

Managing Absence Balances Overview

There are various reasons why an entitlement balance adjustment may be required. Some examples include:

- An employee is granted a special absence balance that needs to be added (e.g., Annual Leave Incentive, Employee Recognition, Educational Leave)
- An employee transfers from another state Agency and is bringing their absence balances to the new Agency
- An exception to system generated entitlements
- An Absence Event was voided on the Update Time Status page
- Zeroing out leave balances when an employee terminates
- Donating leave or receiving donated leave

Reminders:

- AM Administrators can view the Absence Balance Calculations the following day after the nightly Absence Calc job processes Absence Events and Adjustments
- Balances viewed under the **Team Time** tile or the **Time** tile reflect balances as of the last closed leave period. The leave period is closed on the salaried pay date
- For further information about absence calculations, see the Job Aid titled TA374_Results by Calendar Group/Calendar. This Job Aid can be found on the Cardinal website in **Job** Aids under Learning

The Absence Calculation Process has a retro-processing limit of 1 year. AM Administrators have modify access to the **Balances** page for leave periods within 1 year of the current open leave period and view only access to leave periods greater than 1 year from the current open leave period.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.



TA374_Managing Absence Balances

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Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (<u>Section 2</u> , after Step 1; <u>Section 3</u> , after Step 1; <u>Section 7</u> , after Step 1; <u>Section 8</u> , after Step 1; <u>Section 9</u> , after Step 1; <u>Section 10</u> , after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.



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Getting Started

Prior to managing Absence Balances, have the following information available:

• The Employee's Pay Group: found on the employee's Job Data page

Menu > Workforce Administration > Job Information > Job Data

- The Pay Period End Date: Identify the Pay Period end date for the Pay Period in which the Absence Balance Entitlement is to be effective
- Any required HR Documentation (per Agency procedures)



Entering a New Absence Entitlement

Step	Action
1.	Navigate to the Absences page to enter a new absence entitlement for an employee using the following path:
	NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences

The Absences Search page displays.

🔶 Cardinal Homepage		Absences
Absences		
Find an Existing Va	lue	
✓ Search Criteria		
Recent Searches	ave and click Search. Leave fields blank for a list of all values.	d Searches Choose from saved searches
I	mpl ID begins with	
Empl	Record = V	
Pay	Group begins with 🗸 Q	
Cale	dar ID begins with 🗸	
	Name begins with V	
Period Beg	n Date >= V	
Period E	d Date <= 🗸	
	∧ Show fewer options	
	Case Sensitive	
"Overvie	e information pertaining to the Cardinal H w of the Cardinal HCM Search Pages". in Job Aids under Learning .	ICM Search pages, refer to the Job Aid titl This Job Aid is located on the Cardinal
. Enter th	e employee's Employee ID in the Empl I	D field.
Note: U corresp	sers can also search for the employee by	
Empl	D begins with 🗸	



Step	Action
3.	Select the employee's Pay Group using the Pay Group Look Up icon.
	Note : Ensure that the selected Pay Group is consistent with the employee's Job Data page for the same timeframe.
	Pay Group begins with V
4.	Select the applicable value for one of the following fields:
	a. Calendar ID: Parameter for the Absence Calculation process that identifies the Pay Period for which the new entitlement should be made effective. It can be a past, current, or future Pay Period. Select the applicably Pay Period using the Calendar ID Look Up icon.
	 b. Period Begin Date: The Pay Period begin date when the new entitlement should be effective. Select the applicable Pay Period begin date using the Period Begin Date Calendar icon.
	c. Period End Date : The Pay Period end date when the new entitlement should be effective. Select the applicable Pay Period end date using the Period End Date Calendar icon.
	Pay Group begins with 🖌 🔍
	Calendar ID begins with 🗸 🔍
	Name begins with V
	Period Begin Date >= 🗸
	Period End Date <=
5.	Click the Search button.
	Search Clear



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Step

Action

The **Search Results** (Calendar IDs available for the employee) display in the bottom portion of the page.

View All				N	1-100 of 218	✓ ▶ ▶
Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date
	0	SM1	SM1 2021SM118		09/25/2021	10/09/2021
	0	SM1	SM1 2021SM119		10/10/2021	10/24/2021
	0	SM1	SM1 2021SM120		10/25/2021	11/09/2021
	0	SM1	SM1 2021SM121		11/10/2021	11/24/2021
	0	SM1	SM1 2021SM122		11/25/2021	12/09/2021
	0	SM1	SM1 2021SM123		12/10/2021	12/24/2021
	0	SM1	SM1 2021SM124		12/25/2021	01/09/2022
	0	SM1	SM1 2022SM100		01/10/2022	01/10/2022
	0	SM1	SM1 2022SM101		01/10/2022	01/24/2022
	0	SM1	SM1 2022SM102		01/25/2022	02/09/2022
	0	CM4	EN44 2022EN4402		02/10/2022	02/24/2022



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Step	Action
6.	Select the applicable Calendar ID based on the effective date of the change by clicking the corresponding link in the Calendar ID column.
	Note : Verify that the Pay Group is consistent with the employee's Job Data page. Select the Pay Period with the correct Pay Period begin and end date wherein the balance should be available for the employee. Selecting the incorrect Calendar ID may result in the incorrect processing of adjustment.
	Balance adjustments should not be entered in calendars that end in '00' or 'F1', as these are not regular semi-monthly leave period calendars.
	Calendar ID
	SM1 2021SM118
	SM1 2021SM119
	SM1 2021SM120
	SM1 2021SM121
	SM1 2021SM122
	SM1 2021SM123
	SM1 2021SM124
	SM1 2022SM100
	SM1 2022SM101
	SM1 2022SM102

The **Absences** page displays for the applicable Calendar ID.

					Absence	S	
Absences							
Employee ID		Name			Empl Record	0	
Pay Group	SM1	Description	Semi-monthly Class	ified	Pay Entity	COVA	
Calendar ID	SM1 2021SM118	Begin Date	09/25/2021		End Date	10/09/2021	
*Element Name	Description	E	alance Adjustment	Begin Date	End Date	Comments	6
	۹						+
Save Return to :	Search Previous	in List Next in List	lotify				
7. Revie	w the inforr	nation in the Hea	ider section	n to confirm	that the cor	rect selection w	vas mad



TA374_Managing Absence Balances

Step	Action
8.	Click the Element Name Look up icon.
	"Element Name

The **Look Up Element** page displays in a pop-up window.

	Look Up Element	×
Element Name	begins with 🖌	Help
Search	lear Cancel Basic Look	up
Search Results		
View 100	I∢ ◀ 1-30 of 30	▶ ▶
Element Name	Description	Country Code
BMO ENT ELEM	Bone Marrow/Organ Donations	USA
DLR ENT ELEM	Donated Leave Rec (Lv Share)	USA
DSR ENT ELEM	Victim of Disaster	USA
ELW ENT ELEM	Educational Leave Pay Docking	USA
MBL ENT ELEM	Military Bank Leave	USA
CSL ENT ELEM	Volunteer Service Leave	USA
MIL ENT ELEM	Military Leave	USA
MIP ENT ELEM	Military Physical	USA
PAR ENT ELEM	Parental Leave	USA
VAC ENT ELEM	Vacation	USA
FML ENT ELEM	Family Medical Leave	USA
DLR REC ELEM	DLR Receive Element	USA
PER ENT ELEM	VSDP Personal Leave	USA

9. Select the applicable entitlement type (Element Name) by clicking the corresponding link in the **Element Name** column.

Element Name
BMO ENT ELEM
DLR ENT ELEM
DSR ENT ELEM
ELW ENT ELEM
MBL ENT ELEM
CSL ENT ELEM
MIL ENT ELEM
MIP ENT ELEM
PAR ENT ELEM
VAC ENT ELEM
FML ENT ELEM
DLR REC ELEM
PER ENT ELEM



Step Action

The **Absences** page redisplays with the selected Element Name and the **Description** field defaults based on the Element Name selected.

	,					Absence	es
Empl	ences loyee ID y Group SM1 endar ID SM1	2021SM118		Name scription Semi-monthly Cla	ssified	Empl Record Pay Entity End Date	
	is finalized. Any		considered during retro	egin Date 09/25/2021 o processing.		End Date	10/09/2021
■ Q						М	I-1 of 1 ∨ ▶ ▶ View All
*Element Name		Description		Balance Adjustmen	-	End Date	Comments
MBL ENT ELE	MQ	Military Bank Lea	ave		09/25/2021	10/09/2021	© <u>+.</u> –
Save	Return to Searc	h Previous	in List Next in Li	ist Notify			
No ab	ote: Do osence l	not char balance	nge these d adjustment	lates. If these is to be effecti	dates do no	t reflect the	ar ID previously selecte Pay Period that the c o Search button and
No ab se	ote: Do osence l elect the	not char balance appropr	nge these d adjustment iate Calenc	lates. If these is to be effecti	dates do no	t reflect the	Pay Period that the
No ab se	ote: Do osence l	not char balance appropr	nge these d adjustment	lates. If these is to be effecti	dates do no	t reflect the	Pay Period that the
No ab se	ote: Do osence l elect the	not char balance appropr	nge these d adjustment iate Calenc	lates. If these is to be effecti dar ID.	dates do no	t reflect the	Pay Period that the
No ab se	ote: Do osence l elect the egin Date	not char balance appropr	nge these d adjustment iate Calenc End Date	lates. If these is to be effecti dar ID.	dates do no	t reflect the	Pay Period that the
2. CI	ote: Do osence l elect the egin Date	not char balance : appropr 1 1	nge these d adjustment iate Calence End Date 10/09/2021	lates. If these is to be effecti dar ID.	dates do no	t reflect the	Pay Period that the
2. CI	ote: Do osence l elect the egin Date	not char balance : appropr 1 1	nge these d adjustment iate Calence End Date 10/09/2021	lates. If these is to be effecti dar ID.	dates do no	t reflect the	Pay Period that the



