

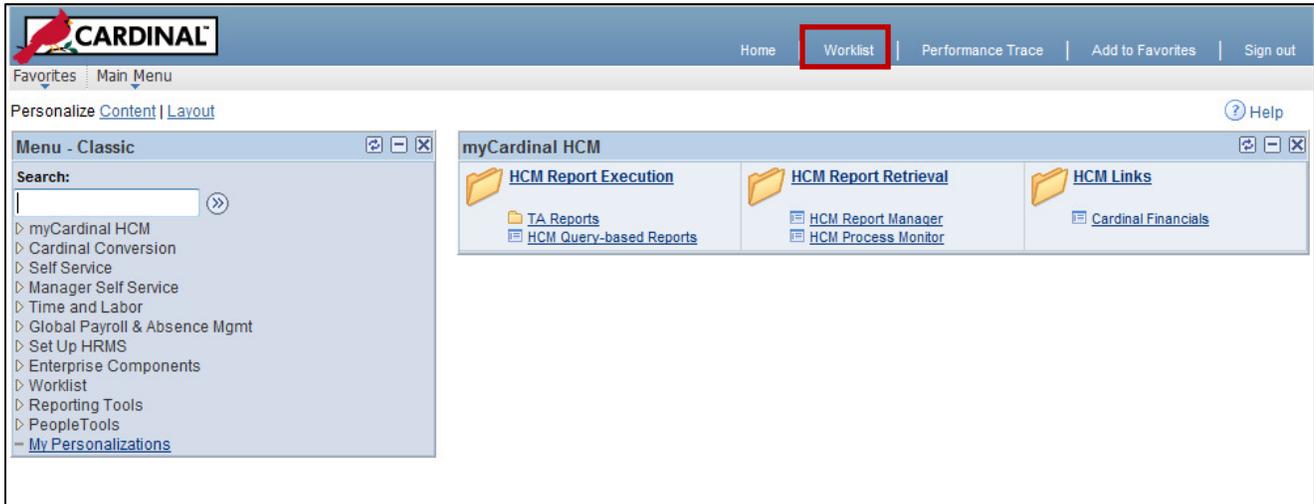


Time & Attendance Job Aid

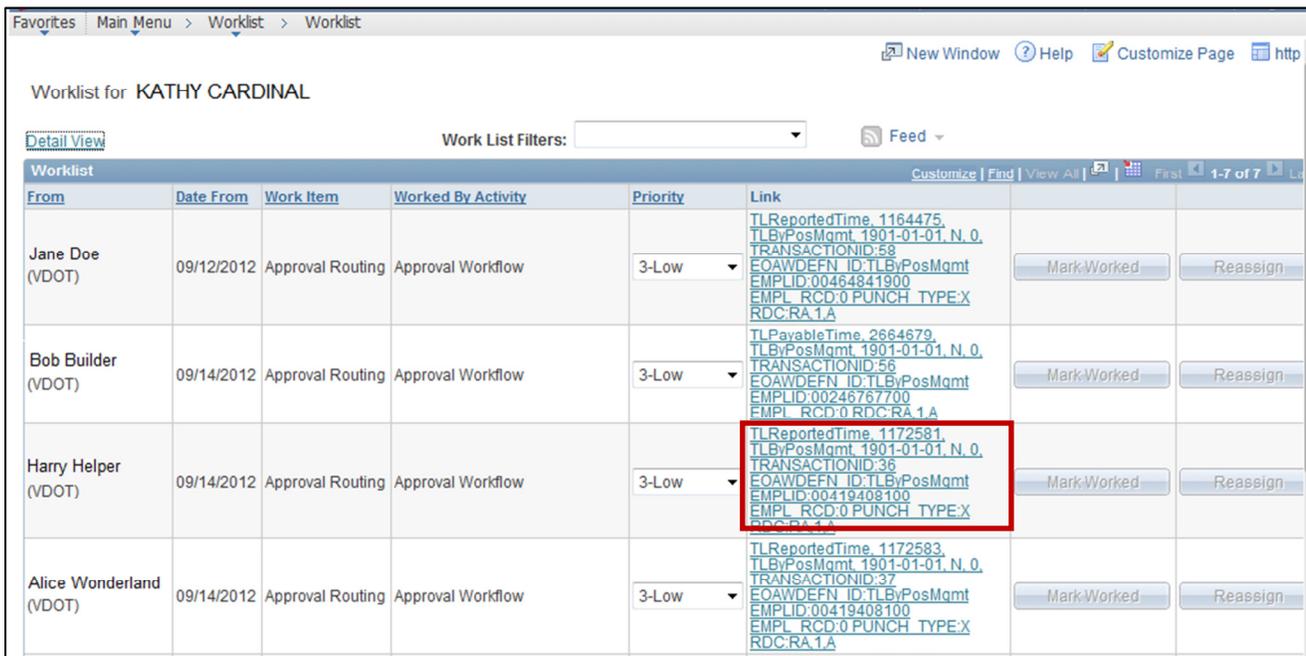
Approving Absence Requests

Approving Absence Requests

This document provides the step-by-step instructions used to approve an employee's absence request when it appears on the Worklist.



