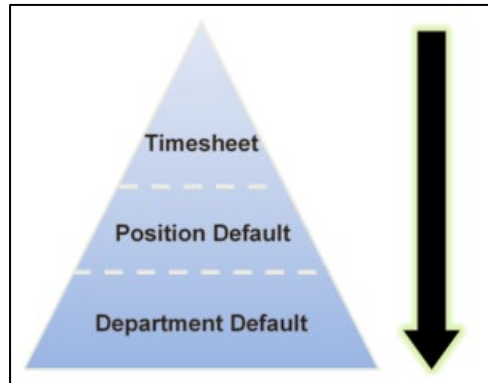


**Entering ChartField Details on the Timesheet Overview**

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 setup 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.



### Table of Contents

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| Entering ChartFields on the Timesheet ..... | 4  |
| Using SpeedTypes to Enter ChartFields ..... | 13 |
| Splitting Hours Between ChartFields .....   | 25 |



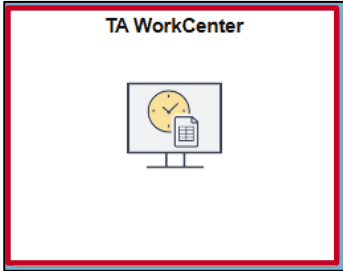
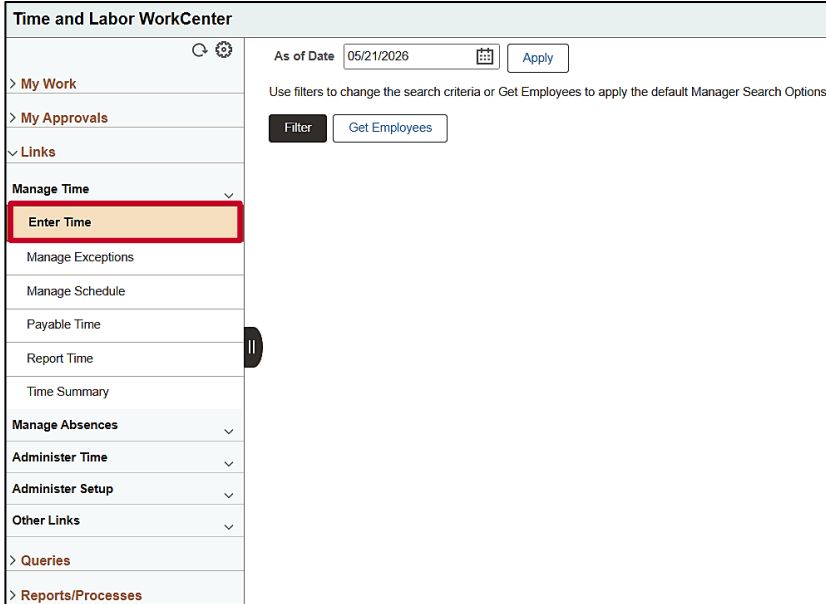
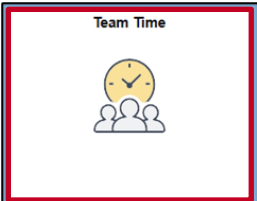
## Time & Attendance Job Aid

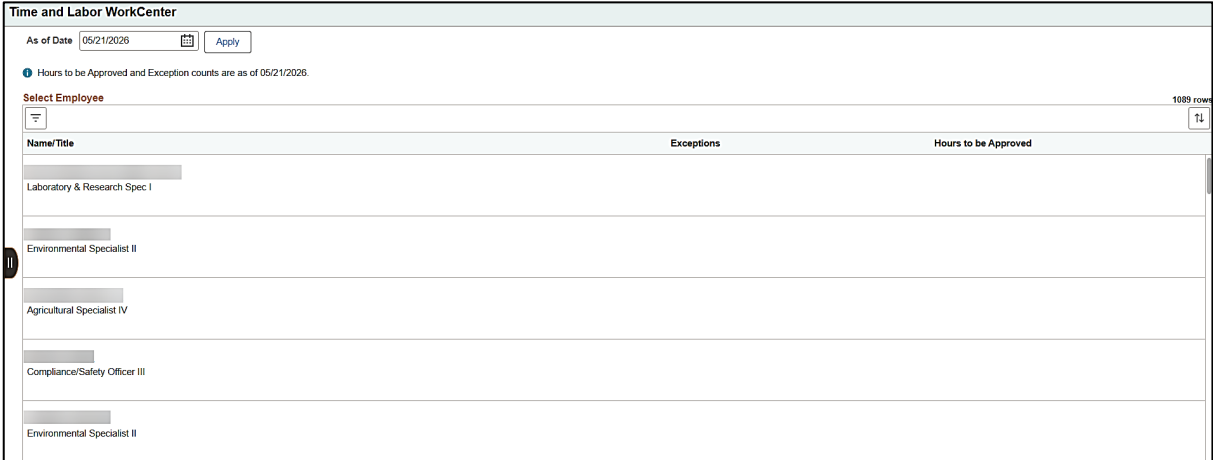
### TA371 Entering ChartField Details on the Timesheet

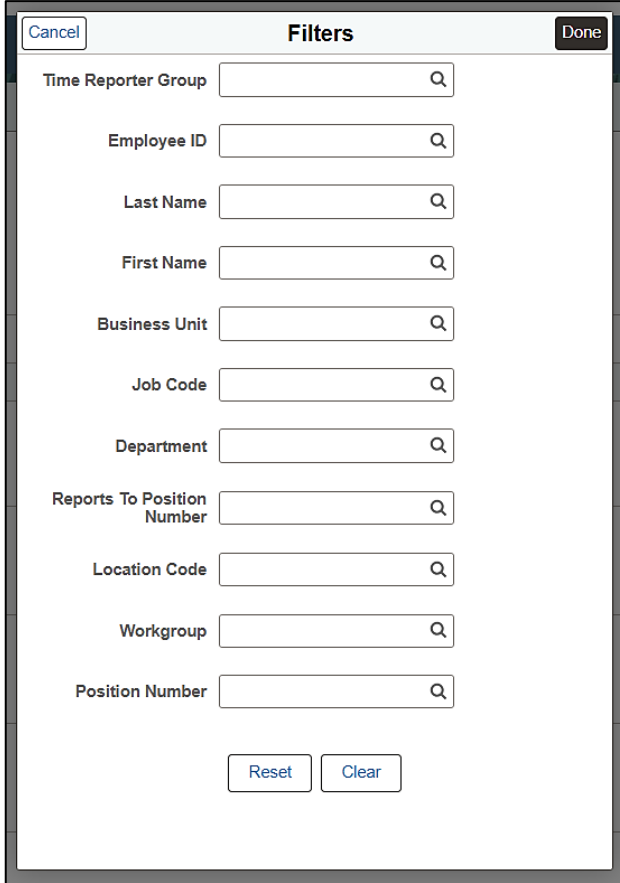
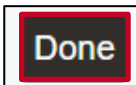
#### Revision History

| Revision Date | Summary of Changes                               |
|---------------|--------------------------------------------------|
| 9/1/2026      | Updated to reflect the Cardinal system upgrades. |
| 1/2/2025      | Baseline.                                        |

### Entering ChartFields on the Timesheet

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

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

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      | <p>If the <b>Filter</b> button or icon is selected, the <b>Filters</b> page will display in a pop-up window.</p>                                                                                                                                                                                                                                                                    |
| 5.   | <p>Enter the employee's Employee ID in the <b>Employee ID</b> field or use the <b>Employee ID Lookup</b> icon to locate the employee.</p> <p><b>Note:</b> Users can also search for the applicable employee using the various Name fields if the Employee ID is not known. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID.</p>  |
| 6.   | <p>Click the <b>Done</b> button.</p>                                                                                                                                                                                                                                                                                                                                                |



# Time & Attendance Job Aid

## TA371 Entering ChartField Details on the Timesheet

| Step | Action |
|------|--------|
|------|--------|

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

**Time and Labor WorkCenter**

As of Date: 05/21/2026 [Calendar Icon] [Apply]

Hours to be Approved and Exception counts are as of 05/21/2026.

Select Employee

| Name/Title                 | Exceptions | Hours to be Approved |
|----------------------------|------------|----------------------|
| Financial Services Spec II |            |                      |

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

Select Employee

| Name/Title                 | Exceptions | Hours to be Approved |
|----------------------------|------------|----------------------|
| Financial Services Spec II |            |                      |

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

Employee ID: [Redacted] Time Reporting Type: Exception Workgroup: SERP071E1  
Empl Record: 1 Earliest Change Date: 01/19/2026

Financial Services Spec II  
Return to Select Employee

May 17, 2026 - May 23, 2026  
Scheduled: 40.00 | Reported: 0.00 Hours

Previous Next

View By: Weekly

Submit

\*Time Reporting Code Row Totals 17 Sun 18 Mon 19 Tue 20 Wed 21 Thu 22 Fri 23 Sat Taskgroup Business Unit Tele

0 of 0 0 of 8 0 of 8 0 of 8 0 of 8 0 of 8 0 of 8

30100CCOP 30100

Time Summary Leave/Compensatory Time Absences Exceptions Payable Time

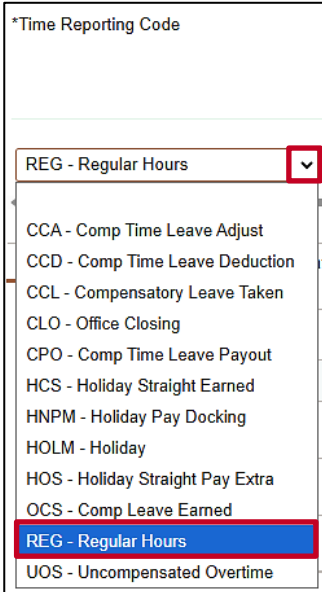
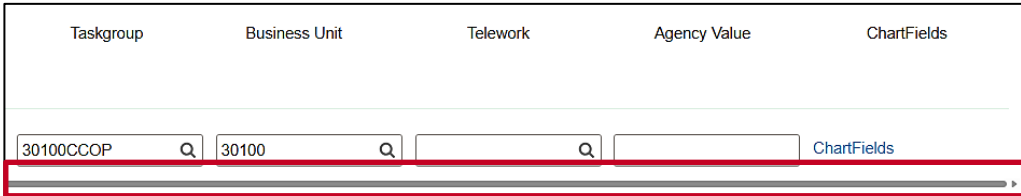
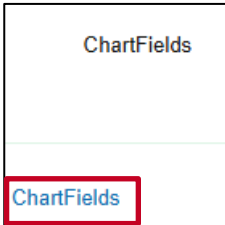
| Category T1           | Total T1 | Sun 17 T1 | Mon 18 T1 | Tue 19 T1 | Wed 20 T1 | Thu 21 T1 | Fri 22 T1 | Sat 23 T1 |
|-----------------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Total Reported Hours  |          |           |           |           |           |           |           |           |
| 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      |           |

