TA372
Time & Attendance Administration

Instructor Led Training

Rev. 04/7/2025

Revision History

Revision Date	Summary of Changes
02/14/2025	Baseline

Welcome to Cardinal Training

This training provides participants with the skills and information necessary to use Cardinal and is not intended to replace existing Commonwealth and/or agency policies.

This course, and the supplemental resources listed below, are located on the Cardinal website (www.cardinalproject.virginia.gov) under Learning.

Cardinal Reports Catalogs are located on the Cardinal website under Resources:

- Instructor led and web based training course materials
- Job Aids on topics across all functional areas
- Glossary of frequently used terms

The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.

Course Objectives

After completing this course, you will:

- Understand the overall Time & Attendance (TA) process
- Understand the TL Auto enrollment process
- Understand time reporter data, comp plan enrollment, and Work Schedules
- Know how to identify and correct Timesheet exceptions
- Be able to monitor approvals and adjust Paid Time

Agenda

1. Time & Attendance Overview
2. TA Roles and Responsibilities
3. Overview of TA Processing Concepts
4. TA Employee Setup and Processing
5. TA Capture Process
6. TA Approval and Processing
7. Payroll Integration and Cost Allocation Processes

Lesson

1 Time & Attendance Overview

This lesson covers:

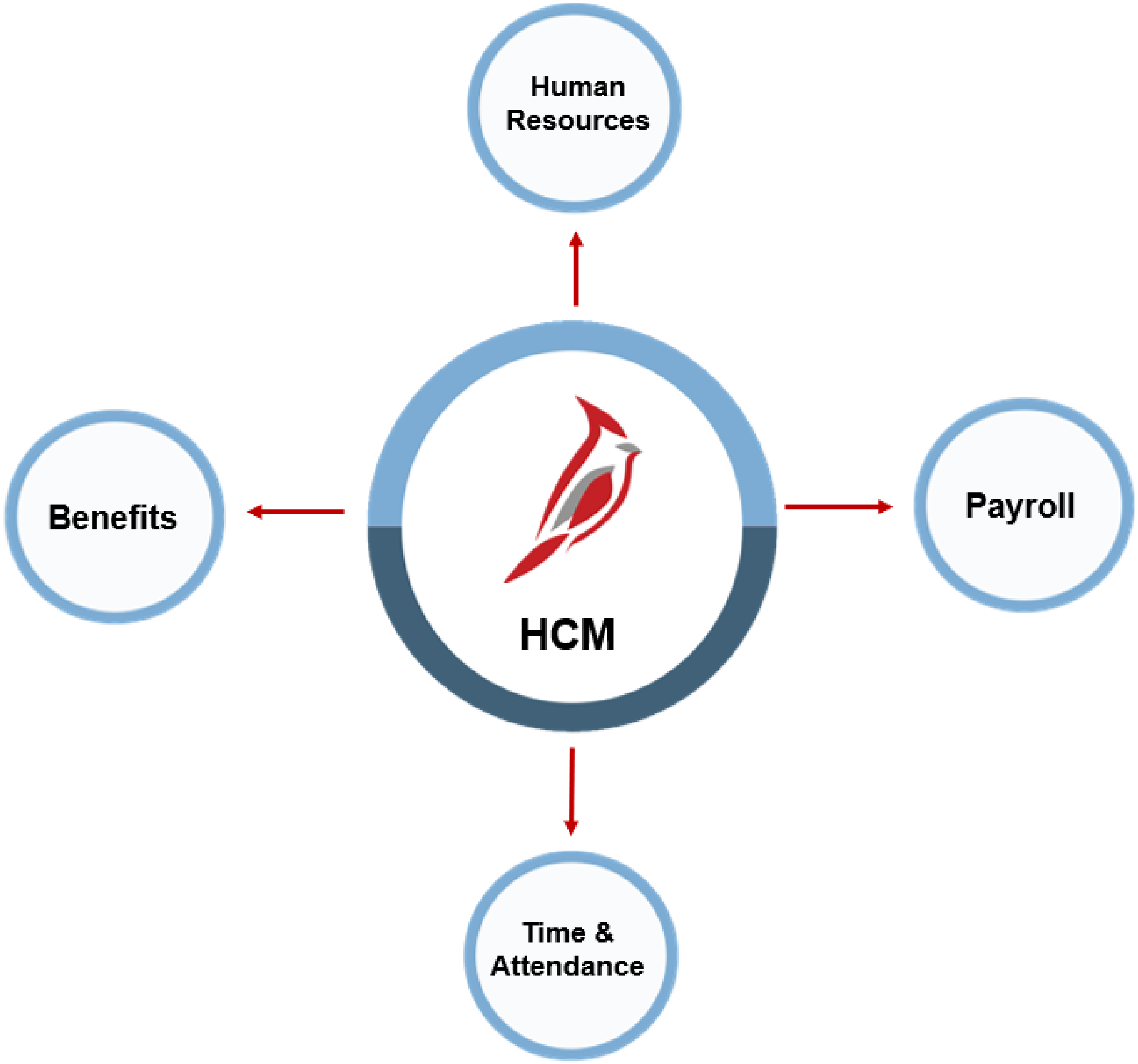
- Overview of Cardinal HCM
- Cardinal HCM Integration to Cardinal Financials
- Cardinal HCM Responsibilities and Relationships
- Overview of Time & Attendance
- Time and Attendance Core Modules

Overview of Cardinal Human Capital Management (HCM)

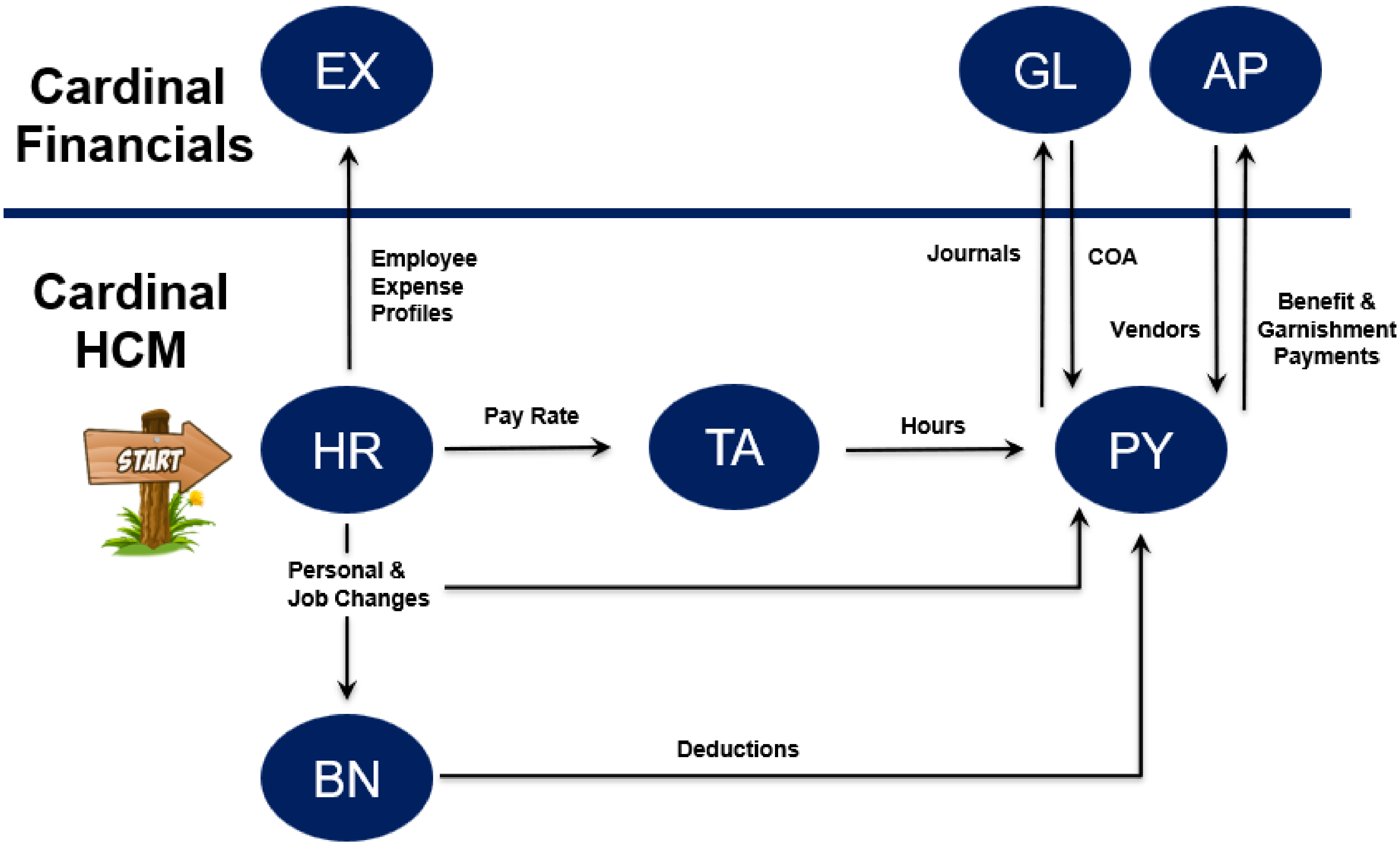
In Cardinal HCM, HR Administrators, BN Administrators, TL Administrators, Payroll Administrators, and State Payroll Operations (SPO) work together so that all employees are paid on time and accurately and are benefited properly.

All these roles and their unique responsibilities flow to one another in order to ensure that all employee records are accurate and up-to-date.

Do you know the HR, BN, TL and PY administrators at your agency?



Cardinal HCM Interfacing to Cardinal Financials



Financials: Expenses (EX), General Ledger (GL), Accounts Payable (AP)
HCM: Human Resources (HR), Benefits Administration (BN), Time & Attendance (TA), Payroll (PY)

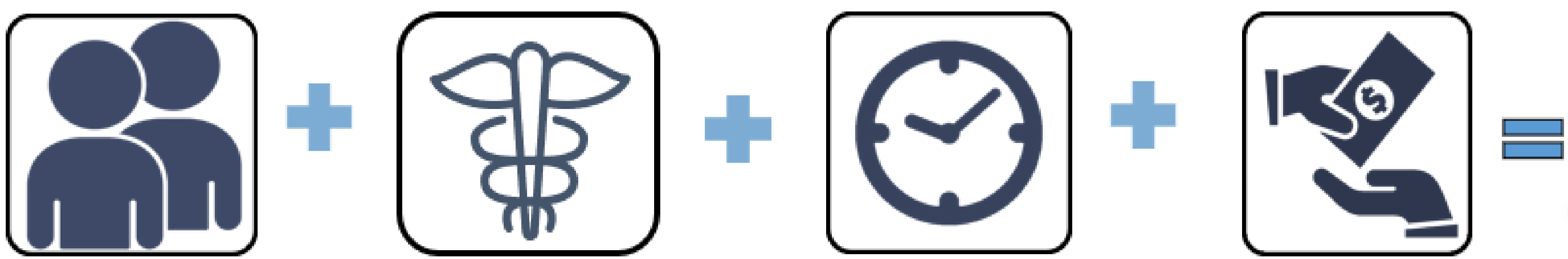
Cardinal HCM Responsibilities and Relationships

In Cardinal HCM, HR Administrators, BN Administrators, TL Administrators, Payroll Administrators and State Payroll Operations (SPO) work together so that all employees are paid on time and accurately and are benefited properly.

All these roles and their unique responsibilities flow to one another in order to ensure that all employee records are accurate and up-to-date.

State Payroll Operations (SPO)

- Defines Operations Calendar
- Runs Payroll Processes
- Runs Year End Processes



Accurate Paycheck and Benefits

Human Resources (HR)

- Position
- Personal Data
- Job Data

Benefits (BN)

- Medical
- Flexible Spending Accounts (FSA)
- Retirement

Time & Attendance (TA)

- Time Entry
- Absence Entry
- Approvals

Payroll (PY)

- Earnings
- Deductions
- Taxes
- Review Paychecks

Time & Attendance Overview

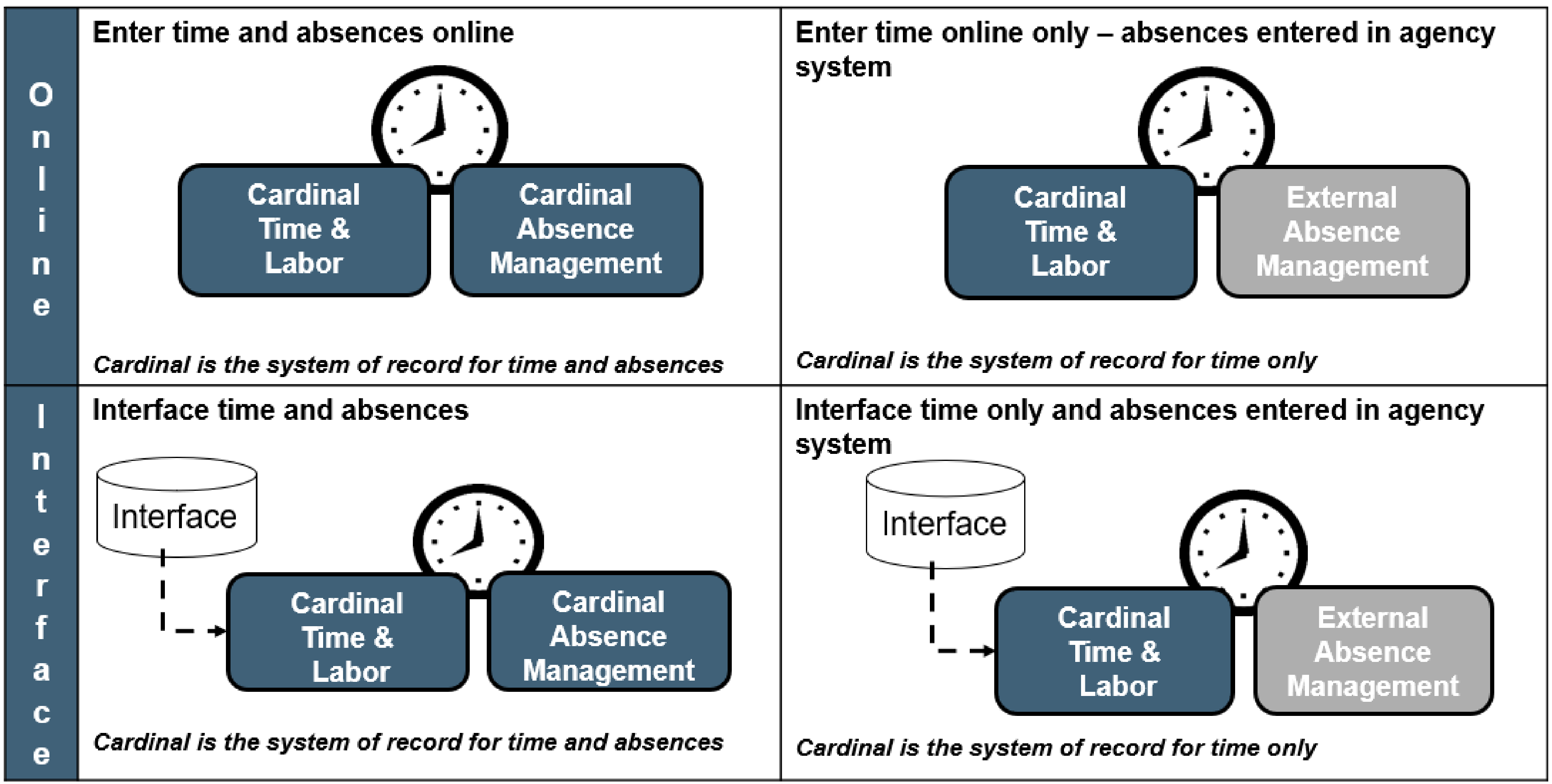
Cardinal Time & Attendance (TA) is the conduit between HR data set up and payroll processing. Time reporting is required for all agencies using Cardinal Payroll. For agencies who have elected to use Cardinal Absence Management (AM), it will be their absence system of record and will produce the leave liability report for agencies following DHRM leave policy.

Time reporting is important because it:

- Is required for all agencies using Cardinal Payroll
- Is used to pay all hourly (wage) employees
- Generates pay for applicable salaried exception time (e.g., overtime, shift)
- Helps enforce pay and time related policies using system rules/edits (e.g., holidays,1500-hour limit)
- Helps facilitate accurate employee payment (e.g., overtime, pay docking).
- Facilitates detailed ChartField distribution for accurate financial reporting (e.g., payroll expenditures, cost accounting, billing)
- Provides auditable time entry for Commonwealth employees

Time & Attendance – Core Modules

Cardinal Time & Attendance (TA) has two core modules: Time and Labor (TL) and Absence Management (AM). There are different agency configuration options (online/interfacing) which impact how time and absences are captured as well as what is the system of record for time and absences. The chart below breaks out the options for online and interfacing agencies.



Lesson Summary

1 Time & Attendance Overview

In this lesson, you learned:

- Overview of Cardinal HCM
- Cardinal HCM Integration to Cardinal Financials
- Cardinal HCM Responsibilities and Relationships
- Overview of Time & Attendance
- Time and Attendance Core Modules

Lesson

2

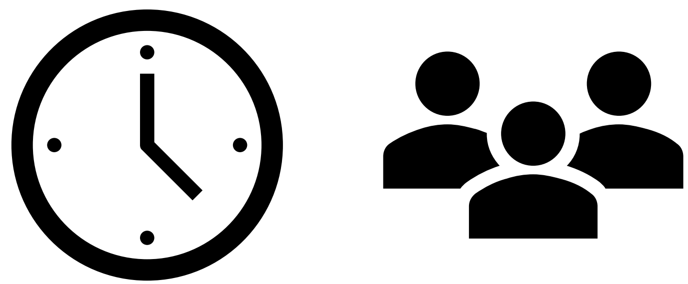
TA Roles and Responsibilities

This lesson covers:

- Overview of Time & Attendance Roles
- Time & Attendance Roles & Responsibilities

Overview of Time & Attendance Roles

The Time & Attendance functions involve several roles with specific responsibilities to help ensure time is entered, submitted, and approved by designated timeframes for timely and accurate pay and allocation of payroll costs. A user’s security role controls what that user can view and do in the system. Understanding the roles and what these roles can do is beneficial for TA Administrators who are responsible for overseeing the time for the agency to ensure all issues are addressed so time can be processed appropriately and timely.



TA Roles and Responsibilities

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

TA Roles and Responsibilities (continued)

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

Supervisor Roles

TA/AM Supervisor	Training Materials
This role has access for direct reports to: • Approve time and absence • Delegate approval worklists for timesheets and absence events to another supervisor, as applicable • Assign employee work schedules • Enter/Modify Timesheets on behalf of Employees (including Time and Leave/Absences) • Cancel Leave/Absences • Review/Resolve Timesheet Exceptions (Warnings) • Allow Timesheet Exceptions (Warnings) • Run TA reports and queries	• INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT) • NAV205: Navigation in Cardinal HCM (WBT) • TA373: Approving Time and Absences (Job Aid) • TA373: Approving Time and Absences (WBT) • TA373: Delegation Administration for Supervisors (Job Aid) • Cardinal HCM Time and Attendance Reports Catalog Training materials are located on the Cardinal website. https://cardinalproject.virginia.gov

Note: Time and Absence Approvals route to the employee's Reports To supervisor as designated in Position Data. An HR Administrator can update the Reports To supervisor as needed. When a supervisor is suspended, on Leave of Absence (paid leave, unpaid leave, LOA Working), or the position is vacant, approvals will roll up to the supervisor of the Reports To supervisor.

Delegation Administrator Role

Delegation allows managers/supervisors to authorize another user to serve as their proxy for managing employee's time and absences. When a manager delegates to a proxy, all workflow notifications and items will be routed to the proxy. This is especially helpful when a manager plans to be out of the office for a period of time.

