



**Managing Absence Events**

This Job Aid provides Agency Timekeepers with the information needed to manage Absence Events on behalf of employees.

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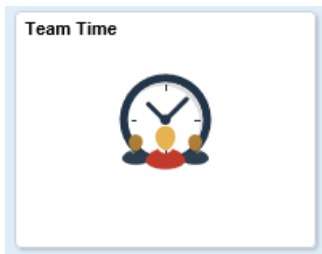
## Creating a New Absence Event (No Partial Days)

In this scenario, a new Absence Event will be created on behalf of an employee. For this scenario, (2) full days of vacation will be taken by the employee.

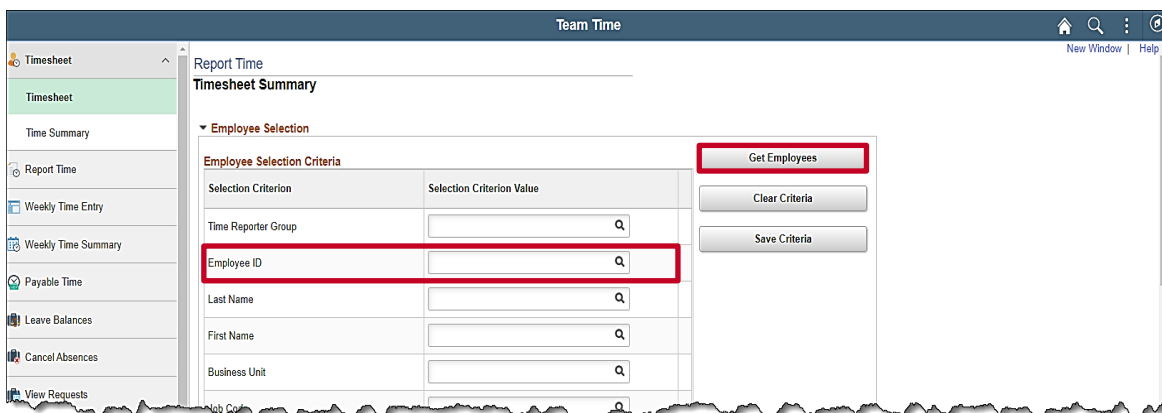
**Note:** This scenario only applies to agencies using Cardinal Absence Management. Additionally, this section of the Job Aid is not for use by employees with a Variable Work Schedule. If entering an Absence Event for an employee with a Variable Work Schedule, refer to the Creating a New Absence Event (With Partial Day(s)) section of this Job Aid. The process for entering an Absence Event on behalf of an employee is the same regardless of whether the employee is a Positive Time Reporter or an Exception Time Reporter.

1. Navigate to the **Timesheet** page using the following path:

**Team Time Tile > Timesheet**



The **Timesheet Summary** page displays.



2. Enter the Employee ID or known portion of the Employee ID in the **Employee ID** field.

**Note:** You 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.

3. Click the **Get Employees** button.



# Time & Attendance Job Aid

## TA371 Managing Absence Events

The **Search Results** display on the bottom portion of the **Timesheet Summary** page.

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
<a href="#">[Link]</a>			0	0.00	0.00	0.00			0.00	0.00
<a href="#">[Link]</a>			1	0.00	0.00	16.00			0.00	0.00
<a href="#">[Link]</a>			0	42.00	0.00	0.00	Ct		42.00	0.00
<a href="#">[Link]</a>			0	24.00	0.00	16.00			24.00	0.00
<a href="#">[Link]</a>			0	0.00	0.00	0.00			0.00	0.00
<a href="#">[Link]</a>			0	0.00	0.00	0.00			0.00	0.00

4. Click on the **Last Name** link for the applicable employee.

The **Timesheet** page displays for the applicable employee.

Select Another Timesheet

\*View By: Week [Previous Week Next Week]

\*Date: 11/29/2021 [Calendar]

Scheduled Hours: 40.00 Reported Hours: 0.00

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

Mon 11/29	Tue 11/30	Wed 12/1	Thu 12/2	Fri 12/3	Sat 12/4	Sun 12/5	Total	Time Reporting Code

Buttons: Save for Later, Submit, Apply Schedule

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

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

5. Click the **Absence** tab.

The **Absence Events** section displays.

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

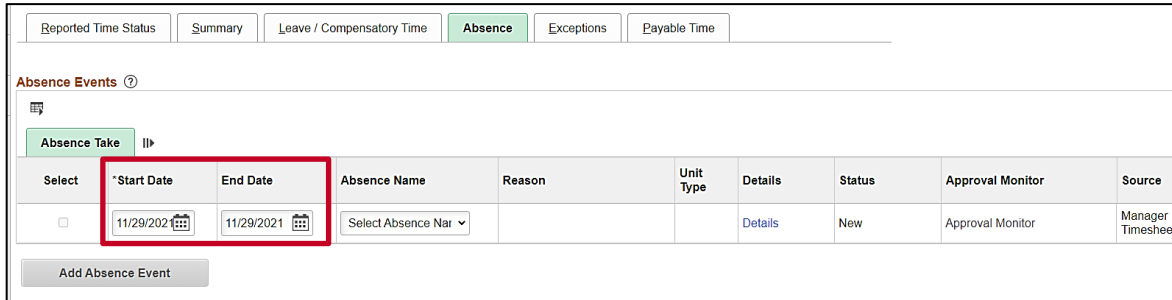
Absence Events

Absence Take

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

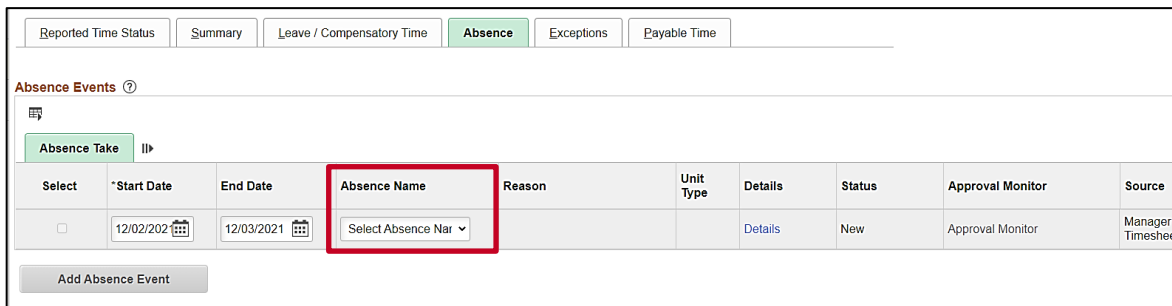
**Add Absence Event**

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



The screenshot shows the 'Absence Events' section with a grid of 'Absence Take' events. The first row is highlighted, and the 'Start Date' and 'End Date' columns are enclosed in a red box. The 'Start Date' is 11/29/2021 and the 'End Date' is 11/29/2021. Other columns include 'Absence Name' (Select Absence Nar), 'Reason', 'Unit Type', 'Details', 'Status' (New), 'Approval Monitor' (Approval Monitor), and 'Source' (Manager Timesheet). There is an 'Add Absence Event' button below the grid.

- The **Start Date** field defaults to the first day for this particular Timesheet. Update the start date as needed using the **Calendar** icon provided to denote the actual first day of the absence.
- The **End Date** field defaults to the first day for this particular Timesheet or to the same date just selected for the start date if an update was made to the **Start Date** field. Update the end date as needed using the **Calendar** icon provided to denote the actual last day of the absence.

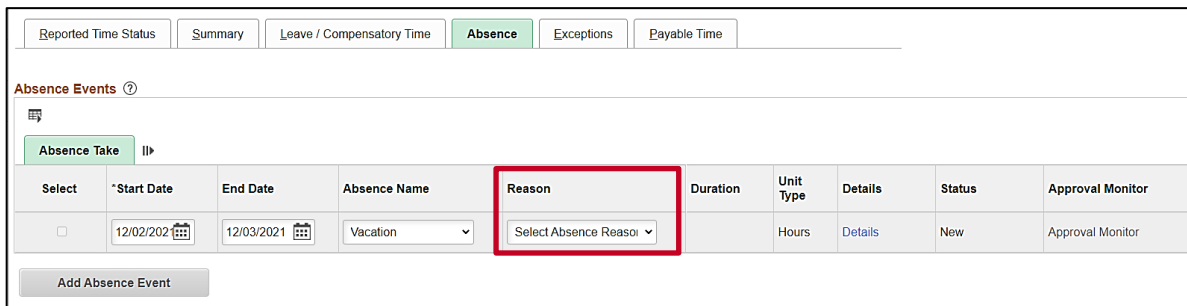


The screenshot shows the 'Absence Events' section with a grid of 'Absence Take' events. The first row is highlighted, and the 'Absence Name' column is enclosed in a red box. The 'Start Date' is 12/02/2021 and the 'End Date' is 12/03/2021. Other columns include 'Absence Name' (Select Absence Nar), 'Reason', 'Unit Type', 'Details', 'Status' (New), 'Approval Monitor' (Approval Monitor), and 'Source' (Manager Timesheet). There is an 'Add Absence Event' button below the grid.

