

### Pay Docking in Cardinal Overview

Pay Docking is the reduction of an employee’s wages/salary when unpaid time has been taken off. It is the responsibility of the Payroll Administrator to enter Pay Docking transactions in SPOT to reduce the employee’s wages/salary. An employee’s pay is not reduced automatically in Cardinal but must be entered by a PY Administrator via a SPOT transaction.

It is important for PY Administrators, AM Administrators, TL Administrators, supervisors, and employees to work together in reviewing any potential Pay Docking scenarios to avoid unexpected Pay Docking.

Pay Docking is a manual process through entry of a SPOT Transaction(s). Information to determine Pay Docking situations can be system generated, interfaced from agency source system, or entered directly by the employee, Timekeeper, Supervisor, and/or Time & Labor/Absence Management Administrator.

Below is a list of Pay Docking scenarios explained in this job aid:

Agencies Using Cardinal Absence Management	Agencies not Using Cardinal Absence Management
<a href="#">Interfaced/Entered directly on the Timesheet or on the Absence Event page</a>	<a href="#">Interfaced/Entered directly on the Timesheet</a>
<a href="#">A prior period adjustment is made to an existing Pay Docking transaction</a>	<a href="#">A prior period adjustment is made to an existing Pay Docking transaction</a>
<a href="#">An absence event that was initially Eligible becomes Ineligible</a>	Not Applicable
<a href="#">An employee reported pay docking on the scheduled workday before or the scheduled workday after a holiday</a>	<a href="#">Interfaced/Entered Holiday Pay Docking on the Timesheet</a>
<a href="#">An employee is on extended leave (Short Term Disability/Worker’s Compensation) that does not replace 100% of their pay and does not have sufficient balances of other leave types to supplement the difference or chooses not to use paid leave</a>	<a href="#">An employee is on extended leave (Short Term Disability/Worker’s Compensation) that does not replace 100% of their pay and does not have sufficient balances of other leave types to supplement the difference or chooses not to use paid leave</a>

There are two key reports that should be run to help determine pay that should be docked:

- **Docking Unpaid Absences Report**
- **Ineligible Forecasted Absence Event Query (Agencies using Cardinal Absence Management)**

For detailed information about these reports, see the **Cardinal HCM Time & Attendance Reports Catalog**, located on the Cardinal Website under **Resources**.

This Job Aid provides guidance to Agency Administrators (Time & Labor Administrator, Absence Administrator, and Payroll Administrator), as well as employee Supervisors to help identify, communicate, and resolve potential Pay Docking issues.



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# Cross Functional Job Aid

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## Pay Docking in Cardinal Overview

### Revision History

Revision Date	Summary of Changes
8/2/2024	Baseline



## Cross Functional Job Aid

### Pay Docking in Cardinal Overview

#### Time Reporting Codes (TRC) that Generate Pay Docking

This table provides the Time Reporting Codes in Cardinal, that identify Pay Docking.

TRC Description	Cardinal Absence Management	Online External Leave	Interfacing External Leave
Educational Leave Pay Docking	ELW	ELWR/ELWA	ELWR/ELWX
Holiday Pay Docking	HNP	HNPR/HNPA	HNPR/HNPX
Pay Docking	LNP	LNPR/LNPA	LNPR/LNPX
Short Term Disability-Pay Dock	STL	STLR/STLA	STLR/STLX

## **Docking Unpaid Absences Report**

**Navigation: Menu > Time and Labor > Reports > Docking Unpaid Absences Report**

This report displays a list of employees with processed unpaid absences and can be used to review transactions and identify hours that require Pay Docking for 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 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.

### **When to Run the Docking Unpaid Absences Report**

This report should be run twice (at a minimum), to identify potential pay docking for each pay period.

- Before HR Data Freeze
- Day after the Payday

It is, however, recommended that you run this report daily between the Create Paysheets date and the day after the Payday. While TL Administrators, AM Administrators, and PY Administrators have access to run and review this report, it is primarily the responsibility of the PY Administrator to run this report to identify Pay Docking Transactions and to enter those transaction via SPOT to dock the employees' pay.

#### **Before HR Data Freeze**

1. Run report with current Calendar Group ID/Period Begin and End dates
2. Save the report to use as a comparison after the Payday
3. Review for Pay Docking
4. Payroll Administrator verifies with the TL/AM Administrator
5. Enter SPOT transaction(s)

#### **Day after Payday**

1. Run report again with the same Calendar Group ID/Period Begin and End dates
2. Save the report
3. Compare the results of the report run Before HR Data Freeze the report run after the Payday
4. Identify any additional pay docking or if any funds are owed to the employee
5. Payroll Administrator verifies with the TL/AM Administrator
6. Enter SPOT transaction(s)

**Note:** Before docking an employee's pay, it is important for the Payroll Administrator to work with the TL/AM Administrator to verify Pay Docking. Pay Docking identified on the report, may need to be adjusted (e.g., employee uses a different leave/absence to supplement all or part of the identified docking) to avoid pay docking. Communication is key to ensuring the Pay Docking is valid, accurate, and expected by the employee. It is also recommended that the Payroll Administrator enter a detailed Comment in SPOT for the transaction to document the hours being docked. The more detailed the comment is, the easier it will be later to review or respond to employee questions.



# Cross Functional Job Aid

## Pay Docking in Cardinal Overview

**PSB Agencies:** The agency TL Administrator should verify all transactions are valid, accurate, and expected by the employee, and work with PSB to complete any Pay Docking adjustments in Cardinal.

For more detailed information about this report, see the **Cardinal HCM Time and Attendance Reports Catalog**, located on the Cardinal website under **Resources**.

### Docking Unpaid Absences Report Run Control Parameters

Agencies using Cardinal Absence Management	Agencies not using Cardinal Absence Management																																																																											
<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Docking Unpaid Absences Report</b></p> <p>*Business Unit <input type="text"/></p> <p>Department (Leave Blank for All) <input type="text"/></p> <p>Employee ID (Leave Blank for All) <input type="text"/></p> <p style="border: 2px solid red; padding: 2px;">Calendar Group ID <input type="text"/></p> </div> <p>Report is run using <b>Calendar Group ID</b>            Example for the SM1 Calendar Group ID</p> <table border="1"> <thead> <tr> <th>PAY BEGIN DT</th> <th>PAY END DT</th> <th>Calendar Group ID</th> </tr> </thead> <tbody> <tr><td>1/10/2024</td><td>1/24/2024</td><td>2024SM101</td></tr> <tr><td>1/25/2024</td><td>2/9/2024</td><td>2024SM102</td></tr> <tr><td>2/10/2024</td><td>2/24/2024</td><td>2024SM103</td></tr> <tr><td>2/25/2024</td><td>3/9/2024</td><td>2024SM104</td></tr> <tr><td>3/10/2024</td><td>3/26/2024</td><td>2024SM105</td></tr> <tr><td>3/25/2024</td><td>4/9/2024</td><td>2024SM106</td></tr> <tr><td>4/10/2024</td><td>4/24/2024</td><td>2024SM107</td></tr> <tr><td>4/25/2024</td><td>5/9/2024</td><td>2024SM108</td></tr> <tr><td>5/10/2024</td><td>5/24/2024</td><td>2024SM109</td></tr> <tr><td>5/25/2024</td><td>6/9/2024</td><td>2024SM110</td></tr> <tr><td>06/10/2024</td><td>6/24/2024</td><td>2024SM111</td></tr> <tr><td>6/25/2024</td><td>7/9/2024</td><td>2024SM112</td></tr> <tr><td>7/10/2024</td><td>7/24/2024</td><td>2024SM113</td></tr> <tr><td>7/25/2024</td><td>8/9/2024</td><td>2024SM114</td></tr> <tr><td>8/10/2024</td><td>8/24/2024</td><td>2024SM115</td></tr> <tr><td>8/25/2024</td><td>9/9/2024</td><td>2024SM116</td></tr> <tr><td>9/10/2024</td><td>9/24/2024</td><td>2024SM117</td></tr> <tr><td>9/25/2024</td><td>10/9/2024</td><td>2024SM118</td></tr> <tr><td>10/10/2024</td><td>10/24/2024</td><td>2024SM119</td></tr> <tr><td>10/25/2024</td><td>11/9/2024</td><td>2024SM120</td></tr> <tr><td>11/10/2024</td><td>11/24/2024</td><td>2024SM121</td></tr> <tr><td>11/25/2024</td><td>12/9/2024</td><td>2024SM122</td></tr> <tr><td>12/10/2024</td><td>12/24/2024</td><td>2024SM123</td></tr> <tr><td>12/25/2024</td><td>1/9/2025</td><td>2024SM124</td></tr> </tbody> </table>	PAY BEGIN DT	PAY END DT	Calendar Group ID	1/10/2024	1/24/2024	2024SM101	1/25/2024	2/9/2024	2024SM102	2/10/2024	2/24/2024	2024SM103	2/25/2024	3/9/2024	2024SM104	3/10/2024	3/26/2024	2024SM105	3/25/2024	4/9/2024	2024SM106	4/10/2024	4/24/2024	2024SM107	4/25/2024	5/9/2024	2024SM108	5/10/2024	5/24/2024	2024SM109	5/25/2024	6/9/2024	2024SM110	06/10/2024	6/24/2024	2024SM111	6/25/2024	7/9/2024	2024SM112	7/10/2024	7/24/2024	2024SM113	7/25/2024	8/9/2024	2024SM114	8/10/2024	8/24/2024	2024SM115	8/25/2024	9/9/2024	2024SM116	9/10/2024	9/24/2024	2024SM117	9/25/2024	10/9/2024	2024SM118	10/10/2024	10/24/2024	2024SM119	10/25/2024	11/9/2024	2024SM120	11/10/2024	11/24/2024	2024SM121	11/25/2024	12/9/2024	2024SM122	12/10/2024	12/24/2024	2024SM123	12/25/2024	1/9/2025	2024SM124	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Docking Unpaid Absences Report</b></p> <p>*Business Unit <input type="text"/></p> <p>Department (Leave Blank for All) <input type="text"/></p> <p>Employee ID (Leave Blank for All) <input type="text"/></p> <p style="border: 2px solid red; padding: 2px;">From Date <input type="text"/></p> <p style="border: 2px solid red; padding: 2px;">To Date <input type="text"/></p> </div> <p>Report is run using <b>From Date and To Date</b></p>
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**Links to View Pay Docking Scenarios Based on Agency Configuration:**

