



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

Time Entry Scenarios – Exception Time Reporters Overview

This Job Aid provides scenarios related to online time entry in Cardinal for Exception Time Reporters. The type of time reporter displays on the **Timesheet** page in the **Time Reporter Type** field.

Exception Time Reporters enter exceptions when the work hours differ from the Work Schedule. Even if the Work Schedule rotates, there is an expectation for the employee to work the set number of hours on the selected days of the week as defined by the employee's Work Schedule.

If an employee worked their assigned Work Schedule for the week without exceptions, they do not need to submit a timesheet. Cardinal generates hours based on the scheduled work hours.

The following are examples of exceptions that must be reported on the Timesheet:

- Employee worked a different day than their Work Schedule.
- Employee worked more than the number of hours scheduled as overtime or other types of hours such as on-call, uncompensated overtime, etc.
- Employee worked their normal schedule but needs to charge some (or all) hours to a different department or project by entering a different ChartField distribution.
- Employee teleworked some or all days of their Work Schedule. The employee must enter the "TELE" code on their timesheet.

Note: If an exception is reported on a day, then all hours for that day must be reported for that day.

It is important to enter and submit time correctly on the timesheet in order for it to route for approval. Be sure to follow agency guidelines as to when timesheets need to be submitted.

Salaried employees must submit time for overtime and shift payments to be processed and paid, for accounting distributions to be accurate, and for absences to be updated timely (for agencies using Cardinal as their leave system of record).

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.



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Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
4/6/2022	Baseline.

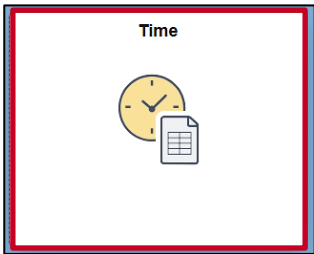
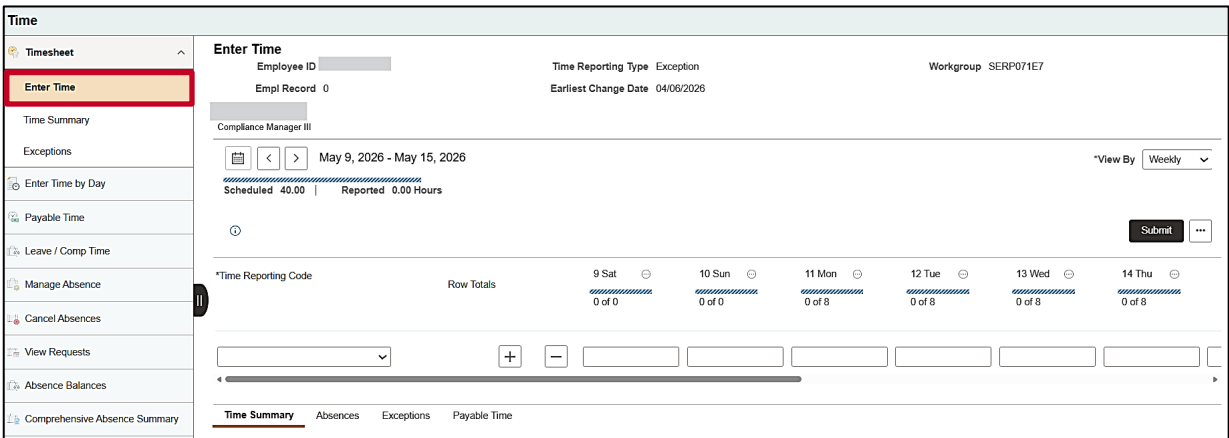


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Entering Regular Time and Multiple ChartField Distributions

In this scenario, time is being entered for regular hours worked and charged to two different ChartField distributions. The employee's Work Schedule is Monday – Friday eight hours a day.

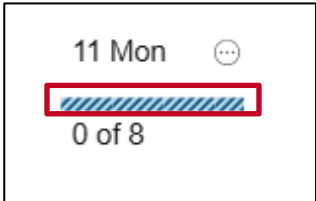
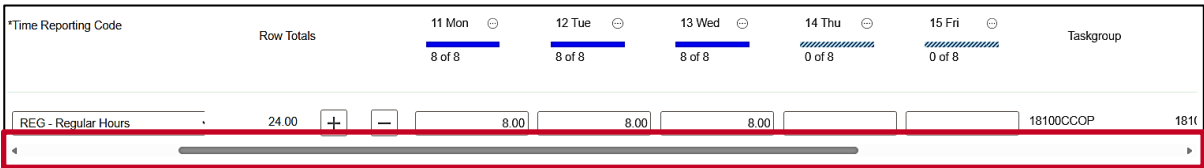
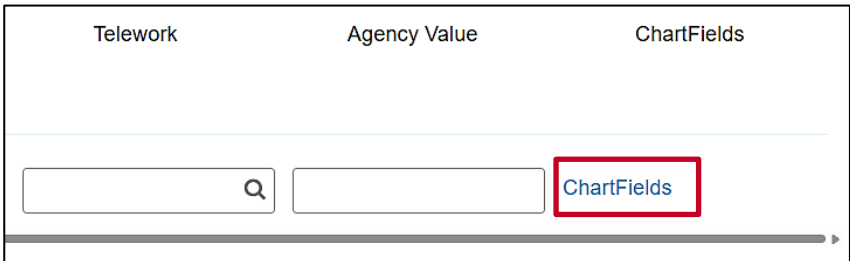
Step	Action
1.	Navigate to the Enter Time page by clicking the Time tile on the Cardinal HCM Homepage. 
The Enter Time page displays by default. 	
2.	Verify the Timesheet displays for the time being reported by reviewing the dates that display. 

Step	Action
	The View By field defaults to “Weekly” which indicates how the Timesheet will display. *View By Weekly ▼ Note: Change the view of the Timesheet by using the View By dropdown button to view by Bi-Weekly, Monthly, Period, or Weekly. If it is not the correct week, use the Calendar icon or the Previous (<) and Next (>) icons to access the correct week.  < > Click the Navigation Area tab to hide the Transaction Panel section to view more of the Timesheet. 
3.	Click the Time Reporting Code dropdown button and select “REG-Regular Hours”. *Time Reporting Code REG - Regular Hours ▼
	For this scenario, it will be regular hours worked that will be charged against the first set of ChartFields in the first available row within the Timesheet grid for Monday through Wednesday.
4.	Enter 8 hours for Mon, Tue, and Wed. 11 Mon  12 Tue  13 Wed   8 of 8  8 of 8  8 of 8 8.00 8.00 8.00



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Step	Action
	The Status Bar displays in “blue” when reported hours correspond to the assigned Work Schedule. “Patterned shading” indicates scheduled hours. When reported hours exceed the assigned Work Schedule, the Status Bar displays in “orange” to highlight the additional hours. 
5.	Use the Scrollbar to scroll to the right. 
6.	Click the ChartFields link. 



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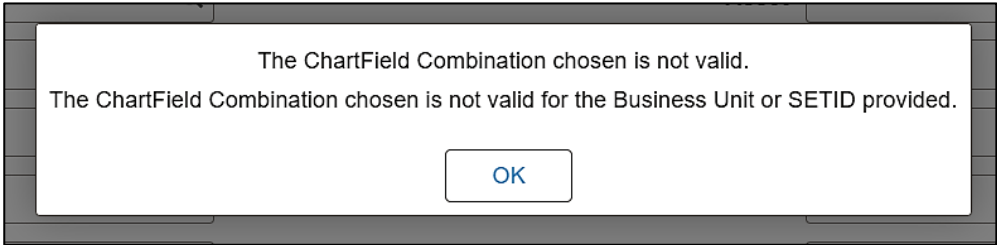
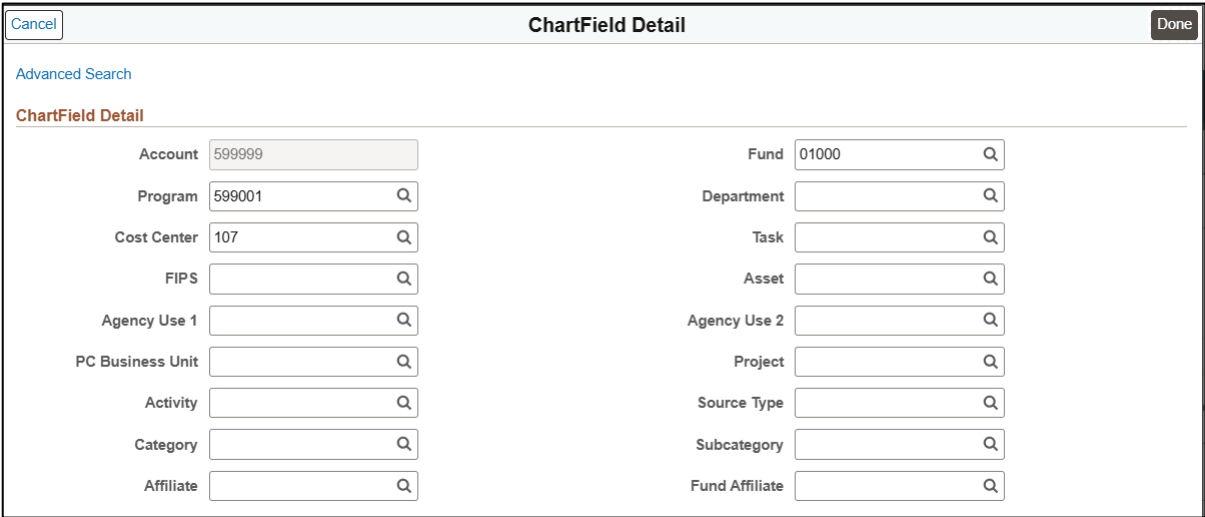
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Step	Action
	The ChartField Detail page displays in a pop-up window.
7.	Enter the ChartField information (charge distribution) for the hours entered or use the Advanced Search link to search using a SpeedType Key. Note: If the employee has questions regarding which ChartField Details to enter, they should contact their supervisor for guidance.
	For details about entering ChartFields 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.
8.	Click the Done button once ChartFields has been entered.



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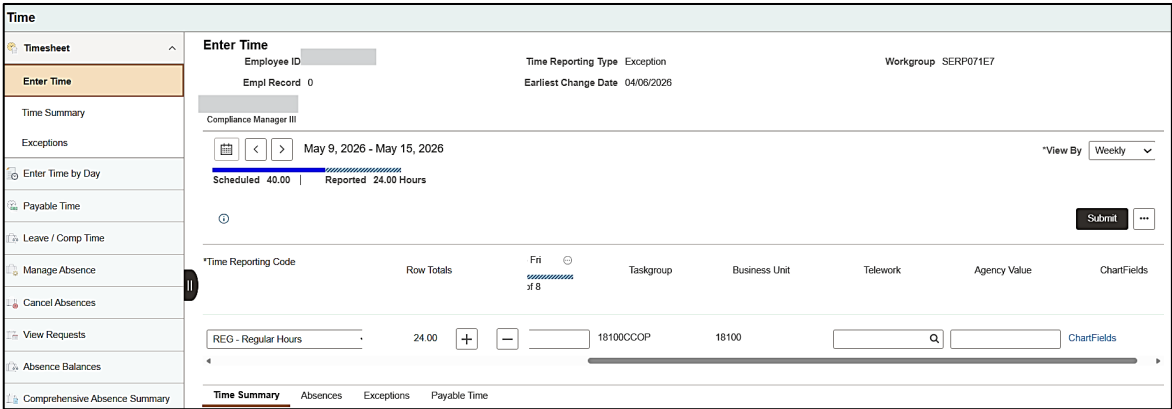
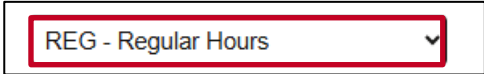
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Step	Action
	If the ChartField entered is valid, the Enter Time page displays. Proceed to Step 12. If the ChartField entered is invalid, a notification displays in a pop-up window. Proceed to the next Step. 
9.	Click the OK button on the message. 
The ChartField Detail page redisplay. 	
10.	Make the applicable updates. Note: The employee should contact their supervisor if they have questions related to ChartField entry.
11.	Click the Done button. 



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Step	Action
	The Enter Time page redispays. 
12.	Click the Add a Row (+) button to add the row. 
13.	Click the Time Reporting Code dropdown for the second row and select “REG – Regular Hours”. 
14.	Enter 8 hours for Thu and Fri on the second row. 
13.	Repeat Steps 7 – 9 to enter the second ChartField distribution.



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Step	Action
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The **Enter Time** page displays after the valid ChartField (charge distribution) is entered.

Time

Enter Time

Employee ID [redacted] Time Reporting Type Exception Workgroup SERP071E7

Empl Record 0 Earliest Change Date 04/06/2026

Compliance Manager III

May 9, 2026 - May 15, 2026

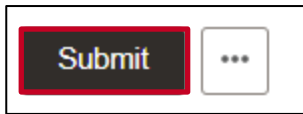
Scheduled 40.00 | Reported 40.00 Hours

Time Reporting Code Row Totals 14 Thu 15 Fri Taskgroup Business Unit Telework

REG - Regular Hours	24.00	8.00	18100CCOP	18100	
REG - Regular Hours	16.00	8.00	18100CCOP	18100	

Time Summary Absences Exceptions Payable Time

16. Click the **Submit** button to submit the time for processing and approval.



A message displays at the top of the **Enter Time** page indicating the time has been submitted.

14. Scroll down as needed and review the **Time Summary** tab to verify the time has been submitted correctly.

Time Summary Absences Exceptions Payable Time							
Category	Total	Sat 9	Sun 10	Mon 11	Tue 12	Wed 13	Thu 14
Regular TRCs	40.00			8.00	8.00	8.00	8.00
Total Reported Hours	40.00			8.00	8.00	8.00	8.00
Total Scheduled Hours	40.00			8.00	8.00	8.00	8.00
Schedule Deviation							

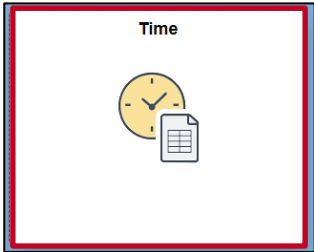
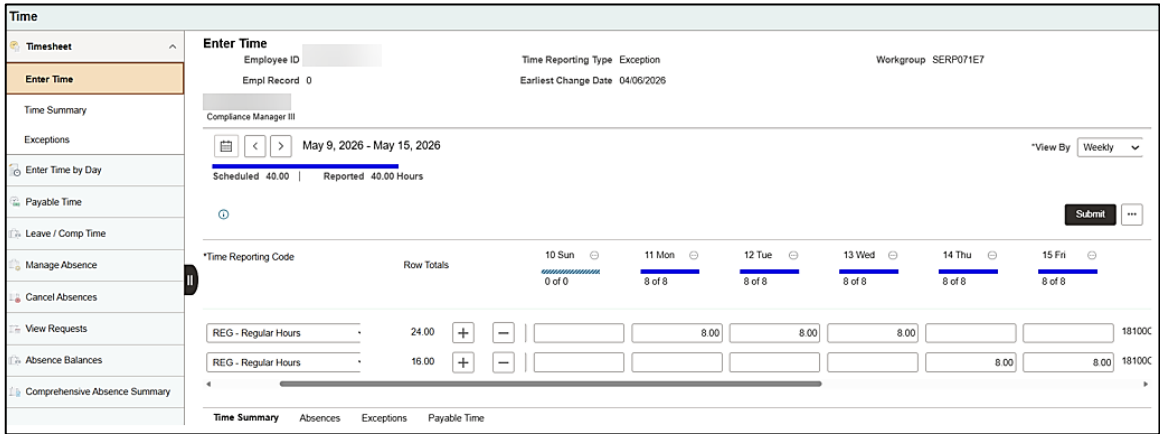


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Making a Timesheet Adjustment

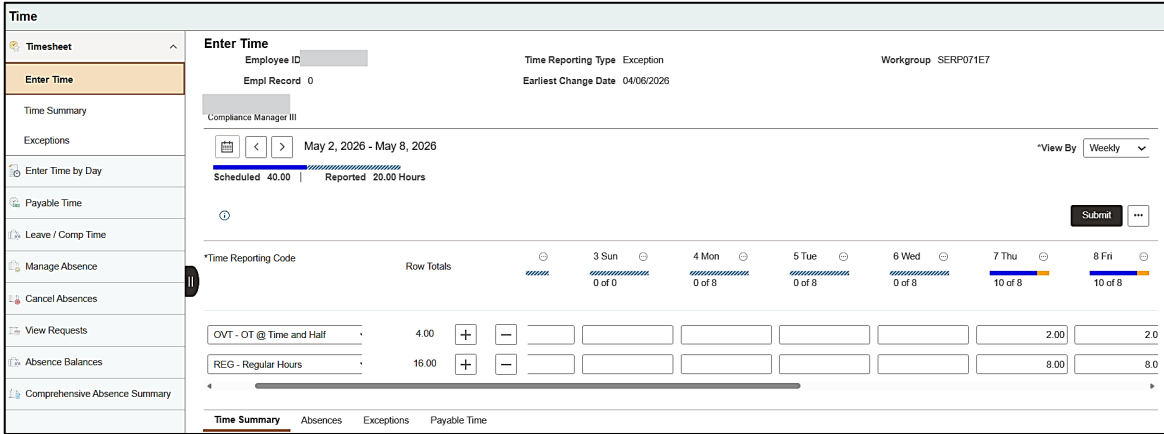
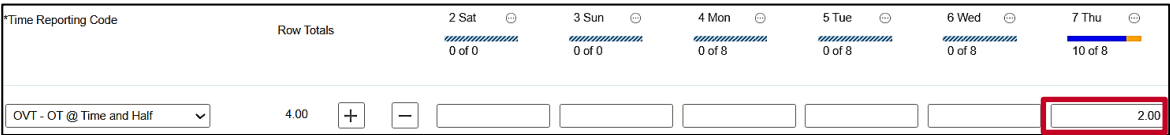
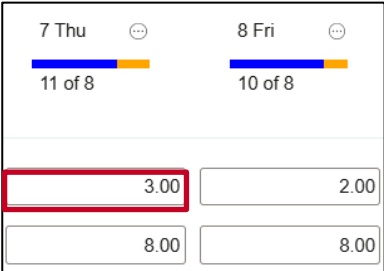
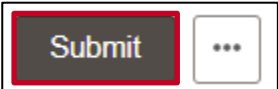
In this scenario, the employee will make an adjustment to time from the previous week. The adjustment is to change the overtime hours worked from 2 hours to 3 hours.

Step	Action
1.	Navigate to the Enter Time page by clicking the Time tile on the Cardinal HCM Homepage. 
The Enter Time page displays by default. 	
	Click the Navigation Area tab to hide the Transaction Panel section to view more of the Timesheet. 
2.	Verify the Timesheet displays for the time being reported by reviewing the dates that display. For this scenario, an adjustment is being made to the previous week. May 9, 2026 - May 15, 2026



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Step	Action
3.	If it is not the correct week, use the Calendar icon or the Previous (<) and Next (>) icons to access the correct week. 
The Enter Time page displays with the previous week. 	
4.	Click the applicable day in the Time Entry grid where the adjustment needs to be made. For this scenario, the overtime is being adjusted from 2 hours to 3 hours. 
5.	Make the update by removing the incorrect hours and replacing it with the updated hours. 
6.	Click the Submit button. 



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Step

Action

A message displays at the top of the **Enter Time** page indicating the time has been submitted.

Time

Timesheet is Submitted for the period 2026-05-02 - 2026-05-08

Enter Time

Empl Record 0

Earliest Change Date 01/25/2026

Time Summary

Compliance Manager III

7.

Review the **Time Summary** tab at the bottom of the **Enter Time** page to verify the updated time was submitted correctly.

Time Summary

Absences

Exceptions

Payable Time

Category T1	Total T1	Sat 2 T1	Sun 3 T1	Mon 4 T1	Tue 5 T1	Wed 6 T1	Thu 7 T1	Fri 8 T1
Overtime TRCs	5.00						3.00	2.00
Regular TRCs	16.00						8.00	8.00
Total Reported Hours	21.00						11.00	10.00
Total Scheduled Hours	40.00			8.00	8.00	8.00	8.00	8.00
Schedule Deviation	-19.00			-8.00	-8.00	-8.00	3.00	2.00



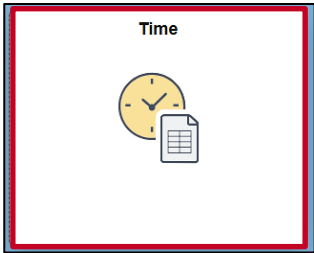
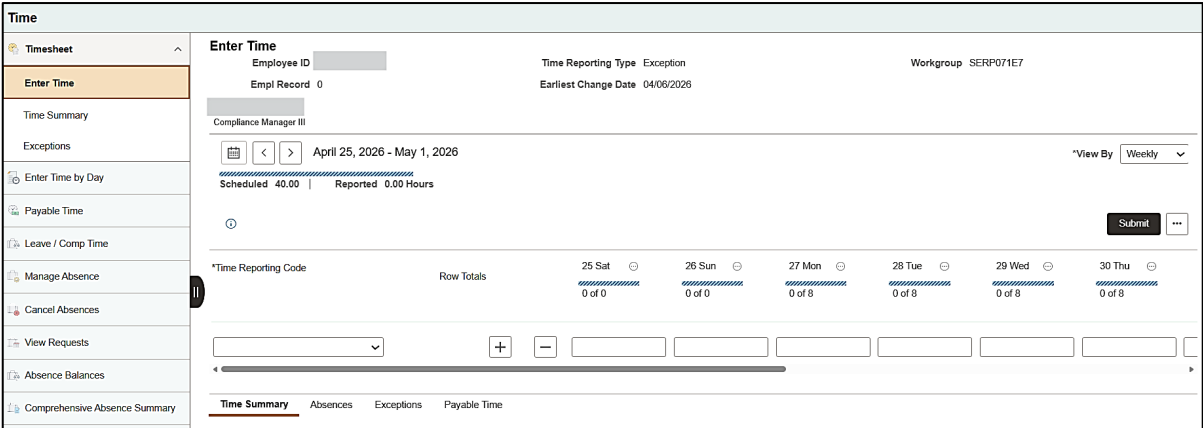
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Uncompensated Overtime and Straight Overtime

In this scenario, time will be entered for regular time, uncompensated overtime, and straight overtime. The employee is scheduled to work Monday to Friday eight hours each day.

