



# **Cardinal HCM Time and Attendance Reports Catalog**

**VIRGINIA DEPARTMENT OF ACCOUNTS**

**Revised 12/15/2023**



## Table of Contents

Learning Materials and Resources .....	4
<b>Time and Attendance Queries .....</b>	<b>5</b>
Absence Accumulators Results Query .....	6
Absences Approved by Admins Query .....	7
Absence Data Upload Error Query .....	8
Active TL Eligibility Query .....	9
Cancelled/Error Time Entry Upload Query .....	10
Comp Plan Criteria Query .....	11
Comp Plan Enrollment Audit Query .....	12
Donated Leave Usage Query .....	13
Emergency Overtime Meals Query .....	14
Employee Absence Adjustments Query .....	15
Employee Comp Plan Details .....	16
Employee Schedule Review Query .....	17
Employee Time Reporter Details .....	18
FML Without Concurrent Absence Query .....	19
Inactive Employee with Leave Balance Query .....	20
Ineligible Forecasted Absence Events Query .....	21
Invalid ChartField Combination Query .....	22
Leave Balances by Department ID/Location Query .....	23
Negative Hours From Prior Period Adjustment Query .....	24
Negative Leave Balances Query .....	25
Reports To .....	26
Saved & Submitted Absences Query .....	27
TA Self-Approval Audit Query .....	28
Time and Labor to Paysheet Error Query .....	29
Time and Labor to Paysheet Posted Query .....	30
Time Approval Audit Query .....	31
Time Entry Audit Query .....	32
Time Reporter (Auto Enrollment) Exceptions Query .....	33
Time Reporter Changes Query .....	34
Time Reporter Criteria Query .....	35
Time Reporting Exceptions Query .....	36
Timesheet (Prior Period) Adjustments by DeptID/Date Query .....	37



TL Eligibility Audit Query.....	39
Traditional Sick Used 6 Months Query.....	40
Vacation Leave Lost Query.....	41
Weekly Submitted Hours Query.....	42
Workflow Setup Issues Query.....	43
<b>Time and Attendance Reports .....</b>	<b>44</b>
Absence Data Upload Error Report (RTA674) .....	45
DOA Leave Liability Report (RTA013) .....	47
Docking Unpaid Absences Report (VTAR655).....	49
Employee Leave Report (RTA010).....	52
Flex Leave Liability Data Report (RTA803).....	54
Hourly Employee Tracking Report (RTA005).....	56
Invalid Holiday Report (RTA720) .....	58
OSHA Report (RTA508) .....	60
Payable Status Report (TL001) .....	62
Payable Time to GL Reconciliation Report (RTA739) .....	63
Potential Vacation Leave Forfeiture Report (RTA012) .....	65
Scheduled Hours Report (TL004).....	67
Summary of Productive Hours Report (RTA030) .....	69
Time Entry Upload Error Report (RTA757) .....	71
Timesheet Report (RTA026).....	73
Timesheet Schedule Exception and Overtime Review Report (RTA024).....	75



## Learning Materials and Resources

The **Cardinal Time and Attendance Reports Catalog** covers the Time & Attendance (TA) functional area. Each functional area reports catalog contains queries and reports specific to that area.

**Note:** Since reports and queries may be used by more than one functional area, if you do not find the report or query in your functional area reports catalog, please review the other Cardinal HCM Reports Catalogs and use the **Find** feature (ctrl F) to search that specific functional area reports catalog.

For additional information or guidance about accessing Cardinal reports and queries, please refer to the following:

- **Cardinal SW NAV225 Cardinal Reporting (HCM):** This Web Based Training (WBT) course provides training and interactive demonstrations that cover the fundamentals of how to run or access reports and queries. This course is available in **Cardinal Learning** and on the **Cardinal Website** and provides:
  - Key concepts in Cardinal HCM reporting
  - How to navigate to the Query Viewer, how to search for and run an HCM query and how to access query results online or by download
  - How to run HCM reports and how to navigate to the Report Manager and view reports



## **Time and Attendance Queries**

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# Absence Accumulators Results Query V\_TA\_ABS\_ACCUM\_RESULTS

REVISED: 09/15/2021

## DESCRIPTION:

This query provides absence results and details for review and troubleshooting of absences. This query displays the same data AM Administrators can view on the Results by Calendar Group/Calendar pages.

This query is primarily used by Absence Management (AM) Administrators.

## NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_ABS\_ACCUM\_RESULTS

### INPUT / SEARCH CRITERIA:

Business Unit  
Employee ID  
Accumulator (Blank for All)  
Date From  
Date Thru  
MAX/ALL

### OUTPUT FORMAT:

HTML  
Excel

## ADDITIONAL INFORMATION:

The **Business Unit**, **Employee ID**, **Date From** and **Date Thru** are required fields. The **MAX** version of the calendar may be used if the calendar has been calculated more than once retroactively. The **ALL** version of the calendar shows all versions of the calendar within the date range selected.

## Screenshot of the Absence Accumulators Results Query

V\_TA\_ABS\_ACCUM\_RESULTS - Absence Accum Results

Business Unit: 40300  
Employee ID: [ ]  
Accumulator (Blank for all): [ ]  
Date From: 12/10/2019  
Date Thru: 12/24/2019  
MAX/ALL: ALL

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (38 kb)

View All First 1-91 of 91 Last

Row	Business Unit	Name	Empl ID	Empl Rcd	Position	Calendar ID	Calendar Group ID	From Date	Through date	Element Name	Element Description	Calc Result Value
1	40300			0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	ALI ENT ELEM_BAL	Annual Leave Incentive	0.000000
2	40300			0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	ALI ENT ELEM_ENT	Annual Leave Incentive	0.000000
3	40300			0	GIF00241	SM12019SM123	2019SM123	12/10/2019	12/24/2019	ALI PRD ACUM_ACRL	ALI Period Accrual	0.000000
4	40300			0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	ALI YTD ACUM_ACRL	ALI Annual Accrual	0.000000
5	40300			0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	BMO ENT ELEM_BAL	Bone Marrow/Organ Donations	0.000000
6	40300			0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	BMO ENT ELEM_ENT	Bone Marrow/Organ Donations	0.000000
7	40300			0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	CSL ENT ELEM_ADJ	Volunteer Service Leave	16.000000
8	40300			0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	CSL ENT ELEM_BAL	Volunteer Service Leave	16.000000
9	40300			0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	CSL ENT ELEM_ENT	Volunteer Service Leave	0.000000
10	40300			0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	DLR DON ELEM_BAL	DLR Donate Element	0.000000
11	40300			0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	DLR ENT ELEM_BAL	Donated Leave Rec (Lv Share)	0.000000
12	40300			0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	DLR ENT ELEM_ENT	Donated Leave Rec (Lv Share)	0.000000
13	40300			0	GIF00241	SM12019SM123	2019SM123	12/10/2019	12/24/2019	DLR PRD ACUM_ACRL	DLR Period Accrual	0.000000



## Absences Approved by Admins Query V\_TA\_ABS\_ADMIN\_APPROVALS

REVISED: 09/15/2021

### DESCRIPTION:

This query lists absences currently in approved status that were touched and/or approved via the **Absence Event** page. This query is used for auditing purposes to maintain internal controls.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_ABS\_ADMIN\_APPROVALS

### INPUT / SEARCH CRITERIA:

Business Unit (Blank for all)  
 Location (Blank for all)  
 Employee Dept ID (Blank for all)  
 Approver Empl ID (Blank for all)  
 Action Date From  
 Action Date To

### OUTPUT FORMAT:

HTML  
 Excel

### ADDITIONAL INFORMATION:

The **Action Date From** and **Action Date To** are required fields. It is recommended that the **Business Unit** field always be populated, but it is not a required field.

### Screenshot of the Absences Approved by Admins Query

V\_TA\_ABS\_ADMIN\_APPROVALS - Absences Approved by Admins

Business Unit(Blank for all)

Location(Blank for all)

Employee DeptID(Blank for all)

Approver EmplID(Blank for all)

Action Date From

Action Date To

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(306 kb\)](#)

View All First 1-100 of 644  Last

Row	Business Unit	Approver EMPLID	Approver USER ID	Employee NAME	Employee EMPLID	Employee Record	Position	Employee Location	Employee DeptID	Action Date	Absence Begin Date	Absence End Date	Leave Type	Comment	Trans Nbr	SeqNum
1	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	1
2	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	2
3	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	3
4	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	4
5	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	10/01/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	5
6	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	10/01/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	6
7	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	10/01/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	7
8	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	10/01/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	8
9	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	11/12/2019	VSDP Sick Leave		2194128	1
10	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	11/12/2019	VSDP Sick Leave		2194128	2
11	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	11/12/2019	VSDP Sick Leave		2194128	3
12	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	11/12/2019	VSDP Sick Leave		2194128	4
13	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	11/12/2019	VSDP Sick Leave		2194128	5



# Absence Data Upload Error Query V\_TA\_ABS\_DATA\_UPLOAD\_ERROR

REVISED: 04/14/2023

## DESCRIPTION:

This query displays a list of Absence Upload errors interfacing agencies encountered during the Absence Data Upload file process. This query includes the errors along with error messages for users to review and make the necessary corrections.

This same data can also be extracted by running the [Absence Data Upload Error Report \(RTA674\)](#).

## NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_ABS\_DATA\_UPLOAD\_ERROR

### INPUT / SEARCH CRITERIA:

Business Unit  
Dept ID  
Empl ID  
From Date  
Thru Date

### OUTPUT FORMAT:

HTML  
Excel

## ADDITIONAL INFORMATION:

The **Business Unit**, **From Date** and **Thru Date** are required fields.

## Screenshot of the Absence Upload Error Query

V\_TA\_ABS\_DATA\_UPLOAD\_ERROR - Absence Upload Error Query

Business Unit: [19400] Q  
Dept ID: [ ] Q  
Empl ID: [ ] Q  
From Date: [01/10/2023] [ ]  
To Date: [02/11/2023] [ ]  
[View Results](#)

Download results in: Excel Spreadsheet CSV Text File XML File (475 kb)

View All First: 1-100 of 555 (p) Last

Row	Business Unit	Department ID	Employee ID	Absence Take Element	Absence Reason	Absence Date	Absence Duration	Error Field Name	Error Description	File Name
1	19400	194102		PER TAKE ELEM	PER	01/09/2023	0.00	PIN_NM	Employee has insufficient balance for: PER TAKE ELEM	19400_TA758_M_01182023_2058_001.DAT
2	19400	194102		PER TAKE ELEM	PER	01/09/2023	8.00	PIN_NM	Employee has insufficient balance for: PER TAKE ELEM	19400_TA758_M_01172023_2101_002.DAT
3	19400	194102		SOP TAKE ELEM	SOP	01/09/2023	0.00	PIN_NM	Employee has insufficient balance for: SOP TAKE ELEM	19400_TA758_M_01182023_2058_001.DAT
4	19400	194102		SOP TAKE ELEM	SOP	01/09/2023	8.00	PIN_NM	Employee has insufficient balance for: SOP TAKE ELEM	19400_TA758_M_01172023_2101_002.DAT
5	19400	194102		PER TAKE ELEM	PER	12/27/2022	0.00	PIN_NM	Employee has insufficient balance for: PER TAKE ELEM	19400_TA758_M_01172023_2022_001.DAT
6	19400	194102		PER TAKE ELEM	PER	01/09/2023	0.00	PIN_NM	Employee has insufficient balance for: PER TAKE ELEM	19400_TA758_M_02072023_2048_002.DAT
7	19400	194102		PER TAKE ELEM	PER	01/09/2023	8.00	PIN_NM	Employee has insufficient balance for: PER TAKE ELEM	19400_TA758_M_01182023_2108_002.DAT
8	19400	194102		SOP TAKE ELEM	SOP	01/03/2023	0.00	PIN_NM	Employee has insufficient balance for: SOP TAKE ELEM	19400_TA758_M_0112023_2123_001.DAT
9	19400	194102		SOP TAKE ELEM	SOP	01/04/2023	0.00	PIN_NM	Employee has insufficient balance for: SOP TAKE ELEM	19400_TA758_M_0112023_2123_001.DAT
10	19400	194102		SOP TAKE ELEM	SOP	01/05/2023	0.00	PIN_NM	Employee has insufficient balance for: SOP TAKE ELEM	19400_TA758_M_0112023_2123_001.DAT
11	19400	194102		SOP TAKE ELEM	SOP	01/05/2023	0.00	PIN_NM	Employee has insufficient balance for: SOP TAKE ELEM	19400_TA758_M_0112023_2123_001.DAT
12	19400	194102		SOP TAKE ELEM	SOP	01/03/2023	8.00	PIN_NM	Employee has insufficient balance for: SOP TAKE ELEM	19400_TA758_M_01102023_2110_002.DAT
13	19400	194102		SOP TAKE ELEM	SOP	01/04/2023	8.00	PIN_NM	Employee has insufficient balance for: SOP TAKE ELEM	19400_TA758_M_01102023_2110_002.DAT
14	19400	194102		SOP TAKE ELEM	SOP	01/05/2023	8.00	PIN_NM	Employee has insufficient balance for: SOP TAKE ELEM	19400_TA758_M_01102023_2110_002.DAT
15	19400	194102		SOP TAKE ELEM	SOP	01/09/2023	8.00	PIN_NM	Employee has insufficient balance for: SOP TAKE ELEM	19400_TA758_M_01102023_2110_002.DAT
16	19400	194102		VAC TAKE ELEM	VAC	01/05/2023	8.00	PIN_NM	Employee has insufficient balance for: VAC TAKE ELEM	19400_TA758_M_01102023_2110_002.DAT
17	19400	194102		VAC TAKE ELEM	VAC	01/05/2023	8.00	PIN_NM	Employee has insufficient balance for: VAC TAKE ELEM	19400_TA758_M_01102023_2110_002.DAT
18	19400	194103		VAC TAKE ELEM	VAC	06/30/2022	8.00	BSN_DT	Employee has an absence prior to 90 days from current Date	19400_TA758_M_02072023_2048_002.DAT
19	19400	194103		ERL TAKE ELEM	ERL	12/27/2022	4.00	PIN_NM	Employee has insufficient balance for: ERL TAKE ELEM	19400_TA758_M_01122023_2143_002.DAT
20	19400	194104		PER TAKE ELEM	PER	01/03/2023	8.00	PIN_NM	Employee has insufficient balance for: PER TAKE ELEM	19400_TA758_M_02072023_2048_002.DAT
21	19400	194104		PER TAKE ELEM	PER	01/04/2023	8.00	PIN_NM	Employee has insufficient balance for: PER TAKE ELEM	19400_TA758_M_02072023_2048_002.DAT





# Active TL Eligibility Query V\_TA\_ELIGIBILITY\_ENROLL\_LIST

REVISED: 09/15/2021

### DESCRIPTION:

This query displays employees' shift differential, commuter and overtime leave eligibility, and provides details to allow Administrators to take the appropriate action to verify and/or correct COVA eligibility enrollment.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_ELIGIBILITY\_ENROLL\_LIST

### INPUT / SEARCH CRITERIA:

Business Unit  
Dept ID  
Empl ID  
TL Eligibility Type  
As Of Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

The **Business Unit** and **As Of Date** are required fields. The **As Of Date** is the effective date of the eligibility data.

### Screenshot of the Active TL Eligibility Query

V\_TA\_ELIGIBILITY\_ENROLL\_LIST - Active TL Eligibility

Business Unit

Dept ID

Emplid

TL Eligibility Type

As Of Date

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(96 kb\)](#)

View All First 1-100 of 301 Last

Row	Employee Name	Employee ID	Employee Record	Position Number	JOB Business Unit	Department ID	HR Status	Employee Type	FLSA Status	Employee Class	Job Code	TL Eligibility Type	COVA Eligibility Effective Date	Eligibility Business Unit	Step	Rate Type	Include Overtime	Shift 2 Rate	Shift 3 Rate	Action
1			0	ARS00099	26200	10072	A	S	N	CLS	19013	OTLV	11/09/2019	26200	0			0.000	0.000	VERIFY
2			0	ARS00160	26200	10072	A	S	N	CLS	39111	OTLV	11/09/2019	26200	0			0.000	0.000	VERIFY
3			0	ARS01094	26200	10072	A	S	N	CLS	19013	OTLV	11/09/2019	26200	0			0.000	0.000	VERIFY
4			0	ARS00772	26200	10072	A	S	N	CLS	39111	OTLV	11/09/2019	26200	0			0.000	0.000	VERIFY
5			0	ARS00126	26200	10072	A	S	N	CLS	39111	OTLV	11/09/2019	26200	0			0.000	0.000	VERIFY
6			0	ARS00706	26200	10072	A	S	N	CLS	39111	OTLV	11/09/2019	26200	0			0.000	0.000	VERIFY
7			0	ARS00059	26200	10072	A	S	N	CLS	19211	OTLV	11/09/2019	26200	0			0.000	0.000	VERIFY
8			0	ARS00887	26200	10073	A	S	N	CLS	19013	OTLV	11/09/2019	26200	0			0.000	0.000	VERIFY
9			0	ARS00732	26200	10073	A	S	N	CLS	19013	OTLV	11/09/2019	26200	0			0.000	0.000	VERIFY
10			0	ARS00416	26200	10088	A	S	N	CLS	39073	OTLV	11/09/2019	26200	0			0.000	0.000	VERIFY
11			0	ARS00052	26200	10088	A	S	N	CLS	39073	OTLV	11/09/2019	26200	0			0.000	0.000	VERIFY
12			0	ARS00411	26200	11102	A	S	N	CLS	49053	OTLV	11/09/2019	26200	0			0.000	0.000	VERIFY



# Cancelled/Error Time Entry Upload Query V\_TA\_CAN\_ERR\_TIME\_UPLOAD

REVISED: 7/8/2022

## DESCRIPTION:

This query provides interfaced time data transactions in error or transactions that were cancelled from the Time Entry Upload Review page. This query can be run one of two ways. The query can be run using the Run Control value of "CAN" to view a list of all transactions cancelled from the Time Entry Upload Review page. The query can also be run using the Run Control value of "ERR" to view all errors from the Time Entry Upload process.

## NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_CAN\_ERR\_TIME\_UPLOAD

### INPUT / SEARCH CRITERIA:

- Business Unit
- Dept ID (blank for all)
- Employee ID (blank for all)
- File Name
- From Date
- To Date
- CAN/ERR

### OUTPUT FORMAT:

- HTML
- Excel

## ADDITIONAL INFORMATION:

The **Business Unit**, **From/To Date**, and **CAN/ERR** are required fields.

## Screenshot of the Cancelled/Error Time Entry Upload Query

The screenshot shows the query interface with the following search criteria: Business Unit (21400), Dept ID (blank), Employee ID (blank), File Name (blank), From Date (04/01/2022), To Date (07/08/2022), and CAN/ERR (CAN). Below the search criteria are download options: Excel Spreadsheet, CSV Text File, and XML File (10 kb). The data table below shows 10 rows of cancelled transactions.

