



**Employee Self-Service  
(ESS) Time & Attendance Agency Subject  
Matter Expert (SME)**

**Instructor Led Training**



# Role of the ESS TA SME

It is critically important that Cardinal online ESS Time & Attendance (TA) users accurately complete their Timesheets.

- Information entered into Timesheets drives pay for wage employees, salaried employees exception time (e.g., overtime), and salary non-FLSA exempt employees.
- Accurate Timesheets and timely approval are required for correct payroll.

In order to help ensure this, ESS TA Agency SMEs will:

- Serve as a first point of contact for their Agency TA users (all Roles) to address questions and issues, before they are escalated to Cardinal via an Incident Ticket
  - This is especially important during the first few payrolls as users may need internal support while processing Timesheets in Cardinal HCM
- Work closely with Agency managers and users to spot trends and issues with time and absence tracking and collaborate with Cardinal on solutions
- Reduce the risk of Timesheets not being processed in a timely manner



# Course Objectives

After completing this course, you will:

- 1 Understand the Overall Time & Attendance (TA) process and the Agency TA Roles
- 2 Be able to Identify Time Reporting Rules for both Positive Time Reporters and Exception Time Reporters
- 3 Understand the Importance of Work Schedules
- 4 Be able to Navigate the Cardinal Timesheet Page and Understand the Page Layout
- 5 Be able to Assist Users with Time/Absence Entry
- 6 Understand the Time Administration Process and be able to Assist Users with Viewing and Resolving Timesheet Exceptions



# Course Objectives (continued)



Be able to Assist Users with Time/Absence Approval



# Agenda

1

Time & Attendance Overview

2

Time Reporter Types

3

Work Schedules

4

Time Entry

5

Time Administration

6

Absence Entry

7

Time & Absence Approval



# Lesson

1

## Time & Attendance Overview

This lesson covers:

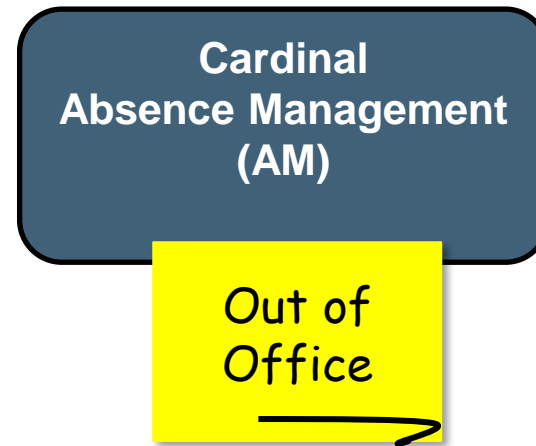
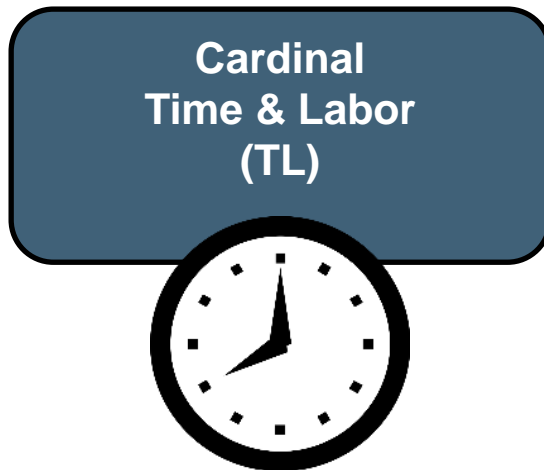
- Time & Attendance Overview
- Overview of the Time & Attendance Roles



# Time & Attendance Overview

Time & Attendance (TA) is one of the functional areas in Cardinal Human Capital Management (HCM). TA contains two modules: Time and Labor (TL) and Absence Management (AM). These modules handle time and absence entry as well as provide leave balances.

All agencies that use Cardinal Payroll will use the TA functional area.





# Time & Attendance Overview (continued)

The Time & Labor auto enrollment program automatically enrolls employees in the relevant workgroup and compensatory plans based on agency configuration.

Timesheet records drive pay for wage employees, salaried employees exception time (i.e., overtime), and salary non-FLSA (Fair Labor Standards Act) exempt employees. This is true for both Cardinal HCM online and interfacing agencies.

Timesheets collect detailed time (by day, by type, by accounting distribution) to feed payroll and to support the allocation of pay in the Cardinal Financials (FIN) system at a detailed level.

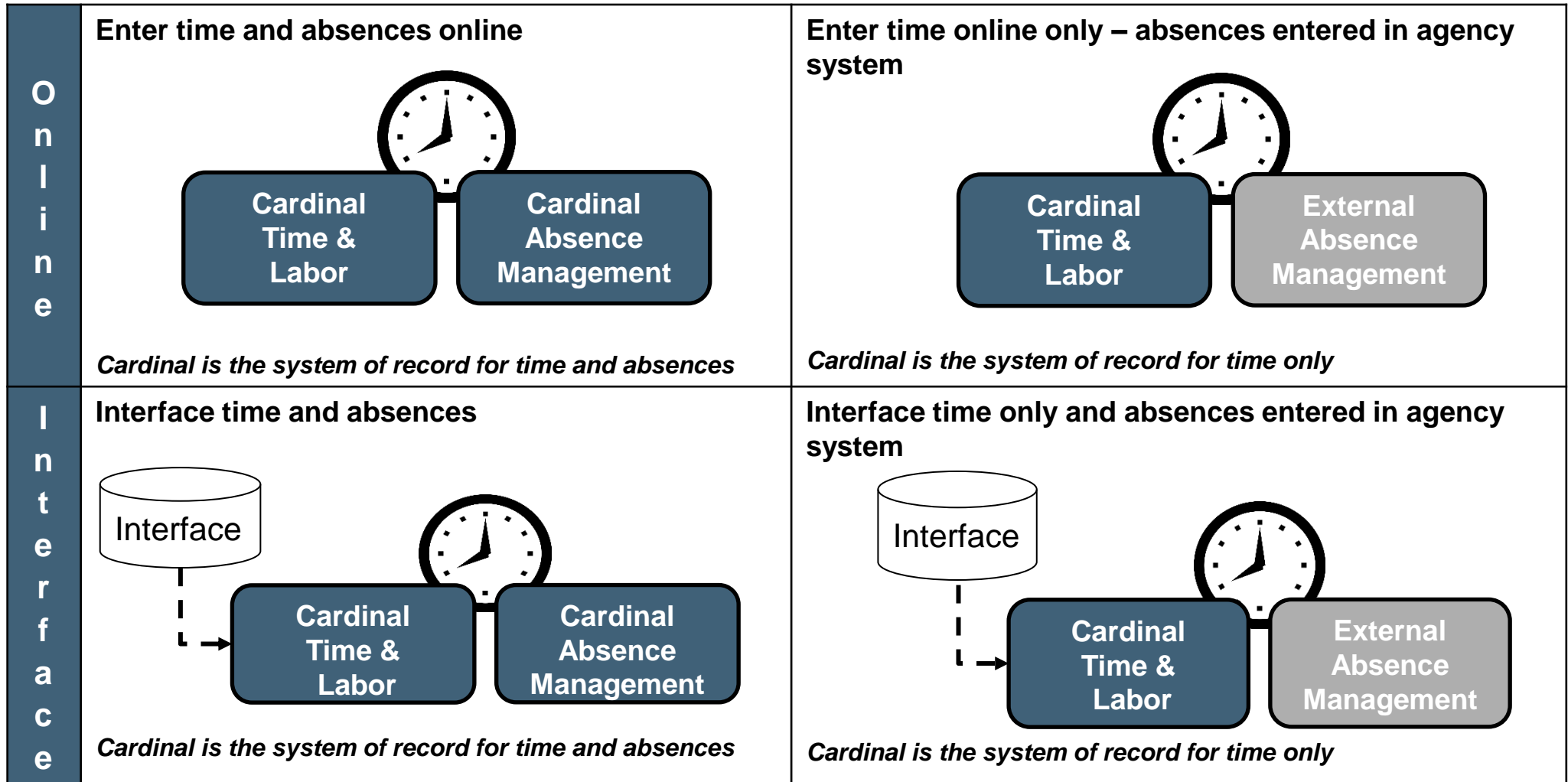
For agencies using Cardinal AM as their system of record, absence balances, accruals, and takes are tracked and maintained in Cardinal. Absence requests (e.g., vacation, sick) are recorded and routed for approval and processing in Cardinal.





