

### Time Status Administration Overview

This Job Aid covers the 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 Expired Grace Approver      | Absences in Saved (SV) or Needs Approval (NA) Status            | Void   | Greater than 365 days from the current open leave period | Update Time Status             |
| TA Restricted Special Approver | Time Routed to TA Special Restricted Approver                   | Approve or Correct Workflow Issue and Re-route | All  | Approvals Tile                 |

**Navigation Note:** Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.



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### Revision History

| Revision Date | Summary of Changes   |
|---------------|--|
| 3/12/2025     | Added a clarification note in the <a href="#">Close or Delete Reported Time – TA Expired Grace Approver</a> section.   |
| 3/1/2025      | Updated the screenshots of the Search pages ( <a href="#">Section 2</a> , after Step 1; <a href="#">Section 3</a> , after Step 1; <a href="#">Section 4</a> , after Step 1; <a href="#">Section 5</a> , after Step 1; <a href="#">Section 6</a> , after Step 1; <a href="#">Section 7</a> , after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid. |

**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.

| Step   | Action  |
|--|---|
| 1.   | Navigate to the <b>Adjust Paid Time</b> page using the following path:<br><b>NavBar &gt; Menu &gt; Time and Labor &gt; Report Time &gt; Adjust Paid Time</b>  |
| <p>The <b>Adjust Paid Time Find an Existing Value</b> page displays.</p> <div><div><div><div><div>Adjust Paid Time</div><div>Find an Existing Value</div><div><div>▼ Search Criteria</div><div>Enter any information you have and click Search. Leave fields blank for a list of all values.</div><div><div><div>Recent Searches</div><div>Choose from recent searches</div><div>✎</div></div><div><div>Saved Searches</div><div>Choose from saved searches</div><div>✎</div></div></div><div><div>Empl ID</div><div>begins with</div><div></div></div><div><div>Empl Record</div><div>=</div><div></div></div><div><div>Display Name</div><div>begins with</div><div></div></div><div><div>^ Show fewer options</div><div><input type="checkbox"/> Case Sensitive</div><div><div>Search</div><div>Clear</div></div></div></div></div></div></div></div> |   |
|   | For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled “Overview of the Cardinal HCM Search Pages”. This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b> . |



## Cardinal HCM Job Aid

### TA\_Time Status Administration

| Step | Action   |
|------|--|
| 2.   | <p>Enter the employee's Employee ID in the <b>Empl ID</b> field.</p> <p><b>Note:</b> Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.</p> <div><div>Empl ID</div><div>begins with ▾</div><div></div></div> |
| 3.   | <p>Click the <b>Search</b> button.</p> <div><div>Search</div><div>Clear</div></div>  |

The **Adjust Paid Time** page displays.

Adjust Paid Time

Education Support Spec II

Actions ▾

Employee ID

Employment Record 0

Date Range

Start Date 01/01/2021

End Date 02/01/2021

Payable Time Details

1-1 of 1

Overview

Time Reporting Elements

Cost and Approval

| *Date | Payable Status | Payable Reason | Time Reporting Code | Quantity | TRC Type | Accounting Date | Taskgroup |   |   |
|-------|----------------|----------------|---------------------|----------|----------|-----------------|-----------|---|---|
|       |                |                |                     |          |          |                 |           | + | - |

Save

Return to Search

|    |   |
|----|---|
| 4. | <p>The <b>Date Range Start Date</b> and <b>End Date</b> fields default to one month prior to the current date and the current date respectively. Update the <b>Start Date</b> and <b>End Date</b> fields as needed to reflect the date range in which the rejected time needs to be closed.</p> <div><div>Date Range</div><div>Start Date 01/01/2021</div><div>End Date 02/01/2021</div><div></div></div> |
| 5. | <p>Click the <b>Refresh</b> button.</p> <div><div>Date Range</div><div>Start Date 01/01/2021</div><div>End Date 02/01/2021</div><div></div></div>   |



# Cardinal HCM Job Aid

## TA\_Time Status Administration

| Step | Action |
|------|--------|
|------|--------|

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

Adjust Paid Time

Employee ID

Education Support Spec II

Employment Record 0

Actions +

Date Range

Start Date 10/28/2019

End Date 11/10/2019

Payable Time Details

Overview

Time Reporting Elements

Task Reporting Elements

Cost and Approval

11

| *Date      | Payable Status      | Close?                              | Payable Reason           | Time Reporting Code              | Quantity | TRC Type | Accounting Date      | Taskgroup |   |   |
|------------|---------------------|-------------------------------------|--------------------------|----------------------------------|----------|----------|----------------------|-----------|---|---|
| 10/31/2019 | Rejected by Payroll | <input checked="" type="checkbox"/> | Not Processed in Payroll | RGHA - Regular Earnings - Hourly | 8.00     | Hours    | <input type="text"/> | 24100BA   | + | - |
| 10/31/2019 | Rejected by Payroll | <input type="checkbox"/>            | Not Processed in Payroll | RGHA - Regular Earnings - Hourly | 7.00     | Hours    | <input type="text"/> | 24100BA   | + | - |
| 10/31/2019 | Rejected by Payroll | <input type="checkbox"/>            | Not Processed in Payroll | RGHA - Regular Earnings - Hourly | -8.00    | Hours    | <input type="text"/> | 24100BA   | + | - |
| 10/31/2019 | Rejected by Payroll | <input type="checkbox"/>            | Not Processed in Payroll | RGHA - Regular Earnings - Hourly | -7.00    | Hours    | <input type="text"/> | 24100BA   | + | - |
| 10/31/2019 | Rejected by Payroll | <input type="checkbox"/>            | Not Processed in Payroll | RGHA - Regular Earnings - Hourly | 8.00     | Hours    | <input type="text"/> | 24100BA   | + | - |
| 11/01/2019 | Rejected by Payroll | <input type="checkbox"/>            | Not Processed in Payroll | RGHA - Regular Earnings - Hourly | 8.00     | Hours    | <input type="text"/> | 24100BA   | + | - |
| 11/01/2019 | Rejected by Payroll | <input type="checkbox"/>            | Not Processed in Payroll | RGHA - Regular Earnings - Hourly | 7.00     | Hours    | <input type="text"/> | 24100BA   | + | - |
| 11/01/2019 | Rejected by Payroll | <input type="checkbox"/>            | Not Processed in Payroll | RGHA - Regular Earnings - Hourly | -8.00    | Hours    | <input type="text"/> | 24100BA   | + | - |
| 11/01/2019 | Rejected by Payroll | <input type="checkbox"/>            | Not Processed in Payroll | RGHA - Regular Earnings - Hourly | -7.00    | Hours    | <input type="text"/> | 24100BA   | + | - |
| 11/01/2019 | Rejected by Payroll | <input type="checkbox"/>            | Not Processed in Payroll | RGHA - Regular Earnings - Hourly | 8.00     | Hours    | <input type="text"/> | 24100BA   | + | - |

Save

Return to Search

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.

