Interface Administration Overview

This Job Aid provides information about the Time Entry Upload process and the Absence Entry Upload processes in Cardinal.

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

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Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
3/1/2025	Updated the screenshots of the Search pages (Section 4, after Step 1; Section 12, after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

Time Entry Upload Process

Using the Time Entry Upload program, Cardinal loads productive and non-productive (if applicable) time files sent from interfacing Agencies. The following steps are outlined for use by the Time and Attendance (TA) Interface Administrator role, who is responsible for Time Entry Upload process oversight and error resolution:

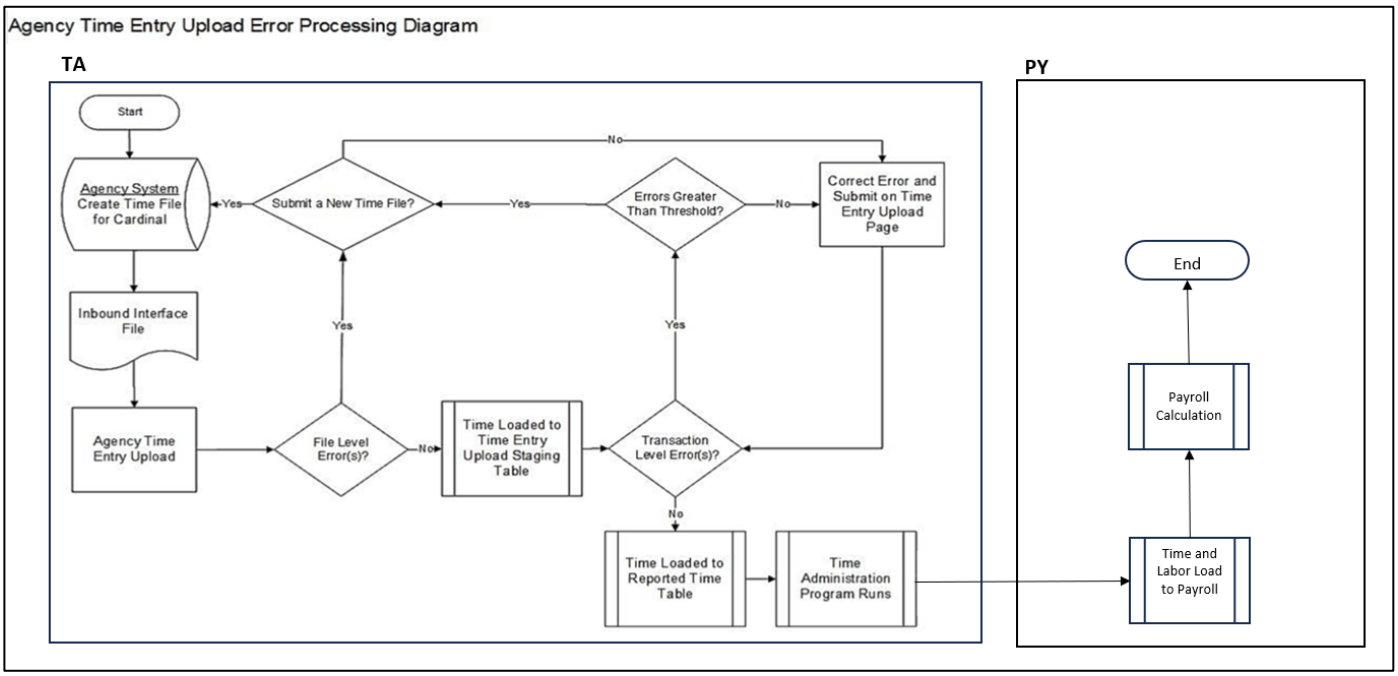
1. The Agency sends time entry data using a Cardinal flat file template posted on the secure Cardinal servers for processing. External system files should be placed in the Cardinal File Transfer Protocol (FTP) server folder.
2. The Time Entry Upload program is run in batch and processes any inbound time entry files.
3. Cardinal receives the Time Entry Upload files and checks for file level errors and will reject those files without loading the transactions. These file level errors will appear on the **Time Entry Upload Error Report**.
4. Cardinal processes files that pass file level error validation and checks for transactional errors against a set Agency error threshold. If the percentage of errors is below the Agency's set threshold, the valid transactions will load to **Reported Time** in "Approved" status, and the transactions with errors should be reviewed on the **Time Entry Upload Review** page and **Time Entry Upload Error Report** or the **Cancelled/Error Time Entry Upload Query**.
5. The Agency will use the **Time Entry Upload Error Report** and the **Time Entry Upload Review** page to view, change, or cancel transaction level errors. The TA Interface Administrator should review for errors daily or based on the frequency with which the Agency sends Time files.
6. TA Interface Administrators can run the **Cancelled/Error Time Entry Upload Query** to review interfaced data transactions in error or transactions that were cancelled from the **Time Entry Upload Review** page.
7. Transactions updated on the page online in Cardinal, which pass validation, load to Reported Time in "Needs Approval" status and require Reported Time approval in Cardinal.
8. The Agency Time & Labor Administrator role can add or change interfaced transactions directly on the Timesheet, if necessary. Timesheet updates for interfacing employees require Reported Time approval in Cardinal. Reports To Supervisor of the employee should approve the updated transactions using the Approvals tile in Cardinal HCM.
9. The TA Interface Administrator for the Agency will also have the Time & Labor Administrator role for access to the report, review page, and Agency timesheets. Employees with interfaced time will not have access to report time online.

Agencies should monitor their file server folder and review error reports to identify if the file submitted to Cardinal is rejected due to file level errors. Agencies should immediately transmit the corrected file. If the inbound time file is accepted by Cardinal but has transaction level errors, all errors should be immediately corrected by the Agencies. Errors not addressed by the payroll processing deadlines may impact employee pay and earnings distribution.

The Cardinal Team held a forum to review detailed information and examples relating to the Time Entry Upload Interface Forum (TA375) and provided guidance for Time and Attendance (TA) Interface Administrators. Please see the recording of the Time & Attendance TA375 Interface Admin Webinar / Forum to learn more about:

- Process Flow
- Error Processing
- Error Report
- Review Page and Error Examples

Time Entry Upload Process Flow



Note: When time is adjusted on the **Time Entry Upload Review** page it will require approval. After time has been submitted, it will process and load as “Reported Time” and will require approval. Once the Reports To Supervisor approves the time, it will go through the Time Administration process.

Time Entry Upload Error Processing

There are two different rejection error levels for the Time Entry Upload program:

- **File Level Error**: A file level error will occur if the file does not meet file layout or other file requirements (e.g., corrupted file or invalid file name). If a file level error occurs, none of the transaction data in the file is uploaded into Cardinal. The file must be corrected by the Agency and re-sent to Cardinal for processing.
- **Transaction Level Error**: A transaction level error occurs if the file is successfully processed by Cardinal (no file level errors exist), but individual transactions contain invalid values or do not meet interfacing time reporting requirements for the employee or Agency (e.g., combination edit errors or missing required fields for a transaction). If a transaction level error occurs, only the transaction(s) with errors are rejected and all other transactions in the file are uploaded into Cardinal. The transaction(s) with errors should be corrected in the Agency source system and re-sent to Cardinal or corrected manually online in Cardinal using the **Time Entry Upload Review** page.

Each Agency has a set Time Entry Upload error threshold limit (e.g., 10%). This error threshold is the limit for the total percentage of transaction level errors allowed in the time file in order for the program to load the valid rows as Reported Time. If the total errors in the Agency time file are more than the error threshold, no transactions will be loaded as Reported Time. The submitting Agency will use the **Time Entry Upload Review** page to either:

- Cancel the full file (and submit a new file for processing)
- Load the valid transactions as “Reported Time” and manually handle the errors

All file and transaction level errors can be viewed in the Appendix section of this Job Aid.

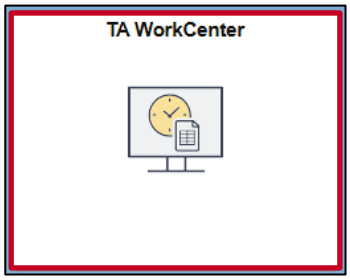
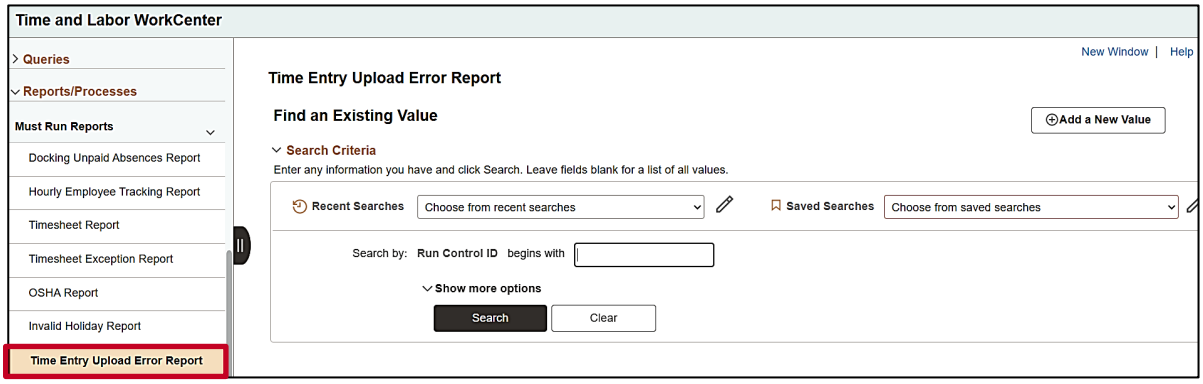
Generate the Time Entry Upload Error Report

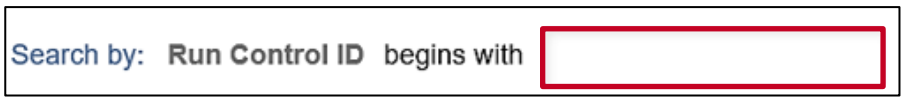
The **Time Entry Upload Error Report** can be viewed for a file after the daily batch process has run to completion. The batch process posts the report to the Report Manager in Cardinal within the Agency specific folder and to the file server for the Agencies to retrieve automatically outside of Cardinal. Reports are available in the Report Manager for 30 calendar days and on the file server for seven days. The error report can be regenerated at any time by end users.

