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.

Table of Contents

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: **Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event**

The **Absence Event Search** page displays.

Absence Event

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

Find an Existing Value

▼ Search Criteria

Empl ID	begins with ▼	
Empl Record	= ▼	
Name	begins with ▼	
Last Name	begins with ▼	
Second Last Name	begins with ▼	
Alternate Character Name	begins with ▼	
Middle Name	begins with ▼	
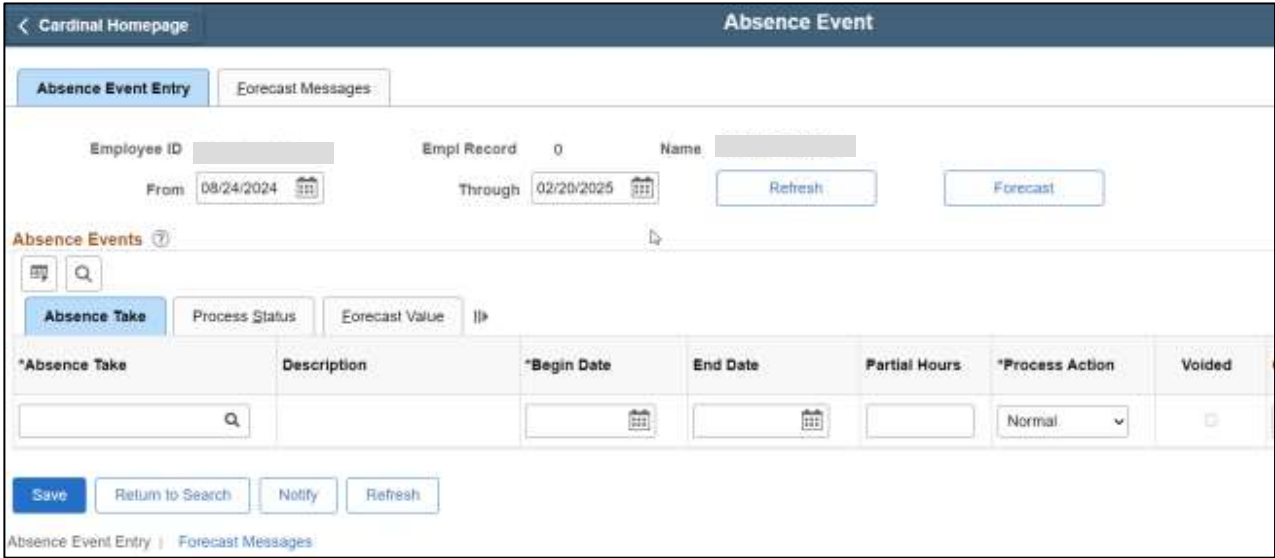
☐ Case Sensitive

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

[Search] [Clear]   Basic Search 🔲 Save Search Criteria

Step	Action
2.	Search for the applicable employee by entering the Employee ID or known portion of the Employee ID in the **Empl ID** field. **Note**: 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 ▾ [ ]
3.	Click the **Search** button. [Search] [Clear] Basic Search 🔲 Save Search Criteria
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 **Empl ID** link for the applicable employee.

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

Step	Action
4.	The **From** and **Through** 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 🗓 Through 02/20/2025 🗓
5.	Click the **Refresh** button for the updated time period to display. [Save] [Return to Search] [Notify] [Refresh]

Step	Action
6.	Click the **Absence Take Look Up** icon. ***Absence Take** [search icon]
	The **Look Up Absence Take** page displays in a pop-up window. **Look Up Absence Take** Element Name: begins with Description: begins with Search Clear Cancel Basic Lookup Search Results View 100 1-37 of 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 / Pay Docking / USA MIL TAKE ELEM / Military Leave / USA
7.	Use the scrollbar as needed and select the applicable Absence Take type by clicking the corresponding link in the **Element Name** column. **Element Name** FVC TAKE ELEM FSK TAKE ELEM WCP TAKE ELEM ALI TAKE ELEM CSL TAKE ELEM LNP TAKE ELEM MIL TAKE ELEM
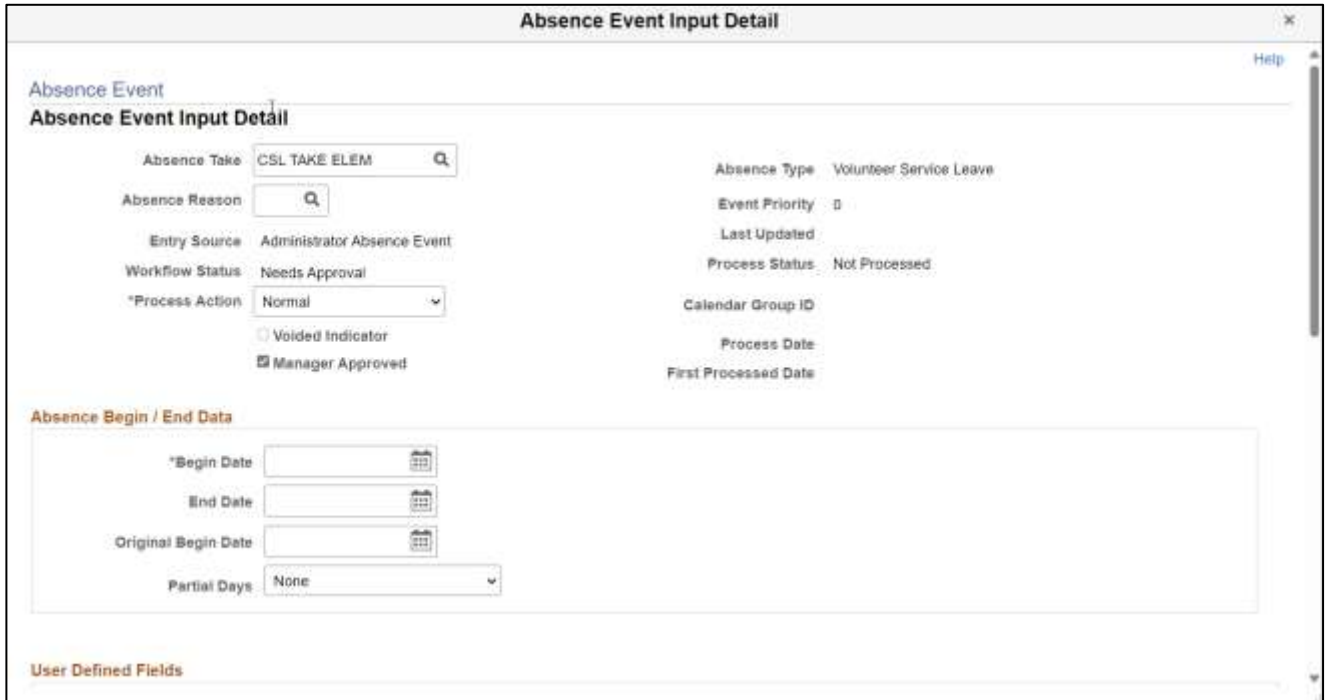
Step	Action
	The **Absence Event** page displays with the selected absence take type.
8.	Click the **Details** link.

