



Overview of the Cardinal HCM WorkCenters

WorkCenters provide a central one-stop location for users to access daily tasks such as entering transactions, reviewing transaction errors, and approving transactions. WorkCenters also include links to frequently used pages, queries, and reports, which minimize navigation time through menus and increase efficiency.

WorkCenters are set up for three of the Cardinal HCM Functional areas and are accessed by clicking the applicable WorkCenter tile on the **Cardinal HCM Homepage**.

WorkCenters are set up for the following areas:

- Benefits
- Payroll
- Time & Attendance

Individual user's security roles control which WorkCenters display as well as what is available within each WorkCenter.

This Job Aid provides key information about the following:

- How to access WorkCenters
- WorkCenter layout and terminology
- How to navigate within a WorkCenter
- Default and Temporary filters
- A detailed breakdown for each WorkCenter



Table of Contents

Revision History	3
Accessing WorkCenters	4
Reviewing the WorkCenter Page Layout.....	7
Navigating within a WorkCenter	11
Updating WorkCenter Filters	19
Updating Default Filters on the Navigation Panel	19
Updating the Temporary Filters on the Transaction Panel	22
Functional Area WorkCenters	25
Benefits (BN) WorkCenter.....	26
My Work Section	27
My Approvals Section	27
Links Section	28
Queries Section	29
Reports/Processes Section	30
U.S. Payroll (PY) WorkCenter	31
My Work Section	32
Links Section	32
Queries Section	33
Reports/Processes Section	34
Time & Labor (TA) WorkCenter.....	35
My Work Section	36
My Approvals Section	37
Links Section	38
Queries Section	40
Reports/Processes Section	41



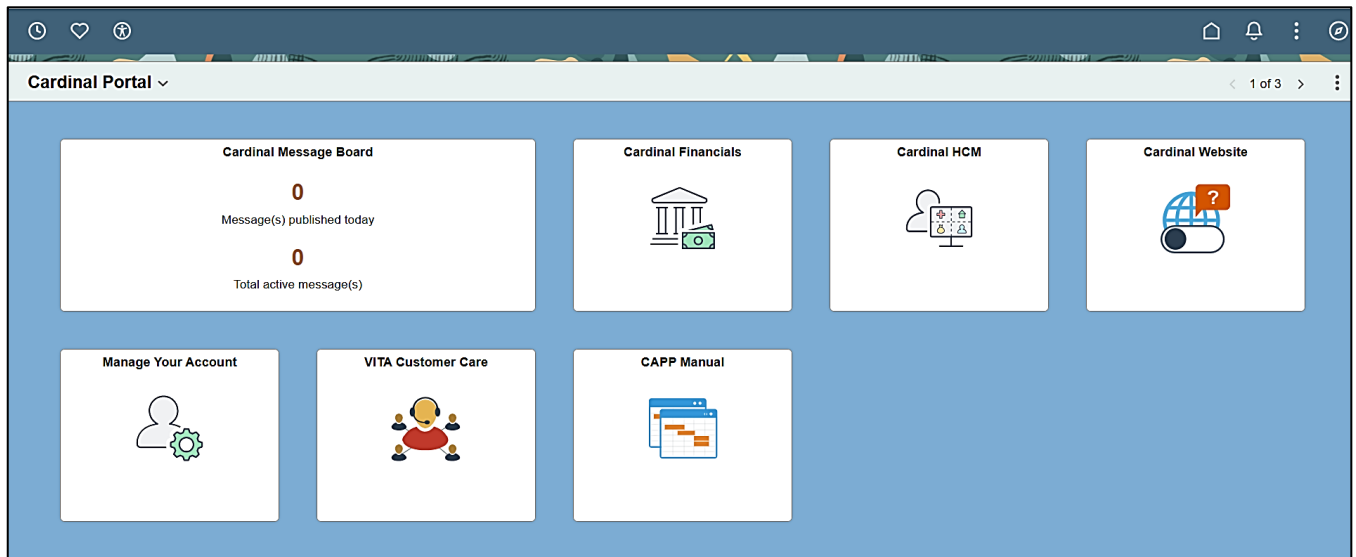
Revision History

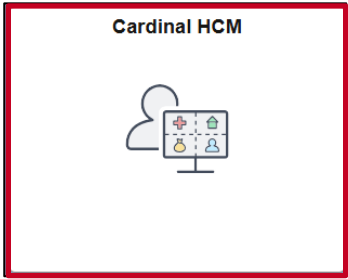
Revision Date	Summary of Changes
9/1/2026	Baseline.

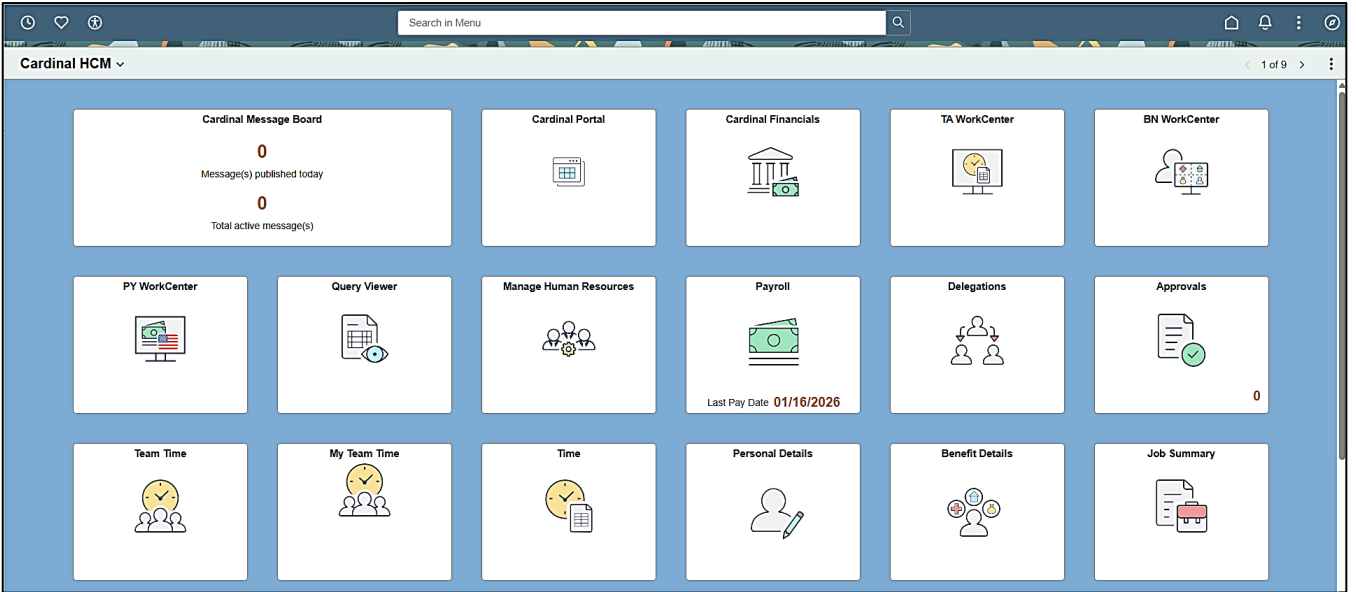
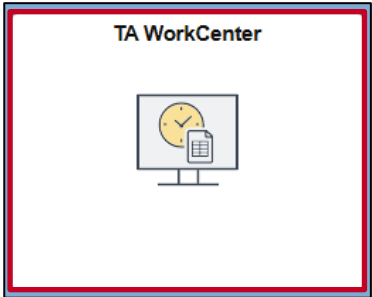
Accessing WorkCenters

Step	Action
1.	Log into Cardinal using your log in credentials.
	Go to https://www.cardinalproject.virginia.gov/login-help for information related to accessing Cardinal.

The **Cardinal Portal** page displays.



2.	Click the Cardinal HCM tile.
	

Step	Action
	The Cardinal HCM Homepage displays. 
	The tiles and WorkCenters that display are based on the user's Security roles so individual Homepage layout and WorkCenter availability will vary.
3.	Click the applicable WorkCenter tile. For this example, the TA WorkCenter tile is selected. 



Cardinal HCM Job Aid

Overview of the Cardinal HCM WorkCenters

Step	Action
	The selected WorkCenter displays. For this scenario the Time and Labor WorkCenter displays. Time and Labor WorkCenter My Work Exceptions My Approvals Time Approvals Links Queries Reports/Processes Allowable Exception Fix Exception Payable Time Reported Time Absence Request Cancel Absence Delegation of Authority 5 11 Welcome to WorkCenter WorkCenter Page
	All WorkCenters have the same basic layout although they do not all have the same sections, folders, and pages. See the Reviewing WorkCenter Page Layout section of this Job Aid for details regarding WorkCenter layout.



Reviewing the WorkCenter Page Layout

In this section of the Job Aid, the WorkCenter page layout will be reviewed.

Note: This example is using the Time and Labor WorkCenter.

