

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 (V_TA_PAYEE_MESSAGES). Updated the
	screenshot for the Active TL Eligibility Query (V_TA_ELIGIBILITY_ENROLL_LIST).
	Updated the screenshot for the Employee Absence Adjustments Query
	(V TA ABS ADJUSTMENTS). Updated the Run Controls screenshot for the
	Inactive Employee with Leave Balance Query (V_TA_BAL_FOR_INACTIVE_EMP).
	Updated screenshot and the search criteria for the Ineligible Forecasted Absence
	Events Query (V_TA_ABS_EVT_FCST_INELIG). Updated the screenshot and
	search criteria for the Time and Labor to Paysheet Posted Query
	(<u>V_TA_TL_PAYSHEET_POSTED</u>). Updated the search criteria, updated
	screenshots, and added screenshots for the DOA Leave Liability Report (RTA013).
3/12/2025	Made minor verbiage changes in the description of the Payable Time to GL
	Reconciliation Report.
9/9/2024	Baseline

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Learning Materials and Resources

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

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

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

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

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Time and Attendance Queries

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Absence Accumulators Results Query V_TA_ABS_ACCUM_RESULTS

REVISED: 09/15/2021

DESCRIPTION:

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

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

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_ABS_ACCUM_RESULTS

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML Employee ID Excel Accumulator (Blank for All)

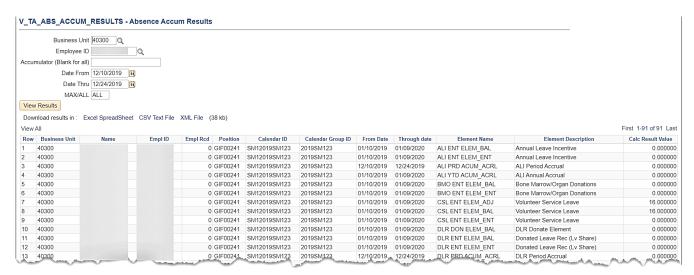
Date From Date Thru MAX/ALL

ADDITIONAL INFORMATION:

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

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

Screenshot of the Absence Accumulators Results Query



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Absences Approved by Admins Query V_TA_ABS_ADMIN_APPROVALS

REVISED: 09/15/2021

DESCRIPTION:

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

NAVIGATION PATH:

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

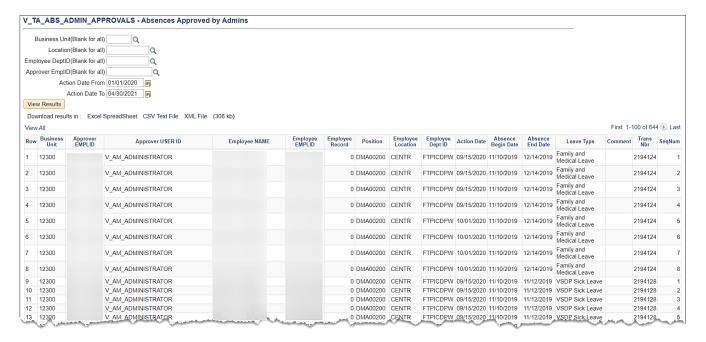
OUTPUT FORMAT:

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



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Absence Data Upload Error Query V_TA_ABS_DATA_UPLOAD_ERROR

REVISED: 04/14/2023

DESCRIPTION:

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

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

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_ABS_DATA_UPLOAD_ERROR

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML Dept ID Excel

Empl ID From Date Thru Date

ADDITIONAL INFORMATION:

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

Screenshot of the Absence Upload Error Query

V_TA_ABS_DATA_UPL	DAD_ERROR - Absence Upload Error Q	luery							
Business Unit [10000] Q									
Dept ID	Q.								
Empl ID									
From Date 01/10/2023									
	*								
To Date 02/21/2023	3								
View Results									
Download results in : Excel	SpreadSheet CSV Text File XML File (475 kb)								
View All									First 1-100 of 558 (a) Last
		Absence Take Element	Absence Resson	Absence Date	Absence Duration	Error Field Name		File Name	
Row Business Unit 1 19400	Department ID Employee ID 194102	PER TAKE ELEM	PER Absence Reason	01/09/2023		PIN_NM	Error Description Employee has insufficient balance for: PER TAKE ELEM	19400 TA758 IN 01182023 2058 001.DAT	
2 19400	194102	PER TAKE ELEM	PER	01/09/2023		PIN_NM	Employee has insufficient balance for: PER TAKE ELEM	19400 TA758 IN 01782023 2008 001 DAT	
3 19400	194102	SDP TAKE FLEM	SDP	01/09/2023		PIN_NM	Employee has insufficient balance for: SDP TAKE ELEM	19400_TA758_IN_01182023_2058_001.DAT	
4 19400	194102	SDP TAKE ELEM	SDP	01/09/2023		PIN NM	Employee has insufficient balance for: SDP TAKE ELEM	19400 TA758 IN 01172023 2107 002.DAT	
5 19400	194102	PER TAKE ELEM	PER	12/27/2022		PIN NM	Employee has insufficient balance for: PER TAKE ELEM	19400 TA758 IN 01172023 2022 001.DAT	
8 19400	194102	PER TAKE ELEM	PER	01/09/2023		PIN_NM	Employee has insufficient balance for: PER TAKE ELEM	19400 TA758 IN 02072023 2037 001.DAT	
7 19400	194102	PER TAKE FLEM	PER	01/09/2023		PIN_NM	Employee has insufficient balance for: PER TAKE ELEM	19400_TA758_IN_01182023_2108_002.DAT	
8 19400	194102	SDP TAKE ELEM	SDP	01/03/2023		PIN NM	Employee has insufficient balance for: SDP TAKE ELEM	19400 TA758 IN 01112023 2123 001.DAT	
9 19400	194102	SDP TAKE ELEM	SDP	01/04/2023		PIN NM	Employee has insufficient balance for: SDP TAKE ELEM	19400 TA758 IN 01112023 2123 001.DAT	
10 19400	194102	SDP TAKE ELEM	SDP	01/05/2023		PIN NM	Employee has insufficient balance for: SDP TAKE ELEM	19400_TA758_IN_01112023_2123_001.DAT	
11 19400	194102	SDP TAKE ELEM	SDP	01/08/2023		PIN NM	Employee has insufficient balance for: SDP TAKE ELEM	19400_TA758_IN_01112023_2123_001.DAT	
12 19400	194102	SDP TAKE ELEM	SDP	01/03/2023	8.00	PIN NM	Employee has insufficient balance for: SDP TAKE ELEM	19400 TA758 IN 01102023 2110 002 DAT	
13 19400	194102	SDP TAKE ELEM	SDP	01/04/2023	8.00	PIN NM	Employee has insufficient balance for: SDP TAKE ELEM	19400 TA758 IN 01102023 2110 002.DAT	
14 19400	194102	SDP TAKE ELEM	SDP	01/05/2023		PIN_NM	Employee has insufficient balance for: SDP TAKE ELEM	19400_TA758_IN_01102023_2110_002.DAT	
15 19400	194102	SDP TAKE ELEM	SDP	01/08/2023		PIN NM	Employee has insufficient balance for: SDP TAKE ELEM	19400 TA758 IN 01102023 2110 002 DAT	
16 19400	194102	VAC TAKE ELEM	VAC	01/05/2023		PIN_NM	Employee has insufficient balance for: VAC TAKE ELEM	19400_TA758_IN_01102023_2110_002.DAT	
17 19400	194102	VAC TAKE ELEM	VAC	01/06/2023	8.00	PIN_NM	Employee has insufficient balance for: VAC TAKE ELEM	19400_TA758_IN_01102023_2110_002.DAT	
18 19400	194103	VAC TAKE ELEM	VAC	09/30/2022	8.00	BGN_DT	Employee has an absence prior to 90 days from current Date	19400_TA758_IN_02072023_2048_002.DAT	
19 19400	194103	ERL TAKE ELEM	ERL	12/07/2022	4.00	PIN_NM	Employee has insufficient balance for: ERL TAKE ELEM	19400_TA758_IN_01122023_2153_002.DAT	
20 19400	194104	PER TAKE ELEM	PER	01/03/2023	8.00	PIN_NM	Employee has insufficient balance for: PER TAKE ELEM	19400_TA758_IN_02072023_2046_002.DAT	
21 19400	194104	PER TAKE ELEM	PER	01/04/2023	8.00	PIN_NM	Employee has insufficient balance for: PER TAKE ELEM	19400 TA758 IN 02072023 2046 002 DAT	

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Active TL Eligibility Query V_TA_ELIGIBILITY_ENROLL_LIST

REVISED: 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: OUTPUT FORMAT:

Business Unit HTML
Dept ID Excel
Empl ID

TL Eligibility Type

As Of Date

ADDITIONAL INFORMATION:

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

Screenshot of the Active TL Eligibility Query

De Er ligibility		V																		
De Er igibility	pt ID Q mplid Q Type	v																		
Er gibility	mplid Q	~																		
ibility	Туре	~																		
		~																		
s Of	Date 07/16/2025 🙀																			
esul	ts																			
nad s	esults in : Excel ScreadShe	et CSV Text Elle	VMI Ella (512 kb)																	
	escus III. Excerciprescone	at cor learning	JOHE THE (DIE NO)																	
All																			Fin	st 1-100 of 1483 🕟
	Employee Name	Employee ID	Employee Record Position Number			HR Status	Employee Type													
			0 DMV01231	15400				PLOA Status						Step RateType	Include Overtime					
			O DINIVOTEDT		12000	A	S	P		19131	OTLV	03/24/2022	15400	Step RateType 0	Include Overtime	Shift 2 Rate 0.000	0.000	0.000	0.000	0.000 VERIFY
			0 DMV01427	15400	12000	A A	S	Р	CLS	19131	OTLV	03/24/2022 03/24/2022	15400 15400	Step RateType 0 0	Include Overtime					
						A A	S S	P N	CLS CLS	19131 19013	OTLV OTLV	03/24/2022 03/24/2022	15400	0	Include Overtime	0.000	0.000	0.000	0.000	0.000 VERIFY 0.000 VERIFY
			0 DMV01427	15400	12000	A I A	S S S	P N N	CLS CLS CLS	19131 19013	OTLV OTLV	03/24/2022 03/24/2022 03/24/2022	15400 15400	0	Include Overtime	0.000	0.000	0.000	0.000	0.000 VERIFY 0.000 VERIFY
			0 DMV01427 0 DMV01231	15400 15400	12000 12000	A I A I	S S S S	P N N	CLS CLS CLS CLS	19131 19013 19013 19013	OTLV OTLV OTLV	03/24/2022 03/24/2022 03/24/2022 03/24/2022	15400 15400 15400	0 0	Include Overtime	0.000 0.000 0.000	0.000 0.000 0.000	0.000 0.000 0.000	0.000 0.000 0.000	0.000 VERIFY 0.000 VERIFY 0.000 INACTIVA 0.000 VERIFY
			0 DMV01427 0 DMV01231 0 DMV00953	15400 15400 15400	12000 12000 12000	A I A I	S S S S S S S	P N N N	CLS CLS CLS CLS CLS	19131 19013 19013 19013	OTLV OTLV OTLV OTLV OTLV	03/24/2022 03/24/2022 03/24/2022 03/24/2022 03/24/2022	15400 15400 15400 15400	0 0 0	Include Overtime	0.000 0.000 0.000 0.000	0.000 0.000 0.000 0.000	0.000 0.000 0.000 0.000	0.000 0.000 0.000 0.000	0.000 VERIFY 0.000 VERIFY 0.000 INACTIVA 0.000 VERIFY
			0 DMV01427 0 DMV01231 0 DMV00963 0 DMV01336	15400 15400 15400 15400	12000 12000 12000 12000	A I A I	S S S S S S S S	P N N N	CLS CLS CLS CLS CLS CLS CLS	19131 19013 19013 19013 19013	OTLV OTLV OTLV OTLV OTLV OTLV OTLV	03/24/2022 03/24/2022 03/24/2022 03/24/2022 03/24/2022 03/24/2022	15400 15400 15400 15400 15400	0 0 0 0 0	Include Overtime	0.000 0.000 0.000 0.000 0.000	0.000 0.000 0.000 0.000 0.000	0.000 0.000 0.000 0.000 0.000	0.000 0.000 0.000 0.000 0.000	0.000 VERIFY 0.000 VERIFY 0.000 INACTIVA 0.000 VERIFY 0.000 VERIFY
			0 DMV01427 0 DMV01231 0 DMV00863 0 DMV01336 0 DMV01337	15400 15400 15400 15400 15400	12000 12000 12000 12000 12000	A I A I I I I I I I I I I I I I I I I I	S S S S S S S S S S S S S S S S S S S	P N N N N	CLS CLS CLS CLS CLS CLS CLS	19131 19013 19013 19013 19013	OTLV OTLV OTLV OTLV OTLV OTLV OTLV OTLV	03/24/2022 03/24/2022 03/24/2022 03/24/2022 03/24/2022 03/24/2022 03/24/2022	15400 15400 15400 15400 15400 15400	0 0 0 0 0 0 0	Include Overtime	0.000 0.000 0.000 0.000 0.000	0.000 0.000 0.000 0.000 0.000 0.000	0.000 0.000 0.000 0.000 0.000	0.000 0.000 0.000 0.000 0.000 0.000	0.000 VERIFY 0.000 VERIFY 0.000 INACTIVA 0.000 VERIFY 0.000 VERIFY 0.000 INACTIVA
			0 DMV01427 0 DMV01231 0 DMV0063 0 DMV01336 0 DMV01337 0 DMV01089	15400 15400 15400 15400 15400 15400	12000 12000 12000 12000 12000 12000	A I A I I A I A	S S S S S S S S S S S S S S S S S S S	P N N N N N	CLS	19131 19013 19013 19013 19013 19013 19013 19013	OTLV OTLV OTLV OTLV OTLV OTLV OTLV OTLV	03/24/2022 03/24/2022 03/24/2022 03/24/2022 03/24/2022 03/24/2022 03/24/2022 03/24/2022 03/24/2022	15400 15400 15400 15400 15400 15400 15400	0 0 0 0 0 0 0 0	Include Overtime	0.000 0.000 0.000 0.000 0.000 0.000	0.000 0.000 0.000 0.000 0.000 0.000	0.000 0.000 0.000 0.000 0.000 0.000 0.000	0.000 0.000 0.000 0.000 0.000 0.000	0.000 VERIFY 0.000 VERIFY 0.000 INACTIVA 0.000 VERIFY 0.000 VERIFY 0.000 INACTIVA
			0 DM/V01427 0 DM/V01231 0 DM/V00063 0 DM/V01336 0 DM/V01337 0 DM/V01099 0 DM/V01076	15400 15400 15400 15400 15400 15400 15400 15400	12000 12000 12000 12000 12000 12000 12000	A I A I I A A A	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	P N N N N N N	CLS	19131 19013 19013 19013 19013 19013 19013 19013 19131 19215	OTLV OTLV OTLV OTLV OTLV OTLV OTLV OTLV	03/24/2022 03/24/2022 03/24/2022 03/24/2022 03/24/2022 03/24/2022 03/24/2022 03/24/2022 03/24/2022	15400 15400 15400 15400 15400 15400 15400 15400	0 0 0 0 0 0 0 0 0 0	Include Overtime	0.000 0.000 0.000 0.000 0.000 0.000 0.000	0.000 0.000 0.000 0.000 0.000 0.000 0.000	0.000 0.000 0.000 0.000 0.000 0.000 0.000	0.000 0.000 0.000 0.000 0.000 0.000 0.000	0.000 VERIFY 0.000 VERIFY 0.000 INACTIVA 0.000 VERIFY 0.000 INACTIVA 0.000 VERIFY 0.000 INACTIVA 0.000 INACTIVA

