

## Processing Unpaid Leave Overview

The Unpaid Leave of Absence business process is used to place salaried employees in an Unpaid Leave status on the **Job Data** page to initiate various downstream processes, including the generation of a COBRA letter to all employees enrolled in health benefits and their dependents. This Job Aid should be utilized for all employees in the Cardinal system regardless of whether they are paid in Cardinal or not.

**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 your Agency and/or DHRM, OHB, and the CAPP Manual.

Timely reporting of an employee's Unpaid Leave is critical. Intermittent or short durations of Unpaid Leave should be entered on the employee's Timesheet. Extended periods of Unpaid Leave should be entered on Job Data in a timely manner (avoid waiting 14 days if it known that the employee's leave will extend that long).

Delays in entering the Unpaid Leave in Cardinal could result in overpayments or the employee missing important health benefit communications. Once notified that an employee is in Unpaid Leave situation and the duration is known, the Effective Date of when an employee goes out on Unpaid Leave should be entered as the first day that the employee did not work.

This Job Aid includes processing information for the Human Resources, Benefits, Time & Attendance, and Payroll functional areas.

For further assistance, please access the **Cardinal HCM Core User Support Guide**. It is located on the Cardinal Website ([www.cardinalproject.virginia.gov](http://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 Paid Leaves of Absence, see the Cross Functional Job Aid titled **Processing Paid Leaves of Absence in Cardinal** located on the Cardinal website in **Job Aids** under **Learning**.



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## Cross Functional Job Aid

### Processing Unpaid Leaves of Absence in Cardinal

#### Revision History

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

**Processing Unpaid Leave Overview (HR Admin)**

The Unpaid Leave of Absence business process is used to place salaried employees in an Unpaid Leave status on the **Job Data** page in order to initiate various downstream processes, including the generation of a COBRA letter to all employees enrolled in health benefits and their dependents.

This Job Aid should be utilized for all employees in the Cardinal system regardless of whether they are paid in Cardinal or not.

The HR Administrator must ensure all leave-related paperwork, and/or Unpaid Leave authorization is received prior to updating the employee's status in Cardinal.

This business process is used when the employee is going to be in an extended Unpaid Leave status. For intermittent Unpaid Leave that requires pay to be interrupted, refer to the Job Aid titled **Pay Docking In Cardinal Overview**.

If an employee is on Leave of Absence and they are an approver of timesheets and/or Absence Events 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 absences/vacancies such as this.

### HR Entering an Unpaid Leave of Absence

Step	Action
1.	Navigate to the <b>Job Data</b> page using the following path: <b>Menu &gt; Workforce Administration &gt; Job Information &gt; Job Data</b>

The **Job Data Find an Existing Value Search** page displays.

**Job Data**

**Find an Existing Value**

▼ **Search Criteria**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

🕒 Recent Searches Choose from recent searches ✎
🔖 Saved Searches Choose from saved searches ✎

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with


Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

^ Show fewer options

Case Sensitive  Include History

	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled <b>Overview of the Cardinal HCM Search Pages</b> . This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b> .
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2.	Enter the employee's Employee ID in the <b>Empl ID</b> field. <b>Note:</b> Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.
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Empl ID begins with

3.	Click the <b>Include History</b> checkbox.
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Case Sensitive  Include History

Step	Action
4.	Click the <b>Search</b> button. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-around;"> <div style="background-color: black; color: white; padding: 5px 15px; border: 2px solid red;">Search</div> <div style="border: 1px solid black; padding: 5px 15px;">Clear</div> </div> </div>

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

**Work Location**
Job Information
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

5.	Click the <b>Add a New Row</b> icon (+) to add a new effective dated row. <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div> <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="text-align: right;"> <p>Go To Row <input type="text" value=""/></p> <p style="border: 2px solid red; padding: 2px 5px;">+</p> <p>-</p> </div> </div> </div>
----	---

A new effective dated row is created.

**Work Location**
Job Information
Payroll
Salary Plan
Compensation

Employee
Empl ID

Empl Record 0

**Work Location Details** ⓘ
🔍 | ⏪ < 1 of 11 > ⏩

\*Effective Date  📅

Effective Sequence

HR Status Active

Payroll Status Active

Go To Row

+ -

\*Action

Reason

\*Job Indicator



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 <b>Effective Date</b> to reflect the first day that the employee will be in an Unpaid Leave status. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">             *Effective Date <input type="text" value="05/14/2025"/> </div>
7.	Click the <b>Action</b> dropdown button and select “Leave of Absence – Unpaid”. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">             *Action <input type="text" value="Leave of Absence - Unpaid"/> </div>
8.	Click the <b>Reason</b> dropdown button and select the applicable reason. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">             Reason <input type="text" value="Leave of Absence Personal"/> </div> <p><b>Note:</b> See the Job Aid titled <b>HR351 Action Reason Codes</b> to select the applicable <b>Reason</b> option. This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>
	The expected return date for the employee must be updated at the bottom of the <b>Work Location</b> page. Scroll down to the bottom of the page.

The bottom of the **Work Location** page.

Position Number 
Asst Director of Labor Law

Current

Override Position Data

Position Entry Date

Position Management Record

Regulatory Region  United States

Company  Dept of Labor and Industry

Business Unit  Dept of Labor and Industry

Department  DEPT OF LABOR AND INDUSTRY

Department Entry Date

Location  Dept of Labor and Industry

Establishment ID  Dept of Labor and Industry

Date Created

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Last Start Date

Expected Return Date

Last Date Worked

STD Claim Number

Override Last Date Worked

Layoff Notice Date

Recall Eligibility Flag

**Turn Off Auto Pay**

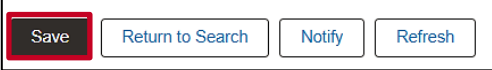
Yes  No

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation


Save
Return to Search
Notify
Refresh
Update/Disp

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

9.	Select the date the employee is expected to return in the <b>Expected Return Date</b> field. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">             Expected Return Date <input type="text"/> </div>
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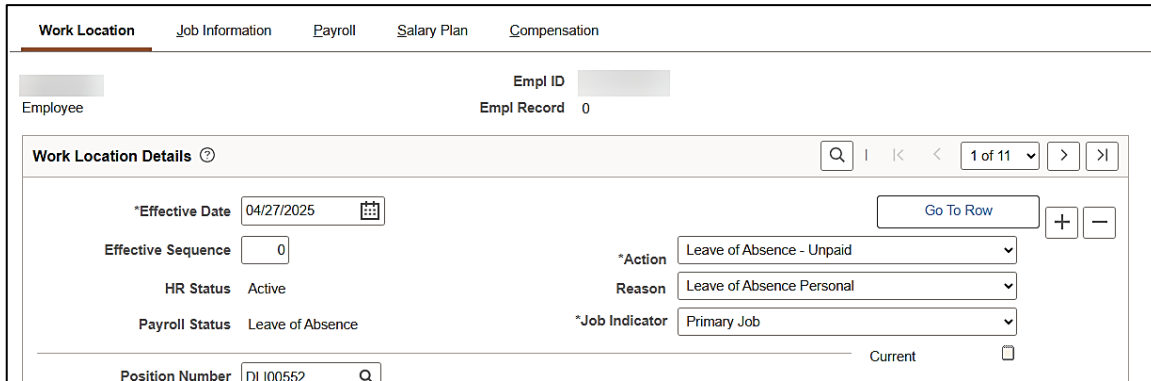
Step	Action
10.	Click the <b>Save</b> button. 
11.	If applicable, run the <b>Employee Activity Report</b> . This report can be found in the <b>Cardinal HCM Human Resources Report Catalog</b> located on the Cardinal website under <b>Resources</b> .

### HR Extending an Unpaid Leave of Absence

Step	Action
1.	Navigate to the <b>Job Data</b> page using the following path: <b>Menu &gt; Workforce Administration &gt; Job Information &gt; Job Data</b>
<p>The <b>Job Data Find an Existing Value Search</b> page displays.</p> <div data-bbox="203 548 1435 1262" style="border: 1px solid black; padding: 10px;"> <p><b>Job Data</b></p> <p><b>Find an Existing Value</b></p> <p>∨ <b>Search Criteria</b></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; margin-bottom: 10px;"> <span>🕒 Recent Searches</span> <span>Choose from recent searches</span> <span>✎</span> <span style="margin-left: 20px;">🔖 Saved Searches</span> <span>Choose from saved searches</span> <span>✎</span> </div> <div style="margin-bottom: 10px;">       Empl ID <span>begins with</span> <input type="text"/> </div> <div style="margin-bottom: 10px;">       Empl Record <span>=</span> <input type="text"/> </div> <div style="margin-bottom: 10px;">       Name <span>begins with</span> <input type="text"/> </div> <div style="margin-bottom: 10px;">       Last Name <span>begins with</span> <input type="text"/> </div> <div style="margin-bottom: 10px;">       Second Last Name <span>begins with</span> <input type="text"/> </div> <div style="margin-bottom: 10px;">       Alternate Character Name <span>begins with</span> <input type="text"/> </div> <div style="margin-bottom: 10px;">       Middle Name <span>begins with</span> <input type="text"/> </div> <p>∧ Show fewer options</p> <p><input type="checkbox"/> Case Sensitive <input type="checkbox"/> Include History</p> <p style="text-align: center;"> <input type="button" value="Search"/> <input type="button" value="Clear"/> </p> </div>	
	<p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled <b>Overview of the Cardinal HCM Search Pages</b>. This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>
2.	<p>Enter the employee's Employee ID in the <b>Empl ID</b> field.</p> <p><b>Note:</b> Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.</p> <div data-bbox="292 1566 1058 1682" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">       Empl ID <span>begins with</span> <input style="border: 2px solid red;" type="text"/> </div>
3.	<p>Click the <b>Include History</b> checkbox.</p> <div data-bbox="292 1766 570 1829" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <input type="checkbox"/> <b>Include History</b> </div>

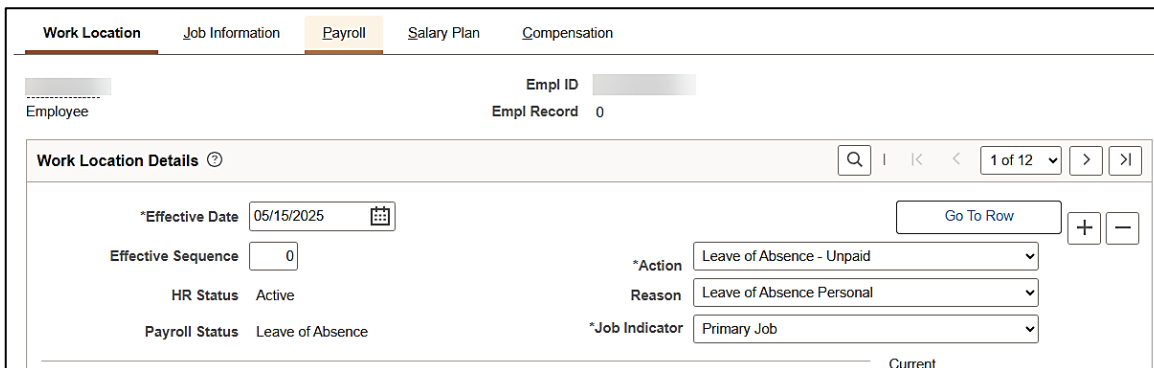
Step	Action
4.	Click the <b>Search</b> button. <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 2px solid red; padding: 5px 20px; background-color: #333; color: white; font-weight: bold;">Search</div> <div style="border: 1px solid #ccc; padding: 5px 20px;">Clear</div> </div> </div>

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







5.	Click the <b>Add a New Row</b> icon (+) to add a new effective dated row. <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: flex-end; align-items: center; margin-bottom: 10px;"> <div style="border: 1px solid #ccc; padding: 5px 10px; margin-right: 10px;">Go To Row</div> <div style="border: 2px solid red; padding: 5px 10px; margin-right: 5px;">+</div> <div style="border: 1px solid #ccc; padding: 5px 10px;">-</div> </div> <div style="display: flex; flex-direction: column; gap: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>*Action</span> <div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #eee;">Leave of Absence - Unpaid</div> <span>▼</span> </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Reason</span> <div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #eee;">Leave of Absence Personal</div> <span>▼</span> </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>*Job Indicator</span> <div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #eee;">Primary Job</div> <span>▼</span> </div> </div> </div>
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A new effective dated row is created.




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 <b>Effective Date</b> to reflect the date that the notification of extension was received.  <div style="border: 1px solid black; padding: 5px; display: inline-block;">           *Effective Date <input type="text" value="05/15/2025"/>  </div>
7.	Click the <b>Action</b> dropdown button and select “Data Change”. For this scenario, it was updated from “Leave of Absence – Unpaid” to “Data Change”.  <div style="border: 1px solid black; padding: 5px; display: inline-block;">           *Action <input type="text" value="Data Change"/>  </div>
8.	Click the <b>Reason</b> dropdown button and select “Unpaid Leave Extension”. For this scenario, it was updated from “Leave of Absence Personal” to “Unpaid Leave Extension”.  <div style="border: 1px solid black; padding: 5px; display: inline-block;">           Reason <input type="text" value="Unpaid Leave Extension"/>  </div> <b>Note:</b> See the Job Aid titled <b>HR351 Action Reason Codes</b> to select the applicable <b>Reason</b> option. This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b> .
	The expected return date for the employee must be updated at the bottom of the <b>Work Location</b> page. Scroll down to the bottom of the page.

