TA372
Time & Attendance Administration

Instructor Led Training

Welcome to Cardinal Training

This training provides participants with the skills and information necessary to use Cardinal and is not intended to replace existing Commonwealth and/or agency policies.

The following HCM training materials are located on the Cardinal website (www.cardinalproject.virginia.gov) under Learning:

- Job Aids on topics across all functional areas
- Functional process and instructional videos

The Cardinal HCM Reports Catalog is located on the Cardinal website under Resources.

The system screenshots included in the Cardinal HCM training courses show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.

Course Objectives

After completing this course, you will:

- Understand the overall Time & Attendance (TA) process
- Understand the TL Auto enrollment process
- Understand time reporter data, comp plan enrollment and work schedules
- Know how to identify and correct Timesheet exceptions
- Be able to monitor approvals and adjust Paid Time

Agenda

1. Time & Attendance (TA) Overview
2. Understanding TA Employee Setup
3. Managing Time & Attendance Data
4. Resolving Exceptions
5. Audit and Validate Timesheets / Load Time Process

Lesson

1 Time & Attendance Overview

This lesson covers:

- Time Reporting Overview
- HR information that impacts TA
- Payroll Funding default hierarchy
- TA Roles
- Key TA Concepts

Overview of Time Reporting

Time reporting is required for all agencies using Cardinal Payroll. Cardinal TA is the conduit between HR data set up and payroll processing.

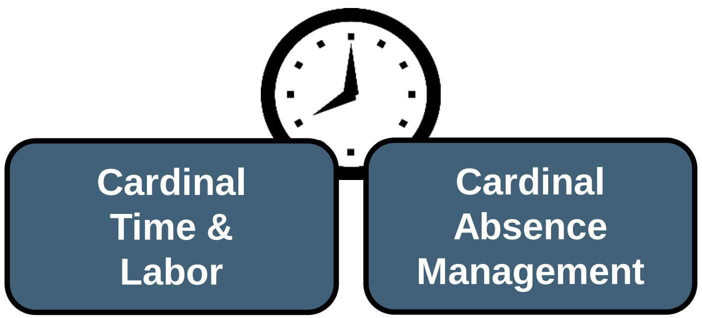
- It is used to pay all hourly (wage) employees
- It is used to generate pay for applicable salaried exception time (e.g., overtime, shift)
- It helps enforce pay and time related policies using system rules/edits (e.g., holidays, 1500 hour limit)
- It helps facilitate accurate employee payment (e.g., overtime, pay docking)
- It facilitates detailed ChartField distribution for accurate financial reporting (e.g., payroll expenditures, cost accounting, billing)
- It provides auditable time entry for Commonwealth employees
- For agencies who have elected to use Cardinal Absence Management (AM), it will be their leave balance system of record and will produce the leave liability report for agencies following DHRM leave policy

Time & Attendance – Core Modules

Cardinal Time & Attendance (TA) has two core modules: Time and Labor (TL) and Absence Management (AM). There are different agency configuration options (online/interfacing) which impact how time and absences are captured as well as what is the system of record for time and absences. The chart below breaks out the options for online and interfacing agencies.

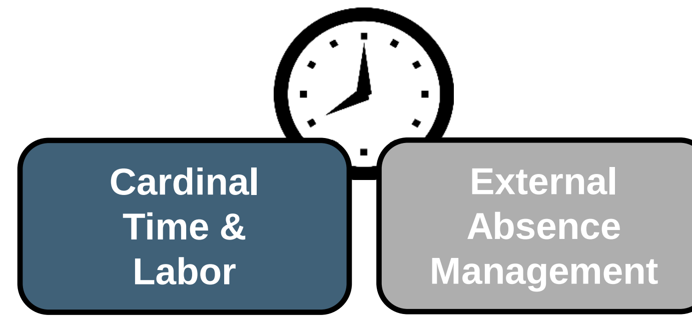
Online

Enter time and absences online



Cardinal is the system of record for time and absences

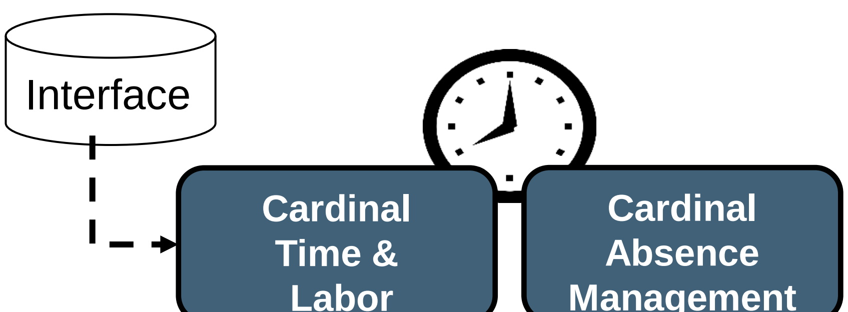
Enter time online only – absences entered in agency system



Cardinal is the system of record for time only

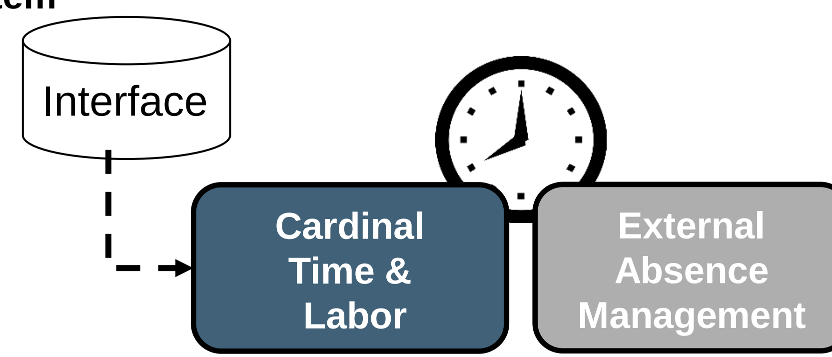
Interface

Interface time and absences



Cardinal is the system of record for time and absences

Interface time only and absences entered in agency system



Cardinal is the system of record for time only

Time & Attendance Processes and Sub-processes

The key processes and sub-processes for TA include:

- **TA Employee Setup**
  - Enroll and maintain time reporters
  - Create and maintain schedules
- **TA Capture**
  - Manage time entry
  - Maintain absence reporting
- **TA Approval and Processing**
  - Administer time & absence processing
  - Administer delegation
- **Payroll Integration and Cost Allocation**
  - Integration of TA and Payroll
  - Cost allocation of time after payroll

Overview of Human Resource (HR) Data

Before an employee can be set up in Time & Attendance, they must first be setup in HR. HR data entered in Position, Personal Data, and Job Data drive how an employee is set up to use Cardinal TA.

Establish Position Record

Every employee requires a **position** with basic data (e.g., Position Number, Location, Salary Plan, Reports To)

Enter Personal Data Record

Personal data record captures identifying employee data (e.g., Employee ID, Name, SSN, Address, Company Seniority Date)

Link Position, Personal, and Job Data

The position is linked to personal data and additional job data are entered (e.g., Employee Type, FLSA Status, Eligibility Group)

Job Data Used by Time & Attendance

1 POSITION DATA*

Position: DOA10001
Pos Descr: Sr Account Analyst
Business Unit: 15100
Reports To: DOA10003

Position: DOA10002
Pos Descr: Sr Account Analyst
Business Unit: 15100
Reports To: DOA10003

Position: ABC10012
Pos Descr: Store Clerk
Business Unit: 99900
Reports To: ABC10123

3 JOB DATA*

Empl ID:
Empl Rcd: 0
Position: DOA10001
Business Unit**: 15100
Benefit Program: SAL
Reports To**: DOA10003
Pay Rate: 40,200.00/yr

Empl ID:
Empl Rcd: 0
Position: DOA10002
Business Unit**: 15100
Benefit Program: SAL
Reports To**: DOA10003
Pay Rate: 38,200.00/yr

Empl ID:
Empl Rcd: 1
Position: ABC10012
Business Unit**: 99900
Benefit Program: WGE
Reports To**: ABC10123
Pay Rate: 12.00/hr

2 PERSONAL DATA*

Empl ID:
Name: Jane Doe
Address: 123 Main Street, Richmond, VA 23222
SSN: 123-45-6789

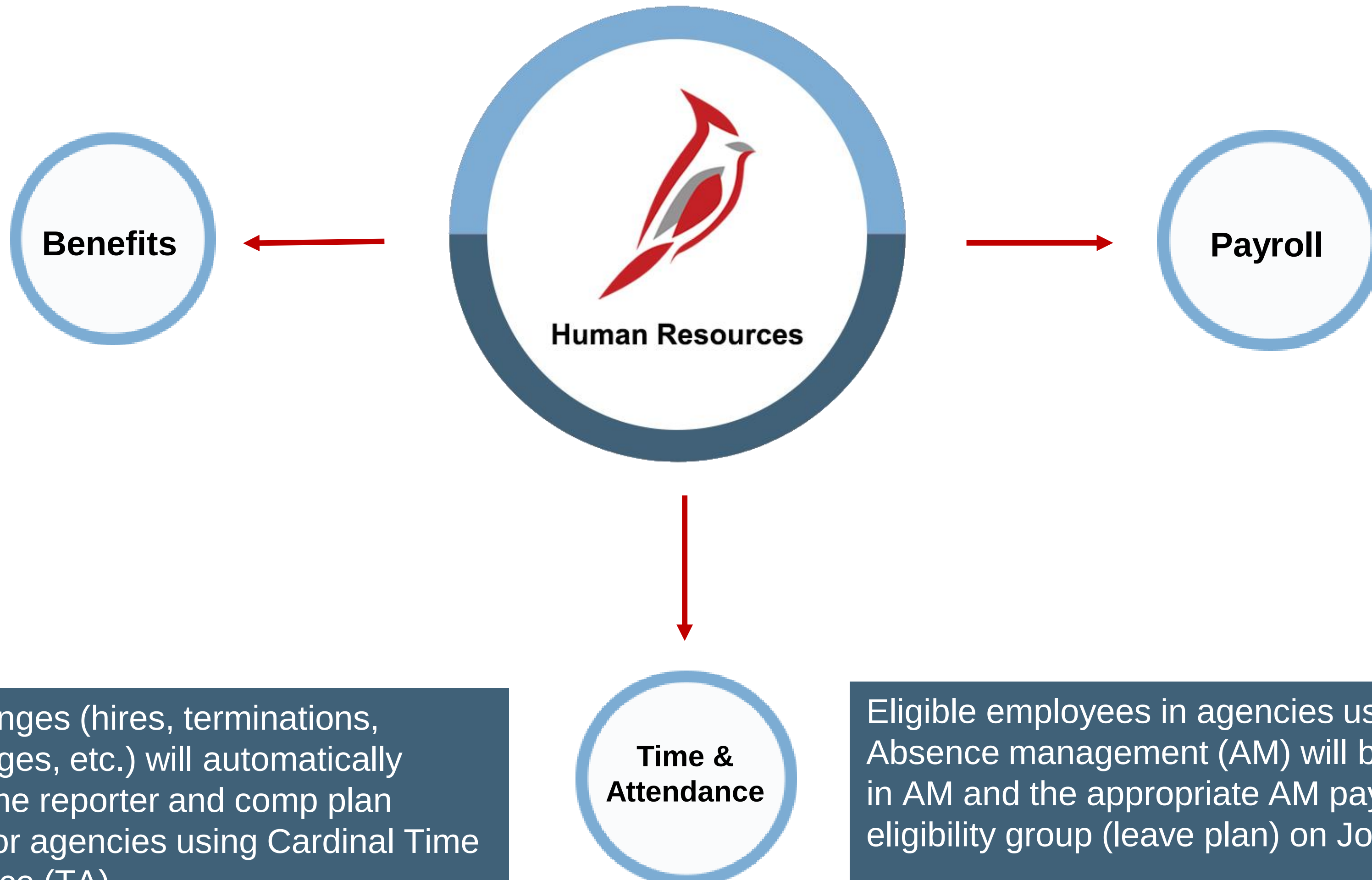
Empl ID:
Name: Mark Thomas
Address: 123 Valley Dr, Richmond VA 23222
SSN: 345-67-8999

*Fields/data elements listed are only a sample for representative purposes.
**Indicates a field on job data that is inherited from position data.

Job Data Used by Time & Attendance

- ✓ Effective Date
- ✓ HR Status
- ✓ Position Number and Reports To
- ✓ Business Unit
- ✓ Department
- ✓ Job Code
- ✓ FLSA Status
- ✓ Employee Type (Hourly/Salaried)
- ✓ Employee Class
- ✓ Standard Hours
- ✓ Pay Group
- ✓ Salary Grade
- ✓ Holiday Schedule
- ✓ Absence System (if applicable)

Human Resource Data is the Core



Job Data changes (hires, terminations, position changes, etc.) will automatically update the time reporter and comp plan enrollments for agencies using Cardinal Time and Attendance (TA).

Eligible employees in agencies using Cardinal Absence management (AM) will be enrolled in AM and the appropriate AM pay group and eligibility group (leave plan) on Job Data.

TA Setup and Processing Process

1 — TL Auto Enrollment

Employees are enrolled in TL based on HR data and state and agency-specific criteria configuration

2 — Employee Schedule Assignment

Employees are manually assigned Work Schedules to facilitate time and absence processing

3 — Time Entry and Processing

Time is captured/ generated, validated against system rules, and approved

4 — AM Enrollment

For agencies using Cardinal as their absence management system of record, salaried employees are enrolled in AM

5 — Absence Entry and Processing

Absences are entered, validated against system rules, and approved

Payroll Processing

Approved time and absence transactions are available for payroll processing

Overview of TA Roles

	Employee TL Setup	Employee	Timekeeper	TL Admin	Absence Admin	TL and Absence Supervisor	TA Interface Admin
Enter/Modify own Timesheet (including Time and Leave/Absences)		✓					
Enter/Modify Timesheets on behalf of Employees (including Time and Leave/Absences)			✓	✓	✓	✓ (Direct Reports)	
Cancel Leave/Absences		✓ (if not Approved)	✓	✓	✓	✓ (Direct Reports)	
Review/Resolve Timesheet Exceptions (Warnings)		✓	✓	✓	✓	✓ (Direct Reports)	
Allow Timesheet Exceptions (Warnings)				✓	✓	✓ (Direct Reports)	
Review and Correct Time Entry Upload and Absence Entry Upload Transactions				✓ (on Timesheet)	✓ (on Timesheet)		✓ (on Upload Review Page)
Enter/Modify Time Reporter Data, Comp Plans, TL Eligibility, and TL Auto Enroll Bypass	✓						

Overview of TA Roles (continued)

	Employee TL Setup	Employee	Timekeeper	TL Admin	Absence Admin	TL and Absence Supervisor	TA Interface Admin
Enter/Modify Leave Donations and Extended Leave Absences					✓		
Administer Absence Events and Review Absence Calculation Results					✓		
Enter/Modify Absence Balance Adjustments					✓		
Assign Employee Work Schedules	✓		View Only	✓	View Only	✓ (Direct Reports)	
Approve Time and Absences						✓ (Direct Reports)	
Run TA Reports/Queries	✓		✓	✓	✓	✓	✓

Integration with Payroll

State Payroll Operations (SPO) creates the Operation Calendars which provide timelines for all the payroll related activities. These calendars are posted on the SPO website. The calendars show deadlines for entering time and when time will be loaded to Payroll. As a TL Administrator, you are responsible for auditing and validating Timesheets, reviewing and resolving exceptions, and correcting Timesheet issues to ensure time for your agency is ready to load to payroll.

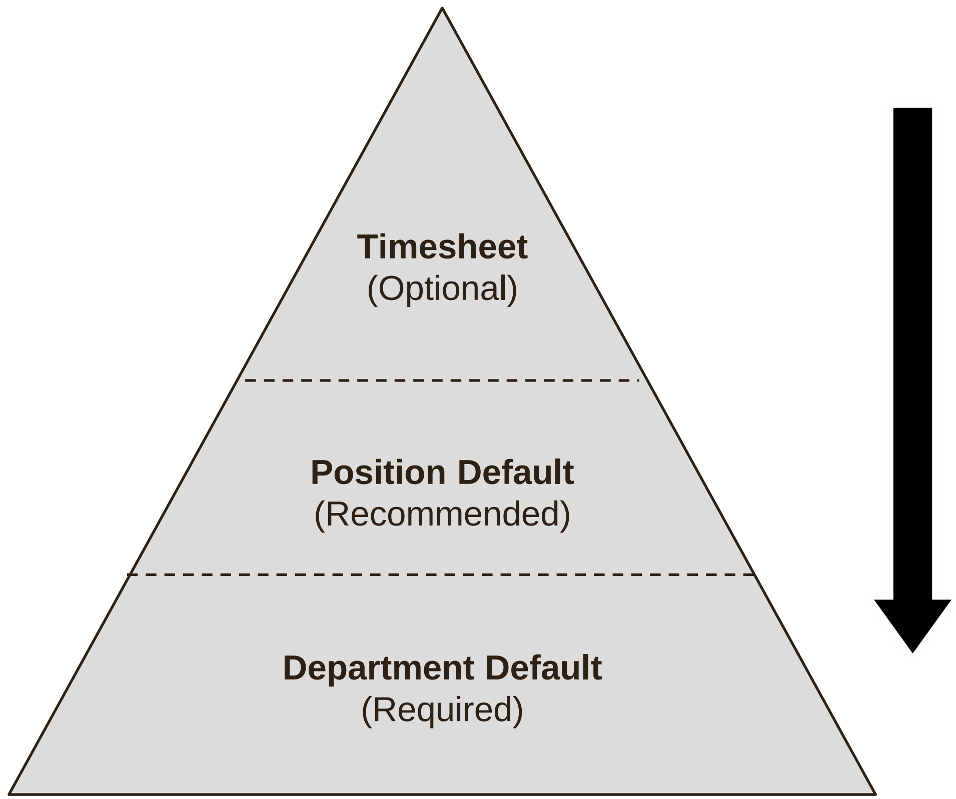
Funding Hierarchy

Cardinal Financials (FIN) and Human Capital Management (HCM) share the same Chart of Accounts (COA) structure and values.

The default hierarchy for payroll ChartField distribution is the Timesheet, followed by the Position Default and then Department Default.

Note: ChartFields on Timesheets are used for employees who need to record time to specific ChartField strings other than Position Defaults or Department Defaults.

Non-productive time (e.g., holiday, sick) and earnings added directly in Payroll are distributed based on the Position or Department Defaults, not the ChartFields entered on the Timesheet.



Role of the TL Administrator

The role of the TL Administrator is to audit/monitor and validate that all Timesheets for the agency are completed and errors resolved so that time can load to Payroll.

TL Administrators have access in Cardinal to:

- Audit/monitor and validate Timesheets
- TRC Administrator level access on Timesheets
- Review and resolve exceptions
- Correct employee's Timesheets
- View time entry processing status
- View employee time reporting information
- View assign/change employee Work Schedules
- View employee comp plans
- View TL eligibility and TL auto enroll bypass
- View job data pages that impact TL auto enroll
- Run TA reports

If Cardinal is the leave system of record, the following are available on the Timesheet:

- View Compensatory and Overtime Leave balances
- View leave information

Role of Employee Setup and Interface Administrators

Although this course is focused mainly on the TL Administrator, there are two additional administrator roles that are key to employee setup and interfacing of time and absences.

TL Employee Setup Administrator	TA Interface Administrator
This role has access to: • Enter TL eligibility and TL auto enroll bypass • View/change employee time reporter information • View/assign/change employee Work Schedules • View/change employee comp plans • View job data pages that impact TL auto enroll and Company Seniority Date • Run TA Reports See the Job Aid titled **TA372 TL Setup Overview** for guidance. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.	This role has access to: • Review and correct Time and Absence interface errors • Reconcile time interfaced into Cardinal • Run TA Reports See the Job Aid titled **TA372 Interface Administration** for guidance. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Key Concepts

The Time & Labor auto enrollment program automatically enrolls employees in the relevant workgroup and comp plan based on state default and agency criteria configuration. This controls the Timesheet fields and Time Reporting Codes available for the employee, as well as the time reporting rules that apply to the employee.

Timesheets drive pay for wage employees. For salaried employees, Timesheets drive pay for paid overtime, shift differential, and unpaid time (i.e., pay docking). This is true for Cardinal TA online and interfacing agencies.

Timesheets collect detailed time (by day, by type, by Chartfield distribution) to feed payroll and to support the allocation of pay in the Cardinal Financials (FIN) system at a detailed level.

There are two types of time reporters: positive and exception.

Cardinal requires all employees to have an assigned Work Schedule.

- Hourly employees are assigned a generic zero-hour schedule and are designated as positive time reporters.
- Online salaried employees who work a set schedule should have the appropriate schedule assigned in Cardinal.
- Online salaried employees who work a variable schedule can be assigned a variable schedule and must report all time as a positive time reporter.
- Interfacing salaried employees will be positive time reporters and can have a variable schedule assigned unless the agency wants to maintain work schedules in Cardinal.

Key Concepts (continued)

Pay docking must be entered on the Timesheet to capture hours for payroll processing, reporting, and allocation.

In TA, a variety of exceptions can generate, and they need to be addressed in a timely manner. High severity exceptions must be corrected to ensure that employees will be paid accurately.

Only approved time is sent to Payroll.

Lesson Checkpoint

1. True or False. All agencies are using both Cardinal Time & Labor and Absence Management as their system of record.

2. True or False. Employee Work Schedules are set up as part of the TL Auto Enrollment process.

3. True or False. The TL Administrator audits, monitors, and validates that all Timesheets for the agency are completed and errors resolved so that time can load to Payroll.

Lesson Summary

1 Time & Attendance Overview

In this lesson, you learned:

- Time Reporting Overview
- HR information that impacts TA
- Payroll Funding default hierarchy
- Time & Attendance
- Key TA Concepts

Lesson

2 TA Employee Setup

This lesson covers:

- Enroll and Maintain Time Reporters and Comp plans
- Create and Maintain Work Schedules

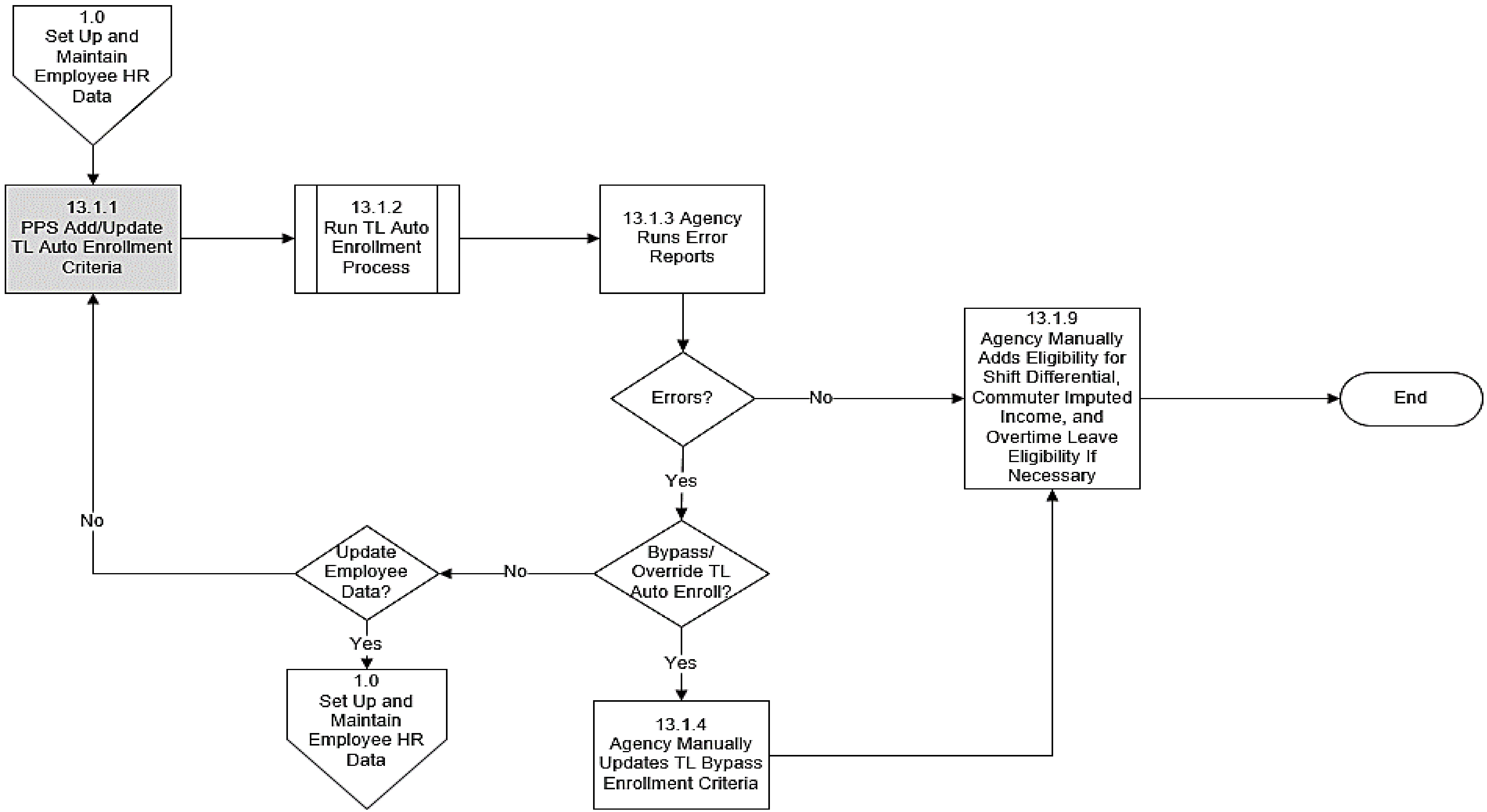
Overview of Enroll and Maintain Time Reporters and Comp Time Enrollment

The Time & Attendance Employee Setup business process involves enrolling employees in Cardinal so that employees are able to enter their time and absences and appropriate processing rules are applied.