An Exception Time Reporter must enter all hours worked on any day where exception hours are reported.

Step	Action
1.	Navigate to the Enter Time page by clicking the Time tile on the Cardinal HCM Homepage. 
The Enter Time page displays by default. 	
	Click the Navigation Area tab to hide the Transaction Panel section to view more of the Timesheet. 
2.	Verify that the correct week displays. 



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Step	Action
	If it is not the correct week, use the Calendar icon or the Previous (<) and Next (>) icons to access the correct week.
3.	Click the Time Reporting Code dropdown button and select “UOS-Uncompensated Overtime”. *Time Reporting Code UOS - Uncompensated Overtime ▼
4.	Enter 3 hours on Tue and 2 hours on Wed for uncompensated overtime hours worked. 28 Tue 3.00 29 Wed 2.00 30 Thu
	Next, the straight overtime needs to be entered, and a new row needs to be added because the time has a different TRC.
5.	Click the Add a New Row (+) icon to add a new time entry row. + -



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Step	Action
6.	Click the Time Reporting Code dropdown button and select “OVS – OT @ Straight Time” for the second row. *Time Reporting Code UOS - Uncompensated Overtime OVS - OT @ Straight Time
7.	Enter the overtime hours. For this scenario, 2 hours of straight overtime for Thu. 28 Tue 3 of 8 29 Wed 2 of 8 30 Thu 2 of 8 3.00 2.00 2.00
	Next, the regular hours need to be entered on the days where exceptions hours are reported. For this scenario, regular hours must be entered for Tuesday, Wednesday, and Thursday.
8.	Click the Add a New Row (+) icon to add a new time entry row. + -



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Step	Action																																													
9.	Click the Time Reporting Code dropdown button and select “REG-Regular Hours” for the third row. *Time Reporting Code UOS - Uncompensated Overtime OVS - OT @ Straight Time REG - Regular Hours																																													
10.	Enter the 8 regular hours for Tue, Wed, and Thu on the Timesheet. <table><tr><td>*Time Reporting Code</td><td>Row Totals</td><td>25 Sat</td><td>26 Sun</td><td>27 Mon</td><td>28 Tue</td><td>29 Wed</td><td>30 Thu</td><td>1 Fri</td></tr><tr><td></td><td></td><td>0 of 0</td><td>0 of 0</td><td>0 of 8</td><td>11 of 8</td><td>10 of 8</td><td>10 of 8</td><td>0 of 8</td></tr><tr><td>UOS - Uncompensated Overtime</td><td>5.00</td><td></td><td></td><td></td><td>3.00</td><td>2.00</td><td></td><td></td></tr><tr><td>OVS - OT @ Straight Time</td><td>2.00</td><td></td><td></td><td></td><td></td><td></td><td>2.00</td><td></td></tr><tr><td>REG - Regular Hours</td><td>24.00</td><td></td><td></td><td></td><td>8.00</td><td>8.00</td><td>8.00</td><td></td></tr></table>	*Time Reporting Code	Row Totals	25 Sat	26 Sun	27 Mon	28 Tue	29 Wed	30 Thu	1 Fri			0 of 0	0 of 0	0 of 8	11 of 8	10 of 8	10 of 8	0 of 8	UOS - Uncompensated Overtime	5.00				3.00	2.00			OVS - OT @ Straight Time	2.00						2.00		REG - Regular Hours	24.00				8.00	8.00	8.00	
*Time Reporting Code	Row Totals	25 Sat	26 Sun	27 Mon	28 Tue	29 Wed	30 Thu	1 Fri																																						
		0 of 0	0 of 0	0 of 8	11 of 8	10 of 8	10 of 8	0 of 8																																						
UOS - Uncompensated Overtime	5.00				3.00	2.00																																								
OVS - OT @ Straight Time	2.00						2.00																																							
REG - Regular Hours	24.00				8.00	8.00	8.00																																							
	If applicable, click the ChartFields link and select or enter the ChartField distribution for any of the rows added. For this scenario, ChartField updates are not required. For more information about entering ChartFields, see the Job Aid titled TA371 Entering and Updating ChartField Distributions on the Timesheet. This Job Aid is located on the Cardinal website in Job Aids under Learning.																																													
11.	Click the Submit button. Submit ...																																													
A message displays at the top of the Enter Time page indicating the time has been submitted. Time Timesheet is Submitted for the period 2026-04-25 - 2026-05-01 Enter Time Empl Record 0 Earliest Change Date 01/25/2026 Time Summary																																														



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Step

Action

12.

Review the **Time Summary** tab at the bottom of the **Enter Time** page to verify the updated time was submitted correctly.

Time Summary

Absences

Exceptions

Payable Time

Category	Total	Sat 25	Sun 26	Mon 27	Tue 28	Wed 29	Thu 30	Fri 1
Overtime TRCs	7.00				3.00	2.00	2.00	
Regular TRCs	24.00				8.00	8.00	8.00	
Total Reported Hours	31.00				11.00	10.00	10.00	
Total Scheduled Hours	40.00			8.00	8.00	8.00	8.00	8.00
Schedule Deviation	-9.00			-8.00	3.00	2.00	2.00	-8.00



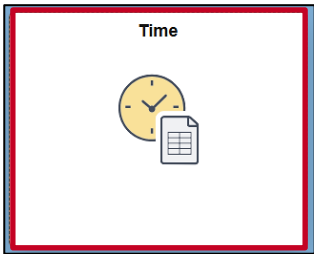
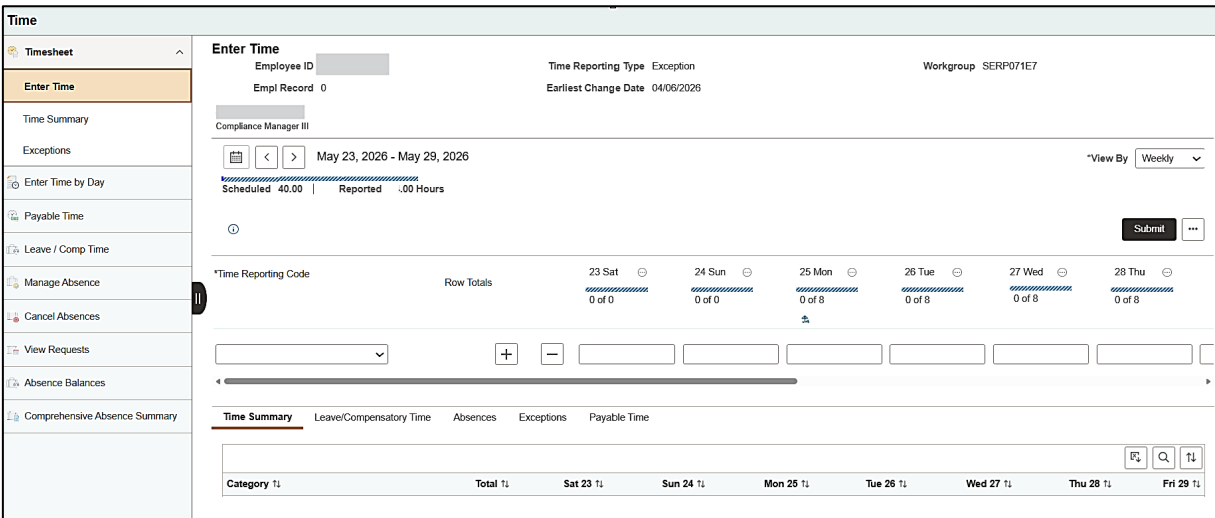
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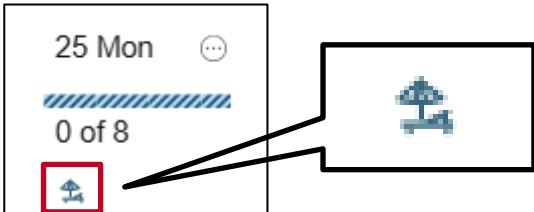
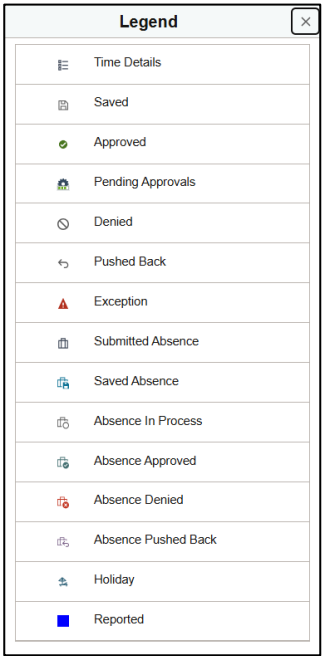
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Reporting Holiday and Leave the Same Week

In this scenario, time is entered for a week which contains a holiday and a leave request. For this scenario, the holiday is 5/25, taking vacation for 5/26 – 5/27, and worked 5/28-5/29.

Note: This scenario only applies to Agencies using Cardinal Absence Management.

Step	Action
1.	Navigate to the Enter Time page by clicking the Time tile on the Cardinal HCM Homepage. 
	The Enter Time page displays by default. 
	Click the Navigation Area tab to hide the Transaction Panel section to view more of the Timesheet. 
2.	Verify the correct week displays. 

Step	Action
	If it is not the correct week, use the Calendar icon or the Previous (<) and Next (>) icons to access the correct week.
	When a holiday occurs during the week, it is populated in payable time but not visible on the Timesheet. The Timesheet displays a “Holiday” icon. Note: When an employee does not work on the holiday, no hours should be entered on that day.  To learn more about the different icons that may appear on the Timesheet grid, click the Info icon  above the Timesheet grid to view the Legend menu with all the icons. 



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Step	Action
	If the employee worked the holiday(s) and entered hours on the holiday, when time is entered or saved, Cardinal displays a message that the reported date is a scheduled holiday. Warning – 2026-05-25 is scheduled as a holiday Reported Date is scheduled as a Holiday. Press OK to Save the Reported Time and return to Timesheet page. Press cancel to return to Timesheet page to save or change your Reported Time. OK Cancel Entering time on a holiday may be appropriate if the employee worked on the holiday or needed to enter other hours to make up the difference between holiday and scheduled hours. For this scenario, the employee did not work the holiday, so no hours are entered for that day.
3.	Click the Related Actions icon next to the Submit button to enter the Absence Request. Submit ... The Related Actions menu displays in a pop-up window. Save for Later Request Absence
4.	Click the Request Absence option. Request Absence The Request Absence page displays in a pop-up window. Request Absence Compliance Manager III *Start Date 05/25/2026 End Date 05/25/2026 +1 Day *Absence Name Select Absence Name Apply Absence Submit



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Step	Action
5.	Update the Start Date and End Date fields with the applicable dates of the absence being taken. *Start Date 05/26/2026 End Date 05/27/2026 +1 Day *Absence Name Select Absence Name Apply Absence
6.	Click the Absence Name dropdown button and select “Vacation” for the absence in this scenario. *Absence Name Vacation
7.	Click the Apply Absence button. Apply Absence

The **Request Absence** page refreshes and additional fields display.

Request Absence

Compliance Manager III

*Start Date 05/26/2026

End Date 05/27/2026 +1 Day

*Absence Name Vacation

Apply Absence

*Reason Select Absence Reason

Partial Days None

Duration 16.00 Hours

Comments

Check Eligibility

Submit

Balance Information As Of 05/25/2026

Vacation

01/10/2026 - 01/09/2027

348.00

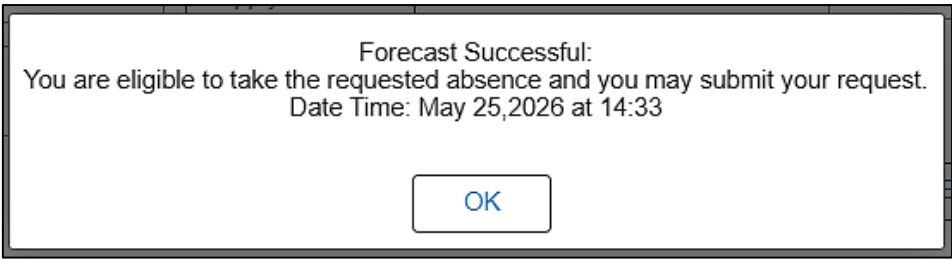
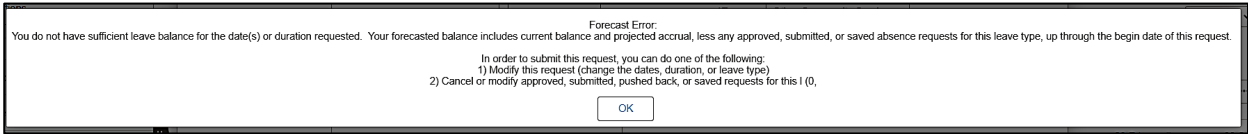
8.	Click the Reason field dropdown button and select the applicable Absence Reason. For this scenario, “Vacation” is selected. *Reason Vacation
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Step	Action				
	The Partial Days option defaults to “None”. In this scenario, no partial days are being requested and no changes are required. Partial Days None > This selection denotes that the absence is made up of full days only. If any of the absence days are partial hours, click the Partial Days dropdown button and select from the following: • All Days – All days are partial days • Start Day Only – Only the start day is partial • End Day Only – Only the end day is partial • None – Default value. None of the days are partial days • Start and End Days – Both the start day and the end day are partial days				
9.	Verify that the Duration Hours field that display are accurate. This field populates the number of hours for the requested absence based on the employee’s Work Schedule and if any partial days were selected. Duration 16.00 Hours				
10.	Add comments in the Comments field if applicable. These comments are visible to others so personal information should not be entered. For this scenario, no comments are entered. Note: This is not a required field. Comments				
	The Balance Information As Of [Date] section displays at the bottom of the page for the absence type selected and provides the current hours available for the absence selected. Balance Information As Of 05/25/2026 <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Vacation</td> <td style="width: 40%; text-align: right;">348.00</td> </tr> <tr> <td colspan="2" style="padding-top: 5px;">01/10/2026 - 01/09/2027</td> </tr> </table>	Vacation	348.00	01/10/2026 - 01/09/2027	
Vacation	348.00				
01/10/2026 - 01/09/2027					



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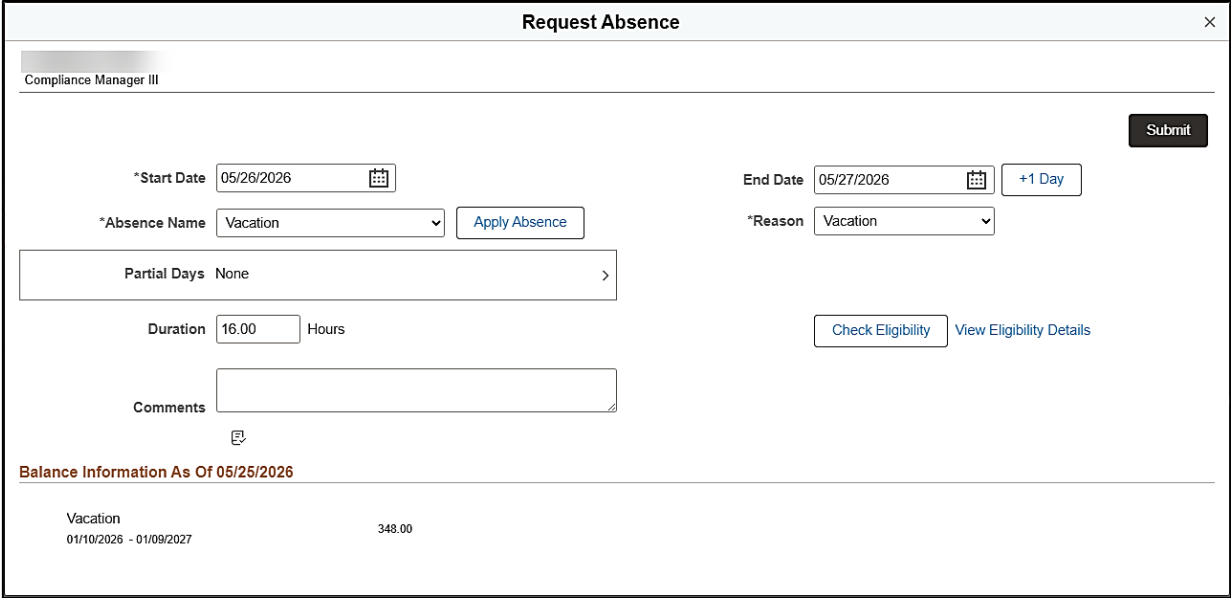
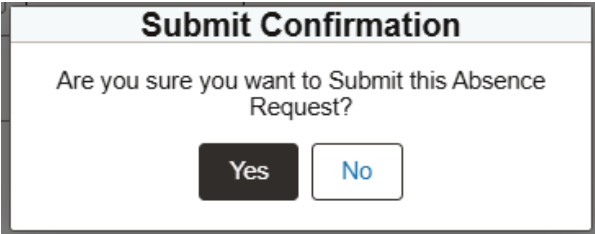
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Step	Action
11.	Click the Check Eligibility button to verify the hours for the request. 
The Forecast Successful message displays. 	
	If the employee does not have a sufficient balance for the dates or duration requested, a Forecast Error message displays. The employee will not be able to submit the request if a Forecast Error message is received. 
12.	Click the OK button on the Forecast Successful message. 



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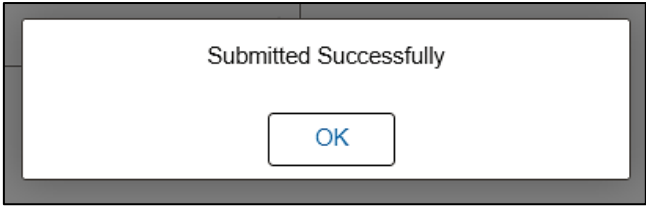
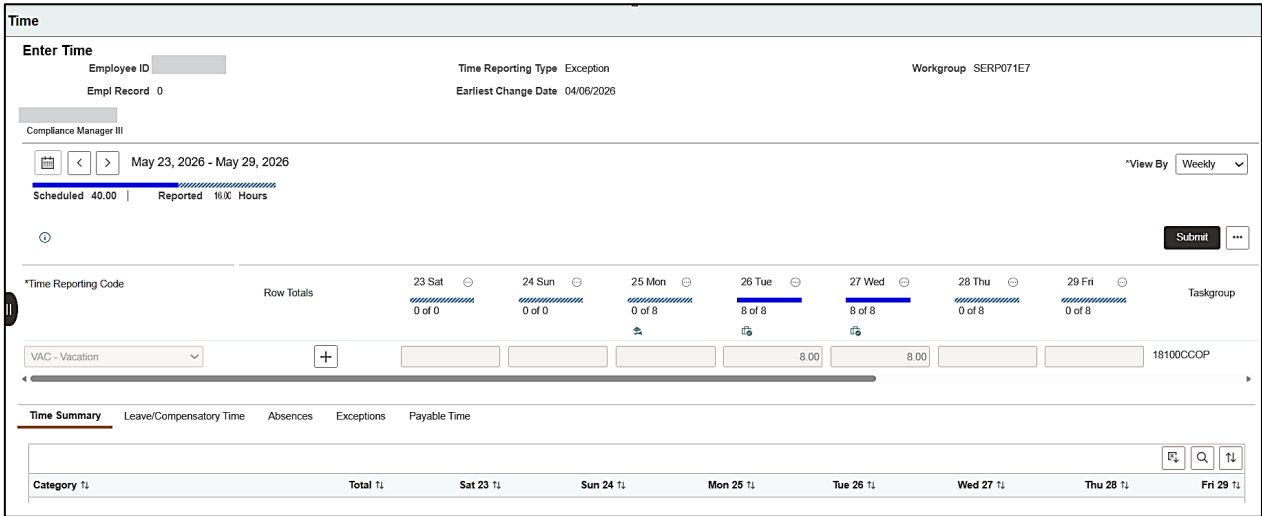
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Step	Action
	The Request Absence page refreshes. 
	Optionally, click the View Eligibility Details button to view the details of the Absence Type balance after the absence is taken and the forecasted paid and unpaid hours taken in this Absence Request. 
13.	Click the Submit button. 
	A Submit Confirmation message displays in a pop-up window. 



