

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.

				Employ	ee ID							
folice Sergeant				Empl Re	cord 0							
ctions -				Time Reporting	Type Positive							
				Earliest Change	Date 03/27/2021							
Select Another Timesh	neet											
*Vi	ew By Week		~		Previous Week Net	d Week						
	"Date 04/12/202	n 🛱 °										
	Hours 40.00		ed Hours 0.00									
om Monday 04/12/2021	to Sunday 04/1 Tue	8/2021 ③ Wed	-	F .(0			Desize and			
Mon 4/12	4/13	4/14	Thu 4/15	Fri 4/16	Sat 4/17	Sun Total 4/18	Time Reporting Code	*Taskgroup	Business Unit	Telework	Agency Value	ChartFields
8.00	8.00	8.00					REG - Regular Hours 🗸	40300CCOP	40300	٩		ChartFields
							~	40300CCOP	40300	٩		ChartFields
							~	40300CCOP	40300	٩		ChartFields
												1
Save for Later	Su	bmit										
Reported Time Status	Summary	Leave / Compensat	ory Time Absence	Exceptions	Payable Time							

- 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.

					ChartField Comn	non Component					
											ŀ
ChartField Detail											
	Employee ID			Search Options							
					0 mmb						
Set ID:	403	00		Speed Types	Search						
ChartField Detail											
Account	Fund	Program	Department	Cost Center	Task	FIPS	As	sset	Agency Use 1	Agency Use 2	PC Business Unit
599999	09403	Q 511006	Q 49100		Q	Q	Q	Q	٩	C	2
Ok Ca	incel										
0											





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

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

6. Click the **Ok** button.

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

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

					ChartField Comr	non Component			
ChartField Detail	Employee I	D			Search Options				
Set ID:		_				wperlink for a list of valid val			
ChartField Detail	Fund	The value entere	d in the field does	s not match one of t	ve allowable values. Yo	u can see the allowable valu	es by pressing the Prompt	button or hyperlink.	Agency Use 1
599999	09403	٩ 🗖	1006	Q 49100	Q	Q	٩	Q	Q
	ancel			Q, SHO		4	4	4	

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

The **Timesheet** page displays.

				Er	mployee ID									
lergeant				En	npl Record 0									
				Time Repo	orting Type Positiv	e e								
				Earliest Ch	ange Date 03/27/	2021								
t Another Tim	mesheet													
	*View By V	sek	~		Previous Wee	ek Next Week								
	*Date O													
Schodu			Reported Nours 0.00											
Schedu	Juled Hours 4		Reported Hours 0.00											
	duled Hours 4	00	Reported Hours 0.00											
nday 04/12/2	Juled Hours 4	00 y 04/18/2021 ①		E.i	8-4		5.ua			Buringe		-		
	duled Hours 4	00 y 04/18/2021 ①		Fri 4/16	Sat 4/17		Sun Te M18 Te	al Time Reporting Code	*Taskgroup	Business Unit	Telework	Agency Value	ChartFields	
onday 04/12/2	Juled Hours 4	00 y 04/18/2021 ① e 3 4/14		Fri 4/16	Sat 4/17		Sun 1/18 Tr		*Taskgroup	Business Unit 40300	Telework	Agency Value	ChartFields ChartPields	
nday 04/12/2 Mon 4/12	duled Hours 40	00 y 04/18/2021 ① e 3 4/14	Thu 4/15		Sat 4/17		Sun Ti 4/18	REG - Regular Hours	 40300CCOP 	40300	٩	Agency Value	ChartFields	
mday 04/12/2 Mon 4/12	duled Hours 40	00 y 04/18/2021 ① e 3 4/14		Fri 4/16 8.00	Sat 4/17		Sun Ti 4/18 Ti	REG - Regular Hours	_			Agency Value		

- 9. Enter the regular hours worked that will be charged against the second set of ChartFields in the next available row within the Time Entry grid. In this example, the regular hours for Thursday and Friday will be charged to this set of ChartFields.
- 10. Select the applicable **Time Reporting Code** (TRC) for the hours using the dropdown button provided.
- 11. Click the **ChartFields** link for the corresponding row.





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

			mon Component				×
ield Detail							
Employee ID		Search Options					
Set ID: 40300		Speed Types	Search				
Field Detail	Program Departme	nt Cost Center	Task	FIPS	Asset	Agency Use 1 A	gency Use 2
		Cost Center					gency use z
Cancel	Q 511002 Q 40100	 \	Q	Q	Q	Q [

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.

				E	Employee ID					
Sergeant				E	mpl Record 0					
15-				Time Rep	oorting Type Positiv	re				
				Earliest C	Change Date 03/27/	2021				
ect Another T	Fimesheet									
	*View By	/eek	~		Previous We	ek Next Week				
	*Date 0	/12/2021 🗰 🎐								
Sche	eduled Hours		Reported Hours 0.0	0						
Monday 04/1	2/2021 to Sund	w 04/18/2021 ②								
Monday 04/12 Mon 4/12		uy 04/18/2021 ⑦ ue Wed 13 4/14	Thu 4/15	Fri 4/16	Sat 4/17	Sun 4/18	Total	Time Reporting Code		*Taskgroup
Mon		ue Wed 13 4/14	Thu 4/15	Fri 4/16	Sat 4/17	Sun 4/18	Total	Time Reporting Code	~	*Taskgroup 40300CCOP
Mon 4/12	4	ue Wed 13 4/14	Thu 4/15	Fri 4/16	Sat 4/17	Sun 4/18	Total		~	
Mon 4/12	4	ue Wed 13 4/14	4/15	4/16	Sat 4/17	Sun 4/18	Total	REG - Regular Hours		40300CCOP
Mon 4/12		ue Wed 13 4/14	4/15	4/16	Sat 4/17	Sun 4/18	Total	REG - Regular Hours	~	40300CCOP 40300CCOP
Mon 4/12 8.00		ue Wed 13 4/14 00 \$.00	4/15	4/16	Sat 417	Sun 4/18	Total	REG - Regular Hours	~	40300CCOP 40300CCOP

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

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



The **Submit Confirmation** page displays.



15. Click the **OK** button.

The **Timesheet** page returns.

	Mon Tue 4/12 4/13	Wed 4/14	Thu 4/15	4/	-ri 16	Sat 4/17		Sun 4/18	Total	Time Reporting Cod
			8.00	8.0	0				16.00	REG - Regular Hou
8	.00 8.00	8.00							24.00	REG - Regular Hou
Save fo Reported T orted Time	ime Status	Leave / Compensa	tory Time	Absence	ceptions <u>P</u>	ayable T	lime			-
Q	Reported Status	Total	TRC	D	escription			Sched Hrs	A	1-5 of 5
/12/2021	Submitted	8.00	REG	R	egular Hours			8.00		0
13/2021	Submitted	8.00	REG	R	egular Hours			8.00		0
14/2021	Submitted	8.00	REG	R	egular Hours			8.00		0
	Submitted	8.00	REG	R	egular Hours			8.00		Q
/15/2021								8.00		0

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.

Т	īmesheet									
					Employee	e ID				
	Police Sergeant				Empl Rec					4
	Actions-				Time Reporting T					5
					Earliest Change D	ate 11/18/2019				
	Select Another Tim	esheet						_		
		*View By Week		~	F	Previous Week Next V	Veek			l
		*Date 11/18/201	ث 🛅 🕯							
	Schedul	ed Hours 40.00	Report	ed Hours 40.00						
										5
Fr	rom Monday 11/18/2	019 to Sunday 11/2	4/2019 ⑦							
	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	Su	bmit							(
~_[Reported Time Stat			eptions Payable			~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~		

