

# Cardinal HCM Time and Attendance Reports Catalog

**VIRGINIA DEPARTMENT OF ACCOUNTS** 

Revised 12/15/2023



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### **Learning Materials and Resources**

The **Cardinal Time and Attendance Reports Catalog** covers the Time & Attendance (TA) functional area. Each functional area reports catalog contains queries and reports specific to that area.

**Note**: Since reports and queries may be used by more than one functional area, if you do not find the report or query in your functional area reports catalog, please review the other Cardinal HCM Reports Catalogs and use the **Find** feature (ctrl F) to search that specific functional area reports catalog.

For additional information or guidance about accessing Cardinal reports and queries, please refer to the following:

- Cardinal SW NAV225 Cardinal Reporting (HCM): This Web Based Training (WBT) course provides training and interactive demonstrations that cover the fundamentals of how to run or access reports and queries. This course is available in Cardinal Learning and on the Cardinal Website and provides:
  - Key concepts in Cardinal HCM reporting
  - How to navigate to the Query Viewer, how to search for and run an HCM query and how to access query results online or by download
  - How to run HCM reports and how to navigate to the Report Manager and view reports

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### **Time and Attendance Queries**

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# Absence Accumulators Results Query V\_TA\_ABS\_ACCUM\_RESULTS

**REVISED:** 09/15/2021

#### **DESCRIPTION:**

This query provides absence results and details for review and troubleshooting of absences. This query displays the same data AM Administrators can view on the Results by Calendar Group/Calendar pages.

This query is primarily used by Absence Management (AM) Administrators.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V TA ABS ACCUM RESULTS

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML Employee ID Excel

Accumulator (Blank for All)

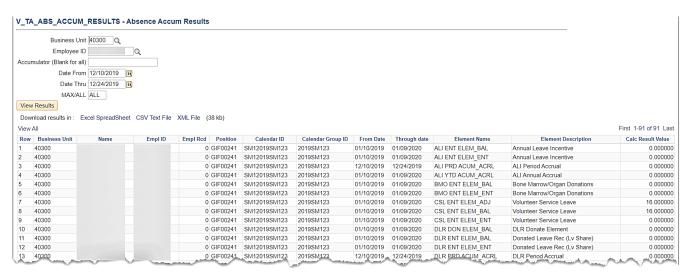
Date From Date Thru MAX/ALL

#### ADDITIONAL INFORMATION:

The Business Unit, Employee ID, Date From and Date Thru are required fields.

The **MAX** version of the calendar may be used if the calendar has been calculated more than once retroactively. The **ALL** version of the calendar shows all versions of the calendar within the date range selected.

### **Screenshot of the Absence Accumulators Results Query**



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# Absences Approved by Admins Query V\_TA\_ABS\_ADMIN\_APPROVALS

**REVISED:** 09/15/2021

#### **DESCRIPTION:**

This query lists absences currently in approved status that were touched and/or approved via the **Absence Event** page. This query is used for auditing purposes to maintain internal controls.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V TA ABS ADMIN APPROVALS

#### **INPUT / SEARCH CRITERIA:**

Business Unit (Blank for all) Location (Blank for all) Employee Dept ID (Blank for all) Approver Empl ID (Blank for all) Action Date From Action Date To

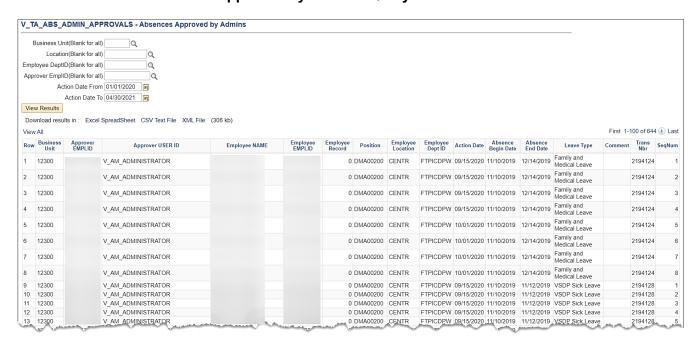
#### **OUTPUT FORMAT:**

HTML Excel

#### ADDITIONAL INFORMATION:

The **Action Date From** and **Action Date To** are required fields. It is recommended that the **Business Unit** field always be populated, but it is not a required field.

#### Screenshot of the Absences Approved by Admins Query



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### Absence Data Upload Error Query V\_TA\_ABS\_DATA\_UPLOAD\_ERROR

**REVISED:** 04/14/2023

#### **DESCRIPTION:**

This query displays a list of Absence Upload errors interfacing agencies encountered during the Absence Data Upload file process. This query includes the errors along with error messages for users to review and make the necessary corrections.

This same data can also be extracted by running the **Absence Data Upload Error Report (RTA674)**.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V TA ABS DATA UPLOAD ERROR

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML Dept ID Excel

Empl ID From Date Thru Date

#### **ADDITIONAL INFORMATION:**

The Business Unit, From Date and Thru Date are required fields.

#### Screenshot of the Absence Upload Error Query

V_TA_	ABS_DATA_UPLOA	AD_ERROR - Absence Upload Error Qu	iery							
Busines	s Unit    10100    Q									
D	ept ID G	1								
Er	npl ID									
	Date 01/10/2023 🙀									
	-									
	Date 02/21/2023 R									
View F	esults									
Downle	ad results in : Excel Sp	preadSheet CSV Text File XML File (475 kb)								
View Al										First 1-100 of 558 (k) Last
Row	Business Unit	Department ID Employee ID	Absence Take Element	Absence Reason	Absence Date	Absence Duration	Error Field Name	Error Description	File Name	
1	19400	194102	PER TAKE ELEM	PER	01/09/2023		PIN NM	Employee has insufficient balance for: PER TAKE ELEM	19400 TA758 IN 01182023 2058 001.DAT	
2	19400	194102	PER TAKE ELEM	PER	01/09/2023		PIN_NM	Employee has insufficient balance for: PER TAKE ELEM	19400 TA758 IN 01172023 2107 002 DAT	
3	19400	194102	SDP TAKE ELEM	SDP	01/09/2023		PIN_NM	Employee has insufficient balance for: SDP TAKE ELEM	19400_TA758_IN_01182023_2058_001.DAT	
4	19400	194102	SDP TAKE ELEM	SDP	01/09/2023	8.00	PIN_NM	Employee has insufficient balance for: SDP TAKE ELEM	19400_TA758_IN_01172023_2107_002.DAT	
5	19400	194102	PER TAKE ELEM	PER	12/27/2022	0.00	PIN NM	Employee has insufficient balance for: PER TAKE ELEM	19400 TA758 IN 01172023 2022 001.DAT	
6	19400	194102	PER TAKE ELEM	PER	01/09/2023	0.00	PIN_NM	Employee has insufficient balance for: PER TAKE ELEM	19400_TA758_IN_02072023_2037_001.DAT	
7	19400	194102	PER TAKE ELEM	PER	01/09/2023	8.00	PIN_NM	Employee has insufficient balance for: PER TAKE ELEM	19400_TA758_IN_01182023_2108_002.DAT	
8	19400	194102	SDP TAKE ELEM	SDP	01/03/2023	0.00	PIN_NM	Employee has insufficient balance for: SDP TAKE ELEM	19400_TA758_IN_01112023_2123_001.DAT	
9	19400	194102	SDP TAKE ELEM	SDP	01/04/2023	0.00	PIN_NM	Employee has insufficient balance for: SDP TAKE ELEM	19400_TA768_IN_01112023_2123_001.DAT	
10	19400	194102	SDP TAKE ELEM	SDP	01/05/2023	0.00	PIN_NM	Employee has insufficient balance for: SDP TAKE ELEM	19400_TA758_IN_01112023_2123_001.DAT	
11	19400	194102	SDP TAKE ELEM	SDP	01/08/2023	0.00	PIN_NM	Employee has insufficient balance for: SDP TAKE ELEM	19400_TA758_IN_01112023_2123_001.DAT	
12	19400	194102	SDP TAKE ELEM	SDP	01/03/2023		PIN_NM	Employee has insufficient balance for: SDP TAKE ELEM	19400_TA758_IN_01102023_2110_002.DAT	
13	19400	194102	SDP TAKE ELEM	SDP	01/04/2023		PIN_NM	Employee has insufficient balance for: SDP TAKE ELEM	19400_TA758_IN_01102023_2110_002.DAT	
14	19400	194102	SDP TAKE ELEM	SDP	01/05/2023	8.00	PIN_NM	Employee has insufficient balance for: SDP TAKE ELEM	19400_TA758_IN_01102023_2110_002.DAT	
15	19400	194102	SDP TAKE ELEM	SDP	01/08/2023		PIN_NM	Employee has insufficient balance for: SDP TAKE ELEM	19400_TA758_IN_01102023_2110_002.DAT	
16	19400	194102	VAC TAKE ELEM	VAC	01/05/2023		PIN_NM	Employee has insufficient balance for: VAC TAKE ELEM	19400_TA758_IN_01102023_2110_002.DAT	
17	19400	194102	VAC TAKE ELEM	VAC	01/06/2023		PIN_NM	Employee has insufficient balance for: VAC TAKE ELEM	19400_TA758_IN_01102023_2110_002.DAT	
18		194103	VAC TAKE ELEM	VAC	09/30/2022		BGN_DT	Employee has an absence prior to 90 days from current Date	19400_TA758_IN_02072023_2046_002.DAT	
19		194103	ERL TAKE ELEM	ERL	12/07/2022		PIN_NM	Employee has insufficient balance for: ERL TAKE ELEM	19400_TA758_IN_01122023_2153_002.DAT	
20		194104	PER TAKE ELEM	PER	01/03/2023		PIN_NM	Employee has insufficient balance for: PER TAKE ELEM	19400_TA758_IN_02072023_2046_002.DAT	
21	19400	194104	PER TAKE ELEM	PER	01/04/2023	8.00	PIN_NM	Employee has insufficient balance for: PER TAKE ELEM	19400_TA758_IN_02072023_2046_002.DAT	

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# Active TL Eligibility Query V\_TA\_ELIGIBILITY\_ENROLL\_LIST

**REVISED:** 09/15/2021

#### **DESCRIPTION:**

This query displays employees' shift differential, commuter and overtime leave eligibility, and provides details to allow Administrators to take the appropriate action to verify and/or correct COVA eligibility enrollment.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_ELIGIBILITY\_ENROLL\_LIST

#### INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML
Dept ID Excel
Empl ID

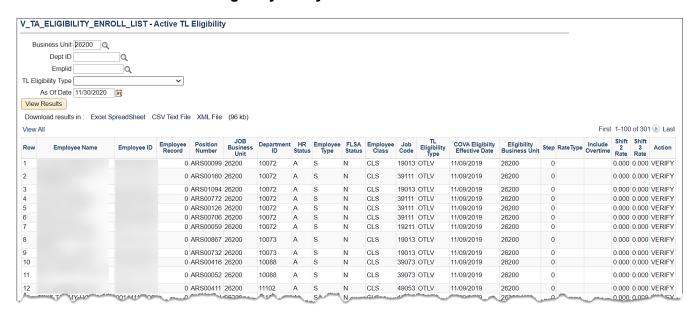
TL Eligibility Type

As Of Date

#### ADDITIONAL INFORMATION:

The **Business Unit** and **As Of Date** are required fields. The **As Of Date** is the effective date of the eligibility data.

#### Screenshot of the Active TL Eligibility Query



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# Cancelled/Error Time Entry Upload Query V\_TA\_CAN\_ERR\_TIME\_UPLOAD

**REVISED:** 7/8/2022

#### **DESCRIPTION:**

This query provides interfaced time data transactions in error or transactions that were cancelled from the Time Entry Upload Review page. This query can be run one of two ways. The query can be run using the Run Control value of "CAN" to view a list of all transactions cancelled from the Time Entry Upload Review page. The query can also be run using the Run Control value of "ERR" to view all errors from the Time Entry Upload process.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V TA CAN ERR TIME UPLOAD

#### **INPUT / SEARCH CRITERIA:**

Business Unit Dept ID (blank for all) Employee ID (blank for all)

File Name From Date To Date CAN/ERR

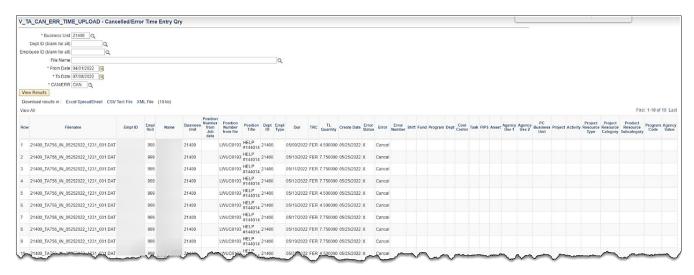
#### **OUTPUT FORMAT:**

HTML Excel

#### **ADDITIONAL INFORMATION:**

The Business Unit, From/To Date, and CAN/ERR are required fields.

#### Screenshot of the Cancelled/Error Time Entry Upload Query



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### Comp Plan Criteria Query V\_TA\_COMP\_PLAN\_CRITERIA

**REVISED:** 05/15/2023

#### **DESCRIPTION:**

This query displays agency criteria used by Cardinal to enroll employees in the appropriate Comp Plans. This query includes the following fields for each Comp Plan based on the As of Date selected: Priority, Business Unit, Department ID, HR Status, Employee Type, FLSA Status, Pay Group, Job Code, Salary Grade, Employee Class, Absence System, OT Leave Eligible, Time Reporter Status, Comp Plan Enrollment Status.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V TA COMP PLAN CRITERIA

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML As of Date Excel

#### **ADDITIONAL INFORMATION:**

The Business Unit and As of Date are required fields.

