Time Status Administration Overview

This Job Aid covers Time Administration procedures for managing the following exception or special case time transaction scenarios.

Role	Scenario	Action	Date Range	Page
TL Administrator	Reported Time Outside Grace Periods	Enter, Modify, and Submit	Between 90 and 365 days old	Team Time Timesheet
TL Administrator	Payable Time in Rejected by Payroll (RP) Status	Close	Up to 365 days old	Adjust Paid Time
TA Expired Grace Approver	Reported Time After Termination Date	Delete	After term date	Update Time Status
TA Expired Grace Approver	Reported Time in Saved (SV) or Needs Approval (NA) Status	Close or Delete	Greater than 90 days old	Update Time Status
TA Expired Grace Approver	Payable Time in Needs Approval (NA) Status	Close	Greater than 90 days old	Update Time Status
TA Expired Grace Approver	Payable Time in Needs Approval (NA) Status Outside Grace Period	Approve	Between 90 and 365 days old	Request Batch Approval Process
TA Restricted Special Approver	Time Routed to TA Special Restricted Approver	Approve or Correct Workflow Issue and Re-route	All	Approvals Tile

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Manage Reported Time Outside Grace Period - TL Administrator

Users with the TL/AM Supervisor roles have access to enter/submit and submit saved time and leave on behalf of Reports To direct reports and delegated authorities for transaction dates up to 90 days in the past. TL Administrators have access to enter/submit and submit saved time and leave on behalf of any employee in the Agency for transaction dates up to 365 days in the past. AM Administrators can also enter/submit and submit saved absences on the timesheet for a period of up to 365 days in the past and also have access to manage all absences for any date range on the Absence Event page. An Agency may choose to close or delete Reported Time that falls outside the grace periods rather than submit or approve (refer to the Close or Delete Reported Time section of this job aid for instructions).

After reported time is submitted on the timesheet, it will route to the Reports To supervisor for approval. Users with the TL/AM Supervisor roles use the Approvals tile on the Cardinal HCM Homepage to approve time for Reports To direct reports and delegated authorities. Supervisors can approve non-productive time for dates that fall in the past 365 days and can only approve productive time within the past 90 days. To approve, close, or delete time pending approval that falls outside these grace periods, refer to the other sections in this job aid based on how the Agency chooses to proceed.

Agencies should have processes and procedures in place to ensure timely submission and approvals within the grace limit periods and the need for approving, closing, or deleting transactions outside these limits should be minimized as much as possible. The Agency should have a process for supervisors and administrators to request approval, closure, and deletion of time older than 90 days with appropriate justification and authorization; requests received by Cardinal Post Production Support (PPS) will be redirected to the Agency TA Expired Grace Approver(s).

Note: The Appendix section of this Job Aid includes a Time Entry and Approval Matrix showing the Reported and Payable Time Statuses and actions available based on grace periods and roles.

Close Time Rejected by Payroll - TL Administrator

In instances where payable time is ready for loading to Payroll (Payable Status of “Approved” or “Estimated”) but errors during the Load Time and Labor process, the Payable Status becomes “Rejected by Payroll”. Time in a Payable Status of “Rejected by Payroll” will continue to be pulled into subsequent loads to Payroll and will either load successfully if the underlying reason for rejection was resolved or will continue to be rejected and remain in Rejected by Payroll status.

If the time cannot be loaded to Payroll successfully it may be paid through Single Use Payroll Online Tool (SPOT) transactions or via off-cycle processing. If the Payroll Administrator and/or State Payroll Operations (SPO) processes payment for the time using another method, the TL Administrator must close the rejected time transactions using the **Adjust Paid Time** page to avoid duplication of payment and prevent the time from future attempts to load to Payroll. This action is only performed when SPO indicates that the time needs to be closed.

Notes: If no action has been taken for “Rejected by Payroll” transactions within 365 days, Cardinal will automatically close the time.

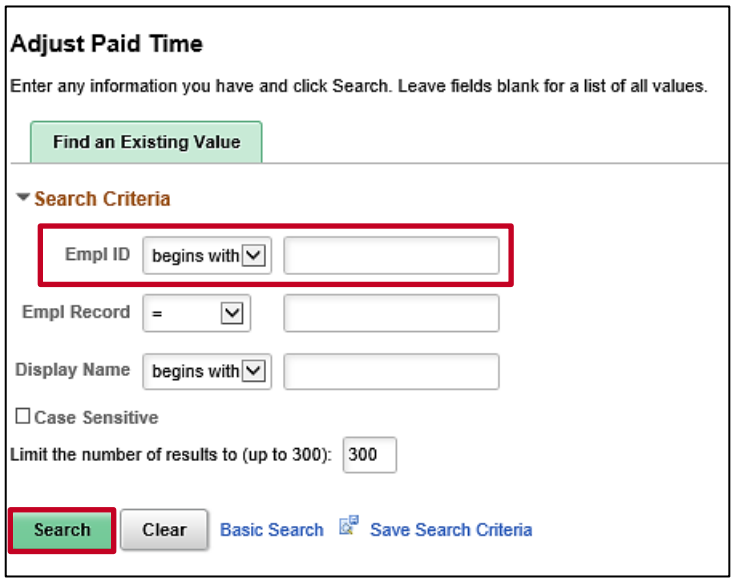
Time transactions in a “Rejected by Payroll” status that have been Closed will be allocated using the department or position funding defaults for the employee.

The Appendix section of this Job Aid provides a list of reasons why payable time transactions may be rejected by the Load Time & Labor process.

1. Navigate to the **Adjust Paid Time** page using the following path:

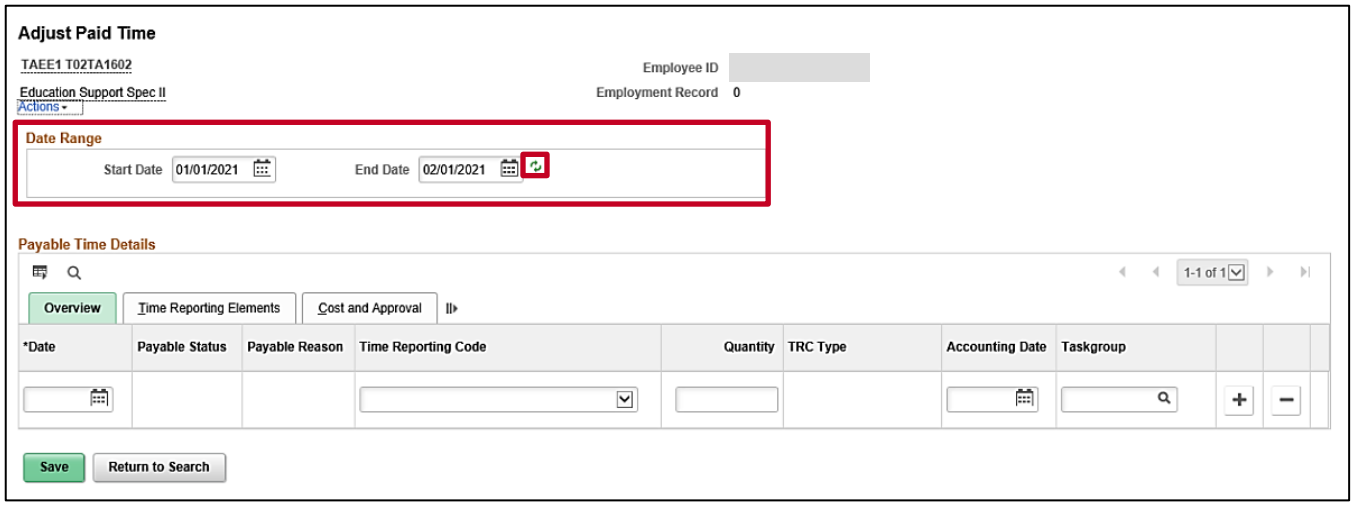
   Menu > Time and Labor > Report Time > Adjust Paid Time

The **Adjust Paid Time Search** page displays.



2. Enter the Employee ID for the applicable employee in the **Emp ID** field.
3. Click the **Search** button.

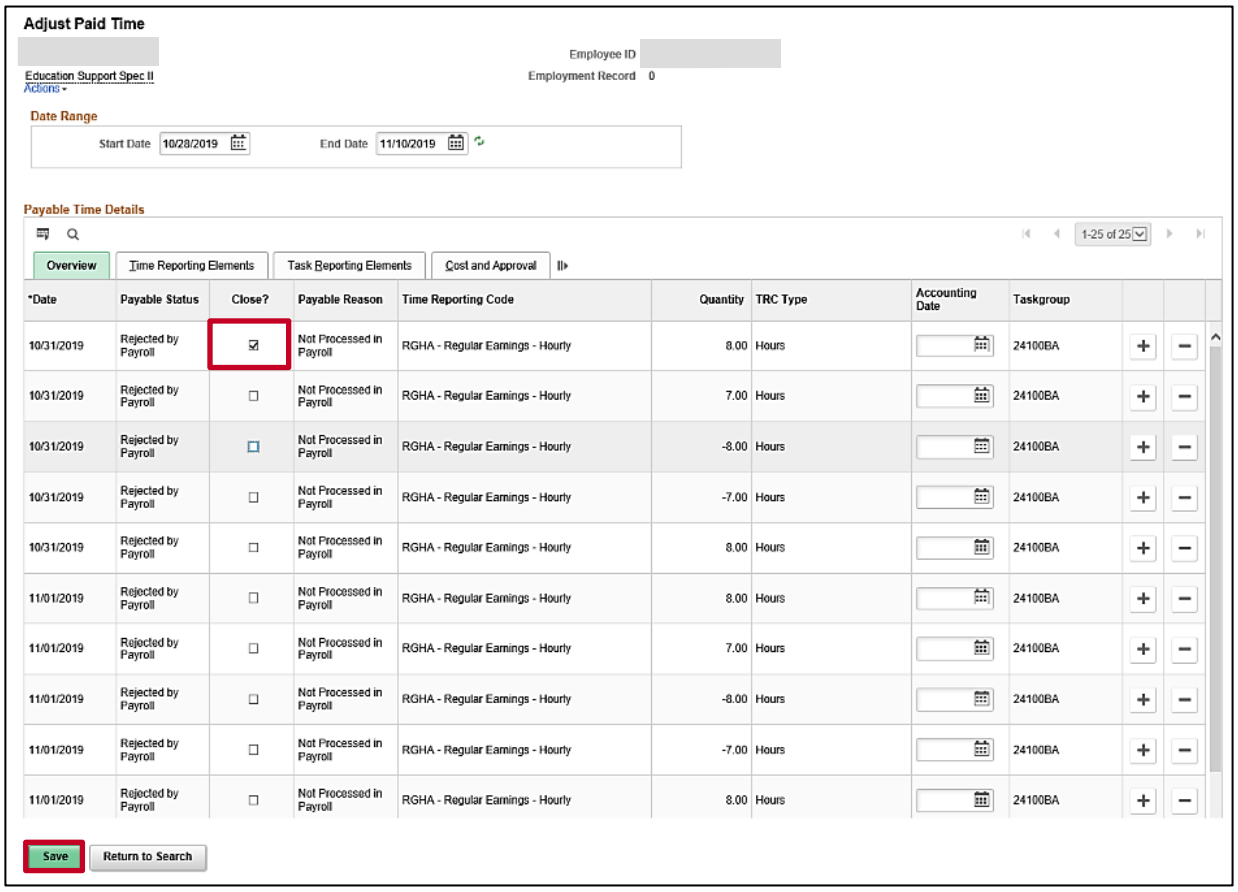
The **Adjust Paid Time Search** page displays.



