



Time Entry Scenarios

This job aid contains various scenarios for entering time on the Timesheet. Use the table of contents below to view the list of scenarios and the page number where each can be accessed.

Important Reminders:

- Enter and submit hours worked at a minimum of weekly and at the end of the pay period.
- Check entries the day after hours are submitted to view and correct any errors.
- Check the **Reported Time Status** at the end of each week/pay period and ensure hours worked and absences submitted are approved.

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Time & Attendance Job Aid

Time Entry Scenarios

Overview - When to Enter & Submit Time Entered in the Timesheet Grid

- 1 Time entered in the **From Monday – Sunday Section** of the timesheet should be entered and submitted on a daily basis or on a weekly basis at a minimum, depending on the employee or type of employee group for which the time is being entered as well as the composition and frequency of change of the charge distribution.

Cardinal allows future time to be entered on the **Timesheet** page no more than 90 days from the current day. If 90 days falls in the middle of a week, Cardinal allows you to enter time for that week.

a. Examples:

- i. If a self-service employee works in an engineering type division or section and has multiple project charges on a daily basis and those projects vary from day to day, then the employee may find it easier to enter time on a daily basis.
- ii. If a timekeeper is entering time for a crew for which charge distributions vary from day to day, the timekeeper may want to enter time on a daily basis.
- iii. If employees are recording time related to a storm or disaster type event, time should be entered on a daily basis.
- iv. If a self-service employee charges their time to a single project or single cost center, such as an administrative cost center, entering time at the end of each week should suffice, provided timesheet submission due dates set by The Agency are met.
- v. If a self-service employee splits their time between two cost centers, such as 60% to one and 40% to another, entering time at the end of each week should suffice, provided timesheet submission due dates set by The Agency are met.

Timesheet

Employee ID: V0000021
Job Title: Info Tech Specialist I
Empl Record: 0

View By: Week
Date: 09/19/2011
Reported Hours: 0.00
Scheduled Hours: 40.00

Mon 9/19	Tue 9/20	Wed 9/21	Thu 9/22	Fri 9/23	Sat 9/24	Sun 9/25	Total Hours	Time Reporting Code	Taskgroup	Business Unit	Telecommute	Equipment ID	Chart
5.00	7.30	3.00	4.00	1.00				RGS - Regular Earnings - S:	VDOTCOMRI	50100			Chart
2.00	0.30	2.00	1.00	4.00				RGS - Regular Earnings - S:	VDOTCOMRI	50100			Chart
		3.00	3.00	3.00				RGS - Regular Earnings - S:	VDOTCOMRI	50100			Chart

Reported Time Status

Reported Time Summary

Leave and Compensatory Time Balances

Absence Event - select to view

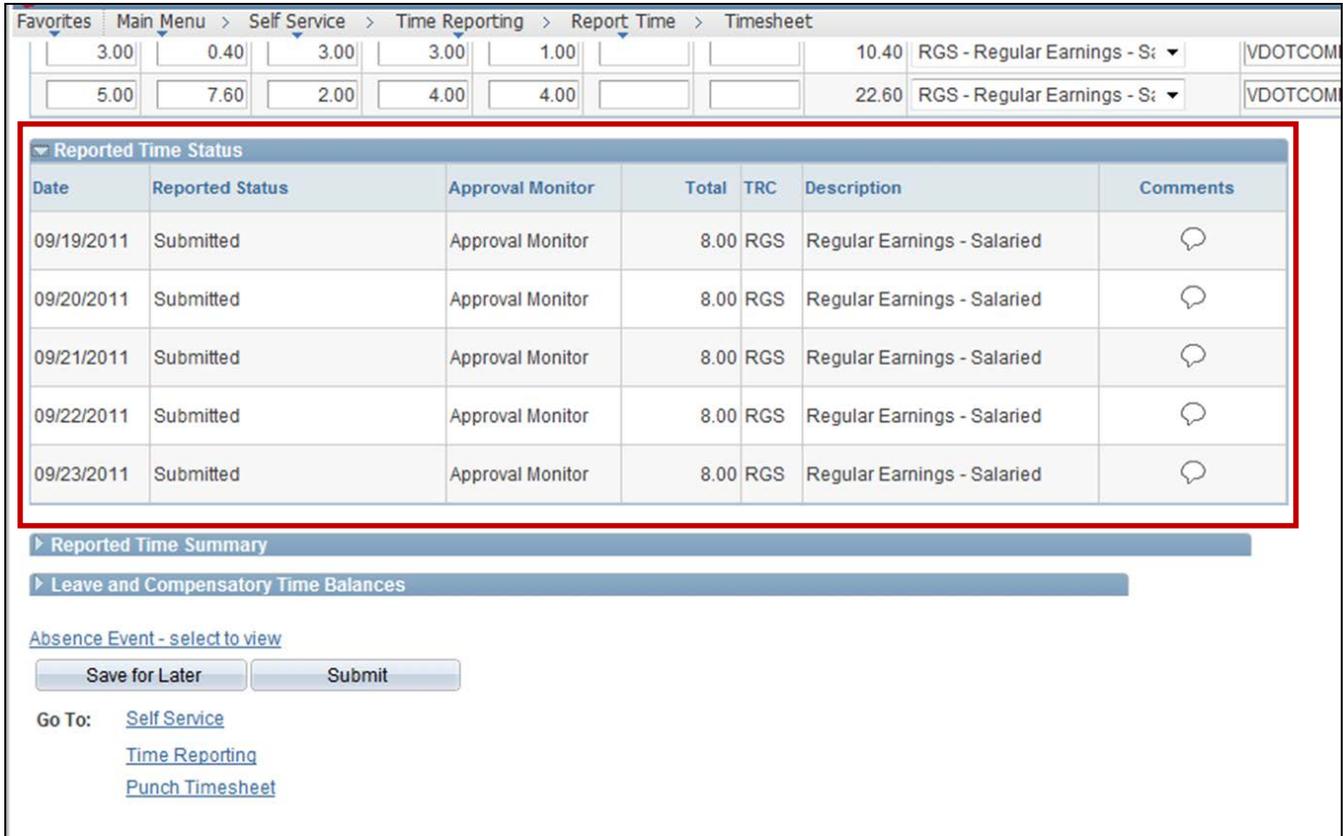
Save for Later Submit

Go To: Self Service

- 2 Time should be submitted by clicking on the **Submit** button at the bottom of the timesheet page each time entries are made or modified on the timesheet (daily or weekly, depending on entry method). Please be sure all time for the pay period has been submitted by the due dates for timesheet submission set by The Agency.

Time Entry Scenarios

- 3 The **Save for Later** button should not typically be used. This button allows you to save a time entry and to complete it at a later date. However, this does not submit the time to go through the Time Administration process.



The screenshot shows a web interface for time reporting. At the top, there is a navigation menu: Favorites | Main Menu > Self Service > Time Reporting > Report Time > Timesheet. Below the menu is a grid of input fields for time entries. The first row contains values: 3.00, 0.40, 3.00, 3.00, 1.00, and a total of 10.40. The second row contains: 5.00, 7.60, 2.00, 4.00, 4.00, and a total of 22.60. The earnings type is set to 'RGS - Regular Earnings - Salaried' and the employee ID is 'VDOTCOM'.

The main section is titled 'Reported Time Status' and contains a table with the following data:

Date	Reported Status	Approval Monitor	Total	TRC	Description	Comments
09/19/2011	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried	
09/20/2011	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried	
09/21/2011	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried	
09/22/2011	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried	
09/23/2011	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried	

Below the table are two expandable sections: 'Reported Time Summary' and 'Leave and Compensatory Time Balances'. At the bottom, there is a link 'Absence Event - select to view' and two buttons: 'Save for Later' and 'Submit'. Navigation links include 'Go To: Self Service', 'Time Reporting', and 'Punch Timesheet'.

- 4 The **Reported Time Status Section** allows you to view the time you have entered by date and check on its status. If any entries have a Reported Status of **Saved**, they must be submitted in order to be processed by Time Administration by clicking on the **Submit** button at the bottom of the **Timesheet** page.

Note: There is no longer an automated escalation process that will re-route submitted time to the next supervisor for approval after 48 hours if no action is taken by the original approver. Thus, even if time is entered and submitted daily, the supervisor can approve time on a weekly basis.



Time & Attendance Job Aid

Time Entry Scenarios

Overview - When to Enter & Submit Absences

- 1 Absences can be entered 90 days from the current day. If 90 days falls in the middle of a week, Cardinal allows you to enter absence events for that week. Absences entered in the **Absence Event Section** of the timesheet should be entered and submitted in advance whenever possible (not to exceed 90 days from the current day). Planned absences should be entered and submitted as soon as the need for leave is known in order to obtain advance approval from the supervisor within the 90 day window. Unplanned absences, such as sick leave, should be entered and submitted upon returning from the leave.

Timesheet

Employee ID: V0000021
Job Title: Info Tech Specialist I
Empl Record: 0

Instructions

*View By: Week
Date: 09/19/2011
Reported Hours: 38.90
Scheduled Hours: 40.00

From Monday 09/19/2011 to Sunday 09/25/2011

Mon 9/19	Tue 9/20	Wed 9/21	Thu 9/22	Fri 9/23	Sat 9/24	Sun 9/25	Total Hours	Time Reporting Code	Taskgroup	Business Unit	Telecommute	Equipment ID	Chart
		3.00	1.00	3.00			7.00	RGS - Regular Earnings - Si	VDOTCOMRI	50100			Chart
2.00	0.30	3.00	3.00	1.00			9.30	RGS - Regular Earnings - Si	VDOTCOMRI	50100			Chart
5.00	7.60	2.00	4.00	4.00			22.60	RGS - Regular Earnings - Si	VDOTCOMRI	50100			Chart

Reported Time Status

Reported Time Summary

Leave and Compensatory Time Balances

Absence Event - select to view

Save for Later Submit

Go To: Self Service

- 2 Absences should be submitted by clicking on the **Submit** button at the bottom of the timesheet page each time an absence event is entered or edited on the timesheet. Please be sure all absences for the pay period have been submitted by the due dates for timesheet submission set by The Agency.
- 3 The **Save for Later** button should not typically be used. This button allows you to save an absence entry and to complete it at a later date. However, this does not submit the absence through the workflow process to the supervisor for approval. Note that the absence events can also have a Status of **Saved** if you initiated an absence entry and navigated away from the timesheet page or logged out of Cardinal without saving or submitting the entry, or forecasted the absence unsuccessfully.



Time & Attendance Job Aid

Time Entry Scenarios

The screenshot displays the 'Report Time' section of the software. It includes a timesheet grid with columns for days of the week (Mon 11/26 to Sun 12/2) and a 'Total Hours' column. Below the grid is a table of reported time status with columns for Date, Reported Status, Approval Monitor, Total, TRC, Description, and Comments. Two rows are highlighted with a red box: 11/29/2012 (Saved, VSDP Sick Leave) and 11/30/2012 (Saved, Vacation). Below this is the 'Absence Events' section, which has tabs for 'Absence Take' and 'Forecast Results'. It contains a table with columns for Start Date, End Date, Absence Name, Reason, Duration, Unit Type, Details, Status, Approval Monitor, Source, Cancel, Forecast, and Edit. Two rows are highlighted with a red box: 11/29/2012 (VSDP Sick Leave, Saved) and 11/30/2012 (Vacation, Saved).

- a. Absences in **Saved** status appear in the 'From Monday – Sunday Section' section of the timesheet, along with absences that have been submitted. It is important to review the current status of absence events to be sure all appropriate absences have been submitted for approval. Be aware that absences in **Saved** status will not be routed for approval and thus, will not be picked up in the Absence Calculation process or be considered when Time Administration runs. Absences in **Saved** status that were not taken or are invalid should be cancelled; otherwise, they are still considered taken by the forecasting process.