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Cancelled/Error Time Entry Upload Query V_TA_CAN_ERR_TIME_UPLOAD

REVISED: 7/8/2022

DESCRIPTION:

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

NAVIGATION PATH:

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

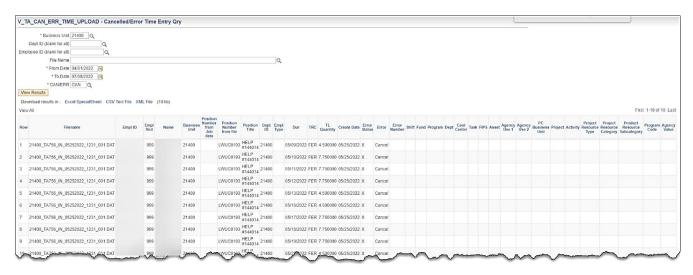
OUTPUT FORMAT:

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



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Comp Plan Criteria Query V TA COMP PLAN CRITERIA

REVISED: 05/15/2023

DESCRIPTION:

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

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_COMP_PLAN_CRITERIA

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML As of Date Excel

ADDITIONAL INFORMATION:

The Business Unit and As of Date are required fields.

Screenshot of the Comp Plan Criteria Query

V TA COM	P_PLAN_CRITERIA - Comp	Plan Criteria Querv												
Business Unit As Of Date View Results	30100 Q 05/15/2023 M		kb)											First 1-58 of 58 La
Row	Priority Business Unit	Department II	D HR Status	Employee Type	FLSA Sistus	Pay Group	Job Code	Balary Grade	Employee Class	Absence Byslem	OT Leave Eligible	Time Reporter Status	Comp Plan Enrolment Status	Comp Plan
1	645 30100	33300	Active	Salaried		SM1	59131					Active	Active	PAID-CALHP
2	645 30100	33300	Active	Salaried		SM1	59132					Active	Active	PAID-CALHP
3	645 30100	33300	Active	Salaried		NS1	59132					Active	Active	PAID-CALHP
4	645 30100	33300	Active	Salaried		NS1	59131					Active	Active	PAID-CALHP
5	650 30100	99999	Active	Salaried	Nonexempt	SM1						Active	Active	PAID OVS
6	650 30100	99999	Active	Salaried	Nonexempt	NS1						Active	Active	PAID-OVS
7	650 30100 650 30100	99999	Active	Salaried	Nonexempt	SM1				Absence Management		Active	Inactive	OT_LEAVE
8	660 30100	99999	Active	Salaried Salaried	Nonexempt	NS1 SM1				Absence Management		Active	Inactive	OT_LEAVE
40	660 30100	99999	Active	Salaried		NS1						Active	Inactive Inactive	PAID-OVS PAID-OVS
10	900 STATE	99999	Active	Salaried		MTH				Other		Active	Iractive	EARNOT-OCS
12	900 STATE	99999	Active	Salaried	Nonexempt	MTH				Other		Active	Inactive	EARNOT-OCT
13	900 STATE	99999	Active	Salaried	THE PERSON NAMED IN	MTH				Other		Adire	Inactive	NONPROD_PD
14	900 STATE	99999	Active	Salaried		MTH				Other		Active	Inactive	NONPROD_RQ
15	945 STATE	99999	Active	Hourly	Nonexempt	WK1						Active	Inactive	PAID-OVT
16	945 STATE	99999	Active	Salaried	Nonexempt					Absence Management		Active	Active	OT_LEAVE
17	960 STATE	99999	Active	Hourly	Nonexempt							Active	Inactive	PAID-OVS
18	950 STATE	99999	Active	Hourly	Nonexempt							Active	Active	PAID-OVT
19	960 STATE	99999	Active	Salaried						Other		Active	Active	NONPROD RQ
20	950 STATE	99999	Active	Salaried						Other		Active	Active	NONPROD_PD
21	950 STATE	99999	Active	Salaried						Other		Active	Active	EARNOT-OCS
22	950 STATE	99999	Active	Salaried						Absence Management		Active	Active	COMP_LEAVE
23	950 STATE	99999	Adive	Salaried						Absence Management		Active	Active	CARDINAL
24	950 STATE	99999	Active	Salaried	Nonexempt							Active	Active	PAID-OVT
25	950 STATE	99999	Active	Salaried	Nonexempt							Active	Active	PAID OVS
26	950 STATE	99999	Active	Salaried	Nonexempt					Other		Active	Active	EARNOT-OCT
27	965 STATE	99999	Active	Salaried						Absence Management	Yes	Active	Active	OT_LEAVE
28	960 STATE	99999	Active	Hourly					RJG			Active	Inactive	PAID-OVS
29	960 STATE	99999	Active	Hourly					SJG			Active	Iractive	PAID-OVS
30	960 STATE 965 STATE	99999	Active	Hourly		WK1			FAC			Active	Inactive	PAID-OVS PAID-OVS
31	965 STATE 969 STATE	99999	Active	Hourly		WK1						Active	Iractive	PAID-OVS PAID-OVS
32	969 STATE	99999	Active Active	Salaried Hourly								Active Active	Inactive Active	PAID-OVS PAID-OVS
33	999 STATE	99999	Active	Houny								Active	Inactive	COMP_LEAVE
25	999 STATE	99999	Active									Active	Inactive	EARNAM CAL
36	999 STATE	99999	Active									Active	Inactive	EARNAM-ECS
37	999 STATE	99999	Action									Active	Invetion	EARNAM-ECT
38	999 STATE	99999	Active									Active	Inactive	EARNAM-ONC
39	999 STATE	99999	Active									Active	Inactive	EARNOT-CAL
40	999 STATE	99999	Active									Active	Iractive	EARNOT-ECS
41	999 STATE	99999	Active									Active	Inactive	EARNOT-ECT
42	999 STATE	99999	Active									Active	Inactive	EARNOT-OCS
43	999 STATE	99999	Active									Active	Inactive	EARNOT-OCT
44	999 STATE	99999	Active									Active	Inactive	EARNOT-ONC
45	999 STATE	99999	Active									Active	Inactive	NONPROD_PD
46	999 STATE	99999	Active									Active	Inactive	PAID EOT
47	999 STATE	99399	Active									Active	Inactive	PAID EOS
48	999 STATE	99999	Active									Active	Inactive	PAID-CALHP
49	999 STATE	99999	Active									Active	Iractive	OT_LEAVE
50	999 STATE	99999	Active									Active	Iractive	NONPROD_RQ
51	999 STATE	99999	Active									Active	Inactive	CARDINAL
52	999 STATE	99999	Active									Active	Inactive	AMNT-ONCSS
53	999 STATE	99999	Active									Active	Inactive	AMNT-MEDSS
54	999 STATE	99999	Active									Active	Inactive	AMNT-DIFSS
	999 STATE	99999	Active									Active	Inactive	AMNT-CALSS
55														
55 56	969 STATE 969 STATE	99999	Active Active									Active Active	Inactive	PAID OVT PAID ONCHP

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Comp Plan Enrollment Audit Query V_TA_COMP_PLAN_ENROLL_AUDIT

REVISED: 09/15/2021

DESCRIPTION:

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

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_COMP_PLAN_ENROLL_AUDIT

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Business Unit Department ID Employee ID From Date To Date 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_E	NROLL_AUD	IT - Comp	Plan Enroll	ment Audit	i							
Busine	ess Unit 50100 Q												
Depart	ment ID	Q											
Empl	oyee ID	Q											
Fro	om Date 08/01/2020	31											
	To Date 12/31/2020	31											
View	Results												
Down	load results in: Exce	el SpreadSheet	CSV Text File	XML File (1125 kb)								
View A	dl .											First 1-100 of 31	44 🕟 Las
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			С	DOTTA023	10000	50100	I	CARDINAL	A	11/10/2019		12/07/2020 3:09:59PM	А
2			C	DOTTA023	10000	50100	I	CARDINAL	A	11/10/2019		12/08/2020 3:03:00PM	А
3			С	DOTTA023	10000	50100	I	CARDINAL	A	11/10/2019		12/22/2020 1:40:59PM	Α
4			C	DOTTA023	10000	50100	I	CARDINAL	A	11/10/2019		12/30/2020 6:19:44PM	А
5			С	DOTTA023	10000	50100	I	COMP_LEAVE	A	11/10/2019		12/07/2020 3:09:59PM	А
6			C	DOTTA023	10000	50100	I	COMP_LEAVE	A	11/10/2019		12/08/2020 3:03:00PM	Α
7			С	DOTTA023	10000	50100	I	COMP_LEAVE	A	11/10/2019		12/22/2020 1:40:59PM	Α
8			С	DOTTA023	10000	50100	I	COMP_LEAVE	A	11/10/2019		12/30/2020 6:19:44PM	А
9			C	DOTTA023	10000	50100	I	EARNAM-ECS	A	11/10/2019		12/07/2020 3:09:59PM	А
10			C	DOTTA023	10000	50100	I	EARNAM-ECS	A	11/10/2019		12/08/2020 3:03:00PM	Α

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Donated Leave Usage Query V_TA_DONATED_LEAVE

REVISED: 09/15/2021

DESCRIPTION:

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

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

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_DONATED_LEAVE

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

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

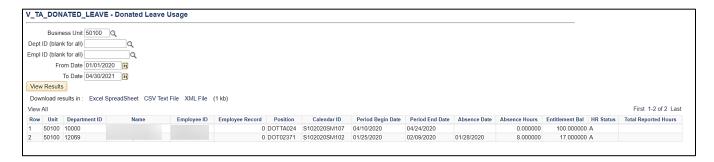
From Date To Date

ADDITIONAL INFORMATION:

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

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

Screenshot of the Donated Leave Usage Query



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Emergency Overtime Meals Query V_TA_OT_MEAL

REVISED: 09/15/2021

DESCRIPTION:

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:

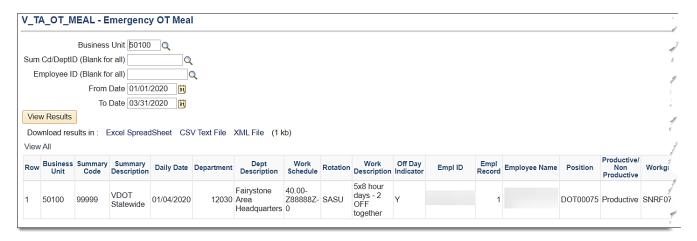
OUTPUT FORMAT:

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

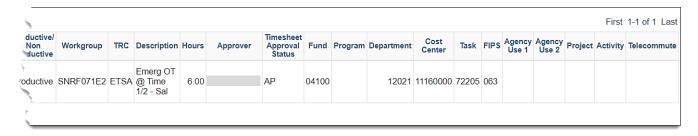
ADDITIONAL INFORMATION:

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

Screenshot of the Emergency Overtime Meals Query



Screenshot of the Emergency Overtime Meals Query (scrolled right)



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Employee Absence Adjustments Query V_TA_ABS_ADJUSTMENTS

REVISED: 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:

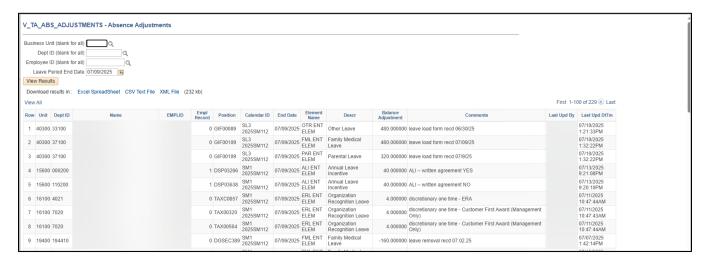
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_ABS_ADJUSTMENTS

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

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

HTML Excel

Screenshot of the Employee Absence Adjustments Query



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Employee Comp Plan Details V_TA_COMP_PLAN_ENROLLMENTS

REVISED: 05/15/2023

DESCRIPTION:

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

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_COMP_PLAN_ENROLLMENTS

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML As of Date Excel

ADDITIONAL INFORMATION:

The Business Unit and As of Date are required fields.

