

#### Entering and Modifying Absences Overview

The **Absence Event** page allows Absence Administrators to enter, edit, delete, or void an Absence Event on behalf of an employee, timekeeper, or supervisor when they cannot make the adjustment on the Timesheet or if extended leave types are required (these are not on the Timesheet). AM Administrators have modify access to the **Absence Event** page within 1 year of the current open leave period and view only access to Absence Events greater than 1 year from the current open leave period. In general, the employee Timesheet should be the primary means of entering absences.

Absence Events in a "Saved" or "Needs Approval" status more than 1 year from the current open leave period can be voided by your Agency TA Expired Grace Approver on the **Update Time Status** page. For more information, see the TA\_Time Status Administration Job Aid. Interfacing Agency Absence Administrators should make changes in the Agency system of record. If changes are made in Cardinal, it is important that the Agency system is also updated to keep the systems aligned.

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

**Navigation Note:** Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

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#### **Revision History**

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages ( <u>Section 1</u> , after Step 1; <u>Section</u> <u>2</u> , after Step 1; <u>Section 3</u> , after Step 1; <u>Section 4</u> , after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.



#### Adding an Absence Event

Use this process to add an absence event.

Step	Action
1.	Navigate to the Absence Event page using the following path:
	NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event
The A	bsence Event Search page displays.
( <del>(</del>	- Cardinal Homepage Absence Event
At	osence Event
Fi	ind an Existing Value
	Search Criteria ter any information you have and click Search. Leave fields blank for a list of all values.
	🕙 Recent Searches Choose from recent searches 🗸 🌶 📮 Saved Searches Choose from saved searches 🗸
	Empl ID begins with 🗸
	Empl Record =
	Name begins with
	Last Name begins with V
	Second Last Name begins with 🗸
	Alternate Character Name begins with 🗸
	Middle Name begins with
	Show fewer options     Case Sensitive
	Search Clear
İ	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b> .
2.	Search for the applicable employee by entering the Employee ID or known portion of the Employee ID in the Empl ID field.
	<b>Note</b> : Users can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.
	Empl ID begins with ~



Step	Action
3.	Click the <b>Search</b> button.
	Search Clear
i	If multiple employees match the search criteria entered, the search results will display in the bottom portion of the page and the user must click the <b>Expand</b> icon for the applicable employee.
	esence Event page displays with the Absence Event Entry tab displayed by default.
	sence Event Entry Eorecast Messages
	Employee ID Empl Record 0 Name From 08/24/2024 iii Through 02/20/2025 iii Refresh Forecast
	Q     bsence Take     Process Status     Eorecast Value     III
*Abse	ence Take Description *Begin Date End Date Partial Hours *Process Action Voided
	Q Normal O
Sav	e Return to Search Notify Refresh
Absend	e Event Entry   Forecast Messages
4.	The <b>From</b> and <b>Through</b> fields (dates) default and can be changed. If the default dates do not include the absence date that needs to be entered, update them as appropriate.
	From 08/24/2024 <b>Through</b> 02/20/2025
5.	Click the <b>Refresh</b> button for the updated time period to display.
6.	Click the Absence Take Look Up icon.
	*Absence Take
	Q



Step	Action					
The Lo	ok Up Absence Take	page displa	iys in a pop-up win	dow.		
		•	Look Up Absence Take	•	×	
			begins with v	H	elp	
		Search Cl Search Results	ear Cancel Basic Look	up		
		View 100	1-37 of 3	37 🗸 🕨 🕨		
		Element Name	Description	Country Code		
		FVC TAKE ELEM	Flex Vacation Leave	USA		
		FSK TAKE ELEM	Flex Sick Leave	USA		
		WCP TAKE ELEM	Workers Comp	USA		
		ALI TAKE ELEM	Annual Leave Incentive	USA		
		CSL TAKE ELEM	Volunteer Service Leave	USA		
		LNP TAKE ELEM		USA		
	I	MII TAKE ELEM	Military Leave	LISA		
7.	corresponding link in			ble Absend	ce Tal	ke type by clicking the
	Element Name					
	FVC TAKE ELEM					
	FSK TAKE ELEM					
	WCP TAKE ELEM					
	CSL TAKE ELEM					