| *Date      | Payable Status      | Close?                              | Payable Reason           | Time Reporting Code              |
|------------|---------------------|-------------------------------------|--------------------------|----------------------------------|
| 10/31/2019 | Rejected by Payroll | <input checked="" type="checkbox"/> | Not Processed in Payroll | RGHA - Regular Earnings - Hourly |
| 10/31/2019 | Rejected by Payroll | <input type="checkbox"/>            | Not Processed in Payroll | RGHA - Regular Earnings - Hourly |

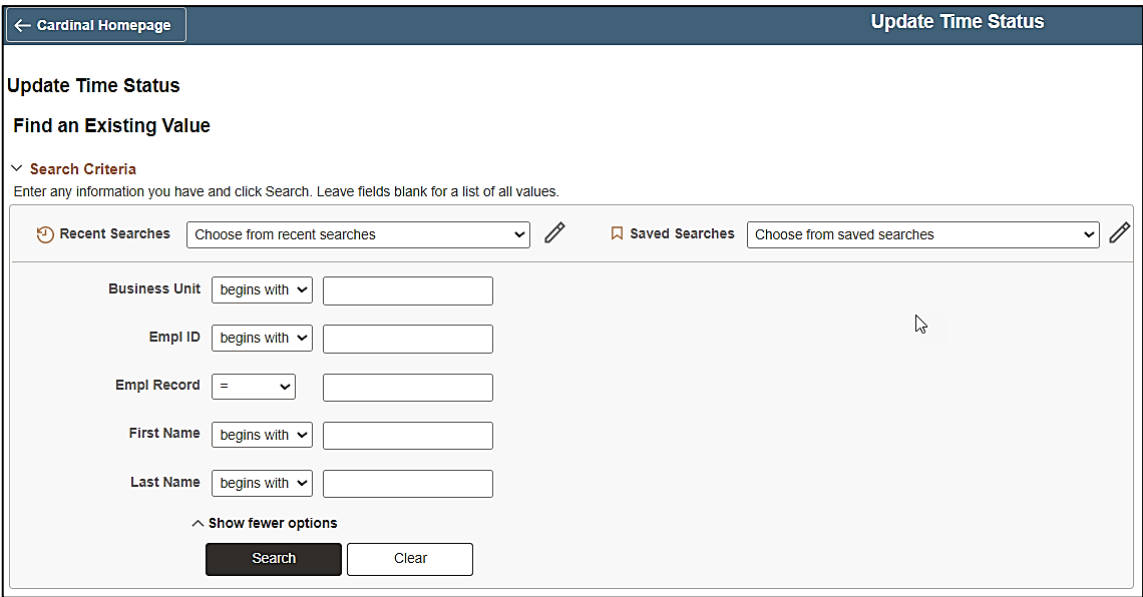



7. Click the **Save** button.

Save

Return to Search

### 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.

| Step  | Action   |
|---|--|
| 1.  | <p>Navigate to the <b>Update Time Status</b> page using the following path:<br/> <b>NavBar &gt; Menu &gt; Time and Labor &gt; Report Time &gt; Update Time Status</b></p> <p>The <b>Update Time Status Find an Existing Value</b> page displays.</p>  |
|  | <p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b>.</p>  |
| 2.  | <p>Enter the employee's Employee ID in the <b>Empl ID</b> field.</p> <p><b>Note:</b> Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.</p>   |
| 3.  | <p>Click the <b>Search</b> button.</p>   |





## Cardinal HCM Job Aid

### TA\_Time Status Administration





| Step | Action   |         |             |         |             |          |             |          |             |         |   |                          |  |   |  |  |  |  |  |
|------|--|---------|-------------|---------|-------------|----------|-------------|----------|-------------|---------|---|--------------------------|--|---|--|--|--|--|--|
|      | <p>The <b>Update Time Status</b> page displays.</p> <div><div>Cardinal Homepage</div><div>Update Time Status</div></div> <div><div>Update Time Status</div></div> <div>Business Unit 50100 VA Dept of Transportation<br/>ID Empl Record 0<br/>Action <input type="text"/><br/><input type="checkbox"/> Comment for all selected transactions</div> <div>Transactions</div> <div><div><div><div></div><div></div></div><div>1-1 of 1</div><div>View All</div></div><table><thead><tr><th></th><th>Select</th><th>Empl ID</th><th>Empl Record</th><th>Date</th><th>TRC</th><th>Quantity</th><th>Status Code</th><th>Comment</th></tr></thead><tbody><tr><td>1</td><td><input type="checkbox"/></td><td></td><td>0</td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table><div>Select All Deselect All<br/>Submit</div></div> <div>Return to Search Notify</div> |         | Select      | Empl ID | Empl Record | Date     | TRC         | Quantity | Status Code | Comment | 1 | <input type="checkbox"/> |  | 0 |  |  |  |  |  |
|      | Select   | Empl ID | Empl Record | Date    | TRC         | Quantity | Status Code | Comment  |             |         |   |                          |  |   |  |  |  |  |  |
| 1    | <input type="checkbox"/>   |         | 0           |         |             |          |             |          |             |         |   |                          |  |   |  |  |  |  |  |