ESS Time & Attendance Job Aid

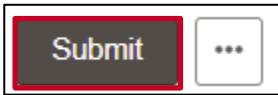
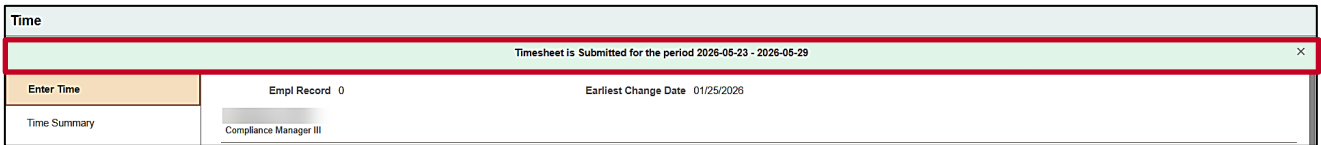
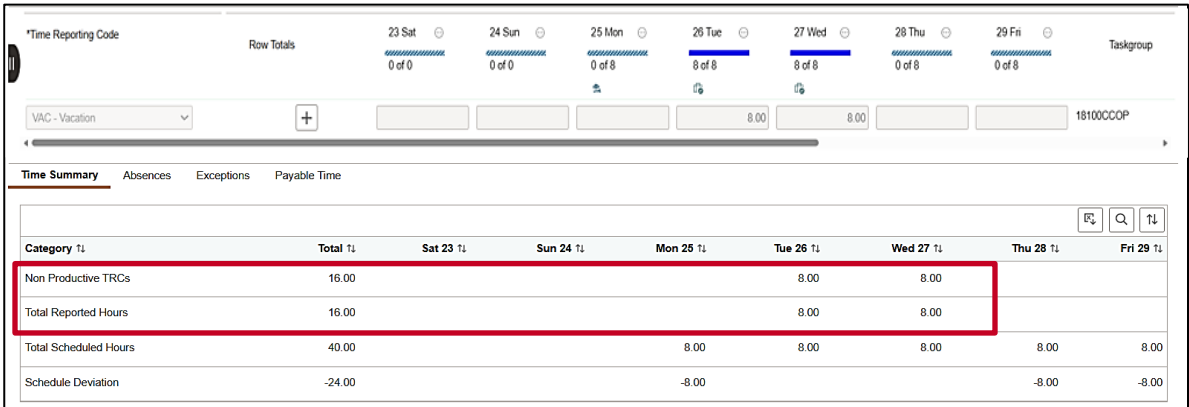
ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action
14.	Click the Yes button. 
A Submitted Successfully message displays in a pop-up window. 	
15.	Click the OK button. 
16.	Click the “x” at the top of the Request Absence page to close it. 
The Enter Time page redisplay. 	



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action
17.	Verify the requested Vacation days display on the Timesheet grid. Note: A suitcase Submitted Absence icon appears on each day of the requested absence. 
18.	Click the Submit button. 
A message displays at the top of the Enter Time page indicating the time has been submitted. 	
19.	Review the Time Summary tab at the bottom of the Enter Time page to verify the Timesheet was submitted correctly. 



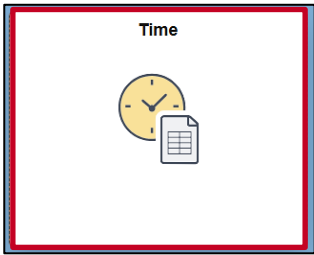
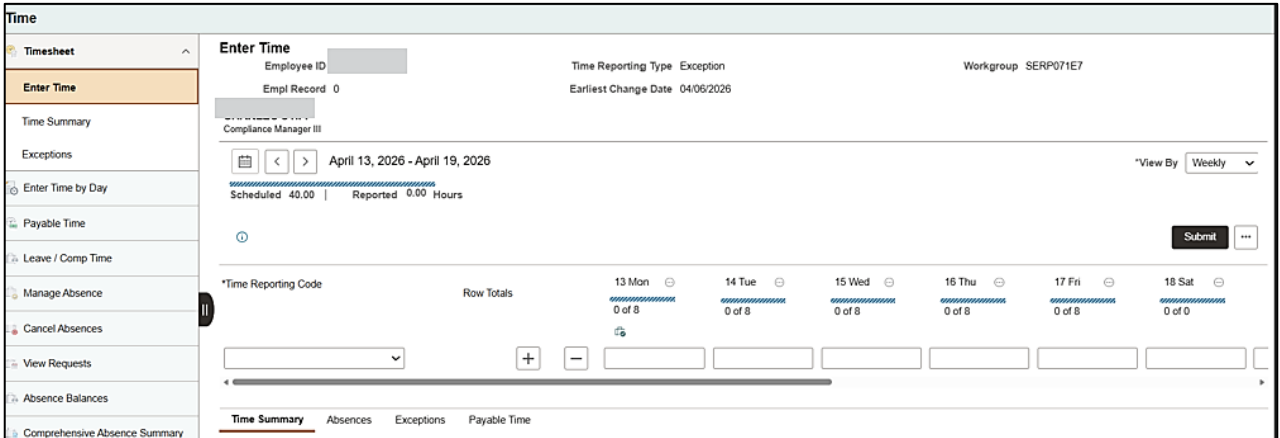
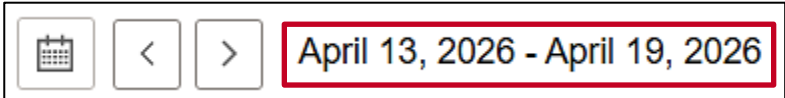
ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

Reporting Intermittent FMLA

In this scenario, intermittent FMLA will be used. The employee has already been approved for FMLA, and an Administrator has added the appropriate balance in Cardinal for the employee. When using FMLA, another absence must be entered for the same day(s). The employee will enter eight hours for FMLA and eight hours for Vacation.

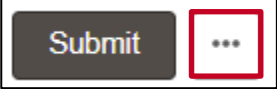
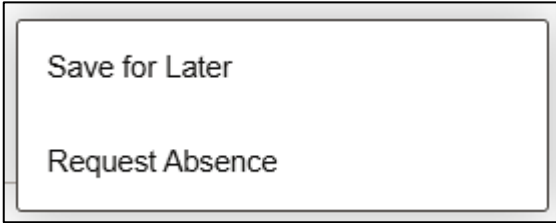
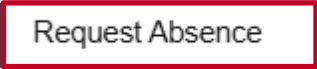
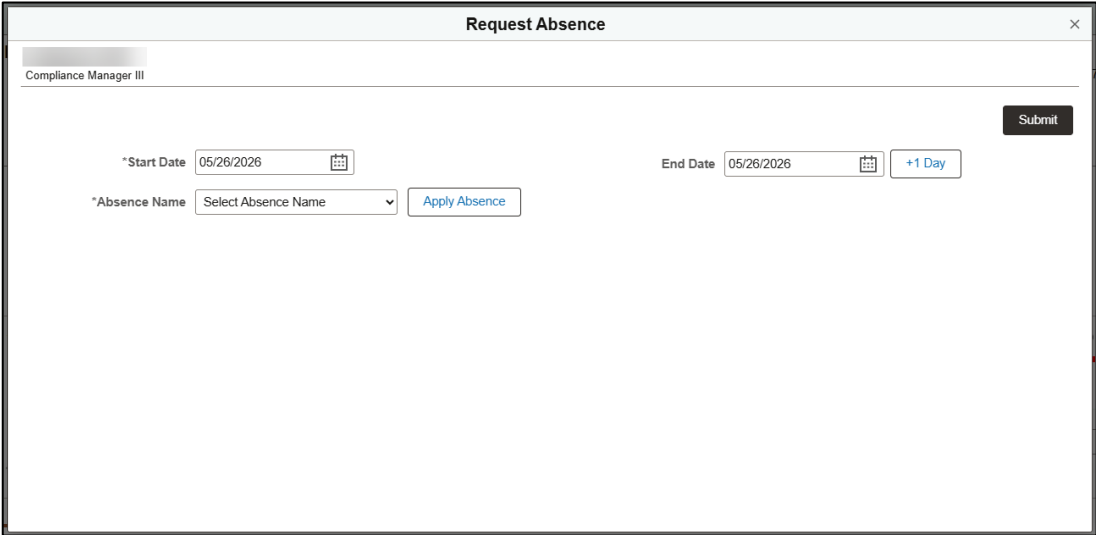
Note: This scenario only applies to agencies using Cardinal Absence Management.

Step	Action
1.	Navigate to the Enter Time page by clicking the Time tile on the Cardinal HCM Homepage. 
The Enter Time page displays by default. 	
	Click the Navigation Area tab to hide the Transaction Panel section to view more of the Timesheet. 
2.	Verify the correct week displays. 



ESS Time & Attendance Job Aid

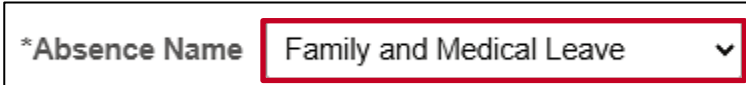
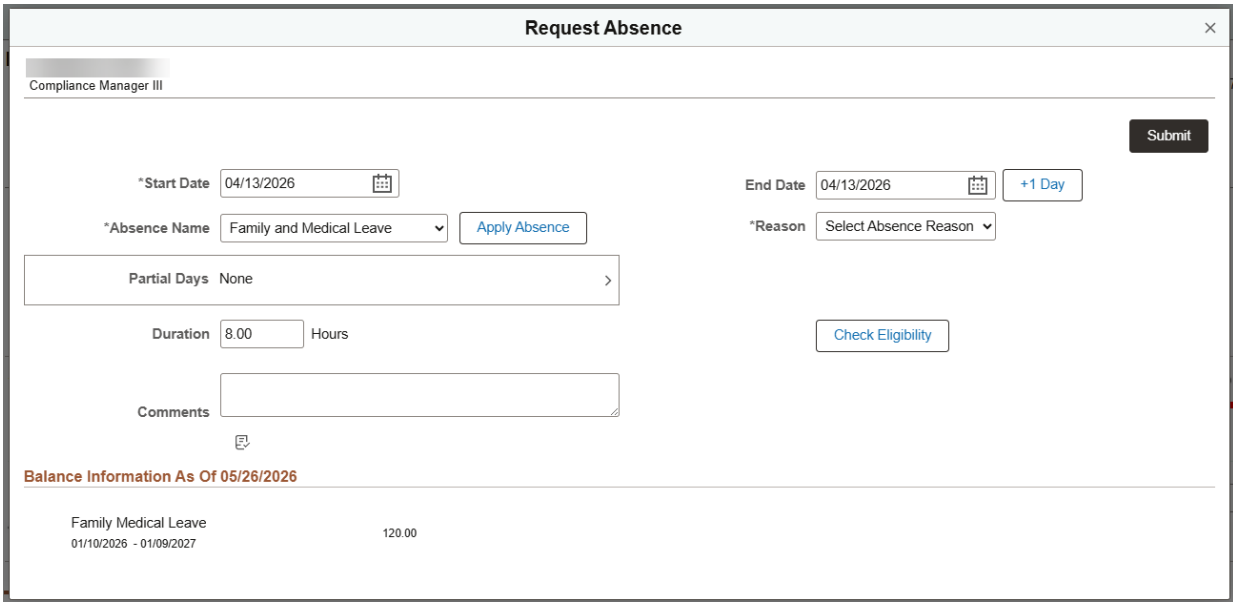
ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action
	If it is not the correct week, use the Calendar icon or the Previous (<) and Next (>) icons to access the correct week.
3.	Click the Related Actions icon next to the Submit button to enter the absence request. 
The Related Actions menu displays in a pop-up window. 	
4.	Click the Request Absence option. 
The Request Absence page displays in a pop-up window. 	



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action
5.	Update the Start Date and End Date fields with the applicable dates of the intermittent FMLA request. 
6.	Click the Absence Name dropdown button and select the absence. For this scenario, “Family and Medical Leave” is selected. 
7.	Click the Apply Absence button. 
The Request Absence page displays. 	
8.	Click the Reason dropdown button and select the applicable reason. 

Step	Action
	The Partial Days option defaults to “None”. Partial Days None > This selection denotes that the absence is made up of full days only. If any of the absence days are partial hours, click the Partial Days dropdown button and select from the following: • All Days – All days are partial days • Start Day Only – Only the start day is partial • End Day Only – Only the end day is partial • None – Default value. None of the days are partial days • Start and End Days – Both the start day and the end day are partial days
9.	Add comments in the Comments field if applicable. These comments are visible to others so personal information should not be entered. For this scenario, no comments are entered. When taking Family and Medical Leave follow Agency guidelines if a comment should be entered. Note: This is not a required field. Comments
10.	Click the Check Eligibility button. Check Eligibility
	The Forecast Successful message displays. Forecast Successful: You are eligible to take the requested absence and you may submit your request. Date Time: May 26,2026 at 15:47 OK
11.	Click the OK button. OK



ESS Time & Attendance Job Aid

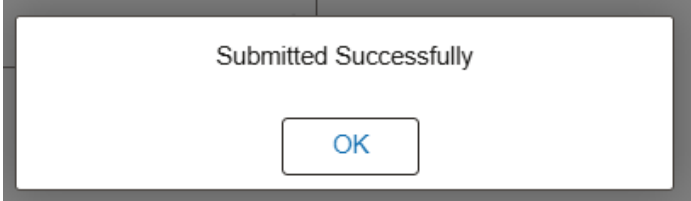
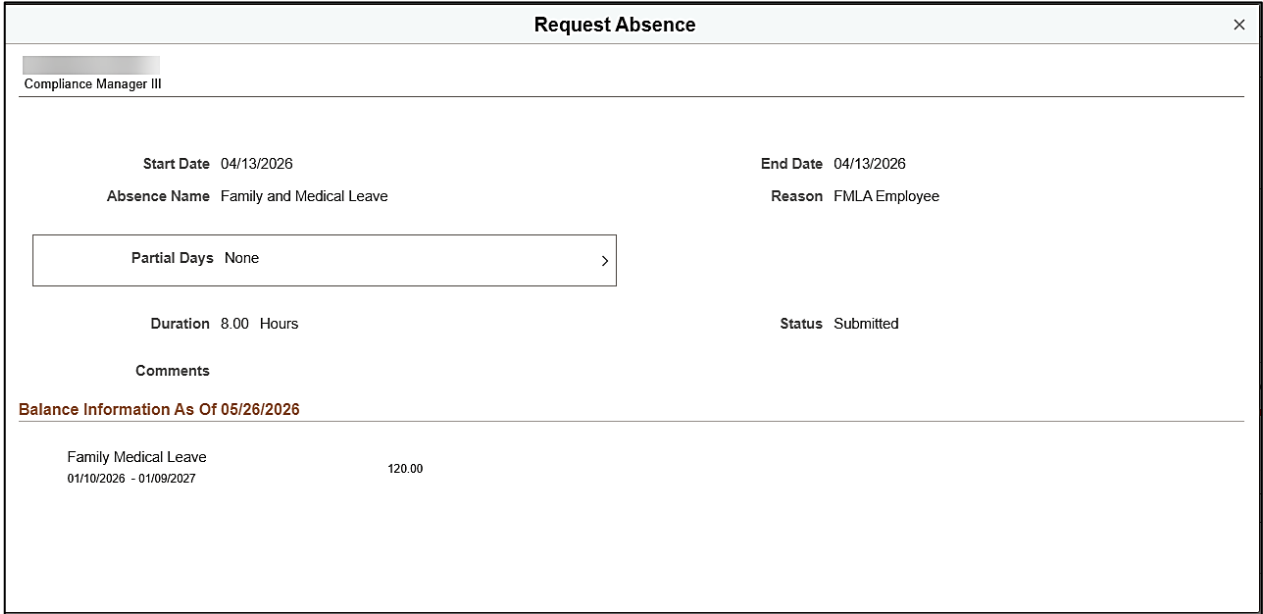
ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action
	The Request Absence page redisplay. Request Absence Compliance Manager III Submit *Start Date04/13/2026 End Date04/13/2026 +1 Day *Absence NameFamily and Medical Leave Apply Absence*ReasonFMLA Employee Partial DaysNone Duration8.00Hours Check EligibilityView Eligibility Details Comments Balance Information As Of 05/26/2026 Family Medical Leave01/10/2026 - 01/09/2027120.00
	Optionally, click the View Eligibility Details button to view the details of the Absence Type balance after the absence is taken and the forecasted paid and unpaid hours taken in this Absence Request. Check Eligibility View Eligibility Details
12.	Click the Submit button. Submit
	The Submit Confirmation message displays. Submit Confirmation Are you sure you want to Submit this Absence Request? YesNo



ESS Time & Attendance Job Aid

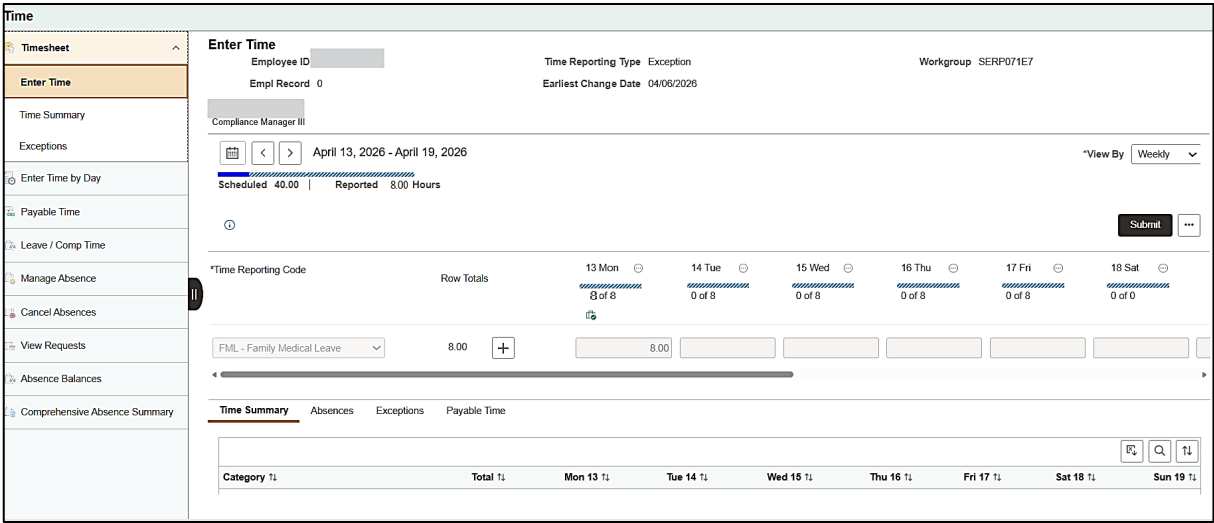
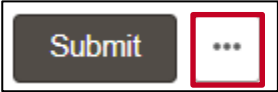
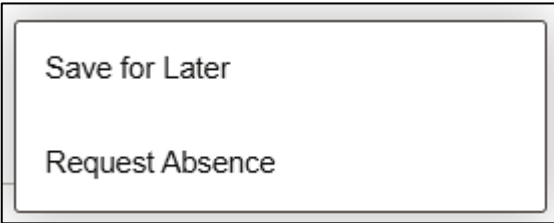
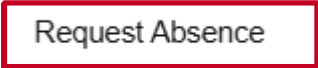
ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action
13.	Click the Yes button. 
The Submitted Successfully message displays. 	
14.	Click the OK button. 
The Request Absence page redisplays. 	
15.	Click the “x” to close the Request Absence page. 