Step	Action									
The <b>Ab</b>	sence Ever	nt page displays	s with the s	selected al	osence t	ake type.				
< Car	dinal Homepage			Absence Eve	ent				ଜ :	$\oslash$
Abs	ence Event Entry	recast Messages						New Window   Hel	p   Personaliz	ze Page
	Employee ID From 08/24/20	Empl Record	0 Na 02/20/2025	Refresh		Forecast				
	Q sence Take Process S	Status Eorecast Value III				Lở				
*Abse	nce Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	En
CSL T	AKE ELEM Q	Volunteer Service Leave				Normal 🗸			Details	Ad
Absence 8.	Return to Search Event Entry   Forecast Me Click the D Details									
	Details									



#### Step | Action

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

		Absence Event Input Detail		×
				Help
Absence Event				
Absence Event Input D	etail			
Absence Take	CSL TAKE ELEM Q	Absence Type	Volunteer Service Leave	
Absence Reason	Q	Event Priority	0	
Entry Source	Administrator Absence Event	Last Updated		
Workflow Status	Needs Approval	Process Status	Not Processed	
*Process Action	Normal ~	Calendar Group ID		
	Voided Indicator	Process Date		
	Manager Approved	First Processed Date		
*Begin Data End Data Original Begin Data Partial Days		<b>~</b>		
User Defined Fields	osence Reason L	ook Up icon		
Absence	Reason	Q		



Step	Action			
The <b>Lo</b>	ok Up Absence Reas	<b>on</b> page displays	in a pop-up window.	
		Look Up A	Absence Reason >	< N
			H	Help
		Cancel		
		Search Results		
		View 100	1-4 of 4	
		Absence Reason	Description	
		SCA	School Assistance	
		VFD	Volunteer Fire Department	
		VOL	Other Community Service	
		VRS	Volunteer Rescue Squad	
10.	Select the applicable <b>Reason</b> column.	absence reason	by clicking the correspo	onding link in the <b>Absence</b>
	Absence Reason			
	SCA			
	VFD			
	VOL			
	VRS			
i	For many Absence T	ake types, the rea	ason may be the same	as the Absence Take name.



Step	Action
The Ab	sence Event Input Detail page redisplays with the selected absence reason.
	Absence Event Input Detail ×
	Absence Event Absence Event Input Detail
	Absence Take       CSL TAKE ELEM       Q       Absence Type       Volunteer Service Leave         Absence Reason       §CA       Q       School Assistance       Event Priority       0         Entry Source       Administrator Absence Event       Last Updated       Volunteer Service Leave         Workflow Status       Needs Approval       Process Status       Not Processed         "Process Action       Normal       Calendar Group ID       Volded Indicator         Volded Indicator       Process Date       First Processed Date       Volded Indicator
	Absence Begin / End Data
11.	Enter/select the first day of the absence in the <b>Begin Date</b> field.          *Begin Date
12.	Enter/select the last day of the absence in the End Date field.  End Date
13.	The <b>Partial Days</b> field defaults to " <b>None</b> ". This selection denotes that the absence is made up of full days only. If any of the absence days are partial hours, click the <b>Partial Days</b> dropdown button and select from the following: a. <b>All Days</b> – All days are partial days b. <b>Start Day Only</b> – Only the start day is partial c. <b>End Day Only</b> – Only the end day is partial d. <b>None</b> – Default value. None of the days are partial days e. <b>Start and End Days</b> – Both the start day and the end day are partial days Vertial Days None Vertial Days None Start Day Only



