



## Cardinal TA Job Aid

### TA Time Status Administration

#### Time Status Administration Overview

This Job Aid covers the Time Administration procedures for managing the following exception or special case time transaction scenarios.

| Role                           | Scenario                                                        | Action                                         | Date Range                                               | Page                           |
|--------------------------------|-----------------------------------------------------------------|------------------------------------------------|----------------------------------------------------------|--------------------------------|
| TL Administrator               | Reported Time Outside Grace Periods                             | Enter, Modify, and Submit                      | Between 90 and 365 days old                              | Team Time Timesheet            |
| TL Administrator               | Payable Time in Rejected by Payroll (RP) Status                 | Close                                          | Up to 365 days old                                       | Adjust Paid Time               |
| TA Expired Grace Approver      | Reported Time After Termination Date                            | Delete                                         | After term date                                          | Update Time Status             |
| TA Expired Grace Approver      | Reported Time in Saved (SV) or Needs Approval (NA) Status       | Close or Delete                                | Greater than 90 days old                                 | Update Time Status             |
| TA Expired Grace Approver      | Payable Time in Needs Approval (NA) Status                      | Close                                          | Greater than 90 days old                                 | Update Time Status             |
| TA Expired Grace Approver      | Payable Time in Needs Approval (NA) Status Outside Grace Period | Approve                                        | Between 90 and 365 days old                              | Request Batch Approval Process |
| TA Expired Grace Approver      | Absences in Saved (SV) or Needs Approval (NA) Status            | Void                                           | Greater than 365 days from the current open leave period | Update Time Status             |
| TA Restricted Special Approver | Time Routed to TA Special Restricted Approver                   | Approve or Correct Workflow Issue and Re-route | All                                                      | Approvals Tile                 |

**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.                                                                                                                                                                                                                                          |
| 3/12/2025     | Added a clarification note in the Close or Delete Reported Time – TA Expired Grace Approver section.                                                                                                                                                                                      |
| 3/1/2025      | Updated the screenshots of the Search pages (Section 2, after Step 1; Section 3, after Step 1; Section 4, after Step 1; Section 5, after Step 1; Section 6, after Step 1; Section 7, after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid. |

### Manage Reported Time Outside Grace Period - TL Administrator

Users with the TL/AM Supervisor roles have access to enter/submit and submit saved time and leave on behalf of “Reports To” direct reports and delegated authorities for transaction dates up to 90 days in the past. TL Administrators have access to enter/submit and submit saved time and leave on behalf of any employee in the Agency for transaction dates up to 365 days in the past.

AM Administrators can also enter/submit and submit saved absences on the timesheet or the Absence Event page for a period of up to 365 days in the past. An Agency can close or delete Reported Time that falls outside the grace periods (refer to the Close or Delete Reported Time section of this job aid for instructions).

After reported time is submitted on the timesheet, it will route to the “Reports To” supervisor for approval. Users with the TL/AM Supervisor roles use the Approvals tile on the Cardinal HCM Homepage to approve time for “Reports To” direct reports and delegated authorities. Supervisors can approve non-productive time for dates that fall in the past 365 days and can only approve productive time within the past 90 days. To approve, close, or delete time pending approval that falls outside these grace periods, refer to the other sections in this Job Aid.

Agencies should have processes and procedures in place to ensure timely submission and approvals within the grace limit periods and the need for approving, closing, or deleting transactions outside these limits should be minimized as much as possible. The Agency should have a process for supervisors and administrators to request approval, closure, and deletion of time older than 90 days with appropriate justification and authorization; requests received by Cardinal Post Production Support (PPS) will be redirected to the Agency TA Expired Grace Approver(s).

**Note:** The **Appendix** section of this Job Aid includes a Time Entry and Approval Matrix showing the Reported and Payable Time Statuses and actions available based on grace periods and roles.

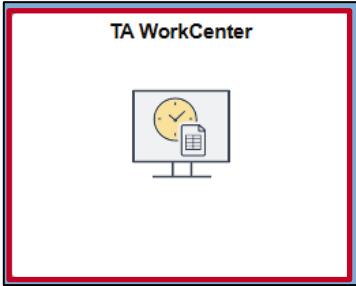
### Close Time Rejected by Payroll - TL Administrator

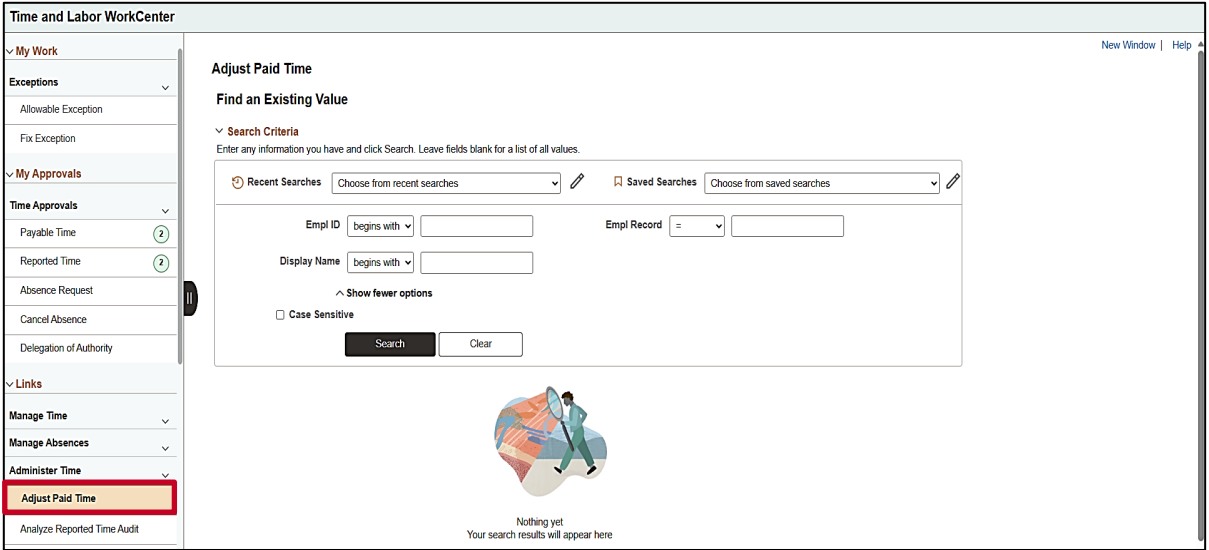
In instances where payable time is ready for loading to Payroll (Payable Status of “Approved” or “Estimated”) but errors during the Load Time and Labor process, the Payable Status becomes “Rejected by Payroll”. Time in a Payable Status of “Rejected by Payroll” will continue to be pulled into subsequent loads to Payroll and will either load successfully if the underlying reason for rejection was resolved or will continue to be rejected and remain in “Rejected by Payroll” status.

If the time cannot be loaded to Payroll successfully, it may be paid through Single Use Payroll Online Tool (SPOT) transactions or via off-cycle processing. If the Payroll Administrator and/or State Payroll Operations (SPO) processes payment for the time using another method, the TL Administrator must close the rejected time transactions using the **Adjust Paid Time** page to avoid duplication of payment and prevent the time from future attempts to load to Payroll. This action is only performed when SPO indicates that the time needs to be closed.

#### Notes:

- If no action has been taken for “Rejected by Payroll” transactions within 365 days, Cardinal will automatically close the time.
- Time transactions in a “Rejected by Payroll” status that have been Closed will be allocated using the department or position funding defaults for the employee.
- The **Appendix** section of this Job Aid provides a list of reasons why payable time transactions may be rejected by the Load Time and Labor process.

| Step                                                                                | Action                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                                                                                  | <p>Navigate to the <b>Adjust Paid Time</b> page by clicking the <b>TA WorkCenter</b> tile.</p>          |
|  | <p>For information about WorkCenters, see the Job Aid titled <b>Overview of the Cardinal HCM WorkCenters</b> located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p> |

| Step                                                                                                                                                                 | Action                                                                                                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.                                                                                                                                                                   | <p>Use the following navigation path in the WorkCenter: <b>Links &gt; Administer Time &gt; Adjust Paid Time</b></p>                                            |
|                                                                                    | <p>Users can also access the <b>Adjust Paid Time</b> page using the following navigation path:</p> <p><b>NavBar &gt; Menu &gt; Time and Labor &gt; Report Time &gt; Adjust Paid Time</b></p>                                                     |
| <p>The <b>Adjust Paid Time Find an Existing Value Search</b> page displays.</p>  |                                                                                                                                                                                                                                                  |
|                                                                                   | <p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled <b>Overview of the Cardinal HCM Search Pages</b>. This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p> |

| Step                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Action                                                                                                                                                                                                                                                                                                                      |                |                     |                |                     |                 |             |                 |              |  |  |             |  |  |             |             |  |             |             |              |              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------|----------------|---------------------|-----------------|-------------|-----------------|--------------|--|--|-------------|--|--|-------------|-------------|--|-------------|-------------|--------------|--------------|
| 3.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p>Enter the employee's Employee ID in the <b>Empl ID</b> field.</p> <p><b>Note:</b> Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.</p> <div><div>Empl ID</div><div>begins with ▾</div><div></div></div>                                                  |                |                     |                |                     |                 |             |                 |              |  |  |             |  |  |             |             |  |             |             |              |              |
| 4.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p>Click the <b>Search</b> button.</p> <div><div>Search</div><div>Clear</div></div>                                                                                                                                                                                                                                         |                |                     |                |                     |                 |             |                 |              |  |  |             |  |  |             |             |  |             |             |              |              |
| <p>The <b>Adjust Paid Time</b> page displays.</p> <div><div><div><div>Adjust Paid Time</div><div><div>Employee ID</div><div>Law Enforcement Officer III</div><div>Actions ▾</div></div><div><div>Employment Record</div><div>0</div></div></div><div><div>Date Range</div><div><div>Start Date</div><div>06/14/2026</div><div></div><div>End Date</div><div>07/14/2026</div><div></div><div></div></div></div><div><div>Payable Time Details</div><div><div><div></div><div></div></div><div><div>&lt;</div><div>1-1 of 1</div><div>&gt;</div><div>&gt; </div></div></div><div><div>Overview</div><div>Time Reporting Elements</div><div>Cost and Approval</div><div>ID&gt;</div></div><table><thead><tr><th>Date</th><th>Payable Status</th><th>Payable Reason</th><th>Time Reporting Code</th><th>Quantity</th><th>TRC Type</th><th>Accounting Date</th><th>Taskgroup</th><th></th><th></th></tr></thead><tbody><tr><td><div></div></td><td></td><td></td><td><div></div></td><td><div></div></td><td></td><td><div></div></td><td><div></div></td><td><div>+</div></td><td><div>−</div></td></tr></tbody></table><div><div>Save</div><div>Return to Search</div></div></div></div></div> |                                                                                                                                                                                                                                                                                                                             | Date           | Payable Status      | Payable Reason | Time Reporting Code | Quantity        | TRC Type    | Accounting Date | Taskgroup    |  |  | <div></div> |  |  | <div></div> | <div></div> |  | <div></div> | <div></div> | <div>+</div> | <div>−</div> |
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Payable Status                                                                                                                                                                                                                                                                                                              | Payable Reason | Time Reporting Code | Quantity       | TRC Type            | Accounting Date | Taskgroup   |                 |              |  |  |             |  |  |             |             |  |             |             |              |              |
| <div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                             |                | <div></div>         | <div></div>    |                     | <div></div>     | <div></div> | <div>+</div>    | <div>−</div> |  |  |             |  |  |             |             |  |             |             |              |              |
| <div><div>i</div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>The <b>Date Range Start Date</b> and <b>End Date</b> fields default to one month prior to the current date and the current date.</p>                                                                                                                                                                                     |                |                     |                |                     |                 |             |                 |              |  |  |             |  |  |             |             |  |             |             |              |              |
| 5.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p>Update the <b>Start Date</b> and <b>End Date</b> fields as needed to reflect the date range in which the rejected time needs to be closed.</p> <div><div><div>Date Range</div><div><div>Start Date</div><div>06/14/2026</div><div></div><div>End Date</div><div>07/14/2026</div><div></div><div></div></div></div></div> |                |                     |                |                     |                 |             |                 |              |  |  |             |  |  |             |             |  |             |             |              |              |
| 6.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p>Click the <b>Refresh</b> button.</p> <div><div></div></div>                                                                                                                                                                                                                                                              |                |                     |                |                     |                 |             |                 |              |  |  |             |  |  |             |             |  |             |             |              |              |



