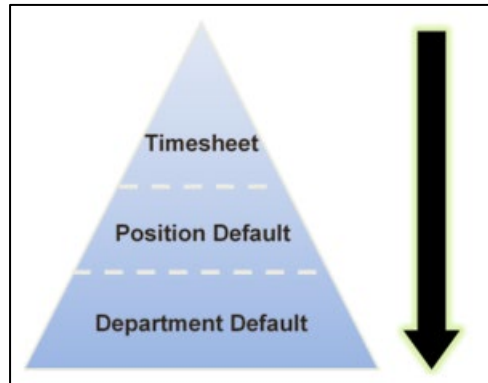


Entering ChartField Details on the Timesheet Overview

Payroll expense allocations are driven by funding data called ChartFields. In Cardinal Payroll, ChartField information is entered in two places: directly on the Timesheet and as position and/or department defaults. ChartFields are always required to ensure payroll expenses are allocated appropriately. Cardinal first looks for ChartFields on the Timesheet. If there are none, it will apply the Position funding defaults. If no position defaults are set up, Cardinal will use the Department funding defaults.



Agencies determine which employees see the **ChartFields** link on their Timesheet. Typically, those employees who charge their time to different Agencies, departments, or projects will see the **ChartFields** link on their Timesheets. Agencies can elect to have ChartFields set up one of the following ways for each employee:

- **Default** – **ChartField** link is not visible on the Timesheet and funding information will always use position or department defaults. **Taskgroup** ends in BA or IN.
- **Optional** – **ChartField** link is visible on the Timesheet and employee has the option to change default values as needed/directed. **Taskgroup** ends CCOP or CCO.
- **Required** – **ChartField** link is visible on the Timesheet and ChartFields must be entered for all productive time because position or department defaults are not used. **Taskgroup** ends in CCRQ or CRQ.

The **ChartFields** link is in the timesheet grid and is used to access the **ChartField Detail** page, where individual charge distribution values (i.e., ChartField strings) are added or updated. If ChartFields are required, they must be associated with each Time Reporting Code (TRC) used to report productive time.

SpeedTypes can be used in conjunction with ChartFields to help quickly enter combinations of charge distribution values (i.e., ChartField strings). The use of SpeedTypes is optional, and not all Agencies have SpeedTypes available in Cardinal. Follow up with the supervisor/manager to determine if SpeedTypes will be used within your Agency.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.



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Revision History	3
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Using SpeedTypes to Enter ChartFields	13
Splitting Hours Between ChartFields	25



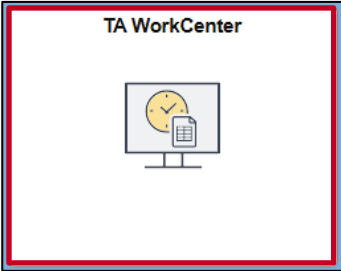
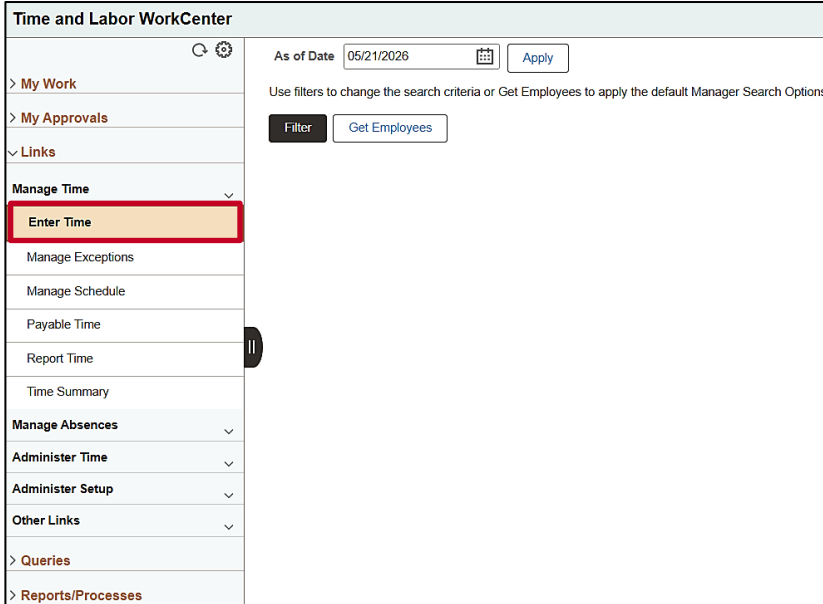
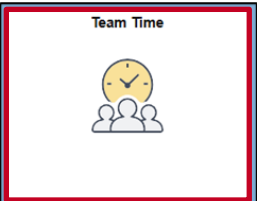
Time & Attendance Job Aid

TA Entering ChartField Details on the Timesheet

Revision History

Revision Date	Summary of Changes
9/22/2026	Updated screenshots of the Timesheet to match a system update. Renamed the job aid from "TA371 Entering ChartField Details on the Timesheet" to "TA Entering ChartField Details on the Timesheet".
9/10/2026	Updated screenshots of the ChartField Details page to include the Seach Results section.
9/1/2026	Updated to reflect the Cardinal system upgrades.
1/2/2025	Baseline.

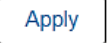
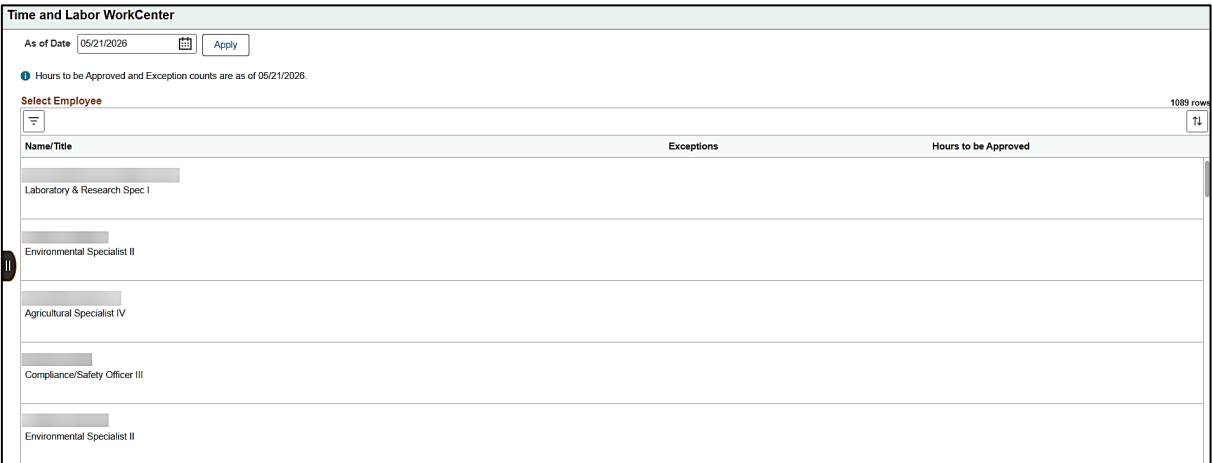
Entering ChartFields on the Timesheet

Step	Action
1.	Navigate to the Timesheet page by clicking the TA WorkCenter tile. 
	For more information pertaining to WorkCenters, see the Job Aid titled Overview of Cardinal HCM WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path in the WorkCenter: Links > Manage Time > Enter Time Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Timesheet page using the following navigation path: Team Time > Timesheet 



