

**Extended Leave Processing Overview**

Extended Absence Leave Types require different steps for entry, processing, and approval in Cardinal. The Human Resources (HR), Absence Management (AM) Administrator, and Payroll (PY) Administrator are involved in extended leave processing. This Job Aid outlines the steps to be completed by the AM Administrator.

Job Data actions and the Payroll Status are updated by the HR Administrator when an employee goes on a Leave of Absence/extended leave and when the employee returns from leave. These transactions and effective dates impact Cardinal Absence Management.

- Effective January 10, 2025, when an employee is on a Leave of Absence – Unpaid with a Payroll Status of “L” or Suspension with a Payroll Status of “S”, absence events and balance adjustments will be processed
- Absence Management Administrators and Payroll Administrators will continue to work together to ensure employees are paid appropriately via SPOT for the leave hours used
- It remains the responsibility of Absence Management Supervisors and Administrators to follow DHRM and agency policies when approving absence events
- When an employee is on a Paid Leave of Absence (Payroll Status of “P”), time and absences continue to be processed including when LNP (Pay Docking) and STL (Short Term Disability – Pay Dock) is entered
- When an employee is on a Leave of Absence (paid, unpaid, or a combination) for 90 consecutive days, VAC (Vacation) and SCK (Traditional Sick) accruals will automatically stop. The accruals will resume automatically when the employee returns from the Leave or returns to Short or Long Term Disability Working for a full Pay Period

The AM Administrator is responsible for ensuring that extended absences are correctly reported for employees using Cardinal Absence Management. The extended absence types are:

- FML (Family and Medical Leave)
- STD (Short Term Disability)
- LTD (Long Term Disability)
- WCL/WCP/WCS (Workers’ Compensation Leave)



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## Time & Attendance Job Aid

### TA374\_Extended Leave Processing Reference Guide

#### Revision History

Revision Date	Summary of Changes
3/1/2025	Baseline

**Family and Medical Leave (FML)****Overview:**

The Family and Medical Leave (FML) absence type is used for tracking purposes only. It does not generate earnings. Additionally, it is not loaded to Payroll or used in allocation distribution.

The AM Administrator must enter a balance adjustment to give an FML entitlement before the absence can be entered for tracking purposes. For further details on adding absence entitlements, see the **TA374\_Managing Absence Balances** Job Aid. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

**Event Entry:**

Determine whether the FML event is intermittent or consecutive:

- If the FML is intermittent:
  - The employee, timekeeper, or supervisor can enter FML takes on the Timesheet
  - AM Administrators can enter FML takes on behalf of the employee on the **Absence Event** page
  - Forecasting is required for FML takes and the employee cannot submit requests for more hours than are available in their FML entitlement balance
- If the FML is consecutive:
  - Only the AM Administrator should enter the FML takes on the **Absence Event** page

Whenever FML is entered, another leave take must be entered for hours equal to the FML hours entered. These other leave takes include SCK (Sick), VAC (Vacation), STL (Short Term Disability – Pay Dock), or LNP (Pay Docking) to indicate unpaid hours. Those takes can be entered with overlapping begin and end dates as needed. If FML is used concurrently with CCL (Compensatory Leave Taken) or OCL (Overtime Leave Taken), the CCL and/or OCL takes are entered on the Timesheet; CCL and OCL are not available on the **Absence Event** page.

A Reason Code must be entered for the FML event. The three options are:

- FMLA Employee
- FMLA Family
- FMLA Military

FML carryover is effective beginning 1/10/2024. Unused FML hours do not automatically expire in Cardinal and should be zeroed out in the period the employee is no longer eligible.