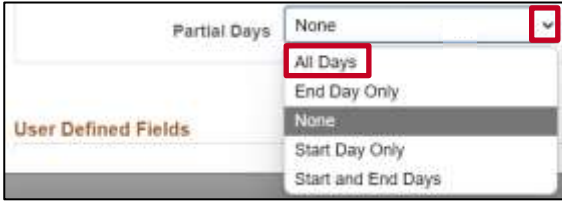| Step	Action
	The **Absence Event Input Detail** page displays in a pop-up window. The **Absence Take** field defaults based on the previous selection.
9.	Click the **Absence Reason Look Up** icon.

Step	Action
	The **Look Up Absence Reason** page displays in a pop-up window.
10.	Select the applicable absence reason by clicking the corresponding link in the **Absence Reason** column.
(i)	For many Absence Take types, the reason may be the same as the Absence Take name.
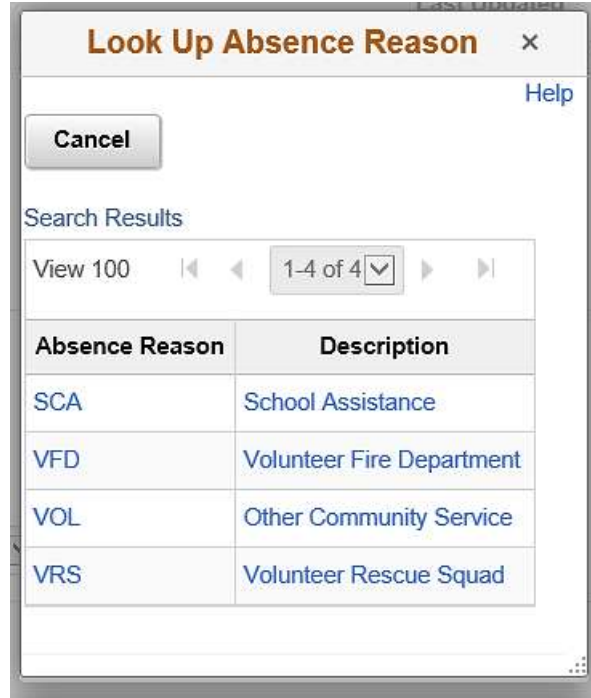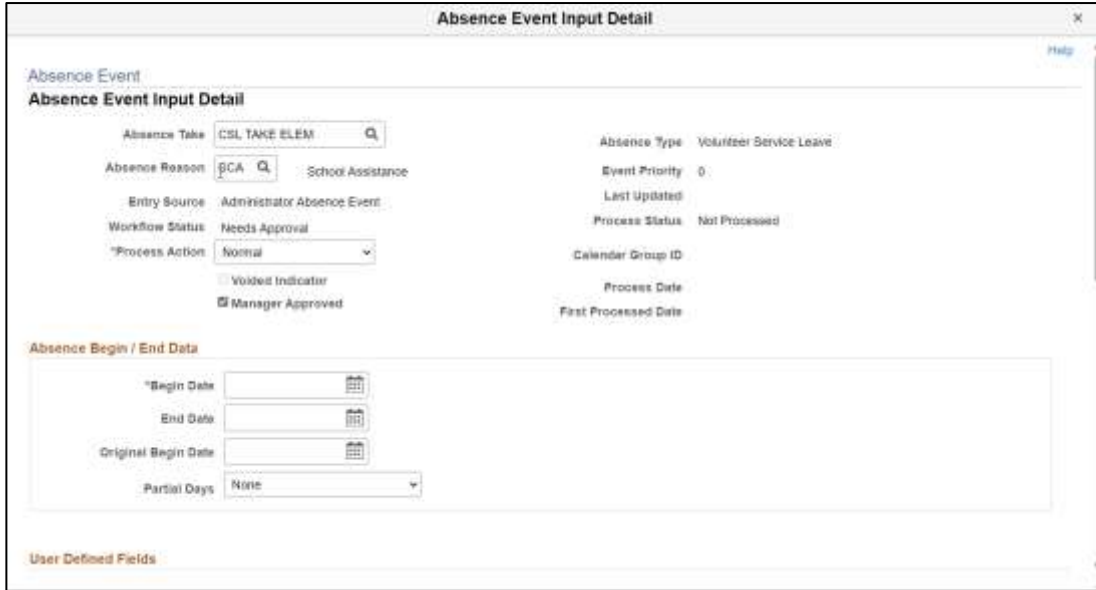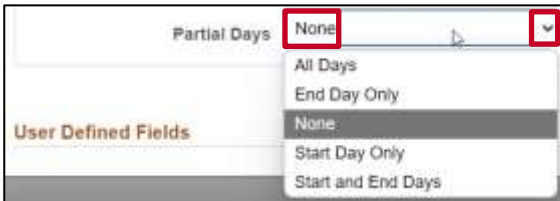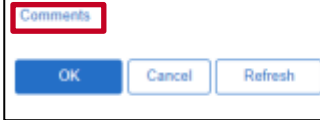
Step	Action
	The **Absence Event Input Detail** page redisplays with the selected absence reason. *(screenshot of Absence Event Input Detail page)*
11.	Enter/select the first day of the absence in the **Begin Date** field. *Begin Date* field with calendar icon
12.	Enter/select the last day of the absence in the **End Date** field. **End Date** field with calendar icon
13.	The **Partial Days** field defaults to "**None**". This selection denotes that the absence is made up of full days only. If any of the absence days are partial hours, click the **Partial Days** dropdown button and select from the following: a. **All Days** – All days are partial days b. **Start Day Only** – Only the start day is partial c. **End Day Only** – Only the end day is partial d. **None** – Default value. None of the days are partial days e. **Start and End Days** – Both the start day and the end day are partial days *(Partial Days dropdown showing: All Days, End Day Only, None, Start Day Only, Start and End Days)*

