



TA366: Absence Management Maintenance

Instructor Led Training



Welcome

Welcome to Cardinal training!

This training provides employees with the skills and information necessary to use Cardinal. It is not intended to replace existing Commonwealth and/or agency policies.

In this course, we will show you how to report and manage time and absences for other employees in Cardinal.

These training materials include diagrams, charts, screenshots, etc., that clarify various Cardinal tasks and processes. The screenshots are taken from Cardinal and show pages that not all users can access. They are included here so you can see how your specific responsibilities relate to the overall transaction or process being discussed. See your Agency Security Handbook for a list of available roles and descriptions.



Introduction

In the Cardinal Overview, you learned that the Time & Attendance functional area of Cardinal is comprised of two modules:

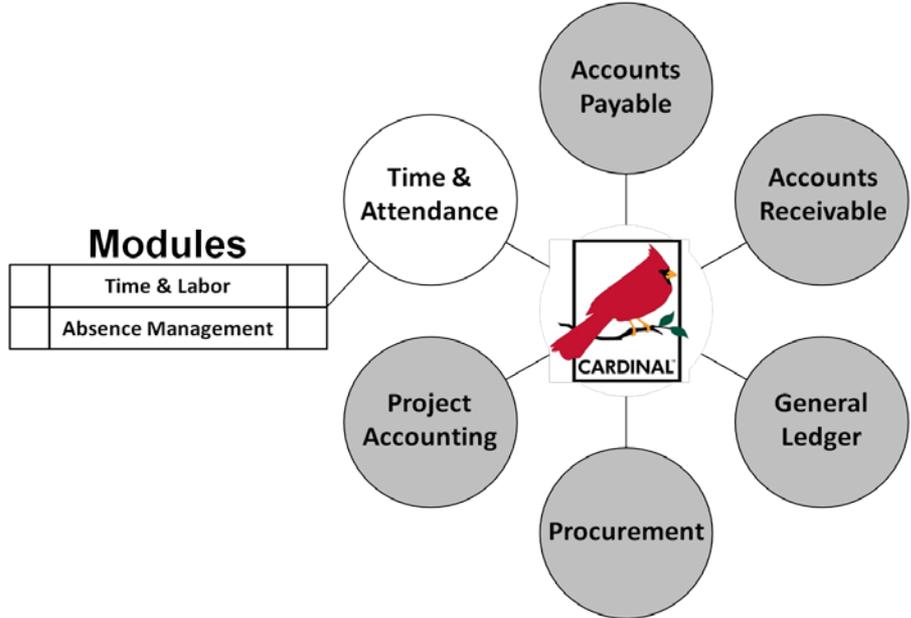
Time & Labor

Involves employee setup, input of time and attendance, payroll integration and cost allocation.

Absence Management

Involves the processing and managing of employee absences.

Cardinal Functional Areas





Course Objectives

After completing this course, you will be able to:

- Identify key Absence Management concepts
- Identify Absence Management processes
- Describe Absence Management integration with other Cardinal modules and interfaces with external systems
- Enter and modify absence requests and events
- Enter and manage extended absences
- Review employee absence balances
- Adjust employee absence entitlement balances
- Initiate and manage a leave donation request
- Calculate Absence and Payroll batch process
- Review absence and payroll information
- Review results by Calendar Group and Calendar ID
- Run absence conversion processing
- Identify Absence Management Maintenance key reports, queries and online inquiries



Agenda

In this course, we will cover the following lessons:

- Lesson 1: Understanding Absence Management Maintenance
- Lesson 2: Maintaining Absences
- Lesson 3: Adjusting Absence Entitlement Balances
- Lesson 4: Managing Absence and Payroll Processing
- Lesson 5: Reports, Queries, and Online Inquiries
- Lesson 6: Absence Management Maintenance Hands-On Practice



Lesson 1: Understanding Absence Management Maintenance

In this lesson, you will learn about the following topics.

- Key Concepts
- Processes
- Integration and Interfaces



Key Concepts

Some key concepts in Time & Attendance Absence Management include:

- Submitted absences are routed immediately to the supervisor for approval.
- The Calculate Absence & Payroll (Absence Calc) process processes approved absences to calculate the current values for absence balances. This process runs daily in batch and is scheduled right after the 8:00 AM Time Administration batch process.
- While the Absence Calc process calculates current values for absence balances, the balances displayed on the employee's timesheet and balance history pages are from the prior closed pay period (i.e. absence calendar). They do not reflect accruals earned or hours taken after that pay period end date.
- When a pay period (absence calendar) is closed, the Absence Calc process is run with the 'Finalize' option which finalizes all absence calculations. Once the pay period is closed and this Absence Calc option is run, no changes can be made to the finalized calendar.
- Prior period adjustments can be made to absences in a prior period. These changes are processed in the current pay period (absence calendar) but previous periods and balances are recalculated depending upon the change.

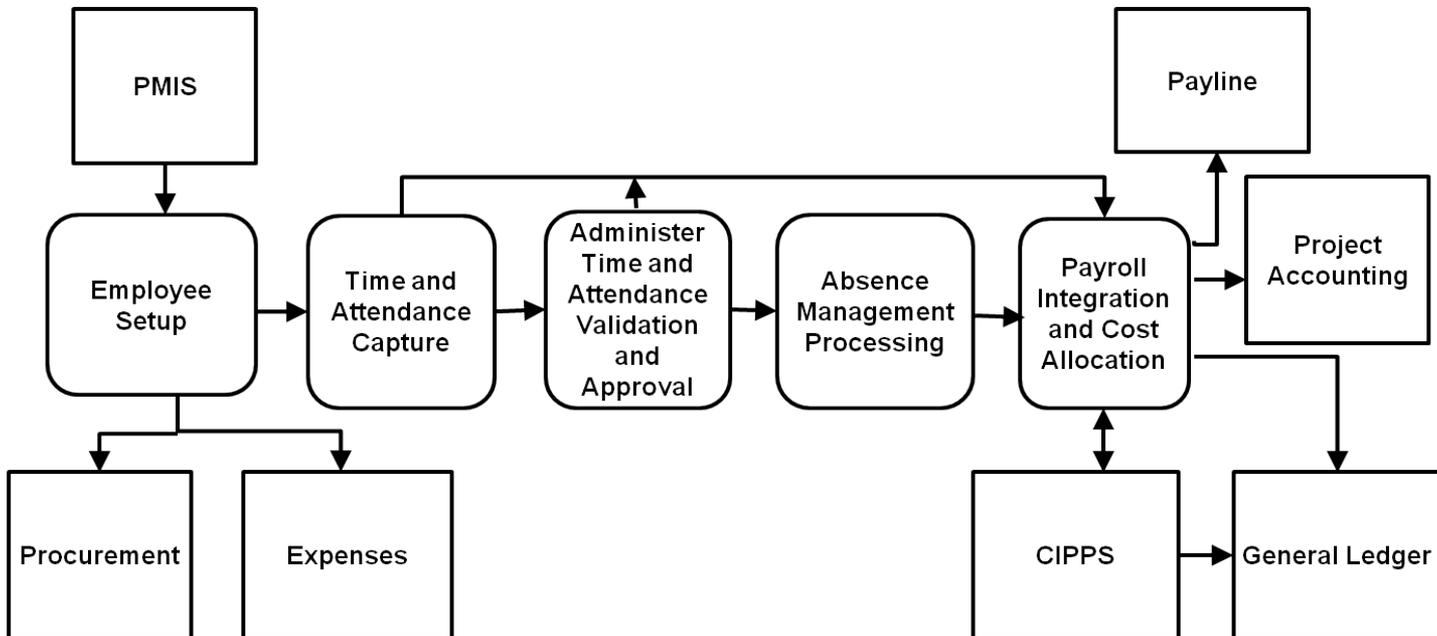


Time & Attendance Process

Absence Management is one of the five sub-processes within Time & Attendance:

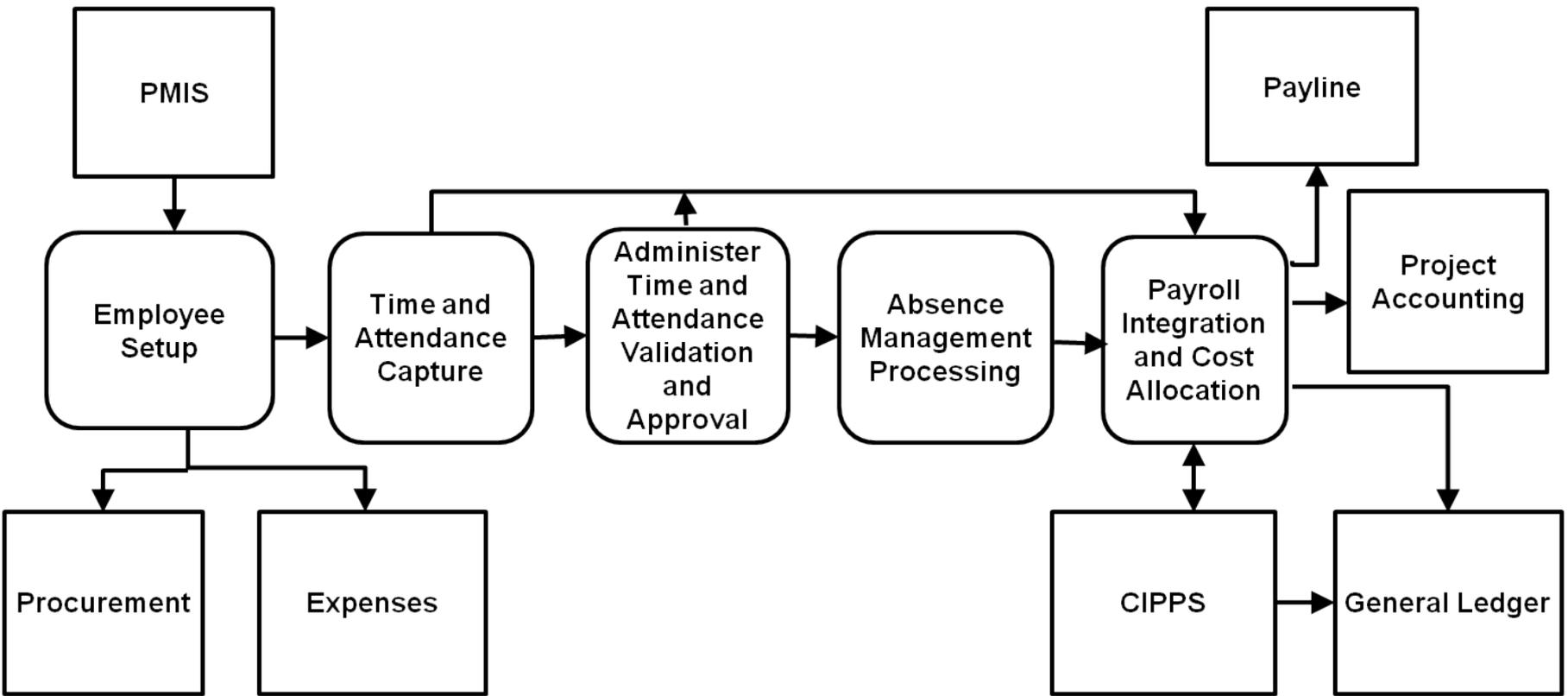
- Employee Setup
- Time & Attendance Capture
- Administer Time & Attendance Validation & Approval
- Absence Management Processing
- Payroll Integration and Cost Allocation

The diagram provides an overview of the business process flow and the various integrations and interfaces.





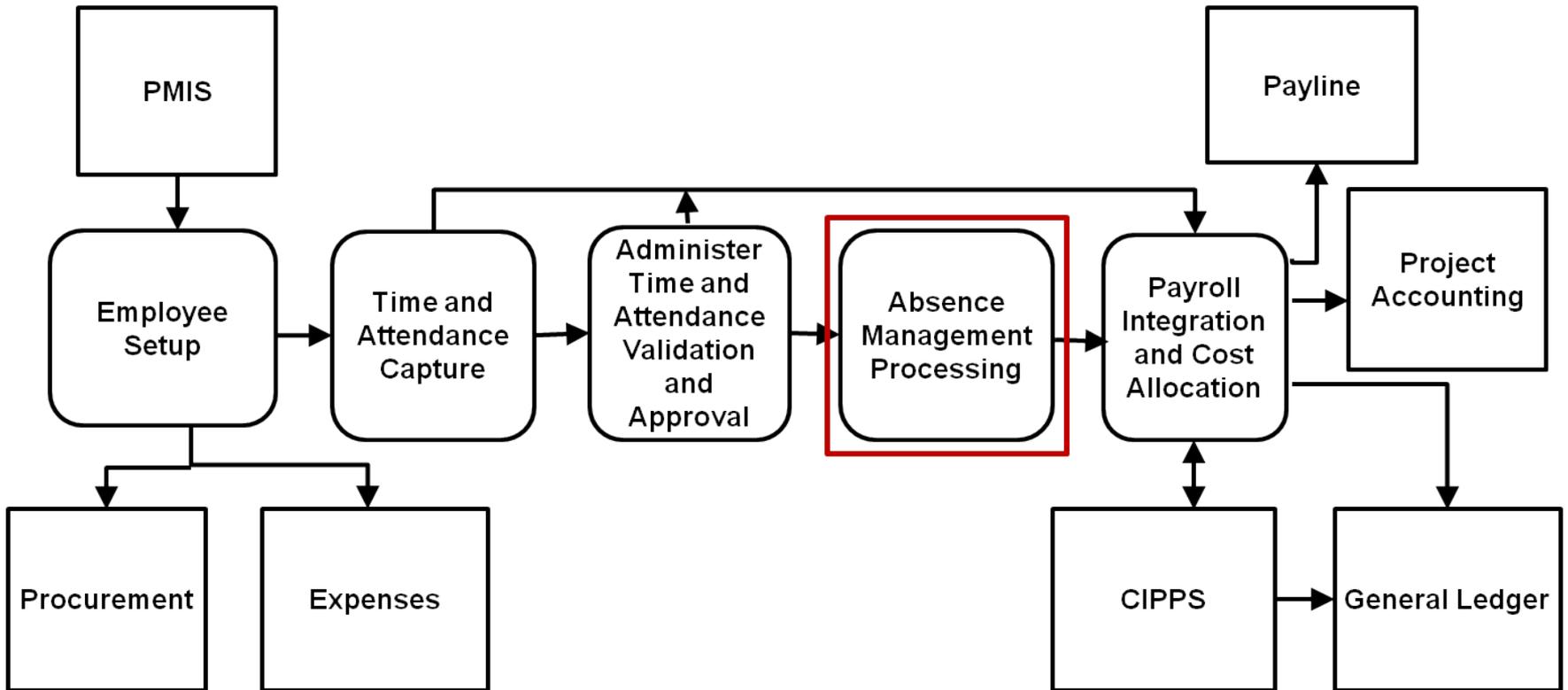
Time & Attendance Process (continued)