ESS Time & Attendance Job Aid

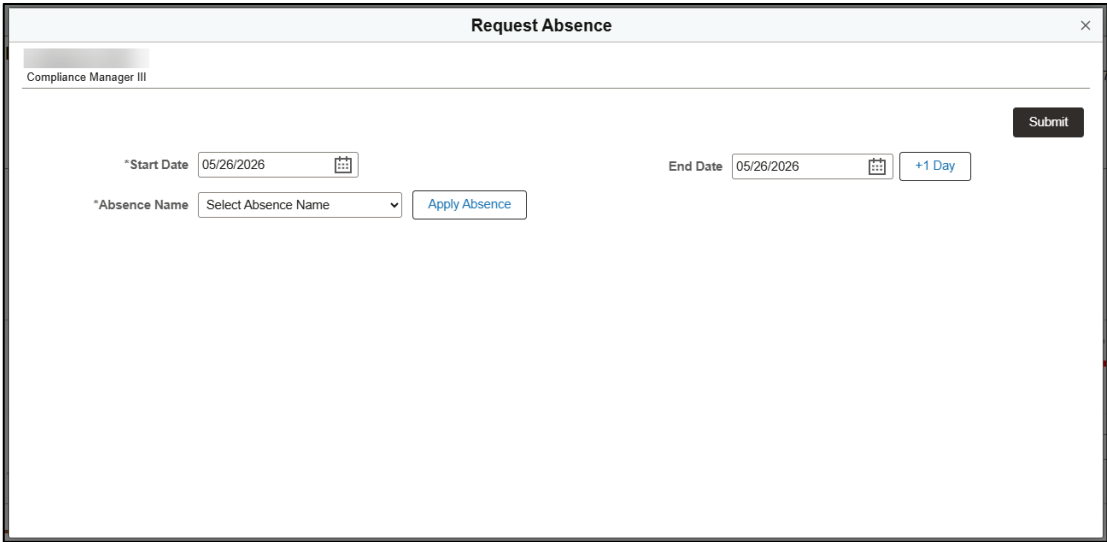
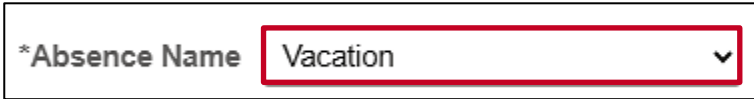
ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action
	The Enter Time displays with the “FML-Family Medical Leave” added.  The screenshot shows the 'Enter Time' interface. On the left is a sidebar with a 'Time' menu containing options like 'Timesheet', 'Enter Time', 'Time Summary', 'Exceptions', 'Enter Time by Day', 'Payable Time', 'Leave / Comp Time', 'Manage Absence', 'Cancel Absences', 'View Requests', 'Absence Balances', and 'Comprehensive Absence Summary'. The 'Enter Time' option is selected. The main area shows 'Employee ID', 'Empl Record 0', 'Time Reporting Type Exception', 'Workgroup SERP071E7', and 'Earliest Change Date 04/06/2026'. Below this is a calendar for 'April 13, 2026 - April 19, 2026' with a 'View By Weekly' dropdown. A 'Submit' button is visible. A table shows 'Time Reporting Code' and 'Row Totals' for days 13 Mon through 18 Sat. A row for 'FML - Family Medical Leave' shows 8.00 hours. At the bottom, there are tabs for 'Time Summary', 'Absences', 'Exceptions', and 'Payable Time'. A table at the very bottom has columns for 'Category', 'Total', and days of the week.
	When using FMLA, another absence must be used for the same day(s).
16.	Click the Related Actions icon next to the Submit button.  The image shows a dark 'Submit' button and a red-outlined square containing three dots, representing the 'Related Actions' icon.
	The Related Actions menu displays in a pop-up window.  The image shows a pop-up window with two options: 'Save for Later' and 'Request Absence'.
17.	Click the Request Absence option.  The image shows a red-outlined button with the text 'Request Absence'.



ESS Time & Attendance Job Aid

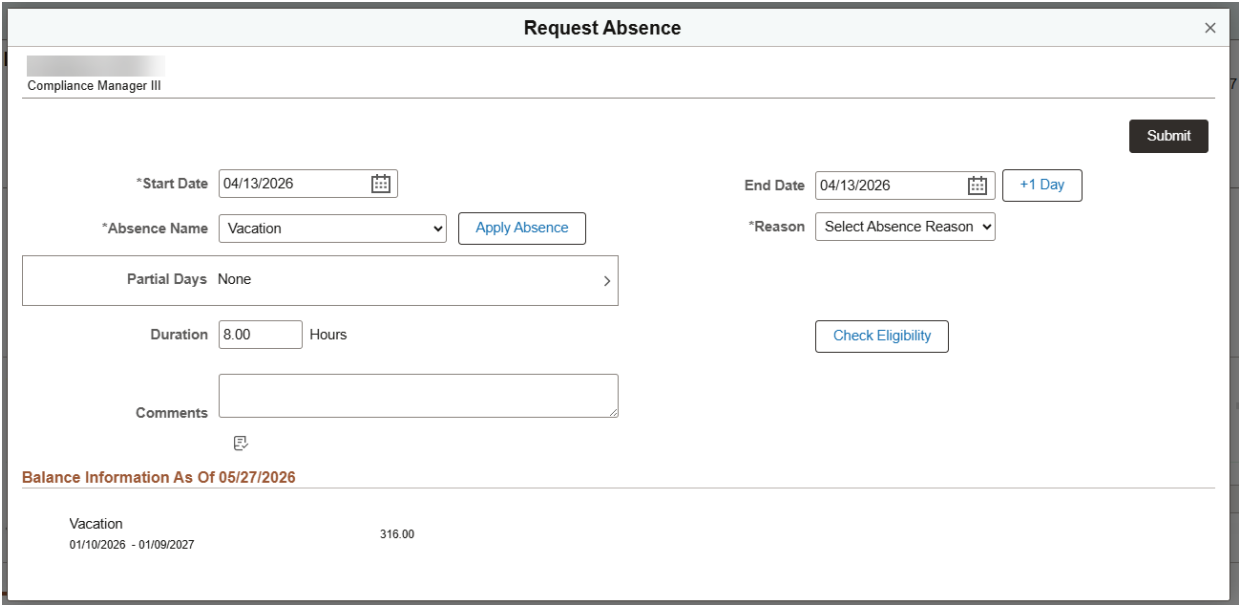
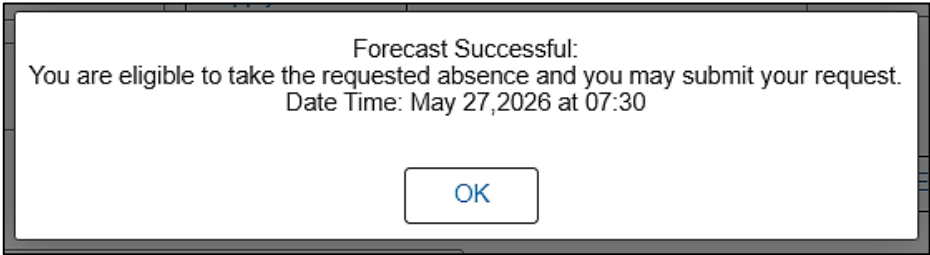
ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action
	The Request Absence page displays in a pop-up window. 
18.	Update the Start Date and End Date fields with the applicable date(s) of the intermittent FMLA request. 
19.	Click the Absence Name dropdown menu and select the absence. This must be an allowable absence type that can be used along with FMLA. For this scenario, "Vacation" is selected. 
20.	Click the Apply Absence button. 



ESS Time & Attendance Job Aid

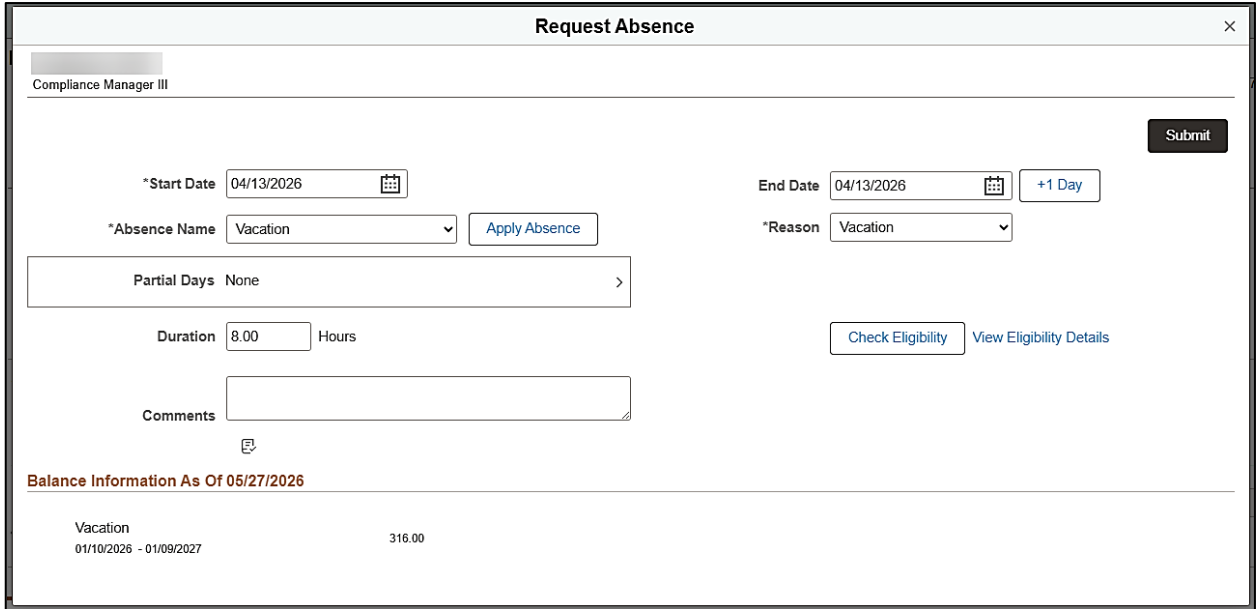
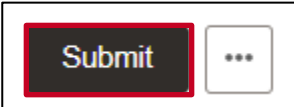
ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action
	The Request Absence page refreshes and additional fields display. 
21.	Click the Reason field dropdown and select Vacation. 
	This absence is for a full day, so no changes need to be made to the Partial Days.
22.	Click the Check Eligibility button. 
	The Forecast successful message displays. 



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action
23.	Click the OK button. 
The Request Absence page redisplay. 	
	Optionally, click the View Eligibility Details button to view the details of the Absence Type balance after the absence is taken and the forecasted paid and unpaid hours taken in this Absence Request. 
24.	Click the Submit button. 



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action
	The Submit Confirmation message displays. Submit Confirmation Are you sure you want to Submit this Absence Request? Yes No
25.	Click the Yes button. Yes
	The Submitted Successfully message displays. Submitted Successfully OK
26.	Click the OK button. OK
27.	Click the “x” to close the Request Absence page. Request Absence x



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

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

The **Enter Time** page displays.

Time

Enter Time

Employee ID [redacted] Time Reporting Type Exception Workgroup SERP071E7

Empl Record 0 Earliest Change Date 04/06/2026

Compliance Manager III

April 13, 2026 - April 19, 2026 *View By Weekly

Scheduled 40.00 | Reported 16.00 Hours

Submit

*Time Reporting Code Row Totals 13 Mon 14 Tue 15 Wed 16 Thu 17 Fri 18 Sat 19 Sun

VAC - Vacation 8.00 8.00 0 of 8 0 of 8 0 of 8 0 of 8 0 of 8 0 of 8

FML - Family Medical Leave 8.00 8.00 0 of 8 0 of 8 0 of 8 0 of 8 0 of 8 0 of 8

Time Summary Absences Exceptions Payable Time

28. Click the **Submit** button.

A message displays at the top of the **Enter Time** page indicating the time has been submitted.

Time

Timesheet is Submitted for the period 2026-04-13 - 2026-04-19

Enter Time

Empl Record 0 Earliest Change Date 06/10/2026

Time Summary Compliance Manager III

29. Review the **Time Summary** tab at the bottom of the **Enter Time** page to verify the Timesheet was submitted correctly.

April 13, 2026 - April 19, 2026 *View By Weekly

Scheduled 40.00 | Reported 16.00 Hours

Submit

*Time Reporting Code Row Totals 13 Mon 14 Tue 15 Wed 16 Thu 17 Fri 18 Sat 19 Sun Taskgroup

VAC - Vacation 8.00 8.00 0 of 8 0 of 8 0 of 8 0 of 8 0 of 8 0 of 8 18100CCOP 1810

FML - Family Medical Leave 8.00 8.00 0 of 8 0 of 8 0 of 8 0 of 8 0 of 8 0 of 8 18100CCOP 1810

Time Summary Absences Exceptions Payable Time

Category	Total	Mon 13	Tue 14	Wed 15	Thu 16	Fri 17	Sat 18	Sun 19
Non Productive TRCs	16.00	16.00						
Total Reported Hours	16.00	16.00						
Total Scheduled Hours	40.00	8.00	8.00	8.00	8.00	8.00		
Schedule Deviation	-24.00	8.00	-8.00	-8.00	-8.00	-8.00		



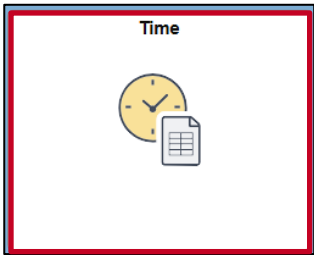
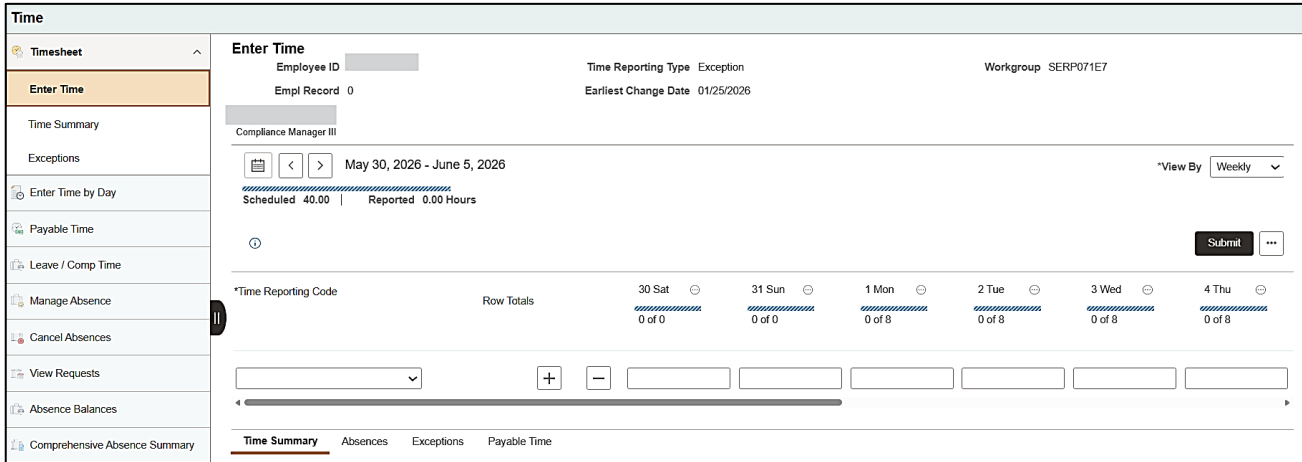
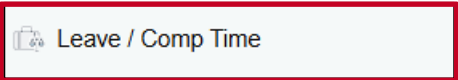
ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

Using Compensatory (Comp) Leave

In this scenario, compensatory time that was previously earned will be taken. The employee will take 4 hours of compensatory leave which will be entered on the Timesheet. The employee will also enter the 4 regular hours for the same day. As an Exception Time Reporter, when any hours are entered for a day, all hours for that day must be entered.

Note: This scenario only applies to Agencies using Cardinal Absence Management.

Step	Action
1.	Navigate to the Enter Time page by clicking the Time tile on the Cardinal HCM Homepage. 
The Enter Time page displays by default. 	
2.	Click the Leave/Comp Time menu list item to verify the balance. 



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

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

The **Leave/Comp Time** page displays.

Time

Timesheet

Enter Time by Day

Payable Time

Leave / Comp Time

Manage Absence

Cancel Absences

View Requests

Absence Balances

Comprehensive Absence Summary

Compliance Manager III

COMP_LEAVE

Plan Type **Comp Time**

Recorded Balance **20.00**

As of Date **05/18/2026**

Expiration Period **Years 1**



This section displays compensatory and overtime leave balances based on the employee's eligibility.

Employees can also go to the **Leave/Compensatory Time** tab below the Timesheet grid to view their compensatory and overtime leave balances. Select the **Plan Type** to view either COMP_LEAVE or OT_LEAVE balances.

Time Summary

Leave/Compensatory Time

Absences

Exceptions

Payable Time

Start Date

05/18/2025

End Date

05/18/2026

Plan Type

▼

Apply

Leave Balance

Balance	Minimum Balance	Maximum Balance
20.00	0	1000

Leave Balance Details

Accrual Date	Expiration Date	Carry Over	Starting Balance	Earned	Taken	Balance	Accrual Date
05/18/2026	05/18/2027		0.000000	20.00	0.00	20.00	05/18/2026

Balances are as of the specified Accrual Date.



ESS Time & Attendance Job Aid

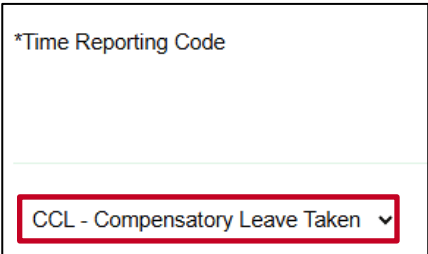
ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action																						
3.	Click on the COMP_LEAVE tile. COMP_LEAVE Plan Type Comp Time Recorded Balance 20.00 As of Date 05/18/2026 Expiration Period Years 1																						
The COMP_LEAVE page displays. Return to Leave Balances Compliance Manager III Start Date05/18/2025 End Date05/18/2026 Leave Balance <table><thead><tr><th>COMP_LEAVE Balance</th><th>Minimum Balance</th><th>Maximum Balance</th></tr></thead><tbody><tr><td>20.00</td><td>0</td><td>1000</td></tr></tbody></table> Leave Balance Details <table><thead><tr><th>Accrual Date</th><th>Expiration Date</th><th>Carry Over</th><th>Starting Balance</th><th>Earned</th><th>Taken</th><th>Balance</th><th>Accrual Date</th></tr></thead><tbody><tr><td>05/18/2026</td><td>05/18/2027</td><td></td><td>0.000000</td><td>20.00</td><td>0.00</td><td>20.00</td><td>05/18/2026</td></tr></tbody></table> Balances are as of the specified Accrual Date.		COMP_LEAVE Balance	Minimum Balance	Maximum Balance	20.00	0	1000	Accrual Date	Expiration Date	Carry Over	Starting Balance	Earned	Taken	Balance	Accrual Date	05/18/2026	05/18/2027		0.000000	20.00	0.00	20.00	05/18/2026
COMP_LEAVE Balance	Minimum Balance	Maximum Balance																					
20.00	0	1000																					
Accrual Date	Expiration Date	Carry Over	Starting Balance	Earned	Taken	Balance	Accrual Date																
05/18/2026	05/18/2027		0.000000	20.00	0.00	20.00	05/18/2026																
i	In this scenario, the employee has 20 hours of Compensatory Leave that can be taken. After verifying the hours, they must be entered on the Timesheet grid.																						
4.	Click the dropdown button under the Timesheet menu list item and select the Enter Time menu list item to return to the Enter Time page. Timesheet ^ Enter Time Time Summary Exceptions																						



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action
i	Click the Navigation Area tab to hide the Transaction Panel section to view more of the Timesheet. 
5.	Verify the correct week displays. 
i	If it is not the correct week, use the Calendar icon or the Previous (<) and Next (>) icons to access the correct week.
6.	Click the Time Reporting Code dropdown button and select “CCL – Compensatory Leave Taken”. 
7.	Enter 4 hours on Mon for this scenario. 
8.	Click the Add a New Row (+) button. 



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action																				
9.	Click the Time Reporting Code dropdown button and select “REG – Regular Hours” on the new row. *Time Reporting Code CCL - Compensatory Leave Taken REG - Regular Hours																				
10.	Enter 4 hours on this row for Mon (same day as the Comp time) <table><thead><tr><th>*Time Reporting Code</th><th>Row Totals</th><th>30 Sat</th><th>31 Sun</th><th>1 Mon</th></tr></thead><tbody><tr><td></td><td></td><td>0 of 0</td><td>0 of 0</td><td>8 of 8</td></tr><tr><td>CCL - Compensatory Leave Taken</td><td>4.00</td><td>+</td><td>-</td><td>4.00</td></tr><tr><td>REG - Regular Hours</td><td>4.00</td><td>+</td><td>-</td><td>4.00</td></tr></tbody></table>	*Time Reporting Code	Row Totals	30 Sat	31 Sun	1 Mon			0 of 0	0 of 0	8 of 8	CCL - Compensatory Leave Taken	4.00	+	-	4.00	REG - Regular Hours	4.00	+	-	4.00
*Time Reporting Code	Row Totals	30 Sat	31 Sun	1 Mon																	
		0 of 0	0 of 0	8 of 8																	
CCL - Compensatory Leave Taken	4.00	+	-	4.00																	
REG - Regular Hours	4.00	+	-	4.00																	
11.	Click the Submit button. Submit ...																				
A message displays at the top of the Enter Time page indicating the time has been submitted. Time Timesheet is Submitted for the period 2026-05-30 - 2026-06-05 Enter Time Empl Record: 0 Earliest Change Date: 05/30/2026 Time Summary																					



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

Step

Action

12.

Review the **Time Summary** tab at the bottom of the **Enter Time** page to verify the Timesheet was submitted correctly.