Time & Attendance Job Aid

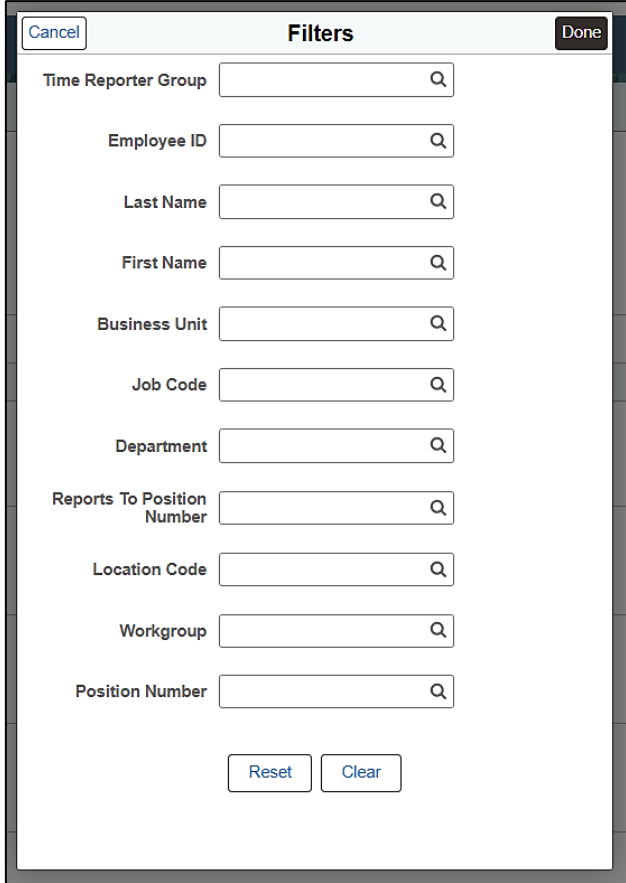
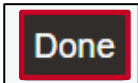
TA Entering ChartField Details on the Timesheet

Step	Action
3.	In the As of Date field, change date using the Calendar icon to the applicable date if needed. Click the Apply button for the date to update. Enter Time As of Date 05/21/2026   Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.
4.	Click the Get Employees button to pull up all employees, or click the Filter button to pull up one employee.  
If the Get employees button is selected, the Enter Time page will display with the applicable employees. 	
	Users can also filter for employees by clicking on the Filters icon under the Select Employee section. 



Time & Attendance Job Aid

TA Entering ChartField Details on the Timesheet

Step	Action
	If the Filter button or icon is selected, the Filters page will display in a pop-up window. 
5.	Enter the employee's Employee ID in the Employee ID field or use the Employee ID Lookup icon to locate the employee. 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. 
6.	Click the Done button. 



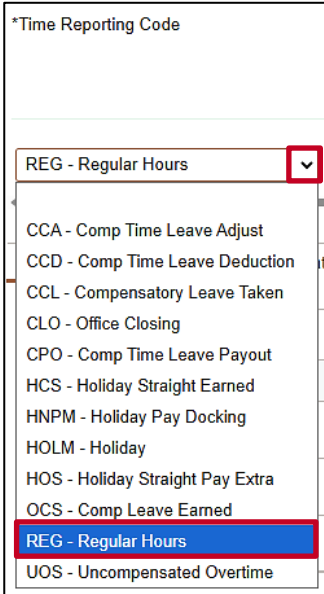
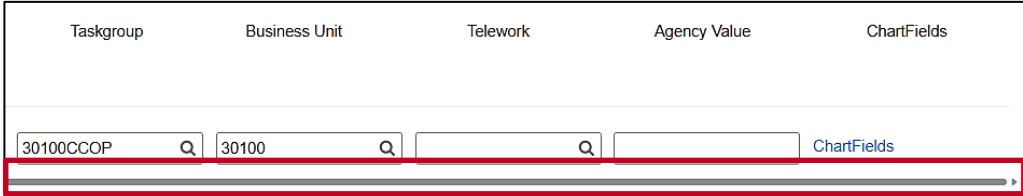
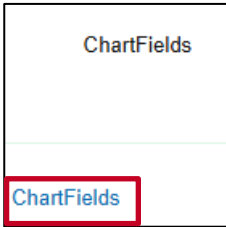
The **Enter Time** page will redisplay with the applicable employee.

7. Click on the row with the employee's name.

The **Timesheet** page displays for the applicable employee.

8. Enter the hours worked each day in the fields for the appropriate date column.

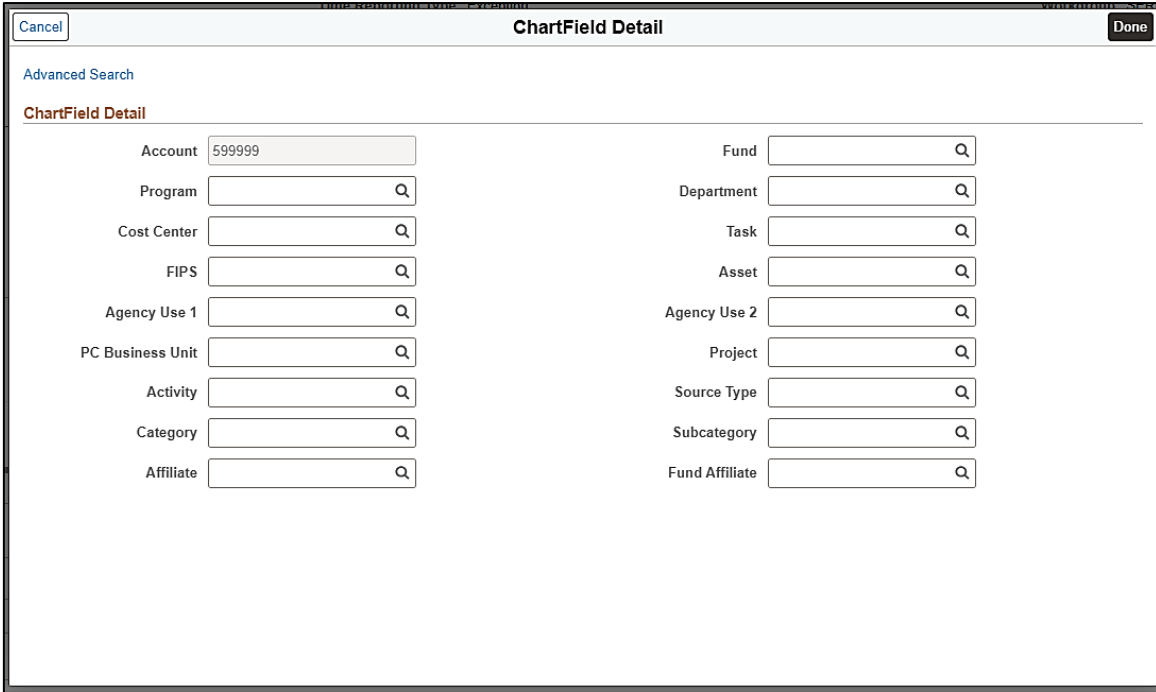
Page 7 of 33

Step	Action
9.	Click the Time Reporting Code dropdown button and select the appropriate Time Reporting code (TRC). 
10.	Scroll to the right of the Timesheet grid. 
11.	Click the ChartFields link. 
	Each row of productive time entered on the Timesheet must have the appropriate ChartFields defined if the Agency has determined that ChartFields are required for the employee.



