

**Time Entry Scenarios Overview**

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 on the Timesheet 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.

**Table of Contents**

Overview — When to Enter and Submit Time Entered in the Timesheet Grid .....	2
Submitting Time and Saving Time Submission for Later.....	3
Reported Time Status Tab .....	4
Overview — When to Enter and Submit Absences .....	5
Entering Absences .....	5
Saving Absence Submission for Later .....	6
Absences with a Status of Saved .....	6
Reported Time Status for Absences .....	7
Submitting an Absence with a Status of Saved.....	7
Scenario 1: Entering Regular Time .....	8
Scenario 2: Making a Timesheet Adjustment .....	11
Scenario 3: Uncompensated Overtime and Straight Overtime .....	14
Scenario 4: Reporting Holiday and Leave the Same Week .....	17
Scenario 5: Using Compensatory (Comp) Leave .....	22
Scenario 6: Editing an Absence Once Submitted.....	25
Scenario 7: Reporting Intermittent FMLA .....	29
Scenario 8: Cancelling an Absence .....	31

**Overview — When to Enter and Submit Time Entered in the Timesheet Grid**

Enter and submit your time in the **Timesheet Grid** of the **Timesheet** page on a daily or a weekly basis at a minimum. Frequency may be affected by several factors (i.e., employee, employee group composition and frequency of change of the charge distribution).

You can enter future time 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.

Examples:

- If a self-service employee 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.
- 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.
- If employees are recording time related to a storm or disaster type event, time is generally entered on a daily basis.
- 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 is generally sufficient, provided timesheet submission due dates set by the Agency are met.
- 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.



## Time & Attendance Job Aid

### 501 TA362: Time Entry Scenarios

#### Submitting Time and Saving Time Submission for Later

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

Timesheet

ROSA PARK Employee ID 00183846500  
Gen Admin Supv I / Coord I Empl Record 0  
Actions ▾ Time Reporting Type Positive  
Earliest Change Date 08/12/2019

Select Another Timesheet

\*View By [Week] Previous Week Next Week  
\*Date [11/11/2019] [📅] Reported Hours 0.00

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	Business Unit	Telecommute	Equipment ID	ChartFields		
								VDOTCOMREQ	50100			ChartFields	[+]	[-]
								VDOTCOMREQ	50100			ChartFields	[+]	[-]
								VDOTCOMREQ	50100			ChartFields	[+]	[-]

Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions

Reported Time Status Personalize | Find | 1 of 1

Date	Total TRC	Description	Comments
	0.000000		

Self Service  
Time Reporting

- To submit time, enter hours on the **Timesheet Grid** and then click the **Submit** button under the **Timesheet Grid** each time you make entries or modify 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 set by the Agency for timesheet submission.
- 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.

### Reported Time Status Tab

Favorites ▾

Main Menu ▾

>

Self Service ▾

>

Time Reporting ▾

>

Report Time ▾

>

Timesheet

Timesheet

ROSA PARK

Gen Admin Supv I / Coord I

Actions ▾

Employee ID 00183846500

Empl Record 0



Time Reporting Type Positive

Earliest Change Date 08/12/2019

Select Another Timesheet

\*View By Week ▾

Previous Week Next Week

\*Date 11/04/2019  

Reported Hours 42.00

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
			2.00				2.00	CPE - Compensatory Leave Earned ▾
8.00	8.00	8.00	8.00	8.00			40.00	RGS - Regular Earnings - Salaried ▾

Save for Later

Submit

Reported Time Status



Summary







Leave / Compensatory Time

Absence

Exceptions

Reported Time Status

Personalize | Find |   1-6 of 6

Date	Reported Status	Total TRC	Description	Add Comments
11/04/2019	Submitted	8.00 RGS	Regular Earnings - Salaried	
11/05/2019	Submitted	8.00 RGS	Regular Earnings - Salaried	
11/06/2019	Submitted	8.00 RGS	Regular Earnings - Salaried	
11/07/2019	Saved	2.00 CPE	Compensatory Leave Earned	
11/07/2019	Submitted	8.00 RGS	Regular Earnings - Salaried	
11/08/2019	Submitted	8.00 RGS	Regular Earnings - Salaried	

The **Reported Time Status** tab allows you to view the time you have entered by date and check on its status. Any entries that have a **Reported Status** of **Saved** must be submitted in order to be processed by Time Administration. To submit, click the **Submit** button under the **Timesheet Grid**.

**Note:** Time must be submitted to be seen by the Approver. There is no automated escalation process to re-route submitted time to the next supervisor for approval 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.

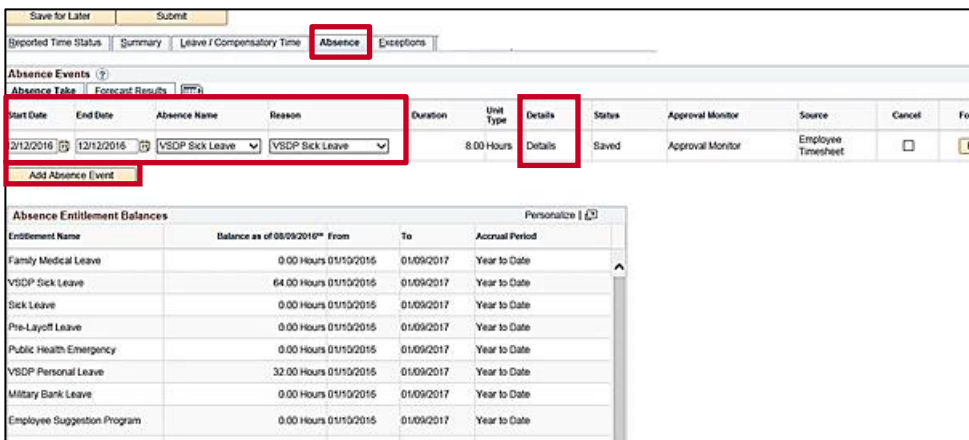
Rev 11/21/2019

Page 4 of 32

### Overview — When to Enter and Submit Absences

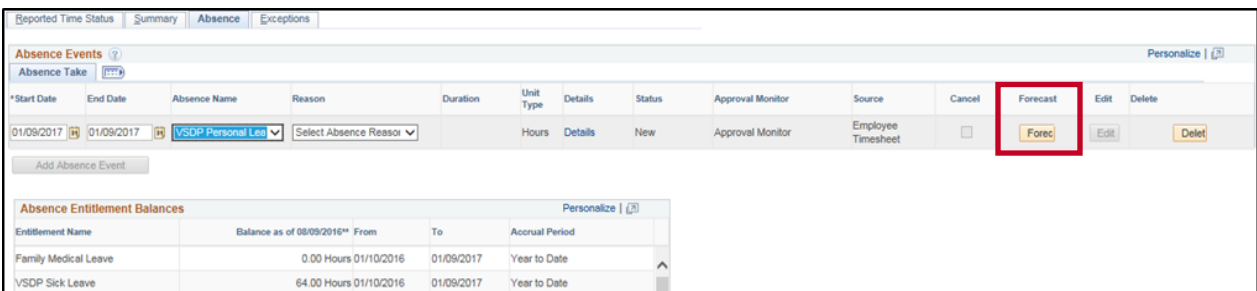
Absences can be entered up to 90 days from the current day. If 90 days falls in the middle of a week, Cardinal allows you to enter absence events for that week. Absences are entered from the **Absence** tab on the timesheet. Absences should be entered and submitted in advance whenever possible (not to 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.

### Entering Absences



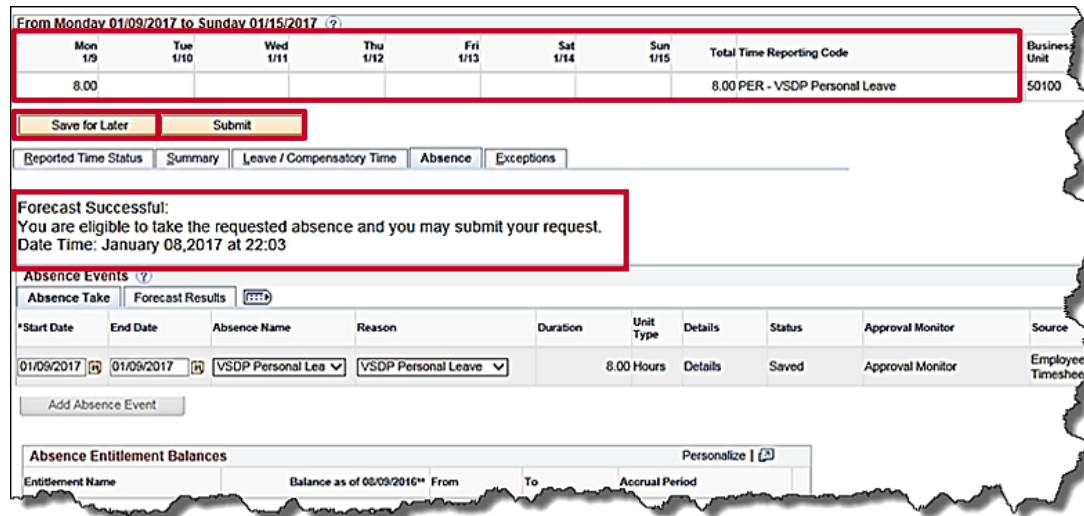
Entitlement Name	Balance as of 08/09/2016*	From	To	Accrual Period
Family Medical Leave	0.00 Hours	01/10/2016	01/09/2017	Year to Date
VSDP Sick Leave	64.00 Hours	01/10/2016	01/09/2017	Year to Date
Sick Leave	0.00 Hours	01/10/2016	01/09/2017	Year to Date
Pre-Layoff Leave	0.00 Hours	01/10/2016	01/09/2017	Year to Date
Public Health Emergency	0.00 Hours	01/10/2016	01/09/2017	Year to Date
VSDP Personal Leave	32.00 Hours	01/10/2016	01/09/2017	Year to Date
Military Bank Leave	0.00 Hours	01/10/2016	01/09/2017	Year to Date
Employee Suggestion Program	0.00 Hours	01/10/2016	01/09/2017	Year to Date

1. Go to the **Absence** tab and click the **Add Absence Event** button. Enter the **Start Date**, **End Date**, **Absence Name** and **Reason**. Then click the **Details** link and enter any **Partial Days** and their **Duration**. Click the **Calculate End Date** or **Duration** and enter any **Comments** regarding the absence. Be aware that the comments you enter here can be seen by anyone with access to the page.



Entitlement Name	Balance as of 08/09/2016*	From	To	Accrual Period
Family Medical Leave	0.00 Hours	01/10/2016	01/09/2017	Year to Date
VSDP Sick Leave	64.00 Hours	01/10/2016	01/09/2017	Year to Date

2. Click the **Forecasting** button after entering your absence detail.



From Monday 01/09/2017 to Sunday 01/15/2017 (?)

Mon 1/9	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Sun 1/15	Total Time Reporting Code	Business Unit
8.00							8.00 PER - VSDP Personal Leave	50100

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: January 08, 2017 at 22:03

Absence Events (?)

Absence Take Forecast Results (PDF)

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source
01/09/2017	01/09/2017	VSDP Personal Lee	VSDP Personal Leave	8.00 Hours	Details	Saved	Approval Monitor	Employee Timesheet	

Add Absence Event

Absence Entitlement Balances Personalize (PDF)

Entitlement Name	Balance as of 08/09/2016**	From	To	Accrual Period
------------------	----------------------------	------	----	----------------

- You will receive a **Forecast Successful** message if you are eligible for the Absence Request. The Absence Request status is **Saved**. Click the **Submit** button on the **Timesheet** page each time you enter or update an absence event. Please be sure to submit all absences for the pay period by the timesheet submission due date.

