



### Interface Administration Overview

This Job Aid provides information about the Time Entry Upload process and the Absence Entry Upload processes in Cardinal.

**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.                                                                                                                                                                          |
| 3/1/2025      | Updated the screenshots of the Search pages ( <a href="#">Section 4</a> , after Step 1; <a href="#">Section 12</a> , after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid. |

## **Time Entry Upload Process**

Using the Time Entry Upload program, Cardinal loads productive and non-productive (if applicable) time files sent from interfacing Agencies. The following steps are outlined for use by the Time and Attendance (TA) Interface Administrator role, who is responsible for Time Entry Upload process oversight and error resolution:

1. The Agency sends time entry data using a Cardinal flat file template posted on the secure Cardinal servers for processing. External system files should be placed in the Cardinal File Transfer Protocol (FTP) server folder.
2. The Time Entry Upload program is run in batch and processes any inbound time entry files.
3. Cardinal receives the Time Entry Upload files and checks for file level errors and will reject those files without loading the transactions. These file level errors will appear on the **Time Entry Upload Error Report**.
4. Cardinal processes files that pass file level error validation and checks for transactional errors against a set Agency error threshold. If the percentage of errors is below the Agency's set threshold, the valid transactions will load to **Reported Time** in "Approved" status, and the transactions with errors should be reviewed on the **Time Entry Upload Review** page and **Time Entry Upload Error Report** or the **Cancelled/Error Time Entry Upload Query**.
5. The Agency will use the **Time Entry Upload Error Report** and the **Time Entry Upload Review** page to view, change, or cancel transaction level errors. The TA Interface Administrator should review for errors daily or based on the frequency with which the Agency sends Time files.
6. TA Interface Administrators can run the **Cancelled/Error Time Entry Upload Query** to review interfaced data transactions in error or transactions that were cancelled from the **Time Entry Upload Review** page.
7. Transactions updated on the page online in Cardinal, which pass validation, load to Reported Time in "Needs Approval" status and require Reported Time approval in Cardinal.
8. The Agency Time & Labor Administrator role can add or change interfaced transactions directly on the Timesheet, if necessary. Timesheet updates for interfacing employees require Reported Time approval in Cardinal. Reports To Supervisor of the employee should approve the updated transactions using the Approvals tile in Cardinal HCM.
9. The TA Interface Administrator for the Agency will also have the Time & Labor Administrator role for access to the report, review page, and Agency timesheets. Employees with interfaced time will not have access to report time online.

Agencies should monitor their file server folder and review error reports to identify if the file submitted to Cardinal is rejected due to file level errors. Agencies should immediately transmit the corrected file. If the inbound time file is accepted by Cardinal but has transaction level errors, all errors should be immediately corrected by the Agencies. Errors not addressed by the payroll processing deadlines may impact employee pay and earnings distribution.



## Time & Attendance Job Aid

### TA372 Interface Administration

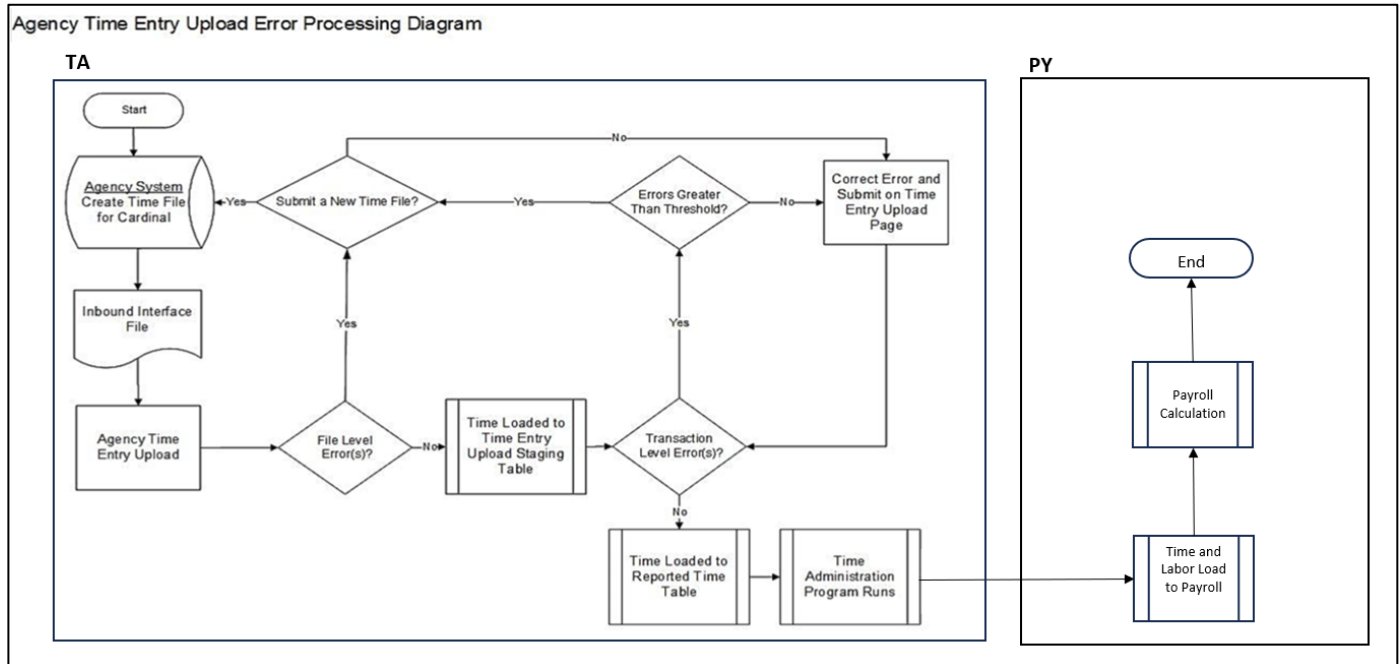
---

The Cardinal Team held a forum to review detailed information and examples relating to the Time Entry Upload Interface Forum (TA375) and provided guidance for Time and Attendance (TA) Interface Administrators. Please see the recording of the Time & Attendance [TA375 Interface Admin Webinar / Forum](#) to learn more about:

- Process Flow
- Error Processing
- Error Report
- Review Page and Error Examples



### Time Entry Upload Process Flow



**Note:** When time is adjusted on the **Time Entry Upload Review** page it will require approval. After time has been submitted, it will process and load as "Reported Time" and will require approval. Once the Reports To Supervisor approves the time, it will go through the Time Administration process.

### Time Entry Upload Error Processing

There are two different rejection error levels for the Time Entry Upload program:

- **File Level Error:** A file level error will occur if the file does not meet file layout or other file requirements (e.g., corrupted file or invalid file name). If a file level error occurs, none of the transaction data in the file is uploaded into Cardinal. The file must be corrected by the Agency and re-sent to Cardinal for processing.
- **Transaction Level Error:** A transaction level error occurs if the file is successfully processed by Cardinal (no file level errors exist), but individual transactions contain invalid values or do not meet interfacing time reporting requirements for the employee or Agency (e.g., combination edit errors or missing required fields for a transaction). If a transaction level error occurs, only the transaction(s) with errors are rejected and all other transactions in the file are uploaded into Cardinal. The transaction(s) with errors should be corrected in the Agency source system and re-sent to Cardinal or corrected manually online in Cardinal using the **Time Entry Upload Review** page.

Each Agency has a set Time Entry Upload error threshold limit (e.g., 10%). This error threshold is the limit for the total percentage of transaction level errors allowed in the time file in order for the program to load the valid rows as Reported Time. If the total errors in the Agency time file are more than the error threshold, no transactions will be loaded as Reported Time. The submitting Agency will use the **Time Entry Upload Review** page to either:

- Cancel the full file (and submit a new file for processing)
- Load the valid transactions as “Reported Time” and manually handle the errors

All file and transaction level errors can be viewed in the [Appendix](#) section of this Job Aid.

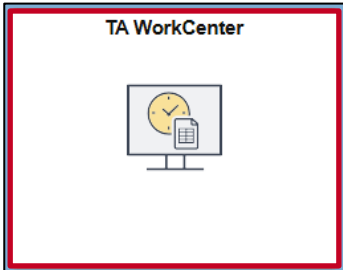
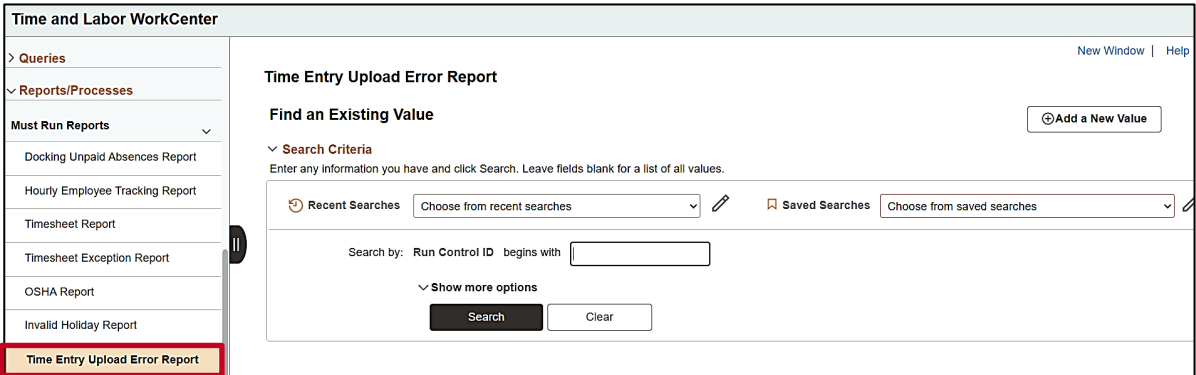
### Generate the Time Entry Upload Error Report

The **Time Entry Upload Error Report** can be viewed for a file after the daily batch process has run to completion. The batch process posts the report to the Report Manager in Cardinal within the Agency specific folder and to the file server for the Agencies to retrieve automatically outside of Cardinal. Reports are available in the Report Manager for 30 calendar days and on the file server for seven days. The error report can be regenerated at any time by end users.

File and transaction level errors identified during file processing are reported on the **Time Entry Upload Error Report** generated by the batch process.

The published Report Manager and file server report results are not updated if time is updated and corrected; however, the error report can be regenerated at any time by end users. The report should be reviewed by the Agency daily or based on the frequency the Agency sends time files.

Follow the steps in this section to learn about how to generate a **Time Entry Upload Error Report**.

| Step                                                                                | Action                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                                                                                  | <p>Navigate to the <b>Time Entry Upload Error Report</b> page by clicking the <b>TA WorkCenter</b> tile.</p>                                                                                                                                               |
|  | <p>For more information pertaining to WorkCenters, see the Job Aid titled <b>Overview of 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>Reports/Processes &gt; Must Run Reports &gt; Time Entry Upload Error Report</b></p> <p><b>Note:</b> WorkCenter sections, folders, and pages may vary based on the user's Security roles.</p>  |

| Step                                                                              | Action                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>Users can also access the <b>Time Entry Upload Error Report</b> page using the following navigation path:</p> <p><b>Menu &gt; Time and Labor &gt; Reports &gt; Time Entry Upload Error Report</b></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>                                                           |
| 2.                                                                                | <p>Enter the Run Control ID in the <b>Run Control ID</b> field.</p> <div> <p>Search by: <b>Run Control ID</b> begins with</p> <input type="text"/> </div>                                                                                                                                                  |
|  | <p>If the user does not have a Run Control ID, click the <b>Add a New Value</b> button to create one. For further information on adding a Run Control ID, see the Web-Based Training (WBT) course titled <b>NAV225 Cardinal HCM Reporting</b> on the Commonwealth of Virginia Learning Center (COVLC).</p> |
| 3.                                                                                | <p>Click the <b>Search</b> button.</p> <div> <input type="button" value="Search"/> <input type="button" value="Clear"/> </div>                                                                                                                                                                             |

The **Time Entry Upload Error Report** page displays.

