



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**.



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Paid Leave Type	HCM Functional Areas			
	Human Resources (HR)	Benefits (BN)	Time & Attendance (TA)*	Payroll (PY)
Short Term Disability (not working)	Enter transaction in Job Data - Enter the applicable Paid Leave Action/Reason - Update Turn Off Auto Pay field (as applicable) - Enter expected return date - Update Holiday Schedule	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: Update employee's Work Schedule AM Administrator: - 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. Turn Off Auto Pay – Yes Turn Off Auto Pay – No
Short Term Disability (working)	Enter the transaction in Job Data - Enter the applicable Paid Leave Action/Reason - Expected return date The Holiday schedule remains HOLSTD - Update standard hours based upon the treating Physician's prescribed schedule  Do not enter a Return From Leave transaction between STD not working to STD working	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: - Update employee's Work Schedule AM Administrator: - Enter/approve disability absence events, supplemental, and concurrent leave - Review accumulator results and payee messages Employee/Supervisor/Timekeeper/TL Administrator: - Complete timesheets to reflect productive and nonproductive hours to be consistent with standard hours in Job Data	Enter applicable SPOT transaction based on status of the Turn Off Auto Pay field. Turn Off Auto Pay – Yes Turn Off Auto Pay – No



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Paid Leave Type	HCM Functional Areas			
	Human Resources (HR)	Benefits (BN)	Time & Attendance (TA)*	Payroll (PY)
Long Term Disability (working)	Enter the transaction in Job Data - 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  Do not enter a Return From Leave transaction between STW working to LTW working	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: - Update employee's Work Schedule AM Administrator: - Review accumulator results and payee messages Employee/Supervisor/Timekeeper/TL Administrator: - Complete timesheets to reflect productive and nonproductive hours to be consistent with standard hours in Job Data	Enter applicable SPOT transaction based on status of the Turn Off Auto Pay field. - 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 Turn Off Auto Pay – Yes 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)
Workers' Comp VSDP	Enter the transaction in Job Data following the guidance below: • <i>Enter the applicable Paid Leave Action/Reason</i> • <i>Update Auto Pay Flag (as applicable)</i> • <i>Update the Expected return date</i> • <i>Update Holiday Schedule to "HOLSTD"</i>	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: • <i>Update employee's Work Schedule</i> AM Administrator: • <i>Enter/approve disability absence events and supplemental and concurrent leave</i> • <i>Review accumulator results and payee messages</i>	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: • <i>Enter the applicable Paid Leave Action/Reason</i> • <i>Update Auto Pay Flag (as applicable)</i> • <i>Update the Expected return date</i>	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): • <i>Enter/approve disability absence events and supplemental and concurrent leave</i> • <i>Review accumulator results and payee messages</i>	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



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Paid Leave Type	HCM Functional Areas			
	Human Resources (HR)	Benefits (BN)	Time & Attendance (TA)*	Payroll (PY)
Parental Leave	Enter the transaction in Job Data following the guidance below: • <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>	An MSC Benefit Event is automatically generated. This Benefit Event is processed by Ben Admin nightly or Process manually	*Agencies using Cardinal AM only AM Administrator: • <i>Enter parental leave balance adjustment</i> • <i>Enter/approve parental leave absence events and supplemental and concurrent leave</i>	Enter applicable SPOT transaction following the guidance below: • <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>
Return from Leave Note: <i>If the employee is going from one leave type to another leave type, DO NOT enter this transaction</i>	Enter the transaction in Job Data • <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>	An MSC Benefit Event is automatically generated. This Benefit Event is processed by Ben Admin nightly or Process manually	TL Administrator: • <i>Update employee's Work Schedule</i> AM Administrator: • <i>Review accumulator results</i> • <i>Enter balance adjustments if needed</i>	Enter applicable SPOT transaction based on status of the Turn Off Auto Pay field. Turn Off Auto Pay – Yes Turn Off Auto Pay – No



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

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 • 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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Processing Paid Leaves of Absence in Cardinal

Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
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.

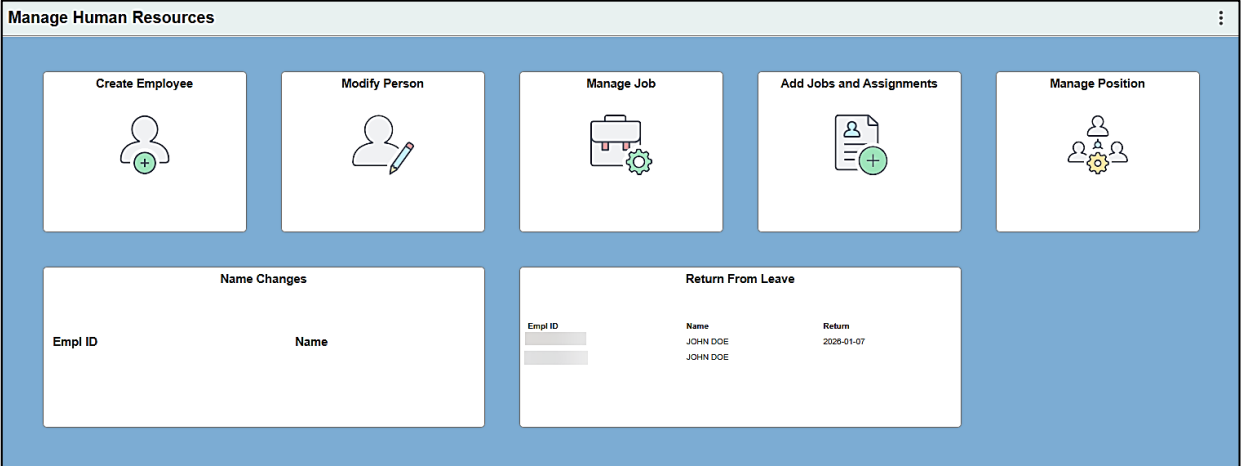
The **Turn Off Auto Pay** and **Holiday Schedule** fields may have to be updated for employees on Paid Leave related to Short Term Disability, Long Term Disability or Workers' Compensation. Be sure to work with the Payroll Administrator to ensure the employee gets paid correctly any time the **Turn Off Auto Pay** field is updated. The Payroll Administrator must also work with the Time and Labor 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 the Payroll Service 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.	Navigate to the Job Actions Summary and Job Details pages by clicking the Manage Human Resources tile on the Cardinal HCM Homepage. 
The Manage Human Resources page displays. 	
2.	Click the Manage Job tile. 



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Step	Action
	The Manage Job Search Existing page displays. Manage Job Search Existing ▼ Search Criteria My Saved Searches Empl ID begins with ▼ Empl Record = ▼ Name begins with ▼ Last Name begins with ▼ HR Status begins with ▼ Business Unit begins with ▼ Department begins with ▼ Business Title begins with ▼ ☐ Include History Search Clear Save Search
	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.
3.	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. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID. Empl ID begins with ▼
4.	Click the Include History checkbox option. ☒ Include History Search Clear
5.	Click the Search button. Search Clear



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Step	Action																																																																
	The Job Actions Summary page displays for the employee. Job Actions Summary JOHN DOE 11 Safety Compliance Officer 18100 DEPT OF LABOR AND INDUSTRY Active Create Job Action Update/Display Include History Job Actions Summary <table border="1"><thead><tr><th>Effective Date / Sequence</th><th>HR / Payroll Status / Job Indicator</th><th>Action / Reason</th><th>Last Updated By / Date</th><th>Status</th><th>Job Code</th><th>Position</th><th>Reports To</th><th>Regulatory Region</th><th>Business Unit</th><th>Department</th><th>Location</th><th>Establishment ID</th><th>Company</th><th>Pay Group</th><th>Pay Group</th></tr></thead><tbody><tr><td>09/13/2025 0</td><td>Active Primary Job</td><td>Position Change Reports To/Supv Change</td><td>JOHN DOE 09/15/2025</td><td>Completed</td><td>69033 Compliance/Safety Officer III</td><td></td><td></td><td>USA United States</td><td>18100 Dept of Labor and Industry</td><td>18100 DEPT OF LABOR AND INDUSTRY</td><td></td><td>DOLI Dept of Labor and Industry</td><td>DLI Dept of Labor and Industry</td><td>SM1 Semimonthly Class (SATFR007)</td><td>SM1 Semi-monthly Classifie</td></tr><tr><td>09/21/2025 0</td><td>Active Primary Job</td><td>Position Change Reports To/Supv Change</td><td>JOHN DOE 09/18/2025</td><td>Completed</td><td>69033 Compliance/Safety Officer III</td><td></td><td></td><td>USA United States</td><td>18100 Dept of Labor and Industry</td><td>18100 DEPT OF LABOR AND INDUSTRY</td><td></td><td>DOLI Dept of Labor and Industry</td><td>DLI Dept of Labor and Industry</td><td>SM1 Semimonthly Class (SATFR007)</td><td>SM1 Semi-monthly Classifie</td></tr><tr><td>09/26/2025 0</td><td>Active</td><td>Pay Rate Change</td><td>11 CARDINAL BATCH UP</td><td></td><td>69033</td><td></td><td></td><td>USA</td><td>18100</td><td>18100</td><td></td><td>DOLI</td><td>DLI</td><td>SM1</td><td>SM1</td></tr></tbody></table>	Effective Date / Sequence	HR / Payroll Status / Job Indicator	Action / Reason	Last Updated By / Date	Status	Job Code	Position	Reports To	Regulatory Region	Business Unit	Department	Location	Establishment ID	Company	Pay Group	Pay Group	09/13/2025 0	Active Primary Job	Position Change Reports To/Supv Change	JOHN DOE 09/15/2025	Completed	69033 Compliance/Safety Officer III			USA United States	18100 Dept of Labor and Industry	18100 DEPT OF LABOR AND INDUSTRY		DOLI Dept of Labor and Industry	DLI Dept of Labor and Industry	SM1 Semimonthly Class (SATFR007)	SM1 Semi-monthly Classifie	09/21/2025 0	Active Primary Job	Position Change Reports To/Supv Change	JOHN DOE 09/18/2025	Completed	69033 Compliance/Safety Officer III			USA United States	18100 Dept of Labor and Industry	18100 DEPT OF LABOR AND INDUSTRY		DOLI Dept of Labor and Industry	DLI Dept of Labor and Industry	SM1 Semimonthly Class (SATFR007)	SM1 Semi-monthly Classifie	09/26/2025 0	Active	Pay Rate Change	11 CARDINAL BATCH UP		69033			USA	18100	18100		DOLI	DLI	SM1	SM1
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09/26/2025 0	Active	Pay Rate Change	11 CARDINAL BATCH UP		69033			USA	18100	18100		DOLI	DLI	SM1	SM1																																																		
6.	Click the Create Job Action button to add a new effective dated row. Create Job Action																																																																
	The Create Job Action page displays in a pop-up window. Cancel Create Job Action Continue <i>Note: If a Payroll is currently in process for this employee, data will not be processed until next payroll. Please review the transaction specific details and update the effective date correctly on this page.</i> *Effective Date 07/26/2026 Effective Sequence 0 *Action *Reason																																																																
7.	Update the Effective Date to reflect the start of the employee's leave as needed. *Effective Date 07/26/2026																																																																
	The Effective Sequence will auto-populate.																																																																

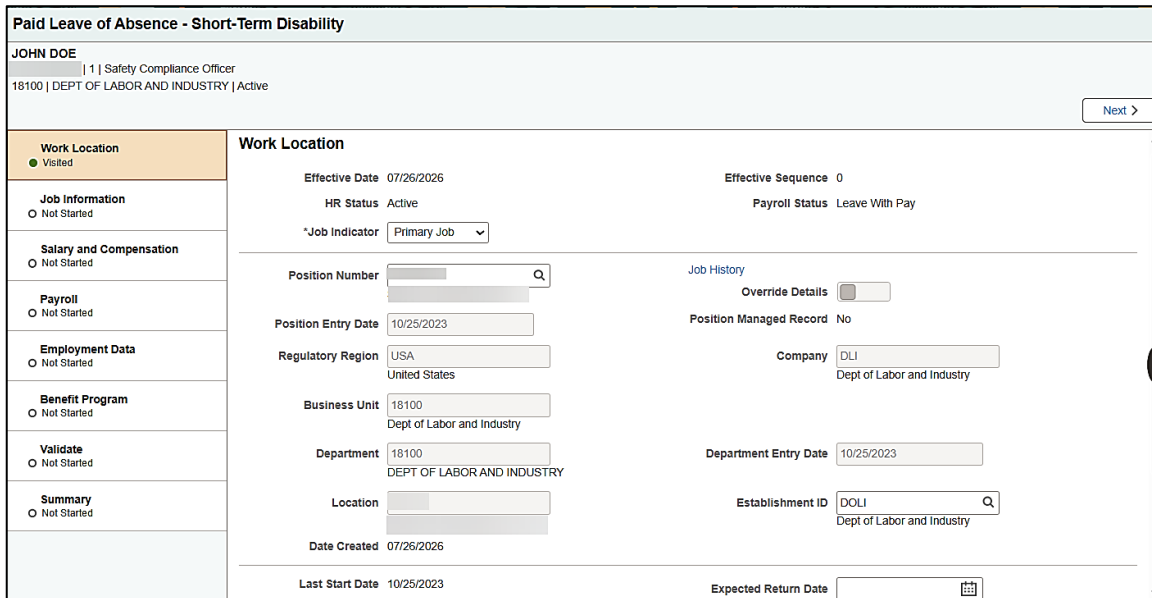


Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Step	Action
8.	Click the Action dropdown button and select “PLA” (“Paid Leave of Absence”). 
9.	Click the Reason dropdown button and select the applicable reason (“STD” in this example). Note: See the Job Aid titled HR351 Action Reason Codes to select the applicable Reason option. This Job Aid is located on the Cardinal website in Job Aids under Learning . 
	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.
10.	Click the Continue button. 

The **Work Location** page displays.



The screenshot shows the 'Paid Leave of Absence - Short-Term Disability' page for John Doe, a Safety Compliance Officer. The page is divided into a left sidebar with navigation tabs (Work Location, Job Information, Salary and Compensation, Payroll, Employment Data, Benefit Program, Validate, Summary) and a main content area. The 'Work Location' tab is active. The main content area contains various fields for job information, including Effective Date (07/26/2026), HR Status (Active), Position Number, Position Entry Date (10/25/2023), Regulatory Region (USA), Business Unit (18100), Department (18100), Location, Date Created (07/26/2026), Last Start Date (10/25/2023), Expected Return Date, Effective Sequence (0), Payroll Status (Leave With Pay), Job History, Override Details, Position Managed Record (No), Company (DLI), and Establishment ID (DOLI). A 'Next >' button is visible in the top right corner.