- Click the **Absence Name dropdown** button and then select the applicable absence name list item.

**Note:** The list items available for selection will vary based on the absence types that individual employees are eligible for.

The page refreshes and the **Reason** field is now available for update.



The screenshot shows the 'Absence Events' section with a grid of 'Absence Take' events. The first row is highlighted, and the 'Reason' column is enclosed in a red box. The 'Start Date' is 12/02/2021 and the 'End Date' is 12/03/2021. Other columns include 'Absence Name' (Vacation), 'Reason' (Select Absence Reason), 'Duration', 'Unit Type' (Hours), 'Details', 'Status' (New), and 'Approval Monitor' (Approval Monitor). There is an 'Add Absence Event' button below the grid.

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

Reported Time Status	Summary	Leave / Compensatory Time	<b>Absence</b>	Exceptions	Payable Time
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Absence Events ?

Absence Take

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

Add Absence Event

10. Click the **Details** link.

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

**SS Create Absence Req**

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

**Absence Detail**

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

End Date: 12/03/2021

Filter by Type: All

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

\*Reason: Vacation

Partial Days: None

Duration:  Hours

**Calculate End Date or Duration**

**Comments**

Reporter Comments:

**OK** **Cancel**

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

**Note:** The information previously entered (Start Date, End Date, Absence Name, and Absence Reason) populates in the corresponding fields. Additionally, the employee's current balance for the applicable Absence Type displays on the right side of the page.

11. Review the information and update as needed. Once complete, click the **Calculate End Date or Duration** button.

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

SS Create Absence Req

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

**Absence Detail** ?

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

End Date: 12/03/2021

Filter by Type: All

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

\*Reason: Vacation

Partial Days: None

Duration: 16.00 Hours

Calculate End Date or Duration

**Comments**

Reporter Comments:

OK

Cancel

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

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

The **Timesheet** page returns.

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

**Absence Events** ?

Absence Take

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

Add Absence Event

**Approval**

Select All | 
 Deselect All | 
 Approve | 
 Deny

**Absence Entitlement Balances**

1.25 of 25

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

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

16. Click the **Forecast** button.

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

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

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

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

Forecast Successful:  
 You are eligible to take the requested absence and you may submit your request.  
 Date Time: April 05,2022 at 15:12

Absence Events

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

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

17. Click the **Submit** button.

The **Submit Confirmation** page displays.

### Timesheet

## Submit Confirmation

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

OK

18. Click the **OK** button.

The **Timesheet** page returns.

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

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

Absence Events ⓘ

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

**Note:** Vacation hours require approval before they can be processed. Notice the status for the Absence Event is now “Needs Approval”.



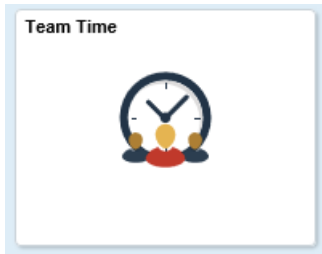
## Creating a New Absence Event (With Partial Days)

In this scenario, a new Absence Event will be created on behalf of an employee. For this scenario, (1) half-day and (1) full day of vacation will be taken by the employee.

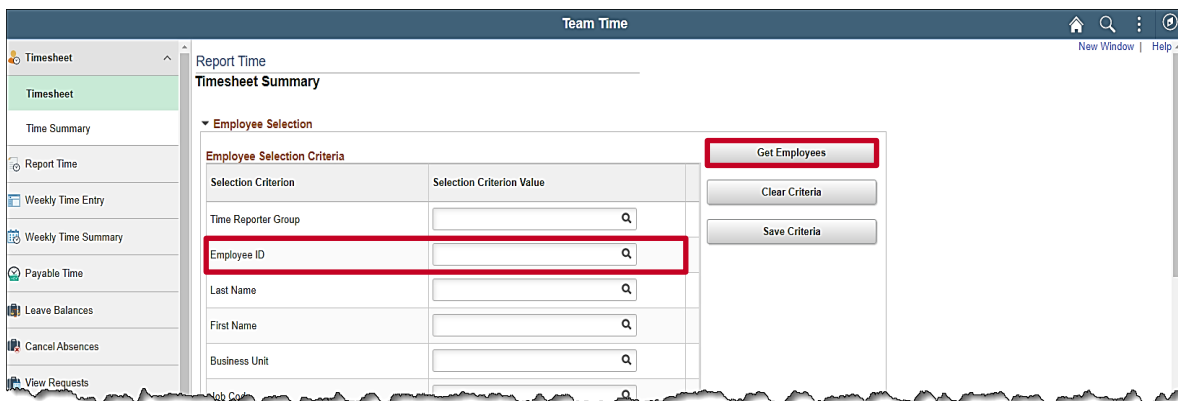
**Note:** This scenario only applies to agencies using Cardinal Absence Management.

1. Navigate to the **Timesheet** page using the following path:

**Team Time Tile > Timesheet**



The **Timesheet Summary** page displays.


A screenshot of a web application window titled "Team Time". The window shows a sidebar on the left with a menu containing "Timesheet", "Time Summary", "Report Time", "Weekly Time Entry", "Weekly Time Summary", "Payable Time", "Leave Balances", "Cancel Absences", and "View Requests". The main content area is titled "Report Time" and "Timesheet Summary". Under "Employee Selection", there is a table with two columns: "Selection Criterion" and "Selection Criterion Value". The table has several rows with search fields: "Time Reporter Group", "Employee ID", "Last Name", "First Name", "Business Unit", and "Job Code". The "Employee ID" field is highlighted with a red box. To the right of the table are three buttons: "Get Employees" (highlighted with a red box), "Clear Criteria", and "Save Criteria".

2. Enter the Employee ID or known portion of the Employee ID in the **Employee ID** field.

**Note:** You 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.

3. Click the **Get Employees** button.

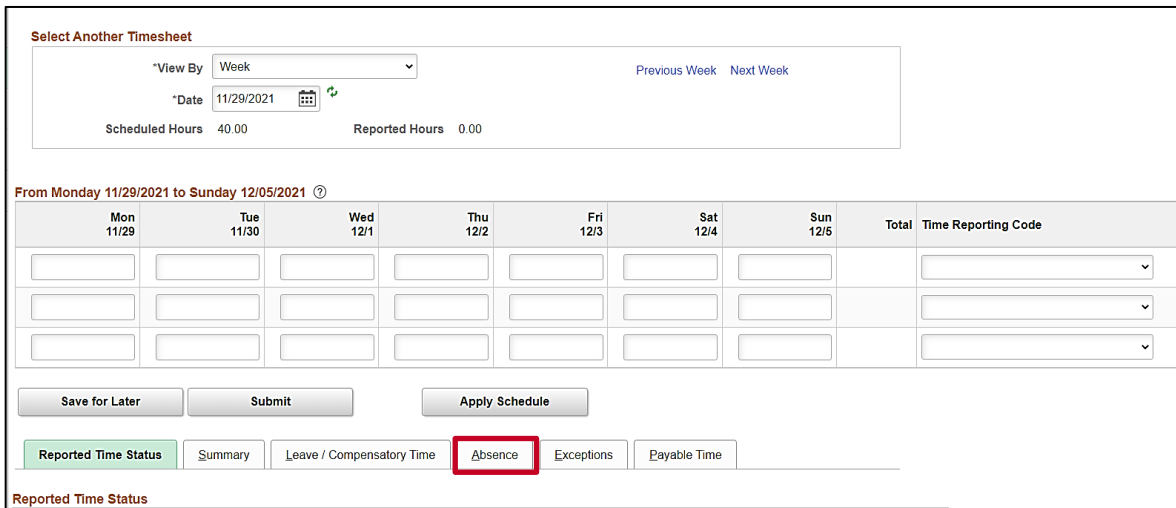
The **Search Results** display on the bottom portion of the **Timesheet Summary** page.



Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
			0	0.00	0.00	0.00			0.00	0.00
			1	0.00	0.00	16.00			0.00	0.00
			0	42.00	0.00	0.00	CA		42.00	0.00
			0	24.00	0.00	16.00			24.00	0.00
			0	0.00	0.00	0.00			0.00	0.00

4. Click on the **Last Name** link for the applicable employee.

The **Timesheet** page displays for the applicable employee.