The bottom of the **Work Location** page.

Position Number  
Labor Law Specialist Current

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

Department 18100 DEPT OF LABOR AND INDUSTRY

Department Entry Date 06/10/2016


Location RICH Dept of Labor and Industry

Establishment ID   Dept of Labor and Industry

Date Created 05/15/2025

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Last Start Date

Expected Return Date  

Last Date Worked 04/26/2025

STD Claim Number

Override Last Date Worked

Layoff Notice Date  



Recall Eligibility Flag

**Turn Off Auto Pay**

Yes  No

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

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

Step	Action
9.	<p>Select the updated date that the employee is expected to return in the <b>Expected Return Date</b> field.</p> <p>For this scenario the date was updated from “05/19/2025” to “06/09/2025”.</p> <div data-bbox="293 464 875 533" style="border: 1px solid black; padding: 5px;"> <span data-bbox="310 491 581 520">Expected Return Date</span> <input data-bbox="610 478 748 512" type="text" value="06/09/2025"/>  </div>
10.	<p>Click the <b>Save</b> button.</p> <div data-bbox="293 621 906 709" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; gap: 10px;"> <div data-bbox="293 638 407 695" style="border: 1px solid black; padding: 2px 10px; background-color: #f00; color: white; font-weight: bold;">Save</div> <div data-bbox="418 638 623 695" style="border: 1px solid black; padding: 2px 10px; color: #00aaff;">Return to Search</div> <div data-bbox="639 638 743 695" style="border: 1px solid black; padding: 2px 10px; color: #00aaff;">Notify</div> <div data-bbox="760 638 878 695" style="border: 1px solid black; padding: 2px 10px; color: #00aaff;">Refresh</div> </div> </div>
	<p>By clicking the <b>Save</b> button, a COBRA letter will be automatically generated <b>if the employee is enrolled in a Cardinal-managed health plan</b>. This letter is triggered due to the loss of the employer’s contribution and will be sent <b>regardless of whether the employee elects to continue benefits coverage during their leave of absence</b>.</p> <p>For more information on this policy, please refer to the <b>Health Benefits Program Manual</b> available on the DHRM website.</p>
11.	<p>If applicable, run the <b>Employee Activity Report</b>. This report can be found in the <b>Cardinal HCM Human Resources Report Catalog</b>. The HCM Reports Catalogs can be found on the Cardinal website under <b>Resources</b>.</p>

### HR Returning from Unpaid Leave of Absence

Step	Action
1.	Navigate to the <b>Job Data</b> page using the following path: <b>Menu &gt; Workforce Administration &gt; Job Information &gt; Job Data</b>

The **Job Data Find an Existing Value Search** page displays.

**Job Data**

**Find an Existing Value**

**Search Criteria**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

🕒 Recent Searches Choose from recent searches ✎
🔖 Saved Searches Choose from saved searches ✎

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

^ Show fewer options

Case Sensitive
  Include History
  Correct History



For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

2.	Enter the employee's Employee ID in the <b>Empl ID</b> field. <b>Note:</b> Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.
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Empl ID begins with

3.	Click the <b>Include History</b> checkbox.
----	--

**Include History**

Step	Action
4.	Click the <b>Search</b> 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;">Search</div> <div style="border: 1px solid black; padding: 5px 20px;">Clear</div> </div> </div>

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

Work Location
Job Information
Payroll
Salary Plan
Compensation

Employee
Empl ID [redacted]

Empl Record 0

**Work Location Details** Q | < > | 1 of 11 > >|

\*Effective Date

Effective Sequence

HR Status Active

Payroll Status Leave of Absence

Go To Row

\*Action

Reason

\*Job Indicator

Current

5.	Click the <b>Add a New Row</b> icon (+) to add a new effective dated row. <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 45%;"> <p>*Action <input type="text" value="Leave of Absence - Unpaid"/></p> <p>Reason <input type="text" value="Military Service"/></p> <p>*Job Indicator <input type="text" value="Primary Job"/></p> </div> <div style="width: 45%;"> <p style="text-align: right;">Go To Row <input type="button" value="+"/> <input type="button" value="-"/></p> </div> </div> </div>
----	--

A new effective dated row is created.

Work Location
Job Information
Payroll
Salary Plan
Compensation

Employee
Empl ID [redacted]

Empl Record 0

**Work Location Details** Q | < > | 1 of 12 > >|

\*Effective Date

Effective Sequence

HR Status Active

Payroll Status Leave of Absence

Go To Row

\*Action

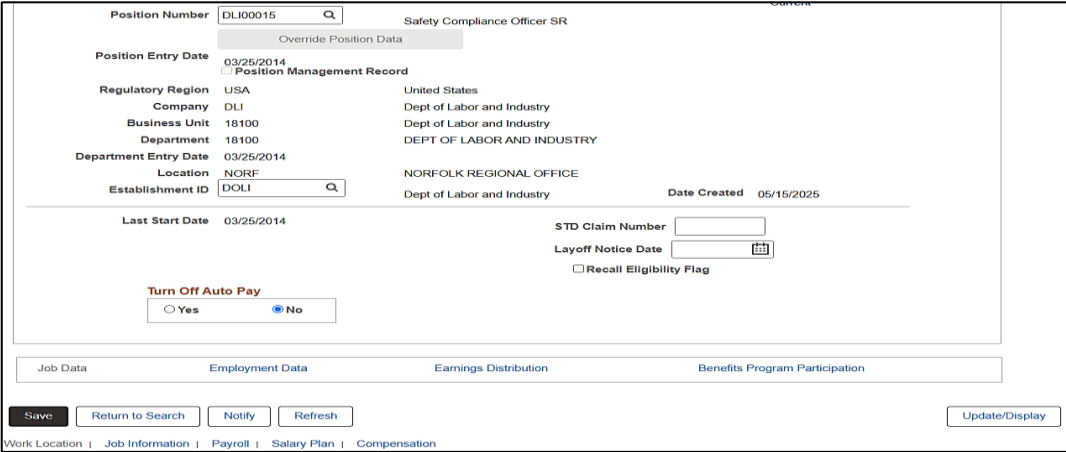

Reason

\*Job Indicator

Current



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 <b>Effective Date</b> to reflect the date that the employee returned from leave. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">             *Effective Date <input type="text" value="05/14/2025"/> </div>
7.	Click the <b>Action</b> dropdown button and select “Return from Leave”. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">             *Action <input type="text" value="Return from Leave"/> </div>
8.	Click the <b>Reason</b> dropdown button and select “Return from Leave”. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">             Reason <input type="text" value="Return From Leave"/> </div>
9.	Scroll down to the bottom of the page. <p>The bottom of the <b>Work Location</b> page.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;">  </div>
	If the employee is “Classified”, refer to DHRM <b>Policy 4.45</b> to appropriately impact Benefits, Leave Eligibility Date, and Incentive pay.
10.	Click the <b>Save</b> button. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <input style="background-color: red; color: white; padding: 2px 10px;" type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> </div>
11.	If applicable, run the <b>Employee Activity Report</b> . This report can be found in the <b>Cardinal HCM Human Resources Report Catalog</b> . The HCM Reports Catalogs can be found on the Cardinal website under <b>Resources</b> .

**HR Employee Does not Return (Terminates Employment) from an Unpaid Leave of Absence**

When an employee is on Unpaid Leave and terminates employment while out on Unpaid Leave:

- Do not enter a return-to-work transaction.
- Process the termination transaction. See the **Job Aid** titled **HR351 Separation Statuses** for the details for terminating the employee. This **Job Aid** is located on the Cardinal website in **Job Aids** under **Learning**.
- Please refer to the Job Aid titled **HR351 Action Reason Codes** “Comments” column to identify the appropriate termination reason code. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

**Note:** Because a COBRA letter was generated at the beginning of the employees leave without pay, there will be no additional letter sent regardless of whether the employee is losing coverage due to termination. For more information on this policy, please go to the Benefits Administration section of the DHRM website.

**Processing Unpaid Leave Overview (BN Admin)**

The Enter and Maintain Leave Status business process completed by the HR Administrator is used to place salaried employees in an Unpaid Leave status.

This section of the Job Aid goes through Unpaid Leave of Absence (LOA) scenarios related to health benefits when an employee goes out on Unpaid Leave and when the employee returns from the Unpaid Leave.

Scenario	Resulting Benefit Event	Event Type
Employee goes on Unpaid LOA	LOA	System-Generated
Health Benefits Terminated while on Unpaid LOA	LAT	Manual
Employee returns from Unpaid LOA	RFL	System-Generated

Benefit Administrators that need guidance with Unpaid Leave (e.g., Military Leave, etc.) policies, should refer to the DHRM document (link below) for a reference guide to impact of leave on basic benefits.

Link to DHRM document: <https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/policyguides/leaveandbenefitsF4D1B8251AF0.pdf?sfvrsn=4>

**BN Employee Goes Out on Unpaid Leave of Absence (LOA Benefit Event)**

Once the HR Administrator places the employee in an Unpaid Leave of absence, Cardinal creates an LOA benefit event that remains open for 30 days.

The BA will communicate with the employee and determine if a change in coverage is needed. An employee may elect to waive coverage or reduce the number of covered dependents under the same plan at the start of a leave without pay (LWOP) if it is requested within a 60-day qualifying midyear event window.

**Policy Reminders:**

- For Health elections, employees may elect to waive coverage or reduce membership at the start of a Leave Without Pay (LWOP) if the request is submitted within the 60-day qualifying midyear event window. Employees cannot change plans at the start of an Unpaid LOA. The only change they can make is to remove a child, remove a spouse, or waive coverage.
- For FSA elections, the employee can either elect a lower amount of annual pledge than the current election or choose to waive the FSA amount entirely. In this example, the employee is waiving the plan election entirely.

**BN Unpaid Leave of Absence – No Health Benefit Coverage Changes**

When the employees' elections are staying the same, no action is required by the Benefit Administrator. Please refer to the DHRM document (link below) for a reference guide to impact of leave on basic benefits.

Link to DHRM document: <https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/policyguides/leaveandbenefitsF4D1B8251AF0.pdf?sfvrsn=4>

### BN Unpaid Leave of Absence (LOA Benefit Event) – Change in Coverage

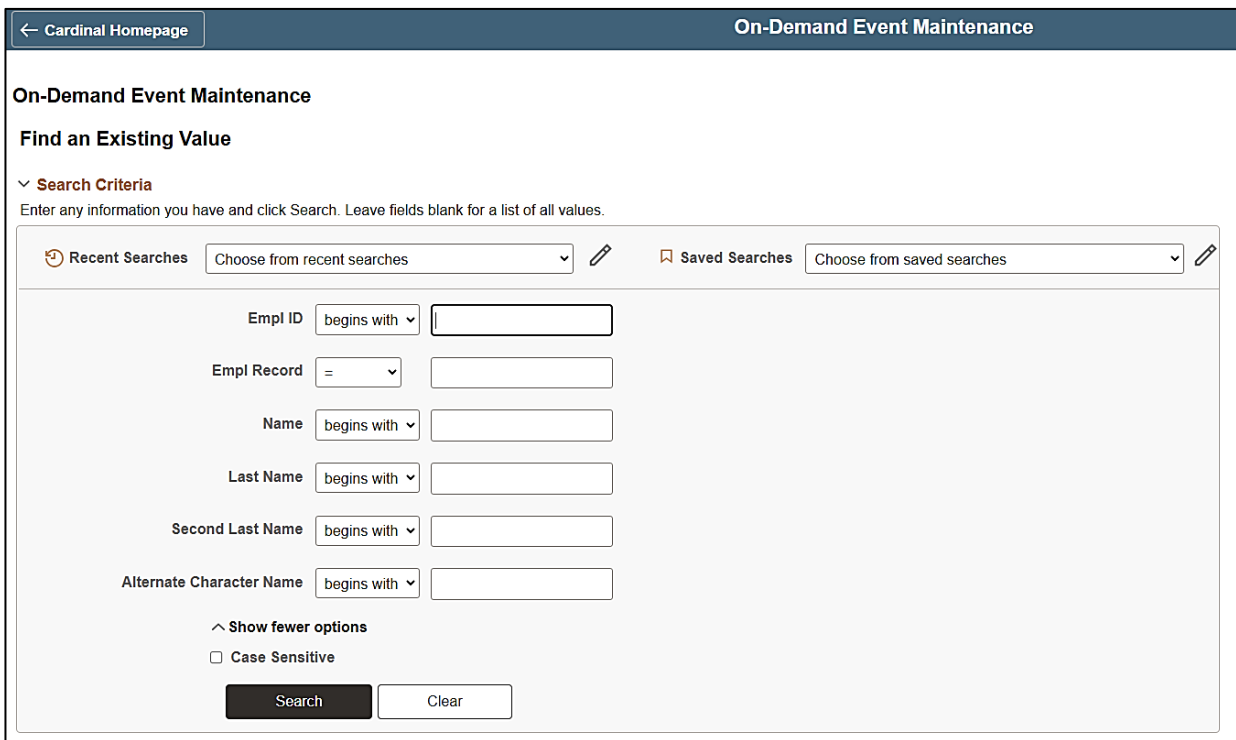
When an employee is no longer eligible for the employer portion of their coverage, the HR Administrator adds a new effective dated row and updates the applicable Benefits Administration Eligibility field. This change will trigger a benefit event.