File and transaction level errors identified during file processing are reported on the **Time Entry Upload Error Report** generated by the batch process.

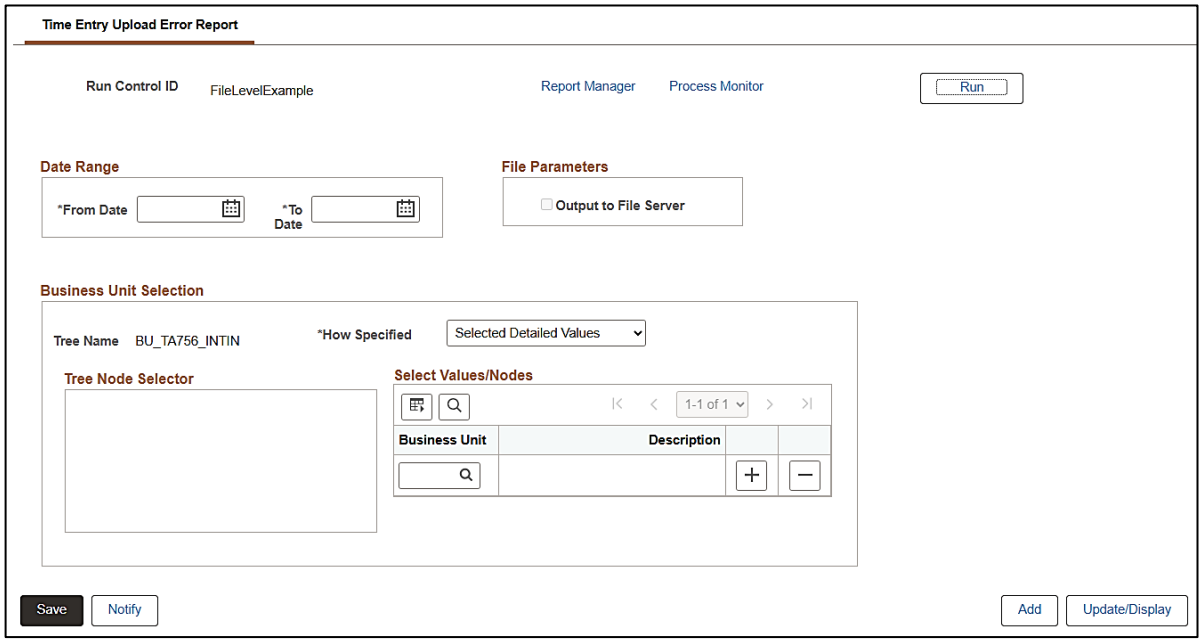
The published Report Manager and file server report results are not updated if time is updated and corrected; however, the error report can be regenerated at any time by end users. The report should be reviewed by the Agency daily or based on the frequency the Agency sends time files.

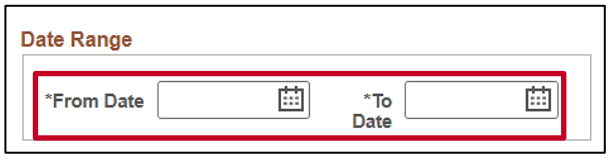
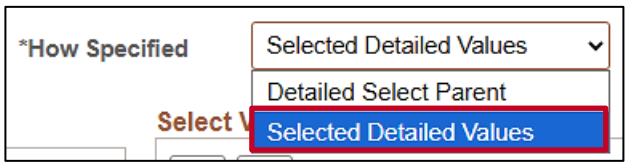
Follow the steps in this section to learn about how to generate a **Time Entry Upload Error Report**.

Step	Action
1.	Navigate to the **Time Entry Upload Error Report** page by clicking the **TA WorkCenter** tile. 
	For more information pertaining to WorkCenters, see the Job Aid titled **Overview of Cardinal HCM WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.
2.	Use the following navigation path in the WorkCenter: **Reports/Processes > Must Run Reports > Time Entry Upload Error Report** **Note**: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 

Step	Action
	Users can also access the **Time Entry Upload Error Report** page using the following navigation path: **Menu > Time and Labor > Reports > Time Entry Upload Error Report**
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
2.	Enter the Run Control ID in the **Run Control ID** field. 
	If the user does not have a Run Control ID, click the **Add a New Value** button to create one. For further information on adding a Run Control ID, see the Web-Based Training (WBT) course titled **NAV225 Cardinal HCM Reporting** on the Commonwealth of Virginia Learning Center (COVLC).
3.	Click the **Search** button.

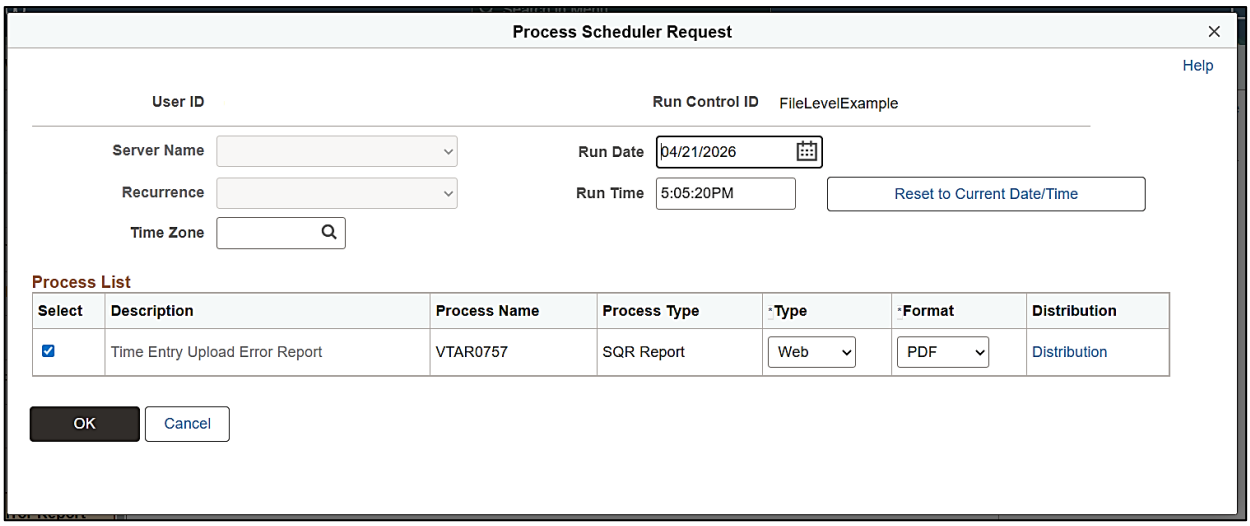
The **Time Entry Upload Error Report** page displays.



Step	Action
4.	Enter the **Date Range** for when the user wants to run the report. **Note**: This can be one day or several days based on the date the Time files were uploaded. 
5.	Click the **How Specified** dropdown button and select the “Selected Detailed Values” list item. 
6.	Under the **Select Values/Nodes** section, click the **Business Unit Look up** icon and select the Agency’s Business Unit.
7.	Click the **Run** button to run the report.

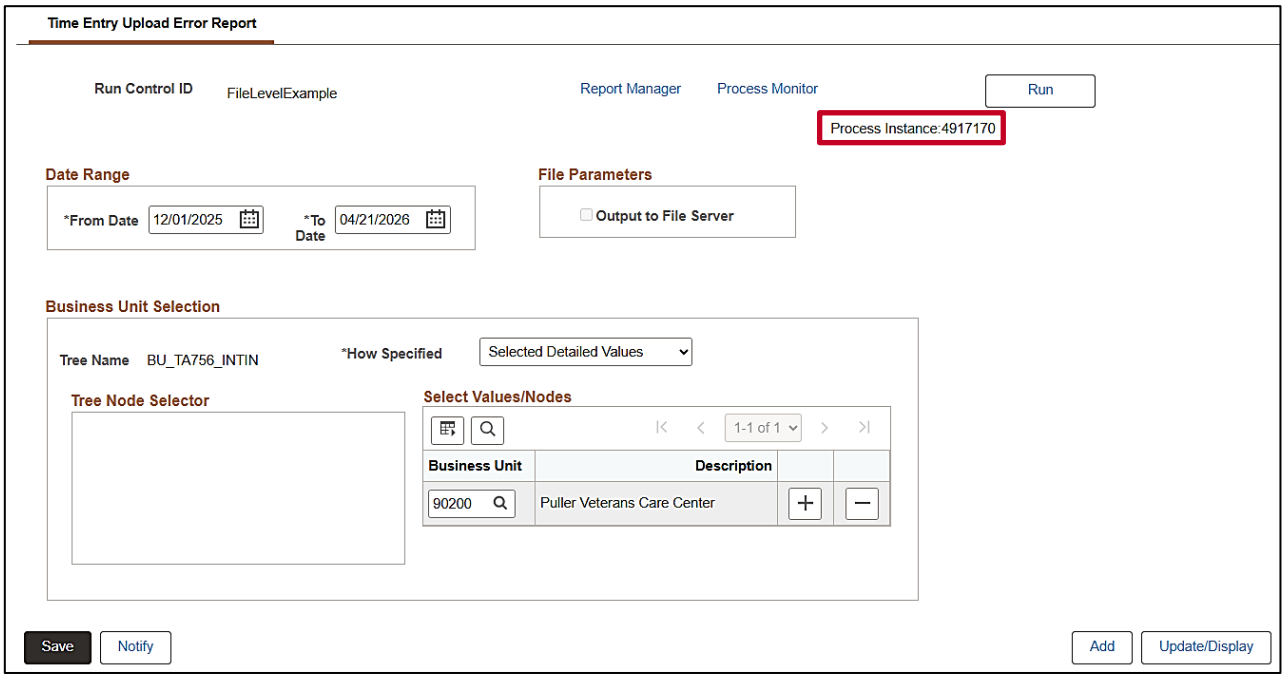
Step	Action

The **Process Scheduler Request** page displays in a pop-up window.