#### **Screenshot of the Comp Plan Criteria Query**

V TA CC	DMP_PLAN_CRITERIA - Comp P	Ian Criteria Querv												
As Of Da View Res	hii 30100 Q ste 05/15/2023 <b>3</b>													First 1-50 of 58 L
Row	Priority Business Unit	Department ID	HR Status	Employee Type	FLSA Sistus	Pay Group	Job Code	Balary Orada	Employee Class	Absence Byslem	OT Leave Eligible	Time Reporter Status	Comp Plan Enrollment Status	Comp Plan
1	645 30100	33300	Active	Salaried	PLIA SISSE	SM1	59131	salary urace	Employee Class	Aposnos sycam	OT Leave Engine	Active	Active	PAID-CALHP
2	645 30100	33300	Active	Salaried		SM1	59132					Active	Active	PAID-CALHP
3	645 30100	33300	Active	Salaried		NS1	59132					Active	Active	PAID-CALHP
	645 30100	33300	Active	Salaried		NS1	59131					Active	Active	PAID-CALHP
5	650 30100	99999	Active	Salaried	Nonexempt	SM1						Active	Active	PAID-OVS
3	650 30100	99999	Active	Salaried	Nonexempt	NS1						Active	Active	PAID-OVS
7	650 30100	99999	Active	Salaried	Nonexempt	SM1				Absence Management		Active	Inactive	OT_LE/WE
8	650 30100 660 30100	99999	Active	Salaried Salaried	Nonexempt	NS1 SM1				Absence Management		Active Active	Inactive Itractive	OT_LEAVE PAID-OVS
10	660 30100	99999	Active	Salaried		NS1						Active	Inactive	PAID-OVS
11	900 STATE	99999	Active	Salaried		MTH				Other		Active	Iractive	EARNOT-OCS
12	900 STATE	99999	Active	Salaried	Nonexempt	MTH				Other		Active	Inactive	EARNOT-OCT
13	900 STATE	99999	Active	Salaried		MTH				Other		Active	Inactive	NONPROD_PD
14	900 STATE	99999	Active	Salaried		MTH				Other		Active	Inactive	NONPROD RQ
15	945 STATE	99999	Active	Hourly	Nonexempt	WK1						Active	Inactive	PAID-OVT
16	945 STATE	99999	Active	Salaried	Nonexempt					Absence Management		Active	Active	OT_LEAVE
17	950 STATE	99999	Active	Hourly	Nonexempt							Active	Irractive	PAID-OVS
18	950 STATE	99999	Active	Hourly	Nonexempt							Active	Active	PAID-OVT
19	950 STATE	99999	Active	Salaried						Other		Active	Active	NONPROD_RQ
20	950 STATE 950 STATE	99999	Active Active	Salaried Salaried						Other Other		Active Active	Active Active	NONPROD_PD EARNOT-OCS
21	950 STATE	99999											Active	
23	950 STATE	99999	Active Active	Salaried Salaried						Absence Management Absence Management		Active Active	Active	COMP_LEAVE CARDINAL
24	950 STATE	99999	Active	Salaried	Nonexempt					Absence Management		Active	Active	PAID-OVT
25	950 STATE	99999	Active	Salaried	Nonexempt							Active	Active	PAID OVS
26	950 STATE	99999	Active	Salaried	Nonexempt					Other		Active	Active	EARNOT-OCT
27	965 STATE	99999	Active	Salaried						Absence Management	Yes	Active	Active	OT_LEAVE
28	960 STATE	99999	Active	Hourly					RJG			Active	Inactive	PAID-OVS
29	960 STATE	99999	Active	Hourly					SJG			Active	Iractive	PAID-OVS
90	960 STATE	99999	Active	Hourly					FAC			Active	Iractive	PAID-OVS
11	965 STATE	99999	Active	Hourly		WK1						Active	Iractive	PAID-OVS
12	969 STATE	99999	Active	Salaried								Active	Inactive	PAID-OVS
33	969 STATE 999 STATE	99999	Active	Hourly								Active Active	Active Inactive	PAID-OVS
34	999 STATE	99999	Active									Active	Inactive Inactive	COMP_LEAVE EARNAM-CAL
30	999 STATE	99999	Active									Active	Inactive	EARNAM ECS
37	999 STATE	99999	Active									Active	Iractive	EARNAM-ECT
38	999 STATE	99999	Active									Active	Inactive	EARNAM ONC
39	999 STATE	99999	Active									Active	Iractive	EARNOT-CAL
40	999 STATE	99999	Active									Active	Inactive	EARNOT-ECS
11	999 STATE	99999	Active									Active	Inactive	EARNOT-ECT
12	999 STATE	99999	Active									Active	Inactive	EARNOT-OCS
3	999 STATE	99999	Active									Active	Inactive	EARNOT-OCT
4	999 STATE	99999	Active									Active	Inactive	EARNOT-ONC
15 A	999 STATE	99999	Active									Active	Inactive	NONPROD_PD
,	999 STATE 999 STATE	99999	Active Active									Active Active	Inactive	PAID EOT PAID EOS
3	999 STATE	99999	Active									Active	Inactive Inactive	PAID-EOS PAID-CALHP
3	999 STATE	99999	Active									Active	Iractive	OT LEAVE
	999 STATE	99999	Active									Active	Inactive	NONPROD RQ
	999 STATE	99999	Active									Active	Iractive	CARDINAL
	999 STATE	99999	Active									Active	Inactive	AMNT-ONCSS
	999 STATE	99999	Active									Active	Inactive	AMNT-MEDSS
	999 STATE	99999	Active									Active	Inactive	AMNT-DIFSS
	999 STATE	99999	Active									Active	Inactive	AMNT-CALSS
	999 STATE	99999	Active									Active	Inactive	PAID OVT
	999 STATE	99999	Active									Active	Inactive	PAID-ONCHP
1	999 STATE	99999	Active									Active	Iractive	PAID-OVS

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# Comp Plan Enrollment Audit Query V\_TA\_COMP\_PLAN\_ENROLL\_AUDIT

**REVISED:** 09/15/2021

#### **DESCRIPTION:**

This query displays changes to an employee's enrollment record and shows who and when updates were made to the employee's compensation plan enrollment.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_COMP\_PLAN\_ENROLL\_AUDIT

#### INPUT / SEARCH CRITERIA:

OUTPUT FORMAT: HTML

Business Unit Department ID Employee ID

Excel

From Date

To Date

#### **ADDITIONAL INFORMATION:**

The **Business Unit, From Date** and **To Date** are required fields. The date range is related to the audit date and time stamp. The audit action indicates the type of action, e.g., add, delete, or changes.

#### Screenshot of the Comp Plan Enrollment Audit Query

Rucin	ess Unit 50100 Q												
	ment ID												
	loyee ID	Q											
	om Date 08/01/2020	Q  fil											
	To Date 12/31/2020	[31]											
	Results	51)											
	load results in : Exce	ol SproadShoot	CSV/Toxt File	YMI Filo /	1125 kb)								
View A		ei opreauoneet	CSV TEXT FILE	AIVIL FIRE (	1125 KD)							First 1-100 of 314	44 (A) La
Row	Employee Name	Employee ID	Employee Record	Position Number	Department ID	Business Unit	HR Status	Comp Time Plan	Comp Plan Effective Status	Comp Plan Effective Date	Username Who made the change	Date and Time Stamp	Audit
1			0	DOTTA023	10000	50100	I	CARDINAL	А	11/10/2019	•	12/07/2020 3:09:59PM	А
2			0	DOTTA023	10000	50100	I	CARDINAL	A	11/10/2019		12/08/2020 3:03:00PM	А
3			0	DOTTA023	10000	50100	I	CARDINAL	A	11/10/2019		12/22/2020 1:40:59PM	Α
4			0	DOTTA023	10000	50100	I	CARDINAL	A	11/10/2019		12/30/2020 6:19:44PM	А
5			0	DOTTA023	10000	50100	I	COMP_LEAVE	A	11/10/2019		12/07/2020 3:09:59PM	А
6			0	DOTTA023	10000	50100	I	COMP_LEAVE	A	11/10/2019		12/08/2020 3:03:00PM	А
7			0	DOTTA023	10000	50100	I	COMP_LEAVE	A	11/10/2019		12/22/2020 1:40:59PM	Α
8			0	DOTTA023	10000	50100	1	COMP_LEAVE	A	11/10/2019		12/30/2020 6:19:44PM	А
			0	DOTTA023	10000	50100	I	EARNAM-ECS	Α	11/10/2019		12/07/2020 3:09:59PM	Α
9													

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### Donated Leave Usage Query V\_TA\_DONATED\_LEAVE

**REVISED:** 09/15/2021

#### **DESCRIPTION:**

This query lists donated leave hours for employees. This query displays leave donation taken (DLR) during a specified pay period (or multiple pay periods). The query displays the current balance of donated leave as of the leave period end date, the donated leave used within the leave period, and all regular time reported by an employee with a balance of donated leave.

The query can be run by Employee ID or Department ID for a specified beginning and ending date range. If the dates entered in the prompts do not reflect an actual Leave period, the dates are adjusted to include the whole Leave period(s) in which the beginning and ending dates fall. For example, using dates from 4/15/xxxx to 5/01/xxxx displays information relating to Leave Period 4/10/xxxx through 5/9/xxxx. In this example, information from two leave periods will be included in the query results.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_DONATED\_LEAVE

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML
Dept ID (blank for all) Excel
Empl ID (blank for all)

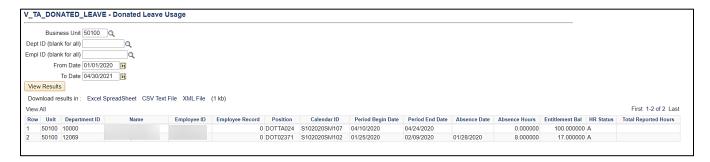
From Date To Date

#### ADDITIONAL INFORMATION:

The Business Unit, From Date and To Date are required fields.

If regular time is reported, this indicates that an employee has returned to work and may no longer be eligible to have a balance of donated leave if they worked every day of the pay period. Reported time displays even if the employee took only partial days during the pay period, e.g., an employee reporting time at the beginning of the period but still taking leave donations the rest of the period.

#### Screenshot of the Donated Leave Usage Query



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# Emergency Overtime Meals Query V\_TA\_OT\_MEAL

**REVISED:** 09/15/2021

#### **DESCRIPTION:**

To Date

This query displays both scheduled and non-scheduled workdays for which emergency overtime (OT) and/or emergency comp time is recorded to determine overtime meal eligibility and calculations.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_OT\_MEAL

#### **INPUT / SEARCH CRITERIA:**

**OUTPUT FORMAT:** 

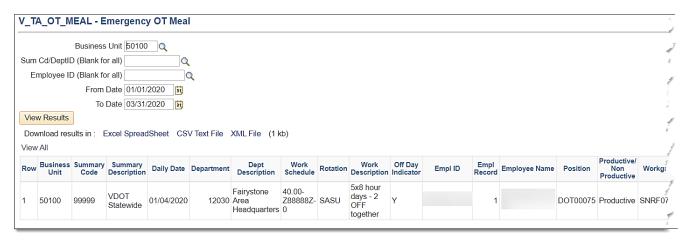
Business Unit Sum Cd/Dept ID (Blank for all) Employee ID (Blank for all) From Date

HTML Excel

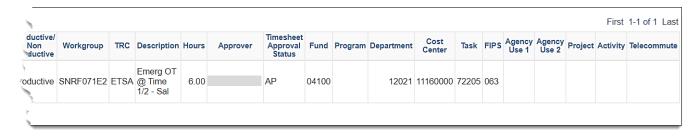
### ADDITIONAL INFORMATION:

The Business Unit, From Date and To Date are required fields.

#### **Screenshot of the Emergency Overtime Meals Query**



#### Screenshot of the Emergency Overtime Meals Query (scrolled right)



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# Employee Absence Adjustments Query V\_TA\_ABS\_ADJUSTMENTS

**REVISED:** 09/15/2021

#### **DESCRIPTION:**

This query displays absence balance adjustment transaction data including employee identification information, absence calendar information, absence adjustment type and amount, and date and time of the update.

HTML

Excel

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_ABS\_ADJUSTMENTS

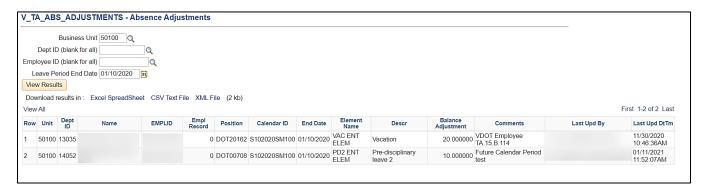
#### INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit
Dept ID (blank for all)
Employee ID (blank for all)
Leave Period End Date

#### ADDITIONAL INFORMATION:

The Business Unit and Leave Period End Date are required fields.

#### Screenshot of the Employee Absence Adjustments Query



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### Employee Comp Plan Details V\_TA\_COMP\_PLAN\_ENROLLMENTS

**REVISED:** 05/15/2023

#### **DESCRIPTION:**

This query displays the Comp Plan information for each employee based on the As of Date selected and includes the following fields: Name, Employee ID, Employee Record, Position Number, HR Status, Employee Type, Employee Class, Pay Group, Business Unit, Department ID, Job Code, FLSA Status, Salary Grade, OT Leave Eligibility, Time Reporter Status, Comp Plan Bypass Indicator, and Comp Plan Enrollment Status for each Comp Plan assigned to an employee.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V TA COMP PLAN ENROLLMENTS

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML As of Date Excel

#### **ADDITIONAL INFORMATION:**

The Business Unit and As of Date are required fields.

#### Screenshot of the Employee Comp Plan Details

V_TA_COMP_F	PLAN_ENROLLMENTS - En	nployee Comp	Plan Details																
As Of Date 05' View Results Download results		et File XML File	(1385 kb)																
View All	Same Employee ID	Empl Record	Position Number	HR Status	Employee Type	Employee Class	Pay Group	Absence Bystem	Business Unit	Desertment ID	Job Code	FL BA Blatus	Salary Orada	OT Leave Elicibility	Time Reporter Status	Comp Flan Evoses Indicator	Bypass Effective Date	Fir	rst 1-100 of 2020 ® L
1	and and and a	Eligi Resolu	Position Human	Active	Salaried	CLS	SM1	Absence Management	30100	33200	59031	Professional	4	N .	Active	Comp Plan appare monator	appart Emilies Sta	Active	CARDINAL
2				Active	Salaried	CLS	SM1	Absence Management	30100	33200	59031	Professional	4	N	Active			Active	COMP_LEAVE
3				Active	Salaried	CLS	SM1	Absence Management	30100	33200	59031	Professional	4	N	Active			Active	PNID-OVT
4				Active	Salaried	CLS	SM1	Absence Management	30100	34100	19224	Professional	6	N	Active			Active	CARDINAL
5				Active	Salaried	CLS	SM1	Absence Management	30100	34100	19224	Professional	6	N	Active			Active	COMP_LEAVE
6				Active	Salaried	CLS	SM1	Absence Management	30100	34100	19224	Professional	6	N	Active			Active	PAID-OVT
7				Active	Salaried	CLS	SM1	Absence Management	30100	37400	59015	Professional	5	N	Active			Active	COMP_LEAVE
8				Active	Salaried	CLS	SM1	Absence Management	30100	37400	59015	Professional		N	Active			Active	PNID-OVT
9				Active	Salaried	CLS	SM1	Absence Management	30100	37400	59015	Professional		N	Active			Active	CARDINAL
10				Active	Salaried	CLS	SM1	Absence Management	30100	37200	19032	Professional		N	Active			Active	CARDINAL
11				Active	Salaried Salaried	CLS	SM1	Absence Management	30100	37200	19032	Professional		N N	Active			Active	COMP_LEAVE
12				Active	Hourly	CLS	SM1 BW1	Absence Management Other	30100	37200 33200	19032 W69034	Professional Nonexempt		N N	Active			Active	PAID-OVT PAID-OVT
13				Active	Hourly	GNW	BW1	Other	30100	35600	W59014	Nonexempt		N N	Active			Active	PND-OVT
16				Active	Salaried	CLS	SM1	Absence Management	30100	37100	19225	Professional		N N	Active			Active	PND-OVT
16				Active	Salaried	CLS	SM1	Absence Management	30100	37100	19225	Professional		N .	Active			Active	CARDINAL
17				Active	Salaried	CLS	SM1	Absence Management	30100	37100	19225	Professional	7	N	Active			Active	COMP_LEAVE
10				Active	Salaried	CLS	SM1	Absence Management	30100	33200	59031	Professional	4	N	Active			Active	CARDINAL
19				Active	Salaried	CLS	SM1	Absence Management	30100	33200	59031	Professional	4	N	Active			Active	COMP_LEAVE
20				Active	Salaried	CLS	SM1	Absence Management	30100	33200	59031	Professional	4	N	Active			Active	PND-OVT
21				Active	Hourly	GNW	BW1	Other	30100	31200	W19195	Nonexempt		N	Active			Active	PND-OVT
22				Active	Salaried	CLS	SM1	Absence Management	30100	33200	59032	Professional	5	N	Active			Active	COMP_LEAVE
23				Active	Salaried	CLS	SM1	Absence Management	30100	33200	59032	Professional		N	Active			Active	CARDINAL
24				Active	Salaried	CLS	SM1	Absence Management	30100	33400	59031	Nonexempt		N	Active			Active	COMP_LEAVE
25				Active	Salaried	CLS	SM1	Absence Management	30100	33400	59031	Nonexempt	4	N	Active			Active	CARDINAL
26				Active	Salaried	CLS	SM1	Absence Management	30100	33400	59031	Nonexempt		N	Active			Active	PNID-OVS
27				Active	Salaried	CLS	SM1	Absence Management	30100	33400	59031	Nonexempt		N N	Active			Active	PAID-OVT
20 29				Active	Salaried Salaried	CLS	SM1 SM1	Absence Management	30100	33500 33500	59014 59014	Nonexempt		N N	Active Active			Active	PAID-OVT CARDINAL
20				Active	Salaried	CLS	SM1	Absence Management Absence Management	30100	33500	59014	Nonexempt Nonexempt		N N	Active			Active	COMP LEAVE
21				Active	Salaried	CLS	SM1	Absence Managemers Absence Managemers	30100	33500	59014	Nonexempt		N N	Active			Active	PND OVS
30				Active	Salaried	CLS	SM1	Absence Management	30100	35200	59014	Nonexempt		N N	Active			Active	COMP LEAVE
33				Active	Salaried	CLS	SM1	Absence Management	30100	35200	59014	Nonexempt		N	Active			Active	PAID-OVS
34				Active	Salaried	CLS	SM1	Absence Management	30100	35200	59014	Nonexempt		N	Active			Active	CARDINAL
35				Active	Salaried	CLS	SM1	Absence Management	30100	35200	59014	Nonexempt		N	Active			Active	PAID-OVT
36				Active	Salaried	CLS	SM1	Absence Management	30100	35300	59014	Nonexempt	4	N	Active			Active	COMP LEAVE

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### Employee Schedule Review Query V\_TA\_SCHEDULE\_REVIEW

**REVISED:** 09/15/2021

#### **DESCRIPTION:**

This query provides a list of time reporters that require an update to their Work Schedule. The reasons listed include employees without a schedule and those with a default schedule, salaried employees with an hourly schedule, and employees with an invalid schedule group.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_SCHEDULE\_REVIEW

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

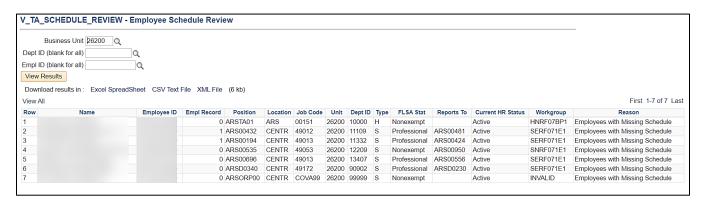
Business Unit HTML Dept ID (blank for all) Excel

ADDITIONAL INFORMATION:

Empl ID (blank for all)

The **Business Unit** field is a required field.

