

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.

Timesheet															NEW YHILDOW
Gen Admin Manager Actions -						Employee Empl Rec Time Reporting Ty arliest Change D	ord 0								
Select Another Sel	*View By *Date	40.00		V Reported Hours	0.00	5	Previous Week N	ext Week							
Mon 6/7		Fue 6/8	Wed 6/9	Thu 6/10	F 6/1	ri 1	Sat 6/12	Sun 6/13 Tota	Time Reporting Code		*Taskgroup	Business Unit	Telework	Agency Value	ChartFields
8		8	8						REG - Regular Hours	v	40300CCOP	40300	٩		ChartFields
										~	40300CCOP	40300	٩		ChartFields
										~	40300CCOP	40300	٩		ChartFields
Save for La	ater	Su	ıbmit												
Reported Time Reported Time Sta		Bummary	Leave/(Compensatory Time	Absence	Exceptions	Payable Time								
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- 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.

					ChartField Co	mmon Compo	onent				×
ChartField Detail			_								Help 4
Set ID:	Employee ID 403	300		Search Options Speed Types	Search						
ChartField Detail Account	Fund	Program	Department	Cost Center	Task	FIP	25	Asset	Agency Use 1	Agency Use 2	PC Business Unit
599999	09403	Q 511006	Q 49100		Q	Q	Q	٩	Q	٩	Q [
Ok Ca	ancel										





5. 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.**

6. Click the **Ok** button.

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

ChartField Common Component

ChartField Detail

Employee ID

Search Options

Set ID:

Invalid value - press the prompt button or hypefink for a list of valid values (15, 11)

ChartField Detail

ChartFiel

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

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

The **Timesheet** page displays.

					Employee	ID							
in Manager I					Empl Reco	rd 0							
				т	ime Reporting Typ	pe Exception							
				Ea	arliest Change Da	ste 11/25/2019							
Another Tim	mesheet												
	*View By	Week	~		P	revious Week Ne	xt Week						
	*Date	6/07/2021	•										
Schedu	uled Hours	40.00	Reported Hours	0.00									
nday 06/07/2	2021 to Sun	lay 06/13/2021	Ð										
day 06/07/2 Mon 6/7	2021 to Sun Tue 6/8	We	d Thu	Fr 6/11	i I I	Sat 6/12	Sun 6/13 Total	Time Reporting Code	*Taskgroup	Business Unit	Telework	Agency Value	ChartF
Mon	Tue	We	d Thu 9 6/10	Fr 6/11		Sat 6/12	Sun 6/13 Total	Time Reporting Code REG - Regular Hours		Business Unit 40300	Telework	Agency Value	
Mon 6/7	Tue 6/8	We 6/	d Thu 9 6/10	Fr 6/11		Sat 6/12	Sun 6/13 Total		40300CCOP			Agency Value	ChartFi ChartFi ChartFi
Mon 6/7	Tue 6/8	We 6/	d Thu 6/10	6/11		Sat 6/12	Sun Total	REG - Regular Hours	40300CCOP 40300CCOP	40300	٩	Agency Value	ChartFi ChartFi
Mon 6/7	Tue 6/5 8	We 6/	d Thu 6/10	6/11		Sat 6/12	Sun Total	REG - Regular Hours	40300CCOP 40300CCOP	40300 40300	Q Q	Agency Value	ChartFi
Mon 6/7 8	Tue 6/5 8		d Thu 6/10	6/1 6/1		Sat 6/12	Sun Total	REG - Regular Hours	40300CCOP 40300CCOP	40300 40300	Q Q	Agency Value	ChartFie
Mon 6/7 8	Tue 6/5	We Gi	d Thu 6/10	Fr 6/11	i	Sat 6/12	Sun Total	REG - Regular Hours	40300CCOP 40300CCOP	40300 40300	Q Q	Agency Value	ChartFie

- 9. 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.
- 10. Select the applicable **Time Reporting Code** (TRC) for the hours using the dropdown button provided.
- 11. Repeat Steps 4-8 of this section to enter ChartFields.



