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## Release 2 Converted Hours for Wage Employees

1 message

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DOA - Cardinal Project <projectcardinal@doa.virginia.gov>  
To: rr DOA-Cardinal Project <ProjectCardinal@doa.virginia.gov>

Mon, Mar 7, 2022 at 6:16 PM

**This communication is being sent to the Primary Contacts, HR SMEs, PY SMEs, and TA SMEs for all Release 2 agencies using Cardinal Payroll.**



In order to monitor hours for the ACA 1,500 hour limit, Cardinal tracks daily processed hours for wage employees for the annual period of May 1 through April 30 each year. Cardinal has system controls that (1) flag employees who have reached 90% of the limit (which was initially set at 1,400 hours in Cardinal for most agencies) by generating a low exception (the VHRLY90P exception) in the Cardinal Time Administration process, and (2) prohibit the processing of hours beyond the established limit during this annual cycle by generating a high exception (VHRLYMAX exception).

As part of the Release 2 HCM conversion process, CIPPS-processed hours recorded in the 1500 Hours Report in PAT/Payline will be used to establish the wage hours worked balance as a starting point in Cardinal. Since wage hours were recorded in PAT/Payline in aggregate for each employee by pay period, the converted balances for some wage employees may be slightly inflated.

- For the Bi-weekly 1 paygroup (BW1), the converted hours will include hours worked starting with the pay period 04/25/2021 (six days prior to the ACA cycle that began on 05/01/2021) and ending with the pay period 02/27/2022 through 03/12/2022. As a result, hours worked prior to May 1, 2021 will inflate this year's ACA balance.
- For BW2, the converted hours will include hours worked from 4/26/2021 through 3/13/2022. If hours were worked any time from 4/26/2021 through 4/30/2021, those hours will inflate the 1,500 hour calculation in Cardinal.
- For BW3, the converted hours will include hours worked from 4/23/2021 through 3/10/2022. If hours were worked any time from 4/23/2021 through 4/30/2021, those hours will inflate the 1,500 hour calculation in Cardinal.

If you have wage employees who are tracking close to the limits set in Cardinal, you may need to adjust/reduce the converted hours balance for any inflated hours converted for the April 2021 dates listed for the applicable pay groups. Your agency Payroll Administrator can make this adjustment between now and the close of business on March 21, 2022 in PAT/Payline. More details about making the adjustment in PAT/Payline are provided below. Alternatively, your agency Time & Labor Administrator will have access to update the converted balance on the Cardinal timesheet after Cardinal HCM Release 2 go-live, in order to reduce the amount by those hours worked in April 2021. Either way, you will need to refer to your agency's legacy timekeeping system/source to calculate the total hours that should be removed from the converted balance.

Please review the attached PDF document which outlines an example of how to either update the 1500 hours accumulator in PAT/Payline before 03/22/2022 or in Cardinal after HCM go-live.

If you have any questions about adjusting hours in PAT/Payline before Cardinal HCM go-live, please contact [payroll@doa.virginia.gov](mailto:payroll@doa.virginia.gov). If you have any questions about adjusting hours in Cardinal after Cardinal HCM go-live, please open a Cardinal Help Desk ticket by emailing [vccc@vita.virginia.gov](mailto:vccc@vita.virginia.gov). It is imperative to use "Cardinal" in the subject line and be sure to provide a contact email address and a phone number in the email. This will ensure the ticket is properly routed for response by the Cardinal HCM Post Production Support (PPS) team.