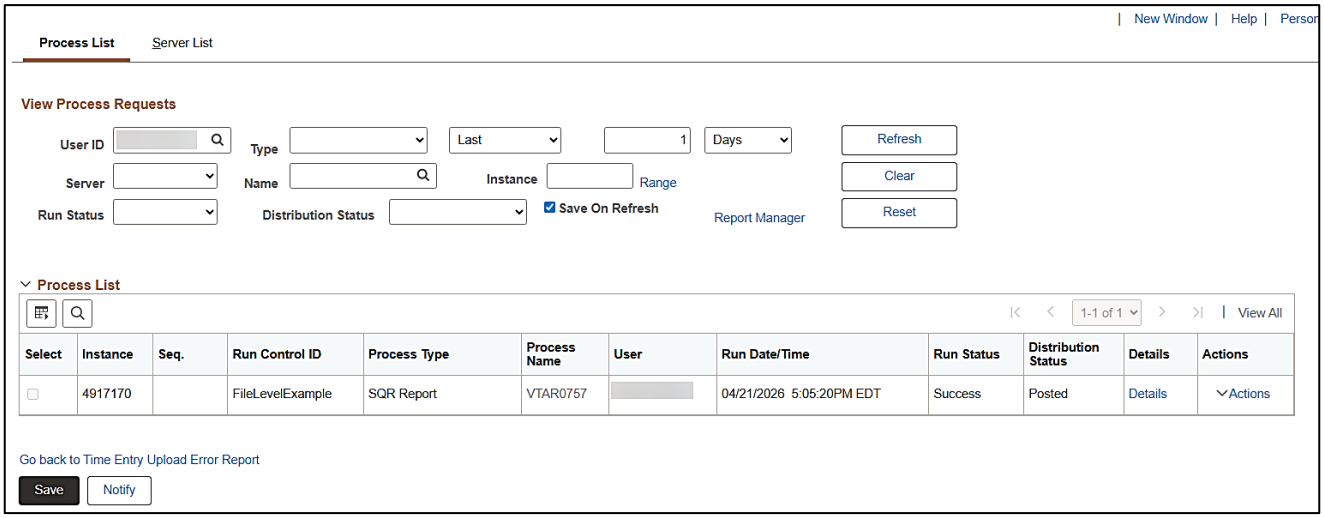
8. Click the **OK** button to send the report to the Process Scheduler.

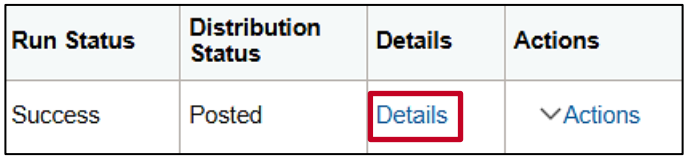
The **Time Entry Upload Error Report** page refreshes and displays the Process Instance Number.



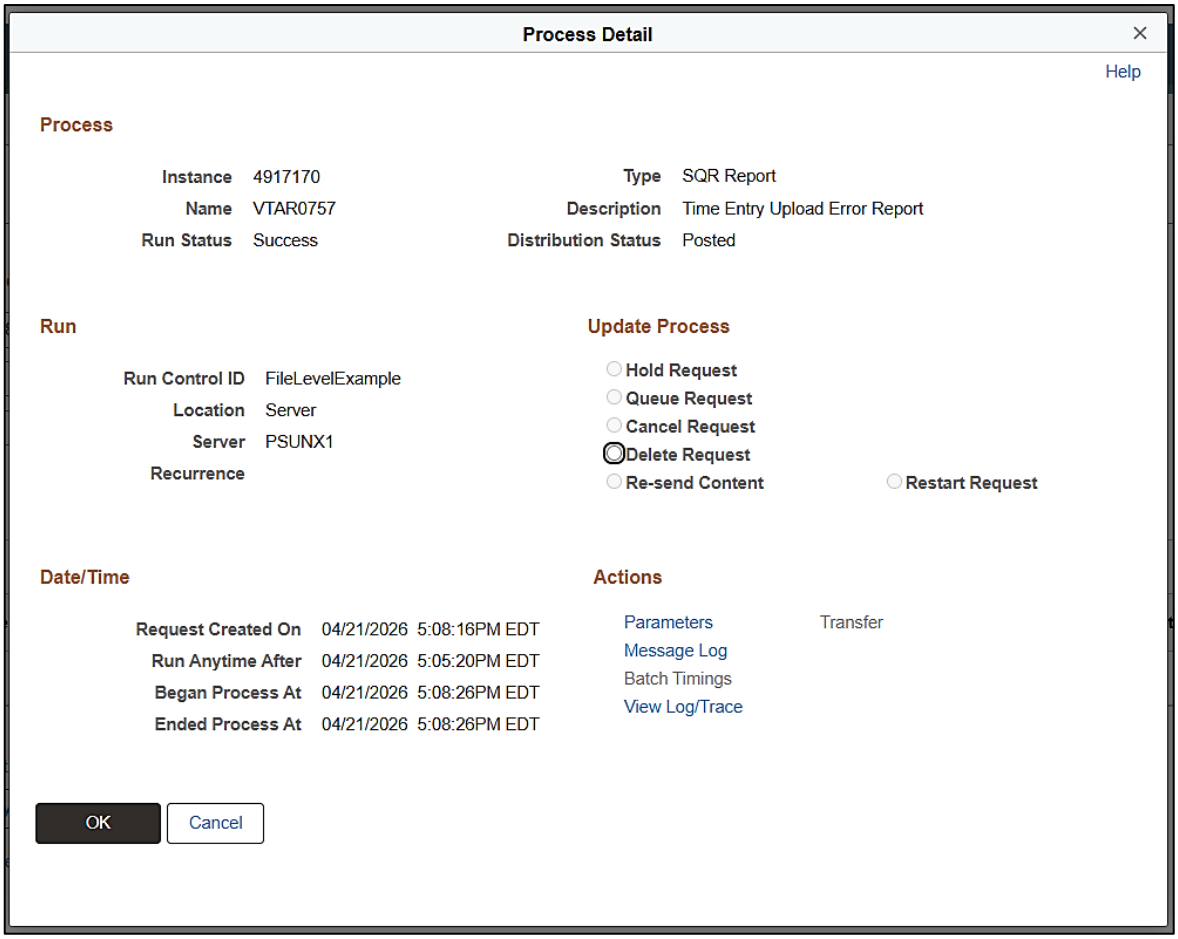
Step	Action
9.	Click the **Process Monitor** link to view the report.

The **Process List** page displays.



10.	After the report generates, a **Run Status** of “Success” and a **Distribution Status** of “Posted” will display. Click the **Details** link. 

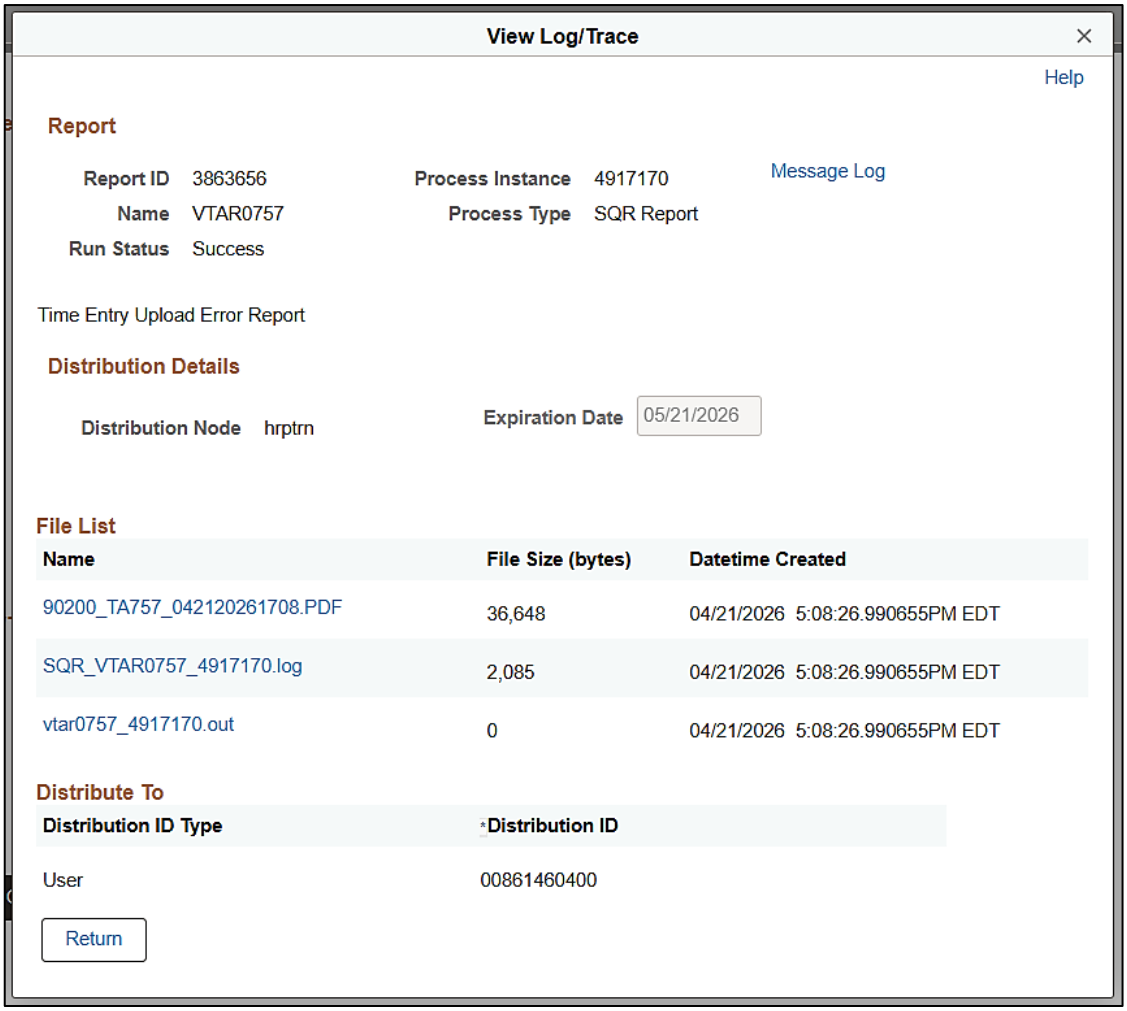
Step	Action
	The **Process Detail** page displays in a pop-up window.



