Human Capital Management (HCM)

Time & Attendance

Time Entry Upload Process

Agenda

- Welcome and Overview
- Process Flow
- Error Processing
- Error Report
- Review Page
- Error Examples
- Next Steps
- Appendix

Overview

Overview

Time Entry Upload Process Webinar:

- Provides information and examples relating to the Time Entry Upload Interface (TA756) in Cardinal

- Explains how Cardinal loads productive and non-productive time files sent from interfacing agencies using the Time Entry Upload Interface (TA756)

- Provides guidance for the Time and Attendance (TA) Interface Administrator in fulfilling their responsibilities in providing oversite and reviewing/resolving errors

Note: It is critical for the agency TA Interface Administrator to understand the Time Entry Upload Interface (TA756), **Time Entry Upload Error Report**, and **Time Entry Upload Review** page and be prepared to perform their role-specific responsibilities on Day One of Cardinal HCM go-live. Issues with the Time Entry Upload and any unresolved errors could impact employee pay or delay payroll.
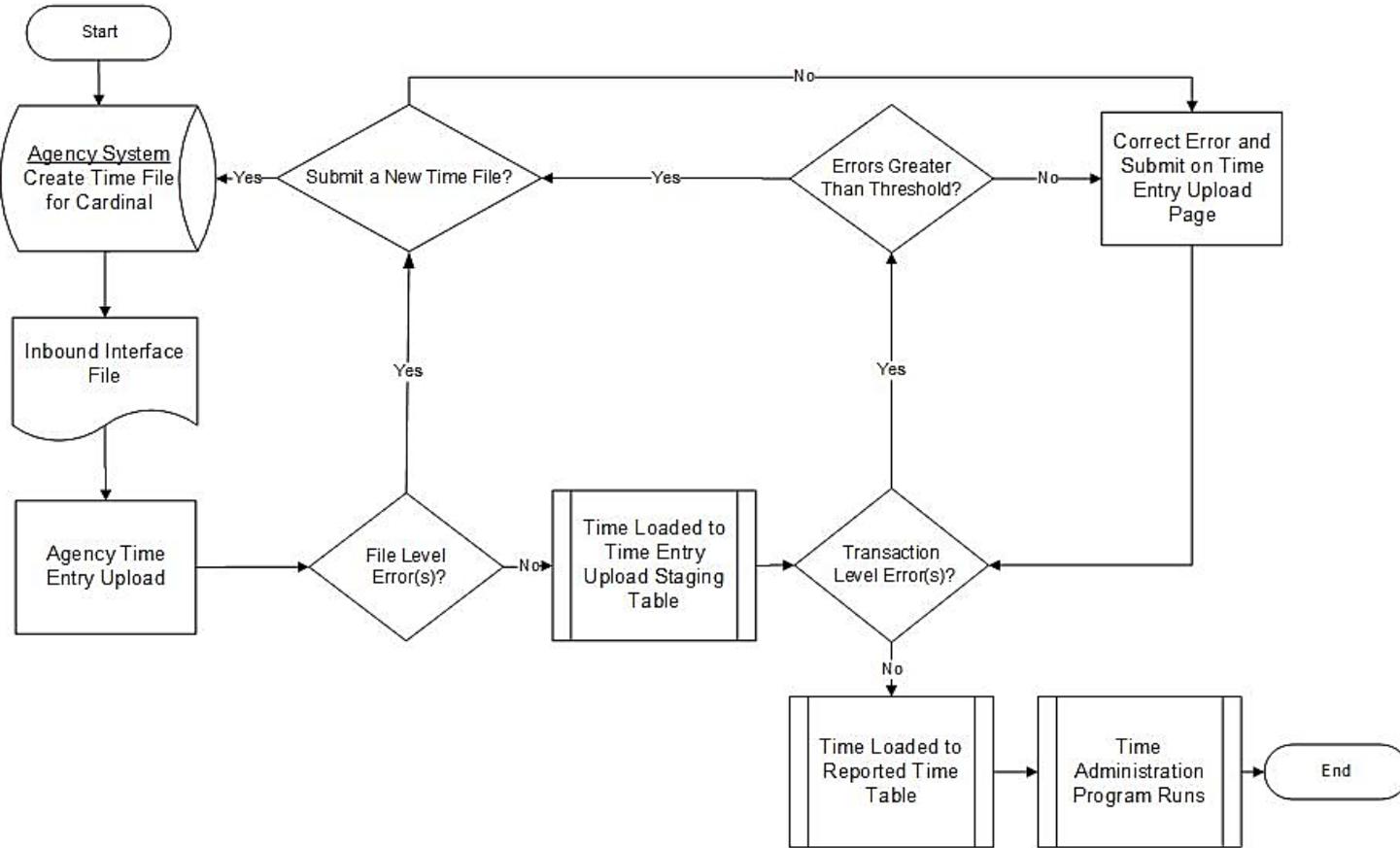
Time Entry Upload Process Flow

