



Entering and Modifying Absences Overview

The Absence Event page allows Absence Administrators to enter, edit, delete, or void an absence event on behalf of an employee, timekeeper, or supervisor when they cannot make the adjustment on the timesheet or if extended leave types are required (these are not on the Timesheet). In general, the employee Timesheet should be the primary means of entering absences.

Interfacing agency Absence Administrators should make changes in the agency system of record. If changes are made in Cardinal, it is important that the agency system is also updated to keep the systems aligned.

Note: There are no systematic notifications sent to the employee when absences are added, modified, deleted, or voided. All necessary communication with the employee regarding these actions must be done in accordance with agency procedures outside of Cardinal.

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Adding an Absence Event

1. Navigate to the **Absence Event** page using the following path:

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

The **Absence Event Search** page displays.

Absence Event

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

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID	begins with	<input type="text"/>
Empl Record	=	<input type="text"/>
Name	begins with	<input type="text"/>
Last Name	begins with	<input type="text"/>
Second Last Name	begins with	<input type="text"/>
Alternate Character Name	begins with	<input type="text"/>
Middle Name	begins with	<input type="text"/>

Case Sensitive

Limit the number of results to (up to 300):

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

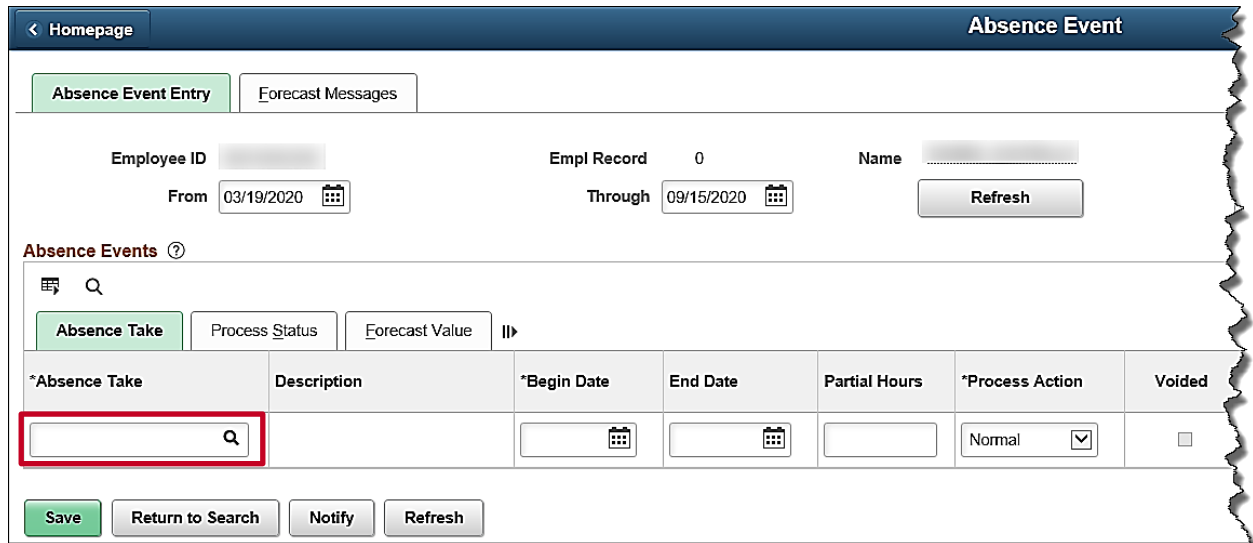
2. Search for the applicable employee by entering the Employee ID or known portion of the Employee ID in the **Empl ID** field.

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 **Search** button.

- If multiple employees match the search criteria entered, the search results will display in the bottom portion of the page, and you must click the **Empl ID** link for the applicable employee. If not, proceed to Step 5.

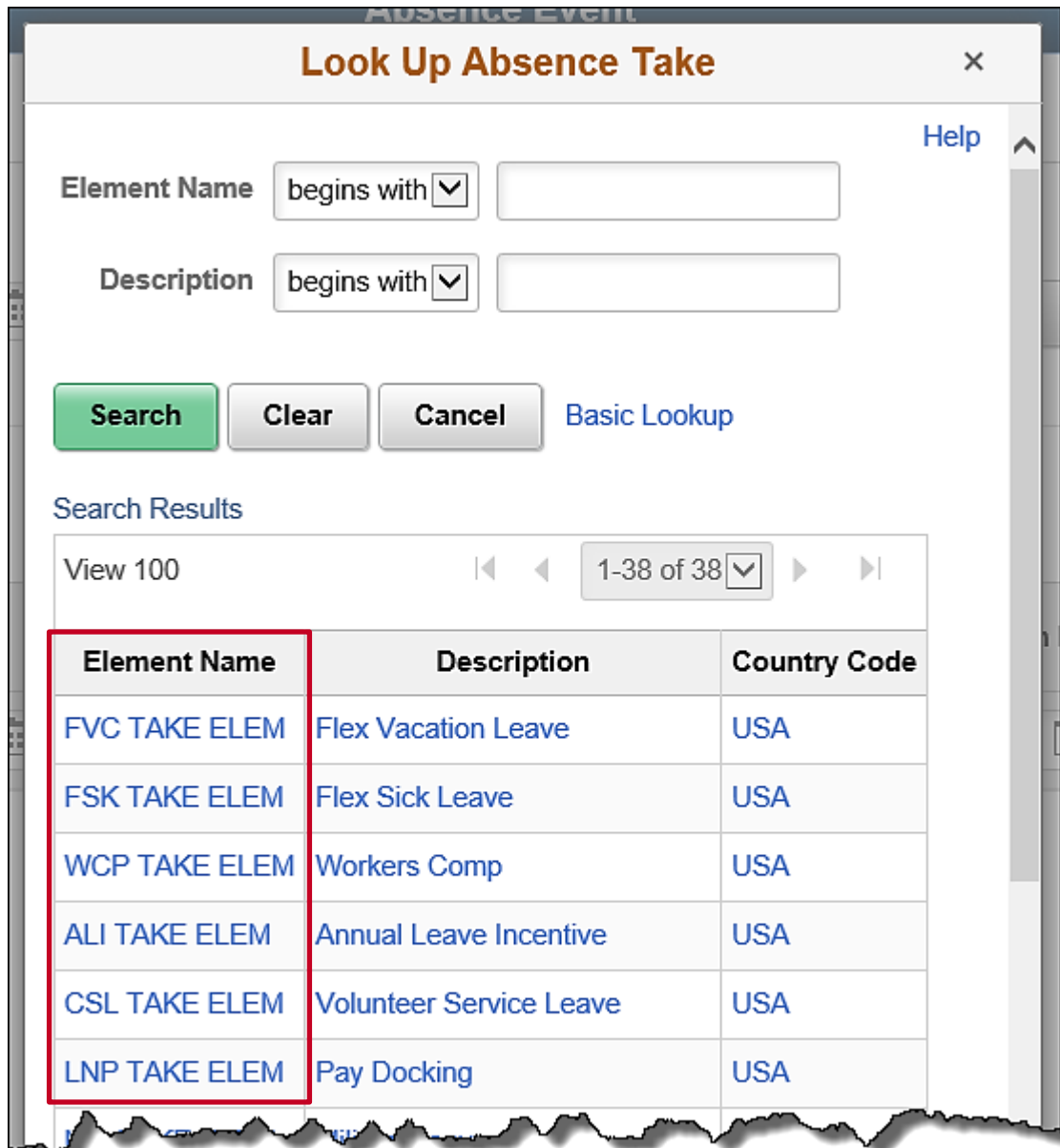
The **Absence Event** page displays with the **Absence Event Entry** tab displayed by default.



