CARDINAL

TA372
Time & Attendance Administration

Instructor Led Training

Revision History

Revision Date	Summary of Changes
9/22/2025	Added information pertaining to Delegation Administrators.
8/25/2025	Baseline.

Welcome to Cardinal Training

This training provides participants with the skills and information necessary to use Cardinal and is not intended to replace existing Commonwealth and/or Agency policies.

This course, and the supplemental resources listed below, are located on the Cardinal website (www.cardinalproject.virginia.gov) under Learning.

Cardinal Reports Catalogs are located on the Cardinal website under Resources:

• Instructor led and web based training course materials

• Job Aids on topics across all functional areas
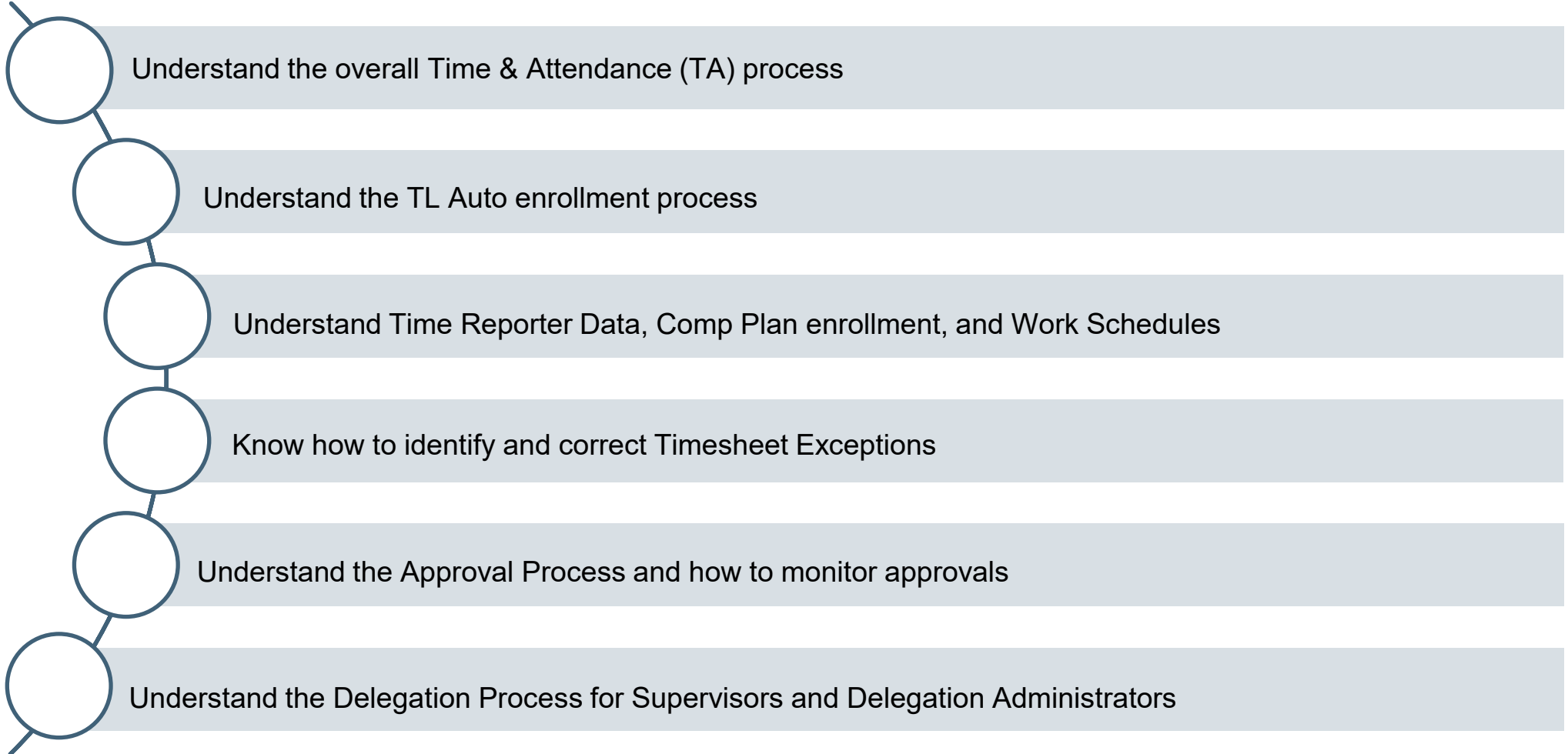
• Glossary of frequently used terms

The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.

Course Objectives

After completing this course, you will be able to:

- Understand the overall Time & Attendance (TA) process

- Understand the TL Auto enrollment process

- Understand Time Reporter Data, Comp Plan enrollment, and Work Schedules

- Know how to identify and correct Timesheet Exceptions

- Understand the Approval Process and how to monitor approvals

- Understand the Delegation Process for Supervisors and Delegation Administrators

Agenda

1	Time & Attendance Overview
2	TA Roles and Responsibilities
3	Overview of the TA Processing Concepts
4	TA Employee Setup and Processing
5	Overview of the TA Capture Process
6	TA Approval and Processing
7	Payroll Integration and Cost Allocation Processes

Lesson

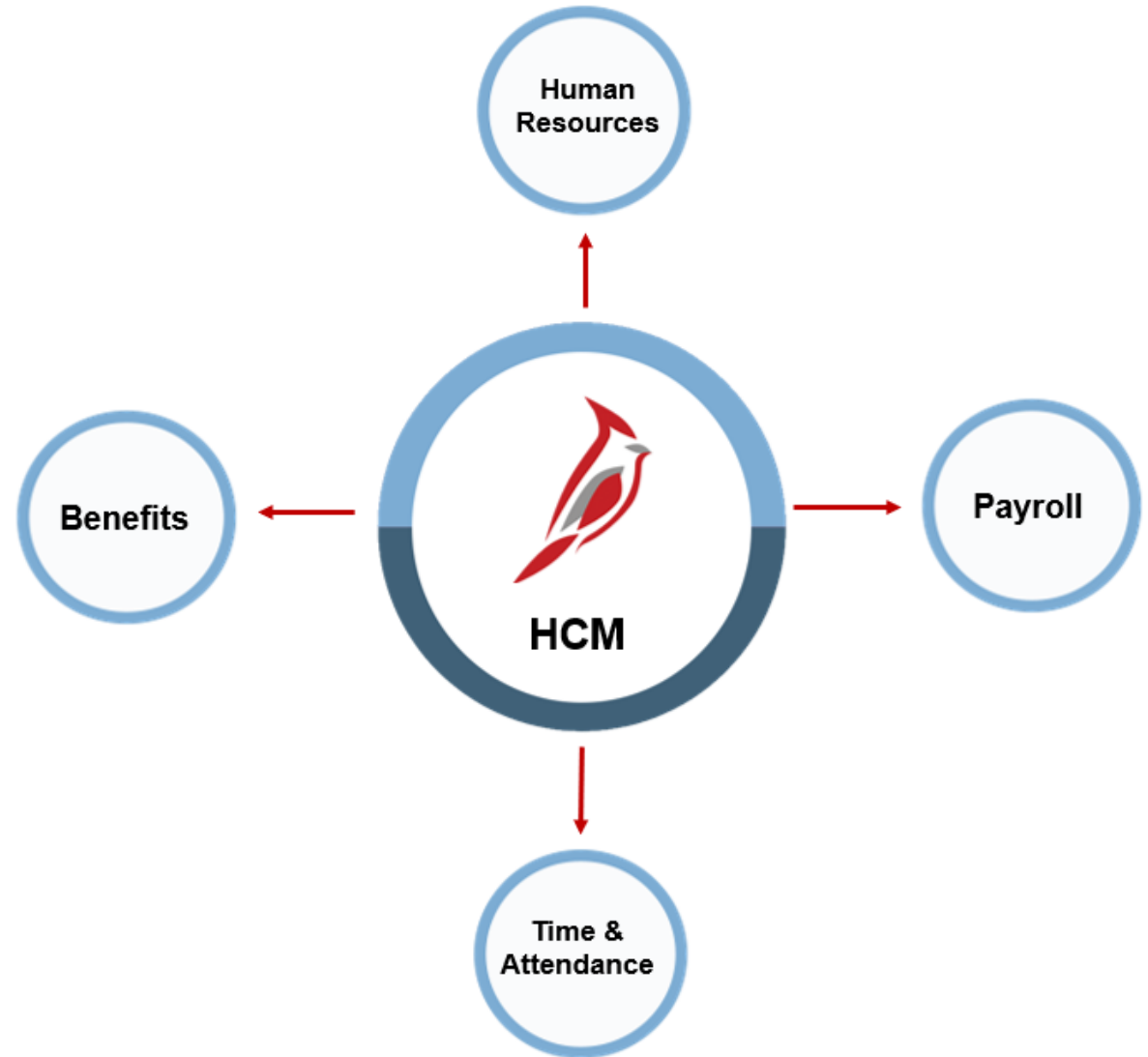| 1 | Time & Attendance Overview |

This lesson covers:

- Overview of Cardinal HCM

- Cardinal HCM Integration to Cardinal Financials

- Cardinal HCM Responsibilities and Relationships

- Overview of Time & Attendance

- Time and Attendance Core Modules

Overview of Cardinal Human Capital Management (HCM)

In Cardinal HCM, HR Administrators, BN Administrators, TL Administrators, Payroll Administrators, and State Payroll Operations (SPO) work together so that all employees are paid on time and accurately and are benefited properly.

All of these roles work together within Cardinal HCM to ensure that all employee records are accurate.
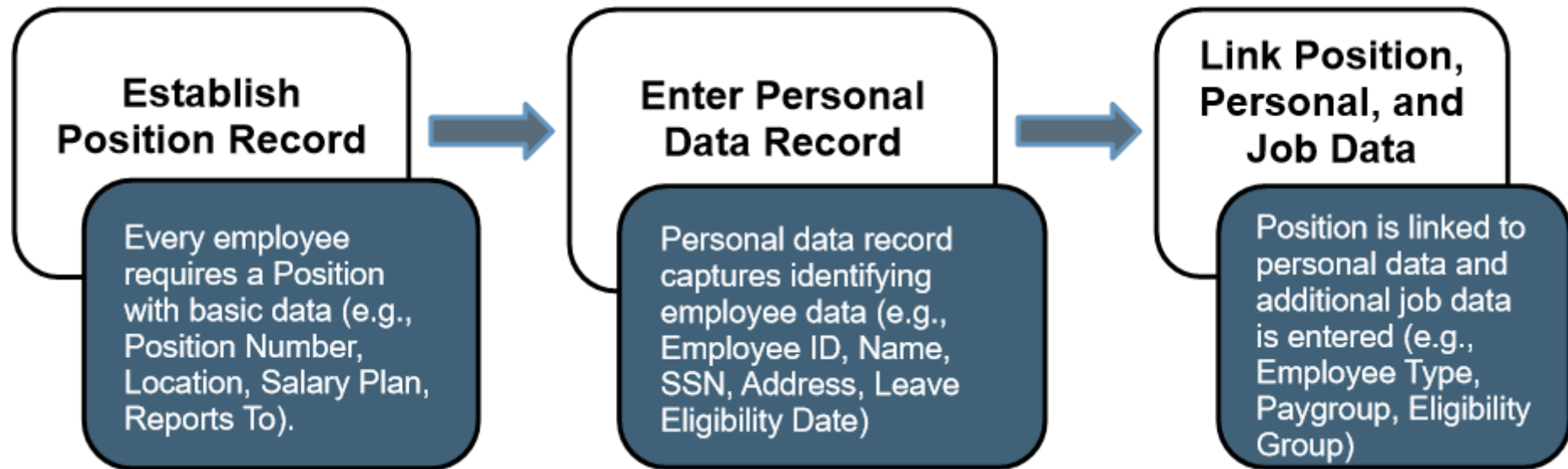
Cardinal HCM Interfacing to Cardinal Financials
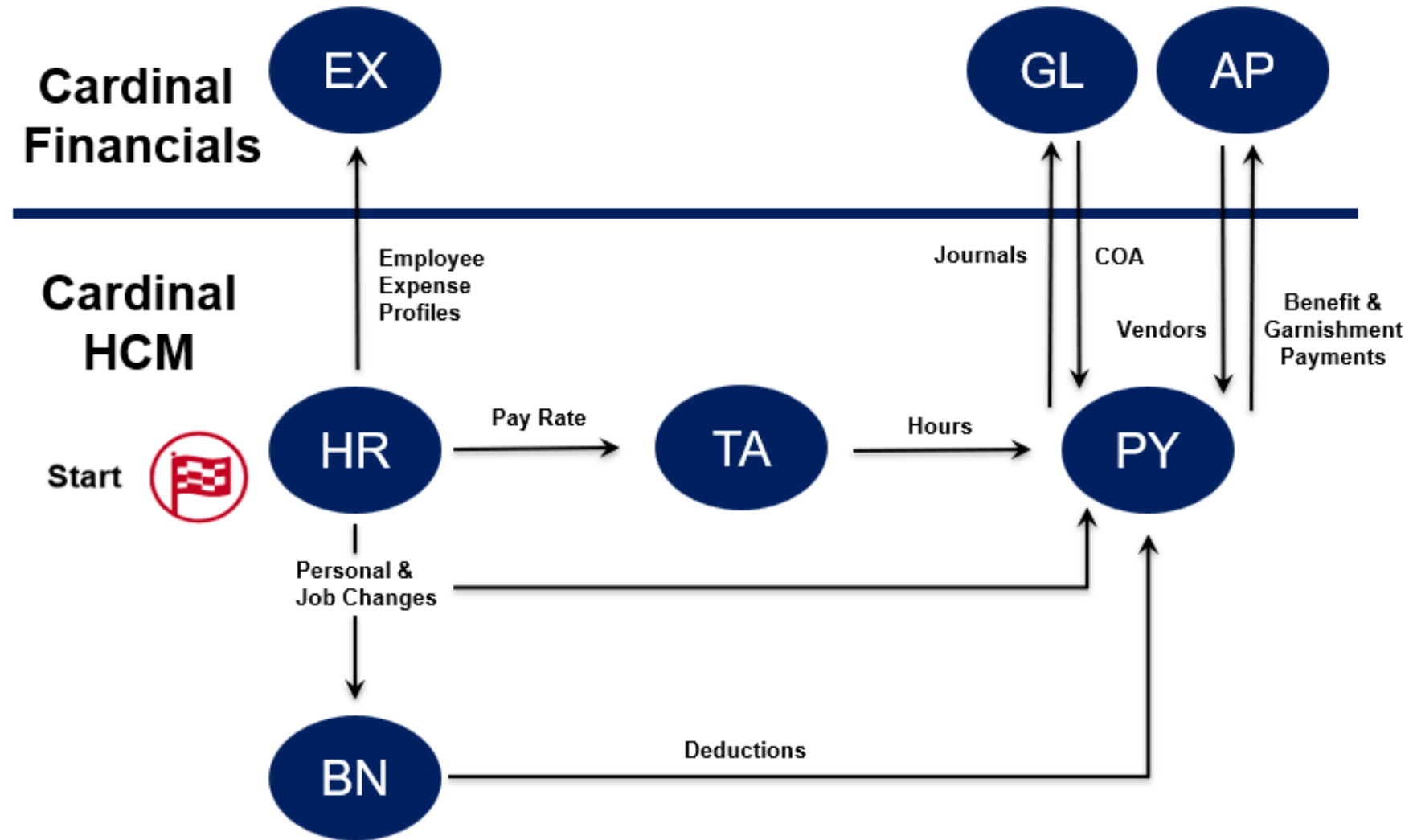
Financials: Expenses (EX), General Ledger (GL), Accounts Payable (AP)
HCM: Human Resources (HR), Benefits Administration (BN), Time & Attendance (TA), Payroll (PY)
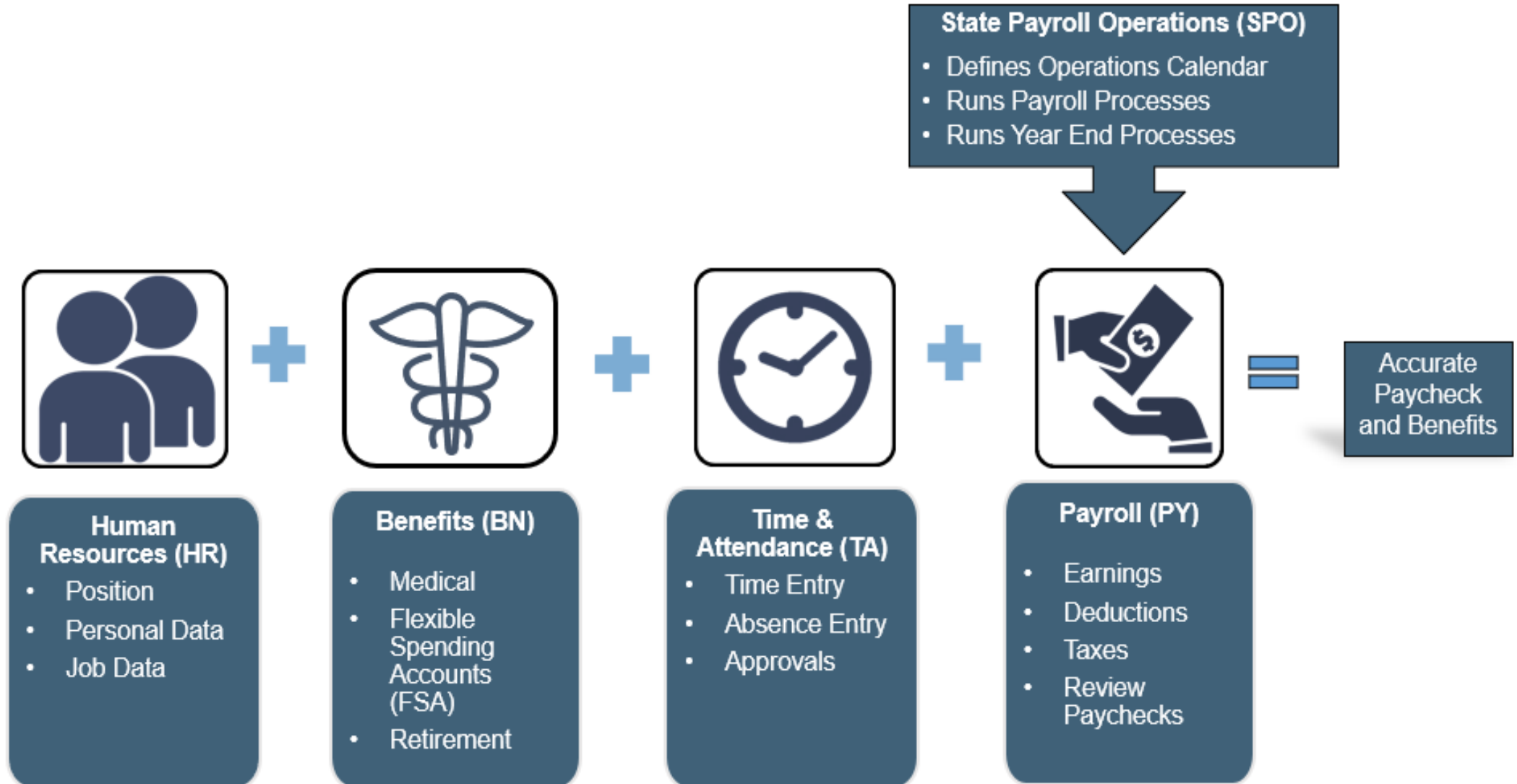
Human Resources Setup

Before employees can use Time & Attendance, Agency Human Resources personnel must first set them up in Cardinal HCM.

Establish Position Record

Every employee requires a Position with basic data (e.g., Position Number, Location, Salary Plan, Reports To).

Enter Personal Data Record

Personal data record captures identifying employee data (e.g., Employee ID, Name, SSN, Address, Leave Eligibility Date)

Link Position, Personal, and Job Data

Position is linked to personal data and additional job data is entered (e.g., Employee Type, Paygroup, Eligibility Group)

Cardinal HCM Responsibilities and Relationships

State Payroll Operations (SPO)
- Defines Operations Calendar
- Runs Payroll Processes
- Runs Year End Processes

Human Resources (HR)
- Position
- Personal Data
- Job Data

Benefits (BN)
- Medical
- Flexible Spending Accounts (FSA)
- Retirement

Time & Attendance (TA)
- Time Entry
- Absence Entry
- Approvals

Payroll (PY)
- Earnings
- Deductions
- Taxes
- Review Paychecks

Accurate Paycheck and Benefits

Time & Attendance Overview

Cardinal Time & Attendance (TA) is the conduit between HR data set up and payroll processing. Time reporting is required for all Agencies using Cardinal Payroll. For Agencies who have elected to use Cardinal Absence Management (AM), it will be their absence system of record and will produce the Leave Liability report for Agencies following Department of Human Resource Management (DHRM) leave policy.