**TA374\_Extended Leave Processing Reference Guide****Accumulators and Payee Messages:**

The following accumulators track FML usage and generate payee messages that serve as warnings when certain accumulator limits are reached:

- **FMLA EMP/FAM BAL:** Includes all FML events with a reason of FMLA Employee or FMLA Family used in the leave year. A payee message generates when this accumulator either exceeds 480 hours in the leave year or exceeds the prorated amount for Part-Time employees based on their percentage of Full-Time employment
- **FMLA MILITARY BAL:** Includes all FML events with a reason of FMLA Military or no reason used in the past rolling 12 months. A payee message generates when this accumulator exceeds 26 weeks (1040 hours) in the leave year (rolling 12 months) or exceeds the prorated amount for Part-Time employees based on their percentage of Full-Time employment. This accumulator automatically zeroes out at the beginning of the new leave year unless a consecutive FML event crosses over into the new leave year
- **FMLA ROLLOVER BAL:** Includes all FML events used in the past rolling 12 months regardless of reason
- **SCK FMLA TAKE BAL:** Includes all Sick Leave (SCK) events taken since a consecutive FML event began. A payee message generates when the employee exceeds 33% usage of their available SCK balance (based on the SCK balance available on the date the FML event began)
- **SDP FMLA TAKE BAL:** Includes all VSDP Sick Leave (SDP) events taken since a consecutive FML event began. A payee message generates when the employee exceeds 33% usage of their available SDP balance (based on the SDP balance available on the date the FML event began)

Run the **V\_TA\_PAYEE\_MESSAGES** query to review the payee message warnings for paid leave usage.

See the section in this Job Aid titled [Reviewing Payee Messages Query](#) for the steps to run the query.

**Short Term Disability (STD)****Overview:**

STD is not an available take in Employee Self-Service; only an AM Administrator can enter STD for an employee. An entitlement balance does not need to be added prior to using the STD take. Payroll will calculate and enter the appropriate disability payment amounts in Payroll. As part of this process, the corresponding number of absence hours for each day of disability will be calculated by your Payroll Administrator using the appropriate SPO Calculation Spreadsheet. Inform the employee of the number of absence hours to enter when applicable.

**Event Entry:**

Typically, for STD, the number of hours calculated are based on the STD coverage percent:

- If the STD covers 100% of pay, do not enter any partial hours
- If the STD covers 80% of pay, enter 80% of the scheduled hours as partial hours
- If the STD covers 60% of pay, enter 60% of the scheduled hours as partial hours

If STD does not cover 100% of pay, you can enter any other take except SDP to supplement the scheduled hours not covered:

- Vacation can be entered for the remaining 20% or 40%
- Disability Credit (DSK) can be entered for the remaining 20% or 40%. State policy requires that DSK be used in 8-hour increments. Therefore, if DSK is used in conjunction with STD, 8 hours per day is deducted from the DSK balance regardless of the number of hours you enter for each day. For example, if you enter 6.4 STD and 1.6 DSK hours, then 8 DSK hours are deducted from the DSK balance but only 1.6 hours are DSK earnings
- Enter the actual number of DSK hours that need to be used or substituted. Make sure the total number of absence hours entered for any given day does not exceed the employee's scheduled hours for that day. This ensures the accurate allocation of payroll
- CCL or OCL takes can be used for hours not covered by STD. These are entered on the Timesheet
- STD-Pay Dock (STL) should be used for the unpaid time (instead of LNP) during the first 90 days of leave if the employee does not have sufficient balances of other leave types to cover the difference or chooses not to use paid leave. This is what allows the employee to continue accruing VAC and SCK if eligible while on approved disability leave. Usage of LNP (Pay Docking) would prevent the accrual

The VSDP sick and VSDP personal entitlements do not accrue on January 10 (beginning of the leave year) if the employee has used STD in the December 24 pay period of the previous leave year in that same period. If an employee returns from STD leave and did not accrue VSDP sick and VSDP personal on January 10, the AM Administrator must enter balance adjustments to grant the entitlements upon return.

**Accumulators and Payee Messages:**

The following accumulators track STD usage and generate payee messages that serve as warnings when certain accumulator limits are reached.

- **STD TAKE BAL DAYS:** Includes all STD events used in the leave year (counted in days rather than hours (regardless of the number of partial hours entered each day)). This balance includes paid holidays but does not include weekends. A payee message generates if the employee exceeds 125 days in the leave year.
- **STD VAC ACR LMT AC:** Counts consecutive days of STD (regardless of the number of partial hours entered each day) and includes paid holidays and weekends. The accumulator only includes usage of the STD leave type and no other leave types that may be used as part of the STD waiting period.