4. The **Date Range Start Date** and **End Date** fields default to one month prior to the current date and the current date respectively. Update the **Start Date** and **End Date** fields as needed to reflect the date range in which the rejected time needs to be closed.

5. Click the **Refresh** icon.

The page refreshes and all payable transactions for the employee within the selected date range display.



*Date	Payable Status	Close?	Payable Reason	Time Reporting Code	Quantity	TRC Type	Accounting Date	Taskgroup
10/31/2019	Rejected by Payroll	☑	Not Processed in Payroll	RGHA - Regular Earnings - Hourly	8.00	Hours		24100BA
10/31/2019	Rejected by Payroll	☐	Not Processed in Payroll	RGHA - Regular Earnings - Hourly	7.00	Hours		24100BA
10/31/2019	Rejected by Payroll	☐	Not Processed in Payroll	RGHA - Regular Earnings - Hourly	-8.00	Hours		24100BA
10/31/2019	Rejected by Payroll	☐	Not Processed in Payroll	RGHA - Regular Earnings - Hourly	-7.00	Hours		24100BA
10/31/2019	Rejected by Payroll	☐	Not Processed in Payroll	RGHA - Regular Earnings - Hourly	8.00	Hours		24100BA
11/01/2019	Rejected by Payroll	☐	Not Processed in Payroll	RGHA - Regular Earnings - Hourly	8.00	Hours		24100BA
11/01/2019	Rejected by Payroll	☐	Not Processed in Payroll	RGHA - Regular Earnings - Hourly	7.00	Hours		24100BA
11/01/2019	Rejected by Payroll	☐	Not Processed in Payroll	RGHA - Regular Earnings - Hourly	-8.00	Hours		24100BA
11/01/2019	Rejected by Payroll	☐	Not Processed in Payroll	RGHA - Regular Earnings - Hourly	-7.00	Hours		24100BA
11/01/2019	Rejected by Payroll	☐	Not Processed in Payroll	RGHA - Regular Earnings - Hourly	8.00	Hours		24100BA

6. Click the **Close?** checkbox option for each applicable transaction with a Payable Status of “Rejected by Payroll” that was paid through SPOT or off-cycle.

7. Click the **Save** button.

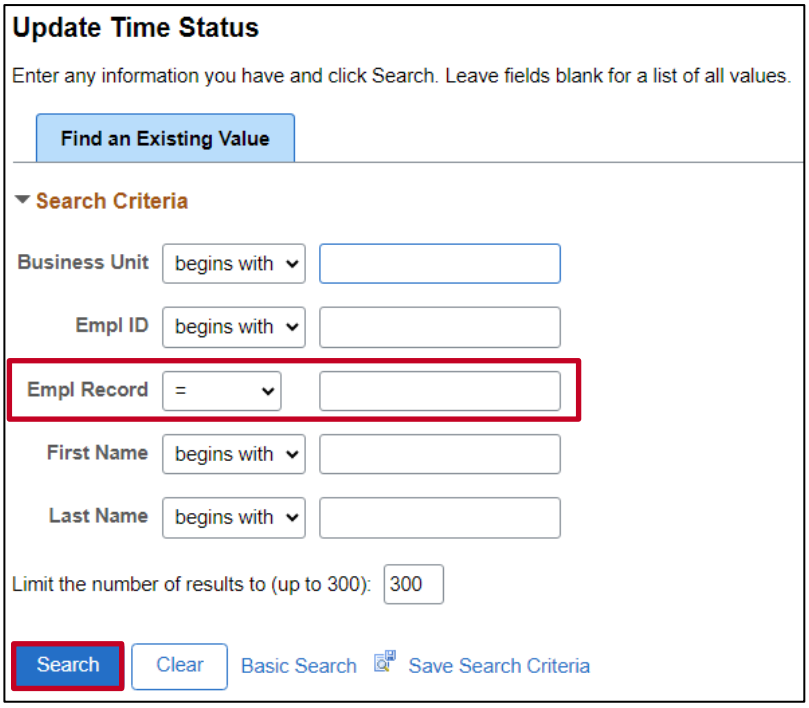
Delete Time After Termination Date - TA Expired Grace Approver

To remove Reported Time that was entered or interfaced prior to the termination/inactivation transaction for dates that fall after the employee's termination date, the Agency TA Expired Grace Approver has access to the **Update Time Status** page to delete these invalid transactions.

1. Navigate to the **Update Time Status** page using the following path:

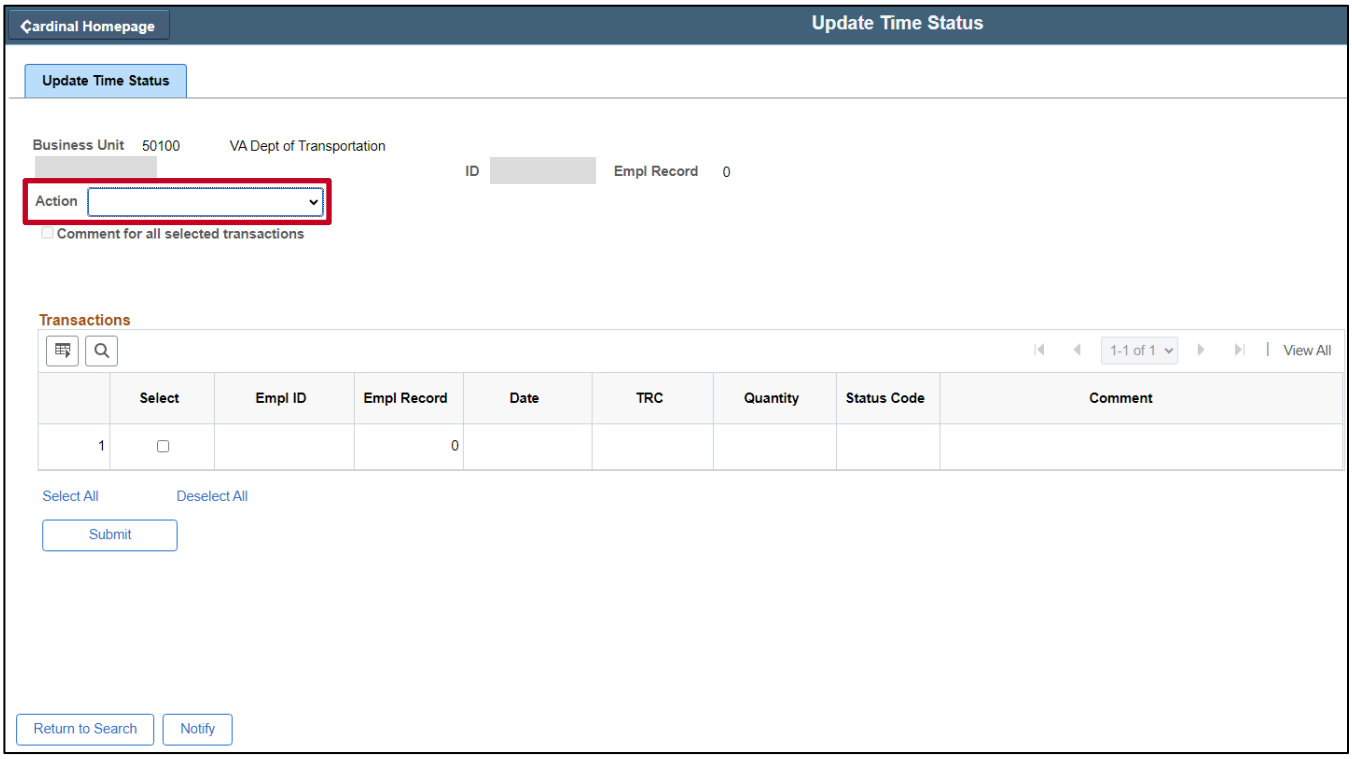
   Menu > Time and Labor > Report Time > Update Time Status

The **Update Time Status Search** page displays.

