Schedule Information' checkbox which is checked. Navigation links for 'Previous Week' and 'Next Week' are also present. A red box highlights the 'Load More Entries' button (with a gear icon) and the 'Load All' button. To the right of these buttons, it states '300 of 8054 entries loaded'. Below the buttons is a summary bar for 'Employees For JOHN DOE, Totals From 10/28/2019 - 11/03/2019' with links for 'Personalize', 'Find', and a page indicator '1-300 of 300'. At the bottom, a table header is visible with columns: Last Name, First Name, Employee ID, Empl Record, Reported Hours, Hours to be Approved, Scheduled Hours, Exception, Reported Absence, Hours Approved or Submitted, and Denied Hours.

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
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Timesheet Summary: Saving Employee Selection Criteria

Enter the **Employee Selection Criteria** that best matches the population for which time is entered and approved.

To Save Criteria

- Enter the criteria, e.g., Department, Reports To Position Number, or Workgroup.
- Click the **Save Criteria** button.

To remove criteria that has been entered, click the **Clear Criteria** button.

The screenshot shows the 'Timesheet Summary' page with a navigation bar at the top containing 'Favorites', 'Main Menu', 'Manager Self Service', 'Time Management', 'Report Time', and 'Timesheet'. Below the navigation bar, the page title 'Report Time Timesheet Summary' is displayed. The main section is titled 'Employee Selection' and contains a table for 'Employee Selection Criteria'. The table has two columns: 'Selection Criterion' and 'Selection Criterion Value'. The 'Reports To Position Number' row is highlighted and contains the value 'TSP0001'. To the right of the table are three buttons: 'Get Employees', 'Clear Criteria', and 'Save Criteria'. The 'Clear Criteria' and 'Save Criteria' buttons are highlighted with red borders. At the bottom of the page, there is a 'Change View' link.

Selection Criterion	Selection Criterion Value
Time Reporter Group	
Employee ID	
Last Name	
First Name	
Business Unit	
Job Code	
Department	
Reports To Position Number	TSP0001
Location Code	
Workgroup	
Position Number	



Timesheet Summary: Get Employee Timesheets

Once you have entered the selection criteria, click the **Get Employees** button.

The system returns employees based on the selection criteria entered under the **Employees For (Manager Name), Total from (Date(s) selected)**

Favorites > Main Menu > Manager Self Service > Time Management > Report Time > Timesheet

Report Time

Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	TSP0001
Location Code	<input type="text"/>
Workgroup	<input type="text"/>
Position Number	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

Change View

*View By Week

Date 10/28/2019

☐ Show Schedule Information

Previous Week

Next Week

Employees For JOHN SMITH, Totals From 10/28/2019 - 11/03/2019

Personalize | Find | 1-5 of 5

Time Summary

Demographics

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
ALCOTT	LOUISA	EMP00000001	0	0.00	0.00	40.00			0.00	0.00
ANTHONY	SUSAN	EMP00000002	0	0.00	0.00	40.00			0.00	0.00
ARANA	HECTOR	EMP00000003	0	0.00	0.00	40.00			0.00	0.00
ASHE	ARTHUR	EMP00000005	0	0.00	0.00	40.00			0.00	0.00
FIELD	MARSHAL	EMP00000004	0	0.00	0.00	40.00			0.00	0.00



Timesheet Summary: Change View

The **Change View** section of the **Timesheet Summary** page controls how the timesheet pages elected display.

Favorites > Main Menu > Manager Self Service > Time Management > Report Time > Timesheet

Report Time

Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Location Code	<input type="text"/>
Workgroup	<input type="text"/>
Position Number	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

Change View

*View By Week

Date 10/28/2019

☒ Show Schedule Information

Previous Week

Next Week

Employees For JOHN DOE, Totals From 10/28/2019 - 11/03/2019

Personalize | Find | 1 of 1

Time Summary

Demographics

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
Last Name			0	0.000000	0.000000	0.000000			0.000000	0.000000

Approve Reported Time

Manager Self Service

Time Management



Timesheet Summary Page: Change View (continued)



The **Change View** includes:

- **View By** - Shows results for an individual **Day** or for an entire **Week**. The default value for this field is **Week**.
- **Show Schedule Information** - Displays the employee's scheduled days and hours when the indicator is checked.
- **Date** - Driven by the selection made in the **View By** field. If you choose **Day**, then the date should be the day to be viewed. If **Week** is chosen, then the date can be any date in that week. The default value for this field is the current date.

Position Number

Change View

*View By

Date  

☒ Show Schedule Information

[Previous Week](#) [Next Week](#)

Employees For JOHN SMITH, Totals From 10/28/2019 - 11/03/2019



Timesheet Summary Page: Time Summary

There are two tabs that display in the Search results section, **Time Summary** and **Demographics**.

Change View

*View By Week

Date10/28/2019


31

☒ Show Schedule Information

Previous Week

Next Week


Employees For JOHN SMITH, Totals From 10/28/2019 - 11/03/2019

Personalize | Find | 

1-5 of 5

Time Summary

Demographics



Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
ALCOTT	LOUISA	EMP00000001	0	0.00	0.00	40.00			0.00	0.00
ANTHONY	SUSAN	EMP00000002	0	0.00	0.00	40.00			0.00	0.00
ARANA	HECTOR	EMP00000003	0	0.00	0.00	40.00			0.00	0.00
ASHE	ARTHUR	EMP00000005	0	0.00	0.00	40.00			0.00	0.00
FIELD	MARSHAL	EMP00000004	0	0.00	0.00	40.00			0.00	0.00



Timesheet Summary Page: Time Summary (continued)

The **Time Summary** tab provides the following information for each employee:

- **Last Name**
- **First Name**
- **Employee ID**
- **Reported Hours**
- **Hours to Be Approved**
- **Scheduled Hours**
- **Exception**
- **Reported Absence**
- **Hours Approved or Submitted**
- **Denied Hours**

[Change](#) [View](#)

*View By Week

☒ Show Schedule Information

Date 10/28/2019

[Previous Week](#) [Next Week](#)

Employees For JOHN SMITH, Totals From 10/28/2019 - 11/03/2019 Personalize | Find | 1-5 of 5

Time Summary

Demographics

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
ALCOTT	LOUISA	EMP00000001	0	0.00	0.00	40.00			0.00	0.00
ANTHONY	SUSAN	EMP00000002	0	0.00	0.00	40.00			0.00	0.00
ARANA	HECTOR	EMP00000003	0	0.00	0.00	40.00			0.00	0.00
ASHE	ARTHUR	EMP00000005	0	0.00	0.00	40.00			0.00	0.00
FIELD	MARSHAL	EMP00000004	0	0.00	0.00	40.00			0.00	0.00



Timesheet Summary Page: Demographics

The **Demographics** tab provides the following information for each employee:

- **Last Name**
- **First Name**
- **Employee ID**
- **Earliest Change Date**
- **Department**
- **Workgroup ID**
- **Business**
- **Location Code**
- **Position Number**

Change View

*View By Week

☒ Show Schedule Information

Date 10/28/2019

Previous Week

Next Week

Employees For JOHN SMITH, Totals From 10/28/2019 - 11/03/2019

Personalize | Find | 1-5 of 5

Time Summary

Demographics

Last Name	First Name	Employee ID	Earliest Change Date	Department	Workgroup ID	Business	Location Code	Position Number
ALCOTT	LOUISA	EMP00000001	09/02/2019	Department of Cats and Dogs	VDOTNONEXM	50100	10	EMP0001
ANTHONY	SUSAN	EMP00000002	09/02/2019	Department of Cats and Dogs	VDOTNONEXM	50100	10	EMP0001
ARANA	HECTOR	EMP00000003	09/02/2019	Department of Cats and Dogs	VDOTNONEXM	50100	10	EMP0001
ASHE	ARTHUR	EMP00000005	09/02/2019	Department of Cats and Dogs	VDOTNONEXM	50100	10	EMP0001
FIELD	MARSHAL	EMP00000004	09/02/2019	Department of Cats and Dogs	VDOTNONEXM	50100	10	EMP0001



<div> <div>Change View</div> <div> <div>*View By</div> <div>Week</div> </div> <div> <div>Date</div> <div>10/28/2019</div> <div> <div>ST</div> <div>↺</div> <div>↻</div> </div> </div> <div> <div><input checked="" type="checkbox"/> Show Schedule Information</div> <div> <div>Previous Week</div> <div>Next Week</div> </div> </div> </div>																
<div> <div>Employees For JOHN SMITH, Totals From 10/28/2019 - 11/03/2019</div> <div> <div>Personalize</div> <div> </div> <div>Find</div> <div> </div> <div>1-5 of 5</div> </div> </div>																
<div> <div>Time Summary</div> <div>Demographics</div> <div> <div>⏮</div> <div>⏪</div> <div>⏩</div> <div>⏭</div> </div> </div>																
Last Name	First Name	Employee ID	Earliest Change Date	Department	Workgroup ID	Business	Location Code	Position Number								
ALCOTT	LOUISA	EMP00000001	09/02/2019	Department of Cats and Dogs	VDOTNONEXM	50100	10	EMP0001								
ANTHONY	SUSAN	EMP00000002	09/02/2019	Department of Cats and Dogs	VDOTNONEXM	50100	10	EMP0001								
ARANA	HECTOR	EMP00000003	09/02/2019	Department of Cats and Dogs	VDOTNONEXM	50100	10	EMP0001								
ASHE	ARTHUR	EMP00000005	09/02/2019	Department of Cats and Dogs	VDOTNONEXM	50100	10	EMP0001								
FIELD	MARSHAL	EMP00000004	09/02/2019	Department of Cats and Dogs	VDOTNONEXM	50100	10	EMP0001								

<div> <div>Employees For JOHN SMITH, Totals From 10/28/2019 - 11/03/2019</div> <div> <div>Personalize</div> <div> </div> <div>Find</div> <div> </div> <div>1-5 of 5</div> </div> </div>																
<div> <div>⏮</div> </div>																
Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours	Earliest Change Date	Department	Workgroup ID	Business	Location Code	Position Number
ALCOTT	LOUISA	EMP00000001	0	0.00	0.00	40.00			0.00	0.00	09/02/2019	Department of Cats and Dogs	VDOTNONEXM	50100	10	EMP0001
ANTHONY	SUSAN	EMP00000002	0	0.00	0.00	40.00			0.00	0.00	09/02/2019	Department of Cats and Dogs	VDOTNONEXM	50100	10	EMP0001
ARANA	HECTOR	EMP00000003	0	0.00	0.00	40.00			0.00	0.00	09/02/2019	Department of Cats and Dogs	VDOTNONEXM	50100	10	EMP0001
ASHE	ARTHUR	EMP00000005	0	0.00	0.00	40.00			0.00	0.00	09/02/2019	Department of Cats and Dogs	VDOTNONEXM	50100	10	EMP0001
FIELD	MARSHAL	EMP00000004	0	0.00	0.00	40.00			0.00	0.00	09/02/2019	Department of Cats and Dogs	VDOTNONEXM	50100	10	EMP0001



Timesheet Summary Page: Access Timesheet

To access an employee's Timesheet, click the **Last Name** of the employee.

Change View

*View By Week

☒ Show Schedule Information

Date 10/28/2019

Previous Week

Next Week

Employees For JOHN SMITH, Totals From 10/28/2019 - 11/03/2019

Personalize | Find | 1-5 of 5

Time Summary

Demographics

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
ALCOTT	LOUISA	EMP00000001	0	0.00	0.00	40.00			0.00	0.00
ANTHONY	SUSAN	EMP00000002	0	0.00	0.00	40.00			0.00	0.00
ARANA	HECTOR	EMP00000003	0	0.00	0.00	40.00			0.00	0.00
ASHE	ARTHUR	EMP00000005	0	0.00	0.00	40.00			0.00	0.00
FIELD	MARSHAL	EMP00000004	0	0.00	0.00	40.00			0.00	0.00



The Employee Timesheet

The **Timesheet** page displays. The **Timesheet** page for the timekeeper processor is very similar to the Self Service user view.

Favorites ▾Main Menu ▾ > Manager Self Service ▾ > Time Management ▾ > Report Time ▾ > Timesheet

Timesheet

HECTOR.ARANA

Fin & Audit Svcs Practioner II

Actions ▾

Employee ID 00388476400

Empl Record 0

Time Reporting Type Positive

Earliest Change Date 08/05/2019

Select Another Timesheet

*View By Week ▾

*Date 10/28/2019 31 ↺

Previous WeekNext Week

Previous EmployeeNext Employee

Reported Hours 0.00

From Monday 10/28/2019 to Sunday 11/03/2019 ?

Mon 10/28	Tue 10/29	Wed 10/30	Thu 10/31	Fri 11/1	Sat 11/2	Sun 11/3	Total	Time Reporting Code	*Taskgroup	Business Unit	Telecommute	Equipment ID	ChartFields			
								▾	VDOTCOMREQ	50100			ChartFields	+	-	
								▾	VDOTCOMREQ	50100			ChartFields	+	-	
								▾	VDOTCOMREQ	50100			ChartFields	+	-	

Save for Later

Submit

Apply Schedule

Reported Time Status

Summary

Leave / Compensatory Time

Absence

Exceptions

Reported Time Status

Personalize | Find | 621 | 1 of 1

Date	Total	TRC	Description	Comments
	0.000000			

Return to Select Employee

Manager Self Service

Time Management



The Employee Timesheet (continued)

The timesheet is organized in sections and tabs that help view and update timesheet data.

