



Enrolling New Hires in Time and Attendance

This Job Aid covers the steps for an Employee Setup Administrator to enroll an employee as a Time Reporter within VDOT. This Job Aid also covers the steps for enrolling employees in comp plans and assigning a Work Schedule for employees.

Employees must be enrolled in the Compensatory Leave and Overtime Leave Plan, as applicable, in order to earn and take the specific type(s) of leave. Hourly employees are not eligible for compensatory or overtime leave.

Work Schedules are assigned to each employee manually and are used to record the days of the week and number of hours they are scheduled to work.

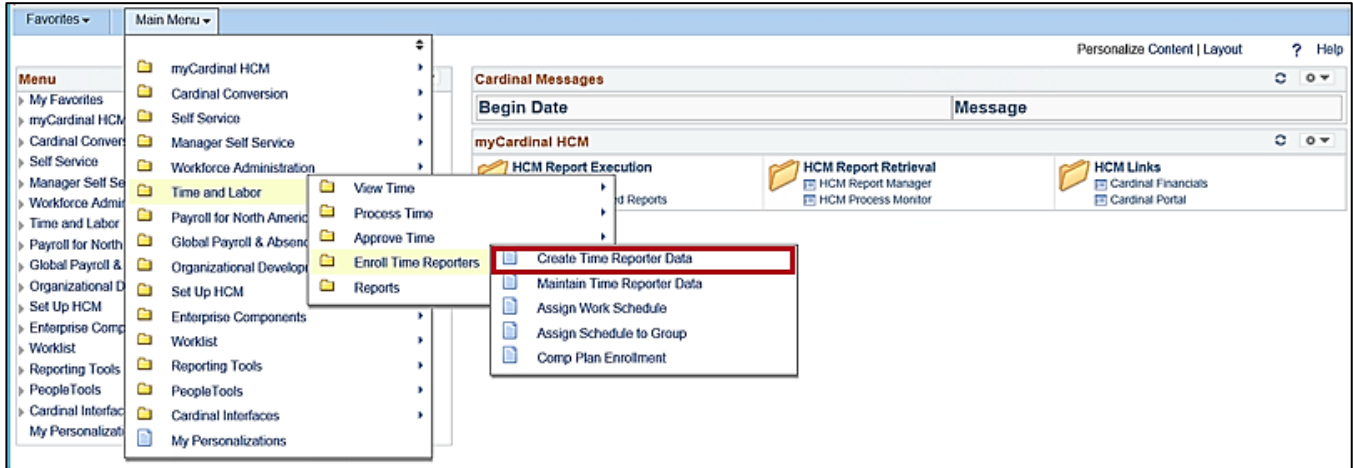
This Job Aid begins after you have logged into Cardinal and accessed the Human Capital Management (HCM) Home page and provides the steps used to enter a new hire online which will require:

- Enrolling the Employee as a Time Reporter
- Additional Input Required to Enroll an Hourly Employee
- Enrolling the Employee in Compensatory and Overtime Leave Plans
- Assigning a Work Schedule to the Employee

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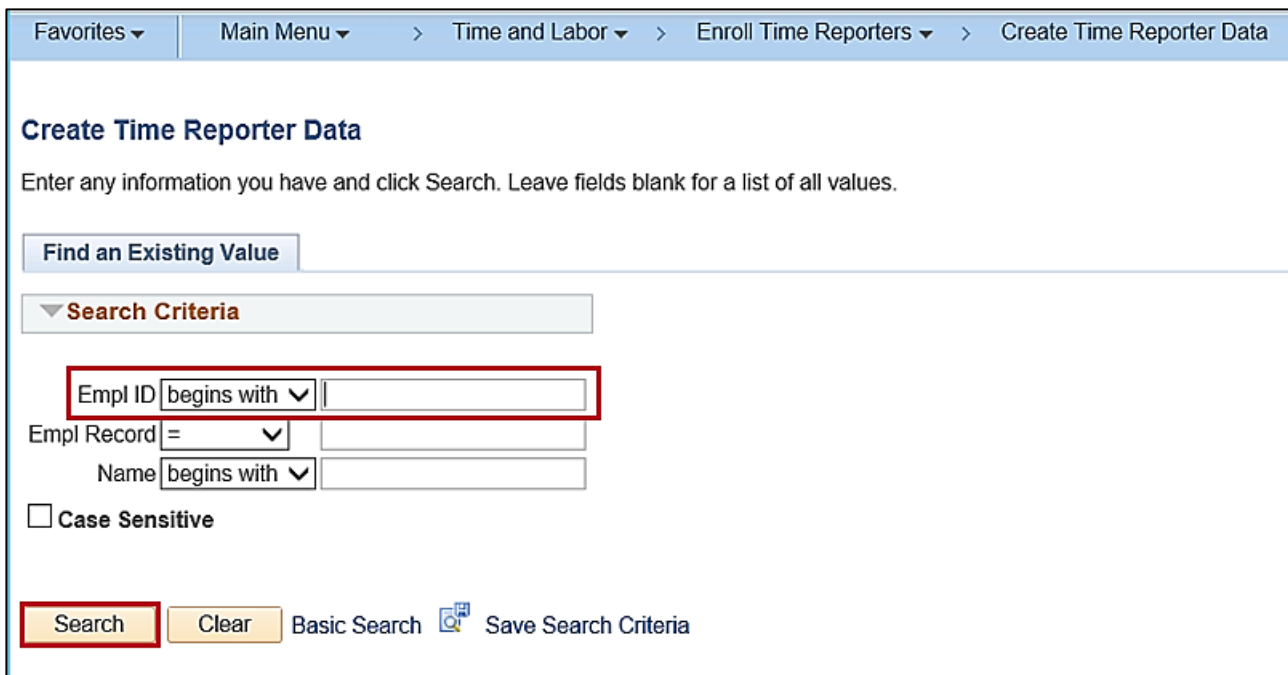
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Enroll an Employee as a Time Reporter



- To enroll a Time Reporter, navigate to the **Create Time Reporter Data** page by following this path:
Cardinal FIN > Cardinal HCM > Main Menu > Time and Labor > Enroll Time Reporters > Create Time Reporter Data

The **Create Time Reporter Data** page displays.