Time reporting is important because it:

- Is required for all Agencies using Cardinal Payroll

- Is used to pay all hourly (wage) employees

- Generates pay for applicable salaried exception time (e.g., overtime, shift)

- Helps enforce pay and time related policies using system rules/edits (e.g., holidays,1500-hour limit)

- Helps facilitate accurate employee payment (e.g., overtime, pay docking)

- Facilitates detailed ChartField distribution for accurate financial reporting (e.g., payroll expenditures, cost accounting, billing)

- Provides auditable time entry for Commonwealth employees

Time & Attendance – Core Modules

Cardinal Time & Attendance (TA) has two core modules: Time and Labor (TL) and Absence Management (AM). There are different Agency configuration options (online/interfacing) which impact how time and absences are captured as well as what is the system of record for time and absences. The chart below breaks out the options for online and interfacing Agencies.
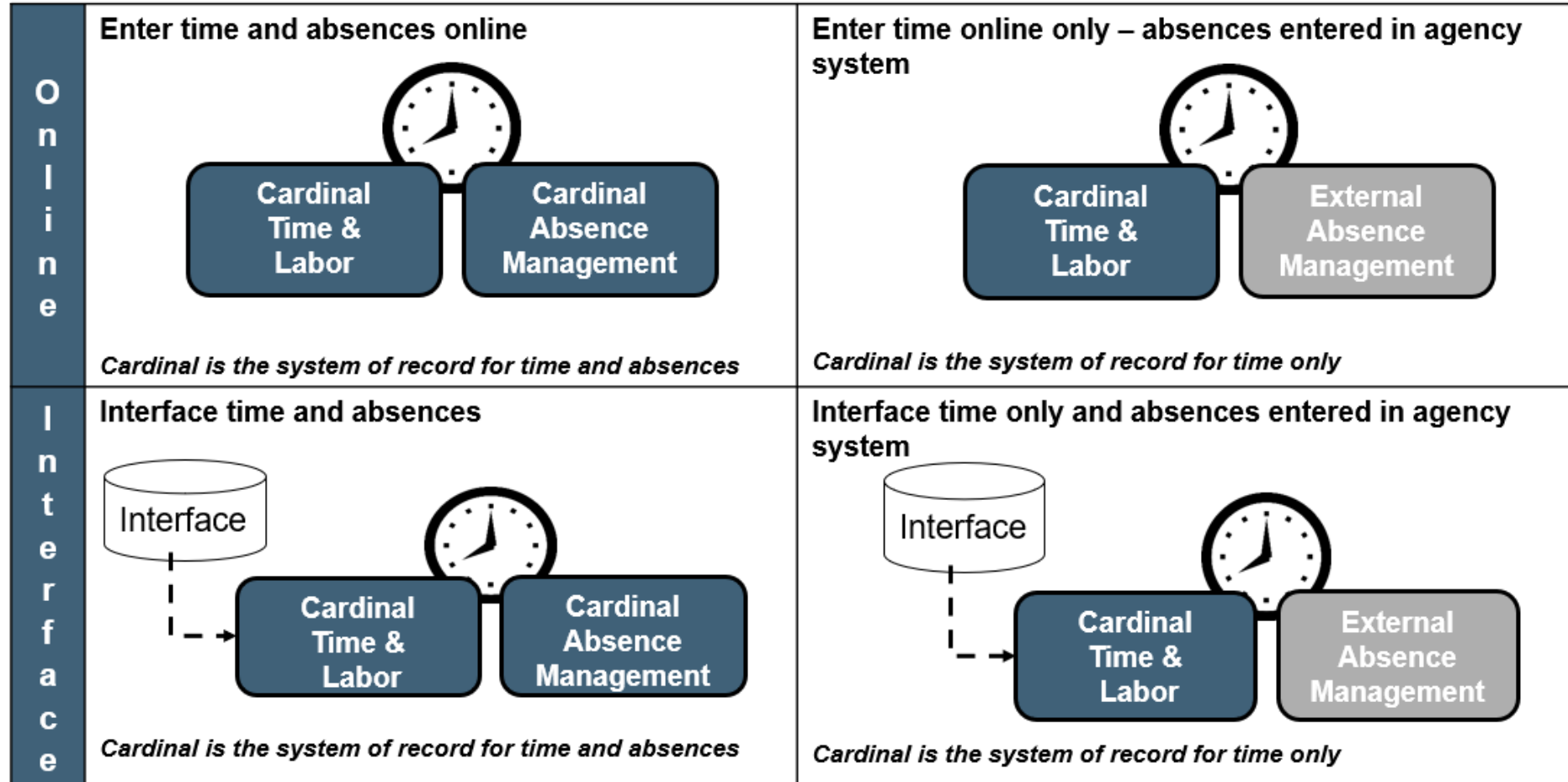
Lesson Summary

1	Time & Attendance Overview

In this lesson, you learned:

- An Overview of Cardinal HCM

- An Overview of the Cardinal HCM Integration to Cardinal Financials

- The Cardinal HCM Responsibilities and Relationships

- An Overview of Time & Attendance

- About the Time and Attendance Core Modules

Lesson

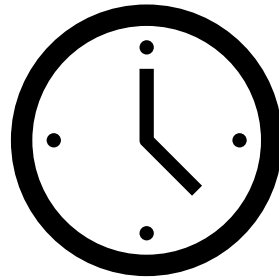| 2	TA Roles and Responsibilities

This lesson covers:

- Overview of the Time & Attendance Roles and Responsibilities

Overview of the Time & Attendance Roles

The Time & Attendance functions involve several roles with specific responsibilities to help ensure that time is entered, submitted, and approved within designated timeframes for timely and accurate pay and the allocation of payroll costs. A user's security role controls what that user can view and do in the system.

Understanding the roles and what these roles can do is beneficial for TL Administrators who are responsible for overseeing Time & Attendance for the Agency to help ensure that all issues are addressed so that time can be processed appropriately/timely.
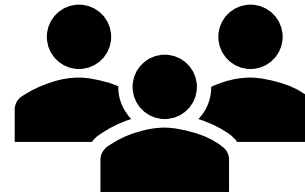
TA Roles and Responsibilities

Responsibilities / Roles	Employee TL Setup	Employee	Timekeeper	TL Admin	Absence Admin	TL and Absence Supervisor	TA Interface Admin
Enter/Modify own Timesheet (including Time and Leave/Absences)		✓					
Enter/Modify Timesheets on behalf of Employees (including Time and Leave/Absences)			✓	✓	✓	✓ (Direct Reports)	
Cancel Leave/Absences		✓ (if not Approved)	✓	✓	✓	✓ (Direct Reports)	
Review/Resolve Timesheet Exceptions (Warnings)		✓	✓	✓	✓	✓ (Direct Reports)	
Allow Timesheet Exceptions (Warnings)				✓	✓	✓ (Direct Reports)	
Review and Correct Time Entry Upload and Absence Entry Upload Transactions				✓ (on Timesheet)	✓ (on Timesheet)		✓ (on Upload Review Page)
Enter/Modify Time Reporter Data, Comp Plans, TL Eligibility, and TL Auto Enroll Bypass	✓			✓ View Only for Elig and TL Auto Enroll			

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TA Roles and Responsibilities (continued)

Responsibilities \ Roles	Employee TL Setup	Employee	Timekeeper	TL Admin	Absence Admin	TL and Absence Supervisor	TA Interface Admin
Enter/Modify Leave Donations and Extended Leave Absences					✓		
Administer Absence Events and Review Absence Calculation Results					✓		
Enter/Modify Absence Balance Adjustments					✓		
Assign Employee Work Schedules	✓		View Only	✓	View Only	✓ (Direct Reports)	
Approve Time and Absences						✓ (Direct Reports)	
Run TA Reports/Queries	✓		✓	✓	✓	✓	✓

Manager/Supervisor Roles

This role has access for direct reports to:

- Approve time and absences
- Delegate approval worklists for Timesheets and Absence Events to another Supervisor as applicable
- Assign employee Work Schedules
- Enter/modify Timesheets on behalf of Employees (including Time and Leave/Absences)
- Cancel Leave and Absence Events
- Review/resolve Timesheet Exceptions (Warnings)
- Allow Timesheet Exceptions (Warnings)
- Run TA reports and queries
- View Comp and Overtime leave balances
- View absence information

Note: Time and Absence approvals route to the employee's Reports To Supervisor as designated in Position Data. An HR Administrator can update the Reports To Supervisor as needed. When a Supervisor is suspended, on Leave of Absence (paid leave or unpaid leave), or the position is vacant, approvals will roll up to the Supervisor of the Reports To Supervisor.

Delegation Administrator Role

Delegation allows managers/Supervisors to authorize another Supervisor to serve as their proxy for managing/approving employee's time and absences. When a manager delegates to a proxy, all workflow notifications and items will be routed to the proxy. This is especially helpful when a manager plans to be out of the office for a period of time.

Users with this role have access to:

- Add and manage Time & Attendance delegation requests on behalf of others
- Create, modify, and revoke delegation requests on behalf of the managers. This allows the delegation functionality to be utilized in the case of a manager's unplanned absence
- Managers and/or proxies will receive workflow email notifications when delegation requests are created or modified by the Delegation Administrator
- Those in the TL Administrator role will need to work with the Delegation Administrator to delegate approvals to a proxy if the Reports To is out of the office to ensure that time is ready for the Time and Labor load process
- Run TA reports and queries

Note: Delegation cannot be used when a Reports To position is vacant or when the Reports To Supervisor is suspended or on Leave of Absence (paid leave or unpaid leave). In these scenarios, Cardinal will route approvals to the Supervisor's Reports To Supervisor.

TA Special Restricted Approver Role: Manage Time with Workflow Issues

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

All Cardinal TA Agencies are required to assign this role to at least one user. User(s) with this role will identify and manage time and absence transactions that do not route to a Supervisor for action in the following scenarios:

- The employee does not have a user profile
- The approver does not have a user profile
- The employee's Report To position is vacant and that vacant position either does not have a Reports To position or that position is also vacant

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

TA Special Restricted Approver Role: Manage Time with Workflow Issues (continued)

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

- If the "Reports To" and/or user profile issue is addressed, the employee could make changes to the already submitted time on the Timesheet and resubmit it to route the time to the actual Supervisor

- The Delegation Administrator could delegate the time to another Supervisor for approval once the time has been reviewed/validated by the actual Supervisor

- The TA Restricted Special Approver could approve the time once the time has been reviewed/validated by the actual Supervisor

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

TA Expired Grace Approver Role

The TA Expired Grace Approver (V_TA_EXPIRED_GRACE_APPROVER) role allows select Agency users to manage time that falls outside of normal submission and approval grace periods. This role grants access to two pages in Cardinal; the **Update Time Status** page and the **Request Batch Approval Process** page. These pages allow users with this role to perform the following actions for any employee in the Agencies they have access to:

TA Expired Grace Approver Role Capabilities	
Employees in Online Workgroups	
Action	**Role Permissions**
Approve Payable Time in Needs Approval (NA) status outside of grace period	Between 90 and 365 days old
Close or Delete Reported Time in Saved (SV) or Needs Approval (NA) status	More than 90 days old
Close Payable Time in Needs Approval (NA) status	More than 90 days old
Delete Invalid Reported Time	After termination date
Employees in Interfacing Workgroups	
Action	**Role Permissions**
Close or Delete Reported Time in Saved (SV) or Needs Approval (NA) status	More than 90 days old
Delete Invalid Reported Time	After termination date

TA Expired Grace Approver Role Guidelines

Every Cardinal HCM payroll Agency must have at least one designated TA Expired Grace Approver.

- It is recommended that this role be assigned to a Fiscal Officer or designee who understands the impact on pay and the distribution of funds related to approving, closing, and deleting old time transactions

- This role may only be assigned to a maximum of three users at each Agency

- Agencies should develop a process for Supervisors and administrators to request approval, closure, and deletion of time older than 90 days with appropriate justification and authorization and deletion of time after termination dates; requests received by Cardinal Post Production Support (PPS) will be redirected to the Agency TA Expired Grace Approver(s)

See the Job Aid titled **TA_Time Status Administration** for guidance. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Role of the TL Administrator

The role of the TL Administrator is to audit/monitor and validate that all Timesheets for the Agency are completed and errors resolved so that time can load to Payroll.

TL Administrators have access to:

- Audit/monitor/validate Timesheets
- TRC Administrator level access on Timesheets
- Review and resolve Timesheet Exceptions
- Correct employee's Timesheets
- View time entry processing status
- View employee time reporting information
- View/assign/update employee Work Schedules
- View employee Comp Plans
- View TL eligibility and the TL auto enroll bypass
- View the Job Data pages that impact TL auto enrollment
- Run TA reports and queries

If Cardinal is the leave system of record, the following can be performed on the Timesheet:

- View Compensatory and Overtime Leave balances
- View leave information

Role of Employee Setup and Interface Administrators

There are two additional administrator roles that are key to employee setup and interfacing time and absences.

TL Employee Setup Administrator	TA Interface Administrator
This role has access to: • Enter TL eligibility and TL auto enroll bypass • View/change employee time reporter information • View/assign/change employee Work Schedules • View/change employee Comp Plans • View the Job Data pages that impact TL auto enroll and Company Seniority Date • Run TA reports	This role has access to: • Review and correct Time and Absence interface errors • Reconcile time interfaced into Cardinal • Run TA reports
See the Job Aid titled **TA372_TL Setup Overview** for guidance. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.	See the Job Aid titled **TA372_Interface Administration** for guidance. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Lesson Summary

2	TA Roles & Responsibilities

In this lesson, you learned:

- An overview of the Time & Attendance Roles and Responsibilities

Lesson

| 3 | Overview of the TA Processing Concepts |

This lesson covers:

- Overview of Time & Attendance Processing

- Overview of TA Employee Setup and Processing

- Key TA Processing Concepts

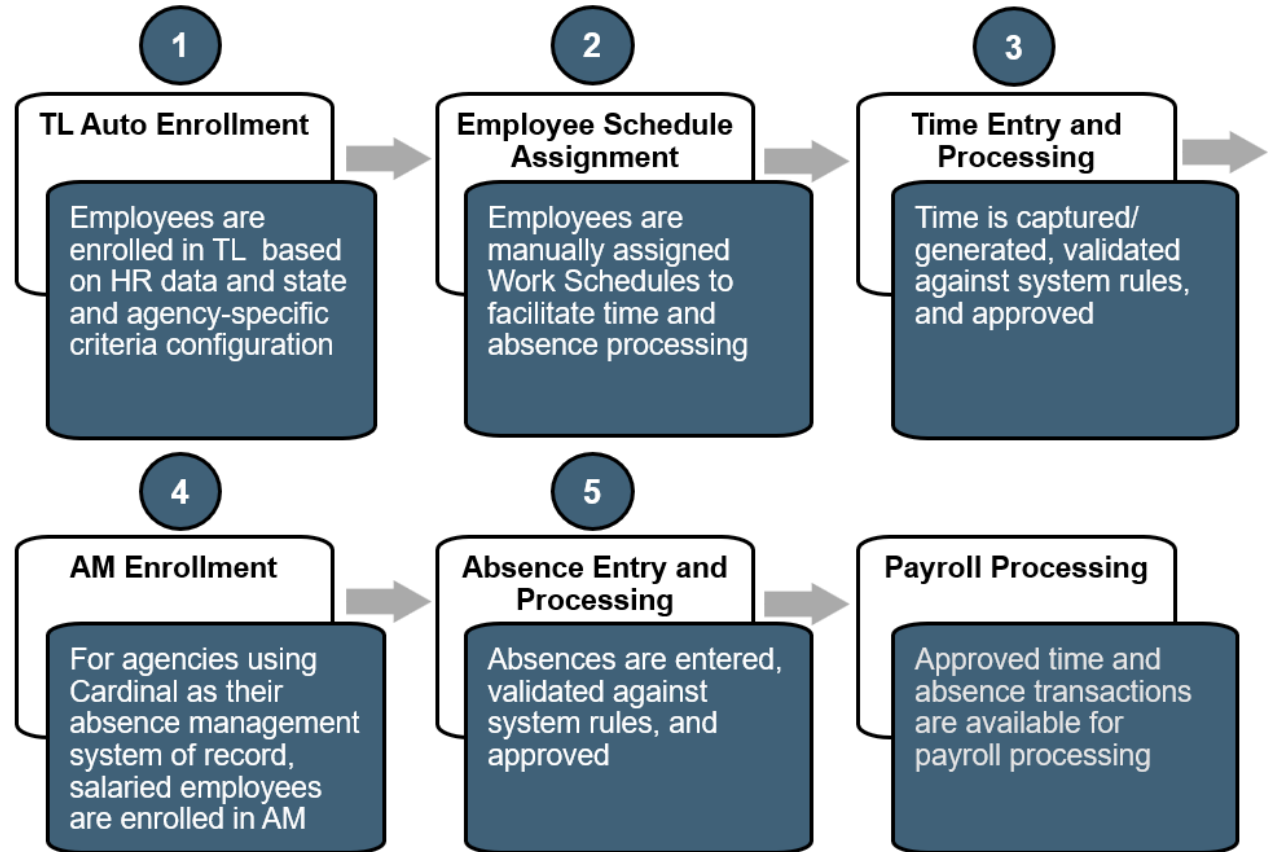- Overview of the TA Processes and Sub-Processes

Time & Attendance Processing Overview

Before an employee can be set up in Time & Attendance, they must first be setup in HR. HR data entered in Position, Personal Data, and Job Data drive how an employee is set up to use Cardinal TA.

Eligible employees in Agencies using Cardinal Absence Management (AM) will be enrolled in AM and the appropriate AM Paygroup and Eligibility Group (Leave Plan) on Job Data.

Job Data changes (hires, terminations, position changes, etc.) will automatically update the time reporter and Comp Plan enrollments for Agencies using Cardinal Time and Attendance (TA).

1 — TL Auto Enrollment
Employees are enrolled in TL based on HR data and state and agency-specific criteria configuration

2 — Employee Schedule Assignment
Employees are manually assigned Work Schedules to facilitate time and absence processing

3 — Time Entry and Processing
Time is captured/ generated, validated against system rules, and approved

4 — AM Enrollment
For agencies using Cardinal as their absence management system of record, salaried employees are enrolled in AM

5 — Absence Entry and Processing
Absences are entered, validated against system rules, and approved

Payroll Processing
Approved time and absence transactions are available for payroll processing

TA Employee Setup and Processing Overview

The TA Employee Setup process involves setting up employees in Cardinal so that the employee (Timekeeper, TL Admin, TA Supervisor, etc.) can enter their time and absences. It also ensures that the appropriate processing rules are applied based on the employee setup.

TA Employee Setup and Processing includes:

- The TL Auto Enrollment process

- Absence Management enrollment process (when applicable)

- Maintaining Time Reporter Data

- Comp Plan enrollments

- TL Eligibility

- Maintaining employee Work Schedules

Key TA Processing Concepts

- The Time & Labor Auto Enrollment program automatically enrolls employees in the relevant Workgroup and Comp Plan based on state default and Agency criteria configuration. This controls the Timesheet fields and Time Reporting Codes available for the employee, as well as the time reporting rules that apply to the employee

- Timesheets drive pay for wage employees. For salaried employees, Timesheets drive pay for paid overtime, shift differential, and unpaid time (i.e., pay docking). This is true for Cardinal TA online and interfacing Agencies

- Timesheets collect detailed time (by day, by type, by ChartField distribution) to feed payroll and to support the allocation of pay in the Cardinal Financials (FIN) application at a detailed level

- There are two types of time reporters: Positive Time Reporters and Exception Time Reporters

- Cardinal requires all employees to have an assigned Work Schedule which are structured as follows:

  - Hourly employees are assigned a generic zero-hour Work Schedule and are designated as Positive Time Reporters

  - Online salaried employees who work a set Work Schedule should have the appropriate Work Schedule assigned in Cardinal

  - Online salaried employees who work a variable Work Schedule can be assigned a variable Work Schedule and must report all time as a Positive Time Reporter

  - Interfacing salaried employees will be Positive Time Reporters and can have a variable Work Schedule assigned unless the Agency wants to maintain Work Schedules in Cardinal

Key TA Processing Concepts (continued)

- Pay docking must be entered on the Timesheet to capture hours for payroll processing, reporting, and allocation

- In TA, a variety of Timesheet Exceptions can generate and they need to be addressed in a timely manner. Time with a High Timesheet Exception does not route for approval and is not picked up by Payroll. Time with high Timesheet Exceptions must be reviewed and corrected

- Only approved time is sent to Payroll

Time & Attendance Processes and Sub-Processes

The key Processes and Sub-Processes for TA include:

- **TA Employee Setup and Processes**
    - Enroll and maintain time reporters
    - Assign and maintain Work Schedules

- **TA Capture Process**
    - Manage time entry
    - Maintain absence reporting

- **TA Approval and Processing**
    - Administer time & absence processing
    - Administer delegation

- **Payroll Integration and Cost Allocation Processes**
    - Integration of TA and Payroll
    - Cost allocation of time after payroll

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Lesson Summary

3	Overview of the TA Processing Concepts

In this lesson, you learned:

- An overview of the Time & Attendance Processing

- An overview of the TA Setup and Process

- About the Key TA Processing Concepts

- An overview of the TA Processes and Sub-Processes

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Lesson

4	TA Employee Setup and Processing

This lesson covers:

- Overview of the Enroll and Maintain Time Reporters and Comp Plans Process

- Viewing and Updating Employee Time Reporter Data

- Viewing and Updating Employee Comp Plan Enrollments

- Viewing and Updating Employee TL Eligibility

- Viewing Employee Setups for TL Bypass

- Overview of Work Schedules

- Viewing and Maintaining Employee Work Schedules

TL Auto Enroll Overview

The TL Auto Enroll process enables active employees, paid through Cardinal, to be enrolled in the Time and Labor (TL) module. This includes employees who will utilize Cardinal TA for time reporting as well as employees who report time in Agency-owned time keeping systems that are interfaced into Cardinal.