This role has access to:

- Add and manage Time & Attendance delegation requests on behalf of others
- Delegation Administrators can create, modify, and revoke delegation requests on behalf of the managers. This allows the delegation functionality to be utilized in the case of a manager's unplanned absence.
- Managers and/or proxies will receive workflow email notifications when delegation requests are created or modified by the Delegation Administrator.
- As TL Administrator, there may be times that you will need to work with the Delegation Administrator to delegate approvals to a proxy if the Reports To is out of the office when you are ensuring time is ready for the Time and Labor load process.
- Run TA reports and queries

Note: Delegation cannot be used when a Reports To position is vacant or when the Reports To supervisor is suspended or on Leave of Absence (paid leave, unpaid leave, LOA Working). In these scenarios, Cardinal will route approvals to the supervisor's Reports To supervisor.

Training Material:
- INTRO102: Overview of Cardinal Human Capital Management (HCM) (WBT)
- NAV205: Navigation in Cardinal HCM (WBT)
- TA372 Delegation Administration (Job Aid)
- Cardinal HCM Time and Attendance Reports Catalog

Training materials are located on the Cardinal website:
https://cardinalproject.virginia.gov/

TA Special Restricted Approver Role: Manage Time with Workflow Issues

Timesheet transactions that require approval but cannot be routed to a Reports To approver or delegated authority will be routed to the **Approvals** tile of the Agency TA Special Restricted Approver(s).

All Cardinal TA Agencies are required to have this role to identify and manage time and absence transactions that do not route to a supervisor for action in such scenarios as:

- The employee does not have a user profile
- The approver does not have a user profile
- The employee "Reports To" a position that is vacant, and that vacant position either does not have a "Reports To" position assigned or is also vacant

It is recommended that Agencies develop adequate procedures/processes outside of the Cardinal system to ensure proper authorization is granted before the TA Restricted Special Approver approves these transactions online.

TA Special Restricted Approver Role: Manage Time with Workflow Issues (continued)

Cardinal also encourages the collaboration between the Agency TA Restricted Special Approver(s) with the Agency TL Administrators, AM Administrators, HR Administrators, and TA Supervisors to resolve issues causing pending timesheet transactions that could not be routed to an actual approver. Together they should determine what the best resolution might be to prevent the issues. Possible resolutions might include:

- If the “Reports To” and/or user profile issue is addressed, the employee could make changes to the already submitted time on the Timesheet and resubmit to route the time to the actual supervisor
- The Delegation Administrator could delegate the time to another supervisor for approval once the time has been reviewed/validated by the actual supervisor
- The TA Restricted Special Approver could approve the time once the time has been reviewed/validated by the actual supervisor

The TA Restricted Special Approver role does not give the user access to approve time for all employees in their Agency. The TA Restricted Special Approver would only see items for approval on their **Approvals** tile in the rare scenarios mentioned above when it is not routing to a TA/AM supervisor.

TA Expired Grace Approver (V_TA_EXPIRED_GRACE_APPROVER)

The TA Expired Grace Approver (V_TA_EXPIRED_GRACE_APPROVER) role, allows select agency users to manage time that falls outside of normal submission and approval grace periods. This role grants access to two pages in Cardinal, the Update Time Status page and the Request Batch Approval Process page. These pages allow users with this role to perform the following actions for any employee in their accessible agencies:

TA Expired Grace Approver Role Capabilities	
Employees in Online Workgroups	
Action	Role Permissions
Approve Payable Time in Needs Approval (NA) status outside of grace period	Between 90 and 365 days old
Close or Delete Reported Time in Saved (SV) or Needs Approval (NA) status	More than 90 days old
Close Payable Time in Needs Approval (NA) status	More than 90 days old
Delete Invalid Reported Time	After termination date
Employees in Interfacing Workgroups	
Action	Role Permissions
Close or Delete Reported Time in Saved (SV) or Needs Approval (NA) status	More than 90 days old
Delete Invalid Reported Time	After termination date

TA Expired Grace Approver (continued)

TA Expired Grace Approver Role Guidelines

Every Cardinal HCM payroll agency **must have at least one** designated TA Expired Grace Approver.

- It is recommended that this role be assigned to a Fiscal Officer or designee who understands the impact on pay and distribution of approving, closing, and deleting old time transactions.
- This role may only be assigned to a **maximum** of three users at each agency.
- Agencies should develop a process for supervisors and administrators to request approval, closure, and deletion of time older than 90 days with appropriate justification and authorization and deletion of time after termination dates; requests received by Cardinal Post Production Support will be redirected to the agency TA Expired Grace Approver(s).

See the Job Aid titled **TA_Time Status Administration** for guidance. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Role of the TL Administrator

The role of the TL Administrator is to audit/monitor and validate that all Timesheets for the agency are completed and errors resolved so that time can load to Payroll.

TL Administrators have access in Cardinal to:

- Audit/monitor and validate Timesheets
- TRC Administrator level access on Timesheets
- Review and resolve exceptions
- Correct employee’s Timesheets
- View time entry processing status
- View employee time reporting information
- View/Assign/Update employee Work Schedules
- View employee comp plans
- View TL eligibility and TL auto enroll bypass
- View job data pages that impact TL auto enroll
- Run TA reports

If Cardinal is the leave system of record, the following are available on the Timesheet:

- View Compensatory and Overtime Leave balances
- View leave information

Role of Employee Setup and Interface Administrators

Although this course is focused mainly on the TL Administrator, there are two additional administrator roles that are key to employee setup and interfacing of time and absences.

TL Employee Setup Administrator	TA Interface Administrator
This role has access to: • Enter TL eligibility and TL auto enroll bypass • View/change employee time reporter information • View/assign/change employee Work Schedules • View/change employee comp plans • View job data pages that impact TL auto enroll and Company Seniority Date • Run TA Reports See the Job Aid titled **TA372_TL Setup Overview** for guidance. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.	This role has access to: • Review and correct Time and Absence interface errors • Reconcile time interfaced into Cardinal • Run TA Reports See the Job Aid titled **TA372_Interface Administration** for guidance. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Lesson Summary

2 TA Roles & Responsibilities

In this lesson, you learned:

- An overview of Time & Attendance Roles
- TA roles in Cardinal and their responsibilities

Lesson

3 Overview of TA Processing Concepts

This lesson covers:

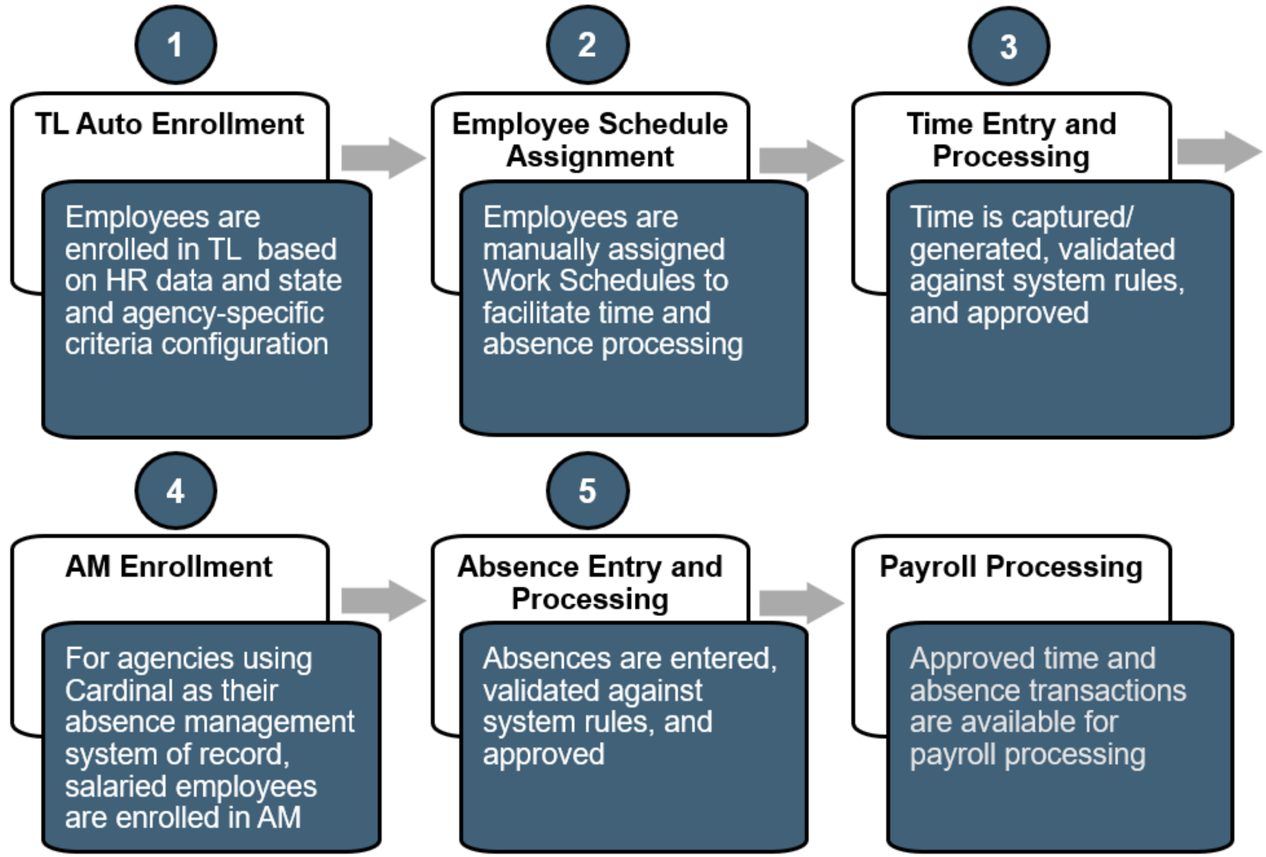
- Overview of Time & Attendance Processing
- TA Employee Setup and Processing Process
- Key TA Processing Concepts
- Overview of TA Processes and Subprocesses

Time & Attendance Processing Overview

Before an employee can be set up in Time & Attendance, they must first be setup in HR. HR data entered in Position, Personal Data, and Job Data drive how an employee is set up to use Cardinal TA.

Eligible employees in agencies using Cardinal Absence management (AM) will be enrolled in AM and the appropriate AM pay group and eligibility group (leave plan) on Job Data.

Job Data changes (hires, terminations, position changes, etc.) will automatically update the time reporter and comp plan enrollments for agencies using Cardinal Time and Attendance (TA).



Overview TA Employee Setup and Processing

The TA Employee Setup process involves setting up employees in Cardinal so that the employee (Timekeeper, TL Admin, TA Supervisor, etc.) can enter their time and absences. It also ensures appropriate processing rules are applied based on the employee setup.

TA Employee Setup and Processing includes:

- TL Auto Enrollment process
- Absence Management enrollment process (when applicable)
- Maintaining Time Reporter Data
- Comp Plan enrollments
- TL Eligibility
- Maintaining employee work schedules

Key TA Processing Concepts

- The Time & Labor Auto Enrollment program automatically enrolls employees in the relevant workgroup and comp plan based on state default and agency criteria configuration. This controls the Timesheet fields and Time Reporting Codes available for the employee, as well as the time reporting rules that apply to the employee
- Timesheets drive pay for wage employees. For salaried employees, Timesheets drive pay for paid overtime, shift differential, and unpaid time (i.e., pay docking). This is true for Cardinal TA online and interfacing agencies
- Timesheets collect detailed time (by day, by type, by Chartfield distribution) to feed payroll and to support the allocation of pay in the Cardinal Financials (FIN) system at a detailed level
- There are two types of time reporters: positive and exception
- Cardinal requires all employees to have an assigned Work Schedules which are structured as follows:
  - Hourly employees are assigned a generic zero-hour schedule and are designated as positive time reporters.
  - Online salaried employees who work a set schedule should have the appropriate schedule assigned in Cardinal.
  - Online salaried employees who work a variable schedule can be assigned a variable schedule and must report all time as a positive time reporter.
  - Interfacing salaried employees will be positive time reporters and can have a variable schedule assigned unless the agency wants to maintain work schedules in Cardinal.

Key TA Processing Concepts (continued)

- Pay docking must be entered on the Timesheet to capture hours for payroll processing, reporting, and allocation
- In TA, a variety of exceptions can generate, and they need to be addressed in a timely manner. High severity exceptions must be corrected to ensure that employees will be paid accurately
- Only approved time is sent to Payroll

Time & Attendance Processes and Sub-processes

The key processes and sub-processes for TA include:

- **TA Employee Setup**
  - Enroll and maintain time reporters
  - Create and maintain Work Schedules
- **TA Capture**
  - Manage time entry
  - Maintain absence reporting
- **TA Approval and Processing**
  - Administer time & absence processing
  - Administer delegation
- **Payroll Integration and Cost Allocation**
  - Integration of TA and Payroll
  - Cost allocation of time after payroll

Lesson Summary

3 Overview of TA Processing Concepts

In this lesson, you learned:

- An overview of Time & Attendance Processing
- An overview of the TA Setup and Processing Process
- Key TA Processing Concepts
- An overview of TA Processes and Subprocesses

Lesson

4 TA Employee Setup and Processing

This lesson covers:

- Overview of the Enroll and Maintain Time Reporters and Comp Plans process
- Viewing and Updating Employee Time Reporter Data
- Viewing and Updating Employee Comp Plan Enrollments
- Viewing and Updating Employee TL Eligibility
- Viewing Employee Setups for TL Bypass
- Overview of Work Schedules
- Viewing and Maintaining Employee Work Schedules

TL Auto Enroll Overview

The TL Auto Enroll process enables active employees, paid through Cardinal, to be enrolled in the Time and Labor (TL) module. This includes employees who will utilize the Cardinal TA for time reporting as well as employees who report time in Agency-owned time keeping systems that are interfaced into Cardinal.

The Auto Enroll process uses configured state default and agency-specific criteria to automatically enroll employees as time reporters. This process sets the employee up in the appropriate Workgroup, Comp Plans, and other Time Reporter attributes as applicable.

These in turn, control the following for each employee:

- Timesheet appearance (fields displayed on the Timesheet)
- Types of reported time, Time Reporting Codes (TRCs) available for selection on the Timesheet
- Types of approvals: Reported Time, Full Payable Time, or Partial Payable Time
- Work Pay Rules applied to the employee’s time

Note: Only the Cardinal Post Production Support (PPS) team will be able to access and update enrollment criteria.

Absence Management Enrollment Overview

The Absence Management Enrollment process enables active employees, paid through Cardinal, to be enrolled in the Absence Management (AM) module. This includes employees who will utilize the Cardinal AM for compensatory time/overtime and absence reporting as well as employees who report compensatory time/overtime and absences in Agency-owned time keeping systems that are interfaced into Cardinal.

The Absence Management Enrollment process uses configured state default and agency-specific criteria to automatically enroll employees as time reporters.

It controls the following for each employee:

- Timesheet appearance (fields displayed on the Timesheet)
- Types of reported time, Time Reporting Codes (TRCs) available for selection on the Timesheet
- Allows users to forecast absences

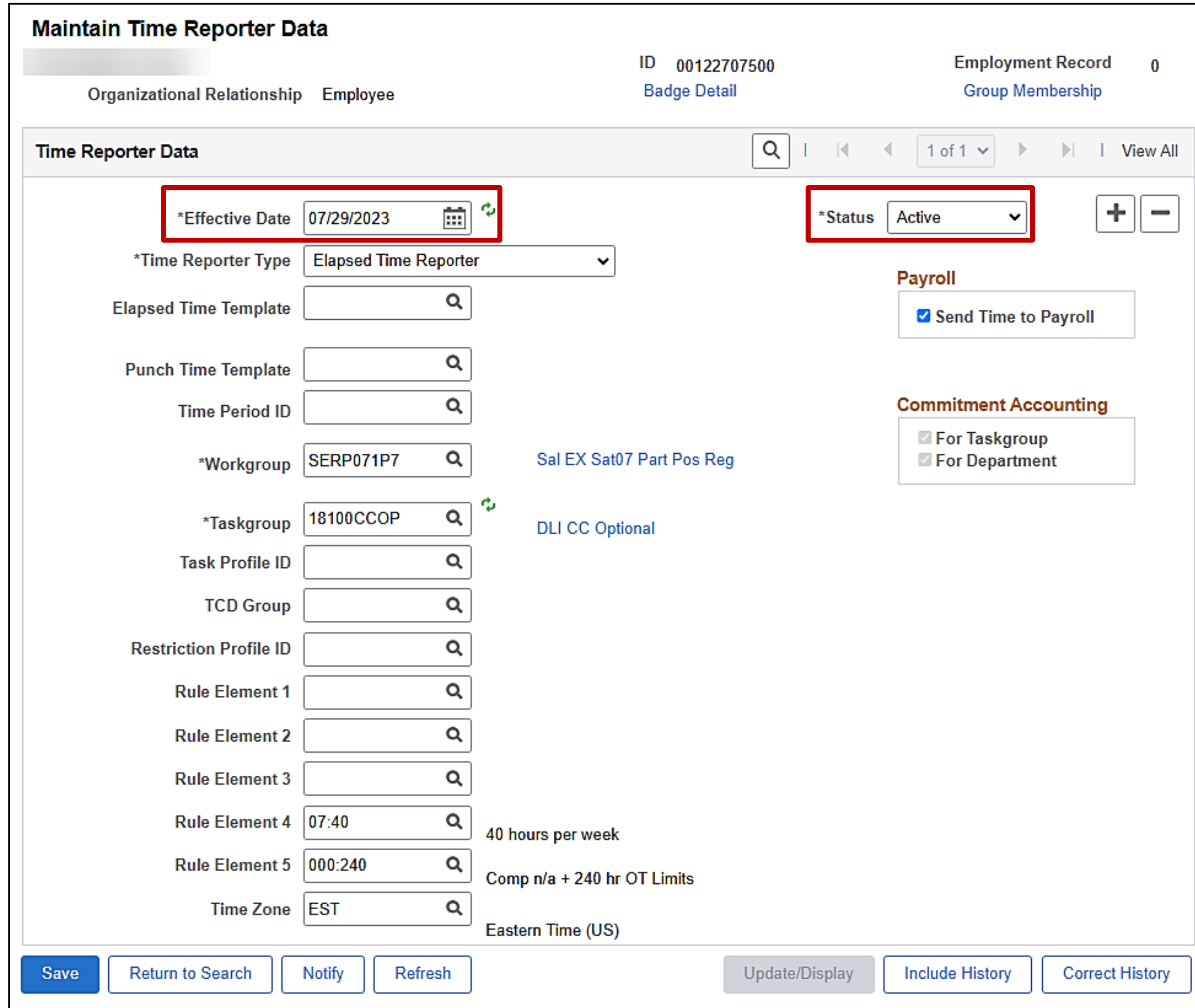
Maintain Time Reporter Data – Effective Date and Status

The TL Auto Enroll assigns effective dated Time Reporter values on the **Maintain Time Reporter Data** page. Navigate to this page using the following path:

NavBar > Menu > Time and Labor > Enroll Time Reporters > Maintain Time Reporter Data

The **Effective Date** on the **Maintain Time Reporter Data** page is pulled from the employee's Job Data record. An employee will not be able to have time reported prior to this date.

The **Status** field on this page, is pulled from the employee's **HR Status** field on the **Job Data** page. The employee will not be able to enter time on the Timesheet if this status is "Inactive".