Time Entry Upload Error Report

Run Control ID

FileLevelExample

Report Manager

Process Monitor

Run

Date Range

\*From Date

\*To Date

File Parameters

☐ Output to File Server

Business Unit Selection

Tree Name

BU\_TA756\_INTIN

\*How Specified

Selected Detailed Values

Tree Node Selector

Select Values/Nodes

|<

<

1-1 of 1

>

>|

| Business Unit | Description |              |              |
|---------------|-------------|--------------|--------------|
| <div></div>   |             | <div>+</div> | <div>-</div> |

Save

Notify

Add

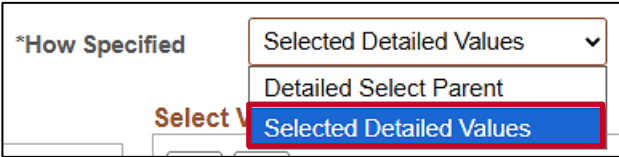
Update/Display





## Time & Attendance Job Aid

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| Step | Action                                                                                                                                                                                                                                                                  |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.   | <p>Enter the <b>Date Range</b> for when the user wants to run the report.</p> <p><b>Note:</b> This can be one day or several days based on the date the Time files were uploaded.</p>  |
| 5.   | <p>Click the <b>How Specified</b> dropdown button and select the "Selected Detailed Values" list item.</p>                                                                             |
| 6.   | <p>Under the <b>Select Values/Nodes</b> section, click the <b>Business Unit Look up</b> icon and select the Agency's Business Unit.</p>                                               |
| 7.   | <p>Click the <b>Run</b> button to run the report.</p>                                                                                                                                |



# Time & Attendance Job Aid

## TA372 Interface Administration

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

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

| Select                              | Description                    | Process Name | Process Type | Type | Format | Distribution |
|-------------------------------------|--------------------------------|--------------|--------------|------|--------|--------------|
| <input checked="" type="checkbox"/> | Time Entry Upload Error Report | VTAR0757     | SQR Report   | Web  | PDF    | Distribution |

8. Click the **OK** button to send the report to the Process Scheduler.

The **Time Entry Upload Error Report** page refreshes and displays the Process Instance Number.

| Business Unit | Description                 |   |   |
|---------------|-----------------------------|---|---|
| 90200         | Puller Veterans Care Center | + | - |



## Time & Attendance Job Aid

### TA372 Interface Administration

| Step | Action                                                                                                                              |
|------|-------------------------------------------------------------------------------------------------------------------------------------|
| 9.   | Click the <b>Process Monitor</b> link to view the report. <div><a href="#">Report Manager</a> <a href="#">Process Monitor</a></div> |

The **Process List** page displays.

Process List

Server List

New Window | Help | Person

View Process Requests

User ID   Type  Last  1 Days

Server  Name   Instance  Range

Run Status  Distribution Status  ☒ Save On Refresh Report Manager

Process List

1-1 of 1 > > | View All

| Select                   | Instance | Seq. | Run Control ID   | Process Type | Process Name | User | Run Date/Time            | Run Status | Distribution Status | Details                 | Actions                 |
|--------------------------|----------|------|------------------|--------------|--------------|------|--------------------------|------------|---------------------|-------------------------|-------------------------|
| <input type="checkbox"/> | 4917170  |      | FileLevelExample | SQR Report   | VTAR0757     |      | 04/21/2026 5:05:20PM EDT | Success    | Posted              | <a href="#">Details</a> | <a href="#">Actions</a> |

Go back to Time Entry Upload Error Report

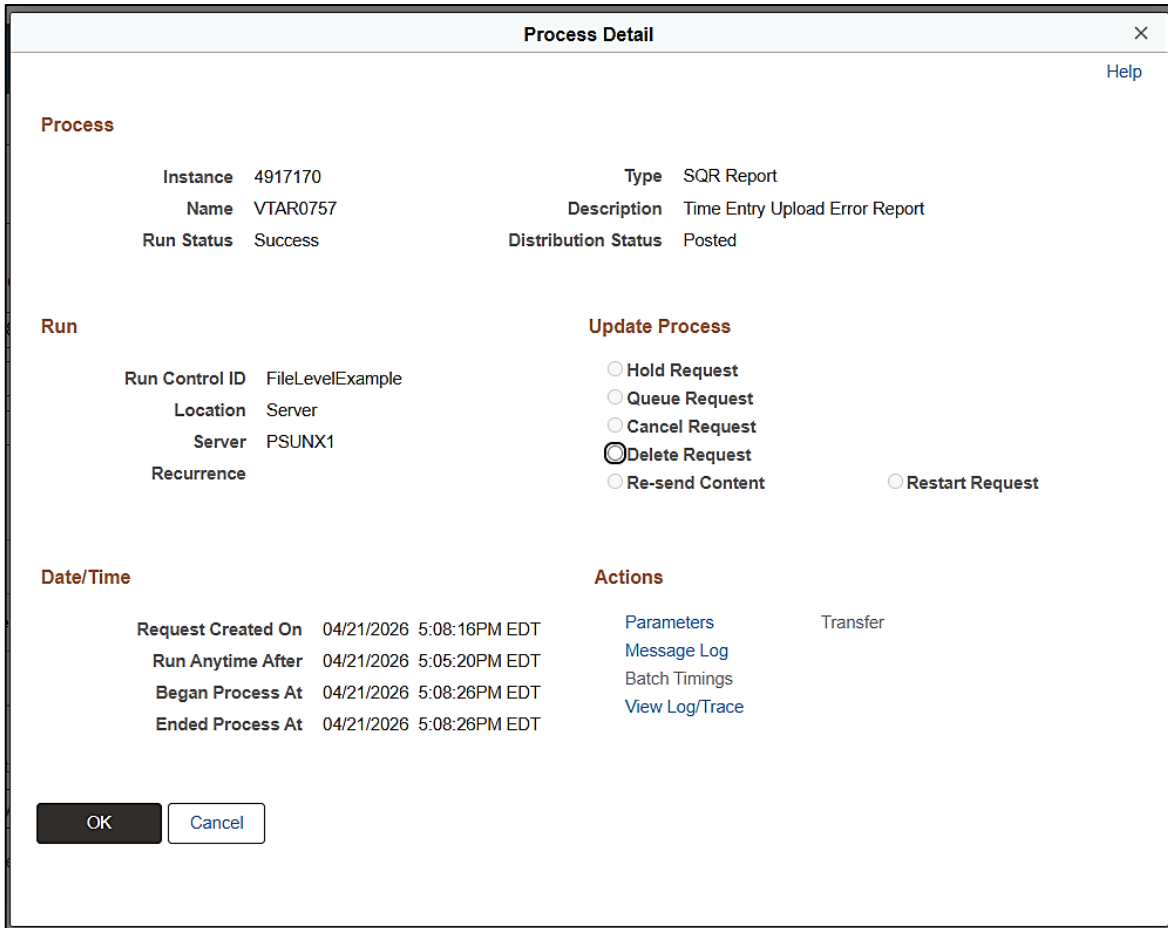
10.

After the report generates, a **Run Status** of “Success” and a **Distribution Status** of “Posted” will display. Click the **Details** link.

| Run Status | Distribution Status | Details                 | Actions   |
|------------|---------------------|-------------------------|-----------|
| Success    | Posted              | <a href="#">Details</a> | ▼ Actions |

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

The **Process Detail** page displays in a pop-up window.



The screenshot shows a 'Process Detail' pop-up window with the following sections:

- Process**
  - Instance: 4917170
  - Name: VTAR0757
  - Run Status: Success
  - Type: SQR Report
  - Description: Time Entry Upload Error Report
  - Distribution Status: Posted
- Run**
  - Run Control ID: FileLevelExample
  - Location: Server
  - Server: PSUNX1
  - Recurrence: (empty)
- Update Process**
  - ☐ Hold Request
  - ☐ Queue Request
  - ☐ Cancel Request
  - ☒ Delete Request
  - ☐ Re-send Content
  - ☐ Restart Request
- Date/Time**
  - Request Created On: 04/21/2026 5:08:16PM EDT
  - Run Anytime After: 04/21/2026 5:05:20PM EDT
  - Began Process At: 04/21/2026 5:08:26PM EDT
  - Ended Process At: 04/21/2026 5:08:26PM EDT
- Actions**
  - [Parameters](#)
  - [Message Log](#)
  - [Batch Timings](#)
  - [View Log/Trace](#)
  - [Transfer](#)

At the bottom are 'OK' and 'Cancel' buttons.

|     |                                                                                                                                        |
|-----|----------------------------------------------------------------------------------------------------------------------------------------|
| 11. | Click the <b>View Log/Trace</b> link.<br><div style="border: 2px solid red; padding: 2px; display: inline-block;">View Log/Trace</div> |
|-----|----------------------------------------------------------------------------------------------------------------------------------------|

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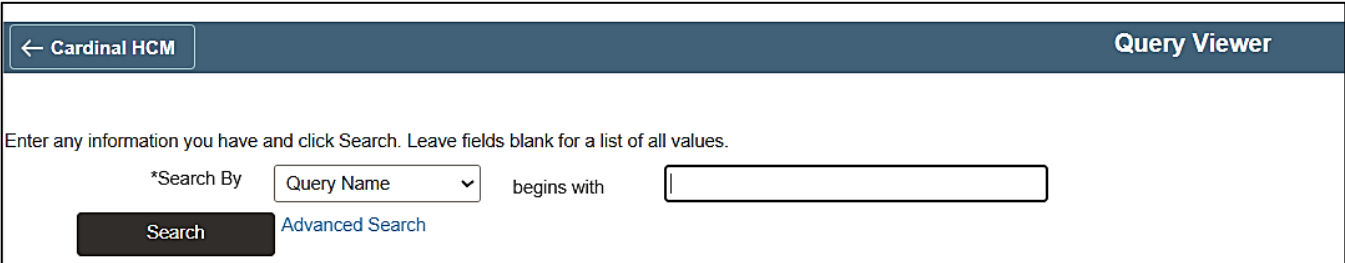
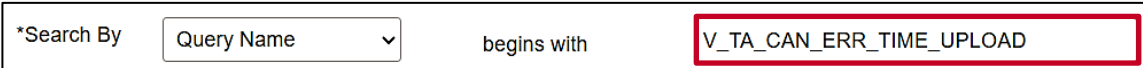


### Running the Cancelled/Error Time Entry Upload Query (V\_TA\_CAN\_ERR\_TIME\_UPLOAD)

The **Cancelled/Error Time Entry Upload** query provides interfaced time data transactions in error or transactions that were cancelled from the **Time Entry Upload Review** page. This query can be run one of two ways:

1. Using the Run Control value of “CAN” to view a list of all transactions cancelled from the **Time Entry Upload Review** page
2. Using the Run Control value of “ERR” to view all errors from the Time Entry Upload process.

Follow the steps in this section to learn how to run a **Cancelled/Error Time Entry Upload** query.

| Step                                                                                | Action                                                                                                                                                                |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                                                                                  | Navigate to the <b>Cancelled/Error Time Entry Upload</b> query viewer page using the following path:<br><b>Menu &gt; Reporting Tools &gt; Query &gt; Query Viewer</b> |
| The <b>Query Viewer</b> page displays.                                              |                                                                                                                                                                       |
|  |                                                                                                                                                                       |
| 2.                                                                                  | Enter “V_TA_CAN_ERR_TIME_UPLOAD” in the <b>begins with</b> field.<br>             |
| 3.                                                                                  | Click the <b>Search</b> button.<br>                                                |



## Time & Attendance Job Aid

### TA372 Interface Administration

Step

Action

The **Query Viewer** page displays the V\_TA\_CAN\_ERR\_TIME\_UPLOAD query.

← Cardinal HCM

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By

Query Name

begins with

V\_TA\_CAN\_ERR\_TIME\_UPLOAD

Search

Advanced Search

Search Results

\*Folder View

-- All Folders --

Query

1-1 of 1

View All

| Query Name               | Description                    | Owner  | Folder | Run to HTML | Run to Excel | Run to XML | Schedule | Definitional References | Add to Favorites |
|--------------------------|--------------------------------|--------|--------|-------------|--------------|------------|----------|-------------------------|------------------|
| V_TA_CAN_ERR_TIME_UPLOAD | Cancelled/Error Time Entry Qry | Public |        | HTML        | Excel        | XML        | Schedule | Lookup References       | Favorite         |

4.

Click the **Excel** link to run the query to a Microsoft Excel file.

| Run to HTML | Run to Excel | Run to XML | Schedule | Definitional References | Add to Favorites |
|-------------|--------------|------------|----------|-------------------------|------------------|
| HTML        | Excel        | XML        | Schedule | Lookup References       | Favorite         |

i

Selecting **HTML** will run the query in a new page in Cardinal and is great for viewing the query data before exporting it.

The V\_TA\_CAN\_ERR\_TIME\_UPLOAD query displays.

V\_TA\_CAN\_ERR\_TIME\_UPLOAD - Cancelled/Error Time Entry Qry

Business Unit

Dept ID (blank for all)

Employee ID (blank for all)

File Name

\*\* From Date

\*\* To Date

\*\* CAN/ERR

View Results

i

The **Business Unit**, **From Date**, **To Date**, and **CAN/ERR** fields are all required fields.





# Time & Attendance Job Aid

## TA372 Interface Administration

| Step | Action                                        |
|------|-----------------------------------------------|
| 5.   | Enter the fields needed to run the query.<br> |
| 6.   | Click the <b>View Results</b> button.<br>     |

The query displays based on the criteria entered.