Step	Action	
14.	If none of the absence days are partial hours, proceed to Step 16. For employed Variable Work Schedule, always select "All Days" and then enter the number of absence in Step 15.	
	Partial Days     None       All Days       End Day Only       User Defined Fields       Start Day Only       Start Day Only       Start and End Days	
15.	Enter the number of hours in the applicable <b>Hours</b> field (All Days Hours, Start E End Day Only Hours, and/or Start and End Days Hours).	ay Only Hours,
	Partial Days     All Days       All Days Hours     All Days Are Half Days	
j	The number of hours entered should be equal to the number of absence hours day(s).	for the partial
16.	Scroll down to the bottom of the page and click the <b>Comments</b> link.	
	Comments OK Cancel Refresh	
The Ab	sence Events Comments page displays in a pop-up window.	
	Absence Event Comments	×
		Help
	Absence Event	
	Absence Event Comments	
	Comment	R)
	OK Cancel Refresh	



Step	Action
17.	Enter any notes pertaining to the Absence Event in the <b>Comment</b> field. This is not required.
	Comment
j	Information entered here is visible to anyone with access to this page.
18.	Click the <b>OK</b> button.
	OK Cancel Refresh
The Ab	sence Event Input Detail page redisplays.
	Absence Event Input Detail ×
	Absence Event Absence Event Input Detail
	Absence Take CSL TAKE ELEM Q. Absence Type Volunteer Service Leave
	Absence Reason SCA Q School Assistance Event Priority 0
	Entry Source Administrator Absence Event Last Updated
	Workflow Status         Needs Approval         Process Status         Not Processed           *Process Action         Normal         Calendar Group ID
	Process Action     Normal     Calendar Group ID     Volded Indicator     Process Date
	Manager Approved First Processed Date
	Absence Begin / End Data
	*Begin Date 11/25/2024
	End Date 11/26/2024
	Original Begin Date 11/25/2024
	Partial Days 🗸
	All Days Hours 8.00 All Days Are Half Days
19.	Scroll down to the bottom of the page and click the <b>OK</b> button.
	OK Cancel Refresh



Step	Action
	bsence Event page displays and the row is populated based on the data entered/selected on the nce Event Input Details page.
	Cardinal Homepage Absence Event 🟠 : ⊘
	New Window   Help   Personalize Page
	Absence Event Entry Eorecast Messages
	Employee II Empl Record 0 Name
	From 08/24/2024 📰 Through 02/20/2025 📰 Refresh Forecast
A	sence Events ⑦
	Absence Take Process Status Eorecast Value III>
~/	Absence Take Description 'Begin Date End Date Partial Hours 'Process Action Voided Original Begin Date Details End
	SSL TAKE ELEM Q Volunteer Service Leave 11/25/2024 🗰 11/26/2024 🗰 8.00 Normal 🗸 🛛 11/25/2024 🗰 Details Ac
	Save Return to Search Notify Refresh
Abs	ence Event Entry   Forecast Messages
20.	If additional Absence Events need to be entered, scroll to the right and click the <b>Add a New</b>
	<b>Row</b> (+) icon and then repeat these Steps. If no other Absence Events need to be entered,
	proceed to Step 21.
	Absence Event ŵ : Ø
	New Window   Heip   Personalize Page
	0 Name
	220/2025 fitt Refresh Forecast
	I≪I ≪I 1-1 of 1 × I → I ↓ View All
	gin Date End Date Partial Hours *Process Action Voided Original Begin Date Details Entry Source Workflow Status
	25/2024 🗰 11/26/2024 🗰 8.00 Normal - 11/25/2024 🗰 Details Administrator Absence Event Needs Approval + -
	The Entry Source field defaults to "Administrator Absence Event" when an Absence
	Administrator enters an absence and this field cannot be changed. The <b>Workflow Status</b> field
	defaults to "Approved" when no additional approval is required based on the absence take
	type. While not all absence types require forecasting, users should always forecast the leave
	type entered. If the user does not forecast and it is required, an error message displays
	indicating the information cannot be saved until forecasting is completed. However, it is still
	recommended to forecast the Absence Event. If the Absence Event requires additional
	approval, the Workflow Status field defaults to "Needs Approval".