- 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 Timesh e	et displays	the Add a	New Row	icon	(+)).
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$\langle \rangle$	<u>-</u>	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	/~_/~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		~~~^~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	***************************************
~~~~~		*Taskgroup	Business Unit	Telework	Agency Value	ChartFields	
5		40300CCOP	40300	٩		ChartFields	+ - •
2.2	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~					~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

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



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

Timesheet										
				Employe	e ID					
Police Sergeant				Empl Red	ord 0					
Actions-				Time Reporting 1						-
Actions+				Earliest Change I	Date 11/18/2019					
Select Another Ti	mesheet						_			5
	*View By Week		~		Previous Week Next V	Veek	]			4
	*Date 11/18/20	19 🛅 🏷								
Sched	uled Hours 40.00		ted Hours 40.00							
Jened		пероп	40.00							
										1
-rom Monday 11/18/ Mon	2019 to Sunday 11/2		Thu	Ed	Sat	Sun				
11/18	Tue 11/19	11/20	11/21	Fri 11/22	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	~	40300C
					· · · · · · · · · · · · · · · · · · ·			k		-
Save for Later	- s	ubmit								•
Reported Time Sta	atus <u>S</u> ummary	Absence Ex	ceptions Payable	Time						5

- 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.

	esheet mit 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.



### The Timesheet page returns.

	*View By *Date	Week 01/27/2020	<b>₩</b> *				Previous W	look Next We	ck			
	Scheduled Hours	40.00	Repo	rted Hours 4	0.00							
	y 01/27/2020 to Sun											
	Mon 1/27	Tue 1/28	Wed 1/29	Thu 1/30	1/	Fri 31	Sat 2/1	Su 2/	n Total 2	Time Reporting Code		*Taskgroup
					2.0	10			2.00	CCL - Compensatory Leave Take	an 🗹	40300CCOP
	8.00	8.00	8.00	8.00	6.0	0			38.00	REG - Regular Hours	Y	40300CCOP
Reported		Submit	eave / Componsat	ory Time	Absence	ceptions	<u>P</u> ayablo 1	lime				
Reported	Time Status		eave / Componsat	ory Time	Absence Ex	ceptions	Payable 1	lime		1.6 of 6 🗹		
Reported eported Tin 퍆 Q	Time Status	mmary L		ory Time		ceptions (	Payablo 1	lime	Sched Hrs	1.6 of 6 V		
Reported Tin eported Tin 丣 Q hate	Time Status Su	mmary L	Total			·		Time	Sched Hrs 8.00			
	Time Status Su ne Status Reported Status	mmary L	Total 8.00	TRC		Description		fime		Add Comments		
Reported Tim eported Tim म्न Q Pate 1/27/2020	Time Status Su Reported Status Submitted	mmary L	Total 8.00 8.00	TRC REG	F 5	Description Regular Hours		Fime	8.00	Add Comments		
Reported           eported         Tim           TT         Q           Nate         1/27/2020           1/28/2020         1/28/2020	Time Status Su me Status Reported Status Submitted Submitted	mmary L	Total 8.00 8.00 8.00	TRC REG REG	-    -    -    -    -    -    -    -	Description Regular Hours Regular Hours		fime	8.00	Add Comments		
Reported Tim TT Q Pate 1/27/2020 1/28/2020	Timo Status Su ne Status Reported Status Submitted Submitted Submitted	mmary L	Total 8.00 8.00 8.00 8.00	TRC REG REG REG	-    F F F F	Description Regular Hours Regular Hours			8.00 8.00 8.00	Add Comments		

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



### **Uncompensated Overtime and Straight Overtime**

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

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

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

### The **Timesheet** page displays.

mesheet														vew windo	M I E
						Employee ID									
rainer and Instructor II						Empl Record	0								
					Ti	me Reporting Type	Positive								
ctions-					Ea	rliest Change Date	11/27/2019								
Select Another Time	esheet														
*	View By	Veek		~		Prev	ous Week Next	Week							
	*Date 0	1/27/2020	^م 🖽												
Schedule	ed Hours 1	58.00	R	eported Hours	0.00										
om Monday 01/27/20	020 to Sund	ay 02/02/20	020 ⑦												
Mon 1/27	1	Fue /28	Wed 1/29	T) 1/	hu 30	Fri 1/31	Sat 2/1	Sun 2/2	Total Ti	ime Reporting Code		*Taskgroup		Busines: Unit	S
8.00	8	00	8.00	8.0	10	8.00			F	REG - Regular Hours	~	40300CCOP	Q	40300	۹
	5	00							ι	UOS - Uncompensated Overtime	~	40300CCOP	۹	40300	۹
			3.00							OVS - OT @ Straight Time	~	40300CCOP	۹	40300	۹
Save for Later		Submi	t		Apply Schedule							1.		1	
Reported Time Statu	us <u>S</u> un	imary	Absence	Exceptions	Payable Time										
ported Time Status															
<b>7</b> Q									1-	-1 of 1 💙					

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





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



9. Click the **OK** button.

### The **Timesheet** page returns.

Mon 1/27	n Tue 7 1/28	Wed 1/29	Thu 1/30	1/	Fri Sat 31 2/1	Sun 2/2	Tota	I Time Reporting Code		*Taskgroup		Business Unit	
		3.00					3.00	OVS - OT @ Straight Time	~	40300CCOP	۹	40300	۹
8.00	8.00	8.00	8.00	8.0	0		40.00	REG - Regular Hours	~	40300CCOP	۹	40300	۹
	5.00						5.00	UOS - Uncompensated Overtime	~	40300CCOP	۹	40300	۹
ed Time Sta		Absence	Exceptions [	Payable Time				1-7 of 7 V					
ed Time Sta Q	atus						Schod						
ed Time Sta Q			Exceptions 1		escription		Sched Hrs	1-7 of 7 V Add Comments					
ed Time Sta Q Ri	atus	TT		D	escription egular Hours		Sched Hrs 24.00						
ed Time Sta Q Rt 2020 St	atus Reported Status	Т	tal TRC	D			Hrs	Add Comments					
ed Time Sta Q Rd 020 St 020 St	atus Reported Status Submitted	T	tal TRC 8.00 REG	Di Ri Ri	egular Hours		Hrs 24.00	Add Comments					
ed Time Sta Q 8020 St 8020 St 8020 St	atus Reported Status Submitted Submitted	Т	tal TRC 8.00 REG 8.00 REG	Di Ri Ri	egular Hours egular Hours	e	Hrs 24.00 24.00	Add Comments					
ed Time Sta Q R 020 Su 020 Su 020 Su 020 Su	Reported Status Submitted Submitted Submitted	ТГ ТС	tal TRC 8.00 REG 8.00 REG 5.00 UOS	Di Ri Ri Ui	egular Hours egular Hours ncompensated Overtim	e e	Hrs 24.00 24.00 24.00	Add Comments					

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.

	*View By Week *Date 12/23/201	9 🛅 🍄			Previous Week Next	Week				
Scher	fuled Hours 40.00	Repo	rted Hours 0.00							
m Monday 12/23/	2019 to Sunday 12/29	/2019 ⑦								
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
Save for Later	Sub	mit								
Reported Time Sta	tus Summary	Leave / Compensate	ory 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 ch			FIGHOUS FFOR HOATFFOR		
			Warning – 2019-12-24 is scheduled as a holiday (13504,3003)		
OK Cancel	Rep	Reported Date is scheduled as a Holiday. Press OK to Save	the Reported Time and return to Timesheet page. Press cancel to re	eturn to Timesheet page to save or change your Reported Time.	
			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.



The **Absence Events** section displays.

	۰۰۰۰ Mo 12/2		Tue Wed 2/24 12/25	Thu 12/26	Fri 12/27	~~~	Sat 2/28	Sun 12/29 Total	Time Reporting Code		group Unit	
(				8.00	8.00			16.00	REG - Regular Hours	40300	CCOP 40300	
	Save for Lat	ter	Submit									Ś
	Reported Time S	ilatus <u>S</u> ummary	Leave / Compensalory	Time Absence Exc	eptions	Payable Time						्रे
	sence Events ( D Absence Take	_					1	1		1	1-1 of 1	
*5	tart Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit	}
						Details		Approval Monitor	Administrator Absence Event		Edit	1
	Add Absend			_		-						3

6. Click the Add Absence Event button.

The Absence Take tab displays the newly enabled row.

Reported Time S	Slatus Summary	Leave / Compensatory	Time Absence Excep	tions Payab	ble Time						
ence Events	0										
ence Events	U										
	_										
Absence Take	• II•										
	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast
art Date		Absence Name	Reason Vacation	Duration	Unit Type Hours	Details Details	Status New	Approval Monitor Approval Monitor	Source Employee Timesheet	Cancel	Forecast
Absence Take art Date 23/201	End Date			Duration					Employee		

- Enter the details for the absence on the newly enabled Absence Take row. In this example, Monday, December 23rd was a vacation day.
  - a. Enter the first date of the Absence event in the **Start Date** field. In this example, 12/23/2019 was entered.
  - b. Enter the end date of the Absence event in the **End Date** field. In this example, 12/23/2019 was entered.
  - c. Select the applicable **Absence Name** using the dropdown button provided. In this example, Vacation was selected.
  - d. Select the applicable **Reason** using the dropdown button provided. In this example, Vacation was selected.
- 8. Click the **Details** link.



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

	SS Create #	bsence Req	
<ul> <li>Instructions</li> <li>End Data End Data and them</li> </ul>	nce Name. Then complete the rest of the required	5-13- h for a famine in it. Tona h a tona	
Einer Start Date, End Date, and Abse.	nce marne. Then complete the rest of the required	neids beiore returning to the "innesneet page.	
Absence Detail ⑦			
*Start Date	12/23/2019 📰	View Monthly Schedule	
End Date	12/23/2019		
Filter by Type	All		
*Absence Name	Vacation 🔽	Current Balance 132.00 Hours**	
*Reason	Vacation 🔽		
Partial Days	None 🔽		
Duration	8.00 Hours		
Calculate End Date or	Duration		
Comments			
Reporter Comments:			
ок	Cancel		
Required Field	Junou		
Disclaimer The current balance does	not reflect absences that have not been processed	I.	

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

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

10. Click the **OK** button.

The **Timesheet** page displays.

ubmit	ime Absence Excepti	ons Payable	Time	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~		~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	·····
0	Í				1	Í					1-1 of 1	]
ubsence Name	Reason	Duration 1	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit	Delete	
Vacation 🔽	Vacation 💟	8.00 H	Hours	Details	New	Approval Monitor	Employee Timesheet		Foreca	Edit	Dele	
		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~					~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		-		~~~~	: بر بر

11. Click the **Forecast** button.

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





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

Mon 12/23	Tue 12/24		Thu 12/26	Fi 12/2			Sun Tota 1/29	Time Reporting Code		*Taskgroup	Busines Unit
			8.00	8.00			16.00	REG - Regular Hours	Y	40300CCOP	40300
8.00							8.00	VAC - Vacation		40300CCOP	40300
eported Time State cast Successful:		Leave / Compensator		Exceptions	Payable Time						
Time: October 1: ence Events ⑦		enec and you may sub	nii you request.								
Absence Take	Forecast Results] ⊪									
art Date Er	d Date A	bsence Name	Reason	Dura	tion Unit Type	Details St	atus .	Approval Monitor	Source	Cancel	Foreca
	223/2019 📰	Vacation 💟	Vacation		8.00 Hours	Details Se	ved	Approval Monitor	Employee Timesheet		Forec

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.

-	esheet mit Confirmation
Sub	mit Commation
\mathbf{P}	The Submit was successful.
	Time for the Week of 2019-12-23 to 2019-12-29 is submitted
OK	

13. Click the **OK** button.



The **Timesheet** page displays.

	Timesheet									
	*View By Week		1	Pre	wious Week Next Weel					
	*Date 12/23/2019	÷								
Sch	neduled Hours 40.00	Reported	Hours 24.00							
	12/23/2019 to Sunday 12/29/20 Mon Tue	Wed	Thu	Fri	Sat	Sun	1 Total	Time Reporting Code	*Taskgroup	Busin
1	12/23 12/24	12/25	12/26	12/27	12/28	12/29) Iotal	This Reporting code	Therefore	Unit
			8.00	8.00] 16.00	REG - Regular Hours	40300CCOP	40300
	8.00						8.00	VAC - Vacation	40300CCOP	40300
Save for	Later Submit									
5846 101										
Reported Tir	me Status	eave / Compensato	ory Time Absence	Exceptions	Payable Time					
ported Time	Statua			_1,1						
poned mile	314113						[1-3 of 3		
¶;Q										
≡; Q ate	Reported Status	Total	TRC	Description		Sched Hrs	Add Commen	ts		