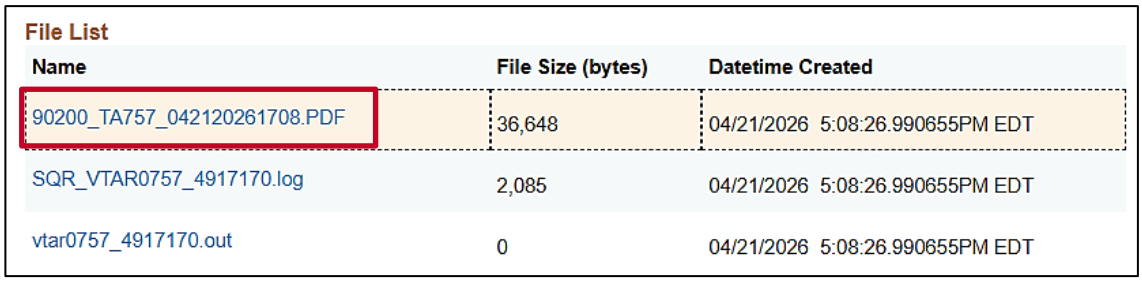
11.	Click the **View Log/Trace** link.

Step	Action

The **View Log/Trace** page displays in a pop-up window.



12. Click the **PDF** link to view the report.



Step	Action

The **Time Entry Upload Error Report** displays.

Report ID: RTA757

Commonwealth of Virginia
TIME ENTRY UPLOAD ERROR REPORT

Run Date: 02/02/2021
Run Time: 09:34 00

BUSINESS UNIT: 21500 - University of Mary Washington
FROM DATE : 15-JUL-2019
TO DATE : 02-FEB-2021

FILE NAME: 21500_TA756_IN_07312020_1457_001.DAT

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EMPLID	EMP RCD	NAME	BUS UNIT	POSITION NUMBER	POSITION TITLE	CREATE DATE	DATE	TRC	TL QUANTITY	LINE ID	ERROR MESSAGE
	0			UMWTA008	Gen Admin Manager I	07/31/2020	11/27/2019	REG	1	3	Missing data in Required field - BUSINESS_UNIT
	0		21500	UMWTA008	Gen Admin Manager I	07/31/2020	11/28/2019	REG	0	4	Numeric fields are not right justified or contain non-numeric characters
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Missing data in Required field - DUR
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Employee / Position number not found
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Program
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid CF Department
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Fund
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record
	999		21500	UMWTA008	Gen Admin Manager I	07/31/2020	01/01/1800	REG	1	5	Invalid Employee Record

Open the file to view File Level and Transaction Level errors, if applicable.

If there are File Level Errors, the Agency must correct the file and upload again.

If there are Transaction Level Errors, the employee transaction errors will display specific employee data with error descriptions. If the Transaction errors are greater than the threshold, the file can be uploaded again.

The file can be uploaded again with corrected transactions even if it is under the threshold.

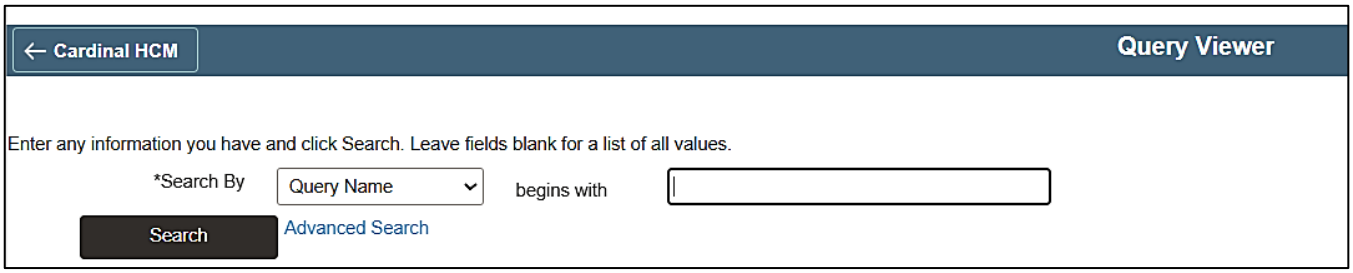
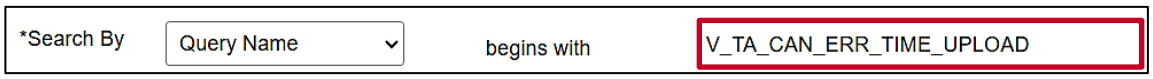
To review and manage the transaction errors online in Cardinal, navigate to the Time Entry Upload Review page of this Job Aid.

Running the Cancelled/Error Time Entry Upload Query (V_TA_CAN_ERR_TIME_UPLOAD)

The **Cancelled/Error Time Entry Upload** query provides interfaced time data transactions in error or transactions that were cancelled from the **Time Entry Upload Review** page. This query can be run one of two ways:

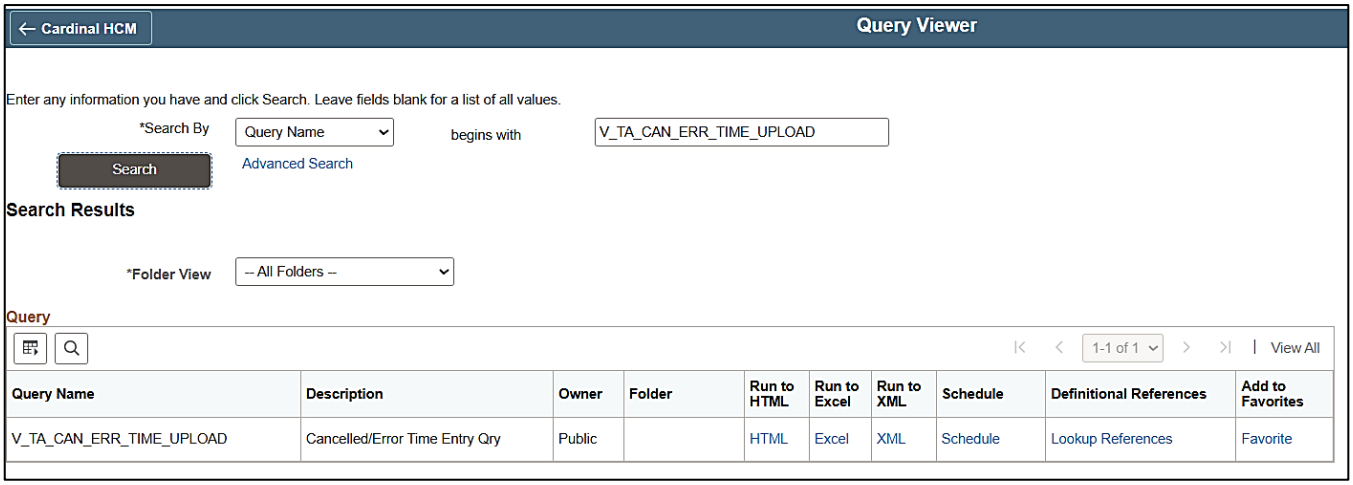
1. Using the Run Control value of “CAN” to view a list of all transactions cancelled from the **Time Entry Upload Review** page
2. Using the Run Control value of “ERR” to view all errors from the Time Entry Upload process.

Follow the steps in this section to learn how to run a **Cancelled/Error Time Entry Upload** query.

Step	Action
1.	Navigate to the **Cancelled/Error Time Entry Upload** query viewer page using the following path: **Menu > Reporting Tools > Query > Query Viewer**
The **Query Viewer** page displays.  	
2.	Enter “V_TA_CAN_ERR_TIME_UPLOAD” in the **begins with** field. 
3.	Click the **Search** button.

Step	Action

The **Query Viewer** page displays the V_TA_CAN_ERR_TIME_UPLOAD query.

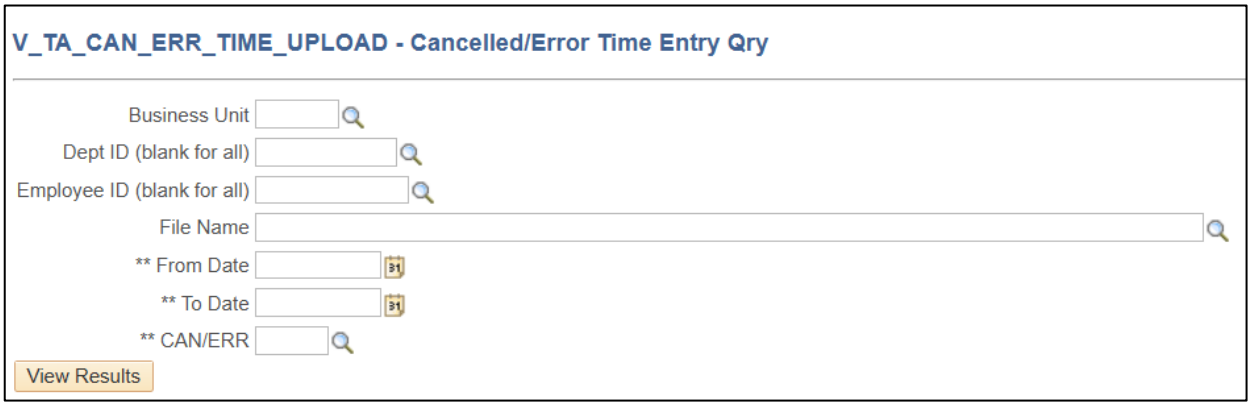


4.	Click the **Excel** link to run the query to a Microsoft Excel file.

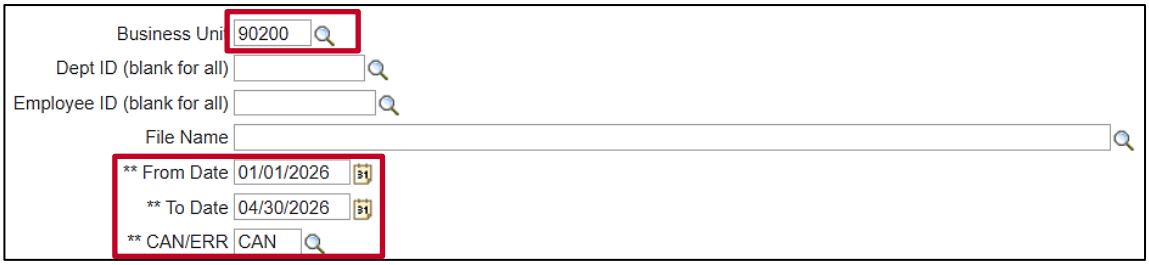
Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
HTML	Excel	XML	Schedule	Lookup References	Favorite

Selecting **HTML** will run the query in a new page in Cardinal and is great for viewing the query data before exporting it.

