

Approving Time and Absences Overview

This Job Aid provides information on how to approve time and absences in Cardinal for TA Supervisors.

To approve time and absences in Cardinal, the following conditions must be met:

- The approver must be a Commonwealth employee
- The approver must have access to Cardinal as a core user
- The Cardinal user must be the Cardinal position direct report (Reports To) supervisor of the employee or have appropriate delegation (the approver is a proxy for the employee's Reports To supervisor)
- The approver must be assigned the security roles that allow for time and absence approval: Time & Labor Supervisor and Absence Supervisor

Note: When a Reports To position is vacant or when the Reports To supervisor is suspended or on Leave of Absence (paid leave, unpaid leave, LOA Working), Cardinal will route approvals to the supervisor's Reports To supervisor.

All approvals for both time and absences follow the same steps and are done using the **Approvals** tile in Cardinal HCM. There are two categories of time:

- **Reported Time** – Time entered on the **Timesheet** or interfaced to Cardinal through the Time Entry Upload (e.g., regular, overtime, comp time earned, comp time taken)
- **Payable Time** – The result of Time Administration process and the execution of Time and Labor Rules against Reported Time

Note: Some time is set up for approval at the Reported Time level and requires approval before it is processed. Some time is set up for approval at the Payable Time level and requires approval after it is processed.

The table below shows the type of time that needs approval based on Agency configuration.

Agency Configuration	Categories of Time that Require Approval
Online using Cardinal AM	Reported Time approval for absences Payable time approval for the time
Online using external leave	Payable Time approval only
Interfacing time using Cardinal AM	Reported Time only if they enter/update online (both time and absences)
Interfacing using external leave system	Reported Time only if they enter/update online (time only)

Approving Time and Absences Overview (Continued)

Negative Hours (Offset)

- There may be times when negative hours are on the approval list. These hours are offsets, which occur when a change is made to time that was previously approved. Once time has been approved, that time is written permanently to payable time. Therefore, when a change is made to the previously approved time, a negative offset is created to reverse the original entry. If this negative offset is not approved, the hours for the employee will be incorrect

Note: Always approve the offset to reverse the original entry.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

Table of Contents

Revision History	3
Approving Time and Absences	4
Reported Time Example – Vacation.....	14
Interfacing Agency Approvals in Cardinal.....	15
Interfacing Agency - Viewing More Details about Reported Time.....	18
Managing Exceptions.....	20
Reported Time and Payable Time Statuses.....	23

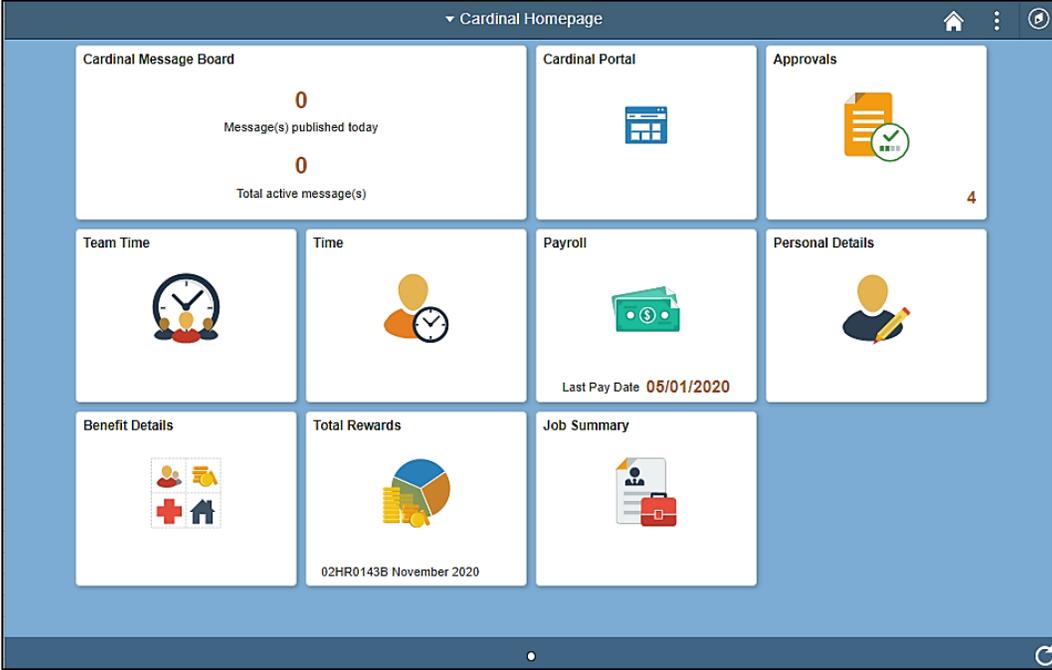
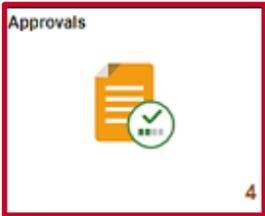


Revision History

Revision Date	Summary of Changes
12/18/2024	Baseline

Approving Time and Absences

Approvals in Cardinal for Reported or Payable time are done using the **Approvals** tile.

Step	Action
1.	Log into Cardinal HCM.
<p>The Cardinal Homepage displays.</p> 	
2.	<p>Click the Approvals tile.</p> 
	<p>The Approvals tile indicates the number of items awaiting approval (both time and absences).</p>

Step	Action
------	--------

The **Approvals** page displays.

🌐 All 4	All 4 rows																
🕒 Payable Time 3	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Payable Time</td> <td style="width: 40%;">Quantity for Approval -8 Hours 11/11/2019 - 11/11/2019</td> <td style="width: 30%; text-align: right;">Routed 08/10/2020</td> <td style="text-align: right;">></td> </tr> <tr> <td>Payable Time</td> <td>Quantity for Approval 92 Hours 11/21/2019 - 12/20/2019</td> <td style="text-align: right;">Routed 08/28/2020</td> <td style="text-align: right;">></td> </tr> <tr> <td>Payable Time</td> <td>Quantity for Approval 83 Hours 11/11/2019 - 12/06/2019</td> <td style="text-align: right;">Routed 08/28/2020</td> <td style="text-align: right;">></td> </tr> <tr> <td>Reported Time</td> <td>Quantity for Approval 16.00 Hours 12/09/2019 - 12/10/2019</td> <td style="text-align: right;">Routed 08/31/2020</td> <td style="text-align: right;">></td> </tr> </table>	Payable Time	Quantity for Approval -8 Hours 11/11/2019 - 11/11/2019	Routed 08/10/2020	>	Payable Time	Quantity for Approval 92 Hours 11/21/2019 - 12/20/2019	Routed 08/28/2020	>	Payable Time	Quantity for Approval 83 Hours 11/11/2019 - 12/06/2019	Routed 08/28/2020	>	Reported Time	Quantity for Approval 16.00 Hours 12/09/2019 - 12/10/2019	Routed 08/31/2020	>
Payable Time	Quantity for Approval -8 Hours 11/11/2019 - 11/11/2019	Routed 08/10/2020	>														
Payable Time	Quantity for Approval 92 Hours 11/21/2019 - 12/20/2019	Routed 08/28/2020	>														
Payable Time	Quantity for Approval 83 Hours 11/11/2019 - 12/06/2019	Routed 08/28/2020	>														
Reported Time	Quantity for Approval 16.00 Hours 12/09/2019 - 12/10/2019	Routed 08/31/2020	>														
🕒 Reported Time 1																	