Run the **V\_TA\_PAYEE\_MESSAGES** query to review the payee message warnings for paid leave usage.

See the section in this Job Aid titled [Reviewing Payee Messages Query](#) for the steps to run the query.

**Long Term Disability (LTD)****Overview:**

LTD is not an available take in Employee Self-Service; only an AM Administrator can enter LTD for an employee. An entitlement balance does not need to be added prior to using the LTD take. Payroll will calculate and enter the appropriate disability payment amounts in Payroll. As part of this process, the corresponding number of absence hours for each day of disability will be calculated by your Payroll Administrator using the appropriate SPO Calculation Spreadsheet. Inform the employee of the number of absence hours to enter when applicable.

**Event Entry:**

The LTD take can be entered with any other leave take on the same day in order to substitute scheduled hours not covered by LTD. CCL and/or OCL takes can be used for hours not covered by LTD and must be entered on the Timesheet.

The VSDP sick and VSDP personal entitlements do not accrue on January 10 (beginning of the leave year) if the employee has used LTD in the December 24 pay period of the previous leave year in that same period. If an employee returns from LTD leave and did not accrue VSDP sick and VSDP personal on January 10, the AM Administrator must enter balance adjustments to grant the entitlements upon return.



**Workers' Compensation Leave (WCL/WCP/WCS)****Overview:**

WCL/WCP/WCS are not available takes in Employee Self-Service; only an AM Administrator can enter WCL/WCP/WCS for an employee. Entitlement balances do not need to be added prior to using these types of takes. Payroll will calculate and enter the appropriate disability payment amounts in Payroll. As part of this process, the corresponding number of absence hours for each day of disability will be calculated by your Payroll Administrator using the appropriate SPO Calculation Spreadsheet. Inform the employee of the number of absence hours to enter when applicable.

**Event Entry:**

When entering a WCL/WCP/WCS take, the **Comments** field on the **Absence Event Input Details** page can be used to record the Workers' Compensation Claim Number. If a single **WCL/WCP/WCS** event is entered for an employee and the hours need to be charged against two or more Claim Numbers, the text entered in the **Comments** field should indicate the number of hours charged to each Claim Number.

If the WCL/WCP/WCS coverage is not 100%, the workers' compensation take can be entered with any other take on the same day in order to substitute scheduled hours not covered by the WCL/WCP/WCS.

- CCL or OCL takes can be used for hours not covered by workers' compensation and must be entered on the Timesheet.
- STL should be used for the unpaid time (instead of LNP) during the first 90 days of leave if the employee does not have sufficient balances of other leave types to cover the difference or chooses not to use paid leave. This is what allows the employee to continue accruing VAC and SCK if eligible while on approved workers' compensation leave. Usage of LNP (Pay Docking) would prevent the accrual.

The VSDP sick and VSDP personal entitlements do not accrue on January 10 (beginning of the leave year) if the employee has used WCL/WCP/WCS in the December 24 pay period of the previous leave year in that same period. If an employee returns from WCL/WCP/WCS leave and did not accrue VSDP sick and VSDP personal on January 10, the AM Administrator must enter balance adjustments to grant the entitlements upon return.

**Accumulators:**

The following accumulators track WCL/WCP/WCS usage.

- **WCL/WCP/WCS TAKE BAL DAYS:** Counts the consecutive days of WCL/WCP/WCS, including paid holidays and weekends, regardless of the number of partial hours entered each day. The accumulator is used for tracking purposes only and does not have an associated payee message.
- **WCL/WCP/WCS VAC ACR LMT AC:** Counts the consecutive days of WCL/WCP/WCS including paid holidays and weekends, regardless of the number of partial hours entered each day. The accumulator only includes usage of the WCL/WCP/WCS leave type and no other leave types that may be used as part of the WCL/WCP/WCS waiting period.