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

imesheet															
						Employee	ID								
Gen Admin Manager						Empl Reco	ord 0								
Actions -					т	me Reporting Ty	pe Exception								
					Ea	rliest Change D	ate 11/25/2019								
Select Another	Timeshee	t													
	*View	By Week		~		F	Previous Week Next	Week							
	*D;	ate 06/07/202	21 🗰 🗘												
Sof	heduled Hou	ars 40.00		Reported Hours	0.00										
rom Monday 06/	07/2021 to	Sunday 06/1	3/2021 ①												
rom Monday 06/ Mon 6/7	07/2021 to	Sunday 06/1 Tue 6/8	3/2021 ③ Wed 6/9	Thu 6/10	Fr 6/11	i	Sat 6/12	Sun 6/13 Total	Time Reporting Code		*Taskgroup	Business Unit	Telework	Agency Value	ChartFields
	07/2021 to	Tue		Thu 6/10	Fr 6/11		Sat 6/12	Sun Total	Time Reporting Code REG - Regular Hours	~	*Taskgroup 40300CCOP	Business Unit 40300	Telework Q	Agency Value	ChartFields ChartFields
Mon 6/7	07/2021 to	Tue 6/8	Wed 6/9	Thu 6/10	6/11		Sat 6/12	Sun Total		~		Unit		Agency Value	
Mon 6/7	07/2021 to	Tue 6/8	Wed 6/9	Thu 6/10	8		Sat 6/12	Sun Total	REG - Regular Hours		40300CCOP	Unit 40300	٩	Agency Value	ChartFields
Mon 6/7		Tue 6/8	Wed 6/9	Thu 6/10	6/11		Sat 6/12	Sun Total	REG - Regular Hours	~	40300CCOP 40300CCOP	Unit 40300 40300	Q	Agency Value	ChartFields ChartFields
Mon 6/7		Tue 6/8	Wed 6/9 8	Thu 6/10	8		Sat	Sun Total	REG - Regular Hours	~	40300CCOP 40300CCOP	Unit 40300 40300	Q	Agency Value	ChartFields ChartFields
Mon 6/7	ater	Tue 6/8	Wed 6/9 8	Thu 6/10	Fr 6/11	Exceptions	Sat 6/12	Sun Total	REG - Regular Hours	~	40300CCOP 40300CCOP	Unit 40300 40300	Q	Agency Value	ChartFields ChartFields
Mon 6/7 8 Save for La	ster	Tue Image: Constraint of the second sec	Wed 6/9 8	8 3 3	8			Sun 6/13	REG - Regular Hours	~	40300CCOP 40300CCOP	Unit 40300 40300	Q	Agency Value	ChartFields ChartFields

- 12. Click the **Submit** button to submit the time for processing and approval.
- The Submit Confirmation page displays.

	esheet
Sub	mit Confirmation
V	The Submit was successful. Time for the Week of 2021-06-07 to 2021-06-13 is submitted
OH	

13. Click the **OK** button.

The **Timesheet** page returns.

eported Tim	e Status					
III Q Date	Reported Status	Total	TRC	Description	Sched Hrs	1-5 of 5 ∨ Add Comments
06/07/2021	Submitted	8.00	REG	Regular Hours	8.00	Q
06/08/2021	Submitted	8.00	REG	Regular Hours	8.00	0
6/09/2021	Submitted	8.00	REG	Regular Hours	8.00	Q
6/10/2021	Submitted	8.00	REG	Regular Hours	8.00	Q
6/11/2021	Submitted	8.00	REG	Regular Hours	8.00	Q

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							
			Employ	yee ID	1		
Gen Admin Manager I				ecord ()			
Actions -				Type Exception e Date 12/09/2019			
			Lamoor onling	12/03/2013			
Select Another Timesheet	[]				٦	
*View By	·	~		Previous Week Next	Week		
	12/09/2019						
Scheduled Hours	40.00 Rep	orted Hours 20.00					
From Monday 12/09/2019 to St							
Mon 12/9	Tue We 12/10 12/1	1 Thu 1 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 🛛 🗸
		8.00	8.00			16.00	REG - Regular Hours
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.

Sub	mit Confirmation
V	The Submit was successful. Time for the Week of 2019-12-09 to 2019-12-15 is submitted
O	

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



#### The **Timesheet** page returns.

						mploye mpl Rec					
Gen Admin Man	ager I						ype Exception				
Actions +					Earliest C	hange D	Date 12/09/2019				
Select Anot	her Timesheet										
	*View By	Week		~		F	Previous Week Next	t Week			
	*Date	2/09/2019	<b>*</b>								
	Scheduled Hours	10.00	Report	ed Hours 21.00							
	12/09/2019 to Sun										
	Mon 12/9	Tue 12/10	Wed 12/11	Thu 12/12	1	Fri 12/13	Sat 12/14	Su 12/1	5 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 fo Reported T ported Time	ime Status <u>S</u> u	Subrr	<u>L</u> eave / Compensal	tory Time Abse	ence <u>E</u> xcep	tions	Payable Time				
<b>≣;</b> Q										1-4 of 4 🖌	
ate	Reported Status		Total	TRC	Descri	ption		Sched Hrs	Add Comme	ents	
2/12/20 <b>1</b> 9	Submitted		3.00	OVT	от @	Time an	d Half	8.00	9		
2/12/20 <b>1</b> 9	Submitted		8.00	REG	Regula	r Hours		8.00	9		
				ovt		Time and		8.00	P		

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															2
Architect/Englose Actions - Select Anoth	er Times *\			vited Hours 0.00		cord 0	Week								
	Mon 11/11/201	19 to Sunday 11/1 Tua 11/12	Vie	d Th 3 11/1	u Fri 4 11/18	8at 11/16	8un 11/17	Total Time R	Seporting Code	47	askgroup		Business Unit	Т	eles
		3.00	2.00					UOS	- Uncompensated Overtime		01005580	۹	50100	۹	5
				2.00				OVS	- OT @ Straight Time 💊		0100CCRD	۹	50100	۹ [	4
		8.00	8.00	8.00				REG	- Regular Hours	•	01000080	Q	50100	۹.	\$
Reported Time	me Status				lahedule	thed Hrs Commen	ts Exc	1-1 of 1 ×							

**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**.



### ESS392 Time Entry Scenarios – Exception Time Reporter

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.

