



Time & Attendance Job Aid

TA373 Approving Time and Absences

Approving Time and Absences Overview

This Job Aid provides information on how to approve time and absences in Cardinal for TA Supervisors.

To approve time and absences in Cardinal, the following conditions must be met:

- The approver must be a Commonwealth employee
- The approver must have access to Cardinal as a core user
- The Cardinal user must be the Cardinal position direct report (Reports To) supervisor of the employee or have appropriate delegation (the approver is a delegate for the employee's Reports To supervisor)
- The approver must be assigned the security roles that allow for time and absence approval: Time & Labor Supervisor and Absence Supervisor

Note: When a Reports To position is vacant or when the Reports To supervisor is suspended or on Leave of Absence (paid leave, unpaid leave, LOA Working), Cardinal will route approvals to the supervisor's Reports To supervisor.

All approvals for both time and absences follow the same steps and can be approved through WorkCenter or the **Approvals** tile in Cardinal HCM. There are two categories of time:

- **Reported Time** – Time entered on the **Timesheet** or interfaced to Cardinal through the Time Entry Upload (e.g., regular, overtime, comp time earned, comp time taken)
- **Payable Time** – The result of the Time Administration process and the execution of Time and Labor Rules against Reported Time

Note: Some time is set up for approval at the Reported Time level and requires approval before it is processed. Some time is set up for approval at the Payable Time level and requires approval after it is processed.

The table below shows the type of time that needs approval based on Agency configuration.

Agency Configuration	Categories of Time that Require Approval
Online using Cardinal AM	Absence Requests and Payable Time
Online using external leave system	Payable Time
Interfacing time using Cardinal AM	Absence Requests and Reported Time if entered/updated online
Interfacing using external leave system	Reported Time if entered/updated online

Approving Time and Absences Overview (Continued)

Negative Hours (Offset)

There may be times when negative hours are on the approval list. These hours are offsets, which occur when a change is made to time that was previously approved. Once time has been approved, that time is written permanently to payable time. Therefore, when a change is made to the previously approved time, a negative offset is created to reverse the original entry. If this negative offset is not approved, the hours for the employee will be incorrect.

Note: Always approve the offset to reverse the original entry.

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.
12/18/2024	Baseline

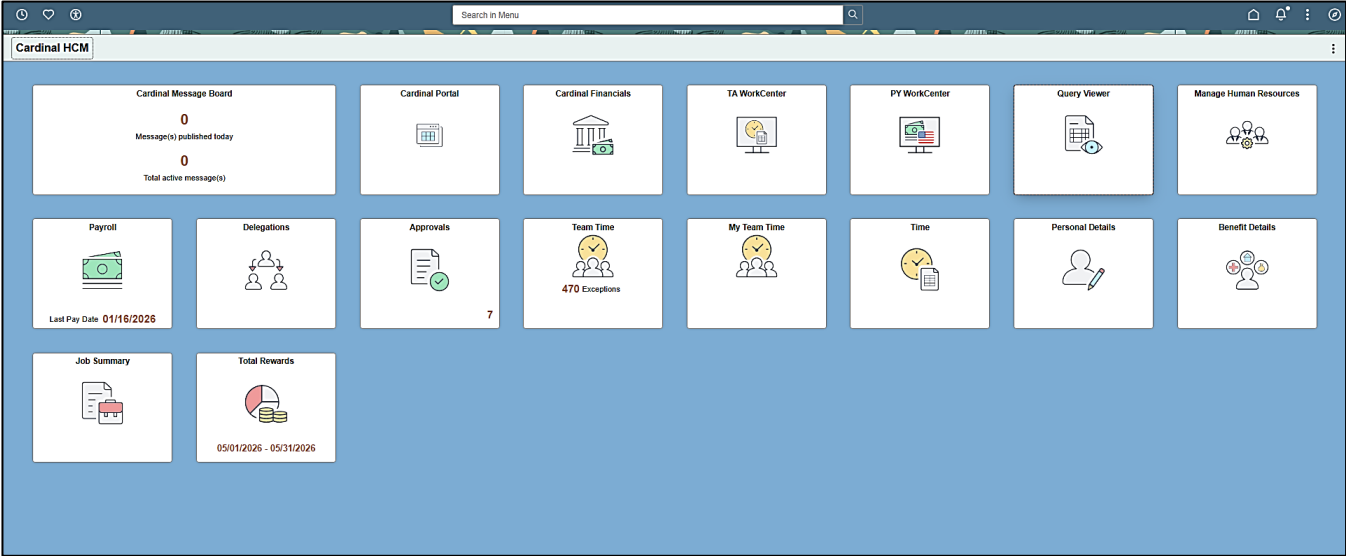
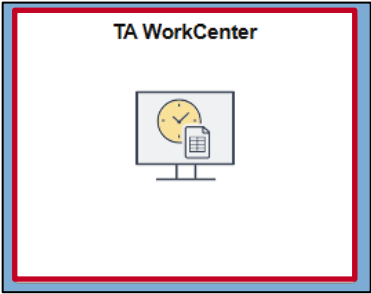


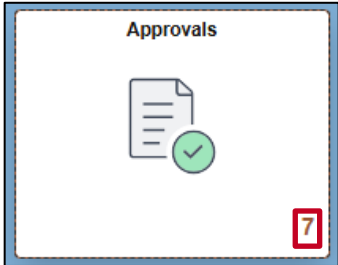
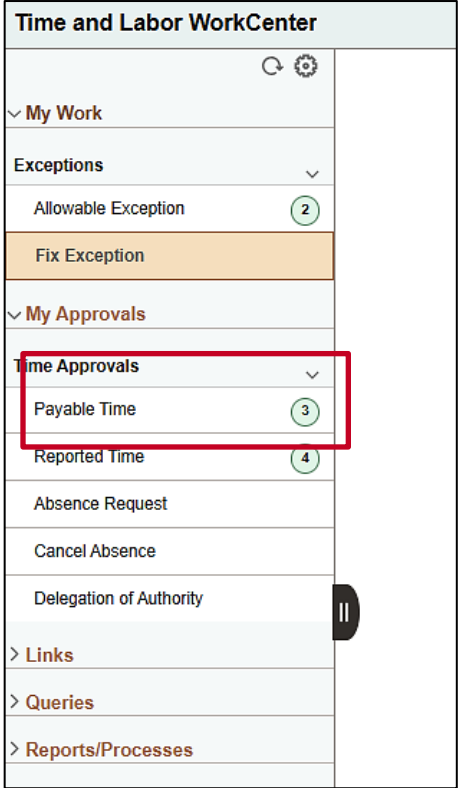
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Approving Time

Approvals in Cardinal for Reported and Payable time are made by using the **TA WorkCenter** tile or the **Approvals** tile.

Step	Action
1.	Log into Cardinal HCM.
The Cardinal Homepage displays.	
	
2.	Navigate to Time Approvals by clicking the TA WorkCenter tile.
	
	For more information pertaining to WorkCenters, see the Job Aid titled Overview of the Cardinal HCM WorkCenters located on the Cardinal website in Job Aids under Learning .

Step	Action
	Users can also access the Payable Time and Reported Time pages by selecting the Approvals tile.  The Approvals tile indicates the number of items awaiting approval.
3.	Use the following navigation path in the WorkCenter: My Approvals > Time Approvals Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	The left navigation panel displays the following: • Payable Time – The total number of payable time items that require approval • Reported Time – The total number of reported time items that require approval • Absence Request - The total number of absence request items that require approval



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Step	Action
4.	For this scenario, click on Payable Time . Payable Time 3

The **Payable Time** page displays.

Time and Labor WorkCenter			
Payable Time Pending Approvals			
My Work Exceptions Allowable Exception 2 Fix Exception My Approvals Time Approvals Payable Time 3 Reported Time 4	Payable Time JOHN DOE	Quantity for Approval 8 Hours 01/07/2026 - 01/07/2026	Routed 01/07/2026 >
	Payable Time JOHN DOE	Quantity for Approval 9.75 Hours 01/06/2026 - 01/06/2026	Routed 01/08/2026 >
	Payable Time JOHN DOE	Quantity for Approval 12 Hours 01/07/2026 - 01/08/2026	Routed 01/08/2026 >

5.

Click the applicable **Drill in (>)** icon for line item (row) to review the item pending approval.

Payable Time JOHN DOE	Quantity for Approval 8 Hours 01/07/2026 - 01/07/2026	Routed 01/07/2026	>
Payable Time JOHN DOE	Quantity for Approval 9.75 Hours 01/06/2026 - 01/06/2026	Routed 01/08/2026	>
Payable Time JOHN DOE	Quantity for Approval 12 Hours 01/07/2026 - 01/06/2026	Routed 01/08/2026	>

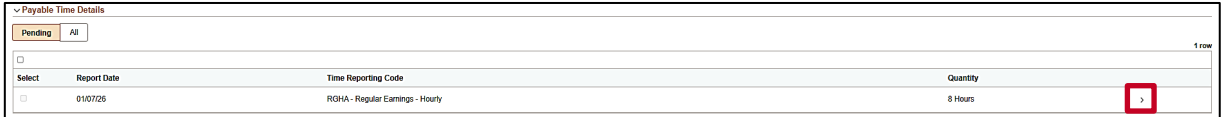
The **Payable Time** page redisplay with the line item details.

