



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Positive Time Reporters

Time Entry Scenarios – Positive Time Reporters Overview

This Job Aid provides scenarios for Positive Time Reporting in Cardinal for hourly and salaried employees. Hourly employees and salaried employees with variable Work Schedules are always positive time reporters, but salaried employees with set Work Schedules can also be positive time reporters as determined by the agency. The Time Reporter Type displays on the **Timesheet** page in the **Time Reporter Type** field.

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

Hourly employees must submit time in order for it to be processed by Payroll and to receive pay.

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.

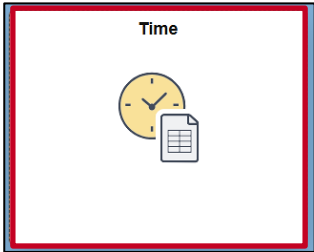
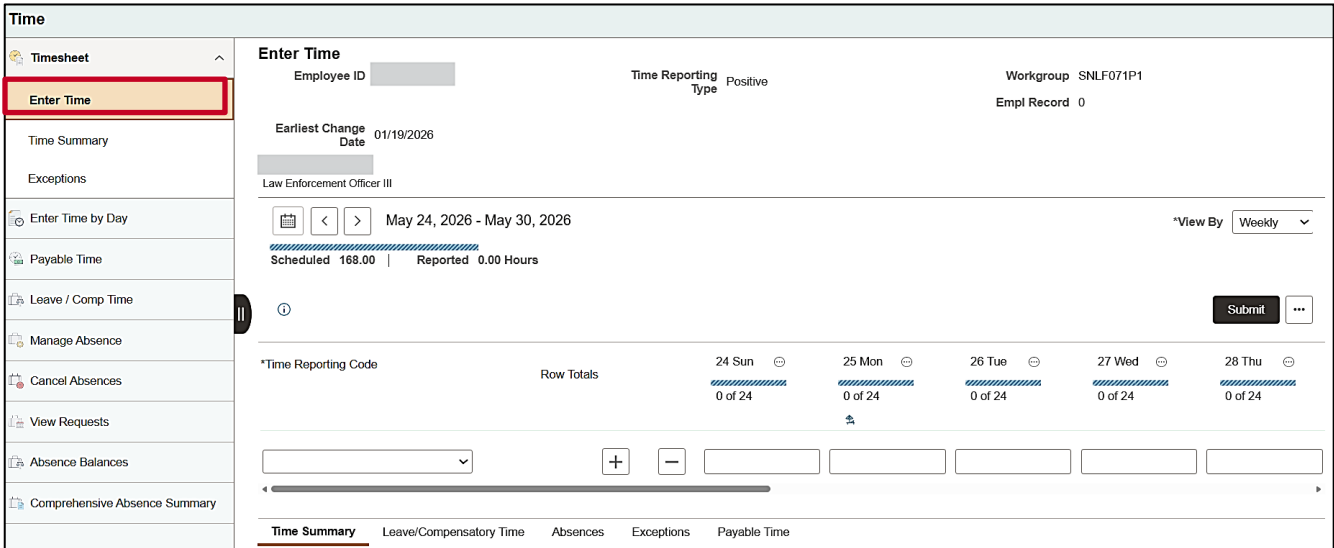


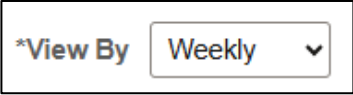
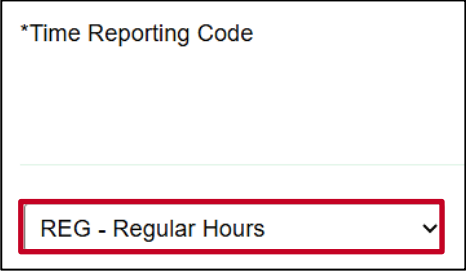
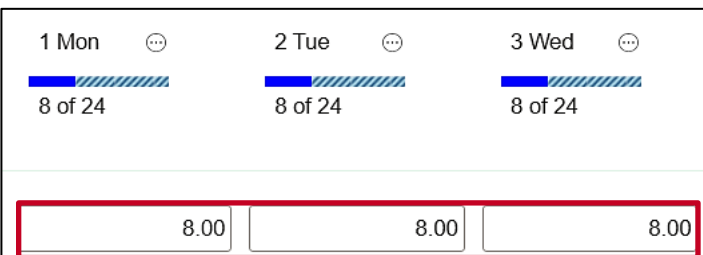
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Entering Regular Time and Multiple ChartField Distributions

In this scenario, time is being entered for regular hours worked and charged to two different ChartField distributions.

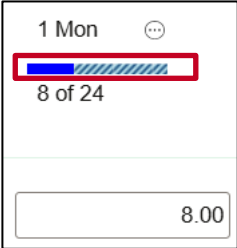
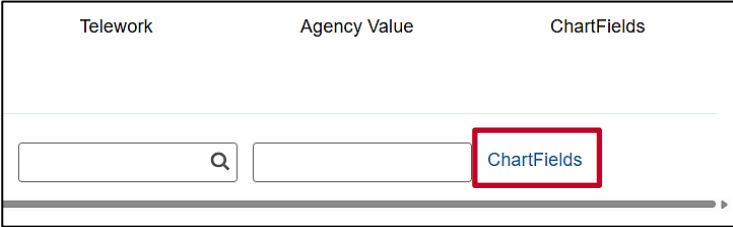
Step	Action
1.	Navigate to the Enter Time page by clicking the Time tile on the Cardinal HCM Homepage. 
The Enter Time page displays by default. 	
2.	Verify the Timesheet displays for the time being reported by reviewing the dates that display. May 24, 2026 - May 30, 2026

Step	Action
	The View By field defaults to “Weekly” which indicates how the Timesheet will display.  Note: Change the view of the Timesheet by using the View By dropdown button to view by Bi-Weekly, Monthly, Period, or Weekly. If the correct week is not displayed use the Calendar icon or Previous and Next icons to navigate to 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”. 
	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. 



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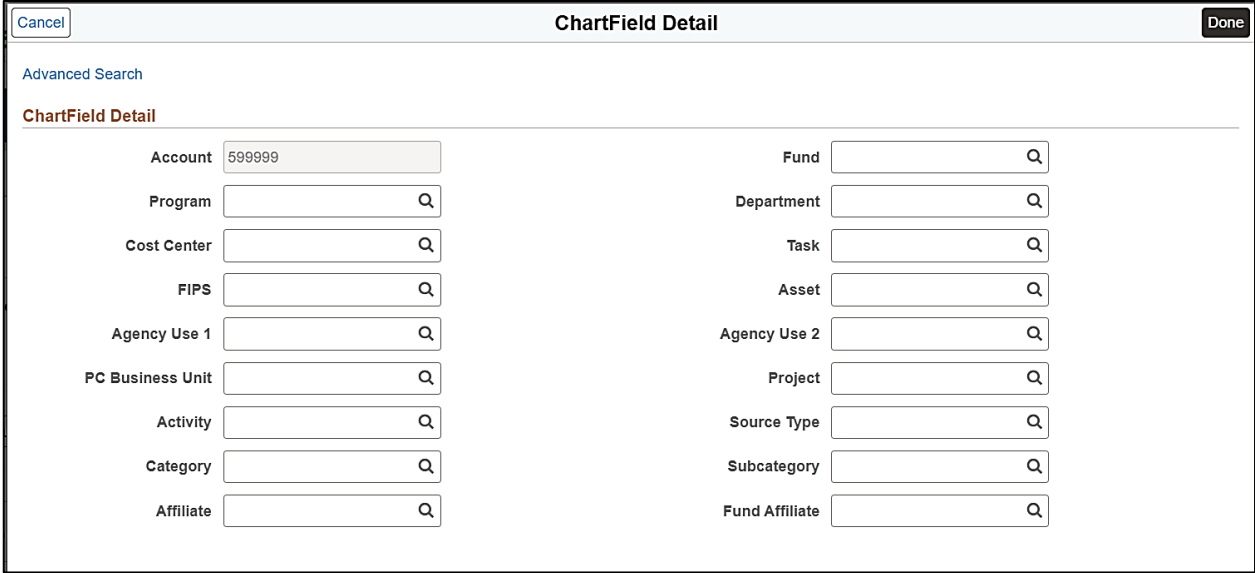
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Step	Action
	The Status Bar displays in “blue” when reported hours correspond to the assigned Work Schedule. “Patterned shading” indicates scheduled hours. When reported hours exceed the assigned Work Schedule, the Status Bar displays in “orange” to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



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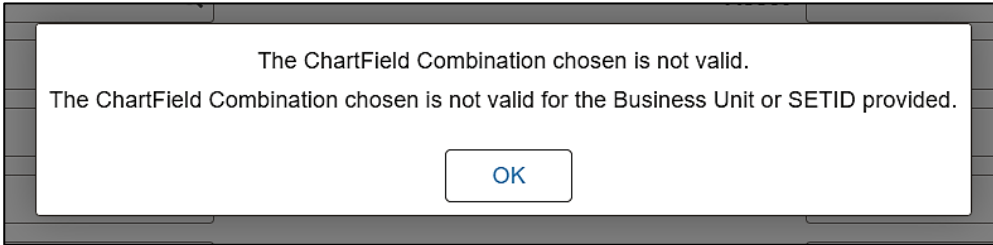
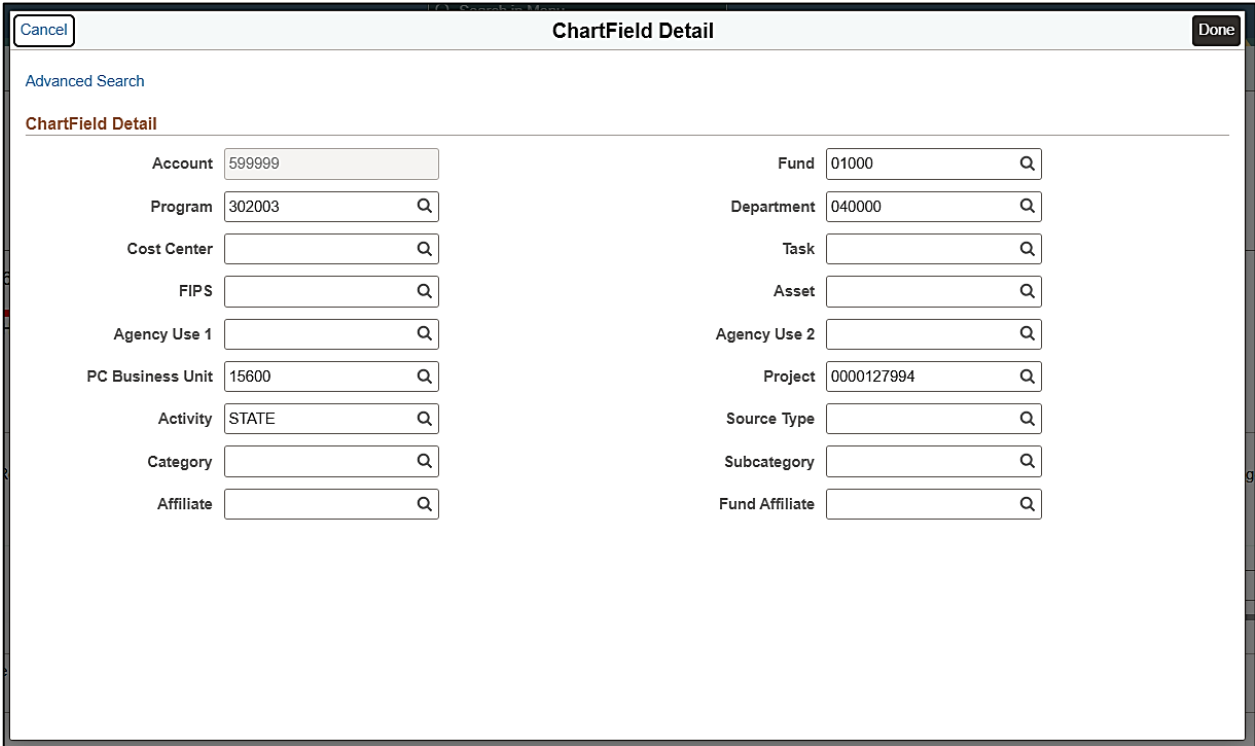
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Step	Action
	The ChartField Detail page displays in a pop-up window. 
7.	Enter the ChartField information (charge distribution) for the hours entered or click the Advanced Search link to use a SpeedType Key.  Note: If an employee has questions regarding which distribution(s) to enter, they should contact their supervisor or manager 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 have been entered. 



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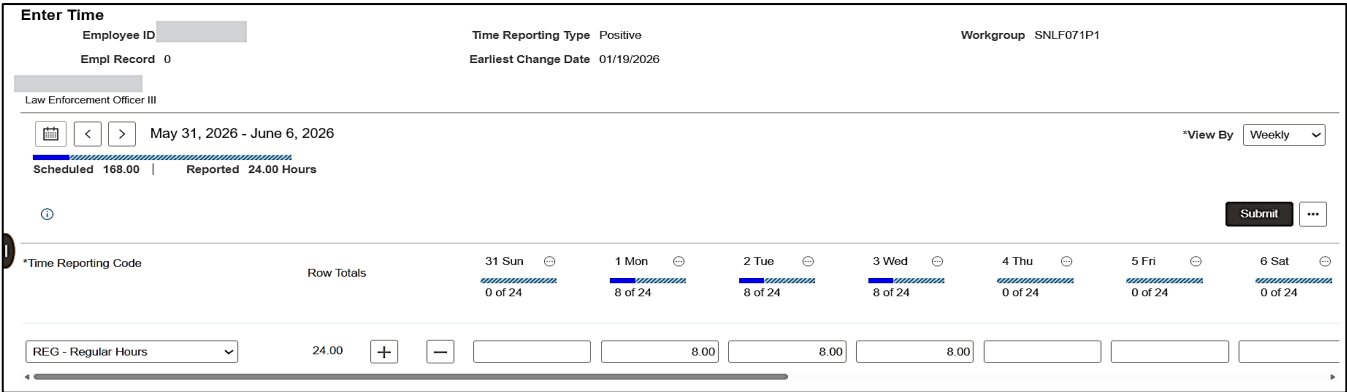
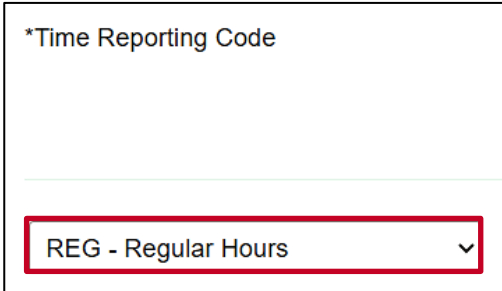
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Step	Action
	If the ChartField entered is valid, the Enter Time page displays. Proceed to Step 12. If the ChartField entered is invalid, a notification displays in a pop-up window. Proceed to the next Step. 
9.	Click the OK button on the message. 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



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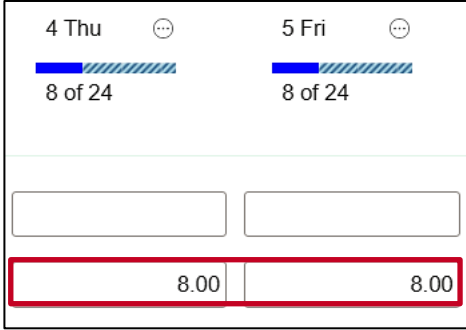
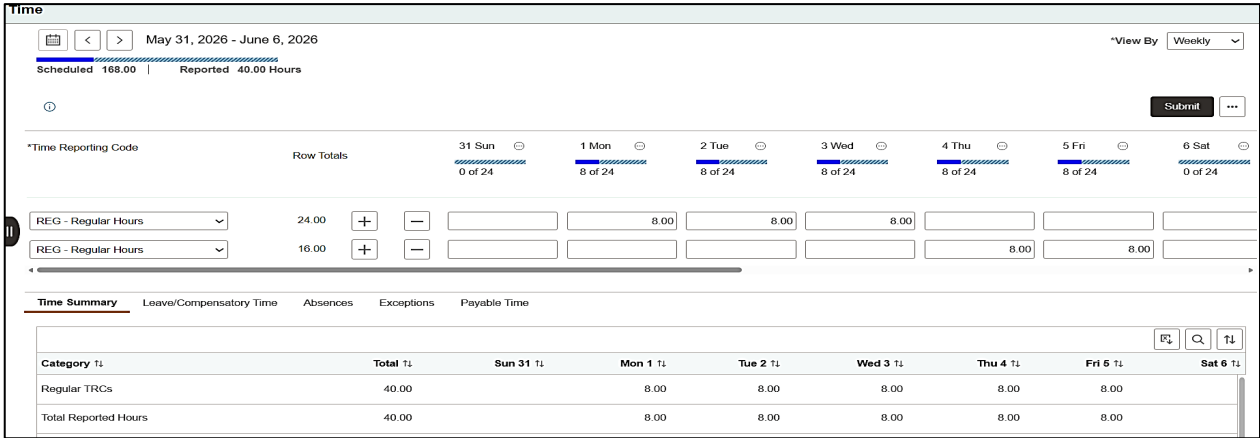
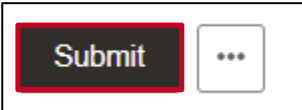
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Step	Action
11.	Click the Done button. 
The Enter Time page redisplay. 	
12.	Click the Add a Row (+) button to add the row. 
13.	Click the Time Reporting Code dropdown button and select “REG-Regular Hours” for the second row. 



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Step	Action
14.	Enter 8 hours for Thu and Fri on the second row. 
15.	Repeat Steps 7 – 9 to enter the second ChartField distribution. The Enter Time page displays after the valid ChartField (charge distribution) is entered. 
16.	Click the Submit button to submit the time for processing and approval. 



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

Timesheet is Submitted for the period 2026-05-31 - 2026-06-06

Enter Time

Time Summary

Exceptions

Enter Time by Day

Payable Time

Leave / Comp Time

Manage Absence

Cancel Absences

View Requests

Absence Balances

Comprehensive Absence Summary

Earliest Change Date 01/19/2026

Empl Record 0

Law Enforcement Officer III

May 31, 2026 - June 6, 2026

Scheduled 168.00 | Reported 40.00 Hours

31 Sun 0 of 24

1 Mon 8 of 24

2 Tue 8 of 24

3 Wed 8 of 24

4 Thu 8 of 24

REG - Regular Hours 16.00

REG - Regular Hours 24.00

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

Category	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Regular TRCs	40.00		8.00	8.00	8.00	8.00	8.00	
Total Reported Hours	40.00		8.00	8.00	8.00	8.00	8.00	
Total Scheduled Hours	168.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00
Schedule Deviation	-128.00	-24.00	-16.00	-16.00	-16.00	-16.00	-16.00	-24.00

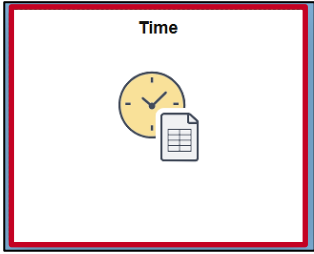
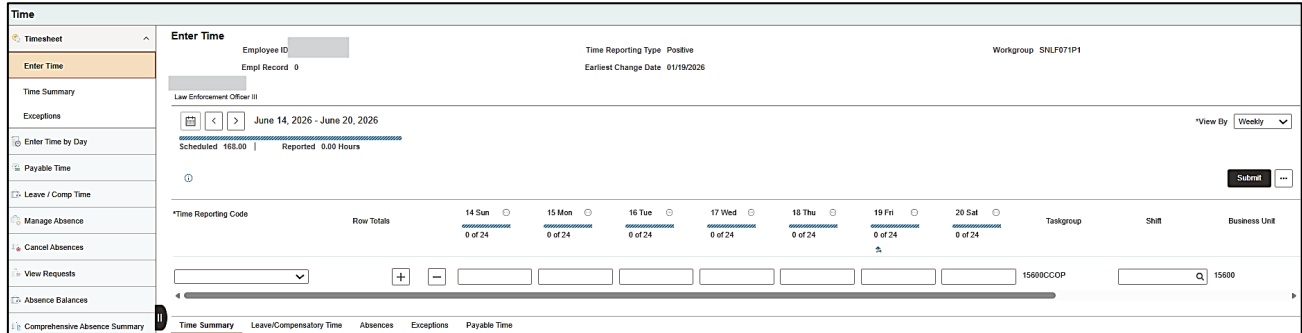


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Making a Timesheet Adjustment

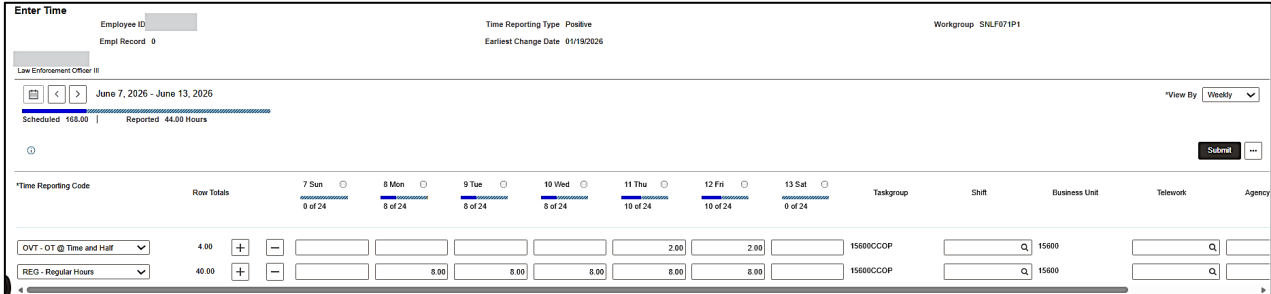
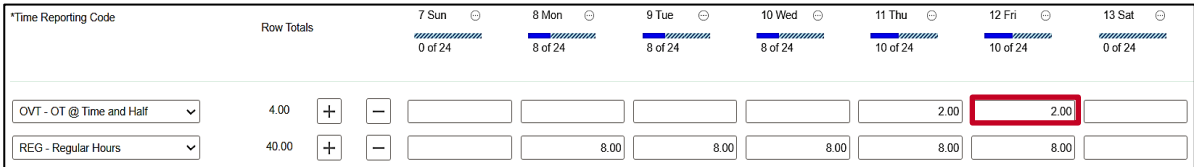
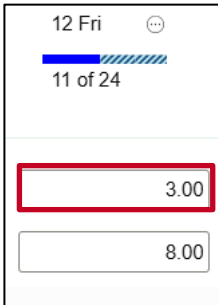
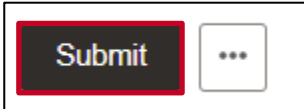
In this scenario, the employee will make an adjustment to their time from the previous week. The adjustment is to change the overtime hours worked from two hours to three hours for the Friday time entry.

