



Online Time Entry Scenarios Overview

This Job Aid provides scenarios for Positive Time Reporting in Cardinal for hourly and salaried employees. Hourly employees and salaried employees with variable Work Schedules are always positive time reporters, but salaried employees with set Work Schedules can also be positive time reporters as determined by the agency. The Time Reporter Type displays on the **Timesheet** page in the **Time Reporter Type** field.

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

Hourly employees must submit time in order for it to be processed by Payroll and to receive pay.

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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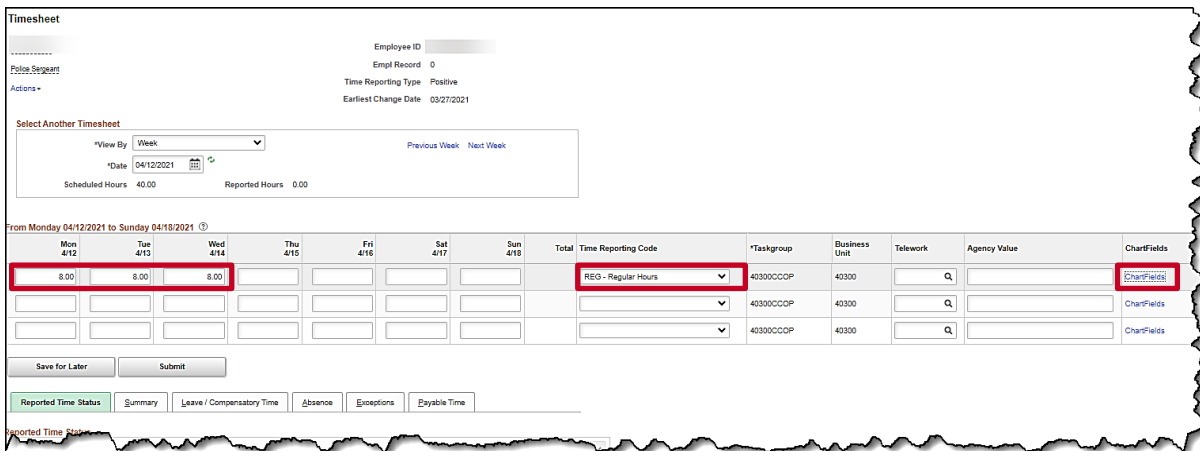
Entering Regular Time and Multiple ChartField Distributions

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

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

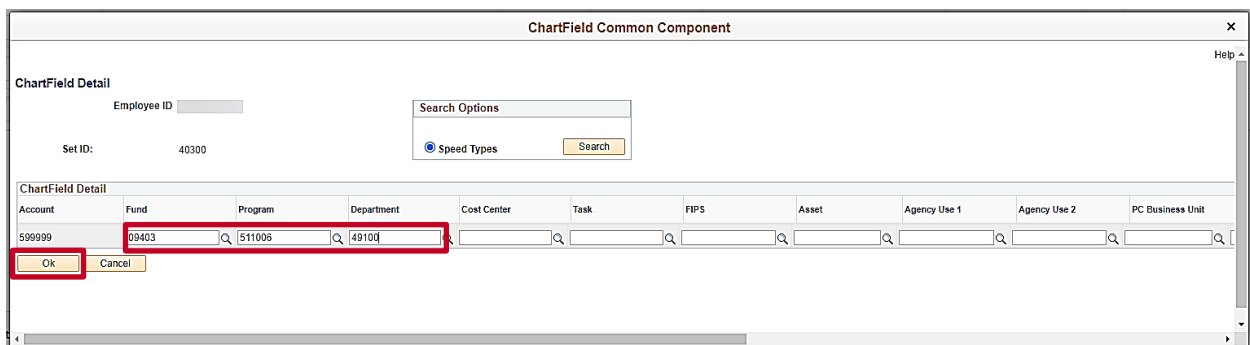
Note: If the correct week is not displayed, use the **Previous Week** link, **Next Week** link, or **Date** field to navigate to the correct week.

The **Timesheet** page displays.



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 first 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.



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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 ChartField Details on the Timesheet** located on the Cardinal website under **Learning**.

- Click the **Ok** button.

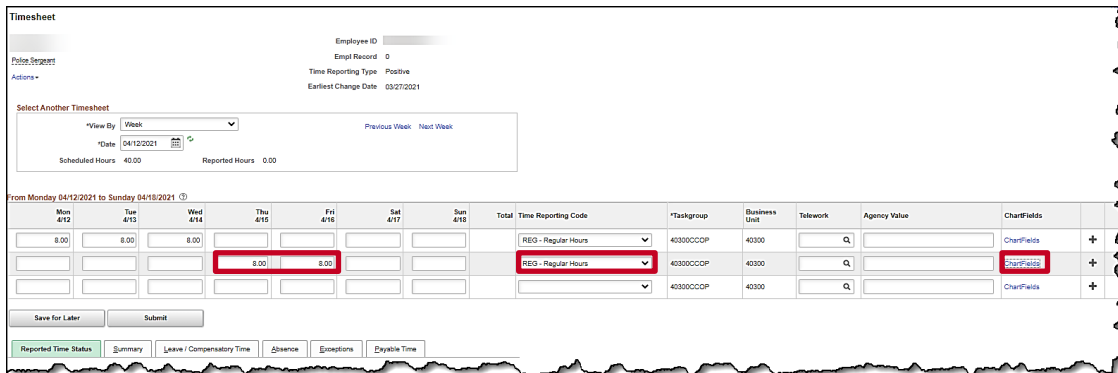
If the ChartFields combination entered is valid, the **Timesheet** page displays. Skip to Step 9.

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



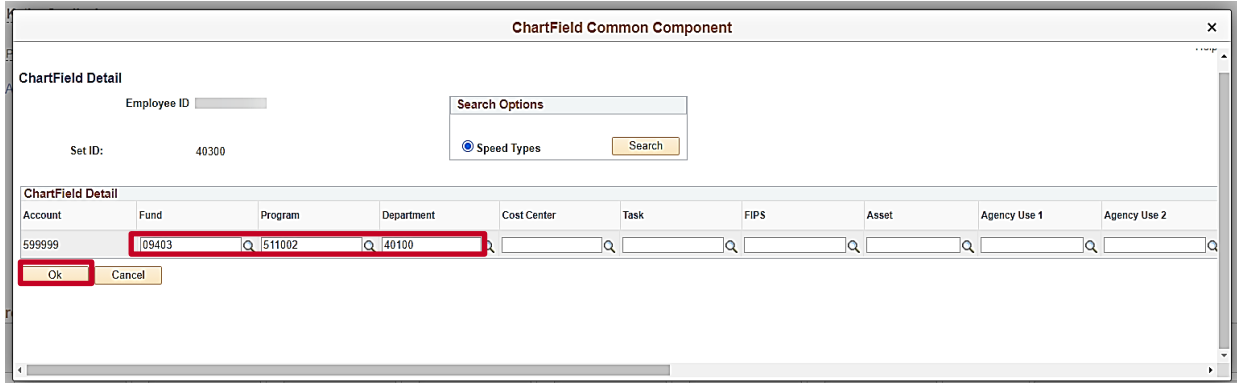
- Click the **OK** button on the message.
- The invalid field(s) are highlighted in red. Correct the error(s) and then click the **Ok** button.

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.
- Click the **ChartFields** link for the corresponding row.

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

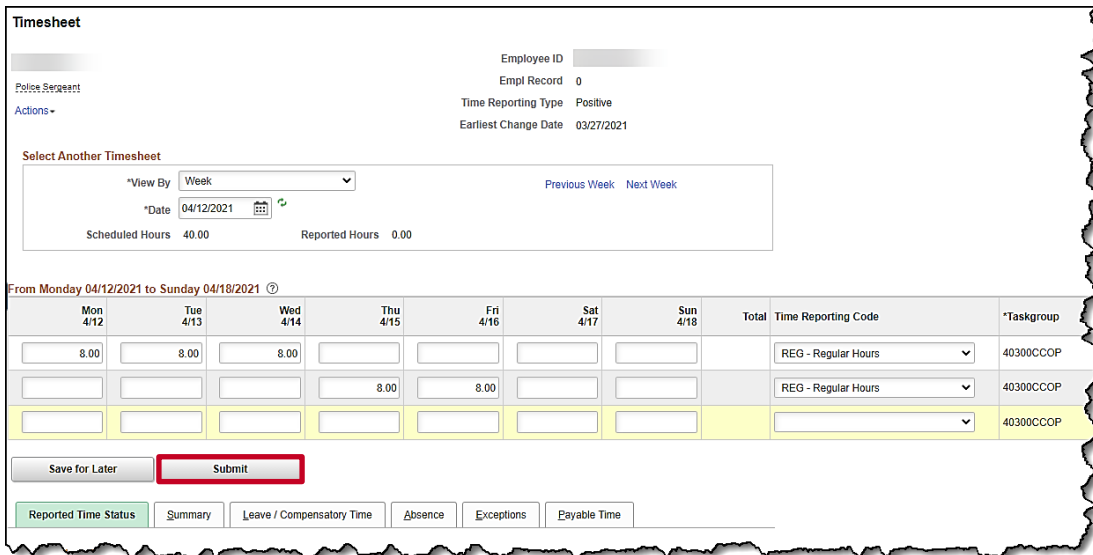


- Enter the ChartField information (charge distribution) for the hours entered. In this example, the Fund, Program, and Department were entered. If an employee has questions regarding which distribution to enter, they should reach out to their supervisor for guidance.

Note: For more information on entering ChartFields, refer to the Job Aid titled **Entering ChartField Details on the Timesheet** located on the Cardinal website under **Learning**

- Click the **Ok** button.

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



Note: If an error notification displays, refer to Steps 6-8 of this section to make the appropriate adjustments.

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



Time & Attendance Job Aid

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The **Submit Confirmation** page displays.

Timesheet

Submit Confirmation

The Submit was successful.
Time for the Week of 2021-04-12 to 2021-04-18 is submitted

15. Click the **OK** button.

The **Timesheet** page returns.