Ste	эр	Action	า							
The F	Pl for	Abser	nce Entitleme	ent page disp	lays in a pop-up	window.				
Γ	PI for Absence Entitlement									
	Ab		Help							
	Empl ID:		Name:		Empl Record:	0				
	-	Group: endar ID:	SM1 SM1 2021SM118		Description: Semi-monthly Classified Begin Date: 09/25/2021		10/09/2021			
	Elen	ement Name: MBL ENT ELEM		Description:	Military Bank Leave	Balance Adjustmen	t:			
	Co	ditional Inf omments: t Update Use OK	ormation/ Adjustme	nt Comments	La	st Update Date/Time:				
13		Addi				arding why the adjus	tment is being] 9 made.		
14		Click t	he OK button							
			OK Ca	ncel						



Step	Action							
The Abse	ences pag	je redisplays.						
< Team	ı Time				Absenc	es		
Absences								
		M1 2021SM118 Be	sified	Empl Record 0 Pay Entity COVA End Date 10/09/2021				
Balance	Adjustments	ny changes will be considered during retro	o processing.			 1-1 of 1 v 	View All	
*Elemen]	Description	Balance Adjustment	Begin Date	End Date	Comments		
MBL EN	IT ELEM Q	Military Bank Leave		09/25/2021	10/09/2021	Ģ	+	
Save	Return to Sear	rch Previous in List Next in Li	ist Notify					
15.		onal Absence Entitler con (+), and repeat S					d, click the Adc	d
16.	Click the	e Save button.						
	Save	Return to Search	Previous in Li	st	in List	Notify		
i	the balar	ents added in the cu nce viewable on the e Calc process runs l	Results by Ca	lendar/Cal	endar Grou	ip pages aft	ter the nightly	



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Entering a New Absence Entitlement for Parental Leave

Step	Action
1.	Navigate to the Absences page to enter a new absence entitlement for an employee using the following path:
	NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences

The Absences Search page displays.

← Cardinal Homepage	Absences
Absences	
Find an Existing Value	
✓ Search Criteria	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
Precent Searches Choose from recent searches	Saved Searches Choose from saved searches Image: Choose from saved searches
Empl ID begins with 🖌	
Empl Record = 🗸	
Pay Group begins with V	
Calendar ID begins with V Q	
Name begins with V	
Period End Date <=	
	
Search Clear	
For more information pertaining to the Cardina	
"Overview of the Cardinal HCM Search Pages Website in Job Aids under Learning .	. This Job Aid is located of the Cardinal
Enter the employee's Employee ID in the Emp	
Note: Users can also search for the employee corresponding fields. However, it is recommer	
identifier for each employee.	
Empl ID begins with ~	



Step	Action							
3.	Select the employee's Pay Group using the Pay Group Look Up icon.							
	Note : Ensure that the selected Pay Group is consistent with the employee's Job Data page for the same timeframe.							
	Pay Group begins with							
4.	Select the applicable value for one of the following fields:							
	d. Calendar ID : Parameter for the Absence Calculation process that identifies the Pay Period for which the new entitlement should be made effective. It can be a past, current, or future Pay Period. Select the applicably Pay Period using the Calendar ID Look Up icon.							
	e. Period Begin Date : The Pay Period begin date when the new entitlement should be effective. Select the applicable Pay Period begin date using the Period Begin Date Calendar icon.							
	f. Period End Date : The Pay Period end date when the new entitlement should be effective. Select the applicable Pay Period end date using the Period End Date Calendar icon.							
	Pay Group begins with 🗸 🔍							
	Calendar ID begins with 🗸 🔍							
	Name begins with v							
	Period Begin Date >= 🗸							
	Period End Date <=							
5.	Click the Search button.							
	Search Clear							



Step Action

The **Search Results** (Calendar IDs available for the employee) display in the bottom portion of the page.

View All				М	 1-100 of 218 	✓ ▶ ▶
Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date
	0	SM1	SM1 2021SM118		09/25/2021	10/09/2021
	0	SM1	SM1 2021SM119		10/10/2021	10/24/2021
	0	SM1	SM1 2021SM120		10/25/2021	11/09/2021
	0	SM1	SM1 2021SM121		11/10/2021	11/24/2021
	0	SM1	SM1 2021SM122		11/25/2021	12/09/2021
	0	SM1	SM1 2021SM123		12/10/2021	12/24/2021
	0	SM1	SM1 2021SM124	-	12/25/2021	01/09/2022
	0	SM1	SM1 2022SM100		01/10/2022	01/10/2022
	0	SM1	SM1 2022SM101		01/10/2022	01/24/2022
	0	SM1	SM1 2022SM102		01/25/2022	02/09/2022
	0	CM4	EN44 2022EN4402		02/40/2022	02/24/2022



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Step	Action
6.	Select the applicable Calendar ID based on the effective date of the change by clicking the corresponding link in the Calendar ID column.
	Note : Verify that the Pay Group is consistent with the employee's Job Data page. Select the Pay Period with the correct Pay Period begin and end date wherein the balance should be available for the employee. Selecting the incorrect Calendar ID may result in the incorrect processing of adjustment.
	Balance adjustments should not be entered in calendars that end in '00' or 'F1', as these are not regular semi-monthly leave period calendars.
	Calendar ID
	SM1 2021SM118
	SM1 2021SM119
	SM1 2021SM120
	SM1 2021SM121
	SM1 2021SM122
	SM1 2021SM123
	SM1 2021SM124
	SM1 2022SM100
	SM1 2022SM101
	SM1 2022SM102

The **Absences** page displays for the applicable Calendar ID.

Absences							
Employee ID		Nam	ie		Empl Record	0	
Pay Group SM1		Descriptio	Description Semi-monthly Classifie		Pay Entity	COVA	
Calendar ID SM1 2021SM118			te 09/25/2021		End Date	10/09/2021	
						_	4
Element Name	Description		Balance Adjustment	Begin Date	End Date	Comments	
						-	
	۹					®	+



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Step	Action
8.	Click the Element Name Look up icon.
	٩

The **Look Up Element** page displays in a pop-up window.

· · · · ·											
	Look Up Element	×									
	begins with 🗸	Help									
Element Name											
Description	Description begins with V										
Search C	Search Clear Cancel Basic Lookup										
Search Results											
View 100	I ■ ■ 1-30 of 30	$\checkmark \models \models \mid$									
Element Name	Description	Country Code									
BMO ENT ELEM	Bone Marrow/Organ Donations	USA									
DLR ENT ELEM	Donated Leave Rec (Lv Share)	USA									
DSR ENT ELEM	Victim of Disaster	USA									
ELW ENT ELEM	Educational Leave Pay Docking	USA									
MBL ENT ELEM	Military Bank Leave	USA									
CSL ENT ELEM	Volunteer Service Leave	USA									
MIL ENT ELEM	Military Leave	USA									
MIP ENT ELEM	Military Physical	USA									
PAR ENT ELEM	Parental Leave	USA									
VAC ENT ELEM	Vacation	USA									
FML ENT ELEM	Family Medical Leave	USA									
DLR REC ELEM	DLR Receive Element	USA									
PER ENT ELEM	VSDP Personal Leave	USA									

9. Select the entitlement type **PAR ENT ELEM** by clicking the corresponding link in the **Element Name** column.

Element Name
BMO ENT ELEM
DLR ENT ELEM
DSR ENT ELEM
ELW ENT ELEM
MBL ENT ELEM
CSL ENT ELEM
MIL ENT ELEM
MIP ENT ELEM
PAR ENT ELEM
VAC ENT ELEM
FML ENT ELEM
DLR REC ELEM
PER ENT ELEM



Ste	p A	ction										
		ces page le Eleme				ected Elem	ent Name a	ind the De	scr	iption fie	ld defaults	
	< Team Ti	me						Abser	ces			
		bsences										
	Employee ID Name Empl Record 0 Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA Calendar ID SM1 2021SM118 Begin Date 09/25/2021 End Date 10/09/2021 This Calendar is finalized. Any changes will be considered during retro processing. Balance Adjustments Employee Employee											
	III 1-1 of 1 ∨ > > IView All											
	*Element N	ame	Description			Balance Adjustment	Begin Date	End Date	с	omments		
	PAREN	TELEM Q	Military Bank L	ave			09/25/2021	10/09/2021		5	+ –	
	Save	Return to Searc	h Previou	s in List Nex	xt in List	Notify						
L												-
10.	Er		' in the I		Adjust	ment field	as a positive	e number.				
11.	No ab	ote: Do n	ot chang alance a	ge these djustmer	dates. nt is to	If these da	based on th tes do not r in, click the	eflect the	Pay	/ Period th	hat the	
		egin Date 9/25/2021		End Date	21 🛄]						
12.		ick the ic omments	on in the	e Commo	ents fie	eld.						



Step	Action	
The PI	for Absence Entitlement page displays in a pop-up window.	
	PI for Absence Entitlement	×
	Absence Comments	Help
	Empl ID: Name: Empl Record: 0	
	Pay Group: SM1 Description: Semi-monthly Classified	
	Calendar ID: SM1 2025SM111 Begin Date: 09/25/2021 End Date: 10/09/2021	
	Element Name: PAR ENT ELEM Description: Parental Leave Balance Adjustment: 320.000000	
	Additional Information/ Adjustment Comments Date of Birth / Placement: Comments:	
l	Last Update User ID: Last Update Date/Time: OK Cancel	
13.	Enter a date in the Date of Birth / Placement field based on either the date of birth of placement.	or the date
	Additional Information/ Adjustment Comments	
	Date of Birth /	
	Comments:	
14.	Enter a brief comment in the Comments field regarding why the adjustment is being	made.
	Additional Information/ Adjustment Comments	
	Comments:	



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Step	Action
i	Enter a comment related to the birth date or the placement date based on information received from HR.
15.	Click the OK button.
	OK Cancel

The Absences page redisplays.

< Team Time					Absence	es	
Absences	i -						
Employee ID		Name			Empl Record	0	
Pay Group	SM1	Description Se	emi-monthly Classified		Pay Entity	COVA	
Calendar ID		Begin Date 09	/25/2021		End Date	10/09/2021	
	ed. Any changes will be consid	ered during retro processing.					
Balance Adjustment	3				I	 1-1 of 1 ∨ 	View All
*Element Name	Description	Balar	nce Adjustment Beg	gin Date	End Date	Comments	
PAR ENT ELEM	Q Military Bank Leave		320 09	/25/2021	10/09/2021	P	+
Save Return to	Search Previous in List	Next in List Notify	'				
	used Parental L be used. Unus						•
. Click th	e Save button.						
Save	Return to S	Search Previ	ous in List	Next in	List	tify	



Manually Adjusting an Existing Absence Entitlement Balance

For employees transferring from one Agency to another Agency, refer to the <u>Transferring From One</u> <u>Agency to Another Agency</u> section of this Job Aid.