[Agencies using Cardinal Absence Management](#)

[Agencies not using Cardinal Absence Management](#)

## Agencies using Cardinal Absence Management

### Ineligible Forecasted Absence Events Query

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

This query provides a list of absence events with a forecast value of ineligible and should be run regularly by Supervisors and TL Administrators to identify potential pay docking. Supervisors and TL Administrators should work with employees to edit ineligible absence events to use another available leave type when possible. It is recommended to change the leave type to LNP – Pay Docking when the employee does not have an available leave balance. This will avoid confusion for the employee, supervisor, and administrator since it will be clear that the absence event is expected to result in Pay Docking. Editing the absence event to use an available leave type or LNP will drop the absence event from the results of this query.

Absence events that remain on this query will also display on the Docking Unpaid Absences Report.

This query should be **run throughout the period** to monitor and adjust/resolve absence events that have become ineligible and could result in Pay Docking.

### Docking Unpaid Absences Report – Prior Period Adjustments

Prior period adjustments refer to any absence event adjustments prior to the current open leave period. Prior Period Adjustments display on the Docking Unpaid Absences Report on a lag, after the current open leave period has been finalized.

#### **Prior Period Adjustment Example:**

**Current Pay Period:** 6/25/2024 - 7/9/2024 (2024SM112)

**Prior Pay Period Adjustment:** Any adjustment prior to 6/25/2024

**Adjustments Display on:** 7/10/2024 - 7/24/2024 report (2024SM113)

The employee originally reported 6 hours of LNP on 6/13/2024 in the 2024SM111 Calendar (6/10 – 6/24 pay period). The 6/13/2024 absence event was adjusted from 6 hours of LNP to 8 hours of LNP on 6/27/2024 in the 2024SM112 Calendar (6/25/2024-7/9/2024 pay period).

The adjustment will not display on the report when it is run for the 2024SM112 Calendar (6/25 – 7/9/2024 pay period) since it is not a new LNP – Pay Docking transaction. This prior period adjustment will display on the Docking Unpaid Absences Report when run for the 2024SM113 Calendar (7/10 – 7/24/2024 pay period) after the 2024SM112 Calendar has been finalized by Absence Calc.

Prior Period Adjustments will display on the Docking Unpaid Absences Report on a lag, after the current leave period has been finalized.



# Cross Functional Job Aid

## Pay Docking in Cardinal Overview

### Pay Docking Scenarios

This section of the job aid provides potential pay docking scenarios for agencies using Cardinal Absence Management. Each scenario includes screenshots of the Docking Unpaid Absences Report, employee's Timesheet, SPOT transaction(s), and a table which lists the Administrator and Supervisor roles and responsibilities.

#### Interfaced/Entered on the Timesheet or Absence Grid

In this scenario, the employee entered Pay Docking (LNP) on the absence grid of 8 hours for 6/06 in the period 05/25 – 06/09/24.

**Note:** This scenario also applies to Educational Leave Pay Docking (ELW).

#### Screenshot of the Docking Unpaid Absence Report

Name	Emplid	EMPL_RCD	POS_NUM	BUSINESS_UNIT	DEPTID	PAYGROUP	PAY BEGIN DT	PAY END DT	DUR
		0	DMV04498	15400	35300	SM1	2024-05-25	2024-06-09	2024-06-06

TRC	DESCRIPTION	QUANTITY	STATUS	FROZEN DATE	FROZEN FLAG	FORECAST VALUE	WORKGROUP
LNP	Pay Docking	8		2024-06-09	Y		SNRF071P1

#### Screenshot of Employee's Timesheet

From Monday 06/03/2024 to Sunday 06/09/2024 ?

Mon 6/3	Tue 6/4	Wed 6/5	Thu 6/6	Fri 6/7	Sat 6/8	Sun 6/9	Total	Time Reporting Code
8.00	4.00			8.00			20.00	REG - Regular Hours
	4.00	8.00					12.00	VAC - Vacation
			8.00				8.00	LNP - Pay Docking

Save for Later Submit

Reported Time Status Summary Absence Exceptions Payable Time

Absence Events ?

Absence Take Forecast Results ||>

Select	Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status
<input type="checkbox"/>	06/04/2024	06/04/2024	Vacation	Vacation	4.00	Hours	Details	Approved
<input type="checkbox"/>	06/05/2024	06/05/2024	Vacation	Vacation	8.00	Hours	Details	Approved
<input type="checkbox"/>	06/06/2024	06/06/2024	Pay Docking	Pay Docking	8.00	Hours	Details	Approved



# Cross Functional Job Aid

## Pay Docking in Cardinal Overview

### Screenshot of the SPOT Transaction

Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt
1		1	<input type="text"/>	<input type="text"/>		Active	LNP	Insufficient Leave	05/25/2023	06/09/2023

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr
1	Annualized	8	24.03	0.00	Deduction		Deduction		0	

**SPOT Comments page** ×

[Help](#)

Empl ID  
Empl Record 0  
Seq# 1  
Comment

PP 5/25-6/9/23 - Docking Unpaid Absences Report indicated 8 hours of Pay Docking. Confirmed with TL/AM Admin.

