Online Time Entry Scenarios Overview

This Job Aid provides scenarios for Positive Time Reporting in Cardinal for hourly and salaried employees. Hourly employees and salaried employees with variable Work Schedules are always positive time reporters, but salaried employees with set Work Schedules can also be positive time reporters as determined by the agency. The Time Reporter Type displays on the **Timesheet** page in the **Time Reporter Type** field.

It is important to enter time and submit time correctly in order for it to route for approval. Be sure to follow agency guidelines as to when timesheets need to be submitted.

Hourly employees must submit time in order for it to be processed by Payroll and to receive pay.

Salaried employees must submit time for overtime and shift payments to be processed and paid, for accounting distributions to be accurate, and for absences to be updated timely (for agencies using Cardinal as their leave system of record).
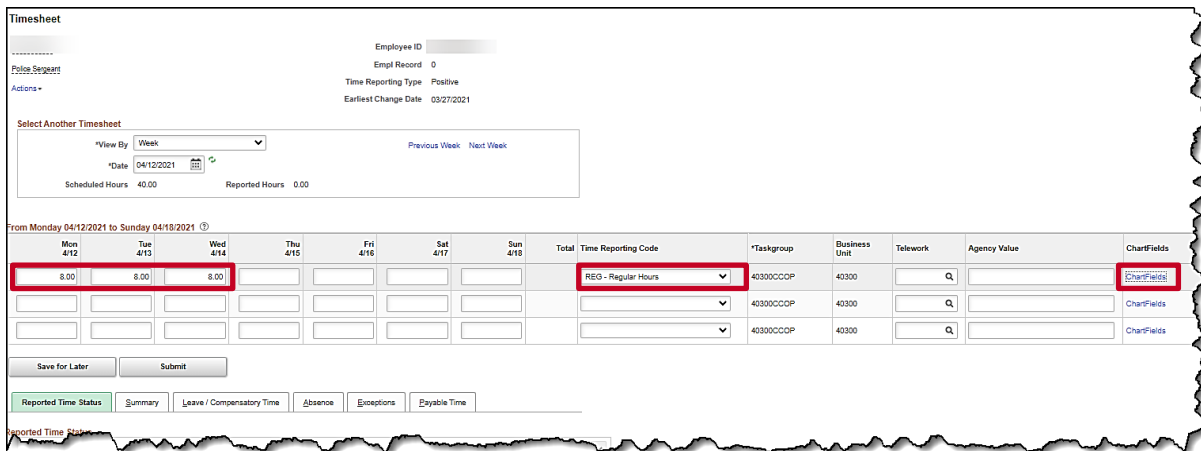
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Entering Regular Time and Multiple ChartField Distributions

In this scenario, time is being entered for regular hours worked and charged to different ChartField distributions.

1. Click the **Time** tile on the **Cardinal Homepage** to navigate to the **Timesheet** page.

    Note: If the correct week is not displayed, use the **Previous Week** link, **Next Week** link, or **Date** field to navigate to the correct week.
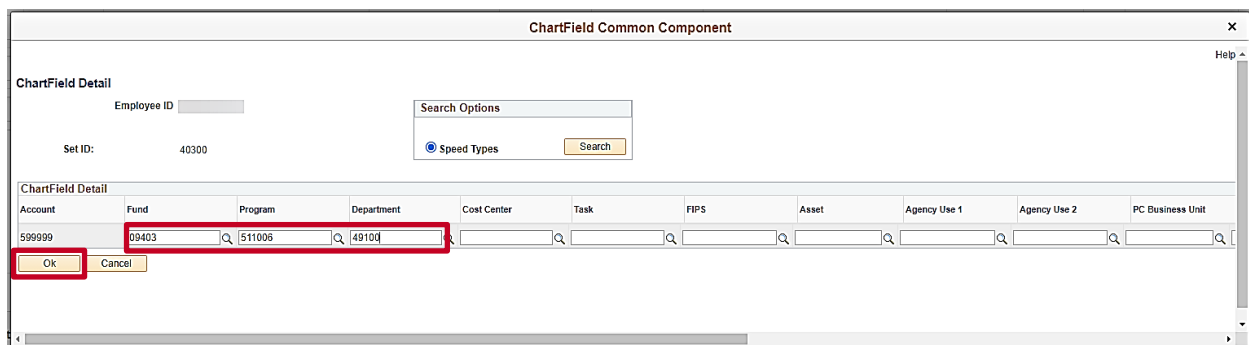
The **Timesheet** page displays.

2. Enter the regular hours worked that will be charged against the first set of ChartFields in the first available row within the Time Entry grid. In this example, the regular hours for Monday through Wednesday will be charged to this first set of ChartFields.

3. Select the applicable **Time Reporting Code** (TRC) for the hours using the dropdown button provided.

4. Click the **ChartFields** link for the corresponding row.

The **ChartField Common Component** page displays in a pop-up window.

5. Enter the Chartfield information (charge distribution) for the hours entered. In this example, the Fund, Program, and Department were entered. If an employee has questions regarding which distribution to enter, they should reach out to their supervisor for guidance.

    Note: For more information on entering ChartFields, refer to the Job Aid titled **Entering ChartField Details on the Timesheet** located on the Cardinal website under **Learning.**
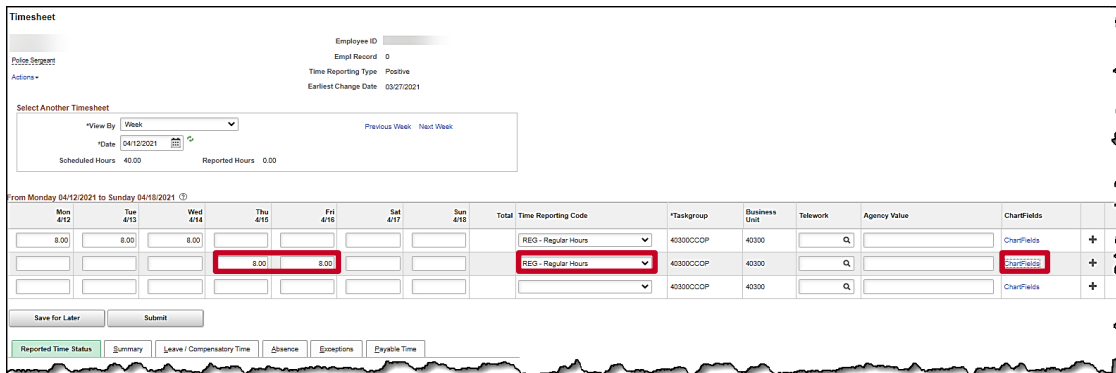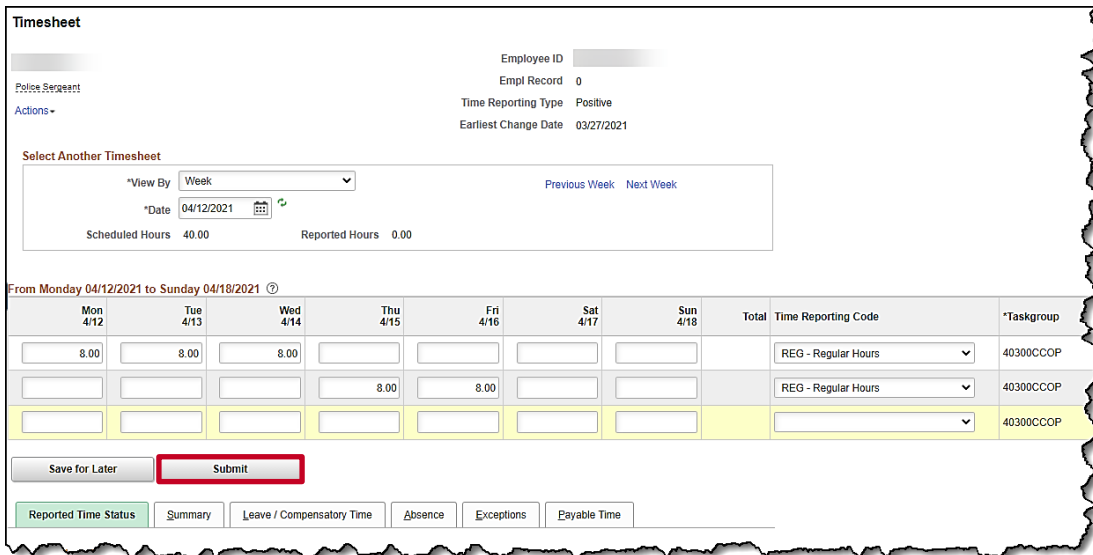
6. Click the **Ok** button.