11.	Select the date the employee is expected to return from leave in the Expected Return Date field. 
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Step	Action
12.	If applicable, enter the short-term disability claim number in the STD Claim Number field. STD Claim Number 987654321
	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.
13.	If applicable, select the Yes radio button option in the Turn Off Auto Pay field. Turn Off Auto Pay ☒ Yes ☐ No
	This field will update automatically. Leave With Pay Working ☐ Yes ☒ No
	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.
14.	If the leave is related to Short Term Disability, Long Term Disability Working or Workers’ Comp, continue with Step 15. If it is any other type of Paid Leave proceed to Step 17.



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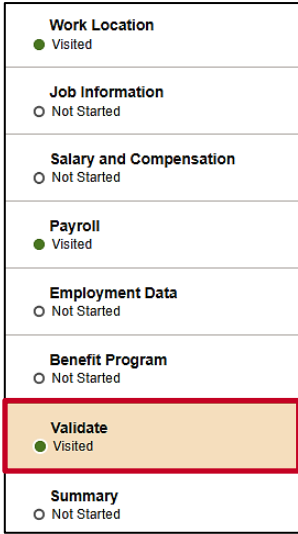
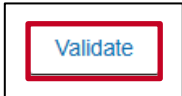
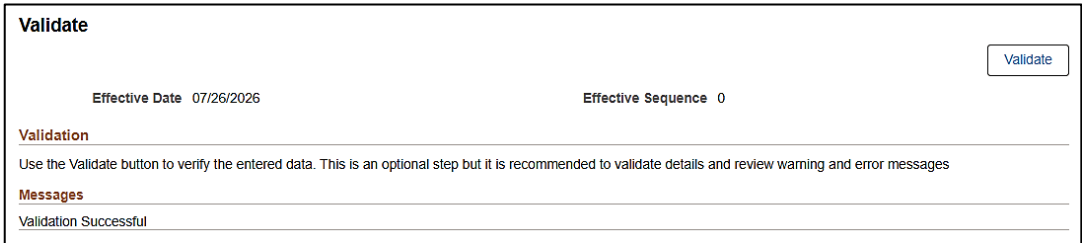
Processing Paid Leaves of Absence in Cardinal

Step	Action
15.	Click the Payroll tab. Work Location Visited Job Information Not Started Salary and Compensation Not Started Payroll Visited Employment Data Not Started Benefit Program Not Started Validate Not Started Summary Not Started
The Payroll page displays. Payroll Effective Date 07/26/2026 Effective Sequence 0 Payroll System Payroll for North America Absence System Absence Management Payroll for North America Pay Group SM1 Semimonthly Class (SATFRI07) Employee Type S Salaried Tax Location Code 087 Henrico GL Pay Type Edit ChartFields FICA Status Subject Combination Code Absence Management System Pay Group SM1 Semi-monthly Classified Exchange Rate Type Holiday Schedule HOLSAL Sal.HolSch Eligibility Group VSDPELGGRP VSDP Eligibility Group Use Rate As Of	
16.	Update the Holiday Schedule field to “HOLSTD” for Short-Term Disability, Long-Term Disability or Workers’ Comp related leaves. Otherwise, do not update. Holiday Schedule HOLSTD HolSch-STD



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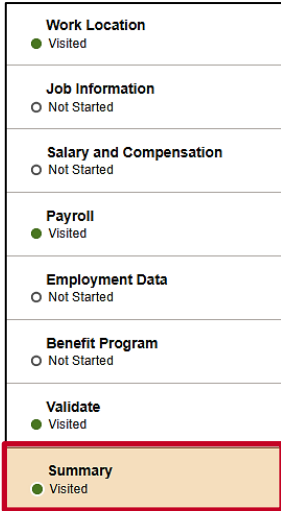
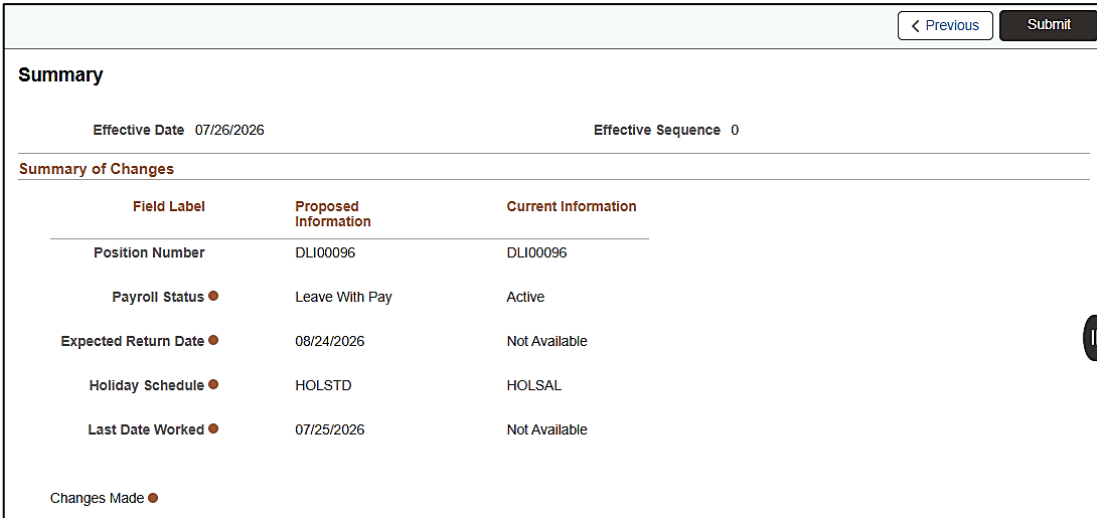
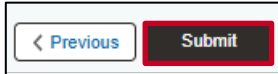
Processing Paid Leaves of Absence in Cardinal

Step	Action
17.	Click the Validate tab. 
The Validate page displays. 	
18.	Review the Validate page. Note: Users should validate every transaction to review and address any warnings and/or errors that may have occurred. Warnings can be bypassed, but errors must be addressed before submitting.
19.	Click the Validate button. 
The Validate page redisplays. 	



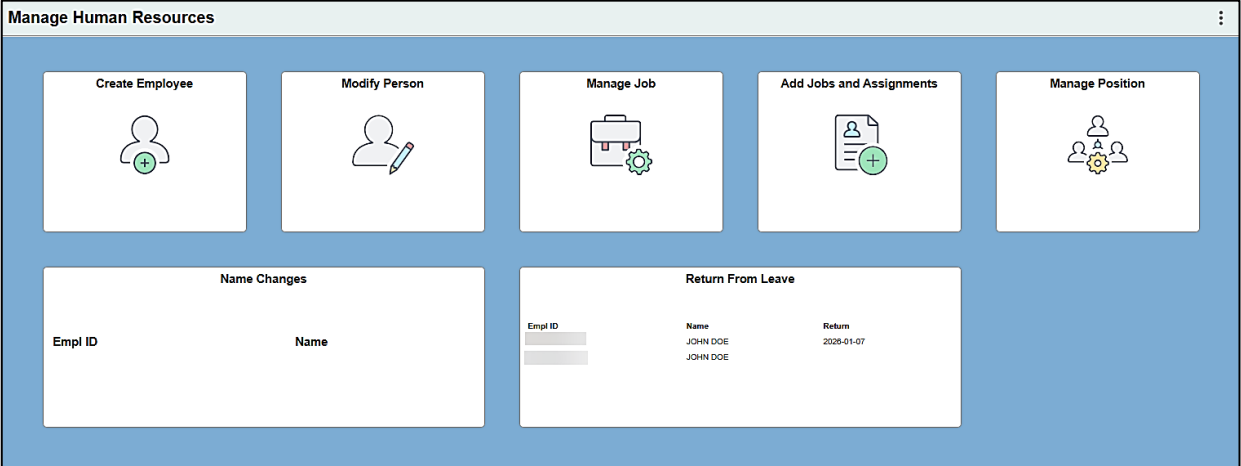
Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Step	Action
20.	Click the Summary tab. 
The Summary page displays. 	
21.	Review the Summary of Changes. If any information is incorrect, click the Previous button or the applicable tab to return to the page to make corrections. If the information is correct, click the Submit button. 

Step	Action
	The Submit Confirmation page displays. Submit Confirmation  The Paid Leave of Absence for JOHN DOE has been successfully created. JOHN DOE 1 Safety Compliance Officer 18100 DEPT OF LABOR AND INDUSTRY Leave With Pay For entering or updating ACA related details go to Job Actions Summary and select the related action ACA Eligibility Details. Job Actions Summary Go To Search Results
22.	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 in Reports Catalogs under Resources.
	<u>For COV-Agency Employees Only:</u> 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. - Update the Primary email address from the Business email address to the employee's Personal email address 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. - Notify the employee that they will need to register for Cardinal Employee Self-Service using their personal email address 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.

HR Extending a Leave of Absence (HR Admin)

Step	Action
1.	Navigate to the Job Actions Summary and Job Details pages by clicking the Manage Human Resources tile on the Cardinal HCM Homepage. 
The Manage Human Resources page displays. 	
2.	Click the Manage Job tile. 



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Step	Action
	The Manage Job Search Existing page displays. Manage Job Search Existing ▼ Search Criteria My Saved Searches Empl ID begins with ▼ Empl Record = ▼ Name begins with ▼ Last Name begins with ▼ HR Status begins with ▼ Business Unit begins with ▼ Department begins with ▼ Business Title begins with ▼ ☐ Include History Search Clear Save Search
	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.
3.	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. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID. Empl ID begins with ▼
4.	Click the Include History checkbox option. ☒ Include History Search Clear
5.	Click the Search button. Search Clear



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Step	Action
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The **Job Actions Summary** page displays.

Job Actions Summary

JOHN DOE | 1 | Safety Compliance Officer
18100 | DEPT OF LABOR AND INDUSTRY | Leave With Pay

Create Job Action

Update/Display Include History

Job Actions Summary

Effective Date / Sequence	HR / Payroll Status / Job Indicator	Action / Reason	Last Updated By / Date	Status	Job Code	Position	Reports To	Regulatory Region	Business Unit	Department	Location	Establishment ID	Comps
07/26/2026 0	Active Leave With Pay Primary Job	Paid Leave of Absence Short-Term Disability	JOHN DOE 07/26/2026	Completed	69033 Compliance/Safety Officer III			USA United States	18100 Dept of Labor and Industry	18100 DEPT OF LABOR AND INDUSTRY		DOLI Dept of Labor and Industry	DLI Dept of Labor and Industry
09/13/2025 0	Active Active Primary Job	Position Change Reports To/Supv Change	JOHN DOE 09/15/2025	Completed	69033 Compliance/Safety Officer III			USA United States	18100 Dept of Labor and Industry	18100 DEPT OF LABOR AND INDUSTRY		DOLI Dept of Labor and Industry	DLI Dept of Labor and Industry
06/21/2025 0	Active Active Primary Job	Position Change Reports To/Supv Change	JOHN DOE 06/18/2025	Completed	69033 Compliance/Safety Officer III			USA United States	18100 Dept of Labor and Industry	18100 DEPT OF LABOR AND INDUSTRY		DOLI Dept of Labor and Industry	DLI Dept of Labor and Industry

6. Click the **Create Job Action** button to add a new effective dated row.

Create Job Action

The **Create Job Action** page displays in a pop-up window.

Cancel

Create Job Action

Continue

Note: If a Payroll is currently in process for this employee, data will not be processed until next payroll. Please review the transaction specific details and update the effective date correctly on this page.

*Effective Date07/27/2026

Effective Sequence0

*Action

*Reason

7. Update the **Effective Date** to reflect the date that the notification of extension was received.

*Effective Date07/27/2026

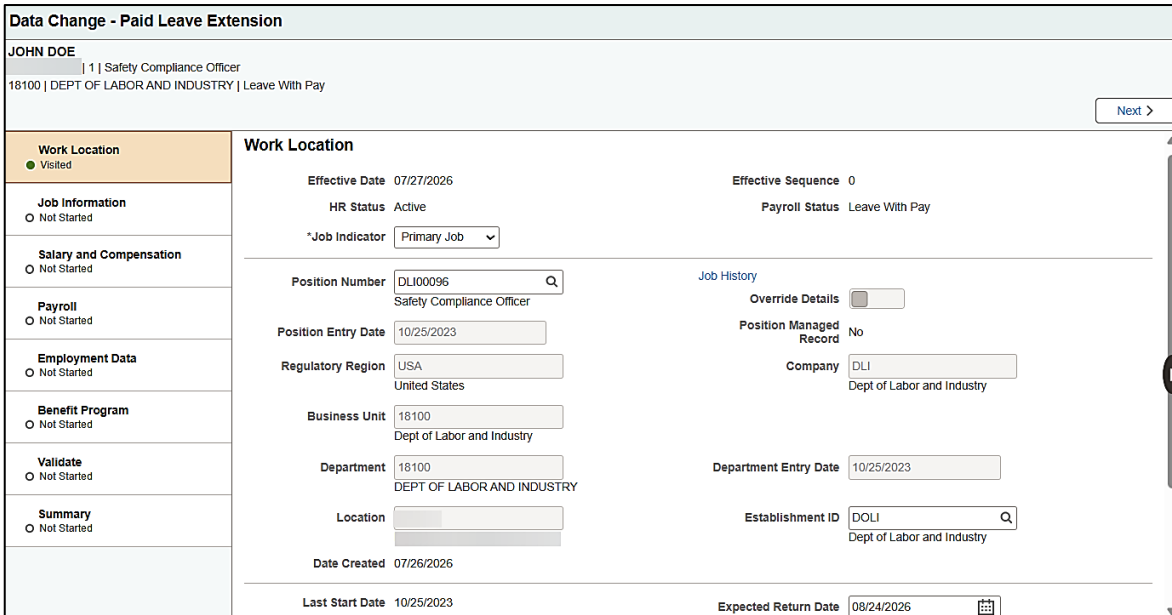


Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Step	Action
	The Effective Sequence will auto-populate.
8.	Click the Action dropdown button and select “DTA” (“Data Change”). 
9.	Click the Reason dropdown button and select “PLE” (“Paid Leave Extension”). Note: See the Job Aid titled HR351 Action Reason Codes to select the applicable Reason option. This Job Aid is located on the Cardinal website in Job Aids under Learning . 
10.	Click the Continue button. 