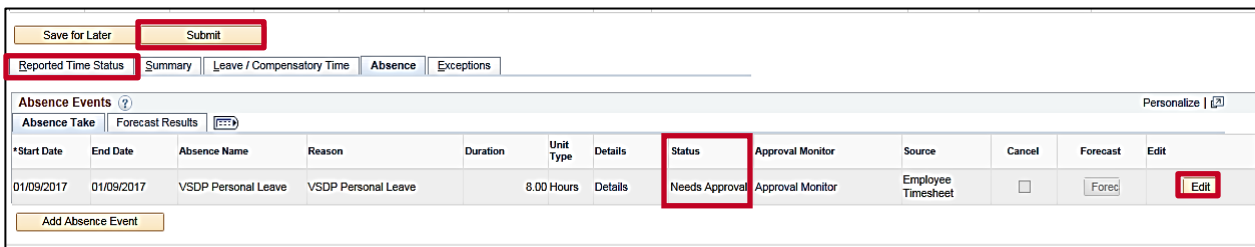
### Saving Absence Submission for Later

The **Save for Later** button should not typically be used. This button allows you to save an absence entry and complete it at a later date. However, this does not submit the absence through the workflow process to the supervisor for approval. Absence events can also have a status of **Saved** if you forecast an absence entry and navigate away from the **Timesheet** page or log out of Cardinal without saving or submitting.

### Absences with a Status of Saved

Absences in **Saved** status appear in the **From Monday to Sunday** section of the timesheet, along with absences that have been submitted. Be sure to review the current status of absence events and verify that your absence request have been submitted for approval. Remember, absences in **Saved** status are not routed for approval and thus are not picked up in the Absence Calculation or Time Administration processes. Cancel any absences in **Saved** status that were not taken or are invalid; otherwise, they are still considered taken by the forecasting process.

### Reported Time Status for Absences



Absence Events												
*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
01/09/2017	01/09/2017	VSDP Personal Leave	VSDP Personal Leave	8.00 Hours		Details	Needs Approval	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forec	Edit

The **Status** column in the **Absence Events** section shows the current status of the absence event. If the **Status** states **Needs Approval**, you have submitted your Absence Request. 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 future absences.

### Submitting an Absence with a Status of Saved

To submit an absence event that is in **Saved** status, click the **Edit** button next to the individual event (the **Edit** button may be grayed out if only 1 absence and no other time on **Timesheet**). In the **Absence Events** section, make any changes (if needed), **Forecast** the event (if required), and click the **Submit** button under the **Timesheet Grid**. Repeat for all saved absence events one at a time. Remember, the **Submit** button under the **Timesheet Grid** submits all hours reported on the timesheet but does not automatically submit absences in **Saved** status.

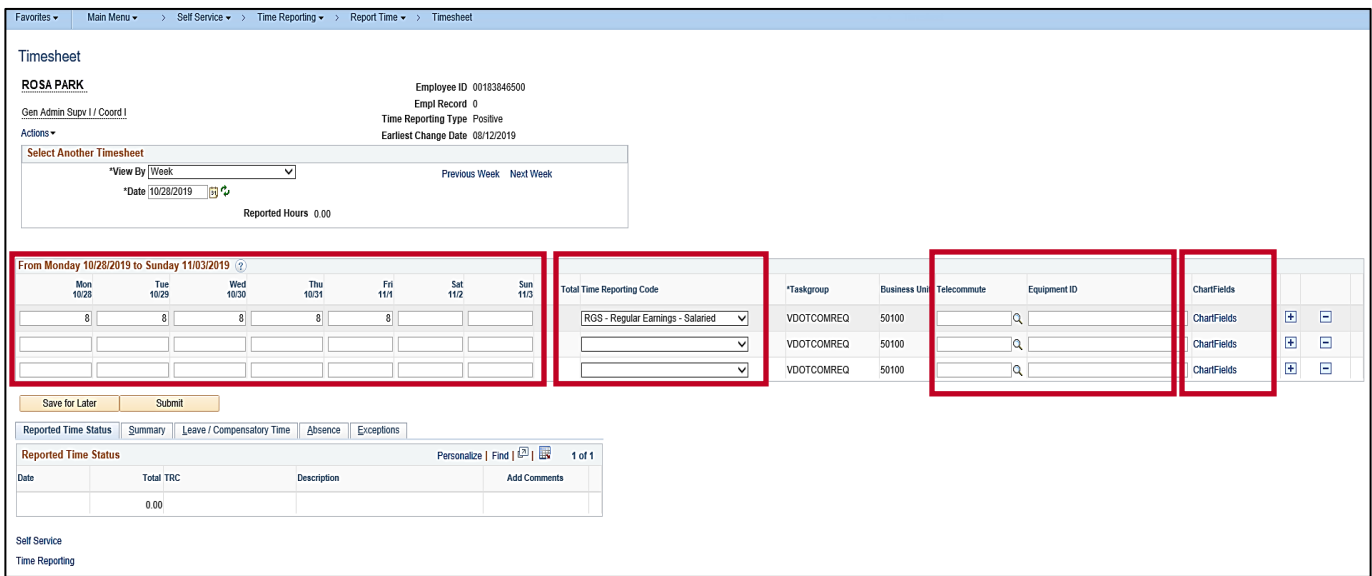
**Note:** There is no automated escalation process that re-routes submitted absences to the next supervisor for approval if no action is taken by the original approver.

### Scenario 1: Entering Regular Time

In this scenario, time is being entered for regular hours worked for three different charge distributions.

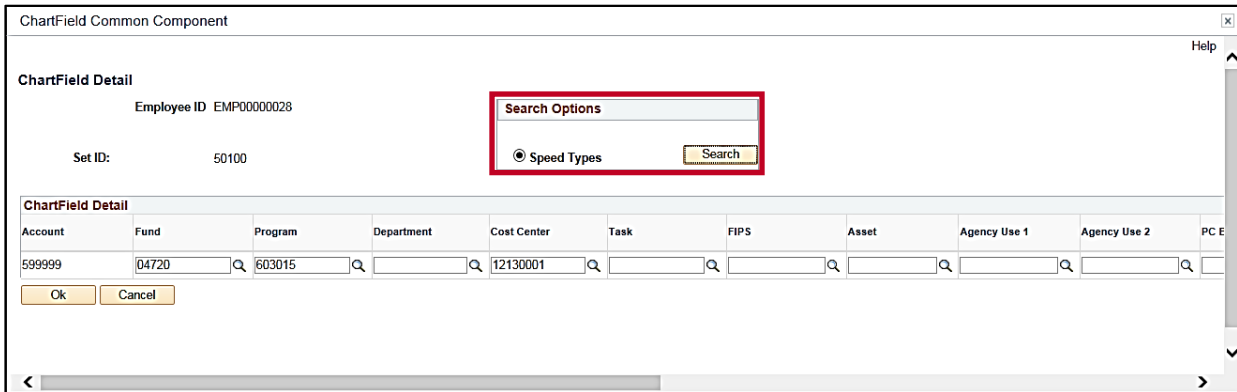
1. Navigate to the **Timesheet** page using the following path:

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

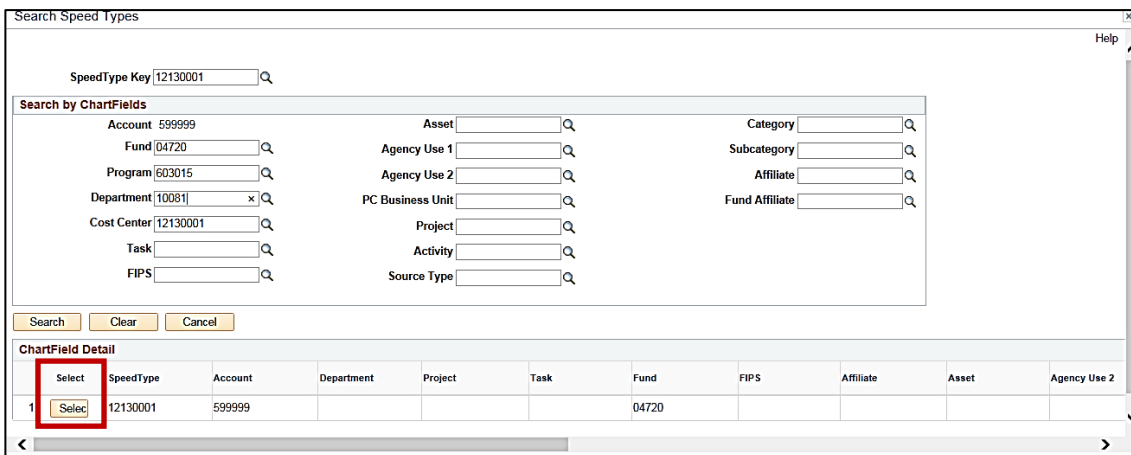


2. The **Timesheet** page displays.
3. In the **Timesheet Grid**, enter the hours worked in the day fields (**Mon, Tue, Wed**, etc.).
4. All hours entered on a single row must have the same **Time Reporting Code** and charge distribution. If either of these is different for hours, the hours must be entered on a new row.
5. In the **Time Reporting Code** field, select the **Time Reporting Code** for the work completed. In this scenario, it is regular hours so **RGS - Regular Earnings - Salaried** 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.

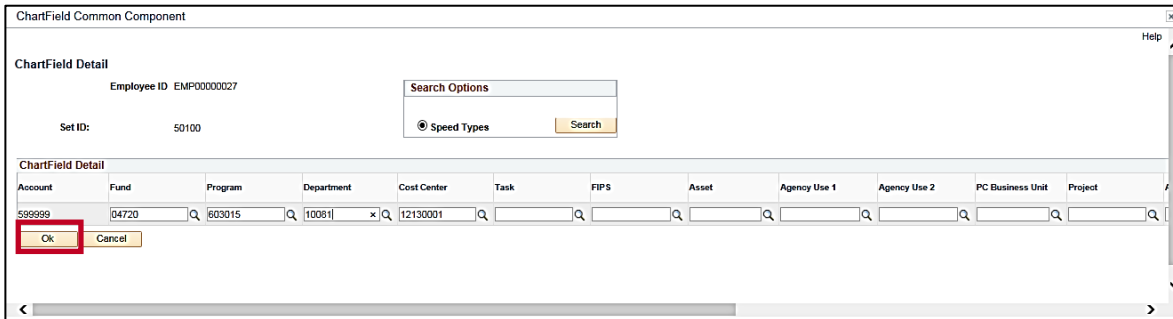




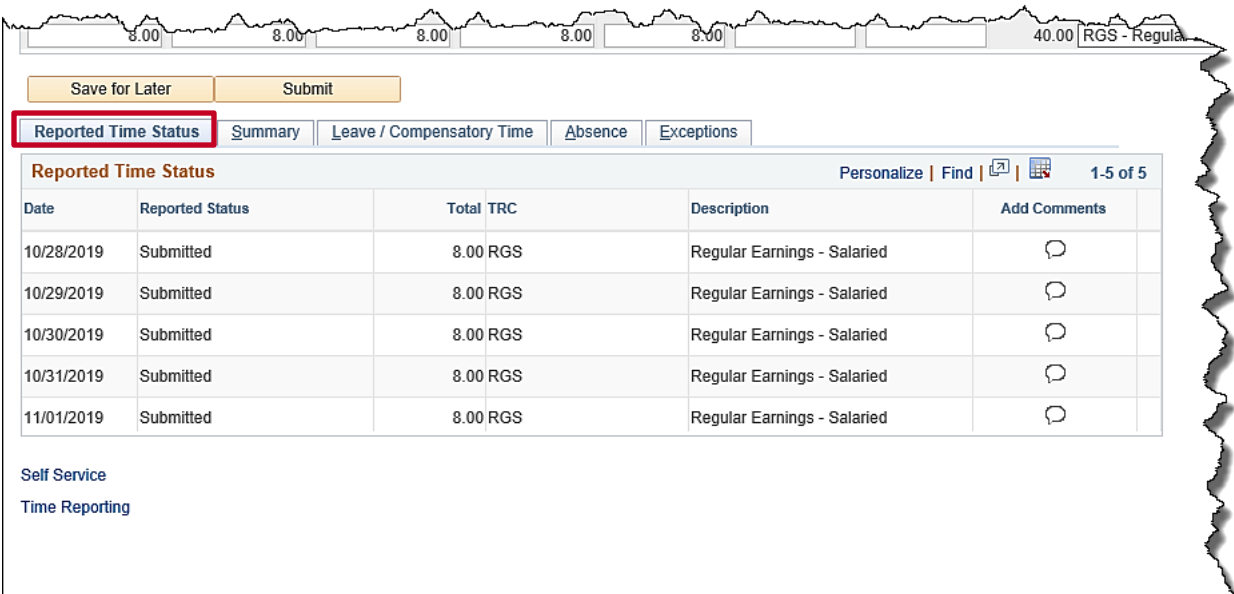
9. The **ChartField Details** page displays.
10. If you know the charge distribution, you can enter the values on this page.
11. The most efficient way to enter the distribution is the use the **Speed Types Search Option**.
12. Click the **Search** button.
13. The **Search Speed Types** page displays.
14. Enter the **SpeedType** key or search for it using the **SpeedType Key Search** button.
15. When you click the **Search** button, a pop-up box displays.
16. Select the desired **SpeedType** by clicking on the name.