The screenshot shows the 'Absence Event' page with the 'Absence Event Entry' tab selected. It includes search filters for Employee ID, Empl Record (0), Name, and date ranges (From: 03/19/2020, Through: 09/15/2020). A 'Refresh' button is present. Below the filters is a table of 'Absence Events' with columns: *Absence Take, Description, *Begin Date, End Date, Partial Hours, *Process Action, and Voided. The first row in the table has a red box around the search icon in the *Absence Take column. At the bottom are buttons for Save, Return to Search, Notify, and Refresh.

- The **From** and **Through** dates default and can be changed.
Note: If these default dates do not include the absence date you need to enter, update them as appropriate and click **Refresh** button for the updated time period to display.
- Click the **Absence Take** field **Look Up** icon.

The **Look Up Absence Take** page displays in a pop-up window.



Look Up Absence Take [x]

Help [^]

Element Name begins with [v] [input]

Description begins with [v] [input]

Search Clear Cancel Basic Lookup

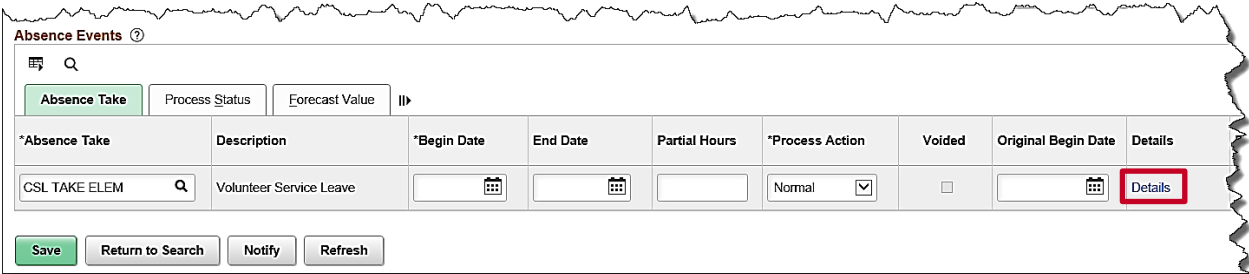
Search Results

View 100 [1-38 of 38] [v]

Element Name	Description	Country Code
FVC TAKE ELEM	Flex Vacation Leave	USA
FSK TAKE ELEM	Flex Sick Leave	USA
WCP TAKE ELEM	Workers Comp	USA
ALI TAKE ELEM	Annual Leave Incentive	USA
CSL TAKE ELEM	Volunteer Service Leave	USA
LNP TAKE ELEM	Pay Docking	USA

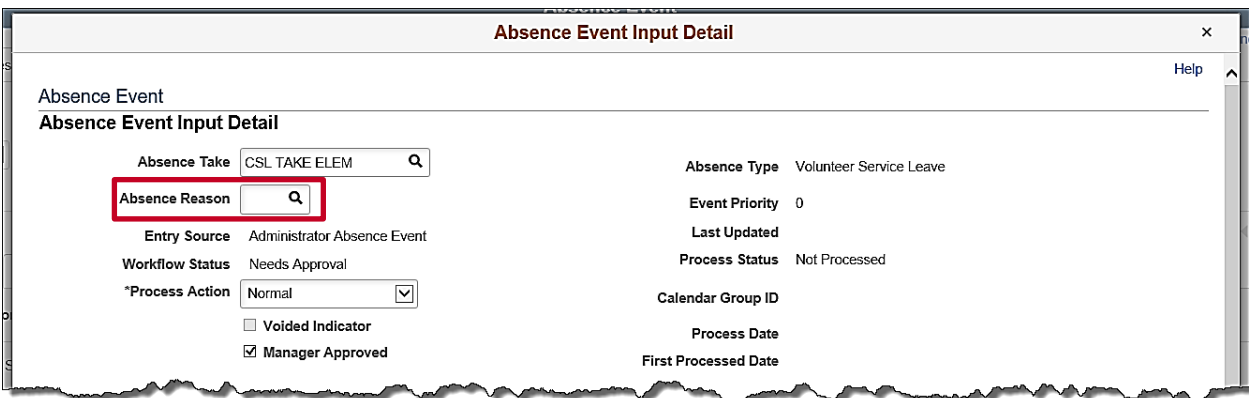
7. Use the scrollbar as needed and select the applicable Absence Take type by clicking the corresponding link in the **Element Name** column.

The **Absence Event** page displays with the selected absence take type.



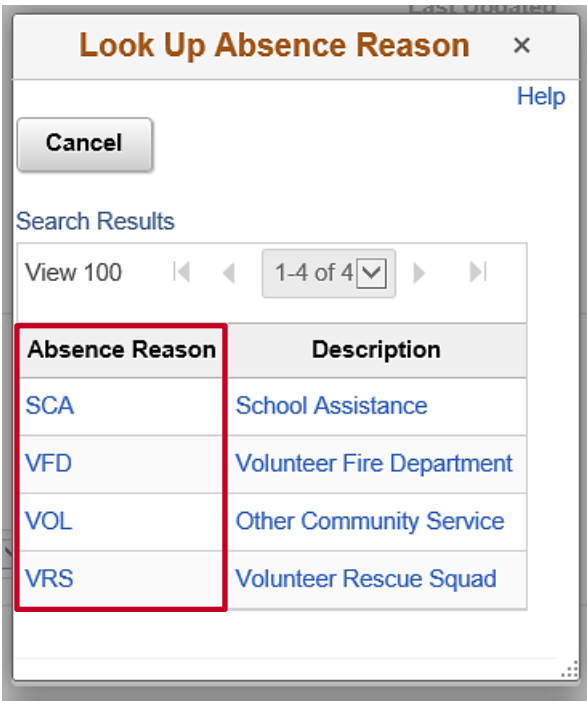
8. Click the **Details** link.

The **Absence Event Input Detail** page displays in a pop-up window. The **Absence Take** field defaults based on the previous selection.