π , Q	Reported Status Needs Approval		TRC VAC	Description Vacation		Sched Hrs 8.00		ts		
F; Q, ate		8.00						ts		

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	t							140	17 110017
				Employee ID					
Police Sergeant	+			Empl Record	0				
Actions -	2			Time Reporting Type	Positive				
Actions				Earliest Change Date	03/27/2021				
Select Ano	other Timesheet								
	*View By We	эk	~	Previo	us Week Next Week				
	*Date 04/1	9/2021 🗰 🐤							
	Scheduled Hours 40.0		orted Hours 16.00						
From Monday	y 04/19/2021 to Sunday	04/25/2021 ⑦							
	Mon Tue 4/19 4/20	Wed	Thu 4/22	Fri 4/23	Sat Sun 4/24 4/25	Total	Time Reporting Code	*Taskgroup	Busi Unit
	8.00 8.00					16.00	REG - Regular Hours	40300CCOP	4030
Save f	for Later	Submit							
				_					
Reported T	Time Status	ry Leave / Compens	satory Time <u>A</u> bsence	Exceptions Pay	able Time				
leported Time	io Status						_		
≣ Q	ie Status						1-2 of 2 🗸		
Date	Reported Status	Tota	I TRC	Description	Sct	ied A	dd Comments		

2. Click the **Absence** tab.

The Absence Events section displays.

Moi 4/1	n Tu 9 4/2	e Wed D 4/21	Thu 4/22 4/	Fri 23	Sat 4/24	Sun 4/25	Total	Time Reporting Code	*Taskgroup
8.00	8.00						16.00	REG - Regular Hours	40300CCOP
Save for L	ater	Submit							
Reported Time	Status <u>S</u> ummar	y <u>L</u> eave / Compensate	ory Time Absence Exe	eptions	<u>P</u> ayable Time]			
sence Events	0								
	0								
Absence Take									
Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approva	al Monitor Source	Cancel
					Details		Approva	I Monitor Administrator Absence Event	



3. Click the Add Absence Event button.

The Absence Take tab displays the newly enabled row.

Reported Time	Status <u>S</u> umma	y Leave / Compensator	y Time Absence	Exceptions Pay	able Time							
ence Events	0											
2	_											
Absence Take	e II•											
tart Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
4/21/2021	04/23/2021	Family and Medica 🗸	FMLA Employee		Hours	Details	New	Approval Monitor	Employee Timesheet		Foreca	Edit

- 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.



Time & Attendance Job Aid ESS392 Time Entry Scenarios – Positive Time Reporter

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

	SS Creat	e Absence Req		×
Absence Event Details			Help	•
Police Sergeant				
Instructions				1
Enter Start Date, End Date, and Abse	nce Name. Then complete the rest of the requ	ired fields before returning to the Timesheet page.		
				1
Absence Detail ⑦				1
*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:		¢		
ок	Cancel			
* Required Field				
**Disclaimer The current balance does	not reflect absences that have not been proce	essed.		

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

The Duration Hours field populates.

Lasence and have	my man man man have have
*Start Date	04/21/2021
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:	K
ок	Cancel
* Required Field	
**Disclaimer The current balance does	not reflect absences that have not been processed.

Click the **OK** button. 7.



The Absence Take tab returns.

Reported Time	Status	Leave (Companyatory	Time Absonce Ev	reantions Davat	la Time						
Reported Time	Status Summary	Leave / Compensatory	Time Absence <u>Ex</u>	ceptions Payat	ole Time						
ence Events	0										
;	_										
Absence Take	10+										
	-				Unit			_			
art Date	End Date	Absence Name	Deseon								Edit
art Date	End Date	Absence Name	Reason	Duration	Unit Type Detai	s Status	Approval Monitor	Source	Cancel	Forecast	Edit

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.

-oponed min	e Status <u>S</u> umma	y Leave / Compensatory	Time Absence Excep	tions <u>P</u> ayal	ole Time							
ecast Suc		upsted shaanse and u	u may aubmit your sagua									
	une 21,2021 at 12		ou may submit your reque	st.								
nce Event	s (?)											
												1-1 of 1
Absence Tak	e Forecast Resu	lts II>										
			Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
rt Date	End Date	Absence Name	inclusion.									

9. Click the **Submit** button.

The **Submit Confirmation** page displays.



10. Click the **OK** button.



The **Timesheet** page returns.

sence Events	• 10											
												1-1 of 1 🗸
Absence Tak	ke Forecast Res	ults +										
tart Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
21/2021	04/23/2021	Family and Medical Leave	FMLA Employee	24.00	Hours	Details	Needs Approval	Approval Monitor	Employee Timesheet		Forec	Edit

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.

Reported Time	Status <u>S</u> ummar	y Leave / Compensatory T	ime Absence <u>E</u> xcepti	ons <u>P</u> ayab	le Time							
bsence Events	0											
щ												
Absence Take	Forecast Result	ts II►										
Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
4/21/2021	04/23/2021	Family and Medical Leave	FMLA Employee	24.00	Hours	Details	Needs Approval	Approval Monitor	Employee Timesheet		Forec	Edit
04/21/2021	04/23/2021	Vacation 🗸	Vacation 🗸		Hours	Details	New	Approval Monitor	Employee Timesheet		Foreca	Edit

- 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.



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The SS Create Absence Req page displays.

	SS Create	Absence Req	
Absence Event Details			Help
Police Sergeant			
■Instructions			
Enter Start Date, End Date, and Abse	nce Name. Then complete the rest of the requi	red 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:		ď	
ОК	Cancel		
* Required Field			
Disclaimer The current balance does	not reflect absences that have not been proce	ssed.	

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

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

The Duration Hours populate.

harmon harmon	m	many	- Automation	
*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:				
ок		Cancel		
Required Field				
Disclaimer, The currer nce	t reflect absences that have i		_	

15. Click the **OK** button.



Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Positive Time Reporter

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

sence Events	0											
ш у												
Absence Take	Forecast Resul	ts II>										
Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
4/21/2021	04/23/2021	Family and Medical Leave	FMLA Employee	24.00	Hours	Details	Needs Approval	Approval Monitor	Employee Timesheet		Forec	Edit
04/21/2021	04/23/2021	Vacation 🗸	Vacation 🗸	24.00	Hours	Details	New	Approval Monitor	Employee Timesheet		Foreca	Edit

16. Click the Forecast button.

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

\sim	~~~~	$\sim\sim\sim\sim$	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~^	$\sim\sim\sim\sim\sim$		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	······	~~~~		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
Save for	Later	Submit										4
Reported Time	e Status Summar	y Leave / Compensatory T	ime Absence Exception	ons Payab	e Time							
	le to take the req		ı may submit your request									<
Date Time: Ju Absence Events	une 21,2021 at 12	2:58										4
III IIII												1-2 of 2 🗸
Absence Tak	e Forecast Resul	lts II)										٩
*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
04/21/202	04/23/2021	Vacation 🗸	Vacation 🗸	24.00	Hours	Details	Saved	Approval Monitor	Employee Timesheet		Foreca	Edit
	04/23/2021	Family and Medical Leave	FMLA Employee	24.00	Hours	Details	Needs Approval	Approval Monitor	Employee Timesheet		Forec	Edit
04/21/2021												
Add Abse	nce Event											i
Add Abse		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~			_					A		i

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.



Reported Til	me Status Sum	mary Leave / Compensa	tory Time Absence	Exceptions Pay	able Time						
sence Even											
sence Even	its ()										1-2 of
Absence Ta	ake Forecast R	esults >									
					Unit -	Details Status	Approval Monitor	Source	Cancel		
Start Date	End Date	Absence Name	Reason	Duration	Unit Type D	Details Status	Approval Monitor	Source	Cancel	Forecast	Edit
Start Date 4/21/2021	End Date 04/23/2021	Absence Name Vacation	Reason Vacation			Details Status Details Needs Approval		Employee Timesheet		Forecast	Edit

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.

nesheet												
						E	imployee ID					
ce Sergeant						E	mpl Record	D				
ons∙						Time Rep	orting Type	Positive				
						Earliest C	hange Date	03/27/2021				
elect Another 1	Timesheet											
	*View By	Week		~			Previo	is Week Next We	ek			
	*Date	03/29/202	21 🛗 🌣									
Sche	eduled Hours	40.00		Reported Hours	0.00							
				·								
n Monday 03/2		-		т		E-i	Eat	Sug				
n Monday 03/2 Mon 3/29		nday 04/0 Tue 3/30	4/2021 ③ Wed 3/31	TI 4	וט 1/1	Fri 4/2	Sat 4/3	Sun 4/4	Total	Time Reporting Code		*Taskg
		-		Tř 4		Fri 4/2	Sat 4/3	Sun 4/4	Total	Time Reporting Code	~	*Taskg 403000
		-				Fri 4/2	Sat 4/3	Sun 4/4	Total	Time Reporting Code	~	
		-				Fri 4/2	Sat 4/3	Sun 4/4	Total	Time Reporting Code		403000
		Tue 3/30				Fri 4/2	Sat 4/3	Sun 4/4	Total	Time Reporting Code	~	403000

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

The Leave/Compensatory Time Balance section displays.

harmon	\sim		mundan	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	m	$\sim\sim\sim\sim\sim\sim\sim$
Reported Time Status	<u>S</u> ummary	y Leave / Compensatory	Time <u>A</u> bsence <u>E</u>	xceptions Payable	Time	
Leave and Compensatory	Time Bala	ances 🕐				
⊑, Q						1-2 of 2 🗸
Plan Type		Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time		OT_LEAVE	3.00	0	1000	₿ [,]
Comp Time		COMP_LEAVE	6.00	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.



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

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

			Lea	ve and Compensatory	Time				×
									Help
Detail									
			F	Employee ID					
Police Sergeant Actions -			Employn	ment Record 0					
negative, depending	of Leave/Compensalory time for on how the plan is set up and wh	: an employee as of 1at has been report	f the specified date. This ied	3 balance may be positive	or				
Leave and Compens	atory Time						1.2	2 of 2 🗸 🕨 🕅	View All
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	0.00000	3.000000	0.000	3.000	03/15/2021	•

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

The Timesheet page returns.

imesheet										
				,	Employee ID					
lice Sergeant				F	Empl Record	D				
tions -				Time Re	porting Type	Positive				
				Earliest (Change Date	03/27/2021				
Select Another Timeshe	eet									
*Vie	w By Week		~		Previou	us Week Next Week				
,	*Date 03/29/2021	≎ ⊞								
Scheduled H	iours 40.00		ted Hours 0.00							
m Monday 03/29/2021 1 Mon 3/29	to Sunday 04/04/2 Tue 3/30	2021 ⑦ Wed 3/31	Thu 4/1	Fri 4/2	Sat 4/3	Sun 4/4	Total	Time Reporting Code		*Task
				412	413	4/4				
8	8	8	8	4				REG - Regular Hours	~	40300
				4				CCL - Compensatory Leave Taken	~	40300
				4				CCL - Compensatory Leave Taken	•	40300

Time & Attendance Job Aid



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- 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 Tue 3/29 3/30	Wed 3/31	Thu 4/1	Fr 4/2	i Sat 2 4/3	Sun 4/4	Total	Time Reporting Code	
				4.00			4.00	CCL - Compensatory Leave Taken	~
8	8.00 8.00	8.00	8.00	4.00			36.00	REG - Regular Hours	~
Save fo	or Later Subr	nit							
Reported T	Time Status Summary		ani Tima	Abaanaa	Exceptions	able Time			
		Leave / Compensat	ory time	<u>A</u> bsence <u>E</u>	Exceptions Paya				
eported Time	e Status							1-6 of 6 🗸	
Date	Reported Status	Total	TRC		Description		Sched Hrs	Add Comments	
	Reported Status Submitted		TRC		Description Regular Hours		Sched Hrs 8.00	Add Comments	
0ate 13/29/2021 13/30/2021		8.00					Hrs		
3/29/2021	Submitted	8.00	REG		Regular Hours		Hrs 8.00	9	
3/29/2021 3/30/2021	Submitted Submitted	8.00	REG		Regular Hours Regular Hours		Hrs 8.00 8.00		