- 1 Verify that you are in the Cardinal HCM application and click the **Worklist** link located at the top of the page.



- 2 Select the **Link** for the item you wish to approve. Absences are listed as **TLReportedTime**.



Time & Attendance Job Aid

Approving Absence Requests

Favorites | Main Menu > Worklist > Worklist

Approve Payable Time

Approve Time for Time Reporters

Employee Selection Criteria

Description	Value
Time Reporter Group	
Empl ID	00246767700
Last Name	
First Name	
Business Unit	
Job Code	
Department	
Reports To Position Number	
Location Code	
Workgroup	
Position Number	

Clear Selection Criteria Save Selection Criteria Get Employees

Start Date: 06/10/2012 End Date:

Select to view Instructions

Employees For

Select	Name	Employee ID	Empl Record	Total Payable Hours	Non Productive TRCs	Overtime TRCs	Regular TRCs	Department	Workgroup	Business Unit	Location Code	Position Number
<input type="checkbox"/>	Employee Name	00246767700	0	32.000000	0.000000	0.000000	32.000000	10015	VDOTNONEXM	50100	10	22175

Select All Deselect All

Approve Deny

Go To: [Manager Self Service](#)
[Time Management](#)

- 3 The **Timesheet Summary** page displays. Note the the page prefills with the **Empl ID** of the selected employee.
- 4 The selected employee's name and other information display at the bottom of the page. Click the employee's name, which appears as a link, to open the **Timesheet** page.



Time & Attendance Job Aid

Approving Absence Requests

Favorites Main Menu > Worklist > Worklist

Timesheet

Bob Builder Employee ID: 00513987900
 Job Title: Admin & Office Specialist III Empl Record: 0

Instructions

*View By: Week Reported Hours: 8.00 Previous Week Next Week
 Date: 11/22/2012 Scheduled Hours: 40.00

Reported time on or before 11/24/2012 is locked

Thu 11/22	Fri 11/23	Sat 11/24	Sun 11/25	Mon 11/26	Tue 11/27	Wed 11/28	Total Hours	Time Reporting Code	Taskgroup	Business Unit
				8.00			8.00	VAC - Vacation	VDOTCOMREQ	50100

Reported Time Status

Reported Time Summary

Absence Event - select to view

Save for Later Submit Approve Deny

Go To: [Manager Self Service](#)
[Time Management](#)
[Punch Timesheet](#)
[Return to Select Employee](#)

5 Click the **Absence Event – select to view** link to open the **Absence Events** section.

Favorites Main Menu > Worklist > Worklist

Thu 11/22	Fri 11/23	Sat 11/24	Sun 11/25	Mon 11/26	Tue 11/27	Wed 11/28	Total Hours	Time Reporting Code	Taskgroup	Business Unit
				8.00			8.00	VAC - Vacation	VDOTCOMREQ	50100

Reported Time Status

Reported Time Summary

[Absence Event - select to hide](#)

Absence Events

Absence Take Forecast Results

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source
<input checked="" type="checkbox"/>	11/26/2012	11/26/2012	Vacation	Vacation	8.00	Hours	Details	Needs Approval	Approval Monitor	Empl

