

Processing Unpaid Leaves of Absence in Cardinal Overview

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

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

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

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

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

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

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



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Cross Functional Job Aid

Processing Unpaid Leaves of Absence in Cardinal

Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
4/10/2026	Baseline.



Processing Unpaid Leave Overview (HR Admin)

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

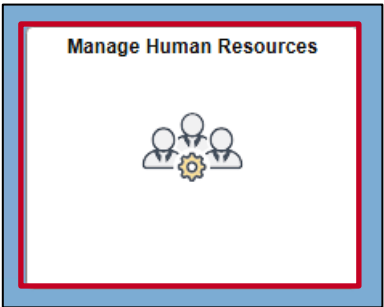
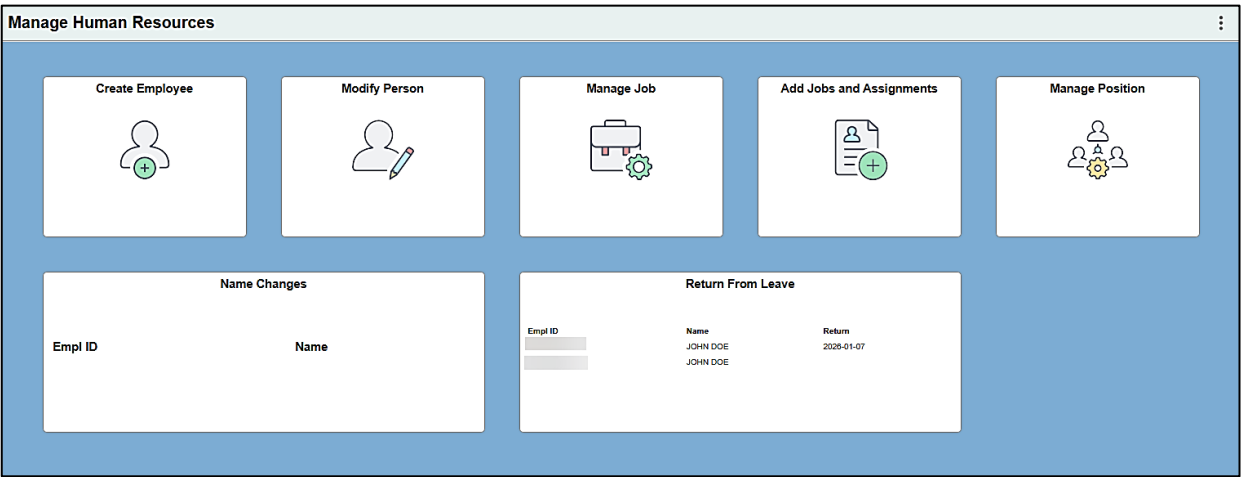
This Job Aid should be utilized for all employees in the Cardinal system regardless of whether they are paid in Cardinal or not.

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

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

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

HR Entering an Unpaid Leave of Absence

Step	Action
1.	Navigate to the 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



Cross Functional Job Aid

Processing Unpaid Leaves of Absence in Cardinal

Step	Action
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The **Job Actions Summary** page displays for the employee.

Job Actions Summary																	
JOHN DOE																	
0 Safety Consultant Senior 18100 DEPT OF LABOR AND INDUSTRY Active																	
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	E C
06/10/2025 0	Active Primary Job	Pay Rate Change FY26 Statewide Increase	AA_CARDINAL_BATCH_HR 06/07/2025	Completed	69034	Compliance/Safety Officer IV		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 (SATFRI07)	SM1 Semi-monthly Classified		C C S
09/17/2024 0	Active Primary Job	Position Change Position Data Update	Homer Simpson 09/17/2024	Completed	69034	Compliance/Safety Officer IV		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 (SATFRI07)	SM1 Semi-monthly Classified		C C S
06/10/2024 0	Active Primary Job	Pay Rate Change FY25 Statewide Increase	AA_CARDINAL_BATCH_HR 06/08/2024	Completed	69034	Compliance/Safety Officer IV		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 (SATFRI07)	SM1 Semi-monthly Classified		C C S
12/10/2023 0	Active Primary Job	Pay Rate Change FY24 Dec Statewide Increase	AA_CARDINAL_BATCH_HR 12/09/2023	Completed	69034	Compliance/Safety Officer IV		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 (SATFRI07)	SM1 Semi-monthly Classified		C C S
08/10/2023 1	Active Primary Job	Position Change Job Reclass Upward	JOHN Doe 07/31/2023	Completed	69034	Compliance/Safety Officer IV		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 (SATFRI07)	SM1 Semi-monthly Classified		C C S

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 Date

07/27/2026

Effective Sequence

0

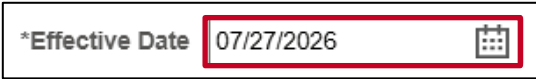
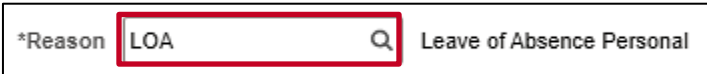
*Action

*Reason

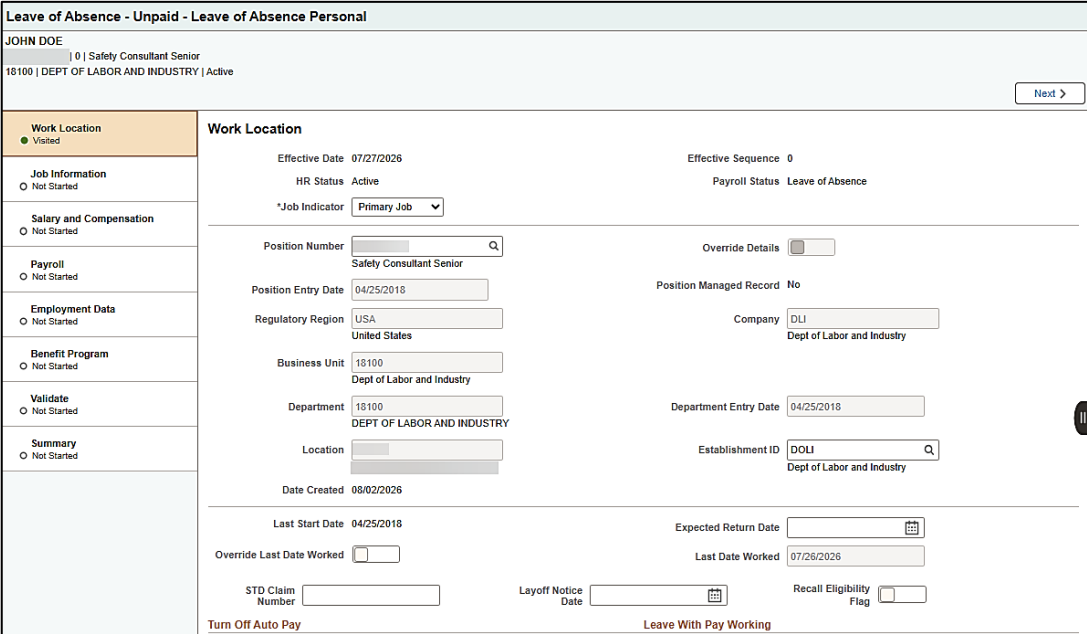


Cross Functional Job Aid

Processing Unpaid Leaves of Absence in Cardinal

Step	Action
7.	Update the Effective Date to reflect the first day that the employee will be in an Unpaid Leave status. 
	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 (“LOA” 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 . 
10.	Click the Continue button. 

The **Work Location** page displays.

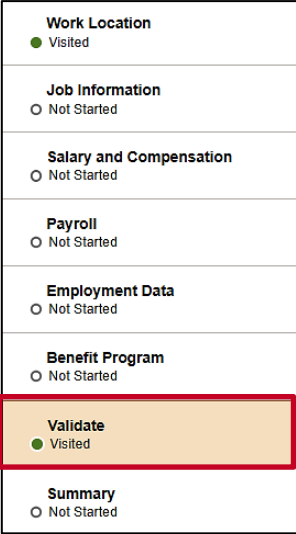
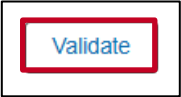


The screenshot shows the 'Leave of Absence - Unpaid - Leave of Absence Personal' page for John Doe. The page is divided into a left sidebar with navigation links (Work Location, Job Information, Salary and Compensation, Payroll, Employment Data, Benefit Program, Validate, Summary) and a main content area. The 'Work Location' section is active, showing fields for Effective Date (07/27/2026), Effective Sequence (0), HR Status (Active), Payroll Status (Leave of Absence), and Job Indicator (Primary Job). Below these are fields for Position Number, Position Entry Date (04/25/2018), Regulatory Region (USA), Business Unit (Dept of Labor and Industry), Department (18100), Location, and Date Created (08/02/2026). There are also fields for Expected Return Date, Last Date Worked (07/26/2026), and Recall Eligibility Flag. At the bottom, there are checkboxes for 'Turn Off Auto Pay' and 'Leave With Pay Working'.



Cross Functional Job Aid

Processing Unpaid Leaves of Absence in Cardinal

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



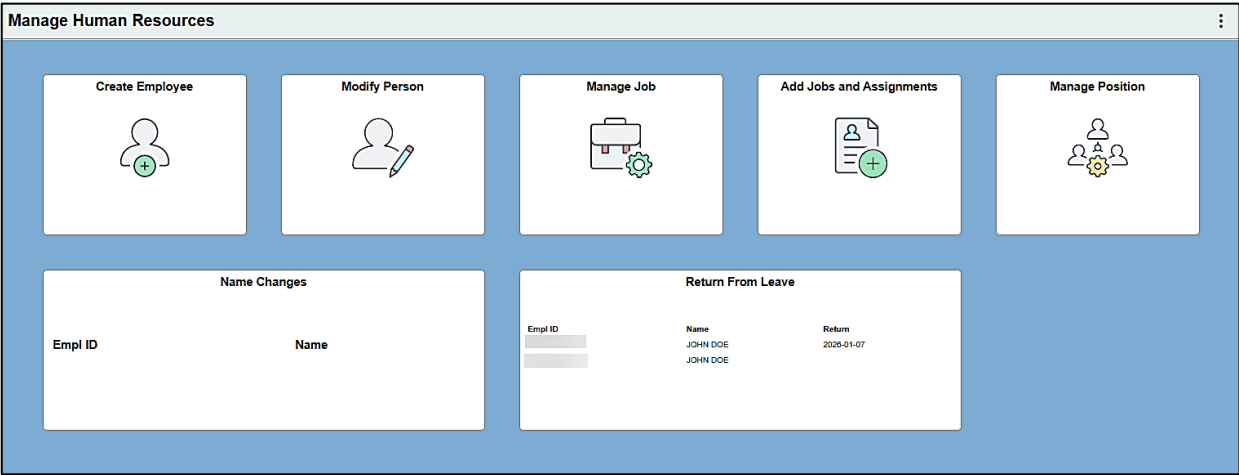
Cross Functional Job Aid

Processing Unpaid Leaves of Absence in Cardinal

Step	Action																		
	The Validate page redisplay. Validate Effective Date 07/27/2026 Effective 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 Validate																		
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 07/27/2026 Effective 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>DLI00125</td><td>DLI00125</td></tr><tr><td>Payroll Status ●</td><td>Leave of Absence</td><td>Active</td></tr><tr><td>Expected Return Date ●</td><td>08/31/2026</td><td>Not Available</td></tr><tr><td>Last Date Worked ●</td><td>07/26/2026</td><td>Not Available</td></tr><tr><td>Changes Made ●</td><td></td><td></td></tr></tbody></table>	Field Label	Proposed Information	Current Information	Position Number	DLI00125	DLI00125	Payroll Status ●	Leave of Absence	Active	Expected Return Date ●	08/31/2026	Not Available	Last Date Worked ●	07/26/2026	Not Available	Changes Made ●		
Field Label	Proposed Information	Current Information																	
Position Number	DLI00125	DLI00125																	
Payroll Status ●	Leave of Absence	Active																	
Expected Return Date ●	08/31/2026	Not Available																	
Last Date Worked ●	07/26/2026	Not Available																	
Changes Made ●																			