3/29/2021 3/30/2021 3/31/2021	Submitted Submitted	8.00 8.00 8.00 8.00	REG REG REG		Regular Hours Regular Hours Regular Hours	Taken	Hrs 8.00 8.00 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.

	w By Week Date 11/29/202 Iours 40.00		v ted Hours 0.00		Previous Week	Next Week		
From Monday 11/29/2021 1 Mon 11/29	to Sunday 12/0 Tue 11/30	5/2021 ⑦ Wed 12/1	Thu 12/2	Fri 12/3	Sat 12/4	Sun 12/5	Total	Time Reporting Code
								~
								· ·
								~
Save for Later	Sut	omit	Apply S	chedule				
Reported Time Status	Summary	Leave / Compensate	ory Time <u>A</u> bsen	ce <u>E</u> xceptions	Bayable Time			
Reported Time Status								

2. Click the **Absence** tab.

The Absence Events section displays.

Reported Tim	ne Status <u>S</u> um	nmary Leave / C	ompensatory Time Abs	ence <u>Exceptions</u> Pay	able Time				
Absence Event	s ?								
Absence Tak	ke ∥▶								
Select	*Start Date	End Date	Absence Name	Reason	Unit	Details	Status	Approval Monitor	Source
	our but	Lind Duto	Abounce nume		Туре	Detailo	ouuo		oource
						Details		Approval Monitor	Administrato Absence Eve
Add Abse	ence Event								





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

Reported 1	Time Status	mmary Leave / C	compensatory Time Abser	nce Exceptions Paya	able Time				
Absence Eve	nts								
Absence	lake ∥⊧								
Select	*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source
	11/29/2021	11/29/2021	Select Absence Nar 🗸			Details	New	Approval Monitor	Manager Timeshe
Add Al	osence Event								

- 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.

bsence Eve	ents (/)								
町									
Absence	Take ∥▶								
Absence									
Select	*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source
	12/02/202	12/03/2021	Select Absence Nar V			Details	New	Approval Monitor	Manage

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.

ence Eve	nts ⑦								
Absence	Take II▶								
Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor

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



Reported Ti	me Status Su	mmary Leave / C	ompensatory Time Abse	ence <u>E</u> xceptions	<u>P</u> ayab	le Time				
Absence Ever	nts ?									
町										
Absence Ta	ake ∥▶									
Select	*Start Date	End Date	Absence Name	Reason		Duration	Unit Type	Details	Status	Approval Monitor
	12/02/2021	12/03/2021	Vacation ~	Vacation	~		Hours	Details	New	Approval Monitor
Add Ab	sence Event									

7. 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. The Absence Detail (?) Start Date [12/02/2021 [End Date [12/03/2021 [Filter by Type] All	1	quired fields be	before returning to the Timesheet pag	ge.	
*Start Date 12/02/2021 [End Date 12/03/2021 []	View Monthly Calendar		
End Date 12/03/2021			View Monthly Calendar		
	~]			
Filter by Type All]			
	~				
*Absence Name Vacation		J	Current Balance 475.80 H	Hours**	
*Reason Vacation	~]			
Partial Days None	~]			
Duration	Hours				
Calculate End Date or Duration					
Comments					
				₩.	
Reporter Comments:					
ОК	Cancel				
* Required Field *Disclaimer The current balance does not reflect abse	ices that have not been proce	cessed			
Disclamer The current balance does not reliect abse	ices that have not been proce	1.63260.			

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.



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

	SS Create Absence Re	eq	×
✓ Instructions Enter Start Date, End Date, and Abse	ce Name. Then complete the rest of the required fields befo	re returning to the Timesheet page.	
Absence Detail ⑦			
*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 ~		
Calculate End Date or	16.00 Hours		
Comments			
Reporter Comments:		&	
ок * Required Field **Disclaimer The current balance does	Cancel		

- 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.
- Click the **OK** button. 11.

The Timesheet page returns.

Reported Ti	me Status Sun	nmary Leave / Co	mpensatory Time	Absence	<u>Exceptions</u>	Payabl	e Time				
Absence Even	te (2)										
F											
Absence Ta	ake ∥▶										
								Unit			
Select	*Start Date	End Date	Absence Name	Re	eason		Duration	Unit Type	Details	Status	Approval Monitor
	12/02/2021	12/03/2021					10.00		Details		
	12/02/2021	12/03/2021	Vacation	· \	/acation	~	16.00	Hours	Details	New	Approval Monitor
(
Add Abs	sence Event										
Approval											
Se	lect All	Deselect All		Apr	orove	D	eny	1			
		Descreet All					city				
	tlement Balances										
100									1.25 of 25 ×		



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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
١	New	Approval Monitor	Manager Timesheet		Foreca	Edit	Dele

13. Click the Forecast button.

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

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

From Monday	11/29/2021 to Sur	nday 12/05/20	21 ⑦					_				-
	Mon 1/29	Tue 11/30	Wed 12/1	Thu 12/2	Fri 12/3	Sa 12		Sun 12/5	Total	Time Reporting C	ode	*Tasl
				8.00	8.00				16.00	VAC - Vacation		3010
Save for	Later	Submit		Ap	ply Schedule)						-
Reported Tim	ne Status Sun	nmary <u>L</u> e	ave / Compensato	ory Time At	Except	tions Payable	Time					
	to take the reques 05,2022 at 15:12		and you may sub	mit your reques	t.							
₿												
Absence Tal	ke Forecast R	Results •										
Select	*Start Date	End Date	Absence	e Name	Reason		Duration	Unit Type	Details	Status	Approval Monitor	
	12/02/2021	12/03/2021	Vacatio	n •	Vacation	~	16.00	Hours	Details	Saved	Approval Monitor	
Add Abs	ence Event											

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

14. Click the **Submit** button.



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The Submit Confirmation page displays.



15. Click the **OK** button.

The **Timesheet** page returns.

	Mon 11/29	Tue 11/30		/ed 2/1	Thu 12/2	Fri 12/3		Sat 12/4	Sun 12/5	Total	Time Reporting Cod	e	*Tas
					8.00	8.00				16.00	VAC - Vacation		3010
Save for	r Later	Su	ubmit		Арр	ly Schedule							
eported Tim	me Status	<u>S</u> ummary	Leave / Com	pensatory Time	Abs	ence Exception	ons <u>P</u> aya	able Time			_		
eported Tin		Summary	Leave / Com	pensatory Time	Abs	Exception	ons <u>P</u> aya	able Time			_		
	ts ⑦		Leave / Com	pensatory Time	Abs	Exception	ons Paya	able Time			_		
nce Event	ts ⑦		41	pensatory Time	Abs	Reason		able Time	Unit Type	Details	Status	Approval Monitor	

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.

	*Date 40.00		▼ d Hours 0.00		Previous Week Ne:	kt Week		
	21 to Sunday 12/05							
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
								~
								~
								~
Save for Later	Sub	omit	Apply S	Schedule				
ported Time Statu	s Summary	Leave / Compensator	y Time Abser	nce Exceptions	Payable Time			

2. Click the **Absence** tab.

The Absence Events section displays.

Reported Til	me Status	Immary Leave	Compensatory Time	Absence Exceptions	Payable Time				
Absence Even	ts ⑦								
t≣; Absence Ta	ıke II▶								
Select	*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source
						Details		Approval Monitor	Administrato Absence Eve
Add Abs	sence Event								





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

Reported 1	Time Status	mmary Leave / C	compensatory Time Abser	nce Exceptions Paya	able Time				
Absence Eve	nts								
Absence	lake ∥⊧								
Select	*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source
	11/29/2021	11/29/2021	Select Absence Nar 🗸			Details	New	Approval Monitor	Manager Timeshe
Add Al	osence Event								

- 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.

bsence Eve	ents (/)								
町									
Absence	Take ∥▶								
Absence									
Select	*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source
	12/02/202	12/03/2021	Select Absence Nar V			Details	New	Approval Monitor	Manage

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.

sence Events ⑦									
Absence Take									
Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor

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



Reported Ti	Reported Time Status Summary Leave / Compensatory Time Absence Exceptions Payable Time									
Absence Ever	bsence Events ⑦									
E,	町									
Absence T	Absence Take									
Select	*Start Date	End Date	Absence Name	Reason		Duration	Unit Type	Details	Status	Approval Monitor
	12/02/2021	12/03/2021	Vacation ~	Vacation	•		Hours	Details	New	Approval Monitor
Add Ab	sence Event									

7. Click the **Details** link.

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

	SS Create Absence Req	
	ice Name. Then complete the rest of the required fields before returning to the Timesheet page.	
Absence Detail ⑦		
*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	None •	
Duration	Hours	
Calculate End Date or	Duration	
Comments Reporter Comments:		
OK Required Field Disclaimer The current balance does	Cancel 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, Varable Work Schedules calculate time at 24 hours per day so partial days and actual hours must be entered so that the absence duration will calculate correctly.

- 10. Click the **Partial Days dropdown** button and select the applicable list item based on the following:
 - i. All Days: Select this option if every day of the absence is going to be a partial day. This is the appropriate selection for employees with a Variable Work Schedule. This selection should also be used if this is just a (1) partial day absence
 - ii. End Day Only: Select this option when only the last day of the absence is a partial day
 - iii. Start Day Only: Select this option when only the first day of the absence is a partial day
 - iv. Start and End Days: Select this option when both the first day and the last day of the absence will be partial days

The page refreshes.

		SS Create Absence Req
	nce Name. Then complete the rest	of the required fields before returning to the Timesheet page.
bsence Detail ⑦		
*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	v
Partial Days	Start Day Only	×
Start Day Hours		
Duration	Hours	
Calculate End Date or	Duration	
omments		
Reporter Comments:		~
ок Required Field	not reflect absences that have not	Cancel

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.



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

	SS Crea	te Absence Req	x
 Instructions 			1
Enter Start Date, End Date, and Abse	nce Name. Then complete the rest of the req	uired fields before returning to the Timesheet page.	
Absence Detail ⑦			
*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:		×.	
ок	Cancel		
* Required Field	Cancel		
	not reflect absences that have not been proc	cessed.	

12. Click the Calculate End Date or Duration button.



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

SS Creat	e Absence Req	×
nce Name. Then complete the rest of the requ	ired fields before returning to the Timesheet page.	
12/02/2021	View Monthly Calendar	
12/03/2021		
All		
Vacation ~	Current Balance 503.00 Hours**	
Vacation 🗸		
Start Day Only		
4.00		
12.00 Hours		
Duration		
		٦
	₩.	L
		L
		J
Cancel	haza	
	12/02/2021 iii 12/03/2021 iii All Vacation Vacation Start Day Only 4.00 12.00 Hours Duration Cancel	12/03/2021

- Review the total number of absence hours in the **Duration** field and ensure accuracy. 13.
- 14. Optionally enter comments for the Approver in the **Reporter Comments** field.
- 15. Click the **OK** button.



The Timesheet page returns.

Absence Ever	nts ?									
т,										
Absence T	īake ∥▶									
Select	*Start Date	End Date	Absence Name	Reason		Duration	Unit Type	Details	Status	Approval Monitor
	12/02/2021	12/03/2021	Vacation	✓ Vacatio	n 🗸	12.00	Hours	Details	New	Approval Monitor
Add Ab	sence Event									
Approval										
	elect All	Deselect All		Approve		Deny]			
Absence Ent	titlement Balances	;								
₩,								1-26 of 26 🗸		
Entitlement N	Name	Balan	ce as of 04/24/2021**	From	То	Accrual Period				
Service Reco	gnition 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				
