

Processing Paid Leaves of Absence in Cardinal Overview

This Job Aid provides information for the most common Paid Leave scenarios (not all inclusive). It includes a **Table** and **Table of Contents**.

Note: This Job Aid does not cover Commonwealth or specific Agency policies. It provides the information and steps for entering paid leave transactions in Cardinal. Please follow policy guidelines as outlined by the Agency and/or DHRM, OHB, and the CAPP Manual.

Table

The Table provides a list of the Paid Leave Types in the first column followed by each of the Cardinal HCM Functional areas. The Table allows users to see the high-level responsibilities across each HCM Functional Area as it relates to paid leave. Each section also contains links that will go to specific sections in this Job Aid that will either provide the steps or information to complete the required task.


Table of Contents


The Table of Contents provides links to access specific subsections in each of the functional areas. Since some of the functional areas are built on scenarios, the Table of Contents allows direct access the specific scenarios or information.

Note: Some tasks may require accessing additional Job Aids. When applicable, the additional Job Aid(s) will be noted in that section.

For additional questions or assistance, please access the **Cardinal HCM Core User Support Guide**. It is located on the Cardinal Website (www.cardinalproject.virginia.gov) using the following path **User Support > User Support Guides > Core Users** and will provide guidance regarding who to contact as well as the contact information.

For information about Unpaid Leaves of Absence, see the Cross Functional Job Aid titled **Processing Unpaid Leaves of Absence in Cardinal** located on the Cardinal website in **Job Aids** under **Learning**.

Paid Leave Type	HCM Functional Areas			
	Human Resources (HR)	Benefits (BN)	Time & Attendance (TA)*	Payroll (PY)
Short Term Disability (not working)	<p>Enter transaction in Job Data</p> <ul style="list-style-type: none"> Enter the applicable Paid Leave Action/Reason Update Turn Off Auto Pay field (as applicable) Enter expected return date Update Holiday Schedule 	<p>An MSC Benefit Event is automatically generated.</p> <p>This Benefit Event is processed by Ben Admin nightly</p> <p>or</p> <p>Process manually</p>	<p>*Agencies using Cardinal AM only</p> <p>TL Administrator:</p> <ul style="list-style-type: none"> Update employee's Work Schedule <p>AM Administrator:</p> <ul style="list-style-type: none"> Enter/approve disability absence events and supplemental and concurrent leave Review accumulator results and payee messages 	<p>Enter applicable SPOT transaction based on status of the Turn Off Auto Pay field.</p> <p>Turn Off Auto Pay – Yes</p> <p>Turn Off Auto Pay – No</p>
Short Term Disability (working)	<p>Enter the transaction in Job Data</p> <ul style="list-style-type: none"> Enter the applicable Paid Leave Action/Reason Expected return date <p>The Holiday schedule remains HOLSTD</p> <ul style="list-style-type: none"> Update standard hours based upon the treating Physician's prescribed schedule <div style="text-align: center;">  </div> <p>Do not enter a Return From Leave transaction between STD not working to STD working</p>	<p>An MSC Benefit Event is automatically generated.</p> <p>This Benefit Event is processed by Ben Admin nightly</p> <p>or</p> <p>Process manually</p>	<p>*Agencies using Cardinal AM only</p> <p>TL Administrator:</p> <ul style="list-style-type: none"> Update employee's Work Schedule <p>AM Administrator:</p> <ul style="list-style-type: none"> Enter/approve disability absence events, supplemental, and concurrent leave Review accumulator results and payee messages <p>Employee/Supervisor/Timekeeper/TL Administrator:</p> <ul style="list-style-type: none"> Complete timesheets to reflect productive and nonproductive hours to be consistent with standard hours in Job Data 	<p>Enter applicable SPOT transaction based on status of the Turn Off Auto Pay field.</p> <p>Turn Off Auto Pay – Yes</p> <p>Turn Off Auto Pay – No</p>

Paid Leave Type	HCM Functional Areas			
	Human Resources (HR)	Benefits (BN)	Time & Attendance (TA)*	Payroll (PY)
Long Term Disability (working)	<p>Enter the transaction in Job Data</p> <ul style="list-style-type: none"> Enter the applicable Paid Leave Action/Reason Expected return date Update standard hours based upon the treating Physician's prescribed schedule The Holiday schedule should be updated to "HOLSAL" or Agency standard schedule  <p>Do not enter a Return From Leave transaction between STW working to LTW working</p>	<p>An MSC Benefit Event is automatically generated.</p> <p>This Benefit Event is processed by Ben Admin nightly</p> <p>or</p> <p>Process manually</p>	<p>*Agencies using Cardinal AM only</p> <p>TL Administrator:</p> <ul style="list-style-type: none"> Update employee's Work Schedule <p>AM Administrator:</p> <ul style="list-style-type: none"> Review accumulator results and payee messages <p>Employee/Supervisor/Timekeeper/TL Administrator:</p> <ul style="list-style-type: none"> Complete timesheets to reflect productive and nonproductive hours to be consistent with standard hours in Job Data 	<p>Enter applicable SPOT transaction based on status of the Turn Off Auto Pay field.</p> <ul style="list-style-type: none"> Time not worked is paid by the VSDP Third-Party Administrator (TPA) Do not enter STD Do not use the employee's hourly rate from Job Data if the standard hours have been reduced Employees are paid for time worked and nonproductive time reported on the timesheet <p>Turn Off Auto Pay – Yes</p> <p>Turn Off Auto Pay - No</p>



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Paid Leave Type	HCM Functional Areas			
	Human Resources (HR)	Benefits (BN)	Time & Attendance (TA)*	Payroll (PY)
Workers' Comp VSDP	Enter the transaction in Job Data following the guidance below: <ul style="list-style-type: none"> • Enter the applicable Paid Leave Action/Reason • Update Auto Pay Flag (as applicable) • Update the Expected return date • Update Holiday Schedule to "HOLSTD" 	An MSC Benefit Event is automatically generated. This Benefit Event is processed by Ben Admin nightly or Process manually	*Agencies using Cardinal AM only TL Administrator: <ul style="list-style-type: none"> • Update employee's Work Schedule AM Administrator: <ul style="list-style-type: none"> • Enter/approve disability absence events and supplemental and concurrent leave • Review accumulator results and payee messages 	Enter applicable SPOT transaction based on status of the Turn Off Auto Pay field. VSDP Workers' Comp Scenarios VSDP Workers Comp Only - Turn Off Auto Pay - Yes VSDP Workers Comp Only - Turn Off Auto Pay - No VSDP Workers Comp and Workers Comp Supplement - Turn Off Auto Pay - Yes VSDP Workers Comp and Workers Comp Supplement - Turn Off Auto Pay - No
Workers' Comp Non-VSDP	Enter the transaction in Job Data following the guidance below: <ul style="list-style-type: none"> • Enter the applicable Paid Leave Action/Reason • Update Auto Pay Flag (as applicable) • Update the Expected return date 	An MSC Benefit Event is automatically generated. This Benefit Event is processed by Ben Admin nightly or Process manually	Absence Administrator (Agencies using Cardinal AM only): <ul style="list-style-type: none"> • Enter/approve disability absence events and supplemental and concurrent leave • Review accumulator results and payee messages 	Enter applicable SPOT transaction based on status of the Turn Off Auto Pay field. Traditional Workers' Comp Scenarios Traditional Workers' Comp Non-VSDP / Traditional: Day 8 – 92 Turn Off Auto Pay - Yes Non-VSDP / Traditional: Day 8 – 92 Turn Off Auto Pay - No



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Paid Leave Type	HCM Functional Areas			
	Human Resources (HR)	Benefits (BN)	Time & Attendance (TA)*	Payroll (PY)
Parental Leave	<p>Enter the transaction in Job Data following the guidance below:</p> <ul style="list-style-type: none"> • <i>If the Parental Leave immediately follows STD claim closure, DO NOT enter a Return From Leave prior to adding the Parental leave transaction</i> • <i>Change the Holiday Schedule from "HOLSTD" to the Agency standard schedule</i> • <i>Update expected return date</i> • <i>FMLA must run concurrently with the parental leave</i> • <i>Consult with Agency Payroll office regarding the timing of the Turn Off Autopay field</i> 	<p>An MSC Benefit Event is automatically generated.</p> <p>This Benefit Event is processed by Ben Admin nightly</p> <p>or</p> <p>Process manually</p>	<p>*Agencies using Cardinal AM only</p> <p>AM Administrator:</p> <ul style="list-style-type: none"> • <i>Enter parental leave balance adjustment</i> • <i>Enter/approve parental leave absence events and supplemental and concurrent leave</i> 	<p>Enter applicable SPOT transaction following the guidance below:</p> <ul style="list-style-type: none"> • <i>Parental Leave is nonproductive time and is paid as regular pay.</i> • <i>If the Parental Leave approval occurs in the middle of a pay period, a transaction may include a combination of STD and Regular pay.</i> • <i>If the Parental Leave starts at the beginning of a pay period, full regular pay should be processed. Confirm Turn Off Auto Pay field and process accordingly if needed.</i>
<p>Return from Leave</p> <p>Note: <i>If the employee is going from one leave type to another leave type, DO NOT enter this transaction</i></p>	<p>Enter the transaction in Job Data</p> <ul style="list-style-type: none"> • <i>Enter the applicable Action/Reason</i> • <i>Update the Turn Off Auto Pay field (if applicable)</i> • <i>Remove the STD Claim number if applicable</i> • <i>Change the Holiday Schedule from HOLSTD to the Agency standard schedule</i> 	<p>An MSC Benefit Event is automatically generated.</p> <p>This Benefit Event is processed by Ben Admin nightly</p> <p>or</p> <p>Process manually</p>	<p>TL Administrator:</p> <ul style="list-style-type: none"> • <i>Update employee's Work Schedule</i> <p>AM Administrator:</p> <ul style="list-style-type: none"> • <i>Review accumulator results</i> • <i>Enter balance adjustments if needed</i> 	<p>Enter applicable SPOT transaction based on status of the Turn Off Auto Pay field.</p> <p>Turn Off Auto Pay – Yes</p> <p>Turn Off Auto Pay – No</p>



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Paid Leave Type	HCM Functional Areas			
	Human Resources (HR)	Benefits (BN)	Time & Attendance (TA)*	Payroll (PY)
Moving from Paid to Unpaid Leave	Enter the transaction in Job Data <ul style="list-style-type: none"> Enter the applicable Action/Reason 	Refer to the Job Aid titled Processing Unpaid Leave	Refer to the Job Aid titled Processing Unpaid Leave	Refer to the Job Aid titled Processing Unpaid Leave



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Revision History

Revision Date	Summary of Changes
4/10/2026	Baseline.

Processing Paid Leave Overview (HR Admin)

The Leave of Absence business process is used to place salaried employees in a Paid Leave status. The HR Administrator must ensure all leave-related paperwork is received prior to updating the employee's status in Cardinal.

The **Turn Off Auto Pay** and **Holiday Schedule** fields may have to be updated for employees on Paid Leave related to Short Term Disability, Long Term Disability or Workers' Compensation. Be sure to work with the Payroll Administrator to ensure the employee gets paid correctly any time the **Turn Off Auto Pay** field is updated. The Payroll Administrator must also work with the Time and Attendance Administrator in case the employee wants to use their eligible leave to supplement their pay when out on certain types of Paid Leave. Communication is important to ensure the transaction is processed accurately.

If an employee is on Paid Leave of absence and they are an approver of timesheets and/or absence requests in the Time and Attendance module, the approvals will route to the person in the next highest position for approval. This temporary change of routing is automatic and will stay in place until the person returns from leave status. The HR Administrator does not need to update the **Reports To** field on the employee's position for temporary vacancies such as this.

Note: For Agencies that use Payroll Services Bureau (PSB) please follow their guidance on updating the **Turn Off Auto Pay** field.

Note: Update the **Holiday Schedule** field on the Payroll tab to "HOLSTD" whenever the Work Schedule needs to be reverted so that the employee does not receive holiday pay for Short Term Disability, Long Term Disability or Workers' Compensation related leave types. Please refer to [DHRM Policy 4.25 Holidays](#).

HR Entering a Paid Leave of Absence (HR Admin)

Step	Action
1.	<p>Navigate to the Job Data page using the following path: Menu > Workforce Administration > Job Information > Job Data</p> <p>The Job Data Find an Existing Value Search page displays.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Job Data</p> <p>Find an Existing Value</p> <p>▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> 🕒 Recent Searches Choose from recent searches ✎ 🔖 Saved Searches Choose from saved searches ✎ </div> <div style="margin-bottom: 10px;"> <p>Empl ID begins with <input type="text"/></p> <p>Empl Record = <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p>Middle Name begins with <input type="text"/></p> <p>^ Show fewer options</p> <p><input type="checkbox"/> Case Sensitive <input type="checkbox"/> Include History <input type="checkbox"/> Correct History</p> <p style="text-align: center;"> <input type="button" value="Search"/> <input type="button" value="Clear"/> </p> </div> </div>
2.	<p>Enter the employee’s Employee ID in the Empl ID field.</p> <p>Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Empl ID begins with </p> </div>
3.	<p>Click the Include History checkbox.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <input checked="" type="checkbox"/> Include History </div>

Step	Action
4.	Click the Search button. <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="background-color: black; color: white; padding: 5px 20px; border: 2px solid red; border-radius: 5px;">Search</div> <div style="border: 1px solid black; padding: 5px 20px; border-radius: 5px;">Clear</div> </div> </div>

The **Job Data** page for the employee displays with the **Work Location** tab displayed by default.

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Employee
Empl ID

Empl Record 0

Work Location Details 1 of 10

*Effective Date

Effective Sequence

HR Status Active

Payroll Status Active

Go To Row

+ -

*Action

Reason

*Job Indicator

Current

Position Number

Position Entry Date

Regulatory Region USA

Company DLI

Business Unit 18100

Department 18100

Department Entry Date

Location

Establishment ID

Program Support Technician

Override Position Data

United States

Dept of Labor and Industry

Dept of Labor and Industry

DEPT OF LABOR AND INDUSTRY

Dept of Labor and Industry

Dept of Labor and Industry

Date Created

Last Start Date

STD Claim Number

Layoff Notice Date

Recall Eligibility Flag

Turn Off Auto Pay

Yes No

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

Save

Return to Search

Notify

Refresh

Update/Display

Include History

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Step	Action
5.	<p>Click the Add a New Row icon (+) to add a new effective dated row.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="text-align: right; margin-bottom: 5px;"> <input type="text" value="Go To Row"/> + - </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>*Action <input type="text" value="Position Change"/></p> <p>Reason <input type="text" value="Reports To/Supv Change"/></p> <p>*Job Indicator <input type="text" value="Primary Job"/></p> </div> <div style="width: 35%; text-align: right;"> <p>▼</p> <p>▼</p> <p>▼</p> </div> </div> </div>

A new row is created.

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Employee
Empl ID

Empl Record 0

Work Location Details 1 of 11

***Effective Date**

Effective Sequence

HR Status

Payroll Status

+ -

***Action**

Reason

***Job Indicator**

Position Number Program Support Technician

Current







When a new row is created, the row count increases by one and the effective date displays the current date.

6.	<p>Update the Effective Date to reflect the start of the employee’s leave as needed.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>*Effective Date <input type="text" value="04/18/2025"/> ⊞</p> </div>
----	---

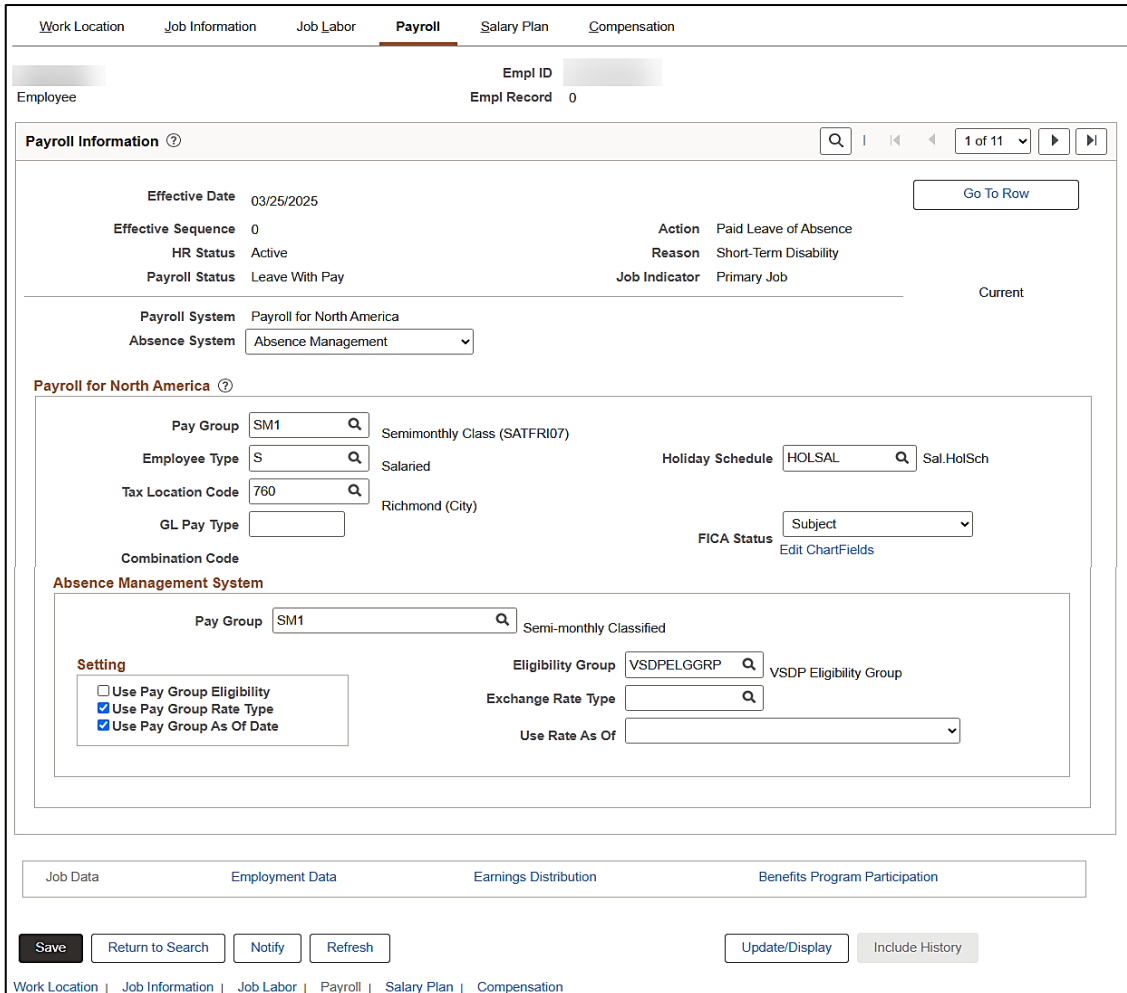
7.	<p>Click the Action dropdown button and select “Paid Leave of Absence”.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>*Action Paid Leave of Absence ▼</p> </div>
----	--

8.	<p>Click the Reason dropdown button and select the applicable reason (“Short-Term Disability” in this example).</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Reason Short-Term Disability ▼</p> </div>
----	---


Step	Action
	If the reason is related to Short Term Disability or Workers' Compensation, additional fields at the bottom of the Work Location page must be completed. Scroll down to the bottom of the page.
9.	Select the date the employee is expected to return from leave in the Expected Return Date field. <div data-bbox="293 548 894 617" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Expected Return Date <input type="text" value="04/12/2025"/>  </div>
10.	If applicable, enter the short-term disability claim number in the STD Claim Number field. <div data-bbox="293 705 803 785" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> STD Claim Number <input style="border: 2px solid red;" type="text" value="9876543210"/> </div>
	If the STD claim number is not available, it can be entered later by adding a new row and using the Action of "Data Change" and Reason of "Data Change". If the claim number is too long, take off the first few digits and leave the last digits. A note can be added to capture the full number as applicable.
11.	If applicable, select the Yes radio button option in the Turn Off Auto Pay field. <div data-bbox="293 1058 769 1190" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Turn Off Auto Pay <input style="border: 2px solid red;" type="radio"/> Yes <input checked="" type="radio"/> No </div>
	Agencies that use Payroll Services Bureau (PSB) should follow PSB guidance regarding updating the Turn Off Auto Pay field. If Turn Off Auto Pay is set to "Yes", no payments (salary or additional pays) will be made unless the Agency Payroll Administrator enters a Single Use Payroll Online Tool (SPOT) transaction for the employee. If the leave starts in the middle of a pay period, the salary and additional pay will be turned off for the entire pay period. Updating the Turn Off Auto Pay field in the middle of the pay period will not prorate the employee's pay. Work with the Agency Payroll Administrator to adjust an employee's pay using SPOT transactions as applicable.
12.	If the leave is related to Short Term Disability, Long Term Disability Working or Workers' Comp, continue with Step 13 . If it is any other type of Paid Leave proceed to Step 15 .
13.	Click the Payroll tab at the top of the page or Payroll link at the bottom of the page. <div data-bbox="293 1797 1247 1866" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Work Location Job Information Job Labor Payroll Salary Plan Compensation </div>

Step	Action
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The **Payroll Information** page displays.