Absence Management Processing

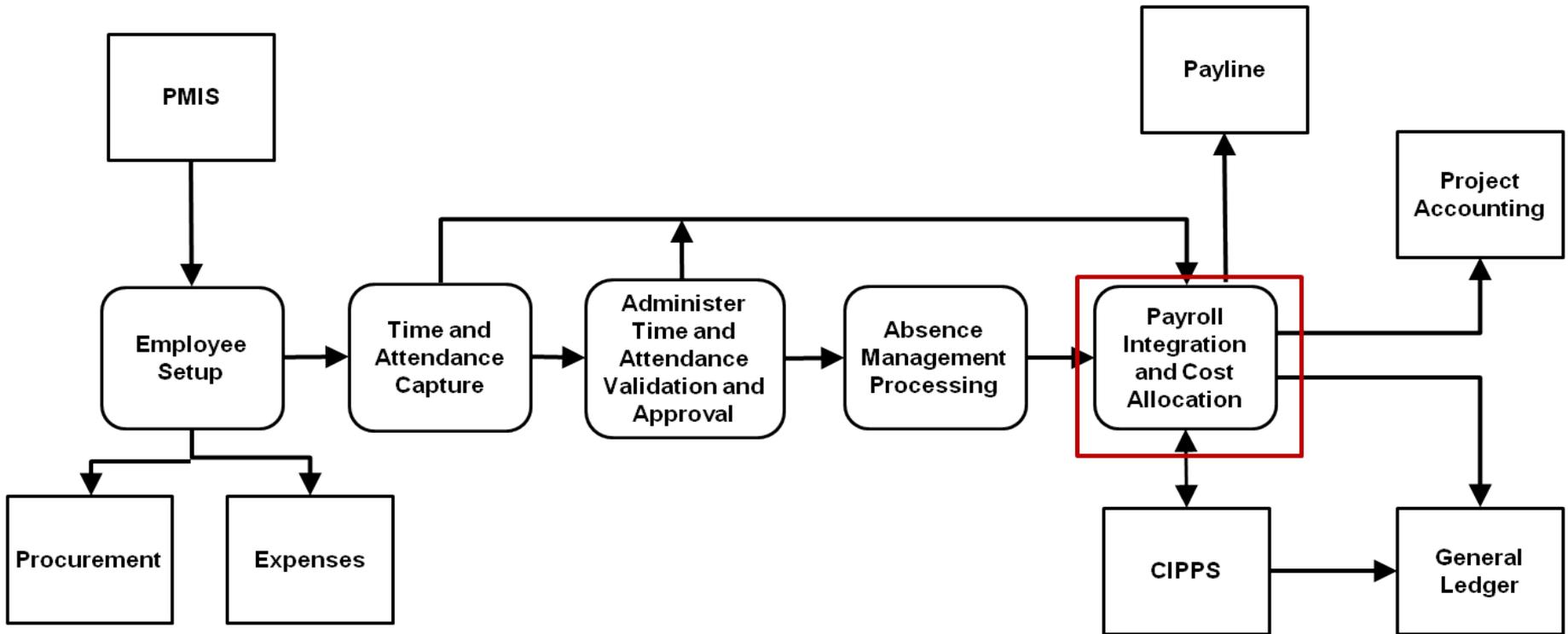
This process flow focuses on what happens when an employee has absence events and / or time on his or her timesheet. The Absence Management process calculates the available absence entitlement balances by adding or deducting accruals, takes, and adjustments. This information is also used to calculate and allocate payroll costs.





Payroll Integration and Cost Allocation

Cardinal uses time and charge distribution information from employee timesheets to allocate payroll costs according to the distributions entered on timesheets. That information is shared with the General Ledger and Project Accounting functional areas and can be tracked at the employee level to support Federal billing.

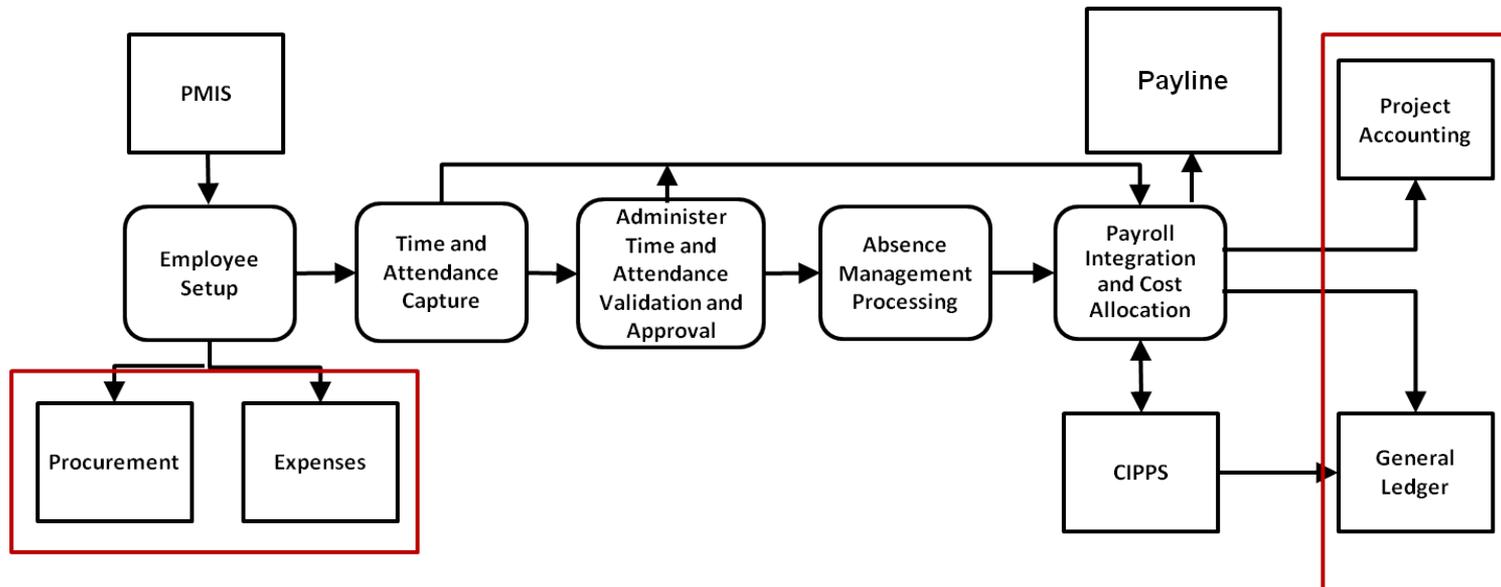




Time & Attendance Integration with Other Cardinal Modules

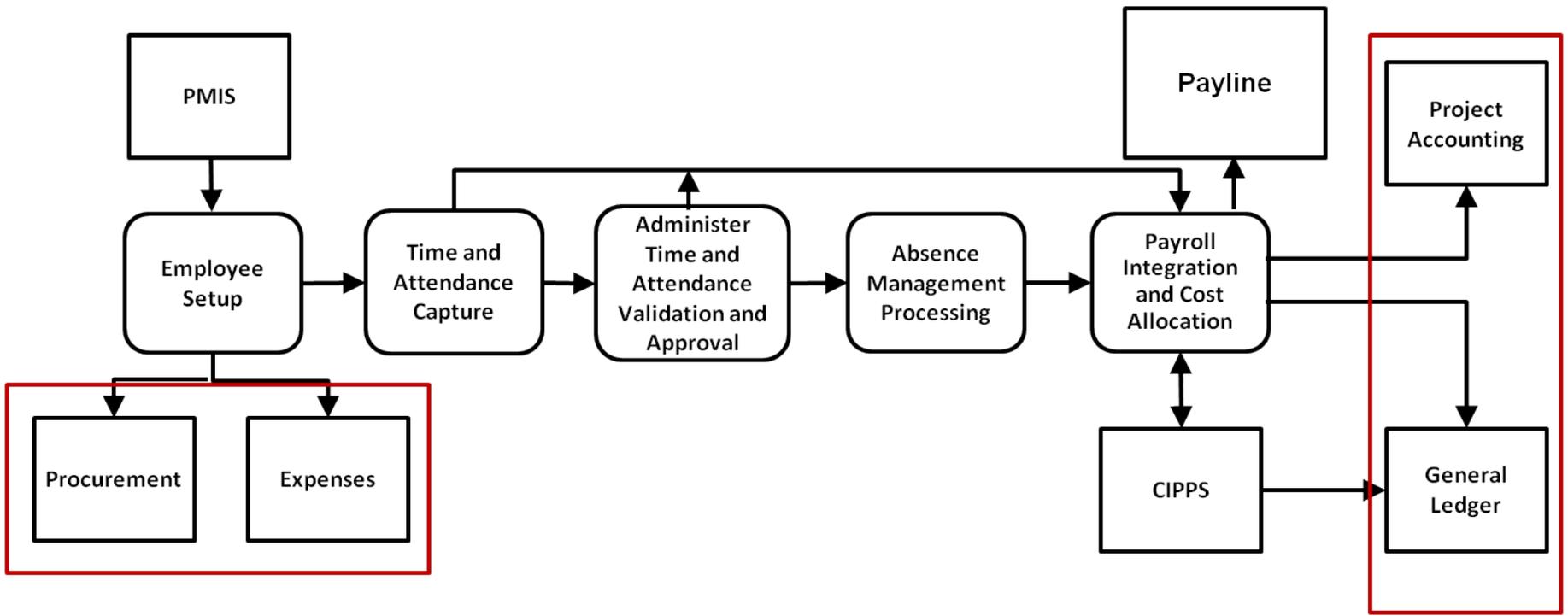
Time & Attendance integrates with other Cardinal modules:

- **Procurement:** Employee information that is created during the Time & Attendance Employee Setup process is used by the Small Purchase Charge Card Program in the Procurement module.
- **Expenses:** Employee information that is created during the Time & Attendance Employee Setup process is used by the Expenses module in the Accounts Payable functional area to process employee travel and business expense reimbursements.
- **Project Accounting:** Employee labor costs that are charged to projects are sent to Project Accounting when employee pay is distributed according to the charge distribution entered on employee timesheets.
- **General Ledger:** Employee labor charges are sent to General Ledger when employee pay is distributed according to the charge distribution entered on employee timesheets.





Time & Attendance Integration with Other Cardinal Modules (continued)

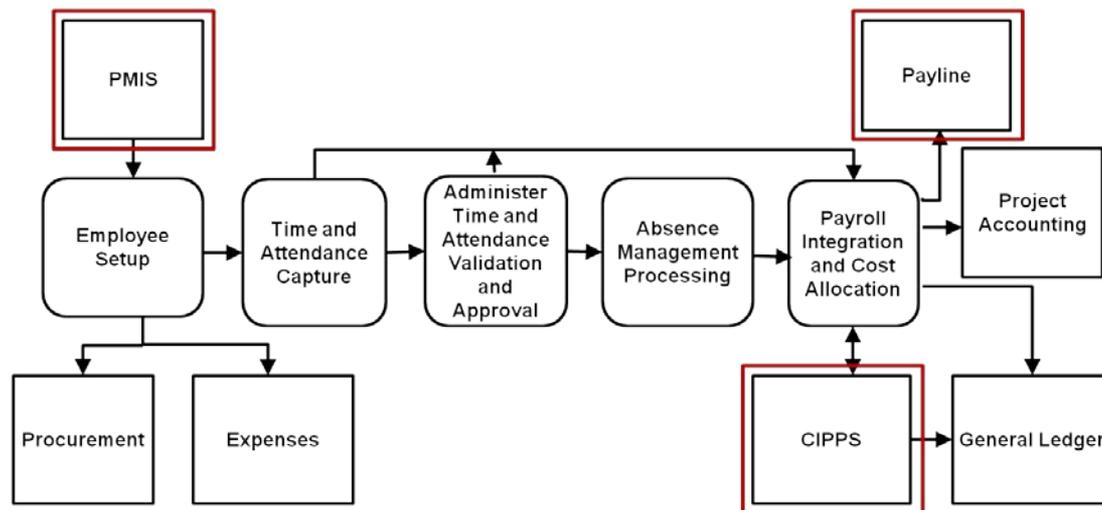




Time & Attendance Interfaces

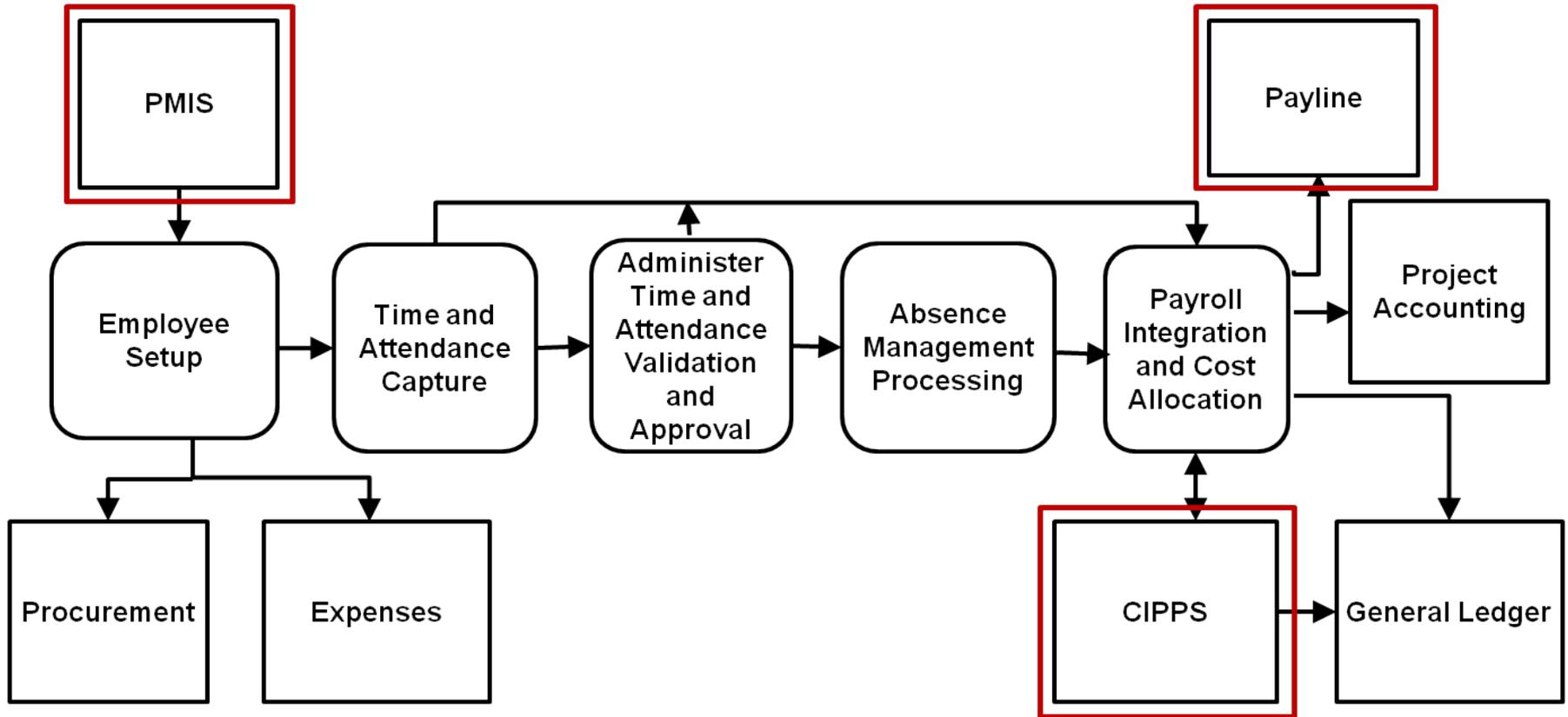
Time & Attendance also interfaces with several external systems:

- **Personnel Management Information System (PMIS):** When a new position is created or an existing position is changed, the position information is first entered into PMIS. PMIS then sends the information to Cardinal to establish position data in Cardinal Time & Attendance. When employees are hired or change positions, etc., their personnel data first is entered into PMIS. PMIS then sends the employee information (e.g., employee name, address, role, hourly, salaried) to Cardinal Time & Attendance to create or update an employee profile.
- **Commonwealth Integrated Payroll & Personnel System (CIPPS):** Timesheet entries for hourly employees and overtime entries for both hourly and salaried employees are sent to CIPPS to create employee pay. After the payroll process is complete, CIPPS provides Expanded Current Earnings information to Cardinal. This information is then used by Cardinal along with employee timesheet charge distribution information to allocate costs to the appropriate projects and budgets.
- **Department of Accounts - Payline:** Absence information is sent to the Department of Accounts to allow employees to view their absence balances via Payline.