This section of the Job Aid walks through the steps to change the coverage after this event is triggered.

An employee may elect to waive coverage or reduce membership at the start of a LWOP if it is requested within the 60-day qualifying midyear event window. Coverage would end or change, as applicable, at the end of the month in which the LWOP request is received.

Step	Action
1.	Navigate to the <b>On-Demand Event Maintenance</b> page using the following path: <b>Menu &gt; Benefits &gt; Manage Automated Enrollment &gt; Events &gt; On-Demand Event Maintenance</b>

The **On-Demand Event Maintenance Search** page displays.




For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.



Step	Action
2.	<p>Enter the employee's Employee ID in the <b>Empl ID</b> field.</p> <p><b>Note:</b> Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.</p> <div data-bbox="261 464 959 548"><p>Empl ID <input type="text" value="begins with"/> <input type="text"/></p></div>
3.	<p>Click the <b>Search</b> button.</p> <div data-bbox="261 638 841 743"><p><input type="button" value="Search"/> <input type="button" value="Clear"/></p></div>
<p>The <b>On-Demand Event Maintenance</b> page displays.</p> <div data-bbox="256 831 1429 1539"><p><b>On-Demand Event Maintenance</b></p><p>Person ID <input type="text"/> Ben Record 0</p><p>Activity Date 07/01/2025 Source Manual Event Empl Record 0</p><p><input type="button" value="Schedule/Prepare Activity"/> Pending Activities 1 <input type="button" value="Show Activities"/> Action LOA</p><p>Event ID 0 Event Date Status Class <input type="button" value="Event Status Update"/></p><p>Prepare Options Event Status</p><p>Enrollment Statement Run Date <b>Frequency</b></p><p><input checked="" type="radio"/> Deduction Frequency <input type="radio"/> Annual Frequency</p><p>Election Entry Entered 0 of 0 <input type="button" value="Show Plans"/></p><p>Validate/Finalize Errors 0 <input type="button" value="Show Errors"/> <input type="checkbox"/> Finalize/Apply Defaults</p><p>Confirmation Statement Run Date</p><p><input type="button" value="Reprocess"/> Process Indicator <input type="text" value="N"/> Normal Processing</p><p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/></p></div>	
4.	<p>Click the <b>Schedule/Prepare Activity</b> button.</p> <div data-bbox="261 1629 704 1688"><p><input type="button" value="Schedule/Prepare Activity"/></p></div>

Step	Action
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A Confirmation message displays in a pop-up window once the automated program completes.

Process completed successfully. (3000,530)

5.	Click the <b>OK</b> button. <div style="border: 2px solid red; padding: 5px; width: fit-content; margin: 10px auto;"> <input type="button" value="OK"/> </div>
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The **On-Demand Event Maintenance** page refreshes.

**On-Demand Event Maintenance**

Person ID   Ben Record 0

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Activity Date Source Empl Record 0

Pending Activities 0

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Event ID 6 Event Date 07/01/2025 Status Prepared Class LOA

Event Status Open for Processing

Run Date
**Frequency**

Deduction Frequency
  Annual Frequency

---

Entered 0 of 2

Errors 0

 Finalize/Apply Defaults

Run Date

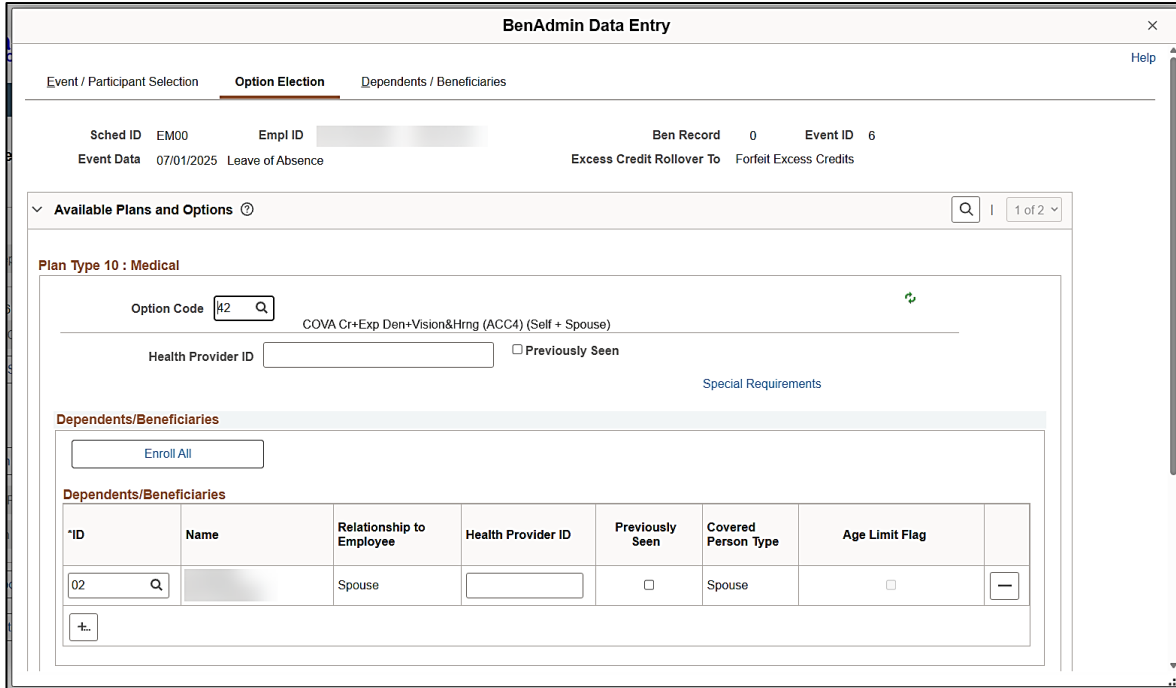
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Process Indicator N 
Normal Processing

6.	Click the <b>Election Entry</b> button. <div style="border: 2px solid red; padding: 5px; width: fit-content; margin: 10px auto;"> <input type="button" value="Election Entry"/> </div>
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Step	Action
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The **BenAdmin Data Entry** page displays with the **Option Election** tab displayed by default.



**BenAdmin Data Entry**

Event / Participant Selection    **Option Election**    Dependents / Beneficiaries

Sched ID EM00    Empl ID [REDACTED]    Ben Record 0    Event ID 6

Event Data 07/01/2025 Leave of Absence    Excess Credit Rollover To    Forfeit Excess Credits

Available Plans and Options

**Plan Type 10 : Medical**

Option Code

COVA Cr+Exp Den+Vision&Hrng (ACC4) (Self + Spouse)

Health Provider ID   Previously Seen

Special Requirements

Dependents/Beneficiaries

*ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag
<input type="text" value="02"/> <input type="button" value="Q"/>	[REDACTED]	Spouse	<input type="text"/>	<input type="checkbox"/>	Spouse	<input type="checkbox"/>
<input type="button" value="+"/>						



Employees cannot change plans at the start of an Unpaid LOA. The only change they can make is to remove a child, remove a spouse, or waive coverage.

- Update the Medical Plan coverage within the **Plan Type 10: Medical** section by clicking the **Option Code Look up** icon and selecting the new Medical Plan coverage.

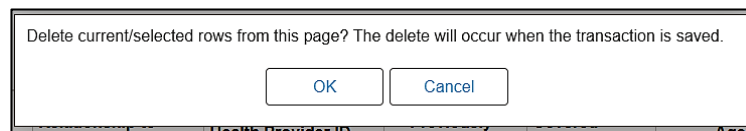


Option Code

For this scenario coverage is being waived. Select "W".

- If the employee is removing a spouse or child from their plan, select the appropriate coverage level and click the (-) button from the **Dependents/Beneficiaries** section under the **Option Election** tab next to the dependent to be removed.

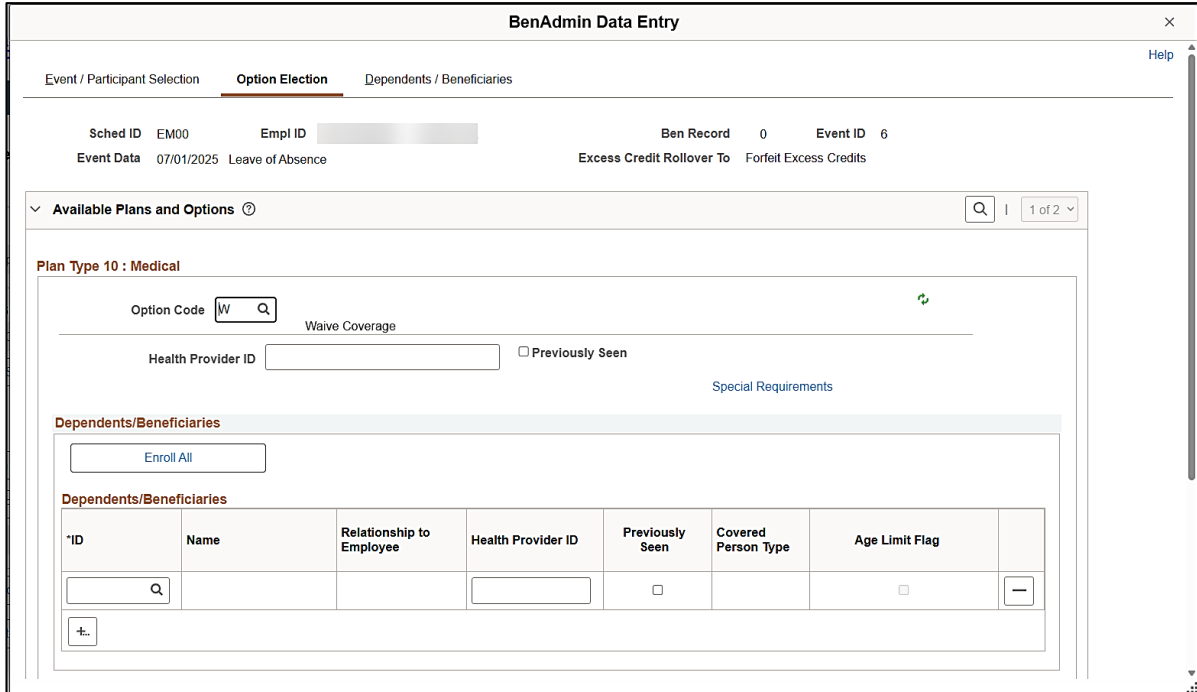
If removing a dependent, a message displays in a pop-up window.



Delete current/selected rows from this page? The delete will occur when the transaction is saved.

Step	Action
9.	Click the <b>OK</b> button. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; background-color: #333; color: white; padding: 5px 10px; text-align: center;">OK</div> <div style="border: 1px solid black; padding: 5px 10px; text-align: center;">Cancel</div> <div style="border: 1px solid black; padding: 5px 10px; text-align: center;">Apply</div> </div> </div>

The **Option Election** tab redisplay with the updated plan selection.



The screenshot shows the 'BenAdmin Data Entry' window with the 'Option Election' tab selected. At the top, there are tabs for 'Event / Participant Selection', 'Option Election', and 'Dependents / Beneficiaries'. Below the tabs, there are fields for 'Sched ID' (EM00), 'Empl ID', 'Ben Record' (0), and 'Event ID' (6). There are also fields for 'Event Data' (07/01/2025 Leave of Absence), 'Excess Credit Rollover To', and 'Forfeit Excess Credits'. A section titled 'Available Plans and Options' is expanded, showing 'Plan Type 10 : Medical'. Under this section, there is an 'Option Code' field with 'W' entered and a search icon. Below that are fields for 'Waive Coverage', 'Health Provider ID', and a checkbox for 'Previously Seen'. There is also a link for 'Special Requirements'. Below this is a section for 'Dependents/Beneficiaries' with an 'Enroll All' button and a table with columns: 'ID', 'Name', 'Relationship to Employee', 'Health Provider ID', 'Previously Seen', 'Covered Person Type', and 'Age Limit Flag'. The table has one row with a search icon in the 'ID' column and a minus sign in the 'Age Limit Flag' column.

10.	If the employee is not making any other election changes, proceed to <b>Step 26</b> . If the employee is making any FSA election changes, proceed with <b>Step 24</b> .
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**i** **Note:** For FSA elections, the employee can either elect a lower amount of annual pledge than the current election or choose to waive the FSA amount entirely. In this example, the employee is waiving the plan election entirely.

11.	Scroll down as needed and update the <b>Plan Type 60 : Flex Spending Medical</b> section by clicking the <b>Option Code Look up</b> icon and selecting <b>Option Code "W"</b> (Waive Coverage). <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Plan Type 60 : Flex Spending Medical</b></p> <p>Option Code <input type="text" value="1"/> <span style="border: 1px solid red; padding: 2px;">🔍</span> Medical Flex Spending Account (FLXMED)</p> </div>
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**i** Repeat this step as needed if the employee is enrolled in the Flex Spending Dependent Care plan (Plan Type 61) and wants to update their election.