Step	Action
14.	If none of the absence days are partial hours, proceed to Step 16. For employees on a Variable Work Schedule, always select "All Days" and then enter the number of hours for the absence in Step 15.
15.	Enter the number of hours in the applicable **Hours** field (All Days Hours, Start Day Only Hours, End Day Only Hours, and/or Start and End Days Hours).
ⓘ	The number of hours entered should be equal to the number of absence hours for the partial day(s).
16.	Scroll down to the bottom of the page and click the **Comments** link.

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

Step	Action
17.	Enter any notes pertaining to the Absence Event in the **Comment** field. This is not required.

Comment

(i)	Information entered here is visible to anyone with access to this page.

18.	Click the **OK** button.

[OK] [Cancel] [Refresh]

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

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

[OK] [Cancel] [Refresh]

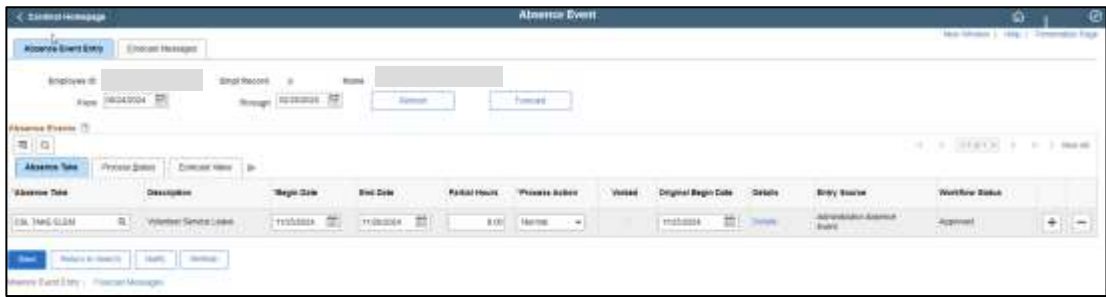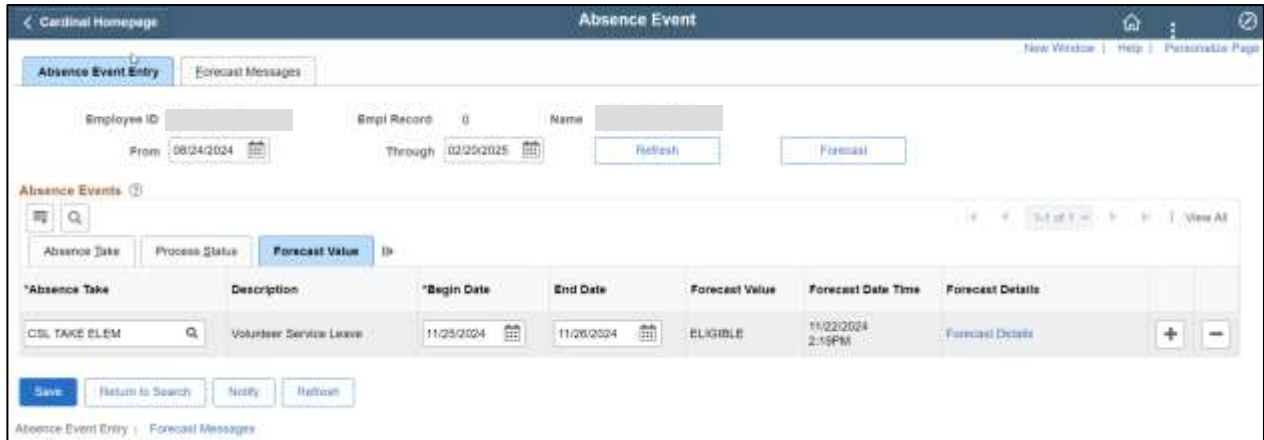| Step	Action
	The **Absence Event** page displays and the row is populated based on the data entered/selected on the **Absence Event Input Details** page.