There are two sub processes:

- Enroll and Maintain Time Reporters and Comp Plan Enrollment
- Create and Maintain Schedules

Enroll and Maintain Time Reporters and Comp Plan Enrollment Process



TL Auto Enroll Overview

The TL Auto Enroll process enables active employees paid through Cardinal to be enrolled in the Time and Labor (TL) module. This includes employees who will utilize the Cardinal TA for time reporting as well as employees who report time in Agency-owned time keeping systems that are interfaced into Cardinal.

The Auto Enroll process uses configured state default and agency-specific criteria to automatically enroll employees as time reporters in the appropriate Workgroup, other Time Reporter attributes, and Comp Plans, which control the Time Reporting Codes (TRCs) and fields available on the Timesheet, as well as the business rules applied for approval and processing. Only the Cardinal Post Production Support (PPS) team will be able to access and update enrollment criteria.

TL Auto Enroll controls:

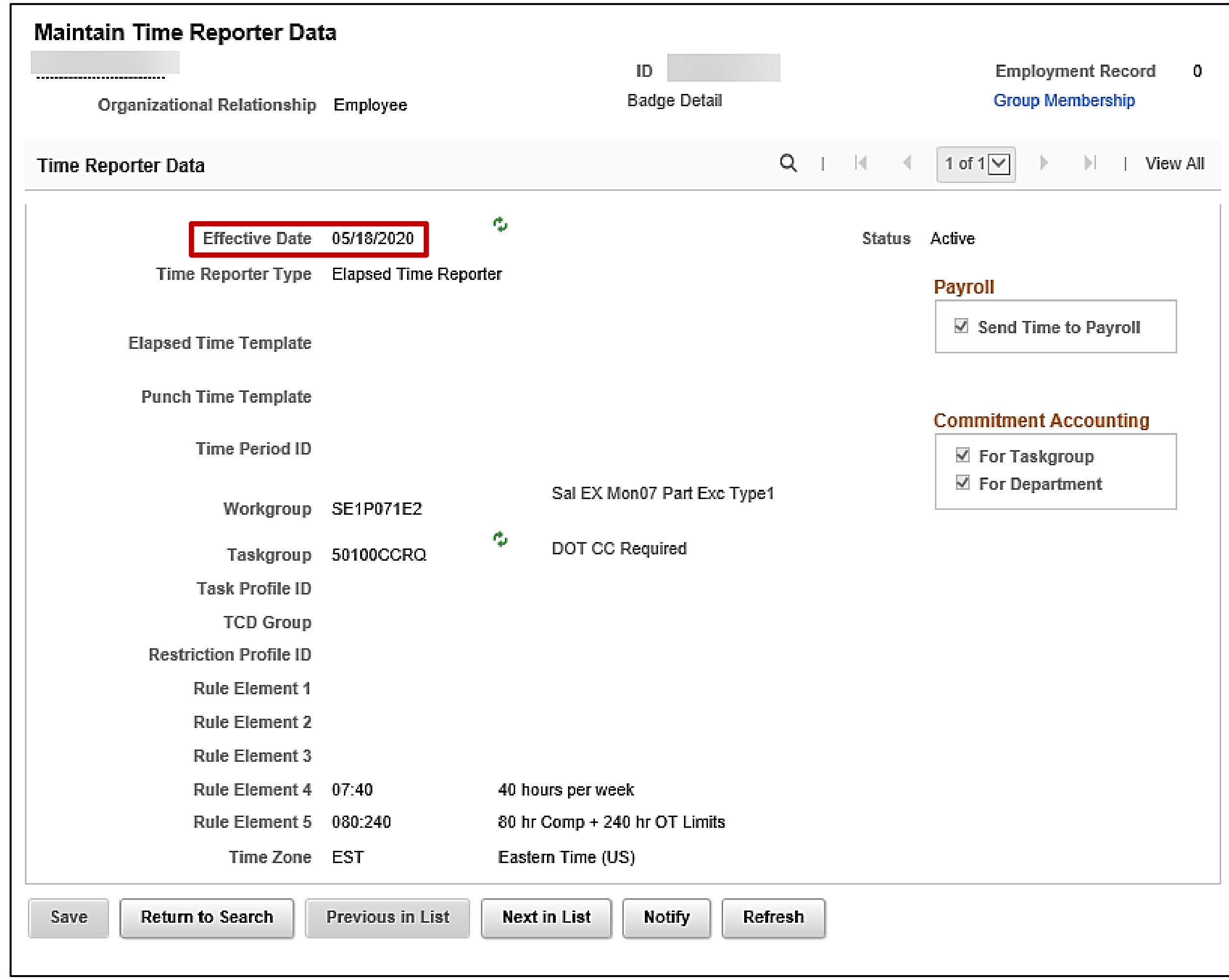
- Timesheet appearance (fields displayed on the Timesheet)
- Types of reported time, Time Reporting Codes (TRCs) available for selection on the Timesheet
- Types of approval: Reported Time, Full Payable Time, or Partial Payable Time
- Work Pay Rules which will be applied to an employee’s time

Time Reporter Data

For every employee, TL Auto Enroll assigns effective dated Time Reporter values on the **Maintain Time Reporter Data** page. You can view this page, using the following path:

Navigator > Time and Labor > Enroll Time Reporters > Maintain Time Reporter Data

Effective dating in TA must be accurate and will be picked up from Job Data if the change impacts TA (e.g., employee moves to new job).



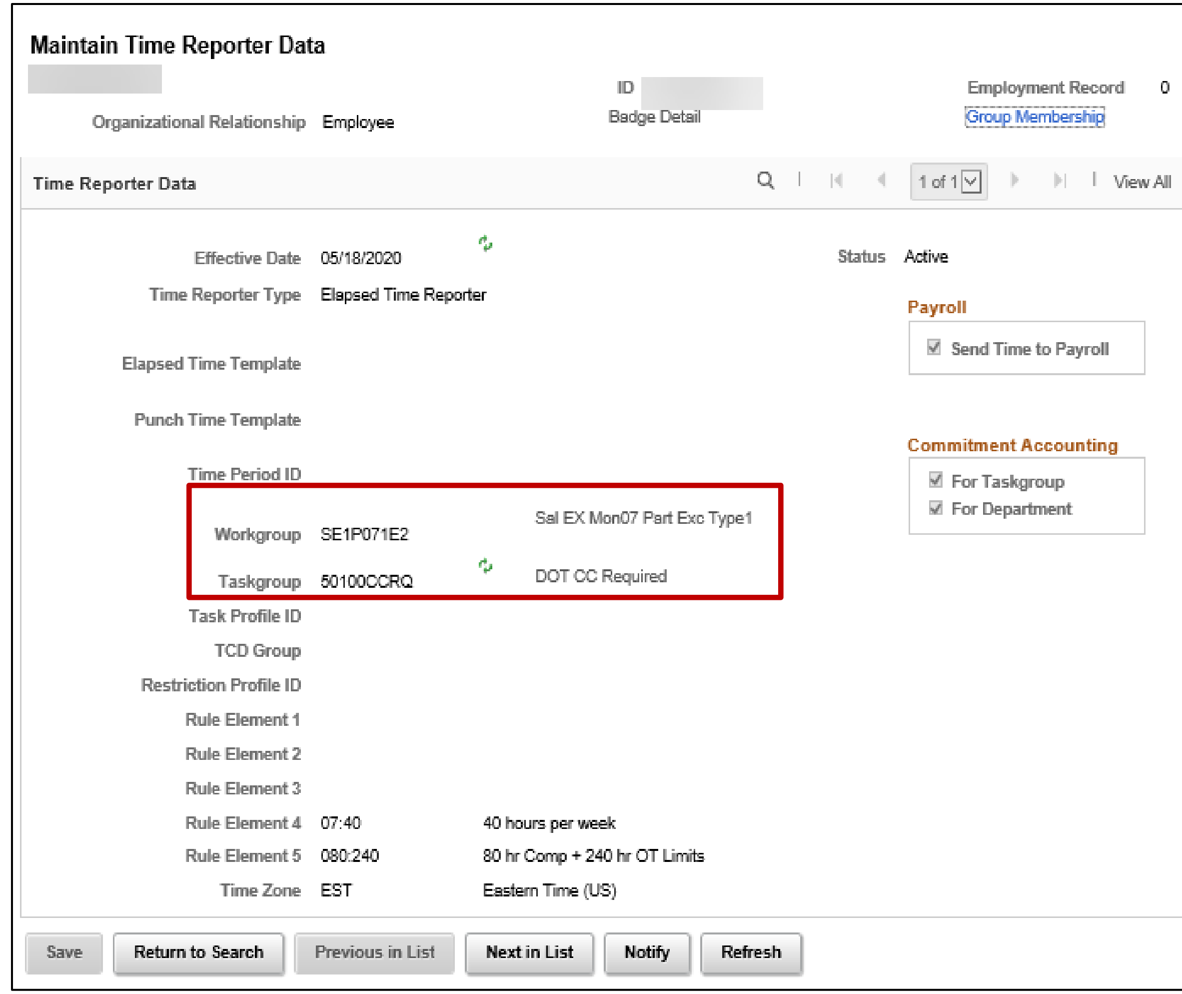
Time Reporter Data (continued)

The **Workgroup** controls many things related to the employee's Timesheet including:

- Time Reporting Codes (TRC)
- Approval method
- Time reporter type (positive or exception)
- FLSA start day and period
- Business rules that apply to the employee

The 9-character **Workgroup** name reveals the attributes of the group. See the appendix of this course to view the **Workgroup Naming Convention** table.

The **Taskgroup** controls access to the ChartFields link on the **Timesheet** page.



For more details regarding selections for this page, see the Job Aid titled **TA372 TL Setup Overview**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Workgroup Naming Convention

The Workgroup controls Time Reporting Codes, Approval Method, Positive vs. Exception Reporting Type, FLSA Start Date, FLSA Period, and Business Rules applied to the employee. The 9-character workgroup name reveals the attributes of the group. If the employee is not in the correct workgroup, it will impact the TRCs that are available to select on the Timesheet page.

Character	Defines	Values
1^{st}	Employee Type	**H** = Hourly, **S** = Salaried
2^{nd}	FLSA Status	**N** = Nonexempt, **E** = Exempt
3^{rd}	Employee Category	**1** = Type 1, **2** = Type 2, **3** =Type 3, **A** = Additional Pay Only, **P** = Per Diem Type, **R** = Regular, **M** = Emergency, **J** = Judge, **L**= Law Enforcement **F** = Fire Prevention, **S** = Student
4^{th}	Approval Type	**I** = Reported Time for Interfaced, **F** = Payable Time for Online Full Approval, **P** = Payable Time for Online Partial Approval
$5\text{-}6^{th}$	FLSA Period	**07**, **14**, **21**, **28** Days
7^{th}	Pay Cycle	**B** = Biweekly, **1** = SM1, **2** = SM2, **M** = Monthly
8^{th}	Time Reporter Type	**E** = Exception, **P** = Positive
9^{th}	FLSA Start Day	**1** = Sun, **2** = Mon, **4** = Wed, **6** = Fri, **7** = Sat

EXAMPLE:

SNRF071P1

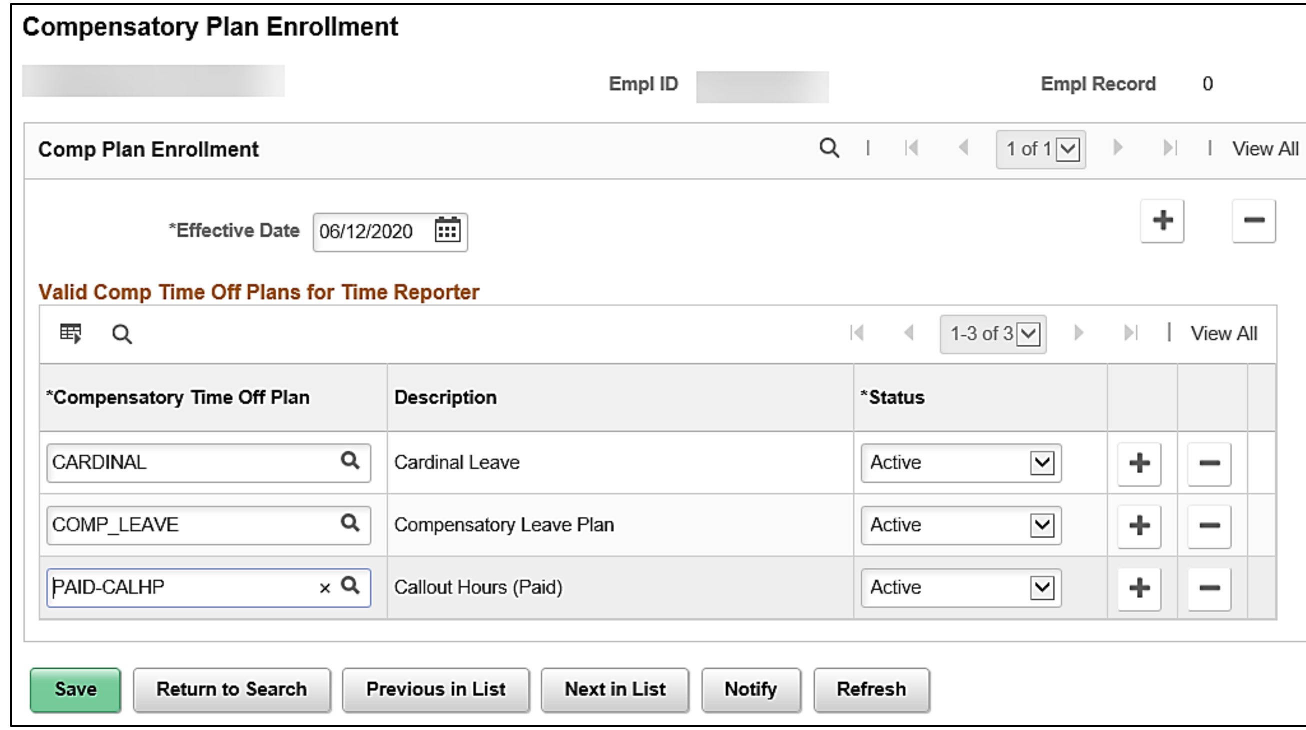
S = Salaried
N = Non-Exempt
R = Regular
F = Online Full Approval
07 = FLSA 7 Day Period
1 = SM1 Pay Cycle
P = Positive Time Reporter
1 = Sunday First Day of FLSA Period

Comp Plan Enrollment

Comp plan enrollment controls the TRCs available for reporting or interfacing on the Timesheets. The TL Auto Enroll process assigns effective dated Comp Plan enrollments on the **Compensatory Plan Enrollment** page.

You can access this page using the following path:

Navigator > Time and Labor > Enroll Time Reporters > Comp Plan Enrollment



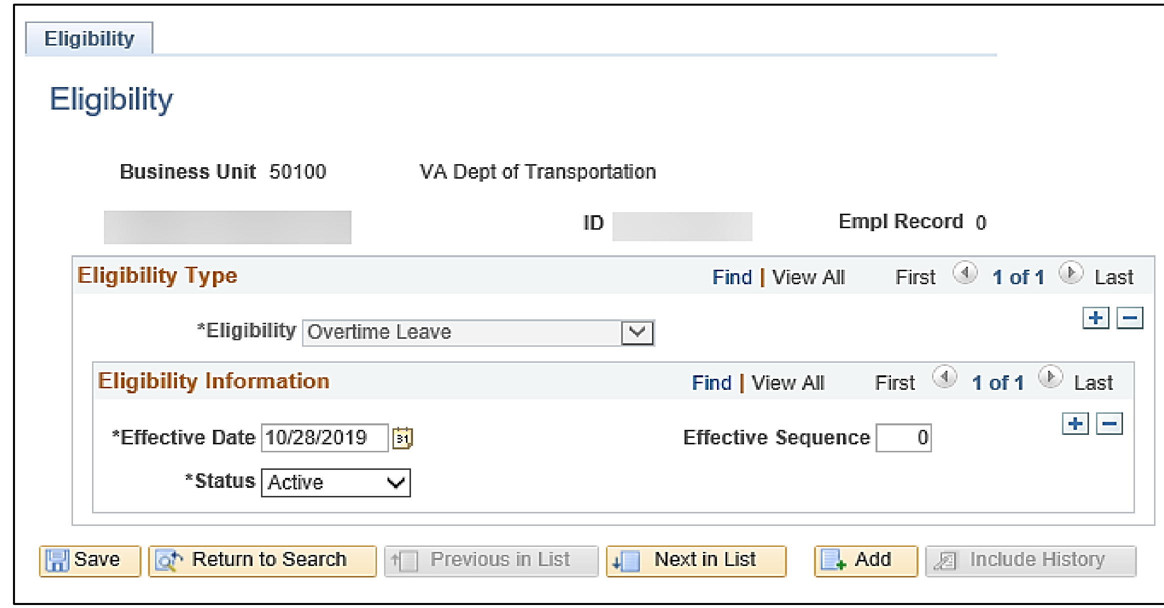
For more details about Compensatory plan enrollment, see the Job Aid titled **TA372 TL Setup Overview**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

TL Eligibility

The TL **Eligibility** page is used to indicate employee eligibility for Shift Differential, Commuter Imputed Income, and Overtime Leave not controlled by state or agency criteria. TL Eligibility enrollments are manually maintained by the TL Employee Setup Administrator and not by the TL Auto Enroll process.

For every employee, TL Auto Enroll checks the TL Eligibility indicators as criteria to determine appropriate Time Reporter and Comp Plan enrollment. You can navigate to the **Eligibility** page using the following path:

Navigator > Time and Labor > Enroll Time Reporters > Eligibility



For more details about setting up eligibility for employees, see the Job Aid titled **TA372 TL Setup Overview**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Identifying TL Auto Enroll Process Errors

Changes in Job Data, including position changes, new hires, terminations, and agency transfers are processed by the TL Auto Enroll process. For example, terminated employees and employees with an inactive HR status will be assigned to an **INACTIVE** time reporting group to prevent Timesheets from being submitted or interfaced beyond the date the employee became inactive.

The TL Employee Setup Administrator can monitor the TL enrollments for accuracy using the following queries:

- Time Reporter Changes Query - **V_TA_TIME_REPORTER**
- Comp Plan Enrollment Audit - **V_TA_COMP_PLAN_ENROLL_AUDIT**
- Active TL Eligibility Query - **V_TA_ELIGIBILITY_ENROLL_LIST**
- TL Eligibility Audit - **V_TA_ELIGIBILITY_ENROLL_AUDIT**

If appropriate state or agency criteria does not exist to assign valid values to an employee based on the employee's Job Data, the employee will be assigned to an **INVALID** time reporting group. The TL Employee Setup Administrator should review for this issue and other enrollment issues using the following query:

- Time Reporter Auto Enrollment Exceptions Query - **V_TA_AUTO_ENROLL_EXC**

TL Bypass

Agencies can bypass the TL Auto Enroll process for an employee and maintain the employee's Time Reporter data and/or Comp Time Plans manually using the TL Bypass feature. Generally, the TL Bypass feature should not be used unless the TL Auto Enroll process did not enroll the employee appropriately and there are no criteria that could be configured for the agency to identify and enroll the employee as needed.

For every employee, TL Auto Enroll checks the TL Bypass Auto Enroll selections to determine if the employee should be skipped by the default Time Reporter and/or Comp Time Plan enrollment processing.

The Time & Labor Administrator has view only access to this information and cannot make any changes. The TL Employee Setup Administrator can make changes as appropriate.

Note: The use of Auto Enroll TL Bypass should be rare or used temporarily. Consider contacting Post Production Support to review the agency selection criteria if the TL Auto Enroll process for a group of employees must be frequently bypassed.

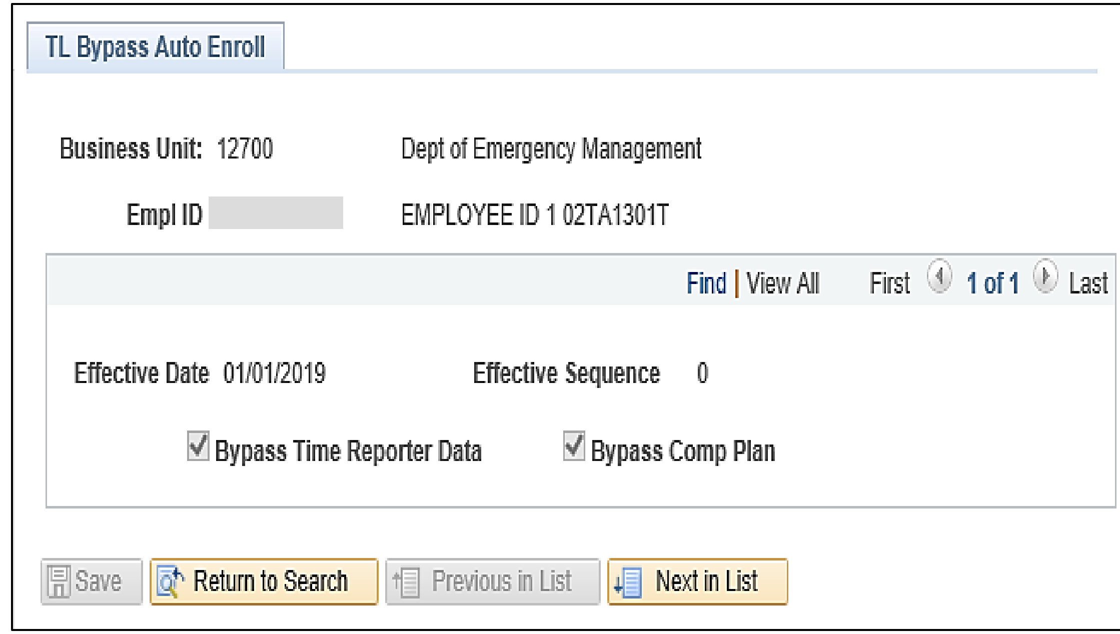
TL Bypass (continued)

To view the **TL Bypass Auto Enroll** page, use the following path:

Navigator > Time and Labor > Enroll Time Reporters > TL Bypass Auto Enroll

The following TL Bypass values are used to bypass the employee in TL Auto Enroll process:

- **Effective Date** – The date the bypass is effective
- **Bypass Time Reporter Data** – Selection indicates TL Auto Enroll will bypass the Time Reporter enrollment (Workgroup, Taskgroup, rule elements) and the values must be maintained by the TL Employee Setup Administrator manually, including when there are Job Data changes
- **Bypass Comp Plan –** Selection indicates TL Auto Enroll will bypass the Comp Plan enrollment and the plans must be maintained manually, including when there are Job Data changes



For details about how to setup or remove an employee for Bypass, see the Job Aid titled **TA372 TL Setup Overview**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Work Schedules

Work schedules play a crucial role in applying/validating overtime, absences, holidays, and in reporting for salaried employees. For exception time reporters, schedules are also used to generate regular hours for distribution of payroll costs.