Time and Labor WorkCenter

My Work

Exceptions

Allowable Exception

Fix Exception

My Approvals

Time Approvals

Payable Time

Reported Time

Absence Request

Cancel Absence

Delegation of Authority

Links

Queries

Reports/Processes

Allowable Exception

Name	Actions	Job Description	Exception	Severity	Date
		Gen Admin Supv I/Coord I	VOTLTLMT - OVT prior to FLSA Limit	Medium	03/18/2026
		Gen Admin Supv I/Coord I	VOTLTLMT - OVT prior to FLSA Limit	Medium	03/19/2026

Transaction Panel

Navigation Panel

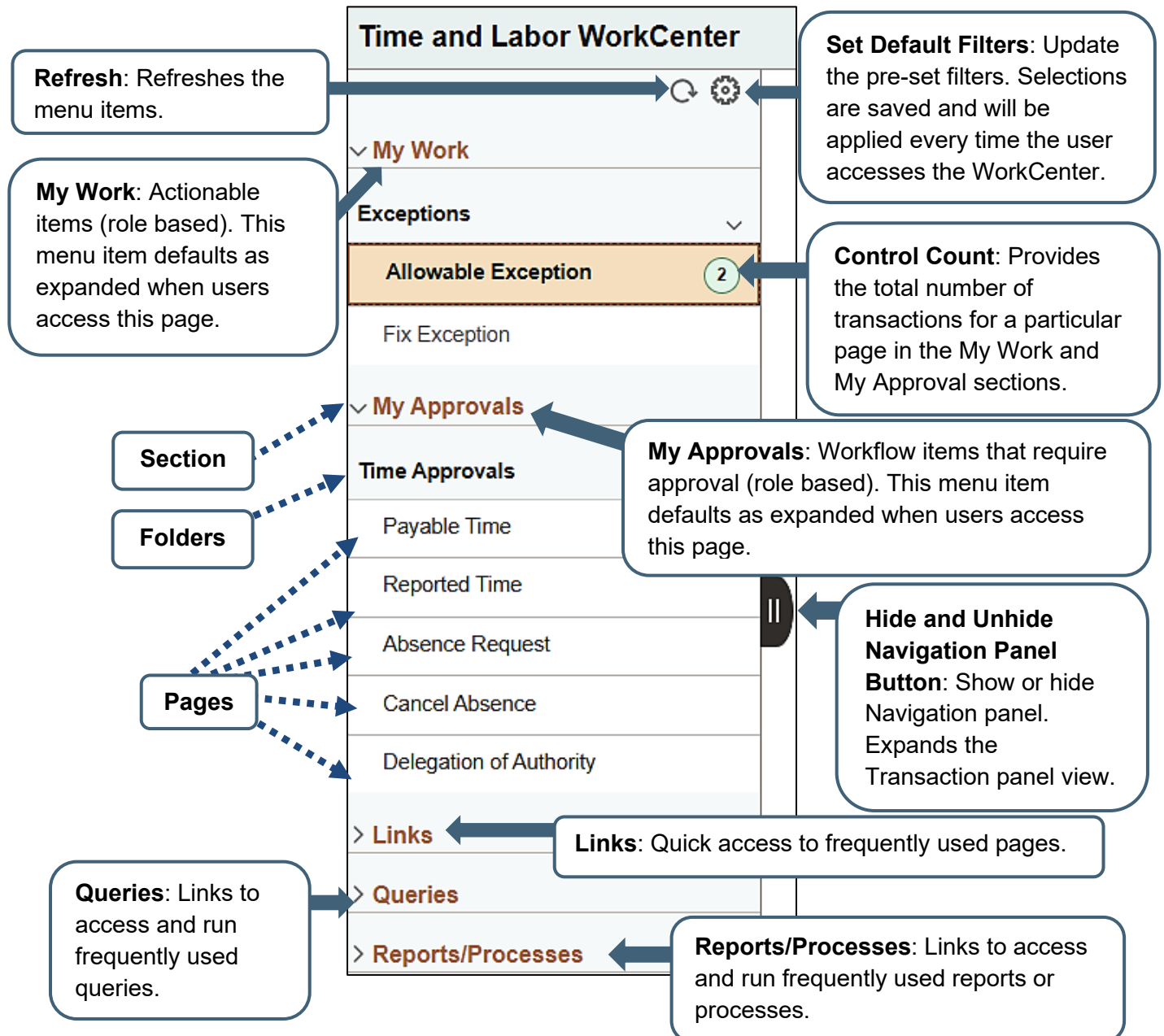
Navigation Panel

Displays on the left-hand side of the page and controls what displays in the Transaction Panel section. It consists of Sections, Folders, and Pages.

Transaction Panel

The main work area which displays the information based on the page defaults or the user's selection in the Navigation Panel.

Navigation Panel





Cardinal HCM Job Aid

Overview of the Cardinal HCM WorkCenters

Transaction Panel

Allowable Exception

Actions/Related Actions: A quick menu of additional options that display related to the information currently being viewed.

Temporary Filters: Refine the filters to temporarily focus on a particular Business Unit(s) or other criteria.

Work Area: Main work area based on the user's selection in the Navigation Panel.

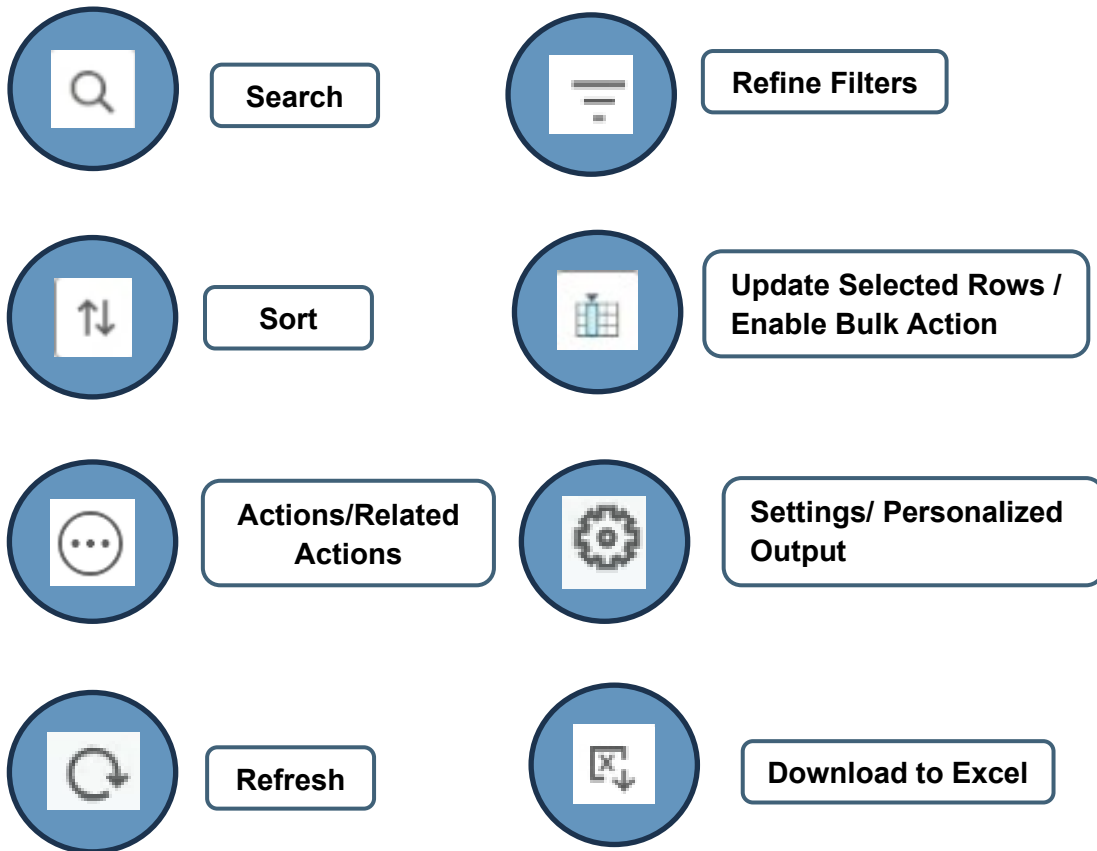
Download to Excel

Name	Actions	Job Description	Exception	Severity	Date
	...	ROBOCOP	VOTLTLMT - OVT prior to FLSA Limit	Medium	03/13/2026
	...	ROBOCOP	VHOLMAX - Holiday Hours exceeds Allowed	Medium	03/10/2026
	...	ROBOCOP	VHOLMAX - Holiday Hours exceeds Allowed	Medium	03/09/2026
	...	ROBOCOP	VOTLTLMT - OVT prior to FLSA Limit	Medium	03/11/2026
	...	ROBOCOP	VOSLTLMT - OVS prior to Limit	Medium	03/13/2026

5 rows

Featured Icons Legend

Various icons display in the Transaction Panel. Below is a listing of those icons.





