DOA-Cardinal Project, rr <projectcardinal@doa.virginia.gov>

Important Time Entry and Absence Reminders
1 message

The Cardinal Project <cardinal-comms@public.govdelivery.com>   Thu, Oct 20, 2022 at 10:34 AM
Reply-To: cardinal-comms@public.govdelivery.com
To: projectcardinal@doa.virginia.gov

The Cardinal Newsletter, October 12, 2022

This newsletter is being sent to Timekeepers, TL Admins, AM Admins, TA Supervisors, AM Supervisors, and Salaried Employees with Modify Access to TA at Release 3 agencies.

Holiday Time Entry

For most Cardinal HCM users, the application automatically generates paid holidays as Payable Time based on the assigned state or agency holiday schedule. As a reminder, Cardinal will not generate the holiday when it falls on the employee's scheduled day off or if the employee has a variable work schedule. Holidays not automatically generated by Cardinal must be manually entered on the timesheet.

Not sure how to enter your holiday time? Check out the TA371 and ESS_Holiday Time Entry Scenarios job aid for detailed instructions.

Entering Absences with and without Partial Days

In Cardinal Absence Management, there is a distinction made between Absences and Leave. **Leave** specifically refers to Overtime Leave and Compensatory (Comp) Leave. These types of **Leave** (whether earned or taken) **are entered directly on the Timesheet** grid using the applicable Time Reporting Code (TRC).

Absences, which are called Absence Events in Cardinal, cannot be entered directly on the Timesheet grid. Instead, they **must be entered** on the **Absence Tab** on the Timesheet page.

A few important tips for entering **Absence** Events on the Absence tab:

- Use the **Partial Days** option on the **Event Details** page when entering an Absence Event for less than the scheduled hours based on the employee's assigned Work Schedule (e.g., 4 hours when the employee is scheduled to work 8 hours).
  Note: If you or the employee you are entering on behalf of has a Variable Work Schedule, always use the Partial Days option.
- You MUST **Submit** (not just Save) the Absence Event.
  - Most types of Absence Events must be forecasted successfully before they can be submitted.
  - Click the **Submit** button after you receive the Forecast Successful Message.
  - You cannot submit multiple Absence Events at once.

Need additional support? The following job aids provide additional scenarios and clarifying information, including entering Absence Events with and without partial days. **Refer** to the respective sections (e.g., **Creating a New Absence Event – No Partial Days**) for more information.

- ESS392 Time Entry Scenarios_Exception Time Reporter
- ESS392 Time Entry Scenarios_Positive Time Reporter
- **For Timekeepers**: TA371 Managing Absence Events

Approving Offset Hours

Are you seeing negative hours on your timesheet approval list? These hours are offsets, which occur when a change is made to time that was previously approved.

When a change is made after approval, a negative (i.e., offset) is created to reverse the original entry. You should **always approve** the offset to reverse the original entry. If these negative hours are not approved, the hours for the employee will be incorrect and the original entry is still considered valid for payroll/distribution.
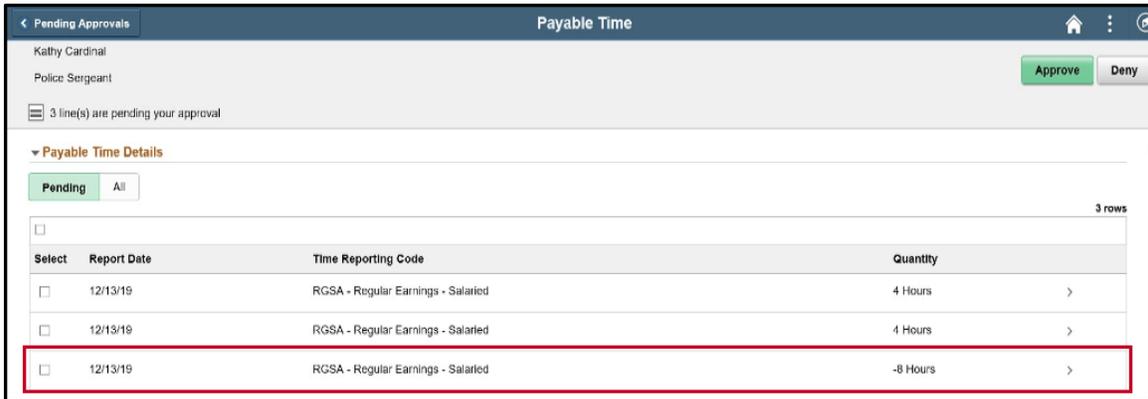
In the example above, the approver is being asked to approve +4 RGSA and +4 RGSA (adjusted transactions), along with the -8 RGSA (offset transaction) to offset the original 8 RGSA that was previously approved.

- The Timesheet Report can be run in order to view all the transactions in full detail in one place (original, offset, and adjustment rows).
- If only the +4 RGSA and +4 RGSA hours are approved and the -8 RGSA offset hours are not approved, the employee has 16 total hours of payable time approved on that day, which is not accurate.
- Both the negative offset and positive adjustment **must be approved** to record proper hours for the day.

Refer to the TA373 Approving Time and Absence job aid for additional information and instructions on approving offset hours.

A Note from the Cardinal Project Team...

Attention: Please do not delete, block, unsubscribe, or tag this email as spam. There is important Cardinal HCM information in this newsletter that you won't want to miss.

To learn more about the Cardinal HCM Project, please visit our website at https://www.cardinalproject.virginia.gov/.

If you have any questions concerning the contents of this communication, please send an email to projectcardinal@doa.virginia.gov.