Screenshot of the Employee Comp Plan Details

TA_COMP_PLAN_EN	ROLLMENTS - En	ployee Comp Pla	an Details																
siness Unit 30100 Q																			
s Of Date 05/15/2023 F	2																		
	9																		
ew Results																			
ownload results in : Excel 5	SpreadSheet CSV Te	d File XML File (13	85 kb)																
w Al																		Fig	est 1-100 of 2020 (£)
w Name	Employee ID	Empl Record	Position Number	HR Status	Employee Type	Employee Class	Pay Group	Absence Bystem	Business Unit	Department ID	Job Code	FL IA Status	Balany Grade	OT Leave Eligibility	Time Reporter Status	Comp Plan Evoses Indicator	Dypass Effective Date	Comp Plan Enrollment Status	Come Plan
				Active	Salaried	CLS	SM1	Absence Management	30100	33200	59031	Professional	4	N	Active			Active	CARDINAL
				Active	Salaried	CLS	SM1	Absence Management	30100	33200	59031	Professional	4	N	Active			Active	COMP LEAVE
				Active	Salaried	CLS	SM1	Absence Management	30100	33200	59031	Professional	4	N	Active			Active	PND-OVT
				Active	Salaried	CLS	SM1	Absence Management	30100	34100	19224	Professional	6	N	Active			Active	CARDINAL
				Active	Salaried	CLS	SM1	Absence Management	30100	34100	19224	Professional	6	N	Active			Active	COMP LEAVE
				Active	Salaried	CLS	SM1	Absence Management	30100	34100	19224	Professional	6	N	Active			Active	PND-OVT
				Active	Salaried	CLS	SM1	Absence Management	30100	37400	59015	Professional	5	N	Active			Active	COMP LEAVE
				Active	Salaried	CLS	SM1	Absence Management	30100	37400	59015	Professional	5	N	Active			Active	PND-OVT
				Active	Salaried	CLS	SM1	Absence Management	30100	37400	59015	Professional	6	N	Active			Active	CARDINAL
				Active	Salaried	CLS	SM1	Absence Management	30100	37200	19032	Professional	5	N	Active			Active	CARDINAL
				Active	Salaried	CLS	SM1	Absence Management	30100	37200	19032	Professional	5	N	Active			Active	COMP LEAVE
				Active	Salaried	CLS	SM1	Absence Management	30100	37200	19032	Professional	5	N	Active			Active	PAID-OVT
				Active	Hourly	GNW	BW1	Other	30100	33200	W69034	Nonexempt		N	Active			Active	PNID-OVT
				Active	Hourly	GNW	BW1	Other	30100	35600	W59014	Nonexempt		N	Active			Active	PAID-OVT
				Active	Salaried	CLS	SM1	Absence Management	30100	37100	19225	Professional	7	N	Active			Active	PND-OVT
				Active	Salaried	CLS	SM1	Absence Management	30100	37100	19225	Professional	7	N	Active			Active	CARDINAL
				Active	Salaried	CLS	SM1	Absence Management	30100	37100	19225	Professional	7	N	Active			Active	COMP LEAVE
				Active	Salaried	CLS	SM1	Absence Management	30100	33200	59031	Professional	4	N	Active			Active	CARDINAL
				Active	Salaried	CLS	SM1	Absence Management	30100	33200	59031		4	N	Active			Active	COMP_LEAVE
				Active	Salaried	CLS	SM1	Absence Management	30100	33200	59031			N	Active			Active	PND-OVT
				Active	Hourly	GNW	BW1	Other	30100	31200	W19195	Nonesempt		N	Active			Active	PND-OVT
				Active	Salaried	CLS	SM1	Absence Management	30100	33200	59032	Professional	5	N	Active			Active	COMP LEAVE
				Active	Salaried	CLS		Absence Management	30100	33200	59032		5	N	Active			Active	CARDINAL
				Active	Salaried	CLS	SM1	Absence Management	30100	33400	59031		4	N	Active			Active	COMP LEAVE
				Active	Salaried	CLS	SM1	Absence Management	30100	33400	59031			N	Active			Active	CARDINAL
				Active	Salaried	CLS	SM1	Absence Management	30100	33400	59031		4	N	Active			Active	PNID-OVS
				Active	Salaried	CLS	SM1	Absence Management	30100	33400	59031		4	N	Active			Active	PAID-OVT
				Active	Salaried	CLS	SM1	Absence Management	30100	33500	59014			N	Active			Active	PAID-OVT
				Active	Salaried	CLS	SM1	Absence Management	30100	33500	59014			N	Active			Active	CARDINAL
				Active	Salaried	CLS	SM1	Absence Management	30100	33500	59014		4	N	Active			Active	COMP_LEAVE
				Active	Salaried	CLS	SM1	Absence Management	30100	33500				N	Active			Active	PNID-OVS
				Active	Salaried	CLS	SM1	Absence Management	30100	35200	59014			N	Active			Active	COMP LEAVE
				Active	Salaried	CLS	SM1	Absence Management	30100	35200	59014			N	Active			Active	PAID-OVS
				Active	Salaried	CLS	SM1	Absence Management	30100	35200	59014			N	Active			Active	CARDINAL
				Active	Salaried	CLS	SM1	Absence Management	30100	35200	59014			N .	Active			Active	PAID-OVT
				Active	Salaried	CLS	SM1	Absence Management	30100	35300	59014			N N	Active			Active	COMP LEAVE
				PACE ACC	Garage No.	ULU .	Green 1	Parameter management	30100										COMP_LEME

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Employee Schedule Review Query V_TA_SCHEDULE_REVIEW

REVISED: 09/15/2021

DESCRIPTION:

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

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_SCHEDULE_REVIEW

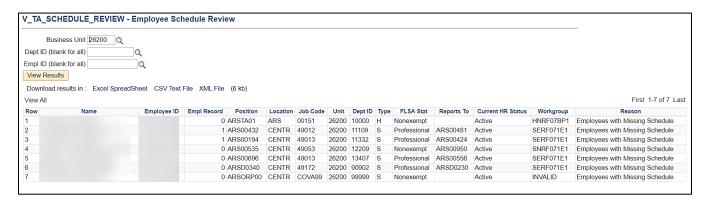
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

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

ADDITIONAL INFORMATION:

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

Screenshot of the Employee Schedule Review Query



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Employee Time Reporter Details V_TA_TIME_REPORTER_ENROLLMENTS

REVISED: 05/15/2023

DESCRIPTION:

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

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

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_TIME_REPORTER_ENROLLMENTS

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML As of Date Excel

ADDITIONAL INFORMATION:

The Business Unit and As of Date are required fields.

Screenshot of the Employee Time Reporter Details

_TA_TIME	_REPO	RTER_ENRO	DLLMENT	S - Emplo	yee Time	Reporter	Details																			_			
Business Unit	30100	Q.																											
As Of Date	05/15/20	23 📆																											
View Result	s																												
Download re	sults in :	Excel SpreadSt	neet CSV	Text File XM	LFile (56	kb)																							
View All																												First	a 1-100 of 793 🕟 L
Row I	izme	Empl ID	Empl Record	Position Number	HR Status	Employee Type	Employee Clacs	Pay Group	Absense Bystem	AM Eligibility Group	Holiday Schedule	Dusiness Unit	Department ID	Job Code	FLSA Status	Salary Grade	Reports To Position	Schedule ID	Shift Differential Eligibility	OT Leave Eligibility	Commuter Imputed Income Elig	Time Reporter Bypeco Indicator	Dypase Effective State	e Workgroup	Tackgroup	Reporting Template Override	Hourly ACA Yearly Limit	FL SA Period: OT Threshold	Comp Leave: O Leave Limit
1			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	33200	59031	Professional 4			40.00- Z88888Z-0	N	N	Υ		A	SNRF071E	2 30100DDDF			07:40	000:240
2			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	34100	19224	Professional 6			40.00 Z88888Z 0	N	N	N		A	SNRF071E	2 30100CCOF			07:40	000.240
3			0		Activo	Salaried	CLS	SM1	Absence Management	TRADELGGRP	HOLSAL	30100	37400	59015	Professional 5			40.00 286868Z O	N	N	Υ		Α	SNRF071E	2 30100CCOF			07:40	000:240
4			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	37200	19032	Professional 5			40.00- Z86868Z-0	N	N	N		A	SNRF071E	2 30100CCOF			07:40	000:240
5			0		Active	Hourly	GNW	BW1	Other		HOLHR	30100	33200	W69034	Nonexempt			HOURLY	N	N	N		A	HNRF078P	1 30100CCOF		1400	07:40	
6			0		Active	Hourly	GNW	BW1	Other		HOLHR	30100	35600	W59014	Nonexempt				Υ	N	N		A	HNRF07BP	1 30100CCOF	VAEBASIC+1	1400	07:40	
7			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	37100	19225	Professional 7			40.00 Z88888Z-0	N	N	N		A	SNRF071E	2 30100DDDF			07:40	000.240
8			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	33200	59031	Professional 4			40.00 ZAAAAZZ-0	N	N	Υ		Α		2 30100CCOF			07:40	000:240
9			0		Activo	Hourly	GNW	BW1	Other		HOLHR	30100	31200	W19195	Nonexempt			HOURLY	N	N	N		A	HNRF07BP	1 30100CCOF		1400	07:40	
10			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	33200	59032	Professional 5			40.00- ZAAAAZZ-0	N	N	N		A	SERP071E	1 30100CCOF			07:40	000:240
11			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	33400	59031	Nonexempt 4			40.00- 286868Z-0	Υ	N	N		A	SNRF071P	1 30100CCOF	VAEBASIC+1		07:40	000:240
12			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	33500	59014	Nonexempt 4			40.00- Z88888Z-0	N	N	Y		A	SNRF071P	1 30100CCOF			07:40	000:240
13			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	35200	59014	Nonexempt 4			40.00- Z86868Z-0	Υ	N	N		Α	SNRF071P	1 30100CCOF	VAEBASIC+1		07:40	000.240
14			0		Activo	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	35300	59014	Nonexempt 4			40.00- Z86868Z-0	Υ	N	N		A	SNRF071P	1 30100CCOF	VAEBASIC+1		07:40	000:240
15			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	37500	E9034	Professional 5			40.00- 286868Z-0	N	N	Υ		A	SERP071E	1 30100CCOF			07:40	000:240
16			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	35400	29094	Professional 5			40.00- 2868682-0	N	N	Υ		A	SERP071E	1 30100CCOF			07:40	000:240
17			0		Inactive	Salaried	CLS	NS1	Absence Management	VSDPELGGRP	HOLSAL	30100	35800	59014	Nonexempt 4			40.00- 286868Z-0	Υ	N	N		1	INACTIVE	VANONE				
18			0		Inactive	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	35600	59014	Nonexempt 4			40.00- Z88888Z-0	Υ	N	N		1	INACTIVE	VANONE				
19			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	33200	59031	Professional 4			40.00- ZAAAAZZ 0	N	N	Υ		Α	SERP071E	1 30100CCOF			07:40	000:240
20			0		Inactive	Salaried	CLS	SM1	Absence Management	TRADELGGRP	HOLSAL	30100	37500	E9034	Professional 5			40.00- 2888882-0	N	N	Υ		1	INACTIVE	VANONE				
21			0		Inactive	Salaried	CLS	SM1	Other		HOLSAL	30100	33200	59031	Nonexempt 4				N	N	N								
22			0		Active	Salaried	CLS	SM1	Absence Management	VSDPELGGRP	HOLSAL	30100	33400	59031	Nonexempt 4			40.00- Z88888Z-0	Υ	N	N		A	SNRF071P	1 30100CCOF	VAEBASIC+1		07:40	000:240
									Absence	HEDDEL GODD								40.00-											

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FML Without Concurrent Absence Query V_TA_FML_CONCURRENT_ABS_AUDIT

REVISED: 09/15/2021

DESCRIPTION:

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

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_FML_CONCURRENT_ABS_AUDIT

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

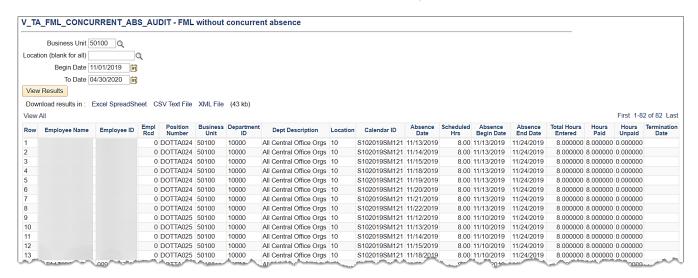
Business Unit Location (blank for all) HTML Excel

Begin Date To Date

ADDITIONAL INFORMATION:

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

Screenshot of the FML Without Concurrent Absence Query



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Inactive Employee with Leave Balance Query V_TA_BAL_FOR_INACTIVE_EMP

REVISED: 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)

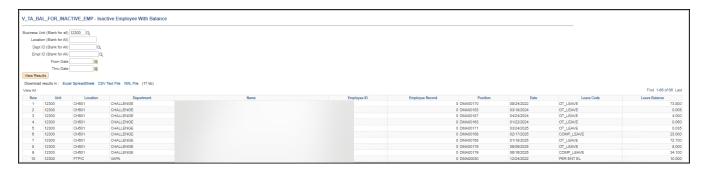
OUTPUT FORMAT:

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



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Ineligible Forecasted Absence Events Query V_TA_ABS_EVT_FCST_INELIG

REVISED: 07/21/2025

DESCRIPTION:

Thru Date

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

NAVIGATION PATH:

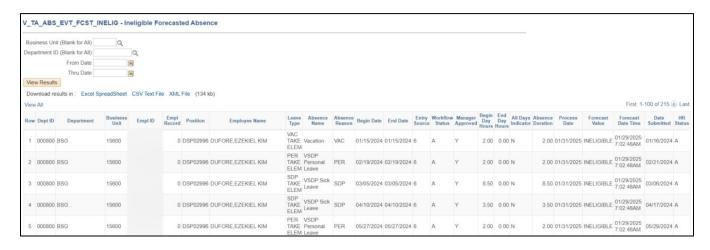
NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_ABS_EVT_FCST_INELIG

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit (Blank for All)
Dept ID (Blank for All)
From Date

HTML Excel

Screenshot of the ineligible Forecasted Absence Events Query



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Invalid ChartField Combination Query V_TA_ INVALID_CHARTFIELDS

REVISED: 09/15/2021

DESCRIPTION:

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

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_INVALID_CHARTFIELDS

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

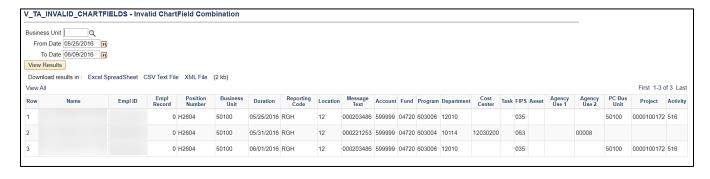
Business Unit HTML From Date Excel

To Date

ADDITIONAL INFORMATION:

The From Date and To Date are required fields.

