

HUMAN CAPITAL MANAGEMENT

Timesheet & Absence Entry Enhancements

July 21, 2026

Agenda

01

Cardinal Upgrade Overview

02

New Time & Attendance (TA) Tiles

03

New Timesheet & Live Demonstration

04

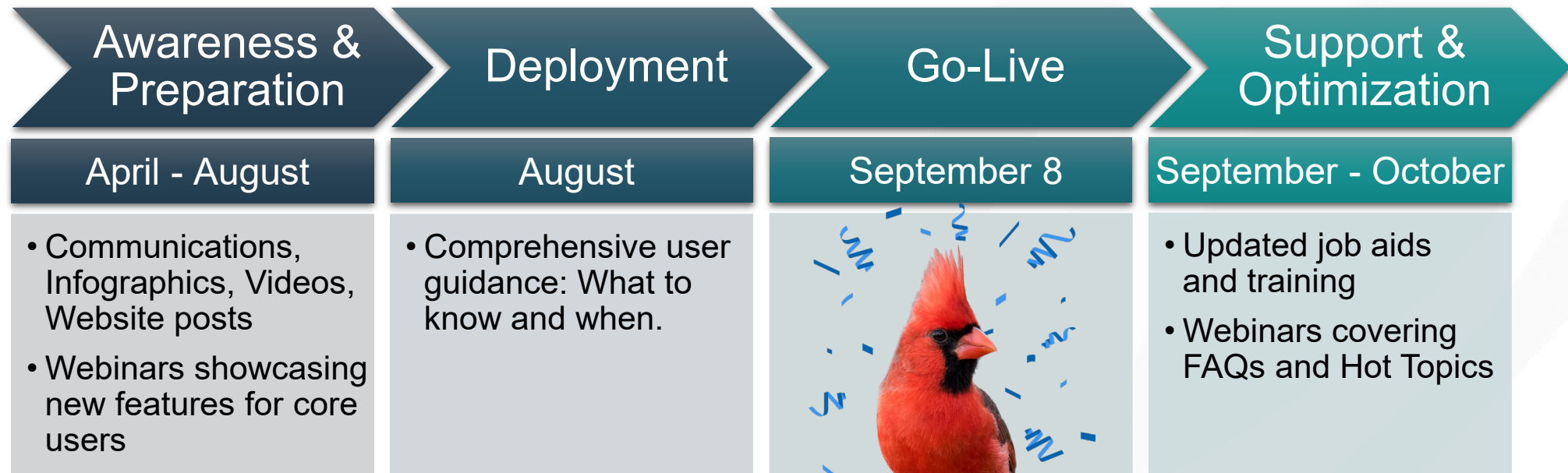
Absence Enhancements & Live Demonstration

05

Q&A and Wrap Up

What is the Cardinal Upgrade?

- The Cardinal team is enhancing the Financials (FIN) and Human Capital Management (HCM) applications.
- This upgrade will deliver a range of new features designed to improve system functionality and your overall user experience.
- Scheduled to go live on **September 8, 2026**.



