

Online Time Entry Scenarios Overview

This Job Aid provides scenarios related to online time entry in Cardinal for Exception Time Reporters. The type of time reporter displays on the **Timesheet** page in the **Time Reporter Type** field.

As an Exception Time Reporter, enter exceptions when the work hours differ from the Work Schedule. Even if the Work Schedule rotates, there is an expectation for the employee to work the set number of hours on the selected days of the week as defined by the employee’s Work Schedule.

If an employee worked their assigned Work Schedule for the week without exceptions, they do not need to submit a timesheet. Cardinal generates hours based on the scheduled work hours.

The following are examples of exceptions that must be reported on the Timesheet:

- Employee worked a different day than their Work Schedule
- Employee worked more than the number of hours scheduled as overtime or other types of hours such as on-call, uncompensated overtime, etc.
- Employee worked their normal schedule but need to charge some (or all) hours to a different department or project by entering a different ChartField distribution.
- Employee teleworked some or all days of their Work Schedule. The employee must enter the “TELE” code on their timesheet.

Note: If an exception is reported on a day, then all hours for that day must be reported for that day.

It is important to enter and submit time correctly on the timesheet in order for it to route for approval. Be sure to follow agency guidelines as to when timesheets need to be submitted.

Salaried employees must submit time for overtime and shift payments to be processed and paid, for accounting distributions to be accurate, and for absences to be updated timely (for agencies using Cardinal as their leave system of record).

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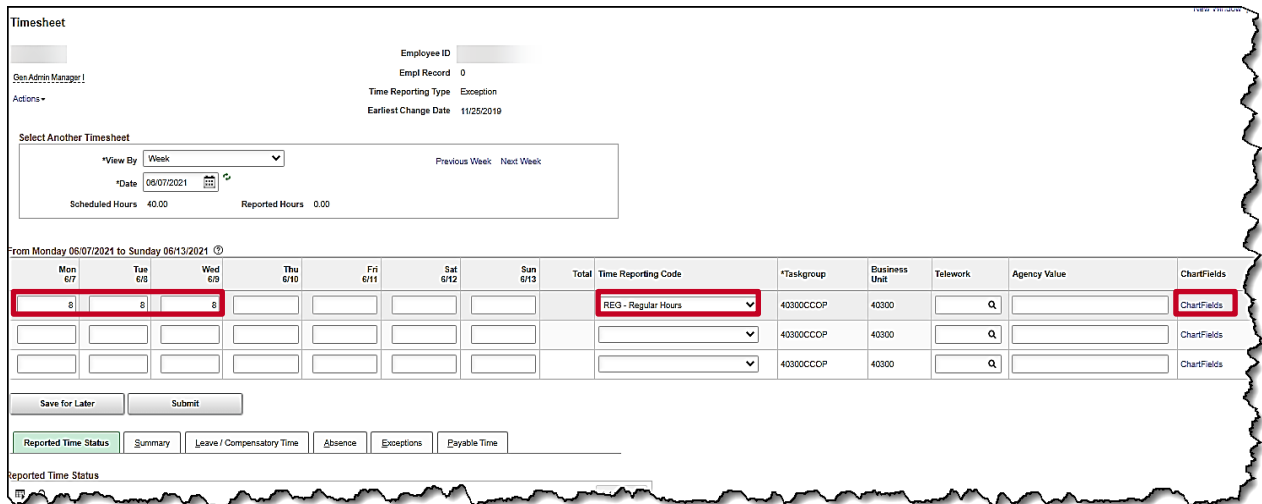
Entering Regular Time and Multiple ChartField Distributions

In this scenario, time is being entered for regular hours worked and charged to two different ChartField distributions.

1. Click the **Time** tile on the **Cardinal Homepage** to navigate to the **Timesheet** page.

Note: If the correct week is not displayed use the **Previous Week** link, **Next Week** link, or **Date** field to navigate to the correct week.

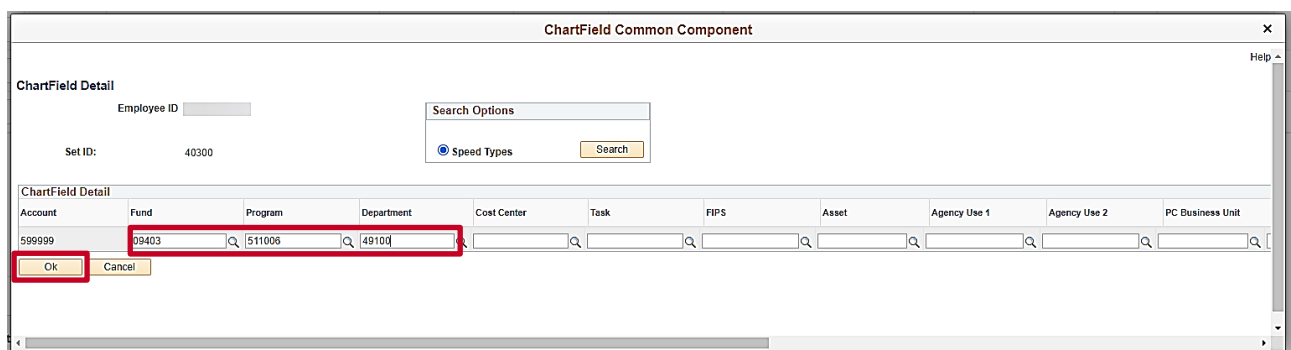
The **Timesheet** page displays.



The screenshot shows the 'Timesheet' interface. At the top, there are fields for Employee ID, Empl Record (0), Time Reporting Type (Exception), and Earliest Change Date (11/25/2019). Below this is a 'Select Another Timesheet' section with a 'View By' dropdown set to 'Week', a date field for '06/07/2021', and 'Scheduled Hours' (40.00) and 'Reported Hours' (0.00). The main part of the page is a grid titled 'From Monday 06/07/2021 to Sunday 06/13/2021'. The grid has columns for days of the week (Mon 6/7, Tue 6/8, Wed 6/9, Thu 6/10, Fri 6/11, Sat 6/12, Sun 6/13) and a 'Total' column. The first row of the grid has input fields for hours, with the first three (Mon, Tue, Wed) containing the number '8'. To the right of the grid is a 'Time Reporting Code' dropdown menu, which is currently set to 'REG - Regular Hours'. Below the grid are buttons for 'Save for Later' and 'Submit'. At the bottom, there are tabs for 'Reported Time Status', 'Summary', 'Leave / Compensatory Time', 'Absence', 'Exceptions', and 'Payable Time'. The 'Reported Time Status' tab is active, showing a 'Reported Time Status' field.

2. Enter the regular hours worked that will be charged against the first set of Chartfields in the first available row within the Time Entry grid. In this example, the regular hours for Monday through Wednesday will be charged to this set of Chartfields.
3. Select the applicable **Time Reporting Code (TRC)** for the hours using the dropdown button provided.
4. Click the **ChartFields** link for the corresponding row.

The **ChartField Common Component** page displays in a pop-up window.



The screenshot shows the 'ChartField Common Component' pop-up window. It has a title bar with 'ChartField Common Component' and a close button. Below the title bar is a 'ChartField Detail' section with an 'Employee ID' field and a 'Set ID' field containing '40300'. To the right is a 'Search Options' section with a radio button for 'Speed Types' and a 'Search' button. Below this is a table with the following columns: Account, Fund, Program, Department, Cost Center, Task, FIPS, Asset, Agency Use 1, Agency Use 2, and PC Business Unit. The first row of the table has the following values: Account: 599999, Fund: 09403, Program: 511006, Department: 49100. Below the table are 'Ok' and 'Cancel' buttons.

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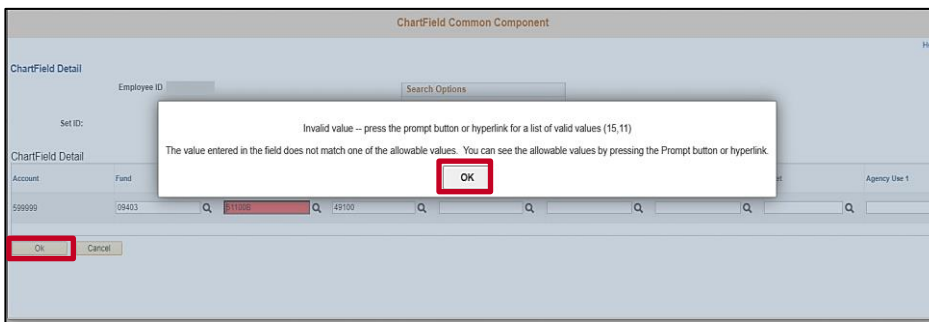
- Enter the Chartfield information (charge distribution) for the hours entered. In this example, the Fund, Program, and Department were entered. If an employee has questions regarding which distribution to enter, they should reach out to their supervisor for guidance.

Note: For more information on entering ChartFields, refer to the Job Aid titled **Entering and Updating Chartfield Distributions on the Timesheet** located on the Cardinal website under **Learning**.

- Click the **Ok** button.

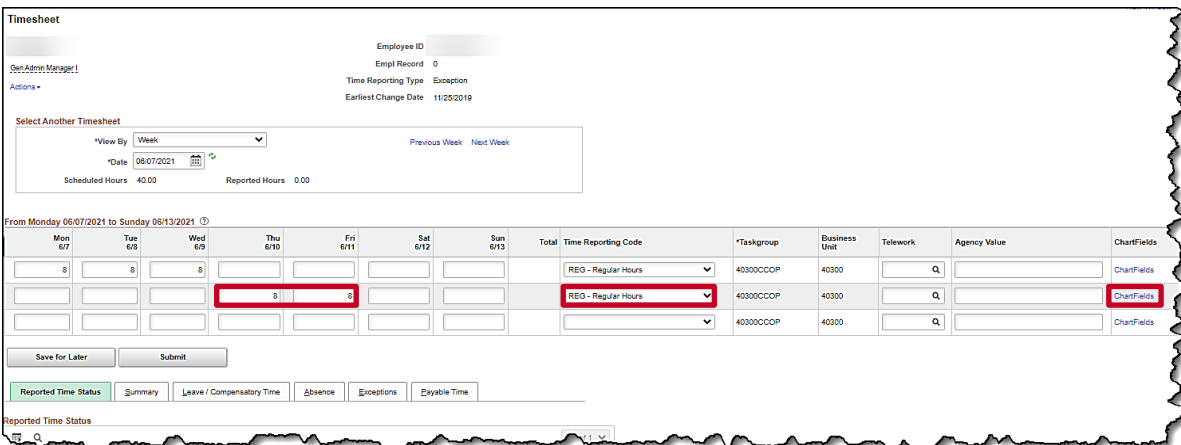
If the ChartField entered is valid the **Timesheet** page displays. Skip to Step 9.

If the ChartField is invalid, a notification displays in a pop-up window.



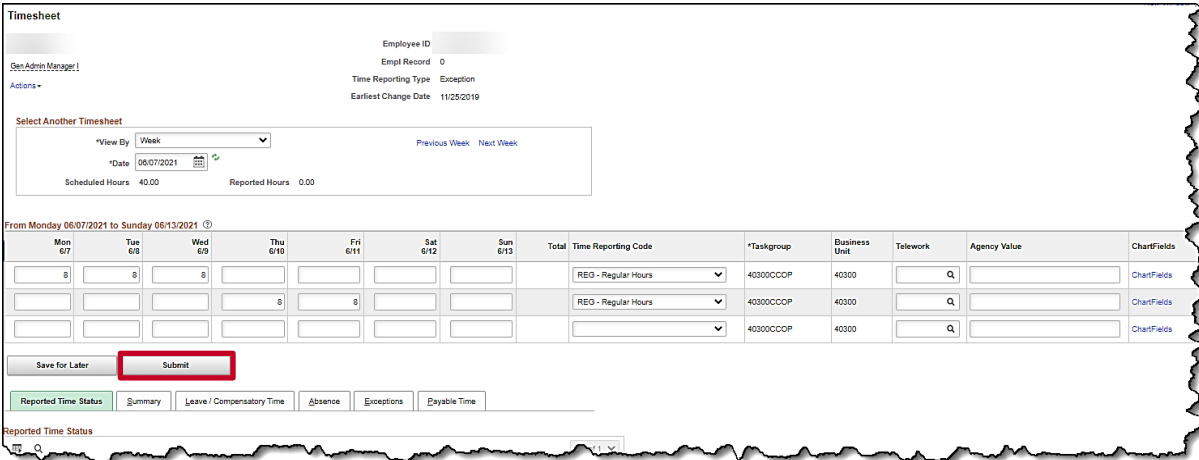
- Click the **OK** button on the message.
- The invalid field(s) are highlighted in red. Correct the error(s) and click the **Ok** button.

The **Timesheet** page displays.



- Enter the regular hours worked that will be charged against the second set of ChartFields in the next available row within the Time Entry grid. In this example, the regular hours for Thursday and Friday will be charged to this set of Chartfields.
- Select the applicable **Time Reporting Code (TRC)** for the hours using the dropdown button provided.
- Repeat Steps 4-8 of this section to enter ChartFields.

The **Timesheet** page displays after validation, if the charge distribution is valid.