- **Header Section**
- **Select Another Timesheet**
- **Timesheet Entry Grid**
- **Tabs: Reported Time Status, Summary, Absence (for eligible salaried employees), Compensatory Leave (for employees who are eligible), and Exceptions**
- **Buttons**
- **Links**

The screenshot shows the Employee Timesheet interface with several sections highlighted by red boxes and labeled with callouts:

- Header:** A box labeled "Header" points to the top section containing employee information: Employee ID 00388476400, Empl Record 0, Time Reporting Type Positive, and Earliest Change Date 08/05/2019.
- Select Another Timesheet:** A box labeled "Select Another Timesheet" points to the section below the header, which includes a "Select Another Timesheet" button, a "View By" dropdown (set to Week), a "Date" field (10/28/2019), and links for "Previous Week", "Next Week", "Previous Employee", and "Next Employee".
- Time Entry Grid:** A box labeled "Time Entry Grid" points to the main table for entering time. The table has columns for days of the week (Mon 10/28 to Sun 11/3), Total, Time Reporting Code, *Taskgroup, Business Unit, Telecommute, Equipment ID, and ChartFields. The first three rows are visible, all with "VDOTCOMREQ" as the task group and "50100" as the business unit.
- Buttons:** A box labeled "Buttons" points to a row of three buttons: "Save for Later", "Submit", and "Apply Schedule".
- Tabs:** A box labeled "Tabs" points to the "Reported Time Status" tab, which is the first of five tabs: "Reported Time Status", "Summary", "Leave / Compensatory Time", "Absence", and "Exceptions".
- Links:** A box labeled "Links" points to a section at the bottom left containing links: "Return to Select Employee", "Manager Self Service", and "Time Management".

The "Reported Time Status" tab is active, showing a table with columns: Date, Total, TRC, Description, and Comments. The first row shows a total of 0.000000.



The Timesheet Page (continued)

The **Header Section** identifies the employee by **Name**, **Employee ID**, **Job Title**, **Employee Record**, and **Time Reporting Type**. **Empl Record** field: defaults to **0** for your primary job. If you have another job within the state, then the Record for the additional job will increment by 1.

Time Reporting Type field has two values configured:

- **Positive**: employees report all time worked on the Timesheet. **Note**: all VDOT employees are this type.
- **Exception**: employees do not need to report regular time; only exceptions to the regular time (e.g., vacation, sick)

The **Actions** dropdown is not used at this time in Cardinal.

It also contains the **Earliest Change Date** field. The **Earliest Change Date** is the date the Time Administration process will start processing the employee's time. It is triggered by newly submitted time, adjusted time, and approved absences and reflects the oldest date pending processing/reprocessing.

Timesheet

HECTOR.ARANA Employee ID 00388476400
Fin & Audit Svcs Practioner II Empl Record 0
Time Reporting Type Positive
Earliest Change Date 08/05/2019

Select Another Timesheet

*View By Week Previous Week Next Week

Date 11/18/2019



The Timesheet Page (continued)

The screenshot shows a web interface for a timesheet. At the top left, there is a link 'Fin & Audit Svcs Fraction'. To the right, it says 'Empl Re' and 'Time Reporting Type Positive'. Below that, it says 'Earliest Change Date 08/05/2019'. On the left, there is a dropdown menu labeled 'Actions'. A red rectangular box highlights a section titled 'Select Another Timesheet'. Inside this box, there is a '*View By' dropdown menu currently set to 'Week'. Below it is a '*Date' field with the value '11/18/2019' and a calendar icon. To the right of the date field is a refresh icon. Below the date field, it says 'Reported Hours 0.00'. To the right of the red box, there are four links: 'Previous Week', 'Next Week', 'Previous Employee', and 'Next Employee'. At the bottom of the screenshot, there is a calendar view showing 'Monday 11/19/2019'.

You can use the **Select Another Timesheet** section to change the view of the timesheet and the calendar period.

- **View By** - Select by day, week, or an alternative calendar period. The default view of the timesheet is a weekly format.
- **Date** - Enter a specific date, date in a week, etc. to be shown on the timesheet. Click on the calendar icon to open a calendar and then select the month, year, and day.
- **Refresh Timesheet** icon - Use the Refresh Timesheet [] icon to update the timesheet when changes are made to the **View By** and **Date** fields.
- **Previous Week** - Select this link to view the previous week.
- **Next Week** - Select this link to view the following week.
- **Previous Employee/Next Employee** Select to these links to move to additional employees when more than one displays based on the criteria entered on the Timesheet Summary page. If the criteria entered only returns one employee, these links do not display.
- **Reported Hours** – This field displays the hours reported on the timesheet for week.



The Timesheet Page (continued)

The Timesheet Report section:

- Enter hours for each day by **Time Reporting Code (TRC)**, e.g., RGS
- **Taskgroup**: Defaults and cannot be changed
- **Business Unit** - Defaults and cannot be changed
- **Telecommute** (if applicable) - Identify Hours as Telecommute if worked from out of office
- **Equipment ID** (if applicable) - Identify a specific piece of equipment was used, e.g., snow truck (only if agency requires it)
- **ChartFields** – Opens a new page where you enter the charge distribution for the time entered
- **+** and **–** buttons – Allows a line to added or deleted on the **Timesheet** page

From Monday 11/18/2019 to Sunday 11/24/2019 ?															
Mon 11/18	Tue 11/19	Wed 11/20	Thu 11/21	Fri 11/22	Sat 11/23	Sun 11/24	Total	Time Reporting Code	*Taskgroup	Business Unit	Telecommute	Equipment ID	ChartFields		
									VDOTCOMREQ	50100			ChartFields	+	-
									VDOTCOMREQ	50100			ChartFields	+	-
									VDOTCOMREQ	50100			ChartFields	+	-

Save for Later Submit Apply Schedule

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions

Reported Time Status Personalize Find 1 of 1



The Timesheet Page (continued)

Directly below the timesheet entry grid are two buttons:

- **Save for Later** - Saves entries on the **Timesheet** page. Saving time places it on hold on the page and does **not** send it to be processed.
- **Submit** - Submits time entered in the timesheet grid to be processed and submits absence requests to the approver for approval.
- **Apply Schedule** - auto-populates the employee's timesheet with the schedule identified in Cardinal on the **Assign Work Schedule** page.

From Monday 11/18/2019 to Sunday 11/24/2019 ?

Mon 11/18	Tue 11/19	Wed 11/20	Thu 11/21	Fri 11/22	Sat 11/23	Sun 11/24	Total	Time Reporting Code	*Taskgroup	Business Unit	Telecommute	Equipment ID	ChartFields		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	VDOTCOMREQ	50100	<input type="text"/>	<input type="text"/>	ChartFields	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	VDOTCOMREQ	50100	<input type="text"/>	<input type="text"/>	ChartFields	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	VDOTCOMREQ	50100	<input type="text"/>	<input type="text"/>	ChartFields	<input type="button" value="+"/>	<input type="button" value="-"/>

Reported Time Status Personalize Find | 1 of 1



The Timesheet Page Tabs

Tabs on the **Timesheet** include:

- **Reported Time Status** - Provides a view of the time entered by date and its **Reported Time Status**. The status of an absence event displays as **Saved**, **Needs Approval**, or **Approved**. For time entered in the timesheet grid, the status displays as **Saved** or **Submitted**.
- **Summary** - Provides a one-row summary by TRCs of entered time.
- **Leave and Compensatory Time** - Provides a summary of Compensatory and Overtime leave. This tab is only visible if you are eligible for these types of leave and have a balance.
- **Absence** - Allows entry of absences and provides a view of details on outstanding absence requests and a view of absence entitlement balances.
- **Exceptions** - Allows you to view exception related information, if one exists, for the timesheet displayed.

Save for later Submit

Reported Time Status | Summary | Leave / Compensatory Time | Absence | Exceptions

Reported Time Status Personalize | Find | 1-5 of 5

Date	Reported Status	Total	TRC	Description	Add Comments
11/18/2019	Submitted	8.00	RGS	Regular Earnings - Salaried	
11/19/2019	Submitted	8.00	RGS	Regular Earnings - Salaried	
11/20/2019	Submitted	8.00	RGS	Regular Earnings - Salaried	
11/21/2019	Submitted	8.00	RGS	Regular Earnings - Salaried	
11/22/2019	Submitted	8.00	RGS	Regular Earnings - Salaried	

[Return to Select Employee](#)
[Manager Self Service](#)
[Time Management](#)



The Timesheet Page Tabs (continued)

Reported Time Status: Click this tab to view the regular, overtime, and compensatory time as well as absences that have been entered by date and check on its status.

Reported Time Status		Summary	Leave / Compensatory Time	Absence	Exceptions
Reported Time Status		Personalize Find 1-5 of 5			
Date	Reported Status	Total	TRC	Description	Add Comments
11/18/2019	Submitted	8.00	RGS	Regular Earnings - Salaried	
11/19/2019	Submitted	8.00	RGS	Regular Earnings - Salaried	
11/20/2019	Submitted	8.00	RGS	Regular Earnings - Salaried	
11/21/2019	Submitted	8.00	RGS	Regular Earnings - Salaried	
11/22/2019	Submitted	8.00	RGS	Regular Earnings - Salaried	

Reported Time Summary: Expand this section to view summary of your time.

Save for Later

Summary

Leave / Compensatory Time

Absence

Exceptions

Reported Time Summary

Personalize

Find

1-3 of 3

Category	Total	Mon 11/18	Tue 11/19	Wed 11/20	Thu 11/21	Fri 11/22	Sat 11/23	Sun 11/24
Regular TRCs	40.00	8.00	8.00	8.00	8.00	8.00		
Total Reported Hours	40.00	8.00	8.00	8.00	8.00	8.00		
Time with no Category								

Return to Select Employee



The Timesheet Page Tabs (continued)

Absence - Click this tab to enter absences, view details about outstanding absence requests, and check absence entitlement balances. This tab is only visible to employees who are eligible for absences.

Absence Events ?											
Absence Take		Forecast Results									
Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel
<input type="checkbox"/>	10/21/2019	10/21/2019	Vacation	Vacation	8.00 Hours		Details	Needs Approval	Approval Monitor	Manager Timesheet	<input type="checkbox"/>

[Add Absence Event](#)

Leave/Compensatory Time - Click this tab to view compensatory or overtime leave balances. This tab is only visible for employees who are eligible for these types of leave.

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions						
Leave and Compensatory Time Balances ?					Personalize Find	
Description		Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time		COMP_LEAVE	14.00	0	120	
Comp Time		OT_LEAVE	1.50	0	480	



The Timesheet Page Tabs (continued)

The **Exceptions** tab lists any exceptions identified by the Time Administration process.

Save AllSubmit

Reported Time StatusSummaryLeave / Compensatory TimeAbsenceExceptions

Exceptions ?

PersonalizeFind1 of 1

Allow	Date	Exception ID	Exception Source	Status	Exception Severity	Explanation	Comment
<input type="checkbox"/>	10/03/2019	VOVTSCHW	Time Administration	Unresolved	Medium	Employee has not fulfilled their scheduled hours.	

Select AllDeselect All

Update Exception



Entering Time

Cardinal provides a grid for entering time for each employee. Enter hours worked for each day of the work week in increments of one-tenth of an hour (e.g., 8.0, 4.5, 3.2, etc.).

Use the **Apply Schedule** to populate the week with the employee's standard work schedule.

Cardinal allows entry of time up to 90 days into the future for leave and productive hours. Since ChartFields for productive hours may become inactive, it is recommended to enter only absences (non-productive) in advance. Follow your agency's policy regarding the entry of future time.