Step	Action
12.	<p>If the employee waived their existing enrollment in either of the Flex Spending Account plans and now is not enrolled in either, scroll down as needed and update the <b>Plan Type AZ: Flex Spending Admin Fee</b> section by clicking the <b>Option Code Look up</b> icon and selecting <b>Option Code "W"</b> (Waive Coverage).</p> <div data-bbox="261 478 984 621" style="border: 1px solid black; padding: 5px;"> <p>Plan Type AZ : Flex Spending Admin Fee</p> <p>Option Code <input type="text" value="1"/> <input type="button" value="Q"/> Flex Spending Admin Fee (FLXFEE)</p> </div>
13.	<p>Once all the elections have been updated, scroll down to the bottom of the page and click the <b>OK</b> button.</p> <div data-bbox="261 741 1273 1014" style="border: 1px solid black; padding: 5px;"> <p>Plan Type AZ : Flex Spending Admin Fee</p> <p>Option Code <input type="text" value="W"/> <input type="button" value="Q"/> <input type="button" value="Refresh"/> Waive Coverage</p> <p style="text-align: right;"><a href="#">Special Requirements</a></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Apply"/></p> <p><a href="#">Event / Participant Selection</a>   <a href="#">Option Election</a>   <a href="#">Dependents / Beneficiaries</a></p> </div>
<p>The <b>On-Demand Event Maintenance</b> page redispays.</p> <div data-bbox="310 1100 1373 1745" style="border: 1px solid black; padding: 10px;"> <p><b>On-Demand Event Maintenance</b></p> <p>Person ID <input type="text"/> Ben Record 0</p> <p>Activity Date Source Empl Record 0</p> <p><input type="button" value="Schedule/Prepare Activity"/> Pending Activities 0 <input type="button" value="Show Activities"/> Action</p> <hr/> <p>Event ID 6 Event Date 07/01/2025 Status Entered Class LOA <input type="button" value="Event Status Update"/></p> <p><input type="button" value="Prepare Options"/> Event Status Open for Processing</p> <p><input type="button" value="Enrollment Statement"/> Run Date</p> <p>Frequency <input checked="" type="radio"/> Deduction Frequency <input type="radio"/> Annual Frequency</p> <p><input type="button" value="Election Entry"/> Entered 1 of 2 <input type="button" value="Show Plans"/></p> <p><input type="button" value="Validate/Finalize"/> Errors 0 <input type="button" value="Show Errors"/> <input type="checkbox"/> Finalize/Apply Defaults</p> <p><input type="button" value="Confirmation Statement"/> Run Date</p> <p><input type="button" value="Reprocess"/> Process Indicator <input type="text" value="N"/> <input type="button" value="Q"/> Normal Processing</p> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/></p> </div>	
14.	<p>Select the <b>Finalize/Apply Defaults</b> checkbox.</p> <div data-bbox="261 1833 605 1902" style="border: 1px solid black; padding: 5px;"> <p><input type="checkbox"/> Finalize/Apply Defaults</p> </div>

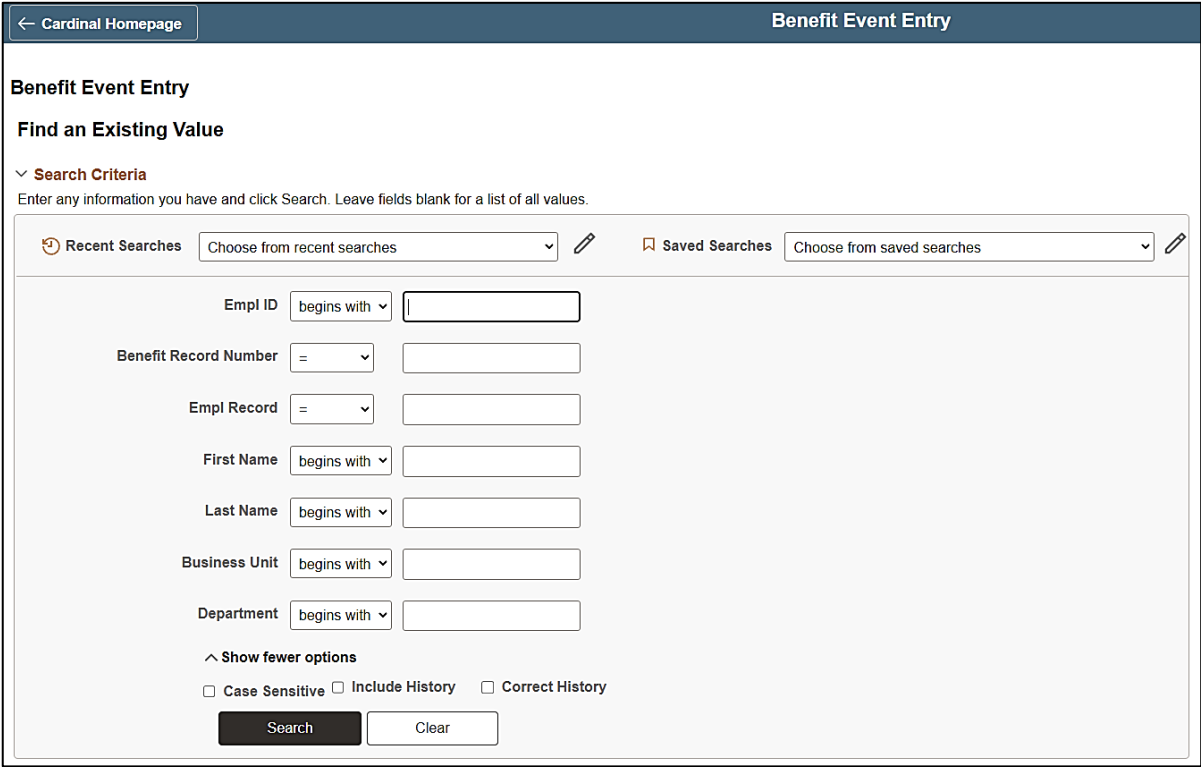


Step	Action
15.	<p>Click the <b>Validate/Finalize</b> button.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="border: 2px solid red; padding: 2px; display: inline-block;">Validate/Finalize</div> </div> <p>A Confirmation message displays in a pop-up window once the automated program completes.</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px 0; text-align: center;"> <p>Process completed successfully. (3000,530)</p> <div style="border: 1px solid blue; padding: 5px; display: inline-block; margin: 10px auto;">OK</div> </div>
16.	<p>Click the <b>OK</b> button.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="border: 2px solid red; padding: 2px; display: inline-block;">OK</div> </div> <p>The <b>On-Demand Event Maintenance</b> page refreshes.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>On-Demand Event Maintenance</b></p> <p style="text-align: right;">Person ID <span style="border: 1px solid gray; padding: 2px 20px;"></span> Ben Record 0</p> <hr/> <p>Activity Date <span style="border: 1px solid gray; padding: 2px 20px;"></span> Source <span style="border: 1px solid gray; padding: 2px 20px;"></span> Empl Record 0</p> <p> <span style="border: 1px solid gray; padding: 2px 10px;">Schedule/Prepare Activity</span> <span style="margin-left: 20px;">Pending Activities 0</span> <span style="margin-left: 20px;"><span style="border: 1px solid gray; padding: 2px 10px;">Show Activities</span></span> <span style="float: right;"><span style="border: 1px solid gray; padding: 2px 10px;">Action</span></span> </p> <hr/> <p> <span style="border: 1px solid gray; padding: 2px 10px;">Event ID 6</span> <span style="margin-left: 20px;"><span style="border: 1px solid gray; padding: 2px 10px;">Event Date 07/01/2025</span></span> <span style="margin-left: 20px;">Status Finalized - Enrolled</span> <span style="margin-left: 20px;">Class LOA</span> <span style="float: right;"><span style="border: 1px solid gray; padding: 2px 10px;">Event Status Update</span></span> </p> <p> <span style="border: 1px solid gray; padding: 2px 10px;">Prepare Options</span> <span style="margin-left: 20px;">Event Status Closed to Processing</span> </p> <p> <span style="border: 1px solid gray; padding: 2px 10px;">Enrollment Statement</span> <span style="margin-left: 20px;">Run Date</span> <span style="margin-left: 20px;"><b>Frequency</b></span> </p> <p style="margin-left: 20px;"> <input checked="" type="radio"/> Deduction Frequency           <input type="radio"/> Annual Frequency         </p> <hr/> <p> <span style="border: 1px solid gray; padding: 2px 10px;">Election Entry</span> <span style="margin-left: 20px;">Entered 0 of 0</span> <span style="margin-left: 20px;"><span style="border: 1px solid gray; padding: 2px 10px;">Show Plans</span></span> </p> <p> <span style="border: 1px solid gray; padding: 2px 10px;">Validate/Finalize</span> <span style="margin-left: 20px;">Errors 0</span> <span style="margin-left: 20px;"><span style="border: 1px solid gray; padding: 2px 10px;">Show Errors</span></span> <span style="float: right;"><input type="checkbox"/> Finalize/Apply Defaults</span> </p> <p> <span style="border: 1px solid gray; padding: 2px 10px;">Confirmation Statement</span> <span style="margin-left: 20px;">Run Date</span> </p> <hr/> <p> <span style="border: 1px solid gray; padding: 2px 10px;">Reprocess</span> <span style="margin-left: 20px;">Process Indicator <span style="border: 1px solid gray; padding: 2px 5px;">N</span></span> <span style="margin-left: 20px;">Normal Processing</span> </p> <p> <span style="background-color: black; color: white; padding: 2px 5px;">Save</span> <span style="margin-left: 10px;"><span style="border: 1px solid gray; padding: 2px 10px;">Return to Search</span></span> <span style="margin-left: 10px;"><span style="border: 1px solid gray; padding: 2px 10px;">Notify</span></span> </p> </div>
<div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> <span style="font-size: 24px; font-weight: bold;">i</span> </div>	<p>The ELG Benefit Event updates to a Status of “Finalized-Prepared None” and an Event Status of “Closed to Processing”. Review the <b>Health Benefits</b> page to confirm elections and that the effective date is correct.</p>
17.	<p>Click the <b>Save</b> button.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="border: 2px solid red; padding: 2px; display: inline-block; margin-right: 10px;">Save</div> <div style="border: 1px solid gray; padding: 2px 10px; margin-right: 10px;">Return to Search</div> <div style="border: 1px solid gray; padding: 2px 10px;">Notify</div> </div>

## Processing Unpaid Leaves of Absence in Cardinal

### BN Unpaid Leave of Absence – Terminating Coverage (LAT Benefit Event)

After the employee initially goes out on Unpaid Leave of absence and does not pay the premium, the BA will need to create a LAT manual Benefit Event.

If coverage is being terminated more than 60 days from the current date, OHB approval must be given prior to entering this transaction.

Step	Action
1.	Navigate to the <b>Benefit Event</b> page using the following path: <b>Menu &gt; Benefits &gt; Manage Automated Enrollment &gt; Events &gt; Benefit Event</b>
<p>The <b>Benefit Event Entry Find an Existing Value Search</b> page displays.</p> <div data-bbox="228 716 1422 1478" style="border: 1px solid black; padding: 10px;">  </div>	
	<p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled <b>Overview of the Cardinal HCM Search Pages</b>. This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>
2.	<p>Enter the employee’s Employee ID in the <b>Empl ID</b> field.</p> <p><b>Note:</b> Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.</p> <div data-bbox="261 1780 948 1873" style="border: 1px solid black; padding: 5px; margin-top: 10px;">  </div>

Step	Action
3.	Click the <b>Search</b> button. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <input style="border: 1px solid black; padding: 2px 10px;" type="button" value="Search"/> <input style="border: 1px solid black; padding: 2px 10px; margin-left: 10px;" type="button" value="Clear"/> </div>

The **Benefit Event Detail** page displays for the selected employee.

