

Managing Absence Balances Overview

There are various reasons why an entitlement balance adjustment may be required. Some examples include:

- An employee is granted a special absence balance that needs to be added (e.g., Annual Leave Incentive, Employee Recognition, Educational Leave)
- An employee transfers from another state Agency and is bringing their absence balances to the new Agency
- An exception to system generated entitlements
- Zeroing out leave balances when an employee terminates
- Donating leave or receiving donated leave

Reminders:

- As an AM Administrator, you can view the Absence Balance Calculations the following day after the nightly Absence Calc job processes Absence Events and Adjustments
- Balances viewed under the **Team Time** tile or the **Time** tile reflect balances as of the last closed leave period. The leave period is closed on the salaried pay date
- For further information about absence calculations see the Job Aid titled TA374_Results by Calendar Group/Calendar. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**

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Time & Attendance Job Aid

TA374_Managing Absence Balances

Getting Started

Prior to managing Absence Balances, have the following information available:

- The Employee's Pay Group: found on the employee's **Job Data** page
Menu > Workforce Administration > Job Information > Job Data
- The Pay Period End Date: Identify the Pay Period end date for the Pay Period in which you want the Absence Balance Entitlement to be effective
- Any required HR Documentation (per Agency procedures)



Entering a New Absence Entitlement

1. Navigate to the **Absences** page to enter a new absence entitlement for an employee using the following path:

Menu > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences

The **Absences Search** page displays.

2. Enter the applicable employee's Employee ID or known portion of the Employee ID in the **Empl ID** field.

Note: You can also search for the employee by Employee Record or name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

3. Select the employee's Pay Group using the **Pay Group Look Up** icon.

Note: Ensure that the selected Pay Group is consistent with the employee's **Job Data** page for the same timeframe.



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4. Select the applicable value for one of the following fields:
 - a. **Calendar ID:** Parameter for the Absence Calculation process that identifies the Pay Period for which the new entitlement should be made effective. It can be a past, current, or future Pay Period. Select the applicable Pay Period using the **Calendar ID Look Up** icon.
 - b. **Period Begin Date:** The Pay Period begin date when the new entitlement should be effective. Select the applicable Pay Period begin date using the **Period Begin Date Calendar** icon.
 - c. **Period End Date:** The Pay Period end date when the new entitlement should be effective. Select the applicable Pay Period end date using the **Period End Date Calendar** icon.
5. Click the **Search** button.

The **Search Results** (Calendar IDs available for the employee) display in the bottom portion of the page.

Search

Clear

Basic Search

Save Search Criteria

Search Results

View All

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Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date
00402775900	0	SM1	SM1 2021SM118	JOHN DOE	09/25/2021	10/09/2021
00402775900	0	SM1	SM1 2021SM119	JOHN DOE	10/10/2021	10/24/2021
00402775900	0	SM1	SM1 2021SM120	JOHN DOE	10/25/2021	11/09/2021
00402775900	0	SM1	SM1 2021SM121	JOHN DOE	11/10/2021	11/24/2021
00402775900	0	SM1	SM1 2021SM122	JOHN DOE	11/25/2021	12/09/2021
00402775900	0	SM1	SM1 2021SM123	JOHN DOE	12/10/2021	12/24/2021
00402775900	0	SM1	SM1 2021SM124	JOHN DOE	12/25/2021	01/09/2022
00402775900	0	SM1	SM1 2022SM100	JOHN DOE	01/10/2022	01/10/2022
00402775900	0	SM1	SM1 2022SM101	JOHN DOE	01/10/2022	01/24/2022
00402775900	0	SM1	SM1 2022SM102	JOHN DOE	01/25/2022	02/09/2022
00402775900	0	SM1	SM1 2022SM103	JOHN DOE	02/10/2022	02/24/2022

6. Select the applicable Calendar ID based on the effective date of the change by clicking the corresponding link in the **Calendar ID** column.

Note: Verify that the Pay Group is consistent with the employee's **Job Data** page. Select the Pay Period with the correct Pay Period begin and end date wherein the balance should be available for the employee. Selecting the incorrect Calendar ID may result in the incorrect processing of adjustment.

Balance adjustments should not be entered in calendars that end in '00' or 'F1', as these are not regular semi-monthly leave period calendars.



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The **Absences** page displays for the applicable Calendar ID.

Absences

Employee ID: [Redacted] Name: [Redacted] Empl Record: 0
Pay Group: SM1 Description: Semi-monthly Classified Pay Entity: COVA
Calendar ID: SM1 2021SM118 Begin Date: 09/25/2021 End Date: 10/09/2021

This Calendar is finalized. Any changes will be considered during retro processing.

Balance Adjustments

Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

Buttons: Save, Return to Search, Previous in List, Next in List, Notify

7. Review the information in the **Header** section to confirm that the correct selection was made.

8. Click the **Element Name Look up** icon.

The **Look Up Element** page displays in a pop-up window.

Look Up Element

Element Name: begins with [Redacted]
Description: begins with [Redacted]

Buttons: Search, Clear, Cancel, Basic Lookup

Search Results

Element Name	Description	Country Code
BMO ENT ELEM	Bone Marrow/Organ Donations	USA
DLR ENT ELEM	Donated Leave Rec (Lv Share)	USA
DSR ENT ELEM	Victim of Disaster	USA
ELW ENT ELEM	Educational Leave Pay Docking	USA
MBL ENT ELEM	Military Bank Leave	USA
CSL ENT ELEM	Volunteer Service Leave	USA
MIL ENT ELEM	Military Leave	USA
MIP ENT ELEM	Military Physical	USA
PAR ENT ELEM	Parental Leave	USA
VAC ENT ELEM	Vacation	USA
FML ENT ELEM	Family Medical Leave	USA
DLR REC ELEM	DLR Receive Element	USA
PER ENT ELEM	VSDP Personal Leave	USA

9. Select the applicable entitlement type (Element Name) by clicking the corresponding link in the **Element Name** column.



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The **Absences** page redisplay with the selected Element Name and the **Description** field defaults based on the Element Name selected.

The screenshot shows the 'Absences' page with the following details:

- Employee ID:** [Redacted]
- Name:** [Redacted]
- Empl Record:** 2
- Pay Group:** SM1
- Description:** Semi-monthly Classified
- Pay Entity:** COVA
- Calendar ID:** SM1 2021SM118
- Begin Date:** 09/25/2021
- End Date:** 10/09/2021

This Calendar is finalized. Any changes will be considered during retro processing.

Balance Adjustments

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
MBL ENT ELEM	Military Bank Leave	[Input Field]	09/25/2021	10/09/2021	[Icon]

Buttons: Save, Return to Search, Notify

- Enter the number of hours for the entitlement in the **Balance Adjustment** field as a positive number.
- The **Begin Date** and **End Date** fields default based on the Calendar ID previously selected.
Note: Do not change these dates. If these dates do not reflect the Pay Period you want the absence balance adjustment to be effective in, click the **Return to Search** button and select the appropriate Calendar ID.
- Click the icon in the **Comments** field.



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The **PI for Absence Entitlement** page displays in a pop-up window.

PI for Absence Entitlement

Absence Comments

Empl ID: [Redacted] Name: [Redacted] Empl Record: 2

Pay Group: SM1 Description: Semi-monthly Classified

Calendar ID: SM1 2021SM118 Begin Date: 09/25/2021 End Date: 10/09/2021

Element Name: MBL ENT ELEM Description: Military Bank Leave Balance Adjustment:

Additional Information/ Adjustment Comments

Comments: [Redacted]

Last Update User ID: [Redacted] Last Update Date/Time:

OK Cancel

13. Enter a brief comment in the **Comments** field regarding why the adjustment is being made.

14. Click the **OK** button.

The **Absences** page redisplay.