Step	Action
1.	Navigate to the Absences page to manually adjust an existing absence entitlement for an employee using the following path:
	NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Adjust Balance > Absences
-	

The Absences Search page displays.

← Cardinal Homepage	Absences
Absences	
Find an Existing Value	
✓ Search Criteria	
Enter any information you have and click Search. Leave fields blank for a	
Recent Searches Choose from recent searches	Choose from saved searches
Empl ID begins with 🗸	
Empl Record =	
Pay Group begins with 🗸	٩
Calendar ID begins with V	Q
Name begins with V	
Period Begin Date >= V	
Period End Date <= V	
Show fewer options	
Case Sensitive	
Search Clear	
For more information pertaining	to the Cardinal HCM Search pages, refer to the Job Aid title Search Pages". This Job Aid is located on the Cardinal
Website in Job Aids under Lea	
. Enter the employee's Employee	ID in the Fmpl ID field
	r the employee by Employee Record or name using the
corresponding fields. However,	it is recommended to use the Employee ID as it is a unique
identifier for each employee.	
Empl ID begins with 🗸	



Step	Action								
3.	Select the employee's Pay Group using the Pay Group Look Up icon.								
	Note : Ensure that the selected Pay Group is consistent with the employee's Job Data page for the same timeframe.								
	Pay Group begins with v								
4.	Select the applicable value for one of the following fields:								
	a. Calendar ID: Parameter for the Absence Calculation process that identifies the Pay Period for which the balance adjustment should be made effective. It can be a past, current, or future Pay Period. Select the applicably Pay Period using the Calendar ID Look Up icon.								
	 b. Period Begin Date: The Pay Period begin date when the balance adjustment should be effective. Select the applicable Pay Period begin date using the Period Begin Date Calendar icon. 								
	Pay Group begins with 🗸								
	Calendar ID begins with 🖌 🔍								
	Name begins with 🗸								
	Period Begin Date >= 🗸								
	Period End Date <=								
5.	Click the Search button.								
	Search Clear								



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Step /

Action

The **Search Results** (Calendar IDs available for the employee) display in the bottom portion of the page.

View All				M	1-100 of 218	∽ ▶ ▶
Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date
	0	SM1	SM1 2021SM118		09/25/2021	10/09/2021
	0	SM1	SM1 2021SM119		10/10/2021	10/24/2021
	0	SM1	SM1 2021SM120		10/25/2021	11/09/2021
	0	SM1	SM1 2021SM121		11/10/2021	11/24/2021
	0	SM1	SM1 2021SM122		11/25/2021	12/09/2021
	0	SM1	SM1 2021SM123		12/10/2021	12/24/2021
	0	SM1	SM1 2021SM124		12/25/2021	01/09/2022
	0	SM1	SM1 2022SM100		01/10/2022	01/10/2022
	0	SM1	SM1 2022SM101		01/10/2022	01/24/2022
	0	SM1	SM1 2022SM102		01/25/2022	02/09/2022
	0	CM4	EM4 2022EM402		02/10/2022	02/24/2022



Step	Action
6.	Select the applicable Calendar ID based on the effective date of the change by clicking the corresponding link in the Calendar ID column.
	Note : Verify that the Pay Group is consistent with the employee's Job Data page. Select the Pay Period with the correct Pay Period begin and end date wherein the balance adjustment should be available for the employee. Selecting the incorrect Calendar ID may result in the incorrect processing of the adjustment.
	Calendar ID SM1 2021SM118 SM1 2021SM119 SM1 2021SM120
	SM1 2021SM121 SM1 2021SM122 SM1 2021SM123
	SM1 2021SM124 SM1 2022SM100
	SM1 2022SM101 SM1 2022SM102
	ences page displays for the applicable Calendar ID.
	Absences
	Employee ID Mate Name Empl Record 0 Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA Calendar ID SM1 2021SM118 Begin Date 09/25/2021 End Date 10/09/2021 Calendar is finalized. Any changes will be considered during retro processing. End Date 10/09/2021 End Date
E	
*Elen	Description Balance Adjustment Begin Date End Date Comments Q Image: Adjustment Image: Adjustment Image: Adjustment Image: Adjustment
Sa	
7.	Review the information in the Header section to confirm that the correct selection was made.
8.	Click the Element Name Look up icon.
	*Element Name



Step	Action						
The Look	CUp Element page display	s in a pop-up window.					
	Look Up Element x						
			Help				
		Element Name begins with 🗸					
		Description begins with 🗸					
		Search Clear Cancel Basic Lool	up				
		Search Results					
		View 100 4 1-30 of 30					
		Element Name Description	Country Code				
		BMO ENT ELEM Bone Marrow/Organ Donations	USA				
		DLR ENT ELEM Donated Leave Rec (Lv Share) DSR ENT ELEM Victim of Disaster	USA USA				
		ELW ENT ELEM Educational Leave Pay Docking	USA				
		MBL ENT ELEM Military Bank Leave	USA				
		CSL ENT ELEM Volunteer Service Leave	USA				
		MIL ENT ELEM Military Leave	USA				
		MIP ENT ELEM Military Physical	USA				
		PAR ENT ELEM Parental Leave	USA				
		VAC ENT ELEM Vacation	USA				
		FML ENT ELEM Family Medical Leave	USA				
		DLR REC ELEM DLR Receive Element	USA				
		PER ENT ELEM VSDP Personal Leave	USA				
9.	Select the applicable entit the Element Name column Element Name BMO ENT ELEM DLR ENT ELEM DLR ENT ELEM MBL ENT ELEM MIL ENT ELEM MIL ENT ELEM PAR ENT ELEM PAR ENT ELEM PAR ENT ELEM		Name) by clicking the corresponding link in				



Step Action

The **Absences** page redisplays with the selected Element Name and the **Description** field defaults based on the **Element Name** selected.

< Cardinal H	Homepage					Absence	s	
Abs	sences							
Pa Cal This Calendar		2021SM118	Descri	Name ption Semi-monthly Class Date 09/25/2021 occessing.	ified	Empl Record Pay Entity End Date		
Balance Adju	Istments						1-1 of 1 • • • Vie	w All
*Element Nam	ne	Description		Balance Adjustment	Begin Date	End Date	Comments	
VAC ENT ELE	EM Q	Vacation			09/25/2021	10/09/2021	+.	-
Save	Return to Search	h Previous in	List Next in List	Notify				
	imber.	number o		the entitlemer	nt in the Ba	ilance Adju	istment field as a	positive
wil ne	ll be). In egative r	ncreases number. I	are entered Example: T	d as a positive	e number a rs, enter "1	nd decreas 0" in the Ba	er of hours that these are entered as Ilance Adjustmer	а
11. Th	ne Begi ı	n Date ar	nd End Date	e fields defaul	t based on	the Calend	lar ID previously s	elected.
ab	The Begin Date and End Date fields default based on the Calendar ID previously selected. Note : Do not change these dates. If these dates do not reflect the Pay Period that the absence balance adjustment is to be effective in, click the Return to Search button and select the appropriate Calendar ID.							
Be	egin Date		End Date					
0	9/25/2021		10/09/2021					



Step	Action				
12.	Click the icon	n in the Comments	field.		
	Comments				
	Ð				
The PI f	or Absence Ent	titlement page disp	lays in a pop-up windo	w.	
		PI fe	or Absence Entitlement		×
	Absence Comment	is			Help
	Empl ID:	Name:		Empl Record:	0
	Pay Group: SM1		Semi-monthly Classified		
	Calendar ID: SM1 202	-	09/25/2021	End Date:	10/09/2021
	Element Name: VAC ENT	T ELEM Description:	Vacation	Balance Adjustment:	
	Additional Information	/ Adjustment Comments	Last Update E	Date/Time:	
	OK Cancel]		Succession and the second seco	
13.	Enter a brief of	comment in the Cor	mments field regarding	why the adjusti	ment is being made.
	Additional Info	ormation/ Adjustment Co	mments		
	Comments:				
14.	Click the OK	button.			
	ОК	Cancel			



Step	Action	
The Abs	sences page redisplays.	
< 0	Cardinal Homepage Absences	
	Absences	
	Employee ID Name Empl Record 0 Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA Calendar ID SM1 2021SM118 Begin Date 09/25/2021 End Date 10/09/2021 his Calendar is finalized. Any changes will be considered during retro processing. Final Classified Empl Record 0	
Bala	Iance Adjustments Image: Constraint of 1 v → Image: ConstraImage: ConstraImag	
*Ele	lement Name Description Balance Adjustment Begin Date End Date Comments	
VAC	AC ENT ELEM Q Vacation 09/25/2021 📰 09/25/2021	
S	Save Return to Search Previous in List Next in List Notify	
15.	If additional Absence Entitlements need to be entered for the same Pay Period, click the Ad a Row icon (+), and repeat Steps 8 – 14. If not, proceed to Step 16.	bt
16.	Click the Save button.	
	Save Return to Search Previous in List Next in List Notify	
j	Adjustments made in the current open Pay Period and prior Pay Periods will be processed the next time the Absence Calculation process runs (runs nightly).	





Zeroing Out Leave Balances

To zero out leave balances, follow the steps outlined in the <u>Manually Adjusting an Existing Absence</u> <u>Entitlement Balance</u> section of this Job Aid. Follow those steps and apply these additional guidelines:

- **Calendar Period**: For a terminated employee, select the Pay Period that contains the employee's last day worked
- **Balance Adjustment** field: Enter the number of hours equal to the employee's current entitlement balance as a negative number
- **Comments** field: Enter a comment pertaining to the reason for zeroing out the balance (e.g., employee terminated)



TA374_Managing Absence Balances

Zeroing Out Compensatory and Overtime Leave Balances

Step	Action									
1.	Log into (Log into Cardinal HCM.								
The Card	linal Home	page displays.								
		Cardinal Message Board	✓ Cardinal	Homepage Cardinal Portal	Approvals	ð				
	Message(0 published loday 0 a message(s)		4					
		Team Time	Time	Payroll	Personal Details					
		Benefit Details	Total Rewards	Job Summary						
				•	(
2.	Click the	Team Time tile.								