← Cardinal Homepage
Benefit Event

**Benefit Event Detail**

Employee
ID
Benefit Record Number 0

**Life Event** Q | < | > | 1 of 1 | View All

Life Event

Life Event Date

Paperwork Receipt Date

**Health Change**

Health Change Needed:

Current Cov. Level:  Future Cov. Level:

Change:

**FSA Change**

FSA Change Needed:

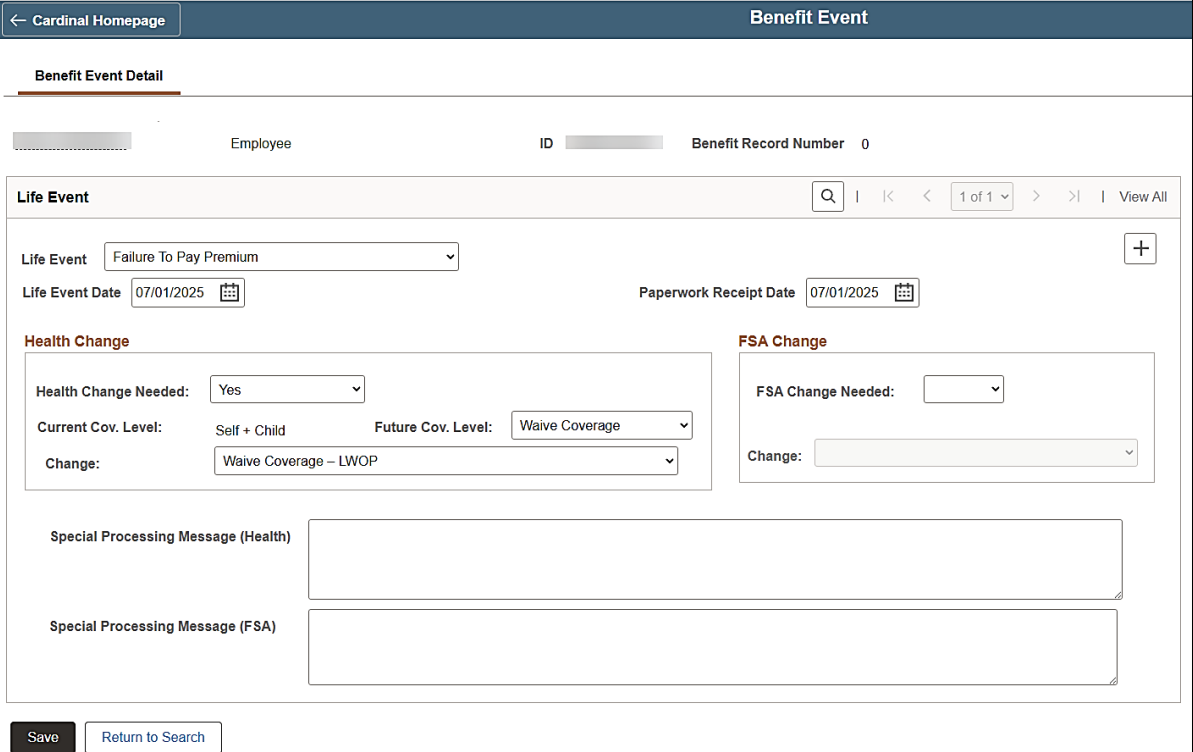

Change:

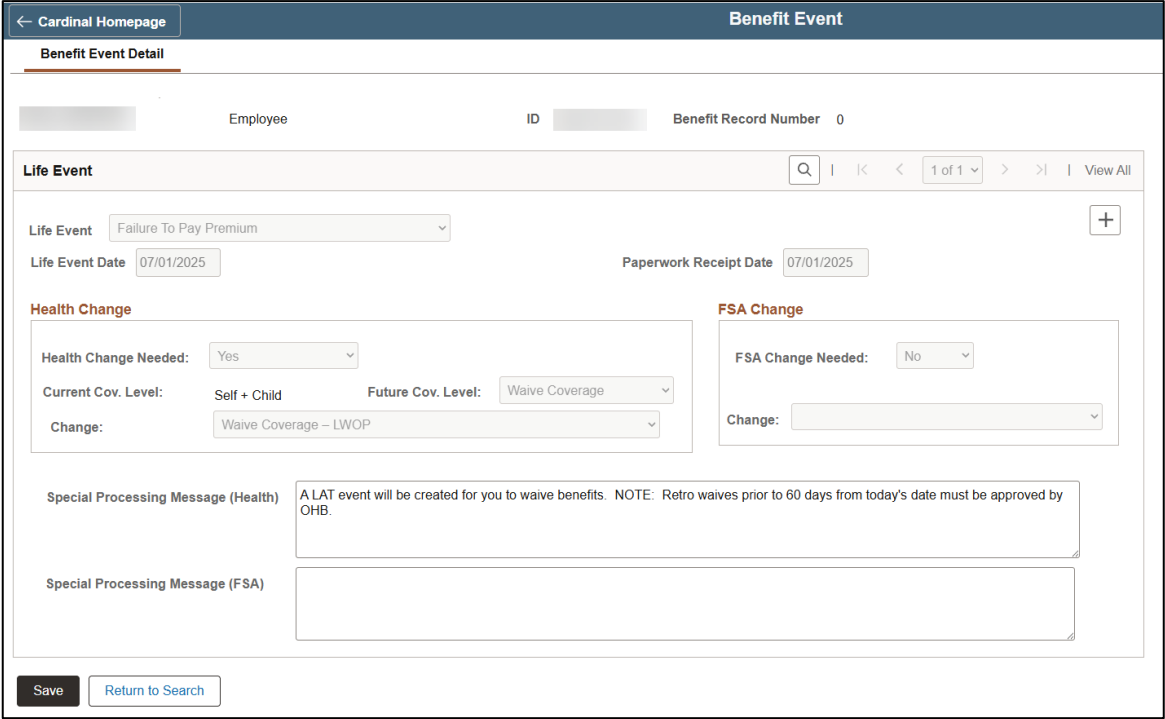

Special Processing Message (Health)

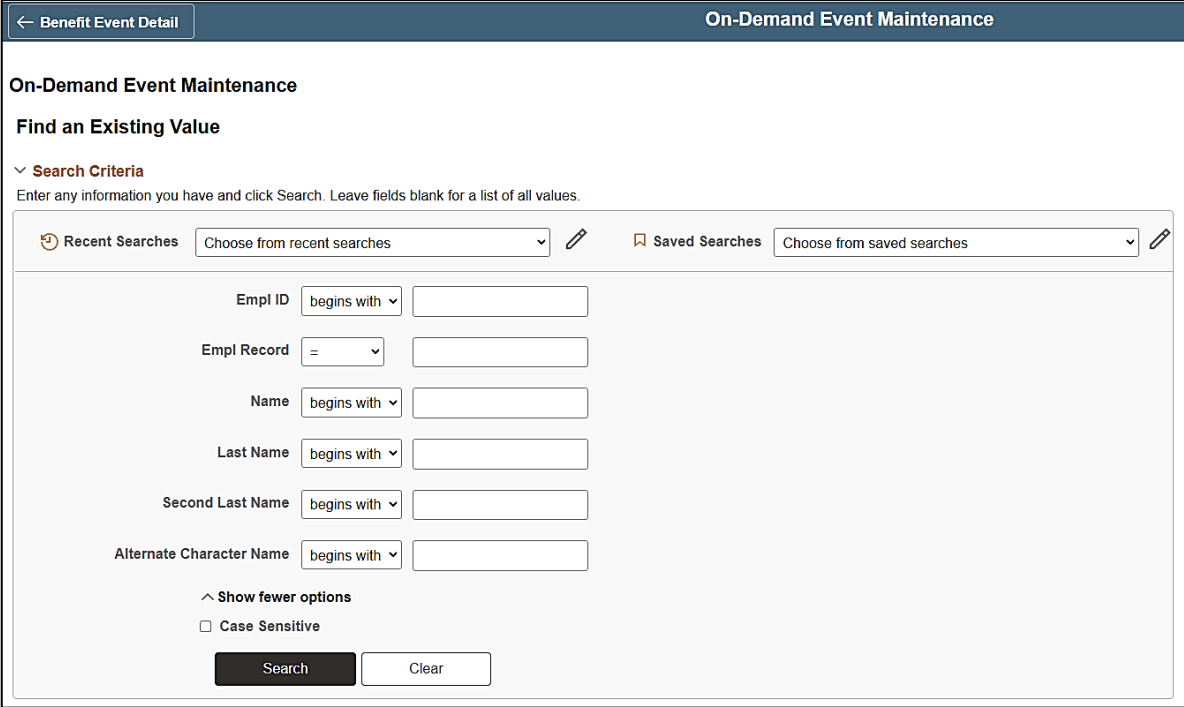


Special Processing Message (FSA)

Save
Return to Search

4.	Click the <b>Life Event</b> dropdown button and select "Failure to Pay Premium". <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Life Event <input style="width: 80%;" type="text" value=""/></p> </div>
5.	Click the <b>Life Event Date Calendar</b> icon and select the paid to date (last day of coverage that has been paid for by the employee). <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Life Event Date <input style="width: 80%;" type="text" value=""/></p> </div>
6.	Click the <b>Paperwork Receipt Date Calendar</b> icon and select the date on which the employee waived coverage. Select the paid to date (last day of coverage that has been paid for by the employee). <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Paperwork Receipt Date <input style="width: 80%;" type="text" value=""/></p> </div>

Step	Action
7.	<p>Click the <b>Health Change Needed</b> dropdown button and select “Yes”.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <span>Health Change Needed:</span> <input style="width: 100px;" type="text"/> <span style="border: 1px solid red; padding: 2px;">▼</span> </div>
<p>The <b>Benefit Event Detail</b> page refreshes.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;">  </div>	
	<p>The employee’s current coverage level displays in the <b>Current Cov. Level</b> field (<b>Health Change</b> section).</p>
8.	<p>Click the <b>Future Cov. Level</b> dropdown button and select “Waive Coverage”.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <span>Future Cov. Level:</span> <input style="width: 100px;" type="text"/> <span style="border: 1px solid red; padding: 2px;">▼</span> </div>
9.	<p>Click the <b>Change</b> dropdown button and select “Waive Coverage-LWOP”.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <span>Change:</span> <input style="width: 150px;" type="text"/> <span style="border: 1px solid red; padding: 2px;">▼</span> </div>
10.	<p>If the employee has an FSA, click the <b>FSA Change Needed</b> dropdown button and select “Yes”. Do not leave blank.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <span>FSA Change Needed:</span> <input style="width: 50px;" type="text"/> <span style="border: 1px solid red; padding: 2px;">▼</span> </div>

Step	Action
11.	<p>Click the <b>Save</b> button at the bottom of the page.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <span style="border: 2px solid red; padding: 2px 5px; background-color: #333; color: white;">Save</span> <span style="padding: 2px 5px; color: #0070c0; text-decoration: underline;">Return to Search</span> </div>
<p>The <b>Benefit Event Detail</b> page refreshes.</p> <div style="border: 1px solid black; padding: 10px;">  </div>	
	<p>Review the message in the <b>Special Processing Message (Health)</b> field.</p> <p>Take note that any retroactive waives older than 60 days require approval by the Office of Health Benefits (OHB).</p>
12.	<p>Next, process the LAT Benefit Event.</p> <p>Navigate to the <b>On-Demand Event Maintenance</b> page using the following path:</p> <p><b>Menu &gt; Benefits &gt; Manage Automated Enrollment &gt; Events &gt; On-Demand Event Maintenance</b></p>

Step	Action
	<p>The <b>On-Demand Event Maintenance Find an Existing Value Search</b> page displays.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>
13.	<p>Enter the employee's Employee ID in the <b>Empl ID</b> field.</p> <p><b>Note:</b> 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 black; padding: 5px; margin: 10px 0;">  </div>
14.	<p>Click the <b>Search</b> button.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>

Step	Action
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The **On-Demand Event Maintenance** page displays.

← Benefit Event Detail
On-Demand Event Maintenance

**On-Demand Event Maintenance**

Person ID [redacted]
Ben Record 0

Activity Date 07/01/2025
Source Manual Event
Empl Record 0

[Schedule/Prepare Activity](#)
Pending Activities 1
[Show Activities](#)
Action LAT

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Event ID 3
Event Date 07/01/2025
Status Prepared
Class ELG
[Event Status Update](#)

[Prepare Options](#)
Event Status Open for Processing

[Enrollment Statement](#)
Run Date

**Frequency**  
 Deduction Frequency    Annual Frequency

[Election Entry](#)
Entered 0 of 1
[Show Plans](#)

[Validate/Finalize](#)
Errors 0
[Show Errors](#)
 Finalize/Apply Defaults

[Confirmation Statement](#)
Run Date

[Reprocess](#)
Process Indicator N 
Normal Processing

[Save](#)
[Return to Search](#)
[Notify](#)

15. Click the **Schedule/Prepare Activity** button.

Activity Date 07/01/2025
Source Manual Event

[Schedule/Prepare Activity](#)
Pending Activities 1

A Confirmation message displays in a pop-up window once the automated program completes.

Process completed successfully. (3000,530)

OK

16. Click the **OK** button.

OK

Step	Action
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The **On-Demand Event Maintenance** page refreshes.

← Benefit Event Detail
**On-Demand Event Maintenance**

**On-Demand Event Maintenance**

Person ID  Ben Record 0

Activity Date
Source
Empl Record 0

Schedule/Prepare Activity
Pending Activities 0
Show Activities
Action

Event ID 4
Event Date 07/01/2025
Status Prepared
Class LAT
Event Status Update

Prepare Options
Event Status Open for Processing

Enrollment Statement
Run Date

**Frequency**  
 Deduction Frequency  Annual Frequency

Election Entry
Entered 0 of 5
Show Plans

Validate/Finalize
Errors 0
Show Errors
 Finalize/Apply Defaults

Confirmation Statement
Run Date

Reprocess
Process Indicator N 
Normal Processing

Save
Return to Search
Notify

17.	<p>Click the <b>Election Entry</b> button.</p> <div style="border: 2px solid red; padding: 5px; text-align: center; margin: 10px auto; width: 150px;"> <span style="color: blue; font-weight: bold;">Election Entry</span> </div>
-----	---

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

The **BenAdmin Data Entry** page displays with the **Option Election** tab displayed by default.