From Monday 04/12/2021 to Sunday 04/18/2021

Mon 4/12	Tue 4/13	Wed 4/14	Thu 4/15	Fri 4/16	Sat 4/17	Sun 4/18	Total	Time Reporting Code
			8.00	8.00			16.00	REG - Regular Hours
8.00	8.00	8.00					24.00	REG - Regular Hours

Reported Time Status

1-5 of 5

Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
04/12/2021	Submitted	8.00	REG	Regular Hours	8.00	
04/13/2021	Submitted	8.00	REG	Regular Hours	8.00	
04/14/2021	Submitted	8.00	REG	Regular Hours	8.00	
04/15/2021	Submitted	8.00	REG	Regular Hours	8.00	
04/16/2021	Submitted	8.00	REG	Regular Hours	8.00	

[Self Service Time Reporting](#)

16. 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, an adjustment is made for the previous week of the **Timesheet**. The adjustment is to change the hours worked and to add hours of comp leave taken.

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: Positive
 Earliest Change Date: 11/18/2019

Police Sergeant: [Redacted]
 Actions: [Dropdown]

Select Another Timesheet

*View By: Week [Dropdown] Previous Week Next Week
 *Date: 11/18/2019 [Calendar Icon]
 Scheduled Hours: 40.00 Reported Hours: 40.00

From Monday 11/18/2019 to Sunday 11/24/2019

	Mon 11/18	Tue 11/19	Wed 11/20	Thu 11/21	Fri 11/22	Sat 11/23	Sun 11/24	Total	Time Reporting Code
	8.00	8.00	8.00	8.00	6.00			40.00	REG - Regular Hours

Buttons: Save for Later, Submit

Reported Time Status | Summary | Absence | Exceptions | Payable Time

2. Click in the applicable day of the Time Entry grid to be changed and update the hours. In this example, the Friday hours were reduced.
3. Scroll to the far right of the Time Entry grid.

The **Timesheet** displays the **Add a New Row** icon (+).

	*Taskgroup	Business Unit	Telework	Agency Value	ChartFields		
<input checked="" type="checkbox"/>	40300CCOP	40300	<input type="text" value="Q"/>	<input type="text"/>	ChartFields	<input type="text" value="+"/>	<input type="text" value="-"/>

4. Click the **Add a New Row** icon (+).



Time & Attendance Job Aid

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The **Timesheet** displays the additional row in the Time Entry grid.

The screenshot shows the 'Timesheet' application interface. At the top, there are fields for Employee ID, Empl Record (0), Time Reporting Type (Positive), and Earliest Change Date (11/19/2019). Below this is a 'Select Another Timesheet' section with a 'View By' dropdown set to 'Week' and a date field set to 11/18/2019. It also shows 'Scheduled Hours' and 'Reported Hours' both at 40.00. The main grid displays data from Monday 11/18/2019 to Sunday 11/24/2019. The grid has columns for days of the week and a 'Total' column. The first row shows 8.00 hours for each day from Mon to Thu, and 6.00 for Fri, with a total of 40.00. The second row shows 2.00 hours for Fri and 'CCL - Compensatory Leave Taken' for the TRC, with a total of 40.300. Below the grid are buttons for 'Save for Later', 'Submit', and 'Reported Time Status', 'Summary', 'Absence', 'Exceptions', 'Payable Time'.

5. Click in the applicable day in the new row and enter the hours. In this example, hours were added to Friday in the new row that was added.
6. Select the applicable **Time Reporting Code (TRC)** for the hours using the drop-down menu provided. In this example, CCL-Compensatory Leave Taken was selected.
7. Click the **Submit** button to submit the adjusted time.

The **Submit Confirmation** page displays.

The screenshot shows the 'Submit Confirmation' page. It has a title 'Timesheet' and a subtitle 'Submit Confirmation'. Below the title is a checkmark icon and the text 'The Submit was successful. Time for the Week of 2020-01-27 to 2020-02-02 is submitted'. At the bottom of the page is an 'OK' button.

8. Click the **OK** button.



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The Timesheet page returns.

Select Another Timesheet

*View By Week Previous Week Next Week

*Date: 01/27/2020

Scheduled Hours 40.00 Reported Hours 40.00

From Monday 01/27/2020 to Sunday 02/02/2020

Mon 1/27	Tue 1/28	Wed 1/29	Thu 1/30	Fri 1/31	Sat 2/1	Sun 2/2	Total	Time Reporting Code	*Taskgroup
				2.00			2.00	CCL - Compensatory Leave Taken <input checked="" type="checkbox"/>	40300CCOP
8.00	8.00	8.00	8.00	6.00			38.00	REG - Regular Hours <input checked="" type="checkbox"/>	40300CCOP

Save for Later Submit

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

Reported Time Status 1-6 of 6

Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
01/27/2020	Submitted	8.00	REG	Regular Hours	8.00	
01/28/2020	Submitted	8.00	REG	Regular Hours	8.00	
01/29/2020	Submitted	8.00	REG	Regular Hours	8.00	
01/30/2020	Submitted	8.00	REG	Regular Hours	8.00	
01/31/2020	Submitted	2.00	CCL	Compensatory Leave Taken	8.00	
01/31/2020	Submitted	6.00	REG	Regular Hours	8.00	

9. 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.

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 with the following data:

Mon 1/27	Tue 1/28	Wed 1/29	Thu 1/30	Fri 1/31	Sat 2/1	Sun 2/2	Total	Time Reporting Code	*Taskgroup	Business Unit
8.00	8.00	8.00	8.00	8.00				REG - Regular Hours	40300CCOP	40300
	5.00							UOS - Uncompensated Overtime	40300CCOP	40300
		3.00						OVS - OT @ Straight Time	40300CCOP	40300

2. Enter the regular hours worked in the first available row within the Time Entry grid. In this example, 8 regular hours were entered for each day Monday through Friday.
3. Select the applicable **Time Reporting Code** (TRC) for the hours using the dropdown button provided. In this example, REG – Regular Hours was selected.
4. Enter the hours of uncompensated overtime in the next available row. In this example, 5 hours were entered on Tuesday.
5. Select the applicable TRC for the uncompensated overtime hours using the dropdown button provided. In this example, UOS – Uncompensated Overtime was selected.
6. Enter the hours of straight overtime in the next available row. In this example, 3 hours were entered on Wednesday.
7. Select the applicable TRC for the overtime hours using the dropdown button provided. In this example, OVS – OT @ Straight Time was selected.
8. Click the **Submit** button.



The **Submit Confirmation** page displays.

Timesheet

Submit Confirmation

The Submit was successful.
Time for the Week of 2020-01-27 to 2020-02-02 is submitted

OK

9. Click the **OK** button.

The **Timesheet** page returns.

From Monday 01/27/2020 to Sunday 02/02/2020

Mon 1/27	Tue 1/28	Wed 1/29	Thu 1/30	Fri 1/31	Sat 2/1	Sun 2/2	Total	Time Reporting Code	*Taskgroup	Business Unit
		3.00					3.00	OVS - OT @ Straight Time	40300CCOP	40300
8.00	8.00	8.00	8.00	8.00			40.00	REG - Regular Hours	40300CCOP	40300
	5.00						5.00	UCS - Uncompensated Overtime	40300CCOP	40300

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
01/27/2020	Submitted	8.00	REG	Regular Hours	24.00	
01/28/2020	Submitted	8.00	REG	Regular Hours	24.00	
01/28/2020	Submitted	5.00	UCS	Uncompensated Overtime	24.00	
01/29/2020	Submitted	3.00	OVS	OT @ Straight Time	24.00	
01/29/2020	Submitted	8.00	REG	Regular Hours	24.00	
01/30/2020	Submitted	8.00	REG	Regular Hours	24.00	

10. 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

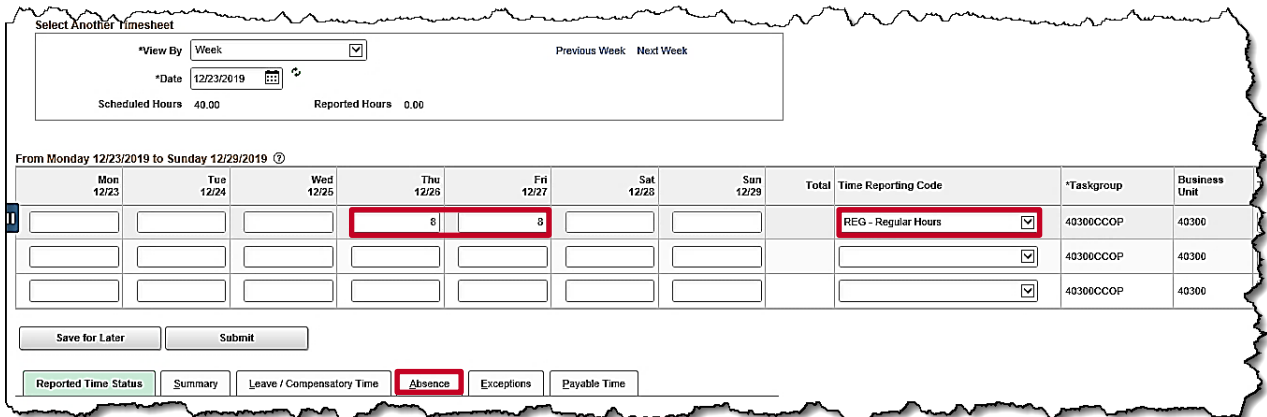
In this scenario, time is entered for a week which contains a holiday and a leave request.

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.



Select Another Timesheet

*View By: Week Previous Week Next Week

*Date: 12/23/2019

Scheduled Hours: 40.00 Reported Hours: 0.00

From Monday 12/23/2019 to Sunday 12/29/2019

Mon 12/23	Tue 12/24	Wed 12/25	Thu 12/26	Fri 12/27	Sat 12/28	Sun 12/29	Total	Time Reporting Code	*Taskgroup	Business Unit
			8	8				REG - Regular Hours	40300CCOP	40300
									40300CCOP	40300
									40300CCOP	40300

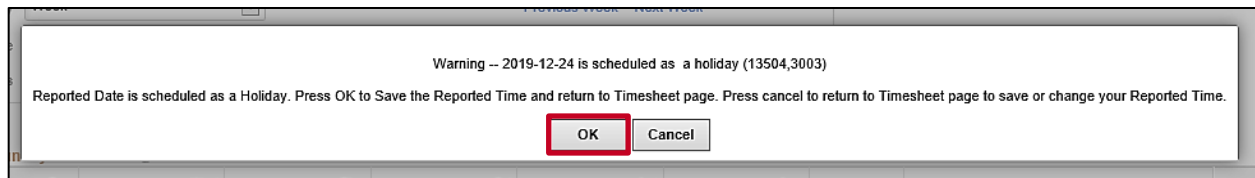
Buttons: Save for Later, Submit

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

Note: When a holiday occurs during the week, it is populated as payable time but not visible on the timesheet. Holidays can be viewed on the **Monthly Summary** page.