#### Screenshot of the Employee Schedule Review Query



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### Employee Time Reporter Details V\_TA\_TIME\_REPORTER\_ENROLLMENTS

**REVISED:** 05/15/2023

#### **DESCRIPTION:**

This query displays the employee time reporter details for each employee based on the selected Business Unit and As of Date.

The fields included in this query are Name, Empl ID, Empl Record, Position Number, HR Status, Employee Type, Pay Grade, Absence System, AM Eligibility Group, Holiday Schedule, Business Unit, Department ID, Job Code, FLSA Status, Salary Grade, Reports To Position, Schedule ID, Shift Differential Eligibility, Commuter Imputed Elig, Time Reporter Bypass Indicator, Bypass Effective Date, Status, Workgroup, Taskgroup, Reporting Template Override, Hourly ACA Yearly Limit, FLSA Period OT Threshold and Comp Leave OT Leave Limit.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V TA TIME REPORTER ENROLLMENTS

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML As of Date Excel

#### **ADDITIONAL INFORMATION:**

The Business Unit and As of Date are required fields.

#### **Screenshot of the Employee Time Reporter Details**

/_TA_TIMI	E_REPO	RTER_ENRO	LLMENT	S - Emplo	yee Time	Reporter	Details																			_			
Business Uni	it 30100	Q.																											
As Of Date	e 05/15/20	23 📆																											
View Result	ts																												
Download ro	esults in :	Excel SpreadSt	eet CSV1	Text File XM	LFile (56	3 kb)																							
Vew All																												Firs	t 1-100 of 793 🕟 I
Row I	Name	Empl ID	Empl Record	Position Number	HR Status	Employee Type	Employee Clacs	Pay Group	Absense Bystem	AM Eligibility Group	Holiday Schedule	Business Unit	Department ID	Job Code	FLSA Status	Salary Grade	Reports To Position	Schedule ID	Shift Differential Eligibility	OT Leave Eligibility	Commuter Imputed Income Elig	Time Reporter Bypeco Indicator	Dypass Effective Statu	e Workgroup	Tackgroup	Reporting Template Override	Hourly ACA Yearly Limit	FL SA Period: OT Threshold	Comp Leave: O Leave Limit
1			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	33200	59031	Professional 4			40.00- Z88888Z-0	N	N	Υ		A	SNRF071E	2 30100CCOF			07:40	000:240
2			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	34100	19224	Professional 6			40.00 Z88888Z 0	N	N	N		Α	SNRF071E	2 301000000			07:40	000:240
3			0		Activo	Salaried	CLS	SM1	Absence Management	TRADELGGRP	HOLSAL	30100	37400	59015	Professional 5			40.00 286868Z O	N	N	Υ		Α	SNRF071E	2 301000000			07:40	000:240
4			0		Activo	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	37200	19032	Professional 5			40.00- Z86868Z-0	N	N	N		A	SNRF071E	2 301000000			07:40	000:240
5			0		Active	Hourly	GNW	BW1	Other		HOLHR	30100	33200	W69034	Nonexempt			HOURLY	N	N	N		A	HNRF078P	1 301000000		1400	07:40	
6			0		Active	Hourly	GNW	BW1	Other		HOLHR	30100	35600	W59014	Nonexempt				Υ	N	N		A	HNRF07BP	1 30100CCOR	VAEBASIC+1	1400	07:40	
7			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	37100	19225	Professional 7			40.00 Z88888Z-0	N	N	N		A	SNRF071E	2 30100CCOF			07:40	000:240
8			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	33200	59031	Professional 4			40.00 ZAAAAZZ-0	N	N	Υ				2 301000000			07:40	000:240
9			0		Activo	Hourly	GNW	BW1	Other		HOLHR	30100	31200	W19195	Nonexempt			HOURLY	N	N	N		Α	HNRF078P	1 301000000		1400	07:40	
10			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	33200	59032	Professional 5			40.00- ZAAAAZZ-0	N	N	N		A	SERP071E	1 301000000			07:40	000:240
11			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	33400	59031	Nonexempt 4			40.00- 286868Z-0	Υ	N	N		A	SNRF071P	1 301000000	VAEBASIC+1		07:40	000:240
12			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	33500	59014	Nonexempt 4			40.00- Z88888Z-0	N	N	Υ		A	SNRF071P	1 301000000			07:40	000:240
13			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	35200	59014	Nonexempt 4			40.00- Z86868Z-0	Υ	N	N		Α	SNRF071P	1 301000000	VAEBASIC+1		07:40	000.240
14			0		Activo	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	35300	59014	Nonexempt 4			40.00- Z86868Z-0	Υ	N	N		Α	SNRF071P	1 301000000	VAEBASIC+1		07:40	000:240
15			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	37500	69034	Professional 5			40.00- 286868Z-0	N	N	Υ		A	SERP071E	1 301000000			07:40	000:240
16			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	35400	29094	Professional 5			40.00- 2868682-0	N	N	Υ		A	SERP071E	1 301000000			07:40	000:240
17			0		Inactive	Salaried	CLS	NS1	Absence Management	VSDPELGGRP	HOLSAL	30100	35600	59014	Nonexempt 4			40.00- 286868Z-0	Υ	N	N		1	INACTIVE	VANONE				
18			0		Inactive	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	35600	59014	Nonexempt 4			40.00- Z86888Z-0	Υ	N	N		1	INACTIVE	VANONE				
19			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	33200	59031	Professional 4			40.00- ZAAAAZZ-0	N	N	Υ		A	SERP071E	1 301000006			07:40	000.240
20			0		Inactive	Salaried	CLS	SM1	Absence Management	TRADELGGRP	HOLSAL	30100	37500	69034	Professional 5			40.00- 2888882-0	N	N	Υ		1	INACTIVE	VANONE				
21			0		Inactive	Salaried	CLS	SM1	Other		HOLSAL	30100	33200	59031	Nonexempt 4				N	N	N								
22			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	33400	59031	Nonexempt 4			40.00- 286868Z-0	Υ	N	N		A	SNRF071P	1 301000000	VAEBASIC+1		07:40	000:240
									Absence	WEDDEL CODD								40.00-											

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### FML Without Concurrent Absence Query V\_TA\_FML\_CONCURRENT\_ABS\_AUDIT

**REVISED:** 09/15/2021

#### **DESCRIPTION:**

This query identifies when Family Medical Leave (FML) is reported without another absence. This query also displays employees who have reported FML for a day and the concurrent absence hours are less than the FML hours entered for the same day.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_FML\_CONCURRENT\_ABS\_AUDIT

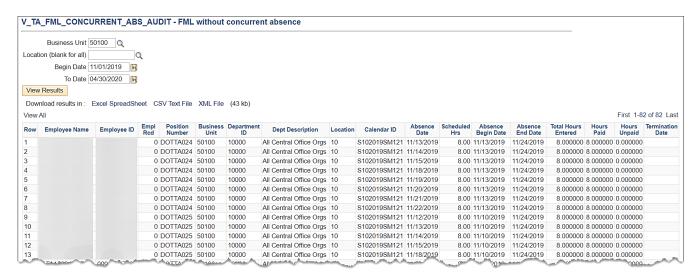
#### INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML
Location (blank for all)
Excel
Begin Date
To Date

#### ADDITIONAL INFORMATION:

The **Business Unit**, **Begin Date** and **To Date** are required fields. While calculating concurrent absences hours for the day FML hours are reported, the query also adds hours reported under Time Reporting Codes (TRCs) 'OTT- Overtime Leave Taken' and 'CPT – Compensatory Leave Taken' because these are considered as absence hours to calculate concurrent hours for FML.

#### Screenshot of the FML Without Concurrent Absence Query



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# Inactive Employee with Leave Balance Query V\_TA\_BAL\_FOR\_INACTIVE\_EMP

**REVISED:** 09/15/2021

#### **DESCRIPTION:**

This query lists leave types and balances for employees in an inactive/terminated status. Typically, these employees have been paid for their remaining balances but the corresponding balance adjustments in Cardinal have not been made.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_BAL\_FOR\_INACTIVE\_EMP

#### INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML
Location (Blank for All)

Dept ID (Blank for All)

Empl ID (Blank for All)

#### **ADDITIONAL INFORMATION:**

The **Business Unit** field is a required field. The query displays all users with a JOB.HR\_STATUS = 'l' which have a balance (<> 0).

#### Screenshot of the Inactive Employee with Leave Balance Query

	Business	Unit 24200	2							
Locatio	n (Blank for	All)	Q							
Dept II	) (Blank for	All)	Q							
Empl II	) (Blank for	All	a							
	Results	7 4.7								
Downl	oad results	in : Excel Spr	eadSheet CSV Text File	XMI File (2 kb)						
			outonoor oov loxilino	MILTING (Z ND)						
View A			oddonoot Gov Toxt III	AWETTO (ZID)						First 1-8 of 8 Last
View A		Location	Department	Name	Employee ID	Employee Record	Position	Date	Leave Code	First 1-8 of 8 Last
	I			, ,	Employee ID	Employee Record	Position 0 CNU00242	Date 2020-01-09	Leave Code CSL ENT EL	
Row 1	Unit	Location	Department	, ,	Employee ID	Employee Record				Leave Balance
Row 1	Unit 24200	Location CENTR	Department 13400	, ,	Employee ID	Employee Record	0 CNU00242	2020-01-09	CSL ENT EL	Leave Balance 32.000
<b>Row</b> 1 2	Unit 24200 24200	Location CENTR CENTR	Department 13400 13400	, ,	Employee ID	Employee Record	0 CNU00242 0 CNU00242	2020-01-09 2020-01-09	CSL ENT EL SCK ENT EL	32.000 5.000 40.000
Row 1 2 3 4	Unit 24200 24200 24200	Location CENTR CENTR CENTR	Department 13400 13400 13400	, ,	Employee ID	Employee Record	0 CNU00242 0 CNU00242 0 CNU00242	2020-01-09 2020-01-09 2020-01-09	CSL ENT EL SCK ENT EL SDP ENT EL	32.000 5.000 40.000 484.500
Row 1 2 3 4	Unit 24200 24200 24200 24200	Location CENTR CENTR CENTR CENTR	Department 13400 13400 13400 13400 13400	, ,	Employee ID	Employee Record	0 CNU00242 0 CNU00242 0 CNU00242 0 CNU00242	2020-01-09 2020-01-09 2020-01-09 2020-01-09	CSL ENT EL SCK ENT EL SDP ENT EL VAC ENT EL	Leave Balance 32,000 5,000 40,000 484,500 16,000
	Unit 24200 24200 24200 24200 24200 24200	Location CENTR CENTR CENTR CENTR CENTR CENTR	Department 13400 13400 13400 13400 24100	, ,	Employee ID	Employee Record	0 CNU00242 0 CNU00242 0 CNU00242 0 CNU00242 0 CNUFA345	2020-01-09 2020-01-09 2020-01-09 2020-01-09 2019-12-24	CSL ENT EL SCK ENT EL SDP ENT EL VAC ENT EL CSL ENT EL	Leave Balance 32.000 5.000

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### Ineligible Forecasted Absence Events Query V\_TA\_ABS\_EVT\_FCST\_INELIG

**REVISED:** 09/15/2021

**DESCRIPTION:** 

This query provides a list of absences with a forecast value of ineligible.

**NAVIGATION PATH:** 

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_ABS\_EVT\_FCST\_INELIG

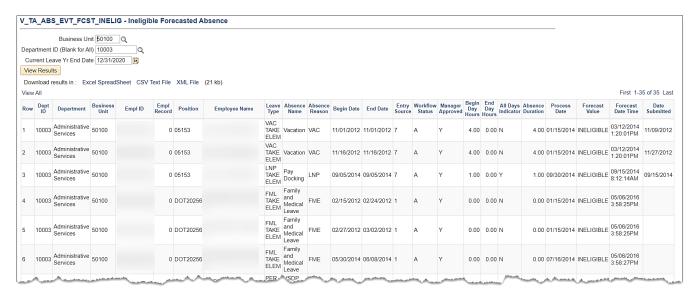
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML
Dept ID (Blank for All) Excel
Current Leave Yr End Date

#### **ADDITIONAL INFORMATION:**

The Business Unit and Current Leave Yr End Date are required fields.

#### Screenshot of the ineligible Forecasted Absence Events Query



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### Invalid ChartField Combination Query V\_TA\_ INVALID\_CHARTFIELDS

**REVISED:** 09/15/2021

#### **DESCRIPTION:**

This query lists invalid ChartField combinations on reported time for review and correction. In Cardinal, Time Admin generates a TLX00110 exception when the combo code entered on the timesheet does not exist or is inactive as of the time period in which it is being reported. This query lists all the employees with TLX00110 exception for the given date range.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V TA INVALID CHARTFIELDS

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

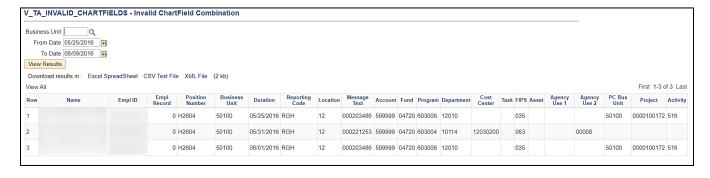
Business Unit HTML From Date Excel

To Date

#### ADDITIONAL INFORMATION:

The From Date and To Date are required fields.

#### Screenshot of the Invalid ChartField Combination Query



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# Leave Balances by Department ID/Location Query V\_TA\_LV\_BAL\_BY\_DEPTID\_DISTRICT

**REVISED:** 07/8/2022

#### **DESCRIPTION:**

This query lists leave balances and can be run by Department, Reports To, or employee.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V TA LV BAL BY DEPTID DISTRICT

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

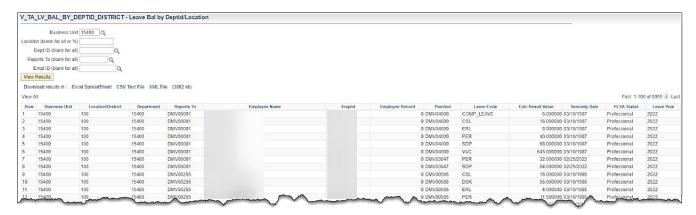
Business Unit HTML Location (blank for all or %) Excel Dept ID (blank for all)
Reports To (blank for all)

#### **ADDITIONAL INFORMATION:**

Empl ID (blank for all)

The **Business Unit** field is a required field.

#### Screenshot of the Leave Balances by Department ID/Location Query



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### Negative Hours From Prior Period Adjustment Query V\_TA\_NEG\_HRS

**REVISED:** 09/15/2021

#### **DESCRIPTION:**

This query utilizes the data from the Payable Time Table and generates the list of negative hours for employees whose pay is affected due to prior period adjustments in Time and Labor for the Current Pay Period.