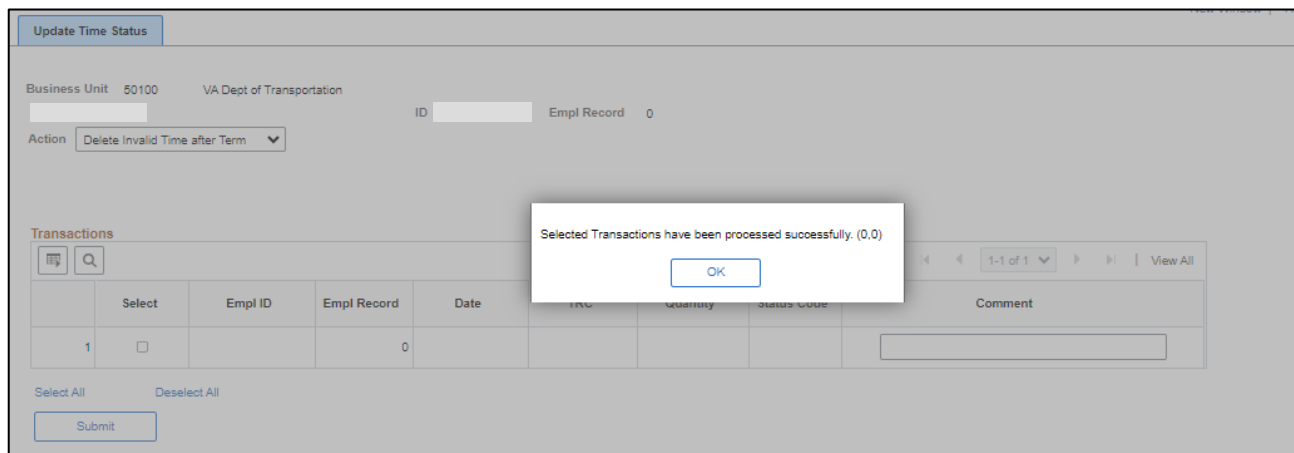
# Cardinal HCM Job Aid

## TA\_Time Status Administration


| Step | Action  |         |             |            |               |          |             |          |             |         |   |                                     |  |   |            |               |      |    |  |   |                                     |  |   |            |               |      |    |  |   |                                     |  |   |            |               |      |    |  |   |                                     |  |   |            |               |      |    |  |   |                                     |  |   |            |               |      |    |  |
|------|---|---------|-------------|------------|---------------|----------|-------------|----------|-------------|---------|---|-------------------------------------|--|---|------------|---------------|------|----|--|---|-------------------------------------|--|---|------------|---------------|------|----|--|---|-------------------------------------|--|---|------------|---------------|------|----|--|---|-------------------------------------|--|---|------------|---------------|------|----|--|---|-------------------------------------|--|---|------------|---------------|------|----|--|
|      | <p>The <b>Update Time Status</b> page refreshes and all Reported Time transactions after the employee's termination date display.</p> <div><div>Cardinal Homepage</div><div>Update Time Status</div></div> <div><div>Update Time Status</div></div> <div>Business Unit 50100 VA Dept of Transportation</div> <div>ID Empl Record 0</div> <div>Action Delete Invalid Time after Term</div> <div>Transactions</div> <table><thead><tr><th></th><th>Select</th><th>Empl ID</th><th>Empl Record</th><th>Date</th><th>TRC</th><th>Quantity</th><th>Status Code</th><th>Comment</th></tr></thead><tbody><tr><td>1</td><td><input checked="" type="checkbox"/></td><td></td><td>0</td><td>01/08/2024</td><td>REG - Regular</td><td>2.00</td><td>SB</td><td></td></tr><tr><td>2</td><td><input checked="" type="checkbox"/></td><td></td><td>0</td><td>01/03/2024</td><td>REG - Regular</td><td>2.00</td><td>SB</td><td></td></tr><tr><td>3</td><td><input checked="" type="checkbox"/></td><td></td><td>0</td><td>01/02/2024</td><td>REG - Regular</td><td>2.00</td><td>SB</td><td></td></tr><tr><td>4</td><td><input checked="" type="checkbox"/></td><td></td><td>0</td><td>12/27/2023</td><td>REG - Regular</td><td>4.00</td><td>SB</td><td></td></tr><tr><td>5</td><td><input checked="" type="checkbox"/></td><td></td><td>0</td><td>12/26/2023</td><td>REG - Regular</td><td>4.00</td><td>SB</td><td></td></tr></tbody></table> <div><div>Select All</div><div>Deselect All</div><div>Submit</div></div> |         | Select      | Empl ID    | Empl Record   | Date     | TRC         | Quantity | Status Code | Comment | 1 | <input checked="" type="checkbox"/> |  | 0 | 01/08/2024 | REG - Regular | 2.00 | SB |  | 2 | <input checked="" type="checkbox"/> |  | 0 | 01/03/2024 | REG - Regular | 2.00 | SB |  | 3 | <input checked="" type="checkbox"/> |  | 0 | 01/02/2024 | REG - Regular | 2.00 | SB |  | 4 | <input checked="" type="checkbox"/> |  | 0 | 12/27/2023 | REG - Regular | 4.00 | SB |  | 5 | <input checked="" type="checkbox"/> |  | 0 | 12/26/2023 | REG - Regular | 4.00 | SB |  |
|      | Select  | Empl ID | Empl Record | Date       | TRC           | Quantity | Status Code | Comment  |             |         |   |                                     |  |   |            |               |      |    |  |   |                                     |  |   |            |               |      |    |  |   |                                     |  |   |            |               |      |    |  |   |                                     |  |   |            |               |      |    |  |   |                                     |  |   |            |               |      |    |  |
| 1    | <input checked="" type="checkbox"/>   |         | 0           | 01/08/2024 | REG - Regular | 2.00     | SB          |          |             |         |   |                                     |  |   |            |               |      |    |  |   |                                     |  |   |            |               |      |    |  |   |                                     |  |   |            |               |      |    |  |   |                                     |  |   |            |               |      |    |  |   |                                     |  |   |            |               |      |    |  |
| 2    | <input checked="" type="checkbox"/>   |         | 0           | 01/03/2024 | REG - Regular | 2.00     | SB          |          |             |         |   |                                     |  |   |            |               |      |    |  |   |                                     |  |   |            |               |      |    |  |   |                                     |  |   |            |               |      |    |  |   |                                     |  |   |            |               |      |    |  |   |                                     |  |   |            |               |      |    |  |
| 3    | <input checked="" type="checkbox"/>   |         | 0           | 01/02/2024 | REG - Regular | 2.00     | SB          |          |             |         |   |                                     |  |   |            |               |      |    |  |   |                                     |  |   |            |               |      |    |  |   |                                     |  |   |            |               |      |    |  |   |                                     |  |   |            |               |      |    |  |   |                                     |  |   |            |               |      |    |  |
| 4    | <input checked="" type="checkbox"/>   |         | 0           | 12/27/2023 | REG - Regular | 4.00     | SB          |          |             |         |   |                                     |  |   |            |               |      |    |  |   |                                     |  |   |            |               |      |    |  |   |                                     |  |   |            |               |      |    |  |   |                                     |  |   |            |               |      |    |  |   |                                     |  |   |            |               |      |    |  |
| 5    | <input checked="" type="checkbox"/>   |         | 0           | 12/26/2023 | REG - Regular | 4.00     | SB          |          |             |         |   |                                     |  |   |            |               |      |    |  |   |                                     |  |   |            |               |      |    |  |   |                                     |  |   |            |               |      |    |  |   |                                     |  |   |            |               |      |    |  |   |                                     |  |   |            |               |      |    |  |

| Step  | Action  |
|---|---|
|  | Click the <b>View All</b> link if necessary to see all transactions.<br>           |
|  | The action of “Delete Invalid Time after Term” does not require comments since the transaction(s) will be deleted and removed from the employee’s timesheet record. |
| 6.  | Click the <b>Submit</b> button.<br>  |