9. Click the **Absence Reason** field **Look Up** icon.

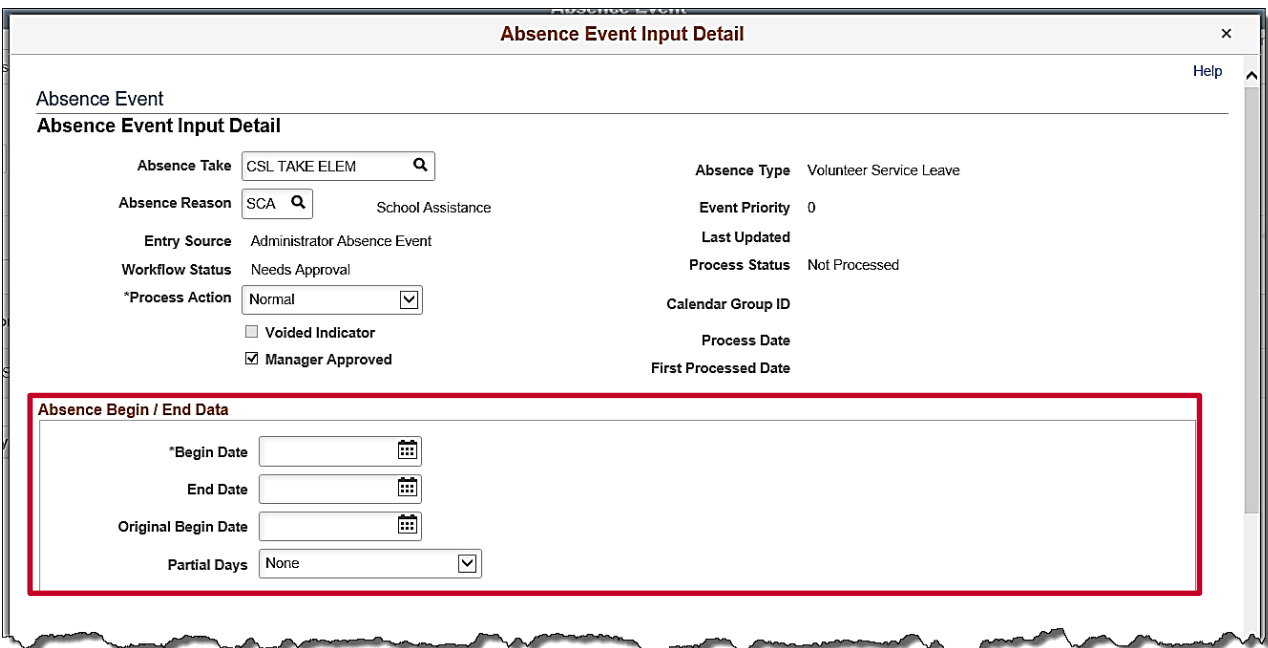
The **Look Up Absence Reason** page displays in a pop-up window.



10. Select the applicable absence reason by clicking the corresponding link in the **Absence Reason** column.

Note: For many absence take types, the reason may be the same as the absence take name.

The **Absence Event Input Detail** page displays with the selected absence reason.

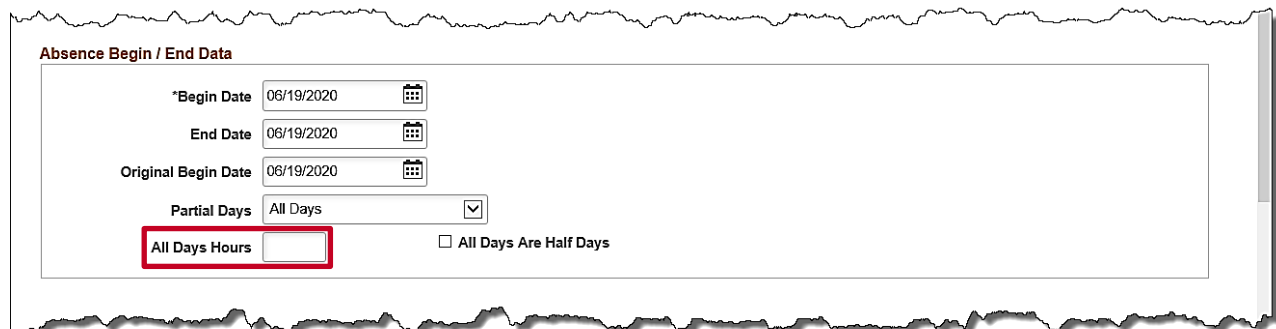


11. Enter/select the first day of the absence in the **Begin Date** field.

12. Enter/select the last day of the absence in the **End Date** field.
13. The **Partial Days** field defaults to “None”. This selection denotes that the absence is made up of full days only. If any of the absence days are partial hours, click the **Partial Days** dropdown button and select from the following:
 - a. **All Days** – All days are partial days
 - b. **Start Day Only** – Only the start day is partial
 - c. **End Day Only** – Only the end day is partial
 - d. **None** – Default value. None of the days are partial days
 - e. **Start and End Days** – Both the start day and the end day are partial days

Note: If none of the absence days are partial hours, proceed to Step 14. For employees on a variable schedule, always select “**All Days**” and then enter the number of hours for the absence during Step 13.

The **Absence Event Input Detail** page refreshes based on the **Partial Days** field selection.



Absence Begin / End Data

*Begin Date 06/19/2020

End Date 06/19/2020

Original Begin Date 06/19/2020

Partial Days All Days

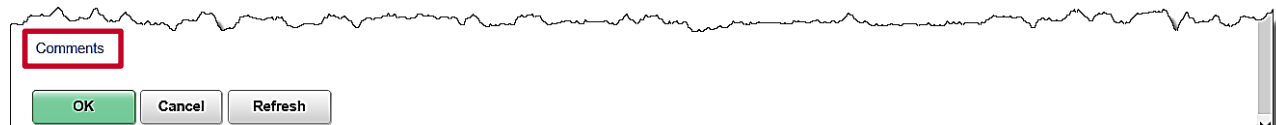
All Days Hours

All Days Are Half Days

14. Enter the number of hours in the applicable **Hours** field (**All Days Hours**, **Start Day Hours**, and/or **End Day Hours**).

Note: The number of hours entered should be equal to the number of absence hours for the partial day(s).

15. Scroll down to the bottom of the page.



Comments

OK Cancel Refresh

16. Click the **Comments** link.

The **Absence Events Comments** page displays in a pop-up window.

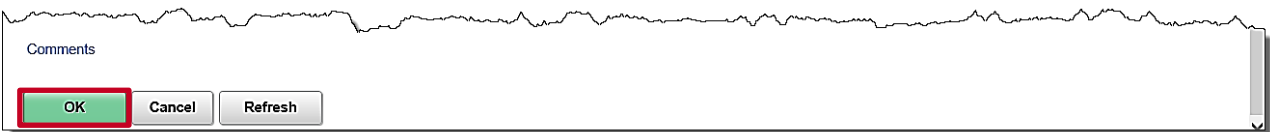


17. Enter any notes pertaining to the absence event in the **Comment** field. This is not required.

Note: Information entered here is visible to anyone with access to this page.

