



**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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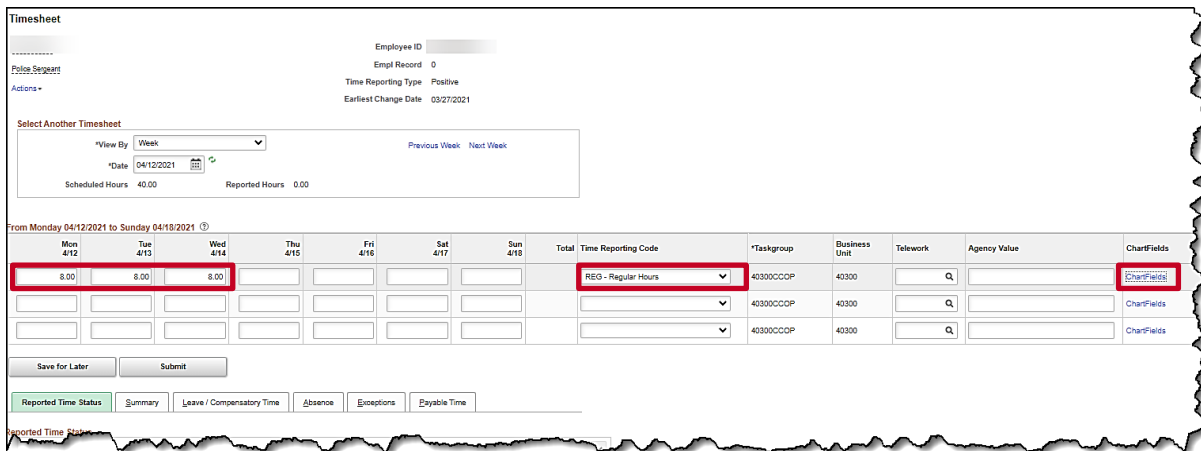
### Entering Regular Time and Multiple ChartField Distributions

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.

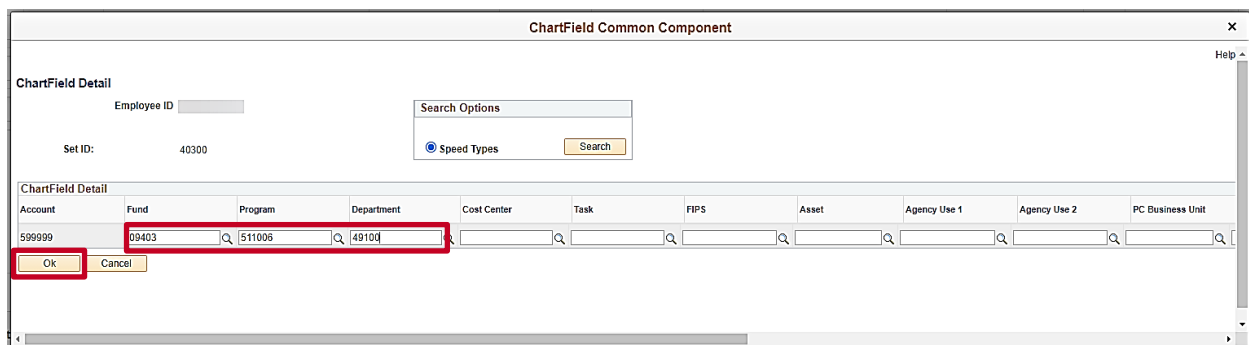
The **Timesheet** page displays.



The screenshot shows the 'Timesheet' interface. At the top, there are fields for Employee ID, Empl Record (0), Time Reporting Type (Positive), and Earliest Change Date (03/27/2021). Below this is a 'Select Another Timesheet' section with a 'View By' dropdown set to 'Week', a date field set to '04/12/2021', and 'Previous Week' and 'Next Week' links. The main grid is titled 'From Monday 04/12/2021 to Sunday 04/18/2021'. The grid has columns for days of the week and rows for different ChartField distributions. The first row shows 8.00 hours for Monday, Tuesday, and Wednesday, with a dropdown menu set to 'REG - Regular Hours'. The 'ChartFields' column has a link labeled 'ChartFields'.

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.



The screenshot shows the 'ChartField Common Component' pop-up window. It has a title bar with 'ChartField Common Component' and a close button. Below the title bar is a 'ChartField Detail' section with fields for Employee ID and Set ID (40300). There is a 'Search Options' section with a radio button for 'Speed Types' and a 'Search' button. Below this is a table with columns: Account, Fund, Program, Department, Cost Center, Task, FIPS, Asset, Agency Use 1, Agency Use 2, and PC Business Unit. The first row of data shows Account 599999, Fund 09403, Program 511006, and Department 49100. At the bottom, there are 'Ok' and 'Cancel' buttons.

## ESS392 Time Entry Scenarios – Positive Time Reporter

- 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**.

- Click the **Ok** button.

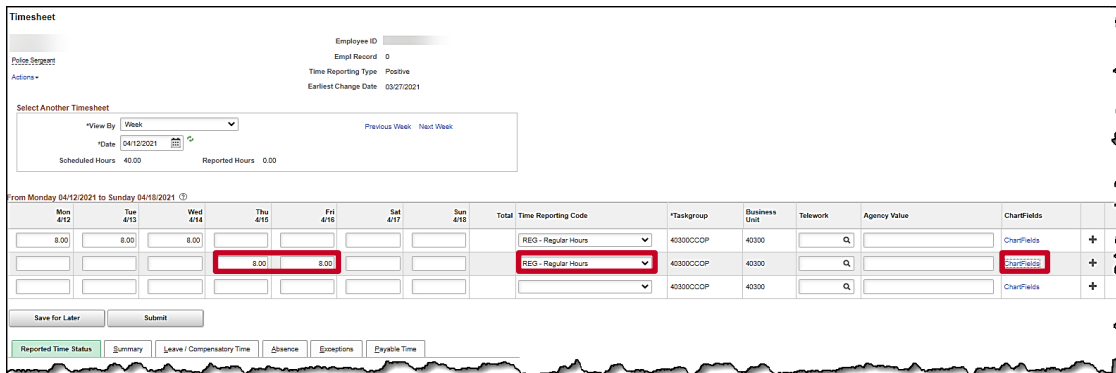
If the ChartFields combination entered is valid, the **Timesheet** page displays. Skip to Step 9.

If the ChartFields combination is invalid, a notification displays in a pop-up window.



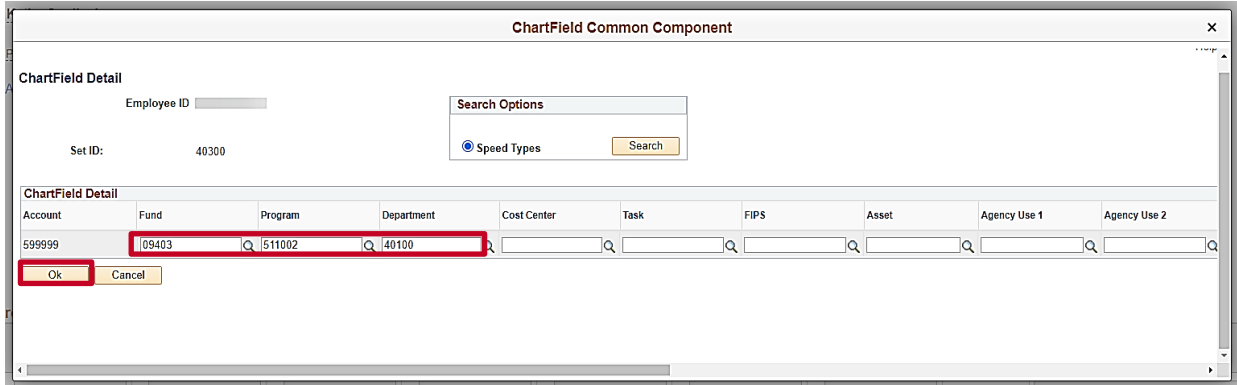
- Click the **OK** button on the message.
- The invalid field(s) are highlighted in red. Correct the error(s) and then click the **Ok** button.

The **Timesheet** page displays.



- 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.
- Select the applicable **Time Reporting Code** (TRC) for the hours using the dropdown button provided.
- Click the **ChartFields** link for the corresponding row.

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

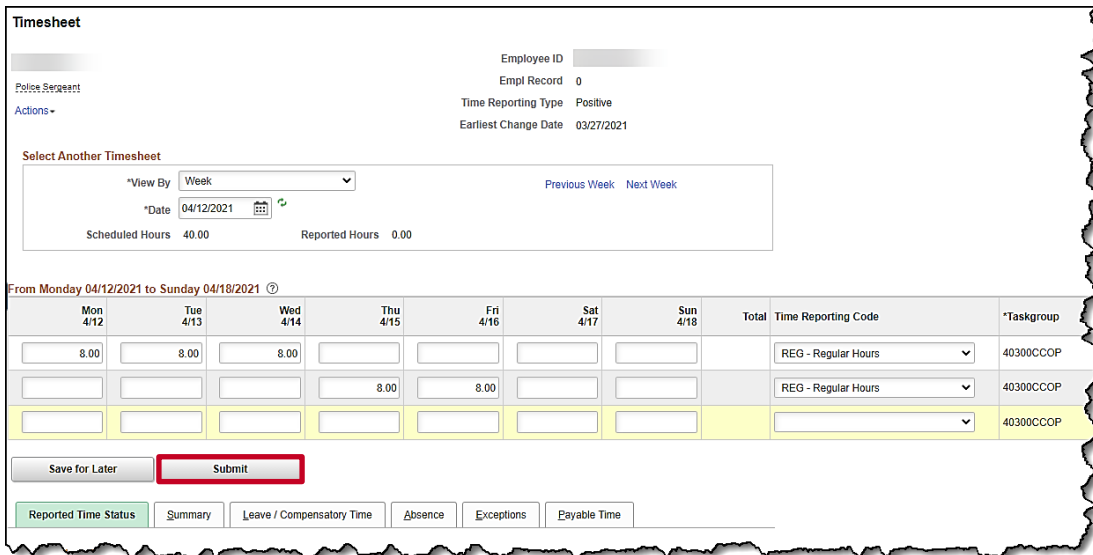


12. Enter the ChartField information (charge distribution) for the hours entered. In this example, the Fund, Program, and Department were entered. If an employee has questions regarding which distribution to enter, they should reach out to their supervisor for guidance.

**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.

Timesheet

**Submit Confirmation**

The Submit was successful.  
Time for the Week of 2021-04-12 to 2021-04-18 is submitted

**OK**

15. Click the **OK** button.

The **Timesheet** page returns.

From Monday 04/12/2021 to Sunday 04/18/2021 ⓘ

| Mon<br>4/12 | Tue<br>4/13 | Wed<br>4/14 | Thu<br>4/15 | Fri<br>4/16 | Sat<br>4/17 | Sun<br>4/18 | Total | Time Reporting Code |
|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------|---------------------|
| 8.00        | 8.00        | 8.00        | 8.00        | 8.00        |             |             | 16.00 | REG - Regular Hours |
|             | 8.00        | 8.00        |             |             |             |             | 24.00 | REG - Regular Hours |

**Reported Time Status**

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| Date       | Reported Status | Total | TRC | Description   | Sched Hrs | Add Comments         |
|------------|-----------------|-------|-----|---------------|-----------|----------------------|
| 04/12/2021 | Submitted       | 8.00  | REG | Regular Hours | 8.00      | <input type="text"/> |
| 04/13/2021 | Submitted       | 8.00  | REG | Regular Hours | 8.00      | <input type="text"/> |
| 04/14/2021 | Submitted       | 8.00  | REG | Regular Hours | 8.00      | <input type="text"/> |
| 04/15/2021 | Submitted       | 8.00  | REG | Regular Hours | 8.00      | <input type="text"/> |
| 04/16/2021 | Submitted       | 8.00  | REG | Regular Hours | 8.00      | <input type="text"/> |

Self Service  
Time Reporting

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.

**Timesheet**

Employee ID: [Redacted]  
 Empl Record: 0  
 Time Reporting Type: Positive  
 Earliest Change Date: 11/18/2019

Police Sergeant: [Redacted]  
 Actions: [Dropdown]

Select Another Timesheet

\*View By: Week [Dropdown] Previous Week Next Week  
 \*Date: 11/18/2019 [Calendar Icon]  
 Scheduled Hours: 40.00 Reported Hours: 40.00

From Monday 11/18/2019 to Sunday 11/24/2019

|  | Mon 11/18 | Tue 11/19 | Wed 11/20 | Thu 11/21 | Fri 11/22 | Sat 11/23 | Sun 11/24 | Total | Time Reporting Code |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|---------------------|
|  | 8.00      | 8.00      | 8.00      | 8.00      | 6.00      |           |           | 40.00 | REG - Regular Hours |

Save for Later Submit

Reported Time Status Summary Absence Exceptions Payable Time

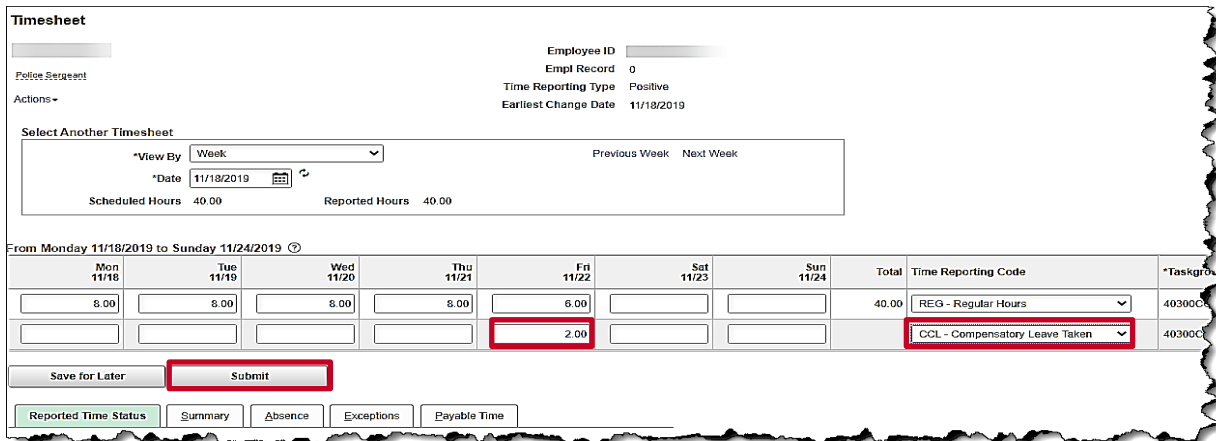
2. Click in the applicable day of the Time Entry grid to be changed and update the hours. In this example, the Friday hours were reduced.
3. Scroll to the far right of the Time Entry grid.