Row	Filename	Empl ID	Empl Recd	Name	Business Unit	Position Number from Job data	Position Number from file	Position Title	Dept ID	Empl Type	Dur	TWC	TL Quantity	Create Date	Error Status	Error	Error Number	Shift	Fund	Program	Dept	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Project Resource Type	Project Resource Category	Product Resource Subcategory	Program Code	Agency Value		
1	21400_TA756_IN_05252022_1231_001.DAT	999			21400	LIVUC0193	LIVUC0193	HELP #144014	21400		05/09/2022	FER	4.500000	05/25/2022	X	Cancel																					
2	21400_TA756_IN_05252022_1231_001.DAT	999			21400	LIVUC0193	LIVUC0193	HELP #144014	21400		05/10/2022	FER	7.750000	05/25/2022	X	Cancel																					
3	21400_TA756_IN_05252022_1231_001.DAT	999			21400	LIVUC0193	LIVUC0193	HELP #144014	21400		05/11/2022	FER	7.750000	05/25/2022	X	Cancel																					
4	21400_TA756_IN_05252022_1231_001.DAT	999			21400	LIVUC0193	LIVUC0193	HELP #144014	21400		05/12/2022	FER	7.750000	05/25/2022	X	Cancel																					
5	21400_TA756_IN_05252022_1231_001.DAT	999			21400	LIVUC0193	LIVUC0193	HELP #144014	21400		05/13/2022	FER	4.500000	05/25/2022	X	Cancel																					
6	21400_TA756_IN_05252022_1231_001.DAT	999			21400	LIVUC0193	LIVUC0193	HELP #144014	21400		05/16/2022	FER	4.500000	05/25/2022	X	Cancel																					
7	21400_TA756_IN_05252022_1231_001.DAT	999			21400	LIVUC0193	LIVUC0193	HELP #144014	21400		05/17/2022	FER	7.750000	05/25/2022	X	Cancel																					
8	21400_TA756_IN_05252022_1231_001.DAT	999			21400	LIVUC0193	LIVUC0193	HELP #144014	21400		05/18/2022	FER	7.750000	05/25/2022	X	Cancel																					
9	21400_TA756_IN_05252022_1231_001.DAT	999			21400	LIVUC0193	LIVUC0193	HELP #144014	21400		05/19/2022	FER	7.750000	05/25/2022	X	Cancel																					
10	21400_TA756_IN_05252022_1231_001.DAT	999			21400	LIVUC0193	LIVUC0193	HELP #144014	21400		05/20/2022	FER	4.500000	05/25/2022	X	Cancel																					



# Comp Plan Criteria Query

## V\_TA\_COMP\_PLAN\_CRITERIA

REVISED: 05/15/2023

### DESCRIPTION:

This query displays agency criteria used by Cardinal to enroll employees in the appropriate Comp Plans. This query includes the following fields for each Comp Plan based on the As of Date selected: Priority, Business Unit, Department ID, HR Status, Employee Type, FLSA Status, Pay Group, Job Code, Salary Grade, Employee Class, Absence System, OT Leave Eligible, Time Reporter Status, Comp Plan Enrollment Status.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_COMP\_PLAN\_CRITERIA

### INPUT / SEARCH CRITERIA:

Business Unit  
As of Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

The **Business Unit** and **As of Date** are required fields.

### Screenshot of the Comp Plan Criteria Query

Row	Priority	Business Unit	Department ID	HR Status	Employee Type	FLSA Status	Pay Group	Job Code	Salary Grade	Employee Class	Absence System	OT Leave Eligible	Time Reporter Status	Comp Plan Enrollment Status	Comp Plan
1		645 30100	33300	Active	Salaries		SM1	59131				Active	Active		PAID-CALIP
2		645 30100	33300	Active	Salaries		SM1	59132				Active	Active		PAID-CALIP
3		645 30100	33300	Active	Salaries		NS1	59132				Active	Active		PAID-CALIP
4		645 30100	33300	Active	Salaries		NS1	59131				Active	Active		PAID-CALIP
5		650 30100	99999	Active	Salaries	Nonexempt	SM1					Active	Active		PAID-OVS
6		650 30100	99999	Active	Salaries	Nonexempt	NS1					Active	Active		PAID-OVS
7		650 30100	99999	Active	Salaries	Nonexempt	SM1				Absence Management	Active	Inactive		OT_LEAVE
8		650 30100	99999	Active	Salaries	Nonexempt	NS1				Absence Management	Active	Inactive		OT_LEAVE
9		660 30100	99999	Active	Salaries		SM1					Active	Inactive		PAID-OVS
10		660 30100	99999	Active	Salaries		NS1					Active	Inactive		PAID-OVS
11		900 STATE	99999	Active	Salaries	MTL				Other		Active	Inactive		EARNOT_OCS
12		900 STATE	99999	Active	Salaries	Nonexempt	MTL			Other		Active	Inactive		CARNOT_OCT
13		900 STATE	99999	Active	Salaries	MTL				Other		Active	Inactive		NONPROD_PD
14		900 STATE	99999	Active	Salaries	MTL				Other		Active	Inactive		NONPROD_PD
15		945 STATE	99999	Active	Hourly	Nonexempt	WK1					Active	Inactive		PAID_OVS
16		945 STATE	99999	Active	Hourly	Nonexempt				Absence Management		Active	Active		OT_LEAVE
17		950 STATE	99999	Active	Hourly	Nonexempt						Active	Inactive		PAID_OVS
18		950 STATE	99999	Active	Hourly					Other		Active	Active		PAID_OVS
19		950 STATE	99999	Active	Hourly	Nonexempt				Other		Active	Active		NONPROD_PD
20		950 STATE	99999	Active	Salaries					Other		Active	Active		NONPROD_PD
21		950 STATE	99999	Active	Salaries					Other		Active	Active		EARNOT_OCS
22		950 STATE	99999	Active	Salaries					Absence Management		Active	Active		COMP_LEAVE
23		950 STATE	99999	Active	Salaries					Absence Management		Active	Active		CARDINAL
24		950 STATE	99999	Active	Salaries	Nonexempt						Active	Active		PAID_OVS
25		950 STATE	99999	Active	Salaries	Nonexempt						Active	Active		PAID_OVS
26		950 STATE	99999	Active	Salaries	Nonexempt				Other		Active	Active		CARNOT_OCT
27		955 STATE	99999	Active	Salaries					Absence Management	Yes	Active	Active		OT_LEAVE
28		960 STATE	99999	Active	Hourly					RJG		Active	Inactive		PAID_OVS
29		960 STATE	99999	Active	Hourly					SJG		Active	Inactive		PAID_OVS
30		960 STATE	99999	Active	Hourly					FAC		Active	Inactive		PAID_OVS
31		965 STATE	99999	Active	Hourly		WK1					Active	Inactive		PAID_OVS
32		969 STATE	99999	Active	Salaries							Active	Inactive		PAID_OVS
33		969 STATE	99999	Active	Salaries							Active	Inactive		PAID_OVS
34		969 STATE	99999	Active	Hourly							Active	Inactive		COMP_LEAVE
35		999 STATE	99999	Active								Active	Inactive		CARNAM_CAL
36		999 STATE	99999	Active								Active	Inactive		CARNAM_ECS
37		999 STATE	99999	Active								Active	Inactive		CARNAM_ECT
38		999 STATE	99999	Active								Active	Inactive		CARNAM_ONC
39		999 STATE	99999	Active								Active	Inactive		EARNOT_CAL
40		999 STATE	99999	Active								Active	Inactive		EARNOT_ECS
41		999 STATE	99999	Active								Active	Inactive		EARNOT_ECT
42		999 STATE	99999	Active								Active	Inactive		EARNOT_OCS
43		999 STATE	99999	Active								Active	Inactive		EARNOT_OCT
44		999 STATE	99999	Active								Active	Inactive		EARNOT_ONC
45		999 STATE	99999	Active								Active	Inactive		NONPROD_PD
46		999 STATE	99999	Active								Active	Inactive		PAID_OVS
47		999 STATE	99999	Active								Active	Inactive		PAID_OVS
48		999 STATE	99999	Active								Active	Inactive		PAID_OVS
49		999 STATE	99999	Active								Active	Inactive		OT_LEAVE
50		999 STATE	99999	Active								Active	Inactive		NONPROD_PD
51		999 STATE	99999	Active								Active	Inactive		CARDINAL
52		999 STATE	99999	Active								Active	Inactive		AMNT_OCS3
53		999 STATE	99999	Active								Active	Inactive		AMNT_OCS5
54		999 STATE	99999	Active								Active	Inactive		AMNT_OCS3
55		999 STATE	99999	Active								Active	Inactive		AMNT_OCS5
56		999 STATE	99999	Active								Active	Inactive		PAID_OVS
57		999 STATE	99999	Active								Active	Inactive		PAID_OVS
58		999 STATE	99999	Active								Active	Inactive		PAID_OVS



# Comp Plan Enrollment Audit Query V\_TA\_COMP\_PLAN\_ENROLL\_AUDIT

REVISED: 09/15/2021

## DESCRIPTION:

This query displays changes to an employee's enrollment record and shows who and when updates were made to the employee's compensation plan enrollment.

## NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_COMP\_PLAN\_ENROLL\_AUDIT

## INPUT / SEARCH CRITERIA:

Business Unit  
Department ID  
Employee ID  
From Date  
To Date

## OUTPUT FORMAT:

HTML  
Excel

## ADDITIONAL INFORMATION:

The **Business Unit**, **From Date** and **To Date** are required fields. The date range is related to the audit date and time stamp. The audit action indicates the type of action, e.g., add, delete, or changes.

## Screenshot of the Comp Plan Enrollment Audit Query

V\_TA\_COMP\_PLAN\_ENROLL\_AUDIT - Comp Plan Enrollment Audit

Business Unit

Department ID

Employee ID

From Date

To Date

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1125 kb)

View All First 1-100 of 3144

Row	Employee Name	Employee ID	Employee Record	Position Number	Department ID	Business Unit	HR Status	Comp Time Plan	Comp Plan Effective Status	Comp Plan Effective Date	Username Who made the change	Date and Time Stamp	Audit Action
1			0	DOTTA023	10000	50100	I	CARDINAL	A	11/10/2019		12/07/2020 3:09:59PM	A
2			0	DOTTA023	10000	50100	I	CARDINAL	A	11/10/2019		12/08/2020 3:03:00PM	A
3			0	DOTTA023	10000	50100	I	CARDINAL	A	11/10/2019		12/22/2020 1:40:59PM	A
4			0	DOTTA023	10000	50100	I	CARDINAL	A	11/10/2019		12/30/2020 6:19:44PM	A
5			0	DOTTA023	10000	50100	I	COMP_LEAVE	A	11/10/2019		12/07/2020 3:09:59PM	A
6			0	DOTTA023	10000	50100	I	COMP_LEAVE	A	11/10/2019		12/08/2020 3:03:00PM	A
7			0	DOTTA023	10000	50100	I	COMP_LEAVE	A	11/10/2019		12/22/2020 1:40:59PM	A
8			0	DOTTA023	10000	50100	I	COMP_LEAVE	A	11/10/2019		12/30/2020 6:19:44PM	A
9			0	DOTTA023	10000	50100	I	EARNAM-ECS	A	11/10/2019		12/07/2020 3:09:59PM	A
10			0	DOTTA023	10000	50100	I	EARNAM-ECS	A	11/10/2019		12/08/2020 3:03:00PM	A



## Donated Leave Usage Query V\_TA\_DONATED\_LEAVE

REVISED: 09/15/2021

### DESCRIPTION:

This query lists donated leave hours for employees. This query displays leave donation taken (DLR) during a specified pay period (or multiple pay periods). The query displays the current balance of donated leave as of the leave period end date, the donated leave used within the leave period, and all regular time reported by an employee with a balance of donated leave.

The query can be run by Employee ID or Department ID for a specified beginning and ending date range. If the dates entered in the prompts do not reflect an actual Leave period, the dates are adjusted to include the whole Leave period(s) in which the beginning and ending dates fall. For example, using dates from 4/15/xxxx to 5/01/xxxx displays information relating to Leave Period 4/10/xxxx through 5/9/xxxx. In this example, information from two leave periods will be included in the query results.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_DONATED\_LEAVE

### INPUT / SEARCH CRITERIA:

Business Unit  
Dept ID (blank for all)  
Empl ID (blank for all)  
From Date  
To Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

The **Business Unit**, **From Date** and **To Date** are required fields.

If regular time is reported, this 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 displays even if the employee took only partial days during 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.

### Screenshot of the Donated Leave Usage Query

V\_TA\_DONATED\_LEAVE - Donated Leave Usage

Business Unit

Dept ID (blank for all)

Empl ID (blank for all)

From Date

To Date

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First 1-2 of 2 Last

Row	Unit	Department ID	Name	Employee ID	Employee Record	Position	Calendar ID	Period Begin Date	Period End Date	Absence Date	Absence Hours	Entitlement Bal	HR Status	Total Reported Hours
1	50100	10000				0 DOTTA024	S102020SM107	04/10/2020	04/24/2020		0.000000	100.000000	A	
2	50100	12069				0 DOT02371	S102020SM102	01/25/2020	02/09/2020	01/28/2020	8.000000	17.000000	A	



## Emergency Overtime Meals Query V\_TA\_OT\_MEAL

REVISED: 09/15/2021

### DESCRIPTION:

This query displays both scheduled and non-scheduled workdays for which emergency overtime (OT) and/or emergency comp time is recorded to determine overtime meal eligibility and calculations.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_OT\_MEAL

### INPUT / SEARCH CRITERIA:

Business Unit  
Sum Cd/Dept ID (Blank for all)  
Employee ID (Blank for all)  
From Date  
To Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

The **Business Unit**, **From Date** and **To Date** are required fields.

### Screenshot of the Emergency Overtime Meals Query

V\_TA\_OT\_MEAL - Emergency OT Meal

Business Unit

Sum Cd/DeptID (Blank for all)

Employee ID (Blank for all)

From Date

To Date

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All

Row	Business Unit	Summary Code	Summary Description	Daily Date	Department	Dept Description	Work Schedule	Rotation	Work Description	Off Day Indicator	Empl ID	Empl Record	Employee Name	Position	Productive/ Non Productive	Workgr
1	50100	99999	VDOT Statewide	01/04/2020	12030	Fairystone Area Headquarters	40.00-Z88888Z-0	SASU	5x8 hour days - 2 OFF together	Y		1		DOT00075	Productive	SNRF07

### Screenshot of the Emergency Overtime Meals Query (scrolled right)

First 1-1 of 1 Last

Productive/ Non Productive	Workgroup	TRC	Description	Hours	Approver	Timesheet Approval Status	Fund	Program	Department	Cost Center	Task	FIPS	Agency Use 1	Agency Use 2	Project	Activity	Telecommute
Productive	SNRF071E2	ETSA	Emerg OT @ Time 1/2 - Sal	6.00		AP	04100		12021	11160000	72205	063					



## Employee Absence Adjustments Query V\_TA\_ABS\_ADJUSTMENTS

REVISED: 09/15/2021

### DESCRIPTION:

This query displays absence balance adjustment transaction data including employee identification information, absence calendar information, absence adjustment type and amount, and date and time of the update.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_ABS\_ADJUSTMENTS

### INPUT / SEARCH CRITERIA:

Business Unit  
 Dept ID (blank for all)  
 Employee ID (blank for all)  
 Leave Period End Date

### OUTPUT FORMAT:

HTML  
 Excel

### ADDITIONAL INFORMATION:

The **Business Unit** and **Leave Period End Date** are required fields.

### Screenshot of the Employee Absence Adjustments Query

V\_TA\_ABS\_ADJUSTMENTS - Absence Adjustments

Business Unit

Dept ID (blank for all)

Employee ID (blank for all)

Leave Period End Date

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(2 kb\)](#)

View All First 1-2 of 2 Last

Row	Unit	Dept ID	Name	EMPLID	Empl Record	Position	Calendar ID	End Date	Element Name	Descr	Balance Adjustment	Comments	Last Upd By	Last Upd DtTm
1	50100	13035			0	DOT20162	S102020SM100	01/10/2020	VAC ENT ELEM	Vacation	20.000000	VDOT Employee TA.15.B.114		11/30/2020 10:46:36AM
2	50100	14052			0	DOT00708	S102020SM100	01/10/2020	PD2 ENT ELEM	Pre-disciplinary leave 2	10.000000	Future Calendar Period test		01/11/2021 11:52:07AM



# Employee Comp Plan Details V\_TA\_COMP\_PLAN\_ENROLLMENTS

REVISED: 05/15/2023

## DESCRIPTION:

This query displays the Comp Plan information for each employee based on the As of Date selected and includes the following fields: Name, Employee ID, Employee Record, Position Number, HR Status, Employee Type, Employee Class, Pay Group, Business Unit, Department ID, Job Code, FLSA Status, Salary Grade, OT Leave Eligibility, Time Reporter Status, Comp Plan Bypass Indicator, and Comp Plan Enrollment Status for each Comp Plan assigned to an employee.

## NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_COMP\_PLAN\_ENROLLMENTS

## INPUT / SEARCH CRITERIA:

Business Unit  
As of Date

## OUTPUT FORMAT:

HTML  
Excel

## ADDITIONAL INFORMATION:

The **Business Unit** and **As of Date** are required fields.