Maintain Time Reporter Data – Workgroup & Taskgroup

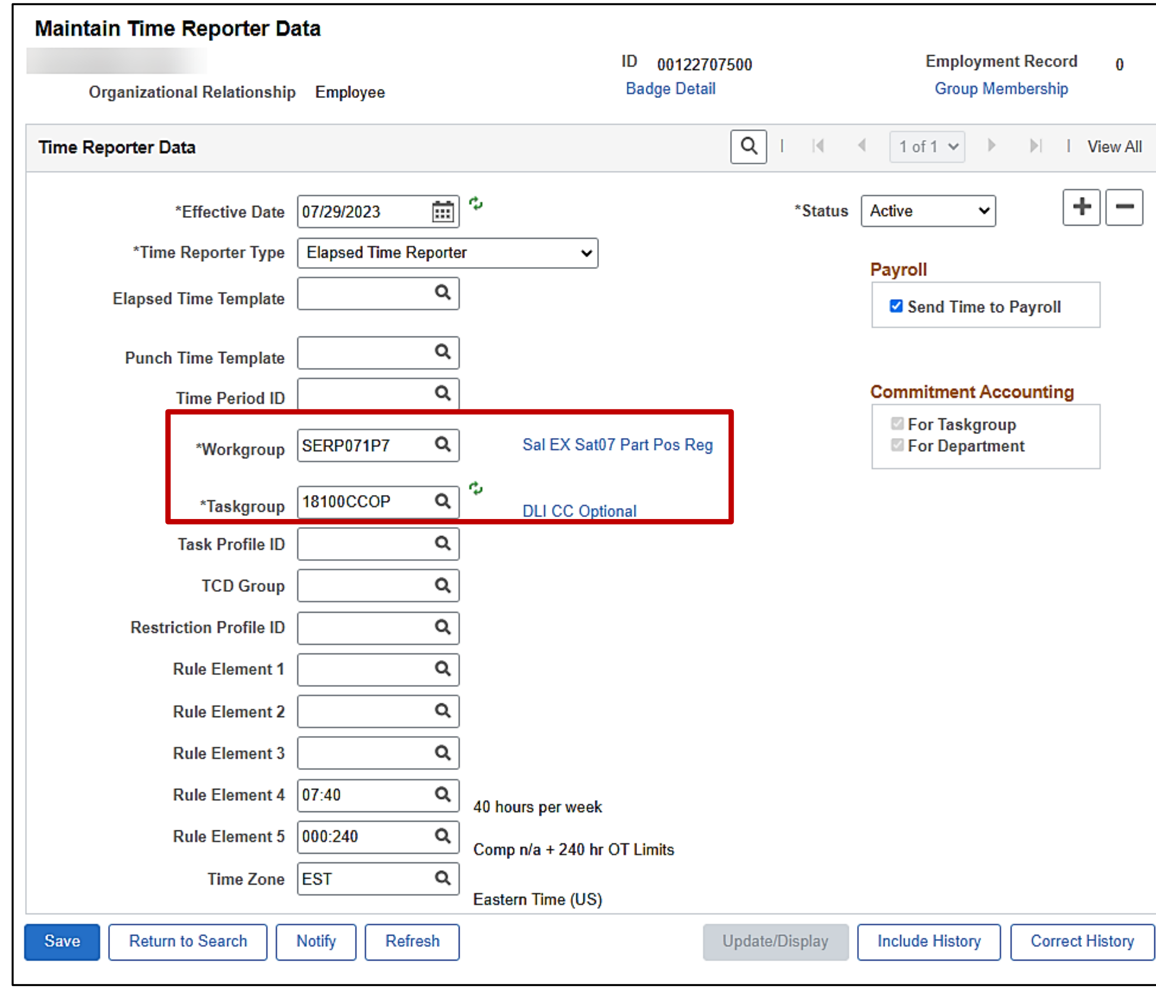
The **Workgroup** is a Time Reporter value that defines Time Reporting Codes, Approval Method, Positive vs. Exception Reporting Type, FLSA Start Date, FLSA Period, and Business rules applied to the employee

The **Workgroup** controls many things related to the employee's Timesheet including:

- Time Reporting Codes (TRC)
- Approval method
- Time reporter type (positive or exception)
- FLSA start day and period
- Business rules that apply to the employee

The 9-character **Workgroup** name reveals the attributes of the group.

The Taskgroup is the Time Reporter value that identifies the Timesheet template used to collect and process time for employees. It controls access to the ChartFields link on the **Timesheet** page.



For more details regarding selections for this page, see the Job Aid titled **TA372 TL Setup Overview**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Workgroup Naming Convention

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

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

EXAMPLE:

SNRF071P1

S = Salaried
N = Non-Exempt
R = Regular
F = Online Full Approval
07 = FLSA 7 Day Period
1 = SM1 Pay Cycle
P = Positive Time Reporter
1 = Sunday First Day of FLSA Period

Taskgroups & ChartFields Access

The following table is a list of Taskgroups and how they relate to ChartFields.

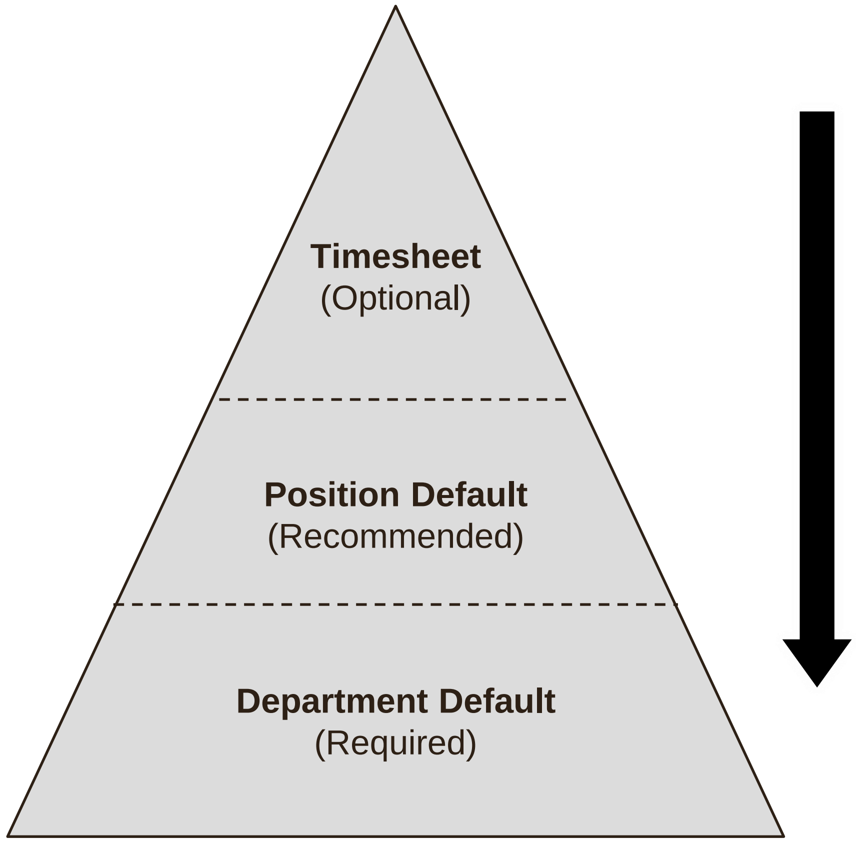
Taskgroup (ending in)	ChartFields
BA	Not Required; **ChartField** link will not appear on **Timesheet**
IN	Not Required; **ChartField** link will not appear on **Timesheet**
CCOP	Optional: **ChartField** link will appear on **Timesheet**
CCO	Optional: **ChartField** link will appear on **Timesheet**
CCRQ	Required: **ChartField** link will appear on **Timesheet**
CCR	Required: **ChartField** link will appear on **Timesheet**

Link between ChartFields and Default Funding

The default hierarchy for employee payroll cost distribution is the **Timesheet**, followed by the **Position Default,** and then **Department Default.**

- If Chartfields are optional or required then the employee would enter the applicable Chartfields on the timesheet.
- If Chartfields are not required then the Chartfield link will not exist on the timesheet. The default funding will be based on the employee’s position or department.

Note: To view default funding information, run the **V_HR_POSN_DEFLT_EMPL_DATA** query.



Time Reporter Rule Elements

Rule elements are user defined values that are assigned on the Maintain Time Reporter Data page for each employee. They define various limits for rule processing when Time Administration runs.

Time Reporter Value	Definition
Rule Element 3	Indicates the Hourly ACA Yearly Limit in Hours used to generate exceptions for 90% warning and hours exceeded error (annual limit can be overridden if allowed) Rule Element 3 must have a value for Hourly employees. Set initially at 1400 hours as the hourly annual limit. This limit can be manually overridden with a lower limit in increments of 100 hours or with a maximum allowable 1500 limit. During the Time Admin process the 1500 limit rule will generate exception warnings
Rule Element 4	Indicates the overtime FLSA overtime limit or threshold for reporting overtime and rule validation for eligibility of overtime Format: NN:MMM (NN = FLSA Period Days – for example 07, 14, 21, 28, MMM = the number of hours that should be worked before overtime should be reported) Rule Element 4 must be set for Hourly Nonexempt and all Salaried exempt employees. The first 2 characters must match the FLSA Period from the Workgroup followed by the work week hours. Example: 07:40 which is a 7-day FLSA period with a limit of 40 hours
Rule Element 5	Indicates the Compensatory and Overtime Leave Plan Limits for maximum hours allowed in balance Format: AAA:BBB (AAA = Compensatory Leave Plan Limit, BBB = Overtime Leave Plan Limit) The Maintain TL Reporter page must have a value for salaried employees where Cardinal is the Leave System of Record

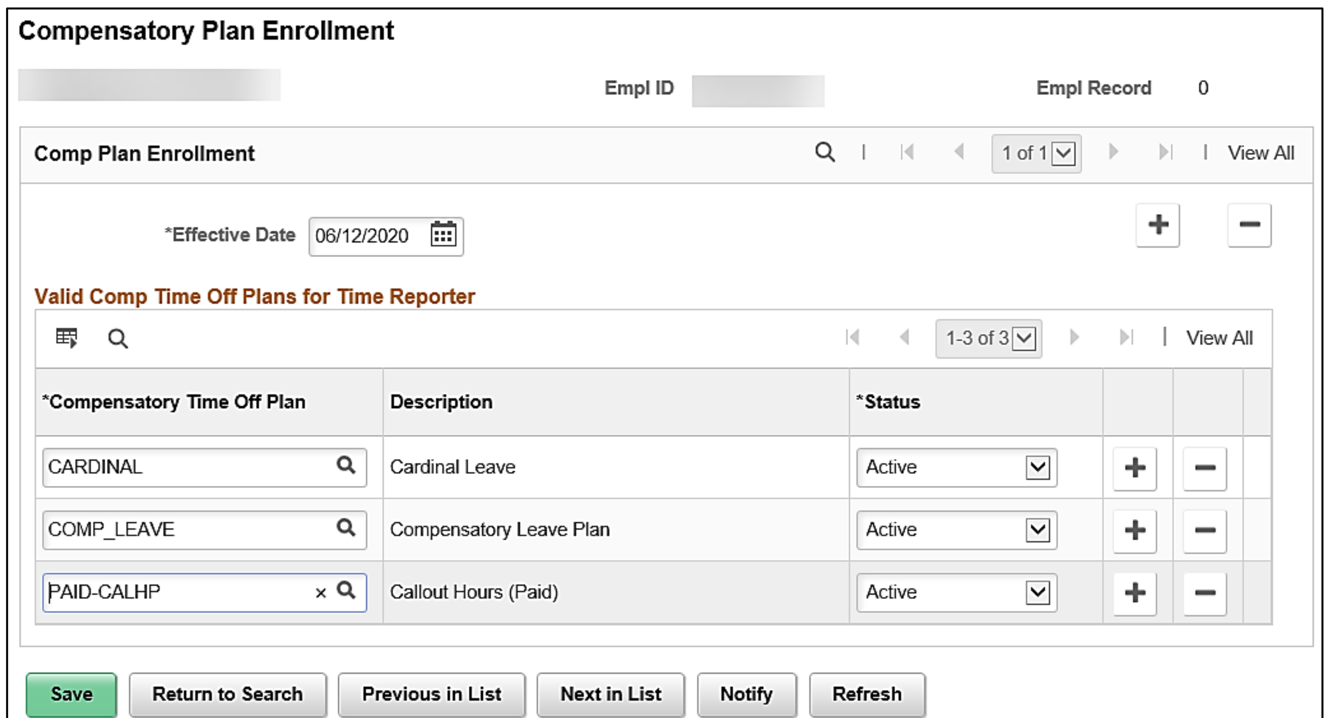
Comp Plan Enrollment

Comp plan enrollment controls the TRCs available for reporting or interfacing on the Timesheets. The TL Auto Enroll process assigns effective dated Comp Plan enrollments on the **Compensatory Plan Enrollment** page.

You can access this page using the following path:

NavBar > Menu > Time and Labor > Enroll Time Reporters > Comp Plan Enrollment

For more details about Compensatory plan enrollment, see the Job Aid titled **TA372_TL Setup Overview**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.



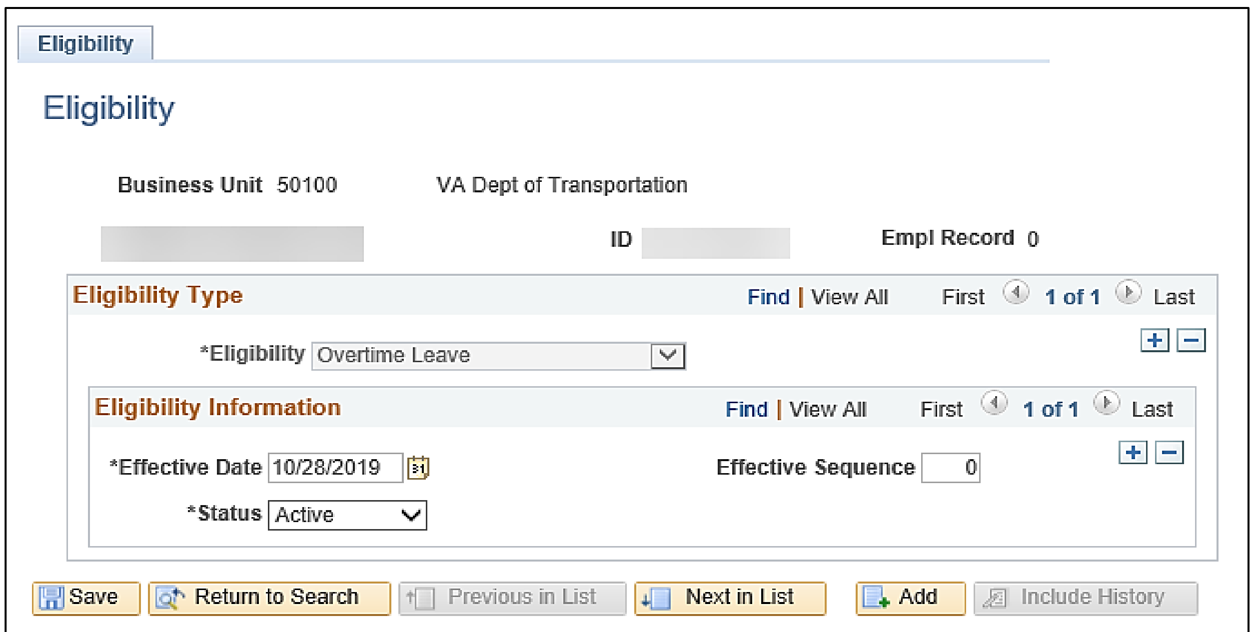
TL Eligibility

The TL **Eligibility** page is used to indicate employee eligibility for Shift Differential, Commuter Imputed Income, and Overtime Leave not controlled by state or agency criteria. TL Eligibility enrollments are manually maintained by the TL Employee Setup Administrator and not by the TL Auto Enroll process.

For every employee, TL Auto Enroll checks the TL Eligibility indicators as criteria to determine appropriate Time Reporter and Comp Plan enrollment. Navigate to the **Eligibility** page using the following path:

NavBar > Menu > Time and Labor > Enroll Time Reporters > Eligibility

For more details about setting up eligibility for employees, see the Job Aid titled **TA372_TL Setup Overview**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.



Identifying TL Auto Enroll Process Errors

Changes in Job Data, including position changes, new hires, terminations, and agency transfers are processed by the TL Auto Enroll process. For example, terminated employees and employees with an HR Status of “Inactive” will be assigned to an **INACTIVE** time reporting group to prevent Timesheets from being submitted or interfaced beyond the date the employee became inactive.

The TL Employee Setup Administrator role can monitor the TL enrollments for accuracy using the following queries:

- Time Reporter Changes Query - **V_TA_TIME_REPORTER**
- Comp Plan Enrollment Audit - **V_TA_COMP_PLAN_ENROLL_AUDIT**
- Active TL Eligibility Query - **V_TA_ELIGIBILITY_ENROLL_LIST**
- TL Eligibility Audit - **V_TA_ELIGIBILITY_ENROLL_AUDIT**

If appropriate state or agency criteria does not exist to assign valid values to an employee based on the employee’s Job Data, the employee will be assigned to an **INVALID** time reporting group. The TL Employee Setup Administrator should review for this issue and other enrollment issues using the following query:

- Time Reporter Auto Enrollment Exceptions Query - **V_TA_AUTO_ENROLL_EXC**

For more information about these queries, see the **Cardinal HCM Time and Attendance Reports Catalog**, located on the Cardinal website under **Resources**.

Overview of the TL Bypass Process

Agencies can bypass the TL Auto Enroll process for an employee and maintain the employee's Time Reporter data and/or Comp Time Plans manually using the TL Bypass feature. Generally, the TL Bypass feature should not be used unless the TL Auto Enroll process did not enroll the employee appropriately and there are no criteria that could be configured for the agency to identify and enroll the employee as needed.

For every employee, TL Auto Enroll checks the TL Bypass Auto Enroll selections to determine if the employee should be skipped by the default Time Reporter and/or Comp Time Plan enrollment processing.

The Time & Labor Administrator has view only access to this information and cannot make any changes. The TL Employee Setup Administrator can make changes as appropriate.

Note: The use of Auto Enroll TL Bypass should be rare or used temporarily. Consider contacting Post Production Support to review the agency selection criteria if the TL Auto Enroll process for a group of employees must be frequently bypassed.

For details about how to setup or remove an employee for Bypass, see the Job Aid titled **TA372_TL Setup Overview**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Overview of Work Schedules

Work Schedules play a crucial role in applying/validating overtime, absences, holidays, and in reporting for salaried employees. For exception time reporters, Work Schedules are also used to generate regular hours for distribution of payroll costs.

- Each employee must have an assigned Work Schedule in Cardinal.
- Work Schedules are assigned to employees by the TL Employee Setup Administrator, TL Supervisor, or TL Administrator.
- Types of Work Schedules are:
  - **Hourly Work Schedule** – This is a Work Schedule with zero pre-defined hours and should only be assigned to hourly (wage) employees. All hourly employees must report all hours worked on their Cardinal Timesheet to be paid
  - **Set Work Schedule** – This is a non-flexible Work Schedule with predictable days and hours and should only be assigned to salaried employees. A set Work Schedule could also include a rotating day pattern
  - **Variable Work Schedule** – This is a flexible Work Schedule that is set up in the system as 24 hours a day 7 days a week and should only be assigned to salaried employees. This type of Work Schedule requires employees to report all hours on their Cardinal Timesheet

The Employee Schedule Review query, **V_TA_SCHEDULE_REVIEW**, can be used to identify Work Schedule issues that should be resolved. The query lists employees without a Work Schedule or with a default (invalid) Work Schedule.
For more information about this query, see the **Cardinal HCM Time and Attendance Reports Catalog**, located on the Cardinal website under **Resources**.

Overview of Work Schedules (continued)

Work Schedules are effective dated and required for Timesheet rule processing and for absence duration calculations for agencies using Cardinal Absence Management. TL Administrators, can view, assign, and update an employee's Work Schedule. In most cases, the employee's manager/supervisor should assign/update the Work Schedule. If there is an issue with the employee's Work Schedule, work with the manager/supervisor to make the appropriate changes whenever possible. Work Schedules are managed on the **Assign Work Schedule** page. Navigate to this page using the following path:

NavBar > Menu > Time and Labor > Enroll Time Reporters > Assign Work Schedule

For details on viewing, assigning, and updating Work Schedules, see the Job Aid titled **TA373_Maintaining Employee Work Schedules**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Lesson Summary

4 TA Employee Setup and Processing

In this lesson, you learned:

- An Overview of the Enroll and Maintain Time Reporters and Comp Plans process
- How to View and Update Employee Time Reporter Data
- How to View and Update Employee Comp Plan Enrollments
- How to View and Update Employee TL Eligibility
- How to View Employee Setups for TL Bypass
- An Overview of Work Schedules
- How to View and Maintain Employee Work Schedules

Lesson

5 TA Capture Process

This lesson covers:

- Overview of the TA Capture Process
- Overview of Role of the TL Administrator
- Overview of the Time Reporter Types
- Overview of the Timesheet Summary Page
- Overview of the Timesheet Page
- Monitoring Time Entry using the Timesheet Report

TA Capture Process Overview

The TA Capture process involves entering employee time and absence information into Cardinal for TL rule processing and supervisor approval and further processing.

