Role Responsibilities Overview

This document provides a high level overview of the time and absence entry responsibilities of the Self Service Employee, Timekeeper, and Approver roles in Cardinal.

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Overview of Time and Absence Entry Responsibilities

	SELF SERVICE EMPLOYEE	TIMEKEEPER	APPROVER
DAILY	• Enter hours worked (save/submit) • Enter and submit absence requests immediately upon entry	• Enter hours worked (save/submit) • Enter and submit absence requests immediately upon entry	• Review and approve/deny Reported and Payable time • Review, correct, or allow exceptions • Plan ahead - Delegate your Worklist when necessary
*WEEKLY & PAY PERIOD END	• Review the status of time and absences • Review and correct exceptions after hours are submitted and processed • Ensure all time and absences are entered, submitted, and approved/denied	• Identify missing timesheets • Review the status of time and absences • Review and correct exceptions after hours are submitted and processed • Ensure all time and absences are entered, submitted, approved and/or denied	• Identify missing timesheets • Review the status of time and absences • Review, correct, or allow exceptions • Ensure all time and absences are entered, submitted, approved, and/or denied

TIMESHEET LOCKOUT

Timesheets are typically locked out on the 3rd business day following the pay period end date. During lockout, no adjustments, entries, or approvals can be made for that pay period or prior pay periods. Lockout usually lasts 3 - 4 days and after it is lifted, previous pay period adjustments can be made.

*Important Note: When a pay period ends in the middle of a week, timesheets should be submitted no later than the last day of the pay period and again at the end of the week.

See a Sample Calendar on page 3.

Time and Attendance job aids are located on the Cardinal website in **Job Aids** under **Training**.

Sample Calendar

Example - January 20XX

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
		1	2	3 **End of Work Week** **Submit Timesheet**	4	5
6	7	8	9 **Pay Period End** **Submit Timesheet**	10 **End of Work Week** **Submit Timesheet**	11	12
13	14 **Timesheet Lockout for PPE 1/9/20XX** No entries, adjustments or approvals prior to 1/9/20XX	15	16	17 **End of Work Week** **Submit Timesheet**	18	19
20	21 **Timesheets Unlocked for PPE 1/9/20XX** Entries, adjustments and approvals prior to 1/9/20XX can be made	22	23	24 **End of Work Week & Pay Period** **Submit Timesheet**	25	26
27	28	29 **Timesheet Lockout for PPE 1/24/20XX** No entries or adjustments prior to 2/24/20XX	30	31 **End of Work Week** **Submit Timesheet**		

Example based on a salaried employee with Monday – Friday schedule

Note: Items denoted in **red** are critical tasks that must be completed by the designated time period.