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

\*Time Reporting Code Row Totals 17 Sun 18 Mon 19 Tue 20 Wed 21 Thu 22 Fri 23 Sat Taskgroup Business Unit

0 of 0 0 of 8 0 of 8 0 of 8 0 of 8 0 of 8 0 of 8

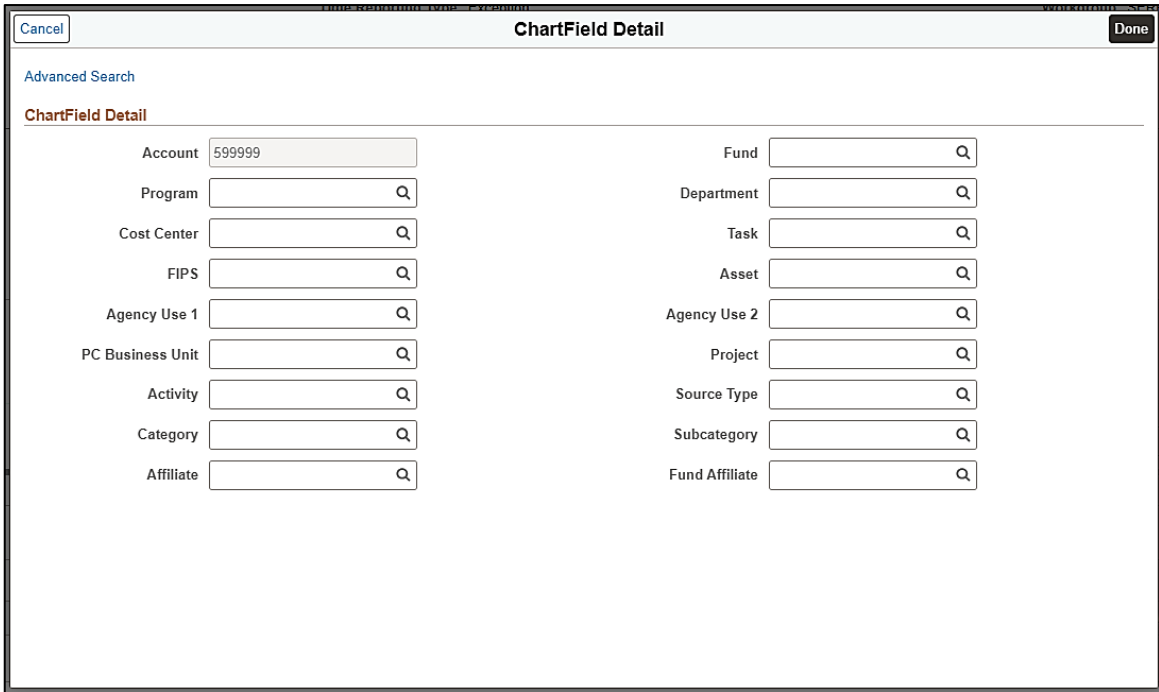
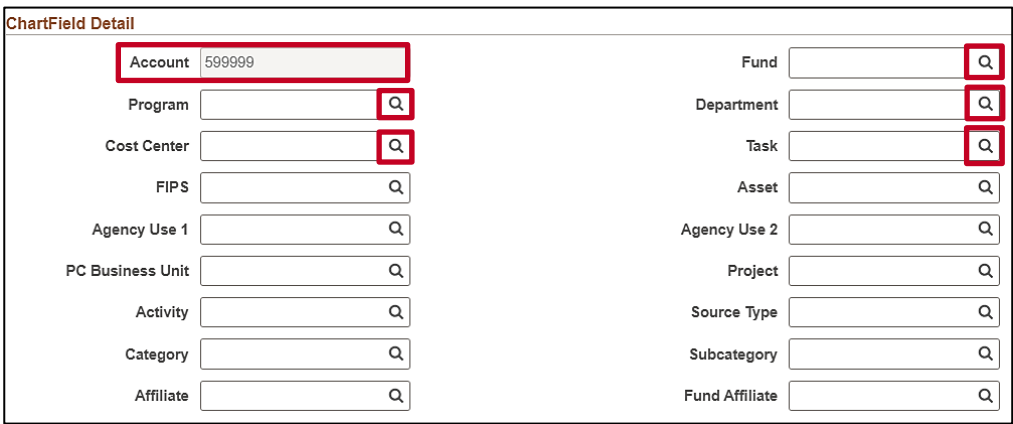
30100CCOP 30100

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



## Time & Attendance Job Aid

### TA371 Entering ChartField Details on the Timesheet

| Step                                                                                | Action                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                     | <p>The <b>ChartField Detail</b> page displays in a pop-up window.</p>                                                                                                                                                  |
| 12.                                                                                 | <p>The <b>Account</b> 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 <b>Lookup</b> icons.</p>  |
|  | <p>If the Agency uses SpeedTypes, proceed to the <a href="#">Using SpeedTypes to Enter ChartFields</a> section of this Job Aid.</p>                                                                                                                                                                       |



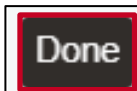
# Time & Attendance Job Aid

## TA371 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:

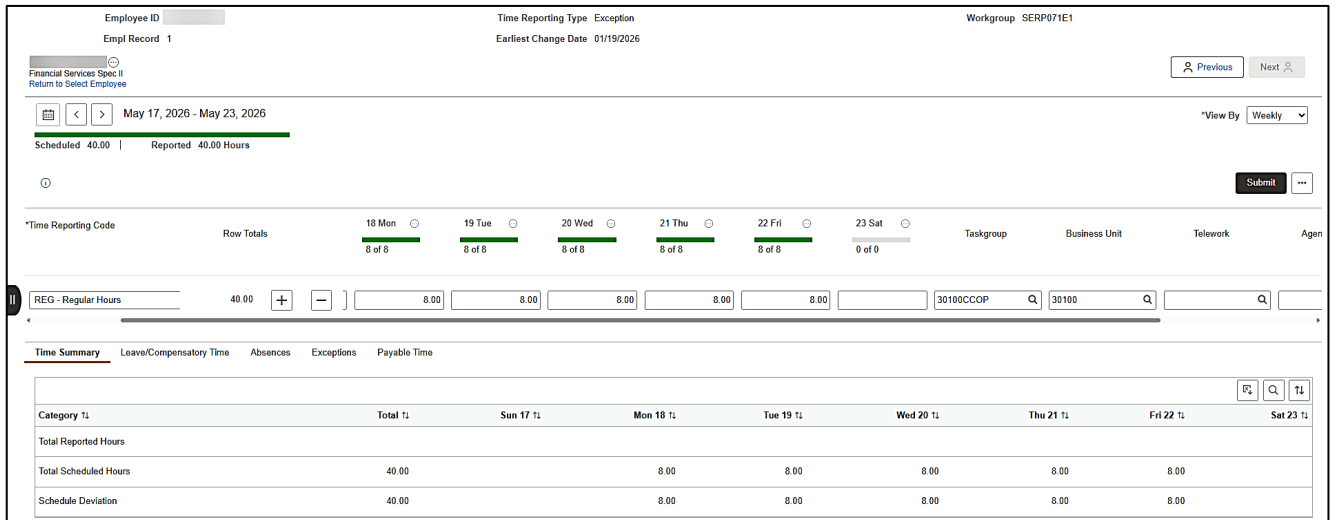


## Time & Attendance Job Aid

### TA371 Entering ChartField Details on the Timesheet

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

The **Timesheet** page redisplay.



Employee ID [redacted] Time Reporting Type Exception Workgroup SERP071E1  
Empl Record 1 Earliest Change Date 01/19/2026

Financial Services Spec II  
Return to Select Employee

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

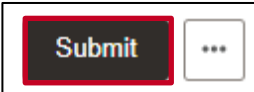
Scheduled 40.00 | Reported 40.00 Hours

Submit

| *Time Reporting Code | Row Totals | 18 Mon | 19 Tue | 20 Wed | 21 Thu | 22 Fri | 23 Sat | Taskgroup | Business Unit | Telework | Agent |
|----------------------|------------|--------|--------|--------|--------|--------|--------|-----------|---------------|----------|-------|
| REG - Regular Hours  | 40.00      | 8 of 8 | 8 of 8 | 8 of 8 | 8 of 8 | 8 of 8 | 0 of 0 | 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      |           |

|     |                                                                                                                        |
|-----|------------------------------------------------------------------------------------------------------------------------|
| 16. | Click the <b>Submit</b> button.<br> |
|-----|------------------------------------------------------------------------------------------------------------------------|

