

### Entering and Modifying Absences Overview

The **Absence Event** page allows Absence Management (AM) Administrators to enter, edit, delete, or void Absence Events on behalf of an Employee, Timekeeper, or Supervisor when they cannot make the adjustment on the Timesheet or if extended leave types are required (these are not available on the Timesheet). AM Administrators have modify access to the **Absence Event** page within one year of the current open leave period and view only access to Absence Events greater than one year from the current open leave period. In general, the employee Timesheet should be the primary means of entering absences.

When an AM Administrator has entered, modified, or approved an Absence Event on the **Absence Event** page it will no longer be editable on the timesheet by the Employee, Timekeeper, Supervisor or TL Administrator. Any additional edits will need to be made by an AM Administrator on the **Absence Event** page.

Absence Requests in a “Saved” or “Needs Approval” status more than one year from the current open leave period can be voided by the Agency TA Expired Grace Approver on the **Update Time Status** page. For more information, see the **TA Time Status Administration** Job Aid, located on the Cardinal website in **Job Aids** under **Learning**.

Absence Administrators at Interfacing Agencies should make changes in the Agency system of record. If changes are made in Cardinal, it is important that the Agency system is also updated to keep the systems aligned.

There are no systematic notifications sent to the Employee when Absence Requests are added, modified, deleted, or voided. All necessary communication with the Employee regarding these actions must be done in accordance with Agency procedures outside of 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.



# Time & Attendance Job Aid

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## TA374 Entering and Modifying Absences

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## Time & Attendance Job Aid

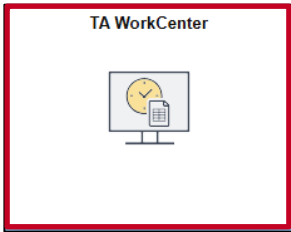
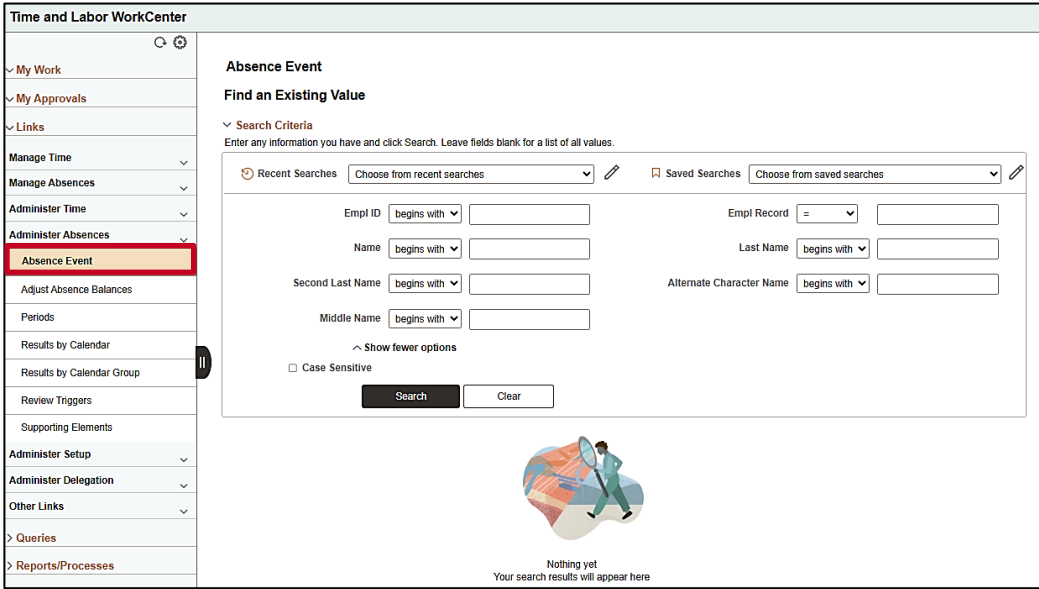
### TA374 Entering and Modifying Absences

#### Revision History

| Revision Date | Summary of Changes                               |
|---------------|--------------------------------------------------|
| 9/1/2026      | Updated to reflect the Cardinal system upgrades. |
| 3/1/2025      | Baseline.                                        |

### Adding an Absence Event

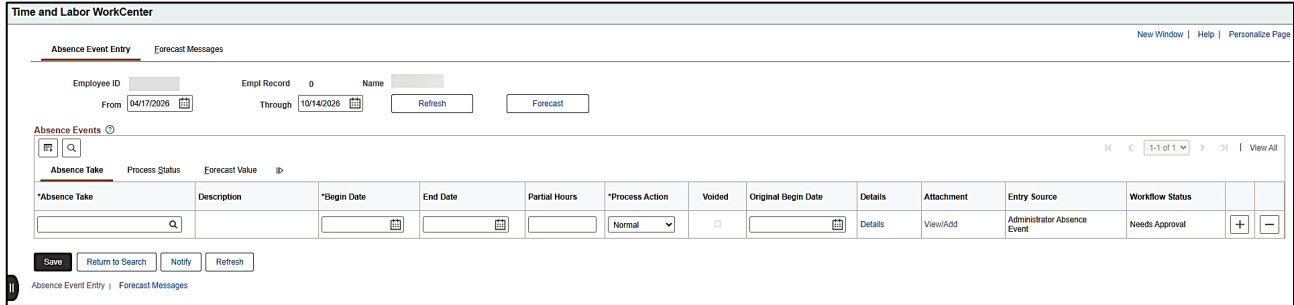
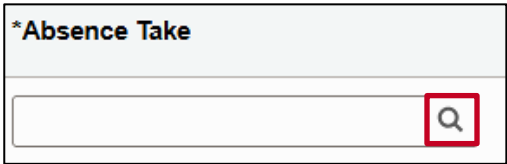
Use this process to add an absence event for an employee.

| Step                                                                                | Action                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                                                                                  | <p>Navigate to the <b>Absence Event</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 the Cardinal HCM WorkCenters</b> located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>                                                                                                       |
| 2.                                                                                  | <p>Use the following navigation in the WorkCenter: <b>Links &gt; Administer Absences &gt; Absence Event</b></p> <p><b>Note:</b> WorkCenter sections, folders, and pages may vary based on the user's Security roles.</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>                                                              |



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### TA374 Entering and Modifying Absences

| Step                                                                                                                                                                                            | Action                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.                                                                                                                                                                                              | <p>Enter the employee's Employee ID in the <b>Empl ID</b> field.</p> <p><b>Note:</b> Users can also search by name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.</p>  |
| 4.                                                                                                                                                                                              | <p>Click the <b>Search</b> button.</p>                                                                                                                                                                                                                    |
| <p>The <b>Absence Event</b> page displays with the <b>Absence Event Entry</b> tab displayed by default.</p>  |                                                                                                                                                                                                                                                                                                                                            |
| 5.                                                                                                                                                                                              | <p>The <b>From</b> and <b>Through</b> fields (dates) default and can be changed. If the default dates do not include the absence date that needs to be entered, update them as appropriate using the <b>Calendar</b> icon.</p>                         |
| 6.                                                                                                                                                                                              | <p>Click the <b>Refresh</b> button for the updated time period to display if dates are changed.</p>                                                                                                                                                     |
| 5.                                                                                                                                                                                              | <p>Click the <b>Absence Take Look Up</b> icon.</p>                                                                                                                                                                                                      |



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

The **Look Up Absence Take** page displays in a pop-up window.

6. Use the scrollbar as needed and select the applicable Absence Take type by clicking the corresponding link in the **Element Name** column or **Description** column.

|                               |                                             |                     |
|-------------------------------|---------------------------------------------|---------------------|
| <a href="#">BMO TAKE ELEM</a> | <a href="#">Bone Marrow/Organ Donations</a> | <a href="#">USA</a> |
|-------------------------------|---------------------------------------------|---------------------|

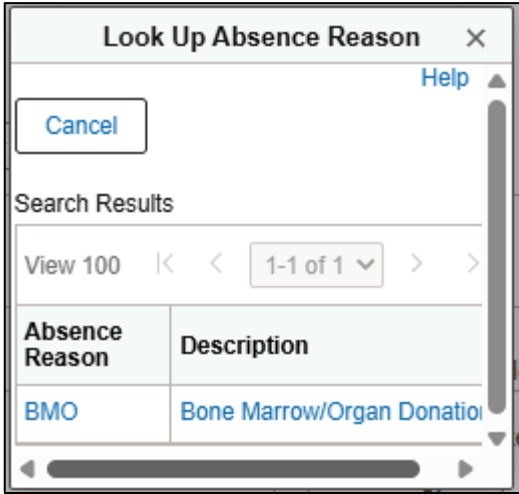
The **Absence Event** page displays with the selected Absence Take type.