## Cardinal TA Job Aid

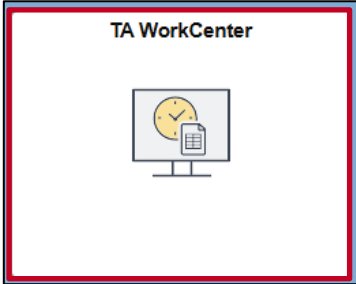
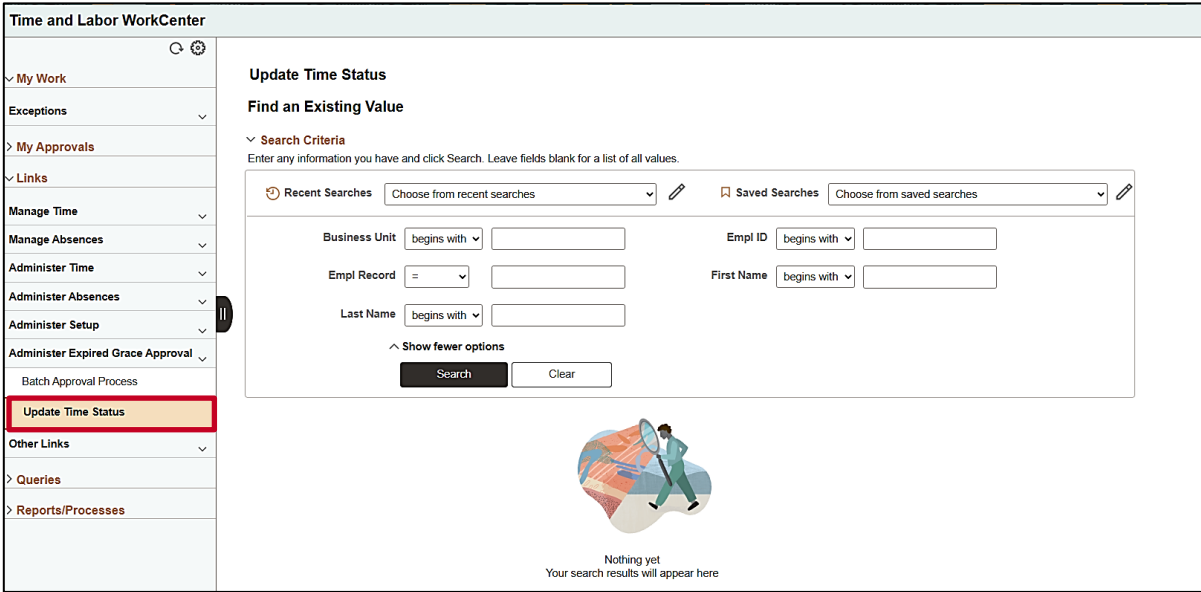
### TA Time Status Administration

| Step       | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |                     |                                 |                     |                     |                 |                 |                 |           |            |                     |                          |           |                                 |      |       |  |           |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------|---------------------------------|---------------------|---------------------|-----------------|-----------------|-----------------|-----------|------------|---------------------|--------------------------|-----------|---------------------------------|------|-------|--|-----------|
|            | <p>The page refreshes and all payable transactions for the employee within the selected date range display.</p> <div><p><b>Adjust Paid Time</b></p><p>Employee ID [redacted]<br/>Law Enforcement Officer III<br/>Actions</p><p>Employment Record 0</p><p><b>Date Range</b></p><p>Start Date 01/10/2026 End Date 02/10/2026</p><p><b>Payable Time Details</b></p><p>Overview Time Reporting Elements Task Reporting Elements Cost and Approval</p><table border="1"><thead><tr><th>Date</th><th>Payable Status</th><th>Close?</th><th>Payable Reason</th><th>Time Reporting Code</th><th>Quantity</th><th>TRC Type</th><th>Accounting Date</th><th>Taskgroup</th></tr></thead><tbody><tr><td>01/23/2026</td><td>Rejected by Payroll</td><td><input type="checkbox"/></td><td>Cancelled</td><td>CCD - Comp Time Leave Deduction</td><td>1.60</td><td>Hours</td><td></td><td>15600CCOP</td></tr></tbody></table><p>Save Return to Search</p></div> | Date                     | Payable Status      | Close?                          | Payable Reason      | Time Reporting Code | Quantity        | TRC Type        | Accounting Date | Taskgroup | 01/23/2026 | Rejected by Payroll | <input type="checkbox"/> | Cancelled | CCD - Comp Time Leave Deduction | 1.60 | Hours |  | 15600CCOP |
| Date       | Payable Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Close?                   | Payable Reason      | Time Reporting Code             | Quantity            | TRC Type            | Accounting Date | Taskgroup       |                 |           |            |                     |                          |           |                                 |      |       |  |           |
| 01/23/2026 | Rejected by Payroll                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> | Cancelled           | CCD - Comp Time Leave Deduction | 1.60                | Hours               |                 | 15600CCOP       |                 |           |            |                     |                          |           |                                 |      |       |  |           |
| 7.         | <p>Click the <b>Close?</b> checkbox option for each applicable transaction with a “Payable Status” of “Rejected by Payroll” that was paid through SPOT or off-cycle.</p> <div><p><b>Close?</b></p><p><input checked="" type="checkbox"/></p></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                          |                     |                                 |                     |                     |                 |                 |                 |           |            |                     |                          |           |                                 |      |       |  |           |
| 8.         | <p>Click the <b>Save</b> button.</p> <div><p>Save Return to Search</p></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                          |                     |                                 |                     |                     |                 |                 |                 |           |            |                     |                          |           |                                 |      |       |  |           |
|            | <p>The page refreshes and the selected row(s) are removed.</p> <div><p><b>Adjust Paid Time</b></p><p>Employee ID [redacted]<br/>Law Enforcement Officer III<br/>Actions</p><p>Employment Record 0</p><p><b>Date Range</b></p><p>Start Date 01/10/2026 End Date 02/10/2026</p><p><b>Payable Time Details</b></p><p>Overview Time Reporting Elements Cost and Approval</p><table border="1"><thead><tr><th>Date</th><th>Payable Status</th><th>Payable Reason</th><th>Time Reporting Code</th><th>Quantity</th><th>TRC Type</th><th>Accounting Date</th><th>Taskgroup</th></tr></thead><tbody></tbody></table><p>Save Return to Search</p></div>                                                                                                                                                                                                                                                                                                  | Date                     | Payable Status      | Payable Reason                  | Time Reporting Code | Quantity            | TRC Type        | Accounting Date | Taskgroup       |           |            |                     |                          |           |                                 |      |       |  |           |
| Date       | Payable Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Payable Reason           | Time Reporting Code | Quantity                        | TRC Type            | Accounting Date     | Taskgroup       |                 |                 |           |            |                     |                          |           |                                 |      |       |  |           |



### Delete Time After Termination Date - TA Expired Grace Approver

To remove Reported Time that was entered or interfaced prior to the termination/inactivation transaction for dates that fall after the employee's termination date, the Agency TA Expired Grace Approver has access to the **Update Time Status** page to delete these invalid transactions.

| Step                                                                                | Action                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                                                                                  | <p>Navigate to the <b>Update Time Status</b> page by clicking the <b>TA WorkCenter</b> tile.</p>                                            |
|    | <p>For information about WorkCenters, see the Job Aid titled <b>Overview of the Cardinal HCM WorkCenters</b> located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>                                   |
| 2.                                                                                  | <p>Use the following navigation path in the WorkCenter: <b>Links &gt; Administer Expired Grace Approval &gt; Update Time Status</b></p>  |
|  | <p>Users can also navigate to the <b>Update Time Status</b> page using the following path:<br/><b>NavBar &gt; Menu &gt; Time and Labor &gt; Report Time &gt; Update Time Status</b></p>                                      |

| Step                                                                              | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                   | <p>The <b>Update Time Status Find an Existing Value Search</b> page displays.</p> <div data-bbox="203 375 1433 854"> <p><b>Update Time Status</b></p> <p><b>Find an Existing Value</b></p> <p>▼ <b>Search Criteria</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div> <div>Recent Searches Choose from recent searches</div> <div>Saved Searches Choose from saved searches</div> </div> <div> <div>Business Unit begins with</div> <div>Empl ID begins with</div> <div>Empl Record =</div> <div>First Name begins with</div> <div>Last Name begins with</div> <div>^ Show fewer options</div> <div>Search Clear</div> </div> </div> |
|  | <p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled <b>Overview of the Cardinal HCM Search Pages</b>. This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 3.                                                                                | <p>Enter the employee's Employee ID in the <b>Empl ID</b> field.</p> <p><b>Note:</b> Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.</p> <div data-bbox="267 1161 969 1241"> <div>Empl ID begins with</div> <div></div> </div>                                                                                                                                                                                                                                                                                                                                                                                                      |
| 4.                                                                                | <p>Click the <b>Search</b> button.</p> <div data-bbox="267 1327 873 1425"> <div>Search</div> <div>Clear</div> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |



## Cardinal TA Job Aid

### TA Time Status Administration

| Step | Action |
|------|--------|
|------|--------|

The **Update Time Status** page displays.

**Update Time Status**

Business Unit 22200 Dept of Prof & Occup Reg

ID [REDACTED] Empl Record 0

Action ▼

☐ Comment for all selected transactions

**Transactions**

⌕ 1-1 of 1 View All

|   | Select                   | Empl ID | Empl Record | Date | TRC | Quantity | Status Code | Comment |
|---|--------------------------|---------|-------------|------|-----|----------|-------------|---------|
| 1 | <input type="checkbox"/> |         | 0           |      |     |          |             |         |

[Select All](#) [Deselect All](#)

5. Click the **Action** dropdown button and select the “Delete Invalid Time after Term” list item.

**Action** ▼

☐ Comment

**Transactions**

⌕ 1-1 of 1 View All

|   | Select                   | Empl ID | Empl Record | Date | TRC | Quantity | Status Code | Comment |
|---|--------------------------|---------|-------------|------|-----|----------|-------------|---------|
| 1 | <input type="checkbox"/> |         | 0           |      |     |          |             |         |

[Select All](#) [Deselect All](#)

Close Payable Time in NA  
Close Reported Time in SV / NA  
**Delete Invalid Time after Term**  
Delete Report Time in SV / NA  
Void Absences in SV / NA

Step

Action

The **Update Time Status** page refreshes and all Reported Time transactions after the employee’s termination date display.

Update Time Status

Business Unit22200Dept of Prof & Occup Reg

ID00570249500Empl Record0

ActionDelete Invalid Time after Term

Transactions

1-1 of 1

>

>|

View All

|   | Select                   | Empl ID | Empl Record | Date       | TRC       | Quantity | Status Code | Comment |
|---|--------------------------|---------|-------------|------------|-----------|----------|-------------|---------|
| 1 | <input type="checkbox"/> |         | 0           | 01/10/2026 | UOS - UOT | 2.00     | SB          |         |

Select All

Deselect All

Submit

Return to Search

Notify

6.