Error Processing Diagram

Agency Time Entry Upload Error Processing Diagram

Time Entry Upload Process Flow

The following steps outline the Time Entry Upload Interface (TA756) process flow for the agency TA Interface Administrator:

1. The agency sends time entry data using a Cardinal flat file template posted on the secure Cardinal servers for processing. External system files should be placed in the Cardinal File Transfer Protocol (FTP) server folder

2. Time Entry Upload Interface (TA756) is run in batch and processes any inbound time entry files

3. Cardinal receives the Time Entry Upload Interface (TA756) files and checks for file level errors. Cardinal rejects files with errors without loading the transactions. These file level errors will appear on the **Time Entry Upload Error Report**

4. Cardinal processes files that pass file level error validation and checks for transactional errors against a set agency error threshold. If the percentage of errors is below the agency's set threshold, the valid transactions will load to **Reported Time** in Approved (AP) status. Transactions with errors will not be loaded and will appear on the **Time Entry Upload Review** page and **Time Entry Upload Error Report**

Time Entry Upload Process Flow (continued)

5. The agency will use the **Time Entry Upload Error Report** and the **Time Entry Upload Review** page to view, change, or cancel transaction level errors. The TA Interface Administrator should review time and check for errors regularly, either daily or based on the frequency the agency uploads time entry data to Cardinal

6. Transactions updated online in Cardinal, which pass validation, load to **Reported Time** in Needs Approval (NA) status and require Reported Time approval in Cardinal

7. In Cardinal, the agency Time & Labor Administrator role can add or update interfaced transactions online, directly on the **Timesheet,** when necessary. Timesheet updates for interfacing employees require Reported Time approval in Cardinal

8. The TA Interface Administrator for the agency will also have the Time & Labor Administrator role to access reports, **Time Entry Upload Review** page, and agency timesheets. Employees with interfaced time will not have access to report time online

Time Entry Upload Process Flow (continued)

9. Agencies should monitor their file server folder and review error reports to identify if the file submitted to Cardinal is rejected due to file level errors. Agencies should immediately resubmit the corrected file

10. If the inbound time file is accepted by Cardinal but has transaction level errors, all errors should be immediately corrected by the agencies. Errors not addressed by the payroll processing deadlines may impact employee pay and earnings distribution

Note: The Agency deadline to upload time entry files is 11:00 p.m.. If the files are uploaded after the deadline they will be processed the following night. If a file is placed after the deadline and needs to be processed prior to the following night the agency should open a PPS ticket.

Time Entry Upload Error Processing

Time Entry Upload Error Levels

There are two rejection error levels for Time Entry Upload Interface (TA756):

File Level Error:

- A file level error will occur if the file does not meet file layout or other file requirements (e.g., corrupted file or invalid file name)

- If a file level error occurs, none of the transaction data in the file is uploaded into Cardinal. The file must be corrected by the agency and re-submitted to Cardinal for processing

Transaction Level Error:

- A transaction level error occurs if the file is successfully processed by Cardinal, but individual transactions contain invalid values or do not meet interfacing time reporting requirements for the employee or agency (e.g., combination of edit errors or missing required fields for a transaction)

- If a transaction level error occurs, only the transaction(s) with errors are rejected and all other transactions in the file are uploaded to Cardinal. The transaction(s) with errors should be corrected in the agency source system and re-sent to Cardinal or corrected manually online in Cardinal using the **Time Entry Upload Review** page

For a list of all errors see the Job Aid titled **TA372_Interface Administration**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**

Transaction Level Errors

Time Entry Upload error threshold:

- Each agency has a Time Entry Upload Interface (TA756) error threshold (e.g., 10%). This is the limit for the total percentage of transaction level errors allowed in the time file in order for the program to load the valid rows as Reported Time

- If the total errors in the agency time file is more than the error threshold, no transactions will be loaded as Reported Time

- The agency will use the **Time Entry Upload Review** page to evaluate the major impacts and make a decision to:

  – Cancel the full file and submit a new file for processing

    or

  – Load the valid transactions as Reported Time and manually handle the errors

Time Entry Upload Error Report

Time Entry Upload Error Report

Time Entry Upload Error Report:

- Generated automatically in batch each night after the interface processes the time files:

  - Posted to the **Report Manager** in Cardinal within the agency specific folder and posted to the file server for the agencies to retrieve outside of Cardinal

  - Reports are available in the **Report Manager** for 30 calendar days and on the file server for seven days

- Can also be manually run at any time by TA Interface Administrators*

- Includes both file and transaction level errors

- The employee transaction errors display specific employee data with error descriptions

*TA Interface Administrators should manually run the **Time Entry Upload Error** report when time is updated/corrected online in Cardinal to confirm the expected errors were resolved.

Time Entry Upload Error Report (continued)

Commonwealth of Virginia
TIME ENTRY UPLOAD ERROR REPORT

Report ID: RTA757

Run Date: 02/02/2021
Run Time: 09:34 00

BUSINESS UNIT: 21500 - University of Mary Washington
FROM DATE   : 15-JUL-2019
TO DATE   : 02-FEB-2021

FILE NAME: 21500_TA756_IN_07312020_1457_001.DAT

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EMPLID	EMP RCD	NAME	BUS UNIT	POSITION NUMBER	POSITION TITLE	CREATE DATE	DATE	TRC	TL QUANTITY	LINE ID	ERROR MESSAGE
	0			UMWTA008	Gen Admin Manager I	07/31/2020	11/27/2019	REG	1	3	Missing data in Required field - BUSINESS_UNIT
	0		21500	UMWTA008	Gen Admin Manager I	07/31/2020	11/28/2019	REG	0	4	Numeric fields are not right justified or contain non-numeric characters
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Missing data in Required field - DUR
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Employee / Position number not found
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Program
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid CF Department
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Fund
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record

For detailed instructions on how to run the **Time Entry Upload Error Report** see the Job Aid titled **TA372_Interface Administration**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

Time Entry Upload Error Report (continued)

TA Interface Administrators must review the **Time Entry Upload Error Report** daily or based on the frequency the agency sends time files:

- Agencies can update time files in their agency source system:
  - If the Transaction errors are greater than the agency threshold, the agency must correct the time files and resend them to Cardinal
  - If the Transaction errors are less than the threshold the agency can upload the file again with the corrected transactions
- TA Interface Administrators can review and manage transaction errors online in Cardinal using the **Time Entry Upload Review** page

Time Entry Upload Review Page

Time Entry Upload Review Page

TA Interface Administrator's use the **Time Entry Upload Review** page:

- View transactions that did not successfully upload as Reported Time:
  - If the total error percentage in the file is more than the error threshold, agencies can upload the file again
  - The file can be uploaded again even if it is under the threshold. This is an agency decision
- Correct error transactions and re-submit for loading as Reported Time
- Cancel error transactions in order to correct the transactions directly on the **Timesheet**. Correcting time online in Cardinal on the Timesheet should only be done as a last resort. It is always recommended to make the updates in the source system to keep both systems in sync

Note: When time is adjusted on the **Time Entry Upload Review** page or directly on the **Timesheet**, it will require approval after submission and before processing. Once the **Reports To** Supervisor approves the time, it will go through the Time Administration process.

Upload Review - Search

The search page can be used to search for and select processed files and includes an **Error Flag** indicator (Y or N) to indicate if the file has errors.

Time Entry Upload Review

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

Find an Existing Value

▼ **Search Criteria**

Business Unit	begins with ☑	21500 🔍
File Name	begins with ☑	🔍
Creation Date	= ☑	🔍
Processed Date	= ☑	🔍
Error Flag		☐

☐ Case Sensitive

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

[Search] [Clear] Basic Search 🔳 Save Search Criteria

Search Results

View All |◄ ◄ 1-20 of 20 ☑ ► ►|

Validation Instance	Business Unit	File Name	Creation Date	Processed Date	Error Flag
202008171451001	21500	21500_TA756_IN_08172020_1451_001.DAT	08/17/2020	08/17/2020	N
202008171026001	21500	21500_TA756_IN_08172020_1026_001.DAT	08/17/2020	08/17/2020	N
202008171011001	21500	21500_TA756_IN_08172020_1011_001.DAT	08/17/2020	08/17/2020	Y
202008071536001	21500	21500_TA756_IN_08072020_1536_001.DAT	08/07/2020	08/10/2020	N
202008071523001	21500	21500_TA756_IN_08072020_1523_001.DAT	08/07/2020	08/07/2020	Y
202008031335001	21500	21500_TA756_IN_08032020_1335_001.DAT	08/03/2020	08/03/2020	N