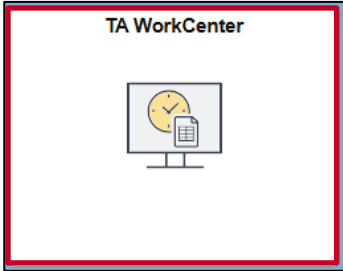
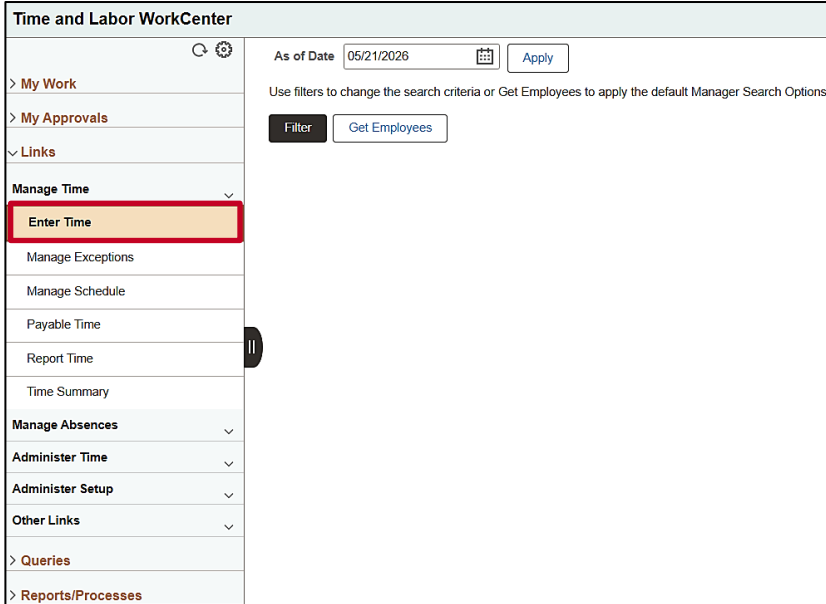
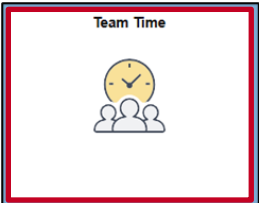


# Time & Attendance Job Aid

## TA371 Entering ChartField Details on the Timesheet

| Step                  | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |             |           |           |           |           |           |           |           |           |              |       |  |      |      |      |      |      |  |                      |       |  |      |      |      |      |      |  |                       |       |  |      |      |      |      |      |  |                    |  |  |  |  |  |  |  |  |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------|-------|--|------|------|------|------|------|--|----------------------|-------|--|------|------|------|------|------|--|-----------------------|-------|--|------|------|------|------|------|--|--------------------|--|--|--|--|--|--|--|--|
|                       | <p>The <b>Timesheet</b> page redispays with a message at the top stating the Timesheet is submitted for the selected time period.</p> <div><p>Timesheet is Submitted for the period 2026-05-17 - 2026-05-23</p><p>Empl Record 1      Earliest Change Date 01/19/2026</p><p>Financial Services Spec II      <a href="#">Previous</a>   <a href="#">Next</a></p><p>Return to Select Employee</p><p>May 17, 2026 - May 23, 2026      *View By Weekly</p><p>Scheduled 40.00   Reported 40.00 Hours</p><p><a href="#">Submit</a>   <a href="#">...</a></p><p>*Time Reporting Code      Row Totals      17 Sun      18 Mon      19 Tue      20 Wed      21 Thu      22 Fri      23 Sat      Taskgroup</p><p>0 of 0      8 of 8      8 of 8      8 of 8      8 of 8      8 of 8      0 of 0</p><p>REG - Regular Hours      40.00      +      -      8.00      8.00      8.00      8.00      8.00      30100CCOP</p><p><b>Time Summary</b>    Leave/Compensatory Time    Absences    Exceptions    Payable Time</p><table border="1"><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></div> | 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 |  |  |  |  |  |  |  |  |
| 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    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |             |           |           |           |           |           |           |           |           |              |       |  |      |      |      |      |      |  |                      |       |  |      |      |      |      |      |  |                       |       |  |      |      |      |      |      |  |                    |  |  |  |  |  |  |  |  |

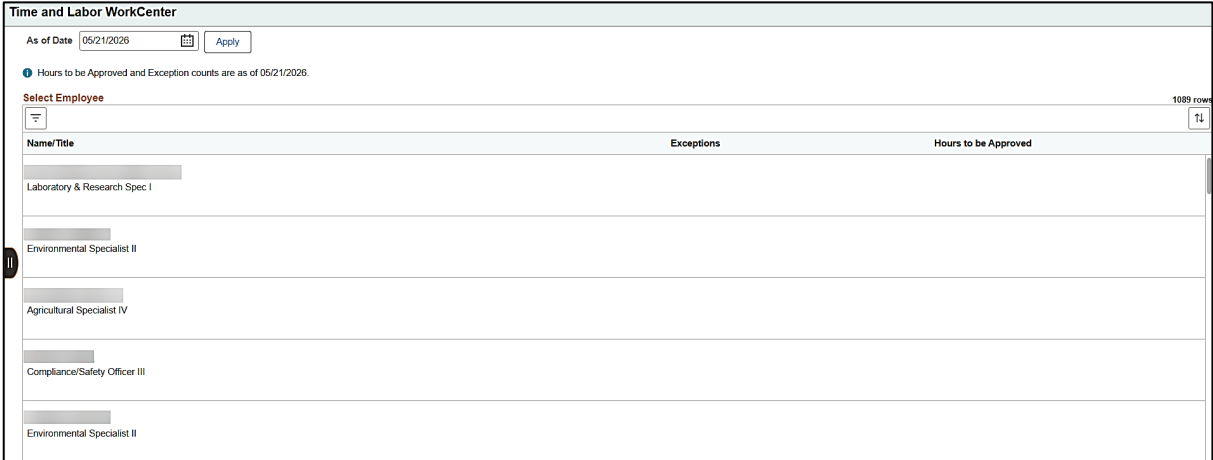
### Using SpeedTypes to Enter ChartFields

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



## Time & Attendance Job Aid

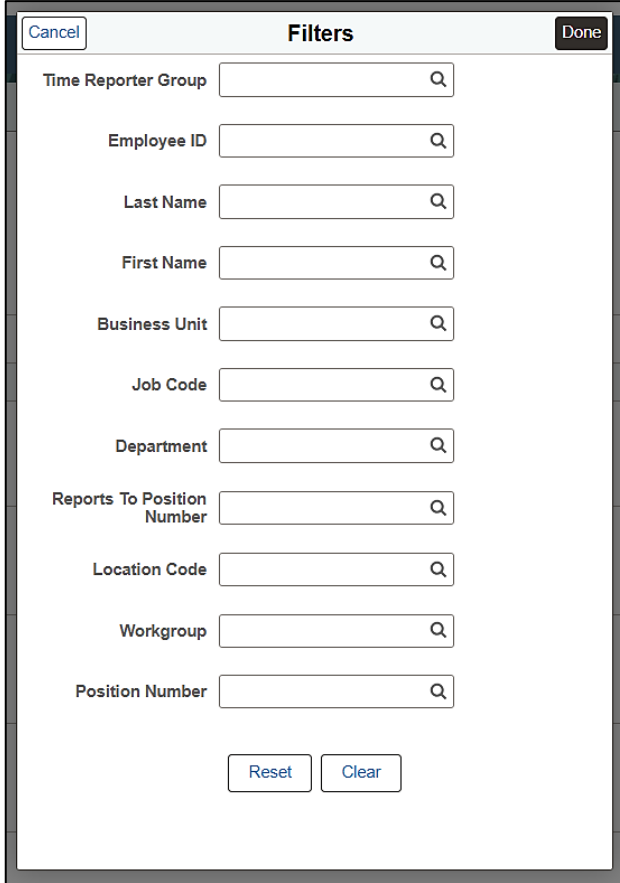
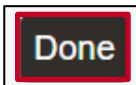
### TA371 Entering ChartField Details on the Timesheet

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



## Time & Attendance Job Aid

### TA371 Entering ChartField Details on the Timesheet

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      | <p>If the <b>Filter</b> button or icon is selected, the <b>Filters</b> page will display in a pop-up window.</p> <div></div>                                                                                                                                                                                                                                                                   |
| 5.   | <p>Enter the employee's Employee ID in the <b>Employee ID</b> field or use the <b>Employee ID Lookup</b> icon to locate the employee.</p> <p><b>Note:</b> Users can also search for the applicable employee using the various Name fields if the Employee ID is not known. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID.</p> <div></div> |
| 6.   | <p>Click the <b>Done</b> button.</p> <div></div>                                                                                                                                                                                                                                                                                                                                               |



# Time & Attendance Job Aid

## TA371 Entering ChartField Details on the Timesheet

| Step | Action |
|------|--------|
|------|--------|

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

**Time and Labor WorkCenter**

As of Date: 05/21/2026

Hours to be Approved and Exception counts are as of 05/21/2026.

Select Employee

| Name/Title                 | Exceptions | Hours to be Approved |
|----------------------------|------------|----------------------|
| Financial Services Spec II |            |                      |

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

Select Employee

| Name/Title                 | Exceptions | Hours to be Approved |
|----------------------------|------------|----------------------|
| Financial Services Spec II |            |                      |

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

Employee ID: [Redacted] Time Reporting Type: Exception Workgroup: SERP071E1  
Empl Record: 1 Earliest Change Date: 01/19/2026

Financial Services Spec II  
Return to Select Employee

May 17, 2026 - May 23, 2026  
Scheduled: 40.00 | Reported: 0.00 Hours

Previous Next

View By: Weekly

Submit

\*Time Reporting Code Row Totals 17 Sun 18 Mon 19 Tue 20 Wed 21 Thu 22 Fri 23 Sat Taskgroup Business Unit Tele

0 of 0 0 of 8 0 of 8 0 of 8 0 of 8 0 of 8 0 of 8

30100CCOP 30100

Time Summary Leave/Compensatory Time Absences Exceptions Payable Time

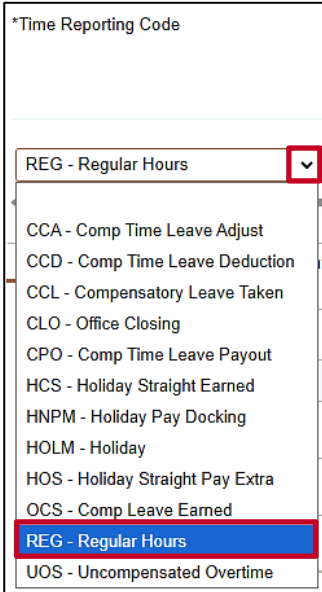
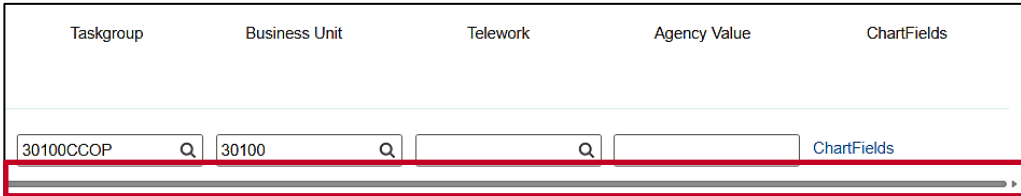
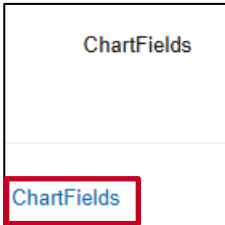
| Category 1:           | Total 1: | Sun 17 1: | Mon 18 1: | Tue 19 1: | Wed 20 1: | Thu 21 1: | Fri 22 1: | Sat 23 1: |
|-----------------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Total Reported Hours  |          |           |           |           |           |           |           |           |
| 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      |           |