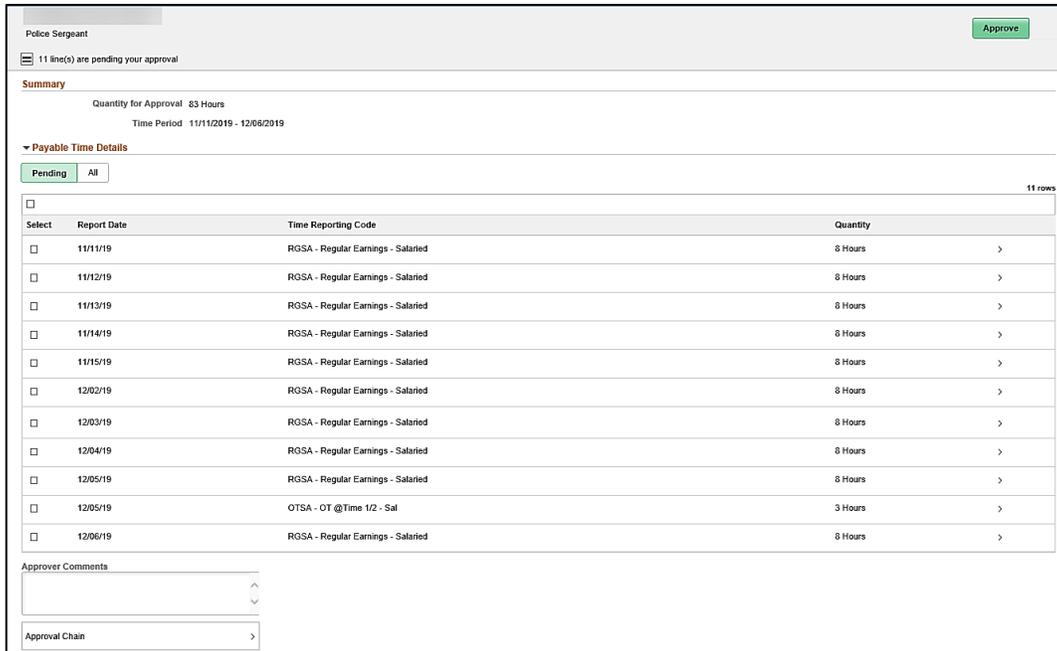
- | | |
|---|---|
| i | <p>The left navigation menu displays the following:</p> <ul style="list-style-type: none"> All – The total of all items (both reported and payable) that require approval Payable Time – The total number of payable time items that require approval Reported Time – The total number of reported time items that require approval |
|---|---|

<p>3.</p>	<p>Click the applicable line item (row) to review the item pending approval.</p>
-----------	--

All		4 rows	
Payable Time	Quantity for Approval -8 Hours 11/11/2019 - 11/11/2019	Routed 08/10/2020	>
Payable Time	Quantity for Approval 92 Hours 11/21/2019 - 12/20/2019	Routed 08/28/2020	>
Payable Time	Quantity for Approval 83 Hours 11/11/2019 - 12/06/2019	Routed 08/28/2020	>
Reported Time	Quantity for Approval 16.00 Hours 12/09/2019 - 12/10/2019	Routed 08/31/2020	>

Step	Action
------	--------

The **Payable Time** or **Reported Time** page displays for the applicable item.



The **Summary** section at the top of the page includes:

- **Quantity for Approval** – Total hours for approval
- **Time Period** – The pay period of the time that requires approval

The **Payable Time Details** section includes two tabs:

- **Pending** – Displays all time pending approval
- **All** – Displays all time (both pending and time that has been approved for the applicable pay period)

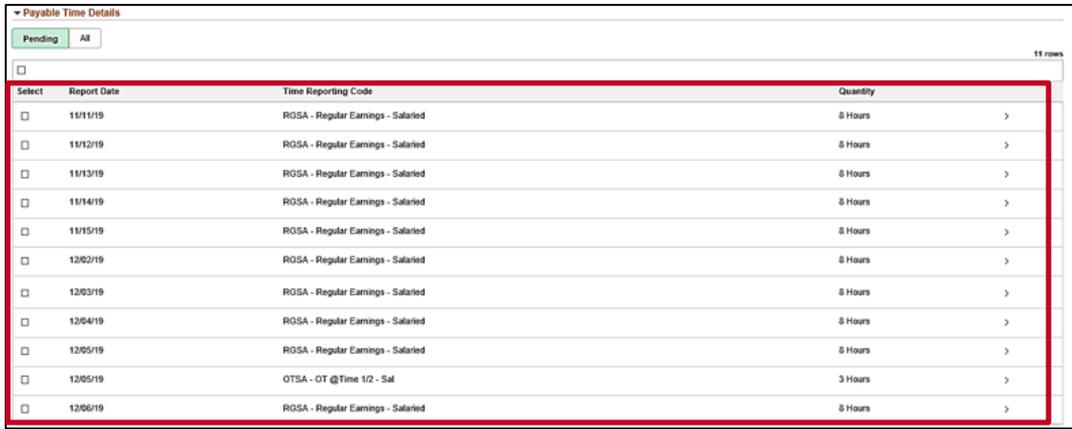


This section defaults with the **Pending** tab displayed.

Within the **Payable Time Details** section, the displayed time is broken out into lines that correspond with the lines on the Timesheet page (day and type). The overview information provided for review is:

- **Report Date** – Date that the time was entered
- **Time Reporting Code** – The TRC associated to the date and hours in the row
- **Quantity** – Number of hours

While this section displays the key information needed to review and approve time, you can access additional details information and the employee's Timesheet as needed by completing the following steps.

Step	Action																																																
4.	<p>Click the applicable line item.</p>  <p>The screenshot shows a table titled "Payable Time Details" with columns: Select, Report Date, Time Reporting Code, and Quantity. The first 11 rows are highlighted with a red border. The data is as follows:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Report Date</th> <th>Time Reporting Code</th> <th>Quantity</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>11/11/19</td><td>RGSA - Regular Earnings - Salaried</td><td>8 Hours</td></tr> <tr><td><input type="checkbox"/></td><td>11/12/19</td><td>RGSA - Regular Earnings - Salaried</td><td>8 Hours</td></tr> <tr><td><input type="checkbox"/></td><td>11/13/19</td><td>RGSA - Regular Earnings - Salaried</td><td>8 Hours</td></tr> <tr><td><input type="checkbox"/></td><td>11/14/19</td><td>RGSA - Regular Earnings - Salaried</td><td>8 Hours</td></tr> <tr><td><input type="checkbox"/></td><td>11/15/19</td><td>RGSA - Regular Earnings - Salaried</td><td>8 Hours</td></tr> <tr><td><input type="checkbox"/></td><td>12/02/19</td><td>RGSA - Regular Earnings - Salaried</td><td>8 Hours</td></tr> <tr><td><input type="checkbox"/></td><td>12/03/19</td><td>RGSA - Regular Earnings - Salaried</td><td>8 Hours</td></tr> <tr><td><input type="checkbox"/></td><td>12/04/19</td><td>RGSA - Regular Earnings - Salaried</td><td>8 Hours</td></tr> <tr><td><input type="checkbox"/></td><td>12/05/19</td><td>RGSA - Regular Earnings - Salaried</td><td>8 Hours</td></tr> <tr><td><input type="checkbox"/></td><td>12/05/19</td><td>OTSA - OT @Time 1/2 - Sal</td><td>3 Hours</td></tr> <tr><td><input type="checkbox"/></td><td>12/06/19</td><td>RGSA - Regular Earnings - Salaried</td><td>8 Hours</td></tr> </tbody> </table>	Select	Report Date	Time Reporting Code	Quantity	<input type="checkbox"/>	11/11/19	RGSA - Regular Earnings - Salaried	8 Hours	<input type="checkbox"/>	11/12/19	RGSA - Regular Earnings - Salaried	8 Hours	<input type="checkbox"/>	11/13/19	RGSA - Regular Earnings - Salaried	8 Hours	<input type="checkbox"/>	11/14/19	RGSA - Regular Earnings - Salaried	8 Hours	<input type="checkbox"/>	11/15/19	RGSA - Regular Earnings - Salaried	8 Hours	<input type="checkbox"/>	12/02/19	RGSA - Regular Earnings - Salaried	8 Hours	<input type="checkbox"/>	12/03/19	RGSA - Regular Earnings - Salaried	8 Hours	<input type="checkbox"/>	12/04/19	RGSA - Regular Earnings - Salaried	8 Hours	<input type="checkbox"/>	12/05/19	RGSA - Regular Earnings - Salaried	8 Hours	<input type="checkbox"/>	12/05/19	OTSA - OT @Time 1/2 - Sal	3 Hours	<input type="checkbox"/>	12/06/19	RGSA - Regular Earnings - Salaried	8 Hours
Select	Report Date	Time Reporting Code	Quantity																																														
<input type="checkbox"/>	11/11/19	RGSA - Regular Earnings - Salaried	8 Hours																																														
<input type="checkbox"/>	11/12/19	RGSA - Regular Earnings - Salaried	8 Hours																																														
<input type="checkbox"/>	11/13/19	RGSA - Regular Earnings - Salaried	8 Hours																																														
<input type="checkbox"/>	11/14/19	RGSA - Regular Earnings - Salaried	8 Hours																																														
<input type="checkbox"/>	11/15/19	RGSA - Regular Earnings - Salaried	8 Hours																																														
<input type="checkbox"/>	12/02/19	RGSA - Regular Earnings - Salaried	8 Hours																																														
<input type="checkbox"/>	12/03/19	RGSA - Regular Earnings - Salaried	8 Hours																																														
<input type="checkbox"/>	12/04/19	RGSA - Regular Earnings - Salaried	8 Hours																																														
<input type="checkbox"/>	12/05/19	RGSA - Regular Earnings - Salaried	8 Hours																																														
<input type="checkbox"/>	12/05/19	OTSA - OT @Time 1/2 - Sal	3 Hours																																														
<input type="checkbox"/>	12/06/19	RGSA - Regular Earnings - Salaried	8 Hours																																														

The **Approval Line Detail** page displays for the applicable line item.