If the ChartFields combination entered is valid, the **Timesheet** page displays. Skip to Step 9.

If the ChartFields combination is invalid, a notification displays in a pop-up window.
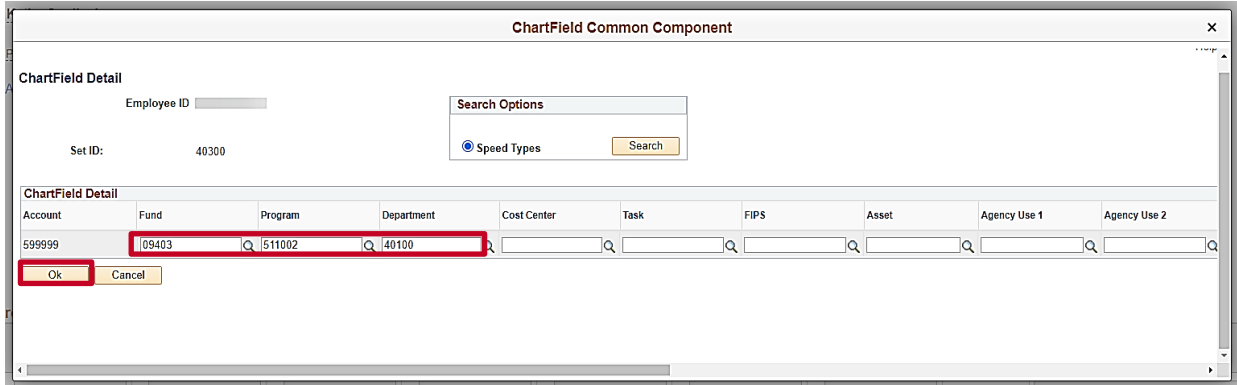
7. Click the **OK** button on the message.

8. The invalid field(s) are highlighted in red. Correct the error(s) and then click the **Ok** button.

The **Timesheet** page displays.

9. Enter the regular hours worked that will be charged against the second set of ChartFields in the next available row within the Time Entry grid. In this example, the regular hours for Thursday and Friday will be charged to this set of ChartFields.

10. Select the applicable **Time Reporting Code** (TRC) for the hours using the dropdown button provided.

11. Click the **ChartFields** link for the corresponding row.

The **ChartField Common Component** page displays in a pop-up window.

12.   Enter the ChartField information (charge distribution) for the hours entered. In this example, the Fund, Program, and Department were entered. If an employee has questions regarding which distribution to enter, they should reach out to their supervisor for guidance.

Note: For more information on entering ChartFields, refer to the Job Aid titled **Entering ChartField Details on the Timesheet** located on the Cardinal website under **Learning**.

13.   Click the **Ok** button.

The **Timesheet** page displays after validation if the charge distribution is valid.

Note: If an error notification displays, refer to Steps 6-8 of this section to make the appropriate adjustments.

14.   Click the **Submit** button to submit the time for processing and approval.

The **Submit Confirmation** page displays.

15.   Click the **OK** button.

The **Timesheet** page returns.

16.   Scroll down as needed and review the reported time status information to verify the time has been submitted.

Making a Timesheet Adjustment

In this scenario, an adjustment is made for the previous week of the **Timesheet**. The adjustment is to change the hours worked and to add hours of comp leave taken.

1. Click the **Time** tile on the **Cardinal Homepage** to navigate to the **Timesheet** page.

   Note: If the correct week is not displayed use the **Previous Week** link, **Next Week** link, or **Date** field to navigate to the correct week.

The **Timesheet** page displays.

2. Click in the applicable day of the Time Entry grid to be changed and update the hours. In this example, the Friday hours were reduced.

3. Scroll to the far right of the Time Entry grid.

The **Timesheet** displays the **Add a New Row** icon (+).

4. Click the **Add a New Row** icon (+).

The **Timesheet** displays the additional row in the Time Entry grid.

5.   Click in the applicable day in the new row and enter the hours. In this example, hours were added to Friday in the new row that was added.

6.   Select the applicable **Time Reporting Code (**TRC**)** for the hours using the drop-down menu provided. In this example, CCL-Compensatory Leave Taken was selected.

7.   Click the **Submit** button to submit the adjusted time.

The **Submit Confirmation** page displays.

8.   Click the **OK** button.

The **Timesheet** page returns.

9.   Scroll down as needed and review the reported time status information to verify the time has been submitted.

Uncompensated Overtime and Straight Overtime

In this scenario, time will be entered for regular time, uncompensated overtime, and straight overtime.

1. Click the **Time** tile on the **Cardinal Homepage** to navigate to the **Timesheet** page.

    Note: If the correct week is not displayed use the **Previous Week** link, **Next Week** link, or **Date** field to navigate to the correct week.

The **Timesheet** page displays.

2. Enter the regular hours worked in the first available row within the Time Entry grid. In this example, 8 regular hours were entered for each day Monday through Friday.

3. Select the applicable **Time Reporting Code** (TRC) for the hours using the dropdown button provided. In this example, REG – Regular Hours was selected.

4. Enter the hours of uncompensated overtime in the next available row. In this example, 5 hours were entered on Tuesday.

5. Select the applicable TRC for the uncompensated overtime hours using the dropdown button provided. In this example, UOS – Uncompensated Overtime was selected.

6. Enter the hours of straight overtime in the next available row. In this example, 3 hours were entered on Wednesday.

7. Select the applicable TRC for the overtime hours using the dropdown button provided. In this example, OVS – OT @ Straight Time was selected.

8. Click the **Submit** button**.**

The **Submit Confirmation** page displays**.**

Timesheet
Submit Confirmation

☑   The Submit was successful.
     Time for the Week of 2020-01-27 to 2020-02-02 is submitted

    OK

9.   Click the **OK** button.

    The **Timesheet** page returns.