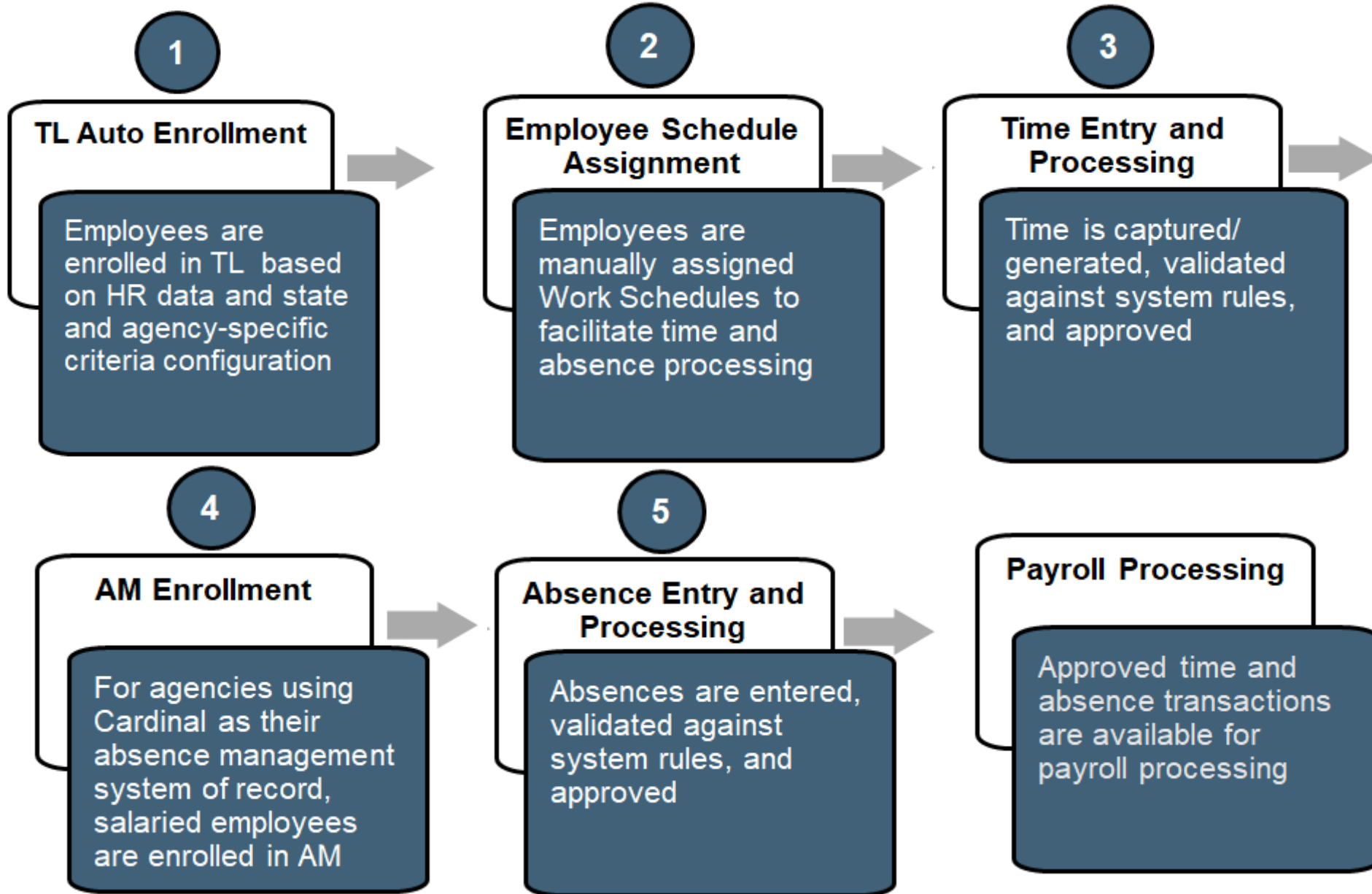
# Time & Attendance – Core Modules

There are different agency configuration options (online/interfacing) which impact how time and absences are captured as well as what is the system of record for time and absences. The chart below breaks out the options for online and interfacing agencies.





# TA Setup and Processing Process





# Overview of TA Roles

	Employee TL Setup	Employee	Timekeeper	TL Admin	Absence Admin	TL and Absence Supervisor	TA Interface Admin
Enter/Modify own Timesheet (including Time and Leave/Absences)		✓					
Enter/Modify Timesheets on behalf of Employees (including Time and Leave/Absences)			✓	✓	✓	✓ (Direct Reports)	
Cancel Leave/Absences		✓ (if not Approved)	✓	✓	✓	✓ (Direct Reports)	
Review/Resolve Timesheet Exceptions (Warnings)		✓	✓	✓	✓	✓ (Direct Reports)	
Allow Timesheet Exceptions (Warnings)				✓	✓	✓ (Direct Reports)	
Review and Correct Time Entry Upload and Absence Entry Upload Transactions				✓ (on Timesheet)	✓ (on Timesheet)		✓ (on Upload Review Page)
Enter/Modify Time Reporter Data, Comp Plans, TL Eligibility, and TL Auto Enroll Bypass	✓						



# Overview of TA Roles (continued)

	Employee TL Setup	Employee	Timekeeper	TL Admin	Absence Admin	TL and Absence Supervisor	TA Interface Admin
Enter/Modify Leave Donations and Extended Leave Absences					✓		
Administer Absence Events and Review Absence Calculation Results					✓		
Enter/Modify Absence Balance Adjustments					✓		
Assign Employee Work Schedules	✓		View Only	✓	View Only	✓ (Direct Reports)	
Approve Time and Absences						✓ (Direct Reports)	
Run TA Reports/Queries	✓		✓	✓	✓	✓	✓



# Lesson Summary

1

## Time and Attendance Overview

In this lesson, you learned:

- Time and Attendance Overview
- Overview of the Time & Attendance Roles



# Lesson

2

## Time Reporter Types

This lesson covers:

- Setup Information
- Positive Time Reporters
- Exception Time Reporters



# Setup Information

**Converted Employee Setups:** For additional information, refer to the TA372 TL SETUP OVERVIEW JOB AID.

- Time Reporter Type (Positive or Exception Time Reporter).
- ChartFields (No entry, Optional, or Required).
- **View By:** Controls the Timesheet view. The default view of the Timesheet is a weekly format. Use the **View By** to see the Timesheet in the way that works best.
  - Indicated in the Task Group.

