

Cardinal HCM: Time Entry Tips for the Holidays

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To: Cardinal Project <projectcardinal@doa.virginia.gov>

Time Entry Tips for the Holidays



Salaried Users

For **most** salaried users, Cardinal automatically generates paid holidays based on the assigned state or agency holiday schedule, visible on the timesheet's Payable Time tab.



Variable Work Schedules

Cardinal **does not** automatically generate paid holidays when they fall on the employee's scheduled day off or if an employee has a Variable Work Schedule.

Any holidays not automatically generated by Cardinal must be manually entered on the timesheet.



Partial Day Holidays

A partial day state or agency holiday (e.g., half-day, 4-hour holiday), **requires a timesheet entry** to indicate if the remainder of the day was worked or leave was taken.

Cardinal **does not** generate scheduled hours for exception time reporters on holidays, including partial day holidays.



Submit Your Time, Check it Twice!

Cardinal generates a warning message when submitting time or absence on a holiday date reminding users to double check their entries.

Acknowledge the warning by clicking **OK** to proceed with submitting the timesheet.



Cardinal Absence Support

Supervisors & Administrators

Are you a Supervisor or an Absence Administrator and want to identify any absences in saved or submitted status?

Utilize the **Saved and Submitted Absences** query, V_TA_ABS_SV_AND_SB_STATUS, to identify absences in **Saved (V)** or **Submitted (S)** status that need action and send a reminder to your employees.



Need help running a query? Use the [NAV225 Running an HCM Query](#) job aid or watch the [Generating and HCM Query](#) tutorial video for support.

Cardinal Absences in Saved Status

If an absence is saved but not yet submitted or approved it will not be processed, and entitlement balances will not be updated.

Cardinal saves absence events automatically, but users must remember to click the **Submit** button to route them for Supervisor/Manager approval after forecasting.

Each event must be submitted individually.



How to Submit an Absence

Check out Cardinal Carl and his [Entering an Absence Event](#) tutorial video located on the Cardinal website. Additional Time & Attendance tutorials are available for topic specific support.

Time Entry Job Aids

Prefer step-by-step instructions? Refer to the following job aids.

[TA Holiday Time Entry Scenarios](#) (excel)

Provides Employees, Timekeepers, and Administrators with scenarios illustrating how salaried non-exempt and salaried exempt employees should report and review Holiday time on the Timesheet.

[ESS392 Time Entry Scenarios – Exception Time Reporter](#)

- Creating an Absence Event (full day) – Page 25
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[ESS392 Time Entry Scenarios – Positive Time Reporter](#)

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The Cardinal Team



Questions

If you have functional or technical questions, submit a help desk ticket by emailing vccc@vita.virginia.gov and include the following information:

Subject: Cardinal - <brief summary for routing>

Email Content:

- Detailed information about your issue (i.e., functional area, page, actions, error)
- Name, email address, and best contact phone number

Cardinal - Virginia's Enterprise Resource System

You are receiving this email as a result of the role(s) you hold in the Cardinal System

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