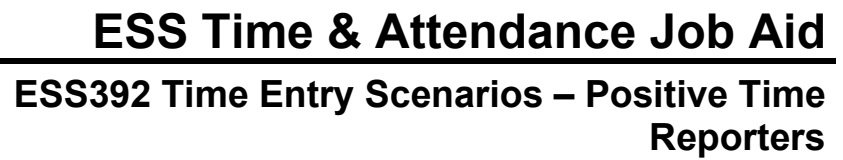
Step	Action
1.	Navigate to the Enter Time page by clicking the Time tile on the Cardinal HCM Homepage. 
The Enter Time page displays by default. 	
	Click the Navigation Area tab to hide the Transaction Panel section to view more of the Timesheet. 
2.	Verify the Timesheet displays for the time being reported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



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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 on the applicable day in the Timesheet 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. 



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

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

Rev 9/1/2026

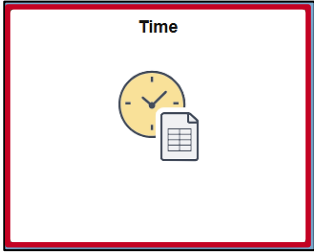
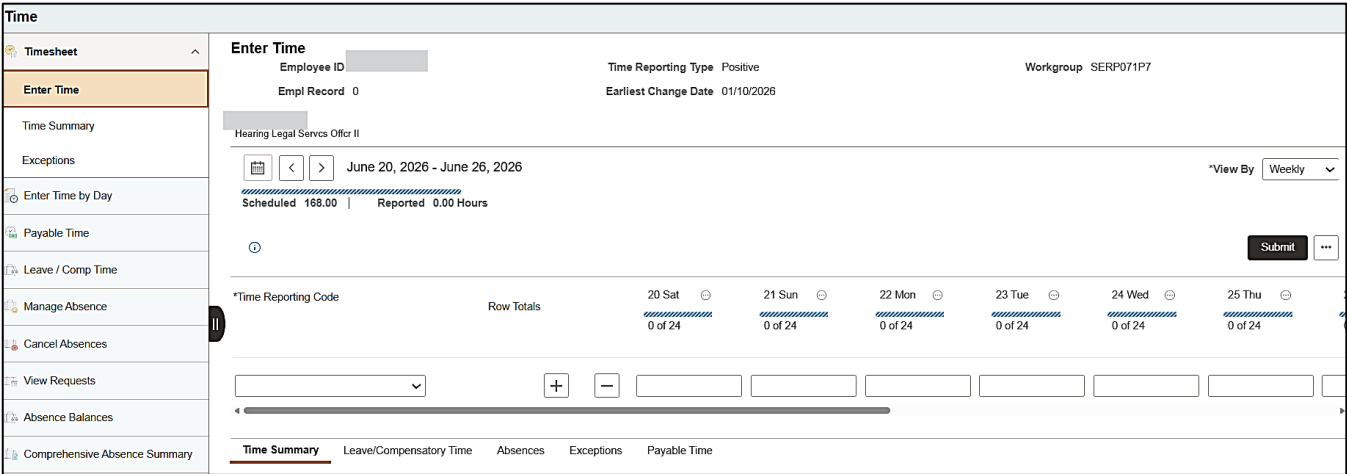
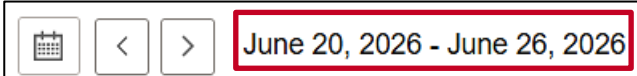


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Uncompensated Overtime and Straight Overtime

In this scenario, time will be entered for regular time, uncompensated overtime, and straight overtime.

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. 
	If it is not the correct week, use the Calendar icon or the Previous (<) and Next (>) icons to access the correct week.



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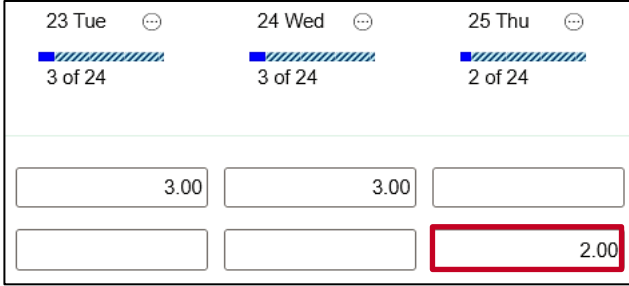
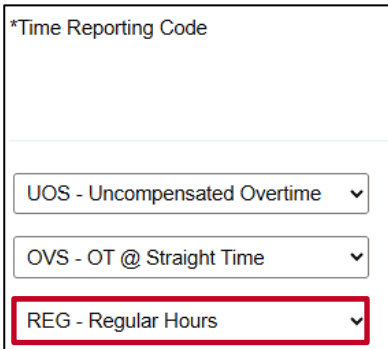
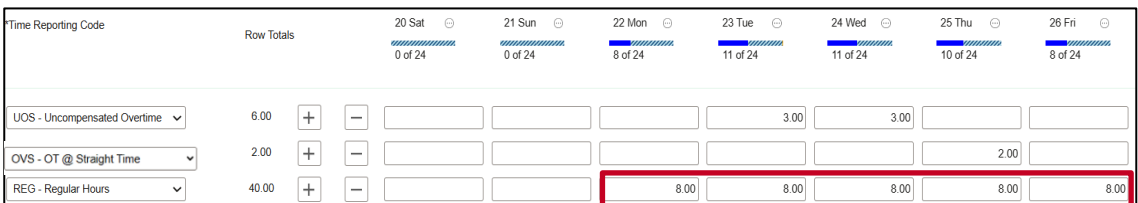
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Step	Action												
3.	Click the Time Reporting Code dropdown button and select “UOS-Uncompensated Overtime”. *Time Reporting Code UOS - Uncompensated Overtime												
4.	Enter 3 hours on Tue and Wed for uncompensated overtime hours worked. *Time Reporting Code <table><tr><td>Row Totals</td><td>20 Sat</td><td>21 Sun</td><td>22 Mon</td><td>23 Tue</td><td>24 Wed</td></tr><tr><td></td><td>0 of 24</td><td>0 of 24</td><td>0 of 24</td><td>3 of 24</td><td>3 of 24</td></tr></table> UOS - Uncompensated Overtime 6.00 + - 3.00 3.00	Row Totals	20 Sat	21 Sun	22 Mon	23 Tue	24 Wed		0 of 24	0 of 24	0 of 24	3 of 24	3 of 24
Row Totals	20 Sat	21 Sun	22 Mon	23 Tue	24 Wed								
	0 of 24	0 of 24	0 of 24	3 of 24	3 of 24								
i	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. + -												
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												



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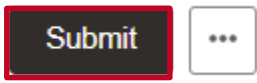
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Step	Action
7.	Enter 2 hours on Thu for the overtime hours worked. 
	Next, the regular hours need to be entered on the days for which hours should be reported. For this scenario, regular hours must be entered for Monday, Tuesday, Wednesday, Thursday, and Friday.
8.	Click the Add a New Row (+) icon to add a new time entry row. 
9.	Click the Time Reporting Code dropdown button and select “REG-Regular Hours” for the third row. 
10.	Enter the 8 regular hours for Mon, Tue, Wed, Thu, and Fri on the Timesheet. 



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Step	Action
	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. 

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

Timesheet is Submitted for the period 2026-06-20 - 2026-06-26

Enter Time

Time Summary

Exceptions

Enter Time by Day

Payable Time

Leave / Comp Time

Empl Record 0

Hearing Legal Services Officer II

June 20, 2026 - June 26, 2026

Scheduled 168.00 | Reported 48.00 Hours

Submit

12.

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

Time Summary

Leave/Compensatory Time

Absences

Exceptions

Payable Time

Category	Total	Sat 20	Sun 21	Mon 22	Tue 23	Wed 24	Thu 25	Fri 26
Regular TRCs	40.00			8.00	8.00	8.00	8.00	8.00
Overtime TRCs	8.00				3.00	3.00	2.00	
Total Reported Hours	48.00			8.00	11.00	11.00	10.00	8.00
Total Scheduled Hours	168.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00
Schedule Deviation	-120.00	-24.00	-24.00	-16.00	-13.00	-13.00	-14.00	-16.00



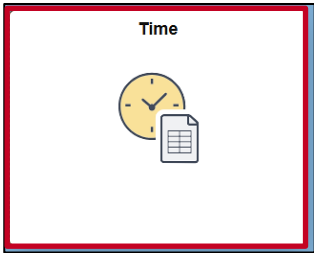
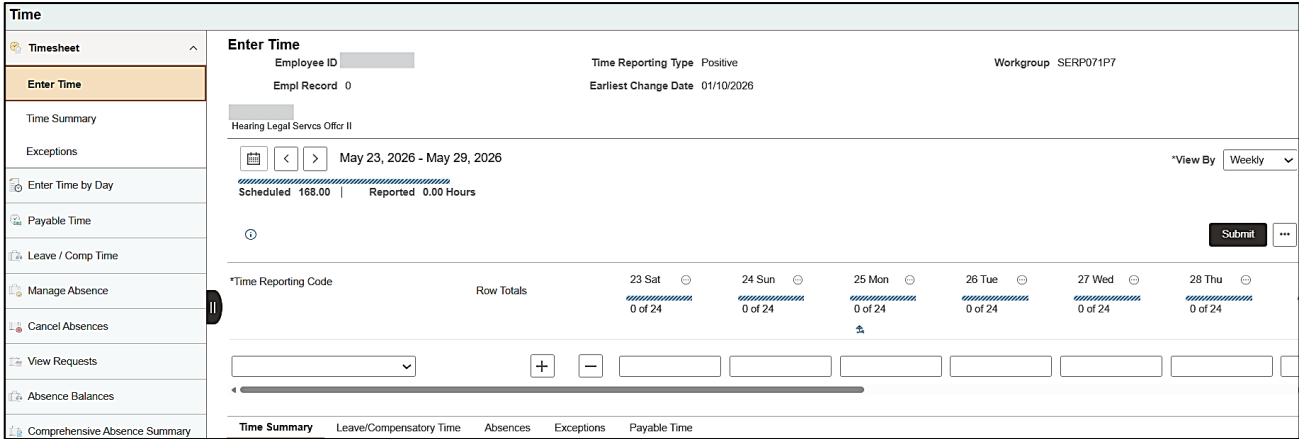
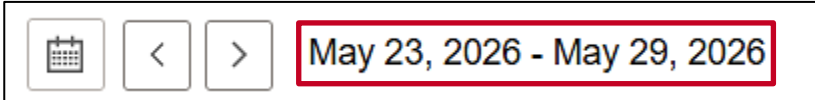
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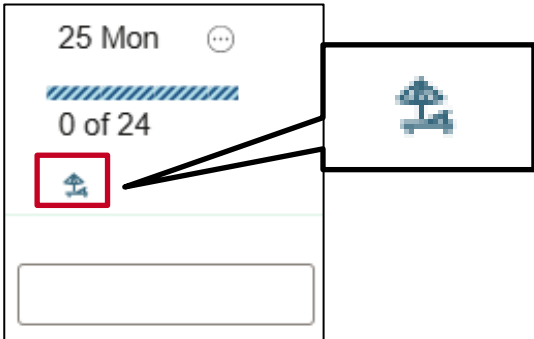
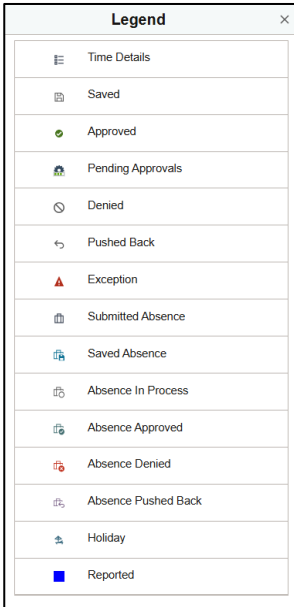
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Reporting Holiday and Leave the Same Week

In this scenario, time is entered for a week which contains a holiday and a leave request. For this scenario, the employee is a Positive Time Reporter on a Variable Work Schedule. 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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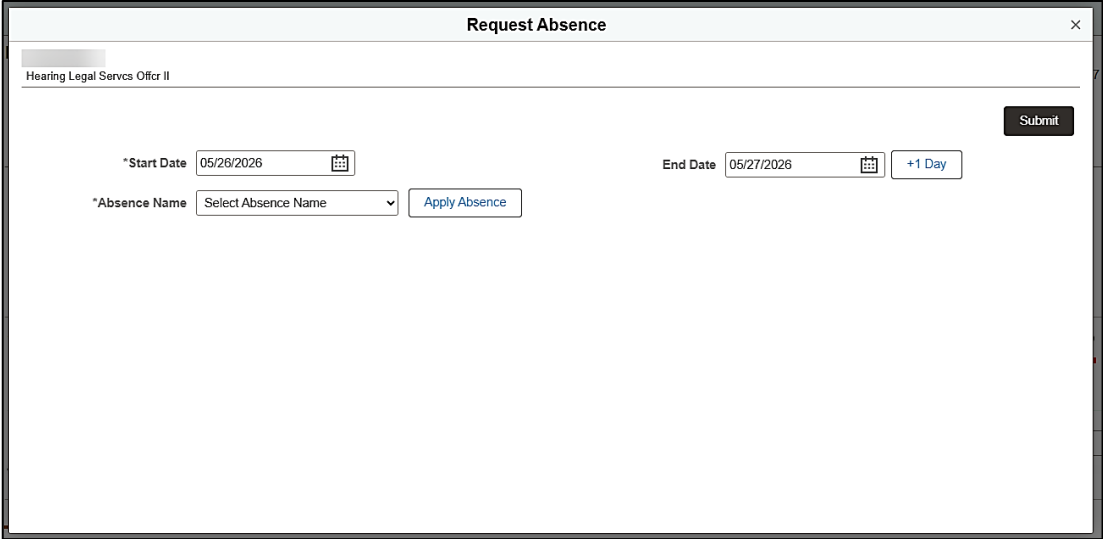
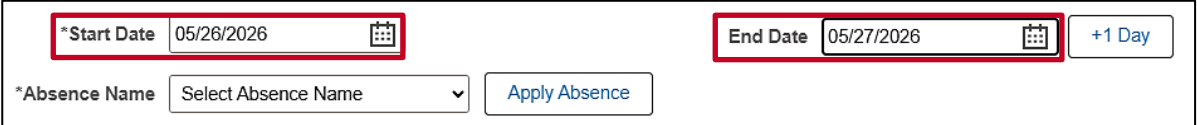
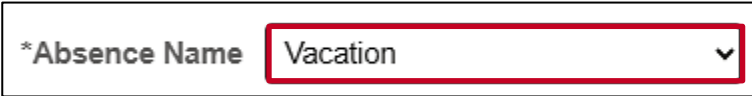
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Step	Action
	If the employee worked the holiday(s) and entered hours on the holiday, when time is entered or saved, Cardinal displays a message that the reported date is a scheduled holiday. Warning – 2026-05-25 is scheduled as a holiday Reported Date 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



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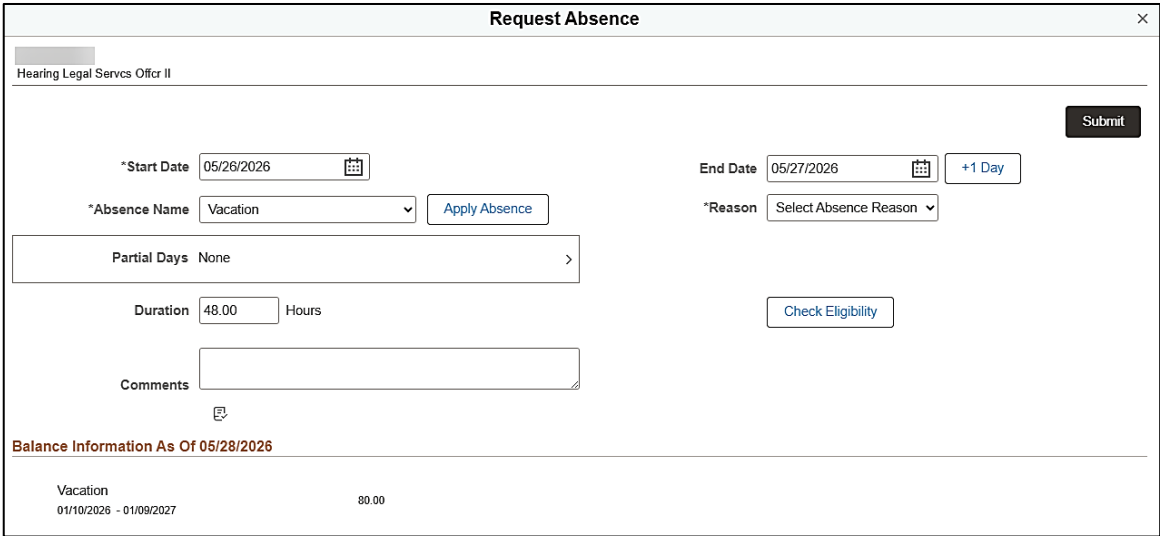
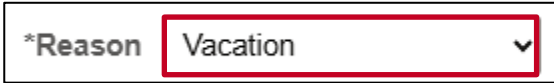
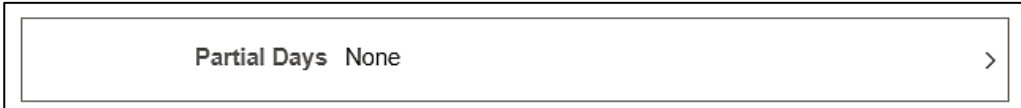
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Step	Action
	The Request Absence page displays in a pop-up window. 
5.	Update the Start Date and End Date fields with the applicable dates of the absence being taken. 
6.	Click the Absence Name dropdown button and select "Vacation" for the absence in this scenario. 
7.	Click the Apply Absence button. 