Time & Attendance Job Aid

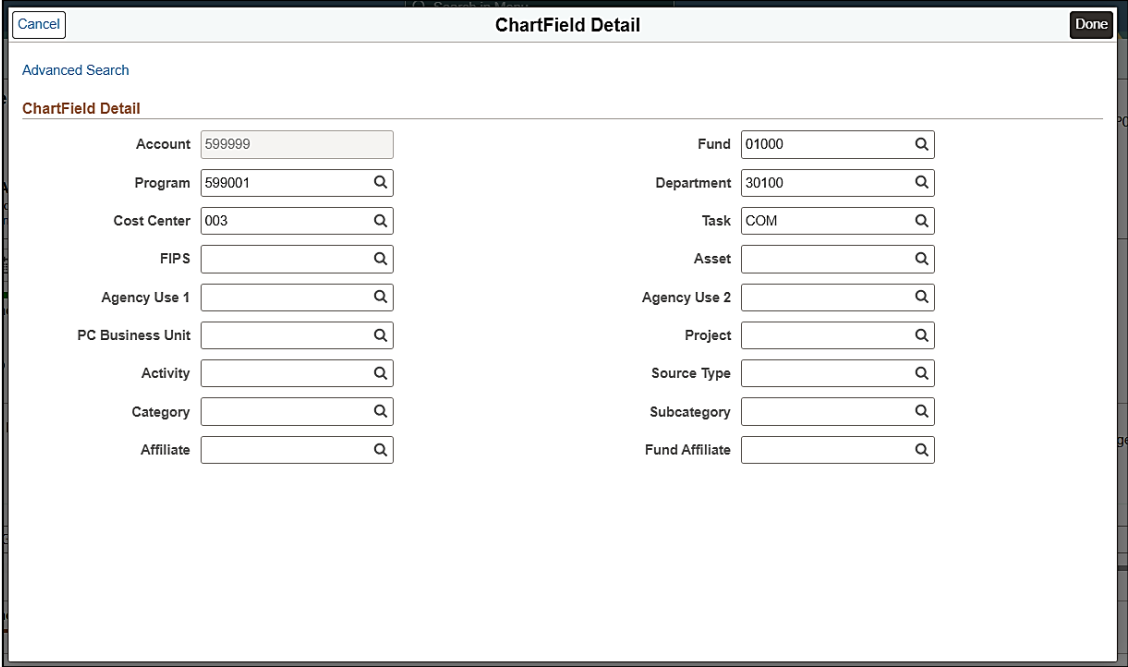
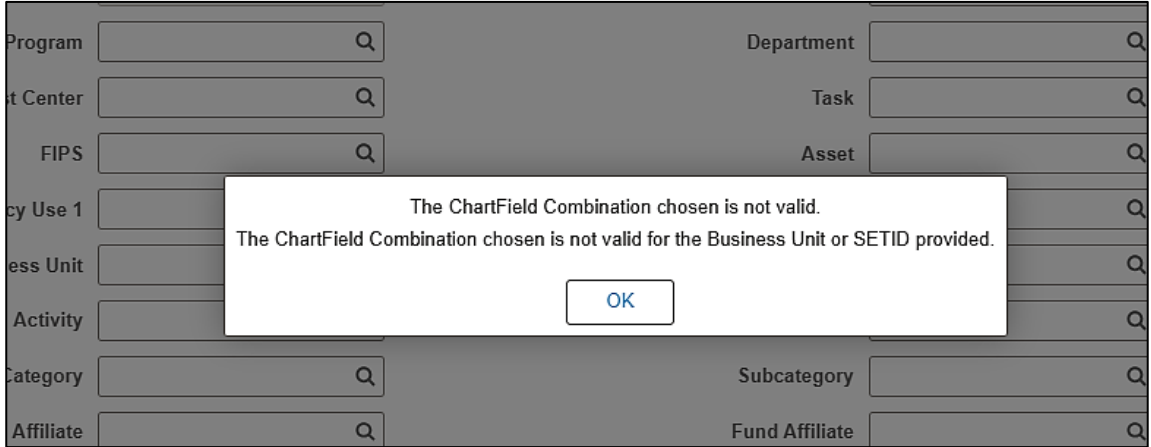
TA Entering ChartField Details on the Timesheet

Step	Action
	The ChartField Detail page displays in a pop-up window. 
12.	The Account field defaults based on the user's Agency and cannot be changed. Enter the ChartField values provided by the supervisor/manager in the corresponding fields using the Lookup icons. 
	If the Agency uses SpeedTypes, proceed to the Using SpeedTypes to Enter ChartFields section of this Job Aid.



Time & Attendance Job Aid

TA Entering ChartField Details on the Timesheet

Step	Action
	Sample of a completed ChartField Detail page: 
13.	Click the Done button. 
	An error message could display if the ChartField value is not valid or has missing required values. Cardinal displays the following error: 



Time & Attendance Job Aid

TA Entering ChartField Details on the Timesheet

Step	Action
14.	Click the OK button to close the Message. 
15.	Make the necessary adjustments to the ChartField information and click the Done button when complete. Contact the supervisor/manager as needed to obtain the correct information.

The **Timesheet** page redisplay.

Workgroup: SERP071E1 Time Reporting Type: Exception Earliest Change Date: 06/23/2026

Name: [Redacted] Employee ID: [Redacted] Job Title: Financial Services Spec II
Empl Rcd: 1 Position Number: ACS00615-Accounting & Reporting Manager
Reports To: APPLE SAUCE Department: 31200-Finance Office

Return to Select Employee

May 17, 2026 - May 23, 2026 *View By: Weekly

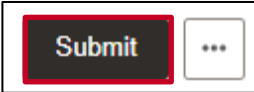
Scheduled: 40.00 | Reported: 40.00 Hours

Submit ...

*Time Reporting Code	Row Totals	18 Mon	19 Tue	20 Wed	21 Thu	22 Fri	23 Sat	Taskgroup	Business Unit	Telework	Agency Value	Chart
REG - Regular Hours	40.00	8.00	8.00	8.00	8.00	8.00	8.00	30100CCOP	30100			

Time Summary Leave/Compensatory Time Absences Exceptions Payable Time

Category TL	Total TL	Sun 17 TL	Mon 18 TL	Tue 19 TL	Wed 20 TL	Thu 21 TL	Fri 22 TL	Sat 23 TL
Total Reported Hours								
Total Scheduled Hours	40.00	8.00	8.00	8.00	8.00	8.00	8.00	
Schedule Deviation	40.00	8.00	8.00	8.00	8.00	8.00	8.00	

16.	Click the Submit button. 
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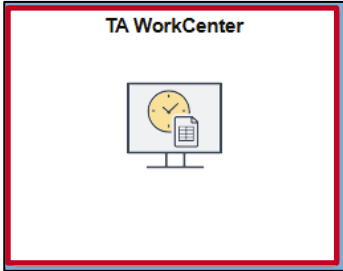
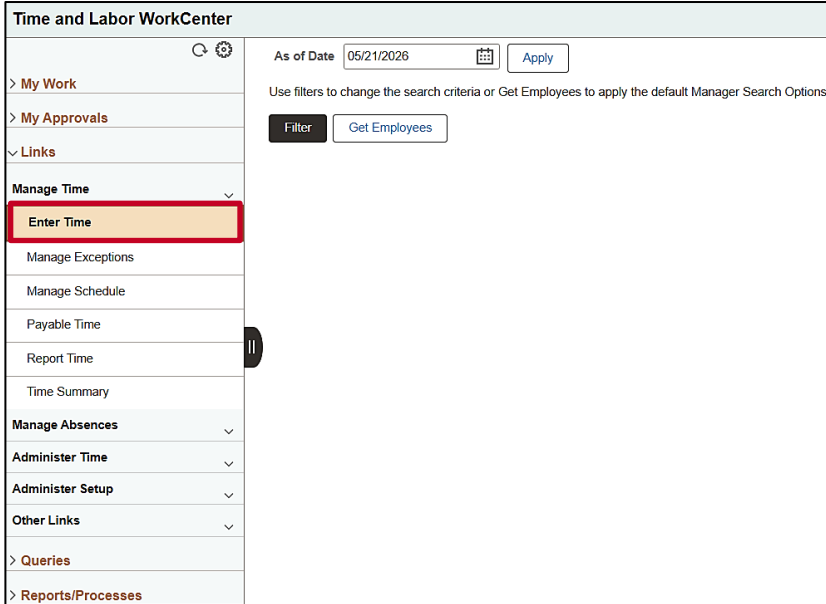
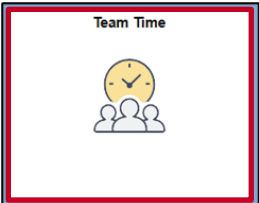