Favorites

Main Menu

Manager Self Service

Time Management

Report Time

Timesheet

Timesheet

HECTOR ARANA

Fin & Audit Svcs Practitioner II

Actions

Employee ID 00388476400

Empl Record 0

Time Reporting Type Positive

Earliest Change Date 08/05/2019

Select Another Timesheet

*View By Week

Previous Week

Next Week

*Date 10/28/2019

Previous Employee

Next Employee

Reported Hours 0.00

From Monday 10/28/2019 to Sunday 11/03/2019

Mon 10/28	Tue 10/29	Wed 10/30	Thu 10/31	Fri 11/1	Sat 11/2	Sun 11/3	Total	Time Reporting Code	*Taskgroup	Business Unit	Telecommute	Equipment ID	ChartFields		
									VDOTCOMREQ	50100			ChartFields	+	-
									VDOTCOMREQ	50100			ChartFields	+	-
									VDOTCOMREQ	50100			ChartFields	+	-

Save for Later

Submit

Apply Schedule

Reported Time Status

Summary

Leave / Compensatory Time

Absence

Exceptions

Reported Time Status

Personalize

Find

1 of 1

Date	Total	TRC	Description	Comments
	0.000000			

Return to Select Employee

Manager Self Service

Time Management



Entering Time (continued)

The weekly time entry grid allows entry of multiple days for each unique combination of:

- **Time Reporting Code (TRC)** - For each set of hours assign the appropriate TRC
- **Taskgroup** – Defaults and cannot be changed
- **Business Unit** – Defaults and cannot be changed
- **Telecommute** (if applicable) – Identify hours as **Telecommute** if worked from outside of the office
- **Equipment ID** (if applicable) – Identify a specific piece of equipment that was used, e.g., snow truck (only if agency requires it)
- **ChartFields** – Opens a new page where you enter the charge distribution for the time entered
- **+ and – buttons** – Allows a line to be added or deleted on the **Timesheet** page

Timesheet

HECTOR ARANA Employee ID 00388476400
Fin & Audit Svcs Practitioner II Empl Record 0
Time Reporting Type Positive
Earliest Change Date 08/05/2019

Actions
Select Another Timesheet

*View By Week
*Date 10/28/2019
Previous Week Next Week
Previous Employee Next Employee

Reported Hours 0.00

From Monday 10/28/2019 to Sunday 11/03/2019

Mon 10/28	Tue 10/29	Wed 10/30	Thu 10/31	Fri 11/1	Sat 11/2	Sun 11/3	Total Time Reporting Code	*Taskgroup	Business Unit	Telecommute	Equipment ID	ChartFields		
							CLO - Office Closing	VDOTCOMREQ	50100			ChartFields	+	-
							CPE - Compensatory Leave Earned	VDOTCOMREQ	50100			ChartFields	+	-
							CPT - Compensatory Leave Taken	VDOTCOMREQ	50100			ChartFields	+	-
							EOP - Emergency Comp Earn	VDOTCOMREQ	50100			ChartFields	+	-
							ES1 - Emerg Straight Time OT - Sal	VDOTCOMREQ	50100			ChartFields	+	-
							HFL - Holiday - Floating							
							NHO - No Holiday Pay							
							OS1 - OT @Straight Time - Sal							
							RGS - Regular Earnings - Salaried							
							RLW - Regular Time LTD Working							
							RSW - Regular Time STD Working							
							UOT - Uncompensated Overtime							

Save for Later Submit Apply Schedule

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions

Reported Time Status

Date	Total TRC	Description	Add Comments
	0.00		

Personalize Find

Return to Select Employee
Manager Self Service
Time Management



Entering Regular Time and Overtime

Cardinal provides a grid for entering an employee's time. Enter hours worked for each day of the work week in increments of one-tenth of an hour (e.g., 8.0, 4.5, 3.2, etc.).

Favorites ▾

Main Menu ▾

Manager Self Service ▾

Time Management ▾

Report Time ▾

Timesheet

HECTOR.ARAMA

Fin & Audit Svcs Practitioner II

Actions ▾

Employee ID 00388476400

Empl Record 0

Time Reporting Type Positive



Earliest Change Date 08/05/2019

Select Another Timesheet

*View By Week ▾

Previous Week


Next Week

*Date 10/28/2019  

Previous Employee

Next Employee

Reported Hours 0.00

From Monday 10/28/2019 to Sunday 11/03/2019 

Mon 10/28	Tue 10/29	Wed 10/30	Thu 10/31	Fri 11/1	Sat 11/2	Sun 11/3	Total	Time Reporting Code	*Taskgroup	Business Unit	Telecomm
8	8	8	8	8				<div>▾</div>	VDOTCOMREQ	50100	
								<div>▾</div>	VDOTCOMREQ	50100	
								<div>▾</div>	VDOTCOMREQ	50100	

Save for Later

Submit

Apply Schedule



Time Reporting Codes

All hours entered on the timesheet are classified by **Time Reporting Codes (TRCs)** which describe the nature of the time being reported.

All employees are assigned to a **Workgroup**, which determines the TRCs that are available to them. For example, TRCs for compensatory/overtime earned and taken are available only to employees in Workgroups that allow those TRCs.

For more detailed information about Workgroups and the TRCs available for each, see the job aid entitled **Time Reporting Codes by Workgroup** located on the Cardinal website in **Job Aids** under **Training**.

Favorites ▾ Main Menu ▾ > Manager Self Service ▾ > Time Management ▾ > Report Time ▾ > Timesheet

HECTOR ARANA Employee ID 00388476400
Fin & Audit Svcs Practioner II Empl Record 0
Actions ▾ Time Reporting Type Positive
Earliest Change Date 08/05/2019

Select Another Timesheet

*View By Week ▾ Previous Week Next Week
*Date 10/28/2019 [Calendar Icon] Previous Employee Next Employee
Reported Hours 0.00

From Monday 10/28/2019 to Sunday 11/03/2019 ?

Mon 10/28	Tue 10/29	Wed 10/30	Thu 10/31	Fri 11/1	Sat 11/2	Sun 11/3	Total	Time Reporting Code	*Taskgroup	Business Unit
8	8	8	8	8					VDOTCOMREQ	50100
									VDOTCOMREQ	50100
									VDOTCOMREQ	50100

Save for Later Submit Apply Schedule

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions

Reported Time Status

Personalize Find [Calendar Icon] [Print Icon] 1

CLO - Office Closing
CPE - Compensatory Leave Earned
CPT - Compensatory Leave Taken
ECP - Emergency Comp Earn
ES1 - Emerg Straight Time OT - Sal
HFL - Holiday - Floating
NHO - No Holiday Pay
OS1 - OT @Straight Time - Sal
RGS - Regular Earnings - Salaried
RLW - Regular Time LTD Working
RSW - Regular Time STD Working
UOT - Uncompensated Overtime



Time Reporting Codes (continued)

After entering hours, select the appropriate **Time Reporting Code (TRC)** related to the time entered. In this example, the TRC is **RGS - Regular Earnings - Salaried**.

From Monday 10/28/2019 to Sunday 11/03/2019 ?

Mon 10/28	Tue 10/29	Wed 10/30	Thu 10/31	Fri 11/1	Sat 11/2	Sun 11/3	Total Time Reporting Code	*Taskgroup	Business Unit	Telecommute	Equipment ID
8	8	8	8	8			RGS - Regular Earnings - Salaried ▼	VDOTCOMREQ	50100		
							▼	VDOTCOMREQ	50100		
							▼	VDOTCOMREQ	50100		

Save for Later Submit Apply Schedule

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions

Reported Time 9:00 AM Personalize | Print | 1 of 1



Entering Charge Distribution Information

Every line of reported time entered must have a valid **TRC** and a **charge distribution**. Click on the **ChartFields** link to access the **ChartField Detail** page.

Total Time Reporting Code	*Taskgroup	Business Unit	Telecommute	Equipment ID	ChartFields		
<div>RGS - Regular Earnings - Salaried</div>	VDOTCOMREQ	50100	<div></div>	<div></div>	<div>ChartFields</div>	<div>+</div>	<div>-</div>
<div></div>	VDOTCOMREQ	50100	<div></div>	<div></div>	ChartFields	<div>+</div>	<div>-</div>
<div></div>	VDOTCOMREQ	50100	<div></div>	<div></div>	ChartFields	<div>+</div>	<div>-</div>



ChartField Detail Page

The **ChartField Detail** pop-up window displays. It is used to enter the charge distribution information related to the hours entered on that line of the Timesheet page. If the user knows where time needs to be charged, it can be entered on this page. Use the scroll bar at the bottom of the page to view more ChartFields (to the right).

Note: Some distributions are automatically set to default based on the Time Reporting Code selected, e.g., office closing, Holiday, etc. In those cases, the **Search** button is grayed out. TRCs with default ChartField values still require accessing the **ChartField Detail** page. Click the **OK** button to accept them.

For this scenario, Speed Types will be used. Click the **Search** button.

Favorites ▾Main Menu ▾> Manager Self Service ▾> Time Management ▾> Report Time ▾> Timesheet

New Win

ChartField Detail

Employee ID 00388476400

Set ID: 50100

Search Options

Speed Types

Search

ChartField Detail

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	P
599999	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Ok

Cancel




Searching Speed Types

The **Search Speed Types** pop-up window displays. Cardinal uses SpeedTypes to auto-populate many of the ChartField values. Click the **SpeedType Key** lookup icon.

Favorites ▾Main Menu ▾> Manager Self Service ▾> Time Management ▾> Report Time ▾> Timesheet


New Window | Personalize Page


Search Speed Types


SpeedType Key 


Search by ChartFields


Account 599999


Fund 


Program 


Department 


Cost Center 


Task 


FIPS 


Asset 


Agency Use 1 


Agency Use 2 


PC Business Unit 


Project 


Activity 

Source Type 

Category 

Subcategory 

Affiliate 

Fund Affiliate 

Search

Clear

Cancel

ChartField Detail

	Select	SpeedType	Account	Department	Project	Task	Fund	FIPS	Affiliate	Asset	Agency Use 2	Cost Center	Program
1	<div>Select</div>												

50



Steps to Enter Speed Types

- The **Look Up SpeedType Key** pop-up box displays.
- In the **Search by** field, enter all or part of the **SpeedType Key** (Cost Center or Project). Questions about SpeedType code should be directed to your approver.
- Click the **Lookup** button.
- SpeedType keys that match what you have entered display.
- Click the appropriate **SpeedType Key** (note this is a hyperlink) under **Search Results**.

Look Up SpeedType Key

Search by: SpeedType Key begins with

[Look Up](#) [Cancel](#) [Advanced Lookup](#)

Search Results

View 100 First 1-9 of 9 Last

SpeedType Key	Description
11120010	Admin & Support Maint Fund
11120020	Management Develop Maintenance
11120030	Prof Development- Maintenance
11120040	Unemployment Expense
11120050	Bad Debt Expense
11120060	Advertising
11120070	Employee Suggestions ESPN
11120080	Cellular Telephones
11120090	EEO Claims



Steps to Enter Speed Types (continued)

- The **Search SpeedTypes** page returns with populated SpeedType values based on the selection made.
- Do not add any additional values on this page. Additional required values must be added on the **ChartField Detail** page.
- Click the **Select** button under the **ChartField Detail** section to return to the **ChartField Detail** page.

Favorites ▾Main Menu ▾ > Manager Self Service ▾ > Time Management ▾ > Report Time ▾ > Timesheet

New

Search Speed Types

SpeedType Key 11120010 x 🔍

Search by ChartFields

Account 599999

Asset 🔍

Category 🔍

Fund 04100 🔍

Agency Use 1 🔍

Subcategory 🔍

Program 699001 🔍

Agency Use 2 🔍

Affiliate 🔍

Department 🔍

PC Business Unit 🔍

Fund Affiliate 🔍

Cost Center 11120010 🔍

Project 🔍

Task 🔍

Activity 🔍

FIPS 🔍

Source Type 🔍

Search

Clear

Cancel

ChartField Detail

	Select	SpeedType	Account	Department	Project	Task	Fund	FIPS	Affiliate	Asset	Agency Use 2	Cost Center
1	Select	11120010	599999				04100					11120010



Steps to Enter Speed Types (continued)

- In most cases, additional values will be required to make the charge distribution valid, e.g., **Department**, etc.
- Enter any additional values or make change to others as appropriate.
- Click the **OK** button.

Favorites ▾Main Menu ▾> Manager Self Service ▾> Time Management ▾> Report Time ▾> Timesheet

New Win

ChartField Detail

Employee ID 00388476400

Set ID: 50100

Search Options

☒ Speed Types

Search

ChartField Detail

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2
599999	04100	699001	10015	11120010					

Ok

Cancel

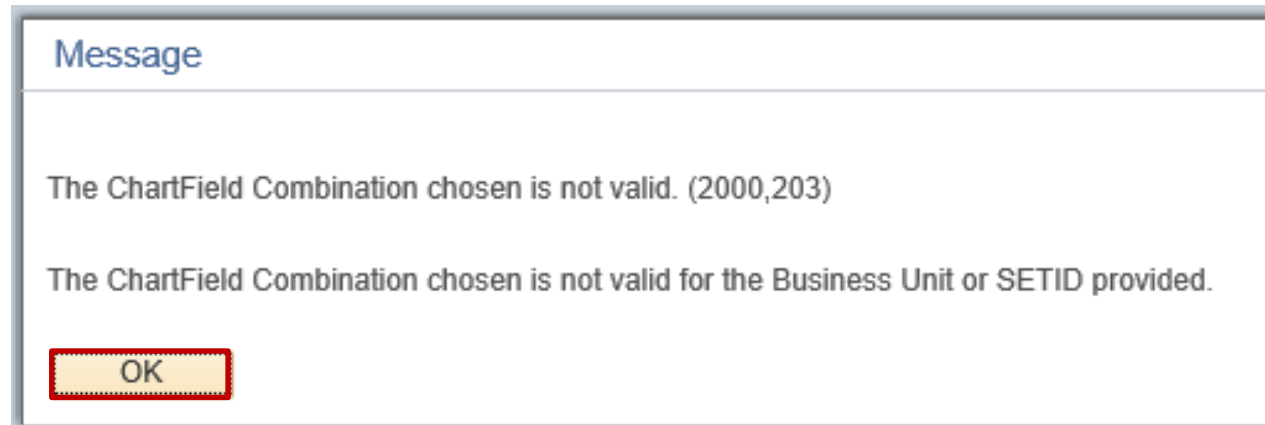


Steps to Enter SpeedTypes (continued)

Cardinal verifies the charge distribution and returns to the **Timesheet** page if the distribution is valid.