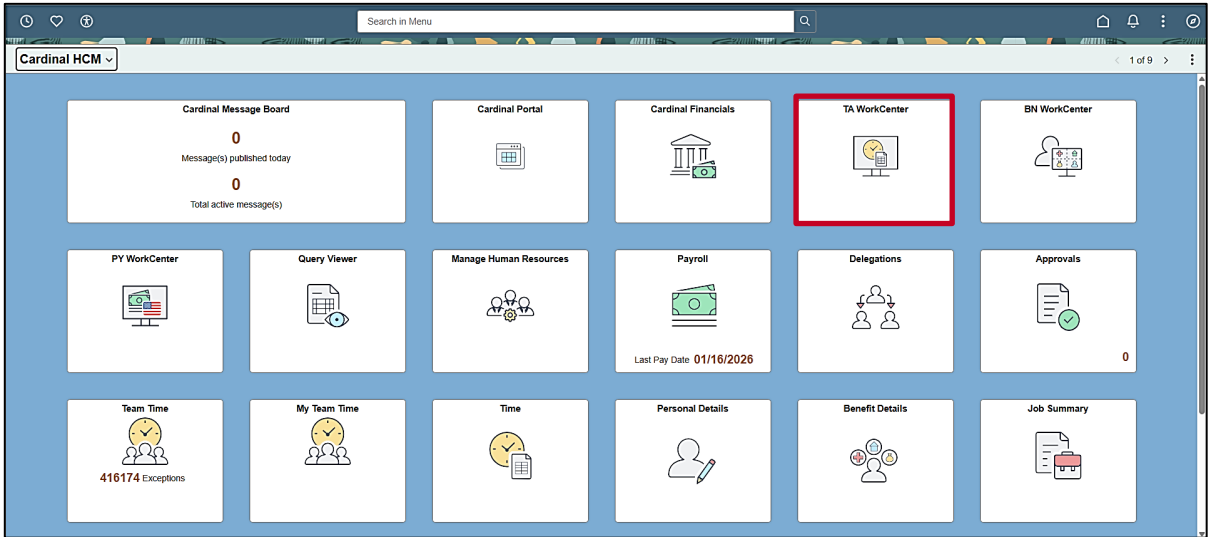
Cardinal HCM Job Aid

Overview of the Cardinal HCM WorkCenters

Navigating within a WorkCenter

In this section of the Job Aid users will see an example of navigating within a WorkCenter to complete tasks. WorkCenters are structured to allow users to complete most of their daily tasks within the WorkCenter.

Scenario: In this scenario, a TA Supervisor will update an allowable exception, approve Payable Time, and run the Timesheet Report.

Step	Action
1.	Click the TA Work Center tile on the Cardinal HCM Homepage . 

The **Time and Labor WorkCenter** displays.

Time and Labor WorkCenter

My Work

Exceptions

Allowable Exception2

Fix Exception

My Approvals

Time Approvals

Payable Time1

Reported Time

Absence Request

Cancel Absence

Delegation of Authority

Links

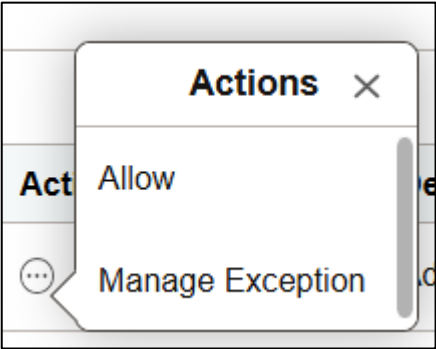
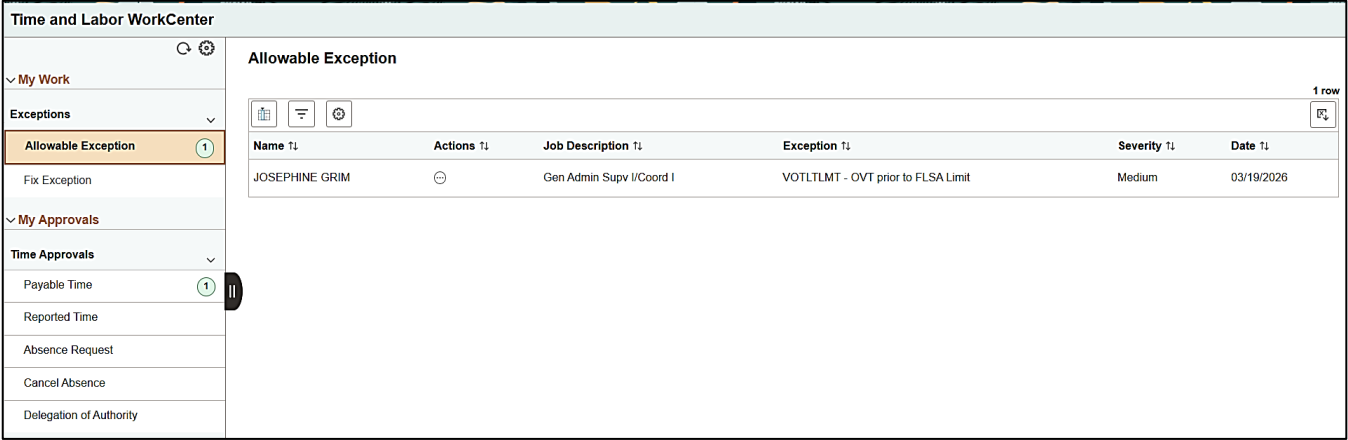
Queries

Reports/Processes

Allowable Exception

2 rows

Name ↑↓	Actions ↑↓	Job Description ↑↓	Exception ↑↓	Severity ↑↓	Date ↑↓
	⋮	Gen Admin Supv I/Coord I	VOTLTLMT - OVT prior to FLSA Limit	Medium	03/18/2026
	⋮	Gen Admin Supv I/Coord I	VOTLTLMT - OVT prior to FLSA Limit	Medium	03/19/2026

Step	Action
	The page defaults with the Allowable Exception page displayed. For this scenario, one of the exceptions will be allowed. When a number displays next to a category, it indicates the number of items that require attention.
2.	Click the Actions icon for the applicable exception. 
The Actions menu displays. 	
3.	Click the Allow option. 
The page refreshes and the allowed exception no longer displays. 	
	Next, the user will approve Payable Time.

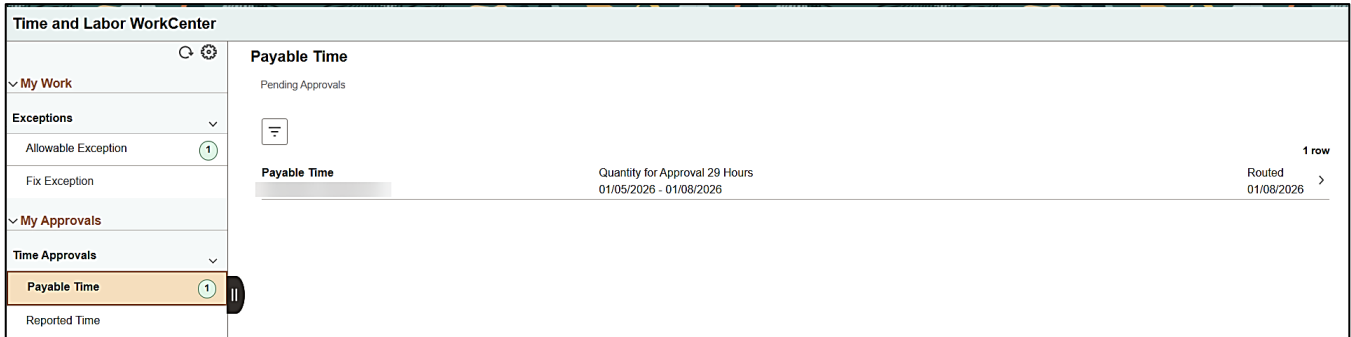


Cardinal HCM Job Aid

Overview of the Cardinal HCM WorkCenters

Step	Action
4.	Click the Payable Time page under the Time Approvals folder. 

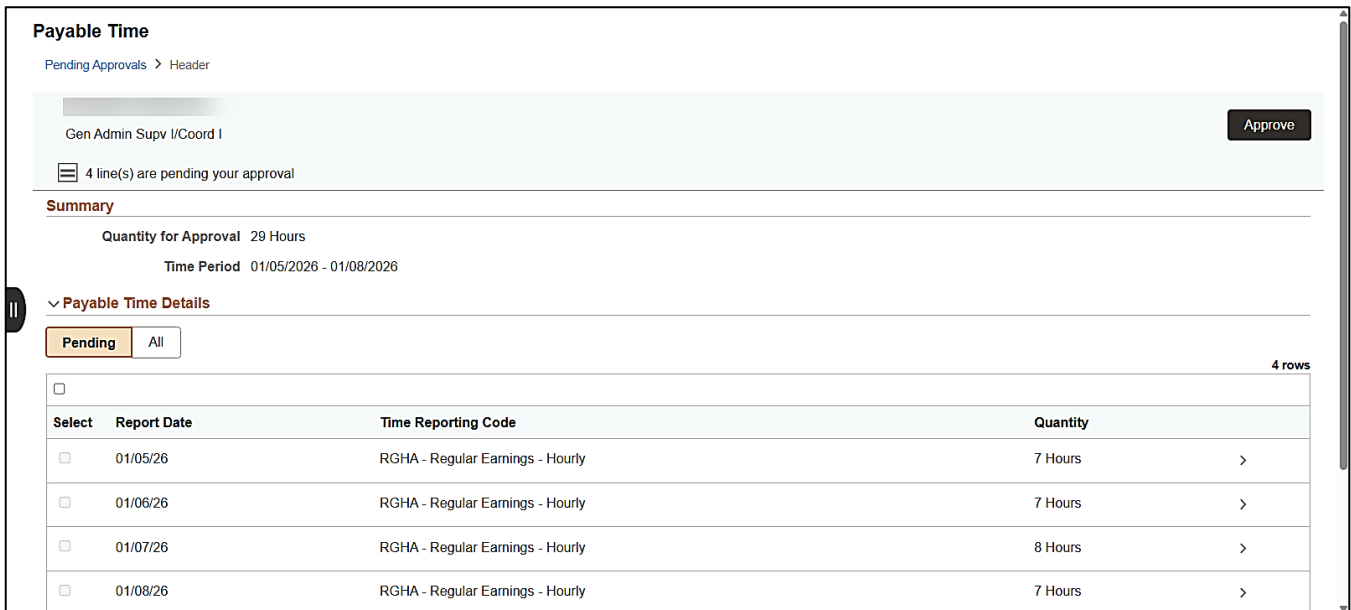
The **Payable Time** page displays in the Transaction panel.