The TL Auto Enroll process uses configured state default and Agency-specific criteria to automatically enroll employees as time reporters. This process sets the employee up in the appropriate Workgroup, Comp Plans, and other Time Reporter attributes as applicable.

These in turn, control the following for each employee:

- Timesheet appearance (fields displayed on the Timesheet)

- Types of reported time and the Time Reporting Codes (TRCs) available for selection on the Timesheet

- Types of approvals: Reported Time, Full Payable Time, or Partial Payable Time

- Work Pay Rules applied to the employee's time

Note: Only the Cardinal Post Production Support (PPS) team will be able to access and update enrollment criteria.

Absence Management Enrollment Overview

The Absence Management Enrollment process enables active employees, paid through Cardinal, to be enrolled in the Absence Management (AM) module. This includes employees who will utilize Cardinal AM for compensatory time/overtime and absence reporting as well as employees who report compensatory time/overtime and absences in Agency-owned time keeping systems that are interfaced into Cardinal.

The Absence Management Enrollment process uses configured state default and Agency-specific criteria to automatically enroll employees as time reporters.

It controls the following for each employee:

- Timesheet appearance (fields displayed on the Timesheet)

- Types of reported time and the Time Reporting Codes (TRCs) available for selection on the Timesheet

- Allows users to forecast Absence Events

Maintain Time Reporter Data – Effective Date and Status

The TL Auto Enroll process assigns effective dated Time Reporter values on the **Maintain Time Reporter Data** page. Navigate to this page using the following path:

NavBar > Menu > Time and Labor > Enroll Time Reporters > Maintain Time Reporter Data

The **Effective Date** field on the **Maintain Time Reporter Data** page is pulled from the employee's Job Data record. An employee will not be able to have time reported prior to this date.

The **Status** field on this page is pulled from the employee's **HR Status** field on the **Job Data** page. The employee will not be able to enter time on the Timesheet if this status is "Inactive".

Maintain Time Reporter Data

Organizational Relationship   Employee

ID   00122707500
Badge Detail

Employment Record   0
Group Membership

Time Reporter Data   🔍 | ◄ ◄ 1 of 1 ► ►► | View All

Field	Value
*Effective Date	07/29/2023
*Time Reporter Type	Elapsed Time Reporter
Elapsed Time Template	
Punch Time Template	
Time Period ID	
*Workgroup	SERP071P7 Sal EX Sat07 Part Pos Reg
*Taskgroup	18100CCOP DLI CC Optional
Task Profile ID	
TCD Group	
Restriction Profile ID	
Rule Element 1	
Rule Element 2	
Rule Element 3	
Rule Element 4	07:40 40 hours per week
Rule Element 5	000:240 Comp n/a + 240 hr OT Limits
Time Zone	EST Eastern Time (US)

*Status   Active   ➕ ➖

Payroll
☑ Send Time to Payroll

Commitment Accounting
☑ For Taskgroup
☑ For Department

Save   Return to Search   Notify   Refresh   Update/Display   Include History   Correct History

Maintain Time Reporter Data – Workgroup and Taskgroup

The Workgroup controls many things related to the employee's Timesheet including:

- Time Reporting Codes (TRC)
- Approval method
- Time reporter type (positive or exception)
- FLSA start day and period
- Business rules that apply to the employee

The 9-character Workgroup name reveals the attributes of the group.

The Taskgroup is the Time Reporter value that identifies the Timesheet template used to collect and process time for employees. It controls access to the **ChartFields** link on the **Timesheet** page.

Maintain Time Reporter Data

Organizational Relationship   Employee

ID 00122707500
Badge Detail

Employment Record   0
Group Membership

Time Reporter Data   1 of 1 ⌄   View All

*Effective Date	07/29/2023
*Time Reporter Type	Elapsed Time Reporter
Elapsed Time Template	
Punch Time Template	
Time Period ID	
*Workgroup	SERP071P7 Sal EX Sat07 Part Pos Reg
*Taskgroup	18100CCOP DLI CC Optional
Task Profile ID	
TCD Group	
Restriction Profile ID	
Rule Element 1	
Rule Element 2	
Rule Element 3	
Rule Element 4	07:40 40 hours per week
Rule Element 5	000:240 Comp n/a + 240 hr OT Limits
Time Zone	EST Eastern Time (US)

*Status Active

Payroll
☑ Send Time to Payroll

Commitment Accounting
☑ For Taskgroup
☑ For Department

Save   Return to Search   Notify   Refresh   Update/Display   Include History   Correct History

For more details regarding selections for this page, see the Job Aid titled **TA372_TL Setup Overview**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Workgroup Naming Convention

Character	Defines	Values
1st	Employee Type	**H** = Hourly, **S** = Salaried
2nd	FLSA Status	**N** = Nonexempt, **E** = Exempt
3rd	Employee Category	**1** = Type 1, **2** = Type 2, **3** =Type 3, **A** = Additional Pay Only, **P** = Per Diem Type, **R** = Regular, **M** = Emergency, **J** = Judge, **L**= Law Enforcement **F** = Fire Prevention, **S** = Student
4th	Approval Type	**I** = Reported Time for Interfaced, **F** = Payable Time for Online Full Approval, **P** = Payable Time for Online Partial Approval
5-6th	FLSA Period	**07**, **14**, **21**, **28** Days
7th	Pay Cycle	**B** = Biweekly, **1** = SM1, **2** = SM2, **M** = Monthly
8th	Time Reporter Type	**E** = Exception, **P** = Positive
9th	FLSA Start Day	**1** = Sun, **2** = Mon, **4** = Wed, **6** = Fri, **7** = Sat

EXAMPLE:

SNRF071P1

S = Salaried
N = Non-Exempt
R = Regular
F = Online Full Approval
07 = FLSA 7 Day Period
1 = SM1 Pay Cycle
P = Positive Time Reporter
1 = Sunday First Day of FLSA Period

Taskgroups and ChartFields Access

The following table is a list of Taskgroups and how they relate to ChartFields.

Taskgroup (ending in)	ChartFields
BA	Not Required; **ChartField** link will not appear on **Timesheet**
IN	Not Required; **ChartField** link will not appear on **Timesheet**
CCOP	Optional: **ChartField** link will appear on **Timesheet**
CCO	Optional: **ChartField** link will appear on **Timesheet**
CCRQ	Required: **ChartField** link will appear on **Timesheet**
CCR	Required: **ChartField** link will appear on **Timesheet**

Payroll Cost Distribution

The default hierarchy for employee payroll cost distribution is the Timesheet, followed by the Position Default, and then Department Default.

- If Chartfields are optional or required, then the employee would enter the applicable Chartfields on the Timesheet

- If Chartfields are not required, then the **ChartField** link will not display on the Timesheet. The default funding will be based on the employee's position or Department

Note: To view default funding information, run the **V_HR_POSN_DEFLT_EMPL_DATA** query.

Timesheet
(Optional)

Position Default
(Recommended)

Department Default
(Required)
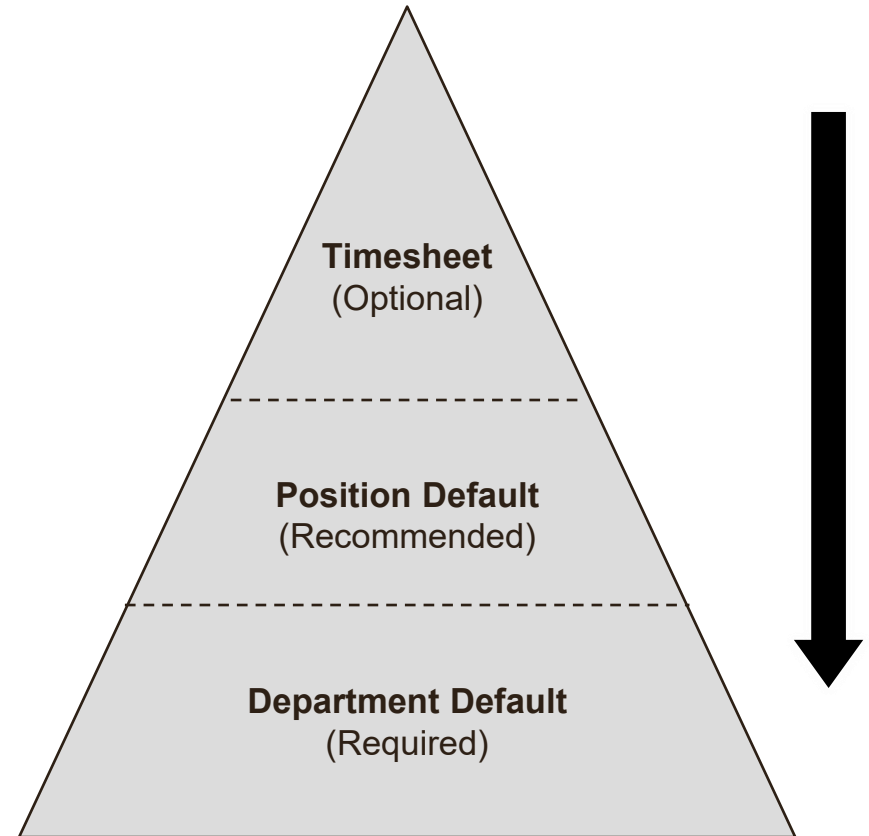
Time Reporter Rule Elements

Rule elements are user defined values that are assigned on the **Maintain Time Reporter Data** page for each employee. They define various limits for rule processing when Time Administration runs.

Time Reporter Value	Definition
Rule Element 3	Indicates the Hourly ACA Yearly Limit in Hours used to generate exceptions for 90% warning and hours exceeded error (annual limit can be overridden if allowed) Rule Element 3 must have a value for Hourly employees. Set initially at 1400 hours as the hourly annual limit. This limit can be manually overridden with a lower limit in increments of 100 hours or with a maximum allowable 1500 limit. During the Time Admin process the 1500 limit rule will generate exception warnings
Rule Element 4	Indicates the overtime FLSA overtime limit or threshold for reporting overtime and rule validation for eligibility of overtime Format: NN:MMM (NN = FLSA Period Days – for example 07, 14, 21, 28, MMM = the number of hours that should be worked before overtime should be reported) Rule Element 4 must be set for Hourly Nonexempt and all Salaried exempt employees. The first 2 characters must match the FLSA Period from the Workgroup followed by the work week hours. Example: 07:40 which is a 7-day FLSA period with a limit of 40 hours
Rule Element 5	Indicates the Compensatory and Overtime Leave Plan Limits for maximum hours allowed in balance Format: AAA:BBB (AAA = Compensatory Leave Plan Limit, BBB = Overtime Leave Plan Limit) The **Maintain TL Reporter** page must have a value for salaried employees where Cardinal is the Leave System of Record

Comp Plan Enrollment

Comp Plan enrollment controls the TRCs available for reporting or interfacing on the Timesheets. The TL Auto Enroll process assigns effective dated Comp Plan enrollments on the **Compensatory Plan Enrollment** page.

Navigate to the **Compensatory Plan Enrollment** page using the following path:

NavBar > Menu > Time and Labor > Enroll Time Reporters > Comp Plan Enrollment

For more details about Compensatory plan enrollment, see the Job Aid titled **TA372_TL Setup Overview**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

TL Eligibility

The **Eligibility** page is used to indicate employee eligibility for Shift Differential, Commuter Imputed Income, and Overtime Leave not controlled by state or Agency criteria. TL Eligibility enrollments are manually maintained by the TL Employee Setup Administrator and not by the TL Auto Enroll process.

For every employee, the TL Auto Enroll process checks the TL Eligibility indicators as criteria to determine appropriate Time Reporter and Comp Plan enrollment. Navigate to the **Eligibility** page using the following path:

NavBar > Menu > Time and Labor > Enroll Time Reporters > Eligibility

For more details about setting up eligibility for employees, see the Job Aid titled **TA372_TL Setup Overview**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Identifying TL Auto Enroll Process Errors

Changes in Job Data, including position changes, new hires, terminations, and Agency transfers are processed by the TL Auto Enroll process. For example, terminated employees and employees with an HR Status of "Inactive" will be assigned to an **INACTIVE** time reporting group to prevent Timesheets from being submitted or interfaced beyond the date the employee became inactive.

Users with the TL Employee Setup Administrator role can monitor the TL enrollments for accuracy using the following queries:

*   Time Reporter Changes Query - **V_TA_TIME_REPORTER**
*   Comp Plan Enrollment Audit - **V_TA_COMP_PLAN_ENROLL_AUDIT**
*   Active TL Eligibility Query - **V_TA_ELIGIBILITY_ENROLL_LIST**
*   TL Eligibility Audit - **V_TA_ELIGIBILITY_ENROLL_AUDIT**

For more details about completing the mass upload process, see the Job Aid titled **Performing a Mass Upload**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

For more information about these queries, see the **Cardinal HCM Time and Attendance Reports Catalog**. This Reports Catalog is located on the Cardinal website in **Reports Catalogs** under **Resources**.

Overview of the TL Bypass Process

Agencies can bypass the TL Auto Enroll process for an employee and maintain the employee's Time Reporter data and/or Comp Plans manually using the TL Auto Enroll Bypass feature. Generally, the TL Bypass feature should not be used unless the TL Auto Enroll process did not enroll the employee appropriately and there are no criteria that could be configured for the Agency to identify and enroll the employee as needed.

For every employee, the TL Auto Enroll checks the TL Bypass selections to determine if the employee should be skipped by the default Time Reporter and/or Comp Plan enrollment processing.

The Time & Labor Administrator has view only access to this information and cannot make any changes. The TL Employee Setup Administrator can make changes as appropriate.

Note: The use of TL Bypass should be rare or used temporarily. Consider contacting Cardinal Post Production Support (PPS) to review the Agency selection criteria if the TL Auto Enroll process for a group of employees must be frequently bypassed.

For details about how to setup or remove an employee for Bypass, see the Job Aid titled **TA372_TL Setup Overview**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Overview of Work Schedules

Work Schedules play a crucial role in applying/validating overtime, absences, holidays, and in reporting for salaried employees. For Exception Time Reporters, Work Schedules are also used to generate regular hours for distribution of payroll costs.

- Each employee must have an assigned Work Schedule in Cardinal

- Work Schedules are assigned to employees by the TL Employee Setup Administrator, TL Supervisor, or TL Administrator

- Types of Work Schedules:

  - **Hourly Work Schedule** – This is a Work Schedule with zero pre-defined hours and should only be assigned to hourly (wage) employees. All hourly employees must report all hours worked on their Cardinal Timesheet to be paid

  - **Set Work Schedule** – This is a non-flexible Work Schedule with predictable days and hours and should only be assigned to salaried employees. A set Work Schedule could also include a rotating day pattern

  - **Variable Work Schedule** – This is a flexible Work Schedule that is set up in the system as 24 hours a day 7 days a week and should only be assigned to salaried employees. This type of Work Schedule requires employees to report all hours on their Cardinal Timesheet

The Employee Schedule Review query, **V_TA_SCHEDULE_REVIEW**, can be used to identify Work Schedule issues that should be resolved. The query lists employees without a Work Schedule or with a default (invalid) Work Schedule.
For more information about this query, see the **Cardinal HCM Time and Attendance Reports Catalog**, located on the Cardinal website in **Reports Catalogs** under **Resources**.

Overview of Work Schedules (continued)

Work Schedules are effective dated and required for Timesheet rule processing and for absence duration calculations for Agencies using Cardinal Absence Management. TL Administrators can view, assign, and update an employee's Work Schedule. In most cases, the employee's manager/Supervisor should assign/update the Work Schedule. If there is an issue with the employee's Work Schedule, work with the manager/Supervisor to make the appropriate changes whenever possible. Work Schedules are managed on the **Assign Work Schedule** page.

Navigate to this page using the following path:

NavBar > Menu > Time and Labor > Enroll Time Reporters > Assign Work Schedule

For details on viewing, assigning, and updating Work Schedules, see the Job Aid titled **TA373_Maintaining Employee Work Schedules**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Lesson Summary

| 4 | TA Employee Setup and Processing |

In this lesson, you learned:

- An Overview of the Enroll and Maintain Time Reporters and Comp Plans process

- How to View and Update Employee Time Reporter Data

- How to View and Update Employee Comp Plan Enrollments

- How to View and Update Employee TL Eligibility

- How to View Employee Setups for TL Bypass

- An Overview of Work Schedules

- How to View and Maintain Employee Work Schedules

Lesson

5	Overview of the TA Capture Process

This lesson covers:

- Overview of the TA Capture Process

- Overview of the TL Administrator Role

- Overview of the Time Reporter Types

- Overview of the Timesheet Summary Page

- Overview of the Timesheet Page

- Monitoring Time Entry using the Timesheet Report

TA Capture Process Overview

The TA Capture process involves entering employee time and absence information into Cardinal for TL rule processing, Supervisor approval, and further processing.

This process has two sub-processes:

- Manage Time Entry
- Manage Absence Reporting

Timesheets will require the capture of hours by day and by type of time (including productive and non-productive time).

TA Capture – Role of the TL Administrator

The TL Administrator is not responsible for capturing or submitting time on behalf of employees. However, TL Administrators are often contacted for resolution when there are time entry questions or issues. Understanding State and Agency time reporting policies and Cardinal Timesheet configuration and employee setup is crucial.

Online Agencies
For Agencies using Cardinal online, the TL Administrator provides oversight and problem solving from the time entry to payroll processes and ensures that all time is submitted appropriately and approved (if applicable) by the time approval deadline. Only the employee's designated TL Supervisor (Reports To or delegated proxy) can approve time. The TL Administrator runs reports to identify issues and works with the TL Supervisor or other administrators to resolve issues.

Interfacing Agencies
For interfacing Agencies, the TL Administrator and the TA Interface Administrator work together to ensure approved time and absence data (if applicable) is accurately interfaced and processed in Cardinal and any errors are resolved. If time is entered or modified online for an interfacing employee, the time requires approval by the TL Supervisor in Cardinal.

The TL Administrator is the go-to role for Agency Timesheet users (employees, timekeepers, and Supervisors) for Timesheet entry or interfacing questions and problem-solving.

Note: Interfacing Agency TL Administrators may also have the role of the TL Supervisor and be set up as the Reports To position for approving online adjustments.

Overview of the Time Reporter Types

In Cardinal, there are two different types of Time Reporters – Positive Time Reporters and Exception Time Reporters. These two types have some specific time reporting rules.

Positive Time Reporters:
- Must report all hours worked (productive) and any leave (nonproductive) must be entered
- All time must be reported by day and type (Time Reporting Codes)
- The Timesheet must be submitted, at a minimum, for every Pay Period (follow Agency guidelines)
- Salaried employees with a Variable Schedule are set up as Positive Time Reporters

Exception Time Reporters:
- Only enter time if there is an exception. Exceptions include:
  - The employee worked a different day outside of their normal Work Schedule
  - The employee worked additional hours (e.g., overtime, call-in time)
  - The employee used leave (comp or overtime) or an absence (e.g., vacation, sick)
  - The employee needs to charge time to a ChartField distribution that is different than the default

When an exception is reported for a day, then all hours for that day must be reported (e.g., 2 hours of vacation, must also report the 6 regular hours worked).

Time Entry Examples by Time Reporter Type

In these examples, the employees worked 8 regular hours each day and had 2 hours of overtime on Thursday.