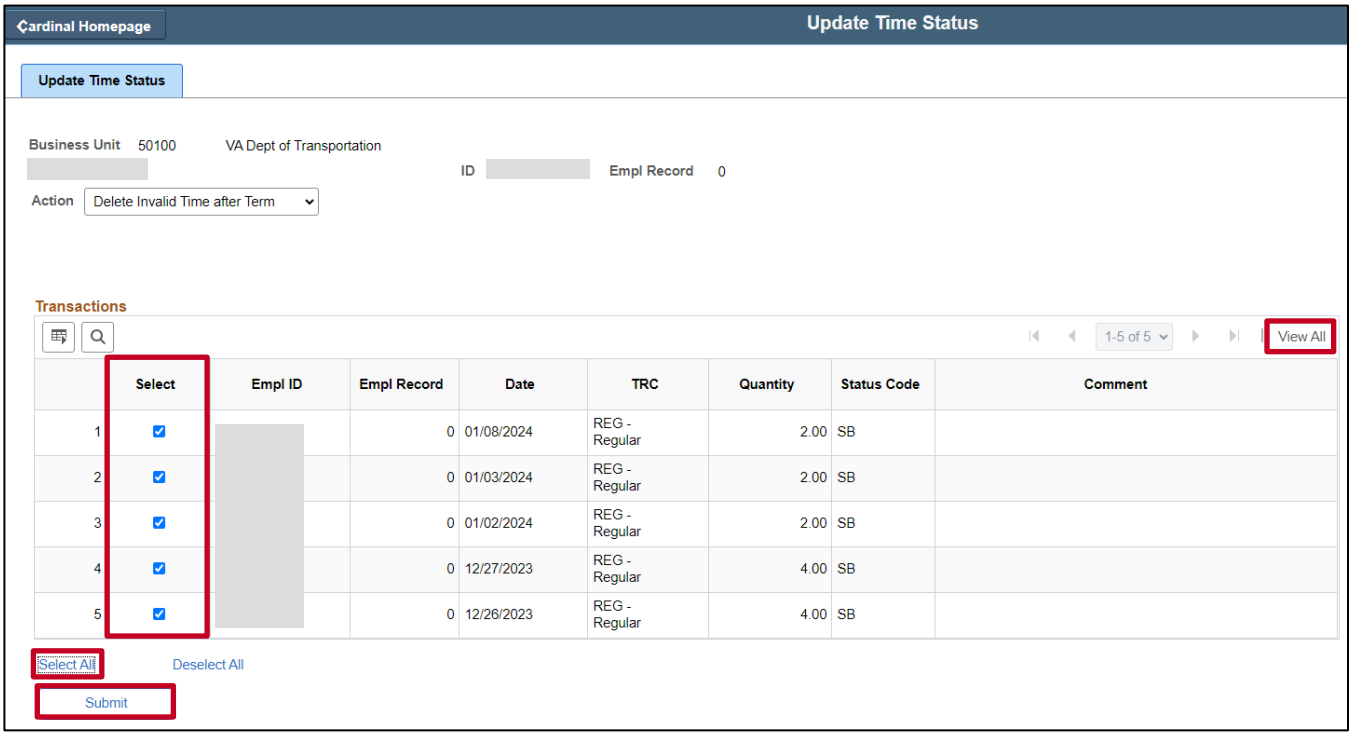


2. Enter the Employee ID for the applicable employee in the **Emp ID** field.
3. Click the **Search** button.

The **Update Time Status** page displays.



4. Click the **Action** dropdown button and select “Delete Invalid Time after Term”.



Note: All Reported Time transactions after the employee’s termination date display.

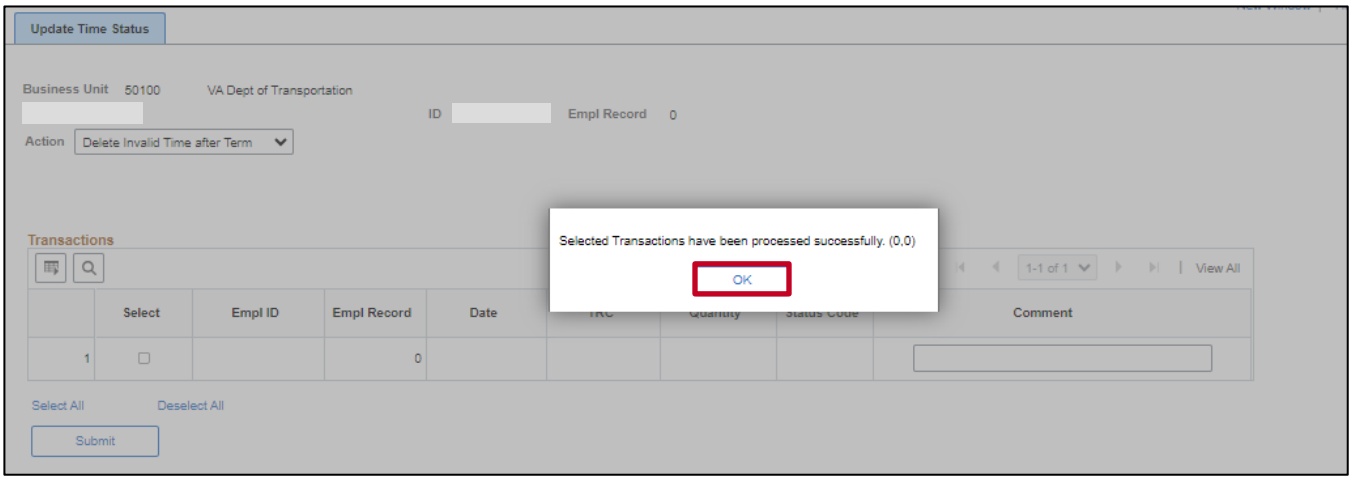
5. Use the **Select** checkboxes to select transactions to delete or use the **Select All** link to select all available transactions.

   Note: Click the **View All** link if necessary to see all transactions.

The action of “Delete Invalid Time after Term” does not require comments since the transaction will be deleted and removed from the employee’s timesheet record.

6. Click the **Submit** button.

A **Confirmation** message displays in a pop-up window.



7. Click the **OK** button to close the **Confirmation** message.

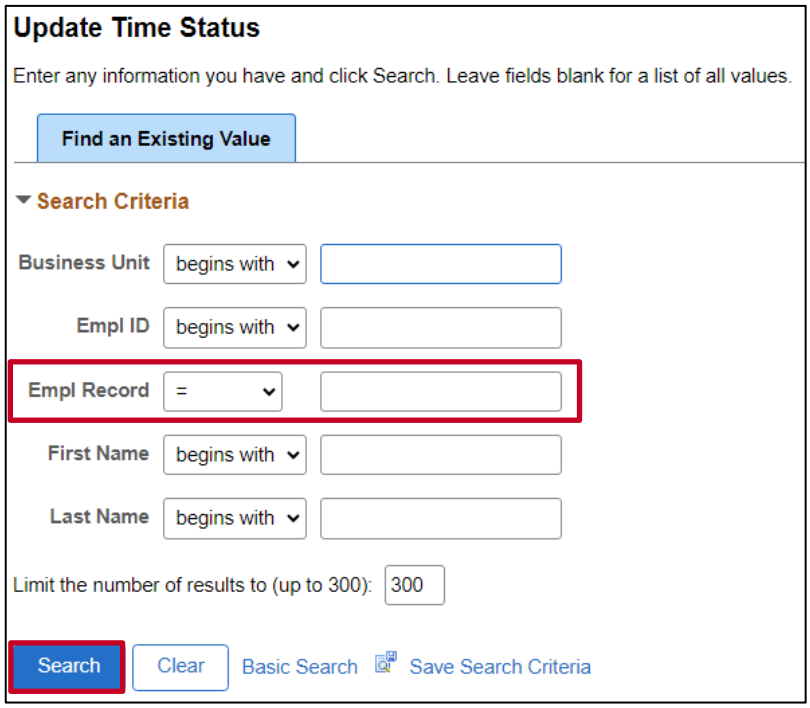
Close or Delete Reported Time - TA Expired Grace Approver

Using the **Update Time Status** page, the Agency TA Expired Grace Approver can close or delete Reported Time transactions in a “Saved (SV)” or “Needs Approval (NA)” status older than 90 days. The general guidance is to only delete if the time transaction was invalid; otherwise, the transaction should be closed so that is still recorded and reflected as Reported Time and included in the employee’s timesheet records. Closed or deleted Reported Time will not route for approval and will therefore not subsequently be loaded to payroll for payment or distributed by the allocation process.

1. Navigate to the **Update Time Status** page using the following path:

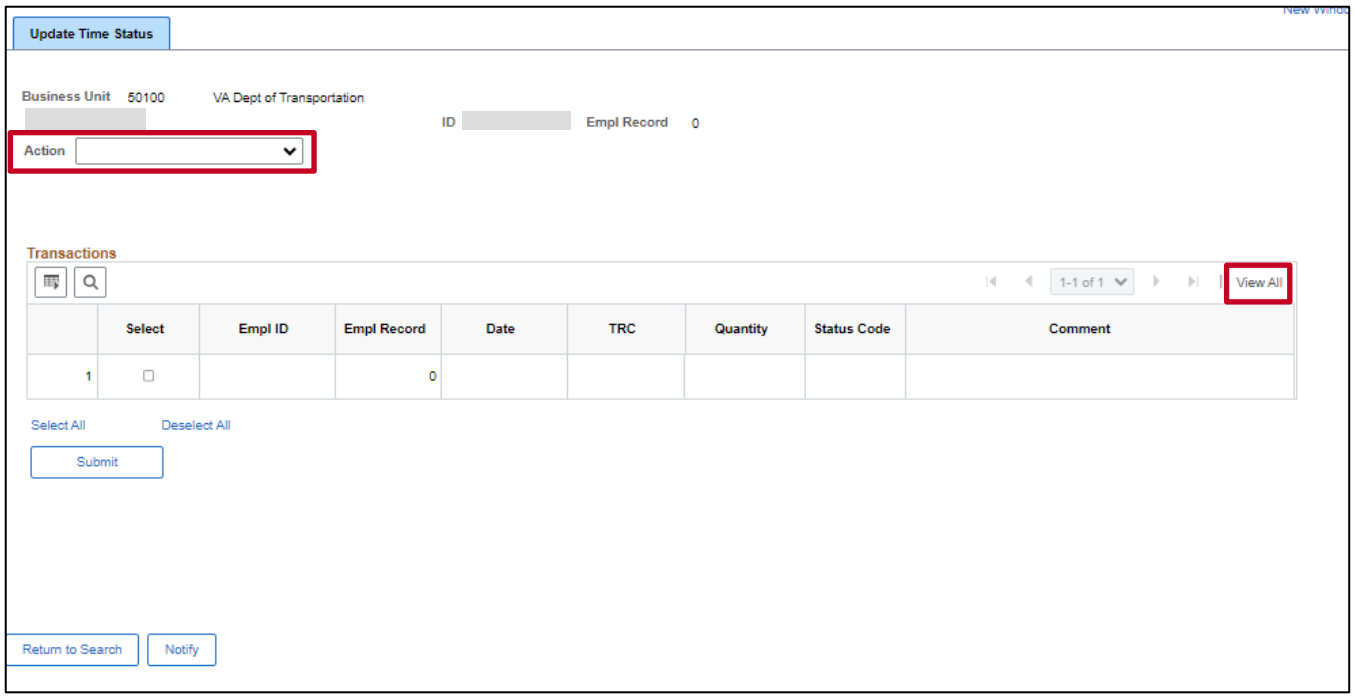
   Menu > Time and Labor > Report Time > Update Time Status

The **Update Time Status Search** page displays.

