Cardinal HCM Time and Attendance Reports Catalog

VIRGINIA DEPARTMENT OF ACCOUNTS

Revised 07/21/2025

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Revision History

Revision Date	Summary of Changes
7/21/2025	Added a new Payee Messages Query (V_TA_PAYEE_MESSAGES). Updated the screenshot for the Active TL Eligibility Query (V_TA_ELIGIBILITY_ENROLL_LIST). Updated the screenshot for the Employee Absence Adjustments Query (V_TA_ABS_ADJUSTMENTS). Updated the Run Controls screenshot for the Inactive Employee with Leave Balance Query (V_TA_BAL_FOR_INACTIVE_EMP). Updated screenshot and the search criteria for the Ineligible Forecasted Absence Events Query (V_TA_ABS_EVT_FCST_INELIG). Updated the screenshot and search criteria for the Time and Labor to Paysheet Posted Query (V_TA_TL_PAYSHEET_POSTED). Updated the search criteria, updated screenshots, and added screenshots for the DOA Leave Liability Report (RTA013).
3/12/2025	Made minor verbiage changes in the description of the Payable Time to GL Reconciliation Report.
9/9/2024	Baseline

Learning Materials and Resources

The **Cardinal Time and Attendance Reports Catalog** covers the Time & Attendance (TA) functional area. Each functional area reports catalog contains queries and reports specific to that area.

Note: Since reports and queries may be used by more than one functional area, if you do not find the report or query in your functional area reports catalog, please review the other Cardinal HCM Reports Catalogs and use the **Find** feature (ctrl F) to search that specific functional area reports catalog.

For additional information or guidance about accessing Cardinal reports and queries, please refer to the following:

- **Cardinal SW NAV225 Cardinal Reporting (HCM):** This Web Based Training (WBT) course provides training and interactive demonstrations that cover the fundamentals of how to run or access reports and queries. This course is available in **Cardinal Learning** and on the **Cardinal Website** and provides:
  - Key concepts in Cardinal HCM reporting
  - How to navigate to the Query Viewer, how to search for and run an HCM query and how to access query results online or by download
  - How to run HCM reports and how to navigate to the Report Manager and view reports

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Absence Accumulators Results Query
V_TA_ABS_ACCUM_RESULTS

REVISED: 09/15/2021

DESCRIPTION:
This query provides absence results and details for review and troubleshooting of absences. This query displays the same data AM Administrators can view on the Results by Calendar Group/Calendar pages.

This query is primarily used by Absence Management (AM) Administrators.

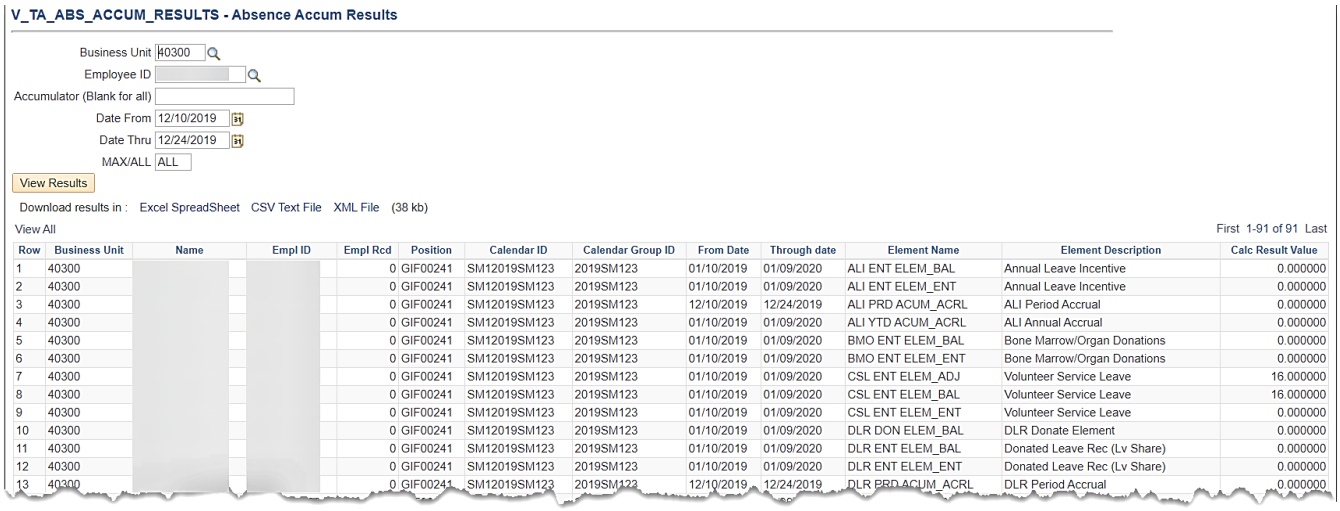
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_ABS_ACCUM_RESULTS

INPUT / SEARCH CRITERIA:
Business Unit
Employee ID
Accumulator (Blank for All)
Date From
Date Thru
MAX/ALL

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Business Unit, Employee ID, Date From** and **Date Thru** are required fields.
The **MAX** version of the calendar may be used if the calendar has been calculated more than once retroactively. The **ALL** version of the calendar shows all versions of the calendar within the date range selected.

Screenshot of the Absence Accumulators Results Query



V_TA_ABS_ACCUM_RESULTS - Absence Accum Results

Business Unit 40300
Employee ID
Accumulator (Blank for all)
Date From 12/10/2019
Date Thru 12/24/2019
MAX/ALL ALL

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (38 kb)

View All First 1-91 of 91 Last

Row	Business Unit	Name	Empl ID	Empl Rcd	Position	Calendar ID	Calendar Group ID	From Date	Through date	Element Name	Element Description	Calc Result Value
1	40300			0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	ALI ENT ELEM_BAL	Annual Leave Incentive	0.000000
2	40300			0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	ALI ENT ELEM_ENT	Annual Leave Incentive	0.000000
3	40300			0	GIF00241	SM12019SM123	2019SM123	12/10/2019	12/24/2019	ALI PRD ACUM_ACRL	ALI Period Accrual	0.000000
4	40300			0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	ALI YTD ACUM_ACRL	ALI Annual Accrual	0.000000
5	40300			0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	BMO ENT ELEM_BAL	Bone Marrow/Organ Donations	0.000000
6	40300			0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	BMO ENT ELEM_ENT	Bone Marrow/Organ Donations	0.000000
7	40300			0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	CSL ENT ELEM_ADJ	Volunteer Service Leave	16.000000
8	40300			0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	CSL ENT ELEM_BAL	Volunteer Service Leave	16.000000
9	40300			0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	CSL ENT ELEM_ENT	Volunteer Service Leave	0.000000
10	40300			0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	DLR DON ELEM_BAL	DLR Donate Element	0.000000
11	40300			0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	DLR ENT ELEM_BAL	Donated Leave Rec (Lv Share)	0.000000
12	40300			0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	DLR ENT ELEM_ENT	Donated Leave Rec (Lv Share)	0.000000
13	40300			0	GIF00241	SM12019SM123	2019SM123	12/10/2019	12/24/2019	DLR PRD ACUM_ACRL	DLR Period Accrual	0.000000

Absences Approved by Admins Query
V_TA_ABS_ADMIN_APPROVALS

REVISED: 09/15/2021

DESCRIPTION:
This query lists absences currently in approved status that were touched and/or approved via the **Absence Event** page. This query is used for auditing purposes to maintain internal controls.

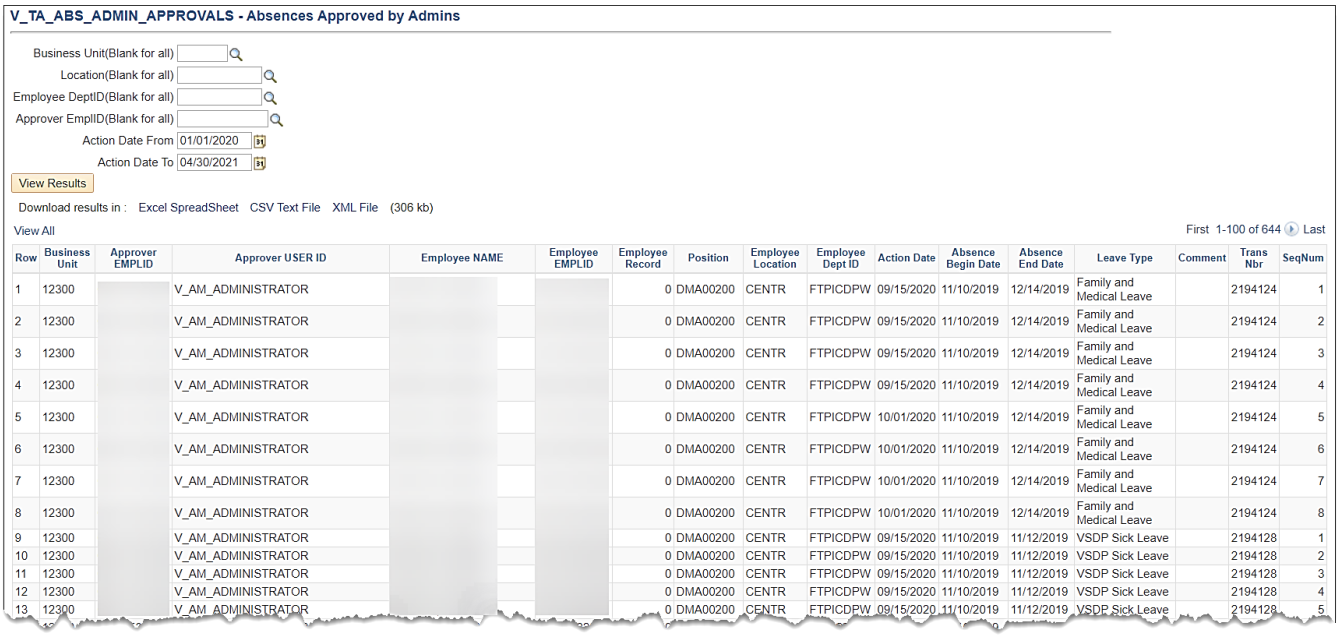
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_ABS_ADMIN_APPROVALS

INPUT / SEARCH CRITERIA:
Business Unit (Blank for all)
Location (Blank for all)
Employee Dept ID (Blank for all)
Approver Empl ID (Blank for all)
Action Date From
Action Date To

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Action Date From** and **Action Date To** are required fields. It is recommended that the **Business Unit** field always be populated, but it is not a required field.

Screenshot of the Absences Approved by Admins Query



V_TA_ABS_ADMIN_APPROVALS - Absences Approved by Admins

Business Unit(Blank for all)
Location(Blank for all)
Employee DeptID(Blank for all)
Approver EmplID(Blank for all)
Action Date From 01/01/2020
Action Date To 04/30/2021
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (306 kb)

View All

First 1-100 of 644 Last

Row	Business Unit	Approver EMPLID	Approver USER ID	Employee NAME	Employee EMPLID	Employee Record	Position	Employee Location	Employee Dept ID	Action Date	Absence Begin Date	Absence End Date	Leave Type	Comment	Trans Nbr	SeqNum
1	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	1
2	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	2
3	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	3
4	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	4
5	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	10/01/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	5
6	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	10/01/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	6
7	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	10/01/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	7
8	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	10/01/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	8
9	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	11/12/2019	VSDP Sick Leave		2194128	1
10	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	11/12/2019	VSDP Sick Leave		2194128	2
11	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	11/12/2019	VSDP Sick Leave		2194128	3
12	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	11/12/2019	VSDP Sick Leave		2194128	4
13	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	11/12/2019	VSDP Sick Leave		2194128	5

Absence Data Upload Error Query
V_TA_ABS_DATA_UPLOAD_ERROR

REVISED: 04/14/2023

DESCRIPTION:
This query displays a list of Absence Upload errors interfacing agencies encountered during the Absence Data Upload file process. This query includes the errors along with error messages for users to review and make the necessary corrections.

This same data can also be extracted by running the **Absence Data Upload Error Report (RTA674)**.

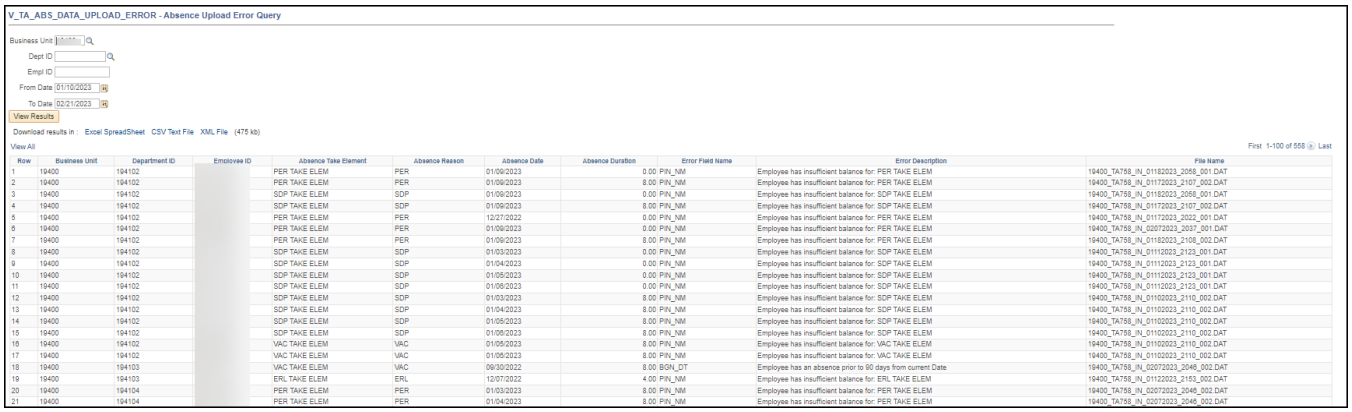
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_ABS_DATA_UPLOAD_ERROR

INPUT / SEARCH CRITERIA:
Business Unit
Dept ID
Empl ID
From Date
Thru Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Business Unit, From Date** and **Thru Date** are required fields.

Screenshot of the Absence Upload Error Query



Row	Business Unit	Department ID	Employee ID	Absence Take Element	Absence Reason	Absence Date	Absence Duration	Error Field Name	Error Description	File Name
1	19400	194102		PER TAKE ELEM	PER	01/09/2023	0.00	PIN_NM	Employee has insufficient balance for: PER TAKE ELEM	19400_TA758_IN_01182023_2058_001.DAT
2	19400	194102		PER TAKE ELEM	PER	01/09/2023	8.00	PIN_NM	Employee has insufficient balance for: PER TAKE ELEM	19400_TA758_IN_01172023_2107_002.DAT
3	19400	194102		SDP TAKE ELEM	SDP	01/09/2023	0.00	PIN_NM	Employee has insufficient balance for: SDP TAKE ELEM	19400_TA758_IN_01182023_2058_001.DAT
4	19400	194102		SDP TAKE ELEM	SDP	01/09/2023	8.00	PIN_NM	Employee has insufficient balance for: SDP TAKE ELEM	19400_TA758_IN_01172023_2107_002.DAT
5	19400	194102		PER TAKE ELEM	PER	12/27/2022	0.00	PIN_NM	Employee has insufficient balance for: PER TAKE ELEM	19400_TA758_IN_01172023_2022_001.DAT
6	19400	194102		PER TAKE ELEM	PER	01/09/2023	0.00	PIN_NM	Employee has insufficient balance for: PER TAKE ELEM	19400_TA758_IN_02072023_2037_001.DAT
7	19400	194102		PER TAKE ELEM	PER	01/09/2023	8.00	PIN_NM	Employee has insufficient balance for: PER TAKE ELEM	19400_TA758_IN_01182023_2108_002.DAT
8	19400	194102		SDP TAKE ELEM	SDP	01/03/2023	0.00	PIN_NM	Employee has insufficient balance for: SDP TAKE ELEM	19400_TA758_IN_01112023_2123_001.DAT
9	19400	194102		SDP TAKE ELEM	SDP	01/04/2023	0.00	PIN_NM	Employee has insufficient balance for: SDP TAKE ELEM	19400_TA758_IN_01112023_2123_001.DAT
10	19400	194102		SDP TAKE ELEM	SDP	01/05/2023	0.00	PIN_NM	Employee has insufficient balance for: SDP TAKE ELEM	19400_TA758_IN_01112023_2123_001.DAT
11	19400	194102		SDP TAKE ELEM	SDP	01/06/2023	0.00	PIN_NM	Employee has insufficient balance for: SDP TAKE ELEM	19400_TA758_IN_01112023_2123_001.DAT
12	19400	194102		SDP TAKE ELEM	SDP	01/03/2023	8.00	PIN_NM	Employee has insufficient balance for: SDP TAKE ELEM	19400_TA758_IN_01102023_2110_002.DAT
13	19400	194102		SDP TAKE ELEM	SDP	01/04/2023	8.00	PIN_NM	Employee has insufficient balance for: SDP TAKE ELEM	19400_TA758_IN_01102023_2110_002.DAT
14	19400	194102		SDP TAKE ELEM	SDP	01/05/2023	8.00	PIN_NM	Employee has insufficient balance for: SDP TAKE ELEM	19400_TA758_IN_01102023_2110_002.DAT
15	19400	194102		SDP TAKE ELEM	SDP	01/06/2023	8.00	PIN_NM	Employee has insufficient balance for: SDP TAKE ELEM	19400_TA758_IN_01102023_2110_002.DAT
16	19400	194102		VAC TAKE ELEM	VAC	01/05/2023	8.00	PIN_NM	Employee has insufficient balance for: VAC TAKE ELEM	19400_TA758_IN_01102023_2110_002.DAT
17	19400	194102		VAC TAKE ELEM	VAC	01/06/2023	8.00	PIN_NM	Employee has insufficient balance for: VAC TAKE ELEM	19400_TA758_IN_01102023_2110_002.DAT
18	19400	194103		VAC TAKE ELEM	VAC	09/30/2022	8.00	BGN_DT	Employee has an absence prior to 90 days from current Date	19400_TA758_IN_02072023_2046_002.DAT
19	19400	194103		ERL TAKE ELEM	ERL	12/07/2022	4.00	PIN_NM	Employee has insufficient balance for: ERL TAKE ELEM	19400_TA758_IN_01122023_2153_002.DAT
20	19400	194104		PER TAKE ELEM	PER	01/03/2023	8.00	PIN_NM	Employee has insufficient balance for: PER TAKE ELEM	19400_TA758_IN_02072023_2046_002.DAT
21	19400	194104		PER TAKE ELEM	PER	01/04/2023	8.00	PIN_NM	Employee has insufficient balance for: PER TAKE ELEM	19400_TA758_IN_02072023_2046_002.DAT

Active TL Eligibility Query
V_TA_ELIGIBILITY_ENROLL_LIST

REVISED: 07/21/2025

DESCRIPTION:
This query displays employees' shift differential, commuter and overtime leave eligibility, and provides details to allow Administrators to take the appropriate action to verify and/or correct COVA eligibility enrollment.

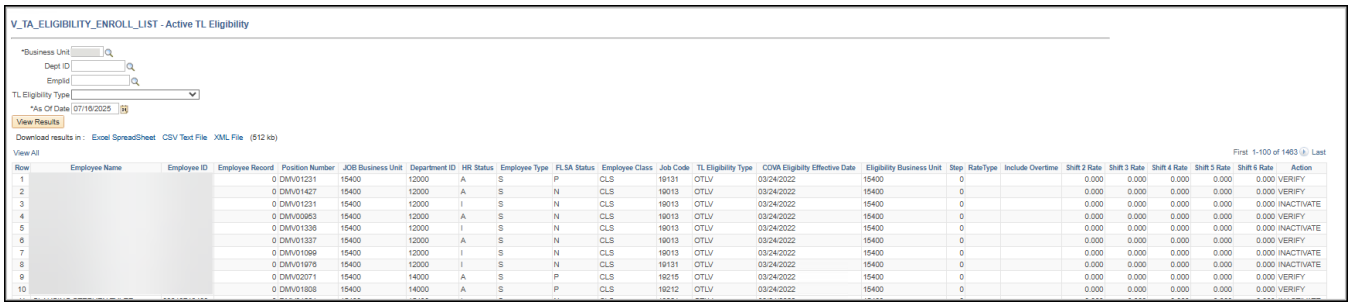
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_ELIGIBILITY_ENROLL_LIST

INPUT / SEARCH CRITERIA:
Business Unit
Dept ID
Empl ID
TL Eligibility Type
As Of Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Business Unit** and **As Of Date** are required fields. The **As Of Date** is the effective date of the eligibility data.

Screenshot of the Active TL Eligibility Query



Row	Employee Name	Employee ID	Employee Record	Position Number	JOB Business Unit	Department ID	HR Status	Employee Type	FLSA Status	Employee Class	Job Code	TL Eligibility Type	COVA Eligibilty Effective Date	Eligibility Business Unit	Step	RateType	Include Overtime	Shift 2 Rate	Shift 3 Rate	Shift 4 Rate	Shift 5 Rate	Shift 6 Rate	Action
1			0	DMV01231	15400	12000	A	S	P	CLS	19131	OTLV	03/24/2022	15400	0			0.000	0.000	0.000	0.000	0.000	VERIFY
2			0	DMV01427	15400	12000	A	S	N	CLS	19013	OTLV	03/24/2022	15400	0			0.000	0.000	0.000	0.000	0.000	VERIFY
3			0	DMV01231	15400	12000	I	S	N	CLS	19013	OTLV	03/24/2022	15400	0			0.000	0.000	0.000	0.000	0.000	INACTIVATE
4			0	DMV00953	15400	12000	A	S	N	CLS	19013	OTLV	03/24/2022	15400	0			0.000	0.000	0.000	0.000	0.000	VERIFY
5			0	DMV01336	15400	12000	I	S	N	CLS	19013	OTLV	03/24/2022	15400	0			0.000	0.000	0.000	0.000	0.000	INACTIVATE
6			0	DMV01337	15400	12000	A	S	N	CLS	19013	OTLV	03/24/2022	15400	0			0.000	0.000	0.000	0.000	0.000	VERIFY
7			0	DMV01099	15400	12000	I	S	N	CLS	19013	OTLV	03/24/2022	15400	0			0.000	0.000	0.000	0.000	0.000	INACTIVATE
8			0	DMV01976	15400	12000	I	S	N	CLS	19131	OTLV	03/24/2022	15400	0			0.000	0.000	0.000	0.000	0.000	INACTIVATE
9			0	DMV02071	15400	14000	A	S	P	CLS	19215	OTLV	03/24/2022	15400	0			0.000	0.000	0.000	0.000	0.000	VERIFY
10			0	DMV01808	15400	14000	A	S	P	CLS	19212	OTLV	03/24/2022	15400	0			0.000	0.000	0.000	0.000	0.000	VERIFY

Cancelled/Error Time Entry Upload Query
V_TA_CAN_ERR_TIME_UPLOAD

REVISED: 7/8/2022

DESCRIPTION:
This query provides interfaced time data transactions in error or transactions that were cancelled from the Time Entry Upload Review page. This query can be run one of two ways. The query can be run using the Run Control value of “CAN” to view a list of all transactions cancelled from the Time Entry Upload Review page. The query can also be run using the Run Control value of “ERR” to view all errors from the Time Entry Upload process.

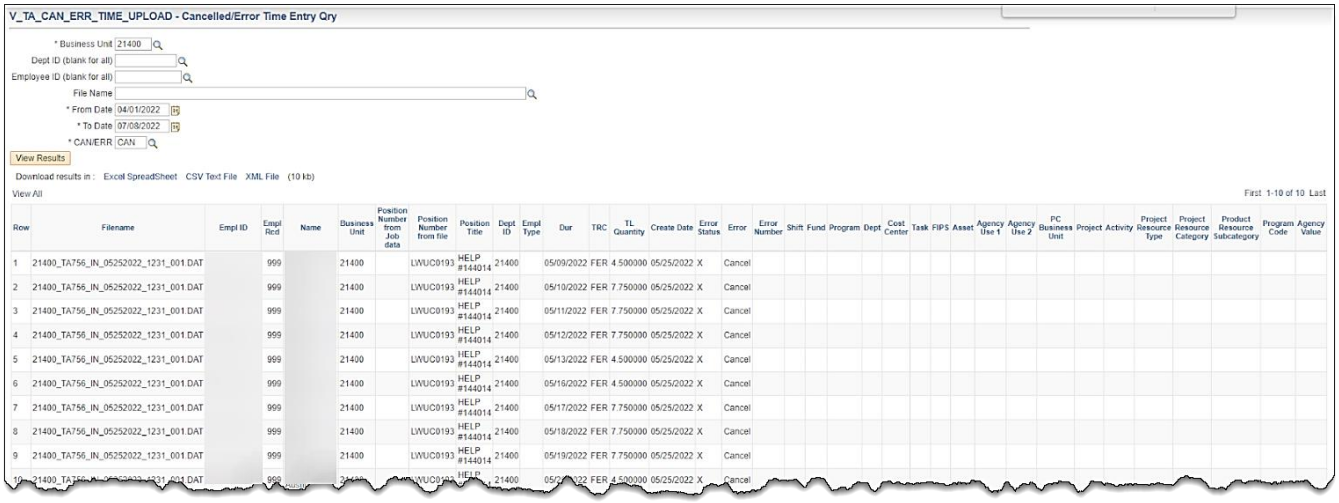
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_CAN_ERR_TIME_UPLOAD

INPUT / SEARCH CRITERIA:
Business Unit
Dept ID (blank for all)
Employee ID (blank for all)
File Name
From Date
To Date
CAN/ERR

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Business Unit, From/To Date**, and **CAN/ERR** are required fields.

Screenshot of the Cancelled/Error Time Entry Upload Query



Row	Filename	Empl ID	Empl Rcd	Name	Business Unit	Position Number from Job data	Position Number from file	Position Title	Dept ID	Empl Type	Dur	TRC	TL Quantity	Create Date	Error Status	Error	Error Number	Shift	Fund	Program	Dept	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Project Resource Type	Project Resource Category	Product Resource Subcategory	Program Code	Agency Value
1	21400_TA756_IN_05252022_1231_001.DAT		999		21400		LWUC0193	HELP #144014	21400		05/09/2022	FER	4.500000	05/25/2022	X	Cancel																			
2	21400_TA756_IN_05252022_1231_001.DAT		999		21400		LWUC0193	HELP #144014	21400		05/10/2022	FER	7.750000	05/25/2022	X	Cancel																			
3	21400_TA756_IN_05252022_1231_001.DAT		999		21400		LWUC0193	HELP #144014	21400		05/11/2022	FER	7.750000	05/25/2022	X	Cancel																			
4	21400_TA756_IN_05252022_1231_001.DAT		999		21400		LWUC0193	HELP #144014	21400		05/12/2022	FER	7.750000	05/25/2022	X	Cancel																			
5	21400_TA756_IN_05252022_1231_001.DAT		999		21400		LWUC0193	HELP #144014	21400		05/13/2022	FER	4.500000	05/25/2022	X	Cancel																			
6	21400_TA756_IN_05252022_1231_001.DAT		999		21400		LWUC0193	HELP #144014	21400		05/16/2022	FER	4.500000	05/25/2022	X	Cancel																			
7	21400_TA756_IN_05252022_1231_001.DAT		999		21400		LWUC0193	HELP #144014	21400		05/17/2022	FER	7.750000	05/25/2022	X	Cancel																			
8	21400_TA756_IN_05252022_1231_001.DAT		999		21400		LWUC0193	HELP #144014	21400		05/18/2022	FER	7.750000	05/25/2022	X	Cancel																			
9	21400_TA756_IN_05252022_1231_001.DAT		999		21400		LWUC0193	HELP #144014	21400		05/19/2022	FER	7.750000	05/25/2022	X	Cancel																			
10	21400_TA756_IN_05252022_1231_001.DAT		999		21400		LWUC0193	HELP [illegible]	21400		05/[illegible]/2022	FER	4.500000	05/25/2022	X	Cancel																			

Comp Plan Criteria Query
V_TA_COMP_PLAN_CRITERIA

REVISED: 05/15/2023

DESCRIPTION:
This query displays agency criteria used by Cardinal to enroll employees in the appropriate Comp Plans. This query includes the following fields for each Comp Plan based on the As of Date selected: Priority, Business Unit, Department ID, HR Status, Employee Type, FLSA Status, Pay Group, Job Code, Salary Grade, Employee Class, Absence System, OT Leave Eligible, Time Reporter Status, Comp Plan Enrollment Status.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_COMP_PLAN_CRITERIA

INPUT / SEARCH CRITERIA:	**OUTPUT FORMAT:**
Business Unit	HTML
As of Date	Excel

ADDITIONAL INFORMATION:
The **Business Unit** and **As of Date** are required fields.

Screenshot of the Comp Plan Criteria Query

V_TA_COMP_PLAN_CRITERIA - Comp Plan Criteria Query

Business Unit 30100

As Of Date 05/15/2023

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (31 kb)

View All

First 1-58 of 58 Last

Row	Priority	Business Unit	Department ID	HR Status	Employee Type	FLSA Status	Pay Group	Job Code	Salary Grade	Employee Class	Absence System	OT Leave Eligible	Time Reporter Status	Comp Plan Enrollment Status	Comp Plan
1	645	30100	33300	Active	Salaried		SM1	59131					Active	Active	PAID-CALHP
2	645	30100	33300	Active	Salaried		SM1	59132					Active	Active	PAID-CALHP
3	645	30100	33300	Active	Salaried		NS1	59132					Active	Active	PAID-CALHP
4	645	30100	33300	Active	Salaried		NS1	59131					Active	Active	PAID-CALHP
5	650	30100	99999	Active	Salaried	Nonexempt	SM1						Active	Active	PAID-OVS
6	650	30100	99999	Active	Salaried	Nonexempt	NS1						Active	Active	PAID-OVS
7	650	30100	99999	Active	Salaried	Nonexempt	SM1				Absence Management		Active	Inactive	OT_LEAVE
8	650	30100	99999	Active	Salaried	Nonexempt	NS1				Absence Management		Active	Inactive	OT_LEAVE
9	660	30100	99999	Active	Salaried		SM1						Active	Inactive	PAID-OVS
10	660	30100	99999	Active	Salaried		NS1						Active	Inactive	PAID-OVS
11	900	STATE	99999	Active	Salaried		MTH				Other		Active	Inactive	EARNOT-OCS
12	900	STATE	99999	Active	Salaried	Nonexempt	MTH				Other		Active	Inactive	EARNOT-OCT
13	900	STATE	99999	Active	Salaried		MTH				Other		Active	Inactive	NONPROD_PD
14	900	STATE	99999	Active	Salaried		MTH				Other		Active	Inactive	NONPROD_RQ
15	945	STATE	99999	Active	Hourly	Nonexempt	WK1						Active	Inactive	PAID-OVT
16	945	STATE	99999	Active	Salaried	Nonexempt					Absence Management		Active	Active	OT_LEAVE
17	950	STATE	99999	Active	Hourly	Nonexempt							Active	Inactive	PAID-OVS
18	950	STATE	99999	Active	Hourly	Nonexempt							Active	Active	PAID-OVT
19	950	STATE	99999	Active	Salaried						Other		Active	Active	NONPROD_RQ
20	950	STATE	99999	Active	Salaried						Other		Active	Active	NONPROD_PD
21	950	STATE	99999	Active	Salaried						Other		Active	Active	EARNOT-OCS
22	950	STATE	99999	Active	Salaried						Absence Management		Active	Active	COMP_LEAVE
23	950	STATE	99999	Active	Salaried						Absence Management		Active	Active	CARDINAL
24	950	STATE	99999	Active	Salaried	Nonexempt							Active	Active	PAID-OVT
25	950	STATE	99999	Active	Salaried	Nonexempt							Active	Active	PAID-OVS
26	950	STATE	99999	Active	Salaried	Nonexempt					Other		Active	Active	EARNOT-OCT
27	955	STATE	99999	Active	Salaried						Absence Management	Yes	Active	Active	OT_LEAVE
28	960	STATE	99999	Active	Hourly					RJG			Active	Inactive	PAID-OVS
29	960	STATE	99999	Active	Hourly					SJG			Active	Inactive	PAID-OVS
30	960	STATE	99999	Active	Hourly					FAC			Active	Inactive	PAID-OVS
31	965	STATE	99999	Active	Hourly		WK1						Active	Inactive	PAID-OVS
32	969	STATE	99999	Active	Salaried								Active	Inactive	PAID-OVS
33	969	STATE	99999	Active	Hourly								Active	Active	PAID-OVS
34	999	STATE	99999	Active									Active	Inactive	COMP_LEAVE
35	999	STATE	99999	Active									Active	Inactive	EARNAM-CAL
36	999	STATE	99999	Active									Active	Inactive	EARNAM-ECS
37	999	STATE	99999	Active									Active	Inactive	EARNAM-ECT
38	999	STATE	99999	Active									Active	Inactive	EARNAM-ONC
39	999	STATE	99999	Active									Active	Inactive	EARNOT-CAL
40	999	STATE	99999	Active									Active	Inactive	EARNOT-ECS
41	999	STATE	99999	Active									Active	Inactive	EARNOT-ECT
42	999	STATE	99999	Active									Active	Inactive	EARNOT-OCS
43	999	STATE	99999	Active									Active	Inactive	EARNOT-OCT
44	999	STATE	99999	Active									Active	Inactive	EARNOT-ONC
45	999	STATE	99999	Active									Active	Inactive	NONPROD_PD
46	999	STATE	99999	Active									Active	Inactive	PAID-EOT
47	999	STATE	99999	Active									Active	Inactive	PAID-EOS
48	999	STATE	99999	Active									Active	Inactive	PAID-CALHP
49	999	STATE	99999	Active									Active	Inactive	OT_LEAVE
50	999	STATE	99999	Active									Active	Inactive	NONPROD_RQ
51	999	STATE	99999	Active									Active	Inactive	CARDINAL
52	999	STATE	99999	Active									Active	Inactive	AMNT-ONCS$
53	999	STATE	99999	Active									Active	Inactive	AMNT-MEDS$
54	999	STATE	99999	Active									Active	Inactive	AMNT-DIFS$
55	999	STATE	99999	Active									Active	Inactive	AMNT-CALS$
56	999	STATE	99999	Active									Active	Inactive	PAID-OVT
57	999	STATE	99999	Active									Active	Inactive	PAID-ONCHP
58	999	STATE	99999	Active									Active	Inactive	PAID-OVS

Comp Plan Enrollment Audit Query
V_TA_COMP_PLAN_ENROLL_AUDIT

REVISED: 09/15/2021

DESCRIPTION:
This query displays changes to an employee's enrollment record and shows who and when updates were made to the employee's compensation plan enrollment.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_COMP_PLAN_ENROLL_AUDIT

INPUT / SEARCH CRITERIA:

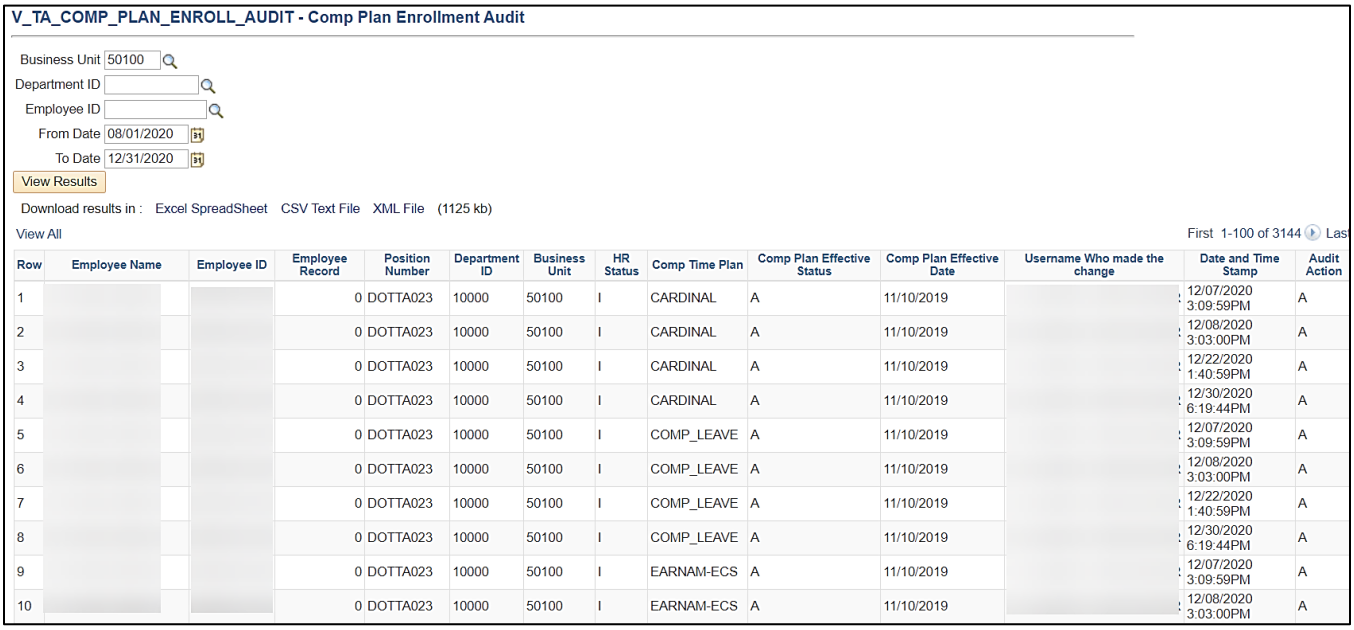
Business Unit
Department ID
Employee ID
From Date
To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:
The **Business Unit, From Date** and **To Date** are required fields. The date range is related to the audit date and time stamp. The audit action indicates the type of action, e.g., add, delete, or changes.