Select Another Timesheet

\*View By: Week Previous Week Next Week

\*Date: 11/29/2021

Scheduled Hours: 40.00      Reported Hours: 0.00

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

Mon 11/29	Tue 11/30	Wed 12/1	Thu 12/2	Fri 12/3	Sat 12/4	Sun 12/5	Total	Time Reporting Code

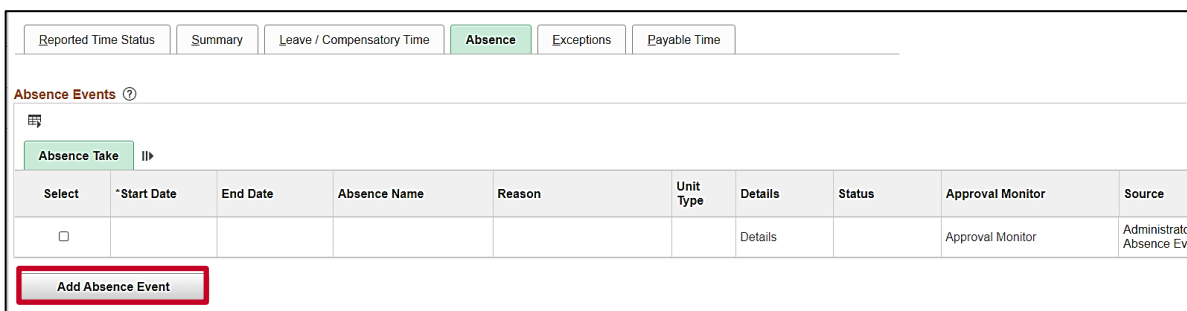
Buttons: Save for Later, Submit, Apply Schedule

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

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

5. Click the **Absence** tab.

The **Absence Events** section displays.



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

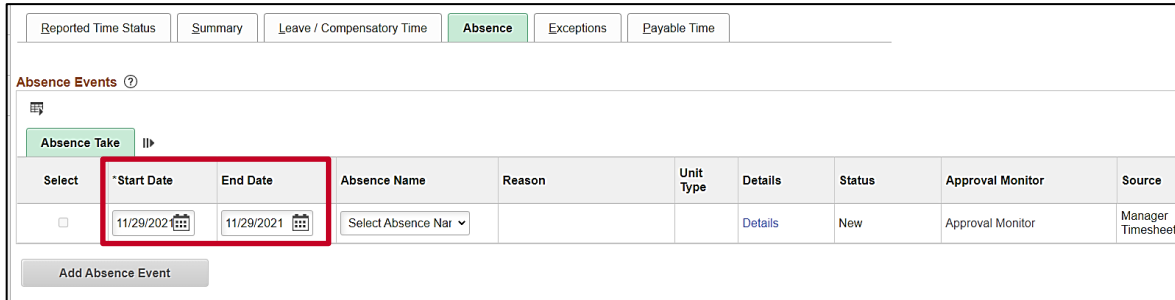
Absence Events

Absence Take

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

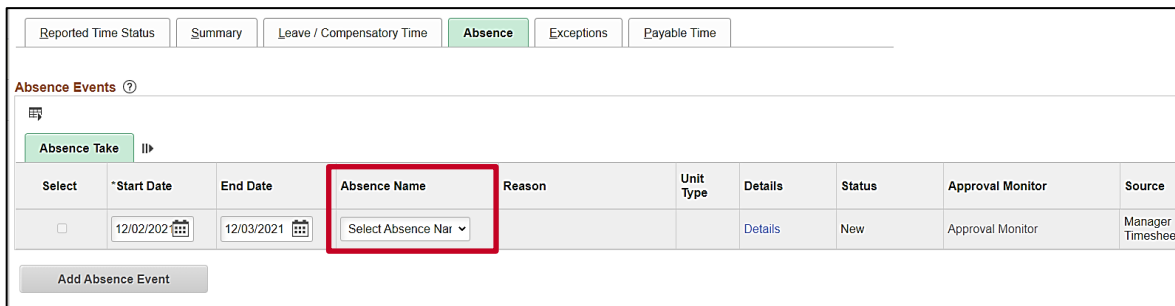
**Add Absence Event**

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



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

6. The **Start Date** field defaults to the first day for this particular Timesheet. Update the start date as needed using the **Calendar** icon provided to denote the actual first day of the absence.
7. The **End Date** field defaults to the first day for this particular Timesheet or to the same date just selected for the start date if an update was made to the **Start Date** field. Update the end date as needed using the **Calendar** icon provided to denote the actual last day of the absence.

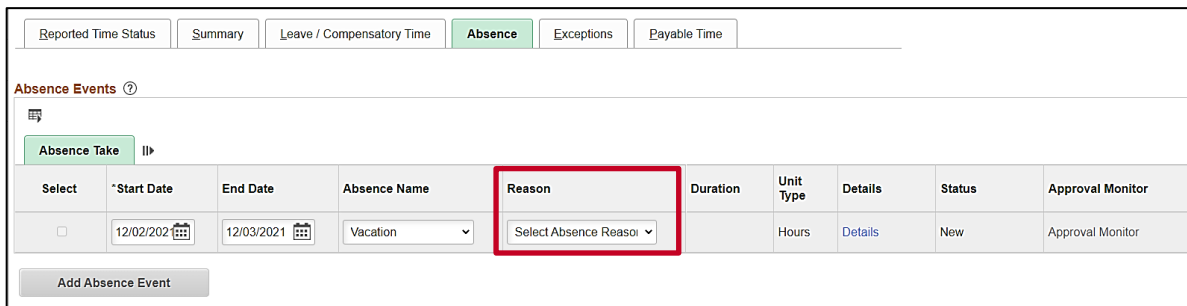


The screenshot shows the 'Absence Events' section with a grid of 'Absence Take' events. The first row is highlighted, and the 'Absence Name' column is enclosed in a red box. The 'Absence Name' is 'Select Absence Nar'. Other columns include 'Start Date' (12/02/2021), 'End Date' (12/03/2021), 'Reason',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

8. Click the **Absence Name dropdown** button and then select the applicable absence name list item.

**Note:** The list items available for selection will vary based on the absence types that individual employees are eligible for.

The page refreshes and the **Reason** field is now available for update.



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

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

Reported Time Status	Summary	Leave / Compensatory Time	Absence	Exceptions	Payable Time				
Absence Events ?									
Absence Take									
Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor
<input type="checkbox"/>	12/02/2021	12/03/2021	Vacation	Vacation		Hours	Details	New	Approval Monitor
Add Absence Event									

10. Click the **Details** link.

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

**SS Create Absence Req**

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

**Absence Detail**

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

End Date: 12/03/2021

Filter by Type: All

\*Absence Name: Vacation

\*Reason: Vacation

**Partial Days: None**

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

**Current Balance 503.00 Hours\*\***

**Comments**

Reporter Comments:

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

**Note:** The information previously entered (Start Date, End Date, Absence Name, and Absence Reason) populates in the corresponding fields. Additionally, the employee's current balance for the applicable Absence Type displays on the right side of the page.

11. Review the information and update as needed.

12. The **Partial Days** field defaults to “None” and must be updated.

**Note:** When entering Absence Events for employees with a Variable Work Schedule, always select a Partial Days option. Remember, Variable Work Schedules calculate time at 24 hours per day so partial days and actual hours must be entered so that the absence duration will calculate correctly.

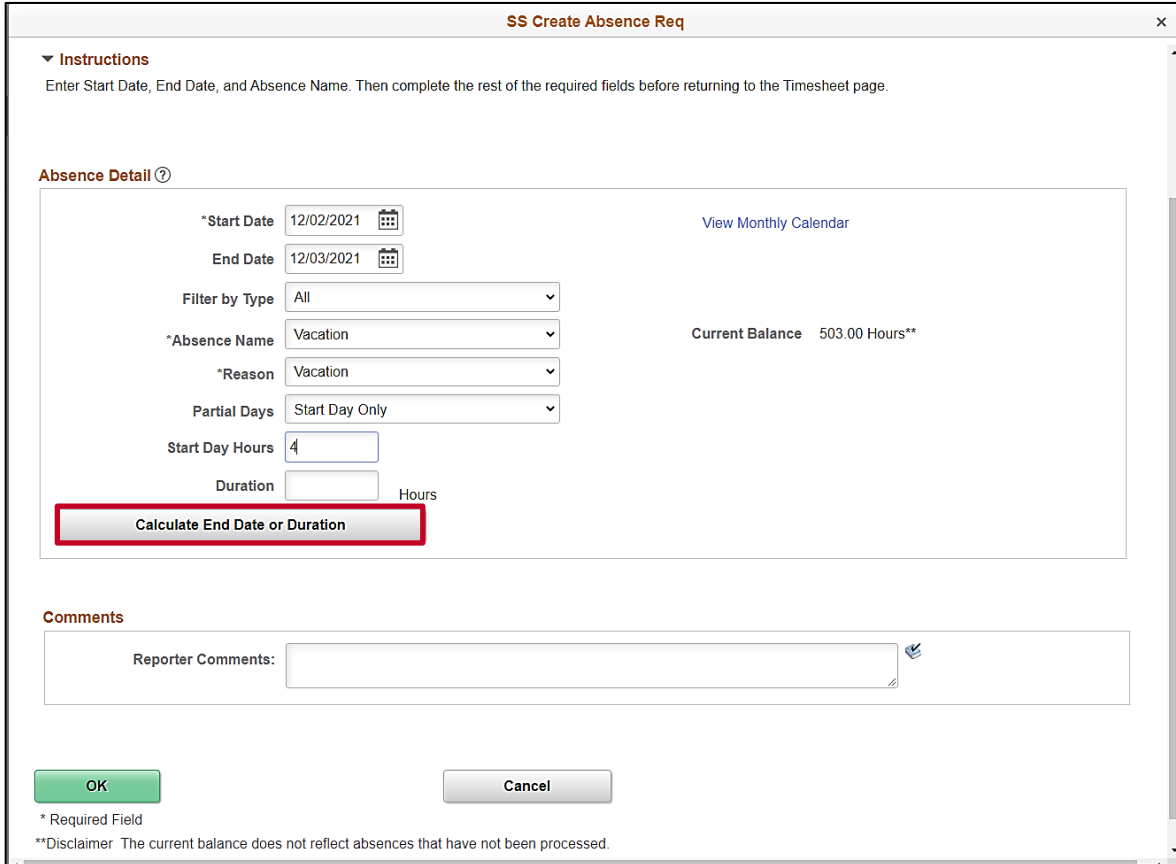
13. Click the **Partial Days dropdown** button and select the applicable list item based on the following:

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

The page refreshes.

**Note:** In this scenario, the “Start Day Only” option was selected. Therefore, a **Start Day Hours** field displays. The **Hours** field that will display will vary based on the Partial Days option selected.

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



**SS Create Absence Req**

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

**Absence Detail**

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

**Calculate End Date or Duration**

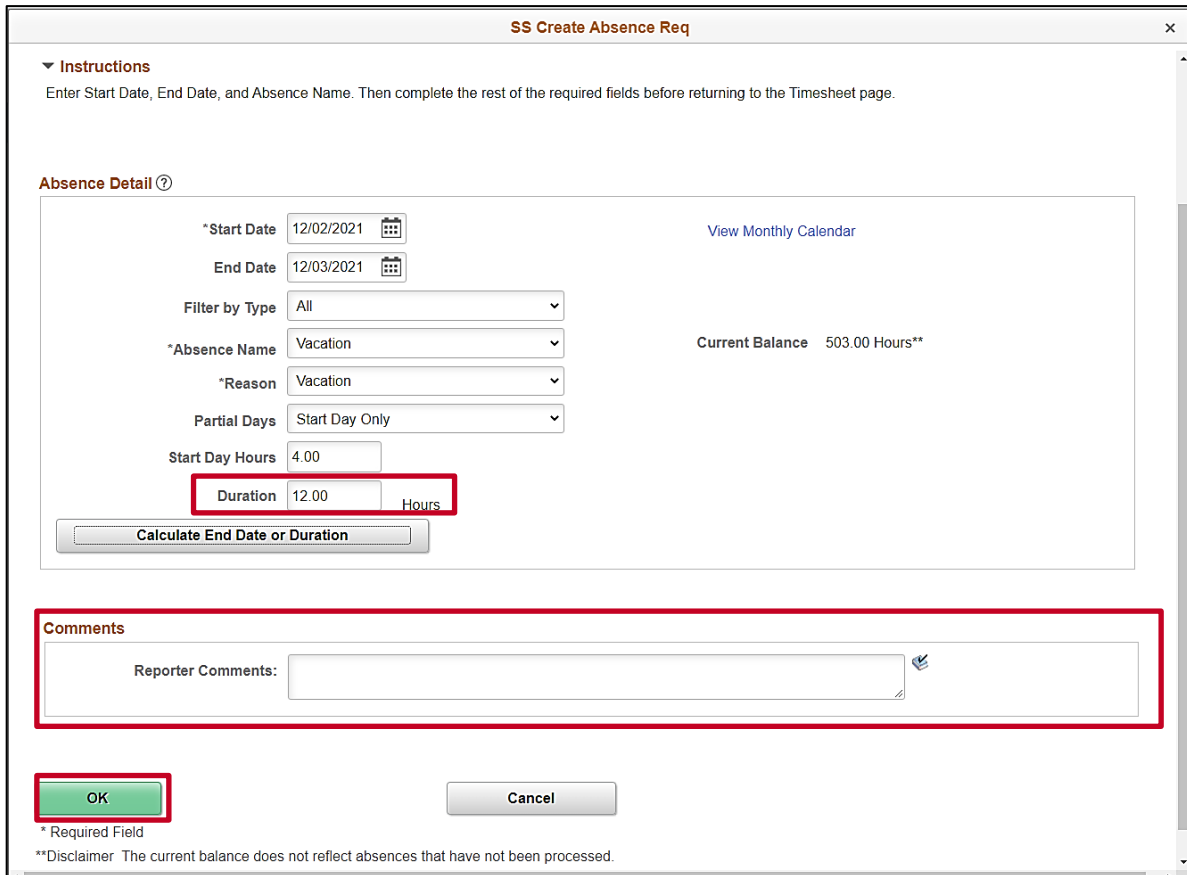
**Comments**  
Reporter Comments: \_\_\_\_\_

**OK** **Cancel**

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

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

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



**SS Create Absence Req**

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

**Absence Detail** ?

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

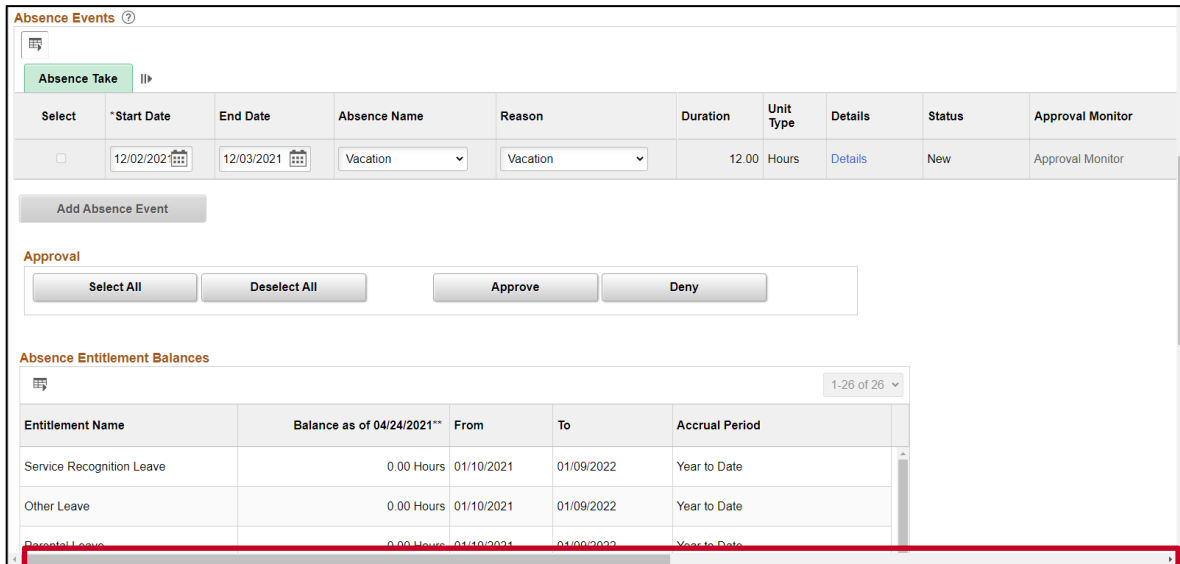
**Comments**  
Reporter Comments:

**OK** [Cancel](#)

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

16. Review the total number of absence hours in the **Duration** field and ensure accuracy.
17. Optionally enter comments for the Approver in the **Reporter Comments** field.
18. Click the **OK** button.

The **Timesheet** page returns.