The **Work Location** page displays.



Data Change - Paid Leave Extension

JOHN DOE
1 | Safety Compliance Officer
18100 | DEPT OF LABOR AND INDUSTRY | Leave With Pay

Work Location
● Visited

Job Information
○ Not Started

Salary and Compensation
○ Not Started

Payroll
○ Not Started

Employment Data
○ Not Started

Benefit Program
○ Not Started

Validate
○ Not Started

Summary
○ Not Started

Work Location

Effective Date 07/27/2026 Effective Sequence 0
HR Status Active Payroll Status Leave With Pay
*Job Indicator Primary Job

Position Number DL100096 Safety Compliance Officer
Position Entry Date 10/25/2023
Regulatory Region USA United States
Business Unit 18100 Dept of Labor and Industry
Department 18100 DEPT OF LABOR AND INDUSTRY
Location
Date Created 07/26/2026
Last Start Date 10/25/2023 Expected Return Date 08/24/2026

Job History
Override Details
Position Managed Record No
Company DLI Dept of Labor and Industry
Department Entry Date 10/25/2023
Establishment ID DOLI Dept of Labor and Industry

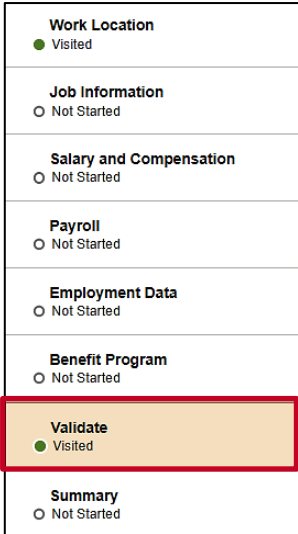
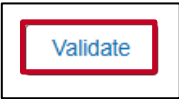
11. Select the updated date that the employee is expected to return in the **Expected Return Date** field.

Expected Return Date 08/31/2026 



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Step	Action
12.	Click the Validate tab. 
	The Validate page displays. 
13.	Review the Validate page. Note: Users should validate every transaction to review and address any warnings and/or errors that may have occurred. Warnings can be bypassed, but errors must be addressed before submitting.
14.	Click the Validate button. 



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Step	Action												
	The Validate page redisplay. Validate Effective Date 07/27/2026Effective Sequence 0 Validate Validation Use the Validate button to verify the entered data. This is an optional step but it is recommended to validate details and review warning and error messages Messages Validation Successful												
15.	Click the Summary tab. Work Location ● Visited Job Information ○ Not Started Salary and Compensation ○ Not Started Payroll ○ Not Started Employment Data ○ Not Started Benefit Program ○ Not Started Validate ● Visited Summary ● Visited												
	The Summary page displays. < Previous Submit Summary Effective Date 07/27/2026Effective Sequence 0 Summary of Changes <table><thead><tr><th>Field Label</th><th>Proposed Information</th><th>Current Information</th></tr></thead><tbody><tr><td>Position Number</td><td>DLI00096</td><td>DLI00096</td></tr><tr><td>Expected Return Date ●</td><td>08/31/2026</td><td>08/24/2026</td></tr><tr><td>Changes Made ●</td><td></td><td></td></tr></tbody></table>	Field Label	Proposed Information	Current Information	Position Number	DLI00096	DLI00096	Expected Return Date ●	08/31/2026	08/24/2026	Changes Made ●		
Field Label	Proposed Information	Current Information											
Position Number	DLI00096	DLI00096											
Expected Return Date ●	08/31/2026	08/24/2026											
Changes Made ●													



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

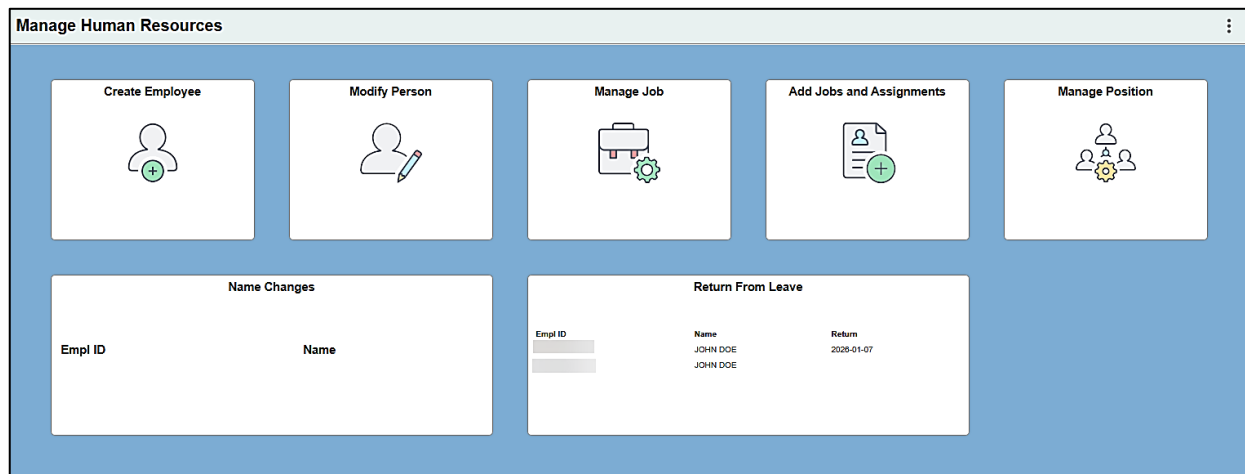
Step	Action
16.	Review the Summary of Changes. If any information is incorrect, click the Previous button or the applicable tab to return to the page to make corrections. If the information is correct, click the Submit button. < Previous Submit
The Submit Confirmation page displays. Submit Confirmation  The Data Change for JOHN DOE has been successfully created. JOHN DOE 1 Safety Compliance Officer 18100 DEPT OF LABOR AND INDUSTRY Leave With Pay For entering or updating ACA related details go to Job Actions Summary and select the related action ACA Eligibility Details. Job Actions Summary Go To Search Results	
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 in Reports Catalogs under Resources.

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 Actions Summary and Job Details pages by clicking the Manage Human Resources tile on the Cardinal HCM Homepage. 

The **Manage Human Resources** page displays.



2.	Click the Manage Job tile. 
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Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Step	Action
	The Manage Job Search Existing page displays. Manage Job Search Existing ▼ Search Criteria My Saved Searches Empl ID begins with ▼ Empl Record = ▼ Name begins with ▼ Last Name begins with ▼ HR Status begins with ▼ Business Unit begins with ▼ Department begins with ▼ Business Title begins with ▼ ☐ Include History Search Clear Save Search
	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.
3.	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. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID. Empl ID begins with ▼
4.	Click the Include History checkbox option. ☒ Include History Search Clear
5.	Click the Search button. Search Clear



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Step	Action
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The **Job Actions Summary** page displays.

Job Actions Summary

JOHN DOE

0 | Acting Associate Director

18100 | DEPT OF LABOR AND INDUSTRY | Leave With Pay

Create Job Action

Update/Display

Include History

Job Actions Summary

Effective Date / Sequence	HR / Payroll Status / Job Indicator	Action / Reason	Last Updated By / Date	Status	Job Code	Position	Reports To	Regulatory Region	Business Unit	Department	Location	Establishment ID	Company	Pay Group	Pay Group	Tax Location Code
06/27/2026 0	Active Leave With Pay Primary Job	Paid Leave of Absence Short-Term Disability	JOHN DOE 07/27/2026	Completed	19072	Hearing Legal Services Officer II		USA United States	18100 Dept of Labor and Industry	18100 DEPT OF LABOR AND INDUSTRY		DOLI Dept of Labor and Industry	DLI Dept of Labor and Industry	SM1 Semimonthly Class (SATFRI07)	SM1 Semi-monthly Classified	760 Richmond (City)
12/25/2025 0	Active Active Primary Job	Position Change Position Data Update	JOHN Doe 12/29/2025	Completed	19072	Hearing Legal Services Officer II		USA United States	18100 Dept of Labor and Industry	18100 DEPT OF LABOR AND INDUSTRY		DOLI Dept of Labor and Industry	DLI Dept of Labor and Industry	SM1 Semimonthly Class (SATFRI07)	SM1 Semi-monthly Classified	760 Richmond (City)
07/25/2025 0	Active Active Primary Job	Position Change Reports To/Supv Change	JOHN Doe 08/11/2025	Completed	19072	Hearing Legal Services Officer II		USA United States	18100 Dept of Labor and Industry	18100 DEPT OF LABOR AND INDUSTRY		DOLI Dept of Labor and Industry	DLI Dept of Labor and Industry	SM1 Semimonthly Class (SATFRI07)	SM1 Semi-monthly Classified	760 Richmond (City)
	Active	Pay Rate			19072				18100	18100			DLI	SM1	SM1	

6. Click the **Create Job Action** button to add a new effective dated row.



The **Create Job Action** page displays in a pop-up window.

Cancel

Create Job Action

Continue

Note: If a Payroll is currently in process for this employee, data will not be processed until next payroll. Please review the transaction specific details and update the effective date correctly on this page.

*Effective Date

07/28/2026

Effective Sequence

0

*Action

*Reason

7. Update the **Effective Date** to reflect the start of the employee's change of leave status as needed..

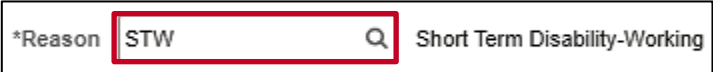
*Effective Date

07/28/2026



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Step	Action
	The Effective Sequence will auto-populate.
8.	Click the Action dropdown button and select “PLA” (“Paid Leave of Absence”). 
9.	Click the Reason dropdown button and select “STW” (Short Term Disability-Working”). 
	If the employee is moving from Short Term Disability-Working to Long-Term Disability-Working select Long-Term Disability-Working in the Reason field.
10.	Click the Continue button. 

The **Work Location** page displays.

Work Location
● Visited

Job Information
○ Not Started

Salary and Compensation
○ Not Started

Payroll
○ Not Started

Employment Data
○ Not Started

Benefit Program
○ Not Started

Validate
○ Not Started

Summary
○ Not Started

Work Location

Effective Date 07/28/2026
HR Status Active
*Job Indicator Primary Job

Position Number DU00462
Acting Associate Director
Position Entry Date 08/10/2024
Regulatory Region USA
United States
Business Unit 18100
Dept of Labor and Industry
Department 18100
DEPT OF LABOR AND INDUSTRY
Location RICH
Dept of Labor and Industry
Date Created 08/05/2026

Effective Sequence 0
Payroll Status Leave With Pay
Override Details
Position Managed Record No
Company DLI
Dept of Labor and Industry
Department Entry Date 08/10/2024
Establishment ID DOLI
Dept of Labor and Industry

Last Start Date 08/10/2024
Expected Return Date 07/27/2026
Last Date Worked 06/26/2026
STD Claim Number 987654321
Layoff Notice Date
Recall Eligibility Flag

Turn Off Auto Pay
● Yes
○ No

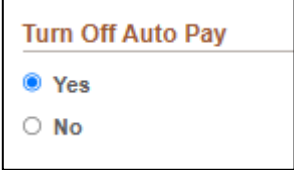
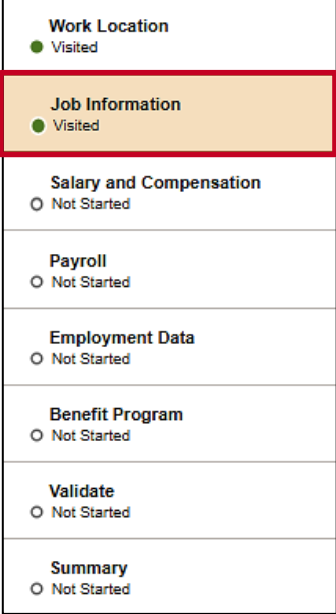
Leave With Pay Working
○ Yes
● No

Next >



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Step	Action
11.	Delete the STD claim number from the STD Claim Number field. 
12.	Select the date the employee is expected to return from leave in the Expected Return Date field. 
13.	Verify the “Yes” radio button option is selected in the Turn Off Auto Pay field”. 
	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 the Payroll Service Bureau.
14.	If going from Short-Term Disability-Working to Long-Term Disability-Working , click the Job Information tab. If not, proceed to Step 16 . 