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 Leave of Absence - Unpaid for JOHN DOE has been successfully created. JOHN DOE 0 Safety Consultant Senior 18100 DEPT OF LABOR AND INDUSTRY Leave of Absence 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.
	<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 an Unpaid Leave of Absence

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 Unpaid 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 Unpaid Leaves of Absence in Cardinal

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

Job Actions Summary															
JOHN DOE															
18100 DEPT OF LABOR AND INDUSTRY Leave of Absence															
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 Grou
07/27/2026 0	Active Leave of Absence - Unpaid Primary Job	Leave of Absence - Unpaid Leave of Absence Personal	JOHN DOE 08/02/2026	Completed	69034 Compliance/Safety Officer IV			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 (SATFR107)	SM1 Semi month Class
06/10/2025 0	Active Active Primary Job	Pay Rate Change FY26 Statewide Increase	AA_CARDINAL_BATCH_HR 06/07/2025	Completed	69034 Compliance/Safety Officer IV			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 (SATFR107)	SM1 Semi month Class
09/17/2024 0	Active Active Primary Job	Position Change Position Data Update	Homer Simpson 09/17/2024	Completed	69034 Compliance/Safety Officer IV			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 (SATFR107)	SM1 Semi month Class
06/10/2024 0	Active Active Primary Job	Pay Rate Change FY25 Statewide Increase	AA_CARDINAL_BATCH_HR 06/06/2024	Completed	69034 Compliance/Safety Officer IV			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 (SATFR107)	SM1 Semi month Class
12/10/2023 0	Active Active Primary Job	Pay Rate Change FY24 Dec Statewide Increase	AA_CARDINAL_BATCH_HR 12/09/2023	Completed	69034 Compliance/Safety Officer IV			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 (SATFR107)	SM1 Semi month Class

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 Date

07/28/2026

Effective Sequence

0

*Action

*Reason

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

*Effective Date 07/28/2026



Cross Functional Job Aid

Processing Unpaid 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 “ULE” (“Unpaid 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 - Unpaid Leave Extension

JOHN DOE | 0 | Safety Consultant Senior
18100 | DEPT OF LABOR AND INDUSTRY | Leave of Absence

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 Date07/28/2026

HR StatusActive

*Job IndicatorPrimary Job

Position NumberSafety Consultant Senior

Position Entry Date04/25/2018

Regulatory RegionUSA
United States

Business Unit18100
Dept of Labor and Industry

DepartmentDEPT OF LABOR AND INDUSTRY

Location

Date Created08/02/2026

Last Start Date04/25/2018

Override Last Date Worked

STD Claim Number

Turn Off Auto Pay

Effective Sequence0

Payroll StatusLeave of Absence

Override Details

Position Managed RecordNo

CompanyDLI
Dept of Labor and Industry

Department Entry Date04/25/2018

Establishment IDDOLI
Dept of Labor and Industry

Expected Return Date08/31/2026

Last Date Worked07/26/2026

Layoff Notice Date

Recall Eligibility Flag

Leave With Pay Working



Cross Functional Job Aid

Processing Unpaid Leaves of Absence in Cardinal

Step	Action
11.	Select the updated date that the employee is expected to return in the Expected Return Date field. For this scenario the date was updated from “08/31/2026” to “09/15/2026”. Expected Return Date 09/15/2026
12.	Click the Validate 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 Not Started
The Validate page displays. Validate Effective Date 07/27/2026 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.	
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. Validate



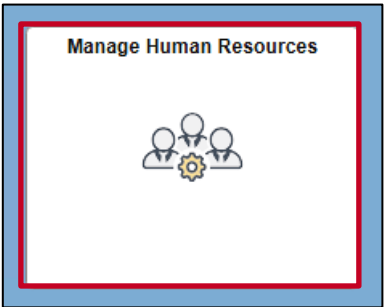
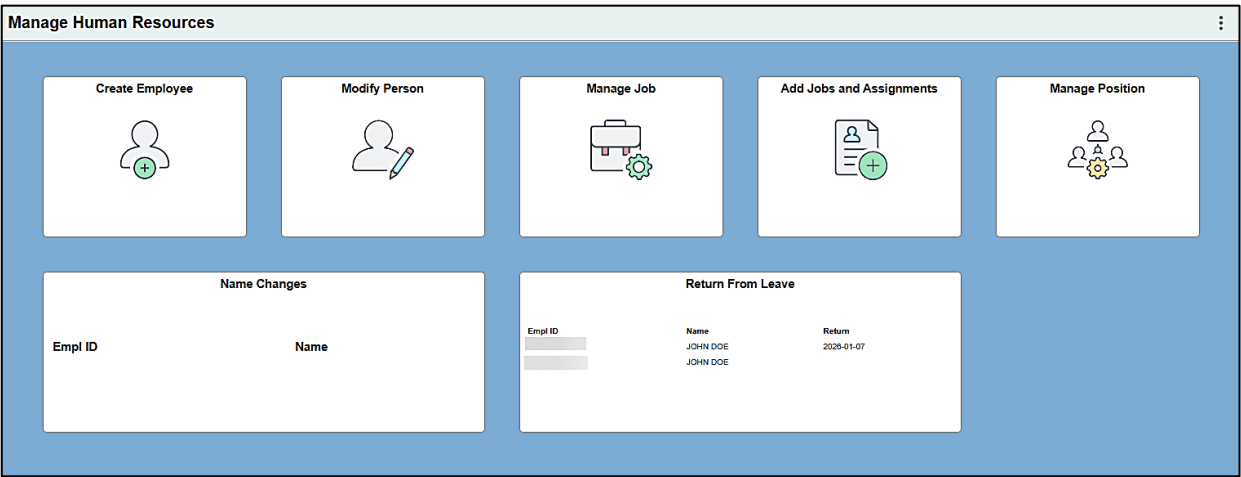
Cross Functional Job Aid

Processing Unpaid Leaves of Absence in Cardinal

Step	Action									
	The Validate page redisplay. Validate Effective Date 07/27/2026 Effective 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 Validate									
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. Summary Effective Date 07/28/2026 Effective 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>DLI00125</td><td>DLI00125</td></tr><tr><td>Expected Return Date ●</td><td>09/15/2026</td><td>08/31/2026</td></tr></tbody></table> Changes Made ●	Field Label	Proposed Information	Current Information	Position Number	DLI00125	DLI00125	Expected Return Date ●	09/15/2026	08/31/2026
Field Label	Proposed Information	Current Information								
Position Number	DLI00125	DLI00125								
Expected Return Date ●	09/15/2026	08/31/2026								

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 0 Safety Consultant Senior 18100 DEPT OF LABOR AND INDUSTRY Leave of Absence 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	
	By clicking the Submit button, a COBRA letter will be automatically generated if the employee is enrolled in a Cardinal-managed health plan. This letter is triggered due to the loss of the employer's contribution and will be sent regardless of whether the employee elects to continue benefits coverage during their leave of absence. For more information on this policy, please refer to the Health Benefits Program Manual available on the DHRM website.
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 Returning from Unpaid Leave of Absence

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. 

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 Unpaid Leaves of Absence in Cardinal

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

Job Actions Summary

JOHN DOE

[0] Safety Consultant Senior

18100 | DEPT OF LABOR AND INDUSTRY | Leave of Absence

Create Job Action

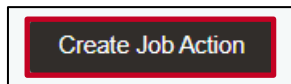
Update/Display

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
07/28/2026 0	Active Leave of Absence Primary Job	Data Change Unpaid Leave Extension	JOHN DOE 08/02/2026	Completed	69034	Compliance/Safety Officer IV		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
07/27/2026 0	Active Leave of Absence Primary Job	Leave of Absence - Unpaid Leave of Absence Personal	JOHN DOE 08/02/2026	Completed	69034	Compliance/Safety Officer IV		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
06/10/2025 0	Active Active Primary Job	Pay Rate Change FY26 Statewide Increase	AA_CARDINAL_BATCH_HR 06/07/2025	Completed	69034	Compliance/Safety Officer IV		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
09/17/2024 0	Active Active Primary Job	Position Change Position Data Update	Homer Simpson 09/17/2024	Completed	69034	Compliance/Safety Officer IV		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
06/10/2024 0	Active Active Primary Job	Pay Rate Change FY25 Statewide Increase	AA_CARDINAL_BATCH_HR 06/08/2024	Completed	69034	Compliance/Safety Officer IV		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
DLI00545								18100	18100				

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	07/15/2026	
Effective Sequence	0	
*Action		
*Reason		

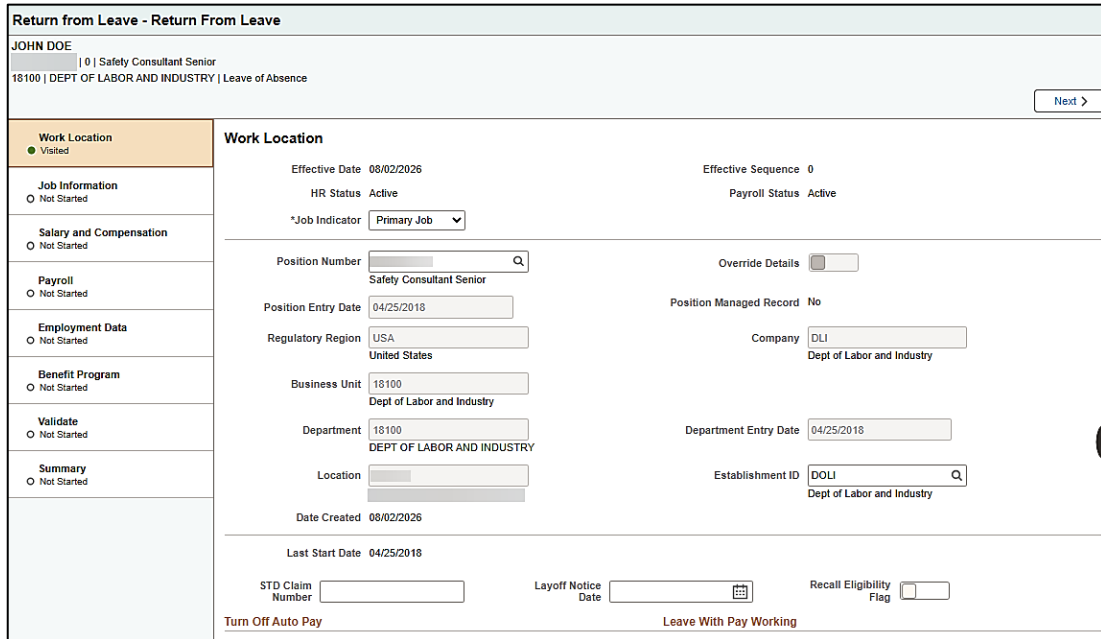


Cross Functional Job Aid

Processing Unpaid Leaves of Absence in Cardinal

Step	Action
7.	Update the Effective Date to reflect the date that the employee is returning from leave. 
	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.