Note: Cardinal allows time entry to the hundredths of an hour: two digits after the decimal point. Follow Agency guidelines regarding how partial hours should be added.

See the **Appendix** of this course for more details on time rounding.

Positive Time Reporter

From Monday 12/23/2019 to Sunday 12/29/2019 ⑦

	Mon 12/23	Tue 12/24	Wed 12/25	Thu 12/26	Fri 12/27	Sat 12/28	Sun 12/29	Total	Time Reporting Code
	8	8	8	8	8				REG - Regular Hours ▾
				2					OVT - OT @ Time and Half ▾
									▾

[Save for Later]   [Submit]   [Apply Schedule]

Exception Time Reporter

From Monday 12/23/2019 to Sunday 12/29/2019 ⑦

	Mon 12/23	Tue 12/24	Wed 12/25	Thu 12/26	Fri 12/27	Sat 12/28	Sun 12/29	Total	Time Reporting Code
				8					REG - Regular Hours ▾
				2					OVT - OT @ Time and Half ▾
									▾

[Save for Later]   [Submit]   [Apply Schedule]

Overview of the Timesheet Summary Page

TL Administrators have access to view, enter, and adjust the Timesheet for all employees in their Agency. Use the **Timesheet Summary** page to search for and select the applicable employee in order to access the Timesheet.

To navigate to the **Timesheet Summary** page, use the following path:

Team Time Tile > Timesheet

Time Reporting Code Overview

The **Time Reporting Code** (TRC) field on the Timesheet contains codes used to classify the time being reported. These codes will vary by Agency criteria which controls the Time Reporter Workgroup and Comp Plans.

TRC values will vary by Agency configuration and Workgroup. Therefore, it is not the same for all employees and time falls into two major categories:

- **Productive Time** – Time spent on actual work activities (e.g., regular time (REG), overtime (OVT), etc.)
- **Non-Productive Time** – Time spent on non-work activities (e.g., vacation, holiday, sick, office closing, leave, absence, etc.)

TRCs are key because they allow employees to report/track time (hours) for compensation/administrative purposes and act as an element of compensation to collect labor data in hours or amounts.

TRCs map to Payroll Earnings for reporting, distributions, allocation, and payments.

For Agencies using Cardinal absence, non-productive time such as vacation and sick, are entered in a different section of the Timesheet and display in the Timesheet grid. For Agencies not using Cardinal absence, non-productive time is entered in the Timesheet grid along with the productive time.

Time reported as regular hours for salaried employees is distributed across the employee's regular salary. Regular time entered does not pay in addition to the base salary, even if the hours are over the FLSA overtime threshold. To generate additional pay in addition to an employee's regular salary, the appropriate overtime paid, or overtime earned TRC must be used.

Reported Time Statuses and Actions

The following table is a list of statuses for Reported Time and actions available based on grace periods and roles.

Status	Code	Next Status	Description	Agency Type	<90 days	>90 <365	>365
Saved	SV	SB	Time that has been entered, but not submitted for processing	Online	*Employee/Supervisor/Timekeeper/TL Admin Submit or Delete	*TL Admin Submit or Delete *TA Expired Grace Approver Close or Delete	*TA Expired Grace Approver Close or Delete
Saved	SV	NA	Absence that has been entered, but not submitted for approval	AM	*Employee/Supervisor/Timekeeper/TL Admin Submit or Cancel	*TL Admin Submit or Cancel *AM Admin Approve or Void or Delete	*AM Admin Approve or Void or Delete (must request PPS to override 1-year retro limit for processing)
Saved	SV	NA	Time for interfacing employee that has been saved online but not submitted for approval	Interfacing	*TL Admin Submit or Delete/Cancel	*TL Admin Submit or Delete/Cancel *TA Expired Grace Approver Close or Delete	*TA Expired Grace Approver Close or Delete
Submitted	SB		Time that has been reported and submitted for processing	Online	No action needed	No action needed	No action needed
Needs Approval	NA	AP	Absence that has been submitted and is pending approval	AM	*Employee/Supervisor/Timekeeper/TL Admin Cancel *Supervisor Approve	*TL Admin Cancel *Supervisor Approve *AM Admin Approve or Void or Delete	*AM Admin Approve or Void or Delete (must request PPS to override 1-year retro limit for processing)
Needs Approval	NA	AP, CL	Time for interfacing employee that has been submitted online and is pending approval	Interfacing	*Supervisor Approve *TL Admin Delete	*Supervisor Approve (Must be done same day as Submit) *TL Admin Delete *TA Expired Grace Approver Close or Delete	*TA Expired Grace Approver Close or Delete
Approved	AP		Absence that has been approved	AM	No action needed	No action needed	No action needed
Approved	AP		Time for interfacing employee that has been interfaced as approved or submitted and approved online	Interfacing	No action needed	No action needed	No action needed
Closed	CL		Time closed by the TA Expired Grace Approver	Online + Interfacing	No action needed	No action needed	No action needed

*Online Agencies will only see **Saved** or **Submitted** for time entered on the Timesheet grid.

Agencies using Absence Management will see **Needs Approval or **Approved** for absences.

Note: Interface Agencies will generally only see **Approved** when time is interfaced.

Timesheet Page Layout – Exceptions Tab

The **Exceptions** tab provides a view of Timesheet Exceptions and related information, if any exist, after the Time Administration process runs. Timesheet Exceptions are covered in more detail later in this course.

Tab without Exception

| Reported Time Status | Summary | **Exceptions** | Payable Time |

Exceptions ⑦

1-1 of 1 ⌄

Date	Exception ID	Exception Source	Status	Exception Severity	

Update Exception

Tab with Exception

| Reported Time Status | Summary | **Exceptions** | Payable Time |

Exceptions ⑦

1-1 of 1 ⌄

Allow	Date	Exception ID	Exception Source	Status	Exception Severity	Explanation	Comment	
☐	06/25/2020	VOVTSCHW	Time Administration	Unresolved	Medium	Employee has not fulfilled their scheduled hours.		

Update Exception

Payable Time Statuses and Actions

The table below and on the next page provide a list of statuses for Payable Time and actions available based on grace periods and roles.

Status	Code	Next Status	Description	Agency Type	<90 days	>90 <365	>365
Needs Approval	NA	AP, VS, VH, CH, CL, NP	Time that has been processed by Time Administration and is pending approval	Online	*Supervisor Approve	*TA Expired Grace Approver Approve *TL Admin Delete Reported Time *TA Expired Grace Approver Close or Delete	*TA Expired Grace Approver Close or Delete
Approved	AP	SP then TP	Time that has been approved and ready for payroll/distribution	Online	No action needed	No action needed	No action needed
Estimated	ES	SP then TP	Time that does not require approval and is ready for payroll/distribution	Online + Interfacing	No action needed	No action needed	No action needed
Overtime Hold	VH	AP	Time for salaried employees subject to overtime lag that has not yet been released for load to payroll	Online	No action needed	No action needed	No action needed
Salary Hold	VS	PD	Time for salaried employees included in base pay pending distribution	Online	No action needed	No action needed	No action needed
No Pay	NP		Time does not require pay or distribution	Online + Interfacing	No action needed	No action needed	No action needed
Rejected by Payroll	RP	SP then TP or CL	Time rejected by load to payroll process	Online + Interfacing	*Payroll Admin/TL Admin/SPO fix problem and reload time *TL Admin Close	*Payroll Admin/TL Admin/SPO fix problem and reload time *TL Admin Close	*Nightly job will Close
Reversed	RV		Time reversed by payroll	Online + Interfacing	No action needed	No action needed	No action needed

Payable Time Statuses and Actions (continued)

Status	Code	Next Status	Description	Agency Type	<90 days	>90 <365	>365
Sent to Payroll	SP	TP or RP	Time is in process of being loaded to payroll	Online + Interfacing	No action needed	No action needed	No action needed
Taken by Payroll	TP	PD	Time loaded to payroll pending payroll processing	Online + Interfacing	No action needed	No action needed	No action needed
Distributed	PD		Time paid and/or distributed to General Ledger	Online + Interfacing	No action needed	No action needed	No action needed
Closed	CL		Time closed by distribution process, time rejected by payroll closed by TL Admin, or time closed by the TA Expired Grace Approver	Online + Interfacing	No action needed	No action needed	No action needed

Non-Productive Time - Not Using Cardinal Absence

Agencies not using Absence Management will report all non-productive TRCs directly in the Timesheet grid.

Admin only TRCs

There are specific TRCs that are only available for TL Administrators.

Some examples include:

- **CCA - Comp Time Leave Adjust**
- **CCD - Comp Time Leave Deduction**
- **CPO - Comp Time Leave Payout**
- **OCA - Overtime Leave Adjust**
- **OCD - Overtime Leave Deduction**
- **OPO - Overtime Leave Payout**

CCA - Comp Time Leave Adjust
CCD - Comp Time Leave Deduction
CCL - Compensatory Leave Taken
CLO - Office Closing
CPO - Comp Time Leave Payout
HCS - Holiday Straight Earned
HNPM - Holiday Pay Docking
HOLM - Holiday
HOS - Holiday Straight Pay Extra
OCA - Overtime Leave Adjust
OCD - Overtime Leave Deduction
OCL - Overtime Leave Taken
OCS - Comp Leave Earned
OCT - Overtime Leave Earned
OPO - Overtime Leave Payout
OVS - OT @ Straight Time
OVT - OT @ Time and Half
REG - Regular Hours

Entering ChartField Details

In Cardinal Payroll, ChartField information is entered in two places: directly on the Timesheet and as position and/or Department defaults.

Agencies determine which employees see the **ChartFields** link on their Timesheet. Typically, those employees who charge their time to different Agencies, Departments, or Projects will see the **ChartFields** link on their Timesheets.

The **ChartFields** link is used to access the **ChartField Detail** page where individual charge distribution values (i.e., ChartField strings) are added or updated. If ChartFields are required, they must be associated with each (TRC) used to report productive time.

Some Agencies have the ChartField Administrator role. Those in this role: Maintain Agency controlled ChartFields (Department, Project, Cost Center, Task, Asset, Agency Use 1, Agency Use 2) and Maintain SpeedTypes/ SpeedCharts.

Taskgroup	Business Unit	Telework	Agency Value	ChartFields
14000CCOP	14000			ChartFields
14000CCOP	14000			ChartFields

For detailed information about entering ChartField details, see the Job Aid titled **TA371_Entering ChartField Details on the Timesheet** located on the Cardinal Website in **Job Aids** under **Learning**.

Overview of Monitoring and Reviewing Time Entry

TL Administrators play an important role in time reporting in Cardinal. In addition to viewing time and absences directly on the employee Timesheets, Administrators have access to a variety of reports and queries to assist with reviewing time.

Reports and queries allow Administrators to look at time across the Agency to identify potential issues and proactively resolve them. How to monitor time entries varies based on whether the time was entered online or interfaced into Cardinal.

Key Queries for TL Administrators:

- Timesheet Schedule Exception and Overtime Review, VTAR0024
  NavBar > Menu > Time and Labor > Reports > Timesheet Exception Report

- Timesheet Report, VTAR0026
  NavBar > Menu > Time and Labor > Reports > Timesheet Report

Key Queries for Absence Administrators:

- Employee Leave Report, VTAR0010
  NavBar > Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Employee Leave Report

- Absence in Saved & Submitted Status Query
  NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_ABS_SV_AND_SB_STATUS

Online Time Review – Timesheet Report

The Timesheet report summarizes the number of hours by ChartField distribution by day. This report is used mostly by Supervisors and administrators and provides quite a bit of information such as:

- A record of time reported for a Pay Period for an employee
- Insufficient hours/incomplete Timesheets
- Whether the Timesheet was submitted or approved
- Reported hours by Time Reporting Codes (TRCs) and ChartField distribution of Timesheet entries by day
- Approvers and delegation proxy (if applicable) responsible for approval
- Productive and non-productive hours pending approval

Navigate to this report using the following path:

NavBar > Menu > Time and Labor > Reports > Timesheet Report

Note: See the **Cardinal HCM Time & Attendance Reports Catalog** for more information about this report and how to use the various options available to assist with monitoring time. This Reports Catalog is located on the Cardinal Website in **Reports Catalogs** under **Resources**.

Payable Time Status

In the example below, there is a variety of information that can be helpful to review from the Timesheet report. It shows any Timesheets with action required for a specific Supervisor.

One key field is the **Payable Time Status** field which indicates whether the time has been approved or not. A status of "NA" (Needs Approval) means that the time has not been approved.

Business Unit	Pay Period End Date	Daily Date	Retro Flag	Departme nt	Dept Descripti on	Reports To Position #	Reports To Emplid	Reports to Name	Emplid	Empl Rcd	Employee Position Number	Employee Name	Workgroup	Schedule Group	Work Schedule	Rotation ID	Shift ID	Paygroup	Time Reporting Type	Reported TRC	Reported TRC Description	Hours	Override Rate	Last User	Proxy	Reported Time Status	Payable Time Status	Source	Excep	Account
14000	24-Jul-24	24-Jul-24		10320	Juvenile Se	CJS00029				0	CJS00289		SERP071E1	STATE	40.00-Z88	SASU		SM1	Exception			8	0				NA			
14000	24-Jul-24	10-Jul-24		10320	Juvenile Se	CJS00029				0	CJS00164		SERP071P1	STATE	40.00-Z88	SASU		SM1	Positive	REG	Regular Hours	8	0	002571122		SV		Online		599999
14000	24-Jul-24	11-Jul-24		10320	Juvenile Se	CJS00029				0	CJS00164		SERP071P1	STATE	40.00-Z88	SASU		SM1	Positive	REG	Regular Hours	8	0	002571122		SV		Online		599999
14000	24-Jul-24	10-JUL-2024 - 16-JUL-		10320	Juvenile Se	CJS00029				1	CJS00404		SERP071P1	STATE	40.00-Z88	SASU		SM1	Positive	PD1	Pre-disciplina	40	0	005588250		SB	AP	Online		
14000	24-Jul-24	11-JUL-2024 - 11-JUL-		10320	Juvenile Se	CJS00029				0	CJS00139		SERP071P1	STATE	40.00-Z88	SASU		SM1	Positive	VAC	Vacation	2	0	006805504		SB	AP	Online		
14000	24-Jul-24	15-JUL-2024 - 15-JUL-		10320	Juvenile Se	CJS00029				0	CJS00139		SERP071P1	STATE	40.00-Z88	SASU		SM1	Positive	VAC	Vacation	3	0	006805504		SB	AP	Online		
14000	24-Jul-24	10-Jul-24		10320	Juvenile Se	CJS00029				0	CJS00406		SERP071E1	STATE	40.00-Z88	SASU		SM1	Exception			8	0				VS			
14000	24-Jul-24	11-Jul-24		10320	Juvenile Se	CJS00029				0	CJS00406		SERP071E1	STATE	40.00-Z88	SASU		SM1	Exception			8	0				VS			
14000	24-Jul-24	12-Jul-24		10320	Juvenile Se	CJS00029				0	CJS00406		SERP071E1	STATE	40.00-Z88	SASU		SM1	Exception			8	0				VS			
14000	24-Jul-24	15-Jul-24		10320	Juvenile Se	CJS00029				0	CJS00406		SERP071E1	STATE	40.00-Z88	SASU		SM1	Exception			8	0				VS			
14000	24-Jul-24	16-Jul-24		10320	Juvenile Se	CJS00029				0	CJS00406		SERP071E1	STATE	40.00-Z88	SASU		SM1	Exception			8	0				VS			

Interfaced Time Review

In Cardinal, only approved time will be sent to payroll for processing. Interfaced time is considered approved in the source system and will not require additional approval in Cardinal unless any changes have been made online directly in Cardinal.

Interfacing Agencies will need to monitor error transactions daily and ensure online adjustments are approved.

There are two primary error reports:

- **Time Entry Upload Error Report** – Displays errors that occurred during the time entry upload process. The error report will show both file level and transaction level errors

- **Absence Upload Error Report** – Displays all errors and error messages generated during the Absence Data upload process. This report is used by interfacing Agencies to view Absence Data upload errors created when loading data from Agency systems into Cardinal

For more information on reviewing and troubleshooting interfaced time files, see the Job Aid titled **TA372_Interface Administration**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

For additional information on Interface Administration see the Forum titled **Time & Attendance TA375 Interface Admin Forum**. This Forum is located on the Cardinal website in **Forums** under **Learning**.

Time Entry Upload Review

The **Time Entry Upload Review** page is used by Agencies to cancel the transactions in the file if the total error percentage in the file is more than the error threshold and to correct the error transactions and re-submit for loading the data into the reported timetable.

Navigate to this page using the following path:

NavBar > Menu > Cardinal Interfaces > TA Interfaces > Time Entry Upload Review


```
                                    Commonwealth of Virginia
                                    TIME ENTRY UPLOAD ERROR REPORT
                                                                    Run Date: 12/15/2020
Report ID: RTA757                                                   Run Time: 09:06 00
```

```
BUSINESS UNIT: 21500 - University of Mary Washington                         Page No. 1  of 1
FROM DATE    : 07-AUG-2020
TO DATE      : 07-AUG-2020                    FILE NAME: 21500_TA756_IN_08072020_1523_001.DAT
```

EMPLID	EMP NAME RCD	BUS UNIT	POSITION NUMBER	POSITION TITLE	CREATE DATE	DATE	TRC	TL QUANTITY	LINE ID	ERROR MESSAGE
	02TA1403,TAEE001	21500	UMWTA008	Gen Admin Manager I	08/07/2020	12/07/2019	HOSR	9	4	HOSR - Quantity exceeds TRC limits
	02TA1403,TAEE001	21500	UMWTA008	Gen Admin Manager I	08/07/2020	12/07/2019	VACR	9	5	36 - More than 24 hours reported

```
           ********** END OF ERRORS FOR 21500_TA756_IN_08072020_1523_001.DAT **********
```

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

Absence Data Upload Error Report

The **Absence Data Upload Error Report** is used by interfacing Agencies to view Absence Data upload errors created when loading data from Agency systems into Cardinal. These errors will need to be reviewed, corrected, and uploaded back into Cardinal.

Navigate to this report using the following path:

NavBar > Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Absence Data Upload Error

```
                                            Commonwealth of Virginia
                                       ABSENCE DATA UPLOAD ERROR REPORT              Run Date: 12/15/2020
Report ID: RTA674                                                                   Run Time: 09:13 00

Interfacing Business Unit: 19400 Department of General Services                     Page No. 1  of 1
Uploaded Date Range: 08/13/2020  To  08/13/2020

File Name: 19400_TA758_IN_08132020_0920_001.DAT
Upload Run Date: 08/13/2020

                    Absence              Absence   Absence            Error
              Business Take       Absence Begin    End      Absence   Field
Employee ID   Unit    Element     Reason  Date     Date     Duration  Name          Error Description
              19400   WCP TAKE ELEM WCL   12/17/2019 12/17/2019 2     ABSENCE_REASON  Absence Reason is invalid
              19400   WCS TAKE ELEM WCL   12/17/2019 12/17/2019 2     ABSENCE_REASON  Absence Reason is invalid


Total number of rows submitted                        36        Total number of Absence hours submitted             96
Total number of rows with Errors                      2         Total number of Absence hours with errors           4
Total number of rows successfully Processed           34        Total number of Absence hours loaded successfully   92
```

Lesson Summary

5	Overview of the TA Capture Process

In this lesson, you learned:

- An overview of the TA Capture Process

- An overview of the TL Administrator Role

- An overview of the Time Reporter Types

- An overview of the Timesheet Summary Page

- An overview of the Timesheet Page

- How to monitor Online and Interfaced Time Entry

Lesson

6   TA Approval and Processing

This lesson covers:

- Overview of TA Approval and Processing

- Overview of the Time Administration Process

- Overview of Timesheet Exceptions

- Identifying and Resolving Timesheet Exceptions

- Making Timesheet Adjustments

- Overview of Approving Time and Absences

- TL Administrator Key Activities during Time Approval and Processing

- Monitoring Approvals, Delegation, and Troubleshooting Issues

- Overview of Pay Docking

TA Approval and Processing

The Time & Attendance Approval and Processing business process includes the steps necessary to approve time and absence information reported by employees/timekeepers, perform the necessary calculations, prepare the data for payroll integration, the allocation of labor costs, and other downstream systems/processes.

The Time & Attendance Approval and Processing business process includes the following three sub-processes:

- Administer Time Processing

- Administer Absence Processing

- Administer Delegation

In Cardinal, only approved time will be sent to Payroll for processing. Interfaced time will be considered approved in the source system and will not require additional approval in Cardinal unless any changes have been made online in Cardinal.

Overview of Time Administration Process

Once time is submitted online or interfaced into Cardinal, the hours are processed by Time Administration, which is an automated batch process that will run multiple times each day.