Screenshot of the Comp Plan Enrollment Audit Query



V_TA_COMP_PLAN_ENROLL_AUDIT - Comp Plan Enrollment Audit

Business Unit 50100
Department ID
Employee ID
From Date 08/01/2020
To Date 12/31/2020
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1125 kb)

View All First 1-100 of 3144 Last

Row	Employee Name	Employee ID	Employee Record	Position Number	Department ID	Business Unit	HR Status	Comp Time Plan	Comp Plan Effective Status	Comp Plan Effective Date	Username Who made the change	Date and Time Stamp	Audit Action
1			0	DOTTA023	10000	50100	I	CARDINAL	A	11/10/2019		12/07/2020 3:09:59PM	A
2			0	DOTTA023	10000	50100	I	CARDINAL	A	11/10/2019		12/08/2020 3:03:00PM	A
3			0	DOTTA023	10000	50100	I	CARDINAL	A	11/10/2019		12/22/2020 1:40:59PM	A
4			0	DOTTA023	10000	50100	I	CARDINAL	A	11/10/2019		12/30/2020 6:19:44PM	A
5			0	DOTTA023	10000	50100	I	COMP_LEAVE	A	11/10/2019		12/07/2020 3:09:59PM	A
6			0	DOTTA023	10000	50100	I	COMP_LEAVE	A	11/10/2019		12/08/2020 3:03:00PM	A
7			0	DOTTA023	10000	50100	I	COMP_LEAVE	A	11/10/2019		12/22/2020 1:40:59PM	A
8			0	DOTTA023	10000	50100	I	COMP_LEAVE	A	11/10/2019		12/30/2020 6:19:44PM	A
9			0	DOTTA023	10000	50100	I	EARNAM-ECS	A	11/10/2019		12/07/2020 3:09:59PM	A
10			0	DOTTA023	10000	50100	I	EARNAM-ECS	A	11/10/2019		12/08/2020 3:03:00PM	A

Donated Leave Usage Query
V_TA_DONATED_LEAVE

REVISED: 09/15/2021

DESCRIPTION:
This query lists donated leave hours for employees. This query displays leave donation taken (DLR) during a specified pay period (or multiple pay periods). The query displays the current balance of donated leave as of the leave period end date, the donated leave used within the leave period, and all regular time reported by an employee with a balance of donated leave.

The query can be run by Employee ID or Department ID for a specified beginning and ending date range. If the dates entered in the prompts do not reflect an actual Leave period, the dates are adjusted to include the whole Leave period(s) in which the beginning and ending dates fall. For example, using dates from 4/15/xxxx to 5/01/xxxx displays information relating to Leave Period 4/10/xxxx through 5/9/xxxx. In this example, information from two leave periods will be included in the query results.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_DONATED_LEAVE

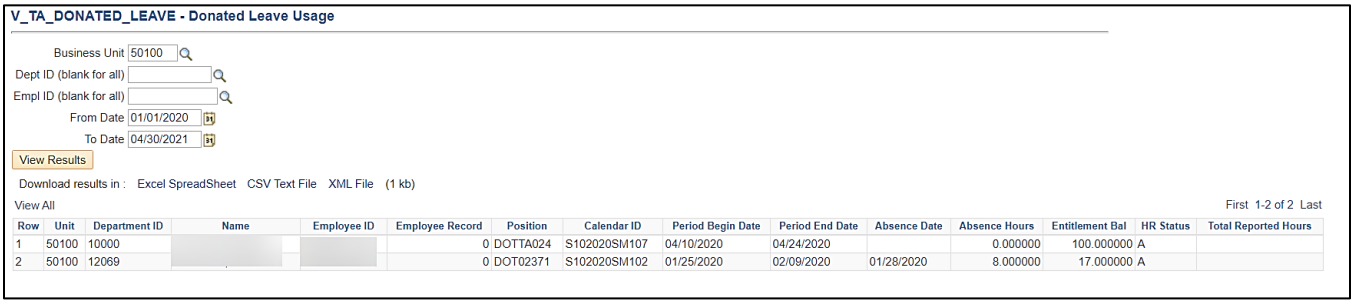
INPUT / SEARCH CRITERIA:
Business Unit
Dept ID (blank for all)
Empl ID (blank for all)
From Date
To Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Business Unit, From Date** and **To Date** are required fields.

If regular time is reported, this indicates that an employee has returned to work and may no longer be eligible to have a balance of donated leave if they worked every day of the pay period. Reported time displays even if the employee took only partial days during the pay period, e.g., an employee reporting time at the beginning of the period but still taking leave donations the rest of the period.

Screenshot of the Donated Leave Usage Query



Row	Unit	Department ID	Name	Employee ID	Employee Record	Position	Calendar ID	Period Begin Date	Period End Date	Absence Date	Absence Hours	Entitlement Bal	HR Status	Total Reported Hours
1	50100	10000			0	DOTTA024	S102020SM107	04/10/2020	04/24/2020		0.000000	100.000000	A	
2	50100	12069			0	DOT02371	S102020SM102	01/25/2020	02/09/2020	01/28/2020	8.000000	17.000000	A	

Emergency Overtime Meals Query
V_TA_OT_MEAL

REVISED: 09/15/2021

DESCRIPTION:
This query displays both scheduled and non-scheduled workdays for which emergency overtime (OT) and/or emergency comp time is recorded to determine overtime meal eligibility and calculations.

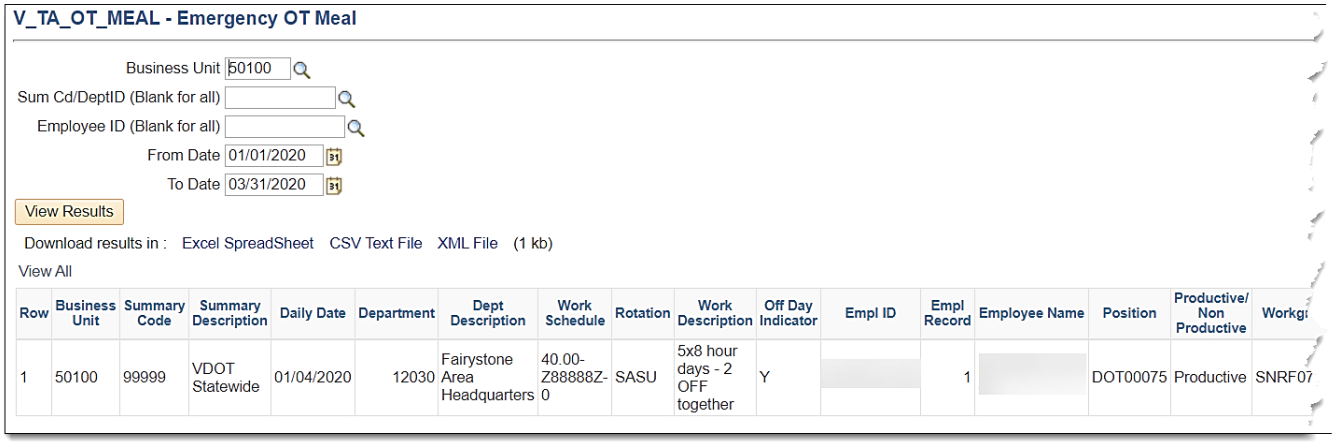
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_OT_MEAL

INPUT / SEARCH CRITERIA:
Business Unit
Sum Cd/Dept ID (Blank for all)
Employee ID (Blank for all)
From Date
To Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Business Unit, From Date** and **To Date** are required fields.

Screenshot of the Emergency Overtime Meals Query

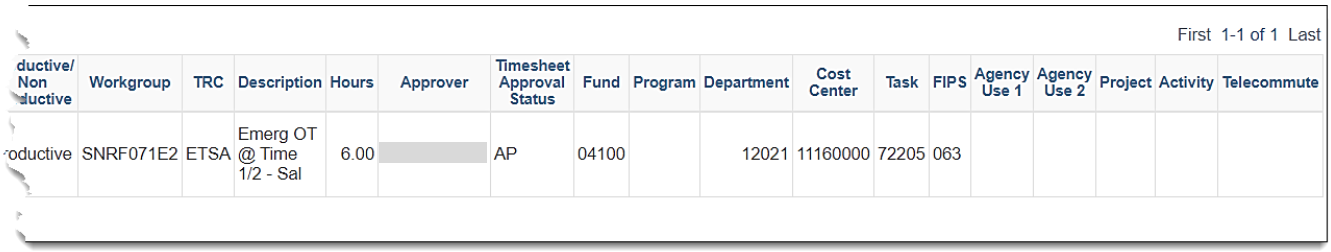


V_TA_OT_MEAL - Emergency OT Meal

Business Unit 50100
Sum Cd/DeptID (Blank for all)
Employee ID (Blank for all)
From Date 01/01/2020
To Date 03/31/2020
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)
View All

Row	Business Unit	Summary Code	Summary Description	Daily Date	Department	Dept Description	Work Schedule	Rotation	Work Description	Off Day Indicator	Empl ID	Empl Record	Employee Name	Position	Productive/ Non Productive	Workgr
1	50100	99999	VDOT Statewide	01/04/2020	12030	Fairystone Area Headquarters	40.00-Z88888Z-0	SASU	5x8 hour days - 2 OFF together	Y		1		DOT00075	Productive	SNRF07

Screenshot of the Emergency Overtime Meals Query (scrolled right)



First 1-1 of 1 Last

ductive/ Non ductive	Workgroup	TRC	Description	Hours	Approver	Timesheet Approval Status	Fund	Program	Department	Cost Center	Task	FIPS	Agency Use 1	Agency Use 2	Project	Activity	Telecommute
oductive	SNRF071E2	ETSA	Emerg OT @ Time 1/2 - Sal	6.00		AP	04100		12021	11160000	72205	063					

Employee Absence Adjustments Query
V_TA_ABS_ADJUSTMENTS

REVISED: 07/21/2025

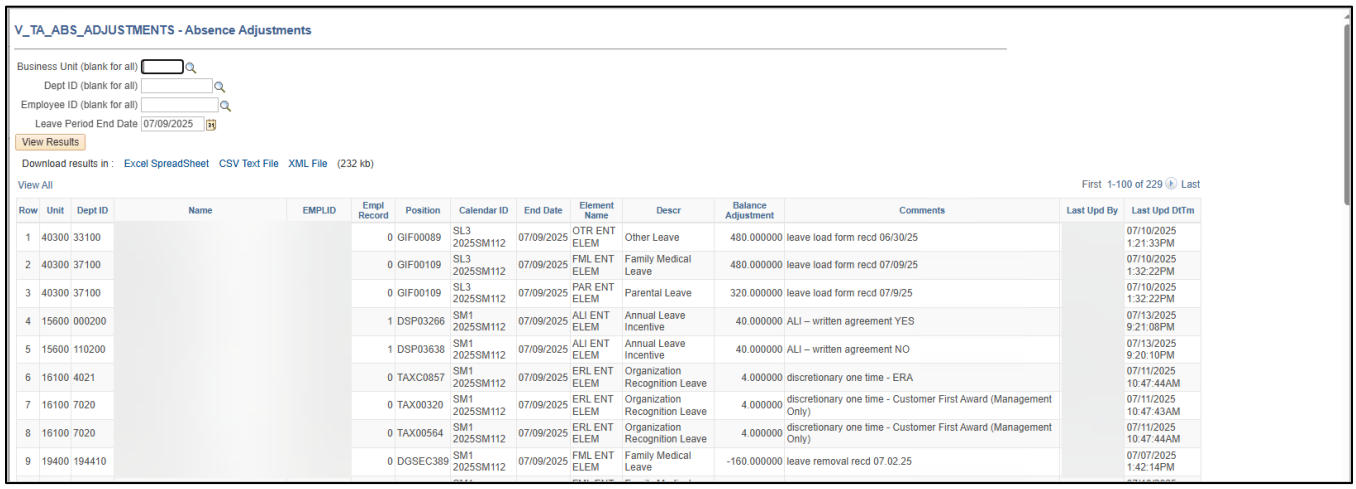
DESCRIPTION:
This query displays absence balance adjustment transaction data including employee identification information, absence calendar information, absence adjustment type and amount, and date and time of the update.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_ABS_ADJUSTMENTS

INPUT / SEARCH CRITERIA:
Business Unit
Dept ID (blank for all)
Employee ID (blank for all)
Leave Period End Date

OUTPUT FORMAT:
HTML
Excel

Screenshot of the Employee Absence Adjustments Query



V_TA_ABS_ADJUSTMENTS - Absence Adjustments

Business Unit (blank for all)
Dept ID (blank for all)
Employee ID (blank for all)
Leave Period End Date 07/09/2025
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (232 kb)
View All
First 1-100 of 229 Last

Row	Unit	Dept ID	Name	EMPLID	Empl Record	Position	Calendar ID	End Date	Element Name	Descr	Balance Adjustment	Comments	Last Upd By	Last Upd DtTm
1	40300	33100			0	GIF00089	SL3 2025SM112	07/09/2025	OTR ENT ELEM	Other Leave	480.000000	leave load form recd 06/30/25		07/10/2025 1:21:33PM
2	40300	37100			0	GIF00109	SL3 2025SM112	07/09/2025	FML ENT ELEM	Family Medical Leave	480.000000	leave load form recd 07/09/25		07/10/2025 1:32:22PM
3	40300	37100			0	GIF00109	SL3 2025SM112	07/09/2025	PAR ENT ELEM	Parental Leave	320.000000	leave load form recd 07/9/25		07/10/2025 1:32:22PM
4	15600	000200			1	DSP03266	SM1 2025SM112	07/09/2025	ALI ENT ELEM	Annual Leave Incentive	40.000000	ALI – written agreement YES		07/13/2025 9:21:08PM
5	15600	110200			1	DSP03638	SM1 2025SM112	07/09/2025	ALI ENT ELEM	Annual Leave Incentive	40.000000	ALI – written agreement NO		07/13/2025 9:20:10PM
6	16100	4021			0	TAXC0857	SM1 2025SM112	07/09/2025	ERL ENT ELEM	Organization Recognition Leave	4.000000	discretionary one time - ERA		07/11/2025 10:47:44AM
7	16100	7020			0	TAX00320	SM1 2025SM112	07/09/2025	ERL ENT ELEM	Organization Recognition Leave	4.000000	discretionary one time - Customer First Award (Management Only)		07/11/2025 10:47:43AM
8	16100	7020			0	TAX00564	SM1 2025SM112	07/09/2025	ERL ENT ELEM	Organization Recognition Leave	4.000000	discretionary one time - Customer First Award (Management Only)		07/11/2025 10:47:44AM
9	19400	194410			0	DGSEC389	SM1 2025SM112	07/09/2025	FML ENT ELEM	Family Medical Leave	-160.000000	leave removal recd 07.02.25		07/07/2025 1:42:14PM

Employee Comp Plan Details
V_TA_COMP_PLAN_ENROLLMENTS

REVISED: 05/15/2023

DESCRIPTION:
This query displays the Comp Plan information for each employee based on the As of Date selected and includes the following fields: Name, Employee ID, Employee Record, Position Number, HR Status, Employee Type, Employee Class, Pay Group, Business Unit, Department ID, Job Code, FLSA Status, Salary Grade, OT Leave Eligibility, Time Reporter Status, Comp Plan Bypass Indicator, and Comp Plan Enrollment Status for each Comp Plan assigned to an employee.

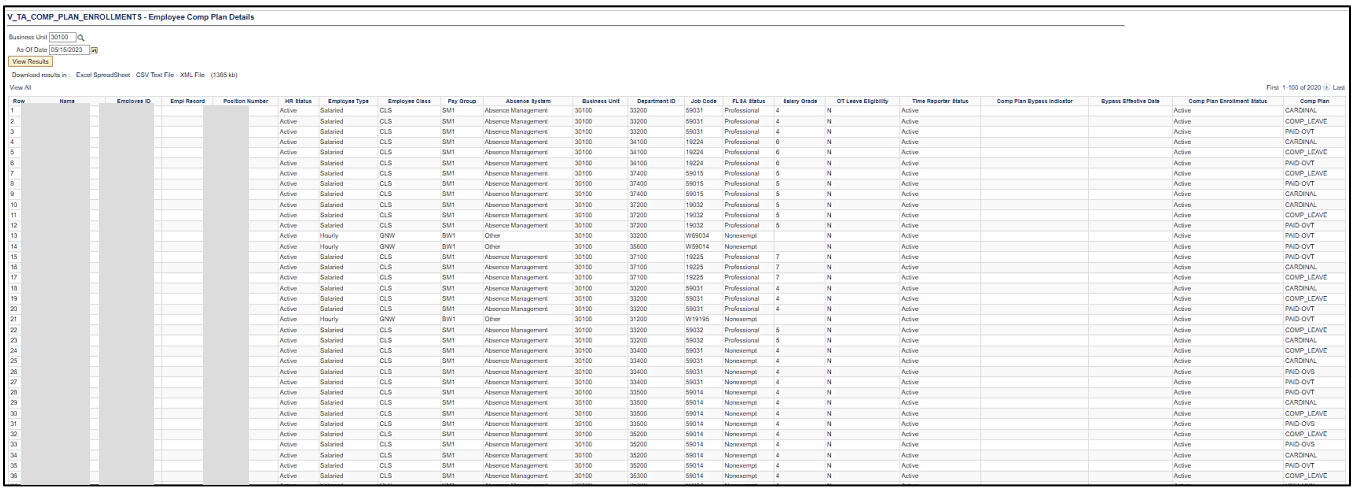
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_COMP_PLAN_ENROLLMENTS

INPUT / SEARCH CRITERIA:
Business Unit
As of Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Business Unit** and **As of Date** are required fields.

Screenshot of the Employee Comp Plan Details



V_TA_COMP_PLAN_ENROLLMENTS - Employee Comp Plan Details

Business Unit 30100
As Of Date 05/15/2023
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (1385 kb)
View All
First 1-100 of 2020 Last

Row	Name	Employee ID	Empl Record	Position Number	HR Status	Employee Type	Employee Class	Pay Group	Absence System	Business Unit	Department ID	Job Code	FLSA Status	Salary Grade	OT Leave Eligibility	Time Reporter Status	Comp Plan Bypass Indicator	Bypass Effective Date	Comp Plan Enrollment Status	Comp Plan
1					Active	Salaried	CLS	SM1	Absence Management	30100	33200	59031	Professional	4	N	Active			Active	CARDINAL
2					Active	Salaried	CLS	SM1	Absence Management	30100	33200	59031	Professional	4	N	Active			Active	COMP_LEAVE
3					Active	Salaried	CLS	SM1	Absence Management	30100	33200	59031	Professional	4	N	Active			Active	PAID-OVT
4					Active	Salaried	CLS	SM1	Absence Management	30100	34100	19224	Professional	6	N	Active			Active	CARDINAL
5					Active	Salaried	CLS	SM1	Absence Management	30100	34100	19224	Professional	6	N	Active			Active	COMP_LEAVE
6					Active	Salaried	CLS	SM1	Absence Management	30100	34100	19224	Professional	6	N	Active			Active	PAID-OVT
7					Active	Salaried	CLS	SM1	Absence Management	30100	37400	59015	Professional	5	N	Active			Active	COMP_LEAVE
8					Active	Salaried	CLS	SM1	Absence Management	30100	37400	59015	Professional	5	N	Active			Active	PAID-OVT
9					Active	Salaried	CLS	SM1	Absence Management	30100	37400	59015	Professional	5	N	Active			Active	CARDINAL
10					Active	Salaried	CLS	SM1	Absence Management	30100	37200	19032	Professional	5	N	Active			Active	CARDINAL
11					Active	Salaried	CLS	SM1	Absence Management	30100	37200	19032	Professional	5	N	Active			Active	COMP_LEAVE
12					Active	Salaried	CLS	SM1	Absence Management	30100	37200	19032	Professional	5	N	Active			Active	PAID-OVT
13					Active	Hourly	GNW	SW1	Other	30100	33200	W69034	Nonexempt		N	Active			Active	PAID-OVT
14					Active	Hourly	GNW	SW1	Other	30100	35600	W99014	Nonexempt		N	Active			Active	PAID-OVT
15					Active	Salaried	CLS	SM1	Absence Management	30100	37100	19225	Professional	7	N	Active			Active	PAID-OVT
16					Active	Salaried	CLS	SM1	Absence Management	30100	37100	19225	Professional	7	N	Active			Active	CARDINAL
17					Active	Salaried	CLS	SM1	Absence Management	30100	37100	19225	Professional	7	N	Active			Active	COMP_LEAVE
18					Active	Salaried	CLS	SM1	Absence Management	30100	33200	59031	Professional	4	N	Active			Active	CARDINAL
19					Active	Salaried	CLS	SM1	Absence Management	30100	33200	59031	Professional	4	N	Active			Active	COMP_LEAVE
20					Active	Salaried	CLS	SM1	Absence Management	30100	33200	59031	Professional	4	N	Active			Active	PAID-OVT
21					Active	Hourly	GNW	SW1	Other	30100	31200	W19195	Nonexempt		N	Active			Active	PAID-OVT
22					Active	Salaried	CLS	SM1	Absence Management	30100	33200	59032	Professional	5	N	Active			Active	COMP_LEAVE
23					Active	Salaried	CLS	SM1	Absence Management	30100	33200	59032	Professional	5	N	Active			Active	CARDINAL
24					Active	Salaried	CLS	SM1	Absence Management	30100	33400	59031	Nonexempt	4	N	Active			Active	COMP_LEAVE
25					Active	Salaried	CLS	SM1	Absence Management	30100	33400	59031	Nonexempt	4	N	Active			Active	CARDINAL
26					Active	Salaried	CLS	SM1	Absence Management	30100	33400	59031	Nonexempt	4	N	Active			Active	PAID-OVS
27					Active	Salaried	CLS	SM1	Absence Management	30100	33400	59031	Nonexempt	4	N	Active			Active	PAID-OVT
28					Active	Salaried	CLS	SM1	Absence Management	30100	33500	59014	Nonexempt	4	N	Active			Active	PAID-OVT
29					Active	Salaried	CLS	SM1	Absence Management	30100	33500	59014	Nonexempt	4	N	Active			Active	CARDINAL
30					Active	Salaried	CLS	SM1	Absence Management	30100	33500	59014	Nonexempt	4	N	Active			Active	COMP_LEAVE
31					Active	Salaried	CLS	SM1	Absence Management	30100	33500	59014	Nonexempt	4	N	Active			Active	PAID-OVS
32					Active	Salaried	CLS	SM1	Absence Management	30100	35200	59014	Nonexempt	4	N	Active			Active	COMP_LEAVE
33					Active	Salaried	CLS	SM1	Absence Management	30100	35200	59014	Nonexempt	4	N	Active			Active	PAID-OVS
34					Active	Salaried	CLS	SM1	Absence Management	30100	35200	59014	Nonexempt	4	N	Active			Active	CARDINAL
35					Active	Salaried	CLS	SM1	Absence Management	30100	35200	59014	Nonexempt	4	N	Active			Active	PAID-OVT
36					Active	Salaried	CLS	SM1	Absence Management	30100	35300	59014	Nonexempt	4	N	Active			Active	COMP_LEAVE

Employee Schedule Review Query
V_TA_SCHEDULE_REVIEW

REVISED: 09/15/2021

DESCRIPTION:
This query provides a list of time reporters that require an update to their Work Schedule. The reasons listed include employees without a schedule and those with a default schedule, salaried employees with an hourly schedule, and employees with an invalid schedule group.

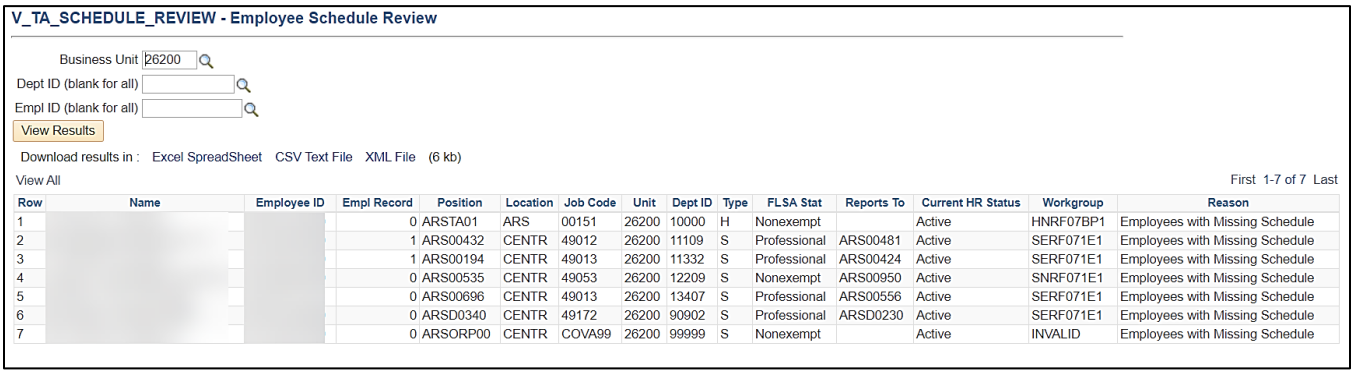
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_SCHEDULE_REVIEW

INPUT / SEARCH CRITERIA:
Business Unit
Dept ID (blank for all)
Empl ID (blank for all)

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Business Unit** field is a required field.

Screenshot of the Employee Schedule Review Query



V_TA_SCHEDULE_REVIEW - Employee Schedule Review

Business Unit 26200
Dept ID (blank for all)
Empl ID (blank for all)
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (6 kb)

View All First 1-7 of 7 Last

Row	Name	Employee ID	Empl Record	Position	Location	Job Code	Unit	Dept ID	Type	FLSA Stat	Reports To	Current HR Status	Workgroup	Reason
1			0	ARSTA01	ARS	00151	26200	10000	H	Nonexempt		Active	HNRF07BP1	Employees with Missing Schedule
2			1	ARS00432	CENTR	49012	26200	11109	S	Professional	ARS00481	Active	SERF071E1	Employees with Missing Schedule
3			1	ARS00194	CENTR	49013	26200	11332	S	Professional	ARS00424	Active	SERF071E1	Employees with Missing Schedule
4			0	ARS00535	CENTR	49053	26200	12209	S	Nonexempt	ARS00950	Active	SNRF071E1	Employees with Missing Schedule
5			0	ARS00696	CENTR	49013	26200	13407	S	Professional	ARS00556	Active	SERF071E1	Employees with Missing Schedule
6			0	ARSD0340	CENTR	49172	26200	90902	S	Professional	ARSD0230	Active	SERF071E1	Employees with Missing Schedule
7			0	ARSORP00	CENTR	COVA99	26200	99999	S	Nonexempt		Active	INVALID	Employees with Missing Schedule

Employee Time Reporter Details
V_TA_TIME_REPORTER_ENROLLMENTS

REVISED: 05/15/2023

DESCRIPTION:
This query displays the employee time reporter details for each employee based on the selected Business Unit and As of Date.

The fields included in this query are Name, Empl ID, Empl Record, Position Number, HR Status, Employee Type, Pay Grade, Absence System, AM Eligibility Group, Holiday Schedule, Business Unit, Department ID, Job Code, FLSA Status, Salary Grade, Reports To Position, Schedule ID, Shift Differential Eligibility, Commuter Imputed Elig, Time Reporter Bypass Indicator, Bypass Effective Date, Status, Workgroup, Taskgroup, Reporting Template Override, Hourly ACA Yearly Limit, FLSA Period OT Threshold and Comp Leave OT Leave Limit.

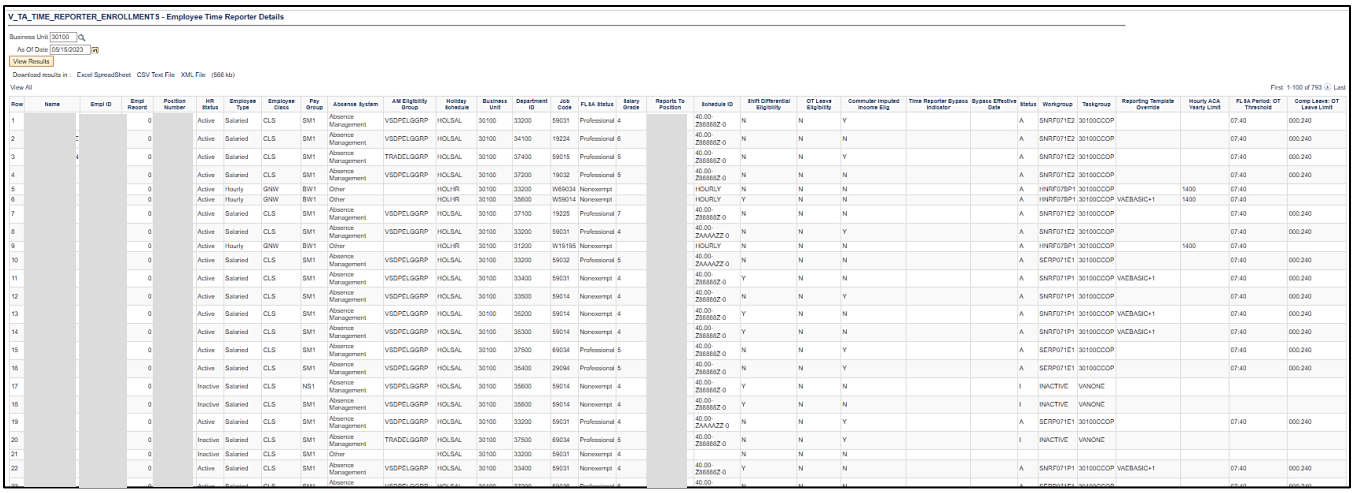
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_TIME_REPORTER_ENROLLMENTS

INPUT / SEARCH CRITERIA:
Business Unit
As of Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Business Unit** and **As of Date** are required fields.

Screenshot of the Employee Time Reporter Details



V_TA_TIME_REPORTER_ENROLLMENTS - Employee Time Reporter Details

Business Unit 30100
As Of Date 05/15/2023
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (566 kb)
View All
First 1-100 of 793 Last

Row	Name	Empl ID	Empl Record	Position Number	HR Status	Employee Type	Employee Class	Pay Group	Absense System	AM Eligibility Group	Holiday Schedule	Business Unit	Department ID	Job Code	FLSA Status	Salary Grade	Reports To Position	Schedule ID	Shift Differential Eligibility	OT Leave Eligibility	Commuter Imputed Income Elig	Time Reporter Bypass Indicator	Bypass Effective Date	Status	Workgroup	Taskgroup	Reporting Template Override	Hourly ACA Yearly Limit	FLSA Period: OT Threshold	Comp Leave: OT Leave Limit
1			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	33200	59031	Professional	4		40.00 - Z868862-0	N	N	Y			A	SNRF071E2	30100CCOP			07:40	000:240
2			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	34100	19224	Professional	6		40.00 - Z868862-0	N	N	N			A	SNRF071E2	30100CCOP			07:40	000:240
3			0		Active	Salaried	CLS	SM1	Absence Management	TRADELGGRP	HOLSAL	30100	37400	59015	Professional	5		40.00 - Z868862-0	N	N	Y			A	SNRF071E2	30100CCOP			07:40	000:240
4			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	37200	19032	Professional	5		40.00 - Z868862-0	N	N	N			A	SNRF071E2	30100CCOP			07:40	000:240
5			0		Active	Hourly	GNW	BW1	Other		HOLHR	30100	33200	W69034	Nonexempt			HOURLY	N	N	N			A	HNRF07BP1	30100CCOP		1400	07:40	
6			0		Active	Hourly	GNW	BW1	Other		HOLHR	30100	35600	W59014	Nonexempt			HOURLY	Y	N	N			A	HNRF07BP1	30100CCOP	VAEBASIC+1	1400	07:40	
7			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	37100	19225	Professional	7		40.00 - Z868862-0	N	N	N			A	SNRF071E2	30100CCOP			07:40	000:240
8			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	33200	59031	Professional	4		40.00 - ZAAAAZZ-0	N	N	Y			A	SNRF071E2	30100CCOP			07:40	000:240
9			0		Active	Hourly	GNW	BW1	Other		HOLHR	30100	31200	W19195	Nonexempt			HOURLY	N	N	N			A	HNRF07BP1	30100CCOP		1400	07:40	
10			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	33200	59032	Professional	5		40.00 - ZAAAAZZ-0	N	N	N			A	SERP071E1	30100CCOP			07:40	000:240
11			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	33400	59031	Nonexempt	4		40.00 - Z868862-0	Y	N	N			A	SNRF071P1	30100CCOP	VAEBASIC+1		07:40	000:240
12			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	33500	59014	Nonexempt	4		40.00 - Z868862-0	N	N	Y			A	SNRF071P1	30100CCOP			07:40	000:240
13			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	35200	59014	Nonexempt	4		40.00 - Z868862-0	Y	N	N			A	SNRF071P1	30100CCOP	VAEBASIC+1		07:40	000:240
14			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	35300	59014	Nonexempt	4		40.00 - Z868862-0	Y	N	N			A	SNRF071P1	30100CCOP	VAEBASIC+1		07:40	000:240
15			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	37500	69034	Professional	5		40.00 - Z868862-0	N	N	Y			A	SERP071E1	30100CCOP			07:40	000:240
16			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	35400	29094	Professional	5		40.00 - Z868862-0	N	N	Y			A	SERP071E1	30100CCOP			07:40	000:240
17			0		Inactive	Salaried	CLS	NS1	Absence Management	VSDPELGGRP	HOLSAL	30100	35600	59014	Nonexempt	4		40.00 - Z868862-0	Y	N	N			I	INACTIVE	VANONE				
18			0		Inactive	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	35600	59014	Nonexempt	4		40.00 - Z868862-0	Y	N	N			I	INACTIVE	VANONE				
19			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	33200	59031	Professional	4		40.00 - ZAAAAZZ-0	N	N	Y			A	SERP071E1	30100CCOP			07:40	000:240
20			0		Inactive	Salaried	CLS	SM1	Absence Management	TRADELGGRP	HOLSAL	30100	37500	69034	Professional	5		40.00 - Z868862-0	N	N	Y			I	INACTIVE	VANONE				
21			0		Inactive	Salaried	CLS	SM1	Other		HOLSAL	30100	33200	59031	Nonexempt	4			N	N	N									
22			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	33400	59031	Nonexempt	4		40.00 - Z868862-0	Y	N	N			A	SNRF071P1	30100CCOP	VAEBASIC+1		07:40	000:240
23			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	37200	69034	Professional	6		40.00 -	N	N	N			A	SERP071E1	30100CCOP			07:40	000:240

FML Without Concurrent Absence Query
V_TA_FML_CONCURRENT_ABS_AUDIT

REVISED: 09/15/2021

DESCRIPTION:
This query identifies when Family Medical Leave (FML) is reported without another absence. This query also displays employees who have reported FML for a day and the concurrent absence hours are less than the FML hours entered for the same day.