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



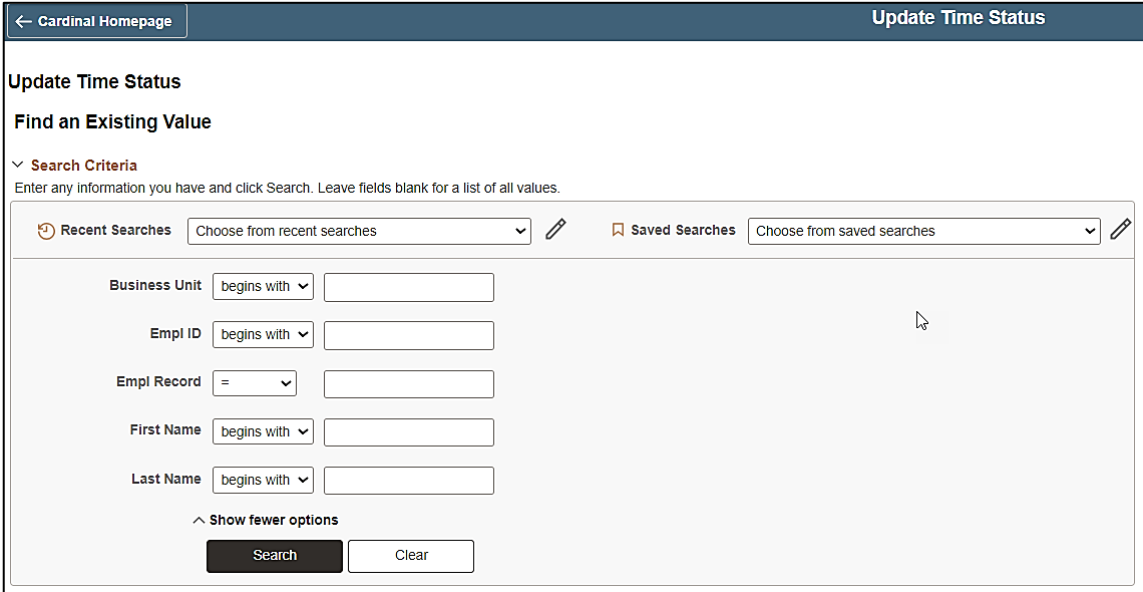


The screenshot shows the 'Update Time Status' window. At the top, there are fields for 'Business Unit' (50100), 'VA Dept of Transportation', 'ID', and 'Empl Record' (0). Below these is an 'Action' dropdown menu set to 'Delete Invalid Time after Term'. A 'Transactions' table is visible with columns: Select, Empl ID, Empl Record, Date, Time, Quantity, Status Code, and Comment. A confirmation message box is overlaid on the table, stating 'Selected Transactions have been processed successfully. (0,0)' with an 'OK' button.

|    |   |
|----|---|
| 7. | Click the <b>OK</b> button to close the <b>Confirmation</b> message.<br> |
|----|---|

### 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.

**Note:** Comp and OT hours can only be deleted via the Update Time Status page and not closed. If the transaction was valid, TL Administrators should use the adjustment TRC on the timesheet to correct the balance within the past 365 days.

| Step  | Action   |
|---|--|
| 1.  | <p>Navigate to the <b>Update Time Status</b> page using the following path:<br/> <b>NavBar &gt; Menu &gt; Time and Labor &gt; Report Time &gt; Update Time Status</b></p> <p>The <b>Update Time Status Find an Existing Value</b> page displays.</p>  |
|  | <p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled “Overview of the Cardinal HCM Search Pages”. This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b>.</p>  |
| 2.  | <p>Enter the employee’s Employee ID in the <b>Empl ID</b> field.</p> <p><b>Note:</b> Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.</p>   |



## Cardinal HCM Job Aid

### TA\_Time Status Administration

| Step | Action  |
|------|---|
| 3.   | <p>Click the <b>Search</b> button.</p> <div><div>Search</div><div>Clear</div></div> |

The **Update Time Status** page displays.

Update Time Status New Window

Business Unit 50100 VA Dept of Transportation ID Empl Record 0

Action

**Transactions**

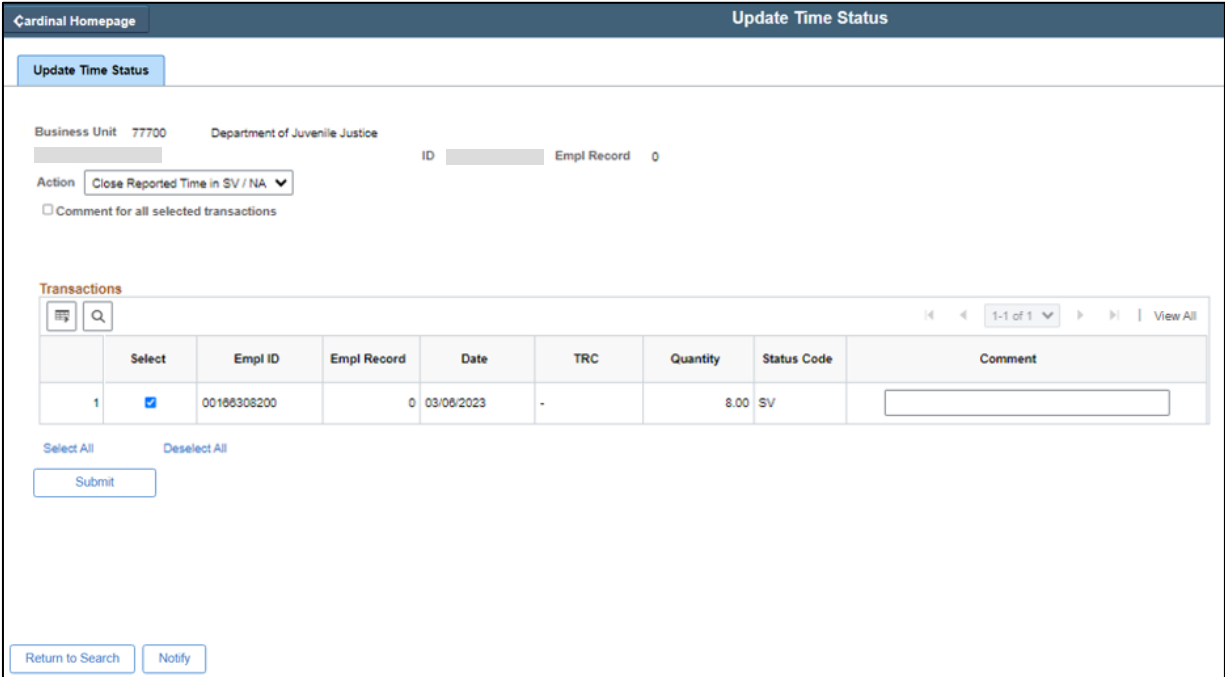
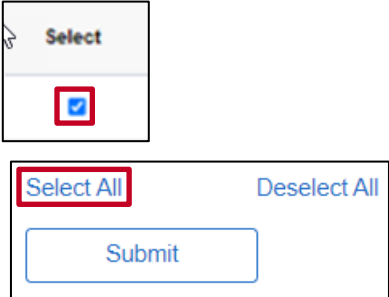


| Select                     | Empl ID | Empl Record | Date | TRC | Quantity | Status Code | Comment |
|----------------------------|---------|-------------|------|-----|----------|-------------|---------|
| 1 <input type="checkbox"/> |         | 0           |      |     |          |             |         |

