



# **TA374**

# **Absence Management Maintenance**

**Instructor Led Training**



# 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.

The following HCM training materials are located on the Cardinal website ([www.cardinalproject.virginia.gov](http://www.cardinalproject.virginia.gov)) under Learning:

- Job Aids on topics across all functional areas
- Functional process and instructional videos

The Cardinal HCM Reports Catalog is located on the Cardinal website under Resources.

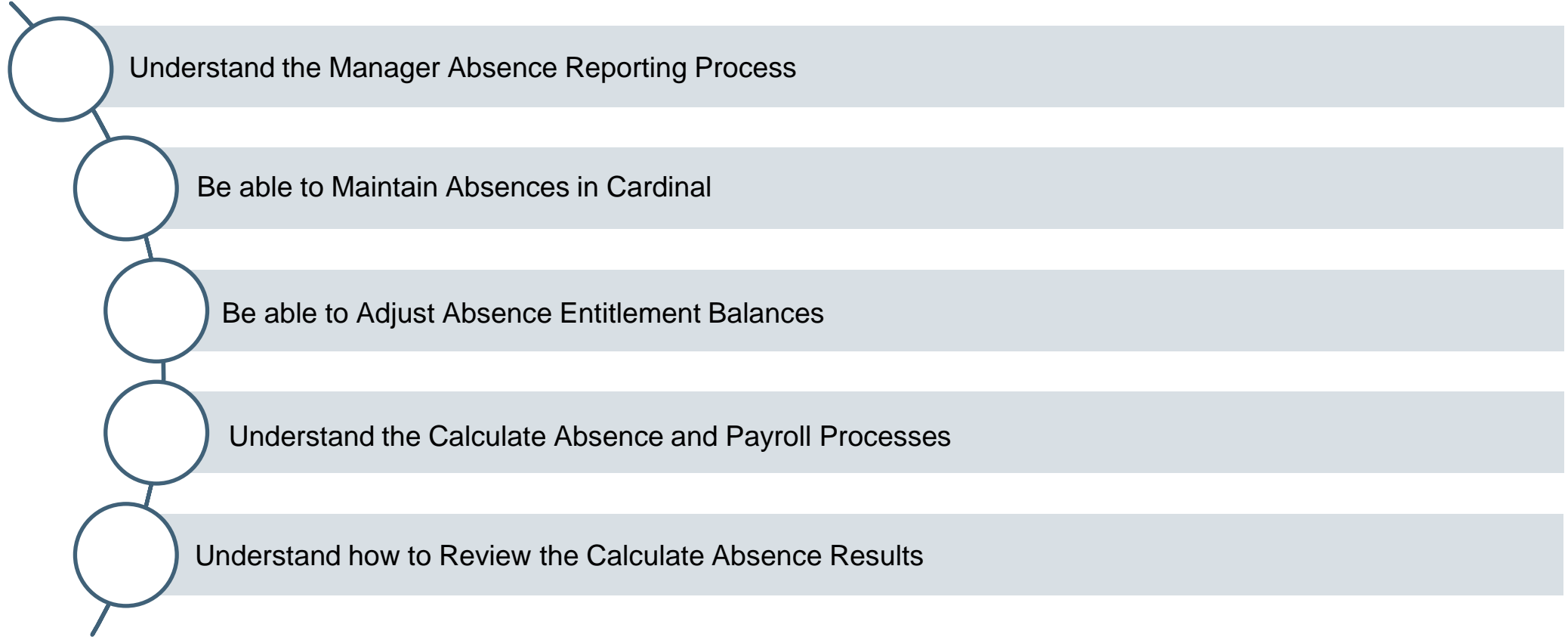
The system screenshots included in the Cardinal HCM training courses show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

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:





# Agenda

1

Absence Management Overview

2

Reviewing Balances and Entering Absence Events

3

Managing Extended Leave

4

Adjusting Absence Entitlement Balances

5

Calculating Absence and Payroll Processing



# Lesson

1

## Absence Management Overview

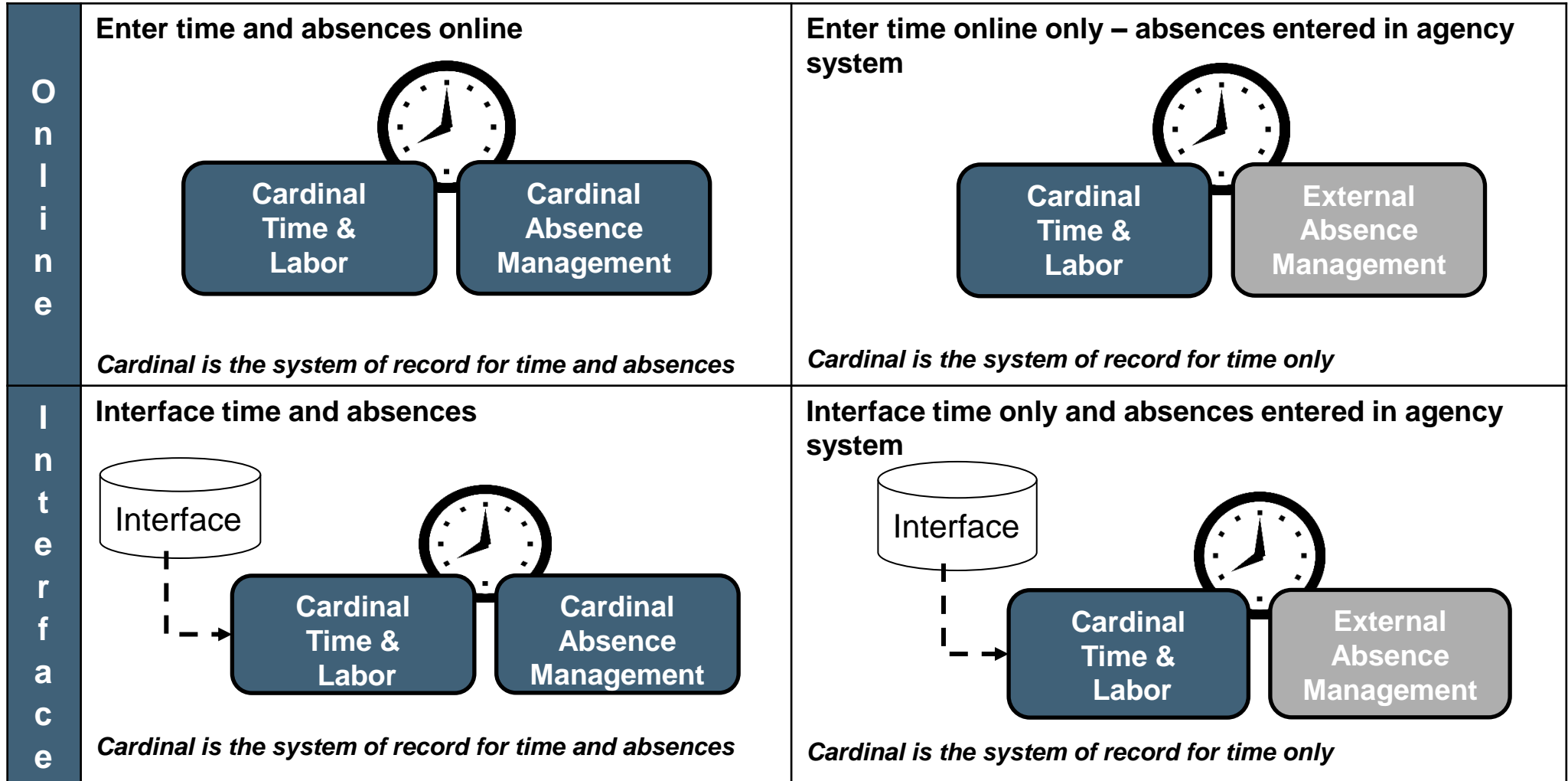
This lesson covers:

- An Overview of Absence Management
- The role of the Absence Management Administrator



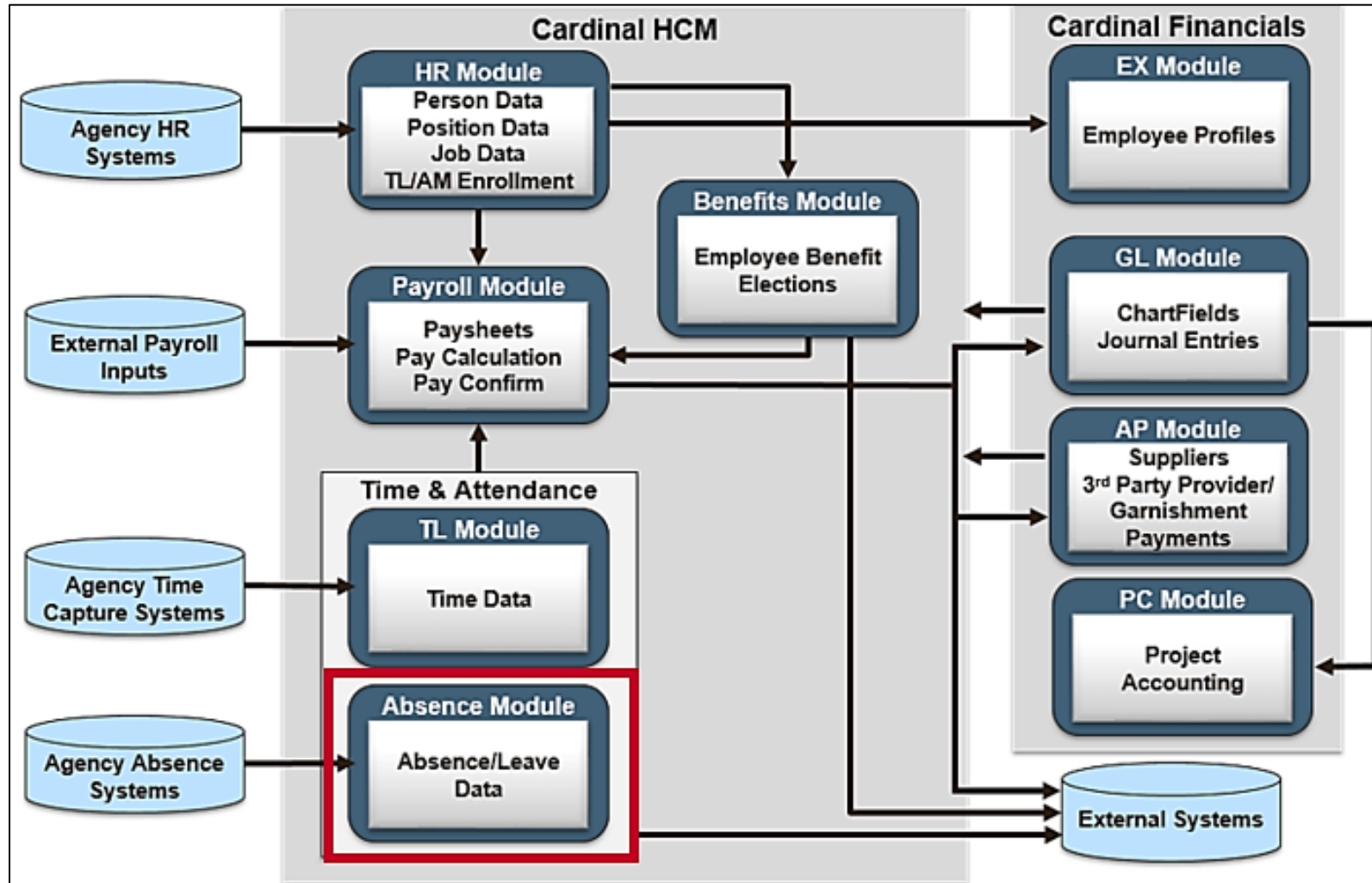
# Time & Attendance – Core Modules

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.





# Overview of Absence Management





# Absence Management

The Cardinal Absence Management module records, processes, and tracks leave balances for employees at Agencies where Cardinal is the absence system of record.