## Screenshot of the Employee Comp Plan Details

Row	Name	Employee ID	Emp Record	Position Number	HR Status	Employee Type	Employee Class	Pay Group	Absence System	Business Unit	Department ID	Job Code	FLSA Status	Salary Grade	OT Leave Eligibility	Time Reporter Status	Comp Plan Bypass Indicator	Expires Effective Date	Comp Plan Enrollment Status	Comp Plan
1					Active	Salared	CLS	SM1	Absence Management	30100	33200	59031	Professional	4	N	Active			Active	CARDINAL
2					Active	Salared	CLS	SM1	Absence Management	30100	33200	59031	Professional	4	N	Active			Active	COMP_LEAVE
3					Active	Salared	CLS	SM1	Absence Management	30100	33200	59031	Professional	4	N	Active			Active	PAID_OVT
4					Active	Salared	CLS	SM1	Absence Management	30100	34100	19024	Professional	6	N	Active			Active	CARDINAL
5					Active	Salared	CLS	SM1	Absence Management	30100	34100	19024	Professional	6	N	Active			Active	COMP_LEAVE
6					Active	Salared	CLS	SM1	Absence Management	30100	34100	19024	Professional	6	N	Active			Active	PAID_OVT
7					Active	Salared	CLS	SM1	Absence Management	30100	37400	59015	Professional	5	N	Active			Active	COMP_LEAVE
8					Active	Salared	CLS	SM1	Absence Management	30100	37400	59015	Professional	5	N	Active			Active	PAID_OVT
9					Active	Salared	CLS	SM1	Absence Management	30100	37400	59015	Professional	5	N	Active			Active	CARDINAL
10					Active	Salared	CLS	SM1	Absence Management	30100	37200	19032	Professional	5	N	Active			Active	CARDINAL
11					Active	Salared	CLS	SM1	Absence Management	30100	37200	19032	Professional	5	N	Active			Active	COMP_LEAVE
12					Active	Salared	CLS	SM1	Absence Management	30100	37200	19032	Professional	5	N	Active			Active	PAID_OVT
13					Active	Hourly	GNW	BW1	Other	30100	33200	W99034	Nonexempt		N	Active			Active	PAID_OVT
14					Active	Hourly	GNW	BW1	Other	30100	33600	W99014	Nonexempt		N	Active			Active	PAID_OVT
15					Active	Salared	CLS	SM1	Absence Management	30100	37100	19025	Professional	7	N	Active			Active	PAID_OVT
16					Active	Salared	CLS	SM1	Absence Management	30100	37100	19025	Professional	7	N	Active			Active	CARDINAL
17					Active	Salared	CLS	SM1	Absence Management	30100	37100	19025	Professional	7	N	Active			Active	COMP_LEAVE
18					Active	Salared	CLS	SM1	Absence Management	30100	33200	59031	Professional	4	N	Active			Active	CARDINAL
19					Active	Salared	CLS	SM1	Absence Management	30100	33200	59031	Professional	4	N	Active			Active	COMP_LEAVE
20					Active	Salared	CLS	SM1	Absence Management	30100	33200	59031	Professional	4	N	Active			Active	PAID_OVT
21					Active	Hourly	GNW	BW1	Other	30100	31200	W19195	Nonexempt		N	Active			Active	PAID_OVT
22					Active	Salared	CLS	SM1	Absence Management	30100	33200	59032	Professional	5	N	Active			Active	COMP_LEAVE
23					Active	Salared	CLS	SM1	Absence Management	30100	33200	59032	Professional	5	N	Active			Active	CARDINAL
24					Active	Salared	CLS	SM1	Absence Management	30100	33400	59031	Nonexempt	4	N	Active			Active	COMP_LEAVE
25					Active	Salared	CLS	SM1	Absence Management	30100	33400	59031	Nonexempt	4	N	Active			Active	CARDINAL
26					Active	Salared	CLS	SM1	Absence Management	30100	33400	59031	Nonexempt	4	N	Active			Active	PAID_OVS
27					Active	Salared	CLS	SM1	Absence Management	30100	33400	59031	Nonexempt	4	N	Active			Active	PAID_OVT
28					Active	Salared	CLS	SM1	Absence Management	30100	33500	59014	Nonexempt	4	N	Active			Active	PAID_OVT
29					Active	Salared	CLS	SM1	Absence Management	30100	33500	59014	Nonexempt	4	N	Active			Active	CARDINAL
30					Active	Salared	CLS	SM1	Absence Management	30100	33500	59014	Nonexempt	4	N	Active			Active	COMP_LEAVE
31					Active	Salared	CLS	SM1	Absence Management	30100	33500	59014	Nonexempt	4	N	Active			Active	PAID_OVT
32					Active	Salared	CLS	SM1	Absence Management	30100	36200	59014	Nonexempt	4	N	Active			Active	COMP_LEAVE
33					Active	Salared	CLS	SM1	Absence Management	30100	36200	59014	Nonexempt	4	N	Active			Active	PAID_OVS
34					Active	Salared	CLS	SM1	Absence Management	30100	36200	59014	Nonexempt	4	N	Active			Active	CARDINAL
35					Active	Salared	CLS	SM1	Absence Management	30100	36200	59014	Nonexempt	4	N	Active			Active	PAID_OVT
36					Active	Salared	CLS	SM1	Absence Management	30100	36300	59014	Nonexempt	4	N	Active			Active	COMP_LEAVE





## Employee Schedule Review Query V\_TA\_SCHEDULE\_REVIEW

REVISED: 09/15/2021

### DESCRIPTION:

This query provides a list of time reporters that require an update to their Work Schedule. The reasons listed include employees without a schedule and those with a default schedule, salaried employees with an hourly schedule, and employees with an invalid schedule group.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_SCHEDULE\_REVIEW

### INPUT / SEARCH CRITERIA:

Business Unit  
Dept ID (blank for all)  
Empl ID (blank for all)

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

The **Business Unit** field is a required field.

### Screenshot of the Employee Schedule Review Query

V\_TA\_SCHEDULE\_REVIEW - Employee Schedule Review

Business Unit

Dept ID (blank for all)

Empl ID (blank for all)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(6 kb\)](#)

View All First 1-7 of 7 Last

Row	Name	Employee ID	Empl Record	Position	Location	Job Code	Unit	Dept ID	Type	FLSA Stat	Reports To	Current HR Status	Workgroup	Reason
1			0	ARSTA01	ARS	00151	26200	10000	H	Nonexempt		Active	HNRFO7BP1	Employees with Missing Schedule
2			1	ARS00432	CENTR	49012	26200	11109	S	Professional	ARS00481	Active	SERF071E1	Employees with Missing Schedule
3			1	ARS00194	CENTR	49013	26200	11332	S	Professional	ARS00424	Active	SERF071E1	Employees with Missing Schedule
4			0	ARS00535	CENTR	49053	26200	12209	S	Nonexempt	ARS00950	Active	SNRF071E1	Employees with Missing Schedule
5			0	ARS00696	CENTR	49013	26200	13407	S	Professional	ARS00556	Active	SERF071E1	Employees with Missing Schedule
6			0	ARSD0340	CENTR	49172	26200	90902	S	Professional	ARSD0230	Active	SERF071E1	Employees with Missing Schedule
7			0	ARSORP00	CENTR	COVA99	26200	99999	S	Nonexempt		Active	INVALID	Employees with Missing Schedule



# Employee Time Reporter Details

## V\_TA\_TIME\_REPORTER\_ENROLLMENTS

REVISED: 05/15/2023

### DESCRIPTION:

This query displays the employee time reporter details for each employee based on the selected Business Unit and As of Date.

The fields included in this query are Name, Empl ID, Empl Record, Position Number, HR Status, Employee Type, Pay Grade, Absence System, AM Eligibility Group, Holiday Schedule, Business Unit, Department ID, Job Code, FLSA Status, Salary Grade, Reports To Position, Schedule ID, Shift Differential Eligibility, Commuter Imputed Elig, Time Reporter Bypass Indicator, Bypass Effective Date, Status, Workgroup, Taskgroup, Reporting Template Override, Hourly ACA Yearly Limit, FLSA Period OT Threshold and Comp Leave OT Leave Limit.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_TIME\_REPORTER\_ENROLLMENTS

### INPUT / SEARCH CRITERIA:

Business Unit  
As of Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

The **Business Unit** and **As of Date** are required fields.

### Screenshot of the Employee Time Reporter Details

Row	Name	Empl ID	Empl Record	Position Number	HR Status	Employee Type	Employee Class	Pay Grade	Absence System	AM Eligibility Group	Holiday Schedule	Business Unit	Department ID	Job Code	FLSA Status	Salary Grade	Reports To Position	Absence ID	Shift Differential Eligibility	OT Leave Eligibility	Commuter Imputed Income Elig	Time Reporter Bypass Indicator	Bypass Effective Date	Status	Workgroup	Taskgroup	Reporting Template Override	Hourly ACA Yearly Limit	FLSA Period OT Threshold	Comp Leave OT Leave Limit
1					Active	Salared	CLS	SM1	Absence Management	VSDPCLGGRRP	HOLSAL	30100	33300	59031	Professional 4			45.00	288882.0	N	N	Y		A	SNRFP1E2	30100CCOP		07.40	000.240	
2					Active	Salared	CLS	SM1	Absence Management	VSDPCLGGRRP	HOLSAL	30100	34100	19334	Professional 6			45.00	288882.0	N	N	N		A	SNRFP1E2	30100CCOP		07.40	000.240	
3					Active	Salared	CLS	SM1	Absence Management	TRVDCJGGRRP	HOLSAL	30100	37400	59015	Professional 5			45.00	288882.0	N	N	Y		A	SNRFP1E2	30100CCOP		07.40	000.240	
4					Active	Salared	CLS	SM1	Absence Management	VSDPCLGGRRP	HOLSAL	30100	37500	19030	Professional 5			45.00	288882.0	N	N	N		A	SNRFP1E2	30100CCOP		07.40	000.240	
5					Active	Hourly	GNW	BW1	Other	HOLHR	30100	33200	96904	Nonexempt				45.00	288882.0	N	N	N		A	INRFP1P1	30100CCOP	1400	07.40		
6					Active	Hourly	GNW	BW1	Other	HOLHR	30100	36600	W5914	Nonexempt				45.00	288882.0	Y	N	N		A	INRFP1P1	30100CCOP	VACBASIC1	1400	07.40	
7					Active	Salared	CLS	SM1	Absence Management	VSDPCLGGRRP	HOLSAL	30100	37100	19225	Professional 7			45.00	288882.0	N	N	N		A	SNRFP1E2	30100CCOP		07.40	000.240	
8					Active	Salared	CLS	SM1	Absence Management	VSDPCLGGRRP	HOLSAL	30100	33300	59031	Professional 4			45.00	288882.0	N	N	Y		A	SNRFP1E2	30100CCOP		07.40	000.240	
9					Active	Hourly	GNW	BW1	Other	HOLHR	30100	31200	W19156	Nonexempt				45.00	288882.0	N	N	N		A	INRFP1P1	30100CCOP	1400	07.40		
10					Active	Salared	CLS	SM1	Absence Management	VSDPCLGGRRP	HOLSAL	30100	33300	59032	Professional 5			45.00	288882.0	N	N	N		A	SEBRP1E1	30100CCOP		07.40	000.240	
11					Active	Salared	CLS	SM1	Absence Management	VSDPCLGGRRP	HOLSAL	30100	33400	59031	Nonexempt 4			45.00	288882.0	Y	N	N		A	SNRFP1P1	30100CCOP	VACBASIC1		07.40	000.240
12					Active	Salared	CLS	SM1	Absence Management	VSDPCLGGRRP	HOLSAL	30100	33300	59014	Nonexempt 4			45.00	288882.0	N	N	Y		A	SNRFP1E2	30100CCOP		07.40	000.240	
13					Active	Salared	CLS	SM1	Absence Management	VSDPCLGGRRP	HOLSAL	30100	35200	59014	Nonexempt 4			45.00	288882.0	Y	N	N		A	SNRFP1P1	30100CCOP	VACBASIC1		07.40	000.240
14					Active	Salared	CLS	SM1	Absence Management	VSDPCLGGRRP	HOLSAL	30100	35300	59014	Nonexempt 4			45.00	288882.0	Y	N	N		A	SNRFP1P1	30100CCOP	VACBASIC1		07.40	000.240
15					Active	Salared	CLS	SM1	Absence Management	VSDPCLGGRRP	HOLSAL	30100	37500	69034	Professional 5			45.00	288882.0	N	N	Y		A	SEBRP1E1	30100CCOP		07.40	000.240	
16					Active	Salared	CLS	SM1	Absence Management	VSDPCLGGRRP	HOLSAL	30100	35400	29094	Professional 5			45.00	288882.0	N	N	Y		A	SEBRP1E1	30100CCOP		07.40	000.240	
17					Inactive	Salared	CLS	NS1	Absence Management	VSDPCLGGRRP	HOLSAL	30100	35600	59014	Nonexempt 4			45.00	288882.0	Y	N	N		I	INACTIVE	VNONE				
18					Inactive	Salared	CLS	SM1	Absence Management	VSDPCLGGRRP	HOLSAL	30100	36800	59014	Nonexempt 4			45.00	288882.0	Y	N	N		I	INACTIVE	VNONE				
19					Active	Salared	CLS	SM1	Absence Management	VSDPCLGGRRP	HOLSAL	30100	33300	59031	Professional 4			45.00	288882.0	N	N	Y		A	SEBRP1E1	30100CCOP		07.40	000.240	
20					Inactive	Salared	CLS	SM1	Absence Management	TRVDCJGGRRP	HOLSAL	30100	37500	69034	Professional 5			45.00	288882.0	N	N	Y		I	INACTIVE	VNONE				
21					Inactive	Salared	CLS	SM1	Other	HOLSAL	30100	33300	59031	Nonexempt 4				45.00	288882.0	N	N	N								
22					Active	Salared	CLS	SM1	Absence Management	VSDPCLGGRRP	HOLSAL	30100	33400	59031	Nonexempt 4			45.00	288882.0	Y	N	N		A	SNRFP1P1	30100CCOP	VACBASIC1		07.40	000.240
23					Active	Salared	CLS	SM1	Absence Management	VSDPCLGGRRP	HOLSAL	30100	33300	59031	Professional 4			45.00	288882.0	N	N	N		A	SNRFP1P1	30100CCOP		07.40	000.240	



# FML Without Concurrent Absence Query V\_TA\_FML\_CONCURRENT\_ABS\_AUDIT

REVISED: 09/15/2021

## DESCRIPTION:

This query identifies when Family Medical Leave (FML) is reported without another absence. This query also displays employees who have reported FML for a day and the concurrent absence hours are less than the FML hours entered for the same day.

## NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_FML\_CONCURRENT\_ABS\_AUDIT

## INPUT / SEARCH CRITERIA:

Business Unit  
 Location (blank for all)  
 Begin Date  
 To Date

## OUTPUT FORMAT:

HTML  
 Excel

## ADDITIONAL INFORMATION:

The **Business Unit**, **Begin Date** and **To Date** are required fields. While calculating concurrent absences hours for the day FML hours are reported, the query also adds hours reported under Time Reporting Codes (TRCs) 'OTT- Overtime Leave Taken' and 'CPT – Compensatory Leave Taken' because these are considered as absence hours to calculate concurrent hours for FML.

## Screenshot of the FML Without Concurrent Absence Query

V\_TA\_FML\_CONCURRENT\_ABS\_AUDIT - FML without concurrent absence

Business Unit: 50100  
 Location (blank for all):  
 Begin Date: 11/01/2019  
 To Date: 04/30/2020

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (43 kb)

View All First 1-82 of 82 Last

Row	Employee Name	Employee ID	Empl Rcd	Position Number	Business Unit	Department ID	Dept Description	Location	Calendar ID	Absence Date	Scheduled Hrs	Absence Begin Date	Absence End Date	Total Hours Entered	Hours Paid	Hours Unpaid	Termination Date
1			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/13/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
2			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/14/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
3			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/15/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
4			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/18/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
5			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/19/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
6			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/20/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
7			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/21/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
8			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/22/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
9			0	DOTTA025	50100	10000	All Central Office Orgs	10	S102019SM121	11/12/2019	8.00	11/10/2019	11/24/2019	8.000000	8.000000	0.000000	
10			0	DOTTA025	50100	10000	All Central Office Orgs	10	S102019SM121	11/13/2019	8.00	11/10/2019	11/24/2019	8.000000	8.000000	0.000000	
11			0	DOTTA025	50100	10000	All Central Office Orgs	10	S102019SM121	11/14/2019	8.00	11/10/2019	11/24/2019	8.000000	8.000000	0.000000	
12			0	DOTTA025	50100	10000	All Central Office Orgs	10	S102019SM121	11/15/2019	8.00	11/10/2019	11/24/2019	8.000000	8.000000	0.000000	
13			0	DOTTA025	50100	10000	All Central Office Orgs	10	S102019SM121	11/18/2019	8.00	11/10/2019	11/24/2019	8.000000	8.000000	0.000000	



## Inactive Employee with Leave Balance Query V\_TA\_BAL\_FOR\_INACTIVE\_EMP

REVISED: 09/15/2021

### DESCRIPTION:

This query lists leave types and balances for employees in an inactive/terminated status. Typically, these employees have been paid for their remaining balances but the corresponding balance adjustments in Cardinal have not been made.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_BAL\_FOR\_INACTIVE\_EMP

### INPUT / SEARCH CRITERIA:

Business Unit  
 Location (Blank for All)  
 Dept ID (Blank for All)  
 Empl ID (Blank for All)

### OUTPUT FORMAT:

HTML  
 Excel

### ADDITIONAL INFORMATION:

The **Business Unit** field is a required field. The query displays all users with a JOB.HR\_STATUS = 'I' which have a balance (<> 0).

### Screenshot of the Inactive Employee with Leave Balance Query

V\_TA\_BAL\_FOR\_INACTIVE\_EMP - Inactive Employee With Balance

Business Unit

Location (Blank for All)

Dept ID (Blank for All)

Empl ID (Blank for All)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(2 kb\)](#)

View All First 1-8 of 8 Last

Row	Unit	Location	Department	Name	Employee ID	Employee Record	Position	Date	Leave Code	Leave Balance
1	24200	CENTR	13400			0	CNU00242	2020-01-09	CSL ENT EL	32.000
2	24200	CENTR	13400			0	CNU00242	2020-01-09	SCK ENT EL	5.000
3	24200	CENTR	13400			0	CNU00242	2020-01-09	SDP ENT EL	40.000
4	24200	CENTR	13400			0	CNU00242	2020-01-09	VAC ENT EL	484.500
5	24200	CENTR	24100			0	CNUFA345	2019-12-24	CSL ENT EL	16.000
6	24200	CENTR	24100			0	CNUFA345	2019-12-24	PER ENT EL	16.000
7	24200	CENTR	24100			0	CNUFA345	2019-12-24	SDP ENT EL	40.000
8	24200	CENTR	24100			0	CNUFA345	2019-12-24	VAC ENT EL	4.000



## Ineligible Forecasted Absence Events Query V\_TA\_ABS\_EVT\_FCST\_INELIG

REVISED: 09/15/2021

### DESCRIPTION:

This query provides a list of absences with a forecast value of ineligible.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_ABS\_EVT\_FCST\_INELIG

### INPUT / SEARCH CRITERIA:

Business Unit  
Dept ID (Blank for All)  
Current Leave Yr End Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

The **Business Unit** and **Current Leave Yr End Date** are required fields.

### Screenshot of the ineligible Forecasted Absence Events Query

V\_TA\_ABS\_EVT\_FCST\_INELIG - Ineligible Forecasted Absence

Business Unit

Department ID (Blank for All)

Current Leave Yr End Date

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(21 kb\)](#)

View All First 1-35 of 35 Last

Row	Dept ID	Department	Business Unit	Empl ID	Empl Record	Position	Employee Name	Leave Type	Absence Name	Absence Reason	Begin Date	End Date	Entry Source	Workflow Status	Manager Approved	Begin Day Hours	End Day Hours	All Days Indicator	Absence Duration	Process Date	Forecast Value	Forecast Date Time	Date Submitted
1	10003	Administrative Services	50100		0	05153		VAC TAKE ELEM	Vacation	VAC	11/01/2012	11/01/2012	7	A	Y	4.00	0.00	N	4.00	01/15/2014	INELIGIBLE	03/12/2014 1:20:01PM	11/09/2012
2	10003	Administrative Services	50100		0	05153		VAC TAKE ELEM	Vacation	VAC	11/16/2012	11/16/2012	7	A	Y	4.00	0.00	N	4.00	01/15/2014	INELIGIBLE	03/12/2014 1:20:01PM	11/27/2012
3	10003	Administrative Services	50100		0	05153		LNP TAKE ELEM	Pay Docking	LNP	09/05/2014	09/05/2014	7	A	Y	1.00	0.00	Y	1.00	09/30/2014	INELIGIBLE	09/15/2014 8:12:14AM	09/15/2014
4	10003	Administrative Services	50100		0	DOT20256		FML TAKE ELEM	Family and Medical Leave	FME	02/15/2012	02/24/2012	1	A	Y	0.00	0.00	N	0.00	01/15/2014	INELIGIBLE	05/06/2016 3:58:25PM	
5	10003	Administrative Services	50100		0	DOT20256		FML TAKE ELEM	Family and Medical Leave	FME	02/27/2012	03/02/2012	1	A	Y	0.00	0.00	N	0.00	01/15/2014	INELIGIBLE	05/06/2016 3:58:25PM	
6	10003	Administrative Services	50100		0	DOT20256		FML TAKE ELEM	Family and Medical Leave	FME	05/30/2014	06/08/2014	1	A	Y	0.00	0.00	N	0.00	07/16/2014	INELIGIBLE	05/06/2016 3:58:27PM	
								PER	SDP														



# Invalid ChartField Combination Query

## V\_TA\_INVALID\_CHARTFIELDS

REVISED: 09/15/2021

### DESCRIPTION:

This query lists invalid ChartField combinations on reported time for review and correction. In Cardinal, Time Admin generates a TLX00110 exception when the combo code entered on the timesheet does not exist or is inactive as of the time period in which it is being reported. This query lists all the employees with TLX00110 exception for the given date range.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_INVALID\_CHARTFIELDS

### INPUT / SEARCH CRITERIA:

Business Unit  
 From Date  
 To Date

### OUTPUT FORMAT:

HTML  
 Excel

### ADDITIONAL INFORMATION:

The **From Date** and **To Date** are required fields.