Select All Deselect All

Submit

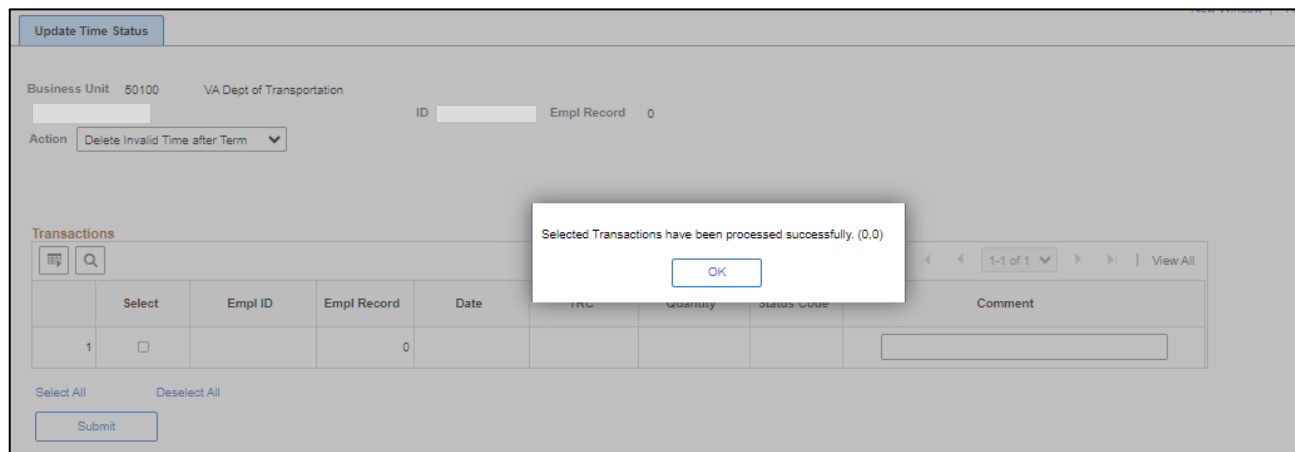
Return to Search Notify

|    |  |
|----|--|
| 4. | <p>Click the <b>Action</b> dropdown button and select either the “Close Reported Time in SV / NA” or the “Delete Report Time in SV / NA” list item depending on the desired action.</p> <div>Action <input type="text"/></div> |
|----|--|

| Step  | Action   |
|---|--|
| 5.  | <p>The <b>Update Time Status</b> page refreshes and all of the Reported Time transactions in a “Saved (SV)” or “Needs Approval (NA)” status older than 90 days should display.</p>  |
| 6.  | <p>Use the <b>Select</b> checkboxes to select the transactions to close or delete or use the <b>Select All</b> link to select all of the available transactions.</p>                |
|  | <p>Click the <b>View All</b> link if necessary to see all transactions.</p>   |

| Step | Action  |
|------|---|
| 7.   | <p>If the selected action is “Close Reported Time in SV / NA”, a comment must be entered for each transaction or the <b>Comment for all selected transactions</b> checkbox option can be checked to enter and apply the same comment to all of the selected transactions.</p> <div> <div> Comment </div> <div></div> <div> <input type="checkbox"/> Comment for all selected transactions </div> </div> |
| 8.   | <p>Click the <b>Submit</b> button.</p> <div> <div>Select All</div> <div>Deselect All</div> <div>Submit</div> </div>   |

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

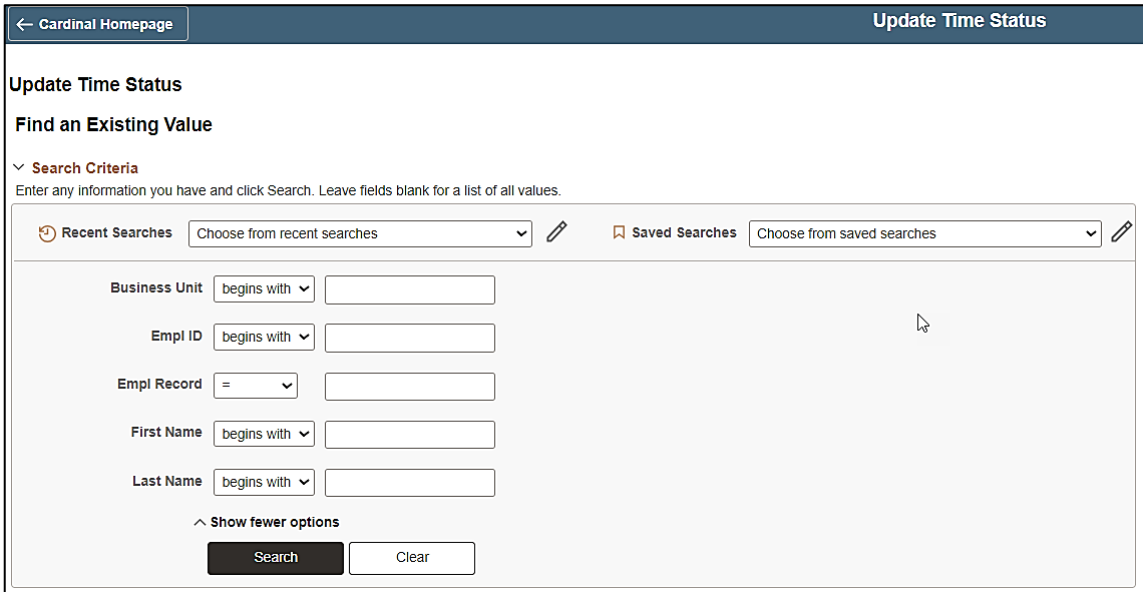




The screenshot shows the 'Update Time Status' interface. At the top, there are fields for 'Business Unit' (50100), 'VA Dept of Transportation', 'ID', and 'Empl Record' (0). Below these is an 'Action' dropdown menu set to 'Delete Invalid Time after Term'. A 'Transactions' table is visible with columns: Select, Empl ID, Empl Record, Date, Time, Quantity, Status Code, and Comment. A confirmation pop-up window is centered on the screen with the text 'Selected Transactions have been processed successfully. (0,0)' and an 'OK' button.

|    |   |
|----|---|
| 9. | <p>Click the <b>OK</b> button to close the <b>Confirmation</b> message.</p> <div> <div>Selected Transactions have been processed successfully. (0,0)</div> <div>OK</div> </div> |
|----|---|

### 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.

| Step  | Action   |
|---|--|
| 1.  | <p>Navigate to the <b>Update Time Status</b> page using the following path:<br/> <b>NavBar &gt; Menu &gt; Time and Labor &gt; Report Time &gt; Update Time Status</b></p> <p>The <b>Update Time Status Find an Existing Value</b> page displays.</p>  |
|  | <p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled “Overview of the Cardinal HCM Search Pages”. This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b>.</p>  |
| 2.  | <p>Enter the employee’s Employee ID in the <b>Empl ID</b> field.</p> <p><b>Note:</b> Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.</p>   |





## Cardinal HCM Job Aid

### TA\_Time Status Administration

| Step | Action   |
|------|--|
| 3.   | Click the <b>Search</b> button. <div><div>Search</div><div>Clear</div></div> |

The **Update Time Status** page displays.