Payable Time			
Pending Approvals > Header			
JOHN DOE Admin and Office Spec III Approve			
1 line(s) are pending your approval			
Summary Quantity for Approval 8 Hours Time Period 01/07/2026 - 01/07/2026			
Payable Time Details Pending All			
1 row			
Select	Report Date	Time Reporting Code	Quantity
☐	01/07/26	RGHA - Regular Earnings - Hourly	8 Hours >
Approver Comments			
Approval Chain >			



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Step	Action
	The Summary section at the top of the page includes: • Quantity for Approval – Total hours for approval • Time Period – The pay period of the time that requires approval The Reported Time Details and Payable Time Details section includes two tabs: • Pending – Displays all time pending approval • All – Displays all time (both pending and time that has been approved for the applicable pay period) This section defaults with the Pending tab displayed. Within the Reported Time Details and Payable Time Details section, the displayed time is broken out into lines that correspond with the lines on the Enter Time page (day and type). The overview information provided for review is: • Report Date – Date that the time was entered • Time Reporting Code – The TRC associated to the date and hours in the row • Quantity – Number of hours While this section displays the key information needed to review and approve time, the Approver can access additional details information and the employee's Timesheet as needed by completing the following steps.
6.	Click the Drill in (>) icon for the applicable pending line item. 
The Payable Time page with the Payable Time Line Details section displays for the applicable line item. 	

Step	Action
	The Approval Line Detail page displays the Report Date, Time Reporting Code, and Quantity from the previous page as well as the following additional fields: • Estimated Gross: The estimated gross pay associated with the number of hours and TRC • Offset: This field indicates if the time is an offset. A negative number of hours for Quantity indicates that there is an offset, meaning there was a change made to time previously approved: i. No: No offset. ii. Yes: Offset and the Quantity number will be negative. Offset example: Payable Time Line Details Report Date 08/26/25 Time Reporting Code RGSA - Regular Earnings - Salaried Quantity -5 Hours Estimated Gross -120.19231 USD Offset Yes Adjust Reported Time All Offsets (negative hours) should be approved so that the employees' hours are accurate. The Adjust Reported Time link can be used to access the corresponding Timesheet if needed to: • Make any adjustments to the employee's time • View additional time details such as the ChartFields distribution
7.	Click the Adjust Reported Time link. Adjust Reported Time

The **Enter Time by Day** page displays the selected employee's time entry for that date.

JOHN DOE

Admin and Office Spec III

Wednesday, Jan 7, 2026

Submit

*Time Reporting Code

Quantity

Time Details

*Taskgroup

30100CCOP

ACS CC Optional

*Business Unit

30100

Agriculture & Consumer Svcs

Telework

Agency Value

ChartFields

Submitted 8.00 Hours

Summary

Detail

REG - Regular Hours

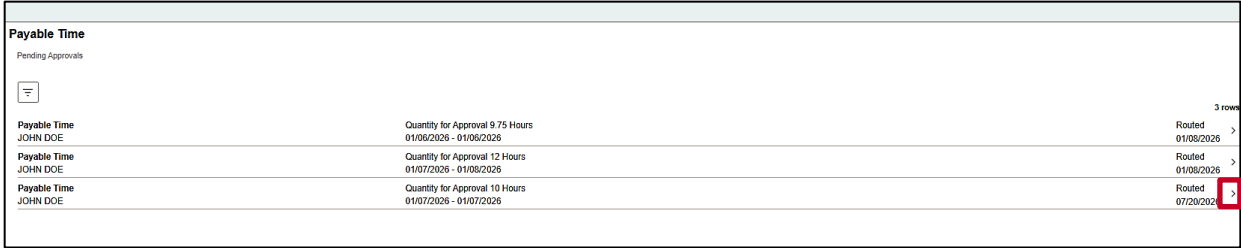
8.00 Hours

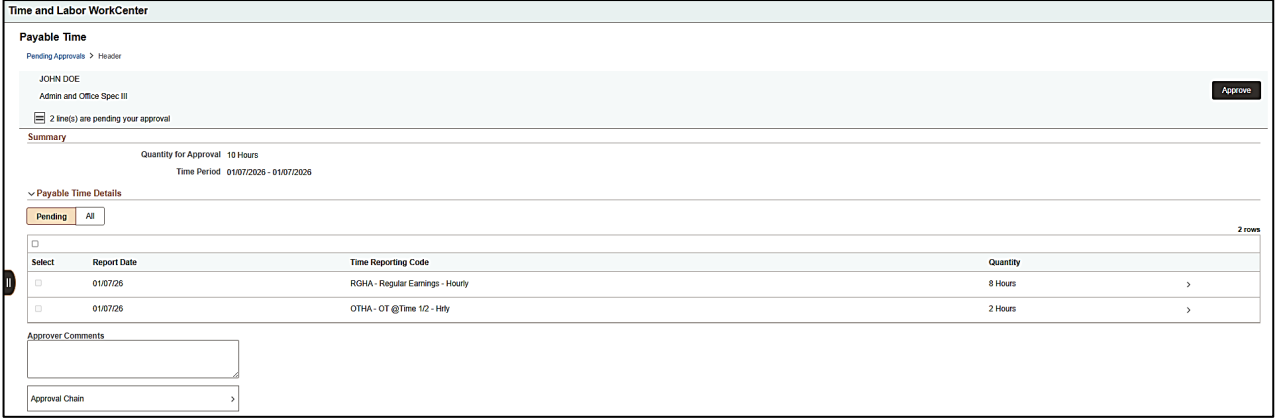
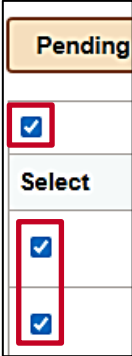
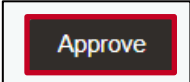
Comments (0)

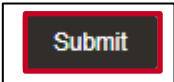
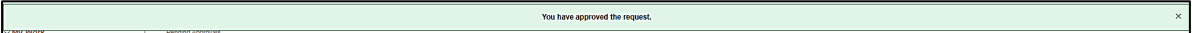


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Step	Action
	Review any specific data as needed and make any necessary adjustments. Changes to time will not be available immediately for approval. The Time Administration Process will validate the time against state and Agency rules and then route the time for approval. Absences are not processed by Time Administration and route immediately to the supervisor for approval.
8.	Once the time has been reviewed, navigate back to the navigation panel and click Payable Time to continue the approval process. 
9.	Click the Drill in (>) icon for the applicable line item (row) to approve the employee's time that was previously reviewed under Pending Approvals. 

Step	Action
	The Payable Time page displays for the applicable item. 
10.	Select the Select All checkbox for all the lines to be approved if all are ready to be approved, otherwise click the Select checkbox option(s) for the line(s) that are ready for approval. 
	The bottom of the page contains the following fields: - The Approver Comments field allows the user to enter comments, if applicable, regarding their approval. These comments will be available on the Timesheet report if the Comments checkbox option is checked when running the report. - The Approval Chain link will open a pop-up window that displays with the approver's name for each line on the page.
11.	Click the Approve button. 

Step	Action
	The Approve page displays in a pop-up window. 
12.	Enter comments as needed in the Approver Comments field. 
	These comments are visible on the Timesheet report if the Comments checkbox option is checked when running the report.
13.	Click the Submit button. 
	A message will appear at the top of the page stating, "you have approved the request." The time is now approved.  • If all hours were selected for approval, the Approvals page redisplay. • If all hours were not selected for approval, the Payable Time or Reported Time page displays with any lines that were not selected.