20.	If additional Absence Events need to be entered, scroll to the right and click the **Add a New Row** (+) icon and then repeat these Steps. If no other Absence Events need to be entered, proceed to Step 21.
(i)	The **Entry Source** field defaults to "Administrator Absence Event" when an Absence Administrator enters an absence and this field cannot be changed. The **Workflow Status** field defaults to "**Approved**" when no additional approval is required based on the absence take type. While not all absence types require forecasting, 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".
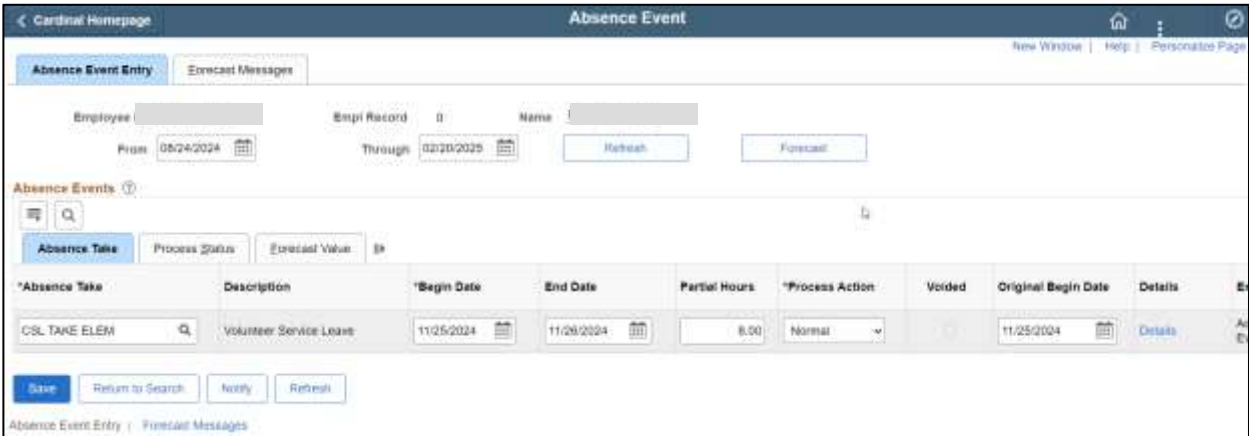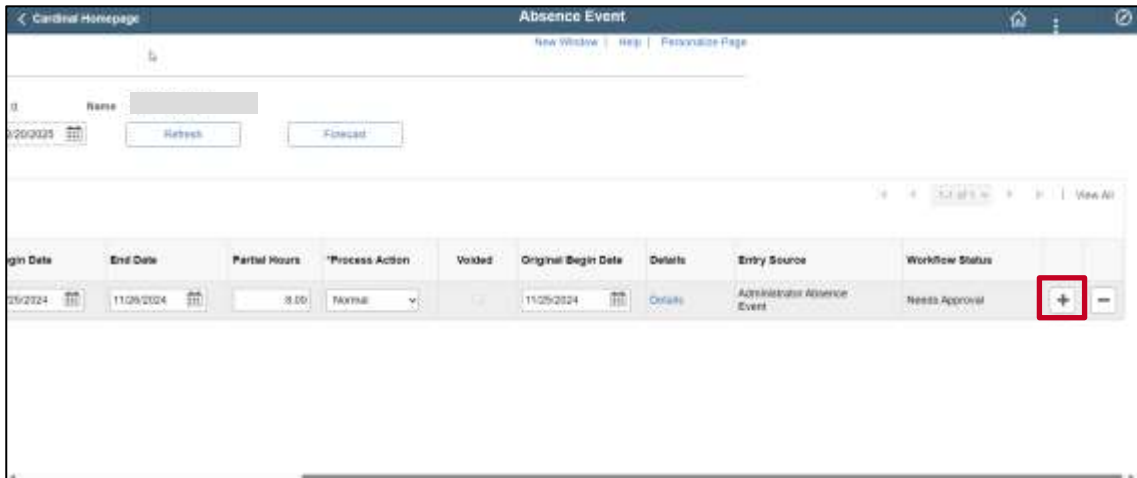
Step	Action
21.	Click the **Forecast** button. Refresh Forecast
	A message displays in a pop-up window when the forecasting process is completed. Forecasting completed covering the period from 2024-06-25 to 2024-11-26. Please check the Forecast Value tab to confirm eligible.(25006, 10) OK Cancel
22.	Click the **OK** button to close the message. OK Cancel
	The **Absence Event** page refreshes to show the updated status in the **Workflow Status** field.
23.	Click the **Forecast Value** tab to confirm that the employee is eligible. Absence Take Process Status **Forecast Value** ‖▶