Timesheet

Employee ID: [Redacted]
 Empl Record: 0
 Time Reporting Type: Exception
 Earliest Change Date: 11/25/2019

Select Another Timesheet

*View By: Week
 *Date: 06/07/2021
 Scheduled Hours: 40.00 Reported Hours: 0.00

From Monday 06/07/2021 to Sunday 06/13/2021

Mon 6/7	Tue 6/8	Wed 6/9	Thu 6/10	Fri 6/11	Sat 6/12	Sun 6/13	Total	Time Reporting Code	*Taskgroup	Business Unit	Telework	Agency Value	CharFields
8	8	8						REG - Regular Hours	40300CCOP	40300	<input type="checkbox"/>		CharFields
			8	8				REG - Regular Hours	40300CCOP	40300	<input type="checkbox"/>		CharFields
									40300CCOP	40300	<input type="checkbox"/>		CharFields

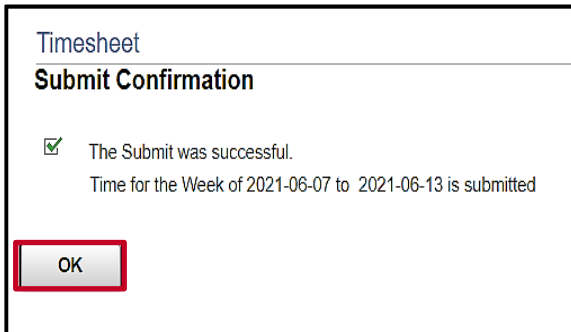
Save for Later **Submit**

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions Payable Time

Reported Time Status

12. Click the **Submit** button to submit the time for processing and approval.

The **Submit Confirmation** page displays.



Timesheet

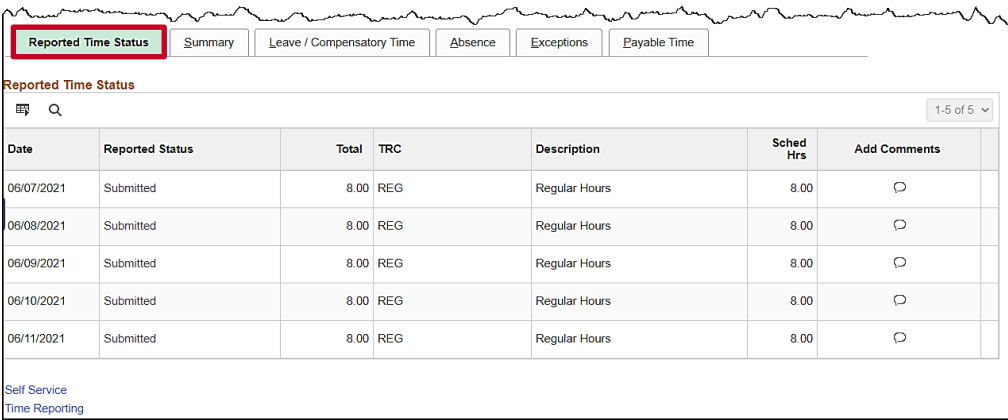
Submit Confirmation

The Submit was successful.
 Time for the Week of 2021-06-07 to 2021-06-13 is submitted

OK

13. Click the **OK** button.

The **Timesheet** page returns.



Reported Time Status Summary Leave / Compensatory Time Absence Exceptions Payable Time

Reported Time Status

Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
06/07/2021	Submitted	8.00	REG	Regular Hours	8.00	<input type="text"/>
06/08/2021	Submitted	8.00	REG	Regular Hours	8.00	<input type="text"/>
06/09/2021	Submitted	8.00	REG	Regular Hours	8.00	<input type="text"/>
06/10/2021	Submitted	8.00	REG	Regular Hours	8.00	<input type="text"/>
06/11/2021	Submitted	8.00	REG	Regular Hours	8.00	<input type="text"/>

Self Service
Time Reporting

14. Scroll down as needed and review the reported time status information to verify the time has been submitted.

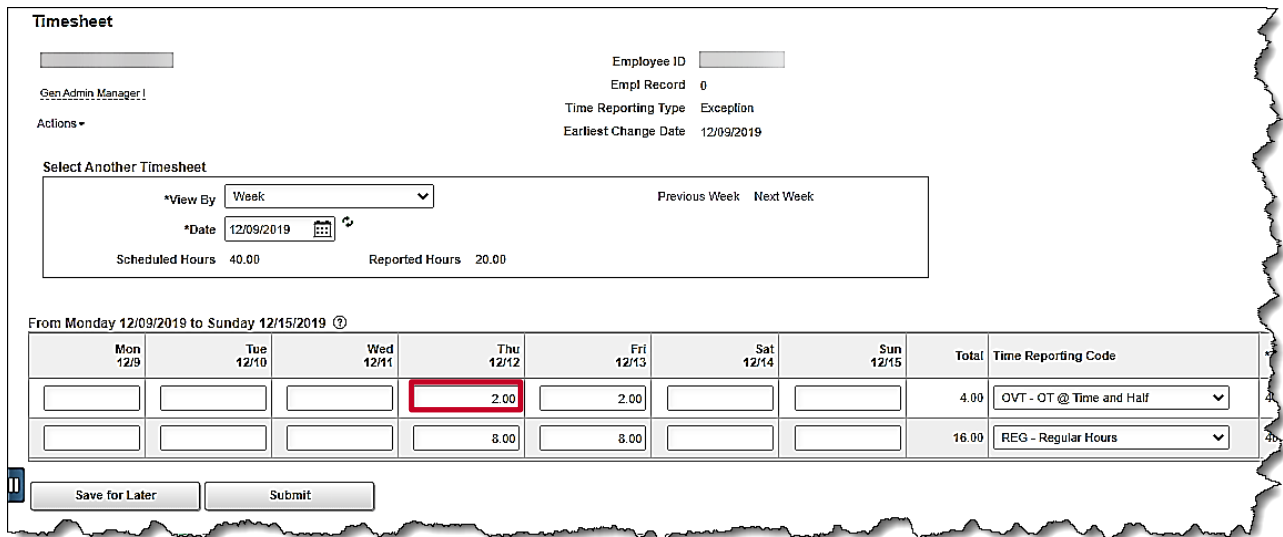
Making a Timesheet Adjustment

In this scenario, the employee will make an adjustment to time from the previous week. The adjustment is to change the hours worked.

1. Click the **Time** tile on the **Cardinal Homepage** to navigate to the Timesheet page.

Note: If the correct week is not displayed use the **Previous Week** link, **Next Week** link, or **Date** field to navigate to the correct week.

The **Timesheet** page displays.



Timesheet

Employee ID []
Empl Record 0
Time Reporting Type Exception
Earliest Change Date 12/09/2019

Gen Admin Manager!
Actions -

Select Another Timesheet

*View By Week [v] Previous Week Next Week
*Date 12/09/2019 [calendar] [refresh]
Scheduled Hours 40.00 Reported Hours 20.00

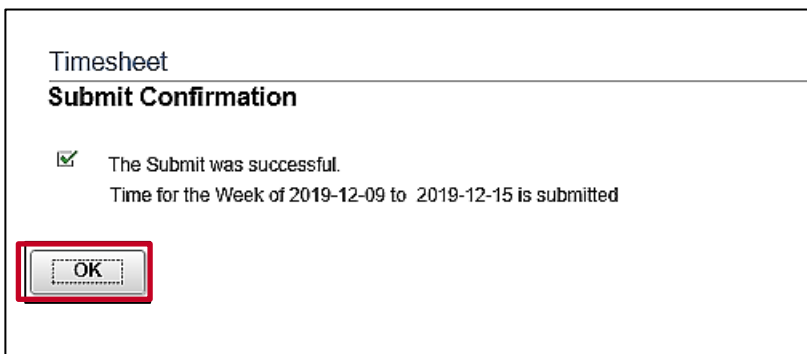
From Monday 12/09/2019 to Sunday 12/15/2019 ⓘ

Mon 12/9	Tue 12/10	Wed 12/11	Thu 12/12	Fri 12/13	Sat 12/14	Sun 12/15	Total	Time Reporting Code
[]	[]	[]	2.00	2.00	[]	[]	4.00	OVT - OT @ Time and Half [v]
[]	[]	[]	8.00	8.00	[]	[]	16.00	REG - Regular Hours [v]

Save for Later Submit

2. Click in the applicable day of the Time Entry grid to be changed and update the hours. In this example, the Thursday hours were increased.
3. Click the **Submit** button.

The **Submit Confirmation** page displays.



Timesheet

Submit Confirmation

✓ The Submit was successful.
Time for the Week of 2019-12-09 to 2019-12-15 is submitted

OK

4. Click the **OK** button to return to the **Timesheet**.

The **Timesheet** page returns.

Timesheet

Employee ID: [Redacted] Empl Record: 0

Gen Admin Manager! Time Reporting Type: Exception

Actions - Earliest Change Date: 12/09/2019

Select Another Timesheet

*View By: Week Previous Week Next Week

*Date: 12/09/2019

Scheduled Hours: 40.00 Reported Hours: 21.00

From Monday 12/09/2019 to Sunday 12/15/2019

Mon 12/9	Tue 12/10	Wed 12/11	Thu 12/12	Fri 12/13	Sat 12/14	Sun 12/15	Total	Time Reporting Code
			3.00	2.00			5.00	OVT - OT @ Time and Half
			8.00	8.00			16.00	REG - Regular Hours

Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions Payable Time

Reported Time Status

Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
12/12/2019	Submitted	3.00	OVT	OT @ Time and Half	8.00	
12/12/2019	Submitted	8.00	REG	Regular Hours	8.00	
12/13/2019	Submitted	2.00	OVT	OT @ Time and Half	8.00	

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5. Scroll down as needed and review the reported time status information to verify the time has been submitted.

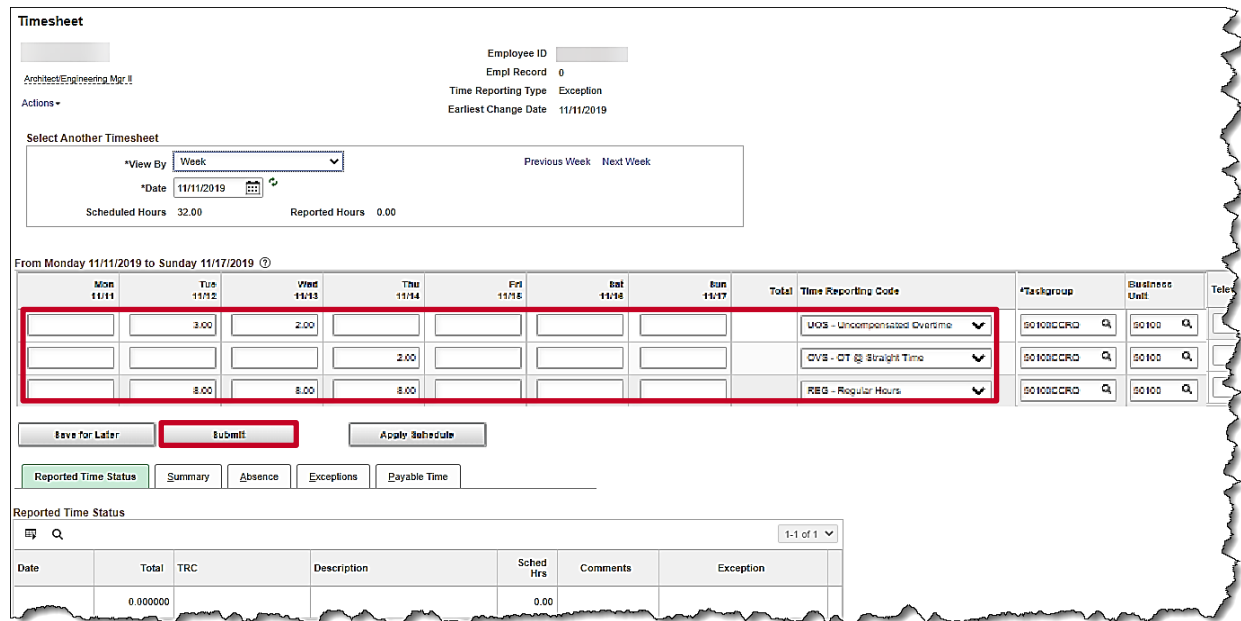
Uncompensated Overtime and Straight Overtime

In this scenario, time will be entered for regular time, uncompensated overtime, and straight overtime. The employee is scheduled to work Monday to Friday, 8 hours each day.

1. Click the **Time** tile on the **Cardinal Homepage** to navigate to the **Timesheet** page.

Note: If the correct week is not displayed use the **Previous Week** link, **Next Week** link, or **Date** field to navigate to the correct week.

The **Timesheet** page displays.



Timesheet

Employee ID: [Redacted]
 Empl Record: 0
 Time Reporting Type: Exception
 Earliest Change Date: 11/11/2019

Select Another Timesheet

*View By: Week
 *Date: 11/11/2019
 Scheduled Hours: 32.00
 Reported Hours: 0.00

From Monday 11/11/2019 to Sunday 11/17/2019

Mon 11/11	Tue 11/12	Wed 11/13	Thu 11/14	Fri 11/15	Sat 11/16	Sun 11/17	Total	Time Reporting Code	*Taskgroup	Business Unit	Tele
	3.00	2.00						UOS - Uncompensated Overtime	00100000	00100	
			2.00					OVS - OT @ Straight Time	00100000	00100	
	8.00	8.00	8.00					REG - Regular Hours	00100000	00100	

Buttons: Save for Later, **Submit**, Apply Schedule

Reported Time Status: Summary, Absence, Exceptions, Payable Time

Reported Time Status

Date	Total	TRC	Description	Sched Hrs	Comments	Exception
	0.000000			0.00		

Note: An **Exception Time Reporter** must enter all hours worked on any day where exception hours are reported.

2. Enter the uncompensated overtime hours worked for Tuesday and Wednesday. In this example, the employee worked 3 hours of Uncompensated Overtime on Tuesday and 2 hours of Uncompensated Overtime on Wednesday.

Note: Because the hours are assigned to different TRCs (e.g., REG, UOS, OVS), they must be entered on separate rows

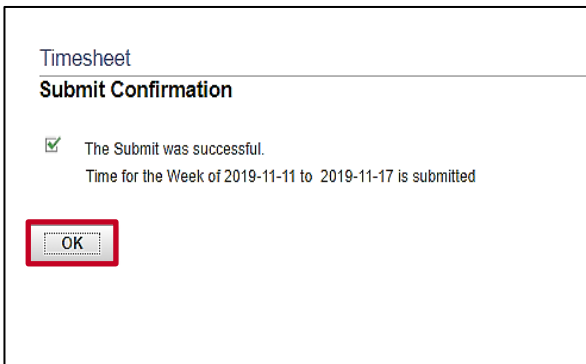
3. Select the applicable Time Reporting Code (TRC) for the hours using the dropdown button provided. In this example, UOS – Uncompensated Overtime was selected.
4. If applicable, click the **ChartFields** link to select or enter the ChartField distribution. In this example, ChartFields are not applicable.