Time & Attendance Interfaces (continued)





Lesson 1: Summary

In this lesson, you learned :

- The Absence Management process
- Absence Management integration with other Cardinal modules, including Time and Attendance



Lesson 2: Maintaining Absences

In this lesson, you will learn about the following topics:

- Navigation to Absence Management
- Entering and Modifying Absence Requests and Events
- Entering and Managing Extended Absences
- Reviewing Employee Absence Balances



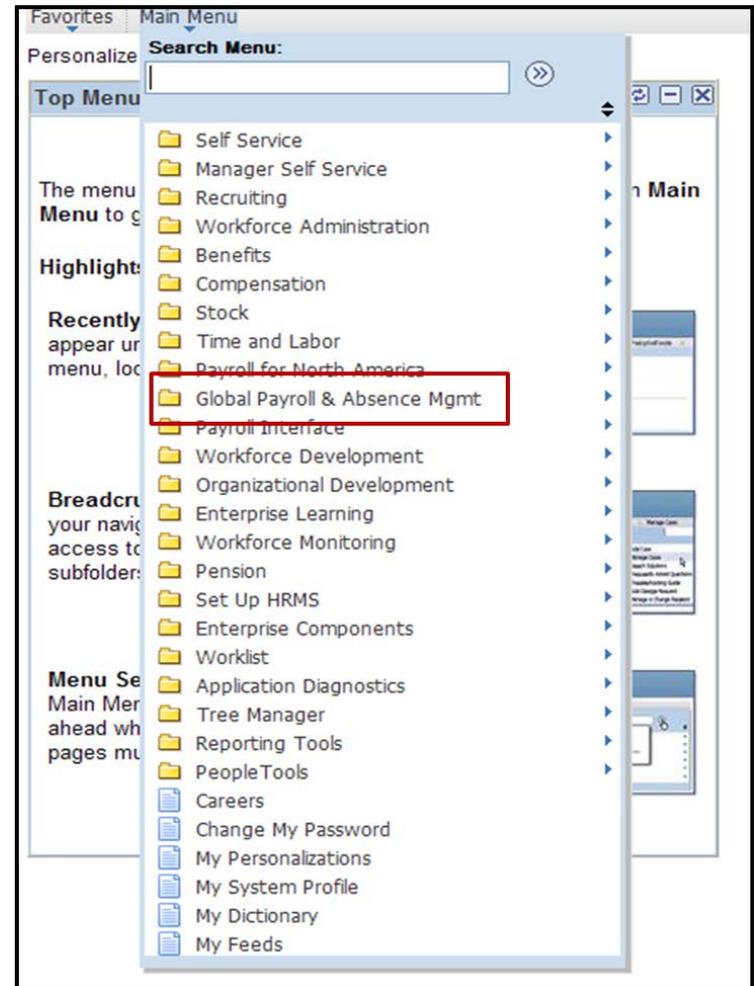
Navigating to Absence Management

To perform administrative tasks for Absence Management, you first should log into Cardinal Financials (FIN) and then navigate to Cardinal Human Capital Management (HCM) application.

Once you are in Cardinal HCM, navigate to the **Global Payroll & Absence Management** page.

You can navigate to this page using the following path:

Cardinal FIN > Cardinal HCM > Main Menu > Global Payroll & Absence Management





Absence Management Payee Data Page

Navigate to **Payee Data** page using the **Payee Data** link located on the **Global Payroll & Absence Management** page.

You can access this page using the following path:

Cardinal FIN > Cardinal HCM > Main Menu > Global Payroll & Absence Management

From this page you can:

- Enter and modify absence requests and events
- Enter and manage extended absences
- Adjust employee entitlement balances
- Process leave



Maintaining Absences Page

Navigate to the **Maintain Absences** page using the link located on the **Payee Data** page.

The **Maintain Absences** page allows users to:

- Enter and modify absence requests and events
- Enter and manage extended absences
- Review employee absence balances

Favorites | Main Menu > Global Payroll & Absence Mgmt

Global Payroll & Absence Mgmt

Maintain Absences

Contains pages for Absence Entry and Balances

Absence Event Add or update an absence event for a specified payee.	Review Absence Balances Review current and forecast absence balances for a payee.	Assign Entitlements and Takes Add or update an entitlement override or a take override for a payee.
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Reviewing the Absence Event Page

As an Absence Management Administrator you can enter, edit, adjust, or delete an absence event on behalf of an employee starting from the **Absence Event** page.

You can navigate to this page using the following path:

Cardinal FIN > Cardinal HCM > Main Menu > Global Payroll & Absence Management > Payee Data > Maintain Absences > Absence Event

Favorites > Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event

Absence Event

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Maximum number of rows to return (up to 300):

Empl ID:

Empl Record:

Name:

Last Name:

Second Last Name:

Alternate Character Name:

Middle Name:

Case Sensitive

[Basic Search](#)



Select Employee to Review on the Absence Event Page

Select the employee to view, enter, or adjust absence events on the **Absence Event** (search) page.

Enter the search criteria (e.g., **Empl ID**, **First Name**, **Last Name**) and click the **Search** button. The **Absence Event** page appears for the selected employee.

If more than one employee fits the criteria, a list appears at the bottom of the page. Select the desired employee.

Favorites | Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event

Absence Event

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Empl ID: begins with

Empl Record: =

Name: begins with

Last Name: begins with TEST

Second Last Name: begins with

Alternate Character Name: begins with

Middle Name: begins with

Case Sensitive

[Basic Search](#)

Search Results

View All First 1-3 of 3 Last

Empl ID	Empl Record	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name
ABC234	0	Sue Tester	Sue	Tester	(blank)	(blank)	(blank)
00087318400	0	J TESTERMAN	J	TESTERMAN	(blank)	(blank)	D
00373281200	0	ROGER TESTERMAN	ROGER	TESTERMAN	(blank)	(blank)	K



Review Employee Absence Data on the Absence Event Page

The employee's **Absence Event** page lists absences for the employee based on the from and through dates specified.

[Favorites](#) | [Main Menu](#) > [Global Payroll & Absence Mgmt](#) > [Payee Data](#) > [Maintain Absences](#) > [Absence Event](#)
 New Window

[Absence Event Entry](#) | [Forecast Messages](#)

Employee ID: 00302034400 **Empl Record:** 0 **Name:** [BETTY WHITE](#)

From: **Through:**

Absence Events [Customize](#) | [Find](#) | [View All](#) | | [First](#) 1-4 of 4 [Last](#)

*Absence Take Element	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status		
VAC TAKE ELEM	Vacation	<input type="text" value="07/27/2011"/>	<input type="text" value="07/27/2011"/>	<input type="text"/>	Void ▾	<input type="checkbox"/>	<input type="text" value="07/27/2011"/>	Details	Administrator	Voided	<input type="button" value="+"/>	<input type="button" value="-"/>
SDP TAKE ELEM	VSDP Sick Leave	<input type="text" value="07/25/2011"/>	<input type="text" value="07/25/2011"/>	<input type="text"/>	Norma ▾	<input type="checkbox"/>	<input type="text" value="07/25/2011"/>	Details	Manager Timesheet	Cancelled	<input type="button" value="+"/>	<input type="button" value="-"/>
SDP TAKE ELEM	VSDP Sick Leave	<input type="text" value="07/21/2011"/>	<input type="text" value="07/22/2011"/>	4.00	Norma ▾	<input type="checkbox"/>	<input type="text" value="07/21/2011"/>	Details	Manager Timesheet	Submitted	<input type="button" value="+"/>	<input type="button" value="-"/>
VAC TAKE ELEM	Vacation	<input type="text" value="07/05/2011"/>	<input type="text" value="07/05/2011"/>	<input type="text"/>	Norma ▾	<input type="checkbox"/>	<input type="text" value="07/05/2011"/>	Details	Manager Timesheet	Submitted	<input type="button" value="+"/>	<input type="button" value="-"/>

[Absence Event Entry](#) | [Forecast Messages](#)



Options for Reviewing Employee Absence Data

There are two tabs located at the top of the page:

1. **Absence Event Entry:** Displays all absence requests and events that have been entered for the employee. This is the default tab for this page.
2. **Forecast Messages:** Displays errors or warnings generated by the forecasting process on the **Absence Event** page. Errors can be corrected here. After corrections are made, rerun the forecasting process, which will overwrite previously forecasted data.

Navigation: Favorites | Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event

Employee ID: 1111 Empl Record: 0 Name: [Laura Bush](#)

From: 05/11/2011 Through: 11/07/2011 Refresh Forecast

Absence Events Customize | Find | View All | First 1 of 1 Last

*Absence Take Element	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status
VAC TAKE ELEM	Vacation	05/13/2011	05/17/2011		Void	<input type="checkbox"/>	05/13/2011	Details	Administrator	Voided

Buttons: Save | Return to Search | Previous in List | Next in List | Notify | Refresh

Links: [Absence Event Entry](#) | [Forecast Messages](#)



Reviewing Absence Event Entry Data

The header on the **Absence Event Entry** tab contains data about the employee, e.g., **Employee ID** (number), **Empl Record** and **Name**.

From and **Through** fields identify the date range of data displayed in the **Absence Events** section.

Click the **Refresh** button when you update the **From** or **Through** dates. If there are more than 10 absences, click the **View All** link. This will activate the scroll bar so you can see all other absences.

The **Forecast** button allows an Administrator to ensure that the employee is eligible for the absence type selected and has sufficient balances available for use.

The screenshot displays the 'Absence Event Entry' interface. At the top, the breadcrumb navigation reads: 'Favorites > Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event'. The main header area shows the following information: Employee ID: 1111, Empl Record: 0, and Name: Laura Bush. Below this, there are 'From' and 'Through' date pickers set to 05/11/2011 and 11/07/2011, respectively, along with 'Refresh' and 'Forecast' buttons. A table titled 'Absence Events' is visible below, with columns for 'Absence Take Element', 'Description', 'Begin Date', 'End Date', 'Partial Hours', 'Process Action', 'Voided', 'Original Begin Date', 'Details', 'Entry Source', and 'Workflow Status'. One row is shown for 'VAC TAKE ELEM' (Vacation) with a begin date of 05/13/2011 and an end date of 05/17/2011. At the bottom of the interface, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Refresh'.



Absence Event Tabs

The **Absence Events** section displays all absence requests and events entered in Cardinal for an employee, regardless of the entry source or workflow status. There are three tabs in this section:

1. **Absence Take**
2. **Process Status**
3. **Forecast Value**

Absence Event Entry | Forecast Messages

Absence Take Element	Description	Begin Date	End Date	Partial Hours	Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status
VAC TAKE ELEM	Vacation	05/13/2011	05/17/2011		Void	<input type="checkbox"/>	05/13/2011	Details	Administrator	Voided



Select the Absence Take Tab to Review the Absence Event Page

The **Absence Take** tab includes the following fields:

- **Absence Take Element:** Type of absence
- **Description:** Description of the specific absence type
- **Begin Date:** Start date of the absence
- **End Date:** End date for the absence
- **Partial Hours:** Hours or partial hours taken that day
- **Process Action:** Options are **Normal** and **Void** (can be used to void or cancel an absence request)
- **Voided:** An absence voided by an Absence Management Administrator – this box will be checked when the voided absence has been processed by the Calculate Absence and Payroll process
- **Original Begin Date:** Original start date of the absence
- **Details:** Link to the **Absence Event Input Detail** page where you view additional details about prior absence requests and events or enter details about a new absence request
- **Entry Source:** The role of the person who entered the information
- **Workflow Status:** The current status of the absence request (such as saved, submitted, approved or voided)
- **[+]:** Add a row button
- **[-]:** Delete a row button



Reviewing the Absence Event Page Status Data

The **Process Status** tab displays the status of the absence event as it relates to processing. Valid values in the **Status** field include **Not Proc.** (Not Processed), **Processed**, and **Finalized**.

When an absence event from a prior pay period is entered in the current pay period, the **Status** field value of **Finalized** will change to **Not Proc.** It changes back to **Processed** when the current calendar is processed. It will change back to **Finalized** when the current Calendar ID period is finalized.

Favorites | Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event

Absence Event Entry | Forecast Messages

Employee ID: 111112 Empl Record: 0 Name: [Bugs Bunny](#)

From: 10/06/2010 Through: 04/04/2011 Refresh Forecast

Absence Events Customize | Find | View All | First 1-10 of 14 Last

Absence Take Element	Description	*Begin Date	End Date	Status	Calendar Group ID	Process Date		
ALI TAKE ELEM	Annual Leave Incentive	01/10/2011	01/10/2011	Not Proc.			+	-
ALI TAKE ELEM	Annual Leave Incentive	12/30/2010	12/30/2010	Not Proc.			+	-
ALI TAKE ELEM	Annual Leave Incentive	12/29/2010	12/29/2010	Finalized	SMLV201024	12/20/2010	+	-
ALI TAKE ELEM	Annual Leave Incentive	12/28/2010	12/28/2010	Not Proc.			+	-
ALI TAKE ELEM	Annual Leave Incentive	12/20/2010	12/20/2010	Not Proc.			+	-
ALI TAKE ELEM	Annual Leave Incentive	12/13/2010	12/13/2010	Not Proc.			+	-
VAC TAKE ELEM	Vacation	12/12/2010	12/12/2010	Not Proc.			+	-



Select the Forecast Value Tab to Review Forecast Value Page Status Data

The **Forecast Value** tab displays whether the employee is **Eligible** or **Ineligible**.

After you enter an absence request on behalf of an employee, click the **Forecast** button. A pop-up message indicates when this process is complete. Click the **OK** button and then click the **Forecast Value** tab to view the results.

The screenshot shows a web application interface for managing absence events. At the top, there is a breadcrumb trail: Favorites > Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event. Below this, there are two tabs: 'Absence Event Entry' and 'Forecast Messages'. The 'Forecast Messages' tab is active.

Employee information is displayed: Employee ID: 888886, Empl Record: 0, Name: [Doc Dwarf](#). Below this, there are date pickers for 'From: 05/12/2011' and 'Through: 11/08/2011', along with 'Refresh' and 'Forecast' buttons.

The main section is titled 'Absence Events' and includes a sub-tab 'Forecast Value' which is highlighted with a red box. The table below shows the forecast data:

*Absence Take Element	Description	*Begin Date	End Date	Forecast Value	Forecast Date Time	Forecast Details		
SDP TAKE ELEM	VSDP Sick Leave	08/10/2011	08/10/2011	ELIGIBLE	08/10/2011 9:02AM	Forecast Details	+	-
SDP TAKE ELEM	VSDP Sick Leave	08/08/2011	08/09/2011	ELIGIBLE	08/10/2011 9:02AM	Forecast Details	+	-
PER TAKE ELEM	VSDP Personal Leave	05/27/2011	05/27/2011	ELIGIBLE	08/10/2011 9:02AM	Forecast Details	+	-

At the bottom of the interface, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'. Below the buttons, there are links for 'Absence Event Entry' and 'Forecast Messages'.