If the employee did not work the holiday(s), skip to Step 3. In this example, the employee did not work the December 24th and 25th holidays.

If the employee worked the holidays and enters hours on a holiday, Cardinal displays a message that the reported date is scheduled as a holiday.



Warning -- 2019-12-24 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.

Buttons: OK, Cancel

Note: Entering time on a holiday may be appropriate if the employee worked on the holiday.

2. Click the **OK** button on the message.
3. Enter the regular hours worked for the week on the first available row of the **Timesheet** page. In this example, hours were entered on the Time Entry grid for Thursday and Friday.
4. Select the applicable **Time Reporting Code** (TRC) for the hours worked. In this example, REG- Regular Hours was selected.
5. Click the **Absence** tab to add an event.



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The **Absence Events** section displays.

Mon 12/23	Tue 12/24	Wed 12/25	Thu 12/26	Fri 12/27	Sat 12/28	Sun 12/29	Total	Time Reporting Code	*Taskgroup	Business Unit
			8.00	8.00			16.00	REG - Regular Hours	40300CCOP	40300

Save for Later Submit

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

Absence Events 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

Absence Entitlement Balances

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

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

Save for Later Submit

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

Absence Events 1-26 of 26

Absence Take

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast
12/23/2019	12/23/2019	Vacation	Vacation		Hours	Details	New	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Foreca

Add Absence Event

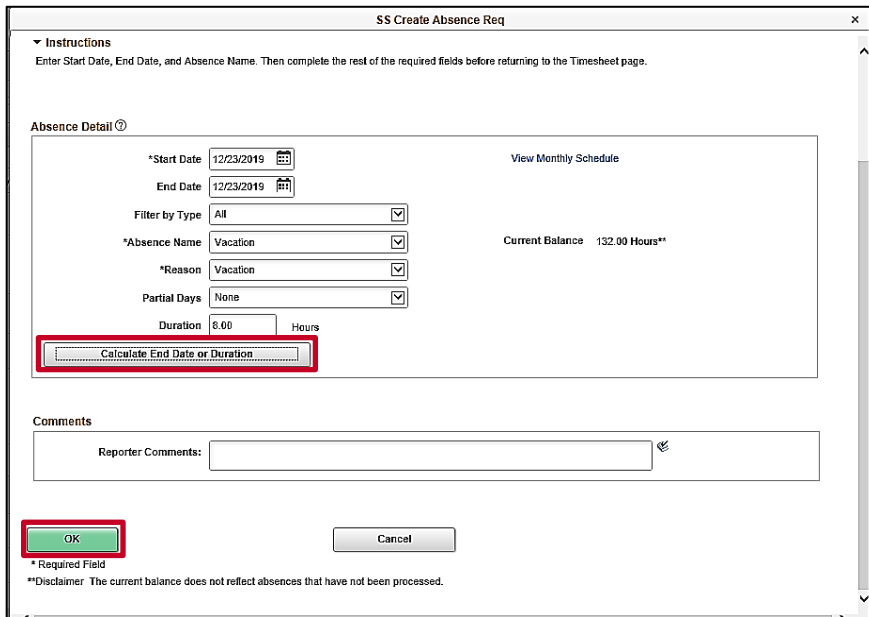
Absence Entitlement Balances

7. Enter the details for the absence on the newly enabled **Absence Take** row. In this example, Monday, December 23rd was a vacation day.

- Enter the first date of the Absence event in the **Start Date** field. In this example, 12/23/2019 was entered.
- Enter the end date of the Absence event in the **End Date** field. In this example, 12/23/2019 was entered.
- Select the applicable **Absence Name** using the dropdown button provided. In this example, Vacation was selected.
- Select the applicable **Reason** using the dropdown button provided. In this example, Vacation was selected.

8. Click the **Details** link.

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



Instructions
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

Absence Detail

*Start Date: 12/23/2019
End Date: 12/23/2019
Filter by Type: All
*Absence Name: Vacation
*Reason: Vacation
Partial Days: None
Duration: 8.00 Hours
View Monthly Schedule
Current Balance: 132.00 Hours**

Calculate End Date or Duration

Comments
Reporter Comments:

OK **Cancel**

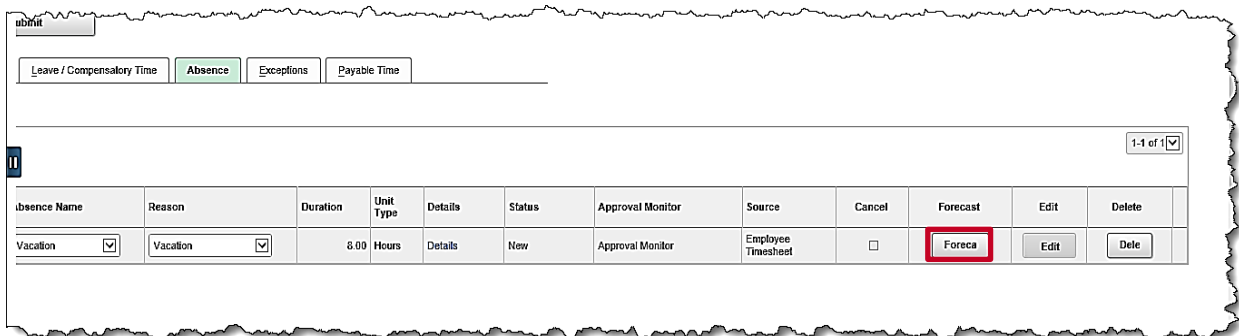
* Required Field
**Disclaimer: The current balance does not reflect absences that have not been processed.

- 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.



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Leave / Compensatory Time **Absence** Exceptions Payable Time

1-1 of 1

Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit	Delete
Vacation	Vacation	8.00	Hours	Details	New	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Foreca	Edit	Dele

- Click the **Forecast** button.

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



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

From Monday 12/23/2019 to Sunday 12/29/2019

Mon 12/23	Tue 12/24	Wed 12/25	Thu 12/26	Fri 12/27	Sat 12/28	Sun 12/29	Total	Time Reporting Code	*Taskgroup	Business Unit
			8.00	8.00			16.00	REG - Regular Hours	40300CCOP	40300
8.00							8.00	VAC - Vacation	40300CCOP	40300

Buttons: 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: October 12, 2020 at 11:11

Absence Events

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast
12/23/2019	12/23/2019	Vacation	Vacation	8.00	Hours	Details	Saved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Foreca

Add Absence Event

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.

12. Click the **Submit** button.

The **Submit Confirmation** page displays.

Timesheet

Submit Confirmation

The Submit was successful.
Time for the Week of 2019-12-23 to 2019-12-29 is submitted

OK

13. Click the **OK** button.



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The Timesheet page displays.

Select Another Timesheet

*View By: Week

*Date: 12/23/2019

Scheduled Hours: 40.00 Reported Hours: 24.00

From Monday 12/23/2019 to Sunday 12/29/2019

Mon 12/23	Tue 12/24	Wed 12/25	Thu 12/26	Fri 12/27	Sat 12/28	Sun 12/29	Total	Time Reporting Code	*Taskgroup	Business Unit
			8.00	8.00			16.00	REG - Regular Hours	40300CCOP	40300
8.00							8.00	VAC - Vacation	40300CCOP	40300

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

Reported Time Status

1-3 of 3

Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
12/23/2019	Needs Approval	8.00	VAC	Vacation	8.00	
12/26/2019	Submitted	8.00	REG	Regular Hours	8.00	<input type="checkbox"/>
12/27/2019	Submitted	8.00	REG	Regular Hours	8.00	<input type="checkbox"/>

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



Reporting Intermittent FMLA

In this scenario, intermittent FLMA 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 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: Positive
 Earliest Change Date: 03/27/2021

Select Another Timesheet

*View By: Week [Previous Week Next Week]
 *Date: 04/19/2021
 Scheduled Hours: 40.00 Reported Hours: 16.00

From Monday 04/19/2021 to Sunday 04/25/2021

Mon 4/19	Tue 4/20	Wed 4/21	Thu 4/22	Fri 4/23	Sat 4/24	Sun 4/25	Total	Time Reporting Code	*Taskgroup	Busine Unit
8.00	8.00						16.00	REG - Regular Hours	40300CCOP	40300

Buttons: 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
04/19/2021	Submitted	8.00	REG	Regular Hours	8.00	

2. Click the **Absence** tab.

The **Absence Events** section displays.