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

|                                     | *Taskgroup | Business Unit | Telework                       | Agency Value         | ChartFields |                                |                                |
|-------------------------------------|------------|---------------|--------------------------------|----------------------|-------------|--------------------------------|--------------------------------|
| <input checked="" type="checkbox"/> | 40300CCOP  | 40300         | <input type="text" value="Q"/> | <input type="text"/> | ChartFields | <input type="text" value="+"/> | <input type="text" value="-"/> |

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

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



**Timesheet**

Employee ID: [Redacted]  
 Empl Record: 0  
 Time Reporting Type: Positive  
 Earliest Change Date: 11/19/2019

Police Section: [Redacted]  
 Actions: -

Select Another Timesheet

\*View By: Week  
 \*Date: 11/18/2019  
 Scheduled Hours: 40.00    Reported Hours: 40.00

From Monday 11/18/2019 to Sunday 11/24/2019


| Mon 11/18 | Tue 11/19 | Wed 11/20 | Thu 11/21 | Fri 11/22 | Sat 11/23 | Sun 11/24 | Total | Time Reporting Code            | *Taskgro |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|--------------------------------|----------|
| 8.00      | 8.00      | 8.00      | 8.00      | 6.00      |           |           | 40.00 | REG - Regular Hours            | 403000   |
|           |           |           |           | 2.00      |           |           |       | CCL - Compensatory Leave Taken | 403000   |

Buttons: Save for Later, **Submit**

Reported Time Status | Summary | Absence | Exceptions | Payable Time

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.



**Timesheet**

**Submit Confirmation**

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

**OK**

8. Click the **OK** button.



# Time & Attendance Job Aid

## ESS392 Time Entry Scenarios – Positive Time Reporter

The Timesheet page returns.

Select Another Timesheet

\*View By  Week Previous Week Next Week

\*Date

Scheduled Hours 40.00      Reported Hours 40.00

---

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

| 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 |
|----------|----------|----------|----------|----------|---------|---------|-------|--|------------|
|          |          |          |          | 2.00     |         |         | 2.00  | CCL - Compensatory Leave Taken <input checked="" type="checkbox"/> | 40300CCOP  |
| 8.00     | 8.00     | 8.00     | 8.00     | 6.00     |         |         | 38.00 | REG - Regular Hours <input checked="" type="checkbox"/>            | 40300CCOP  |

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

Reported Time Status 1-6 of 6

| Date       | Reported Status | Total | TRC | Description              | Sched Hrs | Add Comments |
|------------|-----------------|-------|-----|--------------------------|-----------|--------------|
| 01/27/2020 | Submitted       | 8.00  | REG | Regular Hours            | 8.00      | 🗨️           |
| 01/28/2020 | Submitted       | 8.00  | REG | Regular Hours            | 8.00      | 🗨️           |
| 01/29/2020 | Submitted       | 8.00  | REG | Regular Hours            | 8.00      | 🗨️           |
| 01/30/2020 | Submitted       | 8.00  | REG | Regular Hours            | 8.00      | 🗨️           |
| 01/31/2020 | Submitted       | 2.00  | CCL | Compensatory Leave Taken | 8.00      | 🗨️           |
| 01/31/2020 | Submitted       | 6.00  | REG | Regular Hours            | 8.00      | 🗨️           |

- 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.

The screenshot shows the 'Timesheet' interface. At the top, there are fields for Employee ID, Empl Record (0), Time Reporting Type (Positive), and Earliest Change Date (11/27/2019). Below this is a 'Select Another Timesheet' section with a 'View By' dropdown set to 'Week' and a 'Date' field set to '01/27/2020'. It also shows 'Scheduled Hours' as 168.00 and 'Reported Hours' as 0.00. The main part of the form is a table for the week of Monday 01/27/2020 to Sunday 02/02/2020. The table has columns for each day and a 'Total' column. The first row shows 8.00 hours for each day from Monday to Friday. The second row shows 5.00 hours for Tuesday. The third row shows 3.00 hours for Wednesday. The 'Time Reporting Code' column has dropdown menus set to 'REG - Regular Hours', 'UOS - Uncompensated Overtime', and 'OVS - OT @ Straight Time' for the first three rows respectively. The 'Taskgroup' and 'Business Unit' columns are set to '40300CCOP' and '40300'. Below the table are buttons for 'Save for Later', 'Submit', and 'Apply Schedule'. The 'Submit' button is highlighted with a red box. At the bottom, there are tabs for 'Reported Time Status', 'Summary', 'Absence', 'Exceptions', and 'Payable Time'. The 'Reported Time Status' tab is active, showing a search bar and a '1-1 of 1' indicator.

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

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.



# Time & Attendance Job Aid

## ESS392 Time Entry Scenarios – Positive Time Reporter

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

| 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 |
|----------|----------|----------|----------|----------|---------|---------|-------|------------------------------|------------|---------------|
|          |          | 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  | UCS - Uncompensated Overtime | 40300CCOP  | 40300         |

Reported Time Status

| 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  | UCS | 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.

Select Another Timesheet

\*View By: Week Previous Week Next Week

\*Date: 12/23/2019

Scheduled Hours: 40.00 Reported Hours: 0.00

From Monday 12/23/2019 to Sunday 12/29/2019

| Mon 12/23 | Tue 12/24 | Wed 12/25 | Thu 12/26 | Fri 12/27 | Sat 12/28 | Sun 12/29 | Total | Time Reporting Code | *Taskgroup | Business Unit |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|---------------------|------------|---------------|
|           |           |           | 8         | 8         |           |           |       | REG - Regular Hours | 40300CCOP  | 40300         |
|           |           |           |           |           |           |           |       |                     | 40300CCOP  | 40300         |
|           |           |           |           |           |           |           |       |                     | 40300CCOP  | 40300         |

Buttons: Save for Later, Submit

Tabs: Reported Time Status, Summary, Leave / Compensatory Time, Absence, Exceptions, Payable Time

**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.

Warning -- 2019-12-24 is scheduled as a holiday (13504,3003)

Reported Date is scheduled as a Holiday. Press OK to Save the Reported Time and return to Timesheet page. Press cancel to return to Timesheet page to save or change your Reported Time.

Buttons: OK, Cancel

**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.



# Time & Attendance Job Aid

## ESS392 Time Entry Scenarios – Positive Time Reporter

The **Absence Events** section displays.

| Mon 12/23 | Tue 12/24 | Wed 12/25 | Thu 12/26 | Fri 12/27 | Sat 12/28 | Sun 12/29 | Total | Time Reporting Code | *Taskgroup | Business Unit |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|---------------------|------------|---------------|
|           |           |           | 8.00      | 8.00      |           |           | 16.00 | REG - Regular Hours | 40300CCOP  | 40300         |

Save for Later Submit

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

Absence Events 1-1 of 1

Absence Take

| *Start Date | End Date | Absence Name | Reason | Unit Type | Details | Status | Approval Monitor | Source                      | Cancel                   | Edit |
|-------------|----------|--------------|--------|-----------|---------|--------|------------------|-----------------------------|--------------------------|------|
|             |          |              |        |           | Details |        | Approval Monitor | Administrator Absence Event | <input type="checkbox"/> | Edit |

Add Absence Event

Absence Entitlement Balances

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

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

, Forecast: Foreca. A red box highlights the 'Details' link in the 'Details' column."/>

| *Start Date | End Date   | Absence Name | Reason   | Duration | Unit Type | Details | Status | Approval Monitor | Source             | Cancel                   | Forecast |
|-------------|------------|--------------|----------|----------|-----------|---------|--------|------------------|--------------------|--------------------------|----------|
| 12/23/2019  | 12/23/2019 | Vacation     | Vacation |          | Hours     | Details | New    | Approval Monitor | Employee Timesheet | <input type="checkbox"/> | Foreca   |

Add Absence Event

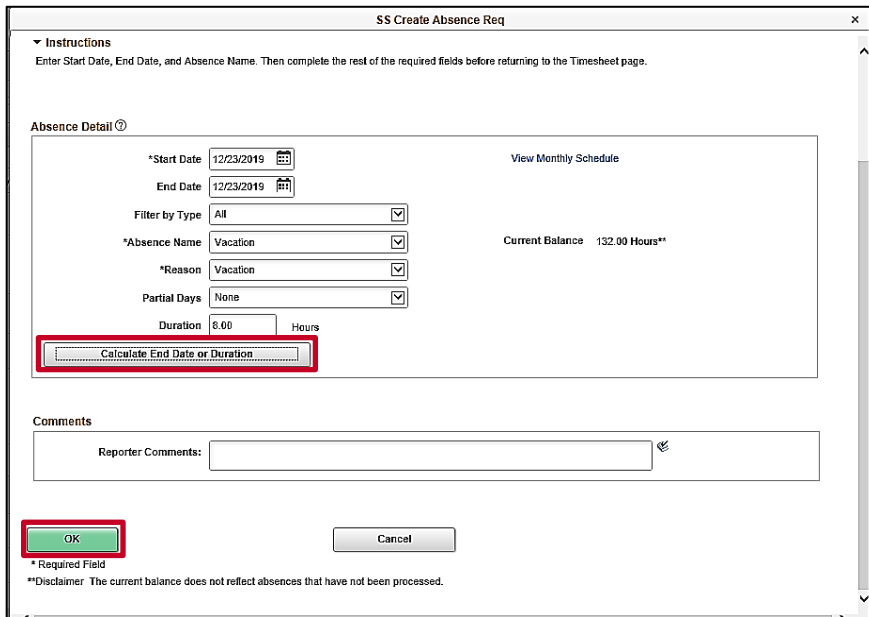
Absence Entitlement Balances 1-26 of 26

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

- Enter the first date of the Absence event in the **Start Date** field. In this example, 12/23/2019 was entered.
- Enter the end date of the Absence event in the **End Date** field. In this example, 12/23/2019 was entered.
- Select the applicable **Absence Name** using the dropdown button provided. In this example, Vacation was selected.
- 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.



**Instructions**  
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

**Absence Detail**

\*Start Date: 12/23/2019  
End Date: 12/23/2019  
Filter by Type: All  
\*Absence Name: Vacation  
\*Reason: Vacation  
Partial Days: None  
Duration: 8.00 Hours  
View Monthly Schedule  
Current Balance: 132.00 Hours\*\*

Calculate End Date or Duration

Reporter Comments:

OK Cancel

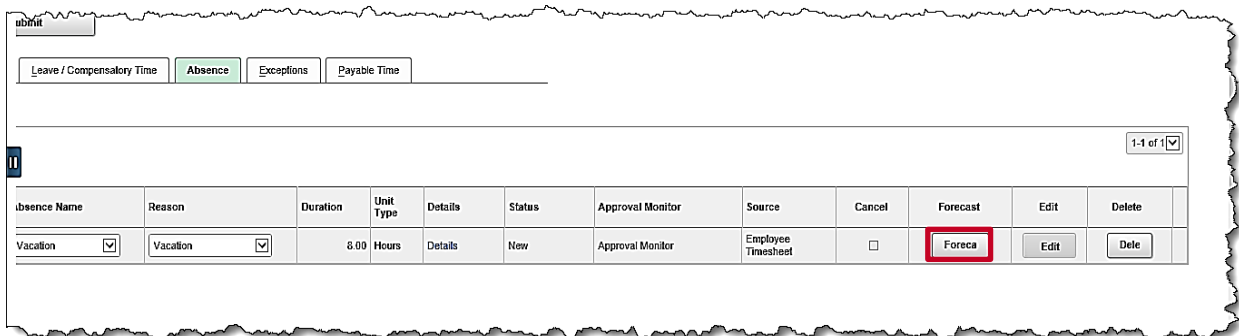
\* Required Field  
\*\*Disclaimer The current balance does not reflect absences that have not been processed.

- 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.

- Click the **OK** button.

The **Timesheet** page displays.



ubikit

Leave / Compensatory Time Absence Exceptions Payable Time

1-1 of 1

| Absence Name | Reason   | Duration | Unit Type | Details | Status | Approval Monitor | Source             | Cancel                   | Forecast | Edit | Delete |
|--------------|----------|----------|-----------|---------|--------|------------------|--------------------|--------------------------|----------|------|--------|
| Vacation     | Vacation | 8.00     | Hours     | Details | New    | Approval Monitor | Employee Timesheet | <input type="checkbox"/> | Foreca   | Edit | Dele   |

- Click the **Forecast** button.

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



# Time & Attendance Job Aid

## ESS392 Time Entry Scenarios – Positive Time Reporter

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

The screenshot shows a timesheet for the week of Monday 12/23/2019 to Sunday 12/29/2019. The interface includes a table for time entry, buttons for 'Save for Later' and 'Submit', and a section for 'Absence Events'. A red box highlights the 'Forecast Successful' message: 'Forecast Successful. You are eligible to take the requested absence and you may submit your request. Date Time: October 12,2020 at 11:11'. Below this, an absence event is listed with the following details:

| *Start Date | End Date   | Absence Name | Reason   | Duration | Unit Type | Details | Status | Approval Monitor | Source             | Cancel                   | Forecast |
|-------------|------------|--------------|----------|----------|-----------|---------|--------|------------------|--------------------|--------------------------|----------|
| 12/23/2019  | 12/23/2019 | Vacation     | Vacation | 8.00     | Hours     | Details | Saved  | Approval Monitor | Employee Timesheet | <input type="checkbox"/> | Foreca   |

**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.

The screenshot shows a dialog box titled 'Timesheet Submit Confirmation'. It contains a checkmark icon and the text: 'The Submit was successful. Time for the Week of 2019-12-23 to 2019-12-29 is submitted'. Below the text is an 'OK' button, which is highlighted with a red box.