V\_TA\_CAN\_ERR\_TIME\_UPLOAD - Cancelled/Error Time Entry Qry

\* Business Unit 21400

Dept ID (blank for all)

Employee ID (blank for all)

File Name

\* From Date 04/01/2022

\* To Date 07/08/2022

\* CAN/ERR CAN

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (10 kb)

View All

First 1-10 of 10 Last

| Row | Filename                             | Empl ID | Empl Rcd | Name | Business Unit | Position Number from Job data | Position Number from File | Position Title        | Dept ID | Empl Type | Dur | TBC        | TL Quantity  | Create Date | Error Status | Error Number | Shift | Fund | Program | Dept | Cost Center | Task | FIPS Asset | Agency Use 1 | Agency Use 2 | PC Business Unit | Project Activity | Resource Type | Resource Category | Product Resource Subcategory | Program Agency Code | Agency Value |  |
|-----|--------------------------------------|---------|----------|------|---------------|-------------------------------|---------------------------|-----------------------|---------|-----------|-----|------------|--------------|-------------|--------------|--------------|-------|------|---------|------|-------------|------|------------|--------------|--------------|------------------|------------------|---------------|-------------------|------------------------------|---------------------|--------------|--|
| 1   | 21400_TA756_IN_05252022_1231_001.DAT | 999     |          |      | 21400         |                               |                           | LVUC0193 HELP #144014 | 21400   |           |     | 05/09/2022 | FER 4.500000 | 05/25/2022  | X            | Cancel       |       |      |         |      |             |      |            |              |              |                  |                  |               |                   |                              |                     |              |  |
| 2   | 21400_TA756_IN_05252022_1231_001.DAT | 999     |          |      | 21400         |                               |                           | LVUC0193 HELP #144014 | 21400   |           |     | 05/10/2022 | FER 7.750000 | 05/25/2022  | X            | Cancel       |       |      |         |      |             |      |            |              |              |                  |                  |               |                   |                              |                     |              |  |
| 3   | 21400_TA756_IN_05252022_1231_001.DAT | 999     |          |      | 21400         |                               |                           | LVUC0193 HELP #144014 | 21400   |           |     | 05/11/2022 | FER 7.750000 | 05/25/2022  | X            | Cancel       |       |      |         |      |             |      |            |              |              |                  |                  |               |                   |                              |                     |              |  |
| 4   | 21400_TA756_IN_05252022_1231_001.DAT | 999     |          |      | 21400         |                               |                           | LVUC0193 HELP #144014 | 21400   |           |     | 05/12/2022 | FER 7.750000 | 05/25/2022  | X            | Cancel       |       |      |         |      |             |      |            |              |              |                  |                  |               |                   |                              |                     |              |  |
| 5   | 21400_TA756_IN_05252022_1231_001.DAT | 999     |          |      | 21400         |                               |                           | LVUC0193 HELP #144014 | 21400   |           |     | 05/13/2022 | FER 4.500000 | 05/25/2022  | X            | Cancel       |       |      |         |      |             |      |            |              |              |                  |                  |               |                   |                              |                     |              |  |
| 6   | 21400_TA756_IN_05252022_1231_001.DAT | 999     |          |      | 21400         |                               |                           | LVUC0193 HELP #144014 | 21400   |           |     | 05/15/2022 | FER 4.500000 | 05/25/2022  | X            | Cancel       |       |      |         |      |             |      |            |              |              |                  |                  |               |                   |                              |                     |              |  |
| 7   | 21400_TA756_IN_05252022_1231_001.DAT | 999     |          |      | 21400         |                               |                           | LVUC0193 HELP #144014 | 21400   |           |     | 05/17/2022 | FER 7.750000 | 05/25/2022  | X            | Cancel       |       |      |         |      |             |      |            |              |              |                  |                  |               |                   |                              |                     |              |  |
| 8   | 21400_TA756_IN_05252022_1231_001.DAT | 999     |          |      | 21400         |                               |                           | LVUC0193 HELP #144014 | 21400   |           |     | 05/18/2022 | FER 7.750000 | 05/25/2022  | X            | Cancel       |       |      |         |      |             |      |            |              |              |                  |                  |               |                   |                              |                     |              |  |
| 9   | 21400_TA756_IN_05252022_1231_001.DAT | 999     |          |      | 21400         |                               |                           | LVUC0193 HELP #144014 | 21400   |           |     | 05/19/2022 | FER 7.750000 | 05/25/2022  | X            | Cancel       |       |      |         |      |             |      |            |              |              |                  |                  |               |                   |                              |                     |              |  |



Open the file to view a list of all transactions cancelled from the Time Entry Upload process. If the user ran this query by selecting the **CAN/ERR** field and selected “ERR” then open the file to view all errors from the Time Entry Upload process.

Remember, to run this query for “CAN” and “ERR” separately.

When “ERR” is selected, employee transaction errors will display specific employee data with error descriptions.

The file can be uploaded again with corrected transactions even if it is under the threshold.

To review and manage the transaction errors online in Cardinal, navigate to the [Time Entry Upload Review page](#) of this Job Aid.

### Time Entry Upload Review Page

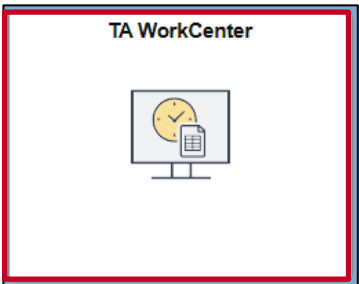
The **Time Entry Upload Review** page is used to view the transactions in the file that did not successfully upload as Reported Time. If the total error percentage in the file is more than the error threshold, can upload the file again.

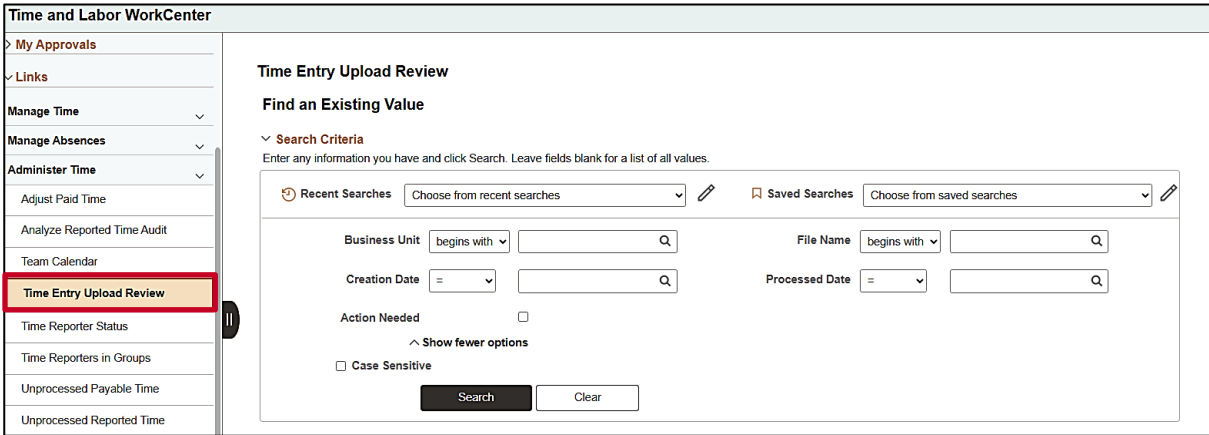
**Note:** The file can be uploaded again even if it is under the threshold. This is an Agency decision.

Use the **Time Entry Upload Review** page to correct the error transactions and re-submit for loading the transaction as Reported Time. The user can also cancel the transaction and correct the transaction directly on the Timesheet.

**Note:** Using direct Timesheet entry should only be used as a last resort. The adjustments should be made in the source system as needed to keep the systems in sync.

Follow the steps in this section to learn how to view the **Time Entry Upload Review** page.

| Step                                                                                | Action                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                                                                                  | <p>Navigate to the <b>Time Entry Upload Review</b> page by clicking the <b>TA WorkCenter</b> tile.</p>           |
|  | <p>For more information pertaining to WorkCenters, see the Job Aid titled <b>Overview of 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; Time Entry Upload Review</b></p> <p><b>Note:</b> WorkCenter sections, folders, and pages may vary based on the user's Security roles.</p>  |
|    | <p>Users can also access the <b>Time Entry Upload Review</b> page using the following navigation path:</p> <p><b>Menu &gt; Cardinal Interfaces &gt; TA Interfaces &gt; Time Entry Upload Review</b></p>                                                                                                                 |
| 2.                                                                                  | <p>Enter the Business Unit in the <b>Business Unit</b> field.</p>                                                                                                                                                                    |
| 3.                                                                                  | <p>Click the <b>Search</b> button.</p>                                                                                                                                                                                               |
|  | <p>When the <b>Action Needed</b> checkbox is selected, the search results will only include files with outstanding errors or transactions in a “Hold”, “Staged”, or “Updated” status.</p>                                                                                                                               |



# Time & Attendance Job Aid

## TA372 Interface Administration

Step

Action

The **Time Entry Upload Review** page search results display on the bottom of the page.

Time Entry Upload Review

Find an Existing Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches

Choose from recent searches

▼

Saved Searches

Choose from saved searches

▼

Business Unit

begins with

▼

10000

Q

File Name

begins with

▼

Q

Creation Date

=

▼

Q

Processed Date

=

▼

Q

Action Needed

☐

^ Show fewer options

☐ Case Sensitive

Search

Clear

Save Search

▼ Search Results

23 results - Business Unit "10000"

<

1-10 of 23

▼

>

>|

View All

| Validation Instance | Business Unit | File Name                            | Creation Date | Processed Date | Action Needed |   |
|---------------------|---------------|--------------------------------------|---------------|----------------|---------------|---|
| 202306201310001     | 10000         | 10000_TA756_IN_06202023_1310_001.DAT | 06/20/2023    | 06/21/2023     | Y             | > |
| 202306200934001     | 10000         | 10000_TA756_IN_06202023_0934_001.DAT | 06/20/2023    | 06/21/2023     | N             | > |
| 202306061222001     | 10000         | 10000_TA756_IN_06062023_1222_001.DAT | 06/06/2023    | 06/07/2023     | N             | > |
| 202306051120001     | 10000         | 10000_TA756_IN_06052023_1120_001.DAT | 06/05/2023    | 06/07/2023     | N             | > |

i

The list of files displays with an **Action Needed** indicator of “Y” (Yes) or “N” (No).

4.

Click a link from the **File Name** column.

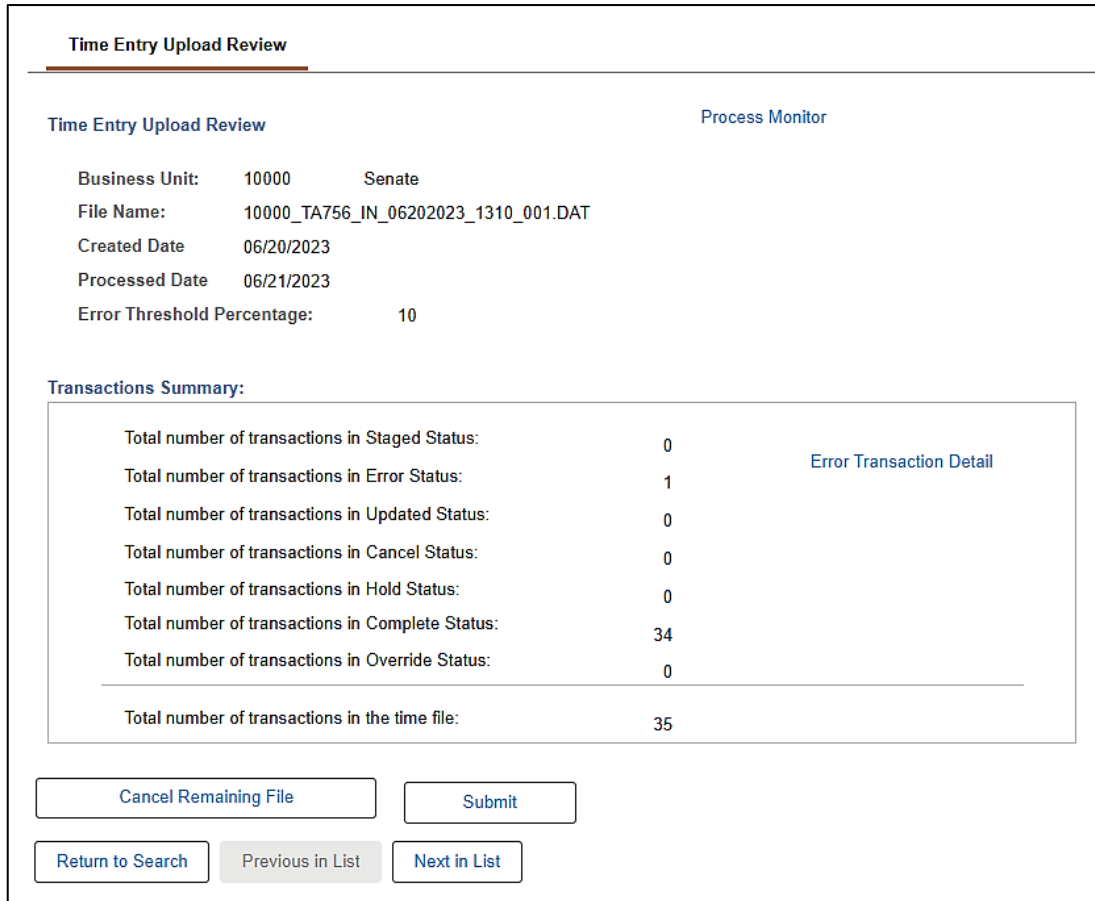
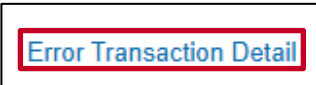
File Name