Screenshot of the Invalid ChartField Combination Query



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Leave Balances by Department ID/Location Query V_TA_LV_BAL_BY_DEPTID_DISTRICT

REVISED: 07/8/2022

DESCRIPTION:

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

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_LV_BAL_BY_DEPTID_DISTRICT

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

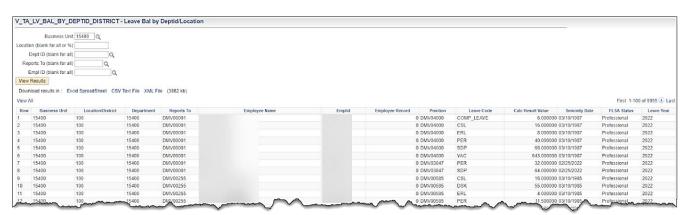
Business Unit
Location (blank for all or %)
Dept ID (blank for all)
Reports To (blank for all)
Empl ID (blank for all)

HTML Excel

ADDITIONAL INFORMATION:

The Business Unit field is a required field.

Screenshot of the Leave Balances by Department ID/Location Query



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Negative Hours From Prior Period Adjustment Query V_TA_NEG_HRS

REVISED: 09/15/2021

DESCRIPTION:

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

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

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_NEG_HRS

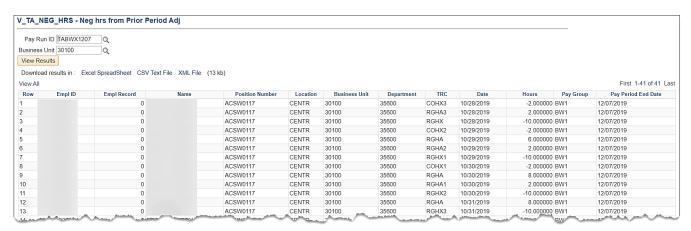
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Pay Run ID HTML Business Unit Excel

ADDITIONAL INFORMATION:

The Pay Run ID and Business Unit are required fields.

Screenshot of the Negative Hours From Prior Period Adj Query



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Negative Leave Balances Query V_TA_LV_BALANCES_NEGATIVE

REVISED: 09/15/2021

DESCRIPTION:

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

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_LV_BALANCES_NEGATIVE

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

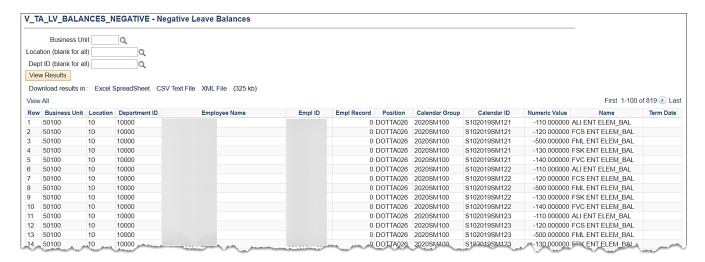
Business Unit HTML Location (blank for all) Excel

Dept ID (blank for all)

ADDITIONAL INFORMATION:

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

Screenshot of the Negative Leave Balances Query



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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

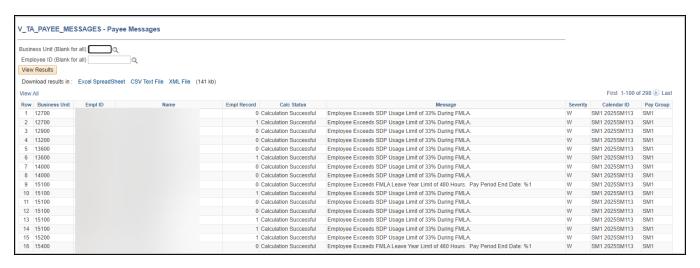
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit (Blank for all) HTML Employee ID (Blank for all) 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



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Reports To V_TA_REPORTS_TO_SUPV

REVISED: 05/15/2023

DESCRIPTION:

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

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_REPORTS_TO_SUPV

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Who EE Reports To HTML Excel

ADDITIONAL INFORMATION:

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

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



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Saved & Submitted Absences Query V_TA_ABS_SV_AND_SB_STATUS

REVISED: 09/15/2021

DESCRIPTION:

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

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_ABS_SV_AND_SB_STATUS

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

Business Unit Department ID (Blank for All) BGN_DT From BGN_DT Through HTML Excel

ADDITIONAL INFORMATION:

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

Screenshot of the Saved & Submitted Absences Query



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TA Self-Approval Audit Query V_TA_SELF_APPROVAL_AUDIT

REVISED: 12/15/2022

DESCRIPTION:

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

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_SELF_APPROVAL_AUDIT

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

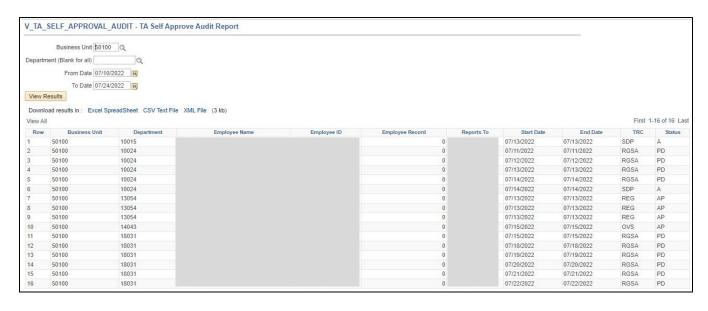
Business Unit XML Department Excel

From Date To Date

ADDITIONAL INFORMATION:

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

Screenshot of the TA Self-Approval Audit Query



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Time and Labor to Paysheet Error Query V_TA_TL_PAYSHEET_REJECTED

REVISED: 09/15/2021

DESCRIPTION:

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

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_TL_PAYSHEET_REJECTED

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML Dept ID Excel

Employee ID

ADDITIONAL INFORMATION:

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

Screenshot of the Time and Labor to PaySheet Error Query

D-									
	ept ID	0							
Employ									
View R	esults								
)ownlo	ad results in : Exc	cel SpreadSheet CSV Text File	XML File (14 kb)						
iew All		·							First 1-53 of 53 L
Row	Empl ID	Empl Record	Name	Dept ID	Business Unit	Date	Pay Sheet Posted Hours	Pay End Date	Payable Status
				10001	15100	05/07/2012	•	05/09/2012	RP
		0		10001	15100	05/08/2012	0.000000	05/09/2012	RP
		0		10001	15100	11/11/2013	8.000000	11/24/2013	RP
		0		10001	15100	11/27/2013	4.000000	12/09/2013	RP
		0		10001	15100	11/28/2013	8.000000	12/09/2013	RP
		0		10001	15100	11/29/2013	8.000000	12/09/2013	RP
		0		10001	15100	12/18/2013	8.000000	12/24/2013	RP
		0		10001	15100	12/19/2013	8.000000	12/24/2013	RP
		0		10001	15100	12/20/2013	8.000000	12/24/2013	RP
0		0		10001	15100	05/16/2014	0.000000	05/24/2014	RP
		0		10001	15100	05/16/2014	0.000000	06/09/2014	RP
11		•							

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Time and Labor to Paysheet Posted Query V_TA_TL_PAYSHEET_POSTED

REVISED: 07/21/2025

DESCRIPTION:

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

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_TL_PAYSHEET_POSTED

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT: HTML

Excel

Business Unit Dept ID

Empl ID

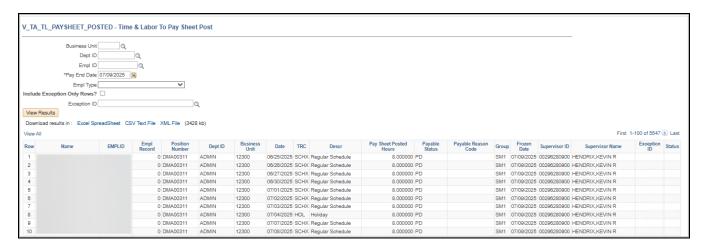
Pay End Date Empl Type

Include Exception Only Rows checkbox

ADDITIONAL INFORMATION:

The **Pay End Date** is a required field.

Screenshot of the Time and Labor to PaySheet Posted Query



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Time Approval Audit Query V TA TIME APPROVAL AUDIT

REVISED: 12/15/2022

DESCRIPTION:

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

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_TIME_APPROVAL_AUDIT

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML Empl ID Excel

Date From Date To

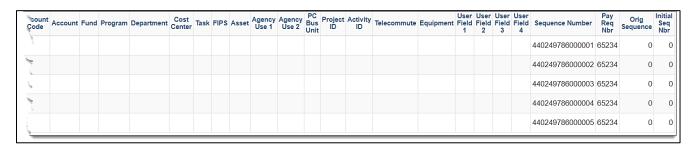
ADDITIONAL INFORMATION:

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

Screenshot of the Time Approval Audit Query



Screenshot of the Time Approval Audit Query (scrolled right)



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Time Entry Audit Query V_TA_TIME_ENTRY_AUDIT

REVISED: 12/15/2022

DESCRIPTION:

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

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

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_TIME_ENTRY_AUDIT

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

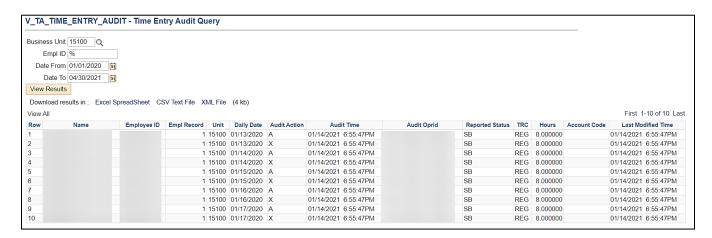
Business Unit HTML Empl ID Excel

Date From Date To

ADDITIONAL INFORMATION:

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

Screenshot of the Time Entry Audit Query



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Time Reporter (Auto Enrollment) Exceptions Query V_TA_AUTO_ENROLL_EXC

REVISED: 04/05/2021

DESCRIPTION:

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

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_AUTO_ENROLL_EXC

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML
Dept ID Excel
Location

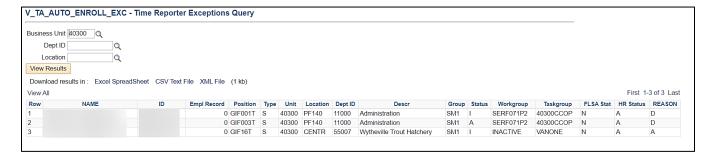
ADDITIONAL INFORMATION:

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

Reason codes:

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

Screenshot of the Time Reporter Exceptions Query



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Time Reporter Changes Query V_TA_TIME_REPORTER

REVISED: 09/15/2021

DESCRIPTION:

From Date To Date

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

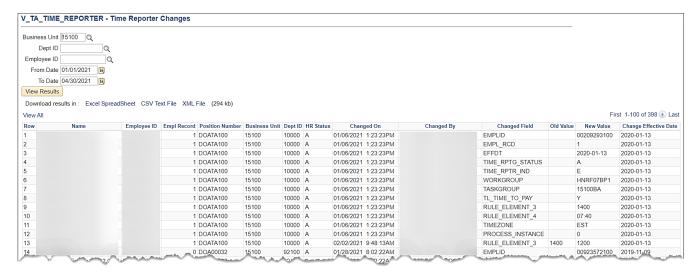
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML
Dept ID Excel
Employee ID

ADDITIONAL INFORMATION:

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

Screenshot of the Time Reporter Changes Query



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Time Reporter Criteria Query V TA TIME REPORTER CRITERIA

REVISED: 05/15/2023

DESCRIPTION:

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

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

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_TIME_REPORTER_CRITERIA

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML As of Date Excel

ADDITIONAL INFORMATION:

The Business Unit and As of Date are required fields.

Screenshot of the Time Reporter Criteria Query

V_TA	_TIME_REP	ORTER_CRIT	TERIA -	Time Repo	rter Criteri	a Quer	1														
Busin	ess Unit 30100	0																			
	Of Date 05/15/																				
	Results	1000																			
Dow	nload results in :	Excel Spreads	Sheet CS	SV Text File	XML File (7 I	Kb)															
View	All																			F	irst 1-10 of 10 L
Row	Priority Busine Unit	ss 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	Rule Element ! 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
*	650 30100	99999	Active	Hourly	Nonexempt	BW1					Active		HNRF07BP1		30100CCOP	1400	Required	07:40	None		None
5		99999	Active	Salaried	Nonexempt	NS1					Active		SNRF071P1		30100CCOP		None	07:40	None	000:240	None
	650 30100										Active		SNRF071P1		30100CCOP		None	07:40	None	000:240	None
	650 30100 650 30100	99999	Active	Salaried	Nonexempt	SM1															
5 6 7 8		99999 99999	Active			BW1					Active		HERF07BP1		30100CCOP	1400	Required	07:40	None		None
6 7	650 30100		Active								Active Active			V746SER071O1	30100CCOP 30100CCOP	1400	Required None	07:40 07:40	None None	000:240	

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Time Reporting Exceptions Query V_TA_TIME_REPORTING_EXCEPTIONS

REVISED: 04/05/2022

DESCRIPTION:

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

NAVIGATION PATH:

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

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

HTML

Excel

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

ADDITIONAL INFORMATION:

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

Screenshot of the Time Reporting Exceptions Query



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Timesheet (Prior Period) Adjustments by DeptID/Date Query V_TA_ADJUSTMENTS_PAYABLE_TIME

REVISED: 09/15/2021

DESCRIPTION:

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

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_ADJUSTMENTS_PAYABLE_TIME

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

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

Frozen Date (blank for all)

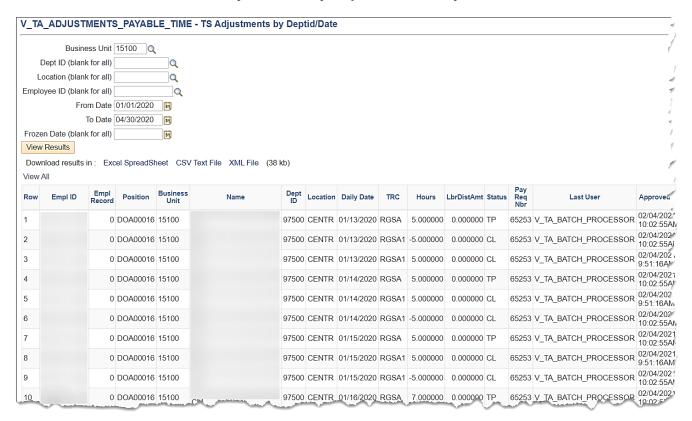
ADDITIONAL INFORMATION:

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

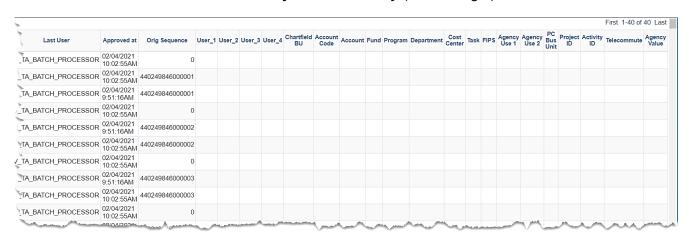
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Screenshot of the Timesheet Adjustments by DeptID/Date Query



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



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TL Eligibility Audit Query V_TA_ELIGIBILITY_ENROLL_AUDIT

REVISED: 09/15/2021

DESCRIPTION:

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

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_ELIGIBILITY_ENROLL_AUDIT

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

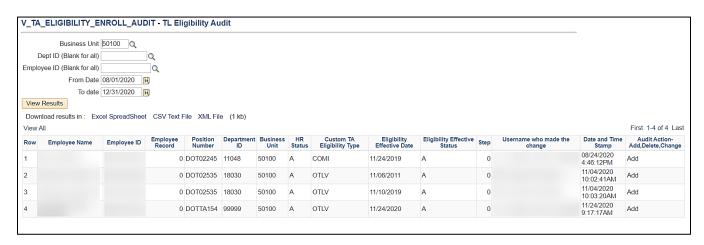
Business Unit
Dept ID (Blank for all)
Employee ID (Blank for all)
From Date
To Date

HTML Excel

ADDITIONAL INFORMATION:

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

Screenshot of the TL Eligibility Audit Query



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Traditional Sick Used 6 Months Query V_TA_TRADSCK_06MONTHS

REVISED: 09/15/2021

DESCRIPTION:

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

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_TRADSCK_06MONTHS

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML Department Excel

Employee ID

Date

ADDITIONAL INFORMATION:

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

Screenshot of the Traditional Sick Used 6 Months Query

Department Employee Id	Q							
Date 04/30/202	20 🙀							
	20 [3]							
iew Results								
ownload results in · I	Excel SpreadSheet CSV Text	File XMI File (14 kh)						
	Excel opieadolleet COV Text	THE XIVILTHE (14 KD)						
ew All								First 1-54 of 54 I
Row Em	npl ID Empl Re	ecord	Name	Position	Location	Dept ID	Unit	Sum Quantity
		0		DOT23023	CENTR	12026	50100	68.000
		0		89411	14	14023	50100	10.000
		0		DOT09384	CENTR	15028	50100	
		0		DOT09384 11339				8.000
		0 0 0			CENTR	15028	50100	8.000 5.500
		0 0 0 0		11339	CENTR 13	15028 13045	50100 50100	8.000 5.500 8.000
		0 0 0 0		11339 DOT10687	CENTR 13 CENTR	15028 13045 13037	50100 50100 50100	8.000 5.500 8.000 8.000
		0 0 0 0 0		11339 DOT10687 06481	CENTR 13 CENTR 18	15028 13045 13037 18045	50100 50100 50100 50100	8.000 5.500 8.000 8.000 9.000
		0 0 0 0 0		11339 DOT10687 06481 03662	CENTR 13 CENTR 18 19	15028 13045 13037 18045 19087	50100 50100 50100 50100 50100	8.000 5.500 8.000 8.000 9.000 8.000
		0 0 0 0 0		11339 DOT10687 06481 03662 DOT03662	CENTR 13 CENTR 18 19 CENTR	15028 13045 13037 18045 19087	50100 50100 50100 50100 50100 50100	8,000 5,500 8,000 9,000 8,000 8,000
0		0 0 0 0 0 0		11339 DOT10687 06481 03662 DOT03662 DOT22097	CENTR 13 CENTR 18 19 CENTR CENTR	15028 13045 13037 18045 19087 19087 17034	50100 50100 50100 50100 50100 50100 50100	8.0000 5.5000 8.0000 9.0000 8.0000 8.0000 8.0000

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Vacation Leave Lost Query V_TA_FORFEITED_VAC_HRS

REVISED: 09/15/2021

DESCRIPTION:

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

NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_FORFEITED_VAC_HRS

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML Department ID Excel

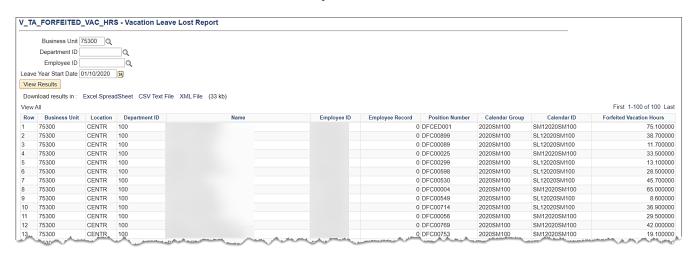
Employee ID

Leave Year Start Date

ADDITIONAL INFORMATION:

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

Screenshot of the Vacation Leave Lost Query



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Weekly Submitted Hours Query V_TA_TLAM_WKLY_HRS

REVISED: 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:

OUTPUT FORMAT:

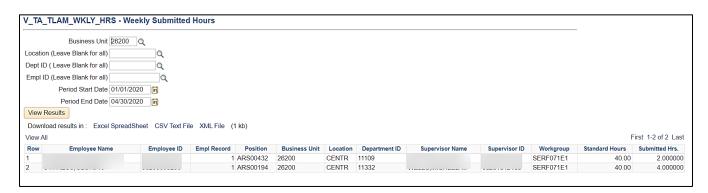
Business Unit Location (Leave Blank for all) Dept ID (Leave Blank for all) Empl ID (Leave Blank for all) HTML Excel

Period Start Date Period End Date

ADDITIONAL INFORMATION:

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

Screenshot of the Weekly Submitted Hours Query



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Workflow Setup Issues Query V TA WORKFLOW SETUP ISSUES

REVISED: 09/15/2021

DESCRIPTION:

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

NAVIGATION PATH:

Department

NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_WORKFLOW_SETUP_ISSUES

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML Location Excel

ADDITIONAL INFORMATION:

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

Screenshot of the Workflow Setup Issues Query

De	Location partment WResults vnload results in	Q Q Q Excel SpreadSheet	CSV Text F	File XML File	(267 kb)									
View Row	Empleyee's	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	t 1-100 of 528 🕟 La
1	40300							HQ100	10000				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
	40300							CENTR	20100			0	GIF00534	EMPLOYEE REPORTS TO VACANT POSITION
	40300							CENTR	28100			0	GIF00433	EMPLOYEE REPORTS TO VACANT POSITION
	40300							CENTR	28100			0	GIF00147	EMPLOYEE REPORTS TO VACANT POSITION
	40300							CENTR	31100			0	GIF00109	EMPLOYEE REPORTS TO VACANT POSITION
3	40300 .							CENTR	31100			0	GIF00211	EMPLOYEE REPORTS TO

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Time and Attendance Reports

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Absence Data Upload Error Report (RTA674)

REVISED: 04/14/2023

DESCRIPTION:

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

This same data can also be extracted through the **V_TA_ABS_DATA_UPLOAD_ERROR query**.

NAVIGATION PATH:

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

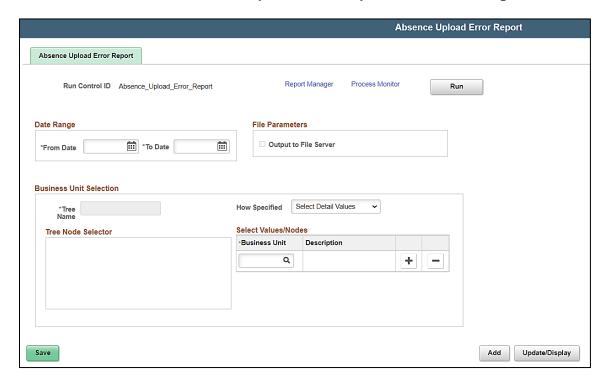
RUN CONTROL PARAMETERS: OUTPUT FORMAT:

From Date PDF To Date CSV

Output to File Server (checkbox)

Business Unit

Screenshot of the Absence Data Upload Error Report Run Control Page



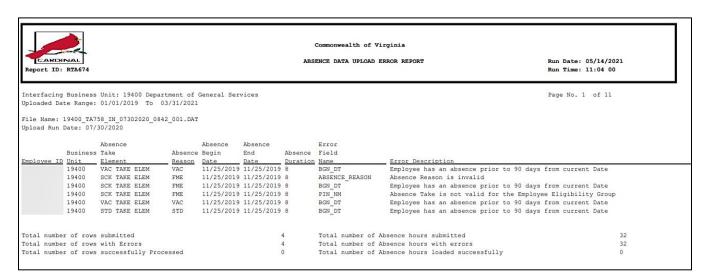
ADDITIONAL INFORMATION:

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

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Screenshot of the Absence Data Upload Error Report



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DOA Leave Liability Report (RTA013)

REVISED: 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 <u>Flex Leave</u> <u>Liability Data Report (RTA803)</u>.

NAVIGATION PATH:

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

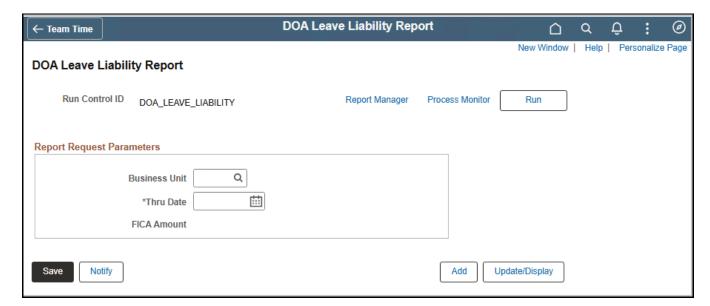
INPUT / SEARCH CRITERIA:

Business Unit FICA Amount Thru Date

OUTPUT FORMAT:

Excel

Screenshot of the DOA Leave Liability Report Run Control Page



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

ADDITIONAL INFORMATION:

The Business Unit and Thru Date are required fields.

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Screenshots of the Leave Liability Report

Section 1: Employee Details Section

DOA LEAVE LIABILITY RE	PORT																		
RUN CONTROL PARAME	TERe:																		
	TERO:																		
BUSINESS_UNIT: 12300																			
THRU DATE: 06/24/2025																			
FICA Amount: 176100																			
Run Date-Time:0716202	51134																		
Section1-EEMPLOYEE DE	TAILS SECTION																		
Section1-E																			
Section1-EEMPLID	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_TO	PROJECTED	PROJECTE	PROJECTE F	UND COE PR	OGRAM COD
Section1-F		RC743	FACILITIES	V	SM1	24-Jun-25	7/10/2024	0.9543	27.235577	ERL	8	217.885	0	0	0	0	0 S	olit Sp	lit
Section1-f		RC743	FACILITIES	V	SM1	24-Jun-25	7/10/2024	0.9543	27.235577	PER	32	. 0	16	16	0	0	871.54 S	olit Sp	lit
Section1-E		RC743	FACILITIES	V	SM1	24-Jun-25	7/10/2024	0.9543	27.235577	SDP	64	. 0	40	24	0	0	1743.08 S	olit Sp	lit
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 S	olit Sp	lit
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 1	0000 72	1009
Section1-F		FTBAR	FTPICDPW	V	SM1	24-Jun-25	3/25/2024	1.24731	34.663462	PER	0	0	32	32	0	0	0 1	0000 72	1009
Section1-E		FTBAR	FTPICDPW	V	SM1	24-Jun-25	3/25/2024	1.24731	34.663462	SDP	36	0	64	52	0	0	1247.88 1	0000 72	1009
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 1	0000 72	1009
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 S	olit Sp	lit
Section1-f		RC732	FACILITIES	V	SM1	24-Jun-25	3/25/2014	11.24731	24.759615	PER	32	. 0	32	24	0	0	792.31 S	olit Sp	lit
Section1-E		RC732	FACILITIES	V	SM1	24-Jun-25	3/25/2014	11.24731	24.759615	SDP	68	0	64	64	0	0	1683.65 S	olit Sp	lit
Castland C		DOTOS	FACILITIES	M	CM4	24 1 25	2/25/2014	11.04701	04.750045	MAG	100	445C 704	44.4		144	2505.20	0.0		U.A.