The screenshot shows the 'Return from Leave - Return From Leave' page for John Doe. The page is divided into a left sidebar with navigation links and a main content area. The sidebar includes links for Work Location (marked as visited), Job Information, Salary and Compensation, Payroll, Employment Data, Benefit Program, Validate, and Summary. The main content area displays various fields for the employee's return from leave, including Effective Date (08/02/2026), Effective Sequence (0), HR Status (Active), Payroll Status (Active), *Job Indicator (Primary Job), Position Number (Safety Consultant Senior), Position Entry Date (04/25/2018), Regulatory Region (USA), Business Unit (Dept of Labor and Industry), Department (Dept of Labor and Industry), Location, Establishment ID (DOLI), Date Created (08/02/2026), Last Start Date (04/25/2018), STD Claim Number, Layoff Notice Date, Recall Eligibility Flag, and Turn Off Auto Pay. A 'Next >' button is located in the top right corner of the main content area.



Cross Functional Job Aid

Processing Unpaid Leaves of Absence in Cardinal

Step	Action
11.	Click the Job Information tab. Work Location ● Visited Job Information ● Visited Salary and Compensation ○ Not Started Payroll ○ Not Started Employment Data ○ Not Started Benefit Program ○ Not Started Validate ○ Not Started Summary ○ Not Started

The **Job Information** page displays.

Job Information

Supervisor

Supervisor Name DOE, JOHN

SOC CD 13-1041

Supervisor Posn

Effective Date 08/02/2026

Effective Sequence 0

Job Code

Job Entry Date

Compliance/Safety Officer IV

Supervisor Level

Employee

Reports To

Reports To Manager

[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



If the employee is “Classified”, refer to DHRM **Policy 4.45** to appropriately impact Benefits, Leave Eligibility Date, and Incentive pay.

Employee Class **Classified** ▼



Cross Functional Job Aid

Processing Unpaid Leaves of Absence in Cardinal

Step	Action
12.	Click the Validate tab. Work Location ● Visited Job Information ● Visited Salary and Compensation ○ Not Started Payroll ○ Not Started Employment Data ○ Not Started Benefit Program ○ Not Started Validate ● Visited Summary ○ Not Started
The Validate page displays. Validate Effective Date 08/02/2026 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.	
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. Validate



Cross Functional Job Aid

Processing Unpaid Leaves of Absence in Cardinal

Step	Action																		
	The Validate page redisplay. Validate Effective Date 08/02/2026 Effective 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 Validate																		
15.	Click the Summary page. Work Location ● Visited Job Information ● Visited Salary and Compensation ○ Not Started Payroll ○ Not Started Employment Data ○ Not Started Benefit Program ○ Not Started Validate ● Visited Summary ● Visited																		
	The Summary page displays. Summary Effective Date 08/02/2026 Effective 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>DLI00125</td><td>DLI00125</td></tr><tr><td>Payroll Status ●</td><td>Active</td><td>Leave of Absence</td></tr><tr><td>Expected Return Date ●</td><td>Not Available</td><td>09/15/2026</td></tr><tr><td>Last Date Worked ●</td><td>Not Available</td><td>07/26/2026</td></tr><tr><td>Changes Made ●</td><td></td><td></td></tr></tbody></table>	Field Label	Proposed Information	Current Information	Position Number	DLI00125	DLI00125	Payroll Status ●	Active	Leave of Absence	Expected Return Date ●	Not Available	09/15/2026	Last Date Worked ●	Not Available	07/26/2026	Changes Made ●		
Field Label	Proposed Information	Current Information																	
Position Number	DLI00125	DLI00125																	
Payroll Status ●	Active	Leave of Absence																	
Expected Return Date ●	Not Available	09/15/2026																	
Last Date Worked ●	Not Available	07/26/2026																	
Changes Made ●																			

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 Return from Leave for JOHN DOE has been successfully created. JOHN DOE 10 Safety Consultant Senior 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	
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 Employee Does not Return (Terminates Employment) from an Unpaid Leave of Absence

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

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

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

Processing Unpaid Leave Overview (BN Admin)

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

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

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

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

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



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

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

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

Policy Reminders:

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

BN Unpaid Leave of Absence – No Health Benefit Coverage Changes

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

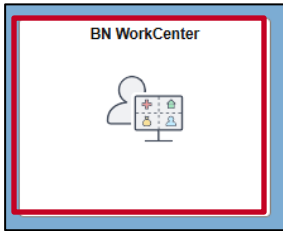
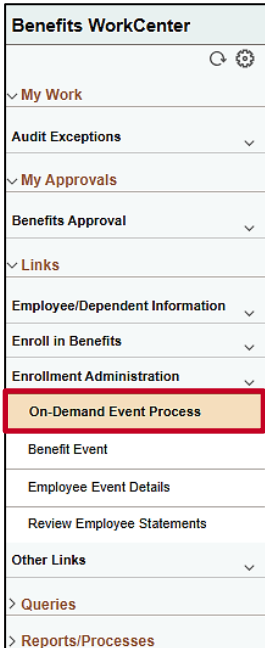
Link to DHRM document: <https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/policyguides/leaveandbenefitsF4D1B8251AF0.pdf?sfvrsn=4>

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

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

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

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

Step	Action
1.	Navigate to the 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.
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. 



Cross Functional Job Aid

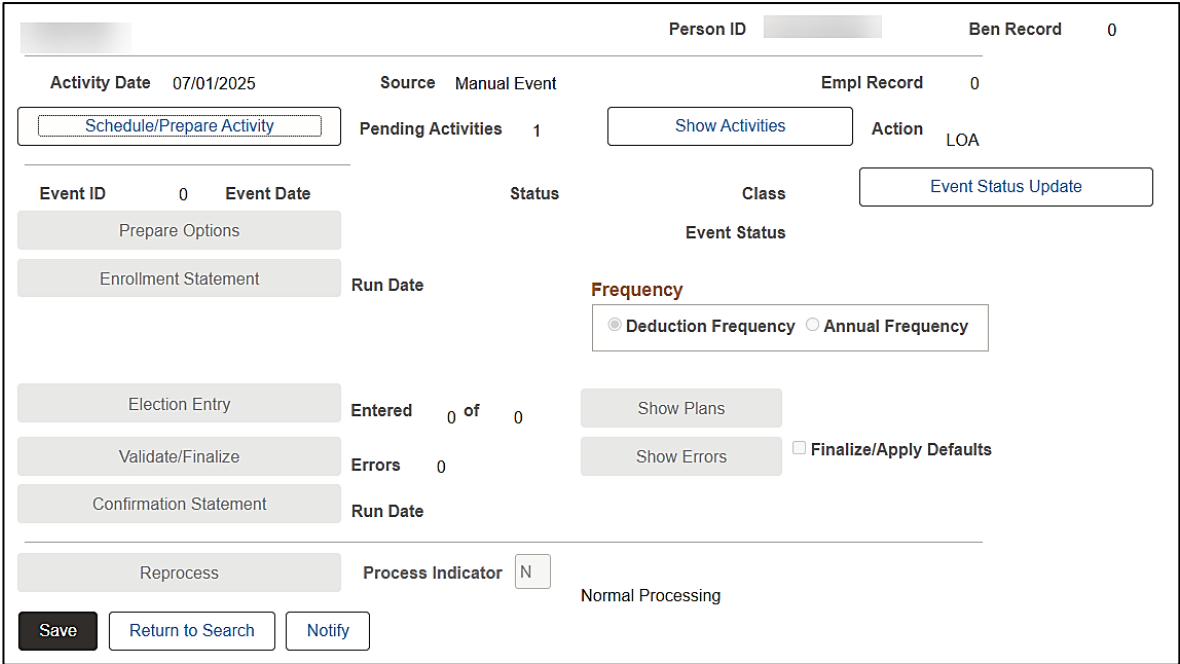
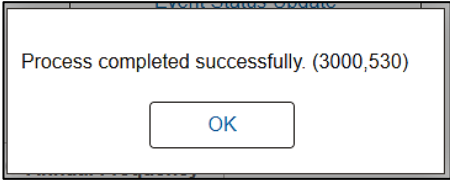
Processing Unpaid Leaves of Absence in Cardinal

Step	Action
	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.
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



Cross Functional Job Aid

Processing Unpaid Leaves of Absence in Cardinal

Step	Action
	The On-Demand Event Process page displays. 
5.	Click the Schedule/Prepare Activity button. 
	A Confirmation message displays in a pop-up window once the automated program completes. 
6.	Click the OK button. 



Cross Functional Job Aid

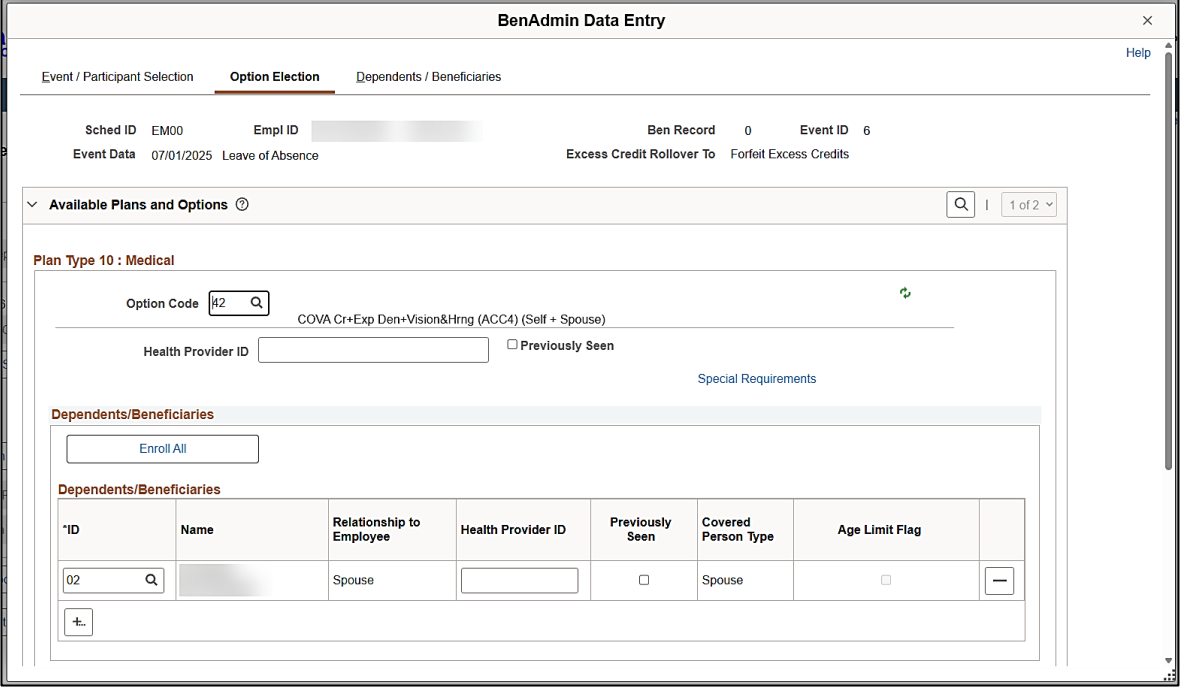
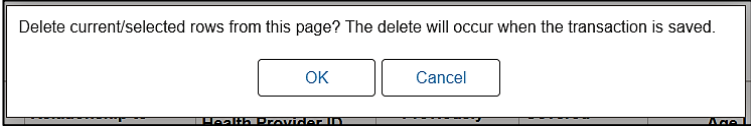
Processing Unpaid Leaves of Absence in Cardinal

Step	Action
	The On-Demand Event Process page refreshes. Person ID Ben Record 0 Activity Date Source Empl Record 0 Schedule/Prepare Activity Pending Activities 0 Show Activities Action Event ID 6 Event Date 07/01/2025 Status Prepared Class LOA Event Status Update Prepare Options Event Status Open for Processing Enrollment Statement Run Date Frequency ☒ Deduction Frequency ☐ Annual Frequency Election Entry Entered 0 of 2 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
7.	Click the Election Entry button. Election Entry