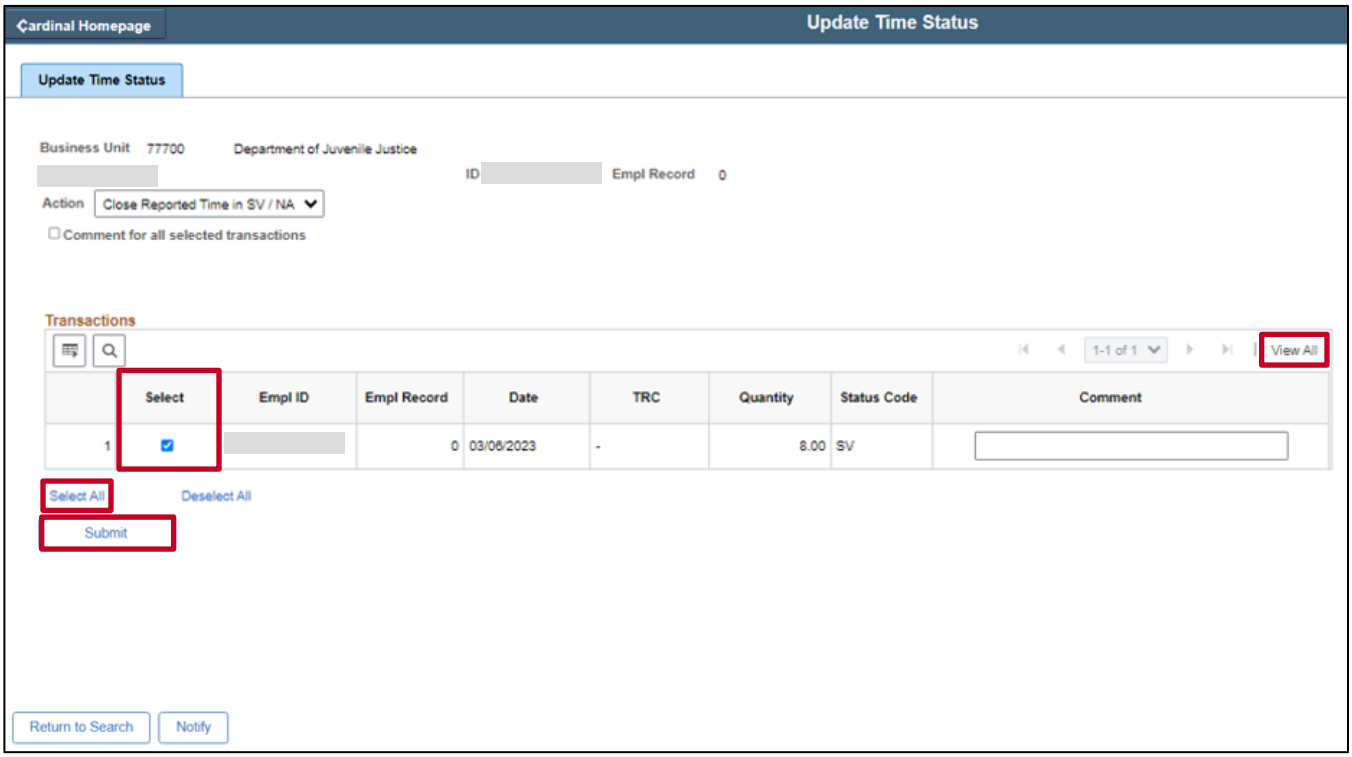


2. Enter the Employee ID for the applicable employee in the **Emp ID** field.
3. Click the **Search** button.

The **Update Time Status** page displays.



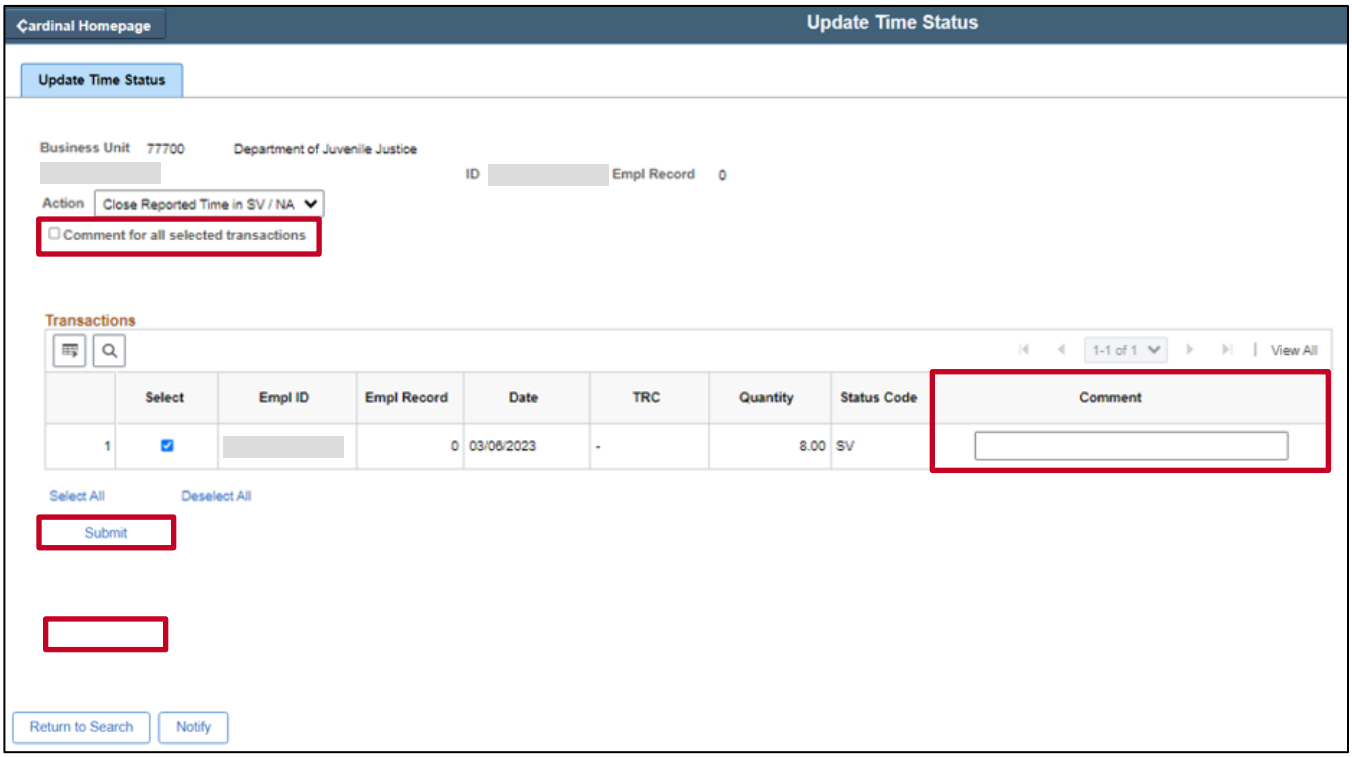
4. Click the **Action** dropdown button and select “Close Reported Time in SV / NA” or “Delete Report Time in SV / NA” depending on the desired action.



Note: All Reported Time transactions in “Saved (SV)” or “Needs Approval (NA)” status older than 90 days should display.

5. Use the **Select** checkboxes to select the transactions to close or delete or use the **Select All** link to select all available transactions.

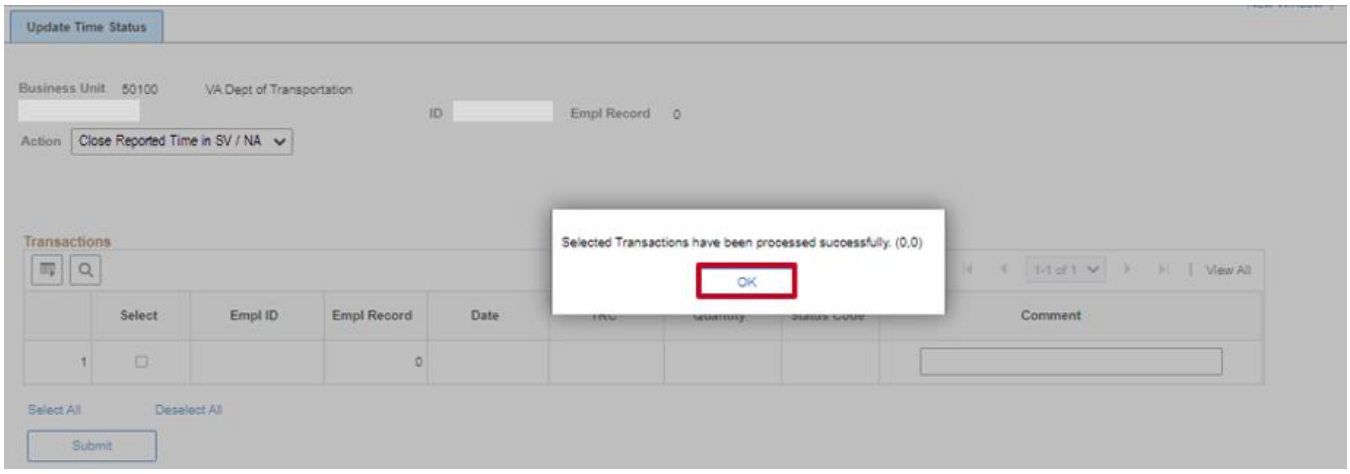
   Note: Click the **View All** link if necessary to see all transactions.