10000\_TA756\_IN\_06202023\_1310\_001.DAT

10000\_TA756\_IN\_06202023\_0934\_001.DAT

10000\_TA756\_IN\_06062023\_1222\_001.DAT

10000\_TA756\_IN\_06052023\_1120\_001.DAT

| Step                                                                                | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                     | <p>The <b>Time Entry Upload Review</b> page displays.</p> <div data-bbox="267 373 1356 1268">  </div>                                                                                                                                                                                                                                                                                                                        |
|  | <p>The <b>Transaction Summary</b> section of the page displays status totals for all transactions in the file.</p> <p>If a File Name with an Action Needed of “Y”, is selected, there are either outstanding errors and the <b>Error Transaction Detail</b> link is available from the <b>Transaction Summary</b> page, or there are transactions in a “Hold”, “Staged”, or “Updated” status. The <b>Cancel Remaining File</b> button is also available and if used, the file will be discarded for upload.</p> |
| 5.                                                                                  | <p>Click the <b>Error Transaction Detail</b> link to view the Transaction Level errors.</p> <div data-bbox="267 1606 581 1690">  </div>                                                                                                                                                                                                                                                                                      |



## Transaction Statuses and Definitions

| Transaction Status | Definition |
|--------------------|------------|
|--------------------|------------|



|          |                                                                                                                                                                                                                                                                                                                                                                              |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Staged   | Waiting for file submit. The user will not see this data on the <b>Time Entry Upload Review</b> page.                                                                                                                                                                                                                                                                        |
| Error    | Transactions that failed validation viewable from the <b>Time Entry Upload Review</b> page.                                                                                                                                                                                                                                                                                  |
| Update   | Transactions updated are viewable from the <b>Time Entry Upload Review</b> page.                                                                                                                                                                                                                                                                                             |
| Cancel   | User chose to cancel and transaction is unavailable from the <b>Time Entry Upload Review</b> page.                                                                                                                                                                                                                                                                           |
| Hold     | There are multiple transactions for an employee for the day, and some passed validation, but at least one errored out. Lines in error will display from the <b>Time Entry Upload Review</b> page. Transactions on hold for the day are viewable from the <b>Hold</b> link and waiting for the transaction in error to be corrected so all transaction for day can be loaded. |
| Complete | Number of transactions successfully loaded as Reported Time in "Approved" workflow status.                                                                                                                                                                                                                                                                                   |
| Override | A later transaction overlaid the original file.                                                                                                                                                                                                                                                                                                                              |

## Time Entry Upload – Troubleshooting Guide



## Time & Attendance Job Aid

### TA372 Interface Administration

The following are frequently asked questions and common issues reported by Agencies, along with guidance to research and resolve problems with the Time Entry Upload interface and process. Before contacting State Payroll Operations (SPO) or opening a Post Production Support (PPS) ticket, review the guidance below and research to identify the step and status the time transactions are in to determine what action is needed. The Agency Interface Administrator(s) should communicate to other Agency contacts who review timesheet and payroll data (i.e., TL Administrators, Payroll Administrators) in the event of any major issue or delay with the time file processing for awareness.

| Troubleshooting Guide                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Issue/Question                                               | Guidance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 1. Transactions are not appearing on the Payroll Register    | Check to verify that the time is in "Taken by Payroll" (TP) Payable Status on the Timesheet/Timesheet Report. Time in "TP" Payable Status has been loaded to payroll and is pending a Pay Calculation to generate the time on the register. This could be a timing issue if the time was loaded to payroll after the timesheet due date and Final Calc. The Agency should reach out to State Payroll Operations (SPO) to request an ad hoc Pay Calculation due to late submitted/processed time.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 2. Transactions are on Payable Time but not Taken by Payroll | <p>If the time is in "Estimated" (ES) Payable Status on the Timesheet/Timesheet Report, the interfaced or reported time has been processed by the Time Administration process and has become payable but has not yet been loaded to payroll by the Time and Labor Load to Payroll process. This could be a timing issue if the time was interfaced or submitted and approved online after the timesheet due date and the Final Time and Labor Load to Payroll process. The Agency should reach out to State Payroll Operations (SPO) to request accommodation for the late submitted/processed time. SPO will determine the appropriate course of action, which may be an ad hoc Time and Labor Load to the current Payroll, process in an off-cycle Payroll, or the transactions will be loaded when the next regular pay period paysheets are created.</p> <p>If overtime/premium pay time is in "Overtime Hold" (VH) Payable Status on the Timesheet/Timesheet Report, it is subject to Overtime Lag and has not been released for payment yet. See the Job Aid titled <a href="#">TA372 Overtime Lag Overview</a> for more information on when to expect overtime to be released for payment.</p> |



| Issue/Question                                                                    | Guidance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>3. Transactions are on the timesheet as Reported Time but not Payable Time</p> | <p>If the time appears as Reported Time but not Payable Time on the Timesheet or has appeared on the Timesheet Report with a Reported Status populated but a “blank” Payable Status, the interfaced or reported time has not been processed by the Time Administration process. The Time Administration process runs nightly after the Time Entry Upload and every two hours during business days to process time submitted and approved online.</p> <p>If the Reported Time is in “Approved” (AP) Status, this could be a timing issue if the time was approved online after the last run of the Time Administration process. If the approved Reported Time still does not become Payable Time after the next Time Administration process runs, check if there are any high exceptions generated for the employee, as high exceptions can prevent time from becoming payable and must be resolved. If there are no high exceptions, check the employee’s TA Status and Earliest Change Date (ECD) to verify the employee is flagged for processing with a date on or before the date of the time pending processing. If unable to determine why the Reported Time in “Approved” (AP) Status is not processing, open a Post Production Support (PPS) ticket for further assistance.</p> <p>If the Reported Time is in “Needs Approval/Approval” (NA) Status, the time was submitted online via the Timesheet or <b>Time Entry Upload Review</b> page and has not been approved. The Reports To approver of the transactions must first approve the time before it will be processed by the Time Administration process to become Payable Time.</p> |

| <p>4. Transactions are not on the timesheet as Reported Time</p>   | <p>If the time does not appear as Reported Time on the timesheet or is not shown in the Timesheet Report, the transactions were not successfully loaded to Cardinal via the interface. Check the <b>Time Entry Upload Review</b> page, <b>Time Entry Upload Error Report</b>, or the <b>Cancelled/Error Time Entry Upload Query</b> to see if the transactions are in “Error” Status (or “Hold” Status due to related error) or “Staged” Status due to total error percentage over the threshold. See the <a href="#">Time Entry Upload Review page section</a> of this Job Aid for information on error handling. Transactions in “Complete” Status have been successfully loaded as Reported Time. Ultimately after error handling, all valid transactions must either be in “Complete” Status or entered directly on the timesheet to be Reported Time.</p> <p>A common transaction error handling mistake is cancelling the transactions via the <b>Time Entry Upload Review</b> page but not submitting/approving corrected transactions on the timesheet or not transmitting the corrected transactions in the next file. Another common mistake is after reviewing and/or cancelling errors on the <b>Time Entry Upload Review</b> page, the remaining transactions in “Staged” Status are not submitted and remain in “Staged” Status (must click Submit to load and move to “Complete” Status).</p> |
|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Issue/Question                                                     | Guidance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p>5. Time in Agency system not in Time File</p>                   | <p>If the time file was processed successfully in Cardinal and there are expected transactions not loaded as “Reported Time/Complete” Status and not in another status pending further handling such as “Staged” Status or “Error” Status, check to verify if the transactions were actually included in the file transmitted by the Agency. Reach out to your Agency Interface Administrator or Agency technical contacts to troubleshoot if expected transactions in the Agency timekeeping system were not included in the file transmitted to Cardinal.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p>6. Time File was processed but not loaded due to file error</p> | <p>If the File Name does not appear in <b>Time Entry Upload Review</b> page search, check the <b>Time Entry Upload Error</b> report to see if the file was loaded but there was a file level error. The report will indicate the details of the file error. The Agency must address the file error by submitting a corrected file with a new name for processing or the transactions must be entered directly on the timesheet and approved for processing.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |



## Time & Attendance Job Aid

### TA372 Interface Administration

|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7. Time File was not processed | <p>If the File Name does not appear in the <b>Time Entry Upload Error</b> report, it was not processed in Cardinal. Check if the Time File was transmitted by the Agency and is in the Cardinal inbound production folder. If the file is not in the folder, there may be an issue with the Agency timekeeping system and/or interface program that prevented the file from generating or an issue with the Agency's access that prevented the file from loading to the server or possibly the file was transferred to an inbound test folder by mistake. Reach out to your Agency Interface Administrator or Agency technical contacts to troubleshoot.</p> <p>If the Time File is in the Cardinal inbound production folder but was transmitted after the 10pm deadline, it will be picked up for processing by the next scheduled nightly Time Entry Upload. The Time Entry Upload interface jobs are scheduled based on the nightly workday batch schedule and will not run on holidays or weekends.</p> <p>If the Time File is in the Cardinal inbound production folder and was transmitted before the 10pm deadline on a non-holiday business day, the Time Entry Upload batch process may have failed, and the Cardinal team is working to address the issue and will process the files and error reports manually when the issue is resolved. Cardinal will communicate with impacted Agency Interface contacts in the rare event this occurs.</p> |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Issue/Question                                                             | Guidance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8. Time File submitted after final deadline and requires urgent processing | <p>The final deadline for transmitting Time Files for each pay period is noted in the Payroll Schedules and HCM Operations Calendar published by State Payroll Operations (SPO). These final deadlines consider holidays/weekends and batch processing schedules and are set to allow sufficient time for the Agency to review the time for the pay period and handle errors as needed before the final Time and Labor Load to Payroll process.</p> <p>In the event that a Time File is submitted or corrected and resubmitted after the final deadline and requires urgent processing, the Agency must open a Post Production Support (PPS) ticket by emailing VCCC (<a href="mailto:vccc@vita.virginia.gov">vccc@vita.virginia.gov</a>) with "Cardinal TA: Urgent Time File Processing Request" in the subject line to request urgent ad hoc processing. The Cardinal PPS Team will work with the Cardinal Batch Team and SPO to follow all steps necessary to load the successful transactions to payroll.</p> |

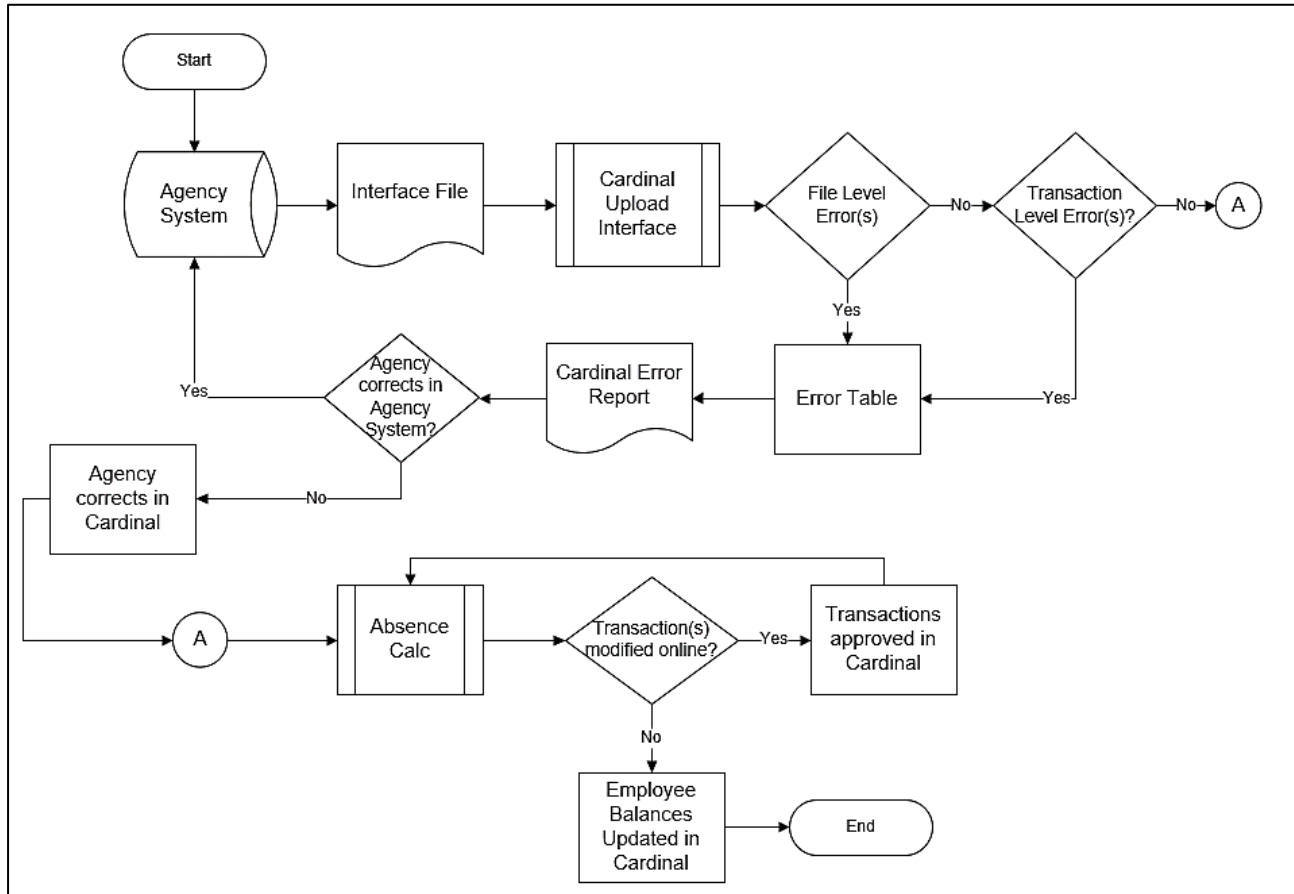
### Absence Data Upload Process

Cardinal loads absence take data for active salaried employees from Agency systems to Cardinal Absence Management (AM) using the Absence Entry Upload program. This is specifically for Agencies that use Cardinal as their leave system of record. The following steps are outlined for use by the TA Interface Administrator role, which is responsible for the Absence Data Upload process oversight and error resolution.