13. Click the **OK** button.



# Time & Attendance Job Aid

## ESS392 Time Entry Scenarios – Positive Time Reporter

The **Timesheet** page displays.

Select Another Timesheet

\*View By: Week

\*Date: 12/23/2019

Scheduled Hours: 40.00      Reported Hours: 24.00

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From Monday 12/23/2019 to Sunday 12/29/2019

| Mon<br>12/23 | Tue<br>12/24 | Wed<br>12/25 | Thu<br>12/26 | Fri<br>12/27 | Sat<br>12/28 | Sun<br>12/29 | Total | Time Reporting Code | *Taskgroup | Business Unit |
|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-------|---------------------|------------|---------------|
| 8.00         |              |              | 8.00         | 8.00         |              |              | 16.00 | REG - Regular Hours | 40300CCOP  | 40300         |
|              |              |              |              |              |              |              | 8.00  | VAC - Vacation      | 40300CCOP  | 40300         |

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

Reported Time Status 1-3 of 3

| Date       | Reported Status | Total | TRC | Description   | Sched Hrs | Add Comments |
|------------|-----------------|-------|-----|---------------|-----------|--------------|
| 12/23/2019 | Needs Approval  | 8.00  | VAC | Vacation      | 8.00      |              |
| 12/26/2019 | Submitted       | 8.00  | REG | Regular Hours | 8.00      | ☐            |
| 12/27/2019 | Submitted       | 8.00  | REG | Regular Hours | 8.00      | ☐            |

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.

**Timesheet**

Employee ID: [Redacted]  
 Empl Record: 0  
 Time Reporting Type: Positive  
 Earliest Change Date: 03/27/2021

Select Another Timesheet

\*View By: Week [Previous Week Next Week]  
 \*Date: 04/19/2021  
 Scheduled Hours: 40.00 Reported Hours: 16.00

From Monday 04/19/2021 to Sunday 04/25/2021

| Mon 4/19 | Tue 4/20 | Wed 4/21 | Thu 4/22 | Fri 4/23 | Sat 4/24 | Sun 4/25 | Total | Time Reporting Code | *Taskgroup | Busine Unit |
|----------|----------|----------|----------|----------|----------|----------|-------|---------------------|------------|-------------|
| 8.00     | 8.00     |          |          |          |          |          | 16.00 | REG - Regular Hours | 40300CCOP  | 40300       |

Buttons: Save for Later, Submit

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

Reported Time Status

| Date       | Reported Status | Total | TRC | Description   | Sched Hrs | Add Comments |
|------------|-----------------|-------|-----|---------------|-----------|--------------|
| 04/19/2021 | Submitted       | 8.00  | REG | Regular Hours | 8.00      |              |

2. Click the **Absence** tab.

The **Absence Events** section displays.

| Mon 4/19 | Tue 4/20 | Wed 4/21 | Thu 4/22 | Fri 4/23 | Sat 4/24 | Sun 4/25 | Total | Time Reporting Code | *Taskgroup |
|----------|----------|----------|----------|----------|----------|----------|-------|---------------------|------------|
| 8.00     | 8.00     |          |          |          |          |          | 16.00 | REG - Regular Hours | 40300CCOP  |

Buttons: Save for Later, Submit

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

Absence Events

Absence Take

| *Start Date | End Date | Absence Name | Reason | Unit Type | Details | Status | Approval Monitor | Source                      | Cancel                   |
|-------------|----------|--------------|--------|-----------|---------|--------|------------------|-----------------------------|--------------------------|
|             |          |              |        |           | Details |        | Approval Monitor | Administrator Absence Event | <input type="checkbox"/> |

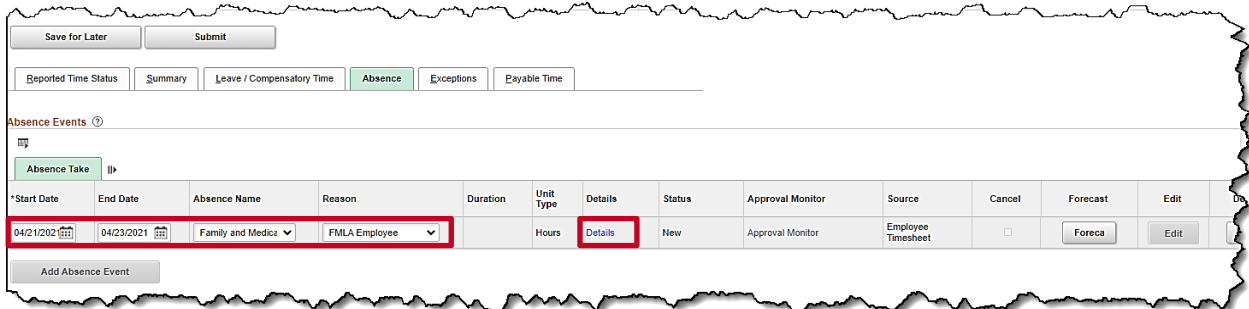
**Add Absence Event**

Absence Entitlement Balances



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

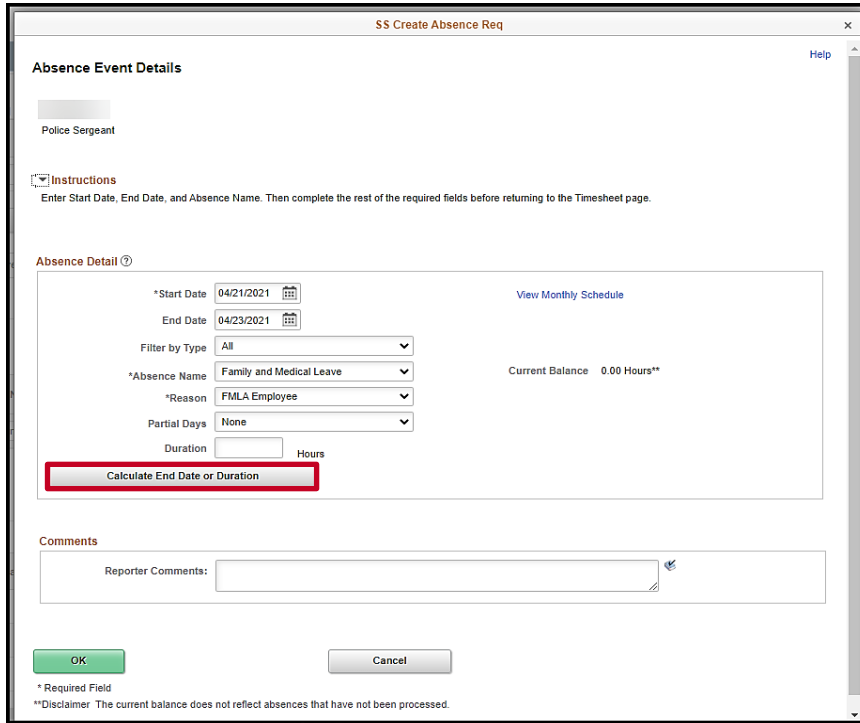
The **Absence Take** tab displays the newly enabled row.



The screenshot shows a web interface for managing absence events. At the top, there are buttons for 'Save for Later' and 'Submit'. Below that are tabs for 'Reported Time Status', 'Summary', 'Leave / Compensatory Time', 'Absence', 'Exceptions', and 'Payable Time'. The 'Absence' tab is active. Underneath, there's a section for 'Absence Events' with a search icon and a filter icon. A table is displayed with the following columns: Start Date, End Date, Absence Name, Reason, Duration, Unit Type, Details, Status, Approval Monitor, Source, Cancel, Forecast, and Edit. One row is highlighted in red, containing the following data: Start Date: 04/21/2021, End Date: 04/23/2021, Absence Name: Family and Medical Leave, Reason: FMLA Employee, Duration: Hours, Unit Type: Details, Status: New, Approval Monitor: Approval Monitor, Source: Employee Timesheet, and buttons for Cancel, Forecast, and Edit. Below the table is an 'Add Absence Event' button.

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.



**SS Create Absence Req**

Absence Event Details

Police Sergeant

**Instructions**  
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

**Absence Detail**

\*Start Date: 04/21/2021 [View Monthly Schedule](#)

End Date: 04/23/2021

Filter by Type: All

\*Absence Name: Family and Medical Leave Current Balance: 0.00 Hours\*\*

\*Reason: FMLA Employee

Partial Days: None

Duration: \_\_\_\_\_ Hours

**Calculate End Date or Duration**

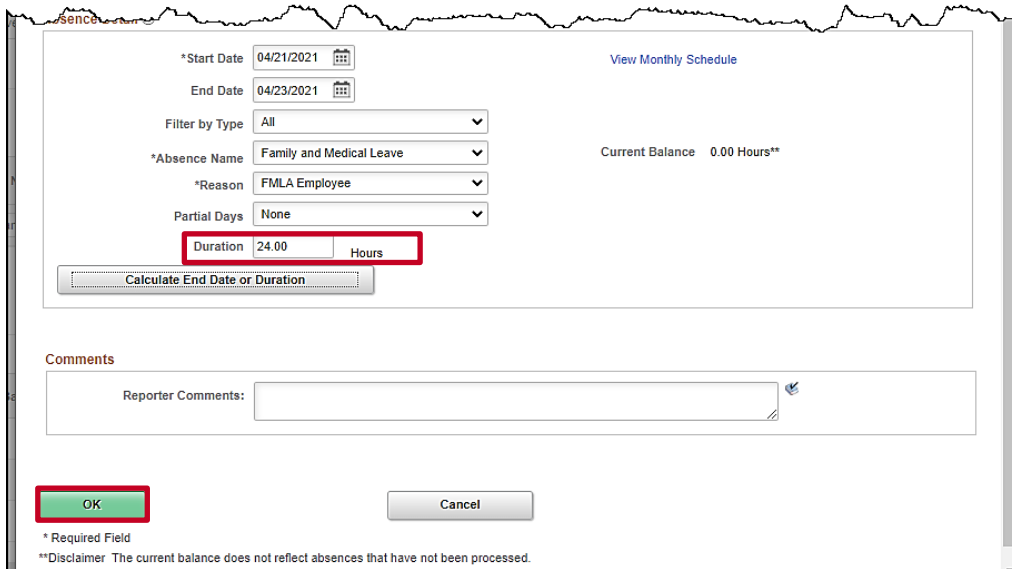
**Comments**

Reporter Comments: \_\_\_\_\_

**OK** **Cancel**

\* Required Field  
\*\*Disclaimer: The current balance does not reflect absences that have not been processed.

6. Click the **Calculate End Date or Duration** button. In this example, 3 days of FMLA were used. The **Duration** Hours field populates.



**SS Create Absence Req**

Absence Event Details

Police Sergeant

**Instructions**  
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

**Absence Detail**

\*Start Date: 04/21/2021 [View Monthly Schedule](#)

End Date: 04/23/2021

Filter by Type: All

\*Absence Name: Family and Medical Leave Current Balance: 0.00 Hours\*\*

\*Reason: FMLA Employee

Partial Days: None

Duration: 24.00 Hours

**Calculate End Date or Duration**

**Comments**

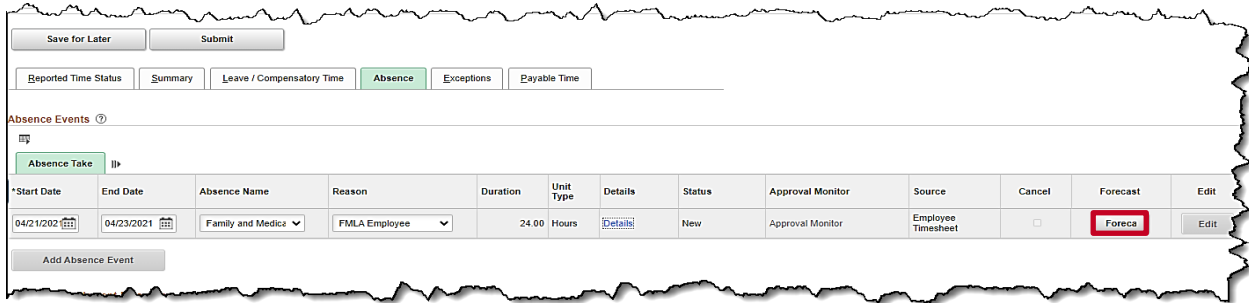
Reporter Comments: \_\_\_\_\_

**OK** **Cancel**

\* Required Field  
\*\*Disclaimer: The current balance does not reflect absences that have not been processed.

7. Click the **OK** button.

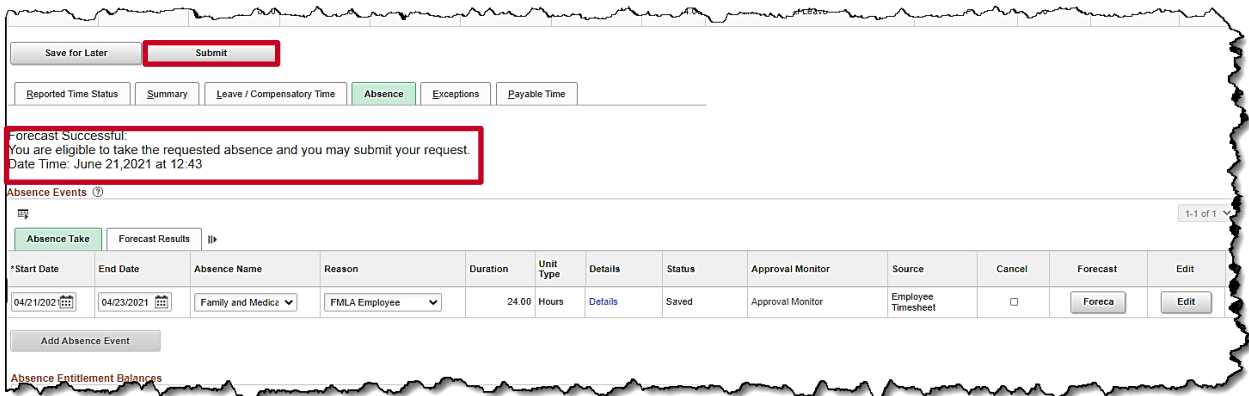
The **Absence Take** tab returns.