Each employee must have an assigned Work Schedule in Cardinal.

Work Schedules are assigned to employees by the TL Employee Setup Administrator, TL Supervisor, and TL Administrator.

Types of schedules are:

- **Hourly Work Schedule** – This is a Work Schedule with zero pre-defined hours and should only be assigned to hourly (wage) employees. All hourly employees must report all hours worked on their Cardinal Timesheet in order to be paid

- **Set Work Schedule** – This is a non-flexible Work Schedule with predictable days and hours and should only be assigned to salaried employees. A set Work Schedule could also include a rotating day pattern

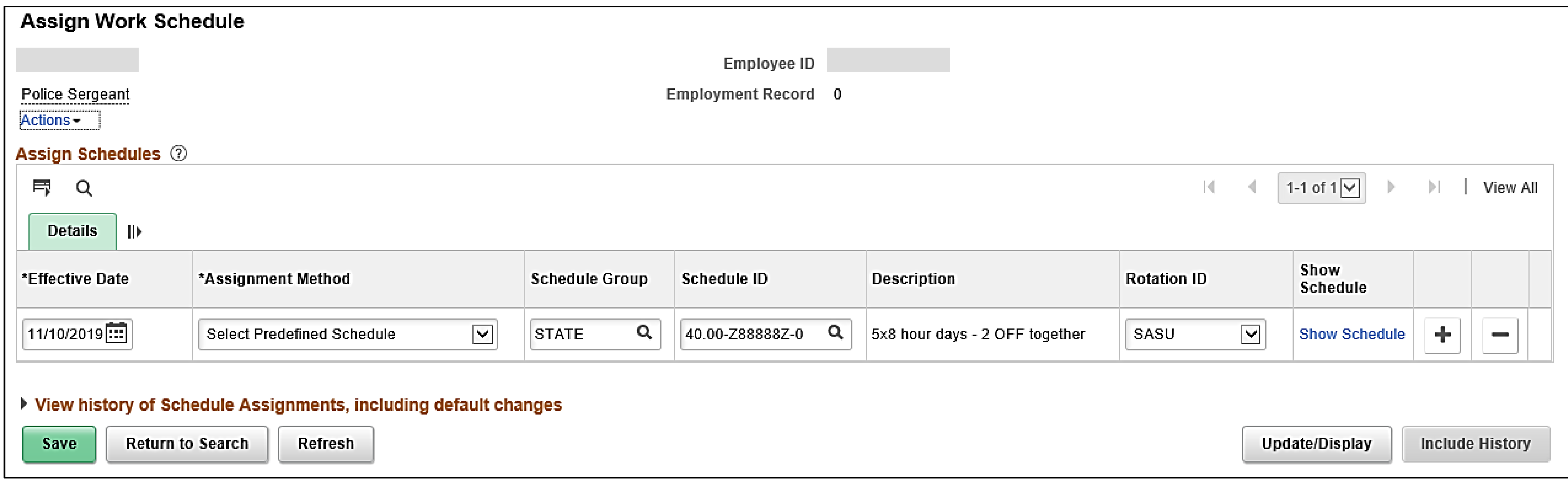
- **Variable Work Schedule** – This is a flexible Work Schedule that is set up in the system as 24 hours a day 7 days a week and should only be assigned to salaried employees. This type of Work Schedule requires employees to report all hours on their Cardinal Timesheet

The Employee Schedule Review query, **V_TA_SCHEDULE_REVIEW**, can be used to identify Work Schedule issues that should be resolved. The query lists employees without a schedule or with a default schedule.

Work Schedules (continued)

Work Schedules are effective dated and required for Timesheet rule processing and for absence duration calculations for Cardinal leave agencies. As a TL Administrator, you are able to view and update an employee schedule. In most cases, the employee's manager/supervisor should update the schedule. If you notice an issue with the employee's Work Schedule, work with the manager/supervisor to make the appropriate changes whenever possible. Work Schedules are managed on the **Assign Work Schedule** page.   You can navigate to this page using the following path:

Navigator > Time and Labor > Enroll Time Reporters > Assign Work Schedule



For details on viewing, assigning and updating work schedules, see the Job Aid titled **TA373 Maintaining Employee Work Schedules**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Hands-On Exercise

Your instructor will provide detailed instructions on how to log in and complete the exercise.

Lesson Checkpoint

1. True or False. The Auto Enroll process identifies Workgroup requirements which control the Time Reporting Codes (TRCs), whether approval is to be performed at the Reported Time or the Payable Time level, and what business rules are applied when generating Payable Time.

2. True or False. Generally, the TL Bypass feature should not be used unless the TL Auto Enroll process did not enroll the employee appropriately and there are no criteria that could be configured for the agency to identify and enroll the employee as needed.

3. A Variable Work Schedule is a _____________
   a. schedule set up with zero hour
   b. non-flexible schedule with predictable days and hours and can include a rotating pattern
   c. flexible schedule that is set up in the system as 24 hours a day 7 days a week.

Lesson Summary

2 TA Employee Setup

In this lesson, you learned:

- Overview of the auto enroll process
- How to bypass auto enroll
- How to assign and update employee Work Schedules

Lesson

3

Manage Time & Attendance Data

This lesson covers:

- Time Capture and Absence Reporting
- Role of the TL Administrator
- Time Reporter Characteristics
- Timesheet Overview

TA Capture Process

The TA Capture process involves entering employee time and absence information into Cardinal for TL rule processing and supervisor approval and further processing.

This process has two sub-processes:

- Manage Time Entry
- Manage Absence Reporting

Timesheets will require the capture of hours by day and by type of time, including productive and non-productive time.

Time & Attendance Capture – Key Activities

While the TL Administrator is not responsible for capturing or submitting time on behalf of employees, you may be the first person, other than the employee's supervisor, that will be contacted for resolution when there are time entry questions or issues. Understanding state and agency time reporting policies and Cardinal Timesheet configuration and employee setup is crucial

Online Agencies

For agencies using Cardinal online, the TL Administrator provides oversight and problem solving from the time entry to payroll processes, including ensuring all time is submitted appropriately and approved (if applicable) by the time approval deadline. Only the agency TL Supervisor (**Reports To** or delegated to) can approve time. The TL Administrator runs reports to identify issues and works with the TL Supervisor or other administrators to resolve issues.

Interfacing Agencies

For interfacing agencies, the TL Administrator and the TA Interface Administrator work together to ensure approved time and absence data (if applicable) is accurately interfaced and processed in Cardinal and any errors are resolved. If time is entered or modified online for an interfacing employee, the time requires approval by the TL Supervisor.

The TL Administrator is the go-to role for agency Timesheet users (employees, timekeepers, and supervisors) for Timesheet entry or interfacing questions and problem-solving.

Note: Interfacing agency TL Administrators may also have the role of the TL Supervisor and be set up as the **Reports To** position for approving online adjustments.

Time Reporter Types

In Cardinal, there are two different types of Time Reporters – Positive Time Reporters and Exception Time Reporters. These types have some specific time reporting rules.

Positive Time Reporter

Positive Time Reporters must report:

- All hours worked (productive) and any leave (nonproductive) must be entered
- All time must be reported by day and type
- The Timesheet must be submitted, at a minimum, for every pay period (follow agency guidelines)

Exception Time Reporter

Exception Time Reporters only enter time if there is an exception. Exceptions include:

- The employee worked a different day outside of their normal schedule
- The employee worked additional hours (e.g., overtime, call-in time)
- The employee used leave (comp or overtime) or an absence (e.g., vacation, sick)
- The employee needs to charge time to a ChartField distribution that is different than the default

When an exception is reported for a day, then all hours for that day must be reported (e.g., 2 hours of vacation, must also report the 6 regular hours worked)

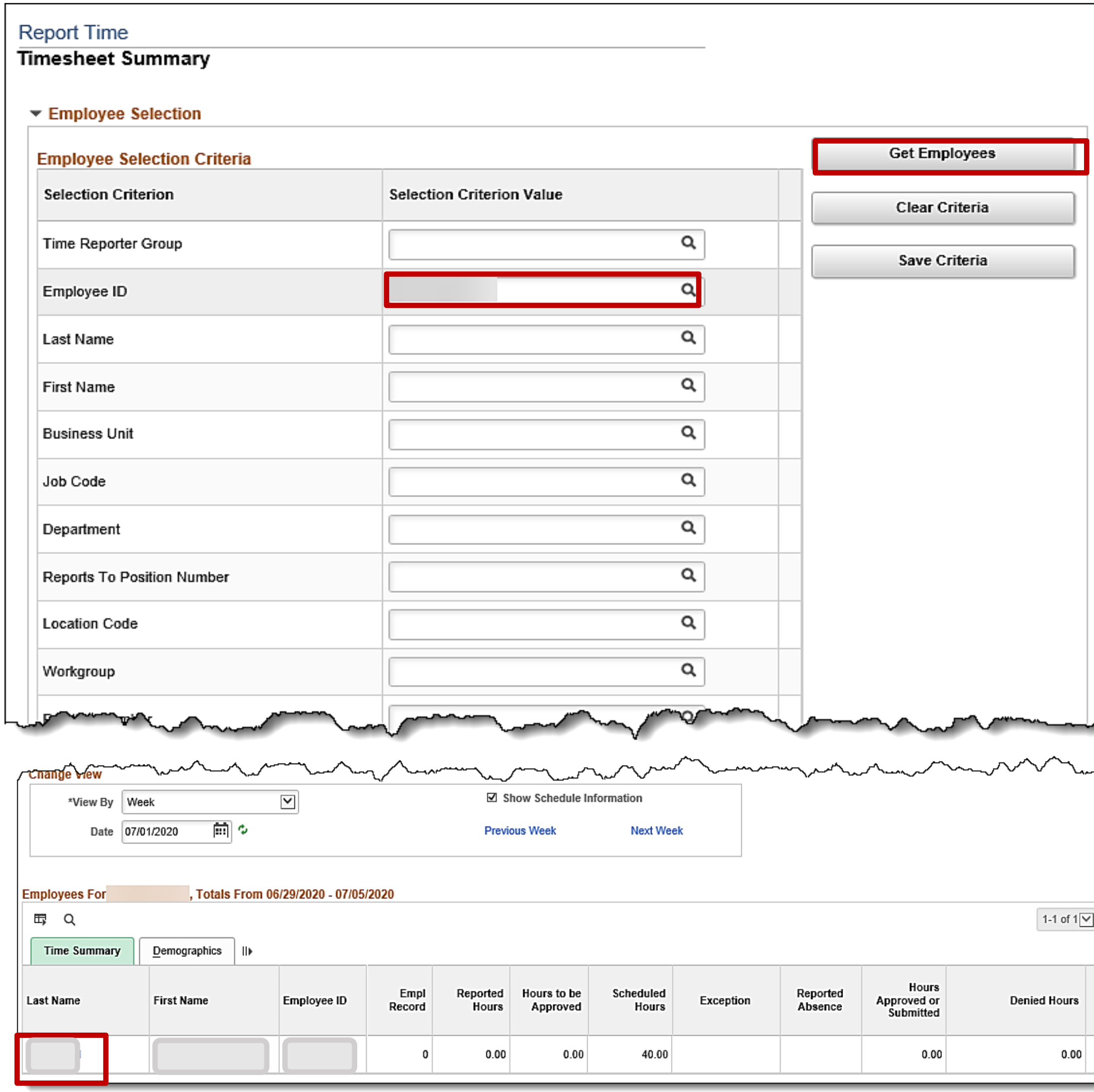
Timesheet Summary

TL Administrators have access to view, enter, and make adjustments to the Timesheet for all employees in their agency. To access the employee Timesheet, use the **Timesheet Summary** page to search and select the employee. To navigate to the **Timesheet Summary** page, use the following path:

Team Time Tile > Timesheet

The **Timesheet Summary** page displays.

1. Enter the **Employee ID** of the employee whose Timesheet you need to access. If you do not know the Employee ID you can use name or any of the other search criteria.
2. Click the **Get Employees** button.
3. Click the last name link of the employee you want to access.

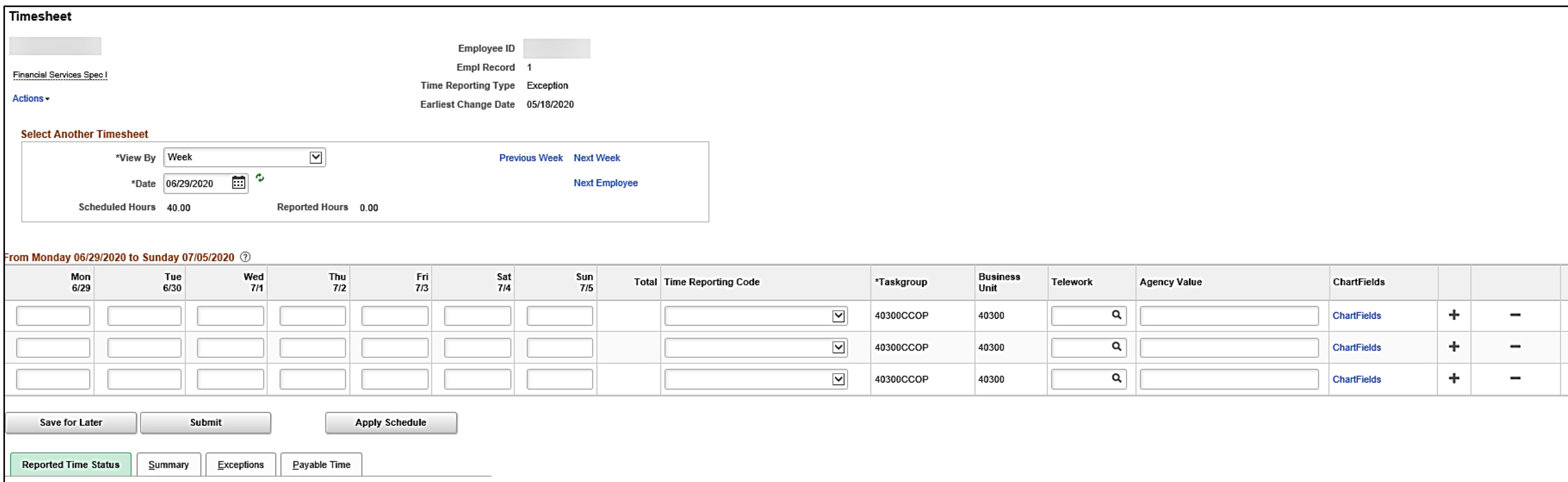


Timesheet Page

The **Timesheet** page for the selected employee displays. All time, both productive (time spent on actual work activities) and non-productive (time spent on non-work activities) are recorded on the Timesheet.

In this lesson, we will review some of the key aspects of the Timesheet. For detailed information about the **Timesheet** page layout and specifics about each field, see the course titled **TA373: Time & Attendance for Managers and Supervisors** located on the Cardinal Website in **Courses** under **Learning**.

Note: Timesheets will vary based on agency configuration and employee setup. For example, shift eligible employees will have a field to indicate the shift worked for the hours reported.



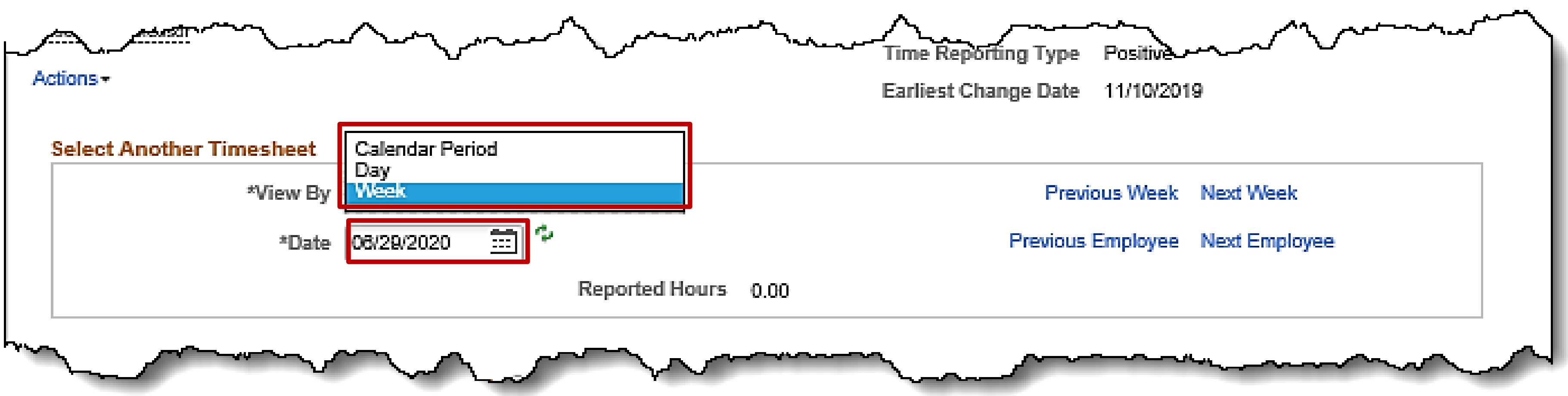
Timesheet Page – Header Section

The **Header** section contains basic employee information such as employee **Name**, **Employee ID**, **Empl Record**, **Time Reporter Type**, etc. When you hover over the employee name or title, additional information displays. This information can be helpful for seeing such things as the employee's manager, if the employee is hourly or salaried, and the employee's Workgroup.

Timesheet Page - Select Another Timesheet

The **Select Another Timesheet** section is used to change the view of the Timesheet and the Calendar Period.

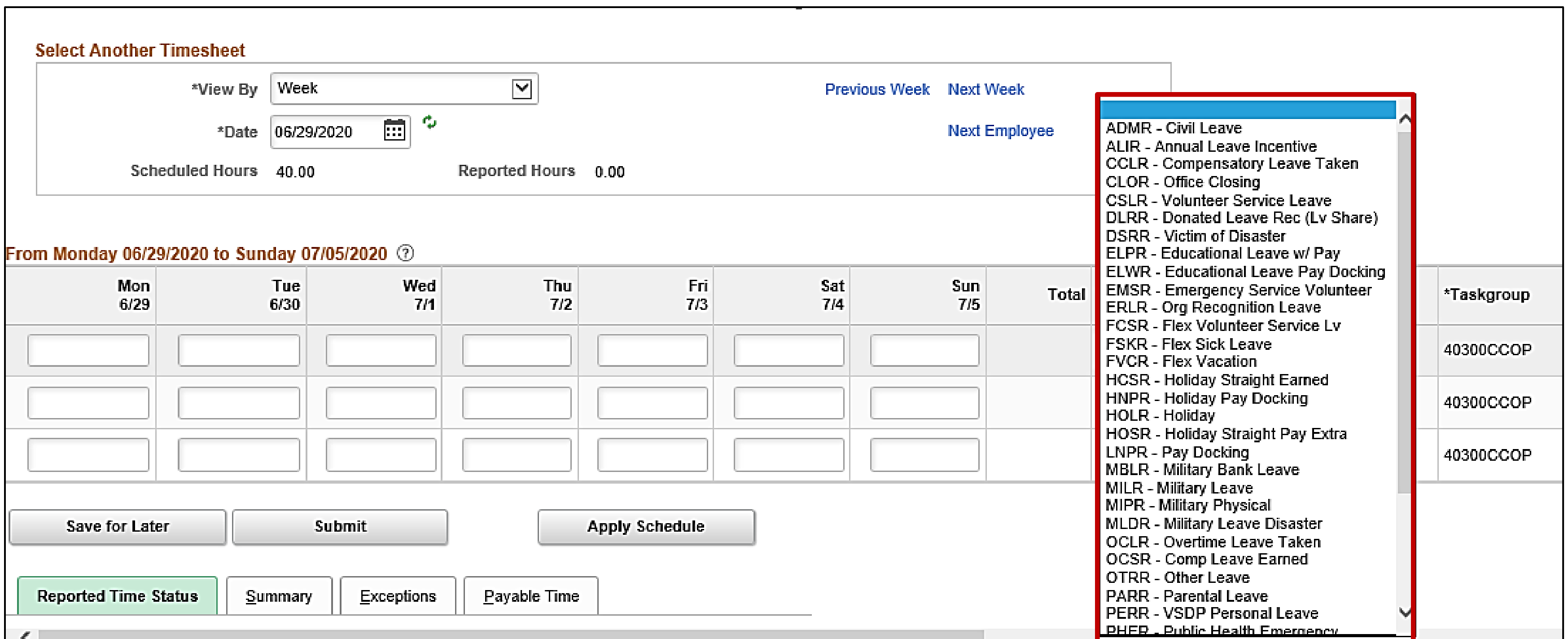
- **View By:** Controls the Timesheet view. The default view of the Timesheet is a weekly format. Use the **View By** to see the Timesheet in the way that works best.
  - **Calendar Period**: This view is based on the pay calendar (e.g., Salaried 10th - 24th or 25th - 9th, Faculty 1st - 15th or 16th – End of the Month, Hourly biweekly)
  - **Day**: View one day based on the selection
  - **Week**: View a one week time period based on the selection
- **Date:** Enter a specific date, date in a week, etc. to be shown on the Timesheet. Click on the **Calendar** icon to open a calendar and then select the month, year, and day. The week that includes the selected date displays below. The start day always defaults to Monday, but can be changed to the appropriate FLSA start day if different.



Time Reporting Codes

The **Time Reporting Code** (TRC) is a drop-down field on the Timesheet that contains codes used to classify the time being reported. The codes will vary by agency criteria which controls the time reporter workgroup and comp plans.

TRC values will vary by agency configuration and Workgroup, so it is not the same for all employees. The screenshot below shows an example of some TRCs for an employee that is not using Cardinal Absence.



Time Reporting Code Categories

TRCs fall into two major categories:

- **Productive Time** – Time spent on actual work activities (e.g., regular time (REG), overtime (OVT), etc.)
- **Non-Productive Time** – Time spent on non-work activities (e.g., vacation, holiday, sick, office closing, leave, absence, etc.)

TRCs are key because they allow employees to report/track time (hours) for compensation and administrative purposes, and act as an element of compensation to collect labor data in hours or amounts.

TRCs map to Payroll Earnings for reporting, distributions, allocation, and payments.

For agencies using Cardinal absence, non-productive time such as vacation and sick, are entered in a different section of the Timesheet and display in the Timesheet grid. For agencies not using Cardinal absence, non-productive time is entered in the Timesheet grid along with the productive time.

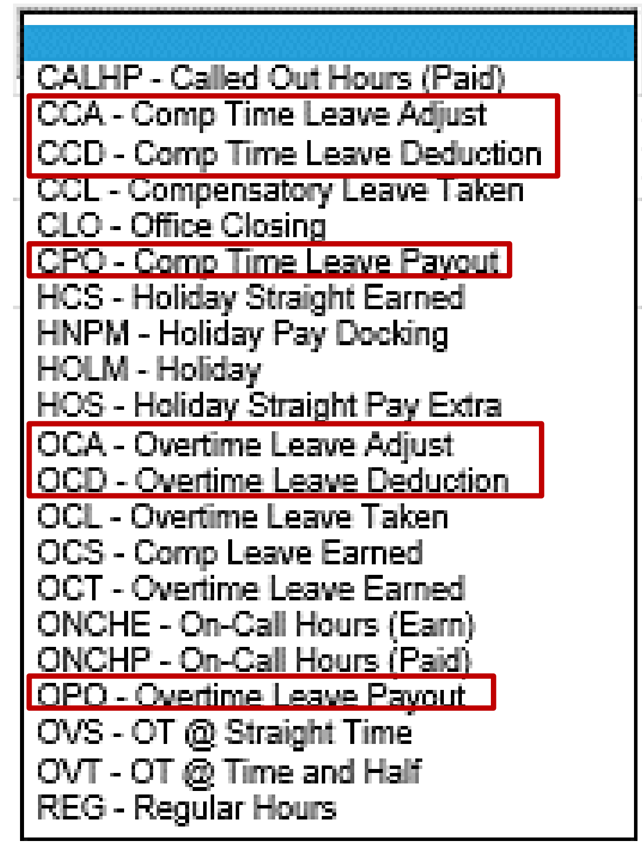
Time reported under the TRC **REG** (regular hours) for salaried employees is distributed across the employee's regular salary. Time entered using the TRC **REG** does not pay in addition to the base salary, even if the hours are over the FLSA overtime threshold. To generate additional pay in addition to an employee's regular salary, the appropriate overtime paid or overtime earned TRC must be used.

