

Managing Absence Balances Overview

There are various reasons why an entitlement balance adjustment may be required. Some examples include:

- An employee is granted a special absence balance that needs to be added (e.g., Annual Leave Incentive, Employee Recognition, Educational Leave)
- An employee transfers from another state Agency and is bringing their absence balances to the new Agency
- An exception to system generated entitlements
- An Absence Event was voided on the **Update Time Status** page
- Zeroing out leave balances when an employee terminates
- Donating leave or receiving donated leave

Reminders:

- AM Administrators can view the Absence Balance Calculations the following day after the nightly Absence Calc job processes Absence Events and adjustments
- Balances viewed under the **Team Time** tile or the **Time** tile reflect balances as of the last closed leave period. The leave period is closed on the salaried pay date
- For further information about absence calculations, see the Job Aid titled **TA374 Results by Calendar Group/Calendar**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

The Absence Calculation Process has a retro-processing limit of 1 year. AM Administrators have access to modify the **Balances** page for leave periods within 1 year of the current open leave period and view only access to leave periods greater than 1 year from the current open leave period.

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.



Table of Contents

Revision History 3

Getting Started..... 4

Entering a New Absence Entitlement 5

Entering a New Absence Entitlement for Parental Leave 13

Manually Adjusting an Existing Absence Entitlement Balance 21

Zeroing Out Leave Balances..... 29

Zeroing Out Compensatory and Overtime Leave Balances..... 30

Zeroing Out Balances using the Leave Balance Zero-Out Page 38

Adjusting Compensatory and Overtime Leave Balances..... 42

Leave Donation Process 49

Returning Unused Leave Donation Hours 59

Transferring From One Agency to Another Agency 68

Managing Leave for Employees Who Work Fewer than 12 Months a Year 73

Managing Recognition Leave..... 78



Time & Attendance Job Aid

TA374 Managing Absence Balances

Revision History

Revision Date	Summary of Changes
4/2/26	Added a new section on Zeroing Out Balances using the Leave Balance Zero-Out Page .
8/19/2025	Added a new section on how to Manage Recognition Leave .
3/1/2025	Updated the screenshots of the Search pages (Section 2 , after Step 1; Section 3 , after Step 1; Section 7 , after Step 1; Section 8 , after Step 1; Section 9 , after Step 1; Section 10 , after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.

Getting Started

Prior to managing Absence balances, have the following information available:

- The Employee's Pay Group: found on the employee's **Job Data** page

Menu > Workforce Administration > Job Information > Job Data

- The Pay Period End Date: identify the Pay Period end date for the Pay Period in which the Absence Balance Entitlement is to be effective
- Any required HR Documentation (per Agency procedures)

Entering a New Absence Entitlement

Step	Action
1.	<p>Navigate to the Absences page to enter a new absence entitlement for an employee using the following path:</p> <p>NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences</p>

The **Absences Find and Existing Value Search** page displays.

Absences

Find an Existing Value

▼ **Search Criteria**

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

🕒 Recent Searches ✎
🔖 Saved Searches ✎

Empl ID

Empl Record

Pay Group 🔍

Calendar ID 🔍

Name

Period Begin Date 📅

Period End Date 📅

^ Show fewer options

Case Sensitive



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 **Job Aids** under **Learning**.

2.

Enter the employee's Employee ID in the **Empl ID** field.

Note: Users can also search for an employee by Employee Record or name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

Empl ID

Step	Action
3.	<p>Click the Pay Group Look up icon to select the employee's Pay Group.</p> <p>Note: Ensure that the selected Pay Group is consistent with the employee's Job Data page for the same timeframe.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Pay Group begins with ▼ <input style="width: 150px;" type="text"/> 🔍 </div>
4.	<p>Select the applicable value for one of the following fields:</p> <ol style="list-style-type: none"> a. Calendar ID: Parameter for the Absence Calculation process that identifies the Pay Period in which the new entitlement should be made effective. It can be a past, current, or future Pay Period. Click the Calendar ID Look up icon and select the applicable Pay Period b. Period Begin Date: The Pay Period begin date when the new entitlement should be effective. Click the Period Begin Date Calendar icon and select the applicable Pay Period begin date c. Period End Date: The Pay Period end date when the new entitlement should be effective. Click the Period End Date Calendar icon and select the applicable Pay Period end date <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Pay Group begins with ▼ <input style="width: 100px;" type="text"/> 🔍 </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Calendar ID begins with ▼ <input style="width: 100px; border: 2px solid red;" type="text"/> 🔍 </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Name begins with ▼ <input style="width: 100px;" type="text"/> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Period Begin Date >= ▼ <input style="width: 100px; border: 2px solid red;" type="text"/> 📅 </div> <div style="display: flex; justify-content: space-between;"> Period End Date <= ▼ <input style="width: 100px; border: 2px solid red;" type="text"/> 📅 </div> </div>
5.	<p>Click the Search button.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; display: flex; gap: 10px;"> <div style="border: 2px solid red; padding: 2px 10px; background-color: #333; color: white; font-weight: bold;">Search</div> <div style="border: 1px solid black; padding: 2px 10px;">Clear</div> </div>



Time & Attendance Job Aid

TA374 Managing Absence Balances

Step	Action
------	--------

The search results (Calendar IDs available for the employee) display in the **Search Results** section.

Search Results						
View All					1-100 of 218	
Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date
	0	SM1	SM1 2021SM118		09/25/2021	10/09/2021
	0	SM1	SM1 2021SM119		10/10/2021	10/24/2021
	0	SM1	SM1 2021SM120		10/25/2021	11/09/2021
	0	SM1	SM1 2021SM121		11/10/2021	11/24/2021
	0	SM1	SM1 2021SM122		11/25/2021	12/09/2021
	0	SM1	SM1 2021SM123		12/10/2021	12/24/2021
	0	SM1	SM1 2021SM124		12/25/2021	01/09/2022
	0	SM1	SM1 2022SM100		01/10/2022	01/10/2022
	0	SM1	SM1 2022SM101		01/10/2022	01/24/2022
	0	SM1	SM1 2022SM102		01/25/2022	02/09/2022
	0	SM1	SM1 2022SM103		02/10/2022	02/24/2022

Step	Action																																					
6.	<p>Click the applicable Calendar ID link in the Calendar ID column based on the effective date of the change.</p> <p>Note: Verify that the Pay Group is consistent with the employee's Job Data page. Select the Pay Period with the correct Pay Period begin date and end date wherein the balance should be available for the employee. Selecting the incorrect Calendar ID may result in the incorrect processing of the adjustment.</p> <p>Balance adjustments should not be entered in calendars that end in "00" or "F1" as these are not regular semi-monthly leave period calendars.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th>Calendar ID</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td style="color: red;">SM1 2021SM118</td> </tr> <tr><td>SM1 2021SM119</td></tr> <tr><td>SM1 2021SM120</td></tr> <tr><td>SM1 2021SM121</td></tr> <tr><td>SM1 2021SM122</td></tr> <tr><td>SM1 2021SM123</td></tr> <tr><td>SM1 2021SM124</td></tr> <tr><td>SM1 2022SM100</td></tr> <tr><td>SM1 2022SM101</td></tr> <tr><td>SM1 2022SM102</td></tr> </tbody> </table> </div>	Calendar ID	SM1 2021SM118	SM1 2021SM119	SM1 2021SM120	SM1 2021SM121	SM1 2021SM122	SM1 2021SM123	SM1 2021SM124	SM1 2022SM100	SM1 2022SM101	SM1 2022SM102																										
Calendar ID																																						
SM1 2021SM118																																						
SM1 2021SM119																																						
SM1 2021SM120																																						
SM1 2021SM121																																						
SM1 2021SM122																																						
SM1 2021SM123																																						
SM1 2021SM124																																						
SM1 2022SM100																																						
SM1 2022SM101																																						
SM1 2022SM102																																						
<p>The Absences page displays for the applicable Calendar ID.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 10px;"> <p>Absences</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Employee ID</td> <td style="width: 25%;">Name</td> <td style="width: 25%;">Empl Record</td> <td style="width: 25%;">0</td> </tr> <tr> <td>Pay Group SM1</td> <td>Description Semi-monthly Classified</td> <td>Pay Entity</td> <td>COVA</td> </tr> <tr> <td>Calendar ID SM1 2021SM118</td> <td>Begin Date 09/25/2021</td> <td>End Date</td> <td>10/09/2021</td> </tr> </table> <p style="font-size: small; margin-top: 5px;">This Calendar is finalized. Any changes will be considered during retro processing.</p> </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 10px;"> <p>Balance Adjustments</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"><input type="text"/></td> <td style="width: 15%;"><input type="text"/></td> <td style="width: 15%; text-align: right;">1-1 of 1</td> <td style="width: 15%; text-align: right;">View All</td> </tr> <tr style="border-top: 1px solid #ccc;"> <th style="font-size: small;">*Element Name</th> <th style="font-size: small;">Description</th> <th style="font-size: small;">Balance Adjustment</th> <th style="font-size: small;">Begin Date</th> <th style="font-size: small;">End Date</th> <th style="font-size: small;">Comments</th> <th style="font-size: small;">+</th> <th style="font-size: small;">-</th> </tr> <tr> <td style="border: 1px solid #ccc;"><input type="text"/></td> <td style="border: 1px solid #ccc;"></td> <td style="border: 1px solid #ccc;"><input type="text"/></td> <td style="border: 1px solid #ccc;"><input type="text"/></td> <td style="border: 1px solid #ccc;"><input type="text"/></td> <td style="border: 1px solid #ccc;"><input type="text"/></td> <td style="border: 1px solid #ccc; text-align: center;">+</td> <td style="border: 1px solid #ccc; text-align: center;">-</td> </tr> </table> </div> <div style="padding-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid #ccc; padding: 2px 5px;">Save</td> <td style="border: 1px solid #ccc; padding: 2px 5px;">Return to Search</td> <td style="border: 1px solid #ccc; padding: 2px 5px;">Previous in List</td> <td style="border: 1px solid #ccc; padding: 2px 5px;">Next in List</td> <td style="border: 1px solid #ccc; padding: 2px 5px;">Notify</td> </tr> </table> </div> </div>		Employee ID	Name	Empl Record	0	Pay Group SM1	Description Semi-monthly Classified	Pay Entity	COVA	Calendar ID SM1 2021SM118	Begin Date 09/25/2021	End Date	10/09/2021	<input type="text"/>	<input type="text"/>	1-1 of 1	View All	*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments	+	-	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+	-	Save	Return to Search	Previous in List	Next in List	Notify
Employee ID	Name	Empl Record	0																																			
Pay Group SM1	Description Semi-monthly Classified	Pay Entity	COVA																																			
Calendar ID SM1 2021SM118	Begin Date 09/25/2021	End Date	10/09/2021																																			
<input type="text"/>	<input type="text"/>	1-1 of 1	View All																																			
*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments	+	-																															
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+	-																															
Save	Return to Search	Previous in List	Next in List	Notify																																		
7.	<p>Review the information in the Header section to confirm that the correct selection was made.</p>																																					

Step	Action
8.	Click the Element Name Look up icon. <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> *Element Name <input style="width: 100%;" type="text"/> Q </div>

The **Look Up Element** page displays in a pop-up window.

Look Up Element x

Element Name begins with

Description begins with

Search
Clear
Cancel
Basic Lookup

Search Results

View 100 1-30 of 30

Element Name	Description	Country Code
BMO ENT ELEM	Bone Marrow/Organ Donations	USA
DLR ENT ELEM	Donated Leave Rec (Lv Share)	USA
DSR ENT ELEM	Victim of Disaster	USA
ELW ENT ELEM	Educational Leave Pay Docking	USA
MBL ENT ELEM	Military Bank Leave	USA
CSL ENT ELEM	Volunteer Service Leave	USA
MIL ENT ELEM	Military Leave	USA
MIP ENT ELEM	Military Physical	USA
PAR ENT ELEM	Parental Leave	USA
VAC ENT ELEM	Vacation	USA
FML ENT ELEM	Family Medical Leave	USA
DLR REC ELEM	DLR Receive Element	USA
PER ENT ELEM	VSDP Personal Leave	USA

9.	Select the applicable Entitlement Type (Element Name) by clicking the corresponding link in the Element Name column. <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid #ccc; padding: 2px;">Element Name</td></tr> <tr><td style="border-bottom: 1px solid #ccc; padding: 2px;">BMO ENT ELEM</td></tr> <tr><td style="border-bottom: 1px solid #ccc; padding: 2px;">DLR ENT ELEM</td></tr> <tr><td style="border-bottom: 1px solid #ccc; padding: 2px;">DSR ENT ELEM</td></tr> <tr><td style="border-bottom: 1px solid #ccc; padding: 2px;">ELW ENT ELEM</td></tr> <tr><td style="border-bottom: 1px solid #ccc; padding: 2px;">MBL ENT ELEM</td></tr> <tr><td style="border-bottom: 1px solid #ccc; padding: 2px;">CSL ENT ELEM</td></tr> <tr><td style="border-bottom: 1px solid #ccc; padding: 2px;">MIL ENT ELEM</td></tr> <tr><td style="border-bottom: 1px solid #ccc; padding: 2px;">MIP ENT ELEM</td></tr> <tr><td style="border-bottom: 1px solid #ccc; padding: 2px;">PAR ENT ELEM</td></tr> <tr><td style="border-bottom: 1px solid #ccc; padding: 2px;">VAC ENT ELEM</td></tr> <tr><td style="border-bottom: 1px solid #ccc; padding: 2px;">FML ENT ELEM</td></tr> <tr><td style="border-bottom: 1px solid #ccc; padding: 2px;">DLR REC ELEM</td></tr> <tr><td style="border-bottom: 1px solid #ccc; padding: 2px;">PER ENT ELEM</td></tr> </table> </div>	Element Name	BMO ENT ELEM	DLR ENT ELEM	DSR ENT ELEM	ELW ENT ELEM	MBL ENT ELEM	CSL ENT ELEM	MIL ENT ELEM	MIP ENT ELEM	PAR ENT ELEM	VAC ENT ELEM	FML ENT ELEM	DLR REC ELEM	PER ENT ELEM
Element Name															
BMO ENT ELEM															
DLR ENT ELEM															
DSR ENT ELEM															
ELW ENT ELEM															
MBL ENT ELEM															
CSL ENT ELEM															
MIL ENT ELEM															
MIP ENT ELEM															
PAR ENT ELEM															
VAC ENT ELEM															
FML ENT ELEM															
DLR REC ELEM															
PER ENT ELEM															

Step	Action
------	--------

The **Absences** page redisplay with the selected element name and the **Description** field defaults based on the element name selected.

Absences

Employee ID	Name	Empl Record 0
Pay Group SM1	Description Semi-monthly Classified	Pay Entity COVA
Calendar ID SM1 2021SM118	Begin Date 09/25/2021	End Date 10/09/2021

This Calendar is finalized. Any changes will be considered during retro processing.

Balance Adjustments

🔍
1-1 of 1 | View All

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
MBL ENT ELEM	Military Bank Leave	<input type="text"/>	09/25/2021	10/09/2021	🗨️

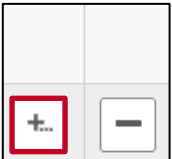
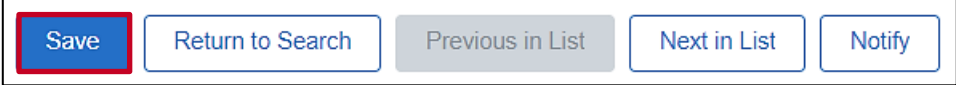

Save
Return to Search
Previous in List
Next in List
Notify

10.	<p>Enter the number of hours for the entitlement in the Balance Adjustment field as a positive number.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p style="text-align: center; margin: 0;">Balance Adjustment</p> <div style="border: 2px solid red; height: 20px; width: 100%; margin-top: 5px;"></div> </div>
-----	--

11.	<p>The Begin Date and End Date fields default based on the Calendar ID previously selected.</p> <p>Note: Do not change these dates. If these dates do not reflect the Pay Period in which the absence balance adjustment is to be effective, click the Return to Search button and select the applicable Calendar ID.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Begin Date</td> <td style="width: 50%; padding: 2px;">End Date</td> </tr> <tr> <td style="padding: 2px;">09/25/2021 📅</td> <td style="padding: 2px;">10/09/2021 📅</td> </tr> </table> </div>	Begin Date	End Date	09/25/2021 📅	10/09/2021 📅
Begin Date	End Date				
09/25/2021 📅	10/09/2021 📅				

12.	<p>Click the Comments icon in the Comments field.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p style="margin: 0;">Comments</p> <div style="border: 2px solid red; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin-top: 5px;"> 🗨️ </div> </div>
-----	---

Step	Action												
	<p>The PI for Absence Entitlement page displays in a pop-up window.</p> <div data-bbox="209 378 1425 963" style="border: 1px solid black; padding: 5px;"> <div style="text-align: right; border-bottom: 1px solid black; padding-bottom: 5px;"> PI for Absence Entitlement × </div> <div style="text-align: right; padding-right: 5px;"> Help </div> <div style="padding: 5px 0;"> <p>Absence Comments</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Empl ID: </td> <td style="width: 33%;">Name: </td> <td style="width: 33%;">Empl Record: 0</td> </tr> <tr> <td>Pay Group: SM1</td> <td>Description: Semi-monthly Classified</td> <td></td> </tr> <tr> <td>Calendar ID: SM1 2021SM118</td> <td>Begin Date: 09/25/2021</td> <td>End Date: 10/09/2021</td> </tr> <tr> <td>Element Name: MBL ENT ELEM</td> <td>Description: Military Bank Leave</td> <td>Balance Adjustment:</td> </tr> </table> <hr/> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Additional Information/ Adjustment Comments</p> <p>Comments: <input style="width: 90%; height: 40px; border: 1px solid #ccc;" type="text"/></p> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Last Update User ID: Last Update Date/Time: </div> <div style="display: flex; justify-content: flex-end; margin-top: 5px;"> <input style="margin-right: 10px;" type="button" value="OK"/> <input type="button" value="Cancel"/> </div> </div> </div>	Empl ID: 	Name: 	Empl Record: 0	Pay Group: SM1	Description: Semi-monthly Classified		Calendar ID: SM1 2021SM118	Begin Date: 09/25/2021	End Date: 10/09/2021	Element Name: MBL ENT ELEM	Description: Military Bank Leave	Balance Adjustment:
Empl ID: 	Name: 	Empl Record: 0											
Pay Group: SM1	Description: Semi-monthly Classified												
Calendar ID: SM1 2021SM118	Begin Date: 09/25/2021	End Date: 10/09/2021											
Element Name: MBL ENT ELEM	Description: Military Bank Leave	Balance Adjustment:											
<p>13.</p>	<p>Enter a brief comment in the Comments field regarding why the adjustment is being made. Note: Do not include any PII in the comments.</p> <div data-bbox="300 1100 1377 1341" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <p>Additional Information/ Adjustment Comments</p> </div> <p>Comments: <input style="width: 90%; height: 40px; border: 2px solid red;" type="text"/></p> </div>												
<p>14.</p>	<p>Click the OK button.</p> <div data-bbox="292 1430 623 1503" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <input style="border: 2px solid red; margin-right: 10px;" type="button" value="OK"/> <input type="button" value="Cancel"/> </div>												

Step	Action																
	<p>The Absences page redisplay.</p> <div data-bbox="203 378 1437 808"> <p>Absences</p> <p>Employee ID [redacted] Name [redacted] Empl Record 0 Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA Calendar ID SM1 2021SM118 Begin Date 09/25/2021 End Date 10/09/2021</p> <p>This Calendar is finalized. Any changes will be considered during retro processing.</p> <p>Balance Adjustments</p> <p>[Grid Icon] [Search Icon] 1-1 of 1 View All</p> <table border="1"> <thead> <tr> <th>*Element Name</th> <th>Description</th> <th>Balance Adjustment</th> <th>Begin Date</th> <th>End Date</th> <th>Comments</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>MBL ENT ELEM [Search Icon]</td> <td>Military Bank Leave</td> <td>[Input Field]</td> <td>09/25/2021 [Calendar Icon]</td> <td>10/09/2021 [Calendar Icon]</td> <td>[Comment Icon]</td> <td>[Add Row Icon]</td> <td>[Remove Row Icon]</td> </tr> </tbody> </table> <p>[Save] [Return to Search] [Previous in List] [Next in List] [Notify]</p> </div>	*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments			MBL ENT ELEM [Search Icon]	Military Bank Leave	[Input Field]	09/25/2021 [Calendar Icon]	10/09/2021 [Calendar Icon]	[Comment Icon]	[Add Row Icon]	[Remove Row Icon]
*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments												
MBL ENT ELEM [Search Icon]	Military Bank Leave	[Input Field]	09/25/2021 [Calendar Icon]	10/09/2021 [Calendar Icon]	[Comment Icon]	[Add Row Icon]	[Remove Row Icon]										
15.	<p>If additional Absence Entitlements need to be entered for the same Pay Period, click the Add a Row (+) icon and repeat Steps 8 – 14. If not, proceed to Step 16.</p> <div data-bbox="292 924 462 1081">  </div>																
16.	<p>Click the Save button.</p> <div data-bbox="292 1176 1242 1260">  </div>																
	<p>Entitlements added in the current open Pay Period and prior Pay Periods will be reflected in the balance viewable on the Results by Calendar/Calendar Group pages after the nightly Absence Calculation Process runs but will be available for use/forecasting immediately.</p>																

Entering a New Absence Entitlement for Parental Leave

Step	Action
1.	<p>Navigate to the Absences page to enter a new absence entitlement for an employee using the following path:</p> <p>NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences</p>

The **Absences Find an Existing Value Search** page displays.

Absences

Find an Existing Value

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

🕒 Recent Searches ✎
🔖 Saved Searches ✎

Empl ID

Empl Record

Pay Group 🔍

Calendar ID 🔍


Name

Period Begin Date 📅

Period End Date 📅

^ Show fewer options

Case Sensitive

 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 **Job Aids** under **Learning**.

2.	<p>Enter the employee's Employee ID in the Empl ID field.</p> <p>Note: Users can also search for an employee by Employee Record or name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Empl ID <input type="text" value="begins with"/> </div>
----	--

Step	Action
3.	<p>Click the Pay Group Look up icon to select the employee's Pay Group.</p> <p>Note: Ensure that the selected Pay Group is consistent with the employee's Job Data page for the same timeframe.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Pay Group begins with ▾ <input style="width: 100px;" type="text"/> 🔍 </div>
4.	<p>Select the applicable value for one of the following fields:</p> <p>a. Calendar ID: Parameter for the Absence Calculation process that identifies the Pay Period in which the new entitlement should be made effective. It can be a past, current, or future Pay Period. Click the Calendar ID Look up icon and select the applicable Pay Period.</p> <p>b. Period Begin Date: The Pay Period begin date when the new entitlement should be effective. Click the Period Begin Date Calendar icon and select the applicable Pay Period begin date.</p> <p>c. Period End Date: The Pay Period end date when the new entitlement should be effective. Click the Period End Date Calendar icon and select the applicable Pay Period end date.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Pay Group begins with ▾ <input style="width: 100px;" type="text"/> 🔍 </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Calendar ID begins with ▾ <input style="width: 100px;" type="text"/> 🔍 </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Name begins with ▾ <input style="width: 100px;" type="text"/> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Period Begin Date >= ▾ <input style="width: 100px;" type="text"/> 📅 </div> <div style="display: flex; justify-content: space-between;"> Period End Date <= ▾ <input style="width: 100px;" type="text"/> 📅 </div> </div>
5.	<p>Click the Search button.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Search Clear </div>



Time & Attendance Job Aid

TA374 Managing Absence Balances

Step	Action
------	--------

The search results (Calendar IDs available for the employee) display in the **Search Results** section.