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Q&A and Wrap Up

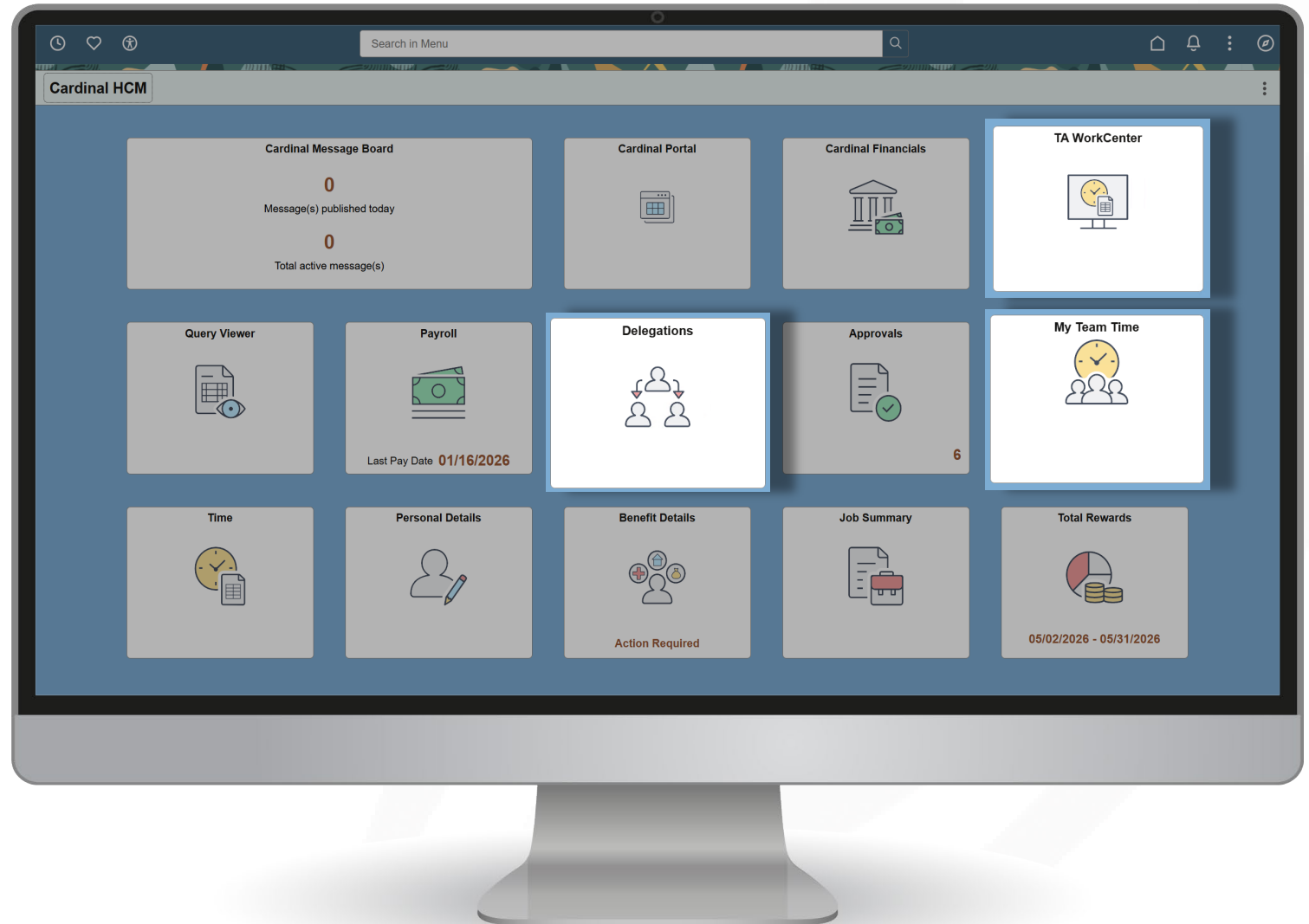
Cardinal HCM Homepage – New TA Tiles

TA WorkCenter*: Opens the new TA WorkCenter

Delegations*: View, create, and administer delegation

My Team Time: TA Supervisors can directly access timesheet and absences for direct and indirect reports

*Learn more at the August 12 webinar!



Cardinal Time Tile Pages

The screenshot displays the 'Time' section of the Cardinal system. A sidebar on the left lists various time-related functions, and the main area shows a timesheet interface for a specific workgroup.

Time

- Timesheet
- Enter Time
- Time Summary
- Exceptions
- Enter Time by Day
- Payable Time
- Leave / Comp Time
- Manage Absence
- Cancel Absences
- View Requests
- Absence Balances
- Comprehensive Absence Summary
- Approval Monitor

Access the Timesheet to Enter Time, view a Time Summary page, and Review Exceptions

Users can Enter Time by Day and view Payable Time

View Leave/Comp Time

Submit Absences, Request to Cancel Absences, View Absence Requests

Review Absence Balances and the Comprehensive Absence Summary page.

Access the Approval Monitor page to check approval status and information

The main interface shows a timesheet for Workgroup SE2P071E2. It includes a 'View By' dropdown set to 'Weekly', a 'Submit' button, and a table of dates (16 Thu, 17 Fri, 18 Sat, 19 Sun) with corresponding time entries (0 of 8, 0 of 8, 0 of 0, 0 of 0). Below this, there is a table with columns for dates and time entries, showing values like 8.00.

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New Cardinal Timesheet

The new timesheet opens by default to the weekly view and refreshes automatically when the view by selection or dates are changed.