X
BenAdmin Data Entry

Help
Event / Participant Selection    **Option Election**    Dependents / Beneficiaries

Sched ID	EM00	Empl ID		Ben Record	0	Event ID	4
Event Data	07/01/2025	LWOP & Non-Pay Waive		Excess Credit Rollover To		Forfeit Excess Credits	

Available Plans and Options 1 of 5

**Plan Type 10 : Medical**

Option Code  COVA+ExDen+Out-of-nbwk+Vs&Hr (ACC5) (Self + Child)

Health Provider ID   Previously Seen Special Requirements

**Dependents/Beneficiaries**

Enroll All

ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag	
01		Child	<input style="width: 50px;" type="text"/>	<input type="checkbox"/>	Child	<input checked="" type="checkbox"/>	-
<input style="width: 20px;" type="button" value="±"/>							

18.	<p>Update the Medical Plan within the <b>Plan Type 10: Medical</b> section by clicking the <b>Option Code Look up</b> icon and selecting <b>Option Code "W"</b> (Waive).</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Option Code <input style="width: 50px; border: 2px solid red;" type="text" value="47"/> <span style="font-size: 0.8em;">COVA+ExDen+Out-of-nbwk+Vs&amp;Hr (ACC5) (Self + Child)</span></p> </div>
-----	--

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

The **Option Election** tab redisplay with the updated plan selection (waived).

**BenAdmin Data Entry** x

---

Event / Participant Selection
**Option Election**
Dependents / Beneficiaries
Help

---

Sched ID EM00     Empl ID       Ben Record 0     Event ID 4  
Event Data 07/01/2025 LWOP & Non-Pay Waive     Excess Credit Rollover To     Forfeit Excess Credits

---

Available Plans and Options 1 of 5

---

**Plan Type 10 : Medical**

Option Code W Q     Waive Coverage ↻

---

Health Provider ID        Previously Seen

[Special Requirements](#)

---

**Dependents/Beneficiaries**

Enroll All

---

**Dependents/Beneficiaries**

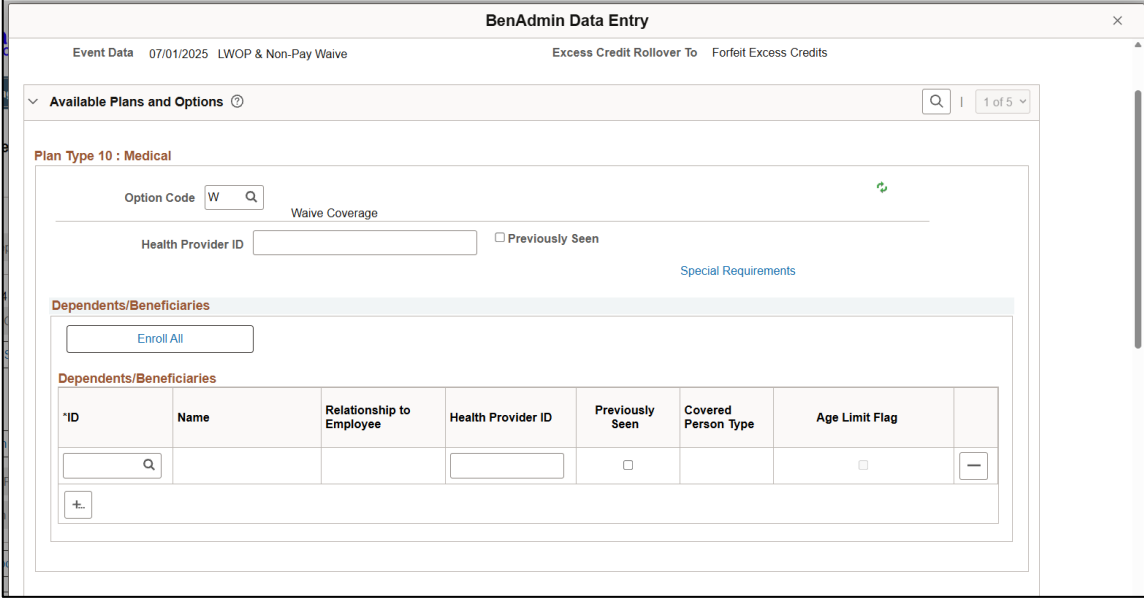

*ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag	
01 <span style="float: right;">Q</span>	<span style="background-color: #cccccc; padding: 0 20px;"> </span>	Child	<span style="border: 1px solid #ccc; padding: 0 20px;"> </span>	<input type="checkbox"/>	Child	<input checked="" type="checkbox"/>	-
<span>±</span>							

A message displays in a pop-up window.

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

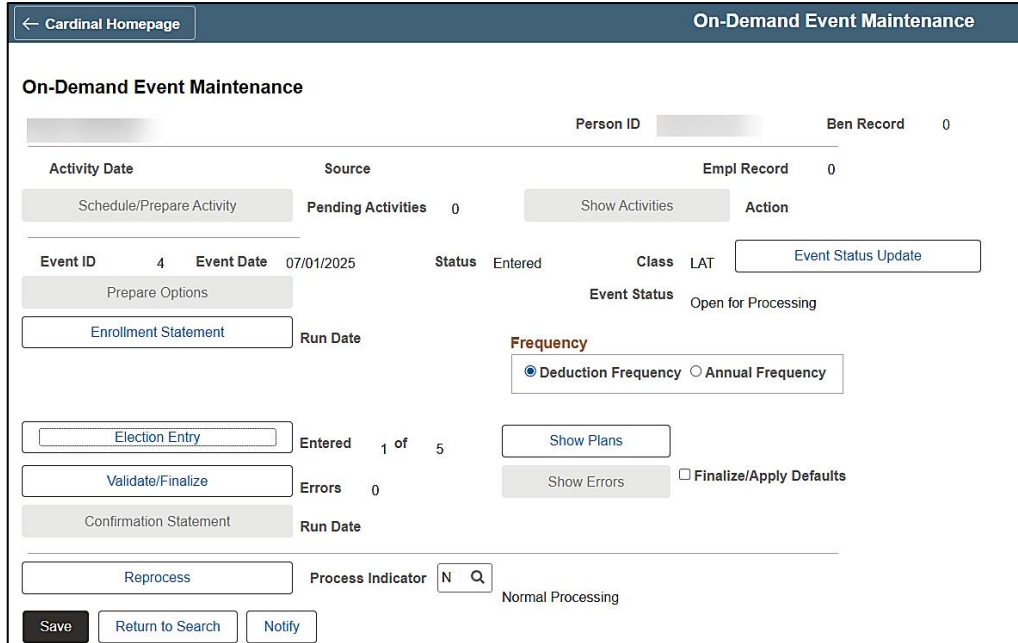
OK
Cancel

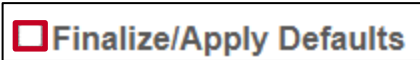
20.	<p>Click the <b>OK</b> button.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <div style="display: flex; justify-content: center; gap: 10px;"> <span style="border: 2px solid red; padding: 5px 15px;">OK</span> <span style="border: 1px solid #ccc; padding: 5px 15px;">Cancel</span> </div> </div>
-----	---


Step	Action
	<p>The <b>BenAdmin Data Entry</b> page refreshes and the dependent(s) is removed.</p> 
21.	<p>Scroll down the page and if the employee has any additional coverage, be sure to choose the <b>Option Code</b> of "W".</p>
22.	<p>Scroll down to the bottom of the page and click the <b>OK</b> button.</p> 

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

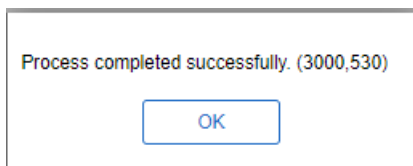
The **On-Demand Event Maintenance** page redisplay.



23.	Click the <b>Finalize/Apply Defaults</b> checkbox. 
-----	---

24.	Click the <b>Validate/Finalize</b> button. 
-----	---

A Confirmation message displays in a pop-up window once the automated program completes.



25.	Click the <b>OK</b> button. 
-----	--

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

The **On-Demand Event Maintenance** page refreshes.

← Cardinal Homepage
On-Demand Event Maintenance

**On-Demand Event Maintenance**

Person ID
Ben Record 0

Activity Date
Source
Empl Record 0

Schedule/Prepare Activity
Pending Activities 0
Show Activities
Action

Event ID 4
Event Date 07/01/2025
Status Finalized - Enrolled
Class LAT
Event Status Update

Prepare Options
Event Status Closed to Processing

Enrollment Statement
Run Date

**Frequency**  
 Deduction Frequency
  Annual Frequency

Election Entry
Entered 0 of 0
Show Plans

Validate/Finalize
Errors 0
Show Errors
 Finalize/Apply Defaults

Confirmation Statement
Run Date

Reprocess
Process Indicator N
Normal Processing

Save
Return to Search
Notify

<b>i</b>	<p>The LAT Benefit Event updates to a Status of “Finalized-Prepared None” and an Event Status of “Closed to Processing”. Review the <b>Health Benefits</b> page to confirm coverage is waived with the appropriate effective date.</p>
----------	--

26.	<p>Click the <b>Save</b> button.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="border: 2px solid red; padding: 2px;">Save</div> <div>Return to Search</div> <div>Notify</div> </div> </div>
-----	--

## Processing Unpaid Leaves of Absence in Cardinal

### BN Returning from Unpaid LOA (RFL Benefit Event)

When an employee returns from an Unpaid Leave, they can only make changes to their benefits if they made changes when they originally went on Unpaid Leave. The Agency BA must reach out to the employee and confirm whether they want to keep the changes they made, return to their original elections before their LOA, or make new elections if eligible.

When an employee returns from leave, adhere to the following DHRM guidelines as it relates to reinstating benefits:

- When less than 30 days: The employee will be enrolled in the same health plan and membership level covering the same dependents enrolled prior to the Unpaid LOA
- When 30 days or more: The employee can make new elections and add new eligible dependents

For this scenario, the employee was on an Unpaid LOA for less than 30 days and waived coverage. The employee has now returned to work and wants to return to the previous coverage elections (Employee + Spouse) which they had prior to the Unpaid LOA.

Step	Action
1.	Navigate to the <b>Benefit Event Detail</b> page using the following path: <b>Menu &gt; Benefits &gt; Manage Automated Enrollments &gt; Events &gt; Benefit Event</b>

The **Benefit Event Entry Find an Existing Value Search** page displays.

**Benefit Event Entry**

**Find an Existing Value**

▼ **Search Criteria**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

🕒 Recent Searches  ✎
🔖 Saved Searches  ✎

Empl ID

Benefit Record Number

Empl Record

First Name

Last Name

Business Unit

Department

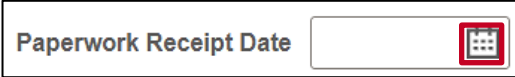
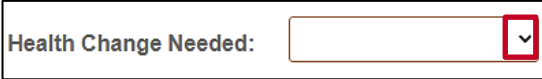