## Online Agencies:

- Eligible employees are enrolled in Absence Management during employee setup
- Employee Timesheets contain codes used to enter compensatory and overtime leave on the Timesheet and the **Absence** tab is used to enter other non-productive time (e.g., vacation, sick)
- Employee absences must be approved
- Employees can review leave balance and leave history pages

## Interfacing Agencies:

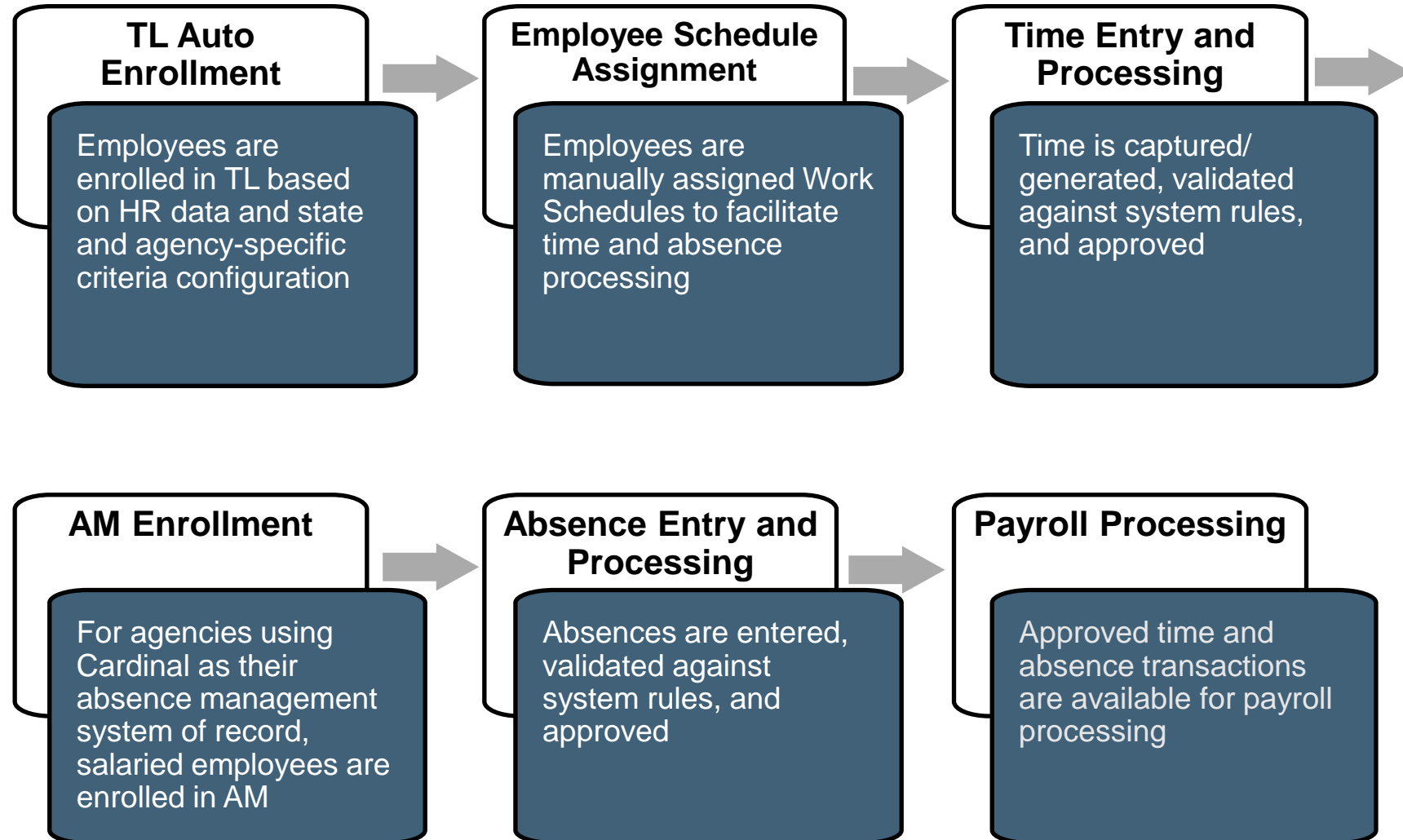
- Eligible employees are enrolled in Absence Management during employee setup
- Agencies interface absence data into Cardinal on a regular basis
- Interfaced absence requests are pre-approved
- Employees can review leave balances and leave history pages







# TA Setup and Processing Overview

The flowchart below shows the flow for Time & Attendance from employee setup through data being sent to Payroll for processing. In this course, our focus is on absence entry and processing.







# Overview of TA Roles

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



# Overview of TA Roles (continued)

Processes 	Roles 	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	✓			✓	✓	✓	✓	✓



# Delegation Administrator Role

This role has access to:

- 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.
- Add and manage Time & Attendance delegation requests on behalf of others
- Delegation Administrators are able to 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 for a vacant position or when a supervisor is on Leave of Absence (paid leave, unpaid leave, LOA Working). In these scenarios, Cardinal will route approvals to the supervisor's Reports To supervisor. In the event the supervisor's Reports To is on LOA or the position is vacant, approvals will roll up 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

TA Special Restricted Approver	Training Materials
<p>This role has access to:</p> <ul style="list-style-type: none"><li>• Approve/change pending timesheet transactions that could not be routed to an actual approver due to various reasons (e.g., Reports To issues, user profile issues)</li><li>• Approve/deny/change pending absence events that could not be routed to an actual approver</li></ul> <p>Other Role Considerations:</p> <ul style="list-style-type: none"><li>• This role may only be assigned to a maximum of three users at each agency and must be assigned to at least one user at each agency</li><li>• User with this role should have the Absence Supervisor role or the Time &amp; Labor Supervisor role</li></ul>	<ul style="list-style-type: none"><li>• NAV205: Navigation in Cardinal HCM (WBT)</li><li>• ESS392A/B: Employee Self-Service for Time &amp; Attendance (WBT)</li><li>• TA373: Time &amp; Attendance for Managers and Supervisors (WBT)</li><li>• TA373: Approving Time and Absences (Job Aid)</li><li>• Approving Time using the Approvals Tile (Video)</li><li>• Approving Absences from the Employee's Timesheet (Video)</li><li>• Approving Absences using the Approvals Tile (Video)</li><li>• Adjusting an Approved Absence (Video)</li></ul> <p>Training materials are located on the Cardinal website. <a href="https://cardinalproject.virginia.gov/">https://cardinalproject.virginia.gov/</a></p>



# TA Special Restricted Approver Role (continued)

The TA Special Restricted Approver role does not give the user access to approve time for all employees in their agency. The TA Restricted Special Approver role will only come into play in the very rare scenarios when an employee's time and/or absences are not routing to a TA/AM supervisor. It is only on these occasions that the time will route to those with this role and it will appear on their **Approvals** tile.

## Reasons that this may happen include:

- The employee does not have a user profile
- The employee's 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

We encourage the TA Restricted Special Approver to work with your 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 you 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

**Note:** 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**.





# Absence Management Roles and Responsibilities

Absence Management Employee/Timekeeper	Absence Management Supervisor	Absence Management Administrator
<ul style="list-style-type: none"><li>• Enter and modify absence events</li><li>• View absence information</li><li>• View compensatory and overtime leave balances</li></ul>	<ul style="list-style-type: none"><li>• Review/Approve absences for direct reports</li><li>• Enter absences on behalf of direct reports</li><li>• Review direct reports' leave taken</li><li>• Cancel or modify direct reports' absences</li><li>• Review direct reports' absence balances and history</li><li>• Delegate their own approval responsibility</li><li>• Run Time and Attendance reports</li></ul>	<ul style="list-style-type: none"><li>• View Absence Calculation results</li><li>• Review/Correct/Approve reported absences</li><li>• Have TRC Administrator level access on Timesheets</li><li>• Enter/Modify/Cancel/Delete/Void absence events</li><li>• View/Adjust absence balances</li><li>• Enter Leave Donation and FMLA balance adjustments</li><li>• View employee time reporting information</li><li>• View Work Schedules for employees</li><li>• View comp time and overtime leave plans for employees</li><li>• View TL Eligibility and TL Auto Enroll Bypass</li><li>• Have view only access to Job Data pages that impact TL Auto Enroll</li><li>• Run Time and Attendance reports</li></ul>



# Absence Process

The Absence Management Administrator runs reports to ensure that all absences entered are approved or denied prior to time and absences being sent to Payroll.

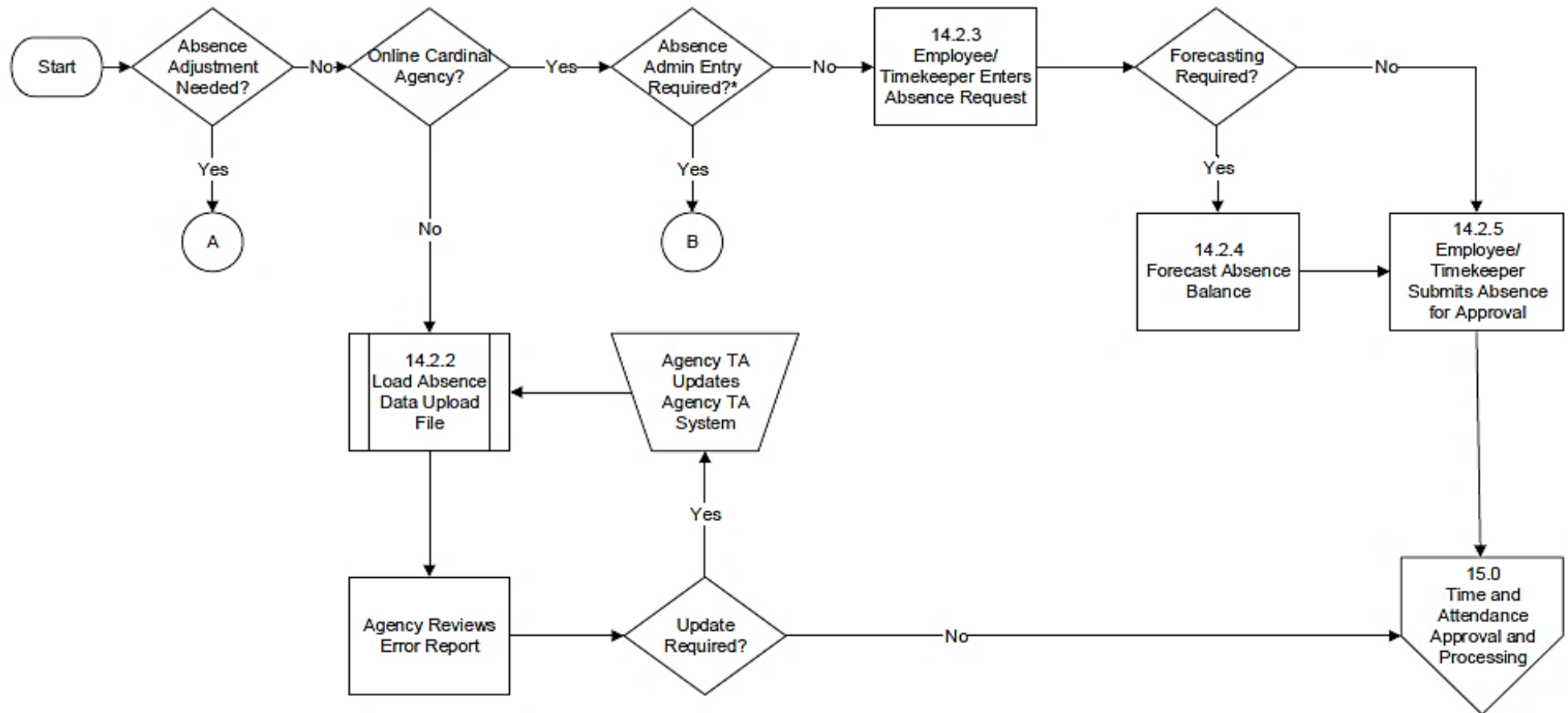
Absence Management Administrators are responsible for the entry of extended leave such as:

- Family and Medical Leave (FML)
- Short Term Disability (STD)
- Long Term Disability (LTD)