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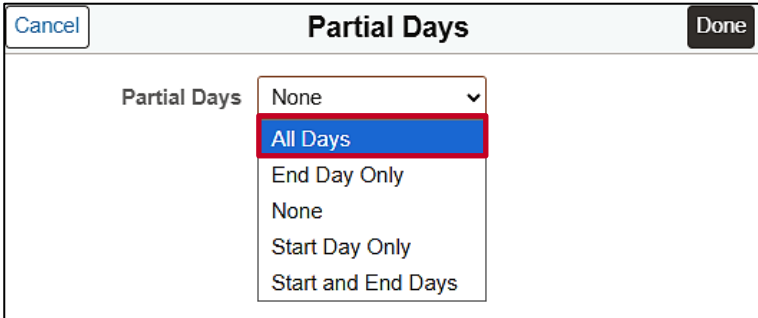
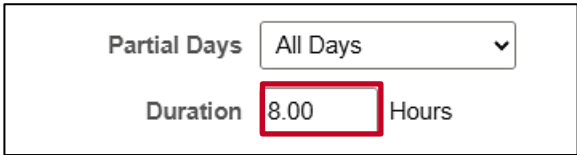
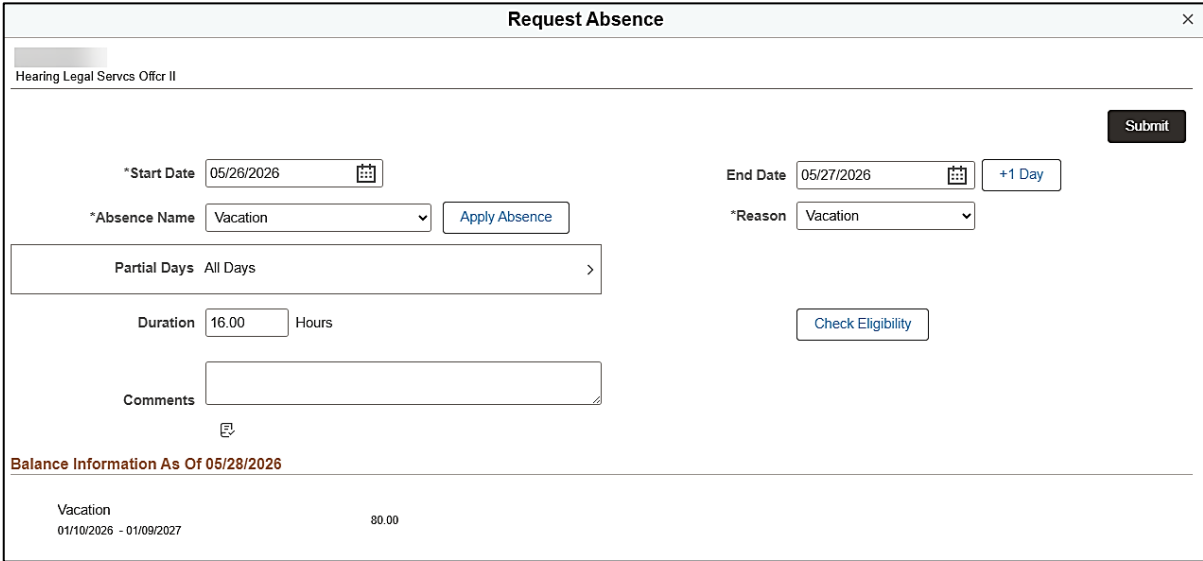
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Step	Action
	The Request Absence page refreshes and additional fields display. 
8.	Click the Reason dropdown button and select the applicable Absence Reason. For this scenario, “Vacation” is selected. 
	The Partial Days option defaults to “None”.  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 Note: For employees on a Variable Work Schedule, always select “All Days” and then enter the number of hours for the absence.



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Step	Action
9.	Click the Partial Days dropdown button and select “All Days” for this scenario since the employee is on a Variable Work Schedule. 
10.	Enter the number of hours in the applicable Duration Hours field. In this scenario, because the employee is on a Variable Work Schedule enter the hours that are being taken for each day of the requested absence. 
11.	Click the Done button to close the Partial Days page. 
The Request Absence page redisplay. 	



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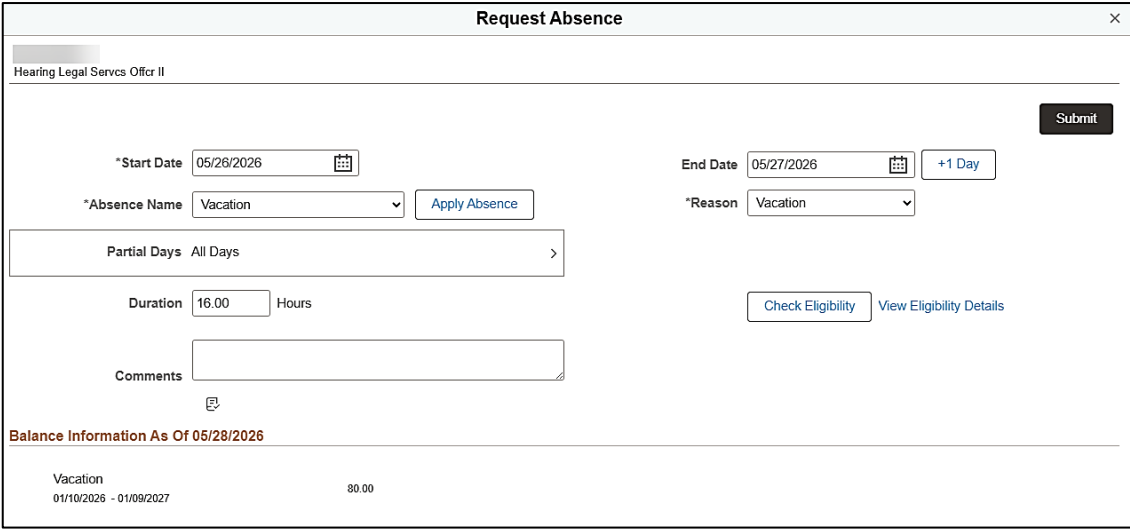
ESS392 Time Entry Scenarios – Positive Time Reporters

Step	Action				
12.	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 05/28/2026 <table><tr><td>Vacation</td><td>80.00</td></tr><tr><td>01/10/2026 - 01/09/2027</td><td></td></tr></table>	Vacation	80.00	01/10/2026 - 01/09/2027	
Vacation	80.00				
01/10/2026 - 01/09/2027					
13.	Click the Check Eligibility button to forecast the hours for the request. 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 28, 2026 at 17:56 OK					
	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 occurs. Forecast Error: You do not have sufficient leave balance for the date(s) or duration requested. Your forecasted balance includes current balance and projected accrual, less any approved, submitted, or saved absence requests for this leave type, up through the begin date of this request. In order to submit this request, you can do one of the following: 1) Modify this request (change the dates, duration, or leave type) 2) Cancel or modify approved, submitted, pushed back, or saved requests for this leave type. OK Note: If the employee believes they should have a sufficient balance, they should contact their supervisor or Agency Absence Management Administrator.				



ESS Time & Attendance Job Aid

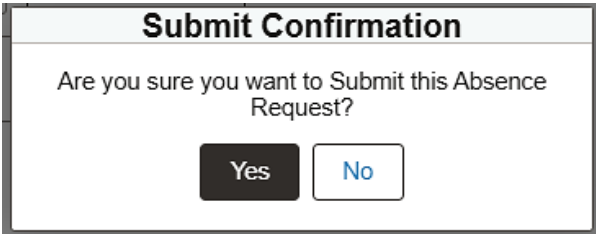
ESS392 Time Entry Scenarios – Positive Time Reporters

Step	Action
14.	Click the OK button on the Forecast Successful message. 
The Request Absence page refreshes.  The screenshot shows the 'Request Absence' form for 'Hearing Legal Services Officer II'. It includes fields for 'Start Date' (05/26/2026), 'End Date' (05/27/2026), 'Absence Name' (Vacation), and 'Reason' (Vacation). There are buttons for 'Submit', 'Apply Absence', 'Check Eligibility', and 'View Eligibility Details'. A 'Balance Information' section shows a balance of 80.00 hours for Vacation from 01/10/2026 to 01/09/2027.	
15.	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. 



ESS Time & Attendance Job Aid

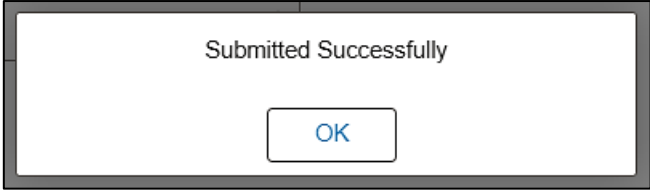
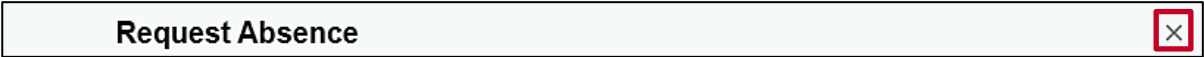
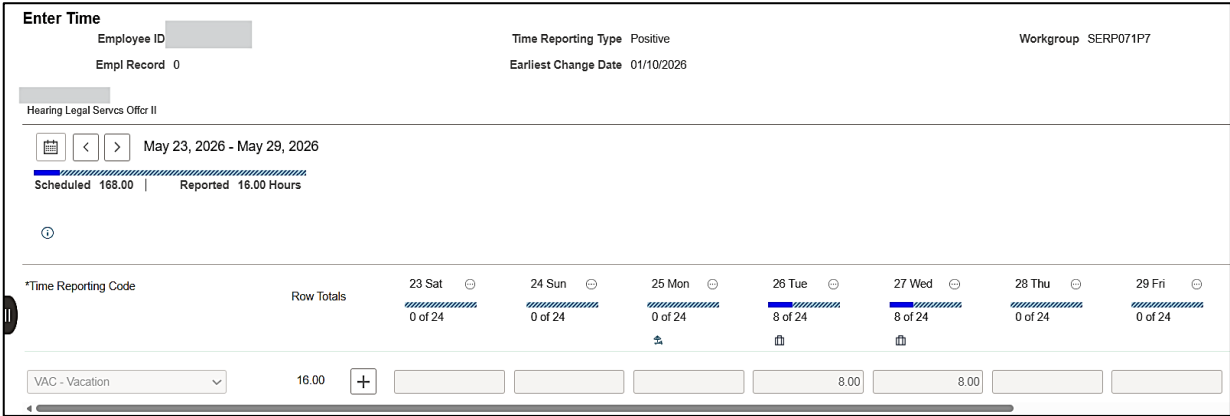
ESS392 Time Entry Scenarios – Positive Time Reporters

Step	Action
	The Eligibility Details page displays. 
	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”.
16.	Click the “x” at the top of the Eligibility Details page to close it. 
17.	Click the Submit button. 
	A Submit Confirmation message displays in a pop-up window. 



ESS Time & Attendance Job Aid

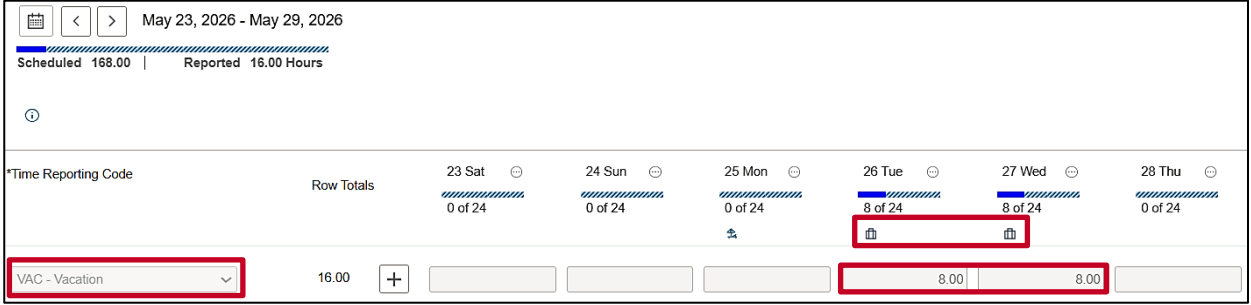
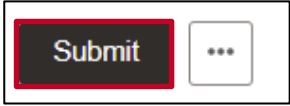
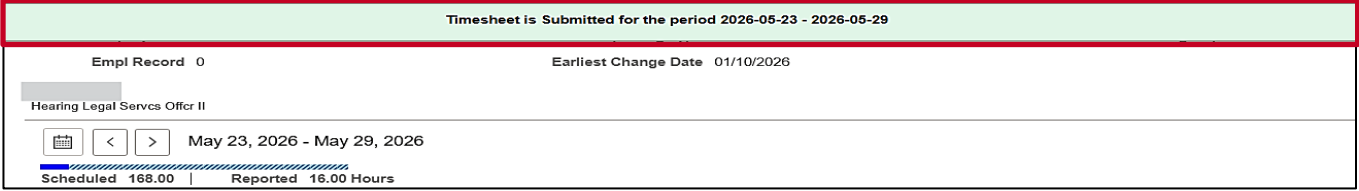
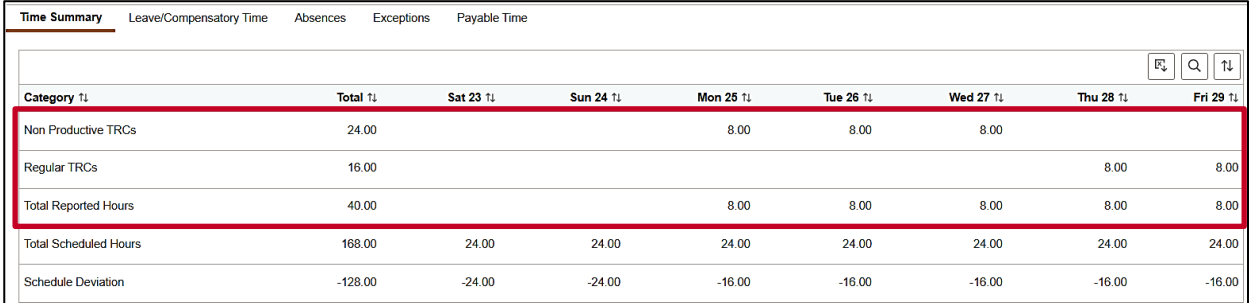
ESS392 Time Entry Scenarios – Positive Time Reporters

Step	Action
18.	Click the Yes button. 
A Submitted Successfully message displays in a pop-up window. 	
19.	Click the OK button. 
20.	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 – Positive Time Reporters

Step	Action
21.	Verify the requested Vacation days display on the Timesheet grid. Note: A Submitted Absence (suitcase) icon appears on each day of the requested absence. 
22.	Complete the Timesheet grid for all applicable hours worked during that week.
	For more details about reviewing holiday time on the timesheet see the Job Aid titled TA Holiday Time Entry Scenarios. This Job Aid is located on the Cardinal website in Job Aids under Learning.
23.	Click the Submit button. 
A message displays at the top of the Enter Time page indicating the time has been submitted. 	
24.	Review the Time Summary tab at the bottom of the Enter Time page to verify the Timesheet was submitted correctly. 



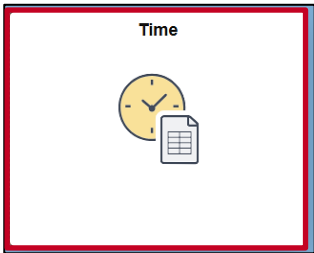
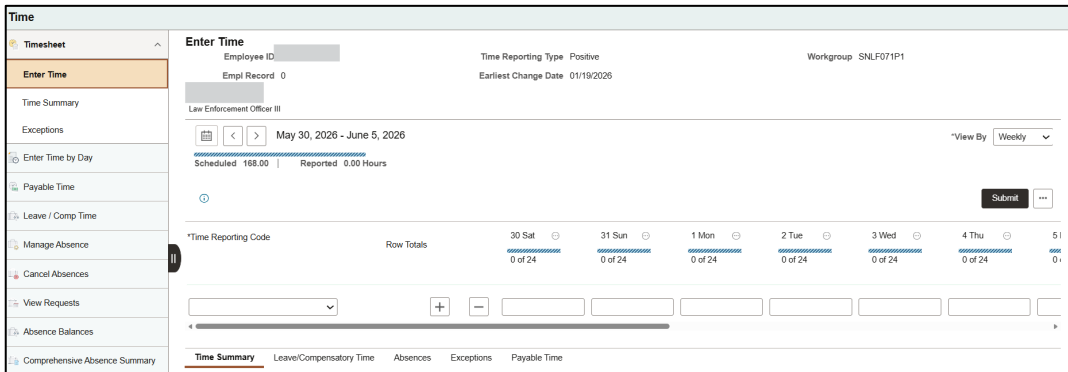
ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Positive Time Reporters

Reporting Intermittent FMLA

In this scenario, intermittent FMLA will be used. The employee has already been approved for FMLA, and an Absence Management 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.

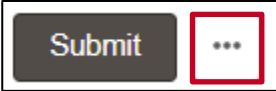
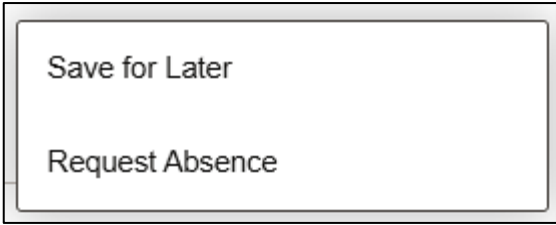
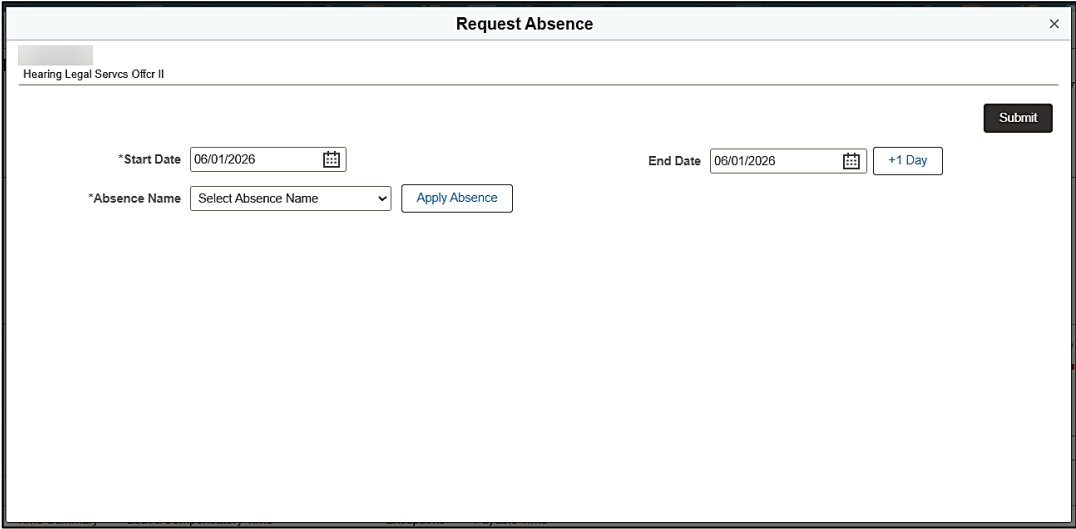
Note: This scenario only applies to agencies using Cardinal Absence Management.

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. 
	If it is not the correct week, use the Calendar icon or the Previous (<) and Next (>) icons to access the correct week.



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Positive Time Reporters

Step	Action
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 intermittent FMLA request. 



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Positive Time Reporters

Step	Action				
6.	Click the Absence Name dropdown button and select the absence. For this scenario, “Family and Medical Leave” is selected. *Absence Name Family and Medical Leave ▼				
7.	Click the Apply Absence button. Apply Absence				
The Request Absence page displays. Request Absence Hearing Legal Servcs Offcr II *Start Date 06/01/2026 End Date 06/01/2026 +1 Day Submit *Absence Name Family and Medical Leave Apply Absence *Reason Select Absence Reason ▼ Partial Days None > Duration 24.00 Hours Check Eligibility Comments Balance Information As Of 06/01/2026 <table><tr><td>Family Medical Leave</td><td>120.00</td></tr><tr><td>01/10/2026 - 01/09/2027</td><td></td></tr></table>		Family Medical Leave	120.00	01/10/2026 - 01/09/2027	
Family Medical Leave	120.00				
01/10/2026 - 01/09/2027					
8.	Click the Reason dropdown button and select the applicable Reason. *Reason FMLA Employee ▼				

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 For employees on a Variable Work Schedule, always select “All Days” and then enter the number of hours for the absence.
9.	Click the Partial Days dropdown button and select “All Days” for this scenario since the employee is on a Variable Work Schedule. Cancel Partial Days Done Partial Days None All Days End Day Only None Start Day Only Start and End Days
10.	Enter the number of hours in the applicable Duration Hours field. In this scenario, because the employee is on a Variable Work Schedule, enter the hours that are being taken for the requested absence. Partial Days All Days Duration 8.00 Hours
11.	Click the Done button to close the Partial Days page. Done



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Positive Time Reporters

Step	Action				
12.	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				
	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 06/01/2026 <table> <tr> <td>Family Medical Leave</td> <td>120.00</td> </tr> <tr> <td>01/10/2026 - 01/09/2027</td> <td></td> </tr> </table>	Family Medical Leave	120.00	01/10/2026 - 01/09/2027	
Family Medical Leave	120.00				
01/10/2026 - 01/09/2027					
13.	Click the Check Eligibility button to forecast the hours for the request. 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: June 01,2026 at 13:04 OK					
14.	Click the OK button. OK				



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Positive Time Reporters

Step	Action
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The **Request Absence** page redispays.