The Time Administration process does the following:

- Validates reported time against time reporting rules

- Generates Timesheet Exceptions (low, medium, high) against the reported time

- Generates Payable Time for Exception Time Reporters based on their Work Schedule and Reported Time on the Timesheet

- Generates Payable Time for Positive Time Reporters based on Reported Time on the Timesheet

- Generates Holiday Payable Time (if applicable)

- Generates Shift Payable Time (if applicable)

- Generates a Pending Approval item to the Time & Labor Supervisor (Reports To position) when approval is required

Timesheet Exceptions Overview

After the Time Administration process completes, the following may occur:

- **No Timesheet Exceptions**: Submitted time becomes payable time with no Timesheet Exceptions. No action is required

- **Low** or **medium severity Timesheet Exceptions**: Submitted time becomes payable time with low or medium Timesheet Exceptions

- **High severity Timesheet Exceptions**: Submitted time does not become payable time with a high severity Timesheet Exception. Once corrected, Time Administration will clear the Timesheet Exception and the time becomes payable time. High severity Timesheet Exceptions must be addressed for employees to be paid correctly

While the TL Supervisor is responsible for ensuring that all Timesheet Exceptions are resolved or allowable before approving the time, the TL Administrator should review exceptions to make sure, at a minimum, that no high Timesheet Exceptions exist before time is loaded/distributed by payroll and that Supervisors are allowing Timesheet Exceptions for valid scenarios.

Timesheet Exception Examples

See the table below for some examples of Timesheet Exceptions.

Exception Description	Message	Severity
Callout Minimum Guarantee	Callout has a daily minimum guarantee. Reported hours are less than the minimum guaranteed hours and need to be increased. The minimum guarantee is Company specific	Low
OVS Required – Limit exceeded	Straight Time Overtime is required because Regular worked hours exceeds the Period Threshold Limit	Medium
Invalid RE4 for Period	Maintain Time Reporter Data – Rule Element 4 value is invalid for the Workgroup	Medium
More than 24 hours reported	The combined number of hours reported for a single date exceeds 24. Review and correct the reported time as necessary	High
Quantity exceeds TRC limits	The quantity reported is outside the limits specified by the Minimum and Maximum quantity on the TRC table	High
Invalid Pay Status – Inactive	Payroll will not process any TL detail when Job HR Status is Inactive. Either: - Remove Timesheet detail - Update Job Data because HR Status is incorrect	High

For a detailed list of all Timesheet Exceptions, see the Job Aid titled **TA_Timesheet Exceptions**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Timesheet Reporting Exceptions Query

The Timesheet Reporting Exceptions query displays Timesheet Exceptions for the Agency overall or by Department or Location.

Navigate to the query using the following path:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_TIME_REPORTING_EXCEPTIONS

Enter any combination of the search criteria values to retrieve the results for the desired period. Results are returned based on the criteria and the format selected on the **Query Viewer** page.

Timesheet Adjustments

As a result of reviewing the Timesheet, an item may require adjustment such as:

- Correcting a Timesheet Exception identified by the Time Administration process

- Correcting a TRC

- Updating the number of hours (e.g., for a specific TRC, charged to a ChartField distribution)

- Changing a ChartField distribution

Employees, Timekeepers, and Supervisors can enter Timesheet adjustments up to 90 days in the past in the current fiscal year.

TL Administrators can go back up to 365 days to adjust time (can cross fiscal years).

Timesheet Adjustments (continued)

Even after time has been processed by Time Administration, the Timesheet can be adjusted.

For example:

- The Timesheet may need to be updated for distribution (e.g., time was charged to the wrong Department or more hours were charged to regular (REG) time than allowed in the Pay Period)

- A Timesheet Exception was generated and time entered on the Timesheet needs to be adjusted

Note: If hours need to be adjusted (up or down) do not enter a negative number. Delete the incorrect number and enter the correct number. Once updated, resubmit the time for processing. If the time was previously approved, Cardinal will generate the offset hours for approval.

For detailed steps about how to update a ChartField distribution, see the Job Aid titled **TA371_Entering ChartField Details** on the Timesheet. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Approving Time and Absences Overview

- The approver must be a Commonwealth employee

- The approver must have access to Cardinal as a core user

- The user must be the position direct report (Reports To) Supervisor of the employee or have appropriate delegation (the approver is a proxy for the employee's Reports To Supervisor)

- The approver must be assigned the security roles that allow for time and absence approval: Time & Labor Supervisor and/or Absence Supervisor

- All approvals for both time and absences follow the same steps and are done using the **Approvals** tile

There are two categories of time:

- **Reported Time** – Time entered on the **Timesheet** or interfaced into Cardinal through the Time Entry Upload (e.g., regular, overtime, comp time earned, comp time taken)

- **Payable Time** – Time generated by the Time Administration process and the execution of Time and Labor Rules against Reported Time

Agency Configuration	Categories of Time that Require Approval
Online using Cardinal AM	Reported Time approval for absences Payable time approval for the time
Online using external leave	Payable Time approval only
Interfacing time using Cardinal AM	Reported Time only if they enter/update online (both time and absences)
Interfacing using external leave system	Reported Time only if they enter/update online (time only)

Note: When a "Reports To" position is vacant or when the "Reports To Supervisor" is suspended or on Leave of Absence (paid leave, unpaid leave, LOA Working), Cardinal will route approvals to the Supervisor's "Reports To Supervisor".

Monitor Time Approval

Since only approved time loads to payroll, it is important to complete the TA processes for the Pay Period. TL Administrators cannot approve time. However, they do monitor that time is being approved by the TL Supervisor with the Approver role.

When approved time is not submitted by the Pay Period deadline, salaried distributions will not be calculated correctly. If overtime is not approved by the end of the overtime lag period, it will not be paid. For hourly employees, failure to approve Timesheets results in no paycheck for the Pay Period.

Online Agencies
Most time will require approval. However, some employees may have scheduled and uncompensated overtime set up to not require approval.

Interfacing Agencies
Time is interfaced as approved Reported Time. Therefore, the only time requiring approval is time entered or adjusted online.

TL Administrator Key Activities During Time Approval and Processing

The TL Administrator responsibilities include:

- Answering questions and resolving issues for Timesheet users and approvers

- Reviewing Timesheets for completeness and accuracy and ensuring Timesheet Exceptions are resolved or allowed appropriately

- Confirming that the time requiring approval has been approved by the time approval deadline

- Ensuring that the time entry upload interface data has loaded successfully and errors have been resolved by Pay Period end

- Other responsibilities which may include sending communications or reminders regarding Timesheet deadlines or other business processes as determined by the Agency. State Payroll Operations (SPO) creates the Operation Calendars which provide timelines for all the payroll related activities. The calendars show deadlines for entering time and when time will be loaded to Payroll https://www.doa.virginia.gov/reference/payroll/

Note: Interfacing Agency TL Administrators may also have the role of TL Supervisor and be set up as the **Reports To** position for approving online adjustments.

Negative Hours (Offset)

There may be times when negative hours are on the approval list. These hours are offsets, which occur when a change is made to time that was previously approved. Once time has been approved, that time is written permanently to payable time.

When a change is made to previously approved time, a negative offset is created to reverse the original entry. If this negative offset is not approved, the hours for the employee will be incorrect.

All Offsets (negative hours) should be approved so that the employee's hours are accurate.

Absences do not create offsets that require approval.

Payable Time Line Details

Report Date	08/26/25
Time Reporting Code	RGSA - Regular Earnings - Salaried
Quantity	-5 Hours
Estimated Gross	-120.19231 USD
Offset	Yes
	Adjust Reported Time

For detailed steps about how to approve Offset negative hours, see the Job Aid titled **TA373_Approving Time and Absences**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Delegation Administration for Supervisors Overview

Approval authority should only be delegated to a user:

- With the TL Supervisor role in Cardinal HCM and has the same direct Supervisor as the (Reports To) in Cardinal HCM

or

- The user is the approver's direct Supervisor (Reports To)

Delegation cannot be used when a Reports To position is vacant or when the Reports To Supervisor is suspended or on Leave of Absence (paid leave, unpaid leave, LOA Working). In these scenarios, Cardinal will route approvals to the Supervisor's Reports To Supervisor.

Note: It is never recommended to delegate down to one of the direct report employees. If this is done, that employee will have the ability to approve their own time or absences as well as the time and absences for all of the other direct report employees. Self-approval of time and absences is strongly discouraged and is not a best business practice.

Delegation Administrator Role Overview

Delegation Administrators can add and manage Time & Attendance delegation requests on behalf of others.

Delegation Administrators can create, modify, and revoke delegation requests on behalf of the managers. This allows the delegation functionality to be utilized in the case of a manager's unplanned absence.

Supervisors/Managers and/or proxies will receive workflow email notifications when delegation requests are created or modified by the Delegation Administrator.

The Delegation Administrator can delegate to any Agency TL Supervisor/AM Supervisor as a proxy. It is important to delegate all applicable transaction types to the proxy when assigning delegation.

Delegated transactions cannot be re-delegated by a TL Supervisor, AM Supervisor, or HR Administrator. Only a Delegation Administrator can re-delegate.

For more details and instructions on administering Delegation, see the Job Aid titled **TA372_Delegation Administration** located on the Cardinal Website in **Job Aids** under **Training**.

TA Delegation Example

Lee can delegate to **Sid** (his direct supervisor), and to **Cheryl** (who reports to his same supervisor). Both have the required TL Supervisor role*.

Paul can delegate to Lee (his direct supervisor) who has the required TL Supervisor role*. Paul cannot delegate to Jill because she does not "Report To" Paul's supervisor Lee.

Karen can delegate to **Paul** (her direct supervisor) or to Bill (her co-worker that reports to her same supervisor, Paul). Both have the required TL Supervisor role*. Note, that while Bill does not serve as anyone's Cardinal Reports To position, he was given the TL Supervisor role* so he could assist with timesheet and absence approvals when Karen is out of the office.

Bill has no direct reports. As a result, he will not have approval notifications to delegate to anyone. But because he was given the T&L Supervisor role, he will have security to approve TA transactions delegated to him by Karen.

Cheryl can delegate to **Sid** (her direct supervisor), and to **Lee** (who reports to her same supervisor). Both have the required TL Supervisor role*.

Jill can delegate to **Cheryl** (her direct supervisor) who has the required TL Supervisor role*. Even though Bob reports to Jill's supervisor (Cheryl), she cannot delegate to him because he does not have the TL Supervisor role*.

Bob has no direct reports. As a result, he will not have approval notifications to delegate to anyone. But Bob does have the **Delegation Administrator** role which allows him to delegate approval notifications from any user to any other user with the TL Supervisor role* (e.g., when Sid is out, Bob could delegate Sid's approval notifications to Paul).

Tom can only delegate to **Jill** (his direct supervisor) who has the TL Supervisor role*. He cannot delegate to Linda because she does not have the TL Supervisor role*.

KEY

→ Depicts a possible delegation path

[ ] Time & Labor (TL) Supervisor Role

[ ] Delegation Administrator Role *(Bob)*
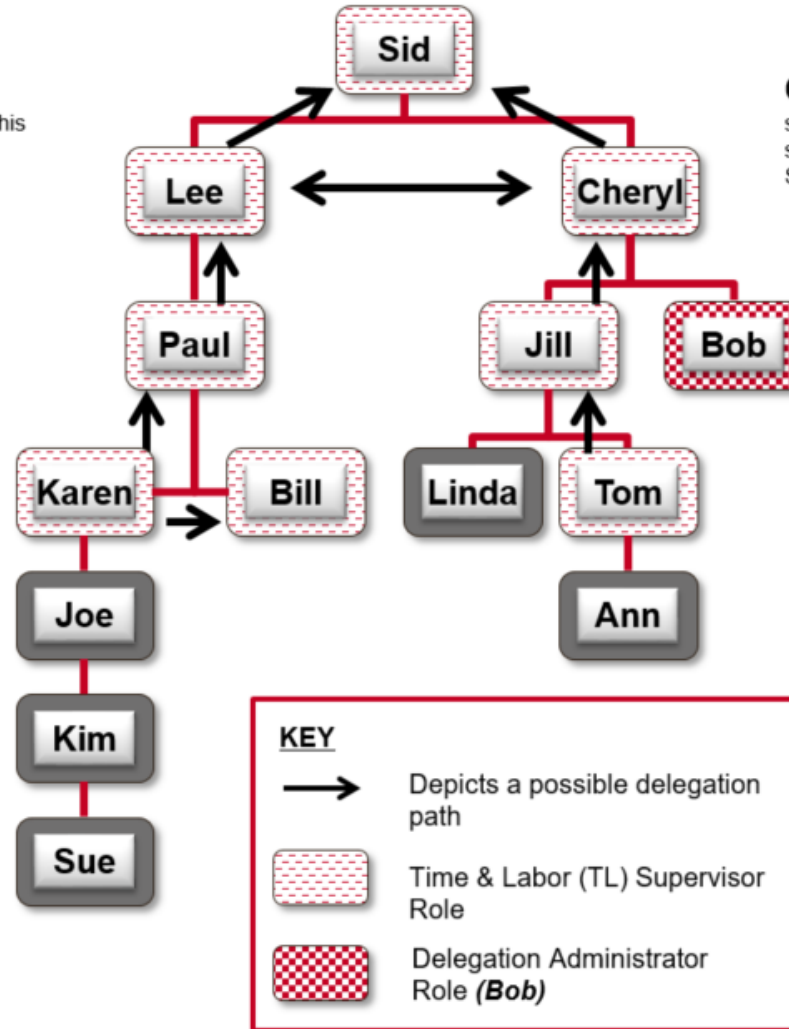
*All users that are designated Reports To must be assigned the TL Supervisor role (and AM Supervisor if using Cardinal Absence Management)

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Managing the Delegation – Revoking the Worklist

Delegations will automatically expire on the To Date defined (when applicable). Revoking the Worklist is only necessary if the user wants to take back their Worklist prior to the defined To Date or if a To Date was not defined.

To revoke a worklist, navigate to the **Manage Delegation** page and then click the **Review My Proxies** link to complete the revoking process.

Navigate to this page using the following path:

NavBar > Menu > Self Service > Manage Delegation

For more details and instructions for delegating and revoking the Worklist to another person (proxy), see the Job Aid titled **TA373_Delegation Administration for Supervisors** located on the Cardinal Website in **Job Aids** under **Training**.

Update TA Status and ECD

The **Update TA Status and ECD** (**Earliest Change Date**) page allows the TA process to retroactively process an employee's Timesheet back to the date entered. This functionality is useful when Reports To/TL Supervisors are reassigned, and Timesheets need to be re-routed to new Supervisors/approvers.

To navigate to the **Update TA Status and ECD** page, use the following path:

NavBar > Menu > Time and Labor > Process Time > Update TA Status and ECD

If a retroactive change is required that has not processed, update the **Earliest Change Date** field by doing the following:

1. Click the *****TA Status** dropdown button and select "Up For Processing"
2. Click the **Save** button

Last Name	First Name	Employee ID	Empl Record	Earliest Change Date	*TA Status	Last Updated	Last Processed	
			0	07/25/2024	Not Up For Processing	07/25/2024 6:02:50AM	07/25/2024 6:36:18AM	

Time Reporters ⑦

In Process
Not Up For Processing
Up For Processing

Save   Notify

Reviewing and Resolving TL Auto Enrollment Issues

If appropriate state or Agency criteria does not exist to assign valid values to an employee based on the employee's Job Data, the employee will be assigned to the "Invalid" Workgroup.

The TL Employee Setup Administrator should review for this issue and other enrollment issues using the **Time Reporter Auto Enrollment Exceptions Query** -)**V_TA_AUTO_ENROLL_EXC)**.

The TL Setup Administrator should research and work with the HR Administrator to update Job Data as needed.

Reason Code	Definition
A	Active Employee in Inactive Workgroup
B	Active Employee in Invalid Workgroup
C	Active Employee not in a valid Taskgroup
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

For more information about this query, see the **Cardinal HCM Time and Attendance Reports Catalog**, located on the Cardinal website in **Reports Catalogs** under **Resources**.

Time Administration Procedures for Managing Special Case Scenarios

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

Troubleshooting Issues

The table below provides some examples of issues that a TL Administrator may be asked to troubleshoot along with some potential steps/options to help resolve them.

Issue	Things to Research
Employee is missing compensatory hours that were earned	• Check to see if the employee entered the hours entered when they were earned • Determine if a comp time adjustment needs to be entered (this should be rare – ex: did not receive converted hours, Agency specific exceptions)
Supervisor unable to approve time	• Verify there are no Timesheet Exceptions for the time • Check the Reports To information on job data • Make sure there are not 2 active employees in the same Supervisor position • Verify user security permissions
Employee/Timekeeper does not have a TRC for the type of time that needs to be entered	• Verify that the employee is in the correct Workgroup and the appropriate Comp Plan that gives access to the TRC • Check job data information to confirm that the employee information is accurate (if not, work with the TL Employee Setup Admin to correct)
Employees time has not been approved and the Reports **To** is out of office and time needs to be approved based on Payroll processing dates	• Work with the Delegation Administrator to move the Worklist to another approver

Pay Docking

Pay Docking (LNP) is the reduction of an employee's wages/salary when unpaid time has been taken off. It can be system generated, interfaced from an Agency source system, or entered directly by the employee, Timekeeper, Supervisor, or Time & Labor /Absence Management Administrator. While Pay Docking is entered in Time & Attendance, it does not load to the employee's paysheet.

Payroll Administrators are responsible for calculating and then manually entering Pay Docking transactions into SPOT to reduce the employee's wages/salary when applicable.

It is important for Payroll Administrators, AM Administrators, TL Administrators, Supervisors, and employees to work together when reviewing any potential Pay Docking scenarios to avoid unexpected Pay Docking.

There are two key reports that should be run to help determine when pay should be docked.

- **Ineligible Forecasted Absence Events Report:** list of all employees that may go into a pay docking situation
  Note: This report is only applicable for Agencies using Cardinal Absence Management

- **Docking Unpaid Absences Report:** list of all employees with LNP on the Timesheet

For more details and scenarios about Pay Docking, see the Job Aid titled **Pay Docking in Cardinal Overview** located on the Cardinal Website in **Job Aids** under **Learning**.

Ineligible Forecasted Absence Events

The **Ineligible Forecasted Absence Events Query** displays the absence name and reason, begin and end dates, entry source, workflow status, manager approval status, and hours by employee, Department, and Business Unit. This query can be used to search for individual employees who are forecasted to have Absence Events that are not eligible and/or approved.

Navigate to this report using the following path:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_ABS_EVT_FCST_INELIG

V_TA_ABS_EVT_FCST_INELIG - Ineligible Forecasted Absence

Business Unit 50100 🔍
Department ID (Blank for All) 10025 🔍
Current Leave Yr End Date 12/31/2019 📅

[View Results]

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

View All   First 1-3 of 3 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
1	10025	Safety & Performance Division	50100		0	03652		VAC TAKE ELEM	Vacation	VAC	07/12/2012	07/26/2012	1	A	Y	1.60	0.00	Y	0.00	01/10/2013	INELIGIBLE	06/25/2015 8:33:12AM	
2	10025	Safety & Performance Division	50100		0	03652		VAC TAKE ELEM	Vacation	VAC	07/01/2013	07/03/2013	1	A	Y	0.00	0.00	N	0.00	09/13/2013	INELIGIBLE	06/25/2015 8:33:12AM	
3	10025	Safety & Performance Division	50100		0	03652		VAC TAKE ELEM	Vacation	VAC	07/05/2013	07/05/2013	1	A	Y	4.00	0.00	N	0.00	09/13/2013	INELIGIBLE	06/25/2015 8:33:12AM	

Docking Unpaid Absences Report

The Docking Unpaid Absences Report displays a list of employees with processed unpaid absences and can be used to review transactions and identify hours that require Pay Docking for 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 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.