Mon 4/19	Tue 4/20	Wed 4/21	Thu 4/22	Fri 4/23	Sat 4/24	Sun 4/25	Total	Time Reporting Code	*Taskgroup
8.00	8.00						16.00	REG - Regular Hours	40300CCOP

Buttons: Save for Later, Submit

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

Absence Events

Absence Take

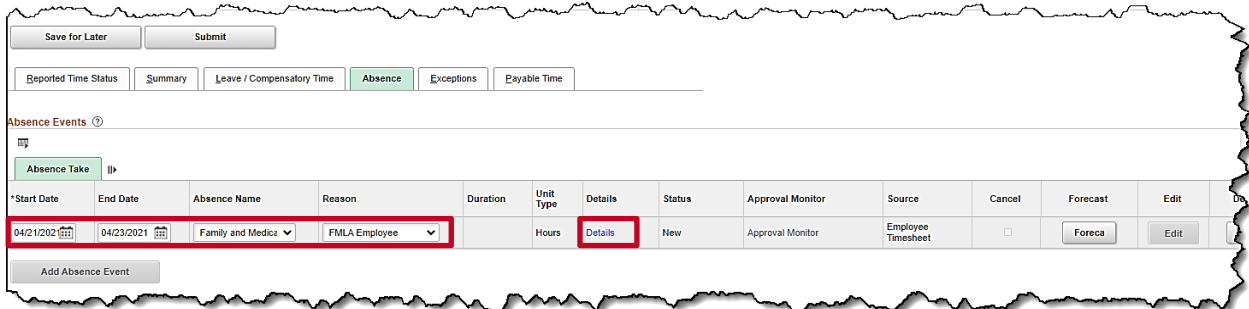
*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source	Cancel
					Details		Approval Monitor	Administrator Absence Event	<input type="checkbox"/>

Add Absence Event

Absence Entitlement Balances

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

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

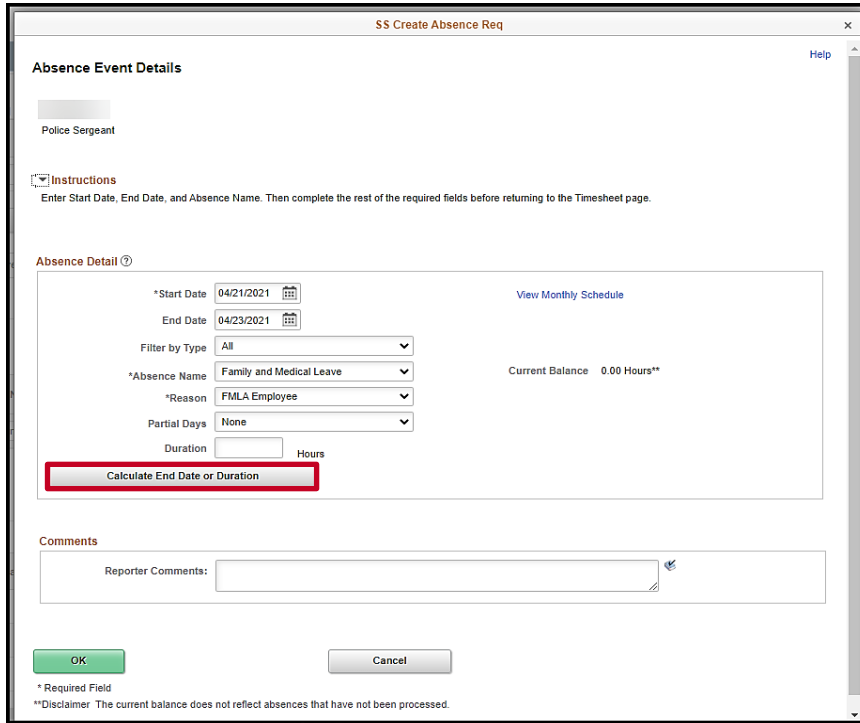


The screenshot shows a web interface for managing absence events. At the top, there are buttons for 'Save for Later' and 'Submit'. Below that are tabs for 'Reported Time Status', 'Summary', 'Leave / Compensatory Time', 'Absence', 'Exceptions', and 'Payable Time'. The 'Absence' tab is active. Underneath, there's a section for 'Absence Events' with a search icon and a filter icon. A table is displayed with the following columns: Start Date, End Date, Absence Name, Reason, Duration, Unit Type, Details, Status, Approval Monitor, Source, Cancel, Forecast, and Edit. One row is highlighted in red, containing the following data: Start Date: 04/21/2021, End Date: 04/23/2021, Absence Name: Family and Medical Leave, Reason: FMLA Employee, Duration: Hours, Unit Type: Details, Status: New, Approval Monitor: Approval Monitor, Source: Employee Timesheet, and buttons for Cancel, Forecast, and Edit. Below the table is an 'Add Absence Event' button.

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
04/21/2021	04/23/2021	Family and Medical Leave	FMLA Employee	Hours	Details	Details	New	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Foreca	Edit

4. Enter the details for the absence on the newly enabled **Absence Take** row. In this example, 3 days of intermittent FMLA were entered.
 - a. Enter the first date of the intermittent FMLA event in the **Start Date** field. In this example, 04/21/2021 was entered.
 - b. Enter the last date of the intermittent FMLA event in the **End Date** field. In this example, 04/23/2021 was entered.
 - c. Select the applicable **Absence Name** using the dropdown button provided. In this example, Family and Medical Leave was selected.
 - d. Select the applicable **Reason** using the dropdown button provided. In this example, FMLA Employee was selected.
5. Click the **Details** link.

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



SS Create Absence Req

Absence Event Details

Police Sergeant

Instructions
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

Absence Detail

*Start Date: 04/21/2021 [View Monthly Schedule](#)

End Date: 04/23/2021

Filter by Type: All

*Absence Name: Family and Medical Leave Current Balance: 0.00 Hours**

*Reason: FMLA Employee

Partial Days: None

Duration: _____ Hours

Calculate End Date or Duration

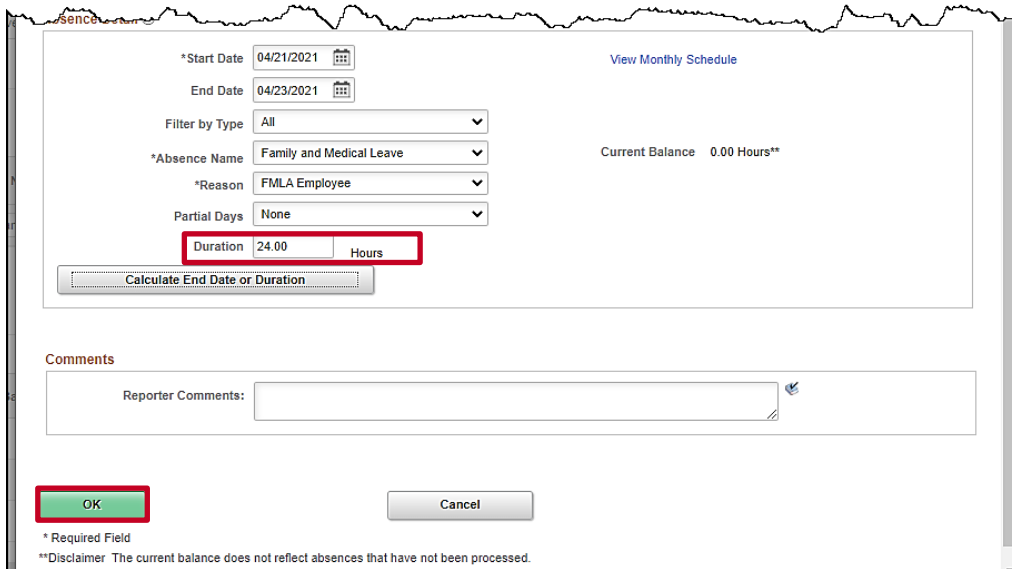
Comments

Reporter Comments: _____

OK **Cancel**

* Required Field
**Disclaimer: The current balance does not reflect absences that have not been processed.

- Click the **Calculate End Date or Duration** button. In this example, 3 days of FMLA were used. The **Duration** Hours field populates.



*Start Date: 04/21/2021 [View Monthly Schedule](#)

End Date: 04/23/2021

Filter by Type: All

*Absence Name: Family and Medical Leave Current Balance: 0.00 Hours**

*Reason: FMLA Employee

Partial Days: None

Duration: 24.00 Hours

Calculate End Date or Duration

Comments

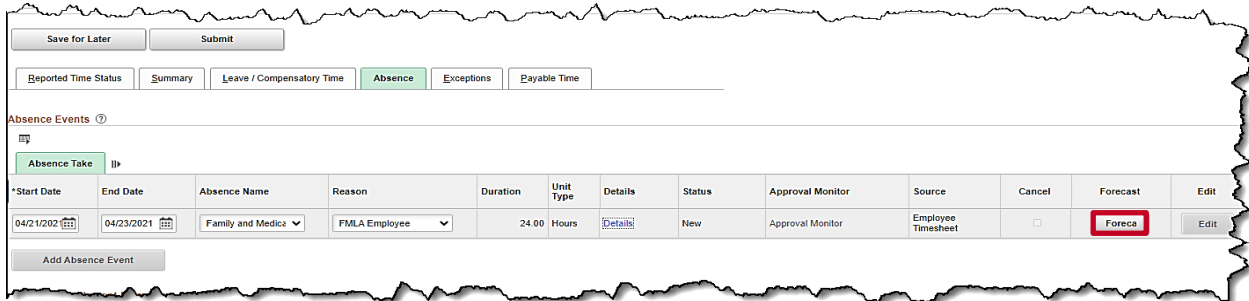
Reporter Comments: _____

OK **Cancel**

* Required Field
**Disclaimer: The current balance does not reflect absences that have not been processed.

- Click the **OK** button.

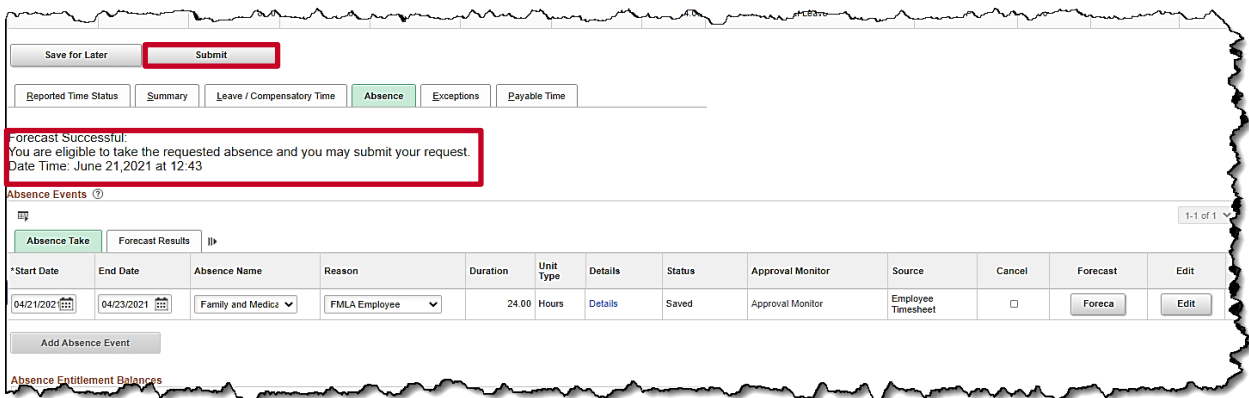
The **Absence Take** tab returns.



