



NEW FEATURES PREVIEW

Time and Attendance WorkCenter

February 4, 2026

www.cardinalproject.virginia.gov

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Question & Answer

Meet the Team

Cardinal Team

- **Kranthi Natuva**
- Susie Hilton
- Ron Gotshall
- Stephen Reynolds
- Claire Fasbinder
- Kevin Ferwerda
- Jolene Christensen

Today's Presenters:



Kranthi Natuva

Presenter
TA Team Lead



Dana Smith

Facilitator
Change Leadership



Monica Kauffman

Facilitator
Change Leadership

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Question & Answer

What is the PUM Upgrade Project?

The Cardinal team is enhancing the Financials (FIN) and Human Capital Management (HCM) applications.

This upgrade will deliver a variety of new features aimed at improving both the user experience and overall system functionality, including:

WorkCenters

- Centralized tasks, reports, queries, and transactions.

PeopleSoft Insights

- A new tool for analytics, with embedded, visual data metrics

Foundation Upgrades

- A technical refresh of PeopleTools, ensuring a stable and high-performing system

1,400 + Enhancements

- New features designed to improve reporting and processing and refresh the user interface.

Refreshed Learning

- Comprehensive updates to all training materials to ensure a smooth transition for your teams.

Advantages of WorkCenters

WorkCenters serve as a centralized hub for users to access the key module components, tailored to the core user's responsibilities.

Primary advantages include:

- **Centralized Access:** Consolidates reports, queries, tasks, and relevant links into a single workspace.
- **Prioritize Workflows:** “My Work” transaction list highlighting where user action is needed. Refreshes on login or after page refresh.
- **Flexible Filtering:** filters and layouts allow users to sort and view only the most relevant transaction data.

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Session Objectives

Purpose

First Look: An exclusive preview of new features in the Time and Attendance module.

Input: Use your expertise to help the Cardinal team identify nuances in the user journey to ensure our support materials meet real-world needs.

Desired Outcomes

User-Ready Materials: Your insights will help inform our communication and training strategy, ensuring processes and challenges are addressed.

Engagement & Advocacy: Foster excitement and confidence by involving key agency subject matter experts who can carry the value of the new features back to their agencies with enthusiasm, increasing user adoption.

Making the Most of Our Time Together



Stay in the Zone

- Your focus helps us catch the small details that make a big difference.



Curiosity is Encouraged

- Ask questions. If you are thinking it, someone else probably is too.



Bring your Agency Perspective

- Be honest and open-minded. Your constructive feedback helps us build better training and communications.



Leave your Mark

- Complete the post-session survey, ensuring your agency's voice is officially captured in our planning.

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Question & Answer

Time and Attendance WorkCenter

The **Time and Attendance WorkCenter** is a central hub for TA core users that brings together items requiring attention and provides easy access to pages, queries, reports, and processes needed to perform TA related job functions.

My Work: Your “To-Do” list. View of exceptions requiring review or correction.

My Approvals: Displays pending Time & Attendance transactions specific to the user’s security role and delegated authority.

Links: Direct navigation to the pages used in day-to-day TA tasks based on role.

Queries: Must Run recurring queries (compliance/payroll) and **Most Run** (frequently used) queries directly within the workspace.

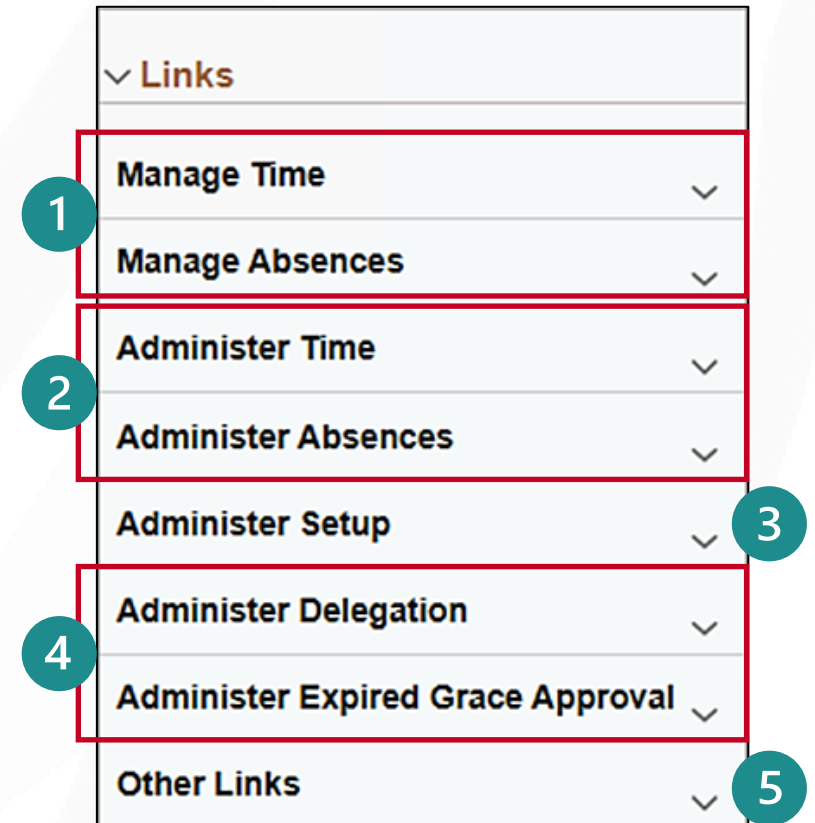
Reports/Processes: Direct access to recurring **Must Run** and **Most Run** reports and processes supporting payroll and compliance.