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.
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. You may be required to add additional information (e.g., **Department** or **Activity** – if you are charging a project.).
21. Click the **OK** button. Cardinal verifies that the charge distribution is correct. If it is accurate, the **Timesheet** page displays.
22. Once time has been fully entered for day, week, or pay period, click the **Submit** button so the time goes through the Time Administration process.
23. A pop-up box verifies the submission of the time.
24. Click the **OK** button.
25. The **Timesheet** page displays.



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	

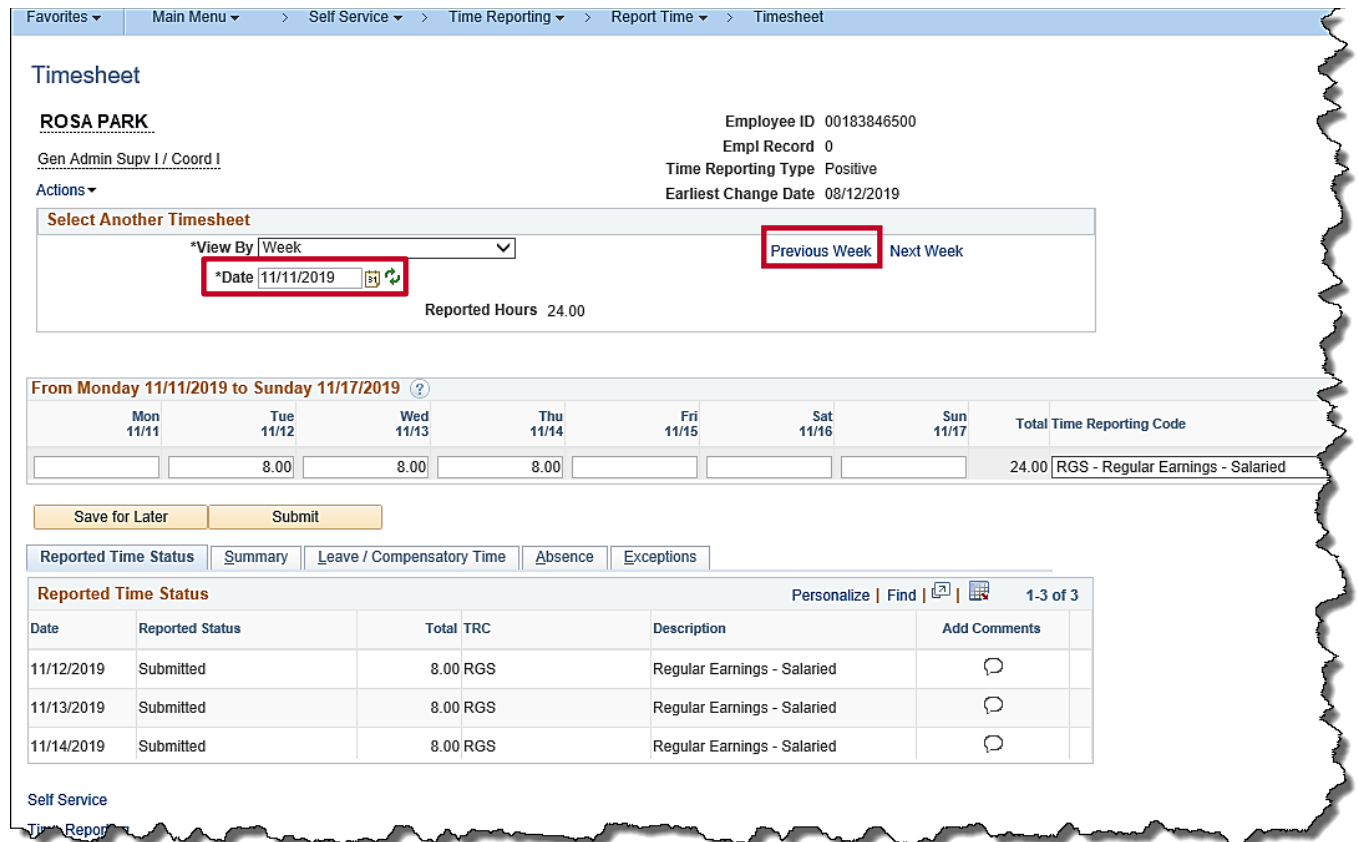
26. Click to expand the **Reported Time Status** section of the **Timesheet** page.
27. Verify the time the **Reported Time Status** field indicates was submitted.

### Scenario 2: Making a Timesheet Adjustment

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

1. Navigate to the **Timesheet** page using the following path:

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



**Timesheet**

**ROSA PARK**  
Gen Admin Supv I / Coord I

Employee ID 00183846500  
Empl Record 0  
Time Reporting Type Positive  
Earliest Change Date 08/12/2019

**Select Another Timesheet**

\*View By **Week**

\*Date **11/11/2019** **Previous Week** **Next Week**

Reported Hours 24.00

**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
	8.00	8.00	8.00				24.00	RGS - Regular Earnings - Salaried

**Reported Time Status**

Date	Reported Status	Total TRC	Description	Add Comments
11/12/2019	Submitted	8.00 RGS	Regular Earnings - Salaried	
11/13/2019	Submitted	8.00 RGS	Regular Earnings - Salaried	
11/14/2019	Submitted	8.00 RGS	Regular Earnings - Salaried	

2. The **Timesheet** page displays.
3. Use the **Previous Week** link or **Date** to choose the week that you need to adjust.
4. In this scenario, the **Previous Week** link is used to view time reported for the week of **11/04/2019**.

Timesheet

**ROSA PARK** Employee ID 00183846500  
 Gen Admin Supv I / Coord I Empl Record 0  
 Time Reporting Type Positive  
 Actions Earliest Change Date 08/12/2019

Select Another Timesheet

\*View By Week Previous Week Next Week  
 \*Date 11/04/2019  
 Reported Hours 40.00

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 Unit	Telecommute	Equipment ID	ChartFields
8.00	8.00	8.00	8.00	8.00			40.00 RGS - Regular Earnings - Salaried	VDOTCOMREQ	50100			ChartFields <b>+</b>

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
11/04/2019	Submitted	8.00 RGS	Regular Earnings - Salaried	
11/05/2019	Submitted	8.00 RGS	Regular Earnings - Salaried	
11/06/2019	Submitted	8.00 RGS	Regular Earnings - Salaried	
11/07/2019	Submitted	8.00 RGS	Regular Earnings - Salaried	
11/08/2019	Submitted	8.00 RGS	Regular Earnings - Salaried	

- Identify what needs to be adjusted. In this scenario, 8 hours reported on Friday 11/8 needs to be charged to a different distribution. You must delete the 8 hours from Friday and insert a new row to add 8 hours to the added row for the new charge distribution.
- Add a row by clicking the (+) button next to the **ChartField** link.

Timesheet

**ROSA PARK** Employee ID: 00183846500  
 Gen Admin Supv I / Coord I Empl Record: 0  
 Time Reporting Type: Positive  
 Earliest Change Date: 08/12/2019

Actions ▾

Select Another Timesheet

\*View By: **Week** Previous Week Next Week  
 \*Date: 11/04/2019  
 Reported Hours: 40.00

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 Unit	Telecommute	Equipment ID	ChartFields
8.00	8.00	8.00	8.00				32.00 RGS - Regular Earnings - Salaried	VDOTCOMREQ	50100			ChartFields
			8.00				8.00 RGS - Regular Earnings - Salaried	VDOTCOMREQ	50100			ChartFields

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
11/04/2019	Submitted	8.00 RGS	Regular Earnings - Salaried	
11/05/2019	Submitted	8.00 RGS	Regular Earnings - Salaried	
11/06/2019	Submitted	8.00 RGS	Regular Earnings - Salaried	
11/07/2019	Submitted	8.00 RGS	Regular Earnings - Salaried	
11/08/2019	Submitted	8.00 RGS	Regular Earnings - Salaried	

Self Service  
Time Reporting

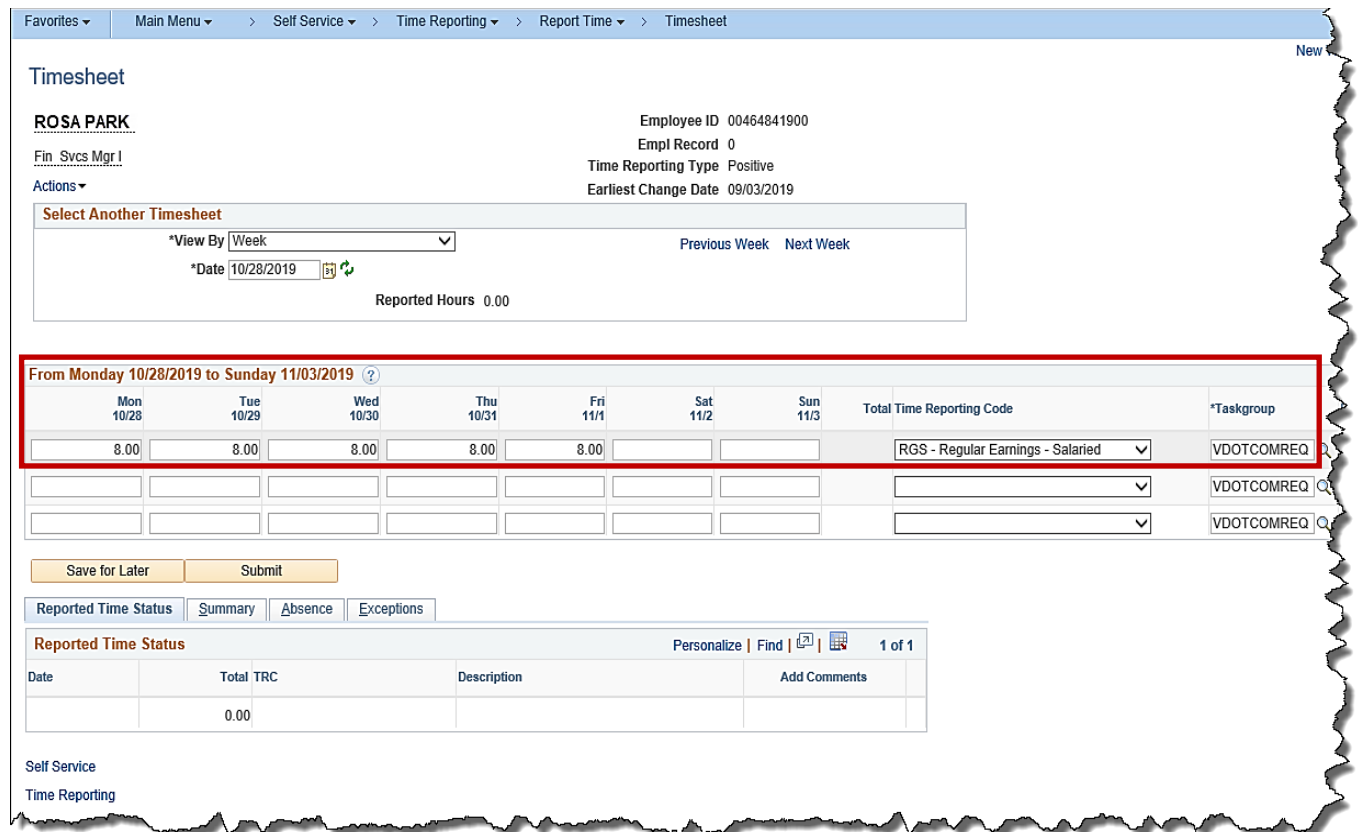
7. Enter the **8** hours correcting the charge distribution on the timesheet.
8. Select the **Time Reporting Code**. For this scenario it is **RGS**.
9. Click the **ChartField** link.  
**Note:** To see specific information for entering charge distributions, see [Scenario 1 steps 9-20](#) of this job aid.
10. After all time has been entered, click the **Submit** button to have the time go through the Time Administration process.
11. A pop-up box verifies your submission. Click the **OK** button.
12. Confirm the time was submitted by checking the **Reported Time Status** section on the **Timesheet** page.