Search Results
 300 results - Empl ID [REDACTED]

|< < 101-110 of 300 > >| | View 100

Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End D	
[REDACTED]	0	SM1	SM1 2025SM115	[REDACTED]	08/10/2025	08/24/2025	>
[REDACTED]	0	SM1	SM1 2025SM116	[REDACTED]	08/25/2025	09/09/2025	>
[REDACTED]	0	SM1	SM1 2025SM117	[REDACTED]	09/10/2025	09/24/2025	>
[REDACTED]	0	SM1	SM1 2025SM118	[REDACTED]	09/25/2025	10/09/2025	>
[REDACTED]	0	SM1	SM1 2025SM119	[REDACTED]	10/10/2025	10/24/2025	>
[REDACTED]	0	SM1	SM1 2025SM120	[REDACTED]	10/25/2025	11/09/2025	>
[REDACTED]	0	SM1	SM1 2025SM121	[REDACTED]	11/10/2025	11/24/2025	>
[REDACTED]	0	SM1	SM1 2025SM122	[REDACTED]	11/25/2025	12/09/2025	>
[REDACTED]	0	SM1	SM1 2025SM123	[REDACTED]	12/10/2025	12/24/2025	>
[REDACTED]	0	SM1	SM1 2025SM124	[REDACTED]	12/25/2025	01/09/2026	>

Step	Action																																																
6.	<p>Click the Drill in icon for the applicable Calendar ID based on the effective date of the change.</p> <p>Note: Verify that the Pay Group is consistent with the employee’s Job Data page. Select the Pay Period with the correct Pay Period begin date and end date wherein the balance should be available for the employee. Selecting the incorrect Calendar ID may result in the incorrect processing of the adjustment.</p> <p>Balance adjustments should not be entered in calendars that end in “00” or “F1” as these are not regular semi-monthly leave period calendars.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 10%;">Empl ID</th> <th style="width: 10%;">Empl Record</th> <th style="width: 10%;">Pay Group</th> <th style="width: 10%;">Calendar ID</th> <th style="width: 10%;">Name</th> <th style="width: 10%;">Period Begin Date</th> <th style="width: 10%;">Period End Date</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td></td> <td>0</td> <td>SM1</td> <td>SM1 2025SM115</td> <td></td> <td>08/10/2025</td> <td>08/24/2025</td> <td style="text-align: center;">></td> </tr> <tr> <td></td> <td>0</td> <td>SM1</td> <td>SM1 2025SM116</td> <td></td> <td>08/25/2025</td> <td>09/09/2025</td> <td style="text-align: center;">></td> </tr> <tr> <td></td> <td>0</td> <td>SM1</td> <td>SM1 2025SM117</td> <td></td> <td>09/10/2025</td> <td>09/24/2025</td> <td style="text-align: center;">></td> </tr> <tr> <td></td> <td>0</td> <td>SM1</td> <td>SM1 2025SM118</td> <td></td> <td>09/25/2025</td> <td>10/09/2025</td> <td style="text-align: center; border: 2px solid red;">></td> </tr> <tr> <td></td> <td>0</td> <td>SM1</td> <td>SM1 2025SM119</td> <td></td> <td>10/10/2025</td> <td>10/24/2025</td> <td style="text-align: center;">></td> </tr> </tbody> </table>	Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date			0	SM1	SM1 2025SM115		08/10/2025	08/24/2025	>		0	SM1	SM1 2025SM116		08/25/2025	09/09/2025	>		0	SM1	SM1 2025SM117		09/10/2025	09/24/2025	>		0	SM1	SM1 2025SM118		09/25/2025	10/09/2025	>		0	SM1	SM1 2025SM119		10/10/2025	10/24/2025	>
Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date																																											
	0	SM1	SM1 2025SM115		08/10/2025	08/24/2025	>																																										
	0	SM1	SM1 2025SM116		08/25/2025	09/09/2025	>																																										
	0	SM1	SM1 2025SM117		09/10/2025	09/24/2025	>																																										
	0	SM1	SM1 2025SM118		09/25/2025	10/09/2025	>																																										
	0	SM1	SM1 2025SM119		10/10/2025	10/24/2025	>																																										

The **Absences** page displays for the applicable Calendar ID.

Absences

Employee ID Name Empl Record 0

Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA

Calendar ID SM1 2025SM118 Begin Date 09/25/2025 End Date 10/09/2025

Balance Adjustments

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

7.	Review the information in the Header section to confirm that the correct selection was made.
8.	<p>Click the Element Name Look up icon.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>*Element Name</p> <div style="border: 1px dashed black; padding: 2px; display: flex; align-items: center;"> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 20px; height: 20px; margin-left: 5px;" type="button" value="Search"/> </div> </div>

Step	Action																																													
	<p>The Look Up Element page displays in a pop-up window.</p> <div data-bbox="483 380 1154 1608" style="border: 1px solid black; padding: 10px;"> <div style="text-align: right; border-bottom: 1px solid black; padding-bottom: 5px;"> Look Up Element × </div> <div style="text-align: right; padding-right: 10px;"> Help </div> <div style="margin-bottom: 10px;"> <p>Element Name <input type="text" value="begins with"/> <input style="width: 100px;" type="text"/></p> <p>Description <input type="text" value="begins with"/> <input style="width: 100px;" type="text"/></p> </div> <div style="margin-bottom: 10px;"> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> Basic Lookup </p> </div> <p>Search Results</p> <div style="margin-bottom: 5px;"> <p>View 100 < < 1-30 of 30 > > </p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Element Name</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">Country Code</th> </tr> </thead> <tbody> <tr><td>BMO ENT ELEM</td><td>Bone Marrow/Organ Donations</td><td>USA</td></tr> <tr><td>PD1 ENT ELEM</td><td>Pre-disciplinary leave 1</td><td>USA</td></tr> <tr><td>DSR ENT ELEM</td><td>Victim of Disaster</td><td>USA</td></tr> <tr><td>CSL ENT ELEM</td><td>Volunteer Service Leave</td><td>USA</td></tr> <tr><td>PD2 ENT ELEM</td><td>Pre-disciplinary leave 2</td><td>USA</td></tr> <tr><td>DSK ENT ELEM</td><td>Converted Disability Credits</td><td>USA</td></tr> <tr><td>MBL ENT ELEM</td><td>Military Bank Leave</td><td>USA</td></tr> <tr><td>PER ENT ELEM</td><td>VSDP Personal Leave</td><td>USA</td></tr> <tr><td>PLL ENT ELEM</td><td>Pre-Layoff Leave</td><td>USA</td></tr> <tr><td>SRL ENT ELEM</td><td>Service Recognition Leave</td><td>USA</td></tr> <tr><td>MIP ENT ELEM</td><td>Military Physical</td><td>USA</td></tr> <tr><td>FCS ENT ELEM</td><td>Flex Community Service</td><td>USA</td></tr> <tr><td>FSK ENT ELEM</td><td>Flex Sick</td><td>USA</td></tr> <tr><td>DLR ENT ELEM</td><td>Donated Leave Rec (Lv Share)</td><td>USA</td></tr> </tbody> </table> </div>	Element Name	Description	Country Code	BMO ENT ELEM	Bone Marrow/Organ Donations	USA	PD1 ENT ELEM	Pre-disciplinary leave 1	USA	DSR ENT ELEM	Victim of Disaster	USA	CSL ENT ELEM	Volunteer Service Leave	USA	PD2 ENT ELEM	Pre-disciplinary leave 2	USA	DSK ENT ELEM	Converted Disability Credits	USA	MBL ENT ELEM	Military Bank Leave	USA	PER ENT ELEM	VSDP Personal Leave	USA	PLL ENT ELEM	Pre-Layoff Leave	USA	SRL ENT ELEM	Service Recognition Leave	USA	MIP ENT ELEM	Military Physical	USA	FCS ENT ELEM	Flex Community Service	USA	FSK ENT ELEM	Flex Sick	USA	DLR ENT ELEM	Donated Leave Rec (Lv Share)	USA
Element Name	Description	Country Code																																												
BMO ENT ELEM	Bone Marrow/Organ Donations	USA																																												
PD1 ENT ELEM	Pre-disciplinary leave 1	USA																																												
DSR ENT ELEM	Victim of Disaster	USA																																												
CSL ENT ELEM	Volunteer Service Leave	USA																																												
PD2 ENT ELEM	Pre-disciplinary leave 2	USA																																												
DSK ENT ELEM	Converted Disability Credits	USA																																												
MBL ENT ELEM	Military Bank Leave	USA																																												
PER ENT ELEM	VSDP Personal Leave	USA																																												
PLL ENT ELEM	Pre-Layoff Leave	USA																																												
SRL ENT ELEM	Service Recognition Leave	USA																																												
MIP ENT ELEM	Military Physical	USA																																												
FCS ENT ELEM	Flex Community Service	USA																																												
FSK ENT ELEM	Flex Sick	USA																																												
DLR ENT ELEM	Donated Leave Rec (Lv Share)	USA																																												



Time & Attendance Job Aid

TA374 Managing Absence Balances

Step	Action																											
9.	Select the "PAR ENT ELEM" Entitlement Type by clicking the corresponding link in the Element Name column. <table border="1"><tr><td>ELW ENT ELEM</td><td>Educational Leave Pay Docking</td><td>USA</td></tr><tr><td>SCK ENT ELEM</td><td>Sick Leave</td><td>USA</td></tr><tr><td>MLD ENT ELEM</td><td>Military Leave Disaster</td><td>USA</td></tr><tr><td>OTR ENT ELEM</td><td>Other Leave</td><td>USA</td></tr><tr><td>ELP ENT ELEM</td><td>Educational Leave w/ Pay</td><td>USA</td></tr><tr><td>PAR ENT ELEM</td><td>Parental Leave</td><td>USA</td></tr><tr><td>FML ENT ELEM</td><td>Family Medical Leave</td><td>USA</td></tr><tr><td>DLR REC ELEM</td><td>DLR Receive Element</td><td>USA</td></tr><tr><td>DLR DON ELEM</td><td>DLR Donate Element</td><td>USA</td></tr></table>	ELW ENT ELEM	Educational Leave Pay Docking	USA	SCK ENT ELEM	Sick Leave	USA	MLD ENT ELEM	Military Leave Disaster	USA	OTR ENT ELEM	Other Leave	USA	ELP ENT ELEM	Educational Leave w/ Pay	USA	PAR ENT ELEM	Parental Leave	USA	FML ENT ELEM	Family Medical Leave	USA	DLR REC ELEM	DLR Receive Element	USA	DLR DON ELEM	DLR Donate Element	USA
ELW ENT ELEM	Educational Leave Pay Docking	USA																										
SCK ENT ELEM	Sick Leave	USA																										
MLD ENT ELEM	Military Leave Disaster	USA																										
OTR ENT ELEM	Other Leave	USA																										
ELP ENT ELEM	Educational Leave w/ Pay	USA																										
PAR ENT ELEM	Parental Leave	USA																										
FML ENT ELEM	Family Medical Leave	USA																										
DLR REC ELEM	DLR Receive Element	USA																										
DLR DON ELEM	DLR Donate Element	USA																										

The **Absences** page redisplay with the selected element name and the **Description** field defaults based on the element name selected.

Absences

Employee ID Name Empl Record 0
Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA
Calendar ID SM1 2025SM118 Begin Date 09/25/2025 End Date 10/09/2025




Balance Adjustments

1-1 of 1

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
PAR ENT ELEM	Parental Leave	<input type="text"/>	09/25/2025	10/09/2025		<input type="button" value="+"/>	<input type="button" value="-"/>

10.	Enter "320" in the Balance Adjustment field as a positive number. <div style="border: 1px solid gray; padding: 5px; margin: 5px;"><p style="text-align: center;">Balance Adjustment</p><div style="border: 2px solid red; height: 20px; width: 100%;"></div></div>
-----	---

Step	Action												
11.	<p>The Begin Date and End Date fields default based on the Calendar ID previously selected.</p> <p>Note: Do not change these dates. If these dates do not reflect the Pay Period in which the absence balance adjustment is to be effective, click the Return to Search button and select the applicable Calendar ID.</p> <div data-bbox="279 506 841 659" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Begin Date</th> <th style="width: 50%;">End Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">09/25/2025 </td> <td style="text-align: center;">10/09/2025 </td> </tr> </tbody> </table> </div>	Begin Date	End Date	09/25/2025	10/09/2025								
Begin Date	End Date												
09/25/2025	10/09/2025												
12.	<p>Click the Comments icon in the Comments field.</p> <div data-bbox="272 745 540 905" style="border: 1px solid black; padding: 5px;"> <p>Comments</p> <div style="border: 1px solid gray; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid gray; padding: 2px; display: inline-block; margin-top: 5px;"> </div> </div>												
<p>The PI for Absence Entitlement page displays in a pop-up window.</p> <div data-bbox="284 991 1356 1556" style="border: 1px solid black; padding: 10px;"> <div style="text-align: right; border-bottom: 1px solid gray; padding-bottom: 5px;"> X Help </div> <p>PI for Absence Entitlement</p> <p>Absence Comments</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Empl ID: </td> <td style="width: 33%;">Name: </td> <td style="width: 33%;">Empl Record: 0</td> </tr> <tr> <td>Pay Group: SM1</td> <td>Description: Semi-monthly Classified</td> <td></td> </tr> <tr> <td>Calendar ID: SM1 2025SM118</td> <td>Begin Date: 09/25/2025</td> <td>End Date: 10/09/2025</td> </tr> <tr> <td>Element Name: PAR ENT ELEM</td> <td>Description: Parental Leave</td> <td>Balance Adjustment: 320.000000</td> </tr> </table> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Additional Information/ Adjustment Comments</p> <p>Date of Birth / Placement: <input style="width: 100px;" type="text"/> </p> <p>Comments: <div style="border: 1px solid gray; height: 40px; margin-top: 5px;"></div></p> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Last Update User ID: Last Update Date/Time: </div> <div style="display: flex; justify-content: center; margin-top: 5px;"> OK Cancel </div> </div>		Empl ID: 	Name: 	Empl Record: 0	Pay Group: SM1	Description: Semi-monthly Classified		Calendar ID: SM1 2025SM118	Begin Date: 09/25/2025	End Date: 10/09/2025	Element Name: PAR ENT ELEM	Description: Parental Leave	Balance Adjustment: 320.000000
Empl ID: 	Name: 	Empl Record: 0											
Pay Group: SM1	Description: Semi-monthly Classified												
Calendar ID: SM1 2025SM118	Begin Date: 09/25/2025	End Date: 10/09/2025											
Element Name: PAR ENT ELEM	Description: Parental Leave	Balance Adjustment: 320.000000											
13.	<p>Click the Date of Birth / Placement Calendar and select either the date of birth or the date of placement.</p> <div data-bbox="272 1675 670 1766" style="border: 1px solid black; padding: 5px;"> <p>Date of Birth / Placement: <input style="width: 100px;" type="text"/> </p> </div>												

Step	Action												
14.	<p>Enter a brief comment in the Comments field regarding why the adjustment is being made. Note: Do not include any PII in the comments.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Comments: </p> </div>												
	Enter a comment related to the birth date or the placement date based on information received from HR.												
15.	<p>Click the OK button.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <div style="display: inline-block; border: 1px solid #ccc; padding: 5px 15px; background-color: #333; color: white; margin-right: 10px;">OK</div> <div style="border: 1px solid #ccc; padding: 5px 15px; background-color: #eee; margin-right: 10px;">Cancel</div> </div>												
<p>The Absences page redisplay.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Absences</p> <p>Employee ID <input type="text"/> Name <input type="text"/> Empl Record 0 Pay Group SLV Description Semi-monthly Classified Pay Entity COVA Calendar ID SM1 2025SM118 Begin Date 09/25/2025 End Date 10/09/2025</p> <p>Balance Adjustments</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="text"/> <input type="text"/> 1-1 of 1 View All </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>*Element Name</th> <th>Description</th> <th>Balance Adjustment</th> <th>Begin Date</th> <th>End Date</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>PAR ENT ELEM</td> <td>Parental Leave</td> <td style="text-align: center;">320.000000</td> <td style="text-align: center;">09/25/2025</td> <td style="text-align: center;">10/09/2025</td> <td style="text-align: center;">🗨️</td> </tr> </tbody> </table> <p> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/> </p> </div>		*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments	PAR ENT ELEM	Parental Leave	320.000000	09/25/2025	10/09/2025	🗨️
*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments								
PAR ENT ELEM	Parental Leave	320.000000	09/25/2025	10/09/2025	🗨️								
	<p>Unused Parental Leave hours expire automatically in Cardinal after 6 months. If an employee is terminated before the 6-month expiration, the remaining balance must be manually removed. The balance can be manually zeroed out by editing the original Parental Leave adjustment to reflect the number of hours the employee used (e.g., if the employee originally received 320 Parental Leave hours and has a remaining balance of 20 hours, the AM Administrator should edit the 320 hours to 300 hours for the original balance adjustment in the Balance Adjustment field).</p>												
16.	<p>Click the Save button.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <div style="display: inline-block; border: 1px solid #ccc; padding: 5px 15px; background-color: #333; color: white; margin-right: 10px;">Save</div> <div style="border: 1px solid #ccc; padding: 5px 15px; background-color: #eee; margin-right: 10px;">Return to Search</div> <div style="border: 1px solid #ccc; padding: 5px 15px; background-color: #eee; margin-right: 10px;">Previous in List</div> <div style="border: 1px solid #ccc; padding: 5px 15px; background-color: #eee; margin-right: 10px;">Next in List</div> <div style="border: 1px solid #ccc; padding: 5px 15px; background-color: #eee;">Notify</div> </div>												
	Entitlements added in the current open Pay Period and prior Pay Periods will be reflected in the balance viewable on the Results by Calendar/Calendar Group pages after the nightly Absence Calculation Process runs but will be available for use/forecasting immediately.												

Manually Adjusting an Existing Absence Entitlement Balance

For employees transferring from one Agency to another Agency, refer to the [Transferring From One Agency to Another Agency](#) section of this Job Aid.

Step	Action
1.	Navigate to the Absences page to manually adjust an existing absence entitlement for an employee using the following path: NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Adjust Balance > Absences

The **Absences Find an Existing Value Search** page displays.

Absences

Find an Existing 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 ✎

Empl ID begins with

Empl Record =

Pay Group begins with 🔍

Calendar ID begins with 🔍

Name begins with

Period Begin Date >= 📅

Period End Date <= 📅

^ Show fewer options

Case Sensitive



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 **Job Aids** under **Learning**.

2.

Enter the employee's Employee ID in the **Empl ID** field.

Note: Users can also search for an employee by Employee Record or name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

Empl ID

begins with ▼

Step	Action
3.	<p>Click the Pay Group Look up icon to select the employee's Pay Group.</p> <p>Note: Ensure that the selected Pay Group is consistent with the employee's Job Data page for the same timeframe.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Pay Group begins with ▾ <input style="width: 150px;" type="text"/> 🔍 </div>
4.	<p>Select the applicable value for one of the following fields:</p> <ol style="list-style-type: none"> a. Calendar ID: Parameter for the Absence Calculation process that identifies the Pay Period in which the balance adjustment should be made effective. It can be a past, current, or future Pay Period. Click the Calendar ID Look up icon and select the applicable Pay Period. b. Period Begin Date: The Pay Period begin date when the balance adjustment should be effective. Click the Period Begin Date Calendar icon and select the applicable Pay Period begin date. <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="margin-bottom: 5px;"> Pay Group begins with ▾ <input style="width: 150px;" type="text"/> 🔍 </div> <div style="border: 2px solid red; padding: 2px; margin-bottom: 5px;"> Calendar ID begins with ▾ <input style="width: 150px;" type="text"/> 🔍 </div> <div style="margin-bottom: 5px;"> Name begins with ▾ <input style="width: 150px;" type="text"/> </div> <div style="border: 2px solid red; padding: 2px; margin-bottom: 5px;"> Period Begin Date >= ▾ <input style="width: 150px;" type="text"/> 📅 </div> <div style="margin-bottom: 5px;"> Period End Date <= ▾ <input style="width: 150px;" type="text"/> 📅 </div> </div>
5.	<p>Click the Search button.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Search Clear </div>



Time & Attendance Job Aid

TA374 Managing Absence Balances

Step	Action
------	--------

The search results (Calendar IDs available for the employee) display in the **Search Results** section.

Search Results

[View All](#) 1-100 of 218

Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date
	0	SM1	SM1 2021SM118		09/25/2021	10/09/2021
	0	SM1	SM1 2021SM119		10/10/2021	10/24/2021
	0	SM1	SM1 2021SM120		10/25/2021	11/09/2021
	0	SM1	SM1 2021SM121		11/10/2021	11/24/2021
	0	SM1	SM1 2021SM122		11/25/2021	12/09/2021
	0	SM1	SM1 2021SM123		12/10/2021	12/24/2021
	0	SM1	SM1 2021SM124		12/25/2021	01/09/2022
	0	SM1	SM1 2022SM100		01/10/2022	01/10/2022
	0	SM1	SM1 2022SM101		01/10/2022	01/24/2022
	0	SM1	SM1 2022SM102		01/25/2022	02/09/2022
	0	SM1	SM1 2022SM103		02/10/2022	02/24/2022

Step	Action											
6.	<p>Click the link in the Calendar ID column for the applicable Calendar ID based on the effective date of the change.</p> <p>Note: Verify that the Pay Group is consistent with the employee's Job Data page. Select the Pay Period with the correct Pay Period begin and end date wherein the balance adjustment should be available for the employee. Selecting the incorrect Calendar ID may result in the incorrect processing of the adjustment.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Calendar ID</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>SM1 2021SM118</td> </tr> <tr><td>SM1 2021SM119</td></tr> <tr><td>SM1 2021SM120</td></tr> <tr><td>SM1 2021SM121</td></tr> <tr><td>SM1 2021SM122</td></tr> <tr><td>SM1 2021SM123</td></tr> <tr><td>SM1 2021SM124</td></tr> <tr><td>SM1 2022SM100</td></tr> <tr><td>SM1 2022SM101</td></tr> <tr><td>SM1 2022SM102</td></tr> </tbody> </table> </div>	Calendar ID	SM1 2021SM118	SM1 2021SM119	SM1 2021SM120	SM1 2021SM121	SM1 2021SM122	SM1 2021SM123	SM1 2021SM124	SM1 2022SM100	SM1 2022SM101	SM1 2022SM102
Calendar ID												
SM1 2021SM118												
SM1 2021SM119												
SM1 2021SM120												
SM1 2021SM121												
SM1 2021SM122												
SM1 2021SM123												
SM1 2021SM124												
SM1 2022SM100												
SM1 2022SM101												
SM1 2022SM102												

The **Absences** page displays for the applicable Calendar ID.

Absences

Employee ID 	Name 	Empl Record 0
Pay Group SM1	Description Semi-monthly Classified	Pay Entity COVA
Calendar ID SM1 2021SM118	Begin Date 09/25/2021	End Date 10/09/2021

This Calendar is finalized. Any changes will be considered during retro processing.

Balance Adjustments

🔍
1-1 of 1 | View All

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments	
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	+ -

Save
Return to Search
Previous in List
Next in List
Notify

7.	Review the information in the Header section to confirm that the correct selection was made.		
8.	<p>Click the Element Name Look up icon.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">*Element Name</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"><input style="width: 95%;" type="text"/></td> </tr> </tbody> </table> </div>	*Element Name	<input style="width: 95%;" type="text"/>
*Element Name			
<input style="width: 95%;" type="text"/>			

Step	Action
------	--------

The **Look Up Element** page displays in a pop-up window.