Derontel Logy				01/10/2021	01/00/2022	Voor to Data				

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

							1-1 of 1 💙
Sta	atus	Approval Monitor	Source	Cancel	Forecast	Edit	Delete
Ne	W	Approval Monitor	Manager Timesheet		Foreca	Edit	Dele
		1					

17. Click the **Forecast** button.

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



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

Mo 11/2		Tue /30	Wed 12/1	Thu 12/2	Fri 12/3	Sa 12/		Sun 12/5	Total	Time Reporting Co	ode
				4.00	8.00				12.00	VAC - Vacation	
Save for La	ter	Submit		Apply	Schedule						
eported Time	Status <u>S</u> umma	ry <u>L</u> ear	ve / Compensator	y Time Abse	Exceptions	Payable	Time				
					-						
cast Successf											
are eligible to	ul: take the requested 5,2022 at 09:00	absence ar	nd you may subr	nit your request.							
are eligible to	take the requested 6,2022 at 09:00	absence ar	nd you may subr	nit your request.							
are eligible to Time: April 06	take the requested 6,2022 at 09:00	absence ar	nd you may subr	nit your request.							
are eligible to Time: April 06	take the requested 6,2022 at 09:00		nd you may subr	nit your request.							
are eligible to Time: April 06 Ince Events	take the requested ,2022 at 09:00 Forecast Resu		nd you may subr		Reason		Duration	Unit Type	Details	Status	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.



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The Submit Confirmation page displays.



19. Click the **OK** button.

The Timesheet page returns.

4.00 Apply Sc mpensatory Time Absence	8.00 Schedule Exceptions Paya	ible Time		12.00 V.	AC - Vacation		3010
		able Time					
mpensatory Time Absence	Exceptions Paya	able Time					
Absence Name Rea	Reason		nit De	tails	Status	Approval Monitor	
Vacation Vac	/acation	12.00 H	ours De	ails	Needs Approval	Approval Monitor	
	/acation \	Vacation Vacation					

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.

				Employee II	0					
				Empl Record	0 t					
			Time	e Reporting Typ	e Positive					•
			Earli	iest Change Dat	e 03/27/2021					
nesheet										
*View By Weel	k	~		Pre	vious Week	lext Week				
*Date 04/26	/2021 🗰 🌣									
iled Hours 40.00	F	Reported Hours	40.00							
2021 to Sunday 0 Tue 4/27	5/02/2021 ③ Wed 4/28	Th 4/2	hu 29 4	Fri 4/30	Sat 5/1	Sun 5/2	Total	Time Reporting Code	*Taskgroup	Bu: Uni
8.00	8.00						24.00	REG - Regular Hours	40300CCOP	403
		8.0	00 8	8.00			16.00	VAC - Vacation	40300CCOP	403
	Submit									
	*View By Weel *Date 04/26 iled Hours 40.00 2021 to Sunday 0 Tue 4/27	"View By Week "Date 04/26/2021 1 ↔ iled Hours 40.00 F 021 to Sunday 05/02/2021 ⑦ Tue 4/27 Wed 4/28	"View By Week ✓ *Date 04/26/2021 () ↓ Hed Hours 40.00 Reported Hours 4021 to Sunday 05/02/2021 () ↓ Tue Wed 41/28 41/4 4.00 8.00 8.00 ↓	Earl esheet *View By Week *Date 04/26/2021 *C *Date 04/26/2021 C *C *	Empl Recor Time Reporting Typ Earliest Change Date *View By Week *Date 04/26/2021 *Date 04/26/2021 *Date 04/26/2	*View By Week *Date 04/26/2021 *Date 04/26/2021	Empl Record 0 Time Reporting Type Positive Earliest Change Date 03/27/2021 *View By Week Next Week Next Week *Date 04/26/2021 *** *Date 04/26/2021 *** *Date 04/26/2021 *** *Date 04/26/2021 *** *** 100 Reported Hours 40.00	Empl Record 0 Time Reporting Type Positive Earliest Change Date 03/27/2021 *View By Week Veek Veek Veek Veek Veek Veek Veek	Empl Record 0 Time Reporting Type Positive Earliest Change Date 03/27/2021	Empl Record 0 Time Reporting Type Positive Earliest Change Date 03/27/2021 Tesheet *View By Week Veek Veek Next Week *Date 04/25/2021 ***********************************

2. Click the **Absence** tab.

The Absence Events section displays.

				ptions Pay	yable Time							
sence Events (?)												
₽												1-1 of 1
Absence Take	Forecast Results					1						
art Date End	Date /	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
29/2021 04/3	30/2021	/acation	Vacation	16.00	Hours	Details	Needs Approval	Approval Monitor	Employee Timesheet		Forec	Edit

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



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

	SS Create Absence Req		×
Absence Event Details		ricih	1
Police Sergeant			
Instructions Enter Start Date, End Date, and Abser	nce Name. Then complete the rest of the required fields before returning to the Timesheet page.		
Absence Detail ⑦			
*Start Date	04/29/2021		
End Date	04/30/2021		
Filter by Type	All		
*Absence Name	Vacation Current Balance 140.00 Hours**		
*Reason	Vacation V		
Partial Days	None		
Duration	16.00 Hours		
Calculate End Date or	Duration		
Comments Reporter Comments:	l l l l l l l l l l l l l l l l l l l		
OK * Required Field	Cancel		
*Disclaimer The current balance does	not reflect absences that have not been processed.		

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

The Partial Days list menu displays.

	te 04/29/2021 111	View Monthly Schedule	
End Dat	te 04/30/2021 🗰		
Filter by Typ	All	•	
*Absence Nam	Vacation	✓ Current Balance 140.00 Hours**	
*Reaso	Vacation	▼	
Partial Day		×	
Duratio	Life Day Only		
Calculate End Date	or Start Day Only		
	Start and End Days		
comments			
Reporter Comment	s:	K	
		12	

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



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## Time & Attendance Job Aid

## ESS392 Time Entry Scenarios – Positive Time Reporter

The SS Create Absence Req page returns and the selected Partial Days option displays.

|                       | 04/29/2021     | View Monthly So   | hedule         |
|-----------------------|----------------|-------------------|----------------|
| End Date              | 04/30/2021     |                   |                |
| Filter by Type        | All            | ~                 |                |
| *Absence Name         | Vacation       | ✓ Current Balance | 140.00 Hours** |
| *Reason               | Vacation       | ~                 |                |
| Partial Days          | Start Day Only | ~                 |                |
| Start Day Hours       | 4              |                   |                |
| Duration              | 16.00 Hours    |                   |                |
| Calculate End Date or | Duration       |                   |                |
| Calculate End Date or | Duration       |                   |                |
|                       | Duration       |                   |                |

run

- 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.

| *Start Date           | 04/29/2021       | View Monthly Schedule          |  |
|-----------------------|------------------|--------------------------------|--|
| End Date              | 04/30/2021       |                                |  |
| Filter by Type        | All 🗸            |                                |  |
| *Absence Name         | Vacation 🗸       | Current Balance 140.00 Hours** |  |
| *Reason               | Vacation 🗸       |                                |  |
| Partial Days          | Start Day Only 🗸 |                                |  |
| Start Day Hours       | 4.00             |                                |  |
| Duration              | 12.00 Hours      |                                |  |
| Calculate End Date or | Duration         |                                |  |
|                       |                  |                                |  |
| omments               |                  |                                |  |
| Reporter Comments:    |                  | ×.                             |  |
|                       |                  |                                |  |
|                       |                  |                                |  |

9. Click the **OK** button.



The Timesheet page returns.

| ence Events  | 0               |              |          |          |              |         |                |                  |                       |        |          |          |
|--------------|-----------------|--------------|----------|----------|--------------|---------|----------------|------------------|-----------------------|--------|----------|----------|
| 1            |                 |              |          |          |              |         |                |                  |                       |        |          | 1-1 of 1 |
| Absence Take | Forecast Result | s   >        | 1        |          |              |         |                |                  |                       |        |          |          |
| irt Date     | End Date        | Absence Name | Reason   | Duration | Unit<br>Type | Details | Status         | Approval Monitor | Source                | Cancel | Forecast | Edit     |
| 29/2021      | 04/30/2021      | Vacation 🗸   | Vacation | • 12.00  | Hours        | Details | Needs Approval | Approval Monitor | Employee<br>Timesheet | 0      | 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.

| 4/2                                                        | en<br>26                                 | Tue<br>4/27             | Wed<br>4/28   |               | Thu<br>4/29 |      | Fri<br>4/30 | S<br>5          | iat<br>5/1   | Sun<br>5/2 | Total | Time Reporting Code |    | *Taskgroup | Business<br>Unit | Telework |   | Agency Valu      |
|------------------------------------------------------------|------------------------------------------|-------------------------|---------------|---------------|-------------|------|-------------|-----------------|--------------|------------|-------|---------------------|----|------------|------------------|----------|---|------------------|
| 8.00                                                       | 0                                        | 8.00                    | 8.00          |               | 4.00        |      |             |                 |              |            | 24.00 | REG - Regular Hours | ~  | 40300CCOP  | 40300            |          | ٩ |                  |
|                                                            |                                          |                         |               |               | 4.00        |      | 8.00        |                 |              |            | 12.00 | VAC - Vacation      |    | 40300CCOP  | 40300            |          |   |                  |
| Save for L                                                 | ater                                     |                         | Submit        | 1             |             |      |             |                 |              |            |       |                     |    |            |                  |          |   |                  |
|                                                            |                                          |                         |               |               |             |      |             |                 |              |            |       |                     |    |            |                  |          |   |                  |
|                                                            |                                          |                         |               |               |             |      |             |                 |              |            |       |                     |    |            |                  |          |   |                  |
| eported Time                                               | Status                                   | <u>S</u> ummary         | Leave / Comp  | ensatory Time | Abse        | ince | Exception   | ns <u>P</u> aya | ble Time     |            |       |                     |    |            |                  |          |   |                  |