### Scenario 3: Uncompensated Overtime and Straight Overtime

In this scenario, time will be entered for regular time, uncompensated overtime, and straight overtime.

1. Navigate to the **Timesheet** page using the following path:

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



**Timesheet**

**ROSA PARK** Employee ID 00464841900  
 Fin Svcs Mgr I Empl Record 0  
 Time Reporting Type Positive  
 Earliest Change Date 09/03/2019

**Select Another Timesheet**

\*View By **Week** Previous Week Next Week  
 \*Date 10/28/2019  
 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
8.00	8.00	8.00	8.00	8.00				RGS - Regular Earnings - Salaried	VDOTCOMREQ
									VDOTCOMREQ
									VDOTCOMREQ

Save for Later Submit

**Reported Time Status** Summary Absence Exceptions

**Reported Time Status** Personalize Find 1 of 1

Date	Total TRC	Description	Add Comments
	0.00		

Self Service  
Time Reporting

2. The **Timesheet** page displays.
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** and click the **ChartField** link to select or enter the charge distribution.

**Note:** To see specific information for entering charge distributions, see [Scenario 1 steps 9-20](#) of this job aid.

[Favorites](#) > [Main Menu](#) > [Self Service](#) > [Time Reporting](#) > [Report Time](#) > [Timesheet](#)
New Window

---

**Timesheet**

**ROSA PARK** Employee ID 00464841900  
 Fin Svcs Mgr I Empl Record 0  
 Actions Time Reporting Type Positive  
Earliest Change Date 09/03/2019

[Select Another Timesheet](#)  
 \*View By Week Previous Week Next Week  
 \*Date 10/28/2019 🔄  
 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
8.00	8.00	8.00	8.00	8.00			RGS - Regular Earnings - Salaried	VDOTCOMREQ 501
		5.00					UOT - Uncompensated Overtime	VDOTCOMREQ 501
								VDOTCOMREQ 501

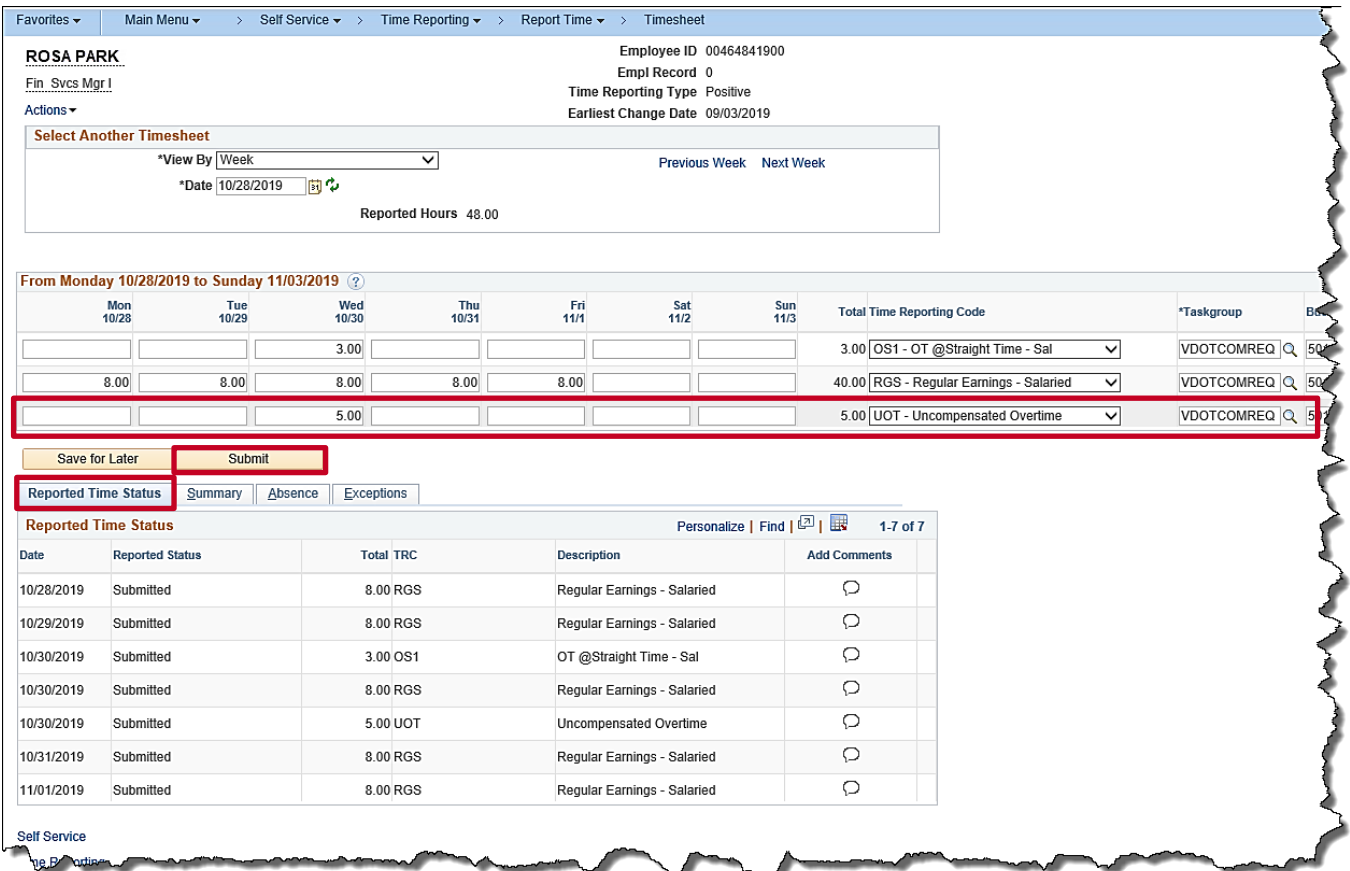
[Save for Later](#) [Submit](#)

[Reported Time Status](#) | [Summary](#) | [Absence](#) | [Exceptions](#)

**Reported Time Status** Personalize | Find | 1 of 1

Date	Total TRC	Description	Add Comments
	0.00		

5. In this scenario, the employee has worked **5** hours of uncompensated overtime on Thursday and **3** hours of straight overtime on the same day. Enter the uncompensated overtime on the second row.
6. Select **UOT - Uncompensated Overtime** for the **Time Reporting Code**.
7. Click the **ChartField** link to enter the charge distribution for the uncompensated overtime.



**ROS PARK**  
Fin Svcs Mgr I  
Employee ID 00464841900  
Empl Record 0  
Time Reporting Type Positive  
Earliest Change Date 09/03/2019

Select Another Timesheet  
\*View By Week  
\*Date 10/28/2019  
Previous Week Next Week  
Reported Hours 48.00

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
		3.00					3.00	OS1 - OT @Straight Time - Sal	VDOTCOMREQ
8.00	8.00	8.00	8.00	8.00			40.00	RGS - Regular Earnings - Salaried	VDOTCOMREQ
		5.00					5.00	UOT - Uncompensated Overtime	VDOTCOMREQ

Save for Later Submit

Reported Time Status Summary Absence Exceptions

**Reported Time Status** Personalize Find 1-7 of 7

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	3.00 OS1	OT @Straight Time - Sal	
10/30/2019	Submitted	8.00 RGS	Regular Earnings - Salaried	
10/30/2019	Submitted	5.00 UOT	Uncompensated Overtime	
10/31/2019	Submitted	8.00 RGS	Regular Earnings - Salaried	
11/01/2019	Submitted	8.00 RGS	Regular Earnings - Salaried	

Self Service

8. Enter the straight overtime on the third row of the timesheet. Select the straight overtime **Time Reporting Code, OS1 - OT @Straight Time - Sal** for the hours.

9. Click the **ChartField** link to enter the charge distribution.

**Note:** To see specific information for entering charge distributions, see [Scenario 1 steps 9-20](#) of this job aid.

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

11. A pop-up box verifies your submission. Click the **OK** button.

12. Confirm the time was submitted by expanding the **Reported Time Status** section on the **Timesheet** page.

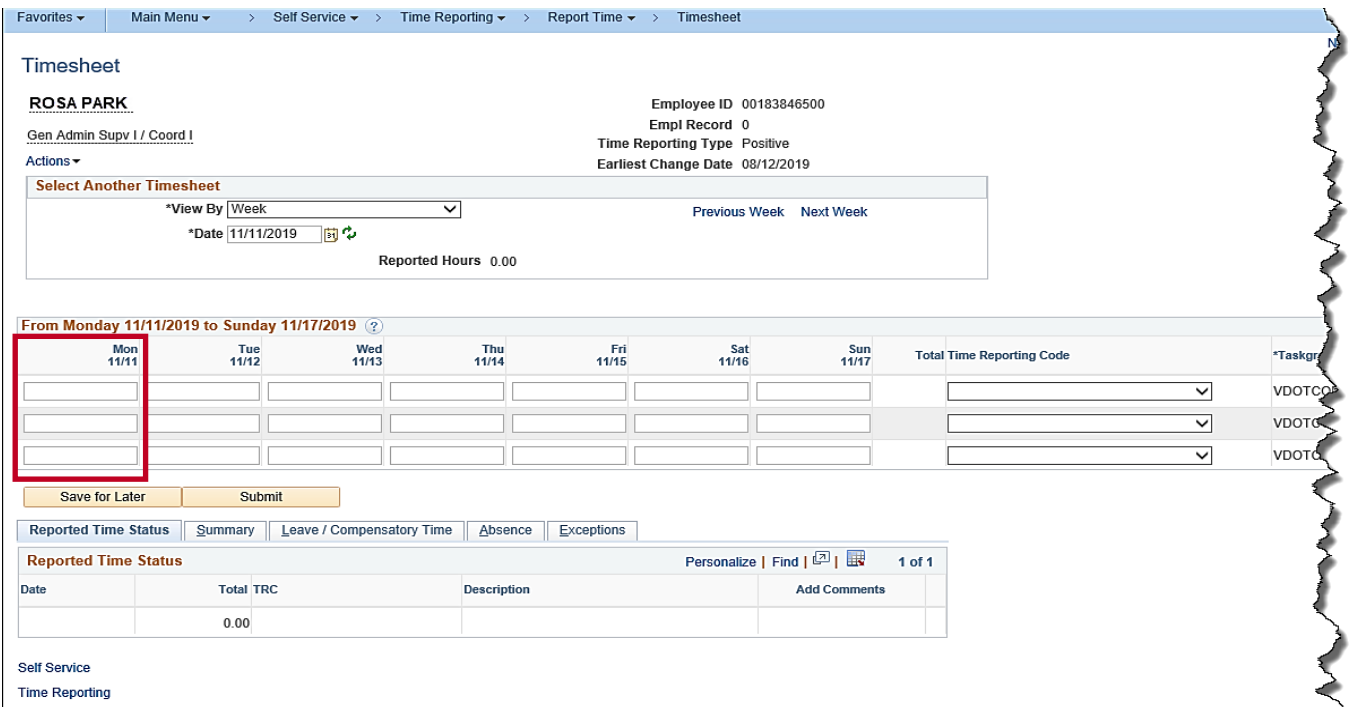


### Scenario 4: Reporting Holiday and Leave the Same Week

In this scenario, time is entered on a week which contains a holiday and a leave request.