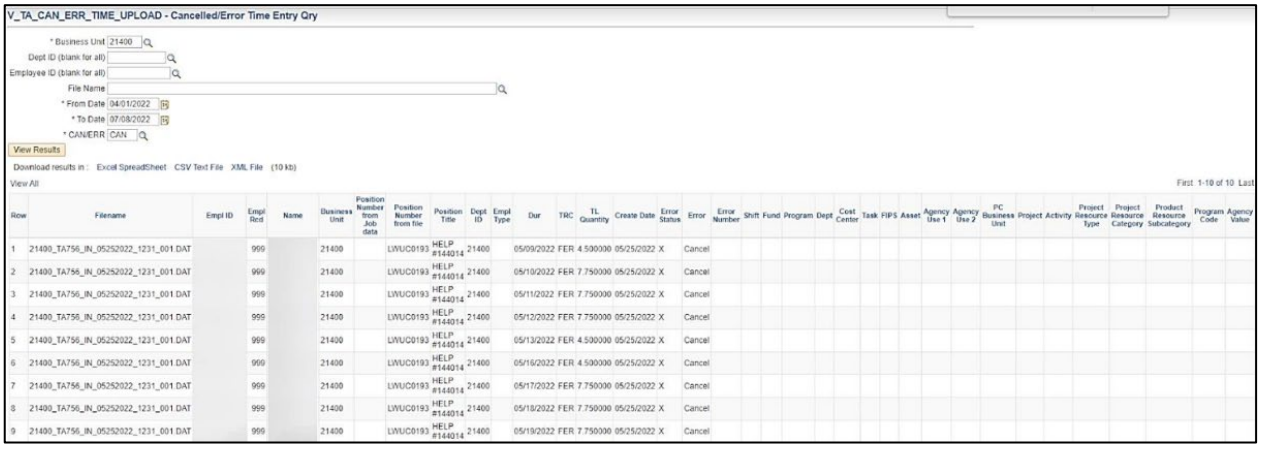
The V_TA_CAN_ERR_TIME_UPLOAD query displays.



The **Business Unit**, **From Date**, **To Date**, and **CAN/ERR** fields are all required fields.

Step	Action
5.	Enter the fields needed to run the query. 
6.	Click the **View Results** button.

The query displays based on the criteria entered.



Row	Filename	Empl ID	Empl Rcd	Name	Business Unit	Position Number from Job data	Position Number from file	Position Title	Dept ID	Empl Type	Dur	TRC	TL Quantity	Create Date	Error Status	Error	Error Number	Shift	Fund	Program	Dept	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Project Resource Type	Project Resource Category	Product Resource Subcategory	Program Code	Agency Value
1	21400_TA756_IN_05252022_1231_001.DAT		999		21400		LWUC0193	HELP #144014	21400		05/09/2022	FER	4.500000	05/25/2022	X	Cancel																			
2	21400_TA756_IN_05252022_1231_001.DAT		999		21400		LWUC0193	HELP #144014	21400		05/10/2022	FER	7.750000	05/25/2022	X	Cancel																			
3	21400_TA756_IN_05252022_1231_001.DAT		999		21400		LWUC0193	HELP #144014	21400		05/11/2022	FER	7.750000	05/25/2022	X	Cancel																			
4	21400_TA756_IN_05252022_1231_001.DAT		999		21400		LWUC0193	HELP #144014	21400		05/12/2022	FER	7.750000	05/25/2022	X	Cancel																			
5	21400_TA756_IN_05252022_1231_001.DAT		999		21400		LWUC0193	HELP #144014	21400		05/13/2022	FER	4.500000	05/25/2022	X	Cancel																			
6	21400_TA756_IN_05252022_1231_001.DAT		999		21400		LWUC0193	HELP #144014	21400		05/16/2022	FER	4.500000	05/25/2022	X	Cancel																			
7	21400_TA756_IN_05252022_1231_001.DAT		999		21400		LWUC0193	HELP #144014	21400		05/17/2022	FER	7.750000	05/25/2022	X	Cancel																			
8	21400_TA756_IN_05252022_1231_001.DAT		999		21400		LWUC0193	HELP #144014	21400		05/18/2022	FER	7.750000	05/25/2022	X	Cancel																			
9	21400_TA756_IN_05252022_1231_001.DAT		999		21400		LWUC0193	HELP #144014	21400		05/19/2022	FER	7.750000	05/25/2022	X	Cancel																			

Open the file to view a list of all transactions cancelled from the Time Entry Upload process. If the user ran this query by selecting the **CAN/ERR** field and selected “ERR” then open the file to view all errors from the Time Entry Upload process.

Remember, to run this query for “CAN” and “ERR” separately.

When “ERR” is selected, employee transaction errors will display specific employee data with error descriptions.

The file can be uploaded again with corrected transactions even if it is under the threshold.

To review and manage the transaction errors online in Cardinal, navigate to the Time Entry Upload Review page of this Job Aid.

Time Entry Upload Review Page

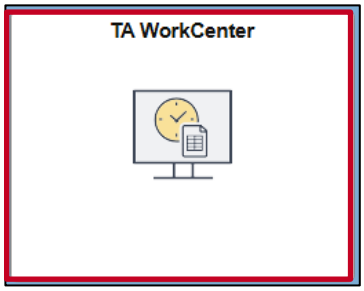
The **Time Entry Upload Review** page is used to view the transactions in the file that did not successfully upload as Reported Time. If the total error percentage in the file is more than the error threshold, can upload the file again.

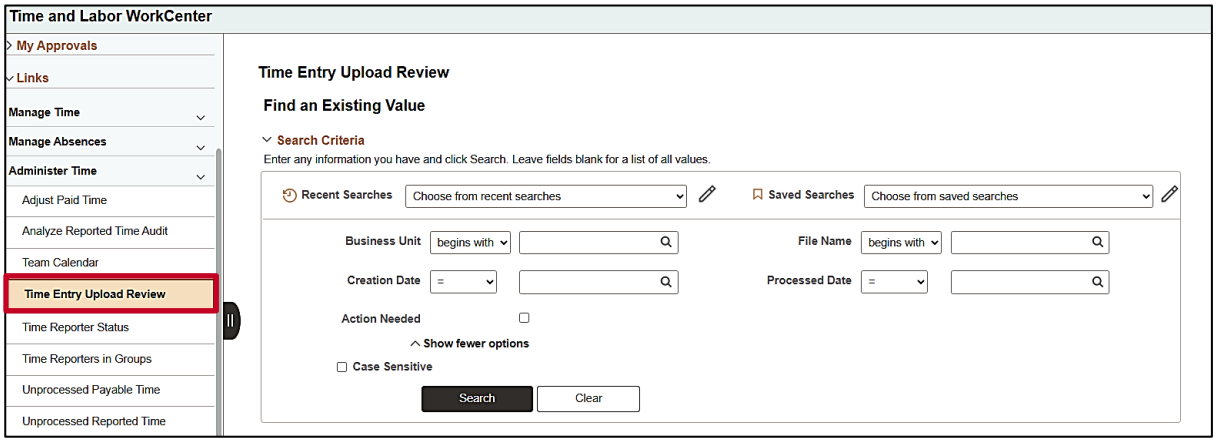
Note: The file can be uploaded again even if it is under the threshold. This is an Agency decision.

Use the **Time Entry Upload Review** page to correct the error transactions and re-submit for loading the transaction as Reported Time. The user can also cancel the transaction and correct the transaction directly on the Timesheet.

Note: Using direct Timesheet entry should only be used as a last resort. The adjustments should be made in the source system as needed to keep the systems in sync.

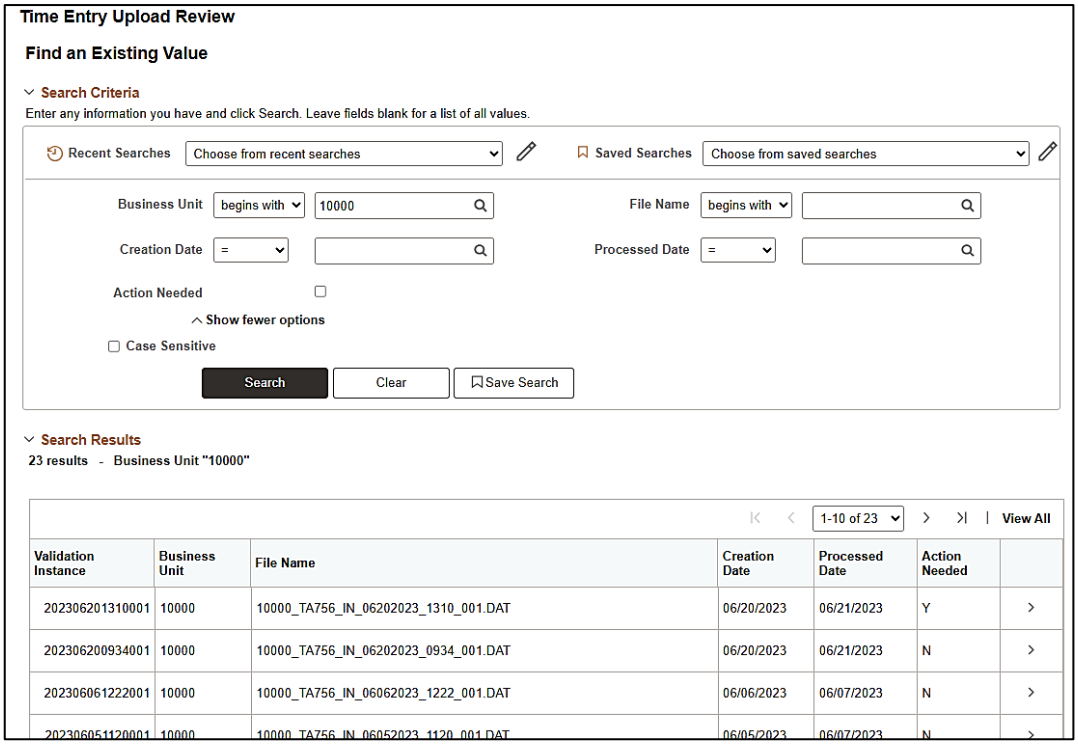
Follow the steps in this section to learn how to view the **Time Entry Upload Review** page.