Select the Forecast Value Tab to Review Forecast Value Page Status Data (continued)

Favorites Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event

Absence Event Entry Forecast Messages

Employee ID: 888886 Empl Record: 0 Name: Doc Dwarf

From: 05/12/2011 ³¹ Through: 11/08/2011 ³¹ Refresh Forecast

Absence Events Customize | Find | View All | 1-3 of 3 | First | Last

Absence Take Process Status **Forecast Value**

*Absence Take Element	Description	*Begin Date	End Date	Forecast Value	Forecast Date Time	Forecast Details		
SDP TAKE ELEM	VSDP Sick Leave	08/10/2011 ³¹	08/10/2011 ³¹	ELIGIBLE	08/10/2011 9:02AM	Forecast Details	+	-
SDP TAKE ELEM	VSDP Sick Leave	08/08/2011 ³¹	08/09/2011 ³¹	ELIGIBLE	08/10/2011 9:02AM	Forecast Details	+	-
PER TAKE ELEM	VSDP Personal Leave	05/27/2011 ³¹	05/27/2011 ³¹	ELIGIBLE	08/10/2011 9:02AM	Forecast Details	+	-

Save Return to Search Notify Refresh

Absence Event Entry | [Forecast Messages](#)



Entering and Modifying Absences

You can enter, edit and delete an absence event on behalf of an employee on the **Absence Event** page. An absence event must be entered and / or modified one employee at a time.

Always forecast the absence requests you enter. Most absence requests entered on behalf of another employee are auto-approved and submitted directly to the Time Administration process. Cardinal does not verify that entitlement balances are sufficient.

Cardinal automatically generates Leave Without Pay (LNP) if the absence entered does not have a sufficient absence entitlement balance. No notification is generated when this occurs, and the LNP does not display on the **Absence Event** page. Unless you forecast, you can accidentally place an employee on Leave Without Pay.

Employee ID: 888886 Empl Record: 0 Name: [Doc Dwarf](#)

From: 05/12/2011 Through: 11/08/2011 Refresh Forecast

*Absence Take Element	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voiced	Original Begin Date	Details	Entry Source	Workflow Status
SDP TAKE ELEM	VSDP Sick Leave	08/10/2011	08/10/2011		Norma	<input type="checkbox"/>	08/10/2011	Details	Manager Timesheet	Saved
SDP TAKE ELEM	VSDP Sick Leave	08/08/2011	08/09/2011		Void	<input type="checkbox"/>	08/08/2011	Details	Administrator	Voided
PER TAKE ELEM	VSDP Personal Leave	05/27/2011	05/27/2011		Norma	<input type="checkbox"/>	05/27/2011	Details	Employee Timesheet	Saved

Save Return to Search Notify Refresh



Entering and Modifying Absences (continued)

[Favorites](#) | [Main Menu](#) > [Global Payroll & Absence Mgmt](#) > [Payee Data](#) > [Maintain Absences](#) > [Absence Event](#)

[New Window](#) [Help](#)

[Absence Event Entry](#) | [Forecast Messages](#)

Employee ID: 888886 **Empl Record:** 0 **Name:** [Doc Dwarf](#)

From: **Through:**

Absence Events [Customize](#) | [Find](#) | [View All](#) | | [First](#) | 1-3 of 3 | [Last](#)

Absence Take Element	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status		
<input type="text" value="SDP TAKE ELEM"/> <input type="text" value="31"/>	VSDP Sick Leave	<input type="text" value="08/10/2011"/> <input type="text" value="31"/>	<input type="text" value="08/10/2011"/> <input type="text" value="31"/>	<input type="text"/>	Norma ▾	<input type="checkbox"/>	<input type="text" value="08/10/2011"/> <input type="text" value="31"/>	Details	Manager Timesheet	Saved	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="SDP TAKE ELEM"/> <input type="text" value="31"/>	VSDP Sick Leave	<input type="text" value="08/08/2011"/> <input type="text" value="31"/>	<input type="text" value="08/09/2011"/> <input type="text" value="31"/>	<input type="text"/>	Void ▾	<input type="checkbox"/>	<input type="text" value="08/08/2011"/> <input type="text" value="31"/>	Details	Administrator	Voided	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="PER TAKE ELEM"/> <input type="text" value="31"/>	VSDP Personal Leave	<input type="text" value="05/27/2011"/> <input type="text" value="31"/>	<input type="text" value="05/27/2011"/> <input type="text" value="31"/>	<input type="text"/>	Norma ▾	<input type="checkbox"/>	<input type="text" value="05/27/2011"/> <input type="text" value="31"/>	Details	Employee Timesheet	Saved	<input type="button" value="+"/>	<input type="button" value="-"/>

[Absence Event Entry](#) | [Forecast Messages](#)



Entering an Absence Request

To enter a new absence request, click on the button to add a row [+]. A new, blank row will appear on the page for the request. Click the **Details** link to go to the **Absence Event Input Detail**.

Enter values in the **Absence Take**, **Absence Reason**, **Process Action**, **Begin Date**, and **End Date** fields. The **Original Begin Date** defaults to the **Begin Date**. Do not change.

If applicable, enter a value in the **Partial Days** field if any of the days on the absence are less than a full day. After a value is entered into the Partial Days field, additional fields will appear that must also be completed.

Click the **OK** button to return to the **Absence Event** page. The absence request fields will be populated with the values you entered on the **Absence Event Input Detail** page.



Entering an Absence Request (continued)

Home > Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event

Absence Event

Absence Event Input Detail

Absence Take:	VAC TAKE ELEM	Absence Type:	Vacation
Absence Reason:	VAC Vacation	Event Priority:	90
Entry Source:	Admin	Last Updated:	
Workflow Status:	Needs Approval	Process Status:	Not Processed
*Process Action:	Normal	Calendar Group ID:	
	<input type="checkbox"/> Voided Indicator	Process Date:	
	<input checked="" type="checkbox"/> Manager Approved	First Processed Date:	

Absence Begin / End Data

*Begin Date: 05/18/2011
End Date: 05/20/2011
Original Begin Date: 05/18/2011
Partial Days: All Days
All Days Hours: All Days Are Half Days

User Defined Fields

User Defined Fields 1	User Defined Fields 2
Date 1: <input type="text"/>	Date 2: <input type="text"/>
Character 1: <input type="text"/>	Character 2: <input type="text"/>
Monetary 1: <input type="text"/> Currency 1: <input type="text"/>	Monetary 2: <input type="text"/> Currency 2: <input type="text"/>
Decimal 1: <input type="text"/>	Decimal 2: <input type="text"/>
User Defined Fields 3	User Defined Fields 4
Date 3: <input type="text"/>	Date 4: <input type="text"/>
Character 3: <input type="text"/>	Character 4: <input type="text"/>
Monetary 3: <input type="text"/> Currency 3: <input type="text"/>	Monetary 4: <input type="text"/> Currency 4: <input type="text"/>
Decimal 3: <input type="text"/>	Decimal 4: <input type="text"/>

Override

Entitlement: Adjustment:

Comments

OK Cancel Refresh



Entering, Modifying, and Saving an Absence Request

When a row is initially added the **Workflow Status** field defaults to **Needs Approval**.

After entering the necessary field values for the absence request, click the **Save** button. The **Workflow Status** field automatically changes to **Approved** for most absence types.

Favorites | Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event

New Window | Help | Customi

Absence Event Entry

Employee ID: 00373281200 Empl Record: 0 Name: [ROGER TESTERMAN](#)

From: 04/27/2011 [BT] Through: 10/24/2011 [BT] Refresh Forecast

Absence Events Customize | Find | View All | First 1 of 1 Last

*Absence Take Element	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status
VAC TAKE ELEM		07/26/2011 [BT]	07/28/2011 [BT]		Norma	<input type="checkbox"/>	07/26/2011 [BT]	Details	Administrator	Needs Approval

Save | Return to Search | Previous in List | Next in List | Notify | Refresh



Modifying an Absence Request and Event

To edit an existing absence event, click the **Details** link associated with the absence that needs to be modified. Make the necessary changes on the **Absence Event Input Detail** page and then click the **OK** button. When the **Absence Event** page appears, click the **Save** button.

Favorites | Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event

Absence Event

Absence Event Input Detail

Absence Take:	SDP TAKE ELEM	Absence Type:	VSDP Sick
Absence Reason:	SDP VSDP Sick Leave	Event Priority:	0
Entry Source:	Admin	Last Updated:	04/15/2011
Workflow Status:	Approved	Process Status:	Not Processed
*Process Action:	Normal	Calendar Group ID:	
	<input type="checkbox"/> Voided Indicator	Process Date:	
	<input checked="" type="checkbox"/> Manager Approved	First Processed Date:	

Absence Begin / End Data

*Begin Date:	04/18/2011
End Date:	04/20/2011
Original Begin Date:	04/18/2011
Partial Days :	Start Day Only
Start Day Hours :	3.00 <input type="checkbox"/> Start Day is Half Day

User Defined Fields

User Defined Fields 1	User Defined Fields 2
Date 1: []	Date 2: []
Character 1: []	Character 2: []
Monetary 1: [] Currency 1: []	Monetary 2: [] Currency 2: []
Decimal 1: []	Decimal 2: []
User Defined Fields 3	User Defined Fields 4
Date 3: []	Date 4: []
Character 3: []	Character 4: []
Monetary 3: [] Currency 3: []	Monetary 4: [] Currency 4: []
Decimal 3: []	Decimal 4: []

Override

Entitlement:	[]	Adjustment:	[]
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[Comments](#)

OK Cancel Refresh



Modifying an Absence Request and Event (continued)

Favorites | Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event

Absence Event

Absence Event Input Detail

Absence Take:	SDP TAKE ELEM	Absence Type:	VSDP Sick
Absence Reason:	SDP VSDP Sick Leave	Event Priority:	0
Entry Source:	Admin	Last Updated:	04/15/2011
Workflow Status:	Approved	Process Status:	Not Processed
*Process Action:	Normal	Calendar Group ID:	
	<input type="checkbox"/> Voided Indicator	Process Date:	
	<input checked="" type="checkbox"/> Manager Approved	First Processed Date:	

Absence Begin / End Data

*Begin Date:	04/18/2011
End Date:	04/20/2011
Original Begin Date:	04/18/2011
Partial Days :	Start Day Only
Start Day Hours :	3.00 <input type="checkbox"/> Start Day is Half Day

User Defined Fields

User Defined Fields 1	User Defined Fields 2
Date 1: <input type="text"/>	Date 2: <input type="text"/>
Character 1: <input type="text"/>	Character 2: <input type="text"/>
Monetary 1: <input type="text"/> Currency 1: <input type="text"/>	Monetary 2: <input type="text"/> Currency 2: <input type="text"/>
Decimal 1: <input type="text"/>	Decimal 2: <input type="text"/>
User Defined Fields 3	User Defined Fields 4
Date 3: <input type="text"/>	Date 4: <input type="text"/>
Character 3: <input type="text"/>	Character 4: <input type="text"/>
Monetary 3: <input type="text"/> Currency 3: <input type="text"/>	Monetary 4: <input type="text"/> Currency 4: <input type="text"/>
Decimal 3: <input type="text"/>	Decimal 4: <input type="text"/>

Override

Entitlement: <input type="text"/>	Adjustment: <input type="text"/>
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[Comments](#)

OK Cancel Refresh



Deleting an Absence Request and Event

Deleting an absence request or event means the absence is completely removed from Cardinal and leaves no record of the request or event. You delete an absence request or event by clicking on the minus [-] button. The minus sign is available if the absence has not yet been processed by the Calculate Absence and Payroll process.

A confirmation message will display to confirm the deletion. Once confirmed, the absence request or event will be removed. Click the **Save** button in order for the deletion to be processed and updated.

Employee ID: 00302034400 Empl Record: 0 Name: [BETTY WHITE](#)

From: 05/11/2011 Through: 11/07/2011 Refresh Forecast

*Absence Take Element	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status	
VAC TAKE ELEM	Vacation	07/27/2011	07/27/2011		Norma	<input type="checkbox"/>	07/27/2011	Details	Manager Timesheet	Saved	<input type="button" value="-"/>
SDP TAKE ELEM	VSDP Sick Leave	07/25/2011	07/25/2011		Norma	<input type="checkbox"/>	07/25/2011	Details	Manager Timesheet	Cancelled	<input type="button" value="+"/> <input type="button" value="-"/>
SDP TAKE ELEM	VSDP Sick Leave	07/21/2011	07/22/2011	4.00	Norma	<input type="checkbox"/>	07/21/2011	Details	Manager Timesheet	Submitted	<input type="button" value="+"/> <input type="button" value="-"/>
VAC TAKE ELEM	Vacation	07/05/2011	07/05/2011		Norma	<input type="checkbox"/>	07/05/2011	Details	Manager Timesheet	Submitted	<input type="button" value="+"/> <input type="button" value="-"/>

Save Return to Search Notify Refresh

Absence Event Entry | [Forecast Messages](#)



Voiding an Absence Request or Event

Voiding an absence cancels the absence request or event. If the absence was already deducted from the balance, the hours will be added back after the next daily run of the Calculate Absence and Payroll process.

To void an absence request or event, click in the **Process Action** field and select **Void** from the dropdown list. Click the **Save** button. The **Workflow Status** field will change to **Voided**.

If the absence was originally entered on the timesheet page and not yet approved, the administrator will need to click the **Details** link, and check the **Manager Approved** box. An unapproved void will not process. If entered on the timesheet page, an unapproved void will not auto-approve.

When an absence is voided, a record of the request or event remains in Cardinal and the **Voided** field will be checked.

The screenshot shows the 'Absence Event Entry' page for Employee ID 1111, Laura Bush, with an absence from 08/10/2012 to 02/06/2013. The 'Absence Events' table below shows a single event: a 'VAC TAKE ELEM' for 'Vacation' from 11/26/2012 to 11/30/2012. The '*Process Action' dropdown is open, showing 'Normal' selected, 'Normal', and 'Void'. The 'Voided' checkbox is unchecked. The 'Workflow' column shows 'Approved'.

*Absence Take Element	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow
VAC TAKE ELEM	Vacation	11/26/2012	11/30/2012		Normal	<input type="checkbox"/>	11/26/2012	Details	Employee Timesheet	Approved



Voiding an Absence Request or Event (continued)

Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event

Absence Event Entry | Forecast Messages

Employee ID: 1111 Empl Record: 0 Name: Laura Bush

From: 08/10/2012 Through: 02/06/2013 Refresh Forecast

Absence Events

*Absence Take Element	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow
VAC TAKE ELEM	Vacation	11/26/2012	11/30/2012		Normal	<input type="checkbox"/>	11/26/2012	Details	Employee Timesheet	Approved

Save Return to Search Notify Refresh

Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event

Absence Event Entry | Forecast Messages

Employee ID: 003 1111 Record: 0 Name: Laura Bush

From: 08/10/2012 Through: 02/06/2013 Refresh Forecast

Absence Events

*Absence Take Element	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status
VAC TAKE ELEM	Vacation	11/12/2012	11/14/2012		Void	<input type="checkbox"/>		Details	Administrator	Voided

Save Return to Search Notify Refresh



Deleting or Voiding an Absence

The recommendation for choosing void or delete is as follows:

- If the absence event is for a planned future date, it can be deleted.
- If the absence is current or occurred in the past, it should be voided. This maintains a record of the request or event in case there are any issues that would need to be researched later.
- Cardinal will automatically adjust an employee's absence entitlement balances forward.



Lesson Simulation

You are now about to view a simulation on Entering and Modifying Absences.





Entering and Managing Extended Absences

Extended absences include:

- FML (Family Medical Leave)
- STD (Short-Term Disability)
- LTD (Long-Term Disability)
- WCL (Worker's Compensation)

Extended absences are also entered and managed through the **Absence Event** page.