Step	Action									
The Time	sheet Summary p	age displays.								
	Cardinal Homepage						Team	n Time		
	🕹 Timesheet	^ Report Time								
	Timesheet	Timesheet Summary								
	Payable Time	 Employee Selection 								
	() Leave Balances	Employee Selection Criteri					Get Employees			
	View Requests	Selection Criterion	Select	ion Criterion Value						
	Absence Balances	Time Reporter Group			۹		Clear Criteria			
	Manage Exceptions	Employee ID			۹		Save Criteria			
		Last Name			۹					
		First Name			۹					
		Business Unit			۹					
		Job Code			٩					
		Department			۹					
		Reports To Position Number			۹					
		Location Code			٩					
		Workgroup			۹					
		Position Number			۹					
3.	Enter the applicat Note: Users can a recommended to	also search by	name usin	ig the co	orrespor	nding fi	elds. Ho			
4.	4. Click the Get Employees button. Get Employees									
	ch results display w hange View View By Date 11/11/2022	<u> </u>	Show Schedule In Previous Week			oottom	of the pa	ige.		
	ployees For , Totals From 11/07/2022 - 11/1 Q Time Summary Demographics	3/2022						1-2 of 2 🗸		
La	st Name First Name	Employee ID Empl Record R	eported Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours		
		v	0.00	0.00			0.00	0.00	ı –	



TA374_Managing Absence Balances

Step	Action
5.	Click the Last Name link for the applicable employee.
	Last Name

The **Timesheet** page displays for the applicable employee with the **Reported Time Status** tab displayed by default.

	nd Office Spec II					Employee ID Empl Record :												
Actions -	•					Change Date												
Select	t Another Timesheet																	
	*View By			~		Previor	us Week Next	Week										
		12/02/2022				Previous E	imployee											
	Scheduled Hours	40.00	Repor	orted Hours 0.00														
From Fri	iday 12/02/2022 to Thurs	iay 12/08/2022	D															
		Sat 12/3	Sun 12/4	Mon 12/5	Tue 12/6		Wed 12/7	Thu 12/8	Total	Time Reporting Code		*Taskgroup		Business Uni	Telework	Agency Value		
											~	77700BA	Q	77700 Q	٩			+
											~	77700BA	۹	77700 Q	٩			+
											~	77700BA		77700 Q				+
S	Save for Later	Submit		Apply 5	Schedule	J												
R	eported Time Status	Summary	Leav	ve / Compensator	ny Time	Absence	Exception	ns <u>P</u> ay	yable Tim	e								
Reported	d Time Status																	
m; c									1-1	of 1 🗸								
Date	Total	TRC		Description		Sc	ched Hrs	Comme	ents									
	0.00																	
							0.00											
	Select Employee						0.00											
	Select Employee Self Service						0.00											
Manager S	Select Employee Self Service agarment Use the Timest Select Anot	neet f	or t	he we	ek tł		ct Aı onta	ins t	-	Timeshe employe	e's					d to s	elect t	he
Manager S	Select Employee Self Service agarment Use the Timest Select Anot		or t	he we Week	ek tł	nat c	ct Aı onta	ins t	-	employe	e's	last o				d to s	elect t	he
Manager S	Select Employee Set Sart/Sart/Sart/Sart/Sart/Sart/Sart/Sart/		eet ew By *Date	Week 12/08/2024 40.00	ek tr	nat c	ct Ar conta	ins t	the	employe	e's	Next Week	lay	/ of v	vork.	d to s	elect t	he
Manager S	Select Employee Self Service agement Use the Timesh Select Anot Note: 1	heet f	or tl eet w By *Date Hours	he we week 12/08/2024 40.00 e is ch	ek tr	Reported	ct Ar conta Hours 0.	on on on	the er to	employe Previou o click the	e's	Next Week	lay	/ of v	vork.	d to s	elect t	he
Manager S	Select Employee Set Sart/Sart/Sart/Sart/Sart/Sart/Sart/Sart/	heet f	or tl eet w By *Date Hours	he we week 12/08/2024 40.00 e is ch	ek tr	Reported	ct Ar conta Hours 0.	on on on	the er to	employe Previou o click the	e's	Next Week	lay	/ of v	vork.	d to s	elect t	he



TA374_Managing Absence Balances

Step Action

The **Timesheet** page displays for the applicable employee with the **Reported Time Status** tab displayed by default.

	Another Timesheet "View By V "Date 12 Scheduled Hours 44	102/2022 🛗 🕈	€a	tiest Change Date 11/ Previous 1 Previous Emp	Week Next Week								
From Frid	day 12/02/2022 to Thursda		Mon	Tue We	ed Thu								
	Fri 5 12/2 12	at Sun 13 12/4	Mon 12/5	Tue We 12/6 12	ed Thu 17 12/8	Total Time Reporting Code	★Taskgrou ▼ 77700BA	P Q	Business Unit	Telework	Agency Value		+
							✓ 77700BA	۹	77700 Q	٩			+
							▼ 77700BA	۹	77700 Q	٩		•	÷
Sa	ave for Later	Submit	Apply Schedule										
Re	eported Time Status	Summary Leave	e / Compensatory Time	Absence	Exceptions Pay	yable Time							
	d Compensatory Time Ba	lances @											
=; Q		Plan	Develop 1	Minimum Allowed	Maximum Allowed	1-1 of 1 🗸							
Plan Type Comp Tim		Plan COMP LEAVE	Recorded Balance		Maximum Allowed	View Detail							
		-											
Manager Si Time Mana	-	, the emi				as in the Pa	ordod	Po		e field	l and th		
Manager S	Reviev	r of hour	s being	paid ou	ut (equa	ce in the Rec al to current b he Timeshee	alance						
Manager S	Reviev numbe (emplo	r of hour yee's las Users ca	s being st day of	paid ou work)	ut (equa within th	al to current b	alance t grid.) in	the	applic	able da	ate field	ł
Manager Si Time Mana	Review numbe (emplo Note : full pay	r of hour yee's las Users ca	s being st day of	paid ou work)	ut (equa within th	al to current b he Timeshee	alance t grid.) in	the	applic	able da	ate field	ł
Manager S	Review numbe (emplo Note: full pay Recor	r of hour yee's las Users ca vout. ded Balance 40.00	s being st day of an enter Reporti	paid ou work) a value ng Co	ut (equa within th e greate de drop	al to current b he Timeshee er than 24 ho down button	oalance t grid. urs on) in tha	the t	applic in or	able da	ate field	1 noda



Step	Action
10.	Scroll to the right side of the page as needed.
	Image: Agency Value CharfFields Image: Agency Value CharfFields Image: Agency Value CharfFields CharfFields Image: Agency Value Image: Age
11.	If ChartFields are optional or required for the employee, a ChartFields link will display on the
	Timesheet. If the Timesheet does not contain a ChartFields link, or ChartFields are not required for the employee, proceed to step 13. If the ChartFields link displays on the Timesheet page and is required, click the ChartFields link. ChartFields ChartFields
The Char	tfield Common Component page displays in a pop-up window.
Chart Accour 500001	
12.	Click the OK button to accept the default values that display and return to the Timesheet page.
	Ok Cancel



Step	Action
The Time	sheet page redisplays.
Astron Action	sheet states and sheet and
Raturs i Kange	pe Plan Recorded Balance Minimum Allowed View Detail
13.	Click the Submit button.
The Sub i	mit Confirmation page displays in a pop-up window. Timesheet Submit Confirmation ✓ The Submit was successful. Time for the Week of 2022-12-02 to 2022-12-08 is submitted OK
14.	Click the OK button.



Step	Action									
The Time	sheet pag	e redisplay	S.							
	esheet 1 and 2016e Seeo II		Employee ID Empl Record 2						ner moor 1 ne	
Actio Set	ns - lect Another Timesheet *View By Week *Date 12/02/202	· · · ·	Time Reporting Type Pot Earliest Change Date 117 Previous V Previous Emp	5/2022 Veek Next Week						
From	Scheduled Hours 40.00 Friday 12/02/2022 to Thursday 12/0 Fri Fri Sat 12/2 12/3	Reported Hours 0.00	Tue We 12/6 12	d Thu 7 12/8 Tota	Time Reporting Code		ess Unit Telework	Agency Value		
	Save for Later	Submit	Apply Schedule		CPO - Comp Time Leave Payout	77700BA Q 77700 77700BA Q 77700 777700BA Q 77700 777700BA Q 77700	• •	a	+	
Leave	Reported Time Status Summary and Compensatory Time Balances Q	Leave / Compensatory Time		yable Time	1.1 of 1 🗸					
	Time COM	P_LEAVE	d Balance Minimum Allowed		Inv Detail					
	click the	Reported	Timo Sta	tus tab						
15.	Reported Time S	-	Leave / Compensator		<u>Exceptions</u> <u>Payab</u>	ole Time				
		e refreshes		Reported	Time Statu	is tab disp	olays.			
	Fri 12/2	Sat 12/3	Sun 12/4	Mon 12/5	Tue Wed 12/6 12/7		Total	Time Reporting Code		
[40.00	40.00	CPO - Comp Time Lea	ave Payout 🗸	
	Save for Later	Submit								
	Reported Time Status	<u>S</u> ummary <u>L</u> ea	ave / Compensatory Ti	me <u>A</u> bsence	Exceptions Payabl	le Time		-	n l	
Da	₽ Q te Reported	Status	Total TRC		Description		hed Ad	1-1 of 1 ✓		
	08/2022 Submitted		40.00 CPO		Comp Time Leave Payout		8.00	····		
16.	Click the	Add Comi	nents ico	n.						
	Ac	d Comments	5							
		\bigcirc								