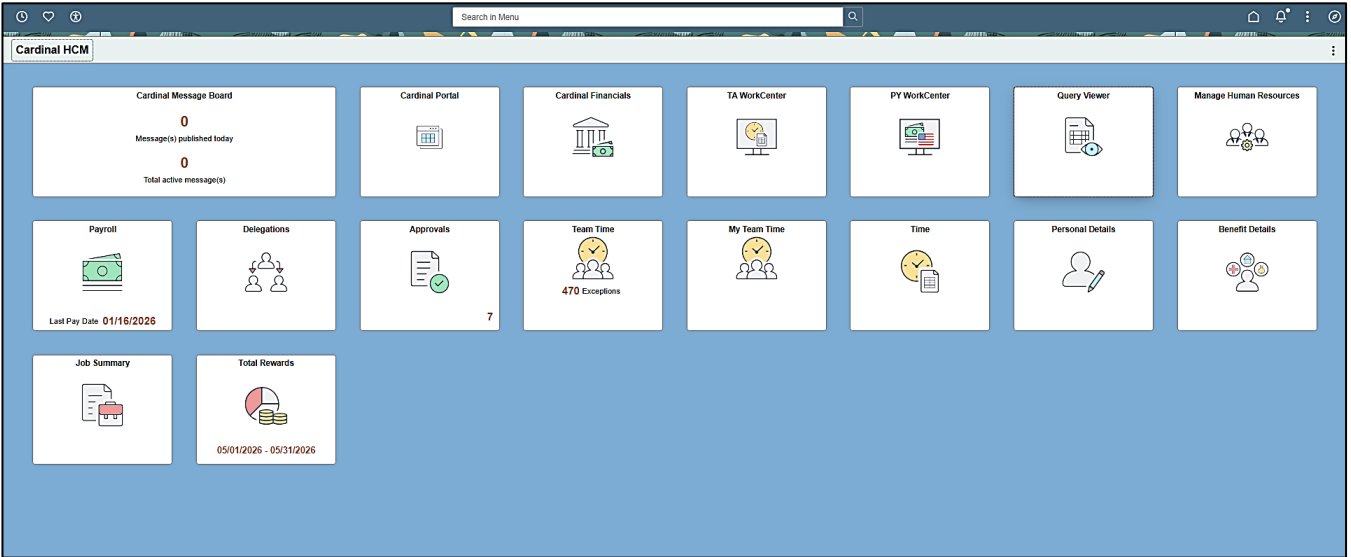
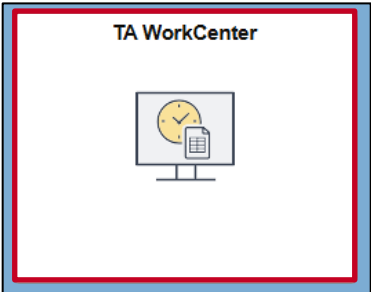


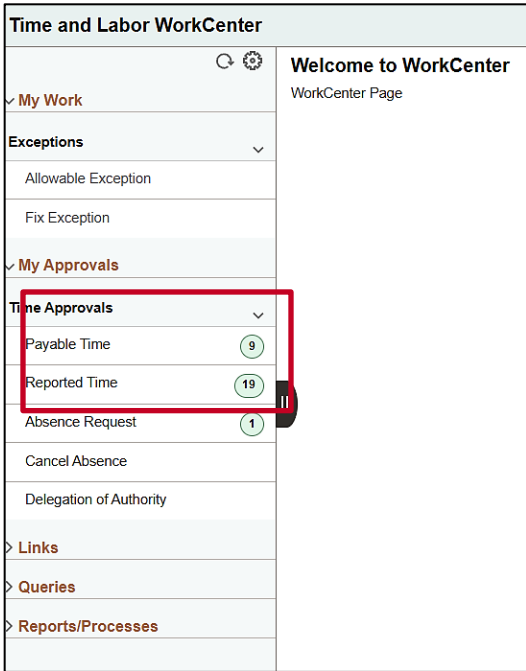
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Approving Absences

For Agencies using Cardinal Absence Management, approvals for absences are made by using the **TA WorkCenter** tile or the **Approvals** tile. Supervisors can also deny Absence Requests and can approve Absence Cancellation Requests through the **TA WorkCenter** tile or the **Approvals** tile as well.

Step	Action
1.	Log into Cardinal HCM. The Cardinal Homepage displays. 
2.	Navigate to Time Approvals by clicking the TA WorkCenter tile. 
	For more information pertaining to WorkCenters, see the Job Aid titled Overview of the Cardinal HCM WorkCenters located on the Cardinal website in Job Aids under Learning .

Step	Action
	Users can also access the Absence Request page by selecting the Approvals tile.  The Approvals tile indicates the number of items awaiting approval.
3.	Use the following navigation path in the WorkCenter: My Approvals > Time Approvals Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	The left navigation panel displays the following: • Payable Time – The total number of payable time items that require approval • Reported Time – The total number of reported time items that require approval • Absence Request - The total number of absence request items that require approval
4.	Click on Absence Request. 



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

Time and Labor WorkCenter

My Work

Exceptions

My Approvals

Time Approvals

Absence Request

Pending Approvals

Absence Request

JOHN DOE

Vacation, 12 Hours - ELIGIBLE

07/10/2026 To 07/13/2026

Routed

07/05/2026

>

5. Click the applicable **Drill in (>)** icon for line item (row) to review the item pending approval.

Absence Request

Pending Approvals

Absence Request

JOHN DOE

Vacation, 12 Hours - ELIGIBLE

07/10/2026 To 07/13/2026

Routed

07/05/2026

>

The **Absence Request** page redispays with the line item details.

Absence Request

Pending Approvals > Header

JOHN DOE

Admin and Office Spec III

In Process

Approve

Deny

Absence Details

Absence Name

Vacation

Reason

Vacation

Start Date

07/10/2026

End Date

07/13/2026

Partial Days

Start Day 4 Hours

Details

Duration

12 Hours

Current Balance

211.80 Hours

Disclaimer

Check Eligibility

View Eligibility Details

Requester Comments

There are no requester comments

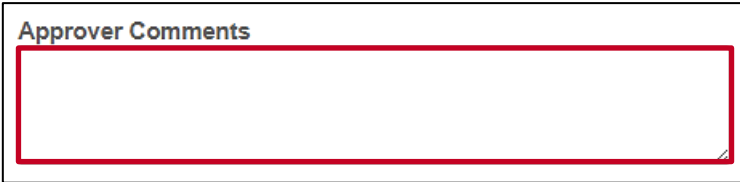
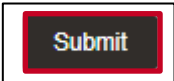
Request History

Approver Comments

Approval Chain

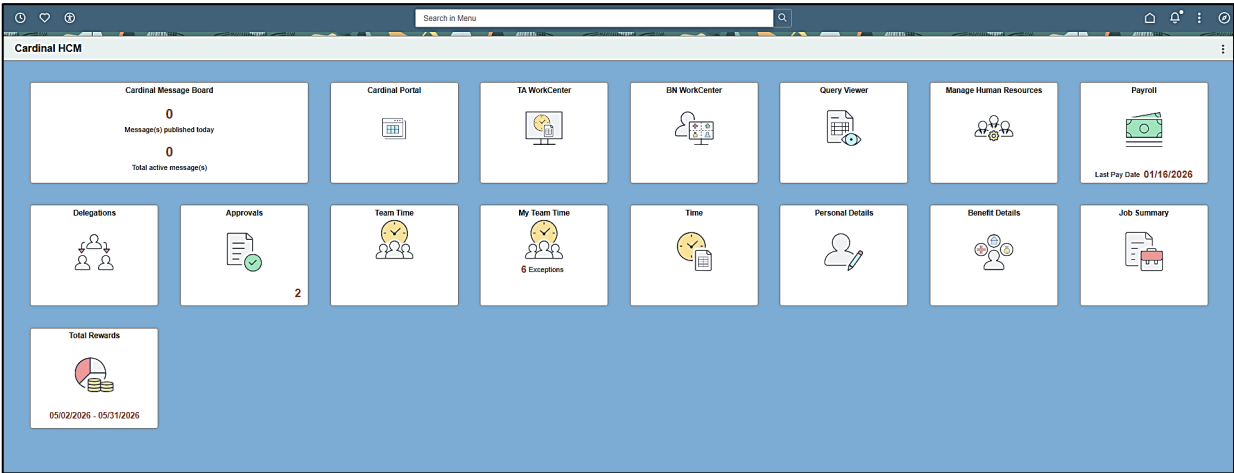
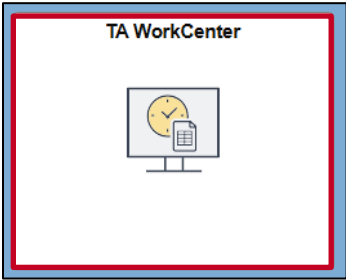
Step	Action
	The Absence Details section on the page includes: • Absence Name – Absence Type being taken • Reason – Absence Reason associated with the Absence Type • Start and End Date – Dates of the Absence • Partial Days – If partial days are being used it will display with the number of hours used for the partial day; click the Details link next to the field to view more details • Duration – Duration of hours taken for the absence • Current Balance – the employee's current balance for the associated Absence Type being used The Requester Comments section at the bottom of the page includes: • Request History – provides the history of the Absence Request • Approver Comments – allows the approver to enter comments, if applicable, regarding their approval • Approval Chain link – will open a pop-up window that displays with the approver's name for each line on the page While this section displays the key information needed to review and approve the absence, the approver can access additional detailed information as needed by completing the following steps.
6.	Click the Check Eligibility button to forecast the absence if applicable. 
7.	Click the View Eligibility Details button to view the details of the absence. 