*Time Reporting Code

Row Totals

30 Sat ☹
0 of 0

31 Sun ☹
0 of 0

1 Mon ☹
8 of 8

2 Tue ☹
0 of 8

3 Wed ☹
0 of 8

4 Thu ☹
0 of 8

CCL - Compensatory Leave Taken ▼

4.00

+

-

4.00

REG - Regular Hours ▼

4.00

+

-

4.00

Time Summary

Leave/Compensatory Time

Absences

Exceptions

Payable Time

Category T1

Total T1

Sat 30 T1

Sun 31 T1

Mon 1 T1

Tue 2 T1

Wed 3 T1

Thu 4 T1

Fri 5 T1

Non Productive TRCs

4.00

4.00

Regular TRCs

4.00

4.00

Total Reported Hours

8.00

8.00

Total Scheduled Hours

40.00

8.00

8.00

8.00

8.00

8.00

Schedule Deviation

-32.00

-8.00

-8.00

-8.00

-8.00



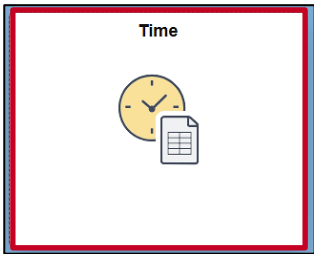
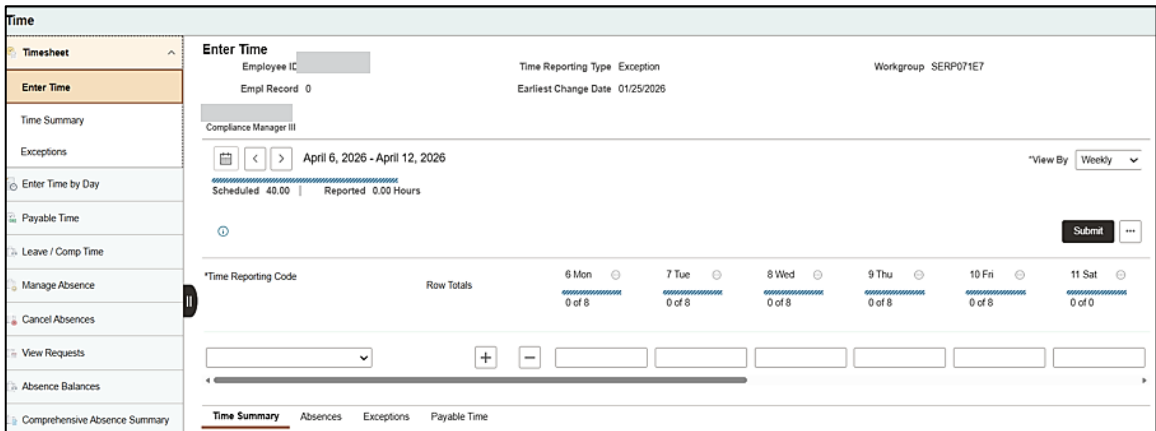
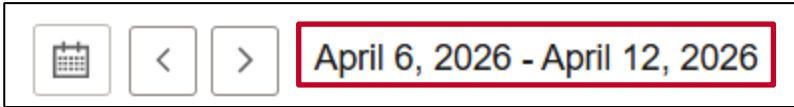
ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

Creating a New Absence Request (No Partial Days)

In this scenario, a new Absence request will be created. For this scenario, two full days of vacation will be taken.

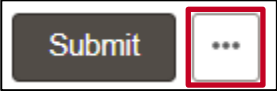
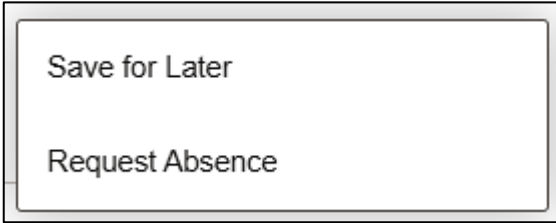
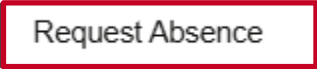
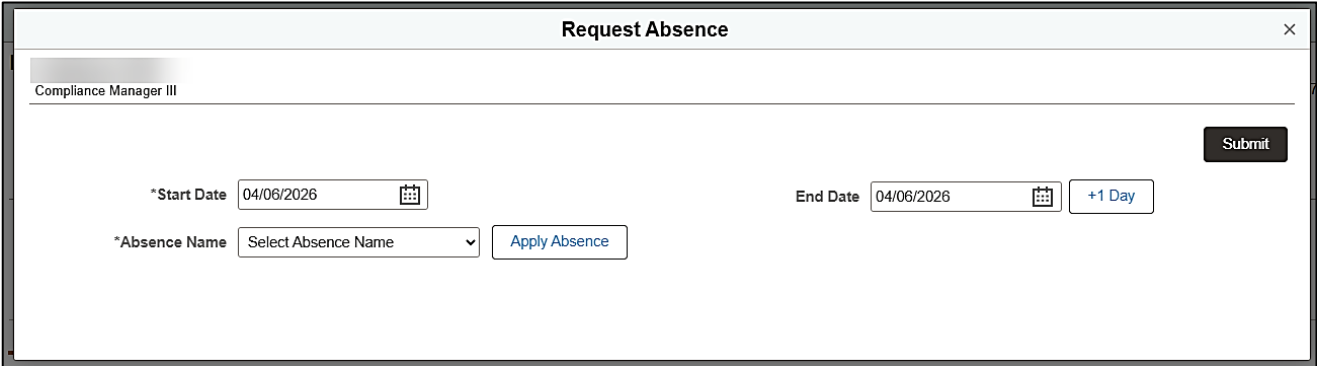
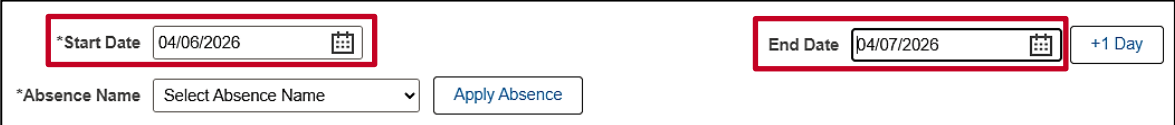
Note: This scenario only applies to Agencies using Cardinal Absence Management.

Step	Action
1.	Navigate to the Enter Time page by clicking the Time tile on the Cardinal HCM Homepage. 
	The Enter Time page displays by default. 
	Click the Navigation Area tab to hide the Transaction Panel section to view more of the Timesheet. 
2.	Verify the correct week displays. 



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action
	If it is not the correct week, use the Calendar icon or the Previous (<) and Next (>) icons to access the correct week.
3.	Click the Related Actions icon next to the Submit button to enter the absence request. 
The Related Actions menu displays in a pop-up window. 	
4.	Click the Request Absence option. 
The Request Absence page displays in a pop-up window. 	
5.	Update the Start Date and End Date fields with the applicable dates of the absence. 



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

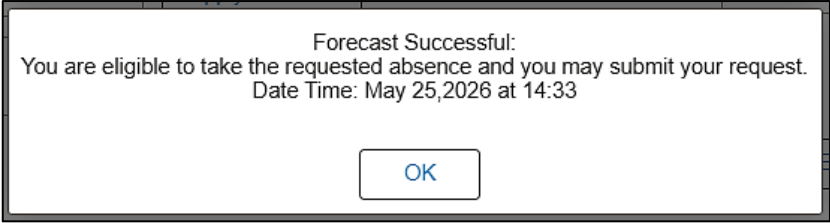
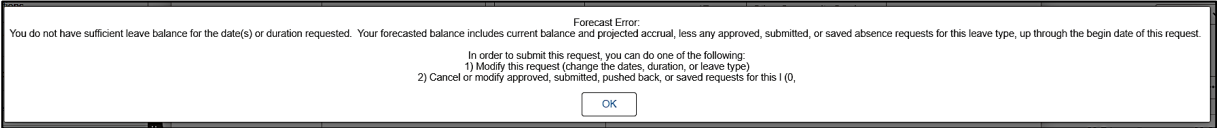
Step	Action
6.	Click the Absence Name dropdown menu and select the absence. For this scenario, "Vacation" is selected. *Absence Name Vacation
7.	Click the Apply Absence button. Apply Absence
The Request Absence page refreshes and additional fields display. Request Absence Compliance Manager III *Start Date 04/06/2026 End Date 04/07/2026 +1 Day *Absence Name Vacation Apply Absence *Reason Select Absence Reason Partial Days None Duration 16.00 Hours Comments Balance Information As Of 05/25/2026 Vacation 01/10/2026 - 01/09/2027 348.00 Submit Check Eligibility	
8.	Click the Reason field dropdown and select the applicable Absence Reason. For this scenario, "Vacation" is selected. *Reason Vacation

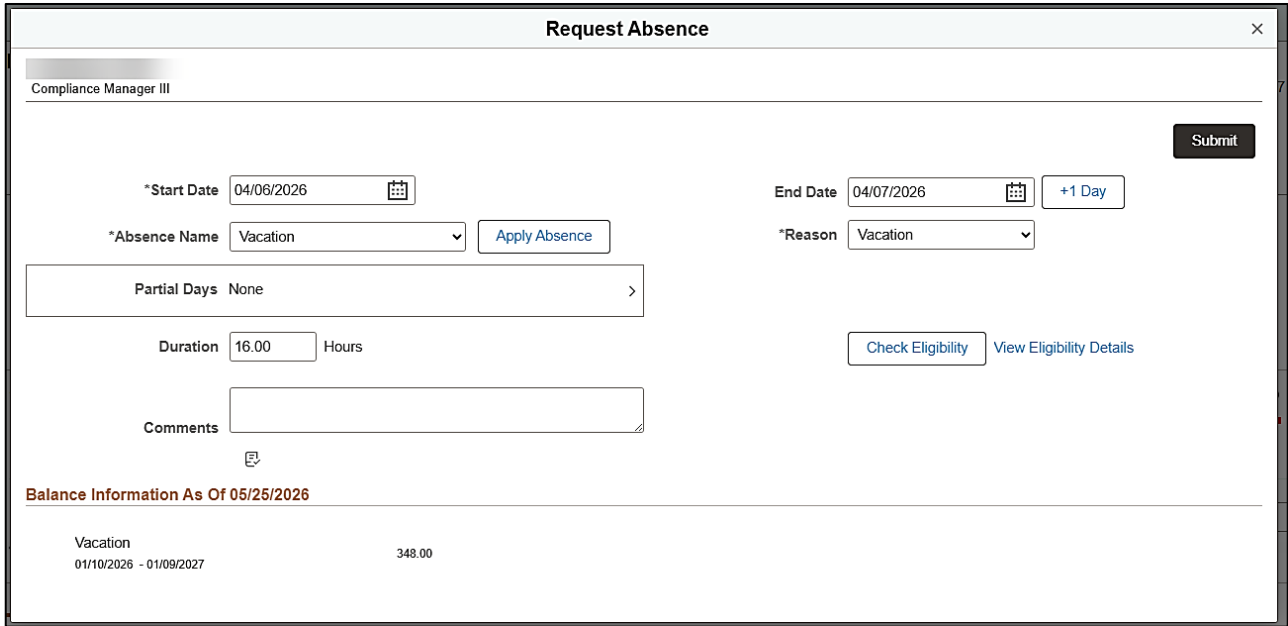
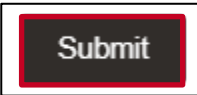
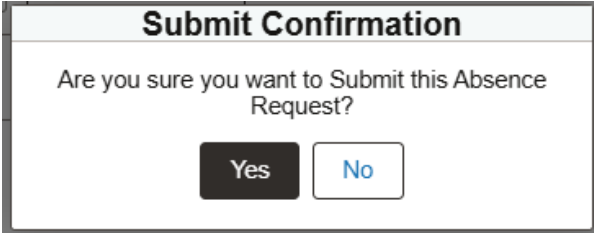
Step	Action				
	The Partial Days option defaults to “None”. In this scenario, no partial days are being requested and no changes are required. Partial Days None > This selection denotes that the absence is made up of full days only. If any of the absence days are partial hours, click the Partial Days dropdown button and select from the following: • All Days – All days are partial days • Start Day Only – Only the start day is partial • End Day Only – Only the end day is partial • None – Default value. None of the days are partial days • Start and End Days – Both the start day and the end day are partial days				
9.	Verify the Duration Hours field that display are accurate. This field populates the number of hours for the requested absence based on the employee’s Work Schedule and if any partial days were selected. Duration 16.00 Hours				
10.	Add comments in the Comments field if applicable. These comments are visible to others so personal information should not be entered. For this scenario, no comments are entered. Note: This is not a required field. Comments				
	The Balance Information As Of [Date] section displays at the bottom of the page for the absence type selected and provides the current hours available for the absence selected. Balance Information As Of 05/25/2026 <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Vacation</td> <td style="width: 40%; text-align: right;">348.00</td> </tr> <tr> <td>01/10/2026 - 01/09/2027</td> <td></td> </tr> </table>	Vacation	348.00	01/10/2026 - 01/09/2027	
Vacation	348.00				
01/10/2026 - 01/09/2027					



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

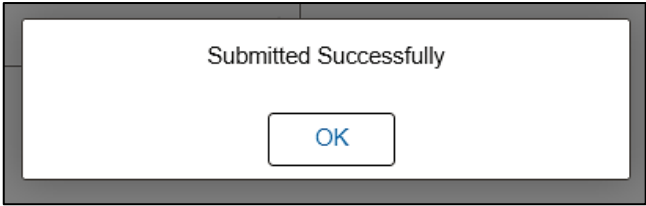
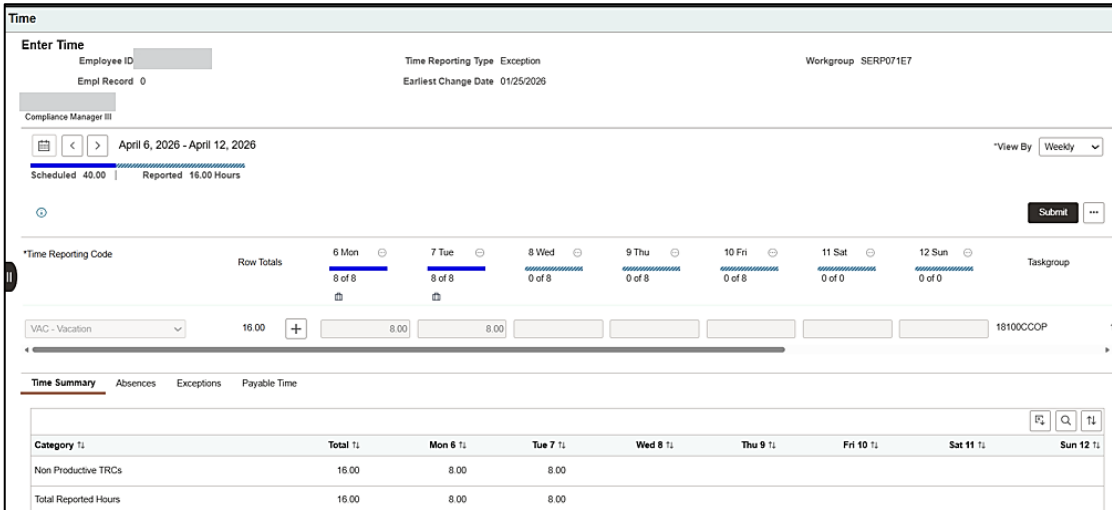
Step	Action
11.	Click the Check Eligibility button to verify the hours for the request. 
The Forecast Successful message displays. 	
	If the employee does not have a sufficient balance for the dates or duration requested, a Forecast Error message displays. The employee will not be able to submit the request if a Forecast Error message is received. 
12.	Click the OK button on the Forecast Successful message. 

Step	Action
	The Request Absence page refreshes. 
	Optionally, click the View Eligibility Details button to view the details of the Absence Type balance after the absence is taken and the forecasted paid and unpaid hours taken in this Absence Request.  The Eligibility Details page will show “INELIGIBLE” for any future approved Absence Requests that are no longer eligible Absence Requests. Reviewing this information can assist in avoiding pay docking for ineligible Absence Requests.
13.	Click the Submit button. 
	A Submit Confirmation message displays in a pop-up window. 



ESS Time & Attendance Job Aid

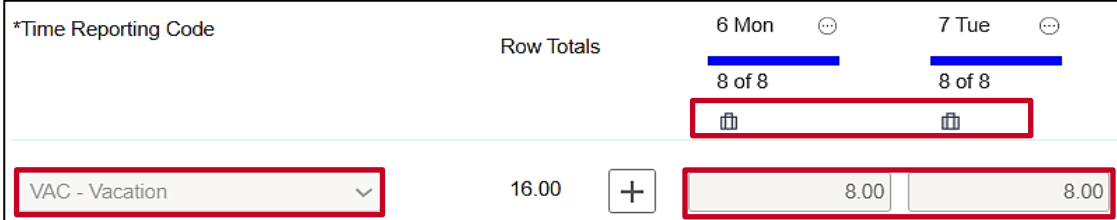
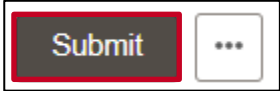
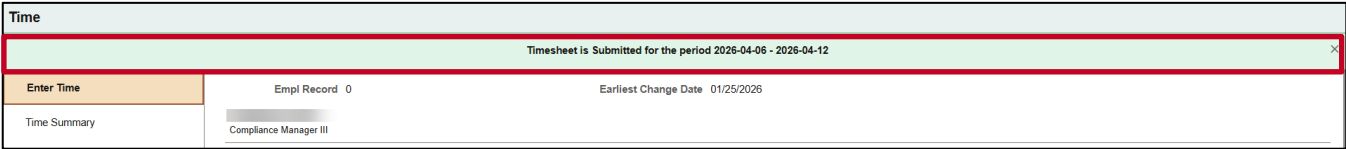
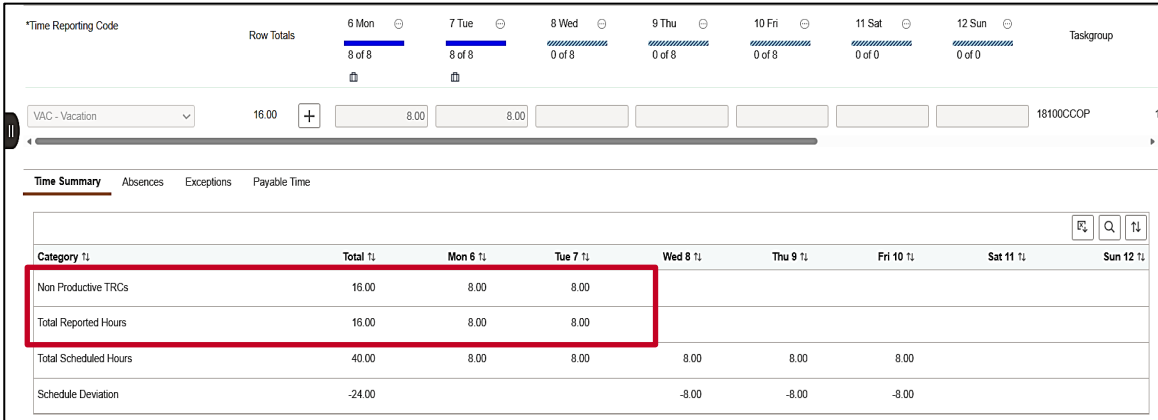
ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action
14.	Click the Yes button. 
A Submitted Successfully message displays in a pop-up window. 	
15.	Click the OK button. 
16.	Click the “x” at the top of the Request Absence page to close it. 
The Enter Time page redisplay. 	



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action
17.	Verify the requested Vacation days display on the Timesheet grid. Note: A suitcase Submitted Absence icon appears on each day of the requested absence. 
18.	Click the Submit button.  A message displays at the top of the Enter Time page indicating the time has been submitted. 
19.	Review the Time Summary tab at the bottom of the Enter Time page to verify the Timesheet was submitted correctly. 



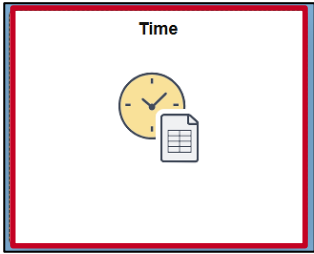
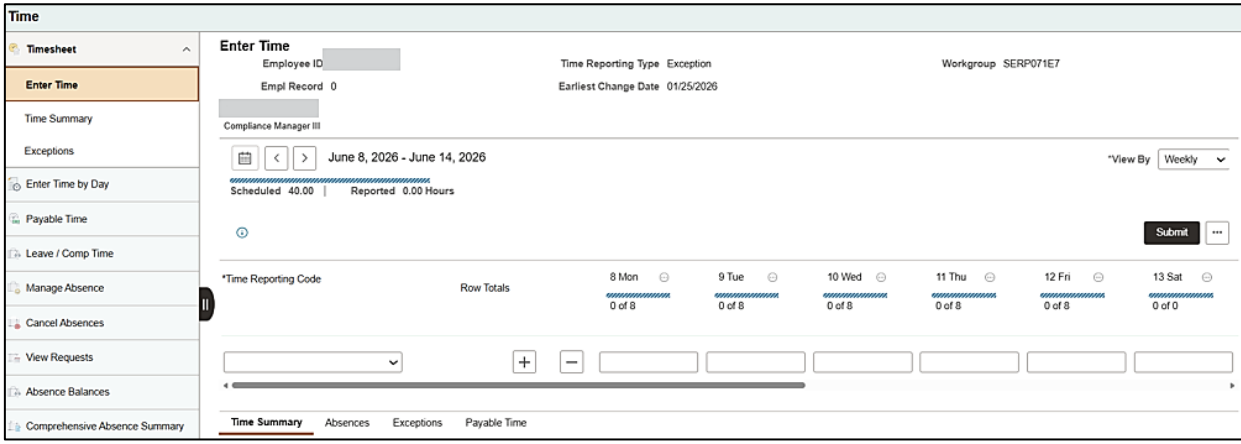
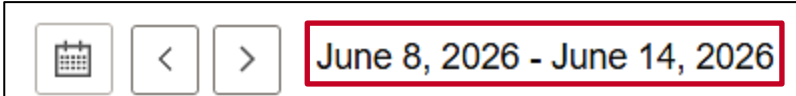
ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

Creating a New Absence Request (With Partial Days)

In this scenario, a new Absence Request will be created. For this scenario, 1.5 days of vacation will be taken.