Upload Review - Transaction Summary

The **Transaction Summary** section displays status totals for all transactions in the file:

- If a File Name with **Error Flag Y** is selected, there are outstanding errors, and the **Error Transaction Detail** link is available

- The **Cancel Remaining File** button is also available and if used, the file will be discarded for upload

Transaction Statuses and Definitions

Transaction Status	Definition
Staged	Waiting for file submit. You will not see this data on the Time Entry Upload Review page
Error	Transactions that failed validation viewable from the Time Entry Upload Review page
Update	Transactions updated viewable from the Time Entry Upload Review page
Cancel	User chose to cancel and is unavailable from the Time Entry Upload Review Page
Hold	There are multiple transactions for an employee for the day and some passed validation, but at least one errored out. Lines in error will display from the **Time Entry Upload Review** page. Transactions on hold for the day are viewable from the hold link and waiting for the transaction in error to be corrected so all transaction for day can be loaded
Complete	Number of transactions successfully loaded as Reported Time in Approved workflow status
Override	A later transaction overlaid the original file

Upload Review – Error Transaction Detail

From the **Error Transaction Detail** page, the TA Interface Administrator will be able to note the Error Message and can determine the best action(s) to take.

Note: Agencies must cancel or correct and resubmit all transactions in error status.

Upload Review – Error Actions

- **Cancel Selected Row(s)** – Click the **Cancel Selected Row(s)** after it is determined to cancel some or all transactions and resend the corrected transactions in a new file.

- **Cancel Selected Day(s)** – Click the **Cancel Selected Day(s)** after it is determined to cancel some or all transactions by the day(s) and resend the corrected transactions in a new file.

- **Correct TRC/Quantity** – Correct the values causing the transaction error and submit for processing.

- **Hold Transactions -** Click the **Hold Transaction** link to view transactions validated yet requires the errored transaction for the entire day to load. Correct the errored transaction, and the transactions in Hold Status will update to Report Time.

- **Save** - The agency can click the **Save** button to save updated transactions in progress.

- **Submit** – Click the **Submit** button to request Cardinal to reprocess the updated valid transactions, cancel the errored transactions, and resend/interface the errored transactions.

Time Entry Upload Error Examples

Error Example – Invalid Task

Error Message: "Invalid Task" means the ChartField field PRODUCT (known as Task) has a value that either does not exist or is Inactive in Finance for the Date that was reported:

- Correct the ChartField value in your source system and resend the time file with corrected ChartField value in new time file

 or

- Correct the value using the review page by clicking on the **ChartFields** tab and **ChartFields** link next to the row and resubmit for processing

Error Transactions Detail

Business Unit	50100 VA Dept of Transportation
File Name	50100_TA756_IN_12032021_0515_001.DAT
Created Date	12/03/2021
Processed Date	12/04/2021

[Load More Entries] [Load All] 15 of 15 entries loaded   Process Monitor

Error transactions ⓘ

Tabs: Overview | Time Reporting Elements | Task Reporting Elements | ChartFields | Not Supported Yet   1-16 of 16

	Select	Updated	Record #	Empl ID	Position Number	Empl Record	Department	Date	•Seq Nbr	•TRC	Quantity	Error Message	Hold Transactions
1	☐	☐	192	00194508700	DOT04723	0	19041	12/01/2021	1	REG	8.000000	1) Invalid Task	
2	☐	☐	400	00242978000	DOT13452	0	19041	12/01/2021	1	REG	8.000000	1) Invalid Task	
3	☐	☐	441	00252716900	DOT02357	0	19041	12/01/2021	1	REG	8.000000	1) Invalid Task	

- If value is correct, work with your agency ChartField contact in Finance to make sure the value exists and is active as of the expected date

Error Example – TRC is not in TRC Program

Error Message: "TRC is not in TRC Program" means that the TRC supplied in the file is not available in the TRC Program associated with the employee's Workgroup:

- Review the TRC value in the agency source system. If the TRC value is correct, work with your agency TL Employee Setup Administrator to make sure the employee is enrolled in the appropriate Workgroup and Comp Plan

- Correct the TRC value in your source system and resend a new time file

  or

- Correct the value using the **Time Entry Upload Review** page by selecting the appropriate TRC and resubmit for processing