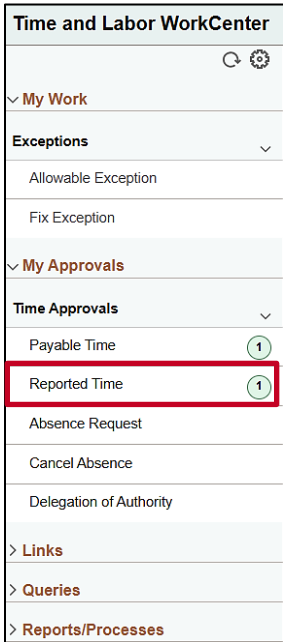
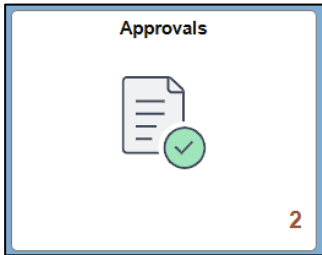
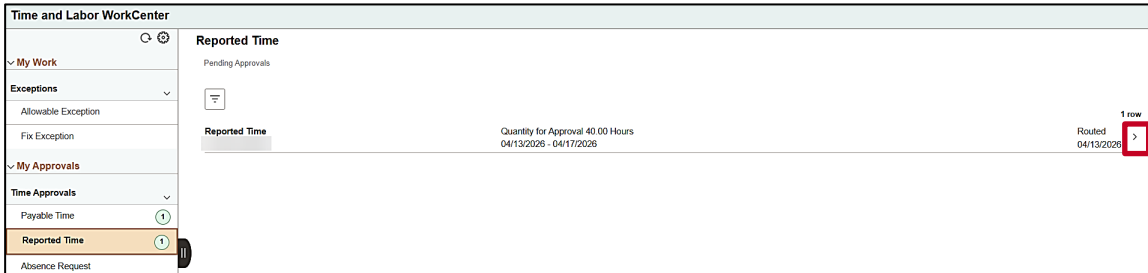
Step	Action						
	The View Eligibility Details page provides the details of the Absence Type balance after the absence is taken and the forecasted paid and unpaid hours taken in this Absence Request. Eligibility Details × <table> <tr> <td>Vacation 01/10/2026 - 01/09/2027</td><td>206.60</td></tr> <tr> <td>VAC FORECAST PAID 07/10/2026 -</td><td>12.00</td></tr> <tr> <td>VAC FORECAST UNPD 07/10/2026 -</td><td>0.00</td></tr> </table> Note: If any hours display as unpaid, it will be processed as pay docking, so work with the employee to see if another Absence Type can be used as applicable. For more details, see the Job Aid Pay Docking in Cardinal Overview located on the Cardinal website in Job Aids under Learning.	Vacation 01/10/2026 - 01/09/2027	206.60	VAC FORECAST PAID 07/10/2026 -	12.00	VAC FORECAST UNPD 07/10/2026 -	0.00
Vacation 01/10/2026 - 01/09/2027	206.60						
VAC FORECAST PAID 07/10/2026 -	12.00						
VAC FORECAST UNPD 07/10/2026 -	0.00						
8.	In this scenario, the absence entry is correct and ready for approval. Click the Approve button. Approve Deny						
	If the absence entry is not correct or the employee is going to use a different Absence Type that has an adequate balance to cover the duration of the absence being taken, click the Deny button and enter a comment in the Approver Comments field on why the absence is being denied if applicable. Approve Deny Cancel Deny Submit You are about to deny this request. Approver Comments						

Step	Action
	The Approve page displays in a pop-up window. 
9.	Enter comments as needed in the Approver Comments field. 
	These comments will be available on the Timesheet report if the Comments checkbox option is checked when running the report.
10.	Click the Submit button. 
	A message will appear at the top of the page stating, “you have approved the request.” The absence is now approved.  If multiple pending Absence Request approvals remain, continue reviewing them until all pending absences have been addressed. Approvers can approve Absence Cancellations through the TA WorkCenter tile or the Approvals tile.

Interfacing Agency Approvals in Cardinal

On occasion, an interfacing Agency may need to enter time for an employee directly in Cardinal rather than send the time via the interface. When this occurs, the time is set up to be approved as Reported Time and will route immediately for approval. The employee's Reports To supervisor will need to review and approve the time in Cardinal.

Step	Action
1.	Log into Cardinal .
The Cardinal Homepage displays. 	
2.	Navigate to the Reported Time page by clicking the TA WorkCenter tile. 
	For more information pertaining to WorkCenters, see the Job Aid titled Overview of the Cardinal HCM WorkCenters located on the Cardinal website in Job Aids under Learning.

Step	Action
3.	Use the following navigation path in the WorkCenter: My Approvals > Time Approvals> Reported Time Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Reported Time page by selecting the Approvals tile. 
4.	Click the Drill in (>) icon for the applicable line item (row) to approve the employee's time under Pending Approvals. 



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Step

Action

The **Reported Time** page displays.

Reported Time

Pending Approvals > Header

Human Resource Analyst I

5 line(s) are pending your approval

Summary

Time Period 04/13/2026 - 04/17/2026

Quantity for Approval 40.00 Hours

Quantity Submitted/ Approved 0.00 Hours

Quantity Denied 0.00 Hours

Quantity Scheduled 40.00 Hours

Quantity Reported 40.00 Hours

View Legend

Reported Time Details

PendingAll

5 rows

Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date
☐	04/13/2026	REG - Regular Hours	8.00 Hours	8.00 Hours / 8.00 Hours
☐	04/14/2026	REG - Regular Hours	8.00 Hours	8.00 Hours / 8.00 Hours
☐	04/15/2026	REG - Regular Hours	8.00 Hours	8.00 Hours / 8.00 Hours
☐	04/16/2026	REG - Regular Hours	8.00 Hours	8.00 Hours / 8.00 Hours
☐	04/17/2026	REG - Regular Hours	8.00 Hours	8.00 Hours / 8.00 Hours

Approver Comments

Approval Chain

Approve

5.

After reviewing the information for accuracy, click the **Select All** checkbox for all the lines to be approved if all are ready to be approved, otherwise click the **Select** checkbox option(s) for the line(s) that are ready for approval.

Reported Time Details

PendingAll

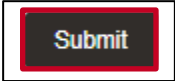
5 rows

☒	☐	Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date
☒	☐		04/13/2026	REG - Regular Hours	8.00 Hours	8.00 Hours / 8.00 Hours
☒	☐		04/14/2026	REG - Regular Hours	8.00 Hours	8.00 Hours / 8.00 Hours
☒	☐		04/15/2026	REG - Regular Hours	8.00 Hours	8.00 Hours / 8.00 Hours
☒	☐		04/16/2026	REG - Regular Hours	8.00 Hours	8.00 Hours / 8.00 Hours
☒	☐		04/17/2026	REG - Regular Hours	8.00 Hours	8.00 Hours / 8.00 Hours

6.

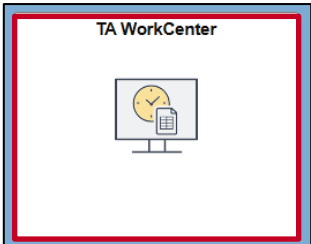
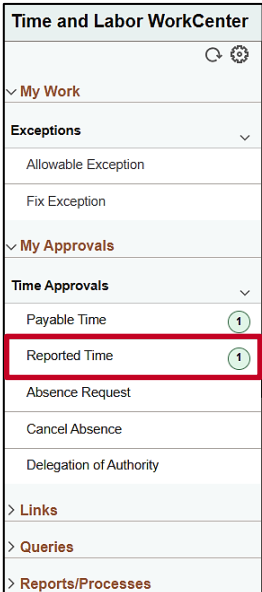
Click the **Approve** button.

Approve

Step	Action
	The Approve page appears in a pop-up window. 
7.	Enter comments as needed in the Approver Comments field. 
8.	Click the Submit button. 
	The time is approved and this process is now complete.