Setups are based on the Position and Job Data entered and then assigned to the employee via the TL Auto Enroll Process. Users with the TL Employee Setup role can perform manual overrides to these setups using the Auto Enroll Bypass functionality. However, it is recommended that this functionality is used sparingly.

Converted data was established based on information provided by the Agencies from their responses to multiple tasks.

**New Employee (post Go-live) Setups:** TA372 TL SETUP OVERVIEW JOB AID.

Space provided to insert Agency specific information.



# Positive Time Reporter Guidelines

## **Entering Hours:**

- All hours worked must be entered on the Timesheet
- Report the actual hours worked on the day they were worked (no lump sum reporting)
- Comp and overtime leave are reported in the Timesheet grid when earned and taken

## **Hourly Employees:**

- Hourly employees are always set up as Positive Time Reporters and they must enter and submit all hours on the Timesheet
- Once approved, the Timesheet is then sent to payroll for processing and payment

## **Salaried Employees:**

- Salaried employees with a Variable Work Schedule are always setup as Positive Time Reporters and they must enter and submit all hours on the Timesheet
- Once approved, the Timesheet is then sent to payroll for processing and payment

## **Entering Overtime:**

- Enter overtime on the Timesheet on the day(s) that it occurred (no lump sum reporting)

## **Timesheet Submission:**

- All productive and non-productive time must be reported
- Hourly employees must submit time in order for it to be processed by payroll
- Salaried employees must submit time for overtime and shift payments to be processed and paid, for the accounting distributions to be accurate, and for the absence balances to be updated in a timely manner
- The Timesheet must be submitted at a minimum once per pay period





# Exception Time Reporters Guidelines

## **Work Schedule:**

- Cardinal generates the employee's hours based on their Work Schedule

## **Exceptions to the Work Schedule:**

- Must be entered on the day(s) it occurred
- If any exception is entered on a day, all time must be entered for that day

## **Exception Examples:**

- Employee worked a different day or worked hours that differ from their Work Schedule
- Employee worked overtime
- Employee reports an Absence
- Employee worked their regular Work Schedule, but needs to enter ChartField details

## **Timesheet Submission:**

- If any exceptions/time were entered on the Timesheet, the Timesheet must be submitted (at a minimum once per pay period)
- If no exceptions were entered, Cardinal will generate the hours based on the employee's Work Schedule and the Timesheet does not need to be submitted



# Lesson Checkpoint



1. Select all the choices that apply to Positive Time Reporters from the list below:
  - a. Must submit time based on agency guidelines (e.g., weekly, every pay period)
  - b. Only enter hours on the Timesheet that differ from their regular Work Schedule
  - c. Includes all salaried employees with a Variable Work Schedule, as well as every hourly employee
  - d. Enter only productive time



2. Select all the choices that apply to Exception Time Reporters from the list below:
  - a. Must submit a Timesheet following agency guidelines, when you work your regular schedule
  - b. Only enter and submit a Timesheet when there is an exception (Work Schedule, unexpected telework, ChartFields)
  - c. If there is an exception on a day, only report the exception time for that day
  - d. If entering any exception for a day, all time must be entered for that day



# Lesson Summary

2

## Time Reporter Types

In this lesson, you learned:

- Setup Information
- Positive Time Reporters
- Exception Time Reporters



# Lesson

3

## Work Schedules

This lesson covers:

- Overview of Work Schedules
- Assigning a Work Schedule to an employee
- Updating the assigned Work Schedule for an employee



# Work Schedules

Work Schedules define when and how productive and non-productive time are reported on the Timesheet. For exception time reporters, Work Schedules are also used to generate payable time.

Each employee **must** have an assigned Work Schedule in Cardinal.

**Note:** Work Schedules are effective dated and required for Timesheet rule processing and for absence duration calculations for Agencies utilizing Cardinal as their Leave/Absence system of record.

Users with the following roles have the ability to assign/update an employee's Work Schedule:

- Time & Labor (TL) Administrator
- TL Employee Setup Administrator
- The employee's manager/supervisor (TL Supervisor)



# Types of Work Schedules

## Types of Work Schedules:

- **Hourly Work Schedule** – This is a Work Schedule with zero pre-defined hours and should only be assigned to hourly (wage) employees. All hourly employees must report all hours worked on their Cardinal Timesheet in order to be paid
- **Set Work Schedule** – This is a non-flexible Work Schedule with predictable days and hours and should only be assigned to salaried employees. A set Work Schedule could also include a rotating day pattern
- **Variable Work Schedule** – This is a flexible Work Schedule that is set up in the system as 24 hours a day 7 days a week and should only be assigned to salaried employees. This type of Work Schedule requires employees to report all hours on their Cardinal Timesheet



# Updating an Assigned Work Schedule

Users with the following roles have the ability to update the Work Schedule assigned to an employee:

- Time & Labor (TL) Administrator
- TL Employee Setup Administrator
- The employee's manager/supervisor (TL Supervisor)

**Note:** If you notice an issue with the employee's Work Schedule, work with the manager/supervisor to make the appropriate changes.

Work Schedules can be updated based on the following guidelines:

- The employee's assigned Work Schedule can be updated as often as needed
- Work Schedule assignments are effective dated and future effective dated assignments can be entered



# Lesson Checkpoint



1. True or False. Every employee must be assigned a Work Schedule.



2. A Variable Work Schedule is a \_\_\_\_\_.

- a. Work Schedule set up with zero hours
- b. Non-flexible Work Schedule with predictable days and hours and can include a rotating pattern
- c. Flexible Work Schedule that is set up in the system as 24 hours a day 7 days a week



3. Select all that apply. The following Work Schedules can be assigned to salaried employees:

- a. Hourly
- b. Set
- c. Variable





# Lesson Summary

3

## Work Schedules

In this lesson, you learned:

- Overview of Work Schedules
- Assigning a Work Schedule to an Employee
- Updating the assigned Work Schedule for an Employee



# Lesson

4

## Time Entry

This lesson covers:

- Overview of the Timesheet page
- Time Reporting Codes Overview
- Entering time as a Positive Time Reporter
- Entering time as an Exception Time Reporter
- Overview of Sample Pay Calendars



# Timesheet Navigation

**Team Time:** Use this tile to access another employee's Timesheet as a Timekeeper, TL Supervisor, or TA Administrator

**Time:** Use this tile to access your own Timesheet as an Employee Self-Service (ESS) user

The screenshot displays the 'Cardinal Homepage' dashboard with a dark blue header. The main content area is divided into several white tiles with blue borders. The top row contains two tiles: 'Cardinal Message Board' on the left and 'Cardinal Portal' on the right. The 'Cardinal Message Board' tile shows '0 Message(s) published today' and '0 Total active message(s)'. The 'Cardinal Portal' tile contains a blue calendar icon. The bottom row contains three tiles: 'Approvals' on the left, 'Team Time' in the center, and 'Time' on the right. The 'Approvals' tile features a document icon with a green checkmark and the number '10'. The 'Team Time' tile shows a clock icon with three stylized people figures below it. The 'Time' tile displays a person icon with a clock. The 'Team Time' and 'Time' tiles are highlighted with a red border.