Absences

Employee ID [Redacted] Name [Redacted] Empl Record 2

Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA

Calendar ID SM1 2021SM118 Begin Date 09/25/2021 End Date 10/09/2021

This Calendar is finalized. Any changes will be considered during retro processing.

Balance Adjustments

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
MBL ENT ELEM	Military Bank Leave	40.000000	09/25/2021	10/09/2021	[Redacted]

Save Return to Search Notify

15. If additional Absence Entitlements need to be entered for the same Pay Period, click the **Add a Row** icon (+), and repeat Steps 8 – 14. If not, proceed to Step 16.

16. Click the **Save** button.

Note: Entitlements added in the current open Pay Period and prior Pay Periods will be reflected in the balance viewable on the **Results by Calendar/Calendar Group** pages after the nightly Absence Calc process runs but will be available for use/forecasting immediately.



Manually Adjusting an Existing Absence Entitlement Balance

For employees transferring from one Agency to another Agency, refer to the [Transferring From One Agency to Another Agency](#) section of this Job Aid.

1. Navigate to the **Absences** page to manually adjust an existing absence entitlement for an employee using the following path:

Menu > Global Payroll & Absence Mgmt > Payee Data > Adjust Balance > Absences

The **Absences Search** page displays.

Absences

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID begins with [text input]

Empl Record = [text input]

Pay Group begins with [text input] [magnifying glass icon]

Calendar ID begins with [text input] [magnifying glass icon]

Name begins with [text input]

Period Begin Date >= [date input]

Period End Date <= [date input]

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

2. Enter the applicable employee's Employee ID or known portion of the Employee ID in the **Empl ID** field.

Note: You can also search for the employee by Employee Record or name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

3. Select the employee's Pay Group using the **Pay Group Look Up** icon.

Note: Ensure that the selected Pay Group is consistent with the employee's **Job Data** page for the same timeframe.



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4. Select the applicable value for one of the following fields:
 - a. **Calendar ID:** Parameter for the Absence Calculation process that identifies the Pay Period for which the balance adjustment should be made effective. It can be a past, current, or future Pay Period. Select the applicable Pay Period using the **Calendar ID Look Up** icon.
 - b. **Period Begin Date:** The Pay Period begin date when the balance adjustment should be effective. Select the applicable Pay Period begin date using the **Period Begin Date Calendar** icon.
5. Click the **Search** button.

The **Search Results** (Calendar IDs available for the employee) display in the bottom portion of the page.

Search

Clear

Basic Search

Save Search Criteria

Search Results

View All

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Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date
	0	SM1	SM1 2021SM118		09/25/2021	10/09/2021
	0	SM1	SM1 2021SM119		10/10/2021	10/24/2021
	0	SM1	SM1 2021SM120		10/25/2021	11/09/2021
	0	SM1	SM1 2021SM121		11/10/2021	11/24/2021
	0	SM1	SM1 2021SM122		11/25/2021	12/09/2021
	0	SM1	SM1 2021SM123		12/10/2021	12/24/2021
	0	SM1	SM1 2021SM124		12/25/2021	01/09/2022
	0	SM1	SM1 2022SM100		01/10/2022	01/10/2022
	0	SM1	SM1 2022SM101		01/10/2022	01/24/2022
	0	SM1	SM1 2022SM102		01/25/2022	02/09/2022
0	SM1	SM1 2022SM103	02/10/2022	02/24/2022		

6. Select the applicable Calendar ID based on the effective date of the change by clicking the corresponding link in the **Calendar ID** column.

Note: Verify that the Pay Group is consistent with the employee's **Job Data** page. Select the Pay Period with the correct Pay Period begin and end date wherein the balance adjustment should be available for the employee. Selecting the incorrect Calendar ID may result in the incorrect processing of the adjustment.



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The **Absences** page displays for the applicable Calendar ID.

Absences

Employee ID: [Redacted] Name: [Redacted] Empl Record: 0
Pay Group: SM1 Description: Semi-monthly Classified Pay Entity: COVA
Calendar ID: SM1 2021SM118 Begin Date: 09/25/2021 End Date: 10/09/2021

This Calendar is finalized. Any changes will be considered during retro processing.

Balance Adjustments

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
[Redacted]						+	-

Buttons: Save, Return to Search, Previous in List, Next in List, Notify

7. Review the information in the **Header** section to confirm that the correct selection was made.

8. Click the **Element Name Look up** icon.

The **Look Up Element** page displays in a pop-up window.

Look Up Element

Element Name: begins with [Redacted]
Description: begins with [Redacted]

Buttons: Search, Clear, Cancel, Basic Lookup

Search Results

Element Name	Description	Country Code
BMO ENT ELEM	Bone Marrow/Organ Donations	USA
DLR ENT ELEM	Donated Leave Rec (Lv Share)	USA
DSR ENT ELEM	Victim of Disaster	USA
ELW ENT ELEM	Educational Leave Pay Docking	USA
MBL ENT ELEM	Military Bank Leave	USA
CSL ENT ELEM	Volunteer Service Leave	USA
MIL ENT ELEM	Military Leave	USA
MIP ENT ELEM	Military Physical	USA
PAR ENT ELEM	Parental Leave	USA
VAC ENT ELEM	Vacation	USA
FML ENT ELEM	Family Medical Leave	USA
DLR REC ELEM	DLR Receive Element	USA
PER ENT ELEM	VSDP Personal Leave	USA

9. Select the applicable entitlement type (Element Name) by clicking the corresponding link in the **Element Name** column.



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The **Absences** page redisplay with the selected Element Name and the **Description** field defaults based on the **Element Name** selected.

The screenshot shows the 'Absences' page in the Cardinal system. At the top, there's a navigation bar with 'Cardinal Homepage' and 'Absences'. Below this, the 'Absences' section displays employee details: Employee ID, Name, Empl Record (0), Pay Group (SM1), Description (Semi-monthly Classified), Pay Entity (COVA), Calendar ID (SM1 2021SM118), Begin Date (09/25/2021), and End Date (10/09/2021). A note states: 'This Calendar is finalized. Any changes will be considered during retro processing.'

Below the employee details is the 'Balance Adjustments' section. It features a table with the following columns: *Element Name, Description, Balance Adjustment, Begin Date, End Date, and Comments. The first row shows 'VAC ENT ELEM' for the element name and 'Vacation' for the description. The 'Balance Adjustment' field is empty, and the 'Begin Date' and 'End Date' fields are populated with '09/25/2021' and '10/09/2021' respectively. The 'Comments' field is empty. The table has a red border around the 'Balance Adjustment', 'Begin Date', and 'End Date' columns.

At the bottom of the page, there are buttons: 'Save', 'Return to Search' (highlighted with a red box), 'Previous in List', 'Next in List', and 'Notify'.

10. Enter the adjustment amount in the **Balance Adjustment** field.

Note: Enter the number of hours that you want to adjust the balance by (not the number of hours you want the balance to be). Increases are entered as a positive number and decreases are entered as a negative number. Example: To add 10 hours you should enter "10" in the **Balance Adjustment** field. To deduct 10 hours, you should enter "-10" in the **Balance Adjustment** field.

11. The **Begin Date** and **End Date** fields default based on the Calendar ID previously selected.

Note: Do not change these dates. If these dates do not reflect the Pay Period you want the absence balance adjustment to be effective in, click the **Return to Search** button and select the appropriate Calendar ID.

12. Click the **Comments** icon.



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The **PI for Absence Entitlement** page displays in a pop-up window.