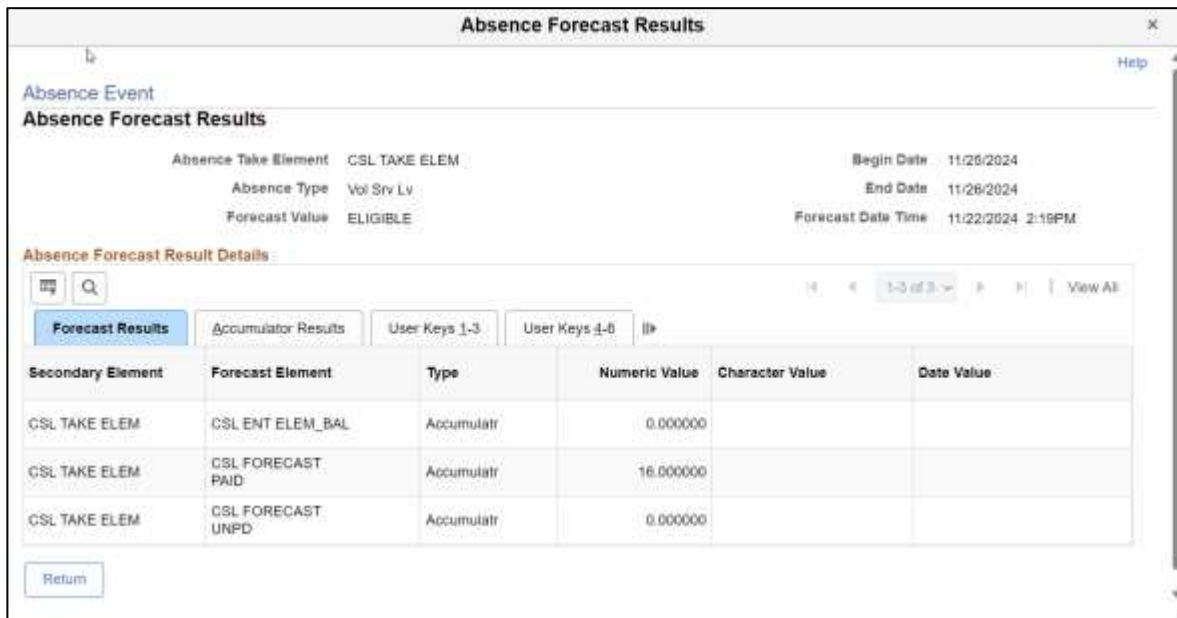| Step	Action
	The **Forecast Value** tab displays.
24.	Click the **Forecast Details** link. **Forecast Details** Forecast Details
	The **Absence Forecast Results** page displays in a pop-up window.

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 **d) *** FORECAST UNPD** row: Displays the forecasted number of unpaid absence hours for this Absence Event
ℹ	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 **Return** button. Return

The **Absence Event** page redisplays.

Step	Action
27.	Click the **Save** 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 **Absence Calculation** process (scheduled to run daily). Future period absences are processed when that period is processed. Save Return to Search Notify Refresh 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: **Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absence > Absence Event**

The **Absence Event Search** page displays.

Absence Event

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

Find an Existing Value

▼ Search Criteria

Empl ID	begins with ▼	
Empl Record	= ▼	
Name	begins with ▼	
Last Name	begins with ▼	
Second Last Name	begins with ▼	
Alternate Character Name	begins with ▼	
Middle Name	begins with ▼	

☐ Case Sensitive

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

[Search]   [Clear]   Basic Search 🔍 Save Search Criteria

Step	Action
2.	Search for the applicable employee. Enter the Employee ID or known portion of the Employee ID in the **Empl ID** field. Empl ID [begins with ▼] [ ]

Step	Action
🛈	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.
3.	Click the **Search** button. Search · Clear · Basic Search · Save Search Criteria
🛈	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 **Empl ID** link for the applicable employee.

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

| 4. | Click the **Details** link for the Absence Event that needs to be modified.

Details
Details |

Step	Action

The **Absence Event Input Detail** page displays in a pop-up window.
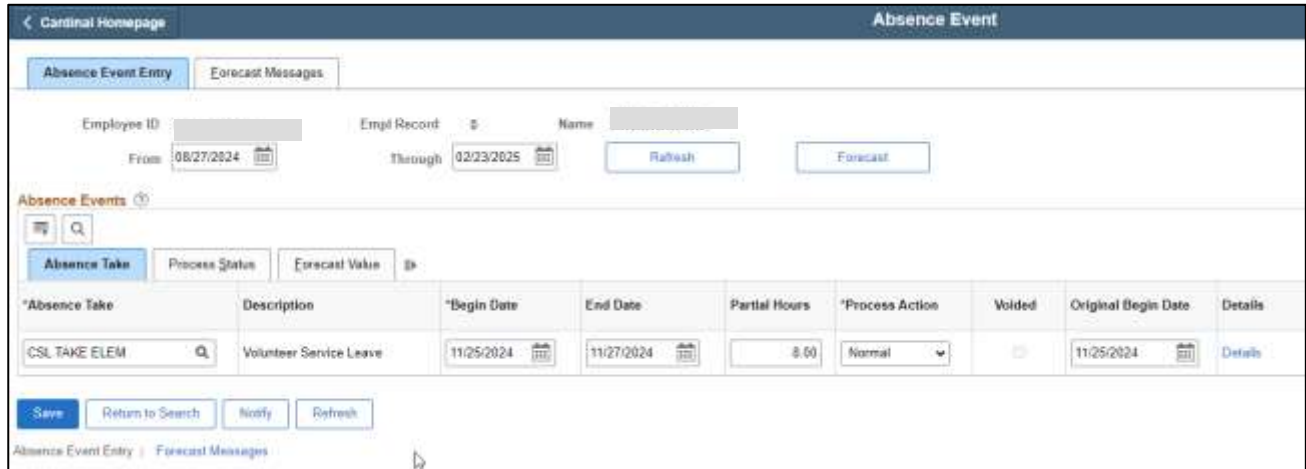
Step	Action
5.	Update the Absence Event as needed based on the following general update types:

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

Step	Action
6.	Scroll down to the bottom of the page and click the **Comments** link.
	The **Absence Events Comments** page displays in a pop-up window.
7.	Enter the reason for the change in the **Comments** field.
ℹ	Information entered here is visible to anyone with access to this page.
8.	Click the **OK** button.

Step	Action

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

| 9. | Click the **Forecast** button. |

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

Forecasting completed covering the period from 2024-06-25 to 2024-11-27. Please check the Forecast Value tab to confirm eligible.(25006, 10)
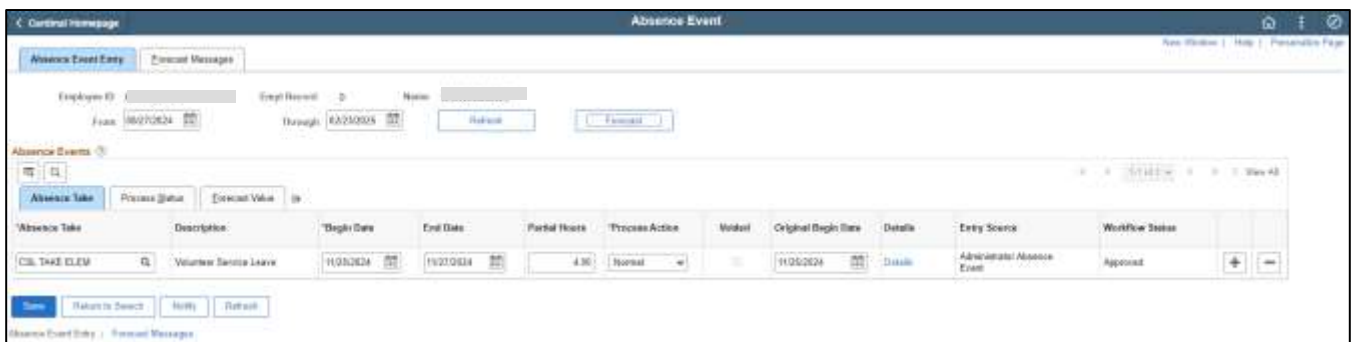
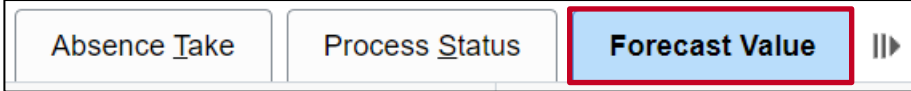| 10. | Click the **OK** button to close the message. |

The **Absence Event** page redisplays.

Step	Action
11.	Click the **Forecast Value** tab to confirm that the employee is eligible. ![Tabs: Absence Take, Process Status, Forecast Value (highlighted)]

The **Forecast Value** tab displays.

Step	Action
12.	Click the **Forecast Details** link. **Forecast Details** Forecast Details

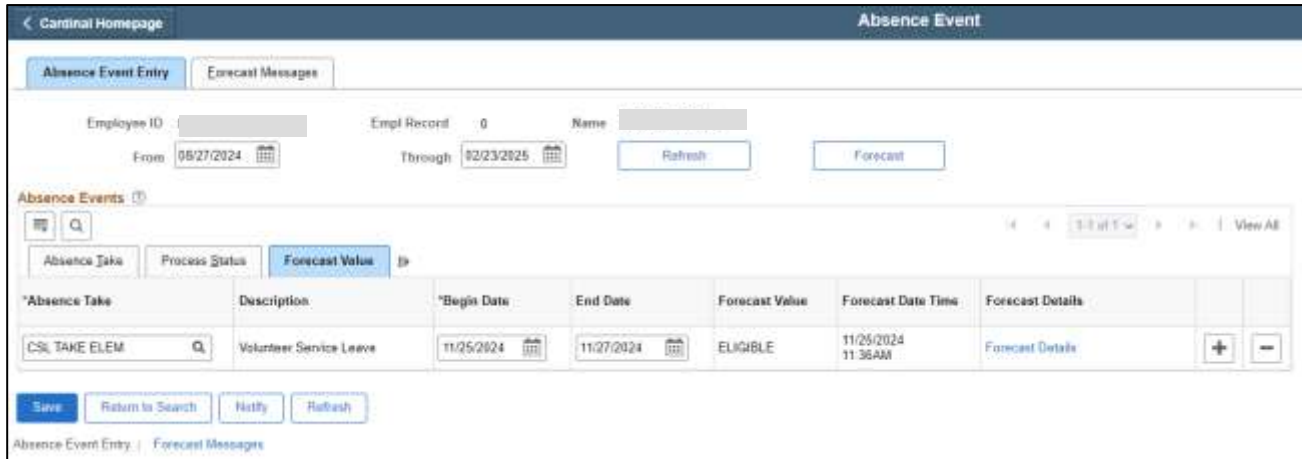| Step	Action
	The **Absence Forecast Results** page displays.
13.	Review the following information: a. **Forecast Value** field: Verify a status of "**Eligible**" b. ****** ENT ELEM_BAL** row: Displays the employee's predicted balance after the absence take c. ****** FORECAST PAID** row: Displays the forecasted number of paid absence hours for this Absence Event d. ****** FORECAST UNPD** row: Displays the forecasted number of unpaid absence hours for this Absence Event
🛈	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.
14.	Click the **Return** button. Return