## Time & Attendance Job Aid

### TA374 Entering and Modifying Absences

| Step                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Action                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| 7.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p>Click the <b>Details</b> link.</p> <div><div>Details</div><div>Details</div></div>                           |
| <p>The <b>Absence Event Input Detail</b> page displays in a pop-up window. The <b>Absence Take</b> field defaults based on the previous selection.</p> <div><div><div><div>Absence Event Input Detail</div><div><div>Absence Event</div><div>Absence Event Input Detail</div><div><div>Absence TakeBMO TAKE ELEM</div><div>Absence Reason</div><div>Entry SourceAdministrator Absence Event</div><div>Workflow StatusNeeds Approval</div><div>*Process ActionNormal</div><div><div><div><div></div></div></div><div><div>Voided Indicator</div><div>Manager Approved</div></div></div><div>Absence TypeBone Marrow/Organ Donations</div><div>Event Priority0</div><div>Last Updated</div><div>Process StatusNot Processed</div><div>Calendar Group ID</div><div>Process Date</div><div>First Processed Date</div></div><div>Absence Begin / End Data</div><div><div>*Begin Date</div><div>End Date</div><div>Original Begin Date</div><div>Partial DaysNone</div></div><div><div>User Defined Fields 1</div><div><div>Date 1</div><div>Character 1</div><div>Monetary 1</div><div>Decimal 1</div><div>Currency 1</div></div><div><div>User Defined Fields 2</div><div><div>Date 2</div><div>Character 2</div><div>Monetary 2</div><div>Decimal 2</div><div>Currency 2</div></div><div><div>User Defined Fields 3</div><div><div>Date 3</div><div>Character 3</div><div>Monetary 3</div><div>Decimal 3</div><div>Currency 3</div></div><div><div>User Defined Fields 4</div><div><div>Date 4</div><div>Character 4</div><div>Monetary 4</div><div>Decimal 4</div><div>Currency 4</div></div></div></div></div></div></div></div></div></div> |                                                                                                                 |
| 8.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p>Click the <b>Absence Reason Look Up</b> icon.</p> <div><div>Absence Reason</div><div></div><div></div></div> |

| Step                                                                                | Action                                                                                                                                                                                                                                                                                                                                                                                 |                |             |                     |                                             |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------|---------------------|---------------------------------------------|
|                                                                                     | <p>The <b>Look Up Absence Reason</b> page displays in a pop-up window.</p>                                                                                                                                                                                                                           |                |             |                     |                                             |
| 11.                                                                                 | <p>Select the applicable absence reason by clicking the corresponding link in the <b>Absence Reason</b> or <b>Description</b> column.</p> <table border="1" data-bbox="264 1020 753 1144"> <thead> <tr> <th>Absence Reason</th><th>Description</th></tr> </thead> <tbody> <tr> <td><a href="#">BMO</a></td><td><a href="#">Bone Marrow/Organ Donations</a></td></tr> </tbody> </table> | Absence Reason | Description | <a href="#">BMO</a> | <a href="#">Bone Marrow/Organ Donations</a> |
| Absence Reason                                                                      | Description                                                                                                                                                                                                                                                                                                                                                                            |                |             |                     |                                             |
| <a href="#">BMO</a>                                                                 | <a href="#">Bone Marrow/Organ Donations</a>                                                                                                                                                                                                                                                                                                                                            |                |             |                     |                                             |
|  | For many Absence Take types, the reason may be the same as the Absence Take name.                                                                                                                                                                                                                                                                                                      |                |             |                     |                                             |
| 12.                                                                                 | <p>Enter or use the <b>Calendar</b> icon for the first day of the absence in the <b>Begin Date</b> field.</p> <div data-bbox="256 1344 820 1434"> <span>*Begin Date</span> <input type="text"/>  </div>                                                                                             |                |             |                     |                                             |
| 13.                                                                                 | <p>Enter or use the <b>Calendar</b> icon for the last day of the absence in the <b>End Date</b> field if applicable.</p> <div data-bbox="256 1556 776 1625"> <span>End Date</span> <input type="text"/>  </div>                                                                                     |                |             |                     |                                             |

| Step                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p>The <b>Partial Days</b> field defaults to “<b>None</b>”. This selection denotes that the absence is made up of full days only. If any of the absence days are partial hours, click the <b>Partial Days</b> dropdown button and select from the following:</p> <ul style="list-style-type: none"> <li>• <b>All Days</b> – All days are partial days</li> <li>• <b>Start Day Only</b> – Only the start day is partial</li> <li>• <b>End Day Only</b> – Only the end day is partial</li> <li>• <b>None</b> – Default value; none of the days are partial days</li> <li>• <b>Start and End Days</b> – Both the start day and the end day are partial days</li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> Partial Days <span style="border: 1px solid red; padding: 2px;">None</span> ▼ </div> <p><b>Important Note:</b> For employees on a Variable Work Schedule, always select “All Days”.</p> |
| 14.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>Scroll down to the bottom of the page and click the <b>Comments</b> link.</p> <div style="border: 1px solid red; padding: 2px; margin: 10px 0;"> <a href="#">Comments</a> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p>The <b>Absence Event Comments</b> page displays in a pop-up window.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> <div style="text-align: right;">X</div> <div style="text-align: center;">Absence Event Comments</div> <div style="text-align: right;"><a href="#">Help</a></div> </div> <div style="padding-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <span>Absence Event</span> </div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> <b>Absence Event Comments</b> </div> <div style="display: flex; align-items: flex-start;"> <div style="width: 150px;">Comment</div> <div style="flex-grow: 1;"> <div style="border: 1px solid black; height: 100px; margin-top: 5px;"></div> <div style="text-align: right; margin-top: -10px;">  </div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="background-color: black; color: white; padding: 5px 10px;">OK</div> <div style="border: 1px solid black; padding: 5px 10px;">Cancel</div> <div style="border: 1px solid black; padding: 5px 10px;">Refresh</div> </div> </div> </div> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |



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| Step                                                                              | Action                                                                                                                                         |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| 15.                                                                               | Enter any notes pertaining to the Absence Event in the <b>Comment</b> field. This is not required.<br><div><div>Comment</div><div></div></div> |
|  | Information entered here is visible to anyone with access to this page.                                                                        |
| 16.                                                                               | Click the <b>OK</b> button.<br><div><div>OK</div><div>Cancel</div><div>Refresh</div></div>                                                     |

The **Absence Event Input Detail** page redisplay.

Absence Event

Absence Event Input Detail

Absence TakeBMO TAKE ELEM

Absence ReasonBMOBone Marrow/Organ Donations

Entry SourceAdministrator Absence Event

Workflow StatusNeeds Approval

\*Process ActionNormal

☐ Voided Indicator

☐ Manager Approved

Absence TypeBone Marrow/Organ Donations

Event Priority0

Last Updated

Process StatusNot Processed

Calendar Group ID

Process Date

First Processed Date

Absence Begin / End Data

\*Begin Date07/22/2026

End Date07/23/2026

Original Begin Date

Partial DaysNone

User Defined Fields

User Defined Fields 1

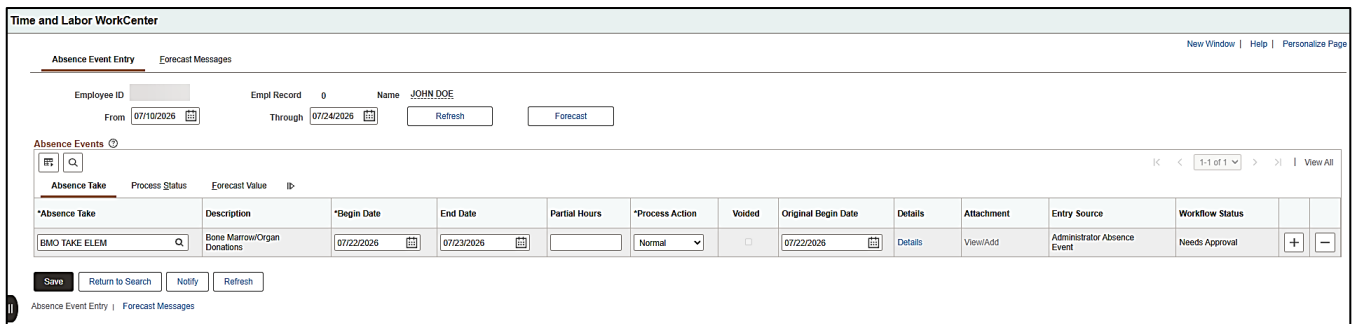
User Defined Fields 2

User Defined Fields 3

User Defined Fields 4

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 17.  | <p>Scroll down to the bottom of the page and click the <b>OK</b> button.</p> <div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-around; align-items: center;"> <div style="border: 2px solid red; padding: 5px 15px; background-color: black; color: white; font-weight: bold;">OK</div> <div style="border: 1px solid black; padding: 5px 15px; color: blue;">Cancel</div> <div style="border: 1px solid black; padding: 5px 15px; color: blue;">Refresh</div> </div> |