### Screenshot of the Invalid ChartField Combination Query

V\_TA\_INVALID\_CHARTFIELDS - Invalid ChartField Combination

Business Unit

From Date 05/25/2016

To Date 06/09/2016

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(2 kb\)](#)

View All First 1-3 of 3 Last

Row	Name	Empl ID	Empl Record	Position Number	Business Unit	Duration	Reporting Code	Location	Message Text	Account	Fund	Program	Department	Cost Center	Task FIPS	Asset	Agency Use 1	Agency Use 2	PC Bus Unit	Project	Activity
1			0	H2604	50100	05/25/2016	RGH	12	000203486	599999	04720	603006	12010		035				50100	0000100172	516
2			0	H2604	50100	05/31/2016	RGH	12	000221253	599999	04720	603004	10114	12030200	063		00008				
3			0	H2604	50100	06/01/2016	RGH	12	000203486	599999	04720	603006	12010		035				50100	0000100172	516



## Leave Balances by Department ID/Location Query V\_TA\_LV\_BAL\_BY\_DEPTID\_DISTRICT

REVISED: 07/8/2022

### DESCRIPTION:

This query lists leave balances and can be run by Department, Reports To, or employee.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_LV\_BAL\_BY\_DEPTID\_DISTRICT

### INPUT / SEARCH CRITERIA:

Business Unit  
 Location (blank for all or %)  
 Dept ID (blank for all)  
 Reports To (blank for all)  
 Empl ID (blank for all)

### OUTPUT FORMAT:

HTML  
 Excel

### ADDITIONAL INFORMATION:

The **Business Unit** field is a required field.

### Screenshot of the Leave Balances by Department ID/Location Query

V\_TA\_LV\_BAL\_BY\_DEPTID\_DISTRICT - Leave Bal by Deptid/Location

Business Unit

Location (blank for all or %)

Dept ID (blank for all)

Reports To (blank for all)

Empl ID (blank for all)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(3862 kb\)](#)

View All First 1-100 of 9955

Row	Business Unit	Location/District	Department	Reports To	Employee Name	Emplid	Employee Record	Position	Leave Code	Calc Result Value	Seniority Date	FLSA Status	Leave Year
1	15400	100	15400	DMV00091			0	DMV04000	COMP_LEAVE	6.000000	03/19/1987	Professional	2022
2	15400	100	15400	DMV00091			0	DMV04000	CSL	16.000000	03/19/1987	Professional	2022
3	15400	100	15400	DMV00091			0	DMV04000	ERL	8.000000	03/19/1987	Professional	2022
4	15400	100	15400	DMV00091			0	DMV04000	PER	40.000000	03/19/1987	Professional	2022
5	15400	100	15400	DMV00091			0	DMV04000	SDP	88.000000	03/19/1987	Professional	2022
6	15400	100	15400	DMV00091			0	DMV04000	VAC	643.000000	03/19/1987	Professional	2022
7	15400	100	15400	DMV00091			0	DMV03847	PER	32.000000	02/25/2022	Professional	2022
8	15400	100	15400	DMV00091			0	DMV03847	SDP	64.000000	02/25/2022	Professional	2022
9	15400	100	15400	DMV00255			0	DMV00585	CSL	16.000000	03/19/1985	Professional	2022
10	15400	100	15400	DMV00255			0	DMV00585	DSK	55.000000	03/19/1985	Professional	2022
11	15400	100	15400	DMV00255			0	DMV00585	ERL	4.000000	03/19/1985	Professional	2022
12	15400	100	15400	DMV00255			0	DMV00585	PER	11.500000	03/19/1985	Professional	2022



## Negative Hours From Prior Period Adjustment Query V\_TA\_NEG\_HRS

REVISED: 09/15/2021

### DESCRIPTION:

This query utilizes the data from the Payable Time Table and generates the list of negative hours for employees whose pay is affected due to prior period adjustments in Time and Labor for the Current Pay Period.

Adjustments to the time submitted and paid generate offsets in Time and Labor. The Load Time and Labor process populates the employee paysheet with negative and positive hours for offsets and summarizes by date and earning code. Not all the adjustments impact the employee's pay; in some instances, adjustments are made to correct the time without impacting pay. This query only lists employees whose pay is impacted negatively due to prior period adjustments.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_NEG\_HRS

### INPUT / SEARCH CRITERIA:

Pay Run ID  
Business Unit

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

The **Pay Run ID** and **Business Unit** are required fields.

### Screenshot of the Negative Hours From Prior Period Adj Query

V\_TA\_NEG\_HRS - Neg hrs from Prior Period Adj

Pay Run ID:

Business Unit:

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(13 kb\)](#)

[View All](#) First 1-41 of 41 Last

Row	Empl ID	Empl Record	Name	Position Number	Location	Business Unit	Department	TRC	Date	Hours	Pay Group	Pay Period End Date
1		0		ACSW0117	CENTR	30100	35600	COHX3	10/28/2019	-2.000000	BW1	12/07/2019
2		0		ACSW0117	CENTR	30100	35600	RGHA3	10/28/2019	2.000000	BW1	12/07/2019
3		0		ACSW0117	CENTR	30100	35600	RGHX	10/28/2019	-10.000000	BW1	12/07/2019
4		0		ACSW0117	CENTR	30100	35600	COHX2	10/29/2019	-2.000000	BW1	12/07/2019
5		0		ACSW0117	CENTR	30100	35600	RGHA	10/29/2019	6.000000	BW1	12/07/2019
6		0		ACSW0117	CENTR	30100	35600	RGHA2	10/29/2019	2.000000	BW1	12/07/2019
7		0		ACSW0117	CENTR	30100	35600	RGHX1	10/29/2019	-10.000000	BW1	12/07/2019
8		0		ACSW0117	CENTR	30100	35600	COHX1	10/30/2019	-2.000000	BW1	12/07/2019
9		0		ACSW0117	CENTR	30100	35600	RGHA	10/30/2019	8.000000	BW1	12/07/2019
10		0		ACSW0117	CENTR	30100	35600	RGHA1	10/30/2019	2.000000	BW1	12/07/2019
11		0		ACSW0117	CENTR	30100	35600	RGHX2	10/30/2019	-10.000000	BW1	12/07/2019
12		0		ACSW0117	CENTR	30100	35600	RGHA	10/31/2019	8.000000	BW1	12/07/2019
13		0		ACSW0117	CENTR	30100	35600	RGHX3	10/31/2019	-10.000000	BW1	12/07/2019
14		0										





## Negative Leave Balances Query V\_TA\_LV\_BALANCES\_NEGATIVE

REVISED: 09/15/2021

### DESCRIPTION:

This query displays a list of employees with negative leave balances in the max version of each calendar. This query should be run periodically to manually re-adjust the balances by the appropriate amount in the appropriate period so that the balances are zeroed out. Negative balances must be corrected for active employees before leave year-end processing in order to carry over the appropriate balance into the new year, and must also be corrected before the leave liability report is run at fiscal year-end in order to calculate appropriate liability.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_LV\_BALANCES\_NEGATIVE

### INPUT / SEARCH CRITERIA:

Business Unit  
Location (blank for all)  
Dept ID (blank for all)

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

The query can be run by Business Unit, for a specific location or department; or leaving the fields blank retrieves all results.

### Screenshot of the Negative Leave Balances Query

V\_TA\_LV\_BALANCES\_NEGATIVE - Negative Leave Balances

Business Unit

Location (blank for all)

Dept ID (blank for all)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(325 kb\)](#)

[View All](#) First 1-100 of 819

Row	Business Unit	Location	Department ID	Employee Name	Empl ID	Empl Record	Position	Calendar Group	Calendar ID	Numeric Value	Name	Term Date
1	50100	10	10000			0	DOTTA026	2020SM100	S102019SM121	-110.000000	ALI ENT ELEM_BAL	
2	50100	10	10000			0	DOTTA026	2020SM100	S102019SM121	-120.000000	FCS ENT ELEM_BAL	
3	50100	10	10000			0	DOTTA026	2020SM100	S102019SM121	-500.000000	FML ENT ELEM_BAL	
4	50100	10	10000			0	DOTTA026	2020SM100	S102019SM121	-130.000000	FSK ENT ELEM_BAL	
5	50100	10	10000			0	DOTTA026	2020SM100	S102019SM121	-140.000000	FVC ENT ELEM_BAL	
6	50100	10	10000			0	DOTTA026	2020SM100	S102019SM122	-110.000000	ALI ENT ELEM_BAL	
7	50100	10	10000			0	DOTTA026	2020SM100	S102019SM122	-120.000000	FCS ENT ELEM_BAL	
8	50100	10	10000			0	DOTTA026	2020SM100	S102019SM122	-500.000000	FML ENT ELEM_BAL	
9	50100	10	10000			0	DOTTA026	2020SM100	S102019SM122	-130.000000	FSK ENT ELEM_BAL	
10	50100	10	10000			0	DOTTA026	2020SM100	S102019SM122	-140.000000	FVC ENT ELEM_BAL	
11	50100	10	10000			0	DOTTA026	2020SM100	S102019SM123	-110.000000	ALI ENT ELEM_BAL	
12	50100	10	10000			0	DOTTA026	2020SM100	S102019SM123	-120.000000	FCS ENT ELEM_BAL	
13	50100	10	10000			0	DOTTA026	2020SM100	S102019SM123	-500.000000	FML ENT ELEM_BAL	
14	50100	10	10000			0	DOTTA026	2020SM100	S102019SM123	-130.000000	FSK ENT ELEM_BAL	



## Reports To V\_TA\_REPORTS\_TO\_SUPV

REVISED: 05/15/2023

### DESCRIPTION:

This query provides a list of employees along with select Job Data who report to a particular Position. Enter the position number of the Supervisor to see a list of all employees who report to that position.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_REPORTS\_TO\_SUPV

### INPUT / SEARCH CRITERIA:

Who EE Reports To

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

The **Who EE Reports To** is a required field.

### Screenshot of the Reports To based on Reports To Position Number.

Row	SUPERVISOR EMPLO	SUPERVISOR'S NAME	Reports To	EMPLO for EE	Employee Name	Position for EE
1		RENFRUC MEL			PRESCOTT DAK	
2		RENFRUC MEL			DOC JOHN	
3		RENFRUC MEL			DOC JOHN	
4		RENFRUC MEL			DOC JOHN	
5		RENFRUC MEL			DOC JOHN	
6		RENFRUC MEL			DOC JOHN	



## Saved & Submitted Absences Query V\_TA\_ABS\_SV\_AND\_SB\_STATUS

REVISED: 09/15/2021

### DESCRIPTION:

This query provides absences currently in saved and submitted status for the date range specified by the user.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_ABS\_SV\_AND\_SB\_STATUS

### INPUT / SEARCH CRITERIA:

Business Unit  
 Department ID (Blank for All)  
 BGN\_DT From  
 BGN\_DT Through

### OUTPUT FORMAT:

HTML  
 Excel

### ADDITIONAL INFORMATION:

The **Business Unit**, **BGN\_DT From** and **BGN\_DT Through** are required fields.

### Screenshot of the Saved & Submitted Absences Query

V\_TA\_ABS\_SV\_AND\_SB\_STATUS - Saved and Submitted Absences

Business Unit

Department ID (Blank for All)

BGN\_DT From

BGN\_DT Through

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First 1-2 of 2 Last

Row	Business Unit	Location	Department ID	Descr	Name	Employee ID	Employee Record	Position Number	Reports To	Employee ID	Name	Begin Date	End Date	Absence Type	Duration	Forecast Value	WF Status
1	50100	CENTR	13004	Appomattox Residency			0	DOT22525	DOT22939			01/06/2021	01/06/2021	ADM	8.00		S
2	50100	CENTR	13004	Appomattox Residency			0	DOT22525	DOT22939			01/07/2021	01/07/2021	ADM	8.00		S



## TA Self-Approval Audit Query V\_TA\_SELF\_APPROVAL\_AUDIT

REVISED: 12/15/2022

### DESCRIPTION:

This query provides a list of time and absence transactions that were approved in Cardinal by the employee themselves while approval authority was delegated to them by or on behalf of their Reports To supervisor.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_SELF\_APPROVAL\_AUDIT

### INPUT / SEARCH CRITERIA:

Business Unit  
Department  
From Date  
To Date

### OUTPUT FORMAT:

XML  
Excel

### ADDITIONAL INFORMATION:

The **Business Unit** field is a required field.

### Screenshot of the TA Self-Approval Audit Query

V\_TA\_SELF\_APPROVAL\_AUDIT - TA Self Approve Audit Report

Business Unit: 50100  
 Department (Blank for all):  
 From Date: 07/10/2022  
 To Date: 07/24/2022

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (3 kb)

View All First 1-16 of 16 Last

Row	Business Unit	Department	Employee Name	Employee ID	Employee Record	Reports To	Start Date	End Date	TRC	Status
1	50100	10015			0		07/13/2022	07/13/2022	SDP	A
2	50100	10024			0		07/11/2022	07/11/2022	RGSA	PD
3	50100	10024			0		07/12/2022	07/12/2022	RGSA	PD
4	50100	10024			0		07/13/2022	07/13/2022	RGSA	PD
5	50100	10024			0		07/14/2022	07/14/2022	RGSA	PD
6	50100	10024			0		07/14/2022	07/14/2022	SDP	A
7	50100	13054			0		07/13/2022	07/13/2022	REG	AP
8	50100	13054			0		07/13/2022	07/13/2022	REG	AP
9	50100	13054			0		07/13/2022	07/13/2022	REG	AP
10	50100	14043			0		07/15/2022	07/15/2022	OVS	AP
11	50100	18031			0		07/15/2022	07/15/2022	RGSA	PD
12	50100	18031			0		07/18/2022	07/18/2022	RGSA	PD
13	50100	18031			0		07/19/2022	07/19/2022	RGSA	PD
14	50100	18031			0		07/20/2022	07/20/2022	RGSA	PD
15	50100	18031			0		07/21/2022	07/21/2022	RGSA	PD
16	50100	18031			0		07/22/2022	07/22/2022	RGSA	PD



# Time and Labor to Paysheet Error Query V\_TA\_TL\_PAYSHEET\_REJECTED

REVISED: 09/15/2021

### DESCRIPTION:

This query lists errors from the **Time and Labor to Paysheet Integration** process. This query list hours rejected by payroll. Payable time is created through the Time Administration process and is the end product of Time and Labor.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_TL\_PAYSHEET\_REJECTED

### INPUT / SEARCH CRITERIA:

Business Unit  
Dept ID  
Employee ID

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

The **Business Unit** field is a required field.

### Screenshot of the Time and Labor to PaySheet Error Query

V\_TA\_TL\_PAYSHEET\_REJECTED - Time & Labor to Paysheet Error

Business Unit

Dept ID

Employee ID

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (14 kb)

View All First 1-53 of 53 Last

Row	Empl ID	Empl Record	Name	Dept ID	Business Unit	Date	Pay Sheet Posted Hours	Pay End Date	Payable Status
1		0		10001	15100	05/07/2012	0.000000	05/09/2012	RP
2		0		10001	15100	05/08/2012	0.000000	05/09/2012	RP
3		0		10001	15100	11/11/2013	8.000000	11/24/2013	RP
4		0		10001	15100	11/27/2013	4.000000	12/09/2013	RP
5		0		10001	15100	11/28/2013	8.000000	12/09/2013	RP
6		0		10001	15100	11/29/2013	8.000000	12/09/2013	RP
7		0		10001	15100	12/18/2013	8.000000	12/24/2013	RP
8		0		10001	15100	12/19/2013	8.000000	12/24/2013	RP
9		0		10001	15100	12/20/2013	8.000000	12/24/2013	RP
10		0		10001	15100	05/16/2014	0.000000	05/24/2014	RP
11		0		10001	15100	05/16/2014	0.000000	06/09/2014	RP
12		0		10001	15100	05/17/2014	0.000000	06/09/2014	RP



## Time and Labor to Paysheet Posted Query V\_TA\_TL\_PAYSHEET\_POSTED

REVISED: 09/15/2021

### DESCRIPTION:

This query lists hours posted to PaySheets from Time and Labor, where the payable status is Taken by Payroll, Closed, Reversed Payable Status (check reversal), or Distributed.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_TL\_PAYSHEET\_POSTED

### INPUT / SEARCH CRITERIA:

Business Unit  
Dept ID  
Empl ID  
Pay End Date  
Empl Type

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

The **Business Unit** and **Pay End Date** are required fields.

### Screenshot of the Time and Labor to PaySheet Posted Query

V\_TA\_TL\_PAYSHEET\_POSTED - Time & Labor To Pay Sheet Post

Business Unit    
 Dept ID    
 Empl ID    
 Pay End Date    
 Empl Type

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(26 kb\)](#)

View All First 1-72 of 72 Last

Row	Name	EMPLID	Empl Record	Position Number	Dept ID	Business Unit	Date	TRC	Descr	Pay Sheet Posted Hours	Payable Status	Payable Reason Code	Pay Group	Pay Period End
1			0	DOT03688	11068	50100	11/12/2019	COMX	Commuter Imputed Income	1.000000	TP		S10	02/09/2020
2			0	DOT03688	11068	50100	11/13/2019	COMX	Commuter Imputed Income	1.000000	TP		S10	02/09/2020
3			0	DOT03688	11068	50100	11/14/2019	COMX	Commuter Imputed Income	1.000000	TP		S10	02/09/2020
4			0	DOT03688	11068	50100	11/15/2019	COMX	Commuter Imputed Income	1.000000	TP		S10	02/09/2020
5			0	DOT03688	11068	50100	11/18/2019	COMX	Commuter Imputed Income	1.000000	TP		S10	02/09/2020
6			0	DOT03688	11068	50100	11/19/2019	COMX	Commuter Imputed Income	1.000000	TP		S10	02/09/2020
7			0	DOT03688	11068	50100	11/20/2019	COMX	Commuter Imputed Income	1.000000	TP		S10	02/09/2020
8			0	DOT03688	11068	50100	11/21/2019	COMX	Commuter Imputed Income	1.000000	TP		S10	02/09/2020
9			0	DOT03688	11068	50100	11/22/2019	COMX	Commuter Imputed Income	1.000000	TP		S10	02/09/2020
10			0	DOT03688	11068	50100	11/25/2019	COMX	Commuter Imputed	1.000000	TP		S10	02/09/2020



# Time Approval Audit Query V\_TA\_TIME\_APPROVAL\_AUDIT

REVISED: 12/15/2022

### DESCRIPTION:

This query provides information related to the approval of Timesheets within a given date range. This query is useful in determining who approved time including the date and time of the approval.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_TIME\_APPROVAL\_AUDIT

### INPUT / SEARCH CRITERIA:

Business Unit  
Empl ID  
Date From  
Date To

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

The **Business Unit**, **Date From** and **Date To** are required fields.