Cross Functional Job Aid

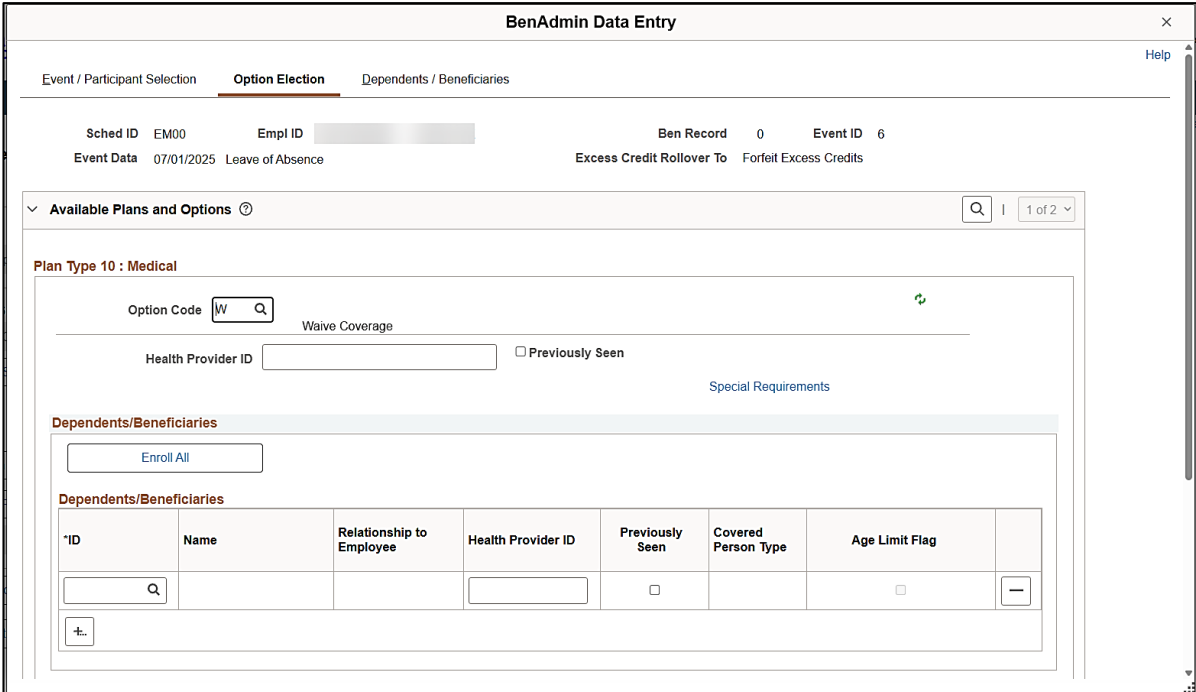
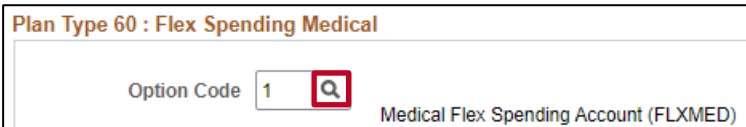
Processing Unpaid Leaves of Absence in Cardinal

Step	Action
	The BenAdmin Data Entry page displays with the Option Election tab displayed by default. 
	Employees cannot change plans at the start of an Unpaid LOA. The only change they can make is to remove a child, remove a spouse, or waive coverage.
8.	Update the Medical Plan coverage within the Plan Type 10: Medical section by clicking the Option Code Look up icon and selecting the new Medical Plan coverage.  For this scenario coverage is being waived. Select "W".
9.	If the employee is removing a spouse or child from their plan, select the appropriate coverage level and click the Delete row (-) button from the Dependents/Beneficiaries section under the Option Election tab next to the dependent to be removed.
If removing a dependent, a message displays in a pop-up window. 	



Cross Functional Job Aid

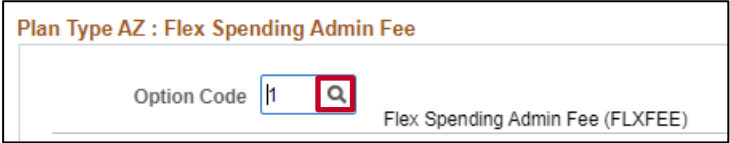
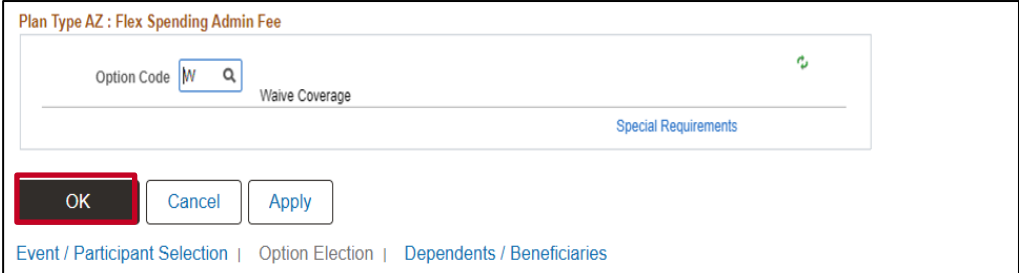
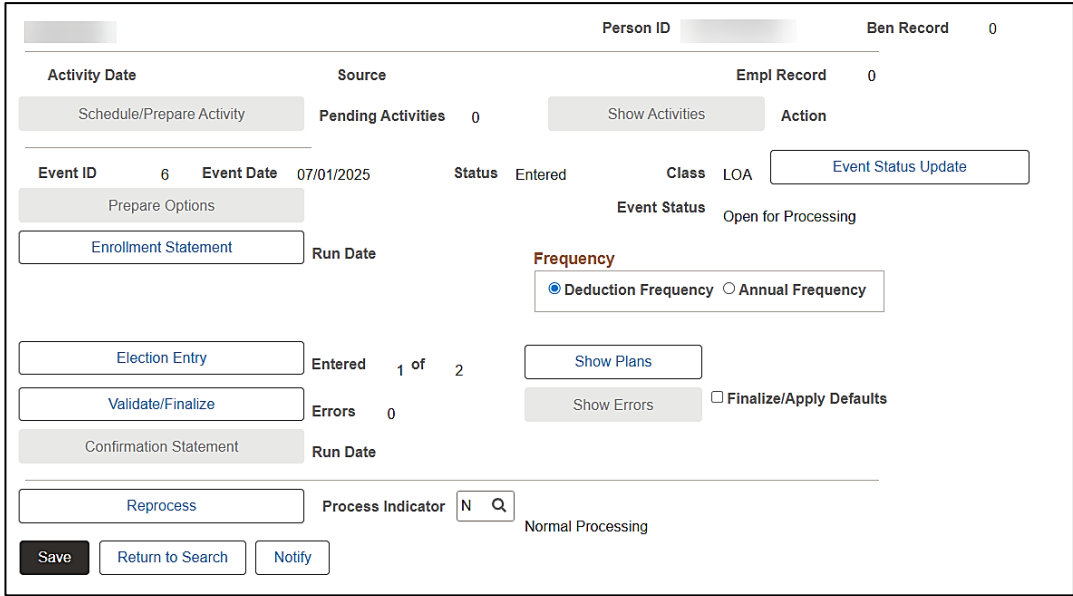
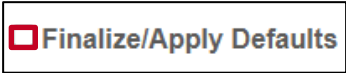
Processing Unpaid Leaves of Absence in Cardinal

Step	Action
10.	Click the OK button. 
The Option Election tab redisplay with the updated plan selection. 	
11.	If the employee is not making any other election changes, proceed to Step 14. If the employee is making any FSA election changes, proceed with the next step.
	Note: For FSA elections, the employee can either elect a lower amount of annual pledge than the current election or choose to waive the FSA amount entirely. In this example, the employee is waiving the plan election entirely.
12.	Scroll down as needed and update the Plan Type 60 : Flex Spending Medical section by clicking the Option Code Look up icon and selecting Option Code "W" (Waive Coverage). 
	Repeat this step as needed if the employee is enrolled in the Flex Spending Dependent Care plan (Plan Type 61) and wants to update their election.



Cross Functional Job Aid

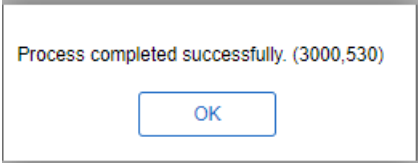
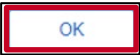
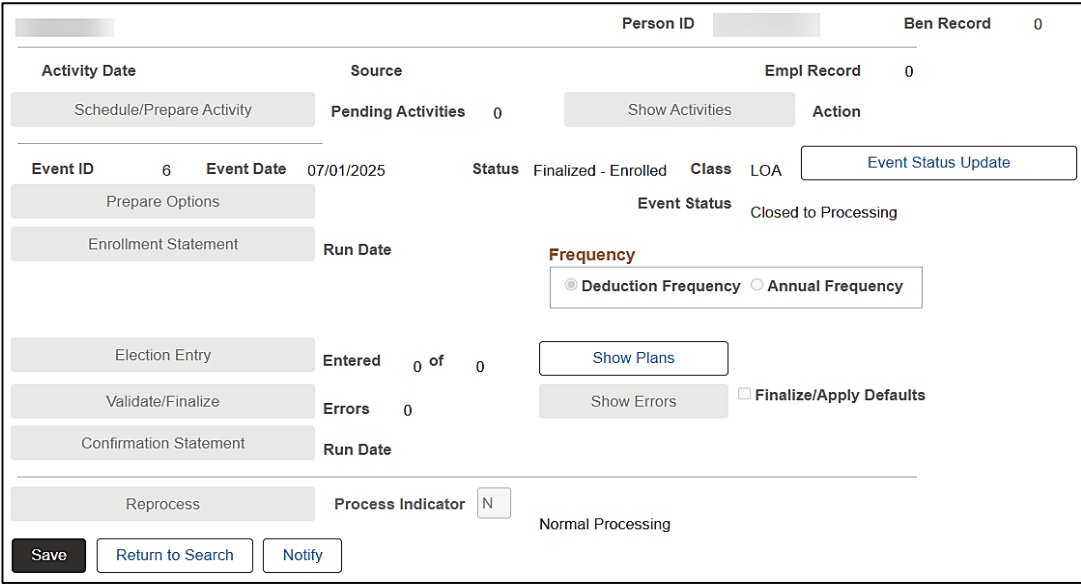
Processing Unpaid Leaves of Absence in Cardinal

Step	Action
13.	If the employee waived their existing enrollment in either of the Flex Spending Account plans and now is not enrolled in either, scroll down as needed and update the Plan Type AZ: Flex Spending Admin Fee section by clicking the Option Code Look up icon and selecting Option Code "W" (Waive Coverage). 
14.	Once all the elections have been updated, scroll down to the bottom of the page and click the OK button. 
The On-Demand Event Process page redispays. 	
15.	Select the Finalize/Apply Defaults checkbox. 