- 4 The Status column in the **Absence Events Section** shows the current status of the absence event. In addition, the **Reported Time Status Section** allows you to view absences you have entered by date and check on their status. If any absence entries have a Reported Status of **Saved**, they must be individually edited and submitted in order to be routed to the supervisor for approval, or individually edited and cancelled in order to be excluded in forecasting of future absences.



Time & Attendance Job Aid

Time Entry Scenarios

Favorites | Main Menu > Self Service > Time Reporting > Report Time > Timesheet

*View By: Week
Date: 11/26/2012 [B] [R]

Reported Hours: 41.00 [Previous Week](#) [Next Week](#)
Scheduled Hours: 40.00

From Monday 11/26/2012 to Sunday 12/02/2012

Mon 11/26	Tue 11/27	Wed 11/28	Thu 11/29	Fri 11/30	Sat 12/1	Sun 12/2	Total Hours	Time Reporting Code	Taskgroup	Business Unit	Telecommute	Equipment ID
8.00	8.00	8.00	6.00				30.00	RGS - Regular Earnings - S:	VDOTCOMREC	50100		
			3.00				3.00	SDP - VSDP Sick Leave	VDOTCOMREQ	50100		
				8.00			8.00	VAC - Vacation	VDOTCOMREQ	50100		

Reported Time Status

Reported Time Summary

Absence Event - select to hide

Absence Events Customize

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
11/29/2012	11/29/2012	VSDP Sick Leave	VSDP Sick Leave	3.00	Hours	Details	Saved	Approval Monitor	Employee	<input type="checkbox"/>	Forecast	Edit
11/30/2012	11/30/2012	Vacation	Vacation	8.00	Hours	Details	Saved	Approval Monitor	Employee	<input type="checkbox"/>	Forecast	Edit

Add Absence Event

- In order to submit an absence event that is in **Saved** status, you must click on the **Edit** button next to an individual event in the **Absence Events** Section, make any changes (if needed), **Forecast** the event (if required), then click on the **Submit** button at the bottom of the timesheet page. This process must be repeated for all saved absence events one at a time. Please note that navigating to the timesheet and clicking on the **Submit** button at the bottom of the page submits all time on the timesheet and does not automatically submit absences in **Saved** status.

Note: There is no longer an automated escalation process that will re-route submitted absences to the next supervisor for approval after 48 hours if no action is taken by the original approver.



Time & Attendance Job Aid

Time Entry Scenarios

Scenario 1: Entering Regular Time

- 1 In this scenario, time is being entered for regular hours worked for three different charge distributions.
- 2 Navigate to **Main Menu > Self Service > Time Reporting > Report Time > Timesheet**.

The **Timesheet** page displays.

Timesheet

Vee Dot21 Employee ID: V0000021
Job Title: Info Tech Specialist Empl Record: 0

Instructions

*View By: Week Reported Hours: 0.00 Previous Week Next Week
Date: 09/19/2011 Scheduled Hours: 40.00

From Monday 09/19/2011 to Sunday 09/25/2011

Mon 9/19	Tue 9/20	Wed 9/21	Thu 9/22	Fri 9/23	Sat 9/24	Sun 9/25	Total Hours	Time Reporting Code	Taskgroup	Business Unit	Telecommute	Equipment ID	ChartFields
									VDOTCOMRI	50100			ChartFields
									VDOTCOMRI	50100			ChartFields
									VDOTCOMRI	50100			ChartFields

Reported Time Status

Reported Time Summary

Leave and Compensatory Time Balances

Absence Event - select to view

Save for Later Submit

Go To: Self Service

- 3 In the Day fields (**Mon, Tue, Wed**, etc.), enter the hours worked.
- 4 All hours entered on a row must have the same Time Reporting Code (TRC) and charge distribution. If either of these is different, it must be entered on a new line.
- 5 In the **Time Reporting Code** field, select the code for the work completed. In this scenario, it is regular hours so **RGS** is selected from the drop down list.
- 6 If the hours are associated with telecommuting, the employee would select or enter **TELE** in the **Telecommute** field. For this scenario they are not.
- 7 The **Equipment ID** field is only used during potential storm or disaster events and no data should be entered unless instructed to do so by business leadership. It is used to enter equipment used during such an event. For this scenario, the field is not used and is left blank.
- 8 Click the **Chartfields** link.
- 9 The **Chartfield Details** page displays.



Time & Attendance Job Aid

Time Entry Scenarios

ChartField Detail

Employee ID: 00302034400

Set ID: 50100

Search Options

Speed Types Search

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit
599999										

Ok Cancel

- 10 If you know the charge distribution, you can enter the values on this page.
- 11 The most efficient way to enter the distribution is the use the **Speed Types Search** option.
- 12 Click the **Search** button.
- 13 The **Search Speed Types** page displays.

Search Speed Types

SpeedType Key:

Search by ChartFields

Account: 599999 Asset: Category:

Fund: Agency Use 1: Subcategory:

Program: Agency Use 2: Affiliate:

Department: PC Business Unit: Fund Affiliate:

Cost Center: Project:

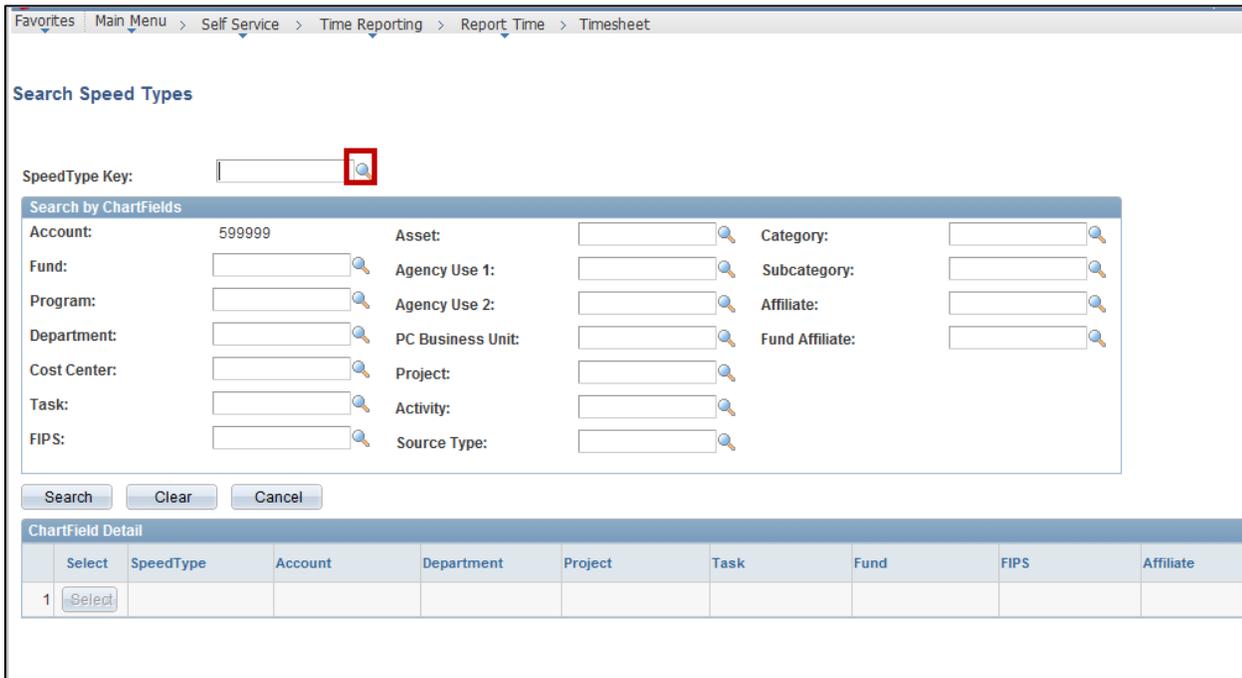
Task: Activity:

FIPS: Source Type:

Search Clear Cancel

Select	SpeedType	Account	Department	Project	Task	Fund	FIPS	Affiliate
1 <input type="button" value="Select"/>								

- 14 Enter the **SpeedType** key or search for it using the **SpeedType Key** search button.



Search Speed Types

SpeedType Key:

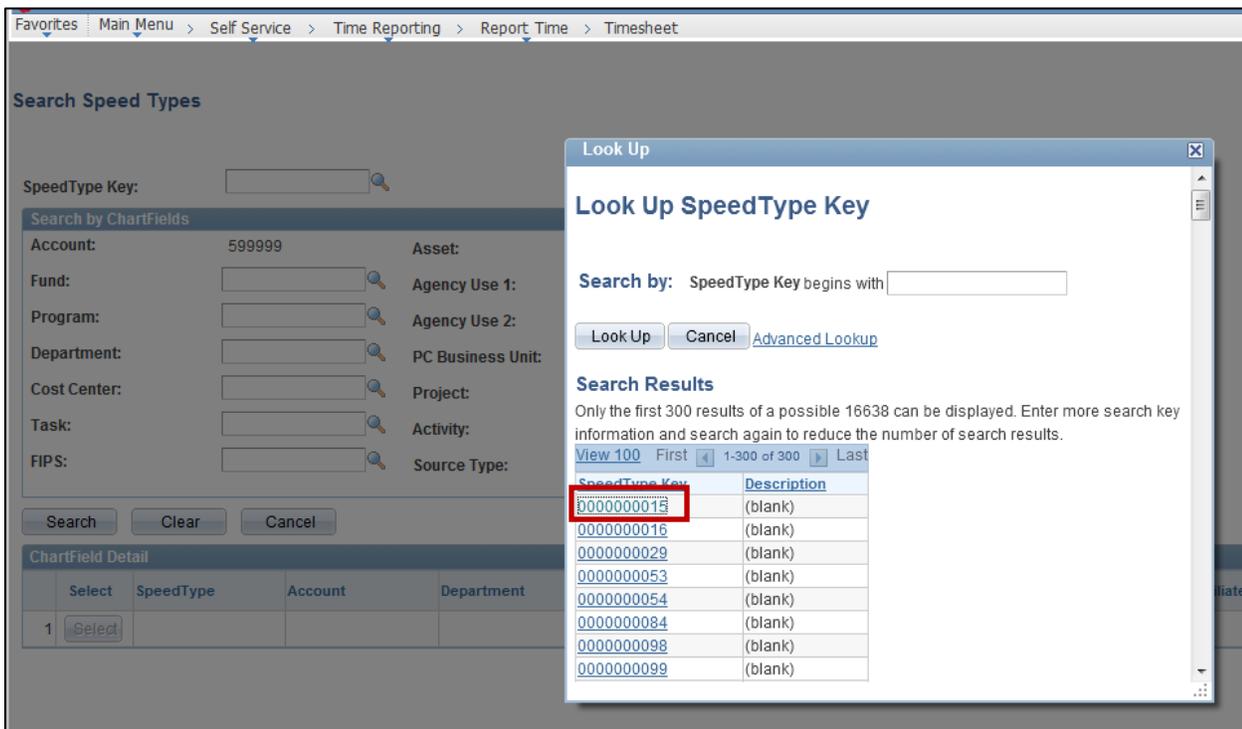
Search by ChartFields

Account: 599999 Asset: Category:
Fund: Agency Use 1: Subcategory:
Program: Agency Use 2: Affiliate:
Department: PC Business Unit: Fund Affiliate:
Cost Center: Project:
Task: Activity:
FIPS: Source Type:

Search Clear Cancel

Select	SpeedType	Account	Department	Project	Task	Fund	FIPS	Affiliate
1	<input type="button" value="Select"/>							

15 When you click the **Search** button, a pop-up box displays



Search Speed Types

SpeedType Key:

Search by ChartFields

Account: 599999 Asset: Agency Use 1:
Fund: Agency Use 2: PC Business Unit:
Program: Project: Activity:
Department: Source Type:
Cost Center:
Task:
FIPS:

Search Clear Cancel

Select	SpeedType	Account	Department
1	<input type="button" value="Select"/>		

Look Up

Look Up SpeedType Key

Search by: SpeedType Key begins with

 [Advanced Lookup](#)

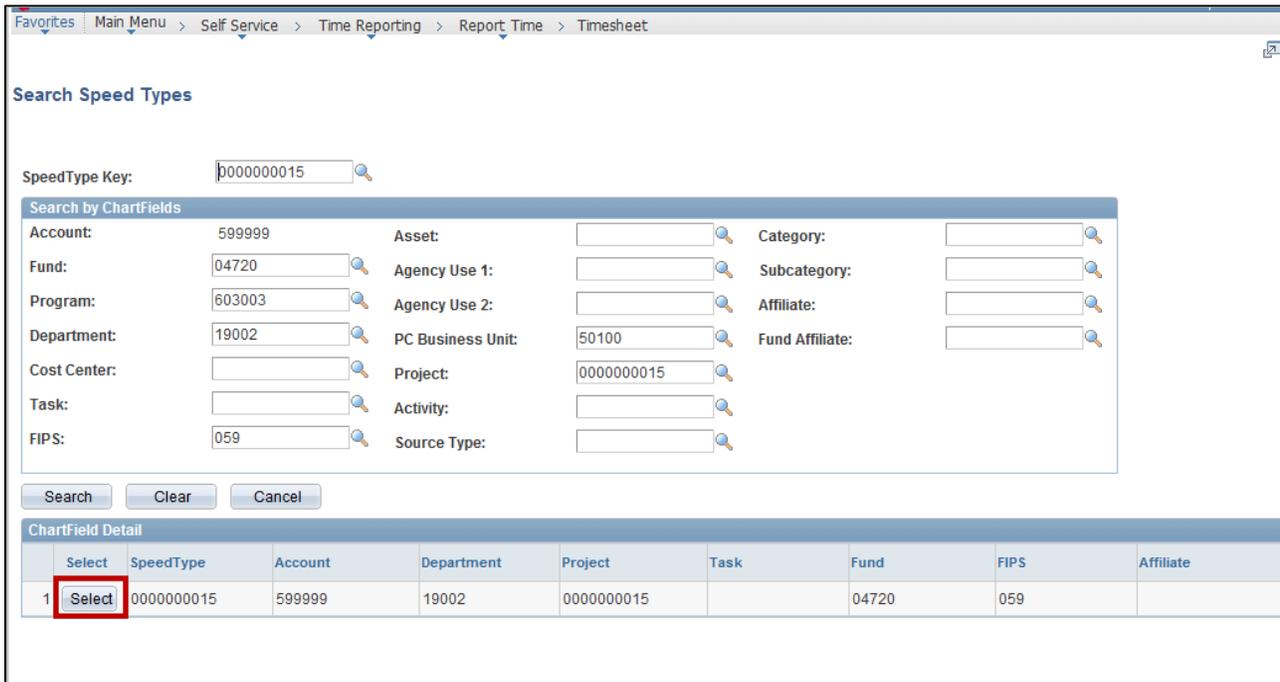
Search Results

Only the first 300 results of a possible 16638 can be displayed. Enter more search key information and search again to reduce the number of search results.

[View 100](#) First 1-300 of 300 Last

SpeedType Key	Description
0000000015	(blank)
0000000016	(blank)
0000000029	(blank)
0000000053	(blank)
0000000054	(blank)
0000000084	(blank)
0000000098	(blank)
0000000099	(blank)

16 Select the desired **SpeedType** by clicking on the name.



Search Speed Types

SpeedType Key:

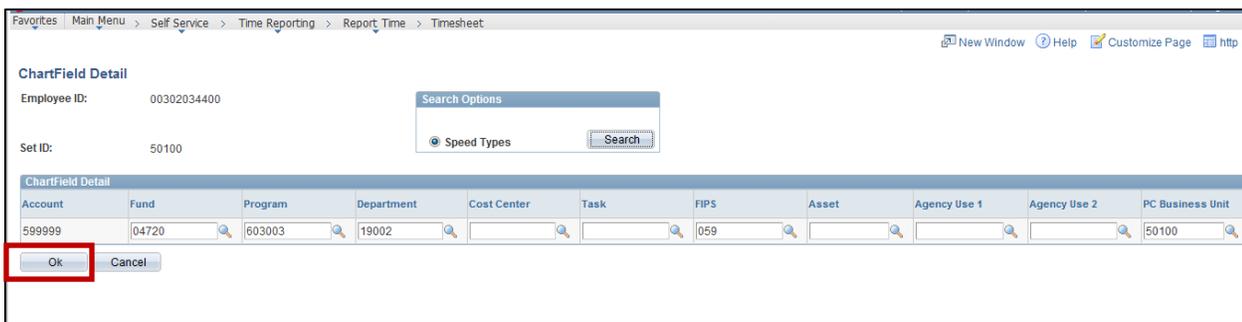
Search by ChartFields

Account: Asset: Category:
Fund: Agency Use 1: Subcategory:
Program: Agency Use 2: Affiliate:
Department: PC Business Unit: Fund Affiliate:
Cost Center: Project:
Task: Activity:
FIPS: Source Type:

ChartField Detail									
	Select	SpeedType	Account	Department	Project	Task	Fund	FIPS	Affiliate
1	<input type="button" value="Select"/>	000000015	599999	19002	000000015		04720	059	

17 The information associated with the selected SpeedType prefills.

18 Click the **Select** button to choose the SpeedType and return to the **Chartfield Detail** page.



ChartField Detail

Employee ID: 00302034400

Set ID: 50100

Search Options

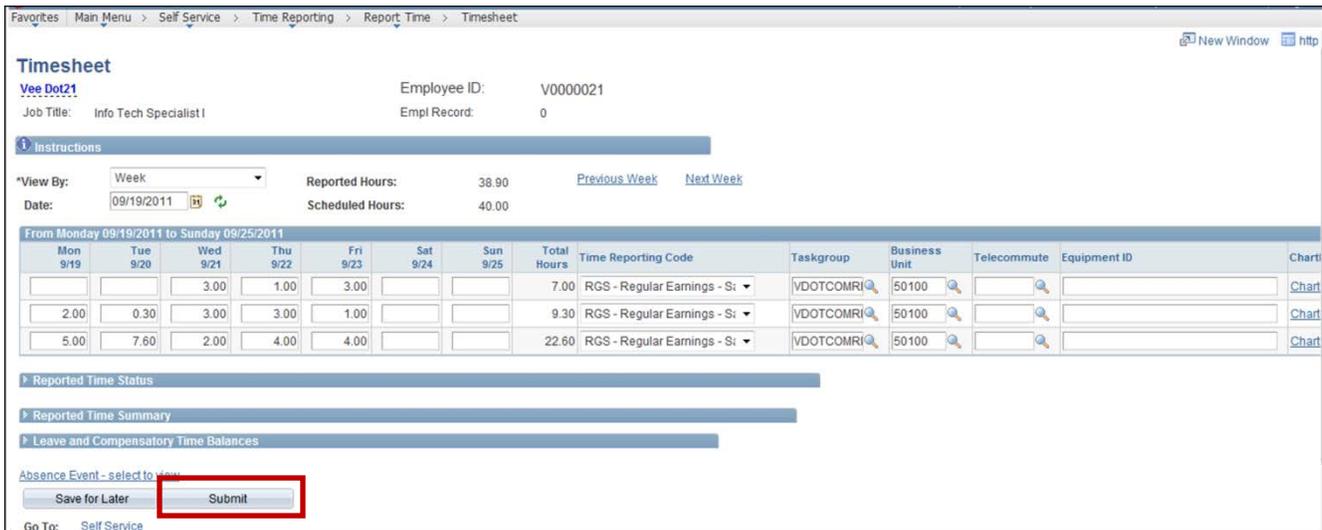
Speed Types

ChartField Detail											
Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	
599999	<input type="text" value="04720"/>	<input type="text" value="603003"/>	<input type="text" value="19002"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="059"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="50100"/>	

19 In some cases, you may need to enter additional fields. For example, in the case of a project you would need to add the **Activity**.

20 Fill in any additional fields necessary on the **Chartfields Details** page if necessary.

21 Click the **Ok** button. Cardinal verifies that the charge distribution is correct. If it is accurate, the **Timesheet** page displays.



Timesheet

Employee ID: V0000021
Empl Record: 0

Job Title: Info Tech Specialist I

View By: Week
Date: 09/19/2011

Reported Hours: 38.90
Scheduled Hours: 40.00

Mon 9/19	Tue 9/20	Wed 9/21	Thu 9/22	Fri 9/23	Sat 9/24	Sun 9/25	Total Hours	Time Reporting Code	Taskgroup	Business Unit	Telecommute	Equipment ID	Chart
		3.00	1.00	3.00			7.00	RGS - Regular Earnings - Si	VDOTCOMRI	50100			Chart
2.00	0.30	3.00	3.00	1.00			9.30	RGS - Regular Earnings - Si	VDOTCOMRI	50100			Chart
5.00	7.60	2.00	4.00	4.00			22.60	RGS - Regular Earnings - Si	VDOTCOMRI	50100			Chart

Buttons: Save for Later, **Submit**

22 Once time has been fully entered for day, week or pay period, click the **Submit** button for the time to go through the Time Administration process.

23 A pop-up box will verify the submission of the time.



Submit Confirmation

The Submit was successful.

OK Time for the Week of 2011-08-08 to 2011-08-14 is submitted

24 Click **Ok**.

25 The **Timesheet** page displays.



Time & Attendance Job Aid

Time Entry Scenarios

Favorites | Main Menu > Self Service > Time Reporting > Report Time > Timesheet

Timesheet

View Dot21 Employee ID: V0000021
 Job Title: Info Tech Specialist I Empl Record: 0

Instructions

*View By: Week Reported Hours: 38.90 Previous Week Next Week
 Date: 09/19/2011 Scheduled Hours: 40.00

Mon 9/19	Tue 9/20	Wed 9/21	Thu 9/22	Fri 9/23	Sat 9/24	Sun 9/25	Total Hours	Time Reporting Code	Taskgroup	Business Unit	Telecommute	Equipment ID	Chart
		3.00	1.00	3.00			7.00	RGS - Regular Earnings - S:	VDOTCOMR	50100			Chart
2.00	0.30	3.00	3.00	1.00			9.30	RGS - Regular Earnings - S:	VDOTCOMR	50100			Chart
5.00	7.60	2.00	4.00	4.00			22.60	RGS - Regular Earnings - S:	VDOTCOMR	50100			Chart

Reported Time Status

Reported Time Summary

Leave and Compensatory Time Balances

Absence Event - select to view

Save for Later Submit

Go To: Self Service

26 Click to expand the **Reported Time Status** section of the **Timesheet** page.

Favorites | Main Menu > Self Service > Time Reporting > Report Time > Timesheet

3.00	0.40	3.00	3.00	1.00			10.40	RGS - Regular Earnings - S:	VDOTCOMR
5.00	7.60	2.00	4.00	4.00			22.60	RGS - Regular Earnings - S:	VDOTCOMR

Reported Time Status

Date	Reported Status	Approval Monitor	Total	TRC	Description	Comments
09/19/2011	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried	
09/20/2011	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried	
09/21/2011	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried	
09/22/2011	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried	
09/23/2011	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried	

Reported Time Summary

Leave and Compensatory Time Balances

Absence Event - select to view

Save for Later Submit

Go To: Self Service
 Time Reporting
 Punch Timesheet

27 Verify the time the **Reported Time Status** field indicates was submitted.



Time & Attendance Job Aid

Time Entry Scenarios

Scenario 2: Making a Timesheet Adjustment

28 In this scenario, an adjustment is made for the previous week.

29 Navigate to using the following path:

Main Menu > Self Service > Time Reporting > Report Time > Timesheet.