This process has two sub-processes:

- Manage Time Entry
- Manage Absence Reporting

Timesheets will require the capture of hours by day and by type of time, including productive and non-productive time.

TA Capture – Role of the TL Administrator

The TL Administrator is not responsible for capturing or submitting time on behalf of employees, however, is often contacted for resolution when there are time entry questions or issues. Understanding state and agency time reporting policies and Cardinal Timesheet configuration and employee setup is crucial.

Online Agencies
For agencies using Cardinal online, the TL Administrator provides oversight and problem solving from the time entry to payroll processes and ensures that all time is submitted appropriately and approved (if applicable) by the time approval deadline. Only the agency TL Supervisor (**Reports To** or delegated to) can approve time. The TL Administrator runs reports to identify issues and works with the TL Supervisor or other administrators to resolve issues.

Interfacing Agencies
For interfacing agencies, the TL Administrator and the TA Interface Administrator work together to ensure approved time and absence data (if applicable) is accurately interfaced and processed in Cardinal and any errors are resolved. If time is entered or modified online for an interfacing employee, the time requires approval by the TL Supervisor.

The TL Administrator is the go-to role for agency Timesheet users (employees, timekeepers, and supervisors) for Timesheet entry or interfacing questions and problem-solving.

Note: Interfacing agency TL Administrators may also have the role of the TL Supervisor and be set up as the **Reports To** position for approving online adjustments.

Overview of Time Reporter Types

In Cardinal, there are two different types of Time Reporters – Positive Time Reporters and Exception Time Reporters. These types have some specific time reporting rules.

Positive Time Reporters:

- Must report all hours worked (productive) and any leave (nonproductive) must be entered
- All time must be reported by day and type (Time Reporting Codes)
- The Timesheet must be submitted, at a minimum, for every pay period (follow agency guidelines)

Exception Time Reporters:

- Only enter time if there is an exception. Exceptions include:
  - The employee worked a different day outside of their normal Work Schedule
  - The employee worked additional hours (e.g., overtime, call-in time)
  - The employee used leave (comp or overtime) or an absence (e.g., vacation, sick)
  - The employee needs to charge time to a ChartField distribution that is different than the default

When an exception is reported for a day, then all hours for that day must be reported (e.g., 2 hours of vacation, must also report the 6 regular hours worked).

Time Entry Examples by Time Reporter Type

In these examples, the employees worked 8 regular hours each day and had 2 hours of overtime on Thursday.

Note: Cardinal allows time entry to the hundredths of an hour: two digits after the decimal point. Follow your Agency guidelines regarding how partial hours should be added. See the Appendix of this course for more details on time rounding.

Positive Time Reporter

From Monday 12/23/2019 to Sunday 12/29/2019

Mon 12/23	Tue 12/24	Wed 12/25	Thu 12/26	Fri 12/27	Sat 12/28	Sun 12/29	Total	Time Reporting Code
8	8	8	8	8				REG - Regular Hours
			2					OVT - OT @ Time and Half

Save for Later | Submit | Apply Schedule

Exception Time Reporter

From Monday 12/23/2019 to Sunday 12/29/2019

Mon 12/23	Tue 12/24	Wed 12/25	Thu 12/26	Fri 12/27	Sat 12/28	Sun 12/29	Total	Time Reporting Code
			8					REG - Regular Hours
			2					OVT - OT @ Time and Half

Save for Later | Submit | Apply Schedule

Overview of Timesheet Summary Page

TL Administrators have access to view, enter, and adjust the Timesheet for all employees in their agency. Use the **Timesheet Summary** page to search and select the employee to access the Timesheet. To navigate to the **Timesheet Summary** page, use the following path:

Team Time Tile > Timesheet

The **Timesheet** page for the selected employee displays. All time, both productive (time spent on actual work activities) and non-productive (time spent on non-work activities) are recorded on the Timesheet.

In this lesson, we will review some of the key aspects of the Timesheet. For detailed information about the **Timesheet** page layout and specifics about each field, see the course titled **TA373_Time & Attendance for Managers and Supervisors** located on the Cardinal Website in **Courses** under **Learning**.

Note: Timesheets will vary based on agency configuration and employee setup. For example, shift eligible employees will have a field to indicate the shift worked for the hours reported.

Time Reporting Code Overview

The **Time Reporting Code** (TRC) is a drop-down field on the Timesheet that contains codes used to classify the time being reported. These codes will vary by agency criteria which controls the time reporter workgroup and comp plans.

TRC values will vary by agency configuration and Workgroup, so it is not the same for all employees and fall into two major categories:

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

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

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

For agencies using Cardinal absence, non-productive time such as vacation and sick, are entered in a different section of the Timesheet and display in the Timesheet grid. For agencies not using Cardinal absence, non-productive time is entered in the Timesheet grid along with the productive time.

Time reported under the TRC **REG** (regular hours) for salaried employees is distributed across the employee's regular salary. Time entered using the TRC **REG** does not pay in addition to the base salary, even if the hours are over the FLSA overtime threshold. To generate additional pay in addition to an employee's regular salary, the appropriate overtime paid, or overtime earned TRC must be used.

Reported Time Statuses and Actions

The following table is a list of statuses for Reported Time and actions available based on grace periods and roles.

Status	Code	Next Status	Description	Agency Type	<90 days	>90 <365	>365
Saved	SV	SB	Time that has been entered, but not submitted for processing	Online	*Employee/Supervisor/Timekeeper/TL Admin Submit or Delete	*TL Admin Submit or Delete *TA Expired Grace Approver Close or Delete	*TA Expired Grace Approver Close or Delete
Saved	SV	NA	Absence that has been entered, but not submitted for approval	AM	*Employee/Supervisor/Timekeeper/TL Admin Submit or Cancel	*TL Admin Submit or Cancel *AM Admin Approve or Void or Delete	*AM Admin Approve or Void or Delete (must request PPS to override 1 year retro limit for processing)
Saved	SV	NA	Time for interfacing employee that has been saved online but not submitted for approval	Interfacing	*TL Admin Submit or Delete/Cancel	*TL Admin Submit or Delete/Cancel *TA Expired Grace Approver Close or Delete	*TA Expired Grace Approver Close or Delete
Submitted	SB		Time that has been reported and submitted for processing	Online	No action needed	No action needed	No action needed
Needs Approval	NA	AP	Absence that has been submitted and is pending approval	AM	*Employee/Supervisor/Timekeeper/TL Admin Cancel *Supervisor Approve	*TL Admin Cancel *Supervisor Approve *AM Admin Approve or Void or Delete	*AM Admin Approve or Void or Delete (must request PPS to override 1 year retro limit for processing)
Needs Approval	NA	AP, CL	Time for interfacing employee that has been submitted online and is pending approval	Interfacing	*Supervisor Approve *TL Admin Delete	*Supervisor Approve (Must be done same day as Submit) *TL Admin Delete *TA Expired Grace Approver Close or Delete	*TA Expired Grace Approver Close or Delete
Approved	AP		Absence that has been approved	AM	No action needed	No action needed	No action needed
Approved	AP		Time for interfacing employee that has been interfaced as approved or submitted and approved online	Interfacing	No action needed	No action needed	No action needed
Closed	CL		Time closed by the TA Expired Grace Approver	Online + Interfacing	No action needed	No action needed	No action needed

Online agencies will only see **Saved or **Submitted** for time entered on the Timesheet grid.*

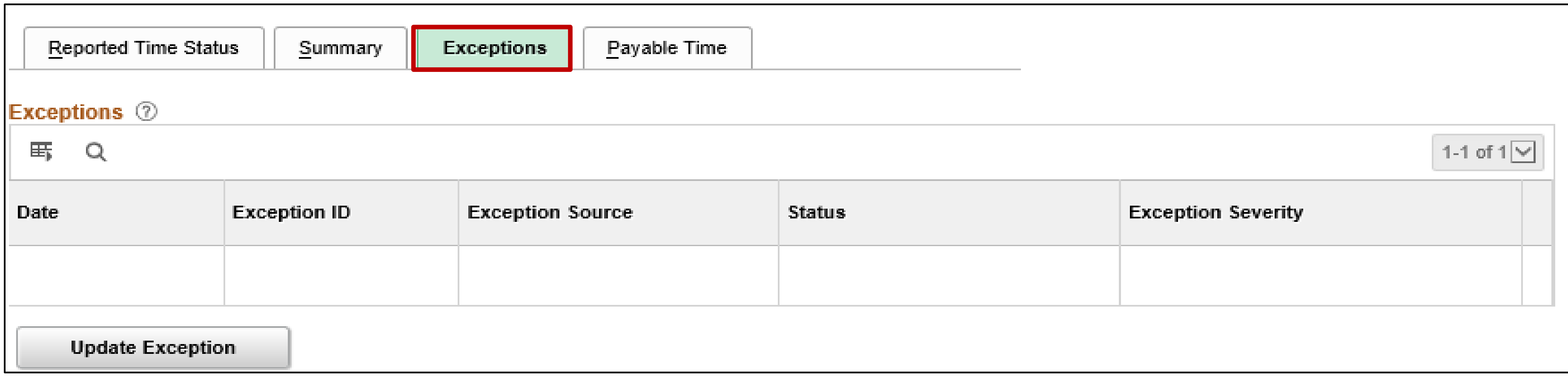
***Agencies using Absence Management will see **Needs Approval** or **Approved** for absences.*

Note: Interface agencies will generally only see **Approved** when time is interfaced.

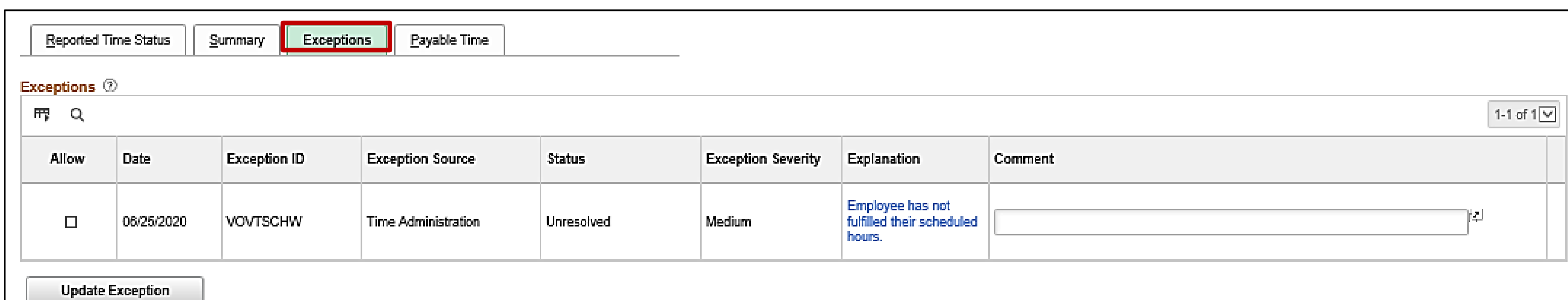
Timesheet Page Layout – Exceptions Tab

The **Exceptions** tab provides a view of exceptions and related information, if any exist, after the Time Administration process runs. Exceptions will be covered in more detail later in this course.

Tab without Exception



Tab with Exception



Payable Time Statuses and Actions

The table below and on the next page provide a list of statuses for Payable Time and actions available based on grace periods and roles.

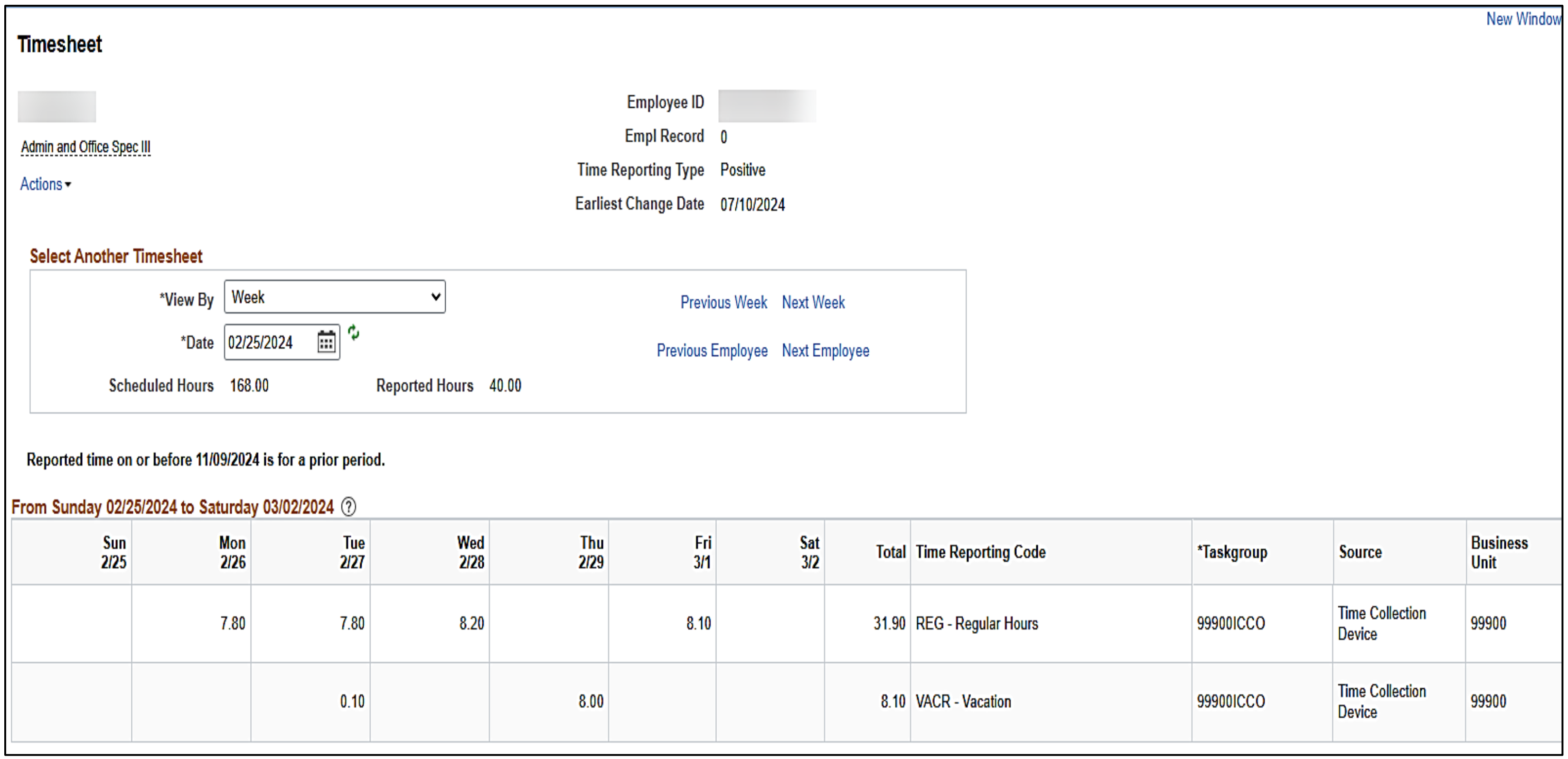
Status	Code	Next Status	Description	Agency Type	<90 days	>90 <365	>365
Needs Approval	**NA**	AP, VS, VH, CH, CL, NP	Time that has been processed by Time Administration and is pending approval	Online	*Supervisor Approve	*TA Expired Grace Approver Approve *TL Admin Delete Reported Time *TA Expired Grace Approver Close or Delete	*TA Expired Grace Approver Close or Delete
Approved	**AP**	SP then TP	Time that has been approved and ready for payroll/distribution	Online	No action needed	No action needed	No action needed
Estimated	**ES**	SP then TP	Time that does not require approval and is ready for payroll/distribution	Online + Interfacing	No action needed	No action needed	No action needed
Overtime Hold	**VH**	AP	Time for salaried employees subject to overtime lag that has not yet been released for load to payroll	Online	No action needed	No action needed	No action needed
Salary Hold	**VS**	PD	Time for salaried employees included in base pay pending distribution	Online	No action needed	No action needed	No action needed
No Pay	**NP**		Time does not require pay or distribution	Online + Interfacing	No action needed	No action needed	No action needed
Rejected by Payroll	**RP**	SP then TP or CL	Time rejected by load to payroll process	Online + Interfacing	*Payroll Admin/TL Admin/SPO fix problem and reload time *TL Admin Close	*Payroll Admin/TL Admin/SPO fix problem and reload time *TL Admin Close	*Nightly job will Close
Reversed	**RV**		Time reversed by payroll	Online + Interfacing	No action needed	No action needed	No action needed

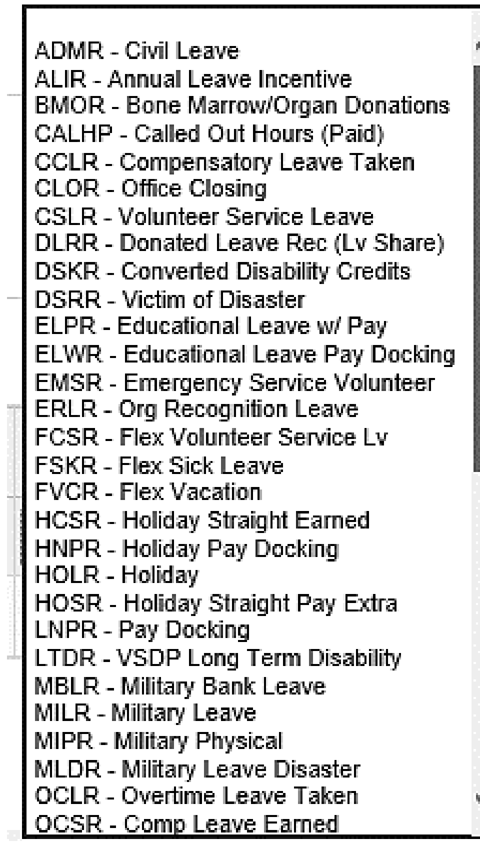
Payable Time Statuses and Actions (continued)

Status	Code	Next Status	Description	Agency Type	<90 days	>90 <365	>365
Sent to Payroll	**SP**	TP or RP	Time is in process of being loaded to payroll	Online + Interfacing	No action needed	No action needed	No action needed
Taken by Payroll	**TP**	PD	Time loaded to payroll pending payroll processing	Online + Interfacing	No action needed	No action needed	No action needed
Distributed	**PD**		Time paid and/or distributed to General Ledger	Online + Interfacing	No action needed	No action needed	No action needed
Closed	**CL**		Time closed by distribution process, time rejected by payroll closed by TL Admin, or time closed by the TA Expired Grace Approver	Online + Interfacing	No action needed	No action needed	No action needed

Non-Productive Time - Not Using Cardinal Absence

Agencies not using Absence Management will report all non-productive TRCs directly in the Timesheet grid.



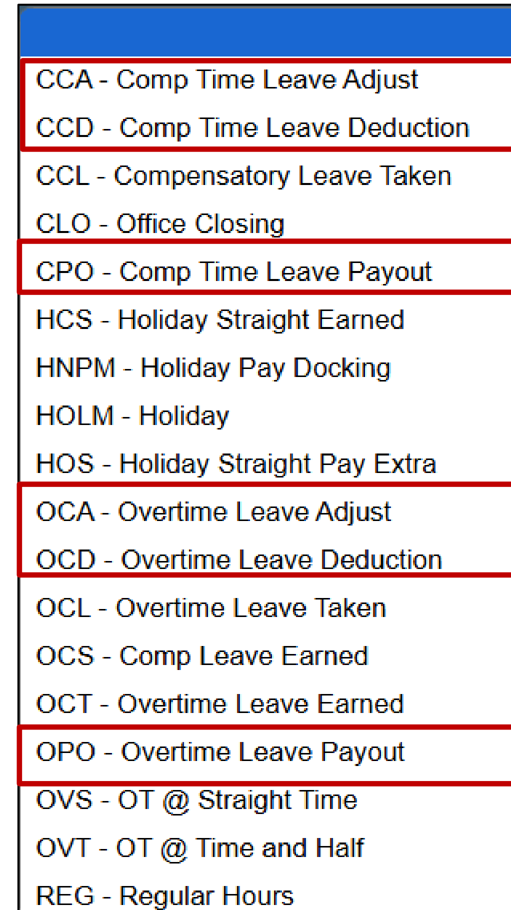


Admin only TRCs

There are specific TRCs that are only available for Admins. TL Administrators are the only ones who can enter these specific codes on the Timesheet.