Time and Labor WorkCenter			
Payable Time			
Pending Approvals			
			
1 row			
Payable Time	Quantity for Approval 29 Hours	Routed	
	01/05/2026 - 01/08/2026	01/08/2026	>

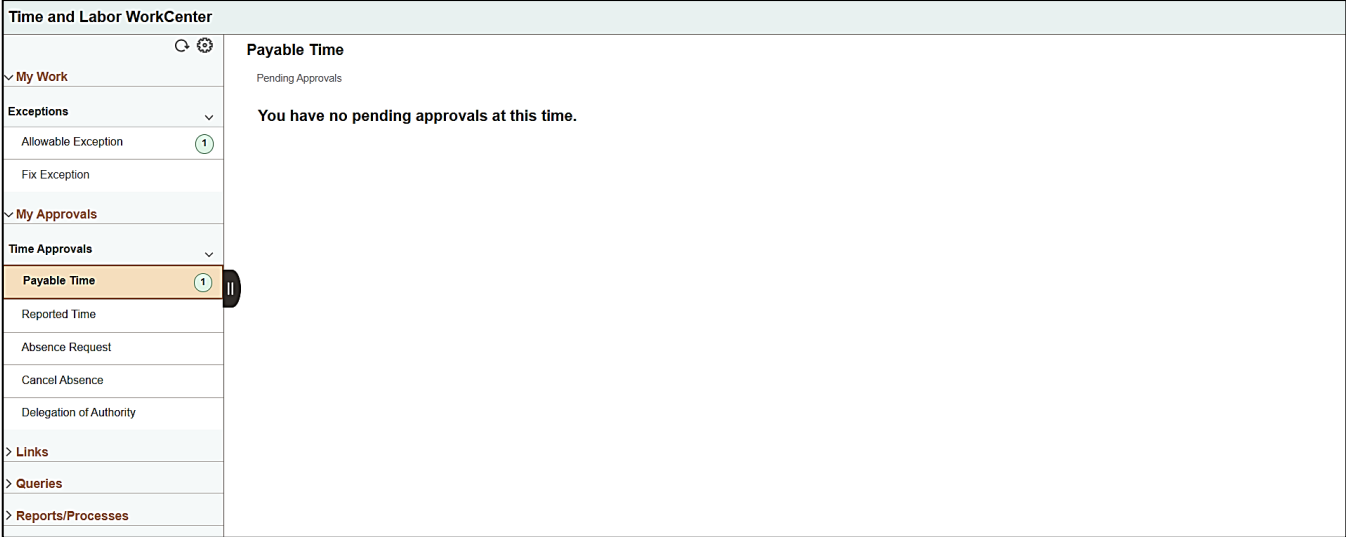
5.	Click the row to review the time. 
----	--

The **Payable Time** page refreshes to display the Payable Time Details.

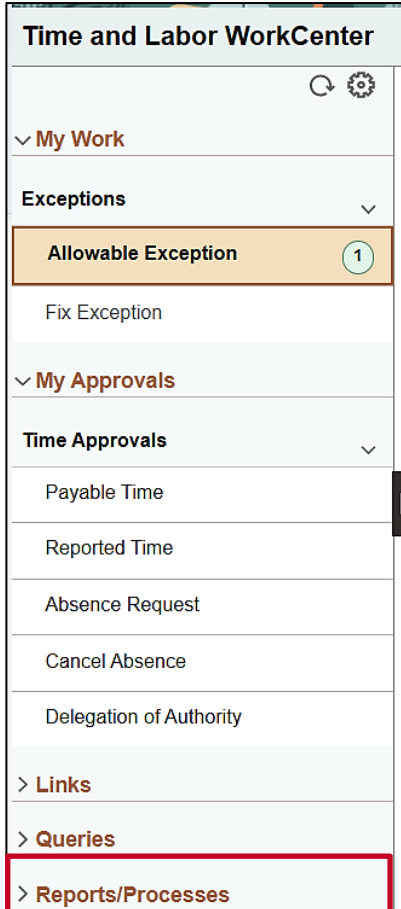


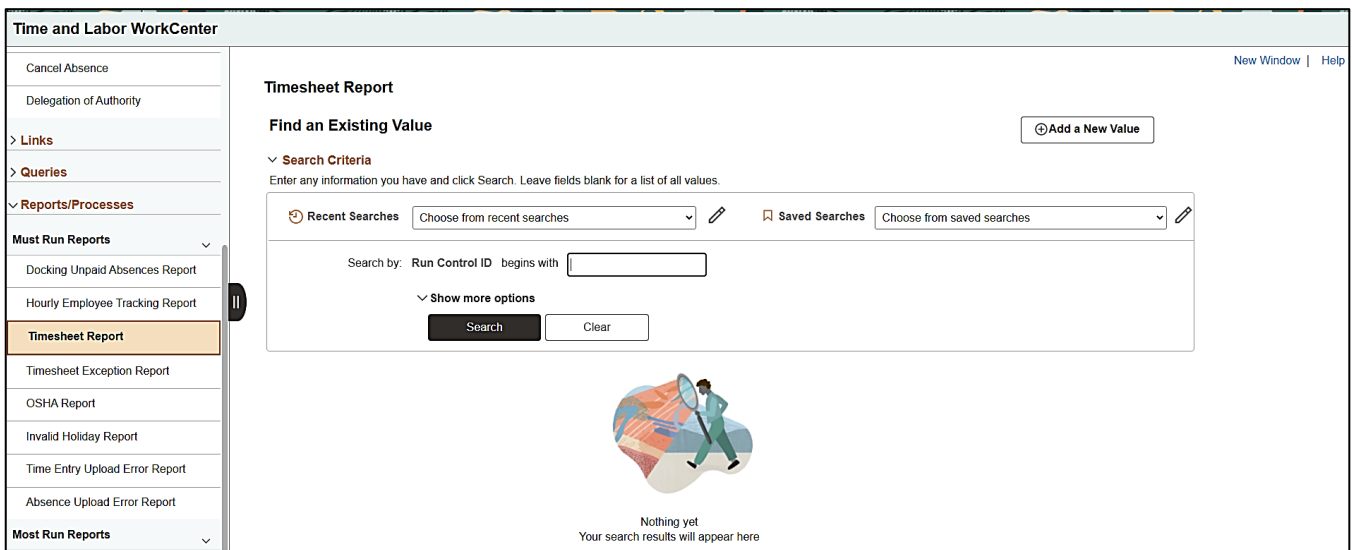
Payable Time			
Pending Approvals > Header			
Gen Admin Supv I/Coord I			
			
4 line(s) are pending your approval			
Summary			
Quantity for Approval 29 Hours			
Time Period 01/05/2026 - 01/08/2026			
Payable Time Details			
Pending All			
4 rows			
Select	Report Date	Time Reporting Code	Quantity
☐	01/05/26	RGHA - Regular Earnings - Hourly	7 Hours >
☐	01/06/26	RGHA - Regular Earnings - Hourly	7 Hours >
☐	01/07/26	RGHA - Regular Earnings - Hourly	8 Hours >
☐	01/08/26	RGHA - Regular Earnings - Hourly	7 Hours >

	The approver reviews and approves the time.
---	---

Step	Action
	The Time and Labor WorkCenter page refreshes. 
	Note that the Payable Time page still displays a count of “1” although the Payable Time was approved.
6.	Click the Refresh button at the top of the Navigation Panel to update the count. 

Step	Action
	The page refreshes and the number next to the Payable Time page now clears. Time and Labor WorkCenter  ▼ My Work Exceptions ▼ Allowable Exception 1 Fix Exception ▼ My Approvals Time Approvals ▼ Payable Time Reported Time Absence Request Cancel Absence Payable Time Pending Approvals You have no pending approvals at this time.
	Next, the user will run the Timesheet Report.

Step	Action
7.	Click to expand the Reports/Processes section. 
The section expands and the Must Run Reports and Most Run Reports folders display. 	
8.	Click the Must Run Reports folder. 

Step	Action
	The list of Must Run Reports display. Must Run Reports Docking Unpaid Absences Report Hourly Employee Tracking Report Timesheet Report Timesheet Exception Report OSHA Report Invalid Holiday Report Time Entry Upload Error Report Absence Upload Error Report
9.	Click the Timesheet Report page. Timesheet Report
	The Timesheet Report Find an Existing Value Search page displays in the Transaction panel.  The screenshot shows the 'Time and Labor WorkCenter' interface. On the left, a sidebar lists various reports under 'Must Run Reports', with 'Timesheet Report' highlighted. The main area is titled 'Timesheet Report' and 'Find an Existing Value'. It includes a search criteria section with a dropdown for 'Recent Searches' and a 'Search' button. Below the search bar, there is a message: 'Nothing yet. Your search results will appear here'.