The **Timesheet** page displays.

Timesheet

Vee Dot21 Employee ID: V0000021
Job Title: Info Tech Specialist I Empl Record: 0

Instructions

*View By: Week Reported Hours: 0.00 [Previous Week](#) [Next Week](#)
Date: 08/08/2011 Scheduled Hours: 40.00

From Monday 08/08/2011 to Sunday 08/14/2011

Mon 8/8	Tue 8/9	Wed 8/10	Thu 8/11	Fri 8/12	Sat 8/13	Sun 8/14	Total Hours	Time Reporting Code	Taskgroup	Business Unit	Telecommute	Equipment ID	ChartFields
									VDOTCOMRI	50100			ChartFields
									VDOTCOMRI	50100			ChartFields
									VDOTCOMRI	50100			ChartFields

Reported Time Status

Reported Time Summary

Absence Event - select to view

Save for Later Submit

Go To: [Self Service](#)
[Time Reporting](#)
[Punch Timesheet](#)

30 Use the **Previous Week** link or **Date** to choose the week that you need to adjust.

31 In this scenario, the **Previous Week** link is used to view time reported for the week of 7/25.

Timesheet

Vee Dot21 Employee ID: V0000021
Job Title: Info Tech Specialist I Empl Record: 0

Instructions

*View By: Week Reported Hours: 40.00 [Previous Week](#) [Next Week](#)
Date: 07/25/2011 Scheduled Hours: 40.00

From Monday 07/25/2011 to Sunday 07/31/2011

Mon 7/25	Tue 7/26	Wed 7/27	Thu 7/28	Fri 7/29	Sat 7/30	Sun 7/31	Total Hours	Time Reporting Code	Taskgroup	Business Unit	Telecommute	Equipment ID	ChartFields
4.00	6.00	4.00	3.00	4.00			20.00	RGS - Regular Earnings - St	VDOTCOMRI	50100			ChartFields + -
2.00	2.00		2.00	2.00			8.00	RGS - Regular Earnings - St	VDOTCOMRI	50100			ChartFields + -
2.00		4.00	3.00	2.00			11.00	RGS - Regular Earnings - St	VDOTCOMRI	50100			ChartFields + -

Reported Time Status

Reported Time Summary

Absence Event - select to view

Save for Later Submit

Go To: [Self Service](#)
[Time Reporting](#)

32 Identify what needs to be adjusted.



Time & Attendance Job Aid

Time Entry Scenarios

- 33 In this scenario, one hour needs to be removed from the six hours reported on **Tue 7/26** (top row). The hour is added on a new row since the time worked is for an additional charge distribution that does not currently exist on the timesheet.
- 34 Delete **6.00** hours on the top row for **Tues 7/26**.

Timesheet
Vee Dot21
Employee ID: V0000021
Job Title: Info Tech Specialist I
Empl Record: 0

Instructions

View By: Week
Reported Hours: 40.00
Date: 07/25/2011
Scheduled Hours: 40.00

Mon 7/25	Tue 7/26	Wed 7/27	Thu 7/28	Fri 7/29	Sat 7/30	Sun 7/31	Total Hours	Time Reporting Code	Taskgroup	Business Unit	Telecommute	Equipment ID	ChartFields
4.00	5.00	4.00	3.00	4.00			20.00	RGS - Regular Earnings - S:	VDOTCOMRI	50100			ChartFields + -
2.00	2.00		2.00	2.00			8.00	RGS - Regular Earnings - S:	VDOTCOMRI	50100			ChartFields + -
2.00		4.00	3.00	2.00			11.00	RGS - Regular Earnings - S:	VDOTCOMRI	50100			ChartFields + -

Reported Time Status

Reported Time Summary

Absence Event - select to view

Save for Later Submit

Go To: Self Service
Time Reporting

- 35 Enter **5** on **Tues 7/26**.
- 36 Add a row by clicking the **+** button next to the **Chartfield** link

Timesheet
Vee Dot21
Employee ID: V0000021
Job Title: Info Tech Specialist I
Empl Record: 0

Instructions

View By: Week
Reported Hours: 40.00
Date: 07/25/2011
Scheduled Hours: 40.00

Mon 7/25	Tue 7/26	Wed 7/27	Thu 7/28	Fri 7/29	Sat 7/30	Sun 7/31	Total Hours	Time Reporting Code	Taskgroup	Business Unit	Telecommute	Equipment ID	ChartFields
4.00	5.00	4.00	3.00	4.00			20.00	RGS - Regular Earnings - S:	VDOTCOMRI	50100			ChartFields + -
2.00	2.00		2.00	2.00			8.00	RGS - Regular Earnings - S:	VDOTCOMRI	50100			ChartFields + -
2.00		4.00	3.00	2.00			11.00	RGS - Regular Earnings - S:	VDOTCOMRI	50100			ChartFields + -
	1							RGS - Regular Earnings - S:	VDOTCOMRI	50100			ChartFields + -

Reported Time Status

Reported Time Summary

Absence Event - select to view

Save for Later Submit

Go To: Self Service

- 37 Enter **1** in the new row.
- 38 Select the Time Reporting Code. For this scenario it is **RGS**.
- 39 Click the **Chartfield** link.

Time Entry Scenarios

Note: To see specific information for entering charge distributions, see steps 9-20 of Scenario 1 on this job aid.

Donations	0.00 Hours	01/10/2011	01/09/2012	Year to Date
Pre-disciplinary leave 2	0.00 Hours	01/10/2011	01/09/2012	Year to Date

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

Go To: [Self Service](#)
[Time Reporting](#)
[Punch Timesheet](#)

- 40 After all time has been entered, click the **Submit** button to have the time go through the Time Administration process.

Favorites | Main Menu > Self Service > Time Reporting > Report Time > Timesheet

Timesheet

Submit Confirmation

The Submit was successful.

Time for the Week of 2011-08-08 to 2011-08-14 is submitted

- 41 A pop-up box will verify your submission. Click **OK**.

Reported Time Status						
Date	Reported Status	Approval Monitor	Total	TRC	Description	Comments
07/25/2011	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried	
07/26/2011	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried	
07/27/2011	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried	
07/28/2011	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried	
07/29/2011	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried	

- 42 Verify the time was submitted by checking the **Reported Time Status** section on the **Timesheet** page.

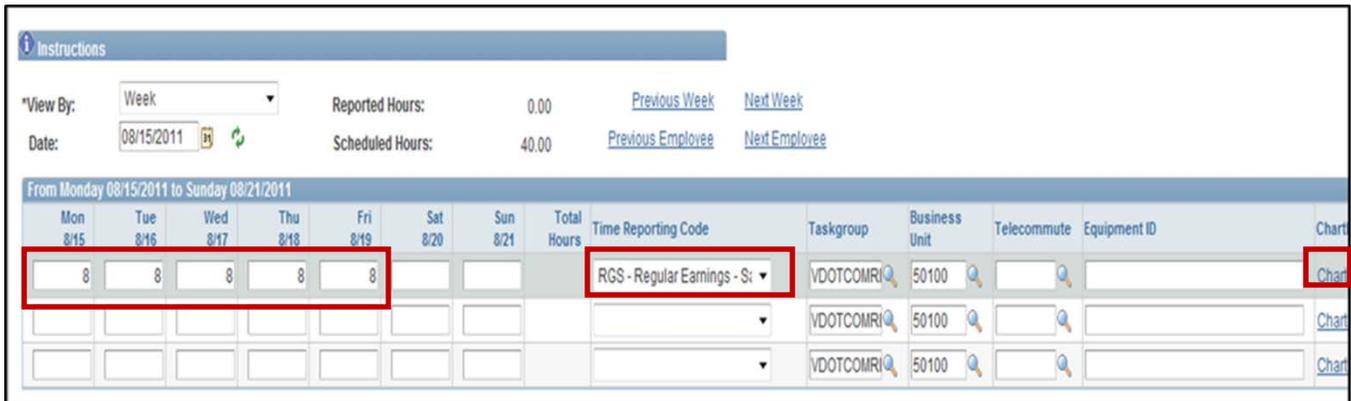
Scenario 3: Uncompensated Overtime and Straight Overtime

1 In this scenario, time will be entered for regular time, uncompensated overtime and straight overtime. Note that some employees are required to work 5 hours of uncompensated overtime and additional hours beyond the 5 hours are paid as straight overtime.

2 Navigate using the following path:

Main Menu > Self Service > Time Reporting > Report Time > Timesheet.

The **Timesheet** page displays.



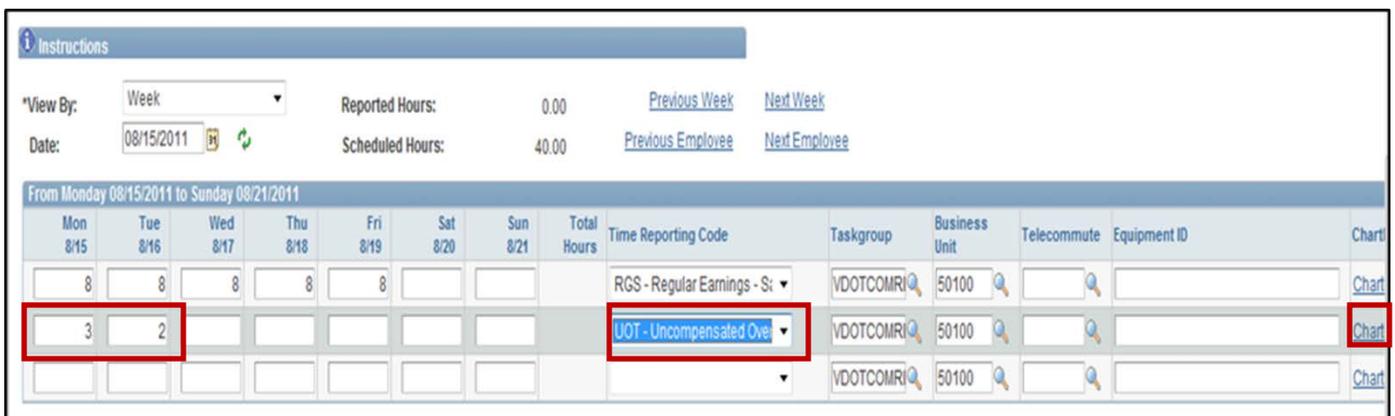
The screenshot shows the Timesheet interface for the week of 08/15/2011 to 08/21/2011. The 'View By' is set to 'Week' and the 'Date' is 08/15/2011. The 'Reported Hours' is 0.00 and 'Scheduled Hours' is 40.00. The table below shows the time entry for each day:

Mon 8/15	Tue 8/16	Wed 8/17	Thu 8/18	Fri 8/19	Sat 8/20	Sun 8/21	Total Hours	Time Reporting Code	Taskgroup	Business Unit	Telecommute	Equipment ID	Chart
8	8	8	8	8				RGS - Regular Earnings - St	VDOTCOMRI	50100			Chart
									VDOTCOMRI	50100			Chart
									VDOTCOMRI	50100			Chart

3 Enter regular hours. In this scenario, there are 8 hours entered for each day. All hours are for the same charge distribution, so they are entered on the same row.

4 Once hours are entered, select the **Time Reporting Code (TRC)** and click the **Chartfield** link to select or enter the charge distribution.

Note: To see specific information for entering charge distributions, see steps 9-20 of Scenario 1 on this job aid.