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

\*Time Reporting Code Row Totals 17 Sun 18 Mon 19 Tue 20 Wed 21 Thu 22 Fri 23 Sat Taskgroup Business Unit Tele

0 of 0 0 of 8 0 of 8 0 of 8 0 of 8 0 of 8 0 of 8

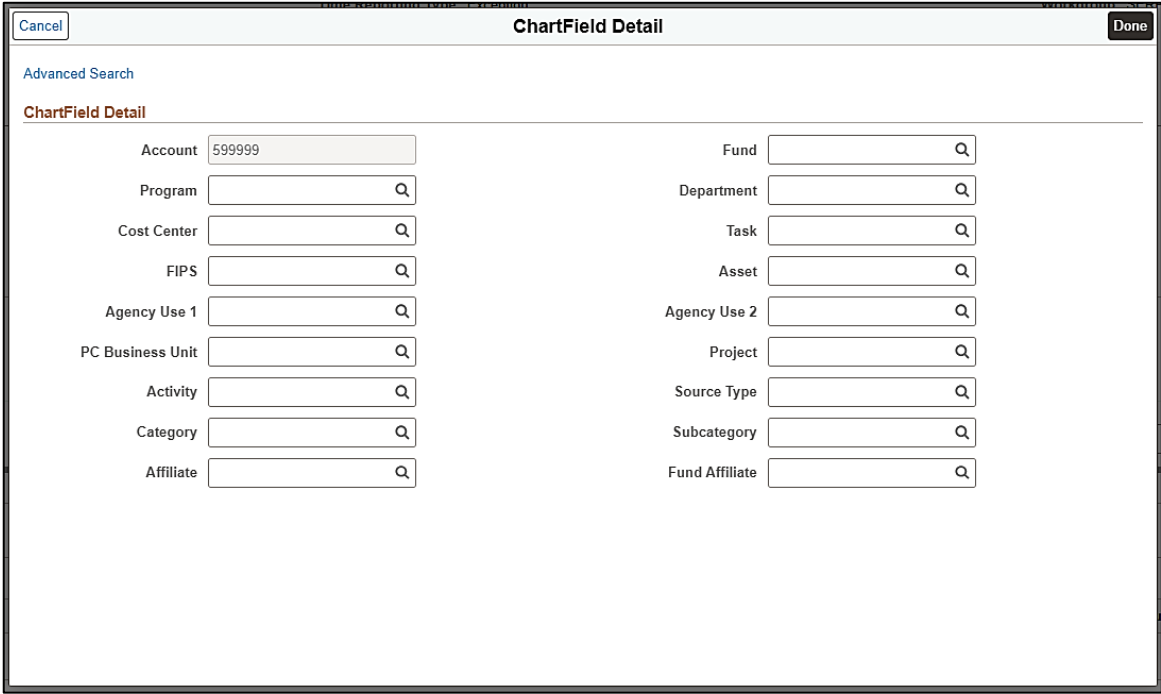
30100CCOP 30100

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



## Time & Attendance Job Aid

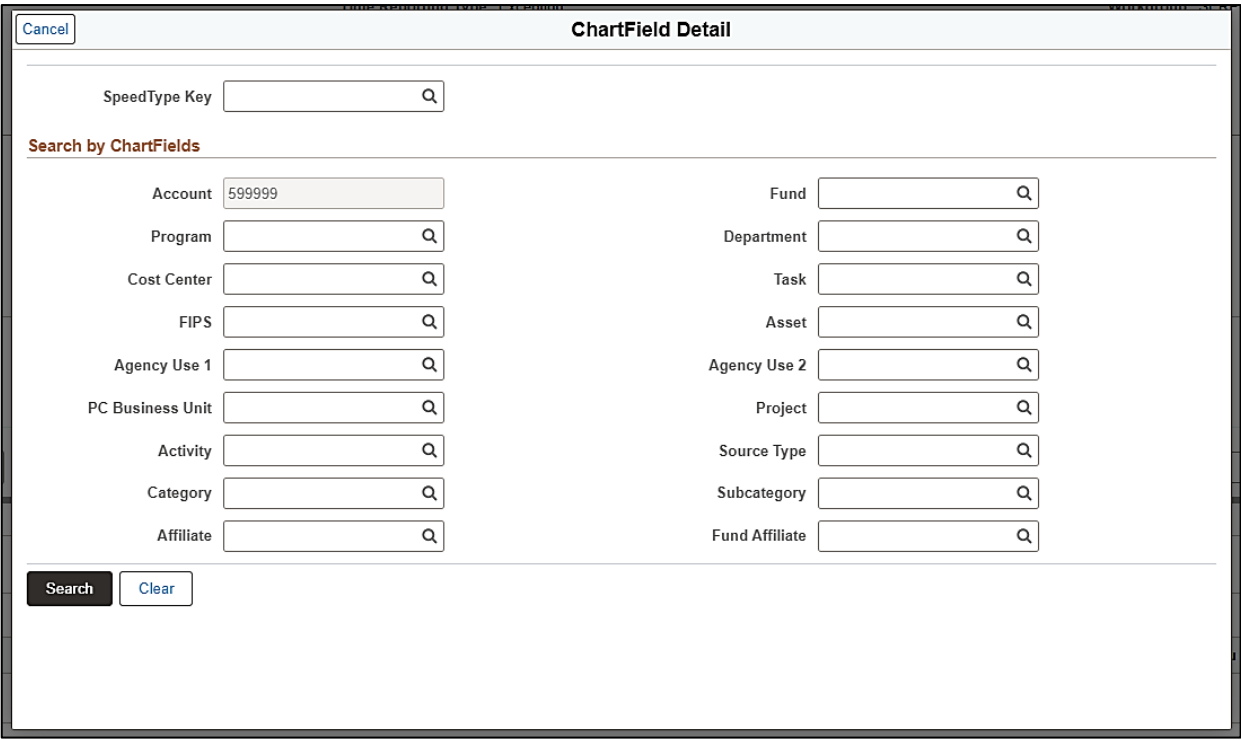
### TA371 Entering ChartField Details on the Timesheet

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



## Time & Attendance Job Aid

### TA371 Entering ChartField Details on the Timesheet

| Step | Action                                                                                                                                                            |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      | <p>The <b>ChartField Detail Advanced Search</b> page displays.</p> <div></div> |
| 13.  | <p>Click the <b>SpeedType Key Look up</b> icon.</p> <div></div>                |



# Time & Attendance Job Aid

## TA371 Entering ChartField Details on the Timesheet

| Step            | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                 |               |     |           |     |           |     |           |     |           |     |           |     |           |     |           |     |           |     |           |     |           |     |           |     |           |     |           |     |           |     |           |     |           |     |           |     |           |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------|-----|-----------|-----|-----------|-----|-----------|-----|-----------|-----|-----------|-----|-----------|-----|-----------|-----|-----------|-----|-----------|-----|-----------|-----|-----------|-----|-----------|-----|-----------|-----|-----------|-----|-----------|-----|-----------|-----|-----------|-----|-----------|
|                 | <p>The <b>SpeedType Key Lookup</b> page displays in a pop-up window.</p> <div><div><div>Cancel</div><div>Lookup</div></div><div><div>Search for: SpeedType Key</div><div>▼ Search Criteria</div><div>Set ID 30100</div><div>SpeedType Key (begins with) <input type="text"/></div><div>Search Clear</div></div><div><div>▼ Search Results</div><div><div>127 rows</div><table><tr><th>SpeedType Key ↕</th><th>Description ↕</th></tr><tr><td>010</td><td>HCM - 010</td></tr><tr><td>012</td><td>HCM - 012</td></tr><tr><td>013</td><td>HCM - 013</td></tr><tr><td>014</td><td>HCM - 014</td></tr><tr><td>020</td><td>HCM - 020</td></tr><tr><td>023</td><td>HCM - 023</td></tr><tr><td>024</td><td>HCM - 024</td></tr><tr><td>028</td><td>HCM - 028</td></tr><tr><td>030</td><td>HCM - 030</td></tr><tr><td>100</td><td>HCM - 100</td></tr><tr><td>112</td><td>HCM - 112</td></tr><tr><td>120</td><td>HCM - 120</td></tr><tr><td>130</td><td>HCM - 130</td></tr><tr><td>140</td><td>HCM - 140</td></tr><tr><td>160</td><td>HCM - 160</td></tr><tr><td>170</td><td>HCM - 170</td></tr><tr><td>171</td><td>HCM - 171</td></tr><tr><td>180</td><td>HCM - 180</td></tr></table></div></div></div> | 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 |
| 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.             | <p>Enter the applicable SpeedType Key in the <b>SpeedType Key</b> field or use the <b>Search Results</b> section below to locate and select the SpeedType Key.</p> <div><div>Set ID 30100</div><div>SpeedType Key (begins with) <input type="text"/></div><div><div>▼ Search Results</div><div><div>127 rows</div><table><tr><th>SpeedType Key ↕</th><th>Description ↕</th></tr><tr><td>010</td><td>HCM - 010</td></tr><tr><td>012</td><td>HCM - 012</td></tr><tr><td>013</td><td>HCM - 013</td></tr><tr><td>014</td><td>HCM - 014</td></tr><tr><td>020</td><td>HCM - 020</td></tr><tr><td>023</td><td>HCM - 023</td></tr></table></div></div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | SpeedType Key ↕ | Description ↕ | 010 | HCM - 010 | 012 | HCM - 012 | 013 | HCM - 013 | 014 | HCM - 014 | 020 | HCM - 020 | 023 | HCM - 023 |     |           |     |           |     |           |     |           |     |           |     |           |     |           |     |           |     |           |     |           |     |           |     |           |
| 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