Cardinal HCM Job Aid

Overview of the Cardinal HCM WorkCenters

Step

Action

10.

The Timesheet Report can be run right in the Navigation panel and downloaded.

Time and Labor WorkCenter

Cancel Absence

Delegation of Authority

> Links

> Queries

> Reports/Processes

Must Run Reports

Docking Unpaid Absences Report

Hourly Employee Tracking Report

Timesheet Report

Timesheet Exception Report

OSHA Report

Invalid Holiday Report

Time Entry Upload Error Report

Absence Upload Error Report

Most Run Reports

Process List

Server List

View Process Requests

User IDQ

TypeLast1Days

Refresh

ServerNameQInstanceRange

Clear

Run StatusDistribution Status

Save On Refresh

Report Manager

Reset

<Process List

Q

<<

<

1-1 of 1

>

>>

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Act
☐	4918287		TS_REPORT	SQR Report	VTAR0026		06/14/2026 3:57:08PM EDT	Success	Posted	Details	

Go back to Timesheet Report

Save

Notify

Process List

Server List

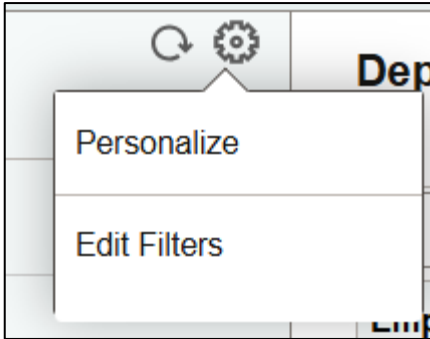
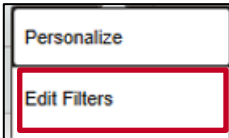
Updating WorkCenter Filters

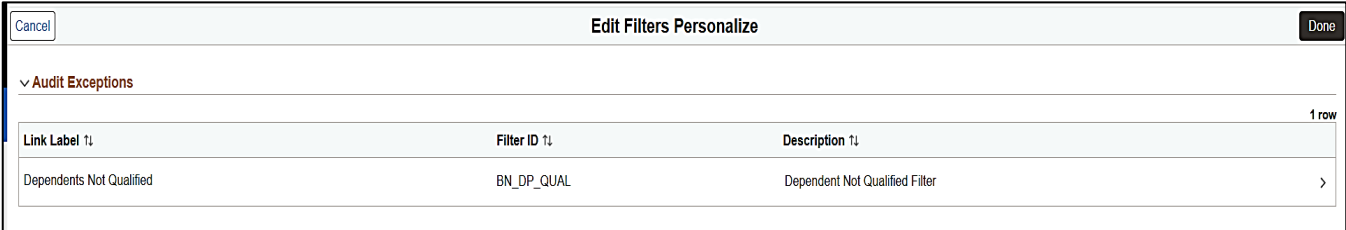
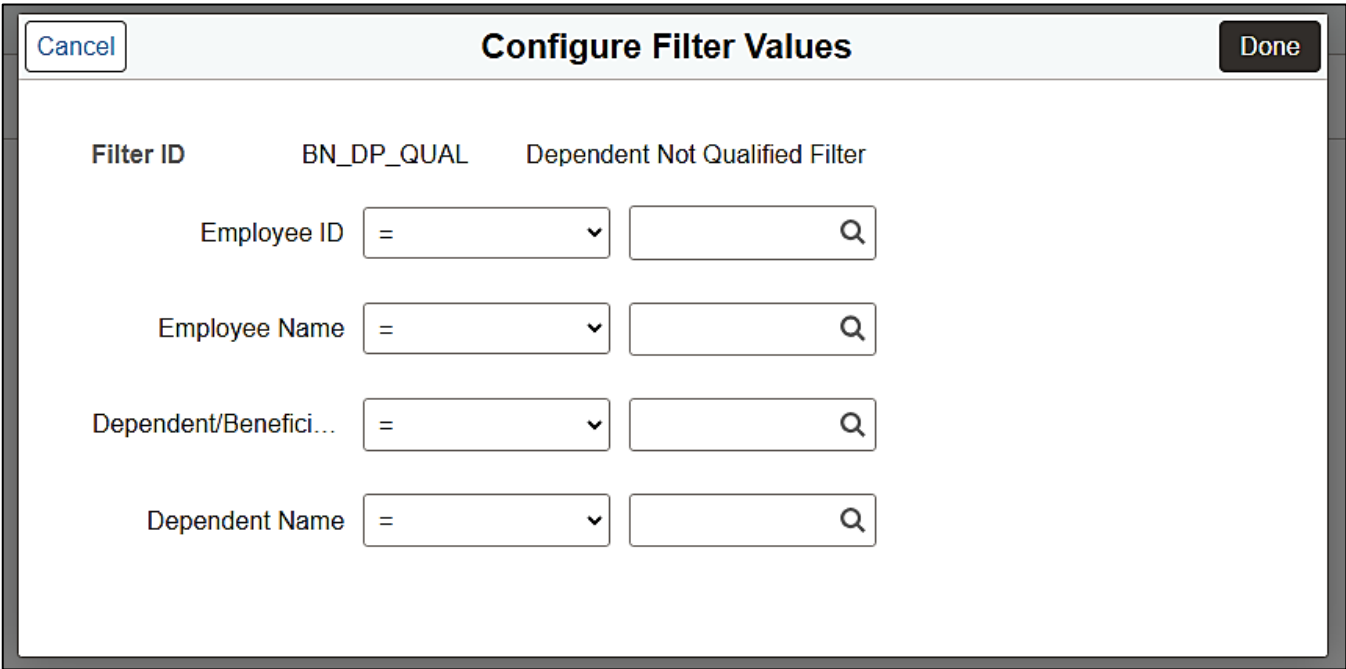
This section of the Job Aid will walk through how to update WorkCenter filters on the Navigation and Transaction panels.

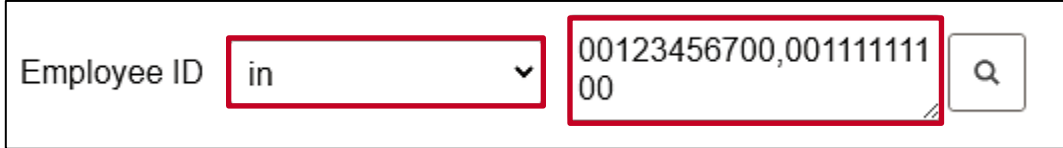
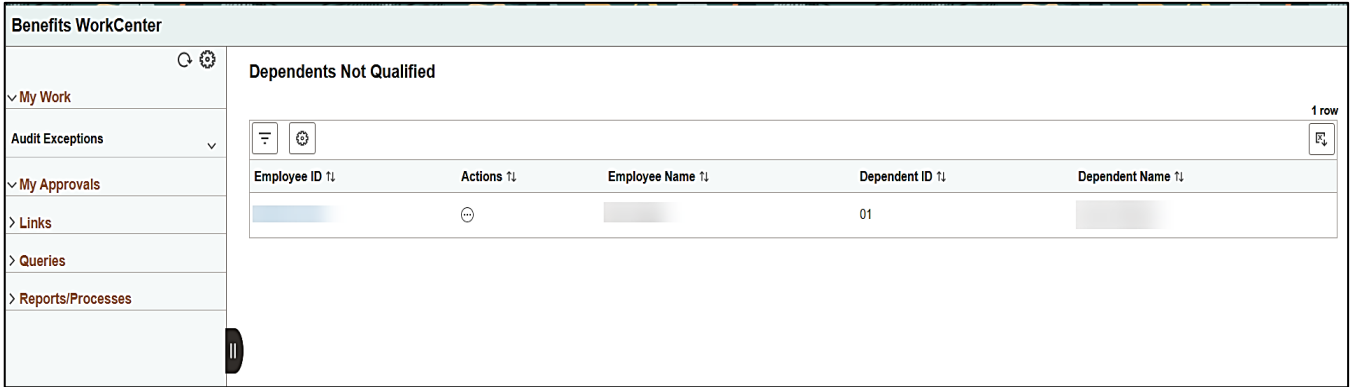
Updating Default Filters on the Navigation Panel

Filters on the Navigation Panel are called “Default Filters” and control what displays in the WorkCenter. When a user’s access is set up in Cardinal, these filters are automatically set up based on the user’s security roles and include the Business Unit(s) they have access to.

These filters stay locked in place, so each time the WorkCenter is accessed, these filters are applied. Changes made to the “Default Filters” are saved and can only be updated by accessing and updating the “Default Filters” again.

Step	Action
1.	Click the gear icon at the top of the applicable WorkCenter Navigation Panel. 
	A pop-up menu displays. 
2.	Click the Edit Filters option. 

Step	Action
	The Personalize option is not used in Cardinal.
The Edit Filters Personalize page displays in a pop-up window. 	
3.	Click the applicable row. 
The Configure Filter Values page displays in a pop-up window. 	
	Required filter fields are noted with an asterisk (*) in front of the field. The fields that display will vary based on the WorkCenter.
4.	Adjust the filter field(s) as applicable.