Regards,

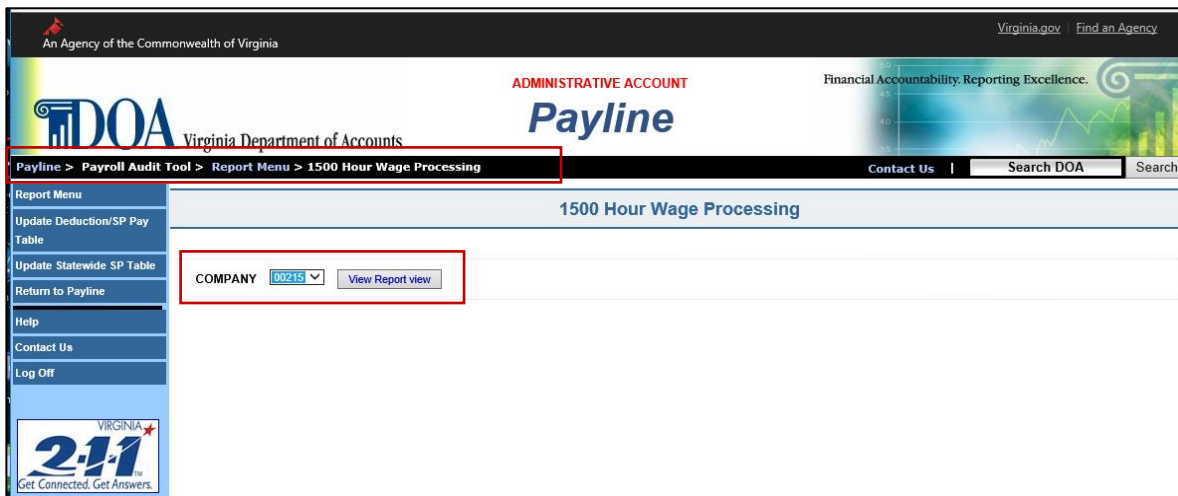
The Cardinal HCM PPS Team

## Release 2 Converted Hours for Wage Employees

As an example, assume an employee in BW2 paygroup has a balance of 729 hours. As part of this balance, the PAT/Payline hours for pay period 4/26/2021- 5/9/2021 (check date of 05/21/2021) totaled 72 hours (29 hours for the days prior to 5/1/21 and 41 hours for the days after 4/30/21). As a result, the balance in PAT/Payline is inflated by 29 hours for the current ACA cycle. This balance can be adjusted to 700, removing the extra 29 hours that were worked outside of the current ACA period (hours prior to 5/1/2021).

### Process to update 1500 hours accumulator in PAT/Payline before 03/22/2022:

1. Log into Payline
2. Access the Payroll Audit Tool (PAT)
3. Select "1500 Hours Wage Processing"
4. Enter agency number and click View Report view



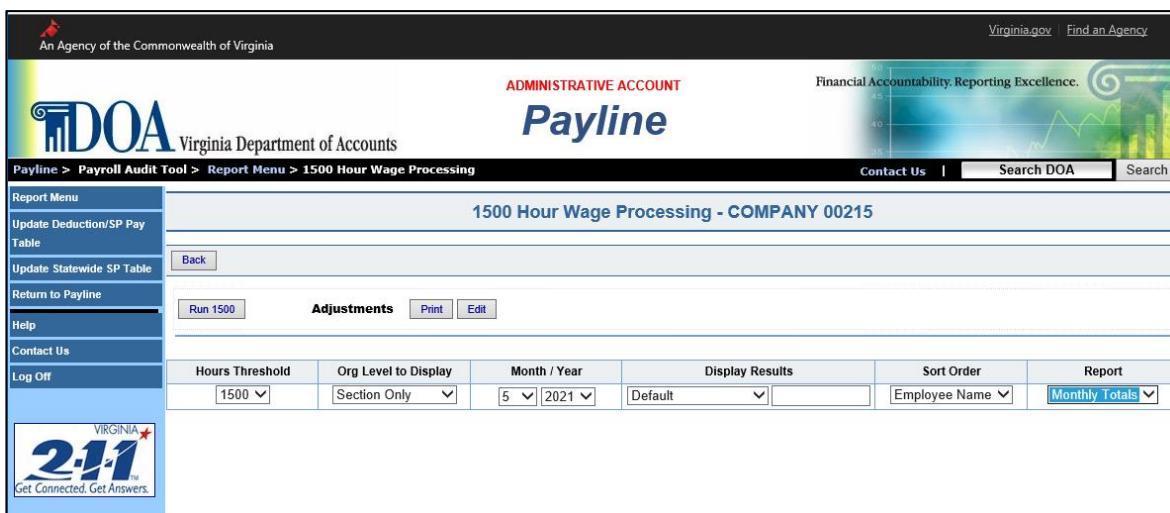
Administrative Account | Financial Accountability. Reporting Excellence.

**DOA** Virginia Department of Accounts | **Payline**

Payline > Payroll Audit Tool > Report Menu > 1500 Hour Wage Processing

1500 Hour Wage Processing

COMPANY: 00215 | View Report view



Administrative Account | Financial Accountability. Reporting Excellence.