The **Absence Event** page displays and the row is populated based on the data entered on the **Absence Event Input Details** page.



|   | <p>If additional Absence Events need to be entered, scroll to the right and click the <b>Add a New Row (+)</b> icon and then repeat these Steps. If no other Absence Events need to be entered, proceed to the next Step.</p> <div><div><div>+</div></div><div><div>-</div></div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                         |                         |  |  |                             |                |                         |                         |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------------------------|--|--|-----------------------------|----------------|-------------------------|-------------------------|
|  | <p>The <b>Entry Source</b> field defaults to “Administrator Absence Event” when an Absence Administrator enters or modifies an absence and this field cannot be changed. The <b>Workflow Status</b> field defaults to “<b>Approved</b>” when no additional approval is required based on the Absence Take type. If the Absence Event requires additional approval, the <b>Workflow Status</b> field defaults to “Needs Approval”. Also, if the Absence Event requires further approval see the <a href="#">Approving an Absence Event</a> section in this job aid. Absence Events keyed or edited on the Absence Event page will not route to the supervisor for approval and cannot be edited on the Timesheet. While not all Absence Types require forecasting, users should always forecast the leave type entered. If the user does not forecast and it is required, an error message displays indicating the information cannot be saved until forecasting is completed.</p> <table><tr><th>Entry Source</th><th>Workflow Status</th><th></th><th></th></tr><tr><td>Administrator Absence Event</td><td>Needs Approval</td><td><div><div>+</div></div></td><td><div><div>-</div></div></td></tr></table> | Entry Source            | Workflow Status         |  |  | Administrator Absence Event | Needs Approval | <div><div>+</div></div> | <div><div>-</div></div> |
| Entry Source                                                                        | Workflow Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                         |                         |  |  |                             |                |                         |                         |
| Administrator Absence Event                                                         | Needs Approval                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <div><div>+</div></div> | <div><div>-</div></div> |  |  |                             |                |                         |                         |



## Time & Attendance Job Aid

### TA374 Entering and Modifying Absences

| Step                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Action                                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| 18.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>Click the <b>Forecast</b> button.</p> <div><div>Refresh</div><div>Forecast</div></div>                                                           |
| <p>A message displays in a pop-up window when the forecasting process is completed.</p> <div>Forecasting completed covering the period from 2025-12-16 to 2026-07-23. Please check the Forecast Value tab to confirm eligible.(25006, 10)</div> <div><div>OK</div><div>Cancel</div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                     |
| 19.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>Click the <b>OK</b> button to close the message.</p> <div><div>OK</div><div>Cancel</div></div>                                                   |
| <p>The <b>Absence Event</b> page refreshes to show the updated status in the <b>Workflow Status</b> field.</p> <div><div><div>Time and Labor WorkCenter</div><div><div>Absence Event EntryForecast Messages</div><div>Employee ID [ ] Empl Record 0 Name JOHN DOE</div><div>From 07/10/2026 Through 07/24/2026 Refresh Forecast</div><div>Absence Events</div><div><div>Absence TakeProcess StatusForecast ValueID</div><div><div>*Absence TakeDescription*Begin DateEnd DatePartial Hours*Process ActionVoidedOriginal Begin DateDetailsAttachmentEntry SourceWorkflow Status</div><div><div>BMO TAKE ELEMBone Marrow/Organ Donations07/22/202607/23/2026Normal07/22/2026DetailsView/AddAdministrator Absence EventSubmitted</div></div></div></div></div></div></div> |                                                                                                                                                     |
| 20.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>Click the <b>Forecast Value</b> tab to confirm that the employee is eligible.</p> <div><div>Absence TakeProcess StatusForecast Value</div></div> |



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

The **Forecast Value** tab displays.

**Time and Labor WorkCenter**

**Absence Event Entry** | Forecast Messages

Employee ID [ ] Empl Record 0 Name JOHN DOE  
From 07/10/2026 Through 07/24/2026 Refresh Forecast

**Absence Events** ⓘ

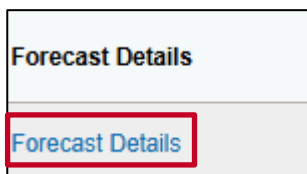
Grid icons | 1-1 of 1 | View All

| Absence Take  | Process Status              | Forecast Value | >          |                |                    |                  |
|---------------|-----------------------------|----------------|------------|----------------|--------------------|------------------|
| *Absence Take | Description                 | *Begin Date    | End Date   | Forecast Value | Forecast Date Time | Forecast Details |
| BMO TAKE ELEM | Bone Marrow/Organ Donations | 07/22/2026     | 07/23/2026 | ELIGIBLE       | 07/30/2026 5:04PM  | Forecast Details |

Save Return to Search Notify Refresh

Absence Event Entry | Forecast Messages

21. Click the **Forecast Details** link.



The **Absence Forecast Results** page displays in a pop-up window.

**Absence Forecast Results** ⓘ

[Absence Event](#) [Help](#)

**Absence Forecast Results**

Absence Take Element BMO TAKE ELEM Begin Date 07/22/2026  
Absence Type BoneMarrow End Date 07/23/2026  
Forecast Value ELIGIBLE Forecast Date Time 07/30/2026 5:04PM

**Absence Forecast Result Details**

Grid icons | 1-3 of 3 | View All

| Forecast Results  | Accumulator Results | User Keys 1-3 | User Keys 4-6 | >               |            |  |
|-------------------|---------------------|---------------|---------------|-----------------|------------|--|
| Secondary Element | Forecast Element    | Type          | Numeric Value | Character Value | Date Value |  |
| BMO TAKE ELEM     | BMO ENT ELEM_BAL    | Accumulatr    | 8.000000      |                 |            |  |
| BMO TAKE ELEM     | BMO FORECAST PAID   | Accumulatr    | 16.000000     |                 |            |  |
| BMO TAKE ELEM     | BMO FORECAST UNPD   | Accumulatr    | 0.000000      |                 |            |  |

Return



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| Step                                                                              | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 22.                                                                               | <p>Review the following information:</p> <ul style="list-style-type: none"> <li>a) <b>Forecast Value</b> field: Verify a status of “Eligible”</li> <li>b) <b>*** ENT ELEM_BAL</b> row: Displays the employee’s predicted balance after the absence take</li> <li>c) <b>*** FORECAST PAID</b> row: Displays the forecasted number of paid absence hours for this Absence Event</li> <li>d) <b>*** FORECAST UNPD</b> row: Displays the forecasted number of unpaid absence hours for this Absence Event</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                    |
|  | <p>For identification purposes, the “***” represents the absence take type (Element Code) and will be unique for each absence take type during review. Cardinal automatically generates an absence take for Pay Docking (LNP) for any hours that are not covered by the employee’s absence entitlement balance (*** FORECAST UNPD row). If necessary, work with the employee and/or supervisor to determine if another leave type can be used. The employee and/or supervisor should be given an opportunity to update the leave request, whenever possible, to avoid pay docking. It is the Administrator’s responsibility to verify that the employee has a sufficient balance to cover the absence if a balance is required for the Absence Take type. If the Forecast Value status is “INELIGIBLE”, it should be addressed either by editing to LNP (Pay Docking) or by using another available leave type.</p> |
| 23.                                                                               | <p>Click the <b>Return</b> button.</p> <div data-bbox="258 1127 430 1205" data-label="Image"> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

The **Absence Event** page redispays.