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

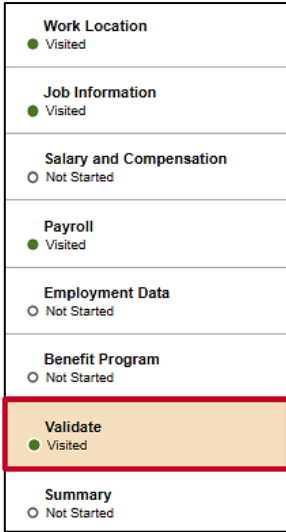
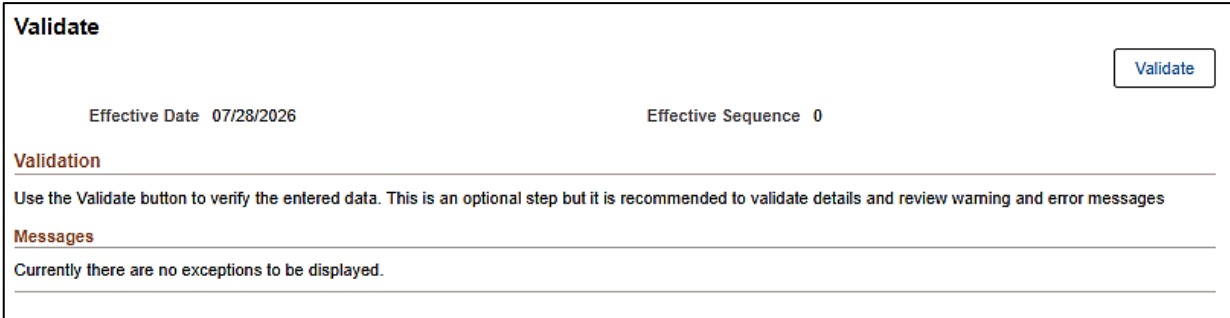
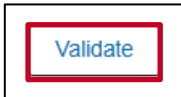
Step	Action
	The Job Information page displays. Job Information Supervisor Supervisor Name DOE, JOHN SOC CD 23-1011 Supervisor Posn DLI00059 Effective Date 07/28/2026 Effective Sequence 0 Job Code Job Entry Date Hearing Legal Servcs Offcr II Supervisor Level Employee Reports To Reports To Manager JOHN DOE Deputy Comm. Regulatory Progs View Current Incumbents Regular/Temporary Full/Part Employee Class *Officer Code Regular Shift Shift Rate Classified Ind Shift Factor Standard Hours Standard Hours Work Period FTE Adds to FTE Actual Count? ☐ Encumbrance Override ☐ > USA
15.	Update the Standard Hours field based upon the treating Physician's prescribed schedule. Standard Hours Standard Hours
	The FTE field will auto-populate based on the Standard Hours entered. Standard Hours FTE



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Step	Action
16.	Click the Payroll tab. Work Location Visited Job Information Not Started Salary and Compensation Not Started Payroll Visited Employment Data Not Started Benefit Program Not Started Validate Not Started Summary Not Started
	The Payroll page displays. Payroll Effective Date 07/28/2026Effective Sequence 0 Payroll System Payroll for North AmericaAbsence System Absence Management Payroll for North America Pay Group SM1Semimonthly Class (SATFRI07) Employee Type SSalaried Tax Location Code 760Richmond (City) GL Pay Type Edit ChartFields Holiday Schedule HOLSTDHolSch-STD FICA Status Subject Combination Code Absence Management System Pay Group SM1Semi-monthly Classified Exchange Rate Type Eligibility Group HYBRELGGRPHybrid Eligibility Group Use Rate As Of Setting Use Pay Group Eligibility Use Pay Group Rate Type Use Pay Group As Of Date
17.	Review the Holiday Schedule field and update as appropriate. For Short Term Disability-Working the value should be “HOLSTD”. For Long-Term Disability-Working the value should be updated to the appropriate option (Example: “HOLSAL”, “HOL111”). Holiday Schedule HOLSAL Sal.HolSch

Step	Action
18.	Click the Validate tab. 
The Validate page displays. 	
19.	Review the Validate page. Note: Users should validate every transaction to review and address any warnings and/or errors that may have occurred. Warnings can be bypassed, but errors must be addressed before submitting.
20.	Click the Validate button. 



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Step	Action																		
	The Validate page redisplay. Validate Validate Effective Date 07/28/2026Effective Sequence 0 Validation Use the Validate button to verify the entered data. This is an optional step but it is recommended to validate details and review warning and error messages Messages Validation Successful																		
21.	Click the Summary tab. Work Location ● Visited Job Information ● Visited Salary and Compensation ○ Not Started Payroll ● Visited Employment Data ○ Not Started Benefit Program ○ Not Started Validate ● Visited Summary ● Visited																		
	The Summary page displays. < PreviousSubmit Summary Effective Date 07/28/2026Effective Sequence 0 Summary of Changes <table><thead><tr><th>Field Label</th><th>Proposed Information</th><th>Current Information</th></tr></thead><tbody><tr><td>Position Number</td><td>DLI00462</td><td>DLI00462</td></tr><tr><td>Expected Return Date ●</td><td>08/31/2026</td><td>07/27/2026</td></tr><tr><td>Standard Hours ●</td><td>30</td><td>40</td></tr><tr><td>FTE ●</td><td>0.750000</td><td>1.000000</td></tr><tr><td>Changes Made ●</td><td></td><td></td></tr></tbody></table> II	Field Label	Proposed Information	Current Information	Position Number	DLI00462	DLI00462	Expected Return Date ●	08/31/2026	07/27/2026	Standard Hours ●	30	40	FTE ●	0.750000	1.000000	Changes Made ●		
Field Label	Proposed Information	Current Information																	
Position Number	DLI00462	DLI00462																	
Expected Return Date ●	08/31/2026	07/27/2026																	
Standard Hours ●	30	40																	
FTE ●	0.750000	1.000000																	
Changes Made ●																			

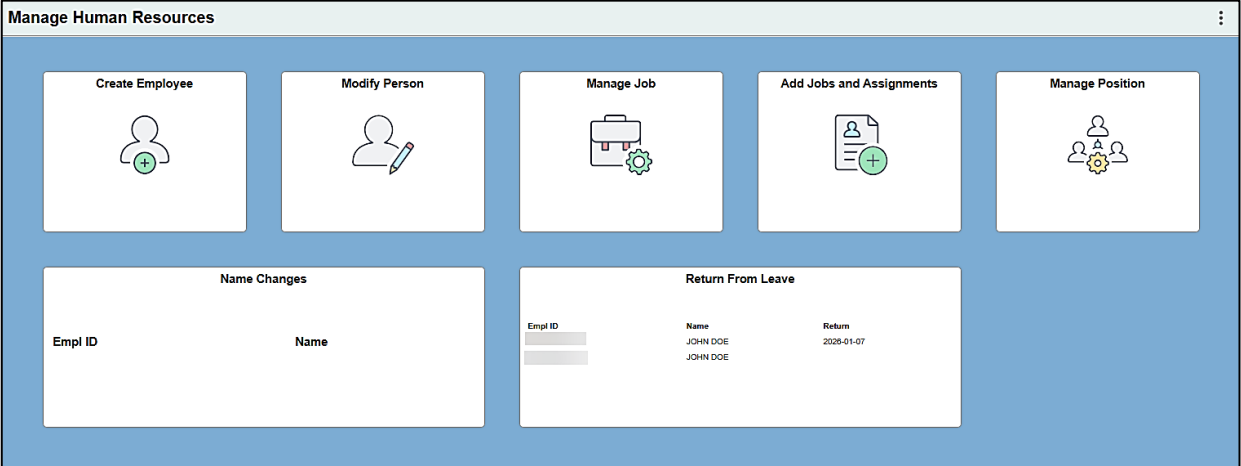


Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Step	Action
22.	Review the Summary of Changes. If any information is incorrect, click the Previous button or the applicable tab to return to the page to make corrections. If the information is correct, click the Submit button. < Previous Submit
The Submit Confirmation page displays. Submit Confirmation The Paid Leave of Absence for JOHN DOE has been successfully created. JOHN DOE [redacted] 0 Acting Associate Director 18100 DEPT OF LABOR AND INDUSTRY Leave With Pay For entering or updating ACA related details go to Job Actions Summary and select the related action ACA Eligibility Details.	
23.	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 in Reports Catalogs under Resources.

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

Step	Action
1.	Navigate to the Job Actions Summary and Job Details pages by clicking the Manage Human Resources tile on the Cardinal HCM Homepage. 
The Manage Human Resources page displays. 	
2.	Click the Manage Job tile. 



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Step	Action
	The Manage Job Search Existing page displays. Manage Job Search Existing ▼ Search Criteria My Saved Searches Empl ID begins with ▼ Empl Record = ▼ Name begins with ▼ Last Name begins with ▼ HR Status begins with ▼ Business Unit begins with ▼ Department begins with ▼ Business Title begins with ▼ ☐ Include History Search Clear Save Search
	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.
3.	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. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID. Empl ID begins with ▼
4.	Click the Include History checkbox option. ☒ Include History Search Clear
5.	Click the Search button. Search Clear



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Step	Action																																																																																																									
	The Job Actions Summary page displays. Job Actions Summary JOHN DOE 18100 DEPT OF LABOR AND INDUSTRY Leave With Pay Create Job Action Update/Display Include History <table border="1"><thead><tr><th>Effective Date / Sequence</th><th>HR / Payroll Status / Job Indicator</th><th>Action / Reason</th><th>Last Updated By / Date</th><th>Status</th><th>Job Code</th><th>Position</th><th>Reports To</th><th>Regulatory Region</th><th>Business Unit</th><th>Department</th><th>Location</th><th>Establishment ID</th><th>Company</th><th>Pay Group</th><th>Pay Group</th><th>Tax Location Code</th><th>Employee Classification</th><th>Employee Type</th><th>Standard Hours</th><th>FTE</th></tr></thead><tbody><tr><td>06/20/2026 0</td><td>Active Leave With Pay Primary Job</td><td>Paid Leave of Absence Short-Term Disability</td><td>JOHN DOE 07/27/2026</td><td>Completed</td><td>19031 Financial Services Spec I</td><td></td><td></td><td>USA United States</td><td>18100 Dept of Labor and Industry</td><td>18100 DEPT OF LABOR AND INDUSTRY</td><td></td><td>DOLI Dept of Labor and Industry</td><td>DLI Dept of Labor and Industry</td><td>SM1 Semi-monthly Class (SATFR007)</td><td>SM1 Semi-monthly Class (SATFR007)</td><td>760 Richmond (City)</td><td>CLS Classified Salary</td><td>S Salaried</td><td>40.00</td><td>1.00</td></tr><tr><td>06/10/2025 0</td><td>Active Active Primary Job</td><td>Pay Rate Change FY26 Statewide Increase</td><td>AA_CARDINAL_BATCH_HR 06/07/2025</td><td>Completed</td><td>19031 Financial Services Spec I</td><td></td><td></td><td>USA United States</td><td>18100 Dept of Labor and Industry</td><td>18100 DEPT OF LABOR AND INDUSTRY</td><td></td><td>DOLI Dept of Labor and Industry</td><td>DLI Dept of Labor and Industry</td><td>SM1 Semi-monthly Class (SATFR007)</td><td>SM1 Semi-monthly Class (SATFR007)</td><td>760 Richmond (City)</td><td>CLS Classified Salary</td><td>S Salaried</td><td>40.00</td><td>1.00</td></tr><tr><td>03/10/2025 0</td><td>Active Active Primary Job</td><td>Pay Rate Change Internal Alignment</td><td>JOHN Doe 03/05/2025</td><td>Completed</td><td>19031 Financial Services Spec I</td><td></td><td></td><td>USA United States</td><td>18100 Dept of Labor and Industry</td><td>18100 DEPT OF LABOR AND INDUSTRY</td><td></td><td>DOLI Dept of Labor and Industry</td><td>DLI Dept of Labor and Industry</td><td>SM1 Semi-monthly Class (SATFR007)</td><td>SM1 Semi-monthly Class (SATFR007)</td><td>760 Richmond (City)</td><td>CLS Classified Salary</td><td>S Salaried</td><td>40.00</td><td>1.00</td></tr><tr><td>06/10/2024 Active</td><td>Active Active</td><td>Pay Rate Change Pay</td><td>AA_CARDINAL_BATCH_HR</td><td>Completed</td><td>Financial</td><td></td><td></td><td>USA</td><td>18100 Dept of</td><td>18100 DEPT OF</td><td></td><td>DOLI Dept of</td><td>DLI Dept of</td><td>SM1 Semi-monthly</td><td>SM1 Semi-monthly</td><td>760</td><td>CLS</td><td>S</td><td>40.00</td><td>1.00</td></tr></tbody></table>	Effective Date / Sequence	HR / Payroll Status / Job Indicator	Action / Reason	Last Updated By / Date	Status	Job Code	Position	Reports To	Regulatory Region	Business Unit	Department	Location	Establishment ID	Company	Pay Group	Pay Group	Tax Location Code	Employee Classification	Employee Type	Standard Hours	FTE	06/20/2026 0	Active Leave With Pay Primary Job	Paid Leave of Absence Short-Term Disability	JOHN DOE 07/27/2026	Completed	19031 Financial Services Spec I			USA United States	18100 Dept of Labor and Industry	18100 DEPT OF LABOR AND INDUSTRY		DOLI Dept of Labor and Industry	DLI Dept of Labor and Industry	SM1 Semi-monthly Class (SATFR007)	SM1 Semi-monthly Class (SATFR007)	760 Richmond (City)	CLS Classified Salary	S Salaried	40.00	1.00	06/10/2025 0	Active Active Primary Job	Pay Rate Change FY26 Statewide Increase	AA_CARDINAL_BATCH_HR 06/07/2025	Completed	19031 Financial Services Spec I			USA United States	18100 Dept of Labor and Industry	18100 DEPT OF LABOR AND INDUSTRY		DOLI Dept of Labor and Industry	DLI Dept of Labor and Industry	SM1 Semi-monthly Class (SATFR007)	SM1 Semi-monthly Class (SATFR007)	760 Richmond (City)	CLS Classified Salary	S Salaried	40.00	1.00	03/10/2025 0	Active Active Primary Job	Pay Rate Change Internal Alignment	JOHN Doe 03/05/2025	Completed	19031 Financial Services Spec I			USA United States	18100 Dept of Labor and Industry	18100 DEPT OF LABOR AND INDUSTRY		DOLI Dept of Labor and Industry	DLI Dept of Labor and Industry	SM1 Semi-monthly Class (SATFR007)	SM1 Semi-monthly Class (SATFR007)	760 Richmond (City)	CLS Classified Salary	S Salaried	40.00	1.00	06/10/2024 Active	Active Active	Pay Rate Change Pay	AA_CARDINAL_BATCH_HR	Completed	Financial			USA	18100 Dept of	18100 DEPT OF		DOLI Dept of	DLI Dept of	SM1 Semi-monthly	SM1 Semi-monthly	760	CLS	S	40.00	1.00
Effective Date / Sequence	HR / Payroll Status / Job Indicator	Action / Reason	Last Updated By / Date	Status	Job Code	Position	Reports To	Regulatory Region	Business Unit	Department	Location	Establishment ID	Company	Pay Group	Pay Group	Tax Location Code	Employee Classification	Employee Type	Standard Hours	FTE																																																																																						
06/20/2026 0	Active Leave With Pay Primary Job	Paid Leave of Absence Short-Term Disability	JOHN DOE 07/27/2026	Completed	19031 Financial Services Spec I			USA United States	18100 Dept of Labor and Industry	18100 DEPT OF LABOR AND INDUSTRY		DOLI Dept of Labor and Industry	DLI Dept of Labor and Industry	SM1 Semi-monthly Class (SATFR007)	SM1 Semi-monthly Class (SATFR007)	760 Richmond (City)	CLS Classified Salary	S Salaried	40.00	1.00																																																																																						
06/10/2025 0	Active Active Primary Job	Pay Rate Change FY26 Statewide Increase	AA_CARDINAL_BATCH_HR 06/07/2025	Completed	19031 Financial Services Spec I			USA United States	18100 Dept of Labor and Industry	18100 DEPT OF LABOR AND INDUSTRY		DOLI Dept of Labor and Industry	DLI Dept of Labor and Industry	SM1 Semi-monthly Class (SATFR007)	SM1 Semi-monthly Class (SATFR007)	760 Richmond (City)	CLS Classified Salary	S Salaried	40.00	1.00																																																																																						
03/10/2025 0	Active Active Primary Job	Pay Rate Change Internal Alignment	JOHN Doe 03/05/2025	Completed	19031 Financial Services Spec I			USA United States	18100 Dept of Labor and Industry	18100 DEPT OF LABOR AND INDUSTRY		DOLI Dept of Labor and Industry	DLI Dept of Labor and Industry	SM1 Semi-monthly Class (SATFR007)	SM1 Semi-monthly Class (SATFR007)	760 Richmond (City)	CLS Classified Salary	S Salaried	40.00	1.00																																																																																						
06/10/2024 Active	Active Active	Pay Rate Change Pay	AA_CARDINAL_BATCH_HR	Completed	Financial			USA	18100 Dept of	18100 DEPT OF		DOLI Dept of	DLI Dept of	SM1 Semi-monthly	SM1 Semi-monthly	760	CLS	S	40.00	1.00																																																																																						
6.	Click the Create Job Action button to add a new effective dated row. Create Job Action																																																																																																									
	The Create Job Action page displays in a pop-up window. Create Job Action <i>Note: If a Payroll is currently in process for this employee, data will not be processed until next payroll. Please review the transaction specific details and update the effective date correctly on this page.</i> *Effective Date 07/15/2026 Effective Sequence 0 *Action *Reason																																																																																																									
7.	Update the Effective Date to reflect the date that the employee is returning from leave as needed. *Effective Date 07/15/2026																																																																																																									