The screenshot shows the Timesheet interface for the week of 08/15/2011 to 08/21/2011. The 'View By' is set to 'Week' and the 'Date' is 08/15/2011. The 'Reported Hours' is 0.00 and 'Scheduled Hours' is 40.00. The table below shows the time entry for each day:

Mon 8/15	Tue 8/16	Wed 8/17	Thu 8/18	Fri 8/19	Sat 8/20	Sun 8/21	Total Hours	Time Reporting Code	Taskgroup	Business Unit	Telecommute	Equipment ID	Chart
8	8	8	8	8				RGS - Regular Earnings - St	VDOTCOMRI	50100			Chart
3	2							UOT - Uncompensated Ove	VDOTCOMRI	50100			Chart
									VDOTCOMRI	50100			Chart

5 In this scenario, the employee has worked 5 hours of uncompensated overtime and 3 hours of straight overtime. The uncompensated overtime is entered on second row.

6 The **Time Reporting Code UOT** is selected and then the **Chartfield** link is used to enter the charge distribution associated with the work that was done for the uncompensated overtime.

Instructions

*View By: Week Reported Hours: 0.00 [Previous Week](#) [Next Week](#)
 Date: 08/15/2011 Scheduled Hours: 40.00 [Previous Employee](#) [Next Employee](#)

From Monday 08/15/2011 to Sunday 08/21/2011

Mon 8/15	Tue 8/16	Wed 8/17	Thu 8/18	Fri 8/19	Sat 8/20	Sun 8/21	Total Hours	Time Reporting Code	Taskgroup	Business Unit	Telecommute	Equipment ID	Chart
8	8	8	8	8				RGS - Regular Earnings - S	VDOTCOMRI	50100			Chart
3	2							UOT - Uncompensated Over	VDOTCOMRI	50100			Chart
		2	1					OS1 - OT @Straight Time - S	VDOTCOMRI	50100			Chart

- The straight overtime is entered on the third row of the timesheet. The straight overtime TRC, **OS1** is selected for the hours
- Click the Chartfield link to enter the charge distribution.

Note: To see specific information for entering charge distributions, see steps 9-20 of Scenario 1 on this job aid.

Donations	0.00 Hours	01/10/2011	01/09/2012	Year to Date
Pre-disciplinary leave 2	0.00 Hours	01/10/2011	01/09/2012	Year to Date

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

Go To: [Self Service](#)
 [Time Reporting](#)
 [Punch Timesheet](#)

- Once all hours are entered click the **Submit** button to have the time go through the Time Administration process.

Favorites Main Menu > Self Service > Time Reporting > Report Time > Timesheet

Timesheet

Submit Confirmation

The Submit was successful.

Time for the Week of 2011-08-08 to 2011-08-14 is submitted

- A pop-up box will verify your submission. Click the **OK** button.



Time & Attendance Job Aid

Time Entry Scenarios

Reported Time Status						
Date	Reported Status	Approval Monitor	Total	TRC	Description	Comments
08/15/2011	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried	
08/15/2011	Submitted	Approval Monitor	3.00	UOT	Uncompensated Overtime	
08/16/2011	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried	
08/16/2011	Submitted	Approval Monitor	2.00	UOT	Uncompensated Overtime	
08/17/2011	Submitted	Approval Monitor	2.00	OS1	OT @Straight Time - Sal	
08/17/2011	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried	
08/18/2011	Submitted	Approval Monitor	1.00	OS1	OT @Straight Time - Sal	
08/18/2011	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried	
08/19/2011	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried	

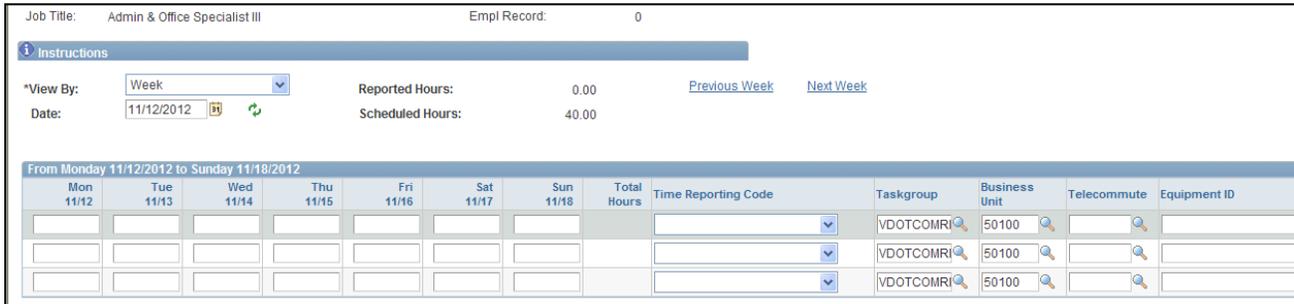
11 Verify the time was submitted by expanding the **Reported Time Status** section on the Timesheet page.

Scenario 4: Reporting Holiday and Leave the Same Week

- 1 In this scenario, time is entered on a week which contains a holiday and a leave request.
- 2 Navigate using the following path:

Main Menu > Self Service > Time Reporting > Report Time > Timesheet.

The **Timesheet** page displays.



Job Title: Admin & Office Specialist III Empl Record: 0

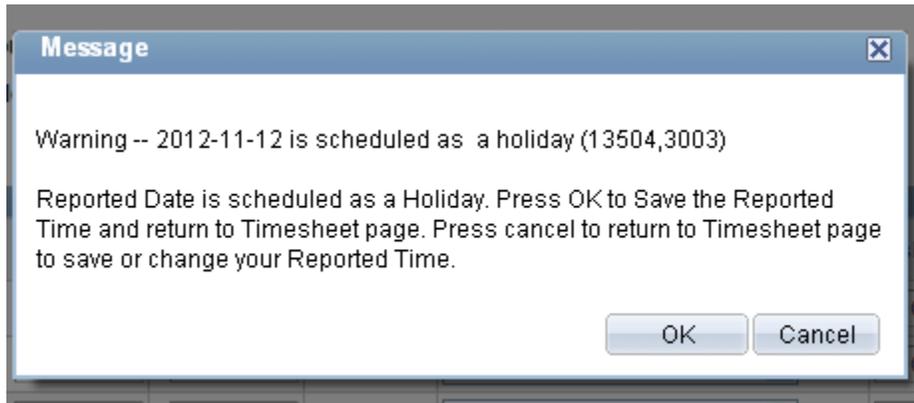
Instructions

*View By: Week Reported Hours: 0.00 [Previous Week](#) [Next Week](#)
Date: 11/12/2012 Scheduled Hours: 40.00

From Monday 11/12/2012 to Sunday 11/18/2012

Mon 11/12	Tue 11/13	Wed 11/14	Thu 11/15	Fri 11/16	Sat 11/17	Sun 11/18	Total Hours	Time Reporting Code	Taskgroup	Business Unit	Telecommute	Equipment ID
									VDOTCOMRI	50100		
									VDOTCOMRI	50100		
									VDOTCOMRI	50100		

- 3 When a holiday occurs during the week, it is populated in payable time but not visible on the timesheet. If you mistakenly enter time on a holiday, when you either save or submit your time, the following message will display:





Time & Attendance Job Aid

Time Entry Scenarios

Job Title: Admin & Office Specialist III Empl Record: 0

Instructions

*View By: Week Reported Hours: 0.00 [Previous Week](#) [Next Week](#)

Date: 11/12/2012 Scheduled Hours: 40.00

From Monday 11/12/2012 to Sunday 11/18/2012

Mon 11/12	Tue 11/13	Wed 11/14	Thu 11/15	Fri 11/16	Sat 11/17	Sun 11/18	Total Hours	Time Reporting Code	Taskgroup	Business Unit	Telecommute	Equipment ID	ChartFields
	4.00	5.00	6.00					RGS - Regular Earnings - Sal	VDOTCOMR	50100			ChartFields
	4.00	3.00	2.00					RGS - Regular Earnings - Sal	VDOTCOMR	50100			ChartFields
									VDOTCOMR	50100			ChartFields

[Reported Time Status](#)

[Reported Time Summary](#)

[Absence Event - select to view](#)

- In this scenario, time is not entered on November 12 because it is a holiday. The employee worked regular hours Tuesday, Wednesday and Thursday and used a vacation day for Friday. The hours worked in this example are for two different charge distributions.
- Enter the hours worked. As a reminder, all hours worked on a single row, must have the same TRC and charge distribution.
- Choose the appropriate Time Reporting Code for the hours worked. In this scenario, **RGS** is selected. Click the Chartfield link and enter the charge distribution for each row of time.

Note: To see specific information for entering charge distributions, see steps 9-20 of Scenario 1 on this job aid.

	4.00	3.00	2.00					RGS - Regular Earnings - Sala	VDOTCOMRE	50100			
									VDOTCOMRE	50100			

[Reported Time Status](#)

[Reported Time Summary](#)

[Absence Event - select to hide](#)

Absence Events [Customize](#)

Absence Take:

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit	Delete
11/16/2012	11/16/2012	Vacation	Vacation		Hours	Details	New	Approval Monitor	Employee	<input type="checkbox"/>	Forecast	Edit	Delete

[Add Absence Event](#)

- Click the **Absence Event – select to view** link to enter an absence request. In this scenario, Friday Nov 18 is a vacation day.
- Click the **Add Absence Event** button.
- Enter the details for the absence on the newly enabled row.
- After entering the start and end date, name of the absence and reason, click the **Details** link.

Absence Event Details

PETER PARKER
Admin & Office Specialist III
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 : [View Monthly Schedule](#)

End Date :

Filter by Type :

*Absence Name : Current Balance : 247.00 Hours**

*Reason :

Partial Days :

Duration : Hours

Calculate End Date or Duration

Comments

Reporter Comments::

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

- 11 The **Details** page allows you to select whether the time is for a partial day and to calculate the duration of the absence request. After entering the details for the absence, click the **Calculate End Date or Duration** button.
- 12 You can enter comments if you choose in the **Reporter Comments** field. Please note comments entered should be generic and not contain personal information.
- 13 Click the **OK** button to return to the **Timesheet** page.

Absence Event - select to hide

Absence Events														Customize
*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit	Delete	
11/16/2012	11/16/2012	Vacation	Vacation	8.00 Hours		Details	New	Approval Monitor	Employee	<input type="checkbox"/>	Forecast	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	

Absence Entitlement Balances					Customize
Current Balances					
Entitlement Name	Balance as of 11/09/2012**	From	To	Accrual Period	
Family Medical Leave	0.00 Hours	01/10/2012	01/09/2013	Year to Date	

- 14 Click the **Forecast** button. When an absence is entered and requires forecasting, the **Forecast** button is enabled.



Time & Attendance Job Aid

Time Entry Scenarios

From Monday 11/12/2012 to Sunday 11/18/2012

Mon 11/12	Tue 11/13	Wed 11/14	Thu 11/15	Fri 11/16	Sat 11/17	Sun 11/18	Total Hours	Time Reporting Code	Taskgroup	Business Unit	Telecommute	Equipment ID
	4.00	5.00	6.00				15.00	RGS - Regular Earnings - Sala	VDOTCOMREQ	50100		
	4.00	3.00	2.00				9.00	RGS - Regular Earnings - Sala	VDOTCOMREQ	50100		
				8.00			8.00	VAC - Vacation	VDOTCOMREQ	50100		

Reported Time Status

Reported Time Summary

Absence Event - select to hide

Returned Value: ELIGIBLE
Completed Successfully!
Date Time: December 04, 2012 at 11:08:15

Absence Events

Absence Take	Forecast Results	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
		11/16/2012	11/16/2012	Vacation	Vacation	8.00 Hours	Hours	Details	Saved	Approval Monitor	Employee	<input type="checkbox"/>	Forecast	Edit

Add Absence Event

- 15 Once the forecast is successful, the requested absence will appear on the timesheet grid. Absence requests do not require the entry of a charge code distribution.