Use the **Select** checkboxes to select the transactions to delete.

**Note:** The **Select All** link can be used to select all the available transactions.

Transactions

1

☒

Select All

Deselect All

Submit

i

Click the **View All** link if necessary to see all transactions.

of 1

>

>|

View All

de

Comment

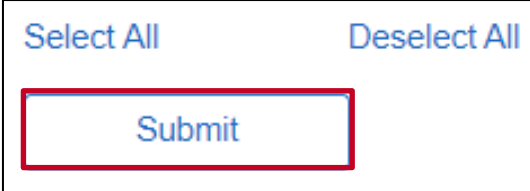
i

The action of “Delete Invalid Time after Term” does not require comments since the transaction(s) will be deleted and removed from the employee’s timesheet record.

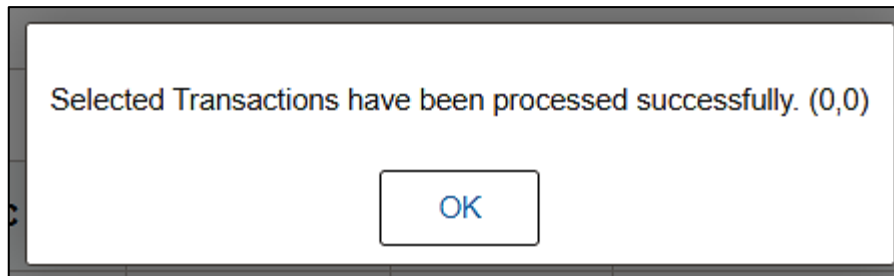


## Cardinal TA Job Aid

### TA Time Status Administration

| Step | Action                                                                                                               |
|------|----------------------------------------------------------------------------------------------------------------------|
| 7.   | Click the <b>Submit</b> button.<br> |

A **Confirmation** message displays in a pop-up window.



|    |                                                                                                                                                             |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8. | Click the <b>OK</b> button to close the <b>Confirmation</b> message.<br> |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------|

The page refreshes and the selected row(s) are removed.

**Update Time Status**

Business Unit 22200 Dept of Prof & Occup Reg  
ID Empl Record 0  
Action Delete Invalid Time after Term

**Transactions**

1-1 of 1 View All

|   | Select                   | Empl ID | Empl Record | Date | TRC | Quantity | Status Code | Comment |
|---|--------------------------|---------|-------------|------|-----|----------|-------------|---------|
| 1 | <input type="checkbox"/> |         | 0           |      |     |          |             |         |

Select All Deselect All

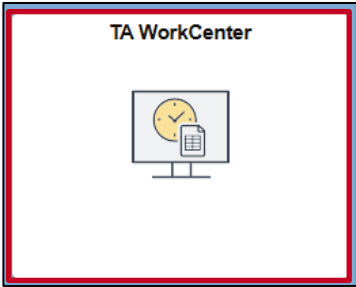
Submit

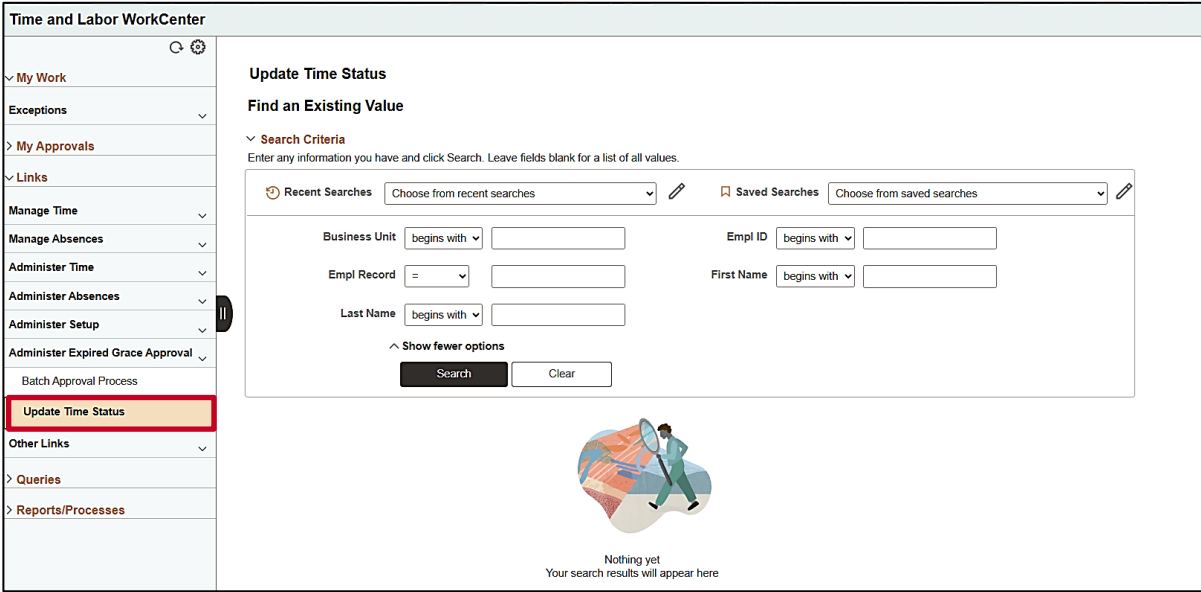
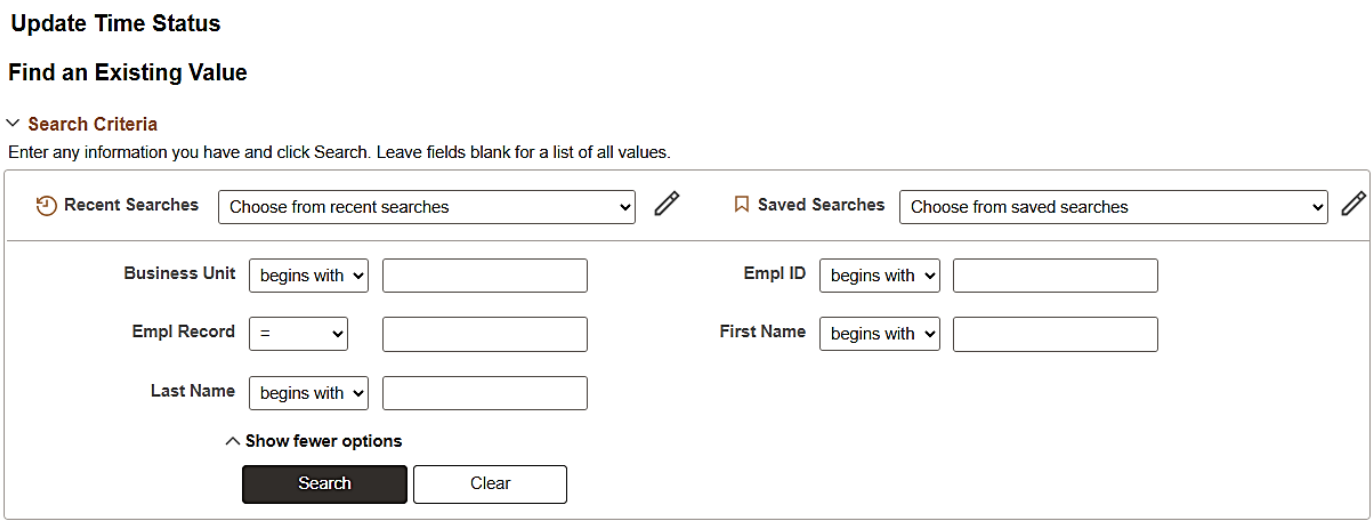
Return to Search Notify

### Close or Delete Reported Time - TA Expired Grace Approver

Using the **Update Time Status** page, the Agency TA Expired Grace Approver can close or delete Reported Time transactions in a "Saved (SV)" or "Needs Approval (NA)" status older than 90 days. The general guidance is to only delete if the time transaction is invalid; otherwise, the transaction should be closed so that it is still recorded and reflected as Reported Time and included in the employee's timesheet records. Closed or deleted Reported Time will not route for approval and will therefore not subsequently be loaded to payroll for payment or distributed by the allocation process.

**Note:** Comp and OT hours can only be deleted via the Update Time Status page and not closed. If the transaction was valid, TL Administrators should use the adjustment TRC on the timesheet to correct the balance within the past 365 days.

| Step                                                                                | Action                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                                                                                  | <p>Navigate to the <b>Update Time Status</b> page by clicking the <b>TA WorkCenter</b> tile.</p>         |
|  | <p>For information about WorkCenters, see the Job Aid titled <b>Overview of the Cardinal HCM WorkCenters</b> located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p> |

| Step                                                                                                                                                                   | Action                                                                                                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.                                                                                                                                                                     | <p>Use the following navigation path in the WorkCenter: <b>Links &gt; Administer Expired Grace Approval &gt; Update Time Status</b></p>                        |
|                                                                                     | <p>Users can also navigate to the <b>Update Time Status</b> page using the following path:<br/><b>NavBar &gt; Menu &gt; Time and Labor &gt; Report Time &gt; Update Time Status</b></p>                                                          |
| <p>The <b>Update Time Status Find an Existing Value Search</b> page displays.</p>  |                                                                                                                                                                                                                                                  |
|                                                                                     | <p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled <b>Overview of the Cardinal HCM Search Pages</b>. This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p> |



## Cardinal TA Job Aid

### TA Time Status Administration

| Step | Action                                                                                                                                                                                                                                                                     |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.   | <p>Enter the employee's Employee ID in the <b>Empl ID</b> field.</p> <p><b>Note:</b> Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.</p> <div><div>Empl ID</div><div>begins with ▾</div><div></div></div> |
| 4.   | <p>Click the <b>Search</b> button.</p> <div><div>Search</div><div>Clear</div></div>                                                                                                                                                                                        |

The **Update Time Status** page displays.

Update Time Status

Business Unit 15600

Department of State Police

ID

Empl Record 0

Action ▾

☐ Comment for all selected transactions

Transactions

1-1 of 1 ▾

> > | View All

|   | Select                   | Empl ID | Empl Record | Date | TRC | Quantity | Status Code | Comment |
|---|--------------------------|---------|-------------|------|-----|----------|-------------|---------|
| 1 | <input type="checkbox"/> |         | 0           |      |     |          |             |         |

Select All

Deselect All

Submit

Return to Search

Notify

5. Click the **Action** dropdown button and select either the “Close Reported Time in SV / NA” or the “Delete Report Time in SV / NA” list item depending on the desired action.

Action ▾

☐ Comment for all selected transactions

Transactions

Close Payable Time in NA

Close Reported Time in SV / NA

Delete Invalid Time after Term

Delete Report Time in SV / NA

Void Absences in SV / NA





## Cardinal TA Job Aid

### TA Time Status Administration

Step

Action

The **Update Time Status** page refreshes and all the Reported Time transactions in a “Saved (SV)” or “Needs Approval (NA)” status older than 90 days should display.

Update Time Status

Business Unit15600Department of State Police

IDEmpl Record0

Action

Close Reported Time in SV / NA

☐ Comment for all selected transactions

Transactions

<<

1-2 of 2

>>

View All

|   | Select                   | Empl ID     | Empl Record | Date       | TRC           | Quantity | Status Code | Comment     |
|---|--------------------------|-------------|-------------|------------|---------------|----------|-------------|-------------|
| 1 | <input type="checkbox"/> | <div></div> | 0           | 01/09/2026 | REG - Regular | 3.00     | SV          | <div></div> |
| 2 | <input type="checkbox"/> | <div></div> | 0           | 01/08/2026 | REG - Regular | 10.00    | SV          | <div></div> |

Select All

Deselect All

Submit

Return to Search

Notify

6.

Click the **Select** checkboxes to select the transactions to close or delete or use the **Select All** link to select all the available transactions.