### Screenshot of the Time Approval Audit Query

V\_TA\_TIME\_APPROVAL\_AUDIT - Time Approval Audit Query

Business Unit: 15100  
Empl ID:   
Date From: 01/01/2020  
Date To: 04/30/2021

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (5 kb)

View All

Row	Name	Employee ID	Empl Record	Dept ID	Position	Unit	Daily Date	Approver Oprid	Approval Date	Last Updated Date	Timesheet Approved Status	TRC	Hours	Unit	Accou/ Code
1			1	10000	DOATA100	15100	01/13/2020		01/18/2021 8:57:16AM	01/18/2020	TP	RGHA	8.000000	15100	
2			1	10000	DOATA100	15100	01/14/2020		01/18/2021 8:57:16AM	01/18/2020	TP	RGHA	8.000000	15100	
3			1	10000	DOATA100	15100	01/15/2020		01/18/2021 8:57:16AM	01/18/2020	TP	RGHA	8.000000	15100	
4			1	10000	DOATA100	15100	01/16/2020		01/18/2021 8:57:16AM	01/18/2020	TP	RGHA	8.000000	15100	
5			1	10000	DOATA100	15100	01/17/2020		01/18/2021 8:57:16AM	01/18/2020	TP	RGHA	8.000000	15100	

### Screenshot of the Time Approval Audit Query (scrolled right)

Account Code	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Bus Unit	Project ID	Activity ID	Telecommute	Equipment	User Field 1	User Field 2	User Field 3	User Field 4	Sequence Number	Pay Req Nbr	Orig Sequence	Initial Seq Nbr
																				440249786000001	65234	0	0
																				440249786000002	65234	0	0
																				440249786000003	65234	0	0
																				440249786000004	65234	0	0
																				440249786000005	65234	0	0



# Time Entry Audit Query V\_TA\_TIME\_ENTRY\_AUDIT

REVISED: 12/15/2022

### DESCRIPTION:

This query lists all reported time for an employee within a given date range. Run this query to determine who entered time and when. This query provides an audit of all reported time with Audit Actions of:

- A: Added Hours
- C: Changed
- D: Deleted Hours
- X: Current Row from Reported Time (Reported Status of “SV” for saved or “SB” for submitted)

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_TIME\_ENTRY\_AUDIT

### INPUT / SEARCH CRITERIA:

Business Unit  
Empl ID  
Date From  
Date To

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

The **Business Unit**, **Date From** and **Date To** are required fields.

### Screenshot of the Time Entry Audit Query

V\_TA\_TIME\_ENTRY\_AUDIT - Time Entry Audit Query

Business Unit

Empl ID

Date From

Date To

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(4 kb\)](#)

View All First 1-10 of 10 Last

Row	Name	Employee ID	Empl Record	Unit	Daily Date	Audit Action	Audit Time	Audit Oprid	Reported Status	TRC	Hours	Account Code	Last Modified Time
1			1	15100	01/13/2020	A	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
2			1	15100	01/13/2020	X	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
3			1	15100	01/14/2020	A	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
4			1	15100	01/14/2020	X	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
5			1	15100	01/15/2020	A	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
6			1	15100	01/15/2020	X	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
7			1	15100	01/16/2020	A	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
8			1	15100	01/16/2020	X	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
9			1	15100	01/17/2020	A	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
10			1	15100	01/17/2020	X	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM





## Time Reporter (Auto Enrollment) Exceptions Query V\_TA\_AUTO\_ENROLL\_EXC

REVISED: 04/05/2021

### DESCRIPTION:

This query displays auto enrollment exceptions for review and correction. This query lists employees with inappropriate time reporter data by comparing time reporter data with job data. The report lists all employees who may need updates or maintenance to time reporter data.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_AUTO\_ENROLL\_EXC

### INPUT / SEARCH CRITERIA:

Business Unit  
Dept ID  
Location

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

The **Business Unit** is a required field.

### Reason codes:

- A:** Active Employee in INACTIVE workgroup.
- B:** Active Employee in INVALID workgroup.
- C:** Active Employee Not in the valid Task group.
- D:** Active Employee not in a Valid workgroup.
- E:** Active Employee with inactive Time Reporter Status.
- F:** Rule Element 3 is missing for Active Hourly Employee.
- G:** Rule Element 4 is missing for Active Employee.
- H:** Rule Element 5 is missing for Active Salaried Employee.
- I:** Inactive Employee not in INACTIVE workgroup.
- J:** Inactive Employee with Active Time Reporter status for more than 60 days after termination.

### Screenshot of the Time Reporter Exceptions Query

Row	NAME	ID	Empl Record	Position	Type	Unit	Location	Dept ID	Descr	Group	Status	Workgroup	Taskgroup	FLSA Stat	HR Status	REASON
1			0	GIF001T	S	40300	PF140	11000	Administration	SM1	I	SERF071P2	40300CCOP	N	A	D
2			0	GIF003T	S	40300	PF140	11000	Administration	SM1	A	SERF071P2	40300CCOP	N	A	D
3			0	GIF16T	S	40300	CENTR	55007	Wytheville Trout Hatchery	SM1	I	INACTIVE	VANONE	N	A	A



# Time Reporter Changes Query V\_TA\_TIME\_REPORTER

REVISED: 09/15/2021

### DESCRIPTION:

This query includes new time reporter enrollments and changes to existing employees on the Time Reporter pages.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_TIME\_REPORTER

### INPUT / SEARCH CRITERIA:

Business Unit  
Dept ID  
Employee ID  
From Date  
To Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

The **Business Unit**, **From Date** and **To Date** are required fields.

### Screenshot of the Time Reporter Changes Query

V\_TA\_TIME\_REPORTER - Time Reporter Changes

Business Unit: 15100  
Dept ID:   
Employee ID:   
From Date: 01/01/2021  
To Date: 04/30/2021

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (294 kb)

View All First 1-100 of 398 Last

Row	Name	Employee ID	Empl Record	Position Number	Business Unit	Dept ID	HR Status	Changed On	Changed By	Changed Field	Old Value	New Value	Change Effective Date
1			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		EMPLID		00209293100	2020-01-13
2			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		EMPL_RCD		1	2020-01-13
3			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		EFFDT		2020-01-13	2020-01-13
4			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		TIME_RPTG_STATUS		A	2020-01-13
5			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		TIME_RPTR_IND		E	2020-01-13
6			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		WORKGROUP		HNR07BP1	2020-01-13
7			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		TASKGROUP		15100BA	2020-01-13
8			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		TL_TIME_TO_PAY		Y	2020-01-13
9			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		RULE_ELEMENT_3		1400	2020-01-13
10			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		RULE_ELEMENT_4		07:40	2020-01-13
11			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		TIMEZONE		EST	2020-01-13
12			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		PROCESS_INSTANCE		0	2020-01-13
13			1	DOATA100	15100	10000	A	02/02/2021 9:48:13AM		RULE_ELEMENT_3	1400	1200	2020-01-13
14			0	DOA00032	15100	92100	A	01/28/2021 8:02:22AM		EMPLID		00923572100	2019-11-09



# Time Reporter Criteria Query V\_TA\_TIME\_REPORTER\_CRITERIA

REVISED: 05/15/2023

## DESCRIPTION:

This query displays the Time Reporter criteria used by TL Auto Enroll for a Business Unit based on the selected As of Date.

The fields included in this query are Priority, Business Unit, Department ID, HR Status, Employee Type, FLSA Status, Pay Group, Job Code, Salary Grade, Employee Class, Shift Differential Eligible, Time Reporter Status, Reporting Template, Workgroup, Allowed Workgroup List, Taskgroup, Rule Element 3, Rule Element 3 Override, Rule Element 4, Rule Element 4 Override, Rule Element 5 and Rule Element 5 Override.

## NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_TIME\_REPORTER\_CRITERIA

## INPUT / SEARCH CRITERIA:

Business Unit  
As of Date

## OUTPUT FORMAT:

HTML  
Excel

## ADDITIONAL INFORMATION:

The **Business Unit** and **As of Date** are required fields.

## Screenshot of the Time Reporter Criteria Query

Row	Priority	Business Unit	Department ID	HR Status	Employee Type	FLSA Status	Pay Group	Job Code	Salary Grade	Employee Class	Shift Differential Eligible	Time Reporter Status	Reporting Template	Workgroup	Allowed Workgroup List	Taskgroup	Rule Element 3	Rule Element 3 Override	Rule Element 4	Rule Element 4 Override	Rule Element 5	Rule Element 5 Override
1	150	STATE	99999	Active	Salaried		MNP			RTO		Active		SEAF071P1		VANONE	None	07.40	None			None
2	600	30100	99999	Active	Salaried	Nonexempt	SM1				Yes	Active	VAEBASIC-1	SNRF071P1	30100CCOP		None	07.40	None		000.240	None
3	600	30100	99999	Active	Salaried	Nonexempt	NS1				Yes	Active	VAEBASIC-1	SNRF071P1	30100CCOP		None	07.40	None		000.240	None
4	600	30100	99999	Active	Hourly	Nonexempt	BW1				Yes	Active	VAEBASIC-1	HNR070BP1	30100CCOP 1400		Required	07.40	None			None
5	650	30100	99999	Active	Hourly	Nonexempt	BW1					Active		HNR070BP1	30100CCOP 1400		Required	07.40	None			None
6	650	30100	99999	Active	Salaried	Nonexempt	NS1					Active		SNRF071P1	30100CCOP		None	07.40	None		000.240	None
7	650	30100	99999	Active	Salaried	Nonexempt	SM1					Active		SNRF071P1	30100CCOP		None	07.40	None		000.240	None
8	650	30100	99999	Active	Hourly		BW1					Active		HER070BP1	30100CCOP 1400		Required	07.40	None			None
9	659	30100	99999	Active	Salaried		SM1					Active		SERP071E1 V746SER071O1	30100CCOP		None	07.40	None		000.240	None
10	659	30100	99999	Active	Salaried		NS1					Active		SERP071E1 V746SER071O1	30100CCOP		None	07.40	None		000.240	None



# Time Reporting Exceptions Query

## V\_TA\_TIME\_REPORTING\_EXCEPTIONS

REVISED: 04/05/2022

### DESCRIPTION:

This query displays time and labor exceptions for a specified date range for groups of employees, and is used to review and resolve or allow exceptions as needed. This query has parameters so the worker may select the Employee Type of Hourly or Salaried.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_TIME\_REPORTING\_EXCEPTIONS

### INPUT / SEARCH CRITERIA:

- Business Unit
- Location (blank for all)
- Dept ID (blank for all)
- Exception From Date
- Exception Through Date
- Employee Type (blank for all)
- (U) Unresolved / (A) Allowed

### OUTPUT FORMAT:

- HTML
- Excel

### ADDITIONAL INFORMATION:

The **Business Unit**, **Exception From Date**, **Exception To Date** and **Unresolved/Allowed** are required fields.

### Screenshot of the Time Reporting Exceptions Query

V\_TA\_TIME\_REPORTING\_EXCEPTIONS - Time Reporting Exceptions

Business Unit  Location (blank for all)  Dept ID (blank for all)  Exception From Date 01/10/2023 Exception Through Date 03/28/2023 Employee Type (blank for all)  (U) Unresolved / (A) Allowed U

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(703 kb\)](#)

View All First 1-100 of 481 Last

Row	Name	Empl ID	Empl Record	Position	Unit	Location	Dept ID	Workgroup	Date	Severity	Status	Exception ID	Description	Msg Data1	Msg Data2	Msg Data3	Msg Data4	Msg Data5	Action DateTime
1			0	DOT13911		BR001	11016	SNRF071P2	01/23/2023	M	Unresolved	VOTEMGS	Emergency OT Sched not met	5	8		Schedule Hours	DOT	01/27/2023 10:33:31AM
2			0	DOT13911		BR001	11016	SNRF071P2	01/25/2023	M	Unresolved	VOTEMGS	Emergency OT Sched not met	7.5	8		Schedule Hours	DOT	01/30/2023 6:37:00PM
3			0	DOT13911		BR001	11016	SNRF071P2	01/26/2023	M	Unresolved	VOTEMGS	Emergency OT Sched not met	3	8		Schedule Hours	DOT	01/30/2023 6:37:00PM
4			0	DOT00186		BR001	11028	SE2F071P2	01/24/2023	M	Unresolved	VOSLTLMT	OVS prior to Limit	38	40	01/23/2023-01/29/2023		DOT	01/30/2023 2:28:18PM
5			0	DOT00186		BR001	11028	SE2F071P2	01/24/2023	M	Unresolved	VOSUOS	OVS exists without UOS min	0	5	01/23/2023-01/29/2023	40	DOT	01/30/2023 2:28:19PM
6			0	DOT05592		BR001	11095	SERI071P2	01/27/2023	M	Unresolved	VOSLTLMT	OVS prior to Limit	32	40	01/23/2023-01/29/2023		DOT	02/03/2023 1:17:04AM
7			0	DOT13067		BR001	11095	SNRI071P2	02/17/2023	M	Unresolved	VOTEMGS	Emergency OT Sched not met	7	8		Schedule Hours	DOT	03/02/2023 11:59:44AM
8			0	DOT09066		BR001	11095	SNRI071P2	02/17/2023	M	Unresolved	VOTEMGS	Emergency OT Sched not met	7	8		Schedule Hours	DOT	03/02/2023 11:59:44AM



## Timesheet (Prior Period) Adjustments by DeptID/Date Query V\_TA\_ADJUSTMENTS\_PAYABLE\_TIME

REVISED: 09/15/2021

### DESCRIPTION:

This query lists prior period adjustments after a pay period has been completed and allocated for review. This query displays negative offset adjustment rows and corresponding payable time rows on the same duration.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_ADJUSTMENTS\_PAYABLE\_TIME

### INPUT / SEARCH CRITERIA:

Business Unit  
 Dept ID (blank for all)  
 Location (blank for all)  
 Employee ID (blank for all)  
 From Date  
 To Date  
 Frozen Date (blank for all)

### OUTPUT FORMAT:

HTML  
 Excel

### ADDITIONAL INFORMATION:

The **Business Unit**, **From Date** and **To Date** are required fields.

### Screenshot of the Timesheet Adjustments by DeptID/Date Query

V\_TA\_ADJUSTMENTS\_PAYABLE\_TIME - TS Adjustments by Deptid/Date

Business Unit

Dept ID (blank for all)

Location (blank for all)

Employee ID (blank for all)

From Date

To Date

Frozen Date (blank for all)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(38 kb\)](#)

[View All](#)

Row	Empl ID	Empl Record	Position	Business Unit	Name	Dept ID	Location	Daily Date	TRC	Hours	LbrDistAmt	Status	Pay Req Nbr	Last User	Approved
1		0	DOA00016	15100		97500	CENTR	01/13/2020	RGSA	5.000000	0.000000	TP	65253	V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM
2		0	DOA00016	15100		97500	CENTR	01/13/2020	RGSA1	-5.000000	0.000000	CL	65253	V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM
3		0	DOA00016	15100		97500	CENTR	01/13/2020	RGSA1	5.000000	0.000000	CL	65253	V_TA_BATCH_PROCESSOR	02/04/2021 9:51:16AM
4		0	DOA00016	15100		97500	CENTR	01/14/2020	RGSA	5.000000	0.000000	TP	65253	V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM
5		0	DOA00016	15100		97500	CENTR	01/14/2020	RGSA1	5.000000	0.000000	CL	65253	V_TA_BATCH_PROCESSOR	02/04/2021 9:51:16AM
6		0	DOA00016	15100		97500	CENTR	01/14/2020	RGSA1	-5.000000	0.000000	CL	65253	V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM
7		0	DOA00016	15100		97500	CENTR	01/15/2020	RGSA	5.000000	0.000000	TP	65253	V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM
8		0	DOA00016	15100		97500	CENTR	01/15/2020	RGSA1	5.000000	0.000000	CL	65253	V_TA_BATCH_PROCESSOR	02/04/2021 9:51:16AM
9		0	DOA00016	15100		97500	CENTR	01/15/2020	RGSA1	-5.000000	0.000000	CL	65253	V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM
10		0	DOA00016	15100		97500	CENTR	01/16/2020	RGSA	7.000000	0.000000	TP	65253	V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM



**Screenshot of the Time Prior Period Adjustments Query (scrolled right)**

																			First 1-40 of 40 Last				
Last User	Approved at	Orig Sequence	User_1	User_2	User_3	User_4	Chartfield BU	Account Code	Account	Fund	Program	Department	Cost Center	Task	FIPS	Agency Use 1	Agency Use 2	PC Bus Unit	Project ID	Activity ID	Telecommute	Agency Value	
_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM	0																					
_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM	440249846000001																					
_TA_BATCH_PROCESSOR	02/04/2021 9:51:16AM	440249846000001																					
_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM	0																					
_TA_BATCH_PROCESSOR	02/04/2021 9:51:16AM	440249846000002																					
_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM	440249846000002																					
_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM	0																					
_TA_BATCH_PROCESSOR	02/04/2021 9:51:16AM	440249846000003																					
_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM	440249846000003																					
_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM	0																					



## TL Eligibility Audit Query V\_TA\_ELIGIBILITY\_ENROLL\_AUDIT

REVISED: 09/15/2021

### DESCRIPTION:

This query lists changes to the Time and Labor (TL) Eligibility page based on audit results.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_ELIGIBILITY\_ENROLL\_AUDIT

### INPUT / SEARCH CRITERIA:

Business Unit  
 Dept ID (Blank for all)  
 Employee ID (Blank for all)  
 From Date  
 To Date

### OUTPUT FORMAT:

HTML  
 Excel

### ADDITIONAL INFORMATION:

The **Business Unit**, **From Date** and **To Date** are required fields.