Adjustments to the time submitted and paid generate offsets in Time and Labor. The Load Time and Labor process populates the employee paysheet with negative and positive hours for offsets and summarizes by date and earning code. Not all the adjustments impact the employee's pay; in some instances, adjustments are made to correct the time without impacting pay. This query only lists employees whose pay is impacted negatively due to prior period adjustments.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_NEG\_HRS

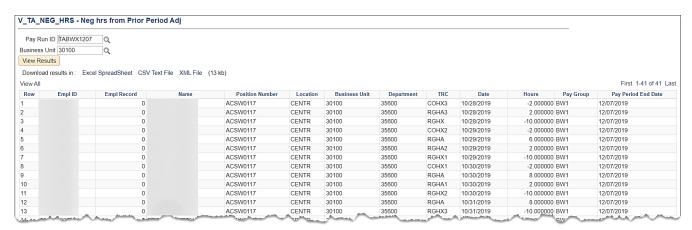
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Pay Run ID HTML Business Unit Excel

#### **ADDITIONAL INFORMATION:**

The Pay Run ID and Business Unit are required fields.

#### Screenshot of the Negative Hours From Prior Period Adj Query



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# Negative Leave Balances Query V\_TA\_LV\_BALANCES\_NEGATIVE

**REVISED:** 09/15/2021

#### **DESCRIPTION:**

This query displays a list of employees with negative leave balances in the max version of each calendar. This query should be run periodically to manually re-adjust the balances by the appropriate amount in the appropriate period so that the balances are zeroed out. Negative balances must be corrected for active employees before leave year-end processing in order to carry over the appropriate balance into the new year, and must also be corrected before the leave liability report is run at fiscal year-end in order to calculate appropriate liability.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V TA LV BALANCES NEGATIVE

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

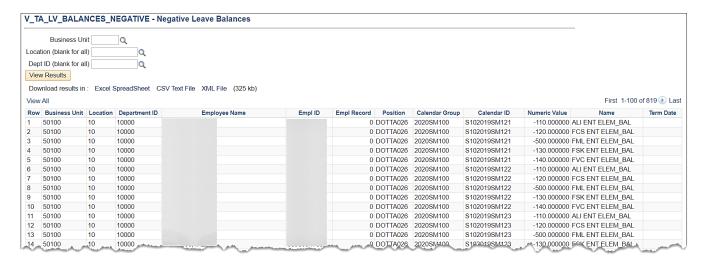
Business Unit HTML Location (blank for all) Excel

Dept ID (blank for all)

#### **ADDITIONAL INFORMATION:**

The query can be run by Business Unit, for a specific location or department; or leaving the fields blank retrieves all results.

#### Screenshot of the Negative Leave Balances Query



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# Reports To V\_TA\_REPORTS\_TO\_SUPV

**REVISED:** 05/15/2023

#### **DESCRIPTION:**

This query provides a list of employees along with select Job Data who report to a particular Position. Enter the position number of the Supervisor to see a list of all employees who report to that position.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_REPORTS\_TO\_SUPV

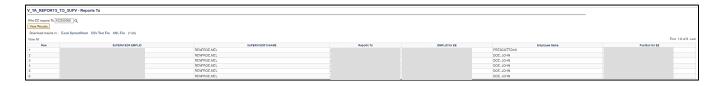
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Who EE Reports To HTML Excel

#### **ADDITIONAL INFORMATION:**

The **Who EE Reports To** is a required field.

Screenshot of the Reports To based on Reports To Position Number.



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# Saved & Submitted Absences Query V\_TA\_ABS\_SV\_AND\_SB\_STATUS

**REVISED:** 09/15/2021

#### **DESCRIPTION:**

This query provides absences currently in saved and submitted status for the date range specified by the user.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_ABS\_SV\_AND\_SB\_STATUS

#### INPUT / SEARCH CRITERIA:

**OUTPUT FORMAT:** 

Business Unit
Department ID (Blank for All)
BGN\_DT From
BGN\_DT Through

HTML Excel

#### **ADDITIONAL INFORMATION:**

The Business Unit, BGN\_DT From and BGN\_DT Through are required fields.

#### **Screenshot of the Saved & Submitted Absences Query**



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### TA Self-Approval Audit Query V\_TA\_SELF\_APPROVAL\_AUDIT

**REVISED:** 12/15/2022

#### **DESCRIPTION:**

This query provides a list of time and absence transactions that were approved in Cardinal by the employee themselves while approval authority was delegated to them by or on behalf of their Reports To supervisor.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_SELF\_APPROVAL\_AUDIT

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

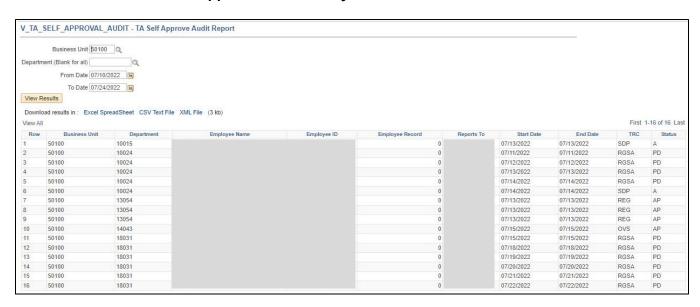
Business Unit XML
Department Excel

From Date To Date

#### **ADDITIONAL INFORMATION:**

The **Business Unit** field is a required field.

#### Screenshot of the TA Self-Approval Audit Query



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# Time and Labor to Paysheet Error Query V\_TA\_TL\_PAYSHEET\_REJECTED

**REVISED:** 09/15/2021

#### **DESCRIPTION:**

This query lists errors from the **Time and Labor to Paysheet Integration** process. This query list hours rejected by payroll. Payable time is created through the Time Administration process and is the end product of Time and Labor.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_TL\_PAYSHEET\_REJECTED

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML Dept ID Excel

Employee ID

#### **ADDITIONAL INFORMATION:**

The **Business Unit** field is a required field.

#### Screenshot of the Time and Labor to PaySheet Error Query

Employ View R	esults								
View R	esults								
/iew R	esults								
ownlo	ad results in : Ex	cel SpreadSheet CSV Text File	XML File (14 kb)						
ew All									First 1-53 of 53 L
Row	Empl ID	Empl Record	Name	Dept ID	Business Unit	Date	Pay Sheet Posted Hours	Pay End Date	Payable Status
		0		10001	15100	05/07/2012	0.000000	05/09/2012	RP
		0		10001	15100	05/08/2012	0.000000 0	05/09/2012	RP
		0		10001	15100	11/11/2013	8.000000 1	11/24/2013	RP
		0		10001	15100	11/27/2013	4.000000	12/09/2013	RP
		0		10001	15100	11/28/2013	8.000000	12/09/2013	RP
		0		10001	15100	11/29/2013	8.000000	12/09/2013	RP
		0		10001	15100	12/18/2013	8.000000	12/24/2013	RP
				10001	15100	12/19/2013	8.000000	12/24/2013	RP
		0			45400	12/20/2013	8.000000 1	12/24/2012	RP
		0		10001	15100		0.00000	12/24/2013	IN
		0 0 0		10001 10001	15100	05/16/2014	0.000000		RP
0		0 0 0					0.000000 0		

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### Time and Labor to Paysheet Posted Query V\_TA\_TL\_PAYSHEET\_POSTED

**REVISED:** 09/15/2021

#### **DESCRIPTION:**

This query lists hours posted to PaySheets from Time and Labor, where the payable status is Taken by Payroll, Closed, Reversed Payable Status (check reversal), or Distributed.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V TA TL PAYSHEET POSTED

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

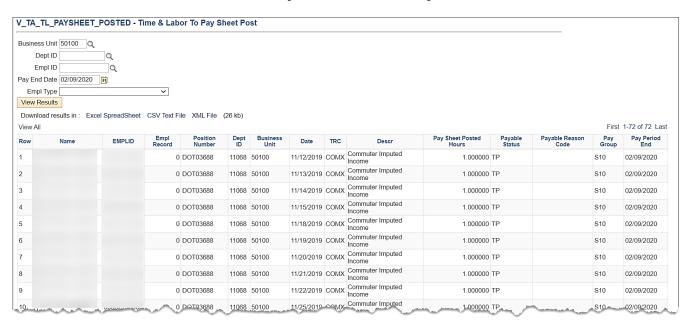
Business Unit HTML Dept ID Excel

Empl ID Pay End Date Empl Type

#### ADDITIONAL INFORMATION:

The Business Unit and Pay End Date are required fields.

#### Screenshot of the Time and Labor to PaySheet Posted Query



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### Time Approval Audit Query V\_TA\_TIME\_APPROVAL\_AUDIT

**REVISED:** 12/15/2022

#### **DESCRIPTION:**

This query provides information related to the approval of Timesheets within a given date range. This query is useful in determining who approved time including the date and time of the approval.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V TA TIME APPROVAL AUDIT

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML Empl ID Excel

Date From Date To

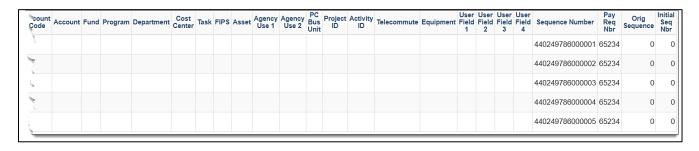
#### **ADDITIONAL INFORMATION:**

The Business Unit, Date From and Date To are required fields.

#### Screenshot of the Time Approval Audit Query



#### Screenshot of the Time Approval Audit Query (scrolled right)



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### Time Entry Audit Query V\_TA\_TIME\_ENTRY\_AUDIT

**REVISED:** 12/15/2022

#### **DESCRIPTION:**

This query lists all reported time for an employee within a given date range. Run this query to determine who entered time and when. This query provides an audit of all reported time with Audit Actions of:

- A: Added Hours
- · C: Changed
- D: Deleted Hours
- X: Current Row from Reported Time (Reported Status of "SV" for saved or "SB" for submitted)

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_TIME\_ENTRY\_AUDIT

#### INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

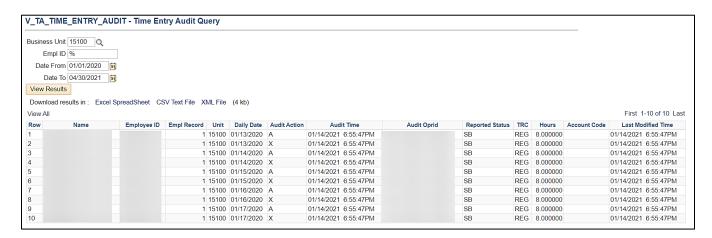
Business Unit HTML Empl ID Excel

Date From Date To

#### ADDITIONAL INFORMATION:

The Business Unit, Date From and Date To are required fields.

#### **Screenshot of the Time Entry Audit Query**



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### Time Reporter (Auto Enrollment) Exceptions Query V\_TA\_AUTO\_ENROLL\_EXC

**REVISED:** 04/05/2021

#### **DESCRIPTION:**

This query displays auto enrollment exceptions for review and correction. This query lists employees with inappropriate time reporter data by comparing time reporter data with job data. The report lists all employees who may need updates or maintenance to time reporter data.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_AUTO\_ENROLL\_EXC

#### INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML
Dept ID Excel
Location

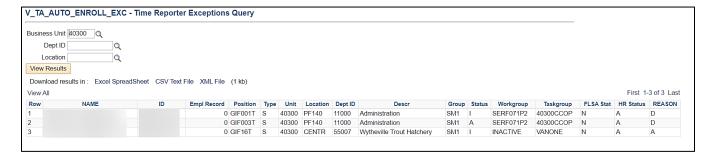
### ADDITIONAL INFORMATION:

The **Business Unit** is a required field.

#### Reason codes:

- **A:** Active Employee in INACTIVE workgroup.
- **B:** Active Employee in INVALID workgroup.
- **C:** Active Employee Not in the valid Task group.
- **D:** Active Employee not in a Valid workgroup.
- **E:** Active Employee with inactive Time Reporter Status.
- F: Rule Element 3 is missing for Active Hourly Employee.
- **G:** Rule Element 4 is missing for Active Employee.
- **H:** Rule Element 5 is missing for Active Salaried Employee.
- **I:** Inactive Employee not in INACTIVE workgroup.
- **J:** Inactive Employee with Active Time Reporter status for more than 60 days after termination.

#### Screenshot of the Time Reporter Exceptions Query



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# Time Reporter Changes Query V\_TA\_TIME\_REPORTER

**REVISED:** 09/15/2021

#### **DESCRIPTION:**

This query includes new time reporter enrollments and changes to existing employees on the Time Reporter pages.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_TIME\_REPORTER

#### INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML
Dept ID Excel
Employee ID

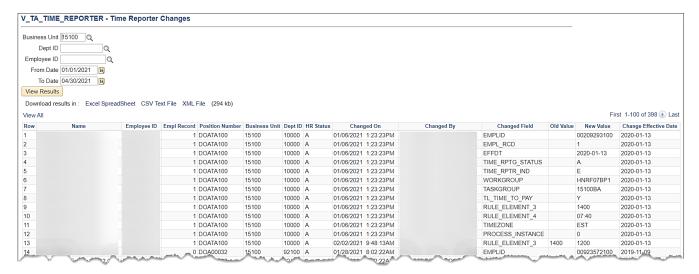
To Date

From Date

#### ADDITIONAL INFORMATION:

The Business Unit, From Date and To Date are required fields.

#### **Screenshot of the Time Reporter Changes Query**



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### Time Reporter Criteria Query V TA TIME REPORTER CRITERIA

**REVISED:** 05/15/2023

#### **DESCRIPTION:**

This query displays the Time Reporter criteria used by TL Auto Enroll for a Business Unit based on the selected As of Date.

The fields included in this query are Priority, Business Unit, Department ID, HR Status, Employee Type, FLSA Status, Pay Group, Job Code, Salary Grade, Employee Class, Shift Differential Eligible, Time Reporter Status, Reporting Template, Workgroup, Allowed Workgroup List, Taskgroup, Rule Element 3, Rule Element 3 Override, Rule Element 4, Rule Element 4 Override, Rule Element 5 and Rule Element 5 Override.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_TIME\_REPORTER\_CRITERIA

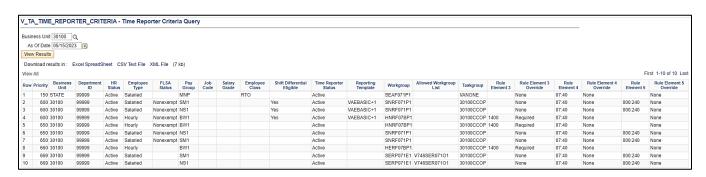
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML As of Date Excel

#### **ADDITIONAL INFORMATION:**

The Business Unit and As of Date are required fields.

#### **Screenshot of the Time Reporter Criteria Query**



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### **Time Reporting Exceptions Query** V TA TIME REPORTING EXCEPTIONS

**REVISED:** 04/05/2022

#### **DESCRIPTION:**

This guery displays time and labor exceptions for a specified date range for groups of employees, and is used to review and resolve or allow exceptions as needed. This query has parameters so the worker may select the Employee Type of Hourly or Salaried.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V TA TIME REPORTING EXCEPTIONS

#### **INPUT / SEARCH CRITERIA: OUTPUT FORMAT:**

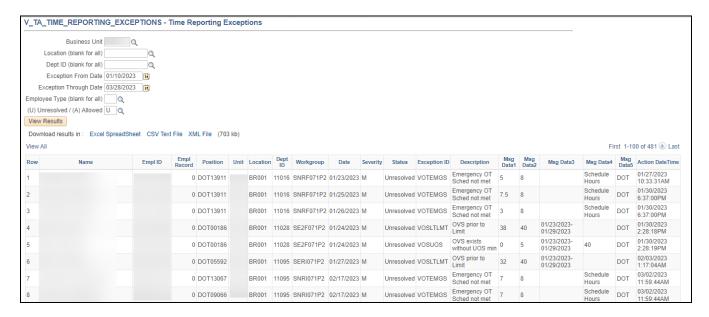
**Business Unit** Location (blank for all) Dept ID (blank for all) **Exception From Date Exception Through Date** Employee Type (blank for all) (U) Unresolved / (A) Allowed

HTML Excel

#### ADDITIONAL INFORMATION:

The Business Unit, Exception From Date, Exception To Date and Unresolved/Allowed are required fields.