14.	<p>Update the Holiday Schedule field to “HOLSTD” for Short-Term Disability, Long-Term Disability or Workers’ Comp related leaves. Otherwise, do not update.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Holiday Schedule HOLSAL Sal.HolSch</p> </div>
15.	<p>Click the Save button.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Save Return to Search Notify Refresh</p> </div>
16.	<p>If applicable, run the Employee Activity Report. This report can be found in the Cardinal HCM Human Resources Report Catalog. The HCM Reports Catalogs can be found on the Cardinal website under Resources.</p>

Step	Action
	<p><u>For COV-Agency Employees Only:</u></p> <p>Paid and Unpaid Leave transactions are included in the Active Directory Extract from Cardinal to VITA. Once an employee is in Paid or Unpaid Leave status for 30 days, VITA removes the COV computer access for these employees.</p> <ul style="list-style-type: none"> • Update the Primary email address from the Business email address to the employee's Personal email address <p>These changes to the Primary email are necessary so that the employee can access Cardinal Employee Self-Service using their Personal email while on extended leave.</p> <ul style="list-style-type: none"> • Notify the employee that they will need to register for Cardinal Employee Self-Service using their personal email address <p>For more information on updating email addresses, see the Job Aid titled HR351 Viewing and Modifying Personal Data located on the Cardinal website in Job Aids under Learning.</p>

HR Extending a Leave of Absence (HR Admin)

Step	Action
1.	<p>Navigate to the Job Data page using the following path: Menu > Workforce Administration > Job Information > Job Data</p> <p>The Job Data Find an Existing Value Search page displays.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Job Data</p> <p>Find an Existing Value</p> <p>▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>🕒 Recent Searches <input type="text" value="Choose from recent searches"/> ✎</p> <p>🔖 Saved Searches <input type="text" value="Choose from saved searches"/> ✎</p> </div> <div style="margin-top: 10px;"> <p>Empl ID <input type="text" value="begins with"/> <input style="width: 100px;" type="text"/></p> <p>Empl Record <input type="text" value="="/> <input style="width: 100px;" type="text"/></p> <p>Name <input type="text" value="begins with"/> <input style="width: 100px;" type="text"/></p> <p>Last Name <input type="text" value="begins with"/> <input style="width: 100px;" type="text"/></p> <p>Second Last Name <input type="text" value="begins with"/> <input style="width: 100px;" type="text"/></p> <p>Alternate Character Name <input type="text" value="begins with"/> <input style="width: 100px;" type="text"/></p> <p>Middle Name <input type="text" value="begins with"/> <input style="width: 100px;" type="text"/></p> <p>^ Show fewer options</p> <p><input type="checkbox"/> Case Sensitive <input type="checkbox"/> Include History <input type="checkbox"/> Correct History</p> <p style="text-align: center;"> <input style="background-color: #333; color: white; padding: 5px 15px;" type="button" value="Search"/> <input style="padding: 5px 15px;" type="button" value="Clear"/> </p> </div> </div>
2.	<p>Enter the employee’s Employee ID in the Empl ID field.</p> <p>Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Empl ID <input type="text" value="begins with"/> <input style="border: 2px solid red; width: 100px;" type="text"/></p> </div>
3.	<p>Select the Include History checkbox.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p><input style="border: 2px solid red;" type="checkbox"/> Include History</p> </div>
4.	<p>Click the Search button.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p><input style="background-color: #333; color: white; border: 2px solid red; padding: 5px 15px;" type="button" value="Search"/> <input style="padding: 5px 15px;" type="button" value="Clear"/></p> </div>



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Step	Action
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The **Job Data** page for the employee displays with the **Work Location** tab displayed by default.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Employee [redacted] Empl ID [redacted]
Empl Record 0

Work Location Details ? [Search] | 1 of 11 [Go To Row] [+] [-]

*Effective Date: 03/25/2025 [Calendar] | Go To Row [+] [-]
Effective Sequence: 0 | *Action: Paid Leave of Absence [v]
HR Status: Active | Reason: Short-Term Disability [v]
Payroll Status: Leave With Pay | *Job Indicator: Primary Job [v]
Current

Position Number: DLI00174 [Search] | Program Support Technician
Override Position Data






Position Entry Date: 04/25/2014
 Position Management Record

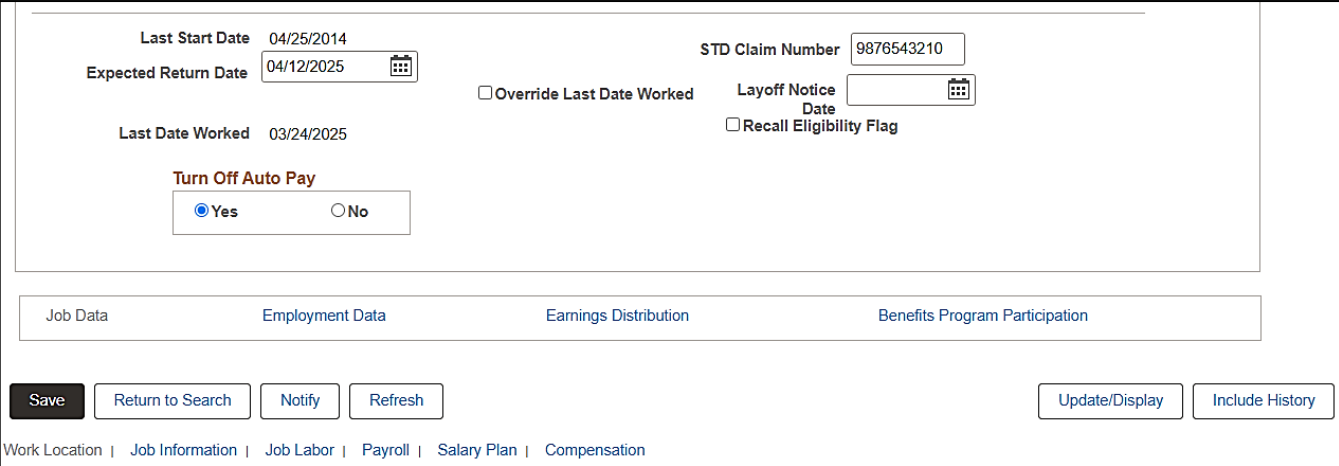


Regulatory Region: USA | United States
Company: DLI | Dept of Labor and Industry
Business Unit: 18100 | Dept of Labor and Industry
Department: 18100 | DEPT OF LABOR AND INDUSTRY

5. Click the **Add a New Row** icon (+) to add a new effective dated row.

Go To Row [+] [-]

*Action: Paid Leave of Absence [v]
Reason: Short-Term Disability [v]
*Job Indicator: Primary Job [v]

Step	Action
<p>A new row is created.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Work Location Job Information Job Labor Payroll Salary Plan Compensation</p> <hr/> <p>Employee: [Redacted] Empl ID: [Redacted] Empl Record: 0</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Work Location Details 1 of 12</p> <p>*Effective Date: 04/18/2025 Go To Row</p> <p>Effective Sequence: 0 *Action: Paid Leave of Absence</p> <p>HR Status: Active Reason: Short-Term Disability</p> <p>Payroll Status: Leave With Pay *Job Indicator: Primary Job</p> <p>Position Number: DLI00174 Program Support Technician Current</p> </div> </div>	
	When a new row is created, the row count increases by one and the effective date displays the current date.
6.	<p>Update the Effective Date to reflect the date that the notification of extension was received.</p> <div style="border: 1px solid gray; padding: 5px; width: fit-content;"> <p>*Effective Date: 04/08/2025 </p> </div>
7.	<p>Click the Action dropdown button and select "Date Change".</p> <div style="border: 1px solid gray; padding: 5px; width: fit-content;"> <p>*Action: Data Change </p> </div>
8.	<p>Click the Reason dropdown button and select "Paid Leave Extension".</p> <div style="border: 1px solid gray; padding: 5px; width: fit-content;"> <p>Reason: Paid Leave Extension </p> </div>
	The expected return date for the employee must be updated at the bottom of the Work Location page. Scroll down to the bottom of the page.

Step	Action
	<p>The bottom of the Work Location page.</p>  <p>The screenshot shows a form with the following elements: <ul style="list-style-type: none"> Last Start Date: 04/25/2014 Expected Return Date: 04/12/2025 (with calendar icon) Last Date Worked: 03/24/2025 STD Claim Number: 9876543210 Override Last Date Worked: <input type="checkbox"/> Layoff Notice Date: (with calendar icon) Recall Eligibility Flag: <input type="checkbox"/> Turn Off Auto Pay: <input checked="" type="radio"/> Yes <input type="radio"/> No Navigation tabs: Job Data, Employment Data, Earnings Distribution, Benefits Program Participation Buttons: Save, Return to Search, Notify, Refresh, Update/Display, Include History Footer: Work Location Job Information Job Labor Payroll Salary Plan Compensation </p>
9.	<p>Select the updated date that the employee is expected to return in the Expected Return Date field.</p>  <p>The image shows the 'Expected Return Date' field with the date 04/21/2025 and a calendar icon.</p>
10.	<p>Click the Save button.</p>  <p>The image shows a row of buttons: Save, Return to Search, Notify, and Refresh. The 'Save' button is highlighted with a red border.</p>
11.	<p>If applicable, run the Employee Activity Report. This report can be found in the Cardinal HCM Human Resources Report Catalog. The HCM Reports Catalogs can be found on the Cardinal website under Resources.</p>

HR Changing from Short Term Disability to Short Term Disability-Working or Short Term Disability-Working to Long-Term Disability-Working (HR Admin)


When an employee is transitioning from Short Term Disability to Short Term Disability-Working, or from Short Term Disability-Working to Long Term Disability-Working, **DO NOT** process a return from leave transaction. They can go straight into the Short Term or Long Term Disability Working status.

Step	Action
1.	Navigate to the Job Data page using the following path: Menu > Workforce Administration > Job Information > Job Data
<p>The Job Data Find an Existing Value Search page displays.</p> <div data-bbox="241 722 1393 1390" style="border: 1px solid black; padding: 10px;"> <p>Job Data</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>🕒 Recent Searches <input type="text" value="Choose from recent searches"/> ✎</p> <p>🔖 Saved Searches <input type="text" value="Choose from saved searches"/> ✎</p> </div> <p>Empl ID <input type="text" value="begins with"/> <input type="text"/></p> <p>Empl Record <input type="text" value="="/> <input type="text"/></p> <p>Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Second Last Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Alternate Character Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Middle Name <input type="text" value="begins with"/> <input type="text"/></p> <p>^ Show fewer options</p> <p><input type="checkbox"/> Case Sensitive <input type="checkbox"/> Include History <input type="checkbox"/> Correct History</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p> </div>	
2.	Enter the employee's Employee ID in the Empl ID field. Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known. <div data-bbox="292 1564 1044 1675" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Empl ID <input type="text" value="begins with"/> <input style="border: 2px solid red;" type="text"/></p> </div>
3.	Select the Include History checkbox. <div data-bbox="292 1764 570 1824" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p><input checked="" type="checkbox"/> Include History</p> </div>

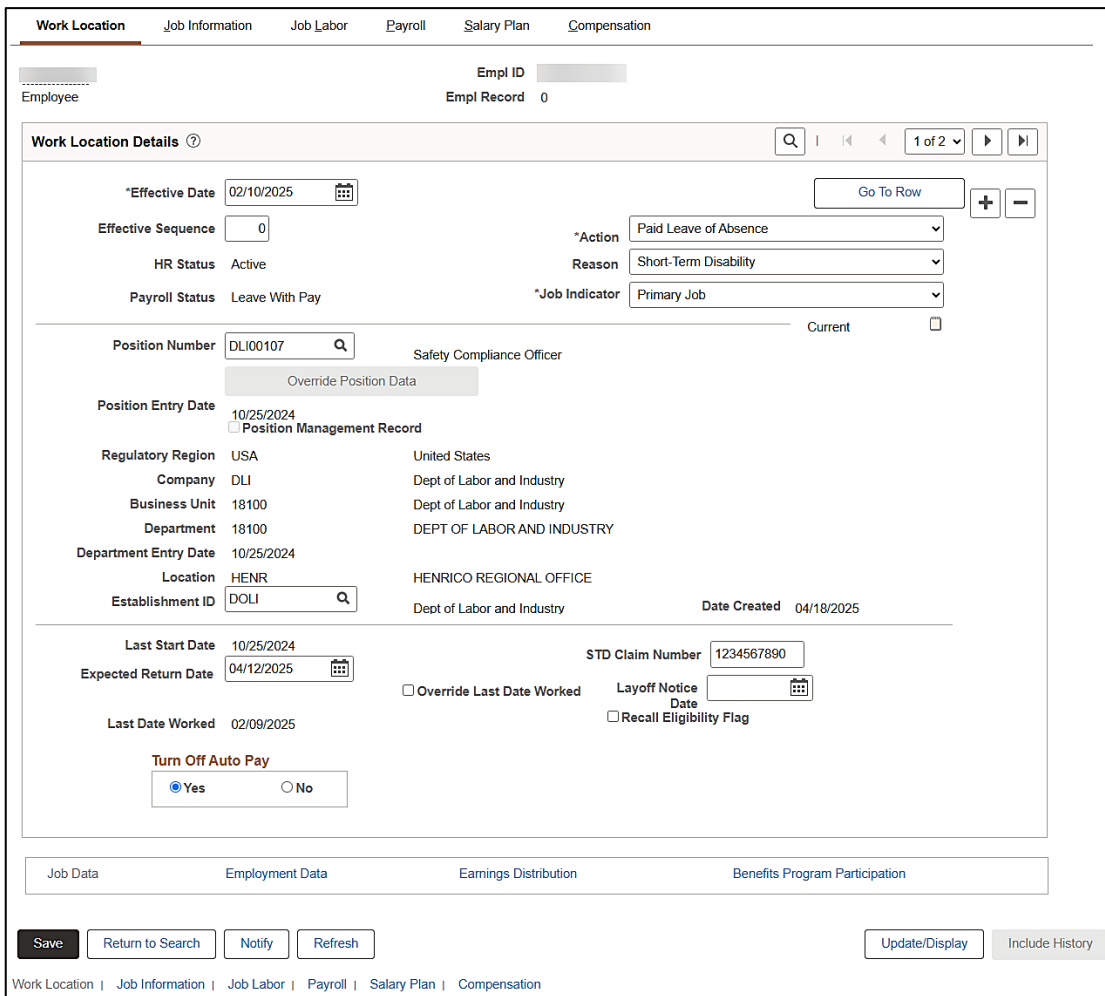


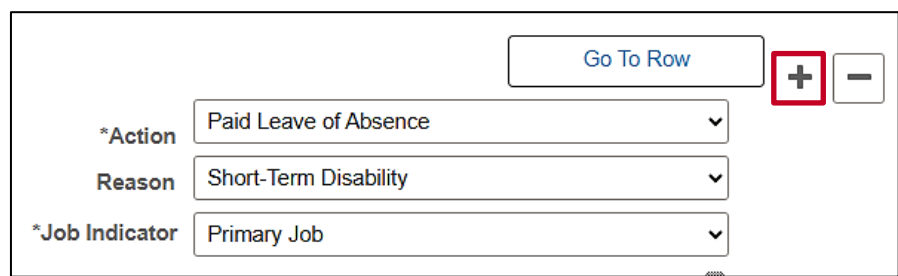
Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Step	Action
4.	Click the Search button. 

The **Job Data** page for the employee displays with the **Work Location** tab displayed by default.



5.	Click the Add a New Row icon (+) to add a new effective dated row. 
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Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Step	Action
	<p>A new row is created.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Work Location Job Information Job Labor Payroll Salary Plan Compensation</p> <hr/> <p>Employee: [Redacted] Empl ID: [Redacted] Empl Record: 0</p> <p>Work Location Details 1 of 3</p> <p>*Effective Date: 04/18/2025 Go To Row</p> <p>Effective Sequence: 0 *Action: Paid Leave of Absence</p> <p>HR Status: Active Reason: Short-Term Disability</p> <p>Payroll Status: Leave With Pay *Job Indicator: Primary Job</p> </div>
	When a new row is created, the row count increases by one and the effective date displays the current date.
6.	<p>Update the Effective Date to reflect the start of the employee’s leave as needed.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>*Effective Date: 04/08/2025</p> </div>
7.	<p>Click the Reason dropdown button and select “Short Term Disability-Working”.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Reason: Short Term Disability-Working</p> </div>
	If the employee is moving from Short Term Disability-Working to Long-Term Disability-Working select Long-Term Disability-Working in the Reason field.
8.	<p>Delete the STD claim number in the STD Claim Number field.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>STD Claim Number: 1234567890</p> </div>
9.	<p>Select the date the employee is expected to return from leave in the Expected Return Date field.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Expected Return Date: 04/14/2025</p> </div>

Step	Action
10.	Verify the Turn Off Auto Pay is set to “Yes”. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center; color: red; font-weight: bold;">Turn Off Auto Pay</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <input checked="" type="radio"/> Yes <input type="radio"/> No </div> </div>
<div style="border: 1px solid blue; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">i</div>	The Turn Off Auto Pay field should still be set to “Yes” if transitioning the employee from Short Term Disability-Working to Long-Term Disability-Working. Do not update this field if the Agency uses Payroll Services Bureau.
11.	Click the Payroll tab. <div style="border: 1px solid black; padding: 5px; margin: 10px 0; text-align: center;"> Work Location Job Information Job Labor Payroll Salary Plan Compensation </div>

The **Payroll** page displays.

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Employee
Empl ID

Empl Record 0

Payroll Information 1 of 3

Effective Date	04/08/2025			Go To Row
Effective Sequence	0	Action	Paid Leave of Absence	
HR Status	Active	Reason	Short Term Disability-Working	
Payroll Status	Leave With Pay	Job Indicator	Primary Job	Current

Payroll System: Payroll for North America

Absence System: Absence Management

Payroll for North America

Pay Group	SM1	Semimonthly Class (SATFR07)	Holiday Schedule	HOLSTD	HolSch-STD
Employee Type	S	Salaried	FICA Status	Subject	
Tax Location Code	087	Henrico	Edit ChartFields		

Absence Management System

Pay Group	SM1	Semi-monthly Classified	Eligibility Group	HYBRELGGRP	Hybrid Eligibility Group
Setting <input type="checkbox"/> Use Pay Group Eligibility <input checked="" type="checkbox"/> Use Pay Group Rate Type <input checked="" type="checkbox"/> Use Pay Group As Of Date		Exchange Rate Type		Use Rate As Of	

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

Save
Return to Search
Notify
Refresh
Update/Display
Include History
Correct History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Step	Action
12.	<p>Review the Holiday Schedule field and update as appropriate.</p> <p>For Short Term Disability-Working the value should be "HOLSTD".</p> <p>For Long-Term Disability-Working the value should be updated to the appropriate option (Example: "HOLSAL", "HOL111").</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Holiday Schedule HOLSTD <input type="button" value="Q"/> HolSch-STD</p> </div>
13.	<p>If going from Short-Term Disability-Working to Long-Term Disability-Working go to Step 14.</p> <p>If not, go to Step 16.</p>
14.	<p>Click the Job Information tab at the top of the page or the link at the bottom of the page.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Work Location Job Information Job Labor Payroll Salary Plan Compensation</p> </div>

The **Job Information** page displays.

Empl ID [REDACTED]

Employee Empl Record 0

Job Information Details 1 of 4

Effective Date 04/18/2025	Action Paid Leave of Absence
Effective Sequence 0	Reason Long-Term Disability-Working
HR Status Active	Job Indicator Primary Job
Payroll Status Leave With Pay	Current

Job Code 69033	Compliance/Safety Officer III
Entry Date 10/25/2024	SOC Code 29-9011
Supervisor Level E	Employee Supervisor Name DL10008700859002400 JOHN DOE
Reports To DL100087 View Current Incumbents	Regional Safety Director 00859002400 JOHN DOE
Regular/Temporary Regular	Full/Part Full-Time
Empl Class Classified	*Officer Code None
Regular Shift Not Applicable	Shift Rate <input style="width: 80%;" type="text"/>
Classified Ind Classified	Shift Factor <input style="width: 80%;" type="text"/>

Standard Hours

Standard Hours <input style="width: 80%;" type="text" value="40.00"/>	Work Period W Weekly
FTE 1.000000	<input type="checkbox"/> Encumbrance Override
<input type="checkbox"/> Adds to FTE Actual Count?	


