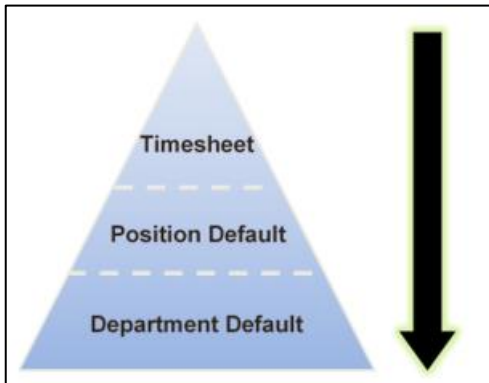


### Entering ChartField Details on the Timesheet Overview

Payroll expense allocations are driven by funding data called ChartFields. In Cardinal Payroll, ChartField information is entered in two places: directly on the Timesheet and as position and/or department defaults. ChartFields are always required to ensure payroll expenses are allocated appropriately. Cardinal first looks for ChartFields on the Timesheet. If there are none, it will apply the Position funding defaults. If no position defaults are set up, Cardinal will use the Department funding defaults.



Agencies determine which employees see the **ChartFields** link on their Timesheet. Typically, those employees who charge their time to different agencies, departments, or projects will see the **ChartFields** link on their Timesheets. Agencies can elect to have ChartFields setup one of the following ways for each employee:

- **Default** – **ChartField** link is not visible on the Timesheet and funding information will always use position or department defaults. **Taskgroup** ends in BA or IN
- **Optional** – **ChartField** link is visible on the Timesheet and employee has the option to change default values as needed/directed. **Taskgroup** ends CCOP or CCO
- **Required** – **ChartField** link is visible on the Timesheet and ChartFields must be entered for all productive time because position or department defaults are not used. **Taskgroup** ends in CCRQ or CRQ

The **ChartFields** link is in the timesheet grid and is used to access the **ChartField Detail** page, where individual charge distribution values (i.e., ChartField strings) are added or updated. If ChartFields are required, they must be associated with each Time Reporting Code (TRC) used to report productive time.

SpeedTypes can be used in conjunction with ChartFields to help quickly enter combinations of charge distribution values (i.e., ChartField strings). The use of SpeedTypes is optional, and not all agencies have SpeedTypes available in Cardinal. Follow up with your supervisor/manager to determine if SpeedTypes will be used within your agency.



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Entering ChartFields on the Timesheet ..... 3

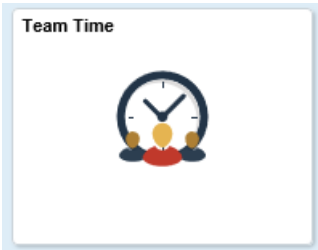
Using SpeedTypes to Enter ChartFields ..... 7

Splitting Hours Between ChartFields..... 13

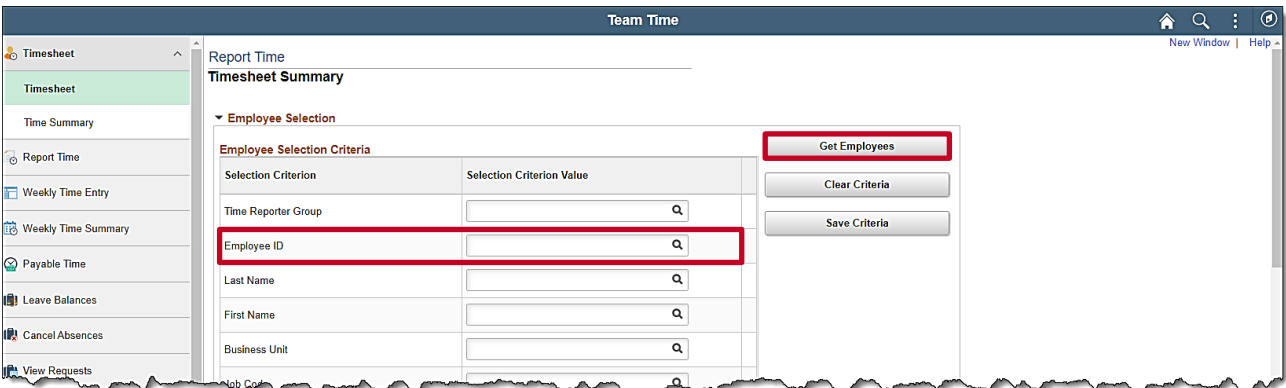
### Entering ChartFields on the Timesheet

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

**Team Time Tile > Timesheet**

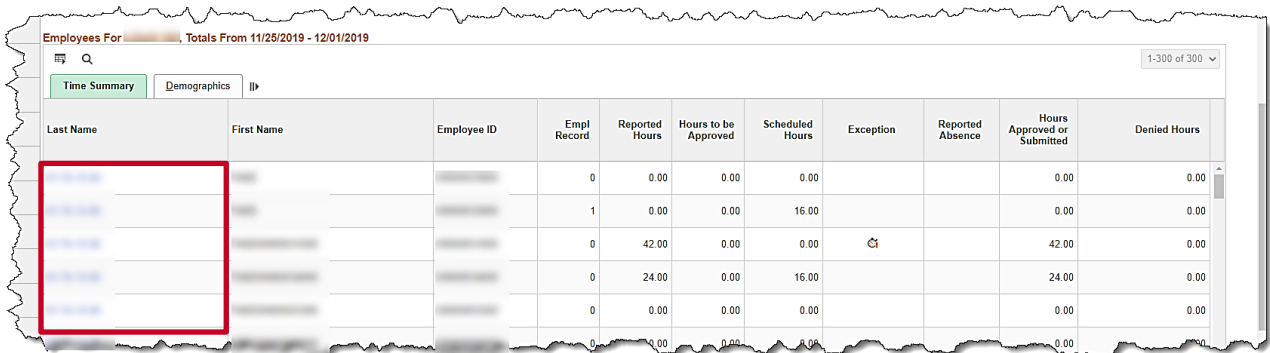


The **Timesheet Summary** page displays.



2. Enter the Employee ID or known portion of the Employee ID in the **Employee ID** field.  
**Note:** You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.
3. Click the **Get Employees** button.

The **Search Results** display on the bottom portion of the **Timesheet Summary** page



Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
<a href="#">[Link]</a>			0	0.00	0.00	0.00			0.00	0.00
<a href="#">[Link]</a>			1	0.00	0.00	16.00			0.00	0.00
<a href="#">[Link]</a>			0	42.00	0.00	0.00	☒		42.00	0.00
<a href="#">[Link]</a>			0	24.00	0.00	16.00			24.00	0.00
<a href="#">[Link]</a>			0	0.00	0.00	0.00			0.00	0.00
<a href="#">[Link]</a>			0	0.00	0.00	0.00			0.00	0.00

4. Click on the **Last Name** link for the applicable employee.



# Time & Attendance Job Aid

## TA371 Entering ChartField Details on the Timesheet

The **Timesheet** page displays for the applicable employee.