Step	Action
	The **Absence Event** page returns with the **Forecast Value** tab displayed.
15.	Click the **Save** button after confirming that the employee is eligible for the leave. The absence has been successfully modified for the employee and will be processed during the next run of the Absence Calculation process (scheduled to run daily).

Deleting an Absence Event

Use this process to delete an Absence Event.

Step	Action
1.	Navigate to the **Absence Event** page using the following path: **Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absence > Absence Event**

The **Absence Event Search** page displays.

Absence Event

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

Find an Existing Value

▼ **Search Criteria**

Empl ID	begins with ▾	
Empl Record	= ▾	
Name	begins with ▾	
Last Name	begins with ▾	
Second Last Name	begins with ▾	
Alternate Character Name	begins with ▾	
Middle Name	begins with ▾	

☐ Case Sensitive

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

[Search] [Clear] Basic Search ▣ Save Search Criteria

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

Empl ID	begins with ▾	

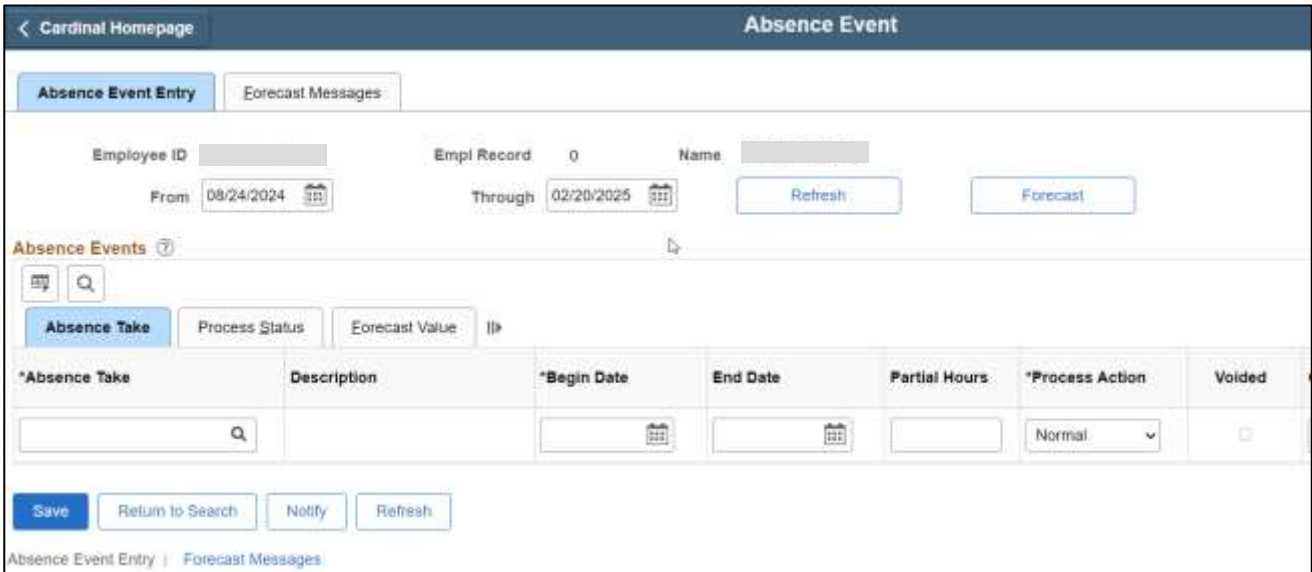| Step	Action
🛈	Users can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.
3.	Click the **Search** button. Search Clear Basic Search Save Search Criteria
🛈	If multiple employees match the search criteria entered, the search results will display in the bottom portion of the page and the user must click the **Empl ID** link for the applicable employee.
	The **Absence Event** page displays with the **Absence Event Entry** tab displayed by default.
4.	Scroll to the right side of the page.
5.	Click the **Delete Row (-)** icon for the applicable Absence Event.

Step	Action
ℹ	The **Delete Row (-)** icon is only visible and available if the Absence Event has not yet been processed by the regularly scheduled **Absence Calculation** process.

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

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

| OK | Cancel |

Step	Action
6.	Click the **OK** button to confirm the deletion.
		OK	Cancel	

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

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

Voiding an Absence Event

Use this process to void an Absence Event.