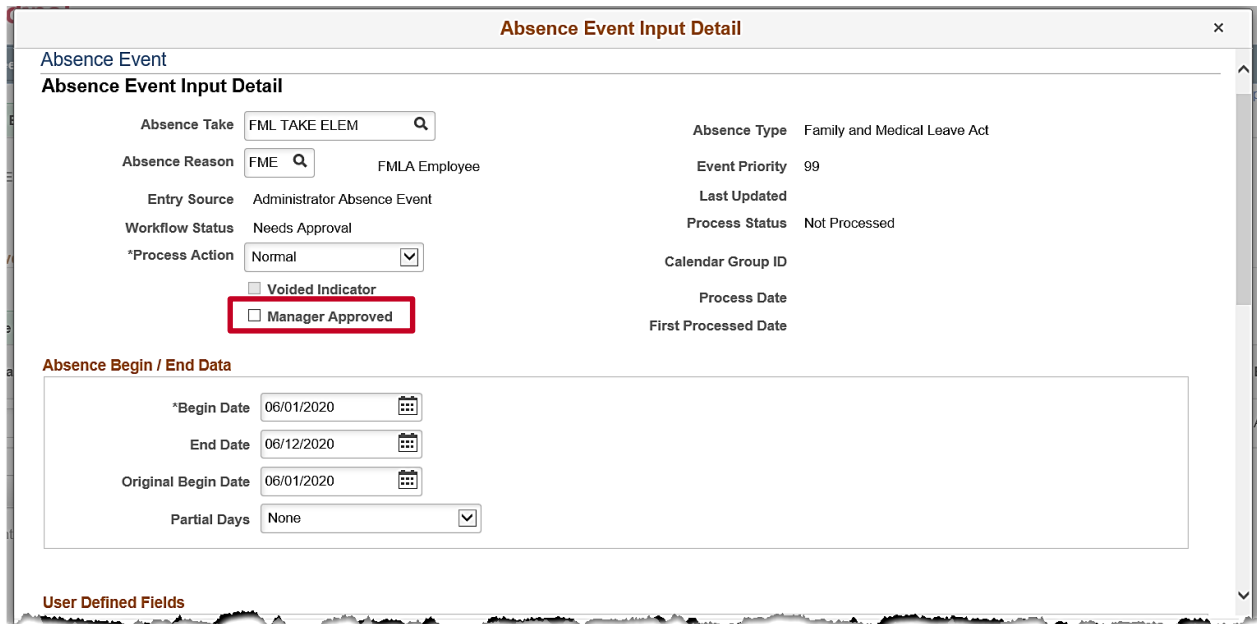
### Approving Extended Absences

It is recommended the AM Administrator that enters the extended leave request ask a second AM Administrator to review and approve it using the following steps:

AM Administrator notifies a second AM Administrator that the extended leave event in Cardinal has been entered and requires review and approval

The second AM Administrator searches for the employee on the **Absence Event** page and clicks the **Details** link for the absence event needing approval

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











Check the **Manager Approved** checkbox option.



Click the **OK** button.

The **Absence Event** page returns and the **Workflow Status** field changes to **Approved**.

Begin Date	Details	Entry Source	Workflow Status			
	<a href="#">Details</a>	Administrator Absence Event	Approved			
	<a href="#">Def</a>	Administrator Absence Event	Approved			

Absence Event Entry | [Forecast Messages](#)

Click the **Save** button.

If the Agency does not have a second AM Administrator to approve, then the AM Administrator that enters the extended leave can also approve it.

Follow Agency policy and guidelines for approvals. All leave takes must be in an “Approved” status in order to be calculated, deducted from balances when applicable, appear on the docking report for Payroll when applicable, and for charge distribution.

### Reviewing Payee Messages Query

#### Overview:

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.

1. To access the Payee Messages Query, navigate to the **Payee Messages** Query using the following path:

**NavBar > Menu > Reporting Tools > Query > Query Viewer > V\_TA\_PAYEE\_MESSAGES**

The **Payee Messages** query displays.

← Cardinal Homepage

Query Viewer

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

\*Search By

Query Name

begins with

V\_TA\_PAYEE\_MESSAGES

Search

Advanced Search

2. Enter the applicable query name (V\_TA\_PAYEE\_MESSAGES).
3. Click the **Search** button.

The query displays in the bottom portion of the page.