Look Up Element x

Element Name begins with Help

Description begins with

Search
Clear
Cancel
Basic Lookup


Search Results

View 100 1-30 of 30


Element Name	Description	Country Code
BMO ENT ELEM	Bone Marrow/Organ Donations	USA
DLR ENT ELEM	Donated Leave Rec (Lv Share)	USA
DSR ENT ELEM	Victim of Disaster	USA
ELW ENT ELEM	Educational Leave Pay Docking	USA
MBL ENT ELEM	Military Bank Leave	USA
CSL ENT ELEM	Volunteer Service Leave	USA
MIL ENT ELEM	Military Leave	USA
MIP ENT ELEM	Military Physical	USA
PAR ENT ELEM	Parental Leave	USA
VAC ENT ELEM	Vacation	USA
FML ENT ELEM	Family Medical Leave	USA
DLR REC ELEM	DLR Receive Element	USA
PER ENT ELEM	VSDP Personal Leave	USA

9. Click the link in the **Element Name** column for the applicable Entitlement Type (Element Name).

Element Name
BMO ENT ELEM
DLR ENT ELEM
DSR ENT ELEM
ELW ENT ELEM
MBL ENT ELEM
CSL ENT ELEM
MIL ENT ELEM
MIP ENT ELEM
PAR ENT ELEM
VAC ENT ELEM
FML ENT ELEM
DLR REC ELEM
PER ENT ELEM

Step	Action												
	<p>The Absences page redisplay with the selected element name and the Description field defaults based on the element name selected.</p> <div data-bbox="220 411 1416 835" style="border: 1px solid black; padding: 5px;"> <p>Absences</p> <p>Employee ID [redacted] Name [redacted] Empl Record 0 Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA Calendar ID SM1 2021SM118 Begin Date 09/25/2021 End Date 10/09/2021</p> <p><small>This Calendar is finalized. Any changes will be considered during retro processing.</small></p> <p>Balance Adjustments</p> <p>[Filter] [Search] 1-1 of 1 View All</p> <table border="1"> <thead> <tr> <th>*Element Name</th> <th>Description</th> <th>Balance Adjustment</th> <th>Begin Date</th> <th>End Date</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>VAC ENT ELEM</td> <td>Vacation</td> <td>[input]</td> <td>09/25/2021</td> <td>10/09/2021</td> <td>[Comments icon]</td> </tr> </tbody> </table> <p>[Save] [Return to Search] [Previous in List] [Next in List] [Notify]</p> </div>	*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments	VAC ENT ELEM	Vacation	[input]	09/25/2021	10/09/2021	[Comments icon]
*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments								
VAC ENT ELEM	Vacation	[input]	09/25/2021	10/09/2021	[Comments icon]								
10.	<p>Enter the number of hours for the adjustment in the Balance Adjustment field.</p> <div data-bbox="292 919 587 1079" style="border: 1px solid black; padding: 5px;"> <p>Balance Adjustment</p> <p>[input]</p> </div>												
	<p>Enter the number of hours to adjust the balance by (not the number of hours that the balance will be). Increases are entered as a positive number, and decreases are entered as a negative number (e.g., to add 10 hours, enter “10” in the Balance Adjustment field. To deduct 10 hours, enter “-10” in the Balance Adjustment field).</p>												
11.	<p>The Begin Date and End Date fields default based on the Calendar ID previously selected.</p> <p>Note: Do not change these dates. If these dates do not reflect the Pay Period in which the absence balance adjustment is to be effective, click the Return to Search button and select the applicable Calendar ID.</p> <div data-bbox="292 1461 773 1617" style="border: 1px solid black; padding: 5px;"> <table border="1"> <thead> <tr> <th>Begin Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>09/25/2021</td> <td>10/09/2021</td> </tr> </tbody> </table> </div>	Begin Date	End Date	09/25/2021	10/09/2021								
Begin Date	End Date												
09/25/2021	10/09/2021												
12.	<p>Click the Comments icon in the Comments field.</p> <div data-bbox="292 1701 561 1860" style="border: 1px solid black; padding: 5px;"> <p>Comments</p> <p>[Comments icon]</p> </div>												

Step	Action												
	<p>The PI for Absence Entitlement page displays in a pop-up window.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;"> PI for Absence Entitlement x </div> <div style="text-align: right; margin-bottom: 5px;"> Help </div> <div style="margin-bottom: 10px;"> <p>Absence Comments</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Empl ID: </td> <td style="width: 33%;">Name: </td> <td style="width: 33%;">Empl Record: 0</td> </tr> <tr> <td>Pay Group: SM1</td> <td>Description: Semi-monthly Classified</td> <td></td> </tr> <tr> <td>Calendar ID: SM1 2021SM118</td> <td>Begin Date: 09/25/2021</td> <td>End Date: 10/09/2021</td> </tr> <tr> <td>Element Name: VAC ENT ELEM</td> <td>Description: Vacation</td> <td>Balance Adjustment:</td> </tr> </table> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Additional Information/ Adjustment Comments</p> <p>Comments: <input style="width: 90%; height: 40px; border: 1px solid #ccc;" type="text"/></p> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> Last Update User ID: Last Update Date/Time: </div> <div style="display: flex; justify-content: flex-end; gap: 10px;"> <input style="background-color: #0056b3; color: white; padding: 2px 10px;" type="button" value="OK"/> <input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="Cancel"/> </div> </div>	Empl ID: 	Name: 	Empl Record: 0	Pay Group: SM1	Description: Semi-monthly Classified		Calendar ID: SM1 2021SM118	Begin Date: 09/25/2021	End Date: 10/09/2021	Element Name: VAC ENT ELEM	Description: Vacation	Balance Adjustment:
Empl ID: 	Name: 	Empl Record: 0											
Pay Group: SM1	Description: Semi-monthly Classified												
Calendar ID: SM1 2021SM118	Begin Date: 09/25/2021	End Date: 10/09/2021											
Element Name: VAC ENT ELEM	Description: Vacation	Balance Adjustment:											
13.	<p>Enter a brief comment in the Comments field regarding why the adjustment is being made.</p> <p>Note: Do not include any PII in the comments.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Additional Information/ Adjustment Comments</p> <p>Comments: <input style="width: 90%; height: 50px; border: 2px solid red;" type="text"/></p> </div>												
14.	<p>Click the OK button.</p> <div style="display: flex; justify-content: center; gap: 10px; margin-top: 10px;"> <input style="background-color: #0056b3; color: white; padding: 5px 15px; border: 2px solid red;" type="button" value="OK"/> <input style="border: 1px solid #ccc; padding: 5px 15px;" type="button" value="Cancel"/> </div>												

Step	Action																
	<p>The Absences page redispays.</p> <div data-bbox="227 378 1412 787" style="border: 1px solid black; padding: 5px;"> <p>Absences</p> <p>Employee ID [redacted] Name [redacted] Empl Record 0 Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA Calendar ID SM1 2021SM118 Begin Date 09/25/2021 End Date 10/09/2021</p> <p><small>This Calendar is finalized. Any changes will be considered during retro processing.</small></p> <p>Balance Adjustments</p> <p>[Menu] [Search] [1-1 of 1] [View All]</p> <table border="1"> <thead> <tr> <th>*Element Name</th> <th>Description</th> <th>Balance Adjustment</th> <th>Begin Date</th> <th>End Date</th> <th>Comments</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>VAC ENT ELEM [Search]</td> <td>Vacation</td> <td>[input]</td> <td>09/25/2021 [Calendar]</td> <td>10/09/2021 [Calendar]</td> <td>[Comments]</td> <td>[+..]</td> <td>[-]</td> </tr> </tbody> </table> <p>[Save] [Return to Search] [Previous in List] [Next in List] [Notify]</p> </div>	*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments			VAC ENT ELEM [Search]	Vacation	[input]	09/25/2021 [Calendar]	10/09/2021 [Calendar]	[Comments]	[+..]	[-]
*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments												
VAC ENT ELEM [Search]	Vacation	[input]	09/25/2021 [Calendar]	10/09/2021 [Calendar]	[Comments]	[+..]	[-]										
15.	<p>Click the Add a Row (+) icon if additional Absence Entitlements need to be entered for the same Pay Period and repeat Steps 8 – 14. If not, proceed to Step 16.</p> <div data-bbox="292 913 462 1071" style="border: 1px solid black; padding: 5px;"> <table border="1"> <tr> <td>[+..]</td> <td>[-]</td> </tr> </table> </div>	[+..]	[-]														
[+..]	[-]																
16.	<p>Click the Save button.</p> <div data-bbox="292 1155 1242 1249" style="border: 1px solid black; padding: 5px;"> <p>[Save] [Return to Search] [Previous in List] [Next in List] [Notify]</p> </div>																
	<p>Adjustments made in the current open Pay Period and prior Pay Periods will be processed the next time the Absence Calculation process runs (runs nightly).</p>																

Zeroing Out Leave Balances

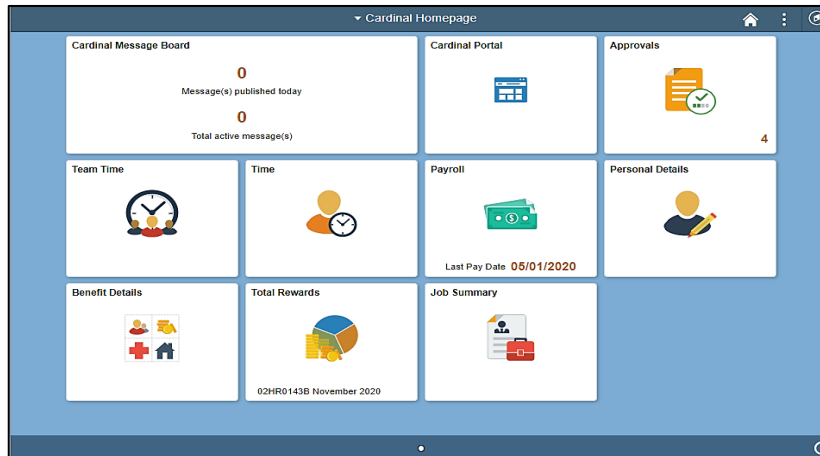
To zero out leave balances, follow the steps outlined in the [Manually Adjusting an Existing Absence Entitlement Balance](#) section of this Job Aid. Follow the steps and apply these additional guidelines:

- **Calendar Period:** For a terminated employee, select the Pay Period that contains the employee's last day active in HR Status
- **Balance Adjustment** field: Enter the number of hours equal to the employee's current entitlement balance as a negative number
- **Comments** field: Enter a comment pertaining to the reason for zeroing out the balance (e.g., employee terminated)

Zeroing Out Compensatory and Overtime Leave Balances

Step	Action
1.	Log into Cardinal HCM.

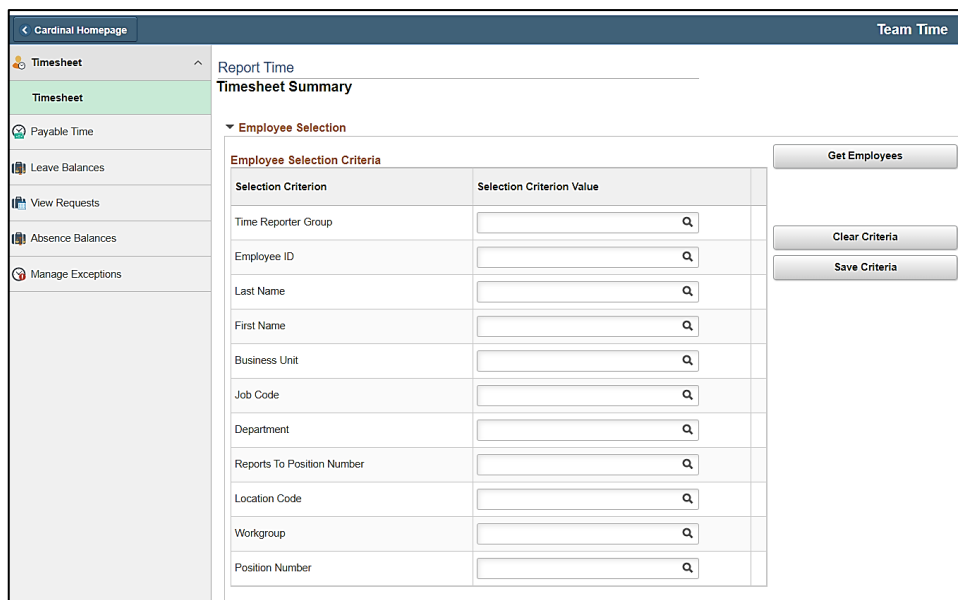
The **Cardinal Homepage** displays.





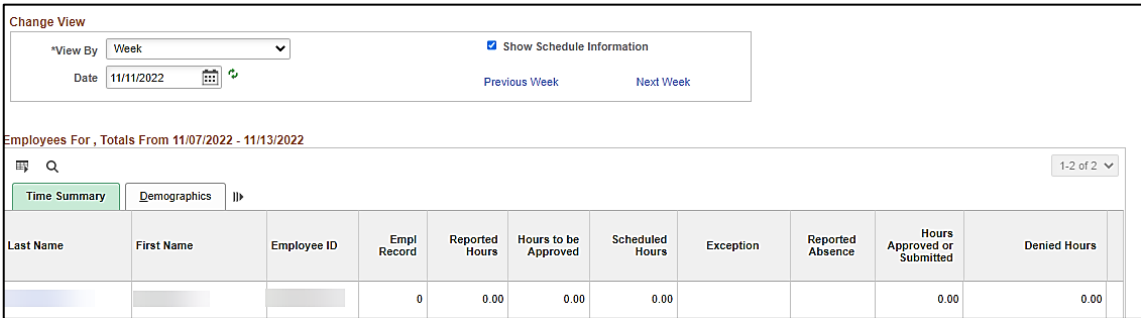
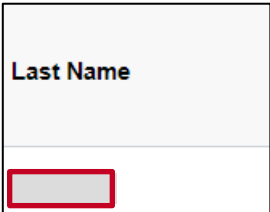
2.	Click the Team Time tile.
----	----------------------------------



The **Timesheet Summary** page displays.



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

Step	Action
3.	<p>Enter the applicable employee's Employee ID in the Employee ID field.</p> <p>Note: Users can also search by name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.</p> 
4.	<p>Click the Get Employees button.</p> 
<p>The search results display within the Employees For section at the bottom of the page.</p> 	
5.	<p>Click the link in the Last Name field for the applicable employee.</p> 



Time & Attendance Job Aid

TA374 Managing Absence Balances

Step	Action
------	--------

The **Timesheet** page displays for the applicable employee with the **Reported Time Status** tab displayed by default.

Timesheet

Employee ID [redacted]
 Empl Record 2
 Time Reporting Type Positive
 Earliest Change Date 11/25/2022

Select Another Timesheet

*View By Week Previous Week Next Week
 *Date 12/02/2022 Previous Employee
 Scheduled Hours 40.00 Reported Hours 0.00

From Friday 12/02/2022 to Thursday 12/08/2022

Fri 12/2	Sat 12/3	Sun 12/4	Mon 12/5	Tue 12/6	Wed 12/7	Thu 12/8	Total	Time Reporting Code	*Taskgroup	Business Unit	Telework	Agency Value
									77700BA	77700		
									77700BA	77700		
									77700BA	77700		

Save for Later Submit Apply Schedule

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions Payable Time

Reported Time Status

Date	Total	TRC	Description	Sched Hrs	Comments
	0.00			0.00	

Return to Select Employee
 Manager Self Service
 Time Management

6. Use the fields within the **Select Another Timesheet** section as needed to select the Timesheet for the week that contains the employee's last day of work.

Note: If the date is changed, remember to click the **Refresh** icon.

Select Another Timesheet

*View By Week Previous Week Next Week
 *Date 12/08/2024
 Scheduled Hours 40.00 Reported Hours 0.00

7. Click the **Leave / Compensatory Time** tab.

Leave / Compensatory Time



Step	Action
------	--------

The **Leave / Compensatory Time** tab displays.

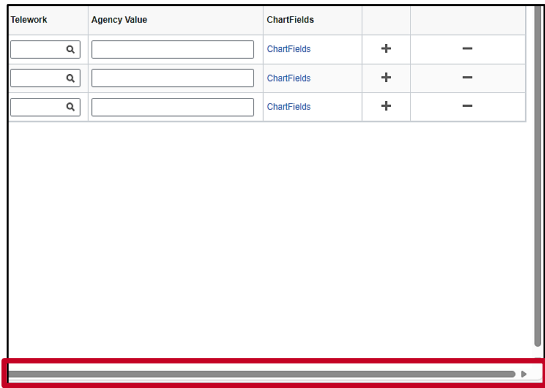

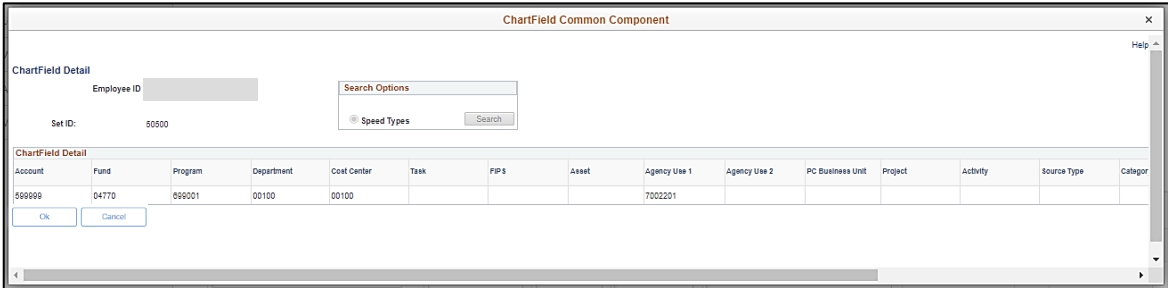

The screenshot shows the 'Timesheet' interface. At the top, it displays 'Employee ID' and 'Empl Record: 2'. Below this, there are fields for 'Time Reporting Type' (set to 'Positive') and 'Earliest Change Date' (11/25/2022). A 'Select Another Timesheet' section includes a 'View By' dropdown set to 'Week' and a 'Date' field set to '12/02/2022'. Below this is a grid for time reporting from Friday 12/02/2022 to Thursday 12/08/2022. The grid has columns for each day and rows for different reporting codes. Below the grid are buttons for 'Save for Later', 'Submit', and 'Apply Schedule'. At the bottom, there is a 'Leave and Compensatory Time Balances' table with columns for Plan Type, Plan, Recorded Balance, Minimum Allowed, Maximum Allowed, and View Detail. The table shows a row for 'Comp Time' with a 'Recorded Balance' of 40.00.

- Review the employee's current balance in the **Recorded Balance** field and then enter the number of hours being paid out (equal to current balance) in the applicable date field (employee's last day of work) within the Timesheet grid.
Note: Users can enter a value greater than 24 hours on that day in order to accommodate a full payout.

A close-up of the 'Recorded Balance' field. The field is a text input box containing the value '40.00', which is highlighted with a red box.

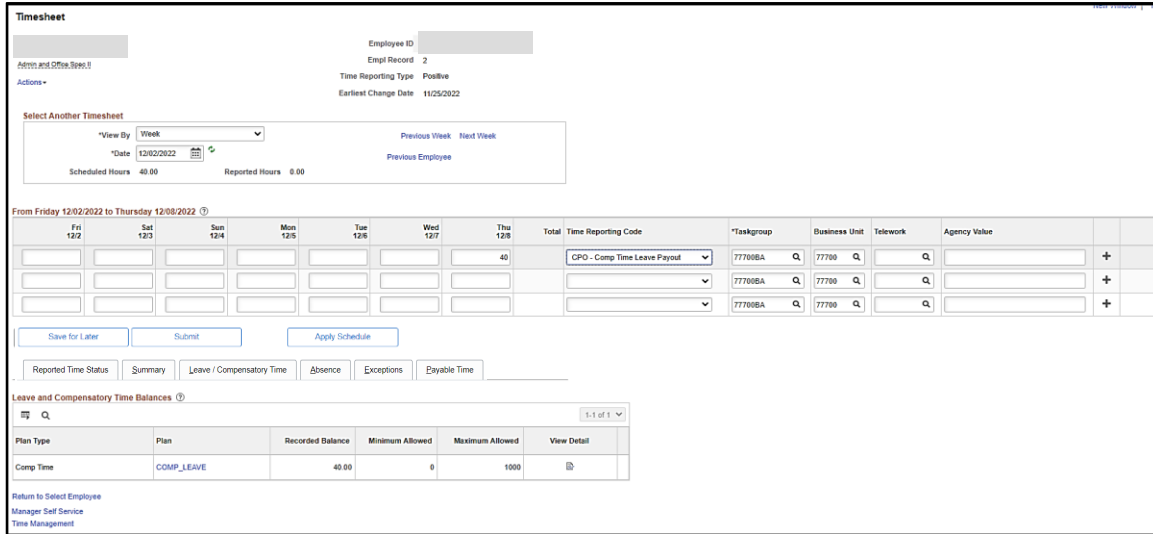
- Click the **Time Reporting Code** dropdown button and select "CPO" for Comp Time Leave Payout or "OPO" for Overtime Leave Payout.

A close-up of the 'Time Reporting Code' dropdown menu. The dropdown is open, showing a list of options. The 'CPO' option is highlighted with a red box.

Step	Action
10.	<p>Scroll to the right side of the page as needed.</p> 
11.	<p>If ChartFields are optional or required for the employee, a ChartFields link will display on the Timesheet. If the Timesheet does not contain a ChartFields link, or ChartFields are not required for the employee, proceed to Step 13. If the ChartFields link displays on the Timesheet page and is required, click the ChartFields link.</p> 
<p>The Chartfield Common Component page displays in a pop-up window.</p> 	
12.	<p>Click the OK button to accept the default values that display and return to the Timesheet page.</p> 

Step	Action
------	--------

The **Timesheet** page redisplay.



Timesheet

Employee ID: [Redacted]
 Emp Record: 2
 Time Reporting Type: Positive
 Earliest Change Date: 11/25/2022

Select Another Timesheet

*View By: Week
 *Date: 12/02/2022
 Scheduled Hours: 40.00
 Reported Hours: 0.00

From Friday 12/02/2022 to Thursday 12/08/2022

Fr 12/2	Sat 12/3	Sun 12/4	Mon 12/5	Tue 12/6	Wed 12/7	Thu 12/8	Total	Time Reporting Code	*Taskgroup	Business Unit	Telework	Agency Value
						40		CPO - Comp Time Leave Payout	77706BA	77700		
									77706BA	77700		
									77706BA	77700		

Buttons: Save for Later, Submit, Apply Schedule

Reported Time Status: Summary, Leave / Compensatory Time, Absence, Exceptions, Payable Time

Leave and Compensatory Time Balances

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	COMP_LEAVE	40.00	0	1000	ID

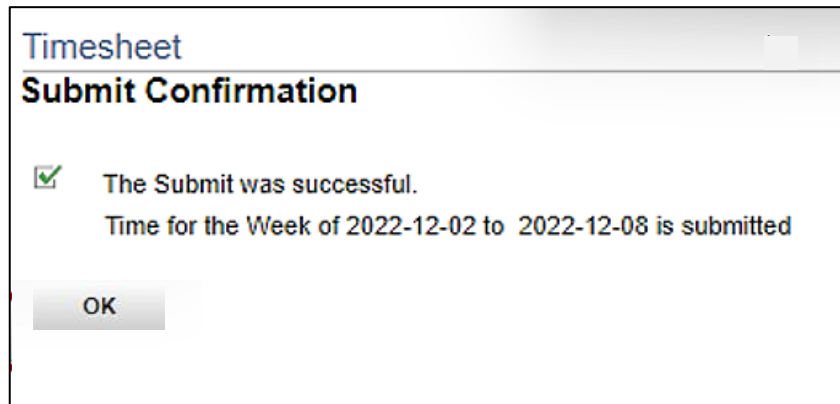
Return to Select Employee
 Manager Self Service
 Time Management

13. Click the **Submit** button.



Buttons: Save for Later, **Submit**, Apply Schedule

The **Submit Confirmation** page displays in a pop-up window.