The interface for the Absence Upload will load the Absence Takes into the current system from the files provided by various Agencies.

1. The Agency sends absence entry data using a Cardinal flat file template posted on the secure Cardinal servers for processing. External system files should be placed in the Cardinal File Transfer Protocol (FTP) server folder.
2. The Absence Data Upload program is run in batch and processes any inbound absence entry files.
3. Cardinal receives the Absence Upload program files and checks for file level errors and will reject those files without loading transactions. These file level errors will display on the **Absence Data Upload Error Report** and the **Absence Data Upload Error Query**.
4. The valid transactions load as Absence Events in “Approved” status and transactions with errors are viewable on the **Absence Data Upload Error Report**.
5. The Agency will use the **Absence Data Upload Error Report** to view transaction level errors. The TA Interface Administrator should review for errors daily or based on the frequency the Agency sends absence files.
6. TA Interface Administrators can run the **Absence Data Upload Error Query** to review a list of Absence Upload errors interfacing Agencies encountered during the Absence Data Upload file process. This query includes the errors along with the error messages for TA Interface Administrators to review.
7. The Agency Absence Administrator role can add or change interfaced transactions directly on the Timesheet or on the **Absence Event** page, if necessary. Absence updates on the Timesheet for interfacing employees require Reported Time approval in Cardinal.
8. The TA Interface Administrator for the Agency should also have the Absence Administrator role to access the report and Agency timesheets. Employees with interfaced absences will not have access to report absences online.

### Absence Data Upload Process Flow



**Absence Data Upload Error Processing**

There are two different rejection error levels for the Absence Entry Upload program:

- **File Level Error:** A file level error will occur if the file does not meet the file layout or other file requirements (e.g., corrupted file or invalid file name). If a file level error occurs, none of the transaction data in the file is uploaded into Cardinal. The file must be corrected by the Agency and re-sent to Cardinal for processing.
- **Transaction Level Error:** A transaction level error occurs if the file is successfully processed by Cardinal (no file level errors exist), but individual transactions contain invalid values or do not meet interfacing absence reporting requirements for the employee or Agency (e.g., missing required fields for a transaction). If a transaction level error occurs, only the transaction(s) with errors are rejected and all other transactions in the file are uploaded to Cardinal. The errored transaction(s) should be corrected in the Agency source system and re-sent to Cardinal or corrected manually in Cardinal by the Absence Administrator.

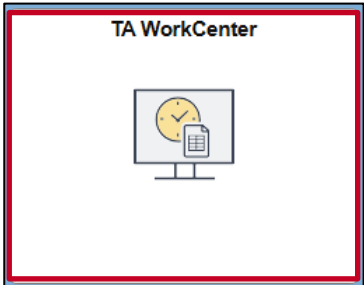
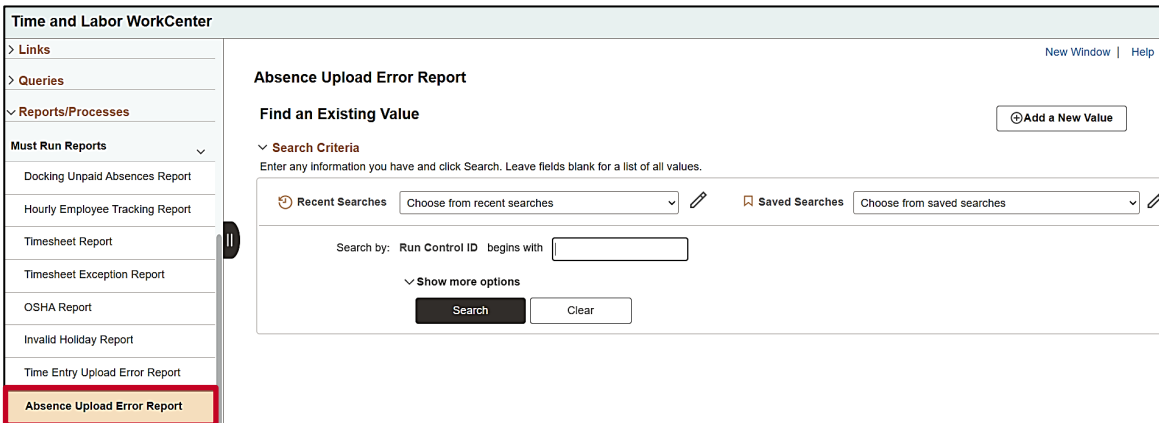
### Generate the Absence Entry Upload Error Report

The **Absence Entry Upload Error Report** can be generated for a file after the daily batch process has run to completion. The batch process posts the report to the Report Manager in Cardinal in the Agency specific folder and to the file server for the Agencies to retrieve automatically outside of Cardinal. Reports are available in the Report Manager for 30 calendar days and on the file server for seven days. The error report can be regenerated at any time by end users.

File and transaction level errors identified during file processing are reported on the **Absence Entry Upload Error Report** generated by the batch process.

The published Report Manager and file server report results are not updated if time is updated and corrected; however, the error report can be regenerated at any time by end users. The report should be reviewed by the Agency daily or based on the frequency with which the Agency sends absence files.

Follow the steps in this section to learn how to generate the **Absence Entry Upload Error Report**.

| Step                                                                                | Action                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                                                                                  | <p>Navigate to the <b>Absence Upload Error Report</b> page by clicking the <b>TA WorkCenter</b> tile.</p>                                                                                                                                               |
|  | <p>For more information pertaining to WorkCenters, see the Job Aid titled <b>Overview of 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>Reports/Processes &gt; Must Run Reports &gt; Absence Upload Error Report</b></p> <p><b>Note:</b> WorkCenter sections, folders, and pages may vary based on the user's Security roles.</p>  |

| Step                                                                              | Action                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Users can also access the <b>Absence Upload Error Report</b> page using the following navigation path:<br><b>Menu &gt; Global Payroll &amp; Absence Mgmt &gt; Absence and Payroll Processing &gt; Reports &gt; Absence Upload Error Report</b>                                                      |
| 3.                                                                                | Enter the Run Control ID in the <b>Run Control ID</b> field.<br><br><div> Search by: Run Control ID begins with <input type="text"/> </div>                                                                                                                                                         |
|  | If the user does not have a Run Control ID, click the <b>Add a New Value</b> button to create one. For further information on adding a Run Control ID, see the Web-Based Training (WBT) course titled <b>NAV225 Cardinal HCM Reporting</b> on the Commonwealth of Virginia Learning Center (COVLC). |
| 4.                                                                                | Click the <b>Search</b> button.<br><br><div> <input type="button" value="Search"/> <input type="button" value="Clear"/> </div>                                                                                                                                                                      |

The **Absence Upload Error Report** page displays.

### Absence Upload Error Report

Run Control ID: ABS\_UPLOAD\_ERROR\_REPORT
Report Manager
Process Monitor

**Date Range**

\*From Date 
\*To Date

**File Parameters**
☐ Output to File Server

**Business Unit Selection**

\*Tree Name 
How Specified: Select Detail Values

**Tree Node Selector**

**Select Values/Nodes**

| Business Unit        | Description          |                                  |                                                                   |
|----------------------|----------------------|----------------------------------|-------------------------------------------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="button" value="Q"/> | <input type="button" value="+"/> <input type="button" value="-"/> |





# Time & Attendance Job Aid

## TA372 Interface Administration

| Step          | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |               |              |  |  |             |  |              |              |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------|--|--|-------------|--|--------------|--------------|
| 5.            | <p>Enter the <b>Date Range</b> for when the user wants to run the report.</p> <p><b>Note:</b> This can be one day or several days based on the date the absence files were uploaded.</p> <div><div>Date Range</div><div><div>*From Date</div><div></div><div></div><div>*To Date</div><div></div><div></div></div></div>                                                                                                                                                         |               |              |  |  |             |  |              |              |
| 6.            | <p>Click the <b>How Specified</b> dropdown button and select the “Selected Detail Values” list item.</p> <div><div>How Specified</div><div>Select Detail Values</div><div>Select Values/Nodes</div><div>Select Detail Values</div><div>*Business Unit</div><div>Select Parent Nodes</div></div>                                                                                                                                                                                  |               |              |  |  |             |  |              |              |
| 7.            | <p>Under the <b>Select Values/Nodes</b> section, click the <b>Business Unit Look up</b> icon and select the Agency’s Business Unit.</p> <div><div>Select Values/Nodes</div><div><div><div></div><div></div></div><div>&lt;</div><div>&gt;</div><div>1-1 of 1</div><div>&lt;</div><div>&gt;</div></div><table><tr><th>Business Unit</th><th>Description</th><th></th><th></th></tr><tr><td><div></div></td><td></td><td><div>+</div></td><td><div>-</div></td></tr></table></div> | Business Unit | Description  |  |  | <div></div> |  | <div>+</div> | <div>-</div> |
| Business Unit | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |               |              |  |  |             |  |              |              |
| <div></div>   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <div>+</div>  | <div>-</div> |  |  |             |  |              |              |
| 8.            | <p>Click the <b>Run</b> button to run the report.</p> <div><div>Run</div></div>                                                                                                                                                                                                                                                                                                                                                                                                  |               |              |  |  |             |  |              |              |

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

Process Scheduler Request

Help

User ID

Run Control ID ABS\_UPLOAD\_ERROR\_REPORT

Server Name

Run Date 04/26/2026

Recurrence

Run Time 2:55:55PM

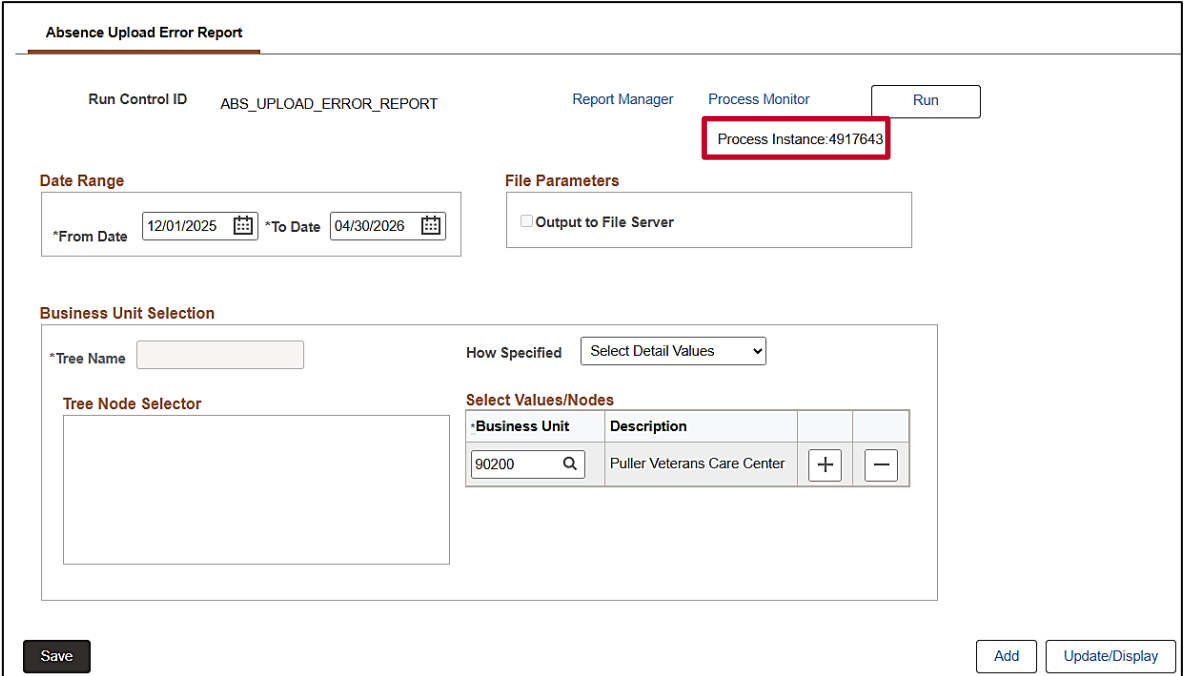
Time Zone

Reset to Current Date/Time

Process List

| Select                              | Description                   | Process Name | Process Type | Type | Format | Distribution |
|-------------------------------------|-------------------------------|--------------|--------------|------|--------|--------------|
| <input checked="" type="checkbox"/> | Absence Data Upload Error Rpt | VTAR0674     | SQR Report   | Web  | PDF    | Distribution |

OK Cancel

| Step                                                                                                                                                                                           | Action                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| 9.                                                                                                                                                                                             | <p>Click the <b>OK</b> button to send the report to the Process Scheduler.</p> <div> <div>OK</div> <div>Cancel</div> </div>        |
| <p>The <b>Absence Upload Error Report</b> page displays with the Process Instance Number.</p> <div>  </div> |                                                                                                                                    |
| 10.                                                                                                                                                                                            | <p>Click the <b>Process Monitor</b> link to view the report.</p> <div> <div>Report Manager</div> <div>Process Monitor</div> </div> |



# Time & Attendance Job Aid

## TA372 Interface Administration

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

The **Process List** page displays.