Admin only TRCs

When you sign in and access an employee’s Timesheet, there are some TRCs that are only available for Admins. TL Administrators are the only ones who can enter these specific codes on the Timesheet.

Some examples include:

- **CCA - Comp Time Leave Adjust**
- **CCD - Comp Time Leave Deduction**
- **CPO - Comp Time Leave Payout**
- **OCA - Overtime Leave Adjust**
- **OCD - Overtime Leave Deduction**
- **OCO - Overtime Leave Payout**



Reported Time Status Tab

The **Reported Time Status** tab displays the status of time entered in the Timesheet. Reported time is the time and absences recorded on the Timesheet.

Reported Time Status | Summary | Exceptions | Payable Time

Reported Time Status

1-5 of 5

Date	Reported Status	Total	TRC	Description	Add Comments
11/18/2019	Submitted	8.00	REG	Regular Hours	
11/19/2019	Submitted	8.00	REG	Regular Hours	
11/20/2019	Submitted	8.00	REG	Regular Hours	
11/21/2019	Submitted	8.00	REG	Regular Hours	
11/22/2019	Submitted	8.00	REG	Regular Hours	

Reported Time Statuses

The following table is a list of statuses for Reported Time.

Status	Code	Description
***Saved**	**SV**	Time that has been entered, but not submitted for processing
***Submitted**	**SB**	Time that has been reported and submitted for processing
****Needs Approval**	**NA**	Time that has been processed by Time Administration and sent to the designated Reports To for review and approval
****Approved**	**AP**	Time that has been reviewed and approved by the Reports To and ready to be picked up by the Time and Labor load process for payroll processing

Online agencies will only see* ***Saved* *or* ***Submitted*** *for time entered on the Timesheet grid.*

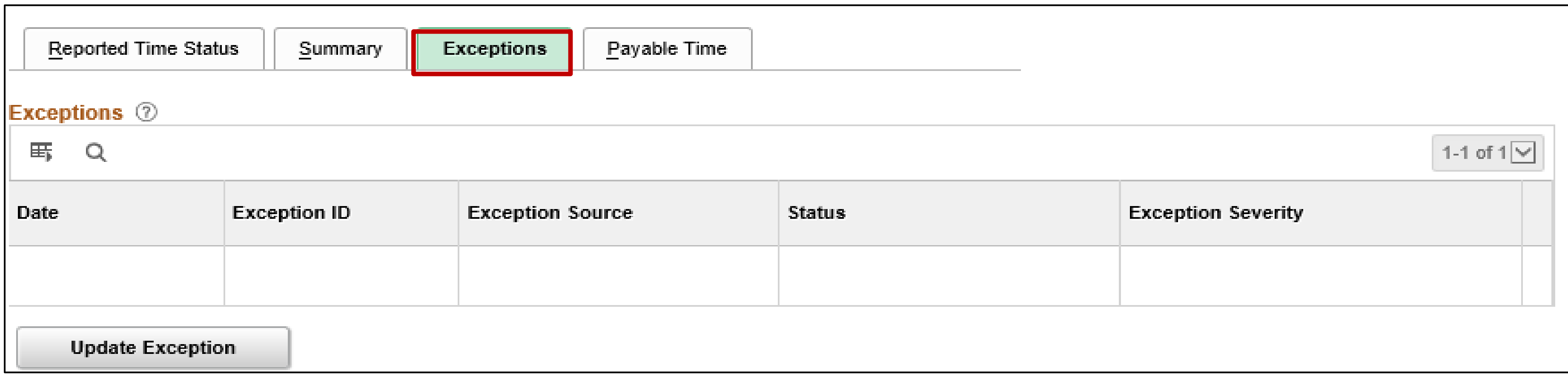
Agencies using Absence Management will see* ***Needs Approval *or* ***Approved*** *for absences.*

Note: Interface agencies will generally only see **Approved** when time is interfaced.

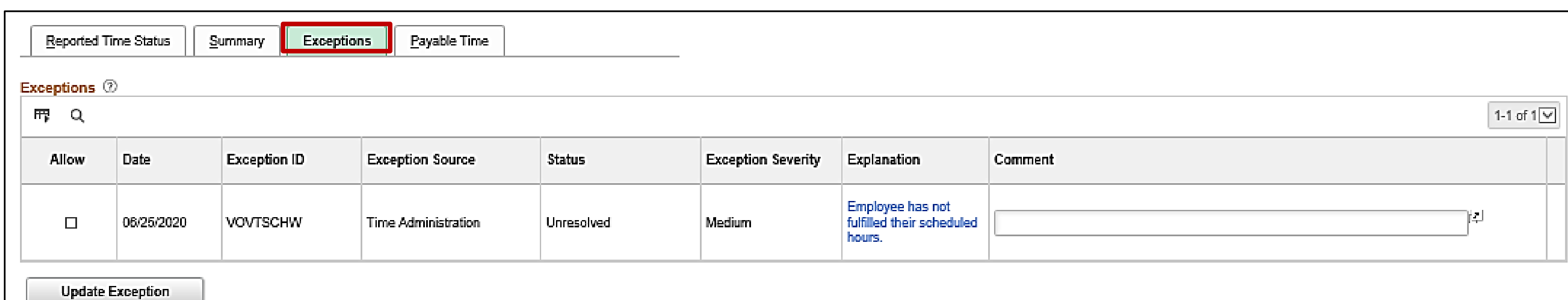
Timesheet Page Layout – Exceptions Tab

The **Exceptions** tab provides a view of exceptions and related information, if any exist, after the Time Administration process runs. Exceptions will be covered in more detail in **Lesson 4** of this course.

Tab without Exception



Tab with Exception

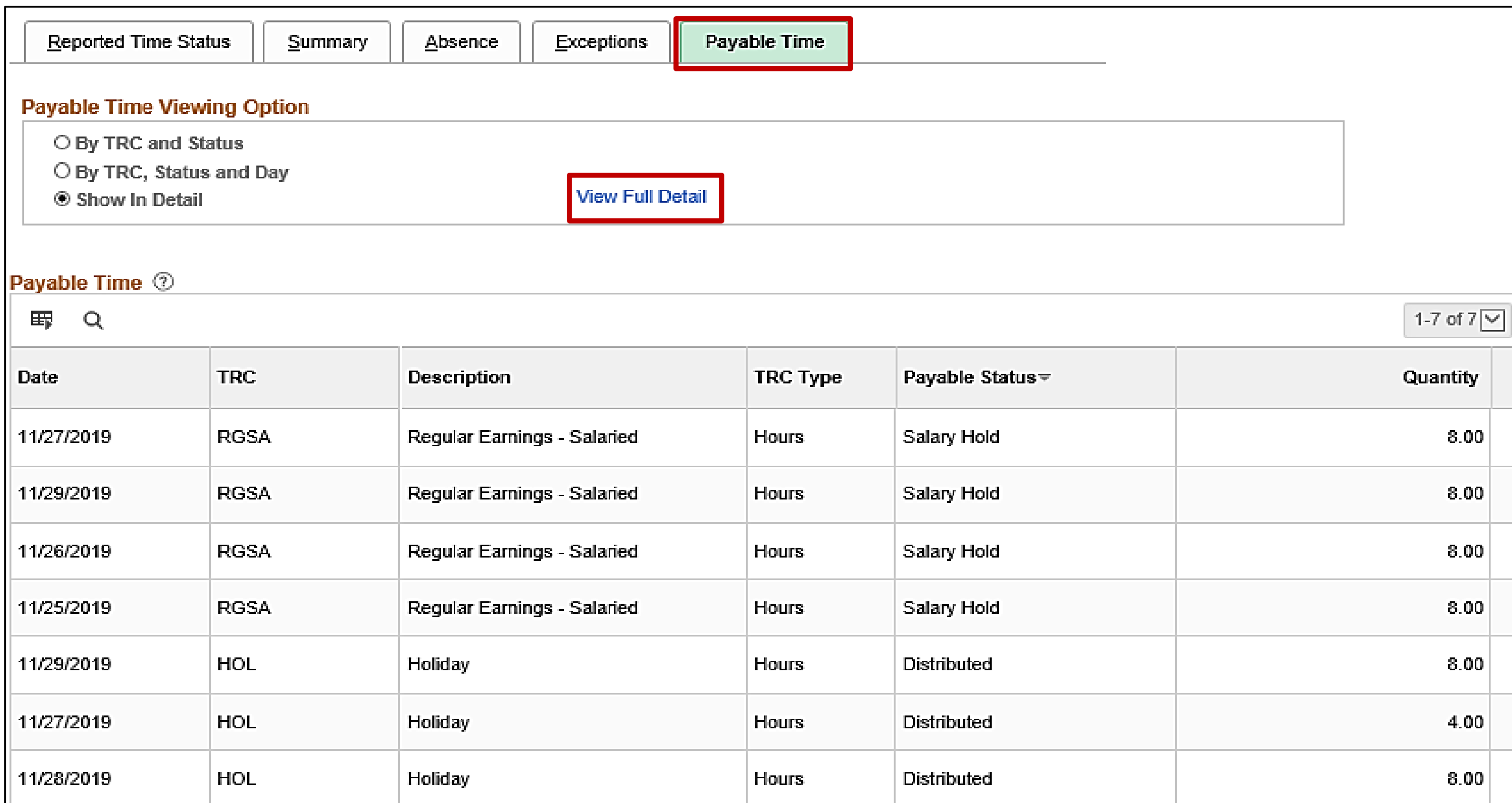


Timesheet Layout Page – Payable Time Tab

The **Payable Time** tab provides a view of time after the Time Administration process has been run.

The Reported Time TRCs are updated to Payable Time TRCs in this view. It also displays a variety of statuses and, for Exception Time Reporters, it shows the scheduled hours.

You can view Payable Time in full details by selecting the **View Full Detail** link in the **Payable Time Viewing Option** section.



Date	TRC	Description	TRC Type	Payable Status	Quantity
11/27/2019	RGSA	Regular Earnings - Salaried	Hours	Salary Hold	8.00
11/29/2019	RGSA	Regular Earnings - Salaried	Hours	Salary Hold	8.00
11/26/2019	RGSA	Regular Earnings - Salaried	Hours	Salary Hold	8.00
11/25/2019	RGSA	Regular Earnings - Salaried	Hours	Salary Hold	8.00
11/29/2019	HOL	Holiday	Hours	Distributed	8.00
11/27/2019	HOL	Holiday	Hours	Distributed	4.00
11/28/2019	HOL	Holiday	Hours	Distributed	8.00

Payable Time Statuses

The table below and on the next page provide a list of statuses for Payable Time.

Status	Code	Description
Needs Approval	**NA**	Waiting for approver to approve
Approved	**AP**	Approved by approver
Estimated	**ES**	Does require payable time approval per workgroup or TRC. Interfacing Workgroups (All data), Partial Approval Workgroups (**SCHX**, **UOSX**) or Cardinal Leave generated holiday for all workgroups (**HO**L)
Overtime Hold	**VH**	Salaried Overtime to be sent to Payroll will be held until the FLSA Period End Date is more than 14 days in the past
Salary Hold	**VS**	Salary Base Pay detail will be processed during GL Distribution process
No Pay	**NP**	Detail does not need to be sent to payroll for processing
Rejected by Payroll	**RP**	Not processed by Payroll. Reasons are: • **VRP** – VDOT Salary Prior to Cardinal Payroll; Manual GL Adjustment required and Close via Adjust Paid Time • **NSP** – Not sent to Payroll; Rejected by Load Time and Labor process • **CAN** – Cancelled; Payroll has run the Pay Unsheet process
Reversed Check	**RV**	Generated due to Payroll Reverse Check process

Payable Time Statuses (continued)

Status	Code	Description
Sent to Payroll	**SP**	Load Time and Labor to Payroll is currently processing and loading data to Payroll
Taken by Payroll	**TP**	Detail is in Payroll for Processing
Ignore	**IG**	Ignored by Payroll when Payroll disables the **OK to Pay** and is processed by GL Distribution
Distributed	**PD**	Paid and Allocated to General Ledger
Closed	**CL**	Closed; Reasons are: • **VNP** – Pay Docking not sent to the GL • **VRP**, **VNA**, **VAP** – VDOT Data not sent to GL Prior to Cardinal Payroll • **MRJ** – Manual Reject; Rejected by Payroll and closed via the Adjust Paid Time page • **RAJ** – Changed via Adjust Paid Time page • **NSP** – Not sent to Payroll; Send to Payroll disabled on Maintain Time Reporter Data
Denied	**DN**	Denied by the approver; old VDOT status not relevant for Cardinal Payroll data

Leave/Compensatory Time Tab

The **Leave / Compensatory Time** tab is only available for employees who use Cardinal Absence and are eligible for Comp or Overtime Leave. This is only visible once the employee has a balance.

It includes the **Plan Type**, **Plan**, **Recorded Balance**, **Minimum and Maximum Allowed** hours and **View Detail** link. Click the **View Detail** link to see more detailed information such as **Expiration Date**, **Units Earned**, and **Units Taken**.

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

Leave and Compensatory Time Balances

1-1 of 1

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	COMP_LEAVE	21.00	0	1000	

Leave and Compensatory Time

1-5 of 5 | View All

Plan	Plan Description	Unit Type	Expiration Date	Starting Balance	Units Earned	Units Taken	End Balance	Accrual Date
COMP_LEAVE	Compensatory Leave Plan	Hours	12/05/2020	19.000000	2.000000	0.000	21.000	12/05/2019
COMP_LEAVE	Compensatory Leave Plan	Hours	12/04/2020	18.000000	1.000000	0.000	19.000	12/04/2019
COMP_LEAVE	Compensatory Leave Plan	Hours	12/03/2020	16.000000	2.000000	0.000	18.000	12/03/2019
COMP_LEAVE	Compensatory Leave Plan	Hours	12/02/2020	15.000000	1.000000	0.000	16.000	12/02/2019
COMP_LEAVE	Compensatory Leave Plan	Hours	11/25/2020	0.000000	15.000000	0.000	15.000	11/25/2019

Non-Productive Time – Using Cardinal Absence

Agencies using Absence Management report most non-productive time through the use of the **Absence** tab for such things as: vacation, sick, personal, etc. Once recorded in the **Absence** tab, it displays in the Timesheet grid.

These agencies will enter some non-productive time (leave) directly on the Timesheet for such things as office closing, Compensatory Leave, and Overtime Leave.

From Monday 12/09/2019 to Sunday 12/15/2019

Mon 12/9	Tue 12/10	Wed 12/11	Thu 12/12	Fri 12/13	Sat 12/14	Sun 12/15	Total	Time Reporting Code
				2.00			2.00	CCL - Compensatory Leave Taken
8.00	8.00	8.00	8.00				32.00	REG - Regular Hours
				6.00			6.00	VAC - Vacation

Save for Later | Submit

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

Absence Events

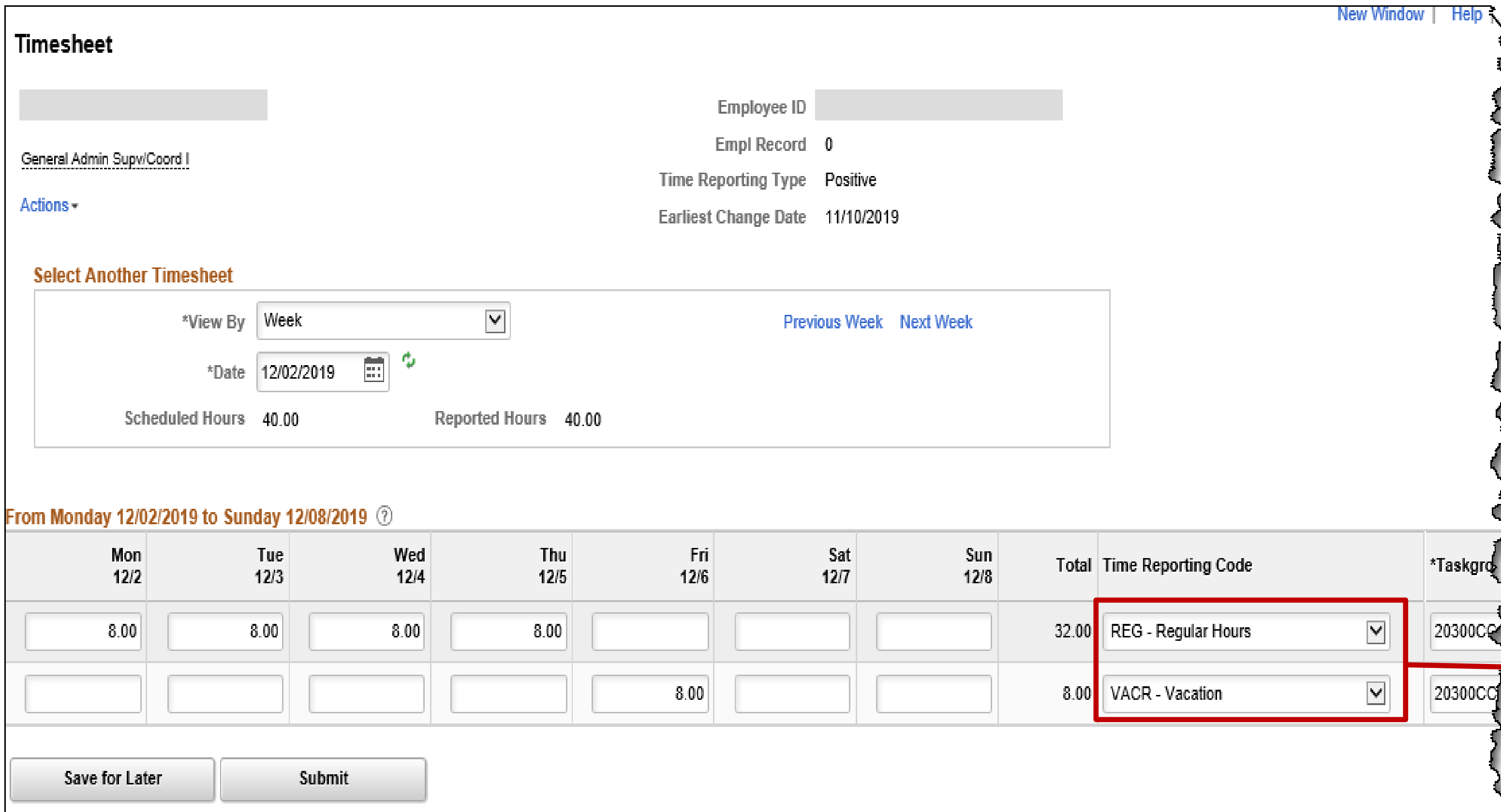
Absence Take | Forecast Results

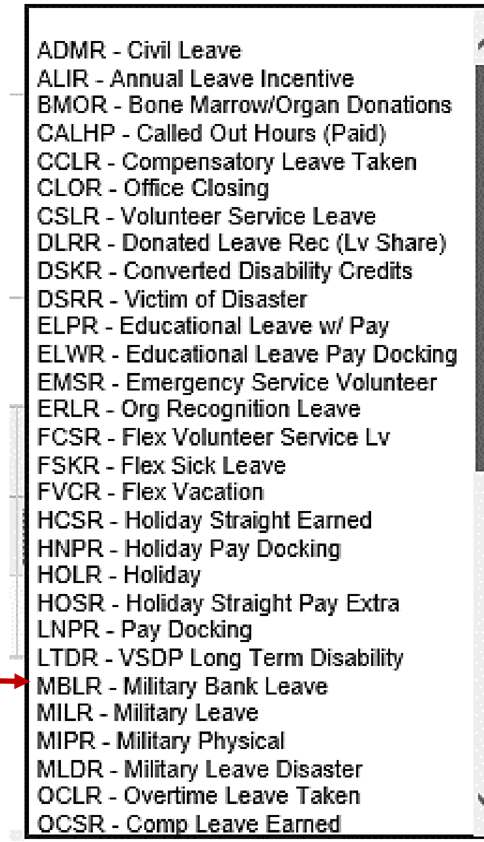
Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor
☐	12/13/2019	12/13/2019	Vacation	Vacation	6.00	Hours	Details	Needs Approval	Approval Monitor

Add Absence Event

Non-Productive Time - Not Using Cardinal Absence

Agencies not using Absence Management will report all non-productive TRCs directly in the Timesheet grid.





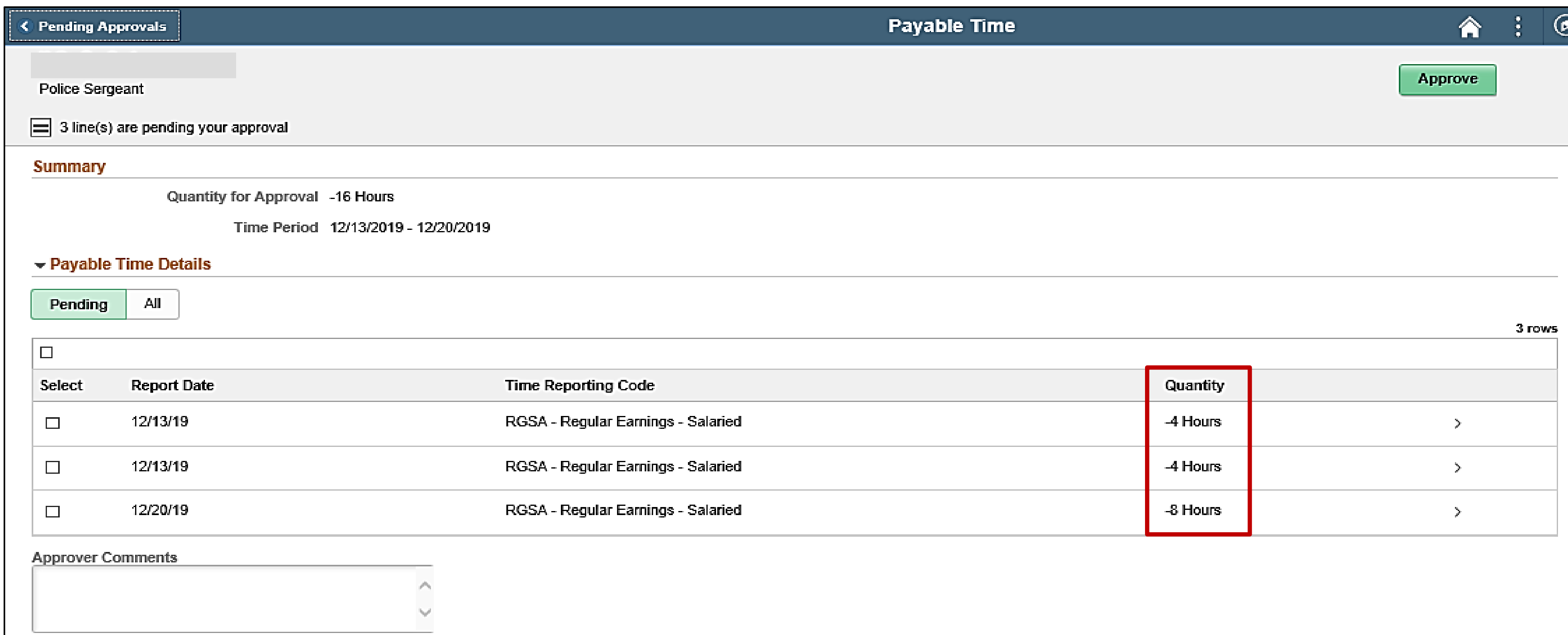
Hands-On Exercise

Your instructor will provide detailed instructions on how to log in and complete the exercise.

Reviewing Time

Cardinal does not allow users to manually enter negative hours. However, Cardinal automatically generates negative (offset hours) when there is any adjustment to approved reported time. Timesheet adjustments will be discussed in Lesson 4 of this course.

Approvers still need to approve the negative offsets. Failure to approve these hours will result inaccurate hours (e.g., not enough, too many). When you run the Timesheet report, be sure to monitor for negative (offset hours) that have not been approved and work with the supervisor to approve them.



Reviewing Time (continued)

Administrators have access to a variety of reports and queries to assist with reviewing time for the population of employees for which they provide time administration oversight.