#### Roles and Responsibilities

Role	If Pay Docking is Valid	If Pay Docking can be Adjusted
Time & Labor Administrator/ Absence Management Administrator	<ul style="list-style-type: none"> <li>Communicate with Payroll Administrator to process the SPOT transaction</li> <li>Notify the Supervisor of pay docking</li> </ul>	<ul style="list-style-type: none"> <li>Notify the Supervisor/employee of pay docking and if other leave/absence type can be used.</li> <li>If adjustment to the leave/absence is made, communicate with the Payroll Administrator to indicate a different leave/absence is being used to supplement the time and not process the pay docking on SPOT</li> </ul>
Payroll Administrator	<ul style="list-style-type: none"> <li>Run the Docking Unpaid Absences Report</li> <li>Verify with TL/AM Administrator</li> <li>Calculate and enter the Pay docking in SPOT. See the job aid titled <b>PY381_Using the Single Use Payroll Online Tool (SPOT)</b> for details</li> </ul> <p><b>Note:</b> Always use the actual hours and the calculated hourly rate for the pay period when entering pay docking</p> <ul style="list-style-type: none"> <li>Verify using reports/<b>Review Paycheck</b> page</li> </ul>	<ul style="list-style-type: none"> <li>Rerun the Docking Unpaid Absences Report after the next Absence Calc to confirm update processed</li> <li>Confirm Pay Docking no longer displays for the employee</li> <li>Verify using reports/Review Paycheck page</li> </ul>
Supervisor	<ul style="list-style-type: none"> <li>Confirm with the employee the date(s) or hour(s) of Pay Docking since it was entered by the employee</li> </ul>	<ul style="list-style-type: none"> <li>Notify the employee of leave/absence available to use to avoid Pay Docking.</li> <li>Supervisor notify the TL/AM Administrator of update.</li> </ul>



# Cross Functional Job Aid

## Pay Docking in Cardinal Overview

### Prior Period Adjustment

In this scenario, the employee reported 2 hours of Pay Docking on 6/11 and was docked for the 2 hours in the 6/10 – 6/24 pay period (Calendar Group ID: 2024SM111). During the current pay period 6/25 - 7/09/2024 (Calendar Group ID: 2024SM112), the employee made an adjustment to the Pay Docking on 6/11 (which is now a prior period). The 2 regular hours of Pay Docking was updated to 8 hours. Since this is a prior period adjustment, this change will not display on the current pay period Docking Unpaid Absences Report. Instead, it will display on the 7/10 - 7/24/2024 (Calendar Group ID: 2024SM113) report, due to the one pay period lag.

### Screenshots of the Docking Unpaid Absences Report

Report for Pay Period 6/10 - 6/24/2024 (Calendar Group ID: 2024SM111)

Name	Emplid	EMPL_RCD	POS_NUN	BUSINESS_UNIT	DEPTID	PAYGROUP	PAY BEGIN DT	PAY END DT	DUR
		0	DMV01913	15400	31FA0	SM1	2024-06-10	2024-06-24	2024-06-11

TRC	DESCRIPTION	QUANTITY	STATUS	FROZEN DATE	FROZEN FLAG	FORECAST VALUE	WORKGROUP
LNP	Pay Docking	2		2024-06-24			SNRF071P1

Current Pay Period 6/25 - 7/09/2024 (Calendar Group ID: 2024SM112).

Employee does not display on the report.

Report for Pay Period 7/10 - 7/24/2024 (Calendar Group ID: 2024SM113)

Name	Emplid	EMPL_RCD	POS_NUN	BUSINESS_UNIT	DEPTID	PAYGROUP	PAY BEGIN DT	PAY END DT	DUR
		0	DMV01913	15400	31FA0	SM1	2024-07-10	2024-07-24	2024-06-11
		0	DMV01913	15400	31FA0	SM1	2024-07-10	2024-07-24	2024-06-11

TRC	DESCRIPTION	QUANTITY	STATUS	FROZEN DATE	FROZEN FLAG	FORECAST VALUE	WORKGROUP
LNP	Pay Docking	-2		2024-07-09			SNRF071P1
LNP	Pay Docking	8		2024-07-09			SNRF071P1



# Cross Functional Job Aid

## Pay Docking in Cardinal Overview

### Screenshot of the Employee's Timesheet

Timesheet prior to adjustment (i.e., original Timesheet)

From Sunday 06/09/2024 to Saturday 06/15/2024

Sun 6/9	Mon 6/10	Tue 6/11	Wed 6/12	Thu 6/13	Fri 6/14	Sat 6/15	Total	Time Reporting Code
		6.00					6.00	REG - Regular Hours
	8.00						8.00	SDP - VSDP Sick Leave
		2.00					2.00	LNP - Pay Docking

Buttons: Save for Later, Submit

Reported Time Status: Summary, Absence, Exceptions, Payable Time

Absence Events

Absence Take | Forecast Results

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status
<input type="checkbox"/>	06/10/2024	06/10/2024	VSDP Sick Leave	VSDP Sick Leave	8.00	Hours	Details	Approved
<input type="checkbox"/>	06/11/2024	06/11/2024	Pay Docking	Pay Docking	2.00	Hours	Details	Approved

Timesheet after adjustment was made during the 6/25 – 7/09 Pay Period (Calendar Group ID: 2024SM113)

From Sunday 06/09/2024 to Saturday 06/15/2024

Sun 6/9	Mon 6/10	Tue 6/11	Wed 6/12	Thu 6/13	Fri 6/14	Sat 6/15	Total	Time Reporting Code
	8.00						8.00	SDP - VSDP Sick Leave
		8.00					8.00	LNP - Pay Docking

Buttons: Save for Later, Submit

Reported Time Status: Summary, Absence, Exceptions, Payable Time

Absence Events

Absence Take | Forecast Results

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status
<input type="checkbox"/>	06/10/2024	06/10/2024	VSDP Sick Leave	VSDP Sick Leave	8.00	Hours	Details	Approved
<input type="checkbox"/>	06/11/2024	06/11/2024	Pay Docking	Pay Docking	8.00	Hours	Details	Approved



# Cross Functional Job Aid

## Pay Docking in Cardinal Overview

### Screenshot of the SPOT Transaction

SPOT Transaction for 6/10 - 6/24/2024 (Calendar Group ID: 2024SM112) for the 2 LNP hours that were originally reported.

Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt
1		1		0		Active	LNP	Insufficient Leave	06/10/2024	06/24/2024

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subst ID	Genl Ded Taken	Genl Ded Subst	Sepchk #	Addl Seq Nbr
1	Annualized	2	24.03	0.00	Deduction		Deduction		0	

**SPOT Comments page** x

[Help](#)

Empl ID

Empl Record 0

Seq# 1

Comment

PP 6/10-6/24/24 - Confirmed with TLAM Admin employee should be docked 2 hrs per Docking Unpaid Absences Report.

SPOT Transaction for 7/10 - 7/24/2024 (Calendar Group ID 2024SM114) for the delta of 6 hours from the prior period adjustment from 2 hours to 8 hours of Pay Docking.

Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt
1		1		0		Active	LNP	Insufficient Leave	06/10/2024	06/24/2024

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subst ID	Genl Ded Taken	Genl Ded Subst	Sepchk #	Addl Seq Nbr
1	Annualized	6	24.03	0.00	Deduction		Deduction		0	

**SPOT Comments page** x

[Help](#)

Empl ID

Empl Record 0

Seq# 1

Comment

PP 7/10-7/24/24 - Employee pay docked an additional 6 hours after timesheet was changed from 2 LNP for 6/11/24 in the period 6/10 - 6/24/24 to 8 LNP for 6/11 in the period 7/10-7/24/24.

**Roles and Responsibilities**

Role	If Pay Docking is Valid	If Pay Docking can be Adjusted
Time & Labor Administrator/ Absence Management Administrator	<ul style="list-style-type: none"> <li>Communicate with Payroll Administrator to process the SPOT transaction</li> <li>Notify the Supervisor of pay docking</li> </ul>	<ul style="list-style-type: none"> <li>Notify the Supervisor/employee of pay docking and if other leave/absence type can be used.</li> <li>If adjustment to the leave/absence is made, communicate with the Payroll Administrator to indicate a different leave/absence is being used to supplement the time and not process the pay docking on SPOT</li> </ul>
Payroll Administrator	<ul style="list-style-type: none"> <li>Run the Docking Unpaid Absences Report</li> <li>Verify with TL/AM Administrator</li> <li>Calculate and enter the Pay docking in SPOT. See the job aid titled <b>PY381_Using the Single Use Payroll Online Tool (SPOT)</b> for details</li> </ul> <p><b>Note:</b> Always use the actual hours and the calculated hourly rate for the pay period when entering pay docking</p> <ul style="list-style-type: none"> <li>Verify using reports/<b>Review Paycheck</b> page</li> </ul>	<ul style="list-style-type: none"> <li>Rerun the Docking Unpaid Absences Report after the next Absence Calc to confirm update processed</li> <li>Confirm Pay Docking no longer displays for the employee</li> <li>Verify using reports/Review Paycheck page</li> </ul>
Supervisor	<ul style="list-style-type: none"> <li>Confirm with the employee the date(s) or hour(s) of Pay Docking since it was entered by the employee</li> </ul>	<ul style="list-style-type: none"> <li>Notify the employee of leave/absence available to use to avoid Pay Docking.</li> <li>Supervisor notify the TL/AM Administrator of update.</li> </ul>



# Cross Functional Job Aid

## Pay Docking in Cardinal Overview

### Eligible Leave/Absence that Becomes Ineligible

In this scenario, on 7/01/24, an employee had Org Recognition Leave (ERL) balance of 1.5 hours. On 7/02, 1.5 hours of ERL was forecasted and approved for the future date of 7/20. On 7/08, another 1.5 hours of ERL was forecasted and approved for 7/09. Since the employee used the 1.5 hours prior to 7/20, the 7/20 absence became ineligible.