If the distribution is not valid, has missing required values, etc., Cardinal displays an error message like the one below.

Click the **OK** button on the **Message** and make the necessary adjustments to the ChartFields. After making adjustments, click the **OK** button on the **ChartField Detail** page to verify the updates to the charge distribution. If they are valid, the **Timesheet** page displays.





Charging Time to Multiple Distributions

The timesheet grid format allows multiple days entry on one line for every unique TRC and charge distribution combination.

This reduces duplicate entry. Charging time to different projects can be done by selecting the appropriate **SpeedTypes** (ChartFields) for each individual time reporting line.

For example, this timesheet depicts entry for time worked:

- Eight RGS hours Monday and Tuesday on Project A
- Four RGS hours on Wednesday on Project B
- Four RGS hours on Wednesday and eight RGS hours on Thursday and Friday on Project C

Navigation: Favorites ▾ Main Menu ▾ > Manager Self Service ▾ > Time Management ▾ > Report Time ▾ > Timesheet

HECTOR ARANA
Fin & Audit Svcs Practioner II

Employee ID 00388476400
Empl Record 0
Time Reporting Type Positive
Earliest Change Date 08/05/2019

Actions ▾

Select Another Timesheet

*View By Week ▾ Previous Week Next Week
*Date 10/28/2019 [Calendar Icon] [Refresh Icon] Previous Employee Next Employee

Reported Hours 0.00

From Monday 10/28/2019 to Sunday 11/03/2019 ?

Mon 10/28	Tue 10/29	Wed 10/30	Thu 10/31	Fri 11/1	Sat 11/2	Sun 11/3	Total	Time Reporting Code	*Taskgroup	Business Unit	Telecom
8.00	8.00							RGS - Regular Earnings - Salaried ▾	VDOTCOMREQ	50100	
		4.00						RGS - Regular Earnings - Salaried ▾	VDOTCOMREQ	50100	
		4.00	8.00	8.00				RGS - Regular Earnings - Salaried ▾	VDOTCOMREQ	50100	

Buttons: Save for Later Submit Apply Schedule

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions



Submitting Time on Individual Timesheet

Once entering time is completed **Save for Later** or **Submit**.

Use caution when using the **Save for Later** button. Note that saving time entries for later does not notify Time Administration there is time to be processed. The **Submit** button triggers the time to be processed by Time Administration during the next batch process.

Time Administration will identify any exceptions to time reporting rules in time submitted. When you **Submit time**, Cardinal sets the process date to the Monday of that week. Otherwise, only hours reported in that current week are submitted.

Submitting time weekly is recommended; at the end of pay periods it is required.

From Monday 10/28/2019 to Sunday 11/03/2019 ?

Mon 10/28	Tue 10/29	Wed 10/30	Thu 10/31	Fri 11/1	Sat 11/2	Sun 11/3	Total Time Reporting Code	*Taskgroup	Business Unit
8	8	8	8	8			RGS - Regular Earnings - Salaried	VDOTCOMREQ	50100

Save for Later

Submit

Apply Schedule

Reported Time Status

Summary

Leave / Compensatory Time

Absence

Exceptions

Reported Time Status

Personalize

Find

1 of 1



Saved vs Submitted Time

Cardinal allows the user to submit the timesheet or to save the timesheet for later submission.

To determine whether entered time has been **Saved** or **Submitted** on the **Timesheet** page, click the **Reported Time Status** tab to expand the section and view the status of time entered.

- If time has been saved but not submitted, the **Reported Status** field value displays **Saved**.
- If time has been submitted, the **Reported Status** field value displays **Submitted**.

From Monday 10/28/2019 to Sunday 11/03/2019 ?

Mon 10/28	Tue 10/29	Wed 10/30	Thu 10/31	Fri 11/1	Sat 11/2	Sun 11/3	Total Time Reporting Code
8.00	8.00	8.00	8.00	8.00			40.00 RGS - Regular Earnings -

[Save for Later](#) [Submit](#)

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions

Reported Time Status Personalize Find 1-5 of 5

Date	Reported Status	Total TRC	Description	Add Comments
10/28/2019	Saved	8.00 RGS	Regular Earnings - Salaried	
10/29/2019	Saved	8.00 RGS	Regular Earnings - Salaried	
10/30/2019	Saved	8.00 RGS	Regular Earnings - Salaried	
10/31/2019	Saved	8.00 RGS	Regular Earnings - Salaried	
11/01/2019	Saved	8.00 RGS	Regular Earnings - Salaried	

[Return to Select Employee](#)

[My Page](#) [Self Service](#)

From Monday 10/28/2019 to Sunday 11/03/2019 ?

Mon 10/28	Tue 10/29	Wed 10/30	Thu 10/31	Fri 11/1	Sat 11/2	Sun 11/3	Total Time Reporting Code
8.00	8.00	8.00	8.00	8.00			40.00 RGS - Regular Earnings -

[Save for Later](#) [Submit](#)

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions

Reported Time Status Personalize Find 1-5 of 5

Date	Reported Status	Total TRC	Description	Add Comments
10/28/2019	Submitted	8.00 RGS	Regular Earnings - Salaried	
10/29/2019	Submitted	8.00 RGS	Regular Earnings - Salaried	
10/30/2019	Submitted	8.00 RGS	Regular Earnings - Salaried	
10/31/2019	Submitted	8.00 RGS	Regular Earnings - Salaried	
11/01/2019	Submitted	8.00 RGS	Regular Earnings - Salaried	

[Return to Select Employee](#)

[My Page](#) [Self Service](#)



Viewing Timesheet Status

Once time is submitted, it is processed by Time Administration, a batch process that runs periodically throughout the day.

Time Administration:

- Validates reported time against time reporting rules.
- Generates what is called Payable Time (i.e., the final submitted time that is approved and paid).
- Identifies any exceptions to reported time.
- Routes time to each employee's supervisor for approval.

To view the approval status navigate, to the **Payable Time Detail** page using the following path:

Cardinal FIN > Cardinal HCM > Main Menu > Manager Self Service > Time Management > View Time > Payable Time Detail

[Favorites](#) > [Main Menu](#) > [Manager Self Service](#) > [Time Management](#) > [View Time](#) > [Payable Time Detail](#)

Payable Time Detail

HECTOR ARANA Employee ID 00183846500
Gen Admin Supv I / Coord I Employment Record 0

[Actions](#) Start Date 10/28/2019 End Date 11/01/2019 [Next Employee](#)

[Payable Status Filter](#)

Payable Time

Overview	Time Reporting Elements	Task Reporting Elements	Cost and Approval			
Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type	Estimated Gross
10/28/2019	Approved		RGS	8.00	Hours	\$225.650000
10/29/2019	Approved		RGS	8.00	Hours	\$225.650000
10/30/2019	Approved		RGS	8.00	Hours	\$225.650000
10/31/2019	Approved		RGS	8.00	Hours	\$225.650000
11/01/2019	Approved		RGS	8.00	Hours	\$225.650000

[Return to Select Employee](#)



Viewing Timesheet Status (continued)

On the **Overview** tab, the **Status** field displays one of two values related to approval:

- **Needs Approval:** waiting for supervisor approval
- **Approved:** approved by the supervisor

It can also display three statuses applicable to the allocation process:

- Taken by Payroll
- Rejected by Payroll
- Distributed

Note: If payable time entries are not displayed as expected on the **Payable Time Detail** page, check for high severity exceptions as they must be corrected before Time Administration can generate payable time.

Favorites > Main Menu > Manager Self Service > Time Management > View Time > Payable Time Detail

Payable Time Detail

HECTOR ARANA
Gen Admin Supv I / Coord I

Employee ID 00183846500
Employment Record 0

Actions
Start Date 10/28/2019
End Date 11/08/2019
Next Employee

Payable Status Filter

Payable Time ?

Overview | Time Reporting Elements | Task Reporting Elements | Cost and Approval

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type	Estimated Gross
10/28/2019	Approved		RGS	8.00	Hours	\$225.650000
10/29/2019	Approved		RGS	8.00	Hours	\$225.650000
10/30/2019	Approved		RGS	8.00	Hours	\$225.650000
10/31/2019	Approved		RGS	8.00	Hours	\$225.650000
11/01/2019	Approved		RGS	8.00	Hours	\$225.650000
11/04/2019	Needs Approval		RGS	8.00	Hours	\$225.650000
11/05/2019	Needs Approval		RGS	8.00	Hours	\$225.650000
11/06/2019	Needs Approval		RGS	8.00	Hours	\$225.650000
11/07/2019	Needs Approval		RGS	8.00	Hours	\$225.650000

Return to Select Employee



Viewing/Submitting Timesheet Status (continued)

To identify approvers check the **Approver Monitor** from the **Payable Time Detail** page.

Access the **Approval Monitor** page by clicking on the **Status** link to identify the workflow routing for approval.

Favorites ▾

Main Menu ▾

Manager Self Service ▾

Time Management ▾

View Time ▾

Payable Time Detail

Payable Time Detail

HECTOR ARANA

Gen Admin Supv I / Coord I

Employee ID 00183846500

Employment Record 0

Actions ▾

Start Date 10/28/2019

End Date 11/08/2019

Next Employee

Payable Status Filter

Payable Time ?

Overview | Time Reporting Elements | Task Reporting Elements | Cost and Approval

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type
10/28/2019	Approved		RGS	8.00	Hours
10/29/2019	Approved		RGS	8.00	Hours
10/30/2019	Approved		RGS	8.00	Hours
10/31/2019	Approved		RGS	8.00	Hours
11/01/2019	Approved		RGS	8.00	Hours
11/04/2019	Needs Approval		RGS	8.00	Hours
11/05/2019	Needs Approval		RGS	8.00	Hours
11/06/2019	Needs Approval		RGS	8.00	Hours
11/07/2019	Needs Approval		RGS	8.00	Hours

Return to Select Employee

Favorites ▾

Main Menu ▾

Manager Self Service ▾

Time Management ▾

View Time ▾

Payable Time Detail

Payable Time

Approval Monitor

By PosMgmt

Payable Time Approval for RGS on 2019-08-07:Approved

Route to PosMgmt

Approved

JOHN SMITH

TLByPosMgmt

11/20/19 - 8:50 AM

Payable Time Approval for RGS on 2019-10-07:Approved

Route to PosMgmt

Approved

JOHN SMITH

TLByPosMgmt

11/20/19 - 8:50 AM

Payable Time Approval for CPE on 2019-10-07:Approved

Route to PosMgmt

Approved

JOHN SMITH

TLByPosMgmt

11/20/19 - 8:50 AM

Payable Time Approval for RGS on 2019-10-08:Approved

Route to PosMgmt



Viewing/Submitting Timesheet Status (continued)

Cardinal does not allow users to manually enter negative hours. However, negative hours may be displayed on the **Payable Time Detail** page.

Those hours are generated by Cardinal. Cardinal automatically creates the negative hours to offset the original entry when an adjustment to reported time or an absence occurs after time has been submitted and approved.

Favorites ▾Main Menu ▾>Manager Self Service ▾>Time Management ▾>View Time ▾>Payable Time Detail

Payable Time Detail

HECTOR ARANA
Gen Admin Supv I / Coord I

Employee ID 00183846500
Employment Record 0

Actions ▾
Start Date 10/10/2019 31
End Date 10/11/2019 31 ↺

Next Employee

Payable Status Filter

Payable Time ?

OverviewTime Reporting ElementsTask Reporting ElementsCost and Approval

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type	Estimated Gross
10/10/2019	Approved		CPE	6.00 Hours		\$169.237500
10/10/2019	Approved		RGS	8.00 Hours		\$225.650000
10/11/2019	Approved		CPE	-2.00 Hours		\$-56.412500
10/11/2019	Approved		CPE	2.00 Hours		\$56.412500
10/11/2019	Approved		CPE	1.00 Hours		\$28.206250
10/11/2019	Approved		RGS	8.00 Hours		\$225.650000
10/11/2019	Approved		RGS	4.00 Hours		\$112.825000
10/11/2019	Approved		RGS	-8.00 Hours		\$-225.650000
10/11/2019	Approved		RGS	4.00 Hours		\$112.825000

Return to Select Employee



Timesheet Lockout

At the end of each pay period, Cardinal runs an allocation process that distributes payroll costs to various projects, cost centers, etc. During the allocation process, Timesheets are placed on a temporary lockout. This prevents any changes to payable time during the allocation process. Once the lockout is lifted, adjustments can be made to that pay period if necessary. Check the Salary/Hourly Calendars to see specific Lockout dates.

When Lockout is in effect, it covers the fiscal year-to-date through the specified pay period end-date for both salaried and hourly timesheets.

During Lockout, for a specific salaried pay period:

- No salaried timesheet entry/approval can occur for that pay period or for prior period adjustments.
- Salaried timesheet entry/approval is allowed for up to six future pay periods subsequent to the specific period under lockout.

When Lockout is not in effect, timesheet entry/approval/adjustments can occur for up to six pay periods back but not prior to the first pay period of the current fiscal year.



Compensatory and Overtime Leave

Navigate to the Timesheet page to view earned and taken compensatory and overtime leave.