PI for Absence Entitlement

[Help](#)

Absence Comments

Empl ID: Name: Empl Record: 2

Pay Group: SM1 Description: Semi-monthly Classified

Calendar ID: SM1 2022SM118 Begin Date: 09/25/2022 End Date: 10/09/2022

Element Name: VAC ENT ELEM Description: Vacation Balance Adjustment: 10.000000

Additional Information/ Adjustment Comments

Comments:

Last Update User ID: Last Update Date/Time:

13. Enter a brief comment in the **Comments** field to document the reason for the adjustment.
14. Click the **OK** button.



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The **Absences** page redisplay.

Absences

Employee ID [] Name [] Empl Record 2
Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA
Calendar ID SM1 2021SM118 Begin Date 09/25/2021 End Date 10/09/2021

This Calendar is finalized. Any changes will be considered during retro processing.

Balance Adjustments

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments	
VAC ENT ELEM	Vacation	16.000000	09/25/2021	10/09/2021		+ -

Save Return to Search Notify

15. If additional Absence Entitlement balances need to be adjusted for the same Pay Period, click the **Add a Row** icon (+), and repeat Steps 8 – 14. If not, proceed to step 16.

16. Click the **Save** button.

Note: Adjustments made in the current open Pay Period and prior Pay Periods will be processed the next time the Absence Calculation process runs (runs nightly).



Zeroing Out Leave Balances

To zero out leave balances, follow the steps outlined in the [Manually Adjusting an Existing Absence Entitlement Balance](#) section of this Job Aid. Follow those steps and apply these additional guidelines:

- **Calendar Period:** For a terminated employee, select the Pay Period that contains the employee's last day worked
- **Balance Adjustment** field: Enter the number of hours equal to the employee's current entitlement balance as a negative number
- **Comments** field: Enter a comment pertaining to the reason for zeroing out the balance (e.g., employee terminated)



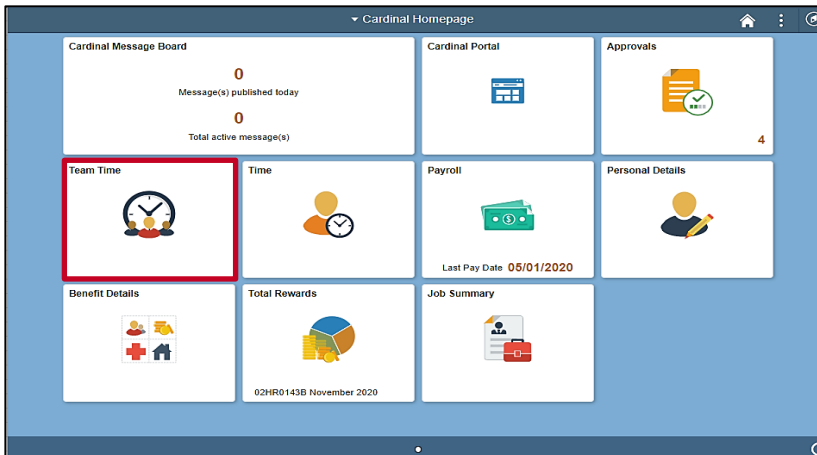
Time & Attendance Job Aid

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Zeroing Out Compensatory and Overtime Leave Balances

1. Log into Cardinal HCM.

The **Cardinal Homepage** displays.



2. Click the **Team Time** tile.

The **Timesheet Summary** page displays.

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Location Code	<input type="text"/>
Workgroup	<input type="text"/>
Position Number	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

3. Enter the applicable employee's Employee ID in the **Employee ID** field.

Note: You can also search by name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

4. Click the **Get Employees** button.



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The search results display within the **Employees For** section at the bottom of the page.

Change View

*View By: Week ☒ Show Schedule Information

Date: 11/11/2022 Previous Week Next Week

Employees For, Totals From 11/07/2022 - 11/13/2022

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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	0.00	0.00	0.00			0.00	0.00

5. Click the **Last Name** link for the applicable employee.

The **Timesheet** page displays for the applicable employee with the **Reported Time Status** tab displayed by default.

Timesheet

Employee ID: [redacted]

Empl Record: 2

Time Reporting Type: Positive

Earliest Change Date: 11/25/2022

Select Another Timesheet

*View By: Week Previous Week Next Week

*Date: 12/02/2022 Previous Employee

Scheduled Hours: 40.00 Reported Hours: 0.00

From Friday 12/02/2022 to Thursday 12/08/2022

Fri 12/2	Sat 12/3	Sun 12/4	Mon 12/5	Tue 12/6	Wed 12/7	Thu 12/8	Total	Time Reporting Code	*Taskgroup	Business Unit	Telework	Agency Value
									77700BA	Q	77700	Q
									77700BA	Q	77700	Q
									77700BA	Q	77700	Q

Save for Later Submit Apply Schedule

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

Reported Time Status

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Date	Total	TRC	Description	Sched Hrs	Comments
	0.00			0.00	

Return to Select Employee
Manager Self Service
Time Management

6. Use the fields within the **Select Another Timesheet** section as needed to select the Timesheet for the week that contains the employee's last day of work.

Note: If the date is changed, remember to click the **Refresh** icon.

7. Click the **Leave / Compensatory Time** tab.



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The **Leave / Compensatory Time** tab displays.

Timesheet

Employee ID [redacted]
Empl Record 2
Time Reporting Type Positive
Earliest Change Date 11/25/2022

Select Another Timesheet

*View By Week
*Date 12/02/2022
Scheduled Hours 40.00 Reported Hours 0.00

From Friday 12/02/2022 to Thursday 12/08/2022

Fri 12/2	Sat 12/3	Sun 12/4	Mon 12/5	Tue 12/6	Wed 12/7	Thu 12/8	Total	Time Reporting Code	*Taskgroup	Business Unit	Telework	Agency Value
									77700BA	77700		
									77700BA	77700		
									77700BA	77700		

Save for Later Submit Apply Schedule

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

Leave and Compensatory Time Balances

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	COMP_LEAVE	48.00	0	1000	

Return to Select Employee
Manager Self Service
Time Management

- Review the employee's current balance in the **Recorded Balance** field and then enter the number of hours being paid out (equal to current balance) in the applicable date field (employee's last day of work) within the Timesheet grid.

Note: You may enter a value greater than 24 hours on that day in order to accommodate a full payout.

- Click the **Time Reporting Code** dropdown button and select "CPO" for Comp Time Leave Payout or "OPO" for Overtime Leave Payout.
- Scroll to the right side of the page as needed.

Telework	Agency Value	ChartFields
		ChartFields

- If **ChartFields** are optional or required for the employee, a **ChartFields** link will display on the Timesheet. If the Timesheet does not contain a **ChartFields** link, or ChartFields are not required for the employee, proceed to step 13. If the **ChartFields** link displays on the Timesheet page and is required, click the **ChartFields** link.



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The **Chartfield Common Component** page displays in a pop-up window.

12. Click the **OK** button to accept the default values that display and return to the **Timesheet** page.

The **Timesheet** page redispays.

13. Click the **Submit** button.

The **Submit Confirmation** page displays.

14. Click the **OK** button.



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The **Timesheet** page redisplays.

From Friday 12/02/2022 to Thursday 12/08/2022 ?

Fri 12/2	Sat 12/3	Sun 12/4	Mon 12/5	Tue 12/6	Wed 12/7	Thu 12/8	Total	Time Reporting Code
						40.00	40.00	CPO - Comp Time Leave Payout

[Save for Later](#) [Submit](#)

[Reported Time Status](#) [Summary](#) [Leave / Compensatory Time](#) [Absence](#) [Exceptions](#) [Payable Time](#)

Leave and Compensatory Time Balances ?