**Absence Events** ?

Absence Take II ▶

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

Add Absence Event

**Approval**

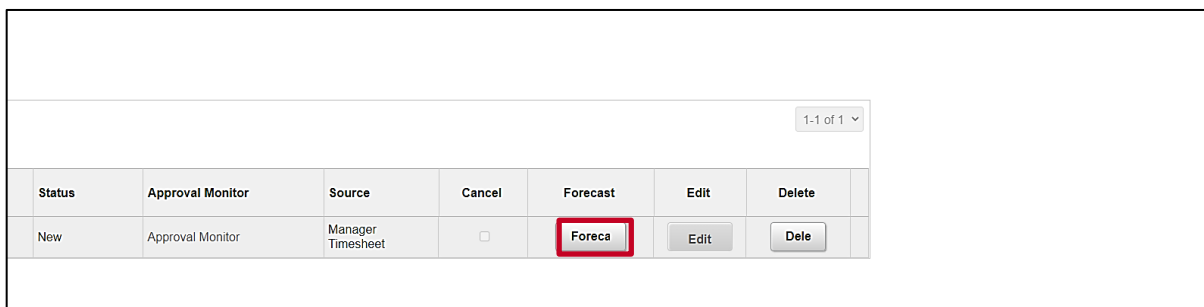
Select All Deselect All Approve Deny

**Absence Entitlement Balances**

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

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



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

20. Click the **Forecast** button.

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





# Time & Attendance Job Aid

## TA371 Managing Absence Events

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

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

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

Save for Later **Submit** Apply Schedule

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

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

Absence Events ⓘ

Absence Take Forecast Results ⓘ

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

Add Absence Event

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

21. Click the **Submit** button.

The **Submit Confirmation** page displays.

### Timesheet

## Submit Confirmation

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

OK

22. Click the **OK** button.

The **Timesheet** page returns.

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

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

Absence Events ⓘ

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

**Note:** Vacation hours require approval before they can be processed. Notice the status for the Absence Event is now “Needs Approval”.

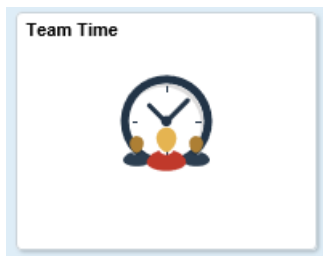
## Editing an Absence Event

In this scenario, an Absence Event that was previously submitted for an employee will be edited. The original request was for 2 days of vacation and needs to be updated as the first day of vacation will be adjusted to 4 hours.

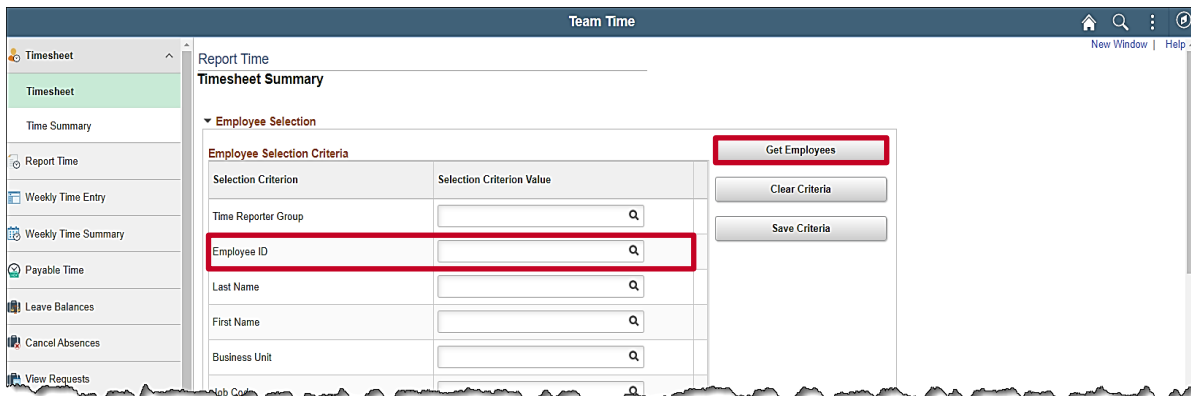
**Note:** This scenario only applies to agencies using Cardinal Absence Management.

1. Navigate to the **Timesheet** page using the following path:

**Team Time Tile > Timesheet**



The **Timesheet Summary** page displays.

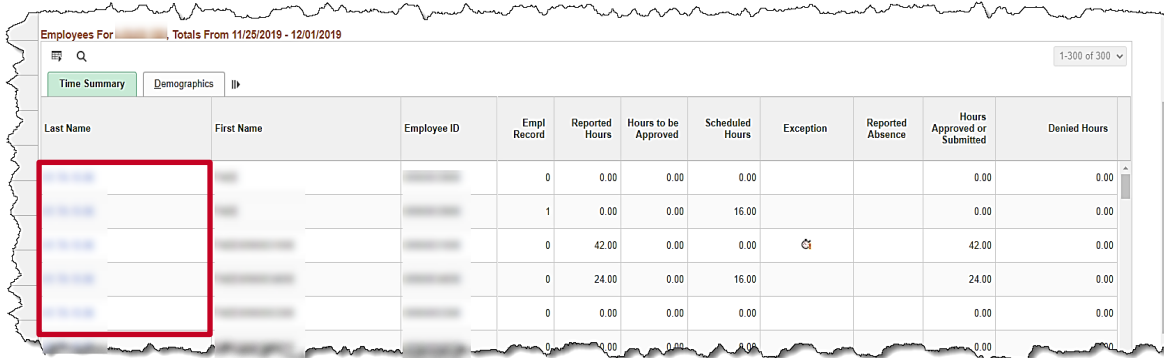


2. Enter the Employee ID or known portion of the Employee ID in the **Employee ID** field.

**Note:** You 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.

3. Click the **Get Employees** button.

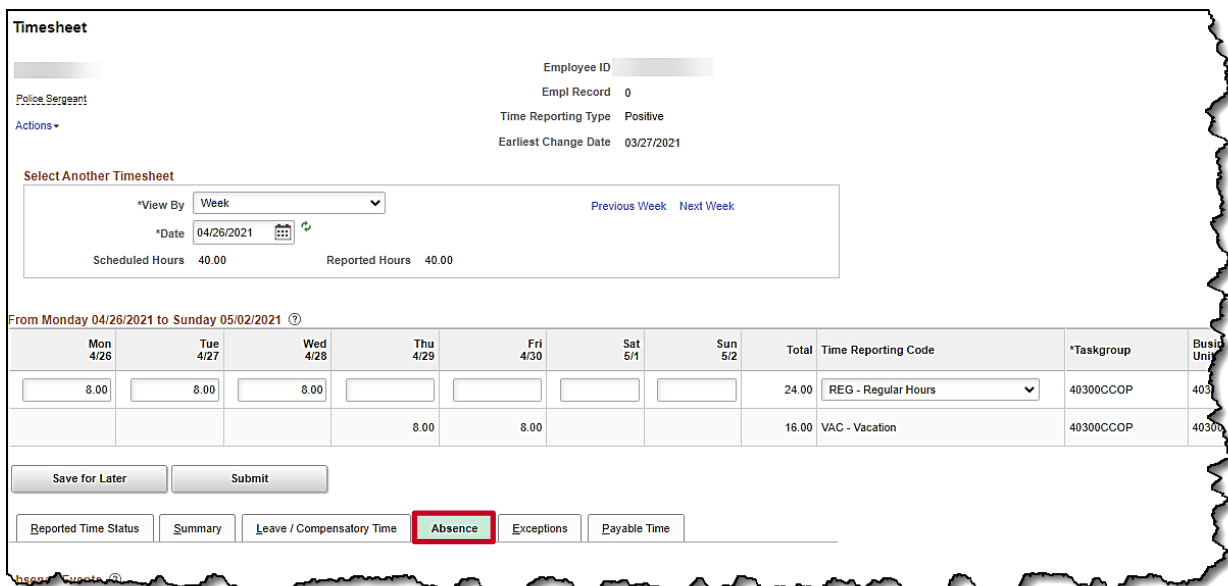
The **Search Results** display on the bottom portion of the **Timesheet Summary** page.



Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
[Red Box]			0	0.00	0.00	0.00			0.00	0.00
[Red Box]			1	0.00	0.00	16.00			0.00	0.00
[Red Box]			0	42.00	0.00	0.00	⊗		42.00	0.00
[Red Box]			0	24.00	0.00	16.00			24.00	0.00
[Red Box]			0	0.00	0.00	0.00			0.00	0.00
[Red Box]			0	0.00	0.00	0.00			0.00	0.00

- Click on the **Last Name** link for the applicable employee.

The **Timesheet** page displays for the applicable employee.