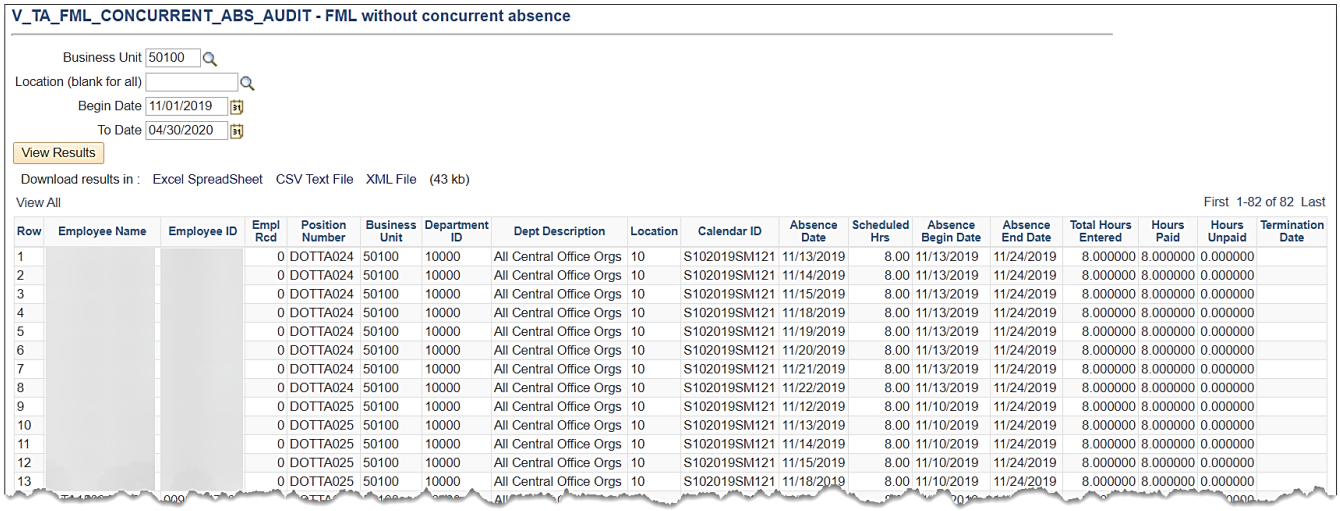
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_FML_CONCURRENT_ABS_AUDIT

INPUT / SEARCH CRITERIA:
Business Unit
Location (blank for all)
Begin Date
To Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Business Unit, Begin Date** and **To Date** are required fields. While calculating concurrent absences hours for the day FML hours are reported, the query also adds hours reported under Time Reporting Codes (TRCs) 'OTT- Overtime Leave Taken' and 'CPT – Compensatory Leave Taken' because these are considered as absence hours to calculate concurrent hours for FML.

Screenshot of the FML Without Concurrent Absence Query



V_TA_FML_CONCURRENT_ABS_AUDIT - FML without concurrent absence

Business Unit 50100
Location (blank for all)
Begin Date 11/01/2019
To Date 04/30/2020
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (43 kb)
View All First 1-82 of 82 Last

Row	Employee Name	Employee ID	Empl Rcd	Position Number	Business Unit	Department ID	Dept Description	Location	Calendar ID	Absence Date	Scheduled Hrs	Absence Begin Date	Absence End Date	Total Hours Entered	Hours Paid	Hours Unpaid	Termination Date
1			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/13/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
2			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/14/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
3			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/15/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
4			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/18/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
5			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/19/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
6			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/20/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
7			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/21/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
8			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/22/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
9			0	DOTTA025	50100	10000	All Central Office Orgs	10	S102019SM121	11/12/2019	8.00	11/10/2019	11/24/2019	8.000000	8.000000	0.000000	
10			0	DOTTA025	50100	10000	All Central Office Orgs	10	S102019SM121	11/13/2019	8.00	11/10/2019	11/24/2019	8.000000	8.000000	0.000000	
11			0	DOTTA025	50100	10000	All Central Office Orgs	10	S102019SM121	11/14/2019	8.00	11/10/2019	11/24/2019	8.000000	8.000000	0.000000	
12			0	DOTTA025	50100	10000	All Central Office Orgs	10	S102019SM121	11/15/2019	8.00	11/10/2019	11/24/2019	8.000000	8.000000	0.000000	
13			0	DOTTA025	50100	10000	All Central Office Orgs	10	S102019SM121	11/18/2019	8.00	11/10/2019	11/24/2019	8.000000	8.000000	0.000000	

Inactive Employee with Leave Balance Query
V_TA_BAL_FOR_INACTIVE_EMP

REVISED: 07/21/2025

DESCRIPTION:
This query lists leave types and balances for employees in an inactive/terminated status. Typically, these employees have been paid for their remaining balances but the corresponding balance adjustments in Cardinal have not been made.

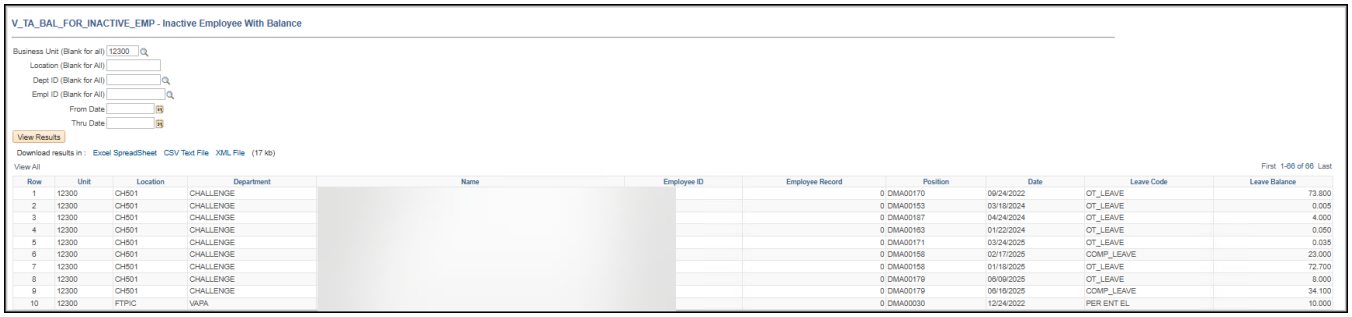
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_BAL_FOR_INACTIVE_EMP

INPUT / SEARCH CRITERIA:
Business Unit (Blank for all)
Location (Blank for All)
Dept ID (Blank for All)
Empl ID (Blank for All)

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The query displays all users with a JOB.HR_STATUS = ‘I’ which have a balance (<> 0).

Screenshot of the Inactive Employee with Leave Balance Query



V_TA_BAL_FOR_INACTIVE_EMP - Inactive Employee With Balance

Business Unit (Blank for all) 12300
Location (Blank for All)
Dept ID (Blank for All)
Empl ID (Blank for All)
From Date
Thru Date

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (17 kb)

View All

First 1-66 of 66 Last

Row	Unit	Location	Department	Name	Employee ID	Employee Record	Position	Date	Leave Code	Leave Balance
1	12300	CH501	CHALLENGE			0	DMA00170	09/24/2022	OT_LEAVE	73.800
2	12300	CH501	CHALLENGE			0	DMA00153	03/18/2024	OT_LEAVE	0.005
3	12300	CH501	CHALLENGE			0	DMA00187	04/24/2024	OT_LEAVE	4.000
4	12300	CH501	CHALLENGE			0	DMA00163	01/22/2024	OT_LEAVE	0.050
5	12300	CH501	CHALLENGE			0	DMA00171	03/24/2025	OT_LEAVE	0.035
6	12300	CH501	CHALLENGE			0	DMA00158	02/17/2025	COMP_LEAVE	23.000
7	12300	CH501	CHALLENGE			0	DMA00158	01/18/2025	OT_LEAVE	72.700
8	12300	CH501	CHALLENGE			0	DMA00179	06/09/2025	OT_LEAVE	8.000
9	12300	CH501	CHALLENGE			0	DMA00179	06/16/2025	COMP_LEAVE	34.100
10	12300	FTP/C	VAPA			0	DMA00030	12/24/2022	PER ENT EL	10.000

Ineligible Forecasted Absence Events Query
V_TA_ABS_EVT_FCST_INELIG

REVISED: 07/21/2025

DESCRIPTION:
This query provides a list of absences with a forecast value of ineligible.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_ABS_EVT_FCST_INELIG

INPUT / SEARCH CRITERIA:

Business Unit (Blank for All)
Dept ID (Blank for All)
From Date
Thru Date

OUTPUT FORMAT:

HTML
Excel

Screenshot of the ineligible Forecasted Absence Events Query

V_TA_ABS_EVT_FCST_INELIG - Ineligible Forecasted Absence

Business Unit (Blank for All)
Department ID (Blank for All)
From Date
Thru Date

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (134 kb)

View All

First 1-100 of 215 Last

Row	Dept ID	Department	Business Unit	Empl ID	Empl Record	Position	Employee Name	Leave Type	Absence Name	Absence Reason	Begin Date	End Date	Entry Source	Workflow Status	Manager Approved	Begin Day Hours	End Day Hours	All Days Indicator	Absence Duration	Process Date	Forecast Value	Forecast Date Time	Date Submitted	HR Status
1	000800	BSG	15600		0	DSP02996	DUFORE,EZEKIEL KIM	VAC TAKE ELEM	Vacation	VAC	01/15/2024	01/15/2024	6	A	Y	2.00	0.00	N	2.00	01/31/2025	INELIGIBLE	01/29/2025 7:02:48AM	01/16/2024	A
2	000800	BSG	15600		0	DSP02996	DUFORE,EZEKIEL KIM	PER TAKE ELEM	VSDP Personal Leave	PER	02/19/2024	02/19/2024	6	A	Y	2.00	0.00	N	2.00	01/31/2025	INELIGIBLE	01/29/2025 7:02:48AM	02/21/2024	A
3	000800	BSG	15600		0	DSP02996	DUFORE,EZEKIEL KIM	SDP TAKE ELEM	VSDP Sick Leave	SDP	03/05/2024	03/05/2024	6	A	Y	8.50	0.00	N	8.50	01/31/2025	INELIGIBLE	01/29/2025 7:02:48AM	03/06/2024	A
4	000800	BSG	15600		0	DSP02996	DUFORE,EZEKIEL KIM	SDP TAKE ELEM	VSDP Sick Leave	SDP	04/10/2024	04/10/2024	6	A	Y	3.50	0.00	N	3.50	01/31/2025	INELIGIBLE	01/29/2025 7:02:48AM	04/17/2024	A
5	000800	BSG	15600		0	DSP02996	DUFORE,EZEKIEL KIM	PER TAKE ELEM	VSDP Personal Leave	PER	05/27/2024	05/27/2024	6	A	Y	2.00	0.00	N	2.00	01/31/2025	INELIGIBLE	01/29/2025 7:02:48AM	05/29/2024	A

Invalid ChartField Combination Query
V_TA_ INVALID_CHARTFIELDS

REVISED: 09/15/2021

DESCRIPTION:
This query lists invalid ChartField combinations on reported time for review and correction. In Cardinal, Time Admin generates a TLX00110 exception when the combo code entered on the timesheet does not exist or is inactive as of the time period in which it is being reported. This query lists all the employees with TLX00110 exception for the given date range.

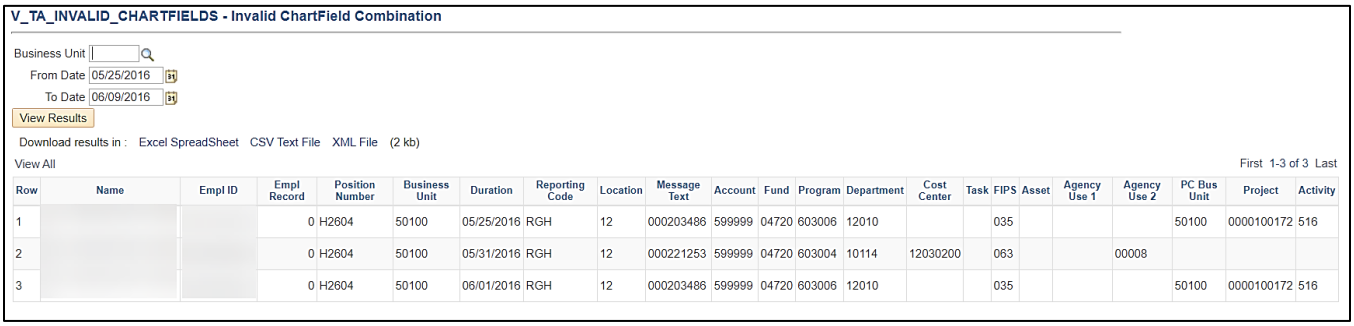
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_INVALID_CHARTFIELDS

INPUT / SEARCH CRITERIA:
Business Unit
From Date
To Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **From Date** and **To Date** are required fields.

Screenshot of the Invalid ChartField Combination Query



V_TA_INVALID_CHARTFIELDS - Invalid ChartField Combination

Business Unit
From Date 05/25/2016
To Date 06/09/2016
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (2 kb)

View All First 1-3 of 3 Last

Row	Name	Empl ID	Empl Record	Position Number	Business Unit	Duration	Reporting Code	Location	Message Text	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Bus Unit	Project	Activity
1			0	H2604	50100	05/25/2016	RGH	12	000203486	599999	04720	603006	12010			035				50100	0000100172	516
2			0	H2604	50100	05/31/2016	RGH	12	000221253	599999	04720	603004	10114	12030200		063			00008			
3			0	H2604	50100	06/01/2016	RGH	12	000203486	599999	04720	603006	12010			035				50100	0000100172	516

Leave Balances by Department ID/Location Query
V_TA_LV_BAL_BY_DEPTID_DISTRICT

REVISED: 07/8/2022

DESCRIPTION:
This query lists leave balances and can be run by Department, Reports To, or employee.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_LV_BAL_BY_DEPTID_DISTRICT

INPUT / SEARCH CRITERIA:

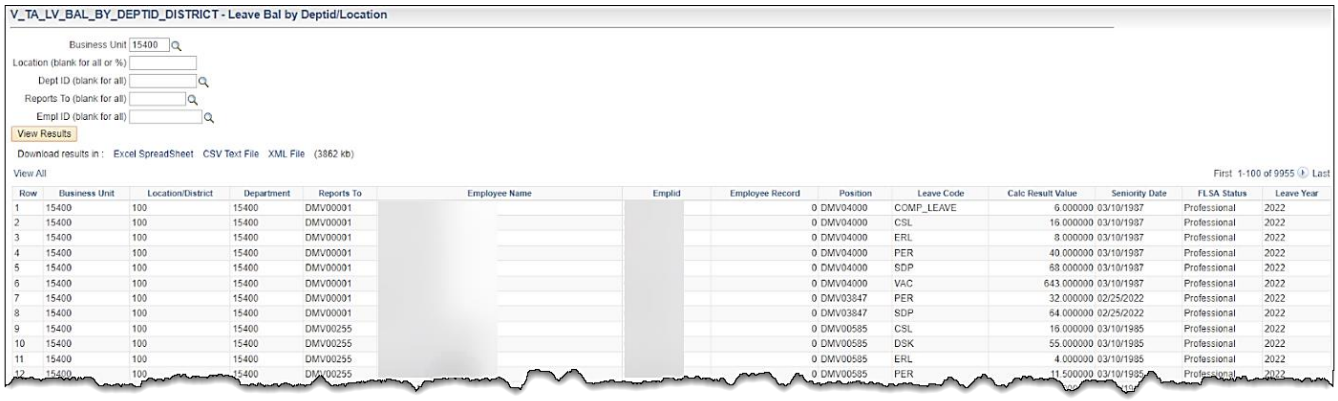
Business Unit
Location (blank for all or %)
Dept ID (blank for all)
Reports To (blank for all)
Empl ID (blank for all)

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:
The **Business Unit** field is a required field.

Screenshot of the Leave Balances by Department ID/Location Query



Row	Business Unit	Location/District	Department	Reports To	Employee Name	Emplid	Employee Record	Position	Leave Code	Calc Result Value	Seniority Date	FLSA Status	Leave Year
1	15400	100	15400	DMV00001			0	DMV04000	COMP_LEAVE	6.000000	03/10/1987	Professional	2022
2	15400	100	15400	DMV00001			0	DMV04000	CSL	16.000000	03/10/1987	Professional	2022
3	15400	100	15400	DMV00001			0	DMV04000	ERL	8.000000	03/10/1987	Professional	2022
4	15400	100	15400	DMV00001			0	DMV04000	PER	40.000000	03/10/1987	Professional	2022
5	15400	100	15400	DMV00001			0	DMV04000	SDP	68.000000	03/10/1987	Professional	2022
6	15400	100	15400	DMV00001			0	DMV04000	VAC	643.000000	03/10/1987	Professional	2022
7	15400	100	15400	DMV00001			0	DMV03847	PER	32.000000	02/25/2022	Professional	2022
8	15400	100	15400	DMV00001			0	DMV03847	SDP	64.000000	02/25/2022	Professional	2022
9	15400	100	15400	DMV00255			0	DMV00585	CSL	16.000000	03/10/1985	Professional	2022
10	15400	100	15400	DMV00255			0	DMV00585	DSK	55.000000	03/10/1985	Professional	2022
11	15400	100	15400	DMV00255			0	DMV00585	ERL	4.000000	03/10/1985	Professional	2022
12	15400	100	15400	DMV00255			0	DMV00585	PER	11.500000	03/10/1985	Professional	2022

Negative Hours From Prior Period Adjustment Query
V_TA_NEG_HRS

REVISED: 09/15/2021

DESCRIPTION:
This query utilizes the data from the Payable Time Table and generates the list of negative hours for employees whose pay is affected due to prior period adjustments in Time and Labor for the Current Pay Period.

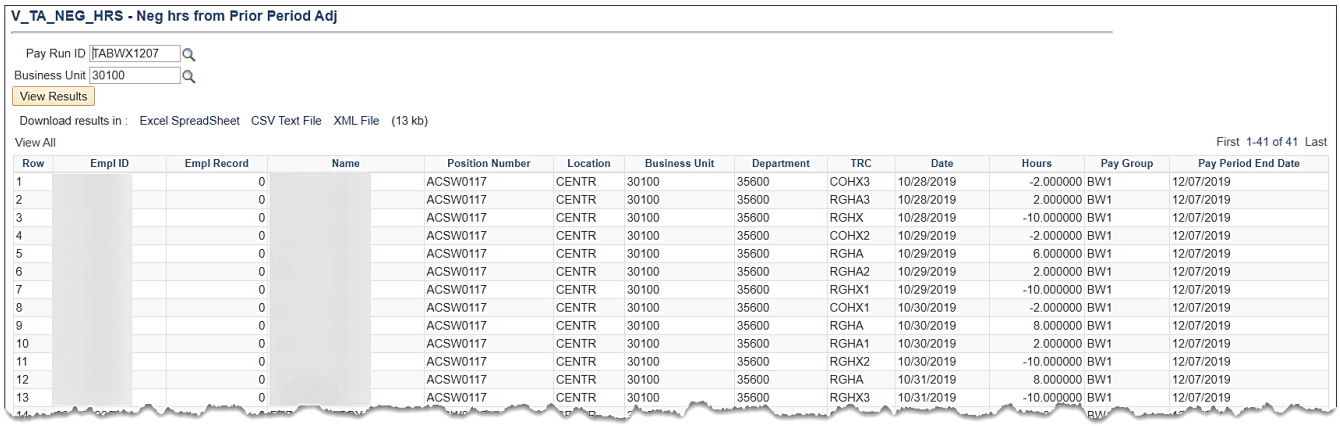
Adjustments to the time submitted and paid generate offsets in Time and Labor. The Load Time and Labor process populates the employee paysheet with negative and positive hours for offsets and summarizes by date and earning code. Not all the adjustments impact the employee's pay; in some instances, adjustments are made to correct the time without impacting pay. This query only lists employees whose pay is impacted negatively due to prior period adjustments.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_NEG_HRS

INPUT / SEARCH CRITERIA:	**OUTPUT FORMAT:**
Pay Run ID	HTML
Business Unit	Excel

ADDITIONAL INFORMATION:
The **Pay Run ID** and **Business Unit** are required fields.

Screenshot of the Negative Hours From Prior Period Adj Query



Row	Empl ID	Empl Record	Name	Position Number	Location	Business Unit	Department	TRC	Date	Hours	Pay Group	Pay Period End Date
1		0		ACSW0117	CENTR	30100	35600	COHX3	10/28/2019	-2.000000	BW1	12/07/2019
2		0		ACSW0117	CENTR	30100	35600	RGHA3	10/28/2019	2.000000	BW1	12/07/2019
3		0		ACSW0117	CENTR	30100	35600	RGHX	10/28/2019	-10.000000	BW1	12/07/2019
4		0		ACSW0117	CENTR	30100	35600	COHX2	10/29/2019	-2.000000	BW1	12/07/2019
5		0		ACSW0117	CENTR	30100	35600	RGHA	10/29/2019	6.000000	BW1	12/07/2019
6		0		ACSW0117	CENTR	30100	35600	RGHA2	10/29/2019	2.000000	BW1	12/07/2019
7		0		ACSW0117	CENTR	30100	35600	RGHX1	10/29/2019	-10.000000	BW1	12/07/2019
8		0		ACSW0117	CENTR	30100	35600	COHX1	10/30/2019	-2.000000	BW1	12/07/2019
9		0		ACSW0117	CENTR	30100	35600	RGHA	10/30/2019	8.000000	BW1	12/07/2019
10		0		ACSW0117	CENTR	30100	35600	RGHA1	10/30/2019	2.000000	BW1	12/07/2019
11		0		ACSW0117	CENTR	30100	35600	RGHX2	10/30/2019	-10.000000	BW1	12/07/2019
12		0		ACSW0117	CENTR	30100	35600	RGHA	10/31/2019	8.000000	BW1	12/07/2019
13		0		ACSW0117	CENTR	30100	35600	RGHX3	10/31/2019	-10.000000	BW1	12/07/2019

Negative Leave Balances Query
V_TA_LV_BALANCES_NEGATIVE

REVISED: 09/15/2021

DESCRIPTION:
This query displays a list of employees with negative leave balances in the max version of each calendar. This query should be run periodically to manually re-adjust the balances by the appropriate amount in the appropriate period so that the balances are zeroed out. Negative balances must be corrected for active employees before leave year-end processing in order to carry over the appropriate balance into the new year, and must also be corrected before the leave liability report is run at fiscal year-end in order to calculate appropriate liability.

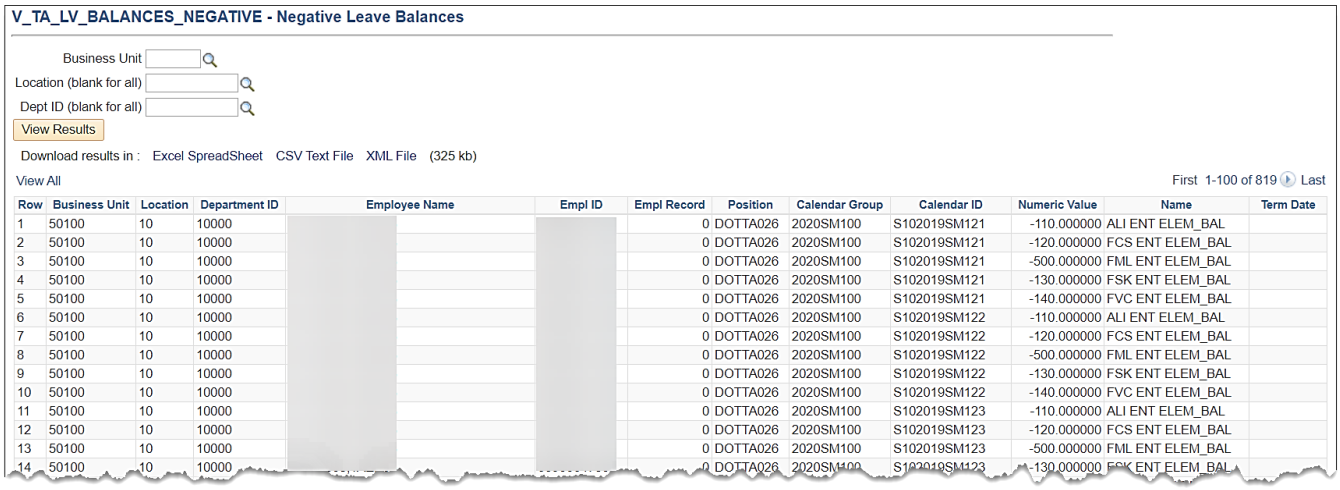
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_LV_BALANCES_NEGATIVE

INPUT / SEARCH CRITERIA:
Business Unit
Location (blank for all)
Dept ID (blank for all)

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The query can be run by Business Unit, for a specific location or department; or leaving the fields blank retrieves all results.

Screenshot of the Negative Leave Balances Query



Row	Business Unit	Location	Department ID	Employee Name	Empl ID	Empl Record	Position	Calendar Group	Calendar ID	Numeric Value	Name	Term Date
1	50100	10	10000			0	DOTTA026	2020SM100	S102019SM121	-110.000000	ALI ENT ELEM_BAL	
2	50100	10	10000			0	DOTTA026	2020SM100	S102019SM121	-120.000000	FCS ENT ELEM_BAL	
3	50100	10	10000			0	DOTTA026	2020SM100	S102019SM121	-500.000000	FML ENT ELEM_BAL	
4	50100	10	10000			0	DOTTA026	2020SM100	S102019SM121	-130.000000	FSK ENT ELEM_BAL	
5	50100	10	10000			0	DOTTA026	2020SM100	S102019SM121	-140.000000	FVC ENT ELEM_BAL	
6	50100	10	10000			0	DOTTA026	2020SM100	S102019SM122	-110.000000	ALI ENT ELEM_BAL	
7	50100	10	10000			0	DOTTA026	2020SM100	S102019SM122	-120.000000	FCS ENT ELEM_BAL	
8	50100	10	10000			0	DOTTA026	2020SM100	S102019SM122	-500.000000	FML ENT ELEM_BAL	
9	50100	10	10000			0	DOTTA026	2020SM100	S102019SM122	-130.000000	FSK ENT ELEM_BAL	
10	50100	10	10000			0	DOTTA026	2020SM100	S102019SM122	-140.000000	FVC ENT ELEM_BAL	
11	50100	10	10000			0	DOTTA026	2020SM100	S102019SM123	-110.000000	ALI ENT ELEM_BAL	
12	50100	10	10000			0	DOTTA026	2020SM100	S102019SM123	-120.000000	FCS ENT ELEM_BAL	
13	50100	10	10000			0	DOTTA026	2020SM100	S102019SM123	-500.000000	FML ENT ELEM_BAL	
14	50100	10	10000			0	DOTTA026	2020SM100	S102019SM123	-130.000000	FSK ENT ELEM_BAL	

Payee Messages Query
V_TA_PAYEE_MESSAGES

REVISED: 07/21/2025

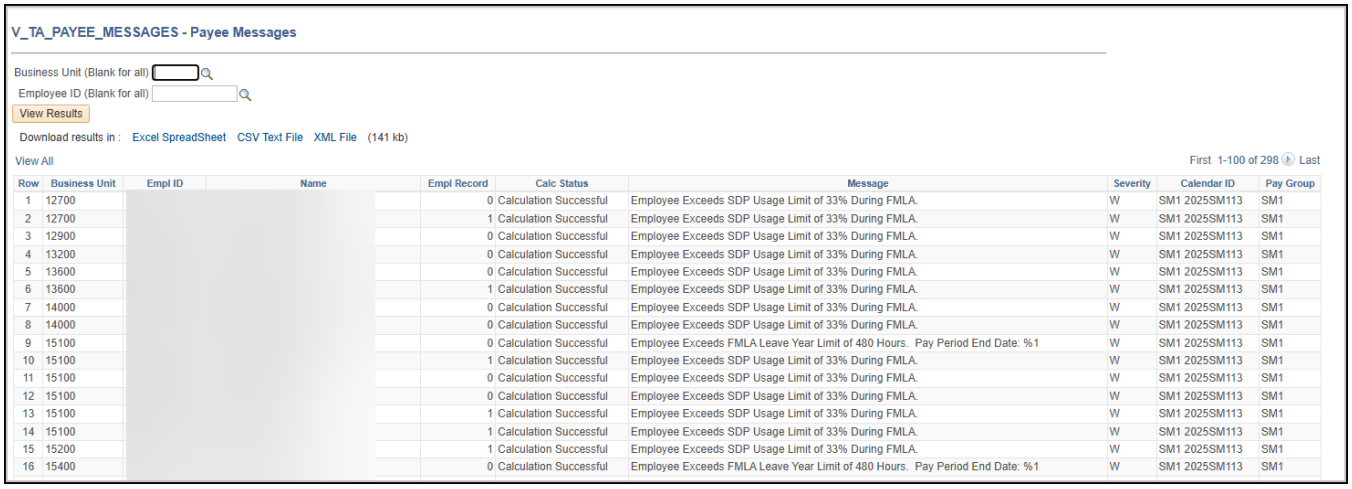
DESCRIPTION:
This query is used by agency administrators to review payee messages to check for extended leave accumulator limit warnings. Accumulators track usage and generate payee messages that serve as warnings when certain accumulator limits are reached.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_PAYEE_MESSAGES

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
Business Unit (Blank for all)	HTML
Employee ID (Blank for all)	Excel

ADDITIONAL INFORMATION:
The query can be run by Business Unit, by Employee, or leaving the fields blank retrieves all results.

Screenshot of the Payee Messages Query



V_TA_PAYEE_MESSAGES - Payee Messages

Business Unit (Blank for all)
Employee ID (Blank for all)
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (141 kb)
View All
First 1-100 of 298 Last

Row	Business Unit	Empl ID	Name	Empl Record	Calc Status	Message	Severity	Calendar ID	Pay Group
1	12700			0	Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	SM1 2025SM113	SM1
2	12700			1	Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	SM1 2025SM113	SM1
3	12900			0	Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	SM1 2025SM113	SM1
4	13200			0	Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	SM1 2025SM113	SM1
5	13600			0	Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	SM1 2025SM113	SM1
6	13600			1	Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	SM1 2025SM113	SM1
7	14000			0	Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	SM1 2025SM113	SM1
8	14000			0	Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	SM1 2025SM113	SM1
9	15100			0	Calculation Successful	Employee Exceeds FMLA Leave Year Limit of 480 Hours. Pay Period End Date: %1	W	SM1 2025SM113	SM1
10	15100			1	Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	SM1 2025SM113	SM1
11	15100			0	Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	SM1 2025SM113	SM1
12	15100			0	Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	SM1 2025SM113	SM1
13	15100			1	Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	SM1 2025SM113	SM1
14	15100			1	Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	SM1 2025SM113	SM1
15	15200			1	Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	SM1 2025SM113	SM1
16	15400			0	Calculation Successful	Employee Exceeds FMLA Leave Year Limit of 480 Hours. Pay Period End Date: %1	W	SM1 2025SM113	SM1

Reports To
V_TA_REPORTS_TO_SUPV

REVISED: 05/15/2023

DESCRIPTION:
This query provides a list of employees along with select Job Data who report to a particular Position. Enter the position number of the Supervisor to see a list of all employees who report to that position.

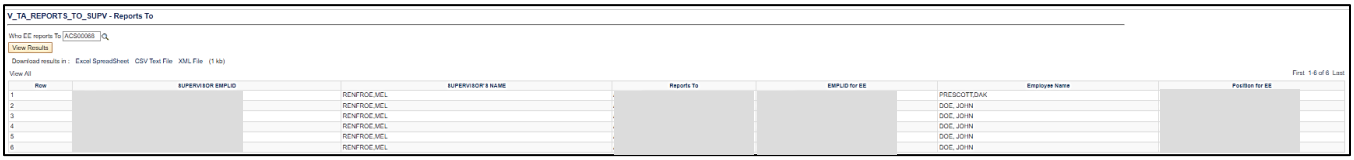
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_REPORTS_TO_SUPV

INPUT / SEARCH CRITERIA:
Who EE Reports To

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Who EE Reports To** is a required field.

Screenshot of the Reports To based on Reports To Position Number



Row	SUPERVISOR EMPLID	SUPERVISOR'S NAME	Reports To	EMPLID for EE	Employee Name	Position for EE
1		RENFROE,MEL			PRESCOTT,OAK	
2		RENFROE,MEL			DOE, JOHN	
3		RENFROE,MEL			DOE, JOHN	
4		RENFROE,MEL			DOE, JOHN	
5		RENFROE,MEL			DOE, JOHN	
6		RENFROE,MEL			DOE, JOHN	

Saved & Submitted Absences Query
V_TA_ABS_SV_AND_SB_STATUS

REVISED: 09/15/2021

DESCRIPTION:
This query provides absences currently in saved and submitted status for the date range specified by the user.

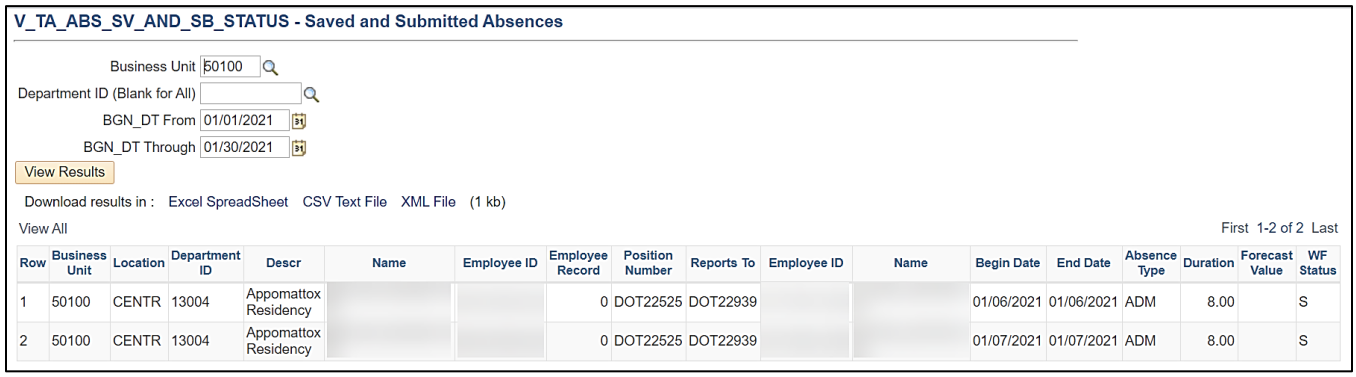
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_ABS_SV_AND_SB_STATUS

INPUT / SEARCH CRITERIA:
Business Unit
Department ID (Blank for All)
BGN_DT From
BGN_DT Through

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Business Unit, BGN_DT From** and **BGN_DT Through** are required fields.

Screenshot of the Saved & Submitted Absences Query



Row	Business Unit	Location	Department ID	Descr	Name	Employee ID	Employee Record	Position Number	Reports To	Employee ID	Name	Begin Date	End Date	Absence Type	Duration	Forecast Value	WF Status
1	50100	CENTR	13004	Appomattox Residency			0	DOT22525	DOT22939			01/06/2021	01/06/2021	ADM	8.00		S
2	50100	CENTR	13004	Appomattox Residency			0	DOT22525	DOT22939			01/07/2021	01/07/2021	ADM	8.00		S

TA Self-Approval Audit Query
V_TA_SELF_APPROVAL_AUDIT

REVISED: 12/15/2022

DESCRIPTION:
This query provides a list of time and absence transactions that were approved in Cardinal by the employee themselves while approval authority was delegated to them by or on behalf of their Reports To supervisor.

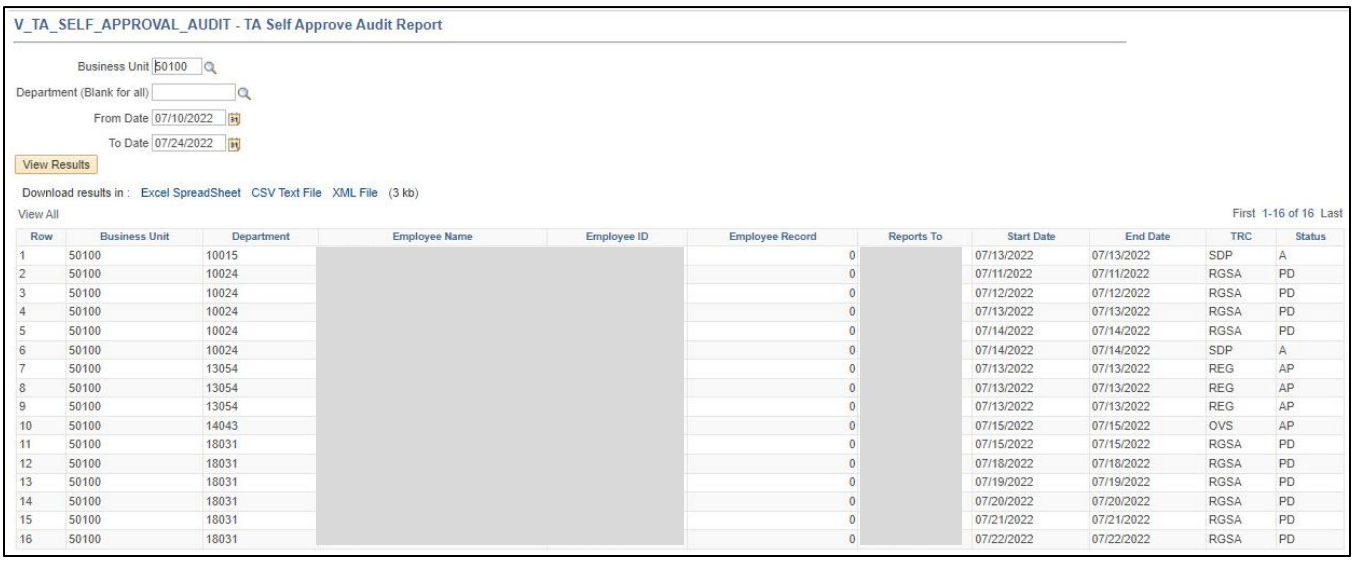
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_SELF_APPROVAL_AUDIT

INPUT / SEARCH CRITERIA:
Business Unit
Department
From Date
To Date

OUTPUT FORMAT:
XML
Excel

ADDITIONAL INFORMATION:
The **Business Unit** field is a required field.