← Cardinal Homepage

Query Viewer

New Window | Help

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

\*Search By

Query Name

begins with

V\_TA\_PAYEE\_MESSAGES

Search

Advanced Search

**Search Results**

\*Folder View

-- All Folders --

**Query**

1-1 of 1

View All

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
V_TA_PAYEE_MESSAGES	Payee Messages	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>



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4. Select the applicable output format by clicking the corresponding link either the HTML or Excel column.

<div><div>&lt;&lt; &lt; 1-1 of 1 &gt; &gt;&gt;</div><div>View All</div></div>					
Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
HTML	Excel	XML	Schedule	Lookup References	Favorite

5. In the **Business Unit** field and/or **Employee ID** field leave blank for all.

**V\_TA\_PAYEE\_MESSAGES - Payee Messages**

Business Unit (Blank for all)

Employee ID (Blank for all)

View Results

**Note:** The query can be run by Business Unit, by Employee, or leaving the fields blank retrieves all results

6. Click on the **View Results** button if **HTML** format was selected. If the **Excel** format is selected the file will download and can open the file once the download is complete.

Review the information for the applicable Payee Messages in the **Messages** section.

V_TA_PAYEE_MESSAGES - Payee Messages									
Business Unit (Blank for all) <input type="text"/>									
Employee ID (Blank for all) <input type="text"/>									
<div>View Results</div>									
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (110 kb)									
View All <span>First 1-100 of 233 Last</span>									
Row	Business Unit	Empl ID	Name	Empl Record	Calc Status	Message	Severity	Calendar ID	Pay Group
1	14000			0	Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	SM1 2025SM111	SM1
2	14000			0	Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	SM1 2025SM112	SM1
3	14000			0	Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	SM1 2025SM112	SM1
4	18100			0	Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	SM1 2025SM112	SM1
5	50100			0	Calculation Successful	Employee Exceeds FMLA Leave Year Limit of 480 Hours. Pay Period End Date: %1	W	S18 2025SM112	S18
6	50100			0	Calculation Successful	Employee Exceeds FMLA Leave Year Limit of 480 Hours. Pay Period End Date: %1	W	S12 2025SM112	S12
7	50100			0	Calculation Successful	Employee Exceeds FMLA Leave Year Limit of 480 Hours. Pay Period End Date: %1	W	S14 2025SM112	S14
8	50100			0	Calculation Successful	Employee Exceeds FMLA Leave Year Limit of 480 Hours. Pay Period End Date: %1	W	S13 2025SM112	S13
9	50100			0	Calculation Successful	Employee Exceeds FMLA Leave Year Limit of 480 Hours. Pay Period End Date: %1	W	S13 2025SM112	S13
10	50100			0	Calculation Successful	Employee Exceeds FMLA Leave Year Limit of 480 Hours. Pay Period End Date: %1	W	S14 2025SM111	S14
11	50100			0	Calculation Successful	Employee Exceeds FMLA Leave Year Limit of 480 Hours. Pay Period End Date: %1	W	S18 2025SM112	S18
12	50100			4	Calculation Successful	Employee Exceeds FMLA Leave Year Limit of 480 Hours. Pay Period End Date: %1	W	S10 2025SM112	S10
13	50100			0	Calculation Successful	Employee Exceeds SCK Usage Limit of 33% During FMLA.	W	S18 2025SM112	S18
14	50100			0	Calculation Successful	Employee Exceeds SCK Usage Limit of 33% During FMLA.	W	S14 2025SM112	S14
15	50100			0	Calculation Successful	Employee Exceeds SCK Usage Limit of 33% During FMLA.	W	S13 2025SM112	S13
16	50100			0	Calculation Successful	Employee Exceeds SCK Usage Limit of 33% During FMLA.	W	S11 2025SM112	S11
17	50100			0	Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	S10 2025SM112	S10
18	50100			1	Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	S11 2025SM112	S11
19	50100			0	Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	S11 2025SM111	S11
20	50100			0	Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	S14 2025SM112	S14
21	50100			0	Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	S10 2025SM110	S10
22	50100			0	Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	S10 2025SM112	S10
23	50100			0	Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	S12 2025SM112	S12
24	50100			0	Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	S18 2025SM112	S18
25	50100			0	Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	S16 2025SM112	S16
26	50100			0	Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	S15 2025SM112	S15