### Screenshot of the TL Eligibility Audit Query

V\_TA\_ELIGIBILITY\_ENROLL\_AUDIT - TL Eligibility Audit

Business Unit:

Dept ID (Blank for all):

Employee ID (Blank for all):

From Date:

To date:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First 1-4 of 4 Last

Row	Employee Name	Employee ID	Employee Record	Position Number	Department ID	Business Unit	HR Status	Custom TA Eligibility Type	Eligibility Effective Date	Eligibility Effective Status	Step	Username who made the change	Date and Time Stamp	Audit Action-Add,Delete,Change
1			0	DOT02245	11048	50100	A	COMI	11/24/2019	A	0		08/24/2020 4:46:12PM	Add
2			0	DOT02535	18030	50100	A	OTLV	11/06/2011	A	0		11/04/2020 10:02:41AM	Add
3			0	DOT02535	18030	50100	A	OTLV	11/10/2019	A	0		11/04/2020 10:03:20AM	Add
4			0	DOTTA154	99999	50100	A	OTLV	11/24/2020	A	0		11/24/2020 9:17:17AM	Add



## Traditional Sick Used 6 Months Query V\_TA\_TRADSCK\_06MONTHS

REVISED: 09/15/2021

### DESCRIPTION:

This query is used to track employees in the Traditional Sick leave program having used sick leave continuously for a six month period for potential FICA exemption.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_TRADSCK\_06MONTHS

### INPUT / SEARCH CRITERIA:

Business Unit  
Department  
Employee ID  
Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

The **Business Unit** and **Date** are required fields. The **Date** field is used to create a date range, which is used to retrieve payable time days between the **Date** field value minus 180 days and the **Date** field value.

### Screenshot of the Traditional Sick Used 6 Months Query

V\_TA\_TRADSCK\_06MONTHS - Traditional Sick Used 6 Months

Business Unit

Department

Employee Id

Date

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(14 kb\)](#)

View All First 1-54 of 54 Last

Row	Empl ID	Empl Record	Name	Position	Location	Dept ID	Unit	Sum Quantity
1		0		DOT23023	CENTR	12026	50100	68.000000
2		0		89411	14	14023	50100	10.000000
3		0		DOT09384	CENTR	15028	50100	8.000000
4		0		11339	13	13045	50100	5.500000
5		0		DOT10687	CENTR	13037	50100	8.000000
6		0		06481	18	18045	50100	8.000000
7		0		03662	19	19087	50100	9.000000
8		0		DOT03662	CENTR	19087	50100	8.000000
9		0		DOT22097	CENTR	17034	50100	8.000000
10		0		DOT18016	CENTR	18046	50100	8.000000
11		0		DOT13147	CENTR	10017	50100	8.000000
12		0		02872	19	19013	50100	8.000000
13		0		DOT116	CENTR	19013	50100	8.000000





# Vacation Leave Lost Query V\_TA\_FORFEITED\_VAC\_HRS

REVISED: 09/15/2021

### DESCRIPTION:

This query is used to list the vacation leave lost at the beginning of the new leave year (during carry forward 01/10). In Cardinal at the beginning of a new leave year, vacation accruals in excess of the maximum allowable carry over amount are automatically forfeited and those hours are lost. The maximum vacation carry over amount varies from employee to employee based on the years of service.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_FORFEITED\_VAC\_HRS

### INPUT / SEARCH CRITERIA:

Business Unit  
Department ID  
Employee ID  
Leave Year Start Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

The **Business Unit** and **Leave Year Start Date** are required fields.

### Screenshot of the Vacation Leave Lost Query

V\_TA\_FORFEITED\_VAC\_HRS - Vacation Leave Lost Report

Business Unit  Q  
 Department ID  Q  
 Employee ID  Q  
 Leave Year Start Date

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(33 kb\)](#)

View All First 1-100 of 100 Last

Row	Business Unit	Location	Department ID	Name	Employee ID	Employee Record	Position Number	Calendar Group	Calendar ID	Forfeited Vacation Hours
1	75300	CENTR	100				0 DFCED001	2020SM100	SM12020SM100	75.100000
2	75300	CENTR	100				0 DFC00899	2020SM100	SL12020SM100	38.700000
3	75300	CENTR	100				0 DFC00899	2020SM100	SL12020SM100	11.700000
4	75300	CENTR	100				0 DFC00025	2020SM100	SM12020SM100	33.500000
5	75300	CENTR	100				0 DFC00299	2020SM100	SL12020SM100	13.100000
6	75300	CENTR	100				0 DFC00598	2020SM100	SL12020SM100	28.500000
7	75300	CENTR	100				0 DFC00530	2020SM100	SL12020SM100	45.700000
8	75300	CENTR	100				0 DFC00004	2020SM100	SM12020SM100	65.000000
9	75300	CENTR	100				0 DFC00549	2020SM100	SL12020SM100	8.600000
10	75300	CENTR	100				0 DFC00714	2020SM100	SL12020SM100	36.900000
11	75300	CENTR	100				0 DFC00056	2020SM100	SM12020SM100	29.500000
12	75300	CENTR	100				0 DFC00769	2020SM100	SM12020SM100	42.000000
13	75300	CENTR	100				0 DFC00753	2020SM100	SM12020SM100	19.100000



# Weekly Submitted Hours Query V\_TA\_TLAM\_WKLY\_HRS

REVISED: 09/15/2021

### DESCRIPTION:

This query is used to display hours from Payable Time within a Start/End Date range for review. The query displays all Salaried Regular and all Non-Productive Time except Docking and Donated Leave Taken.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_TLAM\_WKLY\_HRS

### INPUT / SEARCH CRITERIA:

- Business Unit
- Location (Leave Blank for all)
- Dept ID (Leave Blank for all)
- Empl ID (Leave Blank for all)
- Period Start Date
- Period End Date

### OUTPUT FORMAT:

- HTML
- Excel

### ADDITIONAL INFORMATION:

The **Business Unit**, **Period Start Date** and **Period End Date** are required fields. The Period Start Date is the first day of the employee's FLSA period and the Period End Date is the last day of the employee's FLSA period.

### Screenshot of the Weekly Submitted Hours Query

V\_TA\_TLAM\_WKLY\_HRS - Weekly Submitted Hours

Business Unit

Location (Leave Blank for all)

Dept ID (Leave Blank for all)

Empl ID (Leave Blank for all)

Period Start Date

Period End Date

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First 1-2 of 2 Last

Row	Employee Name	Employee ID	Empl Record	Position	Business Unit	Location	Department ID	Supervisor Name	Supervisor ID	Workgroup	Standard Hours	Submitted Hrs.
1			1	ARS00432	26200	CENTR	11109			SERF071E1	40.00	2.000000
2			1	ARS00194	26200	CENTR	11332			SERF071E1	40.00	4.000000



## Workflow Setup Issues Query V\_TA\_WORKFLOW\_SETUP\_ISSUES

REVISED: 09/15/2021

### DESCRIPTION:

This query is used to display employees and managers who may require corrective action due to time and labor enrollment data, job data, and/or time and labor security set up that may result in incorrect workflow routing. This query displays various setup issues that may cause workflow problems, including employees reporting to vacant positions, employees missing reports to positions, approvers missing the approver role, employees with EMPLIDs not assigned to User IDs, approvers with EMPLIDs not assigned to User IDs, and multiple active approvers sharing positions.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_WORKFLOW\_SETUP\_ISSUES

### INPUT / SEARCH CRITERIA:

Business Unit  
Location  
Department

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

The **Business Unit** field is a required field.

### Screenshot of the Workflow Setup Issues Query

V\_TA\_WORKFLOW\_SETUP\_ISSUES - Workflow Setup Issues

Business Unit

Location

Department

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(267 kb\)](#)

[View All](#) First 1-100 of 528  Last

Row	Employee's Business Unit	Manager's Name	Manager's Location	Manager's Department	Manager's ID	Manager's Employee Rcd	Manager's Position	Employee's Location	Employee's Department	Employee's Name	Employee's ID	Employee's Employee Rcd	Employee's Position	Issue Description
1	40300							HQ100	10000			0	GIFTA002	EMPLOYEE POSITION MISSING REPORTS TO
2	40300							HQ100	11000			0	GIFTA007	EMPLOYEE POSITION MISSING REPORTS TO
3	40300							CENTR	11000			0	GIFTA012	EMPLOYEE POSITION MISSING REPORTS TO
4	40300							CENTR	20100			0	GIF00534	EMPLOYEE REPORTS TO VACANT POSITION
5	40300							CENTR	28100			0	GIF00433	EMPLOYEE REPORTS TO VACANT POSITION
6	40300							CENTR	28100			0	GIF00147	EMPLOYEE REPORTS TO VACANT POSITION
7	40300							CENTR	31100			0	GIF00109	EMPLOYEE REPORTS TO VACANT POSITION
8	40300							CENTR	31100			0	GIF00211	EMPLOYEE REPORTS TO



## **Time and Attendance Reports**

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## Absence Data Upload Error Report (RTA674)

REVISED: 04/14/2023

### DESCRIPTION:

This report displays a list of Absence Upload errors interfacing agencies encountered during the Absence Data Upload file process. This report includes all the errors along with error messages for users to review and make the necessary corrections.

This same data can also be extracted through the [V TA ABS DATA UPLOAD ERROR query](#).

### NAVIGATION PATH:

Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Absence Upload Error Report

### RUN CONTROL PARAMETERS:

From Date  
To Date  
Output to File Server (checkbox)  
Business Unit

### OUTPUT FORMAT:

PDF  
CSV

### Screenshot of the Absence Data Upload Error Report Run Control Page


The screenshot shows the 'Absence Upload Error Report' run control page. At the top, there is a title bar 'Absence Upload Error Report' and a breadcrumb 'Absence Upload Error Report'. Below this, the 'Run Control ID' is 'Absence\_Upload\_Error\_Report', with links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The page is divided into several sections: 'Date Range' with 'From Date' and 'To Date' date pickers; 'File Parameters' with an 'Output to File Server' checkbox; 'Business Unit Selection' with a 'Tree Name' field, a 'How Specified' dropdown set to 'Select Detail Values', and a 'Tree Node Selector' area. To the right of the tree selector is a 'Select Values/Nodes' table with columns for 'Business Unit' and 'Description', and '+' and '-' buttons. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.

### ADDITIONAL INFORMATION:

The **From Date**, **To Date**, **Tree Name** and **Business Unit** are required fields. In order to review results, the user must click on **Report Manager** after running the report and refreshing to success.



## Screenshot of the Absence Data Upload Error Report

		Commonwealth of Virginia					Run Date: 05/14/2021		
Report ID: RTA674		ABSENCE DATA UPLOAD ERROR REPORT					Run Time: 11:04 00		
Interfacing Business Unit: 19400 Department of General Services							Page No. 1 of 11		
Uploaded Date Range: 01/01/2019 To 03/31/2021									
File Name: 19400_TA758_IN_07302020_0842_001.DAT									
Upload Run Date: 07/30/2020									
Employee ID	Business Unit	Absence Take Element	Absence Reason	Absence Begin Date	Absence End Date	Absence Duration	Error Field Name	Error Description	
19400		VAC TAKE ELEM	VAC	11/25/2019	11/25/2019	8	BGN_DT	Employee has an absence prior to 90 days from current Date	
19400		SCK TAKE ELEM	FME	11/25/2019	11/25/2019	8	ABSENCE_REASON	Absence Reason is invalid	
19400		SCK TAKE ELEM	FME	11/25/2019	11/25/2019	8	BGN_DT	Employee has an absence prior to 90 days from current Date	
19400		SCK TAKE ELEM	FME	11/25/2019	11/25/2019	8	PIN_NM	Absence Take is not valid for the Employee Eligibility Group	
19400		VAC TAKE ELEM	VAC	11/25/2019	11/25/2019	8	BGN_DT	Employee has an absence prior to 90 days from current Date	
19400		STD TAKE ELEM	STD	11/25/2019	11/25/2019	8	BGN_DT	Employee has an absence prior to 90 days from current Date	
Total number of rows submitted							4	Total number of Absence hours submitted	32
Total number of rows with Errors							4	Total number of Absence hours with errors	32
Total number of rows successfully Processed							0	Total number of Absence hours loaded successfully	0



## DOA Leave Liability Report (RTA013)

REVISED: 04/14/2023

### DESCRIPTION:

This report contains leave liability data for reporting to Department of Accounts (DOA) at Fiscal Year End for employees in Traditional, Virginia Sickness & Disability Program (VSDP) and Hybrid leave programs and does not include At-Will or Faculty leave programs.

Agencies with employees in the Flex Regular and Flex VSDP Eligibility Groups can run the [Flex Leave Liability Data Report \(RTA803\)](#).

### NAVIGATION PATH:

Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > DOA Leave Liability Report

### INPUT / SEARCH CRITERIA:

Business Unit  
FICA Amount  
Thru Date

### OUTPUT FORMAT:

Excel

### Screenshot of the DOA Leave Liability Report Run Control Page

The screenshot shows the 'DOA Leave Liability Report' run control page. At the top, there is a title bar with 'DOA Leave Liability Report' and navigation icons. Below the title bar, there are links for 'New Window', 'Help', and 'Personalize Page'. The main content area has a title 'DOA Leave Liability Report' and a 'Run Control ID' of 'DOA\_LV\_LIABILITY\_RPT'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this is a section for 'Report Request Parameters' with a search box for 'Business Unit', a checkbox for 'All Business Units', a date picker for '\*Thru Date', and a text field for 'FICA Amount'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

**Note:** The FICA Amount will display after the Business Unit and Thru Date is entered.

### ADDITIONAL INFORMATION:

The **Business Unit** and **Thru Date** are required fields.



### Screenshot of the Leave Liability Report

LEAVE LIABILITY REPORT																	
RUN CONTROL PARAMETERS:																	
BUSINESS_UNIT: 15100																	
THRU DATE: 04/30/2020																	
FICA Amount:137700																	
Run Date-Time:051220211132																	
Section1-E EMPLOYEE DETAILS SECTION																	
Section1-E																	
Section1-E	EMPLID	NAME	LOCATION	DEPTID	ELIG_GRP	GP_PAYGR	PRD_END_DT	LEAVE_ELIG_DATE	YRS_OF_S	HOURLY_F	LEAVE_TYP	END_BAL	BAL_LIAB	ACCRUED	TAKEN_TC	PROJECTE	PROJECTED SCK/VAC AMT
Section1-E			CENTR	97200		SM1	24-Mar-20	8/25/1975	44.58065	33.58125	ERL	0	0	2	0	0	0
Section1-E			CENTR	97200		SM1	24-Mar-20	8/25/1975	44.58065	33.58125	VAC	0	0	480.5	0	216	7253.55
Section1-E			CENTR	95200		SM1	24-Mar-20	12/25/1983	36.24731	36.46298	ERL	0	0	1.8	0	0	0
Section1-E			CENTR	95200		SM1	24-Mar-20	12/25/1983	36.24731	36.46298	VAC	0	0	289.3	0	216	7876
Section1-E			CENTR	91100	E	SM1	24-Mar-20	7/10/1978	41.7043	85.24664	VAC	0	0	0	0	0	0
Section1-E			CENTR	92100		SM1	24-Mar-20	12/10/1978	41.28763	22.97837	VAC	0	0	482	0	216	4963.33
Section1-E			CENTR	92100		SM1	24-Mar-20	3/25/1978	41.99731	27.29135	ERL	0	0	4	0	0	0
Section1-E			CENTR	92100		SM1	24-Mar-20	3/25/1978	41.99731	27.29135	VAC	0	0	365	0	216	5894.93
Section1-E			CENTR	97200		SM1	24-Mar-20	12/10/1986	33.28763	64.5399	ERL	0	0	6	0	0	0
Section1-E			CENTR	97200		SM1	24-Mar-20	12/10/1986	33.28763	64.5399	VAC	0	0	458.5	0	216	13940.62
Section1-E			CENTR	95900		SM1	24-Mar-20	10/10/2007	12.4543	35.70289	VAC	0	0	82.3	0	144	5141.22
Section1-E			CENTR	95700	T	SM1	24-Mar-20	6/25/1980	39.74731	57.87019	ERL	0	0	4	0	0	0
Section1-E			CENTR	95700	T	SM1	24-Mar-20	6/25/1980	39.74731	57.87019	SCK	0	0	935	236	120	1736.11
Section1-E			CENTR	95700	T	SM1	24-Mar-20	6/25/1980	39.74731	57.87019	VAC	0	0	524.5	0	216	12499.96





## Docking Unpaid Absences Report (VTAR655)

REVISED: 11/30/2021

### DESCRIPTION:

This report displays a list of employees with processed unpaid absences in order to review and dock pay for appropriate salaried employees in Cardinal. Unpaid absences can either be from Absence Management (for example, LNP – Pay Docking) or from Payable Time (for example, HNP - Holiday Pay Docking) where Cardinal is the leave system of record or all from Payable Time (for example, LNPX - Pay Docking or STLX - Short Term Disability-Pay Dock) where the Agency has an external leave system of record.

This report is run by Payroll Administrators after each pay period closes for the purpose of docking the employees the appropriate number of hours in Cardinal payroll. This report is also run by Absence Management Administrators in order to inform employees of unpaid leave or make absence corrections as needed before the period closes.

### NAVIGATION PATH:

Menu > Time and Labor > Reports > Docking Unpaid Absences Report

### RUN CONTROL PARAMETERS:

Business Unit  
Department  
Employee ID  
From Date  
To Date

### OUTPUT FORMAT:

Excel

### Screenshot of the Docking Unpaid Absences Report Run Control Page (for Agency using an external leave system)

The screenshot shows the 'Docking Unpaid Absences Report' interface. At the top, there is a header bar with the title 'Docking Unpaid Absences Report'. Below this, there is a sub-header 'Docking Unpaid Absences'. The main area contains the following elements:

- Run Control ID: DOCKING\_UNPAID\_ABSENCES
- Report Manager
- Process Monitor
- Run button

Below these elements, there is a section titled 'Docking Unpaid Absences Report' containing a form with the following fields:

- \*Business Unit (with a search icon)
- Department (Leave Blank for All) (with a search icon)
- Employee ID (Leave Blank for All) (with a search icon)
- From Date (with a calendar icon)
- To Date (with a calendar icon)

At the bottom of the form, there are buttons for Save, Notify, Refresh, Add, and Update/Display.



**ADDITIONAL INFORMATION:**

The **Business Unit**, **From Date** and **To Date** are required fields; however, for a BU using Cardinal AM, the **From/To Date** field prompts are instead combined to a single **Calendar Group ID** field prompt.

