



DOA-Cardinal Project, rr &lt;projectcardinal@doa.virginia.gov&gt;

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## Just in TIME for the Holidays! Cardinal TA Tips

1 message

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**The Cardinal Project** <cardinal-comms@public.govdelivery.com>

Thu, Nov 17, 2022 at 10:50 AM

Reply-To: cardinal-comms@public.govdelivery.com

To: projectcardinal@doa.virginia.gov



The Cardinal Newsletter - November 17, 2022

This newsletter is being sent to all Time Reporters with modify access, TL Admins, Absence Admins, Timekeeper, TL Supervisors, and Absence Supervisors

### New! Cardinal HCM Tutorial Videos

Hi there! Cardinal Carl again. Do you need to enter your time or absence in Cardinal? Or maybe you need to adjust, approve, or cancel an employee's time or absence in Cardinal? Cardinal is proud to present a **new and improved** Cardinal HCM Video page.

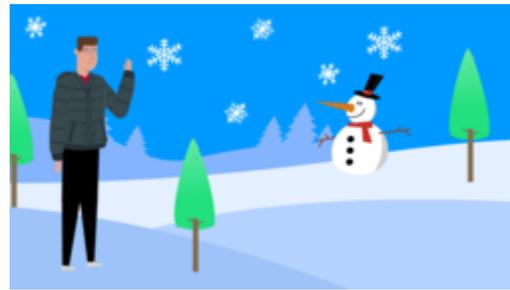


Visit the Cardinal Website > Learning > [Videos \(HCM\)](#) to view a variety of tutorial videos for Cardinal ESS users and Core users.

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## Holiday Time Entry

For most Cardinal HCM salaried users, the application automatically generates paid holidays based on the assigned state or agency holiday schedule. Generated holidays can be viewed on the timesheet Payable Time tab. As a reminder, Cardinal **will not generate the holiday** when it falls on the employee's **scheduled day off** or if the employee has a **Variable Work Schedule**. Holidays not automatically generated by Cardinal must be manually entered on the timesheet.



**Note:** When submitting time or an absence on a holiday date, Cardinal will generate a warning message to remind you it is a scheduled holiday. This is **not an error message**; it is only a **warning** to double check your time is entered appropriately on the holiday. Click on the OK button to acknowledge the warning(s) and proceed with submitting the timesheet.

**Not sure how to enter your holiday time?** Check out the [TA\\_Holiday Time Entry Scenarios](#) job aid for detailed instructions.

## Cardinal Absences in Saved Status

When an absence is in saved status and **not yet submitted** by the user, or if it has been submitted, but **not yet approved** by the Supervisor, the absence is **not processed** and the absence entitlement balances are **not updated**.

Cardinal automatically saves absence events that are created, but users may forget to **submit** the absence event. After receiving the "Forecast Successful" message users **must click** the **Submit** button to route the absence event to the Supervisor/Manager for approval. Each absence event must be forecasted and submitted individually.

### Are you unsure how to submit an absence?

Check out Cardinal Carl and his [Entering an Absence Event](#) tutorial video located on the Cardinal Website. You can also refer to the following job aids for step-by-step instructions.

- [ESS392 Time Entry Scenarios – Exception Time Reporter](#)
  - Creating an Absence Event (full day) – Page 25
  - Creating an Absence Event (partial day) – Page 31
  - Editing an Absence Event Page 40
  - Cancelling an Absence – Page 44
- [ESS392 Time Entry Scenarios – Positive Time Reporter](#)
  - Creating an Absence Event (full day) – Page 27
  - Creating an Absence Event (partial day) – Page 33
  - Editing an Absence Event – Page 42, if no edit to the absence is needed, go to step 10 (on Page 30) to Forecast and Submit
  - Cancelling an Absence – Page 47

### Are you a Supervisor or an Absence Administrator and want to identify any absences in saved or submitted status so that you can send a reminder to your employees?

Supervisors and Absence Administrators can utilize the **Saved and Submitted Absences** query (V\_TA\_ABS\_SV\_AND\_SB\_STATUS) to identify absences in saved (V) or submitted (S) status that need action.

**Need help running a query?** [NAV225 Running an HCM Query](#) job aid will walk you step-by-step through the process.

## Mid-Period Time Reporting Profile Change

If you see the following message on your timesheet, "a mid-period time reporting profile change...", it means there was a change to your time reporting setup effective in the middle of the week you are viewing.

Select Another Timesheet

\*View By: Week Previous Week Next Week

\*Date: 05/09/2022 Scheduled Hours 40.00 Reported Hours 8.00

[Redacted] has a mid-period time reporting profile change on 05/10/2022.

From Monday 05/09/2022 to Sunday 05/15/2022

Mon 5/9	Tue 5/10	Wed 5/11	Thu 5/12	Fri 5/13	Sat 5/14	Sun 5/15	Total	Time Reporting Code
			7.20				7.20	REG - Regular Hours
			0.80				0.80	SDP - VSDP Sick Leave

Time entry users who receive this message may see some days are grayed out. To enter time for this week only, when you receive this message, you will need to use the **View By** options to change to **View By Day** and use the **Previous Day/Next Day** links to navigate to enter each day separately.

Select Another Timesheet

\*View By: Day Previous Day Next Day

\*Date: 05/10/2022 Scheduled Hours 8.00 Reported Hours 0.00

Tuesday 05/10/2022

Tue 5/10	Total	Time Reporting Code	*Taskgroup	Business Unit	Telework	Agency Value		
			16100BA	16100			+	-
			16100BA	16100			+	-
			16100BA	16100			+	-

## A Note from the Cardinal Project Team...

Attention: Please do not delete, block, unsubscribe, or tag this email as spam. There is important Cardinal HCM information in this newsletter that you won't want to miss.

To learn more about the Cardinal HCM Project, please visit our website at <https://www.cardinalproject.virginia.gov/>.

If you have any questions concerning the contents of this communication, please send an email to [projectcardinal@doa.virginia.gov](mailto:projectcardinal@doa.virginia.gov).

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