Primary reports:

- **Timesheet Schedule Exception and Overtime Review**
- **Timesheet Report**

Primary queries:

- **Weekly Submitted Hours**
- **Time Reporting Exceptions** – this report will be reviewed in **Lesson 4** of this course

Note: See the **Cardinal HCM Reports Catalog** for more details about these reports and queries. It is located on the Cardinal website in Resources.

Timesheet Schedule Exception and Overtime Review Report – Section One

This report has two sections:

Section 1:

The first section will look at the time period that the report user has entered and retrieve any Overtime Time Reporting Codes. You can navigate to this report using the following path:

Navigator > Time and Labor > Reports > Timesheet Exception Report

Commonwealth of Virginia

TIMESHEET SCHEDULE EXCEPTION AND OVERTIME REVIEW

Overtime Review

Report ID: RTA024

Run Date: 12/17/2020

Run Time: 06:12 00

Page No. 1 of 3

Business Unit: 40300

From Pay Period End Date: 11/25/2019

To Pay Period End Date: 12/24/2019

Reports To: GIFTA007 : BU_40300_MGR,TRAINING

Empl Type: S

All employees

Submitted Time

Date Occurred	Department	Description	Position	Emplid/Record	Name	PAYGRP	Reports To Position	Name	TRC	TRC Description	Hours
12/02/2019	11000	Administration	GIFTA008			SL3	GIFTA007	BU_40300_MGR,TRAININ	OCTA	Overtime Leave Earned	1.00
12/02/2019	11000	Administration	GIFTA008			SL3	GIFTA007	BU_40300_MGR,TRAININ	OCXA	Overtime Leave 0.5	0.50

Timesheet Schedule Exception and Overtime Review Report – Section Two

Section 2:
The second section will look at the TRCs processed for an employee and if the total productive time and the non-productive time is greater to or less than their scheduled number of hours for the pay period.

Commonwealth of Virginia

TIMESHEET SCHEDULE EXCEPTION AND OVERTIME REVIEW
Deviation from Scheduled Hours

Report ID: RTA024

Run Date: 12/14/2020
Run Time: 11:25 00

Page No. 2 of 2

Business Unit: 40300
From Pay Period End Date: 11/16/2020
To Pay Period End Date: 12/18/2020
Reports To: GIFTA007 : BU_40300_MGR,TRAINING
Empl Type: S
Employees with variance only
Submitted Time

Department	Description	Emplid/Record	Position	Name	PAYGRP	Reports To Position	Name	Total Reg Prod & Non-Prod Reported Hours	Scheduled Hours	Variance	Prod OT Hours	Total Hours Reported
11000	Administration		GIFTA010		SM1	GIFTA007	BU_40300_MGR,TRAINING	20.00	0.00	-20.00	0.00	20.00
11000	Administration		GIFTA008		SL3	GIFTA007	BU_40300_MGR,TRAINING	20.00	88.00	68.00	0.00	20.00
11000	Administration		GIFTA009		SL3	GIFTA007	BU_40300_MGR,TRAINING	0.00	360.00	360.00	0.00	0.00
11000	Administration		GIFTA013		SM1	GIFTA007	BU_40300_MGR,TRAINING	0.00	88.00	88.00	0.00	0.00
Total for 11000								0.00	536.00	536.00	0.00	0.00

Timesheet Report

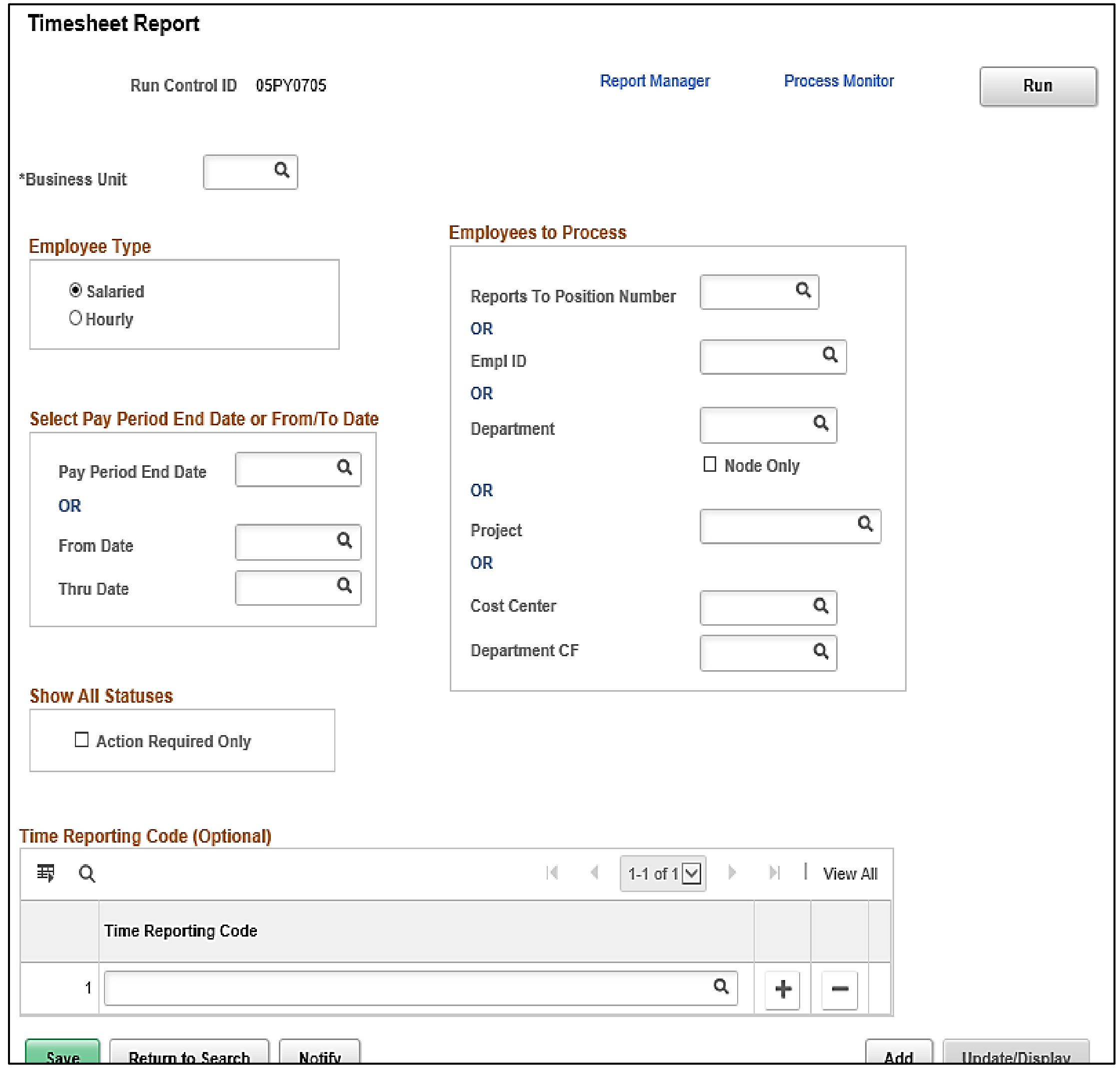
The Timesheet report summarizes the number of hours by ChartField distribution by day. This report is used mostly by supervisors and administrators and provides quite a bit of information such as:

- A record of time reported for a pay period for an employee
- Insufficient hours/incomplete Timesheets
- Whether the Timesheet was submitted or approved
- Reported hours by Time Reporting Codes (TRCs) and ChartField distribution of Timesheet entries by day
- Approvers and delegation proxy (if applicable) responsible for approval
- Productive and non-productive hours pending approval

You can navigate to this report using the following path:

Navigator > Time and Labor > Reports > Timesheet Report

Note: See the **Cardinal HCM Reports Catalog** for more information about this report and how to use the various options to help you get the information you need.



Timesheet Report

This is a sample of a portion of the Timesheet Report and does not reflect all the fields that are available on this report. In this example it was run to show any Timesheets with action required for a specific supervisor. You can see a variety of information that can be helpful to you as you review time.

One key field is the **Payable Time Status** field indicates whether the time has been approved or not. A status of **NA** means the time has not approved.

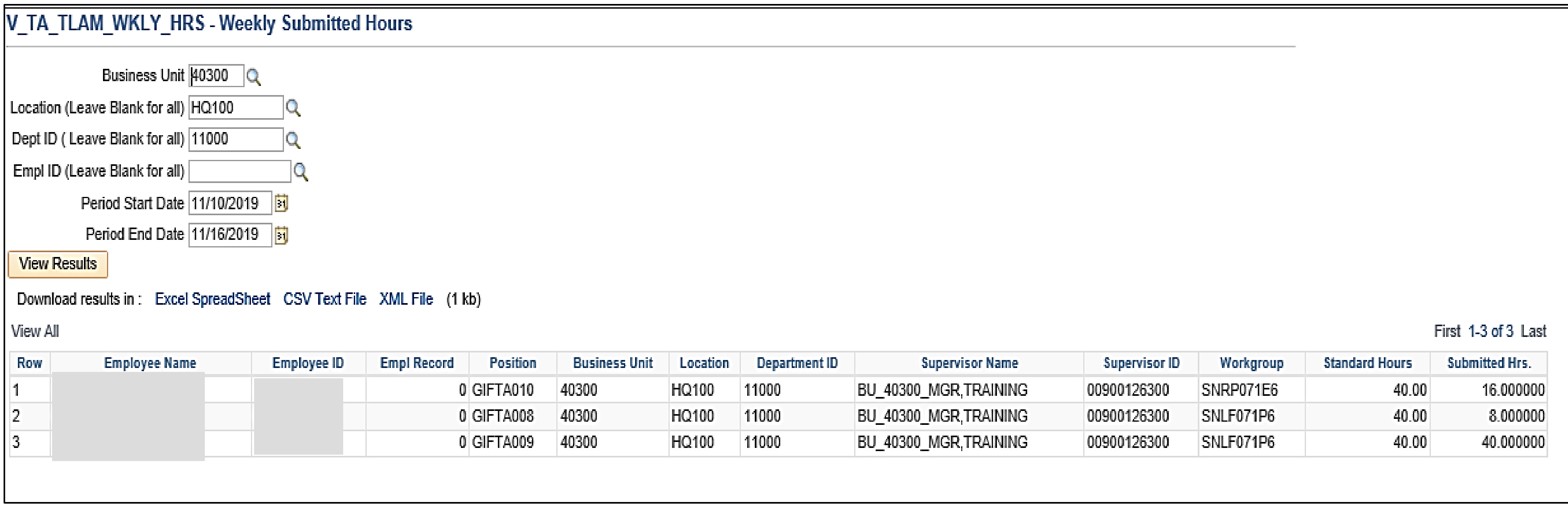
4	age No. 1	of		2																	
5	Business Unit: 40300 : Dept of Game & Inland Fish																				
6	Pay Period From Date: 24-DEC-2019																				
7	Pay Period To Date: 24-DEC-2019																				
8	Reports to Position: GIFTA007 : BU_40300_MGR,TRAINING																				
9	Salaried																				
10	All statuses that need action																				
11	TRC :																				
12																					
13	Pay Period End Date	Daily Date	Retro Flag	Reports To Position #	Employee Position Number	Employee Name	Workgroup	Time Reporting Type	Reported TRC	Reported TRC Description	Payable TRC	Payable TRC Description	Hours	Override Rate	Last User	Proxy	Reported Time Status	Payable Time Status	Source	Excep	Account
14	24-Dec-19	10-Dec-19		GIFTA007	GIFTA008		SNLF071P(	Positive	REG	Regular Hc	RGSA	Regular Ea	8	0	V_TL_ADN		SB	NA	Online		
15	24-Dec-19	10-Dec-19		GIFTA007	GIFTA008		SNLF071P(	Positive	REG	Regular Hc	RGSA	Regular Ea	-8	0	V_TL_ADN		AJ	NA	Online		
16	24-Dec-19	11-Dec-19		GIFTA007	GIFTA008		SNLF071P(	Positive	REG	Regular Hc	RGSA	Regular Ea	8	0	V_TL_ADN		SB	NA	Online		
17	24-Dec-19	11-Dec-19		GIFTA007	GIFTA008		SNLF071P(	Positive	REG	Regular Hc	RGSA	Regular Ea	-8	0	V_TL_ADN		AJ	NA	Online		
18	24-Dec-19	12-Dec-19		GIFTA007	GIFTA008		SNLF071P(	Positive	REG	Regular Hc	RGSA	Regular Ea	8	0	V_TL_ADN		SB	NA	Online		
19	24-Dec-19	12-Dec-19		GIFTA007	GIFTA008		SNLF071P(	Positive	REG	Regular Hc	RGSA	Regular Ea	-8	0	V_TL_ADN		AJ	NA	Online		
20	24-Dec-19	13-Dec-19		GIFTA007	GIFTA008		SNLF071P(	Positive	CC	Compensa	CCLA	Compensa	2	0	V_TL_ADN		SB	NA	Online		

Weekly Submitted Hours

The **Weekly Submitted Hours** query provides hours submitted in a work week. It includes the employee's standard hours for the week and shows the hours submitted based on dates specified.

You can navigate to their query using the following path:

Navigator > Reporting Tools > Query > Query Viewer > V_TA_TLAM_WKLY_HRS – Weekly Submitted Hours



V_TA_TLAM_WKLY_HRS - Weekly Submitted Hours

Business Unit 40300

Location (Leave Blank for all) HQ100

Dept ID (Leave Blank for all) 11000

Empl ID (Leave Blank for all)

Period Start Date 11/10/2019

Period End Date 11/16/2019

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All | First 1-3 of 3 Last

Row	Employee Name	Employee ID	Empl Record	Position	Business Unit	Location	Department ID	Supervisor Name	Supervisor ID	Workgroup	Standard Hours	Submitted Hrs.
1			0	GIFTA010	40300	HQ100	11000	BU_40300_MGR,TRAINING	00900126300	SNRP071E6	40.00	16.000000
2			0	GIFTA008	40300	HQ100	11000	BU_40300_MGR,TRAINING	00900126300	SNLF071P6	40.00	8.000000
3			0	GIFTA009	40300	HQ100	11000	BU_40300_MGR,TRAINING	00900126300	SNLF071P6	40.00	40.000000

Time Review – Interfacing Time

In Cardinal, only approved time will be sent to payroll for processing. Interfaced time is considered approved in the source system and will not require additional approval in Cardinal unless any changes have been made online directly in Cardinal.

Interfacing agencies will need to monitor error transactions daily and ensure online adjustments are approved.
There are two primary error reports:

- **Time Entry Upload Error Report** – Displays errors that occurred during the time entry upload process. The error report will show both file level and transaction level errors

- **Absence Upload Error Report** – Displays all errors and error messages generated during the Absence Data upload process. This report is used by interfacing agencies to view Absence Data upload errors created when loading data from agency systems into Cardinal

For more information on reviewing and troubleshooting interfaced time files, see the Job Aid titled **TA372 Interface Administration**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Time Entry Upload Review

The **Time Entry Upload Review** page is used by Agencies to cancel the transactions in the file if the total error percentage in the file is more than the error threshold and also to correct the error transactions and re-submit for loading the data into the reported timetable.

You can navigate to this page using the following path:

Navigator > Cardinal Interfaces > TA Interfaces > Time Entry Upload Review

CARDINAL

Report ID: RTA757

Commonwealth of Virginia
TIME ENTRY UPLOAD ERROR REPORT

Run Date: 12/15/2020
Run Time: 09:06 00

BUSINESS UNIT: 21500 - University of Mary Washington
FROM DATE : 07-AUG-2020
TO DATE : 07-AUG-2020

FILE NAME: 21500_TA756_IN_08072020_1523_001.DAT

Page No. 1 of 1

EMPLID	EMP RCD	NAME	BUS UNIT	POSITION NUMBER	POSITION TITLE	CREATE DATE	DATE	TRC	TL QUANTITY	LINE ID	ERROR MESSAGE
		02TA1403,TAEE001	21500	UMWTA008	Gen Admin Manager I	08/07/2020	12/07/2019	HOSR	9	4	HOSR - Quantity exceeds TRC limits
		02TA1403,TAEE001	21500	UMWTA008	Gen Admin Manager I	08/07/2020	12/07/2019	VACR	9	5	36 - More than 24 hours reported

********** END OF ERRORS FOR 21500_TA756_IN_08072020_1523_001.DAT **********

NOTE: SUMMARY TOTALS ARE ONLY DISPLAYED WHEN THE REPORT IS RUN FOR A SUBMITTING BUSINESS UNIT

Absence Data Upload Error Report

The **Absence Data Upload Error Report** is used by interfacing agencies to view Absence Data upload errors created when loading data from agency systems into Cardinal. These errors will need to be reviewed, corrected and uploaded back into Cardinal.

You can navigate to this report using the following path:

Navigator > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Absence Data Upload Error

Commonwealth of Virginia

ABSENCE DATA UPLOAD ERROR REPORT

Report ID: RTA674

Run Date: 12/15/2020
Run Time: 09:13 00

Interfacing Business Unit: 19400 Department of General Services
Uploaded Date Range: 08/13/2020 To 08/13/2020

Page No. 1 of 1

File Name: 19400_TA758_IN_08132020_0920_001.DAT
Upload Run Date: 08/13/2020

Employee ID	Business Unit	Absence Take Element	Absence Reason	Absence Begin Date	Absence End Date	Absence Duration	Error Field Name	Error Description
	19400	WCP TAKE ELEM	WCL	12/17/2019	12/17/2019	2	ABSENCE_REASON	Absence Reason is invalid
	19400	WCS TAKE ELEM	WCL	12/17/2019	12/17/2019	2	ABSENCE_REASON	Absence Reason is invalid

Total number of rows submitted	36	Total number of Absence hours submitted	96
Total number of rows with Errors	2	Total number of Absence hours with errors	4
Total number of rows successfully Processed	34	Total number of Absence hours loaded successfully	92

Hands-On Exercise

Your instructor will provide detailed instructions on how to log in and complete the exercise.

Lesson Checkpoint

1. True or False. Time Reporting Codes are important and must be accurate because they map to Payroll Earnings for reporting, distributions, allocation, and payments.

2. True or False. There are some TRCs that can only be entered by the TL Admin role.

3. True of False. In Cardinal, all time whether submitted or approved, is sent to Payroll for processing.

Lesson Summary

3 Manage Time & Attendance Data

In this lesson, you learned:

- Time Capture and Absence Reporting processes
- Time Reporter Characteristics
- Overview of the Timesheet page and key information for the administrator
- Key reports for reviewing time

Lesson

4 Resolving Exceptions

This lesson covers:

- TA Approval and Processing
- Time Administration Process
- Identifying and Resolving Exceptions
- Making Timesheet Adjustments
- Monitor Approvals and Troubleshoot Issues

TA Approval and Processing

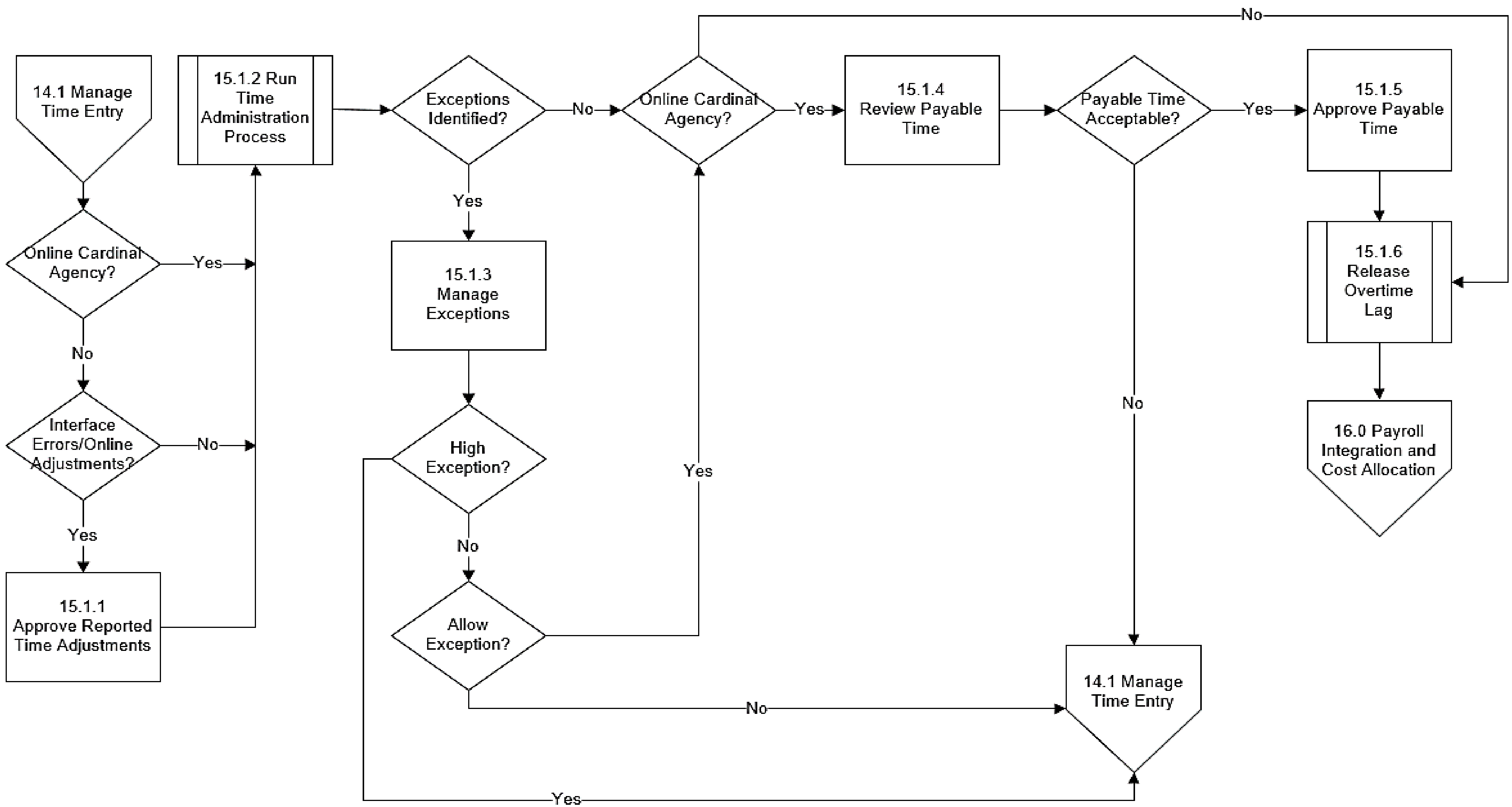
The Time & Attendance Approval and Processing business process includes the steps necessary to approve time and absence information reported by employees, perform the necessary calculations, prepare the data for payroll integration, the allocation of labor costs, and other downstream systems/processes.