Enter Time

Employee ID

Empl Record 0

Time Reporting Type Exception

Earliest Change Date 04/25/2026

Workgroup SE2P071E2

<

>

July 13, 2026 - July 19, 2026

*View By

Weekly

Scheduled 40.00

Reported 0.00 Hours

Submit

*Time Reporting Code

Row Totals

13 Mon

14 Tue

15 Wed

16 Thu

17 Fri

18 Sat

19 Sun

Taskgroup

Business Unit

Telework

Agency Value

ChartFields

0 of 8

0 of 8

0 of 8

0 of 8

0 of 8

0 of 0

0 of 0

50100CCRQ

50100

ChartFields

Time Summary

Absences

Exceptions

Payable Time

Category

Total

Mon 13

Tue 14

Wed 15

Thu 16

Fri 17

Sat 18

Sun 19

Total Reported Hours

Total Scheduled Hours

Schedule Deviation

40.00

8.00

8.00

8.00

8.00

8.00

8.00

Timesheet – Set View Options

Enter Time

Employee ID [redacted]
Empl Record 0

Time Reporting Type Exception
Earliest Change Date 04/25/2026

Use the View By drop-down to change the timesheet view to Bi-Weekly, Monthly, or Period.

*View By Weekly ▾
Bi-Weekly
Monthly
Period
Weekly

July 13, 2026 - July 19, 2026

Scheduled 40.00 | Reported 0.00 Hours

Click the three dots (...) for more options, including Save for Later and Request Absence.

Submit ...

Save for Later
Request Absence

Use the arrow buttons to jump to the next or previous week, or click the calendar icon to select a specific date.

Calendar

July 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

< Current Date >

Timesheet – Entering Time

The timesheet now defaults to only one row. Additional rows can be added/removed by using the + or – buttons.

Enter Time

Employee ID

Empl Record 0

Time Reporting Type Exception

Earliest Change Date 04/

Workgroup SE2P071E2

July 13, 2026 - July 19, 2026

Scheduled 40.00 | Reported 0.00 Hours

Status Bar: The visual bar quickly indicates if a day's recorded hours are under, over, or equal to the user's schedule.

*View By Weekly

Submit

*Time Reporting Code

REG - Regular Hours

Row Totals

13 Mon 8 of 8

14 Tue 6 of 8

15 Wed 8 of 8

16 Thu 8.5 of 8

17 Fri 8 of 8

18 Sat 0 of 0

19 Sun 0 of 0

38.50

+

-

8.00

6.00

8.00

8.50

8.00

The Time Reporting Code selection is now at the beginning of the timesheet

	Mon 13	Tue 14	Wed 15	Thu 16	Fri 17	Sat 18	Sun 19
	8.00	8.00	8.00	8.00	8.00		
	8.00	8.00	8.00	8.00	8.00		

Approval Monitor Page

Track and filter time and absence requests by Approval Type, Approval Status, and specified Date range.

Time

Timesheet

Enter Time by Day

Payable Time

Leave / Comp Time

Manage Absence

Cancel Absences

View Requests

Absence Balances

Comprehensive Absence Summary

Approval Monitor

View Approval Status

Search Criteria

*Employee ID

Employee Record

0

*From Date

*To Date

*Approval Type

*Approval Status

Clear

Search

Search Results

	Employee ID	Employee Record	Employee Name	Approval Type	Absence Name / TRC Description	Transaction Date	End Date	Approval Status	Approver ID	Approver Name	Approver Email Address
1		0									

Save

Using the Approval Monitor

Search Criteria: Complete all fields to view results.

Search Results: Displays all matching records. Each entry includes:

- **Request Details:** Absence Name/TRC Description and Transaction Date
- **Approver Details:** Name, Email Address, and Phone Number

