



# **Cardinal HCM Time and Attendance Reports Catalog**

**VIRGINIA DEPARTMENT OF ACCOUNTS**

**Revised 07/21/2025**



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## Revision History

Revision Date	Summary of Changes
7/21/2025	Added a new Payee Messages Query ( <a href="#">V TA PAYEE MESSAGES</a> ). Updated the screenshot for the Active TL Eligibility Query ( <a href="#">V TA ELIGIBILITY ENROLL LIST</a> ). Updated the screenshot for the Employee Absence Adjustments Query ( <a href="#">V TA ABS ADJUSTMENTS</a> ). Updated the Run Controls screenshot for the Inactive Employee with Leave Balance Query ( <a href="#">V TA BAL FOR INACTIVE EMP</a> ). Updated screenshot and the search criteria for the Ineligible Forecasted Absence Events Query ( <a href="#">V TA ABS EVT FCST INELIG</a> ). Updated the screenshot and search criteria for the Time and Labor to Paysheet Posted Query ( <a href="#">V TA TL PAYSHEET POSTED</a> ). Updated the search criteria, updated screenshots, and added screenshots for the DOA Leave Liability Report ( <a href="#">RTA013</a> ).
3/12/2025	Made minor verbiage changes in the description of the <a href="#">Payable Time to GL Reconciliation Report</a> .
9/9/2024	Baseline



## 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



## **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:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V\_TA\_ABS\_ACCUM\_RESULTS

### INPUT / SEARCH CRITERIA:

Business Unit  
Employee ID  
Accumulator (Blank for All)  
Date From  
Date Thru  
MAX/ALL

### OUTPUT FORMAT:

HTML  
Excel

### 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

V_TA_ABS_ACCUM_RESULTS - Absence Accum Results												
<div>Business Unit <input type="text" value="40300"/></div> <div>Employee ID <input type="text"/></div> <div>Accumulator (Blank for all) <input type="text"/></div> <div>Date From <input type="text" value="12/10/2019"/></div> <div>Date Thru <input type="text" value="12/24/2019"/></div> <div>MAX/ALL <input type="text" value="ALL"/></div> <div><a href="#">View Results</a></div> <div>Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (38 kb)</div>												
View All <span>First 1-91 of 91 Last</span>												
Row	Business Unit	Name	Empl ID	Empl Rcd	Position	Calendar ID	Calendar Group ID	From Date	Through date	Element Name	Element Description	Calc Result Value
1	40300			0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	ALI ENT ELEM_BAL	Annual Leave Incentive	0.000000
2	40300			0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	ALI ENT ELEM_ENT	Annual Leave Incentive	0.000000
3	40300			0	GIF00241	SM12019SM123	2019SM123	12/10/2019	12/24/2019	ALI PRD ACUM_ACRL	ALI Period Accrual	0.000000
4	40300			0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	ALI YTD ACUM_ACRL	ALI Annual Accrual	0.000000
5	40300			0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	BMO ENT ELEM_BAL	Bone Marrow/Organ Donations	0.000000
6	40300			0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	BMO ENT ELEM_ENT	Bone Marrow/Organ Donations	0.000000
7	40300			0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	CSL ENT ELEM_ADJ	Volunteer Service Leave	16.000000
8	40300			0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	CSL ENT ELEM_BAL	Volunteer Service Leave	16.000000
9	40300			0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	CSL ENT ELEM_ENT	Volunteer Service Leave	0.000000
10	40300			0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	DLR DON ELEM_BAL	DLR Donate Element	0.000000
11	40300			0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	DLR ENT ELEM_BAL	Donated Leave Rec (Lv Share)	0.000000
12	40300			0	GIF00241	SM12019SM123	2019SM123	01/10/2019	01/09/2020	DLR ENT ELEM_ENT	Donated Leave Rec (Lv Share)	0.000000
13	40300			0	GIF00241	SM12019SM123	2019SM123	12/10/2019	12/24/2019	DLR PRD ACUM_ACRL	DLR Period Accrual	0.000000



## 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:

NavBar > 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

V_TA_ABS_ADMIN_APPROVALS - Absences Approved by Admins																
Business Unit(Blank for all) <input type="text"/>																
Location(Blank for all) <input type="text"/>																
Employee DeptID(Blank for all) <input type="text"/>																
Approver EmplID(Blank for all) <input type="text"/>																
Action Date From <input type="text" value="01/01/2020"/>																
Action Date To <input type="text" value="04/30/2021"/>																
<a href="#">View Results</a>																
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (306 kb)																
View All <span>First 1-100 of 644</span> <a href="#">Last</a>																
Row	Business Unit	Approver EmplID	Approver USER ID	Employee NAME	Employee EmplID	Employee Record	Position	Employee Location	Employee Dept ID	Action Date	Absence Begin Date	Absence End Date	Leave Type	Comment	Trans Nbr	SeqNum
1	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	1
2	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	2
3	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	3
4	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	4
5	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	10/01/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	5
6	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	10/01/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	6
7	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	10/01/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	7
8	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	10/01/2020	11/10/2019	12/14/2019	Family and Medical Leave		2194124	8
9	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	11/12/2019	VSDP Sick Leave		2194128	1
10	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	11/12/2019	VSDP Sick Leave		2194128	2
11	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	11/12/2019	VSDP Sick Leave		2194128	3
12	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	11/12/2019	VSDP Sick Leave		2194128	4
13	12300		V_AM_ADMINISTRATOR			0	DMA00200	CENTR	FTPICDPW	09/15/2020	11/10/2019	11/12/2019	VSDP Sick Leave		2194128	5



## 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:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V\_TA\_ABS\_DATA\_UPLOAD\_ERROR

### INPUT / SEARCH CRITERIA:

Business Unit  
Dept ID  
Empl ID  
From Date  
Thru Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

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

### Screenshot of the Absence Upload Error Query

V_TA_ABS_DATA_UPLOAD_ERROR - Absence Upload Error Query												
Business Unit <input type="text" value="19400"/>												
Dept ID <input type="text" value=""/>												
Empl ID <input type="text" value=""/>												
From Date <input type="text" value="01/10/2023"/>												
To Date <input type="text" value="02/11/2023"/>												
<a href="#">View Results</a>												
Download results in: <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (475 kb)												
View All												
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	0.00 PIN_NM	Employee has insufficient balance for PER TAKE ELEM		19400_TA758_NH_01102023_2058_001.DAT		
2	19400	194102		PER TAKE ELEM	PER	01/09/2023	0.00 PIN_NM	Employee has insufficient balance for PER TAKE ELEM		19400_TA758_NH_01102023_2107_002.DAT		
3	19400	194102		SOP TAKE ELEM	SOP	01/09/2023	0.00 PIN_NM	Employee has insufficient balance for SOP TAKE ELEM		19400_TA758_NH_01102023_2058_001.DAT		
4	19400	194102		SOP TAKE ELEM	SOP	01/09/2023	0.00 PIN_NM	Employee has insufficient balance for SOP TAKE ELEM		19400_TA758_NH_01102023_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_NH_01102023_2052_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_NH_02072023_2057_001.DAT		
7	19400	194102		PER TAKE ELEM	PER	01/09/2023	0.00 PIN_NM	Employee has insufficient balance for PER TAKE ELEM		19400_TA758_NH_01102023_2108_002.DAT		
8	19400	194102		SOP TAKE ELEM	SOP	01/03/2023	0.00 PIN_NM	Employee has insufficient balance for SOP TAKE ELEM		19400_TA758_NH_01102023_2123_001.DAT		
9	19400	194102		SOP TAKE ELEM	SOP	01/04/2023	0.00 PIN_NM	Employee has insufficient balance for SOP TAKE ELEM		19400_TA758_NH_01102023_2123_001.DAT		
10	19400	194102		SOP TAKE ELEM	SOP	01/05/2023	0.00 PIN_NM	Employee has insufficient balance for SOP TAKE ELEM		19400_TA758_NH_01102023_2123_001.DAT		
11	19400	194102		SOP TAKE ELEM	SOP	01/05/2023	0.00 PIN_NM	Employee has insufficient balance for SOP TAKE ELEM		19400_TA758_NH_01102023_2123_001.DAT		
12	19400	194102		SOP TAKE ELEM	SOP	01/03/2023	0.00 PIN_NM	Employee has insufficient balance for SOP TAKE ELEM		19400_TA758_NH_01102023_2110_002.DAT		
13	19400	194102		SOP TAKE ELEM	SOP	01/04/2023	0.00 PIN_NM	Employee has insufficient balance for SOP TAKE ELEM		19400_TA758_NH_01102023_2110_002.DAT		
14	19400	194102		SOP TAKE ELEM	SOP	01/05/2023	0.00 PIN_NM	Employee has insufficient balance for SOP TAKE ELEM		19400_TA758_NH_01102023_2110_002.DAT		
15	19400	194102		SOP TAKE ELEM	SOP	01/09/2023	0.00 PIN_NM	Employee has insufficient balance for SOP TAKE ELEM		19400_TA758_NH_01102023_2110_002.DAT		
16	19400	194102		VAC TAKE ELEM	VAC	01/05/2023	0.00 PIN_NM	Employee has insufficient balance for VAC TAKE ELEM		19400_TA758_NH_01102023_2110_002.DAT		
17	19400	194102		VAC TAKE ELEM	VAC	01/05/2023	0.00 PIN_NM	Employee has insufficient balance for VAC TAKE ELEM		19400_TA758_NH_01102023_2110_002.DAT		
18	19400	194103		VAC TAKE ELEM	VAC	06/30/2022	0.00 BGN_DT	Employee has an absence prior to 60 days from current Date		19400_TA758_NH_02072023_2048_002.DAT		
19	19400	194103		ERL TAKE ELEM	ERL	12/27/2022	4.00 PIN_NM	Employee has insufficient balance for ERL TAKE ELEM		19400_TA758_NH_01102023_2103_002.DAT		
20	19400	194104		PER TAKE ELEM	PER	01/03/2023	0.00 PIN_NM	Employee has insufficient balance for PER TAKE ELEM		19400_TA758_NH_02072023_2048_002.DAT		
21	19400	194104		PER TAKE ELEM	PER	01/04/2023	0.00 PIN_NM	Employee has insufficient balance for PER TAKE ELEM		19400_TA758_NH_02072023_2048_002.DAT		



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

REVISED: 07/21/2025

### 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:

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

### INPUT / SEARCH CRITERIA:

Business Unit  
Dept ID  
Empl ID  
TL Eligibility Type  
As Of Date

### OUTPUT FORMAT:

HTML  
Excel

### 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

V\_TA\_ELIGIBILITY\_ENROLL\_LIST - Active TL Eligibility

\*Business Unit

Dept ID

Emplid

TL Eligibility Type

\*As Of Date 07/19/2025

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (512 kb)

View All

First 1-100 of 1403 1 Last

Row	Employee Name	Employee ID	Employee Record	Position Number	JOB Business Unit	Department ID	HR Status	Employee Type	FLSA Status	Employee Class	Job Code	TL Eligibility Type	COVA Eligibility Effective Date	Eligibility Business Unit	Step	Rate/Type	Include Overtime	Shift 2 Rate	Shift 3 Rate	Shift 4 Rate	Shift 5 Rate	Shift 6 Rate	Action
1			0 DMV01231	15400	12000	A	S	P	CLS	19131	OTLV	03/24/2022	15400	0				0.000	0.000	0.000	0.000	0.000	VERIFY
2			0 DMV01427	15400	12000	A	S	N	CLS	19013	OTLV	03/24/2022	15400	0				0.000	0.000	0.000	0.000	0.000	VERIFY
3			0 DMV01231	15400	12000	I	S	N	CLS	19013	OTLV	03/24/2022	15400	0				0.000	0.000	0.000	0.000	0.000	INACTIVATE
4			0 DMV00863	15400	12000	A	S	N	CLS	19013	OTLV	03/24/2022	15400	0				0.000	0.000	0.000	0.000	0.000	VERIFY
5			0 DMV01336	15400	12000	I	S	N	CLS	19013	OTLV	03/24/2022	15400	0				0.000	0.000	0.000	0.000	0.000	INACTIVATE
6			0 DMV01337	15400	12000	A	S	N	CLS	19013	OTLV	03/24/2022	15400	0				0.000	0.000	0.000	0.000	0.000	VERIFY
7			0 DMV01069	15400	12000	I	S	N	CLS	19013	OTLV	03/24/2022	15400	0				0.000	0.000	0.000	0.000	0.000	INACTIVATE
8			0 DMV01876	15400	12000	I	S	N	CLS	19131	OTLV	03/24/2022	15400	0				0.000	0.000	0.000	0.000	0.000	INACTIVATE
9			0 DMV02071	15400	14000	A	S	P	CLS	19215	OTLV	03/24/2022	15400	0				0.000	0.000	0.000	0.000	0.000	VERIFY
10			0 DMV01808	15400	14000	A	S	P	CLS	19212	OTLV	03/24/2022	15400	0				0.000	0.000	0.000	0.000	0.000	VERIFY



## 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:

NavBar > 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

V\_TA\_CAN\_ERR\_TIME\_UPLOAD - Cancelled/Error Time Entry Qry

\* Business Unit21400

Dept ID (blank for all)

Employee ID (blank for all)

File Name

\* From Date04/01/2022

\* To Date07/08/2022

\* CAN/ERRCAN

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (10 kb)

View All

First 1-10 of 10 Last

Row	Filename	Empl ID	Empl Ref	Name	Business Unit	Position Number from Job data	Position Number from file	Position Title	Dept ID	Empl Type	Dur	TBC	TL Quantity	Create Date	Error Status	Error	Error Number	Shift	Fund	Program	Dept	Cost Center	Task	FIPS Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project Activity	Project Resource Type	Project Resource Category	Product Resource Subcategory	Program Code	Agency Value
1	21400_TA756_IN_05252022_1231_001.DAT	999			21400	LWUC0193	HELP #144014	21400	05/09/2022	FER	4.500000	05/25/2022	X	Cancel																			
2	21400_TA756_IN_05252022_1231_001.DAT	999			21400	LWUC0193	HELP #144014	21400	05/10/2022	FER	7.750000	05/25/2022	X	Cancel																			
3	21400_TA756_IN_05252022_1231_001.DAT	999			21400	LWUC0193	HELP #144014	21400	05/11/2022	FER	7.750000	05/25/2022	X	Cancel																			
4	21400_TA756_IN_05252022_1231_001.DAT	999			21400	LWUC0193	HELP #144014	21400	05/12/2022	FER	7.750000	05/25/2022	X	Cancel																			
5	21400_TA756_IN_05252022_1231_001.DAT	999			21400	LWUC0193	HELP #144014	21400	05/13/2022	FER	4.500000	05/25/2022	X	Cancel																			
6	21400_TA756_IN_05252022_1231_001.DAT	999			21400	LWUC0193	HELP #144014	21400	05/16/2022	FER	4.500000	05/25/2022	X	Cancel																			
7	21400_TA756_IN_05252022_1231_001.DAT	999			21400	LWUC0193	HELP #144014	21400	05/17/2022	FER	7.750000	05/25/2022	X	Cancel																			
8	21400_TA756_IN_05252022_1231_001.DAT	999			21400	LWUC0193	HELP #144014	21400	05/18/2022	FER	7.750000	05/25/2022	X	Cancel																			
9	21400_TA756_IN_05252022_1231_001.DAT	999			21400	LWUC0193	HELP #144014	21400	05/19/2022	FER	7.750000	05/25/2022	X	Cancel																			
10	21400_TA756_IN_05252022_1231_001.DAT	999			21400	LWUC0193	HELP #144014	21400	05/20/2022	FER	4.500000	05/25/2022	X	Cancel																			



## 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:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V\_TA\_COMP\_PLAN\_CRITERIA

### INPUT / SEARCH CRITERIA:

Business Unit  
As of Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

The **Business Unit** and **As of Date** are required fields.

### Screenshot of the Comp Plan Criteria Query

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

Business Unit

20100

^v

As Of Date

05/15/2023

^R

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (114)