Time and Labor WorkCenter

Absence Event Entry

Forecast Messages

Employee ID

Empl Record 0

Name JOHN DOE

From 07/10/2026

Through 07/24/2026

Refresh

Forecast

Absence Events

1-1 of 1

View All

| Absence Take  | Process Status              | Forecast Value |            |                |                    |                  |
|---------------|-----------------------------|----------------|------------|----------------|--------------------|------------------|
| *Absence Take | Description                 | *Begin Date    | End Date   | Forecast Value | Forecast Date Time | Forecast Details |
| BMO TAKE ELEM | Bone Marrow/Organ Donations | 07/22/2026     | 07/23/2026 | ELIGIBLE       | 07/30/2026 5:04PM  | Forecast Details |

Save

Return to Search

Notify

Refresh

Absence Event Entry

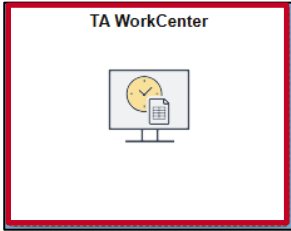
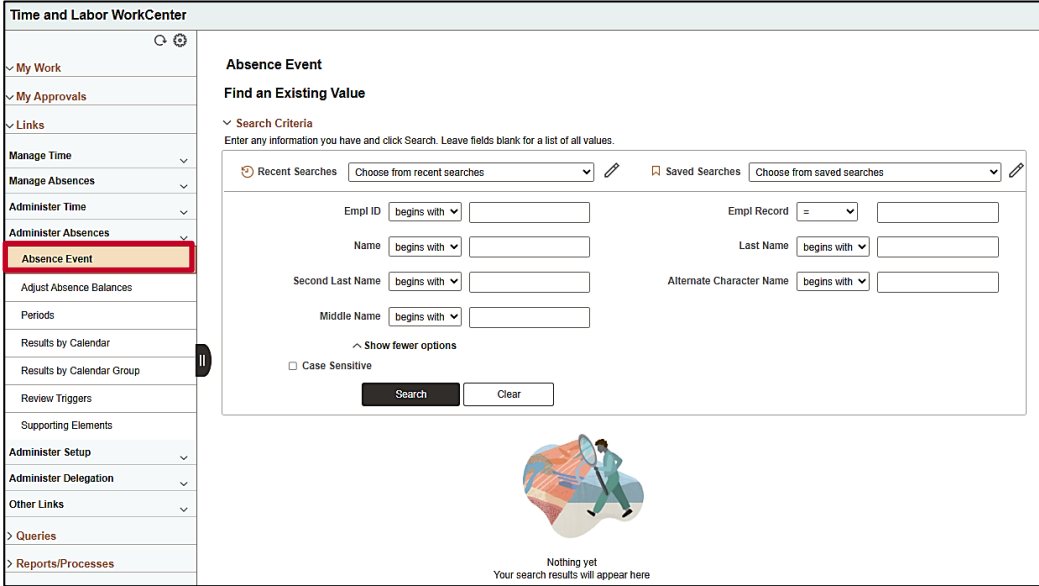
Forecast Messages

| Step                                                                              | Action                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 24.                                                                               | <p>Click the <b>Save</b> button after confirming that the employee is eligible for the leave.</p> <div> <div>Save</div> <div>Return to Search</div> <div>Notify</div> <div>Refresh</div> </div>                                                                           |
|  | <p>The absence has been successfully added for the employee and will be processed (in the current period) during the next run of the <b>Absence Calculation</b> process (scheduled to run daily). Future period absences are processed when that period is processed.</p> |

### Approving an Absence Event

It is recommended that the AM Administrator enters the extended leave request, then asks a second AM Administrator to review and approve it using the following steps:

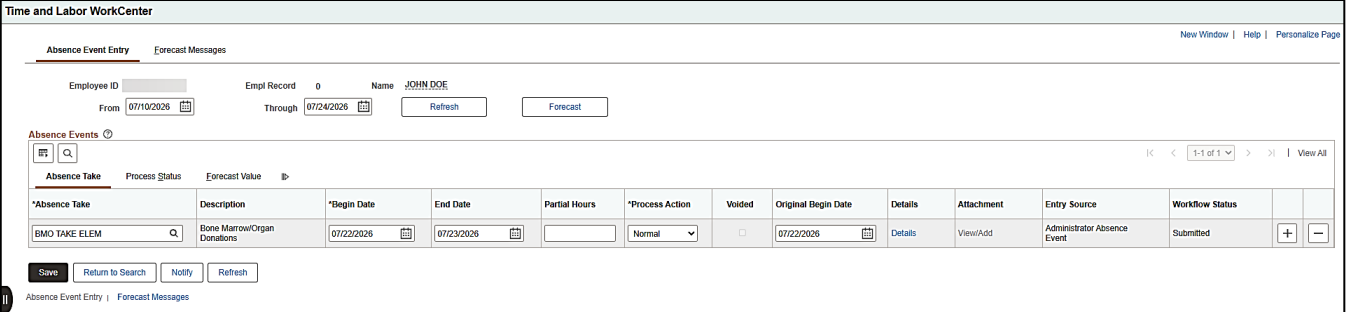
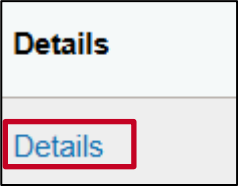
1. AM Administrator notifies a second AM Administrator that the extended leave event in Cardinal has been entered and requires review and approval.
2. The second AM Administrator searches for the employee on the **Absence Event** page and clicks the **Details** link for the Absence Event needing approval.

| Step                                                                               | Action                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                                                                                 | <p>Navigate to the <b>Absence Event</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 the Cardinal HCM WorkCenters</b> located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>                                                                                                       |
| 2.                                                                                 | <p>Use the following navigation in the WorkCenter: <b>Links &gt; Administer Absences &gt; Absence Event</b></p> <p><b>Note:</b> WorkCenter sections, folders, and pages may vary based on the user's Security roles.</p>  |



# Time & Attendance Job Aid

## TA374 Entering and Modifying Absences

| Step                                                                                                                                                                                                                                                                                          | Action                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                              | For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled <b>Overview of the Cardinal HCM Search Pages</b> . This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b> .                                                                                                                            |
| 3.                                                                                                                                                                                                                                                                                            | <p>Enter the employee's Employee ID in the <b>Empl ID</b> field.</p> <p><b>Note:</b> Users can also search by name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.</p> <div><input type="text" value="Empl ID"/> <input type="text" value="begins with"/> <input type="text"/></div> |
| 4.                                                                                                                                                                                                                                                                                            | <p>Click the <b>Search</b> button.</p> <div><input type="button" value="Search"/> <input type="button" value="Clear"/></div>                                                                                                                                                                                                                                           |
| <p>The <b>Absence Event</b> page displays, and the <b>Absence Event Entry</b> tab displays by default . The <b>Workflow Status</b> field shows "Submitted" for all rows in this scenario.</p> <div></div> |                                                                                                                                                                                                                                                                                                                                                                        |
| 5.                                                                                                                                                                                                                                                                                            | <p>Click the <b>Details</b> link on the row for the Absence Take that is being approved.</p> <div></div>                                                                                                                                                                            |



# Time & Attendance Job Aid

## TA374 Entering and Modifying Absences

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

The **Absence Event Input Detail** page displays.

6. Click the **Manager Approved** checkbox to approve the Absence Event.

7. Scroll to the bottom of the **Absence Event Input Detail** page and click the **OK** button.

The **Absence Event** page redisplay, and the **Workflow Status** field shows “Approved” for that row.