Some examples include:

- **CCA - Comp Time Leave Adjust**
- **CCD - Comp Time Leave Deduction**
- **CPO - Comp Time Leave Payout**
- **OCA - Overtime Leave Adjust**
- **OCD - Overtime Leave Deduction**
- **OPO - Overtime Leave Payout**



Overview of Monitoring and Reviewing Time Entry

TL Administrators play an important role in time reporting in Cardinal. In addition to viewing time and absences directly on the employee Timesheets, Administrators have access to a variety of reports and queries to assist with reviewing time.

Reports and queries allow Administrators to look at time across the agency to identify potential issues and proactively resolve them. How to monitor time entries varies based on whether the time was entered online or interfaced into Cardinal.

Online Time Review – Timesheet Report

The Timesheet report summarizes the number of hours by ChartField distribution by day. This report is used mostly by supervisors and administrators and provides quite a bit of information such as:

- A record of time reported for a pay period for an employee
- Insufficient hours/incomplete Timesheets
- Whether the Timesheet was submitted or approved
- Reported hours by Time Reporting Codes (TRCs) and ChartField distribution of Timesheet entries by day
- Approvers and delegation proxy (if applicable) responsible for approval
- Productive and non-productive hours pending approval

Navigate to this report using the following path:

NavBar > Menu > Time and Labor > Reports > Timesheet Report

Note: See the **Cardinal HCM Time & Attendance Reports Catalog** for more information about this report and how to use the various options available to assist with monitoring time.

Payable Time Status

This is a sample of a portion of the Timesheet Report and does not reflect all the fields that are available on this report. In this example it was run to show any Timesheets with action required for a specific supervisor. You can see a variety of information that can be helpful to you as you review time.

One key field is the **Payable Time Status** field indicates whether the time has been approved or not. A status of **NA** means the time has not approved.

Business Unit	Pay Period End Date	Daily Date	Retro Flag	Department	Dept Description	Reports To Position #	Reports To Emplid	Reports to Name	Emplid	Empl Rcd	Employee Position Number	Employee Name	Workgroup	Schedule Group	Work Schedule	Rotation ID	Shift ID	Paygroup	Time Reporting Type	Reported TRC	Reported TRC Description	Hours	Override Rate	Last User	Proxy	Reported Time Status	Payable Time Status	Source	Excep	Account
14000	24-Jul-24	24-Jul-24		10320	Juvenile Se	CJS00029	[illegible]	[illegible]	[illegible]	0	CJS00289	[illegible]	SERP071E1	STATE	40.00-Z88	SASU		SM1	Exception			8	0				NA			
14000	24-Jul-24	10-Jul-24		10320	Juvenile Se	CJS00029	[illegible]	[illegible]	[illegible]	0	CJS00164	[illegible]	SERP071P1	STATE	40.00-Z88	SASU		SM1	Positive	REG	Regular Hours	8	0	00257112		SV		Online		599999
14000	24-Jul-24	11-Jul-24		10320	Juvenile Se	CJS00029	[illegible]	[illegible]	[illegible]	0	CJS00164	[illegible]	SERP071P1	STATE	40.00-Z88	SASU		SM1	Positive	REG	Regular Hours	8	0	00257112		SV		Online		599999
14000	24-Jul-24	10-JUL-2024 - 16-JUL-		10320	Juvenile Se	CJS00029	[illegible]	[illegible]	[illegible]	1	CJS00404	[illegible]	SERP071P1	STATE	40.00-Z88	SASU		SM1	Positive	PD1	Pre-disciplina	40	0	00558825		SB	AP	Online		
14000	24-Jul-24	11-JUL-2024 - 11-JUL-		10320	Juvenile Se	CJS00029	[illegible]	[illegible]	[illegible]	0	CJS00139	[illegible]	SERP071P1	STATE	40.00-Z88	SASU		SM1	Positive	VAC	Vacation	2	0	00680550		SB	AP	Online		
14000	24-Jul-24	15-JUL-2024 - 15-JUL-		10320	Juvenile Se	CJS00029	[illegible]	[illegible]	[illegible]	0	CJS00139	[illegible]	SERP071P1	STATE	40.00-Z88	SASU		SM1	Positive	VAC	Vacation	3	0	00680550		SB	AP	Online		
14000	24-Jul-24	10-Jul-24		10320	Juvenile Se	CJS00029	[illegible]	[illegible]	[illegible]	0	CJS00406	[illegible]	SERP071E1	STATE	40.00-Z88	SASU		SM1	Exception			8	0				VS			
14000	24-Jul-24	11-Jul-24		10320	Juvenile Se	CJS00029	[illegible]	[illegible]	[illegible]	0	CJS00406	[illegible]	SERP071E1	STATE	40.00-Z88	SASU		SM1	Exception			8	0				VS			
14000	24-Jul-24	12-Jul-24		10320	Juvenile Se	CJS00029	[illegible]	[illegible]	[illegible]	0	CJS00406	[illegible]	SERP071E1	STATE	40.00-Z88	SASU		SM1	Exception			8	0				VS			
14000	24-Jul-24	15-Jul-24		10320	Juvenile Se	CJS00029	[illegible]	[illegible]	[illegible]	0	CJS00406	[illegible]	SERP071E1	STATE	40.00-Z88	SASU		SM1	Exception			8	0				VS			
14000	24-Jul-24	16-Jul-24		10320	Juvenile Se	CJS00029	[illegible]	[illegible]	[illegible]	0	CJS00406	[illegible]	SERP071E1	STATE	40.00-Z88	SASU		SM1	Exception			8	0				VS			

Interfaced Time Review

In Cardinal, only approved time will be sent to payroll for processing. Interfaced time is considered approved in the source system and will not require additional approval in Cardinal unless any changes have been made online directly in Cardinal.

Interfacing agencies will need to monitor error transactions daily and ensure online adjustments are approved.
There are two primary error reports:

- **Time Entry Upload Error Report** – Displays errors that occurred during the time entry upload process. The error report will show both file level and transaction level errors

- **Absence Upload Error Report** – Displays all errors and error messages generated during the Absence Data upload process. This report is used by interfacing agencies to view Absence Data upload errors created when loading data from agency systems into Cardinal

For more information on reviewing and troubleshooting interfaced time files, see the Job Aid titled **TA372 Interface Administration**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Time Entry Upload Review

The **Time Entry Upload Review** page is used by Agencies to cancel the transactions in the file if the total error percentage in the file is more than the error threshold and also to correct the error transactions and re-submit for loading the data into the reported timetable.

You can navigate to this page using the following path:

NavBar > Menu > Cardinal Interfaces > TA Interfaces > Time Entry Upload Review

CARDINAL

Report ID: RTA757

Commonwealth of Virginia
TIME ENTRY UPLOAD ERROR REPORT

Run Date: 12/15/2020
Run Time: 09:06 00

BUSINESS UNIT: 21500 - University of Mary Washington
Page No. 1 of 1
FROM DATE : 07-AUG-2020
FILE NAME: 21500_TA756_IN_08072020_1523_001.DAT
TO DATE : 07-AUG-2020

EMPLID	EMP RCD	NAME	BUS UNIT	POSITION NUMBER	POSITION TITLE	CREATE DATE	DATE	TRC	TL QUANTITY	LINE ID	ERROR MESSAGE
		02TA1403,TAEE001	21500	UMWTA008	Gen Admin Manager I	08/07/2020	12/07/2019	HOSR	9	4	HOSR - Quantity exceeds TRC limits
		02TA1403,TAEE001	21500	UMWTA008	Gen Admin Manager I	08/07/2020	12/07/2019	VACR	9	5	36 - More than 24 hours reported

********** END OF ERRORS FOR 21500_TA756_IN_08072020_1523_001.DAT **********

NOTE: SUMMARY TOTALS ARE ONLY DISPLAYED WHEN THE REPORT IS RUN FOR A SUBMITTING BUSINESS UNIT

Absence Data Upload Error Report

The **Absence Data Upload Error Report** is used by interfacing agencies to view Absence Data upload errors created when loading data from agency systems into Cardinal. These errors will need to be reviewed, corrected and uploaded back into Cardinal.

You can navigate to this report using the following path:

NavBar > Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Absence Data Upload Error

Commonwealth of Virginia

ABSENCE DATA UPLOAD ERROR REPORT

Report ID: RTA674

Run Date: 12/15/2020
Run Time: 09:13 00

Interfacing Business Unit: 19400 Department of General Services
Uploaded Date Range: 08/13/2020 To 08/13/2020

Page No. 1 of 1

File Name: 19400_TA758_IN_08132020_0920_001.DAT
Upload Run Date: 08/13/2020

Employee ID	Business Unit	Absence Take Element	Absence Reason	Absence Begin Date	Absence End Date	Absence Duration	Error Field Name	Error Description
	19400	WCP TAKE ELEM	WCL	12/17/2019	12/17/2019	2	ABSENCE_REASON	Absence Reason is invalid
	19400	WCS TAKE ELEM	WCL	12/17/2019	12/17/2019	2	ABSENCE_REASON	Absence Reason is invalid

Total number of rows submitted	36	Total number of Absence hours submitted	96
Total number of rows with Errors	2	Total number of Absence hours with errors	4
Total number of rows successfully Processed	34	Total number of Absence hours loaded successfully	92

Lesson Summary

5

TA Capture Process

In this lesson, you learned:

- An overview of the TA Capture Process
- An overview of Role of the TL Administrator
- An overview of the Time Reporter Types
- An overview of the Timesheet Summary Page
- An overview of the Timesheet Page
- How to monitor Online and Interfaced Time Entry

Lesson

6 TA Approval and Processing

This lesson covers:

- Overview of the TA Approval and Processing Process
- Overview of the Time Administration Process
- Role of the TL Admin during TA Approval and Processing
- Overview of Exceptions
- Identifying and Resolving Timesheet Exceptions
- Making Timesheet Adjustments
- Monitoring Approvals and Troubleshooting Issues
- Overview of Pay Docking

TA Approval and Processing

The Time & Attendance Approval and Processing business process includes the steps necessary to approve time and absence information reported by employees/timekeepers, perform the necessary calculations, prepare the data for payroll integration, the allocation of labor costs, and other downstream systems/processes.

The Time & Attendance Approval and Processing business process includes the following three sub-processes:

- Administer Time Processing
- Administer Absence Processing
- Administer Delegation

In Cardinal, only approved time will be sent to Payroll for processing. Interfaced time will be considered approved in the source system and will not require additional approval in Cardinal unless any changes have been made.

TL Administrator Key Activities During Time Approval and Processing

The TL Administrator responsibilities include:

- Answering questions and resolving issues for Timesheet users and approvers
- Reviewing Timesheets for completeness and accuracy and ensuring exceptions are resolved or allowed appropriately
- Confirming time requiring approval has been approved by the time approval deadline
- Ensuring time entry upload interface data has loaded successfully and errors have been resolved by pay period end
- Other responsibilities which may include sending communications or reminders regarding Timesheet deadlines or other business processes, as determined by the agency

Remember that only the TL Supervisor set up as the **Reports To** approver for an employee can approve the time.

Note: Interfacing agency TL Administrators may also have the role of TL Supervisor and be set up as the **Reports To** position for approving online adjustments.

Overview of Time Administration Process

Once time is submitted online or interfaced to Cardinal, hours are processed by Time Administration, which is an automated batch process that will run multiple times each day.

Time Administration does the following:

- Validates reported time against time reporting rules
- Generates exceptions (low, medium, high) against the reported time
- Generates Payable Time for the Exception Time Reporter based on Work Schedule and Reported Time on the Timesheet
- Generates Payable Time for the Positive Time Reporter based on Reported Time on the Timesheet
- Generates Holiday Payable Time (if applicable)
- Generates Shift Payable Time (if applicable)
- Generates a Pending Approval item to the Time & Labor Supervisor (**Reports To** position) when approval is required

Exceptions Overview

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

- **No exceptions**: Submitted time becomes payable time with no exceptions. No action is required
- **Low** or **medium severity exceptions**: Submitted time becomes payable time with low or medium exceptions
- **High severity exceptions**: Submitted time does not become payable time with a high severity exception. Once corrected, Time Administration will clear the exception and time becomes payable time. High severity exceptions must be addressed for employees to be paid correctly

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

Timesheet Exception Examples

See the table below for some examples of Timesheet Exceptions.

Exception Description	Message	Severity
Callout Minimum Guarantee	Callout has a daily minimum guarantee. Reported hours are less than the minimum guaranteed hours and need to be increased. The minimum guarantee is Company specific	Low
OVS Required – Limit exceeded	Straight Time Overtime is required because Regular worked hours exceeds the Period Threshold Limit	Medium
Invalid RE4 for Period	Maintain Time Reporter Data – Rule Element 4 value is invalid for the Workgroup	Medium
More than 24 hours reported	The combined number of hours reported for a single date exceeds 24. Review and correct the reported time as necessary	High
Quantity exceeds TRC limits	The quantity reported is outside the limits specified by the Minimum and Maximum quantity on the TRC table	High
Invalid Pay Status – Inactive	Payroll will not process any TL detail when Job HR Status is Inactive. Either: - Remove Timesheet detail - Update Job Data because HR Status is incorrect	High

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

Timesheet Reporting Exceptions Query

The Timesheet Reporting Exceptions query displays exceptions for the agency overall or by Department or Location. Navigate to the query using the following path:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_TIME_REPORTING_EXCEPTIONS

Enter any combination of the search criteria values to retrieve the results for the desired period. Results are returned based on the criteria and the format selected on the **Query Viewer** page.

V_TA_TIME_REPORTING_EXCEPTIONS - Time Reporting Exceptions

Business Unit 40300
Location
Dept ID 11000
Exception From DUR 11/10/2019
Exception Through DUR 12/09/2019
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (8 kb)

View All First 1-6 of 6 Last

Row	Name	Empl ID	Empl Record	Position	Unit	Location	Dept ID	Workgroup	DUR	Severity	Status	Exception ID	Description	Msg Data1	Msg Data2	Msg Data3	Msg Data4	Msg Data5	Action DateTime
1			0	GIFTA008	40300	HQ100	11000	SNLF071P6	11/21/2019	M	Unresolved	VOTLTLMT	OVT prior to FLSA Limit	32	40	11/15/2019-11/21/2019		GIF	11/19/2020 8:35:34PM
2			0	GIFTA008	40300	HQ100	11000	SNLF071P6	12/05/2019	M	Unresolved	VOTGTLMT	OVT Required - FLSA Limit	46	40	11/29/2019-12/05/2019		GIF	12/02/2020 1:33:24PM
3			0	GIFTA009	40300	HQ100	11000	SNLF071P6	11/28/2019	M	Unresolved	VOTGTLMT	OVT Required - FLSA Limit	56	40	11/22/2019-11/28/2019		GIF	12/02/2020 1:33:24PM
4			0	GIFTA009	40300	HQ100	11000	SNLF071P6	12/05/2019	M	Unresolved	VOTGTLMT	OVT Required - FLSA Limit	43	40	11/29/2019-12/05/2019		GIF	12/02/2020 1:33:24PM
5			0	GIFTA010	40300	HQ100	11000	SNRP071E6	11/13/2019	M	Unresolved	VOTLTLMT	OVT prior to FLSA Limit	8	40	11/08/2019-11/14/2019		GIF	08/10/2020 11:18:32AM
6			0	GIFTA010	40300	HQ100	11000	SNRP071E6	11/19/2019	M	Unresolved	VOTLTLMT	OVT prior to FLSA Limit	8	40	11/15/2019-11/21/2019		GIF	08/10/2020 11:18:32AM

Timesheet Adjustments

As a result of Timesheet review, an item may require adjustment such as:

- Correcting an exception identified by Time Administration
- Correcting a TRC entered incorrectly
- Updating the number of hours (e.g., for a specific TRC, charged to a ChartField distribution)
- Changing a ChartField distribution

Employees, Timekeepers, and Managers can enter Timesheet adjustments up to 90 days in the past in the current fiscal year.

TL Administrators can go back up to 365 days to adjust time.

Timesheet Adjustments (continued)

Even after time has been processed by Time Administration, the Timesheet can be adjusted. For example:

- The Timesheet may need to be updated for distribution (e.g., time was charged to the wrong department or more hours were charged to regular (REG) time than allowed in the pay period)
- An exception was generated and time entered on the Timesheet needs to be adjusted

Note: If hours need to be adjusted (up or down) do not enter a negative number. Delete the incorrect number and enter the correct number, then resubmit the time for processing. If the time was previously approved, Cardinal will generate the offset hours for approval.

For detailed steps about how to update a ChartField distribution, see the Job Aid titled **TA371 Entering ChartField Details** on the Timesheet. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Monitor Time Approval

Since only approved time loads to payroll, it is important to complete the TA processes for the pay period. TL Administrators cannot approve time but can monitor that time is being approved by the TL Supervisor, with the Approver role, and follow up with reminders.

When approved time is not submitted by the pay period deadline, salaried distributions will not be calculated correctly. If overtime is not approved by the end of the overtime lag period, it will not be paid. For hourly employees, failure to approve Timesheets results in no paycheck for the pay period.

Online Agencies
Most time will require approval. However, some employees may have scheduled and uncompensated overtime set up to not require approval.

Note: If the Reports To Position is vacant/inactive, then approval will go to the Report To Position Manager.

Interfacing Agencies
Time is interfaced as approved Reported Time. Therefore, the only time requiring approval is time entered or adjusted online.

Update TA Status and ECD

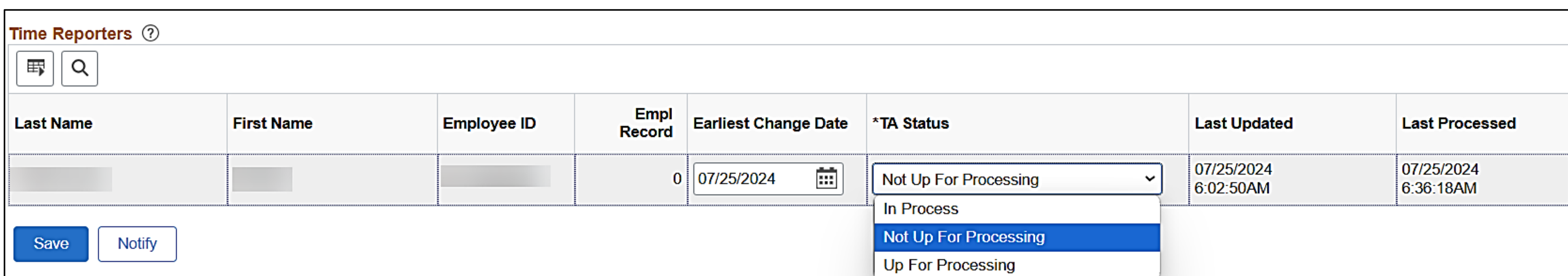
The **Update TA Status and ECD** (**Earliest Change Date**) page allows the TA process to retroactively process an employee's Timesheet back to the date entered. This functionality is useful when Reports To/TL Supervisors are reassigned, and Timesheets need to be re-routed to new supervisors/approvers.

To navigate to the **Update TA Status and ECD** page, use the following path:

NavBar > Menu > Time and Labor > Process Time > Update TA Status and ECD

The **Update TA Status and ECD** page displays. If a retroactive change is required that has not processed, update the **Earliest Change Date** field by doing the following:

1. In the *__TA Status__ drop down field, select **Up For Processing**
2. Click the **Save** button



Trouble Shooting Issues

The table below provides some examples of issues that a TL Administrator may be asked to troubleshoot along with some potential steps/options to help resolve them.