Annual Leave Incentive	0.00 Hours	01/10/2012	01/09/2013	Year to Date
Vacation	247.00 Hours	01/10/2012	01/09/2013	Year to Date

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

Save for Later **Submit**

Go To: [Self Service](#)
[Time Reporting](#)
[Punch Timesheet](#)

- 16 Click the **Submit** button to have the time processed by Time Administration and for the absence to be sent to the supervisor for approval.

Favorites Main Menu > Self Service > Time Reporting > Report Time > Timesheet

Timesheet

Submit Confirmation

The Submit was successful.

OK Time for the Week of 2012-11-12 to 2012-11-18 is submitted

- 17 A pop up box will confirm your submission. Click the **OK** button.



Time & Attendance Job Aid

Time Entry Scenarios

*View By:
 Date:

Reported Hours: 32.00
 Scheduled Hours: 40.00
[Previous Week](#) [Next Week](#)

From Monday 11/12/2012 to Sunday 11/18/2012

Mon 11/12	Tue 11/13	Wed 11/14	Thu 11/15	Fri 11/16	Sat 11/17	Sun 11/18	Total Hours	Time Reporting Code	Taskgroup	Business Unit	Telecommute	Equipment ID
	4.00	5.00	6.00				15.00	RGS - Regular Earnings - S:	VDOTCOMREC	50100		
	4.00	3.00	2.00				9.00	RGS - Regular Earnings - S:	VDOTCOMREC	50100		
				8.00			8.00	VAC - Vacation	VDOTCOMREQ	50100		

Reported Time Status						
Date	Reported Status	Approval Monitor	Total	TRC	Description	Comments
11/13/2012	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried	
11/14/2012	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried	
11/15/2012	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried	
11/16/2012	Needs Approval	Approval Monitor	8.00	VAC	Vacation	

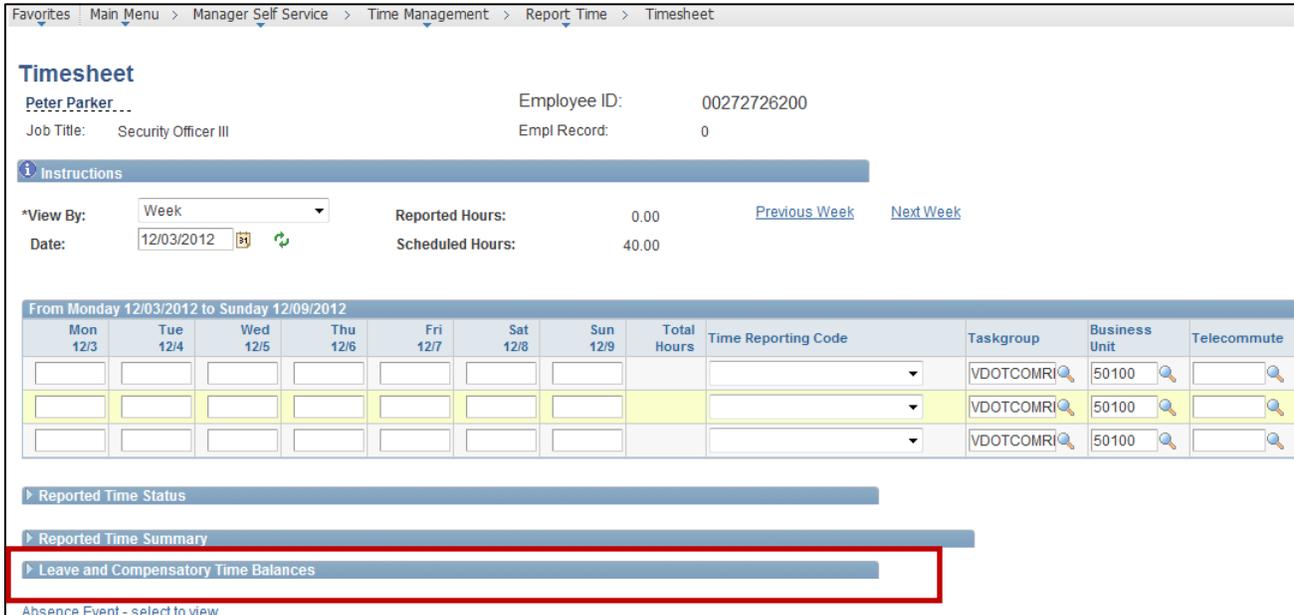
- 18** Verify the time was submitted by checking the **Reported Time Status** section on the **Timesheet** page. Note that the **Reported Hours** indicates 32 for the week. Holidays hours are not included in the **Reported Hours** or **Reported Time Status** in Cardinal.

Scenario 5: Using Compensatory (Comp) Leave

- 1 In this scenario, compensatory time that was earned will be taken.
- 2 Navigate using the following path:

Main Menu > Self Service > Time Reporting > Report Time > Timesheet.

The **Timesheet** page displays. Before using compensatory time, verify the available balance.



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

Timesheet

Peter Parker... Employee ID: 00272726200
 Job Title: Security Officer III Empl Record: 0

Instructions

*View By: Week Reported Hours: 0.00 [Previous Week](#) [Next Week](#)
 Date: 12/03/2012 [By](#) [Refresh](#) Scheduled Hours: 40.00

From Monday 12/03/2012 to Sunday 12/09/2012

Mon 12/3	Tue 12/4	Wed 12/5	Thu 12/6	Fri 12/7	Sat 12/8	Sun 12/9	Total Hours	Time Reporting Code	Taskgroup	Business Unit	Telecommute
									VDOTCOMRI	50100	
									VDOTCOMRI	50100	
									VDOTCOMRI	50100	

Reported Time Status

Reported Time Summary

Leave and Compensatory Time Balances

Absence Event - select to view

- 3 To do this, expand the **Leave and Compensatory Time Balances** section of the **Timesheet** page.



Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed
Comp Time	COMP LEAVE	10.00	0	120

- 4 Expanding this section will allow you to see compensatory and overtime leave balances. In this example, the employee has 10 hours of compensatory leave that can be taken.
- 5 To check the expiration date, click the **Comp Leave** link.

[Favorites](#) | [Main Menu](#) > [Manager Self Service](#) > [Time Management](#) > [Report Time](#) > [Timesheet](#)

Compensatory Time

Peter Parker Employee ID: 00272726200
 Job Title: Security Officer III Empl Record: 0

Comp Time Balance Summary			
Compensatory Time Off Plan:	COMP_LEAVE	Expiration Period:	Years
Date:	12/03/2012	Period Count:	1
Balance at Start of Day:	10.00		

* Show Time Expiring in: One Year

Expiring Time Earned			
Expiration Date	Quantity	Ending Balance	
12/22/2012	2.00	10.00	
12/23/2012	8.00	8.00	
01/13/2013	8.00	0.00	

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

- Use the pull down arrow to choose to choose the timeframe you would like to see. In this example, the employee wanted to see when the time expires for the next one year.
- Return to the Timesheet page by clicking the **Return to Timesheet** link at the bottom of the page. Once you know that you have the time available and when it expires, you can enter it on the **Timesheet** page.

*View By: Week | Reported Hours: 0.00 | [Previous Week](#) | [Next Week](#)
 Date: 12/03/2012 | Scheduled Hours: 40.00
 Populate Time From: Schedule Information

From Monday 12/03/2012 to Sunday 12/09/2012								Total Hours	Time Reporting Code	Taskgroup	Business Unit	Telecommute
Mon 12/3	Tue 12/4	Wed 12/5	Thu 12/6	Fri 12/7	Sat 12/8	Sun 12/9						
8.00	8.00	8.00	8.00					RGS - Regular Earnings - S:	VDOTCOMRI			
				8.00				CPT - Compensatory Leave	VDOTCOMRI	50100		
									VDOTCOMRI	50100		

- In this example, the employee is using compensatory time for Friday 9/9/11. Enter the regular hours worked as you normally would by selecting the TRC. Then click the **Chartfield** link to enter the charge distribution.

Note: To see specific information for entering charge distributions, see steps 9-20 of Scenario 1 on this job aid.
- Enter the compensatory leave on the second row. The TRC is **CPT - Compensatory Time Taken**. Click the **Chartfield** link.
- The charge distribution defaults. Click the **OK** button to return to the **Timesheet** page.

Leave and Compensatory Time Balances				
Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed
Comp Time	COMP_LEAVE	10.00	0	120

Absence Event - select to view

- 11 Once the time has been entered, click the **Submit** button to have the time processed by Time Administration.

[Favorites](#) > [Main Menu](#) > [Manager Self Service](#) > [Time Management](#) > [Report Time](#) > [Timesheet](#)

Timesheet

Submit Confirmation

The Submit was successful.

Time for the Week of 2012-12-03 to 2012-12-09 is submitted

- 12 A pop up box will confirm your submission. Click the **OK** button.
- 13 Click **OK**.

From Monday 12/03/2012 to Sunday 12/09/2012												
Mon 12/3	Tue 12/4	Wed 12/5	Thu 12/6	Fri 12/7	Sat 12/8	Sun 12/9	Total Hours	Time Reporting Code	Taskgroup	Business Unit	Telecommute	
				8.00			8.00	CPT - Compensatory Leave	VDOTCOMRI	50100		
8.00	8.00	8.00	8.00				32.00	RGS - Regular Earnings - S:	VDOTCOMRI	50100		

Reported Time Status						
Date	Reported Status	Approval Monitor	Total	TRC	Description	Comments
12/03/2012	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried	
12/04/2012	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried	
12/05/2012	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried	
12/06/2012	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried	
12/07/2012	Submitted	Approval Monitor	8.00	CPT	Compensatory Leave Taken	

- 14 Verify the time has been submitted by expanding the **Reported Time Status** section of the **Timesheet** page.



Time & Attendance Job Aid

Time Entry Scenarios

Scenario 6: Editing an Absence Once Submitted

- 1 In this scenario, an absence request will be edited once it has been submitted.
- 2 Navigate using the following path:

Main Menu > Self Service > Time Reporting > Report Time > Timesheet.

The **Timesheet** page displays.

Timesheet
 PETER PARKER
 Job Title: Admin & Office Specialist III
 Employee ID: 00302034400
 Empl Record: 0

View By: Week
 Reported Hours: 40.00
 Scheduled Hours: 40.00
[Previous Week](#) [Next Week](#)

Date: 11/05/2012

Mon 11/5	Tue 11/6	Wed 11/7	Thu 11/8	Fri 11/9	Sat 11/10	Sun 11/11	Total Hours	Time Reporting Code	Taskgroup	Business Unit	Telecommute	Equipment ID
8.00	8.00	8.00	8.00				32.00	RGS - Regular Earnings - Sr	VDOTCOMREQ	50100		
				8.00			8.00	VAC - Vacation	VDOTCOMREQ	50100		

Reported Time Status
 Reported Time Summary
[Absence Event - select to view](#)
 Save for Later Submit
 Go To: [Self Service](#)
[Time Reporting](#)
[Punch Timesheet](#)

- 3 Confirm the timesheet is on the week that requires the adjustment.
- 4 Use the **Previous Week** link or the **Date** to enter the correct week. In this scenario, the adjustment needs to be made for the current week which displays.
- 5 Click the **Absence Event – select to view** link to open the absence request section of the Timesheet page.

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
11/09/2012	11/09/2012	Vacation	Vacation	8.00	Hours	Details	Needs Approval	Approval Monitor	Employee	<input type="checkbox"/>	Forecast	Edit

Add Absence Event

- 6 Click the **Edit** button on the row of the absence that needs to be adjusted. This opens that row so that changes can be made.

Absence Event - select to hide

Absence Events Customize | ?

Absence Take Forecast Results [??]