Step	Action
21.	Click the Forecast button.
	Refresh Forecast
A mess	age displays in a pop-up window when the forecasting process is completed.
	ecasting completed covering the period from 2024-06-25 to 2024-11-26. Please check the Forecast Value tab to firm eligible.(25006, 10)
22.	Click the <b>OK</b> button to close the message.
	OK Cancel
The Ab	sence Event page refreshes to show the updated status in the Workflow Status field.
	Cardinal Homepage       Absence Events       New Window       Hep       Personalize Page         Employee ID       Employee ID       Employee ID       Imployee ID       Imploye ID
23.	Click the <b>Forecast Value</b> tab to confirm that the employee is eligible.
	Absence <u>T</u> ake Process <u>S</u> tatus Forecast Value   >



indow   Help   Personalize Page
f 1 🗸 🕨 膨   View All
+ -
×
Help
2:19PM
View All
•
f



Step	Action						
25.	Review the following information:						
	a) Forecast Value field: Verify a status of "Eligible"						
	b) *** ENT ELEM_BAL row: Displays the employee's predicted balance after the absence take						
	c) *** FORECAST PAID row: Displays the forecasted number of paid absence hours for this Absence Event						
	<ul> <li>d) *** FORECAST UNPD row: Displays the forecasted number of unpaid absence hours for this Absence Event</li> </ul>						
1	For identification purposes, the "***" represents the absence take type (Element Code) and will be unique for each absence take type during review. Cardinal automatically generates an absence take for Pay Docking (LNP) for any hours that are not covered by the employee's absence entitlement balance (*** FORECAST UNPD row). If necessary, work with the employee and/or supervisor to determine if another leave type can be used. The employee and/or supervisor should be given an opportunity to update the leave request, whenever possible, to avoid pay docking. It is the administrator's responsibility to verify that the employee has a sufficient balance to cover the absence if a balance is required for the absence take type. If the Forecast Value status is "INELIGIBLE", it should be addressed.						
26.	Click the <b>Return</b> button.						
The Ab	osence Event page redisplays.						
1.00							
< Ca	rdinal Homepage Absence Event $\widehat{\Omega}$ : $\mathcal{O}$						
	rdinal Homepage Absence Event        Absence Event <ul> <li></li></ul>						
	New Window   Help   Personalize Page						
Abser	Sence Event Entry     Eorecast Messages       Employee ID     Empl Record						

Forecast Date Time

11/22/2024 2:19PM Forecast Details

Forecast Details

Forecast Value

ELIGIBLE

\*Absence Take

CSL TAKE ELEM

Save

Description

Q. Volunteer Service Leave

Return to Search Notify Refresh

sence Event Entry | Forecast Messages

\*Begin Date

11/25/2024

End Date

11/26/2024

+ -



Step	Action
27.	Click the <b>Save</b> button after confirming that the employee is eligible for the leave. The absence has been successfully added for the employee and will be processed (if in the current or previous period) during the next run of the <b>Absence Calculation</b> process (scheduled to run daily). Future period absences are processed when that period is processed.
	Absence Event Entry   Forecast Messages



#### **Modifying an Absence Event**

Use this process to modify a current absence for an employee.

Step	Action
1.	Navigate to the Absence Event page using the following path:
	NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absence > Absence Event
The A	bsence Event Search page displays.
	Cardinal Homepage Absence Event
<u>م</u>	bsence Event
1	Find an Existing Value
	Search Criteria     Enter any information you have and click Search. Leave fields blank for a list of all values.     Enter any information you have and click Search. Leave fields blank for a list of all values.     Enter any information you have and click Search.     Enter any information you have any informat
	Precent Searches       Choose from recent searches     Image: Saved Searches       Choose from saved searches     Image: Choose from saved searches
-	Empl ID begins with V
	Empl Record =
	Name begins with V
	Last Name begins with 🗸
	Second Last Name begins with 🗸
	Alternate Character Name begins with 🗸
	Middle Name begins with 🗸
	Search
ĺ	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b> .
2.	Search for the applicable employee. Enter the Employee ID or known portion of the Employee ID in the <b>Empl ID</b> field.
	Empl ID begins with ~
i	Users can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.