View All

Print 1 of 55 of 55

Row	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	Comp Plan
1	645	30100	33300	Active	Salaries		SM1	58131				Active	Active	Paid CALIP	
2	645	30100	33300	Active	Salaries		SM1	58132				Active	Active	Paid CALIP	
3	645	30100	33300	Active	Salaries		NS1	58132				Active	Active	Paid CALIP	
4	645	30100	33300	Active	Salaries		NS1	58131				Active	Active	Paid CALIP	
5	650	30100	99999	Active	Salaries	Nonexempt	SM1					Active	Active	Paid OVS	
6	650	30100	99999	Active	Salaries	Nonexempt	NS1					Active	Active	Paid OVS	
7	650	30100	99999	Active	Salaries	Nonexempt	SM1				Absence Management	Active	Inactive	OT_LEAVE	
8	650	30100	99999	Active	Salaries	Nonexempt	NS1				Absence Management	Active	Inactive	OT_LEAVE	
9	660	30100	99999	Active	Salaries		SM1					Active	Inactive	Paid OVS	
10	660	30100	99999	Active	Salaries		NS1					Active	Inactive	Paid OVS	
11	600	STATE	99999	Active	Salaries	MTFL				Other		Active	Inactive	CANNOT_OCS	
12	600	STATE	99999	Active	Salaries	Nonexempt	MTFL			Other		Active	Inactive	CANNOT_OCS	
13	600	STATE	99999	Active	Salaries	MTFL				Other		Active	Inactive	NONPROD_PO	
14	600	STATE	99999	Active	Salaries	MTFL				Other		Active	Inactive	NONPROD_PO	
15	645	STATE	99999	Active	Hourly	Nonexempt	WK1					Active	Inactive	Paid OVS	
16	645	STATE	99999	Active	Salaries	Nonexempt				Absence Management		Active	Active	OT_LEAVE	
17	650	STATE	99999	Active	Hourly	Nonexempt						Active	Inactive	Paid OVS	
18	650	STATE	99999	Active	Hourly	Nonexempt				Other		Active	Active	Paid OVS	
19	650	STATE	99999	Active	Salaries					Other		Active	Active	NONPROD_PO	
20	650	STATE	99999	Active	Salaries					Other		Active	Active	NONPROD_PO	
21	650	STATE	99999	Active	Salaries					Other		Active	Active	CANNOT_OCS	
22	650	STATE	99999	Active	Salaries					Absence Management		Active	Active	COMP_LEAVE	
23	650	STATE	99999	Active	Salaries					Absence Management		Active	Active	CARDINAL	
24	650	STATE	99999	Active	Salaries	Nonexempt						Active	Active	Paid OVS	
25	650	STATE	99999	Active	Salaries	Nonexempt						Active	Active	Paid OVS	
26	650	STATE	99999	Active	Salaries	Nonexempt				Other		Active	Active	CANNOT_OCS	
27	655	STATE	99999	Active	Salaries					Absence Management	Yes	Active	Active	OT_LEAVE	
28	660	STATE	99999	Active	Hourly					R/JG		Active	Inactive	Paid OVS	
29	660	STATE	99999	Active	Hourly					S/JG		Active	Inactive	Paid OVS	
30	660	STATE	99999	Active	Hourly					FAC		Active	Inactive	Paid OVS	
31	665	STATE	99999	Active	Hourly	WK1						Active	Inactive	Paid OVS	
32	665	STATE	99999	Active	Salaries							Active	Inactive	Paid OVS	
33	665	STATE	99999	Active	Salaries							Active	Inactive	Paid OVS	
34	665	STATE	99999	Active	Hourly							Active	Inactive	COMP_LEAVE	
35	665	STATE	99999	Active	Hourly							Active	Inactive	CANNOT_OCS	
36	665	STATE	99999	Active	Hourly							Active	Inactive	CANNOT_OCS	
37	665	STATE	99999	Active	Hourly							Active	Inactive	CANNOT_OCS	
38	665	STATE	99999	Active	Hourly							Active	Inactive	CANNOT_OCS	
39	665	STATE	99999	Active	Hourly							Active	Inactive	CANNOT_OCS	
40	665	STATE	99999	Active	Hourly							Active	Inactive	CANNOT_OCS	
41	665	STATE	99999	Active	Hourly							Active	Inactive	CANNOT_OCS	
42	665	STATE	99999	Active	Hourly							Active	Inactive	CANNOT_OCS	
43	665	STATE	99999	Active	Hourly							Active	Inactive	CANNOT_OCS	
44	665	STATE	99999	Active	Hourly							Active	Inactive	CANNOT_OCS	
45	665	STATE	99999	Active	Hourly							Active	Inactive	NONPROD_PO	
46	665	STATE	99999	Active	Hourly							Active	Inactive	Paid OVS	
47	665	STATE	99999	Active	Hourly							Active	Inactive	Paid OVS	
48	665	STATE	99999	Active	Hourly							Active	Inactive	Paid CALIP	
49	665	STATE	99999	Active	Hourly							Active	Inactive	OT_LEAVE	
50	665	STATE	99999	Active	Hourly							Active	Inactive	NONPROD_PO	
51	665	STATE	99999	Active	Hourly							Active	Inactive	CARDINAL	
52	665	STATE	99999	Active	Hourly							Active	Inactive	JAINT CHES	
53	665	STATE	99999	Active	Hourly							Active	Inactive	JAINT MEDSS	
54	665	STATE	99999	Active	Hourly							Active	Inactive	JAINT OFSS	
55	665	STATE	99999	Active	Hourly							Active	Inactive	JAINT CHES	
56	665	STATE	99999	Active	Hourly							Active	Inactive	Paid OVS	
57	665	STATE	99999	Active	Hourly							Active	Inactive	Paid OVS	
58	665	STATE	99999	Active	Hourly							Active	Inactive	Paid OVS	



## 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:

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

### INPUT / SEARCH CRITERIA:

Business Unit  
Department ID  
Employee ID  
From Date  
To Date

### OUTPUT FORMAT:

HTML  
Excel

### 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

V_TA_COMP_PLAN_ENROLL_AUDIT - Comp Plan Enrollment Audit													
Business Unit <input type="text" value="50100"/>													
Department ID <input type="text"/>													
Employee ID <input type="text"/>													
From Date <input type="text" value="08/01/2020"/>													
To Date <input type="text" value="12/31/2020"/>													
<a href="#">View Results</a>													
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (1125 kb)													
<a href="#">View All</a>													
												First 1-100 of 3144 <a href="#">Last</a>	
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 Action
1			0	DOTTA023	10000	50100	I	CARDINAL	A	11/10/2019		12/07/2020 3:09:59PM	A
2			0	DOTTA023	10000	50100	I	CARDINAL	A	11/10/2019		12/08/2020 3:03:00PM	A
3			0	DOTTA023	10000	50100	I	CARDINAL	A	11/10/2019		12/22/2020 1:40:59PM	A
4			0	DOTTA023	10000	50100	I	CARDINAL	A	11/10/2019		12/30/2020 6:19:44PM	A
5			0	DOTTA023	10000	50100	I	COMP_LEAVE	A	11/10/2019		12/07/2020 3:09:59PM	A
6			0	DOTTA023	10000	50100	I	COMP_LEAVE	A	11/10/2019		12/08/2020 3:03:00PM	A
7			0	DOTTA023	10000	50100	I	COMP_LEAVE	A	11/10/2019		12/22/2020 1:40:59PM	A
8			0	DOTTA023	10000	50100	I	COMP_LEAVE	A	11/10/2019		12/30/2020 6:19:44PM	A
9			0	DOTTA023	10000	50100	I	EARNAM-ECS	A	11/10/2019		12/07/2020 3:09:59PM	A
10			0	DOTTA023	10000	50100	I	EARNAM-ECS	A	11/10/2019		12/08/2020 3:03:00PM	A



## 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:

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

### INPUT / SEARCH CRITERIA:

Business Unit  
Dept ID (blank for all)  
Empl ID (blank for all)  
From Date  
To Date

### OUTPUT FORMAT:

HTML  
Excel

### 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

V\_TA\_DONATED\_LEAVE - Donated Leave Usage

Business Unit 50100

Dept ID (blank for all)

Empl ID (blank for all)

From Date 01/01/2020

To Date 04/30/2021

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (1 kb)

View All

First 1-2 of 2 Last

Row	Unit	Department ID	Name	Employee ID	Employee Record	Position	Calendar ID	Period Begin Date	Period End Date	Absence Date	Absence Hours	Entitlement Bal	HR Status	Total Reported Hours
1	50100	10000				0 DOTT024	S102020SM107	04/10/2020	04/24/2020		0.000000	100.000000	A	
2	50100	12069				0 DOT02371	S102020SM102	01/25/2020	02/09/2020	01/28/2020	8.000000	17.000000	A	



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

REVISED: 09/15/2021

### DESCRIPTION:

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:

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

### INPUT / SEARCH CRITERIA:

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

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

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

### Screenshot of the Emergency Overtime Meals Query

V\_TA\_OT\_MEAL - Emergency OT Meal

Business Unit

Sum Cd/DeptID (Blank for all)

Employee ID (Blank for all)

From Date

To Date

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

Row	Business Unit	Summary Code	Summary Description	Daily Date	Department	Dept Description	Work Schedule	Rotation	Work Description	Off Day Indicator	Empl ID	Empl Record	Employee Name	Position	Productive/ Non Productive	Workgroup
1	50100	99999	VDOT Statewide	01/04/2020	12030	Fairystone Area Headquarters	40.00-Z88888Z-0	SASU	5x8 hour days - 2 OFF together	Y		1		DOT00075	Productive	SNRF07

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

First 1-1 of 1 Last																	
Productive/ Non Productive	Workgroup	TRC	Description	Hours	Approver	Timesheet Approval Status	Fund	Program	Department	Cost Center	Task	FIPS	Agency Use 1	Agency Use 2	Project	Activity	Telecommute
Productive	SNRF071E2	ETSA	Emerg OT @ Time 1/2 - Sal	6.00		AP	04100		12021	11160000	72205	063					



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

REVISED: 07/21/2025

### 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.

### NAVIGATION PATH:

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

### INPUT / SEARCH CRITERIA:

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

### OUTPUT FORMAT:

HTML  
Excel

### Screenshot of the Employee Absence Adjustments Query

V\_TA\_ABS\_ADJUSTMENTS - Absence Adjustments

Business Unit (blank for all)

Dept ID (blank for all)

Employee ID (blank for all)

Leave Period End Date07/09/2025

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (232 kb)

View All

First 1-100 of 229 Last

Row	Unit	Dept ID	Name	EMPLID	Empl Record	Position	Calendar ID	End Date	Element Name	Descr	Balance Adjustment	Comments	Last Upd By	Last Upd Dttm
1	40300	33100			0	GIF00089	SL3 2025SM112	07/09/2025	OTR ENT ELEM	Other Leave	480.000000	leave load form recd 06/30/25		07/10/2025 1:21:33PM
2	40300	37100			0	GIF00109	SL3 2025SM112	07/09/2025	FML ENT ELEM	Family Medical Leave	480.000000	leave load form recd 07/09/25		07/10/2025 1:32:22PM
3	40300	37100			0	GIF00109	SL3 2025SM112	07/09/2025	PAR ENT ELEM	Parental Leave	320.000000	leave load form recd 07/9/25		07/10/2025 1:32:22PM
4	15600	000200			1	DSP03266	SM1 2025SM112	07/09/2025	ALI ENT ELEM	Annual Leave Incentive	40.000000	ALI – written agreement YES		07/13/2025 9:21:08PM
5	15600	110200			1	DSP03638	SM1 2025SM112	07/09/2025	ALI ENT ELEM	Annual Leave Incentive	40.000000	ALI – written agreement NO		07/13/2025 9:20:10PM
6	16100	4021			0	TAXC0857	SM1 2025SM112	07/09/2025	ERL ENT ELEM	Organization Recognition Leave	4.000000	discretionary one time - ERA		07/11/2025 10:47:44AM
7	16100	7020			0	TAX00320	SM1 2025SM112	07/09/2025	ERL ENT ELEM	Organization Recognition Leave	4.000000	discretionary one time - Customer First Award (Management Only)		07/11/2025 10:47:43AM
8	16100	7020			0	TAX00564	SM1 2025SM112	07/09/2025	ERL ENT ELEM	Organization Recognition Leave	4.000000	discretionary one time - Customer First Award (Management Only)		07/11/2025 10:47:44AM
9	19400	194410			0	DGSEC389	SM1 2025SM112	07/09/2025	FML ENT ELEM	Family Medical Leave	-160.000000	leave removal recd 07.02.25		07/07/2025 1:42:14PM



## 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:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V\_TA\_COMP\_PLAN\_ENROLLMENTS

### INPUT / SEARCH CRITERIA:

Business Unit  
As of Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

The **Business Unit** and **As of Date** are required fields.

### Screenshot of the Employee Comp Plan Details

V_TA_COMP_PLAN_ENROLLMENTS - Employee Comp Plan Details																				
Business Unit <span>[2010]</span> <span>⌵</span> As Of Date <span>[05/15/2023]</span> <span>📅</span>																				
<span>🔍</span> <span>📄</span> <span>📁</span> <span>📧</span> <span>📧</span> <span>📧</span> <span>📧</span> <span>📧</span> <span>📧</span> <span>📧</span> <span>📧</span> <span>📧</span> <span>📧</span> <span>📧</span> <span>📧</span> <span>📧</span> <span>📧</span> <span>📧</span> <span>📧</span> <span>📧</span>																				
Download results in: <span>Excel Spreadsheet</span> <span>CSV Text File</span> <span>XML File (1355 kb)</span>																				
View All																				
Row	Name	Employee ID	Empl Record	Position Number	HR Status	Employee Type	Employee Class	Pay Group	Absence System	Business Unit	Department ID	Job Code	FLSA Status	Salary Grade	OT Leave Eligibility	Time Reporter Status	Comp Plan Bypass Indicator	Bypass Effective Date	Comp Plan Enrollment Status	Comp Plan
1					Active	Salaries	CLS	SM1	Absence Management	30100	32000	59031	Professional	4	N	Active			Active	CARDINAL
2					Active	Salaries	CLS	SM1	Absence Management	30100	32000	59031	Professional	4	N	Active			Active	COMP_LEAVE
3					Active	Salaries	CLS	SM1	Absence Management	30100	32000	59031	Professional	4	N	Active			Active	PAID_OVT
4					Active	Salaries	CLS	SM1	Absence Management	30100	34100	19224	Professional	6	N	Active			Active	CARDINAL
5					Active	Salaries	CLS	SM1	Absence Management	30100	34100	19224	Professional	6	N	Active			Active	COMP_LEAVE
6					Active	Salaries	CLS	SM1	Absence Management	30100	34100	19224	Professional	6	N	Active			Active	PAID_OVT
7					Active	Salaries	CLS	SM1	Absence Management	30100	37400	59015	Professional	5	N	Active			Active	COMP_LEAVE
8					Active	Salaries	CLS	SM1	Absence Management	30100	37400	59015	Professional	5	N	Active			Active	PAID_OVT
9					Active	Salaries	CLS	SM1	Absence Management	30100	37400	59015	Professional	5	N	Active			Active	CARDINAL
10					Active	Salaries	CLS	SM1	Absence Management	30100	37200	19032	Professional	5	N	Active			Active	CARDINAL
11					Active	Salaries	CLS	SM1	Absence Management	30100	37200	19032	Professional	5	N	Active			Active	COMP_LEAVE
12					Active	Salaries	CLS	SM1	Absence Management	30100	37200	19032	Professional	5	N	Active			Active	PAID_OVT
13					Active	Hourly	GNW	BW1	Other	30100	32000	W99034	Nonexempt		N	Active			Active	PAID_OVT
14					Active	Hourly	GNW	BW1	Other	30100	36000	W99014	Nonexempt		N	Active			Active	PAID_OVT
15					Active	Salaries	CLS	SM1	Absence Management	30100	37100	19225	Professional	7	N	Active			Active	CARDINAL
16					Active	Salaries	CLS	SM1	Absence Management	30100	37100	19225	Professional	7	N	Active			Active	COMP_LEAVE
17					Active	Salaries	CLS	SM1	Absence Management	30100	32000	59031	Professional	4	N	Active			Active	CARDINAL
18					Active	Salaries	CLS	SM1	Absence Management	30100	32000	59031	Professional	4	N	Active			Active	COMP_LEAVE
19					Active	Salaries	CLS	SM1	Absence Management	30100	32000	59031	Professional	4	N	Active			Active	PAID_OVT
20					Active	Salaries	CLS	SM1	Absence Management	30100	32000	59031	Professional	4	N	Active			Active	CARDINAL
21					Active	Hourly	GNW	BW1	Other	30100	31200	W19195	Nonexempt		N	Active			Active	PAID_OVT
22					Active	Salaries	CLS	SM1	Absence Management	30100	32000	59032	Professional	5	N	Active			Active	COMP_LEAVE
23					Active	Salaries	CLS	SM1	Absence Management	30100	32000	59032	Professional	5	N	Active			Active	CARDINAL
24					Active	Salaries	CLS	SM1	Absence Management	30100	33400	59031	Nonexempt	4	N	Active			Active	COMP_LEAVE
25					Active	Salaries	CLS	SM1	Absence Management	30100	33400	59031	Nonexempt	4	N	Active			Active	CARDINAL
26					Active	Salaries	CLS	SM1	Absence Management	30100	33400	59031	Nonexempt	4	N	Active			Active	PAID_OVS
27					Active	Salaries	CLS	SM1	Absence Management	30100	33400	59031	Nonexempt	4	N	Active			Active	PAID_OVT
28					Active	Salaries	CLS	SM1	Absence Management	30100	33500	59014	Nonexempt	4	N	Active			Active	PAID_OVS
29					Active	Salaries	CLS	SM1	Absence Management	30100	33500	59014	Nonexempt	4	N	Active			Active	CARDINAL
30					Active	Salaries	CLS	SM1	Absence Management	30100	33500	59014	Nonexempt	4	N	Active			Active	COMP_LEAVE
31					Active	Salaries	CLS	SM1	Absence Management	30100	33500	59014	Nonexempt	4	N	Active			Active	PAID_OVS
32					Active	Salaries	CLS	SM1	Absence Management	30100	36200	59014	Nonexempt	4	N	Active			Active	COMP_LEAVE
33					Active	Salaries	CLS	SM1	Absence Management	30100	36200	59014	Nonexempt	4	N	Active			Active	PAID_OVS
34					Active	Salaries	CLS	SM1	Absence Management	30100	36200	59014	Nonexempt	4	N	Active			Active	CARDINAL
35					Active	Salaries	CLS	SM1	Absence Management	30100	36200	59014	Nonexempt	4	N	Active			Active	PAID_OVT
36					Active	Salaries	CLS	SM1	Absence Management	30100	36300	59014	Nonexempt	4	N	Active			Active	COMP_LEAVE



## 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:

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

### INPUT / SEARCH CRITERIA:

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

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

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

### Screenshot of the Employee Schedule Review Query

V\_TA\_SCHEDULE\_REVIEW - Employee Schedule Review

Business Unit26200

Dept ID (blank for all)

Empl ID (blank for all)

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (6 kb)

View All

First 1-7 of 7 Last

Row	Name	Employee ID	Empl Record	Position	Location	Job Code	Unit	Dept ID	Type	FLSA Stat	Reports To	Current HR Status	Workgroup	Reason
1			0	ARSTA01	ARS	00151	26200	10000	H	Nonexempt		Active	HNRF07BP1	Employees with Missing Schedule
2			1	ARS00432	CENTR	49012	26200	11109	S	Professional	ARS00481	Active	SERF071E1	Employees with Missing Schedule
3			1	ARS00194	CENTR	49013	26200	11332	S	Professional	ARS00424	Active	SERF071E1	Employees with Missing Schedule
4			0	ARS00535	CENTR	49053	26200	12209	S	Nonexempt	ARS00950	Active	SNRF071E1	Employees with Missing Schedule
5			0	ARS00696	CENTR	49013	26200	13407	S	Professional	ARS00556	Active	SERF071E1	Employees with Missing Schedule
6			0	ARSD0340	CENTR	49172	26200	90902	S	Professional	ARSD0230	Active	SERF071E1	Employees with Missing Schedule
7			0	ARSORP00	CENTR	COVA99	26200	99999	S	Nonexempt		Active	INVALID	Employees with Missing Schedule



## 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:

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

### INPUT / SEARCH CRITERIA:

Business Unit  
As of Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

The **Business Unit** and **As of Date** are required fields.