Screenshot of the TA Self-Approval Audit Query



V_TA_SELF_APPROVAL_AUDIT - TA Self Approve Audit Report

Business Unit 50100
Department (Blank for all)
From Date 07/10/2022
To Date 07/24/2022
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (3 kb)

View All

First 1-16 of 16 Last

Row	Business Unit	Department	Employee Name	Employee ID	Employee Record	Reports To	Start Date	End Date	TRC	Status
1	50100	10015			0		07/13/2022	07/13/2022	SDP	A
2	50100	10024			0		07/11/2022	07/11/2022	RGSA	PD
3	50100	10024			0		07/12/2022	07/12/2022	RGSA	PD
4	50100	10024			0		07/13/2022	07/13/2022	RGSA	PD
5	50100	10024			0		07/14/2022	07/14/2022	RGSA	PD
6	50100	10024			0		07/14/2022	07/14/2022	SDP	A
7	50100	13054			0		07/13/2022	07/13/2022	REG	AP
8	50100	13054			0		07/13/2022	07/13/2022	REG	AP
9	50100	13054			0		07/13/2022	07/13/2022	REG	AP
10	50100	14043			0		07/15/2022	07/15/2022	OVS	AP
11	50100	18031			0		07/15/2022	07/15/2022	RGSA	PD
12	50100	18031			0		07/18/2022	07/18/2022	RGSA	PD
13	50100	18031			0		07/19/2022	07/19/2022	RGSA	PD
14	50100	18031			0		07/20/2022	07/20/2022	RGSA	PD
15	50100	18031			0		07/21/2022	07/21/2022	RGSA	PD
16	50100	18031			0		07/22/2022	07/22/2022	RGSA	PD

Time and Labor to Paysheet Error Query
V_TA_TL_PAYSHEET_REJECTED

REVISED: 09/15/2021

DESCRIPTION:
This query lists errors from the **Time and Labor to Paysheet Integration** process. This query list hours rejected by payroll. Payable time is created through the Time Administration process and is the end product of Time and Labor.

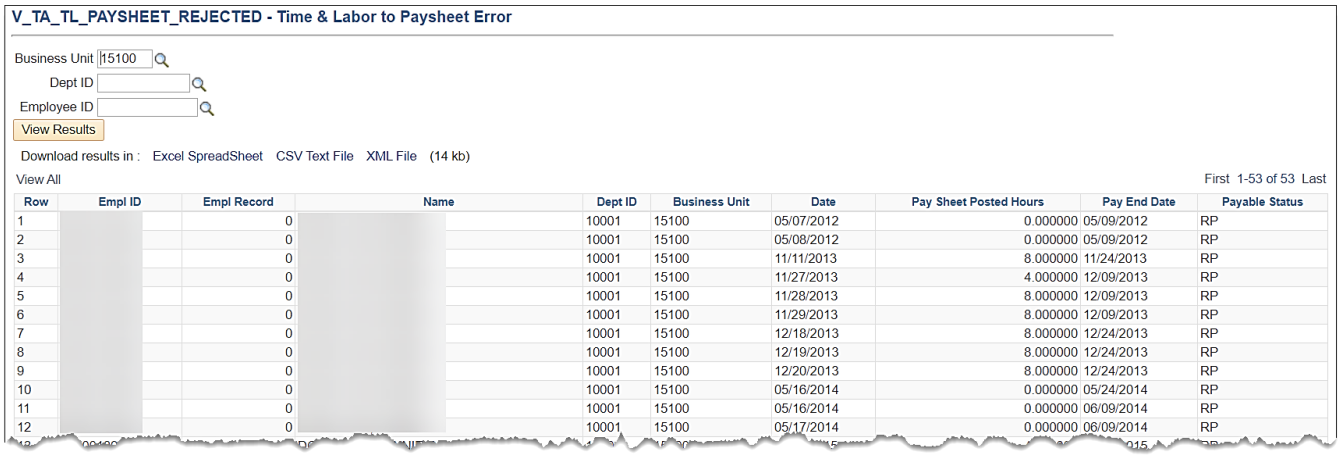
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_TL_PAYSHEET_REJECTED

INPUT / SEARCH CRITERIA:
Business Unit
Dept ID
Employee ID

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Business Unit** field is a required field.

Screenshot of the Time and Labor to PaySheet Error Query



Row	Empl ID	Empl Record	Name	Dept ID	Business Unit	Date	Pay Sheet Posted Hours	Pay End Date	Payable Status
1		0		10001	15100	05/07/2012	0.000000	05/09/2012	RP
2		0		10001	15100	05/08/2012	0.000000	05/09/2012	RP
3		0		10001	15100	11/11/2013	8.000000	11/24/2013	RP
4		0		10001	15100	11/27/2013	4.000000	12/09/2013	RP
5		0		10001	15100	11/28/2013	8.000000	12/09/2013	RP
6		0		10001	15100	11/29/2013	8.000000	12/09/2013	RP
7		0		10001	15100	12/18/2013	8.000000	12/24/2013	RP
8		0		10001	15100	12/19/2013	8.000000	12/24/2013	RP
9		0		10001	15100	12/20/2013	8.000000	12/24/2013	RP
10		0		10001	15100	05/16/2014	0.000000	05/24/2014	RP
11		0		10001	15100	05/16/2014	0.000000	06/09/2014	RP
12		0		10001	15100	05/17/2014	0.000000	06/09/2014	RP

Time and Labor to Paysheet Posted Query
V_TA_TL_PAYSHEET_POSTED

REVISED: 07/21/2025

DESCRIPTION:
This query lists hours posted to PaySheets from Time and Labor, where the payable status is Taken by Payroll, Closed, Reversed Payable Status (check reversal), or Distributed.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_TL_PAYSHEET_POSTED

INPUT / SEARCH CRITERIA:

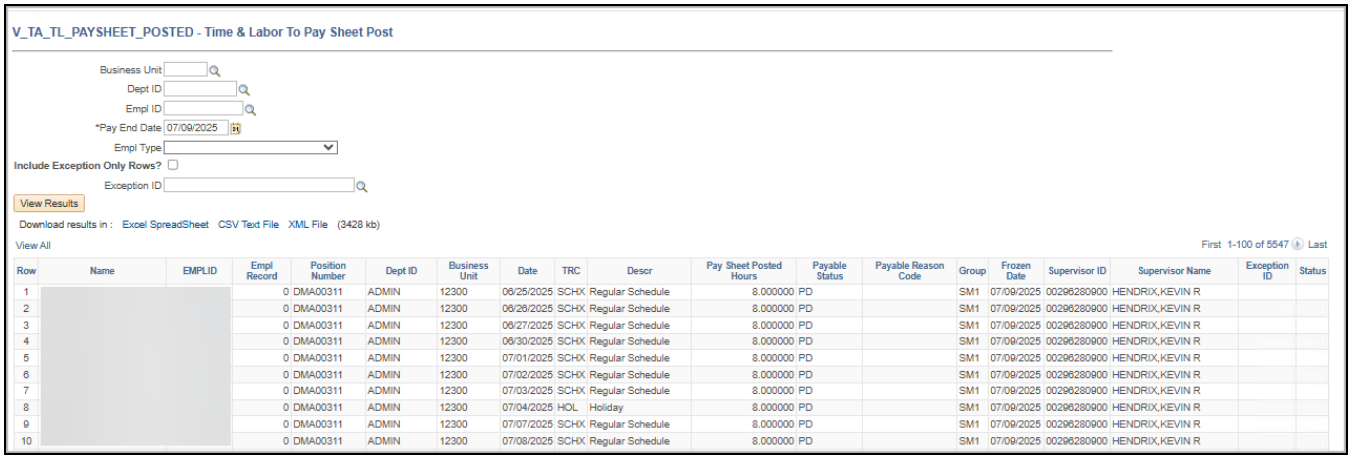
Business Unit
Dept ID
Empl ID
Pay End Date
Empl Type
Include Exception Only Rows checkbox

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:
The **Pay End Date** is a required field.

Screenshot of the Time and Labor to PaySheet Posted Query



V_TA_TL_PAYSHEET_POSTED - Time & Labor To Pay Sheet Post

Business Unit
Dept ID
Empl ID
*Pay End Date 07/09/2025
Empl Type
Include Exception Only Rows?
Exception ID
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (3428 kb)

View All

First 1-100 of 5547 Last

Row	Name	EMPLID	Empl Record	Position Number	Dept ID	Business Unit	Date	TRC	Descr	Pay Sheet Posted Hours	Payable Status	Payable Reason Code	Group	Frozen Date	Supervisor ID	Supervisor Name	Exception ID	Status
1			0	DMA00311	ADMIN	12300	06/25/2025	SCHX	Regular Schedule	8.000000	PD		SM1	07/09/2025	00296280900	HENDRIX,KEVIN R		
2			0	DMA00311	ADMIN	12300	06/26/2025	SCHX	Regular Schedule	8.000000	PD		SM1	07/09/2025	00296280900	HENDRIX,KEVIN R		
3			0	DMA00311	ADMIN	12300	06/27/2025	SCHX	Regular Schedule	8.000000	PD		SM1	07/09/2025	00296280900	HENDRIX,KEVIN R		
4			0	DMA00311	ADMIN	12300	06/30/2025	SCHX	Regular Schedule	8.000000	PD		SM1	07/09/2025	00296280900	HENDRIX,KEVIN R		
5			0	DMA00311	ADMIN	12300	07/01/2025	SCHX	Regular Schedule	8.000000	PD		SM1	07/09/2025	00296280900	HENDRIX,KEVIN R		
6			0	DMA00311	ADMIN	12300	07/02/2025	SCHX	Regular Schedule	8.000000	PD		SM1	07/09/2025	00296280900	HENDRIX,KEVIN R		
7			0	DMA00311	ADMIN	12300	07/03/2025	SCHX	Regular Schedule	8.000000	PD		SM1	07/09/2025	00296280900	HENDRIX,KEVIN R		
8			0	DMA00311	ADMIN	12300	07/04/2025	HOL	Holiday	8.000000	PD		SM1	07/09/2025	00296280900	HENDRIX,KEVIN R		
9			0	DMA00311	ADMIN	12300	07/07/2025	SCHX	Regular Schedule	8.000000	PD		SM1	07/09/2025	00296280900	HENDRIX,KEVIN R		
10			0	DMA00311	ADMIN	12300	07/08/2025	SCHX	Regular Schedule	8.000000	PD		SM1	07/09/2025	00296280900	HENDRIX,KEVIN R		

Time Approval Audit Query
V_TA_TIME_APPROVAL_AUDIT

REVISED: 12/15/2022

DESCRIPTION:
This query provides information related to the approval of Timesheets within a given date range. This query is useful in determining who approved time including the date and time of the approval.

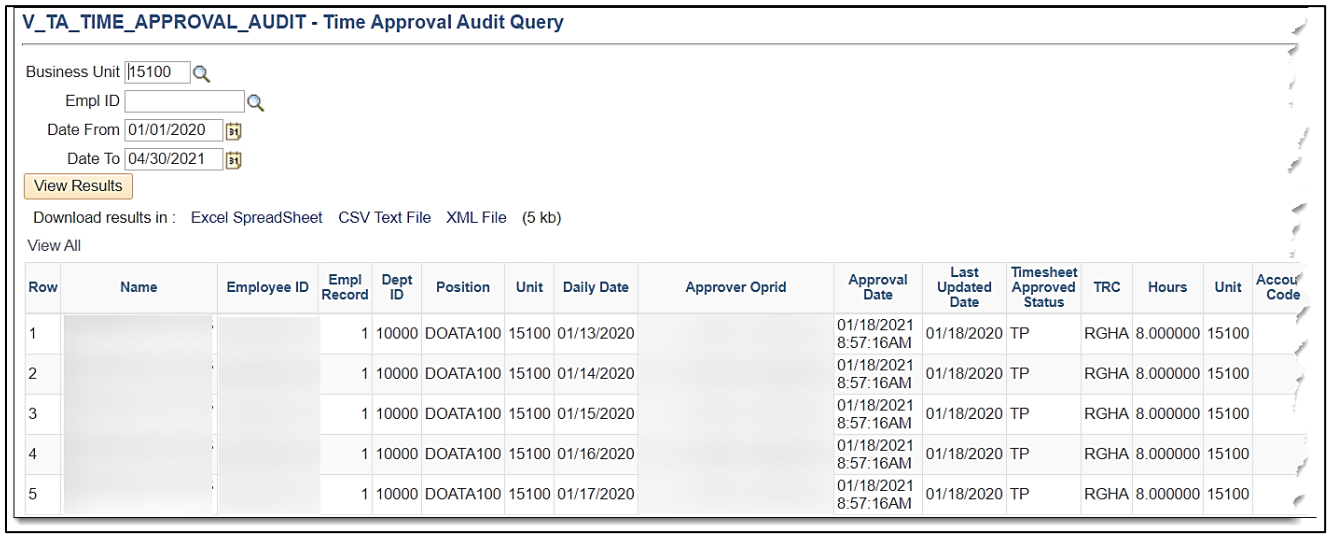
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_TIME_APPROVAL_AUDIT

INPUT / SEARCH CRITERIA:
Business Unit
Empl ID
Date From
Date To

OUTPUT FORMAT:
HTML
Excel

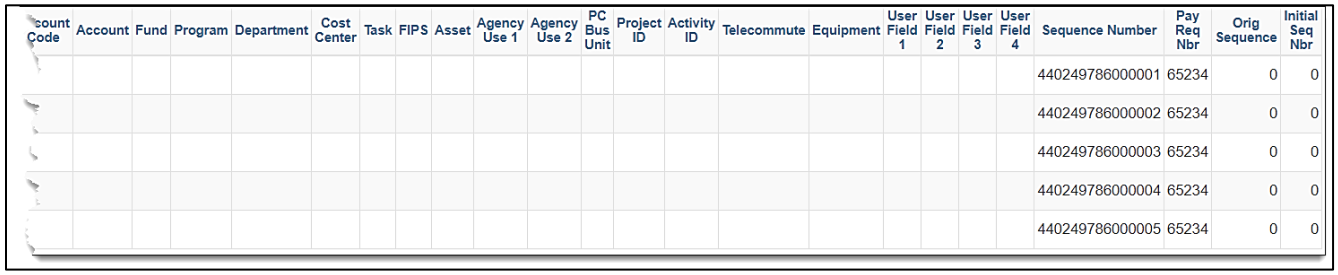
ADDITIONAL INFORMATION:
The **Business Unit, Date From** and **Date To** are required fields.

Screenshot of the Time Approval Audit Query



Row	Name	Employee ID	Empl Record	Dept ID	Position	Unit	Daily Date	Approver Oprid	Approval Date	Last Updated Date	Timesheet Approved Status	TRC	Hours	Unit	Accou Code
1			1	10000	DOATA100	15100	01/13/2020		01/18/2021 8:57:16AM	01/18/2020	TP	RGHA	8.000000	15100	
2			1	10000	DOATA100	15100	01/14/2020		01/18/2021 8:57:16AM	01/18/2020	TP	RGHA	8.000000	15100	
3			1	10000	DOATA100	15100	01/15/2020		01/18/2021 8:57:16AM	01/18/2020	TP	RGHA	8.000000	15100	
4			1	10000	DOATA100	15100	01/16/2020		01/18/2021 8:57:16AM	01/18/2020	TP	RGHA	8.000000	15100	
5			1	10000	DOATA100	15100	01/17/2020		01/18/2021 8:57:16AM	01/18/2020	TP	RGHA	8.000000	15100	

Screenshot of the Time Approval Audit Query (scrolled right)



count Code	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Bus Unit	Project ID	Activity ID	Telecommute	Equipment	User Field 1	User Field 2	User Field 3	User Field 4	Sequence Number	Pay Req Nbr	Orig Sequence	Initial Seq Nbr
																				440249786000001	65234	0	0
																				440249786000002	65234	0	0
																				440249786000003	65234	0	0
																				440249786000004	65234	0	0
																				440249786000005	65234	0	0

Time Entry Audit Query
V_TA_TIME_ENTRY_AUDIT

REVISED: 12/15/2022

DESCRIPTION:
This query lists all reported time for an employee within a given date range. Run this query to determine who entered time and when. This query provides an audit of all reported time with Audit Actions of:

- A: Added Hours
- C: Changed
- D: Deleted Hours
- X: Current Row from Reported Time (Reported Status of “SV” for saved or “SB” for submitted)

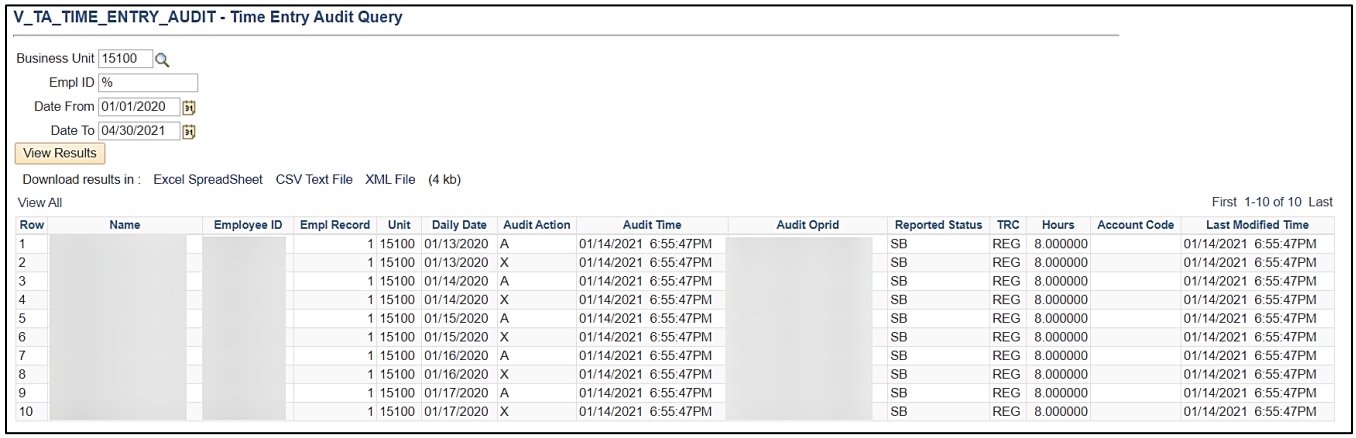
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_TIME_ENTRY_AUDIT

INPUT / SEARCH CRITERIA:
Business Unit
Empl ID
Date From
Date To

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Business Unit, Date From** and **Date To** are required fields.

Screenshot of the Time Entry Audit Query



Row	Name	Employee ID	Empl Record	Unit	Daily Date	Audit Action	Audit Time	Audit Oprid	Reported Status	TRC	Hours	Account Code	Last Modified Time
1			1	15100	01/13/2020	A	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
2			1	15100	01/13/2020	X	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
3			1	15100	01/14/2020	A	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
4			1	15100	01/14/2020	X	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
5			1	15100	01/15/2020	A	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
6			1	15100	01/15/2020	X	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
7			1	15100	01/16/2020	A	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
8			1	15100	01/16/2020	X	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
9			1	15100	01/17/2020	A	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
10			1	15100	01/17/2020	X	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM

Time Reporter (Auto Enrollment) Exceptions Query
V_TA_AUTO_ENROLL_EXC

REVISED: 04/05/2021

DESCRIPTION:
This query displays auto enrollment exceptions for review and correction. This query lists employees with inappropriate time reporter data by comparing time reporter data with job data. The report lists all employees who may need updates or maintenance to time reporter data.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_AUTO_ENROLL_EXC

INPUT / SEARCH CRITERIA:
Business Unit
Dept ID
Location

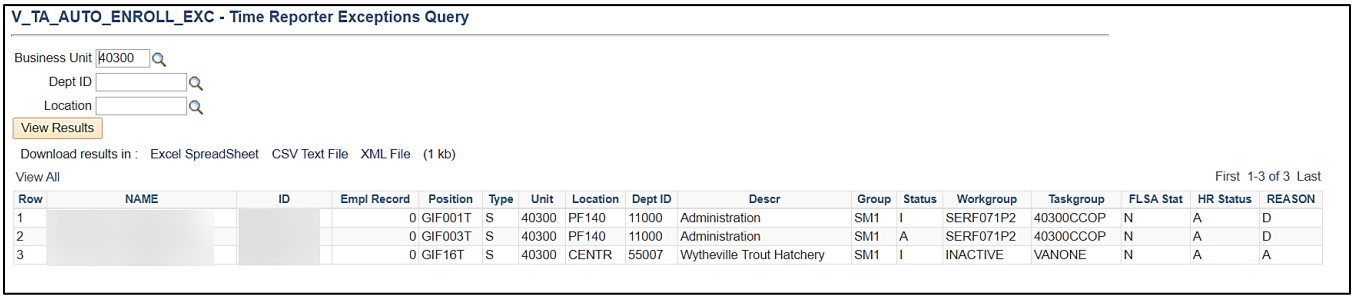
OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Business Unit** is a required field.

Reason codes:

- **A:** Active Employee in INACTIVE workgroup.
- **B:** Active Employee in INVALID workgroup.
- **C:** Active Employee Not in the valid Task group.
- **D:** Active Employee not in a Valid workgroup.
- **E:** Active Employee with inactive Time Reporter Status.
- **F:** Rule Element 3 is missing for Active Hourly Employee.
- **G:** Rule Element 4 is missing for Active Employee.
- **H:** Rule Element 5 is missing for Active Salaried Employee.
- **I:** Inactive Employee not in INACTIVE workgroup.
- **J:** Inactive Employee with Active Time Reporter status for more than 60 days after termination.

Screenshot of the Time Reporter Exceptions Query



Row	NAME	ID	Empl Record	Position	Type	Unit	Location	Dept ID	Descr	Group	Status	Workgroup	Taskgroup	FLSA Stat	HR Status	REASON
1			0	GIF001T	S	40300	PF140	11000	Administration	SM1	I	SERF071P2	40300CCOP	N	A	D
2			0	GIF003T	S	40300	PF140	11000	Administration	SM1	A	SERF071P2	40300CCOP	N	A	D
3			0	GIF16T	S	40300	CENTR	55007	Wytheville Trout Hatchery	SM1	I	INACTIVE	VANONE	N	A	A

Time Reporter Changes Query
V_TA_TIME_REPORTER

REVISED: 09/15/2021

DESCRIPTION:
This query includes new time reporter enrollments and changes to existing employees on the Time Reporter pages.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_TIME_REPORTER

INPUT / SEARCH CRITERIA:

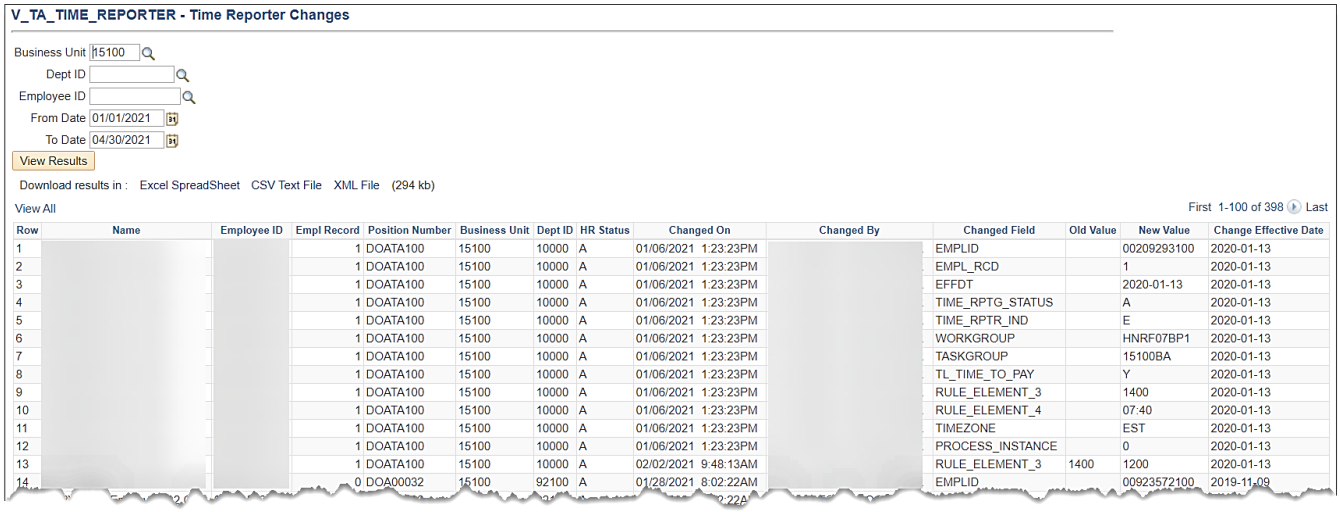
Business Unit
Dept ID
Employee ID
From Date
To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:
The **Business Unit, From Date** and **To Date** are required fields.

Screenshot of the Time Reporter Changes Query



V_TA_TIME_REPORTER - Time Reporter Changes

Business Unit 15100
Dept ID
Employee ID
From Date 01/01/2021
To Date 04/30/2021
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (294 kb)

View All

First 1-100 of 398 Last

Row	Name	Employee ID	Empl Record	Position Number	Business Unit	Dept ID	HR Status	Changed On	Changed By	Changed Field	Old Value	New Value	Change Effective Date
1			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		EMPLID		00209293100	2020-01-13
2			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		EMPL_RCD		1	2020-01-13
3			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		EFFDT		2020-01-13	2020-01-13
4			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		TIME_RPTG_STATUS		A	2020-01-13
5			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		TIME_RPTR_IND		E	2020-01-13
6			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		WORKGROUP		HNRF07BP1	2020-01-13
7			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		TASKGROUP		15100BA	2020-01-13
8			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		TL_TIME_TO_PAY		Y	2020-01-13
9			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		RULE_ELEMENT_3		1400	2020-01-13
10			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		RULE_ELEMENT_4		07:40	2020-01-13
11			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		TIMEZONE		EST	2020-01-13
12			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		PROCESS_INSTANCE		0	2020-01-13
13			1	DOATA100	15100	10000	A	02/02/2021 9:48:13AM		RULE_ELEMENT_3	1400	1200	2020-01-13
14			0	DOA00032	15100	92100	A	01/28/2021 8:02:22AM		EMPLID		00923572100	2019-11-09

Time Reporter Criteria Query
V_TA_TIME_REPORTER_CRITERIA

REVISED: 05/15/2023

DESCRIPTION:
This query displays the Time Reporter criteria used by TL Auto Enroll for a Business Unit based on the selected As of Date.

The fields included in this query are Priority, Business Unit, Department ID, HR Status, Employee Type, FLSA Status, Pay Group, Job Code, Salary Grade, Employee Class, Shift Differential Eligible, Time Reporter Status, Reporting Template, Workgroup, Allowed Workgroup List, Taskgroup, Rule Element 3, Rule Element 3 Override, Rule Element 4, Rule Element 4 Override, Rule Element 5 and Rule Element 5 Override.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_TIME_REPORTER_CRITERIA

INPUT / SEARCH CRITERIA:	**OUTPUT FORMAT:**
Business Unit	HTML
As of Date	Excel

ADDITIONAL INFORMATION:
The **Business Unit** and **As of Date** are required fields.

Screenshot of the Time Reporter Criteria Query

V_TA_TIME_REPORTER_CRITERIA - Time Reporter Criteria Query

Business Unit 30100
As Of Date 05/15/2023
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (7 kb)

View All

First 1-10 of 10 Last

Row	Priority	Business Unit	Department ID	HR Status	Employee Type	FLSA Status	Pay Group	Job Code	Salary Grade	Employee Class	Shift Differential Eligible	Time Reporter Status	Reporting Template	Workgroup	Allowed Workgroup List	Taskgroup	Rule Element 3	Rule Element 3 Override	Rule Element 4	Rule Element 4 Override	Rule Element 5	Rule Element 5 Override
1	150	STATE	99999	Active	Salaried		MNP			RTO		Active		SEAF071P1		VANONE		None	07:40	None		None
2	600	30100	99999	Active	Salaried	Nonexempt	SM1				Yes	Active	VAEBASIC+1	SNRF071P1		30100CCOP		None	07:40	None	000:240	None
3	600	30100	99999	Active	Salaried	Nonexempt	NS1				Yes	Active	VAEBASIC+1	SNRF071P1		30100CCOP		None	07:40	None	000:240	None
4	600	30100	99999	Active	Hourly	Nonexempt	BW1				Yes	Active	VAEBASIC+1	HNRF07BP1		30100CCOP	1400	Required	07:40	None		None
5	650	30100	99999	Active	Hourly	Nonexempt	BW1					Active		HNRF07BP1		30100CCOP	1400	Required	07:40	None		None
6	650	30100	99999	Active	Salaried	Nonexempt	NS1					Active		SNRF071P1		30100CCOP		None	07:40	None	000:240	None
7	650	30100	99999	Active	Salaried	Nonexempt	SM1					Active		SNRF071P1		30100CCOP		None	07:40	None	000:240	None
8	660	30100	99999	Active	Hourly		BW1					Active		HERF07BP1		30100CCOP	1400	Required	07:40	None		None
9	669	30100	99999	Active	Salaried		SM1					Active		SERP071E1	V746SER071O1	30100CCOP		None	07:40	None	000:240	None
10	669	30100	99999	Active	Salaried		NS1					Active		SERP071E1	V746SER071O1	30100CCOP		None	07:40	None	000:240	None

Time Reporting Exceptions Query
V_TA_TIME_REPORTING_EXCEPTIONS

REVISED: 04/05/2022

DESCRIPTION:
This query displays time and labor exceptions for a specified date range for groups of employees, and is used to review and resolve or allow exceptions as needed. This query has parameters so the worker may select the Employee Type of Hourly or Salaried.

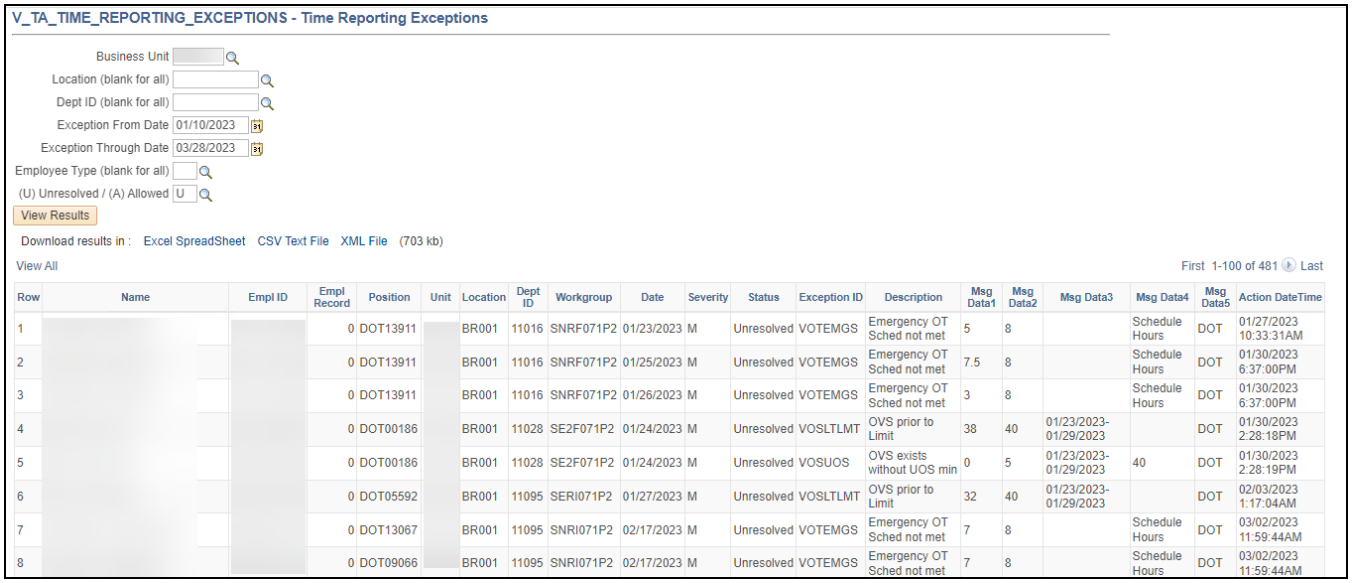
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_TIME_REPORTING_EXCEPTIONS

INPUT / SEARCH CRITERIA:
Business Unit
Location (blank for all)
Dept ID (blank for all)
Exception From Date
Exception Through Date
Employee Type (blank for all)
(U) Unresolved / (A) Allowed

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Business Unit, Exception From Date**, **Exception To Date** and **Unresolved/Allowed** are required fields.

Screenshot of the Time Reporting Exceptions Query



Row	Name	Empl ID	Empl Record	Position	Unit	Location	Dept ID	Workgroup	Date	Severity	Status	Exception ID	Description	Msg Data1	Msg Data2	Msg Data3	Msg Data4	Msg Data5	Action DateTime
1			0	DOT13911		BR001	11016	SNRF071P2	01/23/2023	M	Unresolved	VOTEMGS	Emergency OT Sched not met	5	8		Schedule Hours	DOT	01/27/2023 10:33:31AM
2			0	DOT13911		BR001	11016	SNRF071P2	01/25/2023	M	Unresolved	VOTEMGS	Emergency OT Sched not met	7.5	8		Schedule Hours	DOT	01/30/2023 6:37:00PM
3			0	DOT13911		BR001	11016	SNRF071P2	01/26/2023	M	Unresolved	VOTEMGS	Emergency OT Sched not met	3	8		Schedule Hours	DOT	01/30/2023 6:37:00PM
4			0	DOT00186		BR001	11028	SE2F071P2	01/24/2023	M	Unresolved	VOSLTLMT	OVS prior to Limit	38	40	01/23/2023-01/29/2023		DOT	01/30/2023 2:28:18PM
5			0	DOT00186		BR001	11028	SE2F071P2	01/24/2023	M	Unresolved	VOSUOS	OVS exists without UOS min	0	5	01/23/2023-01/29/2023	40	DOT	01/30/2023 2:28:19PM
6			0	DOT05592		BR001	11095	SERI071P2	01/27/2023	M	Unresolved	VOSLTLMT	OVS prior to Limit	32	40	01/23/2023-01/29/2023		DOT	02/03/2023 1:17:04AM
7			0	DOT13067		BR001	11095	SNRI071P2	02/17/2023	M	Unresolved	VOTEMGS	Emergency OT Sched not met	7	8		Schedule Hours	DOT	03/02/2023 11:59:44AM
8			0	DOT09066		BR001	11095	SNRI071P2	02/17/2023	M	Unresolved	VOTEMGS	Emergency OT Sched not met	7	8		Schedule Hours	DOT	03/02/2023 11:59:44AM

Timesheet (Prior Period) Adjustments by DeptID/Date Query V_TA_ADJUSTMENTS_PAYABLE_TIME

REVISED: 09/15/2021

DESCRIPTION:
This query lists prior period adjustments after a pay period has been completed and allocated for review. This query displays negative offset adjustment rows and corresponding payable time rows on the same duration.

NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_ADJUSTMENTS_PAYABLE_TIME

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
Business Unit	HTML
Dept ID (blank for all)	Excel
Location (blank for all)	
Employee ID (blank for all)	
From Date	
To Date	
Frozen Date (blank for all)	

ADDITIONAL INFORMATION:
The **Business Unit, From Date** and **To Date** are required fields.