You can navigate to the **Absence Event** page using the following path:

Cardinal FIN > Cardinal HCM > Main Menu > Global Payroll & Absence Management > Payee Data > Maintain Absences > Absence Event

Favorites Main Menu > Global Payroll & Absence Mgmt

Global Payroll & Absence Mgmt

Maintain Absences

Contains pages for Absence Entry and Balances

 Absence Event Add or update an absence event for a specified payee.	 Review Absence Balances Review current and forecast absence balances for a payee.	 Assign Entitlements and Takes Add or update an entitlement override or a take override for a payee.
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Entering and Managing Extended Absences (continued)

Several specific tasks are required when entering and managing an extended absence in Cardinal:

- Checking Absence Tracking Accumulators
- Entering Concurrent Absence Events
- Entering Takes
- Obtaining Approval



Checking Absence Tracking Accumulators

Before you enter an extended absence request, check to see whether the employee has used all available leave. Cardinal uses accumulators to track the hours or days of absence usage (accumulated time) based on pre-defined business rules.

The accumulators used for the various extended absence types include:

- FMLA (Family Medical Leave): Three tracking accumulators are used to track FMLA hours used.
 - The FML ENT ELEM_TAKE accumulator tracks FMLA used in the leave year regardless of absence reason (includes Employee, Family, and Military FMLA)
 - The FMLA EMP/FAM BAL accumulator tracks FMLA used in the leave year with an absence reason of **Employee** or **Family**.
 - The FMLA MILITARY BAL accumulator tracks FMLA used in the leave year with an absence reason of **Military**.
- STD (Short Term Disability): The STD TAKE BAL DAYS accumulator tracks the total STD taken in the leave year in days rather than hours and includes holidays and weekends that fall during a consecutive Short Term Disability.
- LTD (Long Term Disability): Similar to STD, the LTD TAKE BAL DAYS accumulator tracks the total LTD taken in the leave year in days rather than hours and includes holidays and weekends that fall during a consecutive Long Term Disability.
- WCL (Worker's Compensation Leave): The WCL ENT ELEM_TAKE accumulator tracks the total WCL hours taken in the leave year.



Extended Absences Used to Track Employee Usage and Validate Eligibility

Cardinal uses extended absences to track employee usage and validate eligibility. WCL (Worker's Compensation Leave), an extended absence, generates charge distributions to allocate salary costs. Some extended absences do not generate charge distributions to allocate salary costs:

- STD (Short Term Disability)
- LTD (Long Term Disability)

One extended absence, FML (Family Medical Leave), is used exclusively for tracking, validation, and reporting. FML does not generate pay, so you must enter other absence takes (e.g., SCK (Traditional Sick), VAC (Vacation), CPT (Compensatory Leave Taken) to generate pay for the employee. If an employee has no available balances, enter LNP (Leave Without Pay).

Absence Event Entry | Forecast Messages

Employee ID: TEST Empl Record: 0 Name: [tester test](#)

From: 01/05/2011 Through: 07/04/2011 Refresh Forecast

*Absence Take Element	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status
STD TAKE ELEM	VSDP Short Term Disability	04/06/2011	04/15/2011	6.40	Normal	<input type="checkbox"/>	04/06/2011	Details	Administrator	Needs Approval
VAC TAKE ELEM	Vacation	04/06/2011	04/15/2011	1.60	Normal	<input type="checkbox"/>	04/06/2011	Details	Administrator	Approved
FMLA TAKE ELEM	Family and Medical Leave Act	04/06/2011	04/15/2011		Normal	<input type="checkbox"/>	04/06/2011	Details	Administrator	Needs Approval

Save Return to Search Previous in List Next in List Notify Refresh



Extended Absences Used to Track Employee Usage and Validate Eligibility (continued)

Favorites | Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event

New Window | Help | Customize Pa

Absence Event Entry | Forecast Messages

Employee ID: TEST Empl Record: 0 Name: [tester test](#)

From: 01/05/2011 [31] Through: 07/04/2011 [31] Refresh Forecast

Absence Events Customize | Find | View All | [Grid Icon] First 1-3 of 3 Last

Absence Take | Process Status | Forecast Value | [Filter Icon]

*Absence Take Element	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status		
STD TAKE ELEM [Search]	VSDP Short Term Disability	04/06/2011 [31]	04/15/2011 [31]	6.40	Normal [v]	<input type="checkbox"/>	04/06/2011 [31]	Details	Administrator	Needs Approval	[+]	[-]
VAC TAKE ELEM [Search]	Vacation	04/06/2011 [31]	04/15/2011 [31]	1.60	Normal [v]	<input type="checkbox"/>	04/06/2011 [31]	Details	Administrator	Approved	[+]	[-]
FMLA TAKE ELEM [Search]	Family and Medical Leave Act	04/06/2011 [31]	04/15/2011 [31]		Normal [v]	<input type="checkbox"/>	04/06/2011 [31]	Details	Administrator	Needs Approval	[+]	[-]

Save | Return to Search | Previous in List | Next in List | Notify | Refresh

[Absence Event Entry](#) | [Forecast Messages](#)



Managing Concurrent Extended Absence Events

FMLA (Family Medical Leave) runs concurrently with other absence types and is entered with overlapping begin and end dates, as needed. Eligibility is determined outside of Cardinal.

The FMLA take itself does not affect the charge distributions that allocate salary costs. The absence types used concurrently with FMLA create the charge distributions that allocate salary costs. However, FMLA and other extended leaves will be visible on the employee's timesheet in Self Service.

If an extended absence, e.g., FMLA (Family Medical Leave), STD (Short Term Disability), LTD (Long Term Disability), WCL (Worker's Compensation Leave), is used concurrently with CPT (Compensatory Leave Taken) or OTT (Overtime Leave Taken), the CPT and OTT takes must be entered on the employee timesheet. If the Administrator does not have access to the employee timesheet, they must coordinate the entry of CPT and / or OTT with someone who does have access, such as the Time & Labor Administrator.

The screenshot shows the 'Absence Event Entry' screen in the Cardinal system. The employee ID is TEST, and the name is tester test. The absence period is from 01/05/2011 to 07/04/2011. The table below lists the absence events:

*Absence Take Element	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status
STD TAKE ELEM	VSDP Short Term Disability	04/06/2011	04/15/2011	6.40	Norma	<input type="checkbox"/>	04/06/2011	Details	Administrator	Needs Approval
VAC TAKE ELEM	Vacation	04/06/2011	04/15/2011	1.60	Norma	<input type="checkbox"/>	04/06/2011	Details	Administrator	Approved
FMLA TAKE ELEM	Family and Medical Leave Act	04/06/2011	04/15/2011		Norma	<input type="checkbox"/>	04/06/2011	Details	Administrator	Needs Approval



Managing Concurrent Extended Absence Events (continued)

Favorites | Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event

Absence Event Entry | Forecast Messages

Employee ID: TEST Empl Record: 0 Name: [tester test](#)

From: 01/05/2011 [B] Through: 07/04/2011 [B] Refresh Forecast

Absence Events Customize | Find | View All | [B] | First 1-3 of 3 Last

Absence Take | Process Status | Forecast Value [B]

*Absence Take Element	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status		
STD TAKE ELEM [B]	VSDP Short Term Disability	04/06/2011 [B]	04/15/2011 [B]	6.40	Norma [v]	<input type="checkbox"/>	04/06/2011 [B]	Details	Administrator	Needs Approval	[+]	[-]
VAC TAKE ELEM [B]	Vacation	04/06/2011 [B]	04/15/2011 [B]	1.60	Norma [v]	<input type="checkbox"/>	04/06/2011 [B]	Details	Administrator	Approved	[+]	[-]
FMLA TAKE ELEM [B]	Family and Medical Leave Act	04/06/2011 [B]	04/15/2011 [B]		Norma [v]	<input type="checkbox"/>	04/06/2011 [B]	Details	Administrator	Needs Approval	[+]	[-]

[B] Save [B] Return to Search [B] Previous in List [B] Next in List [B] Notify [B] Refresh

Absence Event Entry | [Forecast Messages](#)



Extended Absences – Special Considerations

Some extended absence types require unique handling when entering and managing the absence in Cardinal.



Extended Absences – Special Considerations: Family and Medical Leave

In order for the employee to take FMLA in Cardinal, the Administrator must enter a balance adjustment to grant the employee hours. The process for entering a balance adjustment is covered in the **Adjusting Absence Entitlement Balances** lesson.

It is critical to always enter an **Absence Reason** for an FMLA event (e.g., FMLA Employee, FMLA Family, FMLA Military) to ensure proper accumulator tracking.



Extended Absences – Special Considerations: Short Term Disability (STD)

Only the AM Administrator can enter STD (Short Term Disability) on the **Absence Event** page.

You can enter STD on the same date with any other absence type, except for VSDP Sick (Virginia Sickness and Disability Program), to report scheduled hours that are not covered by Short Term Disability. If STD and VSDP Sick are entered on the same date, Cardinal displays an error message.

If the employee does not have sufficient balances of other absence types to cover the difference or chooses not to use paid leave, then STL (Short Term Leave Without Pay) take is used to indicate the unpaid time instead of the LNP (Leave without Pay) take. When you enter STL, the employee continues accruing vacation for the first 90 days of a Short Term Disability.

If employee is working while on Short Term Disability, use RSW (Short Term Disability Working) for tracking purposes, rather than RGS (i.e., a Time Reporting Code used to classify hours recorded on a timesheet as Regular Earnings – Salaried).

Employees working under Short Term Disability are eligible for a specified percent of hours paid per scheduled work day. Difference refers to the amount of hours that the employee uses to supplement the Short Term Disability hours to total the employee's scheduled hours per day.



Extended Absences – Special Considerations: Long Term Disability (LTD)

Only the AM Administrator can enter LTD (Long Term Disability) on the **Absence Event** page.

Use RLW (Long Term Disability Working) rather than RGS (Regular Earnings – Salaried) to track hours worked by an employee on LTD.



Extended Absences – Special Considerations: Worker’s Compensation (WCL)

Only the AM Administrator can enter WCL (Worker’s Compensation Leave) on the **Absence Event** page.

Use STL (Short Term Leave) to report unpaid time instead of LNP (Leave Without Pay) when an employee is on Worker’s Compensation Leave. This allows the employee to continue accruing vacation for the first 90 days of a Worker’s Compensation Leave.

When entering an extended absence for Worker’s Compensation Leave, use the **Comments** field on the **Absence Event Comments** page to record the claim number associated with the absence event.

Click the **Details** link associated with the absence request on the **Absence Event** page to open the **Absence Event Input Detail** page. Then click the **Comments** link near the bottom of the page.

Only one Worker’s Compensation Leave event can be entered per day. If a single Worker’s Compensation Leave event is entered for an employee and the hours need to be charged to two or more claim numbers, use the **Comments** field to indicate the number of hours charged to each claim.



Entering Absence Event Detail as Part of Managing Extended Absence Process

Favorites | Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event

Absence Event

Absence Event Input Detail

Absence Take:	<input type="text"/>	Absence Type:	
Absence Reason:	<input type="text"/>	Event Priority:	0
Entry Source:	Admin	Last Updated:	
Workflow Status:	Needs Approval	Process Status:	Not Processed
*Process Action:	Normal	Calendar Group ID:	
	<input type="checkbox"/> Voided Indicator	Process Date:	
	<input type="checkbox"/> Manager Approved	First Processed Date:	

Absence Begin / End Data

*Begin Date:	<input type="text"/>
End Date:	<input type="text"/>
Original Begin Date:	<input type="text"/>
Partial Days :	None

User Defined Fields

User Defined Fields 1	User Defined Fields 2
Date 1: <input type="text"/>	Date 2: <input type="text"/>
Character 1: <input type="text"/>	Character 2: <input type="text"/>
Monetary 1: <input type="text"/> Currency 1: <input type="text"/>	Monetary 2: <input type="text"/> Currency 2: <input type="text"/>
Decimal 1: <input type="text"/>	Decimal 2: <input type="text"/>
User Defined Fields 3	User Defined Fields 4
Date 3: <input type="text"/>	Date 4: <input type="text"/>
Character 3: <input type="text"/>	Character 4: <input type="text"/>
Monetary 3: <input type="text"/> Currency 3: <input type="text"/>	Monetary 4: <input type="text"/> Currency 4: <input type="text"/>
Decimal 3: <input type="text"/>	Decimal 4: <input type="text"/>

Override

Entitlement: <input type="text"/>	Adjustment: <input type="text"/>
-----------------------------------	----------------------------------

Comments

OK Cancel Refresh

Favorites | Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event

Absence Event

Absence Event Comments

Comment:

OK Cancel Refresh



Obtaining Approval as Part of Managing Extended Absence Process

The following extended absences first are set up by the Payroll Administrator, followed by the second level of approval performed by the HR Administrator:

- FML (Family Medical Leave)
- STD (Short-Term Disability)
- LTD (Long-Term Disability)
- WCL (Worker's Compensation)

Cardinal does not automatically route extended absence events entered by the Payroll Administrator. The Payroll Administrator must manually request (via e-mail, etc.) that the HR Administrator approve extended absence events entered by the Payroll Administrator.

To approve the extended absence, the HR Administrator navigates to the **Absence Event** page to approve:

Step 1: Identify the appropriate extended absence request.

Step 2: Click the **Details** link in the **Details** field for that request to access the **Absence Event Input Details** page.

Step 3: Select the **Manager Approved** checkbox.

Step 4: Click the **OK** button to return to the **Absence Event** page.

Step 5: Click the **Save** button.

The **Workflow Status** field will change to **Approved**.



Obtaining Approval as Part of Managing Extended Absence Process (continued)

Navigation: Favorites | Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event

Absence Event Entry

Employee ID: 00373281200 Empl Record: 0 Name: ROGER TESTERMAN

From: 04/27/2011 Through: 10/24/2011 Refresh Forecast

Absence Events Customize | Find | View All | First 1-3 of 3 Last

*Absence Take Element	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status		
STD TAKE ELEM	VSDP Short Term Disability	07/26/2011	07/29/2011	6.40	Norma	<input type="checkbox"/>	07/26/2011	Details	Administrator	Needs Approval	+	-
VAC TAKE ELEM	Vacation	07/26/2011	07/29/2011	1.60	Norma	<input type="checkbox"/>	07/26/2011	Details	Administrator	Approved	+	-
FML TAKE ELEM	Family and Medical Leave	07/26/2011	07/29/2011		Norma	<input type="checkbox"/>	07/26/2011	Details	Administrator	Needs Approval	+	-

Buttons: Save Return to Search Previous in List Next in List Notify Refresh



Obtaining Approval as Part of Managing Extended Absence Process (continued)

Favorites | Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event

Absence Event

Absence Event Input Detail

Absence Take:	<input type="text" value="STD TAKE ELEM"/>	Absence Type:	Short Term
Absence Reason:	<input type="text"/>	Event Priority:	0
Entry Source:	Admin	Last Updated:	07/26/2011
Workflow Status:	Needs Approval	Process Status:	Not Processed
*Process Action:	<input type="text" value="Normal"/>	Calendar Group ID:	
	<input type="checkbox"/> Voided Indicator	Process Date:	
	<input checked="" type="checkbox"/> Manager Approved	First Processed Date:	

Absence Begin / End Data

*Begin Date:	<input type="text" value="07/26/2011"/>
End Date:	<input type="text" value="07/29/2011"/>
Original Begin Date:	<input type="text" value="07/26/2011"/>
Partial Days :	<input type="text" value="Start Day Only"/>
Start Day Hours :	<input type="text" value="6.40"/> <input type="checkbox"/> Start Day is Half Day

User Defined Fields

User Defined Fields 1		User Defined Fields 2	
Date 1:	<input type="text"/>	Date 2:	<input type="text"/>
Character 1:	<input type="text"/>	Character 2:	<input type="text"/>
Monetary 1:	<input type="text"/>	Monetary 2:	<input type="text"/>
Decimal 1:	<input type="text"/>	Decimal 2:	<input type="text"/>
	Currency 1: <input type="text"/>		Currency 2: <input type="text"/>



Obtaining Approval as Part of Managing Extended Absence Process (continued)

Favorites | Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event

New Window | Help | Custom

Absence Event Entry

Employee ID: 00373281200 Empl Record: 0 Name: [ROGER TESTERMAN](#)

From: 04/27/2011 Through: 10/24/2011 Refresh Forecast

Absence Events Customize | Find | View All | First 1-3 of 3 Last

Absence Take Element	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status		
STD TAKE ELEM	VSDP Short Term Disability	07/26/2011	07/29/2011	6.40	Norma ▼	<input type="checkbox"/>	07/26/2011	Details	Administrator	Approved	+	-
VAC TAKE ELEM	Vacation	07/26/2011	07/29/2011	1.60	Norma ▼	<input type="checkbox"/>	07/26/2011	Details	Administrator	Approved	+	-
FML TAKE ELEM	Family and Medical Leave	07/26/2011	07/29/2011		Norma ▼	<input type="checkbox"/>	07/26/2011	Details	Administrator	Needs Approval	+	-

Save Return to Search Previous in List Next in List Notify Refresh



Reviewing Current and Future Absence Balances

Use the **Balance Inquiry** page to view an employee's current entitlement balance.