Issue	Things to Research
Employee is missing compensatory hours that were earned	• Check to see if the employee entered the hours entered when they were earned • Determine if a comp time adjustment needs to be entered (this should be rare – ex: did not receive converted hours, agency specific exceptions)
Supervisor unable to approve time	• Verify there are no exceptions for the time • Check the **Reports To** information on job data • Make sure there are not 2 active employees in the same supervisor position • User security permission
Employee/Timekeeper does not have a TRC option for the type of time that needs to be entered	• Verify the employee is in the correct workgroup and the appropriate comp plan that gives access to the TRC • Check job data information to confirm employee information is accurate (if not work with the TL Employee Setup Admin to correct)
Employees time has not been approved and the **Reports To** is out of office and time needs to be approved based on Payroll processing dates	• Work with the Delegation Administrator to move the worklist to another approver

Ineligible Forecasted Absence Events

The **Ineligible Forecasted Absence Events Query** displays the absence name and reason, begin and end dates, entry source, workflow status, manager approval status, and hours by employee, department, and business unit. This query can be used to search for individual employees who are forecasted to have absence events that are not eligible and/or approved.

Navigate to this report using the following path:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_ABS_EVT_FCST_INELIG

V_TA_ABS_EVT_FCST_INELIG - Ineligible Forecasted Absence

Business Unit 50100

Department ID (Blank for All) 10025

Current Leave Yr End Date 12/31/2019

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All

First 1-3 of 3 Last

Row	Dept ID	Department	Business Unit	Empl ID	Empl Record	Position	Employee Name	Leave Type	Absence Name	Absence Reason	Begin Date	End Date	Entry Source	Workflow Status	Manager Approved	Begin Day Hours	End Day Hours	All Days Indicator	Absence Duration	Process Date	Forecast Value	Forecast Date Time	Date Submitted
1	10025	Safety & Performance Division	50100		0	03652		VAC TAKE ELEM	Vacation	VAC	07/12/2012	07/26/2012	1	A	Y	1.60	0.00	Y	0.00	01/10/2013	INELIGIBLE	06/25/2015 8:33:12AM	
2	10025	Safety & Performance Division	50100		0	03652		VAC TAKE ELEM	Vacation	VAC	07/01/2013	07/03/2013	1	A	Y	0.00	0.00	N	0.00	09/13/2013	INELIGIBLE	06/25/2015 8:33:12AM	
3	10025	Safety & Performance Division	50100		0	03652		VAC TAKE ELEM	Vacation	VAC	07/05/2013	07/05/2013	1	A	Y	4.00	0.00	N	0.00	09/13/2013	INELIGIBLE	06/25/2015 8:33:12AM	

Pay Docking

Pay Docking (LNP) is the reduction of an employee's wages/salary when unpaid time has been taken off. It can system generated, interfaced from agency source system or entered directly by the employee, Timekeeper, Supervisor, and Time & Labor /Absence Management Administrator. While Pay Docking is entered in Time & Attendance it does not load to the employee's paysheet.

Payroll Administrators are responsible for calculating and then manually entering Pay Docking transactions into SPOT to reduce the employee's wages/salary when applicable.

It is important for Payroll Administrators, AM Administrators, TL Administrators, supervisors and employees to work together when reviewing any potential Pay Docking scenarios, to avoid unexpected Pay Docking.

There are two key reports that should be run to help determine when pay should be docked.

- **Ineligible Forecasted Absence Events Report:** list of all employees that may go into a pay docking situation
  Note: This report is only applicable for agencies using Cardinal Absence Management

- **Docking Unpaid Absences Report:** list of all employees with LNP on the timesheet

For more details and scenarios about Pay Docking, see the **Job Aid** titled **Pay Docking in Cardinal Overview** located on the Cardinal Website in **Job Aids** under **Training**.

Docking Unpaid Absences Report

The Docking Unpaid Absences Report displays a list of employees with processed unpaid absences and can be used to review transactions and identify hours that require Pay Docking for salaried employees in Cardinal. Unpaid absences can either be from Absence Management (for example, **LNP – Pay Docking**) or from Payable Time (for example, **HNP - Holiday Pay Docking**) where Cardinal is the leave system of record or from Payable Time (for example, **LNPX - Pay Docking** or **STLX - Short Term Disability-Pay Dock**) where the Agency has an external leave system of record.

Navigate to this report using the following path:
NavBar > Menu > Time and Labor > Reports > Docking Unpaid Absences Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Docking Unpaid Absences																		
2																			
3	Run Control Parameters:																		
4	Business Unit:																		
5	Department:																		
6	Emplid:																		
7	Calendar Group:																		
8																			
9	Name	Emplid	EMPL_RC	POS_NU	BUSINESS_UNI	DEPTID	PAYGROUP	PAY BEGIN DT	PAY END DT	DUR	TRC	DESCRIPTION	QUANTIT	STATUS	FROZEN DATE	FROZEN FLAG	FORECAST VALUE	WORKGROUP	
10																			

This report should be run twice (at a minimum), to identity potential pay docking for each pay period.

Before HR Data Freeze	**Day after Payday**
1. Run report with current Calendar Group ID/Period Begin and End dates 2. Save the report to use as a comparison after the Payday 3. Review for Pay Docking 4. Payroll Administrator verifies with the TL/AM Administrator 5. Enter SPOT transaction(s)	1. Run report again with the same Calendar Group ID/Period Begin and End dates 2. Save the report 3. Compare the results of the report run Before HR Data Freeze the report run after the Payday 4. Identify any additional pay docking or if any funds are owed to the employee 5. Payroll Administrator verifies with the TL/AM Administrator 6. Enter SPOT transaction(s)

Lesson Summary

6 TA Approval and Processing

In this lesson, you learned:

- An overview of the TA Approval and Processing Process
- An overview of the Time Administration Process
- The Role of the TL Admin during TA Approval and Processing
- An overview of Exceptions
- Steps to Identify and Resolve Timesheet Exceptions
- How to Make Timesheet Adjustments
- How to Monitor Approvals and Troubleshoot Issues
- An Overview of Pay Docking

Lesson

7 Payroll Integration and Cost Allocation Processes

This lesson covers:

- Overview of Payroll integration and Cost Allocation Processes
- Overview of the Load Time and Labor Process
- Cost Allocation Overview
- Adjusting Paid Time Overview

Overview Payroll Integration and Cost Allocation Processes

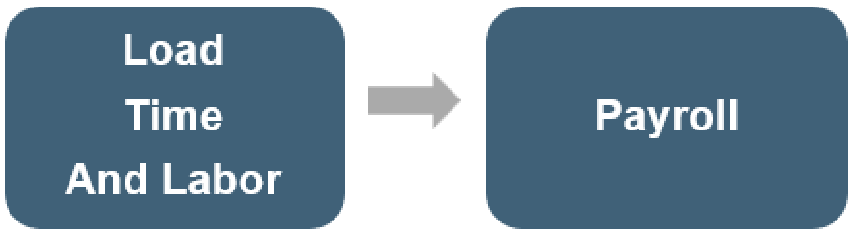
The Payroll Integration and Cost Allocation business process sends time data to Payroll for paycheck generation, uses the paycheck information to distribute earnings, and transmits direct costs to Cardinal FIN in order to facilitate cost allocations.

The Payroll Integration and Cost Allocation business process includes the following sub-processes:

- Integration between Cardinal Time & Attendance and Payroll
- Cost Allocation of Time after Payroll

Load Time and Labor Process Overview

The load time and labor process loads approved payable time and absences into Payroll for processing. Limited additional earnings (e.g., shift differential) are coming through the Timesheet and others will be entered in SPOT. What this process does will vary based on the type of employee.



Load Time and Labor Process – Salaried

Salary pay is automatically generated by Payroll. Any regular hours entered in TA are not sent to Payroll. These hours are used for cost allocation of salary.

Overtime and related shift differential will be held in Payable Time and not interface to Payroll until the FLSA period is more than 14 days in the past, causing all salaried overtime and shift differential to be paid in a lag. Any overtime and premium transactions not entered/approved prior to payroll certification date are sent as prior period adjustments during the next payroll run.

For examples of how the lag process works, see the Job Aid titled **TA372_Overtime Lag Overview**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Load Time and Labor Process – Hourly Employees

All payable hours (e.g., regular, overtime, and premiums) are loaded from TA. The process gathers approved regular, overtime and premium hours for hourly employees after time reporting and approval for the period that has been completed since hourly employees are paid on a lag.

Any delayed transactions will be sent to the Payroll module as prior period adjustments during subsequent payroll runs. The TL Administrator may need to adjust Timesheets, verify time is approved and even make updates at the request of SPO.

Load Time and Labor Process (continued)

It is important that the TL Administrator and Absence Administrator review reports to ensure that time and absences are approved and can be picked up by the load time and labor process.

There may be times when the TL Administrator or Absence Administrator communicates the need for one-time changes that need to be made by Payroll using the Single-Use Payroll Online Tool (SPOT) to be processed for an employee (e.g., pay docking, short term disability, leave payout).

Time/Absence

- Run reports to ensure time and absences are ready for payroll processing (make updates as appropriate)
- Communicate one-time changes that need to be made in Payroll

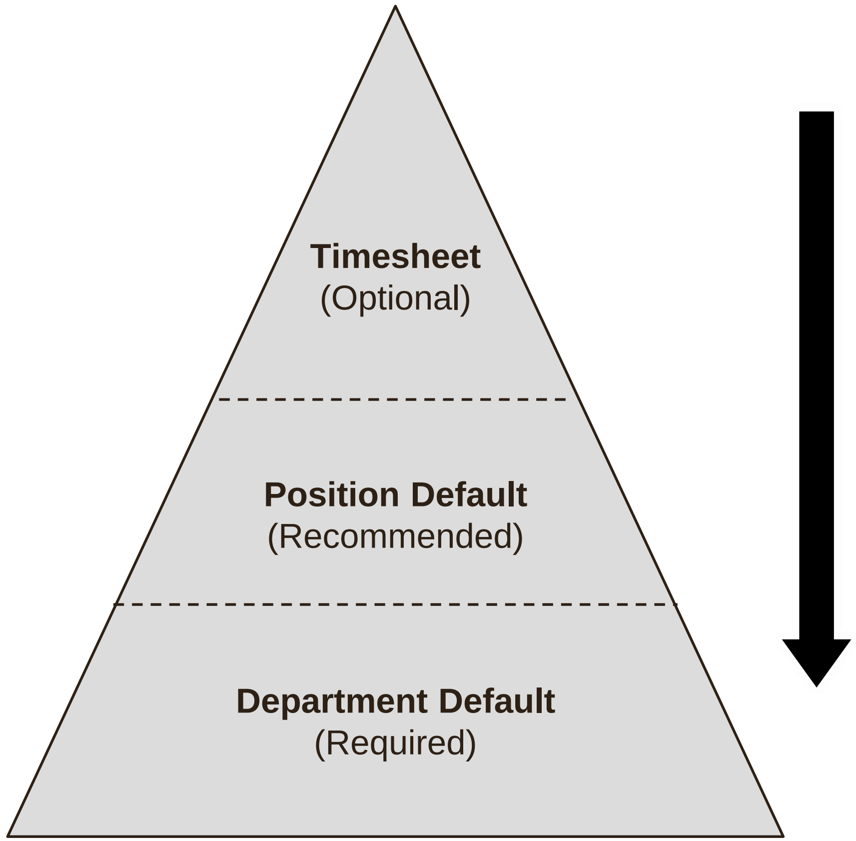
Payroll

- Communicate with TA and AM about time or absence issues (e.g., rejected by Payroll, missing time)
- Enter SPOT transactions if necessary

Cost Allocation Overview

The default hierarchy for payroll accounting distribution is the **Timesheet**, followed by the **Position Default,** and then **Department Default.**

- ChartFields entered on timesheets are used for agencies who want to record time to specific ChartField strings to be used during the payroll accounting distribution process.
- For employees who **do not** record time to specific ChartFields on their timesheet, the system uses the default funding for that employee's position.
- If the default funding is not found for their position, the system looks for the default funding for their department.
- An agency-level suspense default funding string is defined for each agency.
  - This string will be invoked when position and department default funding is not defined, timesheet ChartFields are not entered and/or Chart of Accounts (COA) values or combinations are invalid.
- Position, department, and suspense default funding are set up by fiscal year and will be rolled over at fiscal year end.



Note: To view default funding information, run the **V_HR_POSN_DEFLT_EMPL_DATA** query.

Adjusting Paid Time Overview

There may be times when a time transaction does not load to Payroll. The resolution of rejected time may result in time being paid through SPOT or Off Cycle, which will require the TL Administrator to close those time transactions to avoid duplication of payment.

Hours paid alternatively, and not through the Time and Labor Load process, must be closed by the TL Administrator using the **Adjust Paid Time** page. Rejected by Payroll rows closed by the TL Administrator will be allocated using the department or position funding default for the employee.

Navigate to this page using the following path: **NavBar > Menu > Time and Labor > Report Time > Adjust Paid Time**

Note: This page should only be used when requested by either the agency Payroll Administrator or State Payroll Operations (SPO).

For details on how to adjust paid time in Cardinal, see the Job Aid titled **TA_Time Status Administration** located on the Cardinal website in **Job Aids** under **Learning**.

Lesson Summary

7

Payroll Integration and Cost Allocation Processes

In this lesson, you learned:

- Overview of Payroll integration and Cost Allocation Processes
- Overview of the Load Time and Labor Process
- Cost Allocation Overview
- Adjusting Paid Time Overview

Course Summary

TA372 Time & Attendance Administration

In this course, you learned:

- The overall Time & Attendance (TA) process
- The TL Auto Enroll process
- Time reporter data, comp plan enrollment, and work schedules
- How to identify and correct Timesheet exceptions
- How to monitor approvals and adjust paid time

Appendix

- Key Reports/Queries
- Reviewing Time Checklist
- Work Schedule Naming Conventions
- Comp Time Plan Values
- Time Rounding
- Time Rejected by Payroll Reasons
- Process Flows
- Flowchart Key

Key Reports/Queries – TL Administrator

- Timesheet Schedule Exception and Overtime Review, VTAR0024
  NavBar > Menu > Time and Labor > Reports > Timesheet Exception Report

- Timesheet Report, VTAR0026
  NavBar > Menu > Time and Labor > Reports > Timesheet Report

- Summary of Productive Hours Report, VTAR0030
  NavBar > Menu > Time and Labor > Reports > Summary of Prod. Hours Report

- Docking Unpaid Absences Query
  NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_DOCK_UNPAID_ABSENCES

- Employee Schedule Review Query
  NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_SCHEDULE_REVIEW

- Invalid Holiday Query
  NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_INVALID_HOLIDAY_AUDIT

- Negative Hours From Prior Period Adj Query
  NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_NEG_HRS

Key Reports/Queries – TL Administrator (continued)

- Payable Time Adjustments Query
  NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_ADJUSTMENTS_PAYABLE_TIME

- Reported Time Audit Query
  NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_TIME_ENTRY_AUDIT

- Time Entry Approval Audit Query
  NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_TIME_APPROVAL_AUDIT

- Time Reporting Exceptions Query
  NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_TIME_REPORTING_EXCEPTIONS

- Weekly Submitted Hours Query
  NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_TLAM_WKLY_HRS

- Workflow Setup Issues Query
  NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_WORKFLOW_SETUP_ISSUES

Key Reports/Queries – Absence Administrator

- Employee Leave Report, VTAR0010
  NavBar > Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Employee Leave Report

- Absence in Saved & Submitted Status Query
  NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_ABS_SV_AND_SB_STATUS

- Docking Unpaid Absences Query
  NavBar > Menu > Reporting Tools > Query Viewer > V_TA_DOCK_UNPAID_ABSENCES

- FML Without Concurrent Absences Query
  NavBar > Menu > Reporting Tools > Query Viewer > V_TA_FML_CONCURRENT_ABS_AUDIT

- Ineligible Forecasted Absence Events Query
  NavBar > Menu > Reporting Tools > Query Viewer > V_TA_ABS_EVT_FCST_INELIG

- Terminated EE with Leave Balance Query
  NavBar > Menu > Reporting Tools > Query Viewer > V_TA_BAL_FOR_INACTIVE_EMP

- Traditional Sick Query
  NavBar > Menu > Reporting Tools > Query Viewer > V_TA_TRADSCK_06MONTHS

Key Reports/Queries – TL Employee Setup Administrator

- Active TL Eligibility Query
  NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_ELIGIBILITY_ENROLL_LIST

- Comp Plan Enrollment Audit Query
  NavBar > Menu > Reporting Tools > Query Viewer > V_TA_COMP_PLAN_ENROLL_AUDIT

- Employee Schedule Review Query
  NavBar > Menu > Reporting Tools > Query Viewer > V_TA_SCHEDULE_REVIEW

- Time Reporter Changes Query
  NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_TIME_REPORTER

- Time Reporter Auto Enrollment Exceptions Query
  NavBar > Menu > Reporting Tools > Query Viewer > V_TA_AUTO_ENROLL_EXC

- TL Eligibility Audit Query
  NavBar > Menu > Reporting Tools > Query Viewer > V_TA_ELIGIBILITY_ENROLL_AUDIT

Key Reports/Queries – TA Interface Administrator

- Absence Upload Error Report
  NavBar > Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Absence Data Upload Error

- Time Entry Upload Error Report
  NavBar > Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Time Entry Upload Error Report

See the **Cardinal HCM Time & Attendance Reports Catalog** for more details about these reports. It is located on the Cardinal website under **Resources**.

Review Time Checklist Questions

The following questions should be considered when reviewing time:

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

Work Schedule Naming Convention: SETID = State, 7-Day Format: NN.NN-AAAAAAA-B, Example: 40.00-Z88888Z-0

Character	Defines	Value
NN.NN	Schedule Hours for the week	Example 40.00, 37.50
AAAAAAA	7 day indicator – first character is Day1, second character is Day2, etc.	0-9, A-X: for example Z – Off Day 0 – If the hours for the day are between 0.01 and 0.99 1 – If the hours for the day are between 1.00 and 1.99 A – If the hours for the day are between 10.00 and 10.99 B – If the hours for the day are between 11.00 and 11.99 X – If the hours for the day are 24.00
B	Indicates a unique schedule	0-9, A-Z – to indicate a unique schedule

Work Schedule Naming Convention: SETID = State, 9X80 Format: 9X80-AAAAAAA-B,   Example: 9X80-Z9998ZZ-0

Character	Defines	Value
AAAAAAA	7-day indicator – first character is Day1, second character is Day2, etc.	0-9, A-X: for example Z – Off Day 0 – If the hours for the day are between 0.01 and 0.99 1 – If the hours for the day are between 1.00 and 1.99 A – If the hours for the day are between 10.00 and 10.99 B – If the hours for the day are between 11.00 and 11.99 X – If the hours for the day are 24.00
B	Indicates a unique schedule	0-9, A-Z – to indicate a unique schedule

Day 1 in the 14-day schedule will correspond to a Biweekly Pay Period Begin Date in Cardinal – used by Hourly employees.

Note: 9X80 schedules must not be assigned to nonexempt employees.

Work Schedule Naming Convention: SETID = <BU>
Format: NN.NN-AAAAAAA-B,   Example: 40.00-5X8X3WK-0

Character	Defines	Value
NN.NN	Schedule Hours for the week	Example 40.00, 80.00, 84.00,
AAAAAAA	Indication of the type of schedule	Example: 4X10+5X8 – Week 1 is a 4 day/10 hour work week, and Week 2 is a 5 day/8 hour work week. 4X10X2WK - Week 1 is a 4 day/10 hour work week, and Week 2 is also a 4 day/10 hour work week, however the work days are not the same for each week. 4X10+OTH – Week 1 is a 4/day/10 hour work week, and Week 2 is some other type of work week that is not 5X8 or 4x10.
B	Indicates a unique schedule	0-9, A-Z – to indicate a unique schedule

Comp Plan Values

The Time Reporting Codes available to be reported or interfaced on the Timesheet for employees enrolled in the Comp Plan.

Note: Some TRCs can only be accessed by TL Administrators on the Timesheet.