Interfacing Agency - Viewing More Details about Reported Time

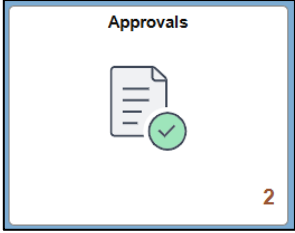
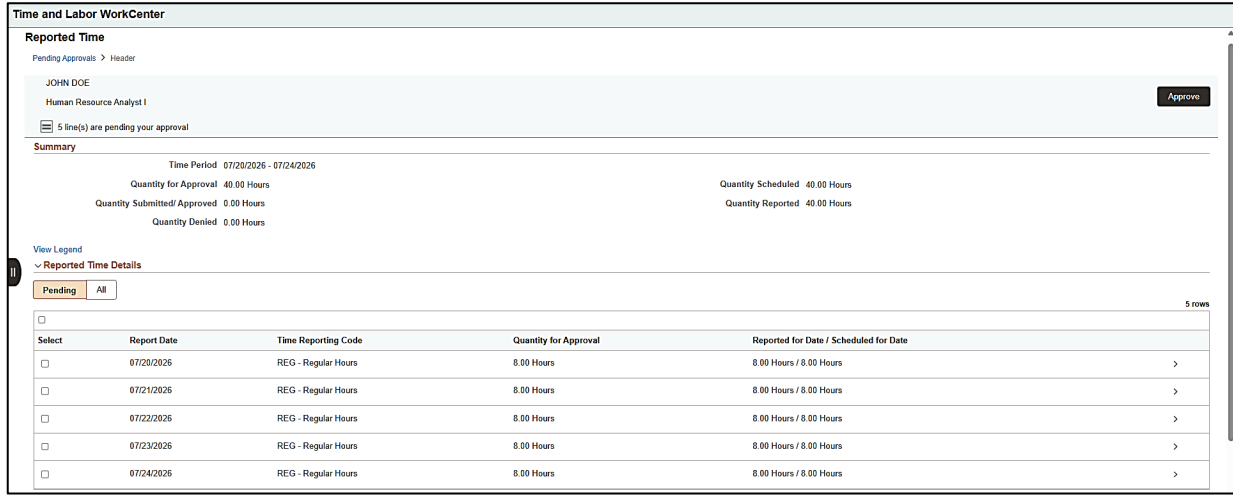
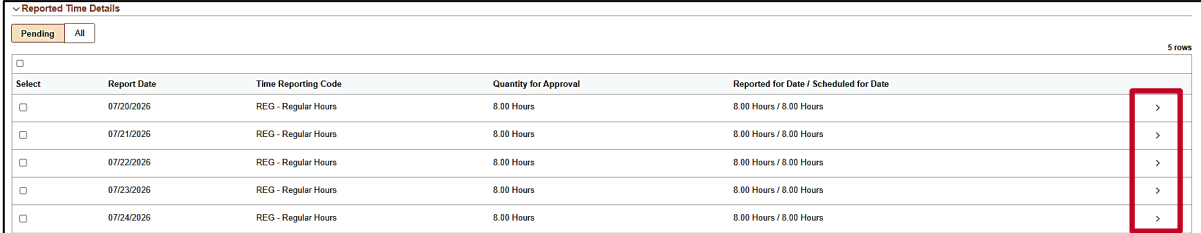
On occasion, an interfacing Agency may need to enter time for an employee directly in Cardinal rather than send the time via the interface. When this occurs, the time is set up to be approved as Reported Time and will route immediately for approval. The employee's Reports To supervisor will need to review and approve the time in Cardinal.

Step	Action
1.	Navigate to the Reported Time page by clicking the TA WorkCenter tile. 
	For more information pertaining to WorkCenters, see the Job Aid titled Overview of the Cardinal HCM WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path in the WorkCenter: My Approvals > Time Approvals > Reported Time Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 



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Step	Action
	Users can also access the Reported Time page by selecting the Approvals tile. 
3.	Click the Drill in (>) icon for the applicable line item (row) under Pending Approvals. 
The Reported Time page displays. 	
4.	Click the Drill in (>) icon on a specific line to view more details under the Reported Time Details section. 



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Step	Action
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The **Reported Time Line Details** page displays.

Time and Labor WorkCenter

Reported Time

[Pending Approvals](#) > [Header](#) > [Line](#)

Reported Time Line Details

Report Date 07/20/2026
Reported for date 8.00 Hours
Scheduled for date 8.00 Hours
Time Reporting code REG - Regular Hours
Quantity 8.00 Hours

[Adjust Reported Time](#)
[Comments](#)
[View Exception](#)

Time details

Quantity	Taskgroup	Billable Indicator	Time Zone	Business Unit
8 Hours	90200IN - PVC Intfc	No	EST	90200 - Puller Veterans Care Center

5. Click the **Adjust Reported Time** link to make adjustments if applicable.

[Adjust Reported Time](#)
[Comments](#)
[View Exception](#)

The **Enter Time by Day** page displays the selected employee's time entry for the selected Report Date.

Time and Labor WorkCenter

JOHN DOE
Human Resource Analyst I

Monday, Jul 20, 2026

Reported Status

Reported 8.00 Scheduled 8.00

*Time Reporting Code Quantity

Time Details

*Taskgroup PVC Intfc Source

*Business Unit Puller Veterans Care Center

Telework User Field 4

Agency Value

Submitted 8.00 Hours

Summary **Detail**

REG - Regular Hours 8.00 Hours

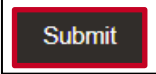
[Pending Approvals](#)

[Comments \(0\)](#)

6. Make any necessary changes if applicable.



The Approver must be an Agency TL Administrator to enter/edit the time for an employee whose time is interfaced into Cardinal.

Step	Action
7.	Click the Submit button. 
	The time will route immediately for approval. Complete the steps documented in the Interfacing Agency Approvals in Cardinal section of this Job Aid to approve the selected time.



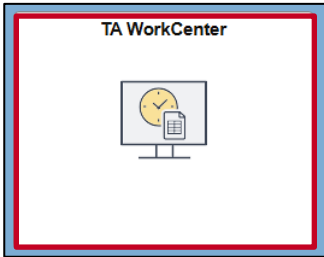
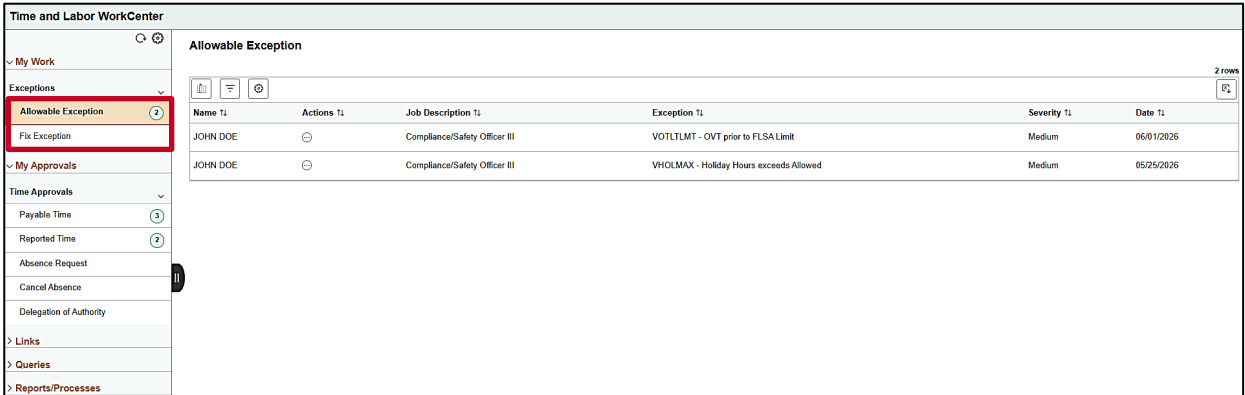
Time & Attendance Job Aid

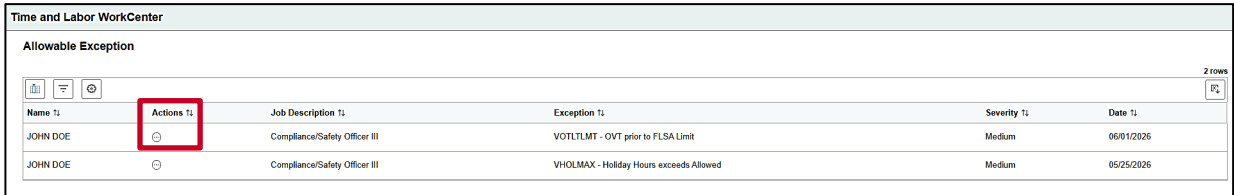
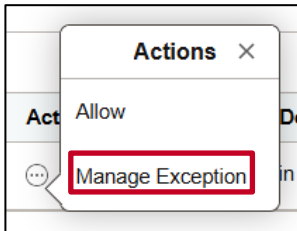
TA373 Approving Time and Absences

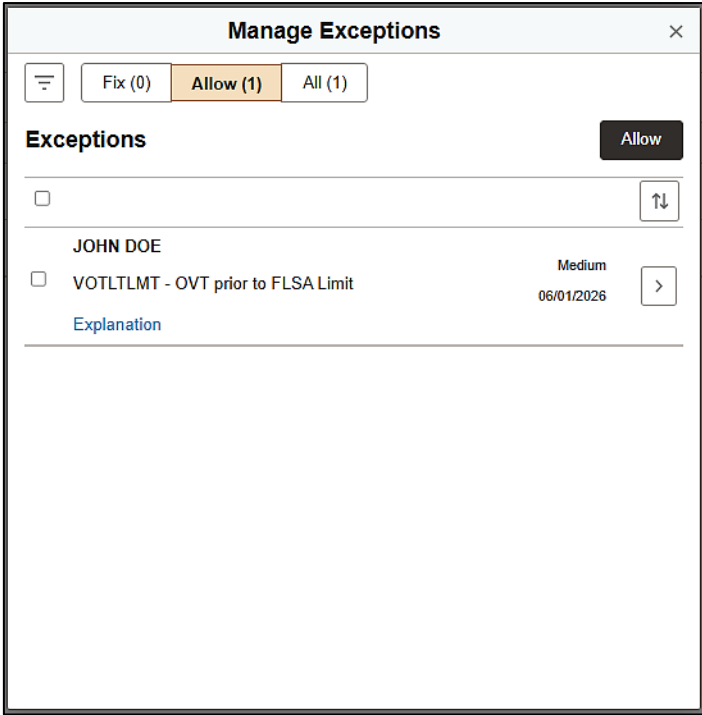
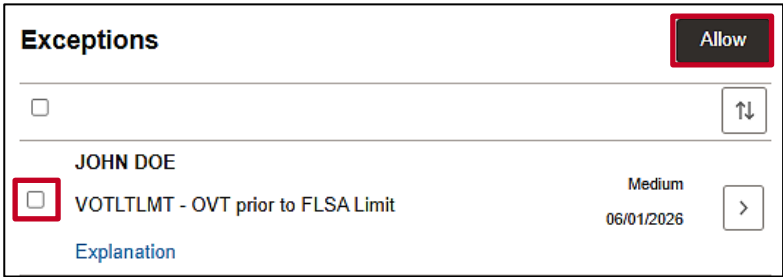
Managing Exceptions