Step	Actio	n			
The TR (Comme	nts page disp	lays in a pop-up	window.	
		Comments related to time enter	ser ID DateTime	Employee ID Employment Record 2 2 page or select Apply for one or more entered comment, you 2 Created Source Comment 2 5.24PM Time Reporting	u vill
17.	Enter Comr		ent to document	the reason for the p	bayout in the Comment field.
18.	Click	the OK buttor	ancel Apply		
The Time	esheet	page redispla	ys and this proce	ess is now complete	
- R	rom Friday 12/0. Fr 12/2 Save for La Reported Time State Time State Save Q	ater Submit	22 ⑦ Sun Mon 12/4 12/5	Tue Wed 12/6 12/7 Image: Second state s	Thu 12/8 Total Time Reporting Code 40.00 40.00 CPO - Comp Time Leave Payout
		Reported Status	Total TRC	Description	Sched Hrs Add Comments
1:	2/08/2022 S	Submitted	40.00 CPO	Comp Time Leave Payout	8.00



TA374_Managing Absence Balances

Adjusting Compensatory and Overtime Leave Balances

Step	Action									
1.	Log into Cardinal HCM.									
The Card	inal Homepage	displays.								
			 Cardinal Homepage 	ŝ	• : Ø					
	Car	dinal Message Board	Cardinal Portal	Approvals						
		0 Message(s) published today								
		0 Total active message(s)		H	4					
	Tea	m Time	Payroll	Personal Details						
			(1) (3) (3) (3) (3) (3) (3) (3) (3) (3) (3	\$						
	Ber	Total Rewards	Job Summary							
		02HR0143B November	•	,	C					
The Time	esheet Summary	r page displays.			Team Time					
	🗞 Timesheet	^ Report Time								
	Timesheet	Timesheet Summary								
	Payable Time	✓ Employee Selection								
	Leave Balances	Employee Selection Criteria			Get Employees					
	View Requests	Selection Criterion	Selection Criterion Value							
	Absence Balances	Time Reporter Group		٩	Clear Criteria					
	Manage Exceptions	Employee ID		۹	Save Criteria					
		Last Name		۹						
		First Name		۹						
		Business Unit		۹						
		Job Code		٩						
		Department		۹						
		Reports To Position Number		۹						
		Location Code		Q						
		Workgroup		۹						
		Position Number		۹						
		-		ii						



Last Name

Time & Attendance Job Aid

TA374_Managing Absence Balances

Action										
Enter the applicable employee's Employee ID in the Employee ID field. Note : Users can also search by name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.										
Click the Get Employees button.										
hange View *View By *View By Date 11/11/2022 ** ** Previous Week Next Week * Next Week ** Next Week										
h										

5. Click the **Last Name** link for the applicable employee.



TA374_Managing Absence Balances

Step Action

The **Timesheet** page displays for the applicable employee with the **Reported Time Status** tab displayed by default.

Timeshe	neet												IVEN VII
			Employee ID										
Admin and 0 Actions •	d Office Spec II	1	Empl Record 2 ime Reporting Type Positive										
		E	arliest Change Date 11/25/2022										
Select A	Another Timesheet "View By Week	~	Previous Week	levt Wask									
	*Date 12/02/2022 💼 🌣	orted Hours 0.00	Previous Employee										
From Frida	day 12/02/2022 to Thursday 12/08/2022 ①												
	Fri Sat Sun 12/2 12/3 12/4	Mon 12/5	Tue Wed 12/6 12/7	Thu 12/8	Total Tim	e Reporting Code	1	Taskgroup	Busines	Unit	Telework	Agency Value	
							•	77700BA	Q 77700	۹	٩		+
									Q 77700		٩		+
							•	77700BA	Q 77700	۹	۹		+
Sav	ave for Later Submit	Apply Schedul	e										
Report	Reported Time Status	Leave / Compensi	atory Time <u>A</u> bsence	Exceptions	Payat	le Time							
Reported T	Time Status												
					1-1 of 1	~							
Date	Total TRC	Description	Sched Hrs	Comme	enta	_							
	0.00		0.00										
Return to Se Manager Se	Select Employee												
Time Manag													
	View By Date Scheduled Hours		Reported Hours		er to		week Ne		n ico	n.			
	Enter the numb		mpensato	ory lea	ave	adjustme	ent h	ours	in tł	ne	appro	opriate da	y field.
	From Saturday 12/10/2022 to Fr Sat	Sun	Mon	Tue		Wed	Thu		Fri		Total Tim	e Reporting Code	
	12/10	12/11	12/12	12/13		12/14	12/15		12/16		Total Tim	e Reporting Code	
	8.00										8.00 CC	CA - Comp Time Leave Adj	ust 🗸
	Hours entered	on the T	imesheet	are a	lway	/s entere	ed as	s a po	ositiv	/e	numt	ber.	
	Click the Time Leave or Overf			dropo	dowr	button	and	seleo	ct the	ea	applic	able Com	p Time
	Time Reporting	Code											



Step	Action					
i	Use the Adju	ist TRC to add hours and t	he Deduction T	RC to red	duce hours.	
9.	Scroll to the	right side of the page as ne	eeded.			
	Telework	Agency Value	ChartFields			
	٩		ChartFields	+	-	
	٩		ChartFields	+	-	
	٩		ChartFields	+	-	
10.	Timesheet. required for f Timesheet p ChartFields ChartFields	s are optional or required for If the Timesheet does not of the employee, proceed to s age and is required, click t button to accept the defaut Cancel	contain a Chart step 12. If the C he ChartFields	Fields lir ChartFiel link.	nk, or ChartFields I ds link displays o	s are not on the
The Tim	esheet page re	edisplays.				
Fr	Select Another Timesheet "View By W "Date 12/ Scheduled Hours 40 m Saturday 12/10/2022 to Friday	10/2022 前 ⁴ 00 Reported Hours 8.00	Previous Week Next Week Previous Employee Next Employee			
	Sat 12/10	Sun Mon Tue	Wed Thu 12/14 12/16	Fri 12/16	Total Time Reporting Code	
	8.00 Save for Later	Submit			8.00 CCA - Comp Time Leave Adjust	~
	Rep Reported Time Status	Summary Leave / Compensatory Time Absence	Exceptions Payable Time			
12.	Click the Su	bmit button.				
	Save for Later	Submit Apply Schedule				



Step	Action
The Sub	mit Confirmation page displays.
	Timesheet Description Submit Confirmation Description
	✓ The Submit was successful. Time for the Week of 2022-12-02 to 2022-12-08 is submitted OK
13.	Click the OK button.
The Time	sheet page redisplays.
S	elect Another Timesheet
From	n Saturday 12/10/2022 to Friday 12/16/2022 ③ Sat Sun Mon Tue Wed Thu Fri 12/10 12/11 12/12 12/13 12/14 12/15 12/16 Total Time Reporting Code
	Sait Suin Mon Iue Wed Ind P1 Total Time Reporting Code 12/10 12/11 12/12 12/13 12/14 12/16 12/16 12/16 Total Time Reporting Code 8.00 8.00 CCA - Comp Time Leave Adjust
	Save for Later Submit Reported Time Status Summary Leave / Compensatory Time Absence Exceptions Payable Time
14.	Click the Reported Time Status tab.



The Timesheet page refreshes and the Reported Time Status tab displays.	
From Friday 12/02/2022 to Thursday 12/08/2022 ③	
Fri 12/2 Sat 12/3 Sun 12/4 Mon 12/5 Tue 12/6 Wed 12/6 Thu 12/7 Total Time Reporting Code	
Image: CPO - Comp Time Leave Payout ▼	
Save for Later Submit	
Reported Time Status Summary Leave / Compensatory Time Absence Exceptions Payable Time	
Reported Time Status	
Щ Q 1.1 of 1 ∨	
Date Reported Status Total TRC Description Sched Hrs Add Comments	
12/08/2022 Submitted 40.00 CPO Comp Time Leave Payout 8.00	
15. Click the Add Comments icon.	
Add Comments	
(\cdots)	
The TD Commente name displays in a nam up window	
The TR Comments page displays in a pop-up window.	_
TR Comments ×	
Help	
Comments	
Admin and Office Spec II Employment Record 2	
Actions -	
Note	
Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove those comments later.	
Comments related to time entered for 12/08/2022	
□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	
Date User ID DateTime Created Source Comment	
1 12/08/2022 11/11/2022 5:24PM Time Reporting	
Add Commant	
Add Comment	
OK Cancel Apply	



Step	Action
16.	Enter a brief comment to document the reason for the payout in the Comment field.
	Comment
17.	Click the OK button.
	OK Cancel Apply
i	Repeat these Steps for each leave type that needs to be adjusted on the Timesheet.



Leave Donation Process

Step	Action
1.	Navigate to the Absences page to enter a new absence entitlement for an employee using the following path:
	NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences

The Absences Search page displays.

← Cardinal Homepage	Absences	
Absences		
Find an Existing Value		
✓ Search Criteria		
Enter any information you have	and click Search. Leave fields blank for a list of all values.	
Precent Searches	hoose from recent searches	~ <i>(</i>)
Emp	IID begins with 🗸	
Empl Rec	ord = V	
Pay Gr	begins with v	
Calenda		
N	me begins with V	
Period Begin I	ate >= •	
Period End [ate <= V	
	Show fewer options	
	Case Sensitive	
	Search Clear	
For more inf	ormation pertaining to the Cardinal HCM Search pages, refer to the Job Ai	d titl
	the Cardinal HCM Search Pages". This Job Aid is located on the Cardina ob Aids under Learning.	al
Enter the ap	plicable employee's (employee donating leave) Employee ID in the Empl I	D fie
	can also search by Employee Record or name using the corresponding fie	
However, it i employee.	s recommended to use the Employee ID as it is a unique identifier for each	า
EmpLID	beging with as	
Empl ID	begins with 🐱	



TA374_Managing Absence Balances

Action
Select the employee's Pay Group using the Pay Group Look Up icon.
Note : Ensure that the selected Pay Group is consistent with the employee's Job Data page for the same timeframe.
Pay Group begins with V
Click the Search button.
Search Clear

The **Search Results** (Calendar IDs available for the employee) display in the bottom portion of the page.