Timesheet

Submit Confirmation

✓ The Submit was successful.
 Time for the Week of 2022-12-02 to 2022-12-08 is submitted

OK

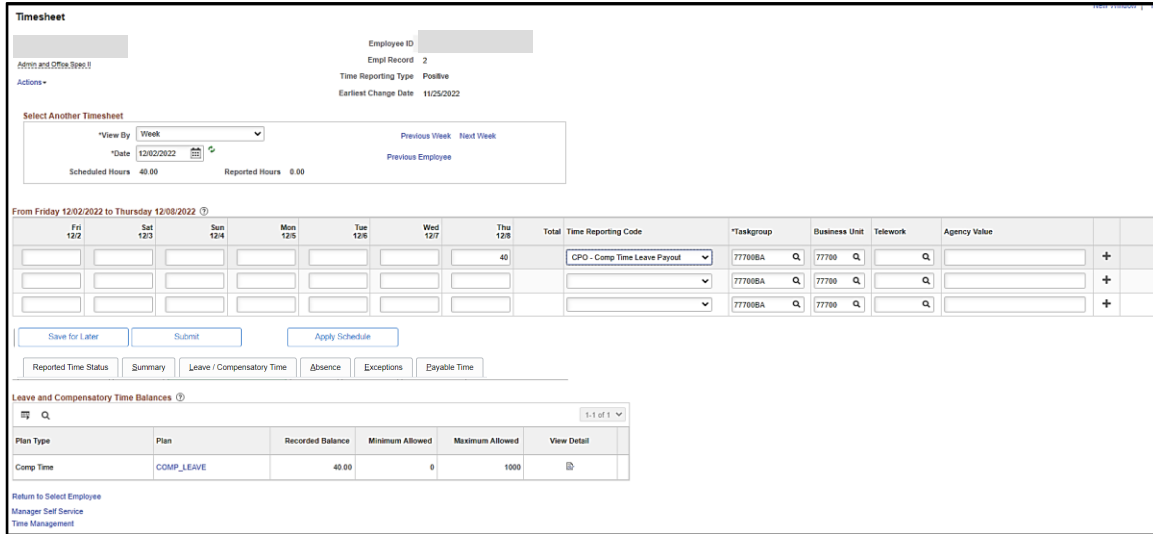
14. Click the **OK** button.



OK

Step	Action
------	--------

The **Timesheet** page redispays.



Timesheet

Employee ID: [Redacted]
 Empl Record: 2
 Time Reporting Type: Positive
 Earliest Change Date: 11/25/2022

Select Another Timesheet

*View By: Week
 *Date: 12/02/2022
 Scheduled Hours: 40.00
 Reported Hours: 0.00

From Friday 12/02/2022 to Thursday 12/08/2022

Fri 12/2	Sat 12/3	Sun 12/4	Mon 12/5	Tue 12/6	Wed 12/7	Thu 12/8	Total	Time Reporting Code	*Taskgroup	Business Unit	Telework	Agency Value
						40	40	CPO - Comp Time Leave Payout	77708BA	77700		
									77708BA	77700		
									77708BA	77700		

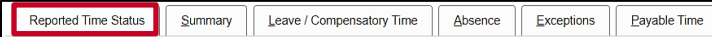
Save for Later | Submit | Apply Schedule

Reported Time Status | Summary | Leave / Compensatory Time | Absence | Exceptions | Payable Time

Leave and Compensatory Time Balances

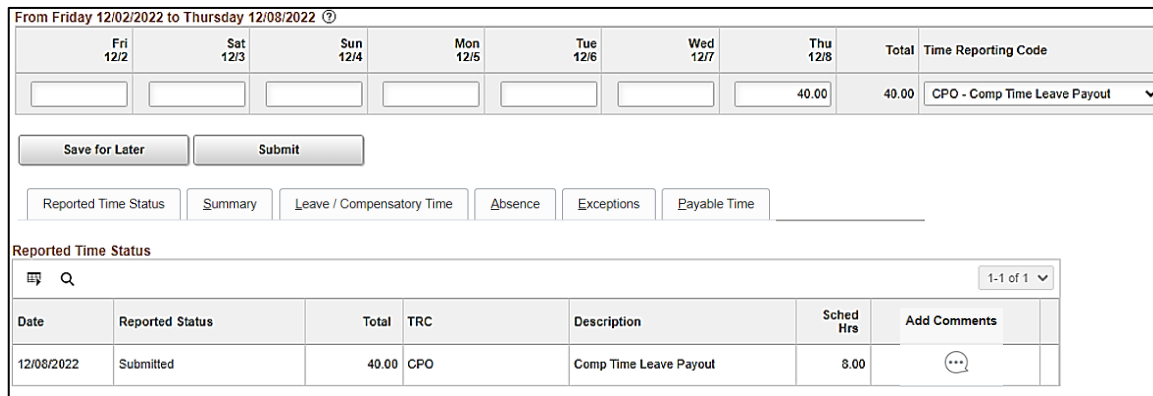
Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	COMP_LEAVE	40.00	0	1000	

15. Click the **Reported Time Status** tab.



Reported Time Status | Summary | Leave / Compensatory Time | Absence | Exceptions | Payable Time

The **Reported Time Status** tab displays.



From Friday 12/02/2022 to Thursday 12/08/2022

Fri 12/2	Sat 12/3	Sun 12/4	Mon 12/5	Tue 12/6	Wed 12/7	Thu 12/8	Total	Time Reporting Code
						40.00	40.00	CPO - Comp Time Leave Payout

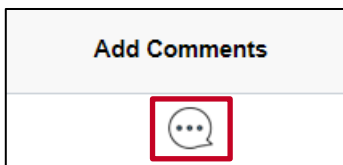
Save for Later | Submit

Reported Time Status | Summary | Leave / Compensatory Time | Absence | Exceptions | Payable Time

Reported Time Status

Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
12/08/2022	Submitted	40.00	CPO	Comp Time Leave Payout	8.00	...

16. Click the **Add Comments** icon.

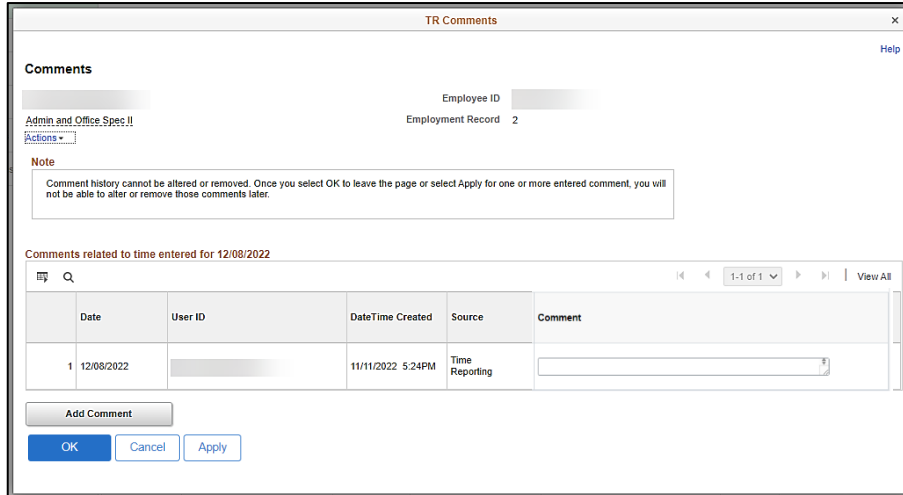


Add Comments

...

Step	Action
------	--------

The TR Comments page displays in a pop-up window.



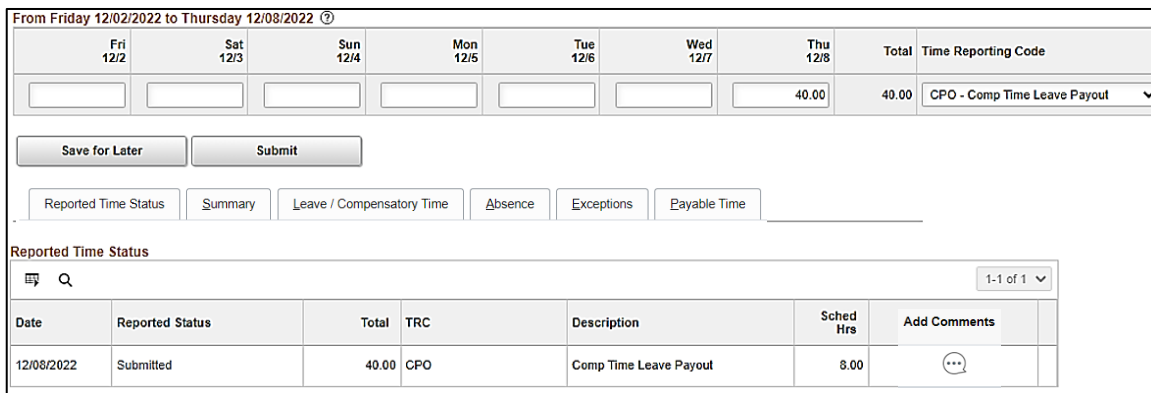
17. Enter a brief comment to document the reason for the payout in the **Comment** field.
Note: Do not include any PII in the comments.



18. Click the **OK** button.



The **Timesheet** page redispays and this process is now complete.



Zeroing Out Balances using the Leave Balance Zero-Out Page

The Leave Balance Zero-Out Automation page allows AM Administrators to select terminated employees with remaining balances that need to be zeroed out. When submitted, the system automatically inserts the corresponding offset adjustments for processing.

Important Notes:

- Ensure all leave has been entered, approved, processed, and all payouts have been completed through SPOT before using this page.
- Negative balances cannot be processed using this page. These must be corrected manually on the **Absence Adjustment** page.
- Balances older than one year cannot be zeroed out and will not display on the **Leave Balance Zero-Out Automation** page.

Step	Action
1.	Navigate to the Leave Balance Zero-Out Automation page to automatically zero out remaining balances for terminated employees using the following path: NavBar > Menu > Global Payroll & Absence Mgmt > Leave Balance Zero-Out

The **Leave Balance Zero-Out Automation** page displays.

Leave Balance Zero Out

Business Unit

Location

Dept ID

Empl ID

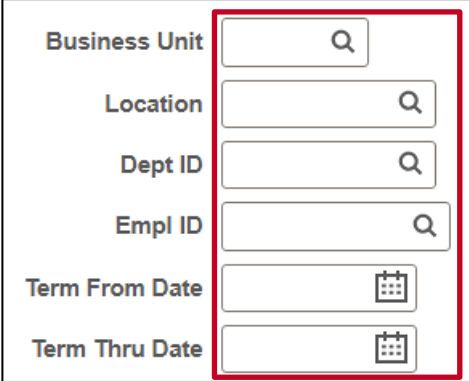


Term From Date

Term Thru Date

Comment for all selected balances






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 **Job Aids** under **Learning**.

Step	Action
2.	<p>Enter search criteria from the following fields:</p> <ul style="list-style-type: none"> a. Business Unit (required) b. Location c. Dept ID d. Employee ID e. Term From Date / Term Thru Date <p>Note: Broad searches (e.g., Agency-wide) may take longer and could time out. Users can expedite the search by entering more specific criteria to narrow the parameters.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>
3.	<p>Click the Search button.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>
	<p>The system displays terminated employees with non-zero leave balances in leave periods within the past year. Negative balances will display but cannot be selected. AM Administrators will need to review absence data for employees with negative balances and manually adjust the balances using the Absences page.</p>

The search results display in the **Search Results** section.

Select	Business Unit	Location	Department	Employee ID	Employee Record	Name	Position	Balance as of Date	Leave Code	End Balance	Term Date	Comment
<input type="checkbox"/>	77700	BAJCC	50712		0			12/09/2025	VAC ENT ELEM	16.000	12/05/2025	
<input type="checkbox"/>	77700	BAJCC	50712		0			12/09/2025	SDP ENT ELEM	40.000	12/05/2025	
<input type="checkbox"/>	77700	BAJCC	50712		0			12/09/2025	PER ENT ELEM	16.000	12/05/2025	
<input type="checkbox"/>	77700	BAJCC	50712		0			12/09/2025	CSL ENT ELEM	16.000	12/05/2025	
<input type="checkbox"/>	77700	BAJCC	50712		0			12/09/2025	VAC ENT ELEM	38.500	11/30/2025	
<input type="checkbox"/>	77700	BAJCC	50712		0			12/09/2025	CSL ENT ELEM	16.000	11/30/2025	
<input type="checkbox"/>	77700	BAJCC	50712		2			12/09/2025	VAC ENT ELEM	-0.000	11/28/2025	
<input type="checkbox"/>	77700	BAJCC	50712		2			12/09/2025	SDP ENT ELEM	-1.000	11/28/2025	
<input type="checkbox"/>	77700	BAJCC	50712		2			12/09/2025	PER ENT ELEM	12.500	11/28/2025	
<input type="checkbox"/>	77700	BAJCC	50712		2			12/09/2025	CSL ENT ELEM	16.000	11/28/2025	

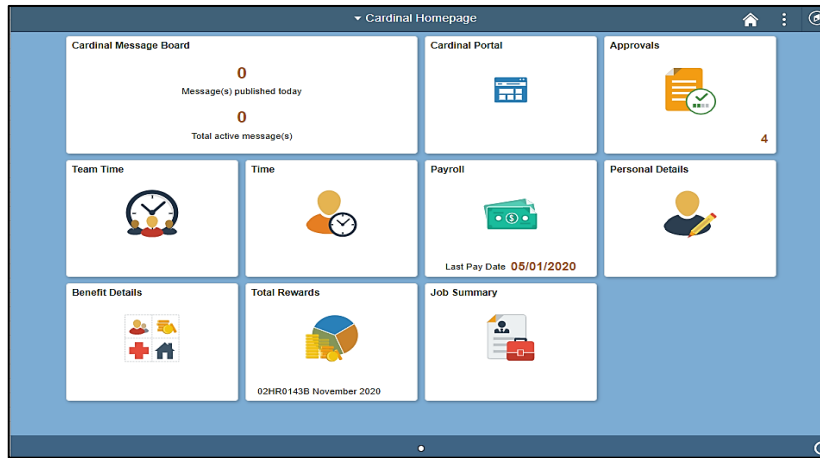
Step	Action																																																																	
6.	<p>Review the results. Columns displayed include:</p> <ul style="list-style-type: none"> Business Unit Location Department Employee ID Employee Record Name Position Balance Date Leave Code Leave Balance Term Date <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="text-align: right; font-size: small;">1-10 of 22</div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr style="background-color: #cccccc;"> <th>Business Unit</th> <th>Location</th> <th>Department</th> <th>Employee ID</th> <th>Employee Record</th> <th>Name</th> <th>Position</th> <th>Balance as of Date</th> <th>Leave Code</th> <th>End Balance</th> <th>Term Date</th> </tr> </table> </div>	Business Unit	Location	Department	Employee ID	Employee Record	Name	Position	Balance as of Date	Leave Code	End Balance	Term Date																																																						
Business Unit	Location	Department	Employee ID	Employee Record	Name	Position	Balance as of Date	Leave Code	End Balance	Term Date																																																								
7.	<p>Select the checkbox(s) under the Select Column for the balances to zero out for the applicable employee(s).</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small; margin-top: 10px;"> <thead> <tr style="background-color: #cccccc;"> <th>Select</th> <th>Business Unit</th> <th>Location</th> <th>Department</th> <th>Employee ID</th> <th>Employee Record</th> <th>Name</th> <th>Position</th> <th>Balance as of Date</th> <th>Leave Code</th> <th>End Balance</th> <th>Term Date</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>77700</td> <td>BAJCC</td> <td>50712</td> <td></td> <td>0</td> <td></td> <td></td> <td>12/09/2025</td> <td>VAC ENT ELEM</td> <td>16,000</td> <td>12/05/2025</td> <td><input type="text"/></td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>77700</td> <td>BAJCC</td> <td>50712</td> <td></td> <td>0</td> <td></td> <td></td> <td>12/09/2025</td> <td>SDP ENT ELEM</td> <td>40,000</td> <td>12/05/2025</td> <td><input type="text"/></td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>77700</td> <td>BAJCC</td> <td>50712</td> <td></td> <td>0</td> <td></td> <td></td> <td>12/09/2025</td> <td>PER ENT ELEM</td> <td>16,000</td> <td>12/05/2025</td> <td><input type="text"/></td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>77700</td> <td>BAJCC</td> <td>50712</td> <td></td> <td>0</td> <td></td> <td></td> <td>12/09/2025</td> <td>CSL ENT ELEM</td> <td>16,000</td> <td>12/05/2025</td> <td><input type="text"/></td> </tr> </tbody> </table>	Select	Business Unit	Location	Department	Employee ID	Employee Record	Name	Position	Balance as of Date	Leave Code	End Balance	Term Date	Comment	<input checked="" type="checkbox"/>	77700	BAJCC	50712		0			12/09/2025	VAC ENT ELEM	16,000	12/05/2025	<input type="text"/>	<input checked="" type="checkbox"/>	77700	BAJCC	50712		0			12/09/2025	SDP ENT ELEM	40,000	12/05/2025	<input type="text"/>	<input checked="" type="checkbox"/>	77700	BAJCC	50712		0			12/09/2025	PER ENT ELEM	16,000	12/05/2025	<input type="text"/>	<input checked="" type="checkbox"/>	77700	BAJCC	50712		0			12/09/2025	CSL ENT ELEM	16,000	12/05/2025	<input type="text"/>
Select	Business Unit	Location	Department	Employee ID	Employee Record	Name	Position	Balance as of Date	Leave Code	End Balance	Term Date	Comment																																																						
<input checked="" type="checkbox"/>	77700	BAJCC	50712		0			12/09/2025	VAC ENT ELEM	16,000	12/05/2025	<input type="text"/>																																																						
<input checked="" type="checkbox"/>	77700	BAJCC	50712		0			12/09/2025	SDP ENT ELEM	40,000	12/05/2025	<input type="text"/>																																																						
<input checked="" type="checkbox"/>	77700	BAJCC	50712		0			12/09/2025	PER ENT ELEM	16,000	12/05/2025	<input type="text"/>																																																						
<input checked="" type="checkbox"/>	77700	BAJCC	50712		0			12/09/2025	CSL ENT ELEM	16,000	12/05/2025	<input type="text"/>																																																						
	<p>The Select All checkbox is available when searching by Employee ID (excludes negative balances).</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; display: inline-block;"> <input type="checkbox"/> Select All </div>																																																																	
8.	<p>Enter a brief comment in the Comment field.</p> <p>Note: Enter a comment for each selected transaction OR select the checkbox Comment for all selected balances and enter one comment for all transactions.</p> <div style="margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-right: 20px;"> <p style="text-align: center; margin: 0;">Comment</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <input type="checkbox"/> Comment for all selected balances </div> </div>																																																																	
9.	<p>Click the Submit button. Review the message next to the Submit button on how the leave balances are processed and what needs to be reviewed after processing.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 10px;">Submit</div> <div style="font-size: x-small;"> Offset adjustments for the leave balances submitted will automatically be inserted upon submission. Please review the calculated results or Employee Leave Report (the next day) after processing. Negative leave balances cannot be zeroed out using this process and must be reviewed and addressed using the Absence Adjustments page. </div> </div> </div>																																																																	

Step	Action																																																																																																																																				
	<p>A certification message displays in a pop-up window. Confirm that balances are accurate and eligible payouts have been processed via SPOT.</p> <div data-bbox="196 415 1446 642" style="border: 1px solid black; padding: 10px;"> <p>The selected leave balances have been reviewed and confirmed to be accurate and final. (25102,2437)</p> <p>All eligible balances have been paid out by a Payroll Administrator using the Single-Use Payroll Online Tool (SPOT). By proceeding, you acknowledge that all necessary payroll actions have been completed and the selected leave balances are ready to be zeroed out.</p> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>																																																																																																																																				
10.	<p>Click the OK button to certify and submit.</p> <div data-bbox="261 730 612 814" style="border: 1px solid black; padding: 5px;"> <input style="border: 2px solid red;" type="button" value="OK"/> <input type="button" value="Cancel"/> </div>																																																																																																																																				
	<p>The system automatically inserts adjustments:</p> <ul style="list-style-type: none"> • For Time & Labor: Inserts rows in Reported Time using TRCs (CPO for Comp Time Leave Payout, or OPO for Overtime Leave Payout). These can be viewed on the Timesheet or via the Time Entry Audit. • For Absence Management: Insert the negative balance adjustments on the Absences page. 																																																																																																																																				
	<p>If the balance adjustment(s) has been made but has not yet been processed by the Time Administration process or the Absence Calculation process, the row(s) will be highlighted in red to alert the user that the balance has already been adjusted. The Time Administration Process runs every 2 hours, and the Absence Calculation Process runs each night.</p> <div data-bbox="310 1285 1438 1717" style="border: 1px solid black; padding: 5px;"> <p>← Leave Balance Zero-Out Leave Balance Zero-Out</p> <p style="text-align: right;">1-10 of 338</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Select</th> <th>Business Unit</th> <th>Location</th> <th>Department</th> <th>Employee ID</th> <th>Employee Record</th> <th>Name</th> <th>Position</th> <th>Balance as of Date</th> <th>Leave Code</th> <th>End Balance</th> <th>Term Date</th> </tr> </thead> <tbody> <tr style="background-color: #f0f0f0;"> <td><input checked="" type="checkbox"/></td> <td>77700</td> <td>BAJCC</td> <td>50712</td> <td></td> <td>0</td> <td>D.JIBA221</td> <td></td> <td>11/24/2025</td> <td>SDP ENT ELEM</td> <td>40.000</td> <td>11/19/2025</td> </tr> <tr style="background-color: #f0f0f0;"> <td><input checked="" type="checkbox"/></td> <td>77700</td> <td>BAJCC</td> <td>50712</td> <td></td> <td>0</td> <td>D.JIBA221</td> <td></td> <td>11/24/2025</td> <td>PER ENT ELEM</td> <td>16.000</td> <td>11/19/2025</td> </tr> <tr style="background-color: #f0f0f0;"> <td><input type="checkbox"/></td> <td>77700</td> <td>BAJCC</td> <td>50712</td> <td></td> <td>0</td> <td></td> <td></td> <td></td> <td>ENT ELEM</td> <td>16.000</td> <td>11/19/2025</td> </tr> <tr style="background-color: #f0f0f0;"> <td><input type="checkbox"/></td> <td>77700</td> <td>BAJCC</td> <td>50712</td> <td></td> <td>0</td> <td></td> <td></td> <td></td> <td>ENT ELEM</td> <td>4.000</td> <td>11/19/2025</td> </tr> <tr style="background-color: #f0f0f0;"> <td><input type="checkbox"/></td> <td>77700</td> <td>BAJCC</td> <td>50712</td> <td></td> <td>0</td> <td></td> <td></td> <td></td> <td>ENT ELEM</td> <td>40.000</td> <td>11/19/2025</td> </tr> <tr style="background-color: #f0f0f0;"> <td><input type="checkbox"/></td> <td>77700</td> <td>BAJCC</td> <td>50712</td> <td></td> <td>0</td> <td>D.JIBA266</td> <td></td> <td>11/24/2025</td> <td>PER ENT ELEM</td> <td>16.000</td> <td>11/19/2025</td> </tr> <tr style="background-color: #f0f0f0;"> <td><input type="checkbox"/></td> <td>77700</td> <td>BAJCC</td> <td>50712</td> <td></td> <td>0</td> <td>D.JIBA266</td> <td></td> <td>11/24/2025</td> <td>CSL ENT ELEM</td> <td>16.000</td> <td>11/19/2025</td> </tr> <tr style="background-color: #f0f0f0;"> <td><input type="checkbox"/></td> <td>77700</td> <td>BAJCC</td> <td>50712</td> <td></td> <td>0</td> <td>D.JIBA289</td> <td></td> <td>12/09/2025</td> <td>VAC ENT ELEM</td> <td>16.000</td> <td>12/05/2025</td> </tr> <tr style="background-color: #f0f0f0;"> <td><input type="checkbox"/></td> <td>77700</td> <td>BAJCC</td> <td>50712</td> <td></td> <td>0</td> <td>D.JIBA289</td> <td></td> <td>12/09/2025</td> <td>SDP ENT ELEM</td> <td>40.000</td> <td>12/05/2025</td> </tr> <tr style="background-color: #f0f0f0;"> <td><input type="checkbox"/></td> <td>77700</td> <td>BAJCC</td> <td>50712</td> <td></td> <td>0</td> <td>D.JIBA289</td> <td></td> <td>12/09/2025</td> <td>PER ENT ELEM</td> <td>16.000</td> <td>12/05/2025</td> </tr> </tbody> </table> <p style="font-size: small; margin-top: 5px;"> <input type="button" value="Submit"/> Offset adjustments for the leave balances submitted will automatically be inserted upon submission. Please review the calculated results or Employee Leave Report (the next day) after processing. Negative leave balances cannot be zeroed out using this process and must be reviewed and addressed using the Absence Adjustments page. </p> </div>	Select	Business Unit	Location	Department	Employee ID	Employee Record	Name	Position	Balance as of Date	Leave Code	End Balance	Term Date	<input checked="" type="checkbox"/>	77700	BAJCC	50712		0	D.JIBA221		11/24/2025	SDP ENT ELEM	40.000	11/19/2025	<input checked="" type="checkbox"/>	77700	BAJCC	50712		0	D.JIBA221		11/24/2025	PER ENT ELEM	16.000	11/19/2025	<input type="checkbox"/>	77700	BAJCC	50712		0				ENT ELEM	16.000	11/19/2025	<input type="checkbox"/>	77700	BAJCC	50712		0				ENT ELEM	4.000	11/19/2025	<input type="checkbox"/>	77700	BAJCC	50712		0				ENT ELEM	40.000	11/19/2025	<input type="checkbox"/>	77700	BAJCC	50712		0	D.JIBA266		11/24/2025	PER ENT ELEM	16.000	11/19/2025	<input type="checkbox"/>	77700	BAJCC	50712		0	D.JIBA266		11/24/2025	CSL ENT ELEM	16.000	11/19/2025	<input type="checkbox"/>	77700	BAJCC	50712		0	D.JIBA289		12/09/2025	VAC ENT ELEM	16.000	12/05/2025	<input type="checkbox"/>	77700	BAJCC	50712		0	D.JIBA289		12/09/2025	SDP ENT ELEM	40.000	12/05/2025	<input type="checkbox"/>	77700	BAJCC	50712		0	D.JIBA289		12/09/2025	PER ENT ELEM	16.000	12/05/2025
Select	Business Unit	Location	Department	Employee ID	Employee Record	Name	Position	Balance as of Date	Leave Code	End Balance	Term Date																																																																																																																										
<input checked="" type="checkbox"/>	77700	BAJCC	50712		0	D.JIBA221		11/24/2025	SDP ENT ELEM	40.000	11/19/2025																																																																																																																										
<input checked="" type="checkbox"/>	77700	BAJCC	50712		0	D.JIBA221		11/24/2025	PER ENT ELEM	16.000	11/19/2025																																																																																																																										
<input type="checkbox"/>	77700	BAJCC	50712		0				ENT ELEM	16.000	11/19/2025																																																																																																																										
<input type="checkbox"/>	77700	BAJCC	50712		0				ENT ELEM	4.000	11/19/2025																																																																																																																										
<input type="checkbox"/>	77700	BAJCC	50712		0				ENT ELEM	40.000	11/19/2025																																																																																																																										
<input type="checkbox"/>	77700	BAJCC	50712		0	D.JIBA266		11/24/2025	PER ENT ELEM	16.000	11/19/2025																																																																																																																										
<input type="checkbox"/>	77700	BAJCC	50712		0	D.JIBA266		11/24/2025	CSL ENT ELEM	16.000	11/19/2025																																																																																																																										
<input type="checkbox"/>	77700	BAJCC	50712		0	D.JIBA289		12/09/2025	VAC ENT ELEM	16.000	12/05/2025																																																																																																																										
<input type="checkbox"/>	77700	BAJCC	50712		0	D.JIBA289		12/09/2025	SDP ENT ELEM	40.000	12/05/2025																																																																																																																										
<input type="checkbox"/>	77700	BAJCC	50712		0	D.JIBA289		12/09/2025	PER ENT ELEM	16.000	12/05/2025																																																																																																																										

