

Cardinal HCM: Time and Absence Reminders

1 message

The Cardinal Project <cardinal-comms@public.govdelivery.com>
Reply-To: cardinal-comms@public.govdelivery.com
To: projectcardinal@doa.virginia.gov

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This newsletter is being sent to Release 1 and Release 2 Timekeepers, Time and Labor Administrators, Absence Administrators, Time and Labor Supervisors, Absence Supervisors, Employee T&L Setup, and Salaried Employees with Modify Access at Absence Management Agencies.

Entering Absences with and without Partial Days

In Cardinal Absence Management, there is a distinction made between Absences and Leave. **Leave** specifically refers to Overtime Leave and Compensatory (Comp) Leave. These types of **Leave** (whether earned or taken) **are entered directly on the Timesheet** grid using the applicable Time Reporting Code (TRC).

Absences, which are called Absence Events in Cardinal, cannot be entered directly on the Timesheet grid. Instead, they **must be entered** on the **Absence Tab** on the Timesheet page.

The screenshot shows the 'Absence Events' section of the Cardinal HCM interface. At the top, there is a timesheet grid for the week of Monday 11/29/2021 to Sunday 12/05/2021. Below the grid are buttons for 'Save for Later' and 'Submit'. A red box highlights the 'Submit' button. Below these buttons are tabs for 'Reported Time Status', 'Summary', 'Leave / Compensatory Time', 'Absence', 'Exceptions', and 'Dayoff Time'. A red box highlights the 'Absence' tab. Below the tabs is a 'Forecast Successful' message: 'Forecast Successful: You are eligible to take the requested absence and you may submit your request. Date Time: April 19, 2022 at 15:02'. Below the message is a table of 'Absence Events' with columns for Select, Start Date, End Date, Absence Name, Reason, Duration, Unit Type, Details, Status, and Approval Monitor. A red box highlights the 'Forecast Successful' message. Below the table is an 'Add Absence Event' button.

A few important tips for entering **Absence** Events on the Absence tab:

- Use the **Partial Days** option on the **Event Details** page when entering an Absence Event for less than the scheduled hours based on the employee's assigned Work Schedule (e.g., 4 hours when the employee is scheduled to work 8 hours).
Note: If you or the employee you are entering on behalf of has a Variable Work Schedule, **always** use the Partial Days option.
- You **MUST Submit** (not just Save) the Absence Event.
 - Most types of Absence Events must be forecasted successfully before they can be submitted.
 - Click the **Submit** button after you receive the Forecast Successful Message.
 - You cannot submit multiple Absence Events at once.

Need additional support? The Cardinal team has made **updates to the following job aids** to provide additional scenarios and clarifying information, including entering Absence Events with and without partial days. **Refer** to the respective sections (e.g., **Creating a New Absence Event – No Partial Days**) for more information.

- [ESS392 Time Entry Scenarios_Exception Time Reporter](#)
- [ESS392 Time Entry Scenarios_Positive Time Reporter](#)
- **For Timekeepers:** [TA371 Managing Absence Events](#)

Approving Offset Hours

Are you seeing negative hours on your timesheet approval list? These hours are offsets, which occur when a change is made to time that was previously approved.

When a change is made after approval, a negative (i.e., offset) is created to reverse the original entry. You should **always approve** the offset to reverse the original entry. If these negative hours are not approved, the hours for the employee will be incorrect and the original entry is still considered valid for payroll/distribution.

Select	Report Date	Time Reporting Code	Quantity
<input type="checkbox"/>	12/13/19	RGSA - Regular Earnings - Salated	4 Hours
<input type="checkbox"/>	12/13/19	RGSA - Regular Earnings - Salated	4 Hours
<input type="checkbox"/>	12/13/19	RGSA - Regular Earnings - Salated	-8 Hours

In the example above, the approver is being asked to approve +4 RGSA and +4 RGSA (adjusted transactions), along with the -8 RGSA (offset transaction) to offset the original 8 RGSA that was previously approved.

- The Timesheet Report can be run in order to view all the transactions in full detail in one place (original, offset, and adjustment rows).
- If only the +4 RGSA and +4 RGSA hours are approved and the -8 RGSA offset hours are **not** approved, the employee has 16 total hours of payable time approved on that day, which is not accurate.
- Both the negative offset and positive adjustment **must be approved** to record proper hours for the day.

Refer to the [TA373 Approving Time and Absence](#) job aid for additional information and instructions on approving offset hours.

Resetting Hourly ACA Yearly Limit Overrides

If employee-level overrides were entered by your agency for the default Hourly ACA Yearly Limit (year ending April 29, 2022), the overrides will remain in place for the new ACA year that begins May 1, 2022. If your agency wants to revert employees with overrides back to the initial agency default used for Cardinal go-live, or another limit for the new ACA year, your Agency TL Employee Setup Administrators can update the information on the Maintain Time Reporter Data page in Cardinal.

For example, if you previously added a Time Reporter Data row to override the default from 1400 to 1500 hours effective 04/11/2022, and you want to set the employee back to the default 1400 limit at the beginning of the new ACA year, use the steps that follow:

- Add a new Time Reporter Data row (click on the plus sign to add a new row; the Effective Date will default to today's date)
- Update Effective Date to 05/01/2022 to align with the beginning of the new ACA year
- Update the Rule Element 3 (Hourly ACA Yearly Limit) value by changing 1500 to 1400
- Save

Maintain Time Reporter Data
HANNAH CONN ID 00790199000 Employment Record 0
Organizational Relationship Employee Badge Detail Group Membership

Time Reporter Data 1 of 3 View All

*Effective Date 05/01/2022 *Status Active

*Time Reporter Type Elapsed Time Reporter

Elapsed Time Template

Punch Time Template

Time Period ID

*Workgroup HNRFO7BP2 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)

Payroll Send Time to Payroll

Commitment Accounting For Taskgroup For Department

Contract Hours Hourly Contract Hours Start Date 01/01/1900 End Date

Please refer to the [TA372 TL Setup Overview](#) job aid for more information on updating Time Reporter Data.

A Note from the Cardinal Project Team...

Attention: Please do not delete, block, unsubscribe, or tag this email as spam. There is important Cardinal HCM information in this newsletter that you won't want to miss.

Thank you for reading The Cardinal Newsletter! To learn more about the Cardinal HCM Project, please visit our website at <https://www.cardinalproject.virginia.gov/>.

If you have any questions concerning the contents of this newsletter, please send an email to projectcardinal@doa.virginia.gov with "Cardinal Newsletter" in the title.