Cross Functional Job Aid

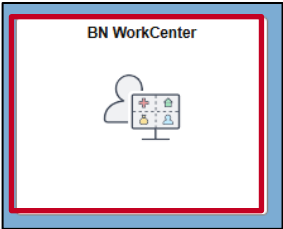
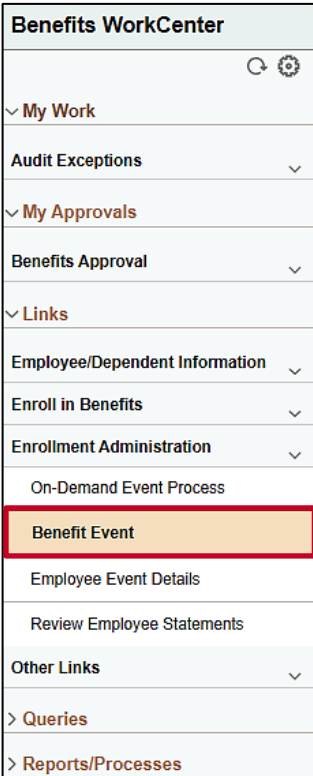
Processing Unpaid Leaves of Absence in Cardinal

Step	Action
16.	Click the Validate/Finalize button. 
A Confirmation message displays in a pop-up window once the automated program completes. 	
17.	Click the OK button. 
The On-Demand Event Process page refreshes. 	
	The LOA Benefit Event updates to a Status of “Finalized-Prepared None” and an Event Status of “Closed to Processing”. Review the Health Benefits page to confirm elections and that the effective date is correct.

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

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

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

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



Cross Functional Job Aid

Processing Unpaid Leaves of Absence in Cardinal

Step	Action
	The Benefit Event Entry Find an Existing Value Search page displays. Benefit Event Entry Find an Existing Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Recent Searches Choose from recent searches Saved Searches Choose from saved searches Empl ID begins with Benefit Record Number = Empl Record = First Name begins with Last Name begins with Business Unit begins with Department begins with ^ Show fewer options ☐ Case Sensitive ☐ Include History 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.
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



Cross Functional Job Aid

Processing Unpaid Leaves of Absence in Cardinal

Step	Action
The Benefit Event Detail page displays for the selected employee.	
Benefit Event Detail Employee ID Benefit Record Number 0 Life Event Life Event Date Paperwork Receipt Date Health Change FSA Change Special Processing Message (Health) Special Processing Message (FSA) Save Return to Search	
5.	Click the Life Event dropdown button and select “Failure to Pay Premium”. Life Event 
6.	Click the Life Event Date Calendar icon and select the paid to date (last day of coverage that has been paid for by the employee). Life Event Date 
7.	Click the Paperwork Receipt Date Calendar icon and select the date on which the employee waived coverage or the last paid to date (last day of coverage that has been paid for by the employee). Paperwork Receipt Date 
8.	Click the Health Change Needed dropdown button and select “Yes”. Health Change Needed: 



Cross Functional Job Aid

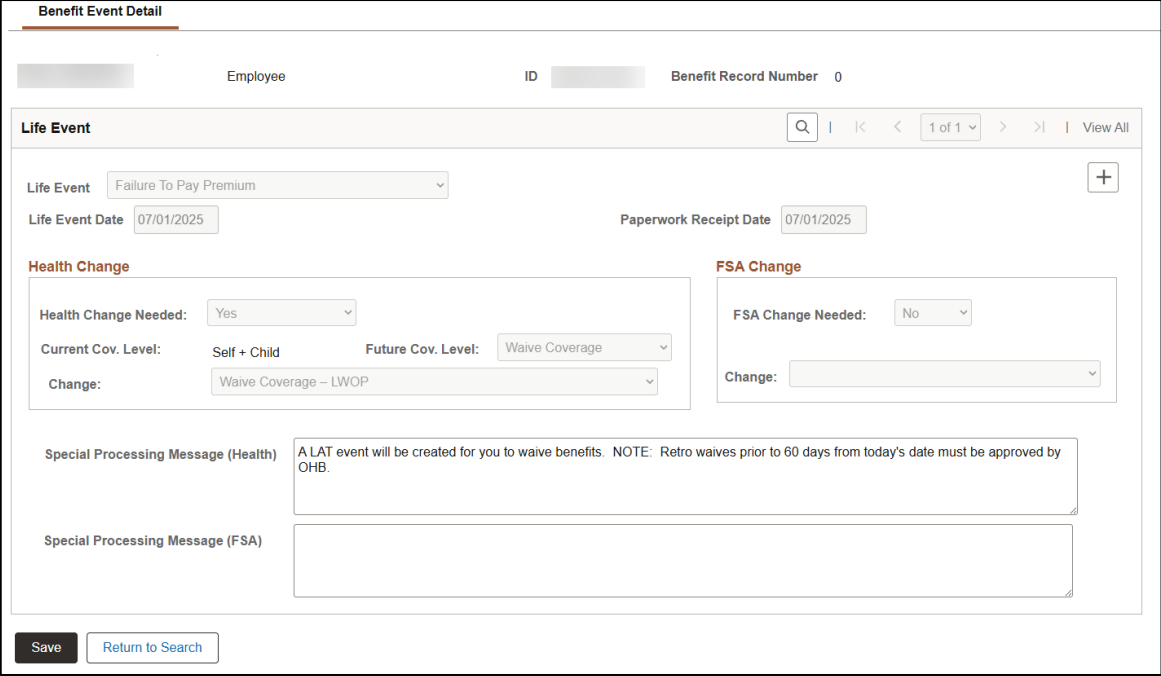
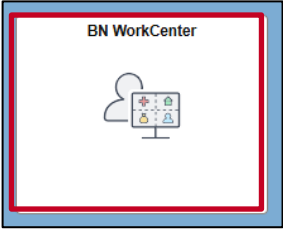
Processing Unpaid Leaves of Absence in Cardinal

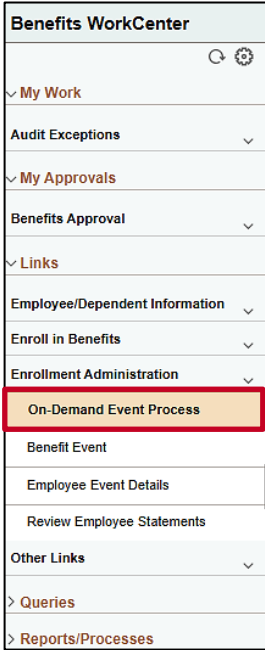
Step	Action
	The Benefit Event Detail page refreshes.
	The employee's current coverage level displays in the Current Cov. Level field (Health Change section).
9.	Click the Future Cov. Level dropdown button and select "Waive Coverage".
10.	Click the Change dropdown button and select "Waive Coverage-LWOP".
11.	If the employee has an FSA, click the FSA Change Needed dropdown button and select "Yes". Do not leave blank.
12.	Click the Save button at the bottom of the page.



Cross Functional Job Aid

Processing Unpaid Leaves of Absence in Cardinal

Step	Action
	The Benefit Event Detail page refreshes. 
	Review the message in the Special Processing Message (Health) field. Take note that any retroactive waives older than 60 days require approval by the Office of Health Benefits (OHB).
13.	Next, process the LAT Benefit Event. 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
14.	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



Cross Functional Job Aid

Processing Unpaid Leaves of Absence in Cardinal

Step	Action
15.	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 ▼
16.	Click the Search button. Search Clear
The On-Demand Event Process page displays. Person ID Ben Record 0 Activity Date 07/01/2025 Source Manual Event Empl Record 0 Schedule/Prepare Activity Pending Activities 1 Show Activities Action LAT Event ID 3 Event Date 07/01/2025 Status Prepared Class ELG Event Status Update Prepare Options Event Status Open for Processing Enrollment Statement Run Date Frequency ☒ Deduction Frequency ☐ Annual Frequency Election Entry Entered 0 of 1 Show Plans Validate/Finalize Errors 0 Show Errors ☐ Finalize/Apply Defaults Confirmation Statement Run Date Reprocess Process Indicator N Q Normal Processing Save Return to Search Notify	
17.	Click the Schedule/Prepare Activity button. Activity Date 07/01/2025 Source Manual Event Schedule/Prepare Activity Pending Activities 1



Cross Functional Job Aid

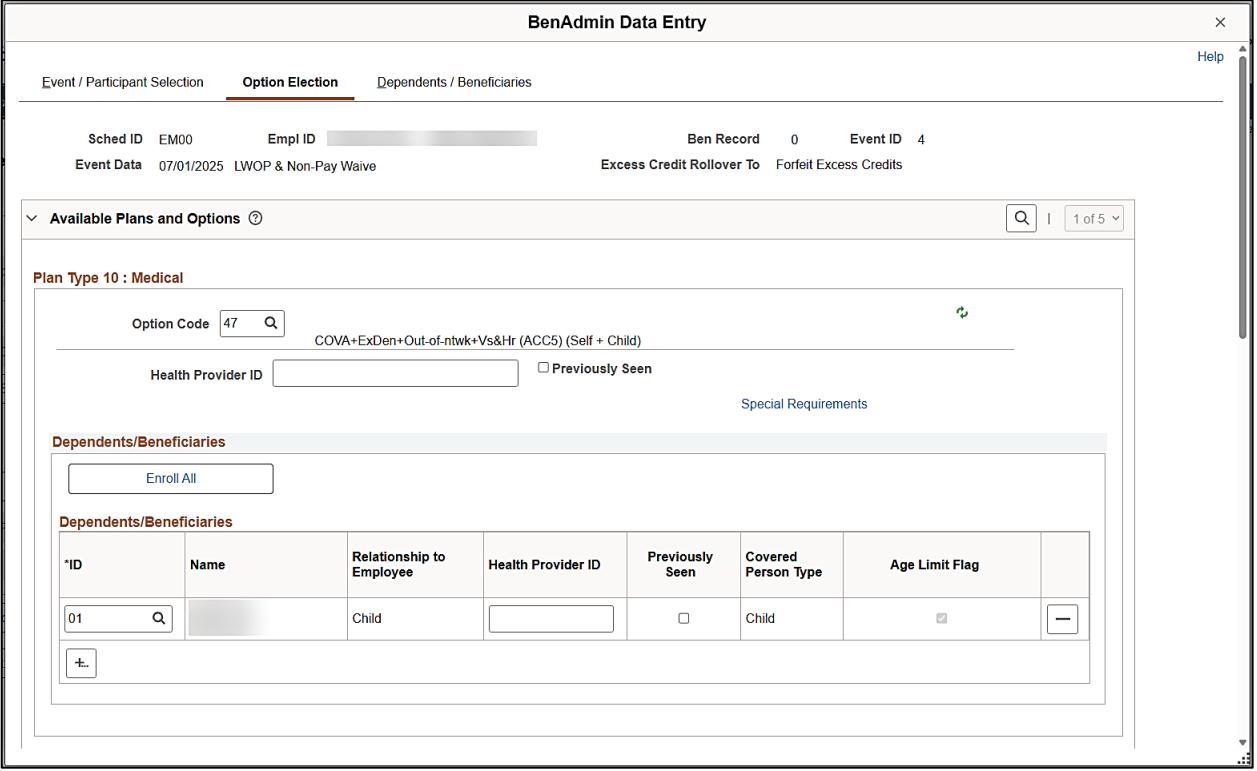
Processing Unpaid Leaves of Absence in Cardinal

Step	Action
	A Confirmation message displays in a pop-up window once the automated program completes. Process completed successfully. (3000,530) OK
18.	Click the OK button. OK
	The On-Demand Event Process page refreshes. Person ID [redacted] Ben Record 0 Activity Date [redacted] Source [redacted] Empl Record 0 Schedule/Prepare Activity Pending Activities 0 Show Activities Action Event ID 4 Event Date 07/01/2025 Status Prepared Class LAT Event Status Update Prepare Options Event Status Open for Processing Enrollment Statement Run Date Frequency Deduction Frequency Annual Frequency Election Entry Entered 0 of 5 Show Plans Validate/Finalize Errors 0 Show Errors Finalize/Apply Defaults Confirmation Statement Run Date Reprocess Process Indicator N Q Normal Processing Save Return to Search Notify
19.	Click the Election Entry button. Election Entry



Cross Functional Job Aid

Processing Unpaid Leaves of Absence in Cardinal

Step	Action
	The BenAdmin Data Entry page displays with the Option Election tab displayed by default. 
20.	Update the Medical Plan within the Plan Type 10: Medical section by clicking the Option Code Look up icon and selecting Option Code "W" (Waive). 