#### **Screenshot of the Time Reporting Exceptions Query**



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## Timesheet (Prior Period) Adjustments by DeptID/Date Query V\_TA\_ADJUSTMENTS\_PAYABLE\_TIME

**REVISED:** 09/15/2021

### **DESCRIPTION:**

This query lists prior period adjustments after a pay period has been completed and allocated for review. This query displays negative offset adjustment rows and corresponding payable time rows on the same duration.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_ADJUSTMENTS\_PAYABLE\_TIME

## INPUT / SEARCH CRITERIA: OUTPUT F

Business Unit
Dept ID (blank for all)
Location (blank for all)
Employee ID (blank for all)
From Date
To Date
Frozen Date (blank for all)

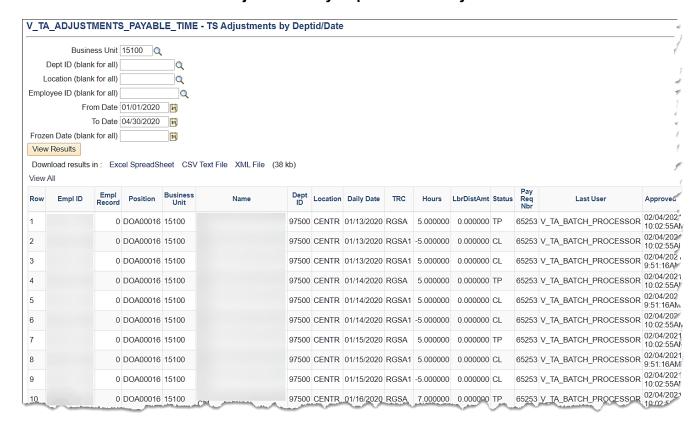
**OUTPUT FORMAT:** 

HTML Excel

#### **ADDITIONAL INFORMATION:**

The Business Unit, From Date and To Date are required fields.

### Screenshot of the Timesheet Adjustments by DeptID/Date Query



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## Screenshot of the Time Prior Period Adjustments Query (scrolled right)

																					First 1-40 of	
Last User	Approved at	Orig Sequence	User_1	User_2	User_3	User_4	Chartfield BU	Account Code	Account	Fund	Program	Department	Cost Center	Task	FIPS	Agency Use 1	Agency Use 2	PC Bus Unit	Project ID	Activity ID	Telecommute	Agency Value
TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM	0																				
TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM	440249846000001																				
TA_BATCH_PROCESSOR	02/04/2021 9:51:16AM	440249846000001																				
TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM	0																				
TA_BATCH_PROCESSOR	02/04/2021 9:51:16AM	440249846000002																				
TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM	440249846000002																				
TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM	0																				
TA_BATCH_PROCESSOR	02/04/2021 9:51:16AM	440249846000003																				
TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM	440249846000003																				
TA_BATCH_PROCESSOR	10.02.33AW	0																				

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## TL Eligibility Audit Query V\_TA\_ELIGIBILITY\_ENROLL\_AUDIT

**REVISED:** 09/15/2021

## **DESCRIPTION:**

This query lists changes to the Time and Labor (TL) Eligibility page based on audit results.

## **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_ELIGIBILITY\_ENROLL\_AUDIT

#### INPUT / SEARCH CRITERIA:

OUTPUT FORMAT: HTML

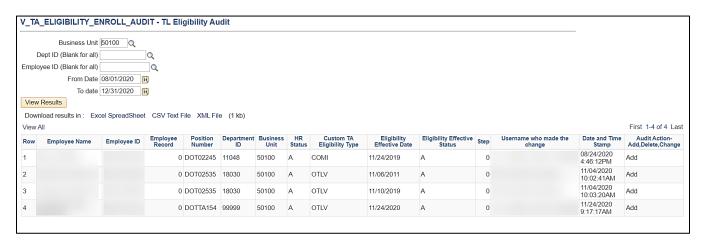
Business Unit
Dept ID (Blank for all)
Employee ID (Blank for all)
From Date
To Date

Excel

## **ADDITIONAL INFORMATION:**

The Business Unit, From Date and To Date are required fields.

## Screenshot of the TL Eligibility Audit Query



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# Traditional Sick Used 6 Months Query V\_TA\_TRADSCK\_06MONTHS

**REVISED:** 09/15/2021

## **DESCRIPTION:**

This query is used to track employees in the Traditional Sick leave program having used sick leave continuously for a six month period for potential FICA exemption.

## **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V TA TRADSCK 06MONTHS

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML Department Excel

Employee ID

Date

## **ADDITIONAL INFORMATION:**

The **Business Unit** and **Date** are required fields. The **Date** field is used to create a date range, which is used to retrieve payable time days between the **Date** field value minus 180 days and the **Date** field value.

## Screenshot of the Traditional Sick Used 6 Months Query

Department							
	٩						
Employee Id	9						
Date 04/30/2020							
iew Results							
ownload results in : Excel S	preadSheet CSV Text File XML File (14 kb)						
	preductieet COV text tile XIVILITIE (14 KD)						
ew All							First 1-54 of 54 I
Row Empl ID	Empl Record	Name	Position	Location	Dept ID	Unit	Sum Quantity
	0		DOT23023	CENTR	12026	50100	68.000
	0		89411	14	14023	50100	10.000
	0		89411 DOT09384	14 CENTR	14023 15028	50100 50100	
	0 0						8.000
	0 0 0		DOT09384	CENTR	15028	50100	8.000 5.500
	0 0 0		DOT09384 11339	CENTR 13	15028 13045	50100 50100	8.000 5.500 8.000
	0 0 0 0 0		DOT09384 11339 DOT10687	CENTR 13 CENTR	15028 13045 13037	50100 50100 50100	8.000 5.500 8.000 8.000
	0 0 0 0 0		DOT09384 11339 DOT10687 06481	CENTR 13 CENTR 18	15028 13045 13037 18045	50100 50100 50100 50100	8.000 5.500 8.000 8.000 9.000
	0 0 0 0 0 0		DOT09384 11339 DOT10687 06481 03662	CENTR 13 CENTR 18 19	15028 13045 13037 18045 19087	50100 50100 50100 50100 50100	8.000 5.500 8.000 8.000 9.000 8.000
	0 0 0 0 0 0 0		DOT09384 11339 DOT10687 06481 03662 DOT03662	CENTR 13 CENTR 18 19 CENTR	15028 13045 13037 18045 19087	50100 50100 50100 50100 50100 50100	8.000 5.500 8.000 8.000 9.000 8.000 8.000
0	0 0 0 0 0 0 0		DOT09384 11339 DOT10687 06481 03662 DOT03662 DOT22097	CENTR 13 CENTR 18 19 CENTR CENTR	15028 13045 13037 18045 19087 19087 17034	50100 50100 50100 50100 50100 50100 50100	10,000 8,000 5,500 8,000 9,000 8,000 8,000 8,000 8,000

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## Vacation Leave Lost Query V\_TA\_FORFEITED\_VAC\_HRS

**REVISED:** 09/15/2021

### **DESCRIPTION:**

This query is used to list the vacation leave lost at the beginning of the new leave year (during carry forward 01/10). In Cardinal at the beginning of a new leave year, vacation accruals in excess of the maximum allowable carry over amount are automatically forfeited and those hours are lost. The maximum vacation carry over amount varies from employee to employee based on the years of service.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V TA FORFEITED VAC HRS

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML Department ID Excel

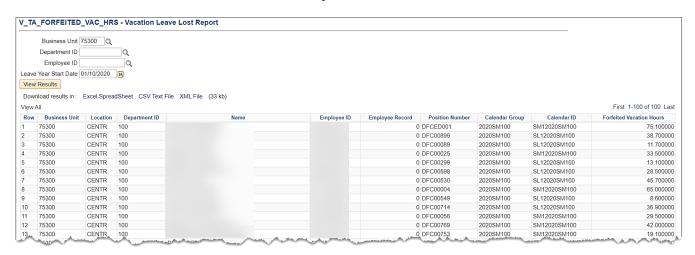
**Employee ID** 

Leave Year Start Date

#### **ADDITIONAL INFORMATION:**

The Business Unit and Leave Year Start Date are required fields.

## **Screenshot of the Vacation Leave Lost Query**



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## Weekly Submitted Hours Query V\_TA\_TLAM\_WKLY\_HRS

**REVISED:** 09/15/2021

## **DESCRIPTION:**

This query is used to display hours from Payable Time within a Start/End Date range for review. The query displays all Salaried Regular and all Non-Productive Time except Docking and Donated Leave Taken.

HTML

Excel

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V\_TA\_TLAM\_WKLY\_HRS

## INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit Location (Leave Blank for all) Dept ID (Leave Blank for all) Empl ID (Leave Blank for all)

Period Start Date Period End Date

#### **ADDITIONAL INFORMATION:**

The **Business Unit, Period Start Date** and **Period End Date** are required fields. The Period Start Date is the first day of the employee's FLSA period and the Period End Date is the last day of the employee's FLSA period.

## **Screenshot of the Weekly Submitted Hours Query**

Business Unit 26200											
Location (Leave Blank for all)	Q										
Dept ID ( Leave Blank for all)	Q										
Empl ID (Leave Blank for all)	Q										
Period Start Date 01/01/	2020										
Period End Date 04/30/	2020										
View Results											
Download results in : Excel Spread	dSheet CSV Text Fi	ile XML File (	1 kb)								
										F	irst 1-2 of 2 Las
View All		Empl Record	Position	Business Unit	Location	Department ID	Supervisor Name	Supervisor ID	Workgroup	Standard Hours	Submitted Hrs.
View All	Employee ID	Empi Record							SERF071E1	40.00	2.00000
View All	Employee ID		ARS00432	26200	CENTR	11109			SERFULLET	40.00	2.00000

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## Workflow Setup Issues Query V\_TA\_WORKFLOW\_SETUP\_ISSUES

**REVISED:** 09/15/2021

## **DESCRIPTION:**

This query is used to display employees and managers who may require corrective action due to time and labor enrollment data, job data, and/or time and labor security set up that may result in incorrect workflow routing. This query displays various setup issues that may cause workflow problems, including employees reporting to vacant positions, employees missing reports to positions, approvers missing the approver role, employees with EMPLIDs not assigned to User IDs, approvers with EMPLIDs not assigned to User IDs, and multiple active approvers sharing positions.

#### **NAVIGATION PATH:**

Department

Menu > Reporting Tools > Query > Query Viewer > V TA WORKFLOW SETUP ISSUES

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML Location Excel

ADDITIONAL INFORMATION:

The **Business Unit** field is a required field.

## Screenshot of the Workflow Setup Issues Query

De	Location  partment  w Results  vnload results in :	a	CSV Text F	ile XML File	: (267 kb)									
/iev	/ All	·			, ,								Firs	st 1-100 of 528 🕟 La
Row	Employee's Business Unit	Manager's Name	Manager's Location	Manager's Department	Manager's ID	Manager's Employee Rcd	Manager's Position	Employee's Location	Employee's Department	Employee's Name	Employee's ID	Employee's Employee Rcd	Employee's Position	Issue Description
1	40300							HQ100	10000			0	GIFTA002	EMPLOYEE POSITION MISSING REPORTS TO
2	40300							HQ100	11000			0	GIFTA007	EMPLOYEE POSITION MISSING REPORTS TO
3	40300							CENTR	11000			0	GIFTA012	EMPLOYEE POSITION MISSING REPORTS TO
1	40300							CENTR	20100			0	GIF00534	EMPLOYEE REPORTS TO VACANT POSITION
5	40300							CENTR	28100			0	GIF00433	EMPLOYEE REPORTS TO VACANT POSITION
6	40300							CENTR	28100			0	GIF00147	EMPLOYEE REPORTS TO VACANT POSITION
7	40300							CENTR	31100			0	GIF00109	EMPLOYEE REPORTS TO VACANT POSITION
8	40300	Janes James						CENTR	31100			0	GIF00211	EMPLOYEE REPORTS TO

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## **Time and Attendance Reports**

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## **Absence Data Upload Error Report (RTA674)**

**REVISED:** 04/14/2023

## **DESCRIPTION:**

This report displays a list of Absence Upload errors interfacing agencies encountered during the Absence Data Upload file process. This report includes all the errors along with error messages for users to review and make the necessary corrections.

This same data can also be extracted through the V TA ABS DATA UPLOAD ERROR query.

#### **NAVIGATION PATH:**

Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Absence Upload Error Report

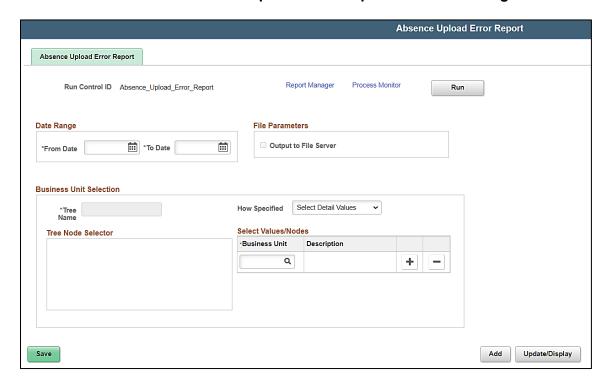
RUN CONTROL PARAMETERS: OUTPUT FORMAT:

From Date PDF To Date CSV

Output to File Server (checkbox)

**Business Unit** 

## Screenshot of the Absence Data Upload Error Report Run Control Page



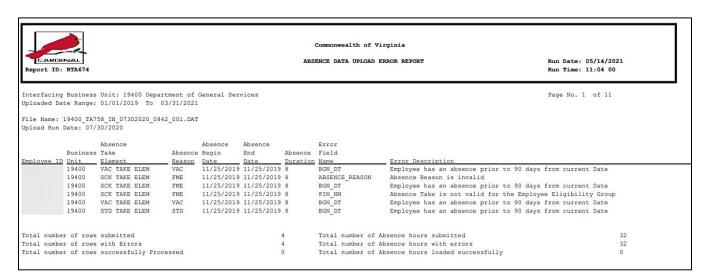
## **ADDITIONAL INFORMATION:**

The **From Date**, **To Date**, **Tree Name** and **Business Unit** are required fields. In order to review results, the user must click on **Report Manager** after running the report and refreshing to success.

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## Screenshot of the Absence Data Upload Error Report



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## **DOA Leave Liability Report (RTA013)**

**REVISED:** 04/14/2023

## **DESCRIPTION:**

This report contains leave liability data for reporting to Department of Accounts (DOA) at Fiscal Year End for employees in Traditional, Virginia Sickness & Disability Program (VSDP) and Hybrid leave programs and does not include At-Will or Faculty leave programs.

Agencies with employees in the Flex Regular and Flex VSDP Eligibility Groups can run the <u>Flex Leave</u> <u>Liability Data Report (RTA803)</u>.

#### **NAVIGATION PATH:**

Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > DOA Leave Liability Report

INPUT / SEARCH CRITERIA:

**OUTPUT FORMAT:** 

Excel

Business Unit FICA Amount

Thru Date

Screenshot of the DOA Leave Liability Report Run Control Page



Note: The FICA Amount will display after the Business Unit and Thru Date is entered.

#### ADDITIONAL INFORMATION:

The **Business Unit** and **Thru Date** are required fields.