**Screenshot of the Docking Unpaid Absences Report Run Control Page (for BU using Cardinal Absence Management)**

Docking Unpaid Absences Report

Docking Unpaid Absences

Run Control ID **DOCKING**
Report Manager Process Monitor

**Docking Unpaid Absences Report**

\*Business Unit

Department (Leave Blank for All)

Employee ID (Leave Blank for All)

Calendar Group ID

**Screenshot of the Docking Unpaid Absences Report**

Docking Unpaid Absences Report									
Run Control Parameters:									
Business Unit: 18200									
Department:									
Emplid:									
Calendar Group: 2021SM118									
Name	Emplid	EMPL_RCD	POS_NUM	BUSINESS_UNIT	DEPTID	PAYGROUP	PAY BEGIN DT	PAY END DT	DUR
		0	VEC00645	18200	936100	SM1	2021-09-25	2021-10-09	2021-10-01
		0	VEC00645	18200	936100	SM1	2021-09-25	2021-10-09	2021-10-06
		0	VEC00645	18200	936100	SM1	2021-09-25	2021-10-09	2021-10-07
		0	VEC00645	18200	936100	SM1	2021-09-25	2021-10-09	2021-10-08
		0	VECR3703	18200	928500	SM1	2021-09-25	2021-10-09	2021-10-04
		0	VEC03066	18200	936272	SM1	2021-09-25	2021-10-09	2021-09-28
		0	VEC03066	18200	936272	SM1	2021-09-25	2021-10-09	2021-10-01
		0	VEC03066	18200	936272	SM1	2021-09-25	2021-10-09	2021-10-08
		0	VEC03624	18200	936271	SM1	2021-09-25	2021-10-09	2021-10-08
		0	VEC03756	18200	936261	SM1	2021-09-25	2021-10-09	2021-09-30



Screenshot of the Docking Unpaid Absences Report (scrolled right)

J	K	L	M	N	O	P	Q	R	S
TR	TRC	DESCRIPTION	QUANTITY	STATUS	FROZEN DATE	FROZEN FLAG	FORECAST VALUE	WORKGROUP	
2021-10-01	SDP	VSDP Sick Leave	8				ELIGIBLE	SNRF071E2	
2021-10-06	SDP	VSDP Sick Leave	8				ELIGIBLE	SNRF071E2	
2021-10-07	SDP	VSDP Sick Leave	8				ELIGIBLE	SNRF071E2	
2021-10-08	SDP	VSDP Sick Leave	8				ELIGIBLE	SNRF071E2	
2021-10-04	VAC	Vacation	3				ELIGIBLE	SNRF071E2	
2021-09-28	VAC	Vacation	3				ELIGIBLE	SERF071E2	
2021-10-01	VAC	Vacation	8				ELIGIBLE	SERF071E2	
2021-10-08	VAC	Vacation	8				ELIGIBLE	SERF071E2	
2021-10-08	PER	VSDP Personal Leave	8				ELIGIBLE	SNRF071E2	
2021-09-30	SDP	VSDP Sick Leave	3.5				ELIGIBLE	SNRF071E2	



## Employee Leave Report (RTA010)

REVISED: 9/15/2021

### DESCRIPTION:

This report provides summary and detailed leave balance information (absences accrued/taken by an employee) and related detail transactions (if selected) for individual employees, a designated organization unit, or designated group of organization units such as District-wide or Residency-wide. The report can be used by employees to monitor leave balances as well as supervisors in managing employee leave activity.

### NAVIGATION PATH:

Menu > Global Payroll & Absence Management > Absence and Payroll Processing > Reports > Employee Leave Report

### RUN CONTROL PARAMETERS:

Business Unit  
Department  
Node Only [checkbox]  
Empl ID (blank for all)  
Summary [radio button]  
Detail Transactions [radio button]  
Summary and Detail Transactions [radio button]

### OUTPUT FORMAT:

PDF  
CSV

### Screenshot of the Employee Leave Report Run Control Page


The screenshot shows the 'Employee Leave Report' run control page. At the top, there is a navigation bar with a back arrow and 'COVA Error Listing Report' on the left, and 'Employee Leave Report' on the right. Below the navigation bar, the title 'Employee Leave Report' is displayed. Underneath, there is a 'Run Control ID' field containing 'Employee\_Leave\_Report', and two links: 'Report Manager' and 'Process Monitor'. A 'Run' button is located to the right of these links. The main content area is divided into two sections: 'Report Request Parameters' and 'Process Parameters'. The 'Report Request Parameters' section contains three search fields: '\*Business Unit', 'Department', and 'Empl ID'. There is also a checkbox labeled 'Node Only'. The 'Process Parameters' section contains three radio buttons: 'Summary' (which is selected), 'Detail Transactions', and 'Summary and Detail Transactions'. There is also a search field for '\*Pay Period End Date'. At the bottom of the page, there are three buttons: 'Save', 'Add', and 'Update/Display'.



**ADDITIONAL INFORMATION:**

The **Business Unit** and **Pay Period End Date** are required fields. Either the **Department** or **Empl ID** field is a required field. Pay Period End Date (required - can only run for a finalized pay period end date – either most recent finalized or past period)

**Screenshot of the Employee Leave Report**

		Commonwealth of Virginia					Run Date: 05/19/2021			
Report ID: VTAR0010		EMPLOYEE LEAVE REPORT					Run Time: 05:46 00			
Page No. 1 of 190										
Business Unit	: 50100	VA Dept of Transportation								
Department Id	: 10055	Construction Division								
Employee Id	: [REDACTED]	[REDACTED]								
Employee Record	: 0			Current Vacation Accrual Rate : 9						
Position Number	: DOT17860			Leave Eligibility Date : 06/10/1979						
Pay Period End Date	: 12/31/2019									
Leave Type	Leave Descr	Balance Forward	Earned Y-T-D	Taken Y-T-D	ADJ Y-T-D	Donated Y-T-D	Current Balance	Maximum Allowable	Expired Balance	
CSL	Volunteer Service Leave	0.00	16.00	0.00	0.00	0.00	16.00	0.00	0.00	
DSK	Converted Disability Credits	964.00	0.00	0.00	0.00	0.00	964.00	0.00	0.00	
PER	VSDP Personal Leave	0.00	40.00	28.00	0.00	0.00	12.00	0.00	0.00	
SDP	VSDP Sick Leave	0.00	80.00	33.00	0.00	0.00	47.00	0.00	0.00	
VAC	Vacation	224.50	207.00	170.00	477.00	0.00	738.50	432.00	0.00	



## Flex Leave Liability Data Report (RTA803)

REVISED: 01/24/2023

### DESCRIPTION:

This report provides agencies with the data needed to compute leave liability for employees using Cardinal as their leave system of record in the faculty/flex eligibility groups. Agencies with employees in the Flex Regular and Flex VSDP Eligibility Groups (e.g., faculty employees) can use this report to retrieve data related to outstanding leave that may be eligible for payout upon separation, along with information related to fund distributions, to manually calculate the current liability and project future liability as appropriate for the agency and employees.

Run the [DOA Leave Liability Report \(RTA013\)](#) for employees in the Traditional, Virginia Sickness & Disability Program (VSDP) and Hybrid leave programs.

### NAVIGATION PATH:

Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Flex Leave Liability Data Rpt

### INPUT / SEARCH CRITERIA:

Business Unit  
Thru Date

### OUTPUT FORMAT:

Excel

### Screenshot of the Flex Leave Liability Data Rpt Control Page

The screenshot shows the control page for the Flex Leave Liability Data Report. At the top, there is a navigation bar with 'Cardinal Homepage' and 'Flex Leave Liability Data Rpt'. Below the navigation bar, there are links for 'New Window', 'Help', and 'Personalize Page'. The main content area displays 'Run Control ID Flex\_Lv\_Liability\_Rpt' and buttons for 'Report Manager', 'Process Monitor', and 'Run'. A section titled 'Run Control Parameters' contains three input fields: '\*Business Unit' with a search icon, 'Department' with a search icon, and '\*Thru Date' with a calendar icon. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

The **Business Unit** and **Thru Date** are required fields.



## Screenshot of the Flex Leave Liability Data Report

Flex Leave Liability Data Report																	
RUN CONTROL PARAMETERS:																	
Business Unit: 24100																	
Department:																	
Thru Date: 02/09/2023																	
Run Date Time: 04/06/2023 08:37																	
NOTE: The funding distribution percentage splits by Fund and Program ChartField values are applied to Leave Balances.																	
Employee ID	Employee Name	Position	Location	Departme	Leave Eligibili	Years of Si	GP Pay Gri	AM Eligibi	VPA E Terminati	Hourly_Re	YTD Earnir	Period En	Leave Typ	Leave Bal	Fund	Program	Percent
	0		RBCWM	4005	25-Apr-04	18	SM1	FACVSDP	N	50.48077	21615.4	9-Feb-23	PER	40	3000	105050	100
	0		RBCWM	4005	25-Apr-04	18	SM1	FACVSDP	N	50.48077	21615.4	9-Feb-23	SDP	80	3000	105050	100
	0		RBCWM	6000	10-Oct-16	6	SL2	FACVSDP	N	40.6875	16627.75	9-Feb-23	PER	32	3000	106040	100
	0		RBCWM	6000	10-Oct-16	6	SL2	FACVSDP	N	40.6875	16627.75	9-Feb-23	SDP	72	3000	106040	100
	0		RBCWM	9000	1-Jun-19	3	SM1	FACVSDP	N	27.76442	11266.05	9-Feb-23	PER	32	3060	809095	100
	0		RBCWM	9000	1-Jun-19	3	SM1	FACVSDP	N	27.76442	11266.05	9-Feb-23	SDP	64	3060	809095	100
***End of File***																	



## Hourly Employee Tracking Report (RTA005)

REVISED: 09/15/2021

### DESCRIPTION:

This report lists hourly employee data for tracking hours worked in a defined 365 day period. The report can be used to monitor employees approaching their hourly year limitation so they do not exceed the Affordable Care Act (ACA) limits, per DHRM 1500 hour limit. The report is typically run for an ACA year or beginning of current ACA year through the current period.

### NAVIGATION PATH:

Menu > Time and Labor > Reports > Hourly Employee Tracking

### RUN CONTROL PARAMETERS:

Business Unit  
As Of Date  
Department

### OUTPUT FORMAT:

PDF  
CSV

Note: Parent agencies can run this report for multiple business units in one instance by selecting the Run for multiple Business Units checkbox. When the checkbox is selected the Business Unit and Department fields will be disabled and the Business Unit Selection section displays.

### Screenshot of the Hourly Employee Tracking Report Run Control Page

The screenshot shows the 'Hourly Employee Tracking' report configuration page. At the top, there is a navigation bar with 'Cardinal Homepage', 'Hourly Employee Tracking', and utility icons for 'New Window', 'Help', and 'Personalize Page'. Below the navigation bar, the page title 'Hourly Employee Tracking' is displayed. The main content area shows the 'Run Control ID' as 'Hourly\_Empl\_Tracking'. There are three tabs: 'Report Manager', 'Process Monitor', and 'Run'. The 'Run' tab is active. Below the tabs, there are three input fields: 'Business Unit' with a search icon, '\*As Of Date' with a calendar icon, and 'Department' with a search icon. To the right of the 'Business Unit' field is a checkbox labeled 'Run for multiple Business Units'. At the bottom of the page, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

The **Business Unit**, **As of Date** and **Department** are required fields when running the report for a single business unit.







## Invalid Holiday Report (RTA720)

REVISED: 09/15/2021

### DESCRIPTION:

This report provides an audit of invalid holidays for review and correction.

### NAVIGATION PATH:

Menu > Time and Labor > Reports > Invalid Holiday Report

### RUN CONTROL PARAMETERS:

Period Start Date  
Period End Date  
Business Unit  
Location  
Dept ID  
Empl ID

### OUTPUT FORMAT:

PDF  
CSV

### Screenshot of the Invalid Holiday Report Run Control Page

The screenshot shows the 'Invalid Holiday Report' run control page. At the top left is a '< List' button. The page title is 'Invalid Holiday Report'. Below the title is a tab labeled 'Invalid Holiday Report'. The 'Run Control ID' is 'Invalid\_Holiday\_Report'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Run Control Parameters' section includes fields for '\*Period Start Date' and '\*Period End Date', both with calendar icons. Below this is a 'Parameters (Leave Blank for All)' section with search boxes for 'Business Unit', 'Location', 'Dept ID', and 'Empl ID'. At the bottom are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

The **Period Start Date** and **Period End Date** are required fields. Also, the **Period Start Date** and **Period End Date** fields default to the current day, but may be updated. In order to review results, the user must click on **Report Manager** after running the report and refreshing to success. Next click on the **V\_TA720\_RPT** link.



### Screenshot of the Invalid Holiday Report

Cardinal		Commonwealth of Virginia						Run Date: 05/14/2021 Run Time: 12:57:38 Page 1 of 1		
Report ID:RTA720		Invalid Holiday Report								
Business Unit : Location : Department ID : Employee ID : Period Start Date: 1/1/2020 Period End Date : 12/31/2020										
NAME	Employee ID	Empl Rcd	Position Nbr	Business Unit	Location	Holiday Date	Holiday	LMP/DLR Date	Adjacent Invalid LMP/DLR TRC	LMP/DLR Hours
		0	CCVTA004	11300	CENTR	1/20/2020	HOL	1/17/2020	HNFA	8.000
		0	DSPTA210	15600	0310	1/17/2020	HOL	1/16/2020	LNF	8.000
		0	WFUI0094	75700	CENTR	1/17/2020	HOL	1/17/2020	LNF	8.000
		0	WFUI0094	75700	CENTR	1/20/2020	HOL	1/17/2020	LNF	8.000



## OSHA Report (RTA508)

REVISED: 09/15/2021

### DESCRIPTION:

This Occupational Safety and Health Administration (OSHA) report summarizes productive hours by Time Reporting Code by various criteria and organization level.

### NAVIGATION PATH:

Menu > Time and Labor > Reports > OSHA Report

### INPUT / SEARCH CRITERIA:

Business Unit  
Reporting Month  
Year

### OUTPUT FORMAT:

Excel

### Screenshot of the OSHA Report Run Control Page

The screenshot shows a web application interface for the OSHA Report. At the top right, there is a header "OSHA Report". Below this, there is a tab labeled "OSHA Report". The main content area displays "Run Control ID OSHA\_Report" and "Report Manager Process Monitor" with a "Run" button. Below this, there is a section titled "Report Run Parameters" containing three input fields: "\*Business Unit:" with a search icon, "\*Reporting Month:" with a dropdown menu, and "\*Year:" with a text input field. At the bottom, there are four buttons: "Save", "Notify", "Add", and "Update/Display".

### ADDITIONAL INFORMATION:

The **Business Unit**, **Reporting Month** and **Year** are required fields.



### Screenshot of the OSHA Report

DEPTID	COE	COH	CON	COR	ECS	ECT	ERG	ESS	ETH	ETS	OCH	OCP	OCS	OCT	OSH	OSS	OTH	OTS	RGF	RGH	RGS	SCH	UOS	Total	Number of	Number of Wage Employees	
1001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	480	0	480	6	0
1002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	160	0	160	2	0
1003	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	560	0	560	7	0
1004	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	540	0	540	8	0
1005	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	160	0	160	2	0
1006	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	160	0	160	2	0
1007	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	400	0	400	5	0
1008	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	80	0	80	1	0
4001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	960	0	960	12	0
4002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	560	0	560	7	0
4003	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	240	0	240	3	0
5001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1360	0	1360	17	0
5002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	400	0	400	5	0
5003	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	400	0	400	5	0
5004	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	640	0	640	8	0
5005	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	640	0	640	8	0
5006	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	320	0	320	4	0
5007	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	480	0	480	6	0
5008	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	320	0	320	4	0
6001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	400	0	400	5	0
6002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	80	0	80	1	0
6003	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	160	0	160	2	0
7001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2000	0	2000	25	0
7002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	480	0	480	6	0
7003	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	320	0	320	4	0
8001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	240	0	240	3	0
8002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	240	0	240	3	0
9001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	160	0	160	2	0
9003	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	80	0	80	1	0
40900	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	720	0	720	9	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13840	0	13840	173	0

Date Ranges for Selection are: 25-OCT-2019 — 24-NOV-2019 for PayGroups: SM1



# Payable Status Report (TL001)

REVISED: 09/01/2023

### DESCRIPTION:

This report generates a list of Payable Time for a date range to review the payable statuses. The report can be used to review Payable Time that will be paid in the current period, including time adjusted in a prior period that will be paid in the current pay period.

### NAVIGATION PATH:

Menu > Time and Labor > Reports > Payable Status

### INPUT / SEARCH CRITERIA:

- Description
- From Date
- Through Date
- Select Payable Status
- Select Employees to Process

### OUTPUT FORMAT:

PDF

< Cardinal Homepage
Payable Status

🏠 🔍 ⋮ 🗑️

[New Window](#) | [Help](#) | [Personalize Page](#)

## Payable Status

Run Control ID    Payable\_Status
Report Manager    Process Monitor

Run

### Run Control Parameters

\*Description

\*From Date  📅

\*Through Date  📅

#### Select Payable Status

<input type="checkbox"/> Estimated	<input type="checkbox"/> Sent to Payroll	<input type="checkbox"/> Distributed
<input type="checkbox"/> Needs Approval	<input type="checkbox"/> Taken by Payroll	<input type="checkbox"/> Diluted
<input type="checkbox"/> Pushed Back	<input type="checkbox"/> Rejected by Payroll	
<input type="checkbox"/> Approved	<input type="checkbox"/> Check Reversed	<input type="checkbox"/> Closed
<input type="checkbox"/> Denied	<input type="checkbox"/> No Pay	<input type="checkbox"/> Ignore

### Employees To Process

🗨️ 🔍
1-1 of 1
View All

Empl ID	Name	Empl Record	Group ID	*Include or Exclude		
<input style="width: 80%;" type="text"/> 🔍		<input style="width: 80%;" type="text"/> 🔍	<input style="width: 80%;" type="text"/> 🔍	Include ▾	+	-

Save

Notify

Add

Update/Display



## Payable Time to GL Reconciliation Report (RTA739)

REVISED: 03/14/2022

### DESCRIPTION:

This report is used for reconciliation of Payable Time Data with General Ledger. This report extracts payable time (reported time and absences) associated with a specified Pay Run ID or a range of pay period end dates and either Company/Paygroup or by individual employee to help agencies reconcile Time and Labor data with GL data. Both Interfacing agencies and agencies that enter their time online into Cardinal may use this BI Publisher report for reconciliation purposes.

### NAVIGATION PATH:

Menu > Time and Labor > Reports > Payable Time to GL Recon Rpt

### INPUT / SEARCH CRITERIA:

Pay Run ID  
Company  
Pay Group

### OUTPUT FORMAT:

Excel

### Screenshot of the Payable Time to GL Reconciliation Report Run Control Page

The screenshot displays the 'Payable Time to GL Recon Rpt' run control page. At the top, there is a navigation bar with a back arrow, the report title, and icons for home, search, and settings. Below the navigation bar, there are links for 'New Window', 'Help', and 'Personalize Page'. The main content area includes a 'Run Control ID' field with the value 'Payble\_GL\_Recon\_Rpt', a 'Report Manager' link, a 'Process Monitor' link, and a 'Run' button. There are two main sections for search criteria: 'Select Pay Run ID, Pay Period End Date, Or From/To Date' and 'Employees to Process'. The first section has three input fields for 'Pay Run ID', 'From Pay End Date', and 'To Pay End Date'. The second section has three input fields for 'Company', 'Pay Group', and 'Empl ID'. Below these sections is a 'Time Reporting Code (Optional)' section with a table. The table has a header row 'Time Reporting Code' and one data row with the number '1' in the first column and a search icon in the second. There are '+' and '-' buttons to the right of the table. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.







## Potential Vacation Leave Forfeiture Report (RTA012)

REVISED: 09/15/2021

### DESCRIPTION:

This report provides projected vacation leave information within a predefined time frame, including projected accruals and potential loss. The report can be requested for individual employees, designated organization unit, or designated group of organization units such as District-wide or Residency-wide. The report can be used by employees, supervisors, and timekeepers to help determine if individual employees might forfeit hours at leave year-end if the projected balances are in excess of the carryover maximum.

### NAVIGATION PATH:

Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Potential Leave Forfeiture Rpt

### RUN CONTROL PARAMETERS:

Business Unit  
Department  
Node Only [checkbox]  
Employee ID  
Pay Period End Date

### OUTPUT FORMAT:

PDF  
CSV

### ADDITIONAL INFORMATION:

The **Business Unit** and **Pay Period End Date** are required fields.