| eported Time                                               | Status                                   | <u>S</u> ummary         | Leave / Comp  | ensatory Time | Abse        | ince | Exception   | ns <u>P</u> aya | ble Time     |            |       |                     |    |            |                  |          |   |                  |
| cast Succ                                                  | cessful:                                 |                         |               |               |             |      |             |                 | ble Time     |            |       |                     |    |            |                  |          |   |                  |
| ecast Succ                                                 | cessful:<br>le to take                   | the reque               | ested absence |               |             |      |             |                 | ble Time     |            |       | _                   |    |            |                  |          |   |                  |
| ecast Succ<br>are eligible<br>e Time: Jur                  | cessful:<br>le to take<br>ne 21,202      | the reque               | ested absence |               |             |      |             |                 | ble Time     |            |       | _                   |    |            |                  |          |   |                  |
| ecast Succ<br>are eligible<br>e Time: Jur<br>ence Events   | cessful:<br>le to take<br>ne 21,202      | the reque               | ested absence |               |             |      |             |                 | ble Time     |            |       |                     |    |            |                  |          |   | 1-1 of 1         |
| e Time: Jur<br>ence Events                                 | cessful:<br>le to take<br>ne 21,202<br>⑦ | the reque<br>21 at 15:2 | ested absence |               |             |      |             |                 | ble Time     |            |       | _                   |    |            |                  |          |   | 1-1 of 1         |
| ecast Succ<br>I are eligible<br>e Time: Jur<br>ence Events | cessful:<br>le to take<br>ne 21,202<br>⑦ | the reque               | ested absence |               |             |      |             |                 |              |            |       |                     |    |            |                  |          |   | 1-1 of 1         |
| ecast Succ<br>i are eligibli<br>e Time: Jur<br>ence Events | cessful:<br>le to take<br>ne 21,202<br>⑦ | the reque<br>21 at 15:2 | ested absence |               | ay subm     |      | equest.     |                 | Unit<br>Type | Details    | Statu | s Approval Monitor  | Se | Durce      | Cancel           | Forecast |   | 1-1 of 1<br>Edit |

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

The **Submit Confirmation** page displays.



13. Click the **OK** button.



# Cardinal Time & Attendance Job Aid ESS392 Time Entry Scenarios – Positive Time Reporter

The **Timesheet** page returns.

| 4            | Mon Tue<br>1/26 4/27     | Wed<br>4/28       | Thu<br>4/29       | Fri<br>4/30       | Sat<br>5/1   | Sun 7<br>5/2 | otal Time Reporting Code | *Taskgroup  | Business<br>Unit | Telework | A |
|--------------|--------------------------|-------------------|-------------------|-------------------|--------------|--------------|--------------------------|-------------|------------------|----------|---|
| 8.           | .00 8.00                 | 8.00              | 4.00              |                   |              | 2            | 8.00 REG - Regular Hours | ✓ 40300CCOP | 40300            | ٩        |   |
|              |                          |                   | 4.00              | 8.00              |              | 1            | 2.00 VAC - Vacation      | 40300CCOP   | 40300            |          |   |
| Save for     | r Later Submi            |                   |                   |                   |              |              |                          |             |                  |          |   |
|              |                          |                   |                   |                   |              |              |                          |             |                  |          |   |
| Reported Tir | me Status Summary        | Leave / Compensal | tory Time Absence | <u>Exceptions</u> | Payable Time |              |                          |             |                  |          |   |
| orted Time   | Status                   |                   |                   |                   |              |              |                          |             |                  |          |   |
| Q            |                          |                   |                   |                   |              |              | 1-6 of 6                 | -           |                  |          |   |
| e            | Reported Status          | Total             | TRC               | Description       |              | Sched<br>Hrs | Add Comments             |             |                  |          |   |
| 26/2021      | Submitted                | 8.00              | REG               | Regular Hours     |              | 8.00         | 0                        |             |                  |          |   |
| 7/2021       | Submitted                | 8.00              | REG               | Regular Hours     |              | 8.00         | 0                        |             |                  |          |   |
| 112021       | Submitted                | 8.00              | REG               | Regular Hours     |              | 8.00         | 0                        |             |                  |          |   |
| 28/2021      |                          | 4.00              | REG               | Regular Hour      |              | 8.00         | 0                        |             |                  |          |   |
|              | Submitted                |                   |                   |                   |              | 8.00         |                          |             |                  |          |   |
| 8/2021       | Submitted Needs Approval | 4.00              | VAC               | Vacation          |              | 0.00         |                          |             |                  |          |   |

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.



### **Cancelling an Absence**

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

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

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

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

The **Timesheet** page displays.

|                     |               |          |                         |              |            | Employee           | ID                |         |                     |   |           |
|---------------------|---------------|----------|-------------------------|--------------|------------|--------------------|-------------------|---------|---------------------|---|-----------|
| lice Sergeant       |               |          |                         |              |            | Empl Reco          | ord 0             |         |                     |   | ¢         |
| tions▼              |               |          |                         |              |            | Time Reporting Ty  | pe Positive       |         |                     |   | •         |
|                     |               |          |                         |              |            | Earliest Change Da | ate 03/27/2021    |         |                     |   |           |
| Select Anothe       | r Timesheet   |          |                         |              |            |                    |                   |         |                     |   |           |
|                     | *View B       | Week     |                         | ~            |            | F                  | revious Week Next | Week    |                     |   |           |
|                     | *Date         | 04/05/20 | 121 🗰                   | \$           |            |                    |                   |         |                     |   | 4         |
| Sc                  | heduled Hours | s 40.00  |                         | Reported Hou | rs 40.00   |                    |                   |         |                     |   | 1         |
| m Monday 04.<br>Mon |               | Tue      | 11/2021 ③<br>Wed<br>4/7 | Thu<br>4/8   | Fri<br>4/9 | Sa<br>4/1(         | t Su<br>) 4/1     | n Total | Time Reporting Code |   | *Taskgrou |
| 4/5                 |               | 4/6      | 4/7                     | 4/0          |            |                    | · · · · ·         |         |                     |   |           |
| 8.00                |               | 4/6      | 8.00                    | 8.00         |            |                    | ]                 | 32.00   | REG - Regular Hours | ~ | 40300CC   |
| 4/5                 |               |          |                         |              | 8.00       |                    |                   | 32.00   | REG - Regular Hours | ~ | 40300CC   |
| 4/5                 | 8             | 00       |                         |              |            |                    |                   | 32.00   | -                   | ~ | -         |
| 8.00                | ater          | 00       | 8.00<br>ubmit           |              | 8.00       | Exceptions         | Payable Time      | 32.00   | -                   | ~ |           |

### 2. Click the **Absence** tab.

| Beported Time Status Summary Leave / Compensatory Time Absence Exceptions Payable Time  ence Events  Absence Take Forecast Results IN  Absence Name Reason Duration Unit Type Details Status Approval Monitor Source Cancel Forecast | 1-1 of 1 🗸 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| besence Take     Forecast Results     ID       1 Date     Absence Name     Reason     Duration     Unit<br>Type     Details     Status     Approval Monitor     Source     Cancel     Forecast                                       | 11-51 24   |
| L'Date End Date Absence Name Reason Duration Unit Type Details Status Approval Monitor Source Canoel Forecast                                                                                                                        | 1.1-51.34  |
| Date End Date Absence Name Reason Duration Unit Type Details Status Approval Monitor Source Canoel Forecast                                                                                                                          | 1-1 of 1 👻 |
| Vype View View View View View View View Vie                                                                                                                                                                                          | Edit       |
|                                                                                                                                                                                                                                      | Cur        |
| 22221 04/09/2221 Vacation Vacation 2.00 Hours Details Needs Approval Approval Approval Monitor Employee Details Forec                                                                                                                | Edit       |
| AddAbsence Event                                                                                                                                                                                                                     |            |
|                                                                                                                                                                                                                                      |            |