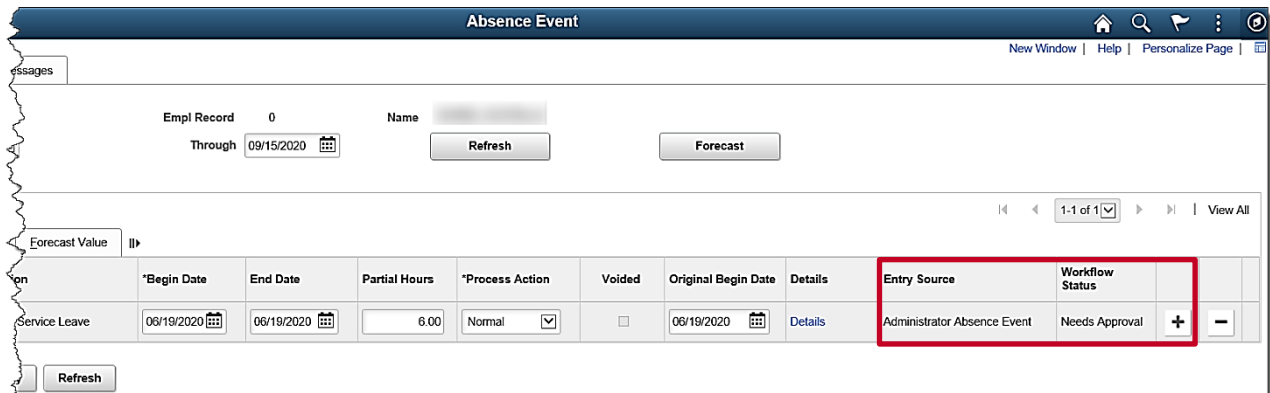
18. Click the **OK** button.

The **Absence Event Input Detail** page returns.



19. Scroll down to the bottom of the page and click the **OK** button.

The **Absence Event** page displays, and the row is populated based on the data entered/selected on the **Absence Event Input Details** page.



Empl Record	Name	Through	Forecast Value	Forecast
0	[blurred]	09/15/2020		

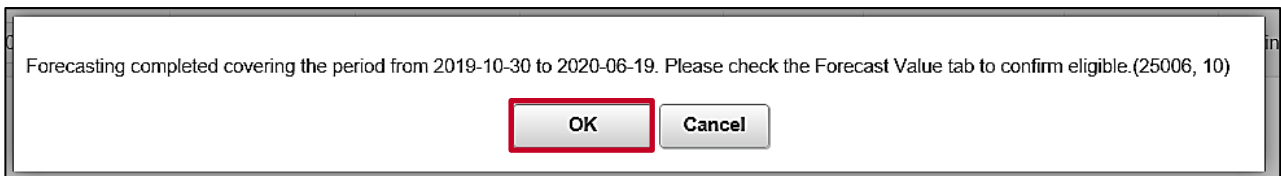
Empl Record	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status
Service Leave	06/19/2020	06/19/2020	6.00	Normal	<input type="checkbox"/>	06/19/2020	Details	Administrator Absence Event	Needs Approval

20. If additional absence events need to be entered, click the **Add Row (+)** icon and repeat steps 5-19. If no other absence events need to be entered, proceed to Step 21.

Note: The **Entry Source** field defaults to “**Administrator Absence Event**” when an Absence Administrator enters an absence and this field cannot be changed. The **Workflow Status** field defaults to “**Approved**” when no additional approval is required based on the absence take type. While not all absence types require forecasting, you should always forecast the leave type entered. If you do not forecast and it is required, an error message displays indicating the information cannot be saved if forecasting is required. However, it is still recommended to forecast the absence event. If the absence event requires additional approval, the **Workflow Status** field defaults to “**Needs Approval**”.

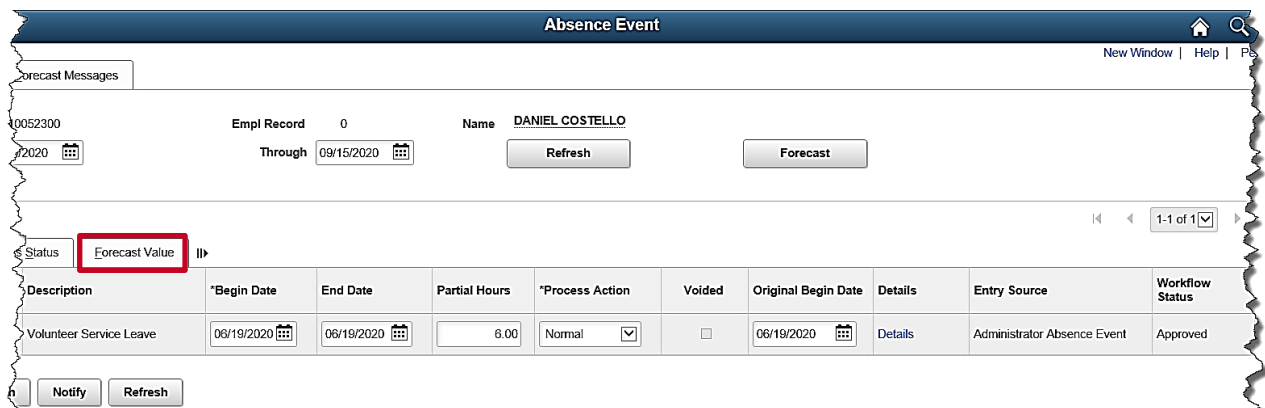
21. Click the **Forecast** button.

A message displays in a pop-up window when the forecasting process is completed.



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

The **Absence Event** page refreshes to show the updated status in the **Workflow Status** field.



23. Click the **Forecast Value** tab to confirm that the employee is eligible.



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The **Forecast Value** tab displays.

The screenshot shows the 'Absence Event Entry' interface. At the top, there are tabs for 'Absence Event Entry' and 'Forecast Messages'. Below the tabs, there are fields for 'Employee ID', 'Empl Record' (0), and 'Name'. There are also date pickers for 'From' (03/19/2020) and 'Through' (09/15/2020), along with 'Refresh' and 'Forecast' buttons. The main section is titled 'Absence Events' and has a search bar and a dropdown menu with 'Absence Take', 'Process Status', and 'Forecast Value' selected. Below this is a table with columns: 'Absence Take', 'Description', 'Begin Date', 'End Date', 'Forecast Value', 'Forecast Date Time', and 'Forecast Details'. The first row contains: 'CSL TAKE ELEM', 'Volunteer Service Leave', '06/19/2020', '06/19/2020', 'ELIGIBLE', '06/17/2020 2:44PM', and a 'Forecast Details' link highlighted with a red box. At the bottom, there are 'Save', 'Return to Search', 'Notify', and 'Refresh' buttons.

24. Click the **Forecast Details** link.

The **Absence Forecast Results** page displays in a pop-up window.