← Back to Header
Approval Line Detail

Payable Time Line Details

Report Date 11/11/19

Time Reporting Code RGSA - Regular Earnings - Salaried

Quantity 8 Hours

Estimated Gross 153.846152 USD

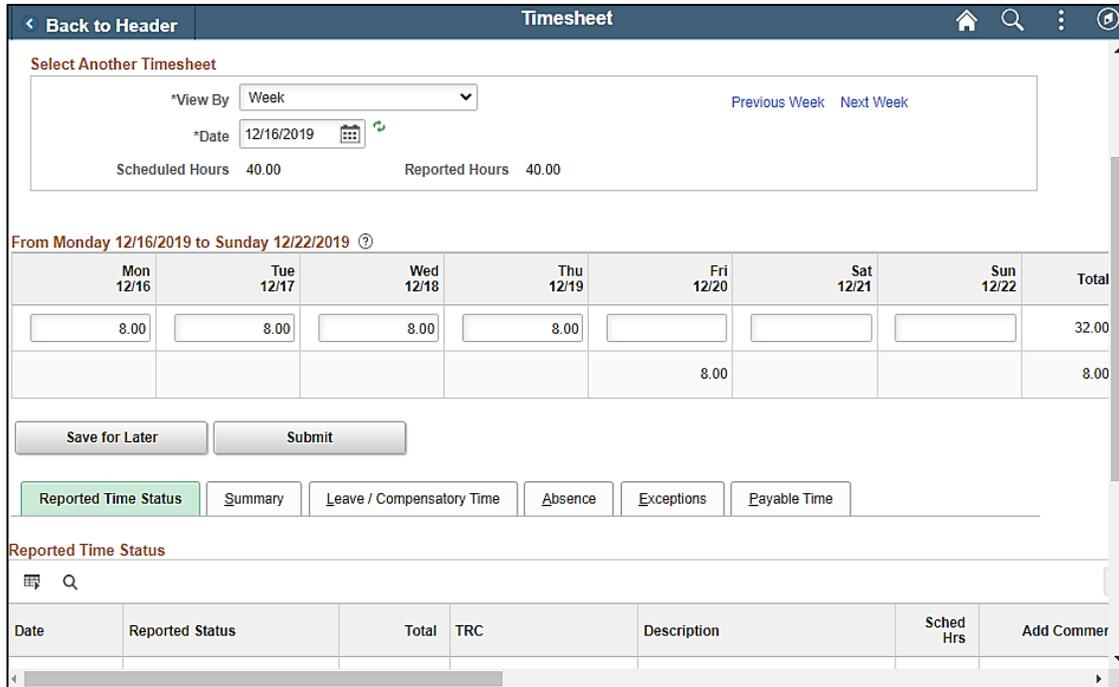
Offset No

[Adjust Reported Time](#)

Step	Action												
	<p>The Approval Line Detail page displays the Report Date, Time Reporting Code, and Quantity from the previous page as well as the following additional fields:</p> <ul style="list-style-type: none"> • Estimated Gross: The estimated gross pay associated with the number of hours and TRC • Offset: This field indicates if the time is an offset. A negative number of hours for Quantity indicates that there is an offset, meaning there was a change made to time previously approved: <ol style="list-style-type: none"> i. No: No offset ii. Yes: Offset and the Quantity number will be negative. <p>Offset example:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center; margin: 0;">Payable Time Line Details</p> <table style="margin: 0 auto; border-collapse: collapse;"> <tr><td style="padding: 2px 10px;">Report Date</td><td style="padding: 2px 10px;">11/15/19</td></tr> <tr><td style="padding: 2px 10px;">Time Reporting Code</td><td style="padding: 2px 10px;">RGSA - Regular Earnings - Salaried</td></tr> <tr><td style="padding: 2px 10px;">Quantity</td><td style="padding: 2px 10px;">-8 Hours</td></tr> <tr><td style="padding: 2px 10px;">Estimated Gross</td><td style="padding: 2px 10px;">-153.846152 USD</td></tr> <tr><td style="padding: 2px 10px;">Offset</td><td style="padding: 2px 10px;">Yes</td></tr> <tr><td colspan="2" style="text-align: right; padding: 2px 10px;">Adjust Reported Time</td></tr> </table> </div> <p>All Offsets (negative hours) should be approved so that the employee’s hours are accurate.</p> <p>The Adjust Reported Time link can be used to access the corresponding Timesheet if you need to:</p> <ul style="list-style-type: none"> • Make any adjustments to the employee’s time • View additional time details such as the ChartFields distribution 	Report Date	11/15/19	Time Reporting Code	RGSA - Regular Earnings - Salaried	Quantity	-8 Hours	Estimated Gross	-153.846152 USD	Offset	Yes	Adjust Reported Time	
Report Date	11/15/19												
Time Reporting Code	RGSA - Regular Earnings - Salaried												
Quantity	-8 Hours												
Estimated Gross	-153.846152 USD												
Offset	Yes												
Adjust Reported Time													
5.	<p>Click the Adjust Reported Time link.</p> <div style="border: 1px solid black; padding: 2px; margin: 5px auto; width: fit-content;"> Adjust Reported Time </div>												

Step	Action
------	--------

The **Timesheet** page displays.



Timesheet

Select Another Timesheet

*View By: Week Previous Week Next Week

*Date: 12/16/2019

Scheduled Hours: 40.00 Reported Hours: 40.00

From Monday 12/16/2019 to Sunday 12/22/2019

Mon 12/16	Tue 12/17	Wed 12/18	Thu 12/19	Fri 12/20	Sat 12/21	Sun 12/22	Total
8.00	8.00	8.00	8.00				32.00
				8.00			8.00

Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions Payable Time

Reported Time Status

Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Commer
------	-----------------	-------	-----	-------------	-----------	------------



The Timesheet defaults to the current week and not necessarily the week with the time pending approval. Change the **View By** selections and refresh as needed.

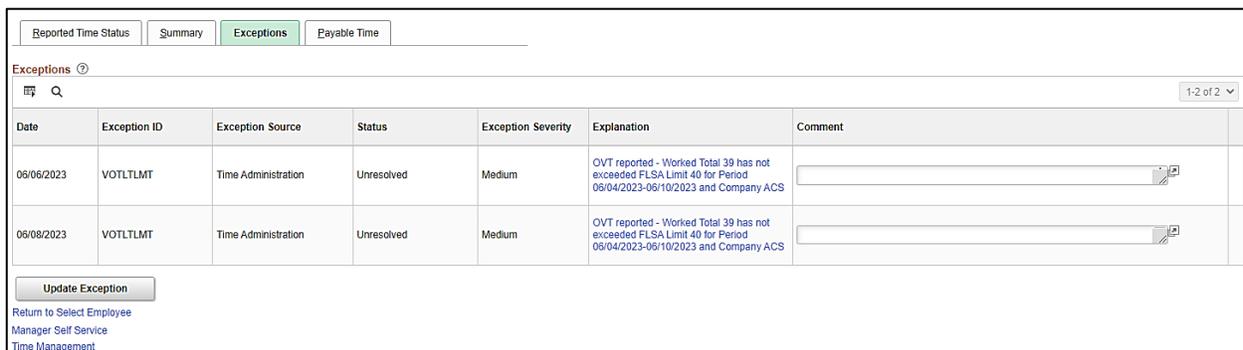
6. Review any specific data as needed or make any necessary adjustments.

7. If the employee has any exceptions indicated on the **Reported Time Status** tab, review the exception details using the **Exceptions** tab on the employee's Timesheet. Click the **Exceptions** tab.