Section 2: Employee Salary Leave Liability Section

Section2-	EMPLOYEE SA	LARY LEAVE LIABILITY SI	ECTION																		
Section2-	į.																				
Section2-	EMPLID	NAME	LOCATION	DEPTID	ELIG_GRP	GP_PAYGROUP	PRD_END_DT	LEAVE_ELIG_DA	YRS_OF_SVC	HOURLY_RT	YTD_MED_1	TOT_BAL_AMT	TOT_AMT (YTD_I	ADDL_OAS	ADDL_ME	OASDI_TAX_	MED_TAX	TOTAL_LEA	HR_STATU I	UND_COL	PROGRAM_CODE
Section2-			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 5	iplit	Split
Section2-			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 1	.0000	721009
Section2-			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	Α 5	iplit	Split
Section2-			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	218.11	16192.78	A 1	.0000	721009
Section2-			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 1	.0000	721009
Section2-			FTBAR	ENVIRON	V	SM1	24-Jun-25	12/10/1998	26.53763	39.036538	46918.11	14638.702	61556.812	14638.7	14638.7	907.6	212.261	15758.56	A 1	.0000	721010
Section2-			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 1	.0000	721010
Section2-			SMRAD	SMR	V	SM1	24-Jun-25	5/25/1993	32.08065	28.654327	32746.8	10602.102	43348.902	10602.1	10602.1	657.33	153.73	11413.16	A 1	.0000	721009
Section2-			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	304.265	22589.02	A 1	.0000	721009
Section2-			DSCR	VAFA	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	Α (1000	799001
Section2-			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 1	.0000	721009

Section 3: Current Liability at Employee – Level Detail Section

																_
Section3-(CURRENT L	IABILITY AT EMPLOY	YEE-LEVEL DETAIL SEC	TION													
Section3-(
Section3-(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_CC	PROGRAM_C	CODE
Section3-		FTBAR	FACILITIES	V	SM1	24-Jun-25	1/10/1989	36.4543	50.158173	VAC	0	0	6/30/2024	10000	721010	
Section3-		FTBAR	FTPICBILL	V	SM1	24-Jun-25	10/10/1997	27.7043	26.896635	DSK	48	322.76	5/31/2025	02123	721009	
Section3-		FTBAR	FTPICBILL	V	SM1	24-Jun-25	10/10/1997	27.7043	26.896635	ERL	10	268.966	5/31/2025	02123	721009	
Section3-		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-		FTBAR	FACILITIES	T	SM1	24-Jun-25	12/25/1998	26.49731	52.504808	SCK	5	65.631	7/24/2024	10000	721010	
Section3-		FTBAR	FACILITIES	T	SM1	24-Jun-25	12/25/1998	26.49731	52.504808	VAC	0	0	7/24/2024	10000	721010	
Section3-		FTBAR	VAPA	V	SM1	24-Jun-25	3/25/1999	26.24731	27.419231	VAC	495	9212.862	5/11/2025	01000	799001	
Section3-		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 EMP	LOYEE LEAVE LIABILIT	YSECTION																		
Section4-																				
Section4-(EMPLID	NAME	LOCATION	DEPTID	ELIG_GRP	GP_PAYGROUP	PRD_END_DT	LEAVE_ELIG_DA	YRS_OF_SVC	HOURLY_RT	YTD_MED_TAX	TOT_BAL_AMT	TOT_AMT (YTD_N	ADDL_OASDI_	ADDL_MED	OASDI_TAX_	MED_TAX_	TOTAL_LE/	HR_STATU:	FUND_CO	[PROGRAM_CODE
Section4-0		FTBAR	FACILITIES	V	SM1	24-Jun-25	1/10/1989	36.4543	50.158173	0	0	C	0	0	0	0	0 1	1	10000	721010
Section4-0		FTBAR	FTPICBILL	V	SM1	24-Jun-25	10/10/1997	27.7043	26.896635	32012.23	7942.576	39954.806	7942.576	7942.58	492.44	115.167	8550.18 I	1	02123	721009
Section4-0		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	1	10000	721010
Section4-0		FTBAR	VAPA	V	SM1	24-Jun-25	3/25/1999	26.24731	27.419231	19124.16	9212.862	28337.022	9212.862	9212.86	571.197	133.586	9917.65 I	1	01000	799001
Section4-0		FTBAR	ENVIRON	V	SM1	24-Jun-25	9/10/2001	23.78763	29.559615	0	0	C	0	0	0	0	0 1	1	10000	721010
Section4-0		FTBAR	ITAM	V	SM1	24-Jun-25	4/10/1999	26.2043	24.975962	0	0	0	0	0	0	0	0 1	1	10000	721009
Section4-0		FTBAR	VAFA	V	SM1	24-Jun-25	3/10/2006	19.28763	36.417308	36678.67	1456.692	38135.362	1456.692	1456.69	90.315	21.122	1568.13 I	1 (01000	799001

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Section 5: Report Summary Section

									_	_				_
Section5-I REPORT SUMMARY SECTION														
Section5-I														
Section5-I DESCRIPTION	EARN CODE													
Section5-I	VAC	SCK	SDP	PER	CPT	ALI	DSK	OTT	FVC	ERL		SRL	GRAND TOTAL	
Section5-I SUM OF HOURS EARN YTD	38679.08	350	19655	9455	4204.9	5 4)	0 123	5.1	0	3256		0 76875.13	
Section5-I SUM OF HOURS TAKEN YTD	30721.83	841.5	15829	8320.3	3499.4	5 40	0	0 1445	.89	0	2585.6		0 63283.57	
Section5-I SUM OF TOTAL EARNS PROJECTED FOR: 2026	1572126.85	15880.84	456465.23	202449									2246921.53	
Section5-l														
Section 5-1 *APPLICATION OF PREVIOUS YEAR EARNED/TAKEN PERCENTAGE AGAINST EARNINGS PROJECTED FOR NEXT YEAR*														
Section5-Report Summary														
Section5-I PERCENTAGE TAKEN DURING PREVIOUS LEAVE YEAR	0.794275096512119					785827604								
Section5-I PROJECTED DUE WITHIN ONE YEAR	1248701.205513044	38182.0767428	367610.690698	178152.6	<	FICA	140197.4655	55					1972844.0741293829750710	0107
Section5-I														
Section5-														
Section5-I SUM OF LEAVE LIABILITY AS OF: 24-JUN-2025													3224612.535	
Section5-														
Section5-l														
Section5-														
Section5-I CURRENT LEAVE LIABILITY													TOTAL	
Section 5-1													53925 807	

Section 6: Summary by Fund for Total Liability:

Section6-SUMMARY BY FUND FOR THE TOTAL LIABILITY		
Section6-		
Section6- FUND	PROGRAM CODE	FYTD EXPENDITURE
Section6-: 01000	108011	10839.031
Section6-: 01000	187001	70497.9685
Section6-: 01000	721001	72954.6225
Section6-: 01000	721004	10100.43
Section6-01000	721010	14366.19475

Section 7: Summary by Fund for the Projected Liability:

Section7-{SUMMARY BY FUND FOR THE PROJECTED LIABILITY			
Section7-			
Section7-FUND	PROGRAM CODE	EARNINGS COD	FYTD EXPENDITURE
Section7-01000	108011	PER	892.43
Section7-01000	108011	SCK	0
Section7-01000	108011	SDP	711.16
Section7-: 01000	108011	VAC	4864.06
Section7-: 01000	187001	PER	6446.87

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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 identity 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:

OUTPUT FORMAT:

Excel

Business Unit Department Employee ID

epartment mployee ID

For agencies using an external leave system

From Date To Date

For agencies using Cardinal Absence Management

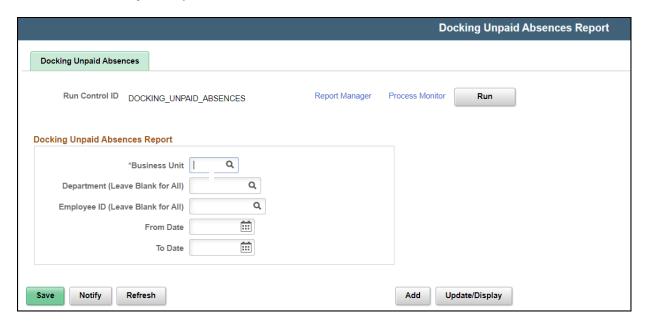
Calendar ID

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

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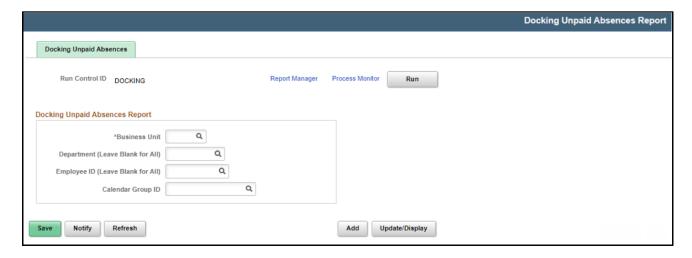
Screenshot of the Docking Unpaid Absences Report Run Control Page (for Agency using an external leave system)



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)



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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
		ō	-	24200	26150	SM1	2024-05-10	2024-05-24	2024-05-06
		Ō		24200	26150	SM1	2024-05-10	2024-05-24	2024-05-07
		O		24200	26150	SM1	2024-05-10	2024-05-24	2024-05-07
		o		24200	26150	SM1	2024-05-10	2024-05-24	2024-05-08
		O		24200	26150	SM1	2024-05-10	2024-05-24	2024-05-08
		Ō		24200	26150	SM1	2024-05-10	2024-05-24	2024-05-09
		O		24200	26150	SM1	2024-05-10	2024-05-24	2024-05-09
		Ō		24200	28020	SM1	2024-05-10	2024-05-24	2024-05-10
		O		24200	28020	SM1	2024-05-10	2024-05-24	2024-05-13
		o		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	3.2					SNRF071P1
	Disability-Pay Dock						
LNP	Pay Docking	-8	PD	2024-05-24	N		SNRF071P1
STL	Short Term	3.2					SNRF071P1
	Disability-Pay Dock						
LNP	Pay Docking	-8	PD	2024-05-24	N		SNRF071P1
STL	Short Term	3.2					SNRF071P1
	Disability-Pay Dock						
LNP	Pay Docking	-8	PD	2024-05-24	N		SNRF071P1
STL	Short Term	3.2					SNRF071P1
	Disability-Pay Dock						
LNP	Pay Docking	8					SNRP071E1
LNP	Pay Docking	8					SNRP071E1
LNP	Pay Docking	8					SNRP071E1

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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:

Unfinalized/Open Leave Period End Date

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

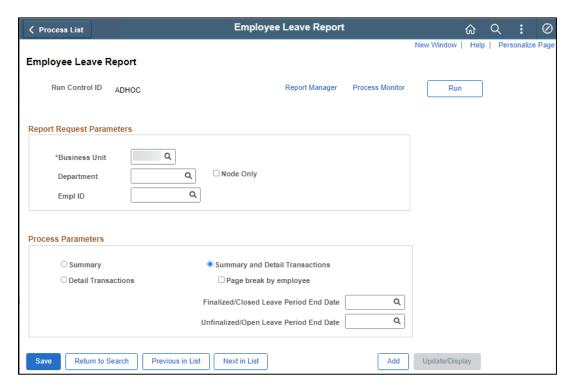
OUTPUT FORMAT:

PDF CSV

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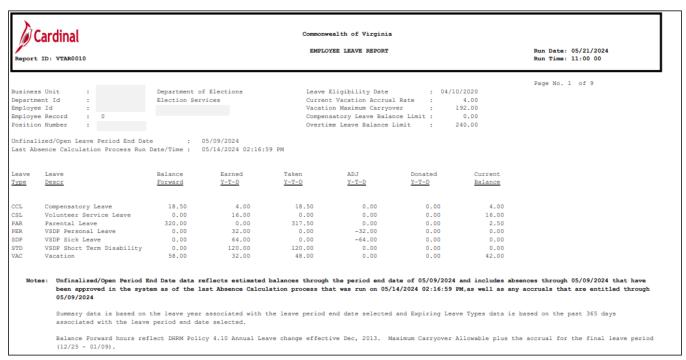
Screenshot of the Employee Leave Report Run Control Page



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



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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

		20 8020 No. 20 1200 1 1200 1		Page N	o. 2 of 6	
		Expiring Leave Types - History D	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	
CSA	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	
CSA	Comp Leave Earned - Exempt	08/02/2023	2.00	0.00	08/02/2024	
CSA	Comp Leave Earned - Exempt	08/25/2023	8.50	0.00	08/25/2024	
CSA	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		

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Flex Leave Liability Data Report (RTA803)

REVISED: 01/24/2023

DESCRIPTION:

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

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

NAVIGATION PATH:

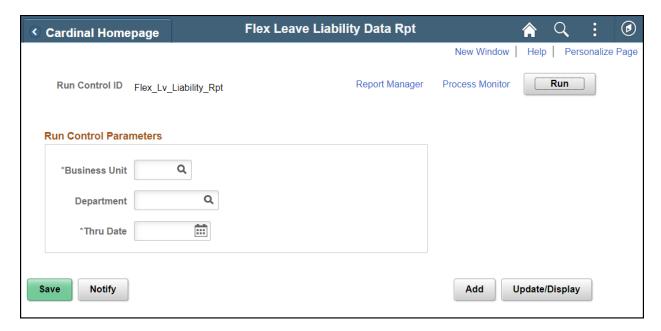
NavBar > Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Flex Leave Liability Data Rpt

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit Excel

Thru Date

Screenshot of the Flex Leave Liability Data Rpt Control Page



ADDITIONAL INFORMATION:

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

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Screenshot of the Flex Leave Liability Data Report

et i ii	. 1 . 1								_								
Flex Leave Li	iability Data Report																
RUN CONTRO	OL PARAMETERS:																
Business Uni	it: 24100																
Department:	:																
Thru Date: 02	2/09/2023																
Run Date Tin	ne: 04/06/2023 08:37																
NOTE: The fu	unding distribution p	ercentage spl	its by Fu	nd and Prog	gram ChartFiel	d values are ap	plied to Leave Ba	lance	·s.								
Employee ID	Employee Name	Docition N.L.	ocation	Donartmo	Logyo Eligibili	Voors of S. CD.	Pay Gr AM Eligibi	VDA I	Torminati	Hourly Ba	VTD Fornir	Dariad En	L covo Tv	a Lagua Balc	Fund	Drogram	Percent
Employee ib	cilipioyee Name						, ,		reminat							Program	
	0		BCWM	4005	25-Apr-04	18 SM				50.48077		9-Feb-23		40	3000		
	0	R	BCWM	4005	25-Apr-04	18 SM1	FACVSDP(N		50.48077	21615.4	9-Feb-23	SDP	80	3000	105050	100
	0	R	BCWM	6000	10-Oct-16	6 SL2	FACVSDP(N		40.6875	16627.75	9-Feb-23	PER	32	3000	106040	100
	0	R	BCWM	6000	10-Oct-16	6 SL2	FACVSDP(N		40.6875	16627.75	9-Feb-23	SDP	72	3000	106040	100
	0	R	BCWM	9000	1-Jun-19	3 SM:	FACVSDP(N		27.76442	11266.05	9-Feb-23	PER	32	3060	809095	100
	0	R	BCWM	9000	1-Jun-19	3 SM:	FACVSDP(N		27.76442	11266.05	9-Feb-23	SDP	64	3060	809095	100
End of Fil	le																

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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: OUTPUT FORMAT:

Business Unit PDF As Of Date CSV

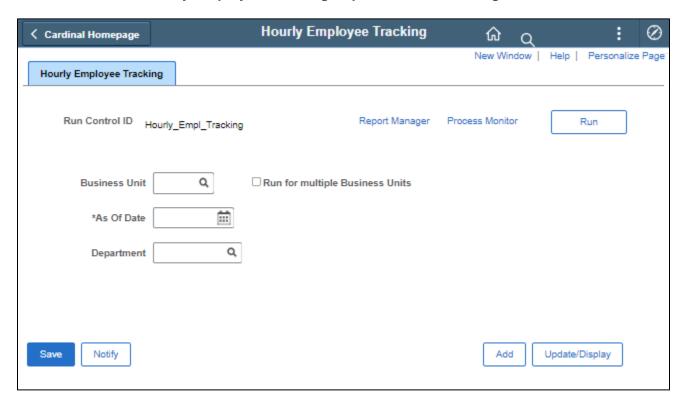
Department

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

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Screenshot of the Hourly Employee Tracking Report Run Control Page



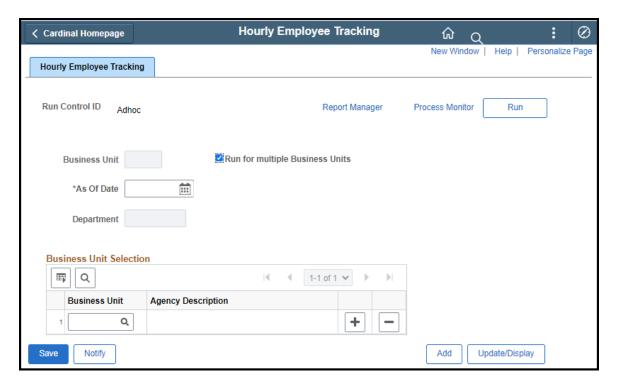
ADDITIONAL INFORMATION:

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

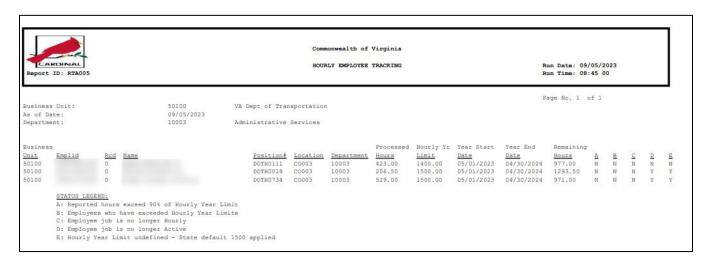
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Screenshot of the Hourly Employee Tracking Report Run Control Page with the Run for multiple Business Units checkbox selected



Screenshot of the Hourly Employee Tracking Report



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Invalid Holiday Report (RTA720)

REVISED: 09/15/2021

DESCRIPTION:

Dept ID Empl ID

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

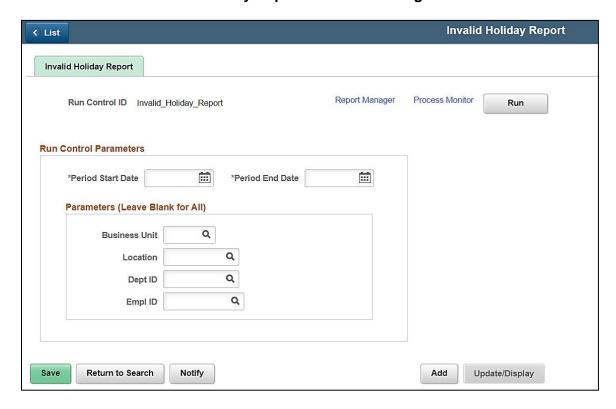
NAVIGATION PATH:

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

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Period Start Date PDF
Period End Date CSV
Business Unit
Location

Screenshot of the Invalid Holiday Report Run Control Page



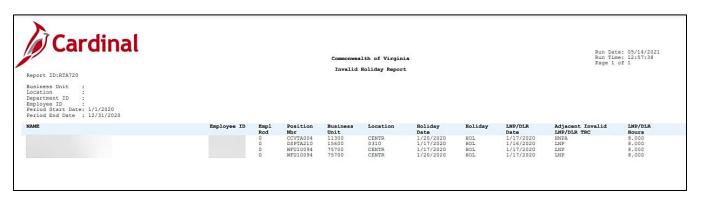
ADDITIONAL INFORMATION:

The **Period Start Date** and **Period End Date** are required fields. Also, the **Period Start Date** and **Period End Date** fields default to the current day, but may be updated. In order to review results, the user must click on **Report Manager** after running the report and refreshing to success. Next click on the **V_TA720_RPT** link.

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Screenshot of the Invalid Holiday Report



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OSHA Report (RTA508)

REVISED: 09/15/2021

DESCRIPTION:

Year

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

Excel

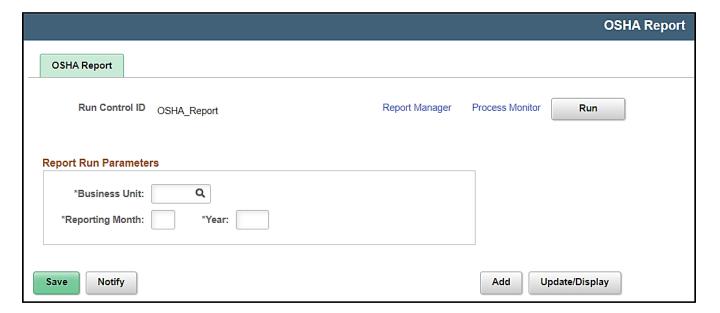
NAVIGATION PATH:

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

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit Reporting Month

Screenshot of the OSHA Report Run Control Page



ADDITIONAL INFORMATION:

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

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Screenshot of the OSHA Report

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

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Payable Status Report (TL001)

REVISED: 09/01/2023

DESCRIPTION:

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

NAVIGATION PATH:

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

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT: PDF

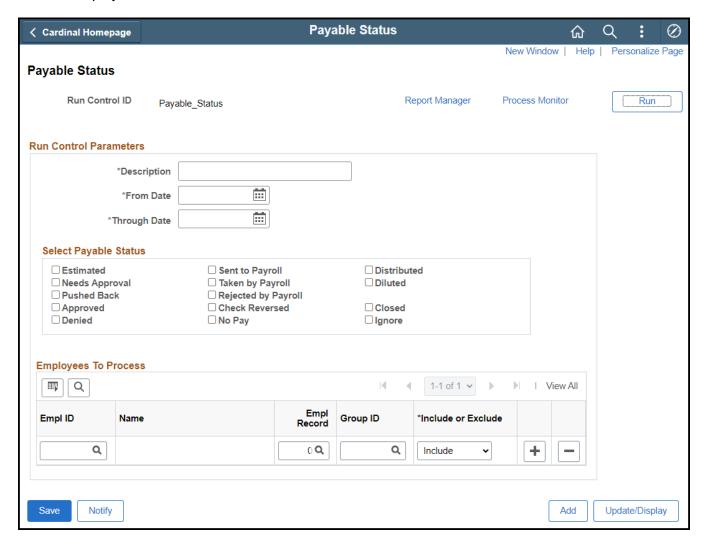
Description

From Date

Through Date

Select Payable Status

Select Employees to Process



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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:

OUTPUT FORMAT:

Excel

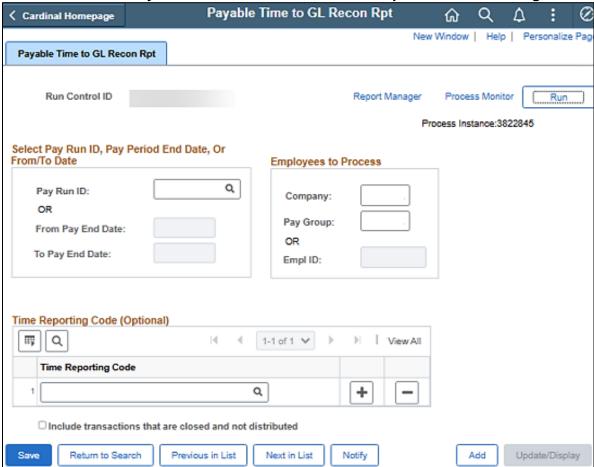
Pay Run ID Company

Company Pay Group

Include transactions that are closed and not

distributed [checkbox]

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



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ADDITIONAL INFORMATION:

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

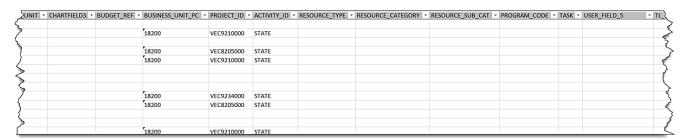
Screenshot of the Payable Time to GL Reconciliation Report (page 1)

EMPLID	▼ EMPL_RCD ▼	POSITION_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	ا څر
	0	VEC03552	9/29/2021	3E+14	18200CCRQ	RGS	RGSA	21	1	PD	10/9/2021	ا ا
	0	VEC03482	9/30/2021	3E+14	18200CCRQ	RGS	RGSA	27.69	1	PD	10/9/2021	ح ا
	0	VEC03482	10/1/2021	3E+14	18200CCRQ	RGS	RGSA	55.38	2	PD	10/9/2021	ı
	0	VEC03482	10/1/2021	3E+14	18200CCRQ	RGS	RGSA	27.69	1	PD	10/9/2021	1
	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	· <
	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	ı }
	0	VEC03482	10/4/2021	3E+14	18200CCRQ	RGS	RGSA	55.38	2	PD	10/9/2021	\
	0	VEC03482	10/4/2021	3E+14	18200CCRQ	RGS	RGSA	27.69	1	PD	10/9/2021	l 🚀
	0	VEC03482	10/4/2021	3E+14	18200CCRQ	RGS	RGSA	55.38	2	PD	10/9/2021	1 4

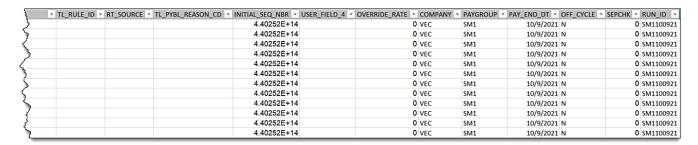
Screenshot of the Payable Time to GL Reconciliation Report (page 2) scrolled right

A_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	- CHA
į	1/1/1900 S	4.40252E+14	18200	000556441	5011230	07010	470002	928550	07601000	230000			- (
ζ	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			4
5	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			Š
>	1/1/1900 S	4.40252E+14	18200	000557047	5011230	07010	470002	936281	08309000	210000			- 4
>	1/1/1900 S	4.40252E+14	18200	000557074	5011230	07010	470002	936281		210000			7
<	1/1/1900 S	4.40252E+14	18200	000556822	5011230	07010	470001	936281		500000			Ę
₹	1/1/1900 S	4.40252E+14	18200	000556989	5011230	07010	470001	936281		530010			
۷	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



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



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Potential Vacation Leave Forfeiture Report (RTA012)

REVISED: 09/15/2021

DESCRIPTION:

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

NAVIGATION PATH:

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

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

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

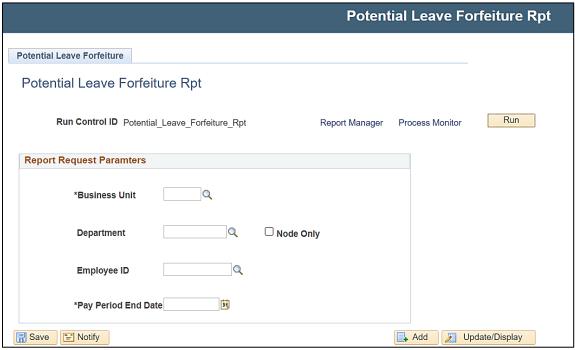
ADDITIONAL INFORMATION:

Pay Period End Date

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

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

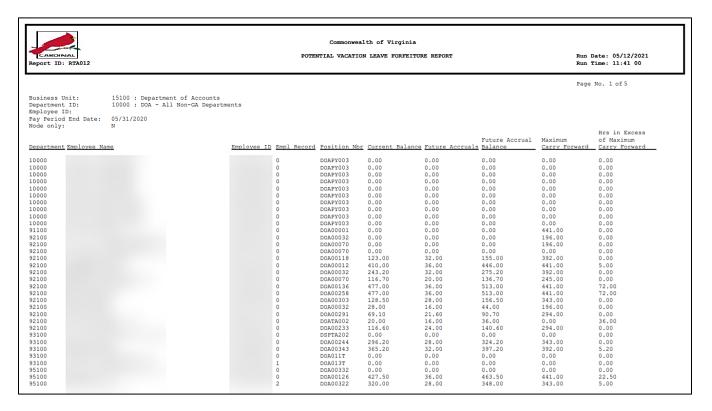
Screenshot of the Potential Vacation Leave Forfeiture Report Run Control Page



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Screenshot of the Potential Vacation Leave Forfeiture Report



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Scheduled Hours Report (TL004)

REVISED: 09/15/2021

DESCRIPTION:

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

NAVIGATION PATH:

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

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Start Date CSV

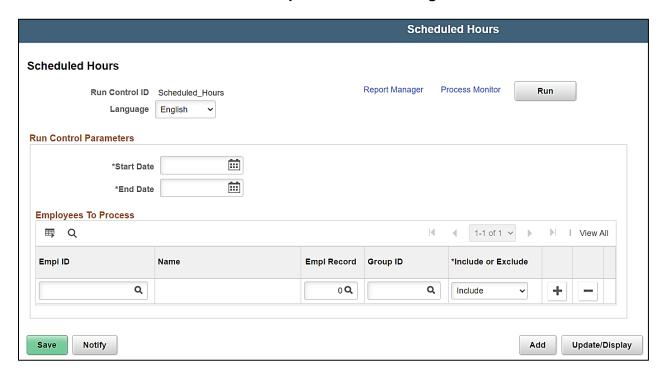
End Date Empl ID

Employee Reocrd

Group ID

Include or Exclude

Screenshot of the Scheduled Hours Report Run Control Page



ADDITIONAL INFORMATION:

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

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

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Screenshot of the Scheduled Hours Report