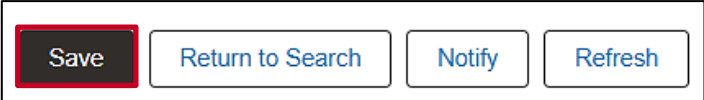
Contract Number

Contract Number <input style="width: 80%;" type="text"/>	Next Contract Number
Contract Type	

[USA](#)

[Job Data](#) [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

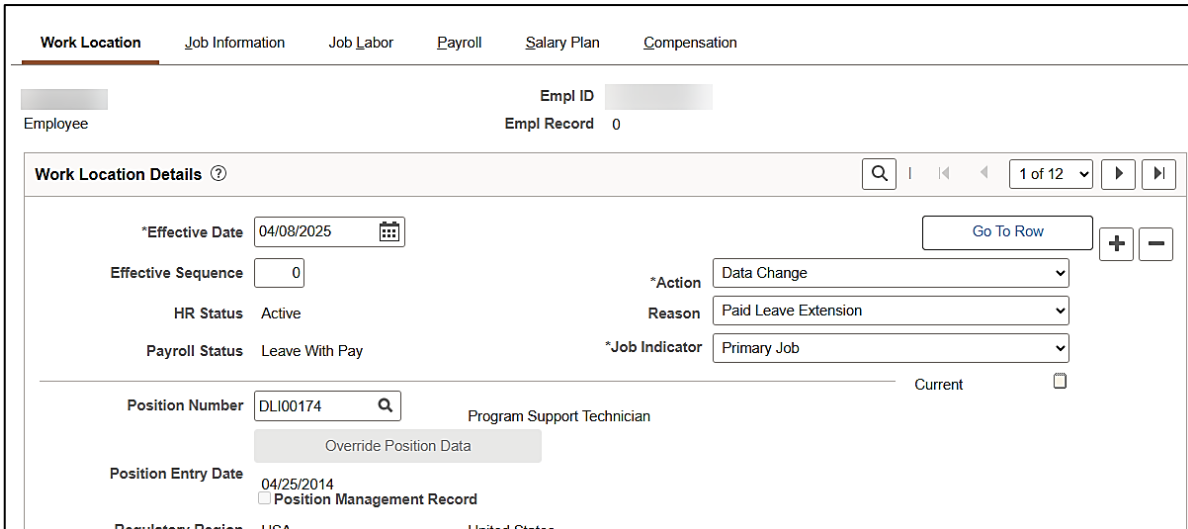
Step	Action
15.	Update the Standard Hours field based upon the treating Physician's prescribed schedule. 
16.	Click the Save button. 
17.	If applicable, run the Employee Activity Report . This report can be found in the Cardinal HCM Human Resources Report Catalog . The HCM Reports Catalogs can be found on the Cardinal website under Resources .

HR Returning from a Paid Leave of Absence (HR Admin)

Step	Action
1.	<p>Navigate to the Job Data page using the following path: Menu > Workforce Administration > Job Information > Job Data</p> <p>The Job Data Find an Existing Value Search page displays.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Job Data</p> <p>Find an Existing Value</p> <p>▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> 🕒 Recent Searches Choose from recent searches ✎ 🔖 Saved Searches Choose from saved searches ✎ </div> <div style="margin-bottom: 10px;"> <p>Empl ID begins with <input type="text"/></p> <p>Empl Record = <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p>Middle Name begins with <input type="text"/></p> <p>^ Show fewer options</p> <p><input type="checkbox"/> Case Sensitive <input type="checkbox"/> Include History <input type="checkbox"/> Correct History</p> <p style="text-align: center;"> <input type="button" value="Search"/> <input type="button" value="Clear"/> </p> </div> </div>
2.	<p>Enter the employee’s Employee ID in the Empl ID field.</p> <p>Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Empl ID begins with <input style="border: 2px solid red;" type="text"/></p> </div>
3.	<p>Select the Include History checkbox option.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p><input style="border: 2px solid red;" type="checkbox"/> Include History</p> </div>
4.	<p>Click the Search button.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p><input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/></p> </div>

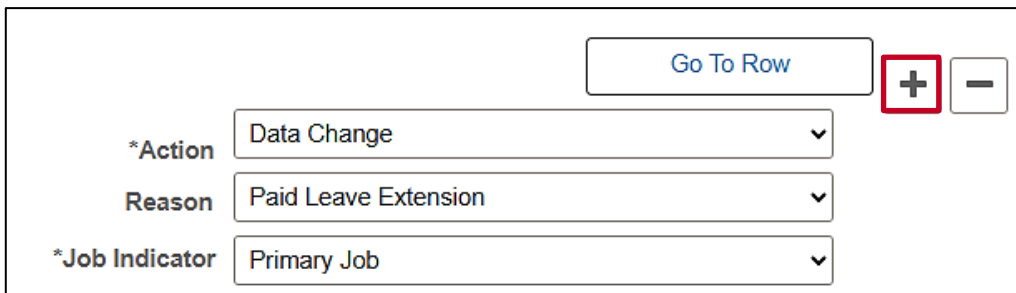
Step	Action
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The **Job Data** page for the employee displays with the **Work Location** tab displayed by default.



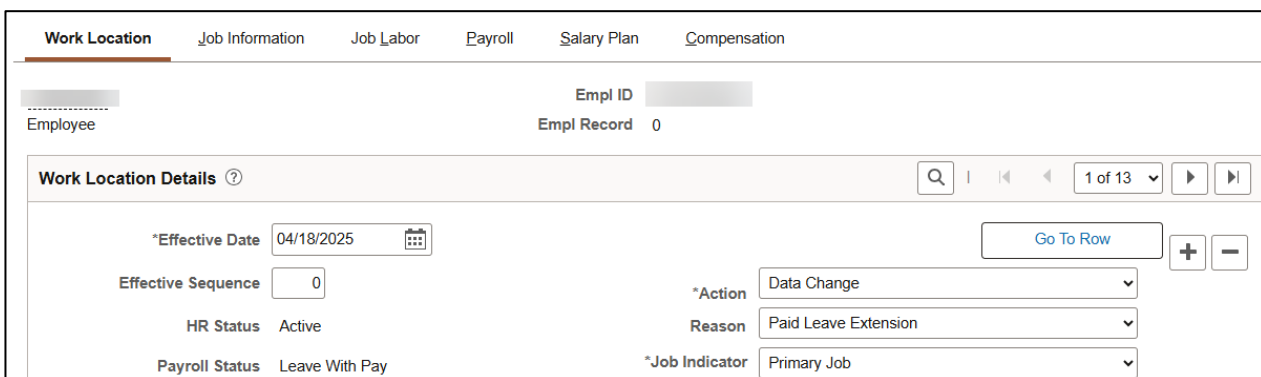
The screenshot shows the 'Work Location Details' section of the application. At the top, there are tabs for 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. Below the tabs, the 'Work Location Details' section is displayed, showing a table with 12 rows. The first row is selected, and its details are shown below the table. The details include: *Effective Date (04/08/2025), Effective Sequence (0), HR Status (Active), Payroll Status (Leave With Pay), *Action (Data Change), Reason (Paid Leave Extension), *Job Indicator (Primary Job), Position Number (DLI00174), Program Support Technician, Position Entry Date (04/25/2014), and Regulatory Region (USA).

- Click the **Add a New Row** icon (+) to add a new effective dated row.



This close-up screenshot highlights the 'Add a New Row' icon (+) next to the 'Go To Row' button. The icon is a red square with a white plus sign inside. Below the button, there are three dropdown menus: *Action (Data Change), Reason (Paid Leave Extension), and *Job Indicator (Primary Job).

A new row is created.




The screenshot shows the 'Work Location Details' section of the application after a new row has been added. The table now has 13 rows. The first row is selected, and its details are shown below the table. The details include: *Effective Date (04/18/2025), Effective Sequence (0), HR Status (Active), Payroll Status (Leave With Pay), *Action (Data Change), Reason (Paid Leave Extension), *Job Indicator (Primary Job), Position Number (DLI00174), Program Support Technician, Position Entry Date (04/25/2014), and Regulatory Region (USA).



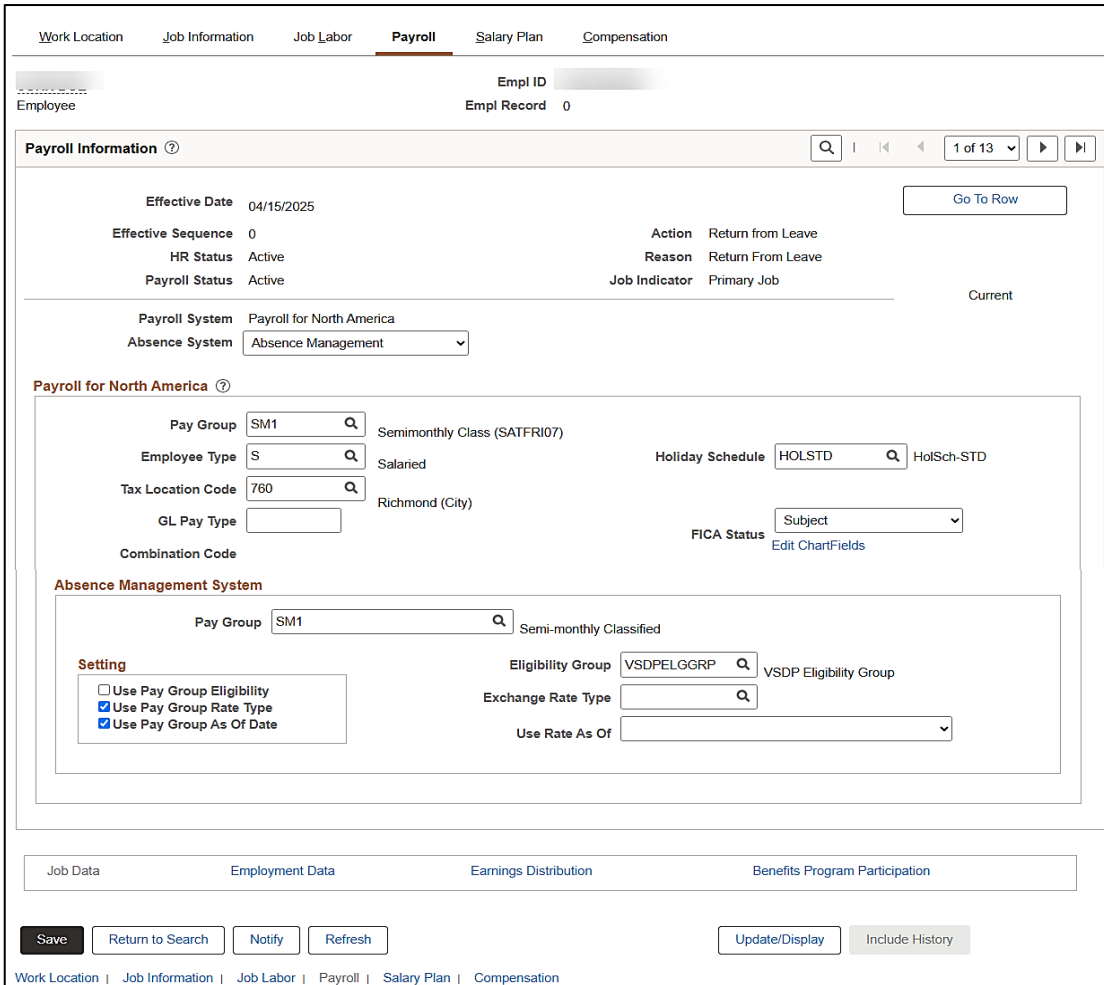
When a new row is created, the row count increases by one and the effective date displays the current date.

Step	Action
6.	Update the Effective Date to reflect the date that the employee is returning from leave as needed. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> *Effective Date <input style="border: 1px solid red;" type="text" value="04/15/2025"/> </div>
7.	Click the Action dropdown button and select “Return from Leave”. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> *Action <input style="border: 1px solid red;" type="text" value="Return from Leave"/> ▼ </div>
8.	Click the Reason dropdown button and select “Return from Leave”. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Reason <input style="border: 1px solid red;" type="text" value="Return From Leave"/> ▼ </div>
9.	Scroll down to the bottom of the page.
<p>The bottom of the Work Location page.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between;"> <div> <p>Location <input type="text" value="RICH"/></p> <p>Establishment ID <input type="text" value="DOLI"/> </p> </div> <div> <p>Dept of Labor and Industry</p> <p>Dept of Labor and Industry</p> </div> <div> <p>Date Created 04/18/2025</p> </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div> <p>Last Start Date 04/25/2014</p> </div> <div> <p>STD Claim Number <input type="text" value="9876543210"/></p> <p>Layoff Notice Date <input type="text"/> </p> <p><input type="checkbox"/> Recall Eligibility Flag</p> </div> </div> <div style="margin-top: 10px;"> <p>Turn Off Auto Pay</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> </div> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; display: flex; justify-content: space-between;"> Job Data Employment Data Earnings Distribution Benefits Program Participation </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <p>Save</p> <p>Return to Search</p> <p>Notify</p> <p>Refresh</p> </div> <div> <p>Update/Display</p> <p>Include History</p> </div> </div> <p style="font-size: small; margin-top: 5px;"> Work Location Job Information Job Labor Payroll Salary Plan Compensation </p>	

Step	Action
	<p>This will activate the regular salary and additional pay payments due to the employee's return from leave.</p> <p>Changing the Turn Off Auto Pay field in the middle of the pay period will not prorate the employee's pay. It will automatically process the employee's salary and additional pays for the entire pay period.</p> <p>Please consult with the Agency Payroll Administrator so a SPOT transaction can be entered to reduce the employee's pay for the portion of the pay period the employee was on leave.</p>
11.	<p>Remove the value from the STD Claim Number field if applicable.</p> <div data-bbox="293 678 808 764" style="border: 1px solid black; padding: 5px;"> <p>STD Claim Number <input style="border: 2px solid red; width: 100px; height: 20px;" type="text"/></p> </div>
12.	<p>Click the Payroll tab at the top of the page or Payroll link at the bottom of the page.</p> <div data-bbox="293 852 1396 930" style="border: 1px solid black; padding: 5px;"> <p>Work Location Job Information Job Labor Payroll Salary Plan Compensation</p> </div>

Step	Action
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The **Payroll** page displays.



The screenshot shows the 'Payroll' tab selected in the top navigation bar. The page displays employee information (Empl ID, Empl Record), payroll details (Effective Date, Sequence, Status, Action, Reason, Job Indicator), and absence management settings (Payroll System, Absence System, Pay Group, Employee Type, Tax Location Code, GL Pay Type, Combination Code, Eligibility Group, Exchange Rate Type, Use Rate As Of). The 'Holiday Schedule' field is currently set to 'HOLSTD'.

13.	<p>If the Holiday Schedule was updated to “HOLSTD” when the employee was placed on leave, update the Holiday Schedule field to the appropriate option (Example: “HOLSAL”, “HOL111”).</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> Holiday Schedule <input style="border: 2px solid red; width: 100px;" type="text" value="HOLSAL"/> <input type="button" value="Q"/> HolSch-STD </div>
14.	<p>Click the Save button.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <input style="border: 2px solid red; width: 40px;" type="button" value="Save"/> <input style="width: 100px;" type="button" value="Return to Search"/> <input style="width: 100px;" type="button" value="Notify"/> <input style="width: 100px;" type="button" value="Refresh"/> </div>
15.	<p>If applicable, run the Employee Activity Report. This report can be found in the Cardinal HCM Human Resources Report Catalog. The HCM Reports Catalogs can be found on the Cardinal website under Resources.</p>

HR Changing from Paid to Unpaid Leave Absence (HR Admin)

Step	Action
1.	<p>Navigate to the Job Data page using the following path: Menu > Workforce Administration > Job Information > Job Data</p> <p>The Job Data Find an Existing Value Search page displays.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Job Data</p> <p>Find an Existing Value</p> <p>▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>🕒 Recent Searches Choose from recent searches ✎</p> <p>🔖 Saved Searches Choose from saved searches ✎</p> </div> <div style="margin-top: 10px;"> <p>Empl ID begins with <input style="width: 100px;" type="text"/></p> <p>Empl Record = <input style="width: 100px;" type="text"/></p> <p>Name begins with <input style="width: 100px;" type="text"/></p> <p>Last Name begins with <input style="width: 100px;" type="text"/></p> <p>Second Last Name begins with <input style="width: 100px;" type="text"/></p> <p>Alternate Character Name begins with <input style="width: 100px;" type="text"/></p> <p>Middle Name begins with <input style="width: 100px;" type="text"/></p> <p>^ Show fewer options</p> <p><input type="checkbox"/> Case Sensitive <input type="checkbox"/> Include History <input type="checkbox"/> Correct History</p> <p style="text-align: center;"> <input style="background-color: #333; color: white; padding: 5px 15px;" type="button" value="Search"/> <input style="padding: 5px 15px;" type="button" value="Clear"/> </p> </div> </div>
2.	<p>Enter the employee’s Employee ID in the Empl ID field.</p> <p>Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Empl ID begins with <input style="width: 100px; border: 2px solid red;" type="text"/></p> </div>
3.	<p>Select the Include History checkbox option.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p><input checked="" type="checkbox"/> Include History <input type="checkbox"/> Case Sensitive</p> </div>
4.	<p>Click the Search button.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p><input style="background-color: #333; color: white; padding: 5px 15px; border: 2px solid red;" type="button" value="Search"/> <input style="padding: 5px 15px;" type="button" value="Clear"/></p> </div>

Step	Action
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The **Job Data** page for the employee displays with the **Work Location** tab displayed by default.

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Empl ID [Redacted]
Employee Empl Record 0

Work Location Details ?
1 of 12

*Effective Date

Effective Sequence

HR Status Active

Payroll Status Leave With Pay

*Action

Reason

*Job Indicator

Go To Row

+ -

Position Number Program Support Technician

Override Position Data

Position Entry Date

Position Management Record

Regulatory Region USA United States

Company DLI Dept of Labor and Industry

Business Unit 18100 Dept of Labor and Industry

- Click the **Add a New Row** icon (+) to add a new effective dated row.

*Action

Reason

*Job Indicator

Go To Row

+ -

A new row is created.

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Empl ID [Redacted]
Employee Empl Record 0

Work Location Details ?
1 of 13

*Effective Date

Effective Sequence

HR Status Active

Payroll Status Leave With Pay

*Action

Reason

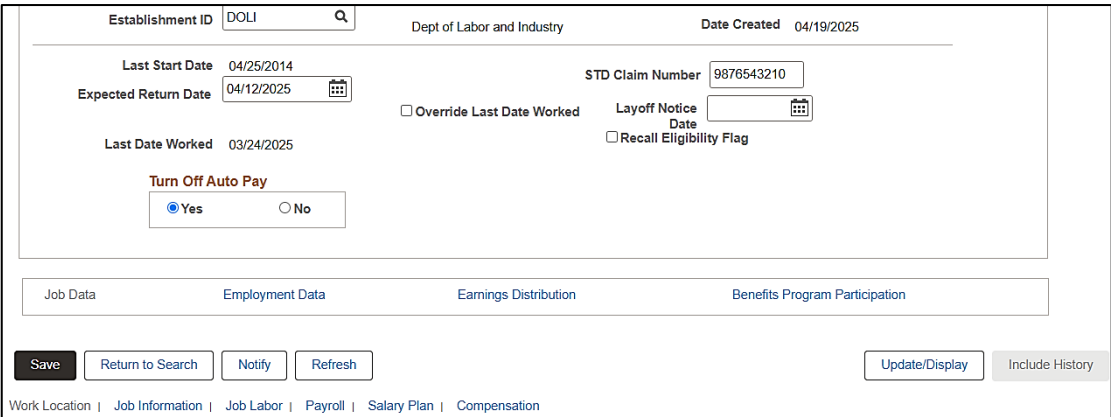

*Job Indicator

Go To Row

+ -



When a new row is created, the row count increases by one and the effective date displays the current date.

Step	Action
6.	<p>Update the Effective Date to reflect the date that the Unpaid Leave becomes effective.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> *Effective Date 04/21/2025 </div>
7.	<p>Click the Action dropdown button and select “Leave of Absence - Unpaid”.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> *Action Leave of Absence - Unpaid </div>
8.	<p>Click the Reason dropdown button and select the applicable reason. For this scenario “Leave of Absence - Personal” is selected.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> Reason Leave of Absence Personal </div>
9.	<p>Scroll down to the bottom of the page.</p> <p>The bottom of the Work Location page.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  </div>
10.	<p>Remove the value from the STD Claim Number field, if applicable. If this field is blank, proceed to the next step.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> STD Claim Number 9876543210 </div>
11.	<p>Change the indicator in the Turn Off Auto Pay field to “No”, if applicable. If not, proceed to the next step.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> Turn Off Auto Pay <input checked="" type="radio"/> Yes <input type="radio"/> No </div>
	<p>The Turn Off Auto Pay field is reset to the default value of “No”. Since the employee is moving from Paid Leave to Unpaid Leave, pay will not be generated for the employee.</p>



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Step	Action
12.	Click the Payroll link at the bottom of the page or the Payroll tab at the top of the page. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Work Location Job Information Job Labor Payroll Salary Plan Compensation </div>

The **Payroll** page displays.

13.	Update the Holiday Schedule field if applicable. For this scenario, the value is changed from “HOLSTD” to “HOLSAL” <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Holiday Schedule HOLSAL <input type="text" value="Sal.HolSch"/> </div>
-----	--

14.	Click the Save button. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Save Return to Search Notify </div>
-----	---

15.	If applicable, run the Employee Activity Report . This report can be found in the Cardinal HCM Human Resources Report Catalog . The HCM Reports Catalogs can be found on the Cardinal website under Resources .
-----	--

Processing Paid Leave Overview (BN Admin)

The Enter and Maintain Leave Status business process completed by the HR Administrator is used to place salaried employees in a Paid Leave status. Depending on the type of leave, the Benefit Administrator will have to take specific actions.