Request Absence

Hearing Legal Servcs Offcr II

*Start Date 06/01/2026 End Date 06/01/2026 +1 Day

*Absence Name Family and Medical Leave *Reason FMLA Employee

Partial Days All Days

Duration 8.00 Hours

Comments

Check Eligibility View Eligibility Details

Submit

Apply Absence

Balance Information As Of 06/01/2026

Family Medical Leave	120.00
01/10/2026 - 01/09/2027	

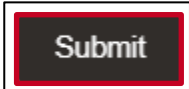
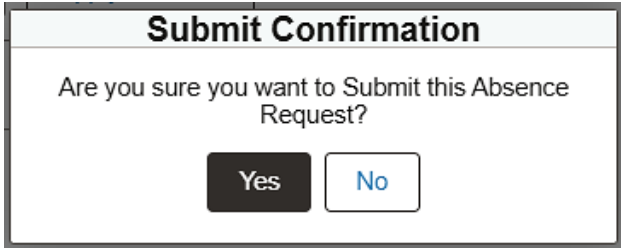
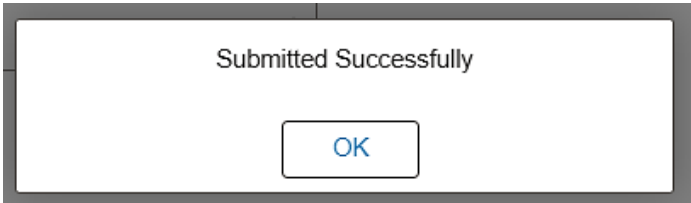
15. Click the **View Eligibility Details** button to view the details of the Absence Type balance after the absence is taken and the forecasted paid and unpaid hours taken in this Absence Request.

Check Eligibility View Eligibility Details

The **Eligibility Details** page displays.

Eligibility Details

Family Medical Leave	112.00
01/10/2026 - 01/09/2027	
FML FORECAST PAID	8.00
06/01/2026 -	
FML FORECAST UNPD	0.00
06/01/2026 -	

Step	Action
	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”.
16.	Click the “x” at the top of the Eligibility Details page to close it. 
17.	Click the Submit button. 
The Submit Confirmation message displays. 	
18.	Click the Yes button. 
The Submitted Successfully message displays. 	
19.	Click the OK button. 



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Positive Time Reporters

Step	Action
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The **Request Absence** page redisplay.

Request Absence

Hearing Legal Servcs Officr II

Start Date 06/01/2026

End Date 06/01/2026

Absence Name Vacation

Reason Vacation

Partial Days All Days

Duration 8.00 Hours

Status Submitted

Comments

Balance Information As Of 06/01/2026

Vacation

01/10/2026 - 01/09/2027

64.00

20. Click the “x” to close the **Request Absence** page.

Request Absence

The **Enter Time** displays with the “FML-Family Medical Leave” added.

Time

Timesheet

Enter Time

Time Summary

Exceptions

Enter Time by Day

Payable Time

Leave / Comp Time

Manage Absence

Cancel Absences

View Requests

Absence Balances

Comprehensive Absence Summary

Enter Time

Employee ID

Empl Record 0

Hearing Legal Servcs Officr II

Time Reporting Type Positive

Earliest Change Date 01/10/2026

Workgroup SERP071P7

May 30, 2026 - June 5, 2026

Scheduled 168.00 | Reported 8.00 Hours

View By Weekly

Submit

*Time Reporting Code

Row Totals

30 Sat 0 of 24

31 Sun 0 of 24

1 Mon 8 of 24

2 Tue 0 of 24

3 Wed 0 of 24

4 Thu 0 of 24

5 Fri 0 of 24

FML - Family Medical Leave

8.00

+

8.00

Time Summary

Leave/Compensatory Time

Absences

Exceptions

Payable Time

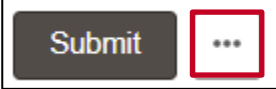
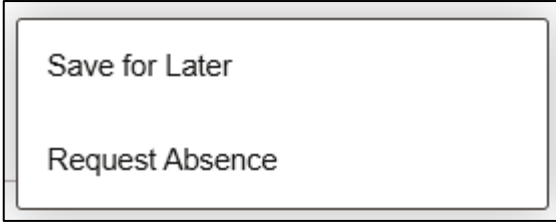
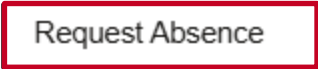
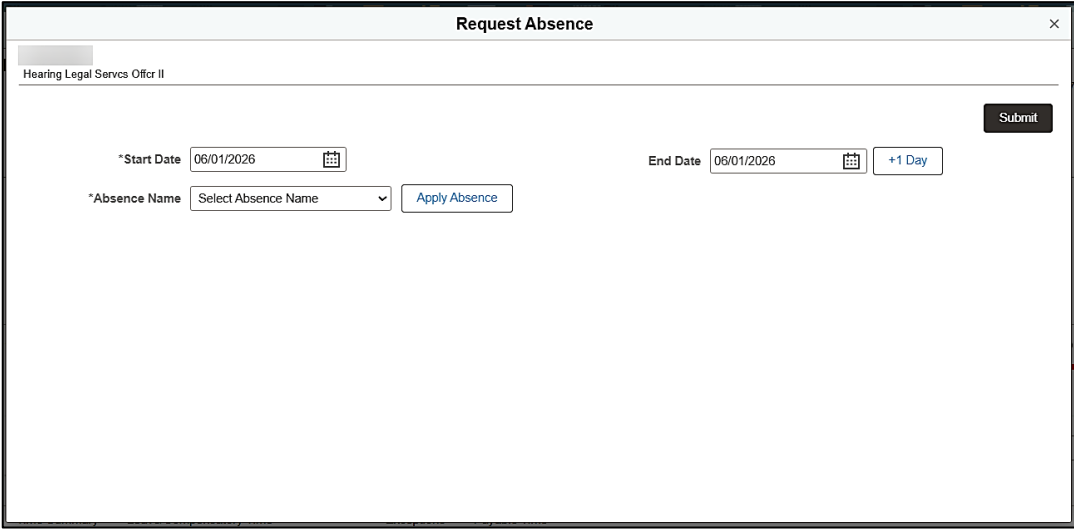


When using FMLA, another absence must be used for the same day(s).



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Positive Time Reporters

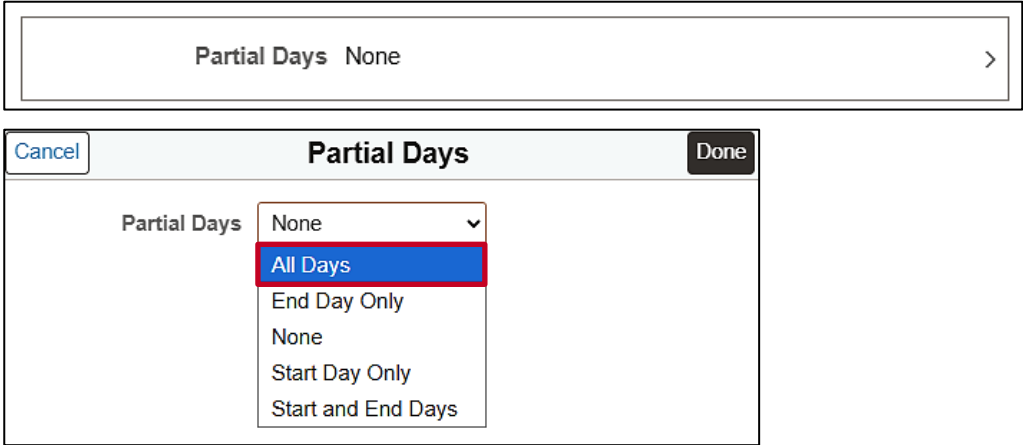
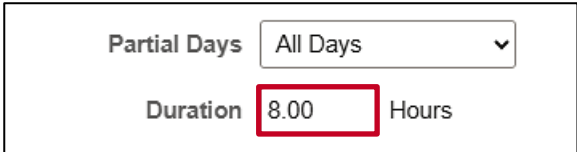
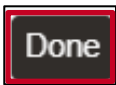
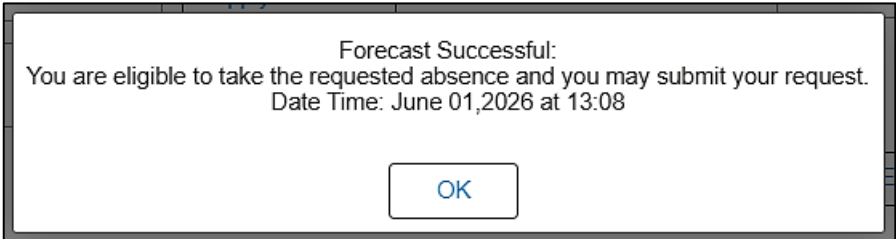
Step	Action
21.	Click the Related Actions icon next to the Submit button. 
The Related Actions menu displays in a pop-up window. 	
22.	Click the Request Absence option. 
The Request Absence page displays in a pop-up window. 	
23.	Update the Start Date and End Date fields with the applicable date(s) of the intermittent FMLA request. 



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Positive Time Reporters

Step	Action
24.	Click the Absence Name dropdown button and select the Absence. This must be an allowable Absence Type that can be used along with FMLA. For this scenario, “Vacation” is selected. *Absence Name Vacation
25.	Click the Apply Absence button. Apply Absence
The Request Absence page refreshes and additional fields display. Request Absence Hearing Legal Services Officer II Submit *Start Date 06/01/2026 End Date 06/01/2026 +1 Day *Absence Name Vacation Apply Absence *Reason Select Absence Reason Partial Days None Duration 24.00 Hours Comments Balance Information As Of 06/01/2026 Vacation 01/10/2026 - 01/09/2027 64.00	
26.	Click the Reason field dropdown and select Vacation. *Reason Vacation

Step	Action
27.	The Partial Days option defaults to “None”. Click the Partial Days dropdown button and select “All Days” for this scenario since the employee is on a Variable Work Schedule. 
28.	Enter the number of hours in the applicable Duration Hours field. In this scenario, because the employee is on a Variable Work Schedule, enter the hours that are being taken for the requested absence. 
29.	Click the Done button to close the Partial Days page. 
30.	Click the Check Eligibility button to forecast the hours for the request. 
The Forecast Successful message displays. 	

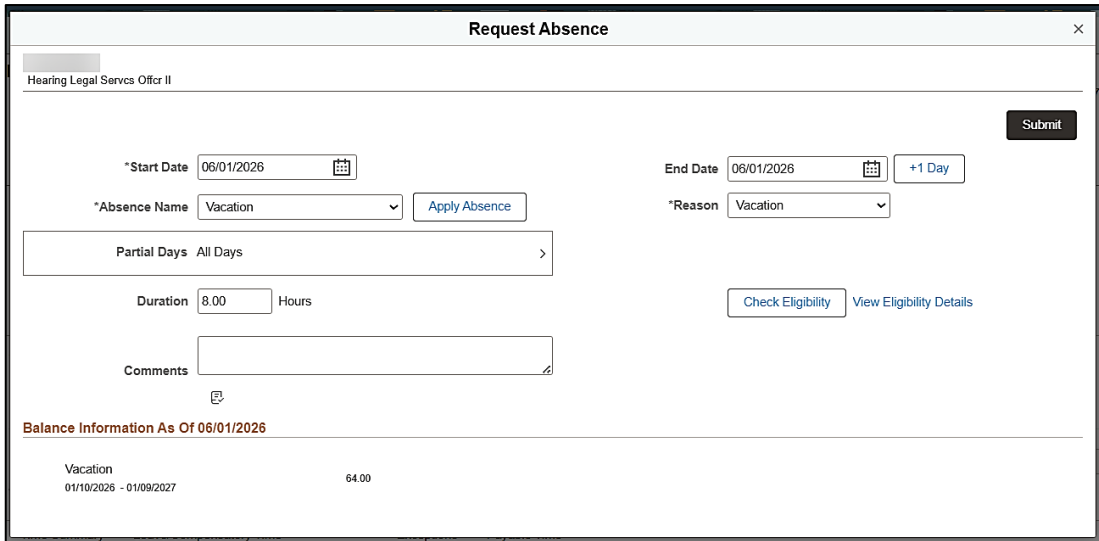


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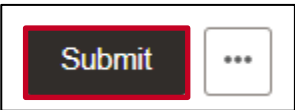
Step	Action
31.	Click the OK button. 

The **Request Absence** page redisplay.

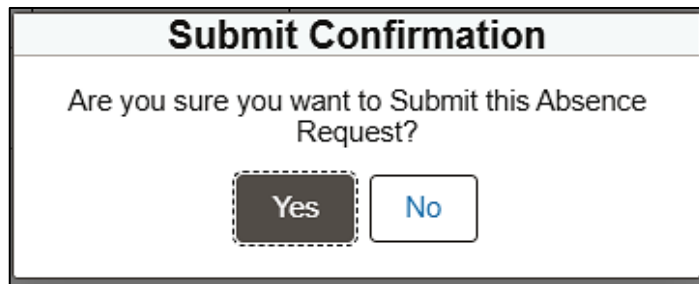


The screenshot shows the 'Request Absence' form for 'Hearing Legal Services Officer II'. It includes fields for 'Start Date' (06/01/2026), 'End Date' (06/01/2026), 'Absence Name' (Vacation), and 'Reason' (Vacation). There are buttons for 'Submit', 'Apply Absence', 'Check Eligibility', and 'View Eligibility Details'. A 'Duration' field shows 8.00 hours. A 'Comments' field is also present. At the bottom, 'Balance Information As Of 06/01/2026' shows a balance of 64.00 for Vacation from 01/10/2026 to 01/09/2027.

	Follow steps 15 – 16 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. 
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32.	Click the Submit button. 
-----	--

The **Submit Confirmation** message displays.

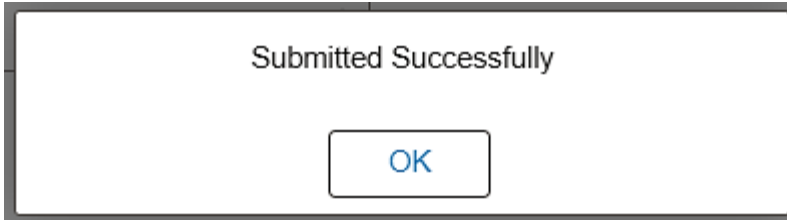
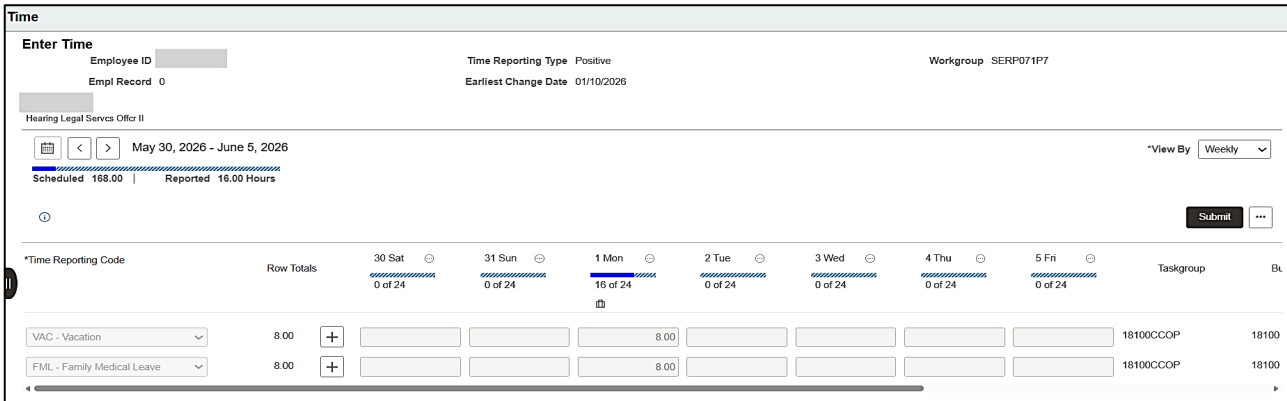
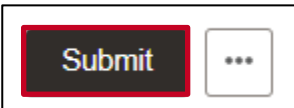


The dialog box is titled 'Submit Confirmation' and asks 'Are you sure you want to Submit this Absence Request?'. It has two buttons: 'Yes' and 'No'.



ESS Time & Attendance Job Aid

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Step	Action
33.	Click the Yes button. 
The Submitted Successfully message displays. 	
34.	Click the OK button. 
35.	Click the “x” to close the Request Absence page. 
The Enter Time page displays. 	
36.	Complete the Timesheet grid for all applicable hours worked during that week.
37.	Click the Submit button. 



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Positive Time Reporters

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

The screenshot shows the 'Enter Time' page. At the top, a green banner states 'Timesheet is Submitted for the period 2026-05-30 - 2026-06-05'. Below this, the page is divided into a sidebar and a main content area. The sidebar on the left contains a list of navigation items: 'Enter Time' (highlighted), '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 main content area displays 'Empl Record 0' and 'Earliest Change Date 01/10/2026'. It shows the user 'Hearing Legal Services Officer II' and the date range 'May 30, 2026 - June 5, 2026'. A summary bar indicates 'Scheduled 168.00' and 'Reported 48.00 Hours'. Below this is a table for 'Time Reporting Code' with columns for days of the week (Sat, Sun, Mon, Tue, Wed, Thu, Fri) and their respective scheduled and reported hours. The table shows that 16 hours were reported on Monday and 8 hours on Tuesday, Wednesday, and Thursday. A 'Submit' button is visible in the top right corner of the main content area.

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

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
Regular TRCs	32.00				8.00	8.00	8.00	8.00
Non Productive TRCs	16.00			16.00				
Total Reported Hours	48.00			16.00	8.00	8.00	8.00	8.00
Total Scheduled Hours	168.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00
Schedule Deviation	-120.00	-24.00	-24.00	-8.00	-16.00	-16.00	-16.00	-16.00



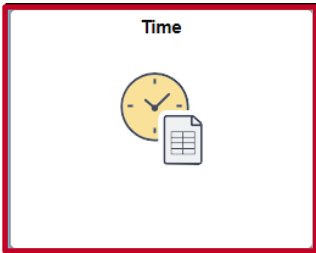
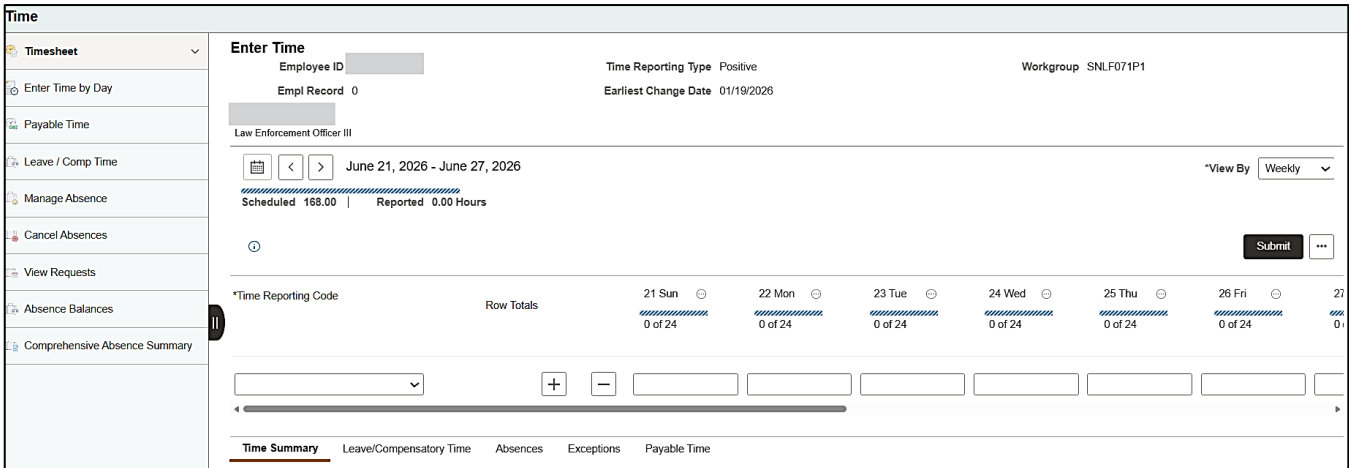
ESS Time & Attendance Job Aid

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Using Compensatory (Comp) Leave

In this scenario, compensatory time that was previously earned will be taken. The employee will take four hours of compensatory leave which will be entered on the Timesheet. The employee will also enter the four regular hours for the same day.

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

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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 Law Enforcement Officer III COMP_LEAVE Plan Type Comp Time Recorded Balance 69.00 As of Date 12/31/2025 Expiration Period Years 1 OT_LEAVE Plan Type Comp Time Recorded Balance 45.50 As of Date 09/24/2022 Expiration Period Never



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Positive Time Reporters

Step

Action

i

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

09/01/2025

End Date

01/10/2026

Plan Type

COMP_LEAVE

Apply

Leave Balance

COMP_LEAVE Balance	Minimum Balance	Maximum Balance
69.00	0	1000

Leave Balance Details

Accrual Date	Expiration Date	Carry Over	Starting Balance	Earned	Taken	Balance	Accrual Date
12/31/2025			77.000000	0.00	8.00	69.00	12/31/2025
12/26/2025	12/26/2026		69.000000	8.00	0.00	77.00	12/26/2025
12/25/2025	12/25/2026		69.000000	8.00	0.00	69.00	12/25/2025
12/25/2025	12/25/2026		61.000000	8.00	0.00	69.00	12/25/2025
12/24/2025	12/24/2026		61.000000	8.00	0.00	61.00	12/24/2025
12/24/2025	12/24/2026		57.000000	4.00	0.00	61.00	12/24/2025
11/26/2025	11/26/2026		57.000000	4.00	0.00	57.00	11/26/2025

3.