6. If the selected action is “Close Reported Time in SV / NA”, a Comment must be entered for each transaction or the **Comment for all selected transactions** box can be checked to enter and apply the same comment to all selected transactions.

7. Click the **Submit** button.

A **Confirmation** message displays in a pop-up window.



8. Click the **OK** button to close the **Confirmation** message.

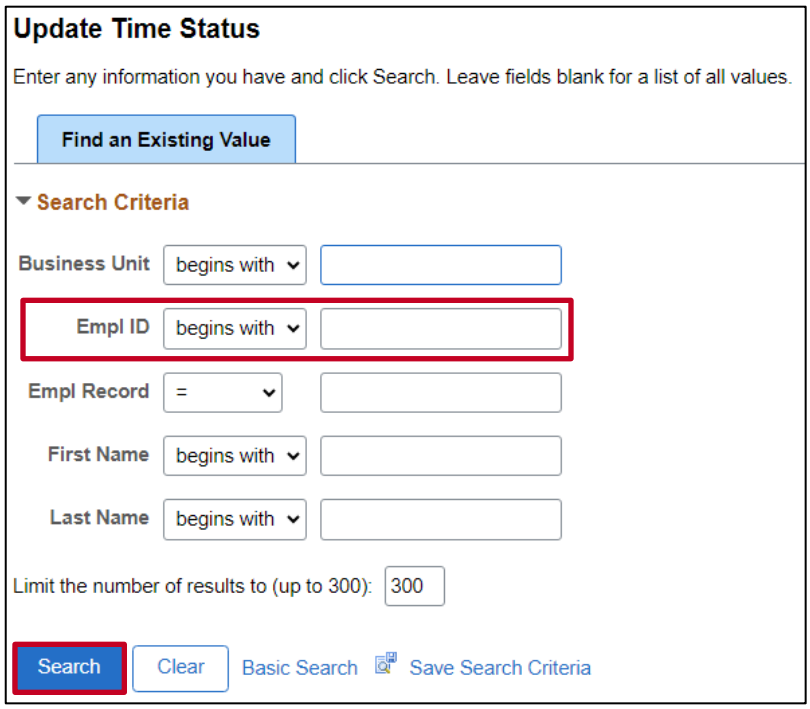
Close Payable Time - TA Expired Grace Approver

Using the **Update Time Status** page, the Agency TA Expired Grace Approver can close Payable Time transactions in a “Needs Approval (NA)” status older than 90 days and only applies to transactions for online time reporters. If the transaction is invalid, the corresponding Reported Time transaction should be deleted (see the Close or Delete Reported Time section of this job aid). Otherwise, the transaction should be closed so that is still recorded and reflected as Payable Time and included in the employee’s timesheet records. Closed Payable Time will no longer be available for approval and will therefore not subsequently be loaded to payroll for payment or distributed by the allocation process.

1. Navigate to the **Update Time Status** page using the following path:

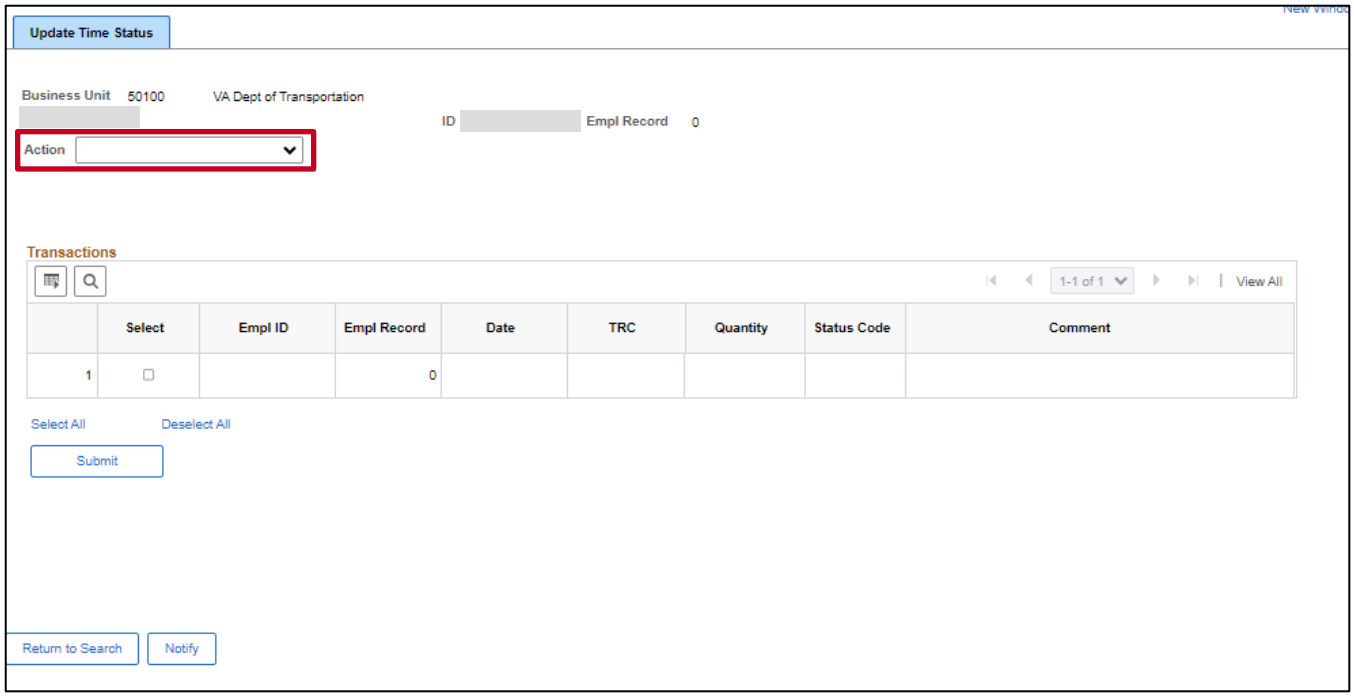
   Menu > Time and Labor > Report Time > Update Time Status

The **Update Time Status Search** page displays.

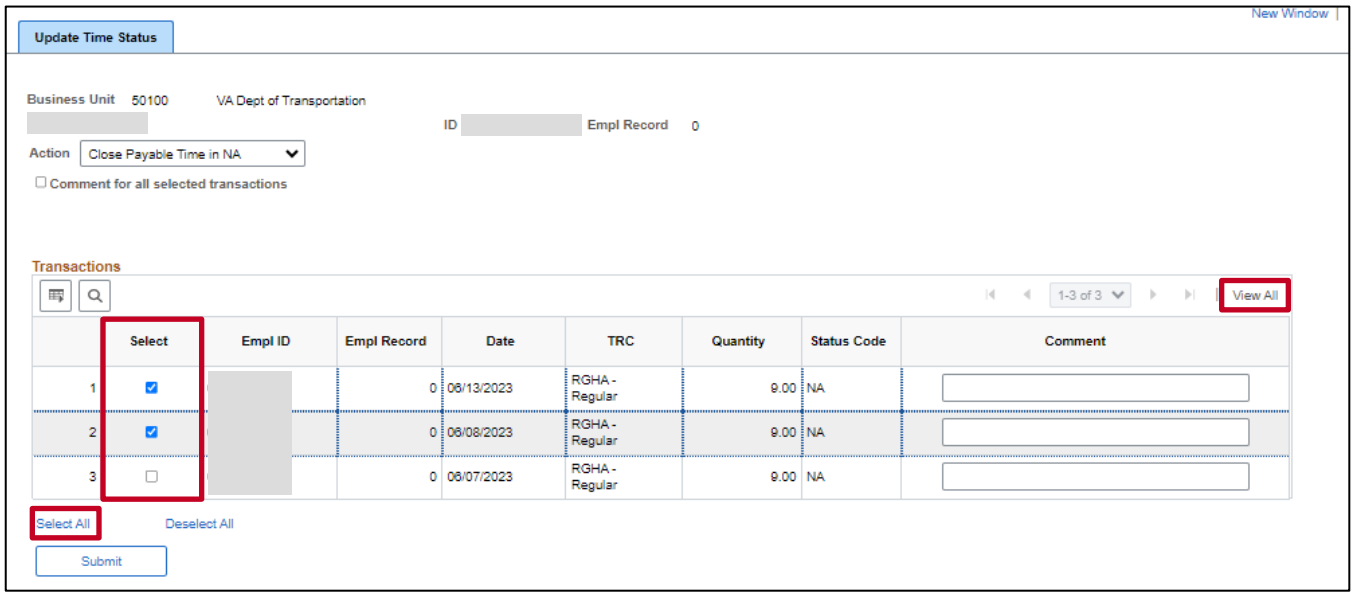


2. Enter the Employee ID for the applicable employee in the **Emp ID** field.
3. Click the **Search** button.

The **Update Time Status** page displays.