Screenshot of the Timesheet Adjustments by DeptID/Date Query

V_TA_ADJUSTMENTS_PAYABLE_TIME - TS Adjustments by Deptid/Date

Business Unit 15100
Dept ID (blank for all)
Location (blank for all)
Employee ID (blank for all)
From Date 01/01/2020
To Date 04/30/2020
Frozen Date (blank for all)

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (38 kb)

View All

Row	Empl ID	Empl Record	Position	Business Unit	Name	Dept ID	Location	Daily Date	TRC	Hours	LbrDistAmt	Status	Pay Req Nbr	Last User	Approved
1		0	DOA00016	15100		97500	CENTR	01/13/2020	RGSA	5.000000	0.000000	TP	65253	V_TA_BATCH_PROCESSOR	02/04/202 10:02:55AM
2		0	DOA00016	15100		97500	CENTR	01/13/2020	RGSA1	-5.000000	0.000000	CL	65253	V_TA_BATCH_PROCESSOR	02/04/202 10:02:55A
3		0	DOA00016	15100		97500	CENTR	01/13/2020	RGSA1	5.000000	0.000000	CL	65253	V_TA_BATCH_PROCESSOR	02/04/202 9:51:16A
4		0	DOA00016	15100		97500	CENTR	01/14/2020	RGSA	5.000000	0.000000	TP	65253	V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55A
5		0	DOA00016	15100		97500	CENTR	01/14/2020	RGSA1	5.000000	0.000000	CL	65253	V_TA_BATCH_PROCESSOR	02/04/202 9:51:16AM
6		0	DOA00016	15100		97500	CENTR	01/14/2020	RGSA1	-5.000000	0.000000	CL	65253	V_TA_BATCH_PROCESSOR	02/04/202 10:02:55AM
7		0	DOA00016	15100		97500	CENTR	01/15/2020	RGSA	5.000000	0.000000	TP	65253	V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55A
8		0	DOA00016	15100		97500	CENTR	01/15/2020	RGSA1	5.000000	0.000000	CL	65253	V_TA_BATCH_PROCESSOR	02/04/2021 9:51:16AM
9		0	DOA00016	15100		97500	CENTR	01/15/2020	RGSA1	-5.000000	0.000000	CL	65253	V_TA_BATCH_PROCESSOR	02/04/202 10:02:55A
10		0	DOA00016	15100		97500	CENTR	01/16/2020	RGSA	7.000000	0.000000	TP	65253	V_TA_BATCH_PROCESSOR	02/04/2021

Screenshot of the Time Prior Period Adjustments Query (scrolled right)

First 1-40 of 40 Last

Last User	Approved at	Orig Sequence	User_1	User_2	User_3	User_4	Chartfield BU	Account Code	Account	Fund	Program	Department	Cost Center	Task	FIPS	Agency Use 1	Agency Use 2	PC Bus Unit	Project ID	Activity ID	Telecommute	Agency Value
_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM	0																				
_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM	440249846000001																				
_TA_BATCH_PROCESSOR	02/04/2021 9:51:16AM	440249846000001																				
_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM	0																				
_TA_BATCH_PROCESSOR	02/04/2021 9:51:16AM	440249846000002																				
_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM	440249846000002																				
_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM	0																				
_TA_BATCH_PROCESSOR	02/04/2021 9:51:16AM	440249846000003																				
_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM	440249846000003																				
_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM	0																				

TL Eligibility Audit Query
V_TA_ELIGIBILITY_ENROLL_AUDIT

REVISED: 09/15/2021

DESCRIPTION:
This query lists changes to the Time and Labor (TL) Eligibility page based on audit results.

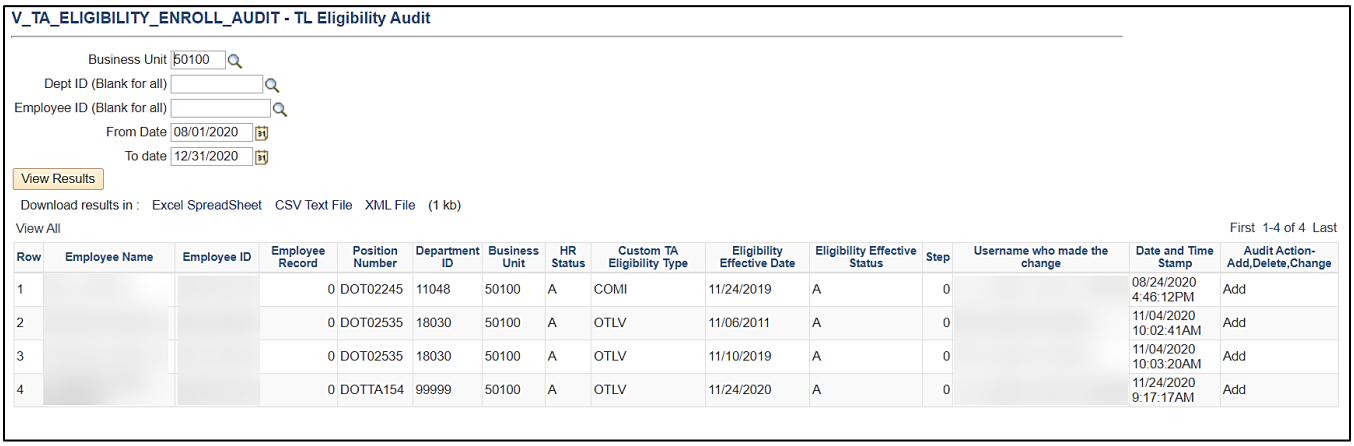
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_ELIGIBILITY_ENROLL_AUDIT

INPUT / SEARCH CRITERIA:
Business Unit
Dept ID (Blank for all)
Employee ID (Blank for all)
From Date
To Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Business Unit, From Date** and **To Date** are required fields.

Screenshot of the TL Eligibility Audit Query



V_TA_ELIGIBILITY_ENROLL_AUDIT - TL Eligibility Audit

Business Unit 50100
Dept ID (Blank for all)
Employee ID (Blank for all)
From Date 08/01/2020
To date 12/31/2020

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All First 1-4 of 4 Last

Row	Employee Name	Employee ID	Employee Record	Position Number	Department ID	Business Unit	HR Status	Custom TA Eligibility Type	Eligibility Effective Date	Eligibility Effective Status	Step	Username who made the change	Date and Time Stamp	Audit Action-Add,Delete,Change
1			0	DOT02245	11048	50100	A	COMI	11/24/2019	A	0		08/24/2020 4:46:12PM	Add
2			0	DOT02535	18030	50100	A	OTLV	11/06/2011	A	0		11/04/2020 10:02:41AM	Add
3			0	DOT02535	18030	50100	A	OTLV	11/10/2019	A	0		11/04/2020 10:03:20AM	Add
4			0	DOTTA154	99999	50100	A	OTLV	11/24/2020	A	0		11/24/2020 9:17:17AM	Add

Traditional Sick Used 6 Months Query
V_TA_TRADSCK_06MONTHS

REVISED: 09/15/2021

DESCRIPTION:
This query is used to track employees in the Traditional Sick leave program having used sick leave continuously for a six month period for potential FICA exemption.

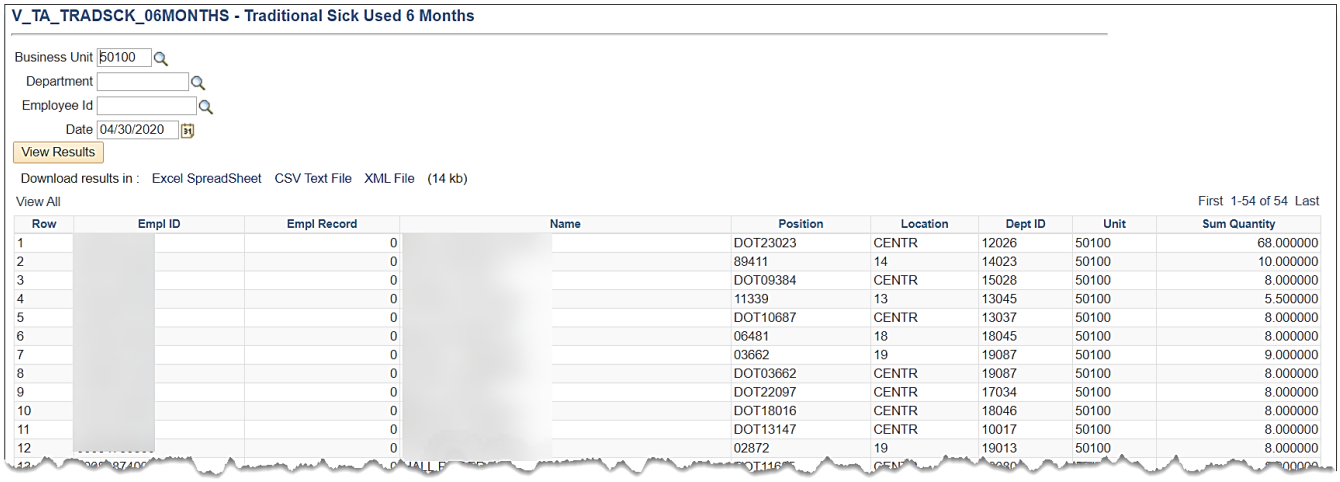
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_TRADSCK_06MONTHS

INPUT / SEARCH CRITERIA:
Business Unit
Department
Employee ID
Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Business Unit** and **Date** are required fields. The **Date** field is used to create a date range, which is used to retrieve payable time days between the **Date** field value minus 180 days and the **Date** field value.

Screenshot of the Traditional Sick Used 6 Months Query



Row	Empl ID	Empl Record	Name	Position	Location	Dept ID	Unit	Sum Quantity
1		0		DOT23023	CENTR	12026	50100	68.000000
2		0		89411	14	14023	50100	10.000000
3		0		DOT09384	CENTR	15028	50100	8.000000
4		0		11339	13	13045	50100	5.500000
5		0		DOT10687	CENTR	13037	50100	8.000000
6		0		06481	18	18045	50100	8.000000
7		0		03662	19	19087	50100	9.000000
8		0		DOT03662	CENTR	19087	50100	8.000000
9		0		DOT22097	CENTR	17034	50100	8.000000
10		0		DOT18016	CENTR	18046	50100	8.000000
11		0		DOT13147	CENTR	10017	50100	8.000000
12		0		02872	19	19013	50100	8.000000

Vacation Leave Lost Query
V_TA_FORFEITED_VAC_HRS

REVISED: 09/15/2021

DESCRIPTION:
This query is used to list the vacation leave lost at the beginning of the new leave year (during carry forward 01/10). In Cardinal at the beginning of a new leave year, vacation accruals in excess of the maximum allowable carry over amount are automatically forfeited and those hours are lost. The maximum vacation carry over amount varies from employee to employee based on the years of service.

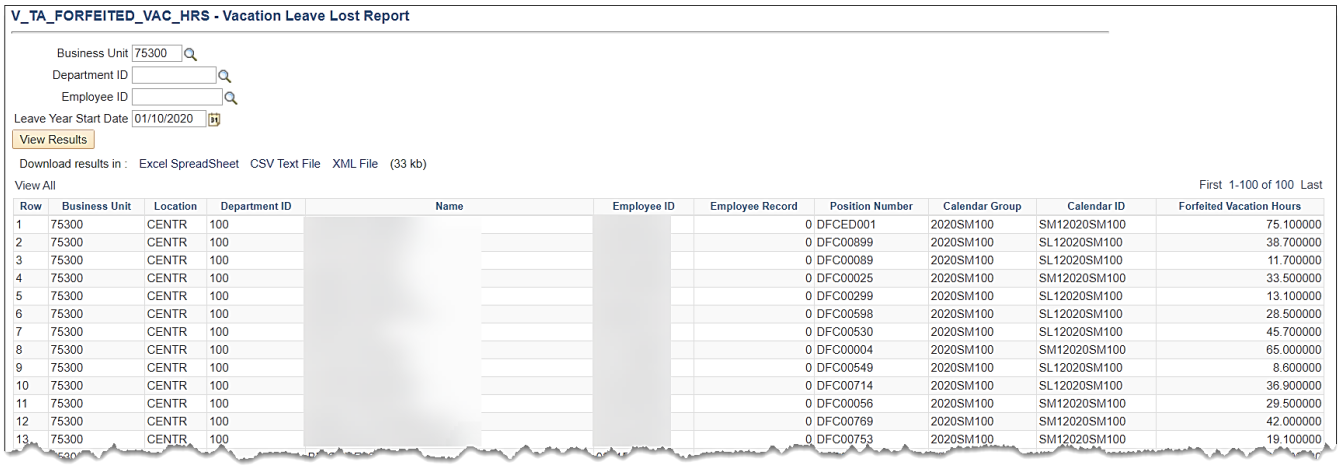
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_FORFEITED_VAC_HRS

INPUT / SEARCH CRITERIA:
Business Unit
Department ID
Employee ID
Leave Year Start Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Business Unit** and **Leave Year Start Date** are required fields.

Screenshot of the Vacation Leave Lost Query



Row	Business Unit	Location	Department ID	Name	Employee ID	Employee Record	Position Number	Calendar Group	Calendar ID	Forfeited Vacation Hours
1	75300	CENTR	100			0	DFCED001	2020SM100	SM12020SM100	75.100000
2	75300	CENTR	100			0	DFC00899	2020SM100	SL12020SM100	38.700000
3	75300	CENTR	100			0	DFC00089	2020SM100	SL12020SM100	11.700000
4	75300	CENTR	100			0	DFC00025	2020SM100	SM12020SM100	33.500000
5	75300	CENTR	100			0	DFC00299	2020SM100	SL12020SM100	13.100000
6	75300	CENTR	100			0	DFC00598	2020SM100	SL12020SM100	28.500000
7	75300	CENTR	100			0	DFC00530	2020SM100	SL12020SM100	45.700000
8	75300	CENTR	100			0	DFC00004	2020SM100	SM12020SM100	65.000000
9	75300	CENTR	100			0	DFC00549	2020SM100	SL12020SM100	8.600000
10	75300	CENTR	100			0	DFC00714	2020SM100	SL12020SM100	36.900000
11	75300	CENTR	100			0	DFC00056	2020SM100	SM12020SM100	29.500000
12	75300	CENTR	100			0	DFC00769	2020SM100	SM12020SM100	42.000000
13	75300	CENTR	100			0	DFC00753	2020SM100	SM12020SM100	19.100000

Weekly Submitted Hours Query
V_TA_TLAM_WKLY_HRS

REVISED: 08/02/202

DESCRIPTION:
This query is used to display hours from Payable Time within a Start/End Date range for review. The query displays all Salaried Regular and all Non-Productive Time except Docking and Donated Leave Taken.

Note: For agencies using Cardinal Absence Management, Non-Productive Time entered on the Absence tab of the timesheet will be displayed on the report after the hours have been approved by the Supervisor and processed by the nightly Absence Calc Process.

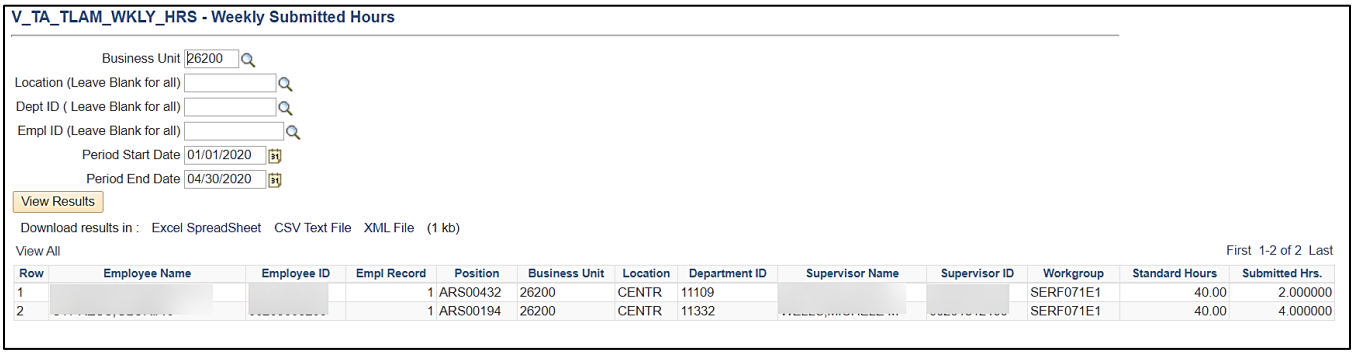
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_TLAM_WKLY_HRS

INPUT / SEARCH CRITERIA:
Business Unit
Location (Leave Blank for all)
Dept ID (Leave Blank for all)
Empl ID (Leave Blank for all)
Period Start Date
Period End Date

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Business Unit, Period Start Date** and **Period End Date** are required fields. The Period Start Date is the first day of the employee's FLSA period and the Period End Date is the last day of the employee's FLSA period.

Screenshot of the Weekly Submitted Hours Query



Row	Employee Name	Employee ID	Empl Record	Position	Business Unit	Location	Department ID	Supervisor Name	Supervisor ID	Workgroup	Standard Hours	Submitted Hrs.
1			1	ARS00432	26200	CENTR	11109			SERF071E1	40.00	2.000000
2			1	ARS00194	26200	CENTR	11332			SERF071E1	40.00	4.000000

Workflow Setup Issues Query
V_TA_WORKFLOW_SETUP_ISSUES

REVISED: 09/15/2021

DESCRIPTION:
This query is used to display employees and managers who may require corrective action due to time and labor enrollment data, job data, and/or time and labor security set up that may result in incorrect workflow routing. This query displays various setup issues that may cause workflow problems, including employees reporting to vacant positions, employees missing reports to positions, approvers missing the approver role, employees with EMPLIDs not assigned to User IDs, approvers with EMPLIDs not assigned to User IDs, and multiple active approvers sharing positions.

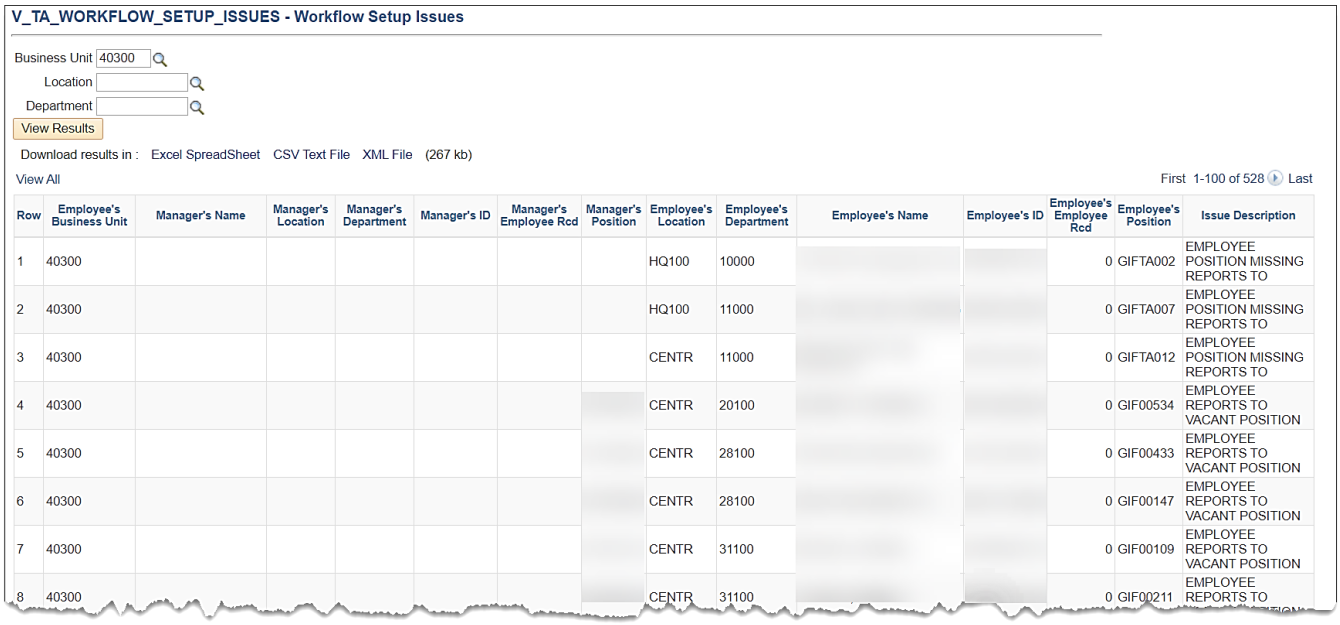
NAVIGATION PATH:
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_WORKFLOW_SETUP_ISSUES

INPUT / SEARCH CRITERIA:
Business Unit
Location
Department

OUTPUT FORMAT:
HTML
Excel

ADDITIONAL INFORMATION:
The **Business Unit** field is a required field.

Screenshot of the Workflow Setup Issues Query



Row	Employee's Business Unit	Manager's Name	Manager's Location	Manager's Department	Manager's ID	Manager's Employee Rcd	Manager's Position	Employee's Location	Employee's Department	Employee's Name	Employee's ID	Employee's Employee Rcd	Employee's Position	Issue Description
1	40300							HQ100	10000			0	GIFTA002	EMPLOYEE POSITION MISSING REPORTS TO
2	40300							HQ100	11000			0	GIFTA007	EMPLOYEE POSITION MISSING REPORTS TO
3	40300							CENTR	11000			0	GIFTA012	EMPLOYEE POSITION MISSING REPORTS TO
4	40300							CENTR	20100			0	GIF00534	EMPLOYEE REPORTS TO VACANT POSITION
5	40300							CENTR	28100			0	GIF00433	EMPLOYEE REPORTS TO VACANT POSITION
6	40300							CENTR	28100			0	GIF00147	EMPLOYEE REPORTS TO VACANT POSITION
7	40300							CENTR	31100			0	GIF00109	EMPLOYEE REPORTS TO VACANT POSITION
8	40300							CENTR	31100			0	GIF00211	EMPLOYEE REPORTS TO

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Absence Data Upload Error Report (RTA674)

REVISED: 04/14/2023

DESCRIPTION:
This report displays a list of Absence Upload errors interfacing agencies encountered during the Absence Data Upload file process. This report includes all the errors along with error messages for users to review and make the necessary corrections.

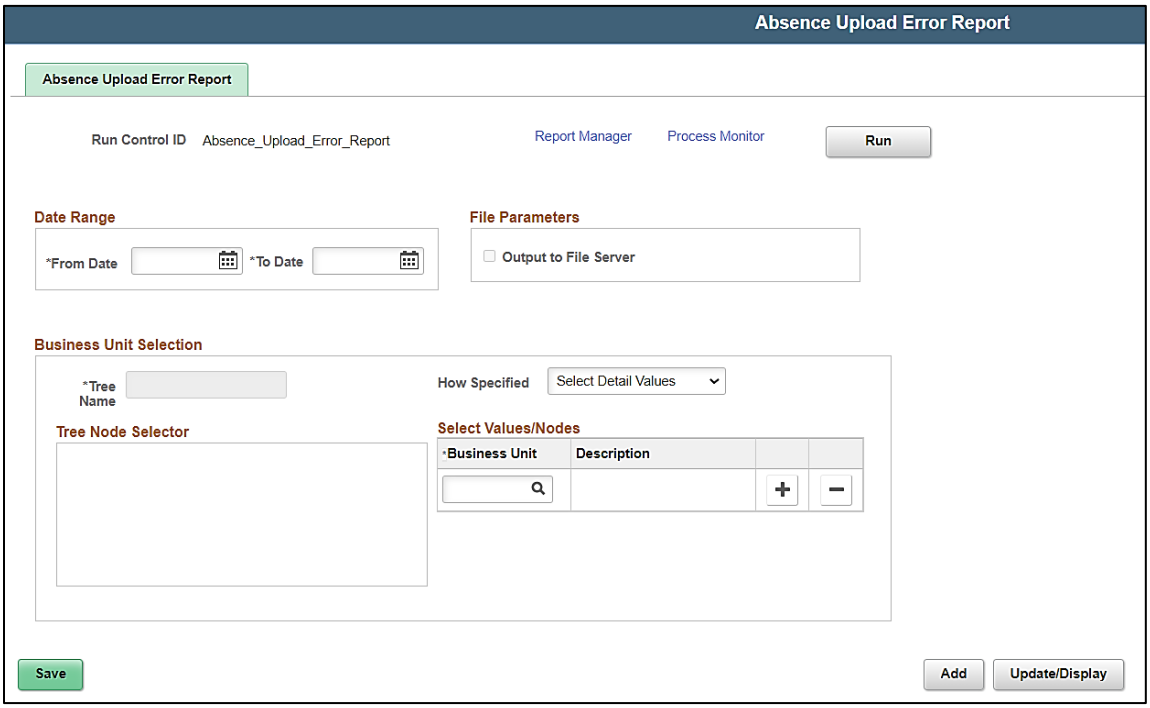
This same data can also be extracted through the **V_TA_ABS_DATA_UPLOAD_ERROR query**.

NAVIGATION PATH:
NavBar > Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Absence Upload Error Report

RUN CONTROL PARAMETERS:
From Date
To Date
Output to File Server (checkbox)
Business Unit

OUTPUT FORMAT:
PDF
CSV

Screenshot of the Absence Data Upload Error Report Run Control Page



ADDITIONAL INFORMATION:
The **From Date**, **To Date**, **Tree Name** and **Business Unit** are required fields. In order to review results, the user must click on **Report Manager** after running the report and refreshing to success.

Screenshot of the Absence Data Upload Error Report

Report ID: RTA674

Commonwealth of Virginia

ABSENCE DATA UPLOAD ERROR REPORT

Run Date: 05/14/2021
Run Time: 11:04 00

Interfacing Business Unit: 19400 Department of General Services

Page No. 1 of 11

Uploaded Date Range: 01/01/2019 To 03/31/2021

File Name: 19400_TA758_IN_07302020_0842_001.DAT
Upload Run Date: 07/30/2020

Employee ID	Business Unit	Absence Take Element	Absence Reason	Absence Begin Date	Absence End Date	Absence Duration	Error Field Name	Error Description
	19400	VAC TAKE ELEM	VAC	11/25/2019	11/25/2019	8	BGN_DT	Employee has an absence prior to 90 days from current Date
	19400	SCK TAKE ELEM	FME	11/25/2019	11/25/2019	8	ABSENCE_REASON	Absence Reason is invalid
	19400	SCK TAKE ELEM	FME	11/25/2019	11/25/2019	8	BGN_DT	Employee has an absence prior to 90 days from current Date
	19400	SCK TAKE ELEM	FME	11/25/2019	11/25/2019	8	PIN_NM	Absence Take is not valid for the Employee Eligibility Group
	19400	VAC TAKE ELEM	VAC	11/25/2019	11/25/2019	8	BGN_DT	Employee has an absence prior to 90 days from current Date
	19400	STD TAKE ELEM	STD	11/25/2019	11/25/2019	8	BGN_DT	Employee has an absence prior to 90 days from current Date

Total number of rows submitted	4	Total number of Absence hours submitted	32
Total number of rows with Errors	4	Total number of Absence hours with errors	32
Total number of rows successfully Processed	0	Total number of Absence hours loaded successfully	0

DOA Leave Liability Report (RTA013)

REVISED: 07/21/2025

DESCRIPTION:
This report contains leave liability data for reporting to Department of Accounts (DOA) at Fiscal Year End for employees in Traditional, Virginia Sickness & Disability Program (VSDP) and Hybrid leave programs and does not include At-Will or Faculty leave programs.

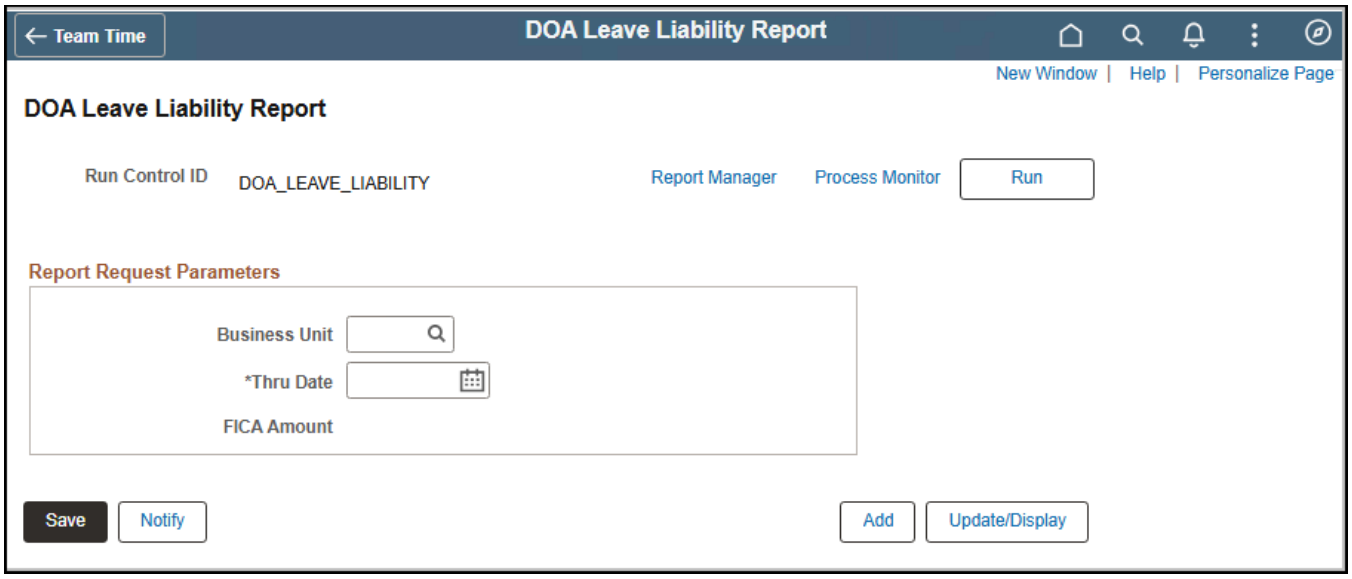
Agencies with employees in the Flex Regular and Flex VSDP Eligibility Groups can run the **Flex Leave Liability Data Report (RTA803)**.

NAVIGATION PATH:
NavBar > Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > DOA Leave Liability Report

INPUT / SEARCH CRITERIA:
Business Unit
FICA Amount
Thru Date

OUTPUT FORMAT:
Excel

Screenshot of the DOA Leave Liability Report Run Control Page



Note: The FICA Amount will display after the Business Unit and Thru Date is entered.

ADDITIONAL INFORMATION:
The **Business Unit** and **Thru Date** are required fields.

Screenshots of the Leave Liability Report

Section 1: Employee Details Section

DOA LEAVE LIABILITY REPORT

RUN CONTROL PARAMETERS:
BUSINESS_UNIT: 12300
THRU DATE: 06/24/2025
FICA Amount:176100
Run Date-Time:071620251134

Section1-E EMPLOYEE DETAILS SECTION
Section1-E

Section1-E EMPLID	NAME	LOCATION	DEPTID	ELIG_GRP	GP_PAYGROUP	PRD_END_DT	LEAVE_ELIG_DA	YRS_OF_SVC	HOURLY_RT	LEAVE TYPE	END_BAL	BAL_LIAB_AMT	ACCRUED_TAKEN_TC	PROJECTED	PROJECTE	PROJECTE	FUND COI	PROGRAM CODE
Section1-E		RC743	FACILITIES	V	SM1	24-Jun-25	7/10/2024	0.9543	27.235577	ERL	8	217.885	0	0	0	0	Split	Split
Section1-E		RC743	FACILITIES	V	SM1	24-Jun-25	7/10/2024	0.9543	27.235577	PER	32	0	16	16	0	0	871.54	Split	Split
Section1-E		RC743	FACILITIES	V	SM1	24-Jun-25	7/10/2024	0.9543	27.235577	SDP	64	0	40	24	0	0	1743.08	Split	Split
Section1-E		RC743	FACILITIES	V	SM1	24-Jun-25	7/10/2024	0.9543	27.235577	VAC	92	2505.673	48	0	96	2614.62	0	Split	Split
Section1-E		FTBAR	FTPICDPW	V	SM1	24-Jun-25	3/25/2024	1.24731	34.663462	ERL	8	277.308	8	8	0	0	0	10000	721009
Section1-E		FTBAR	FTPICDPW	V	SM1	24-Jun-25	3/25/2024	1.24731	34.663462	PER	0	0	32	32	0	0	0	10000	721009
Section1-E		FTBAR	FTPICDPW	V	SM1	24-Jun-25	3/25/2024	1.24731	34.663462	SDP	36	0	64	52	0	0	1247.88	10000	721009
Section1-E		FTBAR	FTPICDPW	V	SM1	24-Jun-25	3/25/2024	1.24731	34.663462	VAC	30.5	1057.236	76	16	96	3327.69	0	10000	721009
Section1-E		RC732	FACILITIES	V	SM1	24-Jun-25	3/25/2014	11.24731	24.759615	ERL	8	198.077	8	8	0	0	0	Split	Split
Section1-E		RC732	FACILITIES	V	SM1	24-Jun-25	3/25/2014	11.24731	24.759615	PER	32	0	32	24	0	0	792.31	Split	Split
Section1-E		RC732	FACILITIES	V	SM1	24-Jun-25	3/25/2014	11.24731	24.759615	SDP	68	0	64	64	0	0	1683.65	Split	Split

Section 2: Employee Salary Leave Liability Section

Section2-I EMPLOYEE SALARY LEAVE LIABILITY SECTION
Section2-I

Section2-I EMPLID	NAME	LOCATION	DEPTID	ELIG_GRP	GP_PAYGROUP	PRD_END_DT	LEAVE_ELIG_DA	YRS_OF_SVC	HOURLY_RT	YTD_MED_T	TOT_BAL_AMT	TOT_AMT (YTD_I	ADDL_OAS	ADDL_MEI	OASDI_TAX_	MED_TAX_	TOTAL_LE/	HR_STATU	FUND_COI	PROGRAM_CODE
Section2-		RC743	FACILITIES	V	SM1	24-Jun-25	7/10/2024	0.9543	27.235577	30903.69	5338.173	36241.863	5338.173	5338.173	330.967	77.404	5746.543	A	Split	Split
Section2-		FTBAR	FTPICDPW	V	SM1	24-Jun-25	3/25/2024	1.24731	34.663462	39155.05	2582.429	41737.479	2582.429	2582.429	160.111	37.445	2779.985	A	10000	721009
Section2-		RC732	FACILITIES	V	SM1	24-Jun-25	3/25/2014	11.24731	24.759615	28583.07	7130.77	35713.84	7130.77	7130.77	442.108	103.396	7676.274	A	Split	Split
Section2-		SMRAD	SMR	V	SM1	24-Jun-25	1/10/1989	36.4543	32.303365	35408.4	15042.062	50450.462	15042.06	15042.06	932.608	218.11	16192.78	A	10000	721009
Section2-		SMRAD	SMR	V	SM1	24-Jun-25	3/10/1989	36.28763	28.457212	31427.34	13042.651	44469.991	13042.65	13042.65	808.644	189.118	14040.41	A	10000	721009
Section2-		FTBAR	ENVIRON	V	SM1	24-Jun-25	12/10/1998	26.53763	39.036538	46918.11	14638.702	61556.812	14638.7	14638.7	907.6	212.261	15758.56	A	10000	721010
Section2-		FTBAR	FACILITIES	V	SM1	24-Jun-25	3/25/2022	3.24731	33.425481	36682.01	4946.971	41628.981	4946.971	4946.971	306.712	71.731	5325.414	A	10000	721010
Section2-		SMRAD	SMR	V	SM1	24-Jun-25	5/25/1993	32.08065	28.654327	32746.8	10602.102	43348.902	10602.1	10602.1	657.33	153.73	11413.16	A	10000	721009
Section2-		FTBAR	FTPICDPW	T	SM1	24-Jun-25	10/25/1993	31.66398	46.786538	52939.13	20983.762	73922.892	20983.76	20983.76	1300.993	304.265	22589.02	A	10000	721009
Section2-		DSCR	VAFA	V	SM1	24-Jun-25	11/10/2015	9.62097	61.899038	66186.07	21355.167	87541.237	21355.17	21355.17	1324.02	309.65	22988.84	A	01000	799001
Section2-		FTBAR	FTPICFIRE	V	SF1	24-Jun-25	9/10/1996	28.78763	23.521635	4097.72	2657.945	6755.665	2657.945	2657.945	164.793	38.54	2861.278	A	10000	721009

Section 3: Current Liability at Employee – Level Detail Section

Section3-I CURRENT LIABILITY AT EMPLOYEE-LEVEL DETAIL SECTION
Section3-I

Section3-I EMPLID	NAME	LOCATION	DEPTID	ELIG_GRP	GP_PAYGROUP	PRD_END_DT	LEAVE_ELIG_DA	YRS_OF_SVC	HOURLY_RT	LEAVE TYPE	END_BAL	BAL_LIAB_AMT	TERM_DATE	FUND_COI	PROGRAM_CODE
Section3-		FTBAR	FACILITIES	V	SM1	24-Jun-25	1/10/1989	36.4543	50.158173	VAC	0	0	6/30/2024	10000	721010
Section3-		FTBAR	FTPICBILL	V	SM1	24-Jun-25	10/10/1997	27.7043	26.896635	DSK	48	322.76	5/31/2025	02123	721009
Section3-		FTBAR	FTPICBILL	V	SM1	24-Jun-25	10/10/1997	27.7043	26.896635	ERL	10	268.966	5/31/2025	02123	721009
Section3-		FTBAR	FTPICBILL	V	SM1	24-Jun-25	10/10/1997	27.7043	26.896635	VAC	273.3	7350.85	5/31/2025	02123	721009
Section3-		FTBAR	FACILITIES	T	SM1	24-Jun-25	12/25/1998	26.49731	52.504808	SCK	5	65.631	7/24/2024	10000	721010
Section3-		FTBAR	FACILITIES	T	SM1	24-Jun-25	12/25/1998	26.49731	52.504808	VAC	0	0	7/24/2024	10000	721010
Section3-		FTBAR	VAPA	V	SM1	24-Jun-25	3/25/1999	26.24731	27.419231	VAC	495	9212.862	5/11/2025	01000	799001
Section3-		FTBAR	ENVIRON	V	SM1	24-Jun-25	9/10/2001	23.78763	29.559615	VAC	0	0	7/31/2024	10000	721010