Select All Deselect All

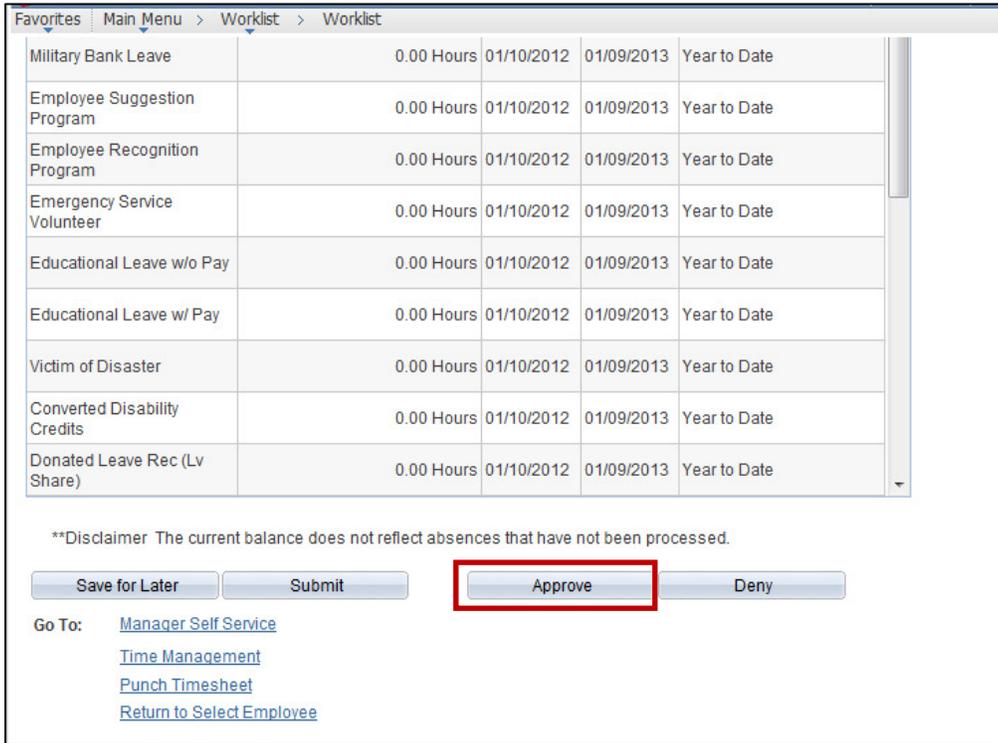
Add Absence Event

Absence Entitlement Balances

Current Balances

Entitlement Name	Balance as of 10/09/2012**	From	To	Accrual Period
Family Medical Leave	0.00 Hours	01/10/2012	01/09/2013	Year to Date
VSDP Sick Leave	0.00 Hours	01/10/2012	01/09/2013	Year to Date

6 Click in the check box located under the **Select** field to approve the absence.

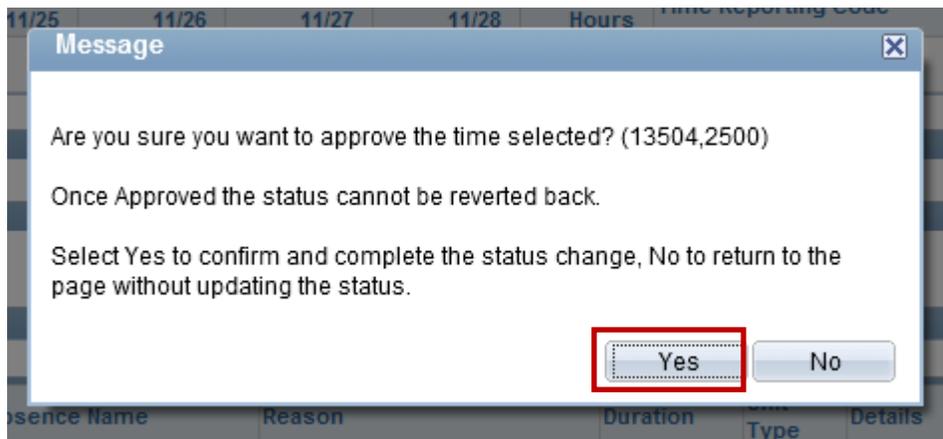


Reason	Hours	Start Date	End Date	Status
Military Bank Leave	0.00 Hours	01/10/2012	01/09/2013	Year to Date
Employee Suggestion Program	0.00 Hours	01/10/2012	01/09/2013	Year to Date
Employee Recognition Program	0.00 Hours	01/10/2012	01/09/2013	Year to Date
Emergency Service Volunteer	0.00 Hours	01/10/2012	01/09/2013	Year to Date
Educational Leave w/o Pay	0.00 Hours	01/10/2012	01/09/2013	Year to Date
Educational Leave w/ Pay	0.00 Hours	01/10/2012	01/09/2013	Year to Date
Victim of Disaster	0.00 Hours	01/10/2012	01/09/2013	Year to Date
Converted Disability Credits	0.00 Hours	01/10/2012	01/09/2013	Year to Date
Donated Leave Rec (Lv Share)	0.00 Hours	01/10/2012	01/09/2013	Year to Date

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

Go To: [Manager Self Service](#)
[Time Management](#)
[Punch Timesheet](#)
[Return to Select Employee](#)