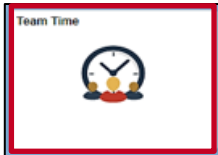
Adjusting Compensatory and Overtime Leave Balances

Step	Action
1.	Log into Cardinal HCM.

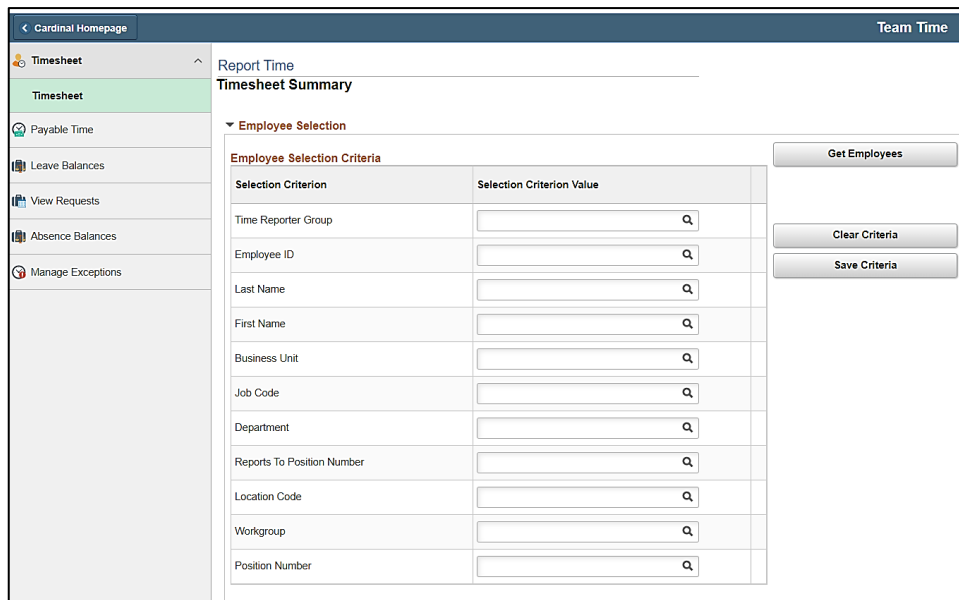
The **Cardinal Homepage** displays.



2.	Click the Team Time tile.
----	----------------------------------



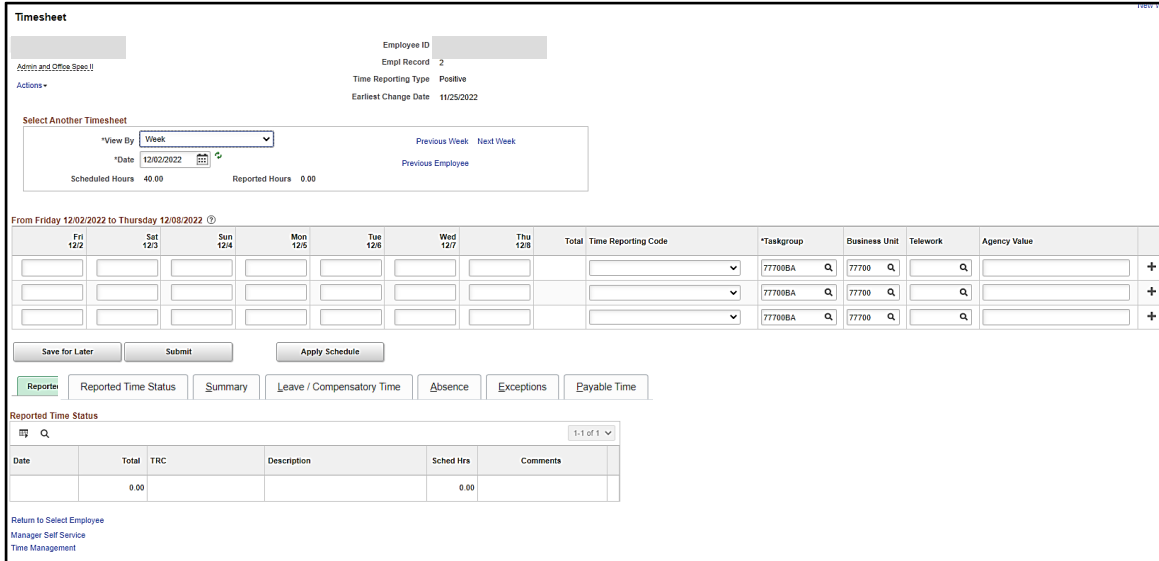
The **Timesheet Summary** page displays.



Step	Action																						
3.	<p>Enter the applicable employee's Employee ID in the Employee ID field.</p> <p>Note: Users can also search by name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Employee ID </div>																						
4.	<p>Click the Get Employees button.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px; text-align: center;"> Get Employees </div>																						
<p>The search results display within the Employees For section at the bottom of the page.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Change View <div style="float: right;"> <input checked="" type="checkbox"/> Show Schedule Information </div> </div> <div style="padding-bottom: 5px;"> *View By Week </div> <div style="display: flex; justify-content: space-between;"> <div> Date 11/11/2022 </div> <div style="text-align: right;"> Previous Week Next Week </div> </div> </div> <div style="border-top: 1px solid #ccc; padding-top: 5px;"> <p>Employees For , Totals From 11/07/2022 - 11/13/2022</p> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Time Summary Demographics </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #f2f2f2;"> <th>Last Name</th> <th>First Name</th> <th>Employee ID</th> <th>Empl Record</th> <th>Reported Hours</th> <th>Hours to be Approved</th> <th>Scheduled Hours</th> <th>Exception</th> <th>Reported Absence</th> <th>Hours Approved or Submitted</th> <th>Denied Hours</th> </tr> </thead> <tbody> <tr> <td style="background-color: #e0e0e0;">[Redacted]</td> <td style="background-color: #e0e0e0;">[Redacted]</td> <td style="background-color: #e0e0e0;">[Redacted]</td> <td>0</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td></td> <td></td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table> </div>		Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours	[Redacted]	[Redacted]	[Redacted]	0	0.00	0.00	0.00			0.00	0.00
Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours													
[Redacted]	[Redacted]	[Redacted]	0	0.00	0.00	0.00			0.00	0.00													

Step	Action
------	--------

The **Timesheet** page displays for the applicable employee with the **Reported Time Status** tab displayed by default.



Timesheet

Employee ID: [Redacted]
 Empl Record: 2
 Time Reporting Type: Positive
 Earliest Change Date: 11/25/2022

Select Another Timesheet

*View By: Week
 *Date: 12/02/2022
 Scheduled Hours: 40.00
 Reported Hours: 0.00

Fri 12/2	Sat 12/3	Sun 12/4	Mon 12/5	Tue 12/6	Wed 12/7	Thu 12/8	Total	Time Reporting Code	*Taskgroup	Business Unit	Telework	Agency Value
									77700BA	77700		
									77700BA	77700		
									77700BA	77700		

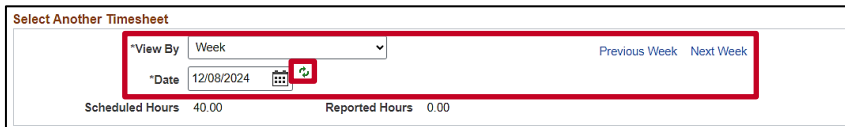
Save for Later Submit Apply Schedule

Reported Time Status

Date	Total	TRC	Description	Sched Hrs	Comments
	0.00			0.00	

- Use the fields within the **Select Another Timesheet** section as needed to select the Timesheet for the week that contains the employee's last day of work.

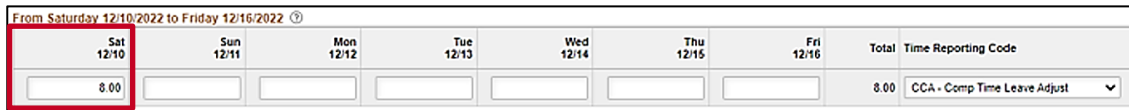
Note: If the date is changed, remember to click the **Refresh** icon.



Select Another Timesheet

*View By: Week
 *Date: 12/08/2024
 Scheduled Hours: 40.00
 Reported Hours: 0.00

- Enter the number of Compensatory Leave adjustment hours in the applicable **Day** field.

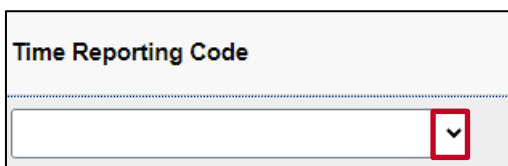


Sat 12/10	Sun 12/11	Mon 12/12	Tue 12/13	Wed 12/14	Thu 12/15	Fri 12/16	Total	Time Reporting Code
8.00							8.00	CCA - Comp Time Leave Adjust




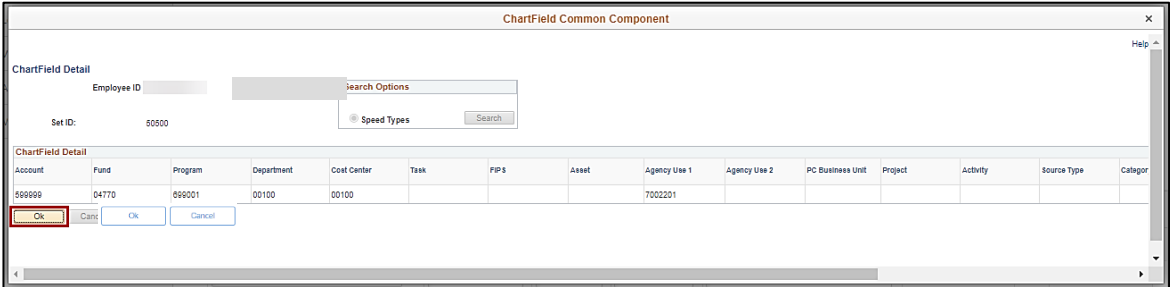
Hours entered on the Timesheet are always entered as a positive number.

- Click the **Time Reporting Code** dropdown button and select "CCA" for Comp Time Leave Adjust, "CCD" Comp Time Leave Deduction, "OCA" Overtime Leave Adjust, or "OCD" Overtime Leave Deduction.



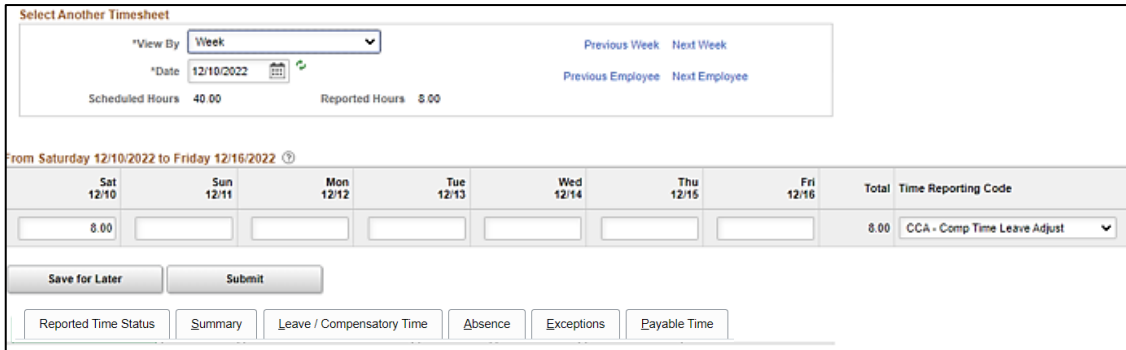
Time Reporting Code

[Dropdown Arrow]

Step	Action																				
	Use the Adjust TRCs to add hours and the Deduction TRCs to reduce hours.																				
9.	Scroll to the right side of the page as needed. <table border="1" style="margin-top: 10px; width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Telework</th> <th style="width: 30%;">Agency Value</th> <th style="width: 15%;">ChartFields</th> <th style="width: 10%;"></th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">[input type="text"] <input type="button" value="Q"/></td> <td>[input type="text"]</td> <td style="text-align: center;">ChartFields</td> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> </tr> <tr> <td style="text-align: center;">[input type="text"] <input type="button" value="Q"/></td> <td>[input type="text"]</td> <td style="text-align: center;">ChartFields</td> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> </tr> <tr> <td style="text-align: center;">[input type="text"] <input type="button" value="Q"/></td> <td>[input type="text"]</td> <td style="text-align: center;">ChartFields</td> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> </tr> </tbody> </table>	Telework	Agency Value	ChartFields			[input type="text"] <input type="button" value="Q"/>	[input type="text"]	ChartFields	+	-	[input type="text"] <input type="button" value="Q"/>	[input type="text"]	ChartFields	+	-	[input type="text"] <input type="button" value="Q"/>	[input type="text"]	ChartFields	+	-
Telework	Agency Value	ChartFields																			
[input type="text"] <input type="button" value="Q"/>	[input type="text"]	ChartFields	+	-																	
[input type="text"] <input type="button" value="Q"/>	[input type="text"]	ChartFields	+	-																	
[input type="text"] <input type="button" value="Q"/>	[input type="text"]	ChartFields	+	-																	
10.	If ChartFields are optional or required for the employee, a ChartFields link will display on the Timesheet. If the Timesheet does not contain a ChartFields link, or ChartFields are not required for the employee, proceed to Step 12 . If the ChartFields link displays on the Timesheet page and is required, click the ChartFields link. <div style="margin-top: 10px; border: 1px solid #ccc; padding: 5px; width: fit-content;"> <p style="margin: 0;">ChartFields</p> <hr style="border: 0.5px dashed #000;"/> <p style="margin: 0;">ChartFields</p> </div>																				
<p>The ChartField Common Component page displays in a pop-up window.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">  </div>																					
11.	Click the OK button to accept the default values that display and return to the Timesheet page. <div style="margin-top: 10px; text-align: center;"> <table border="1" style="margin: 0 auto; border-collapse: collapse;"> <tr> <td style="padding: 5px 15px;">Ok</td> <td style="padding: 5px 15px;">Cancel</td> </tr> </table> </div>	Ok	Cancel																		
Ok	Cancel																				

Step	Action
------	--------

The **Timesheet** page redisplay.



Select Another Timesheet

*View By: Week Previous Week Next Week


*Date: 12/10/2022 Previous Employee Next Employee

Scheduled Hours: 40.00 Reported Hours: 8.00

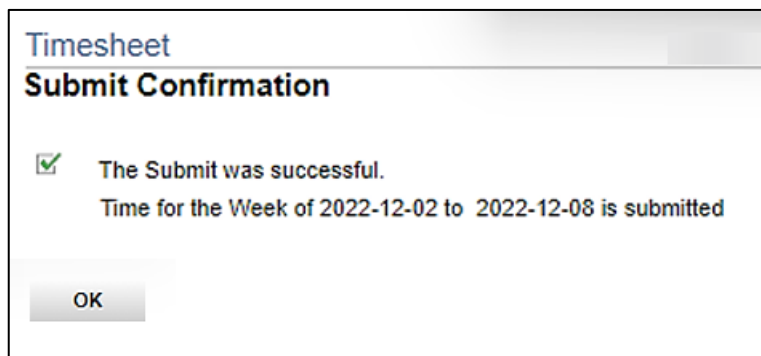
from Saturday 12/10/2022 to Friday 12/16/2022

Sat 12/10	Sun 12/11	Mon 12/12	Tue 12/13	Wed 12/14	Thu 12/15	Fri 12/16	Total	Time Reporting Code
8.00							8.00	CCA - Comp Time Leave Adjust

12. Click the **Submit** button.



The **Submit Confirmation** page displays.



Timesheet

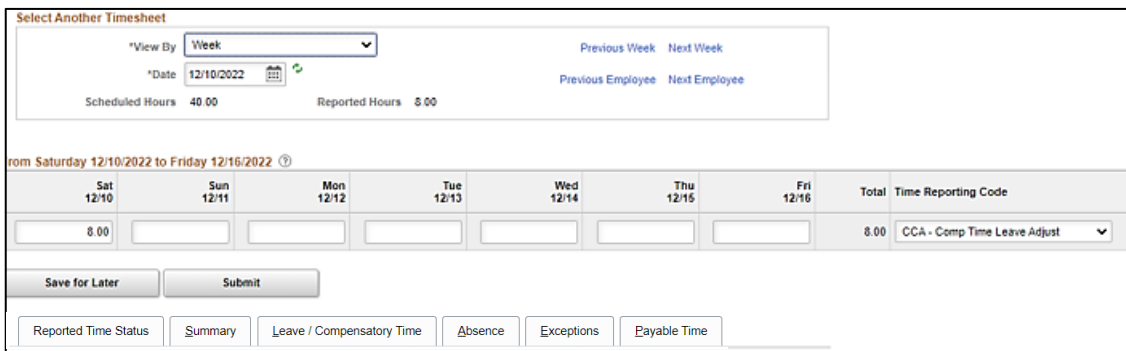
Submit Confirmation

The Submit was successful.
Time for the Week of 2022-12-02 to 2022-12-08 is submitted

13. Click the **OK** button.



The **Timesheet** page redisplay.



Select Another Timesheet

*View By: Week Previous Week Next Week

*Date: 12/10/2022 Previous Employee Next Employee

Scheduled Hours: 40.00 Reported Hours: 8.00

from Saturday 12/10/2022 to Friday 12/16/2022

Sat 12/10	Sun 12/11	Mon 12/12	Tue 12/13	Wed 12/14	Thu 12/15	Fri 12/16	Total	Time Reporting Code
8.00							8.00	CCA - Comp Time Leave Adjust

Step	Action
14.	Click the Reported Time Status tab.

The **Reported Time Status** tab displays.

From Friday 12/02/2022 to Thursday 12/08/2022 ⓘ

Fri 12/2	Sat 12/3	Sun 12/4	Mon 12/5	Tue 12/6	Wed 12/7	Thu 12/8	Total	Time Reporting Code
						40.00	40.00	CPO - Comp Time Leave Payout ▼

Reported Time Status

1-1 of 1 ▼

Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
12/08/2022	Submitted	40.00	CPO	Comp Time Leave Payout	8.00	<input type="button" value="Add Comments Icon"/>

15.	Click the Add Comments icon.
-----	-------------------------------------

Add Comments

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

TR Comments x

[Help](#)

Comments

Employee ID [Redacted]

Employment Record 2

[Admin and Office Spec II](#)

[Actions](#) ▼


Note

Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove those comments later.

Comments related to time entered for 12/08/2022

1-1 of 1 ▼
View All

	Date	User ID	DateTime Created	Source	Comment
1	12/08/2022	[Redacted]	11/11/2022 5:24PM	Time Reporting	<input type="text"/>

Step	Action
16.	<p>Enter a brief comment to document the reason for the payout in the Comment field.</p> <p>Note: Do not include any PII in the comments.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Comment</p> <div style="border: 1px solid gray; height: 40px; margin-top: 5px;"></div> </div>
17.	<p>Click the OK button.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <div style="display: flex; gap: 10px;"> <div style="border: 1px solid blue; padding: 2px 10px; background-color: #0056b3; color: white; text-align: center;">OK</div> <div style="border: 1px solid gray; padding: 2px 10px; text-align: center;">Cancel</div> <div style="border: 1px solid gray; padding: 2px 10px; text-align: center;">Apply</div> </div> </div>
	<p>Repeat these steps for each Leave Type that needs to be adjusted on the Timesheet.</p>

Leave Donation Process

Step	Action
1.	Navigate to the Absences page to enter a new absence entitlement for an employee using the following path: NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences

The **Absences Find an Existing Value Search** page displays.

