



# Time & Attendance Job Aid

## Time & Attendance Approvers

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This document provides information for TA Approvers regarding approving Reported Time, Payable Time and Managing Exceptions.

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 9<sup>th</sup> and 24<sup>th</sup> 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 Timesheet 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 **Timesheet Summary** page displays. On the **Timesheet Summary** page, the **Empl ID** from the worklist link populates in the **Search Criteria** section.
6. Click the **Get Employees** button.
7. Click on the employee **Name** to open the employee's **Timesheet**.
8. Click the **Absence Event – select to view** link at the top of the page, to open the **Absence Events** section.
9. Click the check box under the **Select** column.
10. Scroll to the bottom of the page and click the **Approve** or **Deny** button.
11. A confirmation message appears. Click the **Yes** or **No** button.
12. A second confirmation message appears. Click **OK**.
13. The absence Status indicates **Approved** or **Denied**.

To navigate directly to the **Timesheet Summary 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 **Timesheet Summary** page displays. On the **Timesheet 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 Event – select to view** link at the top of the page, to open the **Absence Events** section.
7. Click the check box under the **Select** column.
8. Scroll to the bottom of the page and click the **Approve** or **Deny** button.
9. A confirmation message appears. Click the **Yes** or **No** button.
10. A second confirmation message appears. Click **OK**.
11. The absence Status indicates **Approved** or **Denied**.

For detail screenshots illustrating these steps see the Approving Reported Time (Absence Requests) Job Aid on the [Cardinal website](#).

**Website address:** [http://www.cardinalproject.vi.virginia.gov/job\\_aids.shtml](http://www.cardinalproject.vi.virginia.gov/job_aids.shtml)

### APPROVING PAYABLE TIME

Payable Time refers to hours reported in the timesheet grid section of the Timesheet at the top of the Timesheet Page. To approve Payable Time, you navigate either to the Worklist or directly to the Timesheet 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** page displays. The **Empl ID** for the employee selected is populated. Click the **Get Employees** button.
6. Scroll to the bottom of the page and click on the **Name**.
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 **ChartFields** link.
9. Select the items you want to approved and click the **Approve** button at the bottom of the page.
10. A confirmation message appears. Click the **Yes** button to verify you want to continue.
11. Click **OK** on the **Save Confirmation** page.
12. To work additional items on your worklist, scroll to the bottom of the page and click the **Return to Approval Summary** link.

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. Scroll to the bottom of the page and 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 **ChartFields** link.
8. Select the items you want to approved and click the **Approve** button at the bottom of the page.
9. A confirmation message appears. Click the **Yes** button to verify you want to continue.
10. Click **OK** on the **Save Confirmation** page.
11. To work additional items on your worklist, scroll to the bottom of the page and click the **Return to Approval Summary** link.

### MANAGING EXCEPTIONS

Some Reported Time and Payable Time generate exceptions. In some instances, exceptions are permitted. High exceptions cannot be processed. **In order to generate pay High exceptions MUST BE CORRECTED prior to LOCKOUT.**

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 > Payable Time > 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**.

Access the Exceptions Job Aid on the [Cardinal website](#) for more information regarding specific exceptions, what they mean, who can correct and how to correct.

**Website address:** [http://www.cardinalproject.vi.virginia.gov/job\\_aids.shtml](http://www.cardinalproject.vi.virginia.gov/job_aids.shtml)