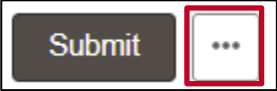
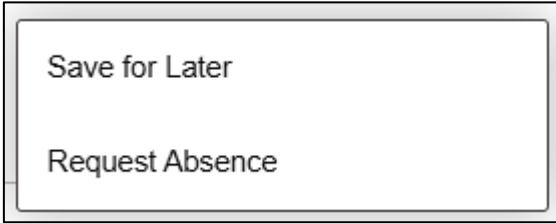
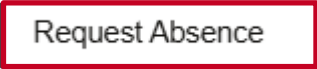
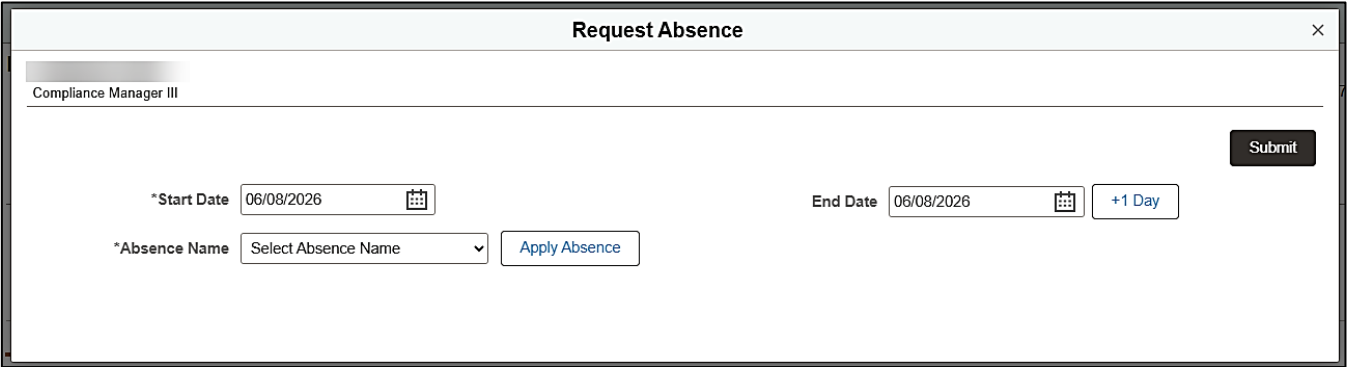
Note: This scenario only applies to Agencies using Cardinal Absence Management.

Step	Action
1.	Navigate to the Enter Time page by clicking the Time tile on the Cardinal HCM Homepage. 
The Enter Time page displays by default. 	
	Click the Navigation Area tab to hide the Transaction Panel section to view more of the Timesheet. 
2.	Verify the correct week displays. 



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action
	If it is not the correct week, use the Calendar icon or the Previous (<) and Next (>) icons to access the correct week.
3.	Click the Related Actions icon next to the Submit button to enter the absence request. 
The Related Actions menu displays in a pop-up window. 	
4.	Click the Request Absence option. 
The Request Absence page displays in a pop-up window. 	
5.	Update the Start Date and End Date fields with the applicable dates of the absence. 



ESS Time & Attendance Job Aid

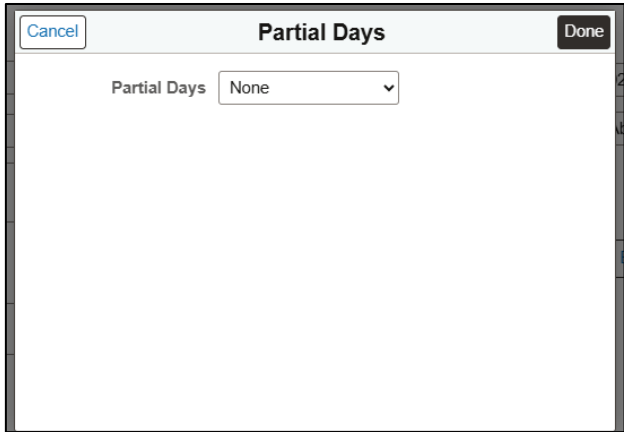
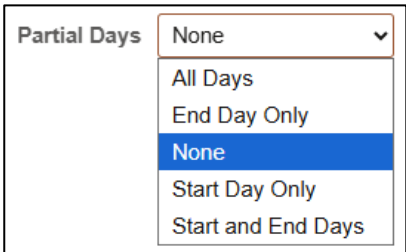
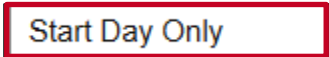
ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action
6.	Click the Absence Name dropdown button and select the absence. For this scenario, "Vacation" is selected. *Absence Name Vacation
7.	Click the Apply Absence button. Apply Absence
The Request Absence page refreshes and additional fields display. Request Absence Compliance Manager III Submit *Start Date06/11/2026 End Date06/12/2026+1 Day *Absence NameVacation Apply Absence *ReasonSelect Absence Reason Partial DaysNone Duration16.00Hours Check Eligibility Comments Balance Information As Of 05/25/2026 Vacation01/10/2026 - 01/09/2027332.00	
8.	Click the Reason field dropdown and select the applicable Absence Reason. For this scenario, "Vacation" is selected. *Reason Vacation
9.	Click the Partial Day option. Partial DaysNone



ESS Time & Attendance Job Aid

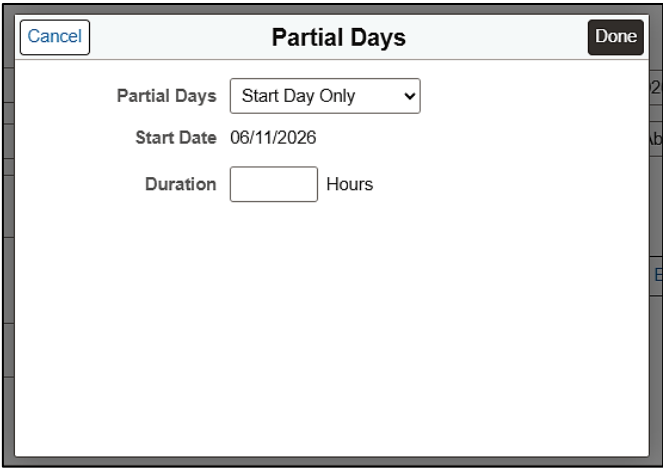
ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action
	The Partial Days page displays in a pop-up window. 
	This selection denotes that the absence is made up of full days only. If any of the absence days are partial hours, click the Partial Days dropdown button and select from the following: • All Days – All days are partial days • End Day Only – Only the end day is partial • Start Day Only – Only the start day is partial • None – Default value. None of the days are partial days • Start and End Days – Both the start day and the end day are partial days
10.	Click the Partial Days dropdown menu and select the applicable partial days option. 
11.	Click the Start Day Only option for this scenario, since the first day will be a partial day and the second day a full day. 



ESS Time & Attendance Job Aid

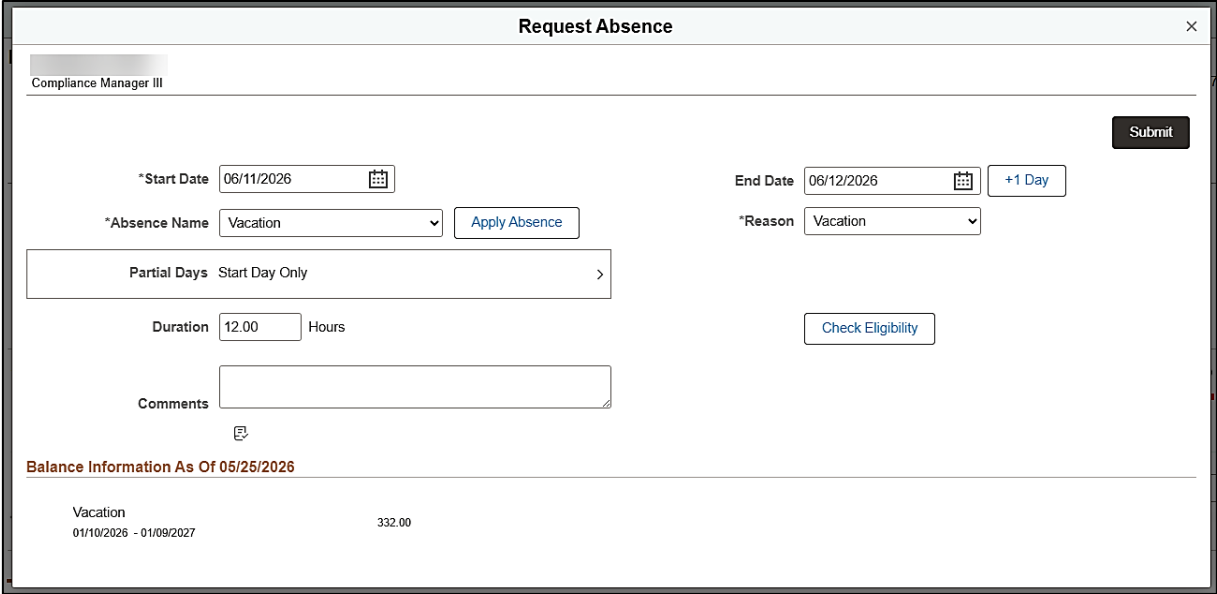
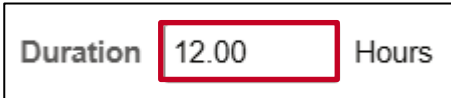
ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action
	The Partial Days page refreshes. 
	The Start Date field displays with the first day of the absence.
12.	Enter the partial day hours in the Duration field. For this scenario 4 hours is entered. 
13.	Click the Done button. 



ESS Time & Attendance Job Aid

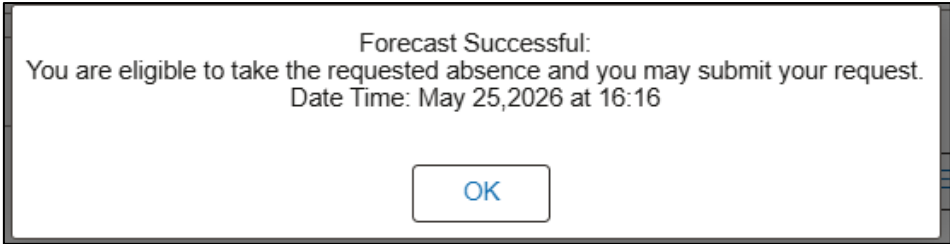
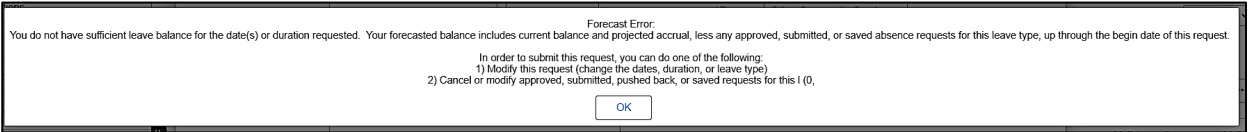
ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action
	The Request Absence page displays with the Duration Hours updated as applicable. 
14.	Verify the Duration Hours field that display are accurate. This field populates the number of hours for the requested absence based on the employee's Work Schedule and if any partial days selected. 
15.	Add comments in the Comments field if applicable. These comments are visible to others so personal information should not be entered. For this scenario, no comments are entered. Note: This is not a required field. 
16.	The Balance Information As Of [Date] section displays at the bottom of the page for the absence type selected and provides the current hours available for the absence selected. 



ESS Time & Attendance Job Aid

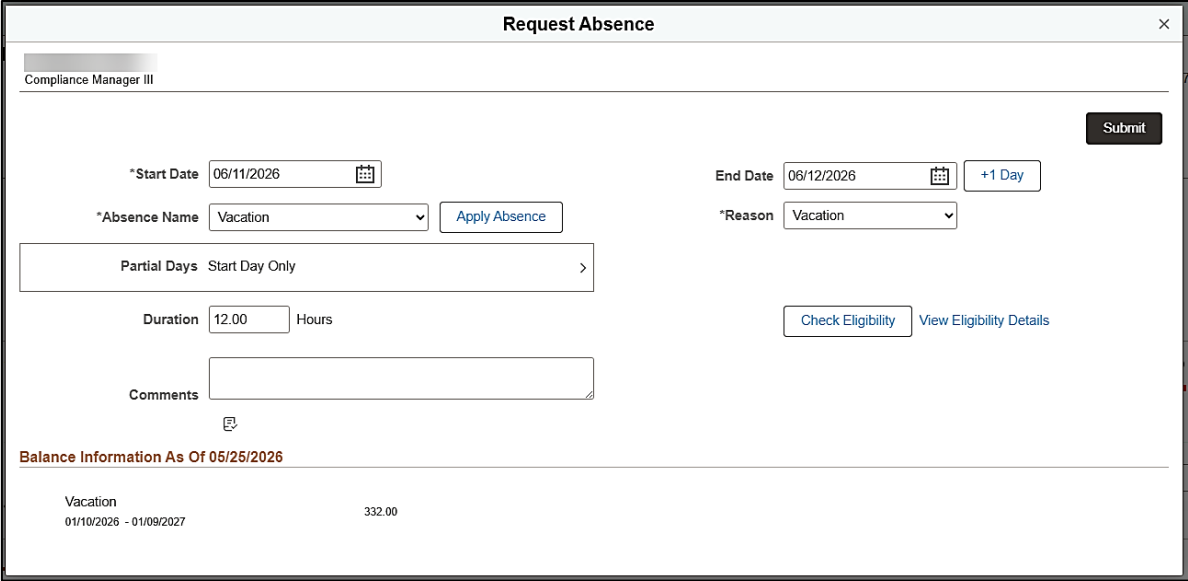
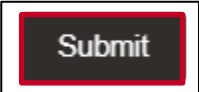
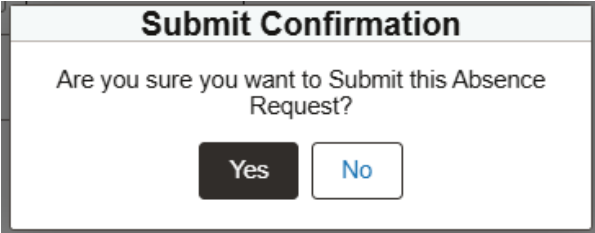
ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action
17.	Click the Check Eligibility button to verify the hours for the request. 
The Forecast Successful message displays. 	
	If the employee does not have a sufficient balance for the dates or duration requested, a Forecast Error message displays. The employee will not be able to submit the request if a Forecast Error message is received. 
If the employee believes they should have a sufficient balance, they should contact their supervisor or Agency Absence Management Administrator.	
18.	Click the OK button on the Forecast Successful message. 



ESS Time & Attendance Job Aid

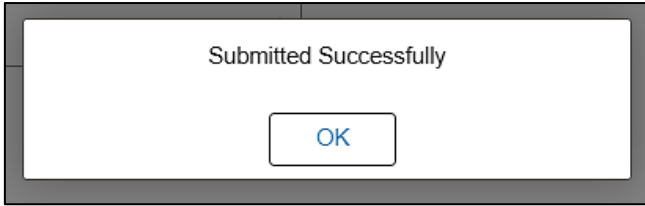
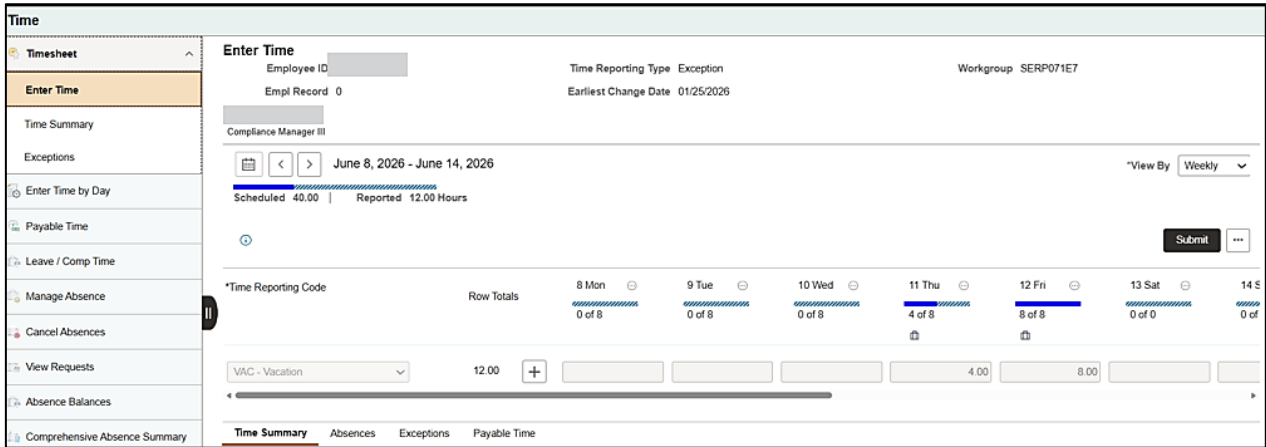
ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action
	The Request Absence page refreshes. 
	Optionally, click the View Eligibility Details button to view the details of the Absence Type balance after the absence is taken and the forecasted paid and unpaid hours taken in this Absence Request.  The Eligibility Details page will show “INELIGIBLE” for any future approved Absence Requests that are no longer eligible Absence Requests. Reviewing this information can assist in avoiding pay docking for ineligible Absence Requests.
19.	Click the Submit button. 
	A Submit Confirmation message displays in a pop-up window. 



ESS Time & Attendance Job Aid

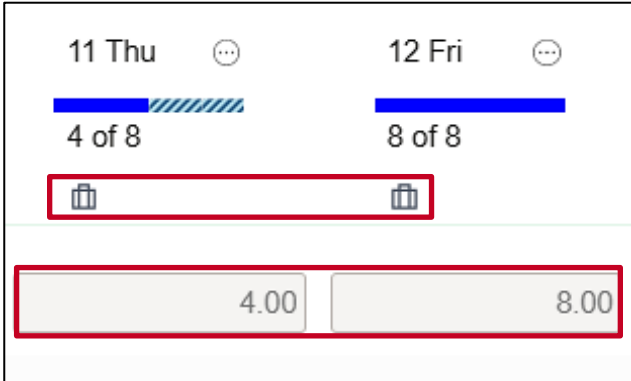
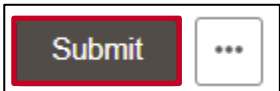
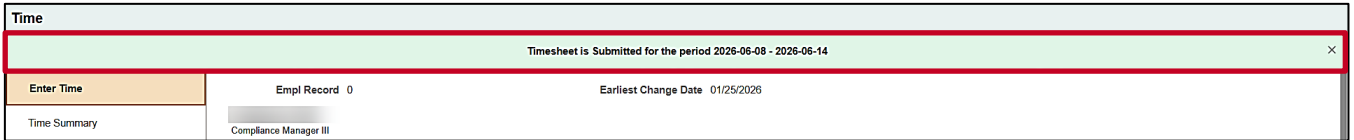
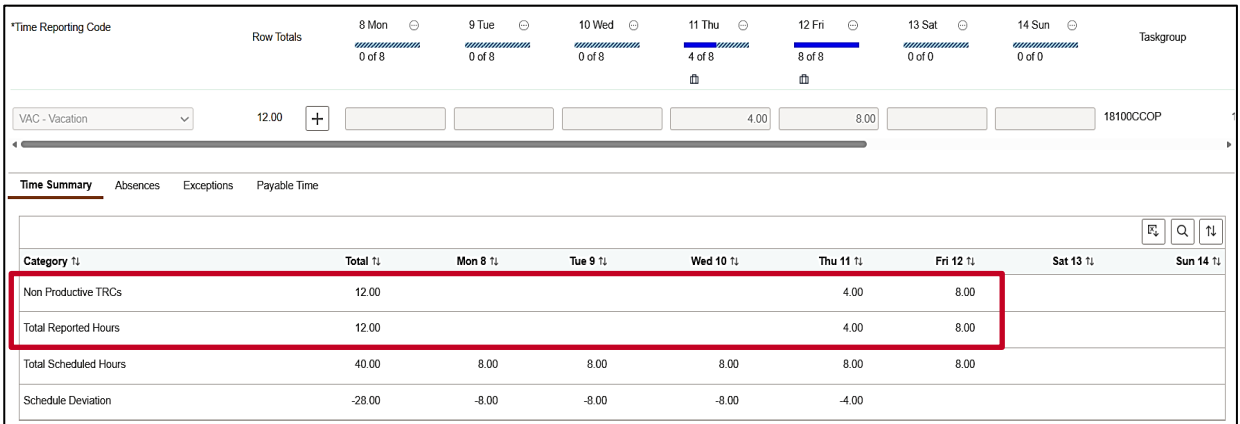
ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action
20.	Click the Yes button. 
A Submitted Successfully message displays in a pop-up window. 	
21.	Click the OK button. 
22.	Click the “x” at the top of the Request Absence page to close it. 
The Enter Time page redisplays. 	