View Approval Status

Search Criteria

*Employee ID Employee Record *From Date *To Date

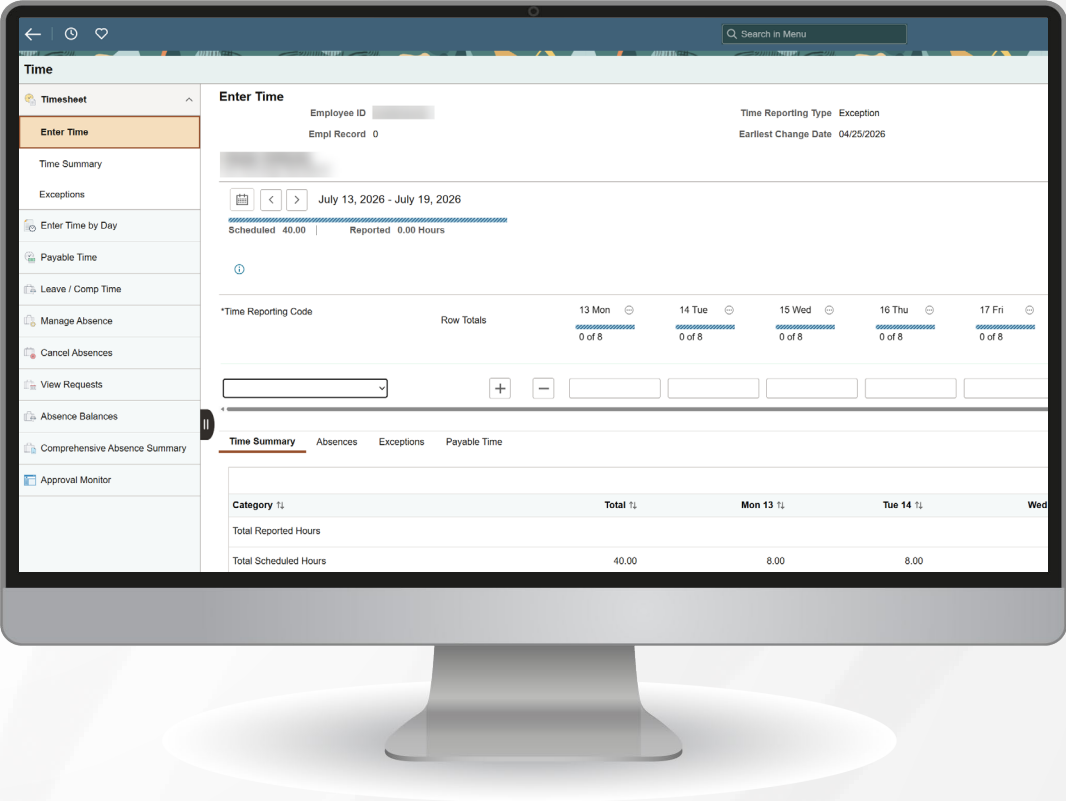
*Approval Type *Approval Status

Search Results

	Employee ID	Employee Record	Employee Name	Approval Type	Absence Name / TRC Description	Transaction Date	End Date	Approval Status	Approver ID	Approver Name	Approver Email Address	Approver Business Phone Number	Approver Cell Phone Number
1		2		TLPayableTime	OT @ Straight Time	05/17/2026		Needs Approval					
2		2		TLPayableTime	Regular Earnings - Salaried	04/03/2026		Needs Approval					
3		2		TLPayableTime	Regular Earnings - Salaried	04/02/2026		Needs Approval					

LIVE DEMONSTRATION

Timesheet Entry



Additional TA Enhancements

New My Team Time
Tile

Real-Time Absence
Forecasting

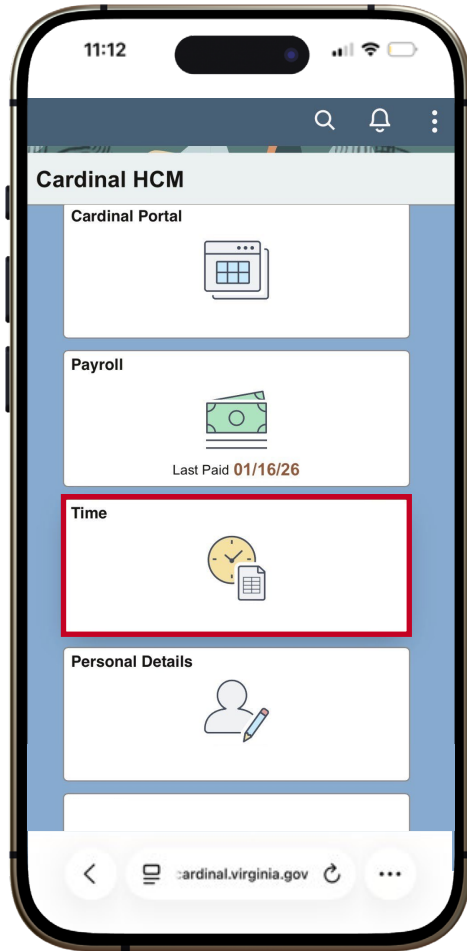
Employee Context
Retained Across
Team Time Pages