Click on the **COMP_LEAVE** tile.

COMP_LEAVE

Plan Type

Comp Time

Recorded Balance

69.00

As of Date

12/31/2025

Expiration Period

Years 1



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Positive Time Reporters

Step	Action																																																																																																						
The COMP_LEAVE page displays.																																																																																																							
Time Timesheet Enter Time by Day Payable Time Leave / Comp Time Manage Absence Cancel Absences View Requests Absence Balances Comprehensive Absence Summary Return to Leave Balances Law Enforcement Officer III Start Date12/31/2024 End Date12/31/2025 Leave Balance <table><tr><th>COMP_LEAVE Balance</th><th>Minimum Balance</th><th>Maximum Balance</th></tr><tr><td>69.00</td><td>0</td><td>1000</td></tr></table> Leave Balance Details <table><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><tr><td>12/31/2025</td><td></td><td></td><td>77.000000</td><td>0.00</td><td>8.00</td><td>69.00</td><td>12/31/2025</td></tr><tr><td>12/26/2025</td><td>12/26/2026</td><td></td><td>69.000000</td><td>8.00</td><td>0.00</td><td>77.00</td><td>12/26/2025</td></tr><tr><td>12/25/2025</td><td>12/25/2026</td><td></td><td>69.000000</td><td>8.00</td><td>0.00</td><td>69.00</td><td>12/25/2025</td></tr><tr><td>12/25/2025</td><td>12/25/2026</td><td></td><td>61.000000</td><td>8.00</td><td>0.00</td><td>69.00</td><td>12/25/2025</td></tr><tr><td>12/24/2025</td><td>12/24/2026</td><td></td><td>61.000000</td><td>4.00</td><td>0.00</td><td>61.00</td><td>12/24/2025</td></tr><tr><td>12/24/2025</td><td>12/24/2026</td><td></td><td>57.000000</td><td>8.00</td><td>0.00</td><td>61.00</td><td>12/24/2025</td></tr><tr><td>11/26/2025</td><td>11/26/2026</td><td></td><td>57.000000</td><td>4.00</td><td>0.00</td><td>57.00</td><td>11/26/2025</td></tr><tr><td>11/26/2025</td><td>11/26/2026</td><td></td><td>53.000000</td><td>4.00</td><td>0.00</td><td>57.00</td><td>11/26/2025</td></tr><tr><td>11/25/2025</td><td></td><td></td><td>55.000000</td><td>0.00</td><td>2.00</td><td>53.00</td><td>11/25/2025</td></tr><tr><td>11/11/2025</td><td>11/11/2026</td><td></td><td>55.000000</td><td>8.00</td><td>0.00</td><td>55.00</td><td>11/11/2025</td></tr><tr><td>11/11/2025</td><td>11/11/2026</td><td></td><td>47.000000</td><td>8.00</td><td>0.00</td><td>55.00</td><td>11/11/2025</td></tr></table>		COMP_LEAVE Balance	Minimum Balance	Maximum Balance	69.00	0	1000	Accrual Date	Expiration Date	Carry Over	Starting Balance	Earned	Taken	Balance	Accrual Date	12/31/2025			77.000000	0.00	8.00	69.00	12/31/2025	12/26/2025	12/26/2026		69.000000	8.00	0.00	77.00	12/26/2025	12/25/2025	12/25/2026		69.000000	8.00	0.00	69.00	12/25/2025	12/25/2025	12/25/2026		61.000000	8.00	0.00	69.00	12/25/2025	12/24/2025	12/24/2026		61.000000	4.00	0.00	61.00	12/24/2025	12/24/2025	12/24/2026		57.000000	8.00	0.00	61.00	12/24/2025	11/26/2025	11/26/2026		57.000000	4.00	0.00	57.00	11/26/2025	11/26/2025	11/26/2026		53.000000	4.00	0.00	57.00	11/26/2025	11/25/2025			55.000000	0.00	2.00	53.00	11/25/2025	11/11/2025	11/11/2026		55.000000	8.00	0.00	55.00	11/11/2025	11/11/2025	11/11/2026		47.000000	8.00	0.00	55.00	11/11/2025
COMP_LEAVE Balance	Minimum Balance	Maximum Balance																																																																																																					
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12/24/2025	12/24/2026		57.000000	8.00	0.00	61.00	12/24/2025																																																																																																
11/26/2025	11/26/2026		57.000000	4.00	0.00	57.00	11/26/2025																																																																																																
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11/11/2025	11/11/2026		47.000000	8.00	0.00	55.00	11/11/2025																																																																																																
i	In this scenario, the employee has 69 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

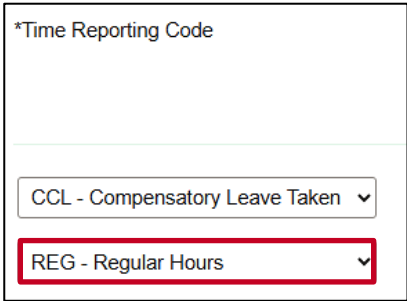
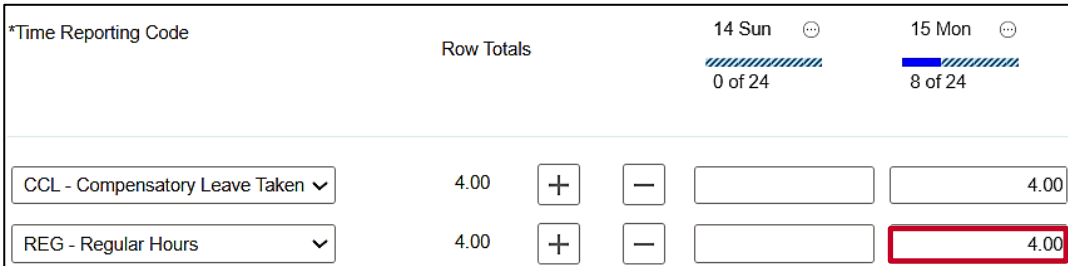
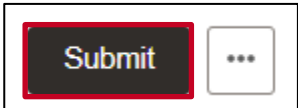
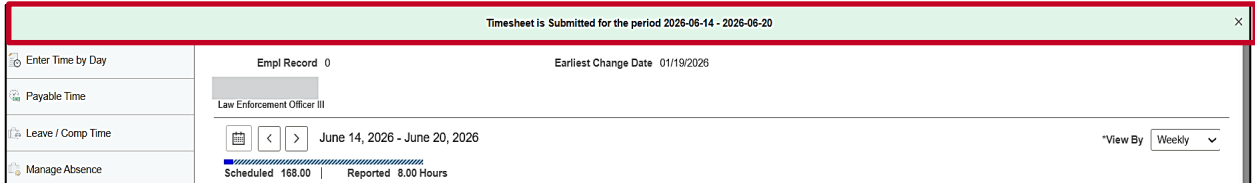
ESS392 Time Entry Scenarios – Positive Time Reporters

Step	Action
	Click the Navigation Area tab to hide the Transaction Panel section to view more of the Timesheet.
5.	Verify the correct week displays.
	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 – Positive Time Reporters

Step	Action
9.	Click the Time Reporting Code dropdown button and select “REG – Regular Hours” on the new row. 
10.	Enter 4 hours on this row for Mon (same day as the Comp time). 
11.	Complete the Timesheet grid for all applicable hours worked during that week.
12.	Click the Submit button. 
A message displays at the top of the Enter Time page indicating the time has been submitted. 	



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Positive Time Reporters

Step	Action																																																						
13.	Review the Time Summary tab at the bottom of the Enter Time page to verify the Timesheet was submitted correctly. Time Summary Leave/Compensatory Time Absences Exceptions Payable Time <table><tr><th>Category</th><th>Total</th><th>Sun 14</th><th>Mon 15</th><th>Tue 16</th><th>Wed 17</th><th>Thu 18</th><th>Fri 19</th><th>Sat 20</th></tr><tr><td>Non Productive TRCs</td><td>12.00</td><td></td><td>4.00</td><td></td><td></td><td></td><td>8.00</td><td></td></tr><tr><td>Regular TRCs</td><td>28.00</td><td></td><td>4.00</td><td>8.00</td><td>8.00</td><td>8.00</td><td></td><td></td></tr><tr><td>Total Reported Hours</td><td>40.00</td><td></td><td>8.00</td><td>8.00</td><td>8.00</td><td>8.00</td><td>8.00</td><td></td></tr><tr><td>Total Scheduled Hours</td><td>168.00</td><td>24.00</td><td>24.00</td><td>24.00</td><td>24.00</td><td>24.00</td><td>24.00</td><td>24.00</td></tr><tr><td>Schedule Deviation</td><td>-128.00</td><td>-24.00</td><td>-16.00</td><td>-16.00</td><td>-16.00</td><td>-16.00</td><td>-16.00</td><td>-24.00</td></tr></table>	Category	Total	Sun 14	Mon 15	Tue 16	Wed 17	Thu 18	Fri 19	Sat 20	Non Productive TRCs	12.00		4.00				8.00		Regular TRCs	28.00		4.00	8.00	8.00	8.00			Total Reported Hours	40.00		8.00	8.00	8.00	8.00	8.00		Total Scheduled Hours	168.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00	Schedule Deviation	-128.00	-24.00	-16.00	-16.00	-16.00	-16.00	-16.00	-24.00
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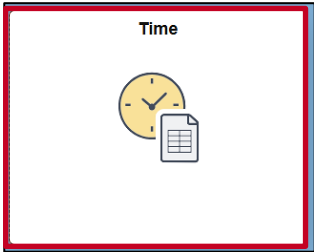
ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Positive Time Reporters

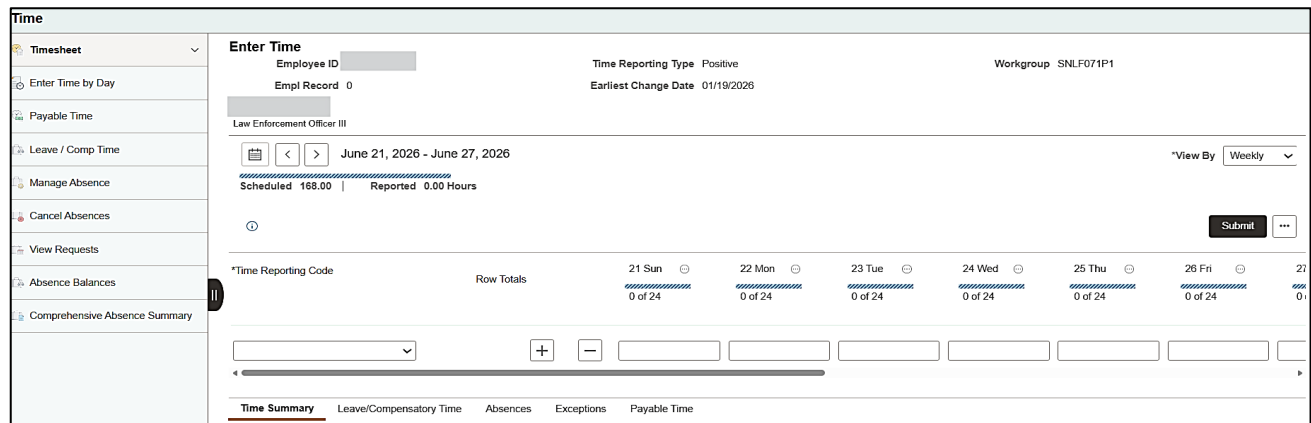
Creating a New Absence Request (No Partial Days)

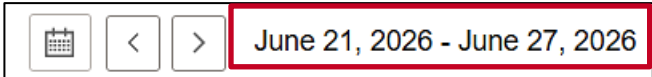
In this scenario, a new Absence Request will be created. For this scenario, two full days of vacation will be taken.

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.

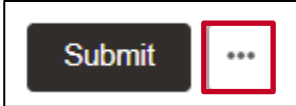
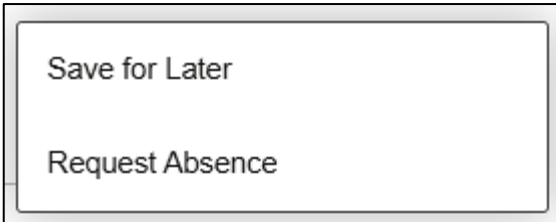
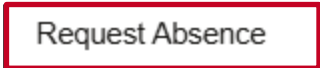
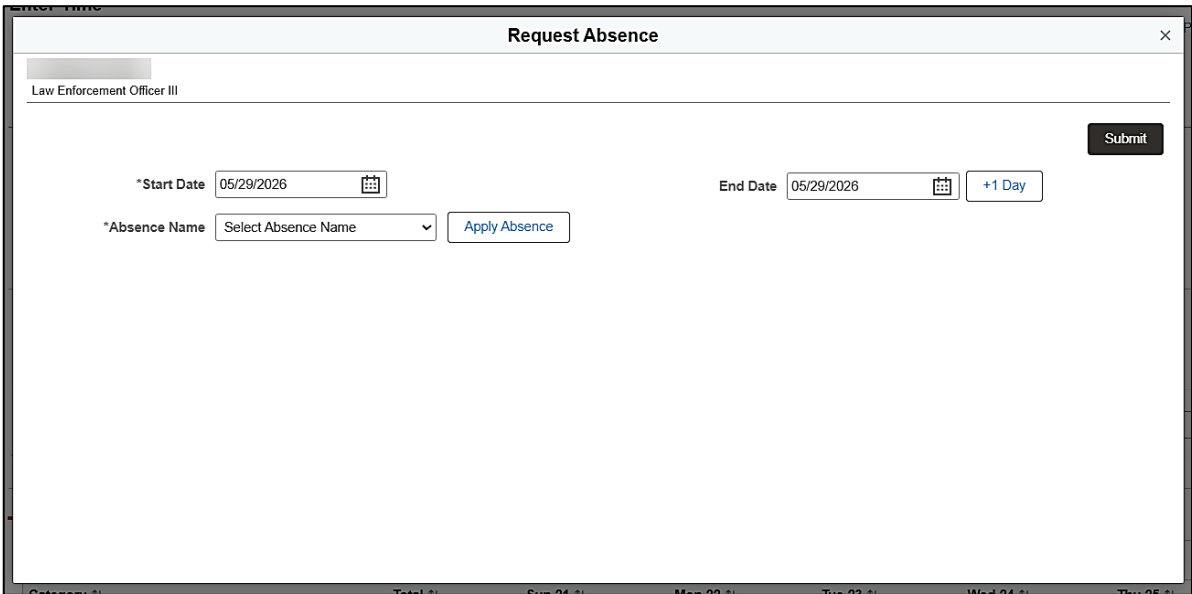


	Click the Navigation Area tab to hide the Transaction Panel section to view more of the Timesheet. 
2.	Verify the correct week displays. 
	If it is not the correct week, use the Calendar icon or the Previous (<) and Next (>) icons to access the correct week.



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Positive Time Reporters

Step	Action
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 – Positive Time Reporters

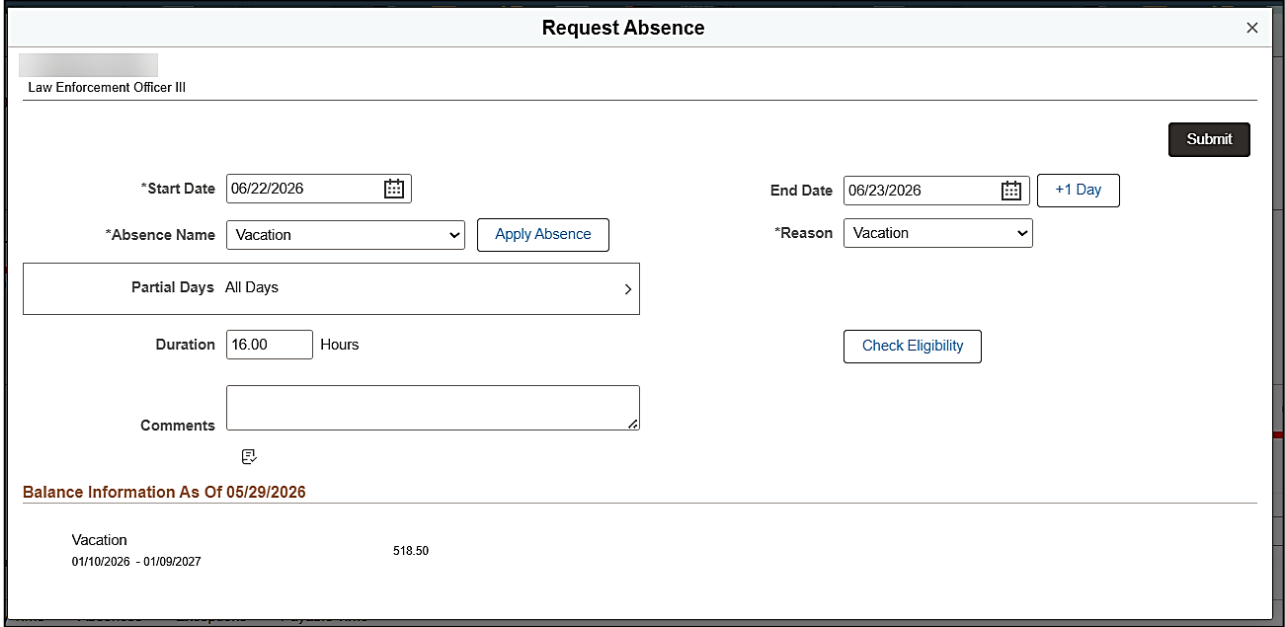
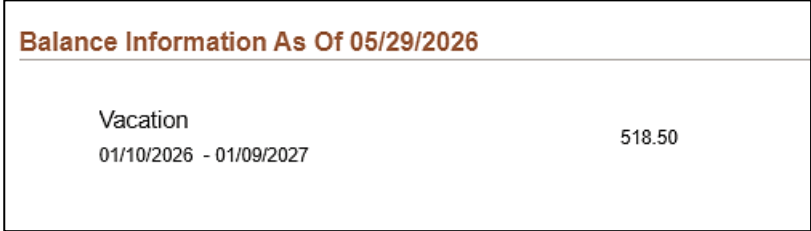
Step	Action
6.	Click the Absence Name dropdown button and select the applicable absence. For this scenario, “Vacation” is selected. *Absence Name Vacation
7.	Click the Apply Absence button. Apply Absence The Request Absence page refreshes and additional fields display. Request Absence Law Enforcement Officer III Submit *Start Date06/22/2026 End Date06/23/2026+1 Day *Absence NameVacation Apply Absence *ReasonSelect Absence Reason Partial DaysNone Duration48.00Hours Check Eligibility Comments Balance Information As Of 05/29/2026 Vacation 01/10/2026 - 01/09/2027 518.50
8.	Click the Reason dropdown button and select the applicable Absence Reason. For this scenario, “Vacation” is selected. *Reason Vacation

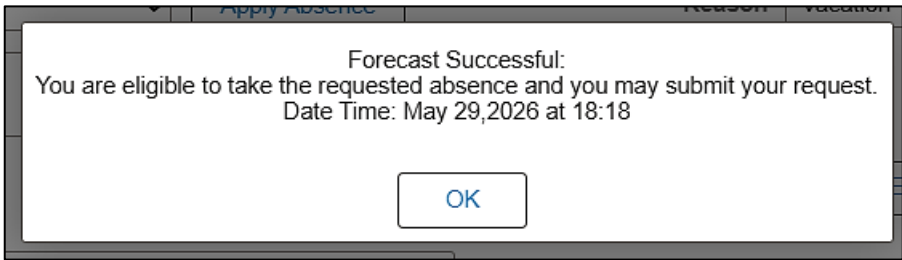
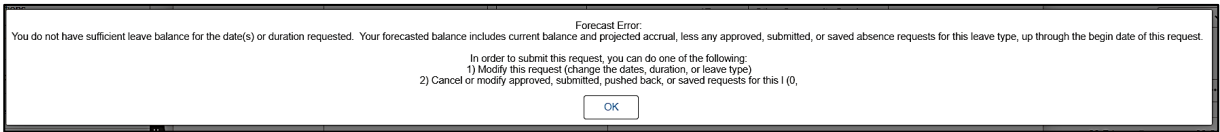
Step	Action
	The Partial Days option defaults to “None”. Partial Days None > This selection denotes that the absence is made up of full days only. If any of the absence days are partial hours, click the Partial Days dropdown button and select from the following: • All Days – All days are partial days • 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 For employees on a Variable Work Schedule, always select “All Days” and then enter the number of hours for the absence.
9.	Click the Partial Days dropdown button and select “All Days” for this scenario since the employee is on a Variable Work Schedule. Cancel Partial Days Done Partial Days None All Days End Day Only None Start Day Only Start and End Days
10.	Enter the number of hours in the applicable Duration Hours field. In this scenario, because the employee is on a Variable Work Schedule, enter the hours that are being taken for each day of the requested absence. Partial Days All Days Duration 8.00 Hours
11.	Click the Done button to close the Partial Days page. Done