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.



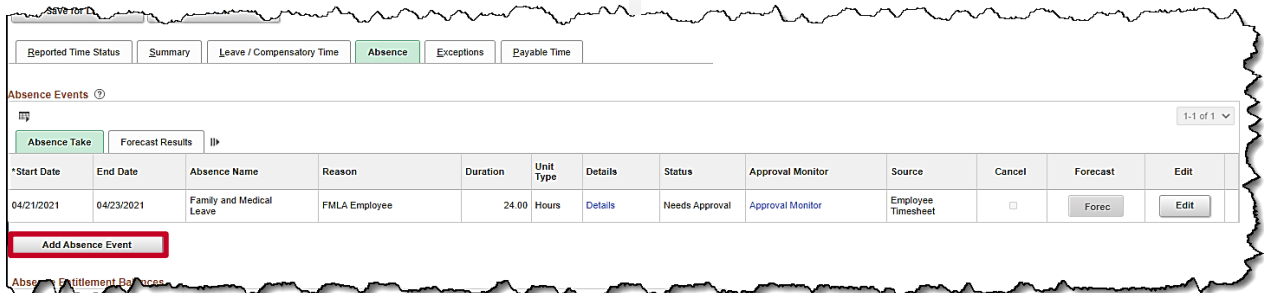
9. Click the **Submit** button.

The **Submit Confirmation** page displays.



10. Click the **OK** button.

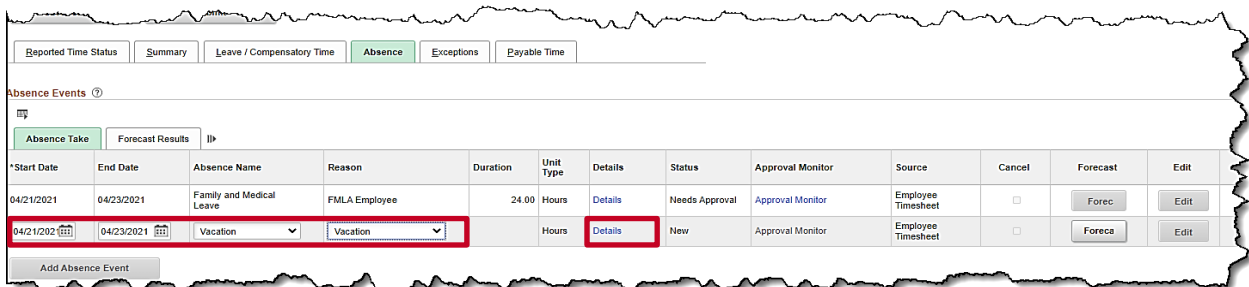
The **Timesheet** page returns.



**Note:** When using FMLA, another absence must be used for the same day(s).

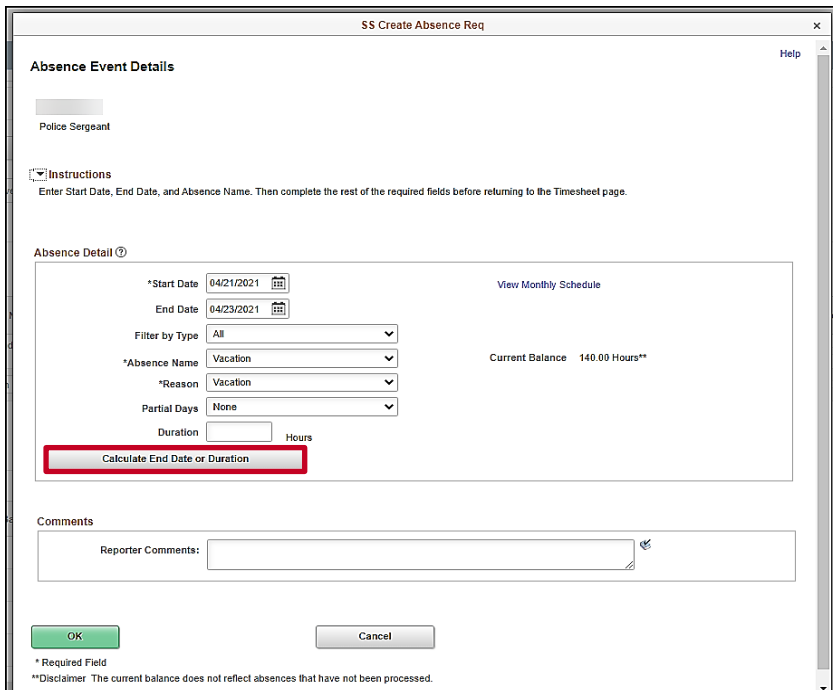
11. Click the **Add Absence Event** button. This will enable a new row to enter the absence to be used in conjunction with FMLA.

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.



**SS Create Absence Req**

**Absence Event Details**

Police Sergeant

**Instructions**  
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

**Absence Detail**

\*Start Date: 04/21/2021 [View Monthly Schedule](#)  
 End Date: 04/23/2021  
 Filter by Type: All  
 \*Absence Name: Vacation Current Balance: 140.00 Hours\*\*  
 \*Reason: Vacation  
 Partial Days: None  
 Duration: \_\_\_\_\_ Hours  
**Calculate End Date or Duration**

**Comments**  
Reporter Comments: \_\_\_\_\_

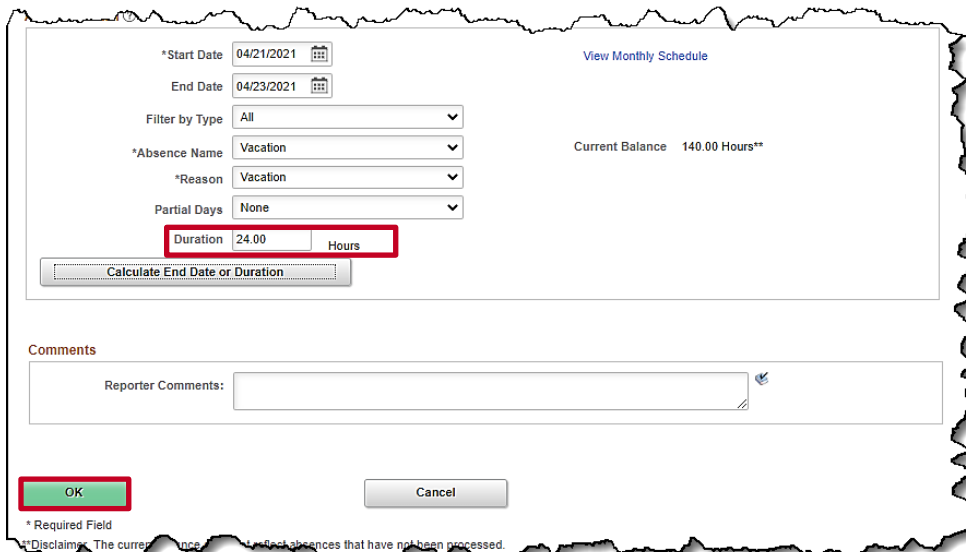
**OK** **Cancel**

\* Required Field  
\*\*Disclaimer: The current balance does not reflect absences that have not been processed.

- 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.



\*Start Date: 04/21/2021 [View Monthly Schedule](#)  
 End Date: 04/23/2021  
 Filter by Type: All  
 \*Absence Name: Vacation Current Balance: 140.00 Hours\*\*  
 \*Reason: Vacation  
 Partial Days: None  
 Duration: 24.00 Hours  
**Calculate End Date or Duration**

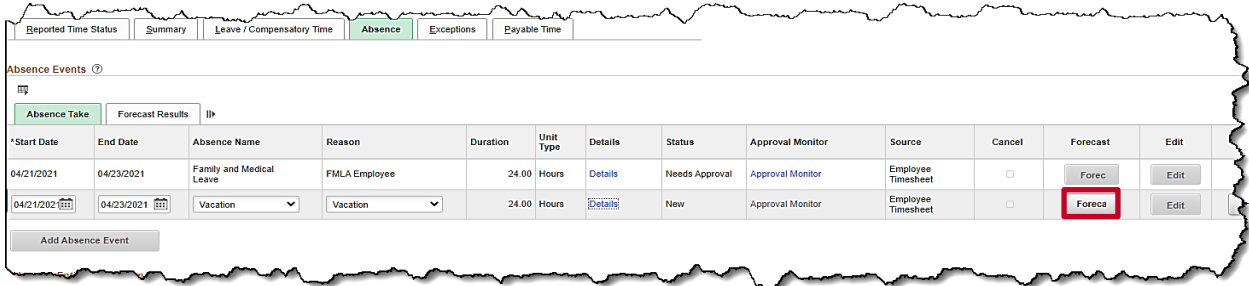
**Comments**  
Reporter Comments: \_\_\_\_\_

**OK** **Cancel**

\* Required Field  
\*\*Disclaimer: The current balance does not reflect absences that have not been processed.

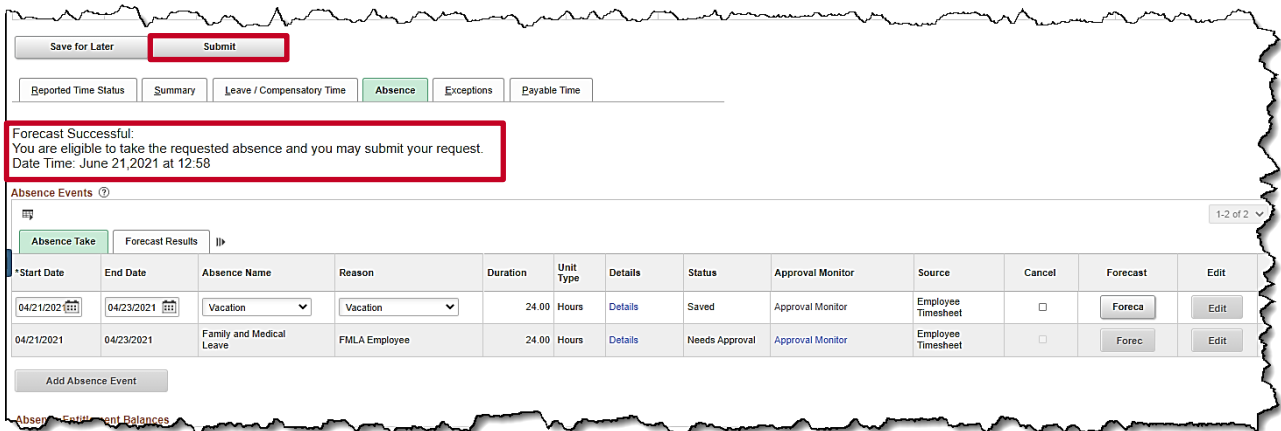
- Click the **OK** button.

The **Timesheet** page returns with the **Absence Take** tab displayed by default.



16. Click the **Forecast** button.

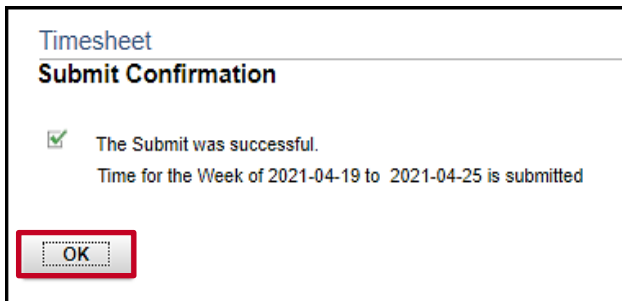
The **Forecast Successful** message displays above the **Absence Events** section and the absence is added to the Timesheet.



**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.



# Time & Attendance Job Aid

## ESS392 Time Entry Scenarios – Positive Time Reporter

Save for Later Submit

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

Absence Events 1-2 of 2

| Start Date | End Date   | Absence Name             | Reason        | Duration | Unit Type | Details                 | Status         | Approval Monitor                 | Source             | Cancel                   | Forecast              | Edit                 |
|------------|------------|--------------------------|---------------|----------|-----------|-------------------------|----------------|----------------------------------|--------------------|--------------------------|-----------------------|----------------------|
| 04/21/2021 | 04/23/2021 | Vacation                 | Vacation      | 24.00    | Hours     | <a href="#">Details</a> | Needs Approval | <a href="#">Approval Monitor</a> | Employee Timesheet | <input type="checkbox"/> | <a href="#">Forec</a> | <a href="#">Edit</a> |
| 04/21/2021 | 04/23/2021 | Family and Medical Leave | FMLA Employee | 24.00    | Hours     | <a href="#">Details</a> | Needs Approval | <a href="#">Approval Monitor</a> | Employee Timesheet | <input type="checkbox"/> | <a href="#">Forec</a> | <a href="#">Edit</a> |

Add Absence Event

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.

**Timesheet**

Employee ID: [Redacted]  
 Empl Record: 0  
 Time Reporting Type: Positive  
 Earliest Change Date: 03/27/2021

Police Sergeant  
 Actions

Select Another Timesheet

\*View By: Week  
 \*Date: 03/29/2021  
 Scheduled Hours: 40.00  
 Reported Hours: 0.00

From Monday 03/29/2021 to Sunday 04/04/2021

| 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 | *Taskgroup |
|----------|----------|----------|---------|---------|---------|---------|-------|---------------------|------------|
|          |          |          |         |         |         |         |       |                     | 40300CC    |
|          |          |          |         |         |         |         |       |                     | 40300CC    |
|          |          |          |         |         |         |         |       |                     | 40300CC    |

Save for Later Submit

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

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

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

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

Leave and Compensatory Time Balances

| Plan Type | Plan              | Recorded Balance | Minimum Allowed | Maximum Allowed | View Detail |
|-----------|-------------------|------------------|-----------------|-----------------|-------------|
| Comp Time | OT_LEAVE          | 3.00             | 0               | 1000            |             |
| Comp Time | <b>COMP_LEAVE</b> | <b>6.00</b>      | 0               | 1000            |             |

Self Service  
Time Reporting

**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.





- 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.