Step	Action
1.	Navigate to the **Time Entry Upload Review** page by clicking the **TA WorkCenter** tile. 
	For more information pertaining to WorkCenters, see the Job Aid titled **Overview of Cardinal HCM WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.

Step	Action
2.	Use the following navigation path in the WorkCenter: **Links > Administer Time > Time Entry Upload Review** **Note**: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the **Time Entry Upload Review** page using the following navigation path: **Menu > Cardinal Interfaces > TA Interfaces > Time Entry Upload Review**
2.	Enter the Business Unit in the **Business Unit** field.
3.	Click the **Search** button.
	When the **Action Needed** checkbox is selected, the search results will only include files with outstanding errors or transactions in a "Hold", "Staged", or "Updated" status.

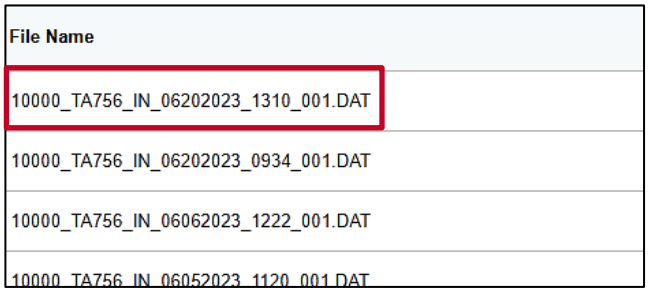
Step	Action

The **Time Entry Upload Review** page search results display on the bottom of the page.



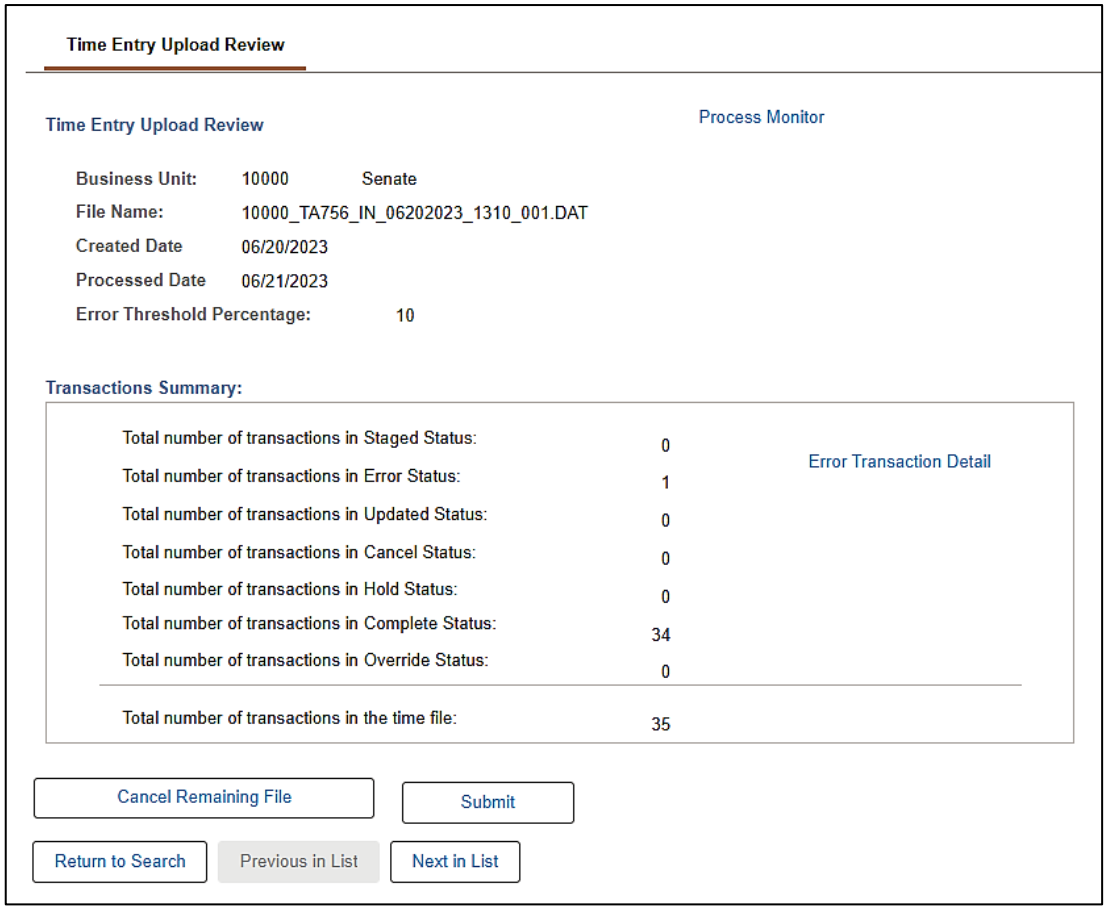
The list of files displays with an **Action Needed** indicator of “Y” (Yes) or “N” (No).

4. Click a link from the **File Name** column.



Step	Action

The **Time Entry Upload Review** page displays.

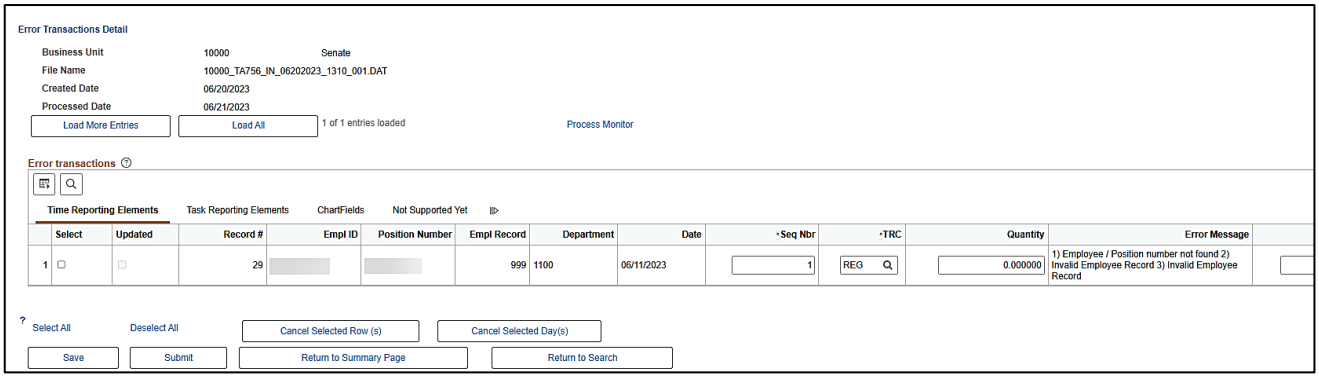


The **Transaction Summary** section of the page displays status totals for all transactions in the file.

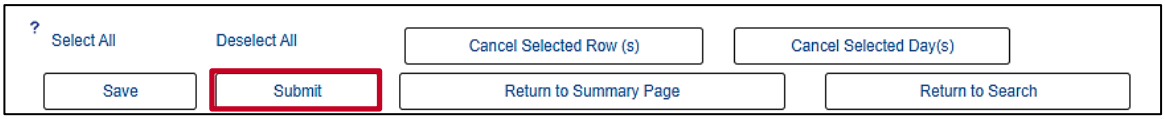
If a File Name with an Action Needed of “Y”, is selected, there are either outstanding errors and the **Error Transaction Detail** link is available from the **Transaction Summary** page, or there are transactions in a “Hold”, “Staged”, or “Updated” status. The **Cancel Remaining File** button is also available and if used, the file will be discarded for upload.

5. Click the **Error Transaction Detail** link to view the Transaction Level errors.

Step	Action
	The **Error Transaction Detail** page displays.



6.	Correct the errors and the **Submit** button will load the updated transactions as Reported Time.



From the **Error Transaction Detail** page, the TA Interface Administrator will be able to note the Error Message and can determine the best actions as follows:

- **Cancel Selected Row(s)** – Click the **Cancel Selected Row(s)** after it is determined to cancel some or all transactions and resend the corrected transactions in a new file.
- **Cancel Selected Day(s)** – Click the **Cancel Selected Day(s)** after it is determined to cancel some or all transactions by the day(s) and resend the corrected transactions in a new file.
- **Correct TRC/Quantity** – Correct the values causing the transaction error and submit for processing.
- **Hold Transactions** – Click the **Hold Transaction** link to view transactions validated but still require the errored transaction for the entire day to load. Correct the errored transaction and the transactions in "Hold" Status will update to Report Time.
- **Save** – The Agency can click the **Save** button to save updated transactions in progress.
- **Submit** – Click the **Submit** button to request Cardinal to reprocess the updated valid transactions, cancel the errored transactions, and resend/interface the errored transactions.

Transaction Statuses and Definitions

Transaction Status	Definition

Staged	Waiting for file submit. The user will not see this data on the **Time Entry Upload Review** page.
Error	Transactions that failed validation viewable from the **Time Entry Upload Review** page.
Update	Transactions updated are viewable from the **Time Entry Upload Review** page.
Cancel	User chose to cancel and transaction is unavailable from the **Time Entry Upload Review** page.
Hold	There are multiple transactions for an employee for the day, and some passed validation, but at least one errored out. Lines in error will display from the **Time Entry Upload Review** page. Transactions on hold for the day are viewable from the **Hold** link and waiting for the transaction in error to be corrected so all transaction for day can be loaded.
Complete	Number of transactions successfully loaded as Reported Time in “Approved” workflow status.
Override	A later transaction overlaid the original file.