Note: For more information on entering ChartFields, refer to the Job Aid title **Entering and Updating ChartField Distribution on the Timesheet** located on the Cardinal website under **Learning**.

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5. Enter the overtime hours worked for Thursday. In this example, the employee worked 2 hours of Straight overtime.
Note: Because the hours are assigned to different TRCs (e.g., REG, UOS, OVS), they must be entered on separate rows.
6. Select the applicable TRC for the hours using the dropdown button provided. In this example, OVS – OT @ Straight Time was selected.
7. If applicable, click the **ChartFields** link to select or enter the ChartField distribution. In this example, ChartFields are not applicable.
8. Enter the regular hours worked on days where exception hours are reported. In this example, 8 regular hours were entered for each day Tuesday, Wednesday and Thursday.
Note: An **Exception Time Reporter** must enter all hours worked on any day where exception hours are reported.
9. Select the appropriate TRC for the hours using the dropdown button provided. In this example REG – Regular Hours was selected.
10. If applicable, click the ChartFields link to select or enter the ChartField distribution. For this scenario, ChartFields are not applicable.
11. Click the **Submit** button.

The **Submit Confirmation** page displays



12. Click the **OK** button.

The **Timesheet** page displays.

Timesheet

Employee ID: [Redacted] Empl Record: 0

Architect/Engineer/Mgr/!! Time Reporting Type: Exception

Actions- Earliest Change Date: 11/11/2019

Select Another Timesheet

*View By: Week Previous Week Next Week

*Date: 11/11/2019

Scheduled Hours: 32.00 Reported Hours: 31.00

From Monday 11/11/2019 to Sunday 11/17/2019

Mon 11/11	Tue 11/12	Wed 11/13	Thu 11/14	Fri 11/15	Sat 11/16	Sun 11/17	Total	Time Reporting Code	*Taskgroup	Business Unit
			2.00				2.00	OVS - OT @ Straight Time	50100CCRQ	50100
	8.00	8.00	8.00				24.00	REG - Regular Hours	50100CCRQ	50100
	3.00	2.00					5.00	UOS - Uncompensated Overtime	50100CCRQ	50100

Save for Later Submit

Reported Time Status Summary Absence Exceptions Payable Time

Reported Time Status

Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments	Exception
11/12/2019	Submitted	8.00	REG	Regular Hours	8.00		
11/12/2019	Submitted	3.00	UOS	Uncompensated Overtime	8.00		
11/13/2019	Submitted	8.00	REG	Regular Hours	8.00		

13. Scroll down as needed and review the reported time status information to verify the time has been submitted.

Reporting Holiday and Leave the Same Week

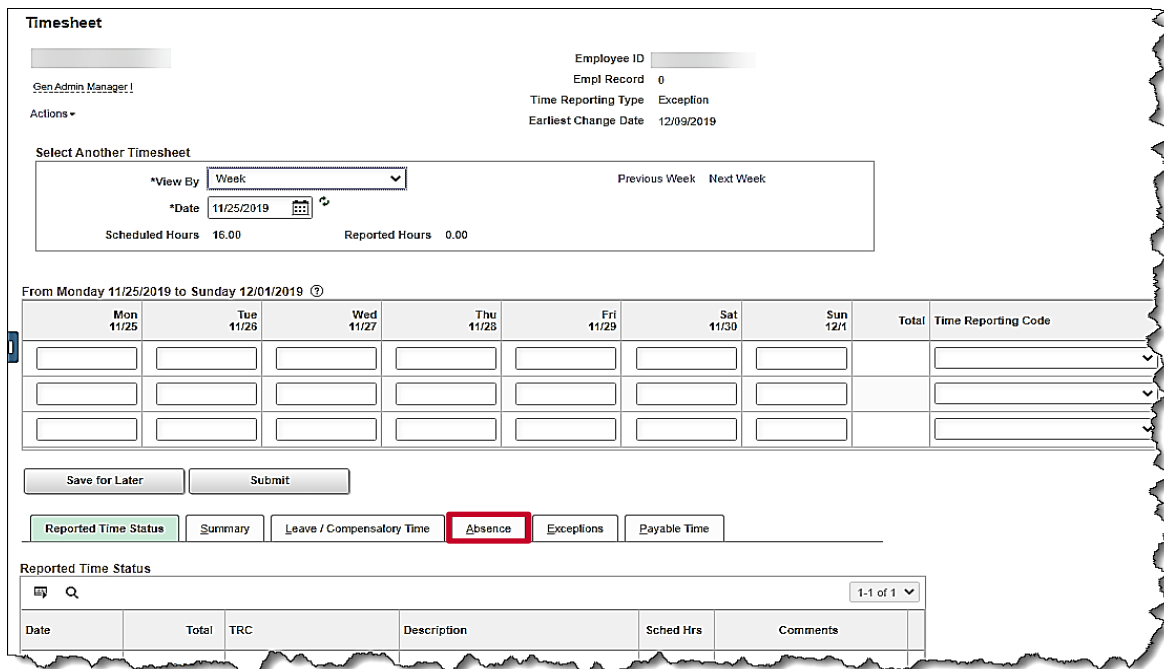
In this scenario, time is entered for a week which contains a holiday and a leave request. For this scenario, the employee is taking a vacation day on 11/25, worked 11/26-11/27, and 11/28-11/29 are holidays.

Note: This scenario only applies to agencies using Cardinal Absence Management.

1. Click the **Time** tile on the **Cardinal Homepage** to navigate to the **Timesheet** page.

Note: If the correct week is not displayed use the **Previous Week** link, **Next Week** link, or **Date** field to navigate to the correct week.

The **Timesheet** page displays.



Timesheet

Employee ID: []
 Empl Record: 0
 Time Reporting Type: Exception
 Earliest Change Date: 12/09/2019

Select Another Timesheet

*View By: Week [v] Previous Week Next Week
 *Date: 11/25/2019 [calendar icon]
 Scheduled Hours: 16.00 Reported Hours: 0.00

From Monday 11/25/2019 to Sunday 12/01/2019

Mon 11/25	Tue 11/26	Wed 11/27	Thu 11/28	Fri 11/29	Sat 11/30	Sun 12/1	Total	Time Reporting Code
[]	[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]	[]

Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time **Absence** Exceptions Payable Time

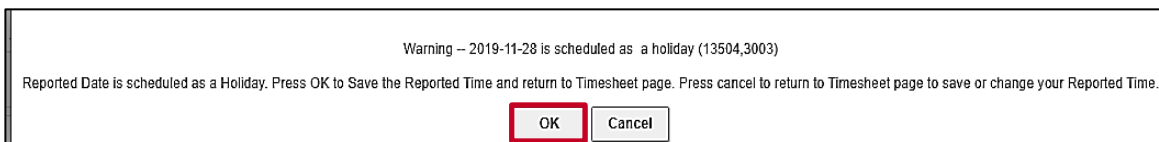
Reported Time Status

Date	Total	TRC	Description	Sched Hrs	Comments
[]	[]	[]	[]	[]	[]

Note: When a holiday occurs during the week, it is populated in payable time but not visible on the Timesheet.

If the employee did not work the holiday(s), skip to step 3. In this example, the employee did not work the 11/28 and 11/29 holidays.

If the employee worked the holidays and enters hours on a holiday, when the time is either saved or submitted, Cardinal displays a message that the reported date is scheduled as a holiday.



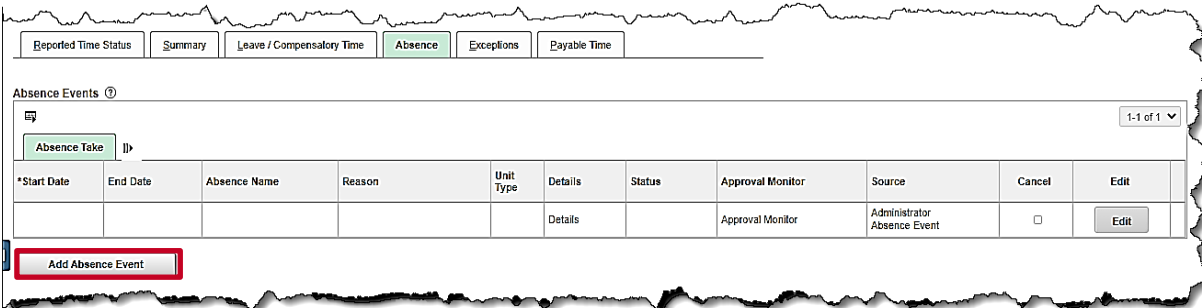
Warning -- 2019-11-28 is scheduled as a holiday (13504,3003)
 Reported Date is scheduled as a Holiday. Press OK to Save the Reported Time and return to Timesheet page. Press cancel to return to Timesheet page to save or change your Reported Time.

OK Cancel

Note: Entering time on a holiday may be appropriate if the employee worked on the holiday or needs to enter other hours to make up the difference between holiday hours and scheduled hours.

2. Click the **OK** button on the message.
3. Click the **Absence** tab to add an event.

The **Absence Events** section displays.



Absence Events ①

1-1 of 1

Absence Take

*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
					Details		Approval Monitor	Administrator Absence Event	<input type="checkbox"/>	Edit

Add Absence Event

4. Click the **Add Absence Event** button.

The **Absence Take** tab displays the newly enabled row.

, Forecast: Foreca. A red box highlights the 'Add Absence Event' button at the bottom left." data-bbox="125 425 881 520"/>

Absence Events ①

1-1 of 1

Absence Take

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast
11/25/2019	11/25/2019	Vacation	Vacation		Hours	Details	New	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Foreca

Add Absence Event

5. Enter the details for the absence on the new enabled **Absence Take** row. In this example, Monday, November 25th was a vacation day.
 - a. Enter the first date of the Absence event in the **Start Date** field. In this example, 11/25/2019 was entered.
 - b. Enter the end date of the Absence event in the **End Date** field. In this example, 11/25/2019 was entered.
 - c. Select the applicable **Absence Name** using the dropdown button provided. In this example, Vacation was selected.
 - d. Select the applicable **Reason** using the dropdown button provided. In this example, Vacation was selected.
6. Click the **Details** link.

The **SS Create Absence Req** page displays in a pop-up window.

- Click the **Calculate End Date or Duration** button. In this example, a full day of vacation was used.

Note: Comments can be entered in the **Reporter Comments** field. Please note, comments entered are visible to others and therefore should not contain personal information.

- Click the **OK** button.

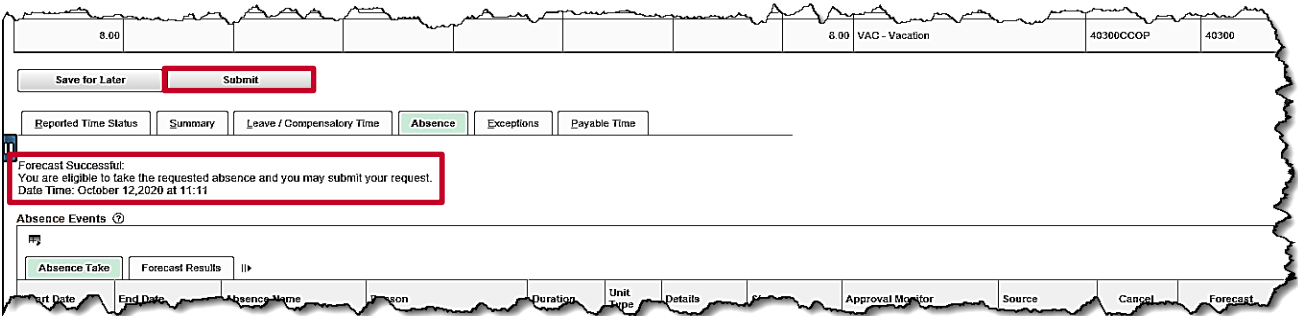
The **Timesheet** page displays.

Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
11/25/2019	11/25/2019	Vacation	Vacation	8.00	Hours	Details	New	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Foreca	Edit

- Click the **Forecast** button.

Note: When an absence is entered and requires forecasting, the **Forecast** button is enabled.

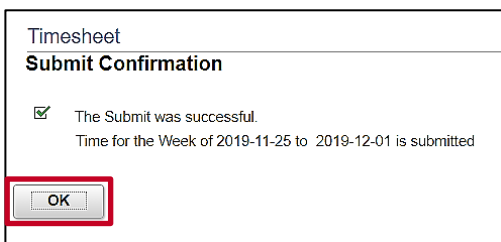
The **Forecast Successful** message displays above the **Absence Events** section.



Note: If the employee does not have a sufficient balance for the dates or duration requested, a **Forecast Error** message displays. The employee will not be able to submit the request if they receive a Forecast Error message. If the employee feels they should have a sufficient balance, they should contact their Supervisor or agency Absence Management Administrator.

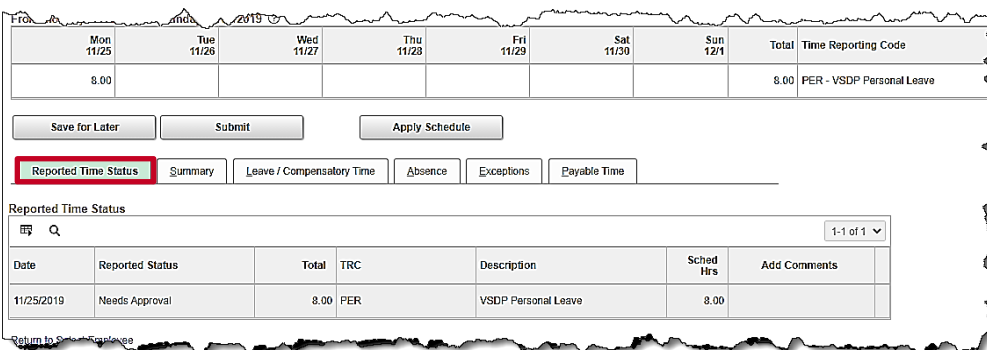
10. Click the **Submit** button.