Reported Time Status Summary Leave / Compensatory Time Absence Exceptions Payable Time

The **Exceptions** tab displays.



Reported Time Status Summary Exceptions Payable Time

Exceptions

Date	Exception ID	Exception Source	Status	Exception Severity	Explanation	Comment
06/06/2023	VOTLLMT	Time Administration	Unresolved	Medium	OVT reported - Worked Total 39 has not exceeded FLSA Limit 40 for Period 06/04/2023-06/10/2023 and Company ACS	
06/08/2023	VOTLLMT	Time Administration	Unresolved	Medium	OVT reported - Worked Total 39 has not exceeded FLSA Limit 40 for Period 06/04/2023-06/10/2023 and Company ACS	

Update Exception

Return to Select Employee
Manager Self Service
Time Management

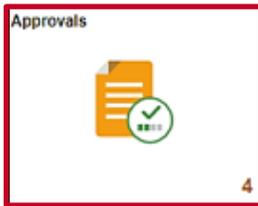
Step	Action
8.	<p>Review the Timesheet Exceptions and work with the employee to resolve the Timesheet Exceptions.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p style="margin: 0;">Explanation</p> <p style="margin: 0; font-size: small;">OVT reported - Worked Total 39 has not exceeded FLSA Limit 40 for Period 06/04/2023-06/10/2023 and Company ACS</p> <p style="margin: 0; font-size: small;">OVT reported - Worked Total 39 has not exceeded FLSA Limit 40 for Period 06/04/2023-06/10/2023 and Company ACS</p> </div>
	<p>It is best to work with the employee to update and resubmit the Timesheet to clear the Timesheet Exception. On rare instances, Supervisors and TL Administrators may choose to allow exceptions. See the section of this Job Aid titled Managing Exceptions for more information.</p>
9.	<p>If an adjustment is made on the Timesheet grid, be sure to click the Submit button.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Save for Later Submit </div> </div>
	<p>Changes to time will not be available immediately for approval. The Time Administration Process will validate the time against state and Agency rules, clear the exception as appropriate, and then route the time for approval. Absences are not processed by Time Administration and route immediately to the supervisor for approval.</p>
10.	<p>Click the Home icon to return to the Cardinal Homepage after reviewing the information or making adjustments.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <div style="background-color: #334d5d; color: white; padding: 5px; display: flex; align-items: center; gap: 10px;"> 🏠 🔍 ⋮ 🔄 </div> </div>

Step	Action
------	--------

The **Cardinal Homepage** redisplay.



11. Click the **Approvals** Tile.



The **Approvals** page displays.

View By	Type			
All	4	All		4 rows
Payable Time	3	Payable Time	Quantity for Approval -8 Hours 11/11/2019 - 11/11/2019	Routed 08/10/2020 >
Reported Time	1	Payable Time	Quantity for Approval 92 Hours 11/21/2019 - 12/20/2019	Routed 08/28/2020 >
		Payable Time	Quantity for Approval 83 Hours 11/11/2019 - 12/06/2019	Routed 08/28/2020 >
		Reported Time	Quantity for Approval 16.00 Hours 12/09/2019 - 12/10/2019	Routed 08/31/2020 >

Step	Action
------	--------

12. Click the applicable line item (row) to approve the item previously reviewed.

All	4 rows		
Payable Time	Quantity for Approval -8 Hours 11/11/2019 - 11/11/2019	Routed 08/10/2020	>
Payable Time	Quantity for Approval 92 Hours 11/21/2019 - 12/20/2019	Routed 08/28/2020	>
Payable Time	Quantity for Approval 83 Hours 11/11/2019 - 12/06/2019	Routed 08/28/2020	>
Reported Time	Quantity for Approval 16.00 Hours 12/09/2019 - 12/10/2019	Routed 08/31/2020	>

The **Payable Time** or **Reported Time** page displays for the applicable item.



13. Select the lines that are ready to be approved by clicking the corresponding **Select** checkbox option(s).

<input checked="" type="checkbox"/>	11/12/19	RGSA - Regular Earnings - Salaried	8 Hours	>
<input checked="" type="checkbox"/>	11/13/19	RGSA - Regular Earnings - Salaried	8 Hours	>
<input checked="" type="checkbox"/>	11/14/19	RGSA - Regular Earnings - Salaried	8 Hours	>
<input checked="" type="checkbox"/>	11/15/19	RGSA - Regular Earnings - Salaried	8 Hours	>
<input checked="" type="checkbox"/>	12/02/19	RGSA - Regular Earnings - Salaried	8 Hours	>
<input checked="" type="checkbox"/>	12/03/19	RGSA - Regular Earnings - Salaried	8 Hours	>
<input checked="" type="checkbox"/>	12/04/19	RGSA - Regular Earnings - Salaried	8 Hours	>
<input checked="" type="checkbox"/>	12/05/19	RGSA - Regular Earnings - Salaried	8 Hours	>
<input checked="" type="checkbox"/>	12/05/19	OTSA - OT @Time 1/2 - Sat	3 Hours	>
<input checked="" type="checkbox"/>	12/06/19	RGSA - Regular Earnings - Salaried	8 Hours	>

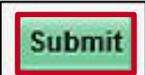


The bottom of the page contains the following fields:

- The **Approver Comments** field allows the user to enter comments, if applicable, regarding their approval

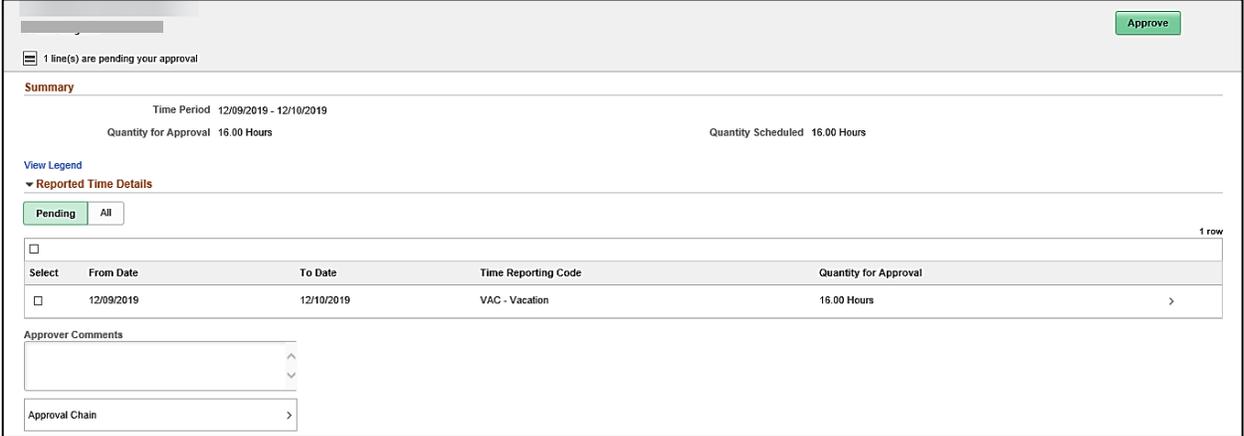
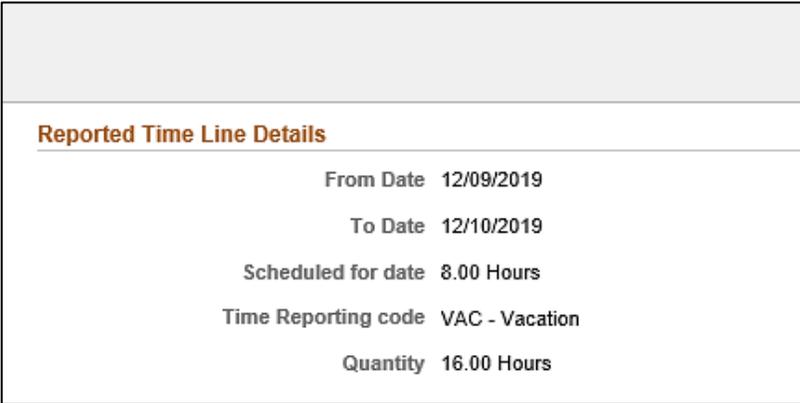
These comments will be available on the Timesheet report if the **Comments** checkbox option is checked when running the report.