# Process: TA Capture

## Sub-process: Manage Absence Reporting



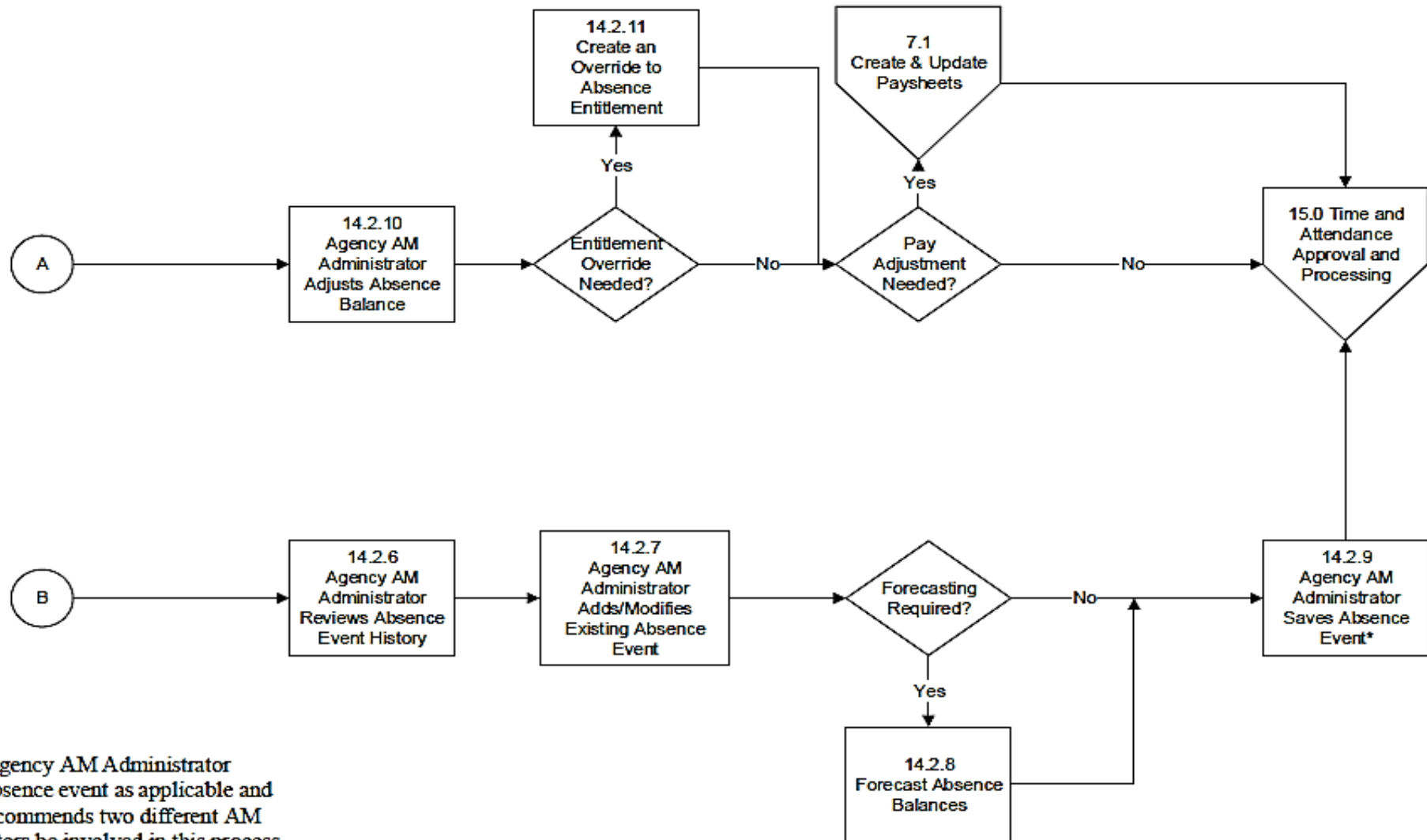
\*Absence types that require eligibility verification or where a balance adjustment is needed, such as:

- Short Term Disability (STD)
- Long Term Disability (LTD)
- Workers' Compensation (WCP)



# Process: TA Capture

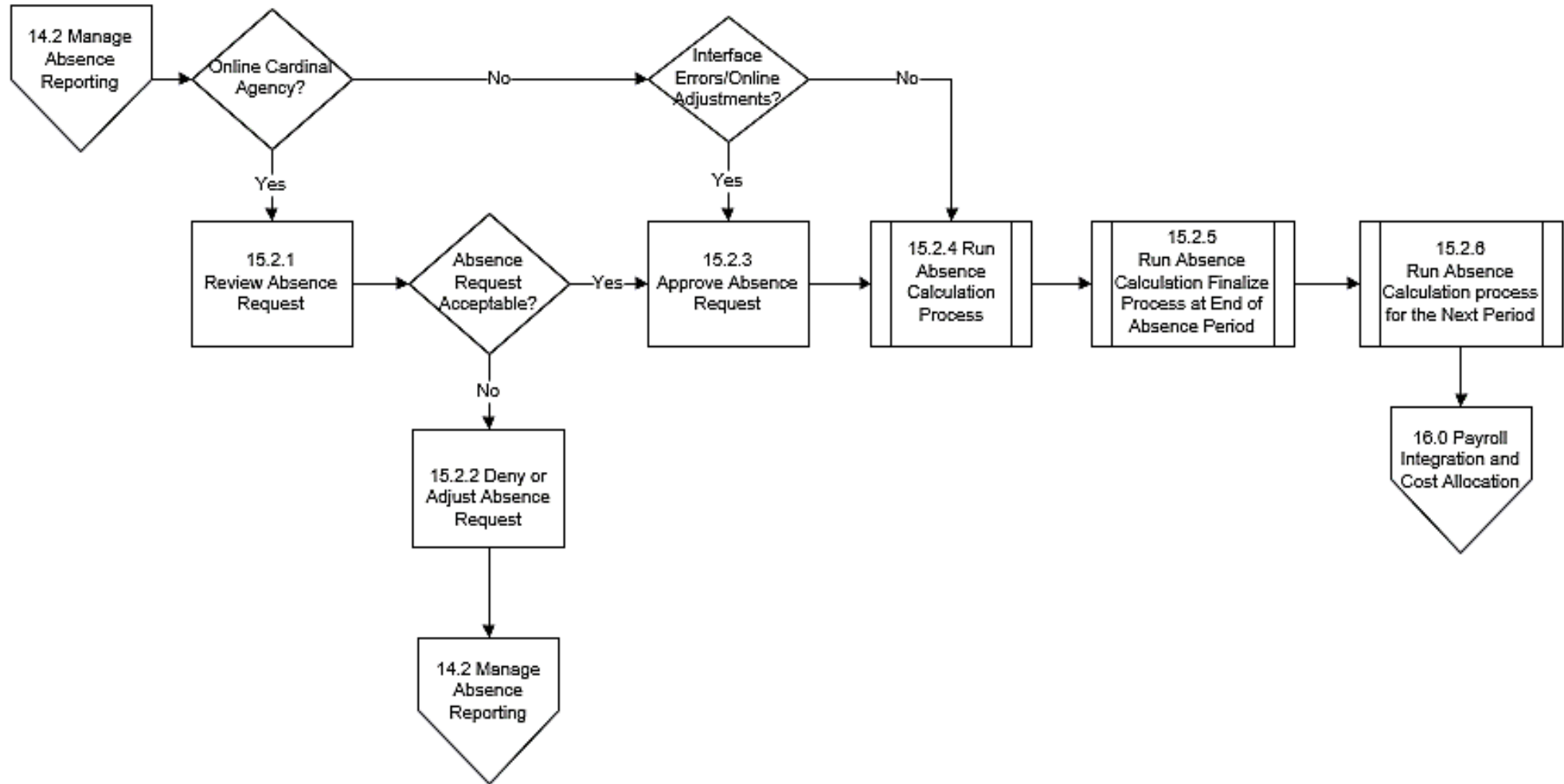
## Sub-process: Manage Absence Reporting (continued)



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



# Administer Absence Processing





# Key Concepts

The following key concepts will be covered in this course:

- Absence balances displayed on the employee Timesheet and balance history pages are from prior closed pay periods and do not include accruals earned or hours taken after pay period end
- Adjustments can be made to absence takes and entitlements in a prior period
- Employees/Timekeepers and Managers can adjust absences 90 days in the past
- Absence Management Administrators can adjust absences up to 365 days in the past
- The Absence Calculation process processes approved absences and calculates entitlements and balances
- Absence Management Administrators should not approve absences on a regular basis
- Absence Management Administrators have access to some Time Reporting Codes (TRCs) that supervisors will not have access to (e.g., comp and overtime leave payout)



# Lesson Checkpoint



1. True or False. Absence balances displayed on the employee Timesheet and balance history pages are from prior closed pay periods. It does not include accruals earned or hours taken after pay period end.



2. True or False. The Absence Management Administrator should regularly check and approve absence events.



3. True or False. Eligible employees are enrolled in Absence Management during employee setup.



# Lesson Summary

1

## Absence Management Overview

In this lesson, you learned:

- An overview of the Absence Management Process
- The role of the Absence Management Administrator





# Lesson

2

## Reviewing Balances and Entering Absence Events

This lesson covers:

- Reviewing Employee Absence Balances
- Reviewing Employee Leave Balances
- Entering and Modifying Absence Events
- Entering Admin Only Time Reporting Codes



# **Viewing Balance Information**



# Reviewing Absence/Leave Balances

Cardinal is configured to align with Commonwealth policy on leave and absence types and, if applicable, their forfeiture or expiration. For example, if an employee is only entitled to carry a set number of vacation hours at the end of the leave year, then any hours in excess of that are automatically removed by Cardinal. Employees can view absence/leave balances and expiration information on the **Leave Balances** page (balances only), the **Compensatory Time** page, or on the Employee Leave Report.

As an Absence Management Administrator, you may need to make manual adjustments to absence or leave balances in order to resolve issues.

Timesheet

Leave Balances

Leave Balances

Security Officer III

[Return to Leave Balances](#)

Leave Balance

COMP_LEAVE Balance	Minimum Balance	Maximum Balance
0.00	0	120

Leave Balance Details

Accrual Date	Earned	Taken	Balance
05/31/2012	0.00	8.00	10.00
03/08/2012	0.00	8.00	18.00
02/05/2012	0.00	8.00	26.00
01/13/2012	8.00	0.00	34.00
12/23/2011	8.00	0.00	26.00
12/22/2011	2.00	0.00	18.00
11/25/2011	8.00	0.00	16.00
11/11/2011	8.00	0.00	8.00

Balances are as of the specified Accrual Date.

Compensatory Time

Employee ID

Security Officer III

Employment Record 0

[Actions](#)

Comp Time Balance Summary

Compensatory Time Off Plan	COMP_LEAVE	Expiration Period	Years
Date	05/18/2020	Period Count	1

Balance at Start of Day 24.00

Show Time Expiring in

Next 30 Days

Expiring Time Earned

Expiration Date	Quantity	Ending Balance
05/27/2020	8.00	16.00

[Return to Timesheet](#)

[Manager Self Service](#)

[Time Management](#)

[Return to Timesheet](#)



# Reviewing Absence/Leave Balances (continued)

Absence Administrators may need to review an employee's current absence/leave balances before taking action. Leave balances are available to view whether your Agency enters transactions directly in Cardinal or uploads through the interface. However, where the absence/leave balances can be found in Cardinal depends on the type of absence/leave.

- Absence balances can be viewed on the following pages:
  - **Review Absence Balances** page
  - **Timesheet** page (**Absence** tab)
- Compensatory and Overtime Leave can be viewed on the following pages:
  - **Leave Balances** page
  - **Timesheet** page (**Leave/Compensatory Time** tab)



# **Managing Absence Events**



# Absence Event Page

The **Absence Event** page provides a consolidated view of all absence events for the employee within a selected date range and includes the absence take code, description, dates, duration, approval, and processing status.

Absence Management Administrators can enter, modify, delete, or void an absence event on behalf of an employee for various reasons, whether absences were keyed online or interfaced.