Navigate to this report using the following path:
NavBar > Menu > Time and Labor > Reports > Docking Unpaid Absences Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Docking Unpaid Absences																		
2																			
3	Run Control Parameters:																		
4	Business Unit:																		
5	Department:																		
6	Emplid:																		
7	Calendar Group:																		
8																			
9	Name	Emplid	EMPL_RC	POS_NU	BUSINESS_UNI	DEPTID	PAYGROUP	PAY BEGIN DT	PAY END DT	DUR	TRC	DESCRIPTION	QUANTIT	STATUS	FROZEN DATE	FROZEN FLAG	FORECAST VALUE		WORKGROUP
10																			

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

Before HR Data Freeze	Day after Payday
1. Run report with current Calendar Group ID/Period Begin and End dates 2. Save the report to use as a comparison after the Payday 3. Review for Pay Docking 4. Payroll Administrator verifies with the TL/AM Administrator 5. Enter SPOT transaction(s)	1. Run report again with the same Calendar Group ID/Period Begin and End dates 2. Save the report 3. Compare the results of the report run Before HR Data Freeze the report run after the Payday 4. Identify any additional pay docking or if any funds are owed to the employee 5. Payroll Administrator verifies with the TL/AM Administrator 6. Enter SPOT transaction(s)

Lesson Summary

6	TA Approval and Processing

In this lesson, you learned:

- An overview of TA Approval and Processing

- An overview of the Time Administration Process

- An overview of Timesheet Exceptions

- Steps to Identify and Resolve Timesheet Exceptions

- How to Make Timesheet Adjustments

- An overview of Approving Time and Absences

- TL Administrator Key Activities During Time Approval and Processing

- How to Monitor Approvals, Delegation, and Troubleshoot Issues

- An Overview of Pay Docking

Lesson

7	Payroll Integration and Cost Allocation Processes

This lesson covers:

- Overview of the Payroll integration and Cost Allocation Processes

- Overview of the Load Time and Labor Process

- Cost Allocation Overview

- Adjusting Paid Time Overview

Overview of the Payroll Integration and Cost Allocation Processes

The Payroll Integration and Cost Allocation business process sends time data to Payroll for paycheck generation, uses the paycheck information to distribute earnings, and transmits direct costs to Cardinal Financials in order to facilitate cost allocations.

The Payroll Integration and Cost Allocation business process includes the following sub-processes:

- Integration between Cardinal Time & Attendance and Payroll

- Cost Allocation of Time after Payroll

Load Time and Labor Process Overview

The Load Time and Labor process loads approved payable time and absences into Payroll for processing. Limited additional earnings (e.g., shift differential) are coming through the Timesheet and others will be entered in SPOT. What this process does will vary based on the type of employee.
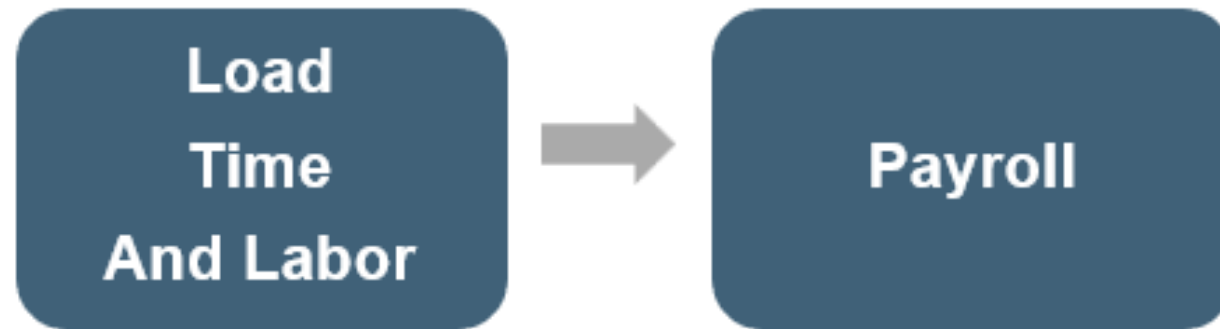
Load Time and Labor Process – Salaried

Salary pay is automatically generated by Payroll. Any regular hours entered in TA are not sent to Payroll. These hours are used for the cost allocation of salary.

Overtime and related shift differential will be held in Payable Time and not interfaced to Payroll until the FLSA period is more than 14 days in the past, causing all salaried overtime and shift differential to be paid in a lag. Any overtime and premium transactions not entered/approved prior to the payroll certification date are sent as prior period adjustments during the next payroll run.

For examples of how the lag process works, see the Job Aid titled **TA372_Overtime Lag Overview**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Load Time and Labor Process – Hourly Employees

All payable hours are loaded from TA. The process gathers approved hours for hourly employees after time reporting and approval for the period that has been completed since hourly employees are paid on a lag.

Any delayed transactions will be sent to the Payroll module as prior period adjustments during subsequent payroll runs. The TL Administrator may need to adjust Timesheets, verify that time is approved, and make updates at the request of SPO.

Load Time and Labor Process

It is important that the TL Administrator and Absence Administrator review reports to ensure that time and absences are approved and can be picked up by the Load Time and Labor process.

There may be times when the TL Administrator or Absence Administrator communicates the need for one-time changes that need to be made by Payroll using the Single-Use Payroll Online Tool (SPOT) for an employee (e.g., pay docking, short term disability, leave payout).

Time/Absence

- Run reports to ensure time and absences are ready for payroll processing (make updates as appropriate)
- Communicate one-time changes that need to be made in Payroll
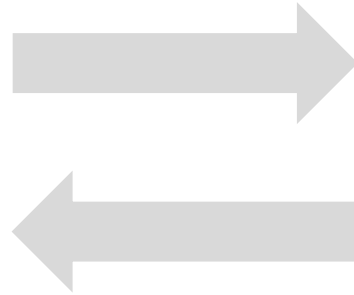
Payroll

- Communicate with TA and AM about time or absence issues (e.g., rejected by Payroll, missing time)
- Enter SPOT transactions if necessary

# Accounting Distribution Hierarchy

The **Payroll Costing** business process involves the recording of payroll activity to the General Ledger (GL) and processing of payroll-related payments in Accounts Payable (AP).

The default hierarchy for payroll accounting distribution is the Timesheet, followed by the Position Default, and then Department Default.

An Agency-level suspense default funding string will be defined for each Agency. This string will be invoked when position and department default funding is not defined, Timesheet ChartFields are not entered and/or Chart of Accounts (COA) values or combinations are invalid.

The position, Department, and suspense default funding are set up by fiscal year and will be rolled over at fiscal year end.

Note: To view default funding information, run the **V_HR_POSN_DFLT_EMPL_DATA** query.

Timesheet
(Optional)

Position Default
(Recommended)

Department Default
(Required)
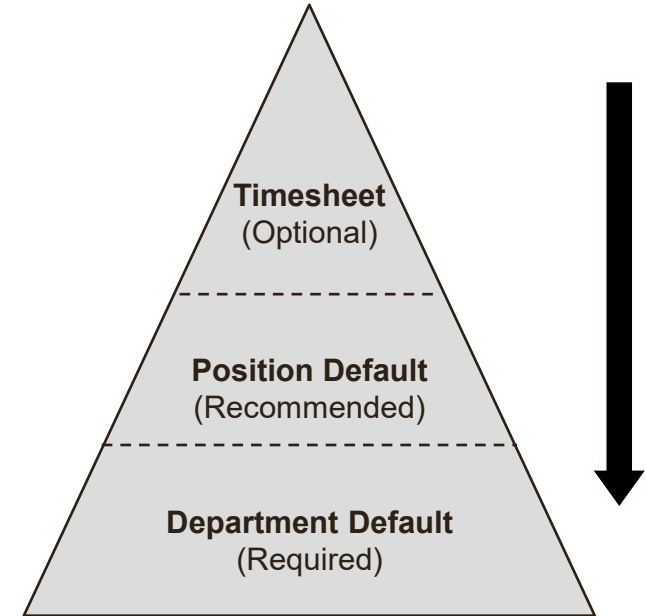
General Ledger Integration

Custom allocation processes to distribute payroll costs (earnings, employer taxes, and deductions) will run after the payroll confirmation and Timesheets are closed. ChartField combinations will be validated to prevent errors from occurring when the Journals are created and posted. Invalid combinations will be updated with a suspense ChartField String that has been established for each Agency.

Payroll costs that have posted to the suspense ChartField String must be reviewed and the invalid ChartField string must be corrected in Cardinal. Below are some examples of updates that may need to be made:

- Update Department or Position defaults on the Department Budget Table

- Update Additional Pay if using a separate distribution

- Update Timesheet entries for future payrolls

- Update SpeedTypes in Cardinal Financials and they will sync to Cardinal HCM

Two key reports that can be used for this review are:

- ChartField Validation Error Report:

  NavBar > Menu > Payroll for North America > Payroll Distribution > GL_Interface Reports > ChartField Validation Error

- COVA Dtl Payroll Expenditures:

  NavBar > Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > COVA Dtl Payroll Expenditures

For more information and examples related to ChartField distribution and allocation, see the Job Aid titled **PY381_ ChartFields Distribution Examples** located on the Cardinal Website in **Job Aids** under **Learning**.

Adjusting Paid Time Overview

There may be times when a time transaction does not load to Payroll. The resolution of rejected time may result in time being paid through SPOT or Off Cycle, which will require the TL Administrator to close those time transactions to avoid duplication of payment.

Hours paid alternatively, and not through the Time and Labor Load process, must be closed by the TL Administrator using the **Adjust Paid Time** page. Rejected by Payroll rows closed by the TL Administrator will be allocated using the Department or Position funding default for the employee.

Navigate to this page using the following path:

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

Note: This page should only be used when requested by either the Agency Payroll Administrator or State Payroll Operations (SPO).

For details on how to adjust paid time in Cardinal, see the Job Aid titled **TA_Time Status Administration** located on the Cardinal website in **Job Aids** under **Learning**.

Lesson Summary

7	Payroll Integration and Cost Allocation Processes

In this lesson, you learned:

- An Overview of the Payroll integration and Cost Allocation Processes

- An Overview of the Load Time and Labor Process

- An Overview of Cost Allocation

- An Overview pertaining to Adjusting Paid Time

Course Summary

TA372	Time & Attendance Administration

In this course, you learned:

- The overall Time & Attendance (TA) process

- The TL Auto enrollment process

- Time Reporter data, Comp Plan Enrollment, and Work Schedules

- How to identify and correct Timesheet Exceptions

- Helpful reports and queries to run when troubleshooting errors

- The approval process and how to monitor approvals

- The Delegation Process for Supervisors and Delegation Administrators

Appendix

- Key Reports/Queries

- Reviewing Time Checklist

- Work Schedule Naming Conventions

- Comp Time Plan Values

- Time Rounding

- Time Rejected by Payroll Reasons

- Process Flows

- Flowchart Key

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Key Reports/Queries – TL Administrator

- Timesheet Schedule Exception and Overtime Review, VTAR0024
  NavBar > Menu > Time and Labor > Reports > Timesheet Exception Report

- Timesheet Report, VTAR0026
  NavBar > Menu > Time and Labor > Reports > Timesheet Report

- Summary of Productive Hours Report, VTAR0030
  NavBar > Menu > Time and Labor > Reports > Summary of Prod. Hours Report

- Docking Unpaid Absences Query
  NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_DOCK_UNPAID_ABSENCES

- Employee Schedule Review Query
  NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_SCHEDULE_REVIEW

- Invalid Holiday Query
  NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_INVALID_HOLIDAY_AUDIT

- Negative Hours From Prior Period Adj Query
  NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_NEG_HRS

Key Reports/Queries – TL Administrator (continued)

- Payable Time Adjustments Query
  NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_ADJUSTMENTS_PAYABLE_TIME

- Reported Time Audit Query
  NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_TIME_ENTRY_AUDIT

- Time Entry Approval Audit Query
  NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_TIME_APPROVAL_AUDIT

- Time Reporting Exceptions Query
  NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_TIME_REPORTING_EXCEPTIONS

- Weekly Submitted Hours Query
  NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_TLAM_WKLY_HRS

- Workflow Setup Issues Query
  NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_WORKFLOW_SETUP_ISSUES

Key Reports/Queries – Absence Administrator

- Employee Leave Report, VTAR0010
  NavBar > Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Employee Leave Report

- Absence in Saved & Submitted Status Query
  NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_ABS_SV_AND_SB_STATUS

- Docking Unpaid Absences Query
  NavBar > Menu > Reporting Tools > Query Viewer > V_TA_DOCK_UNPAID_ABSENCES

- FML Without Concurrent Absences Query
  NavBar > Menu > Reporting Tools > Query Viewer > V_TA_FML_CONCURRENT_ABS_AUDIT

- Ineligible Forecasted Absence Events Query
  NavBar > Menu > Reporting Tools > Query Viewer > V_TA_ABS_EVT_FCST_INELIG

- Terminated EE with Leave Balance Query
  NavBar > Menu > Reporting Tools > Query Viewer > V_TA_BAL_FOR_INACTIVE_EMP

- Traditional Sick Query
  NavBar > Menu > Reporting Tools > Query Viewer > V_TA_TRADSCK_06MONTHS

Key Reports/Queries – TL Employee Setup Administrator

- Active TL Eligibility Query
  NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_ELIGIBILITY_ENROLL_LIST

- Comp Plan Enrollment Audit Query
  NavBar > Menu > Reporting Tools > Query Viewer > V_TA_COMP_PLAN_ENROLL_AUDIT

- Employee Schedule Review Query
  NavBar > Menu > Reporting Tools > Query Viewer > V_TA_SCHEDULE_REVIEW

- Time Reporter Changes Query
  NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_TIME_REPORTER

- Time Reporter Auto Enrollment Exceptions Query
  NavBar > Menu > Reporting Tools > Query Viewer > V_TA_AUTO_ENROLL_EXC

- TL Eligibility Audit Query
  NavBar > Menu > Reporting Tools > Query Viewer > V_TA_ELIGIBILITY_ENROLL_AUDIT

Key Reports/Queries – TA Interface Administrator

- Absence Upload Error Report
NavBar > Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Absence Data Upload Error

- Time Entry Upload Error Report
NavBar > Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Time Entry Upload Error Report

See the **Cardinal HCM Time & Attendance Reports Catalog** for more details about these reports. It is located on the Cardinal website in **Reports Catalogs** under **Resources**.

Review Time Checklist Questions

The following questions should be considered when reviewing time:

❑ Has all time that requires approval been approved?

❑ Are there any Timesheet Exceptions (especially high severity) that have not been resolved?

❑ Have all necessary adjustments to time been made?

❑ Have all Workflow Setup issues been resolved or delegations made as appropriate? (see the Job Aid titled **TA372_TL Setup Overview**)

❑ Are there Absence Events or non-productive hours for the employee that need to be reported?

❑ Are there any employees with schedule deviations (too many or too few hours based on their Work Schedule)?

Work Schedule Naming Convention: SETID = State, 7-Day Format: NN.NN-AAAAAAA-B, Example: 40.00-Z88888Z-0

Character	Defines	Value
NN.NN	Schedule Hours for the week	Example 40.00, 37.50
AAAAAAA	7-day indicator – first character is Day1, second character is Day2, etc.	0-9, A-X: for example, Z – Off Day 0 – If the hours for the day are between 0.01 and 0.99 1 – If the hours for the day are between 1.00 and 1.99 A – If the hours for the day are between 10.00 and 10.99 B – If the hours for the day are between 11.00 and 11.99 X – If the hours for the day are 24.00
B	Indicates a unique schedule	0-9, A-Z – to indicate a unique schedule

Work Schedule Naming Convention: SETID = State, 9X80
Format: 9X80-AAAAAAA-B,   Example: 9X80-Z9998ZZ-0

Character	Defines	Value
AAAAAAA	7-day indicator – first character is Day1, second character is Day2, etc.	0-9, A-X: for example Z – Off Day 0 – If the hours for the day are between 0.01 and 0.99 1 – If the hours for the day are between 1.00 and 1.99 A – If the hours for the day are between 10.00 and 10.99 B – If the hours for the day are between 11.00 and 11.99 X – If the hours for the day are 24.00
B	Indicates a unique schedule	0-9, A-Z – to indicate a unique schedule

Day 1 in the 14-day schedule will correspond to a Biweekly Pay Period Begin Date in Cardinal – used by Hourly employees.

Note: 9X80 schedules must not be assigned to nonexempt employees.

Work Schedule Naming Convention: SETID = <BU>
Format: NN.NN-AAAAAAA-B, Example: 40.00-5X8X3WK-0

Character	Defines	Value
NN.NN	Schedule Hours for the week	Example 40.00, 80.00, 84.00,
AAAAAAA	Indication of the type of schedule	Example: 4X10+5X8 – Week 1 is a 4 day/10-hour work week, and Week 2 is a 5 day/8-hour work week. 4X10X2WK - Week 1 is a 4 day/10-hour work week, and Week 2 is also a 4 day/10-hour work week, however the workdays are not the same for each week. 4X10+OTH – Week 1 is a 4/day/10-hour work week, and Week 2 is some other type of work week that is not 5X8 or 4x10.
B	Indicates a unique schedule	0-9, A-Z – to indicate a unique schedule

Time Reporter Values

The TL Auto Enroll program will assign the following values to the employee. View the results of the TL Auto Enroll program by viewing the **Maintain Time Reporter Data** page in Cardinal.

Time Reporter Value	Definition
Workgroup	A Time Reporter value that defines Time Reporting Codes, Approval Method, Positive vs. Exception Reporting Type, FLSA Start Date, FLSA Period, and Business rules applied to the employee
Taskgroup	A Time Reporter value that identifies the Timesheet template used to collect and process time for employees
Time Reporter Status	Employee status indicating if the employee is active or inactive
Reporting Template	Template specifying fields available for data entry on the Timesheet and is defaulted from the Taskgroup if not specified

Workgroup Naming Convention

The 9-character Workgroup name reveals the attributes of the group. If the employee is not in the correct Workgroup, it will impact the TRCs that are available to select on the Timesheet.

Character	Defines	Values
1st	Employee Type	**H** = Hourly, **S** = Salaried
2nd	FLSA Status	**N** = Nonexempt, **E** = Exempt
3rd	Employee Category	**1** = Type 1, **2** = Type 2, **3** =Type 3, **A** = Additional Pay Only, **P** = Per Diem Type, **R** = Regular, **M** = Emergency, **J** = Judge, **L**= Law Enforcement **F** = Fire Prevention, **S** = Student
4th	Approval Type	**I** = Reported Time for Interfaced, **F** = Payable Time for Online Full Approval, **P** = Payable Time for Online Partial Approval
5-6th	FLSA Period	**07**, **14**, **21**, **28** Days
7th	Pay Cycle	**B** = Biweekly, **1** = SM1, **2** = SM2, **M** = Monthly
8th	Time Reporter Type	**E** = Exception, **P** = Positive
9th	FLSA Start Day	**1** = Sun, **2** = Mon, **4** = Wed, **6** = Fri, **7** = Sat

EXAMPLE:

SNRF071P1

S = Salaried
N = Non-Exempt
R = Regular
F = Online Full Approval
07 = FLSA 7 Day Period
1 = SM1 Pay Cycle
P = Positive Time Reporter
1 = Sunday First Day of FLSA Period

Taskgroups & ChartFields Access

The following table is a list of Taskgroups and how they relate to ChartFields.

Taskgroup (ending in)	ChartFields
BA	Not Required; **ChartField** link will not appear on **Timesheet**
IN	Not Required; **ChartField** link will not appear on **Timesheet**
CCOP	Optional: **ChartField** link will appear on **Timesheet**
CCO	Optional: **ChartField** link will appear on **Timesheet**
CCRQ	Required: **ChartField** link will appear on **Timesheet**
CCR	Required: **ChartField** link will appear on **Timesheet**

Time Reporter Values – Rule Element 3

Rule elements are user defined values that are assigned on the **Maintain Time Reporter Data** page for each employee. They define various limits for rule processing when Time Administration runs.

Time Reporter Value	Definition
Rule Element 3	Indicates the Hourly ACA Yearly Limit in Hours used to generate exceptions for 90% warning and hours exceeded error (annual limit can be overridden if allowed) Rule Element 3 must have a value for Hourly employees. Set initially at 1400 hours as the hourly annual limit. This limit can be manually overridden with a lower limit in increments of 100 hours or with a maximum allowable 1500 limit. During the Time Admin process the 1500 limit rule will generate exception warnings

Time Reporter Values – Rule Element 4

Rule elements are user defined values that are assigned on the **Maintain Time Reporter Data** page for each employee. They define various limits for rule processing when Time Administration runs.

Time Reporter Value	Definition
Rule Element 4	Indicates the overtime FLSA overtime limit or threshold for reporting overtime and rule validation for eligibility of overtime Format: NN:MMM (NN = FLSA Period Days – for example 07, 14, 21, 28, MMM = the number of hours that should be worked before overtime should be reported) Rule Element 4 must be set for Hourly Nonexempt and all Salaried exempt employees. The first 2 characters must match the FLSA Period from the Workgroup followed by the work week hours. Example: 07:40 which is a 7-day FLSA period with a limit of 40 hours

Time Reporter Values – Rule Element 5

Rule elements are user defined values that are assigned on the **Maintain Time Reporter Data** page for each employee. They define various limits for rule processing when Time Administration runs.

Time Reporter Value	Definition
Rule Element 5	Indicates the Compensatory and Overtime Leave Plan Limits for maximum hours allowed in balance Format: AAA:BBB (AAA = Compensatory Leave Plan Limit, BBB = Overtime Leave Plan Limit) The **Maintain TL Reporter** page must have a value for salaried employees where Cardinal is the Leave System of Record

Comp Plan Values

The Time Reporting Codes available to be reported or interfaced on the Timesheet for employees enrolled in the Comp Plan.