1. Navigate to the **Timesheet** page using the following path:

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



Timesheet

ROSA PARK  
Gen Admin Supv I / Coord I

Employee ID 00183846500  
Empl Record 0  
Time Reporting Type Positive  
Earliest Change Date 08/12/2019

Select Another Timesheet

\*View By Week  
\*Date 11/11/2019  
Reported Hours 0.00

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	*Task
							VDOTCO	VDOTCO
							VDOTCO	VDOTCO
							VDOTCO	VDOTCO

Save for Later Submit

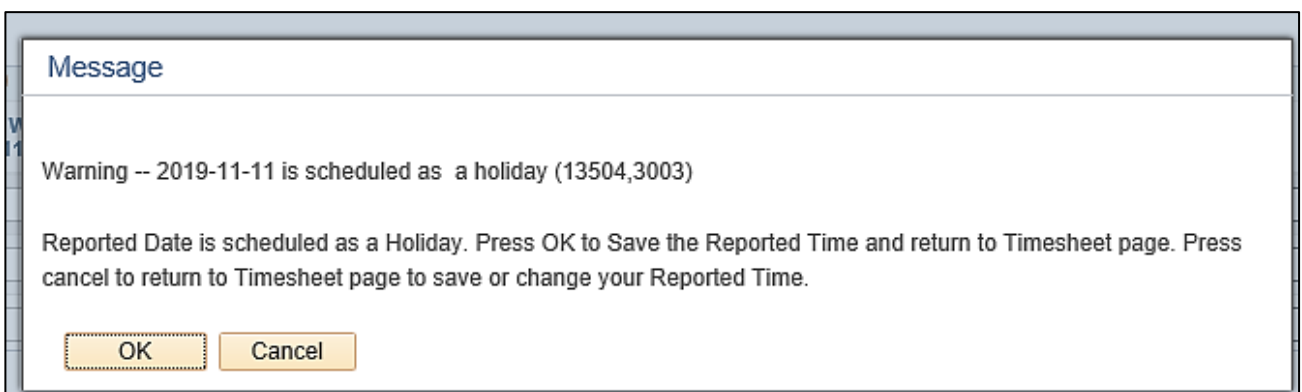
Reported Time Status Summary Leave / Compensatory Time Absence Exceptions

Reported Time Status

Date	Total	TRC	Description	Add Comments
	0.00			

Self Service  
Time Reporting

2. The **Timesheet** page displays.
3. When a holiday occurs during the week, it is populated in payable time but not visible on the timesheet. If you enter time on a day where a holiday is scheduled, when you either save or submit your time, the following message displays:



Message

Warning -- 2019-11-11 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.



OK Cancel

**Note:** Entering time on a holiday may be appropriate if you worked on the holiday or need to enter other hours on holidays to make up difference between holiday hours and scheduled hours.

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

**Timesheet**  
**ROSA PARK**  
 Gen Admin Supv I / Coord I  
 Actions ▾

Employee ID 00183846500  
 Empl Record 0  
 Time Reporting Type Positive  
 Earliest Change Date 08/12/2019



Select Another Timesheet  
 \*View By Week ▾ Previous Week Next Week  
 \*Date 11/11/2019    
 Reported Hours 0.00

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
	8.00	8.00					16.00	RGS - Regular Earnings - Salaried ▾
			8.00				8.00	RGS - Regular Earnings - Salaried ▾

Save for Later Submit

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			

- In this scenario, time is not entered on Monday, November 11 because it is a holiday. The employee worked regular hours Tuesday, Wednesday, and Thursday and wants to use a vacation day for Friday. The hours worked in this example are for two different charge distributions.
- Enter the hours worked. Remember, all hours worked on a single row, must have the same **Time Reporting Code** and charge distribution.
- Choose the appropriate **Time Reporting Code** for the hours worked. In this scenario, **RGS - Regular Earnings - Salaried** 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 [Scenario 1 steps 9-20](#) of this job aid.



## Time & Attendance Job Aid

### 501 TA362: Time Entry Scenarios

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	8.00					16.00 RGS - Regular Earnings - Salaried	VDOTCOMREQ
			8.00				8.00 RGS - Regular Earnings - Salaried	VDOTCOMRE
								VDOTCOMRE

Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions

Absence Events ? Personalize | ?

Absence Take [??]

*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
					Details		Approval Monitor	Administrator Absence Event	<input type="checkbox"/>	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	11/10/2019	01/09/2020	Year to Date

- Click the **Absence** tab to enter an absence request. In this scenario, **Friday, November 15** is a vacation day.
- Click the **Add Absence Event** button.

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions

Absence Events ?

Absence Take [??]

Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast
11/15/2019 [?]	11/15/2019 [?]	Vacation	Vacation		Hours	Details	New	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forec

Add Absence Event

Absence Entitlement Balances Personalize | ?

Entitlement Name	Balance as of 07/24/2019**	From	To	Accrual Period
------------------	----------------------------	------	----	----------------

- Enter the details for the absence on the newly enabled row.
- After entering the **Start Date** and **End Date**, **Absence Name**, and **Reason**, click the **Details** link.

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

### Absence Event Details

**ROSA PARK**  
Gen Admin Supv I / Coord I

▼
**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
11/15/2019
*31*

End Date
11/15/2019
*31*

Filter by Type
All
▼

\*Absence Name
Vacation
▼

\*Reason
Vacation
▼

Partial Days
None
▼

Duration
8.00
Hours

[View Monthly Schedule](#)

Current Balance 443.55 Hours\*\*

Calculate End Date or Duration

**Comments**

Reporter Comments:

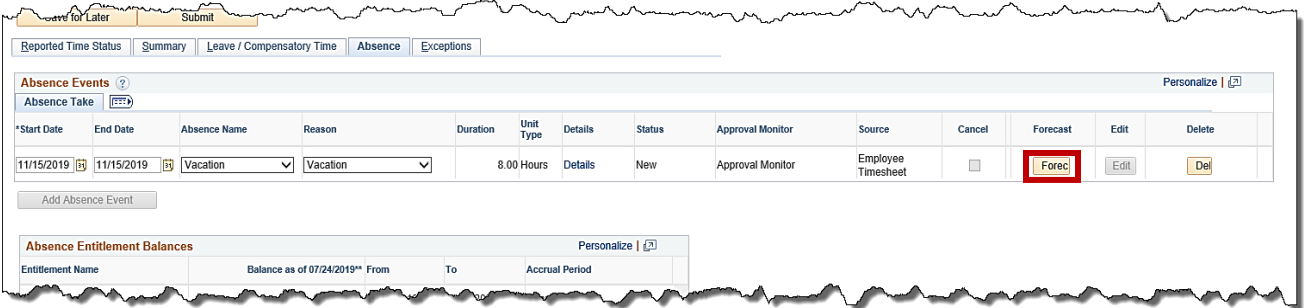
OK

Cancel

\* Required Field

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

12. The **Absence Event Details** page displays and 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.
13. You can enter comments if you choose in the **Reporter Comments** field. Please note comments entered are visible to others so should not contain personal or sensitive information.
14. Click the **OK** button to return to the **Timesheet** page.



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

**Absence Events** ? Personalize | [2]

Absence Take [FFA]

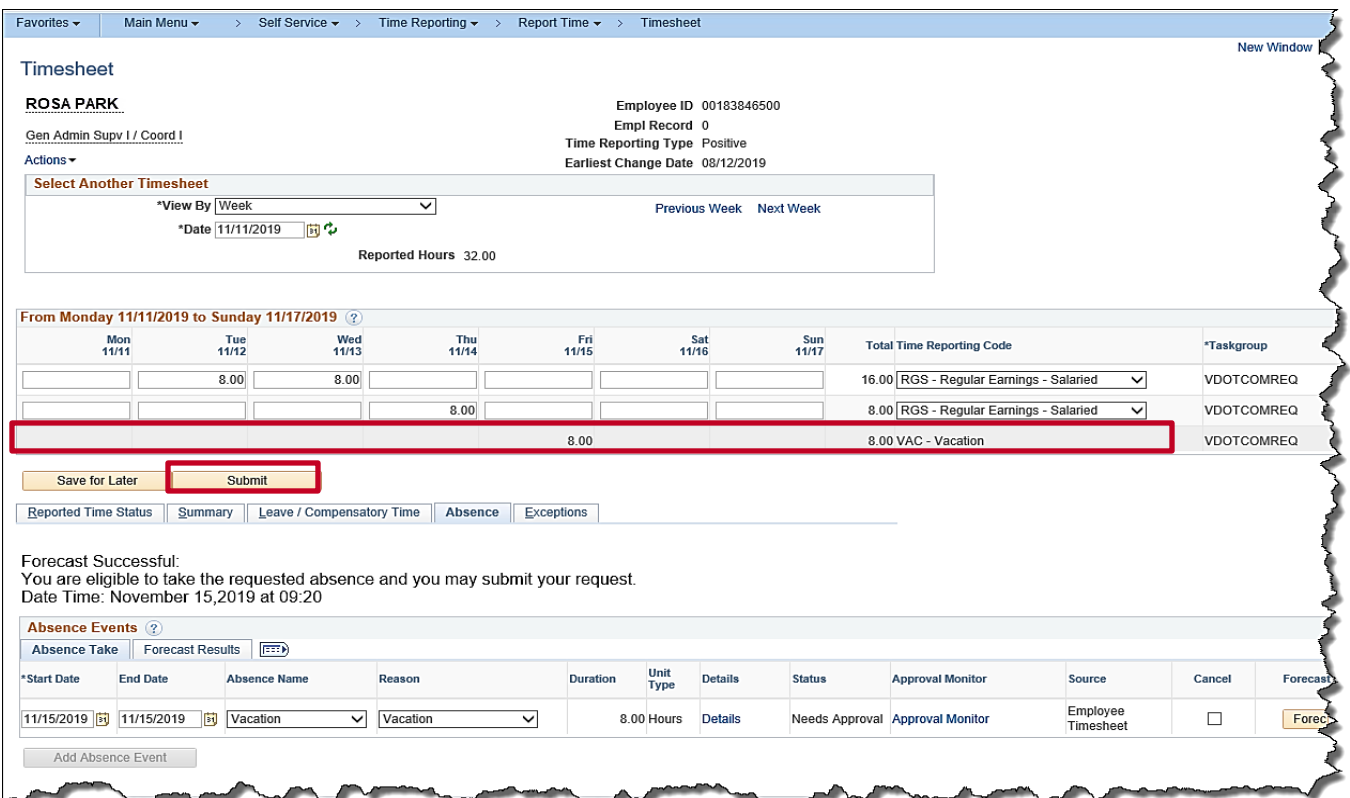
*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit	Delete
11/15/2019 [B]	11/15/2019 [B]	Vacation	Vacation	8.00 Hours	Details	New	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	<b>Forecast</b>	Edit	Del	

Add Absence Event

**Absence Entitlement Balances** Personalize | [2]

Entitlement Name	Balance as of 07/24/2019*	From	To	Accrual Period

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



Favorites ▾ | Main Menu ▾ > Self Service ▾ > Time Reporting ▾ > Report Time ▾ > Timesheet New Window

**Timesheet**

**ROSA PARK** Employee ID 00183846500  
Gen Admin Supv I / Coord I Empl Record 0  
Time Reporting Type Positive  
Earliest Change Date 08/12/2019

Actions ▾

Select Another Timesheet

\*View By Week ▾ Previous Week Next Week

\*Date 11/11/2019 [B] [C] Reported Hours 32.00

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	8.00					16.00	RGS - Regular Earnings - Salaried ▾	VDOTCOMREQ
			8.00				8.00	RGS - Regular Earnings - Salaried ▾	VDOTCOMREQ
				8.00			8.00	VAC - Vacation	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 15, 2019 at 09:20

**Absence Events** ? Forecast Results [FFA]

Absence Take

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast
11/15/2019 [B]	11/15/2019 [B]	Vacation	Vacation	8.00 Hours	Details	Needs Approval	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	<b>Forecast</b>	

Add Absence Event

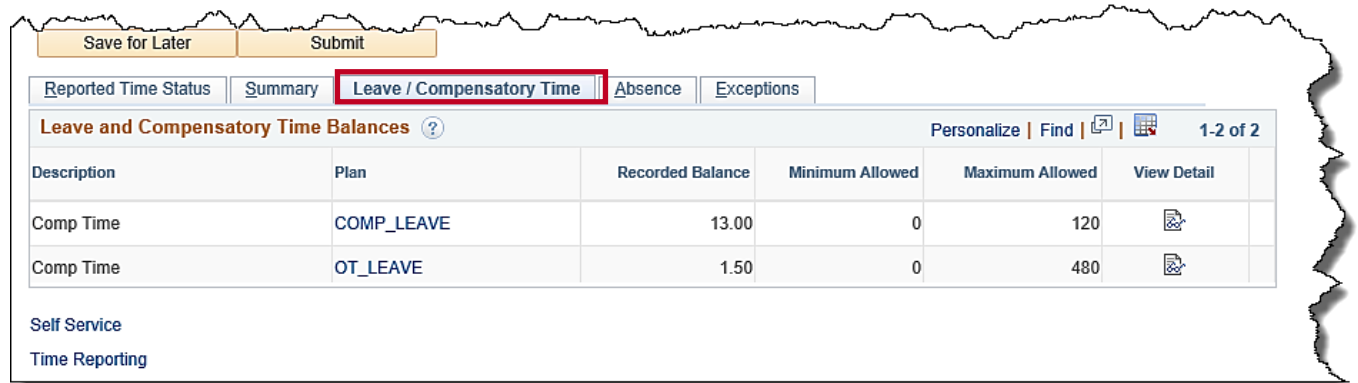
- Once the forecast is successful, the requested absence appears on the timesheet grid. Absence requests do not require a charge code distribution.
- Click the **Submit** button to have the time processed by Time Administration and for the absence to be sent to the supervisor for approval.
- A pop-up box confirms your submission. Click the **OK** button.
- 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



In this scenario, compensatory time that was earned will be taken. The employee is using four (4) hours of compensatory time on Tuesday. The **Time Reporting Code** is **CPT - Compensatory Time Taken**.