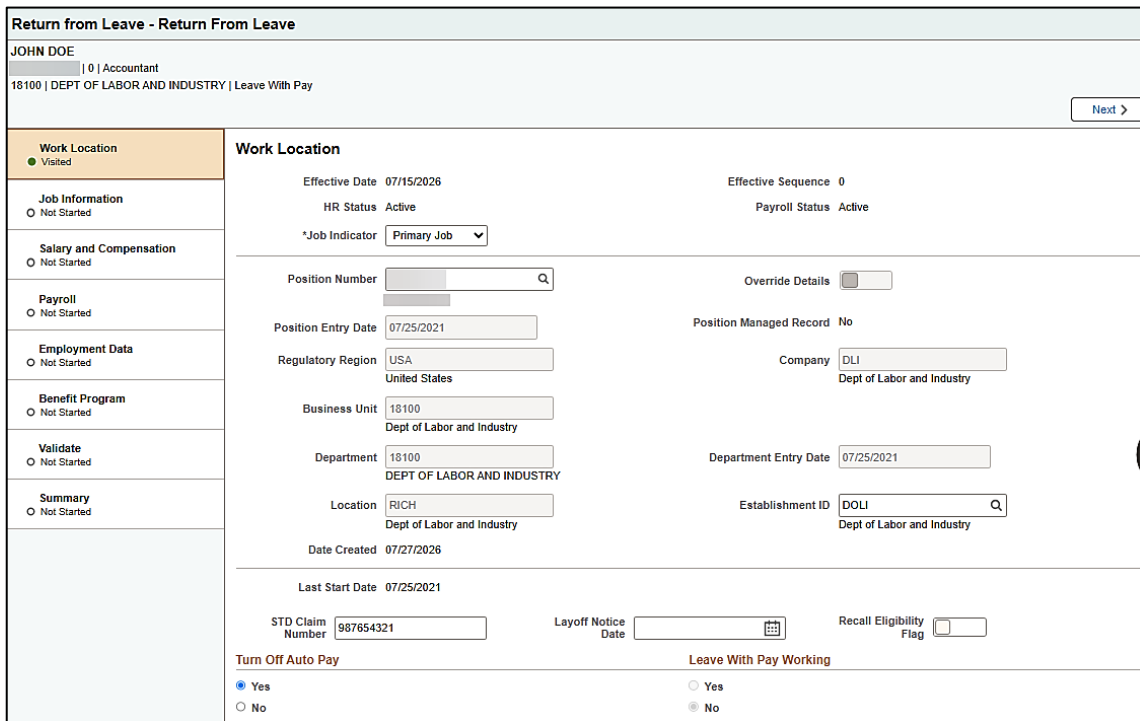


Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Step	Action
	The Effective Sequence will auto-populate.
8.	Click the Action dropdown button and select “RFL” (“Return from Leave”). 
9.	Click the Reason dropdown button and select “RFL” (“Return from Leave”). 
10.	Click the Continue button. 

The **Work Location** page displays.



11.	Remove the value from the STD Claim Number field if applicable. 
-----	---

Step	Action
12.	If the employee was on a leave related to Short Term Disability, Long Term Disability, or Workers' Comp and the Turn Off Auto Pay field is set to "Yes", update it to "No". Otherwise, go to Step 13. Turn Off Auto Pay ☐ Yes ☒ No
	This will activate the regular salary and additional pay payments due to the employee's return from leave. 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. 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.
13.	Click the Payroll tab. Work Location ● Visited Job Information ☐ Not Started Salary and Compensation ☐ Not Started Payroll ● Visited Employment Data ☐ Not Started Benefit Program ☐ Not Started Validate ☐ Not Started Summary ☐ Not Started



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Step	Action
	The Payroll page displays. Payroll Effective Date 07/15/2026 Effective Sequence 0 Payroll System Payroll for North America Absence System Absence Management Payroll for North America Pay Group SM1 Semimonthly Class (SATFRI07) Employee Type S Salaried Tax Location Code 760 Richmond (City) GL Pay Type FICA Status Subject Edit ChartFields Combination Code Absence Management System Pay Group SM1 Semi-monthly Classified Eligibility Group VSDPELGGRP VSDP Eligibility Group Exchange Rate Type Use Rate As Of Setting Use Pay Group Eligibility Use Pay Group As Of Date Use Pay Group Rate Type
14.	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”). Holiday Schedule HOLSAL Sal.HolSch
15.	Click the Validate tab. Work Location ● Visited Job Information ○ Not Started Salary and Compensation ○ Not Started Payroll ● Visited Employment Data ○ Not Started Benefit Program ○ Not Started Validate ● Visited Summary ○ Not Started



Cross Functional Job Aid

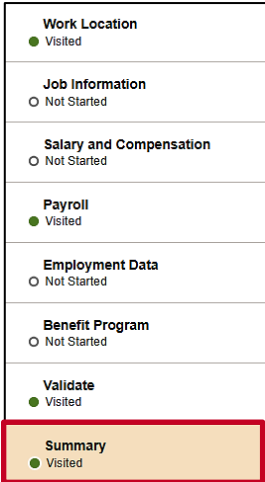
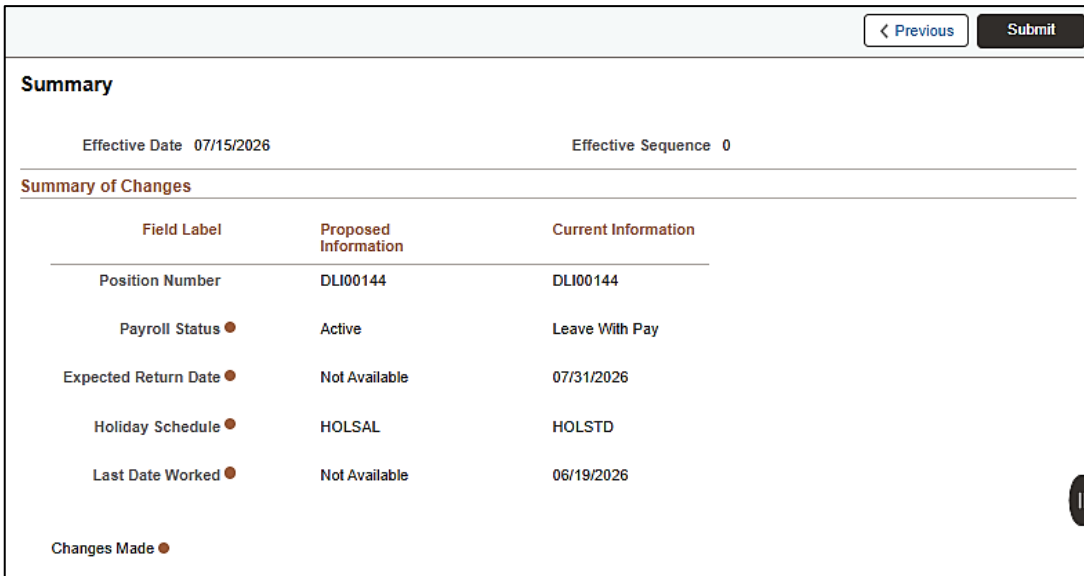
Processing Paid Leaves of Absence in Cardinal

Step	Action
The Validate page displays.	
Validate Effective Date 07/15/2026 Effective Sequence 0 Validate Validation Use the Validate button to verify the entered data. This is an optional step but it is recommended to validate details and review warning and error messages Messages Currently there are no exceptions to be displayed.	
16.	Review the Validate page. Note: Users should validate every transaction to review and address any warnings and/or errors that may have occurred. Warnings can be bypassed, but errors must be addressed before submitting.
17.	Click the Validate button. Validate
The Validate page redisplays.	
Validate Effective Date 07/15/2026 Effective Sequence 0 Validate Validation Use the Validate button to verify the entered data. This is an optional step but it is recommended to validate details and review warning and error messages Messages Validation Successful	



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Step	Action
18.	Click the Summary tab. 
The Summary page displays. 	
19.	Review the Summary of Changes. If any information is incorrect, click the Previous button or the applicable tab to return to the page to make corrections. If the information is correct, click the Submit button. 

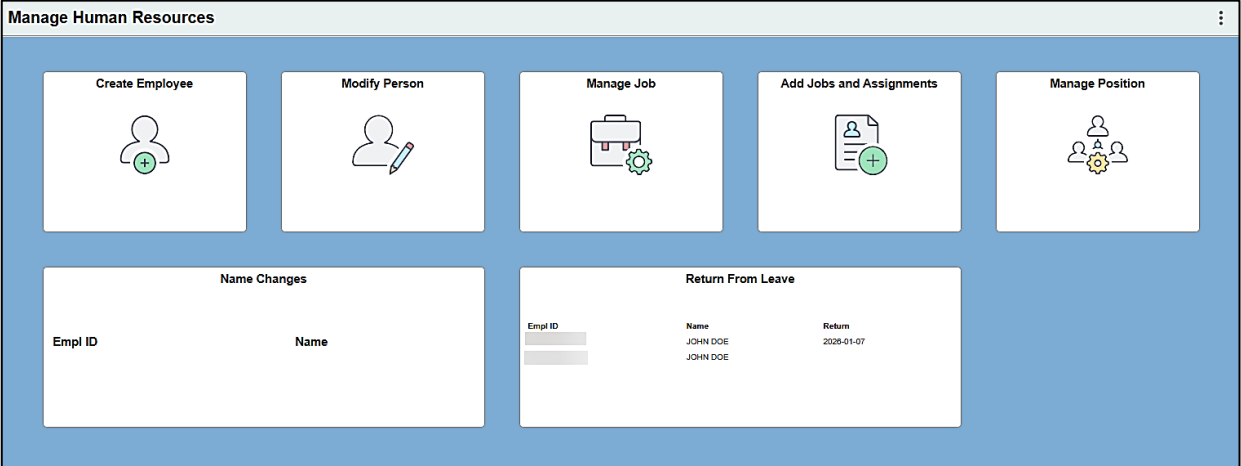


Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Step	Action
	The Submit Confirmation page displays. Submit Confirmation ✓ The Return from Leave for JOHN DOE has been successfully created. JOHN DOE 0 Accountant 18100 DEPT OF LABOR AND INDUSTRY Active For entering or updating ACA related details go to Job Actions Summary and select the related action ACA Eligibility Details. Job Actions Summary Go To Search Results
20.	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 in Reports Catalogs under Resources.

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

Step	Action
1.	Navigate to the Job Actions Summary and Job Details pages by clicking the Manage Human Resources tile on the Cardinal HCM Homepage. 
The Manage Human Resources page displays. 	
2.	Click the Manage Job tile. 