This Job Aid goes through Paid Leave of Absence (LOA) scenarios, and how those scenarios result in a paid LOA resulting in an MSC Benefit Event

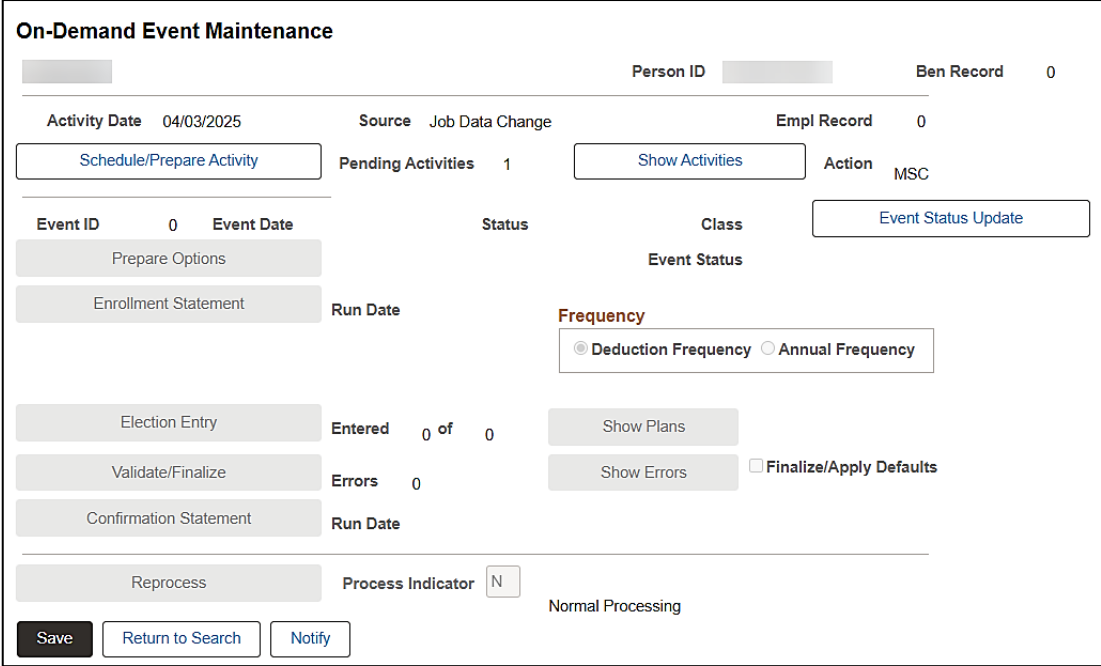

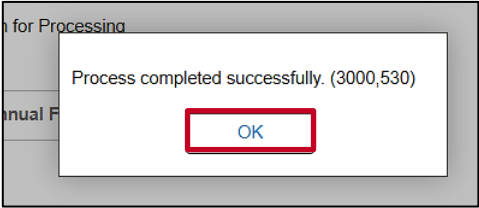
In addition, this Job Aid goes through the Benefit Administrator's actions when an employee returns from Leave and the Benefit Event that it creates on the Benefits side (return from Paid Leave of Absence resulting in an RFL Benefit Event).

BN Entering a Paid Leave Manual Event (BN Admin)

Once the HR Administrator has placed the employee on a Paid Leave of Absence status, the change in job data automatically creates a Miscellaneous (MSC) benefit event on the benefits side in Cardinal. This benefit event will automatically be processed with no manual intervention by the Agency Benefit Administrator (BA) in Cardinal. If the Agency BA does not wish to wait for the scheduled Benefit Administration process to run, complete the following steps:

Note: The steps are the same for processing the employee going out on Paid Leave or returning from Paid Leave.

Step	Action
1.	Navigate to the On-Demand Event Maintenance page using the following path: Menu > Benefits > Manage Automated Enrollment > Events > On-Demand Event Maintenance
<p>The On-Demand Event Maintenance Find an Existing Value Search page displays.</p> <div data-bbox="263 877 1373 1486" style="border: 1px solid black; padding: 10px;"> <p>On-Demand Event Maintenance Find an Existing Value</p> <p>▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>🕒 Recent Searches Choose from recent searches ▼ ✎</p> <p>🔖 Saved Searches Choose from saved searches ▼ ✎</p> </div> <p>Empl ID begins with ▼ <input type="text"/></p> <p>Empl Record = ▼ <input type="text"/></p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Second Last Name begins with ▼ <input type="text"/></p> <p>Alternate Character Name begins with ▼ <input type="text"/></p> <p>^ Show fewer options</p> <p><input type="checkbox"/> Case Sensitive</p> <p style="text-align: center;"> <input type="button" value="Search"/> <input type="button" value="Clear"/> </p> </div>	
2.	Enter the employee's Employee ID in the Empl ID field. Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known. <div data-bbox="289 1654 993 1738" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Empl ID begins with ▼ <input style="border: 2px solid red;" type="text"/></p> </div>
3.	Click the Search button. <div data-bbox="289 1822 750 1906" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p style="text-align: center;"> <input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> </p> </div>

Step	Action
	<p>The On-Demand Event Maintenance page displays.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>
4.	<p>Click the Schedule/Prepare Activity button.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>
5.	<p>A message displays indicating the “Process completed successfully”. Click the OK button.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>

Step	Action
The page refreshes.	<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>On-Demand Event Maintenance</p> <p>Person ID <input type="text"/> Ben Record 0</p> <hr/> <p>Activity Date <input type="text"/> Source <input type="text"/> Empl Record 0</p> <p>Schedule/Prepare Activity Pending Activities 0 Show Activities Action</p> <hr/> <p>Event ID 0 Event Date <input type="text"/> Status <input type="text"/> Class <input type="text"/> Event Status Update</p> <p>Prepare Options</p> <p>Enrollment Statement Run Date</p> <p>Frequency</p> <p><input checked="" type="radio"/> Deduction Frequency <input type="radio"/> Annual Frequency</p> <p>Election Entry Entered 0 of 0 Show Plans</p> <p>Validate/Finalize Errors 0 Show Errors <input type="checkbox"/> Finalize/Apply Defaults</p> <p>Confirmation Statement Run Date</p> <p>Reprocess Process Indicator <input type="text" value="N"/> Normal Processing</p> <p>Save Return to Search Notify</p> </div>
6.	<p>Click the Event Status Update button.</p> <div style="border: 2px solid red; padding: 5px; margin: 10px auto; width: 200px; text-align: center;"> Event Status Update </div>

Step	Action
------	--------

The **BenAdmin Event Status Update** page displays in a pop-up window.

x
Help

Update Event Status

Empl ID Ben Record 0

Event Status Update 1 of 5

<p>Schedule ID EM00 <input type="checkbox"/> Event Disconnected</p> <p>Event Date 04/03/2025</p> <p>Event ID 2</p> <p>Event Class MSC Misc Job Change</p> <p>Event Priority 400</p> <p>Benefit Program SAL</p> <p>Process Status Finalized - Prepared None</p> <p>Action Source Job Data Change</p>	<p><input type="checkbox"/> Address Eligibility Changed</p> <p><input type="checkbox"/> MultiJob Indicator Changed</p> <p><input type="checkbox"/> Job Eligibility Changed</p> <p><input type="checkbox"/> Event Out of Sequence</p> <p><input type="checkbox"/> Finalize/Apply Defaults</p> <p>Print Option Suppress Print of Both Forms</p> <p>*Process Normal Processing</p> <p>*Event Status Closed to Processing</p>
<p>Schedule ID 247COV <input type="checkbox"/> Event Disconnected</p> <p>Event Date 07/01/2024</p> <p>Event ID 0</p> <p>Event Class OE Open Enrollment</p> <p>Event Priority 900</p> <p>Benefit Program SAL</p> <p>Process Status Finalized - Enrolled</p> <p>Action Source Open Enrollment</p>	<p><input type="checkbox"/> Address Eligibility Changed</p> <p><input type="checkbox"/> MultiJob Indicator Changed</p> <p><input type="checkbox"/> Job Eligibility Changed</p> <p><input type="checkbox"/> Event Out of Sequence</p> <p><input type="checkbox"/> Finalize/Apply Defaults</p> <p>Print Option Print Confirmation Forms Only</p> <p>*Process Normal Processing</p> <p>*Event Status Closed to Processing</p>

OK
Cancel
Apply
Refresh



The **MSC** Benefit Event automatically updates to a Status of “Finalized-Prepared None” and an Event Status of “Closed to Processing”. No further action is necessary by the BA.

Process Status Finalized - Prepared None	*Process Normal Processing
Action Source Job Data Change	*Event Status Closed to Processing

7. Click the **OK** button to close the pop-up window.

OK

Cancel

Apply



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Step	Action
	<p>The On-Demand Event Maintenance page redisplay.</p> <div data-bbox="332 378 1302 961"><p>On-Demand Event Maintenance</p><p>Person ID [] Ben Record 0</p><p>Activity Date [] Source [] Empl Record 0</p><p>Schedule/Prepare Activity Pending Activities 0 Show Activities Action</p><p>Event ID 0 Event Date [] Status [] Class [] Event Status [] Event Status Update</p><p>Prepare Options</p><p>Enrollment Statement Run Date</p><p>Frequency <input checked="" type="radio"/> Deduction Frequency <input type="radio"/> Annual Frequency</p><p>Election Entry Entered 0 of 0 Show Plans</p><p>Validate/Finalize Errors 0 Show Errors <input type="checkbox"/> Finalize/Apply Defaults</p><p>Confirmation Statement Run Date</p><p>Reprocess Process Indicator [N] Normal Processing</p><p>Save Return to Search Notify</p></div>
8.	<p>Click the Save button.</p> <div data-bbox="292 1054 812 1129"><p>Save Return to Search Notify</p></div>

TA Processing Paid Leave Overview (AM Admin)

The AM Administrator is responsible for ensuring that extended absences are reported and tracked for employees enrolled in Cardinal Absence Management.

Responsibilities include:

- Ensuring Work Schedule is updated if necessary (work with TL Administrator)
- Entering/approving extended leave type absence events
- Entering/approving supplemental and concurrent leave during periods of leave of absence
- Entering absence balance adjustments as needed to support extended leave and return from leave
- Reviewing absence accumulator results to ensure balances are accurate
- Reviewing payee messages to check for extended leave accumulator limit warnings
- Ensuring timesheets are completed with productive hours if employee is working while in a Paid Leave status

The extended absence types are:

- [STD \(Short Term Disability\)](#)
- [LTD \(Long Term Disability\)](#)
- [WCL/WCP/WCS \(Workers' Compensation Leave\)](#)
- [PAR \(Parental Leave\)](#)
- [FML \(Family and Medical Leave\)](#)
- [TA Donated Leave](#)

Job Data actions and the Payroll Status are updated by the HR Administrator when an employee goes on a leave of absence and when the employee returns from leave. These transactions and effective dates impact Cardinal Absence Management.

- When an employee is on a Paid Leave of Absence (Payroll Status of "P"), time and absences continue to be processed including when LNP (Pay Docking) and STL (Short Term Disability – Pay Dock) is entered.
- When an employee is on a Leave of Absence (paid, unpaid, or a combination) for 90 consecutive days, VAC (Vacation) and SCK (Traditional Sick) accruals automatically stop. The accruals will resume automatically when the employee returns from the Leave or returns to Short- or Long-Term Disability Working for a full pay period.

The Job Aids below provide the step-by-step instructions for completing tasks that are part of managing extended leaves of absence. The referenced Job Aids are located on the Cardinal website in **Job Aids** under **Learning**.

TA374 Entering and Modifying Absences

TA374 Managing Absence Balances

TA374 Results by Calendar Group and Calendar – Troubleshooting Guide

TA Maintaining Employee Work Schedules

TA Short Term Disability (STD)

STD Event Entry:

STD is not an available take on the Timesheet; only an AM Administrator can enter and approve STD for an employee on the Absence Event page. An entitlement balance does not need to be added prior to using the STD take since this is not a leave type that carries a balance.

If the employee is on STD and not working, work with the Supervisor, TL Employee Set up Administrator or TL Administrator to update the Work Schedule to standard M-F 5x8 schedule as needed to correctly calculate STD hours.

If the employee is STD – Working, work with the Supervisor, TL Employee Set up Administrator or TL Administrator to update the employee's Work Schedule as appropriate to be consistent with the employee's standard hours on job data.

Typically, for STD, the number of hours calculated are based on the STD income replacement percentage:

- If the STD covers 100% of pay, do not enter any partial hours
- If the STD covers 80% of pay, enter 80% of the scheduled hours as partial hours
- If the STD covers 60% of pay, enter 60% of the scheduled hours as partial hours

Supplemental Leave Entry:

If STD does not cover 100% of pay, enter any other eligible leave type except SDP to supplement the scheduled hours not covered:

- Vacation can be entered for the remaining 20% or 40%.
- Disability Credit (DSK) can be entered for the remaining 20% or 40%. State policy requires that DSK be used in 8-hour increments. Therefore, if DSK is used in conjunction with STD, 8 hours per day is deducted from the DSK balance regardless of the number of hours entered for each day. For example, if 6.4 STD and 1.6 DSK hours are entered, then 8 DSK hours are deducted from the DSK balance but only 1.6 hours are DSK earnings. Enter the actual number of DSK hours that need to be used or substituted.
- Make sure the total number of absence hours entered for any given day does not exceed the employee's scheduled hours for that day. This ensures the accurate allocation of payroll expense.
- CCL or OCL takes can be used for hours not covered by STD. These are entered on the Timesheet.

STD-Pay Dock (STL) should be used for the unpaid time (instead of LNP) during the first 90 days of leave if the employee does not have sufficient balances of other eligible leave types to cover the difference or chooses not to use Paid Leave. This allows the employee to continue accruing VAC and SCK, if eligible, while on approved disability leave. Usage of LNP (Pay Docking) will prevent the accrual.



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Concurrent Leave Entry:

- If the employee is FMLA-eligible, concurrent absences must be entered for FML for tracking purposes. See [TA FML \(Family and Medical Leave\)](#) section for details on FML.

Absence Event Entry Forecast Messages

Employee ID Empl Record 0 Name

From 03/11/2025 Through 09/07/2025

Absence Events 1-3 of 3 View All

Absence Take	Process Status	Forecast Value	ID									
*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status		
STD TAKE ELEM	VSDP Short Term Disability	05/12/2025	05/19/2025	6.40	Normal	<input type="checkbox"/>	05/10/2025	Details	Administrator Absence Event	Approved	<input type="button" value="+"/>	<input type="button" value="-"/>
VAC TAKE ELEM	Vacation	05/12/2025	05/19/2025	1.60	Normal	<input type="checkbox"/>	05/10/2025	Details	Administrator Absence Event	Approved	<input type="button" value="+"/>	<input type="button" value="-"/>
FML TAKE ELEM	Family and Medical Leave	05/12/2025	05/19/2025		Normal	<input type="checkbox"/>	05/10/2025	Details	Administrator Absence Event	Approved	<input type="button" value="+"/>	<input type="button" value="-"/>

Absence Event Entry | Forecast Messages

Timesheet Entry:

- If the employee is in a STD-Working status, the Employee, Supervisor, Timekeeper, or TL Admin must enter productive and non-productive hours on the timesheet as applicable.
- In the example below the employee is scheduled to work 40-hour hours per week, with job restrictions. If the employee was working reduced hours the timesheet should reflect the productive and non-productive hours to match Standard Hours on Job Data.

Timesheet

Employee ID

Empl Record 0

Human Resource Analyst II

Time Reporting Type Exception

Earliest Change Date 06/02/2025

Select Another Timesheet

*View By [Previous Week](#) [Next Week](#)

*Date 06/02/2025

Scheduled Hours 40.00 Reported Hours 40.00

From Monday 06/02/2025 to Sunday 06/08/2025

Mon 6/2	Tue 6/3	Wed 6/4	Thu 6/5	Fri 6/6	Sat 6/7	Sun 6/8	Total	Time Reporting Code
8.00	8.00	5.00					21.00	REG - Regular Hours
		3.00	8.00	8.00			19.00	VAC - Vacation



STD Accumulators and Payee Messages:

The following accumulators track STD usage and generate payee messages that serve as warnings when certain accumulator limits are reached. Review the Results by Calendar Group and Calendar pages or query to review the accumulators. Run the **V_TA_PAYEE_MESSAGES** query to review the payee message warnings for Paid Leave usage.

Accumulators
STD TAKE BAL DAYS: Includes all STD events used in the leave year (counted in days rather than hours (regardless of the number of partial hours entered each day). This balance includes paid holidays but does not include weekends. A payee message generates if the employee exceeds 125 days in the leave year.
STD VAC ACR LMT AC: Counts consecutive days of STD (regardless of the number of partial hours entered each day) and includes paid holidays and weekends. The accumulator only includes usage of the STD leave type and no other leave types that may be used as part of the STD waiting period.

Payee Messages
Employee Exceeds STD Usage Limit of 125 Days.

Return from Leave:

The VSDP sick and VSDP personal leave entitlements do not accrue on January 10 (beginning of the leave year) if the employee has used STD in the December 24 pay period of the previous leave year in that same period. The AM Administrator must enter balance adjustments to grant appropriate entitlements in the leave period the employee returns from leave.



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

TA Long Term Disability (LTD)

LTD Event Entry:

LTD is not an available take on the Timesheet. If the employee is LTD – Working, work with the Supervisor, TL Employee Set up Administrator or TL Administrator to update the employee’s Work Schedule as appropriate.

Timesheet Entry:

If the employee is in an LTD-Working status, the Employee, Supervisor, Timekeeper, or TL Admin must enter productive and non-productive hours on the timesheet as applicable.

Timesheet

Prog Admin Manager!

Actions -

Employee ID [redacted]

Empl Record 0

Time Reporting Type Positive

Earliest Change Date 03/10/2025

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 06/09/2025 📅 ↻ Next Employee

Scheduled Hours 168.00 Reported Hours 40.00

From Monday 06/09/2025 to Sunday 06/15/2025 ⓘ

Mon 6/9	Tue 6/10	Wed 6/11	Thu 6/12	Fri 6/13	Sat 6/14	Sun 6/15	Total	Time Reporting Code
8.00	8.00		8.00	8.00			32.00	REG - Regular Hours
		8.00					8.00	VAC - Vacation

Save for Later
Submit

TA Workers' Compensation Leave (WCL/WCP/WCS)

WC Event Entry:

WCL/WCP/WCS are not available takes on the Timesheet; only an AM Administrator can enter and approve WCL/WCP/WCS for an employee. Entitlement balances do not need to be added prior to using these takes since these leave types do not carry balances.

Note: The AM Administrator should coordinate with the PY Administrator to ensure applicable reimbursements.

If the employee is on Workers' Comp and is not working, work with the TL Administrator to update the Work Schedule to standard M-F 5x8 schedule as needed to correctly calculate WC hours.

If the employee's Job Status is "Workers' Comp – Working", work with the Supervisor, TL Employee Set up Administrator or TL Administrator to update the employee's Work Schedule to be consistent with the employee's standard hours on job data.

When entering a WCL/WCP/WCS take, the Comments field on the Absence Event Input Details page can be used to record the Workers' Compensation Claim Number

Workers' Compensation Leave Types:

- WCI Workers' Comp (Day of Injury) – This type can be reported on the timesheet and is used to record any non-productive hours on the day of injury as a result of the injury
- WCL VSDP Work Comp Pay – Applicable to VSDP supplement if W/C does not provide a benefit equal to or greater than percentage of income replacement for the VSDP claim
- WCP Workers' Comp – Applicable to Workers' Comp benefit for employees in all absence eligibility groups
- WCS Work Comp Supplement – Applicable to employer-paid benefit for employees not covered by the VSDP plan



Supplemental Leave Entry:

If the WCL/WCP/WCS benefits do not cover 100% of the employee's current semi-monthly pay, the Workers' Compensation take can be entered with any other eligible take on the same day in order to substitute scheduled hours not covered by the WCL/WCP/WCS.

- CCL or OCL takes can be used for hours not covered by Workers' Compensation and are entered on the Timesheet.
- STL should be used for the unpaid time (instead of LNP) during the first 90 days of leave for employees in VSDP if the employee does not have sufficient balances in other leave types to cover the difference or chooses not to use Paid Leave. This will allow the employee to continue accruing VAC and SCK, if eligible, while on approved Workers' Compensation leave. Usage of LNP (Pay Docking) will prevent the accrual.