/iew All 1-100 of 218 ▶ ■									
Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date			
	0	SM1	SM1 2021SM118		09/25/2021	10/09/2021			
	0	SM1	SM1 2021SM119		10/10/2021	10/24/2021			
	0	SM1	SM1 2021SM120		10/25/2021	11/09/2021			
	0	SM1	SM1 2021SM121		11/10/2021	11/24/2021			
	0	SM1	SM1 2021SM122		11/25/2021	12/09/2021			
	0	SM1	SM1 2021SM123		12/10/2021	12/24/2021			
	0	SM1	SM1 2021SM124		12/25/2021	01/09/2022			
	0	SM1	SM1 2022SM100		01/10/2022	01/10/2022			
	0	SM1	SM1 2022SM101		01/10/2022	01/24/2022			
	0	SM1	SM1 2022SM102		01/25/2022	02/09/2022			
	0	CM4	SM4 2022SM402	-	02/40/2022	02/24/2022			



	arch Result	s					
Vie	ew All				M	 1-100 of 218 	► ►
En	npl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Da
		0	SM1	SM1 2021SM118		09/25/2021	10/09/2021
		0	SM1	SM1 2021SM119		10/10/2021	10/24/2021
-		0	SM1	SM1 2021SM120		10/25/2021	11/09/2021
-		0	SM1	SM1 2021SM121		11/10/2021	11/24/2021
-		0	SM1	SM1 2021SM122		11/25/2021	12/09/2021
		0	SM1	SM1 2021SM123		12/10/2021	12/24/2021
-		0	SM1	SM1 2021SM124		12/25/2021	01/09/2022
-		0	SM1	SM1 2022SM100		01/10/2022	01/10/2022
-		0	SM1	SM1 2022SM101		01/10/2022	01/24/2022
-		0	SM1	SM1 2022SM102		01/25/2022	02/09/2022
		0	CM4				02/24/2022
Cardin	nal Homepage Absences		Nar	ne		Empl Record 0	Absences
This Cale	Calendar ID S endar is finalized. /	M1 M1 2021SM118 Any changes will be consider	Descripti Begin Da red during retro proces	ate 09/25/2021		Pay Entity COVA End Date 10/09/2021	
This Cale	Pay Group S Calendar ID S endar is finalized. <i>I</i> Adjustments	M1 2021SM118	Begin Da	ate 09/25/2021		End Date 10/09/2021	View All
This Cale Balance J	Pay Group S Calendar ID S endar is finalized. <i>i</i> Adjustments	M1 2021SM118	Begin Da	ate 09/25/2021		End Date 10/09/2021	View All



Step	Action
7.	Select "DLR DON ELEM" using the Element Name Look Up icon.
	Note: "DLR DON ELEM" hours are deducted from the employee's VAC balance. If the donated hours are to be deducted from a balance other than VAC, see the <u>Manually Adjusting an</u> <u>Existing Absence Entitlement Balance</u> section of this Job Aid.

The **Absences** page refreshes and the **Description** field populates based on the **Element Name** selected.

						Absences
Absences						
		Name escription Semi-monthly C egin Date 09/25/2021 o processing.	lassified	F	pl Record 0 Pay Entity COVA End Date 10/09/20	121
Balance Adjustments				4 4	1-1 of 1 🗸 🕨	View All
*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments	
DLR DON ELEM Q	DLR Donate Element	16	09/25/2021	10/09/2021	Ģ	+
Save Return to Se	earch Previous in List Next in	n List Notify				
-	Date and End Date f	fields default b	based on	the Calen	dar ID or F	Pay Period
previously s Note: Do no Search butt	elected. ot change these date ton and select the co	s. If this is no	t the corr	ect Pay Pe	eriod, click	the Return to
previously s Note : Do no	elected. ot change these date	s. If this is no	t the corr	ect Pay Pe	eriod, click	the Return to
previously s Note: Do no Search butt	elected. ot change these date ton and select the co End Date	s. If this is no	t the corr	ect Pay Pe	eriod, click	the Return to
previously s Note: Do no Search butt Begin Date 09/25/2021	elected. ot change these date ton and select the co End Date	es. If this is no prrect Pay Peri	t the corr od in whi	ect Pay Pe ch the dor	eriod, click nation will t	the Return to take effect.
previously s Note: Do no Search butt Begin Date 09/25/2021 Enter the nu field.	elected. ot change these date ton and select the co End Date 10/09/2021	es. If this is no prrect Pay Peri	t the corr od in whi	ect Pay Pe ch the dor	eriod, click nation will t	the Return to take effect.



Step	Action
10.	Click the icon in the Comments field.
	Comments
The PI f	or Absence Entitlement page displays in a pop-up window.
	PI for Absence Entitlement ×
	Absence Comments
	Empl ID: Name: Empl Record: 0
	Pay Group: SM1 Description: Semi-monthly Classified Calendar ID: SM1 2021SM118 Begin Date: 09/25/2021 End Date: 10/09/2021
	Element Name: DLR DON ELEM Description: DLR Donate Element Balance Adjustment: 16.000000
	Additional Information/ Adjustment Comments
	Comments:
	Last Update User ID: Last Update Date/Time:
	OK Cancel
l	
11.	Enter a brief comment in the Comments field to document that this is a leave donation.
	Note: Do not include any PII in your comments.
	Additional Information/ Adjustment Comments
	Comments:
12.	Click the OK button.
	OK Cancel



Step	Action							
The Ab	sences pag	e redisplays.						
< т	eam Time					Absence	S	
	Absences							
		/1 2021SM118	Nam Descriptio Begin Dat	n Semi-monthly Class e 09/25/2021	ified	Empl Record Pay Entity End Date	COVA	
	s Calendar is finalized. Ar nce Adjustments	ny changes will be considered during r	etro proces	sing.				
E	٩					M •	1-1 of 1 🗸 🕨	View All
*Eler	ment Name	Description		Balance Adjustment	Begin Date	End Date	Comments	
MBL	L ENT ELEM Q	Military Bank Leave			09/25/2021	10/09/2021	P	+
Sa	ave Return to Sear	rch Previous in List Next i	n List	Notify				
13.	Click the S an Click the S a	ave button. completed the adju	stmer	nt for the do	nor. Now th	ne adjustme	nt must be	e made for the
	Save	Return to Search	Pr	evious in List	Next in L	ist Notif	у	
14.	Click the R	eturn to Search b	utton.					
	Save	Return to Search	Pr	evious in List	Next in L	ist Notif	у	



Step	Action
The Ab	osences Search page redisplays.
(~ (Cardinal Homepage Absences
Abs	sences
	nd an Existing Value
	earch Criteria er any information you have and click Search. Leave fields blank for a list of all values.
	🕐 Recent Searches Choose from recent searches 🗸 🆉 📮 Saved Searches Choose from saved searches 🗸 🆉
	Empl ID begins with 🗸
	Empi Record = 🗸
	Pay Group begins with Q
	Calendar ID begins with V Q
	Name begins with ~ Period Begin Date >=
	Period Begin Date >= Period End Date <=
	A Show fewer options
	Case Sensitive
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal
	Website in Job Aids under Learning .
15.	Delete the donor's Employee ID in the Empl ID field.
	Note : If using the Clear button, capture the Calendar ID first as the Calendar ID for the leave recipient should match the Calendar ID for the person who donated leave.
	Empl ID begins with ~
16.	Enter the applicable employee's (employee receiving the donated hours) Employee ID in the Empl ID field.
	Empl ID begins with ~



Step	Action
17.	Update the Pay Group field as needed.
	Note : Ensure that the selected Pay Group is consistent with the employee's Job Data page.
	Pay Group begins with ~ Q
18.	Click the Search button.
	Search Clear
The Ab	sences page for the employee who will receive the donated leave.
	< Cardinal Homepage Absences
	Absences
	Employee ID Name Empl Record 0 Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA Calendar ID SM1 2021SM118 Begin Date 0//25/2021 End Date 10//09/2021 This Calendar is finalized. Any changes will be considered during retro processing. View All Image: Cover All and Cover A
	*Element Name Description Balance Adjustment Begin Date End Date Comments
	DLR REC ELEM Q DLR Receive Element 09/25/2021 10/09/2021 Image: Comparison of the second s
	Save Return to Search Previous in List Next in List
19.	The Header section populates based on the employee selected to receive the donated leave. Review the information to confirm that the correct employee selection was made.
20.	Select "DLR REC ELEM" using the Element Name Look Up icon.
	Note: This will increase the recipients DLR balance.
	*Element Name



Step	Action									
The Ab selected		refreshes and the De	escription fiel	d populat	tes based	on the Eler	ment Name			
30100101										
	Adjust Absence Balances Absences									
	Absences									
	Employee ID Name Empl Record 0 Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA Calendar ID SM1 2021SM118 Begin Date 09/25/2021 End Date 10/09/2021 This Calendar is finalized. Any changes will be considered during retro processing. Balance Adjustments Final Construction Final Construction									
	III Q				I4 4	1-1 of 1 🗸 🕨	▶ View All			
	*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments				
	DLR REC ELEM Q	DLR Receive Element	16	09/25/2021	10/09/2021	P	+			
	Save Return to	Search Previous in List Next	in List Notify							
21.	previously se Note: Do no Search butto Begin Date 09/25/2021	t change these dates on and select the corr End Date	. If this is not rect Pay Perio	the corre d in whicl	ct Pay Per h the dona	iod, click tl tion will tal	he Return to ke effect.			
22.		urs being received as	s a positive nu	mber in tl	he Balanc	e Adjustm	nent field.			
23.	Click the icon	n in the Comments f	ield.							



Step	Action
The PI	for Absence Entitlement page displays in a pop-up window.
Γ	PI for Absence Entitlement ×
	Absence Comments
	Empl ID: Name: Empl Record: 0
	Pay Group: SM1 Description: Semi-monthly Classified Calendar ID: SM1 2021SM118 Begin Date: 09/25/2021 End Date: 10/09/2021
	Element Name: DLR REC ELEM Description: DLR Receive Element Balance Adjustment: 16.000000
	Additional Information/ Adjustment Comments
	Comments:
	Last Update User ID: Last Update Date/Time: OK Cancel
24.	Enter a brief comment in the Comments field to document that this is a leave donation.
	Note: Do not include any PII in the comments.
	Additional Information/ Adjustment Comments
	Comments:
25.	Click the OK button.
	OK Cancel



Step	Action	
The Ab	sences page redisplays.	
	Cardinal Homepage Abse	nces
	Absences	
	Employee ID Name Empl Record 0 Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA Calendar ID SM1 2021SM118 Begin Date 0/9/25/2021 End Date 10/09/2021 This Calendar is finalized. Any changes will be considered during retro processing. Final Angle Construction Final Angle Construction Final Angle Construction	
	Balance Adjustments	
	*Element Name Description Balance Adjustment Begin Date End Date Comments	
	DLR RECELEM Q DLR Receive Element 16 09/25/2021 10/09/2021 © +	
	Save Return to Search Previous in List Next in List Notify	
26.	Click the Save button.	
	Save Return to Search Previous in List Next in List Notify	
i	The leave donation process is now complete. Adjustments made in the current oper Period and prior Pay Periods will be processed the next time the Absence Calc proce (runs nightly).	