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
11/09/2012 [??]	11/09/2012 [??]	VSDP Sick Leave	VSDP Sick Leave		Hours	Details	Needs Approval	Approval Monitor	Employee	<input type="checkbox"/>	Forecast	Edit

Add Absence Event

Absence Entitlement Balances Customize | ?

Current Balances [??]

- 7 Select the absence type you want to change using the pull down menu in **Absence Name** field.
- 8 Choose the **Reason** from the pull down. Typically, this will be the same as the name of the absence.
- 9 Click the **Details** link to open the details page.

Favorites Main Menu > Self Service > Time Reporting > Report Time > Timesheet

Absence Event Details

PETER PARKER
Admin & Office Specialist III

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 : 11/09/2012 [??] [View Monthly Schedule](#)

End Date : 11/09/2012 [??]

Filter by Type : All

*Absence Name : VSDP Sick Leave Current Balance : 25.50 Hours**

*Reason : VSDP Sick Leave

Partial Days : None

Duration : 8.00 Hours

Calculate End Date or Duration

Comments

Reporter Comments:: [?]

OK Cancel

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

- 10 In this scenario, the only change is to absence type. Click the **Calculate End Date or Duration** button.
- 11 Click **OK** button to return to the **Timesheet** page.

Reported Time Status

Reported Time Summary

Absence Event - select to hide

Absence Events Customize |

Absence Take Forecast Results [FFF]

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
11/09/2012	11/09/2012	VSDP Sick Leave	VSDP Sick Leave	8.00	Hours	Details	Needs Approval	Approval Monitor	Employee	<input type="checkbox"/>	Forecast	Edit

[Add Absence Event](#)

12 Click the **Forecast** button.

Absence Event - select to hide

Forecast Successful:
You are eligible to take the requested absence and you may submit your request.
Date Time: December 04, 2012 at 11:41

Absence Events Customize |

Absence Take Forecast Results [FFF]

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
11/09/2012	11/09/2012	VSDP Sick Leave	VSDP Sick Leave	8.00	Hours	Details	Saved	Approval Monitor	Employee	<input type="checkbox"/>	Forecast	Edit

[Add Absence Event](#)

13 Confirm that you receive the **Forecast Successful** message.

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.

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

Go To: [Self Service](#)
[Time Reporting](#)
[Punch Timesheet](#)

14 Click the **Submit** button.

Favorites Main Menu > Self Service > Time Reporting > Report Time > Timesheet

Timesheet

Submit Confirmation

The Submit was successful.

OK Time for the Week of 2012-11-05 to 2012-11-11 is submitted

15 A pop up box will confirm your submission. Click the **OK** button.



Time & Attendance Job Aid

Time Entry Scenarios

From Monday 11/05/2012 to Sunday 11/11/2012										
Mon 11/5	Tue 11/6	Wed 11/7	Thu 11/8	Fri 11/9	Sat 11/10	Sun 11/11	Total Hours	Time Reporting Code	Taskgroup	Business Unit
8.00	8.00	8.00	8.00				32.00	RGS - Regular Earnings - S:	VDOTCOMREQ	50100
				8.00			8.00	SDP - VSDP Sick Leave	VDOTCOMREQ	50100

Reported Time Status						
Date	Reported Status	Approval Monitor	Total	TRC	Description	Comments
11/05/2012	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried	
11/06/2012	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried	
11/07/2012	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried	
11/08/2012	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried	
11/09/2012	Needs Approval	Approval Monitor	8.00	SDP	VSDP Sick Leave	

16 Verify the time has been submitted by expanding the **Reported Time Status** section of the **Timesheet** page



Time & Attendance Job Aid

Time Entry Scenarios

Scenario 7: Reporting Intermittent FMLA

- 1 In this scenario, intermittent FMLA will be used. The employee has already been approved for FMLA and an Administrator added the appropriate balance in Cardinal for the employee.
- 2 Navigate using the following path:

Main Menu > Self Service > Time Reporting > Report Time > Timesheet

The **Timesheet** page displays.

Timesheet

Jane Doe... Employee ID: 00302034400
 Job Title: Admin & Office Specialist III Empl Record: 0

Instructions

*View By: Week Reported Hours: 0.00 Previous Week Next Week
 Date: 12/03/2012 BI Scheduled Hours: 40.00

Mon 12/3	Tue 12/4	Wed 12/5	Thu 12/6	Fri 12/7	Sat 12/8	Sun 12/9	Total Hours	Time Reporting Code	Taskgroup	Business Unit	Telecommute	Equipment ID	Chart
8.00	8.00	8.00						RGS - Regular Earnings - S	VDOTCOMRI	50100			Chart
									VDOTCOMRI	50100			Chart
									VDOTCOMRI	50100			Chart

Reported Time Status

Absence Event - select to view

Save for Later Submit

Go To: Self Service
 Time Reporting
 Punch Timesheet

- 3 This employee will use FMLA for Thursday and Friday.
- 4 Click the **Absence Event – select to view** link.

Reported Time Summary

Absence Event - select to hide

Absence Events

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

Add Absence Event

Absence Entitlement Balances

Entitlement Name	Balance as of 11/09/2012**	From	To	Accrual Period
------------------	----------------------------	------	----	----------------

- 5 Click the **Add Absence Event** button.



Time & Attendance Job Aid

Time Entry Scenarios

12/3	12/4	12/5	12/6	12/7	12/8	12/9	Hours	Unit
8.00	8.00	8.00						RGS - Regular Earnings - St
								VDOTCOMRI 50100
								VDOTCOMRI 50100
								VDOTCOMRI 50100

Reported Time Status

Reported Time Summary

Absence Event - select to hide

Absence Events

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit	Delete
12/06/2012	12/07/2012	Family and Medical	FMLA Family		Hours	Details	New	Approval Monitor	Employee	<input type="checkbox"/>	Forecast	Edit	Delete

Add Absence Event

- 6 Enter the **Start Date**.
- 7 Enter the **End Date** if different than the start date.
- 8 **Absence Name**: Select Family Medical Leave
- 9 **Reason**: Select the type of FLMA (family, personal or military)
- 10 Click the **Details** link.

Favorites Main Menu > Self Service > Time Reporting > Report Time > Timesheet

Absence Event Details

JANE DOE
Admin & Office Specialist III
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 : 12/06/2012 [View Monthly Schedule](#)

End Date : 12/07/2012

Filter by Type : All

*Absence Name : Family and Medical Leave **Current Balance : 0.00 Hours****

*Reason : FMLA Family

Partial Days : None

Duration : 16.00 Hours

Calculate End Date or Duration

Comments

Reporter Comments::

OK Cancel

* Required Field



Time & Attendance Job Aid

Time Entry Scenarios

- 11 In this example, the employee is taking 2 days, so no adjustments need to be made to the entries.
- 12 Click the **Calculate End Date or Duration** button.
- 13 Click the **OK** button to return to the **Timesheet** page.

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

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit	Delete
12/06/2012	12/07/2012	Family and Medical	FMLA Family	16.00	Hours	Details	New	Approval Monitor	Employee	<input type="checkbox"/>	Forecast	Edit	Delete

- 14 Click the **Forecast** button.

The screenshot shows the Timesheet grid and the Absence Events table. A red box highlights a message:

Forecast Successful:
You are eligible to take the requested absence and you may submit your request.
Date Time: December 04,2012 at 14:53

The Absence Events table now shows the status as 'Saved':

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
12/06/2012	12/07/2012	Family and Medical	FMLA Family	16.00	Hours	Details	Saved	Approval Monitor	Employee	<input type="checkbox"/>	Forecast	Edit

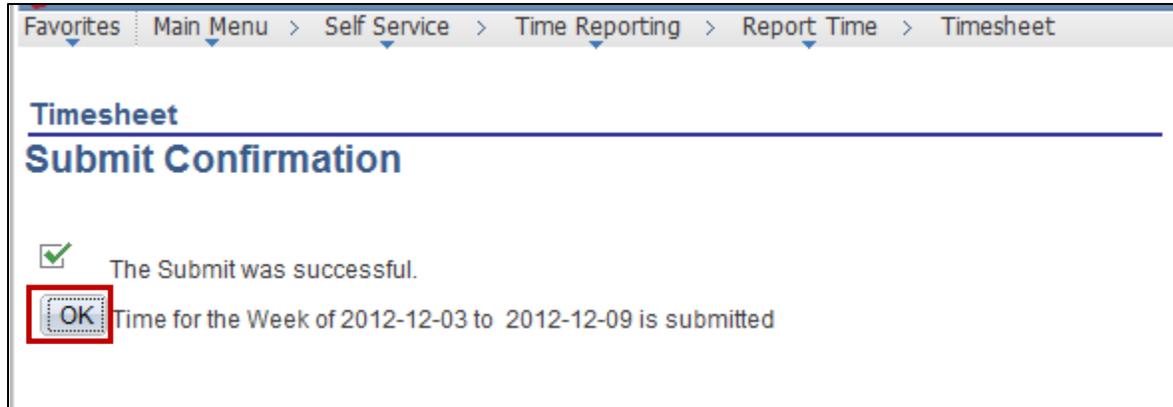
- 15 The **Forecast Successful** message displays.
- 16 The hours are populated in the Timesheet grid at the top of the page.
- 17 When using FMLA, the employee must enter two lines in the absence section of the **Timesheet** page. One row for the FMLA time being used and one line for the absence type that is being used for the FMLA period.

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

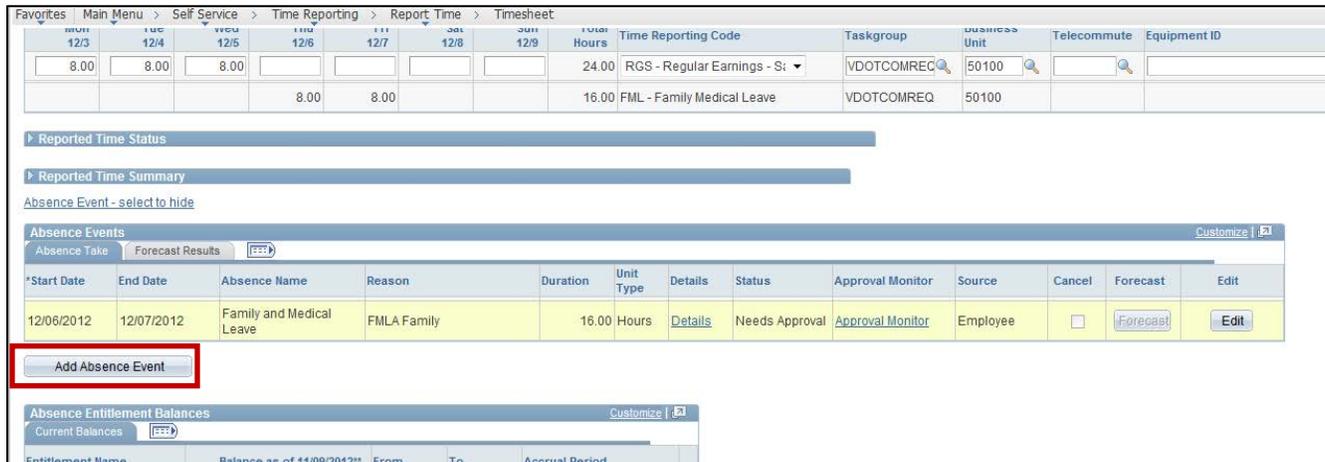
[Save for Later](#) [Submit](#)

Go To: [Self Service](#)
[Time Reporting](#)
[Punch Timesheet](#)

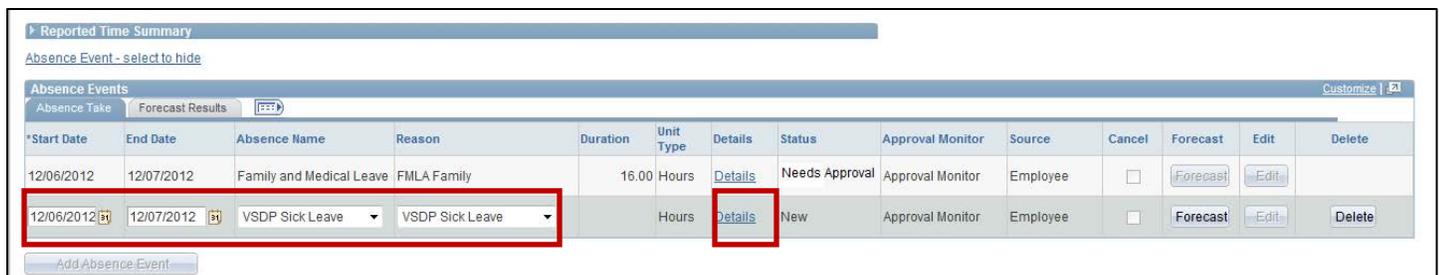
- 18 Once the FMLA time has been entered and forecasted. Click the **Submit** button located at the bottom of the Timesheet page and scroll back up to the Absence Event section.