Time & Attendance Job Aid

TA Entering ChartField Details on the Timesheet

Step	Action																																																																							
	The Timesheet page redispays with a message at the top stating the Timesheet is submitted for the selected time period. Timesheet is Submitted for the period 2026-05-17 - 2026-05-23 Employee ID: [redacted] Job Title: Financial Services Spec II Empl Rcd: 1 Position Number: ACS00815-Accounting & Reporting Manager Reports To: APPLE SAUCE Department: 31200-Finance Office Return to Select Employee May 17, 2026 - May 23, 2026 *View By: Weekly Scheduled 40.00 Reported 40.00 Hours Submit <table><thead><tr><th>*Time Reporting Code</th><th>Row Totals</th><th>17 Sun</th><th>18 Mon</th><th>19 Tue</th><th>20 Wed</th><th>21 Thu</th><th>22 Fri</th><th>23 Sat</th><th>Taskgroup</th><th>Business Unit</th><th>Telework</th><th>Ag</th></tr></thead><tbody><tr><td>REG - Regular Hours</td><td>40.00</td><td>0 of 0</td><td>8 of 8</td><td>8 of 8</td><td>8 of 8</td><td>8 of 8</td><td>8 of 8</td><td>0 of 0</td><td>30100CCDP</td><td>30100</td><td></td><td></td></tr></tbody></table> Time Summary Leave/Compensatory Time Absences Exceptions Payable Time <table><thead><tr><th>Category T1</th><th>Total T1</th><th>Sun 17 T1</th><th>Mon 18 T1</th><th>Tue 19 T1</th><th>Wed 20 T1</th><th>Thu 21 T1</th><th>Fri 22 T1</th><th>Sat 23 T1</th></tr></thead><tbody><tr><td>Regular TRCs</td><td>40.00</td><td></td><td>8.00</td><td>8.00</td><td>8.00</td><td>8.00</td><td>8.00</td><td></td></tr><tr><td>Total Reported Hours</td><td>40.00</td><td></td><td>8.00</td><td>8.00</td><td>8.00</td><td>8.00</td><td>8.00</td><td></td></tr><tr><td>Total Scheduled Hours</td><td>40.00</td><td></td><td>8.00</td><td>8.00</td><td>8.00</td><td>8.00</td><td>8.00</td><td></td></tr><tr><td>Schedule Deviation</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	*Time Reporting Code	Row Totals	17 Sun	18 Mon	19 Tue	20 Wed	21 Thu	22 Fri	23 Sat	Taskgroup	Business Unit	Telework	Ag	REG - Regular Hours	40.00	0 of 0	8 of 8	8 of 8	8 of 8	8 of 8	8 of 8	0 of 0	30100CCDP	30100			Category T1	Total T1	Sun 17 T1	Mon 18 T1	Tue 19 T1	Wed 20 T1	Thu 21 T1	Fri 22 T1	Sat 23 T1	Regular TRCs	40.00		8.00	8.00	8.00	8.00	8.00		Total Reported Hours	40.00		8.00	8.00	8.00	8.00	8.00		Total Scheduled Hours	40.00		8.00	8.00	8.00	8.00	8.00		Schedule Deviation								
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Total Scheduled Hours	40.00		8.00	8.00	8.00	8.00	8.00																																																																	
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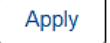
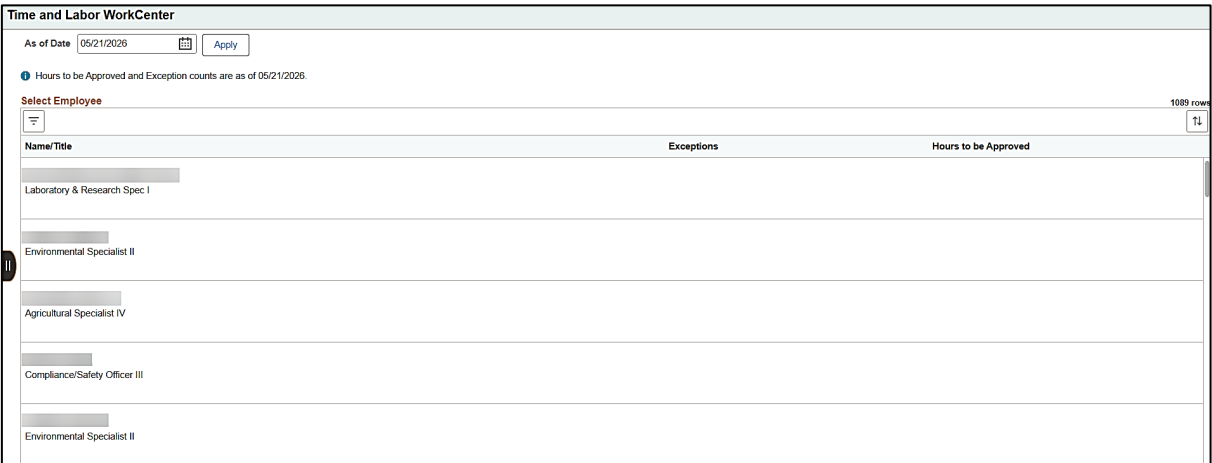
Using SpeedTypes to Enter ChartFields

Step	Action
1.	Navigate to the Timesheet page by clicking the TA WorkCenter tile. 
	For more information pertaining to WorkCenters, see the Job Aid titled Overview of Cardinal HCM WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path in the WorkCenter: Links > Manage Time > Enter Time Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Timesheet page using the following navigation path: Team Time > Timesheet 



Time & Attendance Job Aid

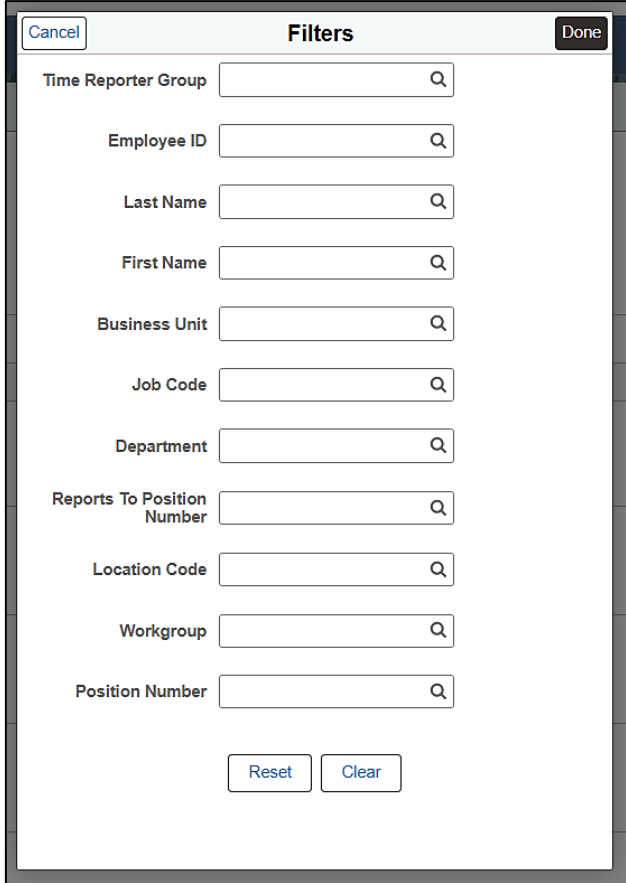
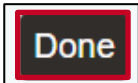
TA Entering ChartField Details on the Timesheet

Step	Action
3.	In the As of Date field, change date using the Calendar icon to the applicable date if needed. Click the Apply button for the date to update. Enter Time As of Date 05/21/2026   Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.
4.	Click the Get Employees button to pull up all employees, or click the Filter button to pull up one employee.  
If the Get employees button is selected, the Enter Time page will display with the applicable employees. 	
	Users can also filter for employees by clicking on the Filters icon under the Select Employee section. 



Time & Attendance Job Aid

TA Entering ChartField Details on the Timesheet

Step	Action
	If the Filter button or icon is selected, the Filters page will display in a pop-up window. 
5.	Enter the employee's Employee ID in the Employee ID field or use the Employee ID Lookup icon to locate the employee. 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. 
6.	Click the Done button. 



The **Enter Time** page will redisplay with the applicable employee.

7. Click on the row with the employee's name.

The **Timesheet** page displays for the applicable employee.