### Screenshot of the Employee Time Reporter Details

V_TA_TIME_REPORTER_ENROLLMENTS - Employee Time Reporter Details																														
Business Unit <input type="text" value="00100"/> As Of Date <input type="text" value="05/15/2023"/>																														
<a href="#">View Results</a>																														
Download results in: <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (566 kb)																														
<a href="#">View All</a>																														
First 1-100 of 793 (1)																														
Row	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	Employee ID	Shift Differential Eligibility	OT Leave Eligibility	Commuter Imputed Income Elig	Time Reporter Bypass Indicator	Bypass Effective Date	Status	Workgroup	Taskgroup	Reporting Template Override	Hourly ACA Yearly Limit	FLSA Period OT Threshold	Comp Leave OT Leave Limit	
1			0		Active	Salvaged	CLS	SM1	Absence Management	VSDPCLGGRR	HOL.SAL	30100	33300	59031	Professional 4		40.00	288882	N	N	Y			A	SNRPT1E2	30100CCOP		07.40	000.240	
2			0		Active	Salvaged	CLS	SM1	Absence Management	VSDPCLGGRR	HOL.SAL	30100	34100	19224	Professional 6		40.00	288882	N	N	N			A	SNRPT1E2	30100CCOP		07.40	000.240	
3			0		Active	Salvaged	CLS	SM1	Absence Management	TRADCLGGRR	HOL.SAL	30100	37400	59015	Professional 5		40.00	288882	N	N	Y			A	SNRPT1E2	30100CCOP		07.40	000.240	
4			0		Active	Salvaged	CLS	SM1	Absence Management	VSDPCLGGRR	HOL.SAL	30100	37200	19032	Professional 5		40.00	288882	N	N	N			A	SNRPT1E2	30100CCOP		07.40	000.240	
5			0		Active	Hourly	GNW	BW1	Other	HOL.YR	30100	33300	90024	Nonexempt			40.00	288882	N	N	N			A	INRPT1P1	30100CCOP	1400	07.40		
6			0		Active	Hourly	GNW	BW1	Other	HOL.YR	30100	33600	90014	Nonexempt			40.00	288882	N	N	N			A	INRPT1P1	30100CCOP	VACBASIC+1	1400	07.40	
7			0		Active	Salvaged	CLS	SM1	Absence Management	VSDPCLGGRR	HOL.SAL	30100	37100	19225	Professional 7		40.00	288882	N	N	N			A	SNRPT1E2	30100CCOP		07.40	000.240	
8			0		Active	Salvaged	CLS	SM1	Absence Management	VSDPCLGGRR	HOL.SAL	30100	33300	59031	Professional 4		40.00	288882	N	N	Y			A	SNRPT1E2	30100CCOP		07.40	000.240	
9			0		Active	Hourly	GNW	BW1	Other	HOL.YR	30100	31200	W19195	Nonexempt			40.00	288882	N	N	N			A	INRPT1P1	30100CCOP	1400	07.40		
10			0		Active	Salvaged	CLS	SM1	Absence Management	VSDPCLGGRR	HOL.SAL	30100	33300	59032	Professional 5		40.00	288882	N	N	N			A	SNRPT1E1	30100CCOP		07.40	000.240	
11			0		Active	Salvaged	CLS	SM1	Absence Management	VSDPCLGGRR	HOL.SAL	30100	33400	59031	Nonexempt 4		40.00	288882	N	N	N			A	SNRPT1P1	30100CCOP	VACBASIC+1	07.40		000.240
12			0		Active	Salvaged	CLS	SM1	Absence Management	VSDPCLGGRR	HOL.SAL	30100	33300	59014	Nonexempt 4		40.00	288882	N	N	Y			A	SNRPT1P1	30100CCOP		07.40	000.240	
13			0		Active	Salvaged	CLS	SM1	Absence Management	VSDPCLGGRR	HOL.SAL	30100	33200	59014	Nonexempt 4		40.00	288882	N	N	N			A	SNRPT1P1	30100CCOP	VACBASIC+1	07.40		000.240
14			0		Active	Salvaged	CLS	SM1	Absence Management	VSDPCLGGRR	HOL.SAL	30100	33300	59014	Nonexempt 4		40.00	288882	N	N	N			A	SNRPT1P1	30100CCOP	VACBASIC+1	07.40		000.240
15			0		Active	Salvaged	CLS	SM1	Absence Management	VSDPCLGGRR	HOL.SAL	30100	37300	69024	Professional 5		40.00	288882	N	N	Y			A	SNRPT1E1	30100CCOP		07.40	000.240	
16			0		Active	Salvaged	CLS	SM1	Absence Management	VSDPCLGGRR	HOL.SAL	30100	35400	29094	Professional 5		40.00	288882	N	N	Y			A	SNRPT1E1	30100CCOP		07.40	000.240	
17			0		Inactive	Salvaged	CLS	MS1	Absence Management	VSDPCLGGRR	HOL.SAL	30100	35600	59014	Nonexempt 4		40.00	288882	N	N	N			I	INACTIVE	VANONE				
18			0		Inactive	Salvaged	CLS	SM1	Absence Management	VSDPCLGGRR	HOL.SAL	30100	35600	59014	Nonexempt 4		40.00	288882	N	N	N			I	INACTIVE	VANONE				
19			0		Inactive	Salvaged	CLS	SM1	Absence Management	VSDPCLGGRR	HOL.SAL	30100	33300	59031	Professional 4		40.00	288882	N	N	Y			A	SNRPT1E1	30100CCOP		07.40	000.240	
20			0		Inactive	Salvaged	CLS	SM1	Absence Management	TRADCLGGRR	HOL.SAL	30100	37300	69024	Professional 5		40.00	288882	N	N	Y			I	INACTIVE	VANONE				
21			0		Inactive	Salvaged	CLS	SM1	Other	HOL.SAL	30100	33300	59031	Nonexempt 4			40.00	288882	N	N	N									
22			0		Active	Salvaged	CLS	SM1	Absence Management	VSDPCLGGRR	HOL.SAL	30100	33400	59031	Nonexempt 4		40.00	288882	N	N	N			A	SNRPT1P1	30100CCOP	VACBASIC+1	07.40		000.240



## 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:

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

### INPUT / SEARCH CRITERIA:

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

### OUTPUT FORMAT:

HTML  
Excel

### 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

V\_TA\_FML\_CONCURRENT\_ABS\_AUDIT - FML without concurrent absence

Business Unit

50100

Location (blank for all)

Begin Date

11/01/2019

To Date

04/30/2020

View Results

Download results in :

Excel Spreadsheet

CSV Text File

XML File (43 kb)

View All

First 1-82 of 82 Last

Row	Employee Name	Employee ID	Empl Rcd	Position Number	Business Unit	Department ID	Dept Description	Location	Calendar ID	Absence Date	Scheduled Hrs	Absence Begin Date	Absence End Date	Total Hours Entered	Hours Paid	Hours Unpaid	Termination Date
1			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/13/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
2			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/14/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
3			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/15/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
4			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/18/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
5			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/19/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
6			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/20/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
7			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/21/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
8			0	DOTTA024	50100	10000	All Central Office Orgs	10	S102019SM121	11/22/2019	8.00	11/13/2019	11/24/2019	8.000000	8.000000	0.000000	
9			0	DOTTA025	50100	10000	All Central Office Orgs	10	S102019SM121	11/12/2019	8.00	11/10/2019	11/24/2019	8.000000	8.000000	0.000000	
10			0	DOTTA025	50100	10000	All Central Office Orgs	10	S102019SM121	11/13/2019	8.00	11/10/2019	11/24/2019	8.000000	8.000000	0.000000	
11			0	DOTTA025	50100	10000	All Central Office Orgs	10	S102019SM121	11/14/2019	8.00	11/10/2019	11/24/2019	8.000000	8.000000	0.000000	
12			0	DOTTA025	50100	10000	All Central Office Orgs	10	S102019SM121	11/15/2019	8.00	11/10/2019	11/24/2019	8.000000	8.000000	0.000000	
13			0	DOTTA025	50100	10000	All Central Office Orgs	10	S102019SM121	11/18/2019	8.00	11/10/2019	11/24/2019	8.000000	8.000000	0.000000	



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

REVISED: 07/21/2025

### 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:

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

### INPUT / SEARCH CRITERIA:

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

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

The query displays all users with a JOB.HR\_STATUS = 'I' which have a balance ( $< > 0$ ).

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

V_TA_BAL_FOR_INACTIVE_EMP - Inactive Employee With Balance										
Business Unit (Blank for all) 12300										
Location (Blank for All)										
Dept ID (Blank for All)										
Empl ID (Blank for All)										
From Date										
Thru Date										
View Results										
Download results in: Excel Spreadsheet CSV Text File XML File (17 kb)										
View All										
Row	Unit	Location	Department	Name	Employee ID	Employee Record	Position	Date	Leave Code	Leave Balance
1	12300	CH501	CHALLENGE			0 DMA00170		09/24/2022	OT_LEAVE	73.800
2	12300	CH501	CHALLENGE			0 DMA00193		03/19/2024	OT_LEAVE	0.005
3	12300	CH501	CHALLENGE			0 DMA00187		04/24/2024	OT_LEAVE	4.000
4	12300	CH501	CHALLENGE			0 DMA00183		01/22/2024	OT_LEAVE	0.050
5	12300	CH501	CHALLENGE			0 DMA00171		03/24/2025	OT_LEAVE	0.035
6	12300	CH501	CHALLENGE			0 DMA00198		02/17/2025	COMP_LEAVE	23.000
7	12300	CH501	CHALLENGE			0 DMA00196		01/18/2025	OT_LEAVE	72.700
8	12300	CH501	CHALLENGE			0 DMA00179		06/09/2025	OT_LEAVE	8.000
9	12300	CH501	CHALLENGE			0 DMA00179		06/19/2025	COMP_LEAVE	34.100
10	12300	PTPIC	WAPA			0 DMA00030		12/24/2022	PER ENT EL	10.000



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

REVISED: 07/21/2025

### DESCRIPTION:

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

### NAVIGATION PATH:

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

### INPUT / SEARCH CRITERIA:

Business Unit (Blank for All)

Dept ID (Blank for All)

From Date

Thru Date

### OUTPUT FORMAT:

HTML

Excel

### Screenshot of the ineligible Forecasted Absence Events Query

V\_TA\_ABS\_EVT\_FCST\_INELIG - Ineligible Forecasted Absence

Business Unit (Blank for All)

Department ID (Blank for All)

From Date

Thru Date

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (134 kb)

View All

First 1-100 of 215 1 Last

Row	Dept ID	Department	Business Unit	Empl ID	Empl Record	Position	Employee Name	Leave Type	Absence Name	Absence Reason	Begin Date	End Date	Entry Source	Workflow Status	Manager Approved	Begin Day Hours	End Day Hours	All Days Indicator	Absence Duration	Process Date	Forecast Value	Forecast Date Time	Date Submitted	HR Status
1	000800	BSG	15600		0	DSP02996	DUFORE,EZEKIEL KIM	VAC TAKE ELEM	Vacation	VAC	01/15/2024	01/15/2024	6	A	Y	2.00	0.00	N	2.00	01/31/2025	INELIGIBLE	01/29/2025 7:02:48AM	01/16/2024	A
2	000800	BSG	15600		0	DSP02996	DUFORE,EZEKIEL KIM	PER TAKE ELEM	VSDP Personal Leave	PER	02/19/2024	02/19/2024	6	A	Y	2.00	0.00	N	2.00	01/31/2025	INELIGIBLE	01/29/2025 7:02:48AM	02/21/2024	A
3	000800	BSG	15600		0	DSP02996	DUFORE,EZEKIEL KIM	SDP TAKE ELEM	VSDP Sick Leave	SDP	03/05/2024	03/05/2024	6	A	Y	8.50	0.00	N	8.50	01/31/2025	INELIGIBLE	01/29/2025 7:02:48AM	03/06/2024	A
4	000800	BSG	15600		0	DSP02996	DUFORE,EZEKIEL KIM	SDP TAKE ELEM	VSDP Sick Leave	SDP	04/10/2024	04/10/2024	6	A	Y	3.50	0.00	N	3.50	01/31/2025	INELIGIBLE	01/29/2025 7:02:48AM	04/17/2024	A
5	000800	BSG	15600		0	DSP02996	DUFORE,EZEKIEL KIM	PER TAKE ELEM	VSDP Personal Leave	PER	05/27/2024	05/27/2024	6	A	Y	2.00	0.00	N	2.00	01/31/2025	INELIGIBLE	01/29/2025 7:02:48AM	05/29/2024	A



## 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:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V\_TA\_INVALID\_CHARTFIELDS

### INPUT / SEARCH CRITERIA:

Business Unit  
From Date  
To Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

The **From Date** and **To Date** are required fields.

### Screenshot of the Invalid ChartField Combination Query

V\_TA\_INVALID\_CHARTFIELDS - Invalid ChartField Combination

Business Unit

From Date

05/25/2016

To Date

06/09/2016

View Results

Download results in :

Excel Spreadsheet

CSV Text File

XML File

(2 kb)

View All

First 1-3 of 3 Last

Row	Name	Empl ID	Empl Record	Position Number	Business Unit	Duration	Reporting Code	Location	Message Text	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Bus Unit	Project	Activity
1			0	H2604	50100	05/25/2016	RGH	12	000203486	599999	04720	603006	12010		035					50100	0000100172	516
2			0	H2604	50100	05/31/2016	RGH	12	000221253	599999	04720	603004	10114	12030200	063			00008				
3			0	H2604	50100	06/01/2016	RGH	12	000203486	599999	04720	603006	12010		035					50100	0000100172	516



## 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:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V\_TA\_LV\_BAL\_BY\_DEPTID\_DISTRICT

### INPUT / SEARCH CRITERIA:

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

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

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

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

V_TA_LV_BAL_BY_DEPTID_DISTRICT - Leave Bal by Deptid/Location													
Business Unit 15400 Q													
Location (blank for all or %) Q													
Dept ID (blank for all) Q													
Reports To (blank for all) Q													
Empl ID (blank for all) Q													
View Results													
Download results in: Excel Spreadsheet CSV Text File XML File (3862 kb)													
View All													
First 1-100 of 9955 Last													
Row	Business Unit	Location/District	Department	Reports To	Employee Name	Emplid	Employee Record	Position	Leave Code	Calc Result Value	Seniority Date	FLSA Status	Leave Year
1	15400	100	15400	DMV00091			0 DMV04000	COMP_LEAVE		6.000000	03/19/1987	Professional	2022
2	15400	100	15400	DMV00091			0 DMV04000	CSL		16.000000	03/19/1987	Professional	2022
3	15400	100	15400	DMV00091			0 DMV04000	ERL		8.000000	03/19/1987	Professional	2022
4	15400	100	15400	DMV00091			0 DMV04000	PER		40.000000	03/19/1987	Professional	2022
5	15400	100	15400	DMV00091			0 DMV04000	SDP		48.000000	03/19/1987	Professional	2022
6	15400	100	15400	DMV00091			0 DMV04000	VAC		643.000000	03/19/1987	Professional	2022
7	15400	100	15400	DMV00091			0 DMV03847	PER		32.000000	02/25/2022	Professional	2022
8	15400	100	15400	DMV00091			0 DMV03847	SDP		64.000000	02/25/2022	Professional	2022
9	15400	100	15400	DMV00255			0 DMV00585	CSL		16.000000	03/19/1985	Professional	2022
10	15400	100	15400	DMV00255			0 DMV00585	DSK		55.000000	03/19/1985	Professional	2022
11	15400	100	15400	DMV00255			0 DMV00585	ERL		4.000000	03/19/1985	Professional	2022
12	15400	100	15400	DMV00255			0 DMV00585	PER		11.500000	03/19/1985	Professional	2022



## 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:

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

### INPUT / SEARCH CRITERIA:

Pay Run ID  
Business Unit

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

The **Pay Run ID** and **Business Unit** are required fields.

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

V_TA_NEG_HRS - Neg hrs from Prior Period Adj												
Pay Run ID TABWX1207												
Business Unit 30100												
View Results												
Download results in : Excel Spreadsheet CSV Text File XML File (13 kb)												
View All												
Row	Empl ID	Empl Record	Name	Position Number	Location	Business Unit	Department	TRC	Date	Hours	Pay Group	Pay Period End Date
1		0		ACSW0117	CENTR	30100	35600	COHX3	10/28/2019	-2.000000	BW1	12/07/2019
2		0		ACSW0117	CENTR	30100	35600	RGHA3	10/28/2019	2.000000	BW1	12/07/2019
3		0		ACSW0117	CENTR	30100	35600	RGHX	10/28/2019	-10.000000	BW1	12/07/2019
4		0		ACSW0117	CENTR	30100	35600	COHX2	10/29/2019	-2.000000	BW1	12/07/2019
5		0		ACSW0117	CENTR	30100	35600	RGHA	10/29/2019	6.000000	BW1	12/07/2019
6		0		ACSW0117	CENTR	30100	35600	RGHA2	10/29/2019	2.000000	BW1	12/07/2019
7		0		ACSW0117	CENTR	30100	35600	RGHX1	10/29/2019	-10.000000	BW1	12/07/2019
8		0		ACSW0117	CENTR	30100	35600	COHX1	10/30/2019	-2.000000	BW1	12/07/2019
9		0		ACSW0117	CENTR	30100	35600	RGHA	10/30/2019	8.000000	BW1	12/07/2019
10		0		ACSW0117	CENTR	30100	35600	RGHA1	10/30/2019	2.000000	BW1	12/07/2019
11		0		ACSW0117	CENTR	30100	35600	RGHX2	10/30/2019	-10.000000	BW1	12/07/2019
12		0		ACSW0117	CENTR	30100	35600	RGHA	10/31/2019	8.000000	BW1	12/07/2019
13		0		ACSW0117	CENTR	30100	35600	RGHX3	10/31/2019	-10.000000	BW1	12/07/2019
14		0										



## 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:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V\_TA\_LV\_BALANCES\_NEGATIVE

### INPUT / SEARCH CRITERIA:

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

### OUTPUT FORMAT:

HTML  
Excel

### 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

V_TA_LV_BALANCES_NEGATIVE - Negative Leave Balances												
Business Unit <input type="text"/>												
Location (blank for all) <input type="text"/>												
Dept ID (blank for all) <input type="text"/>												
<a href="#">View Results</a>												
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File (325 kb)</a>												
<a href="#">View All</a>												
First 1-100 of 819 <a href="#">Last</a>												
Row	Business Unit	Location	Department ID	Employee Name	Empl ID	Empl Record	Position	Calendar Group	Calendar ID	Numeric Value	Name	Term Date
1	50100	10	10000			0	DOTTA026	2020SM100	S102019SM121	-110.000000	ALI ENT ELEM_BAL	
2	50100	10	10000			0	DOTTA026	2020SM100	S102019SM121	-120.000000	FCS ENT ELEM_BAL	
3	50100	10	10000			0	DOTTA026	2020SM100	S102019SM121	-500.000000	FML ENT ELEM_BAL	
4	50100	10	10000			0	DOTTA026	2020SM100	S102019SM121	-130.000000	FSK ENT ELEM_BAL	
5	50100	10	10000			0	DOTTA026	2020SM100	S102019SM121	-140.000000	FVC ENT ELEM_BAL	
6	50100	10	10000			0	DOTTA026	2020SM100	S102019SM122	-110.000000	ALI ENT ELEM_BAL	
7	50100	10	10000			0	DOTTA026	2020SM100	S102019SM122	-120.000000	FCS ENT ELEM_BAL	
8	50100	10	10000			0	DOTTA026	2020SM100	S102019SM122	-500.000000	FML ENT ELEM_BAL	
9	50100	10	10000			0	DOTTA026	2020SM100	S102019SM122	-130.000000	FSK ENT ELEM_BAL	
10	50100	10	10000			0	DOTTA026	2020SM100	S102019SM122	-140.000000	FVC ENT ELEM_BAL	
11	50100	10	10000			0	DOTTA026	2020SM100	S102019SM123	-110.000000	ALI ENT ELEM_BAL	
12	50100	10	10000			0	DOTTA026	2020SM100	S102019SM123	-120.000000	FCS ENT ELEM_BAL	
13	50100	10	10000			0	DOTTA026	2020SM100	S102019SM123	-500.000000	FML ENT ELEM_BAL	
14	50100	10	10000			0	DOTTA026	2020SM100	S102019SM123	-130.000000	FSK ENT ELEM_BAL	



## Payee Messages Query V\_TA\_PAYEE\_MESSAGES

REVISED: 07/21/2025

### DESCRIPTION:

This query is used by agency administrators to review payee messages to check for extended leave accumulator limit warnings. Accumulators track usage and generate payee messages that serve as warnings when certain accumulator limits are reached.

### NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V\_TA\_PAYEE\_MESSAGES

### INPUT / SEARCH CRITERIA:

Business Unit (Blank for all)

Employee ID (Blank for all)

### OUTPUT FORMAT:

HTML

Excel

### ADDITIONAL INFORMATION:

The query can be run by Business Unit, by Employee, or leaving the fields blank retrieves all results.

### Screenshot of the Payee Messages Query

V_TA_PAYEE_MESSAGES - Payee Messages									
Business Unit (Blank for all) <input type="text"/>									
Employee ID (Blank for all) <input type="text"/>									
<a href="#">View Results</a>									
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (141 kb)									
View All									
Row	Business Unit	Empl ID	Name	Empl Record	Calc Status	Message	Severity	Calendar ID	Pay Group
1	12700				0 Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	SM1 2025SM113	SM1
2	12700				1 Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	SM1 2025SM113	SM1
3	12900				0 Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	SM1 2025SM113	SM1
4	13200				0 Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	SM1 2025SM113	SM1
5	13600				0 Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	SM1 2025SM113	SM1
6	13600				1 Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	SM1 2025SM113	SM1
7	14000				0 Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	SM1 2025SM113	SM1
8	14000				0 Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	SM1 2025SM113	SM1
9	15100				0 Calculation Successful	Employee Exceeds FMLA Leave Year Limit of 480 Hours. Pay Period End Date: %1	W	SM1 2025SM113	SM1
10	15100				1 Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	SM1 2025SM113	SM1
11	15100				0 Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	SM1 2025SM113	SM1
12	15100				0 Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	SM1 2025SM113	SM1
13	15100				1 Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	SM1 2025SM113	SM1
14	15100				1 Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	SM1 2025SM113	SM1
15	15200				1 Calculation Successful	Employee Exceeds SDP Usage Limit of 33% During FMLA.	W	SM1 2025SM113	SM1
16	15400				0 Calculation Successful	Employee Exceeds FMLA Leave Year Limit of 480 Hours. Pay Period End Date: %1	W	SM1 2025SM113	SM1



## 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:

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

### INPUT / SEARCH CRITERIA:

Who EE Reports To

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

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

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

V_TA_REPORTS_TO_SUPV - Reports To							
Who EE reports To: AC500068							
View Results							
Download results in: Excel Spreadsheet CSV Text File XML File (1 kb)							
View All							
Row	SUPERVISOR EMPLOD	SUPERVISOR'S NAME	Reports To	EMPLD for EE	Employee Name	Position for EE	First 1-6 of 8 Last
1		RENFRDCE.MEL			PRESCOTT,DAK		
2		RENFRDCE.MEL			DOE,JOHN		
3		RENFRDCE.MEL			DOE,JOHN		
4		RENFRDCE.MEL			DOE,JOHN		
5		RENFRDCE.MEL			DOE,JOHN		
6		RENFRDCE.MEL			DOE,JOHN		



## 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:

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

### INPUT / SEARCH CRITERIA:

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

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

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

### Screenshot of the Saved & Submitted Absences Query

**V\_TA\_ABS\_SV\_AND\_SB\_STATUS - Saved and Submitted Absences**

Business Unit

Department ID (Blank for All)

BGN\_DT From

BGN\_DT Through

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#)

First 1-2 of 2 Last

Row	Business Unit	Location	Department ID	Descr	Name	Employee ID	Employee Record	Position Number	Reports To	Employee ID	Name	Begin Date	End Date	Absence Type	Duration	Forecast Value	WF Status
1	50100	CENTR	13004	Appomattox Residency			0	DOT22525	DOT22939			01/06/2021	01/06/2021	ADM	8.00		S
2	50100	CENTR	13004	Appomattox Residency			0	DOT22525	DOT22939			01/07/2021	01/07/2021	ADM	8.00		S



## 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:

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

### INPUT / SEARCH CRITERIA:

Business Unit  
Department  
From Date  
To Date

### OUTPUT FORMAT:

XML  
Excel

### ADDITIONAL INFORMATION:

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

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

V_TA_SELF_APPROVAL_AUDIT - TA Self Approve Audit Report										
Business Unit: 50100										
Department (Blank for all):										
From Date: 07/10/2022										
To Date: 07/24/2022										
View Results										
Download results in: Excel Spreadsheet CSV Text File XML File (3 kb)										
View All										
Row	Business Unit	Department	Employee Name	Employee ID	Employee Record	Reports To	Start Date	End Date	TRC	Status
1	50100	10015			0		07/13/2022	07/13/2022	SDP	A
2	50100	10024			0		07/11/2022	07/11/2022	RGSA	PD
3	50100	10024			0		07/12/2022	07/12/2022	RGSA	PD
4	50100	10024			0		07/13/2022	07/13/2022	RGSA	PD
5	50100	10024			0		07/14/2022	07/14/2022	RGSA	PD
6	50100	10024			0		07/14/2022	07/14/2022	SDP	A
7	50100	13054			0		07/13/2022	07/13/2022	REG	AP
8	50100	13054			0		07/13/2022	07/13/2022	REG	AP
9	50100	13054			0		07/13/2022	07/13/2022	REG	AP
10	50100	14043			0		07/15/2022	07/15/2022	OVS	AP
11	50100	18031			0		07/15/2022	07/15/2022	RGSA	PD
12	50100	18031			0		07/18/2022	07/18/2022	RGSA	PD
13	50100	18031			0		07/19/2022	07/19/2022	RGSA	PD
14	50100	18031			0		07/20/2022	07/20/2022	RGSA	PD
15	50100	18031			0		07/21/2022	07/21/2022	RGSA	PD
16	50100	18031			0		07/22/2022	07/22/2022	RGSA	PD



## 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:

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

### INPUT / SEARCH CRITERIA:

Business Unit  
Dept ID  
Employee ID

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

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

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

V_TA_TL_PAYSHEET_REJECTED - Time & Labor to Paysheet Error										
Business Unit <input type="text" value="15100"/>										
Dept ID <input type="text"/>										
Employee ID <input type="text"/>										
<input type="button" value="View Results"/>										
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (14 kb)										
View All										
First 1-53 of 53 Last										
Row	Empl ID	Empl Record	Name	Dept ID	Business Unit	Date	Pay Sheet Posted Hours	Pay End Date	Payable Status	
1		0		10001	15100	05/07/2012	0.000000	05/09/2012	RP	
2		0		10001	15100	05/08/2012	0.000000	05/09/2012	RP	
3		0		10001	15100	11/11/2013	8.000000	11/24/2013	RP	
4		0		10001	15100	11/27/2013	4.000000	12/09/2013	RP	
5		0		10001	15100	11/28/2013	8.000000	12/09/2013	RP	
6		0		10001	15100	11/29/2013	8.000000	12/09/2013	RP	
7		0		10001	15100	12/18/2013	8.000000	12/24/2013	RP	
8		0		10001	15100	12/19/2013	8.000000	12/24/2013	RP	
9		0		10001	15100	12/20/2013	8.000000	12/24/2013	RP	
10		0		10001	15100	05/16/2014	0.000000	05/24/2014	RP	
11		0		10001	15100	05/16/2014	0.000000	06/09/2014	RP	
12		0		10001	15100	05/17/2014	0.000000	06/09/2014	RP	





## 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:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V\_TA\_TIME\_APPROVAL\_AUDIT

### INPUT / SEARCH CRITERIA:

Business Unit  
Empl ID  
Date From  
Date To

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

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

### Screenshot of the Time Approval Audit Query

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

Business Unit15100

Empl ID

Date From01/01/2020

Date To04/30/2021

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (5 kb)

View All

Row	Name	Employee ID	Empl Record	Dept ID	Position	Unit	Daily Date	Approver OprId	Approval Date	Last Updated Date	Timesheet Approved Status	TRC	Hours	Unit	Accou/ Code
1			1	10000	DOATA100	15100	01/13/2020		01/18/2021 8:57:16AM	01/18/2020	TP	RGHA	8.000000	15100	
2			1	10000	DOATA100	15100	01/14/2020		01/18/2021 8:57:16AM	01/18/2020	TP	RGHA	8.000000	15100	
3			1	10000	DOATA100	15100	01/15/2020		01/18/2021 8:57:16AM	01/18/2020	TP	RGHA	8.000000	15100	
4			1	10000	DOATA100	15100	01/16/2020		01/18/2021 8:57:16AM	01/18/2020	TP	RGHA	8.000000	15100	
5			1	10000	DOATA100	15100	01/17/2020		01/18/2021 8:57:16AM	01/18/2020	TP	RGHA	8.000000	15100	

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

Count Code	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Bus Unit	Project ID	Activity ID	Telecommute	Equipment	User Field 1	User Field 2	User Field 3	User Field 4	Sequence Number	Pay Req Nbr	Orig Sequence	Initial Seq Nbr
																				440249786000001	65234	0	0
																				440249786000002	65234	0	0
																				440249786000003	65234	0	0
																				440249786000004	65234	0	0
																				440249786000005	65234	0	0



## 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:

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

### INPUT / SEARCH CRITERIA:

Business Unit  
Empl ID  
Date From  
Date To

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

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

### Screenshot of the Time Entry Audit Query

V_TA_TIME_ENTRY_AUDIT - Time Entry Audit Query													
Business Unit 15100													
Empl ID %													
Date From 01/01/2020													
Date To 04/30/2021													
View Results													
Download results in : Excel Spreadsheet CSV Text File XML File (4 kb)													
View All													
Row	Name	Employee ID	Empl Record	Unit	Daily Date	Audit Action	Audit Time	Audit Oprid	Reported Status	TRC	Hours	Account Code	Last Modified Time
1			1	15100	01/13/2020	A	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
2			1	15100	01/13/2020	X	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
3			1	15100	01/14/2020	A	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
4			1	15100	01/14/2020	X	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
5			1	15100	01/15/2020	A	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
6			1	15100	01/15/2020	X	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
7			1	15100	01/16/2020	A	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
8			1	15100	01/16/2020	X	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
9			1	15100	01/17/2020	A	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM
10			1	15100	01/17/2020	X	01/14/2021 6:55:47PM		SB	REG	8.000000		01/14/2021 6:55:47PM



## 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:

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

### INPUT / SEARCH CRITERIA:

Business Unit  
Dept ID  
Location

### OUTPUT FORMAT:

HTML  
Excel

### 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

V_TA_AUTO_ENROLL_EXC - Time Reporter Exceptions Query																	
Business Unit <input type="text" value="40300"/>																	
Dept ID <input type="text"/>																	
Location <input type="text"/>																	
<input type="button" value="View Results"/>																	
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (1 kb)																	
View All																	
Row	NAME	ID	Empl Record	Position	Type	Unit	Location	Dept ID	Descr	Group	Status	Workgroup	Taskgroup	FLSA Stat	HR Status	REASON	
1				0 GIF001T	S	40300	PF140	11000	Administration	SM1	I	SERF071P2	40300CCOP	N	A	D	
2				0 GIF003T	S	40300	PF140	11000	Administration	SM1	A	SERF071P2	40300CCOP	N	A	D	
3				0 GIF16T	S	40300	CENTR	55007	Wytheville Trout Hatchery	SM1	I	INACTIVE	VANONE	N	A	A	



## 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:

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

### INPUT / SEARCH CRITERIA:

Business Unit  
Dept ID  
Employee ID  
From Date  
To Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

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

### Screenshot of the Time Reporter Changes Query

V\_TA\_TIME\_REPORTER - Time Reporter Changes

Business Unit

15100

Dept ID

Employee ID

From Date

01/01/2021

To Date

04/30/2021

View Results

Download results in :

Excel Spreadsheet

CSV Text File

XML File

(294 kb)

View All

First 1-100 of 398

Last

Row	Name	Employee ID	Empl Record	Position Number	Business Unit	Dept ID	HR Status	Changed On	Changed By	Changed Field	Old Value	New Value	Change Effective Date
1			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		EMPLID		00209293100	2020-01-13
2			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		EMPL_RCD		1	2020-01-13
3			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		EFFDT		2020-01-13	2020-01-13
4			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		TIME_RPTG_STATUS		A	2020-01-13
5			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		TIME_RPTR_IND		E	2020-01-13
6			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		WORKGROUP		HNR07BP1	2020-01-13
7			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		TASKGROUP		15100BA	2020-01-13
8			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		TL_TIME_TO_PAY		Y	2020-01-13
9			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		RULE_ELEMENT_3		1400	2020-01-13
10			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		RULE_ELEMENT_4		07:40	2020-01-13
11			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		TIMEZONE		EST	2020-01-13
12			1	DOATA100	15100	10000	A	01/06/2021 1:23:23PM		PROCESS_INSTANCE		0	2020-01-13
13			1	DOATA100	15100	10000	A	02/02/2021 9:48:13AM		RULE_ELEMENT_3	1400	1200	2020-01-13
14			0	DOA00032	15100	92100	A	01/28/2021 8:02:22AM		EMPLID		00923572100	2019-11-09



## 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:

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

### INPUT / SEARCH CRITERIA:

Business Unit  
As of Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

The **Business Unit** and **As of Date** are required fields.

### Screenshot of the Time Reporter Criteria Query

V_TA_TIME_REPORTER_CRITERIA - Time Reporter Criteria Query																						
Business Unit		<div><div>30100</div><div></div></div>																				
As Of Date		<div><div>05/15/2023</div><div></div></div>																				
		<div><div>View Results</div></div>																				
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (7 kb)																						
<div>View All</div> <div>First 1-10 of 10 Last</div>																						
Row	Priority	Business	Department	HR	Employee	FLSA	Pay	Job	Salary	Employee	Shift Differential	Time Reporter	Reporting	Workgroup	Allowed Workgroup	Taskgroup	Rule	Rule Element 3	Rule Element 4	Rule Element 4	Rule Element 5	Rule Element 5
			ID	Status	Type	Status	Group	Code	Grade	Class	Eligible	Status	Template		List		Element 3	Override	Element 4	Override	Element 5	Override
1	150	STATE	99999	Active	Salaried		MNP			RTO		Active		SEAF071P1		VANONE		None	07.40	None		None
2	600	30100	99999	Active	Salaried	Nonexempt	SM1				Yes	Active	VAEBASIC-1	SNRF071P1		30100CCOP		None	07.40	None	000.240	None
3	600	30100	99999	Active	Salaried	Nonexempt	NS1				Yes	Active	VAEBASIC-1	SNRF071P1		30100CCOP		None	07.40	None	000.240	None
4	600	30100	99999	Active	Hourly	Nonexempt	BW1				Yes	Active	VAEBASIC-1	HNRF07BP1		30100CCOP 1400		Required	07.40	None		None
5	650	30100	99999	Active	Hourly	Nonexempt	BW1					Active		HNRF07BP1		30100CCOP 1400		Required	07.40	None		None
6	650	30100	99999	Active	Salaried	Nonexempt	NS1					Active		SNRF071P1		30100CCOP		None	07.40	None	000.240	None
7	650	30100	99999	Active	Salaried	Nonexempt	SM1					Active		SNRF071P1		30100CCOP		None	07.40	None	000.240	None
8	660	30100	99999	Active	Hourly		BW1					Active		HERF07BP1		30100CCOP 1400		Required	07.40	None		None
9	669	30100	99999	Active	Salaried		SM1					Active		SERP071E1 V746SER071O1		30100CCOP		None	07.40	None	000.240	None
10	669	30100	99999	Active	Salaried		NS1					Active		SERP071E1 V746SER071O1		30100CCOP		None	07.40	None	000.240	None



## Time Reporting Exceptions Query V\_TA\_TIME\_REPORTING\_EXCEPTIONS

REVISED: 04/05/2022

### DESCRIPTION:

This query 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:

NavBar > Menu > Reporting Tools > Query > Query Viewer >  
V\_TA\_TIME\_REPORTING\_EXCEPTIONS

### INPUT / SEARCH CRITERIA:

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

### OUTPUT FORMAT:

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

V_TA_TIME_REPORTING_EXCEPTIONS - Time Reporting Exceptions																			
<div>Business Unit <input type="text"/></div> <div>Location (blank for all) <input type="text"/></div> <div>Dept ID (blank for all) <input type="text"/></div> <div>Exception From Date <input type="text" value="01/10/2023"/></div> <div>Exception Through Date <input type="text" value="03/28/2023"/></div> <div>Employee Type (blank for all) <input type="text"/></div> <div>(U) Unresolved / (A) Allowed <input type="text" value="U"/></div> <div>View Results</div> <div>Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (703 kb)</div> <div>View All</div>																			
Row	Name	Empl ID	Empl Record	Position	Unit	Location	Dept ID	Workgroup	Date	Severity	Status	Exception ID	Description	Msg Data1	Msg Data2	Msg Data3	Msg Data4	Msg Data5	Action DateTime
1			0	DOT13911		BR001	11016	SNRF071P2	01/23/2023	M	Unresolved	VOTEMGS	Emergency OT Sched not met	5	8		Schedule Hours	DOT	01/27/2023 10:33:31AM
2			0	DOT13911		BR001	11016	SNRF071P2	01/25/2023	M	Unresolved	VOTEMGS	Emergency OT Sched not met	7.5	8		Schedule Hours	DOT	01/30/2023 6:37:00PM
3			0	DOT13911		BR001	11016	SNRF071P2	01/26/2023	M	Unresolved	VOTEMGS	Emergency OT Sched not met	3	8		Schedule Hours	DOT	01/30/2023 6:37:00PM
4			0	DOT00186		BR001	11028	SE2F071P2	01/24/2023	M	Unresolved	VOSLTLMT	OVS prior to Limit	38	40	01/23/2023-01/29/2023		DOT	01/30/2023 2:28:18PM
5			0	DOT00186		BR001	11028	SE2F071P2	01/24/2023	M	Unresolved	VOSUOS	OVS exists without UOS min	0	5	01/23/2023-01/29/2023	40	DOT	01/30/2023 2:28:19PM
6			0	DOT05592		BR001	11095	SERI071P2	01/27/2023	M	Unresolved	VOSLTLMT	OVS prior to Limit	32	40	01/23/2023-01/29/2023		DOT	02/03/2023 1:17:04AM
7			0	DOT13067		BR001	11095	SNRI071P2	02/17/2023	M	Unresolved	VOTEMGS	Emergency OT Sched not met	7	8		Schedule Hours	DOT	03/02/2023 11:59:44AM
8			0	DOT09066		BR001	11095	SNRI071P2	02/17/2023	M	Unresolved	VOTEMGS	Emergency OT Sched not met	7	8		Schedule Hours	DOT	03/02/2023 11:59:44AM