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Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	COMP_LEAVE	40.00	0	1000	

15. Click the **Reported Time Status** tab.

The **Timesheet** page refreshes and the **Reported Time Status** tab displays.

From Friday 12/02/2022 to Thursday 12/08/2022 ?

Fri 12/2	Sat 12/3	Sun 12/4	Mon 12/5	Tue 12/6	Wed 12/7	Thu 12/8	Total	Time Reporting Code
						40.00	40.00	CPO - Comp Time Leave Payout

[Save for Later](#) [Submit](#)

[Reported Time Status](#) [Summary](#) [Leave / Compensatory Time](#) [Absence](#) [Exceptions](#) [Payable Time](#)

Reported Time Status

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Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
12/08/2022	Submitted	40.00	CPO	Comp Time Leave Payout	8.00	

16. Click the **Add Comments** icon.



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The **TR Comments** page displays in a pop-up window.

TR Comments

Comments

Employee ID

Employment Record 2

[Admin and Office Spec II](#)

[Actions](#)

Note

Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove those comments later.

Comments related to time entered for 12/08/2022

	Date	User ID	DateTime Created	Source	Comment
1	12/08/2022		11/11/2022 5:24PM	Time Reporting	

Add Comment

OK Cancel Apply

17. Enter a brief comment to document the reason for the payout in the **Comment** field.

18. Click the **OK** button.

The **Timesheet** page redispays and this process is now complete.



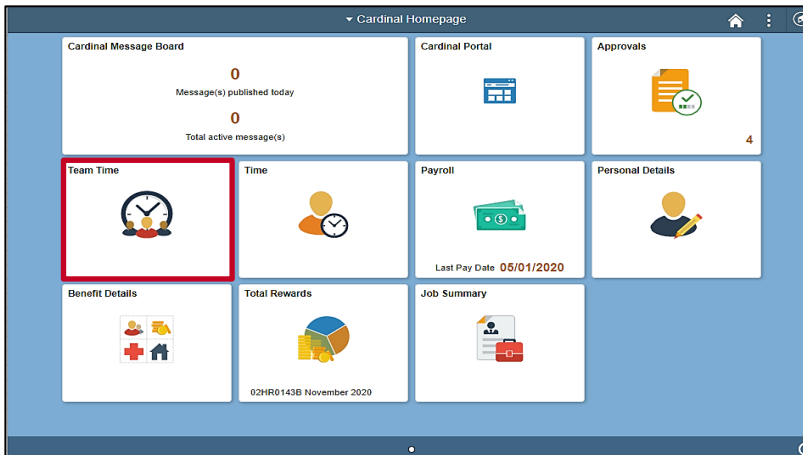
Time & Attendance Job Aid

TA374_Managing Absence Balances

Adjusting Compensatory and Overtime Leave Balances

1. Log into Cardinal HCM.

The **Cardinal Homepage** displays.



2. Click the **Team Time** tile.

The **Timesheet Summary** page displays.

Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Location Code	<input type="text"/>
Workgroup	<input type="text"/>
Position Number	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

3. Enter the applicable employee's Employee ID in the **Employee ID** field.

Note: You can also search by name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

4. Click the **Get Employees** button.



Time & Attendance Job Aid

TA374_Managing Absence Balances

The search results display in the **Employees For** section at the bottom of the page.

Change View

*View By: Week ☒ Show Schedule Information

Date: 11/11/2022 Previous Week Next Week

Employees For , Totals From 11/07/2022 - 11/13/2022

1-2 of 2

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	0.00	0.00	0.00			0.00	0.00

- Click the **Last Name** link for the applicable employee.

The **Timesheet** page displays for the applicable employee.

Timesheet

Employee ID:

Empl Record: 2

Time Reporting Type: Exception

Earliest Change Date: 10/10/2022

Select Another Timesheet

*View By: Week Previous Week Next Week

*Date: 12/10/2022 Previous Employee Next Employee

Scheduled Hours: 40.00 Reported Hours: 0.00

From Saturday 12/10/2022 to Friday 12/16/2022

Sat 12/10	Sun 12/11	Mon 12/12	Tue 12/13	Wed 12/14	Thu 12/15	Fri 12/16	Total	Time Reporting Code	*Taskgroup	Business Unit	Telework	Agency Value
									50500CCRQ	Q	50500	Q
									50500CCRQ	Q	50500	Q
									50500CCRQ	Q	50500	Q

Save for Later Submit Apply Schedule

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

Reported Time Status

1-1 of 1

Date	Total	TRC	Description	Sched Hrs	Add Comments
	0.00			0.00	

- Use the fields within the **Select Another Timesheet** section as needed to select the Timesheet for the week or day where you want the adjustment to be effective.

Note: If the date is changed, remember to click the **Refresh** icon.

- Enter the number of Compensatory leave adjustment hours in the appropriate day field.

Note: Hours entered on the Timesheet are always entered as a positive number.

- Click the Time Reporting Code dropdown button and select the applicable Comp Time Leave or Overtime Leave TRC.

Note: Use the Adjust TRC to add hours and the Deduction TRC to reduce hours.

- Scroll to the right side of the page as needed.



Time & Attendance Job Aid

TA374_Managing Absence Balances

Total	Time Reporting Code	*Taskgroup	Business Unit	Telework	Agency Value	ChartFields		
8.00	CCA - Comp Time Leave Adjust	50500CCRQ	50500			ChartFields	+	-

10. If **ChartFields** need to be entered, click the **ChartFields** link. If not, skip to Step 11.

The **ChartField Common Component** page displays with the default charge distributions already populated.

The screenshot shows the 'ChartField Common Component' window. It includes a 'ChartField Detail' section with 'Employee ID' and 'Set ID: 50500'. Below this is a table with columns: Account, Fund, Program, Department, Cost Center, Task, FIPS, Asset, Agency Use 1, Agency Use 2, PC Business Unit, Project, Activity, Source Type, and Category. The first row contains values: 505000, 04770, 505001, 00100, 00100, and 7002201. At the bottom left, there is an 'OK' button highlighted with a red box.

11. Click the **Ok** button to return to the Timesheet.

The **Timesheet** page redisplay.

The screenshot shows the 'Select Another Timesheet' page. It has a 'View By' dropdown set to 'Week' and a date field '12/10/2022'. Below this, it shows 'Scheduled Hours 40.00' and 'Reported Hours 8.00'. A table displays dates from Saturday 12/10/2022 to Friday 12/16/2022. The 'Total' row shows '8.00' and 'CCA - Comp Time Leave Adjust'. At the bottom, there are 'Save for Later' and 'Submit' buttons, with 'Submit' highlighted by a red box.

12. Click the **Submit** button.

The **Submit Confirmation** page displays.

The screenshot shows the 'Timesheet Submit Confirmation' page. It features a green checkmark icon and the text: 'The Submit was successful. Time for the Week of 2022-12-10 to 2022-12-16 is submitted'. At the bottom left, there is an 'OK' button highlighted with a red box.

13. Click the **OK** button.



Time & Attendance Job Aid

TA374_Managing Absence Balances

The **Timesheet** page redisplays.