	02/06/2020 16:24:03
/ 0 DOE, JOHN Transport Operations Mgr III	
Elapsed Schedule Punch Schedule Flex Schedule	
te Work Hours Punch Schedule In Schedule Out Core Start Core End Work Hours	
/2019 OFFDAY	
72019 8.000000	
/2019 8.000000	
/2019 8.000000	
/2019 8.000000	
/2019 8.000000	
/2019 OFFDAY	
/2019 OFFDAY	
/2019 8.000000	
/2019 8.00000	
/2019 8.000000	
/2019 8.000000	
/2019 8.000000 /2019 OFFDAY	
72019 OFFDAY	
72019 0FFMA1 8.000000	
72019 8.000000	
72019 8.000000	
/2019 8.000000	
/2019 8.000000	
Z2019 OFFDAY	
/2019 OFFDAY	
/2019 8.000000	
/2019 8.000000	
/2019 8.000000	
/2019 8.000000	
/2019 8.000000	
/2019 OFFDAY	
/2019 OFFDAY	
/2030	and the same

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Summary of Productive Hours Report (RTA030)

REVISED: 09/15/2021

DESCRIPTION:

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

CSV

NAVIGATION PATH:

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

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit

Department

Node Only [checkbox]

Empl ID

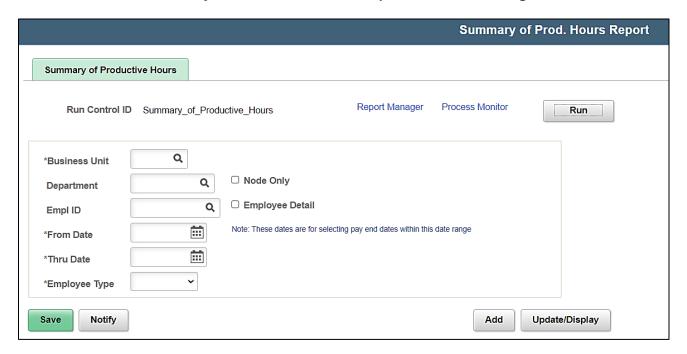
Employee Detail [checkbox]

From Date

Thru Date

Employee Type

Screenshot of the Summary of Productive Hours Report Run Control Page



ADDITIONAL INFORMATION:

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

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

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Screenshot of the Summary of Productive Hours Report

Common	ealth of Vir	ginia																							
	Run Date: 0																								1
	: Run Time: 0																								
Page No.	1 of		3																						
Business U	50100	VA Dept	of Transpo	rtation																					
Departme	10000	All Centra	ol Office O	rgs																					- 1
Node Only	y N																								
Employee	ID:																								Τ.
From Date	e 11/1/2019)																							
Thru Date	: 12/31/2019)																							
Employee	S .																								
Employee	N																								
Org.	Name	ID	Rcd	Position N	Role	Type	Pay Grp	ERG	RGH	RGF	RO	5S	SCH	ETH	ETS	ECT	OTH	OTS	OCT	Г	ESS	ECS	0	SH	OSS/
10000 - Al	ll Central Off	ice Orgs							0	0	0	510) :	280	0	8	0	0	28	0		0	16		0 1
10074 - To	olling Division	1							0	0	0	32		0	0	0	0	0	0	0		0	0		0 4
10154 - Po	owhite Parkv	vay Extensi	on						0	0	0	218	3	0	0	0	0	0	0	0		0	0		0
10155 - C	oleman Bridg	ge							0	0	0	87.5	i	0	0	0	0	0	0	0		0	0		0
10198 - I-	64ExpressLa	nes Toll Fac	ility						0	0	0	40)	0	0	0	0	0	0	0		0	0		0 ~
10076 - Fe	ederal Progra	ıms Mgmt I	Division						0	0	0	48	3	0	0	0	0	0	0	0		0	0		0 4
10001 - C	ommissioner	's Office							0	0	0	31		0	0	0	0	0	0	0		0	0		0 *
10020 - A	ssurance and	Complian	e Offic						0	0	0	464.5		0	0	0	0	0	0	0		0	0		0 4
10004 - St	ructure & Br	idges							0	0	0	638.2	!!!!	552	0	0	0	0	2	0		0	0		0
10006 - O	fc Intermoda	l Plang & I	nvest						0	0	0	40)	0	0	0	0	0	0	0		0	0		0
10007 - C	ommunicatio	ons							0	0	0	259) :	208	0	0	0	0	0	0		0	0		0
	usiness Trans								0	0	0	172.5	i	0	0	0	0	0	0	0		0	0		0
	usPerfor &St								0	0	0	152.5		0	0	0	0	0	0	0		0	0		0
10011 - Er	nvironmenta	سيحا		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	_				0	0	_0	221	4	ا	0	0	اس	0	0	0	A	0	0	لسامي	<u> </u>

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Time Entry Upload Error Report (RTA757)

REVISED: 09/15/2021

DESCRIPTION:

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

NAVIGATION PATH:

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

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

From Date

Excel

To Date

Output to File Server (checkbox)

Business Unit

Employee Type (Salary or Hourly)

Reports to Position Number OR Empl ID OR

Department OR Project OR Cost Center

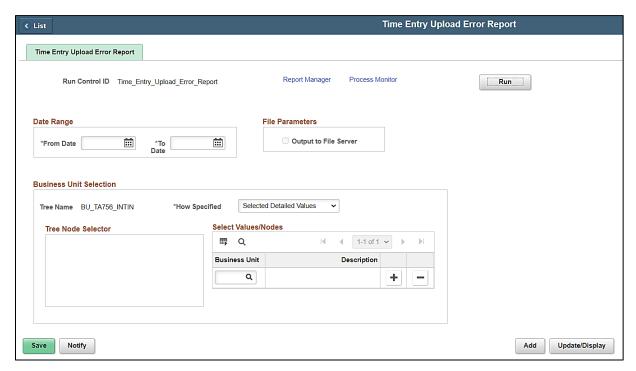
Department CF

Pay Period End Date OR

Show All Statuses OR Action Required Only

Time Reporting Code

Screenshot of the Time Entry Upload Error Report Run Control Page



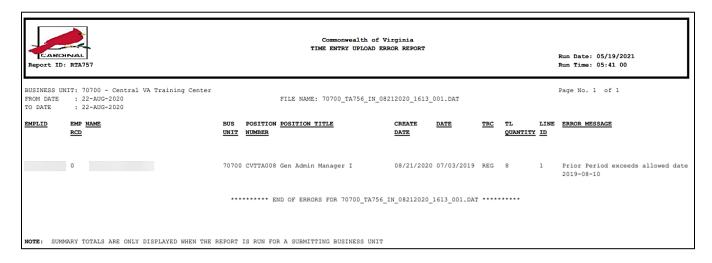
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ADDITIONAL INFORMATION:

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

Screenshot of the Time Entry Upload Error Report



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Timesheet Report (RTA026)

REVISED: 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:

OUTPUT FORMAT:

Excel

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

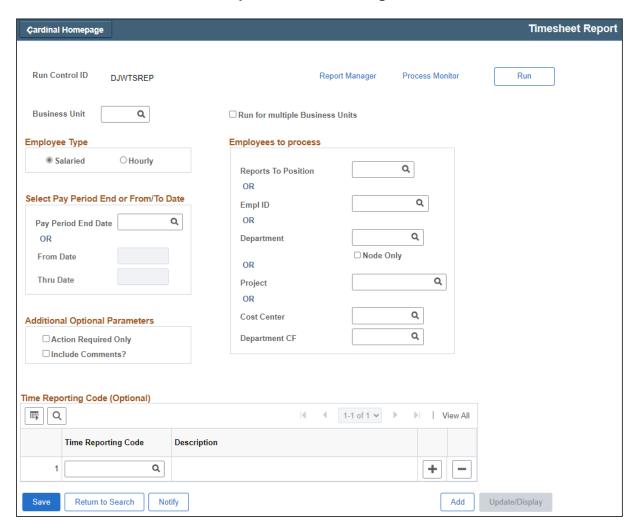
Notes:

- 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.

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Screenshot of the Timesheet Report Run Control Page



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

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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	2									
Business Unit:												
Pay Period From Date: 24-	FEB-2024											
Pay Period To Date: 24-F	EB-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 Emplid	Reports to Name	Emplid	Empl Rcd	Employee Position Number	Employee Name
1400	0 24-Feb-24	13-Feb-24		10110	Office of Director	CJS00001				(
1400	0 24-Feb-24	14-Feb-24		10110	Office of Director	CJS00001				(
1400	0 24-Feb-24	15-Feb-24		10110	Office of Director	CJS00001				(
1400	0 24-Feb-24	15-Feb-24	R	10110	Office of Director	CJS00001				(
1400	0 24-Feb-24	16-Feb-24	R	10110	Office of Director	CJS00001				(
1400	0 24-Feb-24	19-Feb-24		10110	Office of Director	CJS00001				(
1400	0 24-Feb-24	20-Feb-24		10110	Office of Director	CJS00001				(
1400	0 24-Feb-24	21-Feb-24		10110	Office of Director	CJS00001				(
1400	0 24-Feb-24	22-Feb-24		10110	Office of Director	CJS00001				(
4400	045104	00.51.04		40440	0// / 0: -	0.1000004						

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	Ехсер	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						
	CD 140000	CD 142000	CD.	DD	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
										20_Feb_24	SR 142999

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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:

OUTPUT FORMAT:

PDF

Business Unit (Leave Blank for All)

Pay Period End Date OR

From Date

Thru Date

Reports to Position Number

Empl ID

Department

Node Only (checkbox)

Show All Employees Variance Only (checkbox)

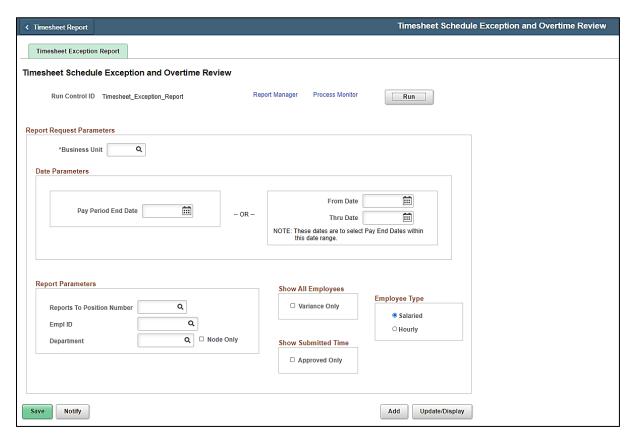
Employee Type (Salaried or Hourly)

Show Submitted Time Approved only (checkbox)

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



ADDITIONAL INFORMATION:

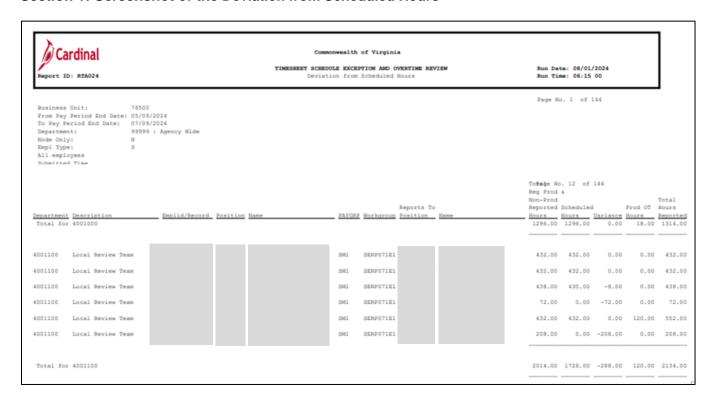
The **Business Unit** field is a required field and the user must select one option from the **Report Parameters** section and one option from the **Date Parameters** section, as applicable.

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

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Section 1: Screenshot of the Deviation from Scheduled Hours



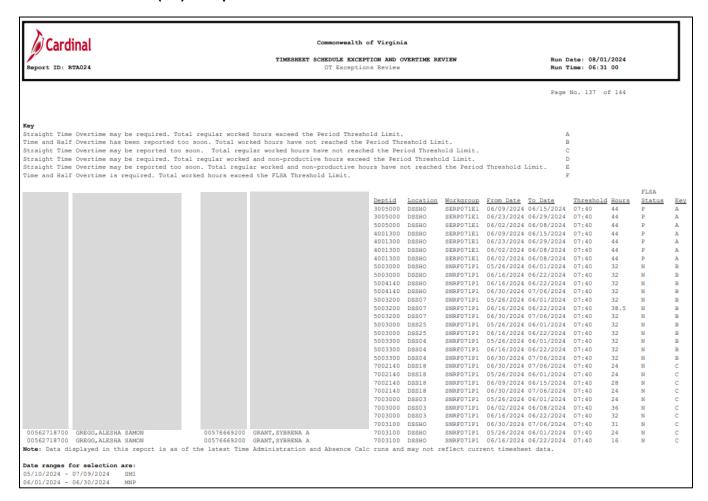
Section 2: Overtime Review

Cardinal Report ID: RTA024	Commonwealth of TIMESHEET SCHEDULE EXCEPTIC Overtime Re	Run Date: 08/01/2024 Run Time: 06:15 00		
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			Page No. 98 of 144	_
Date Occurred Dept Description Position	Emplid/Record Name P)	Reports To AYGRP Workgroup Position Name	TRC TRC Description	Hours
06/20/2024 300400Enterprise Business Soluti 06/21/2024 300400Enterprise Business Soluti 06/22/2024 300400Enterprise Business Soluti 06/22/2024 300400Enterprise Business Soluti 06/23/2024 300400Enterprise Business Soluti 06/24/2024 300400Enterprise Business Soluti 06/25/2024 300400Enterprise Business Soluti 06/26/2024 300400Enterprise Business Soluti 06/26/2024 300400Enterprise Business Soluti 06/28/2024 300400Enterprise Business Soluti 07/07/2024 300400Enterprise Business Soluti 07/07/2024 300400Enterprise Business Soluti 07/08/2024 300400Enterprise Business Soluti 07/08/2024 300400Enterprise Business Soluti 07/08/2024 300400Enterprise Business Soluti 07/08/2024 300400Enterprise Business Soluti	31 33 33 33 34 35 35 35 35 35 35 35 35 35 35 35 35 35	SERPOTIEI	OSSA OT 8 Straight Time	3.00 4.00 8.00 6.00 3.00 4.00 2.00 6.00 6.00

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Section 3: Overtime (OT) Exceptions Review



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