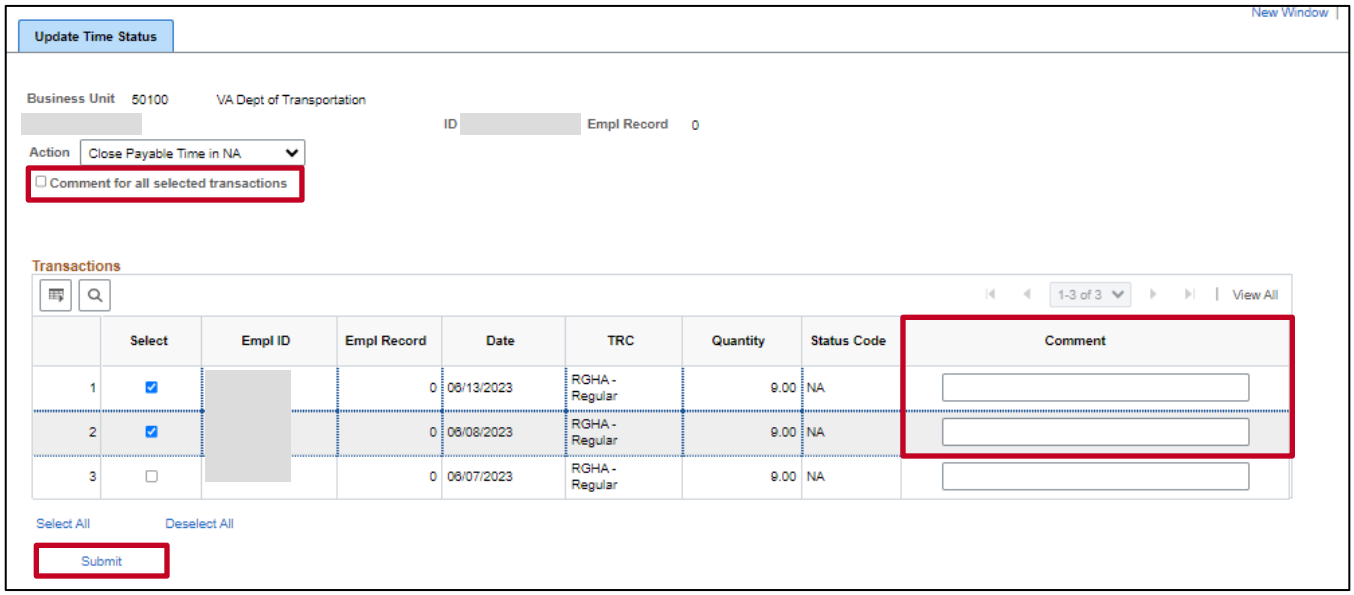
4. Click the **Action** dropdown button and select “Close Payable Time in NA”.



Note: All Payable Time transactions in “Needs Approval (NA)” status older than 90 days should display.

5. Use the **Select** checkboxes to select transactions to close or use the **Select All** link to select all available transactions.

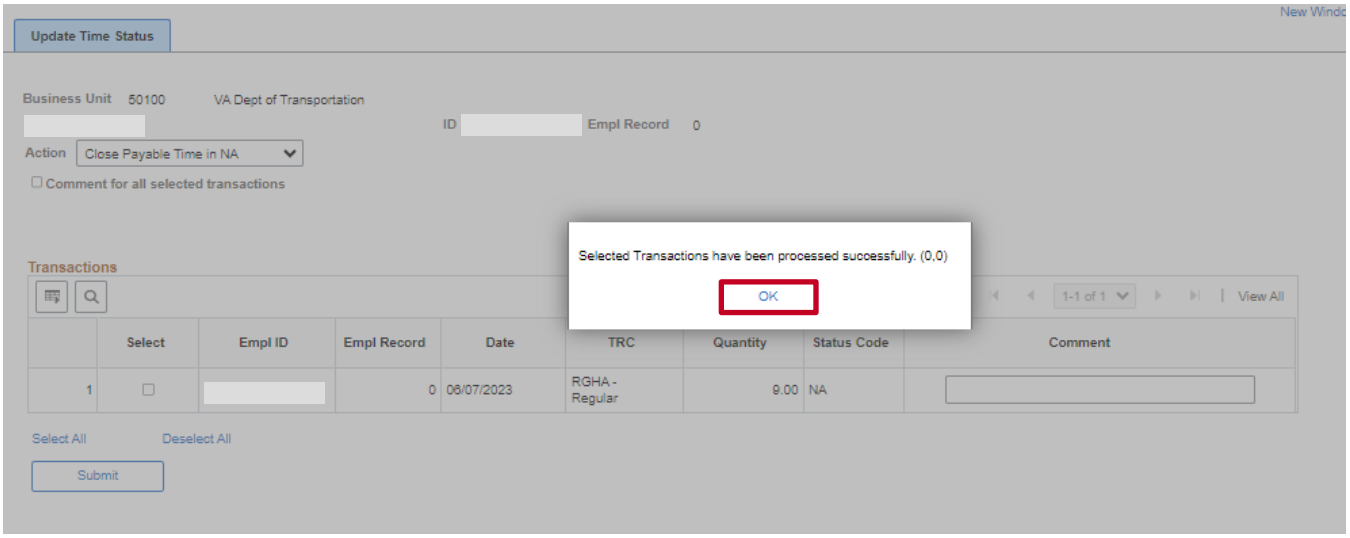
Note: Click the **View All** link if necessary to see all transactions.



6. A **Comment** must be entered for each transaction or the **Comment for all selected transactions** box can be checked to enter and apply the same comment to all selected transactions.

7. Click the **Submit** button.

A **Confirmation** message displays in a pop-up window.



8. Click the **OK** button to close the **Confirmation** message.

Approve Payable Time Outside Grace Period - TA Expired Grace Approver

Using the **Request Batch Approval Process** page, the Agency TA Expired Grace Approver can approve Payable Time transactions in "Needs Approval (NA)" status up to 365 days old and only applies to transactions for online time reporters. Hours approved using this process will no longer appear as pending approval on the Reports To Supervisor's **Approvals** tile and will flow to payroll and/or be distributed by the allocation process as usual.

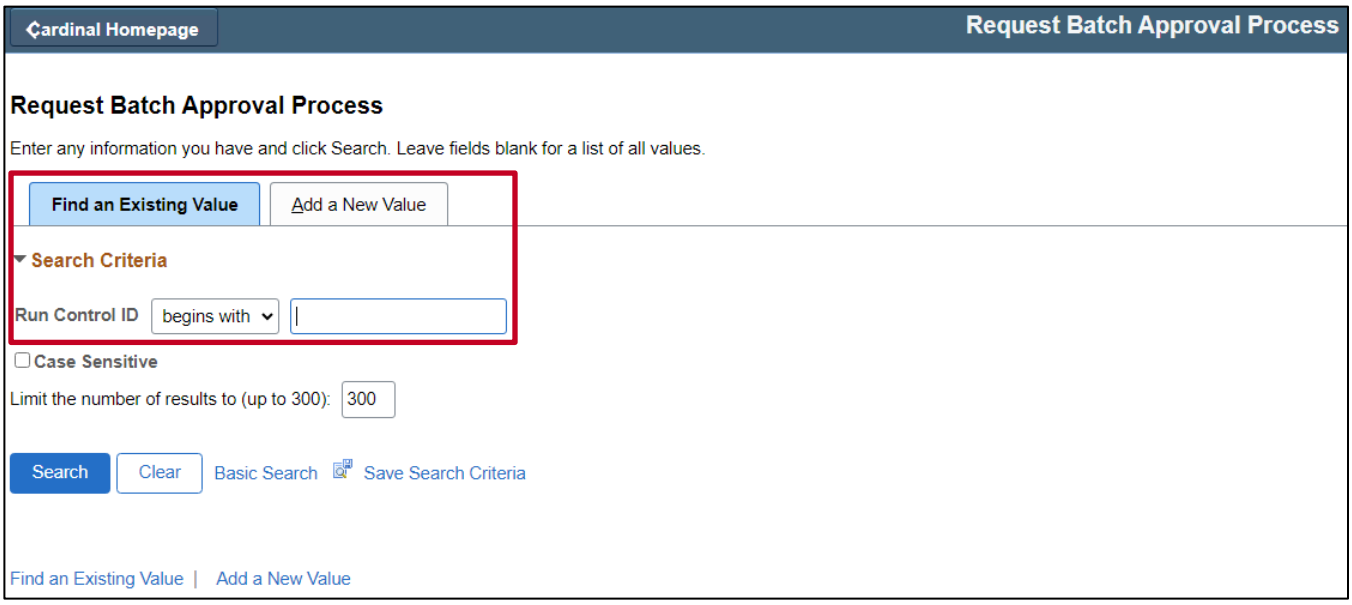
It is important for Reports To approvers to approve time for their direct reports timely within the defined grace period (90 days for productive time and 365 days for non-productive time). Reports To approvers and Agency TL Administrators should use reports to audit their Agency time and leave data to ensure no time is breaching the grace periods. The Request Batch Approval Process is intended to be used by the Agency TA Expired Grace Approver for exception cases and not regularly used.

It is not recommended for Agency Payroll Administrators to pay old time or time outside the 90 day grace period via SPOT because of downstream impacts, such as the employee being overpaid. An employee could be overpaid if the time was paid through SPOT and the time is then approved and flows to payroll. Pending approvals should not be ignored as they will not be dropped from the approver's worklist and Cardinal cannot take any action on unapproved work list items. If time was paid through SPOT and then approved in Cardinal a reverse SPOT should be entered to avoid overpayment.