11. After the report generates, a **Run Status** of “Success” and **Distribution Status** of “Posted” will display. Click the **Details** link.

| Run Status | Distribution Status | Details                 | Actions   |
|------------|---------------------|-------------------------|-----------|
| Success    | Posted              | <a href="#">Details</a> | ▼ Actions |

The **Process Detail** page displays in a pop-up window.

| Step | Action                                                             |
|------|--------------------------------------------------------------------|
| 12.  | Click the <b>View Log/Trace</b> link.<br><div>View Log/Trace</div> |

The **View Log/Trace** page displays in a pop-up window.

View Log/Trace

Help

Report

Report ID 3863658

Process Instance 4917643

Message Log

Name VTAR0674

Process Type SQR Report

Run Status Success

Absence Data Upload Error Rpt

Distribution Details

Distribution Node hrptm

Expiration Date 05/26/2026

File List

| Name                         | File Size (bytes) | Datetime Created                |
|------------------------------|-------------------|---------------------------------|
| 90200_TA674_042620261456.pdf | 36,623            | 04/26/2026 2:56:24.258038PM EDT |
| SQR_VTAR0674_4917643.log     | 2,099             | 04/26/2026 2:56:24.258038PM EDT |
| vtar0674_4917643.out         | 0                 | 04/26/2026 2:56:24.258038PM EDT |

Distribute To

Distribution ID Type

Distribution ID

User 00861460400

Return

13.

Click the **PDF** link to view the report.

File List

| Name                         | File Size (bytes) | Datetime Created                |
|------------------------------|-------------------|---------------------------------|
| 90200_TA674_042620261456.pdf | 36,623            | 04/26/2026 2:56:24.258038PM EDT |
| SQR_VTAR0674_4917643.log     | 2,099             | 04/26/2026 2:56:24.258038PM EDT |
| vtar0674_4917643.out         | 0                 | 04/26/2026 2:56:24.258038PM EDT |

i

If the file contains errors, the PDF file name will contain the word “ERROR”.



# Time & Attendance Job Aid

## TA372 Interface Administration

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

The selected **Absence Entry Upload Error Report** displays.



Commonwealth of Virginia

ABSENCE DATA UPLOAD ERROR REPORT

Run Date: 02/01/2021  
Run Time: 02:19 00

Report ID: 92A574

Interfacing Business Unit: 19400 Department of General Services  
Uploaded Date Range: 08/21/2020 To 08/21/2020

File Name: 19400\_TAT54\_IN\_08212020\_1325\_003.DAT  
Upload Run Date: 08/21/2020

Page No. 1 of 6

| Employee ID | Business Unit | Absence Type | Element    | Reason     | Absence Begin Date | Absence End Date | Absence Duration                                                                 | Error Field | Error Description |
|-------------|---------------|--------------|------------|------------|--------------------|------------------|----------------------------------------------------------------------------------|-------------|-------------------|
| 19400       | FSK TAKE ELEM | FSK          | 12/26/2019 | 12/26/2019 | 0                  | BUSINESS UNIT    | Employee Business Unit in file does not match Employee Business Unit in Cardinal |             |                   |
| 19400       | FSK TAKE ELEM | FSK          | 12/26/2019 | 12/26/2019 | 0                  | EMPLID           | Employee does not have a work schedule assigned                                  |             |                   |
| 19400       | FVC TAKE ELEM | FVC          | 12/23/2019 | 12/23/2019 | 0                  | BUSINESS UNIT    | Employee Business Unit in file does not match Employee Business Unit in Cardinal |             |                   |
| 19400       | FVC TAKE ELEM | FVC          | 12/23/2019 | 12/23/2019 | 0                  | EMPLID           | Employee does not have a work schedule assigned                                  |             |                   |
| 19400       | FVC TAKE ELEM | FVC          | 12/20/2019 | 12/20/2019 | 0                  | BUSINESS UNIT    | Employee Business Unit in file does not match Employee Business Unit in Cardinal |             |                   |

Total number of rows submitted3

Total number of rows with Errors3

Total number of rows successfully Processed0

Total number of Absence hours submitted24

Total number of Absence hours with errors24

Total number of Absence hours loaded successfully0

Review the file to identify File Level and Transaction Level errors (if applicable). If there are file level errors, the Agency must correct the file and upload it again.



Review the file to identify File Level and Transaction Level errors (if applicable). If there are file level errors, the Agency must correct the file and upload it again.



### Running the Absence Data Upload Error Query (V\_TA\_ABS\_DATA\_UPLOAD\_ERROR)

Follow the steps in this section to run the **Absence Data Upload Error** query  
(V\_TA\_ABS\_DATA\_UPLOAD\_ERROR).

| Step | Action                                                                                                                                                        |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | Navigate to the <b>Absence Data Upload Error</b> query viewer page using the following path:<br><b>Menu &gt; Reporting Tools &gt; Query &gt; Query Viewer</b> |

The **Query Viewer** page displays.

← Cardinal HCM Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By Query Name begins with

Search [Advanced Search](#)

|    |                                                                     |
|----|---------------------------------------------------------------------|
| 2. | Enter "V_TA_ABS_DATA_UPLOAD_ERROR" in the <b>begins with</b> field. |
|----|---------------------------------------------------------------------|

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By Query Name begins with V\_TA\_ABS\_DATA\_UPLOAD\_ERROR

Search [Advanced Search](#)

|    |                                 |
|----|---------------------------------|
| 3. | Click the <b>Search</b> button. |
|----|---------------------------------|

Search [Advanced Search](#)

The **Query Viewer** page displays the V\_TA\_ABS\_DATA\_UPLOAD\_ERROR query.

← Cardinal HCM Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By Query Name begins with V\_TA\_ABS\_DATA\_UPLOAD\_ERROR

Search [Advanced Search](#)

**Search Results**

\*Folder View -- All Folders --

**Query**

1-1 of 1 [View All](#)

| Query Name                 | Description                | Owner  | Folder | Run to HTML          | Run to Excel          | Run to XML          | Schedule                 | Definitional References           | Add to Favorites         |
|----------------------------|----------------------------|--------|--------|----------------------|-----------------------|---------------------|--------------------------|-----------------------------------|--------------------------|
| V_TA_ABS_DATA_UPLOAD_ERROR | Absence Upload Error Query | Public |        | <a href="#">HTML</a> | <a href="#">Excel</a> | <a href="#">XML</a> | <a href="#">Schedule</a> | <a href="#">Lookup References</a> | <a href="#">Favorite</a> |

| Step                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |                          |                                   |                          |                         |                  |                      |                       |                     |                          |                                   |                          |  |  |  |  |  |  |  |  |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------|-----------------------------------|--------------------------|-------------------------|------------------|----------------------|-----------------------|---------------------|--------------------------|-----------------------------------|--------------------------|--|--|--|--|--|--|--|--|--|--|
| 4.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>Click the <b>Excel</b> link to run the query to a Microsoft Excel file.</p> <table><tr><th>Run to HTML</th><th>Run to Excel</th><th>Run to XML</th><th>Schedule</th><th>Definitional References</th><th>Add to Favorites</th></tr><tr><td><a href="#">HTML</a></td><td><a href="#">Excel</a></td><td><a href="#">XML</a></td><td><a href="#">Schedule</a></td><td><a href="#">Lookup References</a></td><td><a href="#">Favorite</a></td></tr></table> | Run to HTML         | Run to Excel             | Run to XML                        | Schedule                 | Definitional References | Add to Favorites | <a href="#">HTML</a> | <a href="#">Excel</a> | <a href="#">XML</a> | <a href="#">Schedule</a> | <a href="#">Lookup References</a> | <a href="#">Favorite</a> |  |  |  |  |  |  |  |  |  |  |
| Run to HTML                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Run to Excel                                                                                                                                                                                                                                                                                                                                                                                                                                              | Run to XML          | Schedule                 | Definitional References           | Add to Favorites         |                         |                  |                      |                       |                     |                          |                                   |                          |  |  |  |  |  |  |  |  |  |  |
| <a href="#">HTML</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <a href="#">Excel</a>                                                                                                                                                                                                                                                                                                                                                                                                                                     | <a href="#">XML</a> | <a href="#">Schedule</a> | <a href="#">Lookup References</a> | <a href="#">Favorite</a> |                         |                  |                      |                       |                     |                          |                                   |                          |  |  |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p>Selecting <b>HTML</b> will run the query in a new page in Cardinal. It allows the user to view the query data before exporting it.</p>                                                                                                                                                                                                                                                                                                                 |                     |                          |                                   |                          |                         |                  |                      |                       |                     |                          |                                   |                          |  |  |  |  |  |  |  |  |  |  |
| <p>The V_TA_ABS_DATA_UPLOAD_ERROR query displays.</p> <div><p>V_TA_ABS_DATA_UPLOAD_ERROR - Absence Upload Error Query</p><div><div>*Business Unit<input type="text"/></div><div>Dept ID<input type="text"/></div><div>Empl ID<input type="text"/></div><div>*From Date<input type="text"/></div><div>*To Date<input type="text"/></div><div>View Results</div></div><table><tr><th>Row</th><th>Business Unit</th><th>Department ID</th><th>Employee ID</th><th>Absence Take Element</th><th>Absence Reason</th><th>Absence Date</th><th>Absence Duration</th><th>Error Field Name</th><th>Error Description</th><th>File Name</th></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table></div> |                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Row                 | Business Unit            | Department ID                     | Employee ID              | Absence Take Element    | Absence Reason   | Absence Date         | Absence Duration      | Error Field Name    | Error Description        | File Name                         |                          |  |  |  |  |  |  |  |  |  |  |
| Row                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Business Unit                                                                                                                                                                                                                                                                                                                                                                                                                                             | Department ID       | Employee ID              | Absence Take Element              | Absence Reason           | Absence Date            | Absence Duration | Error Field Name     | Error Description     | File Name           |                          |                                   |                          |  |  |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                     |                          |                                   |                          |                         |                  |                      |                       |                     |                          |                                   |                          |  |  |  |  |  |  |  |  |  |  |
| 5.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>Enter the fields needed to run the query.</p> <p><b>Note:</b> The <b>Business Unit</b> and <b>From/To Date</b> fields are required fields.</p> <div><div><div>*Business Unit<input type="text"/></div><div>Dept ID<input type="text"/></div><div>Empl ID<input type="text"/></div><div>*From Date<input type="text"/></div><div>*To Date<input type="text"/></div><div>View Results</div></div></div>                                                  |                     |                          |                                   |                          |                         |                  |                      |                       |                     |                          |                                   |                          |  |  |  |  |  |  |  |  |  |  |
| 6.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>Click the <b>View Results</b> button.</p> <div><div>View Results</div></div>                                                                                                                                                                                                                                                                                                                                                                           |                     |                          |                                   |                          |                         |                  |                      |                       |                     |                          |                                   |                          |  |  |  |  |  |  |  |  |  |  |



# Time & Attendance Job Aid

## TA372 Interface Administration

Step

Action

The query displays based on the fields entered.