The screenshot shows the 'Absence Forecast Results' pop-up window. At the top, there is a title bar with 'Absence Forecast Results' and a close button. Below the title bar, there is a 'Help' button. The main content area is titled 'Absence Event' and 'Absence Forecast Results'. It displays the following information: 'Absence Take Element' (CSL TAKE ELEM), 'Absence Type' (Vol Srv Lv), and 'Forecast Value' (ELIGIBLE, highlighted with a red box). To the right, it shows 'Begin Date' (06/19/2020), 'End Date' (06/19/2020), and 'Forecast Date Time' (06/17/2020 2:44PM). Below this is a section titled 'Absence Forecast Result Details' with a search bar and a dropdown menu with 'Forecast Results', 'Accumulator Results', 'User Keys 1-3', and 'User Keys 4-6' selected. Below the dropdown is a table with columns: 'Secondary Element', 'Forecast Element', 'Type', 'Numeric Value', 'Character Value', and 'Date Value'. The table contains three rows, all highlighted with a red box: 'CSL TAKE ELEM', 'CSL ENT ELEM_BAL', 'Accumulatr', '10.000000'; 'CSL TAKE ELEM', 'CSL FORECAST PAID', 'Accumulatr', '6.000000'; and 'CSL TAKE ELEM', 'CSL FORECAST UNPD', 'Accumulatr', '0.000000'. At the bottom left, there is a 'Return' button highlighted with a red box.

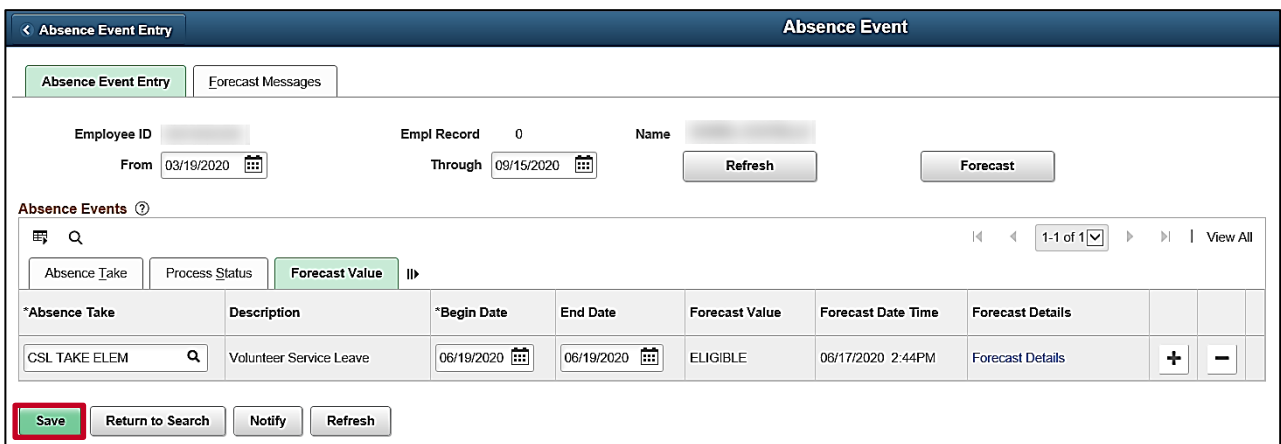
25. Review the following information:

- a. **Forecast Value** field: Verify a status of **“Eligible”**
- b. ***** ENT ELEM_BAL** row: Displays the employee’s predicted balance after the absence take
- c. ***** FORECAST PAID** row: Displays the forecasted number of paid absence hours for this absence event
- d. ***** FORECAST UNPD** row: Displays the forecasted number of unpaid absence hours for this absence event

Note: For identification purposes, the “***” represents the absence take type (Element Code) and will be unique for each absence take type during your review. Cardinal automatically generates an absence take for Pay Docking (LNP) for any hours that are not covered by the employee’s absence entitlement balance (***** FORECAST UNPD** row). If necessary, work with the employee and/or supervisor to determine if another leave type can be used. The employee and/or supervisor should be given an opportunity to update the leave request, whenever possible, to avoid pay docking. It is the administrator’s responsibility to verify that the employee has a sufficient balance to cover the absence if a balance is required for the absence take type. If the Forecast Value status is **“INELIGIBLE”**, it should be addressed.

26. Click the **Return** button.

The **Absence Event** page displays with the **Forecast Value** tab displayed.



The screenshot shows the 'Absence Event' page with the 'Forecast Value' tab selected. The page contains the following elements:

- Employee ID: [Redacted]
- Empl Record: 0
- Name: [Redacted]
- From: 03/19/2020
- Through: 09/15/2020
- Buttons: Refresh, Forecast
- Absence Events table with columns: *Absence Take, Description, *Begin Date, End Date, Forecast Value, Forecast Date Time, Forecast Details.
- Table Row: CSL TAKE ELEM, Volunteer Service Leave, 06/19/2020, 06/19/2020, ELIGIBLE, 06/17/2020 2:44PM, Forecast Details, +, -
- Buttons: Save (highlighted), Return to Search, Notify, Refresh

27. Click the **Save** button, once you have confirmed the employee is eligible for the leave. The absence has been successfully added for the employee and will be processed (if in the current or previous period) during the next run of the **Absence Calculation** process (scheduled to run daily). Future period absences are processed when that period is processed.

Modifying an Absence Request

1. To modify a current absence for an employee, navigate to the **Absence Event** page by following this path:

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

The **Absence Event Search** page displays.

Absence Event

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


[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID	begins with ▼	<input type="text"/>
Empl Record	= ▼	<input type="text"/>
Name	begins with ▼	<input type="text"/>
Last Name	begins with ▼	<input type="text"/>
Second Last Name	begins with ▼	<input type="text"/>
Alternate Character Name	begins with ▼	<input type="text"/>
Middle Name	begins with ▼	<input type="text"/>

Case Sensitive

Limit the number of results to (up to 300):

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

2. Search for the applicable employee. Enter the Employee ID or known portion of the Employee ID in the **Empl 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 **Search** button.



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Click the **Empl ID** link for the applicable employee if multiple employees match the search criteria entered. The search results will display in the bottom portion of the page.

The **Absence Event** page displays with the **Absence Event Entry** tab displayed by default.

The screenshot shows the 'Absence Event' page with the 'Absence Event Entry' tab selected. Search filters include Employee ID, Empl Record (0), Name, and dates (From: 03/19/2020, Through: 09/15/2020). A table of absence events is displayed with columns: *Absence Take, Description, *Begin Date, End Date, Partial Hours, *Process Action, Voided, Original Begin Date, and Details. The first row shows 'CSL TAKE ELEM' for 'Volunteer Service Leave' from 06/19/2020 to 06/19/2020, with 6.00 partial hours and a 'Normal' process action. The 'Details' link in the last column of this row is highlighted with a red box. Buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh' are at the bottom.

4. Click the **Details** link for the absence event that needs to be modified.

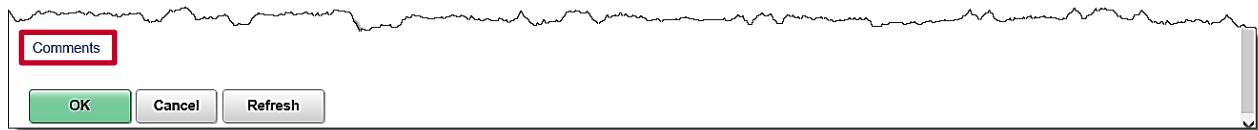
The **Absence Event Input Detail** page displays in a pop-up window.