**Note:** Compensatory and Overtime leave are entered and modified on the **Timesheet** page. All other absences are managed on the **Absence Events** page.

## Interfacing Agencies

Interfacing Agencies are recommended to change/correct absence information in their source system so that it automatically uploads into Cardinal. This ensures that both systems are in sync and avoids the need to make adjustments in two systems.



# Partial Days Options

If the Absence Event includes one or more partial days, select the applicable **Partial Days** option from the following:

Option	Description
<b>All Days</b>	Use if the days entered are all partial days. Select this option even when only taking one partial day
<b>End Day Only</b>	Use this when the last day only is a partial day
<b>None</b>	This is the default value. Do not change this if none of the days are partial days
<b>Start Day Only</b>	Use when the first day only is a partial day
<b>Start and End Days</b>	Use when the first and last days are partial days

**Note:** For employees with a Variable Work Schedule, always select a **Partial Days** option because each day of a Variable Work Schedule represents 24 hours.

**Absence Detail** ?

\*Start Date07/17/2020

End Date07/17/2020

Filter by TypeAll

\*Absence NameVacation

\*ReasonAll Days  
End Day Only  
None  
Start Day Only  
Start and End Days

Partial Days

Duration

Calculate End Date or Duration



# Partial Days Options – Variable Work Schedule

The **Partial Days** option must always be selected for Positive Time Reporters with a Variable Work Schedule because Variable Work Schedules are set up in the system as 24 hours a day 7 days a week.

If the **Partial Days** option of “None” is selected, Cardinal calculates each day as 24 hours.

## When Partial Days Option None is Selected

**Absence Detail ?**

\*Start Date 07/13/2020

End Date 07/13/2020

Filter by Type All

\*Absence Name VSDP Sick Leave

\*Reason VSDP Sick Leave

Partial Days None

Duration 24.00 Hours

Calculate End Date or Duration

## When Partial Days Option All Days is Selected

**Absence Detail ?**

\*Start Date 07/13/2020

End Date 07/13/2020

Filter by Type All

\*Absence Name VSDP Sick Leave

\*Reason VSDP Sick Leave

Partial Days All Days

All Days Hours 8.00

Duration 8.00 Hours

Calculate End Date or Duration





# Absence Event Search Page

**Navigation:** Navigator > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event

The **Absence Event** page displays.

1. Enter the **Search Criteria** in the corresponding field(s).

**Note:** Using very specific or combinations of **Search Criteria** values gives you quicker results and reduces the possibility of system overload and timing out.

2. Click the **Search** button.
3. If multiple search results display, click the applicable **Empl ID** link of the employee to access the **Absence Event** page.

### Absence Event

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID

begins with ▼

Empl Record

= ▼

Name

begins with ▼

Last Name

begins with ▼

Second Last Name

begins with ▼

Alternate Character Name

begins with ▼

Middle Name

begins with ▼

☐ Case Sensitive


Limit the number of results to (up to 300): 

300

Search

Clear

Basic Search

 Save Search Criteria



# Absence Event Page (Tabs)

The **Absence Event** page displays.

There are two tabs located at the top of the page:

- **Absence Event Entry** - Displays all absence requests and events that have been entered for the employee. This is the default tab for this page
- **Forecast Messages** - Displays messages related to extended leave

Absence Event EntryForecast Messages

Employee ID  Empl Record 0 Name   
From 03/18/2020 Through 09/14/2020 Refresh Forecast

Absence Events

1-1 of 1

| View All

Absence TakeProcess StatusForecast Value

||>

*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status			
VAC TAKE ELEM	Vacation	06/12/2020	06/12/2020	<input type="text"/>	Normal <input checked="" type="checkbox"/>	<input type="checkbox"/>	06/12/2020	<a href="#">Details</a>	Manager Timesheet	Submitted			

Save Return to Search Notify Refresh

Absence Event Entry | [Forecast Messages](#)



# Absence Event Page (Header)

The Header on the **Absence Event Entry** tab includes **Employee ID** (number), **Empl Record**, and **Name**.

The **From** and **Through** fields identify the date range of data displayed in the **Absence Events** section. Click the **Refresh** button after updating the **From** or **Through** date to refresh the data displayed.

[New Window](#) | [Help](#) | [Personalize Page](#)

Absence Event EntryForecast Messages

Employee ID  Empl Record 0 Name

From  Through

Absence Events ?

1-1 of 1

View All

*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status		
<input type="text" value="VAC TAKE ELEM"/> <input type="button" value="Search"/>	Vacation	<input type="text" value="06/12/2020"/> <input type="button" value="Calendar"/>	<input type="text" value="06/12/2020"/> <input type="button" value="Calendar"/>	<input type="text"/>	Normal <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="06/12/2020"/> <input type="button" value="Calendar"/>	<a href="#">Details</a>	Manager Timesheet	Submitted	<input type="button" value="+"/>	<input type="button" value="-"/>

Absence Event Entry | [Forecast Messages](#)



# Absence Event Page (continued)

Use the **Forecast** button after an absence event is added or modified in order to ensure that the employee is eligible for the absence type selected and has sufficient balances available for use. This button must be clicked whenever you enter a leave type that requires forecasting.

Click the **View All** link if there are more than ten absences.

[New window](#) | [Help](#) | [Personalize Page](#)

[Absence Event Entry](#)

[Forecast Messages](#)

Employee ID

Empl Record 0

Name

From

Through

[Refresh](#)

[Forecast](#)

**Absence Events** [?](#)

[Absence Take](#)

[Process Status](#)

[Forecast Value](#)

||>

☐

[Details](#)

Manager Timesheet

Submitted

[+](#)

[-](#)

[Save](#)

[Return to Search](#)

[Notify](#)

[Refresh](#)

[Absence Event Entry](#) | [Forecast Messages](#)

1-1 of 1

[View All](#)



# Absence Events Section

The **Absence Events** section displays all absence requests and events entered in Cardinal for the employee, regardless of the entry source or workflow status. There are three tabs in this section:

- **Absence Take** – Displays details about the absence take (e.g., absence, begin and end date, entry source)
- **Process Status** – Displays the status of the absence event as it relates to processing
- **Forecast Value** – After you forecast leave, click this tab to review the results as to whether an employee is eligible or not

[New Window](#) | [Help](#) | [Personalize Page](#)

Absence Event EntryForecast Messages

Employee ID  Empl Record 0 Name   
From 03/18/2020 Through 09/14/2020 Refresh Forecast

Absence Events

1-1 of 1 | [View All](#)

Absence TakeProcess StatusForecast Value

*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status		
VAC TAKE ELEM	Vacation	08/12/2020	08/12/2020	<input type="text"/>	Normal <input checked="" type="checkbox"/>	<input type="checkbox"/>	06/12/2020	<a href="#">Details</a>	Manager Timesheet	Submitted		

Save

Return to Search

Notify

Refresh

Absence Event Entry | [Forecast Messages](#)



# Absence Take Tab

The **Absence Take** tab includes the following fields:

- **Absence Take** – Type of absence
- **Description** – Description of the specific absence type
- **Begin Date** – Start date of the absence
- **End Date** – End date of the absence

It is recommended, for reporting purposes, to enter separate requests in each pay period, instead of one, when entering a range of dates that crosses pay periods.

[New Window](#) | [Help](#) | [Personalize Page](#)

Absence Event EntryForecast Messages

Employee ID  Empl Record 0 Name   
From 03/18/2020 Through 09/14/2020

Absence Events ?

1-1 of 1 | [View All](#)

Absence TakeProcess StatusForecast Value

*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status		
VAC TAKE ELEM	Vacation	08/12/2020	08/12/2020	<input type="text"/>	Normal <input checked="" type="checkbox"/>	<input type="checkbox"/>	08/12/2020	<a href="#">Details</a>	Manager Timesheet	Submitted	<input type="button" value="+"/>	<input type="button" value="-"/>

Absence Event Entry | [Forecast Messages](#)

**Note:** When an absence event is entered by the absence admin on the absence event page, it can only be edited by the absence admin.

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# Absence Take Tab (continued)

**Absence Event** tab fields continued:

- **Partial Hours** - When applicable, this field displays the number of partial hours entered on the **Absence Event Input Detail** page for the absence event
- **Process Action** - The options are “**Normal**” and “**Void**”. Void is used when voiding a processed absence event
- **Voided** - Displays a checkmark when the absence event was voided by an Absence Management Administrator after the Calculate Absence and Payroll process has been run
- **Original Begin Date** - This date should always be the same as the absence event’s begin date and will default when the **Begin Date** field is initially populated for the absence event

[New Window](#) | [Help](#) | [Personalize Page](#)

Absence Event EntryForecast Messages

Employee ID  Empl Record 0 Name   
From 03/18/2020 Through 09/14/2020 Refresh Forecast

Absence Events ?

Absence TakeProcess StatusForecast Value

1-1 of 1View All

*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status		
VAC TAKE ELEM	Vacation	08/12/2020	08/12/2020	<input type="text"/>	Normal <input checked="" type="checkbox"/>	<input type="checkbox"/>	08/12/2020	<a href="#">Details</a>	Manager Timesheet	Submitted	+	-

SaveReturn to SearchNotifyRefresh

Absence Event Entry | [Forecast Messages](#)



# Absence Take Tab (continued)

**Absence Event** tab fields continued:

- **Details** - Provides a link to the **Absence Event Input Detail** page where you can view additional details about an existing absence event or to enter details about a new absence event
- **Entry Source** - The last source of entry or modification for the absence event (e.g., Employee Timesheet, Manager Timesheet, etc.) for Interface will say “**TA758 Absence Upload**”
- **Workflow Status** - The current status of the absence event (e.g., “**Saved**”, “**Submitted**”, “**Approved**”, “**Cancelled**”, or “**Voided**”)
- **[+] - Add a New Row** icon
- **[-] - Delete Row** icon

[New Window](#) | [Help](#) | [Personalize Page](#) |

**Absence Event Entry**

Forecast Messages

Employee ID  Empl Record 0 Name   
From  Through

**Absence Events**

1-3 of 3

**Absence Take**

Process Status

Forecast Value

*Absence Take^	Description	*Begin Date ▾	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status		
<input type="text" value="MLD TAKE ELEM"/>	Military Leave Disaster	<input type="text" value="12/19/2019"/>	<input type="text" value="12/19/2019"/>	<input type="text"/>	Normal	<input type="checkbox"/>	<input type="text" value="12/19/2019"/>	<a href="#">Details</a>	Administrator Absence Event	Approved		
<input type="text" value="BMO TAKE ELEM"/>	Bone Marrow/Organ Donations	<input type="text" value="12/18/2019"/>	<input type="text" value="12/18/2019"/>	2.00	Normal	<input type="checkbox"/>	<input type="text" value="12/18/2019"/>	<a href="#">Details</a>	TA758 Absence Upload	Approved		
<input type="text" value="WCI TAKE ELEM"/>	Worker's Comp (Day of Injury)	<input type="text" value="12/16/2019"/>	<input type="text" value="12/16/2019"/>	2.00	Normal	<input type="checkbox"/>	<input type="text" value="12/16/2019"/>	<a href="#">Details</a>	TA758 Absence Upload	Approved		

Absence Event Entry | [Forecast Messages](#)





# Re-checking Future Absence Events

Always re-check the employee's forecast balance closer to the date(s) of the planned Absence Event to ensure that the employee still has a sufficient entitlement balance to cover the Absence Event when the time comes. The employee may not have a sufficient balance any longer because another Absence Event was submitted, approved, and taken for the same absence type. Recheck Absence Events by completing the following:

- Navigate to the Timesheet with the Absence Event and click the **Absence** tab
- Click the **Forecast Results** tab
- Click the **Forecast Details** link
- Review the **Absence Forecast Results** page (sample on next slide)

Absence Events ?