Cross Functional Job Aid

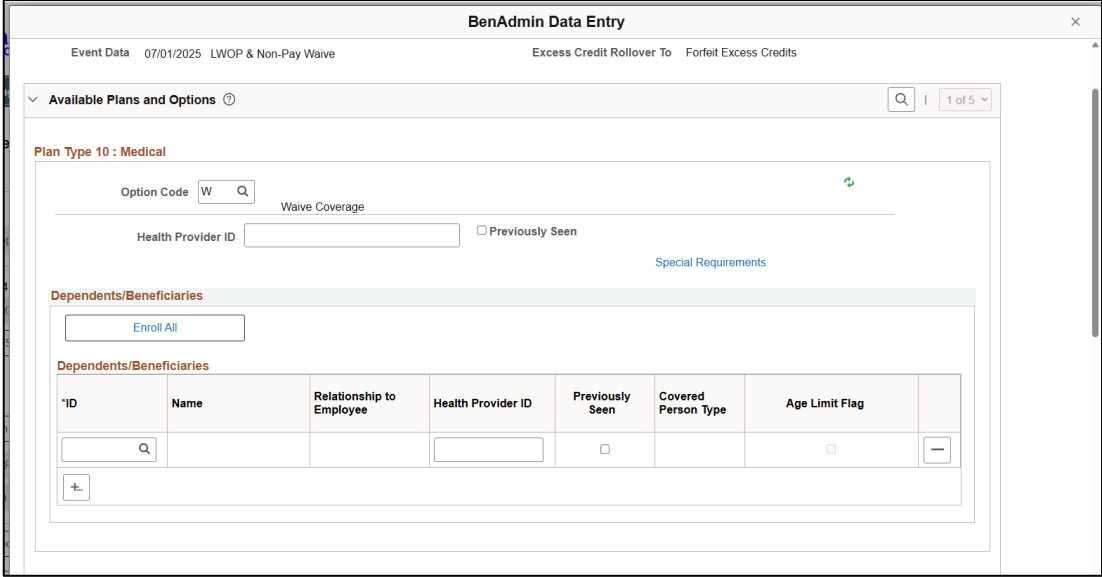
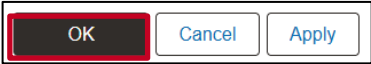
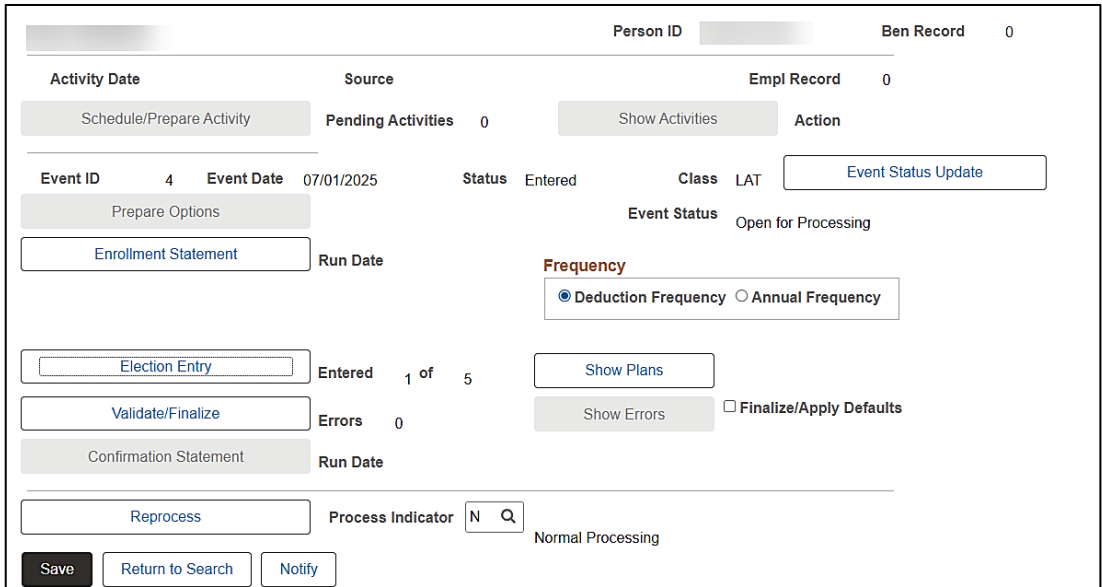
Processing Unpaid Leaves of Absence in Cardinal

Step	Action																
	The Option Election tab redisplay with the updated plan selection (waived). BenAdmin Data Entry Event / Participant Selection Option Election Dependents / Beneficiaries Sched ID EM00 Empl ID [redacted] Ben Record 0 Event ID 4 Event Data 07/01/2025 LWOP & Non-Pay Waive Excess Credit Rollover To Forfeit Excess Credits Available Plans and Options 1 of 5 Plan Type 10 : Medical Option Code W Waive Coverage Health Provider ID [redacted] ☐ Previously Seen Special Requirements Dependents/Beneficiaries Enroll All <table border="1"><thead><tr><th>*ID</th><th>Name</th><th>Relationship to Employee</th><th>Health Provider ID</th><th>Previously Seen</th><th>Covered Person Type</th><th>Age Limit Flag</th><th></th></tr></thead><tbody><tr><td>01</td><td>[redacted]</td><td>Child</td><td>[redacted]</td><td>☐</td><td>Child</td><td>☒</td><td>-</td></tr></tbody></table>	*ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag		01	[redacted]	Child	[redacted]	☐	Child	☒	-
*ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag											
01	[redacted]	Child	[redacted]	☐	Child	☒	-										
21.	Click the Delete row (-) button. Dependents/Beneficiaries <table border="1"><thead><tr><th>*ID</th><th>Name</th><th>Relationship to Employee</th><th>Health Provider ID</th><th>Previously Seen</th><th>Covered Person Type</th><th>Age Limit Flag</th><th></th></tr></thead><tbody><tr><td>01</td><td>[redacted]</td><td>Child</td><td>[redacted]</td><td>☐</td><td>Child</td><td>☒</td><td>-</td></tr></tbody></table>	*ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag		01	[redacted]	Child	[redacted]	☐	Child	☒	-
*ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag											
01	[redacted]	Child	[redacted]	☐	Child	☒	-										
	A message displays in a pop-up window. Delete current/selected rows from this page? The delete will occur when the transaction is saved. OK Cancel																
22.	Click the OK button. OK Cancel																



Cross Functional Job Aid

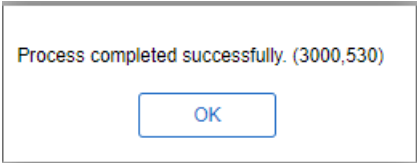
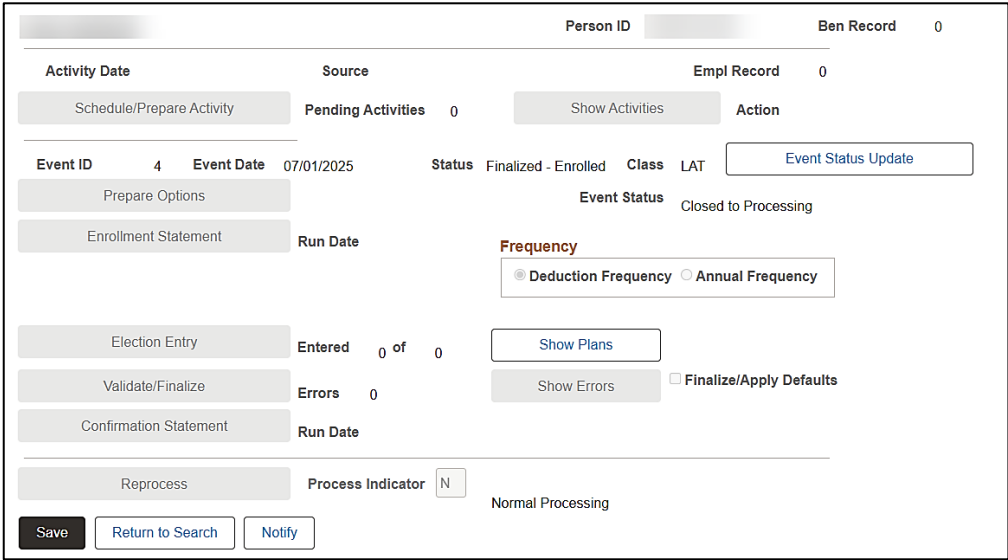
Processing Unpaid Leaves of Absence in Cardinal

Step	Action
	The BenAdmin Data Entry page refreshes and the dependent(s) is removed. 
23.	Scroll down the page and if the employee has any additional coverage, be sure to choose the Option Code of "W".
24.	Scroll down to the bottom of the page and click the OK button.
	
	The On-Demand Event Process page redisplay. 



Cross Functional Job Aid

Processing Unpaid Leaves of Absence in Cardinal

Step	Action
25.	Click the Finalize/Apply Defaults checkbox. ☐ Finalize/Apply Defaults
26.	Click the Validate/Finalize button. 
A Confirmation message displays in a pop-up window once the automated program completes. 	
27.	Click the OK button. 
The On-Demand Event Process page refreshes. 	
	The LAT Benefit Event updates to a Status of “Finalized-Enrolled” and an Event Status of “Closed to Processing”. Review the Health Benefits page to confirm coverage is waived with the appropriate effective date.

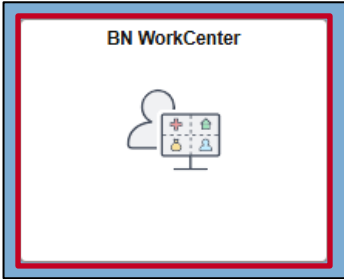
BN Returning from Unpaid LOA (RFL Benefit Event)

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

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

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

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

Step	Action
1.	Navigate to the Benefit Event 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 > Benefit Event Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. Benefits WorkCenter ⌂ ⚙ ~ My Work Audit Exceptions ▾ ~ My Approvals Benefits Approval ▾ ~ Links Employee/Dependent Information ▾ Enroll in Benefits ▾ Enrollment Administration ▾ On-Demand Event Process Benefit Event Employee Event Details Review Employee Statements Other Links ▾ > Queries > Reports/Processes