Section 4: Current Employee Leave Liability Section

Section4-I CURRENT EMPLOYEE LEAVE LIABILITY SECTION
Section4-I

Section4-I EMPLID	NAME	LOCATION	DEPTID	ELIG_GRP	GP_PAYGROUP	PRD_END_DT	LEAVE_ELIG_DA	YRS_OF_SVC	HOURLY_RT	YTD_MED_TA	TOT_BAL_AMT	TOT_AMT (YTD_M	ADDL_OASDI_	ADDL_MEI	OASDI_TAX_	MED_TAX_	TOTAL_LE/	HR_STATU	FUND_COI	PROGRAM_CODE
Section4-I		FTBAR	FACILITIES	V	SM1	24-Jun-25	1/10/1989	36.4543	50.158173	0	0	0	0	0	0	0	0	I	10000	721010
Section4-I		FTBAR	FTPICBILL	V	SM1	24-Jun-25	10/10/1997	27.7043	26.896635	32012.23	7942.576	39954.806	7942.576	7942.58	492.44	115.167	8550.18	I	02123	721009
Section4-I		FTBAR	FACILITIES	T	SM1	24-Jun-25	12/25/1998	26.49731	52.504808	0	65.631	65.631	65.631	65.631	4.069	0.952	70.652	I	10000	721010
Section4-I		FTBAR	VAPA	V	SM1	24-Jun-25	3/25/1999	26.24731	27.419231	19124.16	9212.862	28337.022	9212.862	9212.86	571.197	133.586	9917.65	I	01000	799001
Section4-I		FTBAR	ENVIRON	V	SM1	24-Jun-25	9/10/2001	23.78763	29.559615	0	0	0	0	0	0	0	0	I	10000	721010
Section4-I		FTBAR	ITAM	V	SM1	24-Jun-25	4/10/1999	26.2043	24.975962	0	0	0	0	0	0	0	0	I	10000	721009
Section4-I		FTBAR	VAFA	V	SM1	24-Jun-25	3/10/2006	19.28763	36.417308	36678.67	1456.692	38135.362	1456.692	1456.69	90.315	21.122	1568.13	I	01000	799001

Section 5: Report Summary Section

Section5-I REPORT SUMMARY SECTION													
Section5-I													
Section5-I DESCRIPTION	EARN CODE												
Section5-I	VAC	SCK	SDP	PER	CPT	ALI	DSK	OTT	FVC	ERL	SRL	GRAND TOTAL	
Section5-I SUM OF HOURS EARN YTD	38679.08	350	19655	9455	4204.95	40	0	1235.1	0	3256	0	76875.13	
Section5-I SUM OF HOURS TAKEN YTD	30721.83	841.5	15829	8320.3	3499.45	40	0	1445.89	0	2585.6	0	63283.57	
Section5-I SUM OF TOTAL EARNS PROJECTED FOR: 2026	1572126.85	15880.84	456465.23	202449								2246921.53	
Section5-I													
Section5-I *APPLICATION OF PREVIOUS YEAR EARNED/TAKEN PERCENTAGE AGAINST EARNINGS PROJECTED FOR NEXT YEAR*													
Section5-Report Summary													
Section5-I PERCENTAGE TAKEN DURING PREVIOUS LEAVE YEAR	0.7942750965121193	2.40428571428	0.80534215212	0.8799894235854045478582760 4									
Section5-I PROJECTED DUE WITHIN ONE YEAR	1248701.2055130444	38182.0767428	367610.690696	178152.63		FICA	140197.465555					1972844.0741293829750710107	
Section5-I													
Section5-I													
Section5-I SUM OF LEAVE LIABILITY AS OF: 24-JUN-2025												3224612.535	
Section5-I													
Section5-I													
Section5-I													
Section5-I CURRENT LEAVE LIABILITY												TOTAL	
Section5-I												53925.807	

Section 6: Summary by Fund for Total Liability:

Section6-S	SUMMARY BY FUND FOR THE TOTAL LIABILITY		
Section6-S			
Section6-S	FUND	PROGRAM CODE	FYTD EXPENDITURE
Section6-S	01000	108011	10839.031
Section6-S	01000	187001	70497.9685
Section6-S	01000	721001	72954.6225
Section6-S	01000	721004	10100.43
Section6-S	01000	721010	14366.19475

Section 7: Summary by Fund for the Projected Liability:

Section7-S	SUMMARY BY FUND FOR THE PROJECTED LIABILITY			
Section7-S				
Section7-S	FUND	PROGRAM CODE	EARNINGS CODI	FYTD EXPENDITURE
Section7-S	01000	108011	PER	892.43
Section7-S	01000	108011	SCK	0
Section7-S	01000	108011	SDP	711.16
Section7-S	01000	108011	VAC	4864.06
Section7-S	01000	187001	PER	6446.87

Docking Unpaid Absences Report (VTAR655)

REVISED: 08/02/2024

DESCRIPTION:
This report displays a list of employees with processed unpaid absences in order to review and dock pay for appropriate salaried employees in Cardinal. Unpaid absences can either be from Absence Management (for example, LNP – Pay Docking) or from Payable Time (for example, HNP - Holiday Pay Docking) where Cardinal is the leave system of record or all from Payable Time (for example, LNPX - Pay Docking or STLX - Short Term Disability-Pay Dock) where the Agency has an external leave system of record.

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

- Before HR Data Freeze
- Day after the Payday

It is, however, recommended that you run this report daily between the Create Paysheets date and the day after the Payday. While TL Administrators, AM Administrators, and PY Administrators have access to run and review this report, it is primarily the responsibility of the PY Administrator to run this report to identify Pay Docking Transactions and to enter those transaction via SPOT to dock the employees' pay.

NAVIGATION PATH:
NavBar > Menu > Time and Labor > Reports > Docking Unpaid Absences Report

RUN CONTROL PARAMETERS:

Business Unit
Department
Employee ID

For agencies using an external leave system

From Date
To Date

For agencies using Cardinal Absence Management

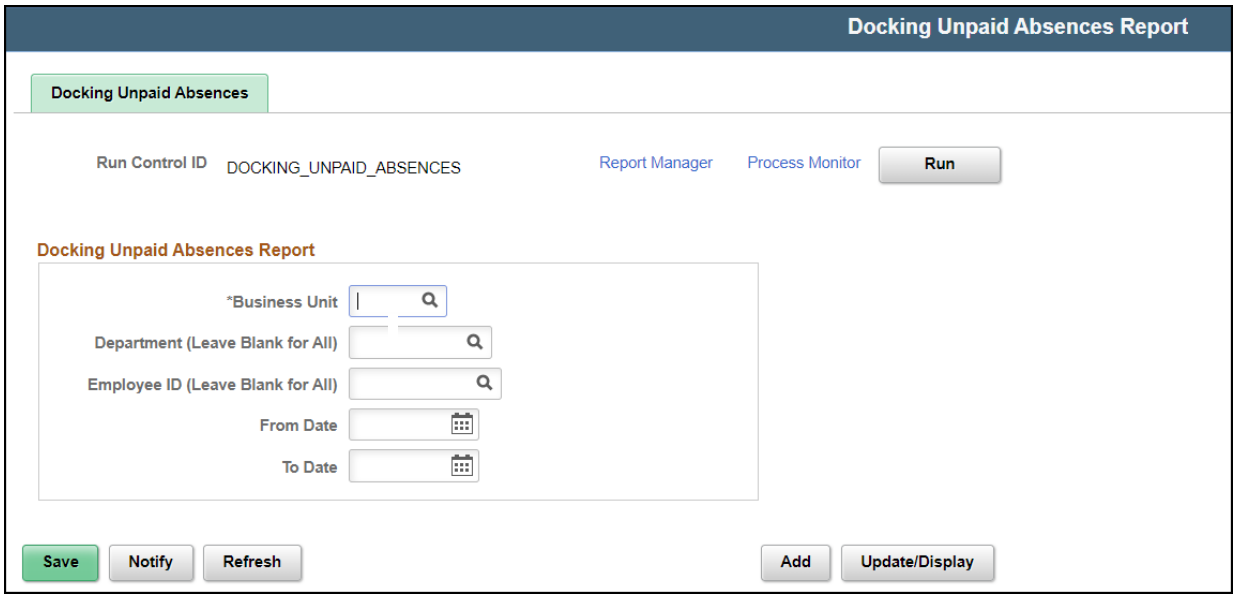
Calendar ID

OUTPUT FORMAT:

Excel

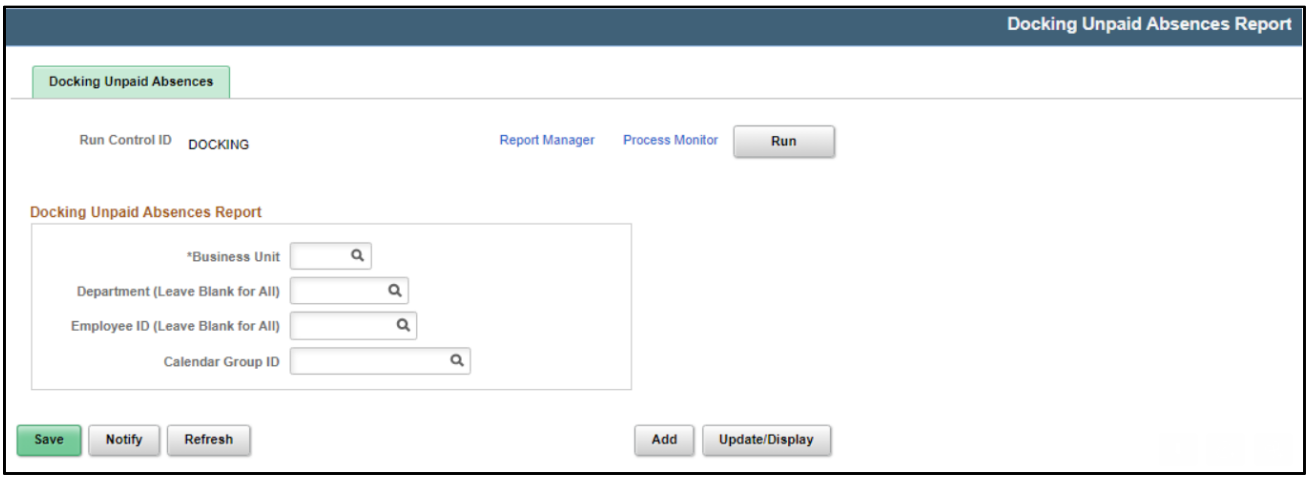
Note: The From Date and To Date or the Calendar ID fields will display after the Business Unit has been entered.

Screenshot of the Docking Unpaid Absences Report Run Control Page (for Agency using an external leave system)



ADDITIONAL INFORMATION:
The **Business Unit**, **From Date** and **To Date** are required fields; however, for a BU using Cardinal AM, the **From/To Date** field prompts are instead combined to a single **Calendar Group ID** field prompt.

Screenshot of the Docking Unpaid Absences Report Run Control Page (for agencies using Cardinal Absence Management)



Screenshot of the Docking Unpaid Absences Report

Docking Unpaid Absences Report									
Run Control Parameters:									
Business Unit: 24200									
Department:									
Emplid:									
Calendar Group: 2024SM109									
Name	Emplid	EMPL_RCD	POS_NUM	BUSINESS_UNIT	DEPTID	PAYGROUP	PAY BEGIN DT	PAY END DT	DUR
		0		24200	26150	SM1	2024-05-10	2024-05-24	2024-05-06
		0		24200	26150	SM1	2024-05-10	2024-05-24	2024-05-06
		0		24200	26150	SM1	2024-05-10	2024-05-24	2024-05-07
		0		24200	26150	SM1	2024-05-10	2024-05-24	2024-05-07
		0		24200	26150	SM1	2024-05-10	2024-05-24	2024-05-08
		0		24200	26150	SM1	2024-05-10	2024-05-24	2024-05-08
		0		24200	26150	SM1	2024-05-10	2024-05-24	2024-05-09
		0		24200	26150	SM1	2024-05-10	2024-05-24	2024-05-09
		0		24200	28020	SM1	2024-05-10	2024-05-24	2024-05-10
		0		24200	28020	SM1	2024-05-10	2024-05-24	2024-05-13
		0		24200	28020	SM1	2024-05-10	2024-05-24	2024-05-14

Screenshot of the Docking Unpaid Absences Report (scrolled right)

TRC	DESCRIPTION	QUANTITY	STATUS	FROZEN DATE	FROZEN FLAG	FORECAST VALUE	WORKGROUP
LNP	Pay Docking	-8	PD	2024-05-24	N		SNRF071P1
STL	Short Term Disability-Pay Dock	3.2					SNRF071P1
LNP	Pay Docking	-8	PD	2024-05-24	N		SNRF071P1
STL	Short Term Disability-Pay Dock	3.2					SNRF071P1
LNP	Pay Docking	-8	PD	2024-05-24	N		SNRF071P1
STL	Short Term Disability-Pay Dock	3.2					SNRF071P1
LNP	Pay Docking	-8	PD	2024-05-24	N		SNRF071P1
STL	Short Term Disability-Pay Dock	3.2					SNRF071P1
LNP	Pay Docking	8					SNRP071E1
LNP	Pay Docking	8					SNRP071E1
LNP	Pay Docking	8					SNRP071E1

Employee Leave Report (RTA010)

REVISED: 06/18/2024

DESCRIPTION:
This report provides summary and detailed leave balance information (absences accrued/taken by an employee) and related detail transactions (if selected) for individual employees, a designated organization unit, or designated group of organization units such as District-wide or Residency-wide. The report can be used by employees to monitor leave balances as well as supervisors in managing employee leave activity.

This report can be run based on the **Finalized/Closed Leave Period End Date** or the **Unfinalized/Open Leave Period End Date**.

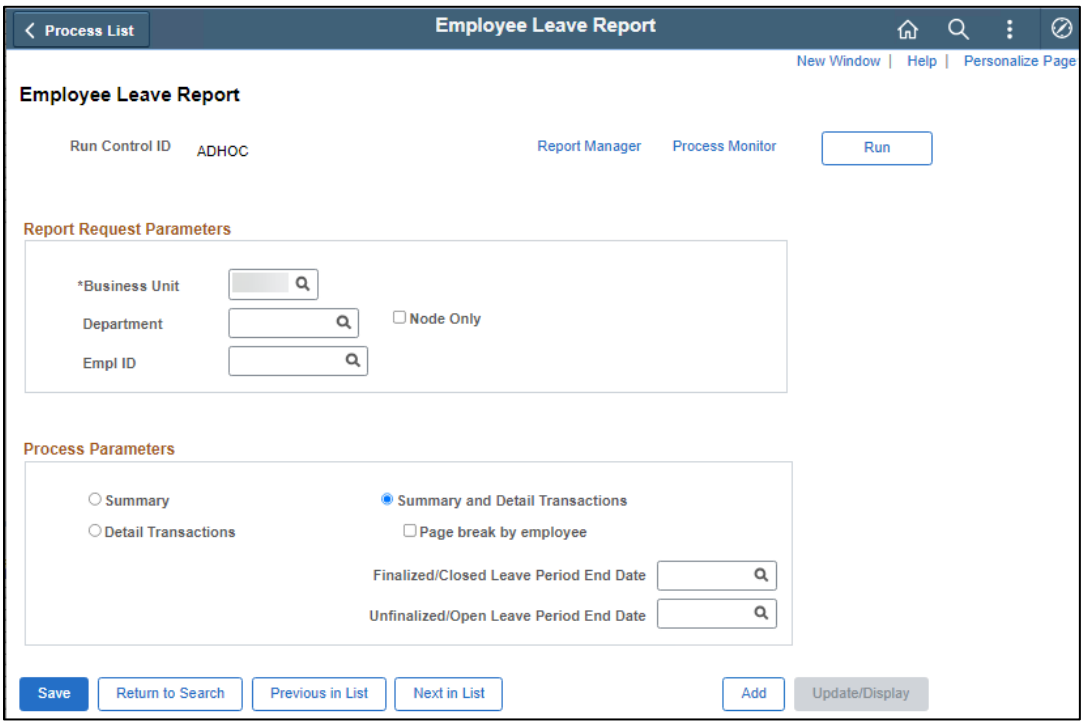
- **Finalized/Closed Leave Period End Date**
  - Enter the end date of any finalized leave period to review leave data from the beginning of the leave year through the period end date selected. The report will reflect data as of the finalized period selected.
- **Unfinalized/Open Leave Period End Date**
  - Enter the end date of the current open leave period to review leave data from the beginning of the leave year through the end date of the current period. The associated look up feature includes the current open leave period end dates for the SM1 and SM2 calendars.
  - When you select the Unfinalized/Open Leave Period End Date option, the data reflected is estimated based on data as of Last Processed Date/Time.
    The balances are estimated through the current open period end date and include absences approved through that date, as well as any entitlements processed through that date, as of the Last Absence Calculation Process Run Date/Time.

NAVIGATION PATH:
NavBar > Menu > Global Payroll & Absence Management > Absence and Payroll Processing > Reports > Employee Leave Report

RUN CONTROL PARAMETERS:
Business Unit
Department
Node Only [checkbox]
Empl ID (blank for all)
Summary [radio button]
Detail Transactions [radio button]
Summary and Detail Transactions [radio button]
Page break by employee checkbox
Finalized/Closed Leave Period End Date
Unfinalized/Open Leave Period End Date

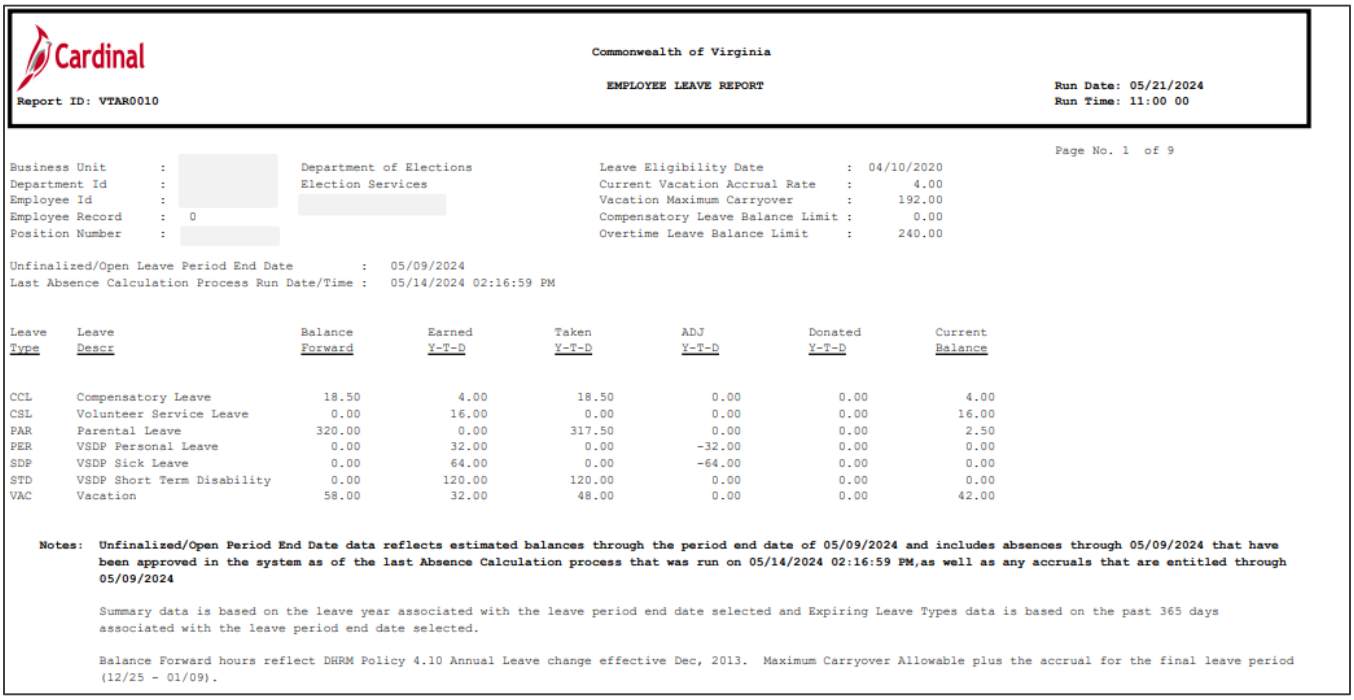
OUTPUT FORMAT:
PDF
CSV

Screenshot of the Employee Leave Report Run Control Page



ADDITIONAL INFORMATION:
The **Business Unit** and either the **Finalized/Closed Leave Period End Date** or the **Unfinalized/Open Leave Period End Date** are required fields. Also, either the **Department** or **Empl ID** field is a required field.

Screenshot of the Employee Leave Report



Cardinal

Report ID: VTAR0010

Commonwealth of Virginia

EMPLOYEE LEAVE REPORT

Run Date: 05/21/2024
Run Time: 11:00 00

Page No. 1 of 9

Business Unit :
Department Id : Department of Elections
Employee Id : Election Services
Employee Record : 0
Position Number :

Leave Eligibility Date : 04/10/2020
Current Vacation Accrual Rate : 4.00
Vacation Maximum Carryover : 192.00
Compensatory Leave Balance Limit : 0.00
Overtime Leave Balance Limit : 240.00

Unfinalized/Open Leave Period End Date : 05/09/2024
Last Absence Calculation Process Run Date/Time : 05/14/2024 02:16:59 PM

Leave Type	Leave Descr	Balance Forward	Earned Y-T-D	Taken Y-T-D	ADJ Y-T-D	Donated Y-T-D	Current Balance
CCL	Compensatory Leave	18.50	4.00	18.50	0.00	0.00	4.00
CSL	Volunteer Service Leave	0.00	16.00	0.00	0.00	0.00	16.00
PAR	Parental Leave	320.00	0.00	317.50	0.00	0.00	2.50
PER	VSDP Personal Leave	0.00	32.00	0.00	-32.00	0.00	0.00
SDP	VSDP Sick Leave	0.00	64.00	0.00	-64.00	0.00	0.00
STD	VSDP Short Term Disability	0.00	120.00	120.00	0.00	0.00	0.00
VAC	Vacation	58.00	32.00	48.00	0.00	0.00	42.00

Notes: Unfinalized/Open Period End Date data reflects estimated balances through the period end date of 05/09/2024 and includes absences through 05/09/2024 that have been approved in the system as of the last Absence Calculation process that was run on 05/14/2024 02:16:59 PM,as well as any accruals that are entitled through 05/09/2024

Summary data is based on the leave year associated with the leave period end date selected and Expiring Leave Types data is based on the past 365 days associated with the leave period end date selected.

Balance Forward hours reflect DHRM Policy 4.10 Annual Leave change effective Dec, 2013. Maximum Carryover Allowable plus the accrual for the final leave period (12/25 - 01/09).

ADDITIONAL INFORMATION:

The Employee Leave Report header section includes a quick reference for Employee Leave Data.

- Last Absence Calculation Process Run Date/Time
- Vacation Maximum Carryover
- Compensatory Leave Balance Limit
- Overtime Leave Balance Limit

Screenshot of the Employee Leave Types – History Details section

Page No. 2 of 6

Expiring Leave Types - History Details

Leave Type	Leave Description	Earned Date / Taken Date	Earned Hours	Taken Hours	Expiration Date
OCSA	Comp Leave Earned - Exempt	05/11/2023	2.00	0.00	05/11/2024
OCSA	Comp Leave Earned - Exempt	05/15/2023	1.00	0.00	05/15/2024
OCSA	Comp Leave Earned - Exempt	05/16/2023	3.00	0.00	05/16/2024
OCSA	Comp Leave Earned - Exempt	05/17/2023	2.50	0.00	05/17/2024
OCSA	Comp Leave Earned - Exempt	05/18/2023	2.00	0.00	05/18/2024
OCSA	Comp Leave Earned - Exempt	05/19/2023	2.00	0.00	05/19/2024
OCSA	Comp Leave Earned - Exempt	05/30/2023	8.00	0.00	05/30/2024
OCSA	Comp Leave Earned - Exempt	06/02/2023	1.10	0.00	06/02/2024
OCSA	Comp Leave Earned - Exempt	06/07/2023	2.10	0.00	06/07/2024
OCSA	Comp Leave Earned - Exempt	06/08/2023	2.90	0.00	06/08/2024
CCLA	Compensatory Leave Taken	06/16/2023	0.00	4.00	
CCLA	Compensatory Leave Taken	06/22/2023	0.00	7.00	
CCLA	Compensatory Leave Taken	07/03/2023	0.00	8.00	
OCSA	Comp Leave Earned - Exempt	07/28/2023	1.00	0.00	07/28/2024
OCSA	Comp Leave Earned - Exempt	07/30/2023	8.00	0.00	07/30/2024
OCSA	Comp Leave Earned - Exempt	07/31/2023	2.00	0.00	07/31/2024
OCSA	Comp Leave Earned - Exempt	08/02/2023	2.00	0.00	08/02/2024
OCSA	Comp Leave Earned - Exempt	08/25/2023	8.50	0.00	08/25/2024
OCSA	Comp Leave Earned - Exempt	09/08/2023	4.00	0.00	09/08/2024
CCLA	Compensatory Leave Taken	09/14/2023	0.00	2.00	

Flex Leave Liability Data Report (RTA803)

REVISED: 01/24/2023

DESCRIPTION:
This report provides agencies with the data needed to compute leave liability for employees using Cardinal as their leave system of record in the faculty/flex eligibility groups. Agencies with employees in the Flex Regular and Flex VSDP Eligibility Groups (e.g., faculty employees) can use this report to retrieve data related to outstanding leave that may be eligible for payout upon separation, along with information related to fund distributions, to manually calculate the current liability and project future liability as appropriate for the agency and employees.

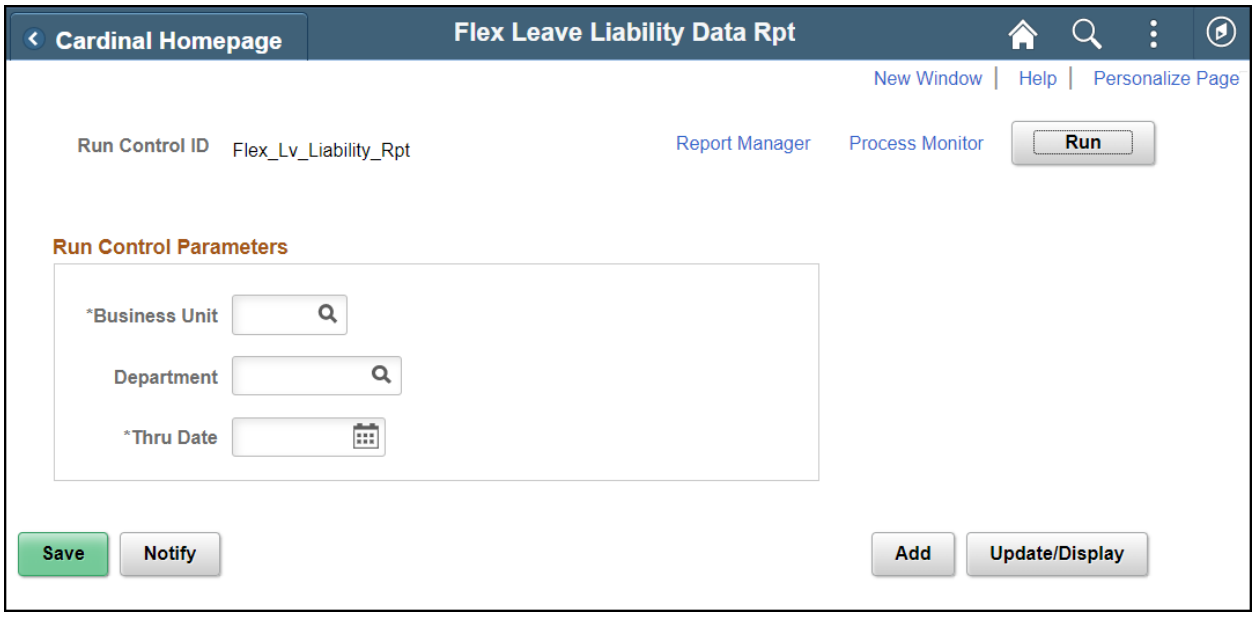
Run the **DOA Leave Liability Report (RTA013)** for employees in the Traditional, Virginia Sickness & Disability Program (VSDP) and Hybrid leave programs.

NAVIGATION PATH:
NavBar > Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Flex Leave Liability Data Rpt

INPUT / SEARCH CRITERIA:
Business Unit
Thru Date

OUTPUT FORMAT:
Excel

Screenshot of the Flex Leave Liability Data Rpt Control Page



ADDITIONAL INFORMATION:
The **Business Unit** and **Thru Date** are required fields.

Screenshot of the Flex Leave Liability Data Report

Flex Leave Liability Data Report

RUN CONTROL PARAMETERS:
Business Unit: 24100
Department:
Thru Date: 02/09/2023
Run Date Time: 04/06/2023 08:37

NOTE: The funding distribution percentage splits by Fund and Program ChartField values are applied to Leave Balances.

Employee ID	Employee	Name	Position N	Location	Departme	Leave Eligibili	Years of S	GP Pay Gr	AM Eligibi	VPA E	Terminati	Hourly_Ra	YTD Earnir	Period En	Leave Typ	Leave Bal	Fund	Program	Percent
	0			RBCWM	4005	25-Apr-04	18	SM1	FACVSDP(	N		50.48077	21615.4	9-Feb-23	PER	40	3000	105050	100
	0			RBCWM	4005	25-Apr-04	18	SM1	FACVSDP(	N		50.48077	21615.4	9-Feb-23	SDP	80	3000	105050	100
	0			RBCWM	6000	10-Oct-16	6	SL2	FACVSDP(	N		40.6875	16627.75	9-Feb-23	PER	32	3000	106040	100
	0			RBCWM	6000	10-Oct-16	6	SL2	FACVSDP(	N		40.6875	16627.75	9-Feb-23	SDP	72	3000	106040	100
	0			RBCWM	9000	1-Jun-19	3	SM1	FACVSDP(	N		27.76442	11266.05	9-Feb-23	PER	32	3060	809095	100
	0			RBCWM	9000	1-Jun-19	3	SM1	FACVSDP(	N		27.76442	11266.05	9-Feb-23	SDP	64	3060	809095	100

End of File

Hourly Employee Tracking Report (RTA005)

REVISED: 09/09/2024

DESCRIPTION:

This report is used to track Wage Employee hours and can be used to monitor hours so that employees do not exceed the ACA Hourly Limit as defined by DHRM Policy 2.20. The Commonwealth's ACA measurement period is May 1 - April 30. This report provides the total hours for the ACA measurement period which is derived using the As of Date.

For example, when 12/31/2022 is entered in the As of Date field, the report will display the total hours from 5/1/2022 through 4/30/2023.

When running the report for today's date (9/6/2024), the report will display the total hours for the current ACA measurement period (5/1/2024-4/30/2025).

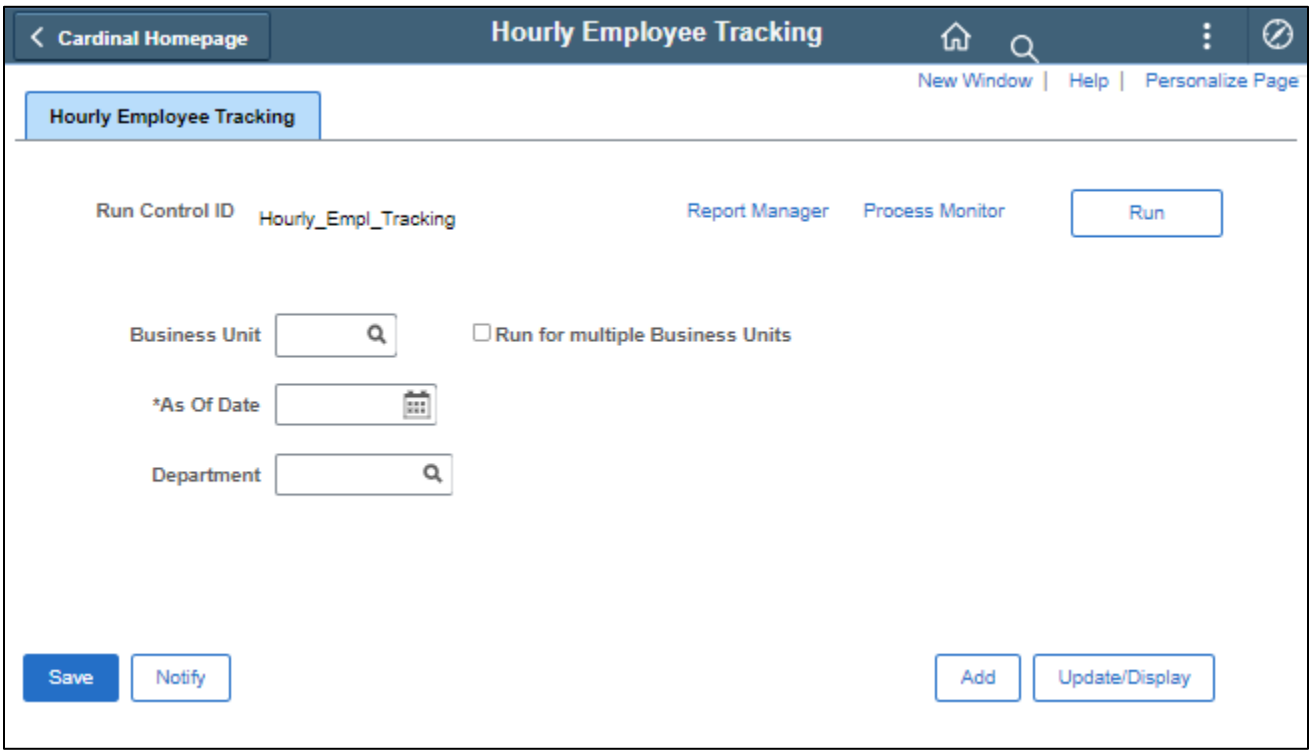
The report details include the Yearly Limit for hourly employees as defined by Rule Element 3 on Maintain Time Reporter Data. This value is initially populated by the TL Auto Enroll process based on defined agency Time Reporter criteria and is intentionally set to a value less than 1,500 by default to allow for sufficient warning. The default limit can be increased or decreased for the individual by the agency TL Setup Administrator.

NAVIGATION PATH:
NavBar > Menu > Time and Labor > Reports > Hourly Employee Tracking

RUN CONTROL PARAMETERS:	OUTPUT FORMAT:
Business Unit	PDF
As Of Date	CSV
Department	

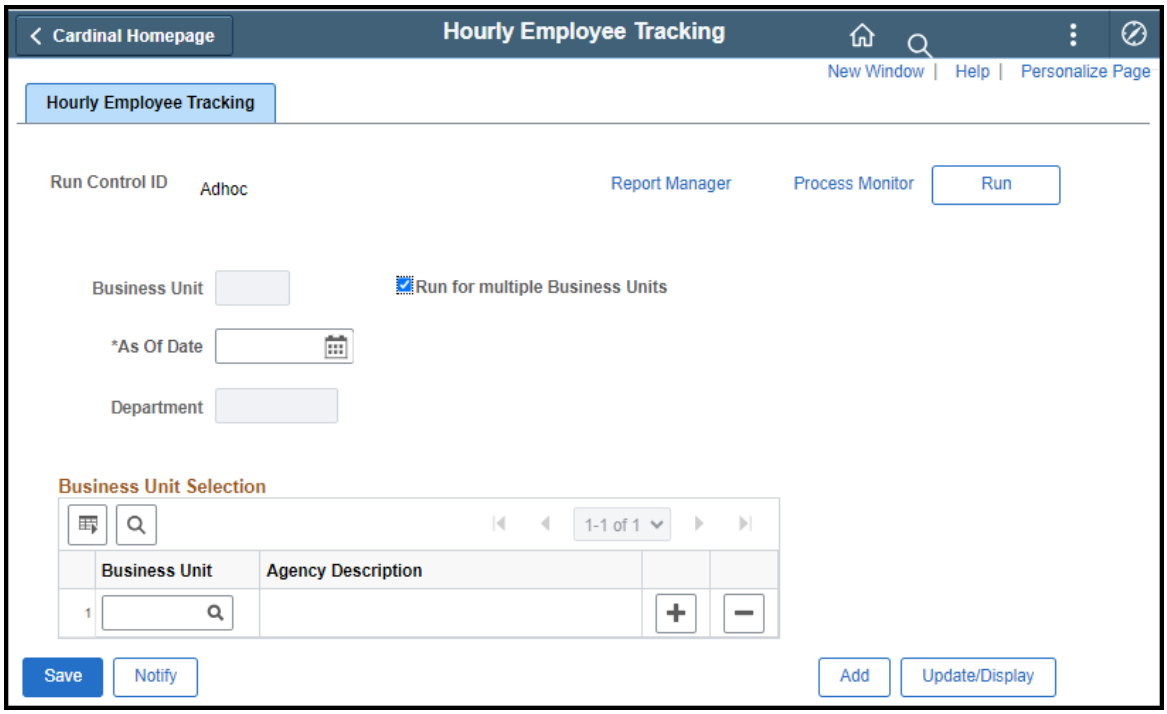
Note: Parent agencies can run this report for multiple business units in one instance by selecting the Run for multiple Business Units checkbox. When the checkbox is selected the Business Unit and Department fields will be disabled and the Business Unit Selection section displays.