Time and Attendance WorkCenter: Links

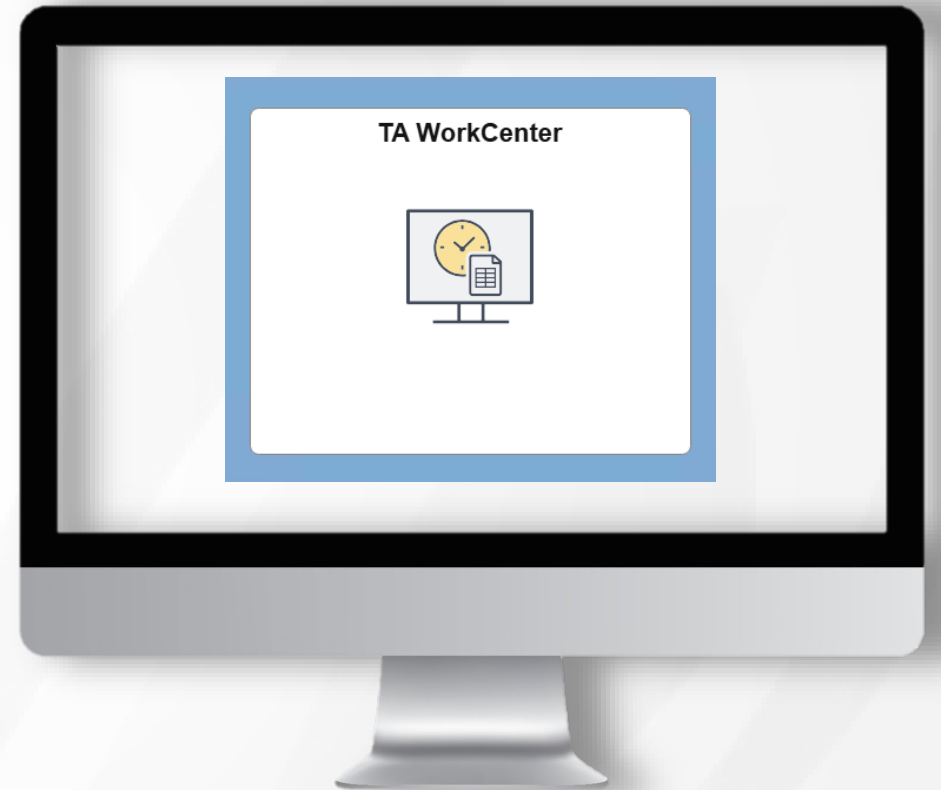
The Links menu is organized by role-based functional groups to streamline navigation to key Time & Attendance pages.

1. **Manage Time & Absences:** Access to time/absence entry and review pages. (*Supervisors & Timekeepers*)
2. **Administer Time & Absences:** Access to time/absence processing pages. (*TA and AM Administrators*)
3. **Administer Setup:** Access to employee-level setup data. (*TA Employee Setup Administrators*)
4. **Delegation & Grace Approvals:** Access to delegation maintenance pages to manage approval delegation and expired grace approval pages to review and approve time. (*Delegation Administrator, TA Expired Grace Approver*)
5. **Other Links:** Access to Report Manager and Process Monitor. (*All Core Users*)



LIVE DEMONSTRATION

Time and Attendance WorkCenter



Coming Soon: Additional TA Enhancements

Direct Reports Team
Time Tile

Real-Time Absence
Forecasting

Employee Context
Retained Across
Team Time Pages

Centralized Fluid
Delegation

Enhanced Reported
Time Audit (Fluid)

Employee-Initiated
Cancellation of
Approved Leave

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PUM Upgrade – Agency Readiness



Key Agency Actions



Promote participation



Prepare teams



Provide feedback

Thank You

PRESENTATION CONCLUDED

We Value Your Feedback!

Please scan the QR code to complete a brief session survey.

Survey Link:

<https://forms.office.com/g/tYwugXbqv9>



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