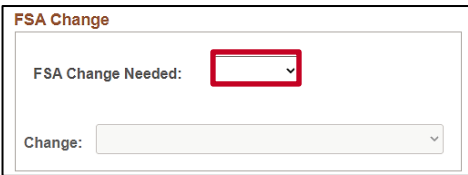

^ Show fewer options

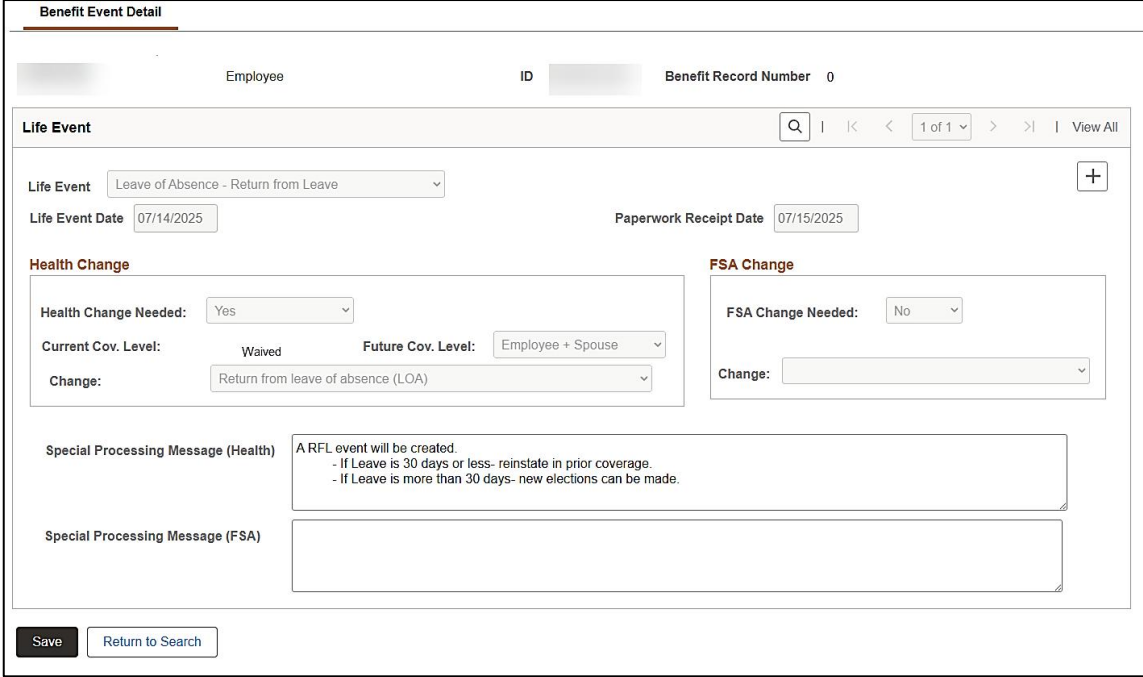

Case Sensitive  Include History  Correct History



For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Step	Action
2.	<p>Enter the employee’s Employee ID in the <b>Empl ID</b> field.</p> <p><b>Note:</b> 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-top: 10px;"> <span style="border: 1px solid #ccc; padding: 2px;">Empl ID</span> <span style="border: 1px solid #ccc; padding: 2px;">begins with ▾</span> <span style="border: 2px solid red; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span> </div>
3.	<p>Click the <b>Search</b> button.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <span style="border: 2px solid red; padding: 5px 15px; background-color: #333; color: white;">Search</span> <span style="border: 1px solid #ccc; padding: 5px 15px; margin-left: 10px;">Clear</span> <span style="border: 1px solid #ccc; padding: 5px 15px; margin-left: 10px;">Save Search</span> </div>
<p>The <b>Benefit Event Detail</b> page displays.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <span style="float: right;">Employee ID: <span style="border: 1px solid #ccc; padding: 0 20px;"> </span> Benefit Record Number: 0</span> </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Life Event</span> <span style="font-size: 0.8em;">🔍   ⏪   &lt;   1 of 1   &gt;   ⏩   View All</span> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <p>Life Event: <span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">+</span></p> <p>Life Event Date: <span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="font-size: 0.8em;">📅</span></p> </div> <div style="width: 45%;"> <p>Paperwork Receipt Date: <span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="font-size: 0.8em;">📅</span></p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <p><b>Health Change</b></p> <p>Health Change Needed: <span style="border: 1px solid #ccc; padding: 2px;"> </span></p> <p>Current Cov. Level: <span style="border: 1px solid #ccc; padding: 2px;"> </span> Future Cov. Level: <span style="border: 1px solid #ccc; padding: 2px;"> </span></p> <p>Change: <span style="border: 1px solid #ccc; padding: 2px;"> </span></p> </div> <div style="width: 48%;"> <p><b>FSA Change</b></p> <p>FSA Change Needed: <span style="border: 1px solid #ccc; padding: 2px;"> </span></p> <p>Change: <span style="border: 1px solid #ccc; padding: 2px;"> </span></p> </div> </div> <div style="margin-top: 10px;"> <p>Special Processing Message (Health) <span style="border: 1px solid #ccc; padding: 5px; display: inline-block; width: 100%; height: 20px;"></span></p> <p>Special Processing Message (FSA) <span style="border: 1px solid #ccc; padding: 5px; display: inline-block; width: 100%; height: 20px;"></span></p> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Save</span> <span>Return to Search</span> </div> </div> </div>	
4.	<p>Click the <b>Life Event</b> dropdown button and select “Leave of Absence – Return from Leave”.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <span style="border: 1px solid #ccc; padding: 2px;">Life Event</span> <span style="border: 2px solid red; display: inline-block; width: 20px; height: 20px; vertical-align: middle; text-align: center; line-height: 20px;">▾</span> </div>
5.	<p>Click the <b>Life Event Date Calendar</b> icon and select the date on which the employee returned from leave.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <span style="border: 1px solid #ccc; padding: 2px;">Life Event Date</span> <span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="border: 2px solid red; display: inline-block; width: 20px; height: 20px; vertical-align: middle; text-align: center; line-height: 20px;">📅</span> </div>

Step	Action
6.	<p>Click the <b>Paperwork Receipt Date Calendar</b> icon and select the date on which the employee provided paperwork.</p> 
7.	<p>Click the <b>Health Change Needed</b> dropdown button and select "Yes"</p> 
8.	<p>The <b>Current Cov. Level</b> field value populates. For this scenario the employee waived coverage when they went out on LOA. The field displays "Waived".</p> 
9.	<p>Click the <b>Future Cov. Level</b> dropdown button and choose the applicable option. For this scenario, it is "Employee + Spouse".</p> 
10.	<p>Click the <b>Change</b> dropdown button and select "Return from leave of absence (LOA)"</p> 
11.	<p>If an FSA change is needed, click the <b>FSA Change Needed</b> dropdown menu and select "Yes". For this scenario, no change is needed and "No" would be selected. Do not leave blank.</p> 
12.	<p>Click the <b>Save</b> button.</p> 

Step	Action
	<p>The <b>Benefit Event Detail</b> page refreshes.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  <p>The screenshot shows the 'Benefit Event Detail' page. At the top, it displays 'Employee ID' and 'Benefit Record Number 0'. The 'Life Event' section is set to 'Leave of Absence - Return from Leave' with a date of '07/14/2025' and a 'Paperwork Receipt Date' of '07/15/2025'. There are two main sections for changes: 'Health Change' and 'FSA Change'. The 'Health Change' section has 'Health Change Needed' set to 'Yes', 'Current Cov. Level' as 'Waived', and 'Future Cov. Level' as 'Employee + Spouse'. The 'Change' dropdown is set to 'Return from leave of absence (LOA)'. The 'FSA Change' section has 'FSA Change Needed' set to 'No'. Below these sections are two text boxes for 'Special Processing Message (Health)' and 'Special Processing Message (FSA)'. The Health message contains instructions about RFL events and reinstatement. At the bottom, there are 'Save' and 'Return to Search' buttons.</p> </div>
	<p>Review the messages in the <b>Special Processing Message (Health)</b> field.</p> <ul style="list-style-type: none"> <li>If the employee was on leave 30 days or less the prior coverage must be reinstated</li> <li>If the leave was greater than 30 days, the employee can make new elections and add additional dependents</li> </ul>
13.	<p>Next, process the RFL Event:</p> <p>Navigate to the <b>On-Demand Event Maintenance</b> page using the following path:</p> <p><b>Menu &gt; Benefits &gt; Manage Automated Enrollment &gt; Events &gt; On-Demand Event Maintenance</b></p>

Step	Action
	<p>The <b>On-Demand Event Maintenance Find an Existing Value Search</b> page displays.</p> <div style="border: 1px solid black; padding: 10px;"> <p><b>On-Demand Event Maintenance</b></p> <p><b>Find an Existing Value</b></p> <p>▼ <b>Search Criteria</b> 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>🕒 <b>Recent Searches</b> Choose from recent searches ▼ ✎     📌 <b>Saved Searches</b> Choose from saved searches ▼ ✎</p> <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"/> <input type="button" value="Save Search"/> </p> </div> </div>
14.	<p>Enter the employee's Employee ID in the <b>Empl ID</b> field.</p> <p><b>Note:</b> 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; width: fit-content;"> <p>Empl ID begins with ▼ <input style="border: 2px solid red;" type="text"/></p> </div>
15.	<p>Click the <b>Search</b> button.</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <p><input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Save Search"/></p> </div>

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

The **On-Demand Event Maintenance** page displays.

**On-Demand Event Maintenance**

Person ID [redacted] Ben Record 0

---

Activity Date 08/01/2025 Source Manual Event Empl Record 0

Pending Activities 1
 
 Action RFL

---

Event ID 6 Event Date 07/14/2025 Status Prepared Class MSC

Event Status Open for Processing

Run Date
 
**Frequency**  
 Deduction Frequency  Annual Frequency

---

Entered 0 of 0

Errors 0
 
 Finalize/Apply Defaults

Run Date

---

Process Indicator N  Normal Processing

16. Click the **Schedule/Prepare Activity** button.

Activity Date 07/14/2025 Source Job Data Change

Pending Activities 1

A Confirmation message displays in a pop-up window once the automated program completes.

Process completed successfully. (3000,530)

17. Click the **OK** button.

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

The **On-Demand Event Maintenance** page refreshes.

**On-Demand Event Maintenance**

Person ID [ ] Ben Record 0

Activity Date [ ] Source [ ] Empl Record 0

Schedule/Prepare Activity Pending Activities 0 Show Activities Action

---

Event ID 7 Event Date 08/01/2025 Status Prepared Class RFL [Event Status Update](#)

Prepare Options Event Status Open for Processing

[Enrollment Statement](#) Run Date

**Frequency**

Deduction Frequency  Annual Frequency

[Election Entry](#) Entered 0 of 5 [Show Plans](#)

[Validate/Finalize](#) Errors 0 [Show Errors](#)  Finalize/Apply Defaults

[Confirmation Statement](#) Run Date

---

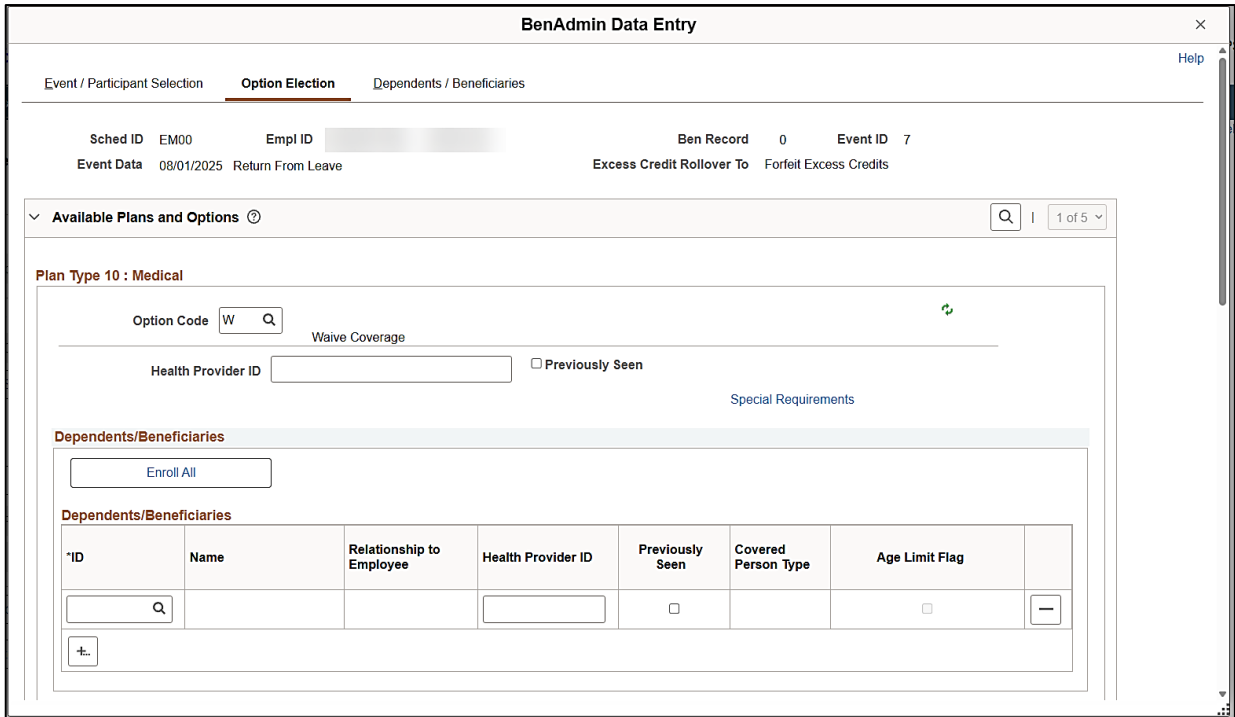
[Reprocess](#) Process Indicator N   Normal Processing


[Save](#) [Return to Search](#) [Notify](#)

18.	<p>Click the <b>Election Entry</b> button.</p> <div style="border: 2px solid red; padding: 5px; text-align: center; margin: 10px auto; width: 150px;"> <a href="#">Election Entry</a> </div>
-----	--

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

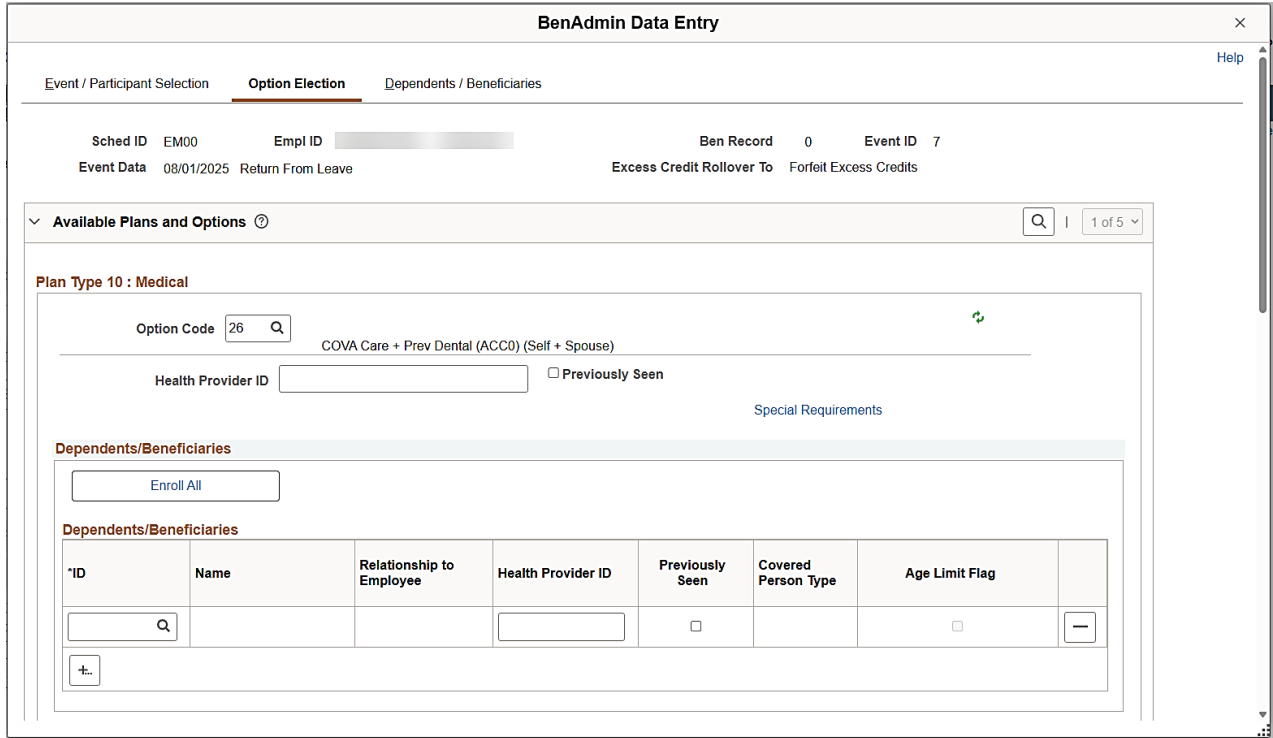
The **BenAdmin Data Entry** page displays with the **Option Election** tab displayed by default.



