



HUMAN CAPITAL MANAGEMENT

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# Leave Balance Zero-Out

April 30, 2026

[www.cardinalproject.virginia.gov](http://www.cardinalproject.virginia.gov)

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# Managing Leave Balances for Terminated Employees

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## Finalize all Leave Entries

- Confirm all leave has been entered, submitted, and approved.
- Collaborate as needed with the employee, supervisor, and TL/AM administrator.

## Confirm SPOT Payouts

- Confirm with the Payroll Administrator any applicable leave has been paid via SPOT.

## Zero Out Leave Balances

- Leave Balance Zero-Out Page
- Manual Adjustment via:
  - Absence Adjustment page (absence types)
  - Timesheet (Comp and Overtime leave)

# Identify Terminated Employees with Balances

## V\_TA\_BAL\_FOR\_INACTIVE\_EMP

- Use the Inactive Employee with Balance query to identify inactive or terminated employees with leave balances.
- Identify specific leave types and balances that require adjustment or payout.

V\_TA\_BAL\_FOR\_INACTIVE\_EMP - Inactive Employee With Balance

Business Unit (Blank for all)  Q

Location (Blank for All)

Dept ID (Blank for All)  Q

Empl ID (Blank for All)  Q

From Date  [calendar icon]

Thru Date  [calendar icon]

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(17 kb\)](#)

View All First 1-66 of 66 Last

Row	Unit	Location	Department	Name	Employee ID	Employee Record	Position	Date	Leave Code	Leave Balance
1	12300	CH501	CHALLENGE				0 DMA00170	09/24/2022	OT_LEAVE	73.800
2	12300	CH501	CHALLENGE				0 DMA00153	03/18/2024	OT_LEAVE	0.005
3	12300	CH501	CHALLENGE				0 DMA00187	04/24/2024	OT_LEAVE	4.000
4	12300	CH501	CHALLENGE				0 DMA00183	01/22/2024	OT_LEAVE	0.050
5	12300	CH501	CHALLENGE				0 DMA00171	03/24/2025	OT_LEAVE	0.035
6	12300	CH501	CHALLENGE				0 DMA00158	02/17/2025	COMP_LEAVE	23.000
7	12300	CH501	CHALLENGE				0 DMA00158	01/18/2025	OT_LEAVE	72.700
8	12300	CH501	CHALLENGE				0 DMA00179	08/09/2025	OT_LEAVE	8.000
9	12300	CH501	CHALLENGE				0 DMA00179	08/16/2025	COMP_LEAVE	34.100
10	12300	FTPIC	VAPA				0 DMA00030	12/24/2022	PER ENT EL	10.000

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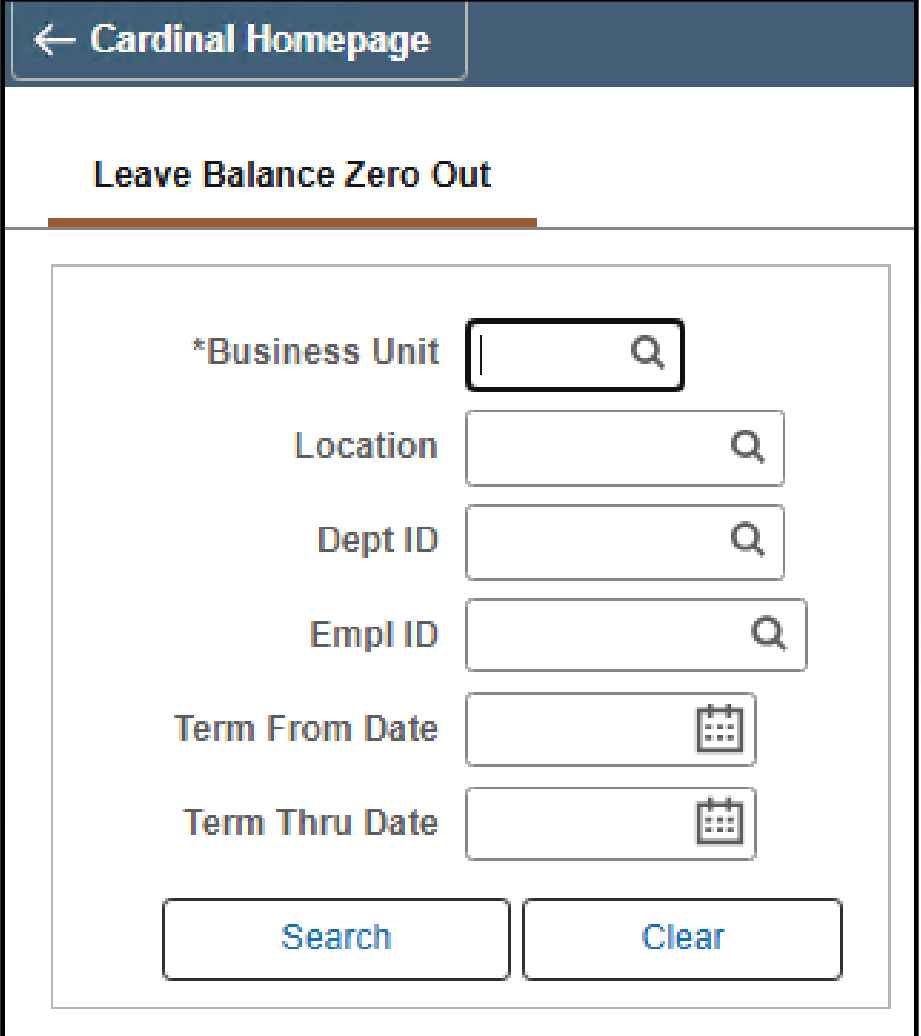
05

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# Leave Balance Zero-Out Page

- A single page to **search for terminated employees** with remaining balances.
- Ability to **select one or multiple balances** to zero out, with built-in logic to prevent negative balances.
- **Automatically generates offset adjustments** for both Absence Management and Time & Labor upon submission.