- 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												(
						Employe	e ID					<
Architect/Engines	orina Ma					Empl Rec						1
	ening wg					Time Reporting T	ype Exception					```
Actions -						Earliest Change E	Date 11/11/2019					
Select Anoth	her Tin	nesheet										
		*View By Week			~	1	Previous Week Next W	/eek				
		*Date 11/11/	019	iii ⁰								
5	Schedu	led Hours 32.00		Reporte	d Hours 31.00							ধ্
												4
From Monday	11/11/2	019 to Sunday 1	1/17/201	19 ②								1
	Mon 11/11	Т 11/	1e 12	Wed 11/13	Thu 11/14	Fri 11/15	Sat 11/16		Sun Total 11/17	Time Reporting Code	*Taskgroup	Business Unit
					2.00				2.00	OVS - OT @ Straight Time 🗸	50100CCRQ	Q 50100
		8.0	0	8.00	8.00				24.00	REG - Regular Hours	50100CCRQ	Q 50100
		3.0	0	2.00					5.00	UOS - Uncompensated Overtime	50100CCRQ	Q 50100
Save for	r Later		Submit									1
Reported Ti	ime Sta	tus <u>S</u> ummar		bsence Exce	eptions Payable	Time						
- toportou II		guinner	11 -		Ediano							
Reported Time	Status	3										
lli, Q										1-6 of 6 💙		,
Date	Repo	rted Status		Total	TRC	Description		Sched Hrs	Add Comments	Exception		
11/12/2019	Subr	nitted		8.00	REG	Regular Hour	s	8.00	Q	ଖ		
11/12/2019	Subr	nitted		3.00	uos	Uncompensa	ted Overtime	8.00	0	Ğ		
11/13/2019	Subr	itted			REG	Regular Hour	<u>م</u>	8.00	per-	man and a		کسر ہے

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.

īmesheet								
				Employe				
Gen Admin Manager I				Empl Ree				
Actions -				Time Reporting 1				
				Earliest Change I	Jate 12/09/2019			
Select Another Times	heet						_	
*v	iew By Week	~	Ĩ	F	revious Week Next	Week		
	*Date 11/25/201	• 🖮 *						
Scheduled	Hours 16.00		Hours 0.00					
	10.00	Reported						
rom Monday 11/25/201						1		
Mon 11/25	Tue 11/26	Wed 11/27	Thu 11/28	Fri 11/29	Sa 11/30	Sun 12/1	Total	Time Reporting Code
	]				[			
				]				
	1							
								L
Save for Later	Su	bmit						
Reported Time Status	Summary	Leave / Compensatory	Time <u>Absence</u>	Exceptions	Payable Time		_	
eported Time Status								
						1	-1 of 1 🗸	
late	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.

h		mon	$\sim$	$\sim \sim$	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~			~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
Reported Time	Status <u>S</u> umma	ry Leave / Compensator	y Time Absence Exce	eptions	Payable Time					<
Absence Events	1									1
E.										1-1 of 1 🗸 🌶
Absence Take	e   >									
*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
					Details		Approval Monitor	Administrator Absence Event	0	Edit
Add Absen	ice Event									
and the second second				-	• ·······	~	mark the second	~ ····································		to Burnessee

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

The Absence Take tab displays the newly enabled row.

	Absence _vents-			Jour Comment			~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~	and " have a	18200000		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
_	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast
D	11/25/2015	11/25/2019	Vacation V	Vacation V		Hours	Details	New	Approval Monitor	Employee Timesheet	0	Foreca
	Add Absend				~~~•	~					-	man

- 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.



## ESS392 Time Entry Scenarios – Exception Time Reporter

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

	SS Create Absence Req	
bsence Event Details		Help
Sen Admin Manager I		
Instructions	nce Name. Then complete the rest of the required fields before returning to the Timesheet page.	
The oldit bale, the bale, and tobe	ise resile. Then complete the resconding device meaning to the minutes yogs.	
bsence Detail (?)		
*Start Date	11/25/2019 🗰 View Monthly Schedule	
End Date	11/25/2019	
Filter by Type	All 🗸	
*Absence Name	Vacation   Current Balance 212.00 Hours**	
*Reason	Vacation 🗸	
Partial Days	None V	
Duration	Hours	
Calculate End Date or	Duration	
Comments		
Reporter Comments:	۲	
neponer outstand		
	Cancel	
ок		
Required Field	s not reflect absences that have not been processed.	

7. 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.