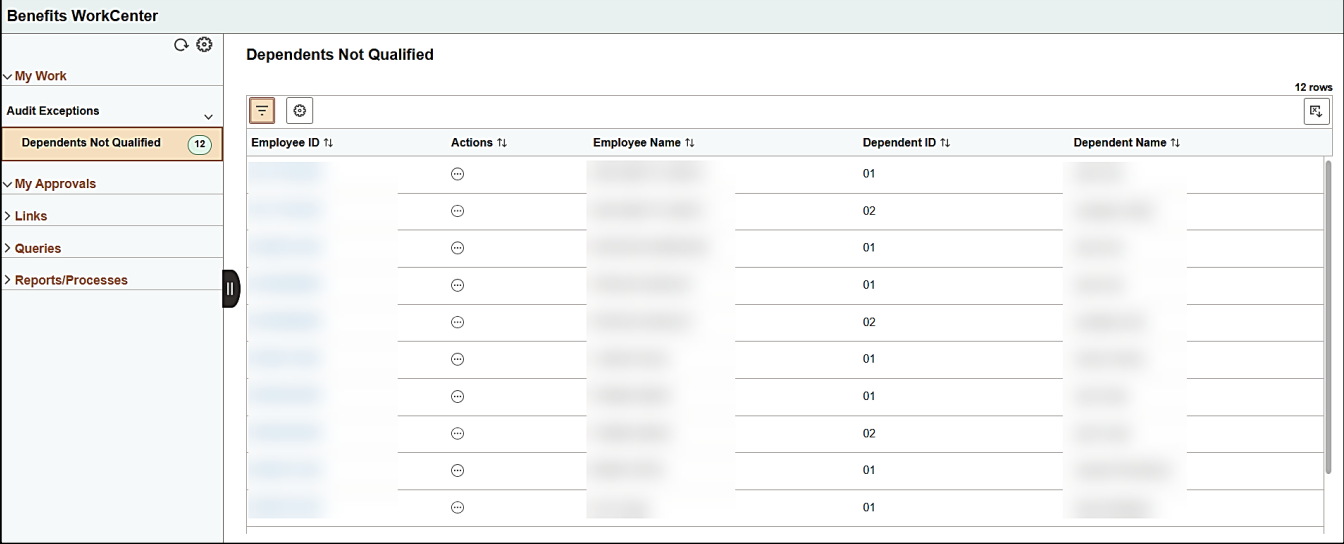
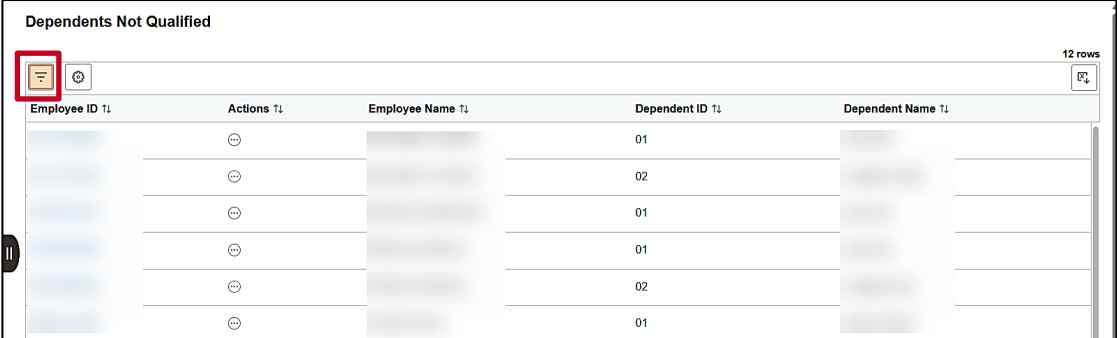
Step	Action
	Required fields must contain a valid value. To allow for multiple values to be entered into a field (such as "Business Unit") users must: - Click the field dropdown icon and select "in". - Search for or enter the applicable values for the selected field.  Note: Values entered must be separated with a comma "," and no spaces (e.g., 12300,15100,20100).
5.	Click the Done button when complete. 
	Click the Cancel button to cancel the updates.
The WorkCenter page redispays. 	
	The selected Default Filters are updated and will remain in place every time the WorkCenter is accessed.
6.	To make updates to the Default Filters, repeat Steps 1-5 in this section of the Job Aid.

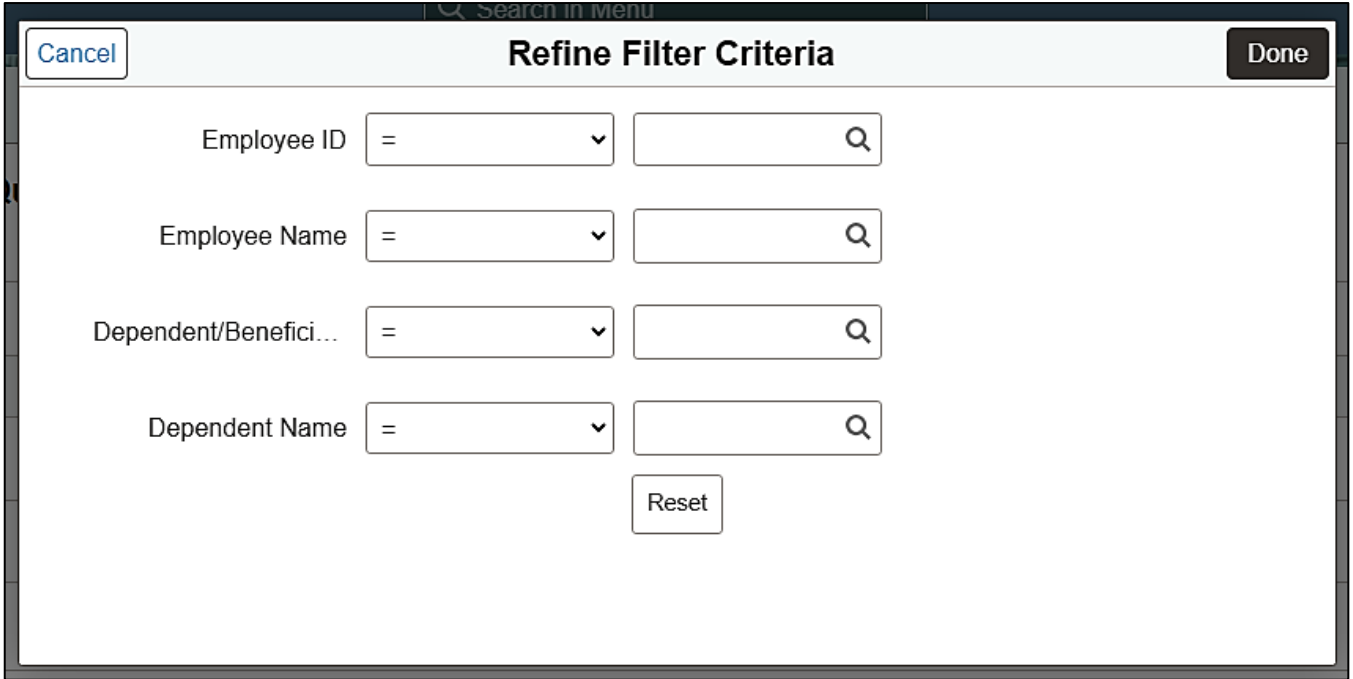
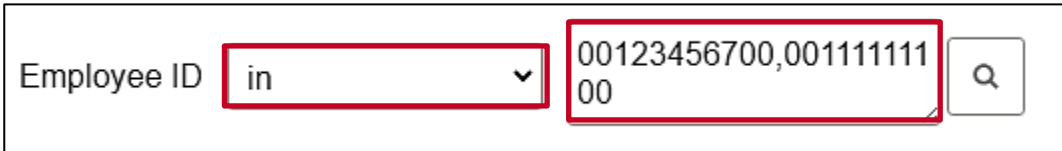
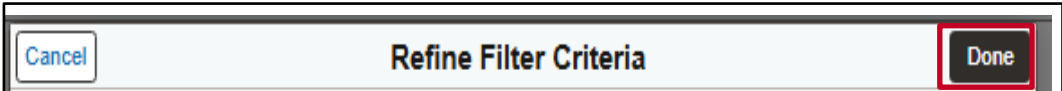


Updating the Temporary Filters on the Transaction Panel

Temporary Filters are located on the Transaction Panel for various pages. These allow users to apply filters during the current session.

Filters that are set on this page do not save. When a user navigates to a different page or opens another link, the filters are reset to the default and will have to be entered again as applicable.

Step	Action
	The Benefits WorkCenter Audit Exceptions folder is used in the scenario. 
1.	Click the Filter icon at the top of the Transaction Panel. 

Step	Action
	The Refine Filter Criteria page displays in a pop-up window. 
	Options that display will vary by user and by functional WorkCenter.
2.	Make adjustments to the filter fields as applicable.
	Required fields must contain a valid value. To allow for multiple values to be entered into a field (such as “Business Unit”) users must: - Click the field dropdown icon and select “in”. - Search for or enter the applicable values for the selected field.  Note: Values entered must be separated with a comma “,” and no spaces (e.g., 12300,15100,20100).
3.	Click the Done button. 