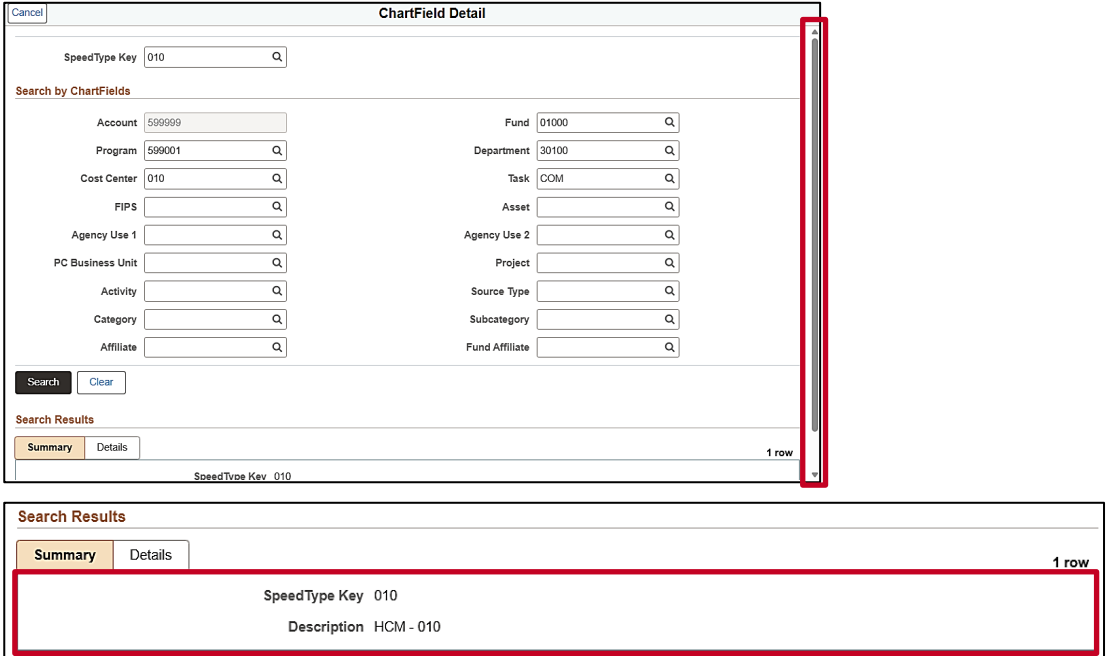
### TA371 Entering ChartField Details on the Timesheet

| Step                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Action                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 15.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>Click the <b>Search</b> button if applicable to locate the appropriate SpeedType.</p> <div><input type="button" value="Search"/> <input type="button" value="Clear"/></div>              |
| <p>The <b>ChartField Detail</b> page returns with the ChartField values populated for the appropriate SpeedType.</p> <div><div><div>Cancel</div><div>ChartField Detail</div></div><div><div>SpeedType Key</div><div>010</div><div>Q</div></div><div><div>Search by ChartFields</div></div><div><div>Account</div><div>599999</div><div>Q</div><div>Fund</div><div>01000</div><div>Q</div><div>Program</div><div>599001</div><div>Q</div><div>Department</div><div>30100</div><div>Q</div><div>Cost Center</div><div>010</div><div>Q</div><div>Task</div><div>COM</div><div>Q</div><div>FIPS</div><div></div><div>Q</div><div>Asset</div><div></div><div>Q</div><div>Agency Use 1</div><div></div><div>Q</div><div>Agency Use 2</div><div></div><div>Q</div><div>PC Business Unit</div><div></div><div>Q</div><div>Project</div><div></div><div>Q</div><div>Activity</div><div></div><div>Q</div><div>Source Type</div><div></div><div>Q</div><div>Category</div><div></div><div>Q</div><div>Subcategory</div><div></div><div>Q</div><div>Affiliate</div><div></div><div>Q</div><div>Fund Affiliate</div><div></div><div>Q</div></div><div><div>Search</div><div>Clear</div></div><div><div>Search Results</div></div><div><div>Summary</div><div>Details</div></div><div><div>SpeedType Key 010</div><div>1 row</div></div></div> |                                                                                                                                                                                             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>In some cases, additional fields may need to be entered even when using SpeedTypes. Follow up with the supervisor/manager to determine if additional ChartField values are required.</p> |

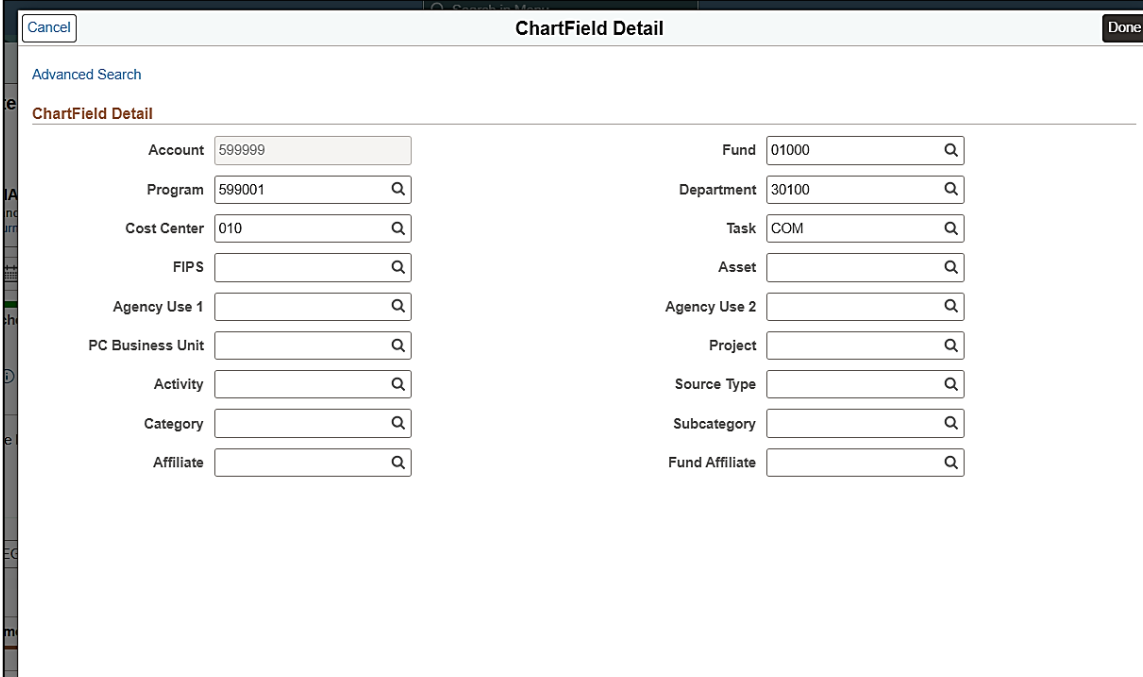


# Time & Attendance Job Aid

## TA371 Entering ChartField Details on the Timesheet

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 16.  | <p>Use the scrollbar to the right of the <b>ChartField Detail</b> page to scroll to the bottom of the page. Then click on the row under the <b>Summary</b> tab to select the SpeedType.</p>  <p>The screenshot shows the 'ChartField Detail' page. At the top, there's a 'SpeedType Key' field with '010' entered. Below is a 'Search by ChartFields' section with various input fields for Account, Fund, Program, Department, Cost Center, Task, FIPS, Asset, Agency Use 1, Agency Use 2, PC Business Unit, Project, Activity, Source Type, Category, Subcategory, and Affiliate. A 'Search' button is present. Below the search fields is a 'Search Results' section with a 'Summary' tab selected. The results table shows one row for 'SpeedType Key 010' with a description 'HCM - 010'. A red box highlights this row.</p> |

The **ChartField Detail** page returns with the ChartField values populated.



The screenshot shows the 'ChartField Detail' page with the following populated values:

| ChartField Detail |        |
|-------------------|--------|
| 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    |        |

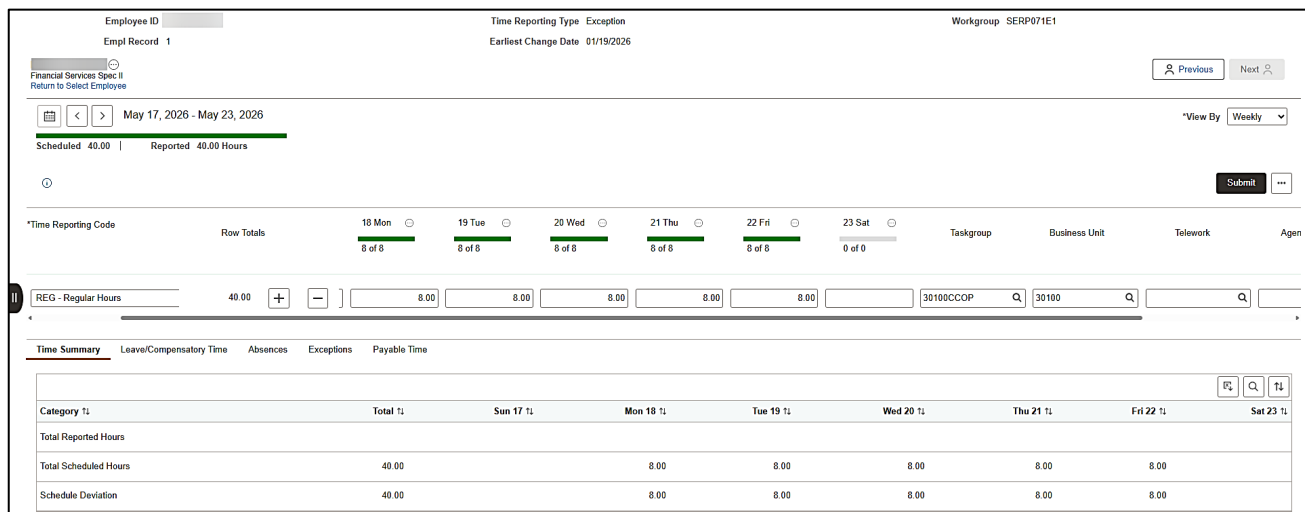


## Time & Attendance Job Aid

### TA371 Entering ChartField Details on the Timesheet

| Step                                                                              | Action                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 17.                                                                               | Click the <b>Done</b> button after all required data is entered/selected.<br>                                                       |
|  | If an error message occurs, make the necessary adjustments to the ChartField information and click the <b>Done</b> button when complete. Contact the supervisor/manager as needed to obtain the correct information. |

The **Timesheet** page redispays.