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2. Search for the applicable employee. Enter the Employee ID or known portion of the Employee ID in the **Empl ID** field.

Note: You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

3. Click the **Search** button.

The **Search Results** display on the bottom portion of the page.

The screenshot shows a search interface with buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. Below the buttons is a 'Search Results' section with a table of results. The table has columns for 'Empl ID', 'Empl Record', and 'Name'. The first row is highlighted, and the 'Empl ID' column contains a link to the employee's record.

Empl ID	Empl Record	Name
00014486100	0	JOHN DOE
00018679000	0	JOHN DOE
00020548500	0	JOHN DOE
00056600700	0	JOHN DOE
00071022200	0	JOHN DOE
00079146500	0	JOHN DOE

4. Click on the **Empl ID** link for the applicable employee.



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The **Create Time Reporter Data** page displays for the selected employee. Complete the **Time Reporter Data** section.

The screenshot shows the 'Create Time Reporter Data' page for employee JOHN DOE. The page includes a navigation bar at the top with 'Time and Labor' and 'Enroll Time Reporters' menus. The main content area is divided into sections: 'Employee Information' (ID 00014486100, Employment Record 0), 'Organizational Relationship' (Employee), and 'Time Reporter Data'. The 'Time Reporter Data' section contains various fields: '*Effective Date' (05/08/2020), '*Time Reporter Type' (Elapsed Time Reporter), 'Elapsed Time Template', 'Punch Time Template', 'Time Period ID', '*Workgroup', '*Taskgroup', 'Task Profile ID', 'TCD Group', 'Restriction Profile ID', 'Rule Element 1-5', and 'Time Zone' (EST). A 'Payroll' section has a checked 'Send Time to Payroll' checkbox, and a 'Commitment Accounting' section has unchecked 'For Taskgroup' and 'For Department' checkboxes. A 'Status' dropdown is set to 'Active'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'.

5. The **Payable Time Start Date** field will default based on the effective date entered once the record is saved. The **Effective Date** field defaults to the current date. Change the date as needed using the **Calendar** icon. This should be the date that the employee will begin reporting time.
6. The **Status** field defaults to “**Active**”. Do not change.
7. The **Time Reporter Type** field defaults to “**Elapsed Time Reporter**”. Do not change.
8. Within the **Payroll** section, the **Send Time to Payroll** checkbox option is selected by default. Do not change.
9. Within the **Commitment Accounting** section, the **For Taskgroup** and **For Department** checkbox options are not selected. Do not change.
10. Click the **Workgroup** field **Look up** icon.

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

Look Up Workgroup
✕

[Help](#)

Workgroup

Description

Look Up
Clear
Cancel
Basic Lookup

Search Results

View 100 First ⏪ 1-10 of 10 ⏩ Last

Workgroup	Description
VAPEXCEPT	VDOT Executives - No Approval
VAPEXTPB4	VDOT EXTPB4 - No Approval
VAPEXTPB5	VDOT EXTPB5 - No Approval
VDOTEMHRLY	VDOT Emergency Hourly
VDOTEXCEPT	VDOT Executives only
VDOTEXTPB4	Salaried Exempt Pay Band 4
VDOTEXTPB5	Sal Exempt Pay Band 5 & above
VDOTHRLY	VDOT Hourly Employees
VDOTNOEXOT	VDOT Salaried Non Exempt OT Lv
VDOTNONEXM	VDOT Salaried Non Exempt

11. The available Workgroups display. Select the applicable Workgroup by clicking the corresponding link in the **Workgroup** column.



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The **Create Time Reporter Data** page returns with the selected Workgroup.

Favorites ▾ Main Menu ▾ > Time and Labor ▾ > Enroll Time Reporters ▾ > Create Time Reporter Data

Create Time Reporter Data

JOHN DOE ID 00014486100 Employment Record 0
Organizational Relationship Employee Badge Detail
Payable Time Start Date

Time Reporter Data Find | View All First 1 of 1 Last

*Effective Date 05/12/2020 *Status Active
*Time Reporter Type Elapsed Time Reporter
Elapsed Time Template
Punch Time Template
Time Period ID
*Workgroup VDOTNOEXOT x VDOT Salaried Non Exempt OT Lv
***Taskgroup**
Task Profile ID
TCD Group
Restriction Profile ID
Rule Element 1
Rule Element 2
Rule Element 3
Rule Element 4
Rule Element 5
Time Zone EST Eastern Time (US)