Cardinal FIN > Cardinal HCM > Main Menu > Manager Self Service > Time Management > Report Time Time > Timesheet

If employees are eligible, select the following Time Reporting Code(s) and enter them directly on the timesheet:

- **CPE** - Compensatory Leave Earned
- **ECP** - Emergency Compensatory Leave Earned
- **CPT** - Compensatory Leave Taken
- **OTL** - Overtime Leave Earned
- **EOL** - Emergency Overtime Leave Earned
- **OTT** - Overtime Leave Taken

When compensatory leave or overtime leave is earned, the time should be entered on the timesheet with the corresponding TRC and the appropriate charge distribution associated with the work.

When compensatory or overtime leave is taken, the time should be entered on the timesheet with the corresponding TRC. Cardinal auto-populates the charge distribution on the ChartFields link.

Entered compensatory and overtime hours are processed by Time Administration and then routed to the approver for approval.



Compensatory and Overtime Leave (continued)

When entering time using the **CPT** or **OTT** TRC, enter the hours and the appropriate TRC. Click the ChartFields link. Cardinal auto-populates the charge distribution. Click the **OK** button to return to the **Timesheet** page.

For more detailed information about charging distribution codes, see the job aid entitled **Time Entry Scenarios** located on the Cardinal website in **Job Aids** under **Training**.

Save for LaterSubmitApply Schedule

Reported Time StatusSummaryLeave / Compensatory TimeAbsenceExceptions

Leave and Compensatory Time Balances ?Personalize | Find | 1-2 of 2

Description	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	COMP_LEAVE	14.00	0	120	
Comp Time	OT_LEAVE	1.50	0	480	



Compensatory and Overtime Leave (continued)

If CPT or OTT are entered for an employee and the balances are not sufficient, a warning message displays.

Message

Comp Plan COMP_LEAVE will reach a balance of -2 on 2019-11-20. The minimum allowed is 0. (13504,110)

Minimum balance allowed is exceeded for the Compensation Plan. The quantity reported as Compensation Time Taken must be reduced.

OK



Viewing Holidays

Holidays are automatically generated by Cardinal for applicable employees when Time Administration processes a week with a holiday. Holidays do not display on the timesheet.

To determine whether an employee actually received the Holiday, navigate to the **Payable Time Detail** page using the following navigation path once the Time Administration process has run for that week:

Main Menu > Manager Self Service > Time Management > View Time > Payable Time Detail

Favorites ▾Main Menu ▾ > Manager Self Service ▾ > Time Management ▾ > View Time ▾ > Payable Time Detail

Payable Time Detail

HECTOR ARANAEmployee ID 00183846500
Gen Admin Supv I / Coord IEmployment Record 0

Actions ▾
Start Date 11/11/2019 31
End Date 11/20/2019 31 ↺

Next Employee

Payable Status Filter

Payable Time ?

OverviewTime Reporting ElementsTask Reporting ElementsCost and Approval

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type	Estimated Gross
11/11/2019	Approved		HOL	8.00 Hours		\$225.650000
11/12/2019	Approved		RGS	8.00 Hours		\$225.650000
11/13/2019	Approved		RGS	8.00 Hours		\$225.650000
11/14/2019	Approved		RGS	8.00 Hours		\$225.650000

Return to Select Employee



Working on a Holiday

If an employee works on a holiday, enter the hours and appropriate TRC on the holiday. The holiday warning message displays when the **Save for Later** or **Submit** button is clicked.

Click the **OK** button to save the reported hours.

Message

Warning -- 2019-11-28 is scheduled as a holiday (13504,3003)

Reported Date is scheduled as a Holiday. Press OK to Save the Reported Time and return to Timesheet page. Press cancel to return to Timesheet page to save or change your Reported Time.



Floating Holiday

A Floating Holiday is a paid day off from work that substitutes for hours worked on a holiday. Consult your agency policy and supervisor for eligibility.

For an eligible employee with a floating holiday, instead of the standard holiday:

- Row 1 - Enter regular hours worked, and use the **NHO** Time Reporting Code.
- After entering the **TRC**, click the **ChartFields** link and the charge distribution auto-populates.
- Click the **OK** button to return to the **Timesheet** page.
- Row 2 - Enter regular hours worked.

The Time Reporting Code of HFL is entered for the day taken as the floating holiday. After entering the TRC, click the ChartFields link and the charge distribution will auto-populate. Click OK to return to the Timesheet page.



Using a Floating Holiday (continued)

From Monday 11/11/2019 to Sunday 11/17/2019 ?

Mon 11/11	Tue 11/12	Wed 11/13	Thu 11/14	Fri 11/15	Sat 11/16	Sun 11/17	Total	Time Reporting Code	*Taskgroup
8.00								NHO - No Holiday Pay	VDOTCOMREQ
8.00	8.00	8.00	8.00	8.00				RGS - Regular Earnings - Salaried	VDOTCOMREQ

Save for Later Submit Apply Schedule

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions

From Monday 11/18/2019 to Sunday 11/24/2019 ?

Mon 11/18	Tue 11/19	Wed 11/20	Thu 11/21	Fri 11/22	Sat 11/23	Sun 11/24	Total	Time Reporting Code	*Taskgroup
8.00								HFL - Holiday - Floating	VDOTCOMREQ
	8.00	8.00	8.00	8.00				RGS - Regular Earnings - Salaried	VDOTCOMREQ

Save for Later Submit Apply Schedule

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions



Note: Not every employee is permitted to take floating holidays. Before entering a floating holiday on the timesheet, confirm eligibility with the approver.




Office Closing

Office Closings occur when circumstances require emergency closings such as inclement weather, utility failure, fire, or other forced evacuations from the agency or work site.

Use **CLO** as the Time Reporting Code for office closings. The **CLO** Time Reporting Code auto-populates the charge distribution after the **ChartField** link is clicked.

*Date  

Reported Hours 0.00

From Monday 11/04/2019 to Sunday 11/10/2019 

Mon 11/4	Tue 11/5	Wed 11/6	Thu 11/7	Fri 11/8	Sat 11/9	Sun 11/10	Total	Time Reporting Code	*Taskgroup
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2.00"/>	<input type="text"/>	<input type="text"/>		<div>CLO - Office Closing</div>	VDOTCOMREQ
<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="6.00"/>	<input type="text"/>	<input type="text"/>		<div>RGS - Regular Earnings - Salaried</div>	VDOTCOMREQ
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<div></div>	VDOTCOMREQ

Save for Later

Submit

Apply Schedule



Lesson 2: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.



1. Which of the following is not an employee selection criteria?
 - a) Employee ID
 - b) Last name of employee
 - c) Time Reporter Group
 - d) ChartField distribution



2. All hours entered on the timesheet are classified by _____.
 - a) Telecommute ID
 - b) Equipment ID
 - c) Chartfields
 - d) Time Reporting Codes



3. Every line of reported time entered must have a valid TRC and _____.
 - a) Charge Distribution
 - b) Regular Earnings
 - c) Reported time summary
 - d) Reported time status



Lesson 2: Checkpoint



4. _____ populate(s) the ChartField distribution. This “shortcut” saves time in that the user does not have to reenter the same information.
- a) Time Reporting Codes
 - b) SpeedTypes
 - c) ChartField Detail Page
 - d) None of the above



5. Time Administration is a batch process that generates_____.
- a) Saved Time
 - b) Payable time
 - c) Time Reporting Codes
 - d) Cardinal HCM



6. Timesheets are placed on a temporary lockout at the end of a pay period for a brief window of time. This prevents any changes to payable time during _____.
- a) State holidays
 - b) The allocation process
 - c) FMLA
 - d) ChartField updates



Lesson 2: Summary

2

Entering and Viewing Time

In this lesson, you learned:

- Time and Attendance allows Timekeepers to enter time and absence requests for assigned employees.
- You can record compensatory and overtime earned and taken on the timesheet.
- You can view a summary of an employee's compensatory and/or overtime absence balances on the **Timesheet** page by expanding the **Leave and Compensatory Time Balances** section.
- Holidays are populated in **Payable Time** but are not visible on the timesheet



Lesson 3: Introduction

3

Entering and Managing Absences

This lesson covers the following topics:

- Viewing Absence Balances
- Entering Absence Requests on the Timesheet
- Adjusting Absences



Viewing Absence Entitlement Balances

To view an employee's absence entitlement balances, click the **Absence** tab on the **Timesheet** page.

Favorites ▾Main Menu ▾>Manager Self Service ▾>Time Management ▾>Report Time ▾>Timesheet

Timesheet

HECTOR ARANA

Fin & Audit Svcs Practitioner II

Actions ▾

Employee ID 00388476400

Empl Record 0



Time Reporting Type Positive

Earliest Change Date 11/18/2019

Select Another Timesheet

*View By Week ▾

Previous WeekNext Week

*Date 11/04/2019  

Reported Hours 0.00

From Monday 11/04/2019 to Sunday 11/10/2019 ?

Mon 11/4	Tue 11/5	Wed 11/6	Thu 11/7	Fri 11/8	Sat 11/9	Sun 11/10	Total	Time Reporting Code	*Taskgroup
								▾	VDOTCOMREQ
								▾	VDOTCOMREQ
								▾	VDOTCOMREQ

Save for Later

Submit

Apply Schedule

Reported Time Status



Summary

Leave / Compensatory Time

Absence

Exceptions

Reported Time Status

Personalize | Find |   1 of 1

Date	Total TRC	Description	Add Comments
	0.00		

75



Viewing Absence Entitlement Balances (continued)

The **Absence Events** page displays.

All absence balances are listed with the exception of compensatory time and overtime taken. Use the scroll bar on the right to view additional absence type balances.

The **Absence Entitlement Balances** section contains a **Balance as of (date)** column. This date indicates the balances in this section as of the date specified, and does not take into account:

- Absences in a **Saved** or **Needs Approval** status
- Future absence requests

Navigation: Favorites > Main Menu > Manager Self Service > Time Management > Report Time > Timesheet

Absence Events ?

Absence Take [icon]

Select	*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source
<input type="checkbox"/>						Details		Approval Monitor	Administrator Absence Event

Add Absence Event

Approval

Select All Deselect All Approve Deny

Absence Entitlement Balances

Personalize | [icon]

Entitlement Name	Balance as of 07/24/2019**	From	To	Accrual Period
Parental Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Family Medical Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
VSDP Sick Leave	12.75 Hours	01/10/2019	01/09/2020	Year to Date
Sick Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Pre-Layoff Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Public Health Emergency	0.00 Hours	01/10/2019	01/09/2020	Year to Date
VSDP Personal Leave	16.00 Hours	01/10/2019	01/09/2020	Year to Date
Military Bank Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Employee Suggestion Program	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Employee Recognition Program	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Emergency Service Volunteer	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Educational Leave w/o Pay	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Educational Leave w/ Pay	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Victim of Disaster	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Converted Disability Credits	0.00 Hours	01/10/2019	01/09/2020	Year to Date

**Disclaimer The current balance does not reflect absences that have not been processed.



Absence Balance Inquiry

Timekeepers can view the absence balances only up to the **Balance as of (date)**. If an employee wants to find out what their absence balance will be at a future date, they will need to contact either their supervisor or an Absence Management Administrator to provide that information.

Approval

Select All

Deselect All

Approve

Deny

Absence Entitlement Balances

Personalize |

Entitlement Name	Balance as of 07/24/2019**	From	To	Accrual Period
Parental Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Family Medical Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
VSDP Sick Leave	12.75 Hours	01/10/2019	01/09/2020	Year to Date
Sick Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Pre-Layoff Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Public Health Emergency	0.00 Hours	01/10/2019	01/09/2020	Year to Date
VSDP Personal Leave	16.00 Hours	01/10/2019	01/09/2020	Year to Date
Military Bank Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Employee Suggestion Program	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Employee Recognition Program	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Emergency Service Volunteer	0.00 Hours	01/10/2019	01/09/2020	Year to Date



Entering an Absence Request (continued)

To enter an absence request:

- Enter or select the week that contains the begin date of the leave request.
- Click the **Absence** tab to open **Absence Events** section.

Timesheet

HECTOR ARANA

Fin & Audit Svcs Practitioner II

Actions

Employee ID 00388476400
Empl Record 0
Time Reporting Type Positive
Earliest Change Date 11/18/2019

Select Another Timesheet

*View By Week
*Date 11/04/2019
Previous Week Next Week
Previous Employee Next Employee
Reported Hours 0.00

From Monday 11/04/2019 to Sunday 11/10/2019

Mon 11/4	Tue 11/5	Wed 11/6	Thu 11/7	Fri 11/8	Sat 11/9	Sun 11/10	Total	Time Reporting Code	*Taskgroup	Business
									VDOTCOMREQ	50100
									VDOTCOMREQ	50100
									VDOTCOMREQ	50100

Save for Later Submit Apply Schedule

Reported Time Status Summary Leave / Compensatory Time **Absence** Exceptions

Absence Events

Absence Take

Select	*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source	Cancel
<input type="checkbox"/>						Details		Approval Monitor	Administrator Absence Event	<input type="checkbox"/>

Add Absence Event

Approval

Select All Deselect All Approve Deny



Entering an Absence Request (continued)

- Click the **Add Absence Event**.