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Positive Time Reporters

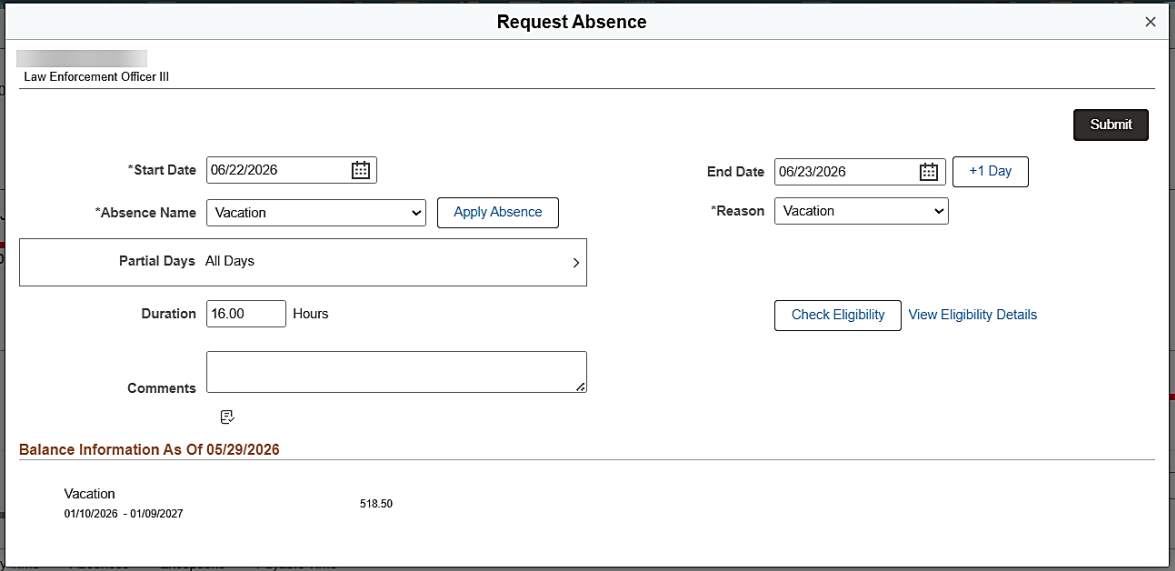
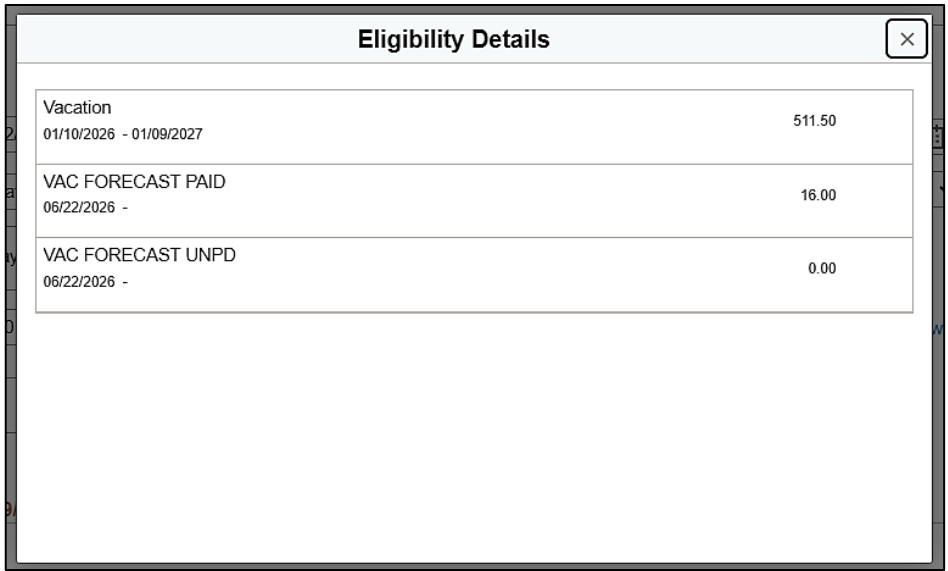
Step	Action
	The Request Absence page redisplay. 
12.	Add comments in the Comments field if applicable. These comments are visible to others so personal information should not be entered. For this scenario, no comments are entered. Note: This is not a required field. 
	The Balance Information As Of [Date] section displays at the bottom of the page for the Absence Type selected and provides the current hours available for the absence selected. 

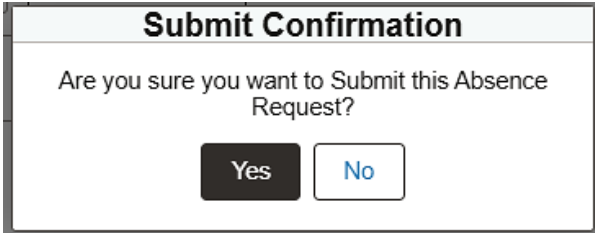
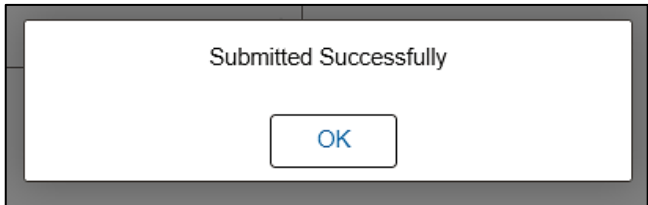
Step	Action
13.	Click the Check Eligibility button to verify the hours for the request. 
The Forecast Successful message displays. 	
	If the employee does not have a sufficient balance for the dates or duration requested, a Forecast Error message displays. The employee will not be able to submit the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



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Positive Time Reporters

Step	Action
	The Request Absence page refreshes. 
15.	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 displays. 

Step	Action
	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”.
16.	Click the “x” at the top of the Eligibility Details page to close it. 
17.	Click the Submit button. 
A Submit Confirmation message displays in a pop-up window. 	
18.	Click the Yes button. 
A Submitted Successfully message displays in a pop-up window. 	
19.	Click the OK button. 

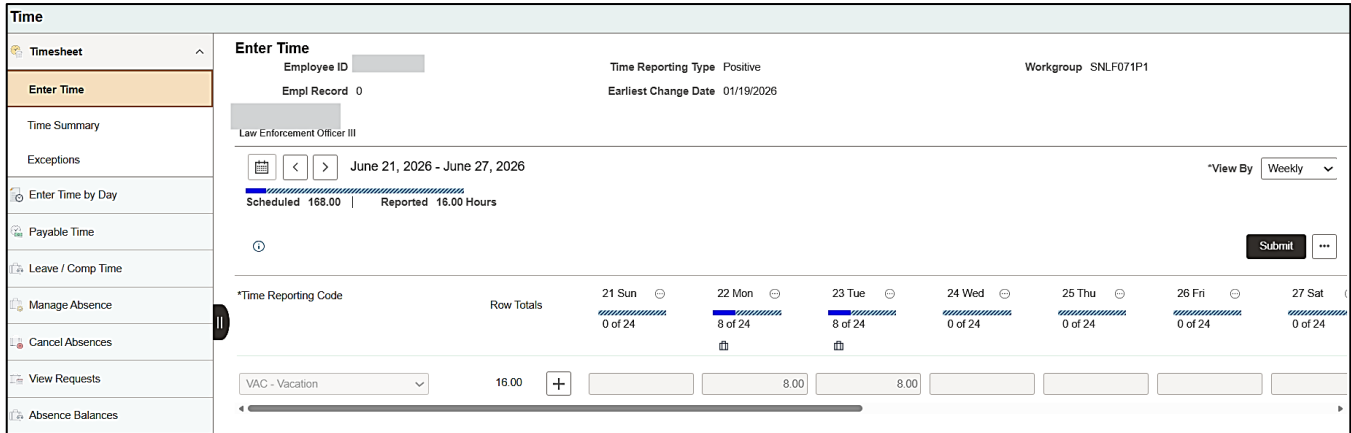


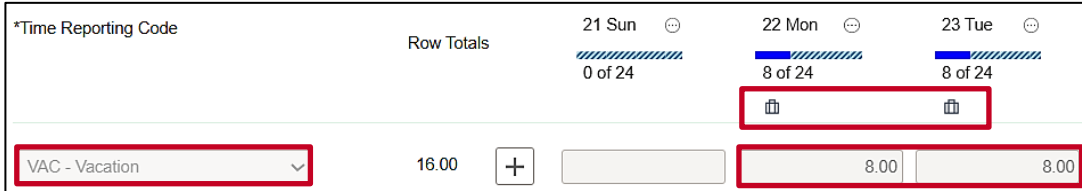
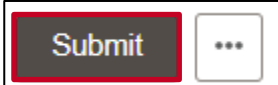
ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Positive Time Reporters

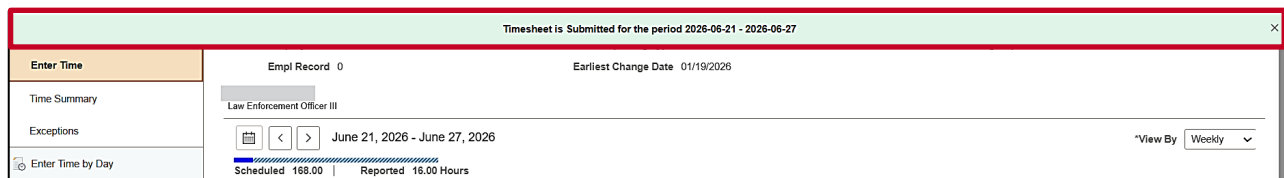
Step	Action
20.	Click the “x” at the top of the Request Absence page to close it. 

The **Enter Time** page redisplay.



21.	Verify the requested Vacation days display on the Timesheet grid. Note: A Submitted Absence (suitcase) icon appears on each day of the requested absence. 
22.	Complete the Timesheet grid for all applicable hours worked during that week.
23.	Click the Submit button. 

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





ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Positive Time Reporters

Step

Action

24.

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

Time Summary

Leave/Compensatory Time

Absences

Exceptions

Payable Time

Category ↑

Total ↑

Sun 21 ↑

Mon 22 ↑

Tue 23 ↑

Wed 24 ↑

Thu 25 ↑

Fri 26 ↑

Sat 27 ↑

Regular TRCs

24.00

8.00

8.00

8.00

Non Productive TRCs

16.00

8.00

8.00

Total Reported Hours

40.00

8.00

8.00

8.00

8.00

8.00

Total Scheduled Hours

168.00

24.00

24.00

24.00

24.00

24.00

24.00

24.00

Schedule Deviation

-128.00

-24.00

-16.00

-16.00

-16.00

-16.00

-16.00

-24.00



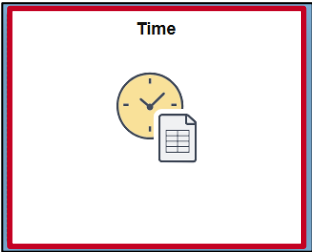
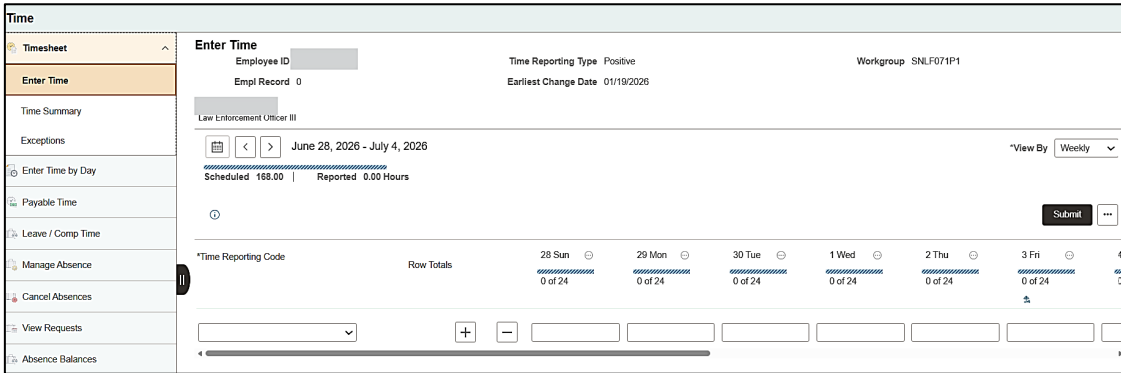
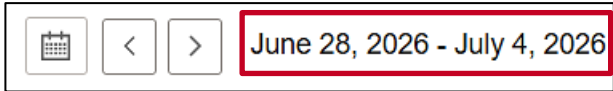
ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Positive 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.

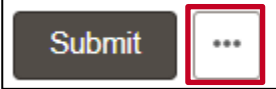
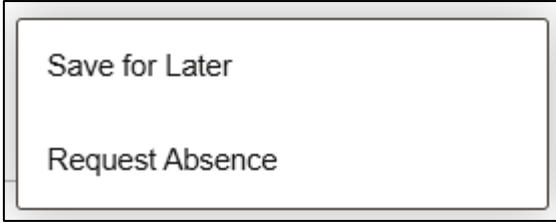
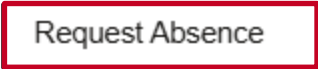
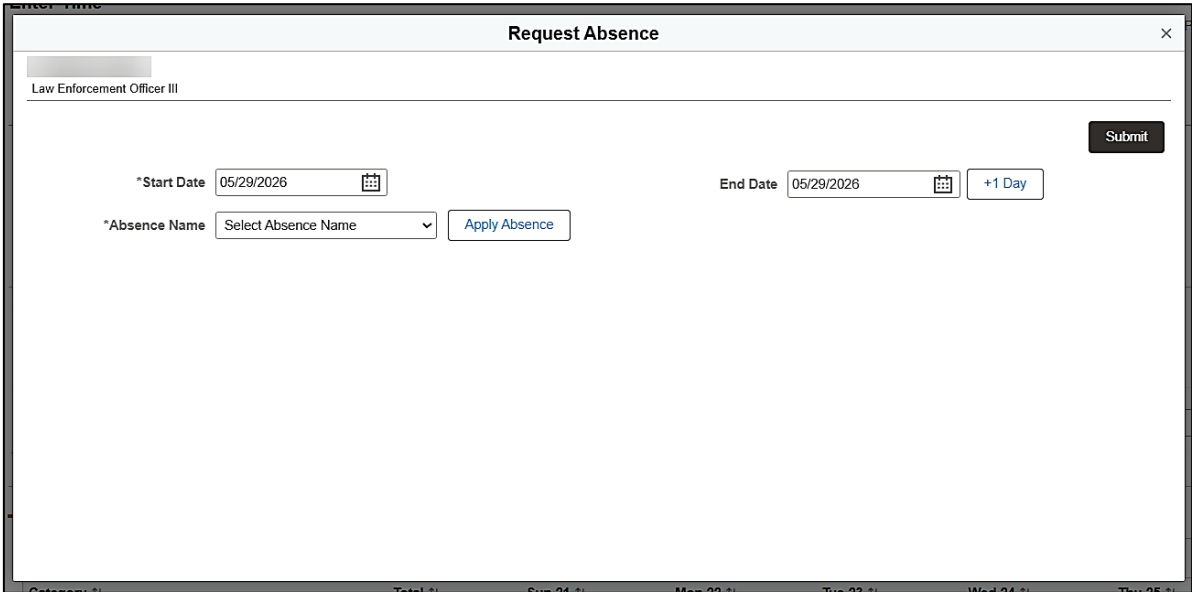
Note: This scenario only applies to Agencies using Cardinal Absence Management.

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. 
	If it is not the correct week, use the Calendar icon or the Previous (<) and Next (>) icons to access the correct week.



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Positive Time Reporters

Step	Action
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

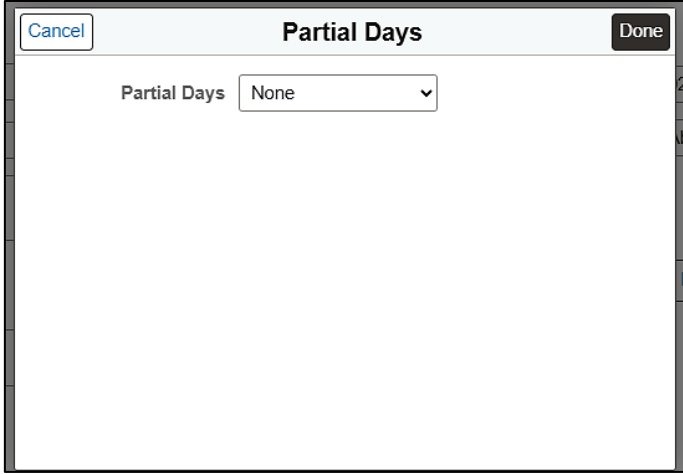
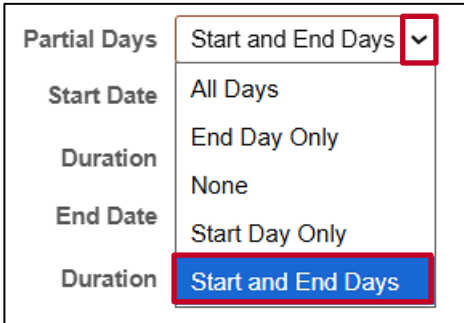
ESS392 Time Entry Scenarios – Positive Time Reporters

Step	Action
6.	Click the Absence Name dropdown button and select the applicable 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 Law Enforcement Officer III *Start Date 06/29/2026 End Date 06/30/2026 +1 Day *Absence Name Vacation Apply Absence *Reason Select Absence Reason Partial Days None Duration 48.00 Hours Comments Balance Information As Of 05/29/2026 Vacation 01/10/2026 - 01/09/2027 518.50	
8.	Click the Reason dropdown button and select the applicable Absence Reason. For this scenario, "Vacation" is selected. *Reason Vacation
9.	Click the Partial Day option. Partial Days None



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Positive 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 button and select the applicable Partial Days option. For this scenario, select “Start and End Days” since this employee is on a Variable Work Schedule hours will have to be entered for both days. 



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Positive Time Reporters

Step	Action
11.	Enter the partial day hours in the Duration Hours field for both days. In this scenario, because the employee is on a Variable Work Schedule, enter 8 hours on the Start Date and 4 hours for the End Date of the requested absence. Partial Days Start and End Days ▾ Start Date 06/29/2026 Duration 8.00 Hours End Date 06/30/2026 Duration 4 Hours
12.	Click the Done button. Cancel Partial Days Done

The **Request Absence** page displays with the Duration Hours updated as applicable.