8. Click the **OK** button.

The Timesheet page displays.

sence Events		$\sim$		$\wedge$	Ŵ	$\sim$	- Martha Contraction	Annalas	and and and a second	$\sim$	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	
Start Date	End Date	Absence Name	Reason		Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
1/25/2015	11/25/2019 🚞	Vacation 🗸	Vacation	8.00	Hours	Details	New	Approval Monitor	Employee Timesheet	0	Foreca	Edit
- and the second	min fr	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	-	~_^					an an		~~~~ <del>~~~</del> ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~

9. Click the **Forecast** button.

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



### ESS392 Time Entry Scenarios – Exception Time Reporter

The Forecast Successful message displays above the Absence Events section.

8.00	- man - man	8.00	VAC - Vacation	40300CCOP 40300
Save for Later Submit				Ş
Reported Time Status Summary Leave / Compensatory Tu	me Absence Exceptions Payable Time			<u>ج</u>
Forecast Successful: You are eligible to take the requested absence and you may submit: Date Time: October 12,2020 at 11:11	your request.			}
Absence Events ⑦				<u> </u>
Absence Take Forecast Results III				
End Date Absence Hame	Poson Puration Unit	Details Ap	proval Monitor Source	Cancel Forecast

**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.

Fronton	manda ~	2019 00	$\sim\sim\sim\sim\sim$	m			$\sim\sim\sim$		$\sim\sim\sim\sim\sim\sim$			
1	Mon Tue 1/25 11/26	Wed 11/27	Thu 11/28	Fri 11/29	Sat 11/30	Sun 12/1	Total	Time Reporting Co	de			
	8.00						8.00	PER - VSDP Persor	al Leave			
Save for	Save for Later Submit Apply Schedule											
Reported Tir	Reported Time Status         Summary         Leave / Compensatory Time         Absence         Exceptions         Payable Time											
Reported Time	Status								5			
<b>≕</b> , Q								1-1 of 1 👻	l			
Date	Reported Status	Total	TRC	Descriptio	n	Sched Hrs	Add Co	mments				
11/25/2019	Needs Approval	8.00	PER	VSDP Pers	sonal Leave	8.00			1			
Return to Solo												

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.



### ESS392 Time Entry Scenarios – Exception Time Reporter

### **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.

Timesheet											
				Employee ID							į
Gen Admin Manager I				Empl Record							
Actions-				lime Reporting Type arliest Change Date							
Select Another Timesheet			_		12.00.2010						
*View By	Week	~		Prev	ous Week Next We	ek					
*Date											1
Scheduled Hours		Reported Hour	× 0.00								
	10.00	reported river	5 0.00								
From Monday 01/06/2020 to Su	unday 01/12/2020 ③										
Men T	ue Wed 1/7 1/8	Thu 1/9	Fri 1/10	Sat 1/11	Sun 1/12	Total	me Reporting Code	*Taskgroup	Business Unit	Telework	Agency Value
							~	40300CCOP	40300	٩	
						1	~	40300CCOP	40300	٩	
							~	40300CCOP	40300	٩	
Save for Later	Submit										4
											₹
Reported Time Status	ummary Leave / C	Compensatory Time	Absence	Exceptions E	ayable Time						
han					-					-	f

2. Click the **Absence** tab.

The Absence Events section displays.

Timesheet																
Gen Admin Manager Actions -	r!						Employee	rd 0 Exception								
						Earlie	est Change Da	te 12/09/2016	9							
Select Another	*View By	Week		~			Pre	vious Week	Next Week							
		01/08/202	20 🛱 '													
Sch	eduled Hours	40.00		Reported H	ours 0.00											
From Monday 01/ Mon 1/6	Т	unday 01/ ue 1/7	2/2020 ③ Wed 1/8	т	iu /9	Fri 1/10	Sa 1/1	t 1	Sun 1/12	Total Tim	e Reporting Code		*Taskgroup	Business Unit	Telework	Agency Value
												~	40300CCOP	40300	٩	
												~	40300CCOP	40300	Q	
									_			~	40300CCOP	40300	Q	
Save for La	Status Status	Summary	ubmit	Compensatory T	ime Abs	ence E	xceptions	<u>P</u> ayable Time	]							1-1 of 1 😼
Absence Take							Unit									
*Start Date	End Date	A	osence Nam	ie .	Reason		Type	Details	Status	Ap	proval Monitor	Source	Cancel	Forecast	Edit	Delete
01/08/2020	01/06/2020	±	Select Absen	ce N; 🗸				Details	New	Ap	proval Monitor	Employee Timesheet		Forec	Edit	Dele
01/08/2020			Select Absen	ce Ni 🗸	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		~ ~	Details	New			Employee Timesheet		Forec	Edit	Dele



3. Click the Add Absence Event button.

The Absence Take tab displays the newly enabled row.

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	0	Foreca

- 4. Enter the details for the absence on the newly enabled **Absence Take** row. In this example, 1 day of intermittent FMLA was entered.
  - a. Enter the first date of the intermittent FMLA event in the **Start Date** field. In this example, 01/06/2020 was entered.
  - b. Enter the last date of the intermittent FMLA 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. In this example, Family and Medical Leave was selected.
  - d. 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.