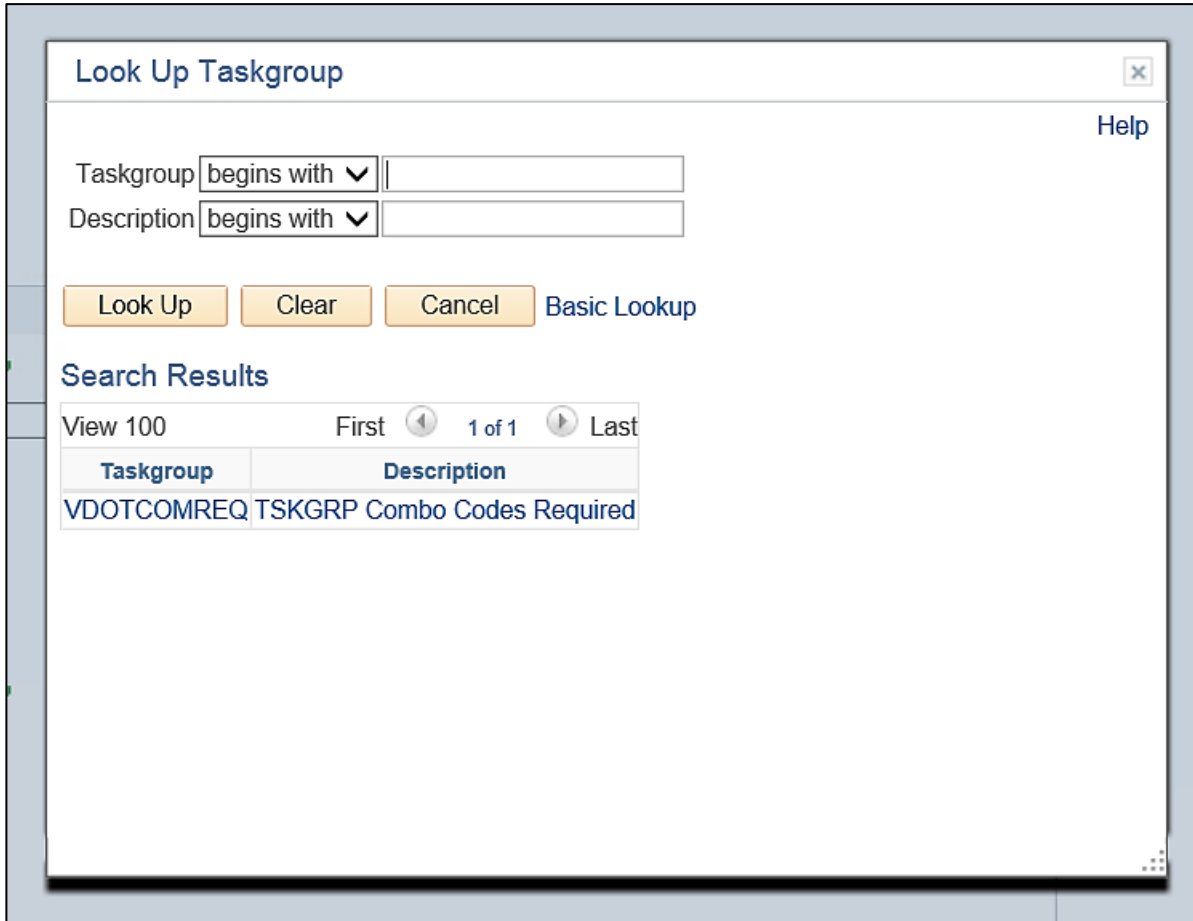
Payroll
 Send Time to Payroll

Commitment Accounting
 For Taskgroup
 For Department

Save Return to Search Previous in List Next in List Notify Refresh

12. Click the **Taskgroup** field **Look up** icon.

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



Look Up Taskgroup

Help

Taskgroup begins with

Description begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

Taskgroup	Description
VDOTCOMREQ	TSKGRP Combo Codes Required

13. The available Taskgroup displays. Select the Taskgroup by clicking the link in the **Taskgroup** column.



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The **Create Time Reporter Data** page returns with the selected Taskgroup.

14. If the employee pays commuter tax, use the **Rule Element 1 Search** field **Look up** icon and select **“COMMUTER”**. If the employee is not paying commuter tax, leave this field blank.
15. The **Time Zone** field defaults to **“EST”** (Eastern Time). Do not change.
16. Click the **Save** button.

The process to enroll an employee as a Time Reporter is now complete. There are additional steps required if the employee is an hourly employee. See the **Additional Input Required to Enroll an Hourly Employee** section of this Job Aid as applicable.

Note: After enrolling the employee as a Time Reporter, the Refresh Dynamic Group process must be run in order to subsequently enroll the employee in a Compensatory and Overtime Leave Plan or assign the employee to a Work Schedule. This is a scheduled batch job that runs every hour on the hour.



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Additional Input Required to Enroll an Hourly Employee

For hourly employees, complete the **Contract Hours** section on the **Create Time Reporter Data** page.

1. Enter “**1400**” in the **Hourly Contract Hours** field.
Note: Even if the contract hours are over 1400, enter 1400. This initial limit is set to alert management (with Time Administration rules and exceptions) when the employee is close to the 1500 maximum allowed by ACA law. At that point, contract hours may be increased as appropriate.
2. Enter or select “**May 1**” of the contract year in the **Start Date** field regardless of the employee’s actual hire date. May 1 is the standard begin date for new contract hires.
3. Enter or select “**April 30**” of the contract year in the **End Date** field. April 30 is the standard end date for new contract hires.



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Favorites ▾ Main Menu ▾ > Time and Labor ▾ > Enroll Time Reporters ▾ > Maintain Time Reporter Data

Create Time Reporter Data

JOHN DOE ID 00001748600 Employment Record 0
Organizational Relationship Employee Badge Detail Group Membership

Time Reporter Data Find | View All First 1 of 1 Last

*Effective Date 05/01/2019 *Status Active
*Time Reporter Type Elapsed Time Reporter
Elapsed Time Template
Punch Time Template
Time Period ID
*Workgroup VDOTHRLY VDOT Hourly Employees
*Taskgroup VDOTCOMREQ TSKGRP Combo Codes Required
Task Profile ID
TCD Group
Restriction Profile ID
Rule Element 1
Rule Element 2
Rule Element 3
Rule Element 4
Rule Element 5
Time Zone EST Eastern Time (US)