V\_TA\_ABS\_DATA\_UPLOAD\_ERROR - Absence Upload Error Query

Business Unit19400

Dept ID19402

Emp ID

From Date01/01/2023

To Date02/21/2023

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (475 kb)

View All

| Row | Business Unit | Department ID | Employee ID | Absence Type Element | Absence Reason | Absence Date | Absence Duration | Error Field Name                                           | Error Description | File Name                            |
|-----|---------------|---------------|-------------|----------------------|----------------|--------------|------------------|------------------------------------------------------------|-------------------|--------------------------------------|
| 1   | 19400         | 194102        |             | PER TAKE ELEM        | PER            | 01/09/2023   | 0.00 PH_NM       | Employee has insufficient balance for PER TAKE ELEM        |                   | 19400_TA768_PL_01102023_2058_001.DAT |
| 2   | 19400         | 194102        |             | PER TAKE ELEM        | PER            | 01/09/2023   | 0.00 PH_NM       | Employee has insufficient balance for PER TAKE ELEM        |                   | 19400_TA768_PL_01102023_2107_002.DAT |
| 3   | 19400         | 194102        |             | SDP TAKE ELEM        | SDP            | 01/09/2023   | 0.00 PH_NM       | Employee has insufficient balance for SDP TAKE ELEM        |                   | 19400_TA768_PL_01102023_2058_001.DAT |
| 4   | 19400         | 194102        |             | SDP TAKE ELEM        | SDP            | 01/09/2023   | 0.00 PH_NM       | Employee has insufficient balance for SDP TAKE ELEM        |                   | 19400_TA768_PL_01102023_2107_002.DAT |
| 5   | 19400         | 194102        |             | PER TAKE ELEM        | PER            | 12/07/2022   | 0.00 PH_NM       | Employee has insufficient balance for PER TAKE ELEM        |                   | 19400_TA768_PL_01102023_2057_001.DAT |
| 6   | 19400         | 194102        |             | PER TAKE ELEM        | PER            | 01/09/2023   | 0.00 PH_NM       | Employee has insufficient balance for PER TAKE ELEM        |                   | 19400_TA768_PL_00072023_2057_001.DAT |
| 7   | 19400         | 194102        |             | PER TAKE ELEM        | PER            | 01/09/2023   | 0.00 PH_NM       | Employee has insufficient balance for PER TAKE ELEM        |                   | 19400_TA768_PL_01102023_2108_002.DAT |
| 8   | 19400         | 194102        |             | SDP TAKE ELEM        | SDP            | 01/09/2023   | 0.00 PH_NM       | Employee has insufficient balance for SDP TAKE ELEM        |                   | 19400_TA768_PL_01102023_2123_001.DAT |
| 9   | 19400         | 194102        |             | SDP TAKE ELEM        | SDP            | 01/04/2023   | 0.00 PH_NM       | Employee has insufficient balance for SDP TAKE ELEM        |                   | 19400_TA768_PL_01102023_2123_001.DAT |
| 10  | 19400         | 194102        |             | SDP TAKE ELEM        | SDP            | 01/09/2023   | 0.00 PH_NM       | Employee has insufficient balance for SDP TAKE ELEM        |                   | 19400_TA768_PL_01102023_2123_001.DAT |
| 11  | 19400         | 194102        |             | SDP TAKE ELEM        | SDP            | 01/09/2023   | 0.00 PH_NM       | Employee has insufficient balance for SDP TAKE ELEM        |                   | 19400_TA768_PL_01102023_2123_001.DAT |
| 12  | 19400         | 194102        |             | SDP TAKE ELEM        | SDP            | 01/09/2023   | 0.00 PH_NM       | Employee has insufficient balance for SDP TAKE ELEM        |                   | 19400_TA768_PL_01102023_2110_002.DAT |
| 13  | 19400         | 194102        |             | SDP TAKE ELEM        | SDP            | 01/04/2023   | 0.00 PH_NM       | Employee has insufficient balance for SDP TAKE ELEM        |                   | 19400_TA768_PL_01102023_2110_002.DAT |
| 14  | 19400         | 194102        |             | SDP TAKE ELEM        | SDP            | 01/09/2023   | 0.00 PH_NM       | Employee has insufficient balance for SDP TAKE ELEM        |                   | 19400_TA768_PL_01102023_2110_002.DAT |
| 15  | 19400         | 194102        |             | VAC TAKE ELEM        | VAC            | 01/09/2023   | 0.00 PH_NM       | Employee has insufficient balance for VAC TAKE ELEM        |                   | 19400_TA768_PL_01102023_2110_002.DAT |
| 16  | 19400         | 194102        |             | VAC TAKE ELEM        | VAC            | 01/09/2023   | 0.00 PH_NM       | Employee has insufficient balance for VAC TAKE ELEM        |                   | 19400_TA768_PL_01102023_2110_002.DAT |
| 17  | 19400         | 194102        |             | VAC TAKE ELEM        | VAC            | 01/09/2023   | 0.00 PH_NM       | Employee has insufficient balance for VAC TAKE ELEM        |                   | 19400_TA768_PL_01102023_2110_002.DAT |
| 18  | 19400         | 194103        |             | VAC TAKE ELEM        | VAC            | 08/30/2022   | 0.00 BOK_OT      | Employee has an absence prior to 90 days from current Date |                   | 19400_TA768_PL_00072023_2048_002.DAT |
| 19  | 19400         | 194103        |             | ERL TAKE ELEM        | ERL            | 12/07/2022   | 4.00 PH_NM       | Employee has insufficient balance for ERL TAKE ELEM        |                   | 19400_TA768_PL_01102023_2183_002.DAT |
| 20  | 19400         | 194104        |             | PER TAKE ELEM        | PER            | 01/09/2023   | 0.00 PH_NM       | Employee has insufficient balance for PER TAKE ELEM        |                   | 19400_TA768_PL_00072023_2048_002.DAT |

i

Review the file to identify File Level and Transaction Level errors (if applicable). If there are file level errors, the Agency must correct the file and upload it again.





### Appendix

#### Time Entry Upload – File and Transaction Level Errors

The following lists File Level and Transaction Level Errors that could result from the Time Entry Upload program.

| File Level Errors                                                                           |                                                                                                                                                                                                                                            |
|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Error                                                                                       | Explanation                                                                                                                                                                                                                                |
| Business Unit XXXXX file sent has already been processed                                    | Reject file when File Name has already been processed based on the interface file tracker record already knowing the File Name.                                                                                                            |
| File Name in the Header record is not matching with the original File Name                  | Reject file when File Name in Header record (Record Type 000) does not match File Name being processed.                                                                                                                                    |
| File data corrupted                                                                         | Reject file, write message to the message log, update interface file tracker record status field to “Error” and update the description field to “File data corrupted”. Process itself will run to “Warning” status in the Process Monitor. |
| The total number of rows X in the file does not match the row count Y given in trailer row  | Reject file when total number of records in the file does not match the <b>Total Rows</b> field (ROW_COUNT) in the Trailer Record (Record Type 999).                                                                                       |
| The total transaction X in the file does not match transaction count Y given in trailer row | Reject file when total number of Detail records (Record Type 001) in the file does not match the <b>Total Detail</b> field (V_COUNT1) in the Trailer Record (Record Type 999).                                                             |
| Total TL Quantity is not matching with the trailer quantity                                 | Reject file when sum of TL_QUANTITY from the Detail records (Record Type 001) in the file does not match the <b>Total sum of Quantity</b> field (TL_QUANTITY) in the Trailer Record (Record Type 999).                                     |
| Total Distinct Employees in the file is not matching with the trailer Employee count        | Reject file when count of unique EMPLID from the Detail records (Record Type 001) in the file does not match the <b>Total Distinct Employee Count</b> field (EMPL_CNT) in the Trailer Record (Record Type 999).                            |
| Agency (XXXXX) Upload file is blank                                                         | Reject file when there are no Detail records (Record Type 001) or the file has no records at all.                                                                                                                                          |
| Agency (XXXXX) Upload file received with no Header record                                   | Reject file when there is no Header record (Record Type 000) in the file.                                                                                                                                                                  |
| Agency (XXXXX) Upload file received with no trailer record                                  | Reject file when there is no Trailer record (Record Type 999) in the file.                                                                                                                                                                 |
| Invalid Source Business Unit                                                                | Reject file when the Business Unit in the Header Record is not valid in the Cardinal Interface Tree.                                                                                                                                       |



## Time & Attendance Job Aid

### TA372 Interface Administration

| Transaction Level Errors |                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Error                    | Explanation                                                                                                                                                                                                                                                                                                                                      |
| Invalid Activity         | The ChartField field <b>ACTIVITY_ID</b> (known as Activity) has a value that does not exist in Finance for the PC Business Unit, Project combination.                                                                                                                                                                                            |
| Invalid Agency Use 2     | The ChartField field <b>BUDGET_REF</b> (known as Agency Use 2) has a value that either does not exist or is Inactive in Finance for the Date that was reported.                                                                                                                                                                                  |
| Invalid PC Business Unit | The ChartField field <b>BUSINESS_UNIT_PC</b> (known as PC Business Unit) has a value that does not exist in Finance.                                                                                                                                                                                                                             |
| Invalid Cost Center      | The ChartField field <b>CHARTFIELD1</b> (known as Cost Center) has a value that either does not exist or is Inactive in Finance for the Date that was reported.                                                                                                                                                                                  |
| Invalid Program          | The ChartField field <b>CHARTFIELD2</b> (known as Program) has a value that either does not exist or is Inactive in Finance for the Date that was reported.                                                                                                                                                                                      |
| Invalid Agency Use 1     | The ChartField field <b>CHARTFIELD3</b> (known as Agency Use 1) has a value that either does not exist or is Inactive in Finance for the Date that was reported.                                                                                                                                                                                 |
| Invalid FIPS             | The ChartField field <b>CLASS_FLD</b> (known as FIPS) has a value that either does not exist or is Inactive in Finance for the Date that was reported.                                                                                                                                                                                           |
| Invalid CF Department    | The ChartField field <b>DEPTID_CF</b> (known as Department) has a value that either does not exist or is Inactive in Finance for the Date that was reported.                                                                                                                                                                                     |
| Invalid Fund             | The ChartField field <b>FUND_CODE</b> (known as Fund) has a value that either does not exist or is Inactive in Finance for the Date that was reported.                                                                                                                                                                                           |
| Invalid Asset            | The ChartField field <b>OPERATING_UNIT</b> (known as Asset) has a value that either does not exist or is Inactive in Finance for the Date that was reported.                                                                                                                                                                                     |
| Invalid Program Code     | The ChartField field <b>PROGRAM_CODE</b> (known as Program Code) has a value that either does not exist or is Inactive in Finance for the Date that was reported. This is not a valid ChartField - reserved for Future Use only and in the <b>Not Supported Yet</b> tab on the <b>Time Entry Upload Review – Error Transactions Detail</b> page. |
| Invalid Project          | The ChartField field <b>PROJECT_ID</b> (known as Project) has a value that does not exist in Finance for the PC Business Unit.                                                                                                                                                                                                                   |
| Invalid Task             | The ChartField field <b>PRODUCT</b> (known as Task) has a value that either does not exist or is Inactive in Finance for the Date that was reported.                                                                                                                                                                                             |
| Invalid Category         | The ChartField field <b>RESOURCE_CATEGORY</b> (known as Category) has a value that either does not exist or is Inactive in Finance for the Date that was reported.                                                                                                                                                                               |
| Invalid Source Type      | The ChartField field <b>RESOURCE_TYPE</b> (known as Source Type) has a value that either does not exist or is Inactive in Finance for the Date that was reported.                                                                                                                                                                                |
| Invalid Subcategory      | The ChartField field <b>RESOURCE_SUB_CAT</b> (known as Subcategory) has a value that either does not exist or is Inactive in Finance for the Date that was reported.                                                                                                                                                                             |



# Time & Attendance Job Aid

## TA372 Interface Administration

| Transaction Level Errors                                                            |                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Error                                                                               | Explanation                                                                                                                                                                                                                                                                                                                                                            |
| Invalid PC BU, Project and Activity combination.                                    | When any of the ChartFields fields for <b>PC Business Unit</b> , <b>Project</b> or <b>Activity</b> have a value passed, all three fields must have a valid non-blank value passed.                                                                                                                                                                                     |
| Invalid ChartFields Combination                                                     | The ChartFields combination supplied did not pass Finance ChartField Edit validation.                                                                                                                                                                                                                                                                                  |
| ChartFields provided for Task Template where Combo Code = Not Used                  | ChartFields supplied for Productive Time in file, however employee has <b>Taskgroup</b> where ChartFields are not available.                                                                                                                                                                                                                                           |
| Other TRC transactions submitted for the same day along with the DEL TRC            | When reporting the DEL Time Reporting Code (TRC) for a day, no other TRC's should be entered for the same <b>Empl ID</b> , <b>Position Number</b> and <b>Date</b> .                                                                                                                                                                                                    |
| Employee not valid for Business Unit                                                | Although a match for <b>Employee ID</b> and <b>Position Number</b> was found for the date, the Job Data Business Unit (on <b>Work Location</b> tab) does not match the File Detail Business Unit.                                                                                                                                                                      |
| Invalid Pay Status                                                                  | The Payroll Status on Job Data (seen on the <b>Work Location</b> tab) is not valid to send data to payroll from TA. The only valid Payroll Status for TA data to be passed is "Active" or "Leave With Pay".                                                                                                                                                            |
| Employee is not in an Interface Workgroup                                           | The fourth character of the Workgroup identifies if the Workgroup is valid for Time Entry Upload Interface. The only valid values are<br>- "I" for Interfacing all time (for example HNRI07BP1)<br>- "A" for Interface Productive Time / Online Absence.                                                                                                               |
| Override Rate not authorized for BU                                                 | A non-zero value was passed in the <b>OVERRIDE_RATE</b> field (known as Override Rate), but Cardinal configuration does not allow the Business Unit to use this field. This field is reserved for Future Use and in the <b>Not Supported Yet</b> tab on the <b>Time Entry Upload Review – Error Transactions Detail</b> page.                                          |
| Reported Future Productive Time based on Open Pay Calendar Pay End Date YYYY-MM-DD. | Productive Time (where TRC is identified with TRC Category of REGULAR or OVERTIME) is not allowed to be reported past the last day of the current open Pay Calendar. The Date listed in the Error Message is the last valid Date that can be reported at this time. This error is unique to Time Entry Upload interface.                                               |
| Future Period exceeds allowed date YYYY-MM-DD                                       | Time Entry Upload has the same Future Grace Period access as a manager.<br><br>Future Time that is not Productive Time (see above) can be entered 90 days in advance based on the system date and the employee's full Workgroup Period. The date listed in the Error Message is the last valid date that Future Time can be reported based on the current system date. |
| Prior Period exceeds allowed date YYYY-MM-DD                                        | Time Entry Upload has the same Prior Grace Period access as a manager.<br><br>Prior Period adjustments can be entered 90 days in the past based on the system date and the employee's full Workgroup Period. The date listed in the Error Message is the first valid date that Prior Period Time can be reported based on the current system date.                     |