The screenshot shows the 'Team Time' header and 'Timesheet' section. Employee ID and other details are visible. A 'Select Another Timesheet' section includes a 'View By' dropdown set to 'Week', a date field for '11/25/2019', and buttons for 'Previous Week', 'Next Week', 'Previous Employee', and 'Next Employee'. Below this is a table for entering hours from Monday 11/25/2019 to Sunday 12/01/2019. The table has columns for each day, a 'Total' column, a 'Time Reporting Code' dropdown, and 'Taskgroup' and 'Source' columns. A 'Submit' button and navigation tabs for 'Reported Time Status', 'Summary', 'Exceptions', and 'Payable Time' are also present.

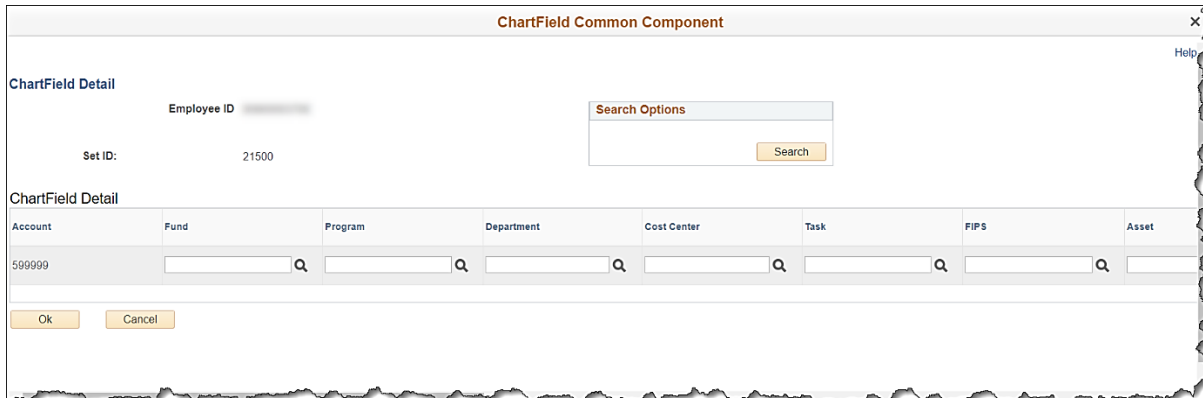
5. Enter the hours worked each day in the fields for the appropriate date column.
6. Select the appropriate Time Reporting Code (TRC) using the **Time Reporting Code** field dropdown button.
7. Scroll to the right as needed.

Taskgroup	Source	Business Unit	Telework	Agency Value	ChartFields		
21500ICCO		21500	<input type="text"/>	<input type="text"/>	ChartFields	+	-
21500ICCO		21500	<input type="text"/>	<input type="text"/>	ChartFields	+	-
21500ICCO		21500	<input type="text"/>	<input type="text"/>	ChartFields	+	-

8. Click the **ChartFields** link.

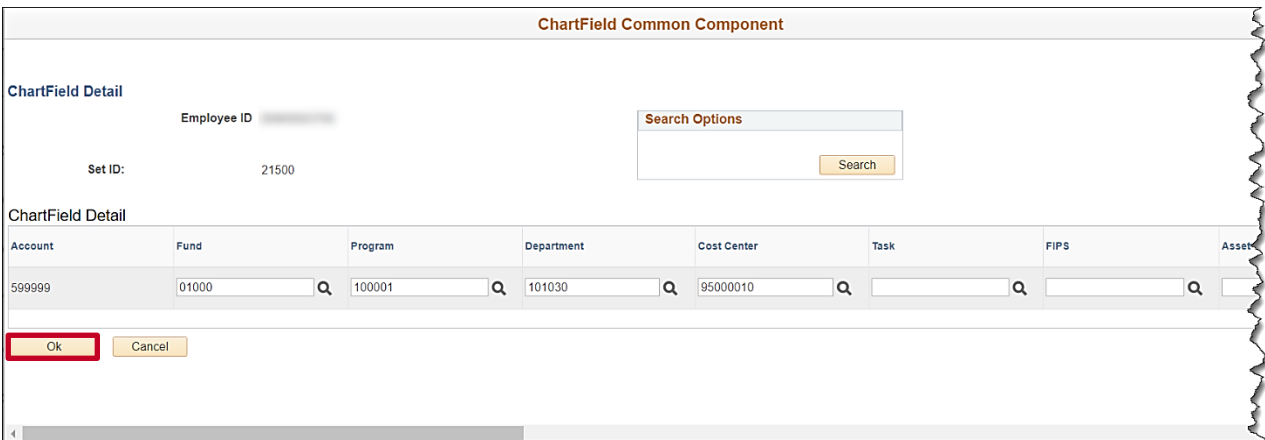
**Note:** Each row of productive time entered on the Timesheet must have the appropriate ChartFields defined if your agency has determined that ChartFields are required for the employee.

The **ChartField Detail** page displays in a pop-up window.



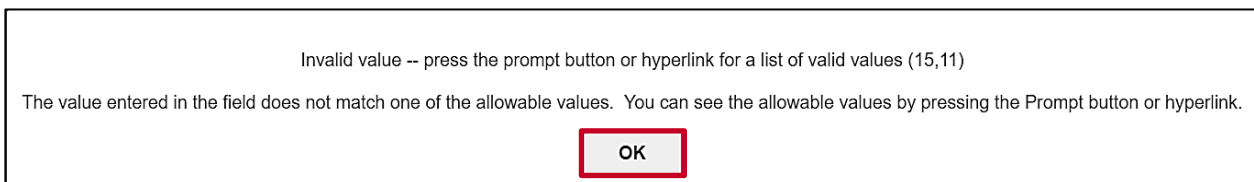
- The **Account** field defaults based on your agency and cannot be changed. Enter the ChartField values provided by your supervisor/manager in the corresponding fields using the **Look Up** icons.  
**Note:** If your agency uses SpeedTypes, proceed to the **Using SpeedTypes to Enter ChartFields** section of this Job Aid.