[Cardinal Homepage](#) **Update Time Status**

**Update Time Status**

Business Unit 50100 VA Dept of Transportation

ID  Empl Record 0

Action

☐ Comment for all selected transactions

**Transactions**

1-1 of 1

View All

|   | Select                   | Empl ID | Empl Record | Date | TRC | Quantity | Status Code | Comment |
|---|--------------------------|---------|-------------|------|-----|----------|-------------|---------|
| 1 | <input type="checkbox"/> |         | 0           |      |     |          |             |         |

[Select All](#) [Deselect All](#)

Submit

Return to Search

Notify

|    |  |
|----|--|
| 4. | Click the <b>Action</b> dropdown button and select the “Close Payable Time in NA” list item. <div><div>Action <input type="text"/></div></div> |
|----|--|

| Step | Action |
|------|--------|
|------|--------|

The **Update Time Status** page refreshes and all Payable Time transactions in a “Needs Approval (NA)” status older than 90 days should display.

Update Time Status

Business Unit 50100 VA Dept of Transportation

ID Empl Record 0

Action Close Payable Time in NA

☐ Comment for all selected transactions

Transactions

1-3 of 3

View All

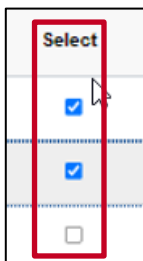
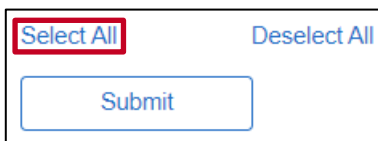
|   | Select                              | Empl ID | Empl Record | Date       | TRC            | Quantity | Status Code | Comment |
|---|-------------------------------------|---------|-------------|------------|----------------|----------|-------------|---------|
| 1 | <input checked="" type="checkbox"/> |         | 0           | 06/13/2023 | RGHA - Regular | 9.00     | NA          |         |
| 2 | <input checked="" type="checkbox"/> |         | 0           | 06/08/2023 | RGHA - Regular | 9.00     | NA          |         |
| 3 | <input type="checkbox"/>            |         | 0           | 06/07/2023 | RGHA - Regular | 9.00     | NA          |         |

Select All

Deselect All

Submit

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


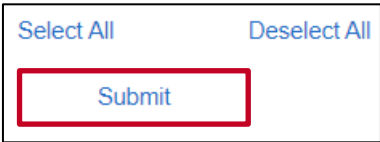
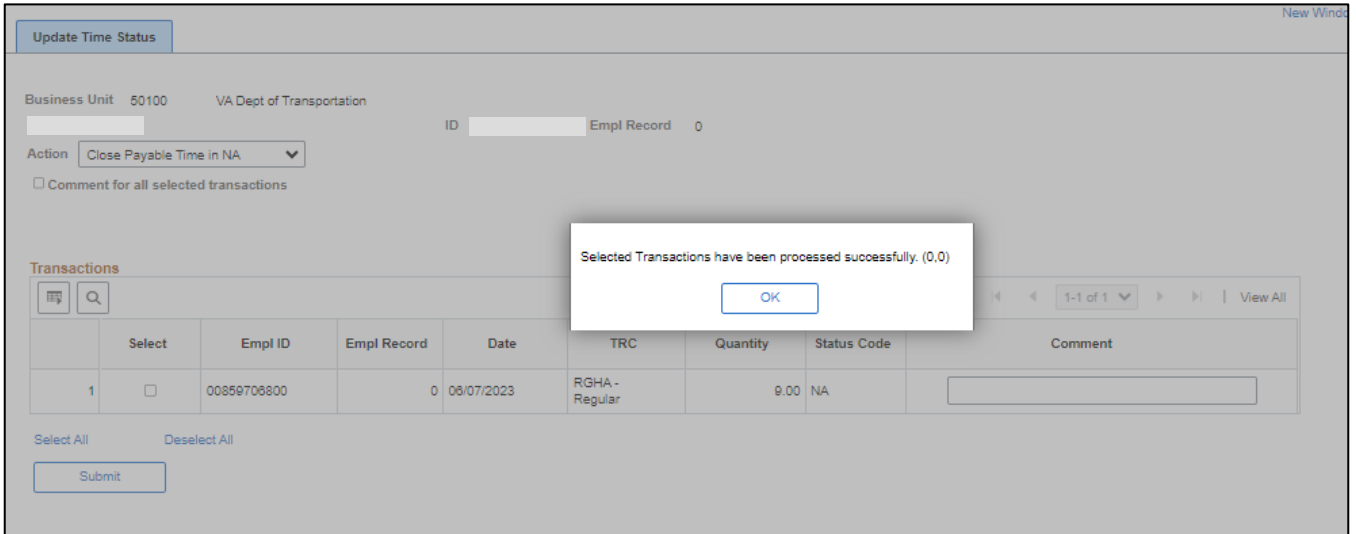
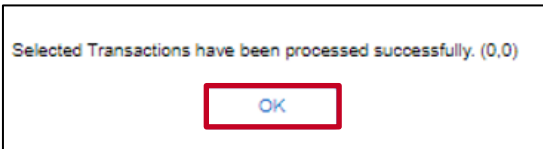

Click the **View All** link if necessary to see all transactions.





# Cardinal HCM Job Aid

## TA\_Time Status Administration

| Step   | Action   |
|--|--|
| 6.   | <p>A comment must be entered for each transaction or the <b>Comment for all selected transactions</b> checkbox option can be checked to enter and apply the same comment to all selected transactions.</p>  |
| 7.   | <p>Click the <b>Submit</b> button.</p>    |
| <p>A <b>Confirmation</b> message displays in a pop-up window.</p>  |  |
| 8.   | <p>Click the <b>OK</b> button to close the <b>Confirmation</b> message.</p>   |

### Void Absence Events - TA Expired Grace Approver

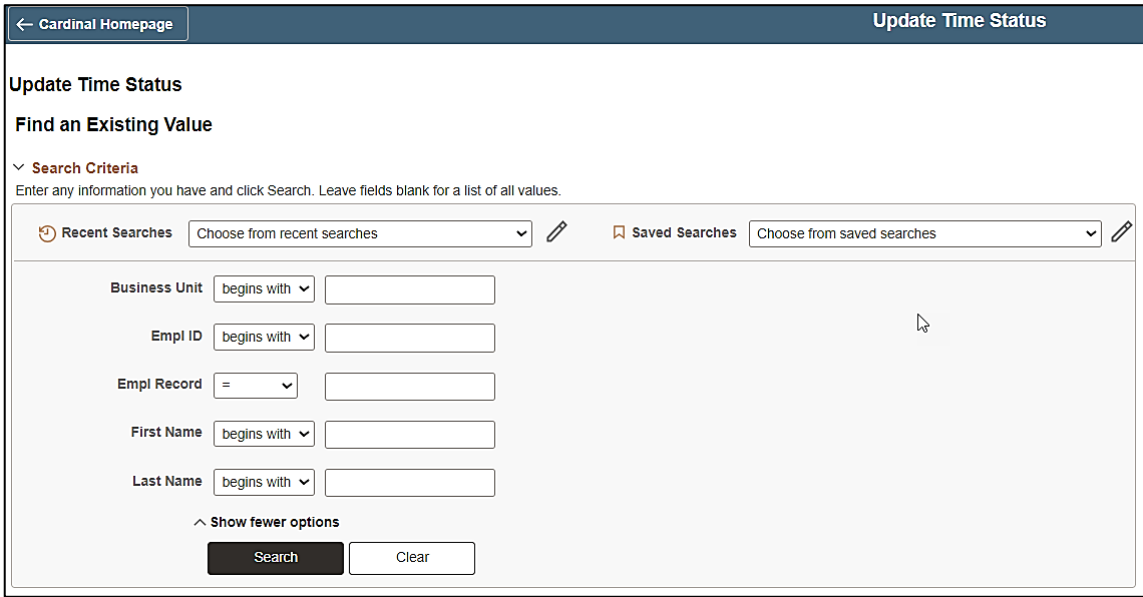

Using the **Update Time Status** page, the Agency TA Expired Grace Approver can void Absence Events in a “Saved (SV)” and “Needs Approval (NA)” status older than 1 year from the current open leave period.