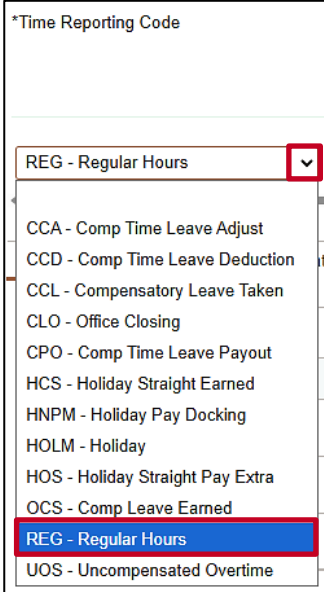
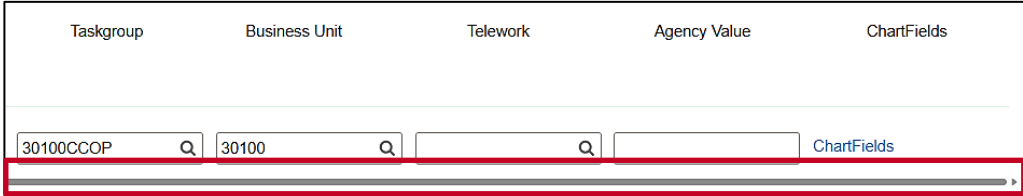
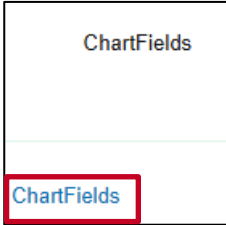
8. Enter the hours worked each day in the fields for the appropriate date column.

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Time & Attendance Job Aid

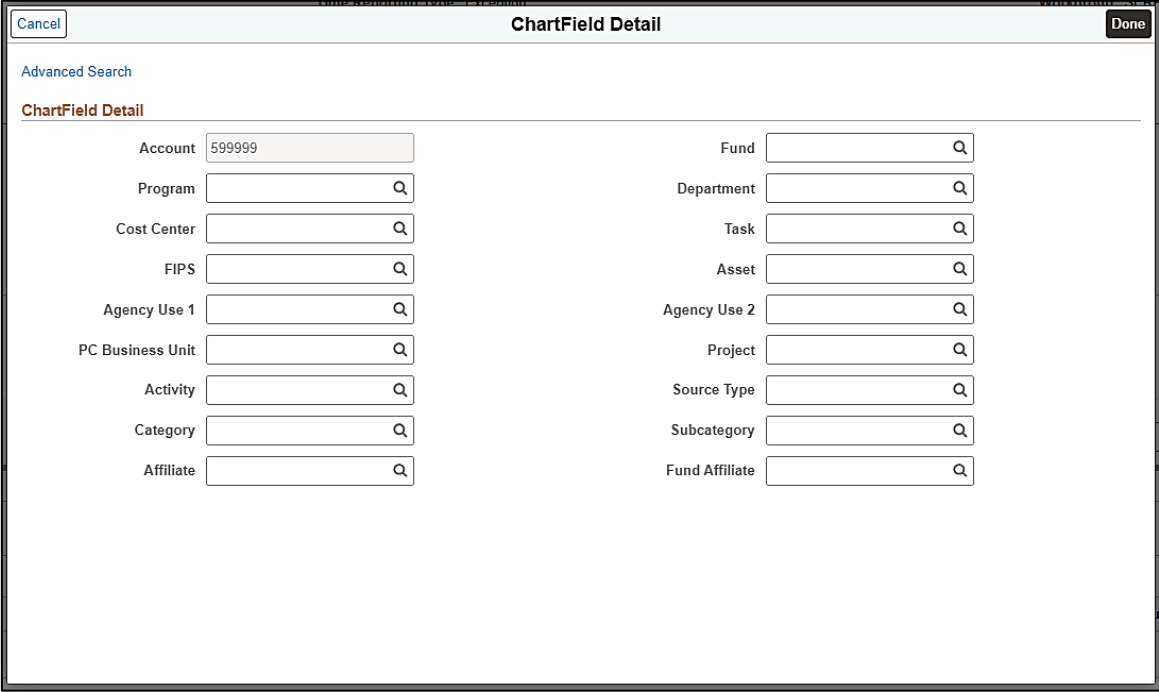
TA Entering ChartField Details on the Timesheet

Step	Action
9.	Click the Time Reporting Code dropdown button and select the appropriate Time Reporting code (TRC). 
10.	Scroll to the right of the Timesheet grid. 
11.	Click the ChartFields link. 



Time & Attendance Job Aid

TA Entering ChartField Details on the Timesheet

Step	Action
	The ChartField Detail page displays in a pop-up window. The Account field defaults based on the user's Agency and cannot be changed. 
12.	Click the Advanced Search link. 



Time & Attendance Job Aid

TA Entering ChartField Details on the Timesheet

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

The **ChartField Detail Advanced Search** page displays.

Cancel ChartField Detail

SpeedType Key

Search by ChartFields

Account 599999	Fund
Program	Department
Cost Center	Task
FIPS	Asset
Agency Use 1	Agency Use 2
PC Business Unit	Project
Activity	Source Type
Category	Subcategory
Affiliate	Fund Affiliate

Search Clear

13.	Click the SpeedType Key Look up icon. SpeedType Key 
-----	---



Time & Attendance Job Aid

TA Entering ChartField Details on the Timesheet

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

The **SpeedType Key Lookup** page displays in a pop-up window.

SpeedType Key	Description
010	HCM - 010
012	HCM - 012
013	HCM - 013
014	HCM - 014
020	HCM - 020
023	HCM - 023
024	HCM - 024
028	HCM - 028
030	HCM - 030
100	HCM - 100
112	HCM - 112
120	HCM - 120
130	HCM - 130
140	HCM - 140
160	HCM - 160
170	HCM - 170
171	HCM - 171
180	HCM - 180

14. Enter the applicable SpeedType Key in the **SpeedType Key** field or use the **Search Results** section below to locate and select the SpeedType Key.

SpeedType Key	Description
010	HCM - 010
012	HCM - 012
013	HCM - 013
014	HCM - 014
020	HCM - 020
023	HCM - 023



Time & Attendance Job Aid

TA Entering ChartField Details on the Timesheet

Step	Action
15.	Click the Search button if applicable to locate the appropriate SpeedType. Search Clear

The **ChartField Detail** page returns with the ChartField values populated for the appropriate SpeedType.

Cancel

ChartField Detail

SpeedType Key

010

Q

Search by ChartFields

Account

599999

Q

Fund

01000

Q

Program

599001

Q

Department

30100

Q

Cost Center

010

Q

Task

COM

Q

FIPS

Q

Asset

Q

Agency Use 1

Q

Agency Use 2

Q

PC Business Unit

Q

Project

Q

Activity

Q

Source Type

Q

Category

Q

Subcategory

Q

Affiliate

Q

Fund Affiliate

Q

Search

Clear

Search Results

Summary

Details

1 row

SpeedType Key

010

Description

HCM - 010



Time & Attendance Job Aid

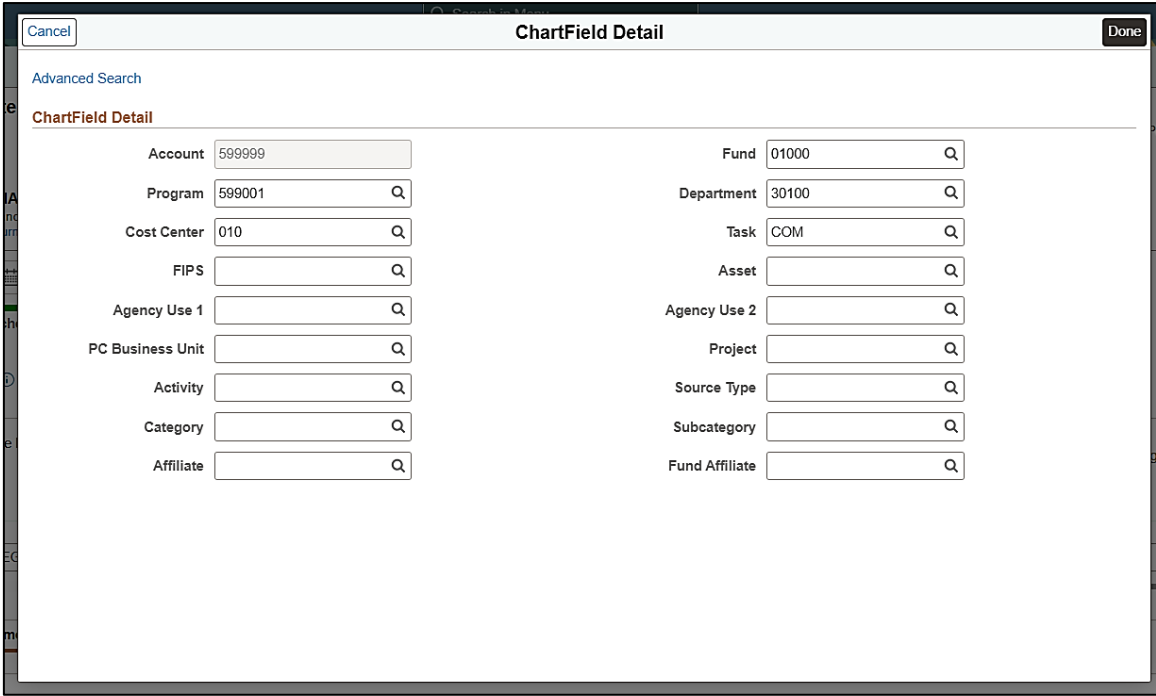
TA Entering ChartField Details on the Timesheet