(Pay period 07/10-07/24/2024 – Calendar Group ID: 2024SM113)

### Screenshot of the Docking Unpaid Absences Report

Name	Emplid	EMPL_RCD	POS_NUM	BUSINESS_UNIT	DEPTID	PAYGROUP	PAY BEGIN DT	PAY END DT	DUR
		0	ACS01325	30100	35500	SM1	2023-07-10	2023-07-24	2023-07-20

TRC	DESCRIPTION	QUANTITY	STATUS	FROZEN DATE	FROZEN FLAG	FORECAST VALUE	WORKGROUP
LNP	Pay Docking	1.5		2023-07-24	Y	INELIGIBLE	SNRF071P1

### Screenshot of the Employee's Timesheet

From Monday 07/17/2023 to Sunday 07/23/2023

Mon 7/17	Tue 7/18	Wed 7/19	Thu 7/20	Fri 7/21	Sat 7/22	Sun 7/23	Total	Time Reporting Code
5.00	8.00		6.50				19.50	REG - Regular Hours
3.00							3.00	VAC - Vacation
			1.50				1.50	ERL - Org Recognition Leave

Buttons: Save for Later, Submit

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

Absence Events

Absence Take | Forecast Results

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor
<input type="checkbox"/>	07/17/2023	07/17/2023	Vacation	Vacation	3.00	Hours	Details	Approved	Approval Monitor
<input type="checkbox"/>	07/20/2023	07/20/2023	Org Recognition Leave	Org Recognition Leave	1.50	Hours	Details	Approved	Approval Monitor

Absence Events

Absence Take | Forecast Results

Select	*Start Date	End Date	Absence Name	Reason	Forecast Value	Forecast DateTime
<input type="checkbox"/>	07/17/2023	07/17/2023	Vacation	Vacation	ELIGIBLE	07/17/2023 7:44AM
<input type="checkbox"/>	07/20/2023	07/20/2023	Org Recognition Leave	Org Recognition Leave	INELIGIBLE	07/17/2023 7:44AM

**Note:** Click the **Forecast Results** tab in the **Absence Events** section to view the **Forecast Value**.



# Cross Functional Job Aid

## Pay Docking in Cardinal Overview

### Screenshot of the updated Absence Event

The ineligible forecasted absence is updated to Pay Docking.

SS Create Absence Req x

**Absence Event Details** Help

Agricultural Specialist IV

**Instructions**  
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

**Absence Detail** ?

\*Start Date  View Monthly Calendar

End Date

Filter by Type

\*Absence Name

\*Reason

Partial Days

All Days Hours

Duration  Hours

Current Balance 0.00 \*\*

Calculate End Date or Duration

**Comments**

Reporter Comments:

From Monday 07/17/2023 to Sunday 07/23/2023 <span style="font-size: x-small;">?</span>									
Mon 7/17	Tue 7/18	Wed 7/19	Thu 7/20	Fri 7/21	Sat 7/22	Sun 7/23	Total	Time Reporting Code	
5.00	8.00		6.50				19.50	REG - Regular Hours <span style="float: right;">v</span>	
3.00							3.00	VAC - Vacation	
			1.50				1.50	LNP - Pay Docking	



# Cross Functional Job Aid

## Pay Docking in Cardinal Overview

### Screenshot of the SPOT Transaction

Status	Review Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt
1			1	<input type="text"/>	0		Active	LNP	Insufficient Leave	07/10/2024	07/24/2024

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr
1	Annualized	1.50	24.030000	0.00	Deduction		Deduction		0	

**SPOT Comments page** ×

[Help](#)

Empl ID  
Empl Record 0  
Seq# 1  
Comment

PP 7/10-7/24/23 -Docking Unpaid Abs. Rpt showed 1.5 hrs of Pay Dock for ineligible forecasted absence. Confirmed with TL/AM Admin that employee should be docked per the report.

#### Roles and Responsibilities

Role	If Pay Docking is Valid	If Pay Docking can be Adjusted
Time & Labor Administrator/ Absence Management Administrator	<ul style="list-style-type: none"> <li>In order to avoid confusion as to what displays on the employee's Timesheet, it is recommended to change ineligible absence event to LNP</li> <li>Communicate with Payroll Administrator</li> <li>Notify the employee's Supervisor of pay docking</li> </ul>	<ul style="list-style-type: none"> <li>Edit the Absence Event leave/absence balance.</li> <li>Communicate with the Payroll Administrator to indicate a different leave/absence is being used.</li> </ul>
Payroll Administrator	<ul style="list-style-type: none"> <li>Run the Docking Unpaid Absences Report</li> <li>Verify with TL/AM Administrator</li> <li>Calculate and enter the Pay Docking in SPOT. See the job aid titled <b>PY381_Using the Single Use Payroll Online Tool (SPOT)</b> for details.</li> </ul> <p><b>Note:</b> Always use the actual hours and the calculated hourly rate for the pay period when entering pay docking</p> <ul style="list-style-type: none"> <li>Verify using reports/<b>Review Paycheck</b> page</li> </ul>	<ul style="list-style-type: none"> <li>Rerun the Docking Unpaid Absences Report after the next Absence Calc to confirm update processed</li> <li>Verify using reports/<b>Review Paycheck</b> page</li> </ul>
Supervisor	<ul style="list-style-type: none"> <li>Notify employee of the Pay Docking</li> </ul>	<ul style="list-style-type: none"> <li>Supervisor or Employee edit the Absence Event to use an available leave/absence balance</li> </ul>



# Cross Functional Job Aid

## Pay Docking in Cardinal Overview

### Holiday Pay Docking

In this scenario, the employee had 8 hours of Pay Docking the scheduled work day before the holiday and 1.8 hours of Pay Docking the scheduled work day after the holiday for pay period 6/10-6/24/2024 (Calendar Group ID: 2024SM111). Cardinal automatically generates Pay Docking for employees that are assigned a valid schedule in Cardinal, but this is not the case for employees with variable schedules.

**Note:** If any hours result in pay docking on a scheduled work day before and/or after a holiday, the employee will not be paid for the holiday per DHRM policy.

### Screenshot of the Dock Unpaid Absence Report

Name	Emplid	EMPL_RCD	POS_NUM	BUSINESS_UNIT	DEPTID	PAYGROUP	PAY BEGIN DT	PAY END DT	DUR
		0	DMV01913	15400	31FA0	SM1	2024-06-10	2024-06-24	2024-06-18
		0	DMV01913	15400	31FA0	SM1	2024-06-10	2024-06-24	2024-06-19
		0	DMV01913	15400	31FA0	SM1	2024-06-10	2024-06-24	2024-06-20

  

TRC	DESCRIPTION	QUANTITY	STATUS	FROZEN DATE	FROZEN FLAG	FORECAST VALUE	WORKGROUP
LNP	Pay Docking	8					SNRF071P1
HNP	Holiday Pay Docking	8	VS	2024-06-24	Y		SNRF071P1
LNP	Pay Docking	1.8					SNRF071P1

### Screenshot of the Employee's Timesheet

From Monday 06/17/2024 to Sunday 06/23/2024

Mon 6/17	Tue 6/18	Wed 6/19	Thu 6/20	Fri 6/21	Sat 6/22	Sun 6/23	Total	Time Reporting Code
9.30			4.10	8.80			22.20	REG - Regular Hours
	8.00		1.80				9.80	LNP - Pay Docking