**Timesheet**

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

Police Sergeant  
 Actions -

Select Another Timesheet

\*View By: Week [Previous Week](#) [Next Week](#)  
 \*Date: 04/26/2021  
 Scheduled Hours: 40.00    Reported Hours: 40.00

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

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

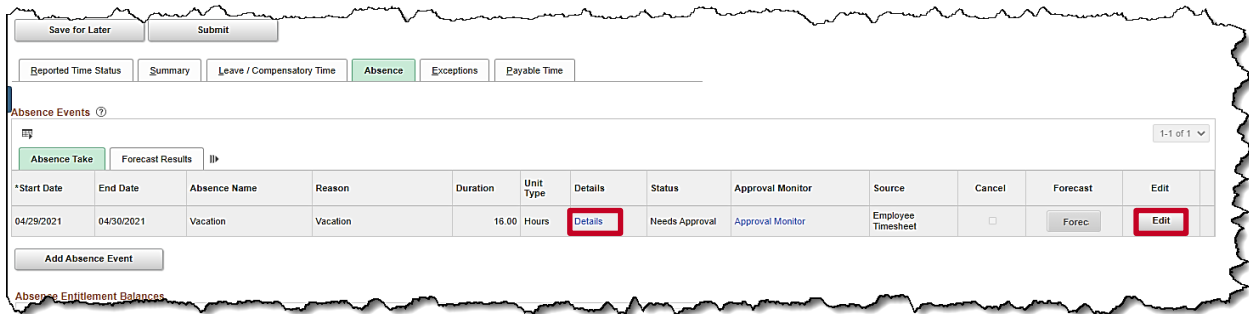
Save for Later    Submit

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

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

- Click the **Absence** tab.

The **Absence Events** section displays.



Absence Events

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

Absence Take Forecast Results

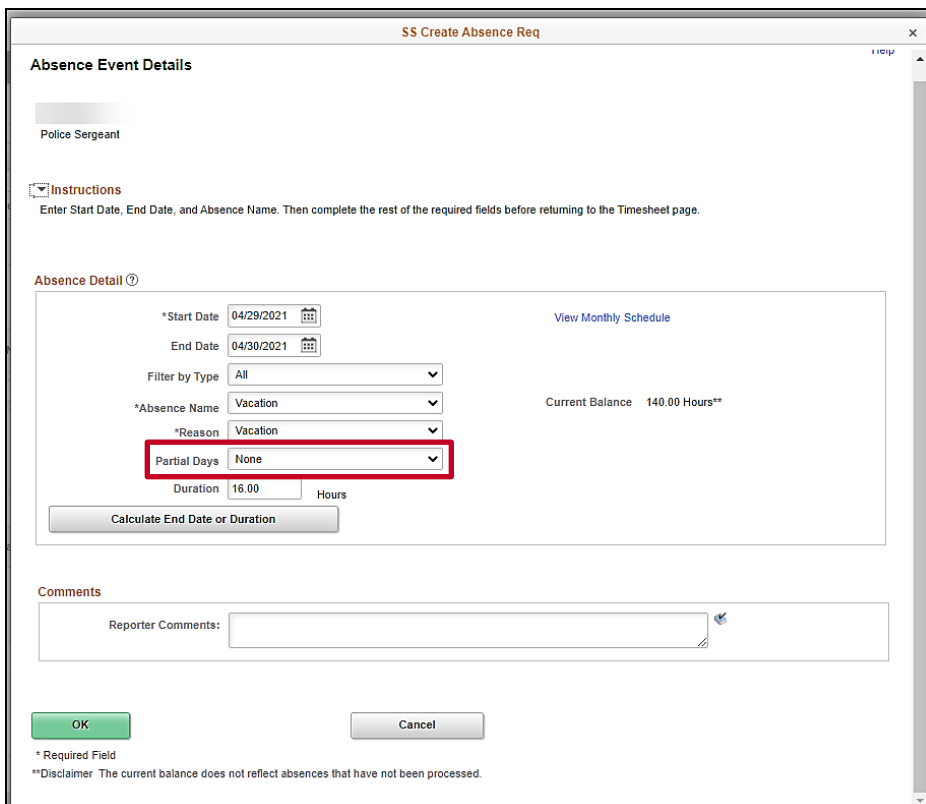
*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
04/29/2021	04/30/2021	Vacation	Vacation	16.00	Hours	<a href="#">Details</a>	Needs Approval	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forec.	<a href="#">Edit</a>

Add Absence Event

Absence Entitlement Balances

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

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



SS Create Absence Req

Absence Event Details

Police Sergeant

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

Absence Detail

\*Start Date 04/29/2021 [View Monthly Schedule](#)

End Date 04/30/2021

Filter by Type All

\*Absence Name Vacation Current Balance 140.00 Hours\*\*

\*Reason Vacation

Partial Days **None**

Duration 16.00 Hours

Calculate End Date or Duration

Comments

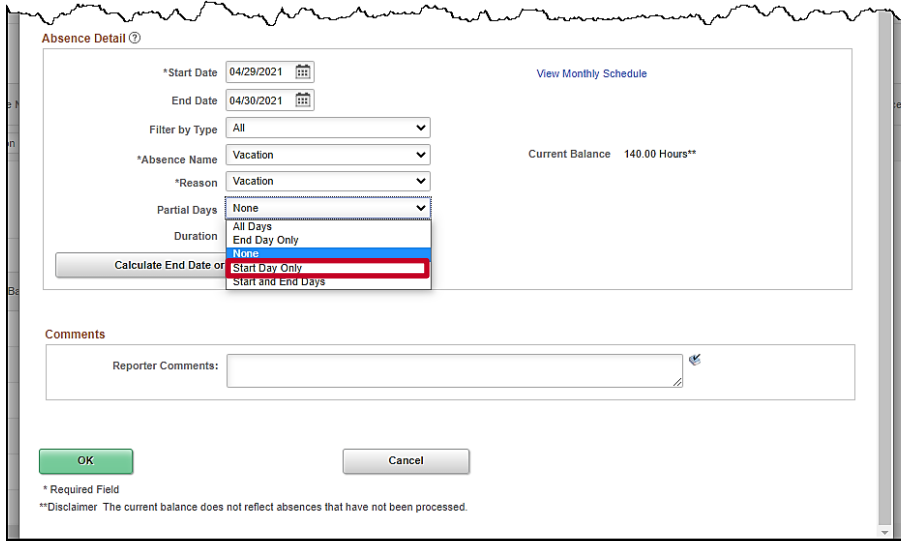
Reporter Comments:

OK Cancel

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

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

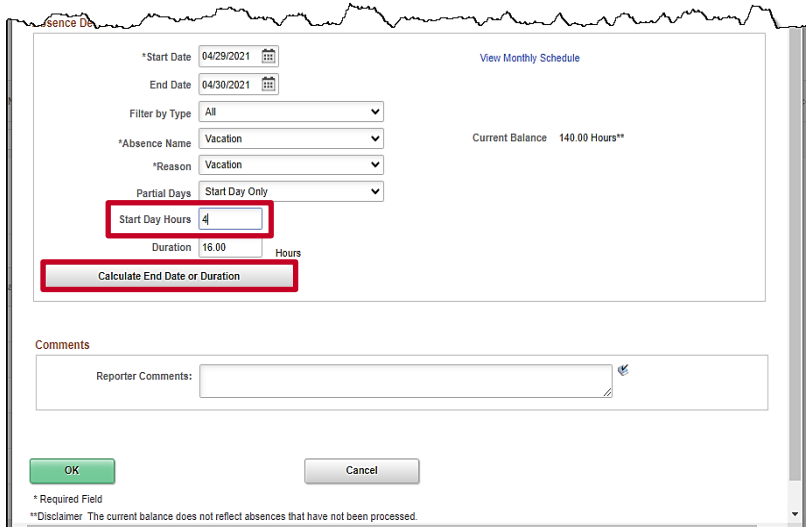
The **Partial Days** list menu displays.



The screenshot shows the 'Absence Detail' form. The 'Partial Days' dropdown menu is open, showing options: 'None', 'All Days', 'End Day Only', and 'Start Day Only'. The 'Start Day Only' option is highlighted in red. Other fields include: \*Start Date: 04/29/2021, End Date: 04/30/2021, Filter by Type: All, \*Absence Name: Vacation, \*Reason: Vacation, and Current Balance: 140.00 Hours\*\*. A 'Calculate End Date or Duration' button is visible below the dropdown menu.