A comment is required and should document if the transaction is valid or invalid.

If the Absence Event is invalid no further action is needed.

If the Absence Event is valid the TA Expired Grace Approver may need to collaborate with the AM Administrator and/or PY Administrator to determine if the employee’s absence balances should be adjusted or if Pay Docking is required via SPOT.

The AM Administrator should make any necessary balance adjustments in a leave period within 1 year from the current open leave period and include a comment for documentation. If the employee does not have the balance available, the AM Administrator should coordinate with the PY Administrator to dock the employee’s pay through SPOT.

| Step  | Action  |
|---|---|
| 1.  | <p>Navigate to the <b>Update Time Status</b> page using the following path:<br/> <b>Menu &gt; Time and Labor &gt; Report Time &gt; Update Time Status</b></p>   |
|   | <p>The <b>Update Time Status Find an Existing Value</b> page displays.</p>    |
|  | <p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled “Overview of the Cardinal HCM Search Pages”. This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b>.</p> |



## Cardinal HCM Job Aid

### TA\_Time Status Administration

| Step | Action   |
|------|--|
| 2.   | <p>Enter the employee's Employee ID in the <b>Empl ID</b> field.</p> <p><b>Note:</b> Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.</p> <div><div>Empl ID</div><div>begins with ▾</div><div></div></div> |
| 3.   | <p>Click the <b>Search</b> button.</p> <div><div>Search</div><div>Clear</div></div>  |

The **Update Time Status** page displays.

Cardinal Homepage

Update Time Status

Update Time Status

Business Unit 50100

VA Dept of Transportation

ID

Empl Record 0

Action ▾

☐ Comment for all selected transactions

Transactions

1-1 of 1 ▾

View All

| Select | Empl ID | Empl Record | Date | TRC | Quantity | Status Code | Comment |
|--------|---------|-------------|------|-----|----------|-------------|---------|
| 1      |         | 0           |      |     |          |             |         |

Select All

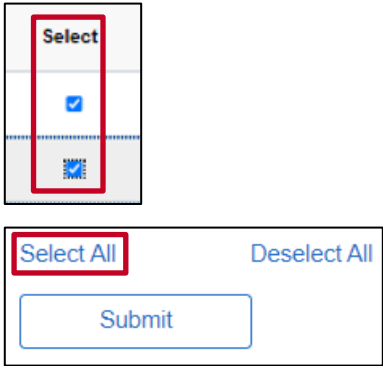


Deselect All

Submit

Return to Search

Notify


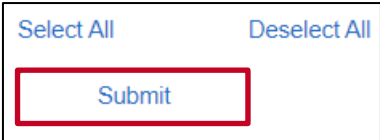
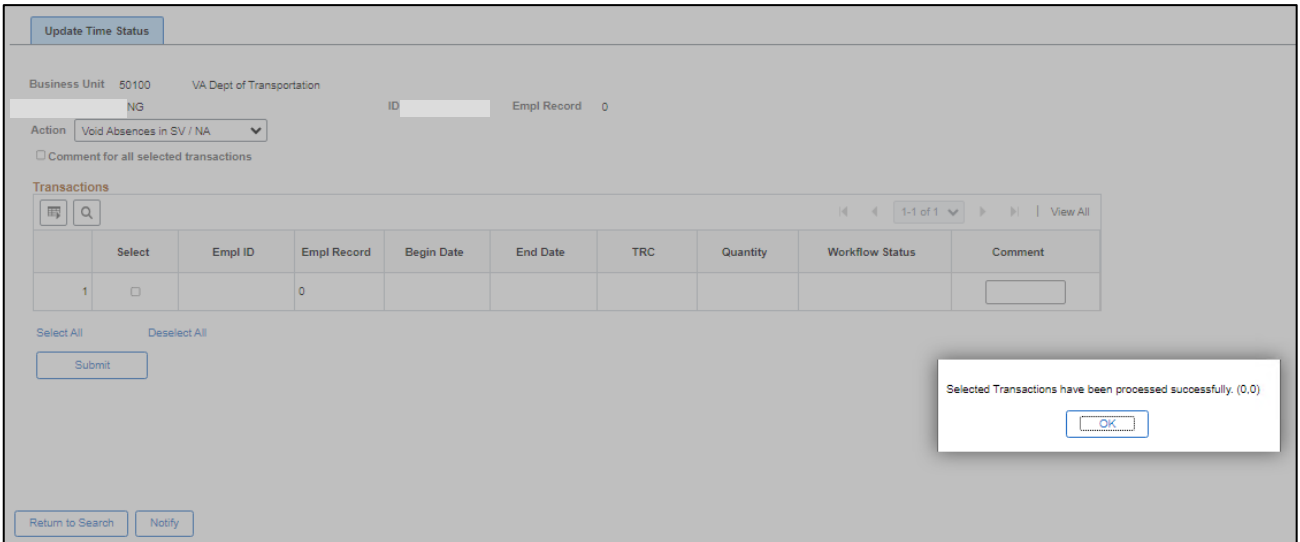
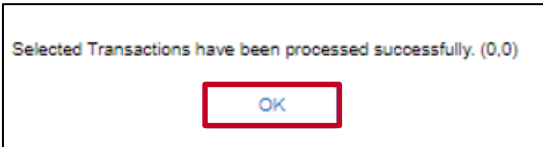
|    |  |
|----|--|
| 4. | <p>Click the <b>Action</b> dropdown button and select the “Void Absences in SV/NA” list item.</p> <div><div>Action</div><div>▾</div></div> |
|----|--|

| Step  | Action   |
|---|--|
|   | <p>The <b>Update Time Status</b> page refreshes and all Absence Events in a “Saved (SV)” or “Needs Approval (NA)” status older than 1 year from the current open leave period should display.</p> <div data-bbox="173 409 1521 991">  </div> |
| 5.  | <p>Use the <b>Select</b> checkboxes to select the transactions to delete or use the <b>Select All</b> link to select all of the available transactions.</p> <div data-bbox="290 1113 670 1476">  </div>                                     |
|  | <p>Click the <b>View All</b> link if necessary to see all transactions.</p> <div data-bbox="290 1564 399 1612">  </div>   |



## Cardinal HCM Job Aid

### TA\_Time Status Administration

| Step   | Action   |
|--|--|
| 6.   | <p>A comment must be entered for each transaction or the <b>Comment for all selected transactions</b> checkbox option can be checked to enter and apply the same comment to all selected transactions.</p> <p>It is recommended to enter a comment that clearly documents if a balance adjustment is needed or if the Absence Event is being voided because it is invalid (the employee worked the hours).</p>  |
| 7.   | <p>Click the <b>Submit</b> button.</p>    |
| <p>A <b>Confirmation</b> message displays in a pop-up window.</p>  |  |
| 8.   | <p>Click the <b>OK</b> button to close the <b>Confirmation</b> message.</p>   |



### 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.

| Step | Action  |
|------|---|
| 1.   | Navigate to the <b>Request Batch Approval Page</b> using the following path:<br><b>Menu &gt; Time and Labor &gt; Approve Time &gt; Request Batch Approval Process</b> |

The **Request Batch Approval Process Find an Existing Value** page displays.