Cardinal HCM Job Aid

Overview of the Cardinal HCM WorkCenters

Step	Action															
	The Benefits WorkCenter page refreshes and the selected filter(s) are applied to the information in the Transaction panel.															
	Benefits WorkCenter My Work Audit Exceptions My Approvals Links Queries Reports/Processes Dependents Not Qualified 2 rows <table><tr><th>Employee ID</th><th>Actions</th><th>Employee Name</th><th>Dependent ID</th><th>Dependent Name</th></tr><tr><td></td><td></td><td></td><td>01</td><td></td></tr><tr><td></td><td></td><td></td><td>02</td><td></td></tr></table>	Employee ID	Actions	Employee Name	Dependent ID	Dependent Name				01					02	
Employee ID	Actions	Employee Name	Dependent ID	Dependent Name												
			01													
			02													
	For this scenario, only one employee ID was entered and the transactions display for that specific employee. This filter is not saved. When the user navigates to a different page or opens another link, the filters on this page are reset to the default and the user would have to repeat this process again.															



Functional Area WorkCenters

This section of the Job Aid will provide an overview of each of the Cardinal HCM WorkCenters. The WorkCenters that display for individual users will vary based on the user's Security roles.

Each WorkCenter section includes information about the sections, folders and page within that specific WorkCenter. For WorkCenters that contain the **My Work** and **My Approvals** sections, information is provided for the specific Security roles and what those roles can access.

Click the applicable link from the listing of the HCM WorkCenters below to view additional details about that specific WorkCenter.

- [Benefits \(BN\) WorkCenter](#)
- [U.S. Payroll \(PY\) WorkCenter](#)
- [Time and Labor \(TA\) WorkCenter](#)

Benefits (BN) WorkCenter

The Benefits WorkCenter is a central hub for users with the Benefit Administrator and OHB Benefits Administrator roles. Each section of the WorkCenter will be reviewed.

Note: Only users with the noted security roles will have the BN WorkCenter tile available.

Benefits WorkCenter	
	 
> My Work	
> My Approvals	
> Links	
> Queries	
> Reports/Processes	

My Work: “To-Do” list of items that require attention (role based).

My Approvals: Displays Benefits transactions pending approval (role based).

Links: Direct navigation to the pages used in day-to-day Benefits tasks.

Queries: Access to run the most frequently run queries directly from the **WorkCenter**.

Reports/Processes: Quick access to the most frequently run Reports and/or Processes.



My Work Section

The **My Work** Section defaults as expanded and allows users to quickly access daily work tasks. Below is the folder and page that display in this section. The page includes a count of the total number of transactions.

Note: When updates are made to transactions in this section, users will need to click the **Refresh** button in the Navigation panel to update the transaction count number that displays.

Folder	Page	Notes
Audit Exceptions	Unapproved Dependents	Use this page to view a list of dependents enrolled in a Health plan but are in an "Unapproved Dependent" status.

My Approvals Section

This section contains transactions that require approval and defaults as expanded. Users who do not have an Approval role will see the **My Approvals** but no pages will display under it. Below is the folder and page that display in this section. The pages in this section include a count of the total number of transactions.

Note: After taking an approval action on a transaction, users will need to click the **Refresh** button in the Navigation panel to update the transaction count number that displays.

Folder	Page	Notes
Benefits Approvals	Benefit Document Filing	Use this page to view a summary of items pending approval for Life events created by an employee through self-service with documentation uploaded with the event.



Overview of the Cardinal HCM WorkCenters

Links Section

This section contains links to frequently accessed pages based on the user's Security role(s). Refer to the **Statewide Security Handbook** to see page access for each security role. The Security handbook is located on the Cardinal website in **Security** under **Resources**.

Note: Pages not available through the WorkCenter can be accessed using other Homepage tiles or the NavBar navigation.

Section	Folders	Pages
Links	Employee/Dependent Information	Update Dependent/Beneficiary
		Review Benefits Attachment
		Benefits Summary
	Enroll in Benefits	Assign to Benefit Program
		Simple Benefits
		Health Plan Enrollment
		Life and AD/D Plan Enrollment
		Savings Plan
		Spending Accounts
		Retirement Plans
	Enrollment Administration	On-Demand Event Process
		Benefit Event
		Employee Event Details
		Review Employee Statements
	Other Links	Process Monitor
		Report Manager
		Query Viewer



Overview of the Cardinal HCM WorkCenters

Queries Section

This section contains the most frequently run queries. The queries display in the WorkCenter using the **Query Description**. The table below provides a listing of the folders and the queries that display for this WorkCenter.

Note: The **Query Name** is included in the table below for reference.

See the **Cardinal HCM Benefits Reports Catalog** for a listing of queries. It is located on the Cardinal website in **Reports Catalogs** under **Resources**.

Any queries not included in the Queries section of this WorkCenter can be accessed using the following path within the WorkCenter:

Links > Other Links > Query Viewer

Folder	Query Description	Query Name
Benefit Queries	Employee Benefit Data Query	V_BN_EMPL_DATA
	Employee FSA Election Changes	V_BN_FSA_DIFFERENCES
	Employee HLTH Election Changes	V_BN_HEALTH_DIFFERENCES
	Employee PRW Election Changes	V_BN_PRW_FEE_DIFFERENCES
	FSA and Admin Fee Balance Audit	V_BN_FSA_ADMIN_BAL_AUDIT
	FSA and Admin Fee Enroll Audit	V_BN_FSA_ADMIN_ENROLL_AUDIT
	Health Census	V_BN_HEALTH_CENSUS
	HR Employee Data	V_BN_HR_DATA
	Missing VRS Data	V_PY_VRS_MISSING
	VRS Billing Detail	V_VRS_BILLING_REPORT



Overview of the Cardinal HCM WorkCenters

Reports/Processes Section

This section includes the most frequently run reports. The table below provides a listing of the folders and reports that display under each for this WorkCenter.

Note: See the **Cardinal HCM Benefits Reports Catalog** for a listing of Reports. It is located on the Cardinal website in **Reports Catalogs** under **Resources**.

Section	Folders	Reports
Reports/Processes	Enrollment and Processing Reports	ACA Reconciliation Report
		Base Benefit Consistency Audit
		Benefit Eligibility Audits
		Cardinal Enrollment Report
		DC Upload Details Report
		DC Upload Error Report
		FBMC Upload Error Report
		VNAV Elections Upload Error Report
	Recon Reports	EE Benefit Enrollment Report
		Health Benefit YTD Recon Report
		Health Benefit Recon Exception
		Monthly Recon Enrollment Report
		VRS Billing Exceptions
		VRS Billing Summary

U.S. Payroll (PY) WorkCenter

The U.S. Payroll WorkCenter is a central hub for users with the Payroll Administrator role. Each section of the WorkCenter will be reviewed.

Note: Only users with the Payroll Administrator role will have the PY WorkCenter tile.

U.S. Payroll WorkCenter	
	 
> My Work	
> Links	
> Queries	
> Reports/Processes	

My Work: “To-Do” list of payroll error messages that require attention (role based).

Links: Direct navigation to the pages used in day-to-day tasks.

Queries: Access to run the most frequently used Payroll queries directly from the **WorkCenter**.

Reports/Processes: Quick access to the most frequently run Payroll reports.



My Work Section

This section displays Payroll Error Messages. Errors will need to be reviewed and the applicable corrections made. Once a Payroll Error is addressed and updated, the control count will not update immediately. Once the next Payroll Calc runs, the Payroll Error Messages will be refreshed and the count updated at that time.

Folder	Page	Notes
Audit Exceptions	Payroll Error Messages	Use this page to review and correct Payroll errors.

Links Section

This section contains links to frequently accessed pages based on the user's Security role(s). Refer to the **Statewide Security Handbook** to see page access for each security role. The Security handbook is located on the Cardinal website in **Security** under **Resources**.

Note: Pages not available through the WorkCenter can be accessed using other Homepage tiles or the NavBar navigation.

Section	Folders	Pages
Links	Employee Data Maintenance	Employee Additional Pay
		Employee Direct Deposit
		Employee Garnishments
		Employee General Deductions
		Employee Payroll Options
		Employee Tax Data
		Employee Tax Distribution
		Review Benefits Summary
		Review Job Data
		Review Person
	Process Payroll	Enter SPOT Transactions
		Review SPOT Transactions
		Review FLSA Pay Data
		Review Paychecks
		Review Self Service Paycheck
	Other Links	Process Monitor
		Report Manager
		Query Viewer



Overview of the Cardinal HCM WorkCenters

Queries Section

This section contains the most frequently run queries. The queries display in the WorkCenter using the **Query Description**. The table below provides a listing of the folders and the queries that display for this WorkCenter.

Note: The **Query Name** is included in the table below for reference.

See the **Cardinal HCM Payroll Reports Catalog** for a listing of queries. It is located on the Cardinal website in **Reports Catalogs** under **Resources**.