Transactions

<<

1-2 of 2

>>

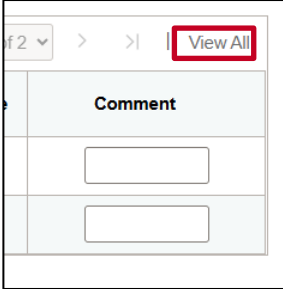
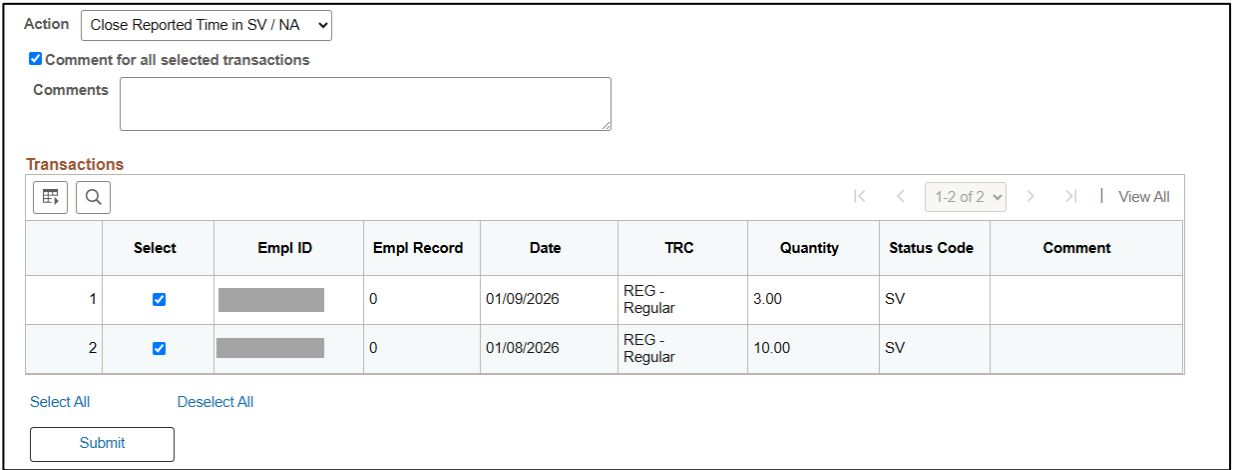
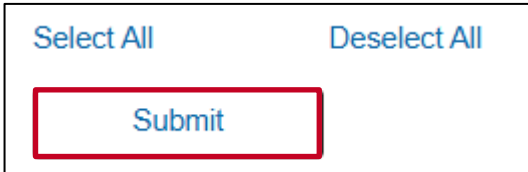
View All

|   | Select                                         | Empl ID     |
|---|------------------------------------------------|-------------|
| 1 | <div><input checked="" type="checkbox"/></div> | <div></div> |
| 2 | <div><input checked="" type="checkbox"/></div> | <div></div> |

Select All

Deselect All

Submit

| Step                                                                              | Action                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7.                                                                                | <p>Click the <b>View All</b> link if necessary to see all transactions.</p>                                                                                                                                                                                                                                   |
|  | <p>If the selected action is “Close Reported Time in SV / NA”, a comment must be entered for each transaction. Proceed to the next step.</p> <p>If the selected action is “Delete Report Time in SV / NA” a comment is not required. Proceed to <b>Step 9</b>.</p>                                                                                                                             |
| 8.                                                                                | <p>Enter a comment in the <b>Comment</b> field. The <b>Comment for all selected transactions</b> checkbox option can be checked to enter and apply the same comment to all the selected transactions.</p> <p>For this scenario, the <b>Comment for all selected transactions</b> checkbox is checked.</p>  |
| 9.                                                                                | <p>Click the <b>Submit</b> button.</p>                                                                                                                                                                                                                                                                      |



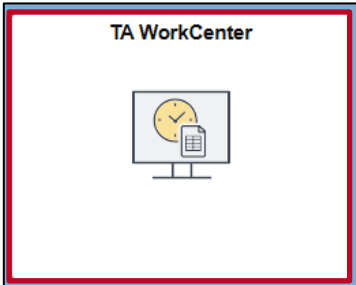
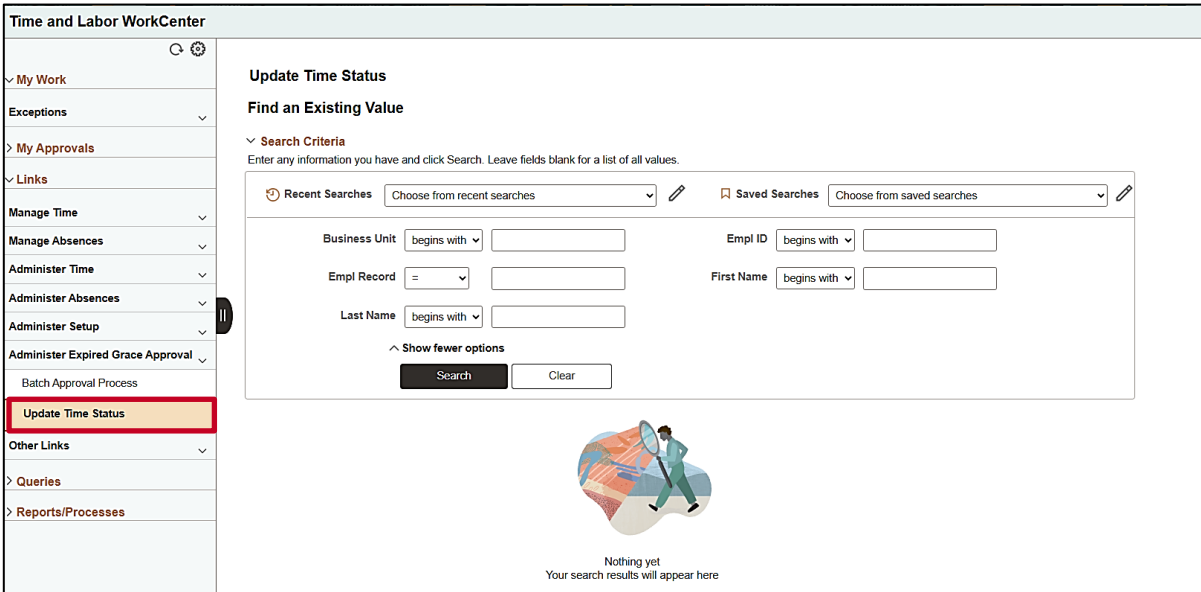
## Cardinal TA Job Aid

### TA Time Status Administration

| Step                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Action                                                                                                                                                     |         |             |         |             |          |             |          |             |         |   |                          |  |   |  |  |  |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-------------|---------|-------------|----------|-------------|----------|-------------|---------|---|--------------------------|--|---|--|--|--|--|--|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>A <b>Confirmation</b> message displays in a pop-up window.</p> <div><p>Selected Transactions have been processed successfully. (0,0)</p><p>OK</p></div> |         |             |         |             |          |             |          |             |         |   |                          |  |   |  |  |  |  |  |
| 10.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>Click the <b>OK</b> button to close the <b>Confirmation</b> message.</p> <div><p>OK</p></div>                                                           |         |             |         |             |          |             |          |             |         |   |                          |  |   |  |  |  |  |  |
| <p>The page refreshes and the selected row(s) are removed.</p> <div><p><b>Update Time Status</b></p><p>Business Unit 15600 Department of State Police</p><p>ID [redacted] Empl Record 0</p><p>Action Close Reported Time in SV / NA</p><p><input checked="" type="checkbox"/> Comment for all selected transactions</p><p>Comments [redacted]</p><p><b>Transactions</b></p><table border="1"><thead><tr><th></th><th>Select</th><th>Empl ID</th><th>Empl Record</th><th>Date</th><th>TRC</th><th>Quantity</th><th>Status Code</th><th>Comment</th></tr></thead><tbody><tr><td>1</td><td><input type="checkbox"/></td><td></td><td>0</td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table><p>Select All Deselect All</p><p>Submit</p><p>Return to Search Notify</p></div> |                                                                                                                                                            |         | Select      | Empl ID | Empl Record | Date     | TRC         | Quantity | Status Code | Comment | 1 | <input type="checkbox"/> |  | 0 |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Select                                                                                                                                                     | Empl ID | Empl Record | Date    | TRC         | Quantity | Status Code | Comment  |             |         |   |                          |  |   |  |  |  |  |  |
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/>                                                                                                                                   |         | 0           |         |             |          |             |          |             |         |   |                          |  |   |  |  |  |  |  |

### Close Payable Time - TA Expired Grace Approver

Using the **Update Time Status** page, the Agency TA Expired Grace Approver can close Payable Time transactions in a “Needs Approval (NA)” status older than 90 days and only applies to transactions for online time reporters. If the transaction is invalid, the corresponding Reported Time transaction should be deleted (see the Close or Delete Reported Time section of this job aid). Otherwise, the transaction should be closed so that is still recorded and reflected as Payable Time and included in the employee’s timesheet records. Closed Payable Time will no longer be available for approval and will therefore not subsequently be loaded to payroll for payment or distributed by the allocation process.

| Step                                                                                | Action                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                                                                                  | <p>Navigate to the <b>Update Time Status</b> page by clicking the <b>TA WorkCenter</b> tile.</p>                                            |
|  | <p>For information about WorkCenters, see the Job Aid titled <b>Overview of the Cardinal HCM WorkCenters</b> located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>                                   |
| 2.                                                                                  | <p>Use the following navigation path in the WorkCenter: <b>Links &gt; Administer Expired Grace Approval &gt; Update Time Status</b></p>  |

| Step                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Action                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Users can also navigate to the <b>Update Time Status</b> page using the following path:<br><b>NavBar &gt; Menu &gt; Time and Labor &gt; Report Time &gt; Update Time Status</b>                                                                                   |
| The <b>Update Time Status Find an Existing Value Search</b> page displays.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                   |
| <div> <div>Update Time Status</div> <div>Find an Existing Value</div> <div> <div> <div>Search Criteria</div> <div>Enter any information you have and click Search. Leave fields blank for a list of all values.</div> <div> <div> <div>Recent Searches</div> <div>Choose from recent searches</div> <div></div> </div> <div> <div>Saved Searches</div> <div>Choose from saved searches</div> <div></div> </div> </div> <div> <div>Business Unit</div> <div>begins with</div> <div></div> </div> <div> <div>Empl ID</div> <div>begins with</div> <div></div> </div> <div> <div>Empl Record</div> <div>=</div> <div></div> </div> <div> <div>First Name</div> <div>begins with</div> <div></div> </div> <div> <div>Last Name</div> <div>begins with</div> <div></div> </div> <div> <div>Show fewer options</div> </div> <div> <div>Search</div> <div>Clear</div> </div> </div> </div> </div> |                                                                                                                                                                                                                                                                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled <b>Overview of the Cardinal HCM Search Pages</b> . This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b> .                       |
| 3.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Enter the employee's Employee ID in the <b>Empl ID</b> field.<br><b>Note:</b> Users can also search for the applicable employee using the various Name fields if the Employee ID is not known. <div> <div>Empl ID</div> <div>begins with</div> <div></div> </div> |
| 4.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Click the <b>Search</b> button. <div> <div>Search</div> <div>Clear</div> </div>                                                                                                                                                                                   |



## Cardinal TA Job Aid

### TA Time Status Administration

| Step | Action |
|------|--------|
|------|--------|

The **Update Time Status** page displays.