	<p>In this example, the employee waived coverage during their Leave of Absence. Therefore, the BA must re-elect coverage that the employee had prior to the Leave.</p>
<p>19.</p>	<p>Update the Medical Plan within the <b>Plan Type 10: Medical</b> section by clicking the <b>Option Code Look up</b> icon and selecting the applicable Option Code.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Plan Type 10 : Medical</b></p> <p style="text-align: center;">Option Code <input type="text" value="W"/> <span style="border: 2px solid red; padding: 2px;">🔍</span> Waive Coverage</p> </div>

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

The **BenAdmin Data Entry** page refreshes with the selected plan.



20.	<p>If dependents need to be reinstated, complete the fields in the <b>Dependents/Beneficiaries</b> section.</p> <p>If not proceed to <b>Step 24</b>.</p>
-----	--

21.	<p>For this scenario, a spouse is being reenrolled. Click the <b>ID Look up</b> icon.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>*ID</p> <div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> <input style="width: 80%; border: none;" type="text"/> <input style="width: 15%; border: none; border-radius: 50%; margin-left: 5px;" type="button" value="🔍"/> </div> </div>
-----	---

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

The **Look Up ID** page displays in a pop-up window.

Look Up ID ✕

[Help](#)

Empl ID

Dependent ID begins with ▾


Name begins with ▾

Search
Clear
Cancel
Basic Lookup

Search Results

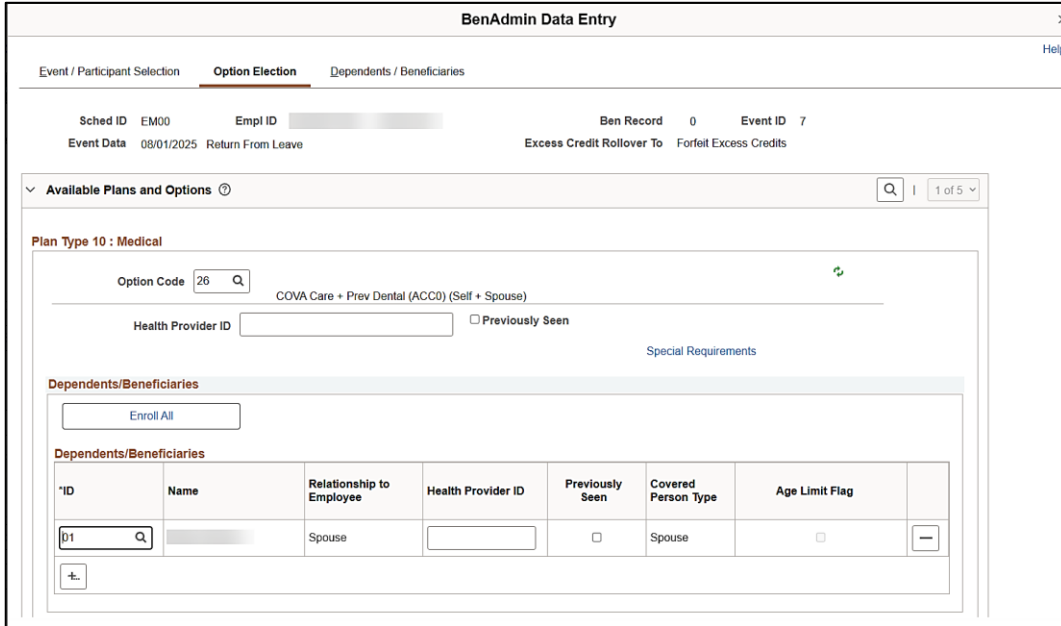
View 100 |< < 1-1 of 1 ▾ > >|


Dependent ID	Name	Relationship to Employee
01		Spouse


	<p>All prior dependents will display.</p>						
<p>22.</p>	<p>Click the <b>Dependent ID</b> row for the dependent to add to coverage. For this scenario, “Spouse” is selected.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 15%;">Dependent ID</th> <th style="width: 45%;">Name</th> <th style="width: 40%;">Relationship to Employee</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td style="text-align: center;">01</td> <td style="background-color: #e6e6fa;"></td> <td style="text-align: center;">Spouse</td> </tr> </tbody> </table>	Dependent ID	Name	Relationship to Employee	01		Spouse
Dependent ID	Name	Relationship to Employee					
01		Spouse					


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

The **Options Elections** page redisplay with the selected dependent added in the **Dependents/Beneficiaries** section.



23.	<p>Click the <b>Add (+)</b> button to add additional dependents if applicable. Otherwise proceed to the next step.</p> 
-----	--

	<p>If the employee waived any FSA elections due to the Leave and wants to re-elect now, update the applicable elections. In this example, the employee did not have any FSA elections prior to the Leave, therefore, no re-elections need to be entered.</p>
---	--

24.	<p>Once all elections are made, scroll down to the bottom of the page and click the <b>OK</b> button.</p> 
-----	---

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

The **On-Demand Event Maintenance** page redisplay.

**On-Demand Event Maintenance**

Person ID  Ben Record 0

Activity Date  Source  Empl Record 0

Pending Activities 0  Action

---

Event ID 7 Event Date 08/01/2025 Status Entered Class RFL

Event Status Open for Processing

Run Date

Entered 1 of 5

Errors 0   Finalize/Apply Defaults

Run Date

Process Indicator N  Normal Processing

25. Click the **Validate/Finalize** button.

Entered

Errors

A Confirmation message displays in a pop-up window once the automated program completes.

Process completed successfully. (3000,530)

26. Click the **OK** button.

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

The **On-Demand Event Maintenance** page refreshes.

**On-Demand Event Maintenance**

Person ID  Ben Record 0

---

Activity Date  Source  Empl Record 0

---

**Event ID** 7 **Event Date** 08/01/2025 **Status** Finalized - Enrolled **Class** RFL


**Event Status** Closed to Processing

**Frequency**  
 Deduction Frequency  Annual Frequency

Finalize/Apply Defaults

---

Normal Processing

	<p>The RFL Benefit Event updates to a Status of “Finalized-Enrolled” and an Event Status of “Closed to Processing”. Review the Health Benefits page to confirm elections.</p>
---	---

<p>27.</p>	<p>Click the <b>Save</b> button.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <input style="border: 2px solid red;" type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> </div>
------------	---

**TA Processing Unpaid 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:

- Entering/approving extended leave type absence events
- 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
- The extended absence types are:
  - [FML \(Family and Medical Leave\)](#)
  - [Donated Leave](#)
  - [Military 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 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.

Return from Leave:

- If an employee returns from leave and did not accrue VSDP sick and VSDP personal on January 10, the AM Administrator must enter balance adjustments to grant the entitlements upon return. VAC (Vacation) and SCK (Traditional Sick) will resume automatically when the employee Returns from Leave for a full leave 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**



## Processing Unpaid Leaves of Absence in Cardinal

### TA Family and Medical Leave (FML)

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.

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. 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.

The AM Administrator should enter and approve the FML 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
<b>FMLA EMP/FAM BAL:</b> 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.
<b>FMLA MILITARY BAL:</b> 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.
<b>FMLA ROLLOVER BAL:</b> Includes all FML events used in the past rolling 12 months regardless of reason.

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

#### **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.

#### **TA Military Leave**

The AM Administrator should adjust balances following the **TA374 Managing Absence Balances** Job Aid (see **Entering a New Absence Entitlement** section).

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

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

**Processing Unpaid Leave Overview (PY Admin)**

The Job Data **Payroll Status** is updated to **Leave of Absence** when the HR Administrator has placed an employee on a Leave of Absence - Unpaid.

A paysheet is not created when an employee is on a Leave of Absence status unless:

- the effective date falls in the middle of the pay period (a partial payment is calculated)  
**OR**
- there are Lag hours from TA to process

If there is a payment due to the employee, the Payroll Administrators will need to key SPOT transactions using the appropriate earnings code. The Payroll Administrator will review the employee's:

- Job Data
  - Effective date for when the employee went out on leave
  - Compensation if there is partial pay
- Timesheet information
  - Work schedule
  - TRCs on Timesheet

When an employee is on a leave of absence the **Turn Off Auto Pay** field is not relevant because a paysheet is not created.

If an employee is eligible for imputed life and/or group insurance, a SPOT transaction will be required.

When a partial pay is calculated the imputed life and/or group insurance will process. If there is no partial pay, a SPOT transaction is required for imputed life and/or group insurance.

Verify that any partial payments and SPOT transactions are calculated correctly.

When an employee returns from an Unpaid Leave of absence in the middle of the pay period, a paysheet will be created for partial payment. The calculated partial payment should be reviewed for accuracy and adjustments made accordingly. Cardinal will process the imputed life and other deductions. A SPOT transaction may be needed to collect missed deductions.



## Processing Unpaid Leaves of Absence in Cardinal

### PY Leave of Absence – Unpaid

When an employee is **Leave of Absence – Unpaid** for the full pay period a paysheet is not created for the employee. The Payroll Administrator will need to enter SPOT Transactions to process Imputed Life and Group Insurance as applicable. In this example, the employee is on Unpaid Leave for the full pay period.

If the employee has CoVA Care, the Employer portion will process automatically. If it should not be processing, an Override must be entered by Payroll in SPOT.

### PY Leave of Absence – Unpaid for the Full Pay Period

- Pay Period End Date: 08/09/2024
- Imputed Life Amount: 21.50
- Group Life Amount: 63.30

**Note:** Imputed Life is only processed on the first pay period of the month. Premium Reward (PRW) should be processed in Earnings SPOT if the employee is still eligible for Healthcare.

### SPOT Transactions:

Status	Comments	Seq#	Empl ID	Empl Rcd	Name	Payroll Status	Plan Type	Benefit Plan	Ded Code
1 OK		1		0		Leave	23	IMPLIF	IMPLIF
2 OK		2		0		Leave	7W	GTLR	GRPLFR

Ded Code	Description	Ded Class	Ded Calc	Rate/Percent	Amount	One Time Cd	Sepchk #
IMPLIF	Imputed Life	T	Amount		21.50	Override	0
GRPLFR	Group Term Life	N	Amount		63.30	Override	0

### SPOT Comments:

SPOT Comments page x

[Help](#)

Empl ID

Empl Record 0

Seq# 1

Comment

Employee on LOA-Unpaid for full pay period.  
 Processing Imputed Life of 21.50.

SPOT Comments page x

[Help](#)

Empl ID

Empl Record 0

Seq# 2

Comment

Employee on LOA-Unpaid for full pay period.  
 Processing Group Life of 63.30.



# Cross Functional Job Aid

## Processing Unpaid 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 1 Line 27 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	0.00
Taxes	0.00
Deductions	0.00
Net Pay	0.00

▼ Earnings
Q | < > 5 of 5 | View All

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

Empl Record 0
Benefit Record 0
Additional Data

**Other Earnings**

Q
< > 1-1 of 1 | View All

Other Earnings Details 1
Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source

▼ Deductions
Q < > 1-6 of 6 | View All

Deduction Details 1
Deduction Details 2
Deduction Details 3

Deduction Code	Description	Class	Amount	Calculated Base
CVACRE	CoVA Care	Before-Tax		
CVACRE	CoVA Care	Nontaxable Benefit	1,028.00	
IMPLIF	Imputed Life	Taxable Benefit	21.50	100,000.00
DEFCMP	457 Deferred Compensation	Before-Tax		
GRPLFR	Group Term Life	Nontaxable Benefit	63.30	
DGPRKB	DGS Parking Pre Tax	Before-Tax		