Centralized
Delegation

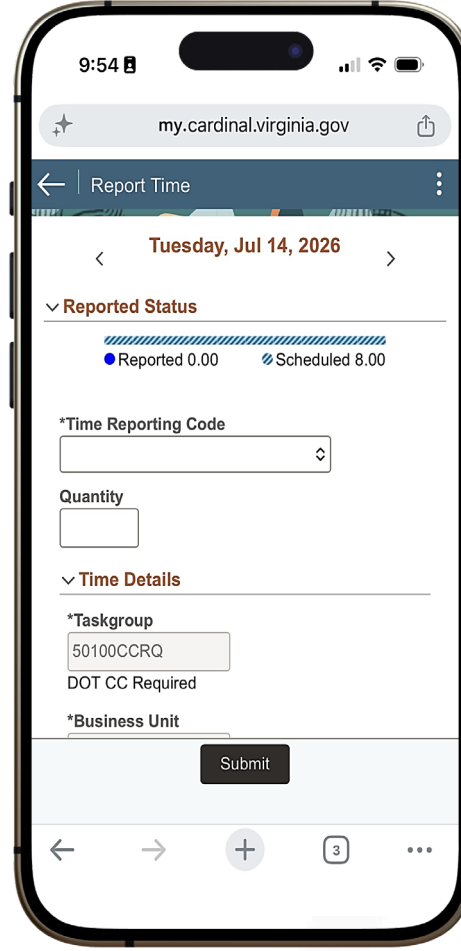
Enhanced Reported
Time Audit

Employee-Initiated
Cancellation of
Approved Leave

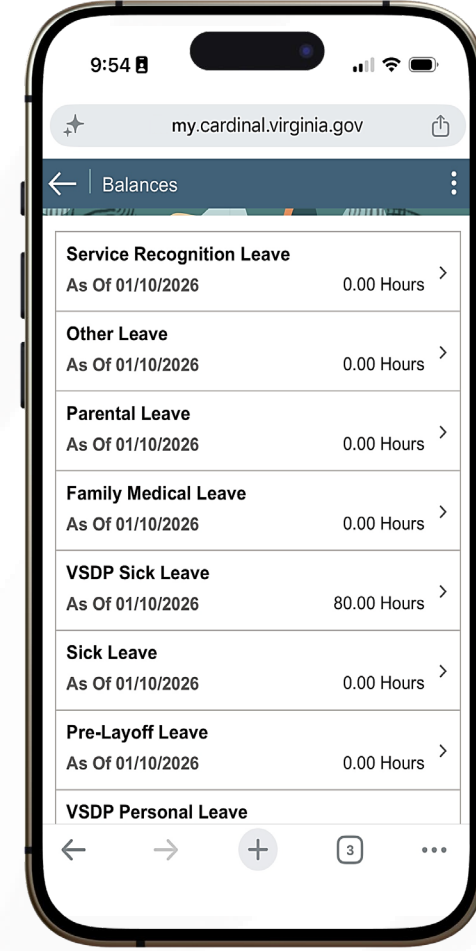
TA Mobile Functionality



Time Tile on Homepage



Enter Time by Day



View Balances



Q & A

Next Steps

EXPLORE THE CARDINAL UPGRADE WEBPAGE

 cardinalproject.virginia.gov/upgrade



Communications & Infographics



Videos



Webinar Recordings & Presentations



Go-Live Resources (Coming Soon!)

Share Your Feedback!

Scan the QR code or click the link below to take a brief survey.



forms.office.com/g/JC56ehPS7C

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Q&A and Wrap Up

Manage Absence Page

The **Manage Absence** page will feature a completely refreshed and simplified layout.

The screenshot shows the 'Manage Absences' page. On the left is a sidebar with a 'Time' section containing links: Timesheet, Enter Time by Day, Payable Time, Leave / Comp Time, **Manage Absence** (highlighted), Cancel Absences, View Requests, Absence Balances, Comprehensive Absence Summary, and Approval Monitor. The main content area is titled 'Manage Absences' and includes a 'View all requests' link. A red box highlights three recent absence entries, each showing 'Vacation' status, dates, hours, and an 'Approved' status. A callout points to these entries, stating: 'Displays the three most recently entered absences.' Below this is a 'Create a new Request' section, also highlighted with a red box. It contains fields for '*Start Date' (07/10/2026), 'End Date' (07/10/2026) with a '+1 Day' button, and '*Absence Name' (a dropdown menu). An 'Apply Absence' button is next to the dropdown. A 'Submit' button is located to the right of the form. A callout points to the form fields, stating: 'Create an Absence Request: Enter the start and end dates, select the Absence Name, and click **Apply Absence**.'