# Time Reporting Code Categories

TRCs fall into two major categories:

- **Productive Time** – Time spent on actual work activities (e.g., regular time (REG), overtime (OVT), etc.)
- **Non-Productive Time** – Time spent on non-work activities (e.g., vacation, holiday, sick, office closing, leave, absence, etc.)

TRCs are key because they allow employees to report/track time (hours) for compensation and administrative purposes, and act as an element of compensation to collect labor data in hours or amounts.

TRCs map to Payroll Earnings for reporting, distributions, allocation, and payments.



# Time Reporting Codes Overview

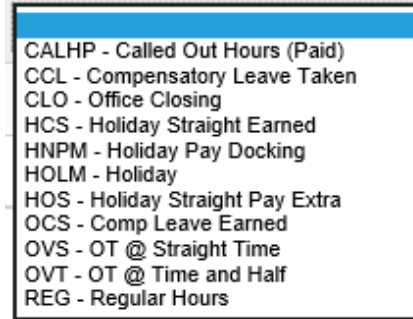
The **Time Reporting Code** (TRC) field contains codes used to classify the time being reported.

Time Reporting Codes (TRCs) available for an employee will vary based on several factors, including:

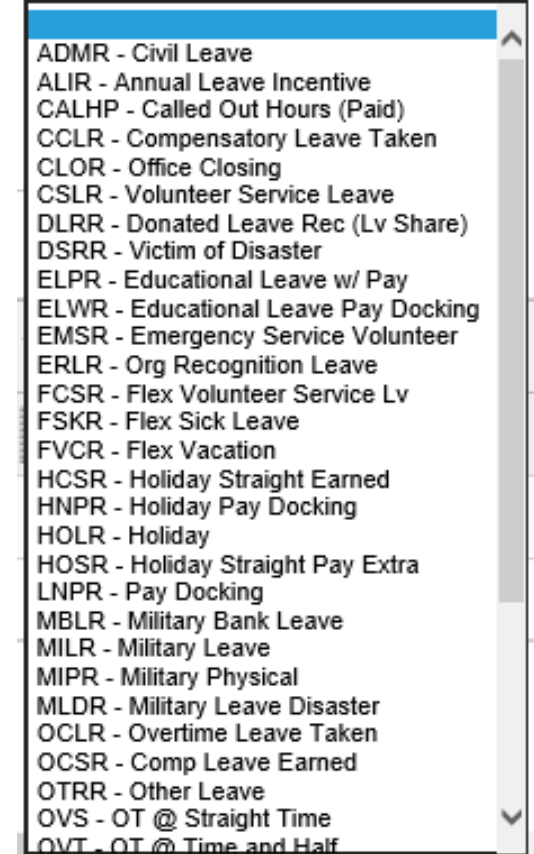
- Agency configuration
- Workgroup
- Employee Type (e.g., Hourly, Salaried)
- FLSA Status (Exempt, Non-exempt)
- Eligibility by job role (e.g., overtime, compensatory and overtime leave, emergency work)

These are two examples of the available TRCs in the Timesheet's **Time Reporting Code** drop-down menu. Since the TRC values will vary, rely on the TRC description to select the appropriate TRC to use.

**Note:** TL Administrators and Absence Administrators may have additional TRCs available based on their security access.



CALHP - Called Out Hours (Paid)  
CCL - Compensatory Leave Taken  
CLO - Office Closing  
HCS - Holiday Straight Earned  
HNPM - Holiday Pay Docking  
HOLM - Holiday  
HOS - Holiday Straight Pay Extra  
OCS - Comp Leave Earned  
OVS - OT @ Straight Time  
OVT - OT @ Time and Half  
REG - Regular Hours



ADMR - Civil Leave  
ALIR - Annual Leave Incentive  
CALHP - Called Out Hours (Paid)  
CCLR - Compensatory Leave Taken  
CLOR - Office Closing  
CSLR - Volunteer Service Leave  
DLRR - Donated Leave Rec (Lv Share)  
DSRR - Victim of Disaster  
ELPR - Educational Leave w/ Pay  
ELWR - Educational Leave Pay Docking  
EMSR - Emergency Service Volunteer  
ERLR - Org Recognition Leave  
FCSR - Flex Volunteer Service Lv  
FSKR - Flex Sick Leave  
FVCR - Flex Vacation  
HCSR - Holiday Straight Earned  
HNPR - Holiday Pay Docking  
HOLR - Holiday  
HOSR - Holiday Straight Pay Extra  
LNPR - Pay Docking  
MBLR - Military Bank Leave  
MILR - Military Leave  
MIPR - Military Physical  
MLDR - Military Leave Disaster  
OCLR - Overtime Leave Taken  
OCSR - Comp Leave Earned  
OTRR - Other Leave  
OVS - OT @ Straight Time  
OVT - OT @ Time and Half



# Non-Productive Time Reporting Codes

Agencies not using Cardinal Absence Management online will report all non-productive TRCs directly on the Timesheet (e.g., vacation and sick).

For agencies using Cardinal Absence Management online, non-productive time such as vacation and sick, are entered in a different section of the Timesheet and display in the Timesheet grid.

## Not using Cardinal Absence

From Monday 07/06/2020 to Sunday 07/12/2020 ?

Mon 7/6	Tue 7/7	Wed 7/8	Thu 7/9	Fri 7/10	Sat 7/11	Sun 7/12	Total	Time Reporting Code	*Taskgroup
8	8	8	8					REG - Regular Hours <input checked="" type="checkbox"/>	70100BA
				8				VACR - Vacation <input checked="" type="checkbox"/>	70100BA
								<input checked="" type="checkbox"/>	70100BA