1. Navigate to the **Timesheet** page using the following path:

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

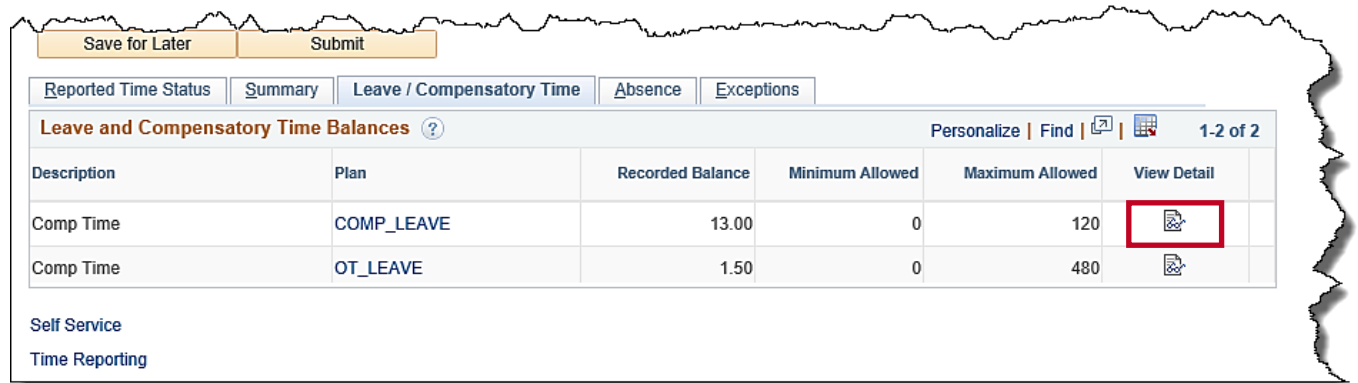


The screenshot shows the 'Timesheet' page with the 'Leave / Compensatory Time' tab selected. The page displays a table titled 'Leave and Compensatory Time Balances' with the following data:



Description	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	COMP_LEAVE	13.00	0	120	
Comp Time	OT_LEAVE	1.50	0	480	

Below the table, there are links for 'Self Service' and 'Time Reporting'.

2. The **Timesheet** page displays. Before using compensatory time, verify the available balance.
3. To verify your balance, click the **Leave/Compensatory Time** tab.



The screenshot shows the 'Timesheet' page with the 'Leave / Compensatory Time' tab selected. The page displays a table titled 'Leave and Compensatory Time Balances' with the following data:

Description	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	COMP_LEAVE	13.00	0	120	
Comp Time	OT_LEAVE	1.50	0	480	

Below the table, there are links for 'Self Service' and 'Time Reporting'.

4. This section allows you to see compensatory and overtime leave balances. In this example, the employee has 8 hours of compensatory leave that can be taken.
5. Click the **View Detail** icon. You can also click the plan name, **COMP\_LEAVE**, to view additional detail information.

Leave and Compensatory Time

Help

Detail

ROSA PARK

Employee ID 00183846500

Gen Admin Supv I / Coord I

Employment Record 0

Actions

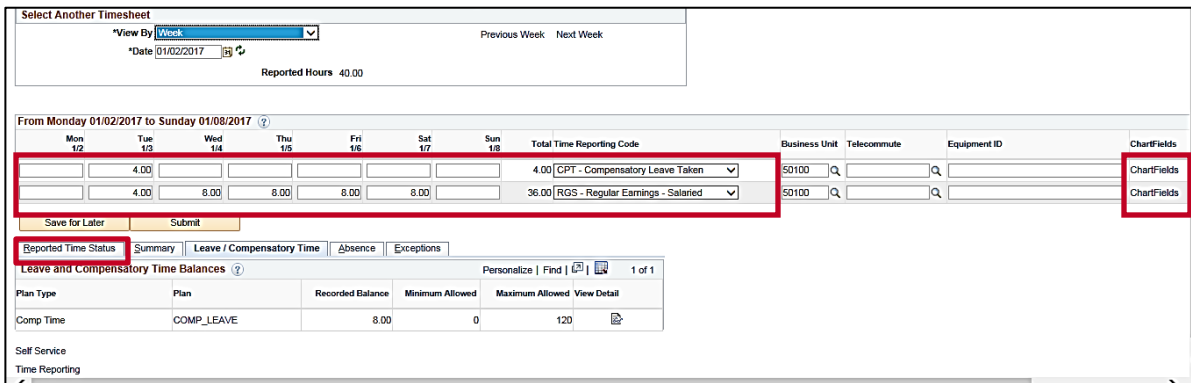
Displays the balance of Leave/Compensatory time for an employee as of the specified date. This balance may be positive or negative, depending on how the plan is set up and what has been reported

Leave and Compensatory Time

Personalize | Find | View All | 1-5 of 5 | First | Last

Plan	Plan Description	Unit Type	Expiration Date	Starting Balance	Units Earned	Units Taken	End Balance	Accrual Date
COMP_LEAVE	Compensatory Leave Plan	Hours	10/11/2020	12.000000	1.000000	0.000	13.00	10/11/2019
COMP_LEAVE	Compensatory Leave Plan	Hours	10/10/2020	6.000000	6.000000	0.000	12.00	10/10/2019
COMP_LEAVE	Compensatory Leave Plan	Hours	10/09/2020	4.000000	2.000000	0.000	6.00	10/09/2019
COMP_LEAVE	Compensatory Leave Plan	Hours	10/08/2020	2.000000	2.000000	0.000	4.00	10/08/2019
COMP_LEAVE	Compensatory Leave Plan	Hours	10/07/2020	0.000000	2.000000	0.000	2.00	10/07/2019

- From the **Detail** pop-up page, check the **Expiration date**, which is the last date you can take this leave.
- In this example, the employee's **Compensatory Leave Plan** hours do not expire until one year from the **Accrual Date** or date earned.
- Close the **Detail View** box by clicking the **X** at the top of the page.



Select Another Timesheet

\*View By **Week** Previous Week Next Week

\*Date 01/02/2017

Reported Hours 40.00

From Monday 01/02/2017 to Sunday 01/08/2017

Mon 1/2	Tue 1/3	Wed 1/4	Thu 1/5	Fri 1/6	Sat 1/7	Sun 1/8	Total Time Reporting Code	Business Unit	Telecommute	Equipment ID	ChartFields
	4.00						4.00 CPT - Compensatory Leave Taken	50100			ChartFields
	4.00	8.00	8.00	8.00	8.00		36.00 RGS - Regular Earnings - Salaried	50100			ChartFields

Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions

Leave and Compensatory Time Balances

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	COMP_LEAVE	8.00	0	120	

Self Service

Time Reporting

9. Enter the hours taken and the associated **Time Reporting Code**, the **Time Reporting Code** is **CPT - Compensatory Time Taken**.
10. Click the **ChartField** link.
11. The charge distribution defaults. Click the **OK** button to return to the **Timesheet** page.
12. Enter the regular hours worked as you normally would on a separate row by selecting the **Time Reporting Code**.
13. Click the **ChartField** link to enter the charge distribution.  
**Note:** To see specific information for entering charge distributions, see [Scenario 1 steps 9-20](#) of this job aid.
14. Once the time has been entered, click the **Submit** button to have the time processed by Time Administration.
15. A pop-up box confirms your submission. Click the **OK** button.
16. Verify the time has been submitted by expanding the **Reported Time Status** section of the **Timesheet** page.

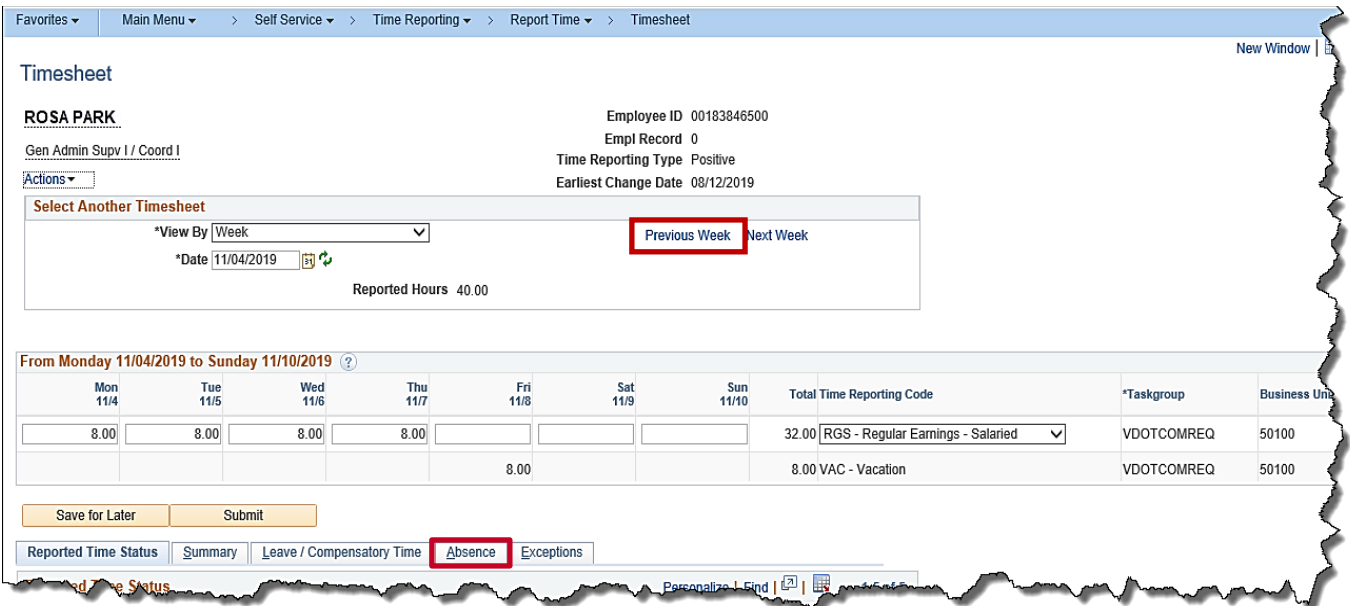


### Scenario 6: Editing an Absence Once Submitted

In this scenario, an absence request will be edited once it has been submitted.