Time

- Timesheet
- Enter Time by Day
- Payable Time
- Leave / Comp Time
- Manage Absence**
- Cancel Absences
- View Requests
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- Comprehensive Absence Summary
- Approval Monitor

Manage Absences

[View all requests](#)

Vacation 01/02/2026 7.00 Hours Approved	Vacation 12/31/2025 4.00 Hours Approved	Vacation 12/24/2025 3.50 Hours Approved
---	---	---

[Create a new Request](#)

*Start Date: 07/10/2026 End Date: 07/10/2026 +1 Day

*Absence Name: Select Absence Name [Apply Absence](#)

[Submit](#)

Create an Absence Request: Enter the start and end dates, select the Absence Name, and click **Apply Absence**.

Absence Entry

Manage Absences

Vacation
01/02/2026
7.00 Hours
⌚ Approved ⋮

Vacation
12/31/2025
4.00 Hours
⌚ Approved ⋮

Vacation
12/24/2025
3.50 Hours
⌚ Approved ⋮

[View all requests](#)

Create a new Request

*Start Date07/10/2026📅

*Absence NameVacation⌵

Apply Absence

End Date07/10/2026📅+1 Day

*ReasonVacation⌵

Submit

Check Eligibility

View Eligibility Details

Partial DaysNone>

Duration8.00Hours

Comments

Balance Information As Of 07/10/2026

Vacation

01/10/2026 - 01/09/2027294.50

The current balance for the selected absence type is displayed automatically.

After clicking the Apply Absence button the Reason field displays.

Use the **Check Eligibility** button to quickly confirm if the absence request is valid.

Cancel Absences

Users can now submit a request to Cancel an Absence for absences in Approved status. This request is routed to their Reports To Supervisor.

The screenshot displays the 'Cancel Absences' interface. On the left is a sidebar menu under the 'Time' header, containing options like 'Timesheet', 'Enter Time by Day', 'Payable Time', 'Leave / Comp Time', 'Manage Absence', 'Cancel Absences' (highlighted), 'View Requests', 'Absence Balances', 'Comprehensive Absence Summary', and 'Approval Monitor'. The main content area is titled 'Cancel Absences' and shows a 'View Requests' section with 43 rows. A table lists requests with columns for type, status, date, and duration. A red box highlights the first row: 'Vacation', 'Approved', '01/02/2026', '7 Hours', and 'Processed'. A red arrow points from this row to a callout box that says 'Select the Absence to request the Cancelation.'

Type	Status	Date	Duration	Action
Vacation	Approved	01/02/2026	7 Hours	Processed
Vacation	Approved	12/31/2025	4 Hours	
Vacation	Approved			

Canceling an Absence

Cancel Absence

[Return to Cancel Absences](#)

The Absence Details display. The user can enter **Comments** about the request and then click **Cancel Absence** to submit the request to their Reports To Supervisor.

Cancel Absence

Absence Details

Start Date 01/02/2026

End Date 01/02/2026

Absence Name Vacation

Reason Vacation

Duration 7.00 Hours

Status Approved

Comments

Comments

Processing Details

Status Processed

Processed Time 7 Hours

Paid 7 Hours

Unpaid 0 Hours

Period 12/25/2025 - 01/09/2026

Request History

Canceling an Absence - Submitted

Q Search in Menu



Absence Request is Submitted for Cancellation. 