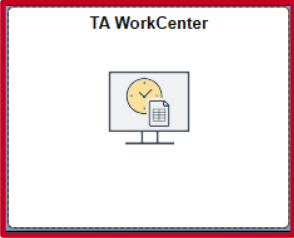
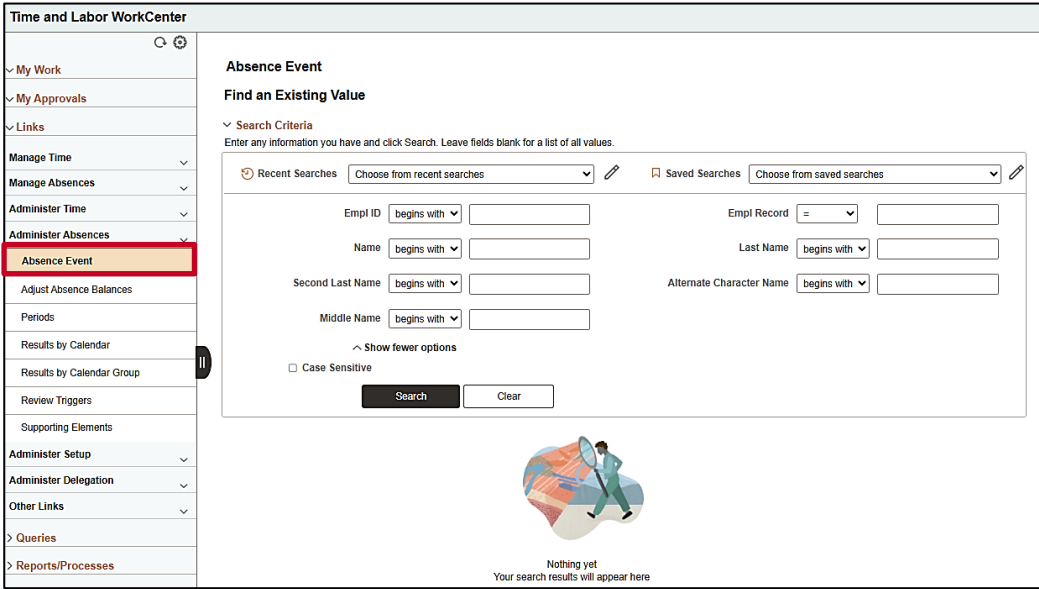
## Time & Attendance Job Aid

### TA374 Entering and Modifying Absences

| Step                                                                              | Action                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | If additional Absence Events need to be approved, repeat Steps 5 – 7.                                                                                                                                                                                                                                                                                                                                                            |
|  | <p>If the agency does not have a second AM Administrator to approve, then the AM Administrator that enters the extended leave/leave can also approve it.</p> <p>Follow Agency policy and guidelines for approvals. All leave takes must be in an “Approved” status in order to be calculated, deducted from balances when applicable, appear on the docking report for Payroll when applicable, and for charge distribution.</p> |

### Modifying an Absence Event

Use this process to modify a current absence for an employee.

| Step                                                                                | Action                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                                                                                  | <p>Navigate to the <b>Absence Event</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 the Cardinal HCM WorkCenters</b> located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>                                                                                                       |
| 2.                                                                                  | <p>Use the following navigation in the WorkCenter: <b>Links &gt; Administer Absences &gt; Absence Event</b></p> <p><b>Note:</b> WorkCenter sections, folders, and pages may vary based on the user's Security roles.</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>                                                              |



## Time & Attendance Job Aid

### TA374 Entering and Modifying Absences

Step

Action

3.

Enter the employee's Employee ID in the **Empl ID** field.

**Note:** Users can also search by name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

Empl ID

begins with

4.

Click the **Search** button.

Search

Clear

The **Absence Event** page displays with the **Absence Event Entry** tab displayed by default.

Time and Labor WorkCenter

Absence Event Entry

Forecast Messages

Employee ID

Empl Record 0

Name JOHN DOE

From 05/01/2026

Through 10/28/2026

Refresh

Forecast

Absence Events

1-1 of 1

View All

| Absence Take  | Description                 | *Begin Date | End Date   | Partial Hours | *Process Action | Voided | Original Begin Date | Details | Attachment | Entry Source                | Workflow Status |
|---------------|-----------------------------|-------------|------------|---------------|-----------------|--------|---------------------|---------|------------|-----------------------------|-----------------|
| BMO TAKE ELEM | Bone Marrow/Organ Donations | 07/22/2026  | 07/23/2026 |               | Normal          |        | 07/22/2026          | Details | View/Add   | Administrator Absence Event | Approved        |

Save

Return to Search

Notify

Refresh

Absence Event Entry

Forecast Messages

5.

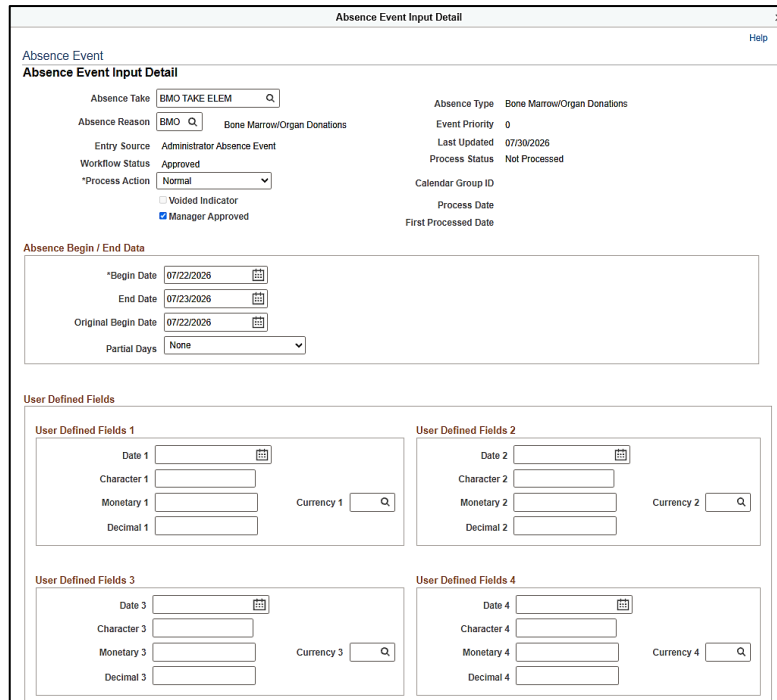
Click the **Details** link for the Absence Event that needs to be modified.

Details

Details

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

The **Absence Event Input Detail** page displays in a pop-up window.




Update the Absence Event as needed based on the following general update types:

| Scenario                             | Action Required                                                                                                                              |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Changing the start date              | Update the Begin Date field. Update the Partial Days and Partial Hours fields as needed if the new start day will not be a full absence day. |
| Changing the end date                | Update the End Date field. Update the Partial Days and Partial Hours fields as needed if the new end day will not be a full absence day.     |
| Changing a partial day to a full day | Update the Partial Days field.                                                                                                               |
| Changing a full day to a partial day | Update the Partial Days and Partial Hours fields.                                                                                            |
| Reason selected is not accurate      | Update the Absence Reason field by selecting the appropriate reason code.                                                                    |

| Step                                                                                | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.                                                                                  | <p>In this scenario, the employee is using three days of Bone Marrow/Organ Donations now. The <b>End Date</b> field has been updated.</p> <div data-bbox="264 426 789 636"> <p>*Begin Date 07/22/2026 </p> <p><b>End Date 07/24/2026</b> </p> <p>Original Begin Date 07/22/2026 </p> <p>Partial Days <span>None</span> </p> </div>                                 |
| 7.                                                                                  | <p>Scroll down to the bottom of the page and click the <b>Comments</b> link.</p> <div data-bbox="264 724 456 802"> <p><b>Comments</b></p> </div> <p>The <b>Absence Events Comments</b> page displays in a pop-up window.</p> <div data-bbox="267 888 1380 1440"> <div>Absence Event Comments </div> <div> <a href="#">Absence Event</a> <a href="#">Help</a> </div> <div> <b>Absence Event Comments</b> </div> <div> <p>Comment </p> <div></div> </div> <div> <div>OK</div> <div>Cancel</div> <div>Refresh</div> </div> </div> |
| 8.                                                                                  | <p>Enter the reason for the change in the <b>Comments</b> field.</p> <div data-bbox="264 1528 1125 1764"> <p>Comment</p> <div></div> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|  | <p>Information entered here is visible to anyone with access to this page.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |



## Time & Attendance Job Aid

### TA374 Entering and Modifying Absences

| Step                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Action                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| 9.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <div>Click the <b>OK</b> button.</div> <div><div>OK</div><div>Cancel</div><div>Refresh</div></div>                                           |
| <div>The <b>Absence Event Input Detail</b> page redisplays.</div> <div><div><div><div>Absence Event</div><div>Absence Event Input Detail</div><div><div><div>Absence Take</div><div>BMO TAKE ELEM</div><div></div></div><div><div>Absence Reason</div><div>BMO</div><div>Bone Marrow/Organ Donations</div></div><div><div>Entry Source</div><div>Administrator Absence Event</div></div><div><div>Workflow Status</div><div>Approved</div></div><div><div>*Process Action</div><div>Normal</div><div><div><input type="checkbox"/> Voided Indicator</div><div><input checked="" type="checkbox"/> Manager Approved</div></div></div><div><div>Absence Type</div><div>Bone Marrow/Organ Donations</div></div><div><div>Event Priority</div><div>0</div></div><div><div>Last Updated</div><div>07/30/2026</div></div><div><div>Process Status</div><div>Not Processed</div></div><div><div>Calendar Group ID</div><div></div></div><div><div>Process Date</div><div></div></div><div><div>First Processed Date</div><div></div></div></div><div><div>Absence Begin / End Data</div><div><div><div>*Begin Date</div><div>07/22/2026</div><div></div></div><div><div>End Date</div><div>07/24/2026</div><div></div></div><div><div>Original Begin Date</div><div>07/22/2026</div><div></div></div><div><div>Partial Days</div><div>None</div><div></div></div></div></div></div><div><div>User Defined Fields</div><div><div><div>User Defined Fields 1</div><div><div><div>Date 1</div><div></div><div></div></div><div><div>Character 1</div><div></div></div><div><div>Monetary 1</div><div></div></div><div><div>Decimal 1</div><div></div></div><div><div>Currency 1</div><div></div><div></div></div></div></div><div><div>User Defined Fields 2</div><div><div><div>Date 2</div><div></div><div></div></div><div><div>Character 2</div><div></div></div><div><div>Monetary 2</div><div></div></div><div><div>Decimal 2</div><div></div></div><div><div>Currency 2</div><div></div><div></div></div></div></div><div><div>User Defined Fields 3</div><div><div><div>Date 3</div><div></div><div></div></div><div><div>Character 3</div><div></div></div><div><div>Monetary 3</div><div></div></div><div><div>Decimal 3</div><div></div></div><div><div>Currency 3</div><div></div><div></div></div></div></div><div><div>User Defined Fields 4</div><div><div><div>Date 4</div><div></div><div></div></div><div><div>Character 4</div><div></div></div><div><div>Monetary 4</div><div></div></div><div><div>Decimal 4</div><div></div></div><div><div>Currency 4</div><div></div><div></div></div></div></div></div></div></div></div> |                                                                                                                                              |
| 10.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <div>Scroll down to the bottom of the page and click the <b>OK</b> button.</div> <div><div>OK</div><div>Cancel</div><div>Refresh</div></div> |



# Time & Attendance Job Aid

## TA374 Entering and Modifying Absences

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

The **Absence Event** page displays and the row is updated based on the data entered on the **Absence Event Input Details** page.

11. Click the **Forecast** button.

A message displays in a pop-up window when the forecasting process is completed.

12. Click the **OK** button to close the message.

The **Absence Event** page refreshes.



## Time & Attendance Job Aid

### TA374 Entering and Modifying Absences

| Step | Action                                                                                                                                                              |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 13.  | Click the <b>Forecast Value</b> tab to confirm that the employee is eligible.<br> |

The **Forecast Value** tab displays.

Time and Labor WorkCenter

Absence Event Entry Forecast Messages New Window

Employee ID  Empl Record 0 Name JOHN DOE  
From 05/02/2026 Through 10/29/2026 Refresh Forecast

Absence Events ⓘ

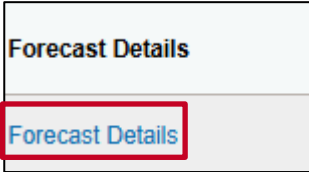
Grid Search 1-1 of 1 View All

Absence Take Process Status **Forecast Value** ⓘ

| *Absence Take | Description                 | *Begin Date | End Date   | Forecast Value | Forecast Date Time | Forecast Details |   |   |
|---------------|-----------------------------|-------------|------------|----------------|--------------------|------------------|---|---|
| BMO TAKE ELEM | Bone Marrow/Organ Donations | 07/22/2026  | 07/24/2026 | ELIGIBLE       | 07/31/2026 11:57AM | Forecast Details | + | - |

Save Return to Search Notify Refresh

Absence Event Entry | Forecast Messages

|     |                                                                                                                                |
|-----|--------------------------------------------------------------------------------------------------------------------------------|
| 14. | Click the <b>Forecast Details</b> link.<br> |
|-----|--------------------------------------------------------------------------------------------------------------------------------|



# Time & Attendance Job Aid

## TA374 Entering and Modifying Absences

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

The **Absence Forecast Results** page displays.

Absence Forecast Results

Help

Absence Event

Absence Forecast Results

Absence Take ElementBMO TAKE ELEM

Absence TypeBoneMarrow

Forecast ValueELIGIBLE

Begin Date07/22/2026

End Date07/24/2026

Forecast Date Time07/31/2026 11:57AM

Absence Forecast Result Details

<

>

1-3 of 3

>

>

View All

Forecast Results

Accumulator Results

User Keys 1-3

User Keys 4-6

| Secondary Element | Forecast Element  | Type       | Numeric Value | Character Value | Date Value |
|-------------------|-------------------|------------|---------------|-----------------|------------|
| BMO TAKE ELEM     | BMO ENT ELEM_BAL  | Accumulatr | 0.000000      |                 |            |
| BMO TAKE ELEM     | BMO FORECAST PAID | Accumulatr | 24.000000     |                 |            |
| BMO TAKE ELEM     | BMO FORECAST UNPD | Accumulatr | 0.000000      |                 |            |

Return

15. Review the following information:
- a) **Forecast Value** field: Verify a status of “Eligible”
  - b) **\*\*\* ENT ELEM\_BAL** row: Displays the employee’s predicted balance after the absence take
  - c) **\*\*\* FORECAST PAID** row: Displays the forecasted number of paid absence hours for this Absence Event
  - d) **\*\*\* FORECAST UNPD** row: Displays the forecasted number of unpaid absence hours for this Absence Event

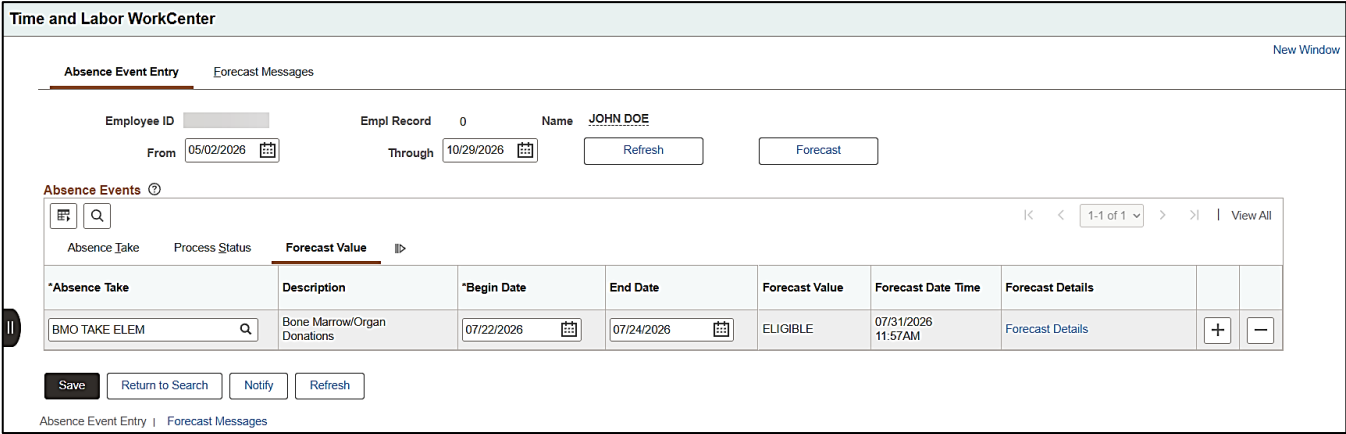
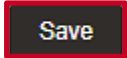


For identification purposes, the “\*\*\*” represents the absence take type (Element Code) and will be unique for each absence take type during review. Cardinal automatically generates an absence take for Pay Docking (LNP) for any hours that are not covered by the employee’s absence entitlement balance (\*\*\* FORECAST UNPD row). If necessary, work with the employee and/or supervisor to determine if another leave type can be used. The employee and/or supervisor should be given an opportunity to update the leave request, whenever possible, to avoid pay docking. It is the administrator’s responsibility to verify that the employee has a sufficient balance to cover the absence if a balance is required for the absence take type. If the Forecast Value status is “INELIGIBLE”, it should be addressed either by editing to LNP (Pay Docking) or by using another available leave type.