Payroll
 Send Time to Payroll

Commitment Accounting
 For Taskgroup
 For Department

Contract Hours
Hourly Contract Hours 1400.000000
Start Date 05/01/2019
End Date 04/30/2020

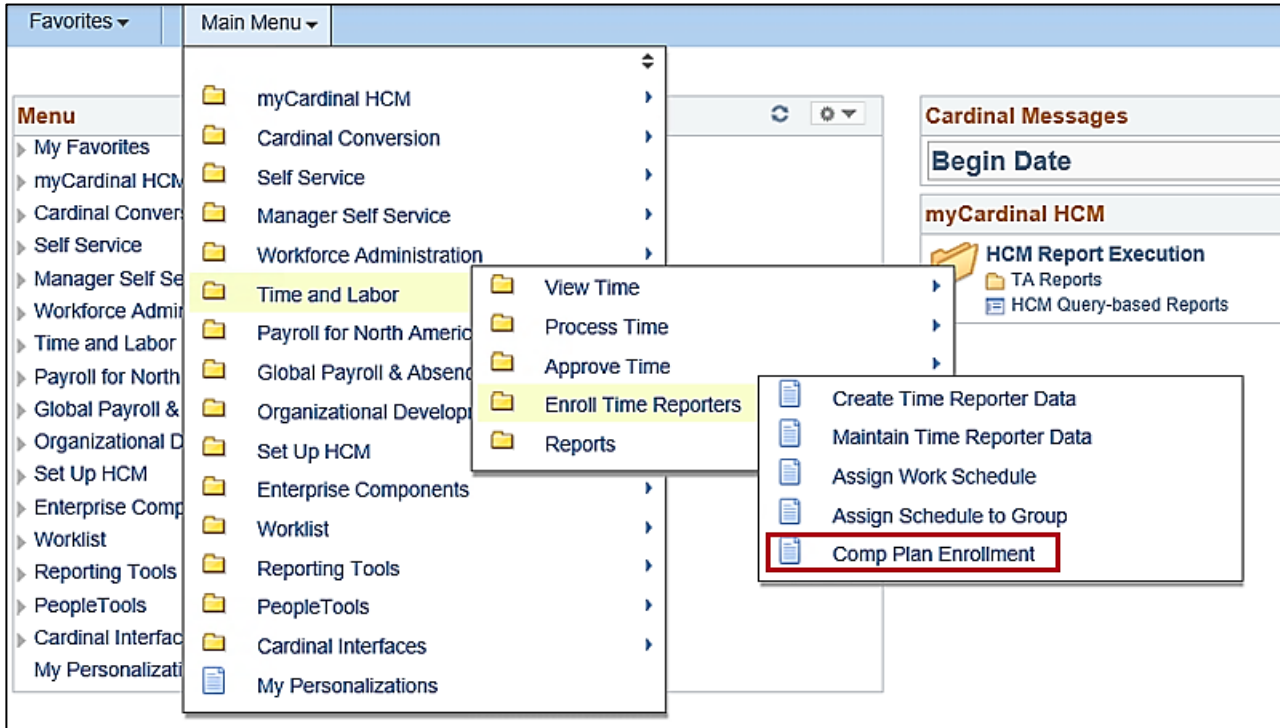
Save Return to Search Notify Refresh Update/Display Include History Correct History

4. Click the **Save** button.

Note: After enrolling the employee as a Time Reporter, the Refresh Dynamic Group process must be run in order to enroll the employee in a Compensatory and Overtime Leave Plan or assign the employee to a Work Schedule. This is a scheduled batch job that runs every hour on the hour.

Enroll an Employee in Compensatory and Overtime Leave Plans

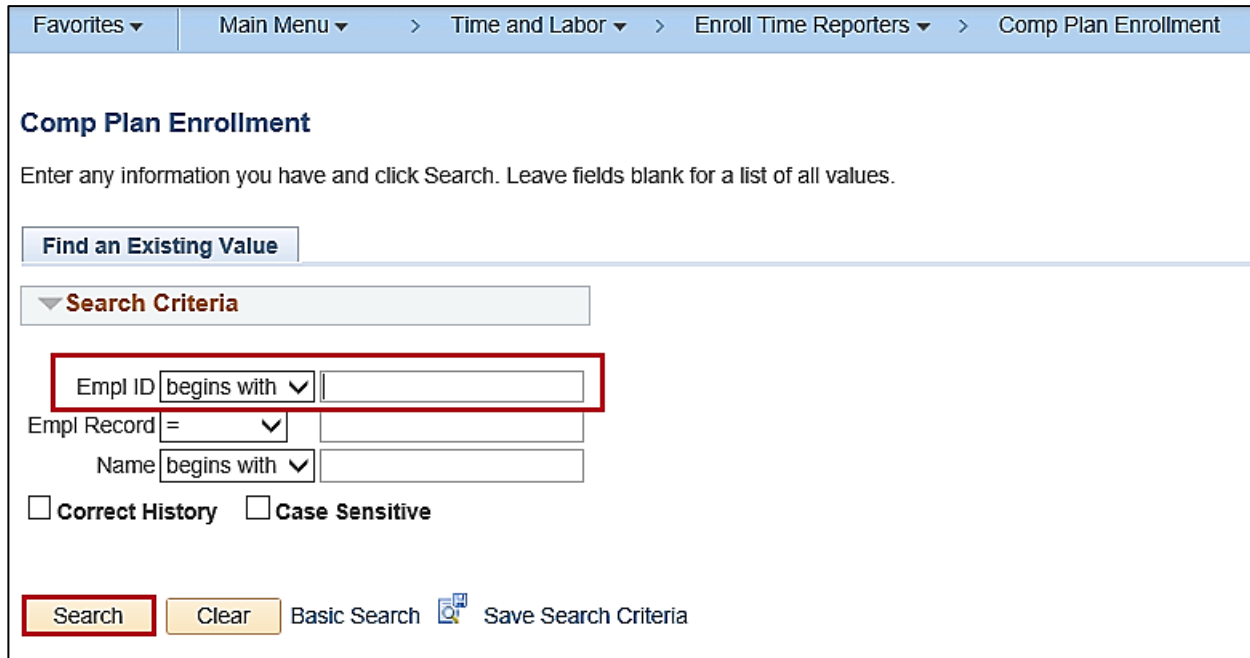
After enrolling the employee as a Time Reporter, the Refresh Dynamic Group process must be run in order to enroll the employee in a Compensatory and Overtime Leave Plan or assign the employee to a Work Schedule. This is a scheduled batch job that runs every hour on the hour.