The **Submit Confirmation** page displays.



11. Click the **OK** button.

The **Timesheet** page displays.



12. Scroll down as needed and review the reported time status information to verify the time has submitted. Notice that the Vacation hours require approval before they can be processed.

Note: Holiday hours are not included in the **Reported Hours** or the **Reported Time Status** tab in Cardinal.

Reporting Intermittent FMLA

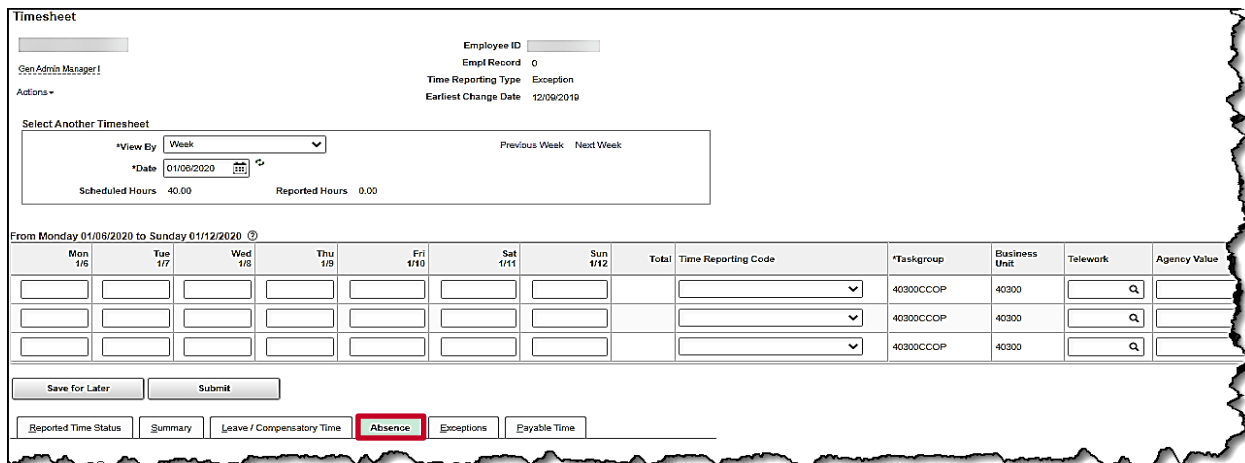
In this scenario, intermittent FMLA will be used. The employee has already been approved for FMLA and an Administrator has added the appropriate balance in Cardinal for the employee.

Note: This scenario only applies to agencies using Cardinal Absence Management.

1. Click on the **Time** tile on the **Cardinal Home** page to navigate to the **Timesheet** page.

Note: If the correct week is not displayed use the **Previous Week** link, **Next Week** link, or **Date** field to navigate to the correct week.

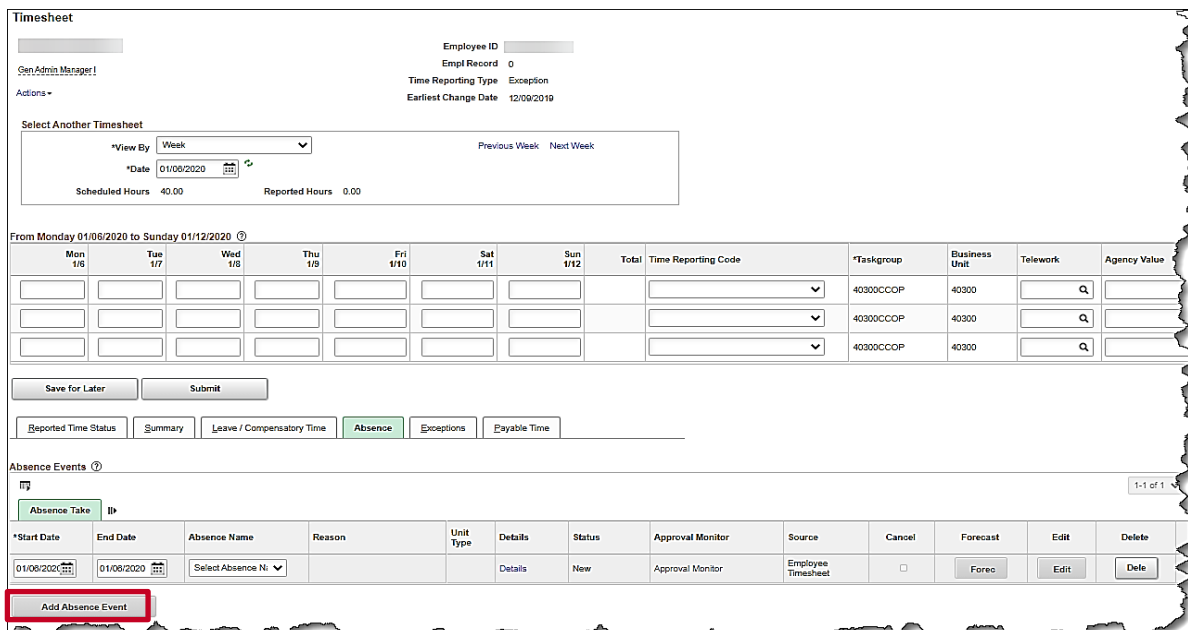
The **Timesheet** page displays.



The screenshot shows the 'Timesheet' interface. At the top, there are fields for Employee ID, Empl Record (0), Time Reporting Type (Exception), and Earliest Change Date (12/09/2019). Below this is a 'Select Another Timesheet' section with a 'View By' dropdown set to 'Week', a 'Date' field set to 01/06/2020, and links for 'Previous Week' and 'Next Week'. The 'Scheduled Hours' is 40.00 and 'Reported Hours' is 0.00. A table shows the week from Monday 01/06/2020 to Sunday 01/12/2020 with columns for days of the week, Total, Time Reporting Code, *Taskgroup, Business Unit, Telework, and Agency Value. At the bottom, there are buttons for 'Save for Later', 'Submit', and a row of tabs: 'Reported Time Status', 'Summary', 'Leave / Compensatory Time', 'Absence' (highlighted in red), 'Exceptions', and 'Payable Time'.

2. Click the **Absence** tab.

The **Absence Events** section displays.

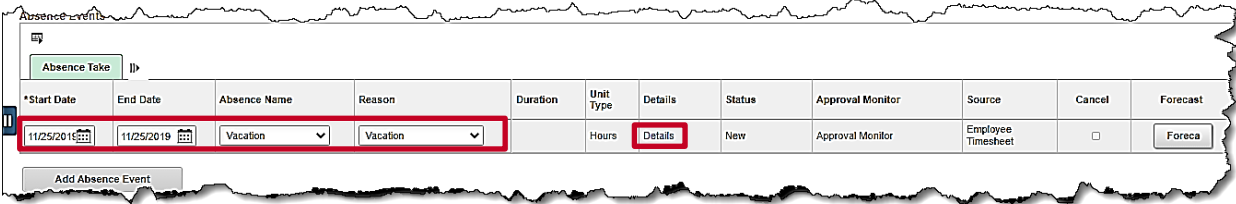


This screenshot shows the 'Absence Events' section of the Timesheet page. It includes the same header and navigation elements as the previous screenshot. Below the table, there are buttons for 'Save for Later' and 'Submit'. The 'Absence' tab is selected. The 'Absence Events' section shows a table with columns: *Start Date, End Date, Absence Name, Reason, Unit Type, Details, Status, Approval Monitor, Source, Cancel, Forecast, Edit, and Delete. The first row shows a date range from 01/06/2020 to 01/06/2020, with 'Absence Name' set to 'Select Absence NI', 'Status' as 'New', and 'Approval Monitor' as 'Approval Monitor'. At the bottom left, an 'Add Absence Event' button is highlighted in red.

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3. Click the **Add Absence Event** button.

The **Absence Take** tab displays the newly enabled row.

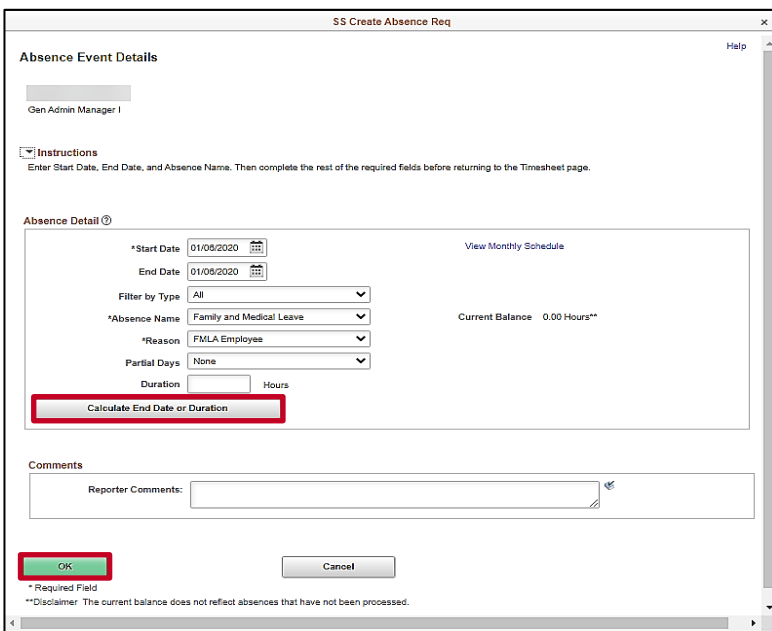


4. Enter the details for the absence on the newly enabled **Absence Take** row. In this example, 1 day of intermittent FMLA was entered.

- Enter the first date of the intermittent FMLA event in the **Start Date** field. In this example, 01/06/2020 was entered.
- Enter the last date of the intermittent FMLA event in the **End Date** field. In this example, 01/06/2020 was entered.
- Select the applicable **Absence Name** using the dropdown button provided. In this example, Family and Medical Leave was selected.
- Select the applicable **Reason** using the dropdown button provided. The types of FMLA are Employee, Family, or Military. In this example, FMLA Employee was selected.

5. Click the **Details** link.

The **SS Create Absence Req** page displays in a pop-up window.



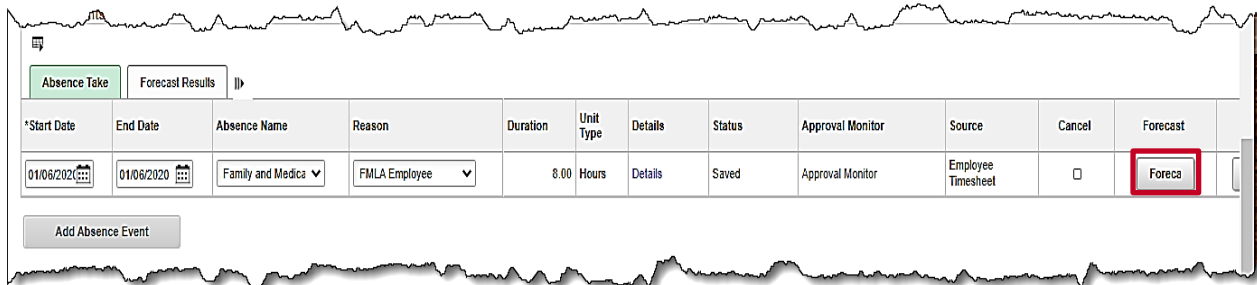
6. Click the **Calculate End Date or Duration** button. In this example, 1 day (8 hours) of FMLA were used.

ESS392 Time Entry Scenarios – Exception Time Reporter

Note: Based on the dates entered and **Partial Days** options, Cardinal will calculate the number of hours that will be taken. The **Calculate End Date or Duration** button will need to be clicked each time a change is made to recalculate.

- Click the **OK** button.

The **Timesheet** page returns with the **Absence Take** tab displayed by default.

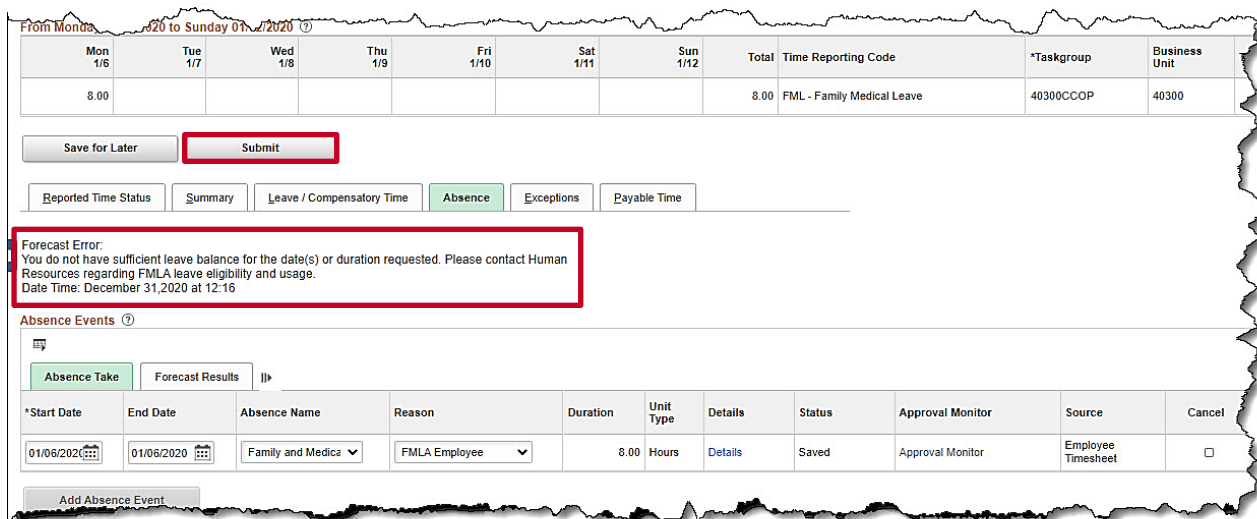


*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast
01/06/2020	01/06/2020	Family and Medica	FMLA Employee	8.00	Hours	Details	Saved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Foreca

Add Absence Event

- Click the **Forecast** button.