Step	Action	
3.	Click the <b>Search</b> button.	
	Search Clear	
i	If multiple employees match the search criteria entered, the search results will display in the bottom portion of the page and the user must click the <b>Expand</b> icon for the applicable employ	'ee.
T	sence Event page displays with the Absence Event Entry tab displayed by default.	
< Card	rdinal Homepage Absence Event	
Abse	sence Event Entry Eorecast Messages	
	Employee ID 001 Empl Record 0 Name	
	From         08/27/2024         Through         02/23/2025         Refresh         Forecast	
	nce Events ⑦	_
	ssence Take Process Status Eorecast Value III	
	TAKE ELEM Q Volunteer Service Leave 11/25/2024 iii 11/26/2024 iii 8.00 Normal V III/25/2024 iii Details	
		-
Save	e Return to Search Notify Refresh	
Absence	e Event Entry   Forecast Messages	]
4.	Click the <b>Details</b> link for the Absence Event that needs to be modified.	
4.		
	Details	
	Details	



Step	Action	
The Ab	sence Event Input Detail page displays in a pop	p-up window.
	Absence Event Inpu	t Detail ×
	Absence Event	Help
	Absence Event Input Detail	
	Absence Take CSL TAKE ELEM Q	Absence Type Volunteer Service Leave
	Absence Reason SCA Q School Assistance	Event Priority 0
	Entry Source Administrator Absence Event	Last Updated 11/22/2024
	Worknow Status Approved	Process Status Not Processed
	□ Voided Indicator	Process Date
	Manager Approved First P	rocessed Date
	Absence Begin / End Data	
	*Begin Date 11/25/2024	
	End Date 11/26/2024	
	Original Begin Date 11/25/2024	
	Partial Days	
	All Days Hours 8.00	
		er Defined Fields 2
5.	User Defined Fields 1 Use Update the Absence Event as needed based of	n the following general update types:
5.	User Defined Fields 1 Use	
5.	User Defined Fields 1 Use Update the Absence Event as needed based of	n the following general update types:
5.	User Defined Fields 1 Update the Absence Event as needed based of Scenario	n the following general update types: Action Required Update the Begin Date field. Update the Partial Days and Partial Hours fields as needed if the new start day will not be a
5.	Update the Absence Event as needed based of Scenario Changing the start date	Action Required Update the Begin Date field. Update the Partial Days and Partial Hours fields as needed if the new start day will not be a full absence day Update the End Date field. Update the Partial Days and Partial Hours fields as needed if the new end day will not be a
5.	Update the Absence Event as needed based of Scenario Changing the start date Changing the end date	Action Required Update the Begin Date field. Update the Partial Days and Partial Hours fields as needed if the new start day will not be a full absence day Update the End Date field. Update the Partial Days and Partial Hours fields as needed if the new end day will not be a full absence day



Step	Action	
6.	Scroll down to the bottom of the page and click the <b>Comments</b> link.	
The Abs	sence Events Comments page displays in a pop-up window.	
	Absence Event Comments ×	
	Help Absence Event	
	Absence Event Comments Comment Comment K Comment K Cancel Refresh	
7.	Enter the reason for the change in the <b>Comments</b> field.	
İ	Information entered here is visible to anyone with access to this page.	
8.	Click the <b>OK</b> button.	