Absences


Find an Existing 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 ✎

Empl ID begins with
 Empl Record =
 Pay Group begins with 🔍
 Calendar ID begins with 🔍
 Name begins with
 Period Begin Date >= 📅
 Period End Date <= 📅

^ Show fewer options
 Case Sensitive

	<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 Job Aids under Learning.</p>
2.	<p>Enter the applicable employee's (employee donating leave) Employee ID in the Empl ID field.</p> <p>Note: Users can also search by Employee Record or name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Empl ID begins with <input style="border: 2px solid red;" type="text"/> </div>



Time & Attendance Job Aid

TA374 Managing Absence Balances

Step	Action
3.	<p>Click the Pay Group Look up icon to select the employee's Pay Group.</p> <p>Note: Ensure that the selected Pay Group is consistent with the employee's Job Data page for the same timeframe.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> Pay Group begins with ▾ <input style="border: 1px solid red;" type="text"/> <input type="button" value="🔍"/> </div>
4.	<p>Click the Search button.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <input style="border: 1px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> </div>

The search results (Calendar IDs available for the employee) display in the **Search Results** section.

Search Results						
View All ⏪ ⏩ 1-100 of 218 ▾ ⏪ ⏩ 						
Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date
	0	SM1	SM1 2021SM118		09/25/2021	10/09/2021
	0	SM1	SM1 2021SM119		10/10/2021	10/24/2021
	0	SM1	SM1 2021SM120		10/25/2021	11/09/2021
	0	SM1	SM1 2021SM121		11/10/2021	11/24/2021
	0	SM1	SM1 2021SM122		11/25/2021	12/09/2021
	0	SM1	SM1 2021SM123		12/10/2021	12/24/2021
	0	SM1	SM1 2021SM124		12/25/2021	01/09/2022
	0	SM1	SM1 2022SM100		01/10/2022	01/10/2022
	0	SM1	SM1 2022SM101		01/10/2022	01/24/2022
	0	SM1	SM1 2022SM102		01/25/2022	02/09/2022
	0	SM1	SM1 2022SM103		02/10/2022	02/24/2022

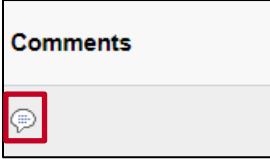
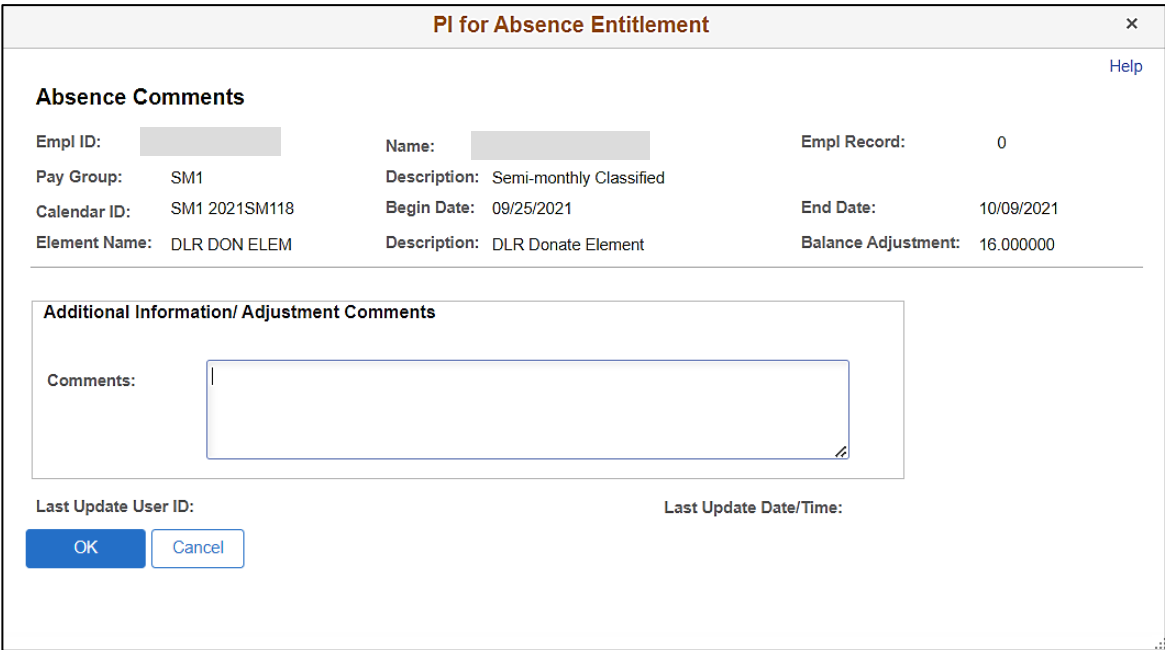





Time & Attendance Job Aid

TA374 Managing Absence Balances

Step	Action																																																																													
5.	<p>Select the applicable Calendar ID or the applicable Period Begin Date to select the correct pay period date in which the donation will take effect by clicking the corresponding link.</p> <div data-bbox="256 411 1487 1180" data-label="Complex-Block"> <p>Search Results</p> <p>View All 1-100 of 218</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Pay Group</th> <th>Calendar ID</th> <th>Name</th> <th>Period Begin Date</th> <th>Period End Date</th> </tr> </thead> <tbody> <tr><td></td><td>0</td><td>SM1</td><td>SM1 2021SM118</td><td></td><td>09/25/2021</td><td>10/09/2021</td></tr> <tr><td></td><td>0</td><td>SM1</td><td>SM1 2021SM119</td><td></td><td>10/10/2021</td><td>10/24/2021</td></tr> <tr><td></td><td>0</td><td>SM1</td><td>SM1 2021SM120</td><td></td><td>10/25/2021</td><td>11/09/2021</td></tr> <tr><td></td><td>0</td><td>SM1</td><td>SM1 2021SM121</td><td></td><td>11/10/2021</td><td>11/24/2021</td></tr> <tr><td></td><td>0</td><td>SM1</td><td>SM1 2021SM122</td><td></td><td>11/25/2021</td><td>12/09/2021</td></tr> <tr><td></td><td>0</td><td>SM1</td><td>SM1 2021SM123</td><td></td><td>12/10/2021</td><td>12/24/2021</td></tr> <tr><td></td><td>0</td><td>SM1</td><td>SM1 2021SM124</td><td></td><td>12/25/2021</td><td>01/09/2022</td></tr> <tr><td></td><td>0</td><td>SM1</td><td>SM1 2022SM100</td><td></td><td>01/10/2022</td><td>01/10/2022</td></tr> <tr><td></td><td>0</td><td>SM1</td><td>SM1 2022SM101</td><td></td><td>01/10/2022</td><td>01/24/2022</td></tr> <tr><td></td><td>0</td><td>SM1</td><td>SM1 2022SM102</td><td></td><td>01/25/2022</td><td>02/09/2022</td></tr> </tbody> </table> </div>	Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date		0	SM1	SM1 2021SM118		09/25/2021	10/09/2021		0	SM1	SM1 2021SM119		10/10/2021	10/24/2021		0	SM1	SM1 2021SM120		10/25/2021	11/09/2021		0	SM1	SM1 2021SM121		11/10/2021	11/24/2021		0	SM1	SM1 2021SM122		11/25/2021	12/09/2021		0	SM1	SM1 2021SM123		12/10/2021	12/24/2021		0	SM1	SM1 2021SM124		12/25/2021	01/09/2022		0	SM1	SM1 2022SM100		01/10/2022	01/10/2022		0	SM1	SM1 2022SM101		01/10/2022	01/24/2022		0	SM1	SM1 2022SM102		01/25/2022	02/09/2022
Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date																																																																								
	0	SM1	SM1 2021SM118		09/25/2021	10/09/2021																																																																								
	0	SM1	SM1 2021SM119		10/10/2021	10/24/2021																																																																								
	0	SM1	SM1 2021SM120		10/25/2021	11/09/2021																																																																								
	0	SM1	SM1 2021SM121		11/10/2021	11/24/2021																																																																								
	0	SM1	SM1 2021SM122		11/25/2021	12/09/2021																																																																								
	0	SM1	SM1 2021SM123		12/10/2021	12/24/2021																																																																								
	0	SM1	SM1 2021SM124		12/25/2021	01/09/2022																																																																								
	0	SM1	SM1 2022SM100		01/10/2022	01/10/2022																																																																								
	0	SM1	SM1 2022SM101		01/10/2022	01/24/2022																																																																								
	0	SM1	SM1 2022SM102		01/25/2022	02/09/2022																																																																								
	<p>The Absences page displays for the applicable employee.</p> <div data-bbox="237 1266 1403 1684" data-label="Complex-Block"> <p>Absences</p> <p>Employee ID [redacted] Name [redacted] Empl Record 0 Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA Calendar ID SM1 2021SM118 Begin Date 09/25/2021 End Date 10/09/2021</p> <p>This Calendar is finalized. Any changes will be considered during retro processing.</p> <p>Balance Adjustments</p> <p>1-1 of 1 View All</p> <table border="1"> <thead> <tr> <th>*Element Name</th> <th>Description</th> <th>Balance Adjustment</th> <th>Begin Date</th> <th>End Date</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>DLR DON ELEM</td> <td>DLR Donate Element</td> <td></td> <td>09/25/2021</td> <td>10/09/2021</td> <td></td> </tr> </tbody> </table> <p>Save Return to Search Previous in List Next in List Notify</p> </div>	*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments	DLR DON ELEM	DLR Donate Element		09/25/2021	10/09/2021																																																																		
*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments																																																																									
DLR DON ELEM	DLR Donate Element		09/25/2021	10/09/2021																																																																										
6.	<p>The Header section populates based on the employee selected to donate leave. Review the information to confirm that the correct employee selection was made.</p>																																																																													

Step	Action												
7.	<p>Click the Element Name Look up icon and select “DLR DON ELEM”.</p> <p>Note: “DLR DON ELEM” hours are deducted from the employee’s VAC balance. If the donated hours are to be deducted from a balance other than VAC, see the Manually Adjusting an Existing Absence Entitlement Balance section of this Job Aid.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>*Element Name</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> DLR DON ELEM 🔍 </div> </div>												
<p>The Absences page refreshes and the Description field populates based on the element name selected.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Absences</p> <p>Employee ID <input type="text"/> Name <input type="text"/> Empl Record 0</p> <p>Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA</p> <p>Calendar ID SM1 2021SM118 Begin Date 09/25/2021 End Date 10/09/2021</p> <p><small>This Calendar is finalized. Any changes will be considered during retro processing.</small></p> <p>Balance Adjustments</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> 🔍 1-1 of 1 View All </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th>*Element Name</th> <th>Description</th> <th>Balance Adjustment</th> <th>Begin Date</th> <th>End Date</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>DLR DON ELEM 🔍</td> <td>DLR Donate Element</td> <td style="text-align: center;">16</td> <td>09/25/2021 📅</td> <td>10/09/2021 📅</td> <td>🗨️</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Save Return to Search Previous in List Next in List Notify </div> </div>		*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments	DLR DON ELEM 🔍	DLR Donate Element	16	09/25/2021 📅	10/09/2021 📅	🗨️
*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments								
DLR DON ELEM 🔍	DLR Donate Element	16	09/25/2021 📅	10/09/2021 📅	🗨️								
8.	<p>The Begin Date and End Date fields default based on the Calendar ID or Pay Period previously selected.</p> <p>Note: Do not change these dates. If this is not the correct Pay Period, click the Return to Search button and select the correct Pay Period in which the donation will take effect.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Begin Date</th> <th style="width: 50%;">End Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">09/25/2021 📅</td> <td style="text-align: center;">10/09/2021 📅</td> </tr> </tbody> </table> </div>	Begin Date	End Date	09/25/2021 📅	10/09/2021 📅								
Begin Date	End Date												
09/25/2021 📅	10/09/2021 📅												
9.	<p>Enter the number of hours being donated as a positive number in the Balance Adjustment field.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Balance Adjustment</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> </div>												

Step	Action
10.	<p>Click the Comments icon in the Comments field.</p> 
<p>The PI for Absence Entitlement page displays in a pop-up window.</p> 	
11.	<p>Enter a brief comment in the Comments field to document that this is a leave donation. Note: Do not include any PII in the comments.</p> 
12.	<p>Click the OK button.</p> 

Step	Action																
	<p>The Absences page redisplay.</p> <div data-bbox="203 378 1437 819" style="border: 1px solid black; padding: 10px;"> <p>Absences</p> <p>Employee ID [redacted] Name [redacted] Empl Record 0 Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA Calendar ID SM1 2021SM118 Begin Date 09/25/2021 End Date 10/09/2021</p> <p><small>This Calendar is finalized. Any changes will be considered during retro processing.</small></p> <p>Balance Adjustments</p> <p>☰ 🔍 1-1 of 1 View All</p> <table border="1"> <thead> <tr> <th>*Element Name</th> <th>Description</th> <th>Balance Adjustment</th> <th>Begin Date</th> <th>End Date</th> <th>Comments</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>MBL ENT ELEM 🔍</td> <td>Military Bank Leave</td> <td><input type="text"/></td> <td>09/25/2021 📅</td> <td>10/09/2021 📅</td> <td>💬</td> <td>+..</td> <td>-</td> </tr> </tbody> </table> <p> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/> </p> </div>	*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments			MBL ENT ELEM 🔍	Military Bank Leave	<input type="text"/>	09/25/2021 📅	10/09/2021 📅	💬	+..	-
*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments												
MBL ENT ELEM 🔍	Military Bank Leave	<input type="text"/>	09/25/2021 📅	10/09/2021 📅	💬	+..	-										
13.	<p>Click the Save button.</p> <div data-bbox="259 903 1209 997" style="border: 1px solid black; padding: 5px;"> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/> </div>																
	<p>The user has completed the adjustment for the donor. Now the adjustment must be made for the recipient.</p>																
14.	<p>Click the Return to Search button.</p> <div data-bbox="259 1197 1209 1291" style="border: 1px solid black; padding: 5px;"> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/> </div>																

Step	Action
------	--------

The **Absences Find an Existing Value Search** page redisplay.

Absences

Find an Existing 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 ▼ ✎

Empl ID begins with ▼

Empl Record = ▼

Pay Group begins with ▼ 🔍

Calendar ID begins with ▼ 🔍

Name begins with ▼

Period Begin Date >= ▼ 📅

Period End Date <= ▼ 📅

^ Show fewer options

Case Sensitive

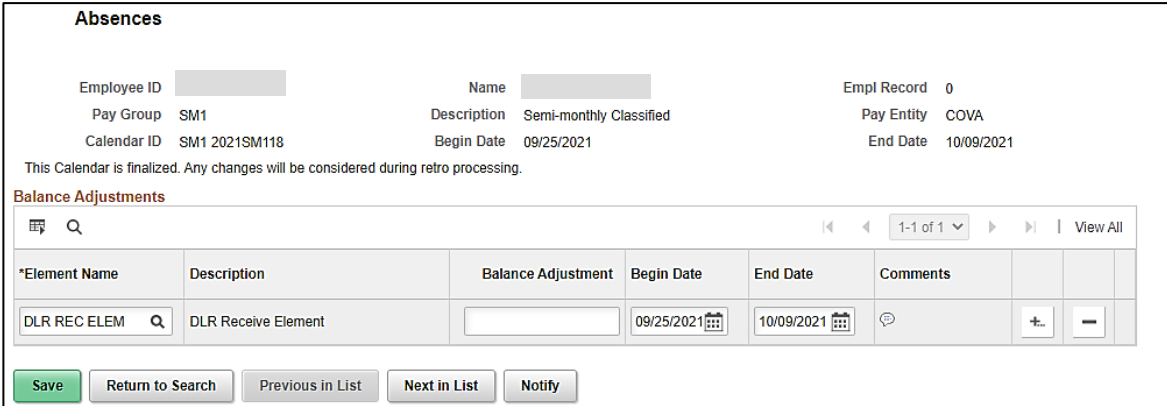
15.	<p>Delete the donor's Employee ID in the Empl ID field.</p> <p>Note: If using the Clear button, capture the Calendar ID first as the Calendar ID for the leave recipient should match the Calendar ID for the person who donated leave.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Empl ID begins with ▼ </p> </div>
16.	<p>Enter the applicable employee's (employee receiving the donated hours) Employee ID in the Empl ID field.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Empl ID begins with ▼ </p> </div>
17.	<p>Update the Pay Group field as needed.</p> <p>Note: Ensure that the selected Pay Group is consistent with the employee's Job Data page.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Pay Group begins with ▼ 🔍</p> </div>

Step	Action
18.	Click the Search button.



A screenshot showing two buttons: a black 'Search' button with a red border and a white 'Clear' button with a grey border.

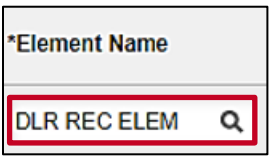
The **Absences** page for the employee who will receive the donated leave displays.



A screenshot of the 'Absences' page. It shows employee information: Employee ID, Name, Empl Record (0), Pay Group (SM1), Description (Semi-monthly Classified), Pay Entity (COVA), Calendar ID (SM1 2021SM118), Begin Date (09/25/2021), and End Date (10/09/2021). Below this is a 'Balance Adjustments' table with one row: 'DLR REC ELEM' (Description: DLR Receive Element, Balance Adjustment: [input field], Begin Date: 09/25/2021, End Date: 10/09/2021). Buttons at the bottom include Save, Return to Search, Previous in List, Next in List, and Notify.

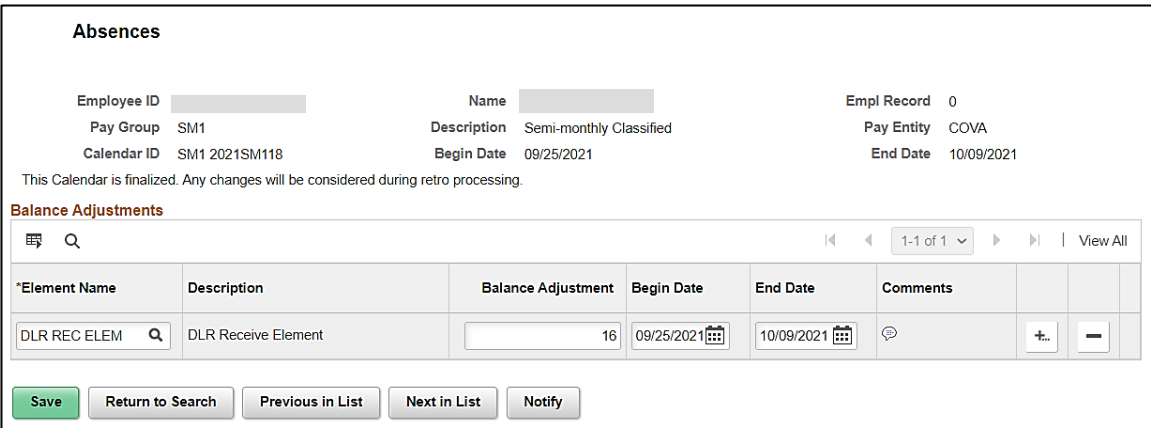
19.	The Header section populates based on the employee selected to receive the donated leave. Review the information to confirm that the correct employee selection was made.
-----	--

20.	Click the Element Name Look up icon and select “DLR REC ELEM”. Note: This will increase the recipients’ DLR balance.
-----	---



A screenshot of the '*Element Name' dropdown menu. The option 'DLR REC ELEM' is highlighted with a red border.

The **Absences** page refreshes and the **Description** field populates based on the Element Name selected.



A screenshot of the 'Absences' page after the selection. The 'Balance Adjustments' table now shows a value of '16' in the 'Balance Adjustment' column for the 'DLR REC ELEM' row. All other information remains the same as in the previous screenshot.

Step	Action												
21.	<p>The Begin Date and End Date fields default based on the Calendar ID or Pay Period previously selected.</p> <p>Note: Do not change these dates. If this is not the correct Pay Period, click the Return to Search button and select the correct Pay Period in which the donation will take effect.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid #ccc; padding: 2px;">Begin Date</td> <td style="width: 50%; border-bottom: 1px solid #ccc; padding: 2px;">End Date</td> </tr> <tr> <td style="border: 1px solid #f00; padding: 2px;">09/25/2021 </td> <td style="border: 1px solid #f00; padding: 2px;">10/09/2021 </td> </tr> </table> </div>	Begin Date	End Date	09/25/2021	10/09/2021								
Begin Date	End Date												
09/25/2021	10/09/2021												
22.	<p>Enter the hours being received as a positive number in the Balance Adjustment field.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <div style="border-bottom: 1px solid #ccc; padding: 2px;">Balance Adjustment</div> <div style="border: 1px solid #f00; height: 20px; width: 100%; margin-top: 5px;"></div> </div>												
23.	<p>Click the Comments icon in the Comments field.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <div style="border-bottom: 1px solid #ccc; padding: 2px;">Comments</div> <div style="padding: 2px;"> </div> </div>												
<p>The PI for Absence Entitlement page displays in a pop-up window.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="border-bottom: 1px solid #ccc; padding: 2px; text-align: right;"> PI for Absence Entitlement x </div> <div style="text-align: right; font-size: 0.8em; margin-bottom: 5px;"> Help </div> <div style="padding: 5px 0;"> <p>Absence Comments</p> <table style="width: 100%; border-collapse: collapse; font-size: 0.9em;"> <tr> <td style="width: 33%;">Empl ID: </td> <td style="width: 33%;">Name: </td> <td style="width: 33%;">Empl Record: 0</td> </tr> <tr> <td>Pay Group: SM1</td> <td>Description: Semi-monthly Classified</td> <td></td> </tr> <tr> <td>Calendar ID: SM1 2021SM118</td> <td>Begin Date: 09/25/2021</td> <td>End Date: 10/09/2021</td> </tr> <tr> <td>Element Name: DLR REC ELEM</td> <td>Description: DLR Receive Element</td> <td>Balance Adjustment: 16.000000</td> </tr> </table> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p style="font-size: 0.8em; margin: 0;">Additional Information/ Adjustment Comments</p> <p style="font-size: 0.8em; margin: 5px 0;">Comments: <input style="width: 90%; height: 30px; border: 1px solid #ccc;" type="text"/></p> </div> <div style="font-size: 0.8em; margin-top: 5px;"> <p>Last Update User ID: Last Update Date/Time: </p> </div> <div style="margin-top: 5px;"> OK Cancel </div> </div>		Empl ID: 	Name: 	Empl Record: 0	Pay Group: SM1	Description: Semi-monthly Classified		Calendar ID: SM1 2021SM118	Begin Date: 09/25/2021	End Date: 10/09/2021	Element Name: DLR REC ELEM	Description: DLR Receive Element	Balance Adjustment: 16.000000
Empl ID: 	Name: 	Empl Record: 0											
Pay Group: SM1	Description: Semi-monthly Classified												
Calendar ID: SM1 2021SM118	Begin Date: 09/25/2021	End Date: 10/09/2021											
Element Name: DLR REC ELEM	Description: DLR Receive Element	Balance Adjustment: 16.000000											

Step	Action																
24.	<p>Enter a brief comment in the Comments field to document that this is a leave donation. Note: Do not include any PII in the comments.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Additional Information/ Adjustment Comments</p> <p>Comments: </p> </div>																
25.	<p>Click the OK button.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> OK Cancel </div> <p>The Absences page redisplay.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Absences</p> <p>Employee ID Name Empl Record 0</p> <p>Pay Group Description Semi-monthly Classified Pay Entity COVA</p> <p>Calendar ID SM1 2021SM118 Begin Date 09/25/2021 End Date 10/09/2021</p> <p><small>This Calendar is finalized. Any changes will be considered during retro processing.</small></p> <p>Balance Adjustments</p> <p>🔍 1-1 of 1 View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>*Element Name</th> <th>Description</th> <th>Balance Adjustment</th> <th>Begin Date</th> <th>End Date</th> <th>Comments</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>DLR REC ELEM 🔍</td> <td>DLR Receive Element</td> <td style="text-align: center;">16</td> <td>09/25/2021 📅</td> <td>10/09/2021 📅</td> <td></td> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> </tr> </tbody> </table> <p> Save Return to Search Previous in List Next in List Notify </p> </div>	*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments			DLR REC ELEM 🔍	DLR Receive Element	16	09/25/2021 📅	10/09/2021 📅		+	-
*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments												
DLR REC ELEM 🔍	DLR Receive Element	16	09/25/2021 📅	10/09/2021 📅		+	-										
26.	<p>Click the Save button.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> Save Return to Search Previous in List Next in List Notify </div>																
<div style="border: 1px solid #ccc; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> i </div>	<p>The leave donation process is now complete. Adjustments made in the current open Pay Period and prior Pay Periods will be processed the next time the Absence Calculation Process runs (runs nightly).</p>																

Returning Unused Leave Donation Hours

Step	Action
1.	Navigate to the Absences page by following this path: NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences

The **Absences Find and Existing Value Search** page displays.

