

ESS392A Time Reporter Paths

If you have been assigned the **ESS TA SME**, **TA for Managers and Supervisors**, or **VDOT Timekeeper** curriculum in Cardinal Learning, you have been asked to complete both Positive and Exception Time Reporter paths in the WBT titled **ESS392A TA Employee Self-Service with Absence Management**.

While completing ESS392A you will be prompted several times to choose the Positive Time Reporter or Exception Time Reporter path. At the end of the section of which the path is chosen you can go back and complete the opposite path for that same section. This is the preferred way to complete both Positive and Exception paths for ESS392A. The alternative option is to complete ESS392A as a Positive or Exception time reporter and then relaunch the course and complete the opposite path. For additional guidance please see the instructions and images below.

How to Navigate Back to Take the Alternate Path at the End of a Lesson

In ESS392A TA Employee Self-Service with Absence Management, you are prompted to choose **Positive** or **Exception** Time Reporter. You can choose either as you will be provided the opportunity to take the opposite path at the end.

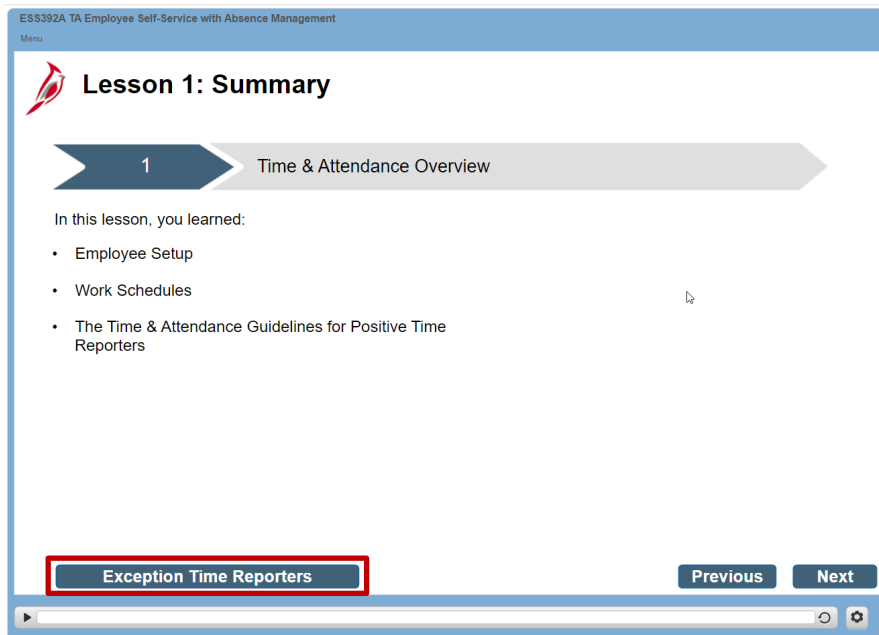
In the example below, the user clicks the **Positive Time Reporter** path for Lesson 1.



When the user reaches the “Lesson Summary” screen for the chosen path, they can click the button in the bottom left hand corner to proceed to the opposite path.

In the example below, the user has completed the Positive Time Reporter path and is ready to take the **Exception Time Reporter** path.

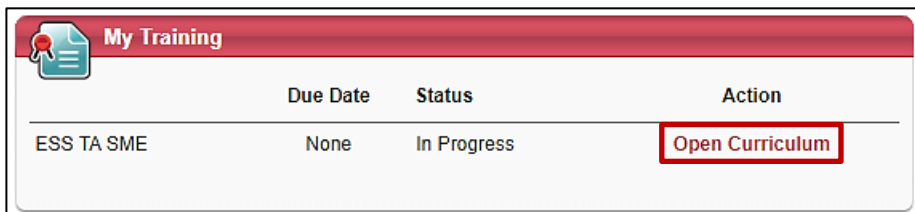
Note: The video must finish playing before the button appears.



Completing ESS392A as a Specific Time Reporter and Relaunching for the Opposite Path

If you completed a specific path and would like to come back later to complete the opposite path, you can relaunch the course.

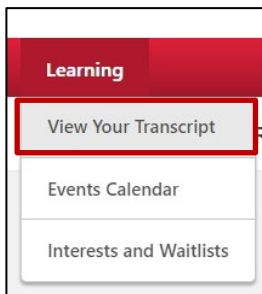
Navigate to your curriculum in Cardinal Learning through the **My Training** widget on the welcome page and select **Open Curriculum** to open your curriculum.



	Due Date	Status	Action
ESS TA SME	None	In Progress	Open Curriculum

If you have completed all assigned training in your curriculum, and it is no longer available in your **My Training** widget, you will need to navigate to your transcript.

To access your completed transcript, navigate to Learning on the menu bar and select **View Your Transcript**.