← Cardinal Homepage Request Batch Approval Process

Request Batch Approval Process

Find an Existing Value [Add a New Value](#)

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

🕒 Recent Searches Choose from recent searches ✎

🔖 Saved Searches Choose from saved searches ✎

Run Control ID begins with

^ Show fewer options


☐ Case Sensitive





## Cardinal HCM Job Aid

### TA\_Time Status Administration

| Step  | Action  |
|---|---|
|  | For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b> .   |
| 2.  | <p>Use the <b>Find an Existing Value</b> tab to locate a previously established Run Control ID or use the <b>Add a New Value</b> tab to create a new Run Control ID if this is the first time performing this process.</p> <div><div><b>Find an Existing Value</b></div><div>Add a New Value</div><div><div>▼ Search Criteria</div><div>Run Control ID begins with <input type="text"/></div></div></div> |

The **Request Batch Approval Process** page displays.

### Request Batch Approval Process

Run Control ID BATCH\_APPROVE Report Manager Process Monitor Run

#### Run Control Parameters

\*From Date   
\*End Date   
Accounting Date 01/02/2024

#### Employees To Process ?


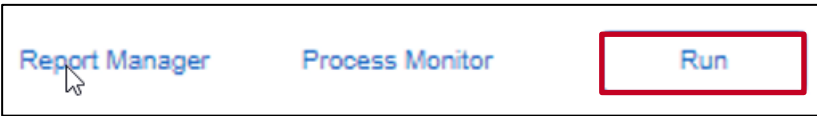

1-1 of 1

View All

| Empl ID              | Name | Empl Record          | Group ID | *Include or Exclude |   |   |
|----------------------|------|----------------------|----------|---------------------|---|---|
| <input type="text"/> |      | <input type="text"/> |          | Include             | + | - |

Save Notify Add Update/Display

| Step                    | Action   |             |          |                     |              |                     |  |  |             |  |             |  |                    |              |              |
|-------------------------|--|-------------|----------|---------------------|--------------|---------------------|--|--|-------------|--|-------------|--|--------------------|--------------|--------------|
| 3.                      | <div>Enter a date range of payable time transactions in “Needs Approval” status for employee(s).</div> <div><div><div>*From Date</div><div></div><div></div></div><div><div>*End Date</div><div></div><div></div></div><div><div>Accounting Date</div><div>01/02/2024</div><div></div></div></div>   |             |          |                     |              |                     |  |  |             |  |             |  |                    |              |              |
| <div><div>i</div></div> | <div>Enter the following dates as applicable:</div> <div><div>a. <b>From Date</b> - oldest date needing approval (cannot be less than 365 days from current date)</div><div>b. <b>End Date</b> - most recent date needing approval (should be &gt;= 90 days in the past from current date but will accept any date in last 365 days)</div><div><b>Note:</b> the process will approval all transactions for selected employee(s) in a “Needs Approval” status within the date range. If this is not intended, 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.</div><div>c. <b>Accounting Date</b> - defaults to today’s date. Do not change it.</div></div> |             |          |                     |              |                     |  |  |             |  |             |  |                    |              |              |
| 4.                      | <div>In the <b>Employees To Process</b> section, enter the <b>Employee ID</b> and <b>Empl Record</b> of the employee and job that has time that needs approval. In the <b>*Include or Exclude</b> field, leave the indicator defaulted to “Include” so that the employee is processed.</div> <div><div><div>Employees To Process ?</div><div><div><div></div><div></div></div><div><div>1-1 of 1</div><div>View All</div></div></div><table><tr><th>Empl ID</th><th>Name</th><th>Empl Record</th><th>Group ID</th><th>*Include or Exclude</th><th></th><th></th></tr><tr><td><div></div></td><td></td><td><div></div></td><td></td><td><div>Include</div></td><td><div>+</div></td><td><div>-</div></td></tr></table></div></div>                          | Empl ID     | Name     | Empl Record         | Group ID     | *Include or Exclude |  |  | <div></div> |  | <div></div> |  | <div>Include</div> | <div>+</div> | <div>-</div> |
| Empl ID                 | Name   | Empl Record | Group ID | *Include or Exclude |              |                     |  |  |             |  |             |  |                    |              |              |
| <div></div>             |  | <div></div> |          | <div>Include</div>  | <div>+</div> | <div>-</div>        |  |  |             |  |             |  |                    |              |              |
| 5.                      | <div>Use the <b>Add a New Row (+)</b> icon to add additional employees and repeat Step 4.</div> <div><div><div>+</div><div>-</div></div></div>   |             |          |                     |              |                     |  |  |             |  |             |  |                    |              |              |
| <div><div>i</div></div> | <div>All employees added will be processed based on the date range previously selected. If this is not intended, run the process separately to process other employees using the appropriate date range for each.</div>  |             |          |                     |              |                     |  |  |             |  |             |  |                    |              |              |

| Step | Action   |
|------|--|
| 6.   | <p>Once all values are selected, click the <b>Save</b> button</p>   |
| 7.   | <p>Click the <b>Run</b> button to initiate the approval process.</p>   |
| 8.   | <p>Check the <b>Process Monitor</b> to confirm completion and success. 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 <b>Payable Time</b> tab or via the Timesheet Report.</p>  |

**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<br>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   |
| 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   |



## Cardinal HCM Job Aid

### TA\_Time Status Administration

| Reason   | Action   |
|--|--|
| The employee terminated prior to the Pay Period Begin Date and there is unprocessed Payable Time.  | Contact SPO to create Paysheet<br>SPO will proactively monitor for this situation and create the Paysheets |
| The employee has too many prior period adjustments<br><b>NOTE:</b> 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 Payable Time 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 |



## Cardinal HCM Job Aid

### TA\_Time Status Administration

#### 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<br>*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<br>*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<br>*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<br>*Supervisor Approve | *TL Admin Cancel<br>*Supervisor Approve<br>*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<br>*TL Admin Delete                                 | *Supervisor Approve (Must be done same day as Submit)<br>*TL Admin Delete<br>*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<br>*TL Admin Delete Reported Time<br>*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<br>*TL Admin Close | *Payroll Admin/TL Admin/SPO fix problem and reload time<br>*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                           |