Time Entry Upload – Troubleshooting Guide

The following are frequently asked questions and common issues reported by Agencies, along with guidance to research and resolve problems with the Time Entry Upload interface and process. Before contacting State Payroll Operations (SPO) or opening a Post Production Support (PPS) ticket, review the guidance below and research to identify the step and status the time transactions are in to determine what action is needed. The Agency Interface Administrator(s) should communicate to other Agency contacts who review timesheet and payroll data (i.e., TL Administrators, Payroll Administrators) in the event of any major issue or delay with the time file processing for awareness.

Troubleshooting Guide	
Issue/Question	**Guidance**
1. Transactions are not appearing on the Payroll Register	Check to verify that the time is in “Taken by Payroll” (TP) Payable Status on the Timesheet/Timesheet Report. Time in “TP” Payable Status has been loaded to payroll and is pending a Pay Calculation to generate the time on the register. This could be a timing issue if the time was loaded to payroll after the timesheet due date and Final Calc. The Agency should reach out to State Payroll Operations (SPO) to request an ad hoc Pay Calculation due to late submitted/processed time.
2. Transactions are on Payable Time but not Taken by Payroll	If the time is in “Estimated” (ES) Payable Status on the Timesheet/Timesheet Report, the interfaced or reported time has been processed by the Time Administration process and has become payable but has not yet been loaded to payroll by the Time and Labor Load to Payroll process. This could be a timing issue if the time was interfaced or submitted and approved online after the timesheet due date and the Final Time and Labor Load to Payroll process. The Agency should reach out to State Payroll Operations (SPO) to request accommodation for the late submitted/processed time. SPO will determine the appropriate course of action, which may be an ad hoc Time and Labor Load to the current Payroll, process in an off-cycle Payroll, or the transactions will be loaded when the next regular pay period paysheets are created. If overtime/premium pay time is in “Overtime Hold” (VH) Payable Status on the Timesheet/Timesheet Report, it is subject to Overtime Lag and has not been released for payment yet. See the Job Aid titled TA372 Overtime Lag Overview for more information on when to expect overtime to be released for payment.

Issue/Question	Guidance
3. Transactions are on the timesheet as Reported Time but not Payable Time	If the time appears as Reported Time but not Payable Time on the Timesheet or has appeared on the Timesheet Report with a Reported Status populated but a “blank” Payable Status, the interfaced or reported time has not been processed by the Time Administration process. The Time Administration process runs nightly after the Time Entry Upload and every two hours during business days to process time submitted and approved online. If the Reported Time is in “Approved” (AP) Status, this could be a timing issue if the time was approved online after the last run of the Time Administration process. If the approved Reported Time still does not become Payable Time after the next Time Administration process runs, check if there are any high exceptions generated for the employee, as high exceptions can prevent time from becoming payable and must be resolved. If there are no high exceptions, check the employee’s TA Status and Earliest Change Date (ECD) to verify the employee is flagged for processing with a date on or before the date of the time pending processing. If unable to determine why the Reported Time in “Approved” (AP) Status is not processing, open a Post Production Support (PPS) ticket for further assistance. If the Reported Time is in “Needs Approval/Approval” (NA) Status, the time was submitted online via the Timesheet or **Time Entry Upload Review** page and has not been approved. The Reports To approver of the transactions must first approve the time before it will be processed by the Time Administration process to become Payable Time.

4. Transactions are not on the timesheet as Reported Time	If the time does not appear as Reported Time on the timesheet or is not shown in the Timesheet Report, the transactions were not successfully loaded to Cardinal via the interface. Check the **Time Entry Upload Review** page, **Time Entry Upload Error Report, or** the **Cancelled/Error Time Entry Upload Query** to see if the transactions are in "Error" Status (or "Hold" Status due to related error) or "Staged" Status due to total error percentage over the threshold. See the **Time Entry Upload Review** page section of this Job Aid for information on error handling. Transactions in "Complete" Status have been successfully loaded as Reported Time. Ultimately after error handling, all valid transactions must either be in "Complete" Status or entered directly on the timesheet to be Reported Time. A common transaction error handling mistake is cancelling the transactions via the **Time Entry Upload Review** page but not submitting/approving corrected transactions on the timesheet or not transmitting the corrected transactions in the next file. Another common mistake is after reviewing and/or cancelling errors on the **Time Entry Upload Review** page, the remaining transactions in "Staged" Status are not submitted and remain in "Staged" Status (must click Submit to load and move to "Complete" Status).
Issue/Question	**Guidance**
5. Time in Agency system not in Time File	If the time file was processed successfully in Cardinal and there are expected transactions not loaded as "Reported Time/Complete" Status and not in another status pending further handling such as "Staged" Status or "Error" Status, check to verify if the transactions were actually included in the file transmitted by the Agency. Reach out to your Agency Interface Administrator or Agency technical contacts to troubleshoot if expected transactions in the Agency timekeeping system were not included in the file transmitted to Cardinal.
6. Time File was processed but not loaded due to file error	If the File Name does not appear in **Time Entry Upload Review** page search, check the **Time Entry Upload Error** report to see if the file was loaded but there was a file level error. The report will indicate the details of the file error. The Agency must address the file error by submitting a corrected file with a new name for processing or the transactions must be entered directly on the timesheet and approved for processing.

7. Time File was not processed	If the File Name does not appear in the **Time Entry Upload Error** report, it was not processed in Cardinal. Check if the Time File was transmitted by the Agency and is in the Cardinal inbound production folder. If the file is not in the folder, there may be an issue with the Agency timekeeping system and/or interface program that prevented the file from generating or an issue with the Agency's access that prevented the file from loading to the server or possibly the file was transferred to an inbound test folder by mistake. Reach out to your Agency Interface Administrator or Agency technical contacts to troubleshoot. If the Time File is in the Cardinal inbound production folder but was transmitted after the 10pm deadline, it will be picked up for processing by the next scheduled nightly Time Entry Upload. The Time Entry Upload interface jobs are scheduled based on the nightly workday batch schedule and will not run on holidays or weekends. If the Time File is in the Cardinal inbound production folder and was transmitted before the 10pm deadline on a non-holiday business day, the Time Entry Upload batch process may have failed, and the Cardinal team is working to address the issue and will process the files and error reports manually when the issue is resolved. Cardinal will communicate with impacted Agency Interface contacts in the rare event this occurs.

Issue/Question	Guidance
8. Time File submitted after final deadline and requires urgent processing	The final deadline for transmitting Time Files for each pay period is noted in the Payroll Schedules and HCM Operations Calendar published by State Payroll Operations (SPO). These final deadlines consider holidays/weekends and batch processing schedules and are set to allow sufficient time for the Agency to review the time for the pay period and handle errors as needed before the final Time and Labor Load to Payroll process. In the event that a Time File is submitted or corrected and resubmitted after the final deadline and requires urgent processing, the Agency must open a Post Production Support (PPS) ticket by emailing VCCC (vccc@vita.virginia.gov) with "Cardinal TA: Urgent Time File Processing Request" in the subject line to request urgent ad hoc processing. The Cardinal PPS Team will work with the Cardinal Batch Team and SPO to follow all steps necessary to load the successful transactions to payroll.