Absence Take

Forecast Results

1-1 of 1

Select	*Start Date	End Date	Absence Name	Reason	Forecast Value	Forecast DateTime	Forecast Details
<input type="checkbox"/>	02/10/2020	02/28/2020	Vacation	Vacation	INELIGIBLE	01/08/2021 12:31PM	Forecast Details

Add Absence Event



# Re-checking Future Absence Events (continued)

Sample **Absence Forecast Results** page:

Absence Forecast Results

Help

View forecast element results. For more details please contact your absence administrator.

Forecast Balance Details

1-3 of 3

Forecast Results | Accumulator Results

Absence Name	Forecast Element	Value
Vacation	Vacation	0.00
Vacation	VAC FORECAST PAID	30.00
Vacation	VAC FORECAST UNPD	82.00

[Return to Timesheet](#)

**Note:** Any portion of the Absence Event that exceeds the employee's entitlement balance at the time of the Absence Event is treated as LNP (Pay Dock).



# Re-checking a Future Absence Event - Example

Example scenario:

- An employee has 24 hours of personal leave
- The employee requests to take 24 hours of Personal Leave for a trip two months from now and the Timekeeper enters the Absence Event. The forecast is successful and the Absence Event is approved
- Two weeks later, after making the initial request, the employee takes 16 hours of Personal Leave
- The future Absence Event now becomes ineligible because the employee used 16 of their 24 hours
- By re-checking the balances, there will only be 8 hours of Personal Leave available (making 16 hours of the Personal Leave for the future Absence Event insufficient)
- If no action is taken, the Timesheet will be processed with 8 hours as Personal Leave (the remaining available balance) eligible and 16 hours as LNP (Pay Docking)
- To avoid pay docking, re-check the absence eligibility, edit the future Absence Event and use a different absence type for 16 hours



# Editing/Updating an Absence Event

After an absence event has been submitted, it can be edited/updated by completing the following:

- Navigate to the applicable Timesheet and click the **Absence** tab
- Click the **Edit** button for the Absence Event
- Make the updates that are needed (e.g., change absence type, change dates, etc.)
- Forecast the Absence Event if required for the absence type
- Click the **Submit** button

For further information about updating/editing an Absence Event, see the Job Aid titled **TA371\_Managing Absence Events**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.



# Deleting/Canceling an Absence Event

If a future dated Absence Event is no longer going to be taken by the employee, the Absence Event can be deleted or canceled based on the following guidelines:

- If the Absence Event was just created or was saved without being forecasted, the **Delete** button will be enabled and the Absence Event can be deleted
- If the Absence Event has already been forecasted, but has not yet been approved, the Absence Event can be canceled by the Timekeeper by completing the following:
  - Navigate to the applicable Timesheet and click the Absence tab
  - Click the **Edit** button for the Absence Event within the **Absence Take** grid
  - Select the **Cancel** checkbox
  - Click the **Submit** button

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

For further information about canceling an Absence Event, see the Job Aid titled **TA371\_Managing Absence Events**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.



# Process Status Tab

The **Process Status** tab displays the status of the absence event as it relates to processing.

The **Status** field value of “**Finalized**” changes to “**Not Processed**” when an absence event from a prior pay period is modified in the current pay period. Valid Status values are:

- **Not Processed** – newly entered absence or absence from prior or current period that was modified and not yet processed
- **Processed** – absence was processed during the current calendar processing
- **Finalized** – absence was processed in a prior period and is not currently up for processing

Absence Event EntryForecast Messages

Employee ID  Empl Record 0 Name   
From 03/18/2020 Through 08/14/2020 Refresh Forecast

Absence Events ?

Absence TakeProcess StatusForecast Value

VAC TAKE ELEM

Vacation

06/12/2020

06/12/2020

Not Processed

+

-

SaveReturn to SearchNotifyRefresh

Absence Event Entry | Forecast Messages

*Absence Take	Description	*Begin Date	End Date	Status	Calendar Group ID	Process Date		
VAC TAKE ELEM	Vacation	06/12/2020	06/12/2020	Not Processed			+	-



# Forecast Value Tab

The **Forecast Value** tab identifies in the **Forecast Value** field whether the employee is “**Eligible**” or “**Ineligible**” for the absence event(s). This tab should be reviewed after entering an absence event for the employee and clicking the **Forecast** button.

Additional information can be reviewed by clicking the **Forecast Details** link.

Absence Event EntryForecast Messages

Employee ID  
From 03/18/2020  
Empl Record 0  
Through 09/14/2020  
Name  
RefreshForecast

Absence Events ?  
Absence TakeProcess StatusForecast Value  
\*Absence TakeDescription\*Begin DateEnd DateForecast ValueForecast Date TimeForecast Details  
VAC TAKE ELEMVacation06/12/202006/12/2020ELIGIBLE06/16/2020 12:06PMForecast Details  
SaveReturn to SearchNotifyRefresh  
Absence Event Entry | Forecast Messages



# Absence Forecast Results Page

The **Absence Forecast Results** page displays in a pop-up window. The expected remaining balance, paid hours, and unpaid hours display for the corresponding absence event. This page is especially helpful if the forecast value is “**Ineligible**” as it shows how many hours, if any, are eligible and how many are not.

In this example, the employee is eligible to be paid for the full vacation absence of 8 hours. **VAC FORECAST PAID** shows 8 hours will be paid, **VAC FORECAST UNPD** shows 0 hours will be unpaid, and the remaining VACATION balance on that day is expected to be **184** hours (**VAC ENT ELEM\_BAL**) after the 8-hour take is deducted.

Absence Forecast Results

Help

[Absence Event](#)

**Absence Forecast Results**

Absence Take ElementVAC TAKE ELEM

Begin Date06/12/2020

Absence TypeVacation

End Date06/12/2020

Forecast ValueELIGIBLE

Forecast Date Time06/16/2020 12:08PM

**Absence Forecast Result Details**

Forecast Results

Accumulator Results

User Keys 1-3

User Keys 4-6

1-3 of 3View All

Secondary Element	Forecast Element	Type	Numeric Value	Character Value	Date Value
VAC TAKE ELEM	VAC ENT ELEM_BAL	Accumulatr	184.000000		
VAC TAKE ELEM	VAC FORECAST PAID	Accumulatr	8.000000		
VAC TAKE ELEM	VAC FORECAST UNPD	Accumulatr	0.000000		

Return





# **Entering Admin Only Time Reporting Codes (TRCs)**



# Admin only TRCs

When you sign in and access an employee's Timesheet, there are some TRCs that are only available for Admins. TL and Absence 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**
- **OCO - Overtime Leave Payout**

CALHP - Called Out Hours (Paid)
CCA - Comp Time Leave Adjust
CCD - Comp Time Leave Deduction
CCL - Compensatory Leave Taken
CLO - Office Closing
CPO - Comp Time Leave Payout
HCS - Holiday Straight Earned
HNPM - Holiday Pay Docking
HOLM - Holiday
HOS - Holiday Straight Pay Extra
OCA - Overtime Leave Adjust
OCD - Overtime Leave Deduction
OCL - Overtime Leave Taken
OCS - Comp Leave Earned
OCT - Overtime Leave Earned
ONCHE - On-Call Hours (Earn)
ONCHP - On-Call Hours (Paid)
OPD - Overtime Leave Payout
OVS - OT @ Straight Time
OVT - OT @ Time and Half
REG - Regular Hours



# Entering/Modifying Compensatory and Overtime Leave on the Timesheet

Make an entry/adjustment to compensatory or overtime leave, on behalf of an employee, from the employee's Timesheet.

Navigate to the **Timesheet Summary** page using the following path:

**Team Time Tile > Timesheet**

The **Timesheet Summary** page displays.

1. Enter the **Employee Selection Criteria** in the corresponding fields.

**Note:** Using very specific or combinations of **Employee Selection Criteria** values gives you quicker results and reduces the possibility of system overload and timing out.

2. Click the **Get Employees** button.
3. Within the search results at the bottom of the page, click the **Last Name** link for the applicable employee.

**Timesheet**

Enter Time

**Timesheet**

Time Summary

Report Time

Weekly Time Entry

Weekly Time Summary

Payable Time

Leave Balances

Request Absence

Cancel Absences

View Requests

Absence Balances

Manage Exceptions

Reporting Locations

**Report Time**

**Timesheet Summary**

**Employee Selection**

**Employee Selection Criteria**

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
<b>Employee ID</b>	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Location Code	<input type="text"/>
Workgroup	<input type="text"/>
Position Number	<input type="text"/>

**Get Employees**

**Clear Criteria**

**Save Criteria**

**Change View**

\*View By:  ☒ Show Schedule Information

Date: 06/16/2020

Employees For  1-1 of 1

**Time Summary** **Demographics**

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



# Entering/Modifying Compensatory and Overtime Leave on the Timesheet (continued)

The **Timesheet** displays.

**Note:** Compensatory and Overtime leave are entered and modified on the **Timesheet** page. All other absences are managed on the **Absence Events** page.

Timesheet

Security Officer III

Actions ▾

Employee ID

Empl Record 0

Time Reporting Type Positive

Earliest Change Date 11/11/2019

Select Another Timesheet

\*View By Week ▾

Previous Week Next Week

\*Date 06/15/2020 📅 ↺

Reported Hours 0.00

From Monday 06/15/2020 to Sunday 06/21/2020 ?

Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20	Sun 6/21
8	8	8	8	8		

For further information about this Entering/Modifying Comp and Overtime Leave, see the Job Aid titled **TA374 Managing Absence Balances**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.



# Lesson Checkpoint



1. True or False. All leave balances can be viewed on the **Review Absence Balances** page in Cardinal.



2. True or False. Absence Management Administrators can enter, modify, delete, or void absences on the **Absence Event** page. Cancelling can be done on the Timesheet.



3. True or False. If you enter an absence on the **Absence Event** page, you do not need to forecast the absence like you do on the **Timesheet** page.



# Lesson Summary

2

## Reviewing and Entering Absence Events

In this lesson, you learned:

- How to Review Employee Absence Balances
- How to Review Employee Leave Balances
- How to Enter and Modify Absence Events
- How to Enter Admin Only Time Reporting Codes



# Lesson

3

## Managing Extended Leave

This lesson covers:

- Managing Extended Leave
- Entering Approved Balance Adjustments
- Entering and Approving Extended Leave



# Managing Extended Leave Overview

As an Absence Management Administrator, you are responsible for entering extended leave in Cardinal for eligible employees. Once you have received documentation for an employee, the appropriate extended leave must be entered in Cardinal per Commonwealth and agency policies.

An employee's eligibility and approval for extended absences is determined by Human Resources. The HR Administrator is responsible for ensuring an employee's job data record reflects the appropriate status and other job values while an employee is on an extended leave.

Extended leave includes the following:

- Family Medical Leave (FML)
- Short Term Disability (STD/STL)
- Long Term Disability (LTD)
- Workers' Compensation (WCL/WCP/WCS/WCI)
- Disability Credits (DSK)





# Managing Extended Leave Overview (continued)

The following job data values impact extended leave in Absence Management:

- **Action:** There are several action values that impact if an employee is calculated by the Absence Calculation process and the stopping/starting of some leave accruals relative to the effective date on the job record. The Action Reason code does not have any impact on absences
  - **Paid Leave of Absence, Long Term Disability with Pay, and Short Term Disability with Pay:** These job data actions keep employees in an active Leave with Pay status so that absences can be reported and processed by the Absence Calculation process. For employees on Leave for 90 plus days (unless LNP or DLR absences are used during a period), the semi-monthly accruals will cease after 90 consecutive days until the employee returns from leave
  - **Leave of Absence – Unpaid:** This Job Data action indicates the employee is not expected to have any time or absences reported and the employee will not be processed by the Absence Calculation process or receive any absence accruals until they return from leave
  - **Return from Leave:** This Job Data action returns an employee from either a “Paid Leave of Absence” or “Leave of Absence-Unpaid” status. Leave accruals, if previously stopped, resume upon the first full period after the employee returns to work
- **Holiday Schedule:** Employees may be moved to the HOLSTD holiday schedule with no holidays while on leave with pay. This allows extended absence types to be entered and processed on holiday pay
- **Paygroup:** Employees may be moved to a special no pay paygroup while on leave



# Entering and Approving Extended Leave

- Extended leave absence events do not automatically display as “Approved” and do not route for approval via workflow or generate a worklist item
- Cardinal recommends a second Absence Management Administrator approves the absence
  - The Absence Management Administrator that enters the event will need to notify the second Absence Management Administrator at your Agency to approve the request
  - In cases where there is only one Absence Management Administrator within the Agency, the same Absence Management Administrator that enters the absence event is also able to approve it



# Checking Absence Tracking Accumulators

Cardinal uses accumulators to track the hours or days of absence usage (accumulated time) based on pre-defined business rules. Before entering an extended absence request, you may want to review the accumulator values for the extended leave type(s) you plan to enter.