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Step	Action
	The Manage Job Search Existing page displays. Manage Job Search Existing ▼ Search Criteria My Saved Searches Empl ID begins with ▼ Empl Record = ▼ Name begins with ▼ Last Name begins with ▼ HR Status begins with ▼ Business Unit begins with ▼ Department begins with ▼ Business Title begins with ▼ ☐ Include History Search Clear Save Search
	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.
3.	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. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID. Empl ID begins with ▼
4.	Click the Include History checkbox option. ☒ Include History Search Clear
5.	Click the Search button. Search Clear



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Step	Action																																																																																
	The Job Actions Summary page displays. Job Actions Summary JOHN DOE 18100 DEPT OF LABOR AND INDUSTRY Leave With Pay Create Job Action Update/Display Include History Job Actions Summary <table border="1"><thead><tr><th>Effective Date / Sequence</th><th>HR / Payroll Status / Job Indicator</th><th>Action / Reason</th><th>Last Updated By / Date</th><th>Status</th><th>Job Code</th><th>Position</th><th>Reports To</th><th>Regulatory Region</th><th>Business Unit</th><th>Department</th><th>Location</th><th>Establishment ID</th><th>Company</th><th>Pay Group</th><th>Pay Group</th></tr></thead><tbody><tr><td>07/27/2026 0</td><td>Active Leave With Pay Primary Job</td><td>Data Change Paid Leave Extension</td><td>JOHN DOE 07/26/2026</td><td>Completed</td><td>69033 Compliance/Safety Officer III</td><td></td><td></td><td>USA United States</td><td>18100 Dept of Labor and Industry</td><td>18100 DEPT OF LABOR AND INDUSTRY</td><td></td><td>DOLI Dept of Labor and Industry</td><td>DLI Dept of Labor and Industry</td><td>SM1 Seminimonthly Class (SATFR107)</td><td>SM1 Seminimonthly Class</td></tr><tr><td>07/26/2026 0</td><td>Active Leave With Pay Primary Job</td><td>Paid Leave of Absence Short-Term Disability</td><td>JOHN DOE 07/26/2026</td><td>Completed</td><td>69033 Compliance/Safety Officer III</td><td></td><td></td><td>USA United States</td><td>18100 Dept of Labor and Industry</td><td>18100 DEPT OF LABOR AND INDUSTRY</td><td></td><td>DOLI Dept of Labor and Industry</td><td>DLI Dept of Labor and Industry</td><td>SM1 Seminimonthly Class (SATFR107)</td><td>SM1 Seminimonthly Class</td></tr><tr><td>09/13/2025 0</td><td>Active Active Primary Job</td><td>Position Change Reports To/Supv Change</td><td>JOHN DOE 09/15/2025</td><td>Completed</td><td>69033 Compliance/Safety Officer III</td><td></td><td></td><td>USA United States</td><td>18100 Dept of Labor and Industry</td><td>18100 DEPT OF LABOR AND INDUSTRY</td><td></td><td>DOLI Dept of Labor and Industry</td><td>DLI Dept of Labor and Industry</td><td>SM1 Seminimonthly Class (SATFR107)</td><td>SM1 Seminimonthly Class</td></tr><tr><td></td><td>Active</td><td>Position</td><td></td><td></td><td></td><td></td><td></td><td></td><td>18100</td><td>18100</td><td></td><td></td><td>DLI</td><td>SM1</td><td>SM1</td></tr></tbody></table>	Effective Date / Sequence	HR / Payroll Status / Job Indicator	Action / Reason	Last Updated By / Date	Status	Job Code	Position	Reports To	Regulatory Region	Business Unit	Department	Location	Establishment ID	Company	Pay Group	Pay Group	07/27/2026 0	Active Leave With Pay Primary Job	Data Change Paid Leave Extension	JOHN DOE 07/26/2026	Completed	69033 Compliance/Safety Officer III			USA United States	18100 Dept of Labor and Industry	18100 DEPT OF LABOR AND INDUSTRY		DOLI Dept of Labor and Industry	DLI Dept of Labor and Industry	SM1 Seminimonthly Class (SATFR107)	SM1 Seminimonthly Class	07/26/2026 0	Active Leave With Pay Primary Job	Paid Leave of Absence Short-Term Disability	JOHN DOE 07/26/2026	Completed	69033 Compliance/Safety Officer III			USA United States	18100 Dept of Labor and Industry	18100 DEPT OF LABOR AND INDUSTRY		DOLI Dept of Labor and Industry	DLI Dept of Labor and Industry	SM1 Seminimonthly Class (SATFR107)	SM1 Seminimonthly Class	09/13/2025 0	Active Active Primary Job	Position Change Reports To/Supv Change	JOHN DOE 09/15/2025	Completed	69033 Compliance/Safety Officer III			USA United States	18100 Dept of Labor and Industry	18100 DEPT OF LABOR AND INDUSTRY		DOLI Dept of Labor and Industry	DLI Dept of Labor and Industry	SM1 Seminimonthly Class (SATFR107)	SM1 Seminimonthly Class		Active	Position							18100	18100			DLI	SM1	SM1
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07/27/2026 0	Active Leave With Pay Primary Job	Data Change Paid Leave Extension	JOHN DOE 07/26/2026	Completed	69033 Compliance/Safety Officer III			USA United States	18100 Dept of Labor and Industry	18100 DEPT OF LABOR AND INDUSTRY		DOLI Dept of Labor and Industry	DLI Dept of Labor and Industry	SM1 Seminimonthly Class (SATFR107)	SM1 Seminimonthly Class																																																																		
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	Active	Position							18100	18100			DLI	SM1	SM1																																																																		
6.	Click the Create Job Action button to add a new effective dated row. Create Job Action																																																																																
	The Create Job Action page displays in a pop-up window. Cancel Create Job Action Continue <i>Note: If a Payroll is currently in process for this employee, data will not be processed until next payroll. Please review the transaction specific details and update the effective date correctly on this page.</i> *Effective Date 07/28/2026 Effective Sequence 0 *Action *Reason																																																																																
7.	Update the Effective Date to reflect the date that the Unpaid Leave becomes effective. *Effective Date 07/28/2026																																																																																



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Step	Action
	The Effective Sequence will auto-populate.
8.	Click the Action dropdown button and select “LOA” (“Leave of Absence - Unpaid”). 
9.	Click the Reason dropdown button and select the applicable reason. For this scenario, “LOA” (“Leave of Absence - Personal”) is selected. 
10.	Click the Continue button. 

The **Work Location** page displays.

Leave of Absence - Unpaid - Leave of Absence Personal

JOHN DOE
1 | Safety Compliance Officer
18100 | DEPT OF LABOR AND INDUSTRY | Leave With Pay

Next >

Work Location
Visited

Job Information
Not Started

Salary and Compensation
Not Started

Payroll
Not Started

Employment Data
Not Started

Benefit Program
Not Started

Validate
Not Started

Summary
Not Started

Work Location

Effective Date 07/28/2026
HR Status Active
*Job Indicator Primary Job

Position Number
Position Entry Date 10/25/2023
Regulatory Region USA
United States
Business Unit 18100
Dept of Labor and Industry
Department 18100
DEPT OF LABOR AND INDUSTRY
Location
Date Created 07/27/2026

Effective Sequence 0
Payroll Status Leave of Absence
Job History
Override Details
Position Managed Record No
Company DLI
Dept of Labor and Industry
Department Entry Date 10/25/2023
Establishment ID DOLI
Dept of Labor and Industry
Last Start Date 10/25/2023
Expected Return Date 08/31/2026
Last Date Worked 07/25/2026
STD Claim Number 987654321
Layoff Notice Date
Recall Eligibility Flag
Turn Off Auto Pay
Yes
No
Leave With Pay Working
Yes
No

Step	Action
11.	Remove the value from the STD Claim Number field, if applicable. If this field is blank, proceed to the next step. STD Claim Number
12.	Change the indicator in the Turn Off Auto Pay field to “No”, if applicable. If not, proceed to the next step. Turn Off Auto Pay ☐ Yes ☒ No
	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.
13.	Click the Payroll tab. Work Location ● Visited Job Information ☐ Not Started Salary and Compensation ☐ Not Started Payroll ● Visited Employment Data ☐ Not Started Benefit Program ☐ Not Started Validate ☐ Not Started Summary ☐ Not Started



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Step	Action
	The Payroll page displays. Payroll Effective Date 07/28/2026Effective Sequence 0 Payroll System Payroll for North AmericaAbsence System Absence Management Payroll for North America Pay Group SM1Semimonthly Class (SATFRI07) Employee Type S Salaried Tax Location Code 087Henrico GL Pay Type Edit ChartFields Holiday Schedule HOLSTDHolSch-STD FICA Status Subject Combination Code Absence Management System Pay Group SM1Semi-monthly Classified Exchange Rate Type Eligibility Group VSDPELGGRP VSDP Eligibility Group Use Rate As Of Setting Use Pay Group Eligibility Use Pay Group Rate Type Use Pay Group As Of Date
14.	Update the Holiday Schedule field if applicable. For this scenario, the value is changed from “HOLSTD” to “HOLSAL”. Holiday Schedule HOLSAL Sal.HolSch
15.	Click the Validate tab. Work Location Job Information Salary and Compensation Payroll Employment Data Benefit Program Validate Summary



Cross Functional Job Aid

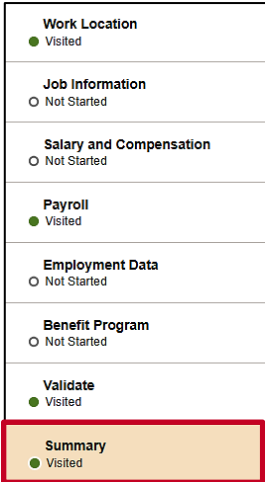
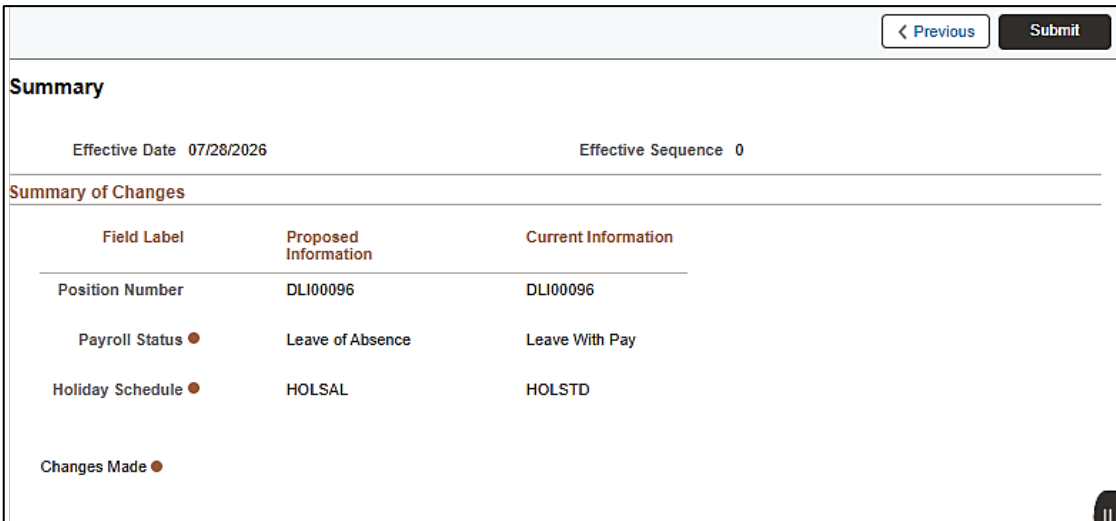
Processing Paid Leaves of Absence in Cardinal

Step	Action
	The Validate page displays. Validate Effective Date 07/28/2026 Effective Sequence 0 Validate Validation Use the Validate button to verify the entered data. This is an optional step but it is recommended to validate details and review warning and error messages Messages Currently there are no exceptions to be displayed.



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Step	Action
18.	Click the Summary tab. 
The Summary page displays. 	
19.	Review the Summary of Changes. If any information is incorrect, click the Previous button or the applicable tab to return to the page to make corrections. If the information is correct, click the Submit button. 



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Step	Action
	The Submit Confirmation page displays. Submit Confirmation ✓ The Leave of Absence - Unpaid for JOHN DOE has been successfully created. JOHN DOE 1 Safety Compliance Officer 18100 DEPT OF LABOR AND INDUSTRY Leave With Pay For entering or updating ACA related details go to Job Actions Summary and select the related action ACA Eligibility Details. Job Actions Summary Go To Search Results
20.	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 in Reports Catalogs 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.

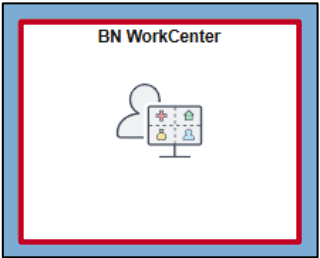
This Job Aid goes through Paid Leave of Absence (LOA) scenarios, and how those scenarios result in a paid LOA resulting in an MSC Benefit Event

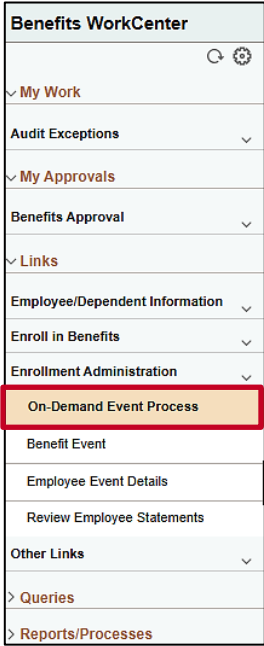
In addition, this Job Aid goes through the Benefits Administrator's actions when an employee returns from Leave and the Benefit Event that it creates on the Benefits side (return from Paid Leave of Absence resulting in an RFL Benefit Event).

BN Entering a Paid Leave Manual Event (BN Admin)

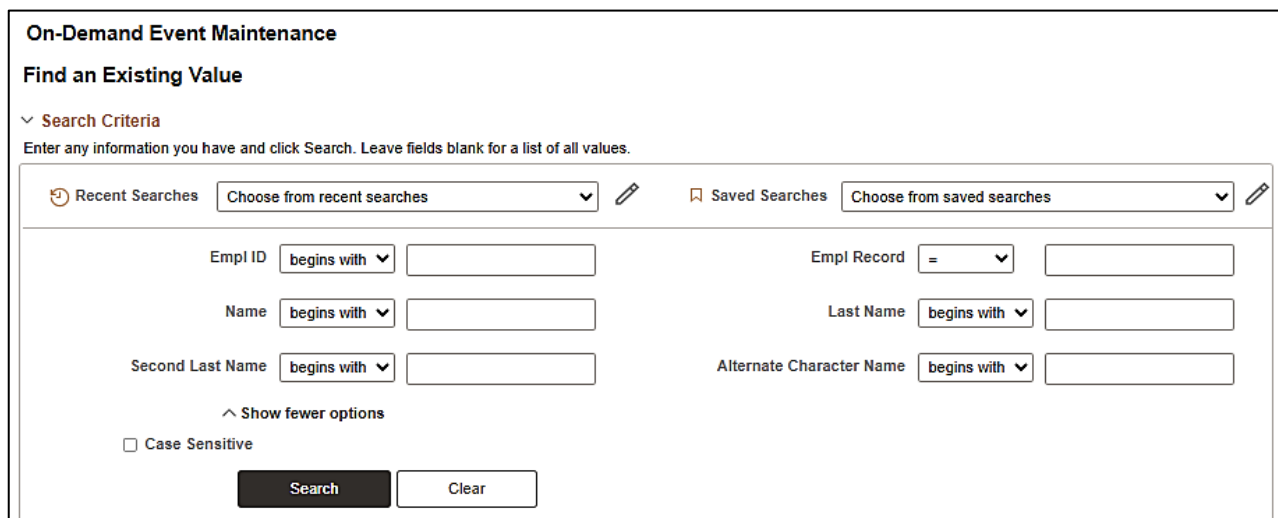
Once the HR Administrator has placed the employee in a Paid Leave of Absence status, the change in Job Data automatically creates a Miscellaneous (MSC) benefit event on the benefits side in Cardinal. This benefit event will automatically be processed with no manual intervention by the Agency Benefits 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 Process page by clicking the BN WorkCenter tile. 
	For more information pertaining to WorkCenters, see the Job Aid titled Overview of the Cardinal HCM WorkCenters located on the Cardinal website in Job Aids under Learning.