9. Click the **Start Day Only** option from the list menu.

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

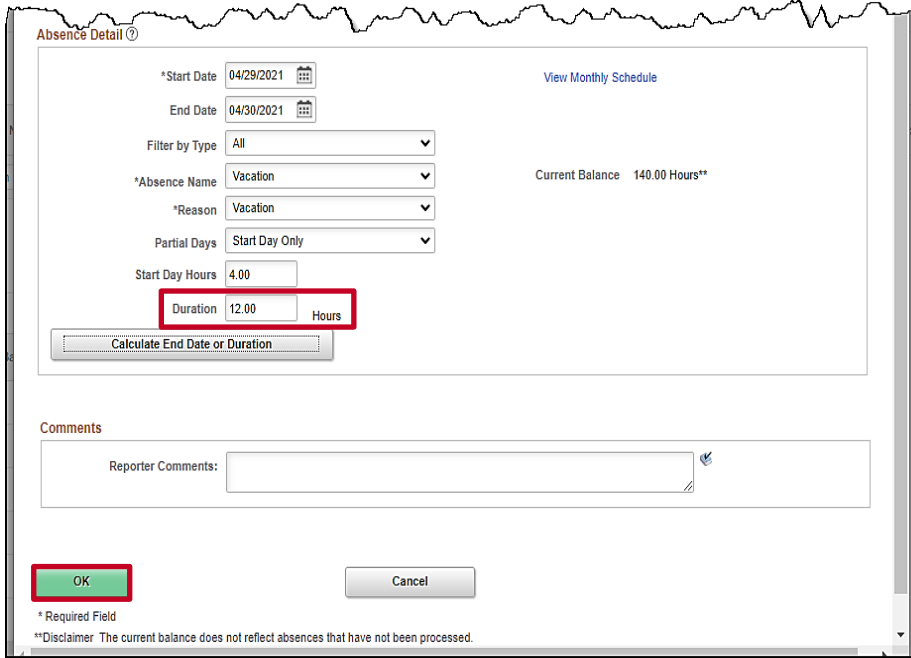


The screenshot shows the 'Absence Detail' form with the 'Partial Days' dropdown set to 'Start Day Only'. The 'Start Day Hours' field is highlighted in red and contains the value '4'. The 'Duration' field is set to '16.00 Hours'. The 'Calculate End Date or Duration' button is also highlighted in red. Other fields remain the same as in the previous screenshot.

10. Enter the partial hours in the **Start Day Hours** field. In this example, **4.00** hours was entered.

11. Click the **Calculate End Date or Duration** button to calculate the hours based on the adjustment.

The hours in the **Duration** field update.



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

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

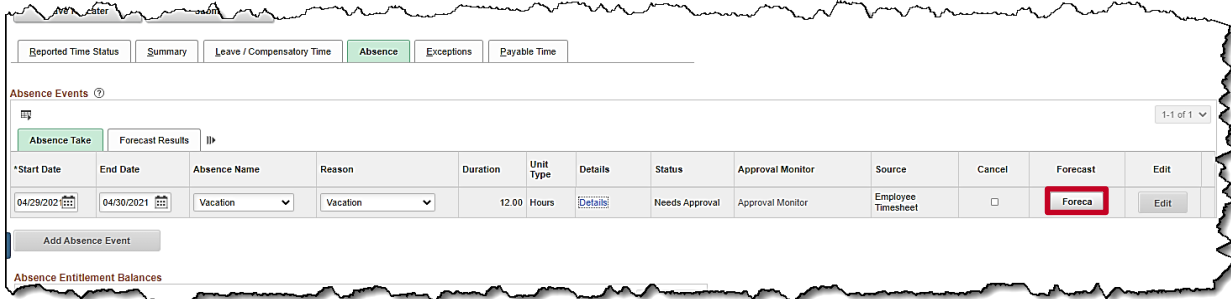
Buttons: Calculate End Date or Duration, OK, Cancel

Comments: Reporter Comments: [Text Area]

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

12. Click the **OK** button.

The **Timesheet** page returns.



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

Absence Events <sup>?</sup>

Absence Take Forecast Results 1-1 of 1

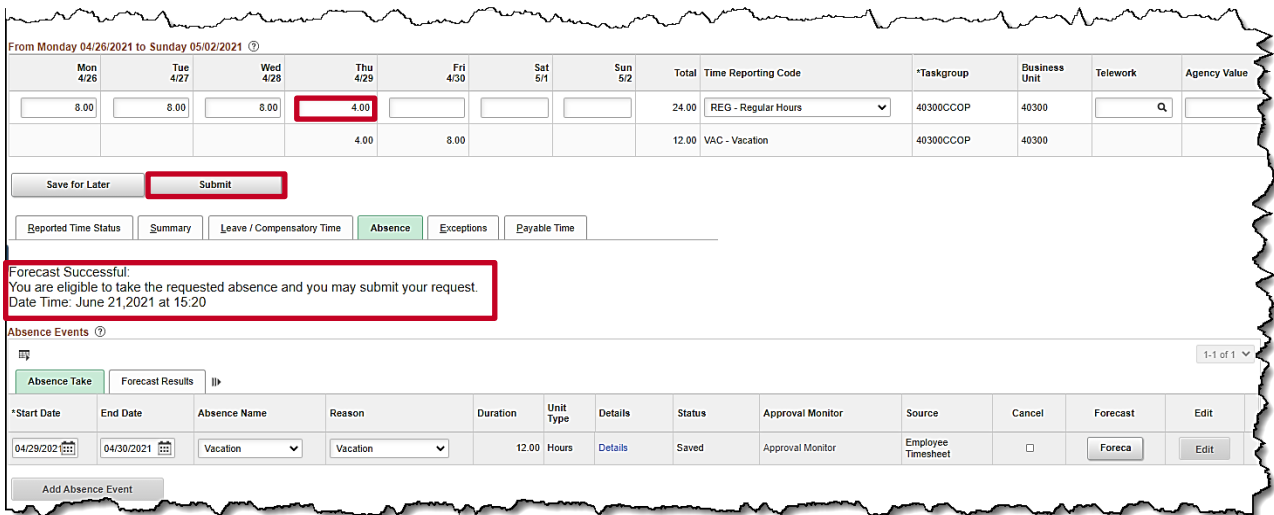
*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
04/29/2021	04/30/2021	Vacation	Vacation	12.00	Hours	<a href="#">Details</a>	Needs Approval	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	<b>Foreca</b>	Edit

Add Absence Event

Absence Entitlement Balances

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

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



From Monday 04/26/2021 to Sunday 05/02/2021 <sup>?</sup>

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

Save for Later **Submit**

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

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

Absence Events <sup>?</sup>

Absence Take Forecast Results 1-1 of 1

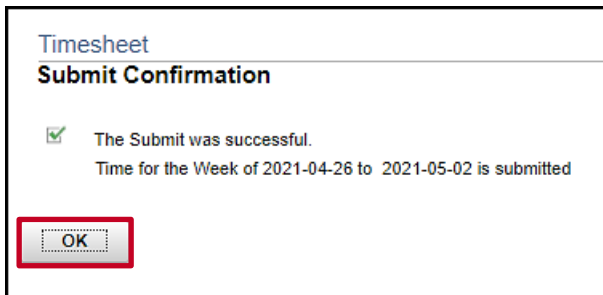
*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
04/29/2021	04/30/2021	Vacation	Vacation	12.00	Hours	<a href="#">Details</a>	Saved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Foreca	Edit

Add Absence Event

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

15. Click the **Submit** button.

The **Submit Confirmation** page displays.



Timesheet

### Submit Confirmation

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

**OK**

16. Click the **OK** button.





# Time & Attendance Job Aid

## TA371 Managing Absence Events

The Timesheet page returns.

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

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

Save for Later   Submit

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

Reported Time Status

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

**Note:** Vacation hours require approval before they can be processed.

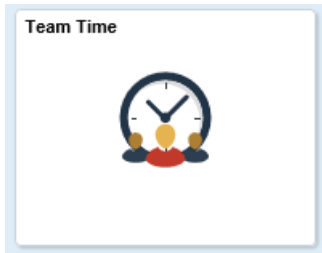
## Canceling an Absence

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

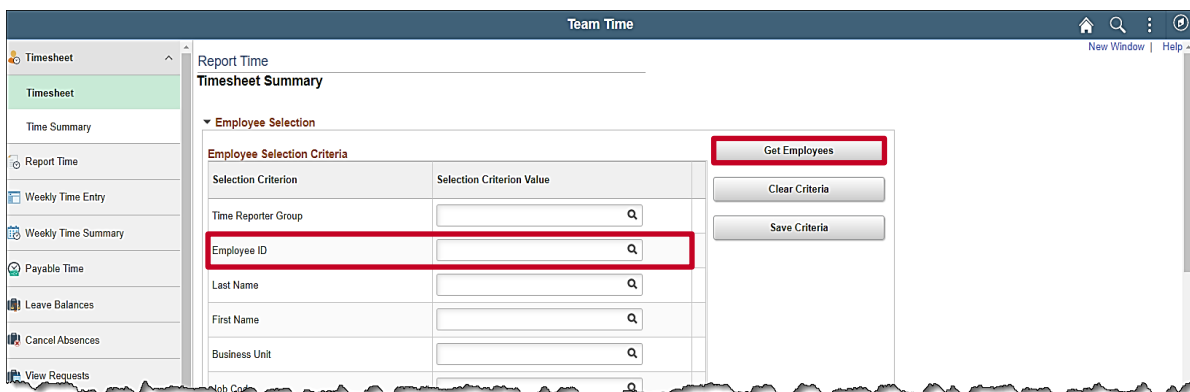
**Note:** This scenario only applies to agencies using Cardinal Absence Management.

1. Navigate to the **Timesheet** page using the following path:

**Team Time Tile > Timesheet**



The **Timesheet Summary** page displays.