Error Transactions Detail

Business Unit	99900	Alcoholic Beverage Control
File Name	99900_TA756_IN_12072021_1129_001.DAT	
Created Date	12/07/2021	
Processed Date	12/08/2021	

| Load More Entries | Load All | 125 of 125 entries loaded | Process Monitor |

Error transactions ⓘ

Overview | Time Reporting Elements | Task Reporting Elements | ChartFields | Not Supported Yet

1-128 of 128

	Select	Updated	Record #	Empl ID	Position Number	Empl Record	Department	Date	·Seq Nbr	·TRC	Quantity	Error Message	Hold Transactions
1	☐	☐	2539	00612060000	ABCW0R6D	0	226352	11/24/2021	2	OVS 🔍	1.100000	1) OVS - TRC is not in TRC Program	Hold Transactions

Error Example – Employee/Position number not found

Error Message: "Employee/Position number not found" means that no Active HR Status Job was found for the supplied Employee ID and Position Number for the Date:

- Verify the Employee ID and Position Number are correct your source system and update in source, if necessary. Resend time with corrected Employee ID/Position Number in new time file, or cancel the error and enter time directly on the **Timesheet**, if time sensitive

- The employee may not exist in Cardinal yet due to the timing of new hire entry, the employee may not have been moved to the new position yet, or the Position Number may be incorrect in Cardinal. Work with your agency HR Administrator to add/update Job Data and then resubmit the time for processing using the **Time Entry Upload Review** page

Error Transactions Detail

Business Unit	50100	VA Dept of Transportation	
File Name	50100_TA756_IN_12062021_0515_001.DAT		
Created Date	12/06/2021		
Processed Date	12/07/2021		

Load More Entries   **Load All**   7 of 7 entries loaded   Process Monitor

Error transactions ⑦

Time Reporting Elements | Task Reporting Elements | ChartFields | Not Supported Yet

1-7 of 7 ⌄

	Select	Updated	Record #	Empl ID	Position Number	Empl Record	Department	Date	*Seq Nbr	*TRC	Quantity	Error Message	Shift
1	☐	☐	1836	00668502000	DOT22413	999	16040	12/03/2021	1	REG	8.000000	1) Employee / Position number not found	

Error Example – Employee or Approver does not have User Profile

Error Message: "Employee or Approver does not have User Profile" means that either the employee for whom the time is submitted or their Reports To approver does not have a security User Profile associated with the Employee ID. Both are required for uploading/entering time in Cardinal:

- Work with your agency Security Administrator to make sure appropriate Cardinal Security Forms have been submitted and processed for both the employee and Reports To approver

- There could be a timing issue between processing a new hire or change in Reports To and the time can be resubmitted using the review page once the User Profiles are established

Error Transactions Detail

Business Unit	50100 VA Dept of Transportation
File Name	50100_TA756_IN_11292021_0515_001.DAT
Created Date	11/29/2021
Processed Date	11/30/2021

[Load More Entries] [Load All]   11 of 11 entries loaded   Process Monitor

Error transactions ⓘ

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	Select	Updated	Record #	Empl ID	Position Number	Empl Record	Department	Date	•Seq Nbr	•TRC	Quantity	Error Message	Hold Transactions
1	☐	☐	38	00091819200	DOT10300	0	14071	11/24/2021	1	REG	4.000000	1) Employee or Approver does not have User Profile	

Next Steps

Next Steps

Agency TA Interface Administrators:

- Review the information covered in this webinar and the **TA372_Interface Administration** Job Aid

- Identify contacts within your agency to assist in resolving time errors:
  - HR Administrators to correct Job Data or Reports To position
  - TL Employee Setup Administrator to correct Time Reporter Data or Comp Plan Enrollment (TRC eligibility)
  - Security Administrator to submit security forms to Cardinal
  - Delegation Administrator to delegate approval for time entered/adjusted online when Reports To is not available to approve submitted time
  - Finance/ChartField contact to verify valid ChartField values

- Review Time Entry Upload Error Reports and the **Time Entry Upload Review** page on go-live day

Note: If your agency is using the Absence Data Upload Process, there is not a separate webinar, but the process and report is similar. AM Administrators can use the **Absence Event** page to add/correct absences online if needed.

Q&A

Appendix

Resources

- For more information about the content included in this webinar see the Job Aid titled **TA372_Interface Administration**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

- After go-live, the TA Interface Administrator should open a VCCC ticket for any questions or issues related to the Time Entry Upload and a member of the Post Production Support (PPS) team will be ready to assist.