The Time & Attendance Approval and Processing business process includes the following three sub-processes:

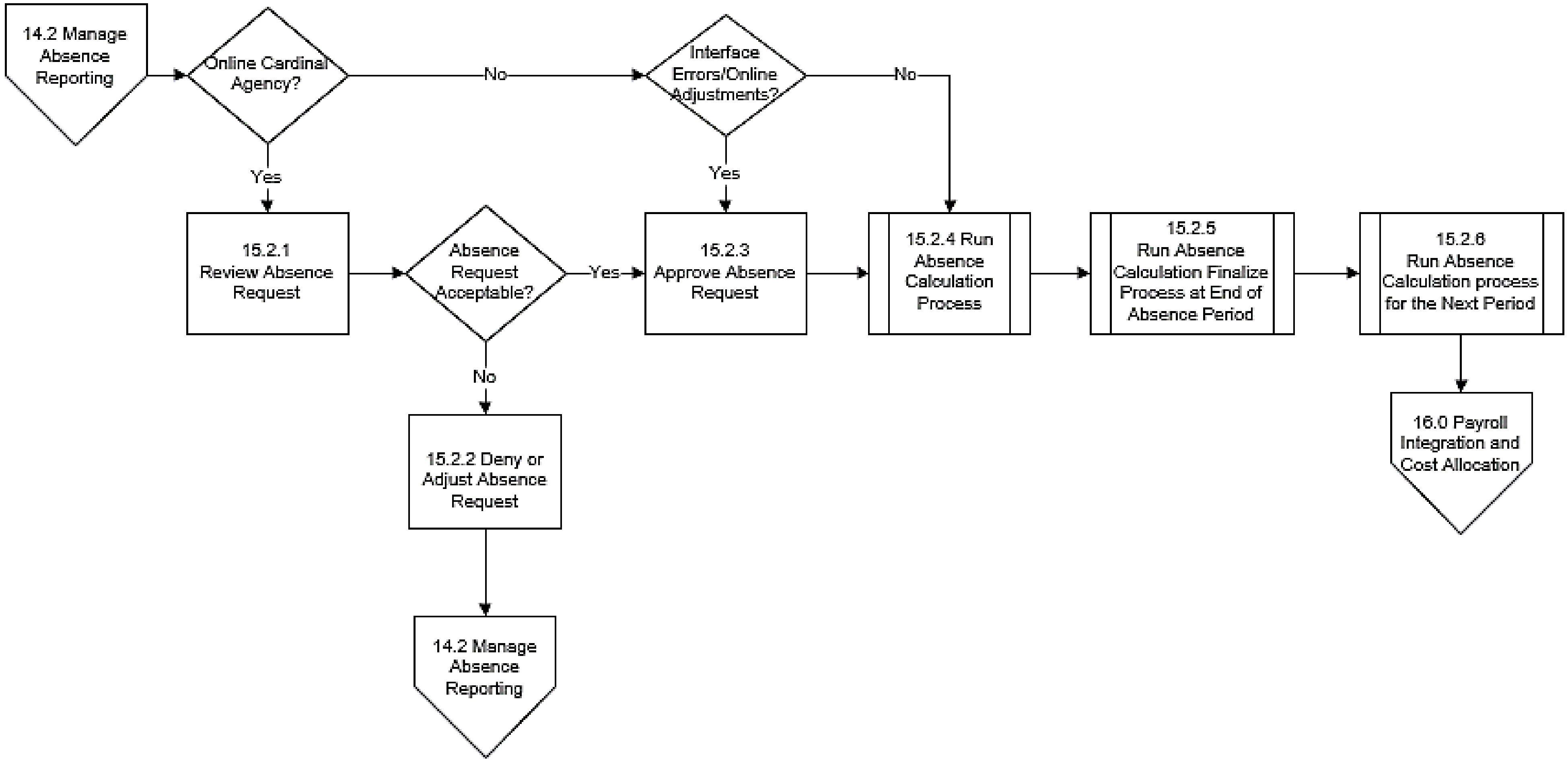
- Administer Time Processing
- Administer Absence Processing
- Administer Delegation

In Cardinal, only approved time will be sent to Payroll for processing. Interfaced time will be considered approved in the source system and will not require additional approval in Cardinal unless any changes have been made.

Time & Attendance Approval Processing



Administer Absence Processing



TL Administrator Key Activities During Time Approval and Processing

The TL Administrator responsibilities includes:

- Answering questions and resolving issues for Timesheet users and approvers
- Reviewing Timesheets for completeness and accuracy and ensuring exceptions are resolved or allowed appropriately
- Confirming time requiring approval has been approved by the time approval deadline
- Ensuring time entry upload interface data has loaded successfully and errors have been resolved by pay period end
- Other responsibilities which may include sending communications or reminders regarding Timesheet deadlines or other business processes, as determined by the agency

Remember that only the TL Supervisor set up as the **Reports To** approver for an employee can approve the time.

Note: Interfacing agency TL Administrators may also have the role of TL Supervisor and be set up as the **Reports To** position for approving online adjustments.

Time Administration Processing

Once time is submitted online or interfaced to Cardinal, hours are processed by Time Administration, which is an automated batch process that will run multiple times each day.

Time Administration does the following:

- Validates reported time against time reporting rules
- Generates exceptions (low, medium, high) against the reported time
- Generates Payable Time for the Exception Time Reporter based on Work Schedule and Reported Time on the Timesheet
- Generates Payable Time for the Positive Time Reporter based on Reported Time on the Timesheet
- Generates Holiday Payable Time (if applicable)
- Generates Shift Payable Time (if applicable)
- Generates a Pending Approval item to the Time & Labor Supervisor (**Reports To** position) when approval is required

Exceptions

After the Time Administration process completes, the following exception scenarios occur:

- **No exceptions**: Submitted time becomes payable time with no exceptions. No action is required
- **Low** or **medium severity exceptions**: Submitted time becomes payable time with low or medium exceptions
- **High severity exceptions**: Submitted time does not become payable time with a high severity exception. Once corrected, Time Administration will clear the exception and time becomes payable time. High severity exceptions must be addressed for employees to be paid correctly

While the TL Supervisor is responsible for ensuring that all exceptions are resolved or allowable, before approving the time, the TL Administrator should review exceptions to make sure, at a minimum, no high exceptions exist before time is loaded/distributed by payroll and that supervisors are allowing exceptions for valid scenarios.

Timesheet Exception Examples

See the table below for some examples of Timesheet Exceptions.

Exception Description	Message	Severity
Callout Minimum Guarantee	Callout has a daily minimum guarantee. Reported hours are less than the minimum guarantee hours and need to be increased. The minimum guarantee is Company specific	Low
OVS Required – Limit exceeded	Straight Time Overtime is required because Regular worked hours exceeds the Period Threshold Limit	Medium
Invalid RE4 for Period	Maintain Time Reporter Data – Rule Element 4 value is invalid for the Workgroup	Medium
More than 24 hours reported	The combined number of hours reported for a single date exceeds 24. Review and correct the reported time as necessary	High
Quantity exceeds TRC limits	The quantity reported is outside the limits specified by the Minimum and Maximum quantity on the TRC table	High
Invalid Pay Status – Inactive	Payroll will not process any TL detail when Job HR Status is Inactive. Either: - Remove Timesheet detail - Update Job Data because HR Status is incorrect	High

For a detailed list of all exceptions, see the Job Aid titled **TA Exceptions.** This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Timesheet Reporting Exceptions Query

The Timesheet Reporting Exceptions query allows you to view exceptions for a group. You can navigate to the Time Reporting Exceptions query using the following path:

Navigator > Reporting Tools > Query > Query Viewer > V_TA_TIME_REPORTING_EXCEPTIONS

Enter any combination of the search criteria values to retrieve the results for the desired period. Results are returned based on the criteria and the format selected on the **Query Viewer** page.

V_TA_TIME_REPORTING_EXCEPTIONS - Time Reporting Exceptions

Business Unit 40300

Location

Dept ID 11000

Exception From DUR 11/10/2019

Exception Through DUR 12/09/2019

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (8 kb)

View All

First 1-6 of 6 Last

Row	Name	Empl ID	Empl Record	Position	Unit	Location	Dept ID	Workgroup	DUR	Severity	Status	Exception ID	Description	Msg Data1	Msg Data2	Msg Data3	Msg Data4	Msg Data5	Action DateTime
1			0	GIFTA008	40300	HQ100	11000	SNLF071P6	11/21/2019	M	Unresolved	VOTLTLMT	OVT prior to FLSA Limit	32	40	11/15/2019-11/21/2019		GIF	11/19/2020 8:35:34PM
2			0	GIFTA008	40300	HQ100	11000	SNLF071P6	12/05/2019	M	Unresolved	VOTGTLMT	OVT Required - FLSA Limit	46	40	11/29/2019-12/05/2019		GIF	12/02/2020 1:33:24PM
3			0	GIFTA009	40300	HQ100	11000	SNLF071P6	11/28/2019	M	Unresolved	VOTGTLMT	OVT Required - FLSA Limit	56	40	11/22/2019-11/28/2019		GIF	12/02/2020 1:33:24PM
4			0	GIFTA009	40300	HQ100	11000	SNLF071P6	12/05/2019	M	Unresolved	VOTGTLMT	OVT Required - FLSA Limit	43	40	11/29/2019-12/05/2019		GIF	12/02/2020 1:33:24PM
5			0	GIFTA010	40300	HQ100	11000	SNRP071E6	11/13/2019	M	Unresolved	VOTLTLMT	OVT prior to FLSA Limit	8	40	11/08/2019-11/14/2019		GIF	08/10/2020 11:18:32AM
6			0	GIFTA010	40300	HQ100	11000	SNRP071E6	11/19/2019	M	Unresolved	VOTLTLMT	OVT prior to FLSA Limit	8	40	11/15/2019-11/21/2019		GIF	08/10/2020 11:18:32AM

Viewing Exceptions – Timesheet Summary Page

In addition to reports, exceptions can also be viewed on the **Timesheet** page. When you access the **Timesheet Summary** page, the **Exception** column displays an alarm clock icon next to any employee that has an exception(s) for the time period entered in the **Change View** section. Click the **Last Name** link of the employee to see more details.

Change View

*View By: Week

Date: 11/18/2019

☑ Show Schedule Information

Previous Week   Next Week

Employees For TRAINING BU_40300_MGR, Totals From 11/18/2019 - 11/24/2019

1-6 of 6

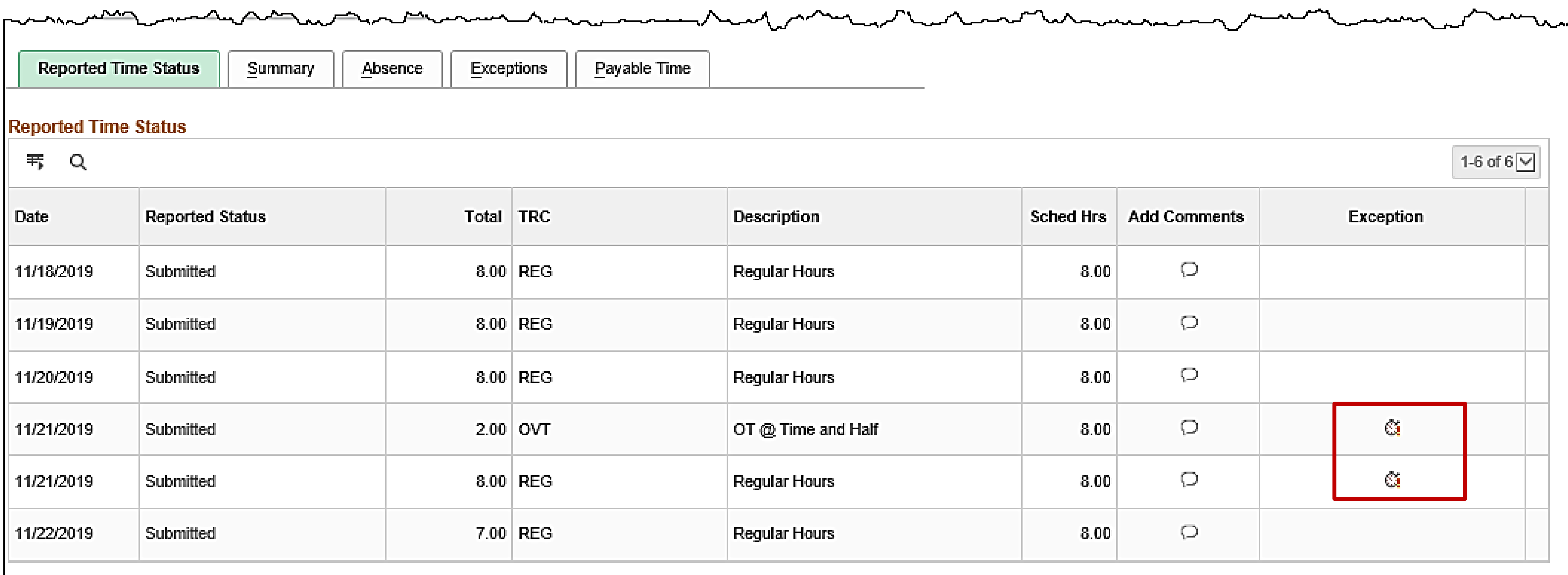
Time Summary | Demographics

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
			0	11.00	0.00	40.00			11.00	0.00
			0	41.00	0.00	40.00			41.00	0.00
			0	0.00	0.00	40.00			0.00	0.00
			0	40.00	0.00	168.00			40.00	0.00
			0	0.00	0.00	40.00			0.00	0.00
			1	0.00	0.00	24.00			0.00	0.00

Viewing Exceptions – Timesheet Page

Once you access the **Timesheet** page, an alarm clock icon(s) displays on the **Reported Time Status** tab under the **Exception** column. To see details about the exception, click the icon or click the **Exceptions** tab.

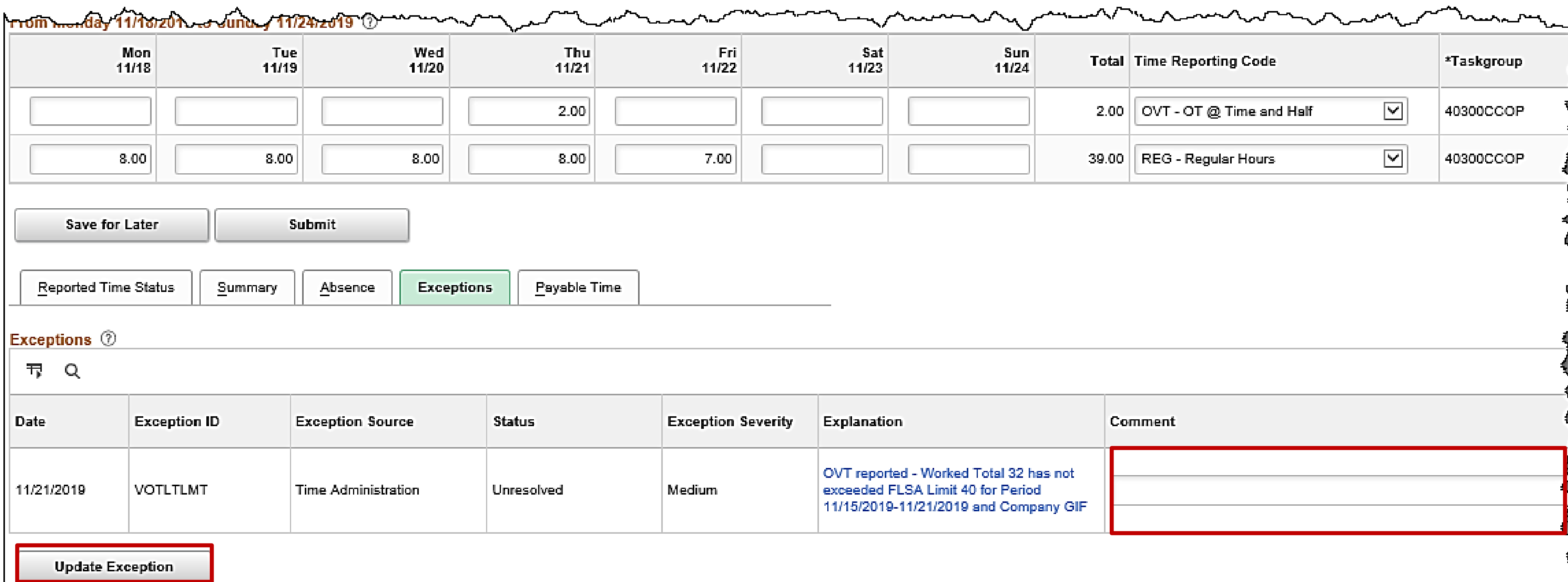
Note: Clicking the icon open the **Exceptions** tab.



Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments	Exception
11/18/2019	Submitted	8.00	REG	Regular Hours	8.00		
11/19/2019	Submitted	8.00	REG	Regular Hours	8.00		
11/20/2019	Submitted	8.00	REG	Regular Hours	8.00		
11/21/2019	Submitted	2.00	OVT	OT @ Time and Half	8.00		
11/21/2019	Submitted	8.00	REG	Regular Hours	8.00		
11/22/2019	Submitted	7.00	REG	Regular Hours	8.00		

Viewing Exceptions - Timesheet Page (continued)

The **Exceptions** tab displays the following fields: **Date**, **Exception ID**, **Exception Source**, **Status**, **Exception Severity, Explanation** and **Comment**. If the exception should be allowed, enter an explanation in the **Comment** field and click the **Update Exception** button to save the comment. In this example, the exception should be corrected.



To see the full list of exceptions, see the Job Aid titled **TA Exceptions**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Timesheet Adjustments

As a result of Timesheet review, an item may require adjustment such as:

- Correcting an exception identified by Time Administration
- Correcting a TRC entered incorrectly
- Updating the number of hours (e.g., for a specific TRC, charged to a ChartField distribution)
- Changing a ChartField distribution

Employees, Timekeepers, and Managers can enter Timesheet adjustments up to 90 days in the past in the current fiscal year. TL Administrators can go back 365 days to make adjustments.

Timesheet Adjustments – (continued)

Even when time has been processed by Time Administration, the Timesheet can be adjusted.

For example:

- The Timesheet may need to be updated for distribution (e.g., time was charged to the wrong department or more hours were charged to regular (REG) time than allowed in the pay period)

- There is an exception and time entered on the Timesheet needs to be adjusted

To adjust the Timesheet:

- Select the week for which the changes are to be made
- Go to the appropriate section on the Timesheet
- Make the necessary update(s)
- Resubmit the time for processing

Note: If hours need to be adjusted (up or down) do not enter a negative number. Delete the incorrect number and enter the correct number and resubmit the time for processing. If the time was previously approved, Cardinal will generate the offset hours for approval.

For detailed steps about how to update a ChartField distribution, see the Job Aid titled **TA371 Entering ChartField Details** on the Timesheet. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Update TA Status and ECD

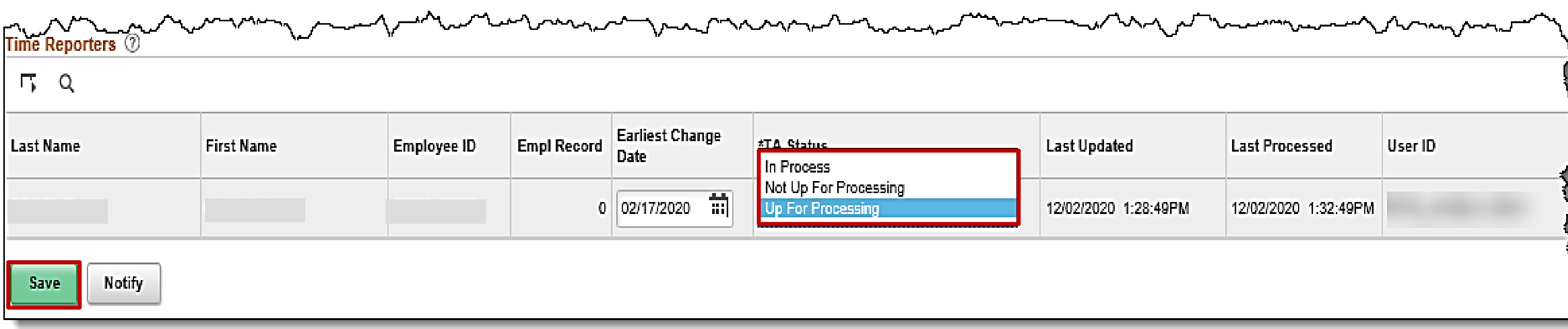
The **Update TA Status and ECD** (**Earliest Change Date**) page allows the TA process to retroactively process an employee's Timesheet back to the date entered. This functionality is useful when Reports To/TL Supervisors are reassigned and Timesheets need to be re-routed to new supervisors/approvers.

To navigate to the **Update TA Status and ECD** page, use the following path:

Navigator > Time and Labor > Process Time > Update TA Status and ECD

The **Update TA Status and ECD** page displays. If a retroactive change is required that has not processed, update the **Earliest Change Date** field by doing the following:

1. In the ***TA Status** drop down field, select **Up For Processing**
2. Click the **Save** button



Monitor Time Approval

Since only approved time loads to payroll, it is important to complete the TA processes for the pay period. While TL Administrators cannot approve time, you can monitor that time is being approved by the TL Supervisor, with the Approver role, and follow up with reminders.

When approved time is not submitted by the pay period deadline, salaried distributions will not be calculated correctly. If overtime is not approved by the end of the overtime lag period, it will not be paid. For hourly employees, failure to approve Timesheets results in no paycheck for the pay period.

Online Agencies
Most time will require approval. However, some employees may have scheduled and uncompensated overtime set up to not require approval.

Note: If the Reports To Position is vacant/inactive, then approval will go to the Report To Position Manager.

Interfacing Agencies
Time is interfaced as approved Reported Time. Therefore, the only time requiring approval is time entered or adjusted online.

Delegation

Delegation allows managers/supervisors to authorize another user to serve as their proxy for managing employee's time and absences. When a manager delegates to a proxy, all workflow notifications and items will be routed to the proxy. This is especially helpful when a manager plans to be out of the office for a period of time.

Delegation Administrators are able to create, modify, and revoke delegation requests on behalf of the managers. This allows the delegation functionality to be utilized in the case of a manager's unplanned absence.

Managers and/or proxies will receive workflow email notifications when delegation requests are created or modified by the Delegation Administrator.

As TL Administrator, there may be times that you will need to work with the Delegation Administrator to delegate approvals to the proxy if the Reports To is out of the office when you are ensuring time is ready for the Time and Labor load process.

Review Time Checklist Questions

The following questions should be considered when reviewing time:

- ❑ Has all time that requires approval been approved?
- ❑ Are there any exceptions (especially high severity) that have not been resolved?
- ❑ Have all necessary adjustments to time been made?
- ❑ Have all Workflow Setup issues been resolved or delegations made as appropriate? (see the Job Aid titled **TA372 TL Setup Overview**)
- ❑ Are there absence events or non-productive hours for the employee that need to be reported?
- ❑ Are there any employees with schedule deviations (too many or too few hours based on work schedule)?

Trouble Shooting Issues

The table below provides some examples of issues that a TL Administrator may be asked to troubleshoot along with some potential steps/options to help resolve them.

Issue	Things to Research
Employee is missing compensatory hours that were earned	• Check to see if the employee entered the hours entered when they were earned • Determine if a comp time adjustment needs to be entered (this should be rare – ex: did not receive converted hours, agency specific exceptions)
Supervisor unable to approve time	• Verify there are no exceptions for the time • Check the **Reports To** information on job data • Make sure there are not 2 active employees in the same supervisor position • User security permission
Employee/Timekeeper does not have a TRC option for the type of time that needs to be entered	• Verify the employee is in the correct workgroup and the appropriate comp plan that gives access to the TRC • Check job data information to confirm employee information is accurate (if not work with the TL Employee Setup Admin to correct)
Employees time has not been approved and the **Reports To** is out of office and time needs to be approved based on Payroll processing dates	Work with the Delegation Administrator to move the worklist to another approver

Hands-On Exercise

Your instructor will provide detailed instructions on how to log in and complete the exercise.

Lesson Checkpoint

1. This level of exception will not create Payable Time.
   a. Low
   b. Medium
   c. High

2. True or False. To make an adjustment on the Timesheet, enter a negative number to decrease hours previously entered.

3. True or False. While the TL Supervisor is responsible for ensuring that all exceptions are addressed (resolved or allowed), the TL Administrator should review exceptions to verify, at a minimum, no high exceptions exist before time is loaded/distributed by payroll.