The accumulators used for the various extended absence types include:

- **FML** (Family and Medical Leave): Three tracking accumulators are used to track FML hours used
  - The “**FML ENT ELEM TAKE**” accumulator tracks FML used in the leave year, regardless of absence reason (includes Employee, Family, and Military FML)
  - The “**FML EMP/FAM BAL**” accumulator tracks FML used in the leave year with an absence reason of “Employee” or “Family”
  - The “**FML MILITARY BAL**” accumulator tracks FML used in the leave year with an absence reason of “Military”. Some military leave accumulators track based on the federal fiscal year (10/1 – 9/30)
- **STD** (Short Term Disability): The “**STD TAKE BAL DAYS**” accumulator tracks the total STD taken in the leave year in days rather than hours. It also includes holidays and weekends that fall during a consecutive Short Term Disability period
- **LTD** (Long Term Disability): Similar to STD, the “**LTD TAKE BAL DAYS**” accumulator tracks the total LTD taken in the leave year in days rather than hours. It also includes holidays and weekends that fall during a consecutive Long Term Disability period
- **WCL/WCP** (VSDP Workers’ Compensation Pay/Workers’ Compensation): The “**WCL TAKE BAL DAYS**” accumulator tracks the total WCL or WCP taken in the leave year in days rather than hours. It also includes holidays and weekends that fall during a consecutive Workers’ Compensation period



# Entering and Managing Extended Absences

**Navigation:** Navigator > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event

The **Absence Event** page displays.

1. Enter the **Search Criteria** in the corresponding field(s).

**Note:** Using very specific or combinations of **Search Criteria** values gives you quicker results and reduces the possibility of system overload and timing out.

2. Click the **Search** button.
3. If multiple search results display, click the applicable **Empl ID** link of the employee to access the **Absence Event** page.

### Absence Event

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID

begins with ▼

Empl Record = ▼

Name begins with ▼

Last Name begins with ▼

Second Last Name begins with ▼

Alternate Character Name begins with ▼

Middle Name begins with ▼

☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search

Clear

Basic Search

Save Search Criteria



# Entering and Managing Extended Absences (continued)

The **Absence Event** page displays for the applicable employee.

Several specific tasks may need to be completed when entering and managing an extended absence in Cardinal. The specific tasks required vary based on the type of extended absence:

- Checking Absence Tracking Accumulators
- Entering Concurrent Absence Events
- Obtaining Approval

New Window | Help | Personalize Page |

Absence Event Entry | Forecast Messages

Employee ID  Empl Record 0 Name   
From  03/18/2020  Through  09/14/2020  Refresh Forecast

Absence Events ?

Absence Take | Process Status | Forecast Value ||>

*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status		
FML TAKE ELEM <input type="text"/>	Family and Medical Leave	<input type="text"/> 08/01/2020 <input type="text"/>	<input type="text"/> 08/12/2020 <input type="text"/>	<input type="text"/>	Normal <input type="text"/>	<input type="checkbox"/>	<input type="text"/> 08/01/2020 <input type="text"/>	<a href="#">Details</a>	Administrator Absence Event	Approved	<input type="text"/>	<input type="text"/>

Save | Return to Search | Notify | Refresh

Absence Event Entry | [Forecast Messages](#)

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# Extended Absences

Extended absences track employee usage. WCL/WCP/WCS (Workers' Compensation Supplement) extended absences generate charge distributions to allocate salary costs.

FML is used exclusively for tracking and reporting. FML runs concurrently with other absence types and the employee's eligibility is determined outside of Cardinal.

FML does not generate earnings for payroll and distribution; therefore, you must **enter another absence take concurrent with the FML date range to generate earnings** for the employee (e.g., SCK (Traditional Sick), VAC (Vacation), CPT (Compensatory Leave Taken)). An example is shown below. If an employee has no available balances, enter LNP (Pay Docking). However, use of LNP should be avoided if possible and coordinated with the employee as needed.

Absence Event EntryForecast Messages

Employee ID

Empl Record0

Name

From03/18/2020

Through09/14/2020

Refresh

Forecast

Absence Events

Absence TakeProcess StatusForecast Value

*Absence Take	Description	*Begin Date	End Date	Forecast Value	Forecast Date Time	Forecast Details		
VAC TAKE ELEM	Vacation	06/01/2020	06/12/2020	ELIGIBLE	06/16/2020 4:18PM	Forecast Details	+	-
FML TAKE ELEM	Family and Medical Leave	06/01/2020	06/12/2020	ELIGIBLE	06/16/2020 4:18PM	Forecast Details	+	-

Save

Return to Search

Notify

Refresh

Absence Event EntryForecast Messages



# Managing Concurrent Extended Absence Events

Using FML does not affect the charge distributions that allocate salary costs. The absence types used concurrently with FML create the charge distributions that allocate salary costs. However, FML and other extended leaves will be visible on the employee's Timesheet in Self Service.

In the example below, FML and VAC were entered on the **Absence Events** page. Once forecasted and approved, they display on the employee's Timesheet as depicted.

From Sunday 12/06/2020 to Saturday 12/12/2020 ?

Sun 12/6	Mon 12/7	Tue 12/8	Wed 12/9	Thu 12/10	Fri 12/11	Sat 12/12	Total	Time Reporting Code	*Task
		8.00	8.00	8.00	8.00		32.00	VAC - Vacation	24200
		8.00	8.00	8.00	8.00		32.00	FML - Family Medical Leave	24200

Reported Time Status

Summary

Absence

Exceptions

Payable Time

Reported Time Status

1-8 of 8

Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
12/08/2020	Approved	8.00	FML	Family Medical Leave	8.00	
12/08/2020	Approved	8.00	VAC	Vacation	8.00	
12/09/2020	Approved	8.00	FML	Family Medical Leave	8.00	



# Managing Concurrent Extended Absence Events (continued)

If an extended absence, (e.g., FML, STD, LTD, WCL/WCP/WCS) is used concurrently with CPT (Compensatory Leave Taken) or OTT (Overtime Leave Taken), the CPT and OTT takes must be entered on the employee's Timesheet.

From Monday 12/02/2019 to Sunday 12/08/2019 ?

Mon 12/2	Tue 12/3	Wed 12/4	Thu 12/5	Fri 12/6	Sat 12/7	Sun 12/8	Total	Time Reporting Code
8.00	8.00						16.00	FML - Family Medical Leave
<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		CCL - Compensatory Leave Taken <input checked="" type="checkbox"/>

Save for Later

Submit

Apply Schedule

Reported Time Status

Summary

Leave / Compensatory Time

Absence

Exceptions

Payable Time

Leave and Compensatory Time Balances ?

Q

1-2 of 2 ☒

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	<a href="#">COMP_LEAVE</a>	104.00	0	1000	
Comp Time	<a href="#">OT_LEAVE</a>	108.00	0	1000	

[Return to Select Employee](#)

[Approve Absence](#)

[Manager Self Service](#)

[Time Management](#)





# Extended Absences – Family and Medical Leave (FML)

In order for the employee to take FML in Cardinal, the Absence Management Administrator must enter a balance adjustment to grant the employee hours.

**Note:** It is critical to always enter an Absence Reason for all leave. For example, for an FML event, selection of FML Employee, FML Family, or FML Military will ensure proper accumulator tracking.

FML is available for selection on the Timesheet but is typically only entered on the Timesheet if the leave is intermittent rather than consecutive. If the FML is to be entered by the employee/timekeeper/manager on the Timesheet, the Absence Management Administrator will still need to grant the appropriate FML hours as a balance adjustment.

For further information about extended absences, see the Job Aid titled **TA374 Extended Leave Processing**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.



# Extended Absences – Short Term Disability (STD)

Only the Absence Management Administrator can enter STD on the **Absence Event** page. STD can be entered on the same date as other leave types to report scheduled hours that are not worked or covered by STD. If two types cannot be used concurrently, per policy, then Cardinal displays an error message.

Follow the Commonwealth and agency policies regarding specifics about what to enter regarding Short Term Disability time on the **Absence Event** page. For more information about Short Term Disability, see the Job Aid titled **TA374 Extended Leave Processing**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

Absence Event EntryForecast Messages

Employee ID

Empl Record0

Name

From12/29/2019

Through04/04/2021

Refresh

Forecast

Absence Events ?

Absence Take

Process Status

Forecast Value

||>

*Absence Take±	Description	*Begin Date▼	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source
STD TAKE ELEM	VSDP Short Term Disability	12/07/2020	12/11/2020	6.40	Normal	<input type="checkbox"/>	12/07/2020	<a href="#">Details</a>	Administrator Ab
VAC TAKE ELEM	Vacation	12/07/2020	12/11/2020	1.6	Normal	<input type="checkbox"/>		<a href="#">Details</a>	Administrator A

Save

Return to Search

Notify

Refresh



# Extended Absences

## Long Term Disability (LTD)

Only the Absence Management Administrator can enter LTD on the **Absence Event** page. This benefit lasts until the employee can go back to work or for the number of years stated in the policy.

## Workers' Compensation

Workers' compensation is a form of insurance providing wage replacement and medical benefits to employees injured in the course of employment. Only the Absence Management Administrator can enter WCL/WCP/WCS on the **Absence Event** page.

### Processing Workers' Compensation:

- Absence Management Administrators enter WCL/WCP/WCS on the **Absence Event** page
- Use STL (STD - Pay Dock) to report unpaid
- Use the **Comments** field on the **Absence Event Comments** page to record the claim number of the absence event
- Only one Workers' Compensation Leave event can be entered per day
- Use the **Comments** field to indicate the number of hours charged to each claim when a single Workers' Compensation Leave event is entered and hours need to be charged to multiple claim numbers

For further information about extended leave, see the Job Aid titled **TA374 Extended Leave Processing**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.



# Extended Absences – Entering Comments

1. Click the **Details** link associated with the absence event on the **Absence Event** page.

The **Absence Event Input Detail** page displays in a pop-up window.

2. Click the **Comments** link near the bottom of the page.

The **Absence Events Comments** page displays in a pop-up window.

3. Enter the applicable comments and then click the **OK** button.

Character 1  Currency 1

Monetary 1

Decimal 1

Character 2  Currency 2

Monetary 2

Decimal 2

**User Defined Fields 3**

Date 3

Character 3

Monetary 3  Currency 3

Decimal 3

**User Defined Fields 4**

Date 4

Character 4

Monetary 4  Currency 4

Decimal 4

**Override**

Entitlement  Adjustment

**Comments**



**Absence Event Comments**

[Help](#)

[Absence Event](#)

**Absence Event Comments**

Comment



# Extended Absences – Approving

To approve the extended absence event, the second Absence Management Administrator navigates to the **Absence Event** page for the applicable employee.

1. Identify the appropriate extended absence request and click the **Details** link.

[New Window](#) | [Help](#) | [Personalize Page](#) | [Settings](#)

[Absence Event Entry](#)

[Forecast Messages](#)

Employee ID  Empl Record 0 Name   
From 03/18/2020 Through 09/14/2020 [Refresh](#) [Forecast](#)

**Absence Events**

[Absence Take](#) | [Process Status](#) | [Forecast Value](#) | [Filter](#)

1-2 of 2 [View All](#)

*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status		
VAC TAKE ELEM	Vacation	06/01/2020	06/12/2020	<input type="text"/>	Normal <input checked="" type="checkbox"/>	<input type="checkbox"/>	06/01/2020	<a href="#">Details</a>	Administrator Absence Event	Approved	<a href="#">+</a>	<a href="#">-</a>
FML TAKE ELEM	Family and Medical Leave	06/01/2020	06/12/2020	<input type="text"/>	Normal <input checked="" type="checkbox"/>	<input type="checkbox"/>	06/01/2020	<a href="#">Details</a>	Administrator Absence Event	Needs Approval	<a href="#">+</a>	<a href="#">-</a>

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

[Absence Event Entry](#) | [Forecast Messages](#)



# Extended Absences – Approving (continued)

The **Absence Event Input Details** page displays in a pop-up window.