- The **Approval Chain** link will open a pop-up window that displays with the approver's name for each line on the page

Step	Action
14.	<p>Click the Approve button.</p> 
<p>The Approve page displays in a pop-up window.</p> 	
15.	<p>Enter comments as needed in the Approver Comments field.</p> 
	<p>These comments are visible on the Timesheet report if the Comments checkbox option is checked when running the report.</p>
16.	<p>Click the Submit button.</p> 
	<ul style="list-style-type: none"> If all hours were selected for approval, the Approvals page redispays If all hours were not selected for approval, the Payable Time or Reported Time page displays with any lines that were not selected

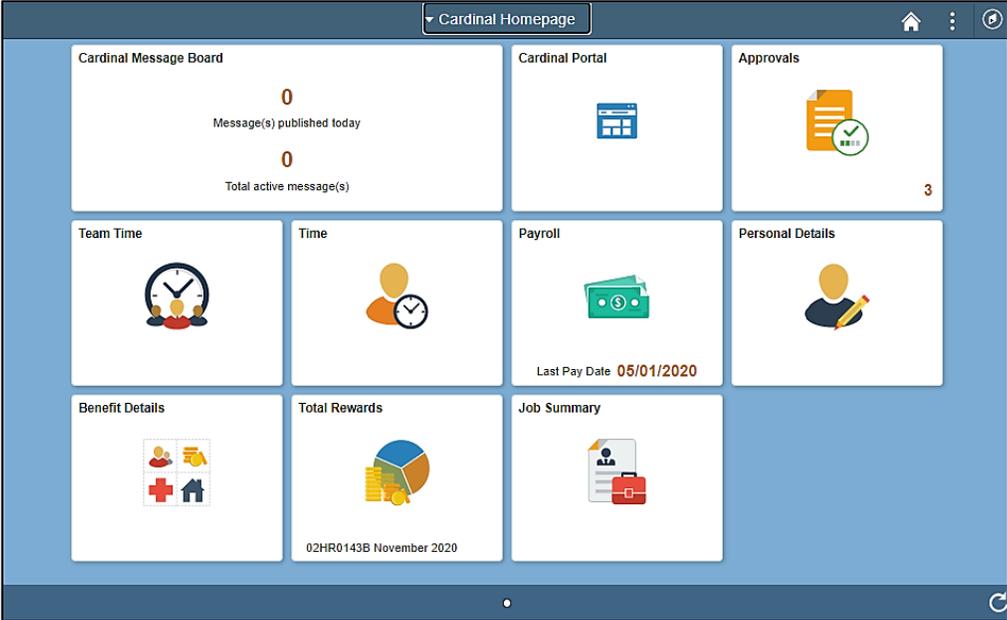
Reported Time Example – Vacation

This is an example of how the **Reported Time** page and the **Reported Time Line Details** page display when reviewing and approving absences.

Step	Action
	<p>Reported Time page:</p>  <p>The screenshot shows a 'Reported Time' page with a summary section and a table. The summary indicates a time period of 12/09/2019 - 12/10/2019 with a quantity for approval of 16.00 hours and a quantity scheduled of 16.00 hours. The table below has columns for 'Select', 'From Date', 'To Date', 'Time Reporting Code', and 'Quantity for Approval'. One row is visible with a checkbox, dates 12/09/2019 to 12/10/2019, code 'VAC - Vacation', and quantity '16.00 Hours'. There are also buttons for 'Pending' and 'All', and sections for 'Approver Comments' and 'Approval Chain'.</p>
	<p>Reported Time Line Details page:</p>  <p>The screenshot shows the 'Reported Time Line Details' page with the following information:</p> <ul style="list-style-type: none"> From Date: 12/09/2019 To Date: 12/10/2019 Scheduled for date: 8.00 Hours Time Reporting code: VAC - Vacation Quantity: 16.00 Hours
	<p>The following differences display on the Reported Time Line Details page for absences:</p> <ul style="list-style-type: none"> The Offset field does not display; absences do not create offsets that require approval There is no Adjust Reported Time link to access the Timesheet page. If you need to make an adjustment to an absence, navigate to the employee's Timesheet, make the adjustment, and then return to the Approvals tile to approve

Interfacing Agency Approvals in Cardinal

When an interfacing Agency enters time on the Timesheet for an employee set up for interfacing time (vs. through the upload), the time is set up to be approved as Reported Time and will route immediately for approval. The employee's Reports To supervisor will need to review and approve the time in Cardinal.

Step	Action
1.	Log into Cardinal .
<p>The Cardinal Homepage displays.</p> 	
2.	<p>Click the Approvals tile.</p> 
	<p>The number that displays on the Approvals tile is the number of items that require approval.</p>

Step	Action
------	--------

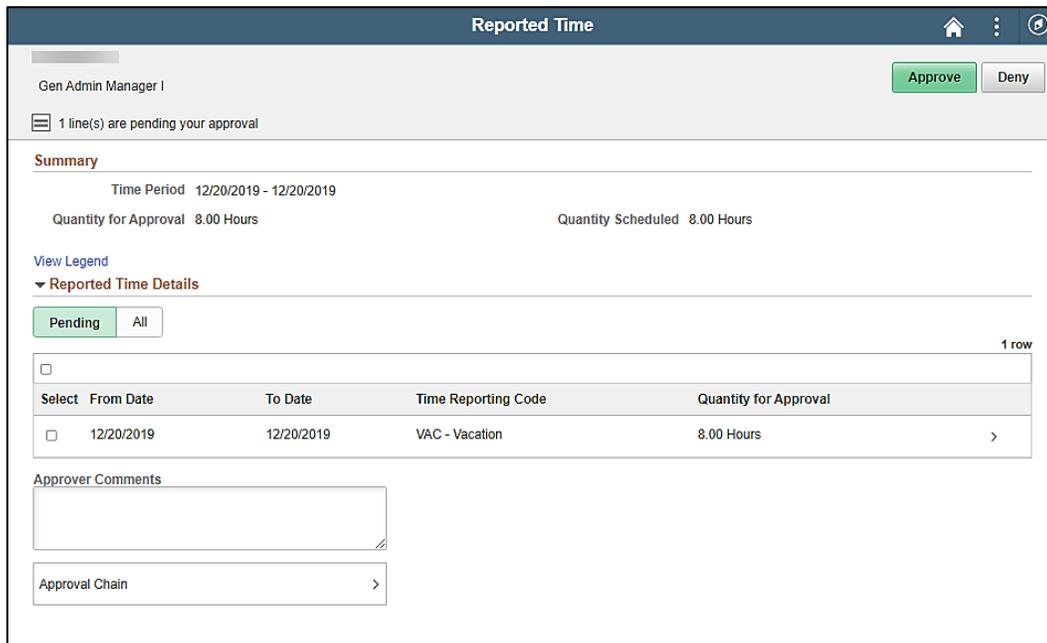
The **Pending Approvals** page displays.



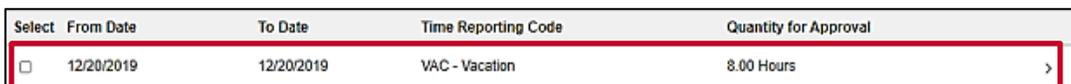
3. Click the line (row) that requires approval.



The **Reported Time** page displays.