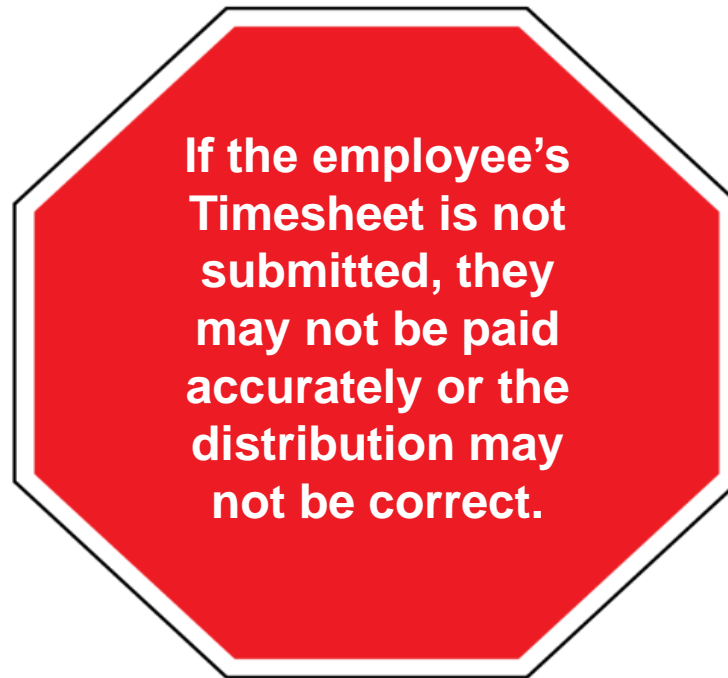
- ADMR - Civil Leave
- ALIR - Annual Leave Incentive
- CALHP - Called Out Hours (Paid)
- CCLR - Compensatory Leave Taken
- CLOR - Office Closing
- CSLR - Volunteer Service Leave
- DLRR - Donated Leave Rec (Lv Share)
- DSRR - Victim of Disaster
- ELPR - Educational Leave w/ Pay
- ELWR - Educational Leave Pay Docking
- EMSR - Emergency Service Volunteer
- ERLR - Org Recognition Leave
- FCSR - Flex Volunteer Service Lv
- FSKR - Flex Sick Leave
- FVCR - Flex Vacation
- HCSR - Holiday Straight Earned
- HNPR - Holiday Pay Docking
- HOLR - Holiday
- HOSR - Holiday Straight Pay Extra
- LNPR - Pay Docking
- MLBR - Military Bank Leave
- MILR - Military Leave
- MIPR - Military Physical
- MLDR - Military Leave Disaster
- OCLR - Overtime Leave Taken
- OCSR - Comp Leave Earned
- OTRR - Other Leave
- OVS - OT @ Straight Time
- OVT - OT @ Time and Half



# Timelines to Submit Time

State Payroll Operations (SPO) creates the Operations Calendars which provide timelines for all the payroll related activities. These calendars are posted on the SPO website. Your agency will provide deadlines for when all time for a period must be entered and submitted.

If you have questions about these dates, see your agency TL Administrator or your supervisor.





# Sample of Hourly Pay Cycle Calendar

Cardinal Hourly Pay Cycle - Calendar Year 2021									
BW1 (Sun-Sat) Pay Period End BW1MMDDYY	BW2 (Mon-Sun) Pay Period End BW2MMDDYY	BW3 (Fri-Thur) Pay Period End BW3MMDDYY	BW4 4 (Wed-Tue) Pay Period End BW4MMDDYY	Per Ind	Timesheet Due Date	Create Paysheets	Confirm Pay	Payday	
Offcycle - OBWMMDDYY									
1/2/2021	1/3/2021	12/31/2020	1/5/2021	1	1/8/2021	1/8/2021	1/12/2021	1/15/2021	
OBW011521							1/13/2021	1/14/2021	1/19/2021
1/16/2021	1/17/2021	1/14/2021	1/19/2021	2	1/22/2021	1/22/2021	1/26/2021	1/29/2021	
OBW012921							1/27/2021	1/28/2021	2/1/2021
1/30/2021	1/31/2021	1/28/2021	2/2/2021	1	2/5/2021	2/5/2021	2/9/2021	2/12/2021	
OBW021221							2/10/2021	2/11/2021	2/16/2021
2/13/2021	2/14/2021	2/11/2021	2/16/2021	2	2/19/2021	2/19/2021	2/23/2021	2/26/2021	
OBW022621							2/24/2021	2/25/2021	3/1/2021
2/27/2021	2/28/2021	2/25/2021	3/2/2021	1	3/5/2021	3/5/2021	3/9/2021	3/12/2021	
OBW031221							3/10/2021	3/11/2021	3/15/2021
3/13/2021	3/14/2021	3/11/2021	3/16/2021	2	3/19/2021	3/19/2021	3/23/2021	3/26/2021	
OBW032621							3/24/2021	3/25/2021	3/29/2021
3/27/2021	3/28/2021	3/25/2021	3/30/2021	1	4/2/2021	4/2/2021	4/6/2021	4/9/2021	
OBW040921							4/7/2021	4/8/2021	4/12/2021
4/10/2021	4/11/2021	4/8/2021	4/13/2021	2	4/16/2021	4/16/2021	4/20/2021	4/23/2021	
OBW041221							4/21/2021	4/22/2021	4/26/2021
4/24/2021	4/25/2021	4/22/2021	4/27/2021	1	4/30/2021	4/30/2021	5/4/2021	5/7/2021	
OBW050721							5/5/2021	5/6/2021	5/10/2021
5/8/2021	5/9/2021	5/6/2021	5/11/2021	2	5/14/2021	5/14/2021	5/18/2021	5/21/2021	
OBW052121							5/19/2021	5/20/2021	5/24/2021
5/22/2021	5/23/2021	5/20/2021	5/25/2021	1	5/28/2021	5/28/2021	6/1/2021	6/4/2021	
OBW060421							6/2/2021	6/3/2021	6/7/2021
6/5/2021	6/6/2021	6/3/2021	6/8/2021	2	6/11/2021	6/11/2021	6/15/2021	6/18/2021	
OBW061821							6/16/2021	6/17/2021	6/21/2021
6/19/2021	6/20/2021	6/17/2021	6/22/2021	1	6/25/2021	6/25/2021	6/29/2021	7/2/2021	





# Sample of Salary Pay Cycle Calendar

Cardinal Salary Pay Cycle - Calendar Year 2021					
Pay period End SM1 SM1MMDDYY	Pay period End SM2 SM2MMDDYY	Create Paysheets	Confirm Pay	PAYDAY	Time Sheet Due Date
Offcycle - OSMMMDDYY					
1/9/2021	1/15/2021	1/5/2021	1/11/2021	1/15/2021	1/14/2021
OSM011521		1/12/2021	1/14/2021	1/19/2021	
01/24/2021	1/31/2021	1/20/2021	1/26/2021	2/1/2021	1/29/2021
OSM020121		1/27/2021	1/28/2021	2/2/2021	
02/09/2021	2/15/2021	2/3/2021	2/9/2021	2/16/2021	2/12/2021
OSM021621		2/10/2021	2/12/2021	2/17/2021	
02/24/2021	2/28/2021	2/17/2021	2/23/2021	3/1/2021	2/26/2021
OSM030121		2/24/2021	2/26/2021	3/2/2021	
3/9/2021	3/15/2021	3/4/2021	3/10/2021	3/16/2021	3/15/2021
OSM031621		3/11/2021	3/15/2021	3/17/2021	
3/24/2021	3/31/2021	3/19/2021	3/25/2021	3/31/2021	3/30/2021
OSM033121		3/26/2021	3/30/2021	4/1/2021	
4/9/2021	4/15/2021	4/6/2021	4/12/2021	4/16/2021	4/15/2021
OSM041621		4/13/2021	4/15/2021	4/19/2021	
4/24/2021	4/30/2021	4/20/2021	4/26/2021	4/30/2021	4/29/2021
OSM043021		4/27/2021	4/29/2021	5/3/2021	
5/9/2021	5/15/2021	5/4/2021	5/10/2021	5/14/2021	5/13/2021
OSM051421		5/11/2021	5/13/2021	5/17/2021	
5/24/2021	5/31/2021	5/19/2021	5/25/2021	6/1/2021	5/28/2021
OSM060121		5/26/2021	5/28/2021	6/2/2021	
6/9/2021	6/15/2021	0604/2021	6/10/2021	6/16/2021	6/15/2021
OSM061621		6/11/2021	6/15/2021	6/17/2021	
6/24/2021	6/30/2021	6/21/2021	6/25/2021	7/1/2021	6/30/2021



# Lesson Checkpoint



1. True or False. A Positive Time Reporter enters their time in Cardinal the same as an Exception Time Reporter enters their time.