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action
23.	Verify the requested Vacation days display on the Timesheet grid. Note: A suitcase Submitted Absence icon appears on each day of the requested absence. 
24.	Click the Submit button. 
A message displays at the top of the Enter Time page indicating the time has been submitted. 	
25.	Review the Time Summary tab at the bottom of the Enter Time page to verify the Timesheet was submitted correctly. 



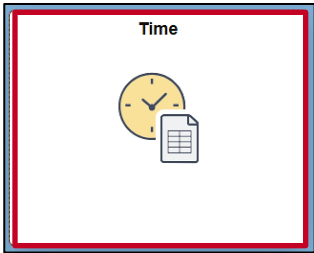
ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

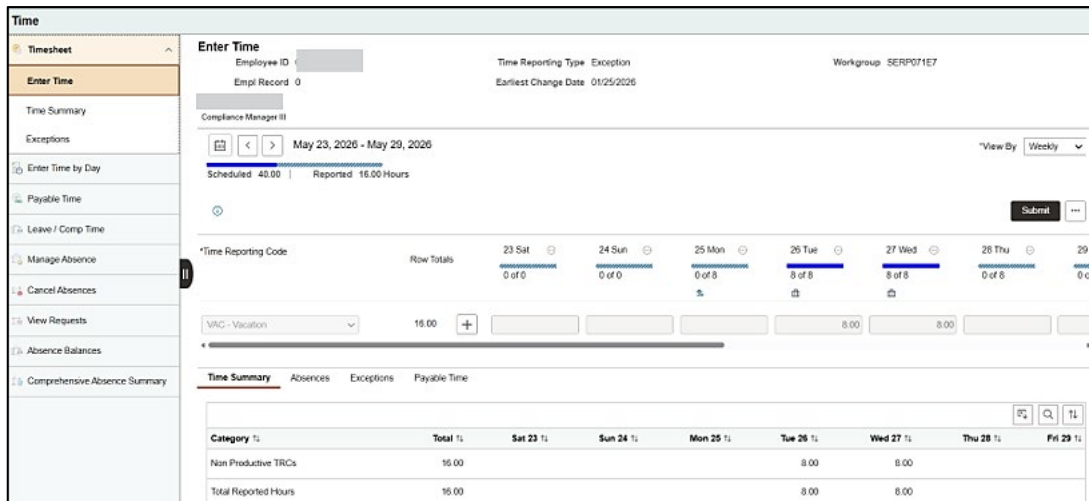
Canceling an Absence Request

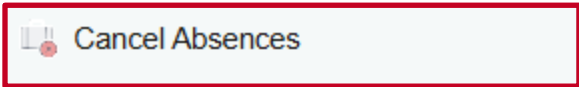
In this scenario, an absence request will be canceled. Absences can be canceled at any time. Approved absence requests can be canceled; however, they will route to the approver to approve the cancellation before the absence balances are updated.

Note: An Absence Request cannot be edited. It must be canceled and a new request submitted.

Step	Action
1.	Navigate to the Cancel Absences by clicking the Time tile on the Cardinal HCM Homepage. 

The **Enter Time** page displays by default.



2.	Click the Cancel Absences option in the menu. 
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ESS Time & Attendance Job Aid

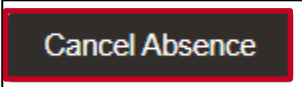
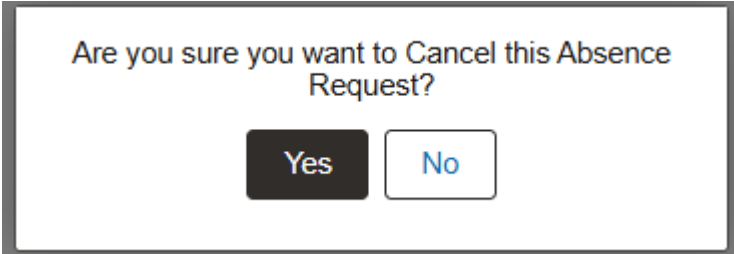
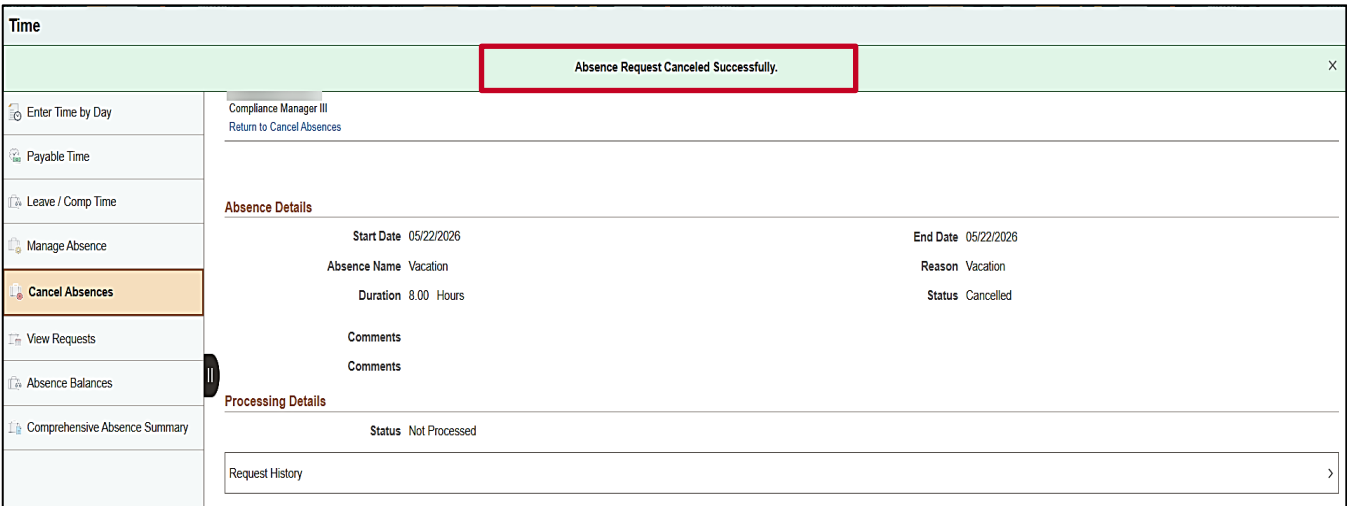
ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action
	The Cancel Absences page displays with all absence requests displayed. Time Timesheet Enter Time by Day Payable Time Leave / Comp Time Manage Absence Cancel Absences View Requests Absence Balances Comprehensive Absence Summary Cancel Absences Compliance Manager III View Requests 4 rows Vacation Submitted 06/11/2026 - 06/12/2026 12 Hours Not Processed Vacation Submitted 05/26/2026 - 05/27/2026 16 Hours Not Processed Vacation Submitted 05/22/2026 8 Hours Not Processed Vacation Submitted 04/06/2026 - 04/07/2026 16 Hours Not Processed



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action
	For this scenario, the absence has not been approved.
4.	Click the Cancel Absence button. 
A confirmation message displays in a pop-up window. 	
5.	Click the Yes button to cancel the absence. 
The Cancel Absence page refreshes and a cancel confirmation message displays. 	
	The Status field updates from “Submitted” to “Canceled”



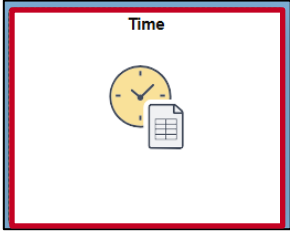
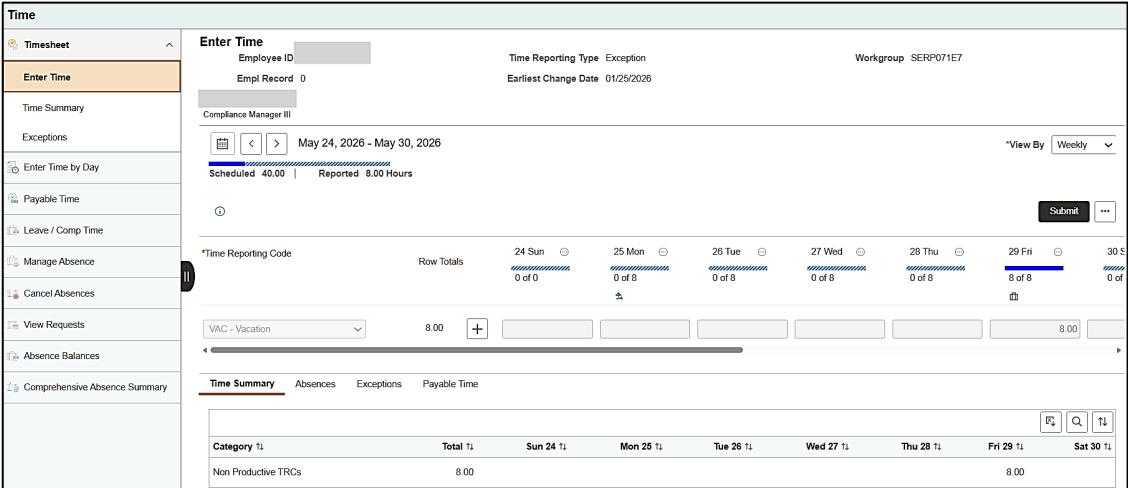
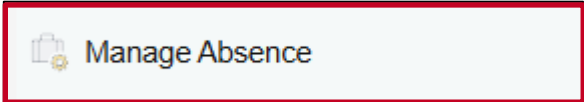
ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

Editing an Absence Request (After Cancelation)

An absence request can only be edited after it has been canceled. See the [Canceling an Absence](#) section of this Job Aid for the steps to cancel an absence. Once the absence request is canceled, it can be updated from the **Manage Absence** page.

In this scenario, the employee has canceled an absence request and is now editing the absence request to change the hours of the request from a partial day to a full day. The employee has canceled the absence request and will now edit it.

Step	Action
1.	Navigate to the Manage Absence page by clicking the Time tile. 
The Enter Time page displays by default. 	
2.	Click the Manage Absence menu item. 



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action
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The **Manage Absences** page displays.

Time

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

Manage Absences
Human Resource Analyst I

Vacation
06/05/2026
4.00 Hours
○ Canceled

Volunteer Service Leave
05/29/2026
8.00 Hours
⊗ Submitted

Volunteer Service Leave
06/08/2026
12.00 Hours
○ Canceled

[View all requests](#)

Create a new Request

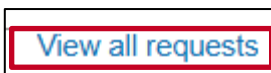
* Start Date: 05/26/2026 End Date: 05/26/2026 +1 Day

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

Related Information

- Balances
- Bone Marrow/Organ Donation

3. Click the **View all requests** link.



The **View Requests** page displays.

Time

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

View Requests
Human Resource Analyst I

3 rows

Volunteer Service Leave	06/08/2026 - 06/09/2026 12 Hours Not Processed	>
Vacation	06/05/2026 4 Hours Not Processed	>
Volunteer Service Leave	05/29/2026 8 Hours Not Processed	>

4. Click the canceled absence that requires updates.





ESS Time & Attendance Job Aid

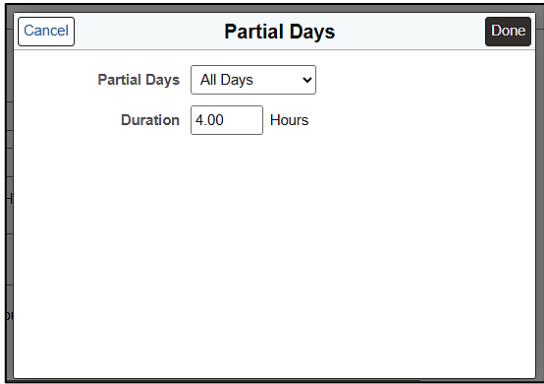
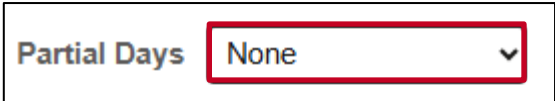
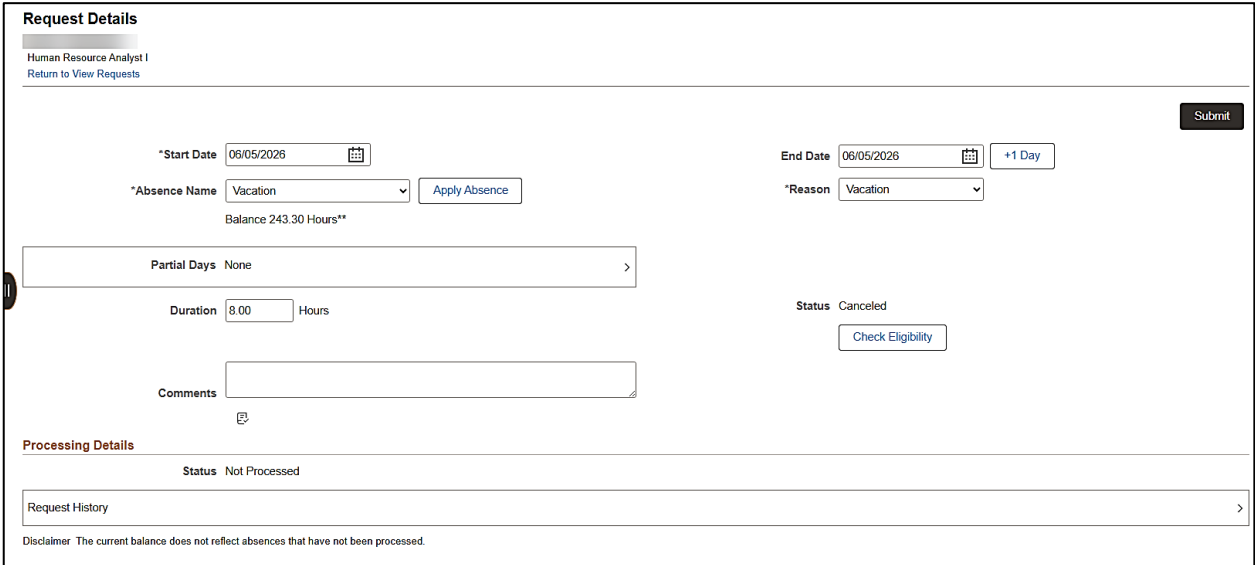
ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action
	The Request Details page displays for the canceled absence. Request Details Human Resource Analyst I Return to View Requests *Start Date06/05/2026 End Date06/05/2026 +1 Day *Absence NameVacation Apply Absence *ReasonVacation Balance 243.30 Hours** Partial DaysAll Days Duration4.00 Hours StatusCanceled Check Eligibility Comments Processing Details StatusNot Processed Request History Disclaimer The current balance does not reflect absences that have not been processed.
	For this scenario, the absence is being updated from 4 hours to 8 hours.
5.	Click Partial Days option. Partial DaysAll Days
	If any of the absence days are partial hours, click the Partial Days dropdown button and select from the following: • All Days – All days are partial days • End Day Only – Only the end day is partial • Start Day Only – Only the start day is partial • None – Default value. None of the days are partial days • Start and End Days – Both the start day and the end day are partial days



ESS Time & Attendance Job Aid

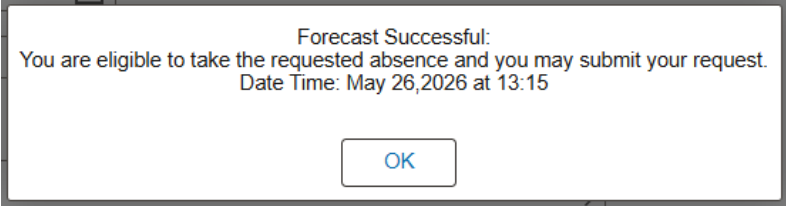
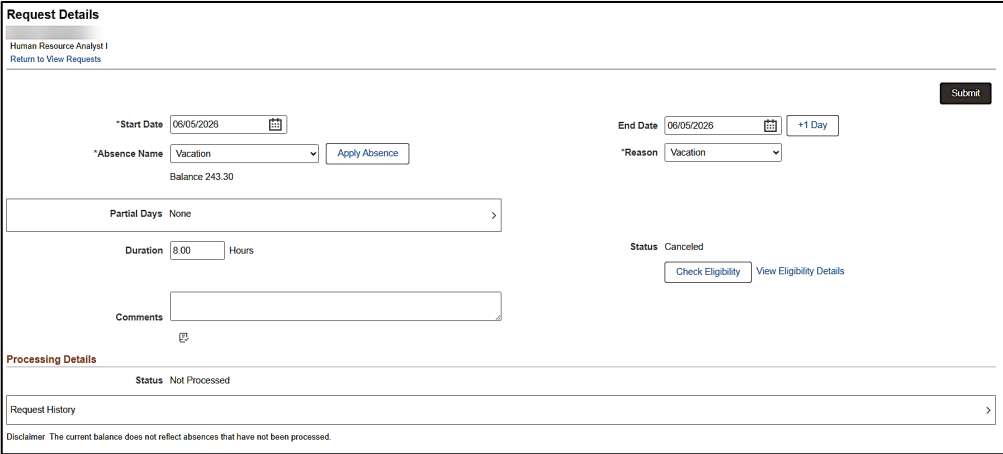
ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action
	The Partial Days page displays in a pop-up window. 
6.	Click the Partial Days dropdown menu and select “None”. 
7.	Click the Done button. 
	The Request Details page redisplay. 



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action
	The Duration field updates from 4 hours to 8 hours.
8.	Click the Check Eligibility button. 
The Forecast Successful message displays. 	
9.	Click the OK button. 
The Request Details page redisplay. 	

Step	Action
	Optionally, click the View Eligibility Details button to view the details of the Absence Type balance after the absence is taken and the forecasted paid and unpaid hours taken in this Absence Request. Check Eligibility View Eligibility Details The Eligibility Details page will show “INELIGIBLE” for any future approved Absence Requests that are no longer eligible Absence Requests. Reviewing this information can assist in avoiding pay docking for ineligible Absence Requests. If the Absence Name is blank this means an Absence Request is “Canceled” or in “Cancel in Process”.
10.	Click the Submit button. Submit
The Submit confirmation message displays. Are you sure you want to Submit this Absence Request? Yes No	
11.	Click the Yes button. Yes



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action
	The Manage Absences page redispays. Time Timesheet Enter Time by Day Payable Time Leave / Comp Time Manage Absence Cancel Absences View Requests Absence Balances Comprehensive Absence Summary Manage Absences Human Resource Analyst I Vacation 06/05/2026 8.00 Hours Submitted Volunteer Service Leave 05/29/2026 8.00 Hours Submitted Volunteer Service Leave 06/08/2026 12.00 Hours Cancelled View all requests Create a new Request * Start Date 05/26/2026 End Date 05/26/2026 +1 Day Submit * Absence Name Select Absence Name Apply Absence
12.	The updated absence now displays as 8 hours and displays “Submitted”. Vacation 06/05/2026 8.00 Hours Submitted



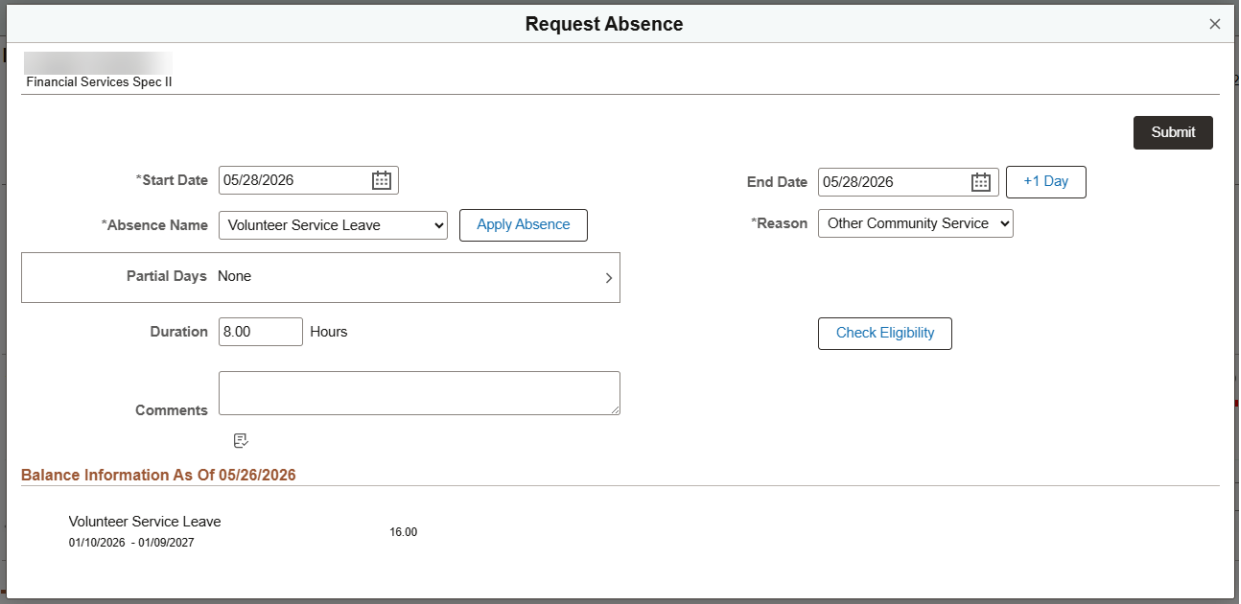
ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

Ineligible Future Absence Requests

When an absence event is entered and forecasted, Cardinal includes any future dated absences with the same Absence Name in the forecasting processing. When the current absence request is entered and forecasted, and there is an impact to a future absence request, Cardinal will display a message to notify the employee.