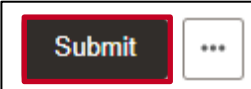


The screenshot shows the Timesheet page for Employee ID [redacted], Time Reporting Type Exception, and Workgroup SERP071E1. The page displays a calendar for May 17, 2026 - May 23, 2026, with a 'View By' dropdown set to 'Weekly'. The 'Schedul' and 'Reported' hours are both 40.00. Below the calendar is a table with columns for 'Time Reporting Code', 'Row Totals', and days of the week (18 Mon, 19 Tue, 20 Wed, 21 Thu, 22 Fri, 23 Sat). The table shows 'REG - Regular Hours' with a total of 40.00 and a breakdown of 8.00 hours per day. The 'Submit' button is visible in the top right corner.

| Time Reporting Code | Row Totals | 18 Mon | 19 Tue | 20 Wed | 21 Thu | 22 Fri | 23 Sat | Taskgroup | Business Unit | Telework | Agent |
|---------------------|------------|--------|--------|--------|--------|--------|--------|-----------|---------------|----------|-------|
| 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              | 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   |        |

|     |                                                                                                                        |
|-----|------------------------------------------------------------------------------------------------------------------------|
| 18. | Click the <b>Submit</b> button.<br> |
|-----|------------------------------------------------------------------------------------------------------------------------|

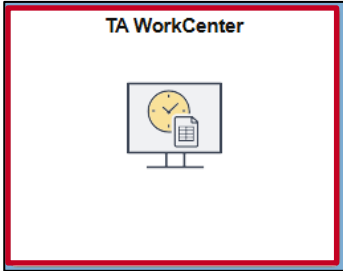
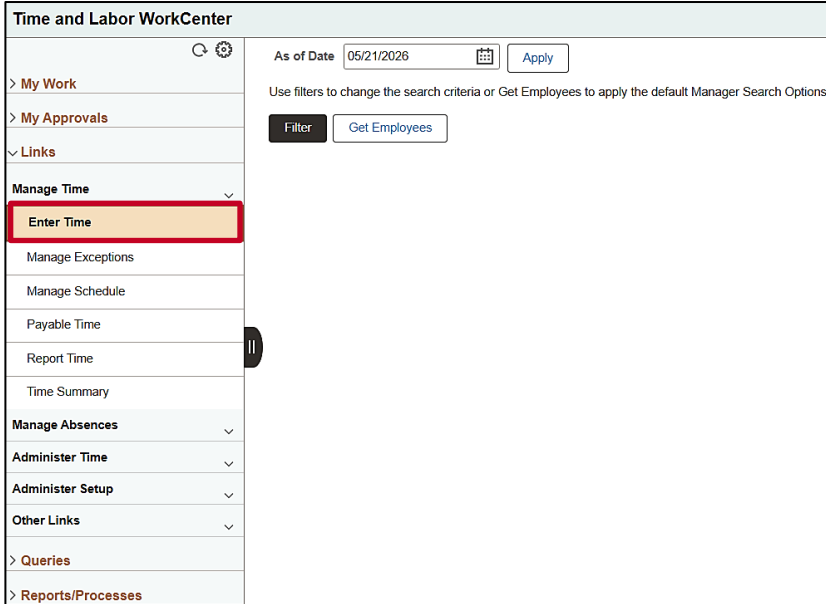
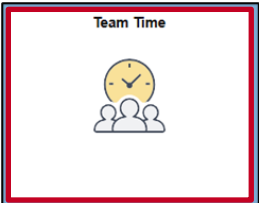


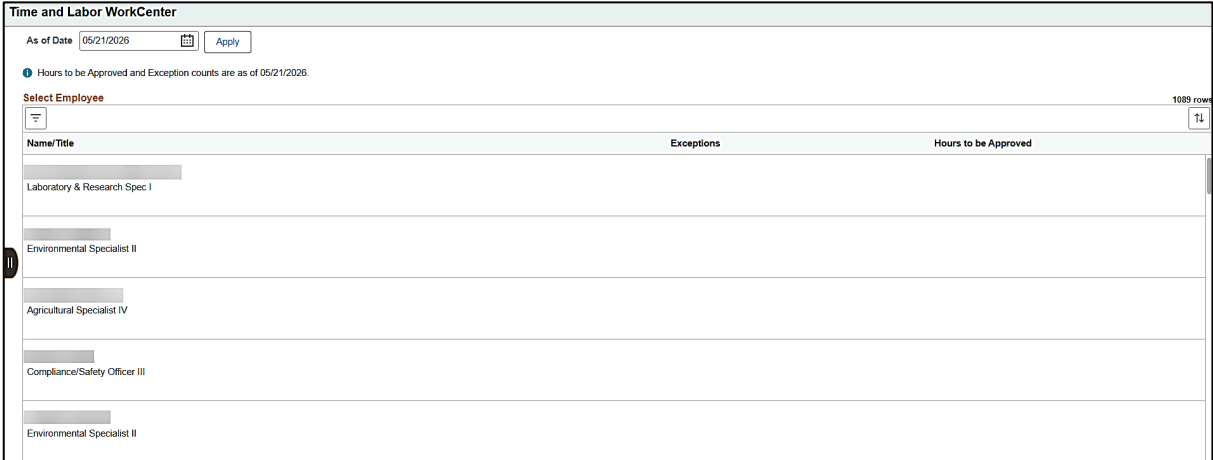
## Time & Attendance Job Aid

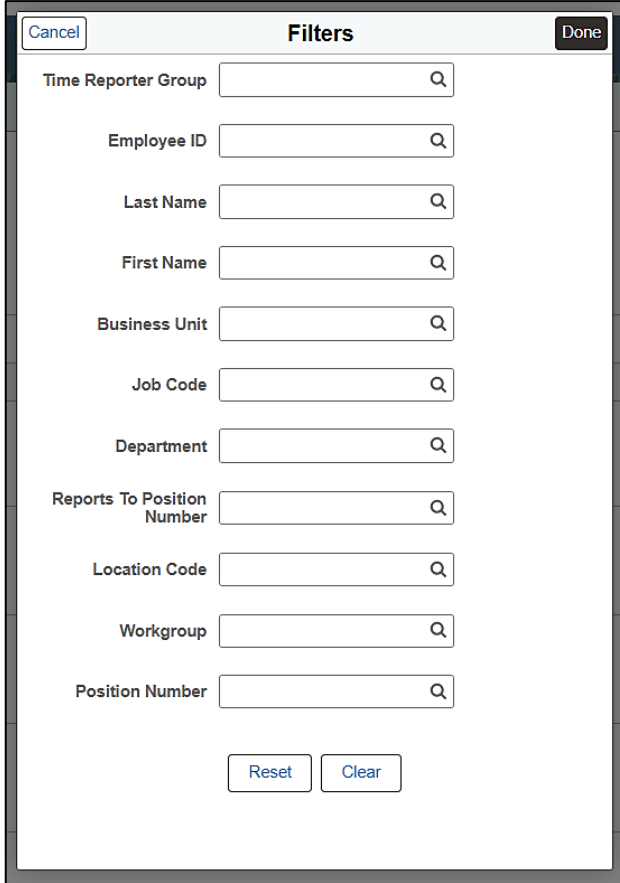
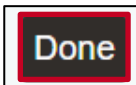
### TA371 Entering ChartField Details on the Timesheet

| Step                  | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                      |            |          |          |          |          |          |           |        |           |                     |       |        |        |        |        |        |        |        |           |            |         |          |          |          |          |          |          |          |              |       |  |      |      |      |      |      |  |                      |       |  |      |      |      |      |      |  |                       |       |  |      |      |      |      |      |  |                    |  |  |  |  |  |  |  |  |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------|----------|----------|----------|----------|----------|-----------|--------|-----------|---------------------|-------|--------|--------|--------|--------|--------|--------|--------|-----------|------------|---------|----------|----------|----------|----------|----------|----------|----------|--------------|-------|--|------|------|------|------|------|--|----------------------|-------|--|------|------|------|------|------|--|-----------------------|-------|--|------|------|------|------|------|--|--------------------|--|--|--|--|--|--|--|--|
|                       | <p>The <b>Timesheet</b> page redispays with a message at the top stating the Timesheet is submitted for the selected time period.</p> <div><p>Timesheet is Submitted for the period 2026-05-17 - 2026-05-23</p><p>Empl Record 1      Earliest Change Date 01/19/2026</p><p>Financial Services Spec II<br/><a href="#">Return to Select Employee</a></p><p>May 17, 2026 - May 23, 2026      *View By Weekly</p><p>Scheduled 40.00   Reported 40.00 Hours</p><p>Submit</p><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></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>30100CCOP</td></tr></tbody></table><p>Time Summary    Leave/Compensatory Time    Absences    Exceptions    Payable Time</p><table><thead><tr><th>Category %</th><th>Total %</th><th>Sun 17 %</th><th>Mon 18 %</th><th>Tue 19 %</th><th>Wed 20 %</th><th>Thu 21 %</th><th>Fri 22 %</th><th>Sat 23 %</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></div> | *Time Reporting Code | Row Totals | 17 Sun   | 18 Mon   | 19 Tue   | 20 Wed   | 21 Thu   | 22 Fri    | 23 Sat | Taskgroup | 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 | 30100CCOP | Category % | Total % | Sun 17 % | Mon 18 % | Tue 19 % | Wed 20 % | Thu 21 % | Fri 22 % | Sat 23 % | 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 |  |  |  |  |  |  |  |  |
| *Time Reporting Code  | Row Totals                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 17 Sun               | 18 Mon     | 19 Tue   | 20 Wed   | 21 Thu   | 22 Fri   | 23 Sat   | Taskgroup |        |           |                     |       |        |        |        |        |        |        |        |           |            |         |          |          |          |          |          |          |          |              |       |  |      |      |      |      |      |  |                      |       |  |      |      |      |      |      |  |                       |       |  |      |      |      |      |      |  |                    |  |  |  |  |  |  |  |  |
| 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   | 30100CCOP |        |           |                     |       |        |        |        |        |        |        |        |           |            |         |          |          |          |          |          |          |          |              |       |  |      |      |      |      |      |  |                      |       |  |      |      |      |      |      |  |                       |       |  |      |      |      |      |      |  |                    |  |  |  |  |  |  |  |  |
| Category %            | Total %                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Sun 17 %             | Mon 18 %   | Tue 19 % | Wed 20 % | Thu 21 % | Fri 22 % | Sat 23 % |           |        |           |                     |       |        |        |        |        |        |        |        |           |            |         |          |          |          |          |          |          |          |              |       |  |      |      |      |      |      |  |                      |       |  |      |      |      |      |      |  |                       |       |  |      |      |      |      |      |  |                    |  |  |  |  |  |  |  |  |
| 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.                                                                                  | <p>Navigate to the <b>Timesheet</b> page by clicking the <b>TA WorkCenter</b> tile.</p>                                                                                                                               |
|    | <p>For more information pertaining to WorkCenters, see the Job Aid titled <b>Overview of Cardinal HCM WorkCenters</b> located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>                                                                                                    |
| 2.                                                                                  | <p>Use the following navigation path in the WorkCenter: <b>Links &gt; Manage Time &gt; Enter Time</b></p> <p><b>Note:</b> WorkCenter sections, folders, and pages may vary based on the user's Security roles.</p>  |
|  | <p>Users can also access the <b>Timesheet</b> page using the following navigation path:</p> <p><b>Team Time &gt; Timesheet</b></p>                                                                                  |