**Update Time Status**

Business Unit 15600

Department of State Police

ID [REDACTED]

Empl Record 0

Action

☐ Comment for all selected transactions

**Transactions**

<<

<

1-1 of 1

>

>>

View All

|   | Select                   | Empl ID | Empl Record | Date | TRC | Quantity | Status Code | Comment |
|---|--------------------------|---------|-------------|------|-----|----------|-------------|---------|
| 1 | <input type="checkbox"/> |         | 0           |      |     |          |             |         |

Select All

Deselect All

Submit

Return to Search

Notify

5. Click the **Action** dropdown button and select the “Close Payable Time in NA” list item.

Action

☐ Comment

**Transactions**

<<

<

1-1 of 1

>

>>

View All

Close Payable Time in NA

Close Reported Time in SV / NA

Delete Invalid Time after Term

Delete Report Time in SV / NA

Void Absences in SV / NA



## Cardinal TA Job Aid

### TA Time Status Administration

| Step | Action |
|------|--------|
|------|--------|

The **Update Time Status** page refreshes and all Payable Time transactions in a “Needs Approval (NA)” status older than 90 days should display.

**Update Time Status**

Business Unit 15600 Department of State Police

ID [REDACTED] Empl Record 0

Action Close Payable Time in NA

☐ Comment for all selected transactions

**Transactions**

1-4 of 4

View All

|   | Select                   | Empl ID    | Empl Record | Date       | TRC             | Quantity | Status Code | Comment              |
|---|--------------------------|------------|-------------|------------|-----------------|----------|-------------|----------------------|
| 1 | <input type="checkbox"/> | [REDACTED] | 0           | 01/08/2026 | RGSA - Salaried | 8.00     | NA          | <input type="text"/> |
| 2 | <input type="checkbox"/> | [REDACTED] | 0           | 01/07/2026 | RGSA - Salaried | 8.00     | NA          | <input type="text"/> |
| 3 | <input type="checkbox"/> | [REDACTED] | 0           | 01/06/2026 | RGSA - Salaried | 8.00     | NA          | <input type="text"/> |
| 4 | <input type="checkbox"/> | [REDACTED] | 0           | 01/05/2026 | RGSA - Salaried | 8.00     | NA          | <input type="text"/> |

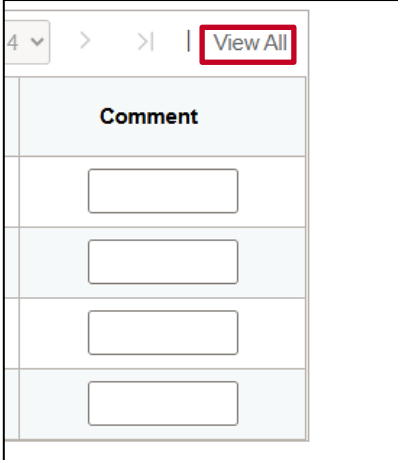
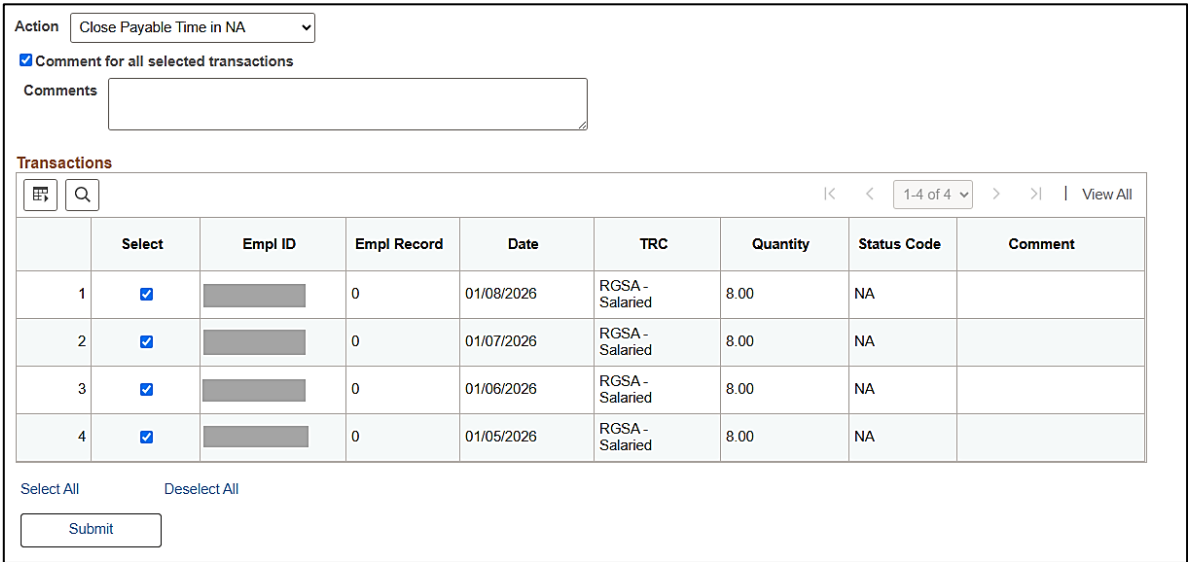
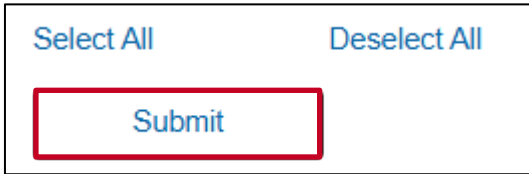
[Select All](#) [Deselect All](#)

6. Use the **Select** checkboxes to select the transactions to close or delete, or use the **Select All** link to select all the available transactions.

**Transactions**

|   | Select                              | Empl ID    |
|---|-------------------------------------|------------|
| 1 | <input checked="" type="checkbox"/> | [REDACTED] |
| 2 | <input checked="" type="checkbox"/> | [REDACTED] |
| 3 | <input checked="" type="checkbox"/> | [REDACTED] |
| 4 | <input checked="" type="checkbox"/> | [REDACTED] |

[Deselect All](#)

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                         |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7.   | <p>Click the <b>View All</b> link if necessary to see all transactions.</p>                                                                                                                                                                                                                                   |
| 8.   | <p>Enter a comment in the <b>Comment</b> field. The <b>Comment for all selected transactions</b> checkbox option can be checked to enter and apply the same comment to all the selected transactions.</p> <p>For this scenario, the <b>Comment for all selected transactions</b> checkbox is checked.</p>  |
| 9.   | <p>Click the <b>Submit</b> button.</p>                                                                                                                                                                                                                                                                      |





## Cardinal TA Job Aid

### TA Time Status Administration

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |         |             |         |             |          |             |          |             |         |   |                          |  |   |  |  |  |  |  |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-------------|---------|-------------|----------|-------------|----------|-------------|---------|---|--------------------------|--|---|--|--|--|--|--|
|      | <p>A <b>Confirmation</b> message displays in a pop-up window.</p> <div><p>Selected Transactions have been processed successfully. (0,0)</p><p>OK</p></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |         |             |         |             |          |             |          |             |         |   |                          |  |   |  |  |  |  |  |
| 8.   | <p>Click the <b>OK</b> button to close the <b>Confirmation</b> message.</p> <div><p>OK</p></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |         |             |         |             |          |             |          |             |         |   |                          |  |   |  |  |  |  |  |
|      | <p>The page refreshes and the selected row(s) are removed.</p> <div><div><h4>Update Time Status</h4><p>Business Unit 15600 Department of State Police</p><p>ID [REDACTED] Empl Record 0</p><p>Action <span>Close Payable Time in NA</span></p><p><input checked="" type="checkbox"/> Comment for all selected transactions</p><p>Comments [REDACTED]</p><h4>Transactions</h4><table border="1"><thead><tr><th></th><th>Select</th><th>Empl ID</th><th>Empl Record</th><th>Date</th><th>TRC</th><th>Quantity</th><th>Status Code</th><th>Comment</th></tr></thead><tbody><tr><td>1</td><td><input type="checkbox"/></td><td></td><td>0</td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table><p>Select All Deselect All</p><p><input type="button" value="Submit"/></p><p><input type="button" value="Return to Search"/> <input type="button" value="Notify"/></p></div></div> |         | Select      | Empl ID | Empl Record | Date     | TRC         | Quantity | Status Code | Comment | 1 | <input type="checkbox"/> |  | 0 |  |  |  |  |  |
|      | Select                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Empl ID | Empl Record | Date    | TRC         | Quantity | Status Code | Comment  |             |         |   |                          |  |   |  |  |  |  |  |
| 1    | <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |         | 0           |         |             |          |             |          |             |         |   |                          |  |   |  |  |  |  |  |

### Void Absence Events - TA Expired Grace Approver

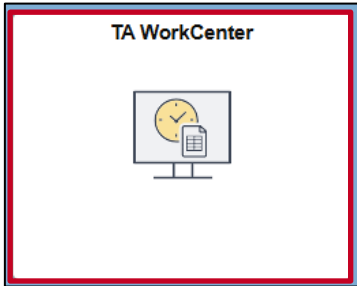
Using the **Update Time Status** page, the Agency TA Expired Grace Approver can void Absence Events in a “Saved (SV)” and “Needs Approval (NA)” status older than one year from the current open leave period.

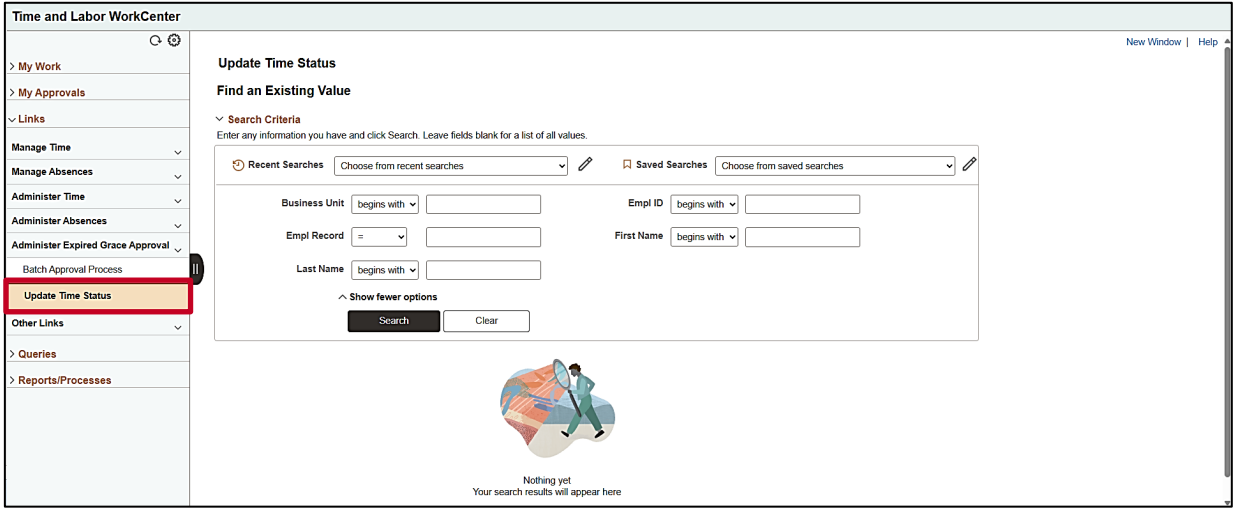
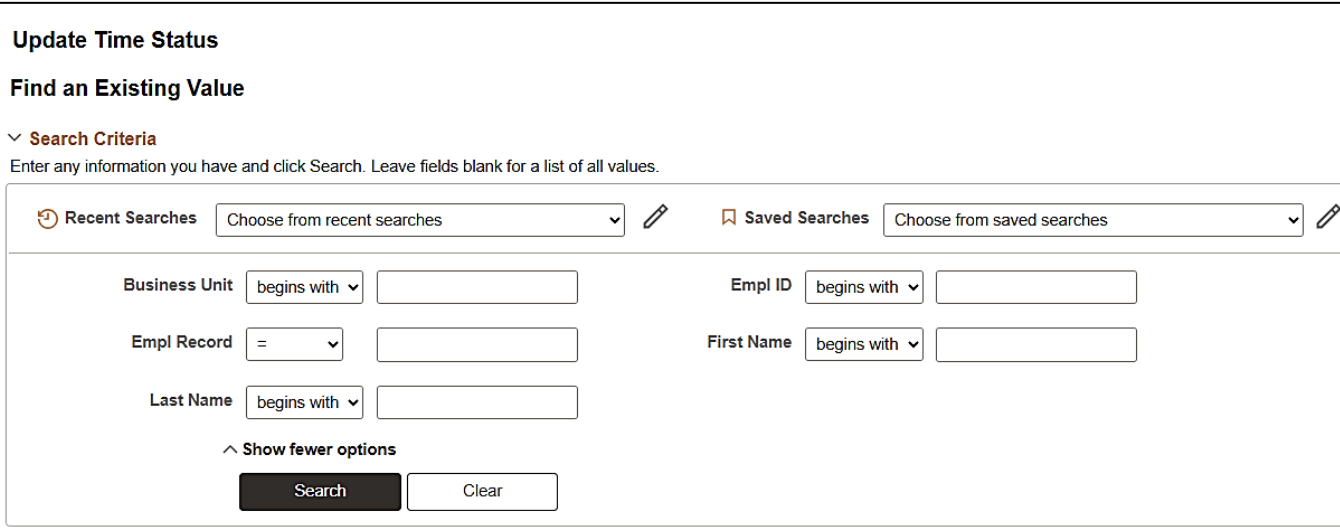
A comment is required and should document if the transaction is valid or invalid.