1. To enroll an employee in a Comp Plan, navigate to the **Comp Plan Enrollment** page using this path:

Cardinal FIN > Cardinal HCM > Main Menu > Time & Labor > Enroll Time Reporters > Comp Plan Enrollment

The **Comp Plan Enrollment** page displays.



The screenshot shows the 'Comp Plan Enrollment' page with a breadcrumb trail: Favorites > Main Menu > Time and Labor > Enroll Time Reporters > Comp Plan Enrollment. Below the breadcrumb is the page title 'Comp Plan Enrollment' and a instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. A 'Search Criteria' section contains three search fields: 'Empl ID' with a 'begins with' dropdown and an input field (highlighted with a red box), 'Empl Record' with an '=' dropdown and an input field, and 'Name' with a 'begins with' dropdown and an input field. Below these are checkboxes for 'Correct History' and 'Case Sensitive'. At the bottom are buttons for 'Search' (highlighted with a red box), 'Clear', 'Basic Search' with a magnifying glass icon, and 'Save Search Criteria'.

2. Search for the applicable employee. Enter the Employee ID or known portion of the Employee ID in the **Empl ID** field.

Note: You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

3. Click the **Search** button.



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The **Compensatory Plan Enrollment** page displays for the selected employee.

Compensatory Plan Enrollment

JOHN DOE Empl ID 00014486100 Empl Record 0

Comp Plan Enrollment Find | View All First 1 of 1 Last

*Effective Date 05/14/2020

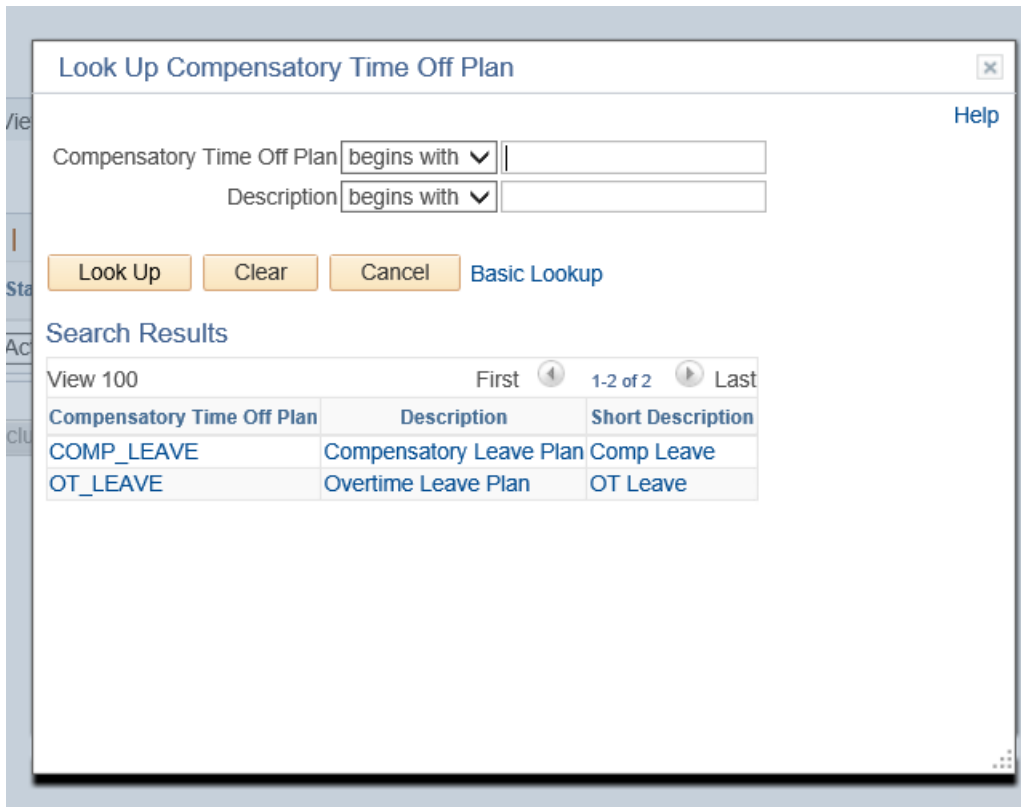
Valid Comp Time Off Plans for Time Reporter Personalize | Find | View All | First 1 of 1 Last

*Compensatory Time Off Plan	Description	*Status
		Active

Save Return to Search Notify Refresh Include History Correct History

4. The **Effective Date** field defaults to the current date. If this is incorrect, enter or select the correct date for the employee’s enrollment in the Comp Plan using the **Calendar** icon provided.
5. Click the **Compensatory Time Off Plan** field **Look up** icon.

The **Look Up Compensatory Time Off Plan** page displays in a pop-up window.