**Note:** Balances older than one year cannot be zeroed out and will not display on the **Leave Balance Zero-Out** page.



The screenshot shows a web application interface for "Leave Balance Zero Out". At the top, there is a navigation bar with a back arrow and the text "Cardinal Homepage". Below this, the page title "Leave Balance Zero Out" is displayed. The main content area contains several search criteria fields, each with a magnifying glass icon for search:

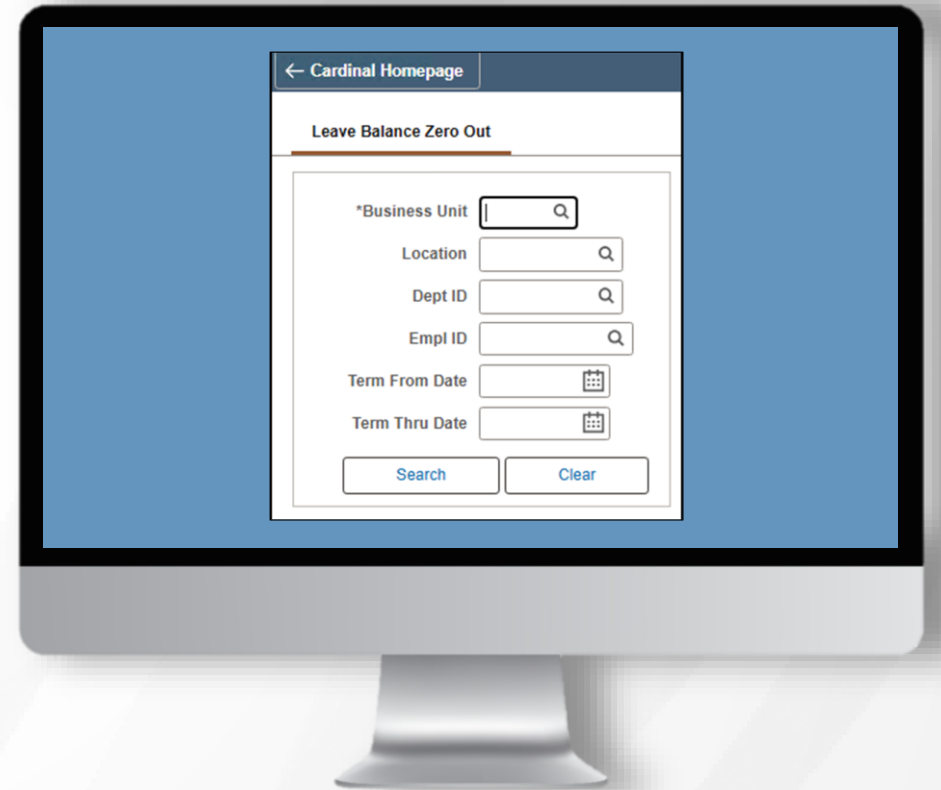
- \*Business Unit: A text input field with a search icon.
- Location: A text input field with a search icon.
- Dept ID: A text input field with a search icon.
- Empl ID: A text input field with a search icon.
- Term From Date: A date selection field with a calendar icon.
- Term Thru Date: A date selection field with a calendar icon.

At the bottom of the form, there are two buttons: "Search" and "Clear".

# LIVE DEMONSTRATION

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# Important Reminders

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- Verify that all balances are correct and that all hours eligible for payout have been processed by SPOT.
- If a balance adjustment already exists, the row will be highlighted in red.
  - Review these balances on the Timesheet or Absence Adjustment page as needed.
- Negative balances must be resolved using the Absence Adjustment page.

## Automated Processes:

- **Time Administration:** Runs every two hours and processes Comp Leave and Overtime Leave payouts.
- **Absence Calculation:** Runs nightly to update all employee absence balances.

# Validate Leave Balances

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**After** the Time Administration Process and Absence Calculation Process have run:

- Run the V\_TA\_BAL\_FOR\_INACTIVE\_EMP query
- Revisit the Leave Balance Zero-Out page
- Run the Employee Leave Report for the current open period

## **Automated Processes:**

- **Time Administration:** Runs every two hours and processes Comp Leave and Overtime Leave payouts.
- **Absence Calculation:** Runs nightly to update all employee absence balances.

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# Cardinal Resources and Support

## Job Aids

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- [TA374 Managing Absence Balances](#)
- [NAV225 Running an HCM Query](#)
- [NAV225 Generating an HCM Report](#)

## Cardinal Support

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Submit a ticket to Cardinal, email [vccc@vita.virginia.gov](mailto:vccc@vita.virginia.gov) and include the following information:

**Subject:** Cardinal - <brief summary for routing >

### Email Contents:

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

# Thank You

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PRESENTATION CONCLUDED

A copy of this presentation and the recording will be sent to all attendees and invitees.

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