**Leave and Compensatory Time**

Employee ID [redacted]  
Police Sergeant  
Employment Record 0

Displays the balance of Leave/Compensatory time for an employee as of the specified date. This balance may be positive or negative, depending on how the plan is set up and what has been reported

| Plan       | Plan Description        | Unit Type | Expiration Date | Starting Balance | Units Earned | Units Taken | End Balance | Accrual Date |
|------------|-------------------------|-----------|-----------------|------------------|--------------|-------------|-------------|--------------|
| COMP_LEAVE | Compensatory Leave Plan | Hours     | 03/26/2022      | 3.000000         | 3.000000     | 0.000       | 6.000       | 03/26/2021   |
| COMP_LEAVE | Compensatory Leave Plan | Hours     | 03/15/2022      | 0.000000         | 3.000000     | 0.000       | 3.000       | 03/15/2021   |

- 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.
- Click the **Close** icon.

The **Timesheet** page returns.

**Timesheet**

Employee ID [redacted]  
Police Sergeant  
Empl Record 0  
Time Reporting Type Positive  
Earliest Change Date 03/27/2021

Select Another Timesheet

\*View By Week  
\*Date 03/29/2021  
Scheduled Hours 40.00 Reported Hours 0.00

From Monday 03/29/2021 to Sunday 04/04/2021

| 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            | *Taskgro |
|----------|----------|----------|---------|---------|---------|---------|-------|--------------------------------|----------|
| 8        | 8        | 8        | 8       | 4       |         |         |       | REG - Regular Hours            | 40300C   |
|          |          |          |         | 4       |         |         |       | CCL - Compensatory Leave Taken | 40300C   |
|          |          |          |         |         |         |         |       |                                | 40300C   |

Save for Later Submit

## ESS392 Time Entry Scenarios – Positive Time Reporter

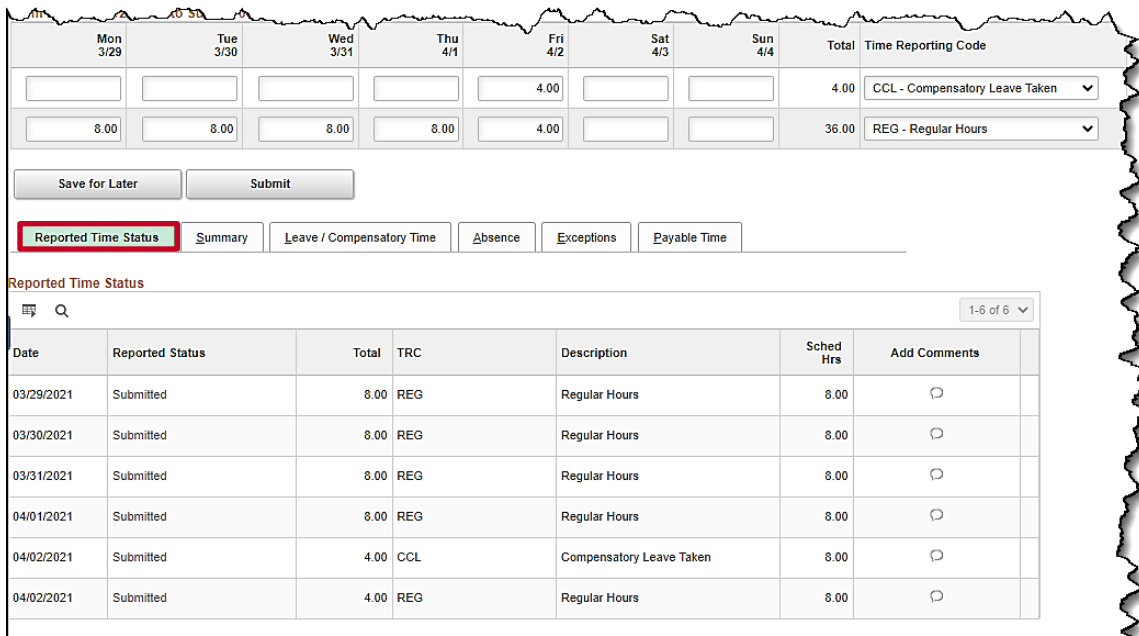
6. Enter the regular hours worked on the first available row in the Time Entry grid. In this example, 8.00 hours were entered for Monday, Tuesday, Wednesday and Thursday and 4.00 hours were entered for Friday.
7. Select the applicable **Time Reporting Code (TRC)** for the hours using the dropdown button 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.



11. Click the **OK** button.

The **Timesheet** page displays.



| Mon<br>3/29 | Tue<br>3/30 | Wed<br>3/31 | Thu<br>4/1 | Fri<br>4/2 | Sat<br>4/3 | Sun<br>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            |

| 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.

Select Another Timesheet

\*View By: Week Previous Week Next Week

\*Date: 11/29/2021 Scheduled Hours: 40.00 Reported Hours: 0.00

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 |
|-----------|-----------|----------|----------|----------|----------|----------|-------|---------------------|
|           |           |          |          |          |          |          |       |                     |
|           |           |          |          |          |          |          |       |                     |
|           |           |          |          |          |          |          |       |                     |

Buttons: Save for Later, Submit, Apply Schedule

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

2. Click the **Absence** tab.

The **Absence Events** section displays.

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

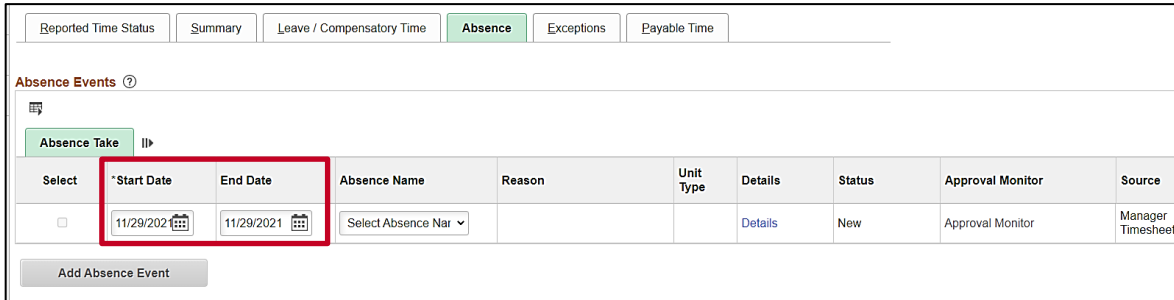
Absence Events

Absence Take

| Select                   | *Start Date | End Date | Absence Name | Reason | Unit Type | Details | Status | Approval Monitor | Source                     |
|--------------------------|-------------|----------|--------------|--------|-----------|---------|--------|------------------|----------------------------|
| <input type="checkbox"/> |             |          |              |        |           | Details |        | Approval Monitor | Administrato<br>Absence Ev |

**Add Absence Event**


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



The screenshot shows the 'Absence Events' section with a grid of 'Absence Take' events. The first row is populated with the following data:

| Select                   | *Start Date | End Date   | Absence Name       | Reason | Unit Type | Details | Status | Approval Monitor | Source            |
|--------------------------|-------------|------------|--------------------|--------|-----------|---------|--------|------------------|-------------------|
| <input type="checkbox"/> | 11/29/2021  | 11/29/2021 | Select Absence Nar |        |           | Details | New    | Approval Monitor | Manager Timesheet |

- 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.
- 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.



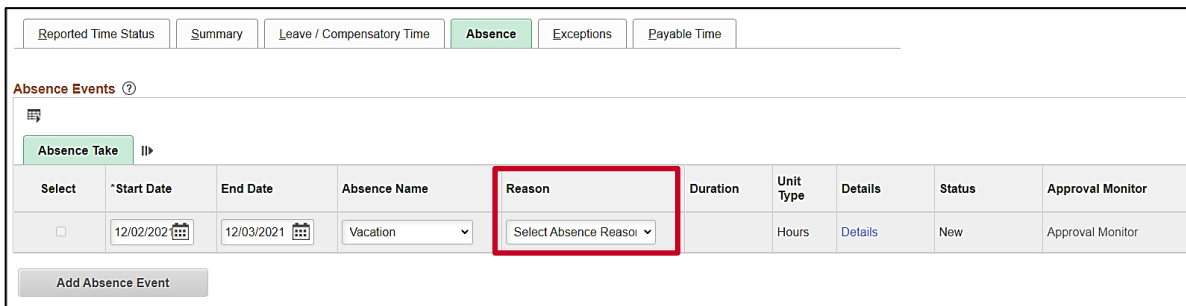
The screenshot shows the 'Absence Events' section with a grid of 'Absence Take' events. The first row is populated with the following data:

| Select                   | *Start Date | End Date   | Absence Name       | Reason | Unit Type | Details | Status | Approval Monitor | Source            |
|--------------------------|-------------|------------|--------------------|--------|-----------|---------|--------|------------------|-------------------|
| <input type="checkbox"/> | 12/02/2021  | 12/03/2021 | Select Absence Nar |        |           | Details | New    | Approval Monitor | Manager Timesheet |

- 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.



The screenshot shows the 'Absence Events' section with a grid of 'Absence Take' events. The first row is populated with the following data:

| Select                   | *Start Date | End Date   | Absence Name | Reason                | Duration | Unit Type | Details | Status | Approval Monitor |
|--------------------------|-------------|------------|--------------|-----------------------|----------|-----------|---------|--------|------------------|
| <input type="checkbox"/> | 12/02/2021  | 12/03/2021 | Vacation     | Select Absence Reason |          | Hours     | Details | New    | Approval Monitor |

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

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

**Absence Events** ?

Absence Take ||

| Select                   | *Start Date | End Date   | Absence Name | Reason   | Duration | Unit Type | Details | Status | Approval Monitor |
|--------------------------|-------------|------------|--------------|----------|----------|-----------|---------|--------|------------------|
| <input type="checkbox"/> | 12/02/2021  | 12/03/2021 | Vacation     | Vacation |          | Hours     | Details | New    | Approval Monitor |

Add Absence Event

7. Click the **Details** link.

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

**SS Create Absence Req** x

**Instructions**  
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

**Absence Detail** ?

\*Start Date: 12/02/2021 View Monthly Calendar

End Date: 12/03/2021

Filter by Type: All

\*Absence Name: Vacation Current Balance 475.80 Hours\*\*

\*Reason: Vacation

Partial Days: None

Duration:  Hours

**Calculate End Date or Duration**

**Comments**

Reporter Comments:

OK
Cancel

\* Required Field  
 \*\*Disclaimer The current balance does not reflect absences that have not been processed.

**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.

SS Create Absence Req

**Instructions**  
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

**Absence Detail** ?

\*Start Date: 12/02/2021 [View Monthly Calendar](#)

End Date: 12/03/2021

Filter by Type: All

\*Absence Name: Vacation Current Balance 475.80 Hours\*\*

\*Reason: Vacation

Partial Days: None

Duration: 16.00 Hours

Calculate End Date or Duration

**Comments**

Reporter Comments:

OK

Cancel

\* Required Field  
\*\*Disclaimer The current balance does not reflect absences that have not been processed.

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.

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

**Absence Events** ?

Absence Take

| Select                   | *Start Date | End Date   | Absence Name | Reason   | Duration | Unit Type | Details                 | Status | Approval Monitor |
|--------------------------|-------------|------------|--------------|----------|----------|-----------|-------------------------|--------|------------------|
| <input type="checkbox"/> | 12/02/2021  | 12/03/2021 | Vacation     | Vacation | 16.00    | Hours     | <a href="#">Details</a> | New    | Approval Monitor |

Add Absence Event

**Approval**

Select All | 
 Deselect All | 
 Approve | 
 Deny

**Absence Entitlement Balances**



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

|        |                  |                   |                          |               |      |        | 1-1 of 1 |
|--------|------------------|-------------------|--------------------------|---------------|------|--------|----------|
| Status | Approval Monitor | Source            | Cancel                   | Forecast      | Edit | Delete |          |
| New    | Approval Monitor | Manager Timesheet | <input type="checkbox"/> | <b>Foreca</b> | 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 |

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

| Select                   | *Start Date | End Date   | Absence Name | Reason   | Duration | Unit Type | Details                 | Status | Approval Monitor |
|--------------------------|-------------|------------|--------------|----------|----------|-----------|-------------------------|--------|------------------|
| <input type="checkbox"/> | 12/02/2021  | 12/03/2021 | Vacation     | Vacation | 16.00    | Hours     | <a href="#">Details</a> | Saved  | Approval Monitor |

**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.

**Timesheet**

**Submit Confirmation**

The Submit was successful.  
Time for the Week of 2021-11-29 to 2021-12-05 is submitted

**OK**

15. Click the **OK** button.

The **Timesheet** page returns.

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

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

**Absence Events** ⓘ

ⓘ

| Select                   | *Start Date | End Date   | Absence Name | Reason   | Duration | Unit Type | Details                 | Status         | Approval Monitor                 |
|--------------------------|-------------|------------|--------------|----------|----------|-----------|-------------------------|----------------|----------------------------------|
| <input type="checkbox"/> | 12/02/2021  | 12/03/2021 | Vacation     | Vacation | 16.00    | Hours     | <a href="#">Details</a> | Needs Approval | <a href="#">Approval Monitor</a> |

**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.

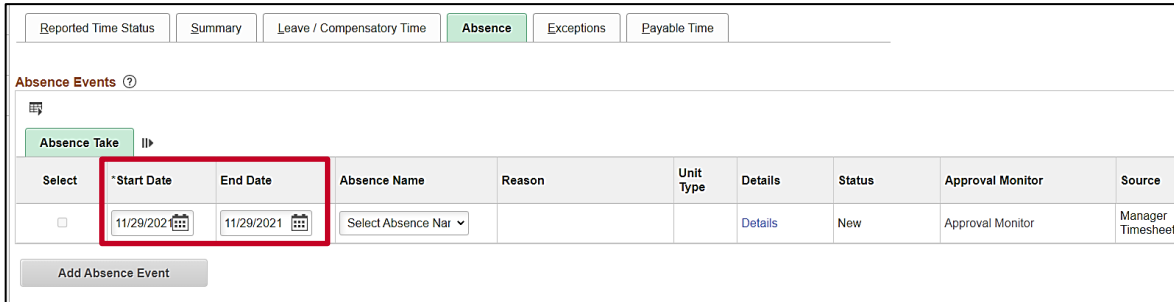
The screenshot shows the 'Select Another Timesheet' section with a 'View By' dropdown set to 'Week' and a 'Date' field set to '11/29/2021'. Below this is a calendar grid for the week from Monday 11/29/2021 to Sunday 12/05/2021. The grid has columns for each day and a 'Total' column. Below the grid are buttons for 'Save for Later', 'Submit', and 'Apply Schedule'. At the bottom, there are tabs for 'Reported Time Status', 'Summary', 'Leave / Compensatory Time', 'Absence', 'Exceptions', and 'Payable Time'. The 'Absence' tab is highlighted with a red box.