## **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:**

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

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

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

### V\_TA\_ADJUSTMENTS\_PAYABLE\_TIME - TS Adjustments by Deptid/Date

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)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (38 kb)

[View All](#)

Row	Empl ID	Empl Record	Position	Business Unit	Name	Dept ID	Location	Daily Date	TRC	Hours	LbrDistAmt	Status	Pay Req Nbr	Last User	Approved
1		0	DOA00016	15100		97500	CENTR	01/13/2020	RGSA	5.000000	0.000000	TP	65253	V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM
2		0	DOA00016	15100		97500	CENTR	01/13/2020	RGSA1	-5.000000	0.000000	CL	65253	V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM
3		0	DOA00016	15100		97500	CENTR	01/13/2020	RGSA1	5.000000	0.000000	CL	65253	V_TA_BATCH_PROCESSOR	02/04/2021 9:51:16AM
4		0	DOA00016	15100		97500	CENTR	01/14/2020	RGSA	5.000000	0.000000	TP	65253	V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM
5		0	DOA00016	15100		97500	CENTR	01/14/2020	RGSA1	5.000000	0.000000	CL	65253	V_TA_BATCH_PROCESSOR	02/04/2021 9:51:16AM
6		0	DOA00016	15100		97500	CENTR	01/14/2020	RGSA1	-5.000000	0.000000	CL	65253	V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM
7		0	DOA00016	15100		97500	CENTR	01/15/2020	RGSA	5.000000	0.000000	TP	65253	V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM
8		0	DOA00016	15100		97500	CENTR	01/15/2020	RGSA1	5.000000	0.000000	CL	65253	V_TA_BATCH_PROCESSOR	02/04/2021 9:51:16AM
9		0	DOA00016	15100		97500	CENTR	01/15/2020	RGSA1	-5.000000	0.000000	CL	65253	V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM
10		0	DOA00016	15100		97500	CENTR	01/16/2020	RGSA	7.000000	0.000000	TP	65253	V_TA_BATCH_PROCESSOR	02/04/2021 10:02:55AM

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

First 1-40 of 40 Last																						
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	02/04/2021 10:02:55AM	0																				



## 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:

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

### INPUT / SEARCH CRITERIA:

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

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

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

### Screenshot of the TL Eligibility Audit Query

V\_TA\_ELIGIBILITY\_ENROLL\_AUDIT - TL Eligibility Audit

Business Unit50100

Dept ID (Blank for all)

Employee ID (Blank for all)

From Date08/01/2020

To date12/31/2020

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (1 kb)

View All

First 1-4 of 4 Last

Row	Employee Name	Employee ID	Employee Record	Position Number	Department ID	Business Unit	HR Status	Custom TA Eligibility Type	Eligibility Effective Date	Eligibility Effective Status	Step	Username who made the change	Date and Time Stamp	Audit Action-Add,Delete,Change
1			0	DOT02245	11048	50100	A	COMI	11/24/2019	A	0		08/24/2020 4:46:12PM	Add
2			0	DOT02535	18030	50100	A	OTLV	11/06/2011	A	0		11/04/2020 10:02:41AM	Add
3			0	DOT02535	18030	50100	A	OTLV	11/10/2019	A	0		11/04/2020 10:03:20AM	Add
4			0	DOTTA154	99999	50100	A	OTLV	11/24/2020	A	0		11/24/2020 9:17:17AM	Add



## 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:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V\_TA\_TRADSCK\_06MONTHS

### INPUT / SEARCH CRITERIA:

Business Unit  
Department  
Employee ID  
Date

### OUTPUT FORMAT:

HTML  
Excel

### 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

V\_TA\_TRADSCK\_06MONTHS - Traditional Sick Used 6 Months

Business Unit

Department

Employee Id

Date

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (14 kb)

View All First 1-54 of 54 Last

Row	Empl ID	Empl Record	Name	Position	Location	Dept ID	Unit	Sum Quantity
1		0		DOT23023	CENTR	12026	50100	68.000000
2		0		89411	14	14023	50100	10.000000
3		0		DOT09384	CENTR	15028	50100	8.000000
4		0		11339	13	13045	50100	5.500000
5		0		DOT10687	CENTR	13037	50100	8.000000
6		0		06481	18	18045	50100	8.000000
7		0		03662	19	19087	50100	9.000000
8		0		DOT03662	CENTR	19087	50100	8.000000
9		0		DOT22097	CENTR	17034	50100	8.000000
10		0		DOT18016	CENTR	18046	50100	8.000000
11		0		DOT13147	CENTR	10017	50100	8.000000
12		0		02872	19	19013	50100	8.000000
13	025187100	0	ALL E	DOT116	CENTR	19013	50100	8.000000



## 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:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V\_TA\_FORFEITED\_VAC\_HRS

### INPUT / SEARCH CRITERIA:

Business Unit  
Department ID  
Employee ID  
Leave Year Start Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

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

### Screenshot of the Vacation Leave Lost Query

V_TA_FORFEITED_VAC_HRS - Vacation Leave Lost Report										
Business Unit <input type="text" value="75300"/>										
Department ID <input type="text"/>										
Employee ID <input type="text"/>										
Leave Year Start Date <input type="text" value="01/10/2020"/>										
<a href="#">View Results</a>										
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (33 kb)										
View All										
Row	Business Unit	Location	Department ID	Name	Employee ID	Employee Record	Position Number	Calendar Group	Calendar ID	Forfeited Vacation Hours
1	75300	CENTR	100				0 DFCED001	2020SM100	SM12020SM100	75.100000
2	75300	CENTR	100				0 DFC00899	2020SM100	SL12020SM100	38.700000
3	75300	CENTR	100				0 DFC00899	2020SM100	SL12020SM100	11.700000
4	75300	CENTR	100				0 DFC00025	2020SM100	SM12020SM100	33.500000
5	75300	CENTR	100				0 DFC00299	2020SM100	SL12020SM100	13.100000
6	75300	CENTR	100				0 DFC00598	2020SM100	SL12020SM100	28.500000
7	75300	CENTR	100				0 DFC00530	2020SM100	SL12020SM100	45.700000
8	75300	CENTR	100				0 DFC00004	2020SM100	SM12020SM100	65.000000
9	75300	CENTR	100				0 DFC00549	2020SM100	SL12020SM100	8.600000
10	75300	CENTR	100				0 DFC00714	2020SM100	SL12020SM100	36.900000
11	75300	CENTR	100				0 DFC00056	2020SM100	SM12020SM100	29.500000
12	75300	CENTR	100				0 DFC00769	2020SM100	SM12020SM100	42.000000
13	75300	CENTR	100				0 DFC00753	2020SM100	SM12020SM100	19.100000



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

REVISED: 08/02/202

### 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.

**Note:** For agencies using Cardinal Absence Management, Non-Productive Time entered on the Absence tab of the timesheet will be displayed on the report after the hours have been approved by the Supervisor and processed by the nightly Absence Calc Process.

### NAVIGATION PATH:

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

### INPUT / SEARCH CRITERIA:

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

### OUTPUT FORMAT:

HTML  
Excel

### 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

V\_TA\_TLAM\_WKLY\_HRS - Weekly Submitted Hours

Business Unit: 26200

Location (Leave Blank for all):

Dept ID (Leave Blank for all):

Empl ID (Leave Blank for all):

Period Start Date: 01/01/2020

Period End Date: 04/30/2020

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

First 1-2 of 2 Last

Row	Employee Name	Employee ID	Empl Record	Position	Business Unit	Location	Department ID	Supervisor Name	Supervisor ID	Workgroup	Standard Hours	Submitted Hrs.
1			1	ARS00432	26200	CENTR	11109			SERF071E1	40.00	2.000000
2			1	ARS00194	26200	CENTR	11332			SERF071E1	40.00	4.000000



## 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:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V\_TA\_WORKFLOW\_SETUP\_ISSUES

### INPUT / SEARCH CRITERIA:

Business Unit  
Location  
Department

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

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

### Screenshot of the Workflow Setup Issues Query

V_TA_WORKFLOW_SETUP_ISSUES - Workflow Setup Issues														
Business Unit <input type="text" value="40300"/>														
Location <input type="text"/>														
Department <input type="text"/>														
<a href="#">View Results</a>														
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (267 kb)														
<a href="#">View All</a>														
First 1-100 of 528 Last														
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
4	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							CENTR	31100			0	GIF00211	EMPLOYEE REPORTS TO



## **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:

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

### RUN CONTROL PARAMETERS:

From Date  
To Date  
Output to File Server (checkbox)  
Business Unit

### OUTPUT FORMAT:

PDF  
CSV

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

The screenshot shows the 'Absence Upload Error Report' run control page. At the top, there's a title bar 'Absence Upload Error Report'. Below it, a green tab is labeled 'Absence Upload Error Report'. The main area contains several sections: 'Run Control ID' with the value 'Absence\_Upload\_Error\_Report', 'Report Manager' and 'Process Monitor' links, and a 'Run' button. The 'Date Range' section has fields for '\*From Date' and '\*To Date' with calendar icons. The 'File Parameters' section has a checkbox for 'Output to File Server'. The 'Business Unit Selection' section includes a '\*Tree Name' field, a 'How Specified' dropdown set to 'Select Detail Values', and a 'Tree Node Selector' area. To the right of the tree selector is a 'Select Values/Nodes' table with columns 'Business Unit' and 'Description', and '+' and '-' buttons. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.

### 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.



## Screenshot of the Absence Data Upload Error Report

Commonwealth of Virginia									
ABSENCE DATA UPLOAD ERROR REPORT									
Run Date: 05/14/2021									
Run Time: 11:04 00									
Interfacing Business Unit: 19400 Department of General Services									
Uploaded Date Range: 01/01/2019 To 03/31/2021									
Page No. 1 of 11									
File Name: 19400_TA758_IN_07302020_0842_001.DAT									
Upload Run Date: 07/30/2020									
Employee ID	Unit	Element	Reason	Absence Begin Date	Absence End Date	Absence Duration	Error Field	Error Description	
19400	VAC	TAKE ELEM	VAC	11/25/2019	11/25/2019	8	BGN_DT	Employee has an absence prior to 90 days from current Date	
19400	SCK	TAKE ELEM	FME	11/25/2019	11/25/2019	8	ABSENCE_REASON	Absence Reason is invalid	
19400	SCK	TAKE ELEM	FME	11/25/2019	11/25/2019	8	BGN_DT	Employee has an absence prior to 90 days from current Date	
19400	SCK	TAKE ELEM	FME	11/25/2019	11/25/2019	8	PIN_NM	Absence Take is not valid for the Employee Eligibility Group	
19400	VAC	TAKE ELEM	VAC	11/25/2019	11/25/2019	8	BGN_DT	Employee has an absence prior to 90 days from current Date	
19400	STD	TAKE ELEM	STD	11/25/2019	11/25/2019	8	BGN_DT	Employee has an absence prior to 90 days from current Date	
Total number of rows submitted						4	Total number of Absence hours submitted		32
Total number of rows with Errors						4	Total number of Absence hours with errors		32
Total number of rows successfully Processed						0	Total number of Absence hours loaded successfully		0



## DOA Leave Liability Report (RTA013)

REVISED: 07/21/2025

### 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 [Flex Leave Liability Data Report \(RTA803\)](#).

### NAVIGATION PATH:

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

### INPUT / SEARCH CRITERIA:

Business Unit  
FICA Amount  
Thru Date

### OUTPUT FORMAT:

Excel

### Screenshot of the DOA Leave Liability Report Run Control Page

The screenshot shows the 'DOA Leave Liability Report' run control page. At the top, there is a navigation bar with a 'Team Time' button and a title 'DOA Leave Liability Report'. Below the title, there are links for 'New Window', 'Help', and 'Personalize Page'. The main content area has a 'Run Control ID' field with the value 'DOA\_LEAVE\_LIABILITY'. To the right of this field are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this is a section titled 'Report Request Parameters' which contains three input fields: 'Business Unit' with a search icon, '\*Thru Date' with a calendar icon, and 'FICA Amount'. At the bottom of the page, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

**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.



## Screenshots of the Leave Liability Report

### Section 1: Employee Details Section

DOA LEAVE LIABILITY REPORT																			
RUN CONTROL PARAMETERS:																			
BUSINESS UNIT: 12300																			
THRU DATE: 06/24/2025																			
FICA Amount:176100																			
Run Date-Time:071620251134																			
Section1-EMPLOYEE DETAILS SECTION																			
Section1-E	EMPLID	NAME	LOCATION	DEPTID	ELIG_GRP	GP_PAYGROUP	PRD_END_DT	LEAVE_ELIG_DA	YRS_OF_SVC	HOURLY_RT	LEAVE TYPE	END_BAL	BAL_LIAB_AMT	ACCRUED	TAKEN_TC	PROJECTED	PROJECTE	FUND COI	PROGRAM CODE
Section1-E			RC743	FACILITIES	V	SM1	24-Jun-25	7/10/2024	0.9543	27.235577	ERL	8	217.885	0	0	0	0	0	Split
Section1-E			RC743	FACILITIES	V	SM1	24-Jun-25	7/10/2024	0.9543	27.235577	PER	32	0	16	16	0	0	871.54	Split
Section1-E			RC743	FACILITIES	V	SM1	24-Jun-25	7/10/2024	0.9543	27.235577	SOP	64	0	40	24	0	0	1743.08	Split
Section1-E			RC743	FACILITIES	V	SM1	24-Jun-25	7/10/2024	0.9543	27.235577	VAC	92	2505.673	48	0	96	2614.62	0	Split
Section1-E			FTBAR	FTPICDPW	V	SM1	24-Jun-25	3/25/2024	1.24731	34.663462	ERL	8	277.308	8	8	0	0	0	721009
Section1-E			FTBAR	FTPICDPW	V	SM1	24-Jun-25	3/25/2024	1.24731	34.663462	PER	0	0	32	32	0	0	0	10000
Section1-E			FTBAR	FTPICDPW	V	SM1	24-Jun-25	3/25/2024	1.24731	34.663462	SOP	36	0	64	52	0	0	1247.88	10000
Section1-E			FTBAR	FTPICDPW	V	SM1	24-Jun-25	3/25/2024	1.24731	34.663462	VAC	30.5	1057.236	76	16	96	3327.69	0	721009
Section1-E			RC732	FACILITIES	V	SM1	24-Jun-25	3/25/2014	11.24731	24.759615	ERL	8	198.077	8	8	0	0	0	Split
Section1-E			RC732	FACILITIES	V	SM1	24-Jun-25	3/25/2014	11.24731	24.759615	PER	32	0	32	24	0	0	792.31	Split
Section1-E			RC732	FACILITIES	V	SM1	24-Jun-25	3/25/2014	11.24731	24.759615	SOP	68	0	64	64	0	0	1683.65	Split

### Section 2: Employee Salary Leave Liability Section

Section2-EMPLOYEE SALARY LEAVE LIABILITY SECTION																					
Section2-E	EMPLID	NAME	LOCATION	DEPTID	ELIG_GRP	GP_PAYGROUP	PRD_END_DT	LEAVE_ELIG_DA	YRS_OF_SVC	HOURLY_RT	YTD_MED_T	TOT_BAL_AMT	TOT_AMT	YTD_ADDL	OASDI	MED_OASDI	TAX_MED	TOTAL_LE/HR	STATUS	FUND_COI	PROGRAM_CODE
Section2-E			RC743	FACILITIES	V	SM1	24-Jun-25	7/10/2024	0.9543	27.235577	30903.69	5338.173	36241.863	5338.173	5338.173	330.967	77.404	5746.543	A	Split	Split
Section2-E			FTBAR	FTPICDPW	V	SM1	24-Jun-25	3/25/2024	1.24731	34.663462	39155.05	2582.429	41737.479	2582.429	2582.429	160.111	37.445	2779.985	A	10000	721009
Section2-E			RC732	FACILITIES	V	SM1	24-Jun-25	3/25/2014	11.24731	24.759615	28583.07	7130.77	35713.84	7130.77	7130.77	442.108	103.396	7676.274	A	Split	Split
Section2-E			SMRAD	SMR	V	SM1	24-Jun-25	1/10/1989	36.4543	32.303365	35408.4	15042.062	50450.462	15042.06	15042.06	932.608	218.111	16192.78	A	10000	721009
Section2-E			SMRAD	SMR	V	SM1	24-Jun-25	3/10/1989	36.28763	28.457212	31427.34	13042.651	44469.991	13042.65	13042.65	808.644	189.118	14040.41	A	10000	721009
Section2-E			FTBAR	ENVIRON	V	SM1	24-Jun-25	12/10/1998	26.53763	39.036338	46918.11	14638.702	61556.812	14638.7	14638.7	907.6	212.261	15758.56	A	10000	721010
Section2-E			FTBAR	FACILITIES	V	SM1	24-Jun-25	3/25/2022	3.24731	33.425481	36682.01	4946.971	41628.981	4946.971	4946.971	306.712	71.731	5325.414	A	10000	721010
Section2-E			SMRAD	SMR	V	SM1	24-Jun-25	5/25/1993	32.80865	28.654327	32746.8	10602.102	43348.902	10602.1	10602.1	657.33	153.73	11413.16	A	10000	721009
Section2-E			FTBAR	FTPICDPW	T	SM1	24-Jun-25	10/25/1993	31.66398	46.786538	52939.13	20983.762	73922.892	20983.76	20983.76	1300.993	304.625	22589.02	A	10000	721009
Section2-E			DSGR	VAF	V	SM1	24-Jun-25	11/10/2015	9.62097	61.899038	66186.07	21355.167	87541.237	21355.17	21355.17	1324.02	309.65	22988.84	A	01000	799001
Section2-E			FTBAR	FTPICFIRE	V	SF1	24-Jun-25	9/10/1996	28.78763	23.521635	4097.72	2657.945	6755.665	2657.945	2657.945	164.793	38.54	2861.278	A	10000	721009