2. True or False. Agencies not using Absence Management will report all non-productive TRCs directly on the Timesheet such as vacation and sick.



3. True or False. The Reported Time Status tab displays the status of the time entered on the Timesheet page.



# Lesson Summary

4

Time Entry

In this lesson, you learned:

- Overview of the Timesheet page
- Time Reporting Codes Overview
- Entering time as a Positive Time Reporter
- Entering time as an Exception Time Reporter
- Overview of Sample Pay Calendars



# Lesson

5

## Time Administration

This lesson covers:

- Time Admin Overview
- Time Exceptions
- Resolving Time Exceptions



# Time Administration Process

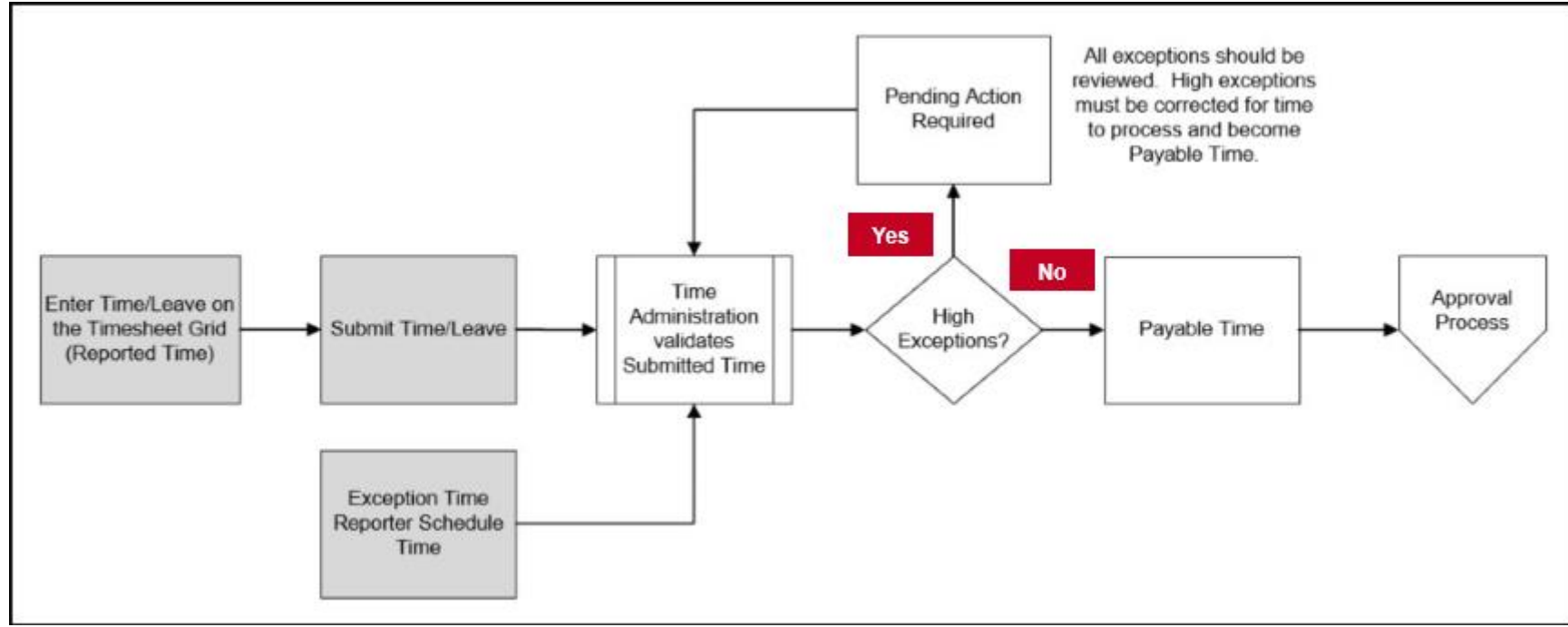
After employees/timekeepers enter and submit time/leave on the Timesheet, it is picked up for processing by the Time Administration process. This is an automated process that is run periodically throughout the day, which processes Reported Time (time/leave entered in the Timesheet grid).

The Time Administration process:

- Validates Reported Time against rules and generates time exceptions (low, medium or high severity) when it does not meet the rule criteria. High severity time exceptions prevent the time from becoming payable, so those time exceptions must be reviewed, corrected, and resubmitted
- Generates Payable Time (from Reported Time with no time exceptions or low/medium time exceptions)
- Generates Payable Time for Exception Time Reporters based on their Work Schedule and Reported Time on the Timesheet
- Generates Holiday Payable Time (if applicable)
- Generates Shift Payable Time (if applicable)
- Routes the generated Payable Time for approval when approval is required



# Time Administration Process (continued)





# Time Exceptions

After the Time Administration process completes, the following time exception scenarios can occur:

- **No exceptions:** Submitted time becomes Payable Time. No action is required prior to approval
- **Low or medium severity exceptions:** Submitted time becomes Payable Time with low or medium exceptions. The time exceptions should be reviewed, resolved, or allowed prior to approval
- **High severity exceptions:** Submitted time does not become Payable Time. Once corrected, Time Administration will clear the exception and the time becomes Payable Time. High severity exceptions **must** be reviewed and either resolved or allowed so that approval can occur and the employee can be paid correctly

While the TL Supervisor is responsible for ensuring that all time exceptions are resolved or allowed, before approving the time, the TL Administrator should review exceptions to make sure, at a minimum, no high exceptions exist before time is loaded/distributed by payroll and that supervisors are allowing exceptions when appropriate.





# Time Exception Examples

Exception Description	Message	Severity
Callout Minimum Guarantee	Callout has a daily minimum guarantee. Reported hours are less than the minimum guarantee hours and need to be increased. The minimum guarantee is Company specific.	Low
OVS Required – Limit exceeded	Straight Time Overtime is required because Regular worked hours exceeds the Period Threshold Limit.	Medium
Invalid RE4 for Period	Maintain Time Reporter Data – Rule Element 4 value is invalid for the Workgroup.	Medium
More than 24 hours reported	The combined number of hours reported for a single date exceeds 24. Review and correct the reported time as necessary.	High
Quantity exceeds TRC limits	The quantity reported is outside the limits specified by the Minimum and Maximum quantity on the TRC table.	High
Invalid Pay Status – Inactive	Payroll will not process any TL detail when Job HR Status is Inactive. Either: <ul style="list-style-type: none"><li>- Remove Timesheet detail</li><li>- Update Job Data because HR Status is incorrect</li></ul>	High

For a detailed list of all exceptions, see the job aid titled **TA Exceptions**. This job aid is located on the Cardinal website in **Job Aids** under **Learning**.