8. Click the **Forecast** button.

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.



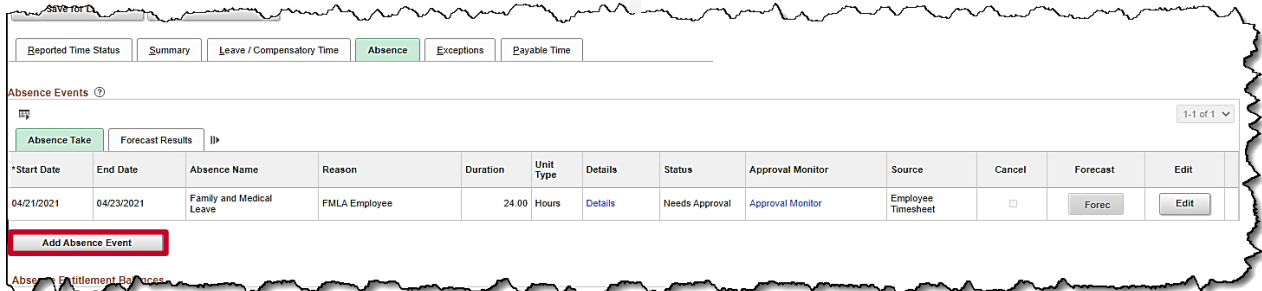
9. Click the **Submit** button.

The **Submit Confirmation** page displays.



10. Click the **OK** button.

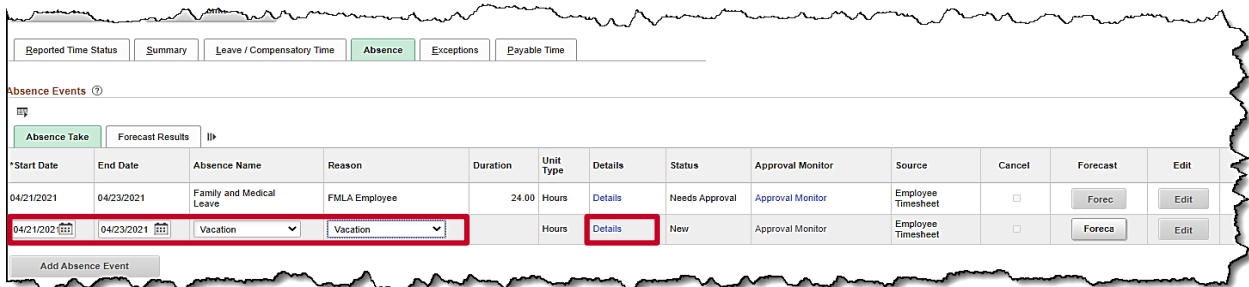
The **Timesheet** page returns.



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

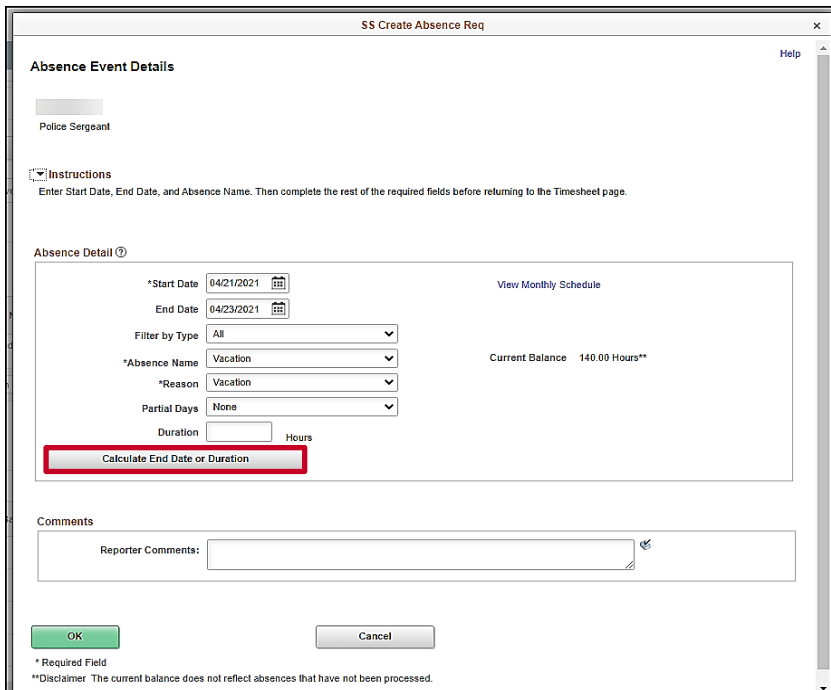
11. Click the **Add Absence Event** button. This will enable a new row to enter the absence to be used in conjunction with FMLA.

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



12. Enter the details for the absence on the newly enabled **Absence Take** row. In this example, 3 days of vacation were entered.
 - a. Enter the first date of the Absence event in the **Start Date** field. In this example, 04/21/2021 was entered.
 - b. Enter the end date of the Absence event in the **End Date** field. In this example, 04/23/2021 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.
13. Click the **Details** link.

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



SS Create Absence Req

Absence Event Details

Police Sergeant

Instructions
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

Absence Detail

*Start Date: 04/21/2021 [View Monthly Schedule](#)
 End Date: 04/23/2021
 Filter by Type: All
 *Absence Name: Vacation Current Balance: 140.00 Hours**
 *Reason: Vacation
 Partial Days: None
 Duration: _____ Hours
Calculate End Date or Duration

Comments
Reporter Comments: _____

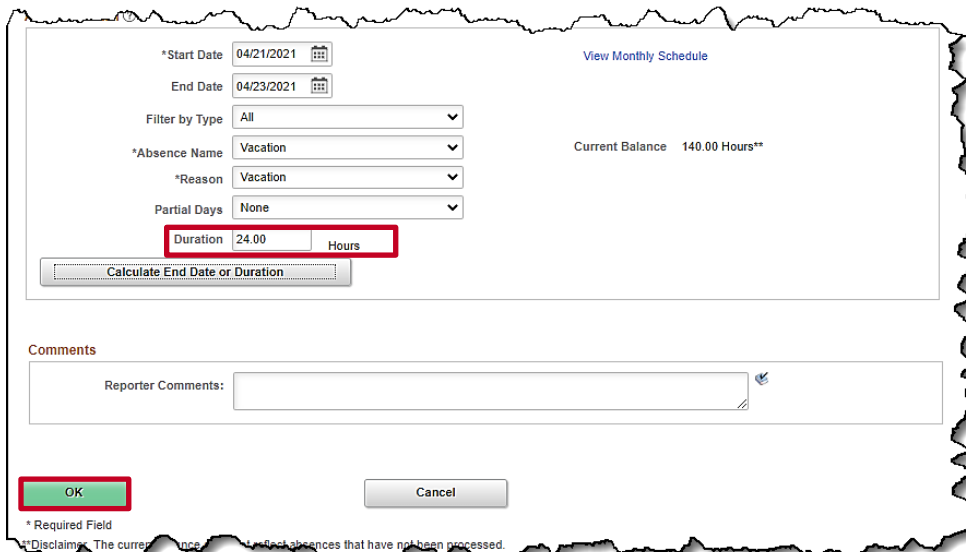
OK **Cancel**

* Required Field
**Disclaimer: The current balance does not reflect absences that have not been processed.

- Click the **Calculate End Date or Duration** button. In this example, 3 full days of vacation were 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.

The **Duration Hours** populate.



*Start Date: 04/21/2021 [View Monthly Schedule](#)
 End Date: 04/23/2021
 Filter by Type: All
 *Absence Name: Vacation Current Balance: 140.00 Hours**
 *Reason: Vacation
 Partial Days: None
 Duration: 24.00 Hours
 Calculate End Date or Duration

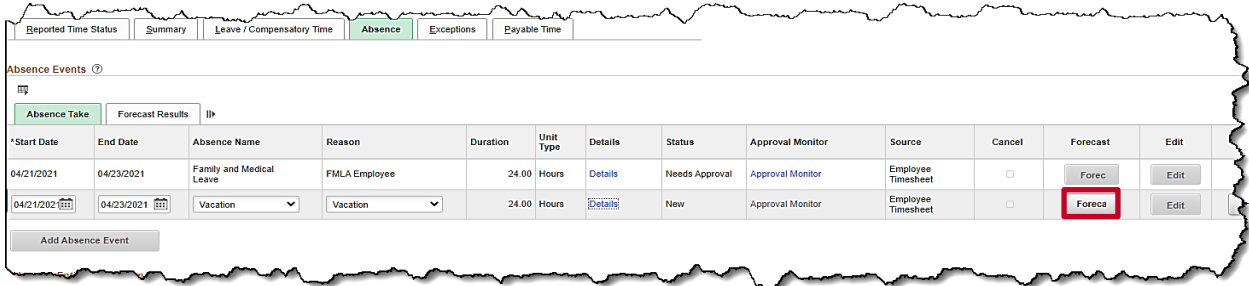
Comments
Reporter Comments: _____

OK **Cancel**

* Required Field
**Disclaimer: The current balance does not reflect absences that have not been processed.