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

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      | <p>If the <b>Filter</b> button or icon is selected, the <b>Filters</b> page will display in a pop-up window.</p>                                                                                                                                                                                                                                                                    |
| 5.   | <p>Enter the employee's Employee ID in the <b>Employee ID</b> field or use the <b>Employee ID Lookup</b> icon to locate the employee.</p> <p><b>Note:</b> Users can also search for the applicable employee using the various Name fields if the Employee ID is not known. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID.</p>  |
| 6.   | <p>Click the <b>Done</b> button.</p>                                                                                                                                                                                                                                                                                                                                                |



# Time & Attendance Job Aid

## TA371 Entering ChartField Details on the Timesheet

| Step | Action |
|------|--------|
|------|--------|

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

**Time and Labor WorkCenter**

As of Date: 05/21/2026

Hours to be Approved and Exception counts are as of 05/21/2026.

Select Employee

| Name/Title                 | Exceptions | Hours to be Approved |
|----------------------------|------------|----------------------|
| Financial Services Spec II |            |                      |

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

Select Employee

| Name/Title                 | Exceptions | Hours to be Approved |
|----------------------------|------------|----------------------|
| Financial Services Spec II |            |                      |

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

Employee ID: [Redacted] Empl Record: 1 Time Reporting Type: Exception Workgroup: SERP071E1  
Earliest Change Date: 01/19/2026

Financial Services Spec II  
Return to Select Employee

May 17, 2026 - May 23, 2026  
Scheduled: 40.00 | Reported: 0.00 Hours

View By: Weekly

Submit

\*Time Reporting Code Row Totals 17 Sun 18 Mon 19 Tue 20 Wed 21 Thu 22 Fri 23 Sat Taskgroup Business Unit Tele

0 of 0 0 of 8 0 of 8 0 of 8 0 of 8 0 of 8 0 of 8

30100CCOP 30100

Time Summary Leave/Compensatory Time Absences Exceptions Payable Time

| Category 1:           | Total 1: | Sun 17 1: | Mon 18 1: | Tue 19 1: | Wed 20 1: | Thu 21 1: | Fri 22 1: | Sat 23 1: |
|-----------------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 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      |           |

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

\*Time Reporting Code Row Totals 17 Sun 18 Mon 19 Tue 20 Wed 21 Thu 22 Fri 23 Sat Taskgroup Business Unit Tele

0 of 0 0 of 8 0 of 8 0 of 8 0 of 8 0 of 8 0 of 8

30100CCOP 30100



# Time & Attendance Job Aid

## TA371 Entering ChartField Details on the Timesheet

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9.   | <p>Click the <b>Time Reporting Code</b> dropdown button and select the appropriate Time Reporting code (TRC).</p> <div> <p>*Time Reporting Code</p> <p>REG - Regular Hours</p> <p>CCA - Comp Time Leave Adjust</p> <p>CCD - Comp Time Leave Deduction</p> <p>CCL - Compensatory Leave Taken</p> <p>CLO - Office Closing</p> <p>CPO - Comp Time Leave Payout</p> <p>HCS - Holiday Straight Earned</p> <p>HNPM - Holiday Pay Docking</p> <p>HOLM - Holiday</p> <p>HOS - Holiday Straight Pay Extra</p> <p>OCS - Comp Leave Earned</p> <p>REG - Regular Hours</p> <p>UOS - Uncompensated Overtime</p> </div>                                                     |
| 10.  | <p>To separate the hours entered between different ChartField strings:</p> <ol style="list-style-type: none"> <li>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.</li> <li>Under Row Total, click the <b>Add a New Row (+)</b> 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.</li> <li>Enter the applicable number of hours for the ChartField string in each row.</li> </ol> |

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

Employee ID  
Empl Record 1

Time Reporting Type Exception  
Earliest Change Date 01/15/2026

Workgroup SERP071E1

Financial Services Dept 8  
Return to Select Employee

May 17, 2026 - May 23, 2026  
Scheduled 40.00 | Reported 40.00 Hours

View By Weekly

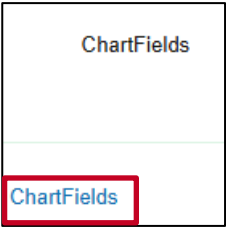
Submit

| *Time Reporting Code | Row Totals | 17 Sun | 18 Mon | 19 Tue | 20 Wed | 21 Thu | 22 Fri | 23 Sat | Taskgroup | Business Unit | Telework | Agency Value | ChartFields |
|----------------------|------------|--------|--------|--------|--------|--------|--------|--------|-----------|---------------|----------|--------------|-------------|
|                      |            | 0 of 8 | 8 of 8 | 8 of 8 | 8 of 8 | 8 of 8 | 8 of 8 | 0 of 8 |           |               |          |              |             |
| REG - Regular Hours  | 25.00      | +      | 5.00   | 5.00   | 5.00   | 5.00   | 5.00   |        | 30100CCOP | 30100         |          |              | ChartFields |
| REG - Regular Hours  | 15.00      | +      | 3.00   | 3.00   | 3.00   | 3.00   | 3.00   |        | 30100CCOP | 30100         |          |              | ChartFields |

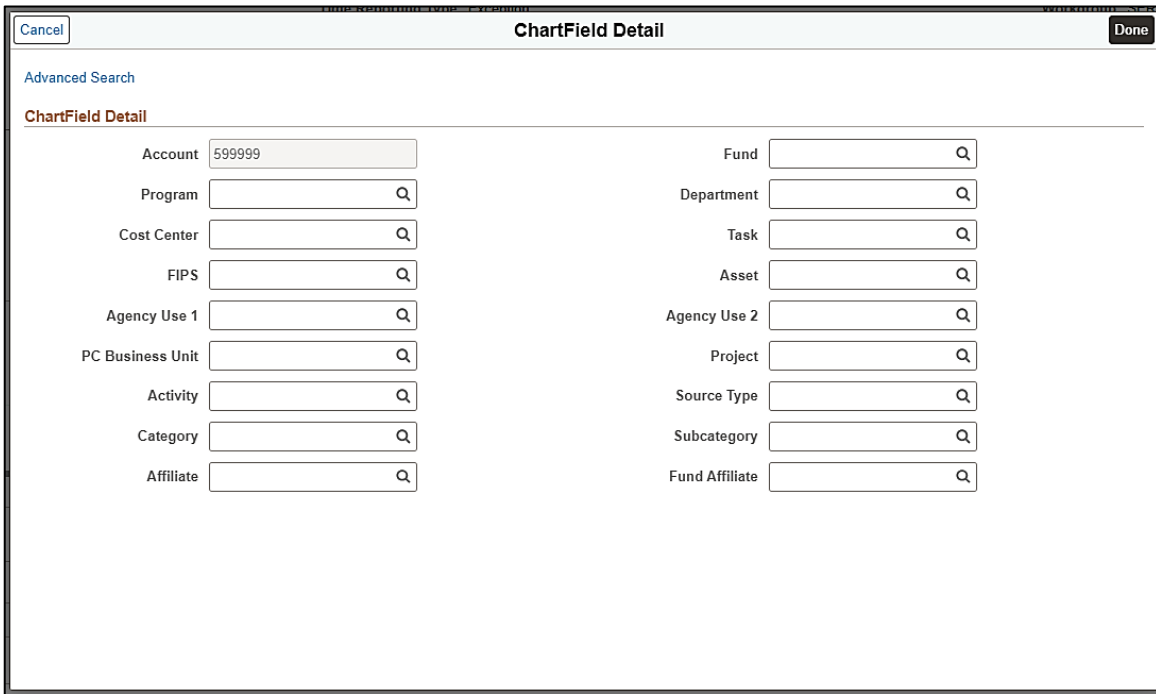


## Time & Attendance Job Aid

### TA371 Entering ChartField Details on the Timesheet

| Step                                                                              | Action                                                                                                                                                                          |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11.                                                                               | Scroll to the right of the <b>Timesheet</b> grid.<br>                                         |
| 12.                                                                               | Click the <b>ChartFields</b> link.<br>                                                         |
|  | 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