Absence Event Entry Forecast Messages

Employee ID [redacted] Empl Record 0 Name [redacted]
 From 03/01/2025 Through 06/06/2025 Refresh Forecast

Absence Events 1.2 of 2 View All

Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status
STL TAKE ELEM	Short Term Disability Pay Dock	06/06/2025	06/06/2025	1.60	Normal	<input type="checkbox"/>	06/06/2025	Details	Administrator Absence Event	Approved
WCL TAKE ELEM	VSDP Work Comp Pay	06/06/2025	06/06/2025	6.40	Normal	<input type="checkbox"/>	06/06/2025	Details	Administrator Absence Event	Approved

Save Return to Search Previous in List Next in List Notify Refresh

Concurrent Leave Entry:

- If the employee is FMLA eligible, concurrent absences must be entered for FML for tracking purposes. See [TA FML \(Family and Medical Leave\)](#) section for details on FML.

Absence Event Entry Forecast Messages

Employee ID [redacted] Empl Record 0 Name [redacted]
 From 03/11/2025 Through 06/06/2025 Refresh Forecast

Absence Events 1.3 of 3 View All

Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status
VAC TAKE ELEM	Vacation	09/02/2025	06/05/2025	1.60	Normal	<input type="checkbox"/>	09/02/2025	Details	Administrator Absence Event	Approved
WCL TAKE ELEM	VSDP Work Comp Pay	09/02/2025	06/06/2025	6.40	Normal	<input type="checkbox"/>	09/02/2025	Details	Administrator Absence Event	Approved
FML TAKE ELEM	Family and Medical Leave	09/02/2025	06/06/2025	8.00	Normal	<input type="checkbox"/>	09/02/2025	Details	Administrator Absence Event	Approved

Save Return to Search Notify Refresh



Timesheet Entry:

If the employee's Job Status is "WC Working", the Employee, Supervisor, Timekeeper, or TL Admin must enter productive and non-productive hours on the timesheet as applicable.

Timesheet

Employee ID [Redacted]
 Empl Record 0
 Time Reporting Type Positive
 Earliest Change Date 03/10/2025

Compliance/Safety Officer IV
 Actions ▾

Select Another Timesheet

*View By Week ▾ [Previous Week](#) [Next Week](#)
 *Date 06/02/2025 [Previous Employee](#) [Next Employee](#)
 Scheduled Hours 168.00 Reported Hours 40.00

From Monday 06/02/2025 to Sunday 06/08/2025 ⓘ

Mon 6/2	Tue 6/3	Wed 6/4	Thu 6/5	Fri 6/6	Sat 6/7	Sun 6/8	Total	Time Reporting Code
8.00	8.00			8.00			24.00	REG - Regular Hours ▾
		8.00	8.00				16.00	PER - VSDP Personal Leave

[Save for Later](#) [Submit](#)

WC Accumulators:

The following accumulators track **WCL/WCP/WCS** usage. Review the Results by Calendar Group and Calendar pages or query to review the accumulators.

Accumulators
<p>WCL/WCP/WCS TAKE BAL DAYS: Counts the consecutive days of WCL/WCP/WCS, including paid holidays and weekends, regardless of the number of partial hours entered each day. The accumulator is used for tracking purposes only and does not have an associated payee message.</p>
<p>WCL/WCP/WCS VAC ACR LMT AC: Counts the consecutive days of WCL/WCP/WCS including paid holidays and weekends, regardless of the number of partial hours entered each day. The accumulator only includes usage of the WCL/WCP/WCS leave type and no other leave types that may be used as part of the WCL/WCP/WCS waiting period.</p>



TA Parental Leave (PAR)

PAR Event Entry:

PAR takes can be entered on the timesheet in Employee Self-Service or by an AM Administrator on the Absence Event page. The AM Administrator must enter a balance adjustment to give a PAR entitlement along with the date of birth/placement in the period of birth/placement before the absence can be entered. Forecasting is required for PAR takes and the employee cannot submit requests for more hours than are available in their PAR entitlement balance. Unused PAR balances automatically expire in Cardinal six months after the date of birth/placement.

Determine whether the **PAR** event is intermittent or consecutive:

- If the PAR is intermittent:
 - The employee, timekeeper, or supervisor can enter PAR takes on the Timesheet
 - AM Administrators can enter and approve PAR takes on behalf of the employee on the Absence Event page
- If the PAR is consecutive:
 - The AM Administrator should enter the FML takes on the Absence Event page

Concurrent Leave Entry:

- If the employee is FMLA eligible, concurrent absences must be entered for FML for tracking purposes. See [TA FML \(Family and Medical Leave\)](#) section for details on FML.

*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status
FML TAKE ELEM	Family and Medical Leave	05/25/2025	06/09/2025	8.00	Normal	<input type="checkbox"/>	05/25/2025	Details	Administrator Absence Event	Approved
PAR TAKE ELEM	Parental Leave	05/25/2025	06/09/2025	8.00	Normal	<input type="checkbox"/>	05/25/2025	Details	Administrator Absence Event	Approved



Timesheet Entry:

- If the employee is working intermittently while on Parental Leave, the Employee, Supervisor, Timekeeper, or TL Admin must enter productive and other non-productive hours on the timesheet as applicable.

Timesheet

Employee ID [Redacted]
 Empl Record 0
 Time Reporting Type Positive
 Earliest Change Date 03/10/2025

Proq Admin Manager!
 Actions -

Select Another Timesheet

*View By: Week Previous Week Next Week

*Date: 06/23/2025 Scheduled Hours 168.00 Reported Hours 44.00

From Monday 06/23/2025 to Sunday 06/29/2025

Mon 6/23	Tue 6/24	Wed 6/25	Thu 6/26	Fri 6/27	Sat 6/28	Sun 6/29	Total	Time Reporting Code
8.00	8.00	8.00	4.00	8.00			36.00	REG - Regular Hours
			4.00				4.00	FML - Family Medical Leave
			4.00				4.00	PAR - Parental Leave

PAR Accumulators:

The following accumulators track PAR usage. Review the Results by Calendar Group and Calendar pages or query to review the accumulators.

Accumulators
PAR PRD ACUM_EXPR: The total PAR hours expired in the period.



TA Family and Medical Leave (FML)

FML Event Entry:

The Family and Medical Leave (FML) absence type is used for tracking purposes only. It does not generate earnings. Additionally, it is not loaded to Payroll or used in allocation distribution.

FML takes can be entered on the timesheet in Employee Self-Service or by an AM Administrator on the Absence Event page. The AM Administrator must enter a balance adjustment to give a FML entitlement before the absence can be entered. Forecasting is required for FML takes and the employee cannot submit requests for more hours than are available in their FML entitlement balance. FML balances carry forward into new leave years and unused hours do not automatically expire in Cardinal and should be zeroed out in the period the employee is no longer eligible.

Determine whether the FML event is intermittent or consecutive:

- If the FML is intermittent:
 - The employee, timekeeper, or supervisor can enter FML takes on the Timesheet
 - AM Administrators can enter and approve FML takes on behalf of the employee on the Absence Event page
- If the FML is consecutive:
 - The AM Administrator should enter and approve the FML takes on the Absence Event page

Concurrent Leave Entry:

- Whenever FML is entered, another leave take must be entered for hours equal to the FML hours entered. These other leave takes include SCK (Sick), VAC (Vacation), STL (Short Term Disability – Pay Dock), or LNP (Pay Docking) to indicate unpaid hours. Those takes can be entered with overlapping begin and end dates as needed. If FML is used concurrently with CCL (Compensatory Leave Taken) or OCL (Overtime Leave Taken), the CCL and/or OCL takes are entered on the Timesheet; CCL and OCL are not available on the Absence Event page.
- Review the FML Without Concurrent Absence Query to identify any missing concurrent absence events. V_TA_FML_CONCURRENT_ABS_AUDIT
- See other TA sections of this Job Aid for paid extended leave types that run concurrently with [Family Medical Leave](#).

*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status
VAC TAKE ELEM	Vacation	09/16/2025	09/20/2025		Normal	<input type="checkbox"/>	09/16/2025	Details	Administrator Absence Event	Approved
FML TAKE ELEM	Family and Medical Leave	09/16/2025	09/20/2025		Normal	<input type="checkbox"/>	09/16/2025	Details	Administrator Absence Event	Approved



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Timesheet Entry:

- If the employee is working intermittently while on Family Medical Leave, the Employee, Supervisor, Timekeeper, or TL Admin must enter productive and other non-productive hours on the timesheet as applicable.

Timesheet

Employee ID [Redacted]

Empl Record 0

Time Reporting Type Positive

Earliest Change Date 03/10/2025

Prog Admin Manager!

Actions -

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 06/23/2025 📅 ↺

Scheduled Hours 168.00 Reported Hours 44.00

From Monday 06/23/2025 to Sunday 06/29/2025 ⓘ

Mon 6/23	Tue 6/24	Wed 6/25	Thu 6/26	Fri 6/27	Sat 6/28	Sun 6/29	Total	Time Reporting Code
8.00	8.00	8.00	4.00	8.00			36.00	REG - Regular Hours
			4.00				4.00	FML - Family Medical Leave
			4.00				4.00	PAR - Parental Leave

Save for Later
Submit

TA Donated Leave

The AM Administrator should adjust balances following the **TA374 Managing Absence Balances** Job Aid (see Leave Donation Process and Returning Unused Leave Donation sections).

Balance adjustments and absence events will be processed by the Absence Calculation Process for tracking purposes.

The AM Administrator should enter and approve the Donated takes on the **Absence Event** page.



FML Accumulators and Payee Messages:

The following accumulators track FML usage and generate payee messages that serve as warnings when certain accumulator limits are reached. Review the Results by Calendar Group and Calendar pages or query to review the accumulators. Run the V_TA_PAYEE_MESSAGES query to review the payee message warnings for Paid Leave usage.

Accumulators
<p>FMLA EMP/FAM BAL: Includes all FML events with a reason of FMLA Employee or FMLA Family used in the leave year. A payee message generates when this accumulator either exceeds 480 hours in the leave year or exceeds the prorated amount for Part-Time employees based on their percentage of Full-Time employment</p>
<p>FMLA MILITARY BAL: Includes all FML events with a reason of FMLA Military or no reason used in the past rolling 12 months. A payee message generates when this accumulator exceeds 26 weeks (1040 hours) in the leave year (rolling 12 months) or exceeds the prorated amount for Part-Time employees based on their percentage of Full-Time employment. This accumulator automatically zeroes out at the beginning of the new leave year unless a consecutive FML event crosses over into the new leave year</p>
<p>FMLA ROLLOVER BAL: Includes all FML events used in the past rolling 12 months regardless of reason</p>
<p>SDP FMLA TAKE BAL: Includes all VSDP Sick Leave (SDP) events taken since a consecutive FML event began. A payee message generates when the employee exceeds 33% usage of their available SDP balance (based on the SDP balance available on the date the FML event began)</p>
<p>SCK FMLA TAKE BAL: Includes all Traditional Sick Leave (SCK) events taken since a consecutive FML event began. A payee message generates when the employee exceeds 33% usage of their available SCK balance (based on the SCK balance available on the date the FML event began)</p>

Payee Messages
Employee Exceeds FMLA Leave Year Limit of 480 Hours. Pay Period End Date: %1
Part Time Employee Exceeds FMLA Leave Year Limit. Pay Period End Date: %1
Employee Exceeds Military FMLA Limit of 1040 Hours. Pay Period End Date: %1
Part Time Employee Exceeds Military FMLA Limit. Pay Period End Date: %1
Employee Exceeds SDP Usage Limit of 33% During FMLA
Employee Exceeds SCK Usage Limit of 33% During FMLA

Processing Paid Leave Overview (PY Admin)

The Job Data **Payroll Status** is updated to **Leave with Pay** when the HR Administrator has placed an employee on a **Paid Leave of Absence**. A paysheet continues to process while in this status.

The Payroll Administrators will need to key SPOT transactions using the appropriate earnings code, ensuring the employee is paid correctly. The Payroll Administrator will review the employee's:

- Job Data
 - The effective date for when the employee went out on leave
 - Review the Turn Off Auto Pay field
 - Verify the Holiday Schedule was updated to HOLSTD
 - Review the employee's compensation
- Timesheet information
 - Work schedule
 - TRCs on Timesheet

The **Turn Off Auto Pay** field controls the job pay that is processed for an employee and is located on an employee's **Job Data** at the bottom of the **Work Location** tab. This field has the option to be set to "Yes" or "No".

Turn Off Auto Pay field is "Yes":

- The Job Data salary compensation **will not** process automatically.
- Additional pay(s) **will not** process automatically. This includes 'VRS' (VRS Contribution Base) and 'PRW' (Premium Reward).
- Updating the **Turn Off Auto Pay** field to "Yes" or "No" in the middle of the pay period **will not** prorate the employee's pay.
 - Paid Leave Start - If the Job Data effective date starts in the middle of the pay period, the salary (job) pay, and additional pay will be **turned off for the entire pay period** by the Pay Calculation process.
 - Return From Leave - If the Job Data effective date is in the middle of a pay period, the salary (job) pay, and additional pay will be **turned back on for the entire pay period** by the Pay Calculation process.
- Earnings SPOT transactions will include at a minimum
 - STD, WCL, WCP or WCS
 - RGS – for time worked or if supplementing with leave
 - VRS – to process Retirement Benefits
 - PRW (if applicable)

Turn Off Auto Pay field is **No**:

- The Job Data salary (job pay) compensation **will process** automatically.
- Additional pay(s) **will process** automatically. This includes 'VRS' (VRS Contribution Base) and 'PRW' (Premium Reward).
- SPOT transactions will include at a minimum
 - STD, WCL, WCP or WCS
 - RGS – Reduction of RGS, dependent on time worked or if supplementing leave



The Payroll Administrator will use the appropriate calculation spreadsheet, obtained from the DOA Payroll Operations Forms website, to determine the hourly rate and the number of hours for the pay period. This information is entered in SPOT for the employee to be paid accurately.

For details about entering transactions into SPOT, see the job aid titled **PY381 Using the Single-Use Payroll Online Tool**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

For details about reviewing employee paychecks, see the job aid titled **PY381 Overview of the Review Paycheck Page**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Note: The following earnings codes cannot be entered as a separate check using the begin and end date within the current period or it will cause an error. They are as follows:

- **LSH** – Leave Share
- **STD** – Short Term Disability
- **WCL** – VSDP Work Comp Pay
- **WCP** – Workers’ Comp
- **WCS** – Work Comp Supplement

Crosswalk between Short Term Disability and Workers’ Compensation

When entering Workers’ Compensation in SPOT, use the appropriate earnings code based on the type of Workers’ Comp that is applicable for the employee.

Account	Description	Taxability	CIPPS Code	VSDP Cardinal Earnings Code	Traditional
5011510	Worker's Compensation	NonTaxable	002	WCP	WCP
5011520	W/C Supplement	Taxable	063		WCS
5011530	VSDP - non-work related	Taxable	061	STD	
5011540	VSDP/WC - VSDP for work related	NonTaxable	062	WCL	

Short Term Disability Scenarios (PY Admin)

This section of the Job Aid covers Short Term Disability scenarios. There are two sections, one for when the **Turn Off Auto Pay** field is “Yes” and the second section for when the **Turn Off Auto Pay** field is set to “No”. The status of this field on the Work Location page in Job Data impacts what is entered into the Single-Use Payroll Online Tool (SPOT).

Each scenario contains an overview, followed by screenshots of the SPOT entry, sample of associated SPOT comments, and the **Review Paycheck** page, **Other Earnings** section after Payroll Calculation has run. Due to the decimal places, the rate of pay calculated may vary slightly.

IMPORTANT NOTE: The scenarios included in this section cover some of the more common examples of STD and WC and are not all inclusive. Individual cases will vary and may require additional transactions not shown here. Please refer to the CAPP Manual or SPO for guidance.

The **Table of Contents** section of this job aid provides the specific scenarios that will help provide guidance as to what needs to be entered in SPOT. It is recommended that reference is made to the specific scenario as applicable.

For details about entering transactions into SPOT, see the job aid titled **PY381 Using the Single-Use Payroll Online Tool**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

For details about reviewing employee paychecks, see the job aid titled **PY381 Overview of the Review Paycheck Page**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

PY Turn Off Auto Pay – Yes

Employee Goes out at the Beginning of the Pay Period – STD 100% (Turn Off Auto Pay- Yes)

- Effective Date of STD: 07/25/2024
- Job Data Semimonthly Compensation: \$2083.33
- Calculated Hourly Rate: \$21.701350
- VRS Contribution Base: \$2083.33
- Premium Reward (PRW): \$8.50
- Calculated Hours for the Period: 96 Hours

SPOT Transactions:

Status	Review Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt
1 OK			1		0		Leave W/Py	STD	VSDP Benefits	07/25/2024	08/09/2024
2 OK			2		0		Leave W/Py	VRS	VRS Contribution Base	07/25/2024	08/09/2024
3 OK			3		0		Leave W/Py	PRW	Premium Reward	07/25/2024	08/09/2024

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr		
1	Annualized			2083.33	Deduction		Deduction		0		+	-
1	Annualized			2083.33	Deduction		Deduction		0		+	-
1	Annualized			8.50	Deduction		Deduction		0		+	-

SPOT Comments:

SPOT Comments page x Help

Empl ID: [Redacted]

Empl Record: 0

Seq#: 1

Comment: Employee is on STD at 100% for the entire pay period (7/25-8/9/2024). Auto Pay is turned off.

SPOT Comments page x Help

Empl ID: [Redacted]

Empl Record: 0

Seq#: 2

Comment: Employee on STD at 100% for entire pay period (7/25-8/9/2024). Auto Pay is turned off. Adding VRS Contribution base at 100%.

SPOT Comments page x Help

Empl ID: [Redacted]

Empl Record: 0

Seq#: 3

Comment: Employee on STD at 100% effective 7/25-8/9/2024. Auto Pay is turned off. Adding PRW.

Note: If the employee does not have a Premium Reward on their **Additional Pay** page, do not enter it.



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Review Paycheck Page:

Paycheck Earnings
Paycheck Taxes
Paycheck Deductions

Empl ID [REDACTED] Name [REDACTED]
Company DLI Pay Group SM1 Pay Period End 08/09/2024 Page 1 Line 30 Separate Check

Paycheck Information

Paycheck Status Calculated Paycheck Option Check

Issue Date 08/16/2024 Paycheck Number

Off Cycle
 Reprint
 Adjustment
 Corrected
 Cashed

Paycheck Totals

Earnings	2,091.83
Taxes	395.35
Deductions	372.17
Net Pay	1,324.31

▼ Earnings
1 of 3
View All

Begin Date 07/25/2024 End Date 08/09/2024 Addl Line Nbr 3 Reason Not Specified

Other Earnings

Other Earnings Details 1
Other Earnings Details 2
||>

Code	Description	Rate Used	Hours	Rate	Amount	Source
PRW	Premium Reward	Hourly Rate			8.50	OP

▼ Earnings
2 of 3
View All

Begin Date 07/25/2024 End Date 08/09/2024 Addl Line Nbr 4 Reason Not Specified

Other Earnings

Other Earnings Details 1
Other Earnings Details 2
||>

Code	Description	Rate Used	Hours	Rate	Amount	Source
VRS	VRS Contribution Base	Hourly Rate			2,083.33	OP

▼ Earnings
3 of 3
View All

Begin Date 07/25/2024 End Date 08/09/2024 Addl Line Nbr 5 Reason Not Specified

Other Earnings

Other Earnings Details 1
Other Earnings Details 2
||>

Code	Description	Rate Used	Hours	Rate	Amount	Source
STD	VSDP Benefits	Hourly Rate			2,083.33	OP



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Employee Goes out in the Middle of the Pay Period – STD 100% (Turn Off Auto Pay - Yes)

- Effective Date: 08/01/2024
- Job Data Semimonthly Compensation: \$2083.33
- Calculated Hourly Rate: \$21.70135
- VRS Contribution Base (VRS): \$2083.33
- *Premium Reward (PRW): \$8.50
- Calculated Hours: 96 (40 hours worked 56 hours STD)

SPOT Transactions:

Status	Review Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt
1 OK			1		0		Leave W/Py	STD	VSDP Benefits	08/01/2024	08/09/2024
2 OK			2		0		Leave W/Py	VRS	VRS Contribution Base	07/25/2024	08/09/2024
3 OK			3		0		Leave W/Py	PRW	Premium Reward	07/25/2024	08/09/2024
4 OK			4		0		Leave W/Py	RGS	Regular Time - Salaried	07/25/2024	07/31/2024

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr		
1	Annualized			1215.28	Deduction		Deduction		0		+	-
1	Annualized			2083.33	Deduction		Deduction		0		+	-
1	Annualized			8.50	Deduction		Deduction		0		+	-
1	Annualized	40.00	21.701350	0.00	Deduction		Deduction		0		+	-

SPOT Comments:

SPOT Comments page

Empl ID: [Redacted]
 Empl Record: 0
 Seq#: 1
 Comment: Employee on STD at 100% for partial pay period effective 8/1 - 8/9/2024. Auto Pay is turned off.

OK Cancel

SPOT Comments page

Empl ID: [Redacted]
 Empl Record: 0
 Seq#: 2
 Comment: Employee on STD at 100% for partial pay period effective 8/1 - 8/9/2024. Auto Pay is turned off. Adding VRS Contribution base at 100%.