Example of a completed **ChartField Detail** page:



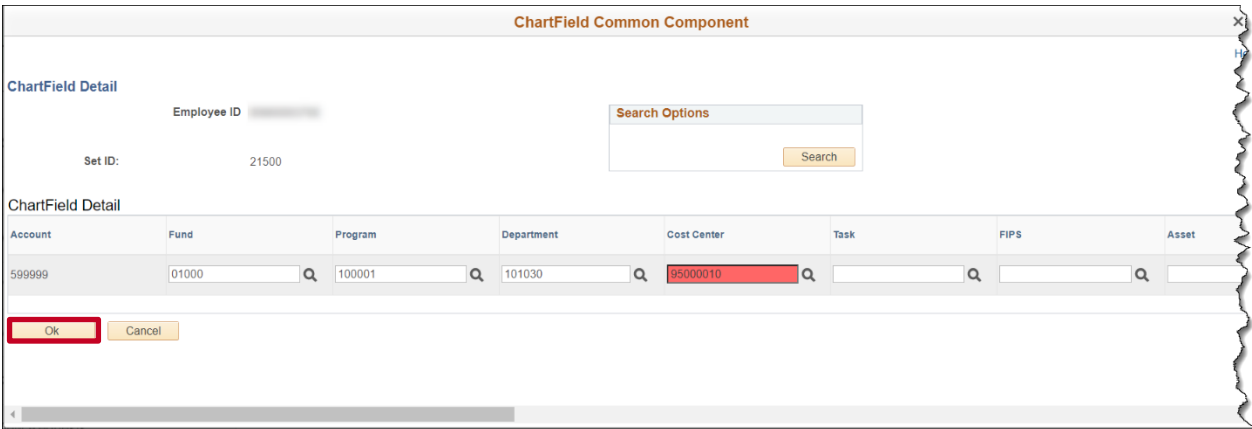
- Click the **OK** button.
- Proceed to Step 14 if an error message does not display (i.e., the ChartField value is valid and complete).

Cardinal displays the following error message if the ChartField value is not valid or has missing required values:



- Click the **OK** button to close the Message.

The **ChartField Details** page returns with the invalid/missing field(s) highlighted with a red background.



**ChartField Common Component**

ChartField Detail

Employee ID [redacted]

Set ID: 21500

Search Options

Search

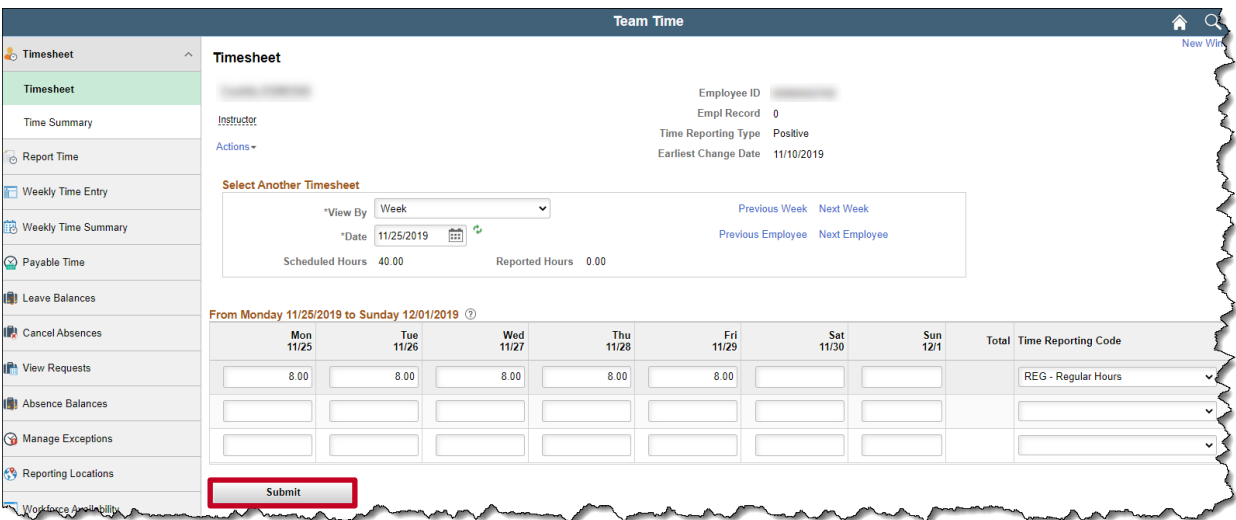
ChartField Detail

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset
599999	01000	100001	101030	95000010			

Ok Cancel

- Make the necessary adjustments to the ChartField information. Contact your supervisor/manager as needed to obtain the correct information. Click the **Ok** button to confirm the updates to the charge distribution.

The **Timesheet** page returns.



**Team Time**

Timesheet

Employee ID [redacted]

Instructor [redacted]

Empl Record 0

Time Reporting Type Positive

Earliest Change Date 11/10/2019

Select Another Timesheet

\*View By Week

\*Date 11/25/2019

Scheduled Hours 40.00 Reported Hours 0.00

From Monday 11/25/2019 to Sunday 12/01/2019

Mon 11/25	Tue 11/26	Wed 11/27	Thu 11/28	Fri 11/29	Sat 11/30	Sun 12/1	Total	Time Reporting Code
8.00	8.00	8.00	8.00	8.00				REG - Regular Hours

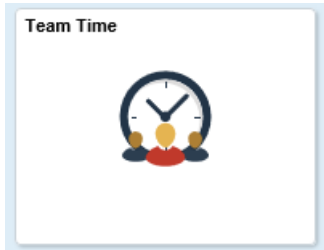
Submit

- Click the **Submit** button.

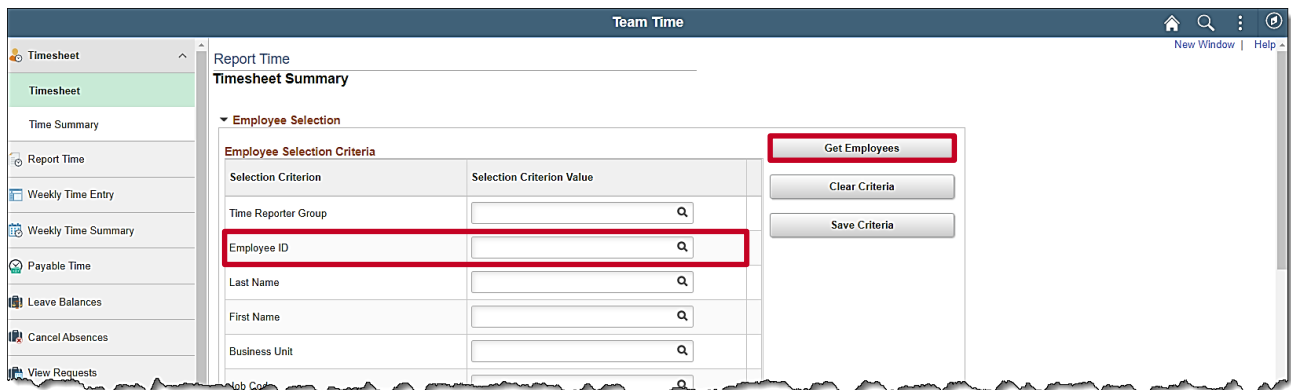
### Using SpeedTypes to Enter ChartFields