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The table below lists all the **Payee Messages** in Cardinal:

Payee Messages
Employee Exceeds FMLA Leave Year Limit of 480 Hours. Pay Period End Date: %1
Part Time Employee Exceeds FMLA Leave Year Limit. Pay Period End Date: %1
Employee Exceeds Military FMLA Limit of 1040 Hours. Pay Period End Date: %1
Part Time Employee Exceeds Military FMLA Limit. Pay Period End Date: %1
Employee Exceeds SDP Usage Limit of 33% During FMLA
Employee Exceeds STD Usage Limit of 125 Days.
Employee Exceeds SCK Usage Limit of 33% During FMLA

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

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

1. HR Administrators can enroll the employee in the **FACREGGRP** or **FACVSDPGRP Eligibility group** and AM Administrators can manually adjust their balances.

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

2. HR Administrators can update the employees **Job Data** by adding a new effective dated row and updating the employees' **Eligibility Group** from **VSDPELGGRP** to **FACREGGRP**. The **FACREGGRP Eligibility Group** does not include VAC accrual or VSDP PER or VSDP Sick Leave. HR Administrators will need to add another effective dated row to return the employees to the **VSDPELGGRP Eligibility Group** upon their return to work.
3. HR Administrators can update **Job Data** in one of two ways.
  - a. If there is a large number of employees, the **Job Data Mass Upload** can be used to update the **Eligibility Group**
  - b. HR Administrators can update each **Job Data** record individually by following the steps below.
4. Update the **Eligibility Group** by navigating to the Employee's **Job Data Record**.





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The Employee's **Job Data Record** displays.

Work Location | Job Information | Payroll | Salary Plan | Compensation

MARIAN SELF  
Employee

Empl ID 00368592500  
Empl Record 0

Work Location Details ?

\*Effective Date 06/10/2023

Effective Sequence 0

HR Status Active

Payroll Status Active

Calculate Status and Dates

\*Action Data Change

Reason Data Change

\*Job Indicator Primary Job

Go To Row

Position Number MRC00242 License Sales Agent

Override Position Data

Position Entry Date 09/10/2005  
☐ Position Management Record

Regulatory Region USA United States

Company MRC Marine Resources Commission

Business Unit 40200 Marine Resources Commission

Department 50503 Marine Life Regulation LE

Department Entry Date 09/10/2005

Location MR650 main location

Establishment ID MRC Marine Resources Commission

Date Created 06/22/2023

Last Start Date 09/10/2005

STD Claim Number

Layoff Notice Date

☐ Recall Eligibility Flag

Turn Off Auto Pay

☐ Yes ☒ No

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

5. Click the icon (+) to Add a New Effective Dated Row
6. Enter the appropriate **Effective Date**
7. Select **Action**: Data Change
8. Select **Reason**: Data Change



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Work Location Job Information **Payroll** Salary Plan Compensation

MARIAN SELF Empl ID 00368592500  
Employee Empl Record 0

Payroll Information ? 1 of 3

Effective Date 06/10/2023 Go To Row  
Effective Sequence 0 Action Data Change  
HR Status Active Reason Data Change  
Payroll Status Active Job Indicator Primary Job Current

Payroll System Payroll for North America  
Absence System Absence Management

Payroll for North America ?

Pay Group SM1 Semimonthly Class (SUNSAT07)  
Employee Type S Salaried Holiday Schedule HOLSAL Sal.HolSch  
Tax Location Code 650 Hampton  
GL Pay Type FICA Status Subject  
Combination Code Edit ChartFields

Absence Management System

Pay Group SM1 Semi-monthly Classified

Setting

☐ Use Pay Group Eligibility  
☒ Use Pay Group Rate Type  
☒ Use Pay Group As Of Date

Eligibility Group FACREGGRP Flex Regular Elig Group  
Exchange Rate Type  
Use Rate As Of

Job Data Employment Data Earnings Distribution Benefits Program Participation

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History

- Click the **Payroll** tab
- Change the **Eligibility Group** from **VSDPELGGRP** to **FACREGGRP**
- Click the **Save** button.