### TA371 Entering ChartField Details on the Timesheet

| Step                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                |        |      |       |         |        |            |       |             |     |      |     |      |  |       |  |              |  |              |  |                  |  |         |  |          |  |             |  |          |  |             |  |           |  |                |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------|------|-------|---------|--------|------------|-------|-------------|-----|------|-----|------|--|-------|--|--------------|--|--------------|--|------------------|--|---------|--|----------|--|-------------|--|----------|--|-------------|--|-----------|--|----------------|--|
| 13.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>The <b>Account</b> 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 <b>Look up</b> icons.</p> <div><p><b>ChartField Detail</b></p><table><tr><td>Account</td><td>599999</td><td>Fund</td><td></td></tr><tr><td>Program</td><td></td><td>Department</td><td></td></tr><tr><td>Cost Center</td><td></td><td>Task</td><td></td></tr><tr><td>FIPS</td><td></td><td>Asset</td><td></td></tr><tr><td>Agency Use 1</td><td></td><td>Agency Use 2</td><td></td></tr><tr><td>PC Business Unit</td><td></td><td>Project</td><td></td></tr><tr><td>Activity</td><td></td><td>Source Type</td><td></td></tr><tr><td>Category</td><td></td><td>Subcategory</td><td></td></tr><tr><td>Affiliate</td><td></td><td>Fund Affiliate</td><td></td></tr></table></div> | 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 |  |
| 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 |        |      |       |         |        |            |       |             |     |      |     |      |  |       |  |              |  |              |  |                  |  |         |  |          |  |             |  |          |  |             |  |           |  |                |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>If the Agency uses SpeedTypes, proceed to the <a href="#">Using SpeedTypes to Enter ChartFields</a> section of this Job Aid.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                |        |      |       |         |        |            |       |             |     |      |     |      |  |       |  |              |  |              |  |                  |  |         |  |          |  |             |  |          |  |             |  |           |  |                |  |
| <p>Sample of a completed <b>ChartField Detail</b> page:</p> <div><p><b>ChartField Detail</b></p><table><tr><td>Account</td><td>599999</td><td>Fund</td><td>01000</td></tr><tr><td>Program</td><td>599001</td><td>Department</td><td>30100</td></tr><tr><td>Cost Center</td><td>003</td><td>Task</td><td>COM</td></tr><tr><td>FIPS</td><td></td><td>Asset</td><td></td></tr><tr><td>Agency Use 1</td><td></td><td>Agency Use 2</td><td></td></tr><tr><td>PC Business Unit</td><td></td><td>Project</td><td></td></tr><tr><td>Activity</td><td></td><td>Source Type</td><td></td></tr><tr><td>Category</td><td></td><td>Subcategory</td><td></td></tr><tr><td>Affiliate</td><td></td><td>Fund Affiliate</td><td></td></tr></table></div> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Account        | 599999 | Fund | 01000 | Program | 599001 | Department | 30100 | Cost Center | 003 | Task | COM | FIPS |  | Asset |  | Agency Use 1 |  | Agency Use 2 |  | PC Business Unit |  | Project |  | Activity |  | Source Type |  | Category |  | Subcategory |  | Affiliate |  | Fund Affiliate |  |
| Account                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 599999                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Fund           | 01000  |      |       |         |        |            |       |             |     |      |     |      |  |       |  |              |  |              |  |                  |  |         |  |          |  |             |  |          |  |             |  |           |  |                |  |
| Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 599001                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Department     | 30100  |      |       |         |        |            |       |             |     |      |     |      |  |       |  |              |  |              |  |                  |  |         |  |          |  |             |  |          |  |             |  |           |  |                |  |
| Cost Center                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 003                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Task           | COM    |      |       |         |        |            |       |             |     |      |     |      |  |       |  |              |  |              |  |                  |  |         |  |          |  |             |  |          |  |             |  |           |  |                |  |
| FIPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Asset          |        |      |       |         |        |            |       |             |     |      |     |      |  |       |  |              |  |              |  |                  |  |         |  |          |  |             |  |          |  |             |  |           |  |                |  |
| Agency Use 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Agency Use 2   |        |      |       |         |        |            |       |             |     |      |     |      |  |       |  |              |  |              |  |                  |  |         |  |          |  |             |  |          |  |             |  |           |  |                |  |
| PC Business Unit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Project        |        |      |       |         |        |            |       |             |     |      |     |      |  |       |  |              |  |              |  |                  |  |         |  |          |  |             |  |          |  |             |  |           |  |                |  |
| Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Source Type    |        |      |       |         |        |            |       |             |     |      |     |      |  |       |  |              |  |              |  |                  |  |         |  |          |  |             |  |          |  |             |  |           |  |                |  |
| Category                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Subcategory    |        |      |       |         |        |            |       |             |     |      |     |      |  |       |  |              |  |              |  |                  |  |         |  |          |  |             |  |          |  |             |  |           |  |                |  |
| Affiliate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Fund Affiliate |        |      |       |         |        |            |       |             |     |      |     |      |  |       |  |              |  |              |  |                  |  |         |  |          |  |             |  |          |  |             |  |           |  |                |  |
| 14.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>Click the <b>Done</b> button.</p> <div><p><b>Done</b></p></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                |        |      |       |         |        |            |       |             |     |      |     |      |  |       |  |              |  |              |  |                  |  |         |  |          |  |             |  |          |  |             |  |           |  |                |  |

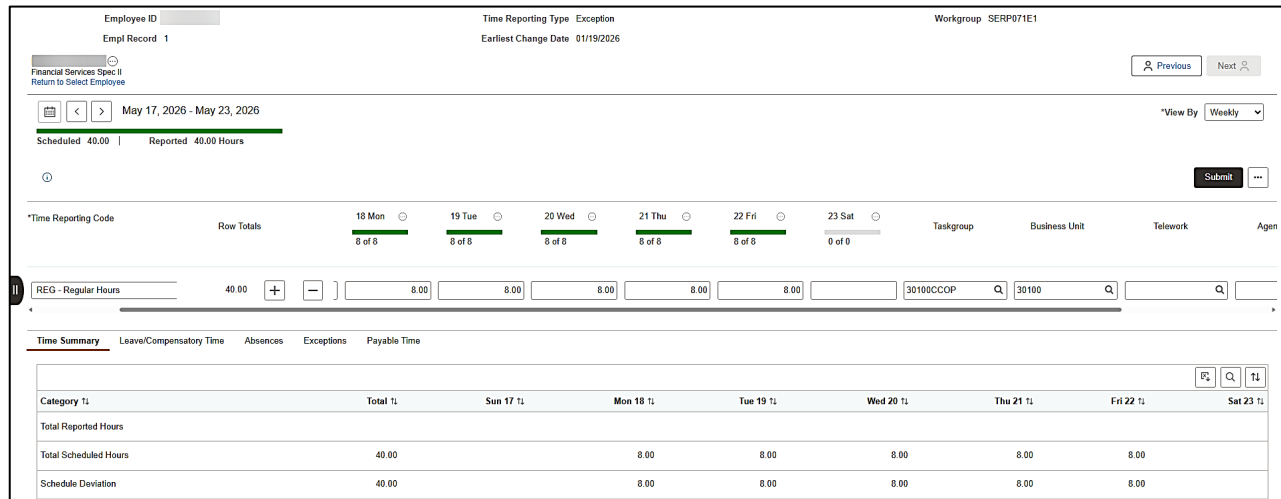


## Time & Attendance Job Aid

### TA371 Entering ChartField Details on the Timesheet

| Step                                                                              | Action                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | If an error message occurs, make the necessary adjustments to the ChartField information and click the <b>Done</b> button when complete. Contact the supervisor/manager as needed to obtain the correct information. |

The **Timesheet** page redisplay.



Employee ID [redacted] Time Reporting Type Exception Workgroup SERP071E1  
Empl Record 1 Earliest Change Date 01/19/2026

Financial Services Spec II  
Return to Select Employee

May 17, 2026 - May 23, 2026  
Scheduled 40.00 | Reported 40.00 Hours

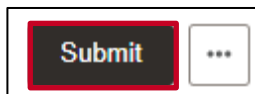
Submit

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

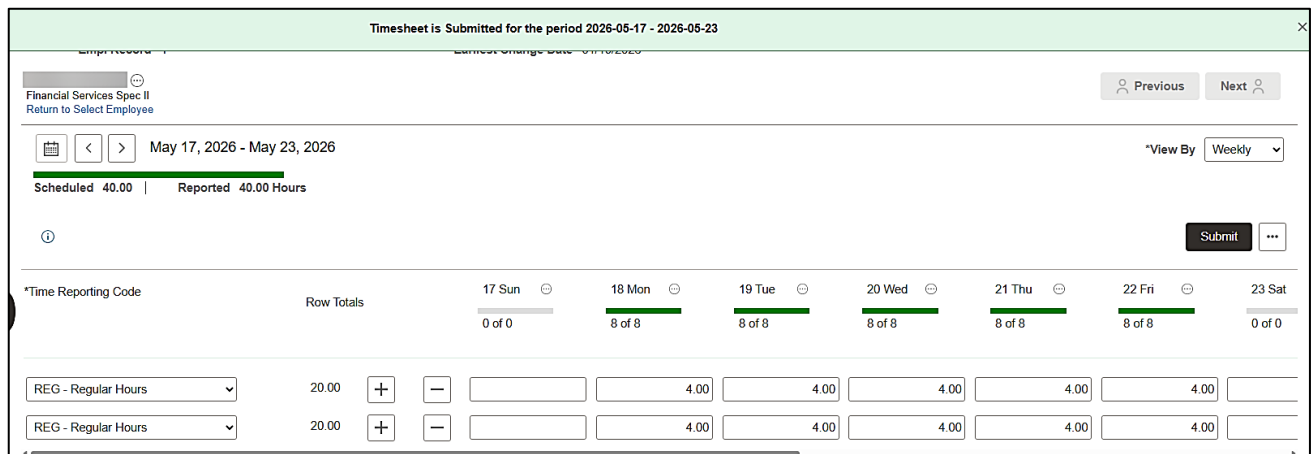
Time Summary Leave/Compensatory Time Absences Exceptions Payable Time

| Category 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      |           |
| Schedule Deviation    | 40.00    |           | 8.00      | 8.00      | 8.00      | 8.00      | 8.00      |           |

|                                                                                     |                                                      |
|-------------------------------------------------------------------------------------|------------------------------------------------------|
|  | Repeat <b>Steps 12 – 14</b> for each time entry row. |
| 15.                                                                                 | Click the <b>Submit</b> 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

Financial Services Spec II  
Return to Select Employee

May 17, 2026 - May 23, 2026  
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 |
|----------------------|------------|--------|--------|--------|--------|--------|--------|--------|
| REG - Regular Hours  | 20.00      | 0.00   | 8.00   | 8.00   | 8.00   | 8.00   | 8.00   | 0.00   |
| REG - Regular Hours  | 20.00      |        | 4.00   | 4.00   | 4.00   | 4.00   | 4.00   |        |