Save for Later    Submit

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

Absence Events

Absence Take

Select	Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status
<input type="checkbox"/>	06/18/2024	06/18/2024	Pay Docking	Pay Docking	8.00	Hours	Details	Approved
<input type="checkbox"/>	06/20/2024	06/20/2024	Pay Docking	Pay Docking	1.80	Hours	Details	Approved

**Note:** The holiday in this example is Juneteenth 6/19.



# Cross Functional Job Aid

## Pay Docking in Cardinal Overview

### Screenshot of SPOT Transaction(s)

Status	Review Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt
1			1	<input type="text"/>	0		Active	LNP	Insufficient Leave	06/10/2024	06/24/2024
2			2	<input type="text"/>	0		Active	HNP	Ineligible for Holiday Pay	06/10/2024	06/24/2024

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subst	Sepchk #	Addl Seq Nbr
1	Annualized	9.80	24.030000	0.00	Deduction		Deduction		0	
1	Annualized	8.00	24.030000	0.00	Deduction		Deduction		0	

**SPOT Comments page** × [Help](#)

Empl ID

Empl Record 0

Seq# 1

Comment  
PP 6/10-6/24/24 - Confirmed with TL Admin employee should be docked 9.80 hrs (8 hrs for 6/18 and 1.80 hrs for 6/20)

**SPOT Comments page** × [Help](#)

Empl ID

Empl Record 0

Seq# 2

Comment  
PP 6/10-6/24/24 - Confirmed with TL Admin employee should be docked for actual holiday since there was pay docking for the day before the holiday (and in this case, the day after the holiday).

**Roles and Responsibilities**

Role	If Pay Docking is Valid	If Pay Docking can be Adjusted
Time & Labor Administrator/ Absence Management Administrator	<ul style="list-style-type: none"> <li>• Communicate with Payroll Administrator</li> <li>• Notify the employee's Supervisor of pay docking</li> </ul>	<ul style="list-style-type: none"> <li>• Edit the Absence Event to use an available leave/absence balance</li> <li>• Communicate with the Payroll Administrator to indicate a different leave/absence is being used to supplement the time and not process the pay docking on SPOT</li> </ul>
Payroll Administrator	<ul style="list-style-type: none"> <li>• Run the Docking Unpaid Absences Report</li> <li>• Verify with TL/AM Admin</li> <li>• Calculate and enter the Pay docking in SPOT. See the job aid titled <b>PY381_Using the Single Use Payroll Online Tool (SPOT)</b> for details</li> </ul> <p><b>Note:</b> Always use the actual hours and the calculated hourly rate for the pay period when entering pay docking</p> <ul style="list-style-type: none"> <li>• Verify using reports/<b>Review Paycheck</b> page</li> </ul>	<ul style="list-style-type: none"> <li>• Rerun the Docking Unpaid Absences Report after the next Absence Calc to confirm update processed</li> <li>• Confirm Pay Docking no longer displays for the employee</li> </ul>
Supervisor	<ul style="list-style-type: none"> <li>• Notify employee of the Pay Docking</li> </ul>	<ul style="list-style-type: none"> <li>• Supervisor or Employee edit the Absence Event on the Timesheet to use an available leave/absence balance</li> </ul>



# Cross Functional Job Aid

## Pay Docking in Cardinal Overview

### Employee on Extended Leave at Less than 100%

In this scenario, the employee is on Short Term Disability (STD) which provides income replacement for 60% of their pay for the pay period 7/10-7/24/2023 (Calendar Group ID: 2024SM113). The employee does not have, or chooses not to use, any available leave/absence balances to supplement the remaining 40% (or 3.2 hours per day).

### Screenshot of the Docking Unpaid Absence Report

Name	Emplid	EMPL_RCD	POS_NUM	BUSINESS_UNIT	DEPTID	PAYGROUP	PAY BEGIN DT	PAY END DT	DUR
		0	ACS01204	30100	33500	SM1	2023-07-10	2023-07-24	2023-07-10
		0	ACS01204	30100	33500	SM1	2023-07-10	2023-07-24	2023-07-11
		0	ACS01204	30100	33500	SM1	2023-07-10	2023-07-24	2023-07-12
		0	ACS01204	30100	33500	SM1	2023-07-10	2023-07-24	2023-07-13
		0	ACS01204	30100	33500	SM1	2023-07-10	2023-07-24	2023-07-14
		0	ACS01204	30100	33500	SM1	2023-07-10	2023-07-24	2023-07-17
		0	ACS01204	30100	33500	SM1	2023-07-10	2023-07-24	2023-07-18
		0	ACS01204	30100	33500	SM1	2023-07-10	2023-07-24	2023-07-19
		0	ACS01204	30100	33500	SM1	2023-07-10	2023-07-24	2023-07-20
		0	ACS01204	30100	33500	SM1	2023-07-10	2023-07-24	2023-07-21
		0	ACS01204	30100	33500	SM1	2023-07-10	2023-07-24	2023-07-24

TRC	DESCRIPTION	QUANTITY	STATUS	FROZEN DATE	FROZEN FLAG	FORECAST VALUE	WORKGROUP
STL	Short Term Disability-Pay Dock	3.2		2023-07-24	Y		SNRF071P1
STL	Short Term Disability-Pay Dock	3.2		2023-07-24	Y		SNRF071P1
STL	Short Term Disability-Pay Dock	3.2		2023-07-24	Y		SNRF071P1
STL	Short Term Disability-Pay Dock	3.2		2023-07-24	Y		SNRF071P1
STL	Short Term Disability-Pay Dock	3.2		2023-07-24	Y		SNRF071P1
STL	Short Term Disability-Pay Dock	3.2		2023-07-24	Y		SNRF071P1
STL	Short Term Disability-Pay Dock	3.2		2023-07-24	Y		SNRF071P1
STL	Short Term Disability-Pay Dock	3.2		2023-07-24	Y		SNRF071P1
STL	Short Term Disability-Pay Dock	3.2		2023-07-24	Y		SNRF071P1
STL	Short Term Disability-Pay Dock	3.2		2023-07-24	Y		SNRF071P1
STL	Short Term Disability-Pay Dock	3.2		2023-07-24	Y		SNRF071P1



# Cross Functional Job Aid

## Pay Docking in Cardinal Overview

### Screenshot of the Employee's Timesheet

Select Another Timesheet

\*View By: Week Previous Week Next Week

\*Date: 07/10/2023 Scheduled Hours 40.00 Reported Hours 40.00

From Monday 07/10/2023 to Sunday 07/16/2023

Mon 7/10	Tue 7/11	Wed 7/12	Thu 7/13	Fri 7/14	Sat 7/15	Sun 7/16	Total	Time Reporting Code
4.80	4.80	4.80	4.80	4.80			24.00	STD - VSDP Short Term Disability
3.20	3.20	3.20	3.20	3.20			16.00	STL - Short Term Disability-Pay Dock

Select Another Timesheet

\*View By: Week Previous Week Next Week

\*Date: 07/17/2023 Scheduled Hours 40.00 Reported Hours 40.00

From Monday 07/10/2023 to Sunday 07/16/2023

Mon 7/17	Tue 7/18	Wed 7/19	Thu 7/20	Fri 7/21	Sat 7/22	Sun 7/23	Total	Time Reporting Code
4.80	4.80	4.80	4.80	4.80			24.00	STD - VSDP Short Term Disability
3.20	3.20	3.20	3.20	3.20			16.00	STL - Short Term Disability-Pay Dock

As a result of not using or having sufficient leave/absence balances to supplement the 40%, the AM Administrator entered 3.2 hours of **Short Term Disability – Pay Dock** for each day within the pay period. The HR Administrator communicates to the TL/AM Administrator and the Payroll Administrator that the employee is on Short Term Disability.



# Cross Functional Job Aid

## Pay Docking in Cardinal Overview

### Screenshot of SPOT Transaction(s) – Two Options Shown

Depending on the process your agency uses related to either turning off auto pay or leaving auto pay on, your SPOT transactions may look different. We have illustrated both options in this example.

#### Option 1 - Auto Pay Turned Off and SPOT entered to reflect payment of the STD benefit with no entry for deduction of Regular (RGS) time not paid.

Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt
1		1		0		Active	STD	VSDP Benefits	07/10/2023	07/24/2023

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subst ID	Genl Ded Taken	Genl Ded Subst	Sepchk #	Addl Seq Nbr
1	Annualized			1249.99	Deduction		Deduction		0	

**SPOT Comments page**

Empl ID  
Empl Record: 0  
Seq#: 1  
Comment: PP 7/10-7/24/23 - Employee is at 60% for STD. Auto Pay is turned off. Entering STD amt based on Calculation Spreadsheet.

OK Cancel

#### Option 2 - Auto Pay Turned On with SPOT transactions to record both the STD portion paid and the entire Regular pay removed/deducted.

Status	Review Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt
1			1		0		Active	STD	VSDP Benefits	07/10/2023	07/24/2023
2			2		0		Active	RGS	Regular Time - Salaried	07/10/2023	07/24/2023

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subst ID	Genl Ded Taken	Genl Ded Subst	Sepchk #	Addl Seq Nbr
1	Annualized			1249.99	Deduction		Deduction		0	
1	Annualized	-1	2083.33	0.00	Deduction		Deduction		0	

**SPOT Comments page**

Empl ID  
Empl Record: 0  
Seq#: 2  
Comment: PP 7/10 -7/23/2023 Since auto pay is turned on, removing the employee's full salary for this pay period.

OK Cancel

**Note:** LNP should not be entered in SPOT for this scenario. A negative RGS hours amount should be entered as it is in this example.

**Roles and Responsibilities**

Role	If Pay Docking is Valid	If Pay Docking can be Adjusted
Absence Management Administrator	<ul style="list-style-type: none"> <li>Enter the Short Term Disability (STD) and Short Term Disability – Pay Dock directly (STL) on the Absence Event page. See the job aid titled <b>TA374_Extended Leave Processing Reference Guide</b> for details on entering extended leave.</li> <li>Communicate with Payroll Administrator</li> </ul>	<ul style="list-style-type: none"> <li>Enter the appropriate leave/absence on the employee’s Timesheet or on the Absence Event page as applicable. See the job aid titled <b>TA374_Entering and Modifying Absences</b> for details on adjusting absences.</li> <li>Communicate with the Payroll Administrator to indicate a different leave/absence is being used to supplement the time.</li> </ul>
Payroll Administrator	<ul style="list-style-type: none"> <li>Run the Docking Unpaid Absences Report</li> <li>Verify with TL/AM Administrator</li> <li>Calculate or enter the SPOT transactions as appropriate. See the job aids titled <b>PY381_Extended Leave Processing</b> and <b>PY381_Using the Single Use Payroll Online Tool (SPOT)</b> for details.</li> </ul> <p><b>Note:</b> Always use the actual hours and the calculated hourly rate for the pay period when entering pay docking</p> <ul style="list-style-type: none"> <li>Verify Pay Docking using reports/<b>Review Paycheck</b> page</li> </ul>	<ul style="list-style-type: none"> <li>Rerun the <b>Docking Unpaid Absences Report</b> after the next Absence Calc to confirm update processed</li> <li>Process the SPOT transaction for the STD and supplemental leave being used</li> <li>Verify using reports/<b>Review Paycheck</b> page</li> </ul>



# Cross Functional Job Aid

## Pay Docking in Cardinal Overview

### Agencies not using Cardinal Absence Management

#### Pay Docking Scenarios

This section of the job aid provides potential pay docking scenarios for agencies not using Cardinal Absence Management. Each scenario includes screenshots of the Docking Unpaid Absences Report, employee's Timesheet, SPOT transaction(s) and a table which lists the Administrators and Supervisor roles and responsibilities when Pay Docking is valid or if adjustments can be made.

#### Interfaced/Entered on the Timesheet

In this scenario, the employee entered or interfaced Pay Docking (LNPR) for 8 hours on 6/21/2023 and 5.1 hours on 6/22/2023.

**Note:** This scenario also applies to Educational Leave Pay Docking (ELW).

#### Screenshot of the Docking Unpaid Absence Report

Name	Emplid	EMPL_RCD	POS_NUM	BUSINESS_UNIT	DEPTID	PAYGROUP	PAY BEGIN DT	PAY END DT	DUR
		0	CBR00775	79400	00390	SM1	2023-06-10	2023-06-24	2023-06-21
		0	CBR00775	79400	00390	SM1	2023-06-10	2023-06-24	2023-06-22

TRC	DESCRIPTION	QUANTITY	STATUS	FROZEN DATE	FROZEN FLAG	FORECAST VALUE	WORKGROUP
LNPX	Pay Docking	8	PD	2023-06-24	N		SNRI071P1
LNPX	Pay Docking	5.1	PD	2023-06-24	N		SNRI071P1

#### Screenshot of the Employee's Timesheet

From Monday 06/19/2023 to Sunday 06/25/2023									
Mon 6/19	Tue 6/20	Wed 6/21	Thu 6/22	Fri 6/23	Sat 6/24	Sun 6/25	Total	Time Reporting Code	
8.00							8.00	HOLR - Holiday	
		8.00	5.10				13.10	LNPR - Pay Docking	
	5.80		5.10	8.00			18.90	REG - Regular Hours	



# Cross Functional Job Aid

## Pay Docking in Cardinal Overview

### Screenshot of the SPOT Transaction

Status	Review Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt
1 OK			1	<input type="text" value=""/>	0		Active	LNP	Insufficient Leave	06/10/2023	06/24/2023

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr
1	Annualized	13.10	23.100000	0.00	Deduction		Deduction		0	

#### SPOT Comments page

Empl ID

Empl Record 0

Seq# 1

Comment  
PP 6/10-6/24/23 - Confirmed with TL Admin employee should be docked 13.10 hrs (8 hrs for 6/21 and 5.10 hrs for 6/22) per Docking Unpaid Absences Report.

OK Cancel

**Roles and Responsibilities**

Role	If Pay Docking is Valid	If Pay Docking can be Adjusted
Time & Labor Administrator	<ul style="list-style-type: none"> <li>• Communicate with Payroll Administrator to process the SPOT transaction</li> <li>• Notify the Supervisor of pay docking</li> </ul>	<ul style="list-style-type: none"> <li>• Enter/Interface the appropriate TRC</li> <li>• Communicate with the Payroll Administrator</li> </ul>
Payroll Administrator	<ul style="list-style-type: none"> <li>• Run the Docking Unpaid Absences Report</li> <li>• Verify with TL Administrator</li> <li>• Calculate and enter the Pay docking in SPOT. See the job aid titled <b>PY381_Using the Single Use Payroll Online Tool (SPOT)</b> for details</li> </ul> <p><b>Note:</b> Always use the actual hours and the calculated hourly rate for the pay period when entering pay docking</p> <ul style="list-style-type: none"> <li>• Verify using reports/<b>Review Paycheck</b> page</li> </ul>	<ul style="list-style-type: none"> <li>• Rerun the Docking Unpaid Absences Report after the next upload to confirm update processed</li> <li>• Confirm Pay Docking no longer displays for the employee</li> <li>• Verify using reports/<b>Review Paycheck</b> page</li> </ul>
Supervisor	<ul style="list-style-type: none"> <li>• Confirm with the employee the date(s) or hour(s) of Pay Docking since it was entered by the employee</li> </ul>	<ul style="list-style-type: none"> <li>• Follow agency business process to update the employee's Timesheet</li> </ul>



# Cross Functional Job Aid

## Pay Docking in Cardinal Overview

### Prior Period Adjustment

In this scenario, the employee previously reported 4.8 hours of Pay Docking on 6/30 and was docked for those 4.8 hours during the 6/25 - 7/9 pay period. During the current pay period (7/10 - 7/24) an adjustment was made to the Pay Docking reported on 6/30 (which would then be considered a prior period adjustment). The original 4.8 hours of Pay Docking was updated to 8.10 hours of Pay Docking. This adjustment will display on the 7/10 - 7/24 Docking Unpaid Absences Report which will reflect the delta of 3.30 hours. This delta is the difference between the 4.8 hours originally reported on 6/25-7/9 and the 8.10 adjustment made during the 7/10 - 7/24 period.