Select Another Timesheet

*View By: Week
*Date: 12/10/2022
Scheduled Hours: 40.00
Reported Hours: 8.00

Previous Week Next Week
Previous Employee Next Employee

From Saturday 12/10/2022 to Friday 12/16/2022

Sat 12/10	Sun 12/11	Mon 12/12	Tue 12/13	Wed 12/14	Thu 12/15	Fri 12/16	Total	Time Reporting Code
8.00							8.00	CCA - Comp Time Leave Adjust

Save for Later Submit

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

Reported Time Status

Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
12/10/2022	Submitted	8.00	CCA	Comp Time Leave Adjust	0.00	

Return to Select Employee
Manager Self Service
Time Management

14. Scroll down on the **Timesheet** page as needed to view the **Reported Time Status** tab.

15. Click the **Add Comments** icon.

The **TR Comments** page displays in a pop-up window.

TR Comments

Comments

Employee ID: [Redacted]
Employment Record: 2

Note: Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove those comments later.

Comments related to time entered for 12/10/2022

	Date	User ID	DateTime Created	Source	Comment
1	12/10/2022	[Redacted]	11/11/2022 5:36PM	Time Reporting	<input type="text"/>

Add Comment

OK Cancel Apply

16. Enter a brief comment in the **Comment** field to document the reason for the adjustment.

17. Click the **OK** button to return to the **Timesheet** page.

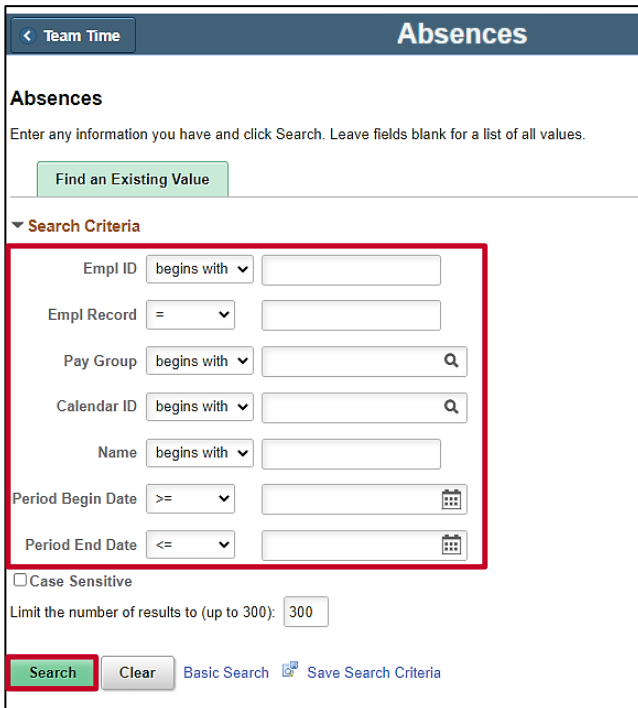
18. Repeat these Steps for each leave type that needs to be adjusted on the Timesheet.

Leave Donation Process

1. Navigate to the **Absences** page using the following path:

Menu > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences

The **Absences Search** page displays.



2. Enter the applicable employee's (employee donating leave) Employee ID in the **Empl ID** field.

Note: You can also search by Employee Record or name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

3. Select the employee's Pay Group using the **Pay Group Look Up** icon.

Note: Ensure that the selected Pay Group is consistent with the employee's **Job Data** page.



Time & Attendance Job Aid

TA374_Managing Absence Balances

The page refreshes with the search results at the bottom of the page.

< Cardinal Homepage

Absences

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Empl ID

Empl Record

Pay Group

Calendar ID

Name

Period Begin Date

Period End Date

☐ Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#) [Save Search Criteria](#)

Search Results

[View All](#) 1-100 of 218

Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date
00008662900	0	SM1	SM1 2021SM118	EVERSON WALLS	09/25/2021	10/09/2021
00008662900	0	SM1	SM1 2021SM119	EVERSON WALLS	10/10/2021	10/24/2021
00008662900	0	SM1	SM1 2021SM120	EVERSON WALLS	10/25/2021	11/09/2021
00008662900	0	SM1	SM1 2021SM121	EVERSON WALLS	11/10/2021	11/24/2021
00008662900	0	SM1	SM1 2021SM122	EVERSON WALLS	11/25/2021	12/09/2021
00008662900	0	SM1	SM1 2021SM123	EVERSON WALLS	12/10/2021	12/24/2021

4. Either select the applicable **Calendar ID** or the applicable **Period Begin Date** to select the correct pay period date when the donation will take effect.



Time & Attendance Job Aid

TA374_Managing Absence Balances

The **Absences** page displays for the applicable employee.

Absences

Employee ID [redacted] Name [redacted] Empl Record 0
Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA
Calendar ID SM1 2021SM118 Begin Date 09/25/2021 End Date 10/09/2021
This Calendar is finalized. Any changes will be considered during retro processing.

Balance Adjustments

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
DLR DON ELEM	DLR Donate Element		09/25/2021	10/09/2021		+	-

Save Return to Search Previous in List Next in List Notify

5. The **Header** section populates based on the employee selected to donate leave. Review the information to confirm that the correct employee selection was made.

6. Select "DLR DON ELEM " using the **Element Name Look Up** icon.

Note: "DLR DON ELEM" hours are deducted from the employee's VAC balance. If the donated hours are to be deducted from a balance other than VAC, see the [Manually Adjusting an Existing Absence Entitlement Balance](#) section of this Job Aid.

The **Absences** page refreshes and the **Description** field populates based on the **Element Name** selected.

Absences

Employee ID [redacted] Name [redacted] Empl Record 0
Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA
Calendar ID SM1 2021SM118 Begin Date 09/25/2021 End Date 10/09/2021
This Calendar is finalized. Any changes will be considered during retro processing.

Balance Adjustments

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
DLR DON ELEM	DLR Donate Element	16	09/25/2021	10/09/2021		+	-

Save Return to Search Previous in List Next in List Notify

7. The **Begin Date** and **End Date** fields default based on the Calendar ID or Pay Period previously selected. Do not change the dates.

Note: If this is not the correct Pay Period, click the **Return to Search** button and select the correct Pay Period in which the donation will take effect.



Time & Attendance Job Aid

TA374_Managing Absence Balances

8. Enter the number of hours being donated as a positive number in the **Balance Adjustment** field.
9. Click the **Comments** icon.

The **PI for Absence Entitlement** page displays in a pop-up window.

PI for Absence Entitlement [Close]

[Help](#)

Absence Comments

Empl ID: [Field] Name: [Field] Empl Record: 0

Pay Group: SM1 Description: Semi-monthly Classified

Calendar ID: SM1 2021SM118 Begin Date: 09/25/2021 End Date: 10/09/2021

Element Name: DLR DON ELEM Description: DLR Donate Element Balance Adjustment: 16.000000

Additional Information/ Adjustment Comments

Comments: [Text Area]

Last Update User ID: [Field] Last Update Date/Time: [Field]

OK **Cancel**

10. Enter a brief comment in the **Comments** field to document that this is a leave donation.
Note: Do not include any PII in your comments.
11. Click the **OK** button.

The **Absences** page redisplay.

Absences

Employee ID [Field] Name [Field] Empl Record 0

Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA

Calendar ID SM1 2021SM118 Begin Date 09/25/2021 End Date 10/09/2021

This Calendar is finalized. Any changes will be considered during retro processing.

Balance Adjustments

Search [Field] [Icons] 1-1 of 1 View All

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
DLR DON ELEM [Search]	DLR Donate Element	16	09/25/2021 [Calendar]	10/09/2021 [Calendar]	[Comments Icon]	+...	-

Save Return to Search Previous in List Next in List Notify

12. Click the **Save** button.

You have completed the adjustment for the donor. Now the adjustment must be made for the recipient.



Time & Attendance Job Aid

TA374_Managing Absence Balances

13. Click the **Return to Search** button.

The **Absences Search** page redisplay.