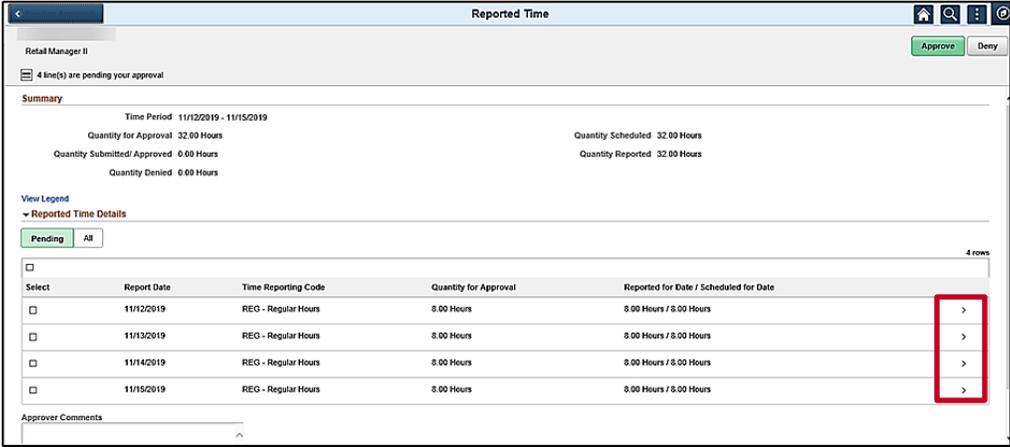
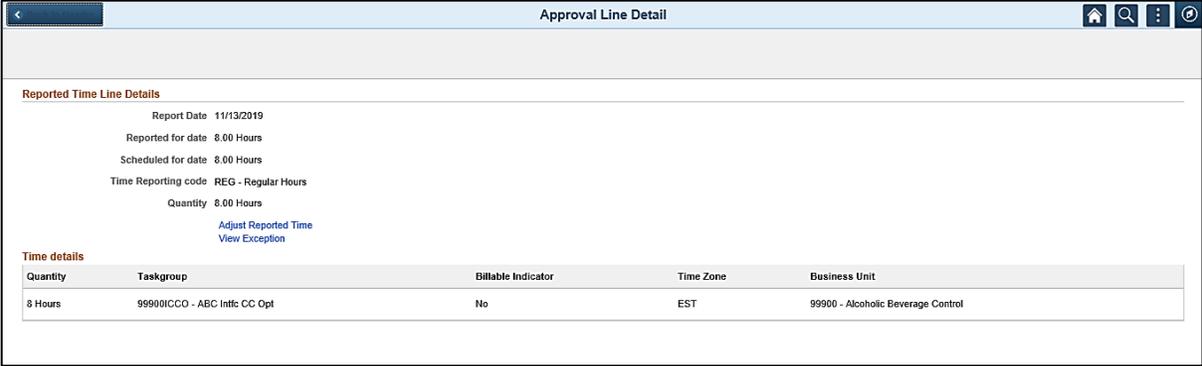
4. Click the **Select** checkbox to select the row (time) for approval.

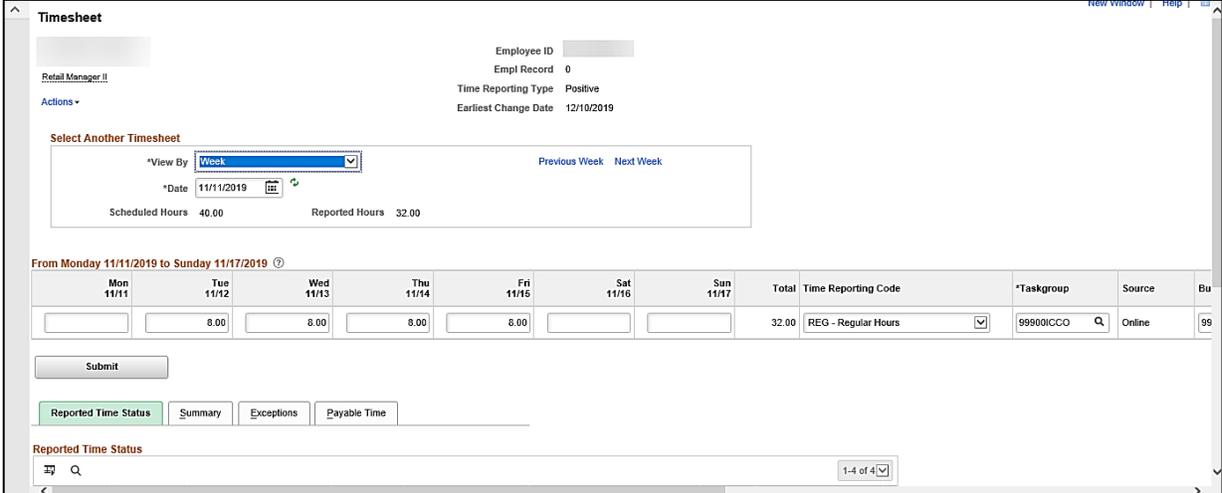


Step	Action
	If there are multiple lines pending for approval, there will also be a Select All checkbox option.
5.	Click the Approve button. <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;">  </div>
The Approve page displays in a pop-up window. <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0; text-align: center;">  </div>	
6.	Click the Submit button. <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;">  </div>
	The time is approved and this process is now complete.

Interfacing Agency - Viewing More Details about Reported Time

When an interfacing Agency enters time on the Timesheet for an employee set up for interfacing time (vs. through the upload), the time is set up to be approved as Reported Time and will route immediately for approval. The employee's Reports To supervisor will need to review and approve the time in Cardinal.

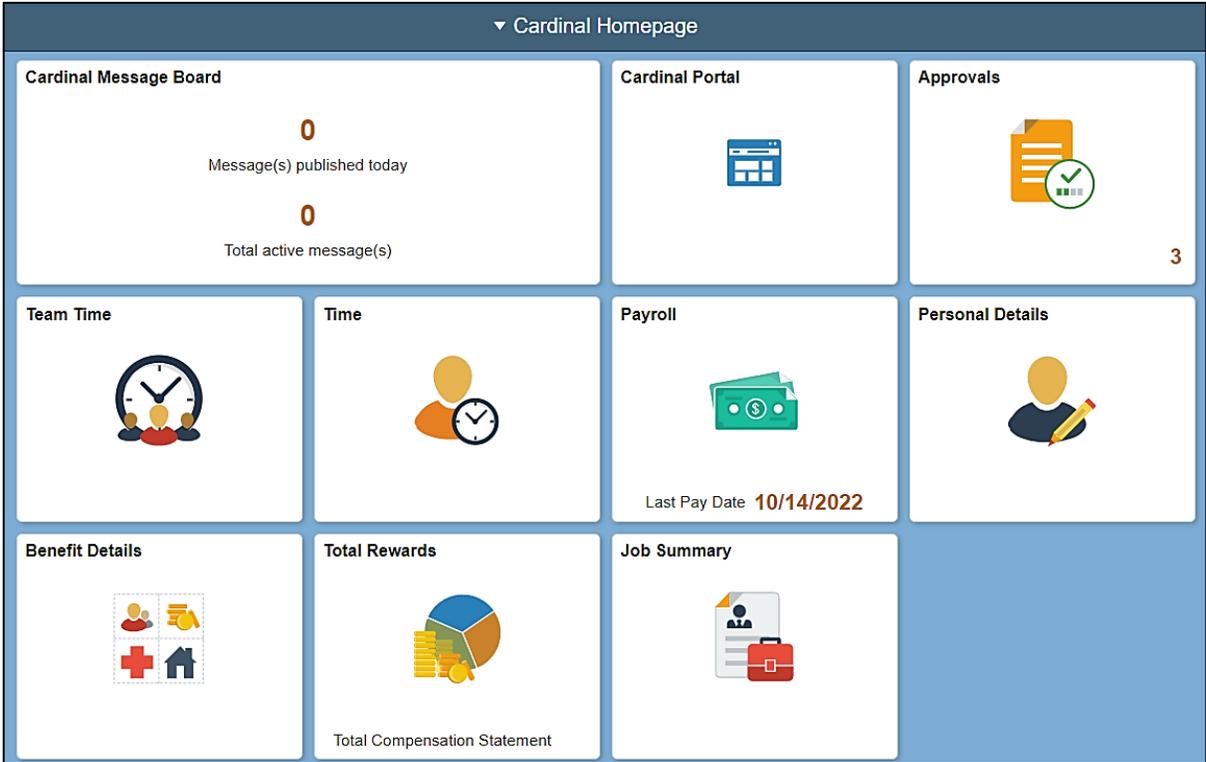
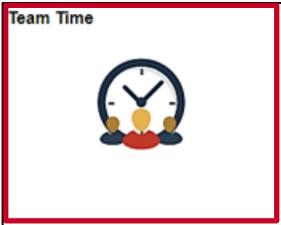
Step	Action
1.	<p>Click the arrow on a specific line to view more details.</p> 
	<p>The Approval Line Detail page displays.</p> 
2.	<p>Click the Adjust Reported Time link to make adjustments.</p> 