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

**Team Tile > Timesheet**

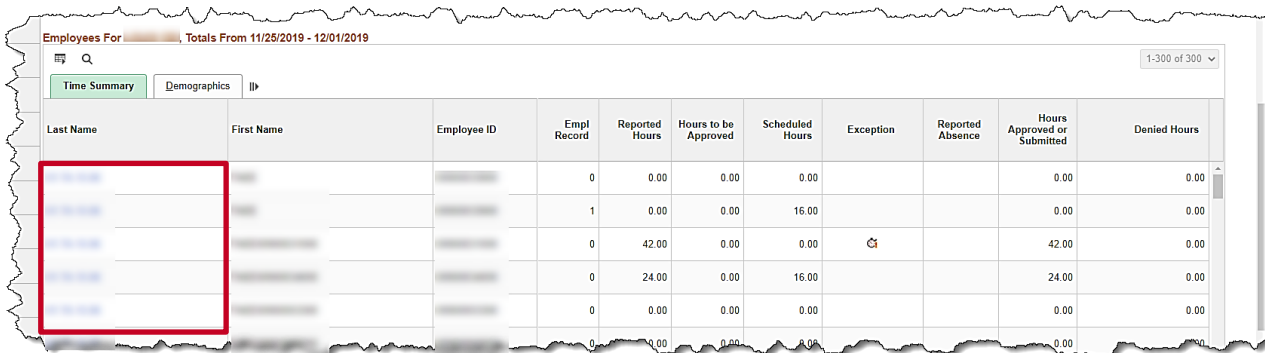


The **Timesheet Summary** page displays.



2. Enter the Employee ID or known portion of the Employee ID in the **Employee ID** field.  
**Note:** You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.
3. Click the **Get Employees** button.

The **Search Results** display on the bottom portion of the **Timesheet Summary** page.



Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
[Link]			0	0.00	0.00	0.00			0.00	0.00
[Link]			1	0.00	0.00	16.00			0.00	0.00
[Link]			0	42.00	0.00	0.00	CA		42.00	0.00
[Link]			0	24.00	0.00	16.00			24.00	0.00
[Link]			0	0.00	0.00	0.00			0.00	0.00
[Link]			0	0.00	0.00	0.00			0.00	0.00

4. Click on the **Last Name** link for the applicable employee.



# Time & Attendance Job Aid

## TA371 Entering ChartField Details on the Timesheet

The **Timesheet** page displays for the applicable employee.

The screenshot shows the 'Team Time' header and 'Timesheet' section. It includes fields for Employee ID, Instructor, Empl Record, Time Reporting Type, and Earliest Change Date. There are navigation links for 'Previous Week', 'Next Week', 'Previous Employee', and 'Next Employee'. A 'View By' dropdown is set to 'Week' and the date is '11/25/2019'. Scheduled Hours are 40.00 and Reported Hours are 0.00. Below this is a table for entering data from Monday 11/25/2019 to Sunday 12/01/2019. The table has columns for days of the week, Total, Time Reporting Code, \*Taskgroup, and Source. A red box highlights the 'Time Reporting Code' column and the 'Total' column. Below the table is a 'Submit' button and tabs for 'Reported Time Status', 'Summary', 'Exceptions', and 'Payable Time'.

5. Enter the hours worked each day in the fields for the appropriate date column.
6. Select the appropriate Time Reporting Code (TRC) using the **Time Reporting Code** field drop-down button.
7. Scroll to the right as needed.

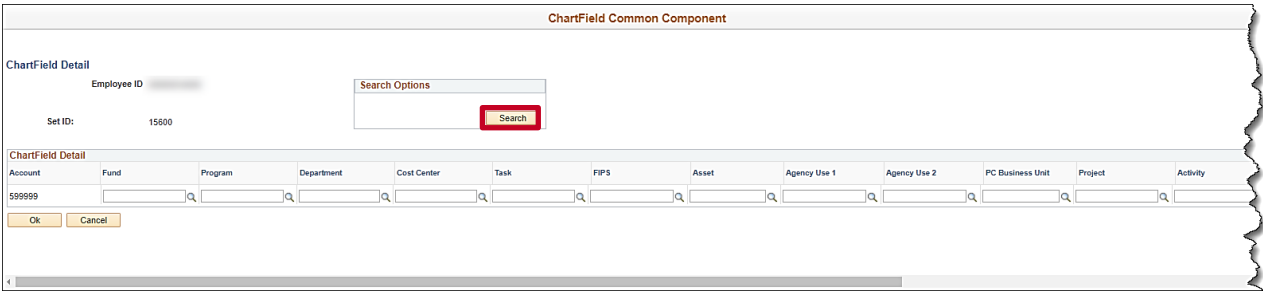
Taskgroup	Source	Business Unit	Telework	Agency Value	ChartFields		
21500ICCO		21500	<input type="text"/>	<input type="text"/>	<a href="#">ChartFields</a>	+	-
21500ICCO		21500	<input type="text"/>	<input type="text"/>	<a href="#">ChartFields</a>	+	-
21500ICCO		21500	<input type="text"/>	<input type="text"/>	<a href="#">ChartFields</a>	+	-

8. Click the **ChartFields** link.

**Note:** Each row of productive time entered on the Timesheet must have the appropriate ChartFields defined if your agency has determined that ChartFields are required for the employee.