Look Up Compensatory Time Off Plan ✕

Help

Compensatory Time Off Plan

Description

[Basic Lookup](#)

Search Results

View 100 First ◀ 1-2 of 2 ▶ Last

Compensatory Time Off Plan	Description	Short Description
COMP_LEAVE	Compensatory Leave Plan	Comp Leave
OT_LEAVE	Overtime Leave Plan	OT Leave

6. The available Compensatory Time Off Plans display. Select the applicable Comp Plan by clicking the corresponding link in the **Compensatory Time Off Plan** column.



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The **Compensatory Plan Enrollment** page returns with the selected Compensatory Time Off Plan.

JOHN DOE Empl ID 00014486100 Empl Record 0

Comp Plan Enrollment Find | View All First 1 of 1 Last

*Effective Date 05/14/2020

Valid Comp Time Off Plans for Time Reporter Personalize | Find | View All | First 1 of 1 Last

*Compensatory Time Off Plan	Description	*Status
COMP_LEAVE	Compensatory Leave Plan	Active

Save Return to Search Notify Refresh Include History Correct History

7. The **Status** field defaults to “**Active**”. Do not change.

Note: All salaried employees should be enrolled in a Compensatory Leave Plan and only employees in the workgroup eligible for overtime leave should be enrolled in the Overtime Leave Plan.

8. Click the **Add Row (+)** icon.



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- A new row displays. Repeat the steps previously shown to add the Overtime Leave Plan as applicable.

Favorites ▾ Main Menu ▾ > Time and Labor ▾ > Enroll Time Reporters ▾ > Comp Plan Enrollment

Compensatory Plan Enrollment

JOHN DOE Empl ID 00014486100 Empl Record 0

Comp Plan Enrollment Find | View All First 1 of 1 Last

*Effective Date 05/14/2020

Valid Comp Time Off Plans for Time Reporter Personalize | Find | View All | First 1-2 of 2 Last

*Compensatory Time Off Plan	Description	*Status		
COMP_LEAVE	Compensatory Leave Plan	Active	+	-
		Active	+	-

Save Return to Search Notify Refresh Include History Correct History

- Click the **Save** button.

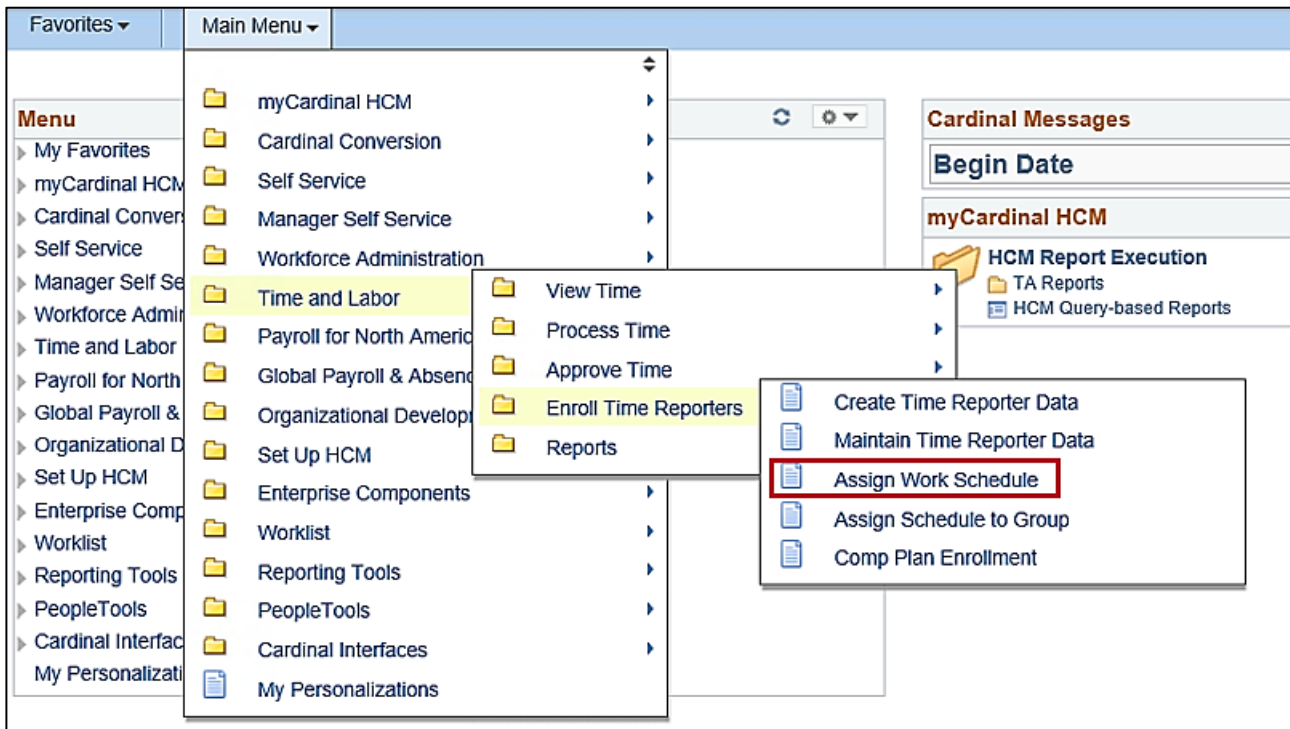
Note: The process to enroll the employee in a Comp Plan is now complete. To assign a Work Schedule to the employee, see the **Assign a Work Schedule to the Employee** section of this Job Aid as applicable.

Assign a Work Schedule to an Employee

Each employee must have a Work Schedule that is effective dated in Cardinal. Assigning an employee to a Work Schedule(s) is done manually.

Supervisors and Administrators can assign new Work Schedules to employees. Only Payroll Administrators can correct the Work Schedule.