Request Absence

Law Enforcement Officer III

*Start Date

06/29/2026

End Date

06/30/2026

+1 Day

*Absence Name

Vacation

Apply Absence

*Reason

Vacation

Partial Days

Start and End Days

>

Duration

12.00

Hours

Check Eligibility

Comments

Balance Information As Of 06/29/2026

Vacation

01/10/2026 - 01/09/2027

518.50



ESS Time & Attendance Job Aid

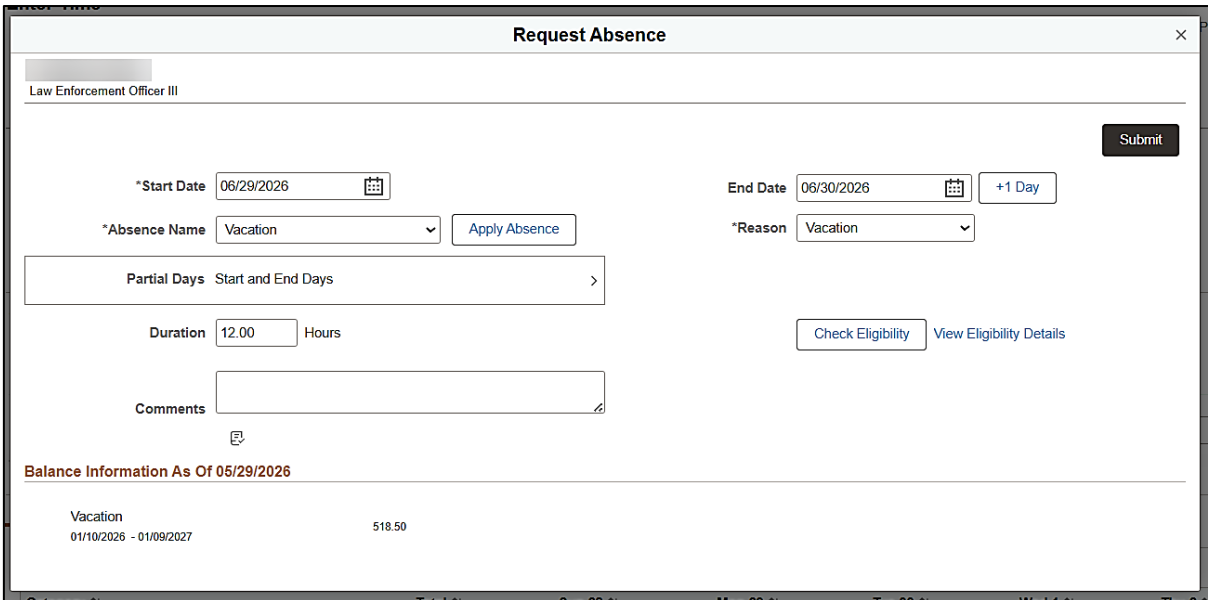
ESS392 Time Entry Scenarios – Positive Time Reporters

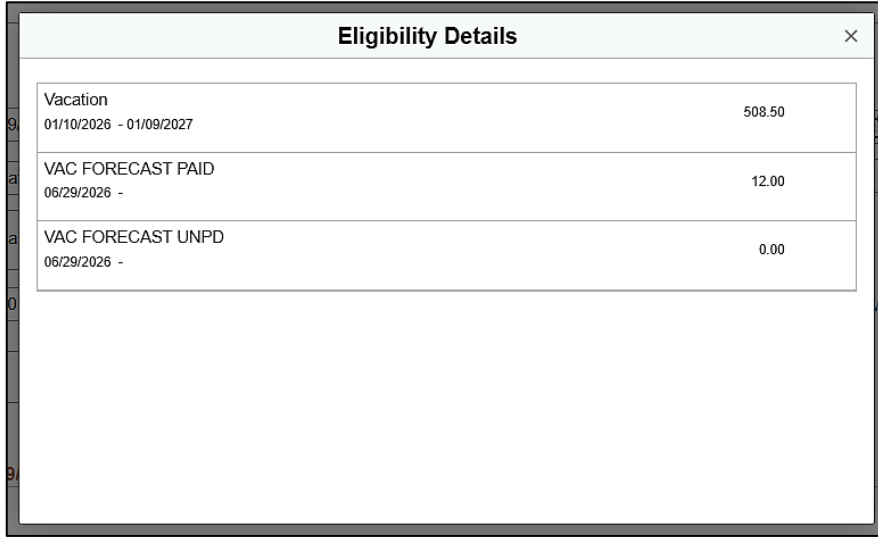
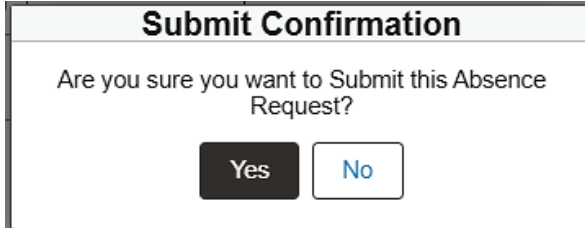
Step	Action				
13.	Verify the Duration Hours that display are accurate. This field populates the number of hours for the requested absence based on the employee's Work Schedule and if any partial days are selected. Duration 12.00 Hours				
14.	Add comments in the Comments field if applicable. These 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				
15.	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 05/29/2026 <table><tr><td>Vacation</td><td>518.50</td></tr><tr><td>01/10/2026 - 01/09/2027</td><td></td></tr></table>	Vacation	518.50	01/10/2026 - 01/09/2027	
Vacation	518.50				
01/10/2026 - 01/09/2027					
16.	Click the Check Eligibility button to forecast the hours for the request. 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 29,2026 at 18:33 OK					



ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Positive Time Reporters

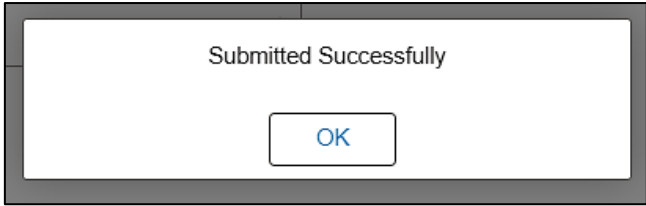
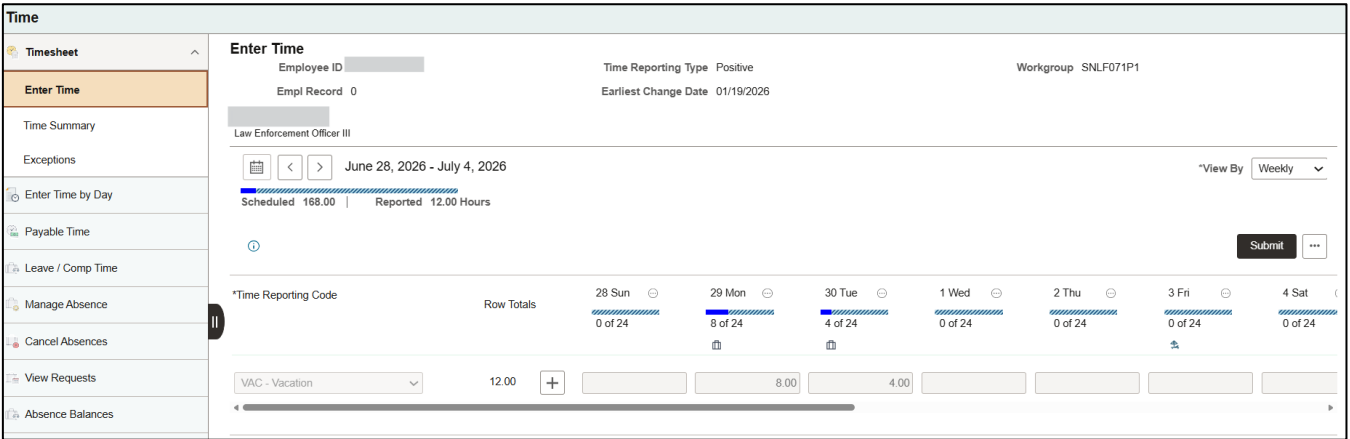
Step	Action
	If the employee does not have a sufficient balance for the dates or duration requested, a Forecast Error message displays. The employee will not be able to submit the request if a Forecast Error message is received. Forecast Error: You do not have sufficient leave balance for the date(s) or duration requested. Your forecasted balance includes current balance and projected accrual, less any approved, submitted, or saved absence requests for this leave type, up through the begin date of this request. In order to submit this request, you can do one of the following: 1) Modify this request (change the dates, duration, or leave type) 2) Cancel or modify approved, submitted, pushed back, or saved requests for this leave type. OK If the employee believes they should have a sufficient balance, they should contact their supervisor or Agency Absence Management Administrator.
17.	Click the OK button on the Forecast Successful message. OK The Request Absence page refreshes.  The screenshot shows the 'Request Absence' form. Fields include: *Start Date (06/29/2026), End Date (06/30/2026), *Absence Name (Vacation), *Reason (Vacation), Duration (12.00 Hours), and a Comments field. A 'Submit' button is in the top right. Below the form is a 'Balance Information As Of 05/29/2026' table showing a balance of 518.50 for Vacation. At the bottom, there are 'Check Eligibility' and 'View Eligibility Details' buttons.
18.	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

Step	Action
	The Eligibility Details page displays. 
	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”.
19.	Click the “x” at the top of the Eligibility Details page to close it. 
20.	Click the Submit button. 
	A Submit Confirmation message displays in a pop-up window. 



ESS Time & Attendance Job Aid

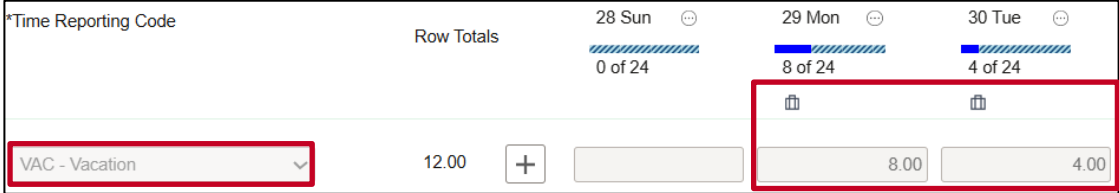
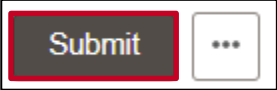
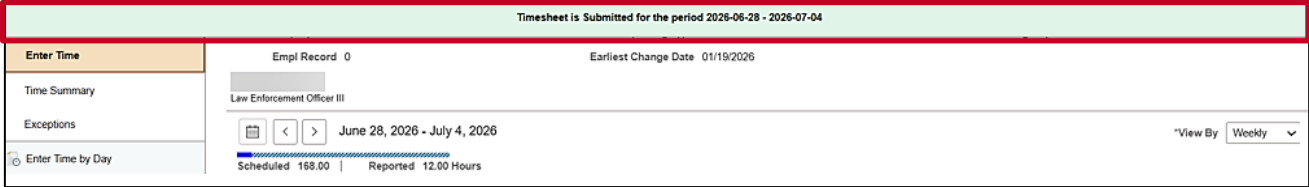
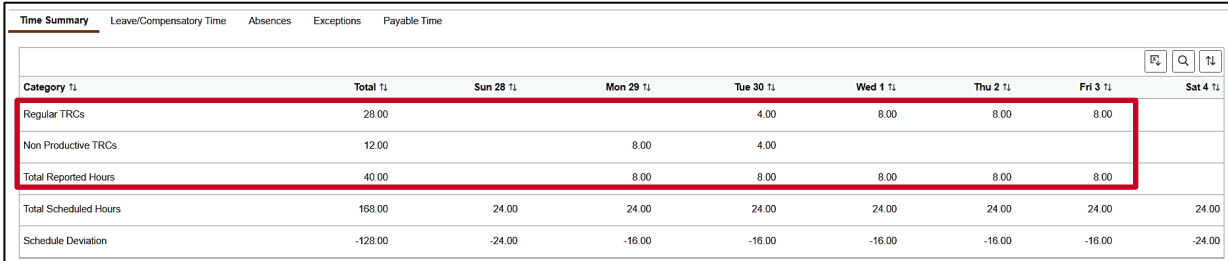
ESS392 Time Entry Scenarios – Positive Time Reporters

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



ESS Time & Attendance Job Aid

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Step	Action
24.	Verify the requested Vacation days display on the Timesheet grid. Note: A Submitted Absence (suitcase) icon appears on each day of the requested absence. 
25.	Complete the Timesheet grid for all applicable hours worked during that week.
26.	Click the Submit button. 
A message displays at the top of the Enter Time page indicating the time has been submitted. 	
27.	Review the Time Summary tab at the bottom of the Enter Time page to verify the Timesheet was submitted correctly. 



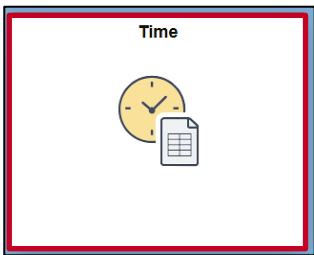
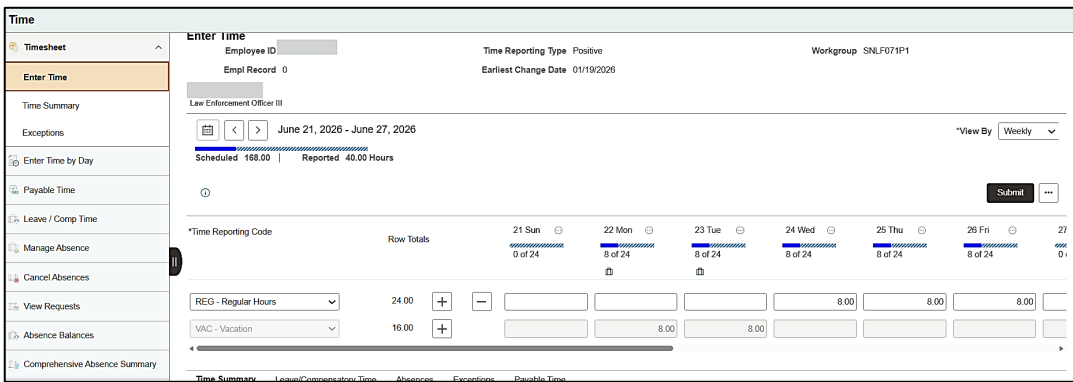
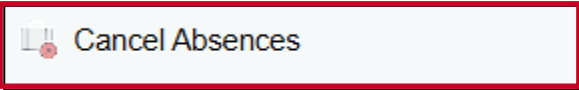
ESS Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Positive 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.

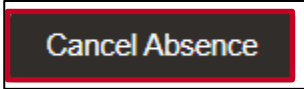
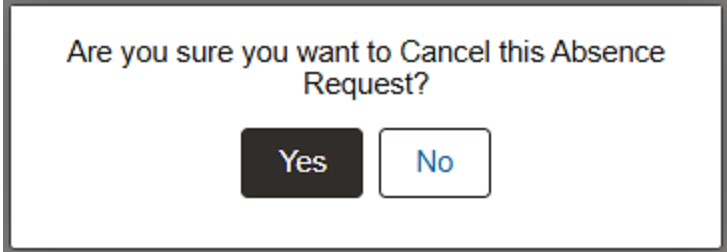
Step	Action
1.	Navigate to the Cancel Absences page by clicking the Time tile on the Cardinal HCM Homepage. 
The Enter Time page displays by default. 	
2.	Click the Cancel Absences menu list item. 



ESS Time & Attendance Job Aid

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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 Law Enforcement Officer III View Requests 2 rows Vacation Submitted 06/29/2026 - 06/30/2026 12 Hours Not Processed Vacation Submitted 06/22/2026 - 06/23/2026 16 Hours Not Processed
3.	Select the absence to be canceled by clicking the applicable row on the Cancel Absences page. Vacation Submitted 06/22/2026 - 06/23/2026 16 Hours Not Processed
	The Cancel Absence page refreshes and the Absence Details display. Time Cancel Absence Law Enforcement Officer III Return to Cancel Absences Cancel Absence Absence Details Start Date 06/22/2026 End Date 06/23/2026 Absence Name Vacation Reason Vacation Duration 16.00 Hours Status Submitted Comments Comments Processing Details Status Not Processed Request History

Step	Action
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. 	
	The Status field updates from “Submitted” to “Canceled”.



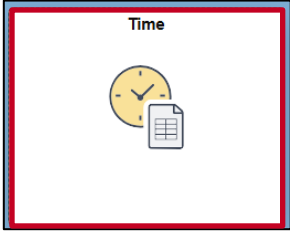
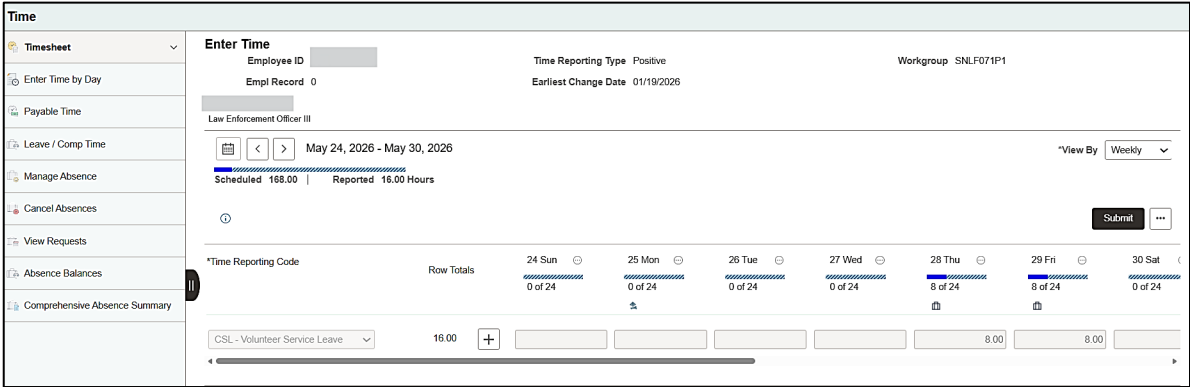
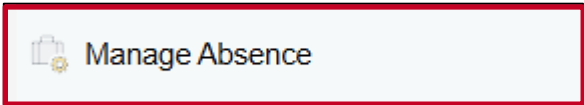
ESS Time & Attendance Job Aid

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Editing an Absence Request (After Cancelation)

An Absence Request can only be edited after it has been canceled. See the [Cancelling 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.

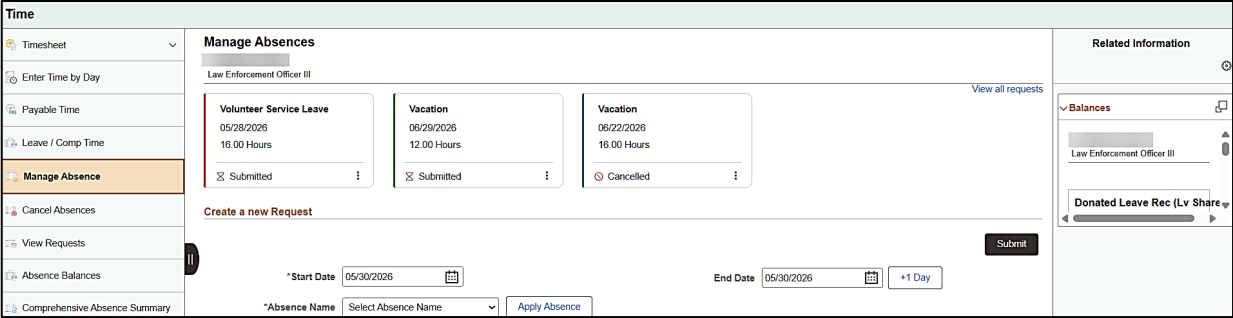
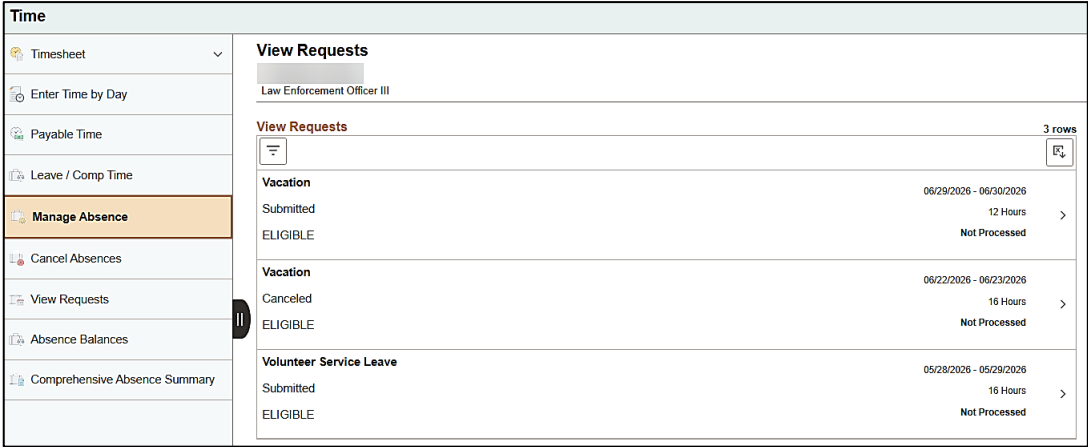
In this scenario, the employee has canceled an Absence Request and is now editing the Absence Request to change the hours of the request from two full days to one full day. The employee has canceled the Absence Request and will now edit it.

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. 



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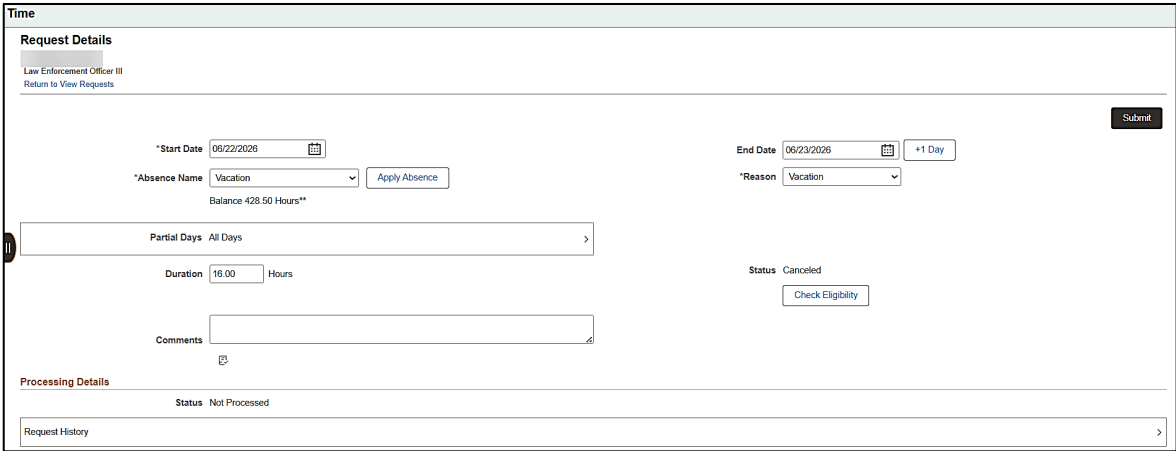
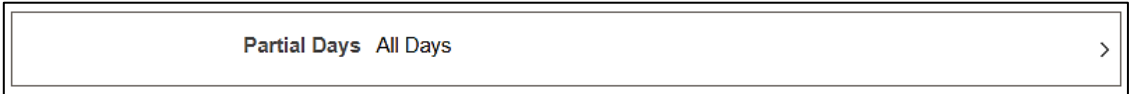
ESS392 Time Entry Scenarios – Positive Time Reporters

Step	Action
	The Manage Absences page displays. 
3.	Click the View all requests link. 
	The View Requests page displays. 
4.	Click the canceled absence that requires updates. 