Save for LaterSubmitApply Schedule

Reported Time StatusSummaryLeave / Compensatory TimeAbsenceExceptions

Absence Events ?Personalize

Absence Take [icon]

Select	*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source	Cancel
<input type="checkbox"/>						Details		Approval Monitor	Administrator Absence Event	<input type="checkbox"/>

Add Absence Event

Approval

Select AllDeselect AllApproveDeny

Absence Entitlement BalancesPersonalize [icon]

Entitlement Name	Balance as of 07/24/2019**	From	To	Accrual Period
Parental Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Family Medical Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
VSDP Sick Leave	75.00 Hours	01/10/2019	01/09/2020	Year to Date



Entering an Absence Request (continued)

- Populate the following required fields on the **Absence Take** tab. *For this scenario, vacation time will be used:*
 - Enter **Start Date**.
 - Enter **End Date**.
 - Select **Absence Name**.
 - Select **Reason**.
 - Click the **Details** link.

Reported Time Status | Summary | Leave / Compensatory Time | **Absence** | Exceptions

Absence Events ?

Absence Take [Calendar Icon]

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel
<input type="checkbox"/>	11/08/2019 [Calendar Icon]	11/08/2019 [Calendar Icon]	Vacation ▾	Vacation ▾		Hours	Details	New	Approval Monitor	Manager Timesheet	<input type="checkbox"/>

Add Absence Event

Approval



Entering Absence Request (continued)

The **Absence Events Details** page displays. Cardinal auto-populates any information already entered in the **Absence Event** section of the **Timesheet** page.

Cardinal uses both the both the employee schedule and the information entered in the **Absence Events Details** page to automatically calculate total hours (duration) of the absence.

If the absence is for the full scheduled work day, click the **Calculate End Date or Duration** button to display the calculated hours.

Favorites ▾Main Menu ▾ > Manager Self Service ▾ > Time Management ▾ > Report Time ▾ > Timesheet

Absence Event Details

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Instructions

Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

Absence Detail ?

*Start Date11/08/2019

End Date11/08/2019

Filter by TypeAll

*Absence NameVacation

*ReasonVacation

Partial DaysNone

Duration

Hours

Calculate End Date or Duration

View Monthly Calendar

Current Balance 180.60 Hours**

Comments

Reporter Comments:

OK

Cancel

* Required Field

**Disclaimer The current balance does not reflect absences that have not been processed.

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Partial Day Options

If the absence is for a partial day, select the **Partial Days** drop-down.

There are five options to choose from:

- **All Days** - Use if the days entered are all partial days. **Select this option when taking one partial day of leave.**
- **End Day Only** - Use this when the last day only is a partial day.
- **None** - This is the default value. Do not change this if none of the days are partial days.
- **Start Day Only** - Use when the first day only is a partial day.
- **Start and End Days** - Use when the first and last days are partial days.

Navigation: Favorites ▾ Main Menu ▾ > Manager Self Service ▾ > Time Management ▾ > Report Time ▾ > Timesheet

Absence Event Details

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Fin & Audit Svcs Practitioner II

Instructions
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

Absence Detail ?

*Start Date: 11/08/2019 [31] [View Monthly Calendar](#)

End Date: 11/08/2019 [31]

Filter by Type: All ▾

*Absence Name: Vacation ▾

Current Balance: 180.60 Hours**

*Reason: All Days
End Day Only
None
Start Day Only
Start and End Days

Partial Days

Duration

Calculate End Date or Duration

Comments

Reporter Comments: [Text Area] [Icon]

OK Cancel

* Required Field

**Disclaimer The current balance does not reflect absences that have not been processed.



Partial Day Options (continued)

If the absence does not fit any of these options, then more than one request (meeting all the needed absences conditions) will need to be entered.

For example, if an employee is taking three days off and the middle day only is a partial day, enter this as two requests:

- Request one - Enter the first day as one request (full day).
- Request two - Enter the second day (partial) and third day (full) – using the **Start Day Only** option.

If a partial option is selected, you will be required to enter **Partial Hours**.

Click the **Calculate End Date or Duration** button after entering an absence request to calculate the duration.

A screenshot of a web form showing a dropdown menu for 'Absence Name' with 'Vacation' selected. Below it, a dropdown for '*Reason' is open, showing options: 'All Days', 'End Day Only', 'None' (highlighted in blue), 'Start Day Only', and 'Start and End Days'. A red box highlights the '*Reason' dropdown. Below the dropdowns is a yellow button with a red border labeled 'Calculate End Date or Duration'.

Partial Hours

A screenshot of the 'Absence Detail' form. It includes fields for '*Start Date' (09/30/2019), 'End Date' (09/30/2019), 'Filter by Type' (All), '*Absence Name' (Vacation), and '*Reason' (Vacation). A red box highlights the 'Partial Days' dropdown (set to 'All Days'), the 'All Days Hours' field (4.00), and the 'Duration' field (4.00). Below these fields is a yellow button with a red border labeled 'Calculate End Date or Duration'.



Reporter Comments

The **Reporter Comments** field allows entry of comments regarding the absence, if needed.

Important Note: If comments are entered in this field, the comments can be viewed by anyone with access to these pages. For that reason, use caution if entering personal information.

After entering all required information on the **Absence Event Details** page, click the **OK** button to return to the **Absence Take** tab.

Favorites ▾Main Menu ▾>Manager Self Service ▾>Time Management ▾>Report Time ▾>Timesheet

Absence Event Details

HECTOR ARANA
Fin & Audit Svcs Practioner II

Instructions

Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

Absence Detail ?

*Start Date11/08/2019

End Date11/08/2019

Filter by TypeAll

*Absence NameVacation

*ReasonVacation

Partial DaysNone

Duration8.00Hours

Calculate End Date or Duration

View Monthly Calendar

Current Balance 180.60 Hours**

Comments

Reporter Comments:

OKCancel

* Required Field

**Disclaimer The current balance does not reflect absences that have not been processed.



Forecast Absence Event

When the **Absence Take** tab returns, the **Duration** field populates with the hours for the absence.

Most absence types require the employee to forecast his/her projected balances prior to submitting a request. The forecast process calculates anticipated balances up through the date being requested based on:

- All prior absence requests for that absence type (e.g., vacation, anticipated entitlements)
- Any scheduled increases in the employee leave accruals

If the absence type requires forecasting, the **Forecast** button is enabled after selecting the **Absence Name** when making a new absence request.

Click the **Forecast** button to determine whether there is enough entitlement to cover the request.

Reported Time Status | Summary | Leave / Compensatory Time | **Absence** | Exceptions

Absence Events ? Personalize | [2]

Absence Take [icon]

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit	Delete
<input type="checkbox"/>	11/08/2019 [icon]	11/08/2019 [icon]	Vacation v	Vacation v	8.00	Hours	Details	New	Approval Monitor	Manager Timesheet	<input type="checkbox"/>	Forec	Edit	Del

Add Absence Event



Forecast Absence Event (continued)

If there is sufficient time available for the type of absence selected, the following **Forecast Successful** message displays and the **Submit** button should be clicked immediately.

Reported Time
Summary
Leave / Compensatory Time
Absence
Exceptions

Forecast Successful:
You are eligible to take the requested absence and you may submit your request.
Date Time: November 19,2019 at 13:42

Absence Events ?

Absence Take

Forecast Results

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel
<input type="checkbox"/>	11/08/2019	11/08/2019	Vacation	Vacation	8.00 Hours		Details	Saved	Approval Monitor	Manager Timesheet	<input type="checkbox"/>

Add Absence Event



Insufficient Absence Balance

When the employee does not have the sufficient entitlement balance, Cardinal displays the message below when the forecast is made:

Forecast Error:

You do not have sufficient leave balance for the date(s) or duration requested. Your forecasted balance includes current balance and projected accrual, less any approved, submitted, pushed back, or saved absence requests for this leave type, up through the begin date of this request. In order to submit this request, you can do one of the following: 1) Modify this request (change the dates, duration, or leave type) 2) Cancel or modify approved, submitted, pushed back, or saved requests for this leave type 3) Use the Leave Without Pay absence type (the absence will be unpaid)

Date Time: November 20,2019 at 11:58

Note: The pushed back option will not be used in Cardinal.



Absence Request that Crosses Pay Periods

When entering an absence request, be sure that the time requested is within the same pay period. Pay periods run from the 10th through the 24th of the month and the 25th of the month through the 9th of the next month. If the absence crosses into another pay period, enter it as two requests.

For example, to take vacation from 05/08 – 05/12 enter the request as follows:

- Request #1: 05/08 – 05/09
 - Enter or select the week that contains the begin date of the first request.
 - Enter the leave request by clicking the **Add Absence** button under the **Absence Event** section.
 - Click the **Forecast** button. The **Forecast Successful** message displays.
 - Click the **Submit** button.
- Request #2: 05/10 – 05/12
 - Enter the week that contains the begin date of the second request.
 - Enter the leave request by clicking the **Add Absence** button under the **Absence Event** section.
 - Click the **Forecast** button.
 - The **Forecast Successful** message displays.
 - Click the **Submit** button.

MAY 2017						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



Future Absence Requests

Cardinal allows entry of absences six pay periods (i.e. 90 days) into the future and into the past, but **not** prior to the beginning of the current fiscal year. If 90 days from the current day falls in the middle of the week, Cardinal allows entry of absence events for any day of that week where the 90 day limit falls.

If an attempt is made to enter a future absence request which exceeds the 90 days, Cardinal removes the **Add Absence Event** button to prevent absences from being entered outside the 90 day timeframe.

Absences entered and approved in advance based on a forecast of available time can change when intermittent absences are requested and taken for that absence type prior to the future approved week. Be sure to re-check the employee's balance as a safety check to ensure the employee still has sufficient hours to cover the request when the time comes.

Any portion of the absence that exceeds the entitlement balance is treated as leave without pay.



Future Absence Request (continued)

For example:

- An employee has 32 hours of personal leave.
- The employee submits an absence request for 32 hours of personal leave for a trip 3 months from now. The forecast is successful and the absence request is approved.
- Two weeks later, the employee takes 16 hours of personal leave to visit a sick relative.
- **The future request now becomes ineligible because the employee has now taken 16 of those 32 hours.**
- When you re-check the balances, there are only 16 hours of available personal leave.
- If no action is taken to update the future absence request, the system will process 16 of the 32 hours as leave without pay.
- Monitor future absence requests to ensure balances are sufficient; update leave requests to avoid absences inadvertently processed as leave without pay.

Note: To avoid an employee being on leave without pay, check with your employee and determine what corrective action needs to be taken.



Absence Balance Verification

To verify that there are still sufficient balances for the absence, click on the **Absence** tab and then select the **Forecast Results** tab. Check the **Forecast Value** field to determine if there is still sufficient leave available. If not, edit the request and/or use a different type of leave for the time off.

Click on the **Forecast Details** link to view the number of hours expected to be paid, unpaid, and the remaining balance after the absence has been deducted.

Remember to adjust absence requests that have insufficient balances; otherwise, Cardinal processes it as leave without pay.

The screenshot shows the 'Absence Events' interface. At the top, there are two tabs: 'Absence Take' and 'Forecast Results', with the latter highlighted by a red box. Below the tabs is a table with the following columns: '*Start Date', 'End Date', 'Absence Name', 'Reason', 'Forecast Value', 'Forecast DateTime', and 'Forecast Details'. A single row is displayed with the following data: '*Start Date' is '09/23/2019' with a calendar icon; 'End Date' is '09/23/2019' with a calendar icon; 'Absence Name' is 'Vacation' with a dropdown arrow; 'Reason' is 'Vacation' with a dropdown arrow; 'Forecast Value' is 'ELIGIBLE' (highlighted by a red box); 'Forecast DateTime' is '10/18/2019 8:48AM'; and 'Forecast Details' is a link (highlighted by a red box). The interface also includes a 'Personalize' link and a help icon in the top right corner.

*Start Date	End Date	Absence Name	Reason	Forecast Value	Forecast DateTime	Forecast Details
09/23/2019	09/23/2019	Vacation	Vacation	ELIGIBLE	10/18/2019 8:48AM	Forecast Details



When to Enter and Submit Absence Requests

Enter and submit absences in advance whenever possible.

Enter and submit planned absences as soon as the need for the leave is reported in order to obtain advance approval from the approver.

Enter and submit unplanned absences, such as sick leave, when the employee returns to work.

Submit absences immediately by clicking the **Submit** button each time an absence event is entered or edited.



Save for Later Option with Absences

The **Save for Later** button allows you to save an absence entry and complete it at a later date. It does not, however, submit the absence through workflow to the approver for approval. If you enter an absence event and navigate away from the page without saving or submitting it, Cardinal saves your absence request.

Clicking the **Submit** button on the timesheet does **not** submit absences in a **Saved** status that appear on the timesheet grid. The **Submit** button on the timesheet only submits time (hours worked and comp/OT leave that shows in the Timesheet grid) and absences not **Saved for Later**.

It is strongly recommended when entering an absence that you do not Save for Later and that you do Submit the absence upon entering it or with the timesheet.

To submit an absence event that is in **Saved** status, perform the following steps:

- If the **Edit** button is enabled, click the Edit button to make change or submit. If the Edit button is not enabled (grayed out), then make the change/reforecast directly on the timesheet and submit.
- Make any changes to the request that are needed.
- Click the **Forecast** button (if applicable).
- Click the **Submit** button at the bottom of the page.