< Team Time Absences

Absences

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID begins with []

Empl Record = [0]

Pay Group begins with SM1 [Q]

Calendar ID begins with SM1 2021SM118 [Q]

Name begins with []

Period Begin Date >= [] [Calendar Icon]

Period End Date <= [] [Calendar Icon]

☐ Case Sensitive

Limit the number of results to (up to 300): [300]

Search Clear Basic Search Save Search Criteria

Search Results

14. Delete the donor's Employee ID in the **Empl ID** field.

Note: If you use the **Clear** button, capture the Calendar ID first as the Calendar ID for the leave recipient should match the Calendar ID for the person who donated leave.

15. Enter the applicable employee's (employee receiving the donated hours) Employee ID in the **Empl ID** field.

16. Update the **Pay Group** field as needed.

Note: Ensure that the selected Pay Group is consistent with the employee's **Job Data** page.

17. Click the **Search** button.



Time & Attendance Job Aid

TA374_Managing Absence Balances

The **Absences** page displays for the employee who will receive the donated leave.

Absences

Employee ID: [Redacted] Name: [Redacted] Empl Record: 0
Pay Group: SM1 Description: Semi-monthly Classified Pay Entity: COVA
Calendar ID: SM1 2021SM118 Begin Date: 09/25/2021 End Date: 10/09/2021
This Calendar is finalized. Any changes will be considered during retro processing.

Balance Adjustments

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
DLR REC ELEM	DLR Receive Element		09/25/2021	10/09/2021		+	-

Buttons: Save, Return to Search, Previous in List, Next in List, Notify

18. The **Header** section populates based on the employee selected to receive the donated leave. Review the information to confirm that the correct employee selection was made.

19. Select “DLR REC ELEM” using the **Element Name Look Up** icon.

Note: This will increase the recipients DLR’s balance.

The **Absences** page refreshes and the **Description** field populates based on the Element Name selected.

Absences

Employee ID: [Redacted] Name: [Redacted] Empl Record: 0
Pay Group: SM1 Description: Semi-monthly Classified Pay Entity: COVA
Calendar ID: SM1 2021SM118 Begin Date: 09/25/2021 End Date: 10/09/2021
This Calendar is finalized. Any changes will be considered during retro processing.

Balance Adjustments

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
DLR REC ELEM	DLR Receive Element	16	09/25/2021	10/09/2021		+	-

Buttons: Save, Return to Search, Previous in List, Next in List, Notify

20. The **Begin Date** and **End Date** fields default based on the Calendar ID or Pay Period previously selected. Do not change the dates.

Note: If this is not the correct Pay Period, click the **Return to Search** button and select the correct Pay Period in which the donation will take effect.

21. Enter the hours being received as a positive number in the **Balance Adjustment** field.

22. Click the **Comments** icon.



Time & Attendance Job Aid

TA374_Managing Absence Balances

The **PI for Absence Entitlement** page displays in a pop-up window.

PI for Absence Entitlement

Help

Absence Comments

Empl ID:

Name:

Empl Record:

0

Pay Group:

SM1

Description:

Semi-monthly Classified

Calendar ID:

SM1 2021SM118

Begin Date:

09/25/2021

End Date:

10/09/2021

Element Name:

DLR REC ELEM

Description:

DLR Receive Element

Balance Adjustment:

16.000000

Additional Information/ Adjustment Comments

Comments:

Last Update User ID:

Last Update Date/Time:

OK

Cancel

23. Enter a brief comment in the **Comments** field to document that this is a leave donation.

Note: Do not include any PII in your comments.

24. Click the **OK** button.

The **Absences** page redisplay.

< Cardinal Homepage

Absences

Absences

Employee ID

Name

Empl Record

0

Pay Group

SM1

Description

Semi-monthly Classified

Pay Entity

COVA

Calendar ID

SM1 2021SM118

Begin Date

09/25/2021

End Date

10/09/2021

This Calendar is finalized. Any changes will be considered during retro processing.

Balance Adjustments

1-1 of 1

View All

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
DLR REC ELEM	DLR Receive Element	16	09/25/2021	10/09/2021		+	-

Save

Return to Search

Previous in List

Next in List

Notify

25. Click the **Save** button.

The leave donation process is now complete. Adjustments made in the current open Pay Period and prior Pay Periods will be processed the next time the Absence Calc process runs (runs nightly).



Returning Unused Leave Donation

1. Navigate to the **Absences** page by following this path:

Menu > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences

The **Absences Search** page displays.

2. Enter the applicable employee's (employee who donated hours) Employee ID in the **Empl ID** field.
Note: You can also search by Employee Record or name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.
3. Select the employees Pay Group using the **Pay Group Look Up** icon.
Note: Ensure that the selected Pay Group is consistent with the employee's **Job Data** page.
4. Either select the applicable Calendar ID using the **Calendar ID Look Up** icon or the applicable Pay Period begin date using the **Period Begin Date Calendar** icon.
Note: This is the done to select the Pay Period in which the return of unused hours will take effect.
5. Click the **Search** button.



Time & Attendance Job Aid

TA374_Managing Absence Balances

Cardinal Homepage Absences

Absences

Employee ID [] Name [] Empl Record 0
Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA
Calendar ID SM1 2021SM118 Begin Date 09/25/2021 End Date 10/09/2021

This Calendar is finalized. Any changes will be considered during retro processing.

Balance Adjustments

1-1 of 1 View All

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
DLR DON ELEM	DLR Donate Element	16	09/25/2021	10/09/2021		+	-

Save Return to Search Previous in List Next in List Notify

The **Absences** page displays for the applicable employee with the original donation information.

Cardinal Homepage Absences

Absences

Employee ID [] Name [] Empl Record 0
Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA
Calendar ID SM1 2021SM118 Begin Date 09/25/2021 End Date 10/09/2021

This Calendar is finalized. Any changes will be considered during retro processing.

Balance Adjustments

1-1 of 1 View All

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
DLR DON ELEM	DLR Donate Element	-4	09/25/2021	10/09/2021		+	-

Save Return to Search Previous in List Next in List Notify

- Update the **Balance Adjustment** field by overwriting the original number of hours donated with the number of hours being returned. Enter this as a negative number.
- Click the **Comments** icon.



Time & Attendance Job Aid

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The **PI for Absence Entitlement** page displays in a pop-up window.

PI for Absence Entitlement

[Help](#)

Absence Comments

Empl ID:

Name:

Empl Record: 0

Pay Group: SM1

Description: Semi-monthly Classified

Calendar ID: SM1 2021SM118

Begin Date: 09/25/2021

End Date: 10/09/2021

Element Name: DLR DON ELEM

Description: DLR Donate Element

Balance Adjustment: -4.000000

Additional Information/ Adjustment Comments

Comments:

Last Update User ID:

Last Update Date/Time:

OK

Cancel

- Enter a brief comment in the **Comments** field to document that this is a return of unused hours from a leave donation.

Note: Do not include any PII in your comments.

- Click the **OK** button.

The **Absences** page redisplay.

< Cardinal Homepage

Absences

Absences

Employee ID

Name

Empl Record 0

Pay Group SM1

Description Semi-monthly Classified

Pay Entity COVA

Calendar ID SM1 2021SM118

Begin Date 09/25/2021

End Date 10/09/2021

This Calendar is finalized. Any changes will be considered during retro processing.