2. Select the **Manager Approved** checkbox option.
3. Click the **OK** button at the bottom of the page.

**Absence Event Input Detail**

[Help](#)

**Absence Event**

**Absence Event Input Detail**

Absence Take: FML TAKE ELEM

Absence Reason: FME FMLA Employee

Entry Source: Administrator Absence Event

Workflow Status: Needs Approval

\*Process Action: Normal

☐ Voided Indicator

☒ **Manager Approved**

Absence Type: Family and Medical Leave Act

Event Priority: 99

Last Updated:

Process Status: Not Processed

Calendar Group ID:

Process Date:

First Processed Date:

**Absence Begin / End Data**

\*Begin Date: 08/01/2020

End Date: 08/12/2020

Original Begin Date: 08/01/2020

Partial Days: None

**User Defined Fields**

User Defined Field 1

**Override**

Entitlement:

Adjustment:

**Comments**

**OK** Cancel Refresh



# Extended Absences – Obtaining Approval (continued)

The **Absence Event** page returns.

4. Click the **Forecast** button (even if previously forecasted upon entry).

Absence Event EntryForecast Messages

Employee ID

Empl Record0

Name

From03/18/2020

Through09/14/2020

Refresh

Forecast

Absence Events ?

Q

1-2 of 2

View All

Absence Take

Process Status

Forecast Value

*Absence Take	Description	*Begin Date	End Date	Forecast Value	Forecast Date Time	Forecast Details		
VAC TAKE ELEM	Vacation	06/01/2020	06/12/2020	ELIGIBLE	06/16/2020 4:36PM	Forecast Details	+	-
FML TAKE ELEM	Family and Medical Leave	06/01/2020	06/12/2020	ELIGIBLE	06/16/2020 4:36PM	Forecast Details	+	-

Save

Return to Search

Notify

Refresh

Absence Event Entry | Forecast Messages



# Extended Absences – Obtaining Approval (continued)

5. Once the forecasting completes, a confirmation message displays in a pop-up window. Click the **OK** button.

The **Workflow Status** field updates to “Approved”.

6. Click the **Save** button.

Forecasting completed covering the period from 2019-10-30 to 2020-06-19. Please check the Forecast Value tab to confirm eligible.(25006, 10)

OK

Cancel

Absence Event EntryForecast Messages

New Window | Help | Personalize Page

Employee ID  Empl Record 0 Name   
From 03/18/2020 Through 09/14/2020 

Refresh

Forecast

Absence Events ?

Absence TakeProcess StatusForecast Value

\*Absence TakeDescription\*Begin DateEnd DatePartial Hours\*Process ActionVoidedOriginal Begin DateDetailsEntry SourceWorkflow Status

VAC TAKE ELEMVacation06/01/202006/12/2020Normal06/01/2020DetailsAdministrator Absence EventApproved

FML TAKE ELMFamily and Medical Leave06/01/202006/12/2020Normal06/01/2020DetailsAdministrator Absence EventApproved

SaveReturn to SearchNotifyRefresh

Absence Event Entry | Forecast Messages

72





# Lesson Checkpoint



1. True or False. Absence Management Administrators are responsible for entering extended leave balances into Cardinal based on documentation received for an employee (HR and/or Payroll).



2. Which extended leave type is used only for tracking and reporting and does not impact the generated charge distributions to allocate salary costs?
  - a) FML
  - b) LTD
  - c) STD
  - d) WCL



3. True or False. While Cardinal allows the same Absence Management Administrator that enters the extended absence to approve it, it is recommended that a second Absence Management Administrator does the approval.



# Lesson Summary

3

## Managing Extended Leave

In this lesson, you learned:

- How to Manage Extended Leave
- How to Enter Approved Balance Adjustments
- Entering and Approving Extended Leave Overview



# Lesson

4

## Adjusting Absence Entitlement Balances

This lesson covers:

- Adjusting Absence Entitlement Balances
- Processing Leave Donations
- Zeroing Out Leave Balances
- Identifying Balances for Leave Payout
- Pay Docking



# Taking Action on Absence Balances

There are times you may need to take action or communicate information related to absence balances for various reasons.

Scenarios that may require action:

- Manually entering/adjusting entitlement balances (e.g., correcting errors, correcting converted or transfer balances)
- Processing leave donations
- Zeroing out absence balances
- Identifying balances for leave pay out
- Identifying pay docking

Absence Management Administrators have access to enter various leave adjustment TRCs, (e.g., CPO (Comp Time Leave Payout), OCA (Overtime Leave Adjust)).



# Balance Adjustments

## Where and When to Make Adjustments

The following three pages are used to adjust an employee's absence/leave balances:

- **Timesheet** page: Is only used to adjust or remove compensatory and overtime leave balances for terminated employees or employees that are no longer eligible (e.g., from non-exempt to exempt)
- **Supporting Elements** page: This is only used for transferring employees in order to grant vacation and sick balances carried forward from the transferring agency
- **Absences** page: This is used for all other scenarios not covered by the previous pages listed

**Note:** Balance adjustments entered directly into Cardinal on the **Absences** page are not displayed on the employee's Timesheet until the Calendar ID is finalized at the end of the pay period. However, once the balance adjustment is entered, the balance is available to the employee for absence entry. Balance adjustments should be made before the absence is entered or interfaced.



# When Entitlement Balances are Processed

Understanding when entitlements are processed will help you determine the appropriate period to apply an adjustment. Balances for terminated employees, or other situations where an employee is no longer eligible, should always be zeroed out in the period that contains the employee's last day of work.

Processed at the beginning of the pay period:

- VSDP Personal Leave (PER)
- VSDP Sick Leave (SDP)
- Annual Leave Incentive (ALI)

Processed at the end of the pay period:

- Vacation (VAC)
- Traditional sick (SCK)



# Manual Adjustment of Absence Entitlement Balances

Not all absence types are granted based on an annual entitlement or accrual during the leave year.

Absence types that require manual set up include:

- **ELP** (Educational Leave)
- **ALI** (Annual Leave Incentive)
- **MIL** (Military Leave)
- **ERL** (Employee Recognition Program)

Key points about Absence Entitlement Balances:

- Balances are adjusted when there is an exception
- Investigate to verify the exception before adjusting the balance
- Absences that are future dated are updated when the calendar is processed
- VAC or SCK leave adjustments are made in the pay period prior to when the employee will be able to take the leave
- Large volumes of absence balance adjustments can be uploaded using the absence balance adjustment mass upload process

For further information about the mass upload process, see the Job Aid titled **Performing a Mass Upload**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

For further information about manual adjustments, see the Job Aid titled **TA374 Managing Absence Balances**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.



# Processing Leave Donations

The leave donation process does not allow employees to enter a donation leave request directly. Employees who wish to donate leave to another employee should contact their supervisor for guidance regarding agency policy.

Once the donation has been confirmed, Absence Management Administrators:

- Enter and manage DLR (Donated Leave) by entering balance adjustments for the recipient and donor
  - Donor and recipient balances update when the regular Absence Calculation process runs (scheduled daily)
  - The donor's vacation balance will be reduced by the donated amount and the recipient's DLR balance will be increased by the donated amount
  - The recipient can use the DLR hours after the Absence Calculation process has run, even though time is not visible to them on their Timesheet
  - The balance adjustments are not visible to the employee on their Timesheet until the pay period has been finalized
  - Use reports or online pages to verify adjustments are accurate
- Multiple adjustment rows for the same absence types cannot be added for the same Calendar ID period
  - If multiple employees are donating leave to the same recipient, add one adjustment row (DLR REC ELEM) with the total number of donated hours for the calendar period. Use the **Comments** field to capture details
- Return unused donated leave to the donor(s) after the recipient no longer needs or qualifies by entering balance adjustments for the recipient and donors
  - **Donated Leave Usage Report Query (V\_TA\_DONATED\_LEAVE)** can be used to identify unused leave that should be returned

For further information about processing leave donations, see the Job Aid titled **TA374: Managing Absence Balances**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.





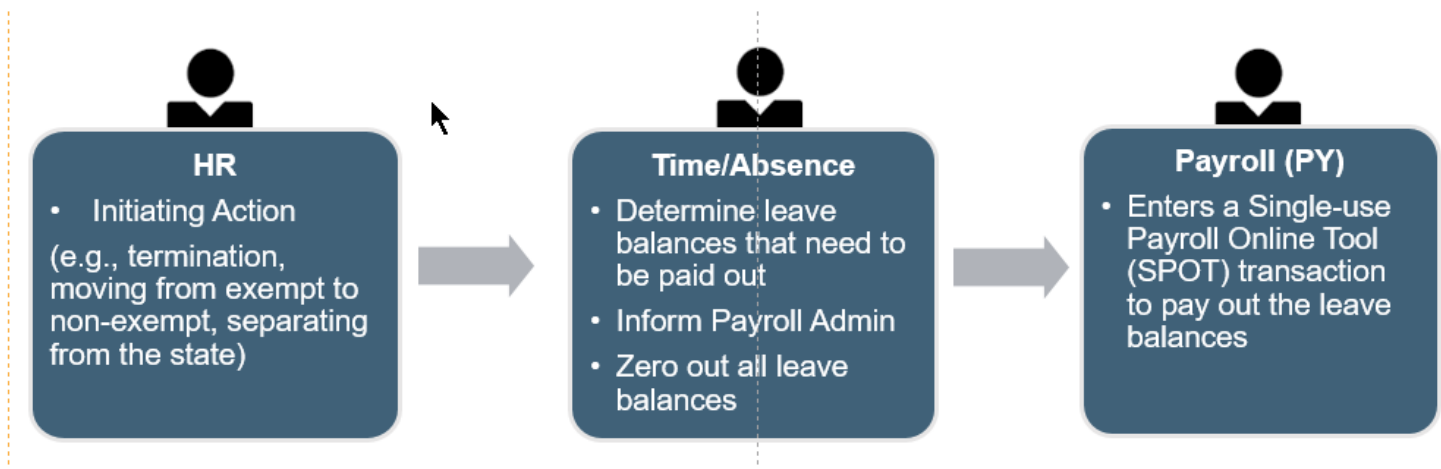
# Identifying Balances for Leave Payout

Sometimes, an employee is no longer eligible for leave (e.g., separating from the state, retiring, moving from a Salaried Position to an Hourly Position, moving from Non-Exempt to Exempt) and may be eligible for a payout of some or all of the leave balances. When this occurs, there must be coordination between multiple Cardinal functional areas for the leave to be paid out accurately.

Examples of scenarios that may result in leave payout:

- Separating from the state
- Retiring
- Moving from a Salaried Position to an Hourly Position
- Moving from Non-Exempt to Exempt.

The flow below provides a high-level overview of the process:



**Note:** Follow Commonwealth and agency policy regarding when leave is eligible for payout and how to calculate the amount to be paid.



# Zeroing Leave Balances

When an employee is no longer eligible, the balances in Cardinal should be zeroed out whether they were eligible for payout or not.

All leave, including compensatory and overtime, needs to be zeroed out.

- If balances are not zeroed out, and the employee is rehired by the agency, those balances will remain in Cardinal and be eligible for the employee to use.
- Balances not zeroed out will be listed on the annual leave liability report.

Examples of scenarios that may require leave to be zeroed out:

- Moved from non-exempt to exempt
- Leaves the state

**Note:** All leave types, with the exception of compensatory and overtime leave, are zeroed out on the **Absences** page. Compensatory and overtime leave balances are zeroed out on the employee's Timesheet.