The screenshot shows the 'Absence Event Input Detail' pop-up window. It contains fields for: Absence Take (CSL TAKE ELEM), Absence Reason (SCA), Entry Source (Administrator Absence Event), Workflow Status (Approved), *Process Action (Normal), Absence Type (Volunteer Service Leave), Event Priority (0), Last Updated (06/17/2020), Process Status (Not Processed), Calendar Group ID, Process Date, and First Processed Date. A section titled 'Absence Begin / End Data' is highlighted with a red box and contains: *Begin Date (06/19/2020), End Date (06/19/2020), Original Begin Date (06/19/2020), Partial Days (All Days), All Days Hours (6.00), and an unchecked checkbox for 'All Days Are Half Days'.

5. Update the absence event as needed based on the following general update types:

Scenario	Action Required
Changing the start date	Update the Begin Date field. Update the Partial Days and Partial Hours fields as needed if the new start day will not be a full absence day
Changing the end date	Update the End Date field. Update the Partial Days and Partial Hours fields as needed if the new end day will not be a full absence day
Changing a partial day to a full day	Update the Partial Days field
Changing a full day to a partial day	Update the Partial Days and Partial Hours fields
Reason selected is not accurate	Update the Absence Reason field by selecting the appropriate reason code.

6. Scroll down to the bottom of the page.



7. Click the **Comments** link.

The **Absence Events Comments** page displays in a pop-up window.

Absence Event Comments
×

[Help](#)

Absence Event

Absence Event Comments

Comment

OK

Cancel

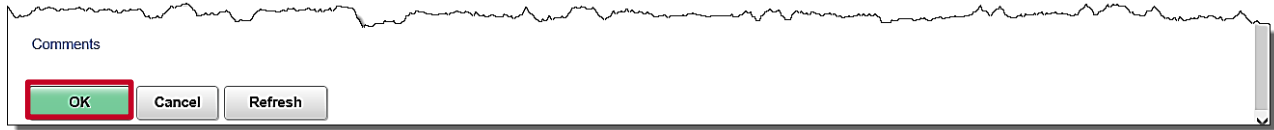
Refresh

8. Enter the reason for the change in the **Comments** field.

Note: Information entered here is visible to anyone with access to this page.

9. Click the **OK** button.

The **Absence Event Input Detail** page returns.

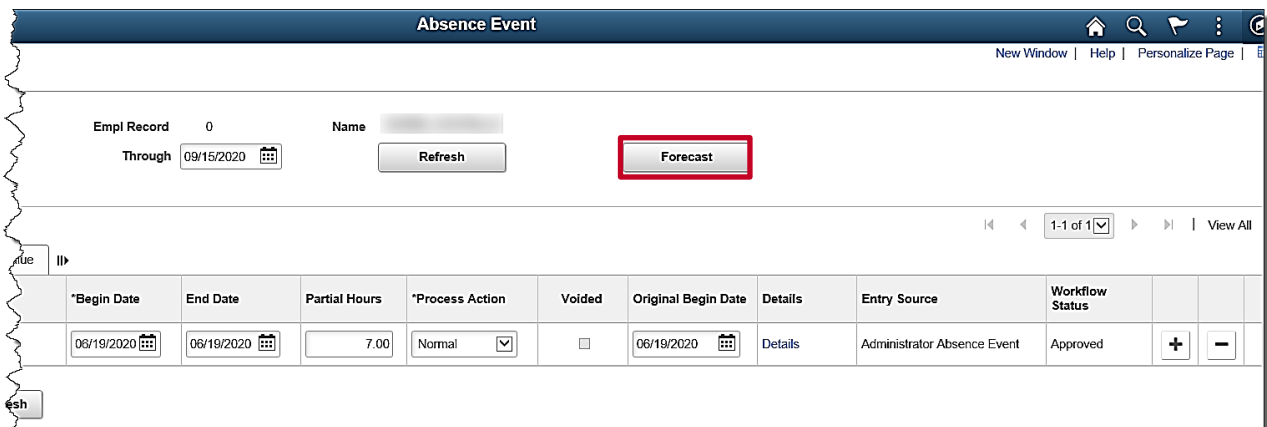


Comments

OK Cancel Refresh

10. Click the **OK** button.

The **Absence Event** page returns and the row is updated based on the changes made on the **Absence Event Input Details** page.



Absence Event

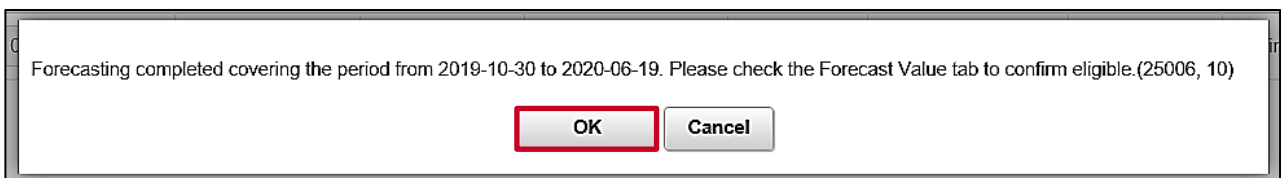
Empl Record 0 Name [redacted] Through 09/15/2020 Refresh Forecast

1-1 of 1 View All

*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status		
06/19/2020	06/19/2020	7.00	Normal	<input type="checkbox"/>	06/19/2020	Details	Administrator Absence Event	Approved	+	-

11. Click the **Forecast** button.

A message displays in a pop-up window when the forecasting process is completed.



Forecasting completed covering the period from 2019-10-30 to 2020-06-19. Please check the Forecast Value tab to confirm eligible.(25006, 10)

OK Cancel

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



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The **Absence Event** page returns.

The screenshot shows the 'Absence Event' page. At the top, there are tabs for 'Forecast Messages' and 'Forecast Value'. Below the tabs, there are fields for 'Empl Record' (0) and 'Name'. A 'Forecast' button is visible. Below this, there is a table with the following columns: Description, *Begin Date, End Date, Partial Hours, *Process Action, Voided, Original Begin Date, Details, Entry Source, and Workflow Status. The first row in the table is for 'Volunteer Service Leave' with a 'Forecast Value' tab highlighted in red.

Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status
Volunteer Service Leave	06/19/2020	06/19/2020	7.00	Normal	<input type="checkbox"/>	06/19/2020	Details	Administrator Absence Event	Approved

13. Click the **Forecast Value** tab to confirm that the employee is eligible.

The **Forecast Value** tab displays.

The screenshot shows the 'Absence Event Entry' page. At the top, there are tabs for 'Absence Event Entry' and 'Forecast Messages'. Below the tabs, there are fields for 'Employee ID', 'Empl Record' (0), and 'Name'. A 'Forecast' button is visible. Below this, there is a table with the following columns: *Absence Take, Description, *Begin Date, End Date, Forecast Value, Forecast Date Time, and Forecast Details. The first row in the table is for 'CSL TAKE ELEM' with a 'Forecast Details' link highlighted in red.