Step	Action																								
	<p>The employee's Timesheet displays.</p>  <p>The screenshot shows the 'Timesheet' interface for an employee. At the top, it displays 'Retail Manager II' and 'Employee ID'. Below this, there are fields for 'View By' (set to 'Week') and 'Date' (11/11/2019). It shows 'Scheduled Hours' as 40.00 and 'Reported Hours' as 32.00. A table below shows the breakdown of hours by day from Monday 11/11 to Sunday 11/17. The 'Total' reported hours is 32.00. The 'Time Reporting Code' is 'REG - Regular Hours'. There are buttons for 'Submit', 'Reported Time Status', 'Summary', 'Exceptions', and 'Payable Time'.</p> <table border="1" data-bbox="235 640 1421 714"> <thead> <tr> <th>Mon 11/11</th> <th>Tue 11/12</th> <th>Wed 11/13</th> <th>Thu 11/14</th> <th>Fri 11/15</th> <th>Sat 11/16</th> <th>Sun 11/17</th> <th>Total</th> <th>Time Reporting Code</th> <th>*Taskgroup</th> <th>Source</th> <th>Bu</th> </tr> </thead> <tbody> <tr> <td></td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td></td> <td></td> <td>32.00</td> <td>REG - Regular Hours</td> <td>99900/CCO</td> <td>Online</td> <td>99</td> </tr> </tbody> </table>	Mon 11/11	Tue 11/12	Wed 11/13	Thu 11/14	Fri 11/15	Sat 11/16	Sun 11/17	Total	Time Reporting Code	*Taskgroup	Source	Bu		8.00	8.00	8.00	8.00			32.00	REG - Regular Hours	99900/CCO	Online	99
Mon 11/11	Tue 11/12	Wed 11/13	Thu 11/14	Fri 11/15	Sat 11/16	Sun 11/17	Total	Time Reporting Code	*Taskgroup	Source	Bu														
	8.00	8.00	8.00	8.00			32.00	REG - Regular Hours	99900/CCO	Online	99														
3.	Make any necessary changes.																								
	If the user is not an Agency TL Administrator, the user cannot enter/edit the time for an interface employee.																								
4.	<p>Click the Submit button.</p> 																								
	<p>The time will route immediately for approval.</p> <p>Complete the steps documented in the Interfacing Agency Approvals in Cardinal section of this Job Aid to approve the selected time.</p>																								

Managing Exceptions

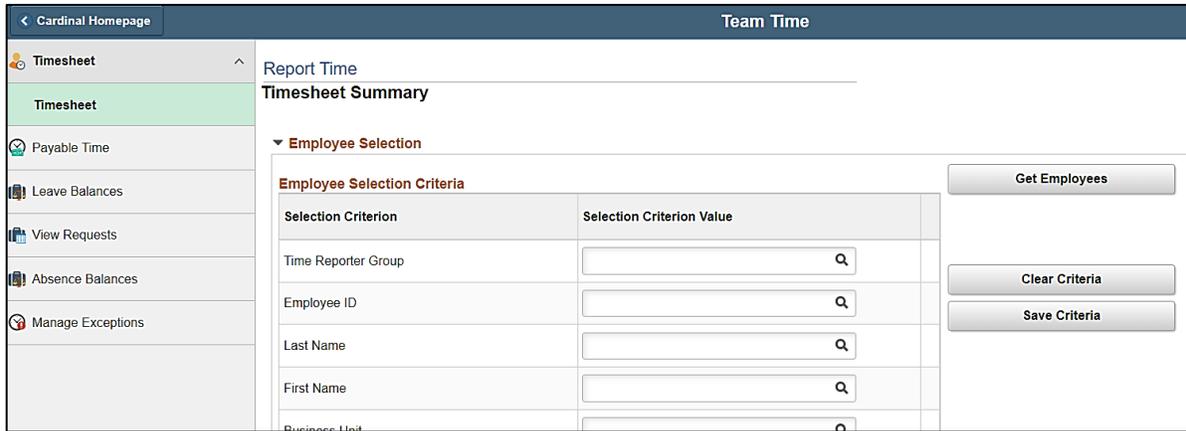
Supervisors may choose to allow exceptions when applicable. Supervisors can only view exceptions from the **Exceptions** tab on the **Timesheet** page. In order to view and then allow exceptions as a supervisor, please do the following:

Note: TL Administrators can view and allow exceptions from the **Exceptions** tab on the **Timesheet** page or view and allow exceptions like the supervisor using the steps described below.

Step	Action
1.	Log into Cardinal.
<p>The Cardinal Homepage displays.</p> 	
2.	<p>Click the Team Time tile.</p> 

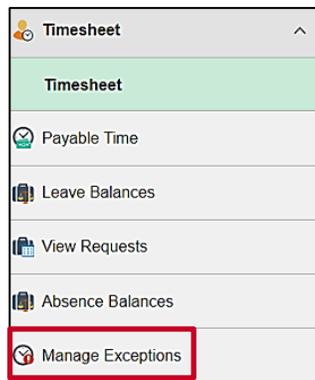
Step	Action
------	--------

The **Team Time** page displays.



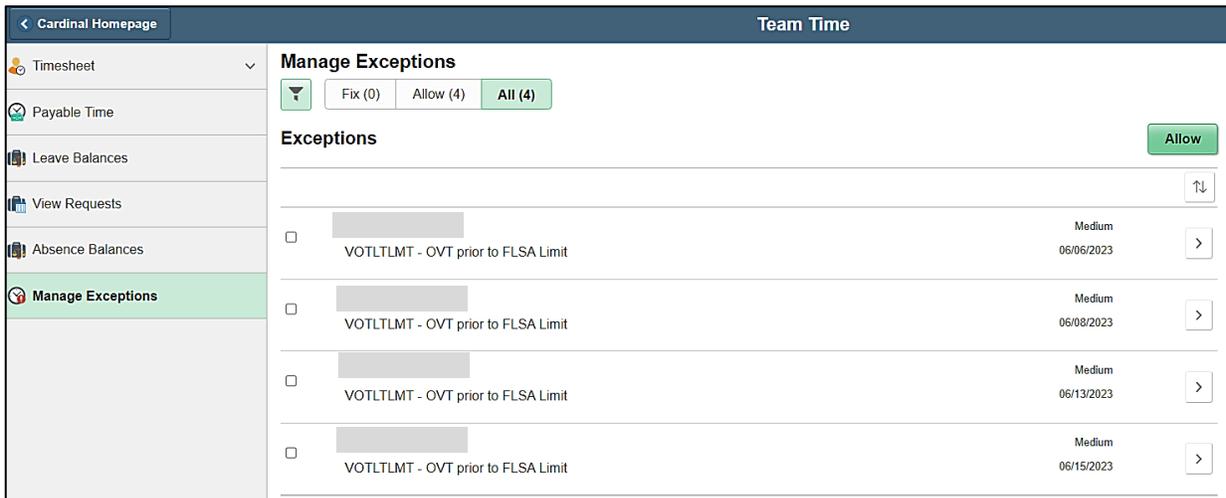
The screenshot shows the 'Team Time' page with a sidebar on the left containing menu items: Timesheet, Payable Time, Leave Balances, View Requests, Absence Balances, and Manage Exceptions. The main content area is titled 'Report Time' and 'Timesheet Summary'. Under 'Employee Selection', there is a table for 'Employee Selection Criteria' with columns for 'Selection Criterion' and 'Selection Criterion Value'. The criteria listed are Time Reporter Group, Employee ID, Last Name, and First Name, each with a search input field. To the right of the table are three buttons: 'Get Employees', 'Clear Criteria', and 'Save Criteria'.

3. Click the **Manage Exceptions** menu list item.

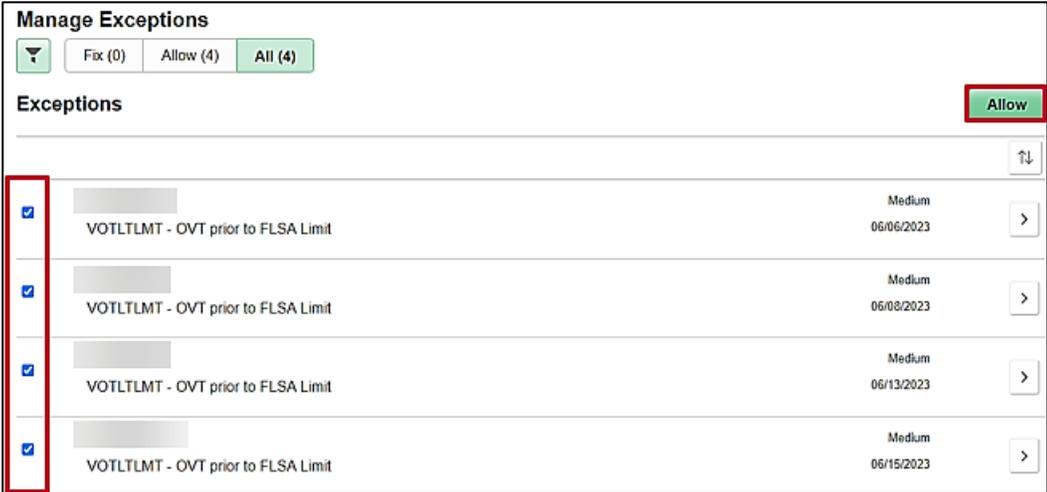


This is a close-up of the sidebar menu from the previous screenshot. The 'Manage Exceptions' item, which includes a clock icon, is highlighted with a red rectangular box.