If the Absence Event is invalid no further action is needed.

If the Absence Event is valid the TA Expired Grace Approver may need to collaborate with the AM Administrator and/or PY Administrator to determine if the employee’s absence balances should be adjusted or if Pay Docking is required via SPOT.

The AM Administrator should make any necessary balance adjustments in a leave period within one year from the current open leave period and include a comment for documentation. If the employee does not have the balance available, the AM Administrator should coordinate with the PY Administrator to dock the employee’s pay through SPOT.

| Step                                                                                | Action                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                                                                                  | <p>Navigate to the <b>Update Time Status</b> page by clicking the <b>TA WorkCenter</b> tile.</p>         |
|  | <p>For information about WorkCenters, see the Job Aid titled <b>Overview of the Cardinal HCM WorkCenters</b> located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p> |

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.   | <p>Use the following navigation path in the WorkCenter: <b>Links &gt; Administer Expired Grace Approval &gt; Update Time Status</b></p>  <p>The <b>Update Time Status Find an Existing Value Search</b> page displays.</p>  <div>  <p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled <b>Overview of the Cardinal HCM Search Pages</b>. This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p> </div> |



## Cardinal TA Job Aid

### TA Time Status Administration

| Step | Action                                                                                                                                                                                                                                                                     |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.   | <p>Enter the employee's Employee ID in the <b>Empl ID</b> field.</p> <p><b>Note:</b> Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.</p> <div><div>Empl ID</div><div>begins with ▾</div><div></div></div> |
| 4.   | <p>Click the <b>Search</b> button.</p> <div><div>Search</div><div>Clear</div></div>                                                                                                                                                                                        |

The **Update Time Status** page displays.

**Update Time Status**

Business Unit 15600

Department of State Police

ID

Empl Record 0

Action ▾

☐ Comment for all selected transactions

**Transactions**

1-1 of 1 ▾

>

>|

View All

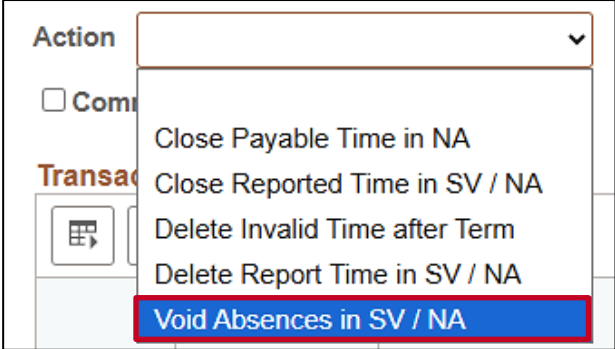
|   | Select                   | Empl ID | Empl Record | Date | TRC | Quantity | Status Code | Comment |
|---|--------------------------|---------|-------------|------|-----|----------|-------------|---------|
| 1 | <input type="checkbox"/> |         | 0           |      |     |          |             |         |

[Select All](#)[Deselect All](#)

Submit

Return to Search

Notify

| Step | Action                                                                                                                                                                                |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.   | <p>Click the <b>Action</b> dropdown button and select the “Void Absences in SV / NA” list item.</p>  |

The page refreshes and the applicable absences display.

Update Time Status

Business Unit 15600 Department of State Police

ID [REDACTED] Empl Record 0

Action Void Absences in SV / NA

☐ Comment for all selected transactions

Transactions

1-1 of 1

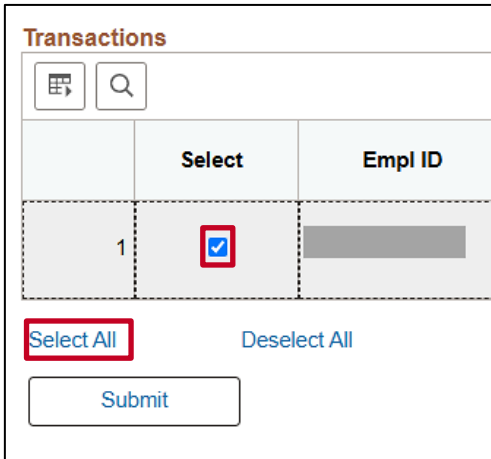
View All

|   | Select                   | Empl ID    | Empl Record | Begin Date | End Date   | Absence Take         | Duration | Workflow Status | Comment              |
|---|--------------------------|------------|-------------|------------|------------|----------------------|----------|-----------------|----------------------|
| 1 | <input type="checkbox"/> | [REDACTED] | 0           | 01/08/2026 | 01/08/2026 | MIL - Military Leave | 8.00     | Saved           | <input type="text"/> |

Select All

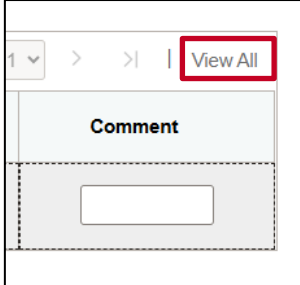
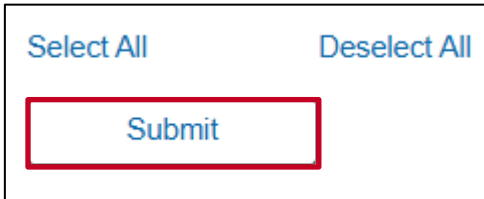
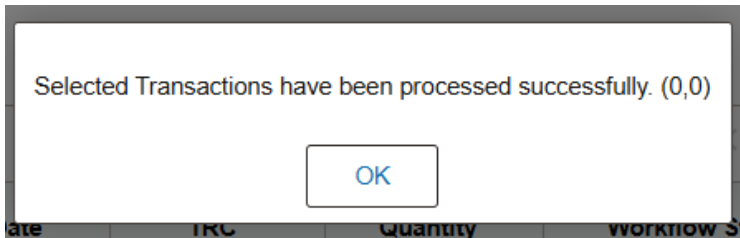
Deselect All

Submit

|    |                                                                                                                                                                                                                                                         |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6. | <p>Click the <b>Select</b> checkboxes to select the transactions to close or delete or use the <b>Select All</b> link to select all the available transactions.</p>  |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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| Step                                                                                                                                                   | Action                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7.                                                                                                                                                     | <p>Click the <b>View All</b> link if necessary to see all transactions.</p>                                                                                                                                                                                      |
| 8.                                                                                                                                                     | <p>Enter a comment in the <b>Comment</b> field. The <b>Comment for all selected transactions</b> checkbox option can be checked to enter and apply the same comment to all the selected transactions. For this scenario, the <b>Comment</b> field is used.</p>  |
| 9.                                                                                                                                                     | <p>Click the <b>Submit</b> button.</p>                                                                                                                                                                                                                         |
| <p>A <b>Confirmation</b> message displays in a pop-up window.</p>  |                                                                                                                                                                                                                                                                                                                                                   |
| 10.                                                                                                                                                    | <p>Click the <b>OK</b> button to close the <b>Confirmation</b> message.</p>                                                                                                                                                                                    |



## Cardinal TA Job Aid

### TA Time Status Administration

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |         |             |            |             |            |          |                 |                      |                 |         |   |                          |  |   |  |  |  |  |  |                      |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-------------|------------|-------------|------------|----------|-----------------|----------------------|-----------------|---------|---|--------------------------|--|---|--|--|--|--|--|----------------------|
|      | <p>The page refreshes and the selected row(s) are removed.</p> <div><p><b>Update Time Status</b></p><p>Business Unit 15600 Department of State Police</p><p>ID [REDACTED] Empl Record 0</p><p>Action <span>Void Absences in SV / NA</span></p><p><input type="checkbox"/> Comment for all selected transactions</p><p><b>Transactions</b></p><table border="1"><thead><tr><th></th><th>Select</th><th>Empl ID</th><th>Empl Record</th><th>Begin Date</th><th>End Date</th><th>TRC</th><th>Quantity</th><th>Workflow Status</th><th>Comment</th></tr></thead><tbody><tr><td>1</td><td><input type="checkbox"/></td><td></td><td>0</td><td></td><td></td><td></td><td></td><td></td><td><input type="text"/></td></tr></tbody></table><p><a href="#">Select All</a> <a href="#">Deselect All</a></p><p><input type="button" value="Submit"/></p></div> |         | Select      | Empl ID    | Empl Record | Begin Date | End Date | TRC             | Quantity             | Workflow Status | Comment | 1 | <input type="checkbox"/> |  | 0 |  |  |  |  |  | <input type="text"/> |
|      | Select                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Empl ID | Empl Record | Begin Date | End Date    | TRC        | Quantity | Workflow Status | Comment              |                 |         |   |                          |  |   |  |  |  |  |  |                      |
| 1    | <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |         | 0           |            |             |            |          |                 | <input type="text"/> |                 |         |   |                          |  |   |  |  |  |  |  |                      |

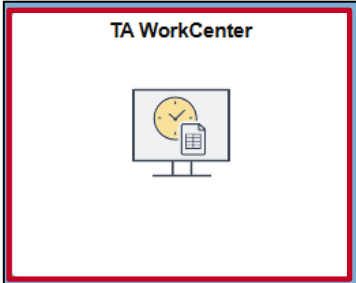
### Approve Payable Time Outside Grace Period - TA Expired Grace Approver

Using the **Request Batch Approval Process** page, the Agency TA Expired Grace Approver can approve Payable Time transactions in “Needs Approval (NA)” status up to 365 days old and only applies to transactions for online time reporters. Hours approved using this process will no longer appear as pending approval on the “Reports To” Supervisor’s **Approvals** tile and will flow to payroll and/or be distributed by the allocation process as usual.