1. Navigate to the **Timesheet** page using the following path:

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



Timesheet

ROSA PARK  
Gen Admin Supv I / Coord I

Employee ID 00183846500  
Empl Record 0  
Time Reporting Type Positive  
Earliest Change Date 08/12/2019

Actions

Select Another Timesheet

\*View By Week

\*Date 11/04/2019

Reported Hours 40.00

Previous Week Next Week

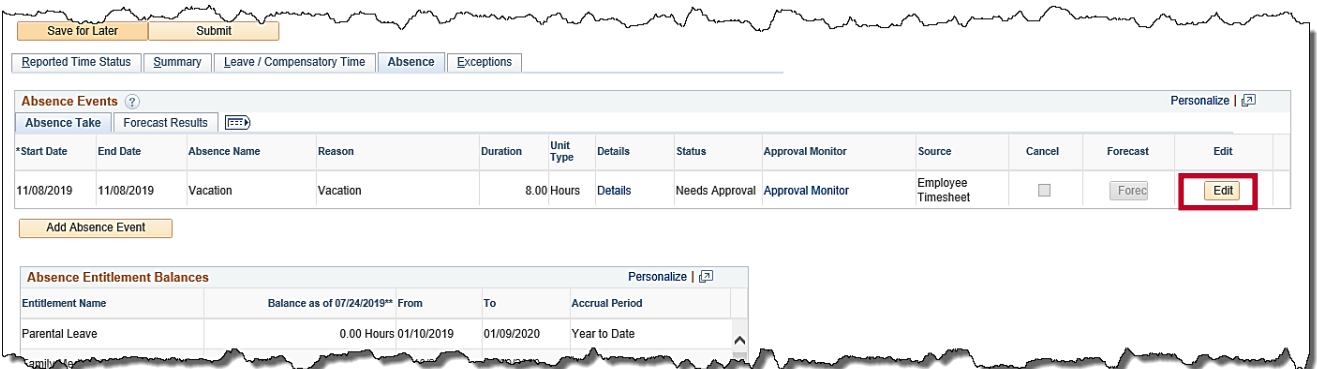
From Monday 11/04/2019 to Sunday 11/10/2019

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 Unit
8.00	8.00	8.00	8.00				32.00 RGS - Regular Earnings - Salaried	VDOTCOMREQ	50100
				8.00			8.00 VAC - Vacation	VDOTCOMREQ	50100

Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions

2. The **Timesheet** page displays.
3. Confirm the timesheet is on the week that requires the adjustment. If the timesheet is not on the week that requires the adjustment, use the **Previous Week** link or the **Date** field to display the correct week. In this scenario, the adjustment needs to be made for the current week which displays.
4. Click the **Absence** tab to open the **Absence Events** section of the **Timesheet** page.



Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions

Absence Events

Absence Take Forecast Results

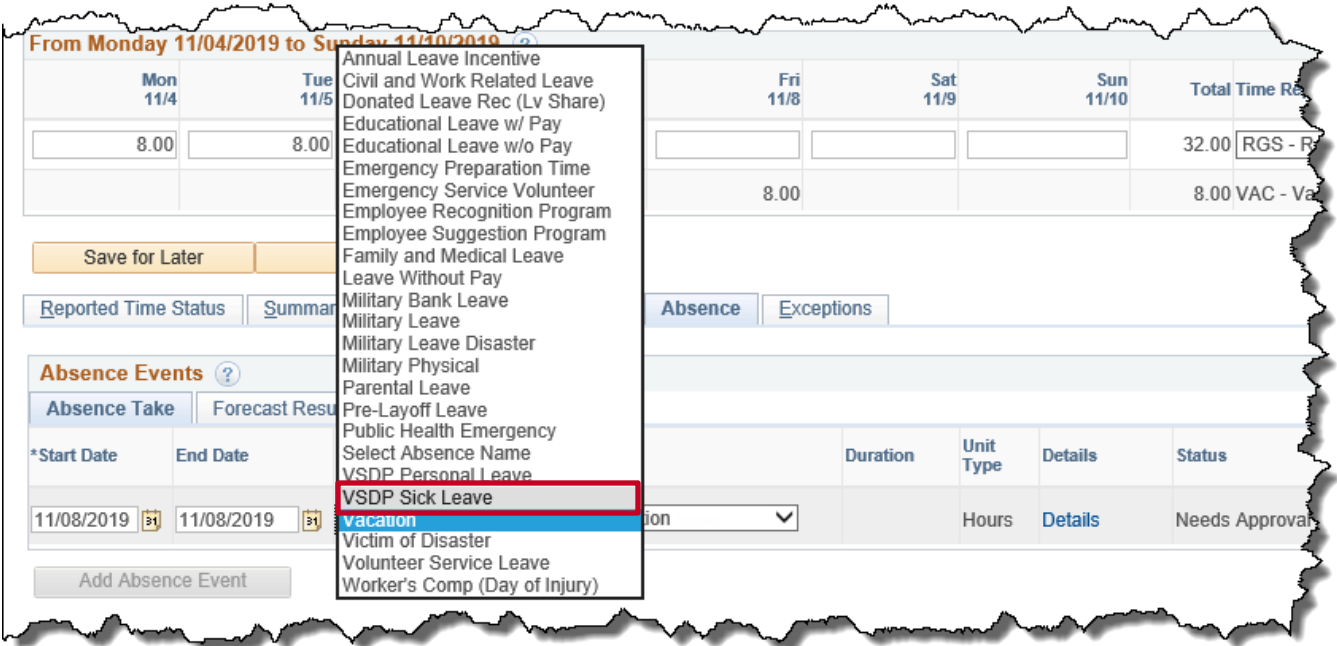
*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
11/08/2019	11/08/2019	Vacation	Vacation	8.00 Hours		Details	Needs Approval	Approval Monitor	Employee Timesheet		Forec	Edit

Add Absence Event

Absence Entitlement Balances

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

5. 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. The **Edit** button may be grayed out in some cases (e.g., if only 1 absence is entered and no other time in the week) so user may not need to click the **Edit** button.



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

Mon 11/4	Tue 11/5	Fri 11/8	Sat 11/9	Sun 11/10	Total Time	Remarks
8.00	8.00				32.00	RGS - R
		8.00			8.00	VAC - Va

**Absence Events**

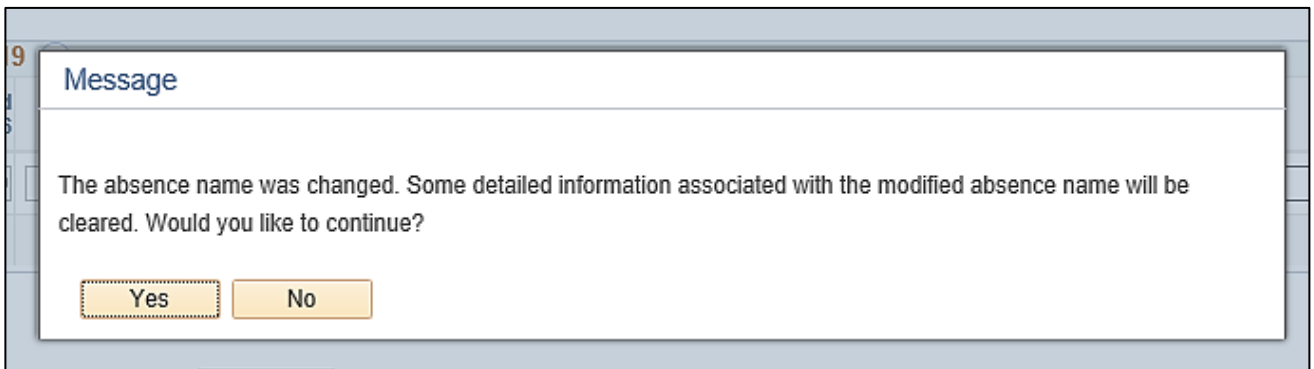
\*Start Date: 11/08/2019, End Date: 11/08/2019

**Absence Name:** VSDP Sick Leave

**Unit Type:** Hours

**Status:** Needs Approval

- Select the absence type you want to change using the drop-down menu in **Absence Name** field. In this scenario, the absence is changing from **Vacation** to **VSDP Sick Leave**.

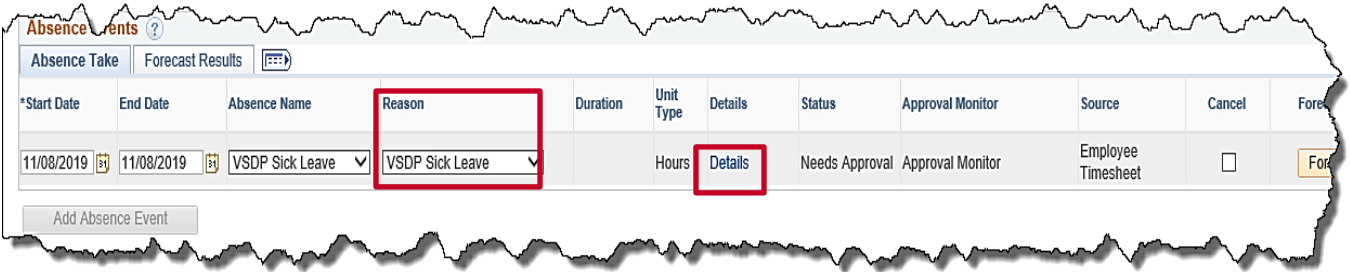


**Message**

The absence name was changed. Some detailed information associated with the modified absence name will be cleared. Would you like to continue?

**Yes** **No**

- A popup **Message** box displays indicating the absence name was changed and that detailed information related to the absence name will be cleared. Would you like to continue? Click the **Yes** button to continue.



**Absence Events** ?

Absence Take Forecast Results

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast
11/08/2019	11/08/2019	VSDP Sick Leave	VSDP Sick Leave		Hours	Details	Needs Approval	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forecast

Add Absence Event

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

**ROSA PARK**  
Gen Admin Supv I / Coord I

**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  BT [View Monthly Schedule](#)  
 End Date  BT  
 Filter by Type   
 \*Absence Name   
 \*Reason   
 Partial Days   
 Duration  Hours  
 Current Balance 443.55 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.

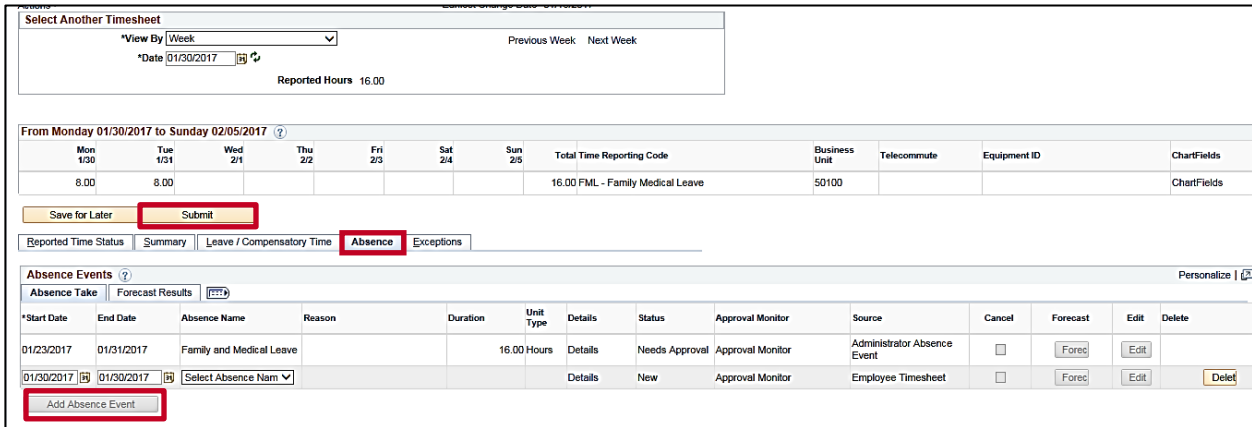
10. The **Absence Event Details** pop-up window displays.
11. In this scenario, the only change is to absence type. Click the **Calculate End Date or Duration** button.
12. Click the **OK** button to return to the **Timesheet** page.
13. Click the **Forecast** button.
14. Confirm that you receive the **Forecast Successful** message.
15. Click the **Submit** button.
16. A pop-up box confirms your submission. Click the **OK** button.
17. Verify the time has been submitted by viewing the **Reported Time Status** tab on the **Timesheet** page.

### Scenario 7: Reporting Intermittent FMLA

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. The employee will use FMLA for Thursday and Friday.