OK Cancel

SPOT Comments page

Empl ID: [Redacted]
 Empl Record: 0
 Seq#: 3
 Comment: Employee on STD at 100% for partial pay period effective 8/1 - 8/9/2024. Auto Pay is turned off. Adding PRW.

OK Cancel

SPOT Comments page

Empl ID: [Redacted]
 Empl Record: 0
 Seq#: 4
 Comment: Employee on STD at 100% for partial pay period effective 8/1 - 8/9/2024. Auto Pay is turned off. Adding RGS for 40 hours worked.

OK Cancel

Note: If the employee does not have a Premium Reward on their **Additional Pay** page, do not enter it.



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Review Paycheck Page:

Paycheck Earnings		Paycheck Taxes	Paycheck Deductions
Empl ID	Name	Company	DLI
Pay Group	SM1	Pay Period End	08/09/2024
Page	2	Line	21
Separate Check			
Paycheck Information		Paycheck Totals	
Paycheck Status	Calculated	Paycheck Option	Check
Issue Date	08/16/2024	Paycheck Number	
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected
		<input type="checkbox"/> Cashed	
Earnings	2,091.83	Taxes	325.88
Deductions	820.67	Net Pay	945.28

Earnings | 1 of 4 | View All

Begin Date 07/25/2024 | End Date 08/09/2024 | Addl Line Nbr 3 | Reason Not Specified

Other Earnings | 1-1 of 1 | View All

Other Earnings Details 1 | Other Earnings Details 2 | II>

Code	Description	Rate Used	Hours	Rate	Amount	Source
PRW	Premium Reward	Hourly Rate			8.50	OP

Earnings | 2 of 4 | View All

Begin Date 07/25/2024 | End Date 08/09/2024 | Addl Line Nbr 4 | Reason Not Specified

Other Earnings | 1-1 of 1 | View All

Other Earnings Details 1 | Other Earnings Details 2 | II>

Code	Description	Rate Used	Hours	Rate	Amount	Source
VRS	VRS Contribution Base	Hourly Rate			2,083.33	OP

Begin Date 08/01/2024 | End Date 08/09/2024 | Addl Line Nbr 5 | Reason Not Specified

Other Earnings | 1-1 of 1 | View All

Other Earnings Details 1 | Other Earnings Details 2 | II>

Code	Description	Rate Used	Hours	Rate	Amount	Source
STD	VSDP Benefits	Hourly Rate			1,215.28	OP

Earnings | 4 of 4 | View All

Begin Date 07/25/2024 | End Date 07/31/2024 | Addl Line Nbr 6 | Reason Not Specified

Other Earnings | 1-1 of 1 | View All

Other Earnings Details 1 | Other Earnings Details 2 | II>

Code	Description	Rate Used	Hours	Rate	Amount	Source
RGS	Regular Time - Salaried	Hourly Rate	40.00	21.701350	868.05	OP



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Employee Goes out at the beginning of the Pay Period– STD 80% (Turn Off Auto Pay - Yes)

- Effective Date: 07/25/2024
- Job Data Semimonthly Compensation: \$2083.33
- Calculated Hourly Rate: \$21.70135
- VRS Contribution Base (VRS): \$2083.33
- *Premium Reward (PRW): \$8.50
- Supplementing with leave: No
- Calculated Hours: 96 (76.80 STD)

SPOT Transactions:

Status	Review Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt
1 OK			1		0		Leave W/Py	STD	VSDP Benefits	07/25/2024	08/09/2024
2 OK			2		0		Leave W/Py	VRS	VRS Contribution Base	07/25/2024	08/09/2024
3 OK			3		0		Leave W/Py	PRW	Premium Reward	07/25/2024	08/09/2024

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr
1	Annualized			1666.66	Deduction		Deduction		0	
1	Annualized			2083.33	Deduction		Deduction		0	
1	Annualized			8.50	Deduction		Deduction		0	

SPOT Comments:

SPOT Comments page

Empl ID: [Redacted]

Empl Record: 0

Seq#: 1

Comment: Employee on STD at 80% for full pay period, 7/25-8/9/2024. Auto Pay is turned off. Entered 80% for STD.

OK Cancel

SPOT Comments page

Empl ID: [Redacted]

Empl Record: 0

Seq#: 2

Comment: Employee on STD at 80% for full pay period, 7/25-8/9/2024. Auto Pay is turned off. Adding VRS Contribution base at 100%.

OK Cancel

SPOT Comments page

Empl ID: [Redacted]

Empl Record: 0

Seq#: 3

Comment: Employee on STD at 80% for full pay period, 7/25-8/9/2024. Auto Pay is turned off. Adding PRW.

OK Cancel

Note: If the employee does not have a Premium Reward on their **Additional Pay** page, do not enter it.



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Review Paycheck Page:

Paycheck Earnings		Paycheck Taxes	Paycheck Deductions				
Empl ID	00306262400	Name	DOE, JOHN				
Company	DLI	Pay Group	SM1	Pay Period End	08/09/2024	Page	2
				Line	5	Separate Check	

Paycheck Information				Paycheck Totals			
Paycheck Status	Calculated	Paycheck Option	Check	Earnings	1,675.16		
Issue Date	08/16/2024	Paycheck Number		Taxes	175.80		
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected	Deductions	575.10		
			<input type="checkbox"/> Cashed	Net Pay	924.26		

Earnings							1 of 3	View All	
Begin Date	07/25/2024	End Date	08/09/2024	Add Line Nbr	3	Reason	Not Specified		
Other Earnings							1-1 of 1	View All	
Other Earnings Details 1		Other Earnings Details 2							
Code	Description	Rate Used	Hours	Rate	Amount	Source			
VRS	VRS Contribution Base	Hourly Rate			2,083.33	OP			

Earnings							2 of 3	View All	
Begin Date	07/25/2024	End Date	08/09/2024	Add Line Nbr	4	Reason	Not Specified		
Other Earnings							1-1 of 1	View All	
Other Earnings Details 1		Other Earnings Details 2							
Code	Description	Rate Used	Hours	Rate	Amount	Source			
STD	VSDP Benefits	Hourly Rate			1,666.66	OP			

Earnings							3 of 3	View All	
Begin Date	07/25/2024	End Date	08/09/2024	Add Line Nbr	5	Reason	Not Specified		
Other Earnings							1-1 of 1	View All	
Other Earnings Details 1		Other Earnings Details 2							
Code	Description	Rate Used	Hours	Rate	Amount	Source			
PRW	Premium Reward	Hourly Rate			8.50	OP			



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Employee goes out at the beginning of the Pay Period Supplementing with leave – STD 80% (Turn off Auto Pay - Yes)

- Effective Date: 07/25/2024
- Job Data Semimonthly Compensation: \$2083.33
- Calculated Hourly Rate: \$21.70135
- Calculated Hours: 96 (STD 76.80 and Supplemental Leave 19.20)
- VRS Contribution Base (VRS): \$2083.33
- *Premium Reward (PRW): \$8.50
- Supplementing with leave: Yes

SPOT Transactions:

Status	Review Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt
1 OK			1		0		Leave W/Py	STD	VSDP Benefits	07/25/2024	08/09/2024
2 OK			2		0		Leave W/Py	VRS	VRS Contribution Base	07/25/2024	08/09/2024
3 OK			3		0		Leave W/Py	PRW	Premium Reward	07/25/2024	08/09/2024
4			4		0		Leave W/Py	RGS	Regular Time - Salaried	07/25/2024	08/09/2024

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr
1	Annualized			1666.66	Deduction		Deduction		0	
1	Annualized			2083.33	Deduction		Deduction		0	
1	Annualized			8.50	Deduction		Deduction		0	
1	Annualized	19.20	21.701350	0.00	Deduction		Deduction		0	

SPOT Comments:

SPOT Comments page

Empl ID: [Redacted]
 Empl Record: 0
 Seq#: 1
 Comment: Employee on STD at 80% for full pay period, 7/25-8/9/2024. Auto Pay is turned off. Entered 80% for STD.

OK Cancel

SPOT Comments page

Empl ID: [Redacted]
 Empl Record: 0
 Seq#: 2
 Comment: Employee on STD at 80% for full pay period, 7/25-8/9/2024. Auto Pay is turned off. Adding VRS Contribution base at 100%.

OK Cancel

SPOT Comments page

Empl ID: [Redacted]
 Empl Record: 0
 Seq#: 3
 Comment: Employee on STD at 80% for full pay period, 7/25-8/9/2024. Auto Pay is turned off. Adding PRW.

OK Cancel

SPOT Comments page

Empl ID: [Redacted]
 Empl Record: 0
 Seq#: 4
 Comment: Employee on STD at 80% for full pay period, 7/25-8/9/2024. Auto Pay is turned off. Supplementing with leave for 19.20 hours for full pay period. Added RGS to cover supplement.

OK Cancel

Note: If the employee does not have a Premium Reward on their **Additional Pay** page, do not enter it.



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Review Paycheck Page:

Paycheck Earnings		Paycheck Taxes	Paycheck Deductions
Empl ID	██████████	Name	██████████
Company	DLI	Pay Group	SM1
Pay Period End	08/09/2024	Page	2
Line	6	Separate Check	
Paycheck Information			
Paycheck Status	Calculated	Paycheck Option	Check
Issue Date	08/16/2024	Paycheck Number	
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected
	<input type="checkbox"/> Cashed		
Paycheck Totals		Earnings	2,091.83
	Taxes	282.22	
	Deductions	1,268.17	
	Net Pay	541.44	

Earnings							
Begin Date	07/25/2024	End Date	08/09/2024	Addl Line Nbr	3	Reason	Not Specified
Other Earnings							
Other Earnings Details 1 Other Earnings Details 2							
Code	Description	Rate Used	Hours	Rate	Amount	Source	
STD	VSDP Benefits	Hourly Rate			1,666.66	OP	

Earnings							
Begin Date	07/25/2024	End Date	08/09/2024	Addl Line Nbr	5	Reason	Not Specified
Other Earnings							
Other Earnings Details 1 Other Earnings Details 2							
Code	Description	Rate Used	Hours	Rate	Amount	Source	
VRS	VRS Contribution Base	Hourly Rate			2,083.33	OP	

Earnings							
Begin Date	07/25/2024	End Date	08/09/2024	Addl Line Nbr	6	Reason	Not Specified
Other Earnings							
Other Earnings Details 1 Other Earnings Details 2							
Code	Description	Rate Used	Hours	Rate	Amount	Source	
PRW	Premium Reward	Hourly Rate			8.50	OP	

Earnings							
Begin Date	07/25/2024	End Date	08/09/2024	Addl Line Nbr	8	Reason	Not Specified
Other Earnings							
Other Earnings Details 1 Other Earnings Details 2							
Code	Description	Rate Used	Hours	Rate	Amount	Source	
RGS	Regular Time - Salaried	Hourly Rate	19.20	21.701350	416.67	OP	



PY Turn Off Auto Pay – No

This section contains examples of Short-Term Disability (STD) when the **Turn Off Auto Pay** field is set to “No” on the employee’s Job Data page.

Employee goes out at the beginning of the Pay Period - STD 100% (Turn Off Auto Pay - No)

- Effective Date: 07/25/2024
- Job Data Semimonthly Compensation: \$2083.33
- Calculated Hourly Rate: \$21.701350
- VRS Contribution Base (VRS): \$2083.33
- *Premium Reward (PRW): \$8.50
- Calculated Hours: 96

SPOT Transactions:

Status	Review Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt
1			1		0		Leave W/Py	STD	VSDP Benefits	07/25/2024	08/09/2024
2			2		0		Leave W/Py	RGS	Regular Time - Salaried	07/25/2024	08/09/2024

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subst ID	Genl Ded Taken	Genl Ded Subst	Sepchk #	Addl Seq Nbr
1	Annualized			2083.33	Deduction		Deduction		0	
1	Annualized	-96	21.701350	0.00	Deduction		Deduction		0	

SPOT Comments:

SPOT Comments page x

[Help](#)

Empl ID: [Redacted]

Empl Record: 0

Seq#: 1

Comment: Employee on STD at 100% for full pay period, 7/25-8/9/2024. Auto Pay is turned on. Entered 100% for STD.

SPOT Comments page x

[Help](#)

Empl ID: [Redacted]

Empl Record: 0

Seq#: 2

Comment: Employee on STD at 100% for the full pay period 7/25-8/9/2024. Auto pay is turned on, so reducing the 96 RGS hours for the full pay period.



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Review Paycheck Page:

Paycheck Earnings		Paycheck Taxes	Paycheck Deductions
Empl ID		Name	
Company	DLI	Pay Group	SM1
Pay Period End		08/09/2024	Page 2
		Line	8
			Separate Check
Paycheck Information		Paycheck Totals	
Paycheck Status	Calculated	Paycheck Option	Check
Issue Date	08/16/2024	Paycheck Number	
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected
		<input type="checkbox"/> Cashed	
		Earnings	2,091.83
		Taxes	420.23
		Deductions	232.17
		Net Pay	1,439.43

Earnings						
Begin Date		08/03/2024	End Date		08/09/2024	Addl Line Nbr
						Reason
						Not Specified
Other Earnings						
Other Earnings Details 1						
Code	Description	Rate Used	Hours	Rate	Amount	Source
PRW	Premium Reward	Hourly Rate			3.54	
VRS	VRS Contribution Base	Hourly Rate			868.06	

Earnings						
Begin Date		07/25/2024	End Date		07/26/2024	Addl Line Nbr
						Reason
						Not Specified
Other Earnings						
Other Earnings Details 1						
Code	Description	Rate Used	Hours	Rate	Amount	Source
PRW	Premium Reward	Hourly Rate			1.42	
VRS	VRS Contribution Base	Hourly Rate			347.22	



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Earnings [Search] [Navigation] 4 of 5 [View All]

Begin Date 07/25/2024 End Date 08/09/2024 Addl Line Nbr 3 Reason Not Specified

Other Earnings [Search] [Navigation] 1-1 of 1 [View All]

Other Earnings Details 1 | Other Earnings Details 2 | [More]

Code	Description	Rate Used	Hours	Rate	Amount	Source
RGS	Regular Time - Salaried	Hourly Rate	-96.00	21.701350	-2,083.33	OP

Earnings [Search] [Navigation] 5 of 5 [View All]

Begin Date 07/25/2024 End Date 08/09/2024 Addl Line Nbr 4 Reason Not Specified

Other Earnings [Search] [Navigation] 1-1 of 1 [View All]

Other Earnings Details 1 | Other Earnings Details 2 | [More]

Code	Description	Rate Used	Hours	Rate	Amount	Source
STD	VSDP Benefits	Hourly Rate			2,083.33	OP



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Employee goes out in the Middle of the Pay Period – STD 100% (Turn Off Auto Pay - No)

- Effective Date: 08/01/2024
- Job Data Semimonthly Compensation: \$2083.33
- Calculated Hourly Rate: \$21.70135
- VRS Contribution Base (VRS): \$2083.33
- *Premium Reward (PRW): \$8.50
- Calculated Hours: 96 (STD- 56 hours and Hours worked – 40 hours)

SPOT Transactions:

Status	Review Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt
1 OK			1		0		Leave W/Py	STD	VSDP Benefits	08/01/2024	08/09/2024
2 OK			2		0		Leave W/Py	RGS	Regular Time - Salaried	08/01/2024	08/09/2024

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr
1	Annualized			1215.38	Deduction		Deduction		0	
1	Annualized	-56.00	21.701350	0.00	Deduction		Deduction		0	

SPOT Comments:

SPOT Comments page x

[Help](#)

Empl ID: [Redacted]

Empl Record: 0

Seq#: 1

Comment: Employee on STD at 100% for partial pay period effective 8/1-8/9/2024. Auto Pay is turned on. Entered STD for 56 hours for partial pay period.

SPOT Comments page x

[Help](#)

Empl ID: [Redacted]

Empl Record: 0

Seq#: 2

Comment: Employee on STD at 100% for partial pay period effective 8/1-8/9/2024. Auto Pay is turned on, so reducing the 56 RGS hours for the partial pay period.



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Review Paycheck Page:

Paycheck Earnings		Paycheck Taxes	Paycheck Deductions
Empl ID	██████████	Name	██████████
Company	DLI	Pay Group	SM1
Pay Period End	08/09/2024	Page	2
Line	9	Separate Check	

Paycheck Information

Paycheck Status	Calculated	Paycheck Option	Check
Issue Date	08/16/2024	Paycheck Number	
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected
		<input type="checkbox"/> Cashed	

Paycheck Totals

Earnings	2,091.93
Taxes	373.11
Deductions	322.10
Net Pay	1,396.72

Earnings							
Begin Date		07/27/2024	End Date		08/02/2024	Addl Line Nbr	1
Empl Record		0	Benefit Record		0	Reason	Not Specified
Additional Data							
Other Earnings							
Other Earnings Details 1		Other Earnings Details 2					
Code	Description	Rate Used	Hours	Rate	Amount	Source	
PRW	Premium Reward	Hourly Rate			3.54		
VRS	VRS Contribution Base	Hourly Rate			868.05		

Earnings							
Begin Date		07/25/2024	End Date		07/26/2024	Addl Line Nbr	2
Empl Record			Benefit Record			Reason	Not Specified
Additional Data							
Other Earnings							
Other Earnings Details 1		Other Earnings Details 2					
Code	Description	Rate Used	Hours	Rate	Amount	Source	
PRW	Premium Reward	Hourly Rate			1.42		
VRS	VRS Contribution Base	Hourly Rate			347.22		



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Earnings [Search] [Navigation] 4 of 5 [View All]

Begin Date 07/25/2024 End Date 08/09/2024 Addl Line Nbr 3 Reason Not Specified

Other Earnings [Search] [Navigation] 1-1 of 1 [View All]

Other Earnings Details 1 | Other Earnings Details 2 | [Next]

Code	Description	Rate Used	Hours	Rate	Amount	Source
RGS	Regular Time - Salaried	Hourly Rate	-96.00	21.701350	-2,083.33	OP

Earnings [Search] [Navigation] 5 of 5 [View All]

Begin Date 07/25/2024 End Date 08/09/2024 Addl Line Nbr 4 Reason Not Specified

Other Earnings [Search] [Navigation] 1-1 of 1 [View All]

Other Earnings Details 1 | Other Earnings Details 2 | [Next]

Code	Description	Rate Used	Hours	Rate	Amount	Source
STD	VSDP Benefits	Hourly Rate			2,083.33	OP



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Beginning of the Pay Period - not supplementing with leave – STD 80% (Turn Off Auto Pay - No)

- Effective Date: 07/25/2024
- Job Data Semimonthly Compensation: \$2083.33
- Calculated Hourly Rate: \$21.70135
- VRS Contribution Base (VRS): \$2083.33
- *Premium Reward (PRW): \$8.50
- Calculated Hours: 96 (STD- 56 hours)

SPOT Transactions:

Status	Review Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt
1 OK			1	[Redacted]	0	[Redacted]	Leave W/Py	STD	VSDP Benefits	07/25/2024	08/09/2024
2 OK			2	[Redacted]	0	[Redacted]	Leave W/Py	RGS	Regular Time - Salaried	07/25/2024	08/09/2024

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr
1	Annualized			1666.66	Deduction		Deduction		0	
1	Annualized	-96.00	21.701350	0.00	Deduction		Deduction		0	

SPOT Comments:

SPOT Comments page x

[Help](#)

Empl ID: [Redacted]

Empl Record: 0

Seq#: 1

Comment: Employee on STD at 80% for full pay period 7/25-8/9/2024. Auto Pay is turned on. Entered STD at 80%.

SPOT Comments page x

[Help](#)

Empl ID: [Redacted]

Empl Record: 0

Seq#: 2

Comment: Employee on STD at 80% for full pay period effective 7/25-8/9/2024. Auto Pay is turned on and the employee is not supplementing with leave. Reducing the 96 RGS hours for the full pay period.