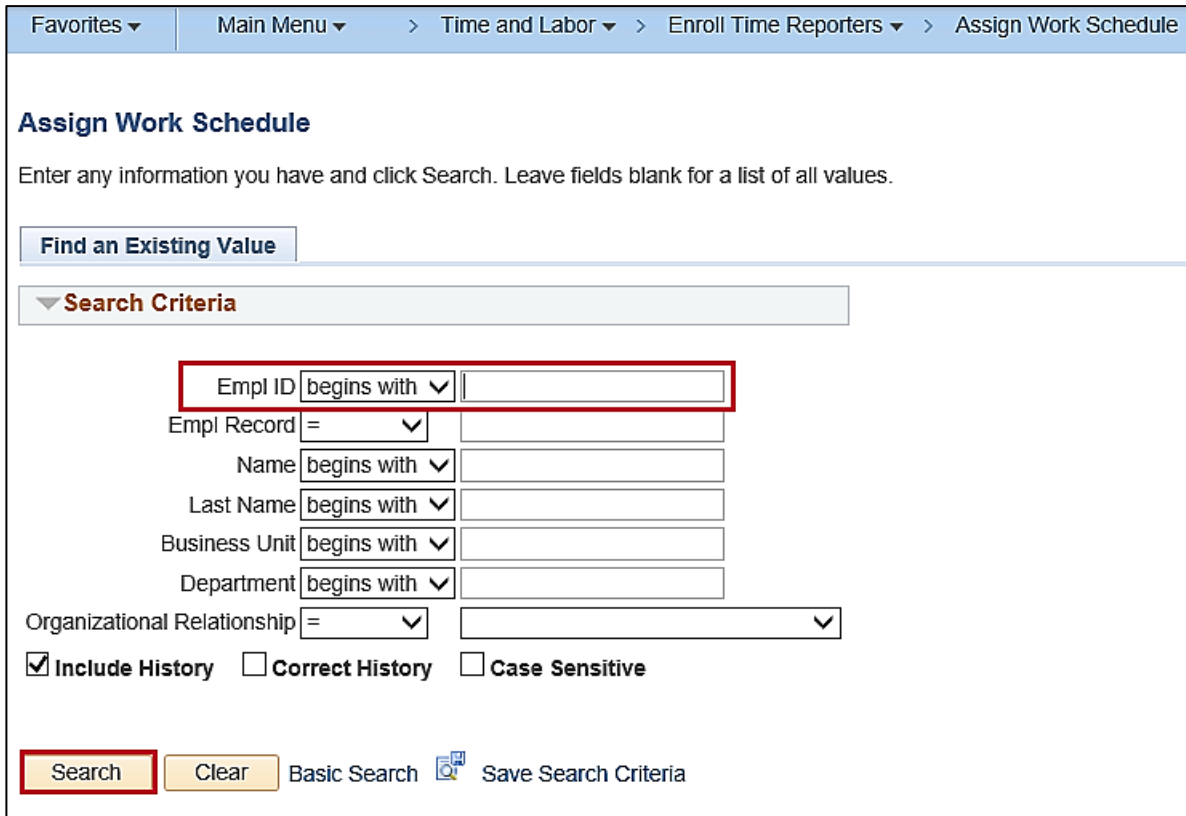
Note: After enrolling the employee as a Time Reporter, the Refresh Dynamic Group process must be run prior to assigning a Work Schedule to the employee. This is a scheduled batch job that runs every hour on the hour.



1. To assign a Work Schedule to an employee, navigate to the **Assign Work Schedule** page using this path:

Cardinal FIN > Cardinal HCM > Main Menu > Time & Labor > Enroll Time Reporters > Assign Work Schedule

The **Assign Work Schedule Search** page displays.



Favorites ▾ Main Menu ▾ > Time and Labor ▾ > Enroll Time Reporters ▾ > Assign Work Schedule

Assign Work Schedule

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Empl ID begins with ▾ |

Empl Record = ▾

Name begins with ▾


Last Name begins with ▾

Business Unit begins with ▾

Department begins with ▾

Organizational Relationship = ▾

Include History **Correct History** **Case Sensitive**

Search [Basic Search](#)  [Save Search Criteria](#)

2. Search for the applicable employee. Enter the Employee ID or known portion of the Employee ID in the **Empl ID** field.

Note: You can also search for the employee using the other fields provided. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

3. Click the **Search** button.



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The **Assign Work Schedule** page for the applicable employee displays.

Favorites ▾ Main Menu ▾ > Time and Labor ▾ > Enroll Time Reporters ▾ > Assign Work Schedule

Assign Work Schedule

JOHN DOE Employee ID 00014486100
Transportation Operator II Employment Record 0

Actions ▾

Assign Schedules ? Personalize | Find | View All | [Print] | [Calendar] First 1 of 1 Last

Primary Schedule | Alternate Schedule [Add]

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description		
<input type="text"/>	Use Default Schedule ▾				[+]	[-]

▶ View history of Schedule Assignments, including default changes

[Save] [Return to Search] [Refresh] [Update/Display] [Include History] [Correct History]

4. Enter or select the **Effective Date**. The effective date should be equal to the employee’s hire date.
5. The **Assignment Method** field defaults to “**Use Default Schedule**”. Click the **Assignment Method** dropdown button.



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The available **Assignment Method** selections display.

Assign Work Schedule

JOHN DOE Employee ID 00014486100
Transportation Operator II Employment Record 0

Actions ▾

Assign Schedules ? Personalize | Find | View All | [Print] | [Calendar] First 1 of 1 Last

Primary Schedule | Alternate Schedule [Print]

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
05/14/2020 [Calendar]	Select Predefined Schedule	VDOT	5-DAY	Standard 40 hr Work Wk	Show Schedule [+ -]

▶ View history of Schedule Assignments, including default changes

[Save] [Return to Search] [Refresh] [Update/Display] [Include History] [Correct History]

6. Choose the **“Select Predefined Schedule”** assignment method by clicking on the corresponding list item. All VDOT employees have a predefined schedule.