Step	Action
	ence Event page redisplays and the row is populated based on the data entered/selected on the exect the Event Input Details page.
< Cardi	Absence Event
Abse	nce Event Entry Eorecast Messages
Absence	Employee ID         Empl Record         0         Name
Abse	λ nce Take Process <u>S</u> tatus Eorecast Value ΙΙ▶
*Absenc	
CSL TAP	E ELEM Q Volunteer Service Leave 11/25/2024 111 11/27/2024 111 8.00 Normal V 11/25/2024 111 Details
Save Absence E	Return to Search     Notify     Refresh       vent Entry       Forecast Messages     Image: Comparison of the search of the
9.	Click the <b>Forecast</b> button.
	Refresh         Forecast
A messa	ge displays in a pop-up window when the forecasting process is completed.
Foreca	sting completed covering the period from 2024-06-25 to 2024-11-27. Please check the Forecast Value tab to confirm eligible.(25006, 10)
10.	Click the <b>OK</b> button to close the message.
	OK Cancel
The Abs	ence Event page redisplays.
Absence Event	
F	om 08/27/2024 💼 Through 02/23/2025 💼 Refresh Forecast
Absence Events	4
Absence Take	Process Status   E-orecast Value   >           Description         *         Begin Date         End Date         Partial Hours         *Process Action         Voided         Original Begin Date         Entry Source         Workflow Status
CSL TAKE ELEM	Q         Volunter Service Leave         11/25/2024         III         Administrator Absence         Approved         Image: Control of the control of th
	to Search Notify Refresh Forecast Messages



Step	Action								
11.	11. Click the <b>Forecast Value</b> tab to confirm that the employee is eligible.								
	Absen	nce <u>T</u> ake	Process <u>S</u> t	atus	Forecast	Value	11		
The For	ecast Value	<b>e</b> tab displays.							
< Card	inal Homepage					Absence Even	t		
Abse	ence Event Entry	recast Messages							
	Employee ID	Empl Rec	ord 0	Name					
	From 08/27/20	024 📰 Thro	ugh 02/23/2025 🛗	Refresh		Forecast			
	e Events ⑦								
	Q ence <u>T</u> ake Process <u>S</u> ta	atus Forecast Value					I I I of 1 ✓ I	View All	
*Absend		Description	*Begin Date	End Date	Forecast Value	Forecast Date Time	Forecast Details		
CSL TA	KE ELEM Q	Volunteer Service Leave	11/25/2024	11/27/2024	ELIGIBLE	11/25/2024	Forecast Details	+ -	
						11:36AM			
Save	Return to Search	Notify Refresh							
Absence E	Event Entry   Forecast Me	ssages							
12.	Click the F	orecast Details	s link.						
	Forecast D	etails							
	Forecast De	etails							



Step	Action								
The Ak	osence Foreca	ast Results pa	age display	/S.					
	Absence Forecast Results ×								
	Absence Event								Help
	Absence Forecast Results								
	Absence Take Element CSL TAKE ELEM Begin Date 11/25/2024 Absence Type Vol Sry Ly End Date 11/27/2024								
		Absence Type Vol Forecast Value ELI	Srv Lv IGIBLE					Time 11/27/2024	
	Absence Forecast Res	ult Details							
				<b>—</b>				1-3 of 3 ∨ ▶ ▶   View A	11
	Forecast Results	Accumulator Results	User Keys <u>1</u> -3	User	Keys <u>4</u> -6	⊪			
	Secondary Element	Forecast Element	Туре		Nume	eric Value	Character Value	Date Value	
	CSL TAKE ELEM	CSL ENT ELEM_BAL	Accumulatr			4.000000			
	CSL TAKE ELEM	CSL FORECAST PAID	Accumulatr			12.000000			
	CSL TAKE ELEM	CSL FORECAST UNPD	Accumulatr			0.000000		2	
	Return								
13.	Review the	following infor	mation:						
10.		Forecast Valu		rify .	a etatu	e of "	Eligible"		
				•			•	isted belance ofte	r tha
		absence take	L_DAL IOW	. Dis	plays	ne en	ipioyee's preu	icted balance afte	rune
		*** FORECAS		v: Di	splays	the fo	precasted num	ber of paid absen	ce hours for
		*** FORECAS		w: C	isplay	s the f	orecasted nun	nber of unpaid ab	sence hours
1	be unique for absence tal absence en employee a and/or supe possible, to has a suffici	or each absen ke for Pay Doo titlement balar nd/or supervis ervisor should l avoid pay doo ient balance to	ce take typ cking (LNP) nce (*** FC sor to deter be given ar cking. It is o cover the	e du for REC mine n opp the a abso	iring re any ho CAST I e if and portun admini ence if	eview. DURS th UNPD other le ity to u strator	Cardinal auto at are not cove row). If neces eave type can update the leav 's responsibilit	ype (Element Cod matically generate ered by the emplo ssary, work with th be used. The em ve request, whene ty to verify that the ed for the absence ed.	es an yee's ne ployee ever e employee
14.	Click the Re	eturn button.							
	Return								