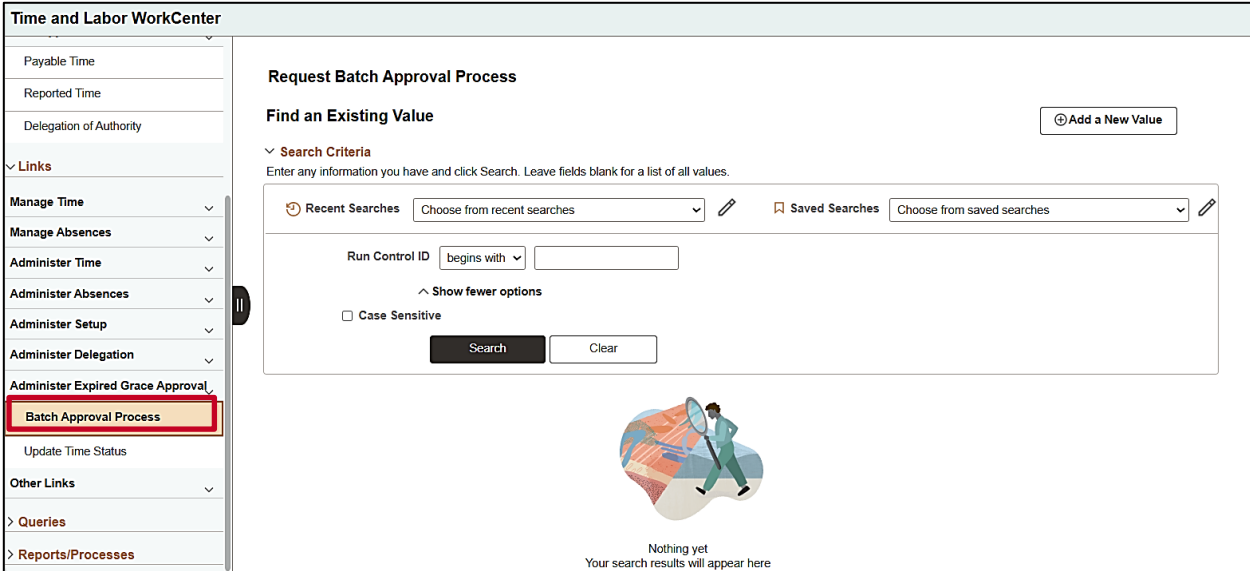
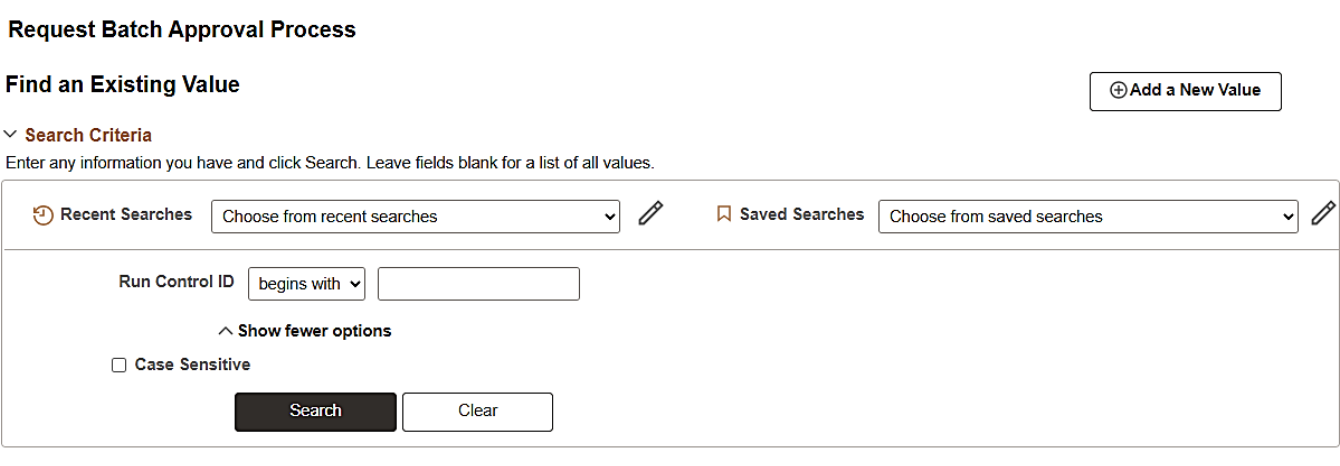
It is important for “Reports To” approvers to approve time for their direct reports timely within the defined grace period (90 days for productive time and 365 days for non-productive time). “Reports To” approvers and Agency TL Administrators should use reports to audit their Agency time and leave data to ensure no time is breaching the grace periods. The Request Batch Approval Process is intended to be used by the Agency TA Expired Grace Approver for exception cases and not regularly used.

It is not recommended for Agency Payroll Administrators to pay old time or time outside the 90 day grace period via SPOT because of downstream impacts, such as the employee being overpaid. An employee could be overpaid if the time was paid through SPOT and the time is then approved and flows to payroll. Pending approvals should not be ignored as they will not be dropped from the approver’s worklist and Cardinal cannot take any action on unapproved work list items. If time was paid through SPOT and then approved in Cardinal a reverse SPOT should be entered to avoid overpayment.

Payable Time in “Needs Approval (NA)” status cannot be approved if older than 365 days; approval requests received by Cardinal Post Production Support (PPS) will be redirected to the Agency TA Expired Grace Approver(s) to handle pay/distribution impacts manually and to close the Payable Time transaction.

| Step                                                                                | Action                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                                                                                  | <p>Navigate to the <b>Request Batch Approval Process</b> page by clicking the <b>TA WorkCenter</b> tile.</p>  |
|  | <p>For information about WorkCenters, see the Job Aid titled <b>Overview of the Cardinal HCM WorkCenters</b> located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>       |



| Step                                                                                                                                                                               | Action                                                                                                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.                                                                                                                                                                                 | <p>Use the following navigation path in the WorkCenter: <b>Links &gt; Administer Expired Grace Approval &gt; Batch Approval Process</b></p>                    |
|                                                                                                 | <p>Users can also navigate the <b>Request Batch Approval Process</b> page using the following path: <b>NavBar &gt; Menu &gt; Time and Labor &gt; Approve Time &gt; Request Batch Approval Process</b></p>                                        |
| <p>The <b>Request Batch Approval Process Find an Existing Value Search</b> page displays.</p>  |                                                                                                                                                                                                                                                  |
|                                                                                                 | <p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled <b>Overview of the Cardinal HCM Search Pages</b>. This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p> |

Step

Action

i

Use the **Find an Existing Value** tab to locate a previously established Run Control ID or use the **Add a New Value** tab to create a new Run Control ID if this is the first time performing this process.

For this scenario a Run Control ID exists.

3.

Click the **Search** button.

Search

Clear

The **Request Batch Approval Process** page displays.

Request Batch Approval Process

Run Control ID

BATCH\_APPROVE

Report Manager

Process Monitor

Run

Run Control Parameters

\*From Date

\*End Date

Accounting Date

07/14/2026

Employees To Process

Q

<<

<

1-1 of 1

>

>>

|

View All

| Empl ID                            | Name | Empl Record                         | Group ID | *Include or Exclude            |              |              |
|------------------------------------|------|-------------------------------------|----------|--------------------------------|--------------|--------------|
| <div><div></div><div>Q</div></div> |      | <div><div></div><div>0Q</div></div> |          | <div>Include</div> <div></div> | <div>+</div> | <div>-</div> |

Save

Notify

Add

Update/Display

4.

Enter the applicable date range of payable time transactions in “Needs Approval” status for employee(s).

\*From Date

\*End Date

Accounting Date

07/14/2026

| Step                                                                                | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                   |          |                                          |                         |                         |  |  |                                   |  |                                   |  |                                          |                         |                         |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|----------|------------------------------------------|-------------------------|-------------------------|--|--|-----------------------------------|--|-----------------------------------|--|------------------------------------------|-------------------------|-------------------------|
|    | <div><div>a. <b>From Date</b> - oldest date needing approval (cannot be less than 365 days from current date).</div><div>b. <b>End Date</b> - most recent date needing approval (should be &gt;= 90 days in the past from current date but will accept any date in last 365 days).</div><div><b>Note:</b> the process will approve all transactions for selected employee(s) in a “Needs Approval” status within the date range. If this is not intended, run the process again for each date range necessary. The from date and end date can be the same date if only approving transaction(s) on one day.</div><div>c. <b>Accounting Date</b> - defaults to today’s date. Do not change it.</div></div>                                                                                                               |                                   |          |                                          |                         |                         |  |  |                                   |  |                                   |  |                                          |                         |                         |
| 5.                                                                                  | <div><div>Enter the <b>Employee ID</b> and <b>Empl Record</b> of the employee and job that has time that needs approval in the <b>Employees To Process</b> section.</div><div><div><div>Employees To Process ⓘ</div><div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div>1-1 of 1</div><div>&lt;</div><div>&gt;</div><div> </div><div>View All</div></div></div></div><table><tr><th>Empl ID</th><th>Name</th><th>Empl Record</th><th>Group ID</th><th>*Include or Exclude</th><th></th><th></th></tr><tr><td><div><div></div><div></div></div></td><td></td><td><div><div></div><div></div></div></td><td></td><td><div><div>Include</div><div></div></div></td><td><div><div>+</div></div></td><td><div><div>−</div></div></td></tr></table></div></div></div></div> | Empl ID                           | Name     | Empl Record                              | Group ID                | *Include or Exclude     |  |  | <div><div></div><div></div></div> |  | <div><div></div><div></div></div> |  | <div><div>Include</div><div></div></div> | <div><div>+</div></div> | <div><div>−</div></div> |
| Empl ID                                                                             | Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Empl Record                       | Group ID | *Include or Exclude                      |                         |                         |  |  |                                   |  |                                   |  |                                          |                         |                         |
| <div><div></div><div></div></div>                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <div><div></div><div></div></div> |          | <div><div>Include</div><div></div></div> | <div><div>+</div></div> | <div><div>−</div></div> |  |  |                                   |  |                                   |  |                                          |                         |                         |
|  | <div>In the <b>*Include or Exclude</b> field, leave the indicator defaulted to “Include” so that the employee is processed.</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                   |          |                                          |                         |                         |  |  |                                   |  |                                   |  |                                          |                         |                         |
| 6.                                                                                  | <div><div>Use the <b>Add a New Row (+)</b> icon to add additional employees and repeat <b>Step 5</b>.</div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                   |          |                                          |                         |                         |  |  |                                   |  |                                   |  |                                          |                         |                         |
|  | <div>All employees added will be processed based on the date range previously selected. If this is not intended, run the process separately to process other employees using the appropriate date range for each.</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                   |          |                                          |                         |                         |  |  |                                   |  |                                   |  |                                          |                         |                         |
| 7.                                                                                  | <div><div>Click the <b>Save</b> button once all employees have been entered.</div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                   |          |                                          |                         |                         |  |  |                                   |  |                                   |  |                                          |                         |                         |
| 8.                                                                                  | <div><div>Click the <b>Run</b> button to initiate the approval process.</div><div><div><div><div></div><div></div></div></div></div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                   |          |                                          |                         |                         |  |  |                                   |  |                                   |  |                                          |                         |                         |



# Cardinal TA Job Aid

## TA Time Status Administration

| Step | Action |
|------|--------|
|------|--------|

The Process Scheduler Request page displays in a pop-up window.

Process Scheduler Request

User ID

Run Control ID BATCH\_APPROVE

Server Name

Run Date 07/14/2026

Recurrence

Run Time 6:52:08PM

Reset to Current Date/Time

Time Zone

Process List

| Select                              | Description                 | Process Name | Process Type       | *Type | *Format | Distribution |
|-------------------------------------|-----------------------------|--------------|--------------------|-------|---------|--------------|
| <input checked="" type="checkbox"/> | Time & Labor Batch Approval | TL_APPRV_AE  | Application Engine | Web   | TXT     | Distribution |

OK

Cancel

9. Click the **OK** button.

OK

Cancel

The **Request Batch Approval Process** page redispays.