# Lesson Checkpoint



1. True or False. Agency personnel can manually run the Time Administration Process.



2. True or False. Submitted time is processed by Time Administration which validates reported time against time reporting rules.



3. These time exceptions, when generated, must be corrected in order for the time to become Payable Time.
  - a. Low
  - b. Medium
  - c. High



# Lesson Summary

5

Time Administration

In this lesson, you learned:

- Time Admin Overview
- Time Exceptions
- Resolving Time Exceptions



# Lesson

6

## Absence Entry

This lesson covers:

- Absence Entry Overview
- Creating an Absence Event
- Updating an Absence Event
- Deleting/Canceling an Absence Event



# Absence Event Overview

Leave specifically refers to comp and overtime leave, which is entered on the Timesheet. All other types of leaves are referred to as absences and are entered on the **Absence** tab section of the Timesheet.

It is very important that the employee's Work Schedule is accurate because absence durations, in many cases, are determined based on the Work Schedule.

**Note:** If the employee's Work Schedule is not accurate, contact a Supervisor, TL Administrator, or TL Setup Administrator.

Absence events are created on the Timesheet by the employee based on the following guidelines:

- On the Timesheet associated with the date(s) of the absence
- If the absence is going to span across multiple pay/FMLA periods, multiple absence events need to be created
- Cardinal allows users to define absence days as full or partial
- Salaried employees with a Variable Work Schedule **must** always use partial days
- Absence events must be forecasted prior to submission



# Reforecasting Future Absence Events Example

Today is March 28. In January, you had a Personal Leave balance of 24 hours. At that time, you entered a future absence event for a trip you are taking in April. You used the absence type of Personal Leave and the duration for the absence event is 24 hours. At the time of creation, the absence event forecasted successfully because you had a sufficient balance and the absence event was subsequently approved.

In February, you had to take 2 days off unexpectedly. You created an absence event for the 2 days (16 hours) and used the Personal Leave absence type. The absence event was approved. You took the 2 days off, and the corresponding Timesheet was processed. This reduced your balance for Personal Leave to 8 hours.

You no longer have a sufficient balance for your planned absence event in April. If you do not take any action before the time of that absence event, the Timesheet will process with 8 hours of Personal Leave (your remaining available balance) and the remaining 16 hours will be processed as **LNP** (Pay Docking) which means you will not be paid for those 16 hours.

In this scenario, you need to re-check your April absence event which will allow you to identify this issue and avoid the pay docking by completing one of the following:

- Canceling the April absence event
- Updating the April absence event to change the duration or change the absence type to one where you have a sufficient balance



# Updating Absence Events

If you need to update an absence event, complete the following:

1. Navigate to the applicable Timesheet and click the **Absence** tab
2. Click the **Edit** button for the applicable absence event within the **Absence Take** grid
3. Make the updates that are needed (e.g., change absence type, change dates, etc.)
4. Forecast the absence event if required for the absence type
5. Click the **Submit** button

**Note:** If you need additional information or further assistance with canceling or updating absence events, refer to the Job Aid titled either **ESS392 Time Entry Scenarios - Positive Time Reporter** or **ESS392 Time Entry Scenarios - Exception Time Reporter** based on your time reporter type. These Job Aids are located on the Cardinal Website in **Job Aids** under **Training**.



# Deleting/Canceling Absence Events

If there is an absence event that is no longer needed, the absence event can be deleted or canceled based on the following guidelines:

- If the absence event was just created or was saved without being forecasted, the **Delete** button will be enabled and the absence event can be deleted. Once an absence event is forecasted, it can no longer be deleted and the **Delete** button will be disabled
- If the absence event has already been forecasted, but has not yet been approved, it can be canceled by completing the following steps:
  - Navigate to the applicable Timesheet and click the **Absence** tab
  - Click the **Edit** button for the applicable absence event within the **Absence Take** grid
  - Select the **Cancel** checkbox
  - Click the **Submit** button

**Note:** If the absence event has already been approved, the employee will not be able to cancel it. In these cases, either the employee's Supervisor or an Absence Management Administrator will need to cancel it.



# Lesson Checkpoint



1. True or False. Absence events must be forecasted prior to submission.



2. Employees with a \_\_\_\_\_ Work Schedule must always utilize the “All Days” partial hours option when creating absence events.

- a. Set
- b. Variable
- c. Hourly



3. True or False. Employees can cancel approved absence events.





# Lesson Summary

6

Absence Entry

In this lesson, you learned:

- Absence Entry Overview
- Creating an Absence Event
- Updating an Absence Event
- Deleting/Canceling an Absence Event



# Lesson

7

## Time & Absence Approval

This lesson covers:

- General Information
- Reviewing & Approving Time and Absences



# Reported Time and Payable Time - Approvals Tile

In Cardinal HCM, time and absence approvals follow the same steps and are done using the Approvals Tile. Some time requires approval before and some time requires approval after processed by the Time Administration process.

- **Reported Time:** needs approval before it is processed by Time Administration
- **Payable Time:** needs approval after it is processed by Time Administration

The table below shows the type of time that needs approval based on Agency configuration:

Agency Configuration	Categories of Time that Require Approval
Online using Cardinal AM	Payable Time approval for the time Reported Time approval for absences
Online using External Leave system	Payable Time approval only
Interfacing time using Cardinal AM	Reported Time only if they enter/update online (both time and absences)
Interfacing using external Leave System	Reported Time only if they enter/update online (time only)

**Note:** For agencies interfacing time, these transactions are considered approved in the agency system and only require approval in Cardinal if adjustments are made in Cardinal. As a general rule, in order to keep information sync, interfacing agencies should make adjustments to time in the agency system and re-upload the information to Cardinal.



# Adjustments and Negative Hours in Payable Time Details

Cardinal does not allow users to manually enter negative hours. However, there may be negative hours displayed on the **Payable Time** page.

When a change is made after approval, in order to reverse the original entry, a negative offset is created. This offset should always be approved in order to reverse the original entry. If these negative hours are not approved, the original entry is still considered valid for payroll/distribution.

The screenshot shows the 'Payable Time' interface for user 'Kathy Cardinal, Police Sergeant'. It features a navigation bar with 'Pending Approvals', a home icon, and a notification icon. Below the user information, there are 'Approve' and 'Deny' buttons. A message states '3 line(s) are pending your approval'. The main section is titled 'Payable Time Details' and has tabs for 'Pending' and 'All'. A table displays 3 rows of data, with a '3 rows' indicator on the right. Each row includes a 'Select' checkbox, 'Report Date', 'Time Reporting Code', and 'Quantity'.

