



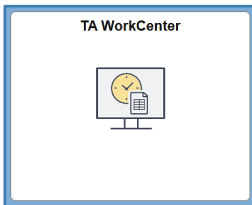
Cardinal Upgrade – Quick Reference

Timesheet & Absence Entry Enhancements

Timesheet & Absence Entry Enhancements

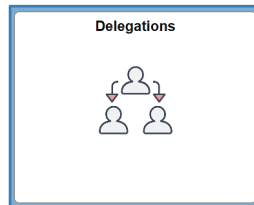
The Cardinal Timesheet and Absence Entry updates feature a modern, mobile-friendly design and streamlined navigation that reduces clicks and confusion. Employees gain greater autonomy—such as the ability to cancel approved absences—and benefit from real-time absence balance forecasting to prevent unexpected pay docking. While Supervisors gain enhanced team visibility with the new My Team Tile.

New Cardinal HCM Homepage Tiles



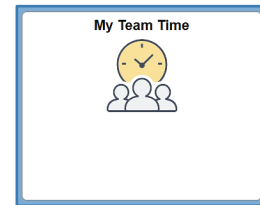
TA WorkCenter

Centralized access to key TA administrative activities.



Delegation Tile

Create, manage, and review delegations in one place.



My Team Time

Supervisors can view direct & indirect reports from a single page.

Timesheet Enhancements

Navigation & Layout

- **View By** defaults to weekly; switch to biweekly, monthly, or pay period.
- Page auto-refreshes—no refresh button needed.
- Calendar icon and previous/next arrows for easier date navigation.
- Time Reporting Codes (TRC) now appear at the **start** of each row.
- One **time-entry row** displayed by default; add rows as needed.
- **Submit** button is now at the **top** of the page.
- Mobile-friendly layout, including vertical ChartFields pop-up.
- New info icon that describes timesheet icons.

Enter Time

Employee ID [redacted] Time Reporting Type Exception Workgroup [redacted]
Empl Record 0 Earliest Change Date 04/25/2026

Info Technology Specialist III

August 17, 2026 - August 23, 2026 *View By Weekly

Scheduled 40.00 | Reported 0.00 Hours

Submit

*Time Reporting Code	Row Totals	17 Mon	18 Tue	19 Wed	20 Thu	21 Fri	22 Sat	23 Sun	Taskgroup	Business Unit	Telework	Agency Value	ChartFields
		0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0	0 of 0	50100CCRQ	50100			

Time Summary Absences Exceptions Payable Time

Category 1:	Total 1:	Mon 17 1:	Tue 18 1:	Wed 19 1:	Thu 20 1:	Fri 21 1:	Sat 22 1:	Sun 23 1:
Total Reported Hours								
Total Scheduled Hours	40.00	8.00	8.00	8.00	8.00	8.00		
Schedule Deviation	40.00	8.00	8.00	8.00	8.00	8.00		



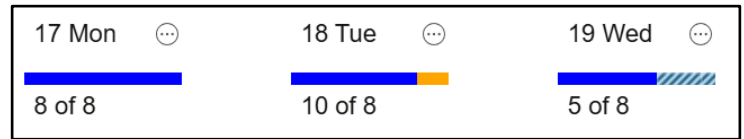
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Timesheet & Absence Entry Enhancements

Status Bar

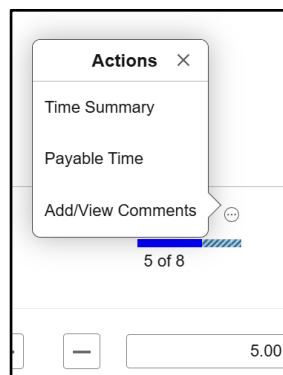
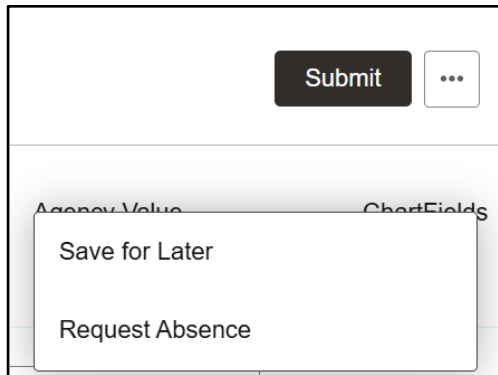
Shows scheduled hours vs. entered hours.