Request Batch Approval Process

Run Control ID BATCH\_APPROVE

Report Manager

Process Monitor

Run

Process Instance:4918106

Run Control Parameters

\*From Date

\*End Date

Accounting Date

Employees To Process

1-1 of 1

View All

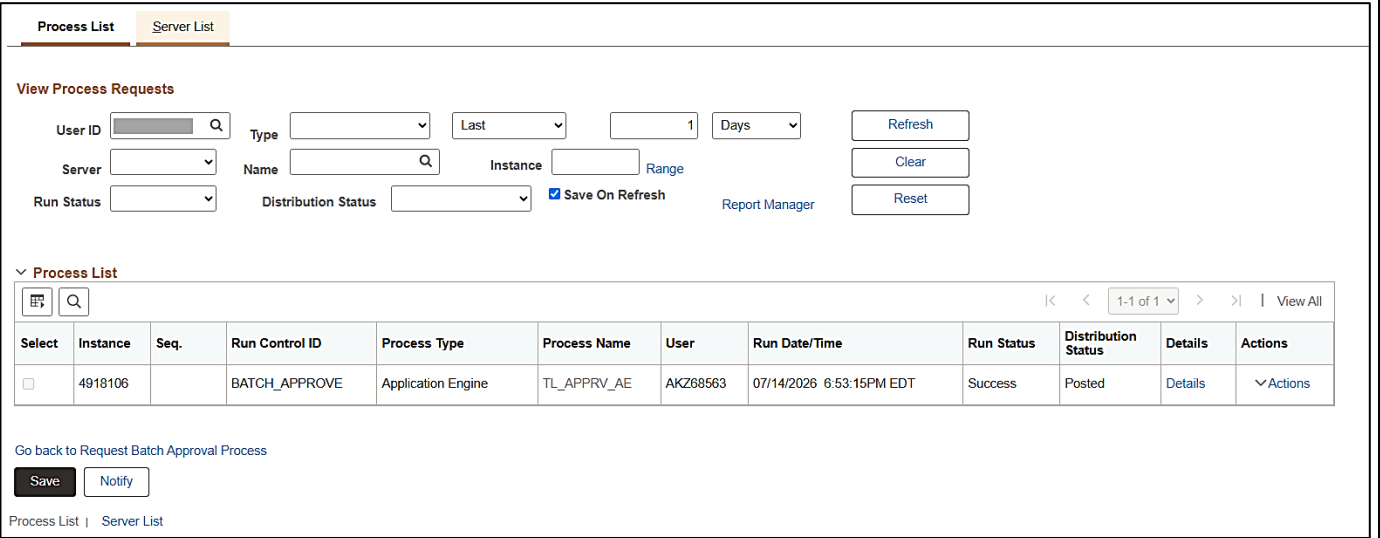
| Empl ID | Name | Empl Record | *Include or Exclude |   |   |
|---------|------|-------------|---------------------|---|---|
|         |      | 0           | Include             | + | - |

Save

Notify

Add

Update/Display

| Step                                                                                                                                           | Action                                                                                                                                                                                                                                                                                                |            |                     |         |        |
|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------------|---------|--------|
| 10.                                                                                                                                            | <p>Make note of the <b>Process Instance</b> number as needed.</p> <div>Process Instance:4918106</div>                                                                                                                                                                                                 |            |                     |         |        |
| 11.                                                                                                                                            | <p>Click the <b>Process Monitor</b> link.</p> <div>Process Monitor</div>                                                                                                                                                                                                                              |            |                     |         |        |
| <p>The <b>Process List</b> page displays.</p> <div>  </div> |                                                                                                                                                                                                                                                                                                       |            |                     |         |        |
| 12.                                                                                                                                            | <p>Verify the <b>Run Status</b> and <b>Distribution Status</b> fields display “Success” and “Posted” respectively.</p> <div> <table border="1"> <thead> <tr> <th>Run Status</th><th>Distribution Status</th></tr> </thead> <tbody> <tr> <td>Success</td><td>Posted</td></tr> </tbody> </table> </div> | Run Status | Distribution Status | Success | Posted |
| Run Status                                                                                                                                     | Distribution Status                                                                                                                                                                                                                                                                                   |            |                     |         |        |
| Success                                                                                                                                        | Posted                                                                                                                                                                                                                                                                                                |            |                     |         |        |
|                                                             | <p>If the process is not complete, users will have to click the <b>Refresh</b> button as applicable.</p>                                                                                                                                                                                              |            |                     |         |        |
| 13.                                                                                                                                            | <p>Review the “Payable Status” of the transactions on the Timesheet <b>Payable Time</b> tab or via the Timesheet Report.</p> <p>The expected transactions should now be approved or in the appropriate Payable Status indicating that the time is ready for payroll and/or distribution.</p>          |            |                     |         |        |

**Manage Time with Workflow Issues - TA Restricted Special Approver**

Timesheet transactions that require approval but cannot be routed to a “Reports To” approver or delegated authority will be routed to the **Approvals Tile** of the Agency TA Special Restricted Approver(s).

All Cardinal TA Agencies are required to have this role to identify and manage time and absence transactions that do not route to a supervisor for action in such scenarios as:

- The employee does not have a user profile
- The approver does not have a user profile
- The employee “Reports To” a position that is vacant, and that vacant position either does not have a “Reports To” position assigned or is also vacant

**Note:** If an Agency does not have anyone assigned to this role, the transactions will route to the Cardinal Post Production Support (PPS) Team.

It is recommended that Agencies develop adequate procedures/processes outside of the Cardinal system to ensure proper authorization is granted before the TA Restricted Special Approver approves these transactions online.

Cardinal also encourages the collaboration between the Agency TA Restricted Special Approver(s) with the Agency TL Administrators, AM Administrators, HR Administrators, and TA Supervisors to resolve issues causing pending timesheet transactions that could not be routed to an actual approver. Together they should determine what the best resolution might be to prevent the issues.

Possible resolutions include:

- If the “Reports To” and/or user profile issue is addressed, the employee could make changes to the already submitted time on the Timesheet and resubmit to route the time to the actual supervisor
- The Delegation Administrator could delegate the time to another supervisor for approval once the time has been reviewed/validated by the actual supervisor
- The TA Restricted Special Approver could approve the time once the time has been reviewed/validated by the actual supervisor

The TA Restricted Special Approver role does not give the user access to approve time for all employees in their Agency. The TA Restricted Special Approver would only see items for approval on their **Approvals** tile in the rare scenarios mentioned above when it is not routing to a TA/AM supervisor.

### Appendix –Time Rejected by Payroll - Reasons

The following are a list of reasons that may cause Time transactions to be placed in a “Rejected by Payroll” status during the Load Time and Labor process. Payroll, SPO, and the TL Administrator will work closely together to determine the resolutions and when directed by SPO, use the Adjust Paid Time process.

| Reason                                                                                                                                                                                                      | Action                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Invalid Mapping of Time Reporting Code (TRC) to NA Earnings Code.                                                                                                                                           | Contact PPS to investigate.                                                                                                       |
| Employee is not active in JOB (for example, Terminated or Leave of Absence).                                                                                                                                | Contact SPO to create Paysheet.<br>SPO will proactively monitor for this situation and create the Paysheets.                      |
| Employee has changed Paygroups in the pay period being processed. Time will be rejected and then loaded in the new Paygroup unless the new Paygroup is also in a different company.                         | Contact SPO for direction.                                                                                                        |
| TRC in Payable Time is mapped to a NA Earnings Code that is not in the Employee's Earnings Program.                                                                                                         | Contact PPS to investigate.                                                                                                       |
| Run Pay Unsheet and all payable time is set to “Rejected”.                                                                                                                                                  | Reload time or SPO can pay and TA Admin changes status.                                                                           |
| Enter or override state and locality which is not setup for the employee's Tax Data record.                                                                                                                 | Contact HR or PPS.                                                                                                                |
| Employee has prior period adjustments when associated to a different Paygroup in a different company.                                                                                                       | Contact SPO for direction.                                                                                                        |
| If the TRC is Hours or Units and the value is not between +/- 9,9999.99, the time is rejected by the Load Time And Labor.                                                                                   | Correct the hours or TRC and reload, or correct and wait until next payroll, or SPO can pay and TA Admin changes status.          |
| If the TRC is Amount type and the value is not between +/- 99,999,999.99 then time is rejected by Load Time And Labor.                                                                                      | Correct the hours, amount, or TRC and reload, or correct and wait until next payroll, or SPO can pay and TA Admin changes status. |
| If the sum of the hours/units/amount for a pay period exceeds +/-9,9999.99 in the case of hours/units and +/-99,999,999.99 in the case of amount the employees, time for the entire pay period is rejected. | Correct the hours or TRC and reload, or correct and wait until next payroll, or SPO can pay and TA Admin changes status.          |
| Employee had a job change since the last run of Load Time and Labor. Time for all jobs will reject and should be reloaded.                                                                                  | Reload time or SPO can pay and TA Admin changes status.                                                                           |



## Cardinal TA Job Aid

### TA Time Status Administration

| Reason                                                                                                                                                                                                                                                                 | Action                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| The employee terminated prior to the Pay Period Begin Date and there is unprocessed Payable Time.                                                                                                                                                                      | Contact SPO to create Paysheet.<br>SPO will proactively monitor for this situation and create the Paysheets. |
| The employee has too many prior period adjustments.<br><b>NOTE:</b> This will occur when an employee has 99 XREF_NUM's already loaded to Paysheets from a previous run. For example, this could occur when there have been a large number of prior period adjustments. | Contact SPO for direction.                                                                                   |
| The employee has a job earnings distribution setup on job data that uses an earnings code which is not the default earnings code for Regular earnings or for the employee's Paygroup.                                                                                  | Contact HR. Job earnings distribution on job data should not be used.                                        |
| If the time being loaded is for a Paygroup that uses FLSA calendars and the calendars are not built, the payable time is rejected. No error message is generated in this case.                                                                                         | Contact PPS to investigate. Calendars may need to be built or further investigation may be required.         |
| The currency code on Payable Time does not match the currency code of the employee's Paygroup.                                                                                                                                                                         | Contact PPS to investigate.                                                                                  |





### Appendix – Time Entry and Approval Matrix

Below is a chart showing the Reported and Payable Time Status descriptions and actions available based on grace periods and roles.

#### Reported and Payable Time Status Descriptions

| 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 | 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 | 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 | 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 |
| 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 |



# Cardinal TA Job Aid

## TA Time Status Administration

| Status Type  | Status              | Code | Next Status      | Description                                                                                                                       | Agency Type          |
|--------------|---------------------|------|------------------|-----------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 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 |



# Cardinal TA Job Aid

## TA Time Status Administration

### Actions Available Based on Grace Period 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<br>*TA Expired Grace Approver Close or Delete                                                | *TA Expired Grace Approver Close or Delete                                                           |
| Reported Time | SV   | AM                   | *Employee/Supervisor /Timekeeper/TL Admin Submit or Cancel              | *TL Admin Submit or Cancel<br>*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<br>*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 | NA   | AM                   | *Employee/Supervisor /Timekeeper/TL Admin Cancel<br>*Supervisor Approve | *TL Admin Cancel<br>*Supervisor Approve<br>*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<br>*TL Admin Delete                                 | *Supervisor Approve (Must be done same day as Submit)<br>*TL Admin Delete<br>*TA Expired Grace Approver Close or Delete | *TA Expired Grace Approver Close or Delete                                                           |
| Reported Time | 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                                                                                     |



## Cardinal TA Job Aid

### TA Time Status Administration

| Status Type  | Code | Agency Type          | <90 days                                                                   | >90 <365                                                                                                           | >365                                       |
|--------------|------|----------------------|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| Payable Time | NA   | Online               | *Supervisor Approve                                                        | *TA Expired Grace Approver Approve<br>*TL Admin Delete Reported Time<br>*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<br>*TL Admin Close | *Payroll Admin/TL Admin/SPO fix problem and reload time<br>*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                           |