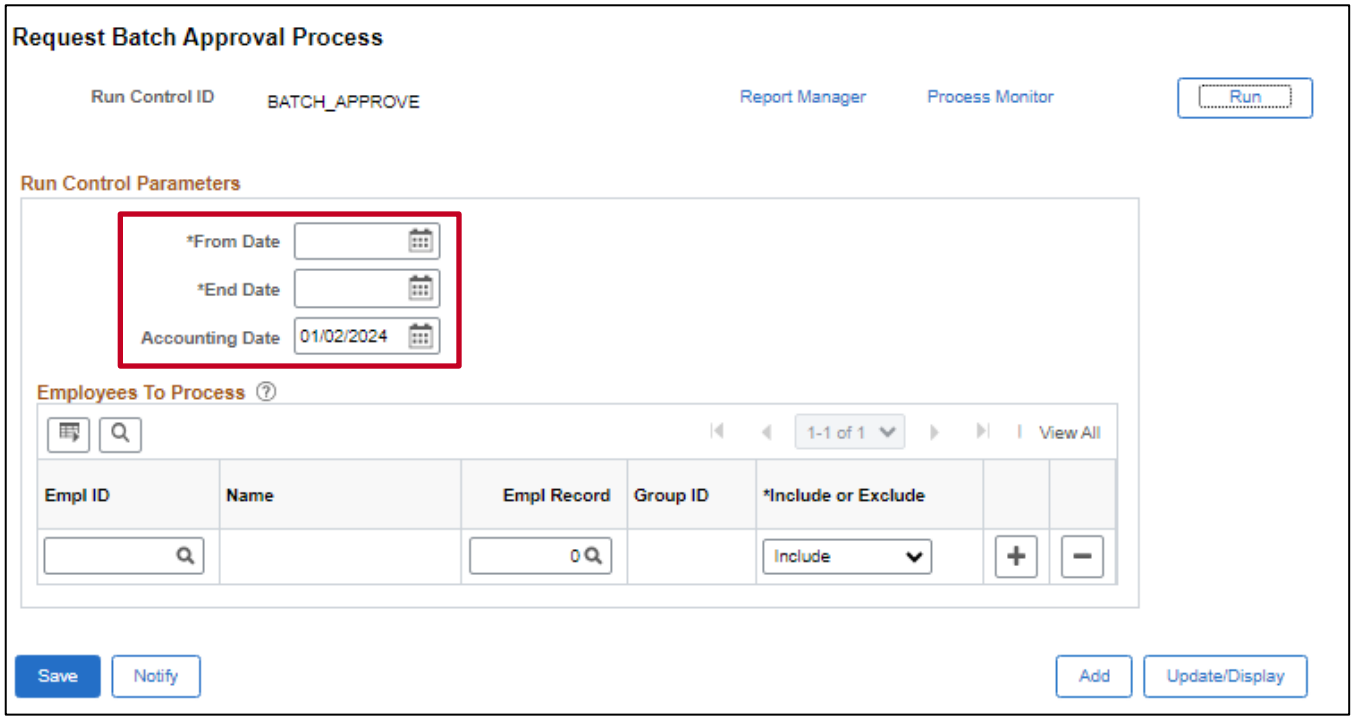
Payable Time in "Needs Approval (NA)" status cannot be approved if older than 365 days; approval requests received by Cardinal Post Production Support (PPS) will be redirected to the Agency TA Expired Grace Approver(s) to handle pay/distribution impacts manually and to close the Payable Time transaction.

1. Navigate to the **Request Batch Approval Page** using the following path:

   Menu > Time and Labor > Approve Time > Request Batch Approval Process



2. Use the **Find an Existing Value** tab to locate a previously established Run Control ID or use the **Add a New Value** tab to create a new Run Control ID if this is the first time performing this process.



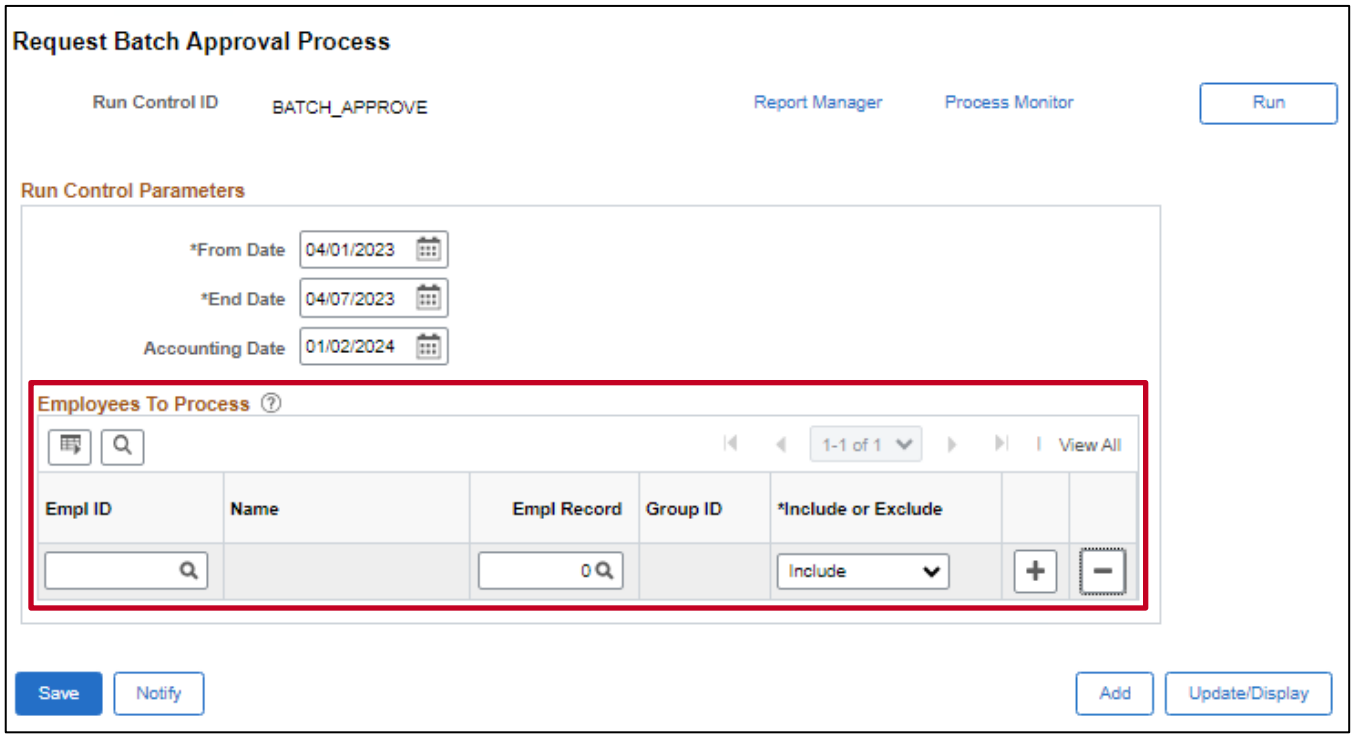
3. Enter a date range of payable time transactions in “Needs Approval” status for employee(s):

   a. **From Date** - oldest date needing approval (cannot be less than 365 days from current date)

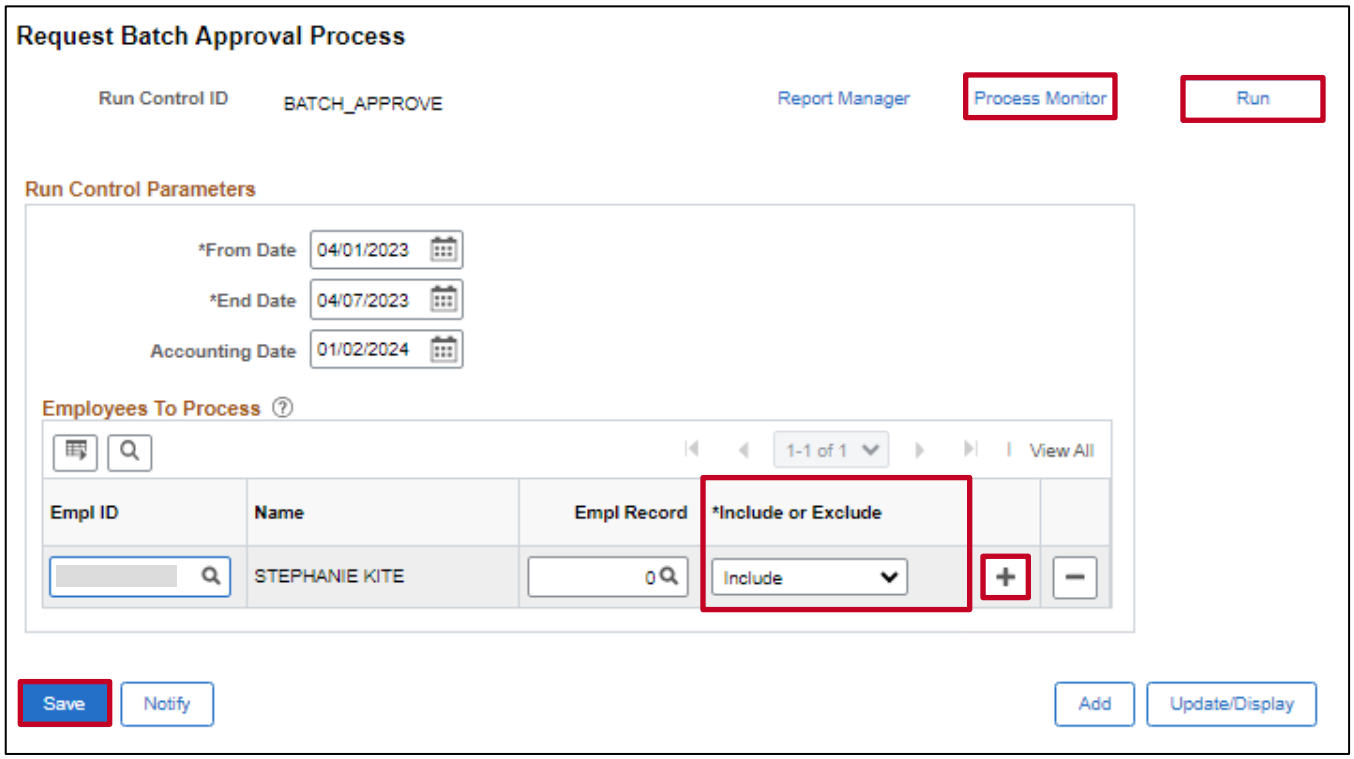
   b. **End Date** - most recent date needing approval (should be >= 90 days in the past from current date but will accept any date in last 365 days)

      Note: the process will approval all transactions for selected employee(s) in “Needs Approval” status within the date range. If this is not intended, you need to run the process again for each date range necessary. The from date and end date can be the same date if only approving transaction(s) on 1 day.

   c. **Accounting Date** - defaults to today’s date. Do not change it.