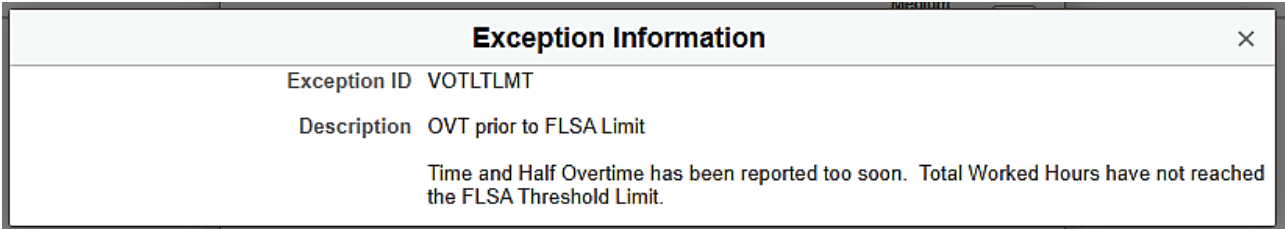
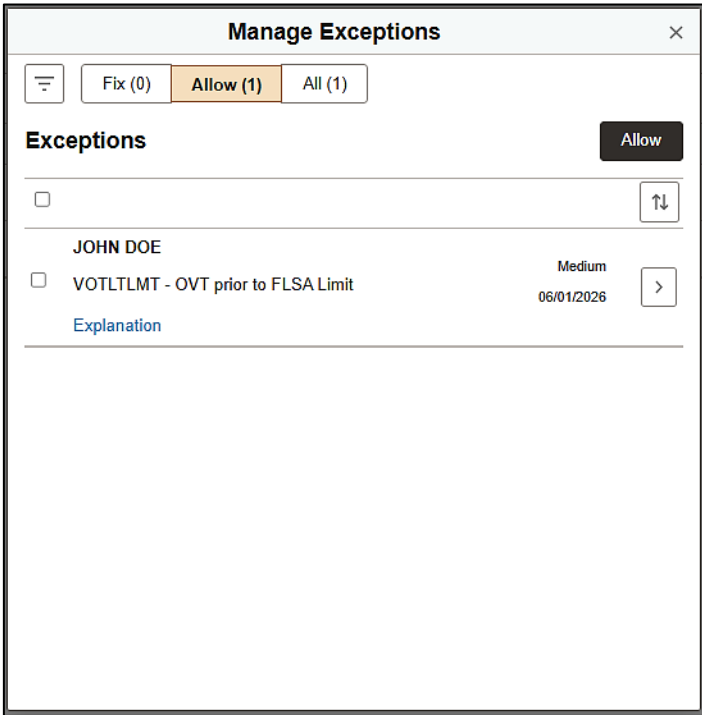
Supervisors may choose to allow exceptions when applicable. Supervisors can view exceptions from the **TA WorkCenter** tile, **My Team Time** tile, or the **Exceptions** tab on the **Enter Time** page. In order to view and then allow exceptions, the supervisor must follow the below steps.

Note: TL Administrators can view and allow exceptions from the **TA WorkCenter** tile, **Team Time** tile, or the **Exceptions** tab on the **Enter Time** page.

Step	Action
1.	Navigate to Exceptions by clicking the TA WorkCenter tile. 
	For more information pertaining to WorkCenters, see the Job Aid titled Overview of the Cardinal HCM WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path in the WorkCenter: My Work > Exceptions > Allowable Exception or Fix Exception Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 

Step	Action																																				
	Users can also access Exceptions by selecting the My Team Time tile. 																																				
3.	Click the Related Actions icon for the applicable row.  <table><tr><th colspan="6">Time and Labor WorkCenter</th></tr><tr><th colspan="6">Allowable Exception</th></tr><tr><td></td><td></td><td></td><td colspan="3">2 rows</td></tr><tr><th>Name T1</th><th>Actions T1</th><th>Job Description T1</th><th>Exception T1</th><th>Severity T1</th><th>Date T1</th></tr><tr><td>JOHN DOE</td><td></td><td>Compliance/Safety Officer III</td><td>VOTLT/LMT - OVT prior to FLSA Limit</td><td>Medium</td><td>06/01/2026</td></tr><tr><td>JOHN DOE</td><td></td><td>Compliance/Safety Officer III</td><td>VHOLMAX - Holiday Hours exceeds Allowed</td><td>Medium</td><td>05/25/2026</td></tr></table>	Time and Labor WorkCenter						Allowable Exception									2 rows			Name T1	Actions T1	Job Description T1	Exception T1	Severity T1	Date T1	JOHN DOE		Compliance/Safety Officer III	VOTLT/LMT - OVT prior to FLSA Limit	Medium	06/01/2026	JOHN DOE		Compliance/Safety Officer III	VHOLMAX - Holiday Hours exceeds Allowed	Medium	05/25/2026
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4.	Select “Manage Exception” in the Actions Menu. 																																				
	Time with Low and Medium exceptions should be reviewed by a supervisor to determine if the time should be adjusted to clear the exception. Low and Medium exceptions can be allowed by the supervisor or TL Administrator in rare exception cases and/or based on Agency policy and procedures. However, High exceptions cannot be allowed and must be fixed in order to process to payroll. Follow Agency guidelines to determine when it is appropriate to allow exceptions.																																				

Step	Action
	The Manage Exceptions page displays. 
	If the supervisor or TL Administrator wants to allow a Low or Medium exception without reviewing the details, it can be allowed from this page by selecting the Select checkbox and clicking on the Allow button. However, it is recommended to review the exceptions details under the Drill in (>) icon and Explanation link first. 
5.	Click the Explanation link to view the exception information. 

Step	Action
	The Exception Information page appears in a pop-up window. 
6.	Click the “X” button to close the page. 
	The Manage Exceptions page redisplays. 
7.	Click the Drill in (>) icon to view the exception details. 

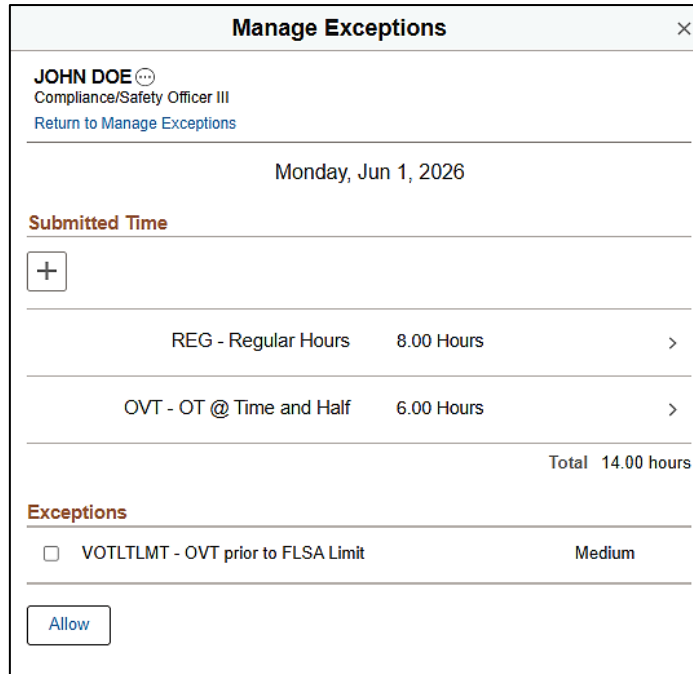
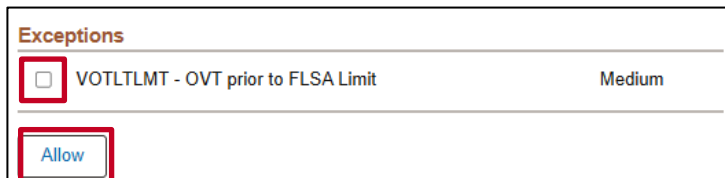
Step	Action
	The Manage Exceptions page displays with the Submitted Time and Exceptions sections. Manage Exceptions × JOHN DOE Compliance/Safety Officer III Return to Manage Exceptions Monday, Jun 1, 2026 Submitted Time + REG - Regular Hours5.00 Hours> OVT - OT @ Time and Half6.00 Hours> Total11.00 hours Exceptions ☐ VOTLMT - OVT prior to FLSA LimitMedium Allow
	Under the Submitted Time section, users can review and modify the time entries for that date by clicking the Drill in (>) icon or can add a new time entry by clicking on the Add Time (+) icon. Submitted Time + REG - Regular Hours5.00 Hours> OVT - OT @ Time and Half6.00 Hours> Total11.00 hours
8.	In this scenario, click the Drill in (>) icon on the REG – Regular Hours row. REG - Regular Hours5.00 Hours>