*Absence Take	Description	*Begin Date	End Date	Forecast Value	Forecast Date Time	Forecast Details
CSL TAKE ELEM	Volunteer Service Leave	06/19/2020	06/19/2020	ELIGIBLE	06/17/2020 3:28PM	Forecast Details

14. Click the **Forecast Details** link.



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The **Absence Forecast Results** page displays.

Absence Forecast Results

Absence Event

Absence Forecast Results

Absence Take Element CSL TAKE ELEM Begin Date 06/19/2020
Absence Type Vol Srv Lv End Date 06/19/2020
Forecast Value ELIGIBLE Forecast Date Time 06/17/2020 3:28PM

Absence Forecast Result Details

Secondary Element	Forecast Element	Type	Numeric Value	Character Value	Date Value
CSL TAKE ELEM	CSL ENT ELEM_BAL	Accumulatr	9.000000		
CSL TAKE ELEM	CSL FORECAST PAID	Accumulatr	7.000000		
CSL TAKE ELEM	CSL FORECAST UNPD	Accumulatr	0.000000		

Return

15. Review the following information:
 - a. **Forecast Value** field: Verify a status of **“Eligible”**
 - b. ***** ENT ELEM_BAL** row: Displays the employee’s new balance after the update to the absence event
 - c. ***** FORECAST PAID** row: Displays the forecasted number of paid absence hours for this updated absence event
 - d. ***** FORECAST UNPD** row: Displays the forecasted number of unpaid absence hours for this updated absence event

Note: For identification purposes, the “***” represents the absence take type (Element Code) and will be unique for each absence take type during your review. Cardinal automatically generates an absence take for Pay Docking (LNP) for any hours that are not covered by the employee’s absence entitlement balance (***** FORECAST UNPD** row). If necessary, work with the employee and/or supervisor to determine if another leave type can be used. The employee and/or supervisor should be given an opportunity to update the leave request, whenever possible, to avoid pay docking. It is the administrator’s responsibility to verify that the employee has a sufficient balance to cover the absence if a balance is required for the absence take type. If the Forecast Value status is **“INELIGIBLE”**, it should be addressed.

16. Click the **Return** button.



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The **Absence Event** page returns with the **Forecast Value** tab displayed.

The screenshot shows the 'Absence Event' page with the 'Forecast Value' tab selected. The page contains the following elements:

- Employee ID: [Redacted]
- Empl Record: 0
- Name: [Redacted]
- From: 03/19/2020
- Through: 09/15/2020
- Buttons: Refresh, Forecast
- Absence Events section with a search bar and tabs: Absence Take, Process Status, Forecast Value (selected).
- Table of Absence Events:

*Absence Take	Description	*Begin Date	End Date	Forecast Value	Forecast Date Time	Forecast Details		
CSL TAKE ELEM	Volunteer Service Leave	06/19/2020	06/19/2020	ELIGIBLE	06/17/2020 3:28PM	Forecast Details	+	-

Buttons at the bottom: Save (highlighted), Return to Search, Notify, Refresh.

17. Click the **Save** button, once you have confirmed the employee is eligible for the leave. The absence has been successfully modified for the employee and will be processed during the next run of the **Absence Calculation** process (scheduled to run daily).

Deleting an Absence Request

1. Navigate to the **Absence Event** page by following this path:

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

The **Absence Event Search** page displays.

Absence Event

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

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID	begins with	<input type="text"/>
Empl Record	=	<input type="text"/>
Name	begins with	<input type="text"/>
Last Name	begins with	<input type="text"/>
Second Last Name	begins with	<input type="text"/>
Alternate Character Name	begins with	<input type="text"/>
Middle Name	begins with	<input type="text"/>

Case Sensitive

Limit the number of results to (up to 300):

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

2. Search for the applicable employee. Enter the Employee ID or known portion of the Employee ID in the **Empl 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 **Search** button.



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TA374 Entering and Modifying Absences

- Click the **Empl ID** link for the applicable employee if multiple employees match the search criteria entered. The search results will display in the bottom portion of the page.

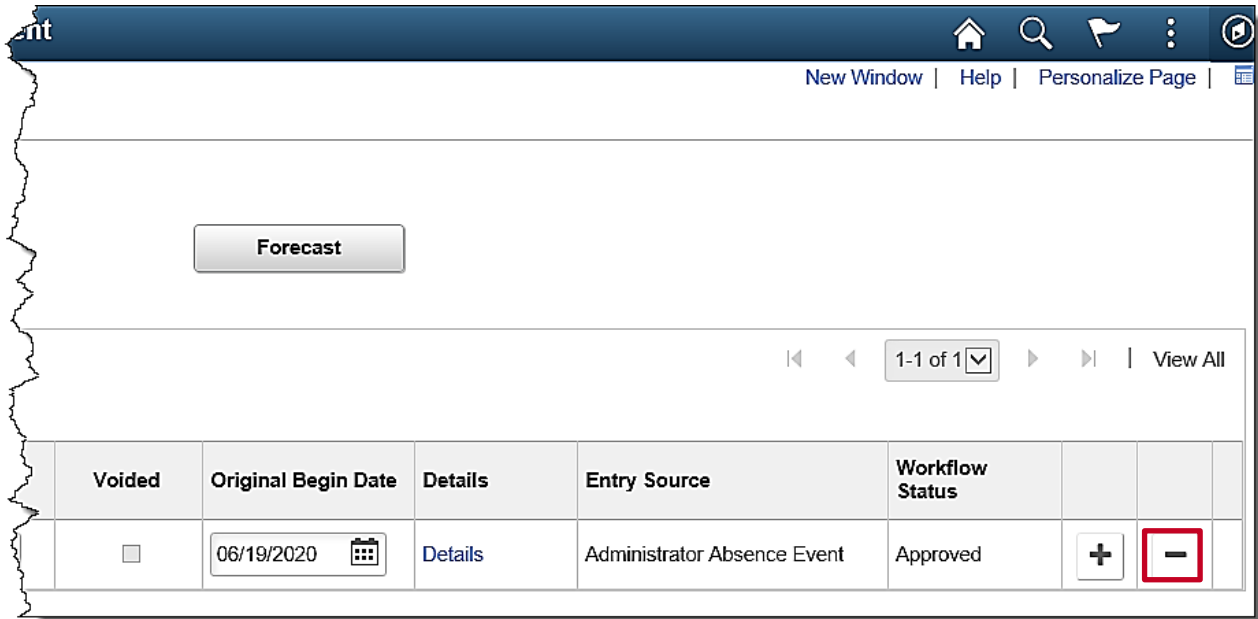
The **Absence Event** page displays with the **Absence Event Entry** tab displayed by default.