From Monday 01/27/2020 to Sunday 02/02/2020 ⑦

Mon 1/27	Tue 1/28	Wed 1/29	Thu 1/30	Fri 1/31	Sat 2/1	Sun 2/2	Total	Time Reporting Code	*Taskgroup	Business Unit	T
		3.00					3.00	OVS - OT @ Straight Time ▼	40300CCOP 🔍	40300 🔍	
8.00	8.00	8.00	8.00	8.00			40.00	REG - Regular Hours ▼	40300CCOP 🔍	40300 🔍	
	5.00						5.00	UOS - Uncompensated Overtime ▼	40300CCOP 🔍	40300 🔍	

Save for Later		Submit

Reported Time Status	Summary	Absence	Exceptions	Payable Time

Reported Time Status

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Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
01/27/2020	Submitted	8.00	REG	Regular Hours	24.00	💬
01/28/2020	Submitted	8.00	REG	Regular Hours	24.00	💬
01/28/2020	Submitted	5.00	UOS	Uncompensated Overtime	24.00	💬
01/29/2020	Submitted	3.00	OVS	OT @ Straight Time	24.00	💬
01/29/2020	Submitted	8.00	REG	Regular Hours	24.00	💬
01/30/2020	Submitted	8.00	REG	Regular Hours	24.00	💬

10.   Scroll down as needed and review the reported time status information to verify the time has been submitted.

Reporting Holiday and Leave the Same Week

In this scenario, time is entered for a week which contains a holiday and a leave request.

Note: This scenario only applies to agencies using Cardinal Absence Management.

1.   Click the **Time** tile on the **Cardinal Homepage** to navigate to the **Timesheet** page.

     Note: If the correct week is not displayed use the **Previous Week** link, **Next Week** link, or **Date** field to navigate to the correct week.

The **Timesheet** page displays.

     Note: When a holiday occurs during the week, it is populated as payable time but not visible on the timesheet. Holidays can be viewed on the **Monthly Summary** page.

If the employee did not work the holiday(s), skip to Step 3. In this example, the employee did not work the December 24th and 25th holidays.

If the employee worked the holidays and enters hours on a holiday, Cardinal displays a message that the reported date is scheduled as a holiday.

     Note: Entering time on a holiday may be appropriate if the employee worked on the holiday.

2.   Click the **OK** button on the message.

3.   Enter the regular hours worked for the week on the first available row of the **Timesheet** page. In this example, hours were entered on the Time Entry grid for Thursday and Friday.

4.   Select the applicable **Time Reporting Code** (TRC) for the hours worked. In this example, REG-Regular Hours was selected.

5.   Click the **Absence** tab to add an event.

The **Absence Events** section displays.

6.   Click the **Add Absence Event** button.

The **Absence Take** tab displays the newly enabled row.

7.   Enter the details for the absence on the newly enabled **Absence Take** row. In this example, Monday, December 23rd was a vacation day.

a.   Enter the first date of the Absence event in the **Start Date** field. In this example, 12/23/2019 was entered.

b.   Enter the end date of the Absence event in the **End Date** field. In this example, 12/23/2019 was entered.

c.   Select the applicable **Absence Name** using the dropdown button provided. In this example, Vacation was selected.

d.   Select the applicable **Reason** using the dropdown button provided. In this example, Vacation was selected.

8.   Click the **Details** link.

The **SS Create Absence Req** page displays in a pop-up window.

9. Click the **Calculate End Date or Duration** button. In this example, a full day of vacation was used.

    Note: Comments can be entered in the **Reporter Comments** field. Please note, comments entered are visible to others and therefore should not contain personal information.

10. Click the **OK** button.

The **Timesheet** page displays.

11. Click the **Forecast** button.

    Note: When an absence is entered and requires forecasting, the **Forecast** button is enabled.

The **Forecast Successful** message displays on the Timesheet above the **Absence Events** section.

Note: If the employee does not have a sufficient balance for the dates or duration requested, a **Forecast Error** message displays. The employee will not be able to submit the request if they receive a Forecast Error message. If the employee feels they should have a sufficient balance, they should contact their supervisor or agency Absence Management Administrator.

12. Click the **Submit** button.

The **Submit Confirmation** page displays.

13. Click the **OK** button.

![Cardinal logo]

The **Timesheet** page displays.

14.   Scroll down as needed and review the reported time status information to verify the time has submitted. Notice that the **Vacation** hours require approval before they can be processed.

Note: Holidays hours are not included in the **Reported Hours** or the **Reported Time Status** tab in Cardinal.

Reporting Intermittent FMLA

In this scenario, intermittent FLMA will be used. The employee has already been approved for FMLA and an Administrator has added the appropriate balance in Cardinal for the employee.

Note: This scenario only applies to agencies using Cardinal Absence Management.

1. Click the **Time** tile on the **Cardinal Homepage** to navigate to the **Timesheet** page.

   Note: If the correct week is not displayed use the **Previous Week** link, **Next Week** link, or **Date** field to navigate to the correct week.

The **Timesheet** page displays.

2. Click the **Absence** tab.

The **Absence Events** section displays.

3.   Click the **Add Absence Event** button.

The **Absence Take** tab displays the newly enabled row.

4.   Enter the details for the absence on the newly enabled **Absence Take** row. In this example, 3 days of intermittent FMLA were entered.

   a.   Enter the first date of the intermittent FMLA event in the **Start Date** field. In this example, 04/21/2021 was entered.

   b.   Enter the last date of the intermittent FMLA event in the **End Date** field. In this example, 04/23/2021 was entered.

   c.   Select the applicable **Absence Name** using the dropdown button provided. In this example, Family and Medical Leave was selected.

   d.   Select the applicable **Reason** using the dropdown button provided. In this example, FMLA Employee was selected.

5.   Click the **Details** link.

The **SS Create Absence Req** page displays in a pop-up window.
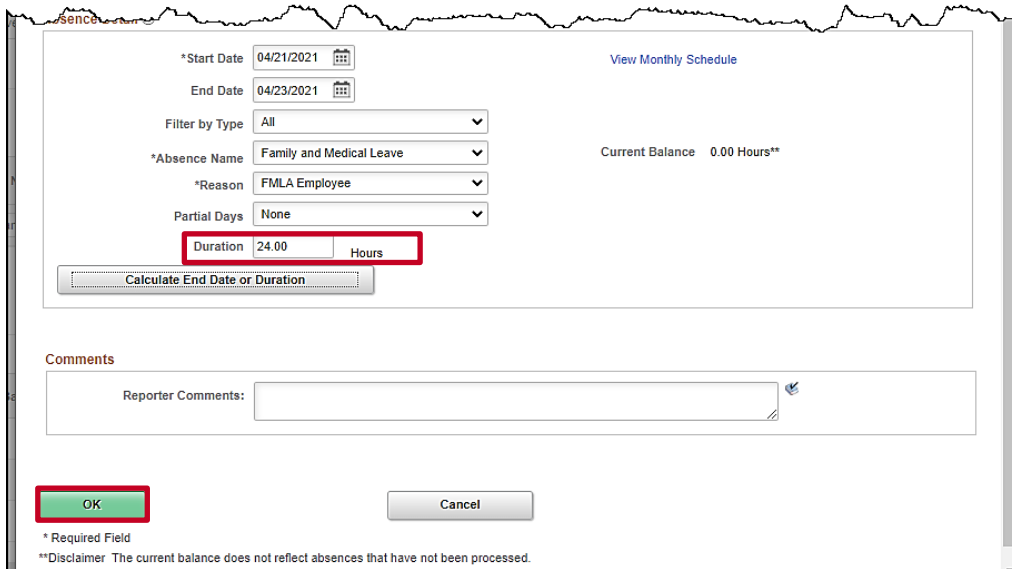
6. Click the **Calculate End Date or Duration** button. In this example, 3 days of FMLA were used.