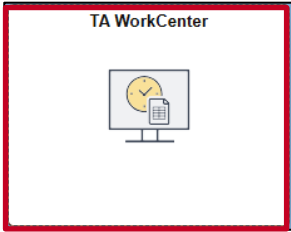
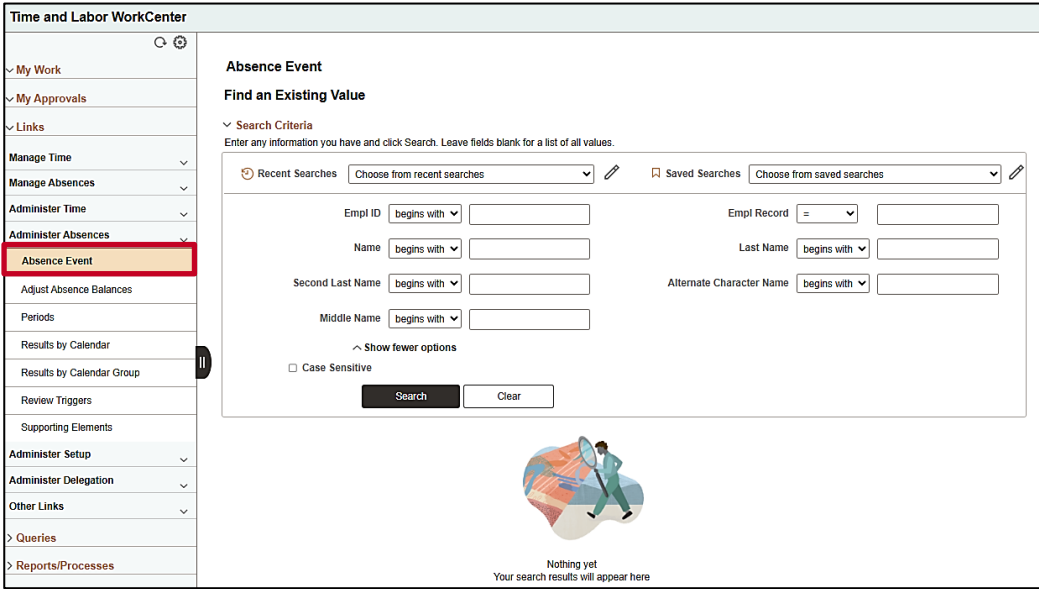
## Time & Attendance Job Aid

### TA374 Entering and Modifying Absences

| Step                                                                                                                               | Action                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 16.                                                                                                                                | <p>Click the <b>Return</b> button.</p>                                                               |
| <p>The <b>Absence Event</b> page redisplay.</p>  |                                                                                                                                                                                       |
| 17.                                                                                                                                | <p>Click the <b>Save</b> button after confirming that the employee is eligible for the leave.</p>  |
|                                                 | <p>The absence has been successfully modified for the employee and will be processed during the next run of the <b>Absence Calculation</b> process (scheduled to run daily).</p>      |

### Deleting an Absence Event

Use this process to delete an Absence Event.

| Step                                                                                | Action                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                                                                                  | <p>Navigate to the <b>Absence Event</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 the Cardinal HCM WorkCenters</b> located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>                                                                                                       |
| 2.                                                                                  | <p>Use the following navigation in the WorkCenter: <b>Links &gt; Administer Absences &gt; Absence Event</b></p> <p><b>Note:</b> WorkCenter sections, folders, and pages may vary based on the user's Security roles.</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>                                                              |



## Time & Attendance Job Aid

### TA374 Entering and Modifying Absences

| Step | Action                                                                                                                                                                                                                                                                                                                                                                 |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.   | <p>Enter the employee's Employee ID in the <b>Empl ID</b> field.</p> <p><b>Note:</b> Users can also search by name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.</p> <div><input type="text" value="Empl ID"/> <input type="text" value="begins with"/> <input type="text"/></div> |
| 4.   | <p>Click the <b>Search</b> button.</p> <div><input type="button" value="Search"/> <input type="button" value="Clear"/></div>                                                                                                                                                                                                                                           |

The **Absence Event** page displays with the **Absence Event Entry** tab displayed by default.

|                                                                                     |                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.                                                                                  | <p>Click the <b>Delete Row (-)</b> icon for the applicable Absence Event.</p> <div><input type="button" value="+"/> <input type="button" value="-"/></div>                         |
|  | <p>The <b>Delete Row (-)</b> icon is only visible and available if the Absence Event has not yet been processed by the regularly scheduled <b>Absence Calculation</b> process.</p> |

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

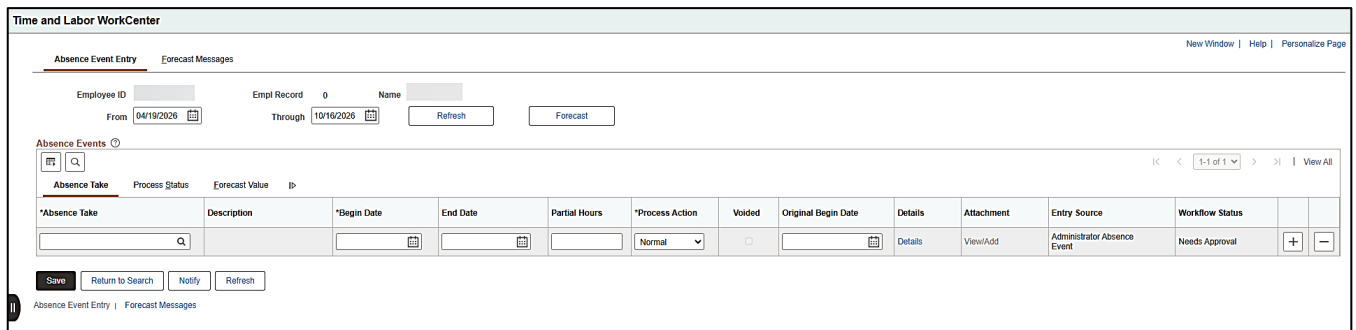


## Time & Attendance Job Aid

### TA374 Entering and Modifying Absences

| Step | Action                                                                                                                                   |
|------|------------------------------------------------------------------------------------------------------------------------------------------|
| 7.   | Click the <b>OK</b> button to confirm the deletion.<br> |

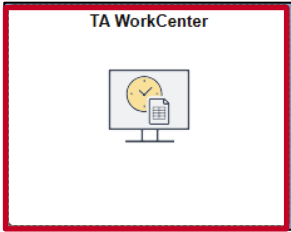
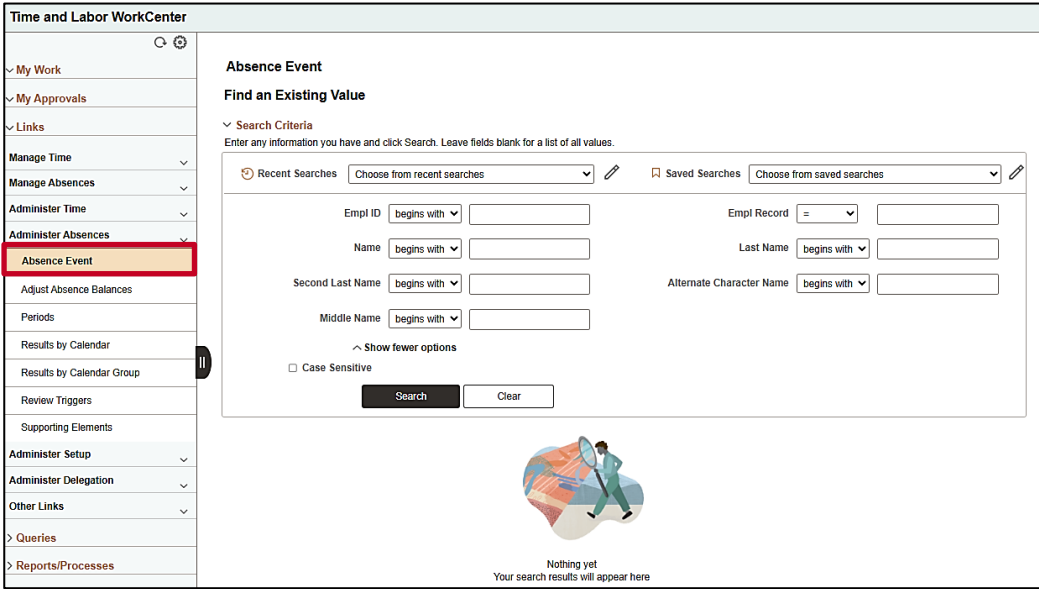
The **Absence Event** page refreshes with the Absence Event removed.