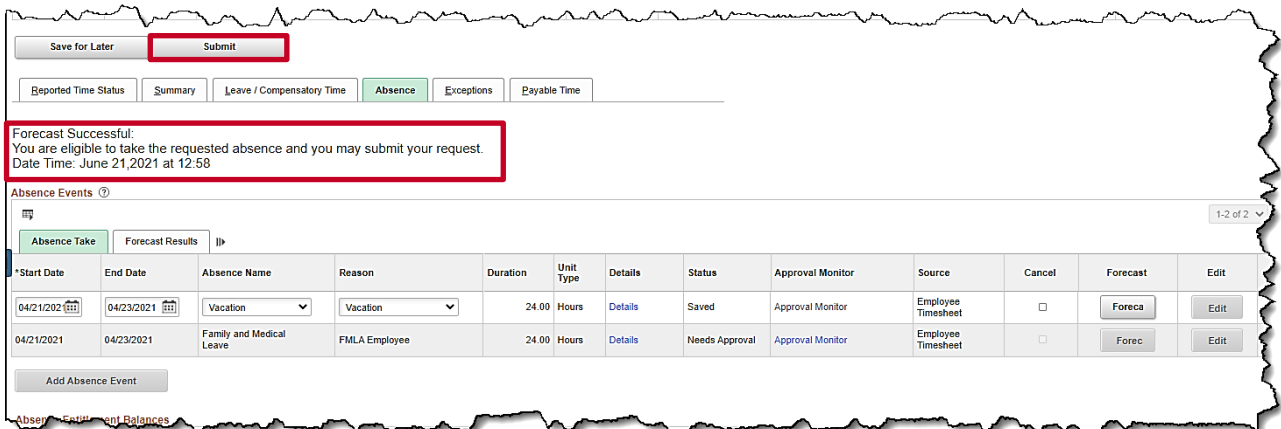
- Click the **OK** button.

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 message displays in a pop-up window.



18. Click the **OK** button.



Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Positive Time Reporter

The **Timesheet** page displays.

The screenshot shows a web interface for a Timesheet page. At the top, there are buttons for 'Save for Later' and 'Submit'. Below these are several tabs: 'Reported Time Status' (highlighted with a red box), 'Summary', 'Leave / Compensatory Time', 'Absence', 'Exceptions', and 'Payable Time'. The 'Absence Events' section is expanded, showing a table with two rows of absence data. The table has columns for Start Date, End Date, Absence Name, Reason, Duration, Unit Type, Details, Status, Approval Monitor, Source, Cancel, Forecast, and Edit. Below the table is an 'Add Absence Event' button.

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
04/21/2021	04/23/2021	Vacation	Vacation	24.00	Hours	Details	Needs Approval	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forec	Edit
04/21/2021	04/23/2021	Family and Medical Leave	FMLA Employee	24.00	Hours	Details	Needs Approval	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forec	Edit

19. 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 leave 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: Positive
 Earliest Change Date: 03/27/2021

Select Another Timesheet

*View By: Week
 *Date: 03/29/2021
 Scheduled Hours: 40.00
 Reported Hours: 0.00

From Monday 03/29/2021 to Sunday 04/04/2021

Mon 3/29	Tue 3/30	Wed 3/31	Thu 4/1	Fri 4/2	Sat 4/3	Sun 4/4	Total	Time Reporting Code	*Taskgroup
									40300CC
									40300CC
									40300CC

Save for Later Submit

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

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

The **Leave/Compensatory Time Balance** section 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	OT_LEAVE	3.00	0	1000	
Comp Time	COMP_LEAVE	6.00	0	1000	

Self Service
Time Reporting

Note: This section displays compensatory and overtime leave balances. In this example, the employee has 6 hours of Compensatory Leave (COMP_LEAVE) that can be taken.



- Click the **View Detail** icon or the **Plan** field **COMP_LEAVE**, to view additional compensatory time balance details.

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

Leave and Compensatory Time

Employee ID: [Redacted]
 Police Sergeant
 Employment Record: 0

Displays the balance of Leave/Compensatory time for an employee as of the specified date. This balance may be positive or negative, depending on how the plan is set up and what has been reported

Plan	Plan Description	Unit Type	Expiration Date	Starting Balance	Units Earned	Units Taken	End Balance	Accrual Date
COMP_LEAVE	Compensatory Leave Plan	Hours	03/26/2022	3.000000	3.000000	0.000	6.000	03/26/2021
COMP_LEAVE	Compensatory Leave Plan	Hours	03/15/2022	0.000000	3.000000	0.000	3.000	03/15/2021

- 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 03/26/2022.
- Click the **Close** icon.

The **Timesheet** page returns.

Timesheet

Employee ID: [Redacted]
 Police Sergeant
 Empl Record: 0
 Time Reporting Type: Positive
 Earliest Change Date: 03/27/2021

Select Another Timesheet

*View By: Week
 *Date: 03/29/2021
 Scheduled Hours: 40.00
 Reported Hours: 0.00

From Monday 03/29/2021 to Sunday 04/04/2021

Mon 3/29	Tue 3/30	Wed 3/31	Thu 4/1	Fri 4/2	Sat 4/3	Sun 4/4	Total	Time Reporting Code	*Taskgro
8	8	8	8	4				REG - Regular Hours	40300C
				4				CCL - Compensatory Leave Taken	40300C
									40300C

Save for Later Submit

ESS392 Time Entry Scenarios – Positive Time Reporter

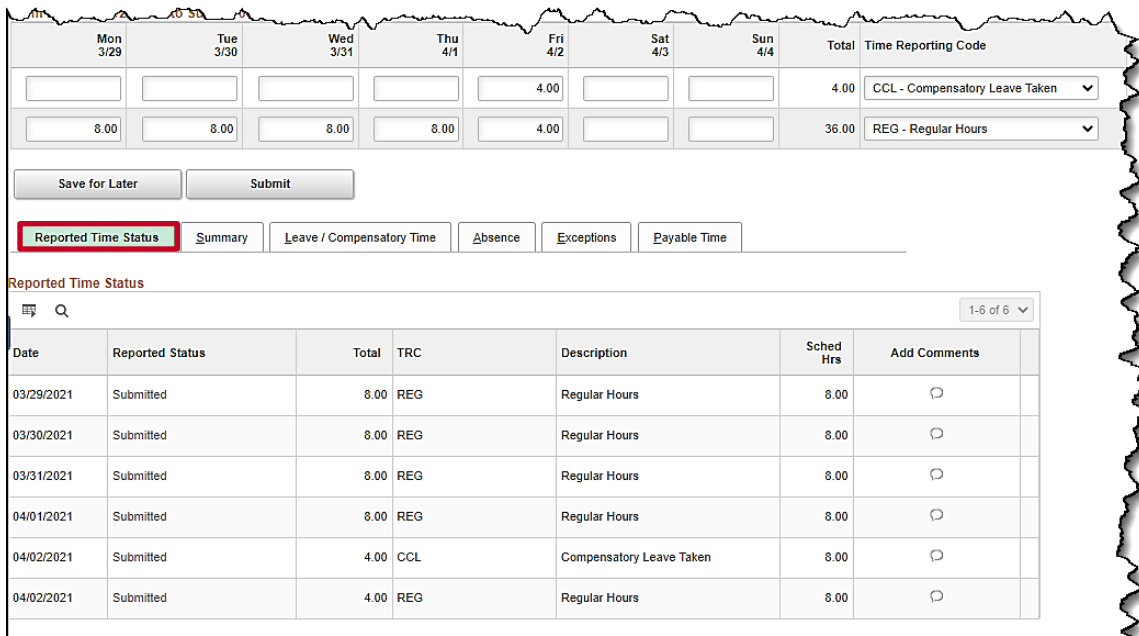
6. Enter the regular hours worked on the first available row in the Time Entry grid. In this example, 8.00 hours were entered for Monday, Tuesday, Wednesday and Thursday and 4.00 hours were entered for Friday.
7. Select the applicable **Time Reporting Code (TRC)** for the hours using the dropdown button provided. In this example, REG-Regular Hours was selected.
8. Enter the hours of compensatory leave in the next available row in the Time Entry grid. In this example, 4.00 was entered in the **Fri** field.
9. Select the applicable **TRC** for the hours using the dropdown button provided. In this example, CCL – Compensatory Leave Taken was selected.
10. Click the **Submit** button.

The **Submit Confirmation** page displays.



11. Click the **OK** button.

The **Timesheet** page displays.



Mon 3/29	Tue 3/30	Wed 3/31	Thu 4/1	Fri 4/2	Sat 4/3	Sun 4/4	Total	Time Reporting Code
				4.00			4.00	CCL - Compensatory Leave Taken
8.00	8.00	8.00	8.00	4.00			36.00	REG - Regular Hours

Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
03/29/2021	Submitted	8.00	REG	Regular Hours	8.00	
03/30/2021	Submitted	8.00	REG	Regular Hours	8.00	
03/31/2021	Submitted	8.00	REG	Regular Hours	8.00	
04/01/2021	Submitted	8.00	REG	Regular Hours	8.00	
04/02/2021	Submitted	4.00	CCL	Compensatory Leave Taken	8.00	
04/02/2021	Submitted	4.00	REG	Regular Hours	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. The original request is for 2 days of vacation and needs to be updated as the first day of vacation will be adjusted to 4 hours.

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: Positive
Earliest Change Date: 03/27/2021

Police Sergeant
Actions -

Select Another Timesheet

*View By: Week
*Date: 04/26/2021
Scheduled Hours: 40.00
Reported Hours: 40.00

From Monday 04/26/2021 to Sunday 05/02/2021

Mon 4/26	Tue 4/27	Wed 4/28	Thu 4/29	Fri 4/30	Sat 5/1	Sun 5/2	Total	Time Reporting Code	*Taskgroup	Busin Unit
8.00	8.00	8.00					24.00	REG - Regular Hours	40300COP	40300
			8.00	8.00			16.00	VAC - Vacation	40300COP	40300

Save for Later Submit

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

2. Click the **Absence** tab.

The **Absence Events** section displays.

Save for Later Submit

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

Absence Events

Absence Take Forecast Results

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
04/29/2021	04/30/2021	Vacation	Vacation	16.00	Hours	Details	Needs Approval	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forec.	Edit

Add Absence Event

Absence Entitlement Balances

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

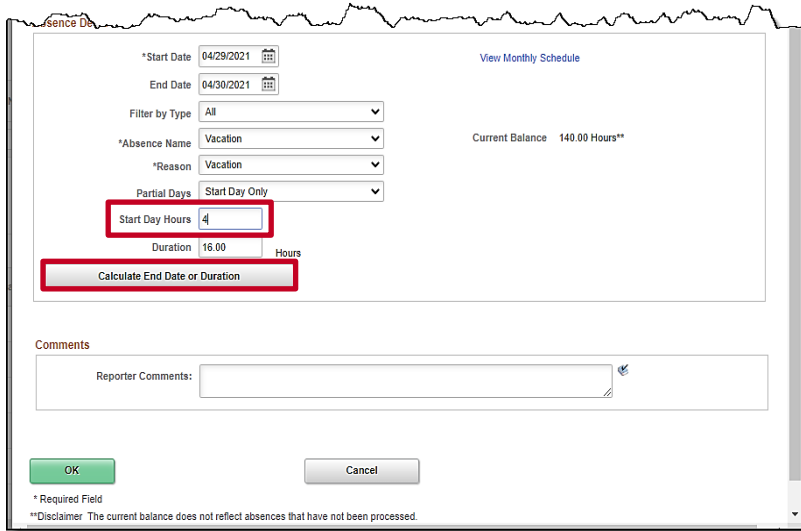
The **SS Create Absence Req** page displays in a pop-up window.