- 19 The submit confirmation page displays. Click **Ok**. The Timesheet page displays.



- 20 Click the **Add Absence Event** button. This will enable a new row to enter the absence to be used in conjunction with FMLA.



- 21 Enter the **Start Date**.
- 22 Enter the **End Date**.
- 23 Enter the **Absence Name**.
- 24 Enter the **Reason**.
- 25 Click the **Details** link.



Time & Attendance Job Aid

Time Entry Scenarios

Favorites Main Menu > Self Service > Time Reporting > Report Time > Timesheet

Admin & Office Specialist III
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 : 12/06/2012 [View Monthly Schedule](#)
End Date : 12/07/2012
Filter by Type : All
*Absence Name : VSDP Sick Leave **Current Balance : 25.50 Hours****
*Reason : VSDP Sick Leave
Partial Days : None
Duration : 16.00 Hours

Calculate End Date or Duration

Comments
Reporter Comments::

OK **Cancel**

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

26 For this scenario, click the **Calculate End Date or Duration** button.

27 Click the **OK** button to return to the Timesheet page.

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
12/06/2012	12/07/2012	VSDP Sick Leave	VSDP Sick Leave	16.00	Hours	Details	New	Approval Monitor	Employee	<input type="checkbox"/>	Forecast	Edit
12/06/2012	12/07/2012	Family and Medical Leave	FMLA Family	16.00	Hours	Details	Needs Approval	Approval Monitor	Employee	<input type="checkbox"/>	Forecast	Edit

28 Click the **Forecast** button.

From Monday 12/03/2012 to Sunday 12/09/2012

Mon 12/3	Tue 12/4	Wed 12/5	Thu 12/6	Fri 12/7	Sat 12/8	Sun 12/9	Total Hours	Time Reporting Code	Taskgroup	Business Unit	Telecommute	Equipment ID
8.00	8.00	8.00					24.00	RGS - Regular Earnings - S:	VDOTCOMREQ	50100		
			8.00	8.00			16.00	SDP - VSDP Sick Leave	VDOTCOMREQ	50100		
			8.00	8.00			16.00	FML - Family Medical Leave	VDOTCOMREQ	50100		

Reported Time Status

Reported Time Summary

Absence Event - select to hide

Forecast Successful:
You are eligible to take the requested absence and you may submit your request.
Date Time: December 04,2012 at 15:52

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
12/06/2012	12/07/2012	VSDP Sick Leave	VSDP Sick Leave	16.00 Hours		Details	Saved	Approval Monitor	Employee	<input type="checkbox"/>	Forecast	Edit
12/06/2012	12/07/2012	Family and Medical Leave	FMLA Family	16.00 Hours		Details	Needs Approval	Approval Monitor	Employee	<input type="checkbox"/>	Forecast	Edit

29 The **Forecast Successful** message displays and the absence is added to the timesheet grid.

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.

Save for Later **Submit**

Go To: [Self Service](#)
[Time Reporting](#)
[Punch Timesheet](#)

30 Click the **Submit** button.

Favorites Main Menu > Self Service > Time Reporting > Report Time > Timesheet

Timesheet

Submit Confirmation

The Submit was successful.

OK Time for the Week of 2012-12-03 to 2012-12-09 is submitted

31 The **Submit Confirmation** message displays.

32 Click the **OK** button.



Time & Attendance Job Aid

Time Entry Scenarios

Mon 12/3	Tue 12/4	Wed 12/5	Thu 12/6	Fri 12/7	Sat 12/8	Sun 12/9	Total Hours	Time Reporting Code	Taskgroup
8.00	8.00	8.00					24.00	RGS - Regular Earnings - S	VDOTCOM
			8.00	8.00			16.00	SDP - VSDP Sick Leave	VDOTCOM
			8.00	8.00			16.00	FML - Family Medical Leave	VDOTCOM

Reported Time Status						
Date	Reported Status	Approval Monitor	Total	TRC	Description	Comments
12/03/2012	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried	
12/04/2012	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried	
12/05/2012	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried	
12/06/2012	Needs Approval	Approval Monitor	8.00	FML	Family Medical Leave	
12/06/2012	Needs Approval	Approval Monitor	8.00	SDP	VSDP Sick Leave	
12/07/2012	Needs Approval	Approval Monitor	8.00	FML	Family Medical Leave	
12/07/2012	Needs Approval	Approval Monitor	8.00	SDP	VSDP Sick Leave	

33 Verify the time submitted by expanding the **Reported Time Status** section of the **Timesheet** page.



Time & Attendance Job Aid

Time Entry Scenarios

Scenario 8: Cancelling an Absence

- 1 In this scenario, an absence request will be cancelled once it has been submitted. The same process applies to cancel an absence that has been saved.
- 2 Navigate using the following path:

Main Menu > Self Service > Time Reporting > Report Time > Timesheet.

The **Timesheet** page displays.

The screenshot shows the 'Timesheet' page for Peter Parker. The breadcrumb trail is 'Main Menu > Self Service > Time Reporting > Report Time > Timesheet'. The page displays employee information: PETER PARKER, Employee ID: 00302034400, Job Title: Admin & Office Specialist III, and Empl Record: 0. There are 'Instructions' and a 'View By' dropdown set to 'Week'. The 'Date' is 11/05/2012. Reported and Scheduled Hours are both 40.00. There are links for 'Previous Week' and 'Next Week'. A table shows time reporting data for the week of 11/05/2012 to 11/11/2012. Below the table are sections for 'Reported Time Status' and 'Reported Time Summary'. A link 'Absence Event - select to view' is highlighted with a red box. There are 'Save for Later' and 'Submit' buttons. At the bottom, there are links for 'Self Service', 'Time Reporting', and 'Punch Timesheet'.

- 3 Confirm the timesheet is on the week that requires the cancellation.
- 4 Use the **Previous Week** link or the **Date** to enter the correct week. In this scenario, the cancellation needs to be made for the current week which displays.
- 5 Click the **Absence Event – select to view** link to open the absence request section of the Timesheet page.

The screenshot shows the 'Absence Events' section. It has tabs for 'Absence Take', 'Forecast Results', and 'Forecast'. Below the tabs is a table with the following data:

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
11/09/2012	11/09/2012	Vacation	Vacation	8.00	Hours	Details	Needs Approval	Approval Monitor	Employee	<input type="checkbox"/>	Forecast	Edit

The 'Edit' button in the last column of the table is highlighted with a red box. Below the table is an 'Add Absence Event' button.

- 6 Click the **Edit** button on the row of the absence that needs to be cancelled. This opens that row so that changes can be made.

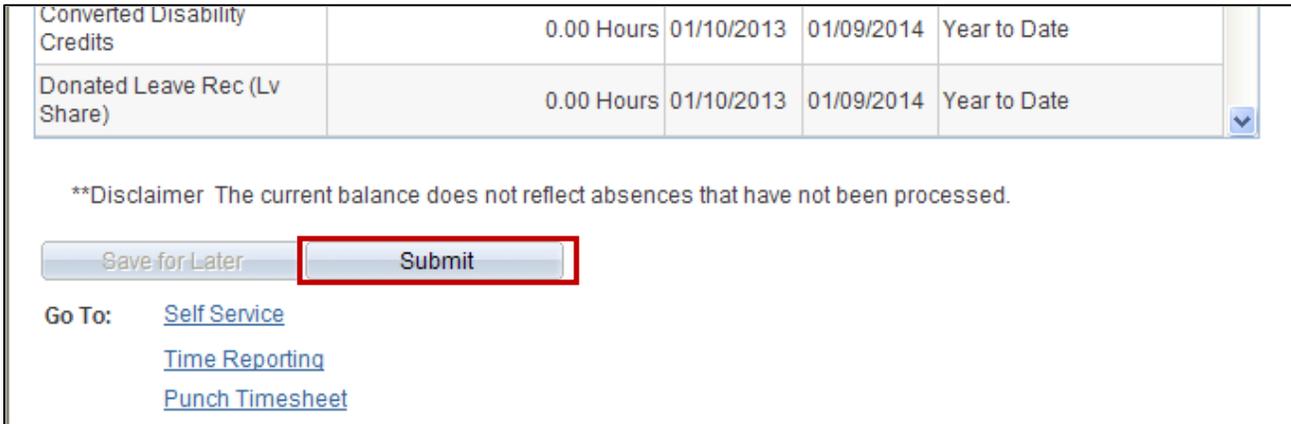


Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
<input type="checkbox"/>	11/09/2012	11/09/2012	Vacation	Vacation	8.00	Hours	Details	Needs Approval	Approval Monitor	Manager	<input checked="" type="checkbox"/>	Forecast	Edit

Select All Deselect All

[Add Absence Event](#)

7 Select the checkbox in the **Cancel** field.



Converted Disability Credits	0.00 Hours	01/10/2013	01/09/2014	Year to Date
Donated Leave Rec (Lv Share)	0.00 Hours	01/10/2013	01/09/2014	Year to Date

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

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

Go To: [Self Service](#)
[Time Reporting](#)
[Punch Timesheet](#)

8 Click the **Submit** button.



Favorites Main Menu > Self Service > Time Reporting > Report Time > Timesheet

Timesheet

Submit Confirmation

The Submit was successful.

[OK](#) Time for the Week of 2012-11-05 to 2012-11-11 is submitted

9 A pop up box will confirm your submission. Click the **OK** button.



Time & Attendance Job Aid

Time Entry Scenarios

From Monday 11/05/2012 to Sunday 11/11/2012										
Mon 11/5	Tue 11/6	Wed 11/7	Thu 11/8	Fri 11/9	Sat 11/10	Sun 11/11	Total Hours	Time Reporting Code	Taskgroup	Business Unit
8.00	8.00	8.00	8.00				32.00	RGS - Regular Earnings - S:	VDOTCOMR	50100
Reported Time Status										
Date	Reported Status	Approval Monitor	Total	TRC	Description	Comments				
11/05/2012	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried					
11/06/2012	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried					
11/07/2012	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried					
11/08/2012	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried					
11/09/2012	Submitted	Approval Monitor	8.00	RGS	Regular Earnings - Salaried					

10 Verify the time does not appear on the **Timesheet** or in the **Reported Time Status** section of the **Timesheet** page to confirm that it has been cancelled.

NOTE: If you accidentally cancel an absence and need to undo your cancellation:

- Click the **Edit** button next to the absence that was cancelled in error.
- Edit at least one of the fields (dates, absence name, or hours). Making a change revokes the cancellation.
- **Forecast** the absence event (if applicable for the absence entered)
- If you need to the change fields back to their original values, click the **Edit** button.
- Change the field(s) previously edited back to the original request.
- **Forecast** (if applicable for the absence type entered).
- Click the **Save for Later** or **Submit** button.