Step	Action
2.	Use the following navigation path in the WorkCenter: Links > Enrollment Administration > On-Demand Event Process Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 

The **On-Demand Event Maintenance Find an Existing Value Search** page displays.



On-Demand Event Maintenance

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

^ Show fewer options

☐ Case Sensitive

Search **Clear**



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**.



Cross Functional Job Aid

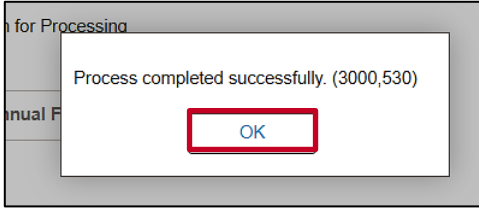
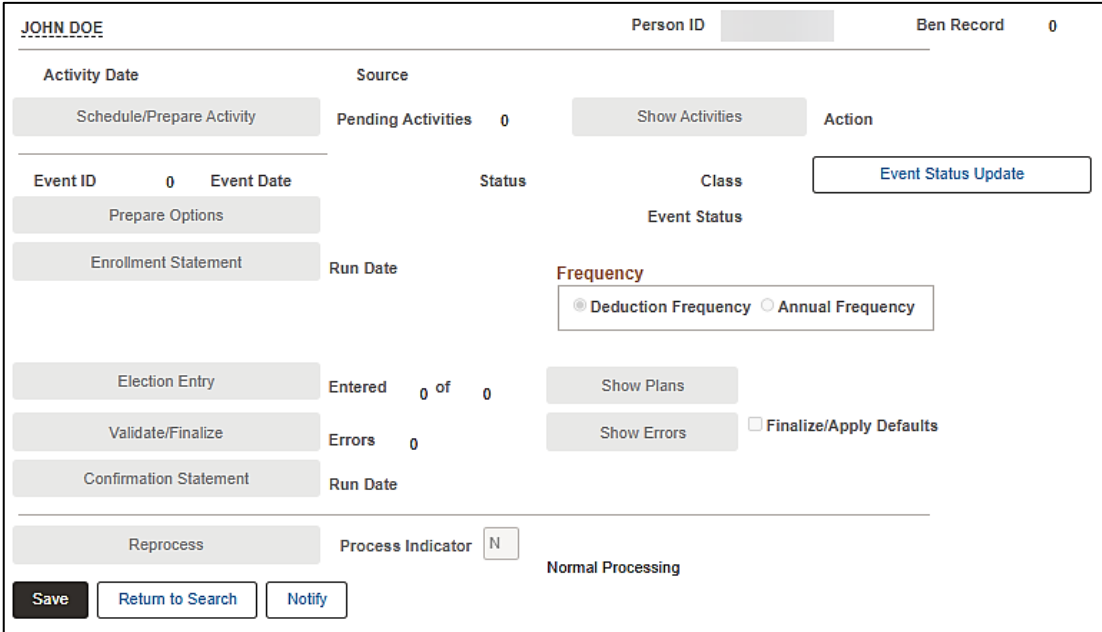
Processing Paid Leaves of Absence in Cardinal

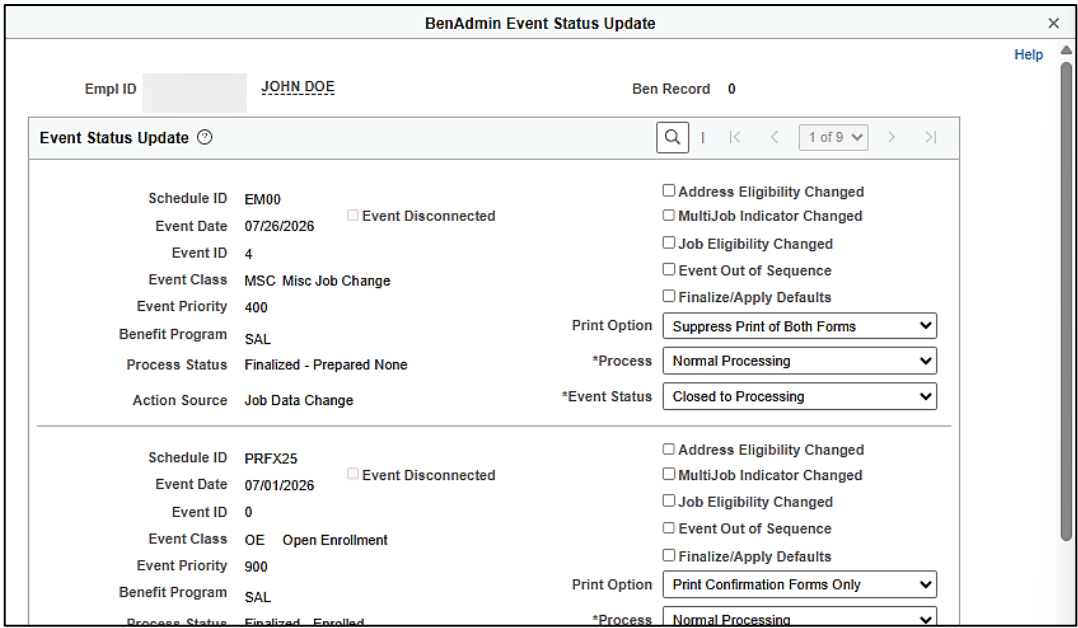
Step	Action
3.	Enter the employee's Employee ID in the Empl ID field. Note: Users can also search for the applicable employee using the various available fields if the Employee ID is not known. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID. Empl ID begins with ▼
4.	Click the Search button. Search Clear
The On-Demand Event Process page displays. JOHN DOE Person ID Ben Record 0 Activity Date 07/26/2026 Source Job Data Change Schedule/Prepare Activity Pending Activities 1 Show Activities Action MSC Event ID 0 Event Date Status Class Event Status Update Prepare Options 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	
5.	Click the Schedule/Prepare Activity button. Schedule/Prepare Activity



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Step	Action
6.	A message displays indicating the “Process completed successfully”. Click the OK button. 
The On-Demand Event Process page refreshes. 	
7.	Click the Event Status Update button. 

Step	Action
	The BenAdmin Event Status Update page displays in a pop-up window. 
	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. 
8.	Click the OK button to close the pop-up window. 



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

Step	Action
	The On-Demand Event Process page redisplay. JOHN DOE Person ID Ben Record 0 Activity Date Source Schedule/Prepare Activity Pending Activities 0 Show Activities Action Event ID 0 Event Date Status Class Event Status Prepare Options 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

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 the [TA FML \(Family and Medical Leave\)](#) section of this Job Aid for details on FML.

Absence Event EntryForecast Messages

Employee ID [] Empl Record 0 Name []
From 03/11/2025 Through 09/07/2025 Refresh Forecast

Absence Events 0

Absence TakeProcess StatusForecast ValueIP

*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		05/10/2025	Details	Administrator Absence Event	Approved	+	-
VAC TAKE ELEM	Vacation	05/12/2025	05/19/2025	1.60	Normal		05/10/2025	Details	Administrator Absence Event	Approved	+	-
FML TAKE ELEM	Family and Medical Leave	05/12/2025	05/19/2025		Normal		05/10/2025	Details	Administrator Absence Event	Approved	+	-

SaveReturn to SearchNotifyRefresh

Absence Event EntryForecast 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 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.

Team Time

Enter Time

Employee ID [] Empl Record 0 Time Reporting Type []
Earliest Change Date 01/19/2025

Workgroup SERP071E1

Financial Services Spec 1
Return to Select Employee

August 17, 2026 - August 23, 2026
Scheduled 40.00 Reported 40.00 Hours

PreviousNext

View By Weekly

Submit

*Time Reporting Code

Row Totals	17 Mon	18 Tue	19 Wed	20 Thu	21 Fri	22 Sat	23 Sun	Teamgroup	Business Unit	Telework	Agency Value
REG - Regular Hours	21.00	8.00	8.00	8.00	8.00	8.00	0.00	15100BA	15100		
VAC - Vacation	19.00			3.00	6.00	8.00		15100BA	15100		

ApprovalsTime SummaryAbsencesExceptionsPayable Time

Select All

Date	Reported Status	Total TRC	Description	Scheduled Work Hours
08/17/2026	Submitted	8.00 REG	Regular Hours	8.00
08/18/2026	Submitted	8.00 REG	Regular Hours	8.00
08/19/2026	Submitted	5.00 REG	Regular Hours	8.00
08/19/2026	Needs Approval	3.00 VAC	Vacation	8.00
08/20/2026	Needs Approval	8.00 VAC	Vacation	8.00
08/21/2026	Needs Approval	8.00 VAC	Vacation	8.00



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.

*Time Reporting Code	Row Totals	16 Sun	17 Mon	18 Tue	19 Wed	20 Thu	21 Fri	22 Sat	Taskgroup	Shift	Business Unit	Telework	Agency Value
REG - Regular Hours	32.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	15600CCOP	15600	15600	15600	15600
VAC - Vacation	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	15600CCOP	15600	15600	15600	15600



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



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

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

Absence Events [] [Q] < 1-2 of 2 > | View All

Absence Take	Process Status	Forecast Value	IP									
*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status		
STL TAKE ELEM [Q]	Short Term Disability Pay Dock	06/06/2025 []	06/06/2025 []	1.60	Normal [v]	☐	06/06/2025 []	Details	Administrator Absence Event	Approved	[+]	[-]
WCL TAKE ELEM [Q]	VSDP Work Comp Pay	06/06/2025 []	06/06/2025 []	6.40	Normal [v]	☐	06/06/2025 []	Details	Administrator Absence Event	Approved	[+]	[-]

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

Absence Event Entry | Forecast Messages

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 06/09/2025 [Refresh] [Forecast]

Absence Events [] [Q] < 1-3 of 3 > | View All

Absence Take	Process Status	Forecast Value	IP									
*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status		
VAC TAKE ELEM [Q]	Vacation	06/02/2025 []	06/05/2025 []	1.60	Normal [v]	☐	06/02/2025 []	Details	Administrator Absence Event	Approved	[+]	[-]
WCL TAKE ELEM [Q]	VSDP Work Comp Pay	06/02/2025 []	06/09/2025 []	6.40	Normal [v]	☐	06/02/2025 []	Details	Administrator Absence Event	Approved	[+]	[-]
FML TAKE ELEM [Q]	Family and Medical Leave	06/02/2025 []	06/09/2025 []	8.00	Normal [v]	☐	06/02/2025 []	Details	Administrator Absence Event	Approved	[+]	[-]

[Save] [Return to Search] [Notify] [Refresh]

Absence Event Entry | Forecast Messages



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

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.

Enter Time

Employee ID Time Reporting Type Workgroup SNLF071P1
Empl Record 0 Earliest Change Date 09/09/2026

Law Enforcement Officer III

August 23, 2026 - August 29, 2026 *View By Weekly

Scheduled 168.00 | Reported 49.00 Hours

Submit

*Time Reporting Code	Row Totals	23 Sun	24 Mon	25 Tue	26 Wed	27 Thu	28 Fri	29 Sat	Taskgroup	Shift	Business Unit
REG - Regular Hours	24.00	0 of 24	8 of 24	8 of 24	8 of 24	8 of 24	8 of 24	0 of 24	15600CCOP		15600
PER - VSDP Personal Leave	16.00				8.00	8.00			15600CCOP		15600

Time Summary Leave/Compensatory Time Absences Exceptions Payable Time

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
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.
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.



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

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 Event EntryForecast Messages

Employee ID
From 03/11/2025
Empl Record 0
Through 09/10/2025
Name
RefreshForecast

Absence Events

Absence TakeProcess StatusForecast ValueIP>

*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	☐	05/25/2025	Details	Administrator Absence Event	Approved	+	-
PAR TAKE ELEM	Parental Leave	05/25/2025	06/09/2025	8.00	Normal	☐	05/25/2025	Details	Administrator Absence Event	Approved	+	-

SaveReturn to SearchNotifyRefresh



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

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.

Team Time

Enter Time

Employee ID: [] Time Reporting Type: [] Workgroup: SNRF071E2

Empl Record: 0 Earliest Change Date: 01/25/2026

Hearing Legal Service Offer? [] Previous Next

Return to Select Employee

July 27, 2026 - August 2, 2026

Scheduled: 40.00 | Reported: 44.00 Hours

View By: Weekly

Submit

*Time Reporting Code	Row Totals	27 Mon	28 Tue	29 Wed	30 Thu	31 Fri	1 Sat	2 Sun	Taskgroup	Business Unit	Telework	Agency Value	ChartFields
REG - Regular Hours	36.00	8 of 8	8 of 8	8 of 8	12 of 8	8 of 8	0 of 0	0 of 0	15200CCOP	15200			ChartFields
FML - Family Medical Leave	4.00				4.00				15200CCOP	15200			ChartFields
PAR - Parental Leave	4.00				4.00				15200CCOP	15200			ChartFields

Approvals Time Summary Absences Exceptions Payable Time

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.



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

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		09/16/2025	Details	Administrator Absence Event	Approved
FML TAKE ELEM	Family and Medical Leave	09/16/2025	09/20/2025		Normal		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.

*Time Reporting Code	Row Totals	27 Mon	28 Tue	29 Wed	30 Thu	31 Fri	1 Sat	2 Sun	Taskgroup	Business Unit	Telework	Agency Value	ChartFields
REG - Regular Hours	36.00	8.00	8.00	8.00	4.00	8.00			15200CCOP	15200			ChartFields
FML - Family Medical Leave	4.00				4.00				15200CCOP	15200			ChartFields
PAR - Parental Leave	4.00				4.00				15200CCOP	15200			ChartFields

TA Donated Leave

The AM Administrator should adjust balances following the **TA374 Managing Absence Balances** Job Aid (see Managing Leave Donation and Returning Unused Leave Donation Hours 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
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
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
FMLA ROLLOVER BAL: Includes all FML events used in the past rolling 12 months regardless of reason
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)
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)

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 Administrator 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



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

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: Do not enter a separate check which includes the earnings codes below that have a begin and end date within the current pay period. Doing so will cause an error. If the begin and end dates are not in the current period, it will not 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	VSDP	Traditional
Cardinal Earnings Code				
5011510	Worker's Compensation	NonTaxable	WCP	WCP
5011520	W/C Supplement	Taxable		WCS
5011530	VSDP - non-work related	Taxable	STD	
5011540	VSDP/WC - VSDP for work related	NonTaxable	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 set to “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

Empl ID

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.

