



Time & Attendance Job Aid

501 TA365 Time & Attendance Approvers

About Time & Attendance Approvers

This job aid provides information for Time & Attendance Approvers regarding approving Reported Time, Payable Time, and Managing Exceptions.

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The Time & Attendance Approver reviews, approves (or denies), and manages exceptions for their employees' reported and payable time.

To successfully generate pay and allocate costs, all Reported Time and Payable Time must be approved:

1. At the end of each week
- and
2. At the end of each pay period **BEFORE LOCKOUT**

Approximately 3 business days after the end of each pay period (i.e., the 9th and 24th of each month for salary employees, and every other Sunday for hourly employees) there is a Lockout period. During Lockout, no hours, Absence Requests, adjustments, or approvals can be entered for the closed or any prior pay periods.

APPROVING REPORTED TIME

Absence Requests (entered in the Absence Events section of the timesheet) are called Reported Time. To approve Reported Time (i.e. Absence Requests), you navigate either to the **Worklist** or directly to the **Approve Reported Time** page.

To access from your **Worklist**:

1. Log into Cardinal.
2. Click on the **HCM Link** to access Time & Attendance.
3. Go to your **Worklist**.
4. Click the **Link** for the item you want to approve.
5. The **Approve Reported Time Summary** page displays for the employee selected.
6. On the **Approve Reported Time Summary** page, select the **Last Name** link to open the employee's **Timesheet**. The **Empl ID** from the worklist link populates in the **Employee Selection** section.
7. Click the **Absence tab** to open the **Absence Events** section.
8. Click the check box under the **Select** column.
9. Click the **Approve** or **Deny** button.
10. A confirmation message appears. Click the **Yes** or **No** button.
11. A second confirmation message appears. Click **OK**.
12. The absence Status indicates **Approved** or **Denied**.

To navigate directly to the **Approve Reported Time** page:

1. Log into Cardinal.
2. Click on the **HCM Link** to access Time & Attendance.
3. Navigate using the following path:
Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time
4. The **Approve Reported Time Summary** page displays. On the **Summary** page, enter your search criteria and click **Get Employees**.
5. Click on the employee **Name** to open the employee's **Timesheet**.
6. Click the **Absence** tab to open the **Absence Events** section.
7. Click the check box under the **Select** column.
8. Click the **Approve** or **Deny** button.
9. A confirmation message displays. Click the **Yes** or **No** button to verify you want to continue.
10. A second confirmation message displays. Click **OK**.
11. The absence Status indicates **Approved** or **Denied** depending on the choice you selected.

For detail screenshots illustrating these steps, see the job aid entitled **Approving Reported Time (Absence Requests)**.

APPROVING PAYABLE TIME

Time entered in the top grid section of the Timesheet that has been processed through the Time Administration process is approved as Payable Time. To approve Payable Time, you navigate either to the Worklist or directly to the **Approve Payable Time** page.

To access from your **Worklist**:

1. Log into Cardinal.
2. Click on the **HCM Link** to access Time & Attendance.
3. Go to your **Worklist**.
4. Click the **Link** for the employee you want to approve.
5. The **Approve Payable Time Summary** page displays for the employee selected.
6. On the **Approve Payable Time Summary** page, select the **Last Name** link to open the **Approve Payable Time** page. The **Empl ID** from the worklist link populates in the **Employee Selection** section.
7. On the **Overview** Tab, review the **Dates, Time Reporting Codes, and Hours**.
8. To review accounting distributions, go to the **Task Reporting Elements** and click on **ChartField** link. Telecommute and Equipment ID values can also be viewed on this tab.
9. Select the items you want to approve. Click the **Select All** link to select all rows.
10. Click the **Approve** button.
11. A confirmation message displays. Click the **Yes** button to verify you want to continue.
12. Click **OK** on the **Save Confirmation** page.
13. To work additional items on your worklist, click the **Worklist**.

To navigate directly to the **Approve Payable Time** page:

1. Log into Cardinal.
2. Click on the **HCM Link** to access Time & Attendance.
3. Navigate using the following path:
Manager Self Service > Time Management > Approve Time and Exceptions > Payable Time
4. Enter your selection criteria and click the **Get Employees** button.
5. Click on the Name
6. On the **Overview** tab, review the **Dates, Time Reporting Codes, and Hours**.
7. To review accounting distributions, go to the **Task Reporting Elements** and click on the **ChartFields** link. Telecommute and Equipment ID values can also be viewed on this tab.
8. Select the items you want to approve and click the **Approve** button at the bottom of the page.
9. A confirmation message displays. Click the **Yes** button to verify you want to continue.
10. Click **OK** on the **Save Confirmation** page.
11. To select a different employee or search using different criteria, click on the **Return to Approval Summary** link at the bottom of the page.



MANAGING EXCEPTIONS

Some Reported Time and Payable Time generate exceptions. All exceptions should be reviewed and time should be adjusted appropriately, unless the exception is permitted. If the exception is HIGH severity, it **MUST BE CORRECTED**, prior to **LOCKOUT** in order for pay and allocation to be accurate.

To review exceptions:

1. Log into Cardinal.
2. Click on the **HCM Link** to access Time & Attendance.
3. Navigate using the following path:
Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions
4. Enter your search criteria (Use your **Reports To Position Number** as one of the search criteria) and click the **Get Employees** button.
5. Review the exceptions and determine whether corrective action is required. The **Details** tab provides additional information.
6. **High exceptions must be corrected and resubmitted.**
7. You can allow Low and Medium exceptions, or you can correct and resubmit them.
8. To allow an exception, click the checkbox under the **Allow** button.
9. Go to the bottom of the page and click **Save**.
10. On the **Save Confirmation** page click **OK**.
11. Exceptions can also be reviewed directly on the timesheet on the **Exceptions** tab.

Access the job aid entitled **501 TA: Exceptions** for more information regarding specific exceptions, what they mean, who can correct, and how to correct.