	SS Create Absence Req		>
Absence Event Details		Help	
Gen Admin Manager I			
Instructions Enter Start Date, End Date, and Abse	nce Name. Then complete the rest of the required fields before returning to the Timesheet page.		
Absence Detail ⑦			
*Start Date	01/06/2020		
End Date	01/06/2020 🛗		
Filter by Type			
*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:	₩ ₩		
ок	Cancel		
* Required Field			
**Disclaimer The current balance doe	s not reflect absences that have not been processed.	_	
			ł

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.

7. Click the **OK** button.

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



8. 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	t i	Sun 1/12	Total	Time Reporting	Code	*Taskgroup	Business Unit
8.00								8.00	FML - Family Me	dical Leave	40300CCOP	40300
Save for Late	er	Submit										
Reported Time St	tatus Summar	Leave / Comp	ensatory Time	Absence	Exceptions	Payabl	le Time					
do not have suf ources regarding	g FMLA leave eligi	ce for the date(s) or bility and usage.	duration requ	ested. Please cor	ntact Human							
do not have suf ources regarding		pility and usage.	duration requ	ested. Please cor	ntact Human							
do not have suf ources regarding Time: Decemb	g FMLA leave eligi per 31,2020 at 12:1	pility and usage.	duration requ	ested. Please cor	ntact Human							
do not have suf ources regarding e Time: Decemb ence Events (?	g FMLA leave eligi per 31,2020 at 12:1	pility and usage.	duration requ	ested. Please cor	atact Human							
ources regarding	g FMLA leave eligi per 31,2020 at 12:1	bility and usage.	duration requ	ested. Please cor	ntact Human							
do not have suf ources regarding a Time: Decemb ence Events @ Absence Take	g FMLA leave eligi per 31,2020 at 12:1	bility and usage. 6		ested. Please cor	ttact Human	tion	Unit Type	Details	Status	Approval Monitor	Source	Cano

**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.

9. Click the **Submit** button.



# ESS392 Time Entry Scenarios – Exception Time Reporter

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



10. Click the **OK** button.

#### The **Timesheet** page returns.

Time: January 04,		sence and you may submi	t your request.									
ence Events 🕐												
												1-1 of 1 💙
Absence Take	Forecast Results	•										
rt Date End	d Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
06/2020	1/06/2020 🔝	Family and Medica 🗸	FMLA Employee	8.00	Hours	Details	Saved	Approval Monitor	Employee Timesheet		Foreca	Edit

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.

recast Success u are eligible to		bsence and you may submit	your request.									
sence Events												
7												1-2 of 2 🗸
Absence Take	Forecast Result	ts II>										
start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
1/06/2020	01/06/2020 🗰	Vacation ~	Vacation 🗸	8.00	lours	Details	Saved	Approval Monitor	Employee Timesheet	0	Foreca	Edit
/06/2020	01/06/2020	Family and Medical Leave	FMLA Employee	8.00	Hours	Details	Needs Approval	Approval Monitor	Employee Timesheet		Forec	Edit



### 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.

	SS Create Absence Req		>
Absence Event Details		Help	
0. AL 1 M			
Gen Admin Manager I			
▼ Instructions			
	nce Name. Then complete the rest of the required fields before returning to the Timesheet page.		
Absence Detail ⑦			
*Start Date	01/06/2020 🛗 View Monthly Schedule		
End Date	01/06/2020		
Filter by Type	All 🗸		
*Absence Name	Vacation   Current Balance 212.00 Hours**		
*Reason	Vacation		
Partial Days	None v		
Duration	Hours		
Calculate End Date or	Duration		
Comments			
Reporter Comments:	l l l l l l l l l l l l l l l l l l l		
ок	Cancel		
* Required Field	s 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.

precast Succes												
ate Time: Janua	ary 04,2021 at 10:27	absence and you may submit	your request.									
bsence Events	0											
<b>=</b>												1-2 of 2 🐱
Absence Take	e Forecast Resu	lts   •										
Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
01/06/2020	01/06/2020 🔝	Vacation 🗸	Vacation ~	8.00	Hours	Details	Saved	Approval Monitor	Employee Timesheet		Foreca	Edit
1/06/2020	01/06/2020	Family and Medical Leave	FMLA Employee	8.00	Hours	Details	Needs Approval	Approval Monitor	Employee Timesheet		Forec	Edit

16. Click the **Forecast** button.

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

Reported Time	Status <u>S</u> ummary	Leave / Compensatory T	ime Absence Excepti	ons <u>P</u> ayabl	e nime							
ecast Success	ul: take the requested a	bsence and you may submit	/our request									
are engible to a Time: Januar	y 04,2021 at 10:27	issence and you may submit	iou request.									
ence Events	0											
											1-2 of	2 🗸
Absence Take	Forecast Result	sli≯										_
art Date	End Date	Absence Name	Reason	Duration	Unit Type	Details Status	Approval M	Ionitor Source	Cancel	Forecast	Edit	
art Date												
/06/202(	01/06/2020 🛗	Vacation 🗸	Vacation 🗸	8.00	Hours	Details Saved	Approval Mo	onitor Employee Timesheet		Foreca	Edit	