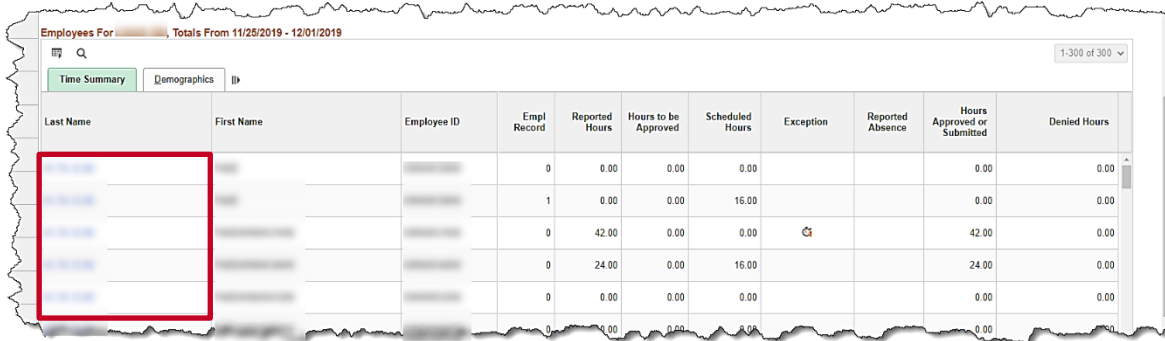


2. Enter the Employee ID or known portion of the Employee ID in the **Employee ID** field.

**Note:** You 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.

3. Click the **Get Employees** button.

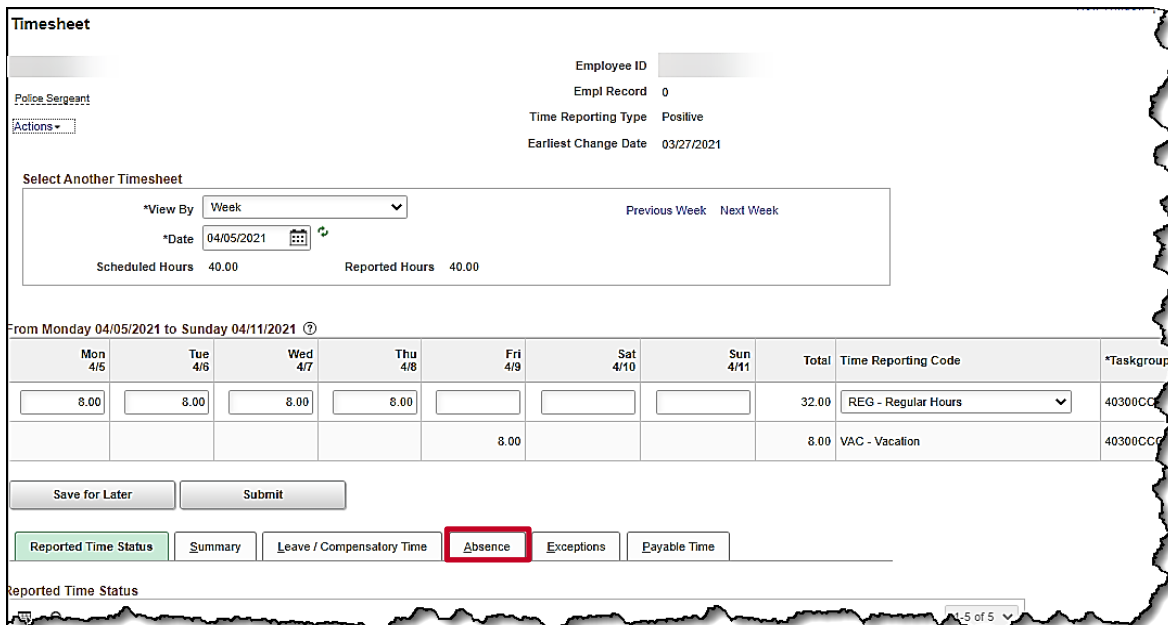
The **Search Results** display on the bottom portion of the **Timesheet Summary** page.



Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
[Redacted]	[Redacted]	[Redacted]	0	0.00	0.00	0.00			0.00	0.00
[Redacted]	[Redacted]	[Redacted]	1	0.00	0.00	16.00			0.00	0.00
[Redacted]	[Redacted]	[Redacted]	0	42.00	0.00	0.00	CA		42.00	0.00
[Redacted]	[Redacted]	[Redacted]	0	24.00	0.00	16.00			24.00	0.00
[Redacted]	[Redacted]	[Redacted]	0	0.00	0.00	0.00			0.00	0.00

4. Click on the **Last Name** link for the applicable employee.

The **Timesheet** page displays for the applicable employee.



**Timesheet**

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

Police Sergeant  
 Actions: [Dropdown]

Select Another Timesheet

\*View By: Week [Dropdown] Previous Week Next Week  
 \*Date: 04/05/2021 [Calendar Icon]  
 Scheduled Hours: 40.00 Reported Hours: 40.00

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

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

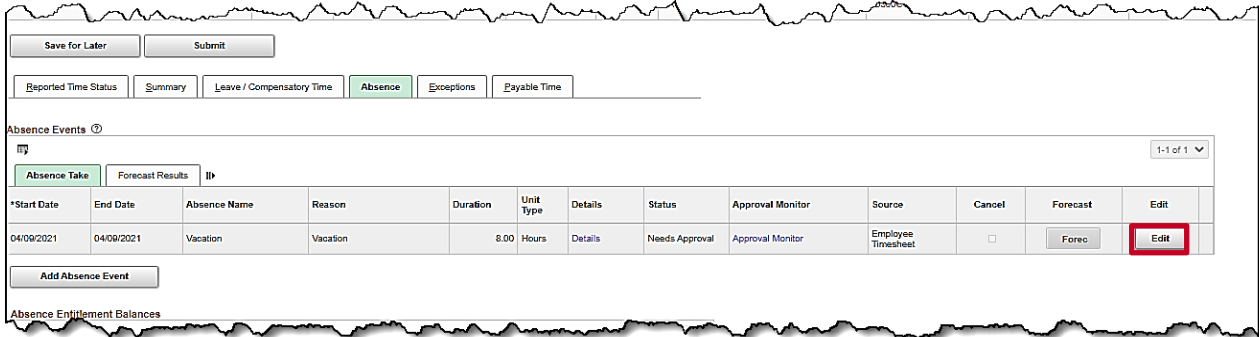
Save for Later Submit

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

Reported Time Status [Dropdown]

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

5. Click the **Absence** tab.



Save for Later Submit

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

Absence Events ⓘ

1-1 of 1

Absence Take Forecast Results ⓘ

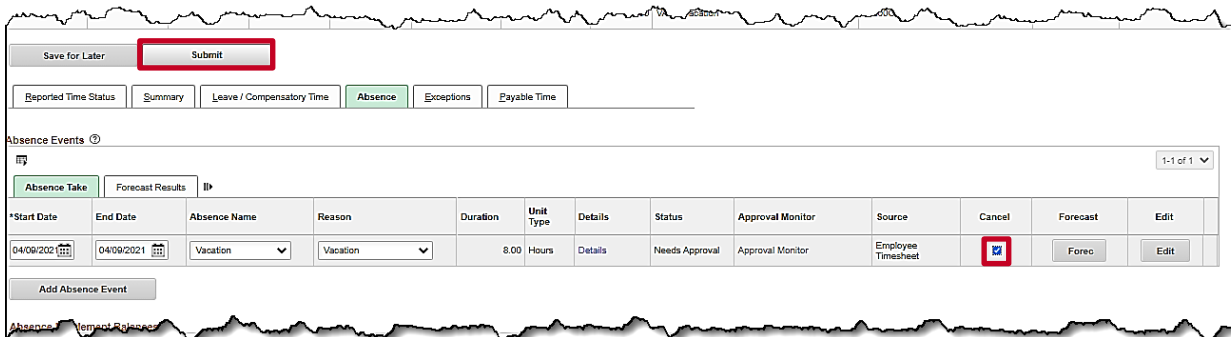
*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
04/09/2021	04/09/2021	Vacation	Vacation	8.00	Hours	Details	Needs Approval	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forec	<b>Edit</b>

Add Absence Event

Absence Entitlement Balances

- Click the **Edit** button on the row for the absence that needs to be cancelled. This opens the absence for editing.

The absence displays for editing.



Save for Later **Submit**

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

Absence Events ⓘ

1-1 of 1

Absence Take Forecast Results ⓘ

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

Add Absence Event

Absence Entitlement Balances

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

The **Submit Confirmation** page displays.



Timesheet

**Submit Confirmation**

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

**OK**

- Click the **OK** button.



# Time & Attendance Job Aid

## TA371 Managing Absence Events

The **Timesheet** page displays.

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

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

Reported Time Status

1-4 of 4

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

Self Service  
Time Reporting

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