7 Scroll to the bottom of the page and click the **Approve** button.



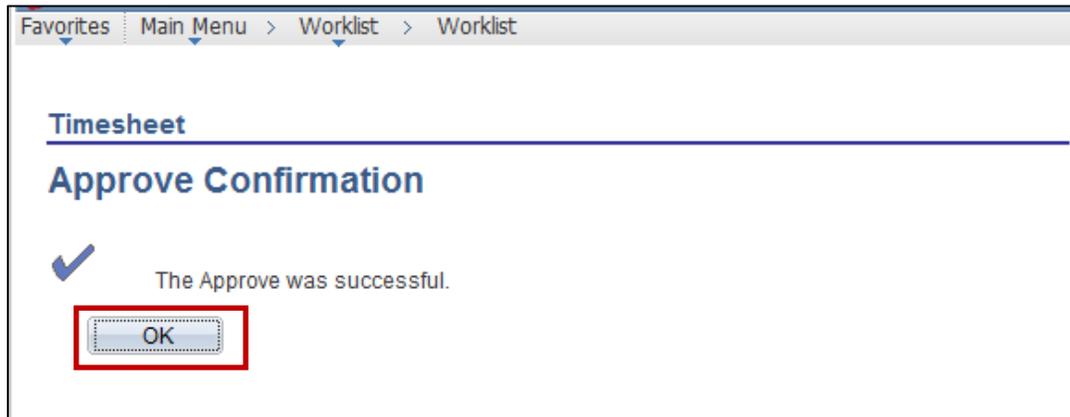
Message

Are you sure you want to approve the time selected? (13504,2500)

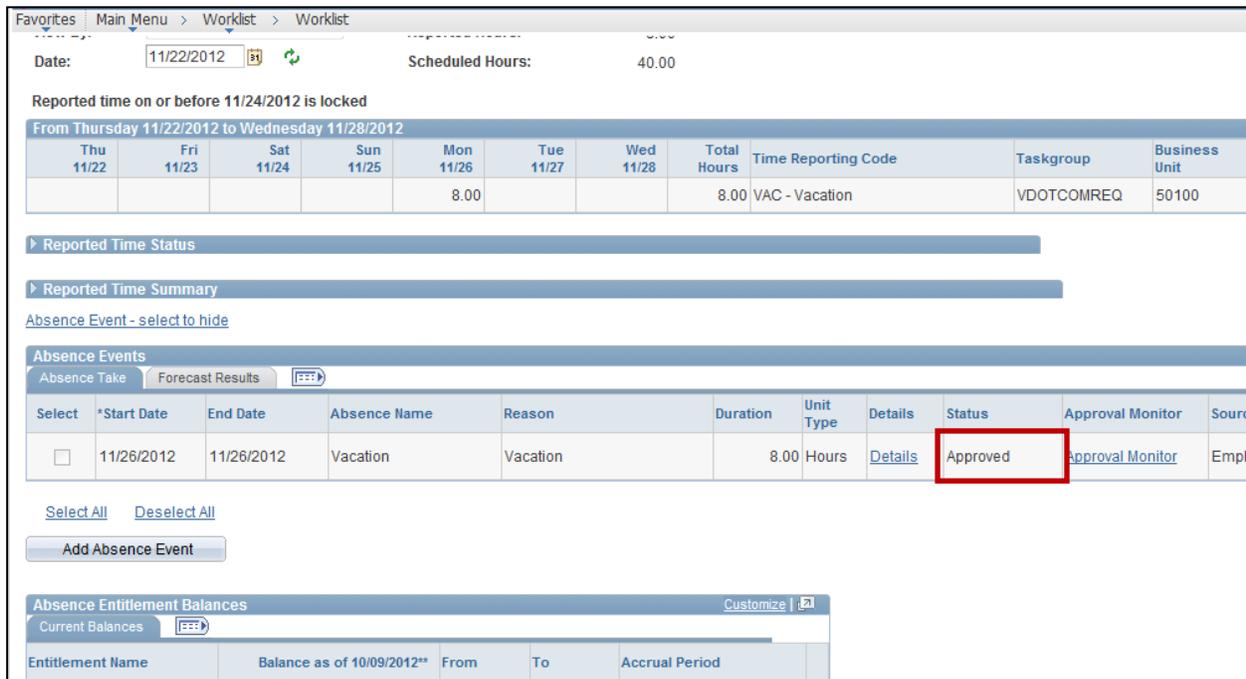
Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

8 The above confirmation message appears. Click the **Yes** button to confirm your approval of the absence selected.



- 9 The **Approve Confirmation** message displays. Click the **OK** button.



- 10 The absence **Status** indicates **Approved**.