### Screenshot of the Docking Unpaid Absences Report

Report for Pay Period 6/25 - 7/09/2023

Name	Emplid	EMPL_RCD	POS_NUM	BUSINESS_UNIT	DEPTID	PAYGROUP	PAY BEGIN DT	PAY END DT	DUR
		0	CBR00210	79400	00430	SM1	2023-06-25	2023-07-09	2023-06-30

TRC	DESCRIPTION	QUANTITY	STATUS	FROZEN DATE	FROZEN FLAG	FORECAST VALUE	WORKGROUP
LNPX	Pay Docking	4.8	PD	2023-07-01	N		SNRI071P1

Report for Pay Period 7/10 - 7/24/2023

Name	Emplid	EMPL_RCD	POS_NUM	BUSINESS_UNIT	DEPTID	PAYGROUP	PAY BEGIN DT	PAY END DT	DUR
		0	CBR00210	79400	00430	SM1	2023-06-25	2023-07-09	2023-06-30
		0	CBR00210	79400	00430	SM1	2023-06-25	2023-07-09	2023-06-30

TRC	DESCRIPTION	QUANTITY	STATUS	FROZEN DATE	FROZEN FLAG	FORECAST VALUE	WORKGROUP
LNPX	Pay Docking	-4.8	PD	2023-07-15	N		SNRI071P1
LNPX	Pay Docking	8.1	PD	2023-07-15	Y		SNRI071P1

### Screenshot of the Employee's Timesheet

Timesheet for 6/25 – 7/9/2023

From Monday 06/26/2023 to Sunday 07/02/2023										
Mon 6/26	Tue 6/27	Wed 6/28	Thu 6/29	Fri 6/30	Sat 7/1	Sun 7/2	Total	Time Reporting Code		
				4.80			4.80	LNPR - Pay Docking		
8.00	7.80	8.00	8.10	3.30			35.20	REG - Regular Hours		

Timesheet after adjustment was made during the 7/10-7/24/2023 Pay Period

From Monday 06/26/2023 to Sunday 07/02/2023										
Mon 6/26	Tue 6/27	Wed 6/28	Thu 6/29	Fri 6/30	Sat 7/1	Sun 7/2	Total	Time Reporting Code		
				8.10			8.10	LNPR - Pay Docking		
8.00	7.80	8.00	8.10					REG - Regular Hours		



# Cross Functional Job Aid

## Pay Docking in Cardinal Overview

### Screenshot of the SPOT Transactions

SPOT Transaction for 6/25 - 7/09/2023 for the 4.8 hours that were originally reported.

Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt
1		1		0		Active	LNP	Insufficient Leave	06/25/2023	07/09/2023

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr
1	Annualized	4.8	23.10	0.00	Deduction		Deduction		0	

#### SPOT Comments page

Empl ID

Empl Record 0

Seq# 1

Comment  
PP 6/25-7/9/23 - Confirmed with TL Admin employee should be docked 4.8 hrs based on Docking Unpaid Absences Report.

OK Cancel

SPOT Transaction for 7/10 - 7/24/2023 for the delta of 3.30 hours from the prior period adjustment from 4.8 hours to 8.10 hours of Pay Docking.

Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt
1		1		0		Active	LNP	Insufficient Leave	06/25/2023	07/09/2023

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr
1	Annualized	3.30	23.10	0.00	Deduction		Deduction		0	

#### SPOT Comments page

Empl ID

Empl Record 0

Seq# 1

Comment  
PP 7/10-7/24/23 - Confirmed with TL Admin employee should be docked additional 3.3 hrs due to adjustment to LNP hrs from 4.8 to 8.10 for 6/30. A SPOT was processed for the 4.8 in the 6/25-7/9/23 pay period.

OK Cancel

#### Roles and Responsibilities

Role	If Pay Docking is Valid	If Pay Docking can be Adjusted
Time & Labor Administrator	<ul style="list-style-type: none"> <li>Communicate with Payroll Administrator to process the SPOT transaction</li> <li>Notify the Supervisor of pay docking</li> </ul>	<ul style="list-style-type: none"> <li>Enter/Interface the appropriate TRC</li> <li>Communicate with the Payroll Administrator</li> </ul>
Payroll Administrator	<ul style="list-style-type: none"> <li>Run the Docking Unpaid Absences Report</li> <li>Verify with TLAdministrator</li> <li>Calculate and enter the Pay docking in SPOT. See the job aid titled <b>PY381_Using the Single Use Payroll Online Tool (SPOT)</b> for details</li> </ul> <p><b>Note:</b> Always use the actual hours and the calculated hourly rate for the pay period when entering pay docking</p> <ul style="list-style-type: none"> <li>Verify using reports/<b>Review Paycheck</b> page</li> </ul>	<ul style="list-style-type: none"> <li>Rerun the Docking Unpaid Absences Report after the next upload to confirm update processed</li> <li>Confirm Pay Docking no longer displays for the employee</li> <li>Verify using reports/<b>Review Paycheck</b> page</li> </ul>
Supervisor	<ul style="list-style-type: none"> <li>Confirm with the employee the date(s) or hour(s) of Pay Docking since it was entered by the employee on the agency Timesheet</li> </ul>	<ul style="list-style-type: none"> <li>Follow agency business process to update the employee's Timesheet</li> </ul>



# Cross Functional Job Aid

## Pay Docking in Cardinal Overview

### Holiday Pay Docking

In this scenario, the employee had 8 hours of Pay Docking on the scheduled work day before the holiday and 3.3 hours of Pay Docking on the scheduled work day after the holiday. Based on DHRM policy, the employee is also docked for the holiday.

**Note:** If any hours result in pay docking on a scheduled work day before and/or after a holiday, the employee will not be paid for the holiday per DHRM policy.

### Screenshot of the Dock Unpaid Absence Report

Name	Emplid	EMPL_RCD	POS_NUM	BUSINESS_UNIT	DEPTID	PAYGROUP	PAY BEGIN DT	PAY END DT	DUR
	0		CBR00775	79400	00390	SM1	2023-06-25	2023-07-09	2023-07-03
	0		CBR00775	79400	00390	SM1	2023-06-25	2023-07-09	2023-07-04
	0		CBR00775	79400	00390	SM1	2023-06-25	2023-07-09	2023-07-05

TRC	DESCRIPTION	QUANTITY	STATUS	FROZEN DATE	FROZEN FLAG	FORECAST VALUE	WORKGROUP
LNPX	Pay Docking	8	VS	2023-07-15	N		SNRI071P1
HNPX	Holiday Pay Docking	8	VS	2023-07-15	N		SNRI071P1
LNPX	Pay Docking	3.3	VS	2023-07-15	N		SNRI071P1

### Screenshot of the Employee's Timesheet

From Monday 07/03/2023 to Sunday 07/09/2023 ?									
Mon 7/3	Tue 7/4	Wed 7/5	Thu 7/6	Fri 7/7	Sat 7/8	Sun 7/9	Total	Time Reporting Code	
	8.00						8.00	HNPR - Holiday Pay Docking	
8.00		3.30					11.30	LNPR - Pay Docking	
		4.70	8.00	8.00			20.70	REG - Regular Hours	

**Note:** The holiday in this example is July 4th.



# Cross Functional Job Aid

## Pay Docking in Cardinal Overview

### Screenshot of SPOT Transaction(s)

Status	Review Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt
1 OK			1	[Redacted]	0	[Redacted]	Active	HNP	Ineligible for Holiday Pay	06/25/2023	07/09/2023
2 OK			2	[Redacted]	0	[Redacted]	Active	LNP	Insufficient Leave	06/25/2023	07/09/2023

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr
1	Annualized	8.00	23.100000	0.00	Deduction		Deduction		0	
1	Annualized	11.30	23.100000	0.00	Deduction		Deduction		0	

**SPOT Comments page** x

[Help](#)

Empl ID: [Redacted]

Empl Record: 0

Seq#: 1

Comment: PP 6/25-7/9/23 - Confirmed with TL Admin employee should be docked for actual holiday since there was pay docking for the day before the holiday (and in this case, the day after the holiday).

**SPOT Comments page** x

[Help](#)

Empl ID: [Redacted]

Empl Record: 0

Seq#: 2

Comment: PP 6/25-7/9/23 - Confirmed with TL Admin employee should be docked 11.30 hrs (8 hrs for 7/3 and 3.30 hrs for 7/5) per Docking Unpaid Absences Report.