Your transcript page will open. On the left hand corner of your transcript, click the dropdown button and select **Completed**. This will pull up your completed transcript. From there, navigate to the button that says **View Certificate** and select **Open Curriculum** from the dropdown menu

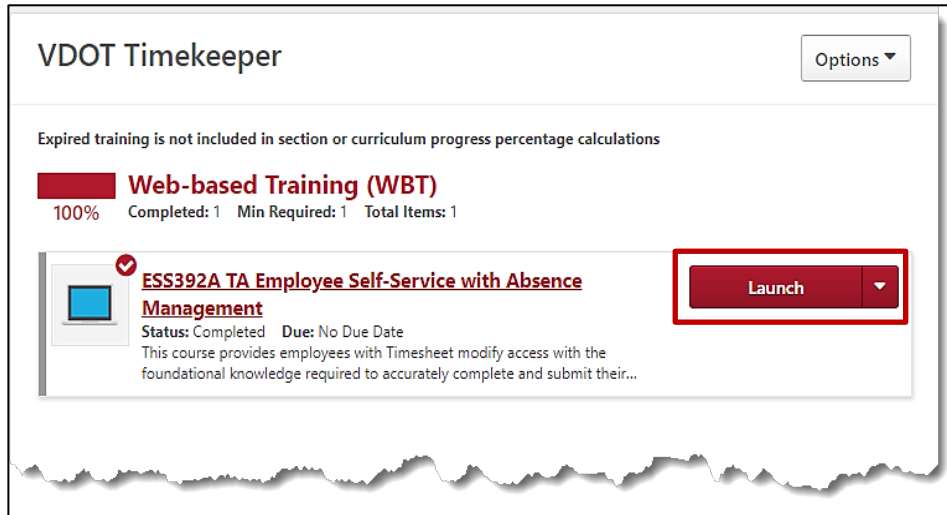


Completed ▾ By Completion Date ▾ All Types ▾ Search for training

Search Results (4)

-  **VDOT Timekeeper**
Completed: 8/28/2021 Status: Completed [View Certificate ▾](#)
 - View Certificate
 - [Open Curriculum](#)
 - View Training Details
-  **NAV205 Navigation in Cardinal HCM**
Completed: 2/4/2021 Status: Completed

Once your curriculum is open, select **Web-Based Training** on the left hand section to bring up your WBT courses. Click **Launch** next to ESS392A.



VDOT Timekeeper Options ▾

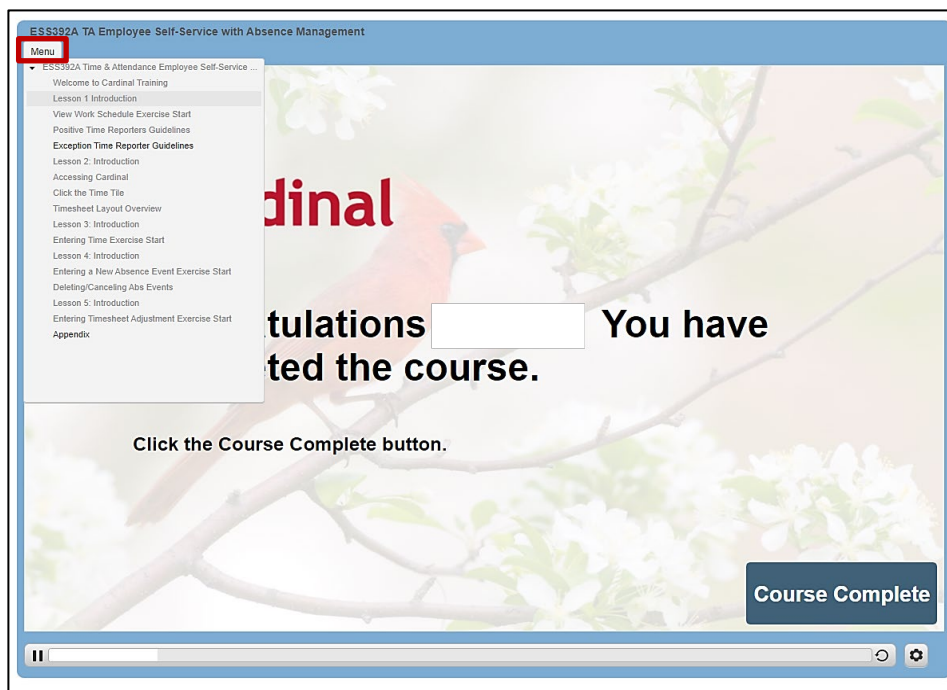
Expired training is not included in section or curriculum progress percentage calculations

Web-based Training (WBT)
100% Completed: 1 Min Required: 1 Total Items: 1

ESS392A TA Employee Self-Service with Absence Management
Status: Completed Due: No Due Date
This course provides employees with Timesheet modify access with the foundational knowledge required to accurately complete and submit their...

Launch ▾

ESS392A will open up at the **Course Completed Screen**. Click **Menu** on the top left hand corner and a drop down menu will open. From this menu, navigate to the sections in the WBT you wish to re-take. To start the WBT from the beginning, select **Welcome to Cardinal Training**.



ESS392A TA Employee Self-Service with Absence Management

Menu

- ESS392A Time & Attendance Employee Self-Service ...
- Welcome to Cardinal Training
- Lesson 1: Introduction
 - View Work Schedule Exercise Start
 - Positive Time Reporters Guidelines
 - Exception Time Reporter Guidelines
- Lesson 2: Introduction
 - Accessing Cardinal
 - Click the Time Tile
 - Timesheet Layout Overview
- Lesson 3: Introduction
 - Entering Time Exercise Start
- Lesson 4: Introduction
 - Entering a New Absence Event Exercise Start
 - Deleting/Canceling Abs Events
- Lesson 5: Introduction
 - Entering Timesheet Adjustment Exercise Start
- Appendix

Congratulations **You have completed the course.**

Click the Course Complete button.

Course Complete

Once you have relaunched ESS392A, you can complete the course path you have not yet completed.