Comp Time Plan	Time Reporting Codes (TRCs)
CARDINAL	Holiday, Holiday Pay Docking, Holiday Straight Pay Extra, Office Closing
COMP_LEAVE	Comp Leave Earned, Compensatory Leave Taken, Comp Time Leave Payout, Comp Time Leave Adjust, Comp Time Leave Deduction, Comp Time Leave Adjust CNV, Holiday Straight Earned
OT_LEAVE	Overtime Leave Earned, Overtime Leave Taken, Overtime Leave Payout, Overtime Leave Adjust, Overtime Leave Deduction, Overtime Leave Adjust CNV
PAID-OVS	OT @ Straight Time
PAID-OVT	OT @ Time and Half
PAID-EOS	Emerg OT @ Straight Time
PAID-EOT	Emerg OT @ Time 1/2
PAID-CALHP	Called Out Hours (Paid)
PAID-ONCHP	On-Call Hours (Paid)
NONPROD_PD	Not required non-productive leave codes for employees using External Leave system
NONPROD_RQ	Required non-productive leave codes for employees using External Leave system

Comp Time Plan Values (continued)

Comp Time Plan	Time Reporting Codes (TRCs)
EARNOT-ONC	On-Call Hours (Earn)
EARNAM-ONC	On-Call Hours (Earn)
EARNOT-CAL	Called Out Hours (Earn)
EARNAM-CAL	Called Out Hours (Earn)
EARNOT-ECS	Emergency Comp Earn
EARNAM-ECS	Emergency Comp Earn
EARNOT-OCS	Comp Leave Earned
EARNOT-OCT	Overtime Leave Earned
EARNAM-ECT	Emergency OT Leave Earned
AMNT-ONC$$	On-Call Amount
AMNT-CAL$$	Called Out Amount
AMNT-DIF$$	Weekend/Holiday Diff Amount
AMNT-MED$$	Medication Amount

Time Rounding

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

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

Minutes	Time	Hours	Timesheet
0	0:00	0.00000	0.00
1	0:01	0.01667	0.02
2	0:02	0.03333	0.03
3	0:03	0.05000	0.05
4	0:04	0.06667	0.07
5	0:05	0.08333	0.08
6	0:06	0.10000	0.10
7	0:07	0.11667	0.12
8	0:08	0.13333	0.13
9	0:09	0.15000	0.15
10	0:10	0.16667	0.17
11	0:11	0.18333	0.18
12	0:12	0.20000	0.20
13	0:13	0.21667	0.22
14	0:14	0.23333	0.23
15	0:15	0.25000	0.25
16	0:16	0.26667	0.27
17	0:17	0.28333	0.28
18	0:18	0.30000	0.30
19	0:19	0.31667	0.32
20	0:20	0.33333	0.33
21	0:21	0.35000	0.35
22	0:22	0.36667	0.37
23	0:23	0.38333	0.38
24	0:24	0.40000	0.40
25	0:25	0.41667	0.42
26	0:26	0.43333	0.43
27	0:27	0.45000	0.45
28	0:28	0.46667	0.47
29	0:29	0.48333	0.48

Minutes	Time	Hours	Timesheet
30	0:30	0.50000	0.50
31	0:31	0.51667	0.52
32	0:32	0.53333	0.53
33	0:33	0.55000	0.55
34	0:34	0.56667	0.57
35	0:35	0.58333	0.58
36	0:36	0.60000	0.60
37	0:37	0.61667	0.62
38	0:38	0.63333	0.63
39	0:39	0.65000	0.65
40	0:40	0.66667	0.67
41	0:41	0.68333	0.68
42	0:42	0.70000	0.70
43	0:43	0.71667	0.72
44	0:44	0.73333	0.73
45	0:45	0.75000	0.75
46	0:46	0.76667	0.77
47	0:47	0.78333	0.78
48	0:48	0.80000	0.80
49	0:49	0.81667	0.82
50	0:50	0.83333	0.83
51	0:51	0.85000	0.85
52	0:52	0.86667	0.87
53	0:53	0.88333	0.88
54	0:54	0.90000	0.90
55	0:55	0.91667	0.92
56	0:56	0.93333	0.93
57	0:57	0.95000	0.95
58	0:58	0.96667	0.97
59	0:59	0.98333	0.98

Time Rejected by Payroll Reasons

The following table provides a list of potential reasons that may cause a time transaction to return a Rejected by Payroll status during the Load Time to Pay process. The TL Administrator and Payroll Administrator work together to determine the resolution of rejected time transactions and when it is appropriate to use the Adjust Paid Time process.

Reason	Troubleshooting
Invalid Mapping of TRC to NA Earnings Code	Contact PPS to investigate
Employee is not active in JOB (e.g., Terminated, Leave of Absence)	Contact SPO to create paysheet SPO will proactively monitor for these situations as well
Employee has change paygroups in the pay period being processed (Time will reject and then load in the new paygroup unless the new paygroup is also in a different company)	Contact SPO for guidance
TRC in Payable Time is mapped to a NA Earnings Code that is not in the Employee's Earning Program	Contact PPS to investigate
Employee has prior period adjustments when associated to a different paygroup in a different company	
If the TRC is Hours or Units and if the value is between +/- 9,99999.99 the time is rejected by the Load Time and Labor process	Correct the hours/units or TRC and reload or correct and wait until the next payroll or SPO can pay and TL admin changes status

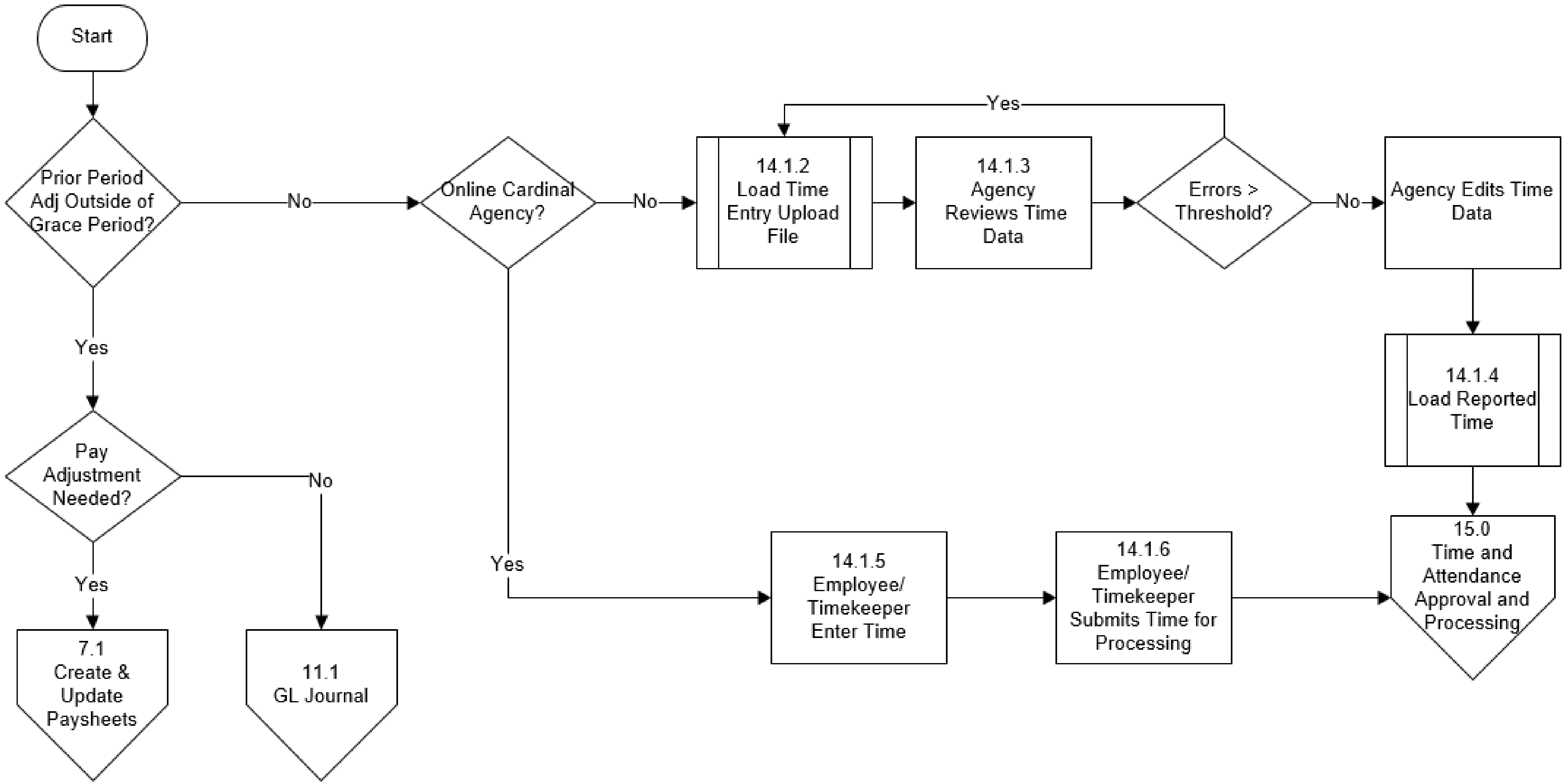
Time Rejected by Payroll Reasons (continued)

Reason	Troubleshooting
If the TRC is Amount type and if the value is not between +/- 99,999,999.99 then time is rejected by the Load Time and Labor process	Correct the amount or TRC and reload or correct and wait until the next payroll or SPO can pay and TL admin changes status
If the sum of the hours/units/amount for a pay period exceeds +/- 9,9999.99 in the case of hours/units and +/- 99,999,999.99 in the case of amount the employees time for the entire pay period is rejected	Correct the hours, amount or TRC and reload or correct and wait until the next payroll or SPO can pay and TL admin changes status
Employee had a job change since the last run of the Load Time and Labor process. Time for all jobs will reject and should be reloaded	Reload time or SPO can pay and TL Admin changes status
The employee terminated prior to the Pay Period Begin Date, and there is unprocessed Payable Time	Contact SPO to create paysheet. SPO will proactively monitor for this situation
The employee has too many prior period adjustments. This will occur when an employee has 99 XREF_NUM already loaded to the paysheets from a previous run	Contact SPO for direction
The employee has a job earnings distribution setup on job data that uses an earnings code which is not the default earnings code for Regular earnings or for the employee’s paygroup	Contact HR. Job earnings distribution on job data should not be used

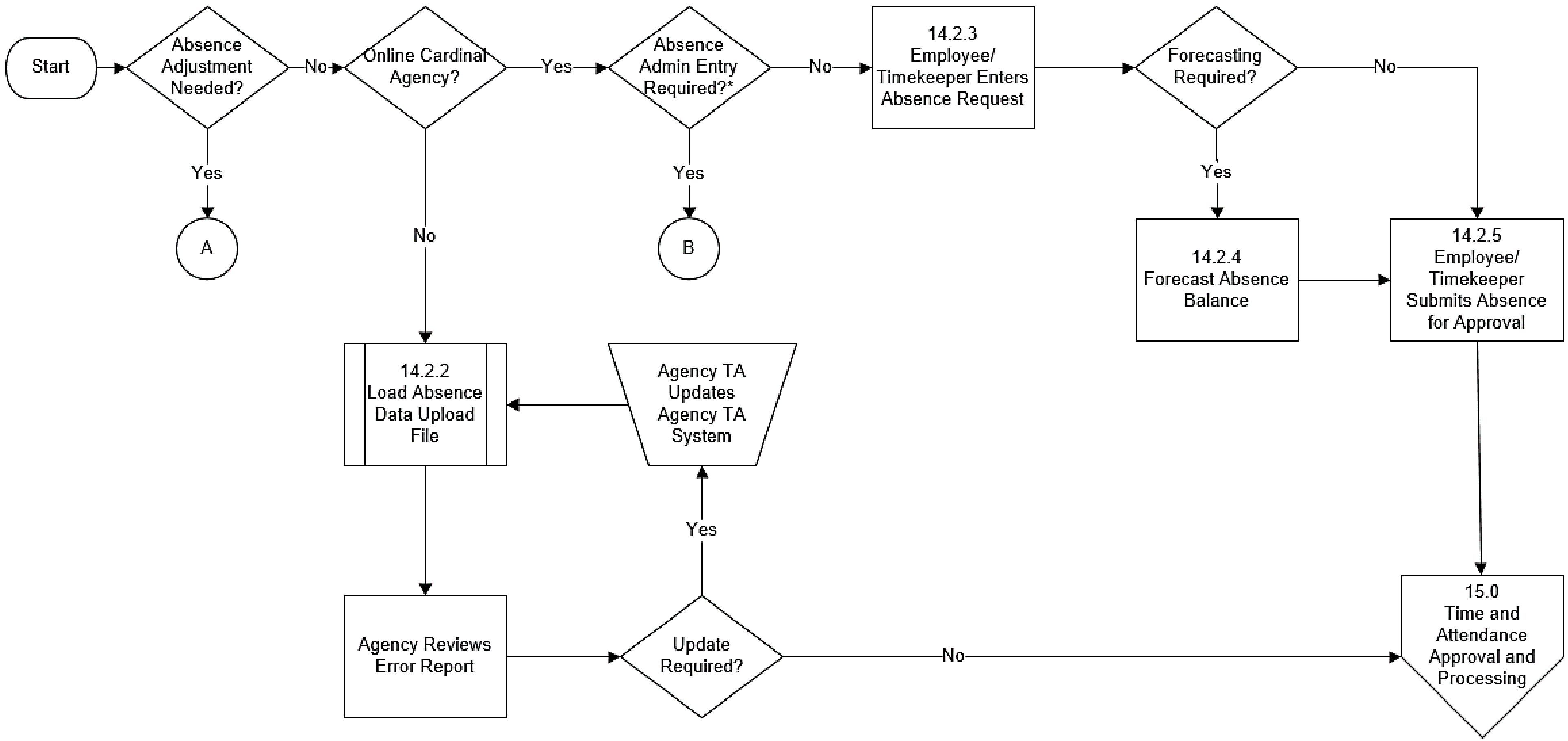
Time Rejected by Payroll Reasons (continued)

Reason	Troubleshooting
If the time being loaded is for a paygroup that uses FLSA calendars and the calendars are not built, the payable time is rejected. No error message generated in this case	Contact PPS to investigate
The currency code on the Payable Time does not match the currency code on the employee's paygroup	Contact PPS

Manage Time Entry

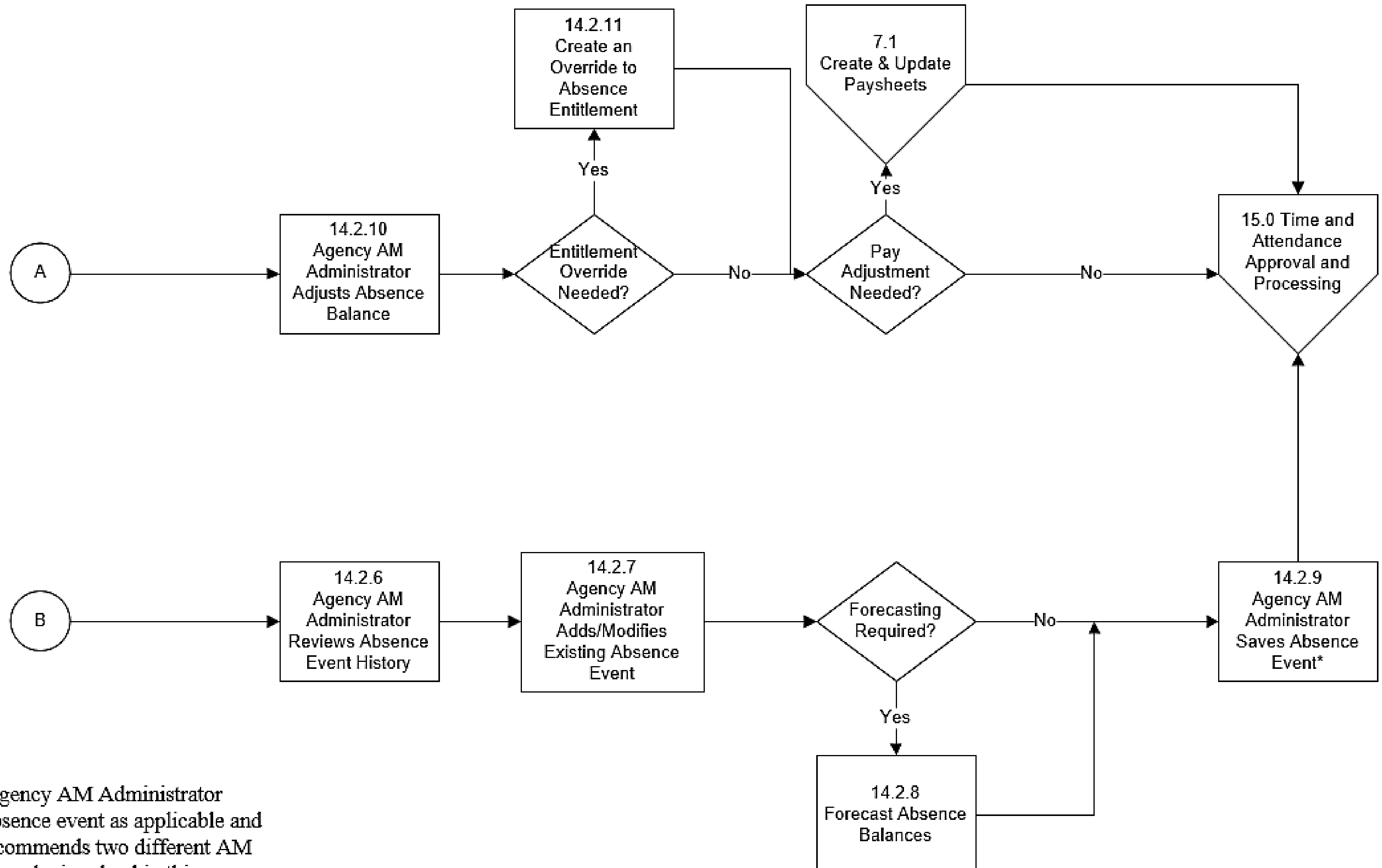


Manage Absence Reporting



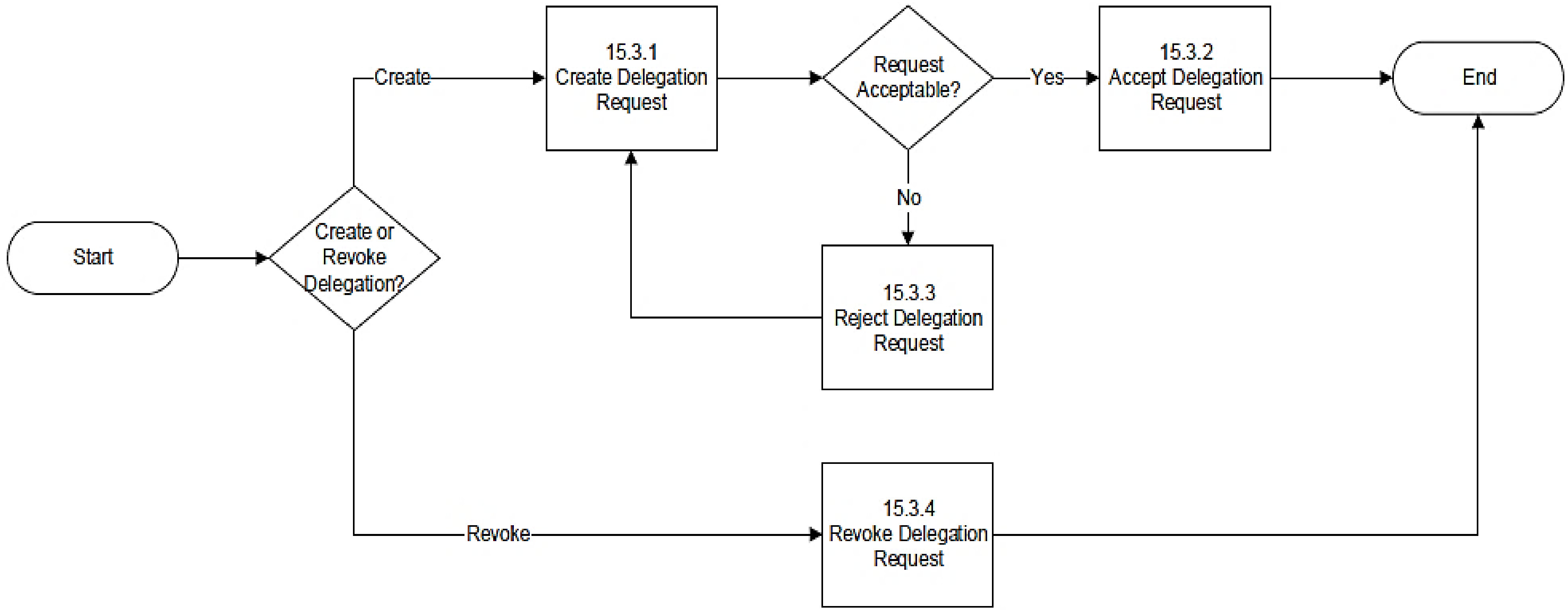
*Absence types that require eligibility verification or where a balance adjustment is needed. Examples:
- Short Term Disability (STD)
- Long Term Disability (LTD)
- Workers Compensation (WCP)