Step	Action
16.	Click the SpeedType under the Search Results section. Note: Use the scrollbar if necessary to view the search results. Cancel ChartField Detail SpeedType Key 010 Search by ChartFields Account 599999 Fund 01000 Program 599001 Department 30100 Cost Center 010 Task COM FIPS Asset Agency Use 1 Agency Use 2 PC Business Unit Project Activity Source Type Category Subcategory Affiliate Fund Affiliate Search Clear Search Results Summary Details SpeedType Key 010 Description HCM - 010 1 row



Time & Attendance Job Aid

TA Entering ChartField Details on the Timesheet

Step	Action
	The ChartField Detail page returns with the ChartField values populated. 
17.	Enter additional ChartField values as applicable.
18.	Click the Done button after all required data is entered/selected. 
	If an error message occurs, make the necessary adjustments to the ChartField information and click the Done button when complete. Contact the supervisor/manager as needed to obtain the correct information.



Time & Attendance Job Aid

TA Entering ChartField Details on the Timesheet

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

The **Timesheet** page redisplay.

Workgroup SERP071E1 Time Reporting Type Exception Earliest Change Date 06/23/2026

Name [Redacted] Job Title Financial Services Spec II
Employee ID [Redacted] Position Number ACS00815-Accounting & Reporting Manager
Empl Rcd 1 Department 31200-Finance Office
Reports To APPLE SAUCE

Return to Select Employee

May 17, 2026 - May 23, 2026 *View By Weekly

Scheduled 40.00 | Reported 40.00 Hours

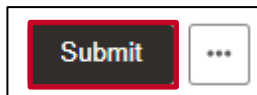
Submit

*Time Reporting Code	Row Totals	18 Mon	19 Tue	20 Wed	21 Thu	22 Fri	23 Sat	Taskgroup	Business Unit	Telework	Agency Value	Chart
REG - Regular Hours	40.00	8.00	8.00	8.00	8.00	8.00	0.00	30100CCOP	30100			

Time Summary Leave/Compensatory Time Absences Exceptions Payable Time

Category T1	Total T1	Sun 17 T1	Mon 18 T1	Tue 19 T1	Wed 20 T1	Thu 21 T1	Fri 22 T1	Sat 23 T1
Total Reported Hours								
Total Scheduled Hours	40.00		8.00	8.00	8.00	8.00	8.00	
Schedule Deviation	40.00		8.00	8.00	8.00	8.00	8.00	

19. Click the **Submit** button.



The **Timesheet** page redisplay with a message at the top stating the Timesheet is submitted for the selected time period.

Timesheet is Submitted for the period 2026-05-17 - 2026-05-23

Name [Redacted] Job Title Financial Services Spec II
Employee ID [Redacted] Position Number ACS00815-Accounting & Reporting Manager
Empl Rcd 1 Department 31200-Finance Office
Reports To APPLE SAUCE

Return to Select Employee

May 17, 2026 - May 23, 2026 *View By Weekly

Scheduled 40.00 | Reported 40.00 Hours

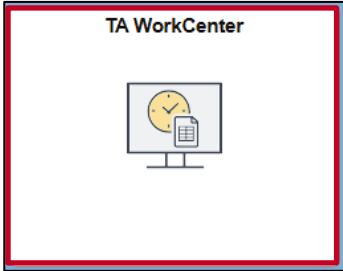
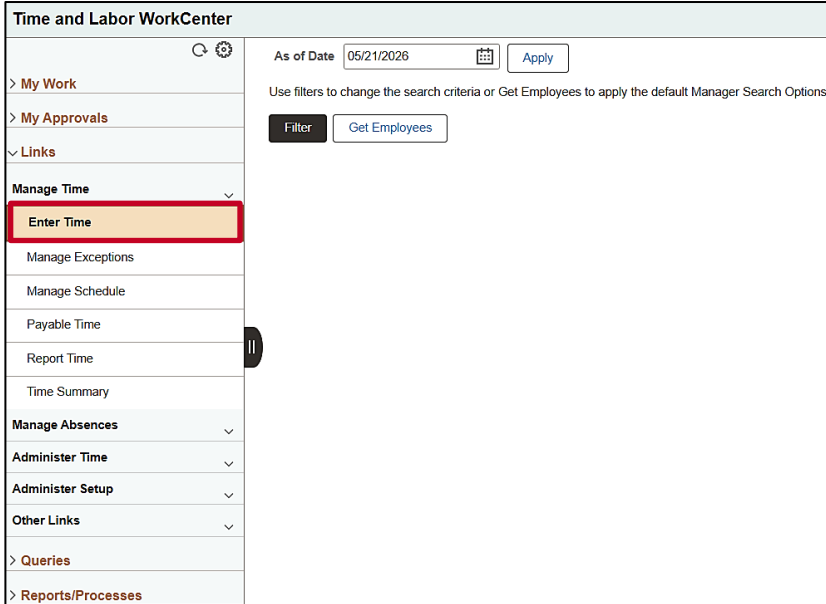
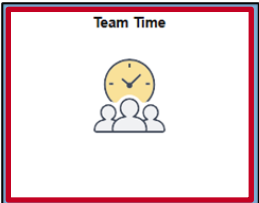
Submit

*Time Reporting Code	Row Totals	17 Sun	18 Mon	19 Tue	20 Wed	21 Thu	22 Fri	23 Sat	Taskgroup	Business Unit	Telework	Ag
REG - Regular Hours	40.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	30100CCOP	30100		

Time Summary Leave/Compensatory Time Absences Exceptions Payable Time

Category T1	Total T1	Sun 17 T1	Mon 18 T1	Tue 19 T1	Wed 20 T1	Thu 21 T1	Fri 22 T1	Sat 23 T1
Regular TRCs	40.00		8.00	8.00	8.00	8.00	8.00	
Total Reported Hours	40.00		8.00	8.00	8.00	8.00	8.00	
Total Scheduled Hours	40.00		8.00	8.00	8.00	8.00	8.00	
Schedule Deviation								