When an Absence Event is deleted, the record of the Absence Event does not remain in Cardinal. Cardinal will automatically adjust the employee's Absence Entitlement balance if the absence was previously deducted from the balance during the next run of the **Absence Calculation** process (scheduled to run daily).

### Voiding an Absence Event

Use this process to void an Absence Event.

| Step                                                                                | Action                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                                                                                  | <p>Navigate to the <b>Absence Event</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 the Cardinal HCM WorkCenters</b> located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>                                                                                                       |
| 2.                                                                                  | <p>Use the following navigation in the WorkCenter: <b>Links &gt; Administer Absences &gt; Absence Event</b></p> <p><b>Note:</b> WorkCenter sections, folders, and pages may vary based on the user's Security roles.</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>                                                              |



# Time & Attendance Job Aid

## TA374 Entering and Modifying Absences

| Step | Action                                                                                                                                                                                                                                                                                                                    |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.   | <p>Enter the employee's Employee ID in the <b>Empl ID</b> field.</p> <p><b>Note:</b> Users can also search by name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.</p> <div><div>Empl ID</div><div>begins with ▼</div><div></div></div> |
| 4.   | <p>Click the <b>Search</b> button.</p> <div><div>Search</div><div>Clear</div></div>                                                                                                                                                                                                                                       |

The **Absence Event** page displays with the **Absence Event Entry** tab displayed by default.

Time and Labor WorkCenter

Absence Event Entry Forecast Messages

Employee ID [ ] Empl Record 0 Name [ ]

From 04/19/2026 Through 10/16/2026 Refresh Forecast

Absence Events

| Absence Take  | Process Status | Forecast Value | ID         |               |                 |        |                     |         |            |                          |                 |   |   |
|---------------|----------------|----------------|------------|---------------|-----------------|--------|---------------------|---------|------------|--------------------------|-----------------|---|---|
| *Absence Take | Description    | *Begin Date    | End Date   | Partial Hours | *Process Action | Voided | Original Begin Date | Details | Attachment | Entry Source             | Workflow Status |   |   |
| VAC TAKE ELEM | Vacation       | 07/03/2026     | 07/03/2026 |               | Normal          |        | 07/03/2026          | Details | ViewAdd    | Employee Absence Request | Submitted       | + | - |
| VAC TAKE ELEM | Vacation       | 07/02/2026     | 07/02/2026 |               | Normal          |        | 07/02/2026          | Details | ViewAdd    | Employee Absence Request | Submitted       | + | - |
| VAC TAKE ELEM | Vacation       | 07/01/2026     | 07/01/2026 |               | Normal          |        | 07/01/2026          | Details | ViewAdd    | Employee Absence Request | Submitted       | + | - |
| VAC TAKE ELEM | Vacation       | 06/25/2026     | 06/25/2026 |               | Normal          |        | 06/25/2026          | Details | ViewAdd    | Employee Absence Request | Submitted       | + | - |
| VAC TAKE ELEM | Vacation       | 06/10/2026     | 06/10/2026 |               | Normal          |        | 06/10/2026          | Details | ViewAdd    | Employee Absence Request | Submitted       | + | - |
| VAC TAKE ELEM | Vacation       | 05/28/2026     | 05/28/2026 |               | Normal          |        | 05/28/2026          | Details | ViewAdd    | Employee Absence Request | Submitted       | + | - |
| VAC TAKE ELEM | Vacation       | 05/19/2026     | 05/19/2026 |               | Normal          |        | 05/19/2026          | Details | ViewAdd    | Employee Absence Request | Submitted       | + | - |
| VAC TAKE ELEM | Vacation       | 05/18/2026     | 05/18/2026 |               | Normal          |        | 05/18/2026          | Details | ViewAdd    | Employee Absence Request | Submitted       | + | - |
| VAC TAKE ELEM | Vacation       | 05/13/2026     | 05/13/2026 |               | Normal          |        | 05/13/2026          | Details | ViewAdd    | Employee Absence Request | Submitted       | + | - |
| VAC TAKE ELEM | Vacation       | 05/11/2026     | 05/11/2026 | 2.00          | Normal          |        | 05/11/2026          | Details | ViewAdd    | Employee Timesheet       | Submitted       | + | - |

Save Return to Search Notify Refresh

Absence Event Entry Forecast Messages

5. Click the **Process Action** dropdown button and select "Void" from the dropdown list for the row with the Absence Take that needs to be voided.

\*Process Action

Normal ▼

Normal

Void



# Time & Attendance Job Aid

## TA374 Entering and Modifying Absences

| Step | Action                                                                                                                                            |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.   | Click the <b>Save</b> button to confirm the void action. <div><div>Save</div><div>Return to Search</div><div>Notify</div><div>Refresh</div></div> |

The **Absence Event** page refreshes and the **Workflow Status** field updates to “Voided” for that row.

Time and Labor WorkCenter

Absence Event Entry Forecast Messages

Employee ID [ ] Empl Record 0 Name [ ]

From 04/19/2026 Through 10/15/2026 Refresh Forecast

Absence Events

| Absence Take  | Description | *Begin Date | End Date   | Partial Hours | *Process Action | Voided                              | Original Begin Date | Details | Attachment | Entry Source                | Workflow Status |
|---------------|-------------|-------------|------------|---------------|-----------------|-------------------------------------|---------------------|---------|------------|-----------------------------|-----------------|
| VAC TAKE ELEM | Vacation    | 07/03/2026  | 07/03/2026 |               | Void            | <input checked="" type="checkbox"/> | 07/03/2026          | Details | View/Add   | Administrator Absence Event | Voided          |
| VAC TAKE ELEM | Vacation    | 07/02/2026  | 07/02/2026 |               | Normal          | <input type="checkbox"/>            | 07/02/2026          | Details | View/Add   | Employee Absence Request    | Submitted       |
| VAC TAKE ELEM | Vacation    | 07/01/2026  | 07/01/2026 |               | Normal          | <input type="checkbox"/>            | 07/01/2026          | Details | View/Add   | Employee Absence Request    | Submitted       |
| VAC TAKE ELEM | Vacation    | 06/25/2026  | 06/25/2026 |               | Normal          | <input type="checkbox"/>            | 06/25/2026          | Details | View/Add   | Employee Absence Request    | Submitted       |
| VAC TAKE ELEM | Vacation    | 06/10/2026  | 06/10/2026 |               | Normal          | <input type="checkbox"/>            | 06/10/2026          | Details | View/Add   | Employee Absence Request    | Submitted       |
| VAC TAKE ELEM | Vacation    | 05/28/2026  | 05/28/2026 |               | Normal          | <input type="checkbox"/>            | 05/28/2026          | Details | View/Add   | Employee Absence Request    | Submitted       |
| VAC TAKE ELEM | Vacation    | 05/19/2026  | 05/19/2026 |               | Normal          | <input type="checkbox"/>            | 05/19/2026          | Details | View/Add   | Employee Absence Request    | Submitted       |
| VAC TAKE ELEM | Vacation    | 05/18/2026  | 05/18/2026 |               | Normal          | <input type="checkbox"/>            | 05/18/2026          | Details | View/Add   | Employee Absence Request    | Submitted       |
| VAC TAKE ELEM | Vacation    | 05/13/2026  | 05/13/2026 |               | Normal          | <input type="checkbox"/>            | 05/13/2026          | Details | View/Add   | Employee Absence Request    | Submitted       |
| VAC TAKE ELEM | Vacation    | 05/11/2026  | 05/11/2026 | 2.00          | Normal          | <input type="checkbox"/>            | 05/11/2026          | Details | View/Add   | Employee Timesheet          | Submitted       |

Save Return to Search Notify Refresh



When an Absence Event is voided, the **Voided** checkbox will be checked once the void is processed by the **Absence Calculation** process and a record of the Absence Event remains in Cardinal.

Voided

☒