Absences

Find an Existing Value

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

🕒 Recent Searches ✎
🔖 Saved Searches ✎

Empl ID

Empl Record

Pay Group

Calendar ID


Name

Period Begin Date

Period End Date

^ Show fewer options

Case Sensitive

	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 Job Aids under Learning .
2.	Enter the applicable employee's (employee donating leave) Employee ID in the Empl ID field. Note: Users can also search by Employee Record or name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

Empl ID

Step	Action																																																																													
3.	<p>Click the Pay Group Look up icon to select the employee's Pay Group.</p> <p>Note: Ensure that the selected Pay Group is consistent with the employee's Job Data page for the same timeframe.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Pay Group begins with ▾ <input style="width: 100px;" type="text"/> <input type="submit" value="🔍"/> </div>																																																																													
4.	<p>Click the Search button.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <input style="background-color: #333; color: #fff; padding: 5px 15px;" type="button" value="Search"/> <input style="padding: 5px 15px;" type="button" value="Clear"/> </div>																																																																													
5.	<p>The search results display in the Search Results section.</p> <p>Select the applicable Calendar ID or the applicable Period Begin Date to select the Pay Period in which the return of unused hours will take effect by clicking the corresponding link.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Search Results</p> <p>View All 1-100 of 218 ▾</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Empl ID</th> <th style="width: 10%;">Empl Record</th> <th style="width: 10%;">Pay Group</th> <th style="width: 20%;">Calendar ID</th> <th style="width: 10%;">Name</th> <th style="width: 15%;">Period Begin Date</th> <th style="width: 15%;">Period End Date</th> </tr> </thead> <tbody> <tr><td></td><td>0</td><td>SM1</td><td>SM1 2021SM118</td><td></td><td>09/25/2021</td><td>10/09/2021</td></tr> <tr><td></td><td>0</td><td>SM1</td><td>SM1 2021SM119</td><td></td><td>10/10/2021</td><td>10/24/2021</td></tr> <tr><td></td><td>0</td><td>SM1</td><td>SM1 2021SM120</td><td></td><td>10/25/2021</td><td>11/09/2021</td></tr> <tr><td></td><td>0</td><td>SM1</td><td>SM1 2021SM121</td><td></td><td>11/10/2021</td><td>11/24/2021</td></tr> <tr><td></td><td>0</td><td>SM1</td><td>SM1 2021SM122</td><td></td><td>11/25/2021</td><td>12/09/2021</td></tr> <tr><td></td><td>0</td><td>SM1</td><td>SM1 2021SM123</td><td></td><td>12/10/2021</td><td>12/24/2021</td></tr> <tr><td></td><td>0</td><td>SM1</td><td>SM1 2021SM124</td><td></td><td>12/25/2021</td><td>01/09/2022</td></tr> <tr><td></td><td>0</td><td>SM1</td><td>SM1 2022SM100</td><td></td><td>01/10/2022</td><td>01/10/2022</td></tr> <tr><td></td><td>0</td><td>SM1</td><td>SM1 2022SM101</td><td></td><td>01/10/2022</td><td>01/24/2022</td></tr> <tr><td></td><td>0</td><td>SM1</td><td>SM1 2022SM102</td><td></td><td>01/25/2022</td><td>02/09/2022</td></tr> </tbody> </table> </div>	Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date		0	SM1	SM1 2021SM118		09/25/2021	10/09/2021		0	SM1	SM1 2021SM119		10/10/2021	10/24/2021		0	SM1	SM1 2021SM120		10/25/2021	11/09/2021		0	SM1	SM1 2021SM121		11/10/2021	11/24/2021		0	SM1	SM1 2021SM122		11/25/2021	12/09/2021		0	SM1	SM1 2021SM123		12/10/2021	12/24/2021		0	SM1	SM1 2021SM124		12/25/2021	01/09/2022		0	SM1	SM1 2022SM100		01/10/2022	01/10/2022		0	SM1	SM1 2022SM101		01/10/2022	01/24/2022		0	SM1	SM1 2022SM102		01/25/2022	02/09/2022
Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date																																																																								
	0	SM1	SM1 2021SM118		09/25/2021	10/09/2021																																																																								
	0	SM1	SM1 2021SM119		10/10/2021	10/24/2021																																																																								
	0	SM1	SM1 2021SM120		10/25/2021	11/09/2021																																																																								
	0	SM1	SM1 2021SM121		11/10/2021	11/24/2021																																																																								
	0	SM1	SM1 2021SM122		11/25/2021	12/09/2021																																																																								
	0	SM1	SM1 2021SM123		12/10/2021	12/24/2021																																																																								
	0	SM1	SM1 2021SM124		12/25/2021	01/09/2022																																																																								
	0	SM1	SM1 2022SM100		01/10/2022	01/10/2022																																																																								
	0	SM1	SM1 2022SM101		01/10/2022	01/24/2022																																																																								
	0	SM1	SM1 2022SM102		01/25/2022	02/09/2022																																																																								

Step	Action
------	--------

The **Absences** page displays for the applicable employee with the original donation information.

Absences

Employee ID Name Empl Record 0
 Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA
 Calendar ID SM1 2021SM118 Begin Date 09/25/2021 End Date 10/09/2021

This Calendar is finalized. Any changes will be considered during retro processing.

Balance Adjustments

⌕ 1-1 of 1 View All

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
DLR DON ELEM ⌕	DLR Donate Element	<input type="text" value="16"/>	09/25/2021 📅	10/09/2021 📅	💬 + -

Save
Return to Search
Previous in List
Next in List
Notify

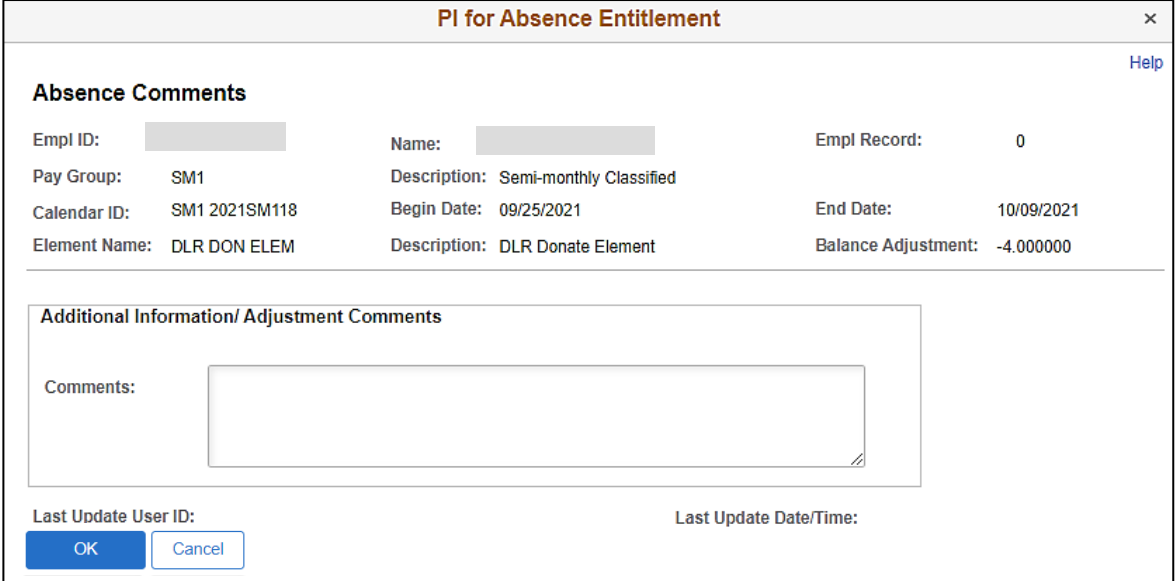


- Update the **Balance Adjustment** field by overwriting the original number of hours donated with the number of hours being returned. Enter this as a negative number.


Balance Adjustment

- Click the **Comments** icon in the **Comments** field.

Comments

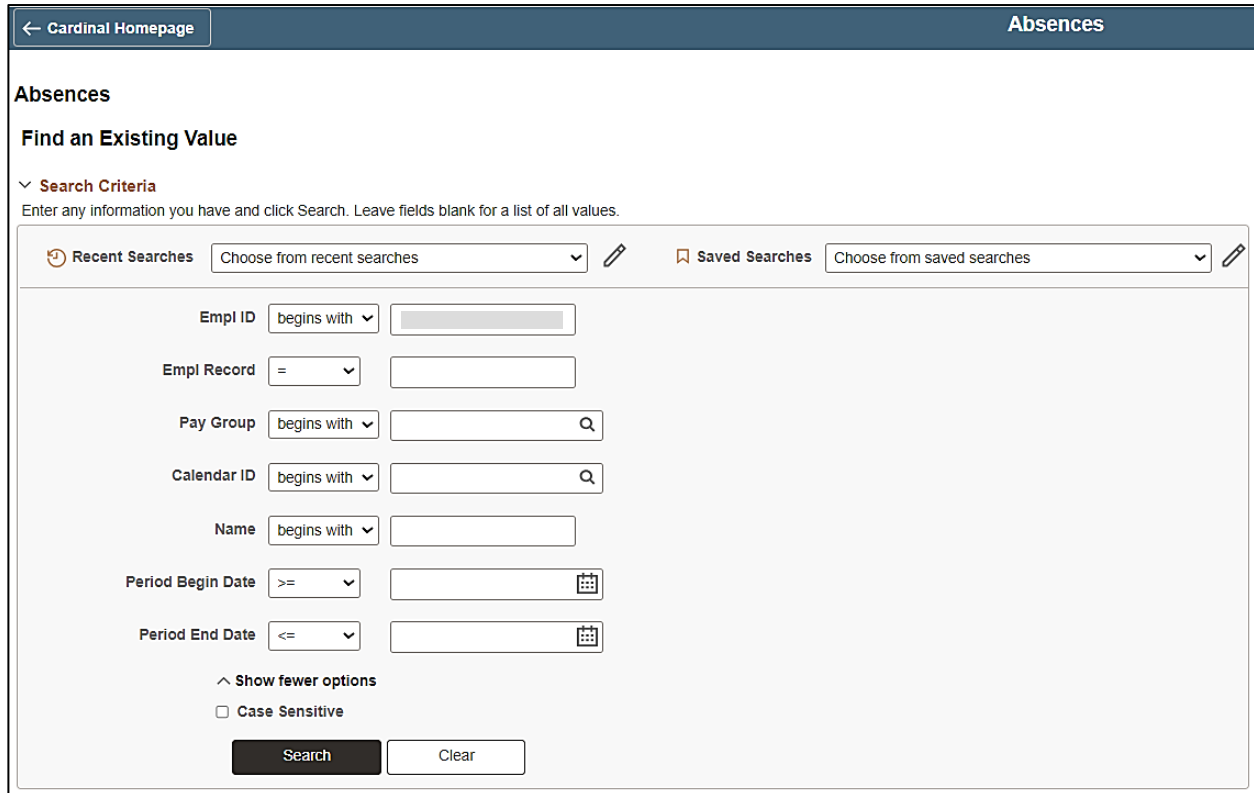
💬

Step	Action
	<p>The PI for Absence Entitlement page displays in a pop-up window.</p> 
8.	<p>Enter a brief comment in the Comments field to document that this is a return of unused hours from a leave donation.</p> <p>Note: Do not include any PII in the comments.</p> 
9.	<p>Click the OK button.</p> 

Step	Action																
	<p>The Absences page redisplay.</p> <div data-bbox="240 380 1398 800" style="border: 1px solid black; padding: 10px;"> <p>Absences</p> <p>Employee ID 00008662900 Name <u>EVERSON WALLS</u> Empl Record 0 Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA Calendar ID [redacted] Begin Date [redacted] End Date 10/09/2021</p> <p><small>This Calendar is finalized. Any changes will be considered during retro processing.</small></p> <p>Balance Adjustments</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="text"/> <input type="text"/> << < 1-1 of 1 >> >> View All </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>Balance Adjustment</th> <th>Begin Date</th> <th>End Date</th> <th>Comments</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>DLR DON ELEM <input type="text"/></td> <td>DLR Donate Element</td> <td style="text-align: right;">-4</td> <td>09/25/2021 <input type="text"/></td> <td>10/09/2021 <input type="text"/></td> <td></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/> </p> </div>	Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments			DLR DON ELEM <input type="text"/>	DLR Donate Element	-4	09/25/2021 <input type="text"/>	10/09/2021 <input type="text"/>		<input type="text"/>	<input type="text"/>
Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments												
DLR DON ELEM <input type="text"/>	DLR Donate Element	-4	09/25/2021 <input type="text"/>	10/09/2021 <input type="text"/>		<input type="text"/>	<input type="text"/>										
10.	<p>Click the Save button.</p> <div data-bbox="261 888 1211 974" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input style="border: 2px solid red;" type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/> </div>																
	<p>Next, the adjustment must be made for the recipient to remove the unused hours.</p>																
11.	<p>Click the Return to Search button.</p> <div data-bbox="261 1178 1211 1264" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="button" value="Save"/> <input style="border: 2px solid red;" type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/> </div>																

Step	Action
------	--------

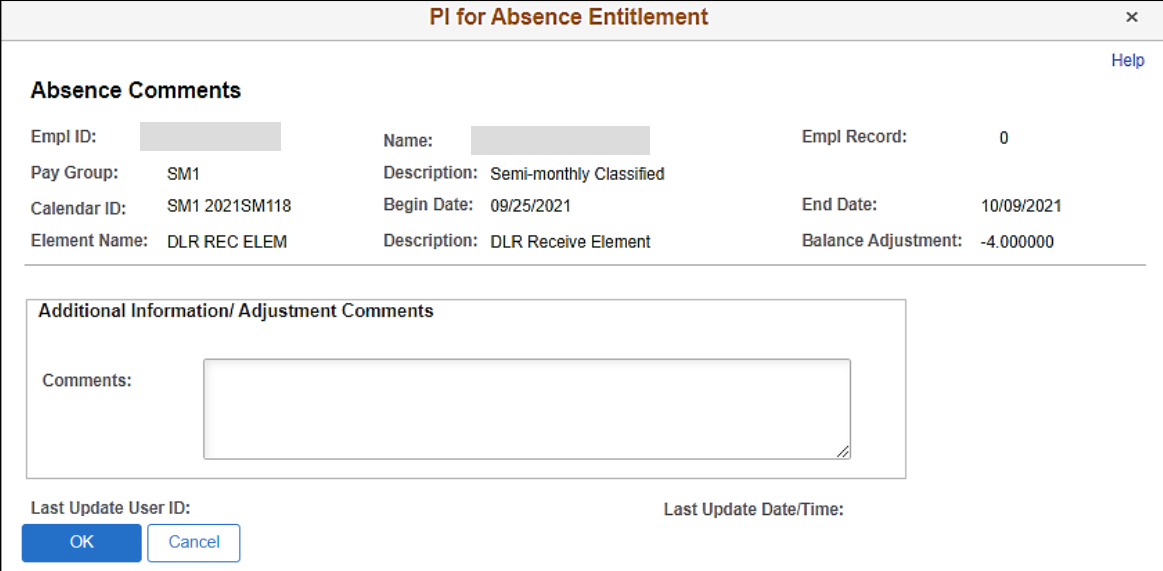


The **Absences Find an Existing Value Search** page redisplay.




12.	<p>Delete the donor's Employee ID in the Empl ID field.</p> <p>Note: If using the Clear button, capture the Calendar ID first as the Calendar ID of the leave recipient should match the Calendar ID for the person who donated leave.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> Empl ID begins with ▾ </div>
-----	---

13.	<p>Enter the applicable employee's (employee who is returning donated hours) Employee ID in the Empl ID field.</p> <p>Note: Users can also search by Employee Record or name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> Empl ID begins with ▾ </div>
-----	--

Step	Action																					
14.	<p>Update the Pay Group field as needed.</p> <p>Note: Ensure that the selected Pay Group is consistent with the employee's Job Data page.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> Pay Group begins with ▾ <input style="border: 2px solid red;" type="text"/> <input type="button" value="Q"/> </div>																					
15.	<p>Click the Search button.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> </div>																					
<p>The Absences page displays for the applicable employee with the original leave receipt information.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> < Cardinal Homepage Absences </div> <div style="padding: 10px 0;"> <p>Absences</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Employee ID <input style="width: 80%;" type="text"/></td> <td style="width: 33%;">Name <input style="width: 80%;" type="text"/></td> <td style="width: 33%;">Empl Record 0</td> </tr> <tr> <td>Pay Group SM1</td> <td>Description Semi-monthly Classified</td> <td>Pay Entity COVA</td> </tr> <tr> <td>Calendar ID SM1 2021SM118</td> <td>Begin Date 09/25/2021</td> <td>End Date 10/09/2021</td> </tr> </table> <p><small>This Calendar is finalized. Any changes will be considered during retro processing.</small></p> <p>Balance Adjustments</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> Q 1-1 of 1 View All </div> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">*Element Name</th> <th style="width: 25%;">Description</th> <th style="width: 15%;">Balance Adjustment</th> <th style="width: 15%;">Begin Date</th> <th style="width: 15%;">End Date</th> <th style="width: 20%;">Comments</th> </tr> </thead> <tbody> <tr> <td>DLR REC ELEM <input style="width: 20px;" type="text"/></td> <td>DLR Receive Element</td> <td style="text-align: center;"><input style="width: 50px;" type="text" value="16"/></td> <td style="text-align: center;">09/25/2021 <input type="button" value="📅"/></td> <td style="text-align: center;">10/09/2021 <input type="button" value="📅"/></td> <td style="text-align: center;">🗨️ <input type="button" value="+"/> <input type="button" value="-"/></td> </tr> </tbody> </table> <div style="margin-top: 5px;"> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/> </div> </div> </div>		Employee ID <input style="width: 80%;" type="text"/>	Name <input style="width: 80%;" type="text"/>	Empl Record 0	Pay Group SM1	Description Semi-monthly Classified	Pay Entity COVA	Calendar ID SM1 2021SM118	Begin Date 09/25/2021	End Date 10/09/2021	*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments	DLR REC ELEM <input style="width: 20px;" type="text"/>	DLR Receive Element	<input style="width: 50px;" type="text" value="16"/>	09/25/2021 <input type="button" value="📅"/>	10/09/2021 <input type="button" value="📅"/>	🗨️ <input type="button" value="+"/> <input type="button" value="-"/>
Employee ID <input style="width: 80%;" type="text"/>	Name <input style="width: 80%;" type="text"/>	Empl Record 0																				
Pay Group SM1	Description Semi-monthly Classified	Pay Entity COVA																				
Calendar ID SM1 2021SM118	Begin Date 09/25/2021	End Date 10/09/2021																				
*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments																	
DLR REC ELEM <input style="width: 20px;" type="text"/>	DLR Receive Element	<input style="width: 50px;" type="text" value="16"/>	09/25/2021 <input type="button" value="📅"/>	10/09/2021 <input type="button" value="📅"/>	🗨️ <input type="button" value="+"/> <input type="button" value="-"/>																	
16.	<p>Update the Balance Adjustment field by overwriting the original number of hours received with the number of unused hours being returned. Enter this as a negative number.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">Balance Adjustment</div> <div style="border: 2px solid red; height: 20px; width: 100%;"></div> </div>																					
17.	<p>Click the Comments icon in the Comments field.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">Comments</div> <div style="border: 2px solid red; padding: 2px;"> <input style="width: 20px; height: 20px;" type="button" value="🗨️"/> </div> </div>																					

Step	Action
	<p>The PI for Absence Entitlement page displays in a pop-up window.</p> 
18.	<p>Enter a brief comment in the Comments field to document that this is a return of unused hours from a leave donation.</p> <p>Note: Do not include any PII in the comments.</p> 
19.	<p>Click the OK button.</p> 

Step	Action																
	<p>The Absences page redispays.</p> <div data-bbox="235 378 1404 850" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> < Cardinal Homepage Absences </div> <p>Absences</p> <p>Employee ID <input type="text"/> Name <input type="text"/> Empl Record 0 Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA Calendar ID SM1 2021SM118 Begin Date 09/25/2021 End Date 10/09/2021</p> <p><small>This Calendar is finalized. Any changes will be considered during retro processing.</small></p> <p>Balance Adjustments</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> <input type="text"/> <input type="text"/> 1-1 of 1 View All </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>Balance Adjustment</th> <th>Begin Date</th> <th>End Date</th> <th>Comments</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>DLR REC ELEM <input type="text"/></td> <td>DLR Receive Element</td> <td style="text-align: center;">-4</td> <td>09/25/2021 <input type="text"/></td> <td>10/09/2021 <input type="text"/></td> <td></td> <td></td> <td style="text-align: center;">+ -</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Save Return to Search Previous in List Next in List Notify </div> </div>	Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments			DLR REC ELEM <input type="text"/>	DLR Receive Element	-4	09/25/2021 <input type="text"/>	10/09/2021 <input type="text"/>			+ -
Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments												
DLR REC ELEM <input type="text"/>	DLR Receive Element	-4	09/25/2021 <input type="text"/>	10/09/2021 <input type="text"/>			+ -										
20.	<p>Click the Save button.</p> <div data-bbox="259 945 1209 1029" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 2px solid red; padding: 2px 10px; font-weight: bold; color: white; background-color: #0056b3; text-decoration: none;">Save</div> <div style="border: 1px solid #0056b3; padding: 2px 10px; text-decoration: none;">Return to Search</div> <div style="border: 1px solid #0056b3; padding: 2px 10px; text-decoration: none; background-color: #d3d3d3;">Previous in List</div> <div style="border: 1px solid #0056b3; padding: 2px 10px; text-decoration: none;">Next in List</div> <div style="border: 1px solid #0056b3; padding: 2px 10px; text-decoration: none;">Notify</div> </div> </div>																
	<p>The return of unused hours from a leave donation process is now complete. Adjustments made in the current open Pay Period and prior Pay Periods will be processed the next time the Absence Calculation Process runs (runs nightly).</p>																

Transferring From One Agency to Another Agency

- The process covered in this section using the **Supporting Elements** page only applies to transferring VAC and Traditional Sick hours. This process allows transferred Vacation and Traditional Sick hours to be used in the first Pay Period in the new Agency
- Cardinal automatically entitles VSDP Sick, VSDP Personal, and CSL based on New Hire DHRM policy. Use the [Manually Adjusting an Existing Absence Entitlement Balances](#) section of this Job Aid to adjust these balances to reflect the hours that the employee is transferring as needed
- To adjust absence balances for all other Leave Types, see the [Manually Adjusting an Existing Absence Entitlement Balances](#) section of this Job Aid. When employees transfer to another Agency, all absence balances should be reviewed and updated as needed

Step	Action
1.	To transfer Vacation (Annual Leave) or Traditional Sick balances for an employee transferring to another State Agency, navigate to the Supporting Elements page by following this path: NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Create Overrides > Supporting Elements

The **Supporting Elements Find an Existing Value Search** page displays.

← Cardinal Homepage
Supporting Elements

Supporting Elements

Find an Existing Value

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

🕒 Recent Searches ✎
🔖 Saved Searches ✎

Empl ID

Empl Record

Name

Last Name

Second Last Name

Alternate Character Name

Middle Name

^ Show fewer options

Case Sensitive



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 **Job Aids** under **Learning**.