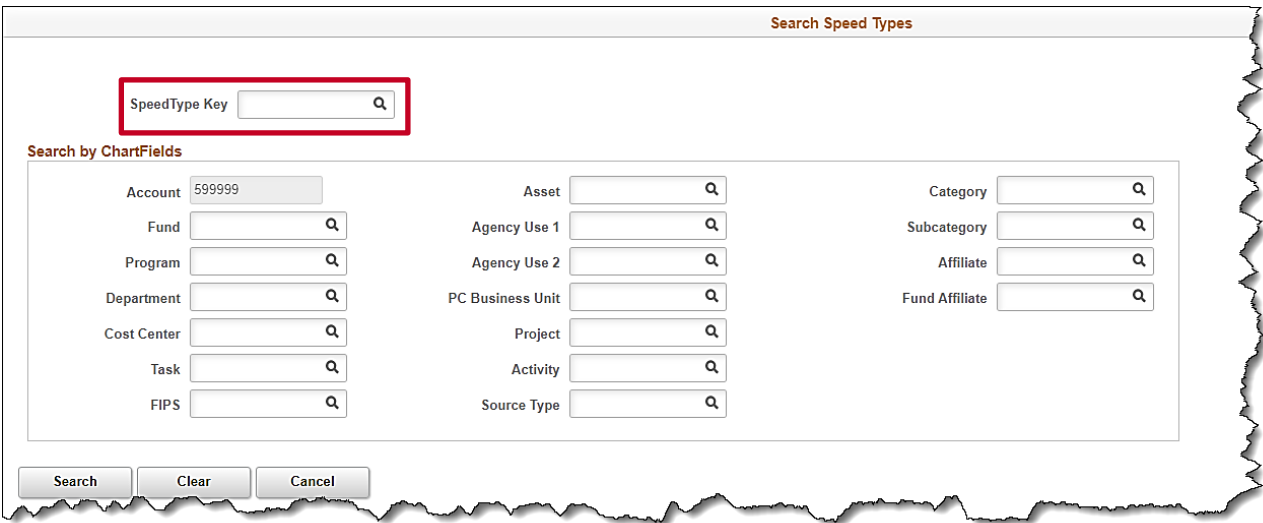


The **ChartField Detail** page displays in a pop-up window. The **Account** field defaults based on your agency and cannot be changed.



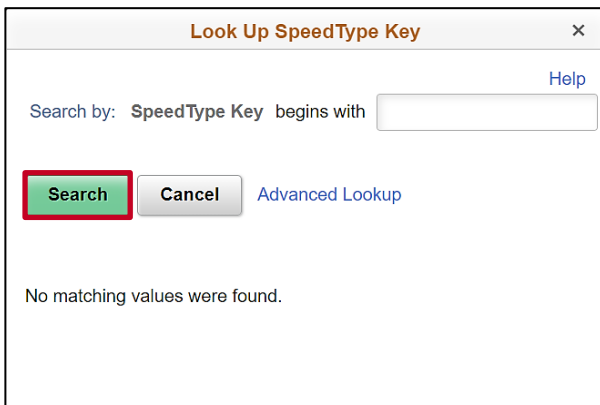
- In the **Search Options** box at the top of the page, click the **Search** button next to the **Speed Types** radio button.

The **Search Speed Types** page displays in a pop-up window.



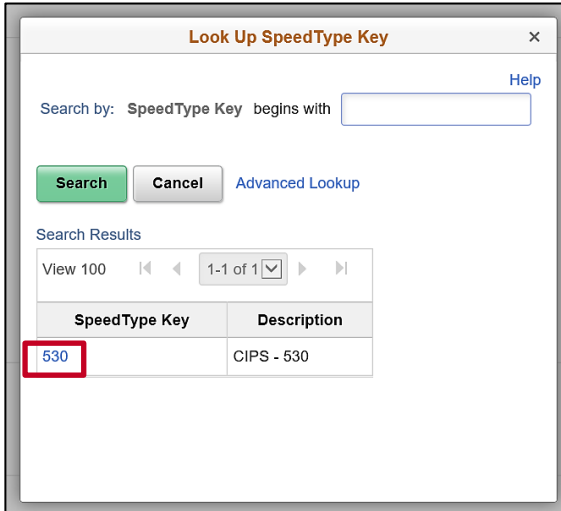
- Click the **SpeedType Key Look Up** icon.

The **Look Up Speed Type Key** page displays in a pop-up window.



11. Click the **Search** button.

The **Search Speed Types** page refreshes with the available SpeedTypes.



**Look Up SpeedType Key** x

[Help](#)

Search by: SpeedType Key begins with

**Search**  [Advanced Lookup](#)

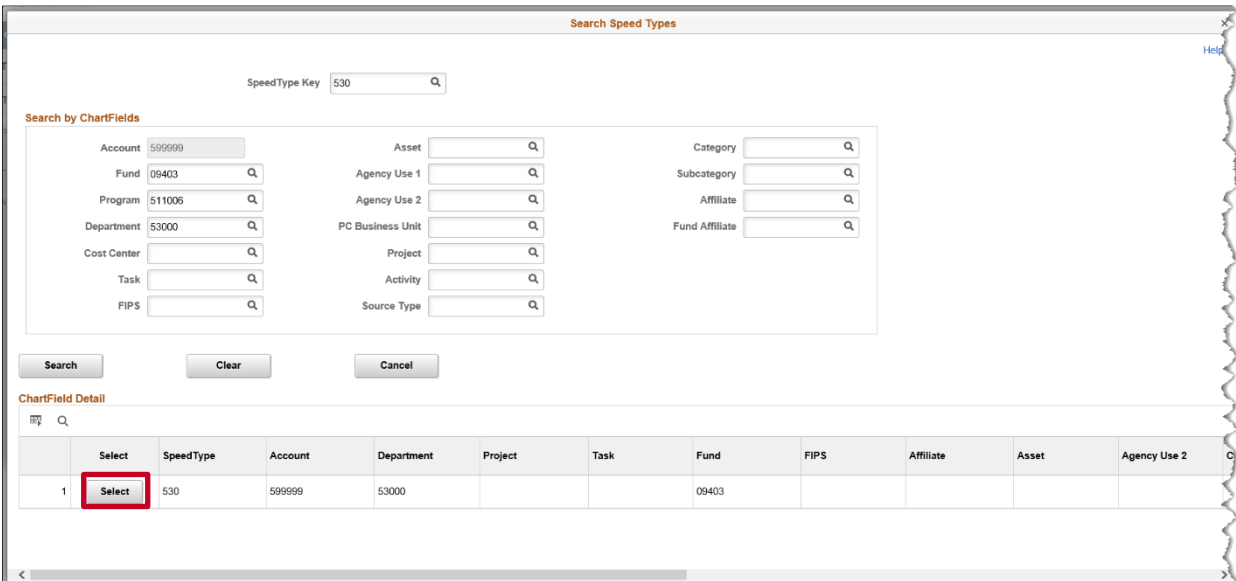
Search Results

View 100 1-1 of 1

SpeedType Key	Description
530	CIPS - 530

12. Click the **SpeedType Key** link for the appropriate SpeedType.

The **Search Speed Types** page displays.