The **Duration** Hours field populates.
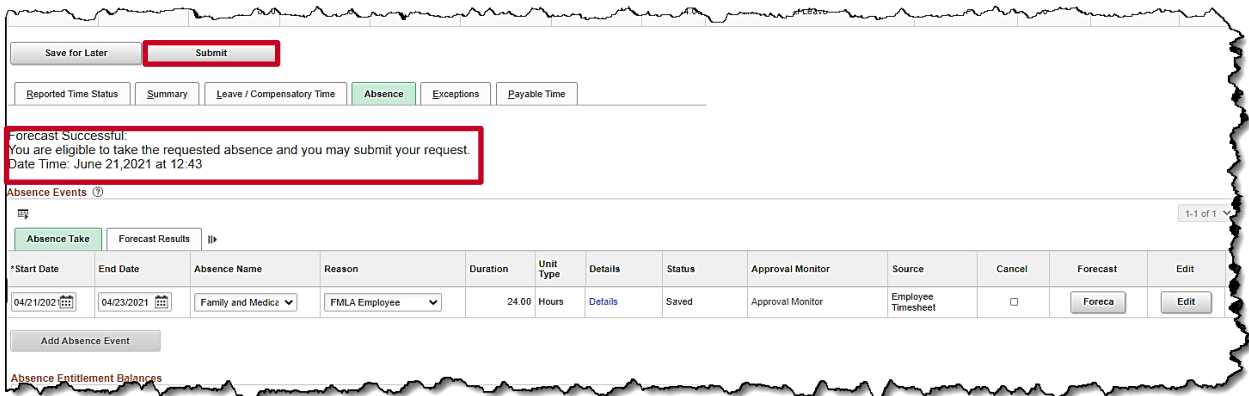

7. Click the **OK** button.

The **Absence Take** tab returns.
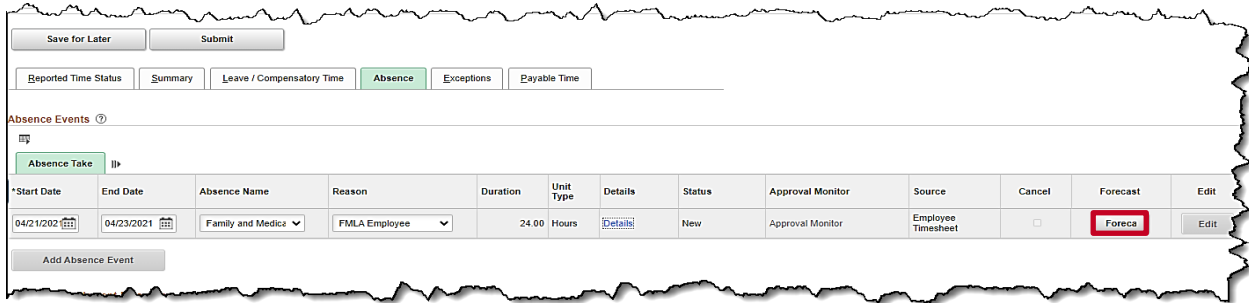
8.   Click the **Forecast** button.

The **Forecast Successful** message displays above the **Absence Events** section.

> **Note**: If the employee does not have a sufficient balance for the dates or duration requested, a **Forecast Error** message displays. The employee will not be able to submit the request if they receive a Forecast Error message. If the employee feels they should have a sufficient balance, they should contact their supervisor or agency Absence Management Administrator.

9.   Click the **Submit** button.

The **Submit Confirmation** page displays.

10.   Click the **OK** button.

The **Timesheet** page returns.
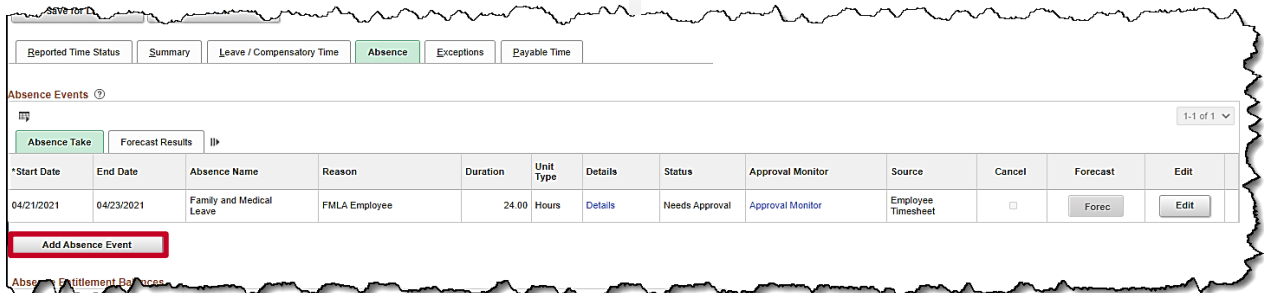
Note: When using FMLA, another absence must be used for the same day(s).
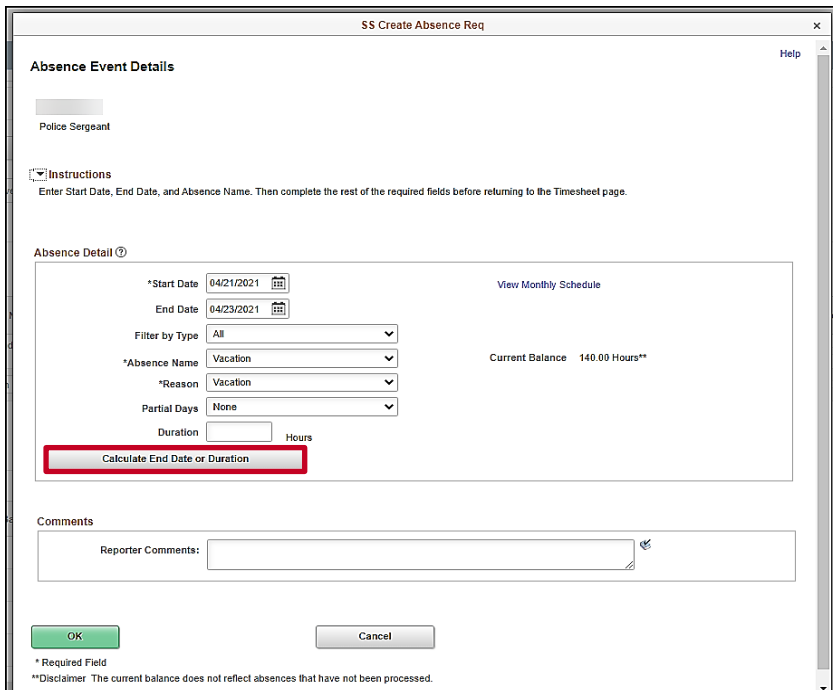
11. Click the **Add Absence Event** button. This will enable a new row to enter the absence to be used in conjunction with FMLA.