**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.

A desire Management					Employee ID Empl Record						
Admin Manager I					Time Reporting Type						
ins+					arliest Change Date						
lect Another T	limesheet										
	*View By	Veek	~		Prev	ious Week Next W	/eek				
	*Date 0	1/06/2020 💼 🍫	¹								
Sche	duled Hours 4		Reported Hours	16.00							
Monday 01/00	6/2020 to Sund	ay 01/12/2020 ⑦									
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	VAC - Vacation	40300CCOP	40300	
							8.00	FML - Family Medical Leave	40300CCOP	40300	
8.00			_								
8.00 Save for Late	er	Submit									

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 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.

						Employee ID Empl Record 0			
dmin Manager						porting Type Exce	otion		
5-					Earliest	Change Date 12/06	/2019		
ct Another	Timesheet								-
	*View By	Week		~		Previous We	ek Next Week		
	*Date	12/02/2019	iii °						
Sche	duled Hours	40.00	Repor	ted Hours 0.0	0				
	2/2019 to Sun								
Mon 12/2		Tue 12/3	Wed 12/4	Thu 12/5	Fri 12/6	Sat 12/7	Sun 12/8		Time Reporting Code
									L
Save for La		Submit							
Save for La	ter	Submit							
			Leave / Compensa	atory Time	Absence Exce	ptions Payable	Time		
ported Time	Status Status			atory Time	Absence Exce	ptions	Time		
oorted Time ed Time Sta	Status Status			atory Time	Absence Exce	ptions Payable	Time	1-1	of 1 V
oorted Time ed Time Sta	Status Su	mmary !							of 1 V
Save for La ported Time ed Time Sta Q	Status Status	mmary		atory Time		ptions Payable		1-1 d Comments	of 1 🗸

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

The Leave/Compensatory Time tab displays.

Reported Time Status	nmaryceave / Compensator	y Time Absence	Exceptions Payab	le Time		$\sim$
eave and Compensatory Time	Balances 🕐					
III Q					1-2 of 2	۷
Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail	
Comp Time	COMP_LEAVE	25.00	0	1000	B	
Comp Time	OT_LEAVE	19.50	0	1000		
and the second	the second second	and the second second			man	~

**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.



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

	KENNETH CARDINAL				Employee ID	00000126700			
			Leave	and Compensatory	Time				×
									Help
Detail									
			Employee	ID					
Gen Admin Manager	•1		Employment Reco						
Actions -	.:		,,						
Displays the balan negative, dependin	ce of Leave/Compensatory time for g on how the plan is set up and wh	r an employee as ( hat has been repoi	of the specified date. This rted	s balance may be positive	e or				
Leave and Compe	asatan/ Tima								
	isatory nine							-1 of 1 🗸 🕨	View All
⇒, Q								-1011 *	I VIEW All
Plan	Plan Description	Unit Type	Expiration Date	Starting Balance	Units Earned	Units Taken	End Balance	Accrual Date	
COMP_LEAVE	Compensatory Leave Plan	Hours	11/11/2020	0.000000	25.000000	0.000	25.000	11/11/2019	

- 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.

Timesheet										
					I	Employee ID				(
Gen Admin Manager I					E	mpl Record 0				4
Actions -						oorting Type Excep				
					Earliest	Change Date 12/16/	2019			1
Select Another T	imesheet								1	(
	*View By	Week		~		Previous Wee	ek Next Week			
	*Date	12/02/20	19 🗰 🌣							
Scheo	duled Hours	40.00	R	eported Hours 0.0	0					
									1	
rom Monday 12/02	2/2019 to Sun	iday 12/	08/2019 ⑦							
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	*Taskgrou
					4				CCL - Compensatory Leave Taken	40300CCO
					4				REG - Regular Hours	40300CCO
									<b>````</b>	• 40300CCO
Save for Late	er 📃	s	ubmit							
Popter Tipe Str	atus		Leave / Same	US COLUMN	Ab	tions	Iman	~~~~~		

- 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.



11. Click the **OK** button

#### The Timesheet page displays.

Timesheet									
					Emp	loyee ID			
3en Admin Mana	iger I					Record 0			
ctions-						ing Type Exceptinge Date 12/02			
					Lancorona	ige Date 12/02	12013		
Select Anoth	er Timesheet	144				0			
	"View By	Week		~		Previous we	ek Next Week		
	*Date		÷						
s	Scheduled Hours	40.00	Report	ed Hours 8.00					
om Monday f	12/02/2019 to Su	nday 12/08/201	9 (?)						
M 1	1on 2/2	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		tory Time Abser	nce Exception				
Reported Tir		ummary <u>L</u> e	ave / Compensa	Dose August	Exception	<u>P</u> ayable	lime		-
ported Time		ummary <u>L</u> e	ave / Compensa	Jose Australia		s <u>P</u> ayable	lime		1-1 of 1 🗸
ported Time			ave / Compensa	TRC	Descripti		Sche H		1-1 of 1 V

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 **Timeshee**t 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.