- **Blue:** Within scheduled hours
- **Orange:** Above schedule hours



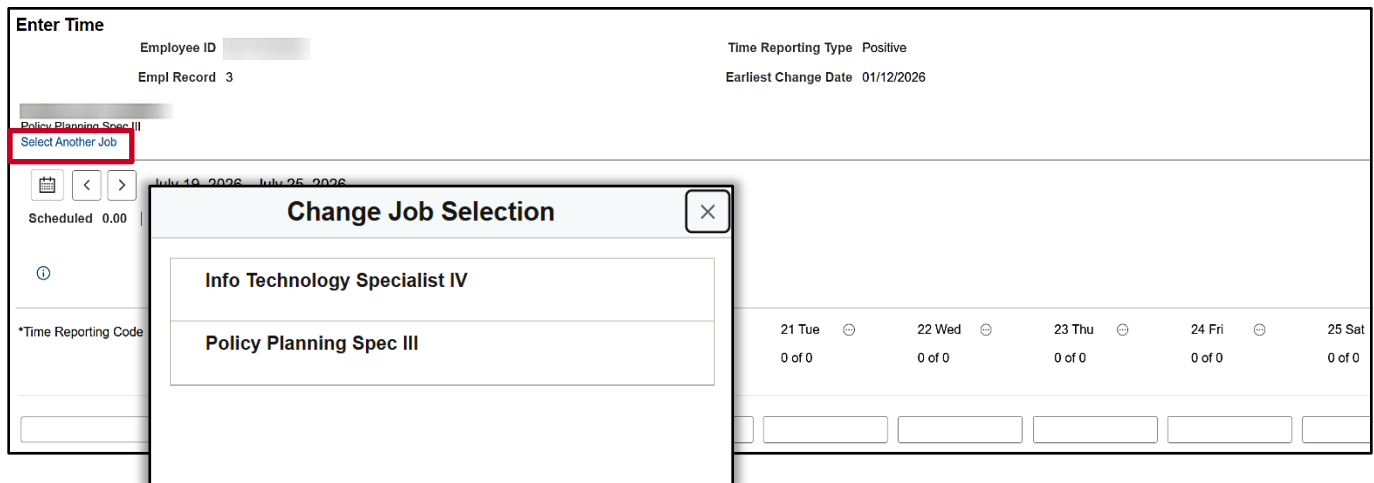
Related Actions Menus – Three Dots (...)

Shows related actions for the page or item, such as: Save for Later, Request Absence, Time Summary, Payable Time, Add/View Comments, Cancel Absence.



Multi-Job Employees

Timesheet defaults to primary job; “**Select Another Job**” link allows switching to other jobs.



New TA & Employee Pages

- **Enter Time by Day (NEW)** – Mobile-friendly daily time entry option.
- **Approval Monitor (NEW)** – View time & absence approval status, approvers, and dates.
- **Team Time (Admin)** – Updated search filters; employee context retained across pages.
- **My Team Time (Supervisor)** – Better visibility of direct & indirect reports.



Absence Management Enhancements

Manage Absence (New)

- Separate page from timesheet.
- **Apply Absence** button activates reason and partial-day fields.

Time	
Timesheet Enter Time by Day Payable Time Leave / Comp Time Manage Absence Cancel Absences View Requests Absence Balances Comprehensive Absence Summary Approval Monitor	Manage Absences Info Technology Specialist III Vacation 01/02/2026 7.00 Hours Approved Vacation 12/31/2025 4.00 Hours Approved Vacation 12/24/2025 3.50 Hours Approved View all requests Create a new Request *Start Date07/29/2026 End Date07/29/2026 +1 Day *Absence NameSelect Absence Name Apply Absence Submit

Real-Time Forecasting (Major Upgrade)

- Instantly checks available leave for when entering an absence.
- Alerts employees if a new request makes a future absence ineligible.

Improved Balance Visibility

Absence Balances displayed in:

- **Timesheet Absence tab:** Now shows opening balance, earned, taken, adjustments.
- **Absence Balances page:** New detailed history view.
- **Comprehensive Absence Summary page:** Unchanged.



Cardinal Upgrade – Quick Reference

Timesheet & Absence Entry Enhancements

Cancel Approved Absences (NEW)

- Employees can now cancel absences even after approval.
- Requests route to supervisors for confirmation.

Time	
Timesheet	Cancel Absences
Enter Time by Day	Info Technology Specialist III
Payable Time	View Requests 22 rows
Leave / Comp Time	
Manage Absence	Vacation 12/31/2025 4 Hours > Processed
Cancel Absences	Approved
View Requests	Vacation 12/24/2025 3.5 Hours > Processed
Absence Balances	Approved
Comprehensive Absence Summary	Vacation 12/23/2025 7 Hours > Processed
Approval Monitor	Approved

Training & Support

Agencies are encouraged to prepare internal guidance prior to go-live to ensure a smooth transition.

- All Cardinal job aids, training, and videos are being updated.
- New Cardinal Upgrade webpage (cardinalproject.virginia.gov/upgrade) includes updated materials, webinar recordings, and resources.
- **Additional Time & Attendance Webinars:**
 - **August 12:** Time and Attendance WorkCenter and Centralized Delegation
 - **Late August:** Timesheet Entry/Processing for TA and AM Supervisors and Timekeepers