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 L    | ater             | Submit               |                  |              |              |         |                |                  |                       |        |          |            |
|---------------|------------------|----------------------|------------------|--------------|--------------|---------|----------------|------------------|-----------------------|--------|----------|------------|
| Reported Time | Status Summary   | Leave / Compensatory | Time Absence Exc | eptions Paya | ble Time     |         |                |                  |                       |        |          |            |
| ence Events   | 0                |                      |                  |              |              |         |                |                  |                       |        |          |            |
| 3             | •                |                      |                  |              |              |         |                |                  |                       |        |          | 1-1 of 1 🚿 |
| Absence Take  | Forecast Results | • IÞ                 |                  |              |              |         |                |                  |                       |        |          |            |
| art Date      | End Date         | Absence Name         | Reason           | Duration     | Unit<br>Type | Details | Status         | Approval Monitor | Source                | Cancel | Forecast | Edit       |
| /09/2021      | 04/09/2021       | Vacation 🗸           | Vacation 🗸       | 8.00         | Hours        | Details | Needs Approval | Approval Monitor | Employee<br>Timesheet |        | Forec    | Edit       |
|               | ce Event         |                      |                  |              |              |         |                |                  |                       |        |          |            |

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

The **Submit Confirmation** page displays.

| Time | esheet                                                                                   |
|------|------------------------------------------------------------------------------------------|
| Sub  | mit Confirmation                                                                         |
| Ľ    | The Submit was successful.<br>Time for the Week of 2021-04-05 to 2021-04-11 is submitted |
| O    |                                                                                          |

6. Click the **OK** button.

The **Timesheet** page displays.

| 8.00           |                                                            |                                                                                                           |                                                                                                                                                                               |                                                                                                                                                                                                                                               |                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                | 8.00                                                       | 8.00                                                                                                      |                                                                                                                                                                               | 32.00                                                                                                                                                                                                                                         | REG - Regular Hours                                                                                                                                       | ~                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| er Subr        | nit                                                        |                                                                                                           |                                                                                                                                                                               |                                                                                                                                                                                                                                               |                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Status Summary | Leave / Compensat                                          | ory Time Absence                                                                                          | Exceptions Payable Time                                                                                                                                                       | ]                                                                                                                                                                                                                                             |                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| tus            |                                                            |                                                                                                           |                                                                                                                                                                               |                                                                                                                                                                                                                                               |                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                |                                                            |                                                                                                           |                                                                                                                                                                               |                                                                                                                                                                                                                                               | 1-4 of 4 🗸                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| ported Status  | Total                                                      | TRC                                                                                                       | Description                                                                                                                                                                   | Sched<br>Hrs                                                                                                                                                                                                                                  | Add Comments                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| bmitted        | 8.00                                                       | REG                                                                                                       | Regular Hours                                                                                                                                                                 | 8.00                                                                                                                                                                                                                                          | 0                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| bmitted        | 8.00                                                       | REG                                                                                                       | Regular Hours                                                                                                                                                                 | 8.00                                                                                                                                                                                                                                          | 0                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| bmitted        | 8.00                                                       | REG                                                                                                       | Regular Hours                                                                                                                                                                 | 8.00                                                                                                                                                                                                                                          | 9                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| bmitted        | 8.00                                                       | REG                                                                                                       | Regular Hours                                                                                                                                                                 | 8.00                                                                                                                                                                                                                                          | 9                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| p<br>b<br>b    | tatus Summary (<br>is<br>ported Status<br>mitted<br>mitted | Intus Summary Leave / Compensat<br>Is<br>ported Status Total<br>milted 8.00<br>milted 8.00<br>milted 8.00 | Intersection     Summary     Leave / Compensatory Time     Absence       JS       ported Status     Total     TRC       milted     8.00     REG       milted     8.00     REG | Latus     Summary     Leave / Compensatory Time     Absence     Exceptions     Payable Time       JS     JS     Total     TRC     Description       milted     8.00     REG     Regular Hours       milted     8.00     REG     Regular Hours | Total     TRC     Description     Sched       milted     8.00     REG     Regular Hours     8.00       milted     8.00     REG     Regular Hours     8.00 | Intersection         Absence         Exceptions         Payable Time           JS         JS         JS         JS         JS           Intersection         Add Comments         Intersection           JS         Total         TRC         Description         Sched<br>Hrs         Add Comments         Intersection         I |

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



### **Re-checking Future Absence Events**

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

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

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

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

#### The **Timesheet** page displays.

|                                |                 |                      |                |      | Employee ID                       |                |          |                       |            |                  |          |             |