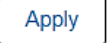
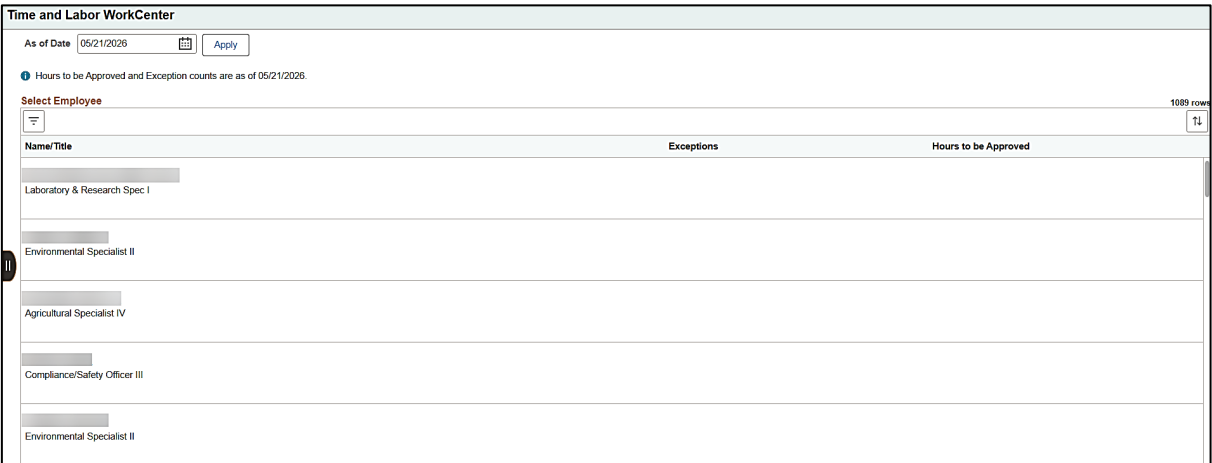
Splitting Hours Between ChartFields

Step	Action
1.	Navigate to the Timesheet page by clicking the TA WorkCenter tile. 
	For more information pertaining to WorkCenters, see the Job Aid titled Overview of Cardinal HCM WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path in the WorkCenter: Links > Manage Time > Enter Time Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Timesheet page using the following navigation path: Team Time > Timesheet 



Time & Attendance Job Aid

TA Entering ChartField Details on the Timesheet

Step	Action
3.	In the As of Date field, change date using the Calendar icon to the applicable date if needed. Click the Apply button for the date to update. Enter Time As of Date 05/21/2026   Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.
4.	Click the Get Employees button to pull up all employees, or click the Filter button to pull up one employee.  
If the Get employees button is selected, the Enter Time page will display with the applicable employees. 	
	Users can also filter for employees by clicking on the Filters icon under the Select Employee section. 



Time & Attendance Job Aid

TA Entering ChartField Details on the Timesheet

Step	Action
	If the Filter button or icon is selected, the Filters page will display in a pop-up window.
5.	Enter the employee's Employee ID in the Employee ID field or use the Employee ID Lookup icon to locate the employee. 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.
6.	Click the Done button.



The **Enter Time** page will redisplay with the applicable employee.

7. Click on the row with the employee's name.

The **Timesheet** page displays for the applicable employee.

8. Enter the hours worked each day in the fields for the appropriate date column.

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Time & Attendance Job Aid

TA Entering ChartField Details on the Timesheet

Step	Action
9.	Click the Time Reporting Code dropdown button and select the appropriate Time Reporting code (TRC). *Time Reporting Code REG - Regular Hours CCA - Comp Time Leave Adjust CCD - Comp Time Leave Deduction CCL - Compensatory Leave Taken CLO - Office Closing CPO - Comp Time Leave Payout HCS - Holiday Straight Earned HNPM - Holiday Pay Docking HOLM - Holiday HOS - Holiday Straight Pay Extra OCS - Comp Leave Earned REG - Regular Hours UOS - Uncompensated Overtime
10.	To separate the hours entered between different ChartField strings: - Change the total hours previously entered to the appropriate number of hours to be charged to the first ChartField string based on the split. For example, use half of the hours to split evenly between two departments. - Under Row Total, click the Add a New Row (+) icon as needed to add additional rows in the time entry section. One row must be used for each ChartField string that hours will be charged against. - Enter the applicable number of hours for the ChartField string in each row.

Sample of a **Timesheet** page with split values.

Workgroup: SERP071E1

Time Reporting Type: Exception

Earliest Change Date: 06/23/2026

Name: [Redacted]

Employee ID: [Redacted]

Job Title: Financial Services Spec II

Emp Rcd: 1

Reports To: APPLE SAUCE

Position Number: ACS08815-Accounting & Reporting Manager

Department: 31200-Finance Office

Return to Select Employee

May 17, 2026 - May 23, 2026

Scheduled: 40.00 | Reported: 40.00 Hours

View By: Weekly

Submit

*Time Reporting Code	Row Totals	18 Mon	19 Tue	20 Wed	21 Thu	22 Fri	23 Sat	Taskgroup	Business Unit	Telework	Agency Value	Chart
		8 of 8	8 of 8	8 of 8	8 of 8	8 of 8	0 of 0					
REG - Regular Hours	40.00	8.00	8.00	8.00	8.00	8.00		30100CCOP	30100			ChartFields

Time Summary

Leave/Compensatory Time

Absences

Exceptions

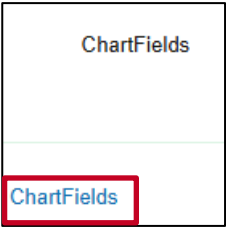
Payable Time

Category	Total	Sun 17	Mon 18	Tue 19	Wed 20	Thu 21	Fri 22	Sat 23
Total Reported Hours								
Total Scheduled Hours	40.00		8.00	8.00	8.00	8.00	8.00	
Schedule Deviation	40.00		8.00	8.00	8.00	8.00	8.00	

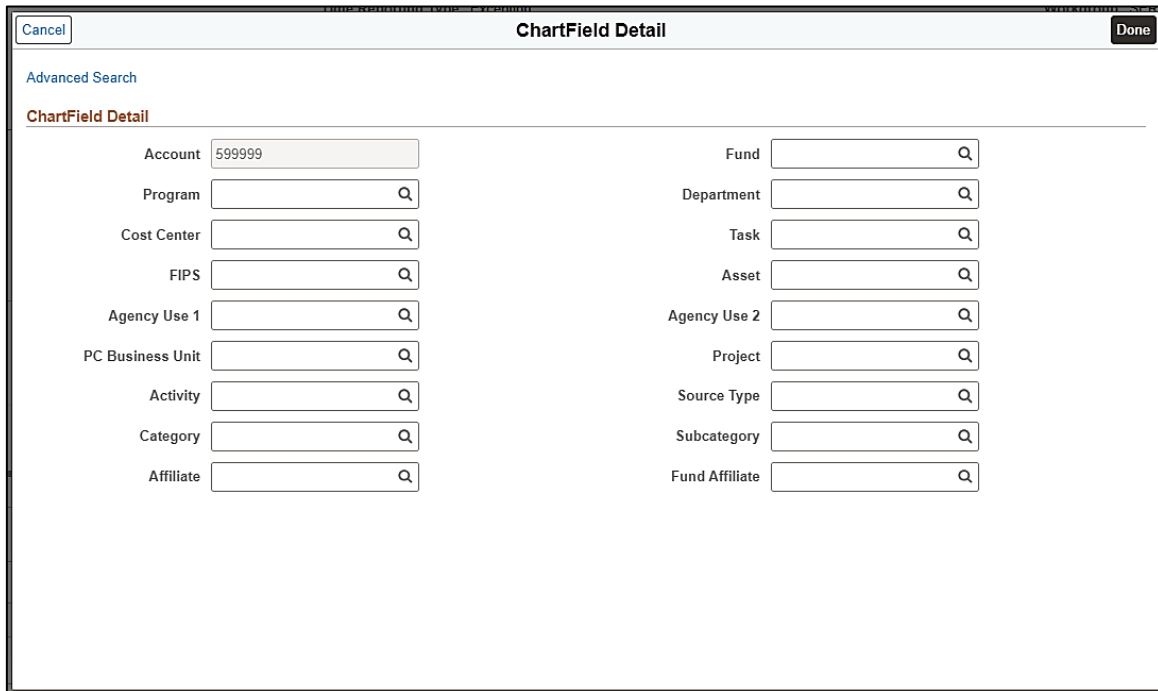


Time & Attendance Job Aid

TA Entering ChartField Details on the Timesheet

Step	Action
11.	Scroll to the right of the Timesheet grid. 
12.	Click the ChartFields link. 
	Each row of productive time entered on the Timesheet must have the appropriate ChartFields defined if the Agency has determined that ChartFields are required for the employee.

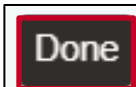
The **ChartField Detail** page displays in a pop-up window.