Lesson Checkpoint

4. If an employee's time has not been approved and the Reports To is out of the office unexpectedly, you should work with which role to assist you in getting the time approved.
   a. Payroll Administrator
   b. Absence Management Administrator
   c. Delegation Administrator

Lesson Summary

4 Resolving Exceptions

In this lesson, you learned:

- TA Approval and Processing
- Time Administration Process
- Identifying and Resolving Exceptions
- Making Timesheet Adjustments
- Monitor Approvals and Troubleshoot Issues

Lesson

5 Audit and Validate Timesheets / Load Time Process

This lesson covers:

- Audit and Validate Timesheets
- Load Time and Labor Process

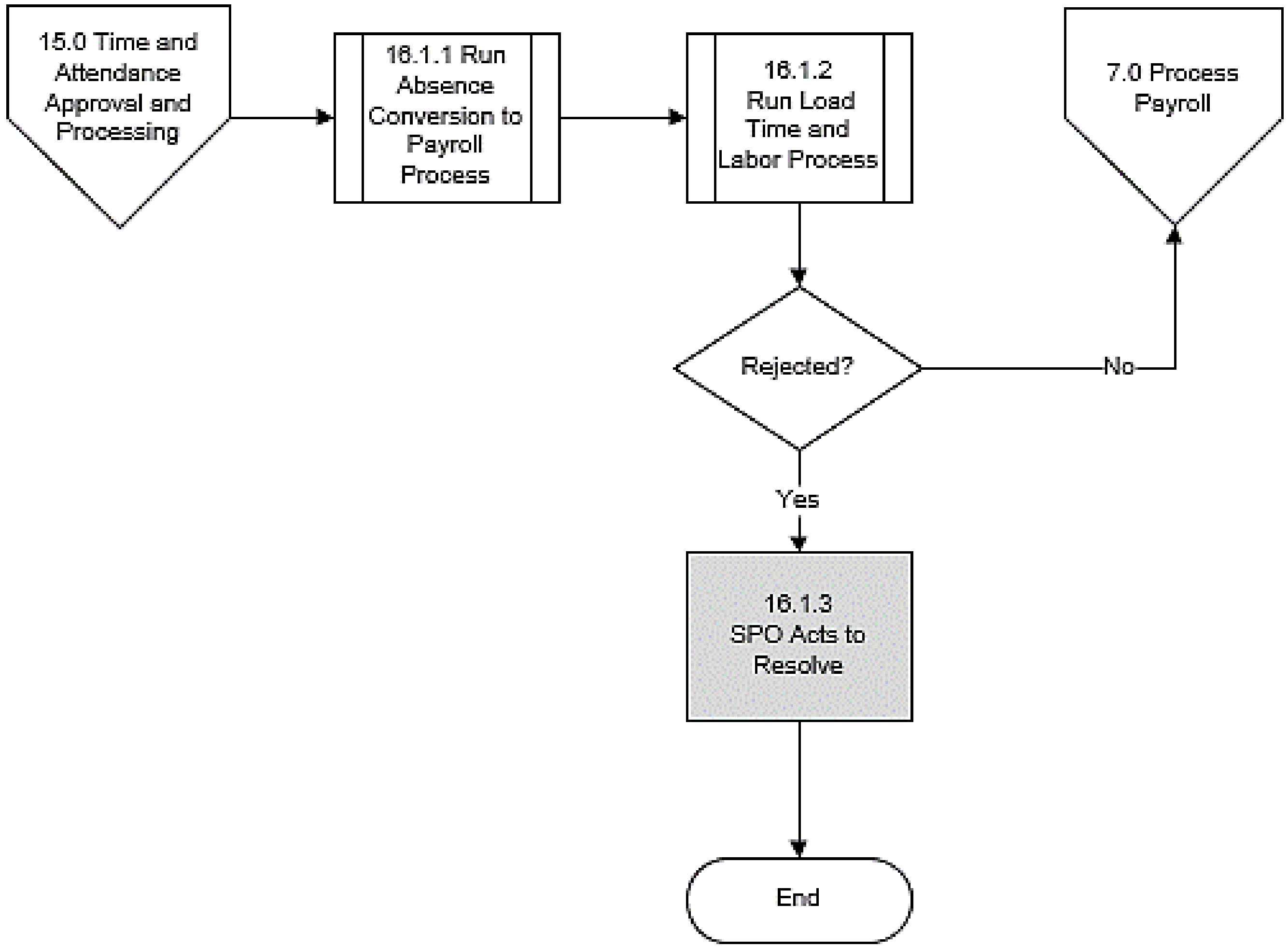
Payroll Integration and Cost Allocation

The Payroll Integration and Cost Allocation business process sends time data to Payroll for paycheck generation, uses the paycheck information to distribute earnings, and transmits direct costs to Cardinal FIN in order to facilitate cost allocations.

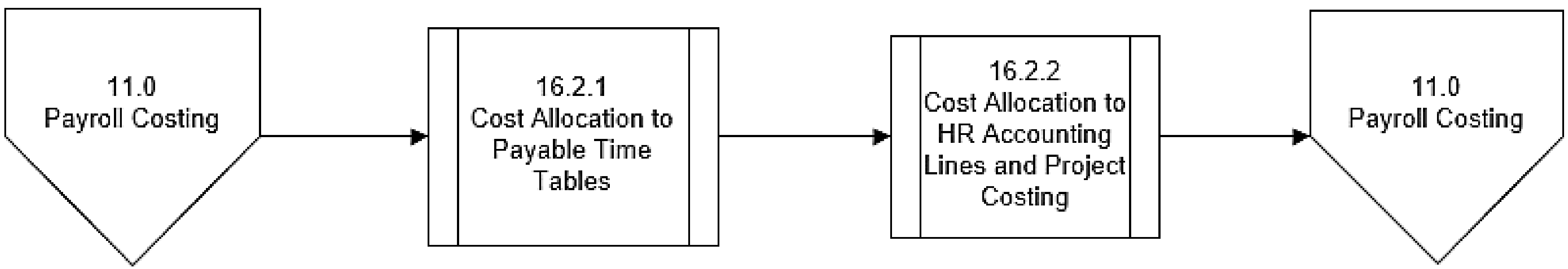
The Payroll Integration and Cost Allocation business process includes the following sub-processes:

- Integration between Cardinal Time & Attendance and Payroll
- Cost Allocation of Time after Payroll

Integration between Cardinal Time & Attendance and Payroll



Cost Allocation of Time after Payroll



Load Time and Labor Process – Salaried

The load time and labor process loads approved payable time and absences into Payroll for processing. Limited additional earnings (e.g., shift differential) are coming through the Timesheet and others will be entered in SPOT. What this process does will vary based on the type of employee.

Salaried employees

- Salary pay is automatically generated by Payroll. Any regular hours entered in TA are not sent to Payroll. These hours are used for cost allocation of salary.
- Overtime and related shift differential will be held in Payable Time and not interface to Payroll until the FLSA period is more than 14 days in the past, causing all salaried overtime and shift differential to be paid in a lag. Any overtime and premium transactions not entered/approved prior to payroll certification date are sent as prior period adjustments during the next payroll run.

For examples of how the lag process works, see the Job Aid titled **TA372 Overtime Lag Overview**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Load Time and Labor Process – Hourly Employees

Hourly (wage) employees

- All payable hours (e.g., regular, overtime, and premiums) are loaded from TA. The process gathers approved regular, overtime and premium hours for hourly employees after time reporting and approval for the period that has been completed since hourly employees are paid on a lag.

- Any delayed transactions will be sent to the Payroll module as prior period adjustments during subsequent payroll runs. The TL Administrator may need to adjust Timesheets, verify time is approved and even make updates at the request of SPO.

Load Time and Labor Process (continued)

It is important that the TL Administrator and Absence Administrator review reports to ensure that time and absences are approved and can be picked up by the load time and labor process.

There may be times when the TL Administrator or Absence Administrator communicates the need for one time changes that need to be made by Payroll using the Single-Use Online Payroll Tool (SPOT) to be processed for an employee (e.g., pay docking, short term disability, leave payout).

Time/Absence

- Run reports to ensure time and absences are ready for payroll processing (make updates as appropriate)
- Communicate one time changes that need to be made in Payroll

Payroll

- Communicate with TA and AM about time or absence issues (e.g., rejected by Payroll, missing time)
- Enter SPOT transactions if necessary

Docking Unpaid Absences Report

This report will retrieve a list of employees with processed unpaid absences in order to review dock pay for appropriate salaried employees in Cardinal. Unpaid Absences can either be from Absence Management (for example **LNP – Pay Docking**) or TL Payable Time (for example Holiday Unpaid) where Cardinal is the leave system of record or all from TL Payable Time where Agency has an external leave system of record.

Navigate to this report using the following path: **Navigator > Time and Labor > Reports > Docking Unpaid Absences Report**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Docking Unpaid Absences																		
2																			
3	Run Control Parameters:																		
4	Business Unit:																		
5	Department:																		
6	Emplid:																		
7	Calendar Group:																		
8																			
9	Name	Emplid	EMPL_RC	POS_NU	BUSINESS_UNI	DEPTID	PAYGROUP	PAY BEGIN DT	PAY END DT	DUR	TRC	DESCRIPTION	QUANTIT	STATUS	FROZEN DATE	FROZEN FLAG	FORECAST VALUE	WORKGROUP	
10																			

When using the **Docking Unpaid Absences Report**, it is recommended that the TL Administrator run the report twice to validate employees are docked appropriately.

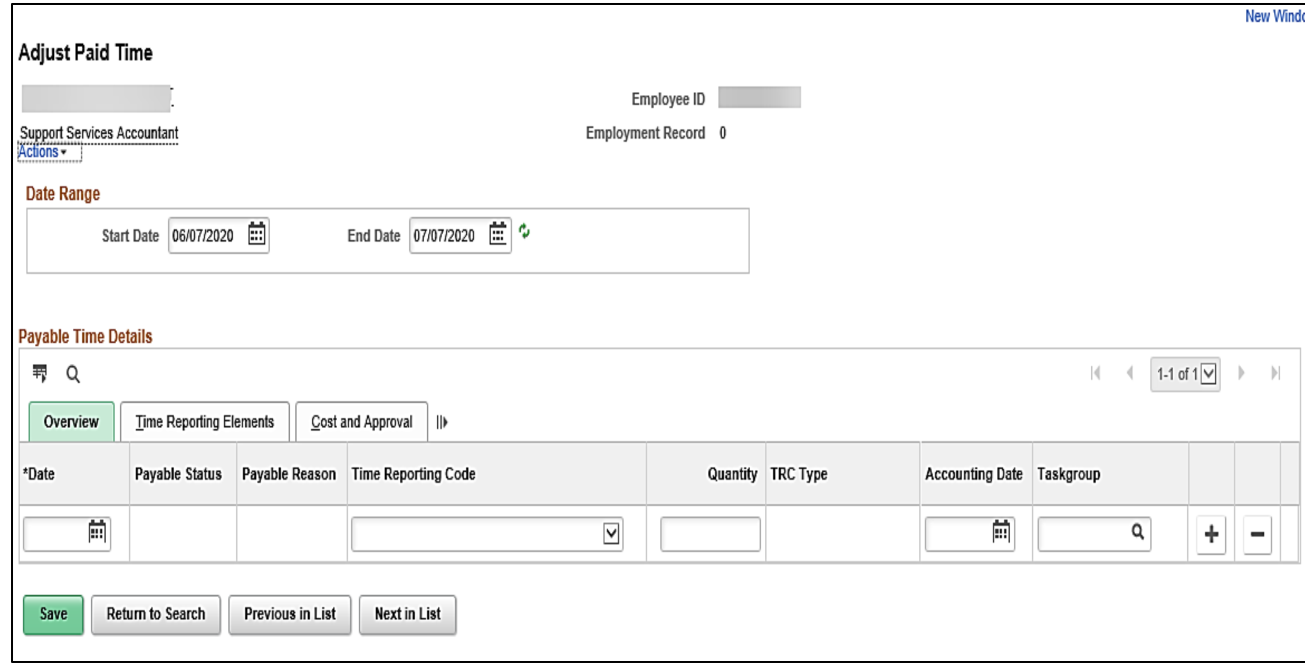
- First time (before final pay calc)
  - Run and save the report
  - Reach out to employees as appropriate to update Timesheets
- Second time (after the Timesheet due date)
  - Run and save the report
  - Compare the two versions of the report to identify deltas
  - The Payroll Administrator will review pay dock SPOT transactions to verify employees have been paid accurately
  - If not, the Payroll Administrator will make the additional adjustments in SPOT for the next pay period

Adjust Paid Time - Rejected by Payroll

There may be times when a time transaction does not load to Payroll. The resolution of rejected time may result in time being paid through SPOT or Off Cycle, which will require the TL Administrator to close those time transactions to avoid duplication of payment.

Hours paid alternatively, and not through the Time and Labor Load process, must be closed by the TL Administrator using the **Adjust Paid Time** page. Rejected by Payroll rows closed by the TL Administrator will be allocated using the department or position funding default for the employee.

See the slides in the appendix titled **Time Rejected by Payroll Reasons** for some examples of when time would be rejected by Payroll.



Note: This page should only be used when requested by Payroll Administrator.

For details on how to adjust paid time in Cardinal, see the Job Aid titled **TA372 Adjust Paid Time** located on the Cardinal website in **Job Aids** under **Learning**.

Lesson Checkpoint

1. True or False. It is important that the TL Administrator and Absence Administrator review reports to ensure that time and absences are approved.

2. True or False. All salaried overtime and shift differential are paid during the current pay period.

3. The **Adjust Paid Time** page should only be used when directed to do so by ______.
   a. Agency Head
   b. TL Supervisor
   c. Payroll Administrator
   d. State Payroll Operations (SPO)

Lesson Summary

5 Audit and Validate Timesheets / Load Time Process

In this lesson, you learned:

- Audit and Validate Timesheets
- Load Time and Labor Process
- Key Queries to monitor issues with time and labor load

Course Summary

TA372 Time & Attendance Administration

In this course, you learned:

- The overall Time & Attendance (TA) process
- The TL Auto Enroll process
- Time reporter data, comp plan enrollment, and work schedules
- How to identify and correct Timesheet exceptions
- How to monitor approvals and adjust paid time

Appendix

- Key Reports/Queries
- Workgroup Naming Convention
- Time Reporter Values
- Time Reporter Values Rule Elements
- Comp Time Plan Values
- Time Rounding
- Process Flows
- Flowchart Key

Key Reports/Queries – TL Administrator

- Timesheet Schedule Exception and Overtime Review, VTAR0024
  Navigator > Time and Labor > Reports > Timesheet Exception Report

- Timesheet Report, VTAR0026
  Navigator > Time and Labor > Reports > Timesheet Report

- Summary of Productive Hours Report, VTAR0030
  Navigator > Time and Labor > Reports > Summary of Prod. Hours Report

- Docking Unpaid Absences Query
  Navigator > Reporting Tools > Query > Query Viewer > V_TA_DOCK_UNPAID_ABSENCES

- Employee Schedule Review Query
  Navigator > Reporting Tools > Query > Query Viewer > V_TA_SCHEDULE_REVIEW

- Invalid Holiday Query
  Navigator > Reporting Tools > Query > Query Viewer > V_TA_INVALID_HOLIDAY_AUDIT

- Negative Hours From Prior Period Adj Query
  Navigator > Reporting Tools > Query > Query Viewer > V_TA_NEG_HRS

Key Reports/Queries – TL Administrator (continued)

- Payable Time Adjustments Query
  Navigator > Reporting Tools > Query > Query Viewer > V_TA_ADJUSTMENTS_PAYABLE_TIME

- Reported Time Audit Query
  Navigator > Reporting Tools > Query > Query Viewer > V_TA_TIME_ENTRY_AUDIT

- Time Entry Approval Audit Query
  Navigator > Reporting Tools > Query > Query Viewer > V_TA_TIME_APPROVAL_AUDIT

- Time Reporting Exceptions Query
  Navigator > Reporting Tools > Query > Query Viewer > V_TA_TIME_REPORTING_EXCEPTIONS

- Weekly Submitted Hours Query
  Navigator > Reporting Tools > Query > Query Viewer > V_TA_TLAM_WKLY_HRS

- Workflow Setup Issues Query
  Navigator > Reporting Tools > Query > Query Viewer > V_TA_WORKFLOW_SETUP_ISSUES

Key Reports/Queries – Absence Administrator

- Employee Leave Report, VTAR0010
  Navigator > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Employee Leave Report

- Absence in Saved & Submitted Status Query
  Navigator > Reporting Tools > Query > Query Viewer > V_TA_ABS_SV_AND_SB_STATUS

- Docking Unpaid Absences Query
  Navigator > Reporting Tools > Query Viewer > V_TA_DOCK_UNPAID_ABSENCES

- FML Without Concurrent Absences Query
  Navigator > Reporting Tools > Query Viewer > V_TA_FML_CONCURRENT_ABS_AUDIT

- Ineligible Forecasted Absence Events Query
  Navigator > Reporting Tools > Query Viewer > V_TA_ABS_EVT_FCST_INELIG

- Terminated EE with Leave Balance Query
  Navigator > Reporting Tools > Query Viewer > V_TA_BAL_FOR_INACTIVE_EMP

- Traditional Sick Query
  Navigator > Reporting Tools > Query Viewer > V_TA_TRADSCK_06MONTHS

Key Reports/Queries – TL Employee Setup Administrator

- Active TL Eligibility Query
  Navigator > Reporting Tools > Query > Query Viewer > V_TA_ELIGIBILITY_ENROLL_LIST

- Comp Plan Enrollment Audit Query
  Navigator > Reporting Tools > Query Viewer > V_TA_COMP_PLAN_ENROLL_AUDIT

- Employee Schedule Review Query
  Navigator > Reporting Tools > Query Viewer > V_TA_SCHEDULE_REVIEW

- Time Reporter Changes Query
  Navigator > Reporting Tools > Query > Query Viewer > V_TA_TIME_REPORTER

- Time Reporter Auto Enrollment Exceptions Query
  Navigator > Reporting Tools > Query Viewer > V_TA_AUTO_ENROLL_EXC

- TL Eligibility Audit Query
  Navigator > Reporting Tools > Query Viewer > V_TA_ELIGIBILITY_ENROLL_AUDIT

Key Reports/Queries – TA Interface Administrator

- Absence Upload Error Report
  Navigator > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Absence Data Upload Error

- Time Entry Upload Error Report
  Navigator > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Time Entry Upload Error Report

For more information on reports and queries, see the Job Aid titled **Cardinal HCM Reports Catalog**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Workgroup Naming Convention

The Workgroup controls Time Reporting Codes, Approval Method, Positive vs. Exception Reporting Type, FLSA Start Date, FLSA Period, and Business Rules applied to the employee. The 9-character workgroup name reveals the attributes of the group. If the employee is not in the correct workgroup, it will impact the TRCs that are available to select on the Timesheet page.

Character	Defines	Values
1st	Employee Type	**H** = Hourly, **S** = Salaried
2nd	FLSA Status	**N** = Nonexempt, **E** = Exempt
3rd	Employee Category	**1** = Type 1, **2** = Type 2, **3** =Type 3, **A** = Additional Pay Only, **P** = Per Diem Type, **R** = Regular, **M** = Emergency, **J** = Judge, **L**= Law Enforcement **F** = Fire Prevention, **S** = Student
4th	Approval Type	**I** = Reported Time for Interfaced, **F** = Payable Time for Online Full Approval, **P** = Payable Time for Online Partial Approval
5-6th	FLSA Period	**07**, **14**, **21**, **28** Days
7th	Pay Cycle	**B** = Biweekly, **1** = SM1, **2** = SM2, **M** = Monthly
8th	Time Reporter Type	**E** = Exception, **P** = Positive
9th	FLSA Start Day	**1** = Sun, **2** = Mon, **4** = Wed, **6** = Fri, **7** = Sat

EXAMPLE:

SNRF071P1

S = Salaried
N = Non-Exempt
R = Regular
F = Online Full Approval
07 = FLSA 7 Day Period
1 = SM1 Pay Cycle
P = Positive Time Reporter
1 = Sunday First Day of FLSA Period

Work Schedule Naming Convention: SETID = State, 7-Day Format: NN.NN-AAAAAAA-B, Example: 40.00-Z88888Z-0

Character	Defines	Value
NN.NN	Schedule Hours for the week	Example 40.00, 37.50
AAAAAAA	7 day indicator – first character is Day1, second character is Day2, etc.	0-9, A-X: for example Z – Off Day 0 – If the hours for the day are between 0.01 and 0.99 1 – If the hours for the day are between 1.00 and 1.99 A – If the hours for the day are between 10.00 and 10.99 B – If the hours for the day are between 11.00 and 11.99 X – If the hours for the day are 24.00
B	Indicates a unique schedule	0-9, A-Z – to indicate a unique schedule

Work Schedule Naming Convention: SETID = State, 9X80 Format: 9X80-AAAAAAA-B, Example: 9X80-Z9998ZZ-0

Character	Defines	Value
AAAAAAA	7 day indicator – first character is Day1, second character is Day2, etc.	0-9, A-X: for example Z – Off Day 0 – If the hours for the day are between 0.01 and 0.99 1 – If the hours for the day are between 1.00 and 1.99 A – If the hours for the day are between 10.00 and 10.99 B – If the hours for the day are between 11.00 and 11.99 X – If the hours for the day are 24.00
B	Indicates a unique schedule	0-9, A-Z – to indicate a unique schedule

Day 1 in the 14 day schedule will correspond to a Biweekly Pay Period Begin Date in Cardinal – used by Hourly employees.

Note: 9X80 schedules must not be assigned to nonexempt employees.

Work Schedule Naming Convention: SETID = <BU>
Format: NN.NN-AAAAAAA-B, Example: 40.00-5X8X3WK-0

Character	Defines	Value
NN.NN	Schedule Hours for the week	Example 40.00, 80.00, 84.00,
AAAAAAA	Indication of the type of schedule	Example: 4X10+5X8 – Week 1 is a 4 day/10 hour work week, and Week 2 is a 5 day/8 hour work week. 4X10X2WK - Week 1 is a 4 day/10 hour work week, and Week 2 is also a 4 day/10 hour work week, however the work days are not the same for each week. 4X10+OTH – Week 1 is a 4/day/10 hour work week, and Week 2 is some other type of work week that is not 5X8 or 4x10.
B	Indicates a unique schedule	0-9, A-Z – to indicate a unique schedule

Time Reporter Values

The Auto Enroll Program will assign the following values to the employee. View the results of the Auto Enroll program by viewing the Maintain Time Reporter Data Page in Cardinal.

Time Reporter Value	Definition
Workgroup	A Time Reporter value that defines Time Reporting Codes, Approval Method, Positive vs. Exception Reporting Type, FLSA Start Date, FLSA Period, and Business rules applied to the employee
Taskgroup	A Time Reporter value that identifies the Timesheet template used to collect and process time for employees
Time Reporter Status	Employee status indicating if the employee is active or inactive
Reporting Template	Template specifying fields available for data entry on the Timesheet and is defaulted from the Taskgroup if not specified

Time Reporter Values – Rule Element 3

Rule elements are user defined values that are assigned on the Maintain Time Reporter Data page for each employee. They define various limits for rule processing when Time Administration runs.

Time Reporter Value	Definition
Rule Element 3	Indicates the Hourly ACA Yearly Limit in Hours used to generate exceptions for 90% warning and hours exceeded error (annual limit can be overridden if allowed) Rule Element 3 must have a value for Hourly employees. Set initially at 1400 hours as the hourly annual limit. This limit can be manually overridden with a lower limit in increments of 100 hours or with a maximum allowable 1500 limit. During the Time Admin process the 1500 limit rule will generate exception warnings

Time Reporter Values – Rule Element 4

Rule elements are user defined values that are assigned on the Maintain Time Reporter Data page for each employee. They define various limits for rule processing when Time Administration runs.

Time Reporter Value	Definition
Rule Element 4	Indicates the overtime FLSA overtime limit or threshold for reporting overtime and rule validation for eligibility of overtime Format: NN:MMM (NN = FLSA Period Days – for example 07, 14, 21, 28, MMM = the number of hours that should be worked before overtime should be reported) Rule Element 4 must be set for Hourly Nonexempt and all Salaried exempt employees. The first 2 characters must match the FLSA Period from the Workgroup followed by the work week hours. Example: 07:40 which is a 7-day FLSA period with a limit of 40 hours

Time Reporter Values – Rule Element 5

Rule elements are user defined values that are assigned on the Maintain Time Reporter Data page for each employee. They define various limits for rule processing when Time Administration runs.

Time Reporter Value	Definition
Rule Element 5	Indicates the Compensatory and Overtime Leave Plan Limits for maximum hours allowed in balance Format: AAA:BBB (AAA = Compensatory Leave Plan Limit, BBB = Overtime Leave Plan Limit) The Maintain TL Reporter page must have a value for salaried employees where Cardinal is the Leave System of Record

Comp Plan Values

The Time Reporting Codes available to be reported or interfaced on the Timesheet for employees enrolled in the Comp Plan.

Note: Some TRCs can only be accessed by TL Administrators on the Timesheet.