The report must be run for a future pay period end date to project the vacation balance. Typically, this is the leave year end date and should not be a date beyond the current leave year end date.

### Screenshot of the Potential Vacation Leave Forfeiture Report Run Control Page

The screenshot shows the 'Potential Leave Forfeiture Rpt' interface. At the top, there is a dark blue header with the title 'Potential Leave Forfeiture Rpt'. Below the header, there is a breadcrumb trail 'Potential Leave Forfeiture'. The main content area displays the report title 'Potential Leave Forfeiture Rpt'. Below the title, there is a 'Run Control ID' field with the value 'Potential\_Leave\_Forfeiture\_Rpt', and buttons for 'Report Manager', 'Process Monitor', and 'Run'. A 'Report Request Paramters' section contains several input fields: '\*Business Unit' (required), 'Department', 'Employee ID', and '\*Pay Period End Date' (required). There is also a 'Node Only' checkbox. At the bottom of the form, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.





## Scheduled Hours Report (TL004)

REVISED: 09/15/2021

### DESCRIPTION:

This delivered report provides information about a time reporter’s scheduled time, including details such as duration of work hours for employees.

### NAVIGATION PATH:

Menu > Time and Labor > Reports > Scheduled Hours

### INPUT / SEARCH CRITERIA:

- Start Date
- End Date
- Empl ID
- Employee Reocrd
- Group ID
- Include or Exclude

### OUTPUT FORMAT:

CSV

### Screenshot of the Scheduled Hours Report Run Control Page

**Scheduled Hours**

Run Control ID: Scheduled\_Hours      Report Manager      Process Monitor      **Run**

Language: English

**Run Control Parameters**

\*Start Date:

\*End Date:

**Employees To Process**

     1-1 of 1      View All

Empl ID	Name	Empl Record	Group ID	*Include or Exclude		
<input type="text"/>		<input type="text"/> 0	<input type="text"/>	Include		

**Save**      **Notify**      **Add**      **Update/Display**

### ADDITIONAL INFORMATION:

The **Start Date** and **End Date** are required fields.

**Note:** The **Employee Schedule Review Query (RTA717)** is another report with employee schedule information.



## Screenshot of the Scheduled Hours Report

Report ID: TL004		Scheduled Hours Report				Page No. 1		
Schedules From 12/01/2019 through 12/31/2019						Run Date 02/06/2020		
						Run Time 16:24:03		
/ 0 DOE, JOHN		Transport Operations Mgr III						
Date	Elapsed Schedule Work Hours	-- Punch Schedule --		Flex Schedule				
		Punch Type	Time	Schedule In	Schedule Out	Core Start	Core End	Work Hours
12/01/2019	OFFDAY							
12/02/2019	8.000000							
12/03/2019	8.000000							
12/04/2019	8.000000							
12/05/2019	8.000000							
12/06/2019	8.000000							
12/07/2019	OFFDAY							
12/08/2019	OFFDAY							
12/09/2019	8.000000							
12/10/2019	8.000000							
12/11/2019	8.000000							
12/12/2019	8.000000							
12/13/2019	8.000000							
12/14/2019	OFFDAY							
12/15/2019	OFFDAY							
12/16/2019	8.000000							
12/17/2019	8.000000							
12/18/2019	8.000000							
12/19/2019	8.000000							
12/20/2019	8.000000							
12/21/2019	OFFDAY							
12/22/2019	OFFDAY							
12/23/2019	8.000000							
12/24/2019	8.000000							
12/25/2019	8.000000							
12/26/2019	8.000000							
12/27/2019	8.000000							
12/28/2019	OFFDAY							
12/29/2019	OFFDAY							
12/30/2019	8.000000							



## Summary of Productive Hours Report (RTA030)

REVISED: 09/15/2021

### DESCRIPTION:

This report provides a summary of productive hours by Time Reporting Code (TRC) and Department. The report can be used to analyze the use of TRCs by Department and/or Employees.

### NAVIGATION PATH:

Menu > Time and Labor > Reports > Summary of Prod. Hours Report

### INPUT / SEARCH CRITERIA:

Business Unit  
Department  
Node Only [checkbox]  
Empl ID  
Employee Detail [checkbox]  
From Date  
Thru Date  
Employee Type

### OUTPUT FORMAT:

CSV

### Screenshot of the Summary of Productive Hours Report Run Control Page

The screenshot shows the 'Summary of Prod. Hours Report' run control page. At the top, there is a header bar with the title 'Summary of Prod. Hours Report'. Below the header, there is a navigation breadcrumb 'Summary of Productive Hours'. The main area contains a 'Run Control ID' field with the value 'Summary\_of\_Productive\_Hours', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located on the right. The search criteria section includes fields for '\*Business Unit', 'Department', 'Empl ID', '\*From Date', '\*Thru Date', and '\*Employee Type'. There are also checkboxes for 'Node Only' and 'Employee Detail'. A note states: 'Note: These dates are for selecting pay end dates within this date range'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

The **Business Unit**, **From Date**, **Thru Date** and **Employee Type** are required fields. The Employee Types are **Excep Hrly**, **Hourly**, **Not Appl.**, and **Salaried**.



## Screenshot of the Summary of Productive Hours Report

Org.	Name	ID	Rcd	Position N Role	Type	Pay Grp	ERG	RGH	RGF	RGS	SCH	ETH	ETS	ECT	OTH	OTS	OCT	ESS	ECS	OSH	OSS
10000	- All Central Office Orgs							0	0	0	510	280	0	8	0	0	28	0	0	16	0
10074	- Tolling Division							0	0	0	32	0	0	0	0	0	0	0	0	0	0
10154	- Powhite Parkway Extension							0	0	0	218	0	0	0	0	0	0	0	0	0	0
10155	- Coleman Bridge							0	0	0	87.5	0	0	0	0	0	0	0	0	0	0
10198	- I-64ExpressLanes Toll Facility							0	0	0	40	0	0	0	0	0	0	0	0	0	0
10076	- Federal Programs Mgmt Division							0	0	0	48	0	0	0	0	0	0	0	0	0	0
10001	- Commissioner's Office							0	0	0	31	0	0	0	0	0	0	0	0	0	0
10020	- Assurance and Compliance Offic							0	0	0	464.5	0	0	0	0	0	0	0	0	0	0
10004	- Structure & Bridges							0	0	0	638.2	552	0	0	0	2	0	0	0	0	0
10006	- Ofc Intermodal Plang & Invest							0	0	0	40	0	0	0	0	0	0	0	0	0	0
10007	- Communications							0	0	0	259	208	0	0	0	0	0	0	0	0	0
10009	- Business Trans & Spec Projects							0	0	0	172.5	0	0	0	0	0	0	0	0	0	0
10010	- BusPerfor &StrategicPlanOffice							0	0	0	152.5	0	0	0	0	0	0	0	0	0	0
10011	- Environmental							0	0	0	221	0	0	0	0	0	0	0	0	0	0



## Time Entry Upload Error Report (RTA757)

REVISED: 09/15/2021

### DESCRIPTION:

This report displays errors encountered during the Time Entry Data Upload file processing for users to review and correct.

### NAVIGATION PATH:

Menu > Time and Labor > Reports > Time Entry Upload Error Report

### INPUT / SEARCH CRITERIA:

From Date  
To Date  
Output to File Server (checkbox)  
Business Unit  
Employee Type (Salary or Hourly)  
Reports to Position Number OR Empl ID OR  
Department OR Project OR Cost Center  
Department CF  
Pay Period End Date OR  
Show All Statuses OR Action Required Only  
Time Reporting Code

### OUTPUT FORMAT:

Excel

## Screenshot of the Time Entry Upload Error Report Run Control Page


The screenshot shows the 'Time Entry Upload Error Report' run control page. At the top, there is a navigation bar with a '< List' button and the page title 'Time Entry Upload Error Report'. Below this, the report name 'Time Entry Upload Error Report' is displayed in a green box. The main area contains several sections: 'Run Control ID' (Time\_Entry\_Upload\_Error\_Report), 'Report Manager', 'Process Monitor', and a 'Run' button. The 'Date Range' section has fields for '\*From Date' and '\*To Date' with calendar icons. The 'File Parameters' section has a checkbox for 'Output to File Server'. The 'Business Unit Selection' section shows 'Tree Name' as BU\_TA756\_INTIN and '\*How Specified' as 'Selected Detailed Values'. It includes a 'Tree Node Selector' area and a 'Select Values/Nodes' table with columns for 'Business Unit' and 'Description'. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.



**ADDITIONAL INFORMATION:**

The **Output to File Server** checkbox to only be used by a Batch user. The **From Date** and **To Date** are required fields. In order to review results, the user must click on **Report Manager** after running the report and refreshing to success. Next click on the **VTAR0757** link.

**Screenshot of the Time Entry Upload Error Report**

		Commonwealth of Virginia TIME ENTRY UPLOAD ERROR REPORT				Run Date: 05/19/2021 Run Time: 05:41 00				
Report ID: RTA757										
BUSINESS UNIT: 70700 - Central VA Training Center		FILE NAME: 70700_TA756_IN_08212020_1613_001.DAT				Page No. 1 of 1				
FROM DATE : 22-AUG-2020										
TO DATE : 22-AUG-2020										
<u>EMPLID</u>	<u>EMP NAME</u>	<u>BUS</u>	<u>POSITION</u>	<u>POSITION TITLE</u>	<u>CREATE DATE</u>	<u>DATE</u>	<u>TRC</u>	<u>TL</u>	<u>LINE</u>	<u>ERROR MESSAGE</u>
	<u>RCD</u>	<u>UNIT</u>	<u>NUMBER</u>		<u>DATE</u>			<u>QUANTITY</u>	<u>ID</u>	
	0	70700	CVTTA008	Gen Admin Manager I	08/21/2020	07/03/2019	REG	8	1	Prior Period exceeds allowed date 2019-08-10
***** END OF ERRORS FOR 70700_TA756_IN_08212020_1613_001.DAT *****										
<b>NOTE:</b> SUMMARY TOTALS ARE ONLY DISPLAYED WHEN THE REPORT IS RUN FOR A SUBMITTING BUSINESS UNIT										





## Timesheet Report (RTA026)

REVISED: 10/20/2021

### DESCRIPTION:

This report contains details of reported time including a summary of the number of hours by ChartField distribution by day and shows productive and non-productive hours pending approval on the timesheets.

### NAVIGATION PATH:

Menu > Time and Labor > Reports > Timesheet Report

### INPUT / SEARCH CRITERIA:

Business Unit  
Employee Type (Salary or Hourly)  
Reports to Position Number OR Empl ID OR  
Department OR Project OR Cost Center  
Department CF  
Pay Period End Date OR  
From Date  
Thru Date  
Show All Statuses OR Action Required Only  
Time Reporting Code

### OUTPUT FORMAT:

Excel

### Screenshot of the Timesheet Report Run Control Page

**Note:** Parent agencies can run this report for multiple business units in one instance by selecting the Run for multiple Business Units checkbox. When the checkbox is selected the Business Unit field and the Employee Selection Section will be disabled and the Business Unit Selection section displays.

**Note:** By default the Timesheet Report will run without Comments but the checkbox can be selected to include them. The report will take longer to run when comments are included.



**ADDITIONAL INFORMATION:**

The **Business Unit** field is a required field. Select one option from the **Employees to Process** section and one option from the **Select Pay Period End Date or From/To Date** section, as required.

**AJ** and **DL** are displayed as **Reported Time** statuses on the **Timesheet Report** in the following cases:

- **AJ (Adjusted):** System generated offsets due to timesheet adjustments (where quantity is less than 0)
- **DL (Deleted):** Time that was deleted from reported time

**Screenshot of the Timesheet Report**

Commonwealth of Virginia																		
Run Date: 08/25 TIMESHEET REPORT																		
Report ID: RTA0; Run Time: 05:07:00																		
Page No. 1 of 3																		
Business Unit: 21300: Norfolk State University																		
Pay Period From Date: 09-JUL-2023																		
Pay Period To Date: 09-JUL-2023																		
Reports to Position: NSUF0100: DOSWELL,FELICIA R																		
Salaried																		
All statuses																		
Include Comments																		
TRC :																		
Business Unit	Pay Period End Date	Daily Date	Retro Flag	Department	Dept Description	Reports To Position #	Reports To Emplid	Reports to Name	Emplid	Empl Rcd	Employee Position Number	Employee Name	Workgroup	Schedule	Work Schedule	Rotation	Shift ID	Paygroup
21300	9-Jul-23	26-Jun-23		4005	Cmptr Science M.S.	NSUF0100	00355998100				0 NSU00441		SNRP071E1	STATE	40.00-288888Z-0	SASU		SM1
21300	9-Jul-23	26-Jun-23		4005	Cmptr Science M.S.	NSUF0100	00355998100				0 NSU00441		SNRP071E1	STATE	40.00-288888Z-0	SASU		SM1
21300	9-Jul-23	26-Jun-23		4005	Cmptr Science M.S.	NSUF0100	00355998100				0 NSU00441		SNRP071E1	STATE	40.00-288888Z-0	SASU		SM1
21300	9-Jul-23	27-Jun-23		4005	Cmptr Science M.S.	NSUF0100	00355998100				0 NSU00441		SNRP071E1	STATE	40.00-288888Z-0	SASU		SM1
21300	9-Jul-23	5-Jul-23		4021	Computer Science	NSUF0100	00355998100				0 NSU00423		SNRP071E1	STATE	40.00-288888Z-0	SASU		SM1
21300	9-Jul-23	5-Jul-23		4021	Computer Science	NSUF0100	00355998100				0 NSU00423		SNRP071E1	STATE	40.00-288888Z-0	SASU		SM1
21300	9-Jul-23	5-Jul-23 R		4021	Computer Science	NSUF0100	00355998100				0 NSU00423		SNRP071E1	STATE	40.00-288888Z-0	SASU		SM1
21300	9-Jul-23	6-Jul-23		4021	Computer Science	NSUF0100	00355998100				0 NSU00423		SNRP071E1	STATE	40.00-288888Z-0	SASU		SM1
21300	9-Jul-23	6-Jul-23 R		4021	Computer Science	NSUF0100	00355998100				0 NSU00423		SNRP071E1	STATE	40.00-288888Z-0	SASU		SM1
21300	9-Jul-23	7-Jul-23		4021	Computer Science	NSUF0100	00355998100				0 NSU00423		SNRP071E1	STATE	40.00-288888Z-0	SASU		SM1
Pay Begin Date	Pay End Date	EMPL TYPE	Paygroup															
25-Jun-23	9-Jul-23 S	SLZ																
25-Jun-23	9-Jul-23 S	SM1																
Notes:																		
1) If the Daily Date is displayed as a date range, it indicates that the absence is not processed or is only partially processed (spans into future periods) or is triggered for reprocessing but has not yet been reprocessed.																		
2) Absence requests that cross pay periods may result in overlapping transactions appearing as both processed and unprocessed in the report.																		
3) Hours for absence requests created/modified by Admin may not reflect the appropriate duration for unprocessed absences.																		
Calculated hours will be reflected once the request is processed.																		

**Screenshot of the Timesheet Report (scrolled right)**

ft ID	Paygroup	Time Repl/Reported	Reported	Payable TI	Payable TI Hours	Oven Last User	Proxy	Reported	Payable TI	Source	Excep	Account	Fund	Program	Departme	Cost Cent	Task	FIPS	Asset	Agency Us	Agency Us	PC Busine	Project ID	Activity ID	Telework	Agency Vc	Comments
SM1	Exception	OVT	OT @ Tim	OTSA	OT @Time	3	0	3.56E+08	SB	PD	Online	599999	03010	110004	14477	2015_10			F2140289	102							
SM1	Exception		SCHX	Regular Sc	8	0			CL		M																
SM1	Exception		SCHX	Regular Sc	-8	0			CL		M																
SM1	Exception	OVT	OT @ Tim	OTSA	OT @Time	3	0	3.56E+08	SB	PD	Online	599999	03010	110004	14477	2015_10			F2140289	102							
SM1	Exception		SCHX	Regular Sc	8	0			CL																		
SM1	Exception		SCHX	Regular Sc	-8	0			CL																		
SM1	Exception	VAC	Vacation	VAC	Vacation	8	0	4.94E+08	SB	CL	Online																
SM1	Exception		SCHX	Regular Sc	8	0			CL																		
SM1	Exception		SCHX	Regular Sc	-8	0			CL																		
SM1	Exception	VAC	Vacation	VAC	Vacation	8	0	4.94E+08	SB	CL	Online																
SM1	Exception		SCHX	Regular Sc	8	0			PD																		



## Timesheet Schedule Exception and Overtime Review Report (RTA024)

REVISED: 09/15/2021

### DESCRIPTION:

This report lists overtime entered in the pay period and compares the employee's Work Schedule to the time entered on the timesheet to identify variances.

### NAVIGATION PATH:

Menu > Time and Labor > Reports > Timesheet Exception Report

### INPUT / SEARCH CRITERIA:

Business Unit (Leave Blank for All)  
Pay Period End Date OR  
From Date  
Thru Date  
Reports to Position Number  
Empl ID  
Department  
Node Only (checkbox)  
Show All Employees Variance Only (checkbox)  
Employee Type (Salaried or Hourly)  
Show Submitted Time Approved only (checkbox)

### OUTPUT FORMAT:

PDF

### Screenshot of the Timesheet Schedule Exception and Overtime Review Report Run Control Page

The screenshot shows the 'Run Control' page for the 'Timesheet Schedule Exception and Overtime Review' report. The page includes a breadcrumb trail, a 'Run' button, and several sections for configuring report parameters:

- Report Request Parameters:** Includes a search field for Business Unit.
- Date Parameters:** Includes fields for Pay Period End Date, From Date, and Thru Date, with a note: "NOTE: These dates are to select Pay End Dates within this date range."
- Report Parameters:** Includes search fields for Reports To Position Number, Empl ID, and Department, and a checkbox for Node Only.
- Show All Employees:** Includes a checkbox for Variance Only.
- Employee Type:** Includes radio buttons for Salaried (selected) and Hourly.
- Show Submitted Time:** Includes a checkbox for Approved Only.


At the bottom of the form are buttons for Save, Notify, Add, and Update/Display.



**ADDITIONAL INFORMATION:**

The **Business Unit** field is a required field and the user must select one option from the **Report Parameters** section and one option from the **Date Parameters** section, as applicable.

**Screenshot of the Timesheet Schedule Exception and Overtime Review Report**

		Commonwealth of Virginia									
Report ID: RTA024		TIMESHEET SCHEDULE EXCEPTION AND OVERTIME REVIEW Overtime Review				Run Date: 05/12/2021 Run Time: 01:57 00					
Page No. 1 of 30											
Business Unit:	50100										
Pay Period End Date:	03/31/2020										
Department:	912000 : Salem District Wide										
Node Only:	N										
Empl Type:	S										
All employees											
Submitted Time											
Date											
					Reports To						
<u>Occurred</u>	<u>Department</u>	<u>Description</u>	<u>Position</u>	<u>Emplid/Record</u>	<u>Name</u>	<u>PAYGRP</u>	<u>Position</u>	<u>Name</u>	<u>TRC</u>	<u>TRC Description</u>	<u>Hours</u>
Total											
										<u>0.00</u>	