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

Benefit Event Entry

Find an Existing Value

~ **Search Criteria**

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

Recent Searches
Choose from recent searches

Saved Searches
Choose from saved searches

Empl ID
begins with

Benefit Record Number
=

Empl Record
=

First Name
begins with

Last Name
begins with

Business Unit
begins with

Department
begins with

Show fewer options

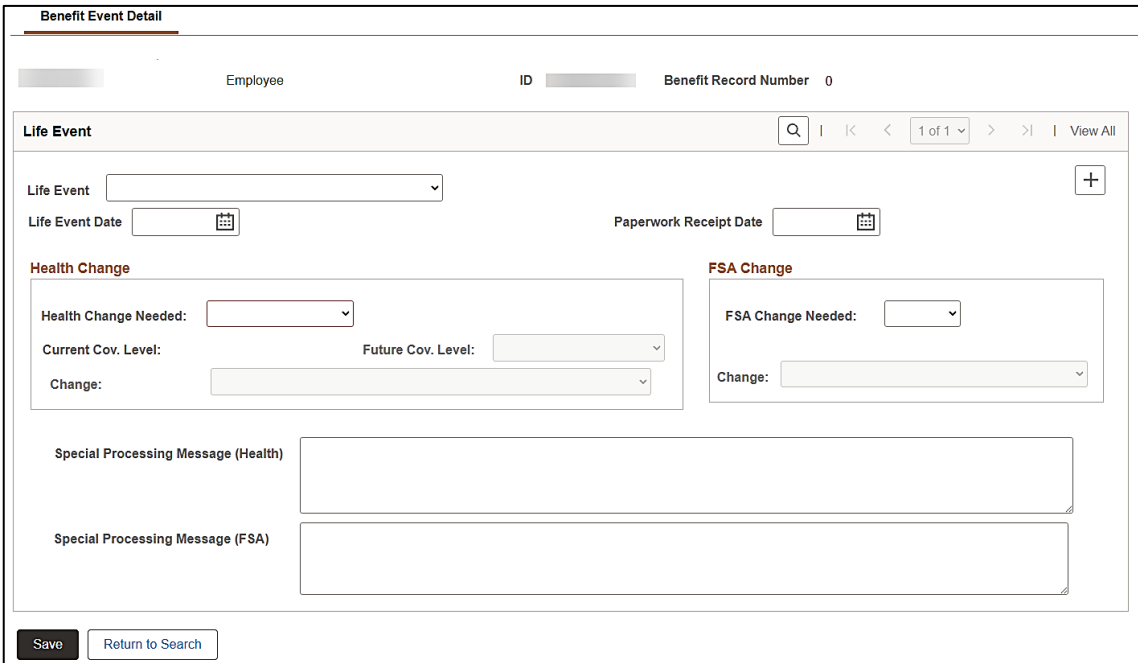
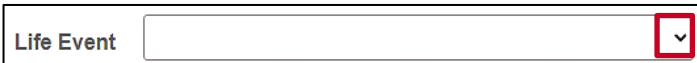
☐ Case Sensitive
☐ Include History

Search
Clear



Cross Functional Job Aid

Processing Unpaid Leaves of Absence in Cardinal

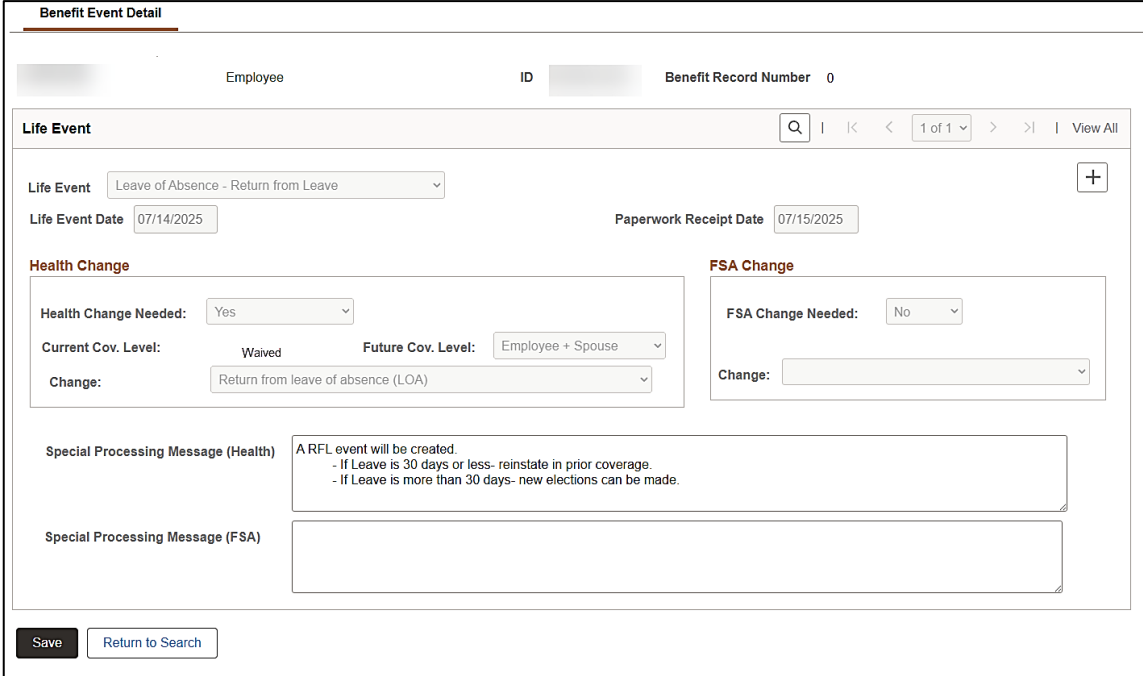
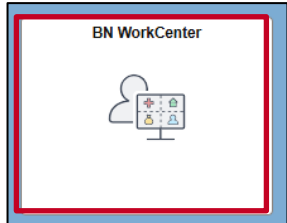
Step	Action
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages . This Job Aid is located on the Cardinal website in Job Aids under Learning .
3.	Enter the employee's Employee ID in the Empl ID field. Note: Users can also search for the applicable employee using the various 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. 
4.	Click the Search button. 
The Benefit Event Detail page displays. 	
5.	Click the Life Event dropdown button and select "Leave of Absence – Return from Leave". 

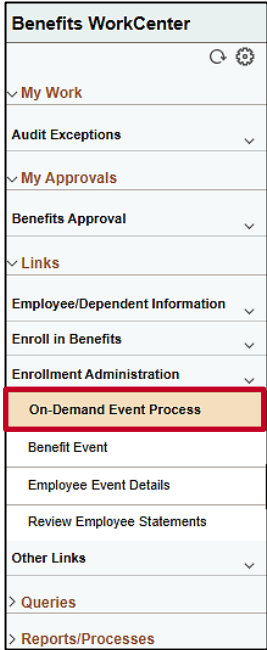


Cross Functional Job Aid

Processing Unpaid Leaves of Absence in Cardinal

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

Step	Action
13.	Click the Save button. Save Return to Search
The Benefit Event Detail page refreshes. 	
i	Review the messages in the Special Processing Message (Health) field. • If the employee was on leave 30 days or less the prior coverage must be reinstated • If the leave was greater than 30 days, the employee can make new elections and add additional dependents
14.	Next, process the RFL Benefit Event. Navigate to the On-Demand Event Process page by clicking the BN WorkCenter tile. 
i	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
15.	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



Cross Functional Job Aid

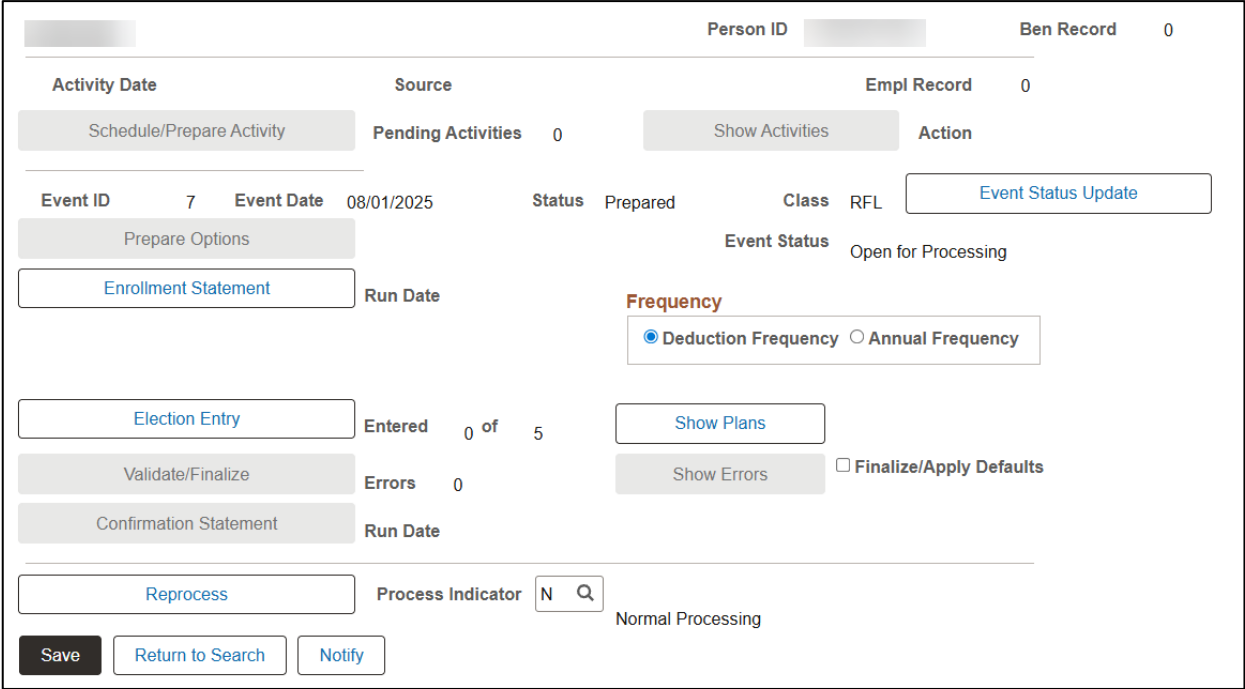
Processing Unpaid Leaves of Absence in Cardinal

Step	Action
16.	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. Empl ID begins with ▾
17.	Click the Search button. Search Clear Save Search
The On-Demand Event Process page displays. Person ID Ben Record 0 Activity Date 08/01/2025 Source Manual Event Empl Record 0 Schedule/Prepare Activity Pending Activities 1 Show Activities Action RFL Event ID 6 Event Date 07/14/2025 Status Prepared Class MSC 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 Q Normal Processing Save Return to Search Notify	
18.	Click the Schedule/Prepare Activity button. Activity Date 07/14/2025 Source Job Data Change Schedule/Prepare Activity Pending Activities 1
A Confirmation message displays in a pop-up window once the automated program completes. Process completed successfully. (3000,530) OK	



Cross Functional Job Aid

Processing Unpaid Leaves of Absence in Cardinal

Step	Action
19.	Click the OK button. 
The On-Demand Event Process page refreshes. 	
20.	Click the Election Entry button. 