Click the **Review Absence Balances** link from the **Maintain Absences** page to access the **Review Absence Balances (search)** page.

You can navigate to this page using the following path:

Cardinal FIN > Cardinal HCM > Main Menu > Global Payroll & Absence Management > Payee Data > Maintain Absences > Review Absence Balances

From the search page, enter the employee search criteria and click the **Search** button.

Favorites > Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Review Absence Balances

Review Absence Balances

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Maximum number of rows to return (up to 300):

Empl ID:

Empl Record:

Name:

Last Name:

Second Last Name:

Alternate Character Name:

Middle Name:

Case Sensitive

[Basic Search](#)



Review Absence Balances Page

The **Review Absence Balances** page appears. This page has the following tabs:

- Current Balance
- Forecast Balance
- Forecast Messages

Favorites Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Review Absence Balances

Current Balance Forecast Balance Forecast Messages

Employee ID: 111119 Empl Record: 0 Name: [Tommy Turtle](#)

Absence Entitlement Current Balance Customize | Find | View All | First 1-10 of 27 Last

Accumulator Balance User Keys

Accumulator Period	Entitlement Element	Element Name	Amount	From	Through
Year to Date	VAC ENT ELEM	VAC ENT ELEM_BAL	306.000000	01/10/2012	01/09/2013
Year to Date	ALI ENT ELEM	ALI ENT ELEM_BAL	0.000000	01/10/2012	01/09/2013
Year to Date	CSL ENT ELEM	CSL ENT ELEM_BAL	0.000000	01/10/2012	01/09/2013
Year to Date	LTD ENT ELEM	LTD ENT ELEM_BAL	0.000000	01/10/2012	01/09/2013
Year to Date	MIL ENT ELEM	MIL ENT ELEM_BAL	0.000000	10/01/2011	09/30/2012
Year to Date	MIP ENT ELEM	MIP ENT ELEM_BAL	0.000000	10/01/2011	09/30/2012
Year to Date	MLD ENT ELEM	MLD ENT ELEM_BAL	0.000000	01/10/2012	01/09/2013
Year to Date	PD1 ENT ELEM	PD1 ENT ELEM_BAL	0.000000	01/10/2012	01/09/2013
Year to Date	PD2 ENT ELEM	PD2 ENT ELEM_BAL	0.000000	01/10/2012	01/09/2013
Year to Date	BMO ENT ELEM	BMO ENT ELEM_BAL	0.000000	01/10/2012	01/09/2013

Return to Search Notify Refresh

[Current Balance](#) | [Forecast Balance](#) | [Forecast Messages](#)



Current Balance Tab

The **Current Balance** tab displays the absence balances for each absence type and includes the **Entitlement Element** (absence type), the **Amount** (current balance in hours) and as of dates (**From** and **Through**).

Current Balance					
Forecast Balance		Forecast Messages			
Employee ID:	111112	Empl Record:	0	Name:	<u>Bugs Bunny</u>
Absence Entitlement Current Balance					
Customize Find View All First 1-10 of 26 Last					
Accumulator Balance					
User Keys					
Accumulator Period	Entitlement Element	Element Name	Amount	From	Through
Year to Date	VAC ENT ELEM	VAC ENT ELEM_BAL	12.000000	01/10/2010	01/09/2011
Year to Date	ALI ENT ELEM	ALI ENT ELEM_BAL	0.000000	01/10/2010	01/09/2011
Year to Date	CSL ENT ELEM	CSL ENT ELEM_BAL	64.000000	01/10/2010	01/09/2011
Year to Date	LNP ENT ELEM	LNP ENT ELEM_BAL	0.000000	01/10/2010	01/09/2011
Year to Date	LTD ENT ELEM	LTD ENT ELEM_BAL	0.000000	01/10/2010	01/09/2011
Year to Date	MIL ENT ELEM	MIL ENT ELEM_BAL	0.000000	10/01/2010	09/30/2011
Year to Date	MIL ENT ELEM	MIL ENT ELEM_BAL	0.000000	01/10/2010	01/09/2011
Year to Date	MIP ENT ELEM	MIP ENT ELEM_BAL	0.000000	10/01/2010	09/30/2011
Year to Date	MIP ENT ELEM	MIP ENT ELEM_BAL	0.000000	01/10/2010	01/09/2011
Year to Date	MLD ENT ELEM	MLD ENT ELEM_BAL	0.000000	01/10/2010	01/09/2011



Forecast Balance Tab

The **Forecast Balance** tab allows you to forecast a specific absence type for the employee. Once you click the **Forecast Balance** tab, the **Forecast Balance** page appears:

- Select the **Absence Take Element**
- Enter a date value in the **As Of Date** field
- Click the **Forecast** button

The information displays for the absence type you selected. The fields displayed are:

- **Secondary Element:** Defaults to the Absence Take Element
- **Forecast Element:** The name of the balance accumulator
- **Type:** Always defaults to **Accumulator**
- **Numeric Value:** Forecasted entitlement balance
- **Character Value** and **Date Value:** Fields are not used in Cardinal



Reviewing Current and Future Absence Balances (continued)

Favorites | Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Review Absence Balances

Current Balance | Forecast Balance | Forecast Messages

Employee ID: 00302034400 Empl Record: 0 Name: BETTY WHITE

Absence Take Element:

As Of Date:

[Forecast](#)

Forecast Balance Results Detail Customize | Find | View All | | First 1 of 1 Last

Forecast Results | Accumulator Results | User Keys

Secondary Element	Forecast Element	Type	Numeric Value	Character Value	Date Value
			0.000000		

[Return to Search](#) [Notify](#) [Refresh](#)

[Current Balance](#) | [Forecast Balance](#) | [Forecast Messages](#)



Reviewing Current and Future Absence Balances (continued)

Favorites | Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Review Absence Balances

Current Balance | Forecast Balance | Forecast Messages

Employee ID: 00302034400 Empl Record: 0 Name: BETTY WHITE

Absence Take Element:

As Of Date:

Forecast Balance Results Detail Customize | Find | View All | | First 1 of 1 Last

Forecast Results | Accumulator Results | User Keys

Secondary Element	Forecast Element	Type	Numeric Value	Character Value	Date Value
VAC TAKE ELEM	VAC ENT ELEM_BAL	Accumulatr	337.000000		

[Current Balance](#) | [Forecast Balance](#) | [Forecast Messages](#)



Lesson 2: Checkpoint

Now is your opportunity to check your understanding of the course material.

Answer the review questions below:

1. What information is available to view on the Current Balance tab?
2. In order to find out what the balance will be for an employee at a future date you would use the _____ tab.
3. This tab is not typically used by Administrators because the forecasted messages are related to data or configuration issues.



Lesson 2: Summary

In this lesson, you learned:

- How to enter and modify absences requests and events
- How to enter and manage extended absences
- The process to review employee absence balances



Lesson 3: Adjusting Absence Entitlement Balances

In this lesson, you will learn about the following topics:

- Adjusting Absence Entitlement Balances
- Initiate and Manage a Leave Donation Request



Manual Adjustment of Absence Entitlement Balances

Not all absence types are granted based on an annual entitlement or accrual during the leave year. Some absence types must be manually set up for an employee:

- ELP (Educational Leave)
- ALI (Annual Leave Incentive)
- MIL (Military Leave)

The balances are manually granted or adjusted.

Absence type balances are also adjusted where there is an exception. There are a few exceptions for absence type balances. It is better to first investigate the root cause of the issue as opposed to quickly adjusting the balance without verifying the facts. For example, if the employee's vacation accrual is incorrect, there is an underlying reason, e.g., Action of LOA (Leave of Absence) on job data or incorrect Company Seniority Date, that is causing the incorrect accruals. Absence based absences rarely need to be adjusted.



Manual Adjustment of Absence Entitlement Balances – Absences Page Search

Use the **Absences** page to adjust an employee's absence balance.

You navigate to this page using the following path:

Cardinal FIN > Cardinal HCM > Main Menu > Global Payroll & Absence Management > Payee Data > Adjust Balances > Absences

Favorites | Main Menu > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences

Absences

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

Empl ID:	begins with	<input type="text"/>
Empl Record:	=	<input type="text"/>
Pay Group:	begins with	<input type="text"/>
Calendar ID:	begins with	<input type="text"/>
Name:	begins with	<input type="text"/>
Period Begin Date:	>=	<input type="text"/>
Period End Date:	<=	<input type="text"/>

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)



Manual Adjustment of Absence Entitlement Balances - Absences Page Search (continued)

On the **Absences** search page, enter search criteria to access the employee that you are making the adjustment for:

- **Empl ID or Name**

After entering the employee information select one of the following to identify when the balance adjustment is effective:

- **Calendar ID:** Run control parameter for the Calculate Absence and Payroll process that identifies the pay period for which the process is run.
- **Period Begin Date:** The date when the absence begins (enter date or click the calendar icon to choose).
- **Period End Date:** The date when the absence ends (enter the date or click the calendar icon to choose).

For absence adjustments, except VAC (Vacation) and SCK (Traditional Sick), you make the adjustment in the period that you want the employee to be able to take that leave type. In the rare instances in which VAC and SCK leave require adjustments, you make the adjustment in the period prior to the period that you want the employee to be able to take the VAC or SCK leave. For example, if you want the employee to be able to use a VAC leave adjustment during the period ending March 9, make the VAC adjustment using the pay period end date February 24.



Manual Adjustment of Absence Entitlement Balances – Absences Page Search (continued)

Favorites | Main Menu > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences

Absences

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

Empl ID:

Empl Record:

Pay Group:

Calendar ID:

Name:

Period Begin Date:

Period End Date:

Case Sensitive

[Basic Search](#)



Calendar ID Look Up

If you choose the **Calendar ID** look up, the calendars available for the selected employee appear at the bottom of the page. To choose the calendar for the effective date of the change, select it from the search list.

Favorites | Main Menu > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences

Find an Existing Value

Maximum number of rows to return (up to 300):

Empl ID: begins with

Empl Record: =

Pay Group: begins with

Calendar ID: begins with

Name: begins with

Period Begin Date: >=

Period End Date: <=

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Search Results

[View All](#) First 1-100 of 180 Last

Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date
3333	0	SEMIMNTHLY	DUMMY	Ella Cindy	12/10/2010	12/24/2010
3333	0	SEMIMNTHLY	SMLV201019	Ella Cindy	12/10/2010	12/24/2010
3333	0	SEMIMNTHLY	SMLV201020	Ella Cindy	10/25/2010	11/09/2010
3333	0	SEMIMNTHLY	SMLV201021	Ella Cindy	11/10/2010	11/24/2010
3333	0	SEMIMNTHLY	SMLV201022	Ella Cindy	11/25/2010	12/09/2010
3333	0	SEMIMNTHLY	SMLV201023	Ella Cindy	12/10/2010	12/24/2010
3333	0	SEMIMNTHLY	SMLV201024	Ella Cindy	12/25/2010	01/09/2011
3333	0	SEMIMNTHLY	SMLV201100	Ella Cindy	01/10/2011	01/10/2011
3333	0	SEMIMNTHLY	SMLV201101	Ella Cindy	01/10/2011	01/24/2011
3333	0	SEMIMNTHLY	SMLV201102	Ella Cindy	01/25/2011	02/09/2011
3333	0	SEMIMNTHLY	SMLV201103	Ella Cindy	02/10/2011	02/24/2011





Manual Adjustment of Absence Entitlement Balances – Absences Page

Once you have selected the employee and calendar, the **Absences** page displays. The top section of this page populates based on the values entered on the search page. Review this information to confirm that the right selection was made.

Favorites Main Menu > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences

Absences

Employee ID:	3333	Name:	<u>Ella Cindy</u>	Empl Record:	0
Pay Group:	SEMIMNTHLY	Description:	Semi-Monthly Salaried AM	Pay Entity:	COVA
Calendar ID:	SMLV201214	Begin Date:	07/25/2012	End Date:	08/09/2012

Balance Adjustments						Customize	Find	View All	1 of 1	First	Last
Element Name	Description	Balance Adjustment	Begin Date	End Date							
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						



Steps to Manually Adjust Absence Entitlement Balances

To make a balance adjustment for an absence type use the following steps:

1. Select the absence type in the **Element Name** field. The **Description** field will automatically populate based on your selection.
2. Click in the **Balance Adjustment** field and enter the amount in hours.
3. Once you select an **Element Name** the **Begin Date** and **End Date** populate from the **Calendar ID** you designated in your search criteria for this page. Clear the **Begin Date** and **End Date** fields.
4. Click the **Save** button.

The balance adjustment has been successfully added. Adjustment made to prior leave years and / or pay periods are processed the next time the **Calculate Absence and Payroll** daily process runs. Adjustments that are future dated process when the calendar you select is processed.

The screenshot shows the 'Absences' page in a web application. The breadcrumb trail is: Favorites > Main Menu > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences. The page title is 'Absences'. Employee information is displayed: Employee ID: 3333, Name: Ella Cindy, Empl Record: 0, Pay Group: SEMIMNTHLY, Description: Semi-Monthly Salaried AM, Pay Entity: COVA, Calendar ID: SMLV201114, Begin Date: 07/25/2011, End Date: 08/09/2011. A table titled 'Balance Adjustments' is shown with the following data:

Element Name	Description	Balance Adjustment	Begin Date	End Date
ALI ENT ELEM	Annual Leave Incentive	16		

Below the table are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.



Steps to Manually Adjust Absence Entitlement Balances (continued)

Favorites Main Menu > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences

Absences

Employee ID: 3333 Name: Ella Cindy Empl Record: 0
Pay Group: SEMIMNTHLY Description: Semi-Monthly Salaried AM Pay Entity: COVA
Calendar ID: SMLV201114 Begin Date: 07/25/2011 End Date: 08/09/2011

Balance Adjustments		Customize	Find	View All	First	1 of 1	Last
Element Name	Description	Balance Adjustment	Begin Date	End Date			
ALI ENT ELEM	Annual Leave Incentive	16			+	-	

Save Return to Search Previous in List Next in List Notify



Reasons to Manually Adjust Absence Entitlement Balances

There are various reasons that a balance requires adjustment.