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Review Paycheck Page:

Paycheck Earnings		Paycheck Taxes	Paycheck Deductions
Empl ID 	Name 		
Company DLI	Pay Group SM1	Pay Period End 08/09/2024	Page 2 Line 10 Separate Check

Paycheck Information

Paycheck Status Calculated	Paycheck Option Check
Issue Date 08/16/2024	Paycheck Number
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint
<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected
<input type="checkbox"/> Cashed	

Paycheck Totals

Earnings	1,675.16
Taxes	223.93
Deductions	336.67
Net Pay	1,114.56

Earnings 1 of 5													
Begin Date 08/03/2024	End Date 08/09/2024	Addl Line Nbr	Reason Not Specified										
Other Earnings													
<table style="width: 100%; border: 1px solid #ccc;"> <tr> <td style="width: 10%;"><input type="checkbox"/></td> <td style="width: 10%;"><input type="checkbox"/></td> <td style="width: 50%;"></td> <td style="width: 10%; text-align: right;">1-2 of 2</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: right;">View All</td> </tr> </table>							<input type="checkbox"/>	<input type="checkbox"/>		1-2 of 2			View All
<input type="checkbox"/>	<input type="checkbox"/>		1-2 of 2			View All							
<table style="width: 100%; border: 1px solid #ccc;"> <tr> <td style="width: 25%; background-color: #e0e0e0; padding: 2px;">Other Earnings Details 1</td> <td style="width: 75%; padding: 2px;">Other Earnings Details 2</td> </tr> </table>							Other Earnings Details 1	Other Earnings Details 2					
Other Earnings Details 1	Other Earnings Details 2												
Code	Description	Rate Used	Hours	Rate	Amount	Source							
PRW	Premium Reward	Hourly Rate			3.54								
VRS	VRS Contribution Base	Hourly Rate			868.06								

Earnings 2 of 5													
Begin Date 07/27/2024	End Date 08/02/2024	Addl Line Nbr 1	Reason Not Specified										
Other Earnings													
<table style="width: 100%; border: 1px solid #ccc;"> <tr> <td style="width: 10%;"><input type="checkbox"/></td> <td style="width: 10%;"><input type="checkbox"/></td> <td style="width: 50%;"></td> <td style="width: 10%; text-align: right;">1-2 of 2</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: right;">View All</td> </tr> </table>							<input type="checkbox"/>	<input type="checkbox"/>		1-2 of 2			View All
<input type="checkbox"/>	<input type="checkbox"/>		1-2 of 2			View All							
<table style="width: 100%; border: 1px solid #ccc;"> <tr> <td style="width: 25%; background-color: #e0e0e0; padding: 2px;">Other Earnings Details 1</td> <td style="width: 75%; padding: 2px;">Other Earnings Details 2</td> </tr> </table>							Other Earnings Details 1	Other Earnings Details 2					
Other Earnings Details 1	Other Earnings Details 2												
Code	Description	Rate Used	Hours	Rate	Amount	Source							
PRW	Premium Reward	Hourly Rate			3.54								
VRS	VRS Contribution Base	Hourly Rate			868.05								

Earnings 3 of 5													
Begin Date 07/25/2024	End Date 07/26/2024	Addl Line Nbr 2	Reason Not Specified										
Other Earnings													
<table style="width: 100%; border: 1px solid #ccc;"> <tr> <td style="width: 10%;"><input type="checkbox"/></td> <td style="width: 10%;"><input type="checkbox"/></td> <td style="width: 50%;"></td> <td style="width: 10%; text-align: right;">1-2 of 2</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: right;">View All</td> </tr> </table>							<input type="checkbox"/>	<input type="checkbox"/>		1-2 of 2			View All
<input type="checkbox"/>	<input type="checkbox"/>		1-2 of 2			View All							
<table style="width: 100%; border: 1px solid #ccc;"> <tr> <td style="width: 25%; background-color: #e0e0e0; padding: 2px;">Other Earnings Details 1</td> <td style="width: 75%; padding: 2px;">Other Earnings Details 2</td> </tr> </table>							Other Earnings Details 1	Other Earnings Details 2					
Other Earnings Details 1	Other Earnings Details 2												
Code	Description	Rate Used	Hours	Rate	Amount	Source							
PRW	Premium Reward	Hourly Rate			1.42								
VRS	VRS Contribution Base	Hourly Rate			347.22								



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Earnings [Search] [Navigation] 4 of 5 [View All]

Begin Date 07/25/2024 End Date 08/09/2024 Addl Line Nbr 3 Reason Not Specified

Other Earnings [Search] [Navigation] 1-1 of 1 [View All]

Other Earnings Details 1 | Other Earnings Details 2 | [Next]

Code	Description	Rate Used	Hours	Rate	Amount	Source
RGS	Regular Time - Salaried	Hourly Rate	-96.00	21.701350	-2,083.33	OP

Earnings [Search] [Navigation] 5 of 5 [View All]

Begin Date 07/25/2024 End Date 08/09/2024 Addl Line Nbr 4 Reason Not Specified

Other Earnings [Search] [Navigation] 1-1 of 1 [View All]

Other Earnings Details 1 | Other Earnings Details 2 | [Next]

Code	Description	Rate Used	Hours	Rate	Amount	Source
STD	VSDP Benefits	Hourly Rate			1,666.66	OP



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Beginning of the Pay Period- supplementing with leave – STD 80% (Turn Off Auto Pay - No)

- Effective Date: 07/25/2024
- Job Data Semimonthly Compensation: \$2083.33
- Calculated Hourly Rate: \$21.70135
- VRS Contribution Base (VRS): \$2083.33
- *Premium Reward (PRW): \$8.50
- Calculated Hours: 96 (STD – 76.80 Supplementing Hours -19.20)

SPOT Transactions:

Status	Review Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt
1 OK			1	[Redacted]	0	[Redacted]	Leave W/Py	STD	VSDP Benefits	07/25/2024	08/09/2024
2 OK			2	[Redacted]	0	[Redacted]	Leave W/Py	RGS	Regular Time - Salaried	07/25/2024	08/09/2024

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr
1	Annualized			1666.66	Deduction		Deduction		0	
1	Annualized	-76.80	21.701350	0.00	Deduction		Deduction		0	

SPOT Comments:

SPOT Comments page x

[Help](#)

Empl ID [Redacted]

Empl Record 0

Seq# 1

Comment
Employee on STD at 80% for full pay period 7/25-8/9/2024. Auto Pay is turned on. Entered STD at 80%.

SPOT Comments page x

[Help](#)

Empl ID [Redacted]

Empl Record 0

Seq# 2

Comment
Employee on STD at 80% for full pay period effective 7/25-8/9/2024. Auto Pay is turned on and the employee is supplementing with leave. Reducing the 76.80 RGS hours for the pay period.



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Review Paycheck Page:

Paycheck Earnings		Paycheck Taxes	Paycheck Deductions
Empl ID	Name		
Company	DLI	Pay Group	SM1
Pay Period End		08/09/2024	Page 2
Line		12	Separate Check
Paycheck Information		Paycheck Totals	
Paycheck Status	Calculated	Paycheck Option	Check
Issue Date	08/16/2024	Paycheck Number	
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected
		<input type="checkbox"/> Cashed	
		Earnings	2,091.83
		Taxes	291.74
		Deductions	577.07
		Net Pay	1,223.02

Earnings						
Begin Date		08/03/2024	End Date		08/09/2024	Addl Line Nbr
						Reason
						Not Specified
Other Earnings						
Other Earnings Details 1		Other Earnings Details 2				
Code	Description	Rate Used	Hours	Rate	Amount	Source
PRW	Premium Reward	Hourly Rate			3.54	
VRS	VRS Contribution Base	Hourly Rate			868.06	

Earnings						
Begin Date		07/27/2024	End Date		08/02/2024	Addl Line Nbr
						Reason
						Not Specified
Other Earnings						
Other Earnings Details 1		Other Earnings Details 2				
Code	Description	Rate Used	Hours	Rate	Amount	Source
PRW	Premium Reward	Hourly Rate			3.54	
VRS	VRS Contribution Base	Hourly Rate			868.05	



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Earnings [Search] [Navigation] 3 of 5 [View All]

Begin Date 07/25/2024 End Date 07/26/2024 Addl Line Nbr 2 Reason Not Specified

Other Earnings [Search] [Navigation] 1-2 of 2 [View All]

Other Earnings Details 1 | Other Earnings Details 2 | [Next]

Code	Description	Rate Used	Hours	Rate	Amount	Source
PRW	Premium Reward	Hourly Rate			1.42	
VRS	VRS Contribution Base	Hourly Rate			347.22	

Earnings [Search] [Navigation] 5 of 5 [View All]

Begin Date 07/25/2024 End Date 08/09/2024 Addl Line Nbr 4 Reason Not Specified

Other Earnings [Search] [Navigation] 1-1 of 1 [View All]

Other Earnings Details 1 | Other Earnings Details 2 | [Next]

Code	Description	Rate Used	Hours	Rate	Amount	Source
STD	VSDP Benefits	Hourly Rate			1,666.66	OP

Earnings [Search] [Navigation] 4 of 5 [View All]

Begin Date 07/25/2024 End Date 08/09/2024 Addl Line Nbr 3 Reason Not Specified

Other Earnings [Search] [Navigation] 1-1 of 1 [View All]

Other Earnings Details 1 | Other Earnings Details 2 | [Next]

Code	Description	Rate Used	Hours	Rate	Amount	Source
RGS	Regular Time - Salaried	Hourly Rate	-76.80	21.701350	-1,666.66	OP



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Returning from STD at 80% in the Middle of the Pay Period - supplementing with leave (Turn Off Auto Pay - No)

- Effective Date (returned from STD): 08/01/2024
- Job Data Semimonthly Compensation: \$2083.33
- Calculated Hourly Rate: \$21.701350
- VRS Contribution Base (VRS): \$2083.33
- *Premium Reward (PRW): \$8.50
- Supplemented 20% with leave
- Calculated Hours: 96 (STD – 32 hours, Supplementing leave hours 8, Hours worked – 56 hours)

SPOT Transactions:

Status	Review Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt
1 OK			1	[Redacted]	0	[Redacted]	Leave W/Py	STD	VSDP Benefits	07/25/2024	07/31/2024
2 OK			2	[Redacted]	0	[Redacted]	Leave W/Py	RGS	Regular Time - Salaried	07/25/2024	07/31/2024

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr
1	Annualized			694.44	Deduction		Deduction		0	
1	Annualized	-32.00	21.701350	0.00	Deduction		Deduction		0	

SPOT Comments:

SPOT Comments page

[Help](#)

Empl ID: [Redacted]

Empl Record: 0

Seq#: 1

Comment: Employee on returned from STD at 80% effective 8/1/2024. Auto Pay is turned on. Entered STD at 80% for partial pay period 7/25 - 7/31/2024.

SPOT Comments page

[Help](#)

Empl ID: [Redacted]

Empl Record: 0

Seq#: 2

Comment: Employee returned from STD at 80% effective 8/1/2024. Auto Pay is turned on and the employee supplemented with leave for 8 hours. Reducing the 32 RGS hours for the partial pay period from 7/25-7/31/2024.



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Review Paycheck Page:

Paycheck Earnings		Paycheck Taxes	Paycheck Deductions
Empl ID	██████████	Name	██████████
Company	DLI	Pay Group	SM1
Pay Period End	08/09/2024	Page	2
Line	13	Separate Check	

Paycheck Information		Paycheck Totals	
Paycheck Status	Calculated	Paycheck Option	Check
Issue Date	08/16/2024	Paycheck Number	
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected
		<input type="checkbox"/> Cashed	

Earnings	2,091.83
Taxes	200.88
Deductions	372.59
Net Pay	1,518.36

Earnings							1 of 5	View All
Begin Date	08/03/2024	End Date	08/09/2024	Addl Line Nbr		Reason	Not Specified	
Other Earnings							1-2 of 2	View All
Other Earnings Details 1								
Code	Description	Rate Used	Hours	Rate	Amount	Source		
PRW	Premium Reward	Hourly Rate			3.54			
VRS	VRS Contribution Base	Hourly Rate			868.06			

Earnings							2 of 5	View All
Begin Date	07/27/2024	End Date	08/02/2024	Addl Line Nbr	1	Reason	Not Specified	
Other Earnings							1-2 of 2	View All
Other Earnings Details 1								
Code	Description	Rate Used	Hours	Rate	Amount	Source		
PRW	Premium Reward	Hourly Rate			3.54			
VRS	VRS Contribution Base	Hourly Rate			868.05			



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Earnings [Search] [Navigation] 3 of 5 [View All]

Begin Date 07/25/2024 End Date 07/26/2024 Addl Line Nbr 2 Reason Not Specified

Other Earnings [Search] [Navigation] 1-2 of 2 [View All]

Other Earnings Details 1 | Other Earnings Details 2 | [More]

Code	Description	Rate Used	Hours	Rate	Amount	Source
PRW	Premium Reward	Hourly Rate			1.42	
VRS	VRS Contribution Base	Hourly Rate			347.22	

Earnings [Search] [Navigation] 5 of 5 [View All]

Begin Date 07/25/2024 End Date 07/31/2024 Addl Line Nbr 4 Reason Not Specified

Other Earnings [Search] [Navigation] 1-1 of 1 [View All]

Other Earnings Details 1 | Other Earnings Details 2 | [More]

Code	Description	Rate Used	Hours	Rate	Amount	Source
STD	VSDP Benefits	Hourly Rate			694.44	OP

Earnings [Search] [Navigation] 4 of 5 [View All]

Begin Date 07/25/2024 End Date 07/31/2024 Addl Line Nbr 3 Reason Not Specified

Other Earnings [Search] [Navigation] 1-1 of 1 [View All]

Other Earnings Details 1 | Other Earnings Details 2 | [More]

Code	Description	Rate Used	Hours	Rate	Amount	Source
RGS	Regular Time - Salaried	Hourly Rate	-32.00	21.701350	-694.44	OP



Workers' Compensation Scenarios (PY Admin)

Employees injured during employment are eligible for benefits under Virginia's Workers' Compensation Act if the injury is deemed compensable.

This section of the Job Aid will focus on scenarios as it relates to Workers' Compensation for Non VSDP (Workers' Comp – Traditional) and VSDP (Workers' Comp).

Non-VSDP / Traditional: Day 8 – 92 (Turn off Auto Pay – Yes)

- Pay Period: 7/25 - 8/9/2024
- Semimonthly pay: \$2083.33
- Approved and calculated amount for Workers Comp (WCP): \$1382.12
- Calculated amount for Workers Comp Supplement (WCS): \$701.21
- Premium Rewards (PRW) - \$8.50

Note: Some scenarios may require VRS Contribution Base to be included in the transaction along with an additional SPOT batch for applicable deductions.

SPOT Transactions:

Status	Review Status	Comments	Seq#	Empl ID	Empl Recd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt
1 OK	Approved		1		0		Leave W/Py	WCP	Workers Comp	07/25/2024	08/09/2024
2 OK	Approved		2		0		Leave W/Py	WCS	Workers Comp Supplement	07/25/2024	08/09/2024
3 OK	Approved		3		0		Leave W/Py	PRW	Premium Reward	07/25/2024	08/09/2024

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr
1	Annualized			1382.12	Deduction		Deduction		0	
1	Annualized			701.21	Deduction		Deduction		0	
1	Annualized			8.50	Deduction		Deduction		0	

SPOT Comments:

SPOT Comments page x

[Help](#)

Empl ID

Empl Record 0

Seq# 1

Comment

Employee is on Non VSDP WC w/approved and calculated amount of \$1382.12

SPOT Comments page x

[Help](#)

Empl ID

Empl Record 0

Seq# 2

Comment

Employee is on Non VSDP WC and receiving WC Supplement of \$701.21

SPOT Comments page x

[Help](#)

Empl ID

Empl Record 0

Seq# 3

Comment

Employee is on Non VSDP WC. Auto Pay is turned off. Processing PRW of \$8.50



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Review Paycheck Page:

Paycheck Earnings		Paycheck Taxes	Paycheck Deductions
Empl ID	Name		
Company	DLI	Pay Group	SM1
Pay Period End	08/09/2024	Page	2
Line	17	Separate Check	

Paycheck Information		Paycheck Totals	
Paycheck Status	Calculated	Paycheck Option	Check
Issue Date	08/16/2024	Paycheck Number	
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected
		<input type="checkbox"/> Cashed	

Earnings	2,091.83
Taxes	145.34
Deductions	89.15
Net Pay	1,857.34

Earnings							1 of 3	View All
Begin Date	07/25/2024	End Date	08/09/2024	Add Line Nbr	3	Reason	Not Specified	
Other Earnings								
Other Earnings Details 1 Other Earnings Details 2								
Code	Description	Rate Used	Hours	Rate	Amount	Source		
PRW	Premium Reward	Hourly Rate			8.50	OP		

Earnings							2 of 3	View All
Begin Date	07/25/2024	End Date	08/09/2024	Add Line Nbr	4	Reason	Not Specified	
Other Earnings								
Other Earnings Details 1 Other Earnings Details 2								
Code	Description	Rate Used	Hours	Rate	Amount	Source		
WCS	Workers Comp Supplement	Hourly Rate			701.21	OP		

Earnings							3 of 3	View All
Begin Date	07/25/2024	End Date	08/09/2024	Add Line Nbr	5	Reason	Not Specified	
Other Earnings								
Other Earnings Details 1 Other Earnings Details 2								
Code	Description	Rate Used	Hours	Rate	Amount	Source		
WCP	Workers Comp	Hourly Rate			1,382.12	OP		



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Non-VSDP / Traditional: Day 8 – 92 – (Turn Off Auto Pay – No)

- Pay Period: 7/25 - 8/9/2024
- Semimonthly pay: \$2083.33
- Approved and calculated amount for workers comp (WCP): \$1382.12
- Calculated amount for workers comp supplement (WCS): \$701.21
- Remove full amount of semimonthly pay (RGS): \$2083.33
- Remove VRS Contribution base: \$2083.33
- Premium Rewards (PRW) processes automatically since **Turn Off Auto Pay** is “No”: \$8.50

Note: Some scenarios may require VRS Contribution Base to be included in the transaction along with an additional SPOT batch for applicable deductions.

Status	Review Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt
1 OK	Approved		1		0		Leave W/Py	WCP	Workers Comp	07/25/2024	08/09/2024
2 OK	Approved		2		0		Leave W/Py	WCS	Workers Comp Supplement	07/25/2024	08/09/2024
3 OK	Approved		3		0		Leave W/Py	RGS	Regular Time - Salaried	07/25/2024	08/09/2024
4 OK	Approved		4		0		Leave W/Py	VRS	VRS Contribution Base	07/25/2024	08/09/2024

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr
1	Annualized			1382.12	Deduction		Deduction		0	
1	Annualized			701.21	Deduction		Deduction		0	
1	Annualized	-96	21.750350	0.00	Deduction		Deduction		0	
1	Annualized			-2083.33	Deduction		Deduction		0	



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

SPOT Comments:

SPOT Comments page [x] [Help](#)

Empl ID
Empl Record 0
Seq# 1
Comment
Employee is on Non VSDP WC w/approved and calculated amount of \$1382.12

SPOT Comments page [x] [Help](#)

Empl ID
Empl Record 0
Seq# 2
Comment
Employee is on Non VSDP WC and receiving WC Supplement of \$701.21

SPOT Comments page [x] [Help](#)

Empl ID
Empl Record 0
Seq# 3
Comment
Employee is on Non VSDP WC. Auto Pay is turned on so reducing the full amount of RGS.

SPOT Comments page [x] [Help](#)

Empl ID
Empl Record 0
Seq# 4
Comment
Employee is on Non VSDP WC. Auto Pay is turned on so removing the VRS Contribution base amount.



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Review Paycheck Page:

Paycheck Earnings	Paycheck Taxes	Paycheck Deductions
Empl ID [REDACTED]	Name [REDACTED]	
Company DLI	Pay Group SM1	Pay Period End 08/09/2024
		Page 2 Line 20
Paycheck Information Paycheck Status Calculated Paycheck Option Check Issue Date 08/16/2024 Paycheck Number <input type="checkbox"/> Off Cycle <input type="checkbox"/> Reprint <input type="checkbox"/> Adjustment <input type="checkbox"/> Corrected <input type="checkbox"/> Cashed		Paycheck Totals Earnings 2,091.83 Taxes 41.85 Deductions 464.80 Net Pay 1,585.18

Earnings						
Begin Date	08/03/2024	End Date	08/09/2024	Add Line Nbr		Reason Not Specified
Other Earnings						
Code	Description	Rate Used	Hours	Rate	Amount	Source
PRW	Premium Reward	Hourly Rate			3.54	
VRS	VRS Contribution Base	Hourly Rate			1,067.74	

Earnings						
Begin Date	07/27/2024	End Date	08/02/2024	Add Line Nbr	1	Reason Not Specified
Other Earnings						
Code	Description	Rate Used	Hours	Rate	Amount	Source
PRW	Premium Reward	Hourly Rate			3.54	
VRS	VRS Contribution Base	Hourly Rate			1,067.74	

Earnings						
Begin Date	07/25/2024	End Date	07/26/2024	Add Line Nbr	2	Reason Not Specified
Other Earnings						
Code	Description	Rate Used	Hours	Rate	Amount	Source
PRW	Premium Reward	Hourly Rate			1.42	
VRS	VRS Contribution Base	Hourly Rate			427.10	



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Earnings [Search] [Navigation] 4 of 7 [View All]

Begin Date 07/25/2024 End Date 08/09/2024 Addl Line Nbr 4 Reason Not Specified

Other Earnings [Search] [Navigation] 1-1 of 1 [View All]

Other Earnings Details 1 | Other Earnings Details 2 | [Next]

Code	Description	Rate Used	Hours	Rate	Amount	Source
WCS	Workers Comp Supplement	Hourly Rate			701.21	OP

Earnings [Search] [Navigation] 5 of 7 [View All]

Begin Date 07/25/2024 End Date 08/09/2024 Addl Line Nbr 5 Reason Not Specified

Other Earnings [Search] [Navigation] 1-1 of 1 [View All]

Other Earnings Details 1 | Other Earnings Details 2 | [Next]

Code	Description	Rate Used	Hours	Rate	Amount	Source
WCP	Workers Comp	Hourly Rate			1,382.12	OP

Earnings [Search] [Navigation] 6 of 7 [View All]

Begin Date 07/25/2024 End Date 08/09/2024 Addl Line Nbr 6 Reason Not Specified

Other Earnings [Search] [Navigation] 1-1 of 1 [View All]

Other Earnings Details 1 | Other Earnings Details 2 | [Next]

Code	Description	Rate Used	Hours	Rate	Amount	Source
VRS	VRS Contribution Base	Hourly Rate			-2,083.33	OP

Earnings [Search] [Navigation] 7 of 7 [View All]

Begin Date 07/25/2024 End Date 08/09/2024 Addl Line Nbr 7 Reason Not Specified

Other Earnings [Search] [Navigation] 1-1 of 1 [View All]

Other Earnings Details 1 | Other Earnings Details 2 | [Next]

Code	Description	Rate Used	Hours	Rate	Amount	Source
RGS	Regular Time - Salaried	Hourly Rate	-96.00	21.701350	-2,083.33	OP



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

VSDP Workers' Comp Only – (Turn Off Auto Pay – Yes)

- Pay Period: 7/25 - 8/9/2024
- Semimonthly pay: \$2083.33
- Approved and calculated amount for workers comp (WCP): \$2083.33
- PRW: \$8.50

SPOT Transactions:

Status	Review Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt
1 OK			1		0		Leave W/Py	WCP	Workers Comp	07/25/2024	08/09/2024
2 OK			2		0		Leave W/Py	PRW	Premium Reward	07/25/2024	08/09/2024

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr
1	Annualized			2083.33	Deduction		Deduction		0	
1	Annualized			8.50	Deduction		Deduction		0	

SPOT Comments:

SPOT Comments page x

[Help](#)

Empl ID

Empl Record 0

Seq# 1

Comment

Employee is on VSDP 100% Workers Comp.