### Section 3: Current Liability at Employee – Level Detail Section

Section3-CURRENT LIABILITY AT EMPLOYEE-LEVEL DETAIL SECTION																
Section3-E																
Section3-E	EMPLID	NAME	LOCATION	DEPTID	ELIG_GRP	GP_PAYGROUP	PRD_END_DT	LEAVE_ELIG_DA	YRS_OF_SVC	HOURLY_RT	LEAVE TYPE	END_BAL	BAL_LIAB_AMT	TERM_DATE	FUND_COI	PROGRAM_CODE
Section3-E			FTBAR	FACILITIES	V	SM1	24-Jun-25	1/10/1989	36.4543	50.158173	VAC	0	0	6/30/2024	10000	721010
Section3-E			FTBAR	FTPICBILL	V	SM1	24-Jun-25	10/10/1997	27.7043	26.896635	DSK	48	322.76	5/31/2025	02123	721009
Section3-E			FTBAR	FTPICBILL	V	SM1	24-Jun-25	10/10/1997	27.7043	26.896635	ERL	10	268.966	5/31/2025	02123	721009
Section3-E			FTBAR	FTPICBILL	V	SM1	24-Jun-25	10/10/1997	27.7043	26.896635	VAC	273.3	7350.85	5/31/2025	02123	721009
Section3-E			FTBAR	FACILITIES	T	SM1	24-Jun-25	12/25/1998	26.49731	52.504808	SCK	5	65.631	7/24/2024	10000	721010
Section3-E			FTBAR	FACILITIES	T	SM1	24-Jun-25	12/25/1998	26.49731	52.504808	VAC	0	0	7/24/2024	10000	721010
Section3-E			FTBAR	VAPA	V	SM1	24-Jun-25	3/25/1999	26.24731	27.419231	VAC	495	9212.862	5/11/2025	01000	799001
Section3-E			FTBAR	ENVIRON	V	SM1	24-Jun-25	9/10/2001	23.78763	29.559615	VAC	0	0	7/31/2024	10000	721010

### Section 4: Current Employee Leave Liability Section

Section4-CURRENT EMPLOYEE LEAVE LIABILITY SECTION																					
Section4-E	EMPLID	NAME	LOCATION	DEPTID	ELIG_GRP	GP_PAYGROUP	PRD_END_DT	LEAVE_ELIG_DA	YRS_OF_SVC	HOURLY_RT	YTD_MED_T	TOT_BAL_AMT	TOT_AMT	YTD_ADDL	OASDI	MED_TAX	TOTAL_LE/HR	STATUS	FUND_COI	PROGRAM_CODE	
Section4-E			FTBAR	FACILITIES	V	SM1	24-Jun-25	1/10/1989	36.4543	50.158173	0	0	0	0	0	0	0	0	1	01000	
Section4-E			FTBAR	FTPICDPW	V	SM1	24-Jun-25	10/10/1997	27.7043	26.896635	32012.23	7942.578	39954.806	7942.578	492.44	115.167	8550.19	I	02123	721010	
Section4-E			FTBAR	FACILITIES	T	SM1	24-Jun-25	12/25/1998	26.49731	52.504808	0	65.631	65.631	65.631	65.631	4.069	0.952	70.652	I	10000	
Section4-E			FTBAR	VAPA	V	SM1	24-Jun-25	3/25/1999	26.24731	27.419231	19124.16	9212.862	28337.022	9212.862	571.197	133.586	9917.65	I	01000	790001	
Section4-E			FTBAR	ENVIRON	V	SM1	24-Jun-25	9/10/2001	23.78763	29.559615	0	0	0	0	0	0	0	0	0	10000	721010
Section4-E			FTBAR	ITAM	V	SM1	24-Jun-25	4/10/1999	26.2043	24.975962	0	0	0	0	0	0	0	0	0	10000	721000
Section4-E			FTBAR	VAF	V	SM1	24-Jun-25	3/10/2006	19.28763	36.417308	36678.67	1456.692	38135.362	1456.692	90.315	21.122	1568.13	I	01000	729003	





## Docking Unpaid Absences Report (VTAR655)

REVISED: 08/02/2024

### 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 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.

### NAVIGATION PATH:

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

#### RUN CONTROL PARAMETERS:

Business Unit  
Department  
Employee ID

#### OUTPUT FORMAT:

Excel

#### For agencies using an external leave system

From Date  
To Date

#### For agencies using Cardinal Absence Management

Calendar ID

**Note:** The From Date and To Date or the Calendar ID fields will display after the Business Unit has been entered.



## Screenshot of the Docking Unpaid Absences Report Run Control Page (for Agency using an external leave system)

Docking Unpaid Absences Report

Docking Unpaid Absences

Run Control ID DOCKING\_UNPAID\_ABSENCES [Report Manager](#) [Process Monitor](#) [Run](#)

Docking Unpaid Absences Report

\*Business Unit

Department (Leave Blank for All)

Employee ID (Leave Blank for All)

From Date

To Date

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

### 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 agencies using Cardinal Absence Management)

Docking Unpaid Absences Report

Docking Unpaid Absences

Run Control ID DOCKING [Report Manager](#) [Process Monitor](#) [Run](#)

Docking Unpaid Absences Report

\*Business Unit

Department (Leave Blank for All)

Employee ID (Leave Blank for All)

Calendar Group ID

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Rev 07/21/2025

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## Screenshot of the Docking Unpaid Absences Report

Docking Unpaid Absences Report									
Run Control Parameters:									
Business Unit: 24200									
Department:									
Emplid:									
Calendar Group: 2024SM109									
Name	Emplid	EMPL_RCD	POS_NUM	BUSINESS_UNIT	DEPTID	PAYGROUP	PAY BEGIN DT	PAY END DT	DUR
		0		24200	26150	SM1	2024-05-10	2024-05-24	2024-05-06
		0		24200	26150	SM1	2024-05-10	2024-05-24	2024-05-06
		0		24200	26150	SM1	2024-05-10	2024-05-24	2024-05-07
		0		24200	26150	SM1	2024-05-10	2024-05-24	2024-05-07
		0		24200	26150	SM1	2024-05-10	2024-05-24	2024-05-08
		0		24200	26150	SM1	2024-05-10	2024-05-24	2024-05-08
		0		24200	26150	SM1	2024-05-10	2024-05-24	2024-05-09
		0		24200	26150	SM1	2024-05-10	2024-05-24	2024-05-09
		0		24200	28020	SM1	2024-05-10	2024-05-24	2024-05-10
		0		24200	28020	SM1	2024-05-10	2024-05-24	2024-05-13
		0		24200	28020	SM1	2024-05-10	2024-05-24	2024-05-14
		0		24200	28020	SM1	2024-05-10	2024-05-24	2024-05-14

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

TRC	DESCRIPTION	QUANTITY	STATUS	FROZEN DATE	FROZEN FLAG	FORECAST VALUE	WORKGROUP
LNP	Pay Docking	-8	PD	2024-05-24	N		SNRF071P1
STL	Short Term Disability-Pay Dock	3.2					SNRF071P1
LNP	Pay Docking	-8	PD	2024-05-24	N		SNRF071P1
STL	Short Term Disability-Pay Dock	3.2					SNRF071P1
LNP	Pay Docking	-8	PD	2024-05-24	N		SNRF071P1
STL	Short Term Disability-Pay Dock	3.2					SNRF071P1
LNP	Pay Docking	-8	PD	2024-05-24	N		SNRF071P1
STL	Short Term Disability-Pay Dock	3.2					SNRF071P1
LNP	Pay Docking	8					SNRP071E1
LNP	Pay Docking	8					SNRP071E1
LNP	Pay Docking	8					SNRP071E1



## Employee Leave Report (RTA010)

REVISED: 06/18/2024

### 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.

This report can be run based on the **Finalized/Closed Leave Period End Date** or the **Unfinalized/Open Leave Period End Date**.

- **Finalized/Closed Leave Period End Date**
  - Enter the end date of any finalized leave period to review leave data from the beginning of the leave year through the period end date selected. The report will reflect data as of the finalized period selected.
- **Unfinalized/Open Leave Period End Date**
  - Enter the end date of the current open leave period to review leave data from the beginning of the leave year through the end date of the current period. The associated look up feature includes the current open leave period end dates for the SM1 and SM2 calendars.
  - When you select the Unfinalized/Open Leave Period End Date option, the data reflected is estimated based on data as of Last Processed Date/Time.  
The balances are estimated through the current open period end date and include absences approved through that date, as well as any entitlements processed through that date, as of the Last Absence Calculation Process Run Date/Time.

### NAVIGATION PATH:

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

#### RUN CONTROL PARAMETERS:

Business Unit  
Department  
Node Only [checkbox]  
Empl ID (blank for all)  
Summary [radio button]  
Detail Transactions [radio button]  
Summary and Detail Transactions [radio button]  
Page break by employee checkbox  
Finalized/Closed Leave Period End Date  
Unfinalized/Open Leave Period End Date

#### OUTPUT FORMAT:

PDF  
CSV



## Screenshot of the Employee Leave Report Run Control Page

[Process List](#) **Employee Leave Report** [New Window](#) [Help](#) [Personalize Page](#)

**Employee Leave Report**

Run Control ID: ADHOC [Report Manager](#) [Process Monitor](#) [Run](#)

**Report Request Parameters**

\*Business Unit

Department  ☐ Node Only

Empl ID

**Process Parameters**

☐ Summary ☒ Summary and Detail Transactions

☐ Detail Transactions ☐ Page break by employee

Finalized/Closed Leave Period End Date

Unfinalized/Open Leave Period End Date

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Add](#) [Update/Display](#)

### ADDITIONAL INFORMATION:

The **Business Unit** and either the **Finalized/Closed Leave Period End Date** or the **Unfinalized/Open Leave Period End Date** are required fields. Also, either the **Department** or **Empl ID** field is a required field.

## Screenshot of the Employee Leave Report

**Commonwealth of Virginia**

**EMPLOYEE LEAVE REPORT**

Report ID: VTAR0010 Run Date: 05/21/2024 Run Time: 11:00 00

Page No. 1 of 9

Business Unit : Department of Elections

Department Id : Election Services

Employee Id :

Employee Record : 0

Position Number :

Leave Eligibility Date : 04/10/2020

Current Vacation Accrual Rate : 4.00

Vacation Maximum Carryover : 192.00

Compensatory Leave Balance Limit : 0.00

Overtime Leave Balance Limit : 240.00

Unfinalized/Open Leave Period End Date : 05/09/2024

Last Absence Calculation Process Run Date/Time : 05/14/2024 02:16:59 PM

Leave Type	Leave Descr	Balance Forward	Earned Y-T-D	Taken Y-T-D	ADJ Y-T-D	Donated Y-T-D	Current Balance
CCL	Compensatory Leave	18.50	4.00	18.50	0.00	0.00	4.00
CSL	Volunteer Service Leave	0.00	16.00	0.00	0.00	0.00	16.00
PAR	Parental Leave	320.00	0.00	317.50	0.00	0.00	2.50
PER	VSDP Personal Leave	0.00	32.00	0.00	-32.00	0.00	0.00
SDP	VSDP Sick Leave	0.00	64.00	0.00	-64.00	0.00	0.00
STD	VSDP Short Term Disability	0.00	120.00	120.00	0.00	0.00	0.00
VAC	Vacation	58.00	32.00	48.00	0.00	0.00	42.00

**Notes:** Unfinalized/Open Period End Date data reflects estimated balances through the period end date of 05/09/2024 and includes absences through 05/09/2024 that have been approved in the system as of the last Absence Calculation process that was run on 05/14/2024 02:16:59 PM, as well as any accruals that are entitled through 05/09/2024

Summary data is based on the leave year associated with the leave period end date selected and Expiring Leave Types data is based on the past 365 days associated with the leave period end date selected.

Balance Forward hours reflect DHRM Policy 4.10 Annual Leave change effective Dec, 2013. Maximum Carryover Allowable plus the accrual for the final leave period (12/25 - 01/09).



### ADDITIONAL INFORMATION:

The Employee Leave Report header section includes a quick reference for Employee Leave Data.

- Last Absence Calculation Process Run Date/Time
- Vacation Maximum Carryover
- Compensatory Leave Balance Limit
- Overtime Leave Balance Limit

### Screenshot of the Employee Leave Types – History Details section

Expiring Leave Types - History Details					
Leave Type	Leave Description	Earned Date / Taken Date	Earned Hours	Taken Hours	Expiration Date
OCSA	Comp Leave Earned - Exempt	05/11/2023	2.00	0.00	05/11/2024
OCSA	Comp Leave Earned - Exempt	05/15/2023	1.00	0.00	05/15/2024
OCSA	Comp Leave Earned - Exempt	05/16/2023	3.00	0.00	05/16/2024
OCSA	Comp Leave Earned - Exempt	05/17/2023	2.50	0.00	05/17/2024
OCSA	Comp Leave Earned - Exempt	05/18/2023	2.00	0.00	05/18/2024
OCSA	Comp Leave Earned - Exempt	05/19/2023	2.00	0.00	05/19/2024
OCSA	Comp Leave Earned - Exempt	05/30/2023	8.00	0.00	05/30/2024
OCSA	Comp Leave Earned - Exempt	06/02/2023	1.10	0.00	06/02/2024
OCSA	Comp Leave Earned - Exempt	06/07/2023	2.10	0.00	06/07/2024
OCSA	Comp Leave Earned - Exempt	06/08/2023	2.90	0.00	06/08/2024
CCLA	Compensatory Leave Taken	06/16/2023	0.00	4.00	
CCLA	Compensatory Leave Taken	06/22/2023	0.00	7.00	
CCLA	Compensatory Leave Taken	07/03/2023	0.00	8.00	
OCSA	Comp Leave Earned - Exempt	07/28/2023	1.00	0.00	07/28/2024
OCSA	Comp Leave Earned - Exempt	07/30/2023	8.00	0.00	07/30/2024
OCSA	Comp Leave Earned - Exempt	07/31/2023	2.00	0.00	07/31/2024
OCSA	Comp Leave Earned - Exempt	08/02/2023	2.00	0.00	08/02/2024
OCSA	Comp Leave Earned - Exempt	08/25/2023	8.50	0.00	08/25/2024
OCSA	Comp Leave Earned - Exempt	09/08/2023	4.00	0.00	09/08/2024
CCLA	Compensatory Leave Taken	09/14/2023	0.00	2.00	



## 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:

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

### INPUT / SEARCH CRITERIA:

Business Unit  
Thru Date

### OUTPUT FORMAT:

Excel

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

The screenshot shows the 'Flex Leave Liability Data Rpt' control page. At the top, there is a navigation bar with 'Cardinal Homepage' and 'Flex Leave Liability Data Rpt'. Below the navigation bar, there are links for 'New Window', 'Help', and 'Personalize Page'. The main content area displays 'Run Control ID Flex\_Lv\_Liability\_Rpt' and buttons for 'Report Manager', 'Process Monitor', and 'Run'. Below this, there is a section titled 'Run Control Parameters' containing three input fields: '\*Business Unit' with a search icon, 'Department' with a search icon, and '\*Thru Date' with a calendar icon. At the bottom of the form, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

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



## Screenshot of the Flex Leave Liability Data Report

Flex Leave Liability Data Report																	
RUN CONTROL PARAMETERS:																	
Business Unit: 24100																	
Department:																	
Thru Date: 02/09/2023																	
Run Date Time: 04/06/2023 08:37																	
NOTE: The funding distribution percentage splits by Fund and Program ChartField values are applied to Leave Balances.																	
Employee ID	Employee Name	Position	Location	Departme	Leave Eligibili	Years of S	GP Pay Gr	AM Eligibi	VPA E Terminati	Hourly_Ra	YTD Earnir	Period Eni	Leave Typ	Leave Bal	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
			RBCWM	4005	25-Apr-04	18	SM1	FACVSDP(N		50.48077	21615.4	9-Feb-23	SDP	80	3000	105050	100
			RBCWM	6000	10-Oct-16	6	SL2	FACVSDP(N		40.6875	16627.75	9-Feb-23	PER	32	3000	106040	100
			RBCWM	6000	10-Oct-16	6	SL2	FACVSDP(N		40.6875	16627.75	9-Feb-23	SDP	72	3000	106040	100
			RBCWM	9000	1-Jun-19	3	SM1	FACVSDP(N		27.76442	11266.05	9-Feb-23	PER	32	3060	809095	100
			RBCWM	9000	1-Jun-19	3	SM1	FACVSDP(N		27.76442	11266.05	9-Feb-23	SDP	64	3060	809095	100
***End of File***																	



## Hourly Employee Tracking Report (RTA005)

**REVISED:** 09/09/2024

### **DESCRIPTION:**

This report is used to track Wage Employee hours and can be used to monitor hours so that employees do not exceed the ACA Hourly Limit as defined by DHRM Policy 2.20. The Commonwealth's ACA measurement period is May 1 - April 30. This report provides the total hours for the ACA measurement period which is derived using the As of Date.

For example, when 12/31/2022 is entered in the As of Date field, the report will display the total hours from 5/1/2022 through 4/30/2023.

When running the report for today's date (9/6/2024), the report will display the total hours for the current ACA measurement period (5/1/2024-4/30/2025).

The report details include the Yearly Limit for hourly employees as defined by Rule Element 3 on Maintain Time Reporter Data. This value is initially populated by the TL Auto Enroll process based on defined agency Time Reporter criteria and is intentionally set to a value less than 1,500 by default to allow for sufficient warning. The default limit can be increased or decreased for the individual by the agency TL Setup Administrator.

### **NAVIGATION PATH:**

NavBar > Menu > Time and Labor > Reports > Hourly Employee Tracking

#### **RUN CONTROL PARAMETERS:**

Business Unit  
As Of Date  
Department

#### **OUTPUT FORMAT:**

PDF  
CSV

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

The screenshot shows a web application interface for "Hourly Employee Tracking". At the top, there is a dark blue header bar with a left navigation menu containing "Cardinal Homepage", a central title "Hourly Employee Tracking", and icons for home, search, and settings. Below the header, a light blue sub-header contains "New Window | Help | Personalize Page". The main content area has a tab labeled "Hourly Employee Tracking". Below the tab, the "Run Control ID" is set to "Hourly\_Empl\_Tracking". To the right of this are links for "Report Manager" and "Process Monitor", and a "Run" button. Below these are three input fields: "Business Unit" with a search icon, "\*As Of Date" with a calendar icon, and "Department" with a search icon. A checkbox labeled "Run for multiple Business Units" is positioned to the right of the "Business Unit" field. At the bottom of the form are four buttons: "Save", "Notify", "Add", and "Update/Display".