For example, if there are retroactive changes to an employee's anniversary date in **PMIS**, the Absence Management Administrator is notified as the employee's absence balance may need to be adjusted. The **PMIS** interface will send over the new Company Seniority Date, which is in the date field used to determine years of service for some accruals, e.g., VAC (Vacation), SCK (Traditional Sick), and the VAC carryover maximum. The field is not effective dated in Cardinal, so retro absence calculations will not be triggered. The new seniority date will be used in absence calculations going forward starting with the pay period when the new date was received in Cardinal. The Absence Management Administrator would need to manually adjust the absence balances to account for any incorrect accruals prior to that period.

Balance adjustments entered directly into Cardinal on the **Absences Page** are not displayed until the Calendar ID is finalized at the end of the pay period. However, once the balance adjustment is entered and processed by the daily Calculate Absence and Payroll process, the balance available to the employee for leave entry and forecasting is updated accordingly.

Once the Calculate Absence and Payroll process has run and the pay period is finalized, a Self Service employee can view the adjusted balance as of the end of the last pay period.



Processing Leave Donations

Employees who wish to donate leave to another employee may contact their supervisor for guidance.

Absence Management Administrators:

- Initiate and manage the donation request by entering balance adjustments for the recipient and donors
- Return unused leave

Please refer to the **Processing Leave Donation Job Aid** to find step by step instructions for completing a leave donation.



Lesson 3: Summary

In this lesson, you learned how to:

- Adjust absence entitlement balances for employees
- Process leave donations



Lesson 4: Managing Absence and Payroll Processing

In this lesson, you will learn about the following topics:

- Calculate Absence and Payroll batch process
- Reviewing Absence and Payroll Processing
- Reviewing Results by Calendar Group or Calendar
- Running Absence Conversion Processing



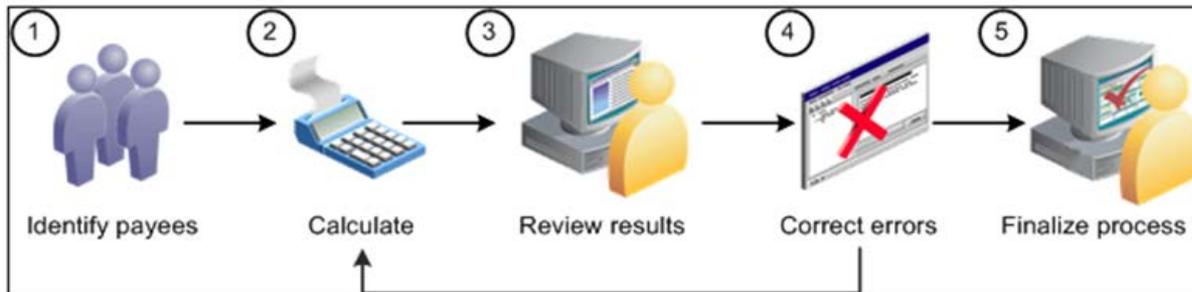
Calculate Absence and Payroll Process

Calculate Absence and Payroll is a daily batch process that calculates all absence entitlements (automatic and granted) and takes.

Calculate Absence and Payroll includes:

- Absence Entitlements: This process updates frequency-based entitlement and makes entitlements available.
- Absence Takes: During this process, Cardinal calculates the number of hours per day for each take.
- Retroactive Changes: This iterative process updates all intervening time periods up to the present when you add, update, delete an event or make changes to job data that affect a period that has already been processed.

The calendar must be manually finalized at the close of the pay period by the Payroll Administrator.





Run Calculate Absence and Payroll Process

To run the Calculate Absence and Payroll process, navigate to the **Calculate Absence and Payroll** page.

You can navigate to this page using the following path:

Cardinal FIN > Cardinal HCM > Main Menu > Global Payroll & Absence Management > Absence and Payroll Processing > Calculate Absence and Payroll

Enter the **Run Control ID** and click **Search**. If this is the first time that you are running this process, a **Run Control ID** must be created.

The screenshot shows the 'Calculate Absence and Payroll' page in a web browser. The breadcrumb navigation at the top reads: 'Favorites > Main Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Calculate Absence and Payroll'. The page title is 'Calculate Absence and Payroll'. Below the title, there is a prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. A text input field contains '300' with the label 'Maximum number of rows to return (up to 300):'. Below that is a dropdown menu for 'Run Control ID: begins with' and an empty text input field. A checkbox labeled 'Case Sensitive' is unchecked. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. At the very bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.



Run Calculate Absence and Payroll Process – Complete Process Parameters for Run Control

After entering the **Run Control ID**, the **Calculate Absence and Payroll** page will appear.

Select the input parameters:

- Select **Calendar Group ID**. The list will only include calendars that have not been finalized and therefore the value at the top of the list should reflect the current pay period.
- Confirm and select the value for the desired Calendar Group ID. You should always select the top, most current pay period.

Select the processing phases and options:

- If the **Open** field checkbox is checked, it means that the process has been run at least once previously and the employees (payees) have been identified. Check the box for the **Calculate** field.
- If the **Open** field checkbox is not checked, typically it is the beginning of a new pay period. Click both **Identify** and **Calculate**.

After selecting the appropriate parameters, the process is ready to run. Click the **Save** button and then click the **Run** button.

The screenshot shows the 'Calculate Absence and Payroll' web application interface. The breadcrumb trail at the top reads: 'Favorites | Main Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Calculate Absence and Payroll'. The main title is 'Calculate Absence and Payroll'. Below the title, the 'Run Control ID' is set to 'test01'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Payroll / Absence Run' section contains the following fields: '*Calendar Group ID' (SMLVYR2013), 'Stream Number' (empty), 'Group List ID' (empty), 'SMLV Cal Group Yr 2013' (text), 'Open' checkbox (unchecked), 'Process Number: 001', and 'Language: English' (dropdown). The 'Processing Phases and Options' section includes checkboxes for: 'Identify' (checked), 'Calculate' (unchecked), 'Freeze' (unchecked), 'Un-freeze' (unchecked), 'Finalize' (unchecked), 'Suspend' (unchecked), 'Cancel' (unchecked), 'Suspend Active' (unchecked), 'Recalculate All' (unchecked), and 'Identified' (unchecked). Below this section are links for 'Restart Information' and 'Debug and Tuning Options'. At the bottom, there is a toolbar with buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.



Run Calculate Absence and Payroll Process – Submit to Process Scheduler

To run the Calculate Absence and Payroll process:

1. Click the **Run** button to access the **Process Scheduler Request** page.
2. Click the **OK** button.

Process Scheduler Request

User ID: V_TA_AM_PROCESSOR Run Control ID: test01

Server Name: Run Date: 07/26/2011

Recurrence: Run Time: 1:34:55PM

Time Zone: 🔍

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Global Payroll & Absence Mgmt	GPPDPRUN	COBOL SQL	(None)	(None) ▼	Distribution



Run Calculate Absence and Payroll Process - Cancel to Stop the Process

If you need to cancel the process, e.g., the process run status indicates an error or the wrong calendar is processed, go to the **Calculate Absence and Payroll** page.

To cancel the process, click the box for the **Cancel** field, click the **Save** button, and then click the **Run** button. The **Process Scheduler Request** page will appear.

Cancelling the process can only be done if the **Calendar Group ID** has not been finalized.

The screenshot shows the 'Calculate Absence and Payroll' web application interface. At the top, there is a breadcrumb trail: 'Favorites | Main Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Calculate Absence and Payroll'. Below this, the title 'Calculate Absence and Payroll' is displayed. The 'Run Control ID' is set to 'TEST'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Payroll / Absence Run' section contains several input fields: 'Calendar Group ID' (highlighted with a red box), 'Stream Number', 'Group List ID', 'Process Number', and 'Language' (set to 'English'). The 'Processing Phases and Options' section includes checkboxes for 'Identify', 'Calculate', 'Freeze', 'Finalize', 'Un-freeze', 'Suspend', 'Cancel' (highlighted with a red box), 'Suspend Active', 'Recalculate All', and 'Identified'. At the bottom, there are links for 'Restart Information' and 'Debug and Tuning Options', and a row of buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.



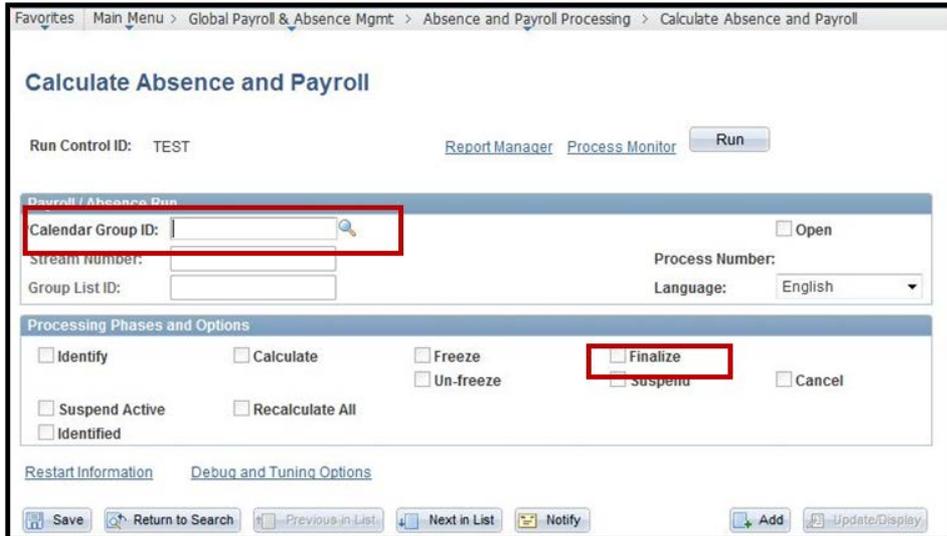
Run Calculate Absence and Payroll Process - Finalize Instance

Finalizing is done at the end of the pay period after all data has been entered into the system for the current period and for any prior period adjustments.

Prior to finalizing, run the process one more time in the calculate mode. This will ensure any last minute changes are picked up. Once you have completed that, the calendar is ready to be finalized.

To finalize, you follow the same process as above and also check the box for the **Finalize** field (instead of Calculate). Click the **Save** button and then click the **Run** button.

Finalizing is complete once you receive the confirmation that the process run has been successful.





Run Calculate Absence and Payroll Process - Finalize Instance (continued)

You cannot cancel or undo a finalized process. The entitlement and accumulator balances are updated in Self Service based on this finalization.



Review Absence and Payroll Processing Page

On the **Review Absence and Payroll Processing** page you can review calculation results and payee status. Calculation results are viewed by employee and calendar or calendar group.

The information that you view on this page can be used to:

- **Troubleshoot Issues:** For example, accessing previous calendars may help identify the cause if an employee indicates that his or her balances are not calculating properly.
- **Review Adjustments:** If adjustments were made for an employee, you can access the calendar to ensure the adjustments were processed.



Absence and Payroll Processing View Options

There are various ways that you can view absence and payroll processing information:

- Review results by calendar group or calendar
- Review payee and payee status

Some of the items you can view are:

- Accumulators
- Supporting Elements
- Absence Data
- Payee Status



Accessing Results by Calendar or Calendar Group

You have two options for reviewing results:

- Calendar
- Calendar Group



Accessing Results by Calendar Group

The Calendar Group View is based on the semimonthly pay period. Results will display not only the Calendar ID you selected, but other Calendar IDs with retroactive changes that impact it.

Calendar ID column shows the Calendar ID(s) for the pay periods that were processed as part of the calendar Group.

The **Calendar ID** listed first in this column is the one that had the oldest retroactive change.

Version Number column shows the number of times a calendar was reprocessed for that employee. In this example, **Calendar ID** SMLV201019 has two versions.

Calendar Group Results | Accumulators | Supporting Elements

Joe CEO EMP ID: 111110 Empl Record: 0
Calendar Group ID: SMLV201103 SMLV Cal Group 03 2011

Calendar ID	Segment Begin Date	Segment End Date	Calculate Action	Segment Number	Version Number	Revision Number	Segment Detail
SMLV201019	10/10/2011	10/24/2011	Calculate	1	2	1	Segment Detail
SMLV201021	11/10/2010	11/24/2010	Calculate	1	2	1	Segment Detail
SMLV201022	11/25/2010	12/09/2010	Calculate	1	2	1	Segment Detail
SMLV201023	12/10/2010	12/24/2010	Calculate	1	2	1	Segment Detail
SMLV201024	12/25/2010	01/09/2011	Calculate	1	2	1	Segment Detail

Additional Result Pages
[Absence Data](#) [Positive Input - Absence](#) [Generated Positive Input](#)

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

Calendar Group Results | Accumulators | Supporting Elements



Accessing Results by Calendar Group (continued)

Navigation: Favorites | Main Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Review Absence/Payroll Info

Calendar Group Results | Accumulators | Supporting Elements

Joe CEO EMP ID: 111110 Empl Record: 0
Calendar Group ID: SMLV201103 SMLV Cal Group 03 2011

Segment Information by Calendar Customize | Find | View All | 1-5 of 9 | First | Last

Calendar ID	Segment Begin Date	Segment End Date	Calculate Action	Segment Number	Version Number	Revision Number	Segment Detail
SMLV201019	10/10/2011	10/24/2011	Calculate	1	2	1	Segment Detail
SMLV201021	11/10/2010	11/24/2010	Calculate	1	2	1	Segment Detail
SMLV201022	11/25/2010	12/09/2010	Calculate	1	2	1	Segment Detail
SMLV201023	12/10/2010	12/24/2010	Calculate	1	2	1	Segment Detail
SMLV201024	12/25/2010	01/09/2011	Calculate	1	2	1	Segment Detail

Additional Result Pages

[Absence Data](#) [Positive Input - Absence](#) [Generated Positive Input](#)

Return to Search | Previous in List | Next in List | Notify

Calendar Group Results | Accumulators | Supporting Elements



Accessing Results by Calendar Group (continued)

The Calendar view is also based on the semi-monthly pay period. The Calendar view shows the information based on the **Calendar ID** selected. Items processed more than once, are identified by the version number.

Calendar Group ID column shows the Calendar Group ID(s) that the calendar was processed for an employee. Selecting the most recent Calendar Group ID will show the results of accumulators and daily data currently in effect.

You can navigate to either the Calendar View or Calendar Group View by using the following path:

Cardinal FIN > Cardinal HCM > Main Menu > Global Payroll & Absence Management > Absence and Payroll Processing > Review Absence/Payroll Info > Results by Calendar (or Results by Calendar Group)

Calendar Group ID	Segment Begin Date	Segment End Date	Calculate Action	Segment Number	Version Number	Revision Number	Segment Detail
SMLV201103	02/10/2011	02/24/2011	Calculate	1	1	1	Segment Detail
SMLV201106	02/10/2011	02/24/2011	Calculate	1	2	1	Segment Detail



Absence Data Results by Calendar Group or Calendar

Once you navigate to the **Calendar Group View** or **Calendar View** page, click the **Absence Data** link to open the **Absence Data** tab and view an employee's absence data by day. The daily data lists absence events by day, the hours accumulated for that day and other information associated with the each absence event. You can use this information to check the absence types and hours an employee used during a defined period of time.