2. Click the **Absence** tab.

The **Absence Events** section displays.


The screenshot shows the 'Absence Events' section with a table of absence events. The table has columns for 'Select', '\*Start Date', 'End Date', 'Absence Name', 'Reason', 'Unit Type', 'Details', 'Status', 'Approval Monitor', and 'Source'. Below the table is a red-bordered button labeled 'Add Absence Event'.

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



The screenshot shows the 'Absence Events' section with a grid of 'Absence Take' events. The first row is highlighted, and the 'Start Date' and 'End Date' columns are circled in red. The 'Start Date' is 11/29/2021 and the 'End Date' is 11/29/2021. The 'Absence Name' is 'Select Absence Nar', 'Reason' is empty, 'Unit Type' is empty, 'Details' is 'Details', 'Status' is 'New', 'Approval Monitor' is 'Approval Monitor', and 'Source' is 'Manager Timesheet'.

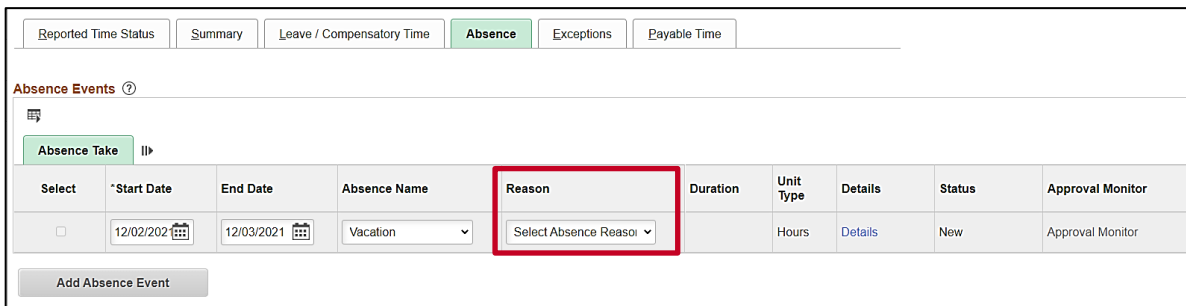
3. The **Start Date** field defaults to the first day for this particular Timesheet. Update the start date as needed using the **Calendar** icon provided to denote the actual first day of the absence.
4. The **End Date** field defaults to the first day for this particular Timesheet or to the same date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



The screenshot shows the 'Absence Events' section with a grid of 'Absence Take' events. The first row is highlighted, and the 'Absence Name' column is circled in red. The 'Start Date' is 12/02/2021 and the 'End Date' is 12/03/2021. The 'Absence Name' is 'Select Absence Nar', 'Reason' is empty, 'Unit Type' is empty, 'Details' is 'Details', 'Status' is 'New', 'Approval Monitor' is 'Approval Monitor', and 'Source' is 'Manager Timesheet'.

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.



The screenshot shows the 'Absence Events' section with a grid of 'Absence Take' events. The first row is highlighted, and the 'Reason' column is circled in red. The 'Start Date' is 12/02/2021 and the 'End Date' is 12/03/2021. The 'Absence Name' is 'Vacation', 'Reason' is 'Select Absence Reason', 'Duration' is empty, 'Unit Type' is 'Hours', 'Details' is 'Details', 'Status' is 'New', and 'Approval Monitor' is 'Approval Monitor'.

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

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

Absence Events ?

| Select                   | *Start Date | End Date   | Absence Name | Reason   | Duration | Unit Type | Details | Status | Approval Monitor |
|--------------------------|-------------|------------|--------------|----------|----------|-----------|---------|--------|------------------|
| <input type="checkbox"/> | 12/02/2021  | 12/03/2021 | Vacation     | Vacation |          | Hours     | Details | New    | Approval Monitor |

Add Absence Event

7. Click the **Details** link.

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

**SS Create Absence Req** x

**Instructions**  
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

**Absence Detail** ?

|                     |                      |                                       |
|---------------------|----------------------|---------------------------------------|
| *Start Date         | 12/02/2021           | <a href="#">View Monthly Calendar</a> |
| End Date            | 12/03/2021           |                                       |
| Filter by Type      | All                  |                                       |
| *Absence Name       | Vacation             | <b>Current Balance 503.00 Hours**</b> |
| *Reason             | Vacation             |                                       |
| <b>Partial Days</b> | None                 |                                       |
| Duration            | <input type="text"/> | Hours                                 |

**Comments**

Reporter Comments:

\* Required Field  
 \*\*Disclaimer The current balance does not reflect absences that have not been processed.

**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, Variable 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.

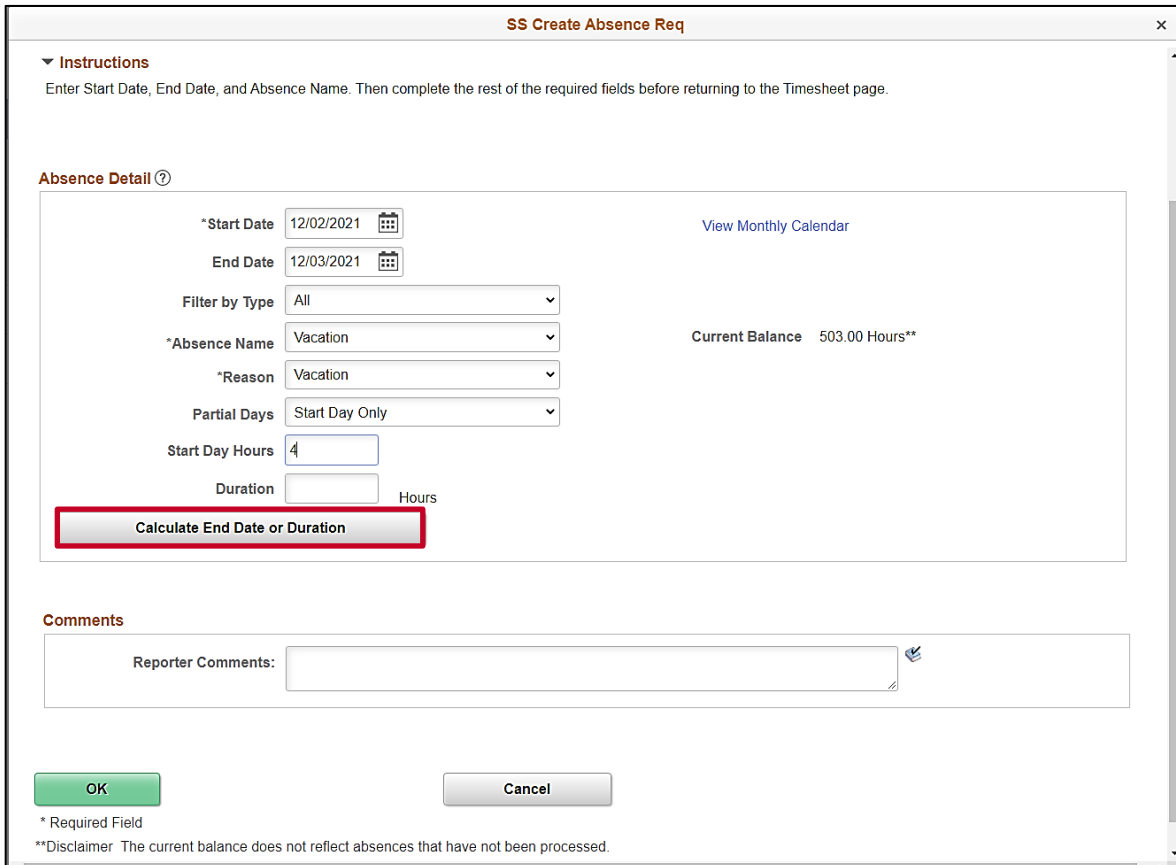
10. Click the **Partial Days dropdown** button and select the applicable list item based on the following:

- 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.



**SS Create Absence Req**

**Instructions**  
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

**Absence Detail**

\*Start Date: 12/02/2021 [View Monthly Calendar](#)  
End Date: 12/03/2021  
Filter by Type: All  
\*Absence Name: Vacation **Current Balance 503.00 Hours\*\***  
\*Reason: Vacation  
Partial Days: Start Day Only  
Start Day Hours: 4  
Duration: \_\_\_\_\_ Hours

**Calculate End Date or Duration**

**Comments**  
Reporter Comments: \_\_\_\_\_

**OK** **Cancel**

\* Required Field  
\*\*Disclaimer The current balance does not reflect absences that have not been processed.

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



# Time & Attendance Job Aid

## ESS392 Time Entry Scenarios – Positive Time Reporter

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

**SS Create Absence Req**

**Instructions**  
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

**Absence Detail** ?

\*Start Date: 12/02/2021 [View Monthly Calendar](#)  
End Date: 12/03/2021  
Filter by Type: All  
\*Absence Name: Vacation **Current Balance 503.00 Hours\*\***  
\*Reason: Vacation  
Partial Days: Start Day Only  
Start Day Hours: 4.00  
Duration: 12.00 Hours  
[Calculate End Date or Duration](#)

**Comments**  
Reporter Comments:

**OK** **Cancel**

\* Required Field  
\*\*Disclaimer The current balance does not reflect absences that have not been processed.

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.



# Time & Attendance Job Aid

## ESS392 Time Entry Scenarios – Positive Time Reporter

The **Timesheet** page returns.

| Select                   | Start Date | End Date   | Absence Name | Reason   | Duration | Unit Type | Details | Status | Approval Monitor |
|--------------------------|------------|------------|--------------|----------|----------|-----------|---------|--------|------------------|
| <input type="checkbox"/> | 12/02/2021 | 12/03/2021 | Vacation     | Vacation | 12.00    | Hours     | Details | New    | Approval Monitor |

Add Absence Event

Approval

Select All Deselect All Approve Deny

Absence Entitlement Balances

| Entitlement Name          | Balance as of 04/24/2021** | From       | To         | Accrual Period |
|---------------------------|----------------------------|------------|------------|----------------|
| Service Recognition Leave | 0.00 Hours                 | 01/10/2021 | 01/09/2022 | Year to Date   |
| Other Leave               | 0.00 Hours                 | 01/10/2021 | 01/09/2022 | Year to Date   |
| Parental Leave            | 0.00 Hours                 | 01/10/2021 | 01/09/2022 | Year to Date   |

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

| Status | Approval Monitor | Source            | Cancel                   | Forecast | Edit | Delete |
|--------|------------------|-------------------|--------------------------|----------|------|--------|
| New    | Approval Monitor | Manager Timesheet | <input type="checkbox"/> | Foreca   | Edit | Dele   |

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.



# Time & Attendance Job Aid

## ESS392 Time Entry Scenarios – Positive Time Reporter

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<br>11/29 | Tue<br>11/30 | Wed<br>12/1 | Thu<br>12/2 | Fri<br>12/3 | Sat<br>12/4 | Sun<br>12/5 | Total | Time Reporting Code | Task |
|--------------|--------------|-------------|-------------|-------------|-------------|-------------|-------|---------------------|------|
|              |              |             | 4.00        | 8.00        |             |             | 12.00 | VAC - Vacation      | 0100 |

Forecast Successful:  
You are eligible to take the requested absence and you may submit your request.  
Date Time: April 06,2022 at 09:00

Absence Events ⓘ

| Select                   | *Start Date | End Date   | Absence Name | Reason   | Duration | Unit Type | Details                 | Status | Approval Monitor |
|--------------------------|-------------|------------|--------------|----------|----------|-----------|-------------------------|--------|------------------|
| <input type="checkbox"/> | 12/02/2021  | 12/03/2021 | Vacation     | Vacation | 12.00    | Hours     | <a href="#">Details</a> | Saved  | Approval Monitor |

**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.

**Timesheet**

**Submit Confirmation**

The Submit was successful.  
Time for the Week of 2021-11-29 to 2021-12-05 is submitted

**OK**

19. Click the **OK** button.

The **Timesheet** page returns.

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

| Mon<br>11/29 | Tue<br>11/30 | Wed<br>12/1 | Thu<br>12/2 | Fri<br>12/3 | Sat<br>12/4 | Sun<br>12/5 | Total | Time Reporting Code | *Task |
|--------------|--------------|-------------|-------------|-------------|-------------|-------------|-------|---------------------|-------|
|              |              |             | 4.00        | 8.00        |             |             | 12.00 | VAC - Vacation      | 3010C |

Absence Events ⓘ

| Select                   | *Start Date | End Date   | Absence Name | Reason   | Duration | Unit Type | Details                 | Status         | Approval Monitor                 |
|--------------------------|-------------|------------|--------------|----------|----------|-----------|-------------------------|----------------|----------------------------------|
| <input type="checkbox"/> | 12/02/2021  | 12/03/2021 | Vacation     | Vacation | 12.00    | Hours     | <a href="#">Details</a> | Needs Approval | <a href="#">Approval Monitor</a> |

**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.

**Timesheet**

Employee ID: [Redacted]  
 Empl Record: 0  
 Time Reporting Type: Positive  
 Earliest Change Date: 03/27/2021

Police Sergeant  
 Actions -

Select Another Timesheet

\*View By: Week  
 \*Date: 04/26/2021  
 Scheduled Hours: 40.00  
 Reported Hours: 40.00

From Monday 04/26/2021 to Sunday 05/02/2021

| Mon 4/26 | Tue 4/27 | Wed 4/28 | Thu 4/29 | Fri 4/30 | Sat 5/1 | Sun 5/2 | Total | Time Reporting Code | *Taskgroup | Busin Unit |
|----------|----------|----------|----------|----------|---------|---------|-------|---------------------|------------|------------|
| 8.00     | 8.00     | 8.00     |          |          |         |         | 24.00 | REG - Regular Hours | 40300COP   | 40300      |
|          |          |          | 8.00     | 8.00     |         |         | 16.00 | VAC - Vacation      | 40300COP   | 40300      |

Buttons: Save for Later, Submit

Tabs: Reported Time Status, Summary, Leave / Compensatory Time, **Absence**, Exceptions, Payable Time

2. Click the **Absence** tab.

The **Absence Events** section displays.