Screenshot of the Hourly Employee Tracking Report Run Control Page

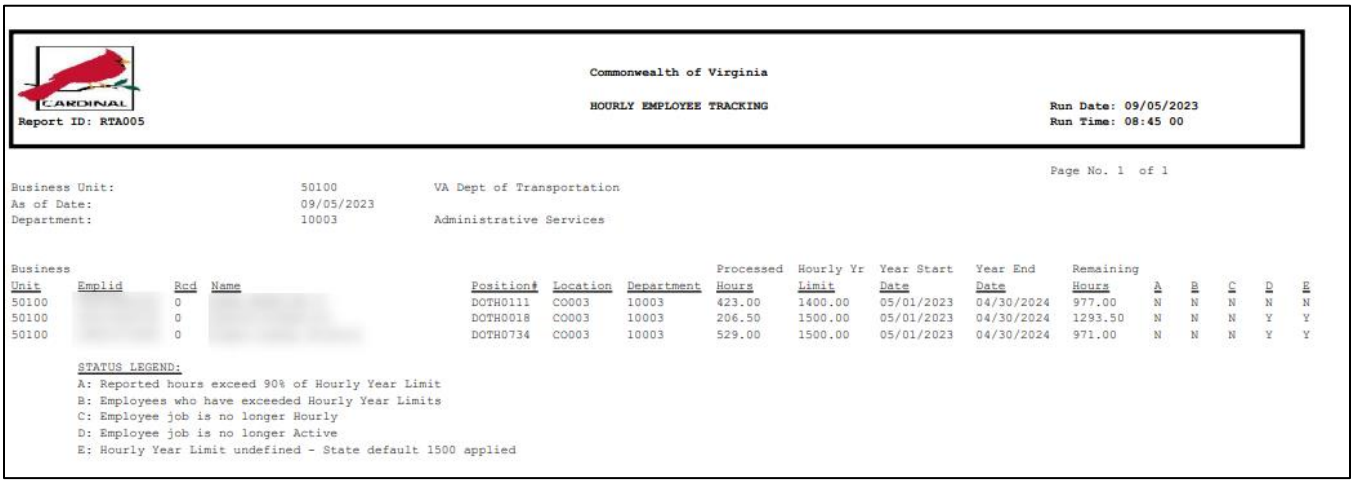


ADDITIONAL INFORMATION:
The **Business Unit, As of Date** and **Department** are required fields when running the report for a single business unit.

Screenshot of the Hourly Employee Tracking Report Run Control Page with the Run for multiple Business Units checkbox selected



Screenshot of the Hourly Employee Tracking Report



Report ID: RTA005

Commonwealth of Virginia

HOURLY EMPLOYEE TRACKING

Run Date: 09/05/2023
Run Time: 08:45 00

Page No. 1 of 1

Business Unit: 50100 VA Dept of Transportation
As of Date: 09/05/2023
Department: 10003 Administrative Services

Business Unit	Emplid	Rcd	Name	Position#	Location	Department	Processed Hours	Hourly Yr Limit	Year Start Date	Year End Date	Remaining Hours	A	B	C	D	E
50100		0		DOTH0111	CO003	10003	423.00	1400.00	05/01/2023	04/30/2024	977.00	N	N	N	N	N
50100		0		DOTH0018	CO003	10003	206.50	1500.00	05/01/2023	04/30/2024	1293.50	N	N	N	Y	Y
50100		0		DOTH0734	CO003	10003	529.00	1500.00	05/01/2023	04/30/2024	971.00	N	N	N	Y	Y

STATUS LEGEND:
A: Reported hours exceed 90% of Hourly Year Limit
B: Employees who have exceeded Hourly Year Limits
C: Employee job is no longer Hourly
D: Employee job is no longer Active
E: Hourly Year Limit undefined - State default 1500 applied

Invalid Holiday Report (RTA720)

REVISED: 09/15/2021

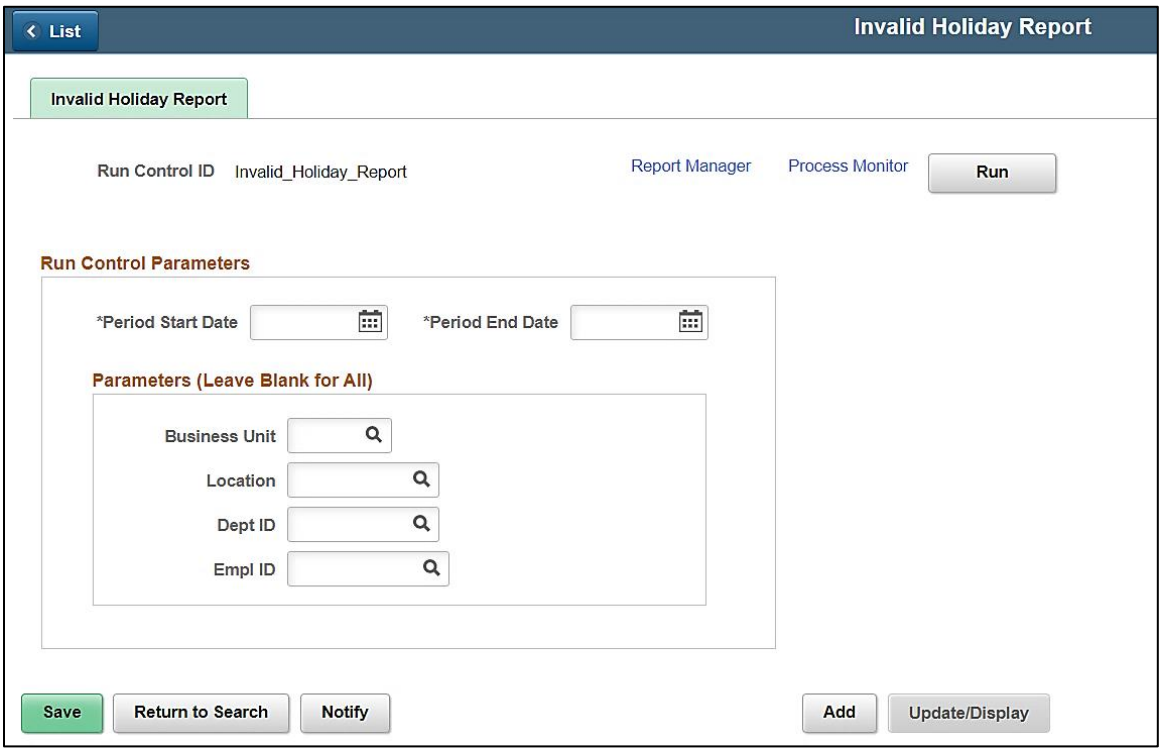
DESCRIPTION:
This report provides an audit of invalid holidays for review and correction.

NAVIGATION PATH:
NavBar > Menu > Time and Labor > Reports > Invalid Holiday Report

RUN CONTROL PARAMETERS:
Period Start Date
Period End Date
Business Unit
Location
Dept ID
Empl ID

OUTPUT FORMAT:
PDF
CSV

Screenshot of the Invalid Holiday Report Run Control Page



ADDITIONAL INFORMATION:
The **Period Start Date** and **Period End Date** are required fields. Also, the **Period Start Date** and **Period End Date** fields default to the current day, but may be updated. In order to review results, the user must click on **Report Manager** after running the report and refreshing to success. Next click on the **V_TA720_RPT** link.

Screenshot of the Invalid Holiday Report

Cardinal

Commonwealth of Virginia

Invalid Holiday Report

Run Date: 05/14/2021
Run Time: 12:57:38
Page 1 of 1

Report ID:RTA720

Business Unit :
Location :
Department ID :
Employee ID :
Period Start Date: 1/1/2020
Period End Date : 12/31/2020

NAME	Employee ID	Empl Rcd	Position Nbr	Business Unit	Location	Holiday Date	Holiday	LNP/DLR Date	Adjacent Invalid LNP/DLR TRC	LNP/DLR Hours
		0	CCVTA004	11300	CENTR	1/20/2020	HOL	1/17/2020	HNPA	8.000
		0	DSPTA210	15600	0310	1/17/2020	HOL	1/16/2020	LNP	8.000
		0	WFU10094	75700	CENTR	1/17/2020	HOL	1/17/2020	LNP	8.000
		0	WFU10094	75700	CENTR	1/20/2020	HOL	1/17/2020	LNP	8.000

OSHA Report (RTA508)

REVISED: 09/15/2021

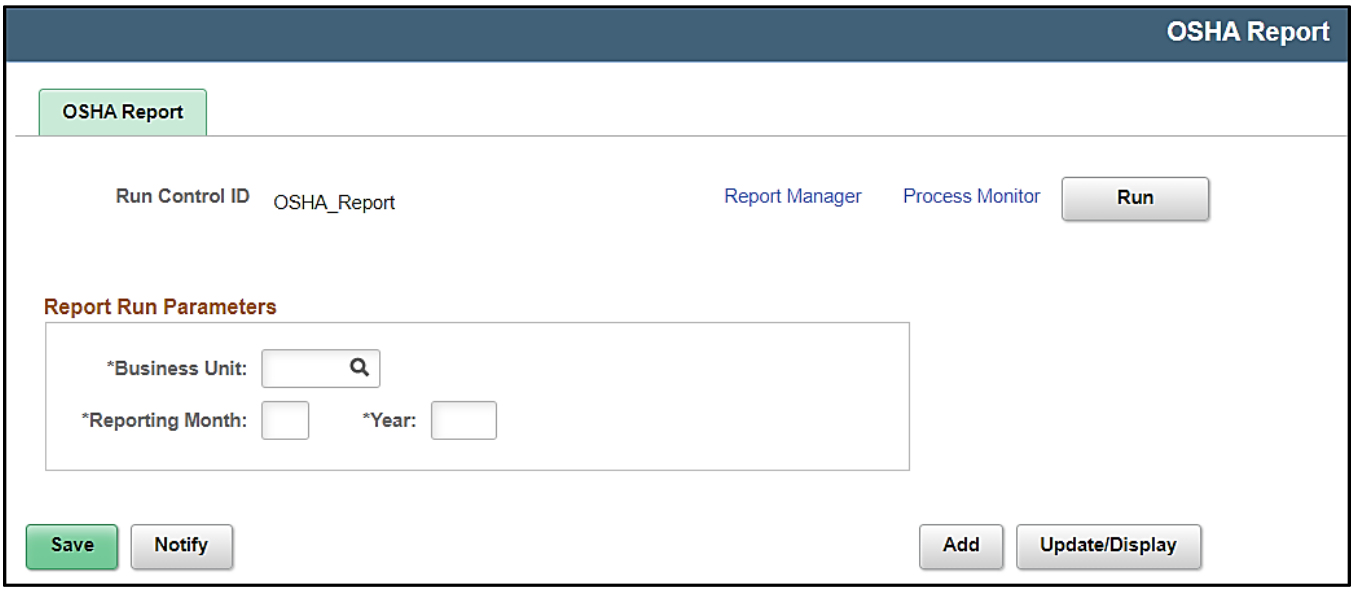
DESCRIPTION:
This Occupational Safety and Health Administration (OSHA) report summarizes productive hours by Time Reporting Code by various criteria and organization level.

NAVIGATION PATH:
NavBar > Menu > Time and Labor > Reports > OSHA Report

INPUT / SEARCH CRITERIA:
Business Unit
Reporting Month
Year

OUTPUT FORMAT:
Excel

Screenshot of the OSHA Report Run Control Page



ADDITIONAL INFORMATION:
The **Business Unit, Reporting Month** and **Year** are required fields.

Screenshot of the OSHA Report

DEPTID	COE	COH	CON	COR	ECS	ECT	ERG	ESS	ETH	ETS	OCH	OCP	OCS	OCT	OSH	OSS	OTH	OTS	RGF	RGH	RGS	SCH	UOS	Total	Number o	Number of Wage Employees
1001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	480	0	480	6	0
1002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	160	0	160	2	0
1003	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	560	0	560	7	0
1004	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	640	0	640	8	0
1005	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	160	0	160	2	0
1006	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	160	0	160	2	0
1007	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	400	0	400	5	0
1008	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	80	0	80	1	0
4001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	960	0	960	12	0
4002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	560	0	560	7	0
4003	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	240	0	240	3	0
5001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1360	0	1360	17	0
5002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	400	0	400	5	0
5003	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	400	0	400	5	0
5004	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	640	0	640	8	0
5005	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	640	0	640	8	0
5006	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	320	0	320	4	0
5007	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	480	0	480	6	0
5008	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	320	0	320	4	0
6001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	400	0	400	5	0
6002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	80	0	80	1	0
6003	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	160	0	160	2	0
7001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2000	0	2000	25	0
7002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	480	0	480	6	0
7003	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	320	0	320	4	0
8001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	240	0	240	3	0
8002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	240	0	240	3	0
9001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	160	0	160	2	0
9003	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	80	0	80	1	0
40900	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	720	0	720	9	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13840	0	13840	173	0

Date Ranges for Selection are: 25-OCT-2019 — 24-NOV-2019 for PayGroups: SM1

Payable Status Report (TL001)

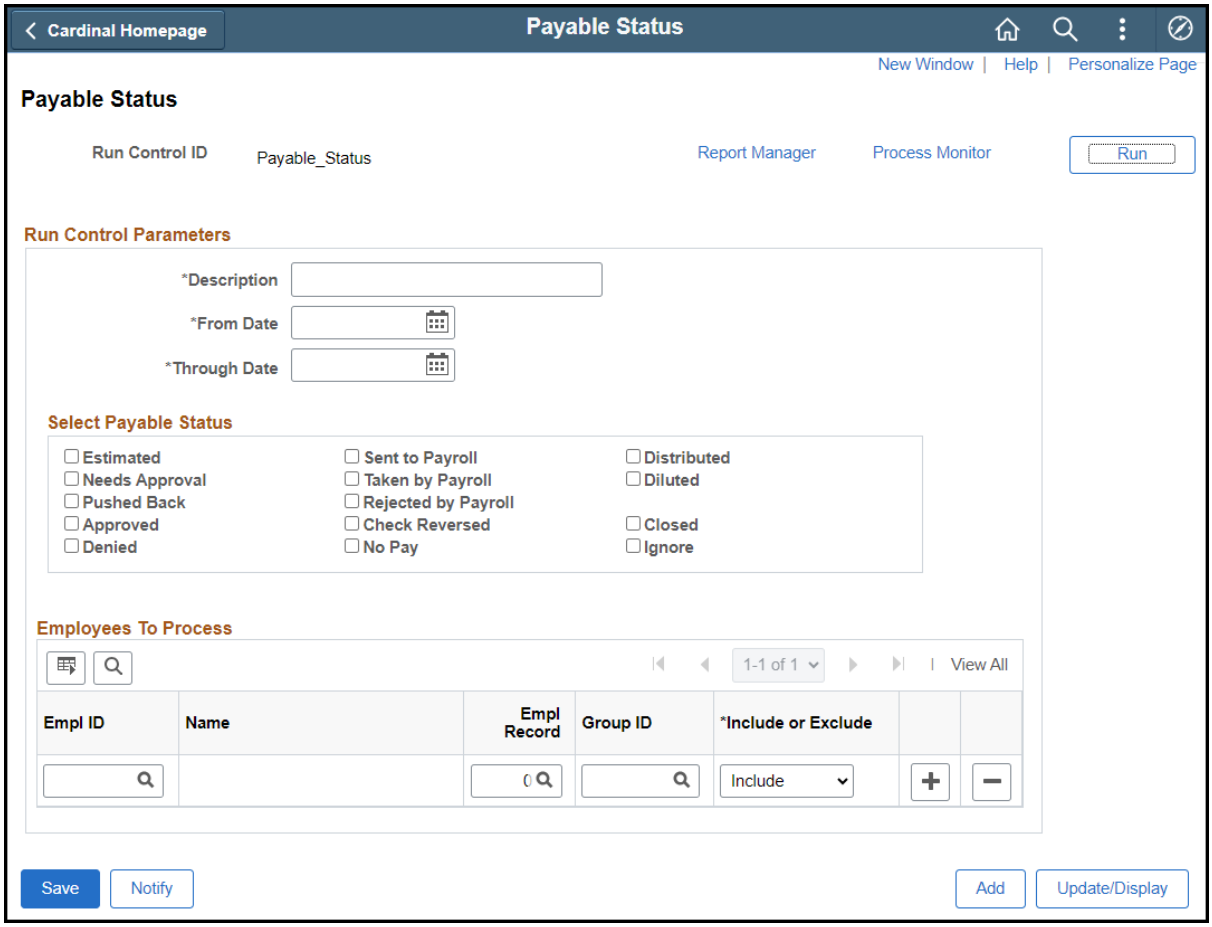
REVISED: 09/01/2023

DESCRIPTION:
This report generates a list of Payable Time for a date range to review the payable statuses. The report can be used to review Payable Time that will be paid in the current period, including time adjusted in a prior period that will be paid in the current pay period.

NAVIGATION PATH:
NavBar > Menu > Time and Labor > Reports > Payable Status

INPUT / SEARCH CRITERIA:
Description
From Date
Through Date
Select Payable Status
Select Employees to Process

Screenshot of the Payable Status Report Run Control Page



Payable Time to GL Reconciliation Report (RTA739)

REVISED: 03/12/2025

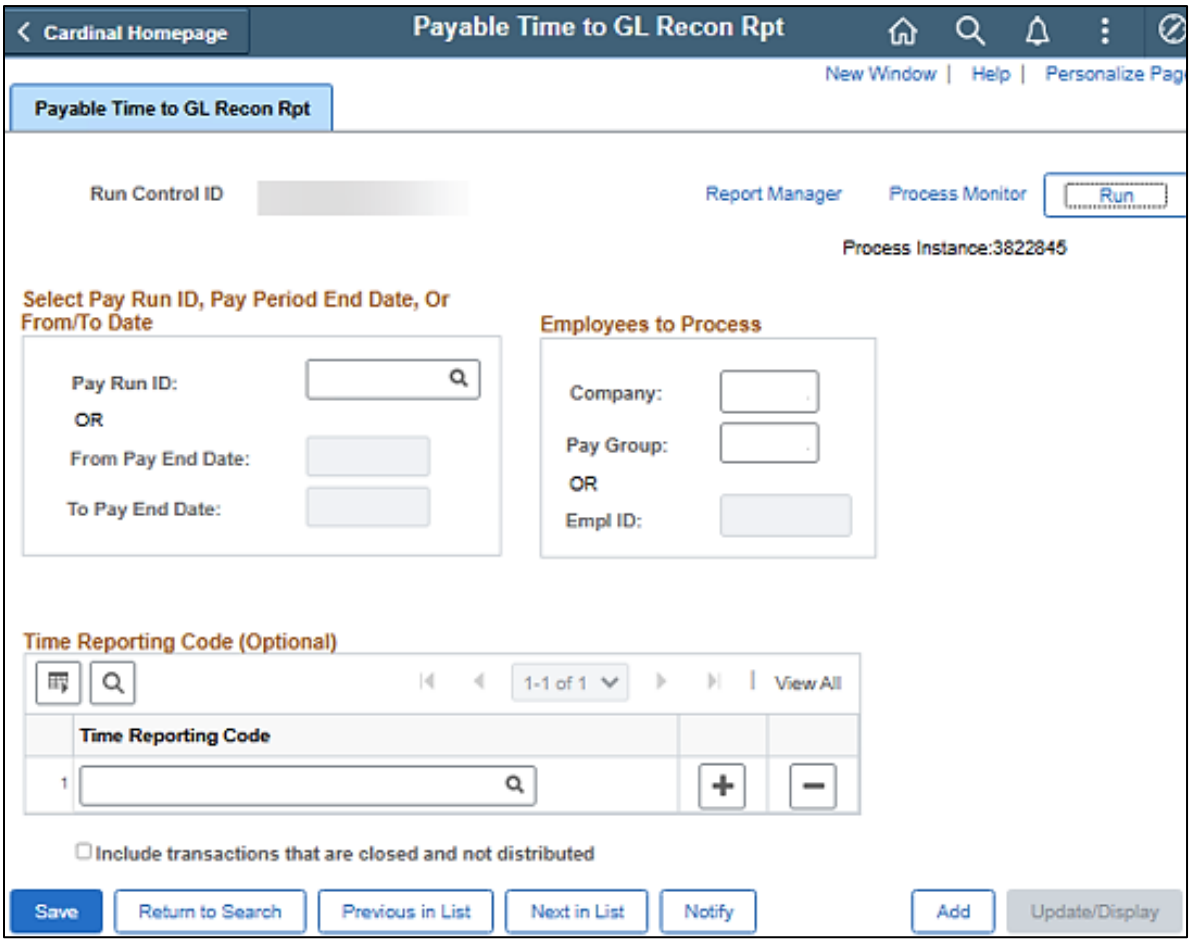
DESCRIPTION:
This report is used for reconciliation of Payable Time Data with General Ledger. This report extracts payable time (reported time and absences) associated with a specified Pay Run ID or a range of pay period end dates and either Company/Paygroup or by individual employee to help agencies reconcile Time and Labor data with GL data. Transactions that are closed and not distributed will be included in the results if the checkbox is selected. Both Interfacing agencies and agencies that enter their time online into Cardinal may use this BI Publisher report for reconciliation purposes.

NAVIGATION PATH:
NavBar > Menu > Time and Labor > Reports > Payable Time to GL Recon Rpt

INPUT / SEARCH CRITERIA:
Pay Run ID
Company
Pay Group
Include transactions that are closed and not distributed [checkbox]

OUTPUT FORMAT:
Excel

Screenshot of the Payable Time to GL Reconciliation Report Run Control Page



ADDITIONAL INFORMATION:
The **Pay Run ID**, **Company** and **Pay Group** are required fields.

Screenshot of the Payable Time to GL Reconciliation Report (page 1)

EMPLID	EMPL_RCD	POSITION_NBR	DUR	SEQ_NBR	TASKGROUP	ERNCD	TRC	LBR_DIST_AMT	TL_QUANTITY	PAYABLE_STATUS	FROZEN_DATE	PUBLISH_SW	ACTUAL
	0	VEC03552	9/29/2021	3E+14	18200CCRQ	RGS	RGSA	146.97	7	PD	10/9/2021	I	
	0	VEC03552	9/29/2021	3E+14	18200CCRQ	RGS	RGSA	21	1	PD	10/9/2021	I	
	0	VEC03482	9/30/2021	3E+14	18200CCRQ	RGS	RGSA	27.69	1	PD	10/9/2021	I	
	0	VEC03482	10/1/2021	3E+14	18200CCRQ	RGS	RGSA	55.38	2	PD	10/9/2021	I	
	0	VEC03482	10/1/2021	3E+14	18200CCRQ	RGS	RGSA	27.69	1	PD	10/9/2021	I	
	0	VEC03482	10/1/2021	3E+14	18200CCRQ	RGS	RGSA	27.69	1	PD	10/9/2021	I	
	0	VEC03482	10/1/2021	3E+14	18200CCRQ	RGS	RGSA	55.38	2	PD	10/9/2021	I	
	0	VEC03482	10/1/2021	3E+14	18200CCRQ	RGS	RGSA	27.69	1	PD	10/9/2021	I	
	0	VEC03482	10/1/2021	3E+14	18200CCRQ	RGS	RGSA	27.69	1	PD	10/9/2021	I	
	0	VEC03482	10/4/2021	3E+14	18200CCRQ	RGS	RGSA	55.38	2	PD	10/9/2021	I	
	0	VEC03482	10/4/2021	3E+14	18200CCRQ	RGS	RGSA	27.69	1	PD	10/9/2021	I	
	0	VEC03482	10/4/2021	3E+14	18200CCRQ	RGS	RGSA	55.38	2	PD	10/9/2021	I	

Screenshot of the Payable Time to GL Reconciliation Report (page 2) scrolled right

_SW	ACTUAL_PUB_DATE	SOURCE_IND	ORIG_SEQ_NBR	BUSINESS_UNIT	ACCT_CD	ACCOUNT	FUND_CODE	CHARTFIELD2	DEPTID_CF	CHARTFIELD1	PRODUCT	CLASS_FLD	OPERATING_UNIT	CHA
	1/1/1900	S	4.40252E+14	18200	000556441	5011230	07010	470002	928550	07601000	230000			
	1/1/1900	S	4.40252E+14	18200	000552827	5011230	07010	470002	928550	07601000	430000			
	1/1/1900	S	4.40252E+14	18200	000557001	5011230	07010	470001	936281		530007			
	1/1/1900	S	4.40252E+14	18200	000556822	5011230	07010	470001	936281		500000			
	1/1/1900	S	4.40252E+14	18200	000557008	5011230	07010	470002	936281		210000			
	1/1/1900	S	4.40252E+14	18200	000556989	5011230	07010	470001	936281		530010			
	1/1/1900	S	4.40252E+14	18200	000557001	5011230	07010	470001	936281		530007			
	1/1/1900	S	4.40252E+14	18200	000557047	5011230	07010	470002	936281	08309000	210000			
	1/1/1900	S	4.40252E+14	18200	000557074	5011230	07010	470002	936281		210000			
	1/1/1900	S	4.40252E+14	18200	000556822	5011230	07010	470001	936281		500000			
	1/1/1900	S	4.40252E+14	18200	000556989	5011230	07010	470001	936281		530010			
	1/1/1900	S	4.40252E+14	18200	000557001	5011230	07010	470001	936281		530007			

Screenshot of the Payable Time to GL Reconciliation Report (page 3) scrolled right

UNIT	CHARTFIELD3	BUDGET_REF	BUSINESS_UNIT_PC	PROJECT_ID	ACTIVITY_ID	RESOURCE_TYPE	RESOURCE_CATEGORY	RESOURCE_SUB_CAT	PROGRAM_CODE	TASK	USER_FIELD_5	TL_
			18200	VEC9210000	STATE							
			18200	VEC8205000	STATE							
			18200	VEC9210000	STATE							
			18200	VEC9234000	STATE							
			18200	VEC8205000	STATE							
			18200	VEC9210000	STATE							

Screenshot of the Payable Time to GL Reconciliation Report (page 4) scrolled right

	TL_RULE_ID	RT_SOURCE	TL_PYBL_REASON_CD	INITIAL_SEQ_NBR	USER_FIELD_4	OVERRIDE_RATE	COMPANY	PAYGROUP	PAY_END_DT	OFF_CYCLE	SEPCHK	RUN_ID
				4.40252E+14		0	VEC	SM1	10/9/2021	N	0	SM1100921
				4.40252E+14		0	VEC	SM1	10/9/2021	N	0	SM1100921
				4.40252E+14		0	VEC	SM1	10/9/2021	N	0	SM1100921
				4.40252E+14		0	VEC	SM1	10/9/2021	N	0	SM1100921
				4.40252E+14		0	VEC	SM1	10/9/2021	N	0	SM1100921
				4.40252E+14		0	VEC	SM1	10/9/2021	N	0	SM1100921
				4.40252E+14		0	VEC	SM1	10/9/2021	N	0	SM1100921
				4.40252E+14		0	VEC	SM1	10/9/2021	N	0	SM1100921
				4.40252E+14		0	VEC	SM1	10/9/2021	N	0	SM1100921
				4.40252E+14		0	VEC	SM1	10/9/2021	N	0	SM1100921
				4.40252E+14		0	VEC	SM1	10/9/2021	N	0	SM1100921
				4.40252E+14		0	VEC	SM1	10/9/2021	N	0	SM1100921

Potential Vacation Leave Forfeiture Report (RTA012)

REVISED: 09/15/2021

DESCRIPTION:
This report provides projected vacation leave information within a predefined time frame, including projected accruals and potential loss. The report can be requested for individual employees, designated organization unit, or designated group of organization units such as District-wide or Residency-wide. The report can be used by employees, supervisors, and timekeepers to help determine if individual employees might forfeit hours at leave year-end if the projected balances are in excess of the carryover maximum.

NAVIGATION PATH:
NavBar > Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Potential Leave Forfeiture Rpt

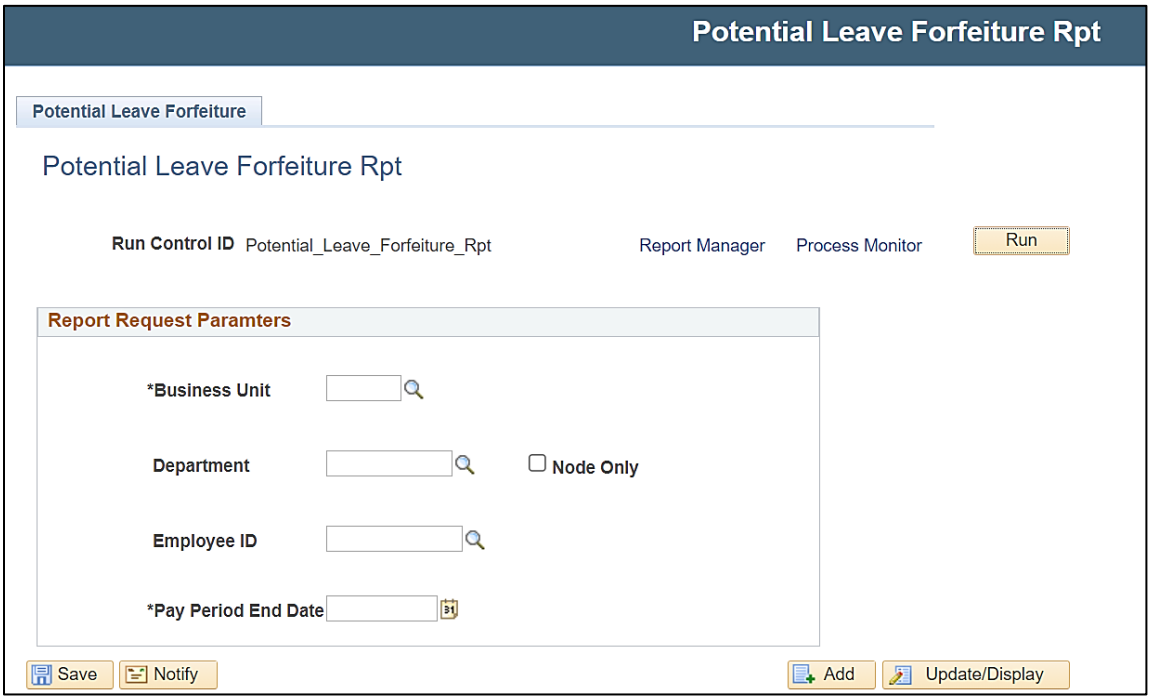
RUN CONTROL PARAMETERS:
Business Unit
Department
Node Only [checkbox]
Employee ID
Pay Period End Date

OUTPUT FORMAT:
PDF
CSV

ADDITIONAL INFORMATION:
The **Business Unit** and **Pay Period End Date** are required fields.

The report must be run for a future pay period end date to project the vacation balance. Typically, this is the leave year end date and should not be a date beyond the current leave year end date.

Screenshot of the Potential Vacation Leave Forfeiture Report Run Control Page



Screenshot of the Potential Vacation Leave Forfeiture Report

Report ID: RTA012

Commonwealth of Virginia

POTENTIAL VACATION LEAVE FORFEITURE REPORT

Run Date: 05/12/2021
Run Time: 11:41 00

Page No. 1 of 5

Business Unit: 15100 : Department of Accounts
Department ID: 10000 : DOA - All Non-GA Departments
Employee ID:
Pay Period End Date: 05/31/2020
Node only: N

Department	Employee Name	Employee ID	Empl Record	Position Nbr	Current Balance	Future Accruals	Future Accrual Balance	Maximum Carry Forward	Hrs in Excess of Maximum Carry Forward
10000			0	DOAPY003	0.00	0.00	0.00	0.00	0.00
10000			0	DOAPY003	0.00	0.00	0.00	0.00	0.00
10000			0	DOAPY003	0.00	0.00	0.00	0.00	0.00
10000			0	DOAPY003	0.00	0.00	0.00	0.00	0.00
10000			0	DOAPY003	0.00	0.00	0.00	0.00	0.00
10000			0	DOAPY003	0.00	0.00	0.00	0.00	0.00
10000			0	DOAPY003	0.00	0.00	0.00	0.00	0.00
10000			0	DOAPY003	0.00	0.00	0.00	0.00	0.00
10000			0	DOAPY003	0.00	0.00	0.00	0.00	0.00
10000			0	DOAPY003	0.00	0.00	0.00	0.00	0.00
91100			0	DOA00001	0.00	0.00	0.00	441.00	0.00
92100			0	DOA00032	0.00	0.00	0.00	196.00	0.00
92100			0	DOA00070	0.00	0.00	0.00	196.00	0.00
92100			0	DOA00070	0.00	0.00	0.00	0.00	0.00
92100			0	DOA00118	123.00	32.00	155.00	392.00	0.00
92100			0	DOA00012	410.00	36.00	446.00	441.00	5.00
92100			0	DOA00032	243.20	32.00	275.20	392.00	0.00
92100			0	DOA00070	116.70	20.00	136.70	245.00	0.00
92100			0	DOA00136	477.00	36.00	513.00	441.00	72.00
92100			0	DOA00258	477.00	36.00	513.00	441.00	72.00
92100			0	DOA00303	128.50	28.00	156.50	343.00	0.00
92100			0	DOA00032	28.00	16.00	44.00	196.00	0.00
92100			0	DOA00291	69.10	21.60	90.70	294.00	0.00
92100			0	DOATA002	20.00	16.00	36.00	0.00	36.00
92100			0	DOA00233	116.60	24.00	140.60	294.00	0.00
93100			0	DSPTA202	0.00	0.00	0.00	0.00	0.00
93100			0	DOA00244	296.20	28.00	324.20	343.00	0.00
93100			0	DOA00343	365.20	32.00	397.20	392.00	5.20
93100			0	DOA011T	0.00	0.00	0.00	0.00	0.00
93100			1	DOA013T	0.00	0.00	0.00	0.00	0.00
95100			0	DOA00332	0.00	0.00	0.00	0.00	0.00
95100			0	DOA00126	427.50	36.00	463.50	441.00	22.50
95100			2	DOA00322	320.00	28.00	348.00	343.00	5.00

Scheduled Hours Report (TL004)

REVISED: 09/15/2021

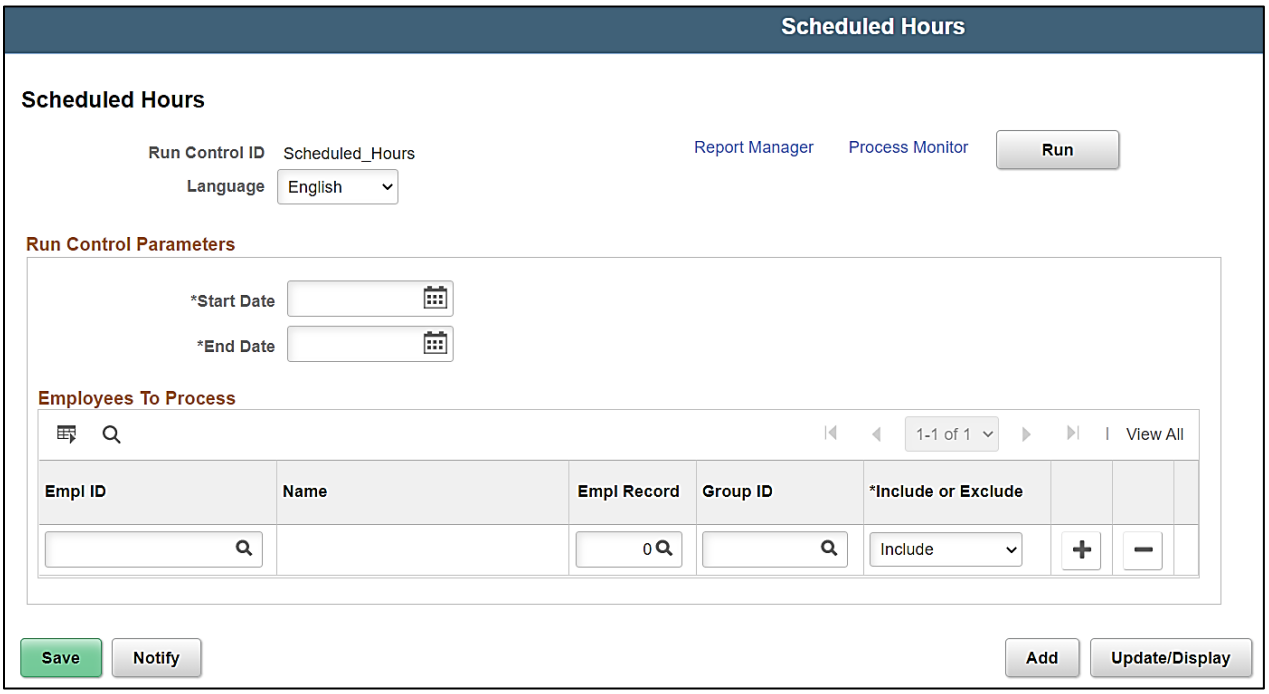
DESCRIPTION:
This delivered report provides information about a time reporter's scheduled time, including details such as duration of work hours for employees.

