

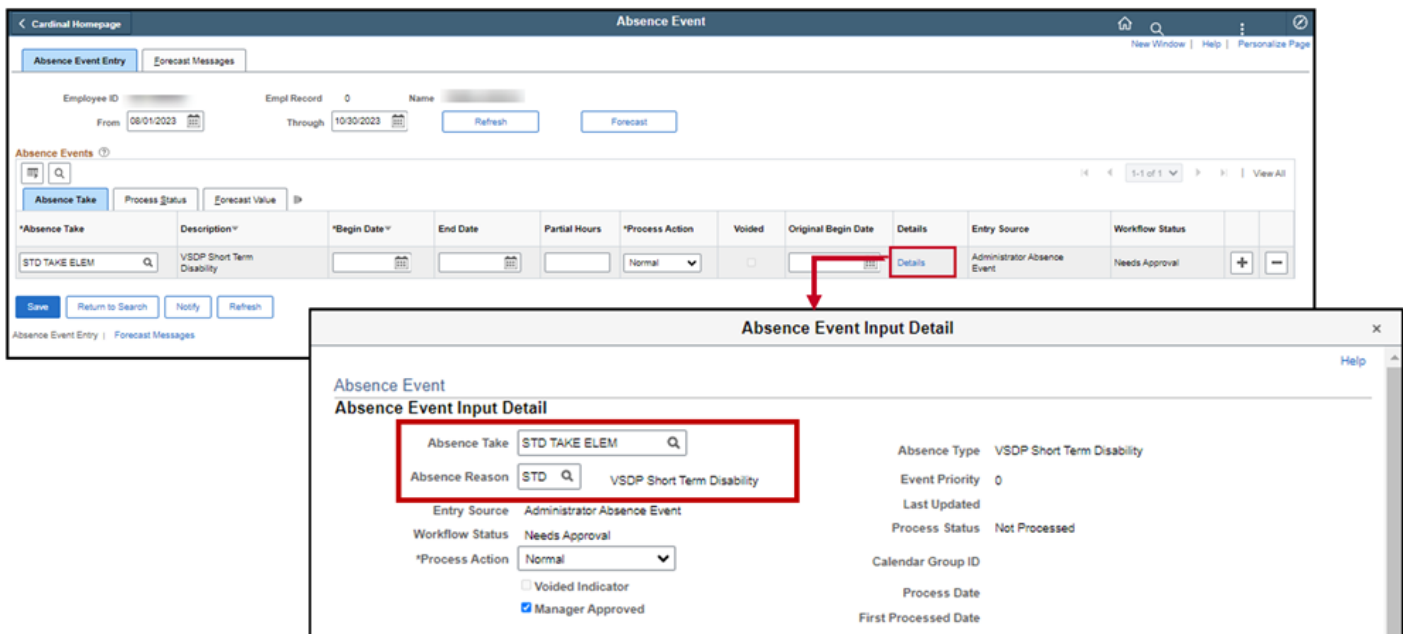
From: The Cardinal Project <cardinal-comms@public.govdelivery.com>
Sent: Tuesday, August 22, 2023 11:38 AM
To: Cardinal Project <ProjectCardinal@doa.virginia.gov>
Subject: Cardinal HCM: Missing Absence Reason

This communication is being sent to Absence (AM) Administrators at select Cardinal HCM agencies.



We have observed there is an inconsistency in selecting Absence Reason when your agency enters absence events on the Absence Event page. This is a reminder emphasizing the importance of consistently choosing the appropriate Absence Reason. Neglecting to select an Absence Reason can impact forecasting functionality and absence reporting.

When entering Absence Events on the Absence Event page, **always** click the **Details** link for the Absence Event to enter relevant details:



a. **Absence Take** – This will populate if entered previously on the Absence Event page.

b. **Absence Reason** – This field is required to be populated for all absence types and can impact forecasting functionality and absence reporting if left blank.

Refer to the [TA374 Entering and Modifying Absences](#) job aid for detailed instructions on entering and modifying absence events.

No corrective action is required for past absence events. Starting now, please make sure to enter the absence reason for all absences.

Regards,
The Cardinal Team