The **Timesheet** page displays with the new absence row enabled.
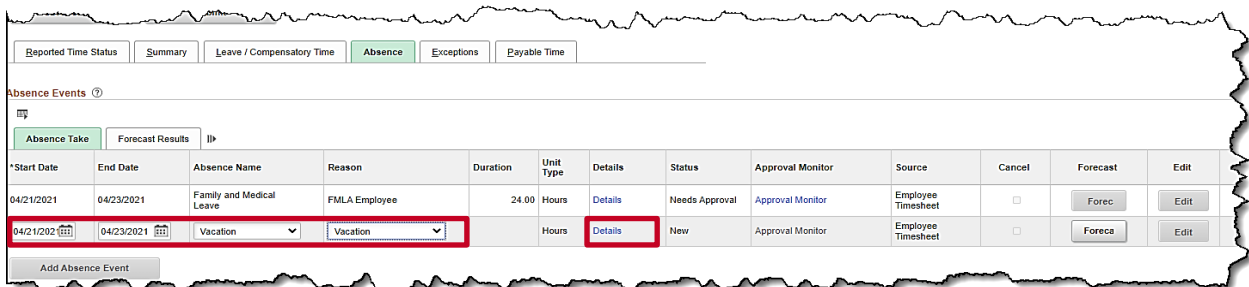
12. Enter the details for the absence on the newly enabled **Absence Take** row. In this example, 3 days of vacation were entered.

   a. Enter the first date of the Absence event in the **Start Date** field. In this example, 04/21/2021 was entered.

   b. Enter the end date of the Absence event in the **End Date** field. In this example, 04/23/2021 was entered.

   c. Select the applicable **Absence Name** using the dropdown button provided. Select an allowable absence type that can be used along with FMLA. In this example, Vacation was selected.

   d. Select the applicable **Reason** using the dropdown button provided. In this example, Vacation was selected.

13. Click the **Details** link.

The **SS Create Absence Req** page displays.

14. Click the **Calculate End Date or Duration** button. In this example, 3 full days of vacation were used.

    Note: Comments can be entered in the **Reporter Comments** field. Please note, comments entered are visible to others and therefore should not contain personal information.

The **Duration Hours** populate.

15. Click the **OK** button.

The **Timesheet** page returns with the **Absence Take** tab displayed by default.
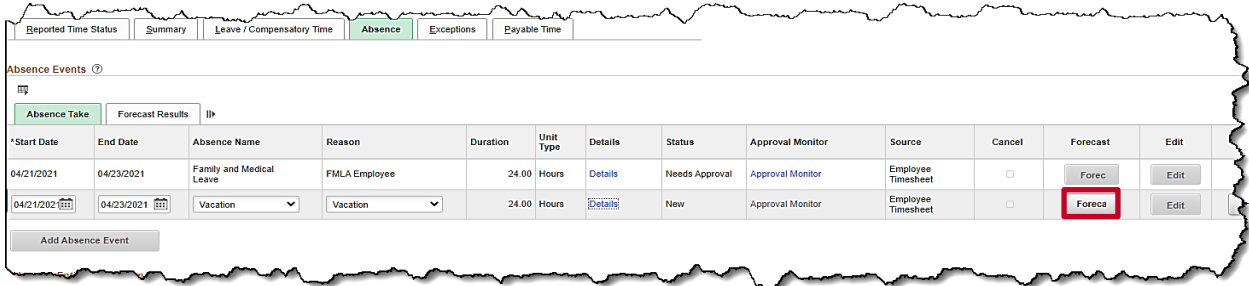
16.   Click the **Forecast** button.

The **Forecast Successful** message displays above the **Absence Events** section and the absence is added to the Timesheet.
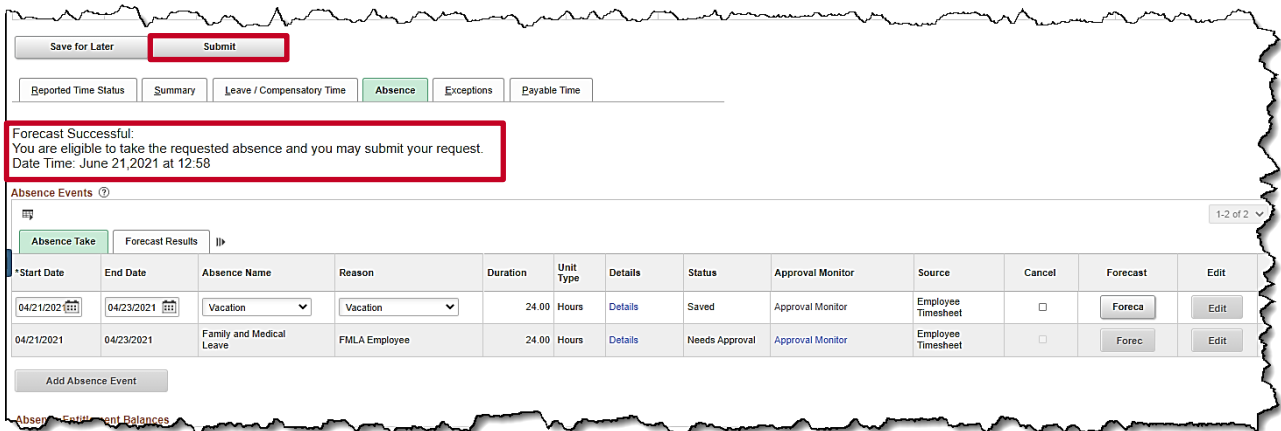
Note: If the employee does not have a sufficient leave balance for the dates or duration requested, a **Forecast Error** message displays. The employee will not be able to submit the request if they receive a Forecast Error message. If an employee feels they should have a sufficient balance, they should contract their Supervisor or agency Absence Management Administrator.

17.   Click the **Submit** button.

The Submit Confirmation message displays in a pop-up window.

18.   Click the **OK** button.

The **Timesheet** page displays.

19. Scroll down as needed and review the reported time status information to verify the time has submitted.

Using Compensatory (Comp) Leave

In this scenario, compensatory leave that was previously earned will be taken.

Note: This scenario only applies to agencies using Cardinal Absence Management.

1.   Click the **Time** tile on the **Cardinal Homepage** to navigate to the **Timesheet** page.

   Note: If the correct week is not displayed use the **Previous Week** link, **Next Week** link, or **Date** field to navigate to the correct week.

The **Timesheet** page displays.

2.   Click the **Leave/Compensatory Time** tab to verify the balance.

The **Leave/Compensatory Time Balance** section displays.

   Note: This section displays compensatory, and overtime leave balances. In this example, the employee has 6 hours of Compensatory Leave (COMP_LEAVE) that can be taken.

3. Click the **View Detail** icon or the **Plan** field **COMP_LEAVE**, to view additional compensatory time balance details.

The **Leave and Compensatory Time** page displays in a pop-up window.

4. Check the **Expiration date** field, which is the last date this leave can be taken. In this example, the employee's Compensatory Leave Plan hours expire on 03/26/2022.