The **Forecast Successful** or **Forecast Error** message displays above the **Absence Events** section.



Mon 1/6	Tue 1/7	Wed 1/8	Thu 1/9	Fri 1/10	Sat 1/11	Sun 1/12	Total	Time Reporting Code	*Taskgroup	Business Unit
8.00							8.00	FML - Family Medical Leave	40300CCOP	40300

Save for Later **Submit**

Reported Time Status Summary Leave / Compensatory Time **Absence** Exceptions Payable Time

Forecast Error:
 You do not have sufficient leave balance for the date(s) or duration requested. Please contact Human Resources regarding FMLA leave eligibility and usage.
 Date Time: December 31, 2020 at 12:16

Absence Events

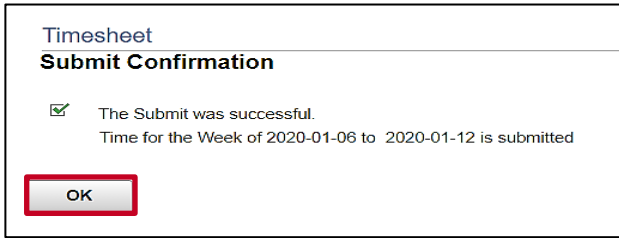
*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel
01/06/2020	01/06/2020	Family and Medica	FMLA Employee	8.00	Hours	Details	Saved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>

Add Absence Event

Note: If the employee does not have a sufficient leave balance for the dates or duration requested, a **Forecast Error** message displays. The employee will not be able to submit the request if they receive a Forecast Error message. If an employee feels they should have a sufficient balance, they should contract their Supervisor or agency Absence Management Administrator.

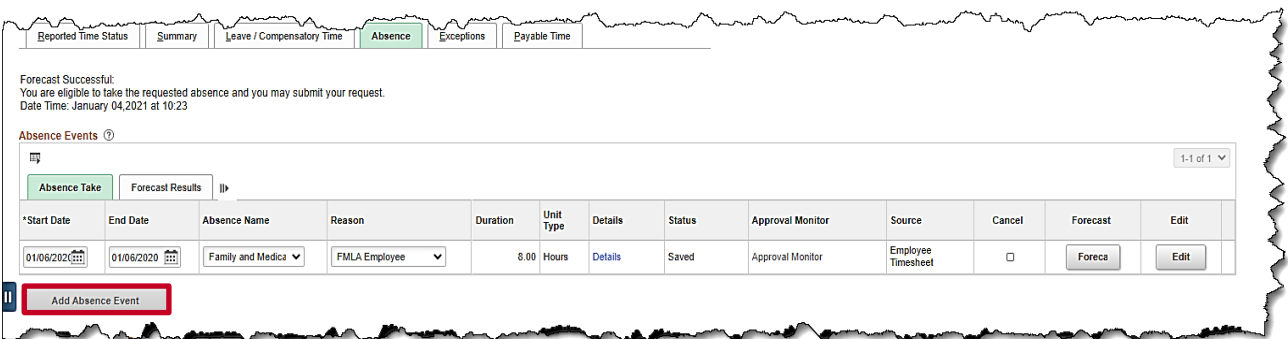
- Click the **Submit** button.

The **Submit Confirmation** page displays in a pop-up window.



10. Click the **OK** button.

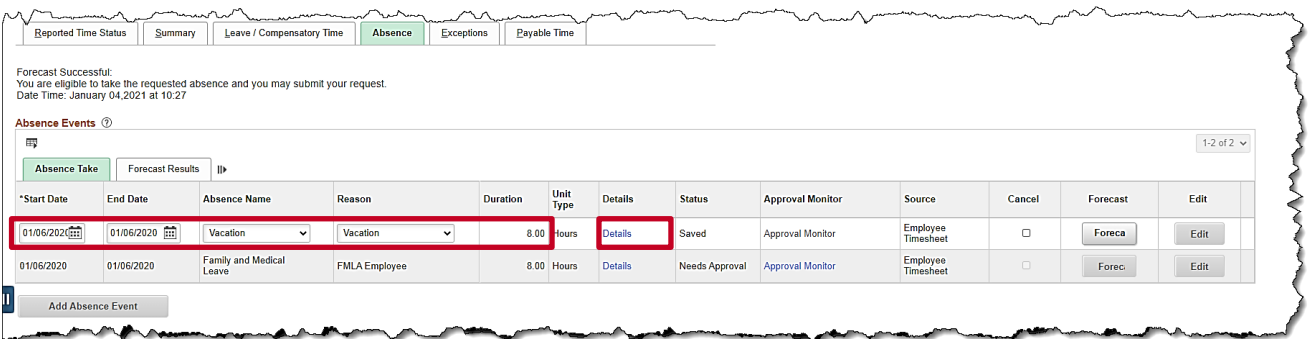
The **Timesheet** page returns.



Note: When using FMLA, another absence must be used for the same day(s).

11. Click the **Add Absence Event** button. This will enable a new row to enter the absence to be used in conjunction with FMLA.

The **Timesheet** page displays with the new absence row enabled.



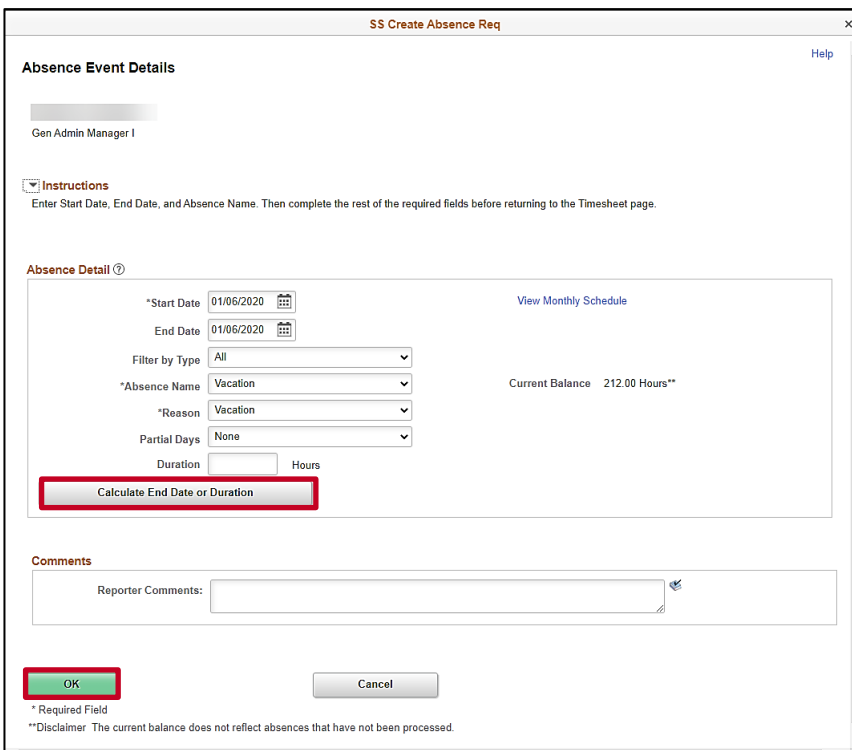
ESS392 Time Entry Scenarios – Exception Time Reporter

12. Enter the details for the absence on the newly enabled **Absence Take** row. In this example, 1 day of vacation was entered.
 - a. Enter the first date of the Absence event in the **Start Date** field. In this example, 01/06/2020 was entered.
 - b. Enter the end date of the Absence event in the **End Date** field. In this example, 01/06/2020 was entered.
 - c. Select the applicable **Absence Name** using the dropdown button provided. Select an allowable absence type that can be used along with FMLA. In this example, Vacation was selected.
 - d. Select the applicable **Reason** using the dropdown button provided. In this example, Vacation was selected.

Note: The user will receive an error message stating the dates overlap if an unallowable absence type is used along with FMLA (e.g., Volunteer Service Leave).

13. Click the **Details** link.

The **SS Create Absence Req** page displays.



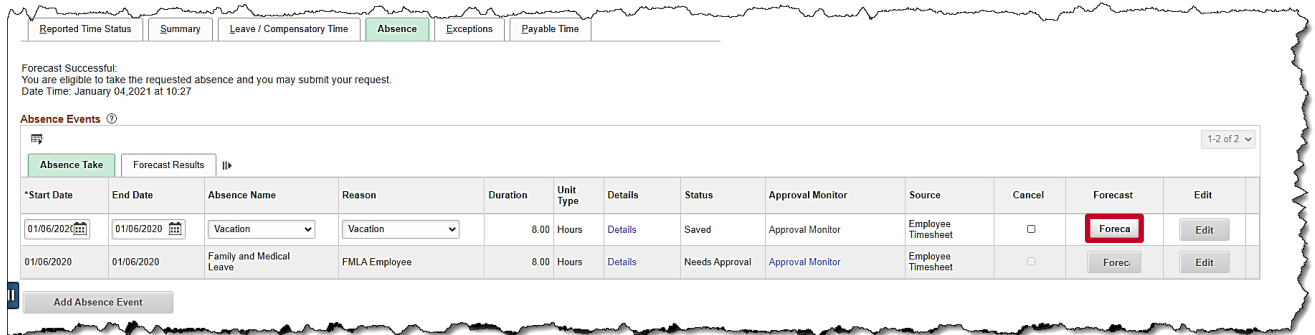
The screenshot shows the 'SS Create Absence Req' web form. At the top, it says 'Absence Event Details' and 'Gen Admin Manager I'. Below that is an 'Instructions' section: 'Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.' The 'Absence Detail' section contains several fields: '*Start Date' (01/06/2020), 'End Date' (01/06/2020), 'Filter by Type' (All), '*Absence Name' (Vacation), '*Reason' (Vacation), 'Partial Days' (None), and 'Duration' (Hours). A 'Calculate End Date or Duration' button is highlighted with a red box. To the right of the form, it says 'View Monthly Schedule' and 'Current Balance 212.00 Hours**'. Below the form is a 'Comments' section with a text area for 'Reporter Comments:'. At the bottom, there are 'OK' and 'Cancel' buttons. A legend at the bottom left indicates '* Required Field' and '**Disclaimer The current balance does not reflect absences that have not been processed.'

14. Click the **Calculate End Date or Duration** button. In this example, 1 day of vacation was used.

Note: Comments can be entered in the **Reporter Comments** field. Please note, comments entered are visible to others and therefore should not contain personal information.

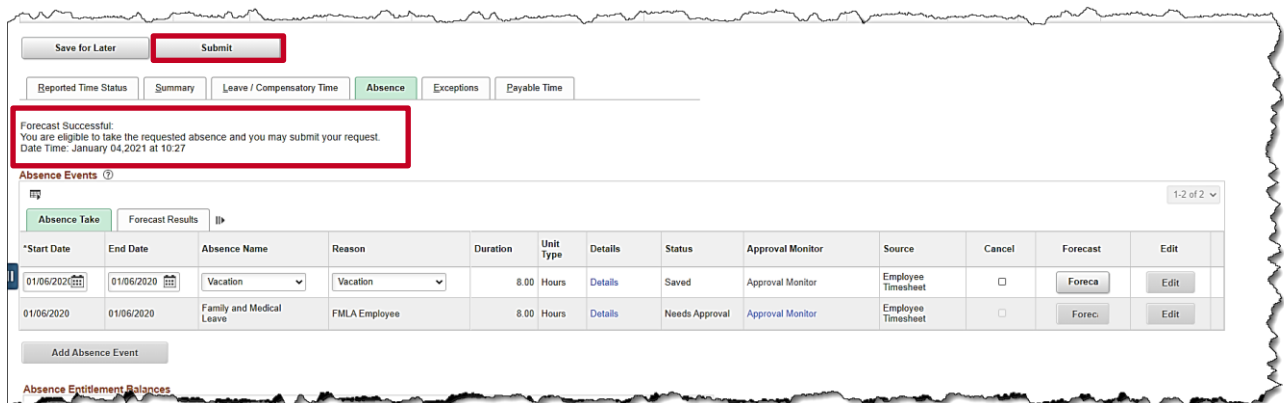
15. Click the **OK** button.

The **Timesheet** page returns with the **Absence Take** tab displayed by default.



16. Click the **Forecast** button.

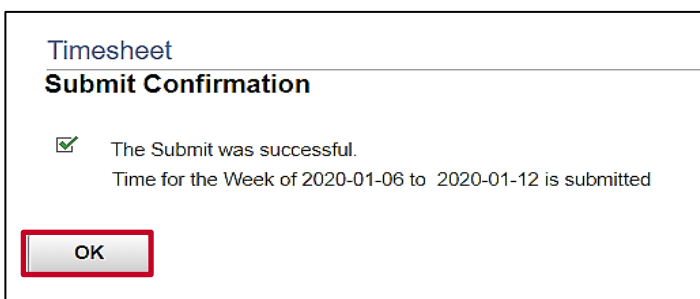
The **Forecast Successful** message displays above the **Absence Events** section and the absence is added to the Timesheet.



Note: If the employee does not have a sufficient leave balance for the dates or duration requested, a **Forecast Error** message displays. The employee will not be able to submit the request if they receive a Forecast Error message. If an employee feels they should have a sufficient balance, they should contract their Supervisor or agency Absence Management Administrator.

17. Click the **Submit** button.

The **Submit Confirmation** page displays.



18. Click the **OK** button.

The **Timesheet** page displays.