SPOT Comments page x

[Help](#)

Empl ID

Empl Record 0

Seq# 2

Comment

Employee is on VSDP 100% Workers Comp. Auto Pay is turned off. Processing PRW of \$8.50



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Review Paycheck Page:

Paycheck Earnings	Paycheck Taxes	Paycheck Deductions	
Empl ID [REDACTED]	Name [REDACTED]		
Company DLI	Pay Group SM1	Pay Period End 08/09/2024	
Page 2		Line 12	
		Separate Check	
Paycheck Information		Paycheck Totals	
Paycheck Status	Calculated	Paycheck Option	Check
Issue Date	08/16/2024	Paycheck Number	
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected
		<input type="checkbox"/> Cashed	
		Earnings	2,091.83
		Taxes	0.00
		Deductions	272.90
		Net Pay	1,818.93

▼ Earnings							1 of 2	View All
Begin Date	07/25/2024	End Date	08/09/2024	Add Line Nbr	3	Reason	Not Specified	
Other Earnings								
Other Earnings Details 1 Other Earnings Details 2								
Code	Description	Rate Used	Hours	Rate	Amount	Source		
WCP	Workers Comp	Hourly Rate			2,083.33	OP		

▼ Earnings							2 of 2	View All
Begin Date	07/25/2024	End Date	08/09/2024	Add Line Nbr	4	Reason	Not Specified	
Other Earnings								
Other Earnings Details 1 Other Earnings Details 2								
Code	Description	Rate Used	Hours	Rate	Amount	Source		
PRW	Premium Reward	Hourly Rate			8.50	OP		



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

VSDP Workers' Comp Only – (Turn Off Auto Pay – No)

- Pay Period: 7/25 - 8/9/2024
- Semimonthly pay: \$2083.33
- Approved and calculated amount for workers comp (WCP): \$2083.33

SPOT Transactions:

Status	Review Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt
1 OK			1		0		Leave W/Py	WCP	Workers Comp	07/25/2024	08/09/2024
2 OK			2		0		Leave W/Py	RGS	Regular Time - Salaried	07/25/2024	08/09/2024
3 OK			3		0		Leave W/Py	VRS	VRS Contribution Base	07/25/2024	08/09/2024

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr
1	Annualized			2083.33	Deduction		Deduction		0	
1	Annualized	-96.00	21.701350	0.00	Deduction		Deduction		0	
1	Annualized			-2083.33	Deduction		Deduction		0	

SPOT Comments:

SPOT Comments page x

[Help](#)

Empl ID

Empl Record 0

Seq# 1

Comment

Employee is on VSDP 100% WC.

OK Cancel

SPOT Comments page x

[Help](#)

Empl ID

Empl Record 0

Seq# 1

Comment

Employee is on VSDP 100% WC. Auto pay is turned on. Reducing RGS hours for the pay period.

OK Cancel

SPOT Comments page x

[Help](#)

Empl ID

Empl Record 0

Seq# 1

Comment

Employee is on VSDP 100% WC. Auto pay is turned on. Removing VRS for the pay period.

OK Cancel



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Review Paycheck Page:

Paycheck Earnings
Paycheck Taxes
Paycheck Deductions

Empl ID Name
Company DLI Pay Group SM1 Pay Period End 08/09/2024 Page 2 Line 13 Separate Check

Paycheck Information

Paycheck Status Calculated Paycheck Option Check

Issue Date 08/16/2024 Paycheck Number

Off Cycle
 Reprint
 Adjustment
 Corrected
 Cashed

Paycheck Totals

Earnings 2,091.83

Taxes 0.00

Deductions 268.42

Net Pay 1,823.41

▼ Earnings
1 of 6
View All

Begin Date 08/03/2024
End Date 08/09/2024
Add Line Nbr
Reason Not Specified

Other Earnings

1-2 of 2 View All

Other Earnings Details 1 Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
PRW	Premium Reward	Hourly Rate			3.54	
VRS	VRS Contribution Base	Hourly Rate			868.06	

▼ Earnings
2 of 6
View All

Begin Date 07/27/2024
End Date 08/02/2024
Add Line Nbr 1
Reason Not Specified

Other Earnings

1-2 of 2 View All

Other Earnings Details 1 Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
PRW	Premium Reward	Hourly Rate			3.54	
VRS	VRS Contribution Base	Hourly Rate			868.05	

▼ Earnings
3 of 6
View All

Begin Date 07/25/2024
End Date 07/26/2024
Add Line Nbr 2
Reason Not Specified

Other Earnings

1-2 of 2 View All

Other Earnings Details 1 Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
PRW	Premium Reward	Hourly Rate			1.42	
VRS	VRS Contribution Base	Hourly Rate			347.22	



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Earnings [Search] [Navigation] 4 of 6 [View All]

Begin Date 07/25/2024 End Date 08/09/2024 Addl Line Nbr 3 Reason Not Specified
 State VA Locality

Rate Used Hourly Rate Shift Not Applicable Shift Rate

Other Earnings [Search] [Navigation] 1-1 of 1 [View All]

Other Earnings Details 1 | Other Earnings Details 2 ||>

Code	Description	Rate Used	Hours	Rate	Amount	Source
RGS	Regular Time - Salaried	Hourly Rate	-96.00	21.701350	-2,083.33	OP

Earnings [Search] [Navigation] 5 of 6 [View All]

Begin Date 07/25/2024 End Date 08/09/2024 Addl Line Nbr 4 Reason Not Specified

Other Earnings [Search] [Navigation] 1-1 of 1 [View All]

Other Earnings Details 1 | Other Earnings Details 2 ||>

Code	Description	Rate Used	Hours	Rate	Amount	Source
WCP	Workers Comp	Hourly Rate			2,083.33	OP

Earnings [Search] [Navigation] 6 of 6 [View All]

Begin Date 07/25/2024 End Date 08/09/2024 Addl Line Nbr 5 Reason Not Specified

Other Earnings [Search] [Navigation] 1-1 of 1 [View All]

Other Earnings Details 1 | Other Earnings Details 2 ||>

Code	Description	Rate Used	Hours	Rate	Amount	Source
VRS	VRS Contribution Base	Hourly Rate			-2,083.33	OP



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

VSDP Workers' Comp and Workers' Comp Supplement – (Turn Off Auto Pay – Yes)

- Pay Period: 7/25 - 8/9/2024
- Semimonthly pay: \$2083.33
- Approved and calculated amount for workers comp (WCP): \$1382.12
- Supplement amount (WCL) \$701.21
- PRW \$8.50

SPOT Transactions:

Status	Review Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt
1 OK			1	<input type="text"/>	0		Leave W/Py	WCP	Workers Comp	07/25/2024	08/09/2024
2 OK			2	<input type="text"/>	0		Leave W/Py	WCL	VSDP Work Comp Pay	07/25/2024	08/09/2024
3 OK			3	<input type="text"/>	0		Leave W/Py	PRW	Premium Reward	07/25/2024	08/09/2024

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr
1	Annualized			1382.12	Deduction		Deduction		0	
1	Annualized			701.21	Deduction		Deduction		0	
1	Annualized			8.50	Deduction		Deduction		0	

SPOT Comments:

SPOT Comments page x

[Help](#)

Empl ID

Empl Record 0

Seq# 1

Comment

SPOT Comments page x

[Help](#)

Empl ID

Empl Record 0

Seq# 2

Comment

SPOT Comments page x

[Help](#)

Empl ID

Empl Record 0

Seq# 3

Comment



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Review Paycheck Page:

Paycheck Earnings		Paycheck Taxes	Paycheck Deductions
Empl ID	Name		
Company	DLI	Pay Group	SM1
Pay Period End		08/09/2024	Page 2 Line 17
			Separate Check
Paycheck Information		Paycheck Totals	
Paycheck Status	Calculated	Paycheck Option	Check
Issue Date	08/16/2024	Paycheck Number	
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected <input type="checkbox"/> Cashed
		Earnings	2,091.83
		Taxes	82.30
		Deductions	9.15
		Net Pay	2,000.38

Earnings							
Begin Date		07/25/2024	End Date		08/09/2024	Add Line Nbr	3
		Reason		Not Specified			
Other Earnings							
						1-1 of 1	
Other Earnings Details 1		Other Earnings Details 2					
Code	Description	Rate Used	Hours	Rate	Amount	Source	
PRW	Premium Reward	Hourly Rate			8.50	OP	

Earnings							
Begin Date		07/25/2024	End Date		08/09/2024	Add Line Nbr	4
		Reason		Not Specified			
Other Earnings							
						1-1 of 1	
Other Earnings Details 1		Other Earnings Details 2					
Code	Description	Rate Used	Hours	Rate	Amount	Source	
WCP	Workers Comp	Hourly Rate			1,382.12	OP	

Earnings							
Begin Date		07/25/2024	End Date		08/09/2024	Add Line Nbr	5
		Reason		Not Specified			
Other Earnings							
						1-1 of 1	
Other Earnings Details 1		Other Earnings Details 2					
Code	Description	Rate Used	Hours	Rate	Amount	Source	
WCL	VSDP Work Comp Pay	Hourly Rate			701.21	OP	



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

VSDP Workers' Comp and Workers' Comp Supplement - (Turn Off Auto Pay – No)

- Pay Period: 7/25 - 8/9/2024
- Semimonthly pay: \$2083.33
- Approved and calculated amount for workers comp (WCP): \$1382.12
- Supplement amount (WCL) \$701.21

SPOT Earnings Batch:

Status	Review Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt
1 OK			1		0		Leave W/Py	WCP	Workers Comp	07/25/2024	08/09/2024
2 OK			2		0		Leave W/Py	WCL	VSDP Work Comp Pay	07/25/2024	08/09/2024
3 OK			3		0		Leave W/Py	RGS	Regular Time - Salaried	07/25/2024	08/09/2024
4 OK			4		0		Leave W/Py	VRS	VRS Contribution Base	07/25/2024	08/09/2024

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr
1	Annualized			1382.12	Deduction		Deduction		0	
1	Annualized			701.21	Deduction		Deduction		0	
1	Annualized	-96.00	21.701350	0.00	Deduction		Deduction		0	
1	Annualized			-2083.33	Deduction		Deduction		0	

SPOT Comments:

SPOT Comments page x

[Help](#)

Empl ID

Empl Record 0

Seq# 1

Comment

Employee is on VSDP approved and calculated amount amount 1382.12

SPOT Comments page x

[Help](#)

Empl ID

Empl Record 0

Seq# 2

Comment

Employee is on VSDP and receiving supplement to equal full pay.



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

SPOT Comments page [x] [Help](#)

Empl ID
Empl Record 0
Seq# 3
Comment
Employee is on VSDP 100% WC. Auto pay is turned on. Reducing RGS hours for the pay period.

SPOT Comments page [x] [Help](#)

Empl ID
Empl Record 0
Seq# 4
Comment
Employee is on VSDP. Auto Pay is turned on so removing the VRS Contribution base amount.



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Review Paycheck Page:

Paycheck Earnings		Paycheck Taxes	Paycheck Deductions
Empl ID	██████████	Name	██████████
Company	DLI	Pay Group	SM1
Pay Period End	08/09/2024	Page	2
Line	18	Separate Check	

Paycheck Information

Paycheck Status	Calculated	Paycheck Option	Check
Issue Date	08/16/2024	Paycheck Number	
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected
		<input type="checkbox"/> Cashed	

Paycheck Totals

Earnings	2,091.83
Taxes	0.00
Deductions	218.77
Net Pay	1,873.06

Earnings						
Begin Date		08/03/2024	End Date		08/09/2024	Addl Line Nbr
						Reason
						Not Specified
Other Earnings						
Other Earnings Details 1		Other Earnings Details 2				
Code	Description	Rate Used	Hours	Rate	Amount	Source
PRW	Premium Reward	Hourly Rate			3.54	
VRS	VRS Contribution Base	Hourly Rate			868.06	

Earnings						
Begin Date		07/27/2024	End Date		08/02/2024	Addl Line Nbr
						Reason
						Not Specified
Other Earnings						
Other Earnings Details 1		Other Earnings Details 2				
Code	Description	Rate Used	Hours	Rate	Amount	Source
PRW	Premium Reward	Hourly Rate			3.54	
VRS	VRS Contribution Base	Hourly Rate			868.05	

Earnings						
Begin Date		07/25/2024	End Date		07/26/2024	Addl Line Nbr
						Reason
						Not Specified
Other Earnings						
Other Earnings Details 1		Other Earnings Details 2				
Code	Description	Rate Used	Hours	Rate	Amount	Source
PRW	Premium Reward	Hourly Rate			1.42	
VRS	VRS Contribution Base	Hourly Rate			347.22	



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Earnings [Search] [Navigation] 4 of 7 [View All]

Begin Date 07/25/2024 End Date 08/09/2024 Addl Line Nbr 3 Reason Not Specified

Other Earnings [Search] [Navigation] 1-1 of 1 [View All]

Other Earnings Details 1 | Other Earnings Details 2 ||>

Code	Description	Rate Used	Hours	Rate	Amount	Source
RGS	Regular Time - Salaried	Hourly Rate	-96.00	21.701350	-2,083.33	OP

Earnings [Search] [Navigation] 5 of 7 [View All]

Begin Date 07/25/2024 End Date 08/09/2024 Addl Line Nbr 4 Reason Not Specified

Other Earnings [Search] [Navigation] 1-1 of 1 [View All]

Other Earnings Details 1 | Other Earnings Details 2 ||>

Code	Description	Rate Used	Hours	Rate	Amount	Source
WCP	Workers Comp	Hourly Rate			1,382.12	OP

Earnings [Search] [Navigation] 6 of 7 [View All]

Begin Date 07/25/2024 End Date 08/09/2024 Addl Line Nbr 5 Reason Not Specified

Other Earnings [Search] [Navigation] 1-1 of 1 [View All]

Other Earnings Details 1 | Other Earnings Details 2 ||>

Code	Description	Rate Used	Hours	Rate	Amount	Source
WCL	VSDP Work Comp Pay	Hourly Rate			701.21	OP

Earnings [Search] [Navigation] 7 of 7 [View All]

Begin Date 07/25/2024 End Date 08/09/2024 Addl Line Nbr 6 Reason Not Specified

Other Earnings [Search] [Navigation] 1-1 of 1 [View All]

Other Earnings Details 1 | Other Earnings Details 2 ||>

Code	Description	Rate Used	Hours	Rate	Amount	Source
VRS	VRS Contribution Base	Hourly Rate			-2,083.33	OP



PY Long Term Disability-Working- (Turn Off Auto Pay- No)

When **Turn Off Auto Pay** is set to “No”:

- The Job Data salary compensation **will process** automatically
- Additional pay(s) **will process** automatically. This includes ‘VRS’ (VRS Contribution Base) and ‘PRW’ (Premium Reward)
- SPOT transactions will be required to adjust earnings and deductions as applicable

The Payroll Administrator will calculate the number of hours for the pay period. This information is entered into SPOT for the employee to be paid accurately.

Scenario:

- Pay Period: 7/10-7/24/2025 (11-day period)
- Calculated Hourly Rate: \$2083.33 (Semimonthly rate) / 88 hours (11-day period) = \$23.67
- Standard Hours: 20 hours per week (4 hours per day)
- Calculation of pay: 44 hours x 23.67 = \$1041.48 for SPOT calculation
- Employee has \$8.50 PRW
- Total due for the employee is Pay (\$1041.85) + PRW (\$8.50) = 1050.35

Note: With the exception of VRS Defined Benefits and VRS Other Post Employment Benefit Deductions, all other deductions should process.

SPOT Earnings Batch:

Status	Comments	Seq#	Empl ID	Empl Recd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt
1 OK		1		0		Active	RGS	Regular Time - Salaried	07/10/2025	07/24/2025
2 OK		2		0		Active	VRS	VRS Contribution Base	07/10/2025	07/24/2025

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr
1	Annualized	-44.00	23.670000	0.00	Deduction		Deduction		0	
1	Annualized			-2083.33	Deduction		Deduction		0	



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Review Paycheck Page – Paycheck Earnings Tab:

Paycheck Earnings		Paycheck Taxes		Paycheck Deductions	
Empl ID		Name			
Company	CJS	Pay Group	SM1	Pay Period End	07/24/2025
				Page	8
				Line	1
					Separate Check

Paycheck Information		Paycheck Totals	
Paycheck Status	Calculated	Paycheck Option	Check
Issue Date	08/01/2025	Paycheck Number	
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected
		<input type="checkbox"/> Cashed	

Earnings	1,050.35
Taxes	73.16
Deductions	919.00
Net Pay	58.19

Other Earnings

< < 1-1 of 1 > > | View All

Other Earnings Details 1 Other Earnings Details 2 ||>

Code	Description	Rate Used	Hours	Rate	Amount	Source
RGS	Regular Time - Salaried	Hourly Rate	-44.00	23.670000	-1,041.48	OP

Other Earnings

< < 1-1 of 1 > > | View All

Other Earnings Details 1 Other Earnings Details 2 ||>

Code	Description	Rate Used	Hours	Rate	Amount	Source
VRS	VRS Contribution Base	Hourly Rate			-2,083.33	OP



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

PY Long Term Disability-Working- (Turn Off Auto Pay -Yes)

When **Turn Off Auto Pay** is set to “Yes”:

- The Job Data salary compensation **will not** be processed automatically.
- Additional pay(s) **will not** be processed automatically. This includes ‘VRS’ (VRS Contribution Base) and ‘PRW’ (Premium Reward).
- SPOT transactions will include at a minimum
 - RGS – for time worked or if supplementing with leave
 - VRS – to process Retirement Benefits
 - PRW (if applicable)

Scenario:

- Pay Period: 7/10-7/24/2025 (11-day period)
- Calculated Hourly Rate: \$2083.33 (Semimonthly rate) / 88 hours (11-day period) = \$23.67
- Standard Hours: 20 hours per week (4 hours per day)
- Calculation of pay: 44 hours x 23.67 = \$1041.48 due employee for the pay period

Note: With the exception of VRS Defined Benefits and VRS Other Post Employment Benefit Deductions, all other deductions should process.

SPOT Earnings Batch:

Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Earn Code	Description	Earns Begin Dt	Earns End Dt
1 OK		1		0		Leave W/Py	RGS	Regular Time - Salaried	07/10/2025	07/24/2025

Tax Periods	Tax Method	Oth Hrs	Hourly Rate	Amount	Benefit Ded Taken	Benefit Subset ID	Genl Ded Taken	Genl Ded Subset	Sepchk #	Addl Seq Nbr
1	Annualized	44.00	23.670000	0.00	Deduction		Deduction		0	



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Review Paycheck Page – Paycheck Earnings Tab:

Paycheck Earnings		Paycheck Taxes		Paycheck Deductions		Help	
Empl ID	[Redacted]	Name	[Redacted]	Company	DLI	Pay Group	SM1
Pay Period End	07/24/2025	Page	2	Line	27	Separate Check	
Paycheck Information				Paycheck Totals			
Paycheck Status	Calculated	Paycheck Option	Check	Earnings	1,041.48		
Issue Date	08/01/2025	Paycheck Number		Taxes	146.77		
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected	Deductions	29.94		
			<input type="checkbox"/> Cashed	Net Pay	864.77		

Other Earnings						
Other Earnings Details 1		Other Earnings Details 2		ID		
Code	Description	Rate Used	Hours	Rate	Amount	Source
RGS	Regular Time - Salaried	Hourly Rate	44.00	23.670000	1,041.48	OP