5. Click the **Close** icon.

The **Timesheet** page returns.

6. Enter the regular hours worked on the first available row In the Time Entry grid. In this example, 8.00 hours were entered for Monday, Tuesday, Wednesday and Thursday and 4.00 hours were entered for Friday.

7. Select the applicable **Time Reporting Code** (TRC) for the hours using the dropdown button provided. In this example, REG-Regular Hours was selected.

8. Enter the hours of compensatory leave in the next available row in the Time Entry grid. In this example, 4.00 was entered in the **Fri** field.

9. Select the applicable **TRC** for the hours using the dropdown button provided. In this example, CCL – Compensatory Leave Taken was selected.

10. Click the **Submit** button.

The **Submit Confirmation** page displays.

Timesheet
Submit Confirmation

☑ The Submit was successful.
Time for the Week of 2021-03-29 to 2021-04-04 is submitted

OK

11. Click the **OK** button.

The **Timesheet** page displays.

	Mon 3/29	Tue 3/30	Wed 3/31	Thu 4/1	Fri 4/2	Sat 4/3	Sun 4/4	Total	Time Reporting Code
					4.00			4.00	CCL - Compensatory Leave Taken ▼
	8.00	8.00	8.00	8.00	4.00			36.00	REG - Regular Hours ▼

Save for Later   Submit

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions Payable Time

Reported Time Status

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Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
03/29/2021	Submitted	8.00	REG	Regular Hours	8.00	💬
03/30/2021	Submitted	8.00	REG	Regular Hours	8.00	💬
03/31/2021	Submitted	8.00	REG	Regular Hours	8.00	💬
04/01/2021	Submitted	8.00	REG	Regular Hours	8.00	💬
04/02/2021	Submitted	4.00	CCL	Compensatory Leave Taken	8.00	💬
04/02/2021	Submitted	4.00	REG	Regular Hours	8.00	💬

12. Scroll down as needed and review the reported time status information to verify the time has submitted.

Creating a New Absence Event (No Partial Days)

In this scenario, a new Absence Event will be created. For this scenario, (2) full days of vacation will be taken.

Note: This scenario only applies to agencies using Cardinal Absence Management. Additionally, this section of the Job Aid is not for use by employees with a Variable Work Schedule. If you are an employee with a Variable Work Schedule, refer to the Creating a New Absence Event (With Partial Day(s)) section of this Job Aid.

1.   Click the **Time** tile on the **Cardinal Homepage** to navigate to the **Timesheet** page.

      Note: If the correct week is not displayed, use the **Previous Week** link, **Next Week** link, or **Date** field to navigate to the correct week.

The **Timesheet** page displays.

2.   Click the **Absence** tab.

The **Absence Events** section displays.

The page refreshes and the first row within the **Absence Take** grid populates with some defaulted data.

3. The **Start Date** field defaults to the first day for this particular Timesheet. Update the start date as needed using the **Calendar** icon provided to denote the actual first day of the absence.

4. The **End Date** field defaults to the first day for this particular Timesheet or to the same date just selected for the start date if an update was made to the **Start Date** field. Update the end date as needed using the **Calendar** icon provided to denote the actual last day of the absence.

5. Click the **Absence Name dropdown** button and then select the applicable absence name list item.

    Note: The list items available for selection will vary based on the absence types that individual employees are eligible for.

The page refreshes and the **Reason** field is now available for update.

6. Click the **Reason dropdown** button and then select the applicable absence reason list item.

7.   Click the **Details** link.

The **SS Create Absence Req** page displays in a pop-up window.

Note: The information previously entered (Start Date, End Date, Absence Name, and Absence Reason) populates in the corresponding fields. Additionally, your current balance for the applicable Absence Type displays on the right side of the page.

8.   Review the information and update as needed. Once complete, click the **Calculate End Date or Duration** button.

The page refreshes and the system generates the total number of absence hours in the **Duration** field.

9. Review the total number of absence hours in the **Duration** field and ensure accuracy.

10. Optionally enter comments for the Approver in the **Reporter Comments** field.

11. Click the **OK** button.

The **Timesheet** page returns.

12. Click the horizontal scrollbar as needed to scroll over to the right side of the page.

Status	Approval Monitor	Source	Cancel	Forecast	Edit	Delete
						1-1 of 1 ⌄
New	Approval Monitor	Manager Timesheet	☐	Foreca	Edit	Dele

13. Click the **Forecast** button.

Note: Most Absence Types must be forecasted successfully in order to be submitted for approval. This is true regardless of whether the Absence Event being entered is historical, current, or future dated.

The page refreshes and a Forecast Successful message displays. Additionally, the absence hours are now displayed in the **Timesheet** grid with the corresponding Time Reporting Code.

From Monday 11/29/2021 to Sunday 12/05/2021 ⓘ

	Mon 11/29	Tue 11/30	Wed 12/1	Thu 12/2	Fri 12/3	Sat 12/4	Sun 12/5	Total	Time Reporting Code	*Task
				8.00	8.00			16.00	VAC - Vacation	30100

Save for Later	Submit		Apply Schedule

Reported Time Status	Summary	Leave / Compensatory Time	Absence	Exceptions	Payable Time

Forecast Successful:
You are eligible to take the requested absence and you may submit your request.
Date Time: April 05,2022 at 15:12
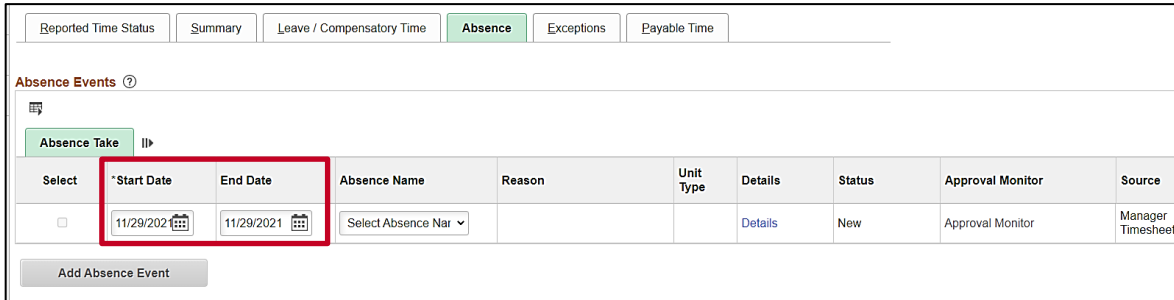
Absence Events ⓘ

Absence Take	Forecast Results	‖▷

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor
☐	12/02/2021 📅	12/03/2021 📅	Vacation ⌄	Vacation ⌄	16.00	Hours	Details	Saved	Approval Monitor

Add Absence Event

Note: If the forecast is unsuccessful, you do not have a sufficient balance for the selected absence type. Update the absence type or duration as needed until the Absence Event can be forecasted successfully.

14. Click the **Submit** button.

The **Submit Confirmation** page displays.

15.   Click the **OK** button.

The **Timesheet** page returns.

Note: Vacation hours require approval before they can be processed. Notice the status for the Absence Event is now "Needs Approval".

Creating a New Absence Event (With Partial Days)

In this scenario, a new Absence Event will be created. For this scenario, (1) half-day and (1) full day of vacation will be taken.