Cardinal Homepage    Hourly Employee Tracking    New Window | Help | Personalize Page

Hourly Employee Tracking

Run Control ID: Hourly\_Empl\_Tracking    Report Manager    Process Monitor    Run

Business Unit [Search]    ☐ Run for multiple Business Units

\*As Of Date [Calendar]

Department [Search]

Save    Notify    Add    Update/Display

### ADDITIONAL INFORMATION:

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



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

Cardinal Homepage Hourly Employee Tracking

New Window | Help | Personalize Page

Hourly Employee Tracking

Run Control ID Adhoc Report Manager Process Monitor Run

Business Unit  ☒ Run for multiple Business Units

\*As Of Date

Department


Business Unit Selection

1-1 of 1

Business Unit	Agency Description		
1		+	-

Save Notify Add Update/Display

## Screenshot of the Hourly Employee Tracking Report

 Report ID: RTA005	Commonwealth of Virginia HOURLY EMPLOYEE TRACKING	Run Date: 09/05/2023 Run Time: 08:45 00
--	--	--

Page No. 1 of 1

Business Unit:	50100	VA Dept of Transportation
As of Date:	09/05/2023	
Department:	10003	Administrative Services

Business Unit	Emplid	Rcd	Name	Position#	Location	Department	Processed Hours	Hourly Yr Limit	Year Start Date	Year End Date	Remaining Hours	A	B	C	D	E
50100		0		DOTH0111	CO003	10003	423.00	1400.00	05/01/2023	04/30/2024	977.00	N	N	N	N	N
50100		0		DOTH0018	CO003	10003	206.50	1500.00	05/01/2023	04/30/2024	1293.50	N	N	N	Y	Y
50100		0		DOTH0734	CO003	10003	529.00	1500.00	05/01/2023	04/30/2024	971.00	N	N	N	Y	Y

STATUS LEGEND:

A: Reported hours exceed 90% of Hourly Year Limit  
B: Employees who have exceeded Hourly Year Limits  
C: Employee job is no longer Hourly  
D: Employee job is no longer Active  
E: Hourly Year Limit undefined - State default 1500 applied



## Invalid Holiday Report (RTA720)

REVISED: 09/15/2021

### DESCRIPTION:

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

### NAVIGATION PATH:

NavBar > Menu > Time and Labor > Reports > Invalid Holiday Report

### RUN CONTROL PARAMETERS:

Period Start Date  
Period End Date  
Business Unit  
Location  
Dept ID  
Empl ID

### OUTPUT FORMAT:

PDF  
CSV

### Screenshot of the Invalid Holiday Report Run Control Page

The screenshot shows the 'Invalid Holiday Report' run control page. At the top, there is a navigation bar with a '< List' button and the title 'Invalid Holiday Report'. Below this, a green tab labeled 'Invalid Holiday Report' is active. The main area contains a 'Run Control ID' field with the value 'Invalid\_Holiday\_Report', a 'Report Manager' link, a 'Process Monitor' link, and a 'Run' button. Below these links is a section titled 'Run Control Parameters' which contains two date pickers: '\*Period Start Date' and '\*Period End Date'. Below the date pickers is a section titled 'Parameters (Leave Blank for All)' which contains four search fields: 'Business Unit', 'Location', 'Dept ID', and 'Empl ID'. At the bottom of the page, there are four buttons: 'Save', 'Return to Search', 'Notify', and 'Add', followed by an 'Update/Display' button.

### 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.



## Screenshot of the Invalid Holiday Report

Commonwealth of Virginia										
Invalid Holiday Report										
Report ID:RTA720										
Run Date: 05/14/2021										
Run Time: 12:57:38										
Page 1 of 1										
Business Unit : Location : Department ID : Employee ID : Period Start Date: 1/1/2020 Period End Date : 12/31/2020										
NAME	Employee ID	Empl Rcd	Position Nbr	Business Unit	Location	Holiday Date	Holiday	LNP/DLR Date	Adjacent Invalid LNP/DLR TRC	LNP/DLR Hours
		0	CCVTA004	11300	CENTR	1/20/2020	HOL	1/17/2020	HNFA	8.000
		0	DSPTA210	15600	0310	1/17/2020	HOL	1/16/2020	LNP	8.000
		0	WFUI0094	75700	CENTR	1/17/2020	HOL	1/17/2020	LNP	8.000
		0	WFUI0094	75700	CENTR	1/20/2020	HOL	1/17/2020	LNP	8.000



## OSHA Report (RTA508)

REVISED: 09/15/2021

### DESCRIPTION:

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

### NAVIGATION PATH:

NavBar > Menu > Time and Labor > Reports > OSHA Report

### INPUT / SEARCH CRITERIA:

Business Unit  
Reporting Month  
Year

### OUTPUT FORMAT:

Excel

### Screenshot of the OSHA Report Run Control Page

The screenshot shows the "OSHA Report" run control page. At the top right, the title "OSHA Report" is displayed in a dark blue header. Below the header, there is a green tab labeled "OSHA Report". The main content area includes a "Run Control ID" field with the value "OSHA\_Report", and links for "Report Manager" and "Process Monitor". A "Run" button is located to the right of these links. Below this, the "Report Run Parameters" section contains three input fields: "\*Business Unit:" with a search icon, "\*Reporting Month:", and "\*Year:". At the bottom of the page, there are four buttons: "Save" (green), "Notify", "Add", and "Update/Display".

### ADDITIONAL INFORMATION:

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



## Screenshot of the OSHA Report

DEPTID	COE	COH	CON	COR	ECS	ECT	ERG	ESS	ETH	ETS	OCH	OCP	OCS	OCT	OSH	OSS	OTH	OTS	RGF	RGH	RGS	SCH	UOS	Total	Number o	Number of Wage Employees	
1001	0	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	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	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	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	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	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	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	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	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	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	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	0	1360	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	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	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	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	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	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	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	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	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	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	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	0	2000	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	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	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	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	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	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	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	0	720	0	720	9	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13840	0	13840	173	0
Date Ranges for Selection are: 25-OCT-2019 — 24-NOV-2019 for PayGroups: SM1																											



## 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:

NavBar > Menu > Time and Labor > Reports > Payable Status

### INPUT / SEARCH CRITERIA:

Description  
From Date  
Through Date  
Select Payable Status  
Select Employees to Process

### OUTPUT FORMAT:

PDF

[Cardinal Homepage](#)

Payable Status

[New Window](#) | [Help](#) | [Personalize Page](#)

Payable Status

Run Control IDPayable\_StatusReport ManagerProcess MonitorRun

Run Control Parameters

\*Description

\*From Date

\*Through Date

Select Payable Status

☐ Estimated☐ Needs Approval☐ Pushed Back☐ Approved☐ Denied

☐ Sent to Payroll☐ Taken by Payroll☐ Rejected by Payroll☐ Check Reversed☐ No Pay

☐ Distributed☐ Diluted☐ Closed☐ Ignore

Employees To Process

1-1 of 1

View All

Empl ID	Name	Empl Record	Group ID	*Include or Exclude		
<div></div>		<div></div>	<div></div>	<div>Include</div>	<div>+</div>	<div>-</div>

Save

Notify

Add

Update/Display

Rev 07/21/2025

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## Payable Time to GL Reconciliation Report (RTA739)

REVISED: 03/12/2025

### 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. Transactions that are closed and not distributed will be included in the results if the checkbox is selected. Both Interfacing agencies and agencies that enter their time online into Cardinal may use this BI Publisher report for reconciliation purposes.

### NAVIGATION PATH:

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

### INPUT / SEARCH CRITERIA:

Pay Run ID  
Company  
Pay Group  
Include transactions that are closed and not distributed [checkbox]

### OUTPUT FORMAT:

Excel

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

The screenshot shows the 'Payable Time to GL Recon Rpt' Run Control page. At the top, there's a navigation bar with 'Cardinal Homepage', 'Payable Time to GL Recon Rpt', and icons for home, search, notifications, and settings. Below the navigation bar, there's a 'Run Control ID' field and a 'Run' button. The page is divided into two main sections: 'Select Pay Run ID, Pay Period End Date, Or From/To Date' and 'Employees to Process'. The first section has fields for 'Pay Run ID', 'From Pay End Date', and 'To Pay End Date'. The second section has fields for 'Company', 'Pay Group', and 'Empl ID'. Below these sections, there's a 'Time Reporting Code (Optional)' section with a table. The table has a header 'Time Reporting Code' and a row with a search field, a '+' button, and a '-' button. At the bottom, there's a checkbox 'Include transactions that are closed and not distributed' and a row of buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

< Cardinal Homepage Payable Time to GL Recon Rpt

New Window | Help | Personalize Pag

Payable Time to GL Recon Rpt

Run Control ID Report Manager Process Monitor Run

Process Instance:3822845

Select Pay Run ID, Pay Period End Date, Or From/To Date

Pay Run ID: OR From Pay End Date: To Pay End Date:

Employees to Process

Company: Pay Group: OR Empl ID:

Time Reporting Code (Optional)

Time Reporting Code
1

☐ Include transactions that are closed and not distributed

Save Return to Search Previous in List Next in List Notify Add Update/Display



### 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_NBR	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	I	
	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	I	
	0	VEC03482	10/1/2021	3E+14	18200CCRQ	RGS	RGSA	55.38	2 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	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	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	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	I	
	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	I	

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

SW	ACTUAL_PUB_DATE	SOURCE_IND	ORIG_SEQ_NBR	BUSINESS_UNIT	ACCT_CD	ACCOUNT	FUND_CODE	CHARTFIELD2	DEPTID_CF	CHARTFIELD1	PRODUCT	CLASS_FLD	OPERATING_UNIT	CHARTFIELD3
	1/1/1900	S	4.40252E+14	18200	000556441	5011230	07010	470002	928550	07601000	230000			
	1/1/1900	S	4.40252E+14	18200	000552827	5011230	07010	470002	928550	07601000	430000			
	1/1/1900	S	4.40252E+14	18200	000557001	5011230	07010	470001	936281		530007			
	1/1/1900	S	4.40252E+14	18200	000556822	5011230	07010	470001	936281		500000			
	1/1/1900	S	4.40252E+14	18200	000557008	5011230	07010	470002	936281		210000			
	1/1/1900	S	4.40252E+14	18200	000556989	5011230	07010	470001	936281		530010			
	1/1/1900	S	4.40252E+14	18200	000557001	5011230	07010	470001	936281		530007			
	1/1/1900	S	4.40252E+14	18200	000557047	5011230	07010	470002	936281	08309000	210000			
	1/1/1900	S	4.40252E+14	18200	000557074	5011230	07010	470002	936281		210000			
	1/1/1900	S	4.40252E+14	18200	000556822	5011230	07010	470001	936281		500000			
	1/1/1900	S	4.40252E+14	18200	000556989	5011230	07010	470001	936281		530010			
	1/1/1900	S	4.40252E+14	18200	000557001	5011230	07010	470001	936281		530007			

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

UNIT	CHARTFIELD3	BUDGET_REF	BUSINESS_UNIT_PC	PROJECT_ID	ACTIVITY_ID	RESOURCE_TYPE	RESOURCE_CATEGORY	RESOURCE_SUB_CAT	PROGRAM_CODE	TASK	USER_FIELD_5	TL
			18200	VEC9210000	STATE							
			18200	VEC8205000	STATE							
			18200	VEC9210000	STATE							
			18200	VEC9234000	STATE							
			18200	VEC8205000	STATE							
			18200	VEC9210000	STATE							

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

TL_RULE_ID	RT_SOURCE	TL_PYBL_REASON_CD	INITIAL_SEQ_NBR	USER_FIELD_4	OVERRIDE_RATE	COMPANY	PAYGROUP	PAY_END_DT	OFF_CYCLE	SEPCHK	RUN_ID
			4.40252E+14			0 VEC	SM1	10/9/2021	N		0 SM1100921
			4.40252E+14			0 VEC	SM1	10/9/2021	N		0 SM1100921
			4.40252E+14			0 VEC	SM1	10/9/2021	N		0 SM1100921
			4.40252E+14			0 VEC	SM1	10/9/2021	N		0 SM1100921
			4.40252E+14			0 VEC	SM1	10/9/2021	N		0 SM1100921
			4.40252E+14			0 VEC	SM1	10/9/2021	N		0 SM1100921
			4.40252E+14			0 VEC	SM1	10/9/2021	N		0 SM1100921
			4.40252E+14			0 VEC	SM1	10/9/2021	N		0 SM1100921
			4.40252E+14			0 VEC	SM1	10/9/2021	N		0 SM1100921
			4.40252E+14			0 VEC	SM1	10/9/2021	N		0 SM1100921
			4.40252E+14			0 VEC	SM1	10/9/2021	N		0 SM1100921
			4.40252E+14			0 VEC	SM1	10/9/2021	N		0 SM1100921
			4.40252E+14			0 VEC	SM1	10/9/2021	N		0 SM1100921
			4.40252E+14			0 VEC	SM1	10/9/2021	N		0 SM1100921



## 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:

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

### RUN CONTROL PARAMETERS:

Business Unit  
Department  
Node Only [checkbox]  
Employee ID  
Pay Period End Date

### OUTPUT FORMAT:

PDF  
CSV

### ADDITIONAL INFORMATION:

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

The screenshot shows the 'Potential Leave Forfeiture Rpt' page. At the top, there is a header bar with the title 'Potential Leave Forfeiture Rpt'. Below the header, there is a tab labeled 'Potential Leave Forfeiture'. The main content area is titled 'Potential Leave Forfeiture Rpt'. It includes a 'Run Control ID' field with the value 'Potential\_Leave\_Forfeiture\_Rpt', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located to the right. Below this, there is a section titled 'Report Request Paramters' (note the typo). This section contains four input fields: '\*Business Unit', 'Department', 'Employee ID', and '\*Pay Period End Date'. Each field has a search icon. There is also a checkbox labeled 'Node Only'. At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.





## 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:

NavBar > Menu > Time and Labor > Reports > Scheduled Hours

### INPUT / SEARCH CRITERIA:

Start Date  
End Date  
Empl ID  
Employee Reocrd  
Group ID  
Include or Exclude

### OUTPUT FORMAT:

CSV

### Screenshot of the Scheduled Hours Report Run Control Page

The screenshot shows the 'Scheduled Hours' report run control page. At the top, there's a header bar with the title 'Scheduled Hours'. Below this, the page is divided into several sections. The first section contains 'Run Control ID' (Scheduled\_Hours), 'Language' (English), and buttons for 'Report Manager', 'Process Monitor', and 'Run'. The second section, 'Run Control Parameters', includes fields for '\*Start Date' and '\*End Date', each with a calendar icon. The third section, 'Employees To Process', features a search bar, a table with columns for 'Empl ID', 'Name', 'Empl Record', 'Group ID', and '\*Include or Exclude', and buttons for '+', '-', 'Save', 'Notify', 'Add', and 'Update/Display'. The table has a search icon in the first column and a dropdown menu in the fifth column.

Empl ID	Name	Empl Record	Group ID	*Include or Exclude		
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input data-bbox="1203 1478 1230 1507" type="button" value="+"/>	<input data-bbox="1263 1478 1291 1507" type="button" value="-"/>

### ADDITIONAL INFORMATION:

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

**Note:** The **Employee Schedule Review Query** is another query with employee schedule information.



## Screenshot of the Scheduled Hours Report

Report ID: TL004		Scheduled Hours Report			Page No. 1		
Schedules From 12/01/2019 through 12/31/2019					Run Date 02/06/2020		
					Run Time 16:24:03		
/ 0 DOE, JOHN		Transport Operations Mgr III					
Date	Elapsed Schedule Work Hours	-- Punch Schedule -- Punch Type Time	Schedule In	Schedule Out	Flex Schedule Core Start	Core End	Work Hours
12/01/2019	OFFDAY						
12/02/2019							8.000000
12/03/2019							8.000000
12/04/2019							8.000000
12/05/2019							8.000000
12/06/2019							8.000000
12/07/2019	OFFDAY						
12/08/2019	OFFDAY						
12/09/2019							8.000000
12/10/2019							8.000000
12/11/2019							8.000000
12/12/2019							8.000000
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							8.000000
12/24/2019							8.000000
12/25/2019							8.000000
12/26/2019							8.000000
12/27/2019							8.000000
12/28/2019	OFFDAY						
12/29/2019	OFFDAY						
12/30/2019							8.000000



## 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.

### NAVIGATION PATH:

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

### INPUT / SEARCH CRITERIA:

Business Unit  
Department  
Node Only [checkbox]  
Empl ID  
Employee Detail [checkbox]  
From Date  
Thru Date  
Employee Type

### OUTPUT FORMAT:

CSV

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

The screenshot shows the 'Summary of Prod. Hours Report' run control page. At the top, there's a title bar with the report name. Below it, a tab labeled 'Summary of Productive Hours' is selected. The page contains several input fields for search criteria: '\*Business Unit', 'Department', 'Empl ID', '\*From Date', '\*Thru Date', and '\*Employee Type'. There are also checkboxes for 'Node Only' and 'Employee Detail'. A note states: 'Note: These dates are for selecting pay end dates within this date range'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'. A 'Run' button is also visible in the top right corner.