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## Screenshot of the Leave Liability Report

LEAVE LIABILITY REPO	RT																	
RUN CONTROL PARA	METERS:																	
BUSINESS_UNIT: 151	00																	
THRU DATE: 04/30/20	120																	
FICA Amount:137700																		
Run Date-Time:05122	0211132																	
Section1-E EMPLOYEE	DETAILS SECTION																	
Section1-E																		
Section1-E EMPLID	NAME	LOCATION	DEPTID E	ELIG_GRP	GP_PAYGR	PRD_END_DT	LEAVE_ELIG_DATE	YRS_OF_S	HOURLY_	LEAVE TYP	END_BAL	BAL_LIAB_	ACCRUED	TAKEN_TC	PROJECTE	PROJECTE	SCK/VAC	AMT
Section1-E		CENTR	97200		SM1	24-Mar-20	8/25/1975	44.58065	33.58125	ERL	0	0	2	0	0	0		
Section1-E		CENTR	97200		SM1	24-Mar-20	8/25/1975	44.58065	33.58125	VAC	0	0	480.5	0	216	7253.55		
Section1-E		CENTR	95200		SM1	24-Mar-20	12/25/1983	36.24731	36.46298	ERL	0	0	1.8	0	0	0		
Section1-E		CENTR	95200		SM1	24-Mar-20	12/25/1983	36.24731	36.46298	VAC	0	0	289.3	0	216	7876		
Section1-E		CENTR	91100 E		SM1	24-Mar-20	7/10/1978	41.7043	85.24664	VAC	0	0	0	0	0	0		
Section1-E		CENTR	92100		SM1	24-Mar-20	12/10/1978	41.28763	22.97837	VAC	0	0	482	0	216	4963.33		
Section1-E		CENTR	92100		SM1	24-Mar-20	3/25/1978	41.99731	27.29135	ERL	0	0	4	0	0	0		
Section1-E		CENTR	92100		SM1	24-Mar-20	3/25/1978	41.99731	27.29135	VAC	0	0	365	0	216	5894.93		
Section1-E		CENTR	97200		SM1	24-Mar-20	12/10/1986	33.28763	64.5399	ERL	0	0	6	0	0	0		
Section1-E		CENTR	97200		SM1	24-Mar-20	12/10/1986	33.28763	64.5399	VAC	0	0	458.5	0	216	13940.62		
Section1-E		CENTR	95900		SM1	24-Mar-20	10/10/2007	12.4543	35.70289	VAC	0	0	82.3	0	144	5141.22		
Section1-E		CENTR	95700 T	Г	SM1	24-Mar-20	6/25/1980	39.74731	57.87019	ERL	0	0	4	0	0	0		
Section1-E		CENTR	95700 T	Г	SM1	24-Mar-20	6/25/1980	39.74731	57.87019	SCK	0	0	935	236	120	1736.11		
Section1-E		CENTR	95700 T		SM1	24-Mar-20	6/25/1980	39.74731	57.87019	VAC	0	0	524.5	0		12499.96		
- AND TO 1 3	HOLA CHONCE	A IA. CE		Common Laboratory	o******	24 ar-20	982		62	P. Pro	مسسره	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		M		-	-	-

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## **Docking Unpaid Absences Report (VTAR655)**

**REVISED**: 11/30/2021

## **DESCRIPTION:**

This report displays a list of employees with processed unpaid absences in order to review and dock pay for appropriate salaried employees in Cardinal. Unpaid absences can either be from Absence Management (for example, LNP – Pay Docking) or from Payable Time (for example, HNP - Holiday Pay Docking) where Cardinal is the leave system of record or all from Payable Time (for example, LNPX - Pay Docking or STLX - Short Term Disability-Pay Dock) where the Agency has an external leave system of record.

This report is run by Payroll Administrators after each pay period closes for the purpose of docking the employees the appropriate number of hours in Cardinal payroll. This report is also run by Absence Management Administrators in order to inform employees of unpaid leave or make absence corrections as needed before the period closes.

Excel

#### **NAVIGATION PATH:**

Menu > Time and Labor > Reports > Docking Unpaid Absences Report

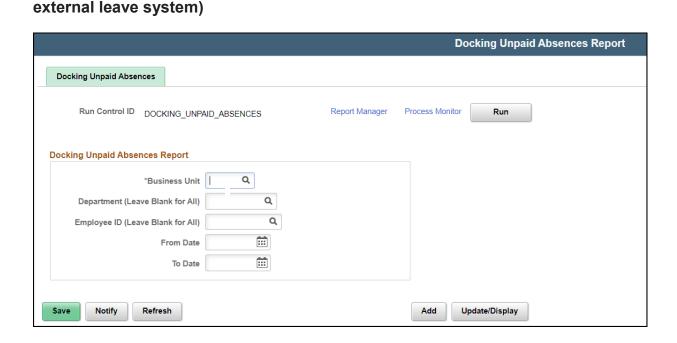
## RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Business Unit Department Employee ID

From Date

To Date

Screenshot of the Docking Unpaid Absences Report Run Control Page (for Agency using an



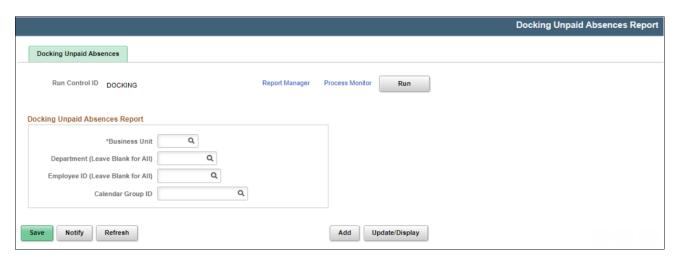
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#### **ADDITIONAL INFORMATION:**

The **Business Unit**, **From Date** and **To Date** are required fields; however, for a BU using Cardinal AM, the **From/To Date** field prompts are instead combined to a single **Calendar Group ID** field prompt.

Screenshot of the Docking Unpaid Absences Report Run Control Page (for BU using Cardinal Absence Management)



## **Screenshot of the Docking Unpaid Absences Report**



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## **Screenshot of the Docking Unpaid Absences Report (scrolled right)**

J	K	L	M	N	0	Р	Q	R S
<u> </u>								
[								
>								
·								
1		DESCRIPTION	QUANTITY	STATUS	FROZEN DATE	FROZEN FLAG	FORECAST VALUE	WORKGROUP
21-10-01	SDP	VSDP Sick Leave	8				ELIGIBLE	SNRF071E2
021-10-06	SDP	VSDP Sick Leave	8				ELIGIBLE	SNRF071E2
021-10-07	SDP	VSDP Sick Leave	8				ELIGIBLE	SNRF071E2
21-10-08	SDP	VSDP Sick Leave	8				ELIGIBLE	SNRF071E2
21-10-04	VAC	Vacation	3				ELIGIBLE	SNRF071E2
021-09-28	VAC	Vacation	3				ELIGIBLE	SERF071E2
021-10-01	VAC	Vacation	8				ELIGIBLE	SERF071E2
021-10-08	VAC	Vacation	8				ELIGIBLE	SERF071E2
021-10-08	PER	VSDP Personal Leave	8				ELIGIBLE	SNRF071E2
	SDP	VSDP Sick Leave	3.5			-	ELIGIBLE	SNRF071E2

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## **Employee Leave Report (RTA010)**

**REVISED: 9/15/2021** 

## **DESCRIPTION:**

This report provides summary and detailed leave balance information (absences accrued/taken by an employee) and related detail transactions (if selected) for individual employees, a designated organization unit, or designated group of organization units such as District-wide or Residency-wide. The report can be used by employees to monitor leave balances as well as supervisors in managing employee leave activity.

**PDF** 

**CSV** 

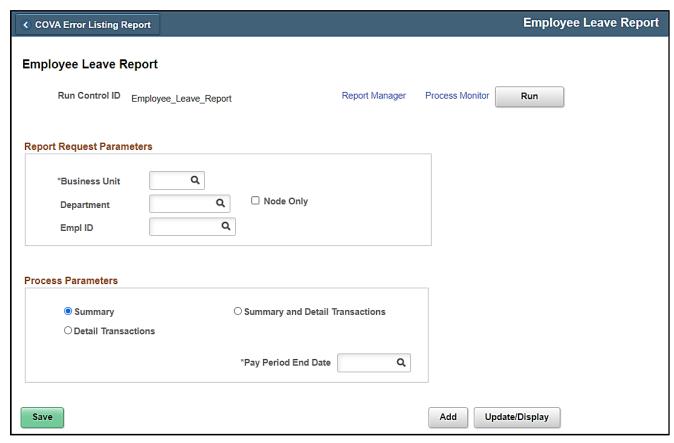
## **NAVIGATION PATH:**

Menu > Global Payroll & Absence Management > Absence and Payroll Processing > Reports > Employee Leave Report

## RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Business Unit
Department
Node Only [checkbox]
Empl ID (blank for all)
Summary [radio button]
Detail Transactions [radio button]
Summary and Detail Transactions [radio button]

## Screenshot of the Employee Leave Report Run Control Page



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## **ADDITIONAL INFORMATION:**

The **Business Unit** and **Pay Period End Date** are required fields. Either the **Department** or **Empl ID** field is a required field. Pay Period End Date (required - can only run for a finalized pay period end date – either most recent finalized or past period)

## **Screenshot of the Employee Leave Report**

				Commonwe	ealth of Virginia				
	ID: VTAR0010			EMPLO!	YEE LEAVE REPORT			Run Date: 05/1 Run Time: 05:4	
Positio	ent Id : 10055	VA Dept of T. Construction			t Vacation Accrua Eligibility Date	1 Rate : 9 : 06/10/19	79	Page No. 1 of	: 190
eave 'ype	Leave Descr	Balance Forward	Earned Y-T-D	Taken <u>Y-T-D</u>	ADJ <u>Y-T-D</u>	Donated Y-T-D	Current Balance	Maximum Allowable	Expired Balance
OSK PER SDP VAC	Volunteer Service Leave Converted Disability Credits VSDP Personal Leave VSDP Sick Leave Vacation	0.00 964.00 0.00 0.00 224.50	16.00 0.00 40.00 80.00 207.00	0.00 0.00 28.00 33.00 170.00	0.00 0.00 0.00 0.00 477.00	0.00 0.00 0.00 0.00 0.00	16.00 964.00 12.00 47.00 738.50	0.00 0.00 0.00 0.00 432.00	0.00 0.00 0.00 0.00 0.00

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## Flex Leave Liability Data Report (RTA803)

**REVISED:** 01/24/2023

## **DESCRIPTION:**

This report provides agencies with the data needed to compute leave liability for employees using Cardinal as their leave system of record in the faculty/flex eligibility groups. Agencies with employees in the Flex Regular and Flex VSDP Eligibility Groups (e.g., faculty employees) can use this report to retrieve data related to outstanding leave that may be eligible for payout upon separation, along with information related to fund distributions, to manually calculate the current liability and project future liability as appropriate for the agency and employees.

Run the **DOA Leave Liability Report (RTA013)** for employees in the Traditional, Virginia Sickness & Disability Program (VSDP) and Hybrid leave programs.

#### **NAVIGATION PATH:**

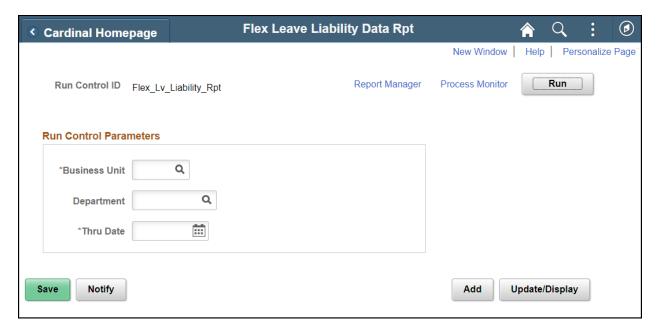
Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Flex Leave Liability Data Rpt

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit Excel

Thru Date

## Screenshot of the Flex Leave Liability Data Rpt Control Page



#### ADDITIONAL INFORMATION:

The **Business Unit** and **Thru Date** are required fields.

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## Screenshot of the Flex Leave Liability Data Report

CONTROL P ness Unit: 24 rtment: Date: 02/09 Date Time: 0	9/2023														
ness Unit: 24 rtment: Date: 02/09	24100														
rtment: Date: 02/09	9/2023														
Date: 02/09															
Date Time: (	04/06/2022 00:27														
	04/00/2023 08:37														
: The fundi	ling distribution pe	rcentage splits by F	und and Pro	gram ChartFiel	d values are appli	ied to Leave Ba	lances.								
oyee ID En	mployee Name	Position N Location	Departme	Leave Eligibilit	Years of ScGP Pay	Gr AM Eligibi	VPA E Te	rminati Hourly Ra	YTD Earnir	Period En	Leave Typ I	Leave Bala	Fund	Program	Percent
	0	RBCWM	4005	25-Apr-04	18 SM1	FACVSDP(	N	50.48077	21615.4	9-Feb-23	PER	40	3000	105050	100
	0	RBCWM	4005	25-Apr-04	18 SM1	FACVSDPC	N	50.48077	21615.4	9-Feb-23	SDP	80	3000	105050	100
	0	RBCWM	6000	10-Oct-16	6 SL2	FACVSDPC	N	40.6875	16627.75	9-Feb-23	PER	32	3000	106040	100
	0	RBCWM	6000	10-Oct-16	6 SL2	FACVSDPO	N	40.6875	16627.75	9-Feb-23	SDP	72	3000	106040	100
	0	RBCWM	9000	1-Jun-19	3 SM1	FACVSDPC	N	27.76442	11266.05	9-Feb-23	PER	32	3060	809095	100
	0	RBCWM	9000	1-Jun-19	3 SM1	FACVSDPO	N	27.76442	11266.05	9-Feb-23	SDP	64	3060	809095	100
	**														

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## **Hourly Employee Tracking Report (RTA005)**

**REVISED:** 09/15/2021

## **DESCRIPTION:**

This report lists hourly employee data for tracking hours worked in a defined 365 day period. The report can be used to monitor employees approaching their hourly year limitation so they do not exceed the Affordable Care Act (ACA) limits, per DHRM 1500 hour limit. The report is typically run for an ACA year or beginning of current ACA year through the current period.

## **NAVIGATION PATH:**

Menu > Time and Labor > Reports > Hourly Employee Tracking

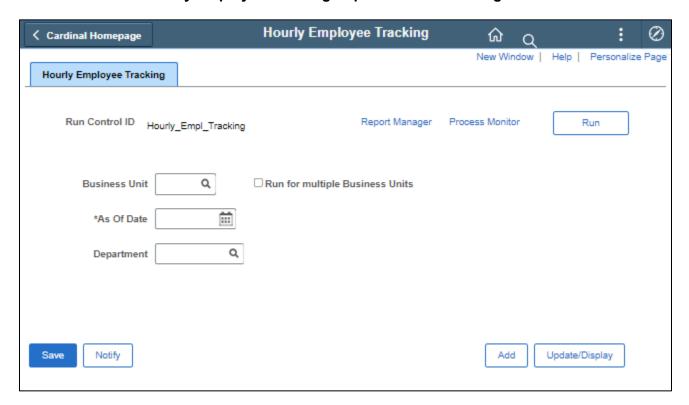
RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Business Unit PDF As Of Date CSV

Department

Note: Parent agencies can run this report for multiple business units in one instance by selecting the Run for multiple Business Units checkbox. When the checkbox is selected the Business Unit and Department fields will be disabled and the Business Unit Selection section displays.

## Screenshot of the Hourly Employee Tracking Report Run Control Page



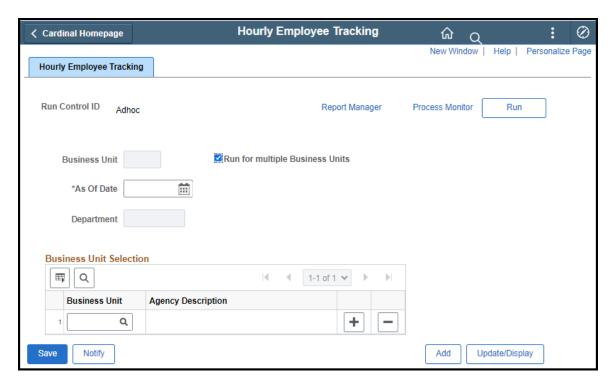
#### ADDITIONAL INFORMATION:

The **Business Unit, As of Date** and **Department** are required fields when running the report for a single business unit.

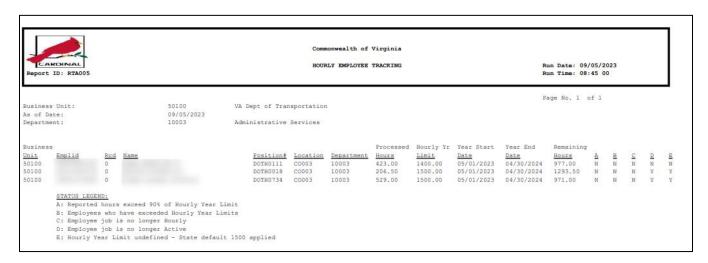
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Screenshot of the Hourly Employee Tracking Report Run Control Page with the Run for multiple Business Units checkbox selected



## **Screenshot of the Hourly Employee Tracking Report**



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## **Invalid Holiday Report (RTA720)**

**REVISED:** 09/15/2021

## **DESCRIPTION:**

Dept ID Empl ID

This report provides an audit of invalid holidays for review and correction.