Timesheet

Employee ID [redacted]
 Empl Record 0
 Time Reporting Type Exception
 Earliest Change Date 12/02/2019

Gen Admin Manager I
 Actions -

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 01/06/2020 Scheduled Hours 40.00 Reported Hours 16.00

From Monday 01/06/2020 to Sunday 01/12/2020

	Mon 1/6	Tue 1/7	Wed 1/8	Thu 1/9	Fri 1/10	Sat 1/11	Sun 1/12	Total	Time Reporting Code	*Taskgroup	Business Unit	Tele
	8.00							8.00	VAC - Vacation	40300CCOP	40300	
	8.00							8.00	FML - Family Medical Leave	40300CCOP	40300	

Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions Payable Time

- Scroll down as needed and review the reported time status information to verify the time has submitted.

Using Compensatory (Comp) Leave

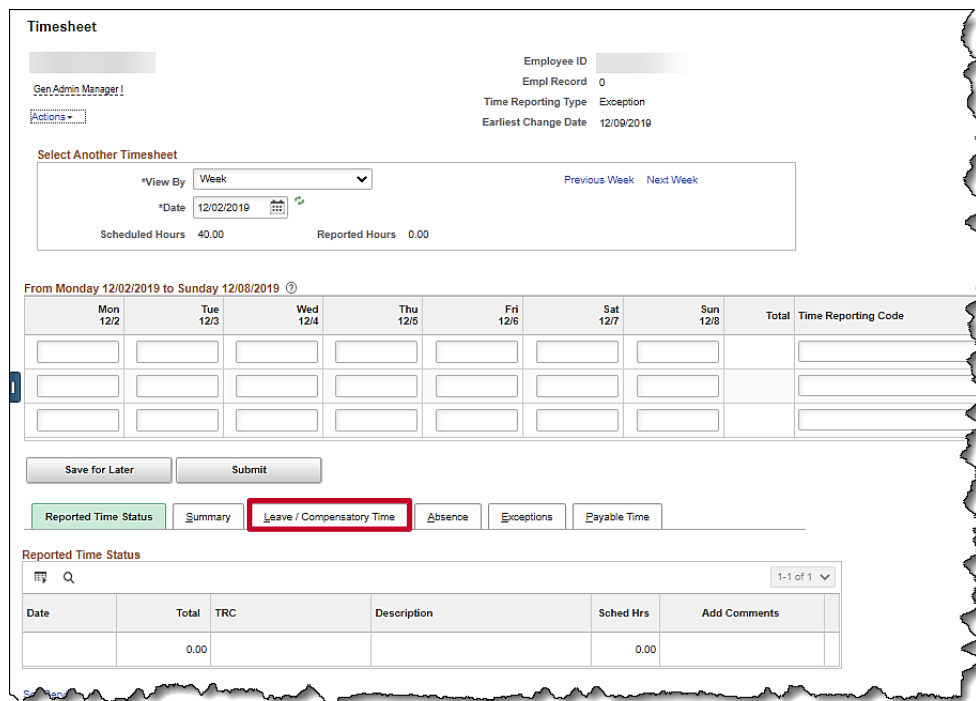
In this scenario, compensatory time that was previously earned will be taken.

Note: This scenario only applies to agencies using Cardinal Absence Management.

1. Click the **Time** tile on the **Cardinal Homepage** to navigate to the **Timesheet** page.

Note: If the correct week is not displayed use the **Previous Week** link, **Next Week** link, or **Date** field to navigate to the correct week.

The **Timesheet** page displays.



Timesheet

Employee ID: [Redacted]
 Empl Record: 0
 Time Reporting Type: Exception
 Earliest Change Date: 12/09/2019

GenAdmin Manager | Actions

Select Another Timesheet

*View By: Week [Previous Week Next Week]
 *Date: 12/02/2019 [Calendar]
 Scheduled Hours: 40.00 Reported Hours: 0.00

From Monday 12/02/2019 to Sunday 12/08/2019

Mon 12/2	Tue 12/3	Wed 12/4	Thu 12/5	Fri 12/6	Sat 12/7	Sun 12/8	Total	Time Reporting Code

Save for Later Submit

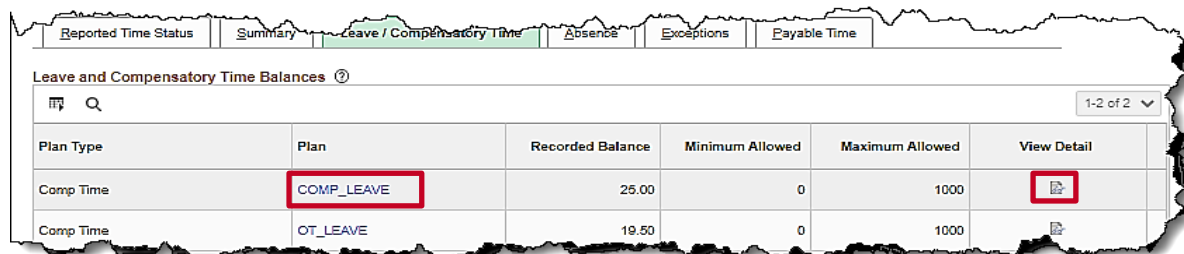
Reported Time Status Summary **Leave / Compensatory Time** Absence Exceptions Payable Time

Reported Time Status

Date	Total	TRC	Description	Sched Hrs	Add Comments
	0.00			0.00	

2. Click the **Leave/Compensatory Time** tab to verify the balance.

The **Leave/Compensatory Time** tab displays.



Reported Time Status Summary **Leave / Compensatory Time** Absence Exceptions Payable Time

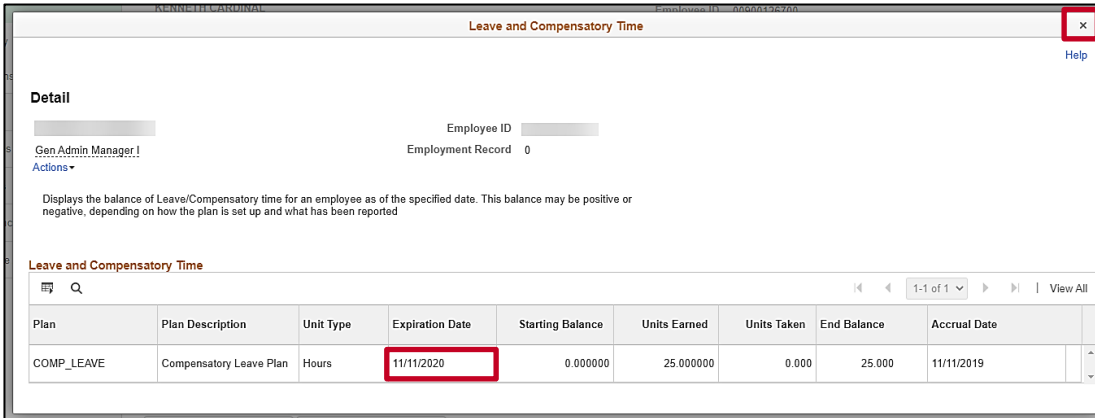
Leave and Compensatory Time Balances

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	COMP_LEAVE	25.00	0	1000	
Comp Time	OT_LEAVE	19.50	0	1000	

Note: This section displays compensatory and overtime leave balances. In this example, the employee has 25 hours of Compensatory Leave (COMP_LEAVE) that can be taken.

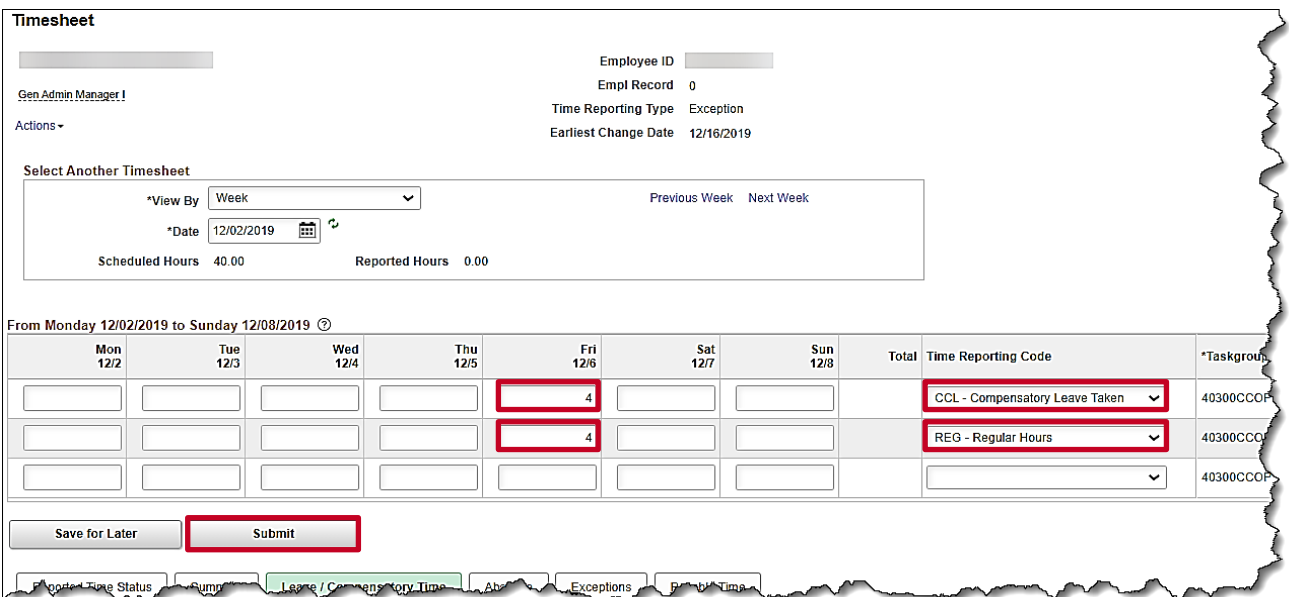
3. Click the **View Detail** icon or the Plan **COMP_LEAVE** link to view additional detail information.

The **Leave and Compensatory Time** page displays in a pop-up window.



4. Check the **Expiration date** field, which is the last date this leave can be taken. In this example, the employee's Compensatory Leave Plan Hours expire on 11/11/2020.
5. Click the **Close** icon.

The **Timesheet** page returns.



6. Enter the hours of compensatory leave on the first available row in the Time Entry grid. In this example, 4.00 was entered in the **Fri** field
7. Select the applicable **Time Reporting Code (TRC)** for the hours using the dropdown button provided. In this example, CCL – Compensatory Leave Taken was selected.
8. Enter the regular hours worked in the next available row. In this example, 4.00 was enter in the **Fri** field.

9. Select the applicable TRC for the hours using the dropdown button provided. In this example, REG-Regular was selected.
10. Click the **Submit** button

The **Submit Confirmation** page displays.

Timesheet

Submit Confirmation

The Submit was successful.
Time for the Week of 2019-12-02 to 2019-12-08 is submitted

OK

11. Click the **OK** button

The **Timesheet** page displays.

Timesheet

Employee ID: [Redacted] Empl Record: 0
Time Reporting Type: Exception Earliest Change Date: 12/02/2019

Gen Admin Manager | Actions-

Select Another Timesheet

*View By: Week Previous Week Next Week

*Data: 12/02/2019

Scheduled Hours: 40.00 Reported Hours: 8.00

From Monday 12/02/2019 to Sunday 12/08/2019

Mon 12/2	Tue 12/3	Wed 12/4	Thu 12/5	Fri 12/6	Sat 12/7	Sun 12/8	Total	Time Reporting Code
				8.00			8.00	CCL - Compensatory Leave Taken

Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions Payable Time

Reported Time Status

Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
12/06/2019	Submitted	8.00	CCL	Compensatory Leave Taken	8.00	

12. Scroll down as needed and review the reported time status information to verify the time has submitted.

Editing an Absence Event

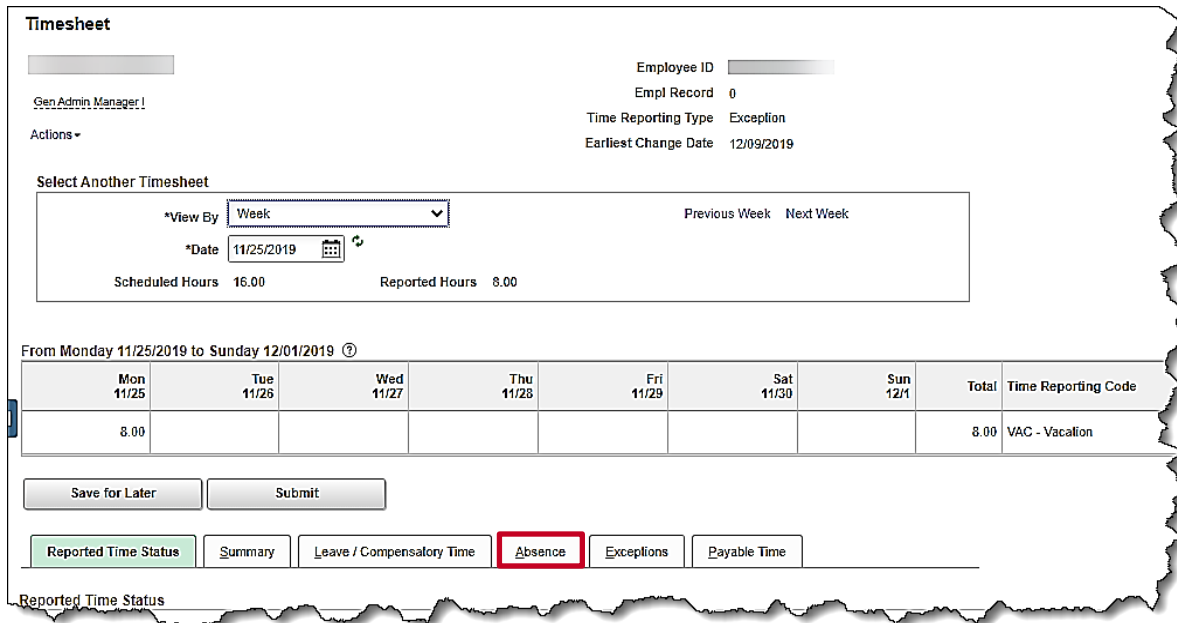
In this scenario, an absence event that was previously submitted will be edited. For this scenario, the employee will make an adjustment to change **Vacation** to **VSDP Personal Leave** for 11/25/2019.