### 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**.



## Screenshot of the Summary of Productive Hours Report

Commonwealth of Virginia																						
SUMMARY Run Date: 05/19/2021																						
Report ID: Run Time: 05:28 00																						
Page No. 1 of 3																						
Business Unit: 50100 VA Dept of Transportation																						
Department: 10000 All Central Office Orgs																						
Node Only N																						
Employee ID:																						
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	RGS	SCH	ETH	ETS	ECT	OTH	OTS	OCT	ESS	ECS	OSH	OSS
10000	- All Central Office Orgs								0	0	0	510	280	0	8	0	0	28	0	0	16	0
10074	- Tolling Division								0	0	0	32	0	0	0	0	0	0	0	0	0	0
10154	- Powhite Parkway Extension								0	0	0	218	0	0	0	0	0	0	0	0	0	0
10155	- Coleman Bridge								0	0	0	87.5	0	0	0	0	0	0	0	0	0	0
10198	- I-64ExpressLanes Toll Facility								0	0	0	40	0	0	0	0	0	0	0	0	0	0
10076	- Federal Programs Mgmt Division								0	0	0	48	0	0	0	0	0	0	0	0	0	0
10001	- Commissioner's Office								0	0	0	31	0	0	0	0	0	0	0	0	0	0
10020	- Assurance and Compliance Office								0	0	0	464.5	0	0	0	0	0	0	0	0	0	0
10004	- Structure & Bridges								0	0	0	638.2	552	0	0	0	2	0	0	0	0	0
10006	- Ofc Intermodal Plang & Invest								0	0	0	40	0	0	0	0	0	0	0	0	0	0
10007	- Communications								0	0	0	259	208	0	0	0	0	0	0	0	0	0
10009	- Business Trans & Spec Projects								0	0	0	172.5	0	0	0	0	0	0	0	0	0	0
10010	- BusPerfor &StrategicPlanOffice								0	0	0	152.5	0	0	0	0	0	0	0	0	0	0
10011	- Environmental								0	0	0	221	0	0	0	0	0	0	0	0	0	0



## 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.

### NAVIGATION PATH:

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

### INPUT / SEARCH CRITERIA:

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

### OUTPUT FORMAT:

Excel

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

The screenshot shows the 'Time Entry Upload Error Report' Run Control page. The page has a dark blue header with a '< List' button on the left and the title 'Time Entry Upload Error Report' on the right. Below the header, there's a green tab labeled 'Time Entry Upload Error Report'. The main content area is white and contains several sections: 'Run Control ID' with the value 'Time\_Entry\_Upload\_Error\_Report', 'Report Manager', 'Process Monitor', and a 'Run' button. The 'Date Range' section has two date pickers labeled '\*From Date' and '\*To Date'. The 'File Parameters' section has a checkbox for 'Output to File Server'. The 'Business Unit Selection' section has a 'Tree Name' field with the value 'BU\_TA756\_INTIN', a '\*How Specified' dropdown menu set to 'Selected Detailed Values', and a 'Tree Node Selector' area. To the right of the tree node selector is a 'Select Values/Nodes' table with columns 'Business Unit' and 'Description'. The table has a search bar and navigation controls. At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.


Business Unit	Description



### 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

 Report ID: RTA757		Commonwealth of Virginia TIME ENTRY UPLOAD ERROR REPORT				Run Date: 05/19/2021 Run Time: 05:41 00			
BUSINESS UNIT: 70700 - Central VA Training Center		FILE NAME: 70700_TA756_IN_08212020_1613_001.DAT				Page No. 1 of 1			
FROM DATE : 22-AUG-2020									
TO DATE : 22-AUG-2020									
EMPLID	EMP NAME	BUS UNIT	POSITION NUMBER	POSITION TITLE	CREATE DATE	TRC	TL	LINE	ERROR MESSAGE
	RCD				DATE		QUANTITY	ID	
	0		70700 CVTTA008	Gen Admin Manager I	08/21/2020 07/03/2019	REG	8	1	Prior Period exceeds allowed date 2019-08-10
***** END OF ERRORS FOR 70700_TA756_IN_08212020_1613_001.DAT *****									
<b>NOTE:</b> SUMMARY TOTALS ARE ONLY DISPLAYED WHEN THE REPORT IS RUN FOR A SUBMITTING BUSINESS UNIT									



## Timesheet Report (RTA026)

**REVISED:** 06/18/2024

### 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:

NavBar > Menu > Time and Labor > Reports > Timesheet Report

### INPUT / SEARCH CRITERIA:

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  
From Date  
Thru Date  
Show All Statuses OR Action Required Only  
Time Reporting Code

### OUTPUT FORMAT:

Excel

### Notes:

- For the **Department** field, enter a specific department number or enter 99999 for all departments.
- 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.
- When the "Action Required Only" checkbox is selected, the report will pull all transactions that require action for the last 365 days.
- By default the Timesheet Report will run without comments but the **Comments** checkbox can be selected to include them. The report will take longer to run when comments are included.



## Screenshot of the Timesheet Report Run Control Page

Cardinal Homepage

Timesheet Report

Run Control ID

DJWTSREP

Report Manager

Process Monitor

Run

Business Unit

☐ Run for multiple Business Units

Employee Type

☒ Salaried ☐ Hourly

Select Pay Period End or From/To Date

Pay Period End Date

OR

From Date

Thru Date

Additional Optional Parameters

☐ Action Required Only ☐ Include Comments?

Employees to process

Reports To Position

OR

Empl ID

OR

Department

OR

☐ Node Only

Project

OR

Cost Center

Department CF

Time Reporting Code (Optional)

1-1 of 1

View All

	Time Reporting Code	Description		
1			+	-

Save

Return to Search

Notify

Add

Update/Display

### 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 of Virginia												
Run Date: 06/18/2024		TIMESHEET REPORT										
Report ID: RTA026		Run Time: 10:03:00										
Page No. 1		of 42										
Business Unit:												
Pay Period From Date: 24-FEB-2024												
Pay Period To Date: 24-FEB-2024												
Department: 99999 : Agency Wide												
Salaried												
All statuses												
Comments Not Included												
TRC :												
Business Unit	Pay Period End Date	Daily Date	Retro Flag	Department	Dept Description	Reports To Position #	Reports To Empld	Reports to Name	Empld	Empl Rcd	Employee Position Number	Employee Name
14000	24-Feb-24	13-Feb-24		10110	Office of Director	CJS00001				0		
14000	24-Feb-24	14-Feb-24		10110	Office of Director	CJS00001				0		
14000	24-Feb-24	15-Feb-24		10110	Office of Director	CJS00001				0		
14000	24-Feb-24	15-Feb-24 R		10110	Office of Director	CJS00001				0		
14000	24-Feb-24	16-Feb-24 R		10110	Office of Director	CJS00001				0		
14000	24-Feb-24	19-Feb-24		10110	Office of Director	CJS00001				0		
14000	24-Feb-24	20-Feb-24		10110	Office of Director	CJS00001				0		
14000	24-Feb-24	21-Feb-24		10110	Office of Director	CJS00001				0		
14000	24-Feb-24	22-Feb-24		10110	Office of Director	CJS00001				0		

## Screenshot of the Timesheet Report (scrolled right)

Workgroup	Schedule Group	Work Schedule	Rotation ID	Shift ID	Paygroup	Time Reporting Type	Reported TRC	Reported TRC Description	Payable TRC	Payable TRC Description	Hours
SNRF071P1	STATE	40.00-Z88888Z-0	SASU		SM1	Positive	REG	Regular Hours	RGSA	Regular Earnings - Salaried	8
SNRF071P1	STATE	40.00-Z88888Z-0	SASU		SM1	Positive	REG	Regular Hours	RGSA	Regular Earnings - Salaried	8
SNRF071P1	STATE	40.00-Z88888Z-0	SASU		SM1	Positive	REG	Regular Hours	RGSA	Regular Earnings - Salaried	8
SNRF071P1	STATE	40.00-Z88888Z-0	SASU		SM1	Positive	REG	Regular Hours	RGSA	Regular Earnings - Salaried	4
SNRF071P1	STATE	40.00-Z88888Z-0	SASU		SM1	Positive	VAC	Vacation	VAC	Vacation	4
SNRF071P1	STATE	40.00-Z88888Z-0	SASU		SM1	Positive	VAC	Vacation	VAC	Vacation	8
SNRF071P1	STATE	40.00-Z88888Z-0	SASU		SM1	Positive			HOL	Holiday	8
SNRF071P1	STATE	40.00-Z88888Z-0	SASU		SM1	Positive	REG	Regular Hours	RGSA	Regular Earnings - Salaried	8
SNRF071P1	STATE	40.00-Z88888Z-0	SASU		SM1	Positive	REG	Regular Hours	RGSA	Regular Earnings - Salaried	8
SNRF071P1	STATE	40.00-Z88888Z-0	SASU		SM1	Positive	REG	Regular Hours	RGSA	Regular Earnings - Salaried	8

## Screenshot of the Timesheet Report (scrolled right)

Override Rate	Last User	Proxy	Reported Time Status	Payable Time Status	Source	Excep	Account	Fund	Program	Department	Cost Center
0	SBJ42889	SBJ42889	SB	PD	Online						
0	SBJ42889	SBJ42889	SB	PD	Online						
0	SBJ42889	SBJ42889	SB	PD	Online						
0	SBJ42889	SBJ42889	SB	PD	Online						
0	00194937800	SBJ42889	SB	PD	Online						
0	00194937800	SBJ42889	SB	PD	Online						
0		SBJ42889		PD							
0	SBJ42889	SBJ42889	SB	PD	Online						
0	SBJ42889	SBJ42889	SB	PD	Online						
0	SBJ42889	SBJ42889	SB	PD	Online						

## Screenshot of the Timesheet Report (scrolled right)

Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project ID	Activity ID	Telework	Agency Value	Last Updated On	Approved By
										15-Feb-24	SBJ42889
										15-Feb-24	SBJ42889
										15-Feb-24	SBJ42889
										15-Feb-24	SBJ42889
										1-Mar-24	00194937800
										1-Mar-24	00194937800
										29-Feb-24	SBJ42889
										29-Feb-24	SBJ42889
										29-Feb-24	SBJ42889
										29-Feb-24	SBJ42889



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

**REVISED:** 08/02/2024

### **DESCRIPTION:**

This report is for supervisors and administrators to review and manage employee overtime. It lists overtime entered in the pay period and compares the employee's Work Schedule to the time entered on the timesheet to identify variances.

The report is broken down into the following three sections:

1. Deviation from Scheduled Hours
2. Overtime Review
3. Overtime (OT) Exceptions Review

### **NAVIGATION PATH:**

NavBar > Menu > Time and Labor > Reports > Timesheet Exception Report

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

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)

#### **OUTPUT FORMAT:**

PDF



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

Timesheet Report

Timesheet Schedule Exception and Overtime Review

Timesheet Exception Report

Timesheet Schedule Exception and Overtime Review

Run Control ID Timesheet\_Exception\_Report

Report Manager

Process Monitor

Run

Report Request Parameters

\*Business Unit

Date Parameters

Pay Period End Date

-- OR --

From Date

Thru Date

NOTE: These dates are to select Pay End Dates within this date range.

Report Parameters

Reports To Position Number

Empl ID

Department

☐ Node Only

Show All Employees

☐ Variance Only

Show Submitted Time

☐ Approved Only

Employee Type

☒ Salaried

☐ Hourly

Save

Notify

Add

Update/Display

### 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.

### Screenshots of the 3 Sections on the Timesheet Schedule Exception and Overtime Review Report




## Section 1: Screenshot of the Deviation from Scheduled Hours

<div><div></div><div>Commonwealth of Virginia</div></div> <div>TIMESHEET SCHEDULE EXCEPTION AND OVERTIME REVIEW Deviation from Scheduled Hours</div> <div>Run Date: 08/01/2024 Run Time: 06:15 00</div>									
Report ID: RTA024									
Page No. 1 of 144									
Business Unit: 76500 From Pay Period End Date: 05/09/2024 To Pay Period End Date: 07/09/2024 Department: 99999 : Agency Wide Node Only: N Empl Type: S All employees Submitted Time									
Total No. 12 of 144									
Reg Prod & Non-Prod									
Reported Scheduled Variance Prod OT Total									
Hours Hours Hours Hours Hours									
Total for 4001000									
1296.00 1296.00 0.00 18.00 1314.00									
4001100 Local Review Team									
SM1 SERP071E1									
432.00 432.00 0.00 0.00 432.00									
4001100 Local Review Team									
SM1 SERP071E1									
432.00 432.00 0.00 0.00 432.00									
4001100 Local Review Team									
SM1 SERP071E1									
438.00 430.00 -8.00 0.00 438.00									
4001100 Local Review Team									
SM1 SERP071E1									
72.00 0.00 -72.00 0.00 72.00									
4001100 Local Review Team									
SM1 SERP071E1									
432.00 432.00 0.00 120.00 552.00									
4001100 Local Review Team									
SM1 SERP071E1									
208.00 0.00 -208.00 0.00 208.00									
Total for 4001100									
2014.00 1726.00 -288.00 120.00 2134.00									

## Section 2: Overtime Review

<div><div></div><div>Commonwealth of Virginia</div></div> <div>TIMESHEET SCHEDULE EXCEPTION AND OVERTIME REVIEW Overtime Review</div> <div>Run Date: 08/01/2024 Run Time: 06:15 00</div>									
Report ID: RTA024									
Page No. 98 of 144									
Business Unit: 76500 From Pay Period End Date: 05/09/2024 To Pay Period End Date: 07/09/2024 Department: 99999 : Agency Wide Node Only: N Empl Type: S All employees Submitted Time									
Date Occurred Dept Description Position Empl/Record Name PAYGRP Workgroup Reports To Position Name TRC TRC Description Hours									
06/20/2024 300400Enterprise Business Soluti									
SM1 SERP071E1									
OSSA OT @ Straight Time 3.00									
06/21/2024 300400Enterprise Business Soluti									
SM1 SERP071E1									
OSSA OT @ Straight Time 4.00									
06/22/2024 300400Enterprise Business Soluti									
SM1 SERP071E1									
OSSA OT @ Straight Time 10.00									
06/23/2024 300400Enterprise Business Soluti									
SM1 SERP071E1									
OSSA OT @ Straight Time 8.00									
06/24/2024 300400Enterprise Business Soluti									
SM1 SERP071E1									
OSSA OT @ Straight Time 6.00									
06/25/2024 300400Enterprise Business Soluti									
SM1 SERP071E1									
OSSA OT @ Straight Time 6.00									
06/26/2024 300400Enterprise Business Soluti									
SM1 SERP071E1									
OSSA OT @ Straight Time 3.00									
06/27/2024 300400Enterprise Business Soluti									
SM1 SERP071E1									
OSSA OT @ Straight Time 4.00									
06/28/2024 300400Enterprise Business Soluti									
SM1 SERP071E1									
OSSA OT @ Straight Time 6.00									
06/29/2024 300400Enterprise Business Soluti									
SM1 SERP071E1									
OSSA OT @ Straight Time 2.00									
07/07/2024 300400Enterprise Business Soluti									
SM1 SERP071E1									
OSSA OT @ Straight Time 6.00									
07/08/2024 300400Enterprise Business Soluti									
SM1 SERP071E1									
OSSA OT @ Straight Time 6.00									
07/09/2024 300400Enterprise Business Soluti									
SM1 SERP071E1									
OSSA OT @ Straight Time 6.00									
Subtotal									
70.00									

### Section 3: Overtime (OT) Exceptions Review



Report ID: RTA024

Commonwealth of Virginia

TIMESHEET SCHEDULE EXCEPTION AND OVERTIME REVIEW

OT Exceptions Review

Run Date: 08/01/2024

Run Time: 06:31 00

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Key

Straight Time Overtime may be required. Total regular worked hours exceed the Period Threshold Limit.

Time and Half Overtime has been reported too soon. Total worked hours have not reached the Period Threshold Limit.

Straight Time Overtime may be required too soon. Total regular worked hours have not reached the Period Threshold Limit.

Straight Time Overtime may be required. Total regular worked and non-productive hours exceed the Period Threshold Limit.

Straight Time Overtime may be reported too soon. Total regular worked and non-productive hours have not reached the Period Threshold Limit.

Time and Half Overtime is required. Total worked hours exceed the FLSA Threshold Limit.

A

B

C

D

E

F

Deptid	Location	Workgroup	From Date	To Date	Threshold	Hours	FLSA Status	Key
3005000	DSSHO	SERP071E1	06/09/2024	06/15/2024	07:40	44	P	A
3005000	DSSHO	SERP071E1	06/23/2024	06/29/2024	07:40	44	P	A
5005000	DSSHO	SERP071E1	06/02/2024	06/08/2024	07:40	44	P	A
4001300	DSSHO	SERP071E1	06/09/2024	06/15/2024	07:40	44	P	A
4001300	DSSHO	SERP071E1	06/23/2024	06/29/2024	07:40	44	P	A
4001300	DSSHO	SERP071E1	06/02/2024	06/08/2024	07:40	44	P	A
4001300	DSSHO	SERP071E1	06/02/2024	06/08/2024	07:40	44	P	A
5003000	DSSHO	SNRF071P1	05/26/2024	06/01/2024	07:40	32	N	B
5003000	DSSHO	SNRF071P1	06/16/2024	06/22/2024	07:40	32	N	B
5004140	DSSHO	SNRF071P1	06/16/2024	06/22/2024	07:40	32	N	B
5004140	DSSHO	SNRF071P1	06/30/2024	07/06/2024	07:40	32	N	B
5003200	DSS07	SNRF071P1	05/26/2024	06/01/2024	07:40	32	N	B
5003200	DSS07	SNRF071P1	06/16/2024	06/22/2024	07:40	38.5	N	B
5003200	DSS07	SNRF071P1	06/30/2024	07/06/2024	07:40	32	N	B
5003000	DSS25	SNRF071P1	05/26/2024	06/01/2024	07:40	32	N	B
5003000	DSS25	SNRF071P1	06/16/2024	06/22/2024	07:40	32	N	B
5003300	DSS04	SNRF071P1	05/26/2024	06/01/2024	07:40	32	N	B
5003300	DSS04	SNRF071P1	06/16/2024	06/22/2024	07:40	32	N	B
5003300	DSS04	SNRF071P1	06/30/2024	07/06/2024	07:40	32	N	B
7002140	DSS18	SNRF071P1	06/30/2024	07/06/2024	07:40	24	N	C
7002140	DSS18	SNRF071P1	05/26/2024	06/01/2024	07:40	24	N	C
7002140	DSS18	SNRF071P1	06/09/2024	06/15/2024	07:40	28	N	C
7002140	DSS18	SNRF071P1	06/30/2024	07/06/2024	07:40	24	N	C
7003000	DSS03	SNRF071P1	05/26/2024	06/01/2024	07:40	24	N	C
7003000	DSS03	SNRF071P1	06/02/2024	06/08/2024	07:40	36	N	C
7003000	DSS03	SNRF071P1	06/16/2024	06/22/2024	07:40	32	N	C
7003100	DSSHO	SNRF071P1	06/30/2024	07/06/2024	07:40	31	N	C
7003100	DSSHO	SNRF071P1	05/26/2024	06/01/2024	07:40	24	N	C
7003100	DSSHO	SNRF071P1	06/16/2024	06/22/2024	07:40	16	N	C

Note: Data displayed in this report is as of the latest Time Administration and Absence Calc runs and may not reflect current timesheet data.

Date ranges for selection are:

05/10/2024 - 07/09/2024

05/62718700

GREGG,ALESHA SAMON

06/01/2024 - 06/30/2024

00562718700

GREGG,ALESHA SAMON

00576669200

GRANT,SYBRENA A

00576669200

GRANT,SYBRENA A

00576669200

GRANT,SYBRENA A