Returning Unused Leave Donation

Step	Action
1.	Navigate to the Absences page by following this path:
	NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences

A I. ~

\leftarrow Cardinal Home	page					Absences	
Absences							
Find an Existi	ng Value						
✓ Search Criteria							
	·		fields blank for a list of all val				
🕙 Recent Sea	rches Choos	e from recent search	nes 🗸	Save	ed Searches	Choose from saved searches	~ <i>l</i> P
	Empl ID	begins with 🖌					
	Empl Record	= •					
	Pay Group	begins with 🗸	c				
	Calendar ID	begins with V	c				
	Name			·)			
	Name	begins with 🗸		~			
Peri	od Begin Date	>= •	<u> </u>	_			
Pe	riod End Date	<= •	Ē	1			
		w fewer options se Sensitive					
		Search	Clear				
"Overv	iew of th	e Cardinal				rch pages, refer to the J Aid is located on the Ca	
Enter t	he appli	cable empl	oyee's (employ	vee donatir	ng leave	e) Employee ID in the E	mpl ID fie
Note:	Users ca ver, it is r	an also sea	rch by Employe	ee Record	or nam	e using the correspondi is a unique identifier for	ing fields.
Emp	I ID be	gins with 🐱					



Step	Action						
3.	Select the en	nployee's Pa	y Group us	sing the Pay Gr	oup Look	Up icon.	
	Note: Ensure		ected Pay	Group is consis	tent with th	e employee's Jo	b Data page for
	Pay Group	begins with \checkmark		Q			
4.	Click the Sea	rch button.					
	Search		Clear				
5.						iod Begin Date t	o select the Pay
			of unused	hours will take	effect.		
	Search Results	5			14	 1-100 of 218 	✓ ▶ ▶
	Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date
		0	SM1	SM1 2021SM118		09/25/2021	10/09/2021
		0	SM1	SM1 2021SM119		10/10/2021	10/24/2021
		0	SM1	SM1 2021SM120		10/25/2021	11/09/2021
		0	SM1	SM1 2021SM121		11/10/2021	11/24/2021
	-	0	SM1	SM1 2021SM122		11/25/2021	12/09/2021
	-	0	SM1	SM1 2021SM123		12/10/2021	12/24/2021
	-	0	SM1	SM1 2021SM124		12/25/2021	01/09/2022
		0	SM1	SM1 2022SM100		01/10/2022	01/10/2022
		0	SM1	SM1 2022SM101		01/10/2022	01/24/2022
		0	SM1	SM1 2022SM102		01/25/2022	02/09/2022
	-	0	CM4				02/24/2022



Step	Action	
The Ab	sences page displays for the applicable employee with the original donation information.	
	Cardinal Homepage Absences	
	Absences	
	Employee ID Name Empl Record 0 Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA Calendar ID SM1 2021SM118 Begin Date 09/25/2021 End Date 10/09/2021 This Calendar is finalized. Any changes will be considered during retro processing. Balance Adjustments Semi-monthly Classified Semi-monthly Classified Semi-monthly Classified	
	□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□	
	*Element Name Description Balance Adjustment Begin Date End Date Comments	
	DLR DON ELEM Q DLR Donate Element 10/09/25/2021 (1)/09/2000 (1)/09/2000 (1)/09/2000 (1)/09/2000 (1)/09/2000 (1)/09/2000 (1)/09/2000 (1)/09/2000 (1)/09/2000 (1)/09/2000 (1)/09/2000 (1)/09/2000 (1)/	
	Save Return to Search Previous in List Next in List Notify	
6.	Update the Balance Adjustment field by overwriting the original number of hours donated w the number of hours being returned. Enter this as a negative number.	vith
	Balance Adjustment	
7.	Click the icon in the Comments field.	
	Comments	



Step	Action						
The PI	for Absenc	e Entitlement	page displa	ays in a pop-up v	vindow.		
[PI for	r Absence Entitlemer	nt		×
	Absence Co	omments					Help
	Empl ID:		Name:		Empl Record:	0	
	Pay Group:	SM1	Description:	Semi-monthly Classified			
	Calendar ID:	SM1 2021SM118	Begin Date:	09/25/2021	End Date:	10/09/2021	
	Element Name:	DLR DON ELEM	Description:	DLR Donate Element	Balance Adjustment:	-4.000000	
	Additional Inf	ormation/ Adjustment	Comments				
	Comments:						
	Last Update Use	er ID:		Lasi	t Update Date/Time:		
	ОК	Cancel					
8.		ief comment in ve donation.	the Comm	ents field to doc	ument that this is a re	turn of ur	nused hours
	Note: Do	not include any	y PII in the	comments.			
	Additional	Information/ Adjus	stment Comme	ents			
		_					
	Comments	:					
9.	Click the C	DK button.					
	OK	Cancel					



Step	Action
The Ab	sences page redisplays.
	< Cardinal Homepage Absences
	Absences
	Employee ID Name Empl Record 0 Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA Calendar ID SM1 2021SM118 Begin Date 09/25/2021 End Date 10/09/2021
	Balance Adjustments
	*Element Name Description Balance Adjustment Begin Date End Date Comments
	DLR DON ELEM Q DLR Donate Element 99/25/2021 (1) 10/09/2021 (1) (2) -
	Save Return to Search Previous in List Notify
10.	Click the Save button.
	Next, the adjustment must be made for the recipient to remove the unused hours.
	Save Return to Search Previous in List Next in List Notify
11.	Click the Return to Search button.
	Save Return to Search Previous in List Next in List Notify



Step	Action
The Ab	sences Search page redisplays.
(~ (Cardinal Homepage Absences
Abs	ences
	d an Existing Value
1 1	earch Criteria r any information you have and click Search. Leave fields blank for a list of all values.
	PRecent Searches Choose from recent searches
	Empl ID begins with V
	Empl Record =
	Pay Group begins with V Q
	Calendar ID begins with V Q
	Name begins with ~ Period Begin Date >=
	Period End Date <= V
	Show fewer options
	Case Sensitive
A	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal
	Website in Job Aids under Learning .
12.	Delete the donor's Employee ID in the Empl ID field.
	Note : If using the Clear button, capture the Calendar ID first as the Calendar ID of the leave
	recipient should match the Calendar ID for the person who donated leave.
	Empl ID begins with ~
13.	Enter the applicable employee's (employee who is returning donated hours) Employee ID in the Empl ID field.
	Note : Users can also search by Employee Record or name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.
	Empl ID begins with ~



Step	Action
14.	Update the Pay Group field as needed. Note : Ensure that the selected Pay Group is consistent with the employee's Job Data page. Pay Group begins with ~
15. The Ah	Click the Search button. Search Clear sences page displays for the applicable employee with the original leave receipt information.
	Cardinal Homepage Absences
	Employee ID Name Empl Record 0 Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA Calendar ID SM1 2021SM118 Begin Date 09/25/2021 End Date 10/09/2021 This Calendar is finalizet. Any changes will be considered during retro processing. Balance Adjustments Editional of the second during retro processing. Editional of the second during retro processing.
	Image: Constraint of the second consecond consecond constraint of the second constraint of
	Save Return to Search Previous in List Notify
16.	Update the Balance Adjustment field by overwriting the original number of hours received with the number of unused hours being returned. Enter this as a negative number. Balance Adjustment
17.	Click the icon in the Comments field.



Step	Action	
The PI	for Absence Entitlement page displays in a pop-up window.	
[PI for Absence Entitlement	×
	Absence Comments	Help
	Empl ID: Name: Empl Record: 0	
	Pay Group: SM1 Description: Semi-monthly Classified	
	Calendar ID: SM1 2021SM118 Begin Date: 09/25/2021 End Date: 10/09/2021	
	Element Name: DLR REC ELEM Description: DLR Receive Element Balance Adjustment: -4.000000	
	Additional Information/Adjustment Comments	
	Comments:	
	Last Update User ID: Last Update Date/Time:	
18.	Enter a brief comment in the Comments field to document that this is a return of ur from a leave donation.	nused hours
	Note: Do not include any PII in the comments.	
	Additional Information/ Adjustment Comments	
	Comments:	
19.	Click the OK button.	
	OK Cancel	



Step	Action	
The Ab	osences page redisplays.	
Í	Cardinal Homepage	Absences
	Absences	
	Employee ID Mass Empl Record Empl Record O Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA Calendari ID SM1 2021SM118 Begin Date 09/25/2021 End Date 10/09/2021 This Calendari Is finalized. Any changes will be considered during retro processing. Balance Adjustments Final Calendari Is finalized. Final Calendari Is final Calendari	
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	*Element Name Description Balance Adjustment Begin Date End Date Comments	
	DLR REC ELEM Q DLR Receive Element 4 09/25/2021 10/09/2021 6 +	-
	Save Return to Search Previous in List Next in List Notify	
20.	Click the Save button.	
	Save Return to Search Previous in List Next in List Notify	
i	The return of unused hours from a leave donation process is now complete. Adjusted and prior Pay Periods will be processed the Absence Calc process runs (runs nightly).	



TA374_Managing Absence Balances

Transferring From one Agency to Another Agency

- The process below using the **Supporting Elements** page only applies to transferring VAC and Traditional Sick hours. This process allows transferred Vacation and Traditional Sick hours to be used in the first Pay Period in the new Agency.
- Cardinal automatically entitles VSDP Sick, VSDP Personal, and CSL based on New Hire DHRM policy. Use the <u>Manually Adjusting an Existing Absence Entitlement Balances</u> section of this Job Aid to adjust these balances to reflect the hours that the employee is transferring as needed.
- To adjust absence balances for all other leave types, see the <u>Manually Adjusting an Existing</u> <u>Absence Entitlement Balances</u> section of this Job Aid. When employees transfer to another Agency, all absence balances should be reviewed and updated as needed.