Buttons: Save for Later, Submit

Tabs: Reported Time Status, Summary, Leave / Compensatory Time, **Absence**, Exceptions, Payable Time

Absence Events

| *Start Date | End Date   | Absence Name | Reason   | Duration | Unit Type | Details | Status         | Approval Monitor | Source             | Cancel                   | Forecast | Edit |
|-------------|------------|--------------|----------|----------|-----------|---------|----------------|------------------|--------------------|--------------------------|----------|------|
| 04/29/2021  | 04/30/2021 | Vacation     | Vacation | 16.00    | Hours     | Details | Needs Approval | Approval Monitor | Employee Timesheet | <input type="checkbox"/> | Forec.   | Edit |

Buttons: Add Absence Event

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

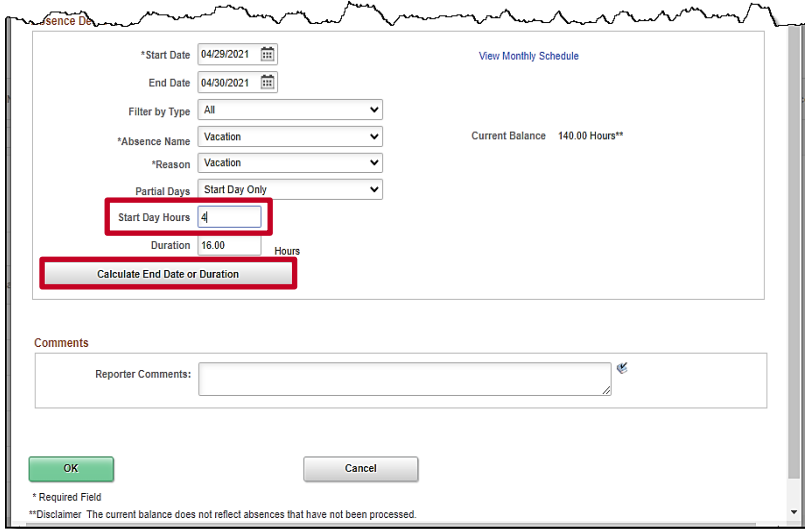
The **SS Create Absence Req** page displays in a pop-up window.

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.



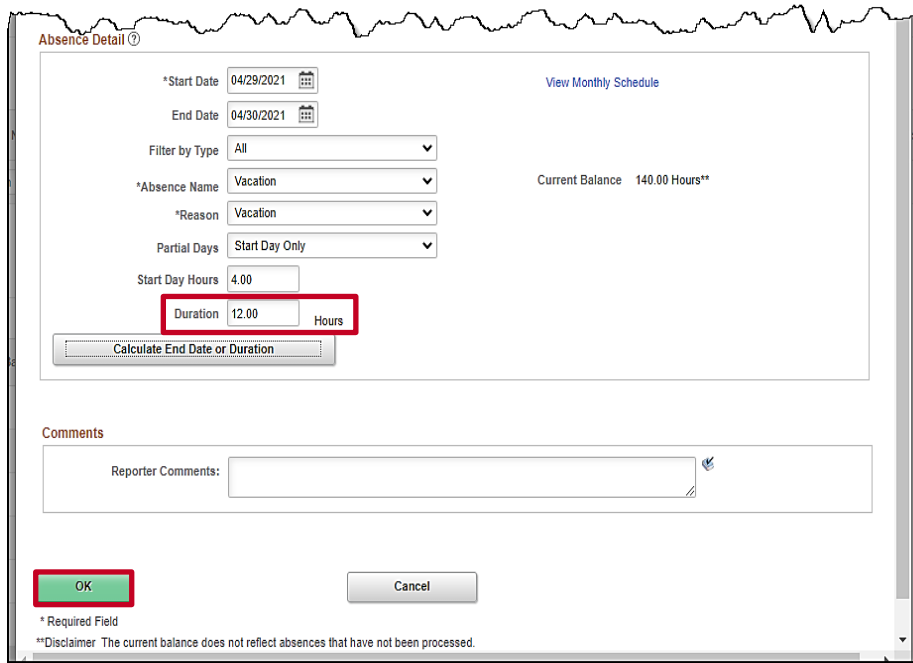
The screenshot shows the 'Absence Detail' form with the following fields and values:

- \*Start Date: 04/29/2021
- End Date: 04/30/2021
- Filter by Type: All
- \*Absence Name: Vacation
- \*Reason: Vacation
- Partial Days: Start Day Only
- Start Day Hours: 4
- Duration: 16.00 Hours
- Current Balance: 140.00 Hours\*\*

The 'Calculate End Date or Duration' button is highlighted with a red box. Below the form is a 'Comments' section with a text area for 'Reporter Comments' and 'OK' and 'Cancel' buttons.

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.



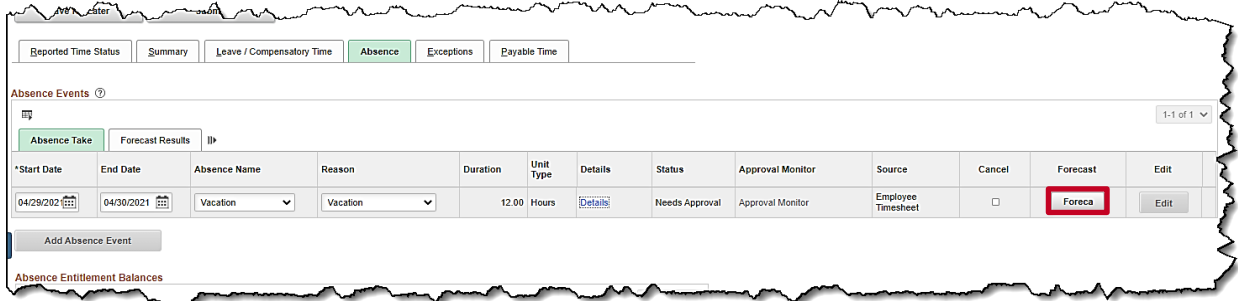
The screenshot shows the 'Absence Detail' form with the following fields and values:

- \*Start Date: 04/29/2021
- End Date: 04/30/2021
- Filter by Type: All
- \*Absence Name: Vacation
- \*Reason: Vacation
- Partial Days: Start Day Only
- Start Day Hours: 4.00
- Duration: 12.00 Hours
- Current Balance: 140.00 Hours\*\*

The 'Duration' field is highlighted with a red box. Below the form is a 'Comments' section with a text area for 'Reporter Comments' and 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box.

9. Click the **OK** button.

The **Timesheet** page returns.

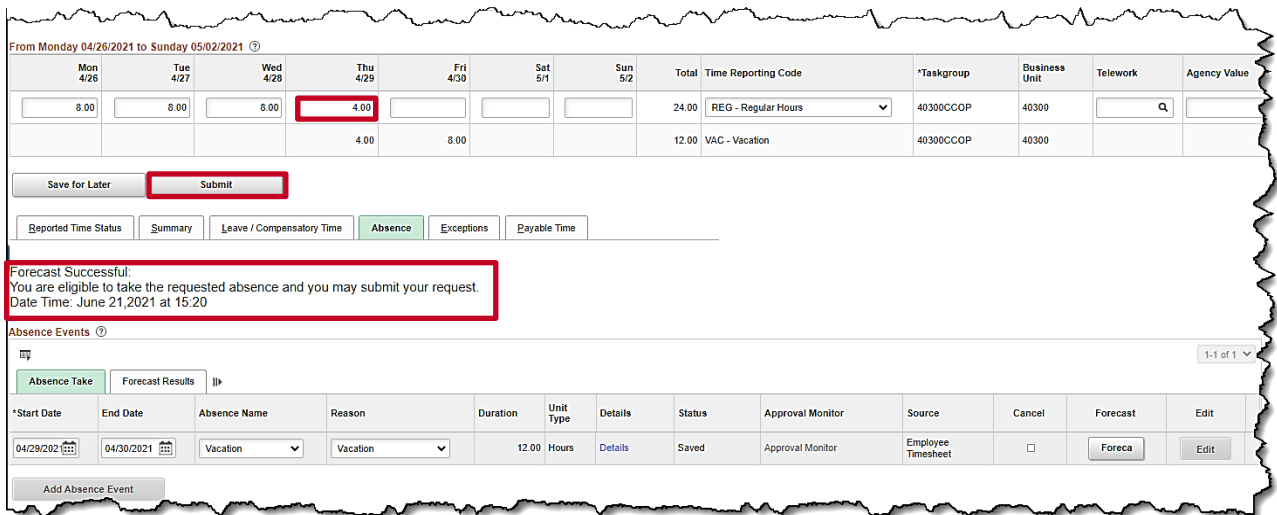


Absence Events

| *Start Date | End Date   | Absence Name | Reason   | Duration | Unit Type | Details | Status         | Approval Monitor | Source             | Cancel                   | Forecast | Edit |
|-------------|------------|--------------|----------|----------|-----------|---------|----------------|------------------|--------------------|--------------------------|----------|------|
| 04/29/2021  | 04/30/2021 | Vacation     | Vacation | 12.00    | Hours     | Details | Needs Approval | Approval Monitor | Employee Timesheet | <input type="checkbox"/> | Foreca   | Edit |

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

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



From Monday 04/26/2021 to Sunday 05/02/2021

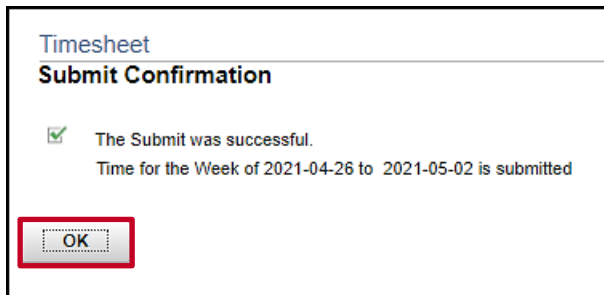
| Mon 4/26 | Tue 4/27 | Wed 4/28 | Thu 4/29 | Fri 4/30 | Sat 5/1 | Sun 5/2 | Total | Time Reporting Code | *Taskgroup | Business Unit | Telework | Agency Value |
|----------|----------|----------|----------|----------|---------|---------|-------|---------------------|------------|---------------|----------|--------------|
| 8.00     | 8.00     | 8.00     | 4.00     |          |         |         | 24.00 | REG - Regular Hours | 40300CCOP  | 40300         |          |              |
|          |          |          | 4.00     | 8.00     |         |         | 12.00 | VAC - Vacation      | 40300CCOP  | 40300         |          |              |

Forecast Successful:  
You are eligible to take the requested absence and you may submit your request.  
Date Time: June 21, 2021 at 15:20

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.



**Timesheet**  
**Submit Confirmation**

The Submit was successful.  
Time for the Week of 2021-04-26 to 2021-05-02 is submitted

OK

13. Click the **OK** button.



# Time & Attendance Job Aid

## ESS392 Time Entry Scenarios – Positive Time Reporter

The Timesheet page returns.

The screenshot shows a timesheet interface with a summary table at the top and a 'Reported Time Status' table below. The summary table includes columns for days of the week (Mon 4/26 to Sun 5/2), Total hours, Time Reporting Code, Taskgroup, Business Unit, and Telework. The 'Reported Time Status' table has columns for Date, Reported Status, Total, TRC, Description, Sched Hrs, and Add Comments. The 'Reported Time Status' table is currently displaying 6 rows of data.

| Mon 4/26 | Tue 4/27 | Wed 4/28 | Thu 4/29 | Fri 4/30 | Sat 5/1 | Sun 5/2 | Total | Time Reporting Code | *Taskgroup | Business Unit | Telework | Appr |
|----------|----------|----------|----------|----------|---------|---------|-------|---------------------|------------|---------------|----------|------|
| 8.00     | 8.00     | 8.00     | 4.00     |          |         |         | 28.00 | REG - Regular Hours | 40300CCOP  | 40300         |          |      |
|          |          |          | 4.00     | 8.00     |         |         | 12.00 | VAC - Vacation      | 40300CCOP  | 40300         |          |      |

Buttons: Save for Later, Submit

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

| Date       | Reported Status | Total | TRC | Description   | Sched Hrs | Add Comments |
|------------|-----------------|-------|-----|---------------|-----------|--------------|
| 04/26/2021 | Submitted       | 8.00  | REG | Regular Hours | 8.00      |              |
| 04/27/2021 | Submitted       | 8.00  | REG | Regular Hours | 8.00      |              |
| 04/28/2021 | Submitted       | 8.00  | REG | Regular Hours | 8.00      |              |
| 04/29/2021 | Submitted       | 4.00  | REG | Regular Hours | 8.00      |              |
| 04/29/2021 | Needs Approval  | 4.00  | VAC | Vacation      | 8.00      |              |
| 04/30/2021 | Needs Approval  | 8.00  | VAC | Vacation      | 8.00      |              |

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.



# Time & Attendance Job Aid

## ESS392 Time Entry Scenarios – Positive Time Reporter

### Canceling 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 **Timesheet** 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.