For further information about zeroing leave balances, see the Job Aid titled **TA374 Managing Absence Balances**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.



# Transferring From an External Leave System of Record to Cardinal

- If their previous Agency was using an external absence system of record and the current Agency is using Cardinal AM, their balances need to be manually entered.
- Absent Management Administrators make these adjustments on the **Supporting Elements** page.
- Transferring employees can use balances from their previous Agency in their first pay period.

For details on entering balances, see the Job Aid titled **TA374 Managing Absence Balances**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.



# 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**.





# 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:

**Navigator > Reporting Tools > Query > Query Viewer > V\_TA\_ABS\_EVT\_FCST\_INELIG**

V\_TA\_ABS\_EVT\_FCST\_INELIG - Ineligible Forecasted Absence

Business Unit50100

Department ID (Blank for All)10025

Current Leave Yr End Date12/31/2019

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	



# 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:

**Navigator > 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	<b>Docking Unpaid Absences</b>																		
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	TAC	DESCRIPTION	QUANTIT	STATUS	FROZEN DATE	FROZEN FLAG	FORECAST VALUE	WORKGROUP	
10																			

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

<u>Before HR Data Freeze</u>	<u>Day after Payday</u>
<ol style="list-style-type: none"> <li>1. Run report with current Calendar Group ID/Period Begin and End dates</li> <li>2. Save the report to use as a comparison after the Payday</li> <li>3. Review for Pay Docking</li> <li>4. Payroll Administrator verifies with the TL/AM Administrator</li> <li>5. Enter SPOT transaction(s)</li> </ol>	<ol style="list-style-type: none"> <li>1. Run report again with the same Calendar Group ID/Period Begin and End dates</li> <li>2. Save the report</li> <li>3. Compare the results of the report run Before HR Data Freeze the report run after the Payday</li> <li>4. Identify any additional pay docking or if any funds are owed to the employee</li> <li>5. Payroll Administrator verifies with the TL/AM Administrator</li> <li>6. Enter SPOT transaction(s)</li> </ol>



# Pay Docking

Before docking an employee’s pay, it is important for the Payroll Administrator to work with the TL/AM Administrator to verify Pay Docking. Pay Docking identified on the report, may need to be adjusted (e.g., employee uses a different leave/absence to supplement all or part of the identified docking) to avoid pay docking.

When entering Pay Docking in SPOT, ALWAYS enter it using actual hours and hourly rate because it impacts Payroll Distribution.

Earn Code	Description	Earns Begin Dt	Earns End Dt	Tax Periods	Tax Method	Oth Hrs	Hourly Rate
LNP	Insufficient Leave	07/10/2023	07/24/2023	1	Annualized	1.50	24.030000

It is also recommended that the Payroll Administrator enter a detailed **Comment** in SPOT for the transaction to document the hours being docked. The more detailed the comment is, the easier it will be later to review or respond to employee questions.

SPOT Comments page

Help

Empl ID

Empl Record

Seq#

Comment

0

1

PP 7/10-7/24/23 -Docking Unpaid Abs. Rpt showed 1.5 hrs of Pay Dock for ineligible forecasted absence. Confirmed with TL/AM Admin that employee should be docked per the report.

OK

Cancel



# Lesson Checkpoint



1. True or False. It is important to zero out leave balances when an employee separates from the state because if the employee is rehired by the agency, those balances will remain in Cardinal and be eligible for the employee to use.



2. To help prevent unexpected\_\_\_\_\_, one option is to generate and review the Ineligible Absence Forecasted Events Report.
  - a. Leave Payout
  - b. Pay Docking
  - c. Leave Donation
  - d. Transfers





# Lesson Summary

4

## Adjusting Absence Entitlement Balances

In this lesson, you learned:

- How to adjust Absence Entitlement balances
- How to process Leave donations
- How to clear Leave balances
- How to identify balances for leave payout
- About Pay Docking and how to avoid unexpected Pay Docking



# Lesson

5

## Absence Calculation Processing

This lesson covers:

- An Overview of Absence Calculation processing
- Troubleshooting Issues Related to Absences/Leave



# Overview of the Absence Calculation Process

Calculate Absence is a daily batch process that calculates all absence entitlements (automatic and granted) and absence takes.

The Calculate Absence process includes:

- **Absence Entitlements:** This process updates frequency-based entitlements and makes entitlements available to the respective employees
- **Absence Takes:** During this process, Cardinal calculates the number of hours per day for each take and deducts the hours taken from the respective employee's balances
- **Retroactive Changes:** This process updates all intervening time periods up to the present period when you add, update, or delete an absence event or make changes to job data or a work schedule that affects a period that has already been processed

The Cardinal Post Production Support Team and the State Payroll Operations (SPO) office personnel have access to run this process manually as needed.



# Absence Calculation Process

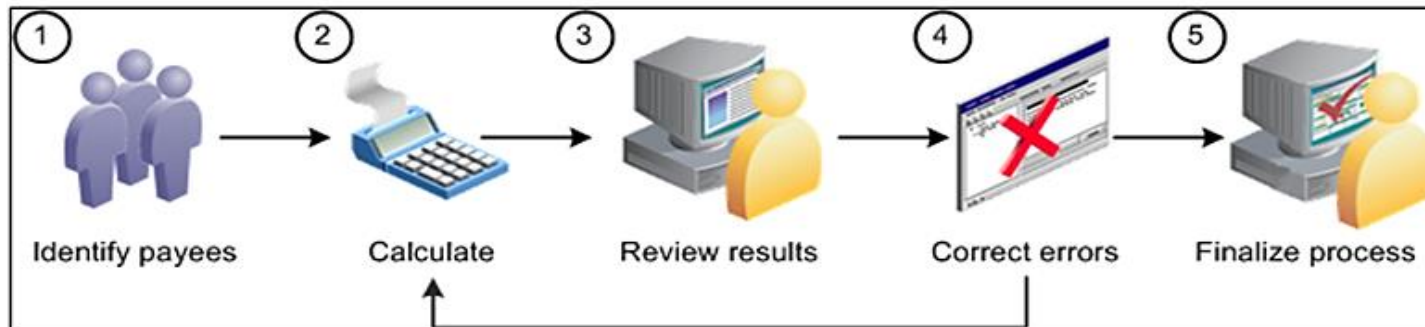
The Absence Calculation process:

- Selects employees to be processed –includes active employees and employees with pending retroactive changes
- Processes approved absence requests – identifies and processes approved absence requests
- Updates leave balances
- Updates the year-to-date (YTD) accumulators
- Calculates periodic accruals based on applicable leave policies and takes into account job attributes such as length of service and full/part time status

Absence Calculation must be finalized before it can be sent to Time and Labor and payroll processing.

Once absence results have been finalized, any subsequent changes are retroactive transactions and are processed during the subsequent calendar periods.

After the absence calendar is finalized and closed, the next calendar will open for the current period.





# Troubleshooting Issues Related to Absences/Leave

The following are three key resources that you can use to assist with researching and troubleshooting employee absences:

- Employee Leave Report
- Absence Accumulators Result Query
- Results by Calendar and Calendar Group

For further information about each of these reports, see the **Cardinal HCM Time & Attendance Reports Catalog**. It is located on the Cardinal website under **Resources**.

For further information about Calendar Group reporting, see the Job Aid titled **TA374 Results by Calendar-Calendar Group**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.



# Results by Calendar/Calendar Group

The **Results by Calendar/Calendar Group** pages can assist Absence Management Administrators review detailed absence information processed by the Absence Calculation process and help to troubleshoot issues. For example, if balance adjustments or retroactive transactions were made for an employee, you can access previous calendars and recalculated versions of the calendars to ensure they were processed correctly. Both options show the same information, but it displays in different ways.

The **Results by Calendar** page displays absence data based on the semi-monthly leave period it was effective in. The calendar selected will display the most recent version of the data effective in that calendar period along with any other versions of the same calendar period that may have been re-processed during a different calendar period due to retroactivity.

The **Results by Calendar Group** page displays absence data based on the semi-monthly leave period it was processed in. The calendar group selected will display the corresponding calendar period along with any prior calendars that were re-processed during that period due to retroactivity.



# Results by Calendar

An example of result of by calendar with no retroactive adjustments.

Navigate to this report using the following path:

**Navigator > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Review Absence/Payroll Info > Results by Calendar**

Calendar ResultsEarnings and DeductionsAccumulatorsSupporting Elements

Employee

Empl ID

Empl Record 0

Calendar ID SM12019SM124

Pay Group SM1

Semi-monthly Classified

Segment Information by Calendar Group

1-1 of 1

View All

Calendar Group ID	Segment Begin Date	Segment End Date	Calculate Action	Segment Number	Version Number	Revision Number	Segment Detail
2019SM124	12/25/2019	01/09/2020	Calculate	1	1	1	<a href="#">Segment Detail</a>

Additional Result Pages

[Positive Input - Absence Absence Data](#)

[Positive Input - Payroll Retro Calculation Deltas](#)

[Generated Positive Input](#)

Return to Search

Previous in List

Next in List

Notify

Calendar Results | [Earnings and Deductions](#) | [Accumulators](#) | [Supporting Elements](#)



# Results by Calendar Group

Results by Calendar Group shows the most recent Absence Calculation process run and any Calendar IDs with retroactive changes that were processed in the Calendar Group ID.

Navigate to this report using the following path using the Calendar Group ID 2019SM124:

**Navigator > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Review Absence/Payroll Info > Results by Calendar Group**

Calendar Group ResultsEarnings and DeductionsAccumulatorsSupporting Elements

Employee

Empl ID

Empl Record

0

Calendar Group ID

2019SM124

SM1CalGroup242019

Segment Information by Calendar

1-3 of 3

View All

Calendar ID	Segment Begin Date	Segment End Date	Calculate Action	Segment Number	Version Number	Revision Number	Segment Detail
SM12019SM122	11/25/2019	12/09/2019	Calculate	1	3	1	<a href="#">Segment Detail</a>
SM12019SM123	12/10/2019	12/24/2019	Calculate	1	2	1	<a href="#">Segment Detail</a>
SM12019SM124	12/25/2019	01/09/2020	Calculate	1	1	1	<a href="#">Segment Detail</a>

Additional Result Pages

[Positive Input - Absence Absence Data](#)

[Positive Input - Payroll Retro Calculation Deltas](#)

[Generated Positive Input](#)

Return to Search

Previous in List

Next in List

Notify

Calendar Group Results | [Earnings and Deductions](#) | [Accumulators](#) | [Supporting Elements](#)





# Lesson Checkpoint



1. True or False. Self-Service users are able to see balances calculated in the current open period.



2. True or False. The Absence Calculation process processes balance adjustments made by the Absence Management Administrator.



# Lesson Summary

5

## Absence Calculation Processing

In this lesson, you learned:

- About the Absence Calculation process
- How to troubleshoot Issues Related to Absences/Leave



# Course Summary

TA374

Absence Management Maintenance

In this course, you learned:

- About the absence reporting process
- How to maintain absences in Cardinal
- How to adjust absence entitlement balances
- About the Absence Calculation process
- How to review the Absence Calculation results information



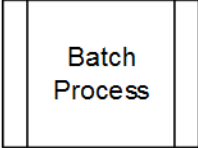
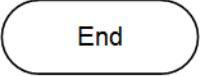
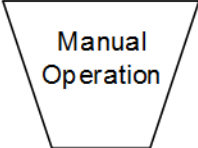
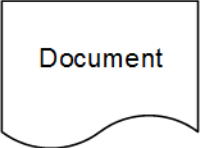
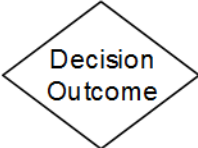
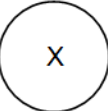
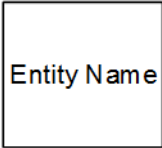
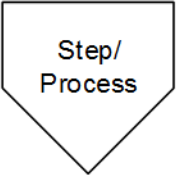


# Appendix

- Flowchart Key



# Flowchart Key

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