Any queries not included in the Queries section of this WorkCenter can be accessed using the following path within the WorkCenter:

Links > Other Links > Query Viewer

Folders	Query Description	Query Name
Payroll Queries	Additional Pay	V_PY_ADDL_PAY
	Direct Deposit w/ No Net Bal	V_PY_EMPL_NO_NET_DD
	Employee Garnishment	V_PY_GARNSPEC_DATA
	Employee Tax Data	V_PY_EMP_TAX_SETUP
	Fed and State Taxable Variance	V_PY_FIT_SIT_TAXABLE_VARIANCE
	Missing VRS Data	V_PY_VRS_MISSING
	Negative Balances	V_PY_NEGATIVE_BAL
	Payroll Calendar Status	V_PY_CALENDAR
	Payroll Deduction Extract	V_PY_DED_EXTRACT
	Payroll Earnings Extract	V_PY_ERN_EXTRACT
	Payroll Tax Extract	V_PY_TAX_EXTRACT
	Paysheets to add for SPOT	V_PY_PAYSHEETS_TO_ADD_SPOT
	Paysheets without Paychecks	V_PY_MISSING_PAYCHECKS
	SPOT Online Data	V_PY_SPOT_TRANS_RPT
Workforce Queries	Employee Job Data	V_HR_JOB_QUERY
	Position Default Funding	V_HR_POSN_DFLT_EMPL_DATA
	Time Approval Audit	V_TA_TIME_APPROVAL_AUDIT



Overview of the Cardinal HCM WorkCenters

Reports/Processes Section

This section includes the most frequently run reports. The table below provides a listing of the folders and reports that display under each for this WorkCenter.

Note: See the **Cardinal HCM Payroll Reports Catalog** for a listing of Reports. It is located on the Cardinal website in **Reports Catalogs** under **Resources**.

Section	Folders	Reports
Reports/Processes	Pay Period Reports	Base Pay Compare Report
		Benefit Enrollment Changes
		Condensed Payroll Register
		COVA Deduction Register
		COVA Deductions Not Taken
		COVA Other Earnings Register
		COVA Payroll Register
		COVA Payroll Summary
		COVA Post Freeze Change Report
		Direct Deposit Distrib Report
		Deduction Change Amount Report
		Timesheet Report
	Post Payroll Reports	COVA Check Register
		COVA Dtl Payroll Expenditures
		COVA Federal Tax Summary
		Paycheck History Report

Time & Labor (TA) WorkCenter

The Time & Labor WorkCenter is a central hub for users with TA related roles. Each section of the WorkCenter will be reviewed and where applicable, the Security roles will be listed to identify what pages those roles can access.

Time and Labor WorkCenter	
	 
> My Work	
> My Approvals	
> Links	
> Queries	
> Reports/Processes	

My Work: “To-Do” list of items that require attention (role based).

My Approvals: Displays transactions pending approval (role based).

Links: Direct navigation to the pages used in day-to-day tasks.

Queries: Access to run the most frequently used queries directly from the **WorkCenter**.

Reports/Processes: Quick access to the most run and must run Reports and Processes.



My Work Section

The **My Work** Section defaults as expanded and allows users to quickly access daily work tasks.

Below is a list of the folders, pages and the Security Roles for each page. The pages in this section include a count of the total number of transactions.

Note: When updates are made to transactions in this section, users will need to click the **Refresh** button in the Navigation panel to update the transaction count number that displays.

Folder	Pages	Security Role(s)	Notes
Exceptions	Allowable Exception	V_TA_SUPERVISOR	Use this page to review and allow or manage low and medium severity time exceptions. Exceptions from the past 3 months will be displayed. For more information refer to TA Time Exceptions Job Aid located on the Cardinal website in Job Aids under Learning .
	Fix Exception	V_TA_SUPERVISOR	Use this page to review and manage high severity time exceptions that must be corrected to become payable time. Exceptions from the past 3 months will be displayed. For more information refer to TA Time Exceptions Job Aid located on the Cardinal website in Job Aids under Learning .



Overview of the Cardinal HCM WorkCenters

My Approvals Section

This section contains transactions that require approval and defaults as expanded. Users who do not have an Approval role will see the **My Approvals** section but no pages will display under it. Below is a list of the folders, pages and the Security Roles for each. The pages in this section include a count of the total number of transactions.

Note: After taking an approval action on a transaction, users will need to click the **Refresh** button in the Navigation panel to update the transaction count number that displays.

Folder	Pages	Security Role(s)	Notes
Time Approvals	Payable Time	V_TA_SUPERVISOR	Use this page to review and approve pending Payable Time transactions. For more information refer to TA373 Approving Time and Absences Job Aid located on the Cardinal website in Job Aids under Learning .
	Reported Time	V_TA_SUPERVISOR	Use this page to review and approve pending Reported Time transactions. For more information refer to TA373 Approving Time and Absences Job Aid located on the Cardinal website in Job Aids under Learning .
	Absence Request	V_AM_SUPERVISOR	Use this page to review and approve pending Absence Request transactions. For more information refer to TA373 Approving Time and Absences Job Aid located on the Cardinal website in Job Aids under Learning .
	Cancel Absence	V_AM_SUPERVISOR	Use this page to review and approve pending Cancel Absence transactions. For more information refer to TA373 Approving Time and Absences Job Aid located on the Cardinal website in Job Aids under Learning .
	Delegation of Authority	V_TA_SUPERVISOR	Use this page to review and approve pending Delegation of Authority transactions. For more information refer to TA373 Approving Time and Absences Job Aid located on the Cardinal website in Job Aids under Learning .



Overview of the Cardinal HCM WorkCenters

Links Section

This section contains links to frequently accessed pages based on the user's Security role(s). Refer to the **Statewide Security Handbook** to see page access for each security role. The Security handbook is located on the Cardinal website in **Security** under **Resources**.

Note: Pages not available through the WorkCenter can be accessed using other Homepage tiles or the NavBar navigation.

Section	Folders	Pages
Links	Manage Time	Enter Time
		Manage Exceptions
		Manage Schedule
		Payable Time
		Report Time
		Time Summary
	Manage Absences	Cancel Absences
		Leave and Compensatory Time
		Manage Absences
		View Requests
		Absence Balances
	Administer Time	Adjust Paid time
		Reported Time Audit
		Team Calendar
		Time Entry Upload Review
		Time Reporter Status
		Time Reporters in Groups
		Unprocessed Payable Time
		Unprocessed Reported Time
		Update TA Status and ECD
	Administer Absences	Absence Event
		Adjust Absence Balances
		Periods
		Results by Calendar
		Results by Calendar Group
		Review Triggers
		Supporting Elements



Links Section (continued)

Section	Folders	Pages
Links	Administer Setup	Comp Plan History
		Compensatory Plan Enrollment
		Eligibility
		Manage Time Reporter Data
		TL Bypass Auto Enroll
	Administer Delegation	Administer Create Delegation
		Administer Delegation
	Administer Expired Grace Approval	Batch Approval Process
		Update Time Status
	Other Links	Process Monitor
		Report Manager
		Query Viewer



Queries Section

This section contains the most frequently run queries. The queries display in the WorkCenter using the **Query Description**. The table below provides a listing of the folders and the queries that display for this WorkCenter.

Note: The **Query Name** is included in the table below for reference.

See the **Cardinal HCM Time and Attendance Reports Catalog** for a listing of queries. It is located on the Cardinal website in **Reports Catalogs** under **Resources**.

Any queries not included in the Queries section of this WorkCenter can be accessed using the following path within the WorkCenter:

Links > Other Links > Query Viewer

Folder	Query Description	Query Name
Must Run Queries	FML without concurrent absence	V_TA_FML_CONCURRENT_ABS_AUDIT
	Inactive Employee With Balance	V_TA_BAL_FOR_INACTIVE_EMP
	Ineligible Forecasted Absence	V_TA_ABS_EVT_FCST_INELIG
	Negative Leave Balances	V_TA_LV_BALANCES_NEGATIVE
	Saved and Submitted Absences	V_TA_ABS_SV_AND_SB_STATUS
	Time Reporter Exceptions	V_TA_AUTO_ENROLL_EXC
	Workflow Setup Issues	V_TA_WORKFLOW_SETUP_ISSUES
Most Run Queries	Absence Adjustments	V_TA_ABS_ADJUSTMENTS
	Inactive Employee With Balance	V_TA_BAL_FOR_INACTIVE_EMP
	Leave Bal by Deptid/Location	V_TA_LV_BAL_BY_DEPTID_DISTRICT
	Reports To	V_TA_REPORTS_TO_SUPV
	Saved and Submitted Absences	V_TA_ABS_SV_AND_SB_STATUS
	Time Approval Audit	V_TA_TIME_APPROVAL_AUDIT
	Time Entry Audit	V_TA_TIME_ENTRY_AUDIT
	Time Reporting Exceptions	V_TA_TIME_REPORTING_EXCEPTIONS
	Weekly Submitted Hours	V_TA_TLAM_WKLY_HRS



Overview of the Cardinal HCM WorkCenters

Reports/Processes Section

This section includes the most frequently run reports. The table below provides a listing of the folders and reports that display under each for this WorkCenter.

Note: See the **Cardinal HCM Time and Attendance Reports Catalog** for a listing of Reports. It is located on the Cardinal website in **Reports Catalogs** under **Resources**.

Section	Folders	Report
Reports/Processes	Must Run Reports	Docking Unpaid Absences Report
		Hourly Employee Tracking Report
		Timesheet Report
		Timesheet Exception Report
		OSHA Report
		Invalid Holiday Report
		Time Entry Upload Error Report
		Absence Upload Error Report
	Most Run Reports	DOA Leave Liability Report
		Docking Unpaid Absences Report
		Employee Leave Report
		Hourly Employee Tracking Report
		Payable Time to GL Recon Report
		Potential Leave Forfeiture Report
		Summary of Productive Hours Report
		Time Entry Upload Error Report
		Timesheet Exception Report
		Timesheet Report