5. Click the **Partial Days** dropdown menu to update the first day to a partial day.

The **Partial Days** list menu displays.

6. Click the **Start Day Only** option from the list menu.

The **SS Create Absence Req** page returns and the selected **Partial Days** option displays.

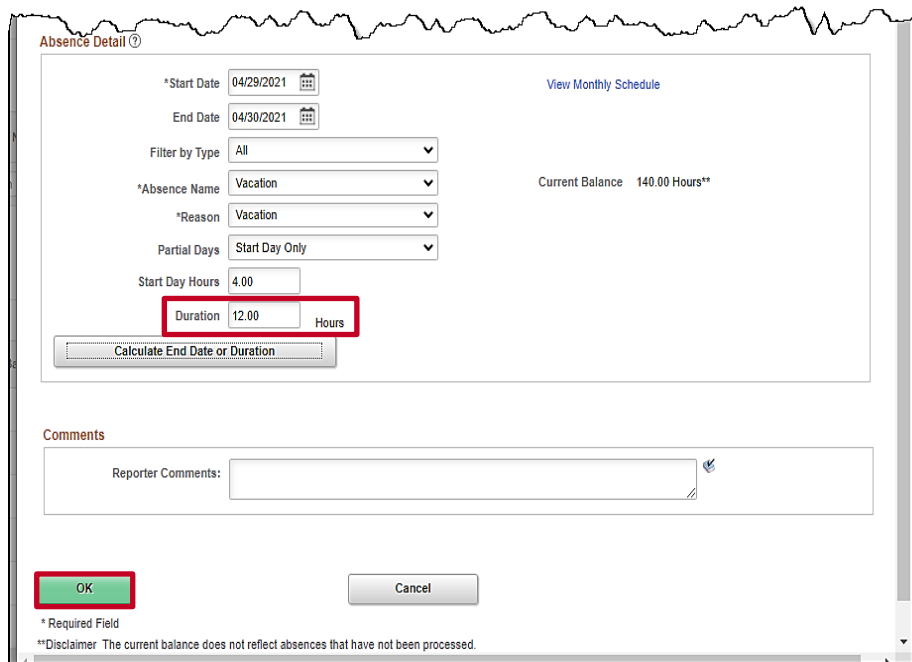


The screenshot shows the 'Absence Detail' form with the following fields and values:

- *Start Date: 04/29/2021
- End Date: 04/30/2021
- Filter by Type: All
- *Absence Name: Vacation
- *Reason: Vacation
- Partial Days: Start Day Only
- Start Day Hours: 4
- Duration: 16.00 Hours
- Current Balance: 140.00 Hours**

The 'Calculate End Date or Duration' button is highlighted with a red box. Below the form is a 'Comments' section with a text area for 'Reporter Comments' and 'OK' and 'Cancel' buttons.

7. Enter the partial hours in the **Start Day Hours** field. In this example, **4.00** hours was entered.
8. Click the **Calculate End Date or Duration** button to calculate the hours based on the adjustment.
The hours in the **Duration** field update.



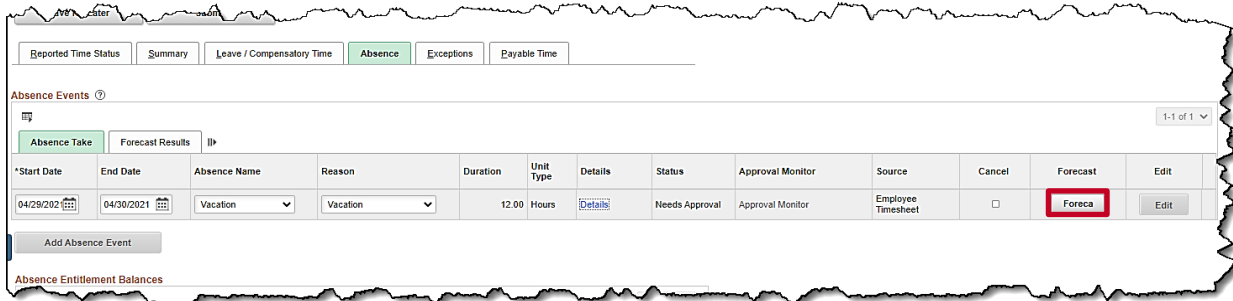
The screenshot shows the 'Absence Detail' form with the following fields and values:

- *Start Date: 04/29/2021
- End Date: 04/30/2021
- Filter by Type: All
- *Absence Name: Vacation
- *Reason: Vacation
- Partial Days: Start Day Only
- Start Day Hours: 4.00
- Duration: 12.00 Hours
- Current Balance: 140.00 Hours**

The 'Duration' field is highlighted with a red box. Below the form is a 'Comments' section with a text area for 'Reporter Comments' and 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box.

9. Click the **OK** button.

The **Timesheet** page returns.

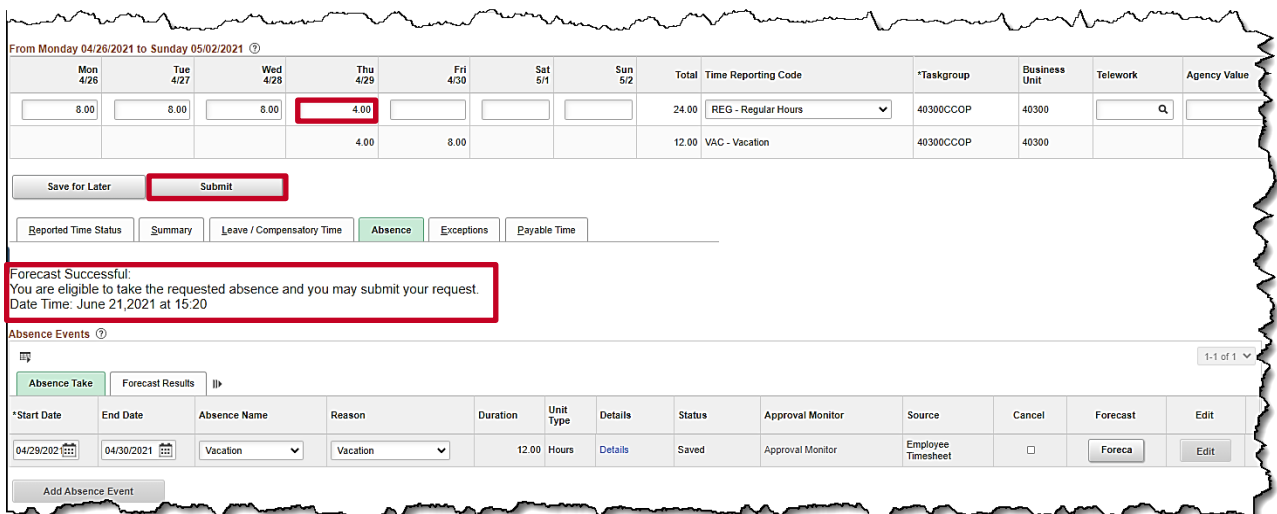


Absence Events

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
04/29/2021	04/30/2021	Vacation	Vacation	12.00	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 04/26/2021 to Sunday 05/02/2021

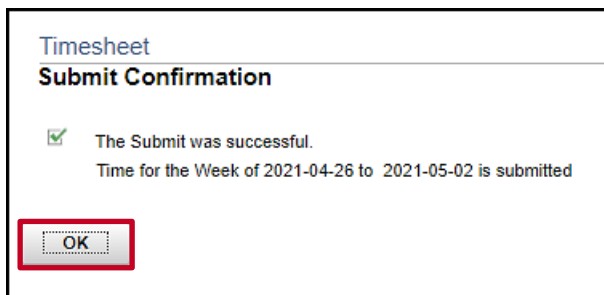
Mon 4/26	Tue 4/27	Wed 4/28	Thu 4/29	Fri 4/30	Sat 5/1	Sun 5/2	Total	Time Reporting Code	*Taskgroup	Business Unit	Telework	Agency Value
8.00	8.00	8.00	4.00				24.00	REG - Regular Hours	40300CCOP	40300		
			4.00	8.00			12.00	VAC - Vacation	40300CCOP	40300		

Forecast Successful:
You are eligible to take the requested absence and you may submit your request.
Date Time: June 21, 2021 at 15:20

11. If needed, report any additional time required in the Time Entry grid. In this example, 4 hours are added in the Thursday field on the row for the **REG-Regular hours** TRC.

12. Click the **Submit** button.

The **Submit Confirmation** page displays.



Timesheet
Submit Confirmation

The Submit was successful.
Time for the Week of 2021-04-26 to 2021-05-02 is submitted

OK

13. Click the **OK** button.



Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Positive Time Reporter

The Timesheet page returns.

The screenshot shows a timesheet interface for the period from Monday 04/26/2021 to Sunday 05/02/2021. The summary table at the top shows time entries for each day, with a total of 28.00 hours for 'REG - Regular Hours' and 12.00 hours for 'VAC - Vacation'. Below the summary are buttons for 'Save for Later' and 'Submit'. A navigation bar includes 'Reported Time Status' (highlighted with a red box), 'Summary', 'Leave / Compensatory Time', 'Absence', 'Exceptions', and 'Payable Time'. The 'Reported Time Status' table lists individual entries with columns for Date, Reported Status, Total, TRC, Description, Sched Hrs, and Add Comments.

Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
04/26/2021	Submitted	8.00	REG	Regular Hours	8.00	
04/27/2021	Submitted	8.00	REG	Regular Hours	8.00	
04/28/2021	Submitted	8.00	REG	Regular Hours	8.00	
04/29/2021	Submitted	4.00	REG	Regular Hours	8.00	
04/29/2021	Needs Approval	4.00	VAC	Vacation	8.00	
04/30/2021	Needs Approval	8.00	VAC	Vacation	8.00	

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

Note: Vacation hours require approval before they can be processed.



Time & Attendance Job Aid

ESS392 Time Entry Scenarios – Positive Time Reporter

Canceling an Absence

In this scenario, an absence that was requested and submitted will be cancelled.

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' page for Employee ID [redacted], Police Sergeant, Empl Record 0, Time Reporting Type Positive, and Earliest Change Date 03/27/2021. The 'View By' is set to 'Week' and the date is 04/05/2021. Scheduled Hours and Reported Hours are both 40.00. The table below shows time reporting for the week of Monday 04/05/2021 to Sunday 04/11/2021. The 'Absence' tab is highlighted in red.

Mon 4/5	Tue 4/6	Wed 4/7	Thu 4/8	Fri 4/9	Sat 4/10	Sun 4/11	Total	Time Reporting Code	*Taskgroup
8.00	8.00	8.00	8.00				32.00	REG - Regular Hours	40300CC
				8.00			8.00	VAC - Vacation	40300CC

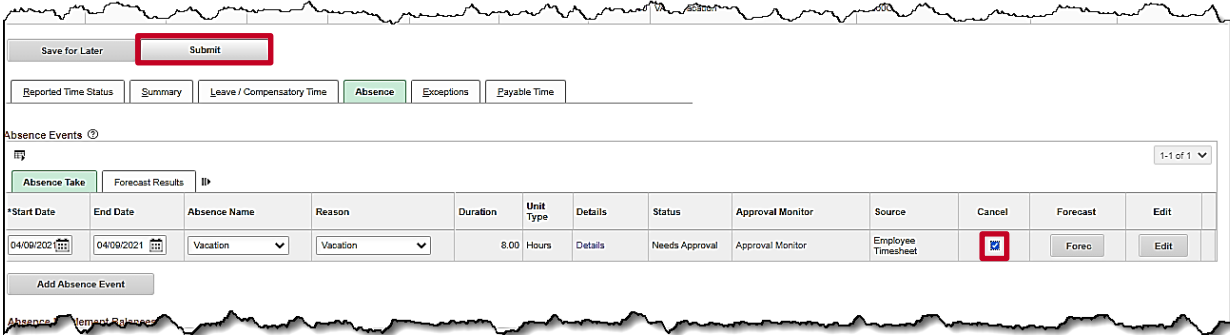
2. Click the **Absence** tab.

The screenshot shows the 'Absence Events' table with the following data:

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
04/09/2021	04/09/2021	Vacation	Vacation	8.00	Hours	Details	Needs Approval	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forec	Edit

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

The absence displays for editing.



Save for Later **Submit**

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

Absence Events 1-1 of 1

Absence Take Forecast Results

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
04/09/2021	04/09/2021	Vacation	Vacation	8.00	Hours	Details	Needs Approval	Approval Monitor	Employee Timesheet	<input checked="" type="checkbox"/>	Forec	Edit

Add Absence Event

4. Click the **Cancel** checkbox.
5. Click the **Submit** button.

The **Submit Confirmation** page displays.



Timesheet

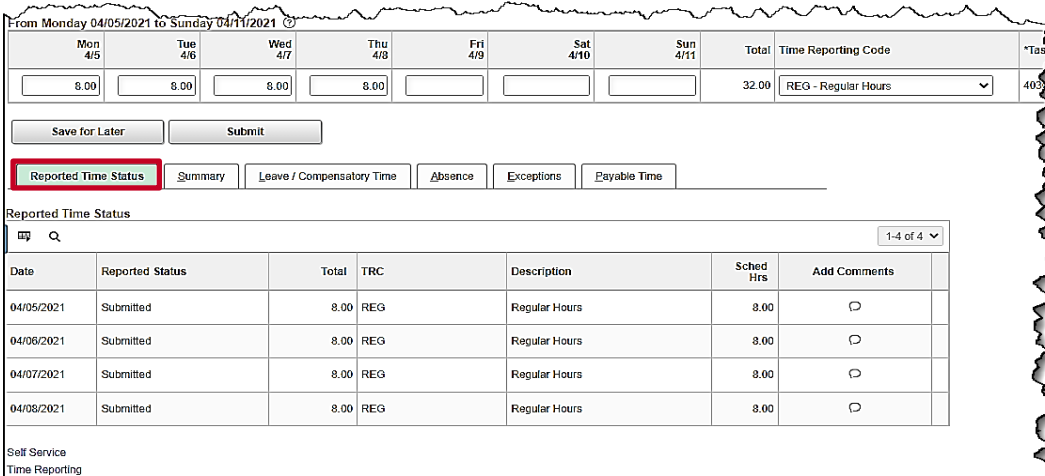
Submit Confirmation

The Submit was successful.
Time for the Week of 2021-04-05 to 2021-04-11 is submitted

OK

6. Click the **OK** button.

The **Timesheet** page displays.



From Monday 04/05/2021 to Sunday 04/11/2021

Mon 4/5	Tue 4/6	Wed 4/7	Thu 4/8	Fri 4/9	Sat 4/10	Sun 4/11	Total	Time Reporting Code	*Task
8.00	8.00	8.00	8.00				32.00	REG - Regular Hours	403

Save for Later **Submit**

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

Reported Time Status 1-4 of 4

Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
04/05/2021	Submitted	8.00	REG	Regular Hours	8.00	
04/06/2021	Submitted	8.00	REG	Regular Hours	8.00	
04/07/2021	Submitted	8.00	REG	Regular Hours	8.00	
04/08/2021	Submitted	8.00	REG	Regular Hours	8.00	

Self Service
Time Reporting

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 canceled.



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.

Timesheet

Employee ID: [Redacted]
 Empl Record: 0
 Time Reporting Type: Positive
 Earliest Change Date: 01/27/2020

Police Sergeant

Actions-

Select Another Timesheet

*View By: Week [Previous Week Next Week]
 *Date: 02/24/2020 [Calendar Icon]
 Scheduled Hours: 40.00 Reported Hours: 8.00

Reported time on or after 02/25/2020 is for a future period.

From Monday 02/24/2020 to Sunday 03/01/2020

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		

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.

Save for Later Submit

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

Absence Events

Absence Take **Forecast Results**

*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	Details	Saved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Foreca	Edit

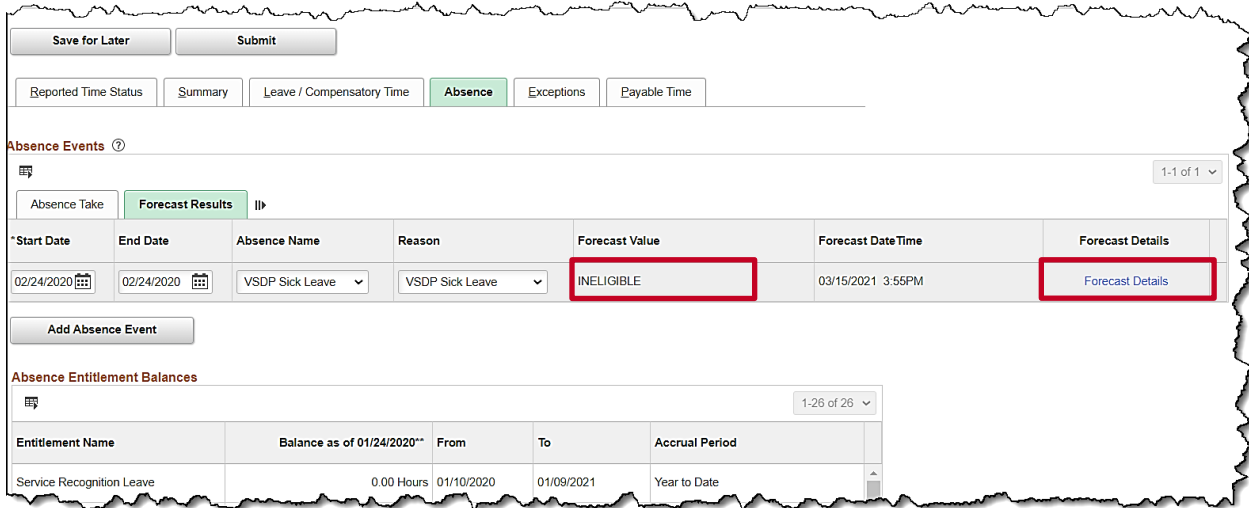
Add Absence Event

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
Other Leave	0.00 Hours	01/10/2020	01/09/2021	Year to Date

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

The **Forecast Results** tab displays.

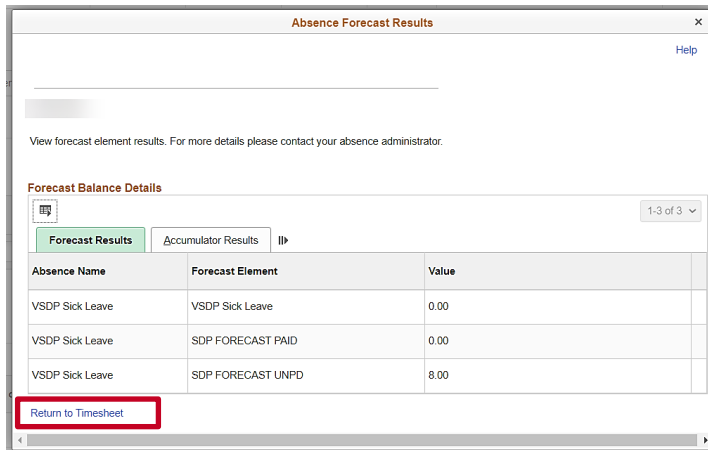


Start Date	End Date	Absence Name	Reason	Forecast Value	Forecast DateTime	Forecast Details
02/24/2020	02/24/2020	VSDP Sick Leave	VSDP Sick Leave	INELIGIBLE	03/15/2021 3:55PM	Forecast Details

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 **INELIGIBLE**.

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**).



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

[Return to Timesheet](#)

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

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