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Step	Action
	The Request Details page displays for the canceled absence. 
	For this scenario, the absence is being updated from 16 hours to 8 hours.
5.	Update the Start Date and End Date fields with the applicable dates of the absence. 
	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  For employees on a Variable Work Schedule, always select “All Days” and then enter the number of hours for the absence.



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Step	Action
6.	Enter the number of hours in the applicable Duration Hours field. In this scenario, because the employee is on a Variable Work Schedule enter the hours that are being updated for the day of the requested absence. Partial Days All Days ▾ Duration 8.00 Hours
7.	Click the Done button to close the Partial Days page. Done
The Request Details page redispays with the updated hours for the absence. Time Request Details Law Enforcement Officer III Return to View Requests *Start Date 06/22/2026 End Date 06/22/2026 +1 Day *Absence Name Vacation Apply Absence *Reason Vacation Balance 428.50 Hours** Partial Days All Days Duration 8.00 Hours Status Canceled Check Eligibility Comments Processing Details Status Not Processed Request History	
i	The Duration field updates from 16 hours to 8 hours.
8.	Click the Check Eligibility button to forecast the hours for the request. Check Eligibility



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Step	Action
	The Forecast Successful message displays. Forecast Successful: You are eligible to take the requested absence and you may submit your request. Date Time: May 30,2026 at 17:17 OK
9.	Click the OK button. OK
	The Request Details page redisplay. Time Request Details Law Enforcement Officer III Return to View Requests Submit *Start Date: 06/22/2026 *Absence Name: Vacation Balance: 428.50 *Reason: Vacation End Date: 06/22/2026 +1 Day Apply Absence Partial Days: All Days Duration: 8.00 Hours Status: Canceled Check Eligibility View Eligibility Details Comments Processing Details Status: Not Processed Request History
10.	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



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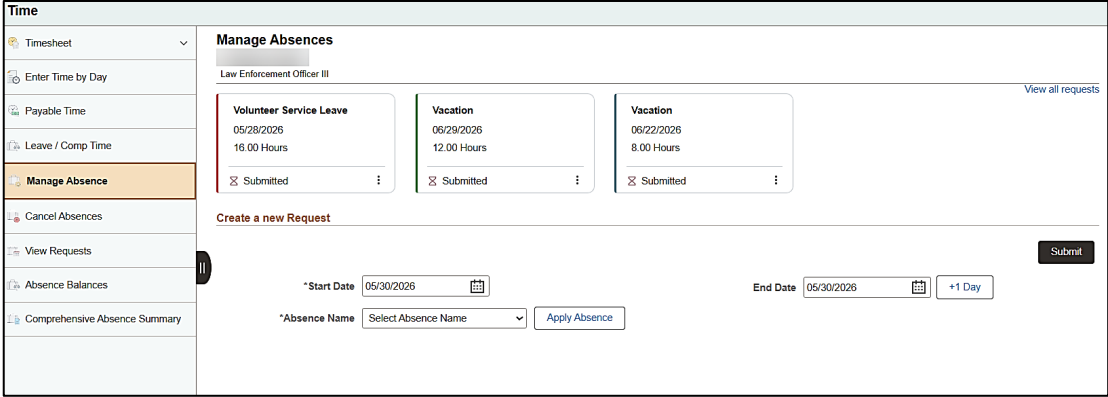
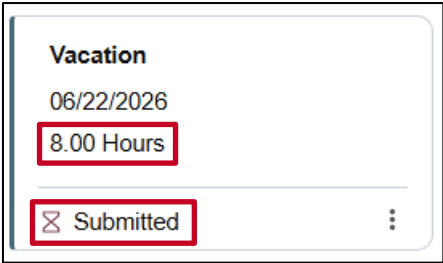
ESS392 Time Entry Scenarios – Positive Time Reporters

Step	Action								
	The Eligibility Details page displays. 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 <table><thead><tr><th>Absence Name</th><th>Begin Date</th><th>End Date</th><th>Eligibility Value</th></tr></thead><tbody><tr><td>1 Volunteer Service Leave</td><td>06/08/2026</td><td>06/09/2026</td><td>INELIGIBLE</td></tr></tbody></table>	Absence Name	Begin Date	End Date	Eligibility Value	1 Volunteer Service Leave	06/08/2026	06/09/2026	INELIGIBLE
Absence Name	Begin Date	End Date	Eligibility Value						
1 Volunteer Service Leave	06/08/2026	06/09/2026	INELIGIBLE						
11.	Click the “x” at the top of the Eligibility Details page to close it. Eligibility Details								
12.	Click the Submit button. Submit								
	The Submit confirmation message displays. Are you sure you want to Submit this Absence Request? Yes No								
13.	Click the Yes button. Yes								



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Step	Action
	The Manage Absences page redispays. 
14.	The updated absence now displays as 8 hours and displays “Submitted”. 



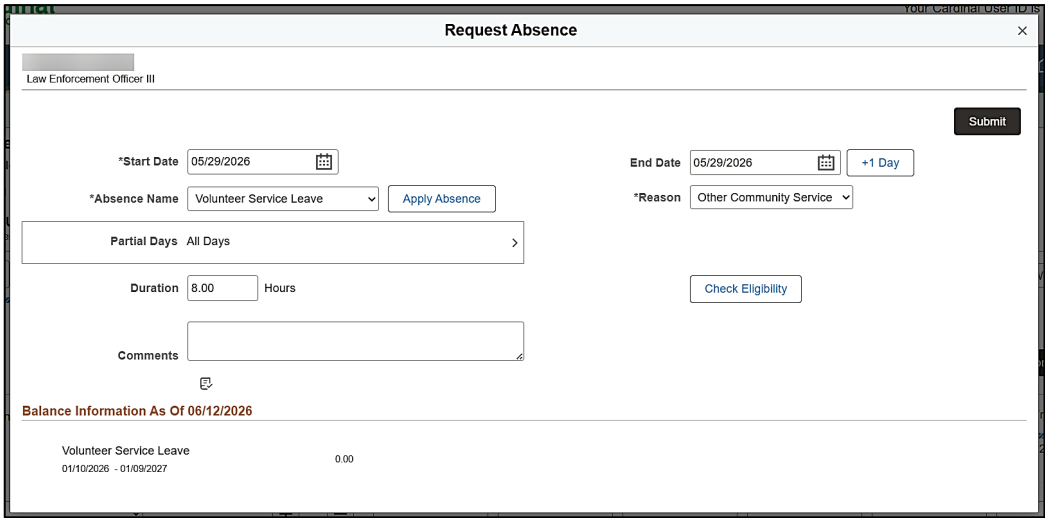
ESS Time & Attendance Job Aid

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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.

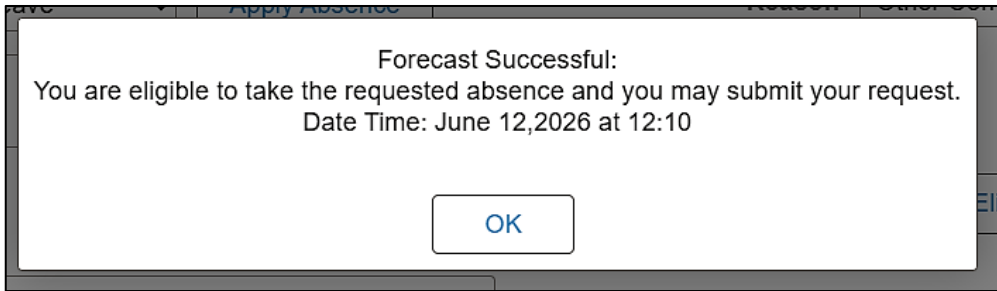
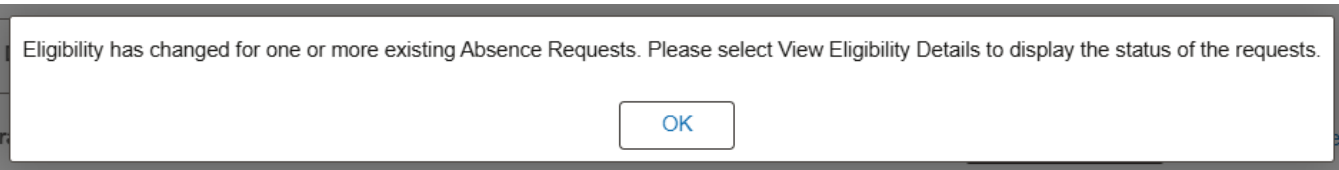
In this scenario, the employee has entered an Absence Request for eight hours of Volunteer Service Leave that will impact the eligibility of an approved future Absence Request.

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 to forecast the hours for the request. 



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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 – Positive Time Reporters

Step	Action
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The **Request Absence** page redisplay.

Request Absence

Law Enforcement Officer III

*Start Date: 05/29/2026

End Date: 05/29/2026 +1 Day

*Absence Name: Volunteer Service Leave

*Reason: Other Community Service

Partial Days: All Days

Duration: 8.00 Hours

Comments:

Check Eligibility View Eligibility Details

Submit

Balance Information As Of 06/12/2026

Volunteer Service Leave	0.00
01/10/2026 - 01/09/2027	

5. Click the **View Eligibility Details** link.

Check Eligibility View Eligibility Details

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

Eligibility Details

Volunteer Service Leave	8.00
01/10/2026 - 01/09/2027	
CSL FORECAST PAID	8.00
05/29/2026 -	
CSL FORECAST UNPD	0.00
05/29/2026 -	

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

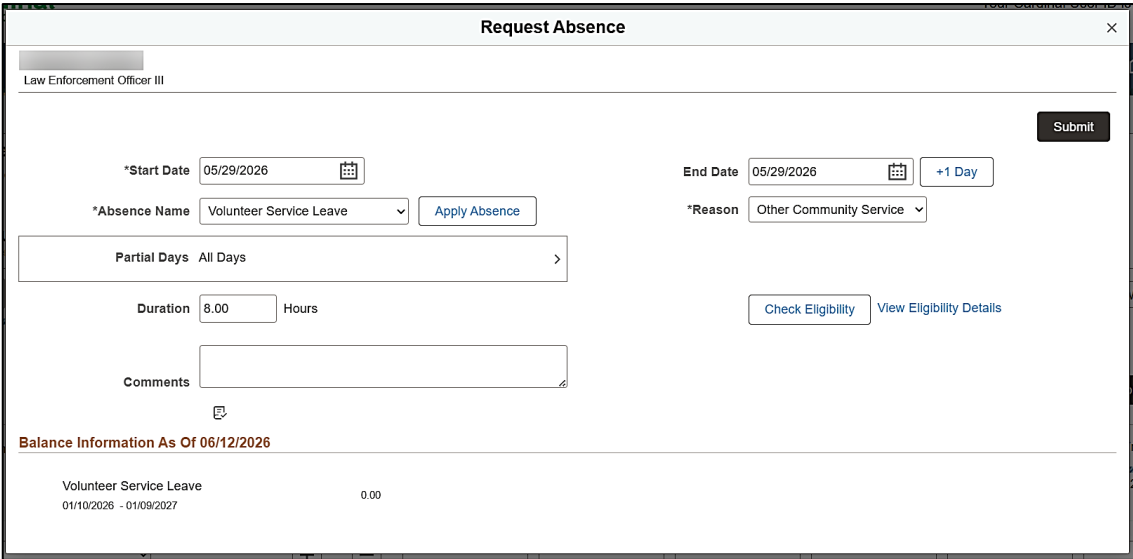
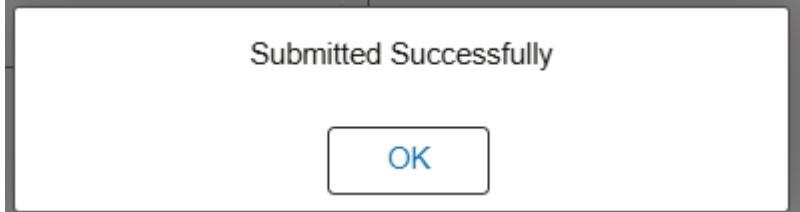


The **Eligibility Details** page will show “INELIGIBLE” for any future approved Absence Requests that are no longer eligible Absence Requests. Reviewing this information can assist in avoiding pay docking for ineligible Absence Requests.



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



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Step	Action
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The **Request Absence** page redisplay with the Status of “Submitted”.

Request Absence

Law Enforcement Officer III

Start Date 05/29/2026 End Date 05/29/2026

Absence Name Volunteer Service Leave Reason Other Community Service

Partial Days All Days

Duration 8.00 Hours Status Submitted

Comments

Balance Information As Of 06/12/2026

Volunteer Service Leave 0.00

01/10/2026 - 01/09/2027

9. Click the “x” to close the **Request Absence** page.

The **Enter Time** page displays.

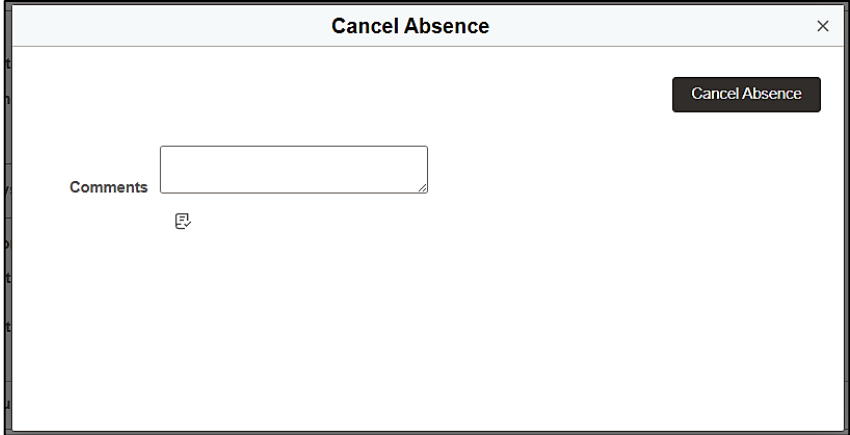
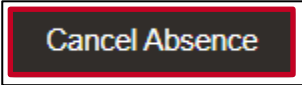
10. Click the **View Requests** menu list item.

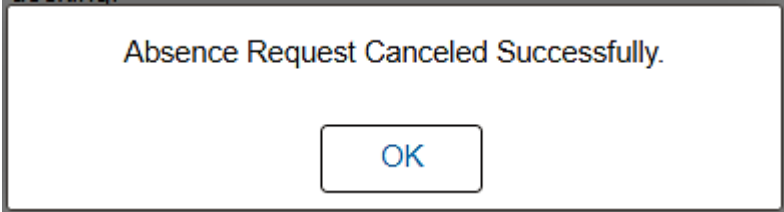
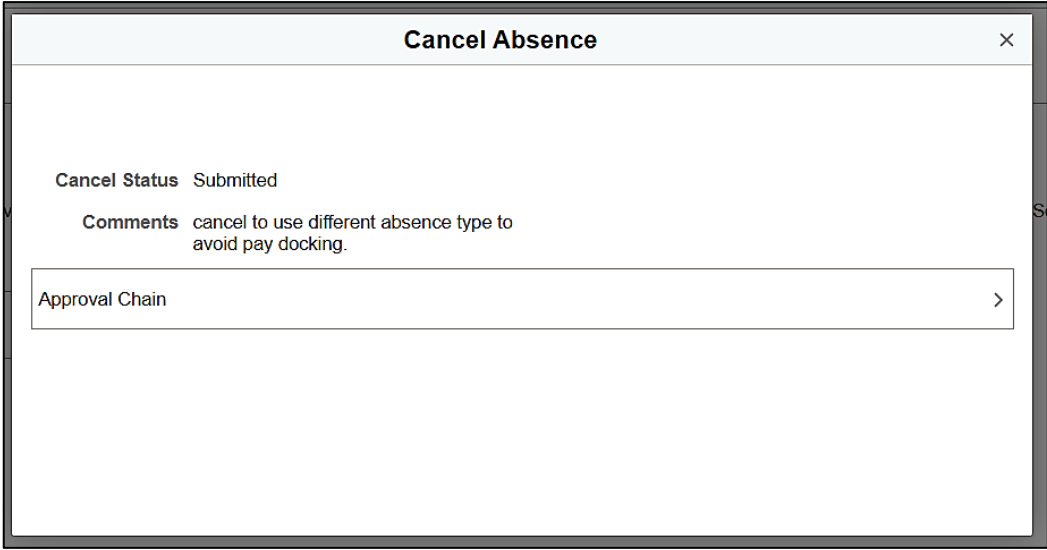


ESS Time & Attendance Job Aid

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Step	Action
	The View Requests page displays. Time Timesheet Enter Time by Day Payable Time Leave / Comp Time Manage Absence Cancel Absences View Requests Absence Balances View Requests Law Enforcement Officer III View Requests 2 rows Volunteer Service Leave 06/08/2026 - 06/09/2026 Approved 16 Hours INELIGIBLE Not Processed Volunteer Service Leave 05/29/2026 Submitted 8 Hours ELIGIBLE Not Processed
	The ineligible Absence Request should be reviewed, cancelled, and a new requested absence completed, if applicable, with a different absence to avoid pay docking.
11.	Click the Absence Request that is noted as being “Ineligible”. Volunteer Service Leave 06/08/2026 - 06/09/2026 Approved 16 Hours INELIGIBLE Not Processed

Step	Action
	The Cancel Absence page displays in a pop-up window. 
13.	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”. 
14.	Click the Cancel Absence button to cancel the absence. 
	A confirmation message displays. 
15.	Click the Yes button. 

Step	Action
	The Canceled Successfully message displays. 
16.	Click the OK button. 
	The Cancel Absence page redisplay. 
17.	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).



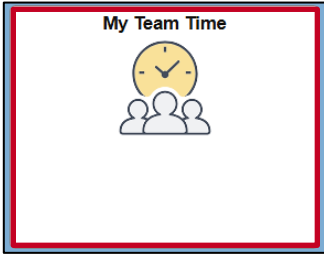
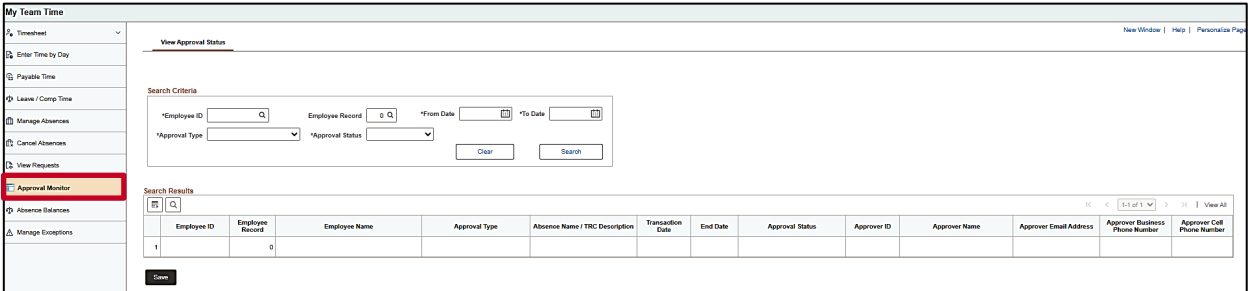
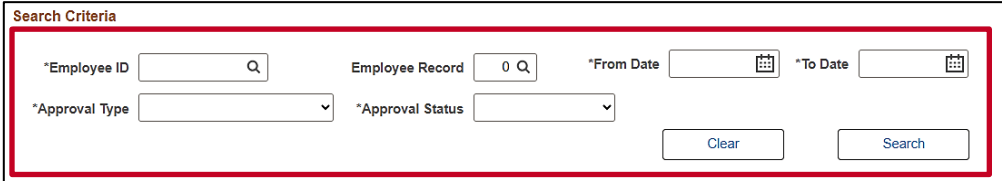
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Viewing Approval Status

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. 



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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



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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



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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.



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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



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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



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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