The screenshot shows the 'Timesheet' page for a Police Sergeant. It includes fields for Employee ID, Empl Record, Time Reporting Type, and Earliest Change Date. Below these are options to 'Select Another Timesheet' with a 'View By' dropdown set to 'Week' and a '\*Date' field set to '04/05/2021'. A table shows 'Scheduled Hours' and 'Reported Hours' both at 40.00. The main table displays data from Monday 04/05/2021 to Sunday 04/11/2021. The table has columns for days (Mon 4/5, Tue 4/6, Wed 4/7, Thu 4/8, Fri 4/9, Sat 4/10, Sun 4/11), Total, Time Reporting Code, and \*Taskgroup. The first row shows 8.00 hours for Mon, Tue, and Wed, totaling 32.00 hours for 'REG - Regular Hours'. The second row shows 8.00 hours for Fri, totaling 8.00 hours for 'VAC - Vacation'. Below the table are buttons for 'Save for Later' and 'Submit', and a tabbed interface with 'Absence' selected and highlighted in red.

| Mon 4/5 | Tue 4/6 | Wed 4/7 | Thu 4/8 | Fri 4/9 | Sat 4/10 | Sun 4/11 | Total | Time Reporting Code | *Taskgroup |
|---------|---------|---------|---------|---------|----------|----------|-------|---------------------|------------|
| 8.00    | 8.00    | 8.00    | 8.00    |         |          |          | 32.00 | REG - Regular Hours | 40300CC    |
|         |         |         |         | 8.00    |          |          | 8.00  | VAC - Vacation      | 40300CC    |

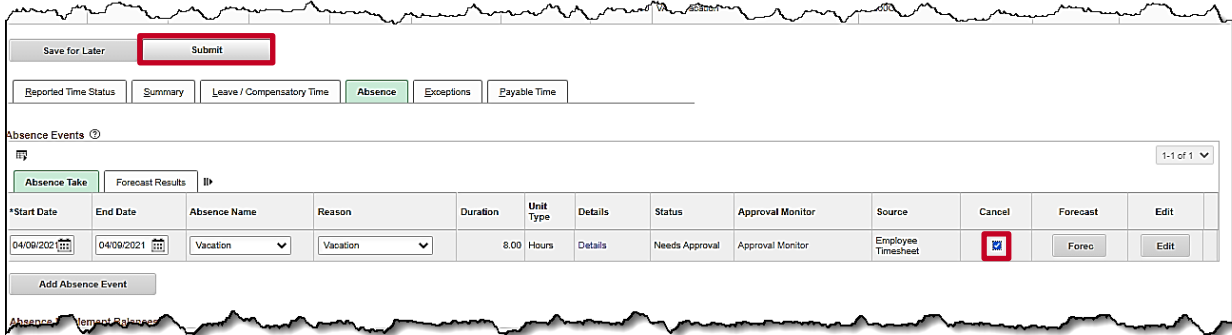
2. Click the **Absence** tab.

The screenshot shows the 'Absence Events' section of the Timesheet page. It includes buttons for 'Save for Later' and 'Submit', and a tabbed interface with 'Absence' selected. Below the tabs is a table with columns for \*Start Date, End Date, Absence Name, Reason, Duration, Unit Type, Details, Status, Approval Monitor, Source, Cancel, Forecast, and Edit. The first row shows an absence starting on 04/09/2021 and ending on 04/09/2021, named 'Vacation', with a duration of 8.00 hours. The 'Edit' button for this row is highlighted in red.

| *Start Date | End Date   | Absence Name | Reason   | Duration | Unit Type | Details | Status         | Approval Monitor | Source             | Cancel                   | Forecast | Edit |
|-------------|------------|--------------|----------|----------|-----------|---------|----------------|------------------|--------------------|--------------------------|----------|------|
| 04/09/2021  | 04/09/2021 | Vacation     | Vacation | 8.00     | Hours     | Details | Needs Approval | Approval Monitor | Employee Timesheet | <input type="checkbox"/> | Forec    | Edit |

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.



Save for Later **Submit**

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

Absence Events 1-1 of 1

Absence Take Forecast Results

| *Start Date | End Date   | Absence Name | Reason   | Duration | Unit Type | Details | Status         | Approval Monitor | Source             | Cancel                              | Forecast | Edit |
|-------------|------------|--------------|----------|----------|-----------|---------|----------------|------------------|--------------------|-------------------------------------|----------|------|
| 04/09/2021  | 04/09/2021 | Vacation     | Vacation | 8.00     | Hours     | Details | Needs Approval | Approval Monitor | Employee Timesheet | <input checked="" type="checkbox"/> | Forec    | Edit |

Add Absence Event

4. Click the **Cancel** checkbox.
5. Click the **Submit** button.

The **Submit Confirmation** page displays.



Timesheet

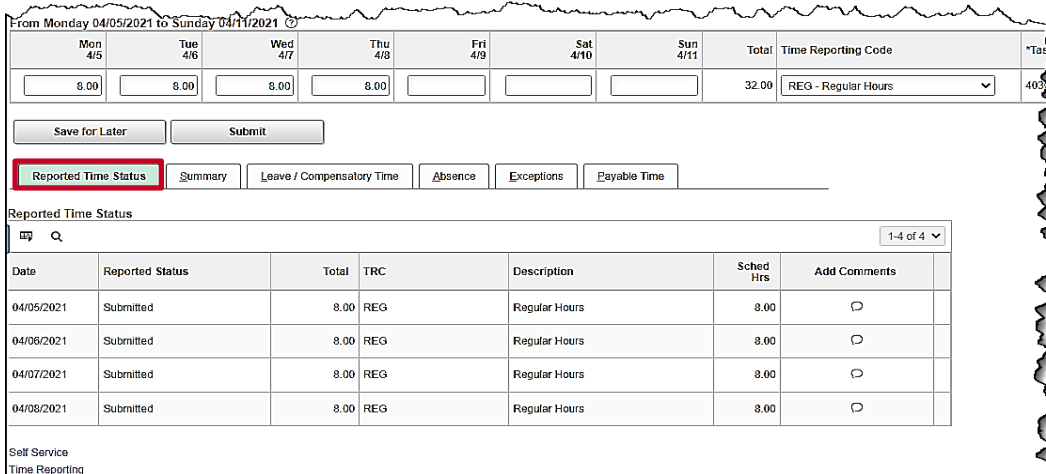
### Submit Confirmation

The Submit was successful.  
Time for the Week of 2021-04-05 to 2021-04-11 is submitted

**OK**

6. Click the **OK** button.

The **Timesheet** page displays.



From Monday 04/05/2021 to Sunday 04/11/2021

| Mon 4/5 | Tue 4/6 | Wed 4/7 | Thu 4/8 | Fri 4/9 | Sat 4/10 | Sun 4/11 | Total | Time Reporting Code | *Task |
|---------|---------|---------|---------|---------|----------|----------|-------|---------------------|-------|
| 8.00    | 8.00    | 8.00    | 8.00    |         |          |          | 32.00 | REG - Regular Hours | 403   |

Save for Later **Submit**

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

Reported Time Status 1-4 of 4

| Date       | Reported Status | Total | TRC | Description   | Sched Hrs | Add Comments |
|------------|-----------------|-------|-----|---------------|-----------|--------------|
| 04/05/2021 | Submitted       | 8.00  | REG | Regular Hours | 8.00      |              |
| 04/06/2021 | Submitted       | 8.00  | REG | Regular Hours | 8.00      |              |
| 04/07/2021 | Submitted       | 8.00  | REG | Regular Hours | 8.00      |              |
| 04/08/2021 | Submitted       | 8.00  | REG | Regular Hours | 8.00      |              |

Self Service  
Time Reporting

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 **Timesheet** 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.

**Timesheet**

Employee ID: [Redacted]  
 Empl Record: 0  
 Time Reporting Type: Positive  
 Earliest Change Date: 01/27/2020

Police Sergeant  
 Actions-

Select Another Timesheet

\*View By: Week  
 \*Date: 02/24/2020  
 Scheduled Hours: 40.00  
 Reported Hours: 8.00

Reported time on or after 02/25/2020 is for a future period.

From Monday 02/24/2020 to Sunday 03/01/2020

| Mon 2/24 | Tue 2/25 | Wed 2/26 | Thu 2/27 | Fri 2/28 | Sat 2/29 | Sun 3/1 | Total | Time Reporting Code   | *Taskgroup | Business Unit | Telework | Agency Value |
|----------|----------|----------|----------|----------|----------|---------|-------|-----------------------|------------|---------------|----------|--------------|
| 8.00     |          |          |          |          |          |         | 8.00  | SDP - VSDP Sick Leave | 40300CCOP  | 40300         |          |              |

Save for Later Submit

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

Reported Time Status

2. Click the **Absence** tab.

The **Absence Events** section displays.

Save for Later Submit

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

Absence Events

Absence Take Forecast Results

| *Start Date | End Date   | Absence Name    | Reason          | Duration | Unit Type | Details | Status | Approval Monitor | Source             | Cancel                   | Forecast | Edit |
|-------------|------------|-----------------|-----------------|----------|-----------|---------|--------|------------------|--------------------|--------------------------|----------|------|
| 02/24/2020  | 02/24/2020 | VSDP Sick Leave | VSDP Sick Leave | 8.00     | Hours     | Details | Saved  | Approval Monitor | Employee Timesheet | <input type="checkbox"/> | Foreca   | Edit |

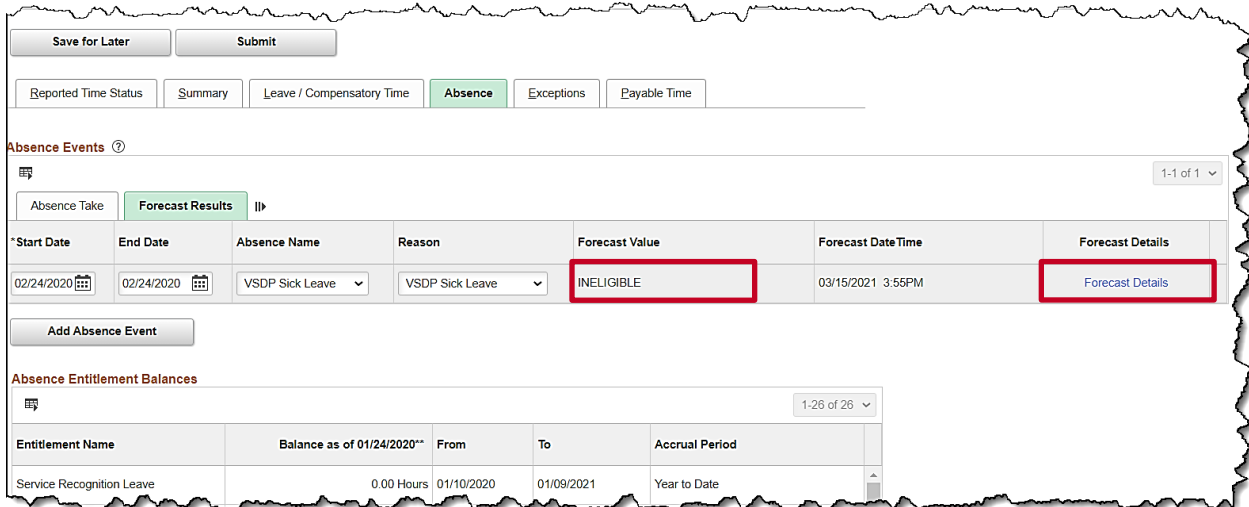
Add Absence Event

Absence Entitlement Balances

| Entitlement Name          | Balance as of 01/24/2020** | From       | To         | Accrual Period |
|---------------------------|----------------------------|------------|------------|----------------|
| Service Recognition Leave | 0.00 Hours                 | 01/10/2020 | 01/09/2021 | Year to Date   |
| Other Leave               | 0.00 Hours                 | 01/10/2020 | 01/09/2021 | Year to Date   |

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

The **Forecast Results** tab displays.



**Absence Events**

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

Absence Take | **Forecast Results**

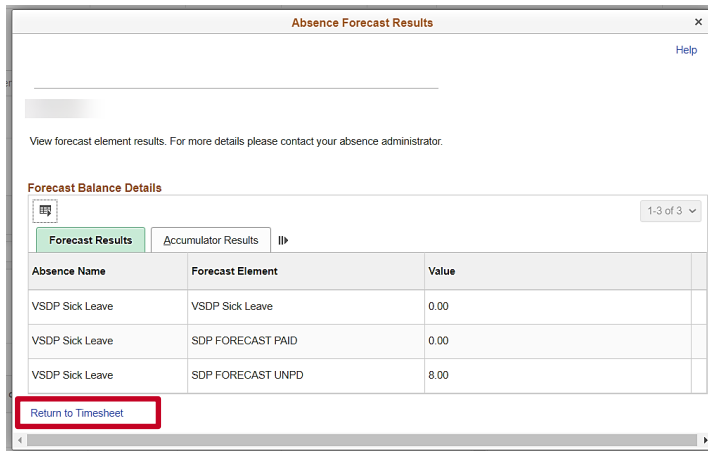
| *Start Date | End Date   | Absence Name    | Reason          | Forecast Value | Forecast Date Time | Forecast Details |
|-------------|------------|-----------------|-----------------|----------------|--------------------|------------------|
| 02/24/2020  | 02/24/2020 | VSDP Sick Leave | VSDP Sick Leave | INELIGIBLE     | 03/15/2021 3:55PM  | Forecast Details |

**Absence Entitlement Balances**

| Entitlement Name          | Balance as of 01/24/2020** | From       | To         | Accrual Period |
|---------------------------|----------------------------|------------|------------|----------------|
| Service Recognition Leave | 0.00 Hours                 | 01/10/2020 | 01/09/2021 | Year to Date   |

- Review the **Forecast Value**.
- 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**).



**Absence Forecast Results**

Forecast Balance Details

| Absence Name    | Forecast Element  | Value |
|-----------------|-------------------|-------|
| VSDP Sick Leave | VSDP Sick Leave   | 0.00  |
| VSDP Sick Leave | SDP FORECAST PAID | 0.00  |
| VSDP Sick Leave | SDP FORECAST UNPD | 8.00  |

Return to Timesheet

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

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