Manage Absence Reporting

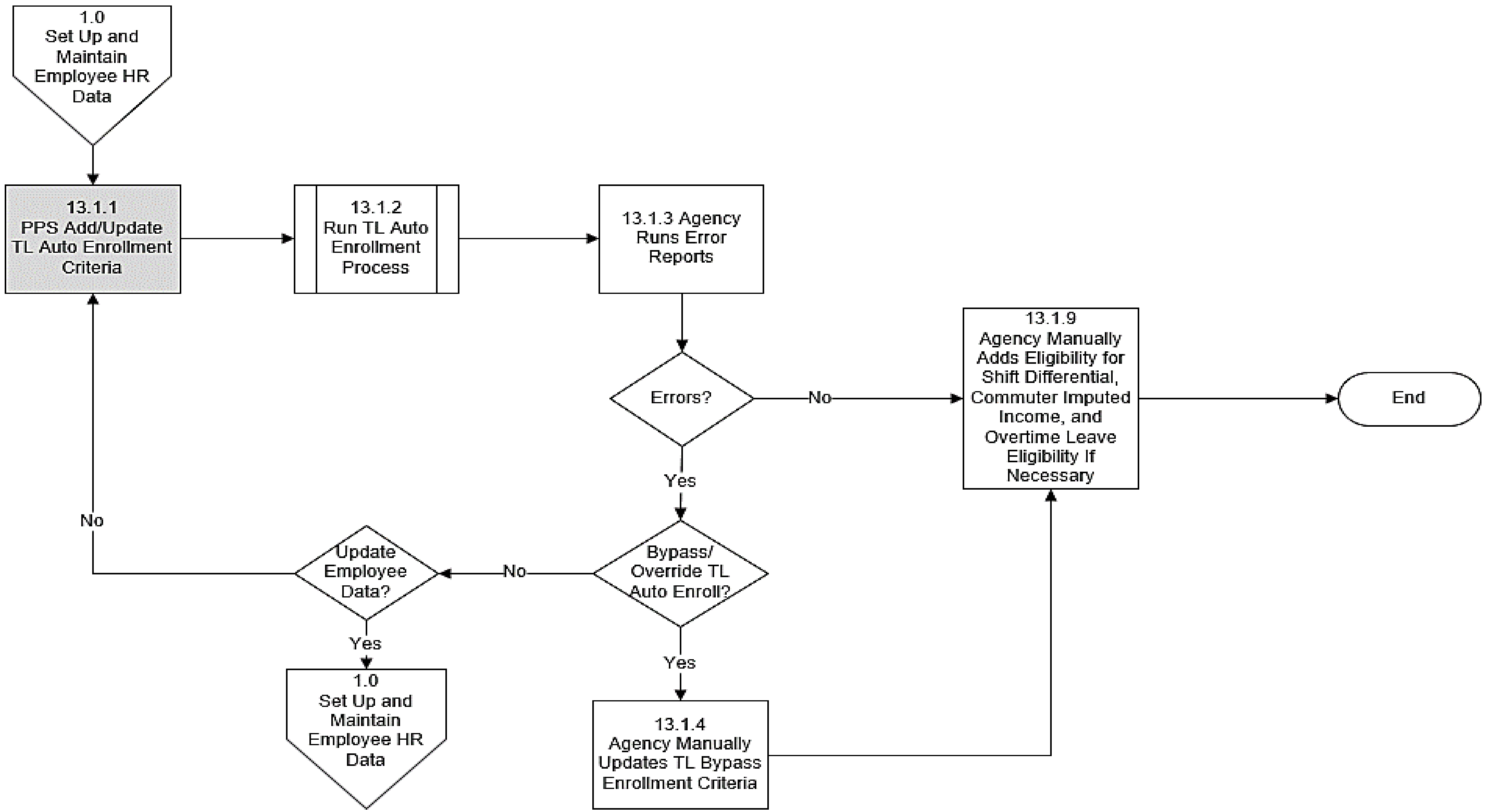


* Second Agency AM Administrator approves absence event as applicable and Cardinal recommends two different AM Administrators be involved in this process

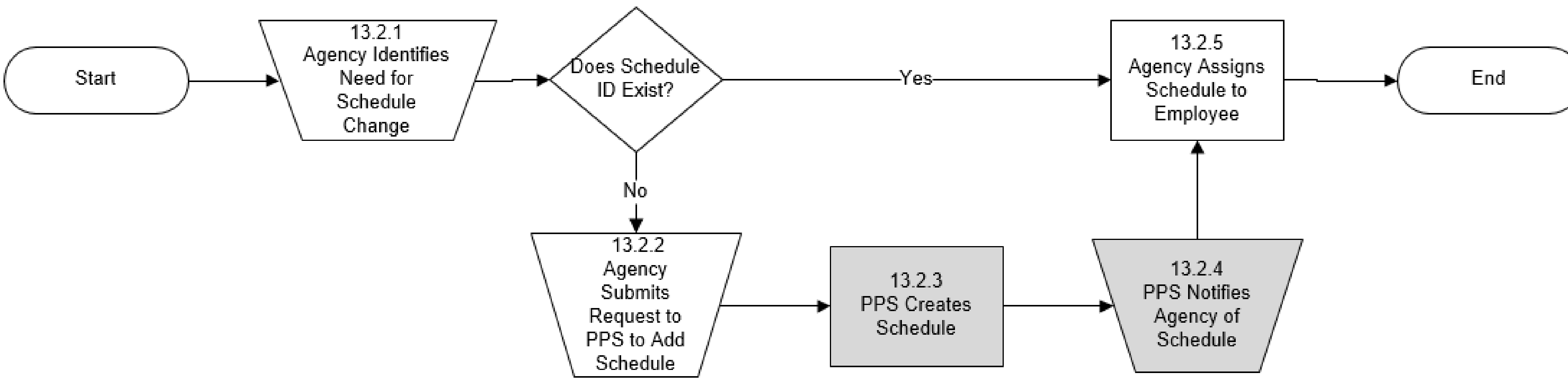
Administer Delegation



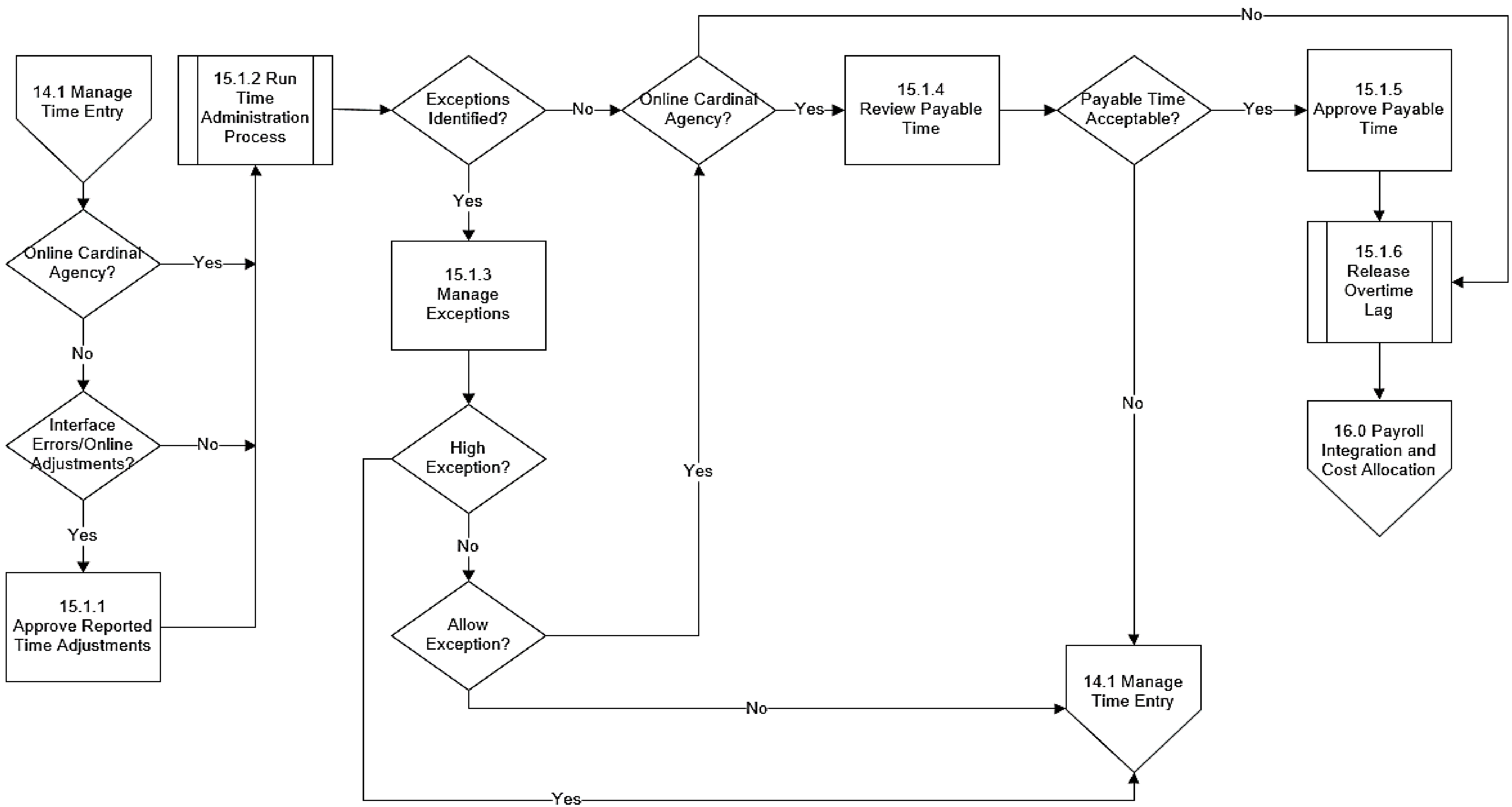
Enroll and Maintain Time Reporters and Comp Plan Enrollment Process



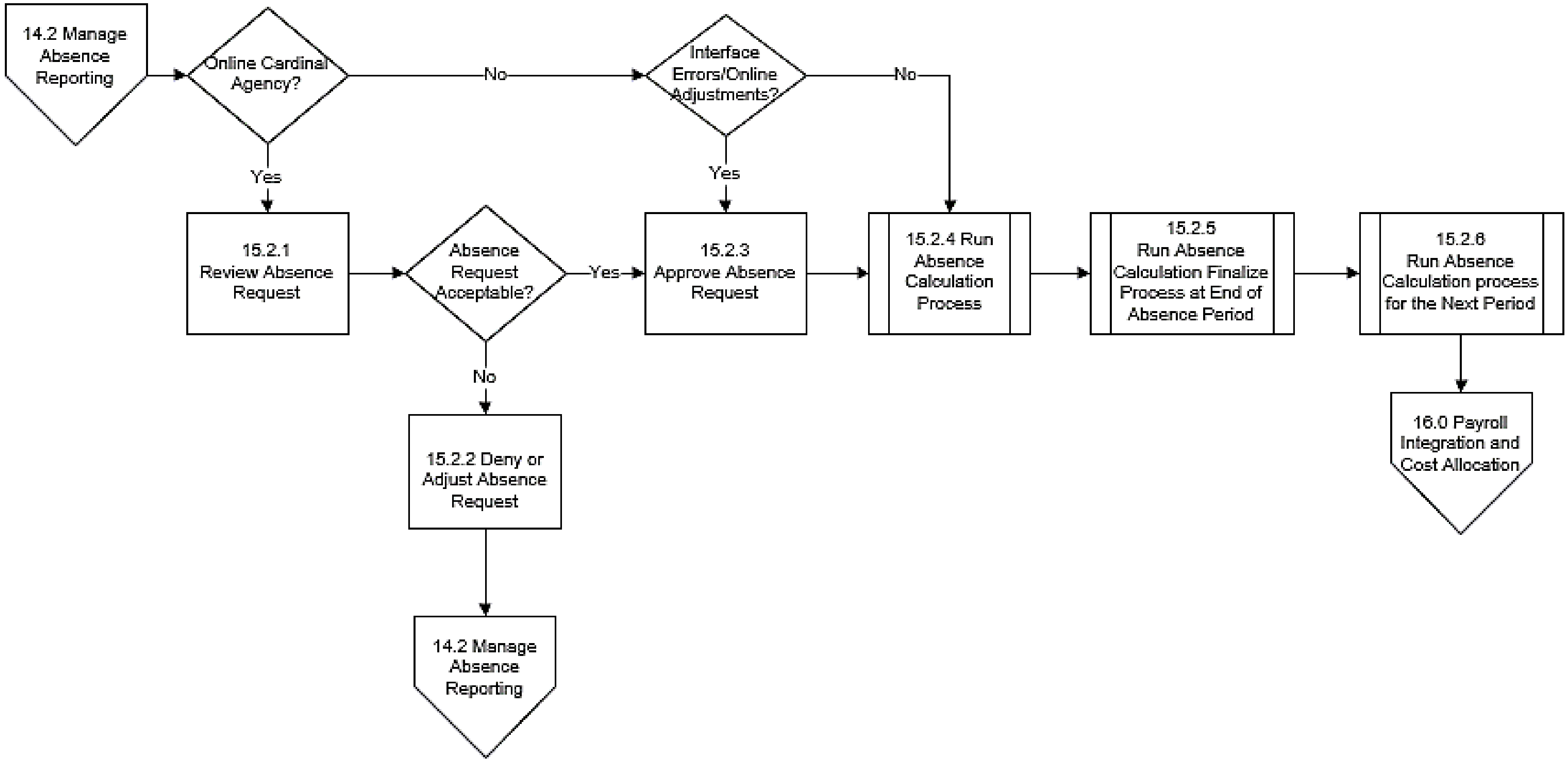
Create and Maintain Employee Work Schedules



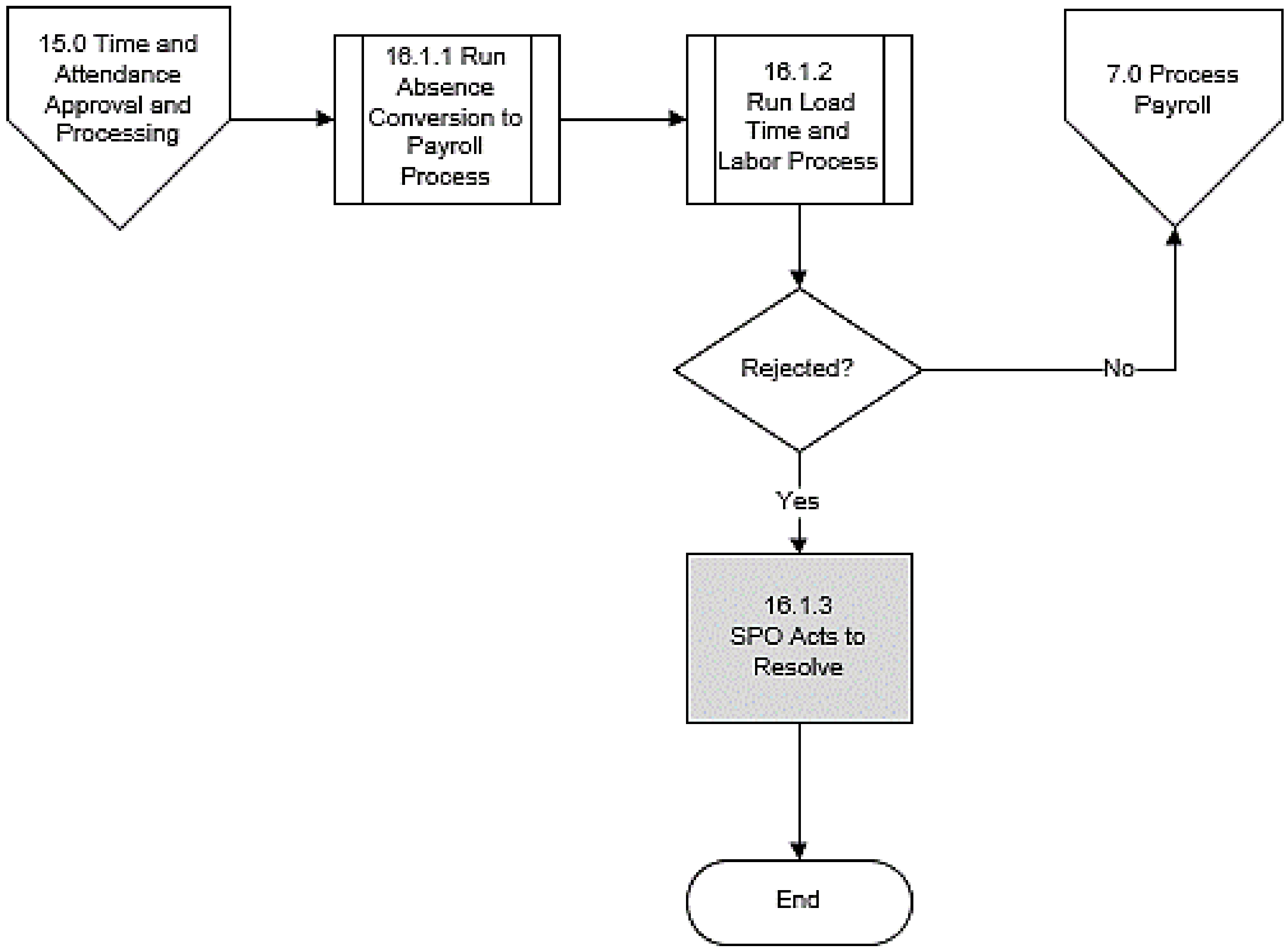
Time & Attendance Approval Processing



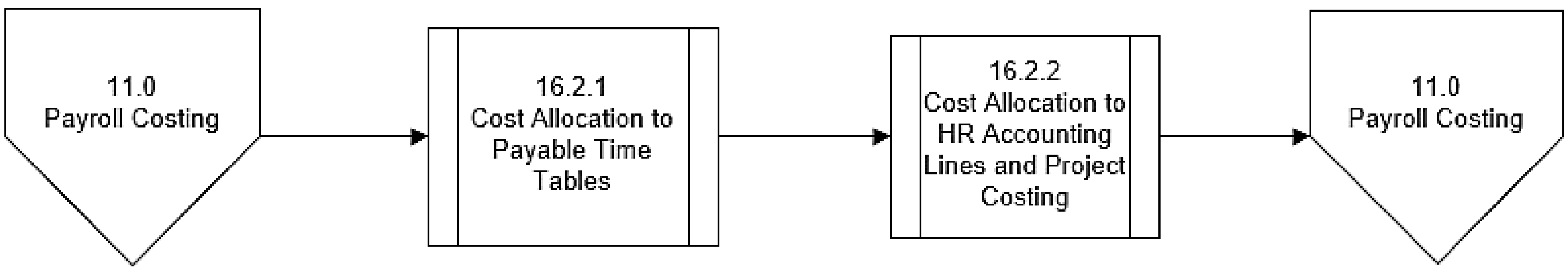
Administer Absence Processing



Integration between Cardinal Time & Attendance and Payroll



Cost Allocation of Time after Payroll



Flowchart Key

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