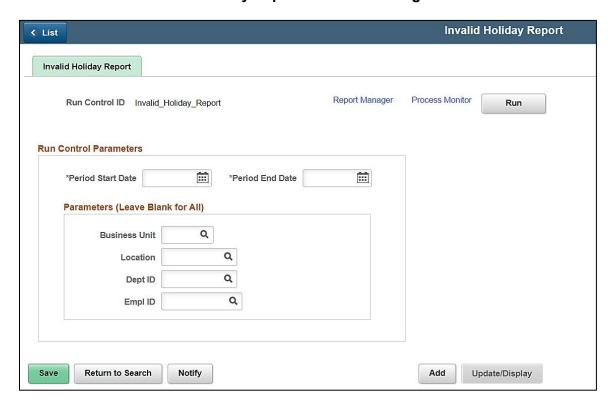
## **NAVIGATION PATH:**

Menu > Time and Labor > Reports > Invalid Holiday Report

## RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Period Start Date PDF
Period End Date CSV
Business Unit
Location

## Screenshot of the Invalid Holiday Report Run Control Page



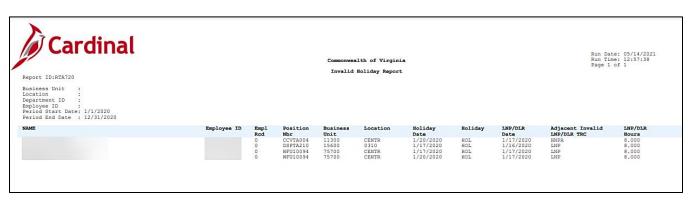
#### **ADDITIONAL INFORMATION:**

The **Period Start Date** and **Period End Date** are required fields. Also, the **Period Start Date** and **Period End Date** fields default to the current day, but may be updated. In order to review results, the user must click on **Report Manager** after running the report and refreshing to success. Next click on the **V\_TA720\_RPT** link.

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## Screenshot of the Invalid Holiday Report



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## **OSHA Report (RTA508)**

**REVISED:** 09/15/2021

## **DESCRIPTION:**

Year

This Occupational Safety and Health Administration (OSHA) report summarizes productive hours by Time Reporting Code by various criteria and organization level.

Excel

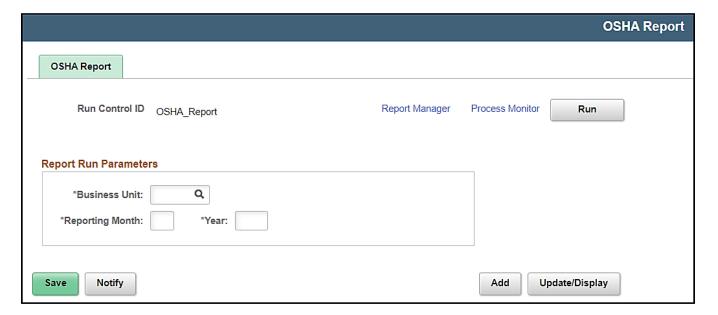
## **NAVIGATION PATH:**

Menu > Time and Labor > Reports > OSHA Report

## INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit
Reporting Month

## Screenshot of the OSHA Report Run Control Page



## **ADDITIONAL INFORMATION:**

The Business Unit, Reporting Month and Year are required fields.

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## **Screenshot of the OSHA Report**

EPTID COE	COH	CON	COR	ECS	ECT	ERG	ESS	ETH	ETS	OCH	OCP	ocs	OCT	OSH	OSS	OTH	OTS	RGF	RGH	RGS	SCH	UOS	Tot	al N	umber o Nu	mber of Wage E	mployees
1001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	480	0	480	6	0	
1002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	160	0	160	2	0	
1003	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	560	0	560	7	0	
1004	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	640	0	640	8	0	
1005	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	160	0	160	2	0	
1006	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	160	0	160	2	0	
1007	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	400	0	400	5	0	
1008	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	80	0	80	1	0	
4001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	960	0	960	12	0	
4002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	560	0	560	7	0	
4003	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	240	0	240	3	0	
5001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 1	360	0	1360	17	0	
5002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	400	0	400	5	0	
5003	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	400	0	400	5	0	
5004	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	640	0	640	8	0	
5005	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	640	0	640	8	0	
5006	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	320	0	320	4	0	
5007	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	480	0	480	6	0	
5008	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	320	0	320	4	0	
6001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	400	0	400	5	0	
6002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	80	0	80	1	0	
6003	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	160	0	160	2	0	
7001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 2	000	0	2000	25	0	
7002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	480	0	480	6	0	
7003	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	320	0	320	4	0	
8001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	240	0	240	3	0	
8002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	240	0	240	3	0	
9001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	160	0	160	2	0	
9003	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	80	0	80	1	0	
40900	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	720	0	720	9	0	
otal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 13	840	0	13840	173	0	
te Ranges for	Selection a	re: 25-OC	T-2019 —	24-NOV-2	019 for F	PayGroups:	SM1																				

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## **Payable Status Report (TL001)**

**REVISED:** 09/01/2023

## **DESCRIPTION:**

This report generates a list of Payable Time for a date range to review the payable statuses. The report can be used to review Payable Time that will be paid in the current period, including time adjusted in a prior period that will be paid in the current pay period.

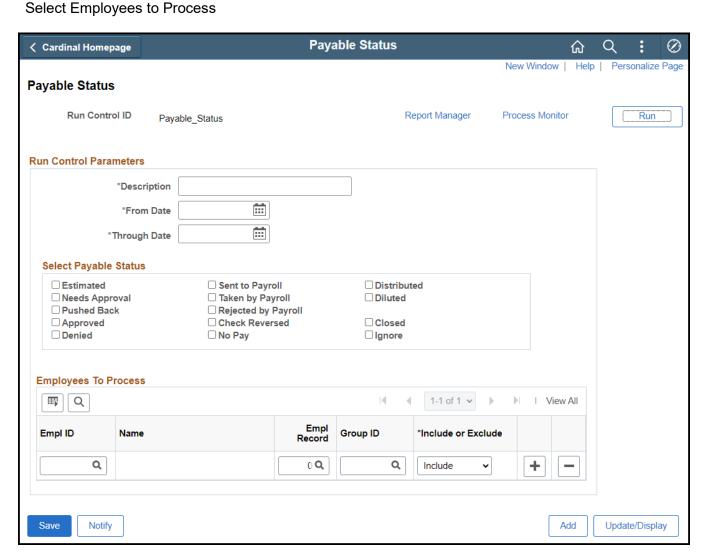
### **NAVIGATION PATH:**

Menu > Time and Labor > Reports > Payable Status

#### **INPUT / SEARCH CRITERIA:**

OUTPUT FORMAT:
PDF

Description
From Date
Through Date
Select Payable Status



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## Payable Time to GL Reconciliation Report (RTA739)

**REVISED:** 03/14/2022

## **DESCRIPTION:**

This report is used for reconciliation of Payable Time Data with General Ledger. This report extracts payable time (reported time and absences) associated with a specified Pay Run ID or a range of pay period end dates and either Company/Paygroup or by individual employee to help agencies reconcile Time and Labor data with GL data. Both Interfacing agencies and agencies that enter their time online into Cardinal may use this BI Publisher report for reconciliation purposes.

#### **NAVIGATION PATH:**

Menu > Time and Labor > Reports > Payable Time to GL Recon Rpt

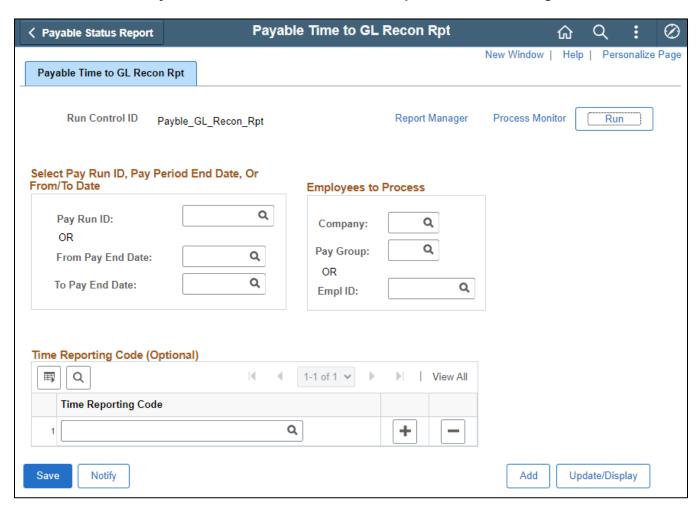
**INPUT / SEARCH CRITERIA:** 

**OUTPUT FORMAT:** 

Excel

Pay Run ID Company Pay Group

## Screenshot of the Payable Time to GL Reconciliation Report Run Control Page



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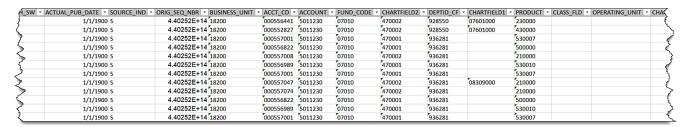
#### **ADDITIONAL INFORMATION:**

The Pay Run ID, Company and Pay Group are required fields.

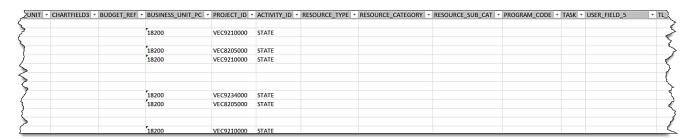
## Screenshot of the Payable Time to GL Reconciliation Report (page 1)

EMPLID	▼ EMPL_RCD ▼ POSITION_NBF	DUR -	SEQ_NBR -	TASKGROUP -	ERNCD	TRC -	LBR_DIST_AMT -	TL_QUANTITY -	PAYABLE_STATUS -	FROZEN_DATE *	PUBLISH_SW - ACTUAL
	0 VEC03552	9/29/2021	3E+14	18200CCRQ	RGS	RGSA	146.97	7	PD	10/9/2021	1 3
	0 VEC03552	9/29/2021	3E+14	18200CCRQ	RGS	RGSA	21	1	PD	10/9/2021	I
	0 VEC03482	9/30/2021	3E+14	18200CCRQ	RGS	RGSA	27.69	1	PD	10/9/2021	l a
	0 VEC03482	10/1/2021	3E+14	18200CCRQ	RGS	RGSA	55.38	2	PD	10/9/2021	ı
	0 VEC03482	10/1/2021	3E+14	18200CCRQ	RGS	RGSA	27.69	1	PD	10/9/2021	I
	0 VEC03482	10/1/2021	3E+14	18200CCRQ	RGS	RGSA	27.69	1	PD	10/9/2021	I
	0 VEC03482	10/1/2021	3E+14	18200CCRQ	RGS	RGSA	55.38	2	PD	10/9/2021	1 4
	0 VEC03482	10/1/2021	3E+14	18200CCRQ	RGS	RGSA	27.69	1	PD	10/9/2021	I .
	0 VEC03482	10/1/2021	3E+14	18200CCRQ	RGS	RGSA	27.69	1	PD	10/9/2021	1
	0 VEC03482	10/4/2021	3E+14	18200CCRQ	RGS	RGSA	55.38	2	PD	10/9/2021	1 '
	0 VEC03482	10/4/2021	3E+14	18200CCRQ	RGS	RGSA	27.69	1	PD	10/9/2021	I ,
	0 VEC03482	10/4/2021	3E+14	18200CCRQ	RGS	RGSA	55.38	2	PD	10/9/2021	1 4

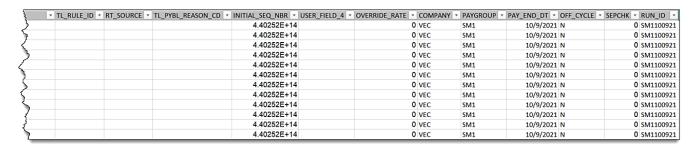
## Screenshot of the Payable Time to GL Reconciliation Report (page 2) scrolled right



## Screenshot of the Payable Time to GL Reconciliation Report (page 3) scrolled right



## Screenshot of the Payable Time to GL Reconciliation Report (page 4) scrolled right



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## **Potential Vacation Leave Forfeiture Report (RTA012)**

**REVISED:** 09/15/2021

## **DESCRIPTION:**

This report provides projected vacation leave information within a predefined time frame, including projected accruals and potential loss. The report can be requested for individual employees, designated organization unit, or designated group of organization units such as District-wide or Residency-wide. The report can be used by employees, supervisors, and timekeepers to help determine if individual employees might forfeit hours at leave year-end if the projected balances are in excess of the carryover maximum.

#### **NAVIGATION PATH:**

Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Potential Leave Forfeiture Rpt

### RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Business Unit PDF
Department CSV
Node Only [checkbox]
Employee ID

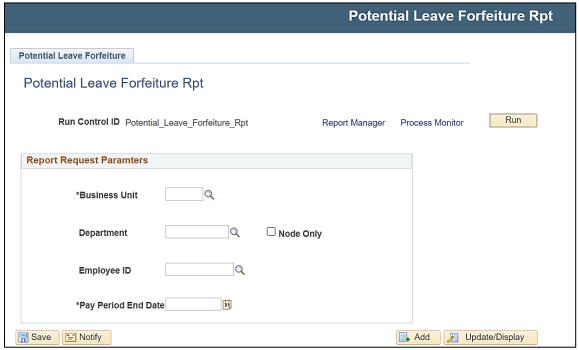
## **ADDITIONAL INFORMATION:**

Pay Period End Date

The Business Unit and Pay Period End Date are required fields.

The report must be run for a future pay period end date to project the vacation balance. Typically, this is the leave year end date and should not be a date beyond the current leave year end date.

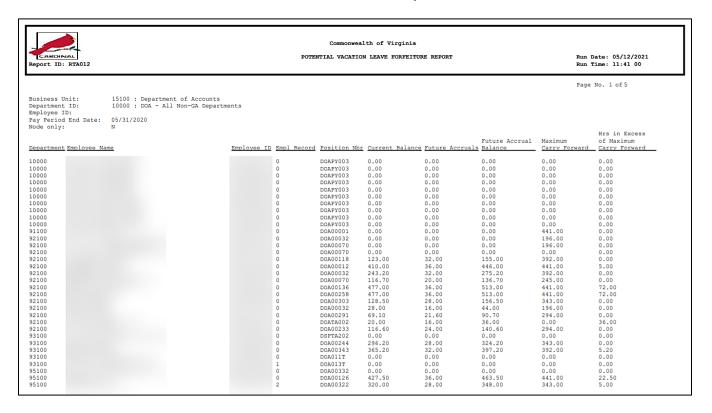
## Screenshot of the Potential Vacation Leave Forfeiture Report Run Control Page



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## **Screenshot of the Potential Vacation Leave Forfeiture Report**



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## **Scheduled Hours Report (TL004)**

**REVISED:** 09/15/2021

## **DESCRIPTION:**

This delivered report provides information about a time reporter's scheduled time, including details such as duration of work hours for employees.

## **NAVIGATION PATH:**

Menu > Time and Labor > Reports > Scheduled Hours

## INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Start Date CSV

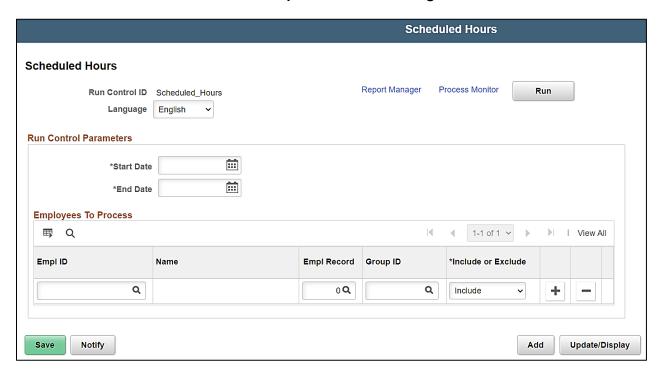
End Date Empl ID

**Employee Reocrd** 

Group ID

Include or Exclude

## Screenshot of the Scheduled Hours Report Run Control Page



## **ADDITIONAL INFORMATION:**

The **Start Date** and **End Date** are required fields.