**Search Speed Types** Help

SpeedType Key

**Search by ChartFields**

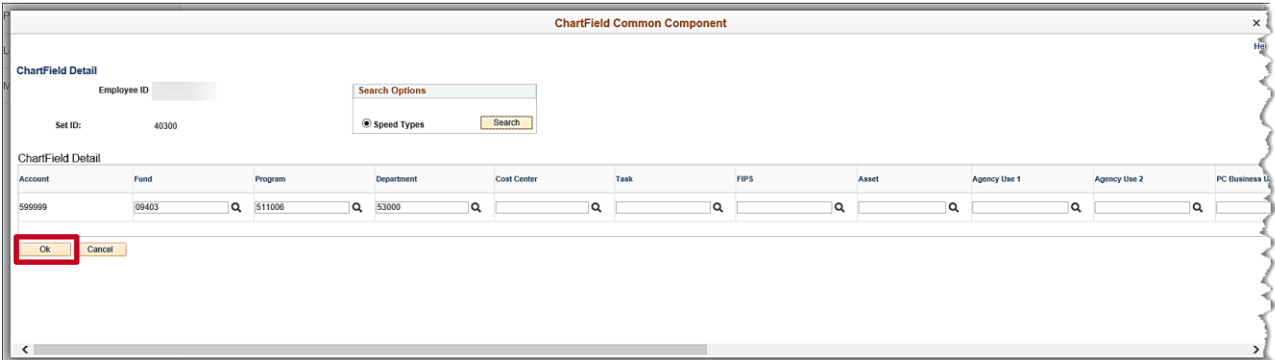
Account <input type="text" value="599999"/>	Asset <input type="text"/>	Category <input type="text"/>
Fund <input type="text" value="09403"/>	Agency Use 1 <input type="text"/>	Subcategory <input type="text"/>
Program <input type="text" value="511006"/>	Agency Use 2 <input type="text"/>	Affiliate <input type="text"/>
Department <input type="text" value="53000"/>	PC Business Unit <input type="text"/>	Fund Affiliate <input type="text"/>
Cost Center <input type="text"/>	Project <input type="text"/>	
Task <input type="text"/>	Activity <input type="text"/>	
FIPS <input type="text"/>	Source Type <input type="text"/>	

**ChartField Detail**

	Select	SpeedType	Account	Department	Project	Task	Fund	FIPS	Affiliate	Asset	Agency Use 2
1	Select	530	599999	53000			09403				

13. Click the **Select** button.

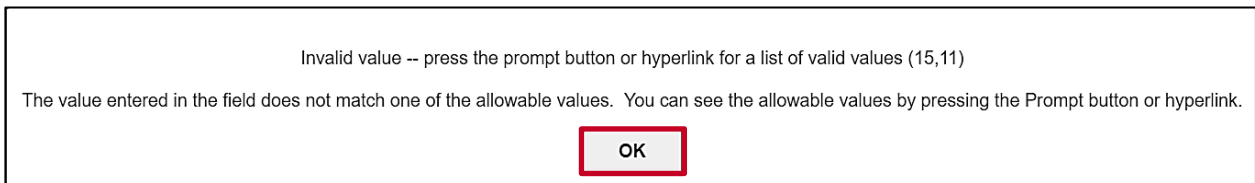
The **ChartField Detail** page returns with the ChartField values populated.



**Note:** In some cases, additional fields may need to be entered even when using SpeedTypes. Follow up with your supervisor/manager to determine if additional ChartField values are required.

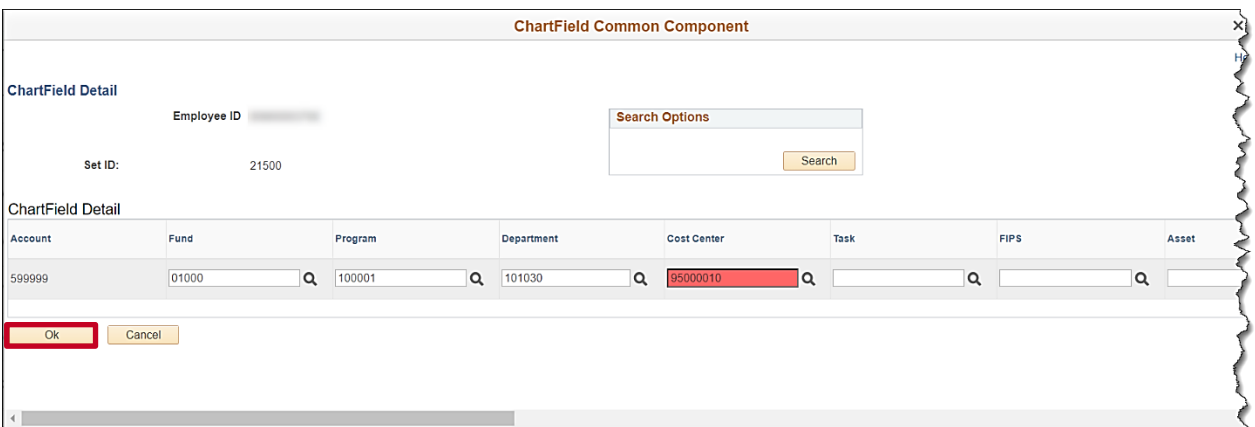
14. Click the **OK** button after all required data is entered/selected.
15. Proceed to Step 19 if an error message does not display (i.e., the ChartField value is valid and complete).

Cardinal displays an error message if the ChartField value is not valid or has missing required values.



16. Click the **OK** button to close the message.

The **ChartField Details** page returns with the invalid/missing field(s) highlighted in a red background.



17. Make the necessary adjustments to the ChartField information. Contact your supervisor/manager as needed to obtain the correct information. Click the **OK** button to confirm the updates to the charge distribution.



# Time & Attendance Job Aid

## TA371 Entering ChartField Details on the Timesheet

The **Timesheet** page returns.

The screenshot shows the 'Timesheet' page for an employee. At the top left is a 'Homepage' link. The page title is 'Timesheet'. Below the title, there is a blurred employee name and 'Employee ID' field. The job title is 'Lnd Acq & Prop Mgmt Manager II'. To the right, there are fields for 'Empl Record' (0), 'Time Reporting Type' (Positive), and 'Earliest Change Date' (11/11/2019). Below this is a 'Select Another Timesheet' section with a '\*View By' dropdown set to 'Week' and a '\*Date' field set to '06/22/2020'. There are 'Previous Week' and 'Next Week' links. The 'Reported Hours' are shown as 40.00. A table shows the breakdown of hours from Monday 06/22/2020 to Sunday 06/28/2020. The table has columns for each day and a 'Total' column. The 'Save for Later' and 'Submit' buttons are highlighted with a red box. Below the table are buttons for 'Apply Schedule', 'Reported Time Status', 'Summary', 'Leave / Compensatory Time', 'Absence', and 'Exceptions'.

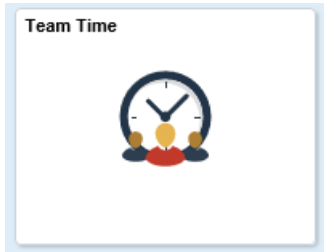
Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26	Sat 6/27	Sun 6/28	Total
8.00	8.00	8.00	8.00	8.00			40.00

18. Click the **Submit** button if you are ready to submit your timesheet for approval. Otherwise, click the **Save for Later** button.