OK Cancel

SPOT Comments page

Empl ID

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%.

OK Cancel

SPOT Comments page

Empl ID

Empl Record 0

Seq# 3

Comment
Employee on STD at 100% effective 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		Name			
Company	DLI	Pay Group	SM1	Pay Period End	08/09/2024
			Page	1	Line 30
			Separate Check		
Paycheck Information				Paycheck Totals	
Paycheck Status Calculated				Paycheck Option Check	
Issue Date 08/16/2024				Paycheck Number	
☐ Off Cycle ☐ Reprint ☐ Adjustment ☐ Corrected ☐ Cashed					
				Earnings 2,091.83	
				Taxes 395.35	
				Deductions 372.17	
				Net Pay 1,324.31	

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
PRW	Premium Reward	Hourly Rate			8.50	OP

Earnings						
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						
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 Status		Calculated		Paycheck Option	
Issue Date		08/16/2024		Check	
☐ Off Cycle		☐ Reprint		☐ Adjustment	
		☐ Corrected		☐ Cashed	
Paycheck Totals					
Earnings		2,091.83			
Taxes		325.88			
Deductions		820.67			
Net Pay		945.28			

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
PRW	Premium Reward	Hourly Rate			8.50	OP

Earnings						
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						
Begin Date 08/01/2024 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			1,215.28	OP

Earnings						
Begin Date 07/25/2024 End Date 07/31/2024 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
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

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

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

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 Status		Calculated		Paycheck Option	
Issue Date		08/16/2024		Paycheck Number	
☐ Off Cycle	☐ Reprint	☐ Adjustment	☐ Corrected	☐ Cashed	
Paycheck Totals					
Earnings		1,675.16			
Taxes		175.80			
Deductions		575.10			
Net Pay		924.26			

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
VRS	VRS Contribution Base	Hourly Rate			2,083.33	OP

Earnings						
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
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
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 Subst ID	Genl Ded Taken	Genl Ded Subst	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
Empl Record
Seq#
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
Empl Record
Seq#
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
Empl Record
Seq#
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
Empl Record
Seq#
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	
Issue Date		08/16/2024		Paycheck Number	
☐ Off Cycle		☐ Reprint		☐ Adjustment	
				☐ Corrected	
				☐ 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



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

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 Subset ID	Genl Ded Taken	Genl Ded Subset	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

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.

OK Cancel

SPOT Comments page

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.

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 8
			Separate Check		
Paycheck Information				Paycheck Totals	
Paycheck Status Calculated				Paycheck Option Check	
Issue Date 08/16/2024				Paycheck Number	
☐ Off Cycle				☐ Reprint	
☐ Adjustment				☐ Corrected	
☐ 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		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		07/25/2024		End Date		07/26/2024
Addl Line Nbr		2		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

Q

4 of 5

View All

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

Other Earnings

Q

1-1 of 1

View All

Other Earnings Details 1Other 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

Q

5 of 5

View All

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

Other Earnings

Q

1-1 of 1

View All

Other Earnings Details 1Other 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 - 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 Subst ID	Genl Ded Taken	Genl Ded Subst	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

Help

Empl ID

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.

OK Cancel

SPOT Comments page

Help

Empl ID

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.

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	9
				Separate Check	
Paycheck Information					
Paycheck Status		Calculated		Paycheck Option	
Issue Date		08/16/2024		Check	
Paycheck Number					
☐ Off Cycle	☐ Reprint	☐ Adjustment	☐ Corrected	☐ 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	
Empl Record		0		Benefit Record		0	
Addl Line Nbr		1		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		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

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4 of 5

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View All

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

Other Earnings

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1-1 of 1

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View All

Other Earnings Details 1Other 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

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5 of 5

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View All

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

Other Earnings

Q

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1-1 of 1

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|

View All

Other Earnings Details 1Other 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

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		0		Leave W/Py	STD	VSDP Benefits	07/25/2024	08/09/2024
2 OK			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 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

Help

Empl ID

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%.

OK Cancel

SPOT Comments page

Help

Empl ID

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.

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 10
			Separate Check		
Paycheck Information					
Paycheck Status		Calculated		Paycheck Option	
Issue Date		08/16/2024		Check	
Paycheck Number					
☐ Off Cycle		☐ Reprint		☐ Adjustment	
☐ Corrected		☐ Cashed			
Paycheck Totals					
Earnings		1,675.16			
Taxes		223.93			
Deductions		336.67			
Net Pay		1,114.56			

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 1 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 2 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

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4 of 5 ▼

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View All

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

Other Earnings

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1-1 of 1 ▼

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View All

Other Earnings Details 1Other 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

Q

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5 of 5 ▼

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View All

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

Other Earnings

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1-1 of 1 ▼

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View All

Other Earnings Details 1Other Earnings Details 2||▶

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		0		Leave W/Py	STD	VSDP Benefits	07/25/2024	08/09/2024
2 OK			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 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

Help

Empl ID

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%.

OK Cancel

SPOT Comments page

Help

Empl ID

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.

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 12
			Separate Check		
Paycheck Information				Paycheck Totals	
Paycheck Status Calculated				Paycheck Option Check	
Issue Date 08/16/2024				Paycheck Number	
☐ Off Cycle ☐ Reprint ☐ Adjustment				☐ Corrected ☐ 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 1 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

Begin Date 07/25/2024

End Date 07/26/2024

Addl Line Nbr 2

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	

Earnings

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
STD	VSDP Benefits	Hourly Rate			1,666.66	OP

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
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		0		Leave W/Py	STD	VSDP Benefits	07/25/2024	07/31/2024
2 OK			2		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			694.44	Deduction		Deduction		0		
1	Annualized	-32.00	21.701350	0.00	Deduction		Deduction		0		

SPOT Comments:

SPOT Comments page

Help

Empl ID

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.

OK Cancel

SPOT Comments page

Help

Empl ID

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.

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 Totals	
Paycheck Status Calculated				Paycheck Option Check	
Issue Date 08/16/2024				Paycheck Number	
☐ Off Cycle				☐ Reprint	
☐ Adjustment				☐ Corrected	
☐ Cashed					
				Earnings 2,091.83	
				Taxes 200.88	
				Deductions 372.59	
				Net Pay 1,518.36	

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 1 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

Q

3 of 5

View All

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

Other Earnings

Q

1-2 of 2

View All

Other Earnings Details 1Other 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	

Earnings

Q

5 of 5

View All

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

Other Earnings

Q

1-1 of 1

View All

Other Earnings Details 1Other Earnings Details 2

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

Earnings

Q

4 of 5

View All

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

Other Earnings

Q

1-1 of 1

View All

Other Earnings Details 1Other Earnings Details 2

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



Cross Functional Job Aid

Processing Paid Leaves of Absence in Cardinal

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 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	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

Help

Empl ID

Empl Record 0

Seq# 1

Comment

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

OK Cancel

SPOT Comments page

Help

Empl ID

Empl Record 0

Seq# 2

Comment

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

OK Cancel

SPOT Comments page

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

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

17

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

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

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

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
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

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

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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 Red	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 ×

[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 ×

[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 ×

[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 ×

[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	Name	Company	DLI
Pay Group	SM1	Pay Period End	08/09/2024
Page	2	Line	20
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	41.85		
Deductions	464.80		
Net Pay	1,585.18		

Earnings

Q

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1 of 7

View All

Begin Date

08/03/2024

End Date

08/09/2024

Add'l Line Nbr

Reason

Not Specified

Other Earnings

Q

1-2 of 2

View All

Other Earnings Details 1

Other Earnings Details 2

II>

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

2 of 7

View All

Begin Date

07/27/2024

End Date

08/02/2024

Add'l Line Nbr

1

Reason

Not Specified

Other Earnings

1-2 of 2

View All

Other Earnings Details 1

Other Earnings Details 2

II>

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

3 of 7

[View All](#)

Begin Date07/25/2024

End Date07/26/2024

Add'l Line Nbr2

ReasonNot Specified

Other Earnings

1-2 of 2

[View All](#)

Other Earnings Details 1

Other Earnings Details 2

II>

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

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 1Other Earnings Details 2

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

Earnings

Begin Date 07/25/2024

End Date 08/09/2024

Addl Line Nbr 5

Reason Not Specified

Other Earnings

1-1 of 1

View All

Other Earnings Details 1Other 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

Addl Line Nbr 6

Reason Not Specified

Other Earnings

1-1 of 1

View All

Other Earnings Details 1Other 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 7

Reason Not Specified

Other Earnings

1-1 of 1

View All

Other Earnings Details 1Other 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



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 ×

[Help](#)

Empl ID

Empl Record 0

Seq# 1

Comment
Employee is on VSDP 100% Workers Comp.

OK

Cancel

SPOT Comments page ×

[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

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

12

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

272.90

Net Pay

1,818.93

Earnings

Q

1 of 2

View All

Begin Date

07/25/2024

End Date

08/09/2024

Addl Line Nbr

3

Reason

Not Specified

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
WCP	Workers Comp	Hourly Rate			2,083.33	OP

Earnings

Q

2 of 2

View All

Begin Date

07/25/2024

End Date

08/09/2024

Addl Line Nbr

4

Reason

Not Specified

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
PRW	Premium Reward	Hourly Rate			8.50	OP

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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 × [Help](#)

Empl ID
Empl Record 0
Seq# 1
Comment
Employee is on VSDP 100% WC.

OK Cancel

SPOT Comments page × [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 × [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						
Begin Date 08/03/2024End Date 08/09/2024Addl Line NbrReason 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 07/27/2024End Date 08/02/2024Addl Line Nbr 1Reason 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 07/25/2024End Date 07/26/2024Addl Line Nbr 2Reason 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

Q

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4 of 6

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| 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

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1-1 of 1

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| View All

Other Earnings Details 1

Other Earnings Details 2

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

Earnings

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5 of 6

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| View All

Begin Date 07/25/2024

End Date 08/09/2024

Addl Line Nbr 4

Reason Not Specified

Other Earnings

|<

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1-1 of 1

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| 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

Q

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6 of 6

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| View All

Begin Date 07/25/2024

End Date 08/09/2024

Addl Line Nbr 5

Reason Not Specified

Other Earnings

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1-1 of 1

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| View All

Other Earnings Details 1

Other Earnings Details 2

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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		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	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

Help

Empl ID

Empl Record 0

Seq# 1

Comment
Employee is on VSDP approved and calculated amount amount 1382.12

OK Cancel

SPOT Comments page

Help

Empl ID

Empl Record 0

Seq# 2

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

OK Cancel

SPOT Comments page

Help

Empl ID

Empl Record 0

Seq# 3

Comment
Employee is on VSDP WC. Auto pay is turned off. Processing PRW for the pay period of \$8.50

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 17
Separate Check			
Paycheck Information		Paycheck Totals	
Paycheck Status Calculated		Paycheck Option Check	
Issue Date 08/16/2024		Paycheck Number	
☐ Off Cycle	☐ Reprint	☐ Adjustment	☐ Corrected ☐ Cashed
		Earnings	2,091.83
		Taxes	82.30
		Deductions	9.15
		Net Pay	2,000.38

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 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 3 [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
WCP	Workers Comp	Hourly Rate			1,382.12	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 1-1 of 1 [View All](#)

Other Earnings Details 1 **Other Earnings Details 2** [II>](#)

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 ×

[Help](#)

Empl ID

Empl Record 0

Seq# 1

Comment

Employee is on VSDP approved and calculated amount amount 1382.12

SPOT Comments page ×

[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

×

Help

Empl ID

Empl Record

Seq#

Comment

0

3

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

OK

Cancel

SPOT Comments page

×

Help

Empl ID

Empl Record

Seq#

Comment

0

4

Employee is on VSDP. Auto Pay is turned on so removing the VRS Contribution base amount.

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		18	Separate Check
Paycheck Information		Paycheck Totals	
Paycheck Status Calculated		Paycheck Option Check	
Issue Date 08/16/2024		Paycheck Number	
☐ Off Cycle	☐ Reprint	☐ Adjustment	☐ Corrected
		☐ Cashed	
		Earnings	2,091.83
		Taxes	0.00
		Deductions	218.77
		Net Pay	1,873.06

Earnings

Q

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1 of 7

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|View All

Begin Date08/03/2024End Date08/09/2024Addl Line NbrReasonNot Specified

Other Earnings

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Q

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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 7

View All

Begin Date07/27/2024End Date08/02/2024Addl Line Nbr1ReasonNot 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 7

[View All](#)

Begin Date07/25/2024End Date07/26/2024Addl Line Nbr2ReasonNot 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

Q

1

4 of 7

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

||>

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

Earnings

Q

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5 of 7

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

||>

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

Earnings

Q

1

6 of 7

View All

Begin Date 07/25/2024

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

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

Earnings

Q

1

7 of 7

View All

Begin Date 07/25/2024

End Date 08/09/2024

Addl Line Nbr 6

Reason Not Specified

Other Earnings

1-1 of 1

View All

Other Earnings Details 1

Other Earnings Details 2

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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- 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 Rcd	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 Status Calculated Paycheck Option Check
Issue Date 08/01/2025 Paycheck Number
☐ Off Cycle ☐ Reprint ☐ Adjustment ☐ Corrected ☐ Cashed

Paycheck Totals

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 Subst ID	Genl Ded Taken	Genl Ded Subst	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

Empl ID

Name

Company

DLI

Pay Group

SM1

Pay Period End

07/24/2025

Page

2

Line

27

Separate Check

Paycheck Information

Paycheck Status

Calculated

Paycheck Option

Check

Issue Date

08/01/2025

Paycheck Number

☐ Off Cycle

☐ Reprint

☐ Adjustment

☐ Corrected

☐ Cashed

Paycheck Totals

Earnings

1,041.48

Taxes

146.77

Deductions

29.94

Net Pay

864.77

Other Earnings

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1-1 of 1

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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