Note: This scenario only applies to agencies using Cardinal Absence Management

1. Click the **Time** tile on the **Cardinal Homepage** to navigate to the **Timesheet** page.

Note: If the correct week is not displayed use the **Previous Week** link, **Next Week** link, or **Date** field to navigate to the correct week.

The **Timesheet** page displays.



Timesheet

Employee ID: [Redacted]
 Empl Record: 0
 Time Reporting Type: Exception
 Earliest Change Date: 12/09/2019

Gen Admin Manager!
 Actions ▾

Select Another Timesheet

*View By: Week [v] Previous Week Next Week
 *Date: 11/25/2019 [Calendar Icon]
 Scheduled Hours: 16.00 Reported Hours: 8.00

From Monday 11/25/2019 to Sunday 12/01/2019 ⓘ

Mon 11/25	Tue 11/26	Wed 11/27	Thu 11/28	Fri 11/29	Sat 11/30	Sun 12/1	Total	Time Reporting Code
8.00							8.00	VAC - Vacation

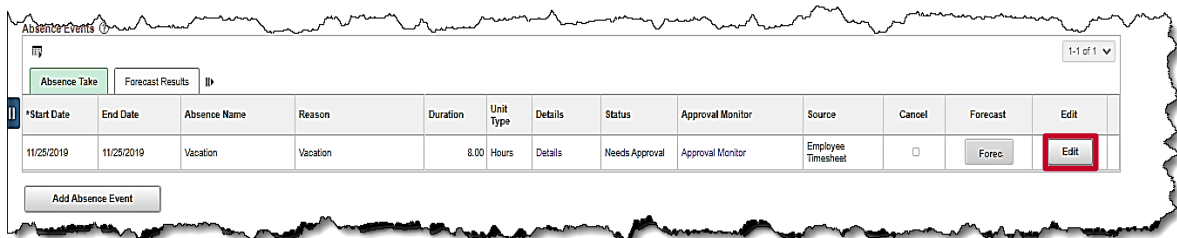
Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time **Absence** Exceptions Payable Time

Reported Time Status

2. Click the **Absence** tab.

The **Absence Events** section displays.



Absence Events ⓘ

1-1 of 1 [v]

Absence Take Forecast Results ⓘ

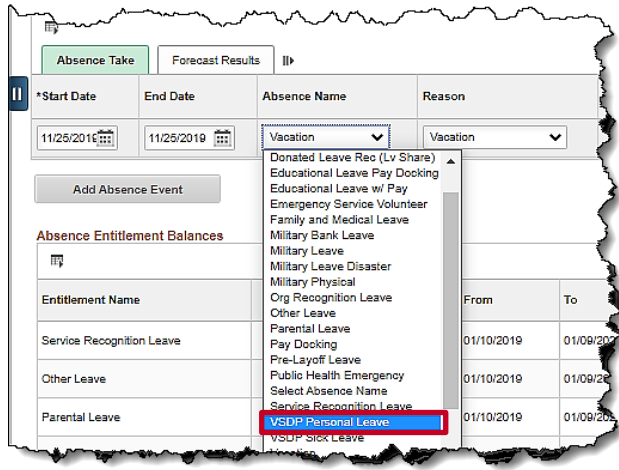
*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
11/25/2019	11/25/2019	Vacation	Vacation	8.00	Hours	Details	Needs Approval	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forec	Edit

Add Absence Event

3. Click the **Edit** button for the absence that needs to be adjusted.

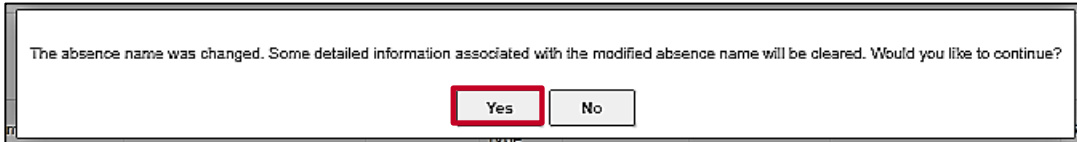
ESS392 Time Entry Scenarios – Exception Time Reporter

The **Timesheet** page refreshes and the absence event row is enabled to edit.



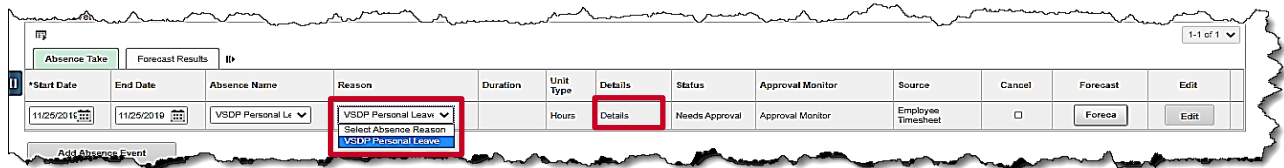
4. Select the applicable absence type to change to using the drop-down button provided in the **Absence Name** field. In this example, VSDP Personal Leave was selected.

A pop-up message displays confirming the change.



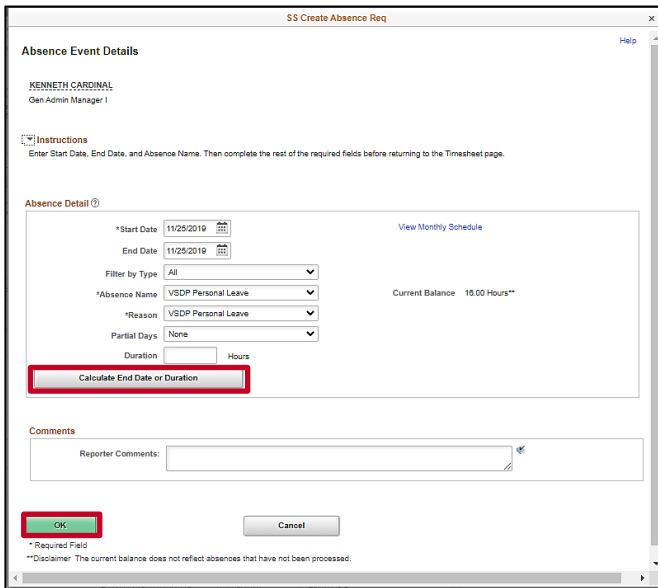
5. Click the **Yes** button to continue.

The **Timesheet** page refreshes.



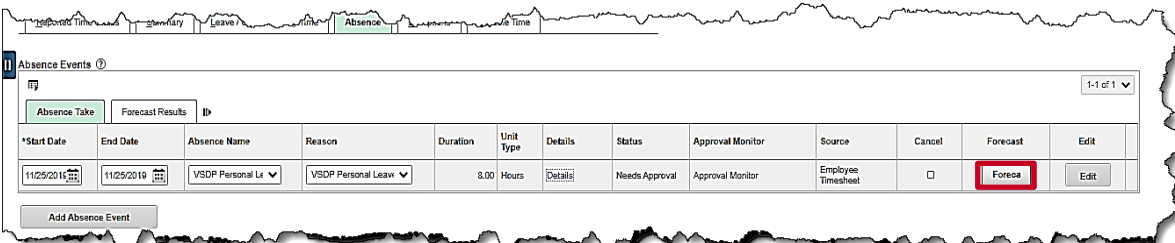
6. Select the applicable **Reason** using the drop-down button provided. In this example, VSDP Personal Leave was selected. Typically, the reason will be the same as the absence name
7. Click the **Details** link.

The **SS Create Absence Req** page displays in a pop-up window.



8. Click the **Calculate End Date or Duration** button. In this example, there are no additional changes that need to be made to the absence event.
9. Click the **OK** button.

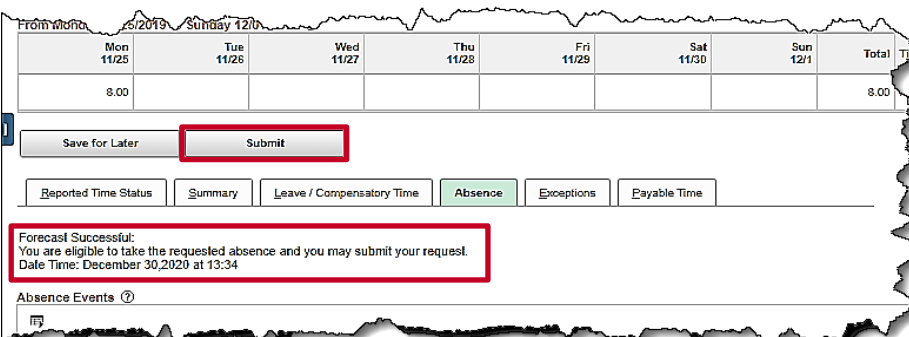
The **Timesheet** page returns.



*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
11/25/2019	11/25/2019	VSDP Personal Le	VSDP Personal Leav	8.00	Hours	Details	Needs Approval	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Foreca	Edit

10. Click the **Forecast** button to verify that the time requested is available.

The **Forecast Successful** message displays above the **Absence Events** section.



From Monday, 11/25/2019, Sunday 12/13/2019

Mon 11/25	Tue 11/26	Wed 11/27	Thu 11/28	Fri 11/29	Sat 11/30	Sun 12/1	Total
8.00							8.00

Save for Later **Submit**

Reported Time Status Summary Leave / Compensatory Time **Absence** Exceptions Payable Time

Forecast Successful:
You are eligible to take the requested absence and you may submit your request.
Date Time: December 30, 2020 at 13:34

Absence Events

11. Click the **Submit** button.

The **Submit Confirmation** page displays.

Timesheet

Submit Confirmation

The Submit was successful.
Time for the Week of 2019-11-25 to 2019-12-01 is submitted

OK

12. Click the **OK** button.

The **Timesheet** page returns.

Timesheet

Employee ID [redacted]
Empl Record 0
Time Reporting Type Exception
Earliest Change Date 12/09/2019

Gen Admin Manager !
Actions -

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 11/25/2019 Scheduled Hours 16.00 Reported Hours 8.00

From Monday 11/25/2019 to Sunday 12/01/2019

Mon 11/25	Tue 11/26	Wed 11/27	Thu 11/28	Fri 11/29	Sat 11/30	Sun 12/1	Total	Time Reporting Code
8.00							8.00	PER - VSDP Personal Leave

Reported Time Status

1-1 of 1

Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
11/25/2019	Needs Approval	8.00	PER	VSDP Personal Leave	8.00	

13. Scroll down as needed and review the reported time status information to verify the time was submitted.

Canceling an Absence

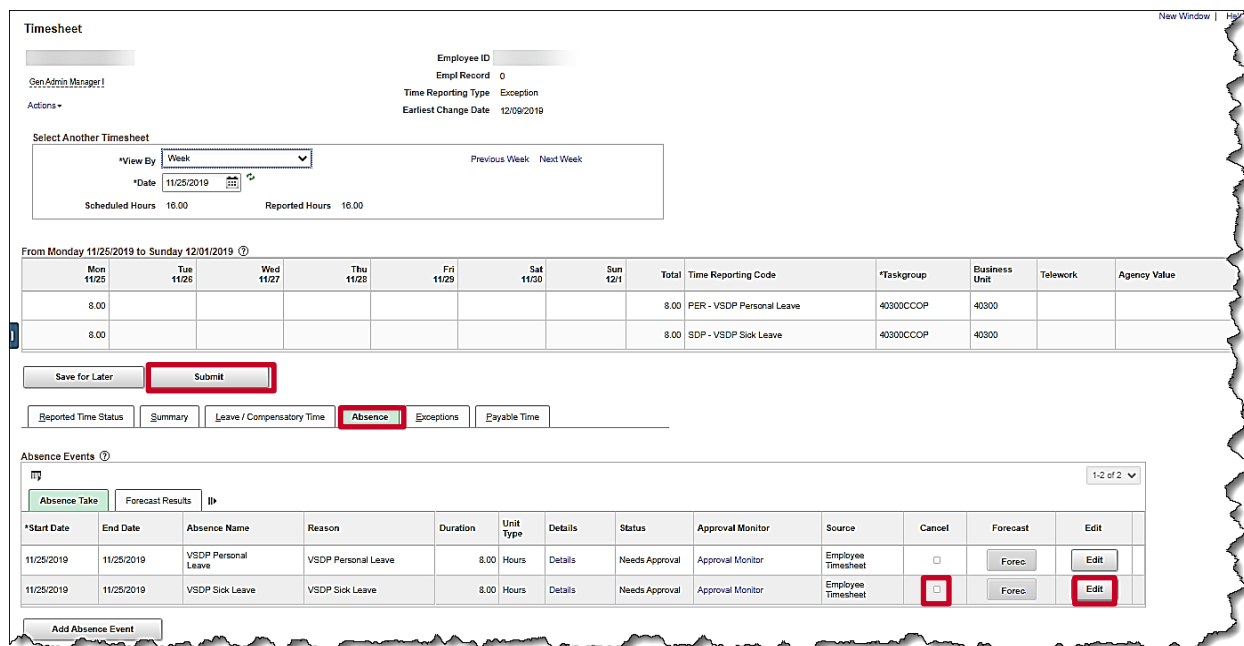
In this scenario, an absence request will be cancelled once it is in **Saved** status. The same process applies to cancel an absence that is in **Submitted** status.

Note: This scenario only applies to agencies using Cardinal Absence Management.

1. Click the **Time** tile on the **Cardinal Homepage** to navigate to the **Timesheet** page and to the week which contains the absence to cancel.