Step	Action														
2.	<p>Enter the applicable employee's Employee ID in the Empl ID field.</p> <p>Note: The user can also search by Employee Record or name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> Empl ID begins with </div>														
3.	<p>Click the Search button.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> Search Clear </div>														
<p>The Supporting Elements page displays for the applicable employee with the Elements/Dates tab displayed by default.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> < Adjust Absence Balances Supporting Elements </div> <div style="padding: 5px 0 5px 20px;"> <p>Supporting Elements</p> <p style="font-size: 0.8em; margin: 0;">Employee ID Empl Record 0 Name </p> <p style="font-size: 0.8em; margin: 0; color: #0070c0;">Payee Supporting Element Override List</p> <div style="border: 1px solid #ccc; padding: 2px; margin: 5px 0;"> ☰ Q < < 1-1 of 1 > > View All </div> <div style="border: 1px solid #ccc; padding: 2px; margin: 5px 0; background-color: #e6f2ff;"> Elements/Dates > </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 15%;">Element Type</th> <th style="width: 25%;">Element Name</th> <th style="width: 25%;">Description</th> <th style="width: 15%;">*Begin Date</th> <th style="width: 20%;">End Date</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"> <div style="border: 1px solid #ccc; padding: 2px; width: 50px;"> v </div> </td> <td></td> <td></td> <td style="text-align: center;">12/10/2024</td> <td></td> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> </tr> </tbody> </table> <div style="margin-top: 5px; font-size: 0.8em;"> Save Return to Search Previous in List Next in List Notify </div> </div> </div>		Element Type	Element Name	Description	*Begin Date	End Date			<div style="border: 1px solid #ccc; padding: 2px; width: 50px;"> v </div>			12/10/2024		+	-
Element Type	Element Name	Description	*Begin Date	End Date											
<div style="border: 1px solid #ccc; padding: 2px; width: 50px;"> v </div>			12/10/2024		+	-									
4.	<p>Click the Element Type dropdown button and select "Variable".</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p style="font-weight: bold; font-size: 0.8em; margin: 0;">Element Type</p> <div style="border: 1px solid #ccc; padding: 2px; margin: 5px 0;"> v </div> </div>														

Step	Action
------	--------

The **Supporting Elements** page refreshes.

< Adjust Absence Balances
Supporting Elements

Supporting Elements

Employee ID Empl Record 0 Name

Payee Supporting Element Override List

1-1 of 1 View All

Elements/Dates
||▶

Element Type	Element Name	Description	*Begin Date	End Date		
Variable	<input type="text"/>		12/10/2024		+	-

Save
Return to Search
Previous in List
Next in List
Notify

- Click the **Element Name Look up** icon.

Element Name

Q

The **Look Up Element** page displays in a pop-up window.

Look Up Element
×

Help

Element Name begins with

Description begins with

Search
Clear
Cancel
Basic Lookup

Search Results

View 100
1-192 of 192

Element Name	Description	Country Code
COVA GP PAYGRP	COVA GP PAYGRP	USA
V SRL R1R2 EXP	R1R2 Expiration on R3 09/24/23	USA
V SCK XFR ADJ	V SCK XFR ADJ	USA
V DOT AM FLAG VR	V DOT AM FLAG VR	USA
V DOT TEMP NUM 2	V DOT TEMP NUM 2	USA
V DOT TEMP DT	V DOT TEMP DT	USA
V FMLA ROLLOVER BA	V FMLA ROLLOVER BA	USA
V SCK FMLA TAKE BA	V SCK FMLA TAKE BA	USA
WCI V_CNV_EYTD_PIN	WCI Cnv Yr Earned YTD Balance	USA

Step	Action
------	--------

6. Click the **V VAC XFR ADJ** link to update the Vacation balance or click the **V SCK XFR ADJ** link to update the Traditional Sick balance.

Element Name	Description	Country Code
V ERL R1R2 EXP	R1R2 Expiration on R3 09/24/23	USA
V FMLA EMP/FAM BAL	V FMLA EMP/FAM BAL	USA
V FMLA MILITARY BA	V FMLA MILITARY BAL	USA
V FMLA ROLLOVER BA	V FMLA ROLLOVER BA	USA
V SCK FMLA TAKE BA	V SCK FMLA TAKE BA	USA
V SCK XFR ADJ	V SCK XFR ADJ	USA
V SDP FMLA TAKE BA	V SDP FMLA TAKE BA	USA
V SRL R1R2 EXP	R1R2 Expiration on R3 09/24/23	USA
V STD TAKE BAL DAY	V STD TAKE BAL DAY	USA
V STD VAC ACR LMT	V STD VAC ACR LMT	USA
V VAC XFR ADJ	V VAC XFR ADJ	USA
V WCL TAKE BAL DAY	V WCL TAKE BAL DAY	USA
V WCL VAC ACR LMT	V WCL VAC ACR LMT	USA

The **Supporting Elements** page redisplay.

< Cardinal Homepage
Supporting Elements

Supporting Elements

Employee ID Empl Record 0 Name

Payee Supporting Element Override List

1-1 of 1
View All

Elements/Dates

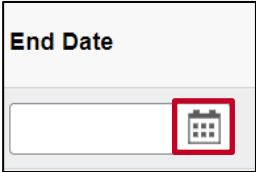

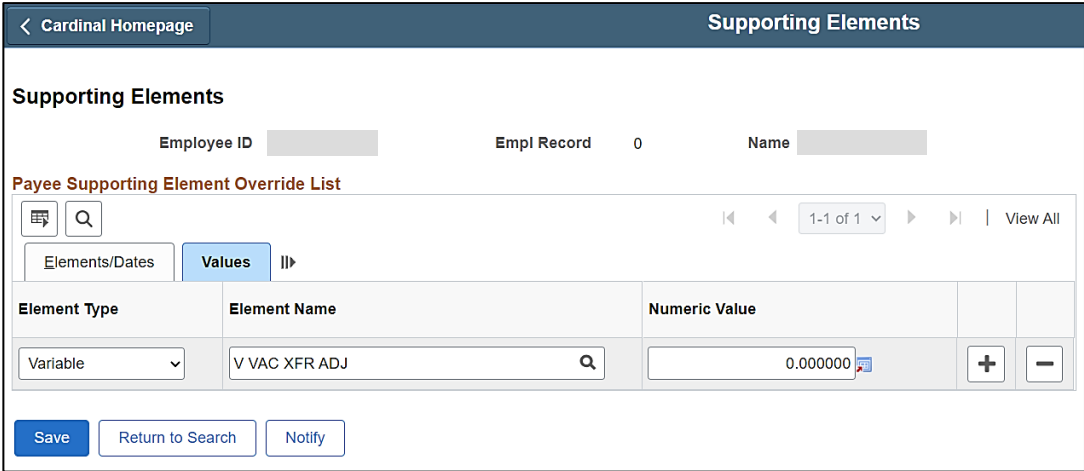
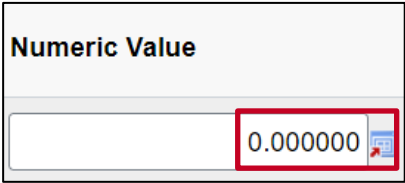
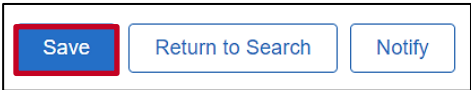
Values

||>

Element Type	Element Name	Description	*Begin Date	End Date		
Variable	V VAC XFR ADJ	V VAC XFR ADJ	12/10/2024		+	-



The **Begin Date** field defaults based on the current open Pay Period. The begin date determines the date which the transferred balance can be used by the employee and should be the first day of the employee's first Pay Period at the new Agency.

Step	Action
7.	<p>Click the End Date Calendar icon and select the applicable end date.</p> <p>Note: The end date should correspond to the Pay Period begin date. If the End Date field is left blank, the employee will receive the balance each Pay Period. If the begin date and end date span multiple Pay Periods, the employee will receive the balance adjustment each Pay Period beginning with the begin date and ending with the end date.</p> 
8.	<p>Click the Values tab.</p> 
<p>The Values tab displays.</p> 	
9.	<p>Enter the number of hours the employee is transferring from the previous Agency in the Numeric Value field for the corresponding row.</p> 
10.	<p>Click the Save button.</p> 

Managing Leave for Employees Who Work Fewer than 12 Months a Year

Agencies have two options for managing leave for employees who work fewer than 12 months a year.

1. HR Administrators can enroll the employee in the “FACREGGRP” or “FACVSDPGRP” Eligibility Group and AM Administrators can manually adjust their balances.

The **Leave Balance Adjustment Mass Upload** can be used for employees in the “FACREGGRP” or “FACVSDPGRP” Eligibility Group to manually adjust their FVC Flex Vacation Absence balance. FVC is a Leave Type that does not automatically accrue semi-monthly. FVC can be used by employees who work less than 12 months per year or can be used by Agencies that do not follow or do not fully follow DHRM leave policy but still track leave in Cardinal.

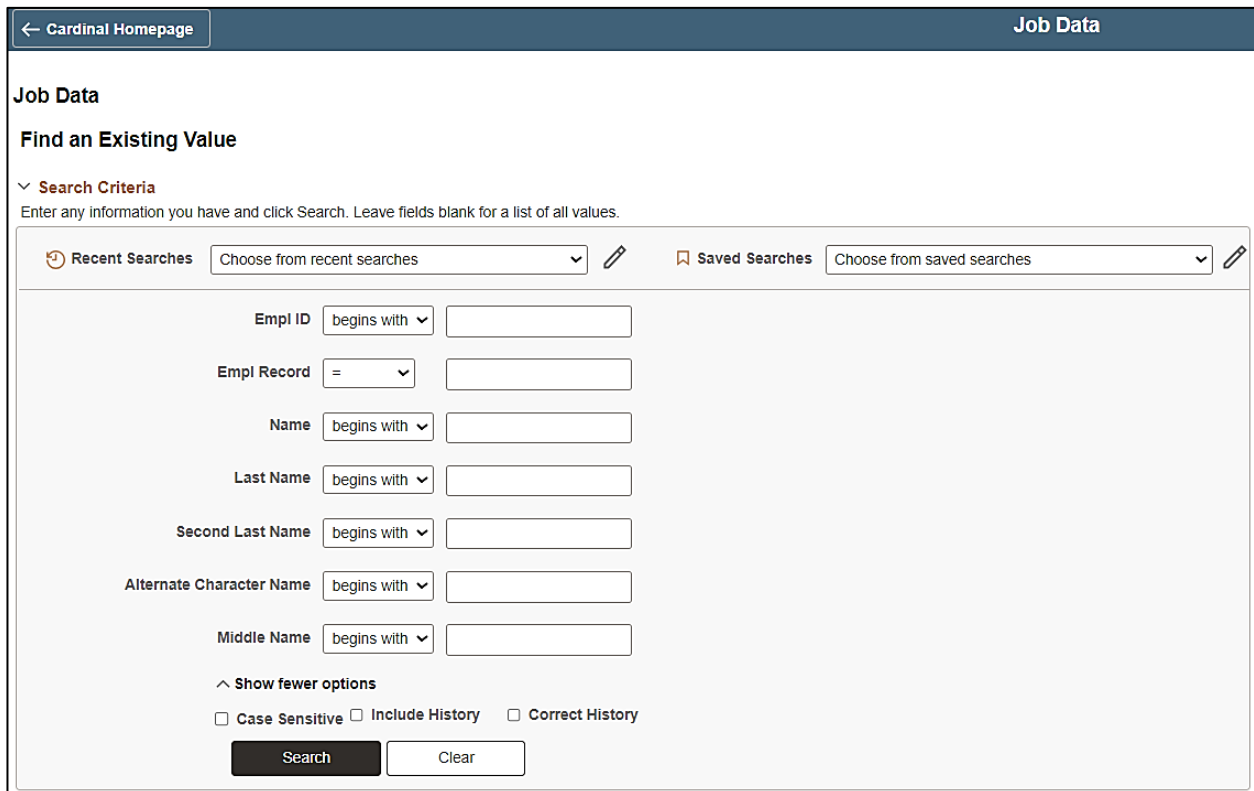
2. HR Administrators can update the employees’ record on the **Job Data** page by adding a new effective dated row and updating the employees’ Eligibility Group from “VSDPELGGRP” to “FACREGGRP”. The “FACREGGRP” Eligibility Group does not include VAC accrual, VSDP PER, or VSDP Sick Leave. HR Administrators will need to add another effective dated row to return the employees to the “VSDPELGGRP” Eligibility Group upon their return to work.


HR Administrators can update **Job Data** in one of two ways.

- a. If there is a large number of employees, the **Job Data Mass Upload** can be used to update the Eligibility Group
- b. HR Administrators can update each employee record individually by completing the following steps on the **Job Data** page:


Step	Action
1.	Update the Eligibility Group by navigating to the Job Data page: NavBar > Menu > Workforce Administration > Job Information > Job Data

The **Job Data Find an Existing Value Search** page displays.




 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 **Job Aids** under **Learning**.

2. Enter the applicable employee's Employee ID in the **Empl ID** field.
Note: The user can also search by Employee Record or name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

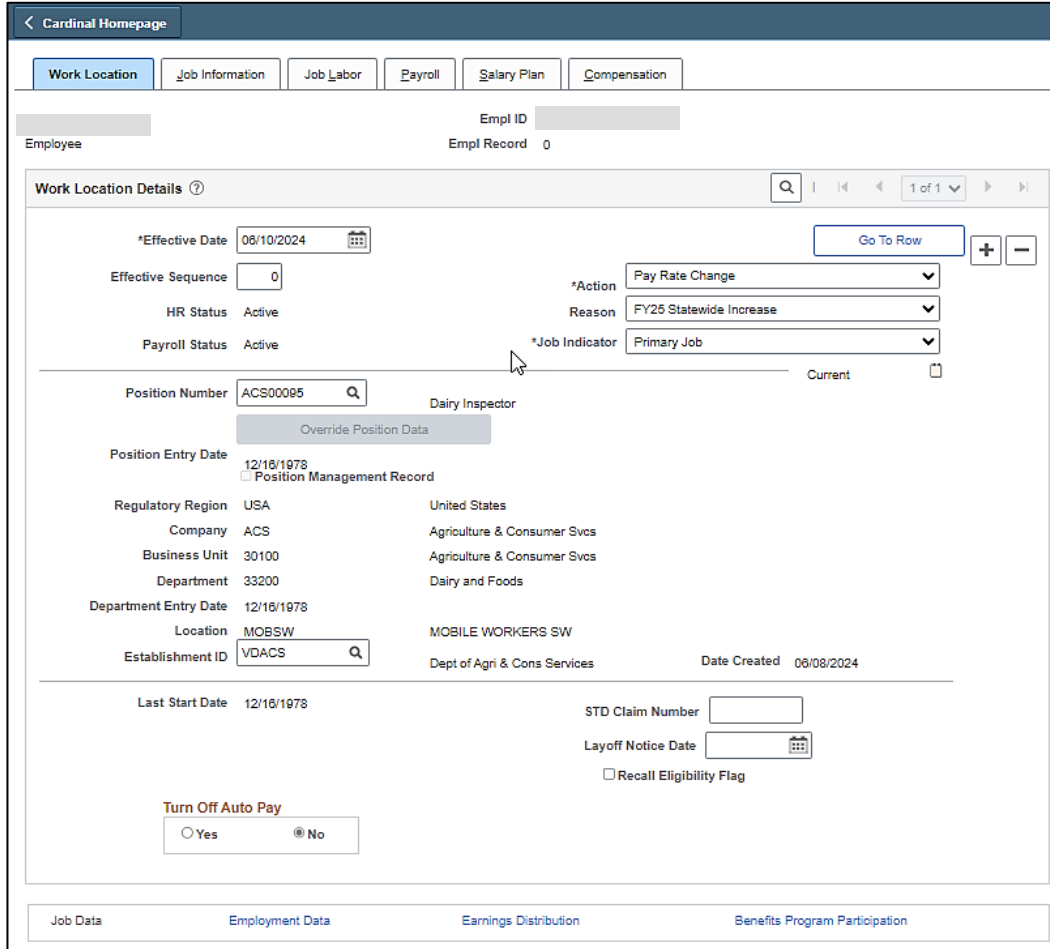


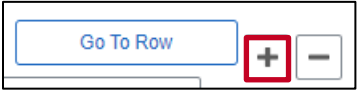


3. Click the **Search** button.






Step	Action
------	--------

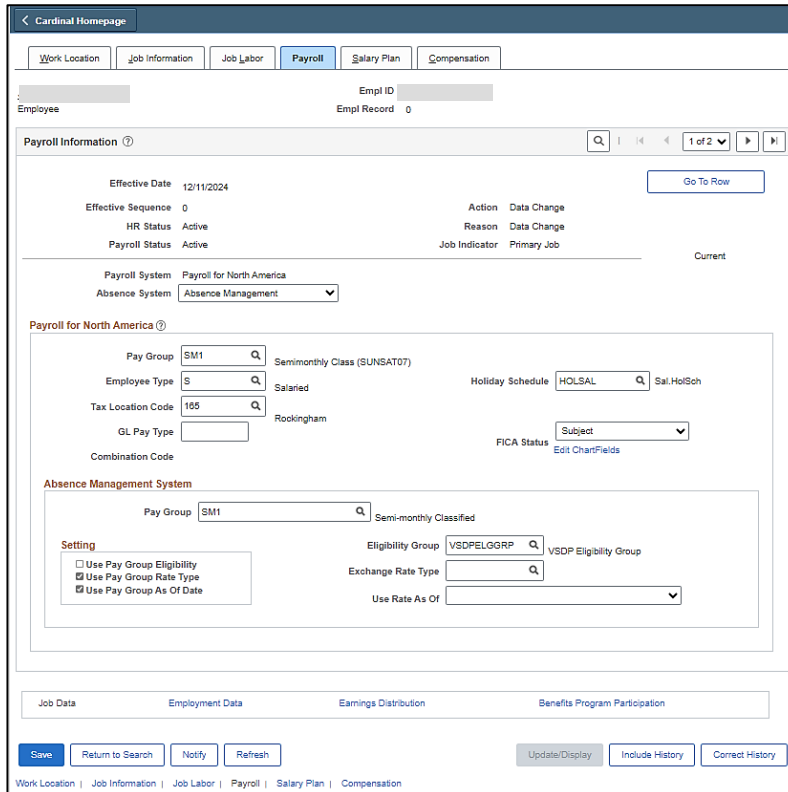
The **Job Data** page displays for the selected employee with the **Work Location** tab displayed by default.



4.	<p>Click the Add a New Row (+) icon to add a new effective dated row.</p> 
	<p>The page refreshes with a new row, and the Effective Date defaults to the system date.</p>
5.	<p>Click the Effective Date Calendar icon and select the applicable effective date.</p> 


Step	Action
6.	Click the Action dropdown button and select “Data Change”. 
7.	Click the Reason dropdown button and select “Data Change”. 
8.	Click the Payroll tab. 

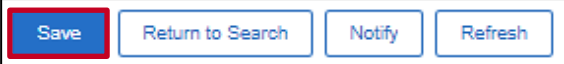
The **Payroll** page displays.



The screenshot shows the 'Payroll' page with the following details:

- Navigation:** Work Location, Job Information, Job Labor, **Payroll**, Salary Plan, Compensation
- Employee Info:** Employee ID, Empl Record 0
- Payroll Information:**
 - Effective Date: 12/11/2024
 - Effective Sequence: 0
 - HR Status: Active
 - Payroll Status: Active
 - Action: Data Change
 - Reason: Data Change
 - Job Indicator: Primary Job
 - Current
- Payroll System:** Payroll for North America
- Absence System:** Absence Management
- Payroll for North America:**
 - Pay Group: SM1
 - Employee Type: S
 - Tax Location Code: 105
 - GL Pay Type: [Empty]
 - Combination Code: [Empty]
 - Semi-monthly Class (SUNSAT07)
 - Salaried
 - Holiday Schedule: HOLSAL
 - FICA Status: Subject
- Absence Management System:**
 - Pay Group: SM1
 - Semi-monthly Classified
 - Setting:
 - Use Pay Group Eligibility
 - Use Pay Group Rate Type
 - Use Pay Group As Of Date
 - Eligibility Group: VSDPELGGRP
 - Exchange Rate Type: [Empty]
 - Use Rate As Of: [Empty]

9.	Click the Eligibility Group Look up icon and select “FACREGGRP”. 
----	--

Step	Action
10.	Click the Save button. 

Managing Recognition Leave

Organizational Recognition Leave (ERL) and Service Recognition Leave (SRL) hours are granted through a balance adjustment in Cardinal. They become available for use on the first day of the Leave Period when the adjustment is entered and any unused hours automatically expire 12 months later.

Scenario:

Hours granted in the Calendar ID “SM1 2024SM115” are available for use from “8/10/2024” to “8/9/2025” and unused hours will expire during the “SM1 2025SM115” Calendar ID on “8/10/2025”.

Agency Discretion on Usage Timeframe:

Per [Recognition Leave \(Policy 1.15\)](#), Agencies may extend the usage (retention period) of the recognition leave beyond one year in certain scenarios. However, Cardinal is configured for statewide standard usage, automatically expiring ERL/SRL hours 12 months after the Leave Period of the original balance adjustment.

Adjusting ERL and SRL Hours and Usage Timeframes:

Important Guidance on Balance Adjustments:

- Do not enter negative balance adjustments for the ERL or SRL Leave Types for active employees in Cardinal as this will disrupt automatic expiration calculations
- If unused hours do not expire as expected, submit a help desk ticket by emailing vccc@vita.virginia.gov with “Cardinal TA” in the Subject line

Extending Usage Time:

To grant an employee more time to use their ERL/SRL hours, an Agency can extend the expiration date by up to 12 months from the original date. The Agency first determines the new expiration date, then creates a new balance adjustment for the remaining hours in the calendar that begins exactly one year before the new expiration date.

Scenario:

- An employee was granted 24 ERL hours in the “SM1 2024SM108” calendar. These hours were usable from “4/25/2024” to “4/24/2025”
- The employee used 16 hours and the remaining 8 hours expired on “4/25/2025”
- The Agency wants to give the employee an additional three months to use the remaining 8 hours, extending usage to “7/24/2025”

How to Extend:

- To extend the leave usage to “7/24/2025”, the Agency must create a new balance adjustment for 8 hours in the “SM1 2024SM114” calendar as it began “7/25/2024”
- Entering the balance adjustment in the “SM1 2024SM114” calendar will set a new expiration date of “7/25/2025”, giving the employee until “7/24/2025” to use the remaining 8 hours

Shortening Usage Time:

Agencies with a policy requiring employees to use ERL/SRL hours within a shorter timeframe than DHRM policy must manually manage ERL/SRL leave balances. This means the Agency is responsible for monitoring usage and adjusting the leave balance by removing any unused hours from the original balance adjustment.

Scenario:

An employee was granted 8 ERL hours with an Agency policy requiring the hours to be used within the month of July 2025. The balance adjustment was entered in the "SM1 2025SM112" calendar which began "6/25/2025" making the hours available for use within the month of July.

Discrepancy:

While the Agency's policy dictates that the hours must be used by "7/31/2025", the Cardinal system automatically sets the expiration date to "6/25/2026" (12 months from when they were granted).

How to Manage:

To enforce the Agency's policy and prevent any unused hours being available beyond the intended date, the following steps must be taken:

- The Agency must monitor the usage of the employee's 8 ERL hours ensuring that all 8 hours are used by "7/31/2025"
- If any hours remain unused by this date, the Agency must update the original balance adjustment to reflect only the hours that were used. For example, if only 4 hours were used, the original adjustment should be updated from 8 hours to 4 hours
- If the original adjustment is not updated, the unused hours will remain in the employee's balance until the system's automatic expiration date

Important Note: A negative balance adjustment should never be used to remove unused hours.