Repeat this process for all saved absence events, one at a time.

Remember, clicking the **Submit** button on the timesheet only submits time on the timesheet. It does not submit absences in **Saved** status.



Checking the Absence Status

The **Status** column in the **Absence Event** section displays the current status of the absence event. The **Reported Time Status** section displays absences and their status, by date.

Save for Later

Submit

Reported Time Status

Summary

Leave / Compensatory Time

Absence

Exceptions

Forecast Successful:
You are eligible to take the requested absence and you may submit your request.
Date Time: October 18,2019 at 08:48

Absence Events ?

Absence Take

Forecast Results

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast
09/23/2019	09/23/2019	Vacation	Vacation	8.00	Hours	Details	Saved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	<div>Forec</div>

Add Absence Event



Absence Approval or Denial

The approver may approve or deny an absence request. Once the approver reviews and takes action regarding the absence request, the status is updated on the **Timesheet** page. You can view the status in the **Reported Time Status** tab and in the **Absence** tab under the **Status** field.

Cardinal provides notification via email if an absence request is denied by the approver.

If the approver approves or denies the request, the request can be edited. For example, if the employee requested four hours of vacation, but only used two, edit the request and adjust the hours. Be sure to **Submit** it right away.



FMLA, STD, LTD, and WCL Absences

Some absence types must be assigned and/or entered by the Absence Management Administrator:

- **FMLA** (Family Medical Leave Act) - The Absence Management Administrator must enter a balance before it can be used and forecasted successfully on the timesheet. Contact Human Resources for FMLA requests and for guidance on what to enter on the timesheet.
- **STD** (Short Term Disability)/**LTD** (Long Term Disability) - Only the Absence Management Administrator can enter these leave types.
- **WCL** (Workers Compensation Leave) - Only the Absence Management Administrator can enter this leave type.



Entering FMLA

FMLA hours are entered in the absence area on the **Timesheet** page:

- Enter FMLA hours on the first row and select the appropriate **Reason**.
- Enter the absence type being used on the second row equal to the FMLA hours on the first row. If there are no paid absence hours available (e.g. VAC, SCK, CPE) then enter leave without pay (LNP).

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel
<input type="checkbox"/>	10/03/2019	10/04/2019	VSDP Sick Leave	VSDP Sick Leave	16.00 Hours		Details	Needs Approval	Approval Monitor	Manager Timesheet	<input type="checkbox"/>
<input type="checkbox"/>	10/03/2019	10/04/2019	Family and Medical Leave	FMLA Employee	16.00 Hours		Details	Needs Approval	Approval Monitor	Manager Timesheet	<input type="checkbox"/>

Note: Timekeepers will typically only be asked to enter FMLA if it is intermittent (i.e., ad hoc doctor's appointments, chemo treatments, etc., related to an approved FMLA request).



Canceling an Absence Request

To cancel an absence request:

- Click the **Absence** tab from the Timesheet page.
- Click on the **Edit** button if enabled first and, if not, just check the **Cancel** box.
- Click the **Submit** button immediately.

The status of the absence changes to **Canceled** and Cardinal adjusts the absence balance after the Absence Calculation process has completed. The employee's Supervisor will receive an email notification of the canceled absence.

For more detailed information about canceling an absence request, see the job aid entitled **Time Entry Scenarios** located on the Cardinal website in **Job Aids** under **Training**.

The screenshot shows the 'Absence Events' table with the following data row:

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
<input type="checkbox"/>	10/21/2019	10/21/2019	Vacation	Vacation	8.00 Hours	Hours	Details	Approved	Approval Monitor	Manager Timesheet	<input checked="" type="checkbox"/>	Forec	Edit

The screenshot shows the 'Absence Events' table with the following data row:

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
<input type="checkbox"/>	10/21/2019	10/21/2019	Vacation	Vacation	8.00 Hours	Hours	Details	Cancelled	Approval Monitor	Manager Timesheet	<input type="checkbox"/>	Forec	Edit



Lesson 3: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.



1. You can view absence entitlement balances in the **Absence** section of the **Timesheet** page.

True or False



2. The absence balances on the Timesheet page are accurate as of the current date.

True or False



3. Most leave types require forecasting in Cardinal.

True or False



Lesson 3: Summary

3

Entering and Managing Absences

In this lesson, you learned:

- How to enter absence requests for an individual employee on the **Timesheet** page.
- When the absence request is submitted, it automatically routes for approval and is posted to the employee's timesheet.
- Extended absence types, (e.g., FMLA, WCL, STD, LTD) must be set up by an Absence Management Administrator.
- Timekeepers can view absence balances for the **as of** dates, not real time.



Lesson 4: Introduction

4

Managing Exceptions

This lesson covers the following topics:

- Managing Exceptions



Managing Exceptions

Once the you submit a timesheet, Time Administration checks it against business rules. The Time Administration process may identify:

- **No exceptions:** Submitted time becomes payable time with no exceptions.
- **Low or medium severity exceptions:** Submitted time becomes payable time with low or medium exceptions.
- **High severity exceptions:** Submitted time does not become payable time with a high severity exception. Once corrected, it is resubmitted through Time Administration and becomes payable time when successfully processed.

Timekeepers are responsible for reviewing the status of their employees' time, ensuring that employees and/or approvers are notified of exceptions, and working with them to ensure exceptions are cleared timely.

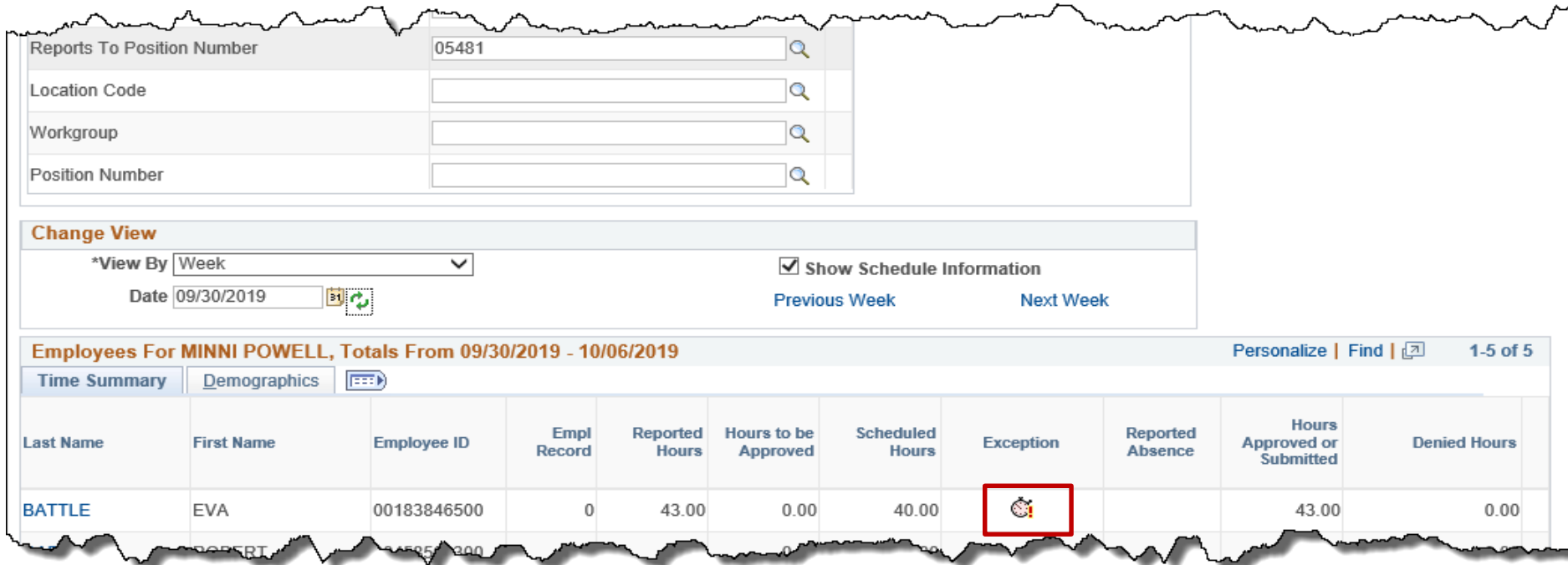
Identifying Employees with Exceptions

Employees with exceptions can be identified from the **Timesheet Summary** page. Access this page using the following path:



Cardinal FIN > Cardinal HCM > Main Menu > Manager Self Service > Time Management > Report Time > Timesheet

Enter the employee information into the search criteria and click the **Get Employees** button.

The employees who match the criteria are displayed. **Alarm clock** icons flag any exceptions.



The screenshot shows the 'Timesheet Summary' page. At the top, there are search criteria fields: 'Reports To Position Number' (05481), 'Location Code', 'Workgroup', and 'Position Number'. Below these is a 'Change View' section with a '*View By' dropdown set to 'Week', a 'Date' field set to '09/30/2019', and a 'Show Schedule Information' checkbox which is checked. There are also links for 'Previous Week' and 'Next Week'. The main section is titled 'Employees For MINNI POWELL, Totals From 09/30/2019 - 10/06/2019'. It includes tabs for 'Time Summary' (selected) and 'Demographics'. Below the tabs is a table with columns: Last Name, First Name, Employee ID, Empl Record, Reported Hours, Hours to be Approved, Scheduled Hours, Exception, Reported Absence, Hours Approved or Submitted, and Denied Hours. The first row shows 'BATTLE, EVA' with Employee ID '00183846500', 43.00 Reported Hours, 0.00 Hours to be Approved, 40.00 Scheduled Hours, and an alarm clock icon in the Exception column. The second row shows 'ROBERT' with Employee ID '00183846500', 43.00 Reported Hours, 0.00 Hours to be Approved, 40.00 Scheduled Hours, and an alarm clock icon in the Exception column.

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
BATTLE	EVA	00183846500	0	43.00	0.00	40.00			43.00	0.00
ROBERT		00183846500	0	43.00	0.00	40.00			43.00	0.00



Viewing Exceptions

View an Exception from the **Reported Time Status** tab or from the **Exceptions** tab.

To view the exception details:

- Select the employee who has an exception by clicking on the employee link.
- Open the **Reported Time Status** section on the timesheet.
- Click the **alarm clock** icon to open the **Exceptions** page.

*View By Week

Previous WeekNext WeekNext Employee

*Date 09/30/2019

Reported Hours 43.00

From Monday 09/30/2019 to Sunday 10/06/2019

Mon 9/30	Tue 10/1	Wed 10/2	Thu 10/3	Fri 10/4	Sat 10/5	Sun 10/6	Total Time	Reporting Code	*Taskgroup	Busine
			5.00				5.00	OT1 - OT @Time 1/2 - Sal	VDOTCOMREQ	50100
8.00	8.00	8.00	8.00	6.00			38.00	RGS - Regular Earnings - Salaried	VDOTCOMREQ	50100

Save for Later

Submit

Reported Time StatusSummaryLeave / Compensatory TimeAbsenceExceptions

Reported Time Status

PersonalizeFind1-6 of 6

Date	Reported Status	Total TRC	Description	Add Comments	Exception
09/30/2019	Submitted	8.00 RGS	Regular Earnings - Salaried		
10/01/2019	Submitted	8.00 RGS	Regular Earnings - Salaried		
10/02/2019	Submitted	8.00 RGS	Regular Earnings - Salaried		
10/03/2019	Submitted	5.00 OT1	OT @Time 1/2 - Sal		
10/03/2019	Submitted	8.00 RGS	Regular Earnings - Salaried		
10/04/2019	Submitted	6.00 RGS	Regular Earnings - Salaried		



Correcting Exceptions

Review the details for an exception on the **Details** tab.

For more detailed information about exceptions and how to resolve them, see the job aid entitled **501 TA: Exceptions** located on the Cardinal website in **Job Aids** under **Training**. Remember, not all Exceptions have to be cleared. A comment associated with an Exception can be added.

Actions

Earliest Change Date 11/11/2019

Select Another Timesheet

*View By Week

Previous Week

Next Week

*Date 09/30/2019

Next Employee

Reported Hours 43.00

From Monday 09/30/2019 to Sunday 10/06/2019

Mon 9/30	Tue 10/1	Wed 10/2	Thu 10/3	Fri 10/4	Sat 10/5	Sun 10/6	Total	Time Reporting Code	*Taskgroup	Business Unit	Telecommute	Equi
			5.00				5.00	OT1 - OT @Time 1/2 - Sal	VDOTCOMREQ	50100		
8.00	8.00	8.00	8.00	6.00			38.00	RGS - Regular Earnings - Salaried	VDOTCOMREQ	50100		

Save for Later

Submit

Reported Time Status

Summary

Leave / Compensatory Time

Absence

Exceptions

Exceptions

Personalize | Find | 1 of 1

Allow	Date	Exception ID	Exception Source	Status	Exception Severity	Explanation	Comment
<input type="checkbox"/>	10/03/2019	VOVTSCHW	Time Administration	Unresolved	Medium	Employee has not fulfilled their scheduled hours.	

Select All

Deselect All



Lesson 4: Summary

4

Managing Exceptions

In this lesson, you learned:

- Time must be submitted to be processed by Time Administration.
- Payable time is sent to the employee's supervisor for approval.
- Check the Reported Time Status the day after time is submitted to check for exceptions.
- Exceptions are flagged with an **alarm clock** icon in the exceptions column on the **Timesheet Summary** page.
- When an exception is corrected, resubmit the time to be reprocessed by Time Administration.