|--------------------------------|-----------------|----------------------|----------------|------|-----------------------------------|----------------|----------|-----------------------|------------|------------------|----------|-------------|
| olice Sergeant                 |                 |                      |                |      | Empl Record (                     |                |          |                       |            |                  |          |             |
| ctions -                       |                 |                      |                |      | Reporting Type Fest Change Date ( |                |          |                       |            |                  |          |             |
|                                |                 |                      |                | Lun  | est onunge bute                   | 0112112020     |          |                       |            |                  |          |             |
| Select Another Times           |                 |                      |                |      |                                   |                |          |                       |            |                  |          |             |
| *Vi                            | /iew By Wee     |                      | ~              |      | Previou                           | is Week Next V | Veek     |                       |            |                  |          |             |
|                                | *Date 02/24     | /2020 🛗 🍄            |                |      |                                   |                |          |                       |            |                  |          |             |
| Scheduled                      | Hours 40.00     | )                    | Reported Hours | 8.00 |                                   |                |          |                       |            |                  |          |             |
|                                |                 |                      |                |      |                                   |                |          |                       |            |                  |          |             |
| Reported time on or afte       | er 02/25/2020 i | s for a future perio | od.            |      |                                   |                |          |                       |            |                  |          |             |
| om Monday 02/24/202            |                 |                      |                |      |                                   |                |          |                       |            |                  |          |             |
| Mon                            | Tue<br>2/25     | Min d                | Thu            | Fri  | Sat                               | Su<br>3        | in Total | Time Reporting Code   | *Taskgroup | Business<br>Unit | Telework |             |
| 2/24                           | 2/25            | Wed 2/26             | Thu<br>2/27    | 2/28 | 2/29                              | 3.             | /1 10041 |                       |            | Unit             | Telemont | Agency Valu |
| 8.00                           | 2/25            | 2/26                 | 2/27           | 2/28 | 2/29                              | 3.             |          | SDP - VSDP Sick Leave | 40300CCOP  | 40300            | INTERNOT | Agency Valu |
| 2/24<br>8.00                   | 2/25            |                      | 2/27           | 2/28 | 2/29                              | 3.             |          |                       |            |                  |          | Agency Valu |
| 2/24                           | 2/25            | 2/26<br>Submit       | 2/27           | 2/28 | 2/29                              | 3.             |          |                       |            |                  |          | Agency Valu |
| 2/24<br>8.00<br>Save for Later |                 | Submit               |                | 2/28 | 2/29                              |                |          |                       |            |                  |          | Agency Valu |
| 2/24<br>8.00                   |                 | Submit               | 2127           | 2/28 | 2/29                              | able Time      |          |                       |            |                  |          | Agency Valu |
| 2/24<br>8.00<br>Save for Later |                 | Submit               |                | 2/28 | 2/29                              |                |          |                       |            |                  |          | Agency Valu |

2. Click the **Absence** tab.

The Absence Events section displays.

| Save for I       | ater           | Submit                     |                  |            |         |              |         |              |                  |                       |        |          |     |
|------------------|----------------|----------------------------|------------------|------------|---------|--------------|---------|--------------|------------------|-----------------------|--------|----------|-----|
| Reported Time    | Status Summar  | y Leave / Compensatory Tin | Absence          | Exceptions | Payable | e Time       |         |              |                  |                       |        |          |     |
| sence Events     | 0              |                            |                  |            |         |              |         |              |                  |                       |        |          |     |
| Absence Tak      |                |                            |                  |            |         |              |         |              |                  |                       |        |          | 1   |
| Absence Take     | Forecast Resul | -                          | teason           | Du         | ration  | Unit<br>Type | Details | Status       | Approval Monitor | Source                | Cancel | Forecast | Edi |
| 2/24/2020        | 02/24/2020 📰   | VSDP Sick Leave 🗸          | VSDP Sick Leave  | •          | 8.00    | Hours        | Details | Saved        | Approval Monitor | Employee<br>Timesheet | 0      | Foreca   | Ed  |
| Add Abser        | nce Event      |                            |                  |            |         |              |         |              |                  |                       |        |          |     |
| bsence Entitle   | ement Balances |                            |                  |            |         |              |         |              |                  |                       |        |          |     |
| ΞŢ               |                |                            |                  |            |         |              |         | 1-26 of 26 🖌 |                  |                       |        |          |     |
| Entitlement Nan  | ne             | Balance as of 01/24/20     | 20** From        | То         | 4       | Accrual P    | eriod   |              |                  |                       |        |          |     |
| Service Recognit | ion Leave      | 0.00                       | Hours 01/10/2020 | 01/09/202  | 1 Y     | Year to Da   | te      | · ·          |                  |                       |        |          |     |
|                  |                |                            | Hours 01/10/2020 | 01/09/202  |         | Year to Da   |         |              |                  |                       |        |          |     |



3. Click on the Forecast Results tab.

The Forecast Results tab displays.

| Save for La      | ater             | Submit                    |                |            |                |                   |                  |
|------------------|------------------|---------------------------|----------------|------------|----------------|-------------------|------------------|
| Reported Time    | Status Summary   | Leave / Compensatory Time | Absence        | Exceptions | Payable Time   |                   |                  |
| bsence Events    | 0                |                           |                |            |                |                   |                  |
| E;               |                  |                           |                |            |                |                   | 1-1 of 1         |
| Absence Take     | Forecast Results | 5   }                     |                |            |                |                   |                  |
| Start Date       | End Date         | Absence Name Rea          | ason           | F          | orecast Value  | Forecast DateTime | Forecast Details |
| 02/24/2020 🗰     | 02/24/2020       | VSDP Sick Leave V         | SDP Sick Leave | ~ II       | NELIGIBLE      | 03/15/2021 3:55PM | Forecast Details |
| Add Absend       | ce Event         |                           |                |            |                |                   |                  |
|                  |                  |                           |                |            |                |                   |                  |
| Absence Entitler | ment Balances    |                           |                |            |                |                   |                  |
| <b>I</b>         |                  |                           |                |            |                | 1-26 of 26 🗸      |                  |
| Entitlement Name | •                | Balance as of 01/24/2020  | ** From        | То         | Accrual Period |                   |                  |
|                  |                  |                           |                |            |                |                   |                  |

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

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

|                           | Absence Fo                                     | precast Results      |          |
|---------------------------|------------------------------------------------|----------------------|----------|
|                           |                                                |                      | Hel      |
|                           |                                                |                      |          |
|                           |                                                |                      |          |
| View forecast element res | ults. For more details please contact your abs | sence administrator. |          |
|                           |                                                |                      |          |
| Forecast Balance Deta     | lls                                            |                      | 1-3 of 3 |
| Forecast Results          | Accumulator Results                            |                      |          |
| Absence Name              | Forecast Element                               | Value                |          |
| Absence Name              | Porecast Element                               | Value                |          |
| VSDP Sick Leave           | VSDP Sick Leave                                | 0.00                 |          |
| VSDP Sick Leave           | SDP FORECAST PAID                              | 0.00                 |          |
|                           |                                                | 8.00                 |          |
| VSDP Sick Leave           | SDP FORECAST UNPD                              | 0.00                 |          |

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

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