Т	īmesheet									$\geq$
					Emplo	yee ID				$\left  \right\rangle$
	Gen Admin Manager I				Empl R	ecord 0				-{
	Actions -				Time Reporting	Type Exception				<
	Actions •				Earliest Change	e Date 12/09/2019				5
	Select Another Ti	mesheet								1
		*View By Week		~		Previous Week No	ext Week			2
		*Date 11/25/2	)19 🛅 [©]							5
	Sched	uled Hours 16.00		orted Hours 8.00						-
	301120		Kept							5
			_							
Fr		/2019 to Sunday 12							1	-{
	Mon 11/25	Tue 11/26	Wed 11/27	Thu 11/28	Fri 11/29	Sat 11/30		Total	Time Reporting Code	
	8.00							8.00	VAC - Vacalion	ξ
	Save for Late	r	Submit							
	Reported Time St	tatus <u>S</u> ummary	Leave / Compen	safory Time Abs	ence <u>Exceptions</u>	Payable Time	]			

#### 2. Click the **Absence** tab.

The Absence Events section displays.

	Absence Take	Forecast Resu	ults II+										
ta	art Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
2	25/2019	11/25/2019	Vacation	Vacation	8.00	Hours	Details	Needs Approval	Approval Monitor	Employee Timesheet	0	Forec-	Edit

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



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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.

	The absence name was changed. Some detailed information associated with the modified absence name will be cleared. Would you like to continue?	
n	Yes No	

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.



## ESS392 Time Entry Scenarios – Exception Time Reporter

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

	SS Create Absence Reg		х
bsence Event Details		Help	Ì
KENNETH CARDINAL			
Gen Admin Manager I			
Instructions Enter Start Date, End Date, and Abse	nce Name. Then complete the rest of the required fields before returning to the Timesheet page.		
Absence Detail (2)			
*Start Date	11/25/2019 III View Monthly Schedule		
End Date	11/25/2019		
Filter by Type	All 🗸		
*Absence Name	VSDP Personal Leave  Current Balance 16.00 Hours**		
*Reason	VSDP Personal Leave		
Partial Days	None 🗸		
Duration	Hours		
Calculate End Date or	Duration		
Comments			
Reporter Comments:	«		
OK * Required Field	Cancel		

- 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.

$\left[ \right]$	Treported Time	und granhary	Leave	Absence	****	Je Time	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	-		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	m
0	Absence Events												1-1 of 1 🗸
	Absence Take *Start Date	Forecast Result	s ID Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
	11/25/2016	11/25/2019	VSDP Personal Le 🗸	VSDP Personal Leave V	8.00	Hours	Details	Needs Approval	Approval Monitor	Employee Timesheet	0	Foreca	Edit
~	Add Absend	A (25)	annon m	Name and a second					· · · · · · · · · · · · · · · · · · ·		$\sim$	m.	-

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

The Forecast Successful message displays above the Absence Events section.

	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 fo		Submit	eave / Compensatory	Time Abser	nce <u>E</u> xceptions	Payable Time		
Forecast Succe You are eligible Date Time: Dec	to take the req	uesled absence a ) at 13:34	and you may submit	your request.				4
Absence Even	ta @							4



11. Click the **Submit** button.

#### The Submit Confirmation page displays.



#### 12. Click the **OK** button.

#### The **Timesheet** page returns.

Timesheet Gen Admin Manag Actions -	er l			Empl F Time Reportin				
Select Anothe	*View By Week		~	Earliest Chang	Previous Week N	ext Week		
	*Date 11/25/201	Repo	rted Hours 8.00					
N	1/25/2019 to Sunday 12/0 ton Tue /25 11/26	1/2019 ⑦ Wed 11/27	Thu 11/28	Fri 11/29	Sat 11/30	Sun 12/1	Total	Time Reporting Code
	.00						8.00	PER - VSDP Personal Leave
Save for	ne Status <u>S</u> ummary	ibmit		Schedule	Payable Time	]		·
Reported Time 5	status							1-1 of 1 🗸
Date	Reported Status	Tota	I TRC	Description	n	Sched Hrs	Add Co	omments
11/25/2019	Needs Approval	8.0	00 PER	VSDP Pers	onal Leave	8.00	<u> </u>	

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



### **Cancelling 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 **Timeshee**t 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.