Cross Functional Job Aid

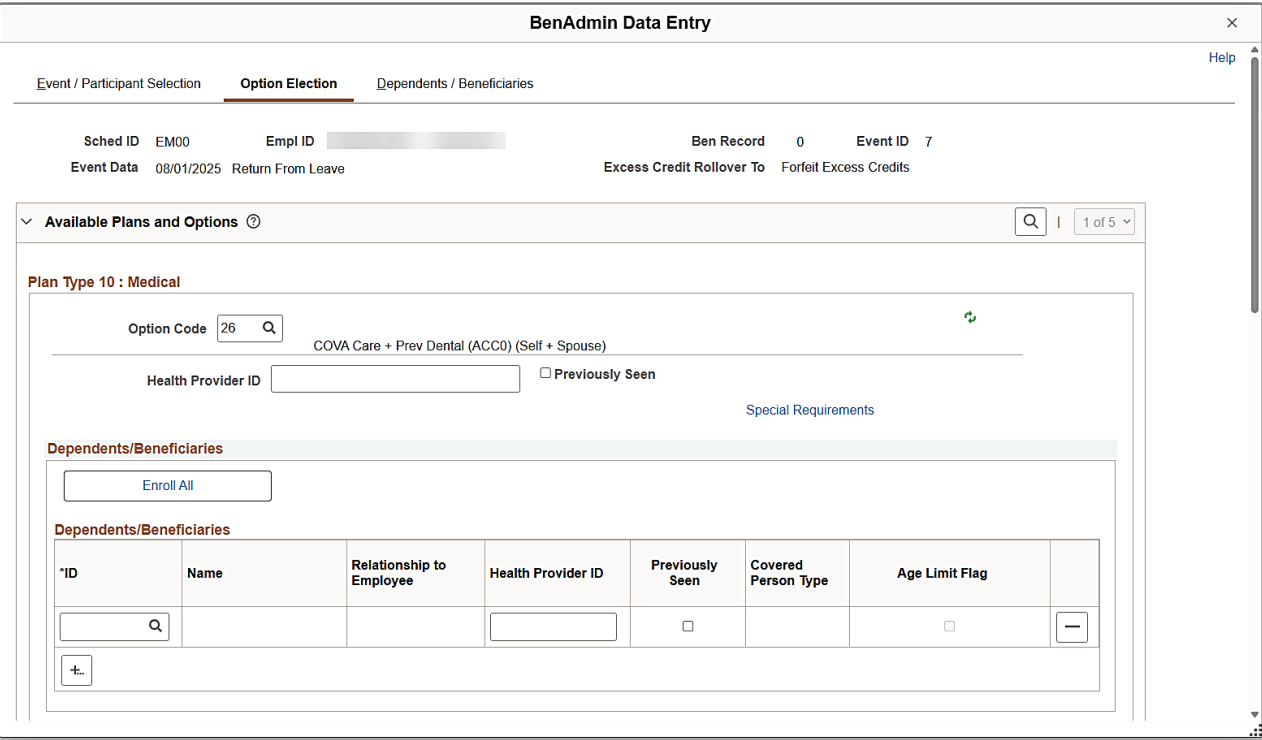
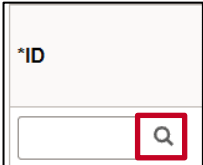
Processing Unpaid Leaves of Absence in Cardinal

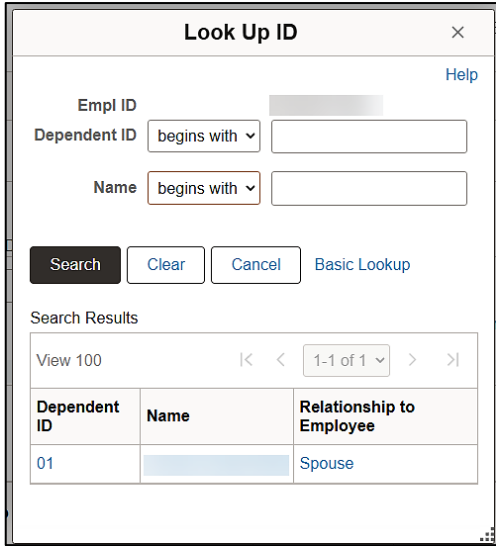
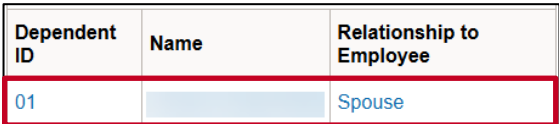
Step	Action
	The BenAdmin Data Entry page displays with the Option Election tab displayed by default.
	In this example, the employee waived coverage during their Leave of Absence. Therefore, the BA must re-elect coverage that the employee had prior to the Leave.
21.	Update the Medical Plan within the Plan Type 10: Medical section by clicking the Option Code Look up icon and selecting the applicable Option Code.



Cross Functional Job Aid

Processing Unpaid Leaves of Absence in Cardinal

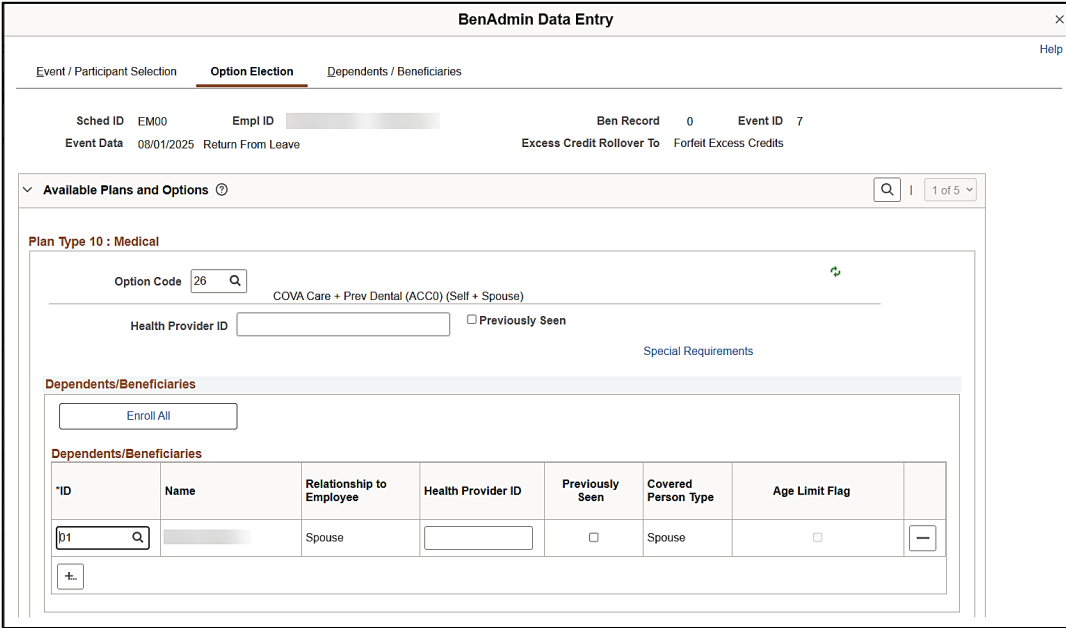
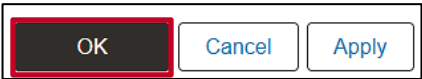
Step	Action
	The BenAdmin Data Entry page refreshes with the selected plan. 
22.	If dependents need to be reinstated, complete the fields in the Dependents/Beneficiaries section. If not proceed to Step 26.
23.	For this scenario, a spouse is being reenrolled. Click the ID Look up icon. 

Step	Action
	The Look Up ID page displays in a pop-up window. 
	All prior dependents will display.
24.	Click the Dependent ID row for the dependent to add to coverage. For this scenario, “Spouse” is selected. 



Cross Functional Job Aid

Processing Unpaid Leaves of Absence in Cardinal

Step	Action
	The Options Elections page redisplay with the selected dependent added in the Dependents/Beneficiaries section. 
25.	Click the Add (+) button to add additional dependents if applicable. Otherwise proceed to the next step. 
	If the employee waived any FSA elections due to the Leave and wants to re-elect now, update the applicable elections. In this example, the employee did not have any FSA elections prior to the Leave, therefore, no re-elections need to be entered.
26.	Once all elections are made, scroll down to the bottom of the page and click the OK button. 



Cross Functional Job Aid

Processing Unpaid Leaves of Absence in Cardinal

Step	Action
	The On-Demand Event Process page redisplay. Person ID [] Ben Record 0 Activity Date [] Source [] Empl Record 0 Schedule/Prepare Activity Pending Activities 0 Show Activities Action Event ID 7 Event Date 08/01/2025 Status Entered Class RFL Event Status Update Prepare Options Event Status Open for Processing Enrollment Statement Run Date Frequency Deduction Frequency Annual Frequency Election Entry Entered 1 of 5 Show Plans Validate/Finalize Errors 0 Show Errors Finalize/Apply Defaults Confirmation Statement Run Date Reprocess Process Indicator N Q Normal Processing Save Return to Search Notify
27.	Click the Validate/Finalize button. Election Entry Entered Validate/Finalize Errors
	A Confirmation message displays in a pop-up window once the automated program completes. Process completed successfully. (3000,530) OK
28.	Click the OK button. OK



Cross Functional Job Aid

Processing Unpaid Leaves of Absence in Cardinal

Step	Action
	The On-Demand Event Process page refreshes. Person ID Ben Record 0 Activity Date Source Empl Record 0 Schedule/Prepare Activity Pending Activities 0 Show Activities Action Event ID 7 Event Date 08/01/2025 Status Finalized - Enrolled Class RFL Event Status Update Prepare Options Event Status Closed to Processing Enrollment Statement Run Date Frequency ☒ Deduction Frequency ☐ Annual Frequency Election Entry Entered 0 of 0 Show Plans Validate/Finalize Errors 0 Show Errors ☐ Finalize/Apply Defaults Confirmation Statement Run Date Reprocess Process Indicator N Normal Processing Save Return to Search Notify

TA Processing Unpaid Leave Overview (AM Admin)

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

Responsibilities include:

- Entering/approving extended leave type absence events
- Entering absence balance adjustments as needed to support extended leave and return from leave
- Reviewing absence accumulator results to ensure balances are accurate
- Reviewing payee messages to check for extended leave accumulator limit warnings
- The extended absence types are:
 - [FML \(Family and Medical Leave\)](#)
 - [Donated Leave](#)
 - [Military Leave](#)

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

- When an employee is on a Leave of Absence (paid, unpaid, or a combination) for 90 consecutive days, VAC (Vacation) and SCK (Traditional Sick) accruals automatically stop. The accruals will resume automatically when the employee returns from the Leave or returns to Short or Long-Term Disability Working for a full pay period.

Return from Leave:

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

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

TA374 Entering and Modifying Absences

TA374 Managing Absence Balances

TA374 Results by Calendar Group and Calendar – Troubleshooting Guide



Processing Unpaid Leaves of Absence in Cardinal

TA Family and Medical Leave (FML)

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

The AM Administrator must enter a balance adjustment to give a FML entitlement before the absence can be entered. Forecasting is required for FML takes. FML balances carry forward into new leave years, and unused hours do not automatically expire in Cardinal and should be zeroed out in the period the employee is no longer eligible.

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

FML Accumulators and Payee Messages:

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

Accumulators
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.

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



Cross Functional Job Aid

Processing Unpaid Leaves of Absence in Cardinal

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.

TA Military Leave

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

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

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

Processing Unpaid Leave Overview (PY Admin)

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

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

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

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

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

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

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

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

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

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



Cross Functional Job Aid

Processing Unpaid Leaves of Absence in Cardinal

PY Leave of Absence – Unpaid

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

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

PY Leave of Absence – Unpaid for the Full Pay Period

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

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

SPOT Transactions:

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

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

SPOT Comments:

SPOT Comments page

Help

Empl ID

Empl Record 0

Seq# 1

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

OK Cancel

SPOT Comments page

Help

Empl ID

Empl Record 0

Seq# 2

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

OK Cancel



Cross Functional Job Aid

Processing Unpaid Leaves of Absence in Cardinal

Review Paycheck Page

Paycheck Earnings		Paycheck Taxes	Paycheck Deductions
Empl ID		Name	
Company	DLI	Pay Group	SM1
Pay Period End		08/09/2024	Page 1 Line 27
Separate Check			
Paycheck Information		Paycheck Totals	
Paycheck Status Calculated		Paycheck Option Check	
Issue Date 08/16/2024		Paycheck Number	
☐ Off Cycle	☐ Reprint	☐ Adjustment	☐ Corrected
☐ Cashed			
		Earnings	0.00
		Taxes	0.00
		Deductions	0.00
		Net Pay	0.00

Earnings

Begin Date 07/25/2024

End Date 08/09/2024

Addl Line Nbr 4

Reason Not Specified

Empl Record 0

Benefit Record 0

[Additional Data](#)

Other Earnings

Other Earnings Details 1

Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source

Deductions

Deduction Details 1

Deduction Details 2

Deduction Details 3

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