Absence Details

Start Date 12/19/2025

End Date 12/19/2025

Absence Name Vacation

Reason Vacation

Duration 5.50 Hours

Status Approved

Comments

Cancel Status Submitted

Comments

Processing Details

Status Processed

Paid 6 Hours

Period 12/10/2025 - 12/24/2025

Request History

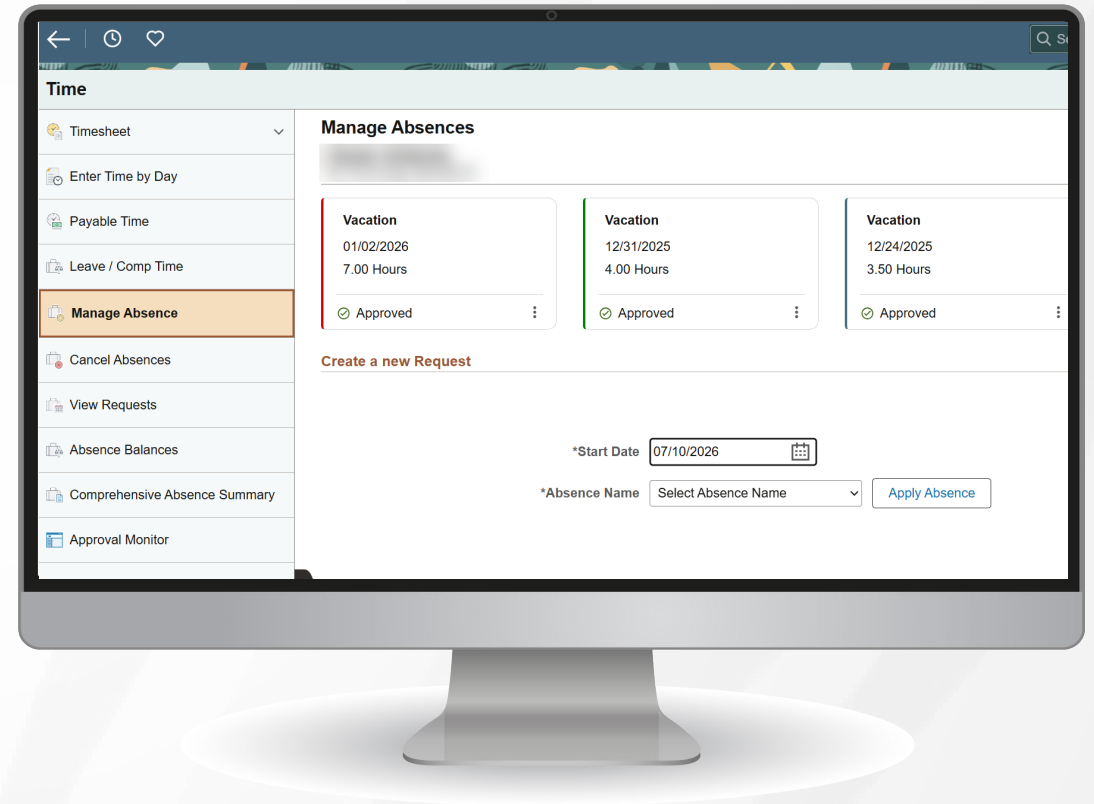
Approval Chain

The Absence Details will now display a Cancel Status of Submitted.

Users can view the **Approval Chain** to see who it was routed to and the status of the request.

LIVE DEMONSTRATION

Absence Entry





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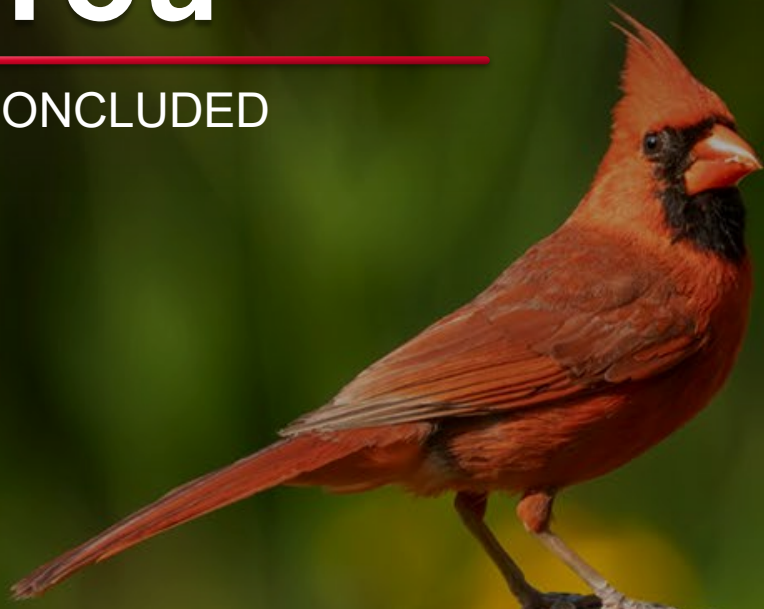
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Thank You

PRESENTATION CONCLUDED



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