imesheet													New Wind
				Employee ID									
Gen Admin Manage	rl.			Empl Record	0								
			Time	Reporting Type	Exception								
lotions +			Earlie	st Change Date	12/09/2019								
Select Another	Timesheet												
	*View By Wee	łk	~	Previo	us Week N	lext Week							
	*Date 11/25	5/2019 🛗 🍄											
Sch	neduled Hours 16.00	0 Repor	ted Hours 16.00										
om Monday 11	/25/2019 to Sunday	12/01/2019 (?)											
Mc 11/3	on Tu	ue Wed	Thu 11/28	Fri 11/29	Sat 11/30	Su 12	n Total	Time Reporting Code		*Taskgroup	Business Unit	Telework	Agency Value
8.0	00						8.00	PER - VSDP Personal Leave		40300CCOP	40300		
8.0	00						8.00	SDP - VSDP Sick Leave		40300CCOP	40300		
Save for L Reported Time		Submit	ory Time Absence E	peptions Pa	yable Time	]							
Reported Time sence Events	Status Summar		ory Time	eptions Pa	yable Time	]							
Reported Time	Status Summar	y	ory Time	peptions Pa	yable Time	]						1-2	of 2 🗸
	Status Summar	y	ory Time Absence E	peptions Pa	1	]						1-2	of 2 🗸
Reported Time osence Events	Status Summar (7) Forecast Result	y	ory Time Absence Ex	Duration	yable Time Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	1-2 Edit	of 2 🗸
Reported Time	Status Summary (7) Forecast Result End Date	γ Leave / Compensat		Duration	Unit		Status Needs Approval	Approval Monitor Approval Monitor	Source Employee Timesheet	Cancel	Forecast Forec		

- 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



#### 6. Click the **OK** button.

The Timesheet page displays.

	Mon Tue	01/2019 ⑦ · · · · · · · · · · · · · · · · · ·	Thu	سمر Fri	Sat			Time Reporting Code	
	1/25 11/26 8.00	11/27	11/28	11/29	11/30	12/1		PER - VSDP Personal I	
							0.00		
Save for	Later Si	ubmit							
Reported Tir	ne Status Summary	Leave / Compensa	atory Time Abs	ence <u>Exception</u>	s Payable Time	7			
ported Time	Status							1-1 of 1 🖌	
ate	Reported Status	Total	TRC	Descriptic	n	Sched Hrs	Add Co	mments	
1/25/2019	Needs Approval	8.00	PER	VCDB B-	sonal 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 **Timeshee**t 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.

					Employee ID							
Police Sergeant					Empl Record 0							
Actions-					e Reporting Type P est Change Date 0							
				Cani	est Change Date 0	1/2//2020						
Select Another Timesh	heet											
"Vie	iew By Week		~		Previous	Week Next We	ek					
	"Date 02/24/2020	÷										
Scheduled H	Hours 40.00	Rep	ported Hours 8	.00								
Reported time on or after	er 02/25/2020 is for a	future period.										
From Monday 02/24/2020					0-1							
From Monday 02/24/2020 Mon 2/24	0 to Sunday 03/01/ Tue 2/25	2020 ⑦ 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
			Thu 2/27	Fri 2/28	Sat 2/29	Sun 3/1		Time Reporting Code SDP - VSDP Sick Leave	*Taskgroup 40300CCOP	Business Unit 40300	Telework	Agency Value
Mon 2/24		Wed 2/26	Thu 2/27	Fri 2/28	Sat 2/29	Sun 3/1					Telework	Agency Value
Mon 2/24 8.00	Tue 2/25	Wed 2/26		2/28	2/29	Sun 3/1 ble Time					Telework	Agency Value
Mon 2/24 8.00 Save for Later	Tue 2/25	Wed 2/26 nit		2/28	2/29						Telework	Agency Value

2. Click the **Absence** tab.

The Absence Events section displays.

Save for	Later	Submit											
Reported Tim	e Status	ry Leave / Compensatory Tin	Absence	Exceptio	ns <u>P</u> ayal	ble Time							
sence Events	s ⑦												
Absence Tak	Forecast Resu												1-
Start Date	End Date		leason		Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
02/24/202(	02/24/2020 📰	VSDP Sick Leave 🗸	VSDP Sick Leave	~	8.00	Hours	Details	Saved	Approval Monitor	Employee Timesheet	0	Foreca	Edit
Add Abse	nce Event												
bsence Entitl	ement Balances												
шÿ								1-26 of 26 🐱					
Entitlement Nar	me	Balance as of 01/24/20	20** From	То		Accrual P	Period						
	ition Leave	0.00	Hours 01/10/2020	01/09/2	2021	Year to Da	ate	-					
Service Recogni													

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



The Forecast Results tab displays.

Save for La	ater	Submit					
Reported Time	Status Summary	Leave / Compensatory Tim	he Absence	Exceptions	ayable Time		
bsence Events	0						
野							1-1 of 1
Absence Take	Forecast Result	s   >					
Start Date	End Date	Absence Name F	Reason	Forecast	Value	Forecast Date Time	Forecast Details
02/24/2020 📰	02/24/2020	VSDP Sick Leave 🗸	VSDP Sick Leave		LE	03/15/2021 3:55PM	Forecast Details
Add Absen	ce Event						
Absence Entitler	ment Balances						
野						1-26 of 26 🐱	
Entitlement Name	e	Balance as of 01/24/20	020** From	То	Accrual Period		

- 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).

Absence Forecast Results		
		Help
View forecast element results. For more details please contact your absence administrator.		
Forecast Balance Details		
		1-3 of 3 🗸
Forecast Results         Accumulator Results         III		
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.