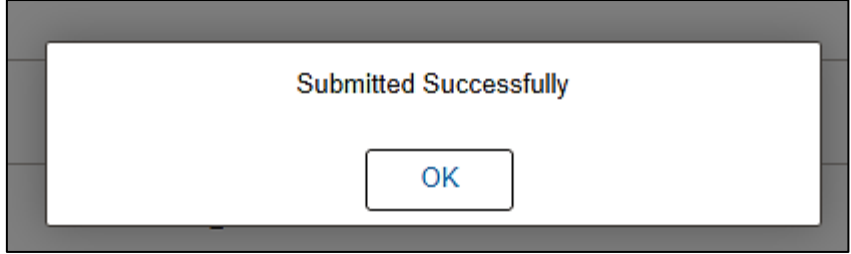
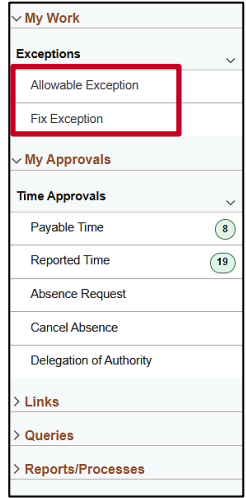
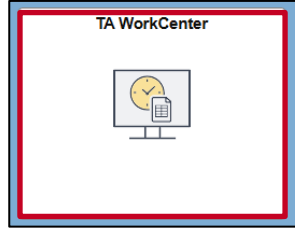


Time & Attendance Job Aid

TA373 Approving Time and Absences

Step	Action
The Report Time Details page displays.	
Cancel Report Time Details Submit Date 06/01/2026 *Time Reporting Code REG - Regular Hours Quantity 5.00 Hours Time Details Type Hours *Business Unit 30100 Agriculture & Consumer Svcs *Taskgroup 30100CCOP ACS CC Optional Agency Value Telework ChartFields Delete	
9.	In this scenario, the REG – Regular Hours needs to be updated to eight hours in the Quantity Hours field for the employee. The employee worked eight regular hours and six hours of overtime. Quantity 8 Hours
10.	Click the Submit button. Submit
The Submitted Successfully message will appear in a pop-up window.	
Submitted Successfully OK	
11.	Click the OK button. OK

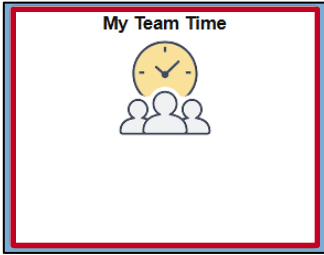
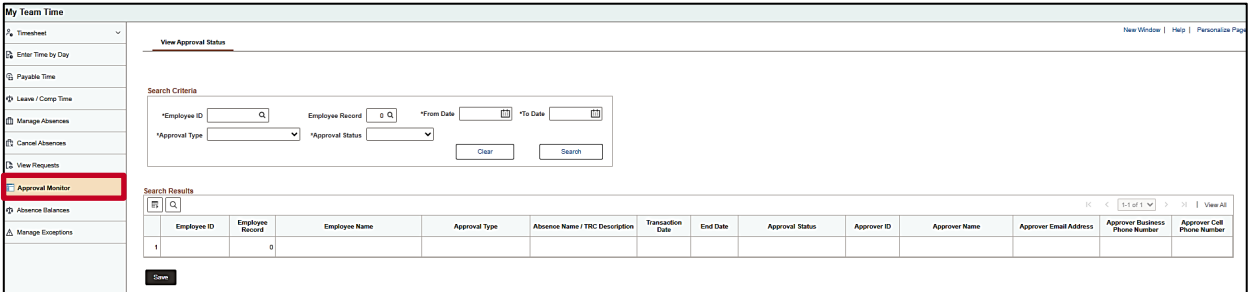
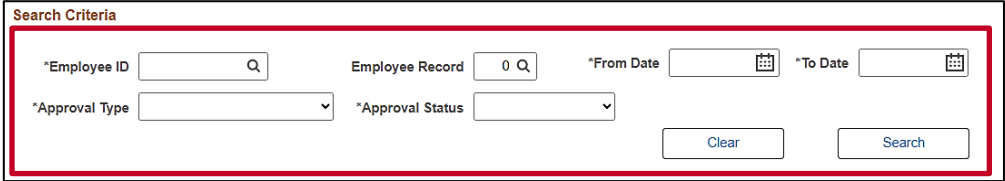
Step	Action
	The Manage Exceptions page redisplay with the Submitted Time and Exceptions sections. 
	The updated hours will clear the exception when the Time Administration Process runs next. Changes to time will not be available immediately for approval. The Time Administration Process will validate the time against state and Agency rules, clear applicable exceptions, and then route the time for approval. Absences are not processed by Time Administration and route immediately to the supervisor for approval.
12.	For Low or Medium exceptions that the supervisor or TL Administrator wants to allow, under the Exceptions section, click the Select checkbox option for the exception and click the Allow button. 
	Only allow the exception when the exception is valid and your Agency allows the hours to be reported/paid despite the exception.

Step	Action
	The Submitted Successfully message will appear in a pop-up window. 
13.	Click the OK button. 
	After clicking the Allow button, those exceptions will clear from the Exceptions section on the TA WorkCenter tile and My Team Time tile. On the Exceptions tab within the Enter Time page they will display as allowed exceptions.  Note: Allowed exceptions could display in the query results depending on how the user runs the query, whether to include them or not. The Time Administration Process will clear the exception if the time has been adjusted.
14.	Return to the TA WorkCenter tile and continue reviewing any remaining exceptions. 

Viewing Approval Status

After the Time Administration process runs, the approval status for Reported Time and Payable Time can be reviewed on the **Approval Monitor** page. If the user's Agency uses Cardinal Absence Management, the approval status for Absences and Canceled Absences can also be reviewed on this page.

Users can track and filter time and absence requests by Approval Type, Approval Status, and a specified Date range.

Step	Action
1.	Navigate to the Approval Monitor page by clicking the My Team Time tile. 
2.	Use the following navigation path: My Team Time > Approval Monitor 
	The fields in the Search Criteria section are required fields. Complete all fields to view results. Users can only review one Approval Type and Approval Status at a time. The Employee Record field defaults to "0" but can be updated as needed. 
3.	Enter the employee's Employee ID in the Empl ID field. 

Step	Action
4.	Click the Calendar icon to enter the dates in the From Date and To Date fields. *From Date *To Date
5.	Click the Approval Type dropdown button and select the the applicable Approval Type. In this scenario, select “TLPayableTime” to view Payable Time for the employee. *Approval Type AbsenceCancellation AbsenceManagement TLPayableTime TLReportedTime arch Results
6.	Click the Approval Status dropdown button and select the the applicable Approval Status. In this scenario, select “Needs Approval” to view Payable Time in Needs Approval status for the employee. *Approval Status Approved Closed Distributed Estimated Needs Approval No Pay Overtime Hold Rejected by Payroll Reversed Check Salary Hold Sent to Payroll Taken by Payroll Employee Name
	For more information about Reported Time and Payable Time Statuses and a brief description for each one, see the section Reported Time, Payable Time, Denied, Cancel in Progress, and Cancelled Statuses below.
7.	Click the Search button to view results. Clear Search