Lesson 5: Introduction

5

Performing Timesheet Adjustments

This lesson covers the following topics:

- Performing Timesheet Adjustments



Adjusting the Timesheet

As a result of timesheet review, an item(s) may require adjustment such as:

- Correcting an error identified by Time Administration
- Correcting a TRC
- Updating the number of hours charged to a charge distribution
- Changing a charge distribution
- Adjusting an absence request

Timesheet adjustments may be entered up to six pay periods in the past and not prior to the beginning of the current fiscal year. If adjustments are needed for a period prior to those limits, contact your administrator.



Making Adjustments to the Timesheet

If an absence request is added after time has been submitted, go back to the timesheet and adjust the time entered for that day. Cardinal does not automatically make these adjustments.

For example:

- Eight hours of regular time was entered on Friday. The employee was out sick on Friday.

Time Sheet

*View By Week Previous Week Next Week

*Date 10/28/2019 [icon] [icon]

Reported Hours 40.00

From Monday 10/28/2019 to Sunday 11/03/2019 [icon]

Mon 10/28	Tue 10/29	Wed 10/30	Thu 10/31	Fri 11/1	Sat 11/2	Sun 11/3	Total Time Reporting Code	*Taskgroup	Busi
8.00	8.00	8.00	8.00	8.00			40.00 RGS - Regular Earnings - Salaried	VDOTCOMREQ	

- Enter the leave request for Friday for the 8 hours of sick time, and make sure the 8 RGS reported Friday are deleted on the submitted timesheet.

From Monday 10/28/2019 to Sunday 11/03/2019 [icon]

Mon 10/28	Tue 10/29	Wed 10/30	Thu 10/31	Fri 11/1	Sat 11/2	Sun 11/3	Total Time Reporting Code	*Taskgroup	Busin
8.00	8.00	8.00	8.00				40.00 RGS - Regular Earnings - Salaried	VDOTCOMREQ	50100

Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions

Absence Events [icon]

Absence Take Forecast Results [icon]

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel
<input type="checkbox"/>	11/01/2019 [icon]	11/01/2019 [icon]	VSDP Sick Leave	VSDP Sick Leave	8.00 Hours		Details	Saved	Approval Monitor	Manager Timesheet	<input type="checkbox"/>



Making Adjustments to the Timesheet (Continued)

Be sure when adjusting previously submitted time, all steps are completed, e.g., forecasting the absence event.

When Time Administration runs, it removes the 8 hours of RGS and processes the Absence event. If already approved, the timesheet will offset (generate negative hours). If not already approved and still in a not approved status, Time Administration will simply delete the 8 RGS from payable time.

Reported Hours 40.00

From Monday 10/28/2019 to Sunday 11/03/2019 ?

Mon 10/28	Tue 10/29	Wed 10/30	Thu 10/31	Fri 11/1	Sat 11/2	Sun 11/3	Total Time Reporting Code	*Taskgroup
8.00	8.00	8.00	8.00				32.00 RGS - Regular Earnings - Salaried	VDOTCOMREQ
				8.00			8.00 SDP - VSDP Sick Leave	VDOTCOMREQ

Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions

Forecast Successful:
You are eligible to take the requested absence and you may submit your request.
Date Time: November 20, 2019 at 11:39

Absence Events ?

Absence Take Forecast Results

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel
<input type="checkbox"/>	11/01/2019	11/01/2019	VSDP Sick Leave	VSDP Sick Leave	8.00 Hours		Details	Saved	Approval Monitor	Manager Timesheet	<input type="checkbox"/>

Add Absence Event

Personalize



Making Adjustments to the Timesheet (continued)

Please note that although negative hours are never entered on the Timesheet page in Cardinal (the system will not allow this), negative hours may be seen on the Payable Time Detail page that are system generated. View the Approval Status of payable time (hours entered in the timesheet grid) on the Payable Time Detail page.

When an adjustment is made to the timesheet that reverses out time, after it has been approved, Cardinal processes the adjustment and displays the reversal as negative hours on the Payable Time Detail page. Reversal as negative hours will occur even if the hours are the same yet the charge distribution was incorrect for those hours.

For example:

- An employee entered 8 hours of time for a particular charge distribution.
- The supervisor approves the time.
- The employee makes an adjustment to the charge distribution after the approval.
- Cardinal would generate a - 8 entry on the **Payable Time Detail** page. This negative offset removes the 8 hours charged to the original ChartField distribution.



Making Adjustments to an Absence Request

To change the absence request:

- Click the **Edit** button for the request to be changed.
- Make the necessary adjustments (change absence type or duration).
- Click the **Forecast** button.
- Click the **Submit** button immediately.

Save for Later

Submit

Reported Time Status

Summary

Leave / Compensatory Time

Absence

Exceptions

Absence Events

Personalize | [?]

Absence Take

Forecast Results

...

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
<input type="checkbox"/>	10/28/2019 [?]	10/28/2019 [?]	Vacation	Vacation	8.00 Hours	Hours	Details	Saved	Approval Monitor	Manager Timesheet	<input type="checkbox"/>	Forec	Edit

Add Absence Event

Absence Entitlement Balances

Personalize | [?]

Entitlement Name	Balance as of 07/24/2019**	From	To	Accrual Period
Parental Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Family Medical Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
VSDP Sick Leave	34.00 Hours	01/10/2019	01/09/2020	Year to Date
Sick Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Pre-Layoff Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Public Health Emergency	0.00 Hours	01/10/2019	01/09/2020	Year to Date
VSDP Personal Leave	2.30 Hours	01/10/2019	01/09/2020	Year to Date
Military Bank Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Employee Suggestion Program	0.00 Hours	01/10/2019	01/09/2020	Year to Date



Lesson 5: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.



1. If and absence is added after time has been submitted, Cardinal will automatically adjust the time entered for that day.

True or False



2. Cardinal allows for the input of negative hours.

True or False



3. Cardinal may generate negative hours..

True or False



Lesson 5: Checkpoint (continued)



4. If an absence request needs to be adjusted, you must click the Edit button first if it is enabled.

True or False



5. Which of the following is a reason for adjusting the timesheet?

- a) Correcting an error identified by Time Administration
- b) Correcting a TRC
- c) Changing a charge distribution
- d) All of the above



Lesson 5: Summary

5

Performing Timesheet Adjustments

In this lesson, you learned:

- To adjust the hours on an employee's timesheet, input the updated values (hours, TRC, or charge distribution) and submit again.
- Planned absences that are not taken can be cancelled.
- Do not enter negative hours to back out time that has already been reported.
- After a correction is made and submitted again, Time Administration replaces the original time reported with the adjusted time and validates.
- Cardinal generates negative entries on the **Payable Time Detail** page when time adjustments occur after they were approved by the supervisor



Lesson 6: Introduction

6

Timekeeper Processing Hands-On Practice

This lesson covers the following topics:

- Timekeeper Hands-On Practice



Lesson 6: Timekeeper Processing Hands-On Practice

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.





Course Summary

TA364

Time and Attendance Timekeeper Processing

In this course, you learned:

- Understand key concepts related to Time and Attendance
- Enter time worked
- Enter absence requests
- Make timesheet adjustments
- Manage timesheet exceptions



Course Evaluation

Congratulations! You successfully completed the **501 TA364: Time and Attendance Timekeeper Processing** course.

Your instructor will provide instructions on how to access the evaluation survey for this course.





Appendix

- Key Terms
- Flowchart Key



Key Terms: General

Manager Self Service: The entry and approval of time and absence requests on behalf of other employees.

Self Service User/Time Reporter: An employee who reports time.

Timesheet Page - The page in Cardinal where users:

- Enter and submit productive time and absence requests
- View compensatory and overtime balances
- View absence entitlement balances
- Forecast and submit absence requests

Time Reporter Group: The Time Reporter Group is one of the selection criteria on the Timesheet Summary page. There are three Task Reporter Groups for VDOT:

- **VDOTALL** - All active VDOT employees
- **VDOTHRL** - All active VDOT hourly employees
- **VDOTSAL** - All active VDOT salaried employees

Work Schedule: The days and hours an employee is scheduled to work. Cardinal uses work schedules to validate time and calculate absences.



Key Terms: General (continued)

Workgroup: A group of Time Reporters who share the same time reporting requirements. The workgroup determines the Time Reporting Rules and Time Reporting Codes that apply to an employee. All Time Reporters must be associated with a valid workgroup.

For VDOT, the Workgroups are as follows:

- **VAEXCEPT** – VDOT Executives – No Approval
- **VAEXTPB4** – VDOT EXTPB4 – No Approval
- **VAEXTPB5** – VDOT EXTPB5 – No Approval
- **VDOTEMHRLY** – VDOT Emergency Hourly
- **VDOTEXCEPT** – VDOT Executives only
- **VDOTEXPTB4** – Salaried Exempt Pay Band 4
- **VDOTEXTPB5** – Sal Exempt Pay Band 5 & above
- **VDOTHRLY** – VDOT Hourly Employees
- **VDOTNOEXOT** – VDOT Salaried Non Exempt OT Lv
- **VDOTNONEXM** – VDOT Salaried Non Exempt



Key Terms: Timesheet Entry

Taskgroup: Grouping of employees with similar task reporting requirements (e.g., for VDOT ChartFields are required). **VDOTCOMREQ** is the default for this field and it cannot be changed.

Business Unit: Identifies a state agency. VDOT is 50100.

ChartFields: Identify how time is charged.

Compensatory Time: Identifies additional hours an employee works in a workweek, that can be taken as paid time off within 12 month's from the date it is worked.

SpeedTypes: Automatically populate some ChartFields on a transaction. Additional fields (e.g., Department, Activity) must be entered manually to successfully submit time.

Time Reporting Code (TRC): Classifies hours recorded on the timesheet, e.g., Regular (RGS), Overtime (OT1, EOT, etc.), Compensatory Time Earned (CPE), etc.



Key Terms: Absence Management

Absence Entitlement: The hours or days a salaried employee has accrued for an absence type, e.g., Vacation, VSDP Sick, VSDP Personal.

Absence Event: The consecutive period of time an employee is absent for the same type of absence, e.g., Vacation, Civil Leave, Compensatory Time Taken, VSDP Personal, etc.

Absence Name: The name given to a specific type of absence, e.g., Vacation, VSDP Sick, VSDP Personal, etc.

Absence Reason: The additional classification of the absence type for an absence event, e.g., Jury Duty (absence reason) is a possible classification for Civil and Work-Related Absence (absence type).

Absence Take: The absence type and amount of time that an employee takes for an absence event.

Accrual Periods: The time periods by which employees earn absence entitlements, e.g., a pay period for Vacation, a leave year for VSDP Personal, etc.

Entitlement Balance: The number of hours of unused entitlement for a particular absence type, e.g., Vacation, VSDP Sick, VSDP Personal.



Key Terms: Timesheet Processing

Floating Holiday: A Floating Holiday is a paid day off from work, given as a substitution when an employee works on a holiday. Floating Holidays must be taken during the pay period in which the holiday occurs. Consult your agency policy and supervisor for eligibility.

Lockout: A period of time that a user is temporarily prevented from making prior period adjustments on timesheets. This is normally at the close of the pay period when timesheets are due.

Payable Time: Time that has been reported, submitted, and successfully processed through Time Administration. When time is successfully processed, no exceptions or low/medium exceptions are reported. Payable time is sent to the employee's supervisor for approval.

Reported Time: Time that has been recorded on a timesheet but not yet processed through Time Administration.



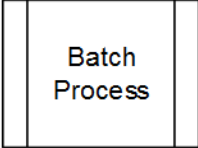
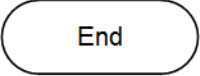
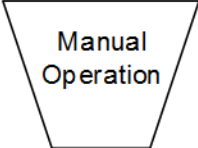
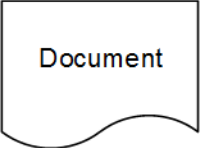
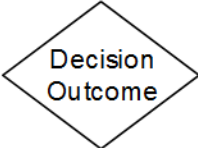
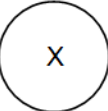
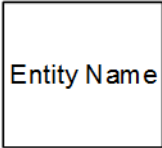
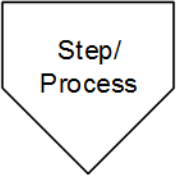
Submitted Time: Time that has been submitted for processing by Time Administration.

Time Administration: A batch process that validates submitted time against time reporting rules and generates payable time. This process also generates exceptions to reported time.

Time Reporting Rules: A set of defined business rules that Time Administration uses to validate reported time. For example, "Scheduled overtime for salaried nonexempt employees cannot be reported unless 40 productive hours have been worked in the work week."



Flowchart Key

	Depicts a process step or interface.		Indicates point at which the process begins. Does not represent any activity.
	Specifies a batch process.		Indicates point at which the process ends. Does not represent any activity.
	Depicts a process step that is preformed manually.		Depicts a document of any kind, either electronic or hard copy.
	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.		Indicates an on-page or intra process connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
	Represents an entity (person, organization, etc.).		Connects steps between business processes.