Note: Some TRCs can only be accessed by TL Administrators on the Timesheet.

Comp Time Plan	Time Reporting Codes (TRCs)
CARDINAL	Holiday, Holiday Pay Docking, Holiday Straight Pay Extra, Office Closing
COMP_LEAVE	Comp Leave Earned, Compensatory Leave Taken, Comp Time Leave Payout, Comp Time Leave Adjust, Comp Time Leave Deduction, Comp Time Leave Adjust CNV, Holiday Straight Earned
OT_LEAVE	Overtime Leave Earned, Overtime Leave Taken, Overtime Leave Payout, Overtime Leave Adjust, Overtime Leave Deduction, Overtime Leave Adjust CNV
PAID-OVS	OT @ Straight Time
PAID-OVT	OT @ Time and Half
PAID-EOS	Emerg OT @ Straight Time
PAID-EOT	Emerg OT @ Time 1/2
PAID-CALHP	Called Out Hours (Paid)
PAID-ONCHP	On-Call Hours (Paid)
NONPROD_PD	Not required non-productive leave codes for employees using External Leave system
NONPROD_RQ	Required non-productive leave codes for employees using External Leave system

Comp Time Plan Values (continued)

Comp Time Plan	Time Reporting Codes (TRCs)
EARNOT-ONC	On-Call Hours (Earn)
EARNAM-ONC	On-Call Hours (Earn)
EARNOT-CAL	Called Out Hours (Earn)
EARNAM-CAL	Called Out Hours (Earn)
EARNOT-ECS	Emergency Comp Earn
EARNAM-ECS	Emergency Comp Earn
EARNOT-OCS	Comp Leave Earned
EARNOT-OCT	Overtime Leave Earned
EARNAM-ECT	Emergency OT Leave Earned
AMNT-ONC$$	On-Call Amount
AMNT-CAL$$	Called Out Amount
AMNT-DIF$$	Weekend/Holiday Diff Amount
AMNT-MED$$	Medication Amount

Time Rounding

Cardinal accepts time entry to the hundredths of an hour; two digits after the decimal point. If an employee works **8 hours and 11 minutes**, the Timesheet entry would be **8.18**. Although Cardinal accepts time entry to the hundredth of an hour, it is not required that time be entered to that level. Follow your Agency policy regarding time entry.

Minutes	Time	Hours	Timesheet
0	0:00	0.00000	0.00
1	0:01	0.01667	0.02
2	0:02	0.03333	0.03
3	0:03	0.05000	0.05
4	0:04	0.06667	0.07
5	0:05	0.08333	0.08
6	0:06	0.10000	0.10
7	0:07	0.11667	0.12
8	0:08	0.13333	0.13
9	0:09	0.15000	0.15
10	0:10	0.16667	0.17
11	0:11	0.18333	0.18
12	0:12	0.20000	0.20
13	0:13	0.21667	0.22
14	0:14	0.23333	0.23
15	0:15	0.25000	0.25

Minutes	Time	Hours	Timesheet
0	0:00	0.00000	0.00
1	0:01	0.01667	0.02
2	0:02	0.03333	0.03
3	0:03	0.05000	0.05
4	0:04	0.06667	0.07
5	0:05	0.08333	0.08
6	0:06	0.10000	0.10
7	0:07	0.11667	0.12
8	0:08	0.13333	0.13
9	0:09	0.15000	0.15
10	0:10	0.16667	0.17
11	0:11	0.18333	0.18
12	0:12	0.20000	0.20
13	0:13	0.21667	0.22
14	0:14	0.23333	0.23
15	0:15	0.25000	0.25
16	0:16	0.26667	0.27
17	0:17	0.28333	0.28
18	0:18	0.30000	0.30
19	0:19	0.31667	0.32
20	0:20	0.33333	0.33
21	0:21	0.35000	0.35
22	0:22	0.36667	0.37
23	0:23	0.38333	0.38
24	0:24	0.40000	0.40
25	0:25	0.41667	0.42
26	0:26	0.43333	0.43
27	0:27	0.45000	0.45
28	0:28	0.46667	0.47
29	0:29	0.48333	0.48

Minutes	Time	Hours	Timesheet
30	0:30	0.50000	0.50
31	0:31	0.51667	0.52
32	0:32	0.53333	0.53
33	0:33	0.55000	0.55
34	0:34	0.56667	0.57
35	0:35	0.58333	0.58
36	0:36	0.60000	0.60
37	0:37	0.61667	0.62
38	0:38	0.63333	0.63
39	0:39	0.65000	0.65
40	0:40	0.66667	0.67
41	0:41	0.68333	0.68
42	0:42	0.70000	0.70
43	0:43	0.71667	0.72
44	0:44	0.73333	0.73
45	0:45	0.75000	0.75
46	0:46	0.76667	0.77
47	0:47	0.78333	0.78
48	0:48	0.80000	0.80
49	0:49	0.81667	0.82
50	0:50	0.83333	0.83
51	0:51	0.85000	0.85
52	0:52	0.86667	0.87
53	0:53	0.88333	0.88
54	0:54	0.90000	0.90
55	0:55	0.91667	0.92
56	0:56	0.93333	0.93
57	0:57	0.95000	0.95
58	0:58	0.96667	0.97
59	0:59	0.98333	0.98

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Time Rejected by Payroll Reasons

The following table provides a list of potential reasons that may cause a time transaction to return a Rejected by Payroll status during the Load Time to Pay process. The TL Administrator and Payroll Administrator work together to determine the resolution of rejected time transactions and when it is appropriate to use the Adjust Paid Time process.

Reason	Troubleshooting
Invalid Mapping of TRC to NA Earnings Code	Contact PPS to investigate
Employee is not active in JOB (e.g., Terminated, Leave of Absence)	Contact SPO to create paysheet SPO will proactively monitor for these situations as well
Employee has change paygroups in the Pay Period being processed (Time will reject and then load in the new paygroup unless the new paygroup is also in a different company)	Contact SPO for guidance
TRC in Payable Time is mapped to a NA Earnings Code that is not in the Employee's Earning Program	Contact PPS to investigate
Employee has prior period adjustments when associated to a different paygroup in a different company	
If the TRC is Hours or Units and if the value is between +/- 9,99999.99 the time is rejected by the Load Time and Labor process	Correct the hours/units or TRC and reload or correct and wait until the next payroll or SPO can pay and TL admin changes status

Time Rejected by Payroll Reasons (continued)

Reason	Troubleshooting
If the TRC is Amount type and if the value is not between +/- 99,999,999.99 then time is rejected by the Load Time and Labor process	Correct the amount or TRC and reload or correct and wait until the next payroll or SPO can pay and TL admin changes status
If the sum of the hours/units/amount for a Pay Period exceeds +/- 9,9999.99 in the case of hours/units and +/- 99,999,999.99 in the case of amount the employees time for the entire Pay Period is rejected	Correct the hours, amount or TRC and reload or correct and wait until the next payroll or SPO can pay and TL admin changes status
Employee had a job change since the last run of the Load Time and Labor process. Time for all jobs will reject and should be reloaded	Reload time or SPO can pay and TL Admin changes status
The employee terminated prior to the Pay Period Begin Date, and there is unprocessed Payable Time	Contact SPO to create paysheet. SPO will proactively monitor for this situation
The employee has too many prior period adjustments. This will occur when an employee has 99 XREF_NUM already loaded to the paysheets from a previous run	Contact SPO for direction
The employee has a job earnings distribution setup on job data that uses an earnings code which is not the default earnings code for Regular earnings or for the employee's paygroup	Contact HR. Job earnings distribution on job data should not be used

Time Rejected by Payroll Reasons (continued)

Reason	Troubleshooting
If the time being loaded is for a paygroup that uses FLSA calendars and the calendars are not built, the payable time is rejected. No error message generated in this case	Contact PPS to investigate
The currency code on the Payable Time does not match the currency code on the employee's paygroup	Contact PPS

Manage Time Entry
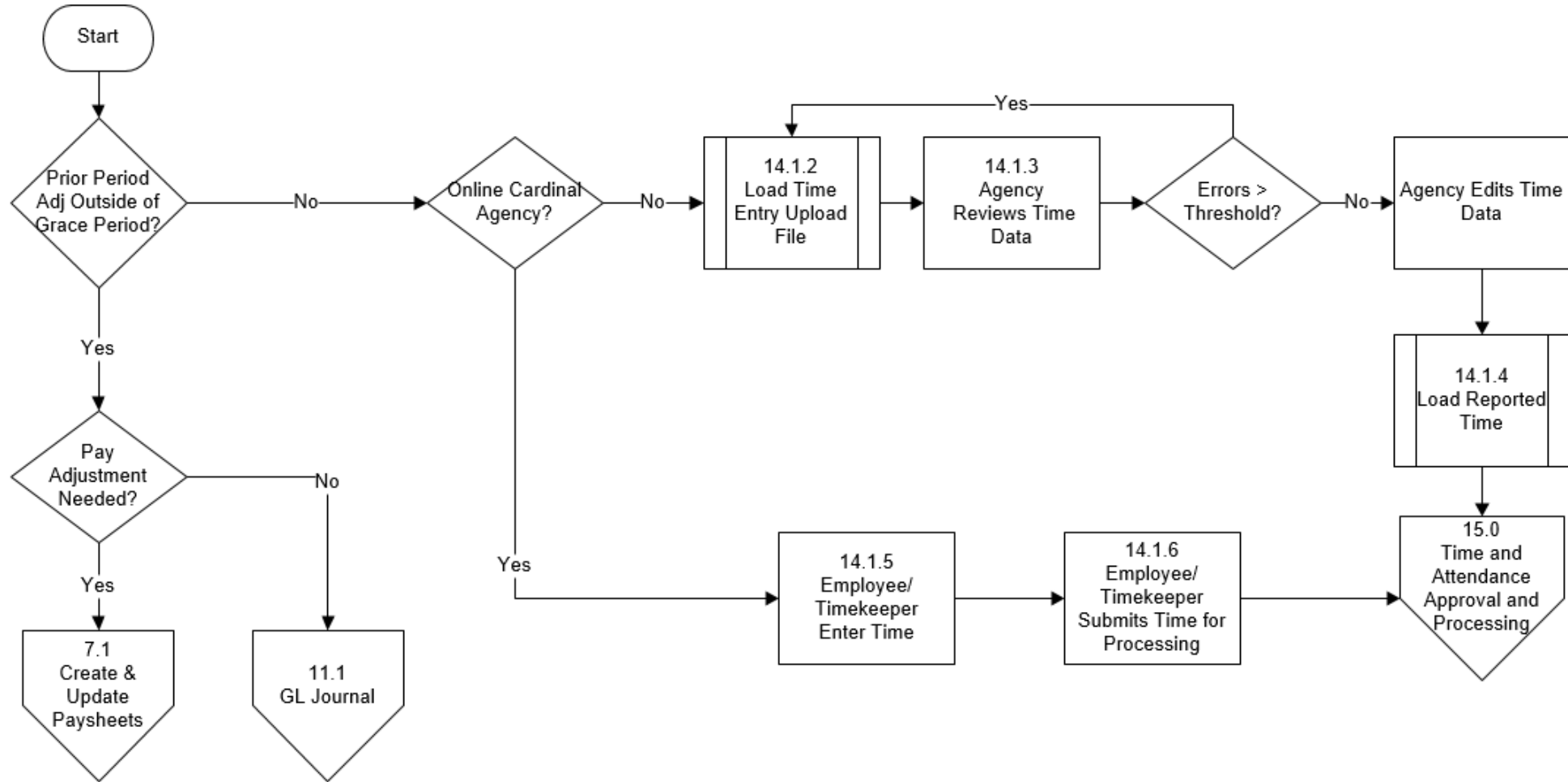
Manage Absence Reporting
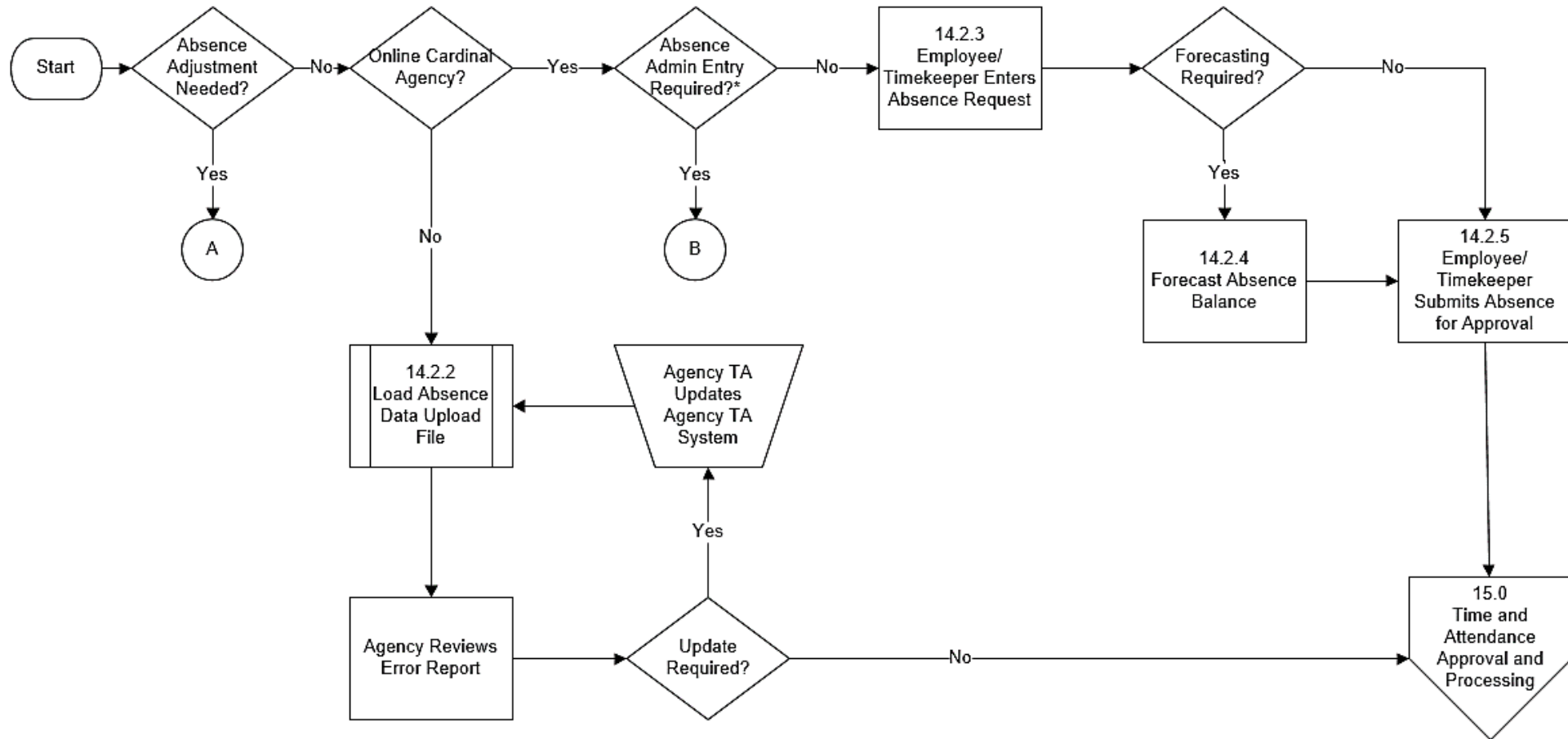
*Absence types that require eligibility
verification or where a balance
adjustment is needed. Examples:
- Short Term Disability (STD)
- Long Term Disability (LTD)
- Workers Compensation (WCP)

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Manage Absence Reporting
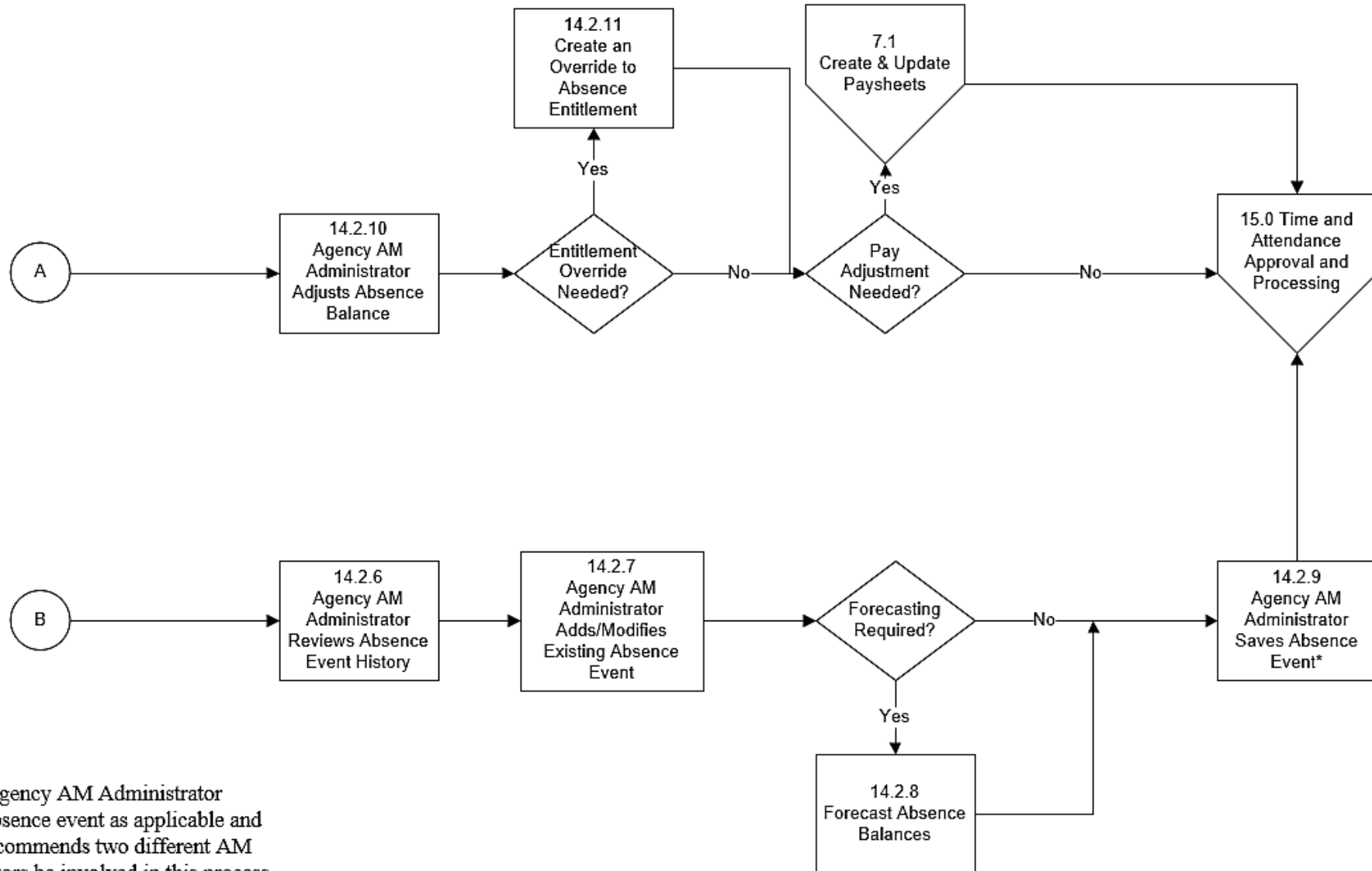
* Second Agency AM Administrator
approves absence event as applicable and
Cardinal recommends two different AM
Administrators be involved in this process