Time & Attendance Job Aid

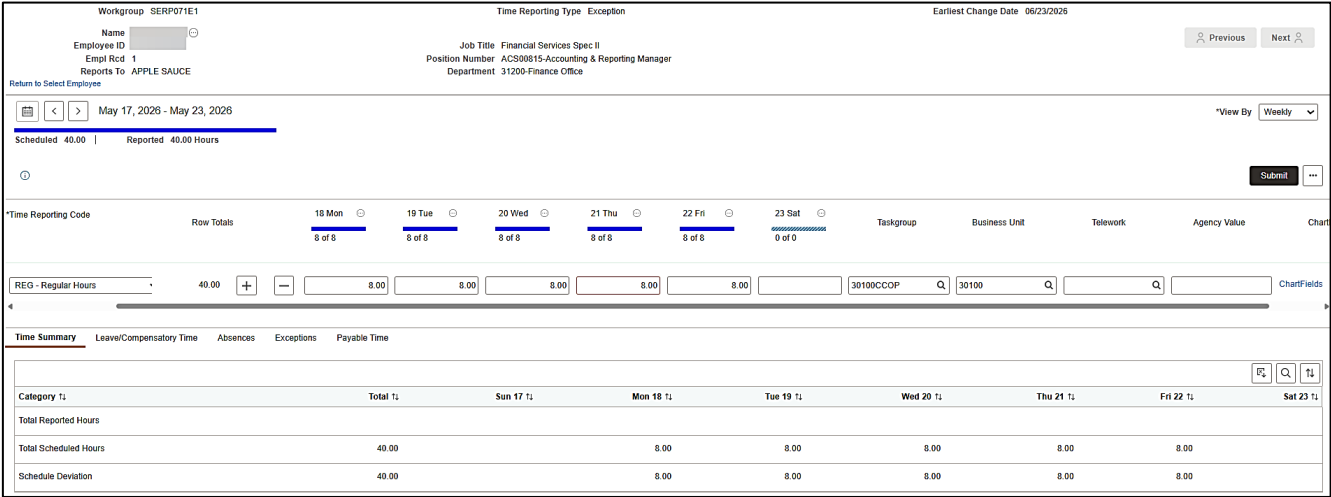
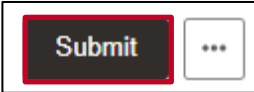
TA Entering ChartField Details on the Timesheet

Step	Action																																													
13.	The Account field defaults based on the user's Agency and cannot be changed. Enter the ChartField values provided by the supervisor/manager in the corresponding fields using the Look up icons. ChartField Detail <table><tr><td>Account</td><td>599999</td><td>Fund</td><td></td><td>Q</td></tr><tr><td>Program</td><td></td><td>Department</td><td></td><td>Q</td></tr><tr><td>Cost Center</td><td></td><td>Task</td><td></td><td>Q</td></tr><tr><td>FIPS</td><td></td><td>Asset</td><td></td><td>Q</td></tr><tr><td>Agency Use 1</td><td></td><td>Agency Use 2</td><td></td><td>Q</td></tr><tr><td>PC Business Unit</td><td></td><td>Project</td><td></td><td>Q</td></tr><tr><td>Activity</td><td></td><td>Source Type</td><td></td><td>Q</td></tr><tr><td>Category</td><td></td><td>Subcategory</td><td></td><td>Q</td></tr><tr><td>Affiliate</td><td></td><td>Fund Affiliate</td><td></td><td>Q</td></tr></table>	Account	599999	Fund		Q	Program		Department		Q	Cost Center		Task		Q	FIPS		Asset		Q	Agency Use 1		Agency Use 2		Q	PC Business Unit		Project		Q	Activity		Source Type		Q	Category		Subcategory		Q	Affiliate		Fund Affiliate		Q
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Cost Center		Task		Q																																										
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Activity		Source Type		Q																																										
Category		Subcategory		Q																																										
Affiliate		Fund Affiliate		Q																																										
	If the Agency uses SpeedTypes, proceed to the Using SpeedTypes to Enter ChartFields section of this Job Aid.																																													
Sample of a completed ChartField Detail page: ChartField Detail Account: 599999 Fund: 01000 Q Program: 599001 Q Department: 30100 Q Cost Center: 003 Q Task: COM Q FIPS: Q Asset: Q Agency Use 1: Q Agency Use 2: Q PC Business Unit: Q Project: Q Activity: Q Source Type: Q Category: Q Subcategory: Q Affiliate: Q Fund Affiliate: Q																																														
14.	Click the Done button. 																																													



Time & Attendance Job Aid

TA Entering ChartField Details on the Timesheet

Step	Action
	If an error message occurs, make the necessary adjustments to the ChartField information and click the Done button when complete. Contact the supervisor/manager as needed to obtain the correct information.
The Timesheet page redispays.	
	
	Repeat Steps 12 – 14 for each time entry row.
15.	Click the Submit button. 



Time & Attendance Job Aid

TA Entering ChartField Details on the Timesheet

Step	Action																																																																																				
	The Timesheet page redispays with a message at the top stating the Timesheet is submitted for the selected time period. Timesheet is Submitted for the period 2026-05-17 - 2026-05-23 Employee ID: [redacted] Job Title: Financial Services Spec II Empl Rcd: 1 Position Number: ACS00815-Accounting & Reporting Manager Reports To: APPLE SAUCE Department: 31200-Finance Office Return to Select Employee May 17, 2026 - May 23, 2026 *View By: Weekly Scheduled 40.00 Reported 40.00 Hours Submit <table><thead><tr><th>*Time Reporting Code</th><th>Row Totals</th><th>17 Sun</th><th>18 Mon</th><th>19 Tue</th><th>20 Wed</th><th>21 Thu</th><th>22 Fri</th><th>23 Sat</th><th>Taskgroup</th><th>Business Unit</th><th>Telework</th><th>Ag</th></tr></thead><tbody><tr><td>REG - Regular Hours</td><td>40.00</td><td>0 of 0</td><td>8 of 8</td><td>8 of 8</td><td>8 of 8</td><td>8 of 8</td><td>8 of 8</td><td>0 of 0</td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td>8.00</td><td>8.00</td><td>8.00</td><td>8.00</td><td>8.00</td><td></td><td>30100CCDP</td><td>30100</td><td></td><td></td></tr></tbody></table> Time Summary Leave/Compensatory Time Absences Exceptions Payable Time <table><thead><tr><th>Category T1</th><th>Total T1</th><th>Sun 17 T1</th><th>Mon 18 T1</th><th>Tue 19 T1</th><th>Wed 20 T1</th><th>Thu 21 T1</th><th>Fri 22 T1</th><th>Sat 23 T1</th></tr></thead><tbody><tr><td>Regular TRCs</td><td>40.00</td><td></td><td>8.00</td><td>8.00</td><td>8.00</td><td>8.00</td><td>8.00</td><td></td></tr><tr><td>Total Reported Hours</td><td>40.00</td><td></td><td>8.00</td><td>8.00</td><td>8.00</td><td>8.00</td><td>8.00</td><td></td></tr><tr><td>Total Scheduled Hours</td><td>40.00</td><td></td><td>8.00</td><td>8.00</td><td>8.00</td><td>8.00</td><td>8.00</td><td></td></tr><tr><td>Schedule Deviation</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	*Time Reporting Code	Row Totals	17 Sun	18 Mon	19 Tue	20 Wed	21 Thu	22 Fri	23 Sat	Taskgroup	Business Unit	Telework	Ag	REG - Regular Hours	40.00	0 of 0	8 of 8	8 of 8	8 of 8	8 of 8	8 of 8	0 of 0								8.00	8.00	8.00	8.00	8.00		30100CCDP	30100			Category T1	Total T1	Sun 17 T1	Mon 18 T1	Tue 19 T1	Wed 20 T1	Thu 21 T1	Fri 22 T1	Sat 23 T1	Regular TRCs	40.00		8.00	8.00	8.00	8.00	8.00		Total Reported Hours	40.00		8.00	8.00	8.00	8.00	8.00		Total Scheduled Hours	40.00		8.00	8.00	8.00	8.00	8.00		Schedule Deviation								
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