tep	Action							
Abs	ence Even	t page returns	s with the <b>Fo</b>	recast Val	lue tab dis	splayed.		
< Cardin	al Homepage					Absence Ever	nt	
Absen	ce Event Entry	recast Messages						
Absence	Employee ID From 08/27/20		Record 0 Through 02/23/2025	Name Refree	sh	Forecast		
	7	atus Forecast Value	Þ				I ● ● 1-1 of 1 ∨	View All
*Absence	Take	Description	*Begin Date	End Date	Forecast Value	Forecast Date Time	Forecast Details	
CSL TAKE	E ELEM Q	Volunteer Service Leave	11/25/2024	11/27/2024	ELIGIBLE	11/25/2024 11:36AM	Forecast Details	+ -
Save Absence Ev	has been s the Absen	Save button af successfully n ce Calculation	Notify Refree	he employe cheduled to	ee and wi	ll be process	or the leave.	
	Absence Event	Entry   Forecast Me	ssages					



#### **Deleting an Absence Event**

Use this process to delete an Absence Event.

Ste	Action
1.	Navigate to the Absence Event page using the following path:
	NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absence > Absence Event
The A	bsence Event Search page displays.
	← Cardinal Homepage Absence Event
A	bsence Event
	Find an Existing Value
	Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.
	Precent Searches       Choose from recent searches     Image: Saved Searches     Choose from saved searches
-	Empl ID begins with V
	Empl Record = V
	Name begins with V
	Last Name begins with V
	Second Last Name begins with V
	Alternate Character Name begins with V
	Middle Name     begins with ~                 Show fewer options
	Case Sensitive
	Search Clear
	For more information partaining to the Condinal LICM Coards pares, refer to the Job Aid titled
i	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b> .
2.	Search for the applicable employee. Enter the Employee ID or known portion of the Employee ID in the <b>Empl ID</b> field.
	Empl ID begins with ~
i	Users can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.



Step	Action
3.	Click the <b>Search</b> button.
	Search Clear
i	If multiple employees match the search criteria entered, the search results will display in the bottom portion of the page and the user must click the <b>Expand</b> icon for the applicable employee.
The Abs	sence Event page displays with the Absence Event Entry tab displayed by default.
Absence	Absence Event       ance Event Entry     Eorecast Messages       Employee ID     Empl Record     0       From     08/27/2024     Through       02/23/2025     Refresh     Forecast       e Events     ?       Q     Eorecast Value     III
*Absen	ce Take Description *Begin Date End Date Partial Hours *Process Action Voided Original Begin Date Details
Save	KE ELEM       Q       Volunteer Service Leave       11/25/2024       11/26/2024       8.00       Normal       Introduction       Details         Return to Search       Notify       Refresh         Event Entry   Forecast Messages       Scroll to the right side of the page.
	Cardinal Homepage     Absence Event
	ee ID         Empl Record         0         Name           From         06/27/2024         Through         0/22/3/2025         Refresh         Forecast           ?)
	Process Status Errecast Value III- Description Begin Date End Date Partial Hours "Process Action Voided Original Begin Date Details Entry Source Workflow Status I
	Q     Volunteer Service Leave     1125/2024     1127/2024     Normal     1125/2024     Details     Agmoved     +     -
5.	Click the <b>Delete Row (-)</b> icon for the applicable Absence Event.
i	The <b>Delete Row (-)</b> icon is only visible and available if the Absence Event has not yet been processed by the regularly scheduled <b>Absence Calculation</b> process.