Administer Delegation
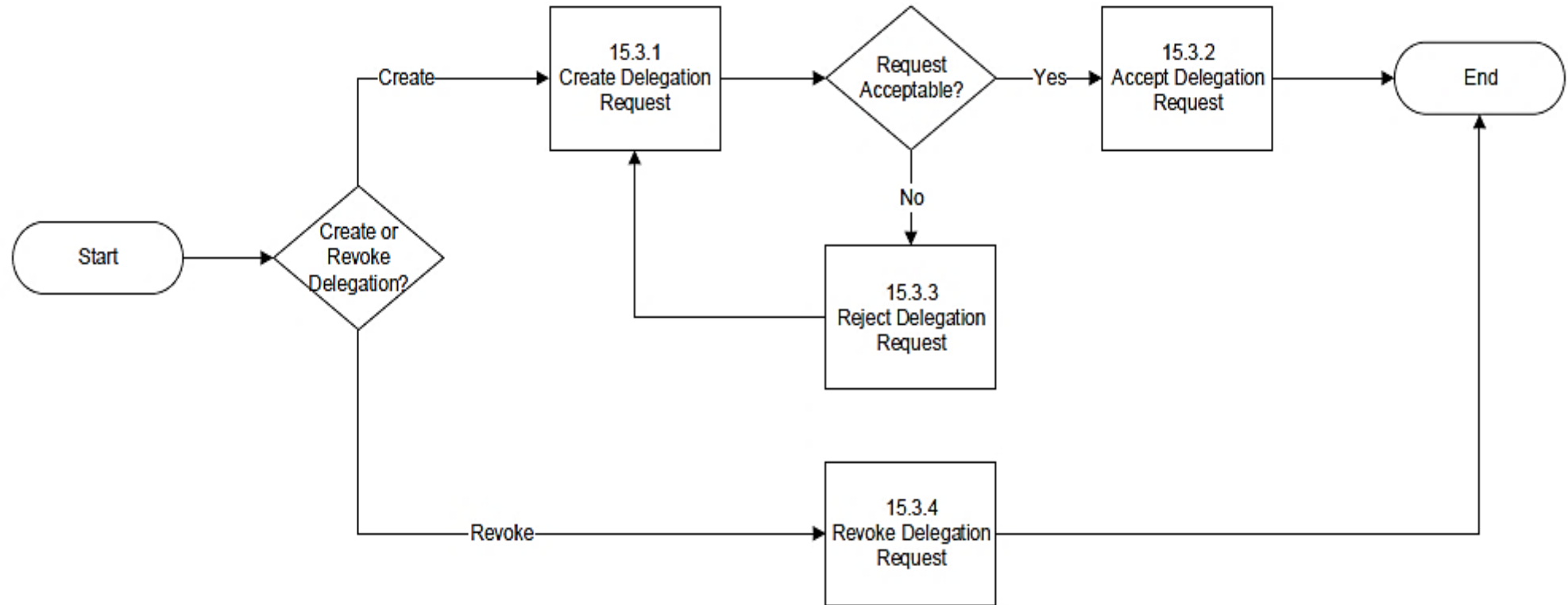
Enroll and Maintain Time Reporters and Comp Plan Enrollment Process
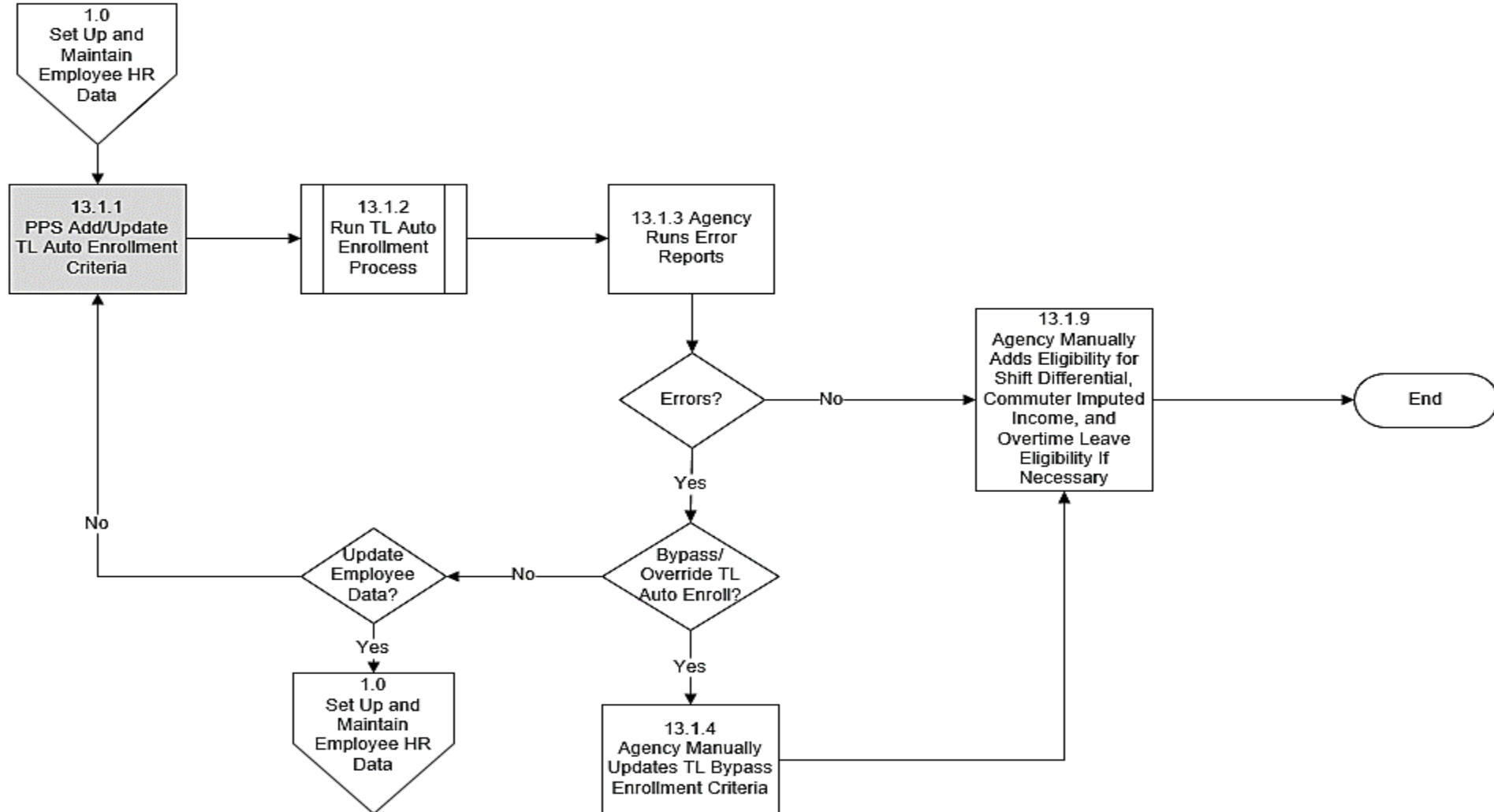
Create and Maintain Employee Work Schedules
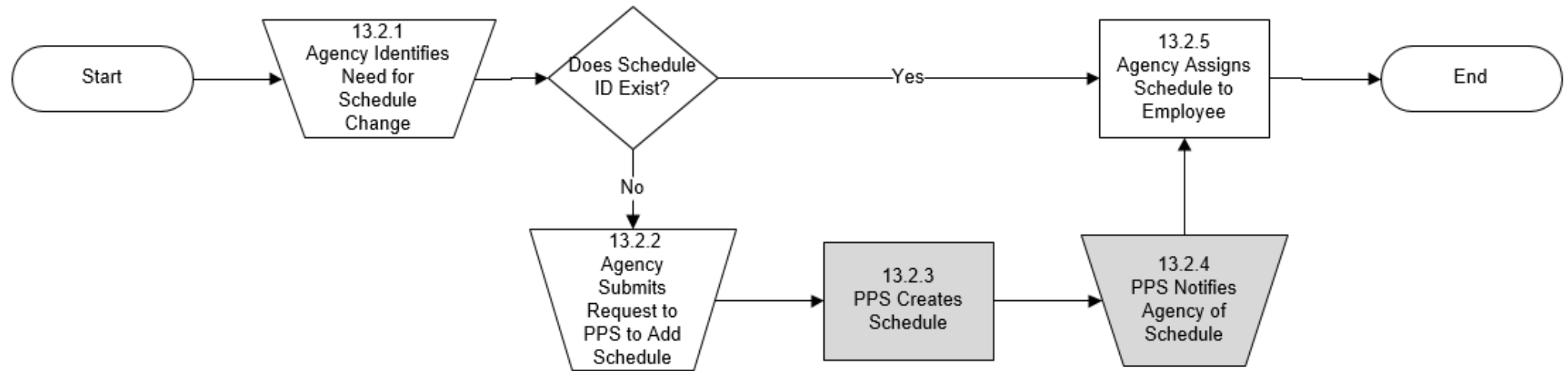
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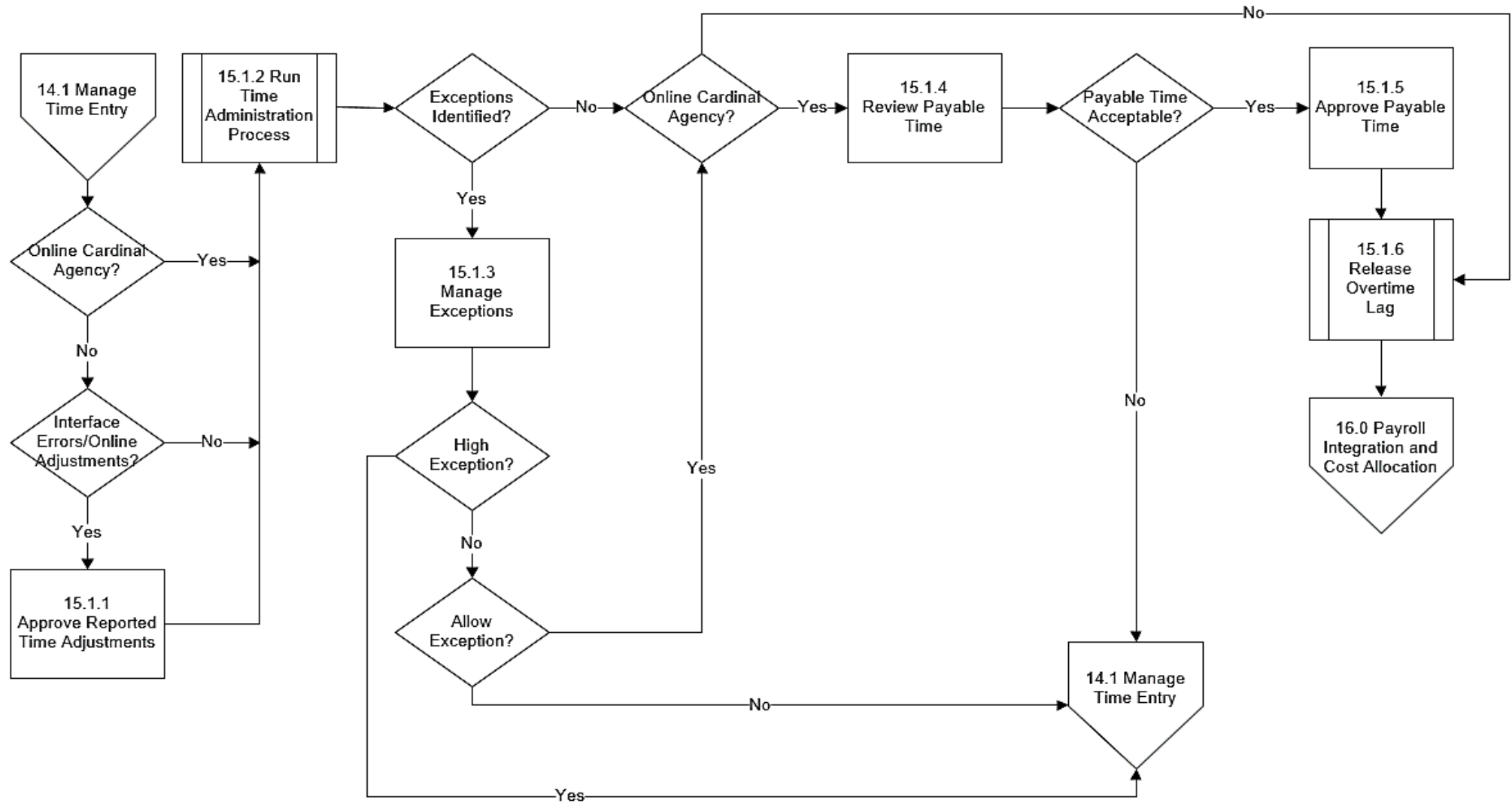
Administer Absence Processing
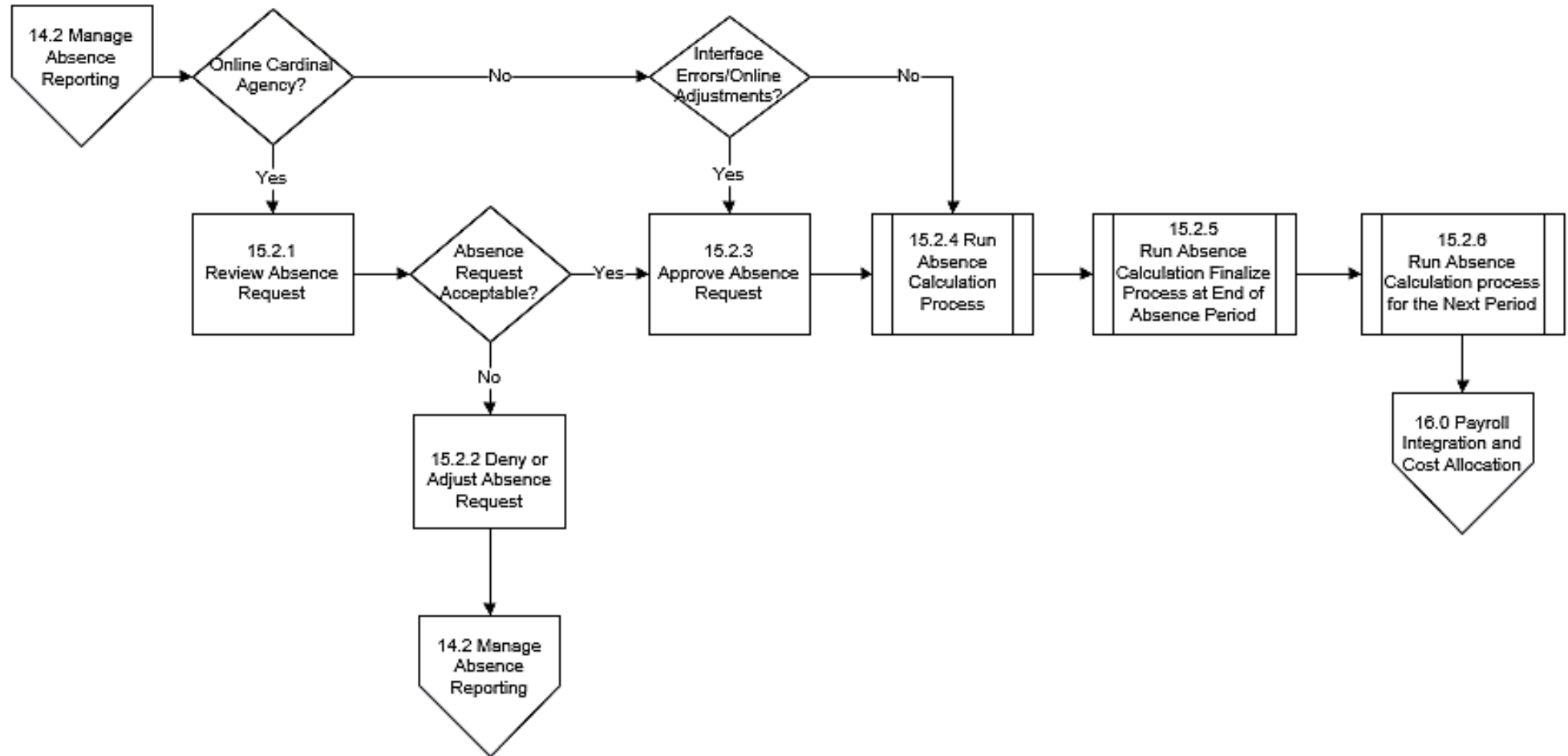
Integration between Cardinal Time & Attendance and Payroll
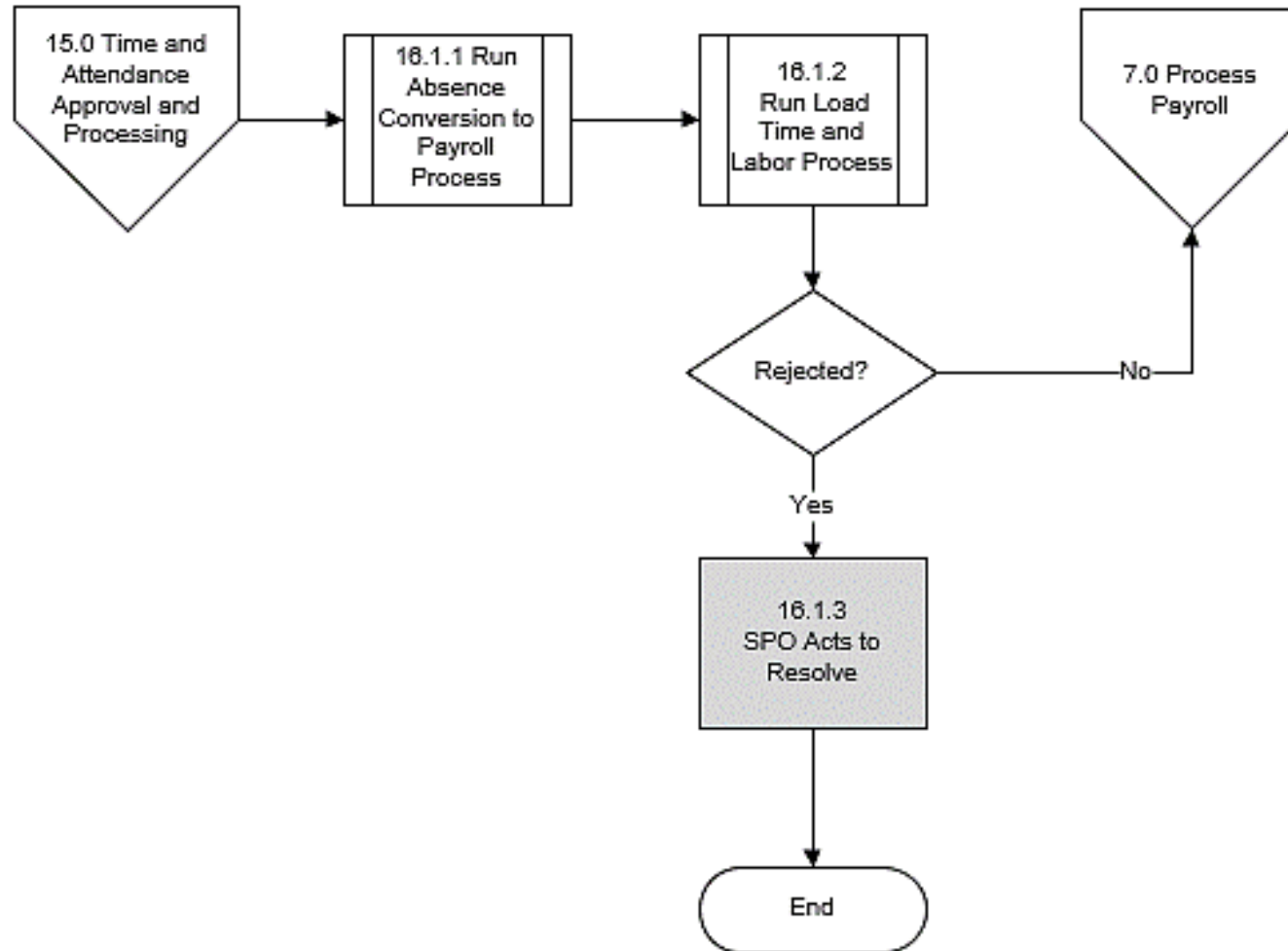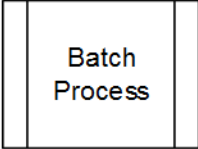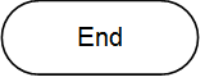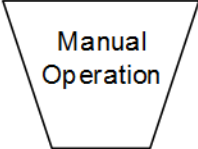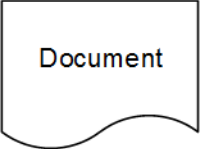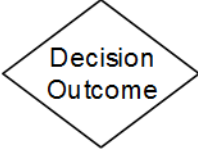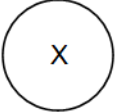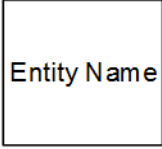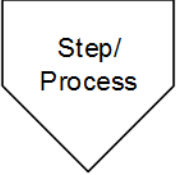
Cost Allocation of Time after Payroll

Flowchart Key

Symbol	Description	Symbol	Description
Step Description	Depicts a process step or interface.	**Start**	Indicates point at which the process begins. Does not represent any activity.
Batch Process	Specifies a batch process.	**End**	Indicates point at which the process ends. Does not represent any activity.
Manual Operation	Depicts a process step that is preformed manually.	**Document**	Depicts a document of any kind, either electronic or hard copy.
Decision Outcome	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.	**X**	Indicates an on-page or intra process connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
Entity Name	Represents an entity (person, organization, etc.).	**Step/ Process**	Connects steps between business processes.