Assign Work Schedule

JOHN DOE Employee ID 00014486100
Transportation Operator II Employment Record 0

Actions ▾

Assign Schedules ? Personalize | Find | View All | [Print] | [Calendar] First 1 of 1 Last

Primary Schedule | Alternate Schedule [Print]

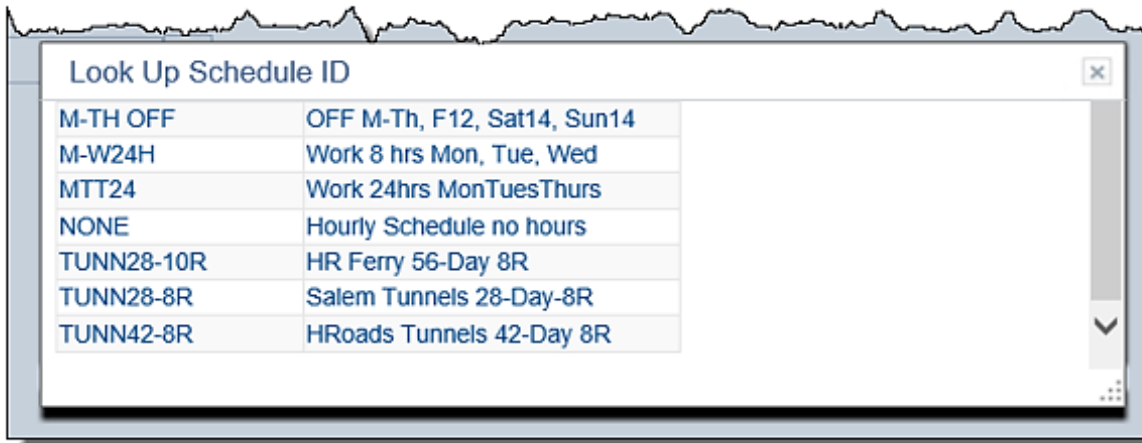
*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
05/14/2020 [Calendar]	Select Predefined Schedule	VDOT	[Magnifying Glass]		Show Schedule [+ -]

▶ View history of Schedule Assignments, including default changes

[Save] [Return to Search] [Refresh] [Update/Display] [Include History] [Correct History]

7. The **Schedule Group** defaults to **“VDOT”**. This is the only available selection.
8. Click the **Schedule ID** field **Look up** icon.

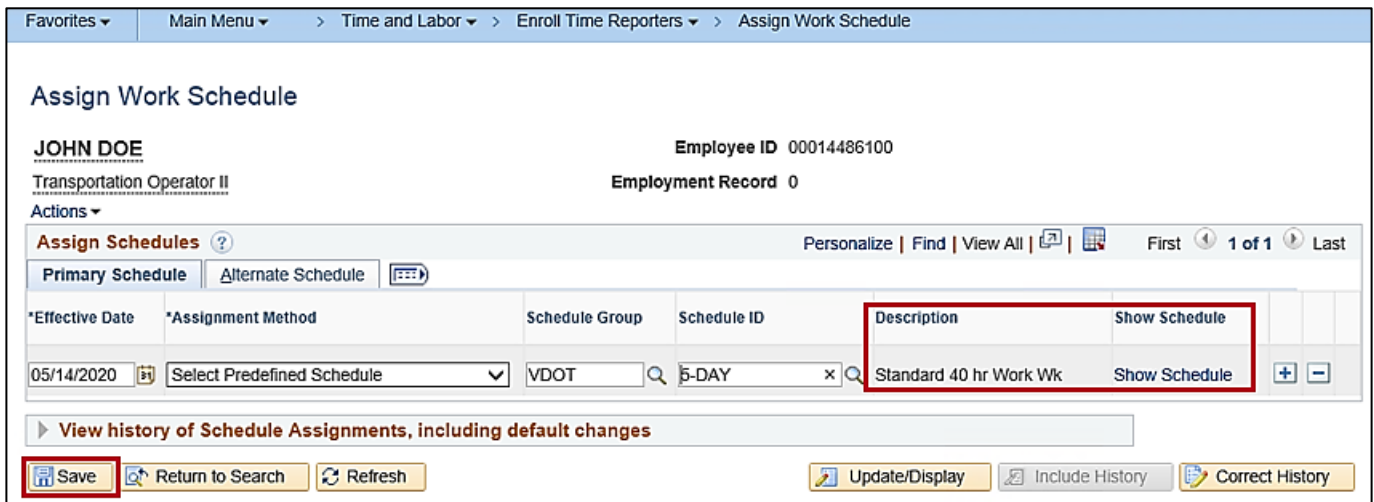
The **Look Up Schedule ID** page displays in a pop-up window.



- Use the scrollbar as needed and select the applicable Schedule ID by clicking the corresponding link in the **Schedule ID** column.

Note: Hourly employees are assigned a Work Schedule with zero hours. Assign Schedule ID “**NONE**” for hourly employees. Salaried employees are assigned a pre-defined Work Schedule that matches the days of the week and number of hours they are scheduled to work. Schedules can be weekly, bi-weekly, rotating, and flexible.

The **Assigned Work Schedule** page returns with the selected Schedule ID (Work Schedule).



- The **Description** field defaults based on the Schedule ID selected and cannot be changed.
- The **Show Schedule** link can optionally be used as an alternate way to view and verify the assigned Work Schedule on the **Schedule Calendar** page.
- Click the **Save** button.

This completes the process to assign a Work Schedule to the employee.