Note: This scenario only applies to agencies using Cardinal Absence Management.

1.   Click the **Time** tile on the **Cardinal Homepage** to navigate to the **Timesheet** page.

Note: If the correct week is not displayed, use the **Previous Week** link, **Next Week** link, or **Date** field to navigate to the correct week.

The **Timesheet** page displays.

2.   Click the **Absence** tab.

The **Absence Events** section displays.

The page refreshes and the first row within the **Absence Take** grid populates with some defaulted data.

3. The **Start Date** field defaults to the first day for this particular Timesheet. Update the start date as needed using the **Calendar** icon provided to denote the actual first day of the absence.

4. The **End Date** field defaults to the first day for this particular Timesheet or to the same date just selected for the start date if an update was made to the **Start Date** field. Update the end date as needed using the **Calendar** icon provided to denote the actual last day of the absence.

5. Click the **Absence Name dropdown** button and then select the applicable absence name list item.

   Note: The list items available for selection will vary based on the absence types that individual employees are eligible for.

The page refreshes and the **Reason** field is now available for update.

6. Click the **Reason dropdown** button and then select the applicable absence reason list item.

7.   Click the **Details** link.

The **SS Create Absence Req** page displays in a pop-up window.

Note: The information previously entered (Start Date, End Date, Absence Name, and Absence Reason) populates in the corresponding fields. Additionally, your current balance for the applicable Absence Type displays on the right side of the page.

8.   Review the information and update as needed.

9.   The **Partial Days** field defaults to "None" and must be updated.

   Note: Employees with a Variable Work Schedule must always select a Partial Days option. Remember, Varable Work Schedules calculate time at 24 hours per day so partial days and actual hours must be entered so that the absence duration will calculate correctly.
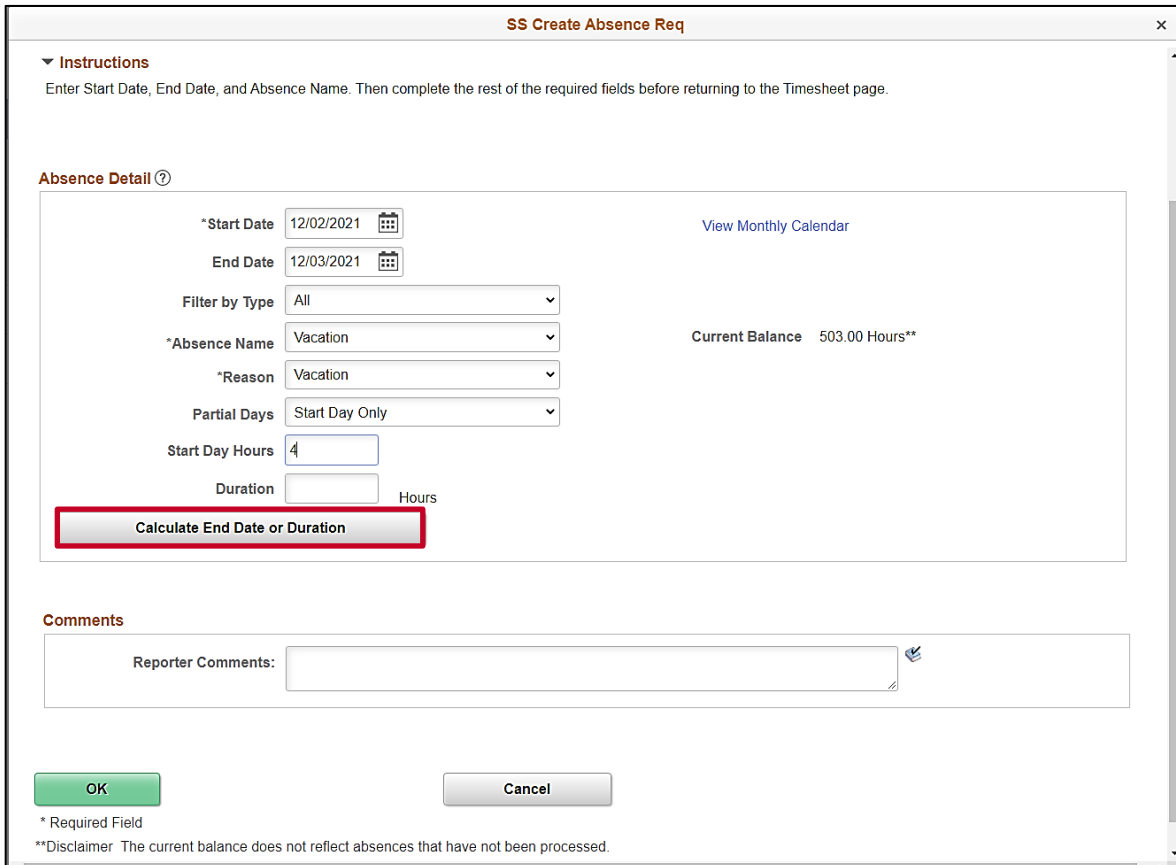
10.   Click the **Partial Days dropdown** button and select the applicable list item based on the following:

   i.   All Days: Select this option if every day of the absence is going to be a partial day. This is the appropriate selection for employees with a Variable Work Schedule. This selection should also be used if this is just a (1) partial day absence

   ii.   End Day Only: Select this option when only the last day of the absence is a partial day

   iii.   Start Day Only: Select this option when only the first day of the absence is a partial day

   iv.   Start and End Days: Select this option when both the first day and the last day of the absence will be partial days

The page refreshes.

Note: In this scenario, the "Start Day Only" option was selected. Therefore, a **Start Day Hours** field displays. The **Hours** field that will display will vary based on the Partial Days option selected.

11. Enter the applicable number of hours being taken as an absence on the partial day(s) in the corresponding **Hours** field.

12. Click the **Calculate End Date or Duration** button.

The page refreshes and the system generates the total number of absence hours in the **Duration** field.

13.   Review the total number of absence hours in the **Duration** field and ensure accuracy.

14.   Optionally enter comments for the Approver in the **Reporter Comments** field.

15.   Click the **OK** button.

The **Timesheet** page returns.

16.   Click the horizontal scrollbar as needed to scroll over to the right side of the page.

17.   Click the **Forecast** button.

Note: Most Absence Types must be forecasted successfully in order to be submitted for approval. This is true regardless of whether the Absence Event being entered is historical, current, or future dated.

The page refreshes and a Forecast Successful message displays. Additionally, the absence hours are now displayed in the **Timesheet** grid with the corresponding Time Reporting Code.

Note: If the forecast is unsuccessful, you do not have a sufficient balance for the selected absence type. Update the absence type or duration as needed until the Absence Event can be forecasted successfully.

18. Click the **Submit** button.

The **Submit Confirmation** page displays.

19.   Click the **OK** button.

The **Timesheet** page returns.

Note: Vacation hours require approval before they can be processed. Notice the status for the Absence Event is now "Needs Approval".

Editing an Absence Event

In this scenario, an absence event that was previously submitted will be edited. The original request is for 2 days of vacation and needs to be updated as the first day of vacation will be adjusted to 4 hours.

Note: This scenario only applies to agencies using Cardinal Absence Management.