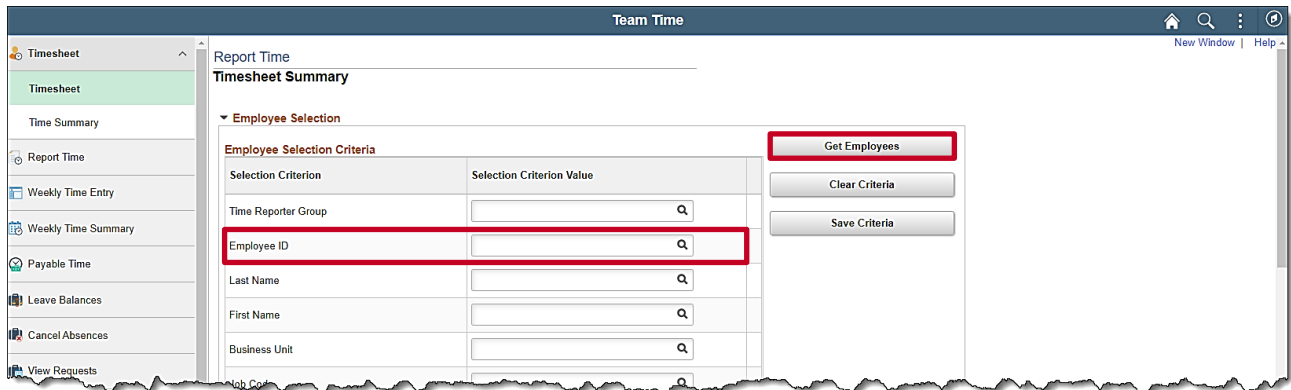
### Splitting Hours Between ChartFields

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

**Team Tile > Timesheet**



The **Timesheet Summary** page displays.

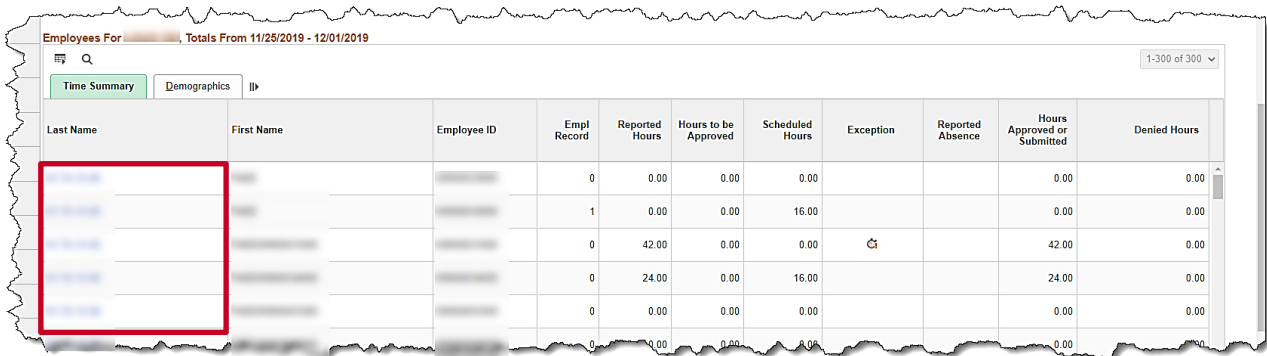


2. Enter the Employee ID or known portion of the Employee ID in the **Employee ID** field.

**Note:** You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

3. Click the **Get Employees** button.

The Search Results display on the bottom portion of the **Timesheet Summary** page.



Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
			0	0.00	0.00	0.00			0.00	0.00
			1	0.00	0.00	16.00			0.00	0.00
			0	42.00	0.00	0.00			42.00	0.00
			0	24.00	0.00	16.00			24.00	0.00
			0	0.00	0.00	0.00			0.00	0.00
			0	0.00	0.00	0.00			0.00	0.00

4. Click on the **Last Name** link for the applicable employee.



# Time & Attendance Job Aid

## TA371 Entering ChartField Details on the Timesheet

The **Timesheet** page displays.

The screenshot shows the 'Team Time' Timesheet interface. At the top, it displays 'Employee ID', 'Empl Record 0', 'Time Reporting Type Positive', and 'Earliest Change Date 11/10/2019'. Below this is a 'Select Another Timesheet' section with a 'View By' dropdown set to 'Week', a date field for '11/25/2019', and buttons for 'Previous Week', 'Next Week', 'Previous Employee', and 'Next Employee'. It also shows 'Scheduled Hours 40.00' and 'Reported Hours 0.00'. The main table is titled 'From Monday 11/25/2019 to Sunday 12/01/2019' and has columns for days of the week (Mon 11/25 to Sun 12/1), 'Total', 'Time Reporting Code', '\*Taskgroup', and 'Source'. The table contains three rows, each with a dropdown menu for the 'Time Reporting Code' field. A 'Submit' button is located below the table, and there are tabs for 'Reported Time Status', 'Summary', 'Exceptions', and 'Payable Time'.

5. Enter the hours worked each day in the fields for the appropriate date column.
6. Select the appropriate Time Reporting Code (TRC) using the **Time Reporting Code** field drop-down button.
7. To separate the hours entered between different ChartField strings:
  - a. Change the total hours previously entered to the appropriate number of hours to be charged to the first ChartField string based on the split. For example, use half of the hours to split evenly between two departments
  - b. Click the **Add a New Row (+)** icon as needed to add additional rows in the time entry section. One row must be used for each ChartField string that hours will be charged against
  - c. Enter the applicable number of hours for the ChartField string in each row



# Time & Attendance Job Aid

## TA371 Entering ChartField Details on the Timesheet

Example Timesheet page with split values.

Team Time

**Timesheet**

Assistant Instructor

Employee ID [redacted]  
Empl Record 0  
Time Reporting Type Exception  
Earliest Change Date 11/25/2019

Select Another Timesheet

\*View By Week  
\*Date 11/25/2019

Scheduled Hours 16.00 Reported Hours 24.00

From Monday 11/25/2019 to Sunday 12/01/2019

Mon 11/25	Tue 11/26	Wed 11/27	Thu 11/28	Fri 11/29	Sat 11/30	Sun 12/1	Total	Time Reporting Code
4.00		4.00	8.00	8.00			8.00	HOLR - Holiday
4.00	4.00	4.00					8.00	REG - Regular Hours
	4.00						8.00	FVCR - Flex Vacation