The **Manage Exceptions** section displays.



The screenshot shows the 'Manage Exceptions' page. The sidebar on the left has 'Manage Exceptions' selected. The main content area is titled 'Manage Exceptions' and shows a filter bar with 'Fix (0)', 'Allow (4)', and 'All (4)' buttons. Below this is a table of exceptions. Each row includes a checkbox, a description of the exception (e.g., 'VOTLTLMT - OVT prior to FLSA Limit'), a severity level (Medium), a date, and a right-pointing arrow. A green 'Allow' button is located at the top right of the exceptions list.

Step	Action
4.	<p>Click the All button to see the complete list of exceptions.</p> 
	<p>Time with Low and Medium exceptions should be reviewed by a supervisor to determine if the time should be adjusted to clear the exception. Low and Medium exceptions can be allowed by the supervisor or TL Administrator in rare exception cases and/or based on Agency policy and procedures. However, High exceptions cannot be allowed and must be fixed in order to process to payroll. Follow Agency guidelines to determine when it is appropriate to allow exceptions.</p>
5.	<p>For Low or Medium exceptions that the user wants to allow, click the Select checkbox option for each of those exceptions and click the Allow button. After clicking the Allow button, those exceptions will clear from the Exceptions section.</p> 
6.	<p>Return to the Approvals tile on the homepage and continue approving time transactions.</p> 



Reported Time and Payable Time Statuses

Reported and Payable time can be reviewed online or Supervisors and TL Administrators can run the Timesheet Report to review time and absences. The Timesheet Report can be run using the following path:

Menu > Time and Labor > Reports > Timesheet Report

Below are charts showing the Reported Time Status descriptions and actions available based on grace periods and roles.

Reported Time Status Descriptions

Reported Time Statuses					
Status Type	Status	Code	Next Status	Description	Agency Type
Reported Time	Saved	SV	SB	Time that has been entered, but not submitted for processing	Online
Reported Time	Saved	SV	NA	Absence that has been entered, but not submitted for approval	AM
Reported Time	Saved	SV	NA	Time for interfacing employee that has been saved online but not submitted for approval	Interfacing
Reported Time	Submitted	SB		Time that has been reported and submitted for processing	Online
Reported Time	Needs Approval	NA	AP	Absence that has been submitted and is pending approval	AM
Reported Time	Needs Approval	NA	AP, CL	Time for interfacing employee that has been submitted online and is pending approval	Interfacing
Reported Time	Approved	AP		Absence that has been approved	AM
Reported Time	Approved	AP		Time for interfacing employee that has been interfaced as approved or submitted and approved online	Interfacing
Reported Time	Closed	CL		Time closed by the TA Expired Grace Approver	Online + Interfacing

* Agencies using Cardinal online for TA will only see a status of either Saved or Submitted for time entered on the Timesheet Grid.

**Agencies using Cardinal Absence Management only will see Needs Approval or Approved for absences. Interfacing Agencies will generally only see Approved when the time is successfully interfaced into Cardinal.



Time & Attendance Job Aid

TA373_ Approving Time and Absences

Reported Time Status actions available based on grace periods and roles.

Status Type	Code	Agency Type	<90 days	>90 <365	>365
Reported Time	SV	Online	*Employee/Supervisor /Timekeeper/TL Admin Submit or Delete	*TL Admin Submit or Delete *TA Expired Grace Approver Close or Delete	*TA Expired Grace Approver Close or Delete
Reported Time	SV	AM	*Employee/Supervisor /Timekeeper/TL Admin Submit or Cancel	*TL Admin Submit or Cancel *AM Admin Approve or Void or Delete	*AM Admin Approve or Void or Delete (must request PPS to override 1 year retro limit for processing)
Reported Time	SV	Interfacing	*TL Admin Submit or Delete/Cancel	*TL Admin Submit or Delete/Cancel *TA Expired Grace Approver Close or Delete	*TA Expired Grace Approver Close or Delete
Reported Time	SB	Online	No action needed	No action needed	No action needed
Reported Time	NA	AM	*Employee/Supervisor /Timekeeper/TL Admin Cancel *Supervisor Approve	*TL Admin Cancel *Supervisor Approve *AM Admin Approve or Void or Delete	*AM Admin Approve or Void or Delete (must request PPS to override 1 year retro limit for processing)
Reported Time	NA	Interfacing	*Supervisor Approve *TL Admin Delete	*Supervisor Approve (Must be done same day as Submit) *TL Admin Delete *TA Expired Grace Approver Close or Delete	*TA Expired Grace Approver Close or Delete
Reported Time	AP	AM	No action needed	No action needed	No action needed
Reported Time	AP	Interfacing	No action needed	No action needed	No action needed
Reported Time	CL	Online + Interfacing	No action needed	No action needed	No action needed



Time & Attendance Job Aid

TA373_ Approving Time and Absences

Payable Time Status Descriptions

Below are charts showing the Payable Time Status descriptions and actions available based on grace periods and roles.

Payable Time Statuses					
Status Type	Status	Code	Next Status	Description	Agency Type
Payable Time	Needs Approval	NA	AP, VS, VH, CH, CL, NP	Time that has been processed by Time Administration and is pending approval	Online
Payable Time	Approved	AP	SP then TP	Time that has been approved and ready for payroll/distribution	Online
Payable Time	Estimated	ES	SP then TP	Time that does not require approval and is ready for payroll/distribution	Online + Interfacing
Payable Time	Overtime Hold	VH	AP	Time for salaried employees subject to overtime lag that has not yet been released for load to payroll	Online
Payable Time	Salary Hold	VS	PD	Time for salaried employees included in base pay pending distribution	Online
Payable Time	No Pay	NP		Time does not require pay or distribution	Online + Interfacing
Payable Time	Rejected by Payroll	RP	SP then TP or CL	Time rejected by load to payroll process	Online + Interfacing
Payable Time	Reversed	RV		Time reversed by payroll	Online + Interfacing
Payable Time	Sent to Payroll	SP	TP or RP	Time is in process of being loaded to payroll	Online + Interfacing
Payable Time	Taken by Payroll	TP	PD	Time loaded to payroll pending payroll processing	Online + Interfacing
Payable Time	Distributed	PD		Time paid and/or distributed to General Ledger	Online + Interfacing
Payable Time	Closed	CL		Time closed by distribution process, time rejected by payroll closed by TL Admin, or time closed by the TA Expired Grace Approver	Online + Interfacing



Time & Attendance Job Aid

TA373_ Approving Time and Absences

Payable Time Status actions available based on grace periods and roles.

Status Type	Code	Agency Type	<90 days	>90 <365	>365
Payable Time	NA	Online	*Supervisor Approve	*TA Expired Grace Approver Approve *TL Admin Delete Reported Time *TA Expired Grace Approver Close or Delete	*TA Expired Grace Approver Close or Delete
Payable Time	AP	Online	No action needed	No action needed	No action needed
Payable Time	ES	Online + Interfacing	No action needed	No action needed	No action needed
Payable Time	VH	Online	No action needed	No action needed	No action needed
Payable Time	VS	Online	No action needed	No action needed	No action needed
Payable Time	NP	Online + Interfacing	No action needed	No action needed	No action needed
Payable Time	RP	Online + Interfacing	*Payroll Admin/TL Admin/SPO fix problem and reload time *TL Admin Close	*Payroll Admin/TL Admin/SPO fix problem and reload time *TL Admin Close	*Nightly job will Close
Payable Time	RV	Online + Interfacing	No action needed	No action needed	No action needed
Payable Time	SP	Online + Interfacing	No action needed	No action needed	No action needed
Payable Time	TP	Online + Interfacing	No action needed	No action needed	No action needed
Payable Time	PD	Online + Interfacing	No action needed	No action needed	No action needed
Payable Time	CL	Online + Interfacing	No action needed	No action needed	No action needed