Step	Action
1.	To transfer Vacation (Annual Leave) or Traditional Sick balances for an employee transferring to another State Agency, navigate to the Supporting Elements page by following this path:
	NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Create Overrides > Supporting Elements
The Su	ipporting Elements Search page displays.
$\left(\leftarrow\right)$	Cardinal Homepage Supporting Elements
Sup	porting Elements
Fin	d an Existing Value
	earch Criteria er any information you have and click Search. Leave fields blank for a list of all values.
;	🕐 Recent Searches Choose from recent searches 🔹 🗸 🎵 Saved Searches Choose from saved searches 🔹 🗸
	Empl ID begins with 🗸
	Empl Record =
	Name begins with
	Last Name begins with 🗸
	Second Last Name begins with 🗸
	Alternate Character Name begins with 🗸
	Middle Name begins with 🗸
	Show fewer options Case Sensitive
	Search Clear
A	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal
J	Website in Job Aids under Learning .



Step	Action					
2.	Note: You	pplicable employee's E can also search by Em t is recommended to us begins with v	nployee Record or n	ame using t	he correspond	
3.	Click the S	earch button.				
	upporting Elevent	ements page displays t.	for the applicable e	mployee wi	th the Elemen	ts/Dates tab
			Empl Record 0	Supportin Name		▶ View All
	Element Type	Element Name	Description	*Begin Date	End Date	
	~			12/10/2024		+ -
	Save	to Search Previous in List	Next in List Notify			
4.	Click the E	lement Type dropdow	n button and select	"Variable".		



Step	Action						
The S	upporting E	lements page	refreshes.				
	Adjust Absence	e Balances			Supporti	ng Elements	
	Supporting El						
		Employee ID		Empl Record 0	Nam	e	
		JElement Override List					
	R Q					1-1 of 1 🗸 🕨	View All
	Elements/Date	s ∥▶					
	Element Type	Element Name	Descr	iption *	'Begin Date	End Date	
	Variable 🗸		Q		12/10/2024	+	• •
	Save	rn to Search Previou	s in List Next ir	List Notify			
Į	- Cuve			Houry			
5.	Click the I	Element Name	Look up icc	on.			
	Element N	ame					
		C					
		0					
The L	ook Up Eler	nent page displ	avs in a pop	-up window.			
		р.geер. Г	· · ·	ook Up Element	×		
			-		Help		
			Element Name begins	with 🗸			
			Description begins	s with 🗸			
			Search Clear	Cancel Basic Lookup			
		s	Search Results				
			View 100	1-192 of 192	2 ~)		
			Element Name	Description	Country Code		
			COVA GP PAYGRP	COVA GP PAYGRP	USA		
		,	V SRL R1R2 EXP	R1R2 Expiration on R3 09/24	1/23 USA		
			V SCK XFR ADJ	V SCK XFR ADJ	USA		
			VDOT AM FLAG VR	VDOT AM FLAG VR	USA		
			VDOT TEMP NUM 2	VDOT TEMP NUM 2	USA		
				VDOT TEMP DT	USA		
				V SCK FMLA TAKE BA	USA		
				WCI Cnv Yr Earned YTD Bala			
		Ľ					



		to update t	he Traditional Sic	k balance.			
Element Name	Description	Country Code					
V ERL R1R2 EX	P R1R2 Expiration on R3	3 09/24/23 USA					
V FMLA EMP/FA	M BAL V FMLA EMP/FAM BA	L USA					
V FMLA MILITAR	RY BA V FMLA MILITARY BA	L USA					
V FMLA ROLLO	VER BA V FMLA ROLLOVER B	BA USA					
V SCK FMLA TA	KE BA V SCK FMLA TAKE BA	A USA					
V SCK XFR ADJ	V SCK XFR ADJ	USA					
V SDP FMLA TA	KE BA V SDP FMLA TAKE BA	A USA					
V SRL R1R2 EXI	P R1R2 Expiration on R3	3 09/24/23 USA					
V STD TAKE BA	L DAY V STD TAKE BAL DAY	USA					
V STD VAC ACR	LMT V STD VAC ACR LMT	USA					
V VAC XFR ADJ	V VAC XFR ADJ	USA					
V WCL TAKE BA	L DAY V WCL TAKE BAL DA	Y USA					
v wel vac acr	Elements page	104					
porting I			Su	pporting Elemer	ıts		
porting E	Elements page		Su	pporting Elemer	ıts		
porting E	Elements page Homepage				its		
porting E	Elements page Homepage Ing Elements Employee ID	redisplays.	Su Empl Record 0	pporting Elemer	ıts		
porting E Cardinal Supportir Payee Supp	Elements page Homepage	redisplays.					
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porting E Cardinal Supportir Payee Supp	Elements page Homepage Ing Elements Employee ID	redisplays.)⊧ Vie	ew All
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Step	Action			
7.	Click the End Date Calendar icon and select the applicable end date.			
	Note: The end date should correspond to the Pay Period begin date. If the End Date field is left blank, the employee will receive the balance each pay period. If the begin date and end date span multiple pay periods, the employee will receive the balance adjustment each pay period beginning with the Begin Date and ending with the End Date .			
	End Date			
8.	Click the Values tab.			
	Elements/Dates			
The Va	lues tab displays.			
	Supporting Elements			
	Employee ID Empl Record 0 Name Payee Supporting Element Override List			
	Implie Implie Implie Implie Implie Implie			
	Element Type Element Name Numeric Value			
	Variable V VAC XFR ADJ Q 0.000000 + -			
	Save Return to Search Notify			
9.	Enter the number of hours the employee is transferring from the previous Agency in the Numeric Value field for the corresponding row.			
	Numeric Value			
	0.000000 👳			
10.	Click the Save button.			
	Save Return to Search Notify			



Managing Leave for Employees Who Work Fewer than 12 Months a Year

Agencies have two options for managing leave for employees who are work fewer than 12 months a year.

1. HR Administrators can enroll the employee in the **FACREGGRP** or **FACVSDPGRP Eligibility group** and AM Administrators can manually adjust their balances.

The Leave Balance Adjustment Mass Upload can be used for employees in the FACREGGRP or FACVSDPGRP to manually adjust their FVC Flex Vacation Absence balance. FVC is a leave type that does not automatically accrue semi-monthly. FVC can be used by employees who work less than 12 months per year or can be used by agencies that do not follow or do not fully follow DHRM leave policy but still track leave in Cardinal.

2. HR Administrators can update the employees Job Data by adding a new effective dated row and updating the employees' Eligibility Group from VSDPELGGRP to FACREGGRP. The FACREGGRP Eligibility Group does not include VAC accrual or VSDP PER or VSDP Sick Leave. HR Administrators will need to add another effective dated row to return the employees to the VSDPELGGRP Eligibility Group upon their return to work.

HR Administrators can update Job Data in one of two ways.

- a. If there is a large number of employees, the **Job Data Mass Upload** can be used to update the **Eligibility Group**
- b. HR Administrators can update each **Job Data** record individually by following the steps below.



TA374_Managing Absence Balances

Step	Action
1.	Update the Eligibility Group by navigating to the Employee's Job Data Record.
	NavBar > Menu > Workforce Administration > Job Information > Job Data

The Job Data Search page displays.

((c	Cardinal Homepage	Job Data
Job	Data	
Fin	d an Existing Va	lue
	earch Criteria er any information you ha	ave and click Search. Leave fields blank for a list of all values.
Ę	Recent Searches	Choose from recent searches
		Empl ID begins with 🗸
		Empl Record = V
		Name begins with v
		Last Name begins with V
		haracter Name begins with
	Alternate of	Middle Name begins with
		∧ Show fewer options
		Case Sensitive Include History Correct History
		Search Clear
	"Overview o	formation pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Job Aids under Learning .
	Enter the a	pplicable employee's Employee ID in the Empl ID field.
		can also search by Employee Record or name using the corresponding fields. is recommended to use the Employee ID as it is a unique identifier for each
	Empl ID	begins with 🗸
	Click the S	earch button.
	Sear	ch Clear



Step	Action					
The Employee's Job Data Record displays.						
	< c	Cardinal Homepage				
	1	Work Location Job Information Job Labor Payroll Salary Plan Compensation				
	Emp	blogee Empl Record 0				
	We	ork Location Details ⑦ Q 1 H 4 1 of 1 V V V				
		*Effective Date 08/10/2024 IIII Go To Row + - Effective Sequence 0 *Action Pay Rate Change HR Status Active Reason FY25 Statewide Increase Payroll Status Active *Job Indicator Primary Job				
	_	Position Number ACS000075 Q				
		Position Entry Data Position Entry Data 12/10/1978 Position Management Record Regulatory Region USA United States				
		Company ACS Agriculture & Consumer Svcs Business Unit 30100 Agriculture & Consumer Svcs				
		Department 33200 Dairy and Foods Department Entry Date 12/16/1978				
		Location MOBSW MOBILE WORKERS SW Establishment ID VDACS Q Dept of Agri & Cons Services Date Created 06/08/2024				
		Last Start Date 12/16/1978 STD Claim Number Layoff Notice Date Eligibility Flag Turn Off Auto Pay Yes ® No				
		Job Data Employment Data Earnings Distribution Benefits Program Participation				
4.	Click th	ne Add a New Row icon (+) to Add a New Effective Dated Row.				
	0					
5.	Enter/s	select the appropriate effective date in the Effective Date field.				
	*Effecti	ive Date 12/11/2024				
6.	Click th	ne Action dropdown button and select "Data Change".				
	*Action Reason	Puts Observe				



Step	Action
7.	Click the Reason dropdown button and select "Data Change".
8.	Click the Payroll tab.
The Pa	<pre>vordit tab displays;</pre>
9.	Change the Eligibility Group from "VSDPELGGRP" to "FACREGGRP" using the Look Up icon.
10.	Click the Save button. Save Return to Search Notify Refresh