## Time & Attendance Job Aid

### TA372 Interface Administration

| Transaction Level Errors                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Error                                                              | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Prior Year exceeds allowed date YYYY-MM-DD                         | <p>Time Entry Upload has the same Prior Year access as a manager. This feature will be used to close Fiscal Year.</p> <p>Cardinal can close a Prior Year based on a Month. The date listed in the Error Message is the first valid date that Prior Month Time can be reported based on the current system date.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Submitting Business Unit is not Authorized to Submit this Employee | The Business Unit on the Detail record is not an authorized Business Unit to be submitted based on the Business Unit on the Header record.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Employee / Position number not found                               | No Active HR Status Job was found for the supplied Employee ID and Position Number for the Date.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Employee has multiple Jobs for same Position                       | The employee has more than one Job with Active HR Status for the Position Number for the Date.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Invalid Report Template Field - XXXXXXXXXX                         | <p>A field controlled by Report Template has a value passed but the field is not enabled to accept data for the employee's job. These fields are:</p> <ul style="list-style-type: none"><li>• On the <b>Time Reporting Elements</b> tab from the <b>Time Entry Upload Review – Error Transactions Detail</b> page<ul style="list-style-type: none"><li>○ <b>RULE_ELEMENT_1</b> (known as Shift). Verify the shift eligibility to make sure the employee is active in shift as of the DUR (known as Date).</li></ul></li><li>• On the <b>Not Supported Yet</b> tab from the <b>Time Entry Upload Review – Error Transactions Detail</b> page<ul style="list-style-type: none"><li>○ <b>OVERRIDE_RATE</b> (known as Override Rate)</li><li>○ <b>RULE_ELEMENT_2</b> (known as Rule Element 2)</li><li>○ <b>TASK_PROFILE_ID</b> (known as Task Profile ID)</li><li>○ <b>STATE</b> (known as State)</li><li>○ <b>LOCALITY</b> (known as Locality)</li><li>○ <b>COMP_RATECD</b> (known as Comp Rate Code)</li><li>○ <b>OVERRIDE_RSN_CD</b> (known as Override Reason Code)</li><li>○ <b>BILLABLE_IND</b> (known as Billable Indicator)</li><li>○ <b>RULE_ELEMENT_3</b> (known as Rule Element 3)</li><li>○ <b>RULE_ELEMENT_4</b> (known as Rule Element 4)</li><li>○ <b>RULE_ELEMENT_5</b> (known as Rule Element 5)</li></ul></li></ul> |



## Time & Attendance Job Aid

### TA372 Interface Administration

| Transaction Level Errors                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Error                                                                     | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Missing Data in Required Field – XXXXXXXXXXXX                             | <p>A field that is required to pass a value had no value passed. These fields are:</p> <ul style="list-style-type: none"><li>On the <b>Overview</b> tab from the <b>Time Entry Upload Review – Error Transactions Detail</b> page<ul style="list-style-type: none"><li><b>EMPLID</b> (known as <b>Empl ID</b>) – cannot be changed.</li><li><b>POSITION_NBR</b> (known as Position Number) – cannot be changed.</li><li><b>DUR</b> (known as Date) – cannot be changed. Will load as 01/01/1800 in this situation.</li><li><b>SEQ_NBR</b> (known as Seq Nbr)</li><li><b>TRC</b> (known as TRC)</li></ul></li><li>On the <b>Task Reporting Elements</b> tab from the <b>Time Entry Upload Review – Error Transactions Detail</b> page<ul style="list-style-type: none"><li><b>BUSINESS_UNIT</b> (known as Business Unit)</li></ul></li></ul> |
| Numeric fields are not right justified or contain non-numeric characters  | The <b>Quantity</b> field (TL_QUANTITY) was either blank or had non-numeric characters. Will load to the <b>Time Entry Upload Review – Error Transactions Detail</b> page with the value Zero, which might pass Submit validation based on TRC configuration.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Invalid Time Reporter                                                     | As of the Date reported, the Empl Record that was identified for the <b>Empl ID</b> and <b>Position Number</b> did not have any Maintain Time Reporter Data enrollment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Inactive Time Reporter Status                                             | As of the Date reported, the Empl Record that was identified for the <b>Empl ID</b> and <b>Position Number</b> had “Inactive” Status on Maintain Time Reporter Data.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Employee / Position / Date: YYYY-MM-DD received for same sequence number. | Multiple records with the same sequence number (field SEQ_NBR) were reported for the same Employee ID, Position Number and Date. The first instance of the sequence number will not have an error, but additional records will receive the Error Message.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Invalid TRC for date                                                      | TRC supplied in file is either not known or not Active for the date supplied.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Invalid TRC – Payable Only                                                | TRC supplied in the file is not available for data entry on Timesheet. It will only be system generated in Payable Time.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Invalid TRC – Absence Only                                                | TRC supplied in the file is not available for data entry on Timesheet. It is a Cardinal Absence that must be interfaced via Absence Data Upload or online Absence Entry.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| TRC is not in TRC Program                                                 | TRC supplied in the file is not available in the TRC Program associated with the employees’ Workgroup.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Invalid Comp Time TRC/Balance                                             | The employee does not have Active Comp Plan Enrollment for the Comp Time Plan associated with the passed TRC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Quantity cannot exceed 2 decimals                                         | The <b>Quantity</b> field cannot have more than 2 decimal values.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |



## Time & Attendance Job Aid

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| Transaction Level Errors     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Error                        | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Quantity exceeds TRC limits  | <p>Cardinal has configured a minimum value and a maximum value for TRC's. The total quantity for the TRC for an <b>Empl ID</b>, <b>Position Number</b>, and <b>Date</b> exceeds this configured limit. For example:</p> <ul style="list-style-type: none"><li>• No TRC's can have a negative quantity</li><li>• DEL, REG, HOLM, HOLR are the only TRC's allowed to pass Quantity Zero</li><li>• Holiday TRC's (e.g., HOLM, HOLR, HCS, HCSR, HOS, HOSR, HNPM, and HNPR) cannot exceed 8 hours</li><li>• No Productive Time or Absence can exceed 24 hours</li></ul> |
| More than 24 hours reported. | <p>Cardinal has configured TRC's as Actual Hours or Compensation Hours. For all Hour TRC's with the Actual Hours configuration cannot exceed 24 hours across all TRC's reported for the <b>Empl ID</b>, <b>Position Number</b> and <b>Date</b>. For example:</p> <ul style="list-style-type: none"><li>• REG 8 and OVT 16.1 totals 24.1 so TRC's where the cumulative total exceeds 24 will get the Error Message</li><li>• OVT 16 and ONCHP 10, although total exceeds 24, ONCHP is Compensation Hours, and so no Error would be generated</li></ul>              |
| Invalid Shift field value    | <p>The field <b>RULE_ELEMENT_1</b> (known as Shift) has a value that either does not exist or is Inactive for the Date that was reported. Available on the <b>Time Reporting Elements</b> tab from the <b>Time Entry Upload Review – Error Transactions Detail</b> page.</p>                                                                                                                                                                                                                                                                                       |
| Invalid Taskgroup            | <p>The field <b>TASKGROUP</b> (known as Shift) has a value that either does not exist or is Inactive for the Date that was reported. Available on the <b>Not Supported Yet</b> tab from the <b>Time Entry Upload Review – Error Transactions Detail</b> page.</p>                                                                                                                                                                                                                                                                                                  |
| Invalid Comp Rate Code       | <p>The field <b>COMP_RATECD</b> (known as Comp Rate Code) has a value that either does not exist or is Inactive for the Date that was reported. Available on the <b>Not Supported Yet</b> tab from the <b>Time Entry Upload Review – Error Transactions Detail</b> page.</p>                                                                                                                                                                                                                                                                                       |





## Time & Attendance Job Aid

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| Transaction Level Errors   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Error                      | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Invalid Task Value         | <p>A field controlled by Task Template has a value passed but the field is not enabled to accept data for the employee's job. <b>NOTE:</b> Error Message does not indicate which field is causing the problem. These fields are:</p> <ul style="list-style-type: none"><li>• On the <b>Task Reporting Elements</b> tab from the <b>Time Entry Upload Review – Error Transactions Detail</b> page<ul style="list-style-type: none"><li>○ <b>BUSINESS_UNIT</b> (known as Business Unit)</li><li>○ <b>TASK</b> (known as Telework)</li><li>○ <b>USER_FIELD_5</b> (known as Agency Value)</li></ul></li><li>• On the <b>Not Supported Yet</b> tab from the <b>Time Entry Upload Review – Error Transactions Detail</b> page<ul style="list-style-type: none"><li>○ <b>COMPANY</b> (Company)</li><li>○ <b>LOCATION</b> (Location)</li><li>○ <b>DEPARTMENT</b> (Department)</li><li>○ <b>JOB CODE</b> (Job Code)</li><li>○ <b>CUSTOMER</b> (Customer)</li><li>○ <b>USER_FIELD_1</b> (User Field 1)</li><li>○ <b>USER_FIELD_2</b> (User Field 2)</li><li>○ <b>USER_FIELD_3</b> (User Field 3)</li></ul></li></ul> |
| Invalid Telework           | <p>The field <b>TASK</b> (known as Telework) has a value that either does not exist or is Inactive for the Date that was reported. Available on the <b>Task Reporting Elements</b> tab from the <b>Time Entry Upload Review – Error Transactions Detail</b> page.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Invalid Billable Indicator | <p>The field <b>BILLABLE_IND</b> (known as Billable Indicator) has a non-blank value other than "N" or "Y". Available on the <b>Not Yet Supported</b> tab from the <b>Time Entry Upload Review – Error Transactions Detail</b> page.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

#### Transaction Error Notes:

Cardinal will ignore passed ChartFields for Non-Productive Time without any error messages.

Errors related to job data can cause multiple errors. For example, Missing Employee ID can cause all the errors listed below:

- Employee ID is missing on the file
- Employee is Inactive/does not exist in Job Data
- Employee Primary Job Not Found
- Employee does not have a work schedule assigned



### Absence Data Upload – File and Transaction Level Errors

The following lists File Level and Transaction Level Errors that could result from the Absence Data Upload program.

| File Level Errors                                                               |                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Error                                                                           | Explanation                                                                                                                                                                                                                                         |
| Unable to open file, file has been corrupted                                    | The file is not in proper flat file format, or it is corrupted.                                                                                                                                                                                     |
| Missing key fields, invalid length, incorrect date format, null value missing   | As per the Cardinal data layout, there are certain specification standards for the flat file. The key data fields cannot be empty, every data field has a certain character length, a field cannot be empty because the null value is missing, etc. |
| Total number of hours doesn't match the total sum of hours provided in the file | Total number of hours in the file does not match the sum of hours provided.                                                                                                                                                                         |

| Transaction Level Errors                                           |                                                                                     |
|--------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Error                                                              | Explanation                                                                         |
| Duplicate Rows                                                     | The flat file might contain duplicate records.                                      |
| BU is not mapped on the BU Tree                                    | The Detail Record BU is not under the BU Tree selected on <b>Run Control</b> page.  |
| Employee is not assigned to BU passed in the file                  | BU Specified in the Absence file doesn't match with BU in Cardinal.                 |
| Employee ID is missing on the file                                 | There is no Personal Data / Job Data for the <b>Employee ID</b> field on the file.  |
| Multiple primary jobs found                                        | Problem with HR Job Data.                                                           |
| Employee primary job not found                                     | Problem with HR Job Data.                                                           |
| Employee is Inactive/ does not exist in JOB                        | Employee does not exist in Job Data or is terminated.                               |
| Employee not enrolled in AM                                        | Problem with HR Job Data.                                                           |
| Absence Take is not found in the system                            | Unsupported Absence Take passed in interface file.                                  |
| Absence Take is not valid for the Employee Eligibility Group       | Employee not eligible for Absence Take passed in interface file.                    |
| Absence Reason is invalid                                          | Absence Reason found in the file is not valid.                                      |
| Absence Reason is Missing                                          | There is no Absence Reason found on the file.                                       |
| Begin Date is required                                             | There is no Begin Date on the file.                                                 |
| Absence submitted for scheduled day off                            | Absence submitted for scheduled day off that did not require an Absence submission. |
| Employee has an absence prior to 90 days from current date         | Absence Take begin date is prior to 90 days from current date.                      |
| Employee Leave hours are greater than the employee scheduled hours | The absence hours are greater than the employee scheduled hours and Absence.        |
| Absence hours on holiday greater than scheduled hours              | The Absence hours including holiday hours greater than the employee schedule hours. |
| Absence Take not found to void                                     | The Absence Take not found on an absence Begin Date.                                |





## Time & Attendance Job Aid

### TA372 Interface Administration

| Transaction Level Errors                                                   |                                                                                                                       |
|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Error                                                                      | Explanation                                                                                                           |
| Employee applied for future leave which is after 90 days from current date | Absence Take begin date falls on a date which is 90 days after the current date.                                      |
| Insufficient balance                                                       | The Absence take hours should not be greater than the current available balance for the absence that is being loaded. |
| Employee Does Not Have a Work Schedule Assigned                            | Assigned work schedule not found for employee.                                                                        |