NAVIGATION PATH:
NavBar > Menu > Time and Labor > Reports > Scheduled Hours

INPUT / SEARCH CRITERIA:
Start Date
End Date
Empl ID
Employee Reocrd
Group ID
Include or Exclude

OUTPUT FORMAT:
CSV

Screenshot of the Scheduled Hours Report Run Control Page



ADDITIONAL INFORMATION:
The **Start Date** and **End Date** are required fields.

Note: The **Employee Schedule Review Query** is another query with employee schedule information.

Screenshot of the Scheduled Hours Report

Report ID: TL004 — Scheduled Hours Report — Page No. 1

Run Date 02/06/2020

Schedules From 12/01/2019 through 12/31/2019 — Run Time 16:24:03

/ 0 DOE, JOHN — Transport Operations Mgr III

Date	Elapsed Schedule Work Hours	-- Punch Schedule -- Punch Type	Time	Schedule In	Schedule Out	Flex Schedule Core Start	Core End	Work Hours
12/01/2019	OFFDAY							
12/02/2019	8.000000							
12/03/2019	8.000000							
12/04/2019	8.000000							
12/05/2019	8.000000							
12/06/2019	8.000000							
12/07/2019	OFFDAY							
12/08/2019	OFFDAY							
12/09/2019	8.000000							
12/10/2019	8.000000							
12/11/2019	8.000000							
12/12/2019	8.000000							
12/13/2019	8.000000							
12/14/2019	OFFDAY							
12/15/2019	OFFDAY							
12/16/2019	8.000000							
12/17/2019	8.000000							
12/18/2019	8.000000							
12/19/2019	8.000000							
12/20/2019	8.000000							
12/21/2019	OFFDAY							
12/22/2019	OFFDAY							
12/23/2019	8.000000							
12/24/2019	8.000000							
12/25/2019	8.000000							
12/26/2019	8.000000							
12/27/2019	8.000000							
12/28/2019	OFFDAY							
12/29/2019	OFFDAY							
12/30/2019	8.000000							

Summary of Productive Hours Report (RTA030)

REVISED: 09/15/2021

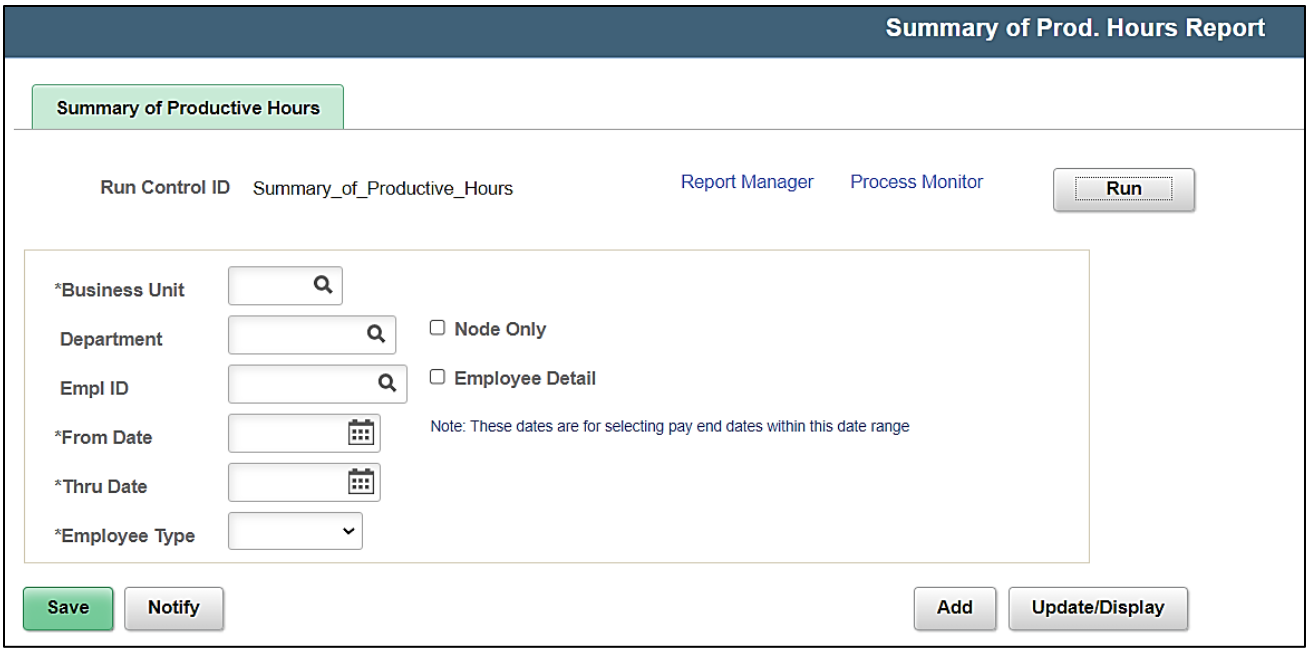
DESCRIPTION:
This report provides a summary of productive hours by Time Reporting Code (TRC) and Department. The report can be used to analyze the use of TRCs by Department and/or Employees.

NAVIGATION PATH:
NavBar > Menu > Time and Labor > Reports > Summary of Prod. Hours Report

INPUT / SEARCH CRITERIA:
Business Unit
Department
Node Only [checkbox]
Empl ID
Employee Detail [checkbox]
From Date
Thru Date
Employee Type

OUTPUT FORMAT:
CSV

Screenshot of the Summary of Productive Hours Report Run Control Page



ADDITIONAL INFORMATION:
The **Business Unit**, **From Date**, **Thru Date** and **Employee Type** are required fields.
The Employee Types are **Excep Hrly**, **Hourly**, **Not Appl**., and **Salaried**.

Screenshot of the Summary of Productive Hours Report

Commonwealth of Virginia																					
SUMMARY Run Date: 05/19/2021																					
Report ID: Run Time: 05:28 00																					
Page No. 1 of 3																					
Business U 50100 VA Dept of Transportation																					
Departmei 10000 All Central Office Orgs																					
Node Only N																					
Employee ID:																					
From Date 11/1/2019																					
Thru Date: 12/31/2019																					
Employee S																					
Employee N																					
Org.	Name	ID	Rcd	Position N	Role	Type	Pay Grp	ERG	RGH	RGF	RGS	SCH	ETH	ETS	ECT	OTH	OTS	OCT	ESS	ECS	OSH	OSS
10000 - All Central Office Orgs								0	0	0	510	280	0	8	0	0	28	0	0	16	0	
10074 - Tolling Division								0	0	0	32	0	0	0	0	0	0	0	0	0	0	
10154 - Powhite Parkway Extension								0	0	0	218	0	0	0	0	0	0	0	0	0	0	
10155 - Coleman Bridge								0	0	0	87.5	0	0	0	0	0	0	0	0	0	0	
10198 - I-64ExpressLanes Toll Facility								0	0	0	40	0	0	0	0	0	0	0	0	0	0	
10076 - Federal Programs Mgmt Division								0	0	0	48	0	0	0	0	0	0	0	0	0	0	
10001 - Commissioner's Office								0	0	0	31	0	0	0	0	0	0	0	0	0	0	
10020 - Assurance and Compliance Offic								0	0	0	464.5	0	0	0	0	0	0	0	0	0	0	
10004 - Structure & Bridges								0	0	0	638.2	552	0	0	0	0	2	0	0	0	0	
10006 - Ofc Intermodal Plang & Invest								0	0	0	40	0	0	0	0	0	0	0	0	0	0	
10007 - Communications								0	0	0	259	208	0	0	0	0	0	0	0	0	0	
10009 - Business Trans & Spec Projects								0	0	0	172.5	0	0	0	0	0	0	0	0	0	0	
10010 - BusPerfor &StrategicPlanOffice								0	0	0	152.5	0	0	0	0	0	0	0	0	0	0	
10011 - Environmental								0	0	0	231	0	0	0	0	0	0	0	0	0	0	

Time Entry Upload Error Report (RTA757)

REVISED: 09/15/2021

DESCRIPTION:
This report displays errors encountered during the Time Entry Data Upload file processing for users to review and correct.

NAVIGATION PATH:
NavBar > Menu > Time and Labor > Reports > Time Entry Upload Error Report

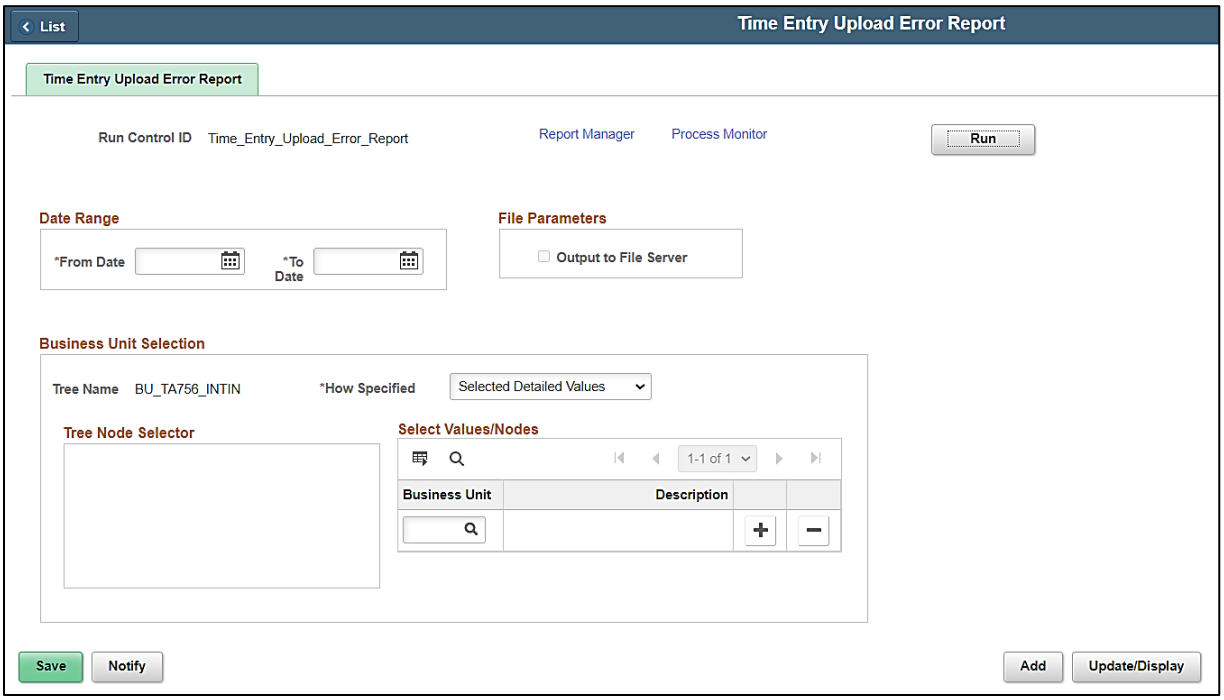
INPUT / SEARCH CRITERIA:

From Date
To Date
Output to File Server (checkbox)
Business Unit
Employee Type (Salary or Hourly)
Reports to Position Number OR Empl ID OR
Department OR Project OR Cost Center
Department CF
Pay Period End Date OR
Show All Statuses OR Action Required Only
Time Reporting Code

OUTPUT FORMAT:

Excel

Screenshot of the Time Entry Upload Error Report Run Control Page



ADDITIONAL INFORMATION:
The **Output to File Server** checkbox to only be used by a Batch user. The **From Date** and **To Date** are required fields. In order to review results, the user must click on **Report Manager** after running the report and refreshing to success. Next click on the **VTAR0757** link.

Screenshot of the Time Entry Upload Error Report

Report ID: RTA757

Commonwealth of Virginia
TIME ENTRY UPLOAD ERROR REPORT

Run Date: 05/19/2021
Run Time: 05:41 00

BUSINESS UNIT: 70700 - Central VA Training Center
FROM DATE : 22-AUG-2020
TO DATE : 22-AUG-2020

FILE NAME: 70700_TA756_IN_08212020_1613_001.DAT

Page No. 1 of 1

EMPLID	EMP RCD	NAME	BUS UNIT	POSITION NUMBER	POSITION TITLE	CREATE DATE	DATE	TRC	TL QUANTITY	LINE ID	ERROR MESSAGE
	0		70700	CVTTA008	Gen Admin Manager I	08/21/2020	07/03/2019	REG	8	1	Prior Period exceeds allowed date 2019-08-10

********** END OF ERRORS FOR 70700_TA756_IN_08212020_1613_001.DAT **********

NOTE: SUMMARY TOTALS ARE ONLY DISPLAYED WHEN THE REPORT IS RUN FOR A SUBMITTING BUSINESS UNIT

Timesheet Report (RTA026)

REVISED: 06/18/2024

DESCRIPTION:
This report contains details of reported time including a summary of the number of hours by ChartField distribution by day and shows productive and non-productive hours pending approval on the timesheets.

NAVIGATION PATH:
NavBar > Menu > Time and Labor > Reports > Timesheet Report

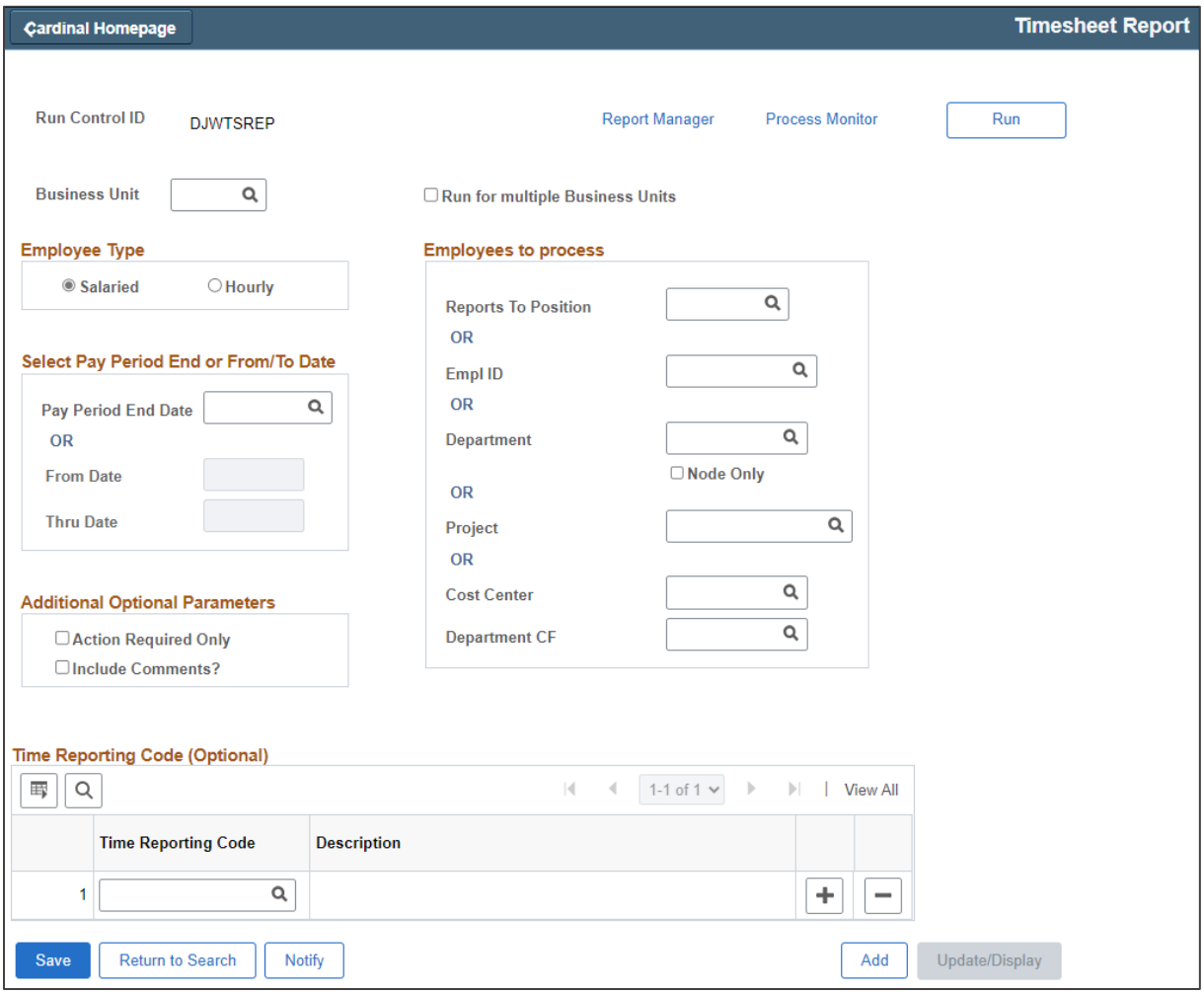
INPUT / SEARCH CRITERIA:
Business Unit
Employee Type (Salary or Hourly)
Reports to Position Number OR Empl ID OR
Department OR Project OR Cost Center
Department CF
Pay Period End Date OR
From Date
Thru Date
Show All Statuses OR Action Required Only
Time Reporting Code

OUTPUT FORMAT:
Excel

Notes:

- For the **Department** field, enter a specific department number or enter 99999 for all departments.
- Parent agencies can run this report for multiple business units in one instance by selecting the Run for multiple Business Units checkbox. When the checkbox is selected the Business Unit field and the Employee Selection Section will be disabled and the Business Unit Selection section displays.
- When the “Action Required Only” checkbox is selected, the report will pull all transactions that require action for the last 365 days.
- By default the Timesheet Report will run without comments but the **Comments** checkbox can be selected to include them. The report will take longer to run when comments are included.

Screenshot of the Timesheet Report Run Control Page



ADDITIONAL INFORMATION:
The **Business Unit** field is a required field. Select one option from the **Employees to Process** section and one option from the **Select Pay Period End Date or From/To Date** section, as required.

AJ and **DL** are displayed as **Reported Time** statuses on the **Timesheet Report** in the following cases:

- **AJ (Adjusted)**: System generated offsets due to timesheet adjustments (where quantity is less than 0)
- **DL (Deleted)**: Time that was deleted from reported time

Screenshot of the Timesheet Report

Commonwealth of Virginia												
Run Date: 06/18/2024	TIMESHEET REPORT											
Report ID: RTA026	Run Time: 10:03 00											
Page No. 1	of	42										
Business Unit:												
Pay Period From Date: 24-FEB-2024												
Pay Period To Date: 24-FEB-2024												
Department: 99999 : Agency Wide												
Salaried												
All statuses												
Comments Not Included												
TRC :												
Business Unit	Pay Period End Date	Daily Date	Retro Flag	Department	Dept Description	Reports To Position #	Reports To Emplid	Reports to Name	Emplid	Empl Rcd	Employee Position Number	Employee Name
14000	24-Feb-24	13-Feb-24		10110	Office of Director	CJS00001				0		
14000	24-Feb-24	14-Feb-24		10110	Office of Director	CJS00001				0		
14000	24-Feb-24	15-Feb-24		10110	Office of Director	CJS00001				0		
14000	24-Feb-24	15-Feb-24	R	10110	Office of Director	CJS00001				0		
14000	24-Feb-24	16-Feb-24	R	10110	Office of Director	CJS00001				0		
14000	24-Feb-24	19-Feb-24		10110	Office of Director	CJS00001				0		
14000	24-Feb-24	20-Feb-24		10110	Office of Director	CJS00001				0		
14000	24-Feb-24	21-Feb-24		10110	Office of Director	CJS00001				0		
14000	24-Feb-24	22-Feb-24		10110	Office of Director	CJS00001				0		

Screenshot of the Timesheet Report (scrolled right)

Workgroup	Schedule Group	Work Schedule	Rotation ID	Shift ID	Paygroup	Time Reporting Type	Reported TRC	Reported TRC Description	Payable TRC	Payable TRC Description	Hours
SNRF071P1	STATE	40.00-Z88888Z-0	SASU		SM1	Positive	REG	Regular Hours	RGSA	Regular Earnings - Salaried	8
SNRF071P1	STATE	40.00-Z88888Z-0	SASU		SM1	Positive	REG	Regular Hours	RGSA	Regular Earnings - Salaried	8
SNRF071P1	STATE	40.00-Z88888Z-0	SASU		SM1	Positive	REG	Regular Hours	RGSA	Regular Earnings - Salaried	8
SNRF071P1	STATE	40.00-Z88888Z-0	SASU		SM1	Positive	REG	Regular Hours	RGSA	Regular Earnings - Salaried	4
SNRF071P1	STATE	40.00-Z88888Z-0	SASU		SM1	Positive	VAC	Vacation	VAC	Vacation	4
SNRF071P1	STATE	40.00-Z88888Z-0	SASU		SM1	Positive	VAC	Vacation	VAC	Vacation	8
SNRF071P1	STATE	40.00-Z88888Z-0	SASU		SM1	Positive			HOL	Holiday	8
SNRF071P1	STATE	40.00-Z88888Z-0	SASU		SM1	Positive	REG	Regular Hours	RGSA	Regular Earnings - Salaried	8
SNRF071P1	STATE	40.00-Z88888Z-0	SASU		SM1	Positive	REG	Regular Hours	RGSA	Regular Earnings - Salaried	8
SNRF071P1	STATE	40.00-Z88888Z-0	SASU		SM1	Positive	REG	Regular Hours	RGSA	Regular Earnings - Salaried	8

Screenshot of the Timesheet Report (scrolled right)

Override Rate	Last User	Proxy	Reported Time Status	Payable Time Status	Source	Excep	Account	Fund	Program	Department	Cost Center
0	SBJ42889	SBJ42889	SB	PD	Online						
0	SBJ42889	SBJ42889	SB	PD	Online						
0	SBJ42889	SBJ42889	SB	PD	Online						
0	SBJ42889	SBJ42889	SB	PD	Online						
0	00194937800	SBJ42889	SB	PD	Online						
0	00194937800	SBJ42889	SB	PD	Online						
0		SBJ42889		PD							
0	SBJ42889	SBJ42889	SB	PD	Online						
0	SBJ42889	SBJ42889	SB	PD	Online						
0	SBJ42889	SBJ42889	SB	PD	Online						

Screenshot of the Timesheet Report (scrolled right)

Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project ID	Activity ID	Telework	Agency Value	Last Updated On	Approved By
										15-Feb-24	SBJ42889
										15-Feb-24	SBJ42889
										15-Feb-24	SBJ42889
										15-Feb-24	SBJ42889
										1-Mar-24	00194937800
										1-Mar-24	00194937800
										29-Feb-24	SBJ42889
										29-Feb-24	SBJ42889
										29-Feb-24	SBJ42889
										29-Feb-24	SBJ42889

Timesheet Schedule Exception and Overtime Review Report (RTA024)

REVISED: 08/02/2024

DESCRIPTION:
This report is for supervisors and administrators to review and manage employee overtime. It lists overtime entered in the pay period and compares the employee's Work Schedule to the time entered on the timesheet to identify variances.

The report is broken down into the following three sections:

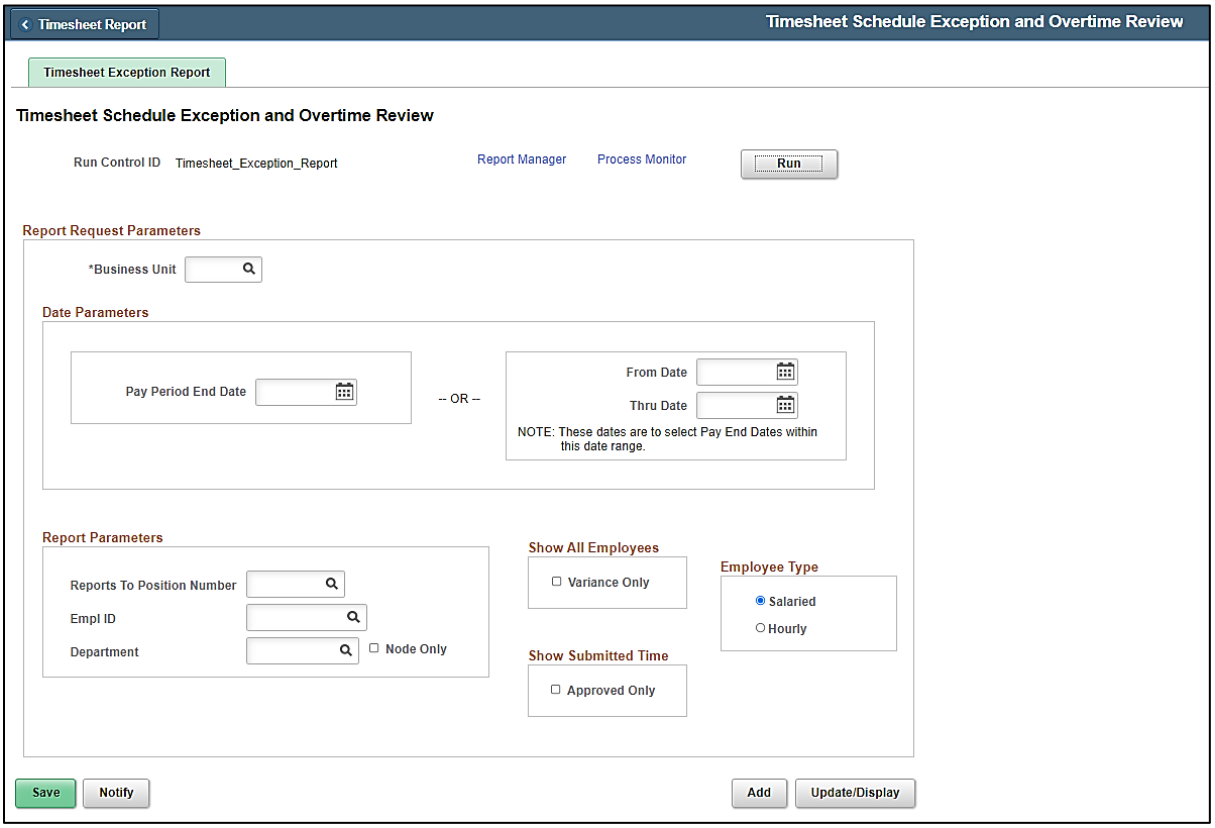
1. Deviation from Scheduled Hours
2. Overtime Review
3. Overtime (OT) Exceptions Review

NAVIGATION PATH:
NavBar > Menu > Time and Labor > Reports > Timesheet Exception Report

INPUT / SEARCH CRITERIA:
Business Unit (Leave Blank for All)
Pay Period End Date OR
From Date
Thru Date
Reports to Position Number
Empl ID
Department
Node Only (checkbox)
Show All Employees Variance Only (checkbox)
Employee Type (Salaried or Hourly)
Show Submitted Time Approved only (checkbox)

OUTPUT FORMAT:
PDF

Screenshot of the Timesheet Schedule Exception and Overtime Review Report Run Control Page



ADDITIONAL INFORMATION:
The **Business Unit** field is a required field and the user must select one option from the **Report Parameters** section and one option from the **Date Parameters** section, as applicable.

Screenshots of the 3 Sections on the Timesheet Schedule Exception and Overtime Review Report

Section 1: Screenshot of the Deviation from Scheduled Hours

Cardinal

Report ID: RTA024

Commonwealth of Virginia

TIMESHEET SCHEDULE EXCEPTION AND OVERTIME REVIEW
Deviation from Scheduled Hours

Run Date: 08/01/2024
Run Time: 06:15 00

Page No. 1 of 144

Business Unit: 76500
From Pay Period End Date: 05/09/2024
To Pay Period End Date: 07/09/2024
Department: 99999 : Agency Wide
Node Only: N
Empl Type: S
All employees
Submitted Time

Page No. 12 of 144

Department	Description	Emplid/Record	Position	Name	PAYGRP	Workgroup	Reports To Position	Name	Total Reg Prod & Non-Prod Reported Hours	Scheduled Hours	Variance	Prod OT Hours	Total Hours Reported
Total for 4001000									1296.00	1296.00	0.00	18.00	1314.00
4001100	Local Review Team				SM1	SERP071E1			432.00	432.00	0.00	0.00	432.00
4001100	Local Review Team				SM1	SERP071E1			432.00	432.00	0.00	0.00	432.00
4001100	Local Review Team				SM1	SERP071E1			438.00	430.00	-8.00	0.00	438.00
4001100	Local Review Team				SM1	SERP071E1			72.00	0.00	-72.00	0.00	72.00
4001100	Local Review Team				SM1	SERP071E1			432.00	432.00	0.00	120.00	552.00
4001100	Local Review Team				SM1	SERP071E1			208.00	0.00	-208.00	0.00	208.00
Total for 4001100									2014.00	1726.00	-288.00	120.00	2134.00

Section 2: Overtime Review

Cardinal

Report ID: RTA024

Commonwealth of Virginia

TIMESHEET SCHEDULE EXCEPTION AND OVERTIME REVIEW
Overtime Review

Run Date: 08/01/2024
Run Time: 06:15 00

Page No. 98 of 144

Business Unit: 76500
From Pay Period End Date: 05/09/2024
To Pay Period End Date: 07/09/2024
Department: 99999 : Agency Wide
Node Only: N
Empl Type: S
All employees
Submitted Time

Date Occurred	Dept	Description	Position	Emplid/Record	Name	PAYGRP	Workgroup	Reports To Position	Name	TRC	TRC Description	Hours
06/20/2024	300400	Enterprise Business Soluti				SM1	SERP071E1			OSSA	OT @ Straight Time	3.00
06/21/2024	300400	Enterprise Business Soluti				SM1	SERP071E1			OSSA	OT @ Straight Time	4.00
06/22/2024	300400	Enterprise Business Soluti				SM1	SERP071E1			OSSA	OT @ Straight Time	10.00
06/23/2024	300400	Enterprise Business Soluti				SM1	SERP071E1			OSSA	OT @ Straight Time	8.00
06/24/2024	300400	Enterprise Business Soluti				SM1	SERP071E1			OSSA	OT @ Straight Time	6.00
06/25/2024	300400	Enterprise Business Soluti				SM1	SERP071E1			OSSA	OT @ Straight Time	6.00
06/26/2024	300400	Enterprise Business Soluti				SM1	SERP071E1			OSSA	OT @ Straight Time	3.00
06/27/2024	300400	Enterprise Business Soluti				SM1	SERP071E1			OSSA	OT @ Straight Time	4.00
06/28/2024	300400	Enterprise Business Soluti				SM1	SERP071E1			OSSA	OT @ Straight Time	6.00
06/29/2024	300400	Enterprise Business Soluti				SM1	SERP071E1			OSSA	OT @ Straight Time	2.00
07/07/2024	300400	Enterprise Business Soluti				SM1	SERP071E1			OSSA	OT @ Straight Time	6.00
07/08/2024	300400	Enterprise Business Soluti				SM1	SERP071E1			OSSA	OT @ Straight Time	6.00
07/09/2024	300400	Enterprise Business Soluti				SM1	SERP071E1			OSSA	OT @ Straight Time	6.00
Subtotal												70.00

Section 3: Overtime (OT) Exceptions Review

Cardinal

Report ID: RTA024

Commonwealth of Virginia

TIMESHEET SCHEDULE EXCEPTION AND OVERTIME REVIEW
OT Exceptions Review

Run Date: 08/01/2024
Run Time: 06:31 00

Key

Straight Time Overtime may be required. Total regular worked hours exceed the Period Threshold Limit.	A
Time and Half Overtime has been reported too soon. Total worked hours have not reached the Period Threshold Limit.	B
Straight Time Overtime may be reported too soon. Total regular worked hours have not reached the Period Threshold Limit.	C
Straight Time Overtime may be required. Total regular worked and non-productive hours exceed the Period Threshold Limit.	D
Straight Time Overtime may be reported too soon. Total regular worked and non-productive hours have not reached the Period Threshold Limit.	E
Time and Half Overtime is required. Total worked hours exceed the FLSA Threshold Limit.	F

				Deptid	Location	Workgroup	From Date	To Date	Threshold	Hours	FLSA Status	Key
				3005000	DSSHO	SERP071E1	06/09/2024	06/15/2024	07:40	44	P	A
				3005000	DSSHO	SERP071E1	06/23/2024	06/29/2024	07:40	44	P	A
				5005000	DSSHO	SERP071E1	06/02/2024	06/08/2024	07:40	44	P	A
				4001300	DSSHO	SERP071E1	06/09/2024	06/15/2024	07:40	44	P	A
				4001300	DSSHO	SERP071E1	06/23/2024	06/29/2024	07:40	44	P	A
				4001300	DSSHO	SERP071E1	06/02/2024	06/08/2024	07:40	44	P	A
				4001300	DSSHO	SERP071E1	06/02/2024	06/08/2024	07:40	44	P	A
				5003000	DSSHO	SNRF071P1	05/26/2024	06/01/2024	07:40	32	N	B
				5003000	DSSHO	SNRF071P1	06/16/2024	06/22/2024	07:40	32	N	B
				5004140	DSSHO	SNRF071P1	06/16/2024	06/22/2024	07:40	32	N	B
				5004140	DSSHO	SNRF071P1	06/30/2024	07/06/2024	07:40	32	N	B
				5003200	DSS07	SNRF071P1	05/26/2024	06/01/2024	07:40	32	N	B
				5003200	DSS07	SNRF071P1	06/16/2024	06/22/2024	07:40	38.5	N	B
				5003200	DSS07	SNRF071P1	06/30/2024	07/06/2024	07:40	32	N	B
				5003000	DSS25	SNRF071P1	05/26/2024	06/01/2024	07:40	32	N	B
				5003000	DSS25	SNRF071P1	06/16/2024	06/22/2024	07:40	32	N	B
				5003300	DSS04	SNRF071P1	05/26/2024	06/01/2024	07:40	32	N	B
				5003300	DSS04	SNRF071P1	06/16/2024	06/22/2024	07:40	32	N	B
				5003300	DSS04	SNRF071P1	06/30/2024	07/06/2024	07:40	32	N	B
				7002140	DSS18	SNRF071P1	06/30/2024	07/06/2024	07:40	24	N	C
				7002140	DSS18	SNRF071P1	05/26/2024	06/01/2024	07:40	24	N	C
				7002140	DSS18	SNRF071P1	06/09/2024	06/15/2024	07:40	28	N	C
				7002140	DSS18	SNRF071P1	06/30/2024	07/06/2024	07:40	24	N	C
				7003000	DSS03	SNRF071P1	05/26/2024	06/01/2024	07:40	24	N	C
				7003000	DSS03	SNRF071P1	06/02/2024	06/08/2024	07:40	36	N	C
				7003000	DSS03	SNRF071P1	06/16/2024	06/22/2024	07:40	32	N	C
				7003100	DSSHO	SNRF071P1	06/30/2024	07/06/2024	07:40	31	N	C
00562718700	GREGG,ALESHA SAMON		00576669200	GRANT,SYBRENA A			7003100	DSSHO	SNRF071P1	05/26/2024	06/01/2024	07:40	24	N	C
00562718700	GREGG,ALESHA SAMON		00576669200	GRANT,SYBRENA A			7003100	DSSHO	SNRF071P1	06/16/2024	06/22/2024	07:40	16	N	C

Note: Data displayed in this report is as of the latest Time Administration and Absence Calc runs and may not reflect current timesheet data.

Date ranges for selection are:
05/10/2024 - 07/09/2024 SM1
06/01/2024 - 06/30/2024 MNP