The screenshot shows the 'Absence Event' page with the 'Absence Event Entry' tab selected. At the top, there are search filters for Employee ID, Empl Record (0), and Name. Below these are date pickers for 'From' (03/19/2020) and 'Through' (09/15/2020), along with a 'Refresh' button. The main section is titled 'Absence Events' and contains a search bar and a table. The table has columns for *Absence Take, Description, *Begin Date, End Date, Partial Hours, *Process Action, and Voided. A single row is visible with the following data: *Absence Take: CSL TAKE ELEM, Description: Volunteer Service Leave, *Begin Date: 06/19/2020, End Date: 06/19/2020, Partial Hours: 7.00, *Process Action: Normal, and Voided: . At the bottom of the table area are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'.

*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided
CSL TAKE ELEM	Volunteer Service Leave	06/19/2020	06/19/2020	7.00	Normal	<input type="checkbox"/>

- Scroll to the right side of the page.

The remainder of the **Absence Event** page displays.



6. Click the **Delete row (-)** icon for the applicable absence.

Note: The **Delete row (-)** icon is only visible and available if the absence has not yet been processed by the regularly scheduled **Absence Calculation** process.

A **Delete Confirmation** message displays in a pop-up window.



7. Click the **OK** button to confirm the deletion.



Time & Attendance Job Aid

TA374 Entering and Modifying Absences

The **Absence Event** page refreshes with the absence event removed.

Homepage Absence Event

Absence Event Entry Forecast Messages

Employee ID [redacted] Empl Record 0 Name [redacted]
From 03/19/2020 Through 09/15/2020 Refresh

Absence Events ?

Absence Take Process Status Forecast Value ||>

*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided
<input type="text" value="Q"/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	Normal <input type="checkbox"/>	<input type="checkbox"/>

Save Return to Search Notify Refresh

Note: When an absence is deleted, a record of the request or event does not remain in Cardinal. Cardinal will automatically adjust the employee's absence entitlement balance if the absence was previously deducted from the balance during the next run of the **Absence Calculation** process (scheduled to run daily).

Voiding an Absence Request or Event

1. Navigate to the **Absence Event** page by following this path:

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

The **Absence Event** page displays.

Absence Event

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

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID	begins with	<input type="text"/>
Empl Record	=	<input type="text"/>
Name	begins with	<input type="text"/>
Last Name	begins with	<input type="text"/>
Second Last Name	begins with	<input type="text"/>
Alternate Character Name	begins with	<input type="text"/>
Middle Name	begins with	<input type="text"/>

Case Sensitive

Limit the number of results to (up to 300):

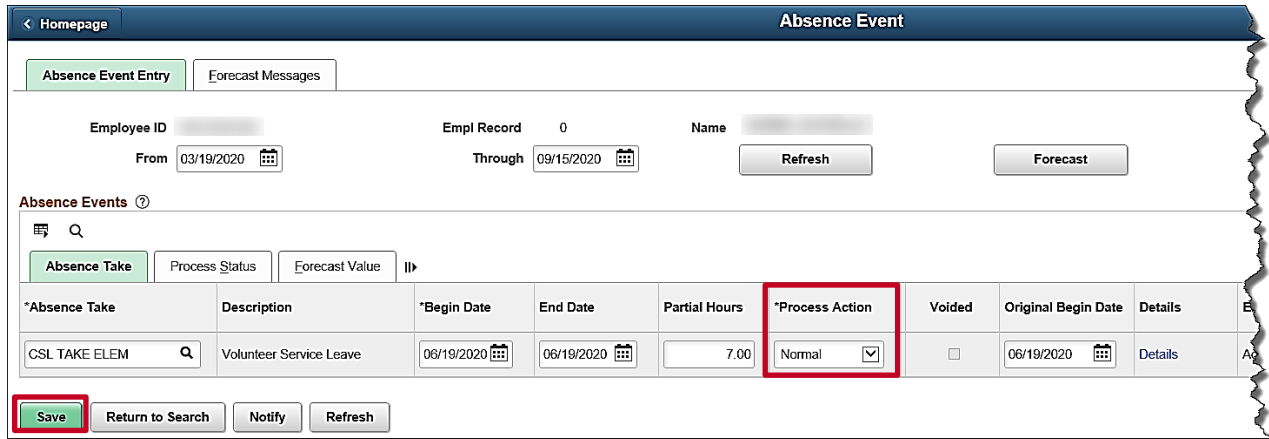
[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

2. Search for the applicable employee. Enter the Employee ID or known portion of the Employee ID in the **Empl 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 **Search** button.
4. Click the **Empl ID** link for the applicable employee if multiple employees match the search criteria entered. The search results will display in the bottom portion of the page.

The **Absence Event** page displays with the **Absence Event Entry** tab displayed by default.



Employee ID [redacted] Empl Record 0 Name [redacted]
 From 03/19/2020 Through 09/15/2020 Refresh Forecast

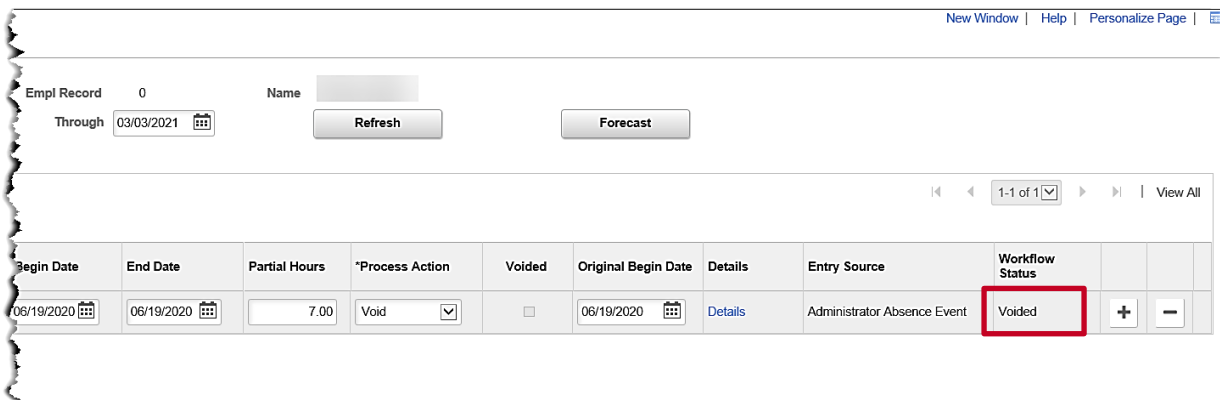
Absence Events

*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details
CSL TAKE ELEM	Volunteer Service Leave	06/19/2020	06/19/2020	7.00	Normal	<input type="checkbox"/>	06/19/2020	Details

Save Return to Search Notify Refresh

5. Click the **Process Action** dropdown button and select “**Void**” from the dropdown list.
6. Click the **Save** button.

The **Absence Event** page refreshes.



Empl Record 0 Name [redacted]
 Through 03/03/2021 Refresh Forecast

1-1 of 1 View All

Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status
06/19/2020	06/19/2020	7.00	Void	<input checked="" type="checkbox"/>	06/19/2020	Details	Administrator Absence Event	Voided

Note: When an absence is voided, the **Voided** checkbox will be checked once the void is processed by the Absence Calculation process and a record of the request or event remains in Cardinal.