Step	Action					
A Delet	e Confirmation message displays i	n a pop-up w	vindow.			
	Delete current/selected rows from this	page? The dele	ete will occur whe Cancel	n the transac	tion is saved.	
6.	Click the <b>OK</b> button to confirm the	deletion.				
The Abs	sence Event page refreshes with th	e Absence E	vent removed	l.		
< Car	dinal Homepage		Absence Eve	ent		
Abs	ence Event Entry Eorecast Messages					
	Employee ID Empl Record From 08/24/2024		Refresh		Forecast	
	ce Events ⑦	3				
	Q sence Take Process Status Eorecast Value II					
	nce Take Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided
	Q				Normal ~	
Absence	Return to Search       Notify       Refresh         Event Entry         Forecast Messages         When an Absence Event is delete       Cardinal will automatically adjust t         was previously deducted from the process (scheduled to run daily).	he employee	's absence er	ntitlement b	alance if the a	absence



#### Voiding an Absence Event

Use this process to void an Absence Event.

Ste	Action
1.	Navigate to the Absence Event page using the following path:
	NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absence > Absence Event
The <b>A</b>	bsence Event Search page displays.
	← Cardinal Homepage Absence Event
ļ	bsence Event
	Find an Existing Value
	Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.
	🕐 Recent Searches Choose from recent searches 🗸 🌶 📮 Saved Searches Choose from saved searches 🗸
	Empl ID begins with V
	Empl Record =
	Name begins with V
	Last Name begins with V
	Second Last Name begins with 🗸
	Alternate Character Name begins with 🗸
	Middle Name begins with V
	Show fewer options     Case Sensitive
	Search Clear
i	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b> .
2.	Search for the applicable employee. Enter the Employee ID or known portion of the Employee ID in the <b>Empl ID</b> field.
	Empl ID begins with ~
ĺ	Users can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.



Step	Action
3.	Click the <b>Search</b> button.
	Search Clear
i	If multiple employees match the search criteria entered, the search results will display in the bottom portion of the page and the user must click the <b>Expand</b> icon for the applicable employee.
The Abs	sence Event page displays with the Absence Event Entry tab displayed by default.
< Card	Iinal Homepage Absence Event
Abse	ence Event Entry Eorecast Messages
	Employee ID         Empl Record         0         Name         Image: Constraint of the second of
	e Events ⑦
	cence Take       Process Status     Eorecast Value     II▶
*Absen	ce Take Description *Begin Date End Date Partial Hours *Process Action Voided Original Begin Date Details
CSL TA	AKE ELEM         Q         Volunteer Service Leave         11/25/2024         11/26/2024         8.00         Normal         It/25/2024         Details
Save	Return to Search Notify Refresh
Absence	Event Entry   Forecast Messages
4.	Click the <b>Process Action</b> dropdown button and select " <b>Void</b> " from the dropdown list.
	*Process Action
	Void
	Normal
	Void
5.	Click the <b>OK</b> button to confirm the void action.
	Save Return to Search Notify Refresh



Absence Events     Employee ID     Empl Record     0     Name       From     08/27/2024     Through     02/23/2025     Refresh     Forecast	
From 08/27/2024 m Through 02/23/2025 m Forecast	
\beence Events ⑦	
	I 1-1 of 1 ∨ ►
Absence Take Process Status Eorecast Value III»	
Absence Take Description 'Begin Date End Date Partial Hours 'Process Action Voided Original Begin Date Details Entry Source	Workflow Status
CSLTAKE ELEM Q Volunteer Service Leave 11/25/2024 iii 11/27/2024 iii Void  Utid  Uti	Voided
Save Return to Search Notify Refresh	
xsence Event Entry   Forecast Messages	