**DOA** Virginia Department of Accounts | **Payline**

Payline > Payroll Audit Tool > Report Menu > 1500 Hour Wage Processing

1500 Hour Wage Processing - COMPANY 00215

Back

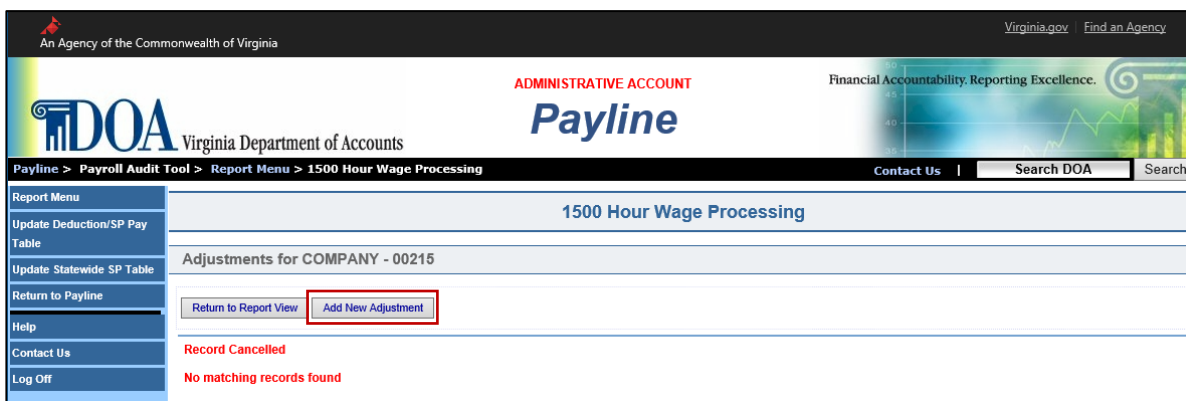
Run 1500 | Adjustments: Print, Edit

Hours Threshold	Org Level to Display	Month / Year	Display Results	Sort Order	Report
1500	Section Only	5 / 2021	Default	Employee Name	Monthly Totals

**Release 2 Converted Hours for Wage Employees**

<b>Run Date</b> - 03/04/2022	<b>CIPPS 1500 Hour Report</b>	Page 1							
<b>Company #</b> - 00215	As of 05/2021								
<b>NAME</b>	<b>ORG CODE</b>	<b>EIN</b>	<b>EMPL DATE</b>	<b>MONTH</b>	<b>REG</b>	<b>OT</b>	<b>SPCLS</b>	<b>WORK YTD</b>	<b>HOURS REMAIN</b>

5. Print the PDF and return to the 1500 Hour Wage Processing screen



- Click on Add New Adjustment.
- Enter the employee number, check date (05/21/2021) and the number of hours that should be adjusted as a negative value (in this example -29).
- The adjustment will be reflected as a separate line on the report and the total number of hours reported will be reduced.

**Alternative process to update 1500 converted hours balance in Cardinal after HCM go-live:**

The converted balance is visible on the timesheet as follows:



- For BW1, the converted balance entry is on 3/12/2022 on the timesheet with the Time Reporting Code (TRC) 1500h - 1500 Wage Hours.
- For BW2, the converted balance is on 3/13/2022 on the timesheet with the TRC 1500h - 1500 Wage Hours.
- For BW3, the converted balance is on 3/10/2022 on the timesheet with the TRC 1500h - 1500 Wage Hours.

The Time & Labor Administrator can go to the employee's timesheet where the converted balance will display as noted above, relative to the paygroup with the 1500H – 1500 Wage Hours Time Reporting Code.




### Release 2 Converted Hours for Wage Employees

Week ▼ [Previous Week](#) [Next Week](#)

03/07/2022  

Reported Hours 729.00



red time reporter until 03/13/2022 .

day 03/13/2022 

Wed 3/9	Thu 3/10	Fri 3/11	Sat 3/12	Sun 3/13	Total	Time Reporting Code
				729.00	729.00	1500H - 1500 Wage Hours


This balance can then be changed to remove extra hours that were worked outside of the current ACA period (hours prior to 5/1/2021). In the example, the hours are reduced from 729 to 700 (as shown below). Once submitted and processed by the Cardinal Time Administration process, the employee’s hours for the ACA year will be accurately accumulated.

Week ▼ [Previous Week](#) [Next Week](#)

03/07/2022  

Reported Hours 700.00

red time reporter until 03/13/2022 .

day 03/13/2022 

Wed 3/9	Thu 3/10	Fri 3/11	Sat 3/12	Sun 3/13	Total	Time Reporting Code
				700.00	700.00	1500H - 1500 Wage Hours



In order to reduce data entry, updates can be limited to those employees where the Cardinal Time Administration process generates the VHRLY90P **low** exception (The Yearly 1500 Hours Total is within 90% of the Yearly Limit that is defined on the employee's Maintain Time Reporter Data - Rule Element 3). However, when an employee exceeds the Yearly Limit (VHRLYMAX **high** exception), they will not be paid. If the Yearly Limit is set below 1,500 on Time Reporter Data, it can be changed to 1,500 by users with the Employee TL Setup role. If the Cardinal limit is already set to 1,500, and the converted balance is inflated, the balance can be adjusted as previously illustrated.


The screenshot below displays the Maintain Time Reporter Data page, where the ACA annual limit is set (Rule Element 3). For this employee, Rule Element 3 is currently set at 1,400 hours, but could be adjusted up to 1,500 as needed.





Release 2 Converted Hours for Wage Employees


**Time Reporter Data**


\*Effective Date: 04/21/2022  



\*Time Reporter Type: Elapsed Time Reporter 


Elapsed Time Template:  


Punch Time Template:  


Time Period ID:  


\*Workgroup: HNR07BP2  [Hrly NE Mon07 Full Pos Reg](#)


\*Taskgroup: 18200CCRQ   [VEC CC Required](#)


Task Profile ID:  


TCD Group:  


Restriction Profile ID:  


Rule Element 1:  

Rule Element 2:  

Rule Element 3: 1400  1400 hours in DHRM Hourly Year

Rule Element 4: 07:40  40 hours per week

Rule Element 5:  

Time Zone: EST  Eastern Time (US)