Balance Adjustments

1-1 of 1

View All

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
DLR DON ELEM	DLR Donate Element	-4	09/25/2021	10/09/2021		+	-

Save

Return to Search

Previous in List

Next in List

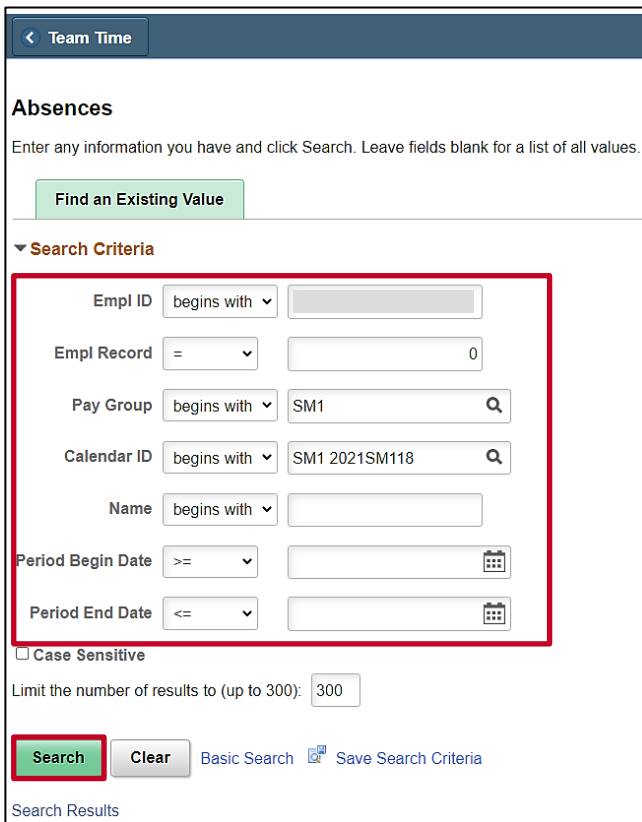
Notify

- Click the **Save** button.

Next, the adjustment must be made for the recipient to remove the unused hours.

- Click the **Return to Search** button.

The **Absences Search** page displays.



12. Delete the donor's Employee ID in the **Empl ID** field.

Note: If you use the **Clear** button, capture the Calendar ID first as the Calendar ID of the leave recipient should match the Calendar ID for the person who donated leave.

13. Enter the applicable employee's (employee who is returning donated hours) Employee ID in the **Empl ID** field.

Note: You can also search by Employee Record or name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

14. Update the **Pay Group** field as needed.

Note: Ensure that the selected Pay Group is consistent with the employee's **Job Data** page.

15. Click the **Search** button.



Time & Attendance Job Aid

TA374_Managing Absence Balances

The **Absences** page displays for the applicable employee with the original leave receipt information.

< Cardinal Homepage **Absences**

Absences

Employee ID Name Empl Record 0
Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA
Calendar ID SM1 2021SM118 Begin Date 09/25/2021 End Date 10/09/2021

This Calendar is finalized. Any changes will be considered during retro processing.

Balance Adjustments

1-1 of 1 View All

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
<input type="text"/> DLR REC ELEM <input type="text"/>	DLR Receive Element	<input type="text"/> 16	<input type="text"/> 09/25/2021 <input type="text"/>	<input type="text"/> 10/09/2021 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

16. Update the **Balance Adjustment** field by overwriting the original number of hours received with the number of unused hours being returned. Enter this as a negative number.

< Cardinal Homepage **Absences**

Absences

Employee ID Name Empl Record 0
Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA
Calendar ID SM1 2021SM118 Begin Date 09/25/2021 End Date 10/09/2021

This Calendar is finalized. Any changes will be considered during retro processing.

Balance Adjustments

1-1 of 1 View All

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
<input type="text"/> DLR REC ELEM <input type="text"/>	DLR Receive Element	<input type="text"/> -4	<input type="text"/> 09/25/2021 <input type="text"/>	<input type="text"/> 10/09/2021 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

17. Click the **Comments** icon.



Time & Attendance Job Aid

TA374_Managing Absence Balances

The **PI for Absence Entitlement** page displays.

PI for Absence Entitlement

Help

Absence Comments

Empl ID:

Name:

Empl Record:

0

Pay Group:

SM1

Description:

Semi-monthly Classified

Calendar ID:

SM1 2021SM118

Begin Date:

09/25/2021

End Date:

10/09/2021

Element Name:

DLR REC ELEM

Description:

DLR Receive Element

Balance Adjustment:

-4.000000

Additional Information/ Adjustment Comments

Comments:

Last Update User ID:

Last Update Date/Time:

OK

Cancel

18. Enter a brief comment in the **Comments** field to document that this is a return of unused hours from a leave donation.

Note: Do not include any PII in your comments.

19. Click the **OK** button.

The **Absences** page redisplay.

< Cardinal Homepage

Absences

Absences

Employee ID

Name

Empl Record

0

Pay Group

SM1

Description

Semi-monthly Classified

Pay Entity

COVA

Calendar ID

SM1 2021SM118

Begin Date

09/25/2021

End Date

10/09/2021

This Calendar is finalized. Any changes will be considered during retro processing.

Balance Adjustments

Q

1-1 of 1

View All

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
DLR REC ELEM	DLR Receive Element	-4	09/25/2021	10/09/2021		+...	-

Save

Return to Search

Previous in List

Next in List

Notify

20. Click the **Save** button.

The return of unused hours from a leave donation process is now complete. Adjustments made in the current open Pay Period and prior Pay Periods will be processed the next time the Absence Calc process runs (runs nightly).



Time & Attendance Job Aid

TA374_Managing Absence Balances

Transferring From one Agency to Another Agency

- The process below using the **Supporting Elements** page only applies to transferring VAC and Traditional Sick hours. This process allows transferred Vacation and Traditional Sick hours to be used in the first Pay Period in the new Agency
 - Cardinal automatically entitles VSDP Sick, VSDP Personal, and CSL based on New Hire DHRM policy. Use the [Manually Adjusting an Existing Absence Entitlement Balances](#) section of this Job Aid to adjust these balances to reflect the hours that the employee is transferring as needed
 - To adjust absence balances for all other leave types, see the [Manually Adjusting an Existing Absence Entitlement Balances](#) section of this Job Aid. When employees transfer to another Agency, all absence balances should be reviewed and updated as needed
1. To transfer Vacation (Annual Leave) or Traditional Sick balances for an employee transferring to another State Agency, navigate to the **Supporting Elements** page by following this path:

Menu > Global Payroll & Absence Mgmt > Payee Data > Create Overrides > Supporting Elements

The **Supporting Elements Search** page displays.

2. Enter the applicable employee's Employee ID in the **Empl ID** field.

Note: You can also search by Employee Record or name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

3. Click the **Search** button.



Time & Attendance Job Aid

TA374_Managing Absence Balances

The **Supporting Elements** page displays for the applicable employee with the **Elements/Dates** tab displayed by default.

The screenshot shows the 'Supporting Elements' page. At the top, there's a navigation bar with 'Cardinal Homepage', 'Supporting Elements', and icons for home, search, and settings. Below the navigation bar, there are links for 'New Window', 'Help', and 'Personalize Page'. The main section is titled 'Supporting Elements' and contains fields for 'Employee ID', 'Empl Record' (0), and 'Name'. Below these fields is a section titled 'Payee Supporting Element Override List'. This section has a search bar, a tab labeled 'Elements/Dates', and a table. The table has columns: 'Element Type', 'Element Name', 'Description', '*Begin Date', 'End Date', and two empty columns. The first row of the table shows 'Element Type' as a dropdown menu (highlighted with a red box), 'Element Name' as an empty field, 'Description' as an empty field, '*Begin Date' as '03/10/2022', 'End Date' as an empty field, and two empty columns. Below the table are buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

4. Click the **Element Type** dropdown button and select "Variable".

The **Supporting Elements** page refreshes.