Select	Report Date	Time Reporting Code	Quantity
<input type="checkbox"/>	12/13/19	RGSA - Regular Earnings - Salaried	4 Hours >
<input type="checkbox"/>	12/13/19	RGSA - Regular Earnings - Salaried	4 Hours >
<input type="checkbox"/>	12/13/19	RGSA - Regular Earnings - Salaried	-8 Hours >



# Reviewing Time and Absences Guidelines

In addition to approving productive and non-productive time, it is important to review employee Timesheets at the close of each pay period and FLSA period to identify potential issues with:

- Unexpected pay docking
- Time exceptions
- Overtime
- Time entry errors

The following questions should be considered when reviewing time:

- Has all time that requires approval been approved?
- Are there any time exceptions (especially high severity) that have not been resolved?
- Have all necessary adjustments to time been made?
- Have all Workflow Setup issues been resolved or delegations made as appropriate? See the Job Aid titled TA372 TL Setup Overview
- Are there absence events or non-productive hours for the employee that need to be reported?
- Are there any employees with schedule deviations (too many or too few hours based on their Work Schedule)?



# Lesson Summary

7

## Time & Absence Approval

In this lesson, you learned:

- General Information
- Reviewing & Approving Time and Absences



# Course Summary

TA ESS SME

Employee Self-Service Time & Attendance SME

In this course, you learned:

- Time and Attendance Overview
- Time Reporter Types
- Work Schedules
- Time Entry
- Time Administration
- Absence Entry
- Time & Absence Approval



# Appendix

- Workgroup Naming Convention
- Key Time Reports/Queries
- Time Rounding
- Flowchart Key





# Workgroup Naming Convention

The Workgroup controls Time Reporting Codes, Approval Method, Positive vs. Exception Reporting Type, FLSA Start Date, FLSA Period, and Business Rules applied to the employee. The 9-character workgroup name reveals the attributes of the group. If the employee is not in the correct workgroup, it will impact the TRCs that are available to select on the Timesheet page.

Character	Defines	Values
1 <sup>st</sup>	Employee Type	<b>H</b> = Hourly, <b>S</b> = Salaried
2 <sup>nd</sup>	FLSA Status	<b>N</b> = Nonexempt, <b>E</b> = Exempt
3 <sup>rd</sup>	Employee Category	<b>1</b> = Type 1, <b>2</b> = Type 2, <b>3</b> = Type 3, <b>A</b> = Additional Pay Only, <b>P</b> = Per Diem Type, <b>R</b> = Regular, <b>M</b> = Emergency, <b>J</b> = Judge, <b>L</b> = Law Enforcement <b>F</b> = Fire Prevention, <b>S</b> = Student
4 <sup>th</sup>	Approval Type	<b>I</b> = Reported Time for Interfaced, <b>F</b> = Payable Time for Online Full Approval, <b>P</b> = Payable Time for Online Partial Approval
5-6 <sup>th</sup>	FLSA Period	<b>07, 14, 21, 28</b> Days
7 <sup>th</sup>	Pay Cycle	<b>B</b> = Biweekly, <b>1</b> = SM1, <b>2</b> = SM2, <b>M</b> = Monthly
8 <sup>th</sup>	Time Reporter Type	<b>E</b> = Exception, <b>P</b> = Positive
9 <sup>th</sup>	FLSA Start Day	<b>1</b> = Sun, <b>2</b> = Mon, <b>4</b> = Wed, <b>6</b> = Fri, <b>7</b> = Sat

## EXAMPLE:

**SNRF071P1**

**S** = Salaried

**N** = Non-Exempt

**R** = Regular

**F** = Online Full Approval

**07** = FLSA 7 Day Period

**1** = SM1 Pay Cycle

**P** = Positive Time Reporter

**1** = Sunday First Day of FLSA Period



# Key Time Reports/Queries

Report/Query Name	Navigation
Timesheet Schedule Exception and Overtime Review	Navigator > Time and Labor > Reports > Timesheet Exception Report
Timesheet Report	Navigator > Time and Labor > Reports > Timesheet Report
Weekly Submitted Hour Query	Navigator > Reporting Tools > Query Viewer > V_TA_TLAM_WKLY_HRS
Time Reporting Exceptions Query	Navigator > Reporting Tools > Query Viewer > V_TA_TIME_REPORTING_EXCEPTIONS
Invalid Holiday Query	Navigator > Reporting Tools > Query Viewer > V_TA_INVALID_HOLIDAY_AUDIT
Negative Hours from Prior Period Adj Query	Navigator > Reporting Tools > Query Viewer > V_TA_NEG_HRS
Payable Time Adjustments Query	Navigator > Reporting Tools > Query Viewer > V_TA_ADJUSTMENTS_PAYABLE_TIME
Reported Time Audit Query	Navigator > Reporting Tools > Query Viewer > V_TA_TIME_ENTRY_AUDIT
Docking Unpaid Absences Query	Navigator > Reporting Tools > Query Viewer > V_TA_DOCK_UNPAID_ABSENCES





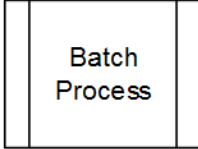
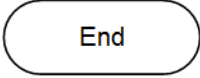
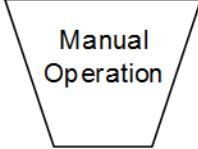
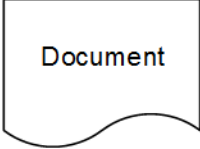
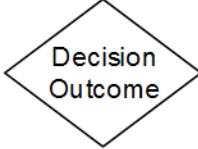
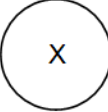
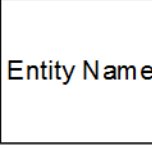
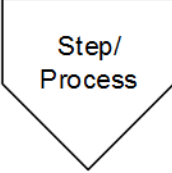
# Time Rounding

Cardinal accepts time entry to the hundredths of an hour; two digits after the decimal point. If an employee works **8 hours and 11 minutes**, the Timesheet entry would be **8.18**. Although Cardinal accesses time entry to the hundredth of an hour, it is not required that time be entered to that level. Follow your agency policy regarding time entry.

Minutes	Time	Hours	Timesheet
0	0:00	0.00000	0.00
1	0:01	0.01667	0.02
2	0:02	0.03333	0.03
3	0:03	0.05000	0.05
4	0:04	0.06667	0.07
5	0:05	0.08333	0.08
6	0:06	0.10000	0.10
7	0:07	0.11667	0.12
8	0:08	0.13333	0.13
9	0:09	0.15000	0.15
10	0:10	0.16667	0.17
11	0:11	0.18333	0.18
12	0:12	0.20000	0.20
13	0:13	0.21667	0.22
14	0:14	0.23333	0.23
15	0:15	0.25000	0.25



# Flowchart Key

	Depicts a process step or interface.		Indicates point at which the process begins. Does not represent any activity.
	Specifies a batch process.		Indicates point at which the process ends. Does not represent any activity.
	Depicts a process step that is preformed manually.		Depicts a document of any kind, either electronic or hard copy.
	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.		Indicates an on-page or intra process connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
	Represents an entity (person, organization, etc.).		Connects steps between business processes.