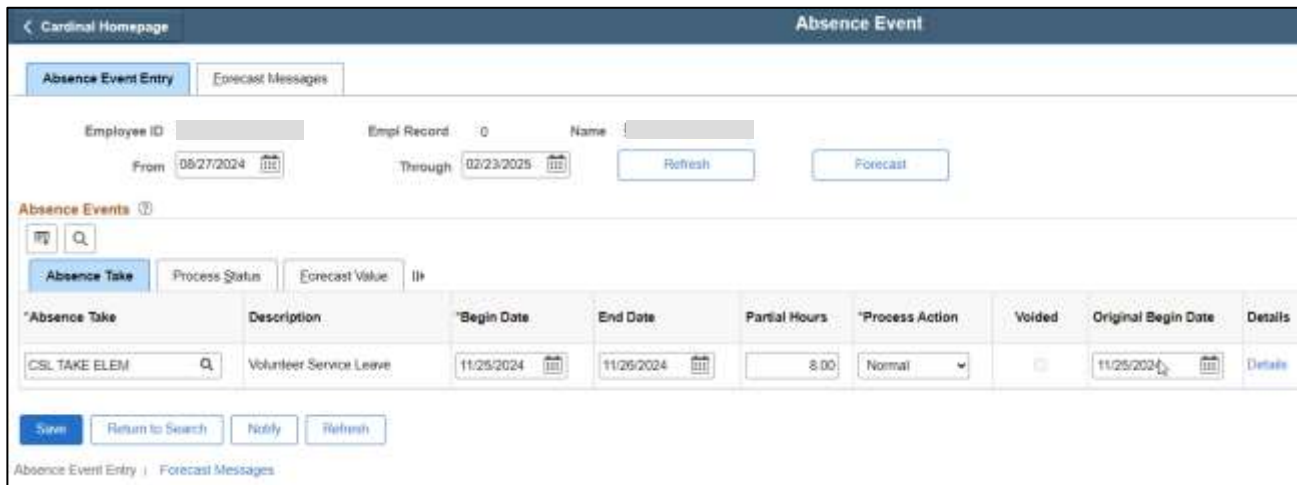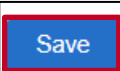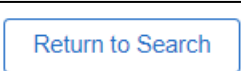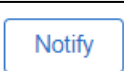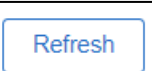| Step	Action
1.	Navigate to the **Absence Event** page using the following path: **Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absence > Absence Event**
	The **Absence Event Search** page displays. **Absence Event** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** ▼ Search Criteria **Empl ID** begins with ⌄ [ ] **Empl Record** = ⌄ [ ] **Name** begins with ⌄ [ ] **Last Name** begins with ⌄ [ ] **Second Last Name** begins with ⌄ [ ] **Alternate Character Name** begins with ⌄ [ ] **Middle Name** begins with ⌄ [ ] ☐ Case Sensitive Limit the number of results to (up to 300): 300 Search Clear Basic Search 🔲 Save Search Criteria
2.	Search for the applicable employee. Enter the Employee ID or known portion of the Employee ID in the **Empl ID** field. Empl ID begins with ⌄ [ ]

Step	Action
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.
3.	Click the **Search** button. Search Clear Basic Search Save Search Criteria
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 **Empl ID** link for the applicable employee.

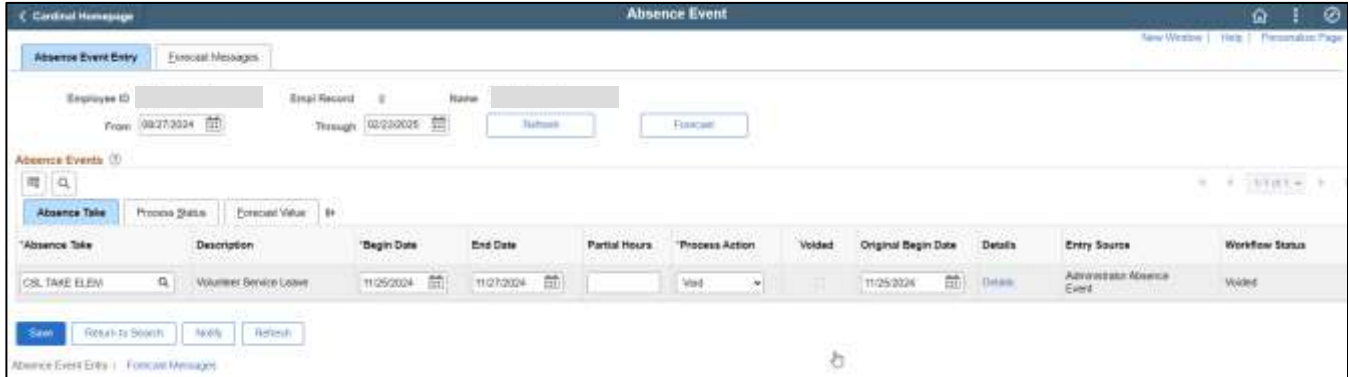The **Absence Event** page displays with the **Absence Event Entry** tab displayed by default.

Step	Action
4.	Click the **Process Action** dropdown button and select "**Void**" from the dropdown list. *Process Action Void ▾ Normal Void
5.	Click the **OK** button to confirm the void action. Save Return to Search Notify Refresh

Step	Action
	The **Absence Event** page refreshes and the **Workflow Status** field updates to "Voided".
🛈	When an Absence Event is voided, the **Voided** checkbox will be checked once the void is processed by the **Absence Calculation** process and a record of the Absence Event remains in Cardinal.