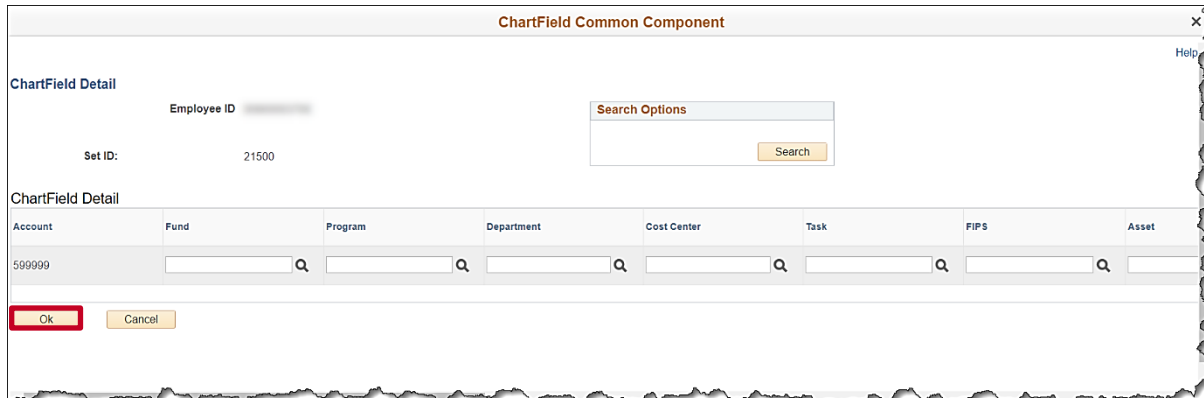
Save for Later Submit

8. Scroll to the right as needed.

Total	Time Reporting Code	*Taskgroup	Business Unit	Telework	Agency Value	ChartFields		
8.00	HOLR - Holiday	15600CCOP	15600	Q		ChartFields	+	-
8.00	REG - Regular Hours	15600CCOP	15600	Q		ChartFields	+	-
8.00	FVCR - Flex Vacation	15600CCOP	15600	Q		ChartFields	+	-

9. Click the **ChartFields** link for the first row.

The **ChartField Detail** page displays.

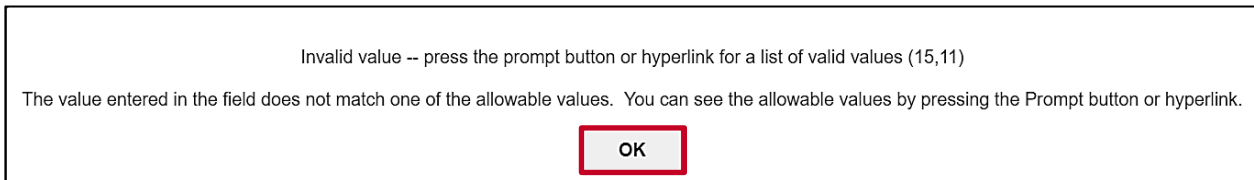


- The **Account** field defaults based on your agency and cannot be changed. Enter the ChartField values provided by your supervisor/manager in the corresponding fields using the **Look Up** icons.

**Note:** If your agency uses SpeedTypes, proceed to the **Using SpeedTypes to Enter ChartFields** section of this Job Aid.

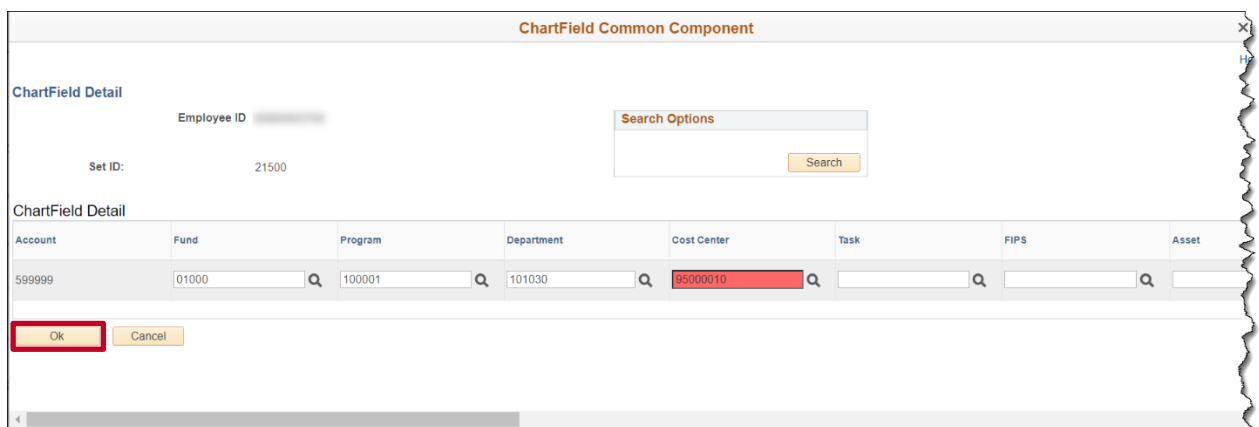
- Click the **OK** button.
- Proceed to Step 15 if an error message does not display (i.e., the ChartField value is valid and complete).

Cardinal displays an error message if the ChartField value is not valid or has missing required values.



- Click the **OK** button to close the Message.

The **ChartField Details** page returns with the invalid/missing field(s) highlighted with a red background.







# Time & Attendance Job Aid

## TA371 Entering ChartField Details on the Timesheet

14. Make the necessary adjustments to the ChartField information. Contact your supervisor/manager as needed to obtain the correct information. Click the **OK** button to confirm the updates to the charge distribution.

The **Timesheet** page returns.

The screenshot shows the 'Team Time' header and 'Timesheet' page. Employee information includes: Employee ID, Empl Record 0, Time Reporting Type Exception, and Earliest Change Date 11/25/2019. The user is identified as 'Assistant Instructor'. Navigation options include 'View By' (Week), 'Date' (11/25/2019), and buttons for 'Previous Week', 'Next Week', 'Previous Employee', and 'Next Employee'. Summary statistics show 'Scheduled Hours 16.00' and 'Reported Hours 24.00'. A table displays time entries from Monday 11/25/2019 to Sunday 12/01/2019. The table has columns for days of the week, hours, and a 'Total' column. The 'Time Reporting Code' column contains dropdown menus with options like 'HOLR - Holiday', 'REG - Regular Hours', and 'FVCR - Flex Vacation'. At the bottom, there are 'Save for Later' and 'Submit' buttons.

Mon 11/25	Tue 11/26	Wed 11/27	Thu 11/28	Fri 11/29	Sat 11/30	Sun 12/1	Total	Time Reporting Code
4.00		4.00	8.00	8.00			8.00	HOLR - Holiday
4.00	4.00	4.00					8.00	REG - Regular Hours
	4.00						8.00	FVCR - Flex Vacation

15. Repeat Steps 9 - 11 for each time entry row.
16. Click the **Submit** button if you are ready to submit the timesheet for approval. Otherwise, click the **Save for Later** button.