1. Navigate to the **Timesheet** page using the following path:

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



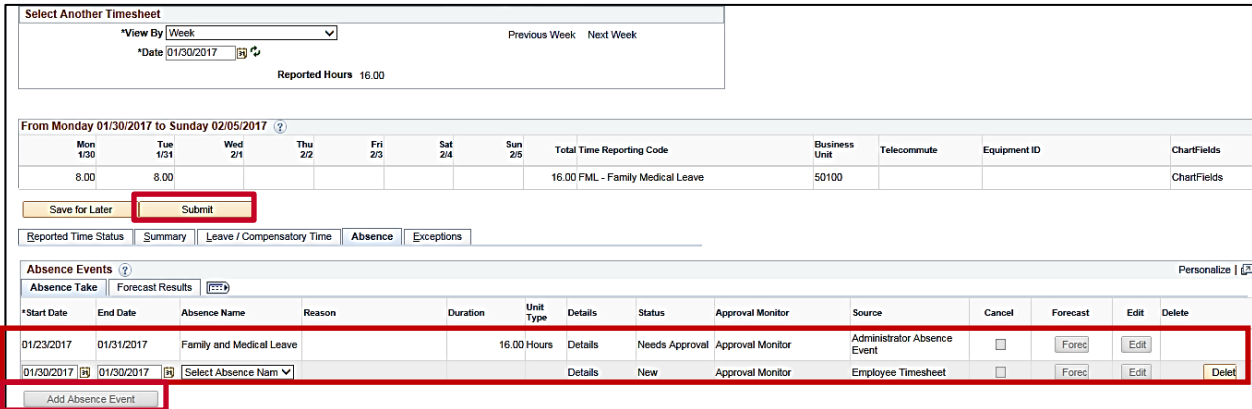
The screenshot shows the 'Select Another Timesheet' form with a date range from Monday 01/30/2017 to Sunday 02/05/2017. The 'Absence' tab is selected, and the 'Absence Events' section is visible. The 'Absence Events' table shows two entries: one for 'Family and Medical Leave' on 01/23/2017 and another for 'Family and Medical Leave' on 01/30/2017. The 'Add Absence Event' button is highlighted with a red box.

Mon 1/30	Tue 1/31	Wed 2/1	Thu 2/2	Fri 2/3	Sat 2/4	Sun 2/5	Total Time Reporting Code	Business Unit	Telecommute	Equipment ID	ChartFields
8.00	8.00						16.00 FML - Family Medical Leave	50100			ChartFields

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit	Delete
01/23/2017	01/31/2017	Family and Medical Leave		16.00 Hours		Details	Needs Approval	Approval Monitor	Administrator Absence Event	<input type="checkbox"/>	Forec	Edit	
01/30/2017	01/30/2017	Select Absence Nam				Details	New	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forec	Edit	Delete

2. The **Timesheet** page displays.
3. Click the **Absence** tab to open the **Absence Events** section of the **Timesheet**.
4. Click the **Add Absence Event**.
5. Enter the **Start Date**.
6. Enter the **End Date** if different than the start date.
7. **Absence Name:** Select **Family and Medical Leave**.
8. **Reason:** Select the type of FLMA (**family**, **personal** or **military**).
9. Click the **Details** link.
10. In this example, the employee is taking **two (2)** days, so no adjustments need to be made to the entries.
11. Click the **Calculate End Date** or **Duration** button.
12. Click the **OK** button to return to the **Timesheet** page.
13. Click the **Forecast** button. The **Forecast Successful** message displays.
14. The hours are populated in the **Timesheet Grid** at the top of the page.
15. FMLA is not payable time. When using FMLA, the employee must enter two lines in the **Absence Events** section of the **Timesheet** page. One row is for the FMLA time being used and one line is for the absence type that is being used to create payable time.

16. Once the FMLA time has been entered and forecasted. Click the **Submit** button located at the bottom of the **Timesheet Grid** and scroll back up to the **Absence Event** section.
17. The **Submit Confirmation** page displays.
18. Click the **OK** button. The **Timesheet** page displays.



Select Another Timesheet

\*View By: Week Previous Week Next Week

\*Date: 01/30/2017 📅

Reported Hours: 16.00

From Monday 01/30/2017 to Sunday 02/05/2017 ?

Mon 1/30	Tue 1/31	Wed 2/1	Thu 2/2	Fri 2/3	Sat 2/4	Sun 2/5	Total Time Reporting Code	Business Unit	Telecommute	Equipment ID	ChartFields
8.00	8.00						16.00 FML - Family Medical Leave	50100			ChartFields

Save for Later **Submit**

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions

Absence Events ? Personalize 🔗

Absence Take Forecast Results 🔍

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit	Delete
01/23/2017	01/31/2017	Family and Medical Leave		16.00 Hours	Details	Needs Approval	Approval Monitor	Administrator Absence Event		<input type="checkbox"/>	Forec	Edit	
01/30/2017 <span>📅</span>	01/30/2017 <span>📅</span>	Select Absence Nam <span>▼</span>			Details	New	Approval Monitor	Employee Timesheet		<input type="checkbox"/>	Forec	Edit	Delete

Add Absence Event

19. Click the **Add Absence Event** button. This enables a new row to enter the absence to be used in conjunction with FMLA.
20. Enter the **Start Date**.
21. Enter the **End Date**.
22. Enter the **Absence Name**.
23. Enter the **Reason**.
24. Click the **Details** link.
25. For this scenario, click the **Calculate End Date or Duration** button.
26. Click the **OK** button to return to the **Timesheet** page.
27. Click the **Forecast** button.
28. The **Forecast Successful** message displays and the absence is added to the timesheet grid.
29. Click the **Submit** button.
30. The **Submit Confirmation** message displays.
31. Click the **OK** button.
32. Verify the time submitted by expanding the **Reported Time Status** section of the **Timesheet** page.

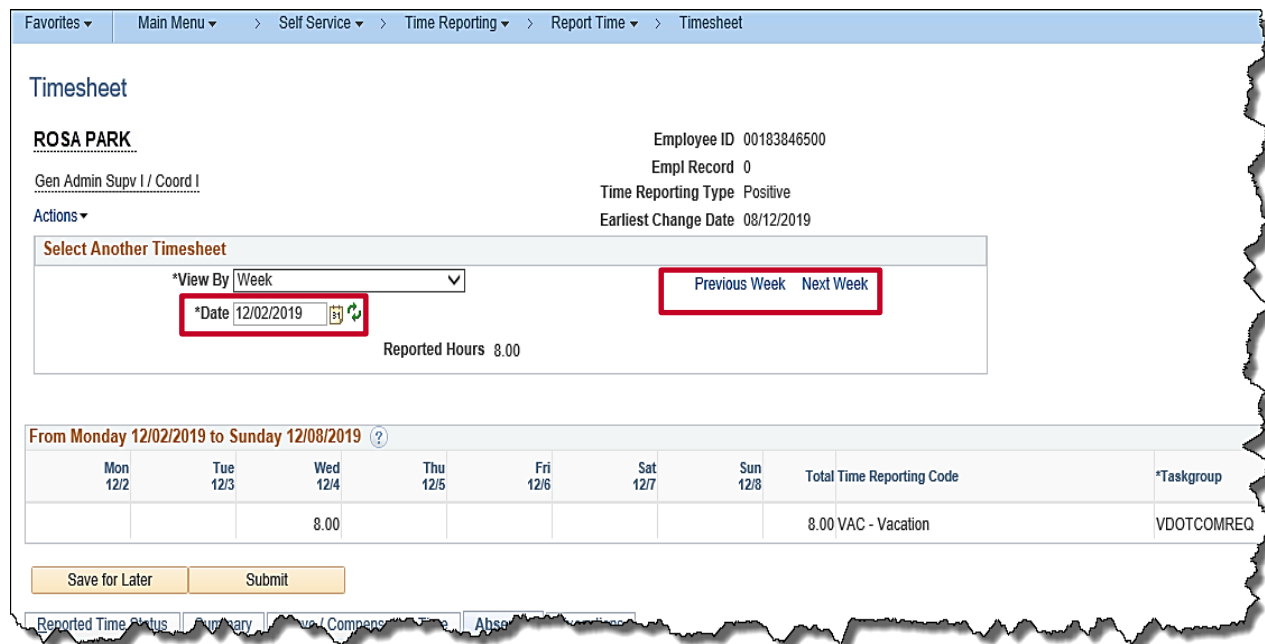
### Scenario 8: Cancelling an Absence

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.

1. Navigate to the **Timesheet** page using the following path:

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

The **Timesheet** page displays.



**Timesheet**

**ROSA PARK**

Gen Admin Supv I / Coord I

Employee ID 00183846500  
Empl Record 0  
Time Reporting Type Positive  
Earliest Change Date 08/12/2019

**Select Another Timesheet**

\*View By Week

\*Date 12/02/2019

Reported Hours 8.00

Previous Week Next Week

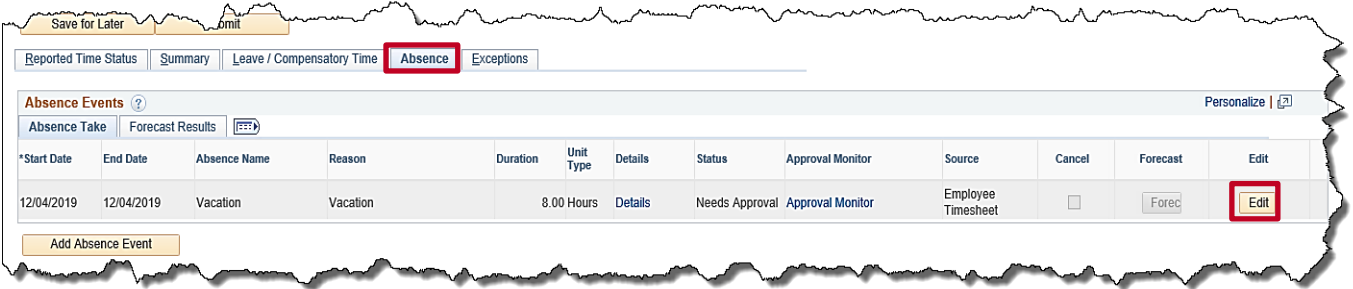
From Monday 12/02/2019 to Sunday 12/08/2019

Mon 12/2	Tue 12/3	Wed 12/4	Thu 12/5	Fri 12/6	Sat 12/7	Sun 12/8	Total	Time Reporting Code	*Taskgroup
		8.00					8.00	VAC - Vacation	VDOTCOMREQ

Save for Later Submit

Reported Time Status Summary Hours / Compensation Absence

2. Confirm the timesheet is on the week that requires the cancellation.
3. Use the **Previous Week** or **Next Week** links or the **Date** to enter the correct week. In this scenario, the cancellation needs to be made for the current week which displays.



Save for Later Submit

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

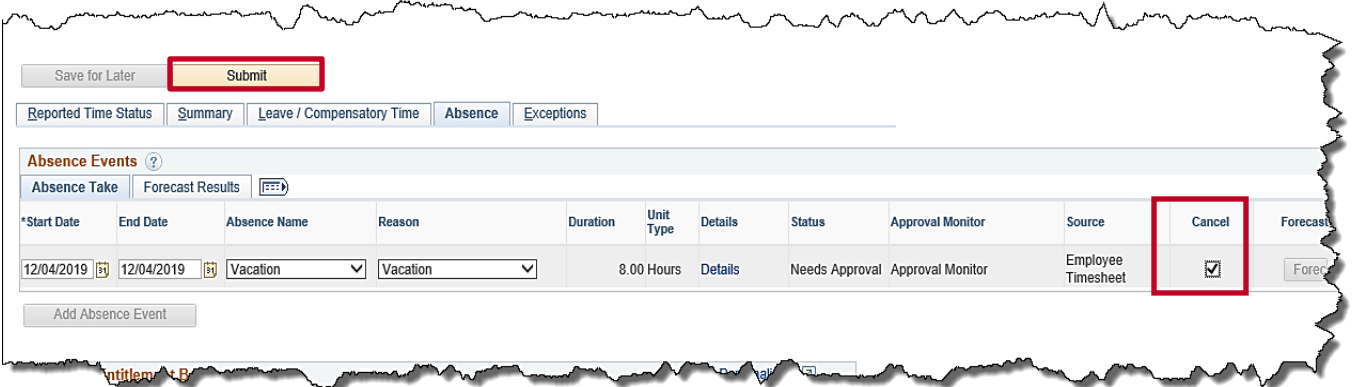
Absence Events ? Personalize |

Absence Take Forecast Results

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
12/04/2019	12/04/2019	Vacation	Vacation	8.00 Hours		Details	Needs Approval	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forec	<b>Edit</b>

Add Absence Event

4. Click the **Absence** tab to open the **Absence Request** section of the **Timesheet** page.
5. 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.



Save for Later **Submit**

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

Absence Events ?

Absence Take Forecast Results

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast
12/04/2019	12/04/2019	Vacation	Vacation	8.00 Hours		Details	Needs Approval	Approval Monitor	Employee Timesheet	<input checked="" type="checkbox"/>	Forec

Add Absence Event

6. Select the check-box in the **Cancel** field.
7. Click the **Submit** button.
8. A pop-up box confirms your submission. Click the **OK** button.
9. Verify the time does not appear on the **Timesheet Grid** 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:

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