**Roles and Responsibilities**

Role	If Pay Docking is Valid	If Pay Docking can be Adjusted
Time & Labor Administrator	<ul style="list-style-type: none"> <li>Communicate with Payroll Administrator</li> <li>Notify the employee's Supervisor of pay docking to include the holiday based on DHRM policy</li> </ul>	<ul style="list-style-type: none"> <li>Enter/Interface the appropriate TRC</li> <li>Communicate with the Payroll Administrator</li> </ul>
Payroll Administrator	<ul style="list-style-type: none"> <li>Run the Docking Unpaid Absences Report</li> <li>Verify with TL Admin</li> <li>Calculate and enter the Pay docking in SPOT. See the job aid titled <b>PY381_Using the Single Use Payroll Online Tool (SPOT)</b> for details</li> </ul> <p><b>Note:</b> Always use the actual hours and the calculated hourly rate for the pay period when entering pay docking</p> <ul style="list-style-type: none"> <li>Verify using reports/<b>Review Paycheck</b> page</li> </ul>	<ul style="list-style-type: none"> <li>Rerun the Docking Unpaid Absences Report after the next upload</li> <li>Confirm Pay Docking no longer displays for the employee</li> </ul>
Supervisor	<ul style="list-style-type: none"> <li>Notify employee of the Pay Docking to include the holiday per DHRM policy</li> </ul>	<ul style="list-style-type: none"> <li>Follow agency business process to update the employee's Timesheet</li> </ul>



# Cross Functional Job Aid

## Pay Docking in Cardinal Overview

### Employee on Extended Leave at Less than 100%

In this scenario, the employee is on Short Term Disability (STD) which provides income replacement for 80% of their pay for the pay period 6/25 - 7/9/2023. The employee chooses not to use or does not have any available leave/absence balances to supplement the remaining 20% (or 1.6 hours per day).

### Screenshot of the Docking Unpaid Absence Report

Name	Emplid	EMPL_RCD	POS_NUM	BUSINESS_UNIT	DEPTID	PAYGROUP	PAY BEGIN DT	PAY END DT	DUR
		0	CBR00147	79400	02540	SM1	2023-06-25	2023-07-09	2023-06-27
		0	CBR00147	79400	02540	SM1	2023-06-25	2023-07-09	2023-06-28
		0	CBR00147	79400	02540	SM1	2023-06-25	2023-07-09	2023-06-29
		0	CBR00147	79400	02540	SM1	2023-06-25	2023-07-09	2023-06-30
		0	CBR00147	79400	02540	SM1	2023-06-25	2023-07-09	2023-07-03
		0	CBR00147	79400	02540	SM1	2023-06-25	2023-07-09	2023-07-04
		0	CBR00147	79400	02540	SM1	2023-06-25	2023-07-09	2023-07-05
		0	CBR00147	79400	02540	SM1	2023-06-25	2023-07-09	2023-07-06
		0	CBR00147	79400	02540	SM1	2023-06-25	2023-07-09	2023-07-07

TRC	DESCRIPTION	QUANTITY	STATUS	FROZEN DATE	FROZEN FLAG	FORECAST VALUE	WORKGROUP
STLX	Short Term Disability-Pay Dock	1.6	PD	2023-07-09	N		SNRI071P1
STLX	Short Term Disability-Pay Dock	1.6	PD	2023-07-09	N		SNRI071P1
STLX	Short Term Disability-Pay Dock	1.6	PD	2023-07-09	N		SNRI071P1
STLX	Short Term Disability-Pay Dock	1.6	PD	2023-07-09	N		SNRI071P1
STLX	Short Term Disability-Pay Dock	1.6	VS	2023-07-15	N		SNRI071P1
STLX	Short Term Disability-Pay Dock	1.6	VS	2023-07-15	N		SNRI071P1
STLX	Short Term Disability-Pay Dock	1.6	VS	2023-07-15	N		SNRI071P1
STLX	Short Term Disability-Pay Dock	1.6	VS	2023-07-15	N		SNRI071P1
STLX	Short Term Disability-Pay Dock	1.6	VS	2023-07-15	N		SNRI071P1



# Cross Functional Job Aid

## Pay Docking in Cardinal Overview

### Screenshot of the Employee's Timesheet

From Monday 06/26/2023 to Sunday 07/02/2023 ?

Mon 6/26	Tue 6/27	Wed 6/28	Thu 6/29	Fri 6/30	Sat 7/1	Sun 7/2	Total	Time Reporting Code
8.00	6.40	6.40	6.40	6.40			33.60	STDR - VSDP Short Term Disability
	1.60	1.60	1.60	1.60			6.40	STLR - Short Term Disability-Pay Dock

From Monday 07/03/2023 to Sunday 07/09/2023 ?

Mon 7/3	Tue 7/4	Wed 7/5	Thu 7/6	Fri 7/7	Sat 7/8	Sun 7/9	Total	Time Reporting Code
6.40	6.40	6.40	6.40	6.40			32.00	STDR - VSDP Short Term Disability
1.60	1.60	1.60	1.60	1.60			8.00	STLR - Short Term Disability-Pay Dock



# Cross Functional Job Aid

## Pay Docking in Cardinal Overview

### Screenshot of SPOT Transaction(s) – Two Options Shown

Depending on the process your agency uses related to either turning off auto pay or leaving auto pay on, your SPOT transactions may look different. We have illustrated both options in this example.

#### Option 1 - Auto Pay Turned Off and SPOT entered to reflect payment of the STD benefit with no entry for deduction of Regular (RGS) time not paid.

Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt
1		1		0		Active	STD	VSDP Benefits	06/25/2023	07/09/2023

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr
1	Annualized			1515.36	Deduction		Deduction		0	

**SPOT Comments page**

Empl ID  
Empl Record 0  
Seq# 1  
Comment  
PP 6/25-7/9/23 - Employee is 80% STD. Auto Pay is turned off. Entered STD based on Calculation Spreadsheet.

OK Cancel

#### Option 2 - Auto Pay Turned On with SPOT transactions to record both the STD portion paid and the entire Regular pay removed/deducted.

Status	Review Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt
1			1		0		Active	STD	VSDP Benefits	06/25/2023	07/09/2023
2			2		0		Active	RGS	Regular Time - Salaried	06/25/2023	07/09/2023

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr
1	Annualized			1515.39	Deduction		Deduction		0	
1	Annualized	-1.00	2083.330000	0.00	Deduction		Deduction		0	

**SPOT Comments page**

Empl ID  
Empl Record 0  
Seq# 2  
Comment  
PP 6/25 -7/09/2023 Since auto pay is turned on, removing the employee's full salary for this pay period.

OK Cancel

**Note:** LNP should not be entered in SPOT for this scenario. A negative RGS hours amount should be entered as it is in this example.

**Roles and Responsibilities**

Role	If Pay Docking is Valid	If Pay Docking can be Adjusted
Time & Labor Administrator	<ul style="list-style-type: none"> <li>• Enter/Interface the Short Term Disability (STDR) and Short Term Disability – Pay Dock (STLR)</li> <li>• Communicate with Payroll Administrator</li> </ul>	<ul style="list-style-type: none"> <li>• Enter/Interface the appropriate TRC</li> <li>• Communicate with the Payroll Administrator</li> </ul>
Payroll Administrator	<ul style="list-style-type: none"> <li>• Run the Docking Unpaid Absences Report</li> <li>• Verify with TL Administrator</li> <li>• Calculate and enter the SPOT transactions as appropriate. See the job aids titled <b>PY381_Extended Leave Processing</b> and <b>PY381_Using the Single Use Payroll Online Tool (SPOT)</b> for details.</li> </ul> <p><b>Note:</b> Always use the actual hours and the calculated hourly rate for the pay period when entering pay docking</p> <ul style="list-style-type: none"> <li>• Verify Pay Docking using reports/<b>Review Paycheck</b> page</li> </ul>	<ul style="list-style-type: none"> <li>• Rerun the Docking Unpaid Absences Report after the adjustment and the Time Administration process has run to confirm the update processed</li> <li>• Process the SPOT transaction for the STD and supplemental leave being used</li> <li>• Verify using reports/<b>Review Paycheck</b> page</li> </ul>