Comp Time Plan	Time Reporting Codes (TRCs)
CARDINAL	Holiday, Holiday Pay Docking, Holiday Straight Pay Extra, Office Closing
COMP_LEAVE	Comp Leave Earned, Compensatory Leave Taken, Comp Time Leave Payout, Comp Time Leave Adjust, Comp Time Leave Deduction, Comp Time Leave Adjust CNV, Holiday Straight Earned
OT_LEAVE	Overtime Leave Earned, Overtime Leave Taken, Overtime Leave Payout, Overtime Leave Adjust, Overtime Leave Deduction, Overtime Leave Adjust CNV
PAID-OVS	OT @ Straight Time
PAID-OVT	OT @ Time and Half
PAID-EOS	Emerg OT @ Straight Time
PAID-EOT	Emerg OT @ Time 1/2
PAID-CALHP	Called Out Hours (Paid)
PAID-ONCHP	On-Call Hours (Paid)
NONPROD_PD	Not required non-productive leave codes for employees using External Leave system
NONPROD_RQ	Required non-productive leave codes for employees using External Leave system

Comp Time Plan Values (continued)

Comp Time Plan	Time Reporting Codes (TRCs)
EARNOT-ONC	On-Call Hours (Earn)
EARNAM-ONC	On-Call Hours (Earn)
EARNOT-CAL	Called Out Hours (Earn)
EARNAM-CAL	Called Out Hours (Earn)
EARNOT-ECS	Emergency Comp Earn
EARNAM-ECS	Emergency Comp Earn
EARNOT-OCS	Comp Leave Earned
EARNOT-OCT	Overtime Leave Earned
EARNAM-ECT	Emergency OT Leave Earned
AMNT-ONC$$	On-Call Amount
AMNT-CAL$$	Called Out Amount
AMNT-DIF$$	Weekend/Holiday Diff Amount
AMNT-MED$$	Medication Amount

Time Rounding

Cardinal accepts time entry to the hundredths of an hour; two digits after the decimal point. If an employee works **8 hours and 11 minutes**, the Timesheet entry would be **8.18**. Although Cardinal accesses time entry to the hundredth of an hour, it is not required that time be entered to that level. Follow your agency policy regarding time entry.

Minutes	Time	Hours	Timesheet
0	0:00	0.00000	0.00
1	0:01	0.01667	0.02
2	0:02	0.03333	0.03
3	0:03	0.05000	0.05
4	0:04	0.06667	0.07
5	0:05	0.08333	0.08
6	0:06	0.10000	0.10
7	0:07	0.11667	0.12
8	0:08	0.13333	0.13
9	0:09	0.15000	0.15
10	0:10	0.16667	0.17
11	0:11	0.18333	0.18
12	0:12	0.20000	0.20
13	0:13	0.21667	0.22
14	0:14	0.23333	0.23

Minutes	Time	Hours	Timesheet
0	0:00	0.00000	0.00
1	0:01	0.01667	0.02
2	0:02	0.03333	0.03
3	0:03	0.05000	0.05
4	0:04	0.06667	0.07
5	0:05	0.08333	0.08
6	0:06	0.10000	0.10
7	0:07	0.11667	0.12
8	0:08	0.13333	0.13
9	0:09	0.15000	0.15
10	0:10	0.16667	0.17
11	0:11	0.18333	0.18
12	0:12	0.20000	0.20
13	0:13	0.21667	0.22
14	0:14	0.23333	0.23
15	0:15	0.25000	0.25
16	0:16	0.26667	0.27
17	0:17	0.28333	0.28
18	0:18	0.30000	0.30
19	0:19	0.31667	0.32
20	0:20	0.33333	0.33
21	0:21	0.35000	0.35
22	0:22	0.36667	0.37
23	0:23	0.38333	0.38
24	0:24	0.40000	0.40
25	0:25	0.41667	0.42
26	0:26	0.43333	0.43
27	0:27	0.45000	0.45
28	0:28	0.46667	0.47
29	0:29	0.48333	0.48

Minutes	Time	Hours	Timesheet
30	0:30	0.50000	0.50
31	0:31	0.51667	0.52
32	0:32	0.53333	0.53
33	0:33	0.55000	0.55
34	0:34	0.56667	0.57
35	0:35	0.58333	0.58
36	0:36	0.60000	0.60
37	0:37	0.61667	0.62
38	0:38	0.63333	0.63
39	0:39	0.65000	0.65
40	0:40	0.66667	0.67
41	0:41	0.68333	0.68
42	0:42	0.70000	0.70
43	0:43	0.71667	0.72
44	0:44	0.73333	0.73
45	0:45	0.75000	0.75
46	0:46	0.76667	0.77
47	0:47	0.78333	0.78
48	0:48	0.80000	0.80
49	0:49	0.81667	0.82
50	0:50	0.83333	0.83
51	0:51	0.85000	0.85
52	0:52	0.86667	0.87
53	0:53	0.88333	0.88
54	0:54	0.90000	0.90
55	0:55	0.91667	0.92
56	0:56	0.93333	0.93
57	0:57	0.95000	0.95
58	0:58	0.96667	0.97
59	0:59	0.98333	0.98

Time Rejected by Payroll Reasons

The following table provides a list of potential reasons that may cause a time transaction to return a Rejected by Payroll status during the Load Time to Pay process. The TL Administrator and Payroll Administrator work together to determine the resolution of rejected time transactions and when it is appropriate to use the Adjust Paid Time process.

Reason	Troubleshooting
Invalid Mapping of TRC to NA Earnings Code	Contact PPS to investigate
Employee is not active in JOB (e.g., Terminated, Leave of Absence)	Contact SPO to create paysheet SPO will proactively monitor for these situations as well
Employee has change paygroups in the pay period being processed (Time will reject and then load in the new paygroup unless the new paygroup is also in a different company)	Contact SPO for guidance
TRC in Payable Time is mapped to a NA Earnings Code that is not in the Employee's Earning Program	Contact PPS to investigate
Employee has prior period adjustments when associated to a different paygroup in a different company	
If the TRC is Hours or Units and if the value is between +/- 9,99999.99 the time is rejected by the Load Time and Labor process	Correct the hours/units or TRC and reload or correct and wait until the next payroll or SPO can pay and TL admin changes status

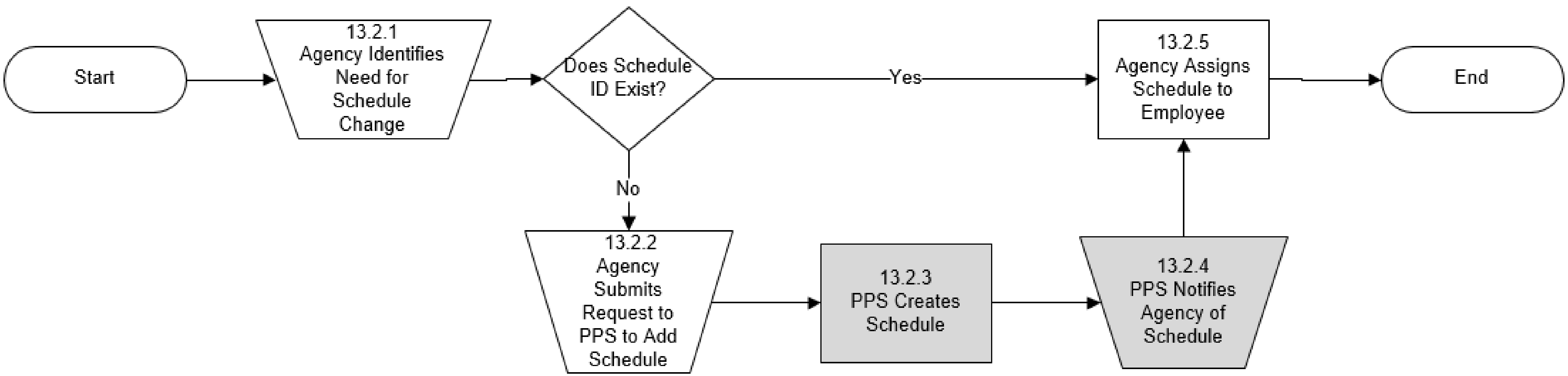
Time Rejected by Payroll Reasons (continued)

Reason	Troubleshooting
If the TRC is Amount type and if the value is not between +/- 99,999,999.99 then time is rejected by the Load Time and Labor process	Correct the amount or TRC and reload or correct and wait until the next payroll or SPO can pay and TL admin changes status
If the sum of the hours/units/amount for a pay period exceeds +/- 9,9999.99 in the case of hours/units and +/- 99,999,999.99 in the case of amount the employees time for the entire pay period is rejected	Correct the hours, amount or TRC and reload or correct and wait until the next payroll or SPO can pay and TL admin changes status
Employee had a job change since the last run of the Load Time and Labor process. Time for all jobs will reject and should be reloaded	Reload time or SPO can pay and TL Admin changes status
The employee terminated prior to the Pay Period Begin Date, and there is unprocessed Payable Time	Contact SPO to create paysheet. SPO will proactively monitor for this situation
The employee has too many prior period adjustments. This will occur when an employee has 99 XREF_NUM already loaded to the paysheets from a previous run	Contact SPO for direction
The employee has a job earnings distribution setup on job data that uses an earnings code which is not the default earnings code for Regular earnings or for the employee's paygroup	Contact HR. Job earnings distribution on job data should not be used

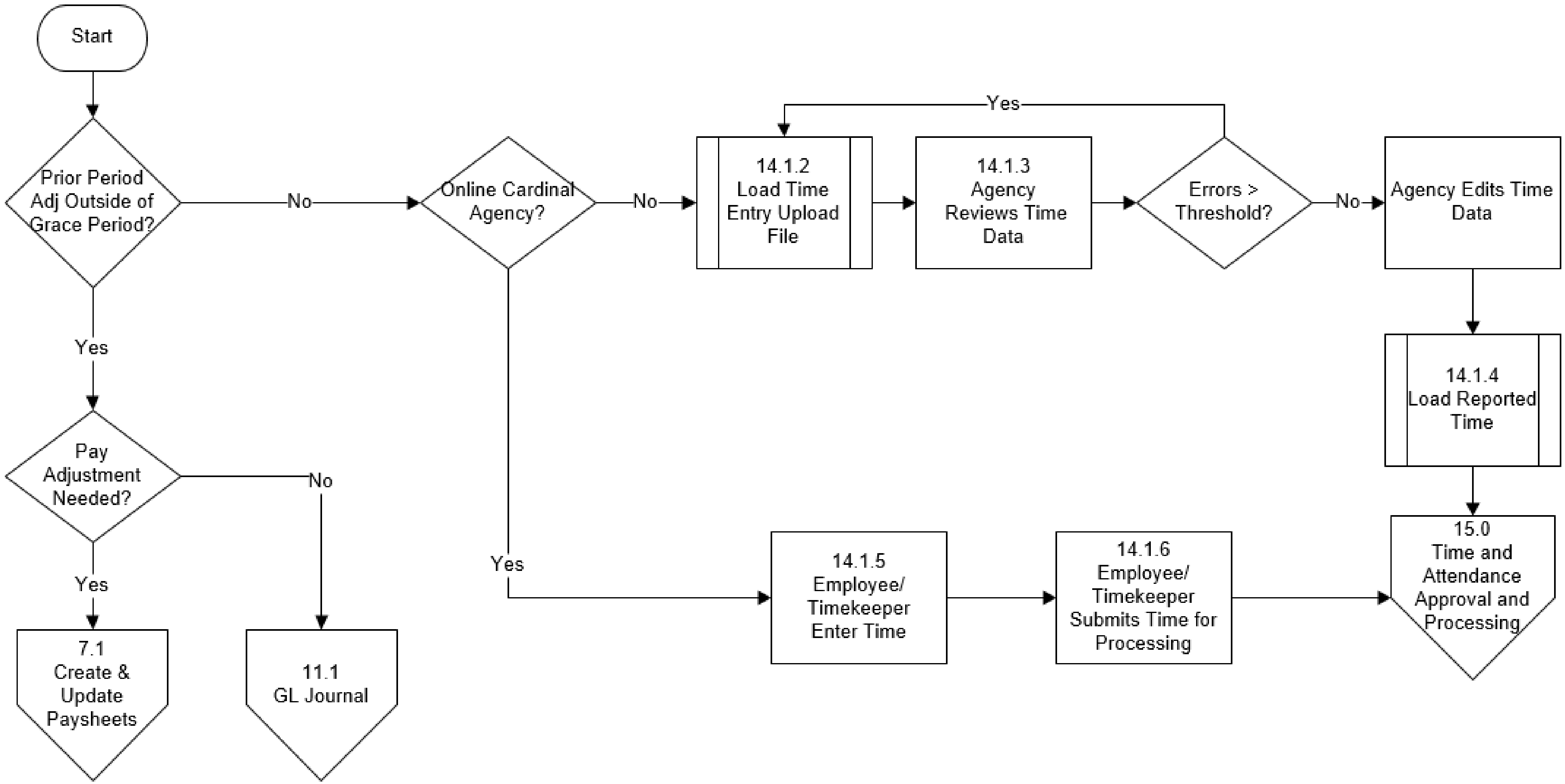
Time Rejected by Payroll Reasons (continued)

Reason	Troubleshooting
If the time being loaded is for a paygroup that uses FLSA calendars and the calendars are not built, the payable time is rejected. No error message generated in this case	Contact PPS to investigate
The currency code on the Payable Time does not match the currency code on the employee’s paygroup	Contact PPS

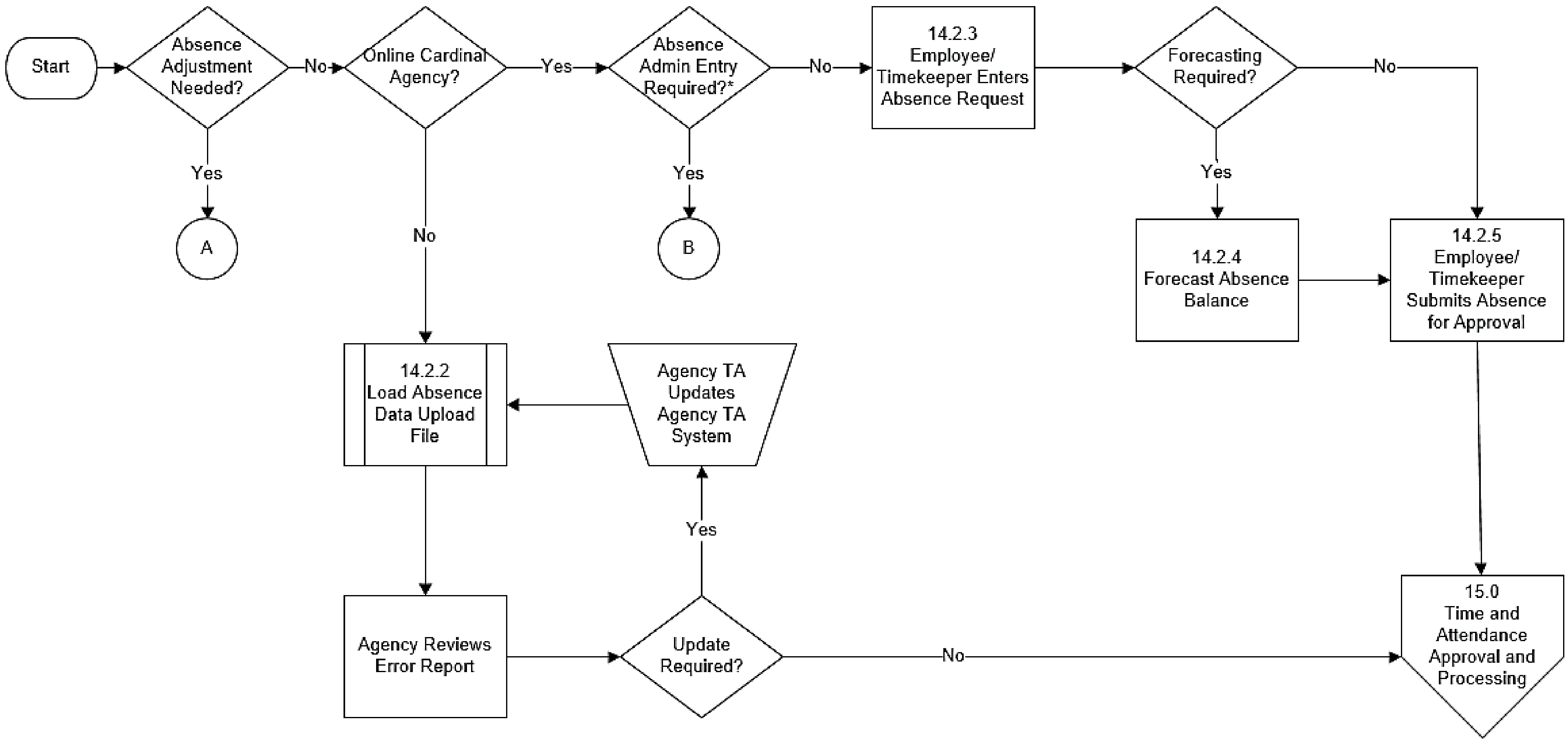
Create and Maintain Employee Work Schedules



Manage Time Entry

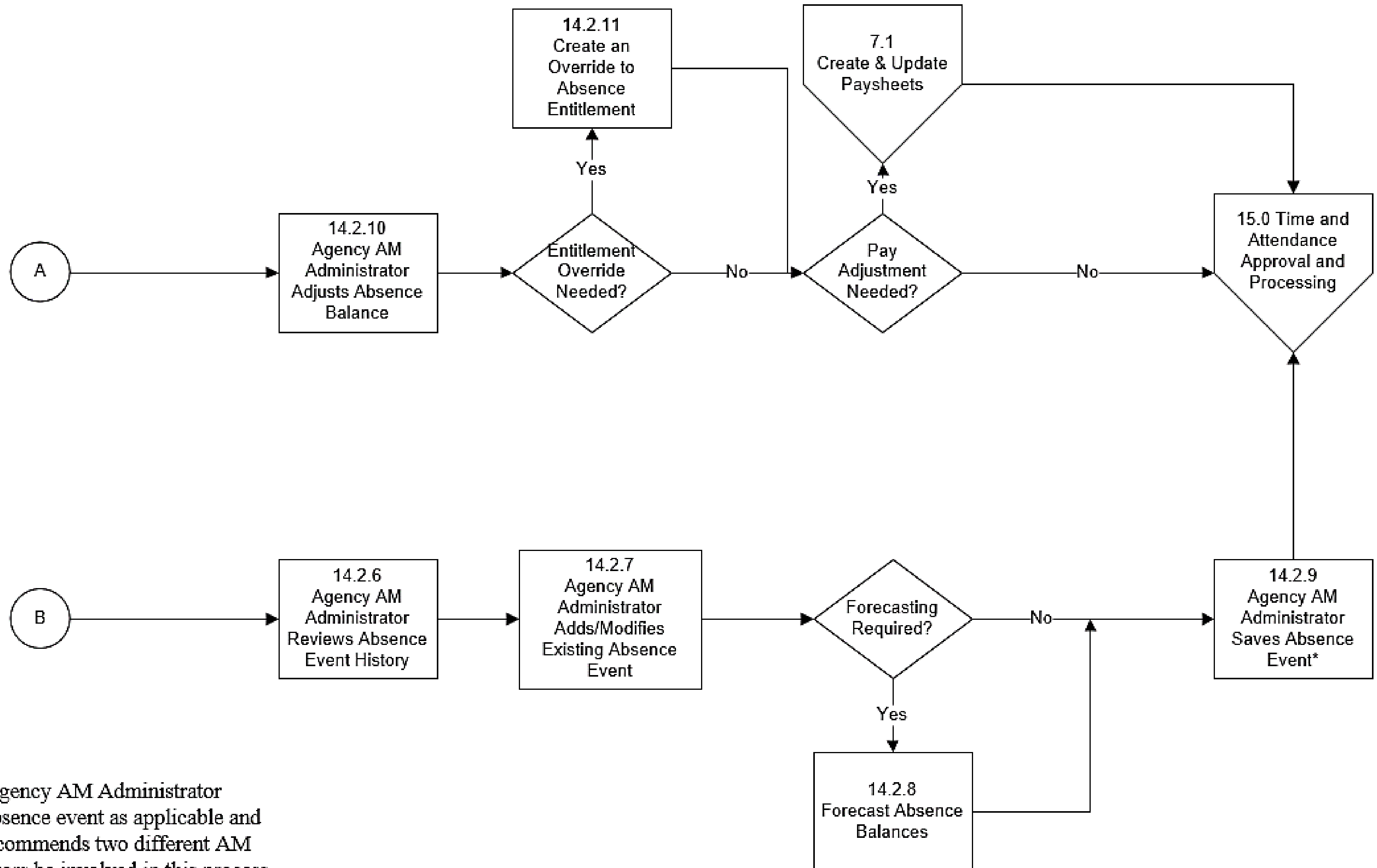


Manage Absence Reporting



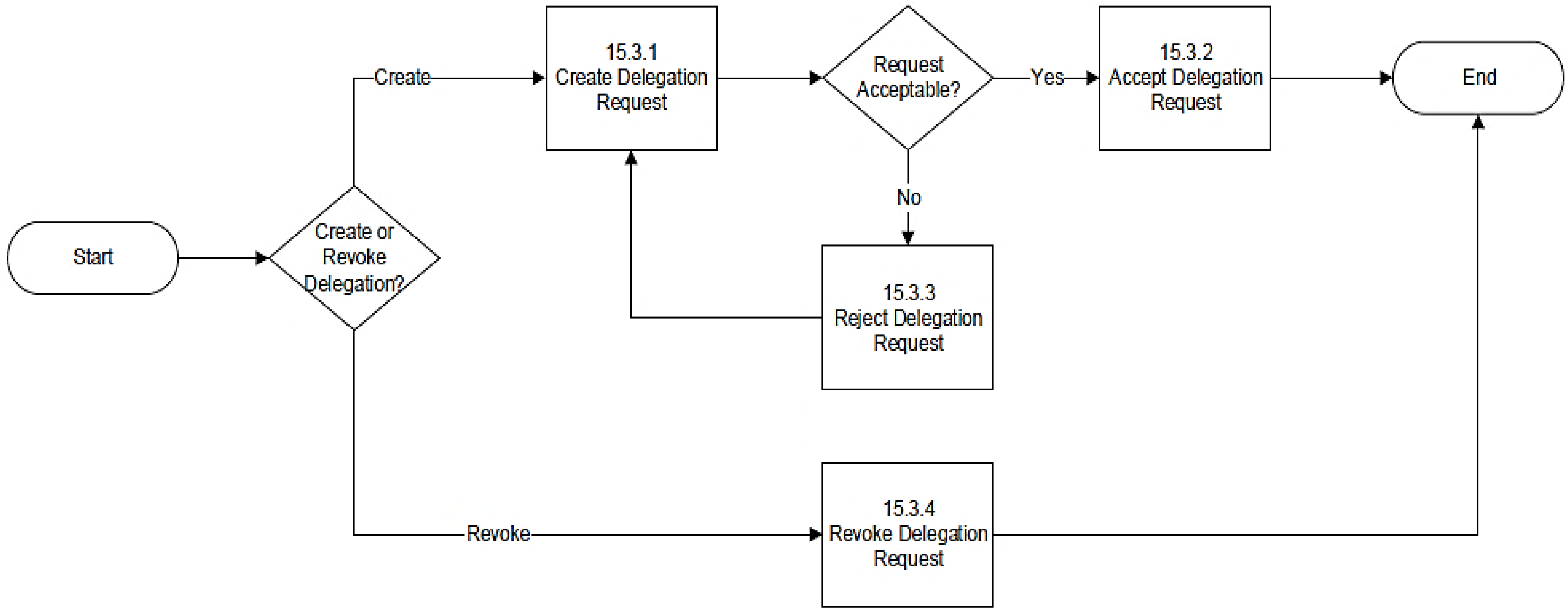
*Absence types that require eligibility verification or where a balance adjustment is needed. Examples:
- Short Term Disability (STD)
- Long Term Disability (LTD)
- Workers Compensation (WCP)

Manage Absence Reporting



* Second Agency AM Administrator approves absence event as applicable and Cardinal recommends two different AM Administrators be involved in this process

Administer Delegation



Flowchart Key

Step Description	Depicts a process step or interface.	Start	Indicates point at which the process begins. Does not represent any activity.
Batch Process	Specifies a batch process.	End	Indicates point at which the process ends. Does not represent any activity.
Manual Operation	Depicts a process step that is preformed manually.	Document	Depicts a document of any kind, either electronic or hard copy.
Decision Outcome	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.	X	Indicates an on-page or intra process connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
Entity Name	Represents an entity (person, organization, etc.).	Step/ Process	Connects steps between business processes.