**Note:** The **Employee Schedule Review Query (RTA717)** is another report with employee schedule information.

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## **Screenshot of the Scheduled Hours Report**

Report ID: TL	004		Scheduled Hours Report		Page No. 1 Run Date 02/06/2020
Schedules From	12/01/2019 through 12/31	/2019			Run Time 16:24:03
	,	,			
	0 DOE, JOHN	Transport Operations Mgr III			
/ (	O DOE, JOHN	Transport Operations Mgr III			
	Elapsed Schedule	Punch Schedule		Flex Schedule	
Date	Work Hours	Punch Type Time	Schedule In Schedule Out	Core Start Core End Work	Hours
12/01/2019	OFFDAY				
12/02/2019	8.000000				
	8.000000 8.00000				
12/04/2019	8.00000				
12/05/2019	8.00000				
12/05/2019	OFFDAY				
12/08/2019	OFFDAY				
12/09/2019	8.000000				
12/10/2019	8.000000				
12/11/2019	8.000000				
12/12/2019	8.00000				
12/13/2019	8.000000				
12/14/2019	OFFDAY				
12/15/2019	OFFDAY				
12/16/2019	8.000000				
12/17/2019	8.000000				
12/18/2019	8.000000				
12/19/2019	8.000000				
12/20/2019	8.000000				
12/21/2019	OFFDAY				
12/22/2019	OFFDAY				
12/23/2019	8.00000				
12/24/2019	8.00000				
12/25/2019	8.00000				
12/26/2019	8.00000				
12/27/2019	8.000000 OFFDAY				
12/28/2019	OFFDAY				
12/30/2019	8 10000				
12/30/2010	0000			The state of the s	

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## **Summary of Productive Hours Report (RTA030)**

**REVISED:** 09/15/2021

## **DESCRIPTION:**

This report provides a summary of productive hours by Time Reporting Code (TRC) and Department. The report can be used to analyze the use of TRCs by Department and/or Employees.

**CSV** 

## **NAVIGATION PATH:**

Menu > Time and Labor > Reports > Summary of Prod. Hours Report

## INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

**Business Unit** 

IIT

Department

Node Only [checkbox]

Empl ID

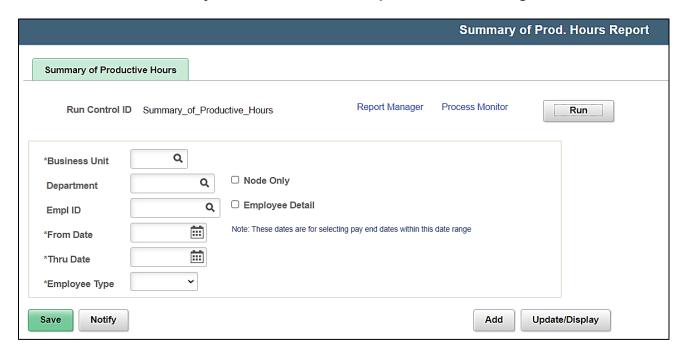
Employee Detail [checkbox]

From Date

Thru Date

**Employee Type** 

## Screenshot of the Summary of Productive Hours Report Run Control Page



#### ADDITIONAL INFORMATION:

The Business Unit, From Date, Thru Date and Employee Type are required fields.

The Employee Types are Excep Hrly, Hourly, Not Appl., and Salaried.

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## **Screenshot of the Summary of Productive Hours Report**

	ealth of Virg Run Date: 05										_												_
	Run Time: 05							_			-												- 4
								-															_
Page No. 1		3		1.																			
Business U		VA Dept o																					
Departme		All Centra	Office Or	gs																			
Node Only	N																						
Employee																							
From Date	11/1/2019																						
Thru Date:	12/31/2019																						
Employee	S																						
Employee	N																						
Org.	Name	ID	Rcd	Position N	Role	Type	Pay Grp	ERG	RGH	RGF	RO	SS :	SCH	ETH	ETS	ECT	OTH	OTS	OCT	ESS	ECS	OSH	OSS
10000 - Al	Central Office	ce Orgs							0	0	0	510	280		0	8	0	0 2	8 (	0	1	6	0
10074 - To	lling Division								0	0	0	32	0		0	0	0	0	0 0	0		0	0 -
10154 - Po	white Parkw	ay Extension	on						0	0	0	218	0		0	0	0	0	0 0	0		0	0
10155 - Co	oleman Bridge	9							0	0	0	87.5	0		0	0	0	0	0 0	0		0	0
10198 - I-6	54ExpressLan	es Toll Fac	ility						0	0	0	40	0		0	0	0	0	0 0	0		0	0 '
10076 - Fe	deral Program	ms Mgmt E	ivision						0	0	0	48	0		0	0	0	0	0 0			0	0
10001 - Co	mmissioner's	s Office							0	0	0	31	0		0	0	0	0	0 0	0		0	0 1
10020 - As	surance and	Complianc	e Offic						0	0	0	464.5	0		0	0	0	0	0 0			0	0
	ructure & Brid	dges							0	0	0	638.2	552		0	0	0	0	2 (			0	0
10004 - St	c Intermodal	Plang & In	vest						0	0	0	40	0		0	0	0	0	0 0			0	0
		ns							0	0	0	259	208		0	0	0	0	0 0			0	0
10006 - Of	mmunication								0	0	0	172.5	0		0	0	0	0	0 0			0	0
10006 - Ot 10007 - Co			iects																				
10006 - Oi 10007 - Co 10009 - Bu	ommunication usiness Trans usPerfor &Stra	& Spec Pro							0	0	0	152.5	0		0	0	0	0	0 0	0		0	0

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## **Time Entry Upload Error Report (RTA757)**

**REVISED:** 09/15/2021

## **DESCRIPTION:**

This report displays errors encountered during the Time Entry Data Upload file processing for users to review and correct.

Excel

### **NAVIGATION PATH:**

Menu > Time and Labor > Reports > Time Entry Upload Error Report

#### INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

From Date

To Date

Output to File Server (checkbox)

**Business Unit** 

Employee Type (Salary or Hourly)

Reports to Position Number OR Empl ID OR

Department OR Project OR Cost Center

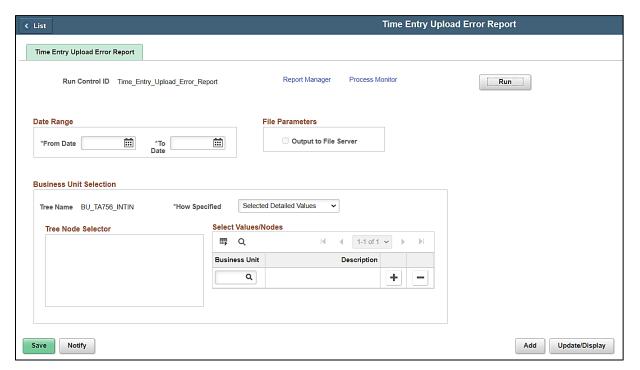
Department CF

Pay Period End Date OR

Show All Statuses OR Action Required Only

Time Reporting Code

## Screenshot of the Time Entry Upload Error Report Run Control Page



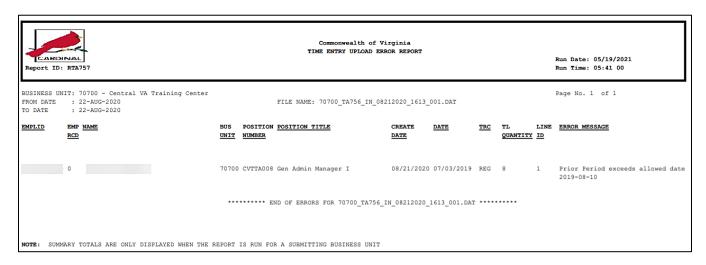
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#### ADDITIONAL INFORMATION:

The **Output to File Server** checkbox to only be used by a Batch user. The **From Date** and **To Date** are required fields. In order to review results, the user must click on **Report Manager** after running the report and refreshing to success. Next click on the **VTAR0757** link.

## Screenshot of the Time Entry Upload Error Report



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## **Timesheet Report (RTA026)**

**REVISED:** 10/20/2021

## **DESCRIPTION:**

This report contains details of reported time including a summary of the number of hours by ChartField distribution by day and shows productive and non-productive hours pending approval on the timesheets.

#### **NAVIGATION PATH:**

Menu > Time and Labor > Reports > Timesheet Report

## **INPUT / SEARCH CRITERIA:**

#### **OUTPUT FORMAT:**

Business Unit Excel

Employee Type (Salary or Hourly)

Reports to Position Number OR Empl ID OR

Department OR Project OR Cost Center

Department CF

Pay Period End Date OR

From Date

Thru Date

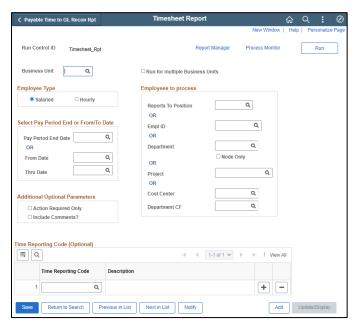
Show All Statuses OR Action Required Only

Time Reporting Code

## Screenshot of the Timesheet Report Run Control Page

**Note:** Parent agencies can run this report for multiple business units in one instance by selecting the Run for multiple Business Units checkbox. When the checkbox is selected the Business Unit field and the Employee Selection Section will be disabled and the Business Unit Selection section displays.

**Note**: By default the Timesheet Report will run without Comments but the checkbox can be selected to include them. The report will take longer to run when comments are included.



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#### ADDITIONAL INFORMATION:

The **Business Unit** field is a required field. Select one option from the **Employees to Process** section and one option from the **Select Pay Period End Date or From/To Date** section, as required.

AJ and DL are displayed as Reported Time statuses on the Timesheet Report in the following cases:

- AJ (Adjusted): System generated offsets due to timesheet adjustments (where quantity is less than 0)
- **DL (Deleted)**: Time that was deleted from reported time

## **Screenshot of the Timesheet Report**

Commonwealth																
Run Date: 08/25	TIMESHEET REPORT															
Report ID: RTA0:	Run Time: 05:07 00															
Page No. 1	of		3													
Business Unit:	21300 : Norfolk Stat	e Universit	ty													
Pay Period From	Date: 09-JUL-2023															
Pay Period To Da	ite: 09-JUL-2023															
Reports to Positi	on: NSUF0100: DOS	VELL, FELIC	IA R													
Salaried																
All statuses																
Include Commer	nts															
TRC :																
0	D D 1 F 1 D 1	D - 11 - D - 1 -	D-1 El D	epartment Dept Descriptio		# D		Emplid	For all Book	Employee Position Number	F	144	Colored In	Work Schedule	D-1-1' I Ob	ift in n
21300		26-Jun-2		epartment Dept Description 4005 Cmptr Science N		# Reports 10 Empila 00355998100	Reports to Name	Emplia		NSU00441	cilipioyee Name	SNRP071F1		40.00-7888887-0		nift ID Pay
21300		26-Jun-2 26-Jun-2				00355998100				NSU00441 NSU00441				40.00-2888882-0		SM:
		26-Jun-2 26-Jun-2		4005 Cmptr Science N		00355998100						SNRP071E1				
21300		26-Jun-2 27-Jun-2		4005 Cmptr Science N						NSU00441		SNRP071E1		40.00-Z88888Z-0		SM:
21300				4005 Cmptr Science N		00355998100				NSU00441		SNRP071E1		40.00-Z88888Z-0		SM
21300	9-Jul-23			4021 Computer Scien		00355998100				NSU00423		SNRP071E1		40.00-Z88888Z-0		SM
21300	9-Jul-23			4021 Computer Scien		00355998100				NSU00423		SNRP071E1		40.00-Z88888Z-0		SM
21300	9-Jul-23			4021 Computer Scien		00355998100				NSU00423		SNRP071E1		40.00-Z88888Z-0		SM
21300	9-Jul-23			4021 Computer Scien		00355998100				NSU00423		SNRP071E1		40.00-Z88888Z-0		SM
21300	9-Jul-23			4021 Computer Scien		00355998100				NSU00423		SNRP071E1		40.00-Z88888Z-0		SM
21300	9-Jul-23			4021 Computer Scien		00355998100				NSU00423		SNRP071E1		40.00-Z88888Z-0		SM
21300	9-Jul-23	7-Jul-2	3	4021 Computer Scien	ne NSUF0100	00355998100				NSU00423		SNRP071E1	STATE	40.00-Z88888Z-0	SASU	SM
Pay Begin Date	Pay End Date	EMPL TYPI	E Paygroup													
25-Jun-23	9-Jul-23		SL2													
25-Jun-23	9-Jul-23		SM1													
Notes:																
1)If the Daily Da	te is displayed as a d	ite range, i	t indicates tha	t the absence is not process	ed or is only partially pro	ocessed										
				it has not yet been reproce												
				apping transactions appeari		d unprocessed in the I	report.									
				not reflect the appropriate												
	rs will be reflected o															
carcarated floor	.s sc .enected o	ice are rec	acst is proces	J. C. C.												

## **Screenshot of the Timesheet Report (scrolled right)**

ift ID	Paygroup	Time RepoReported	Reported Payable	li Payable Ti	Hours	Overil	ast User	Proxy	Reported	Payable 1	Source	Excep	Account	Fund	Program	Departm	ne Cost Centi Task	FIPS	Asset	Agency U	Js Agency L	Js PC Busin	e Project ID	Activity IE	Telework	Agency Va	Comments
	SM1	Exception OVT	OT @ Time OTSA	OT @Time	3	0	3.56E+08		SB	PD	Online	M	599999	03010	110004	14477	2015_10		F2140289	102							
	SM1	Exception	SCHX	Regular Sc	8	0				CL		M															
	SM1	Exception	SCHX	Regular Sc	-8	0				CL		M															
	SM1	Exception OVT	OT @ Time OTSA	OT @Time	3	0	3.56E+08		SB	PD	Online	M	599999	03010	110004	14477	2015_10		F2140289	102							
	SM1	Exception	SCHX	Regular Sc	8	0				CL																	
	SM1	Exception	SCHX	Regular Sc	-8	0				CL																	
	SM1	Exception VAC	Vacation VAC	Vacation	8	0	4.94E+08		SB	CL	Online																
	SM1	Exception	SCHX	Regular Sc	8	0				CL																	
	SM1	Exception	SCHX	Regular Sc	-8	0				CL																	
	SM1	Exception VAC	Vacation VAC	Vacation	8	0	4.94E+08		SB	CL	Online																
	SM1	Exception	SCHX	Regular Sc	8	0				PD																	

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## Timesheet Schedule Exception and Overtime Review Report (RTA024)

**REVISED:** 09/15/2021

## **DESCRIPTION:**

This report lists overtime entered in the pay period and compares the employee's Work Schedule to the time entered on the timesheet to identify variances.

## **NAVIGATION PATH:**

Menu > Time and Labor > Reports > Timesheet Exception Report

## **INPUT / SEARCH CRITERIA:**

## **OUTPUT FORMAT:**

**PDF** 

Business Unit (Leave Blank for All)

Pay Period End Date OR

From Date

Thru Date

Reports to Position Number

**Empl ID** 

Department

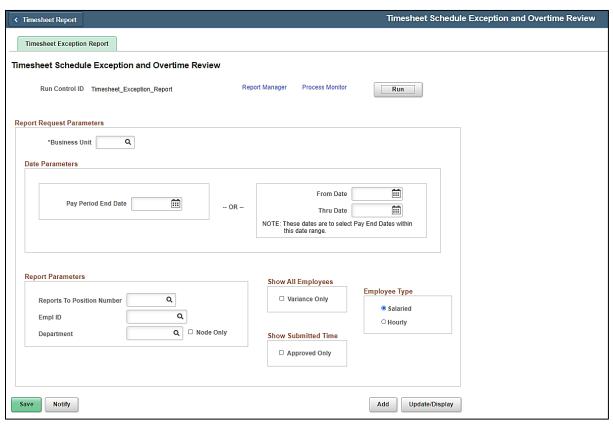
Node Only (checkbox)

Show All Employees Variance Only (checkbox)

Employee Type (Salaried or Hourly)

Show Submitted Time Approved only (checkbox)

## Screenshot of the Timesheet Schedule Exception and Overtime Review Report Run Control Page



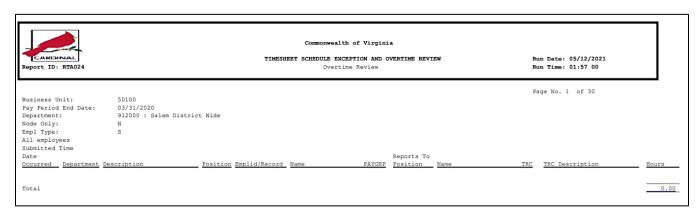
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#### ADDITIONAL INFORMATION:

The **Business Unit** field is a required field and the user must select one option from the **Report Parameters** section and one option from the **Date Parameters** section, as applicable.

## Screenshot of the Timesheet Schedule Exception and Overtime Review Report



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