**Employee Setup and Maintenance**

Fill out this form to complete any manual overrides of a new hire’s Time and Attendance setup. Fields marked with an asterisk (\*) are required. Prior to submitting, verify the information being provided is compliant with existing Commonwealth and/or agency policies.  If further assistance is required, please open a Cardinal Helpdesk ticket by emailing the VITA Customer Care Center at [vccc@vita.virginia.gov](mailto:vccc@vita.virginia.gov) with "Cardinal" in the subject line.

*Please print legibly to prevent delay in processing.*

| **Employee Setup and Maintenance Information** | |
| --- | --- |
| Employee ID\* |  |
| Employee Name\* |  |
| Employee Record\* |  |
| Bypass Effective Date | MM/DD/YYYY |
| Applies To | Time Reporter Data  Comp Plan |
| **Time Reporter Data** | |
| Effective Date |  |
| Status | Active  Inactive |
| Elapsed Time Template |  |
| Workgroup\* |  |
| Taskgroup\* |  |
| Hourly ACA Yearly Limit |  |
| FLSA Overtime Limit |  |
| Rule Element 5  Comp Time / Overtime Leave Limits |  |
| **Assign Work Schedule** | |
| Employee ID |  |
| Effective Date |  |
| Schedule Group |  |
| Schedule ID  NN.NN-AAAAAAA-B  NN.NN=Schedule Hours (e.g. 40.00, 37.50)  AAAAAAA=7 day indicator  B=Unique schedule indicator |  |
| Rotation ID |  |
| **Comp Plan Enrollment**  *All comp plans that should be carried forward on the new EFFDT should be noted here.* | |
| Effective Date |  |
| Compensatory Time Off Plan |  |
| Status |  |
| **TL Eligibility** | |
| Effective Date |  |
| Status |  |
| Eligibility Type | Commuter Imputed Income  Overtime Leave  Shift Differential |
| Step  If Shift Differential is selected |  |