4. In the **Employees To Process** section, enter the Employee ID and Empl Record of the employee and job that has time that needs approval. In the ***Include or Exclude** field, leave the indicator defaulted to “Include” so that the employee is processed.



5. Use the **Add a New Row (+)** icon to add additional employees and repeat Step 4.

   Note: All employees added will be processed based on the date range previously selected. If this is not intended, you need to run the process separately to process other employees using the appropriate date range for each.

6. Once all values are selected, click the **Save** button and then click the **Run** button to initiate the approval process.
7. Click the **OK** button on the **Process Scheduler** page to run the process.
8. Check the **Process Monitor** to confirm completion and success.
9. The expected transactions should now be approved or in the appropriate Payable Status indicating that the time is ready for payroll and/or distribution. The payable status of transactions can be reviewed on the Timesheet **Payable Time** tab or via the Timesheet Report.

Manage Time with Workflow Issues - TA Restricted Special Approver

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

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

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

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

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

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

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

Appendix – Time Rejected by Payroll - Reasons

The following are a list of reasons that may cause Time transactions to be placed in a "Rejected by Payroll" status during the Load Time and Labor process. Payroll, SPO, and the TL Administrator will work closely together to determine the resolutions and when directed by SPO, use the Adjust Paid Time process.

Reason	Action
Invalid Mapping of Time Reporting Code (TRC) to NA Earnings Code	Contact PPS to investigate
Employee is not active in JOB (for example, Terminated or Leave of Absence)	Contact SPO to create Paysheet SPO will proactively monitor for this situation and create the Paysheets
Employee has changed Paygroups in the pay period being processed. Time will be rejected and then loaded in the new Paygroup unless the new Paygroup is also in a different company	Contact SPO for direction
TRC in Payable Time is mapped to a NA Earnings Code that is not in the Employee's Earnings Program	Contact PPS to investigate
You run Pay Unsheet and all payable time is set to "Rejected"	Reload time or SPO can pay and TA Admin changes status
Enter or override state and locality which is not setup for the employee's Tax Data record	Contact HR or PPS
Employee has prior period adjustments when associated to a different Paygroup in a different company	Contact SPO for direction
If the TRC is Hours or Units and the value is not between +/- 9,9999.99, the time is rejected by the Load Time And Labor	Correct the hours or TRC and reload, or correct and wait until next payroll, or SPO can pay and TA Admin changes status
If the TRC is Amount type and the value is not between +/- 99,999,999.99 then time is rejected by Load Time And Labor	Correct the hours, amount, or TRC and reload, or correct and wait until next payroll, or SPO can pay and TA Admin changes status
If the sum of the hours/units/amount for a pay period exceeds +/-9,9999.99 in the case of hours/units and +/-99,999,999.99 in the case of amount the employees, time for the entire pay period is rejected	Correct the hours or TRC and reload, or correct and wait until next payroll, or SPO can pay and TA Admin changes status
Employee had a job change since the last run of Load Time and Labor. Time for all jobs will reject and should be reloaded	Reload time or SPO can pay and TA Admin changes status

Reason	Action
The employee terminated prior to the Pay Period Begin Date and there is unprocessed Payable Time.	Contact SPO to create Paysheet SPO will proactively monitor for this situation and create the Paysheets
The employee has too many prior period adjustments **NOTE**: This will occur when an employee has 99 XREF_NUM's already loaded to Paysheets from a previous run. For example, this could occur when there have been a large number of prior period adjustments	Contact SPO for direction
The employee has a job earnings distribution setup on job data that uses an earnings code which is not the default earnings code for Regular earnings or for the employee's Paygroup	Contact HR. Job earnings distribution on job data should not be used
If the time being loaded is for a Paygroup that uses FLSA calendars and the calendars are not built, the payable time is rejected. No error message is generated in this case	Contact PPS to investigate. Calendars may need to be built or further investigation may be required
The currency code on Payable Time does not match the currency code of the employee's Paygroup	Contact PPS to investigate

Appendix – Time Entry and Approval Matrix

Below is a chart showing the Reported and Payable Time Status descriptions and actions available based on grace periods and roles.

Reported and PayableTime Status Descriptions

Status Type	Status	Code	Next Status	Description	Agency Type
Reported Time	Saved	SV	SB	Time that has been entered, but not submitted for processing	Online
Reported Time	Saved	SV	NA	Absence that has been entered, but not submitted for approval	AM
Reported Time	Saved	SV	NA	Time for interfacing employee that has been saved online but not submitted for approval	Interfacing
Reported Time	Submitted	SB		Time that has been reported and submitted for processing	Online
Reported Time	Needs Approval	NA	AP	Absence that has been submitted and is pending approval	AM
Reported Time	Needs Approval	NA	AP, CL	Time for interfacing employee that has been submitted online and is pending approval	Interfacing
Reported Time	Approved	AP		Absence that has been approved	AM
Reported Time	Approved	AP		Time for interfacing employee that has been interfaced as approved or submitted and approved online	Interfacing
Reported Time	Closed	CL		Time closed by the TA Expired Grace Approver	Online + Interfacing
Payable Time	Needs Approval	NA	AP, VS, VH, CH, CL, NP	Time that has been processed by Time Administration and is pending approval	Online
Payable Time	Approved	AP	SP then TP	Time that has been approved and ready for payroll/distribution	Online
Payable Time	Estimated	ES	SP then TP	Time that does not require approval and is ready for payroll/distribution	Online + Interfacing
Payable Time	Overtime Hold	VH	AP	Time for salaried employees subject to overtime lag that has not yet been released for load to payroll	Online
Payable Time	Salary Hold	VS	PD	Time for salaried employees included in base pay pending distribution	Online
Payable Time	No Pay	NP		Time does not require pay or distribution	Online + Interfacing

Reported and Payable Time Status Descriptions Continued

Status Type	Status	Code	Next Status	Description	Agency Type
Payable Time	Rejected by Payroll	RP	SP then TP or CL	Time rejected by load to payroll process	Online + Interfacing
Payable Time	Reversed	RV		Time reversed by payroll	Online + Interfacing
Payable Time	Sent to Payroll	SP	TP or RP	Time is in process of being loaded to payroll	Online + Interfacing
Payable Time	Taken by Payroll	TP	PD	Time loaded to payroll pending payroll processing	Online + Interfacing
Payable Time	Distributed	PD		Time paid and/or distributed to General Ledger	Online + Interfacing
Payable Time	Closed	CL		Time closed by distribution process, time rejected by payroll closed by TL Admin, or time closed by the TA Expired Grace Approver	Online + Interfacing

Actions Available Based on Grace Period and Roles

Status Type	Code	Agency Type	<90 days	>90 <365	>365
Reported Time	SV	Online	*Employee/Supervisor /Timekeeper/TL Admin Submit or Delete	*TL Admin Submit or Delete *TA Expired Grace Approver Close or Delete	*TA Expired Grace Approver Close or Delete
Reported Time	SV	AM	*Employee/Supervisor /Timekeeper/TL Admin Submit or Cancel	*TL Admin Submit or Cancel *AM Admin Approve or Void or Delete	*AM Admin Approve or Void or Delete (must request PPS to override 1 year retro limit for processing)
Reported Time	SV	Interfacing	*TL Admin Submit or Delete/Cancel	*TL Admin Submit or Delete/Cancel *TA Expired Grace Approver Close or Delete	*TA Expired Grace Approver Close or Delete
Reported Time	SB	Online	No action needed	No action needed	No action needed
Reported Time	NA	AM	*Employee/Supervisor /Timekeeper/TL Admin Cancel *Supervisor Approve	*TL Admin Cancel *Supervisor Approve *AM Admin Approve or Void or Delete	*AM Admin Approve or Void or Delete (must request PPS to override 1 year retro limit for processing)
Reported Time	NA	Interfacing	*Supervisor Approve *TL Admin Delete	*Supervisor Approve (Must be done same day as Submit) *TL Admin Delete *TA Expired Grace Approver Close or Delete	*TA Expired Grace Approver Close or Delete
Reported Time	AP	AM	No action needed	No action needed	No action needed
Reported Time	AP	Interfacing	No action needed	No action needed	No action needed
Reported Time	CL	Online + Interfacing	No action needed	No action needed	No action needed

Actions Available Based on Grace Period and Roles Continued

Status Type	Code	Agency Type	<90 days	>90 <365	>365
Payable Time	NA	Online	*Supervisor Approve	*TA Expired Grace Approver Approve *TL Admin Delete Reported Time *TA Expired Grace Approver Close or Delete	*TA Expired Grace Approver Close or Delete
Payable Time	AP	Online	No action needed	No action needed	No action needed
Payable Time	ES	Online + Interfacing	No action needed	No action needed	No action needed
Payable Time	VH	Online	No action needed	No action needed	No action needed
Payable Time	VS	Online	No action needed	No action needed	No action needed
Payable Time	NP	Online + Interfacing	No action needed	No action needed	No action needed
Payable Time	RP	Online + Interfacing	*Payroll Admin/TL Admin/SPO fix problem and reload time *TL Admin Close	*Payroll Admin/TL Admin/SPO fix problem and reload time *TL Admin Close	*Nightly job will Close
Payable Time	RV	Online + Interfacing	No action needed	No action needed	No action needed
Payable Time	SP	Online + Interfacing	No action needed	No action needed	No action needed
Payable Time	TP	Online + Interfacing	No action needed	No action needed	No action needed
Payable Time	PD	Online + Interfacing	No action needed	No action needed	No action needed
Payable Time	CL	Online + Interfacing	No action needed	No action needed	No action needed