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Step	Action																																																								
	The Approval Monitor page displays all matching records based on the search criteria entered. My Team Time View Approval Status Search Criteria *Employee ID Employee Record *From Date *To Date *Approval Type *Approval Status Clear Search Search Results <table border="1"><thead><tr><th></th><th>Employee ID</th><th>Employee Record</th><th>Employee Name</th><th>Approval Type</th><th>Absence Name / TRC Description</th><th>Transaction Date</th><th>End Date</th><th>Approval Status</th><th>Approver ID</th><th>Approver Name</th><th>Approver Email Address</th><th>Approver Business Phone Number</th><th>Approver Cell Phone Number</th></tr></thead><tbody><tr><td>1</td><td></td><td>0</td><td></td><td>TLPayableTime</td><td>OT @Time 1/2 - Hly</td><td>01/07/2026</td><td></td><td>Needs Approval</td><td></td><td></td><td></td><td>555/555-5555</td><td></td></tr><tr><td>2</td><td></td><td>0</td><td></td><td>TLPayableTime</td><td>OT @Time 1/2 - Hly</td><td>01/07/2026</td><td></td><td>Needs Approval</td><td></td><td></td><td></td><td>555/555-5555</td><td></td></tr><tr><td>3</td><td></td><td>0</td><td></td><td>TLPayableTime</td><td>Regular Earnings - Hourly</td><td>01/07/2026</td><td></td><td>Needs Approval</td><td></td><td></td><td></td><td>555/555-5555</td><td></td></tr></tbody></table> Save		Employee ID	Employee Record	Employee Name	Approval Type	Absence Name / TRC Description	Transaction Date	End Date	Approval Status	Approver ID	Approver Name	Approver Email Address	Approver Business Phone Number	Approver Cell Phone Number	1		0		TLPayableTime	OT @Time 1/2 - Hly	01/07/2026		Needs Approval				555/555-5555		2		0		TLPayableTime	OT @Time 1/2 - Hly	01/07/2026		Needs Approval				555/555-5555		3		0		TLPayableTime	Regular Earnings - Hourly	01/07/2026		Needs Approval				555/555-5555	
	Employee ID	Employee Record	Employee Name	Approval Type	Absence Name / TRC Description	Transaction Date	End Date	Approval Status	Approver ID	Approver Name	Approver Email Address	Approver Business Phone Number	Approver Cell Phone Number																																												
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2		0		TLPayableTime	OT @Time 1/2 - Hly	01/07/2026		Needs Approval				555/555-5555																																													
3		0		TLPayableTime	Regular Earnings - Hourly	01/07/2026		Needs Approval				555/555-5555																																													
	The following details are displayed on this page: Request Details: Absence Name/TRC Description and Transaction Date Approver Details: Name, Email Address, and Phone Number																																																								

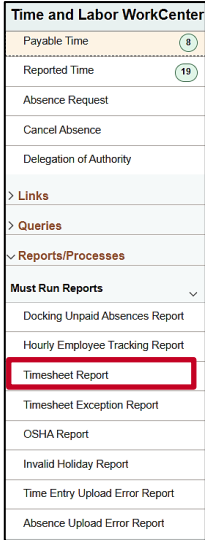


Time & Attendance Job Aid

TA373 Approving Time and Absences

Reported Time, Payable Time, Denied, Cancel in Progress, and Cancelled Statuses

Reported Time, Payable Time, Denied, Cancel in Progress, and Cancelled can be reviewed online or Supervisors and TL Administrators can run the Timesheet Report to review time and absences.

Step	Action
1.	Use the following navigation path in the WorkCenter: Reports/Processes > Must Run Reports > Timesheet Report 
	Users can also navigate to the Timesheet Report by using the following path: Menu > Time and Labor > Reports > Timesheet Report



Time & Attendance Job Aid

TA373 Approving Time and Absences

Reported Time Status Descriptions

The tables below show Reported Time Status descriptions and the actions available based on grace periods and roles.

Reported Time Statuses					
Status Type	Status	Code	Next Status	Description	Agency Type
Reported Time	Saved	SV	SB	Time that has been entered but not submitted for processing	Online
Reported Time / Absence Request	Saved	SV	NA	Absence that has been entered but not submitted for approval	AM
Reported Time	Saved	SV	NA	Time for interfacing employee that has been saved online but not submitted for approval	Interfacing
Reported Time	Submitted	SB		Time that has been reported and submitted for processing	Online
Reported Time / Absence Request	Needs Approval	NA	AP	Absence that has been submitted and is pending approval	AM
Reported Time	Needs Approval	NA	AP, CL	Time for interfacing employee that has been submitted online and is pending approval	Interfacing
Reported Time / Absence Request	Approved	AP		Absence that has been approved	AM
Reported Time	Approved	AP		Time for interfacing employee that has been interfaced as approved or submitted and approved online	Interfacing
Reported Time	Closed	CL		Time closed by the TA Expired Grace Approver	Online + Interfacing

* Agencies using Cardinal online for TA will only see a status of either Saved or Submitted for time entered on the Timesheet Grid.

**Agencies using Cardinal Absence Management will see Denied, Cancel in Progress, Cancelled, Needs Approval, or Approved for absences. Interfacing Agencies will generally only see Approved when the time is successfully interfaced into Cardinal.



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TA373 Approving Time and Absences

Reported Time Status actions available based on grace periods and roles.

Status Type	Code	Agency Type	<90 days	>90 <365	>365
Reported Time	SV	Online	*Employee/ Supervisor/ Timekeeper/ TL Admin Submit or Delete	*TL Admin Submit or Delete *TA Expired Grace Approver Close or Delete	*TA Expired Grace Approver Close or Delete
Reported Time / Absence Request	SV	AM	*Employee/ Supervisor/ Timekeeper/ TL Admin Submit or Cancel	*TL Admin Submit or Cancel *AM Admin Approve or Void or Delete	*AM Admin Approve or Void or Delete (must request PPS to override 1 year retro limit for processing)
Reported Time	SV	Interfacing	*TL Admin Submit or Delete/Cancel	*TL Admin Submit or Delete/Cancel *TA Expired Grace Approver Close or Delete	*TA Expired Grace Approver Close or Delete
Reported Time	SB	Online	No action needed	No action needed	No action needed
Reported Time / Absence Request	NA	AM	*Employee/ Supervisor/ Timekeeper/TL Admin Cancel *Supervisor Approve	*TL Admin Cancel *Supervisor Approve *AM Admin Approve or Void or Delete	*AM Admin Approve or Void or Delete (must request PPS to override 1 year retro limit for processing)
Reported Time	NA	Interfacing	*Supervisor Approve *TL Admin Delete	*Supervisor Approve (Must be done same day as Submit) *TL Admin Delete *TA Expired Grace Approver Close or Delete	*TA Expired Grace Approver Close or Delete
Reported Time / Absence Request	AP	AM	No action needed	No action needed	No action needed
Reported Time	AP	Interfacing	No action needed	No action needed	No action needed
Reported Time	CL	Online + Interfacing	No action needed	No action needed	No action needed



Time & Attendance Job Aid

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Payable Time Status Descriptions

The tables below show the Payable Time Status descriptions and actions available based on grace periods and roles.

Payable Time Statuses					
Status Type	Status	Code	Next Status	Description	Agency Type
Payable Time	Needs Approval	NA	AP, VS, VH, CH, CL, NP	Time that has been processed by Time Administration and is pending approval	Online
Payable Time	Approved	AP	SP then TP	Time that has been approved and ready for payroll/distribution	Online
Payable Time	Estimated	ES	SP then TP	Time that does not require approval and is ready for payroll/distribution	Online + Interfacing
Payable Time	Overtime Hold	VH	AP	Time for salaried employees subject to overtime lag that has not yet been released for load to payroll	Online
Payable Time	Salary Hold	VS	PD	Time for salaried employees included in base pay pending distribution	Online
Payable Time	No Pay	NP		Time does not require pay or distribution	Online + Interfacing
Payable Time	Rejected by Payroll	RP	SP then TP or CL	Time rejected by load to payroll process	Online + Interfacing
Payable Time	Reversed	RV		Time reversed by payroll	Online + Interfacing
Payable Time	Sent to Payroll	SP	TP or RP	Time is in process of being loaded to payroll	Online + Interfacing
Payable Time	Taken by Payroll	TP	PD	Time loaded to payroll pending payroll processing	Online + Interfacing
Payable Time	Distributed	PD		Time paid and/or distributed to General Ledger	Online + Interfacing
Payable Time	Closed	CL		Time closed by distribution process, time rejected by payroll closed by TL Admin, or time closed by the TA Expired Grace Approver	Online + Interfacing



Time & Attendance Job Aid

TA373 Approving Time and Absences

Payable Time Status actions available based on grace periods and roles.

Status Type	Code	Agency Type	<90 days	>90 <365	>365
Payable Time	NA	Online	*Supervisor Approve	*TA Expired Grace Approver Approve *TL Admin Delete Reported Time *TA Expired Grace Approver Close or Delete	*TA Expired Grace Approver Close or Delete
Payable Time	AP	Online	No action needed	No action needed	No action needed
Payable Time	ES	Online + Interfacing	No action needed	No action needed	No action needed
Payable Time	VH	Online	No action needed	No action needed	No action needed
Payable Time	VS	Online	No action needed	No action needed	No action needed
Payable Time	NP	Online + Interfacing	No action needed	No action needed	No action needed
Payable Time	RP	Online + Interfacing	*Payroll Admin/TL Admin/SPO fix problem and reload time *TL Admin Close	*Payroll Admin/TL Admin/SPO fix problem and reload time *TL Admin Close	*Nightly job will Close
Payable Time	RV	Online + Interfacing	No action needed	No action needed	No action needed
Payable Time	SP	Online + Interfacing	No action needed	No action needed	No action needed
Payable Time	TP	Online + Interfacing	No action needed	No action needed	No action needed
Payable Time	PD	Online + Interfacing	No action needed	No action needed	No action needed
Payable Time	CL	Online + Interfacing	No action needed	No action needed	No action needed