The screenshot shows the 'Supporting Elements' page after the first step. The 'Element Type' dropdown in the table is now set to 'Variable'. The 'Element Name' field is now a search bar with a magnifying glass icon (highlighted with a red box). The other fields and buttons remain the same.

5. Click the **Element Name Look up** icon.



Time & Attendance Job Aid

TA374_Managing Absence Balances

The **Look Up Element** page displays in a pop-up window.

Look Up Element

Help

Element Name begins with V

Description begins with

Search

Clear

Cancel

Basic Lookup

Search Results

View 100

1-30 of 30

Element Name	Description	Country Code
V FMLA EMP/FAM BAL	V FMLA EMP/FAM BAL	USA
V FMLA MILITARY BA	V FMLA MILITARY BAL	USA
V FMLA ROLLOVER BA	V FMLA ROLLOVER BA	USA
V SCK FMLA TAKE BA	V SCK FMLA TAKE BA	USA
V SCK XFR ADJ	V SCK XFR ADJ	USA
V SDP FMLA TAKE BA	V SDP FMLA TAKE BA	USA
V STD TAKE BAL DAY	V STD TAKE BAL DAY	USA
V STD VAC ACR LMT	V STD VAC ACR LMT	USA
V VAC XFR ADJ	V VAC XFR ADJ	USA
V WCL TAKE BAL DAY	V WCL TAKE BAL DAY	USA

- In the **Element Name** column, select “V VAC XFR ADJ” to update the Vacation balance or select “V SCK XFR ADJ” to update the Traditional Sick balance.



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The **Supporting Elements** page redisplay.

Supporting Elements

Employee ID [] Empl Record 0 []

Payee Supporting Element Override List

Elements/Dates Values

Element Type	Element Name	Description	*Begin Date	End Date		
Variable	V VAC XFR ADJ	V VAC XFR ADJ	03/10/2022	03/24/2022	+	-

Save Return to Search Notify

Note: The **Begin Date** field defaults based on the current open Pay Period. The begin date determines the date which the transferred balance can be used by the employee and should be the first day of the employee's first Pay Period at the new Agency.

7. Click the **End Date Calendar** icon and select the applicable end date.

Note: The end date should correspond to the Pay Period begin date. If the **End Date** field is left blank, the employee will receive the balance each pay period. If the begin date and end date span multiple pay periods, the employee will receive the balance adjustment each pay period beginning with the **Begin Date** and ending with the **End Date**.

8. Click the **Values** tab.

The **Values** tab displays.

Supporting Elements

Employee ID [] Empl Record 0 [] Name []

Payee Supporting Element Override List

Elements/Dates Values

Element Type	Element Name	Numeric Value		
Variable	V VAC XFR ADJ	16.000000	+	-

Save Return to Search Previous in List Next in List Notify

9. Enter the number of hours the employee is transferring from the previous Agency in the **Numeric Value** field for the corresponding row.
10. Click the **Save** button.

Validating Absence Balances

Absence Management Administrators should confirm that all adjustments process as expected and validate the employee's balances after the next Absence Calc process has run. Below is a list of tools available to perform these actions and these can all be found on the Cardinal Website at

<https://www.cardinalproject.virginia.gov/>:

- **Employee Leave Report** – see the HCM Time and Attendance Reports Catalog
- **Employee Absence Adjustments Query**– see the HCM Time and Attendance Reports Catalog
- **Absence Accumulator Results Query** – see the HCM Time and Attendance Reports Catalog
- **Leave Balances by Department ID/Location Query** – see the HCM Time and Attendance Reports Catalog
- **Results by Calendar/Calendar Group** online pages – see the Job Aid titled TA374 Results by Calendar/Calendar Group for more details
- **View Absence Balances** using online pages – see the course titled TA374 Absence Management Maintenance for more details

Managing Leave for Employees Who Work Fewer than 12 Months a Year

Agencies have two options for managing leave for employees who are work fewer than 12 months a year.

1. HR Administrators can enroll the employee in the **FACREGGRP** or **FACVSDPGRP Eligibility group** and AM Administrators can manually adjust their balances.

The **Leave Balance Adjustment Mass Upload** can be used for employees in the **FACREGGRP** or **FACVSDPGRP** to manually adjust their FVC Flex Vacation Absence balance. FVC is a leave type that does not automatically accrue semi-monthly. FVC can be used by employees who work less than 12 months per year or can be used by agencies that do not follow or do not fully follow DHRM leave policy but still track leave in Cardinal.

2. HR Administrators can update the employees **Job Data** by adding a new effective dated row and updating the employees' **Eligibility Group** from **VSDPELGGRP** to **FACREGGRP**. The **FACREGGRP Eligibility Group** does not include VAC accrual or VSDP PER or VSDP Sick Leave. HR Administrators will need to add another effective dated row to return the employees to the **VSDPELGGRP Eligibility Group** upon their return to work.

HR Administrators can update **Job Data** in one of two ways.

- a. If there is a large number of employees, the **Job Data Mass Upload** can be used to update the **Eligibility Group**
 - b. HR Administrators can update each **Job Data** record individually by following the steps below.
3. Update the **Eligibility Group** by navigating to the Employee's **Job Data Record**.

The Employee's **Job Data Record** displays.



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Work Location | Job Information | Payroll | Salary Plan | Compensation

MARIAN SELF
Employee

Empl ID 00368592500
Empl Record 0

Work Location Details ?

*Effective Date 06/10/2023

Effective Sequence 0

HR Status Active

Payroll Status Active

Calculate Status and Dates

*Action Data Change

Reason Data Change

*Job Indicator Primary Job

Go To Row

+

-

Position Number MRC00242 License Sales Agent

Override Position Data

Position Entry Date 09/10/2005

Position Management Record

Regulatory Region USA United States

Company MRC Marine Resources Commission

Business Unit 40200 Marine Resources Commission

Department 50503 Marine Life Regulation LE

Department Entry Date 09/10/2005

Location MR650 main location

Establishment ID MRC Marine Resources Commission

Date Created 06/22/2023

Last Start Date 09/10/2005

STD Claim Number

Layoff Notice Date

Recall Eligibility Flag

Turn Off Auto Pay

Yes No

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

- Click the icon (+) to Add a New Effective Dated Row
- Enter the appropriate **Effective Date**
- Select **Action**: Data Change
- Select **Reason**: Data Change



Time & Attendance Job Aid

TA374_Managing Absence Balances

Work Location Job Information **Payroll** Salary Plan Compensation

MARIAN SELF Employee Empl ID 00368592500 Empl Record 0

Payroll Information ?

Effective Date 06/10/2023 Effective Sequence 0 HR Status Active Payroll Status Active Action Data Change Reason Data Change Job Indicator Primary Job

Go To Row

Payroll System Payroll for North America Absence System Absence Management

Payroll for North America ?

Pay Group SM1 Semimonthly Class (SUNSAT07) Employee Type S Salaried Tax Location Code 650 Hampton GL Pay Type Combination Code Holiday Schedule HOLSAL Sal.HolSch FICA Status Subject Edit ChartFields

Absence Management System

Pay Group SM1 Semi-monthly Classified

Setting

☐ Use Pay Group Eligibility ☒ Use Pay Group Rate Type ☒ Use Pay Group As Of Date

Eligibility Group FACREGGRP Flex Regular Elig Group Exchange Rate Type Use Rate As Of

Job Data Employment Data Earnings Distribution Benefits Program Participation

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History

- Click the **Payroll** tab
- Change the **Eligibility Group** from **VSDPELGGRP** to **FACREGGRP**
- Click the **Save** button.