Note: If the correct week is not displayed use the **Previous Week** link, **Next Week** link, or **Date** field to navigate to the correct week.

The **Timesheet** page displays.



The screenshot shows the Timesheet interface for an employee. At the top, there are fields for Employee ID, Empl Record, Time Reporting Type (Exception), and Earliest Change Date (12/09/2019). Below this is a 'Select Another Timesheet' section with a 'View By' dropdown set to 'Week' and a 'Date' field set to 11/25/2019. A table shows time entries for the week of Monday 11/25/2019 to Sunday 12/01/2019. Below the table are buttons for 'Save for Later' and 'Submit'. A navigation bar includes tabs for 'Reported Time Status', 'Summary', 'Leave / Compensatory Time', 'Absence', 'Exceptions', and 'Payable Time'. The 'Absence' tab is selected. Below the navigation bar is an 'Absence Events' table with columns for Start Date, End Date, Absence Name, Reason, Duration, Unit Type, Details, Status, Approval Monitor, Source, Cancel, Forecast, and Edit. Two rows are visible: one for 'VSDP Personal Leave' and one for 'VSDP Sick Leave'. The 'Edit' button for the 'VSDP Sick Leave' row is highlighted with a red box. There is also a 'Cancel' checkbox in the 'Cancel' column for the 'VSDP Sick Leave' row, which is also highlighted with a red box.

2. Click the **Absence** tab.
3. Click the **Edit** button on the row of the absence that needs to be cancelled. This opens the absence for editing.

Note: An absence that is in **Approved** status cannot be cancelled by an employee. For approved absences, contact the approver to cancel.

4. Select the checkbox in the **Cancel** field.
5. Click the **Submit** button.

The **Submit Confirmation** page displays

Timesheet

Submit Confirmation

The Submit was successful.
Time for the Week of 2019-11-25 to 2019-12-01 is submitted

6. Click the **OK** button.

The **Timesheet** page displays.

Mon 11/25	Tue 11/26	Wed 11/27	Thu 11/28	Fri 11/29	Sat 11/30	Sun 12/1	Total	Time Reporting Code
8.00							8.00	PER - VSDP Personal Leave

Reported Time Status

1-1 of 1

Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
11/25/2019	Needs Approval	8.00	PER	VSDP Personal Leave	8.00	

7. Scroll down as needed to verify the absence does not appear on the Timesheet or in the reported time status information to confirm that the absence has been cancelled.

Re-checking Future Absence Events

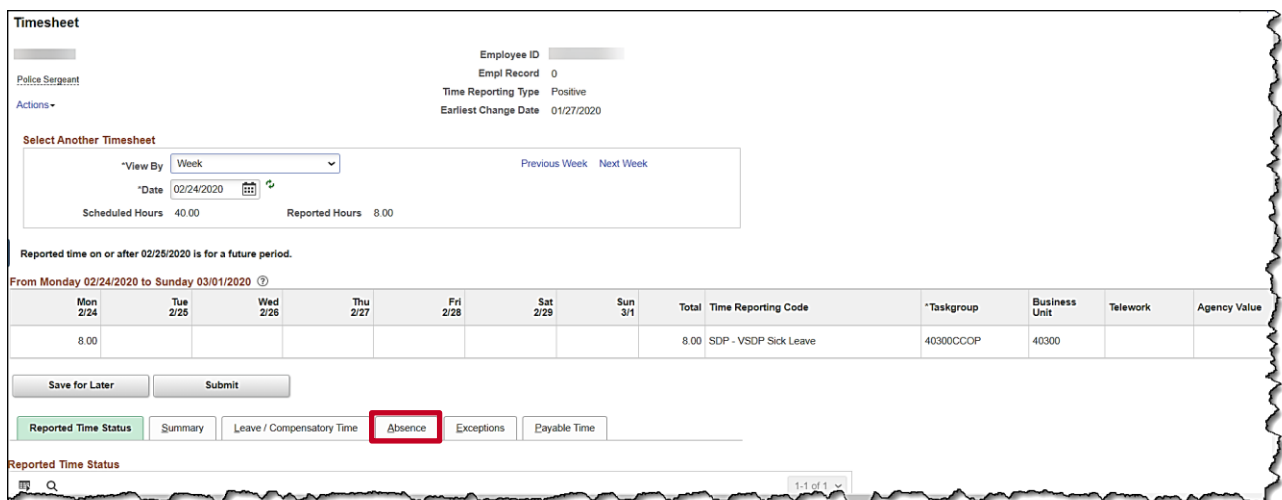
In this scenario an absence event forecast balance will be re-checked to ensure that the absence event for a future date has sufficient hours to cover the request.

Note: Any portion of the absence that exceeds the entitlement balance is treated as **LNP** (Pay Docking)

1. Click the **Time** tile on the **Cardinal Homepage** to navigate to the **Timesheet** page and to the week which contains the absence to re-check.

Note: If the correct week is not displayed use the **Previous Week** link, **Next Week** link, or **Date** field to navigate to the correct week.

The **Timesheet** page displays.

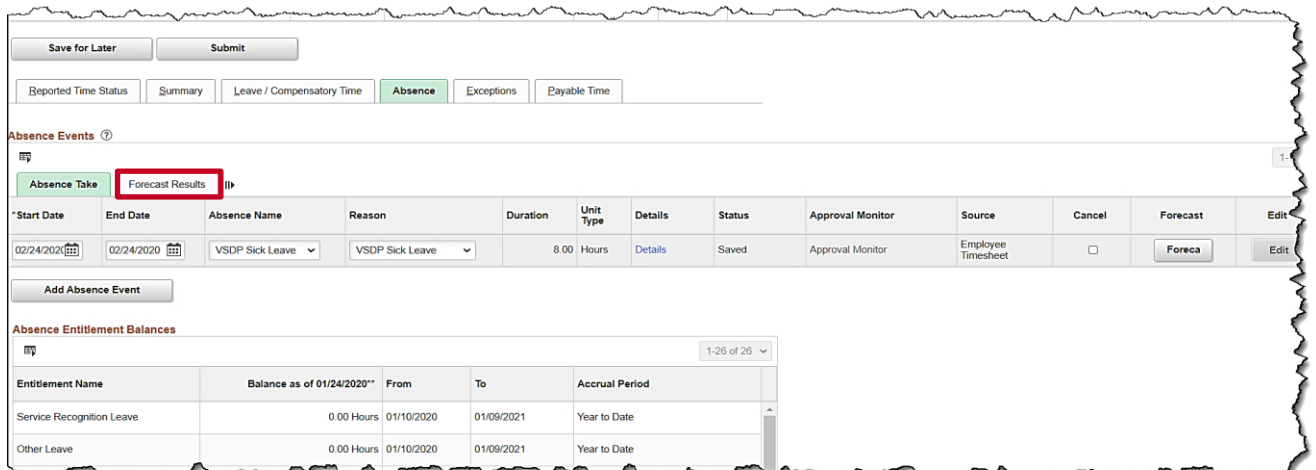


The screenshot shows the 'Timesheet' interface for a Police Sergeant. It includes fields for Employee ID, Empl Record (0), Time Reporting Type (Positive), and Earliest Change Date (01/27/2020). A 'Select Another Timesheet' section allows viewing by week (02/24/2020) with scheduled hours of 40.00 and reported hours of 8.00. A table below shows reported time on or after 02/25/2020 is for a future period. The table for Monday 02/24/2020 to Sunday 03/01/2020 shows 8.00 hours reported on Monday. The 'Absence' tab is highlighted in red.

Mon 2/24	Tue 2/25	Wed 2/26	Thu 2/27	Fri 2/28	Sat 2/29	Sun 3/1	Total	Time Reporting Code	*Taskgroup	Business Unit	Telework	Agency Value
8.00							8.00	SDP - VSDP Sick Leave	40300CCOP	40300		

2. Click the **Absence** tab.

The **Absence Events** section displays.



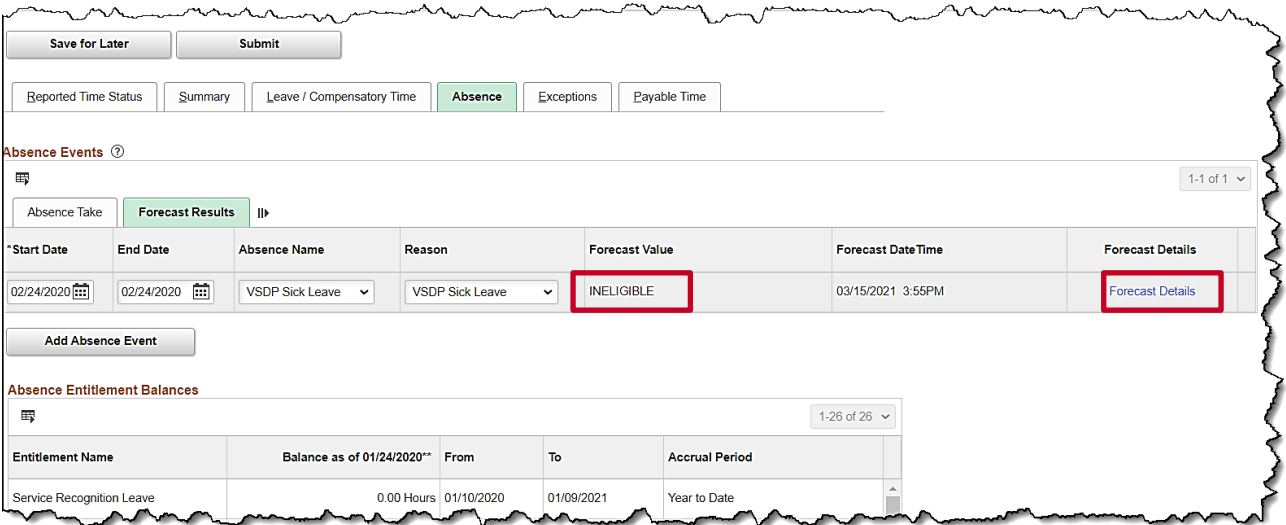
The screenshot shows the 'Absence Events' section with the 'Absence' tab selected. It features a table of absence events and an 'Absence Entitlement Balances' section. The 'Forecast Results' tab is highlighted in red.

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
02/24/2020	02/24/2020	VSDP Sick Leave	VSDP Sick Leave	8.00 Hours	Hours	Details	Saved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Foreca	Edit

Entitlement Name	Balance as of 01/24/2020**	From	To	Accrual Period
Service Recognition Leave	0.00 Hours	01/10/2020	01/09/2021	Year to Date
Other Leave	0.00 Hours	01/10/2020	01/09/2021	Year to Date

3. Click the **Forecast Results** tab.

The **Forecast Results** tab displays.



The screenshot shows the 'Forecast Results' tab selected. It displays a table with the following data:

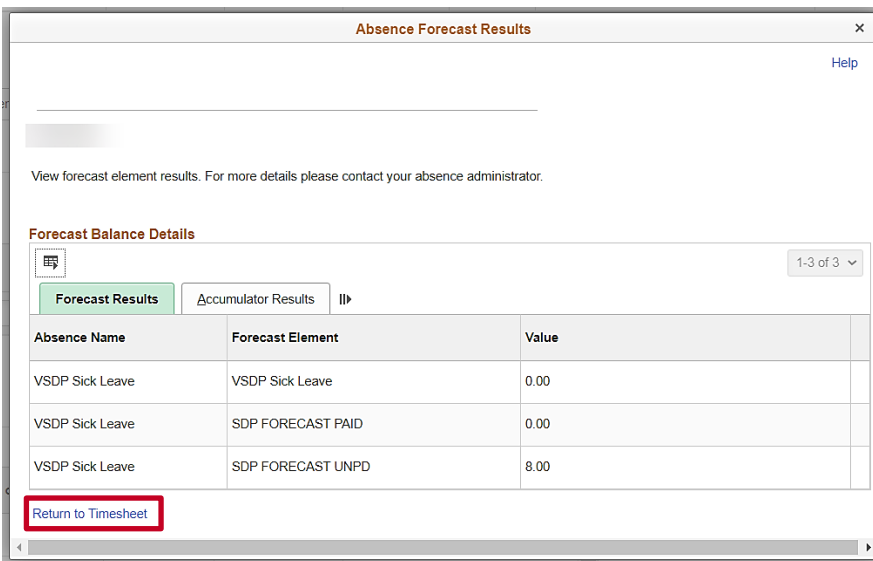
Start Date	End Date	Absence Name	Reason	Forecast Value	Forecast DateTime	Forecast Details
02/24/2020	02/24/2020	VSDP Sick Leave	VSDP Sick Leave	INELIGIBLE	03/15/2021 3:55PM	Forecast Details

Below the table, there is an 'Add Absence Event' button and a section for 'Absence Entitlement Balances'.

Entitlement Name	Balance as of 01/24/2020**	From	To	Accrual Period
Service Recognition Leave	0.00 Hours	01/10/2020	01/09/2021	Year to Date

4. Review the **Forecast Value**.
5. Click the **Forecast Details** link to get more information if the Forecast Value is INELIBIBLE.

The **Absence Forecast Results** page displays in a pop-up window and shows the expected hours to be paid and/or unpaid and the remaining balance after the absence has been deducted. In this example, it shows that 8 hours will be unpaid (**LNP – Pay Docking**).



The screenshot shows the 'Absence Forecast Results' pop-up window. It contains the following information:

View forecast element results. For more details please contact your absence administrator.

Forecast Balance Details

Absence Name	Forecast Element	Value
VSDP Sick Leave	VSDP Sick Leave	0.00
VSDP Sick Leave	SDP FORECAST PAID	0.00
VSDP Sick Leave	SDP FORECAST UNPD	8.00

At the bottom, there is a 'Return to Timesheet' link.

Note: Adjust absence events that have insufficient balances; otherwise, Cardinal processes the absence as **LNP** (Pay Docking).

6. Click the **Return to Timesheet** link.