Navigation: Favorites | Main Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Review Absence/Payroll Info > Results by Calendar

Calendar Results | Accumulators

Joe CEO EMP ID: 111110 Empl Record: 0
Calendar ID: SMLV201103 Pay Group: SEMIMNTHLY Semi-Monthly Salaried AM

Segment Information by Calendar Group Customize | Find | View All | First 1-2 of 2 Last

Calendar Group ID	Segment Begin Date	Segment End Date	Calculate Action	Segment Number	Version Number	Revision Number	Segment Detail
SMLV201103	02/10/2011	02/24/2011	Calculate	1	1	1	Segment Detail
SMLV201106	02/10/2011	02/24/2011	Calculate	1	2	1	Segment Detail

Additional Result Pages

[Absence Data](#) [Positive Input - Absence](#) [Generated Positive Input](#)

Return to Search | Previous in List | Next in List | Notify

Calendar Results | [Accumulators](#)



Absence Data Results by Calendar Group or Calendar (continued)

[Favorites](#) | [Main Menu](#) > [Global Payroll & Absence Mgmt](#) > [Absence and Payroll Processing](#) > [Review Absence/Payroll Info](#) > [Results by Calendar](#)

[Calendar Results](#) | [Accumulators](#) | [Supporting Elements](#)

Joe CEO EMP ID: 111110 Empl Record: 0
 Calendar ID: SMLV201219 Pay Group: SEMIMNTHLY Semi-Monthly Salaried AM

Segment Information by Calendar Group [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 2](#) | [Last](#)

Calendar Group ID	Segment Begin Date	Segment End Date	Calculate Action	Segment Number	Version Number	Revision Number	Segment Detail
SMLV201219	10/10/2012	10/24/2012	Calculate	1	1	1	Segment Detail
SMLV201220	10/10/2012	10/24/2012	Calculate	1	2	1	Segment Detail

[Additional Result Pages](#)
[Absence Data](#) | [Positive Input - Absence](#) | [Generated Positive Input](#)

[Favorites](#) | [Main Menu](#) > [Global Payroll & Absence Mgmt](#) > [Absence and Payroll Processing](#) > [Review Absence/Payroll Info](#) > [Results by Calendar](#)

[Calendar Results](#) | [Absence Data](#)

Joe CEO EMP ID: 111110 Empl Record: 0
 Calendar ID: SMLV201219 SEMIMNTHLY

Calendar Information [Find](#) | [View All](#) | [First](#) | [1 of 2](#) | [Last](#)

Calendar Group ID: SMLV201219 **Description:** SMLV Cal Group 19 2012
Segment Number: 1 **Version:** 1 **Revision:** 1
Gross Result Value: 0.000000 USD **Net Result Value:** 0.000000 USD

Absence Daily Data [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

[Absence Detail1](#) | [Absence Detail2](#) | [Begin / End Data](#) | [Schedule Data and Config Fields](#) | [Related Elements](#)

Element Name	Description	Absence Date	Day	Day Count	Paid	Unpaid	Entitlement Balance	Balance Detail
SDP TAKE ELEM	VSDP Sick Leave	10/24/2012	Wednesday	4.000000	4.000000		54.000000	Balance Detail

[Return To Main Result Pages](#)
[Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#)



Absence Data Results by Calendar Group or Calendar - Schedule Data and Config Fields Tab

Click the **Schedule Data and Config Fields** tab. Additional fields display including a **Work Schedule** field.

Click the **Work Schedule** link to access information about the employee's work schedule on the day of the absence event.

The screenshots show the following data:

Employee Information: Tommy Turtle, EMP, ID: 111119, Empl Record: 0

Calendar Information: Calendar Group ID: SMLV201105, SMLV Cal Group 05 2011

Absence Daily Data (Left Screenshot):

Element Name	Description	Absence Date	Day	Day Count	Paid	Unpaid
ERL TAKE ELEM	Employee Recognition Program	03/15/2011	Tuesday			
ERL TAKE ELEM	Employee Recognition Program	03/14/2011	Monday			

Absence Daily Data (Right Screenshot):

Element Name	Description	Absence Date	Configuration Fields	Scheduled Work Hours	Work Schedule	Alternate Scheduled Hours	Alternate Work Schedule
ERL TAKE ELEM	Employee Recognition Program	03/15/2011	Configuration Fields	8.00	Work Schedule		Alternate Work Schedule
ERL TAKE ELEM	Employee Recognition Program	03/14/2011	Configuration Fields	8.00	Work Schedule		Alternate Work Schedule



View Accumulator Results – Employee Absence Entitlement and Granted Absence Balances

Click the **Accumulator** tab to view an employee's usage of his or her absence entitlements balances (e.g., Vacation) and granted absence balances (e.g., FMLA usage).

Five absence type accumulator results display. Click the **View All** link to expand the Accumulators section.

Navigation: Favorites | Main Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Review Absence/Payroll Info > Results by Calendar

Calendar Results | **Accumulators** | Supporting Elements

Joe Ceo EMP ID: 00123456700 Empl Record: 0
Calendar ID: SMLV201219 Pay Group: SEMIMNTHLY Semi-Monthly Salaried AM

Calendar Information Find | View All First 2 of 2 Last
Calendar Group ID: SMLV201220 Description: SMLV Cal Group 20 2012
Segment Number: 1 Version: 2 Revision: 1
Gross Result Value: 0.000000 USD Net Result Value: 0.000000 USD

Accumulators Customize | Find | **View 5** | First 1-90 of 90 Last

Accumulator Results User Keys

Period	Element Name	Amount	Description	From	Through
Calendar Period	VAC XFR PRD_ADJ	0.000000	VAC XFR PRD_ADJ	10/10/2012	10/24/2012
Calendar Period	VAC PRD ACUM_ACRL	9.000000	VAC Period Accrual	10/10/2012	10/24/2012
Year to Date	VAC ENT ELEM_TAKE	221.500000	Vacation	01/10/2012	01/09/2013
Year to Date	VAC ENT ELEM_ENT	171.000000	Vacation	01/10/2012	01/09/2013



Running Absence Conversion Processing

The Payroll Administrator manually initiates the absence conversion process on the last day of the pay period after the calendar has been finalized. It is run one time for the pay period. This process pushes the absence earnings to a table that combines them with productive time earnings. This table is then used by reports and interfaces.

Navigation: [Favorites](#) | [Main Menu](#) > [Global Payroll & Absence Mgmt](#) > [Absence and Payroll Processing](#) > [Absence Conversion Processing](#) > [To Payroll for North America](#)

To Payroll for North America

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Maximum number of rows to return (up to 300):

Run Control ID:

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)



Lesson 4: Summary

In this lesson, you learned how to:

- Calculate absences
- Review absence information
- Review results by Calendar Group or Calendar ID
- Run absence conversion processing



Lesson 5: Reports, Queries, and Online Inquiries

In this lesson, you will learn about the following topics:

- Reports
- Queries
- Online Inquiries



Reports

There are several key Absence Management reports available for use by Administrators. Two of the most frequently used reports include:

- Employee Leave Report
- Potential Vacation Leave Forfeiture Report



Employee Leave Report

The Employee Leave Report provides the leave balances and related detail transactions (if selected) for:

- an individual employee
- a specified organization
- a specified group of organizations such as a district-wide or residency-wide as reflected on the organization tree

The leave types included in the summary section are all leave types that have had any activity from the beginning of the Leave Year through the Pay Period End Date as specified in the run control parameters.

At a minimum this includes leave types that accrue (e.g., vacation and sick). Even if the Current Balance for a specific Leave Type with multiple transactions (e.g., accruals, takes, adjustments, and donations) calculates to zero (00.0), that leave type is included, reflecting the various types of leave activity that net to zero.





Employee Leave Report (continued)

If a leave type has no activity, has zero (00.0) Balance Forward, and has zero (00.0) Current Balance for the time span of the report as specified in the run control parameters, that Leave Type is not included on the report.

You can access this report using the following path:

Cardinal FIN > Cardinal HCM > Main Menu > Global Payroll & Absence Management > Reports > Employee Leave





Potential Vacation Leave Forfeiture Report

This report notifies supervisors, employees, and timekeepers about employee's losing leave within a predefined timeframe. This report can be run by Business Unit, Department, Employee ID and Pay Period End Date. The report is set up to be run for only one absence type – vacation.

You can access this report using the following path:

Cardinal FIN > Cardinal HCM > Main Menu > Global Payroll & Absence Mgmt> Payroll Processing > Reports > Potential Leave Forfeiture





Queries

Administrators' queries include:

- Donated Leave Usage: V_TA_DONATED_LEAVE
- Balance Adjustments: V_TA_ABS_ADJUSTMENTS



Donated Leave Usage Query

This query shows any leave donation taken during a specified pay period (or multiple pay periods). It returns any or all regular time reported by an employee with a balance of donated leave, the current balance of donated leave as of the leave period end date and the donated leave used within the leave period.

Any regular time reported indicates that an employee has returned to work and may no longer be eligible to have a balance of donated leave if they worked every day of the pay period. Reported time shows regardless if the employee took only partial days out of the pay period, e.g., an employee reporting time at the beginning of the period but still taking leave donations the rest of the period.

This query indicates that an employee who has leave balances may or may not be eligible for the pay period. If the employee reports reported time for each day of the pay period, the is deemed ineligible as having returned from Leave Without Pay Status. Note that balances are updated and reflected only per pay period once the AM processing has been finalized after the pay period end date.





Donated Leave Usage Query (continued)

This query can be accessed using the following path:

Cardinal FIN > Cardinal HCM > Main Menu > Reporting Tools > Query > Query Manager > V_TA_DONATED_LEAVE

The query displays the following:

- Employee ID
- Name
- Business Unit
- Department ID
- Calendar ID (leave period ID)
- Days per Calendar ID (indicate date of absence taken)
- Amount of Donated leave Taken on each day
- Reported Payable Time for the duration of the Calendar period
- Paid Payable Time for the duration of the Calendar period
- The current balance of the leave donations as of period end date (per pay period)





Balance Adjustments Query

The Balance Adjustments Query reports leave balance adjustment transactions.

This query can be accessed using the following path:

Cardinal FIN > Cardinal HCM > Main Menu > Reporting Tools > Query > Query Manager > V_TA_ABS_ADJUSTMENTS

The query displays the following:

- Employee ID
- Department ID
- Name
- Calendar ID (leave period ID)
- Absence Name
- Absence Description
- Balance Adjustment
- Last Upd By
- Last Upd DtTm





Online Inquiries

Administrators' online inquiries include:

- Balance Forecast Inquiry



Balance Forecast Inquiry

This online inquiry displays the current balance including the absence type, the amount (current balance in hours) and as of dates. The forecast portion of the inquiry allows you to forecast for a specific absence type for an individual employee. After entering the desired forecasting dates, the inquiry will return the forecasted entitlement balance. It can be found on the **Review Absence Balances** page.

You can navigate to this online inquiry using the following path:

Cardinal FIN > Cardinal HCM > Main Menu > Global Payroll & Absence Management > Payee Data > Maintain Absences > Review Absence Balances



Absence Adjustments Inquiry

For the selected Calendar ID and Employee ID this online inquiry displays absence adjustment transactions including the EmplID, Dept ID, Name, Calendar ID, Absence Name, Description, and Adjustment, Last Upd, and Last Upd DtTm.

You can navigate to this online inquiry using the following path:

Cardinal FIN > Cardinal HCM > Main Menu > Global Payroll & Absence Management > Payee Data > Maintain Absences > Review Absence Balances



Balance Forecast Inquiry (continued)

Favorites | Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Review Absence Balances

[Current Balance](#) | **Forecast Balance** | [Forecast Messages](#)

Employee ID: 111119 Empl Record: 0 Name: [Tommy Turtle](#)
Absence Take Element:
As Of Date: [Forecast](#)

Forecast Balance Results Detail [Customize](#) | [Find](#) | [View All](#) | | [First](#) 1 of 1 [Last](#)

[Forecast Results](#) | [Accumulator Results](#) | [User Keys](#)

Secondary Element	Forecast Element	Type	Numeric Value	Character Value	Date Value
			0.000000		

[Return to Search](#) | [Notify](#) | [Refresh](#)

[Current Balance](#) | [Forecast Balance](#) | [Forecast Messages](#)



Balance Forecast Inquiry (continued)

Favorites | Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Review Absence Balances

Current Balance | **Forecast Balance** | Forecast Messages

Employee ID: 111119 Empl Record: 0 Name: [Tommy Turtle](#)
Absence Take Element:
As Of Date:

Forecast Balance Results Detail Customize | Find | View All | | First 1 of 1 Last

Forecast Results | **Accumulator Results** | User Keys

Secondary Element	Forecast Element	Type	Numeric Value	Character Value	Date Value
VACTAKEELM	VACENTELEM_VAL	Accumulatr	108.00000		

[Current Balance](#) | [Forecast Balance](#) | [Forecast Messages](#)



Lesson 5: Summary

In this lesson you learned:

- How to access key reports, queries and online inquiries



Lesson 6: Absence Management Maintenance

Hands-On Practice

This lesson includes practice that will reinforce the lessons learned today. Your instructor will provide direction regarding specific activities that are part of this lesson. Please ask your instructor if you have any questions.



Course Summary

In this course, you learned to:

- Identify key absence management concepts
- Identify Absence Management processes
- Describe Absence Management integration and interfaces
- Enter and modify absence requests and events
- Enter and manage extended absences
- Review employee absence balances
- Adjust employee absence entitlement balances
- Initiate and manage a leave donation request
- Calculate Absence and Payroll batch process
- Review absence and payroll information
- Review results by Calendar Group and Calendar ID
- Run absence conversion processing
- Identify Absence Management Maintenance key reports, queries and online inquiries



Course Evaluation

Congratulations! You successfully completed the **TA366: Absence Management Maintenance** course. Please use the evaluation link to assess this course.



Appendix

- Key Terms



Key Terms

Absence Entitlement: The hours or days an employee has accrued for an absence type (e.g., Vacation, VSDP Sick, VSDP Personal)

Absence Event: The consecutive period of time an employee is absent for the same reason (e.g., Vacation, VSDP Sick, VSDP Personal)

Absence Reason: The additional classification of the absence type for an absence event (e.g., Jury Duty) (absence reason) is a possible classification for Civil and Work-Related absences (absence type)

Absence Take Element: The code name given to a specific type of absence (e.g., Vacation is VAC_TAKE_ELEM)

Absence Take: The absence type and amount of time that an employee takes for an absence event

Accumulators: Means of tracking hours or days of absence usage (accumulated time) based on pre-defined business rules

Calculate Absence and Payroll: Batch process that is run nightly (or ad hoc if needed) that processes absence data for the pay period

Calendar Groups: Identifies the calendars to process at the same time



Key Terms (continued)

Calendar ID: Run control parameter for the Calculate Absence and Payroll process that identifies the pay period for which the process is run

Calendar Periods: Defines the pay period, e.g. semi-monthly pay period

Calendars: Identifies the run type (semi-monthly or annual), calendar period and payees to process

Entitlement Adjustment: An increase or decrease made to an entitlement balance

Entitlement Balance: The number of hours of unused entitlement for a particular absence type (e.g., Vacation, VSDP Sick, VSDP Personal)

Forecasting: Process that compares an absence request to current and projected future absence entitlement balances to determine if an employee is eligible for and has sufficient balances of the selected absence type available for use

Frequency-Based Entitlement: Accrual that is earned at regular time intervals (e.g., Vacation that is accrued for each semi-monthly pay period or VSDP Personal leave that is granted at the beginning of each leave year)

Time Reporting Codes (TRC): Classifies hours recorded on the timesheet, (e.g., Regular (RGS), Overtime (OT1, EOT), Compensatory Leave (CPE))