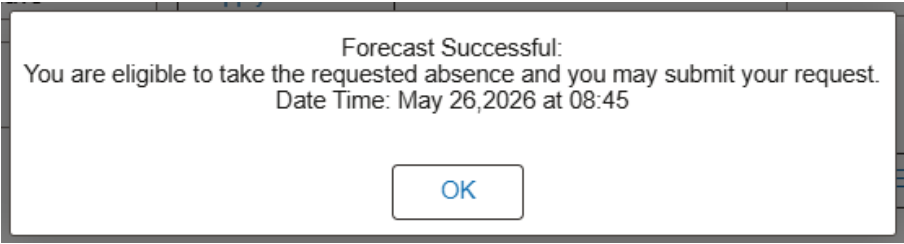
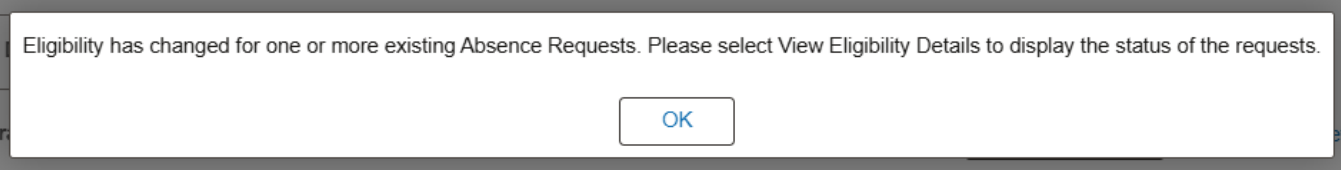
In this scenario, the employee has entered an absence request for eight hours of Volunteer Service Leave that will impact the eligibility of a future absence request.

Step	Action
1.	Enter the absence request in Cardinal. See the applicable section in this Job Aid for details on entering absences Creating a New Absence Event (No Partial Days) or Creating a New Absence Event (With Partial Days). The Request Absence page has been completed. 
2.	Click the Check Eligibility button. 



ESS Time & Attendance Job Aid

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Step	Action
	The Forecast Successful message displays. 
3.	Click the OK button. 
	A message displays indicating Eligibility has changed. 
4.	Click the OK button. 



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action
	The Request Absence page redispays. Request Absence Human Resource Analyst I Submit *Start Date 05/29/2026 End Date 05/29/2026 +1 Day *Absence Name Volunteer Service Leave Apply Absence *Reason Other Community Service Partial Days None > Duration 8.00 Hours Check Eligibility View Eligibility Details Comments Balance Information As Of 05/26/2026 Volunteer Service Leave 01/10/2026 - 01/09/2027 16.00
5.	Click the View Eligibility Details link. Check Eligibility View Eligibility Details



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

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

The **Eligibility Details** page displays in a pop-up window.

Eligibility Details

Volunteer Service Leave
01/10/2026 - 01/09/2027

8.00

CSL FORECAST PAID
05/29/2026 -

8.00

CSL FORECAST UNPD
05/29/2026 -

0.00

Eligibility for the following Absences has changed due to latest eligibility check. Please go to View Requests to see more details.

Absence Requests

1 row

Absence Name	Begin Date	End Date	Eligibility Value
1 Volunteer Service Leave	06/08/2026	06/09/2026	INELIGIBLE



The **Eligibility Details** page will show “INELIGIBLE” for any future approved Absence Requests that are no longer eligible Absence Requests. Reviewing this information can assist in avoiding pay docking for ineligible Absence Requests.

6. Click the “x” to close the page.

Eligibility Details



The **Request Absence** page redisplay.

Request Absence

Human Resource Analyst I

Submit

*Start Date05/29/2026

End Date05/29/2026+1 Day

*Absence NameVolunteer Service Leave

Apply Absence

*ReasonOther Community Service

Partial DaysNone

Duration8.00Hours

Check EligibilityView Eligibility Details

Comments

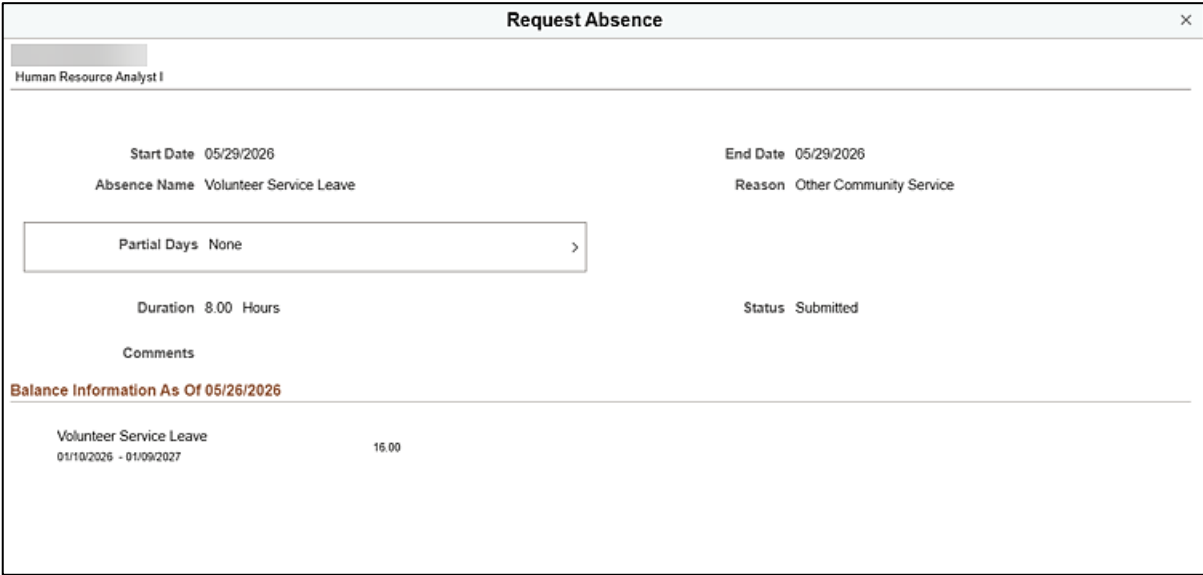
Balance Information As Of 05/26/2026

Volunteer Service Leave
01/10/2026 - 01/09/202716.00



ESS Time & Attendance Job Aid

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Step	Action
7.	Click the Submit button. 
The Submitted Successfully message displays. 	
8.	Click the OK button. 
The Request Absence page redisplay with the Status of “Submitted”. 	
9.	Click the “x” to close the Request Absence page. 



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

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

The **Enter Time** page displays.

Time

Enter Time

Employee IC [redacted] Time Reporting Type Exception Workgroup SERP071E7

Empl Record 0 Earliest Change Date 01/25/2026

Compliance Manager III

May 24, 2026 - May 30, 2026 *View By Weekly

Scheduled 40.00 | Reported 8.00 Hours

Submit

*Time Reporting Code	Row Totals	24 Sun	25 Mon	26 Tue	27 Wed	28 Thu	29 Fri	30 Sat
		0 of 0	0 of 8	0 of 8	0 of 8	0 of 8	8 of 8	0 of 0

VAC - Vacation 8.00 +

Time Summary Absences Exceptions Payable Time

10. Click the **View Requests** menu item.



The **View Requests** page displays.

Time

View Requests

Human Resource Analyst I

View Requests 2 rows

Volunteer Service Leave	06/08/2026 - 06/09/2026	12 Hours	>
Submitted			
INELIGIBLE		Not Processed	
Volunteer Service Leave	05/29/2026	8 Hours	>
Submitted			
ELIGIBLE		Not Processed	



The ineligible absence request should be reviewed, canceled, and a new request completed, if applicable, with a different absence to avoid pay docking.



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action
11.	Click the absence request that is noted as being “Ineligible”. Volunteer Service Leave Submitted INELIGIBLE 06/08/2026 - 06/09/2026 12 Hours Not Processed

The selected absence request displays.

Time

Timesheet

Enter Time by Day

Payable Time

Leave / Comp Time

Manage Absence

Cancel Absences

View Requests

Absence Balances

Comprehensive Absence Summary

Human Resource Analyst I

Return to View Requests

Start Date 06/08/2026

End Date 06/09/2026

Cancel Absence

Absence Name Volunteer Service Leave

Reason Other Community Service

Balance 13.00 Hours

Partial Days End Day Only

Duration 12.00 Hours

Status Submitted

Eligibility Results INELIGIBLE

View Eligibility Details

Comments

Processing Details

Status Not Processed

Request History

**Disclaimer The current balance does not reflect absences that have not been processed.

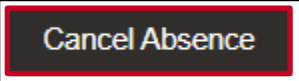
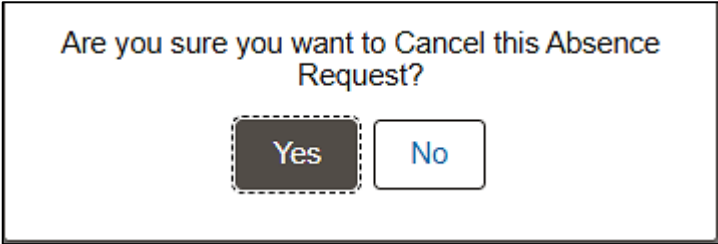
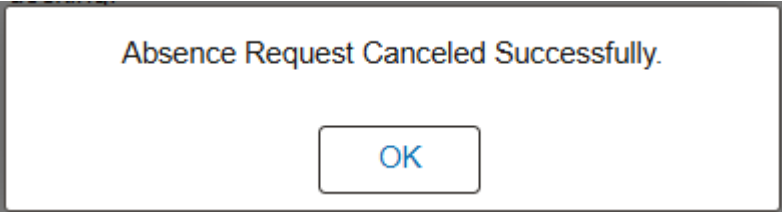
12.	Click the Cancel Absence button. Cancel Absence
-----	---

The **Cancel Absence** page displays in a pop-up window.

Cancel Absence

Cancel Absence

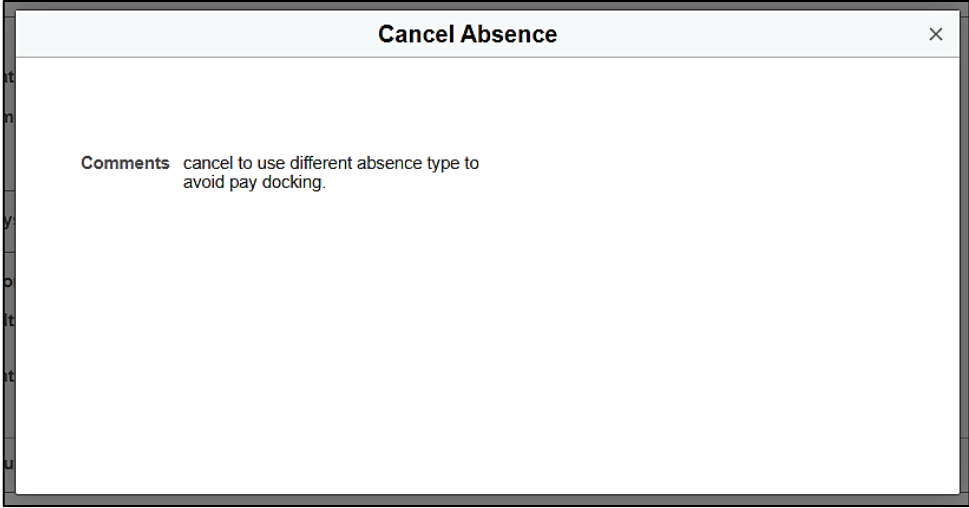
Comments

Step	Action
	The user can enter comments regarding the cancelation in the Comments field. This is not required. For this scenario a comment is entered “cancel to use different absence type to avoid pay docking”.
13.	Click the Cancel Absence button to cancel the absence. 
A confirmation message displays. 	
14.	Click the Yes button. 
The Canceled Successfully message displays. 	
15.	Click the OK button. 



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action
	The Cancel Absence page redisplay. 
16.	Click the “x” to close the Cancel Absence page. 
	Update the future absence as applicable using an absence that has a sufficient balance. See the applicable section in this Job Aid for details on entering absences Creating a New Absence Event (No Partial Days) or Creating a New Absence Event (With Partial Days).



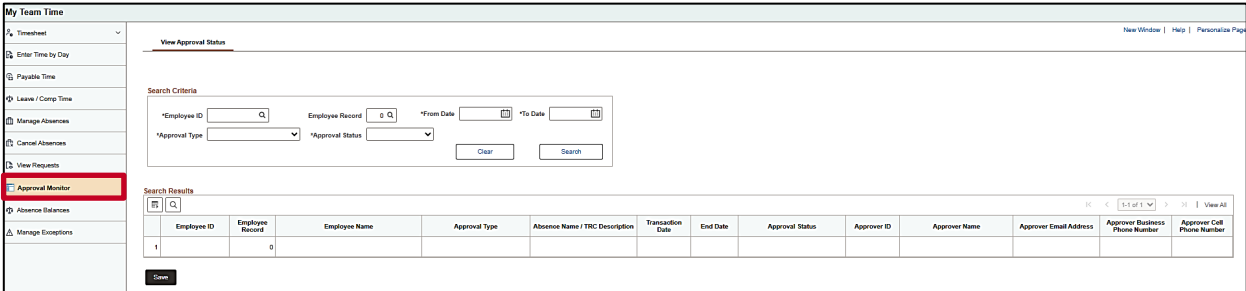
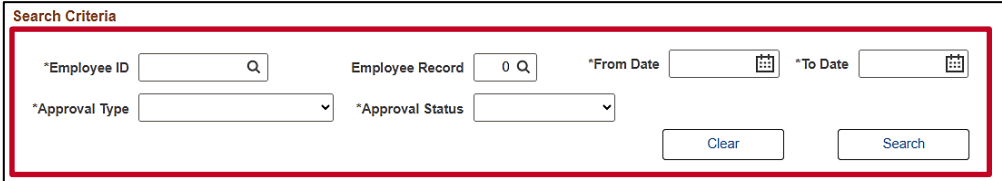
ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

Viewing Approval Status

After the Time Administration process runs, the approval status for Reported Time and Payable Time can be reviewed on the **Approval Monitor** page. If the user's Agency uses Cardinal Absence Management, the approval status for Absences and Canceled Absences can also be reviewed on this page.

Users can track and filter time and absence requests by Approval Type, Approval Status, and a specified Date range.

Step	Action
1.	Navigate to the Approval Monitor page by clicking the My Team Time tile. 
2.	Use the following navigation path: My Team Time > Approval Monitor  The fields in the Search Criteria section are required fields. Complete all fields to view results. Users can only review one Approval Type and Approval Status at a time. The Employee Record field defaults to "0" but can be updated as needed. 
3.	Enter the Employee ID in the Empl ID field. 



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

Step	Action
4.	Click the Calendar icon to enter the dates in the From Date and To Date fields. *From Date  *To Date 
5.	Click the Approval Type dropdown button and select the applicable Approval Type. In this scenario, select “TLPayableTime” to view Payable Time. *Approval Type  AbsenceCancellation AbsenceManagement TLPayableTime TLReportedTime Search Results
6.	Click the Approval Status dropdown button and select the applicable Approval Status. In this scenario, select “Needs Approval” to view Payable Time in Needs Approval status. *Approval Status  Approved Closed Distributed Estimated Needs Approval No Pay Overtime Hold Rejected by Payroll Reversed Check Salary Hold Sent to Payroll Taken by Payroll Employee Name
	For more information about Reported Time and Payable Time Statuses and a brief description for each one, see the section Reported Time, Payable Time, Denied, Cancel in Progress, and Cancelled Statuses below.
7.	Click the Search button to view results. Clear Search



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

Step

Action

The **Approval Monitor** page displays all matching records based on the search criteria entered.

My Team Time

View Approval Status

Search Criteria

*Employee ID

Employee Record

*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	Approver Business Phone Number	Approver Cell Phone Number
1	0		TLPayableTime	OT @Time 1/2 - Hfty	01/07/2026		Needs Approval				555/555-5555	
2	0		TLPayableTime	OT @Time 1/2 - Hfty	01/07/2026		Needs Approval				555/555-5555	
3	0		TLPayableTime	Regular Earnings - Hourly	01/07/2026		Needs Approval				555/555-5555	

Save

i

The following details are displayed on this page:

Request Details:

Absence Name/TRC Description and Transaction Date

Approver Details:

Name, Email Address, and Phone Number



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

Reported Time, Payable Time, Denied, Cancel in Progress, and Cancelled Statuses

Reported Time, Payable Time, Denied, Cancel in Progress, and Cancelled can be reviewed online or Supervisors and TL Administrators can run the Timesheet Report to review time and absences.

Reported Time Status Descriptions

The tables below show Reported Time Status descriptions and the actions available based on grace periods and roles.

Reported Time Statuses					
Status Type	Status	Code	Next Status	Description	Agency Type
Reported Time	Saved	SV	SB	Time that has been entered but not submitted for processing	Online
Reported Time / Absence Request	Saved	SV	NA	Absence that has been entered but not submitted for approval	AM
Reported Time	Saved	SV	NA	Time for interfacing employee that has been saved online but not submitted for approval	Interfacing
Reported Time	Submitted	SB		Time that has been reported and submitted for processing	Online
Reported Time / Absence Request	Needs Approval	NA	AP	Absence that has been submitted and is pending approval	AM
Reported Time	Needs Approval	NA	AP, CL	Time for interfacing employee that has been submitted online and is pending approval	Interfacing
Reported Time / Absence Request	Approved	AP		Absence that has been approved	AM
Reported Time	Approved	AP		Time for interfacing employee that has been interfaced as approved or submitted and approved online	Interfacing
Reported Time	Closed	CL		Time closed by the TA Expired Grace Approver	Online + Interfacing

* Agencies using Cardinal online for TA will only see a status of either Saved or Submitted for time entered on the Timesheet Grid.

**Agencies using Cardinal Absence Management will see Denied, Cancel in Progress, Cancelled, Needs Approval, or Approved for absences. Interfacing Agencies will generally only see Approved when the time is successfully interfaced into Cardinal.



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

Reported Time Status actions available based on grace periods and roles.

Status Type	Code	Agency Type	<90 days	>90 <365	>365
Reported Time	SV	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
Reported Time / Absence Request	SV	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)
Reported Time	SV	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
Reported Time	SB	Online	No action needed	No action needed	No action needed
Reported Time / Absence Request	NA	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)
Reported Time	NA	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
Reported Time / Absence Request	AP	AM	No action needed	No action needed	No action needed
Reported Time	AP	Interfacing	No action needed	No action needed	No action needed
Reported Time	CL	Online + Interfacing	No action needed	No action needed	No action needed



ESS Time & Attendance Job Aid

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Payable Time Status Descriptions

The tables below show the Payable Time Status descriptions and actions available based on grace periods and roles.

Payable Time Statuses					
Status Type	Status	Code	Next Status	Description	Agency Type
Payable Time	Needs Approval	NA	AP, VS, VH, CH, CL, NP	Time that has been processed by Time Administration and is pending approval	Online
Payable Time	Approved	AP	SP then TP	Time that has been approved and ready for payroll/distribution	Online
Payable Time	Estimated	ES	SP then TP	Time that does not require approval and is ready for payroll/distribution	Online + Interfacing
Payable Time	Overtime Hold	VH	AP	Time for salaried employees subject to overtime lag that has not yet been released for load to payroll	Online
Payable Time	Salary Hold	VS	PD	Time for salaried employees included in base pay pending distribution	Online
Payable Time	No Pay	NP		Time does not require pay or distribution	Online + Interfacing
Payable Time	Rejected by Payroll	RP	SP then TP or CL	Time rejected by load to payroll process	Online + Interfacing
Payable Time	Reversed	RV		Time reversed by payroll	Online + Interfacing
Payable Time	Sent to Payroll	SP	TP or RP	Time is in process of being loaded to payroll	Online + Interfacing
Payable Time	Taken by Payroll	TP	PD	Time loaded to payroll pending payroll processing	Online + Interfacing
Payable Time	Distributed	PD		Time paid and/or distributed to General Ledger	Online + Interfacing
Payable Time	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



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Exception Time Reporters

Payable Time Status actions available based on grace periods and roles.

Status Type	Code	Agency Type	<90 days	>90 <365	>365
Payable Time	NA	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
Payable Time	AP	Online	No action needed	No action needed	No action needed
Payable Time	ES	Online + Interfacing	No action needed	No action needed	No action needed
Payable Time	VH	Online	No action needed	No action needed	No action needed
Payable Time	VS	Online	No action needed	No action needed	No action needed
Payable Time	NP	Online + Interfacing	No action needed	No action needed	No action needed
Payable Time	RP	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
Payable Time	RV	Online + Interfacing	No action needed	No action needed	No action needed
Payable Time	SP	Online + Interfacing	No action needed	No action needed	No action needed
Payable Time	TP	Online + Interfacing	No action needed	No action needed	No action needed
Payable Time	PD	Online + Interfacing	No action needed	No action needed	No action needed
Payable Time	CL	Online + Interfacing	No action needed	No action needed	No action needed