1. Click the **Time** tile on the **Cardinal Homepage** to navigate to the **Timesheet** page.

    Note: If the correct week is not displayed use the **Previous Week** link, **Next Week** link, or **Date** field to navigate to the correct week.

The **Timesheet** page displays.

2. Click the **Absence** tab.

The **Absence Events** section displays.

3. Click the **Edit** button for the absence that needs to be adjusted.

4. Click the **Details** link.

The **SS Create Absence Req** page displays in a pop-up window.

5.   Click the **Partial Days** dropdown menu to update the first day to a partial day.

The **Partial Days** list menu displays.

6.   Click the **Start Day Only** option from the list menu.

The **SS Create Absence Req** page returns and the selected **Partial Days** option displays.
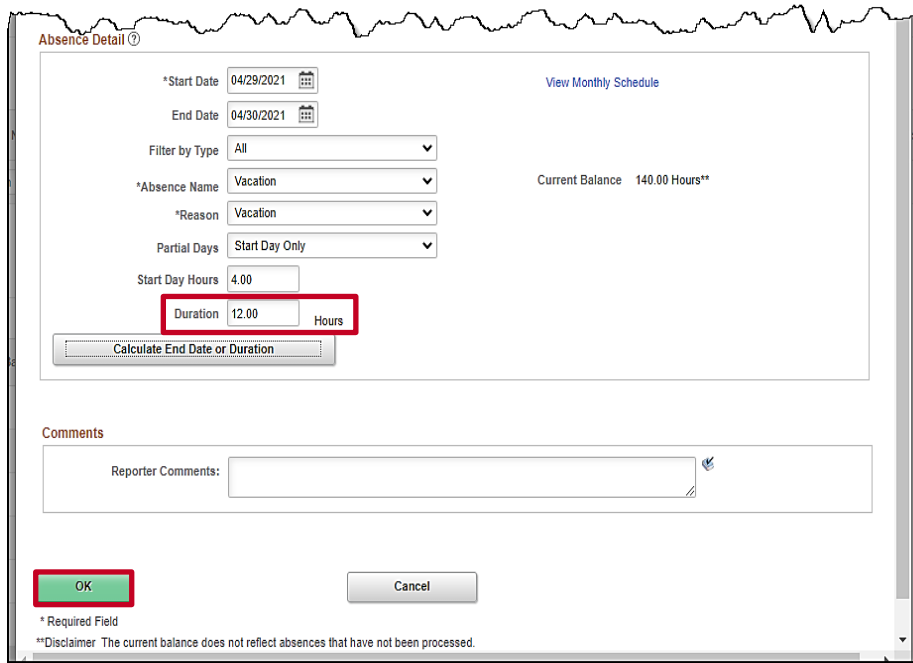
7.   Enter the partial hours in the **Start Day Hours** field. In this example, **4.00** hours was entered.

8.   Click the **Calculate End Date or Duration** button to calculate the hours based on the adjustment.

The hours in the **Duration** field update.

9.   Click the **OK** button.

The **Timesheet** page returns.

10. Click the **Forecast** button to verify that the time requested is available.

The **Forecast Successful** message displays above the **Absence Events** section.

11. If needed, report any additional time required in the Time Entry grid. In this example, 4 hours are added in the Thursday field on the row for the **REG-Regular hours** TRC**.**

12. Click the **Submit** button.

The **Submit Confirmation** page displays.

13. Click the **OK** button.

The **Timesheet** page returns.

13. Scroll down as needed and review the reported time status information to verify the time has submitted.

Note: Vacation hours require approval before they can be processed.

Cancelling an Absence

In this scenario, an absence that was requested and submitted will be cancelled.

Note: This scenario only applies to agencies using Cardinal Absence Management.

1.   Click the **Time** tile on the **Cardinal Homepage** to navigate to the **Timeshee**t page and to the week which contains the absence to cancel.

    Note: If the correct week is not displayed use the **Previous Week** link, **Next Week** link, or **Date** field to navigate to the correct week.

The **Timesheet** page displays.

2.   Click the **Absence** tab.

3.   Click the **Edit** button on the row for the absence that needs to be cancelled. This opens the absence for editing.

The absence displays for editing.

4. Click the **Cancel** checkbox.

5. Click the **Submit** button.
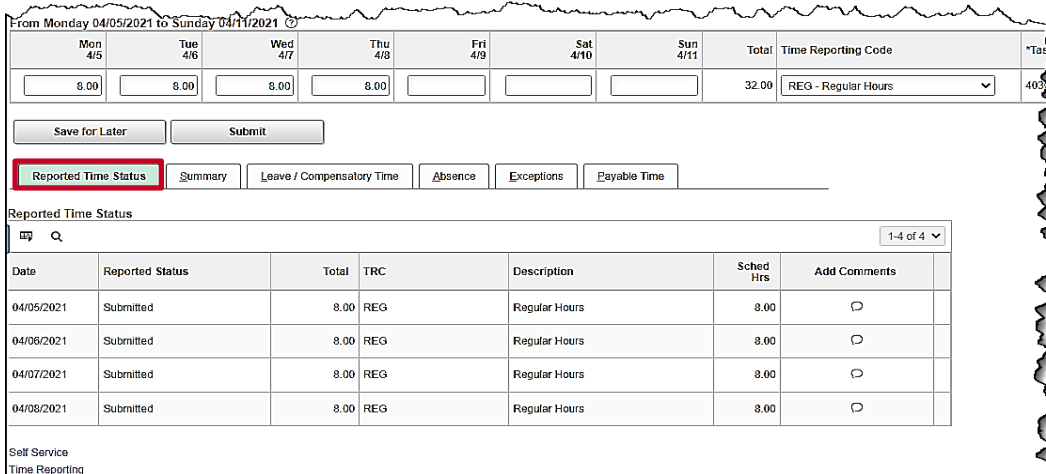
The **Submit Confirmation** page displays.

6. Click the **OK** button.

The **Timesheet** page displays.

7. Scroll down as needed to verify the absence does not appear on the Timesheet or in the reported time status information to confirm that the absence has been canceled.

Re-checking Future Absence Events

In this scenario an absence event forecast balance will be re-checked to ensure that the absence event for a future date has sufficient hours to cover the request.

Note: Any portion of the absence that exceeds the entitlement balance is treated as **LNP** (Pay Docking).

1. Click the **Time** tile on the **Cardinal Homepage** to navigate to the **Timeshee**t page and to the week which contains the absence to re-check.

    Note: If the correct week is not displayed use the **Previous Week** link, **Next Week** link, or **Date** field to navigate to the correct week.

The **Timesheet** page displays.

2. Click the **Absence** tab.

The **Absence Events** section displays.

3.   Click on the **Forecast Results** tab.

The **Forecast Results** tab displays.

4.   Review the **Forecast Value**.

5.   Click the **Forecast Details** link to get more information if the Forecast Value is **INELIGIBLE**.

The **Absence Forecast Results** page displays in a pop-up window and shows the expected hours to be paid and/or unpaid and the remaining balance after the absence has been deducted. In this example, it shows that 8 hours will be unpaid (**LNP** – Pay Docking).

Note: Adjust absence events that have insufficient balances; otherwise, Cardinal processes the absence as **LNP** (Pay Docking).

6.   Click the **Return to Timesheet** link.