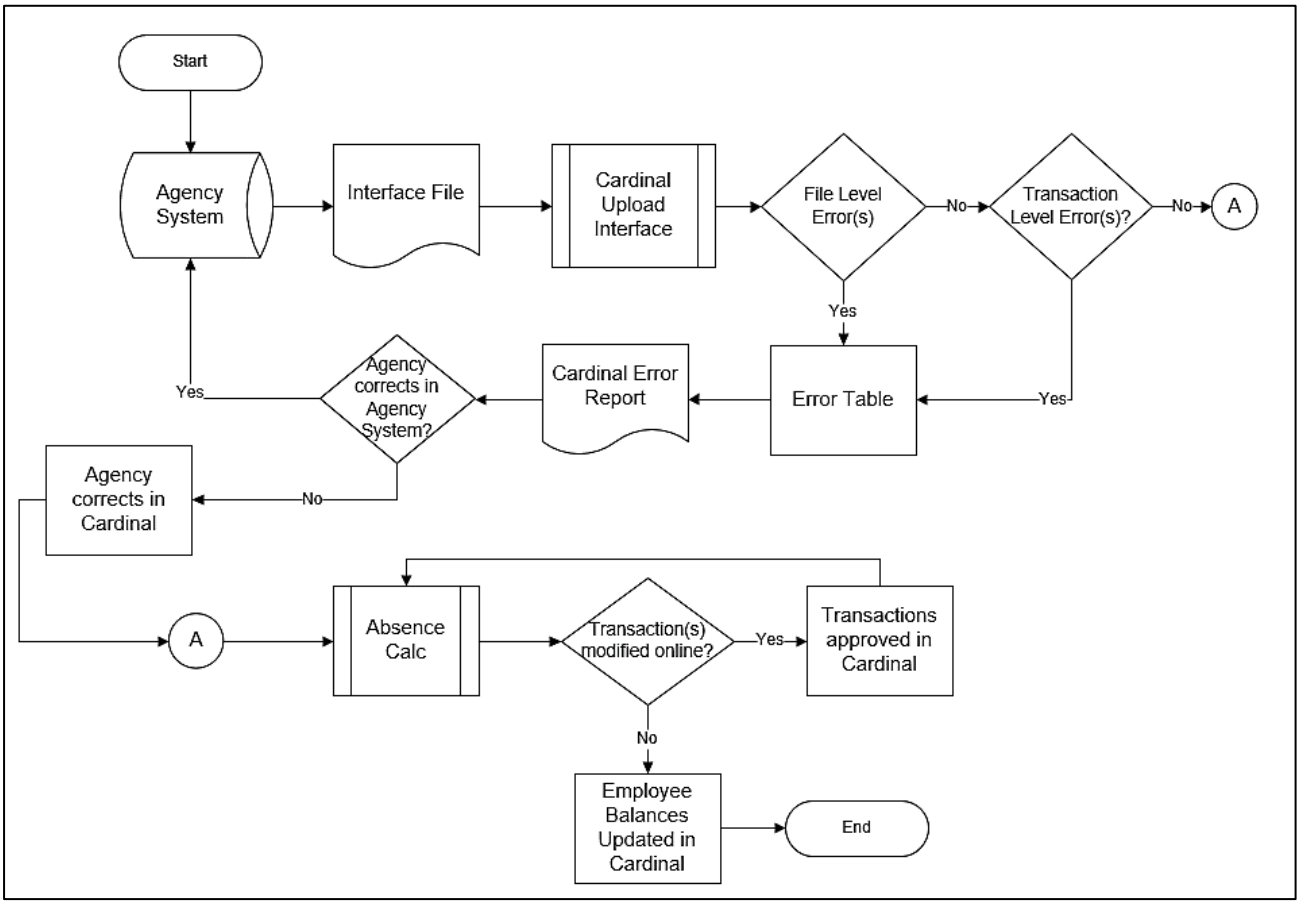
Absence Data Upload Process

Cardinal loads absence take data for active salaried employees from Agency systems to Cardinal Absence Management (AM) using the Absence Entry Upload program. This is specifically for Agencies that use Cardinal as their leave system of record. The following steps are outlined for use by the TA Interface Administrator role, which is responsible for the Absence Data Upload process oversight and error resolution.

The interface for the Absence Upload will load the Absence Takes into the current system from the files provided by various Agencies.

1. The Agency sends absence entry data using a Cardinal flat file template posted on the secure Cardinal servers for processing. External system files should be placed in the Cardinal File Transfer Protocol (FTP) server folder.
2. The Absence Data Upload program is run in batch and processes any inbound absence entry files.
3. Cardinal receives the Absence Upload program files and checks for file level errors and will reject those files without loading transactions. These file level errors will display on the **Absence Data Upload Error Report** and the **Absence Data Upload Error Query**.
4. The valid transactions load as Absence Events in “Approved” status and transactions with errors are viewable on the **Absence Data Upload Error Report**.
5. The Agency will use the **Absence Data Upload Error Report** to view transaction level errors. The TA Interface Administrator should review for errors daily or based on the frequency the Agency sends absence files.
6. TA Interface Administrators can run the **Absence Data Upload Error Query** to review a list of Absence Upload errors interfacing Agencies encountered during the Absence Data Upload file process. This query includes the errors along with the error messages for TA Interface Administrators to review.
7. The Agency Absence Administrator role can add or change interfaced transactions directly on the Timesheet or on the **Absence Event** page, if necessary. Absence updates on the Timesheet for interfacing employees require Reported Time approval in Cardinal.
8. The TA Interface Administrator for the Agency should also have the Absence Administrator role to access the report and Agency timesheets. Employees with interfaced absences will not have access to report absences online.

Absence Data Upload Process Flow



Absence Data Upload Error Processing

There are two different rejection error levels for the Absence Entry Upload program:

- **File Level Error**: A file level error will occur if the file does not meet the file layout or other file requirements (e.g., corrupted file or invalid file name). If a file level error occurs, none of the transaction data in the file is uploaded into Cardinal. The file must be corrected by the Agency and re-sent to Cardinal for processing.
- **Transaction Level Error**: A transaction level error occurs if the file is successfully processed by Cardinal (no file level errors exist), but individual transactions contain invalid values or do not meet interfacing absence reporting requirements for the employee or Agency (e.g., missing required fields for a transaction). If a transaction level error occurs, only the transaction(s) with errors are rejected and all other transactions in the file are uploaded to Cardinal. The errored transaction(s) should be corrected in the Agency source system and re-sent to Cardinal or corrected manually in Cardinal by the Absence Administrator.

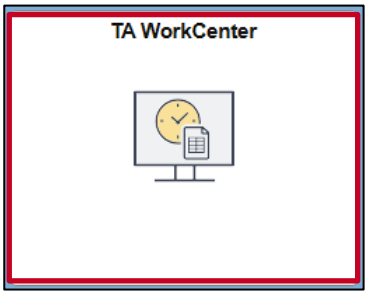
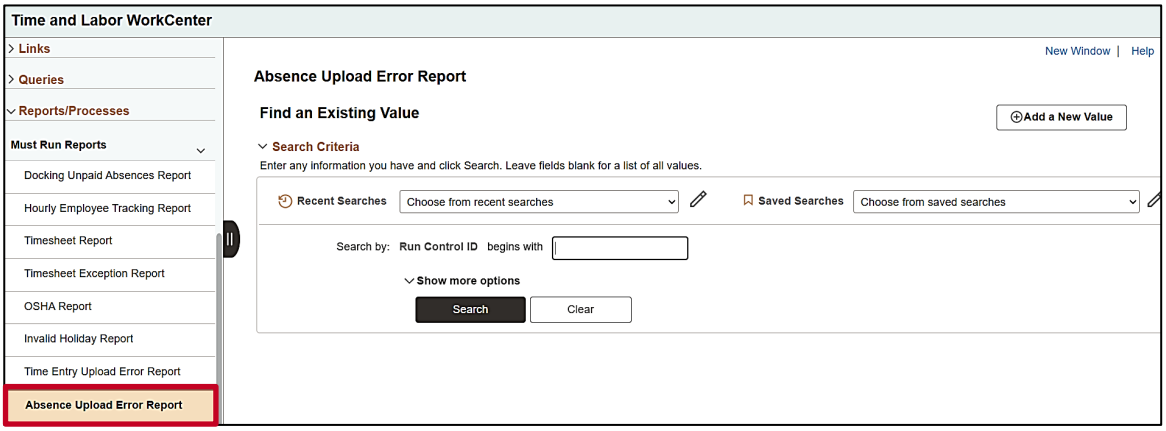
Generate the Absence Entry Upload Error Report

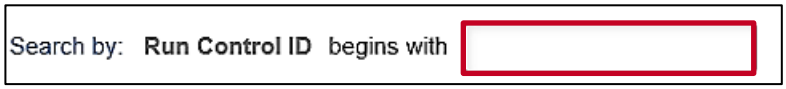
The **Absence Entry Upload Error Report** can be generated for a file after the daily batch process has run to completion. The batch process posts the report to the Report Manager in Cardinal in the Agency specific folder and to the file server for the Agencies to retrieve automatically outside of Cardinal. Reports are available in the Report Manager for 30 calendar days and on the file server for seven days. The error report can be regenerated at any time by end users.

File and transaction level errors identified during file processing are reported on the **Absence Entry Upload Error Report** generated by the batch process.

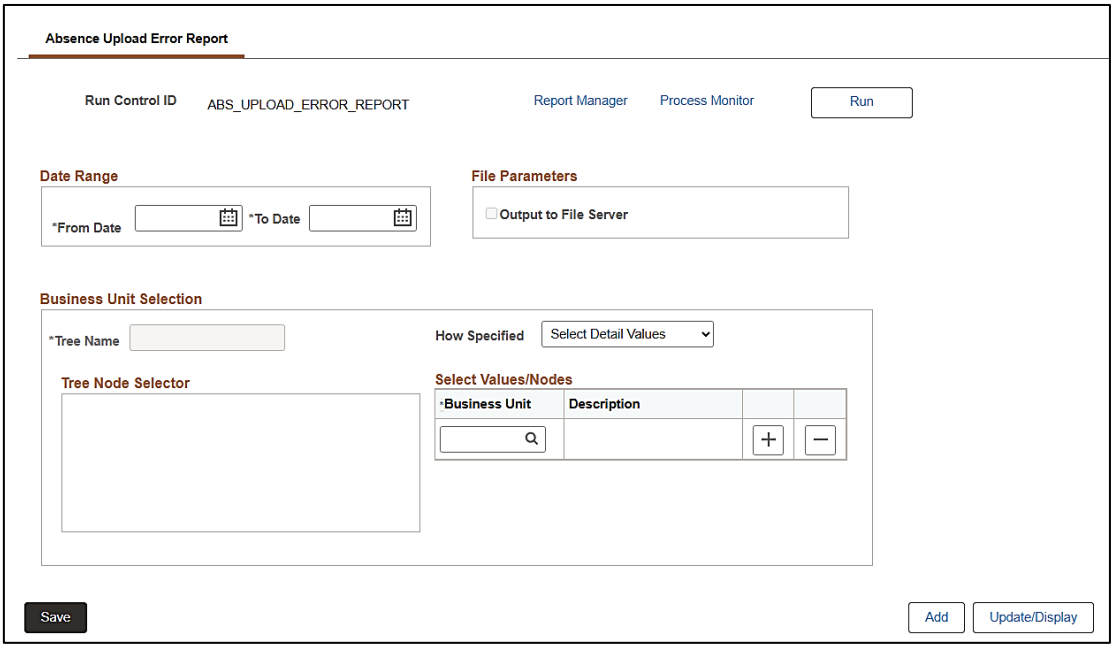
The published Report Manager and file server report results are not updated if time is updated and corrected; however, the error report can be regenerated at any time by end users. The report should be reviewed by the Agency daily or based on the frequency with which the Agency sends absence files.

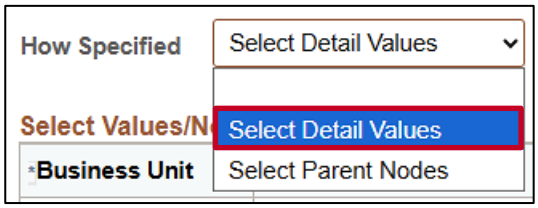
Follow the steps in this section to learn how to generate the **Absence Entry Upload Error Report**.

Step	Action
1.	Navigate to the **Absence Upload Error Report** page by clicking the **TA WorkCenter** tile. 
	For more information pertaining to WorkCenters, see the Job Aid titled **Overview of Cardinal HCM WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.
2.	Use the following navigation path in the WorkCenter: **Reports/Processes > Must Run Reports > Absence Upload Error Report** **Note**: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 

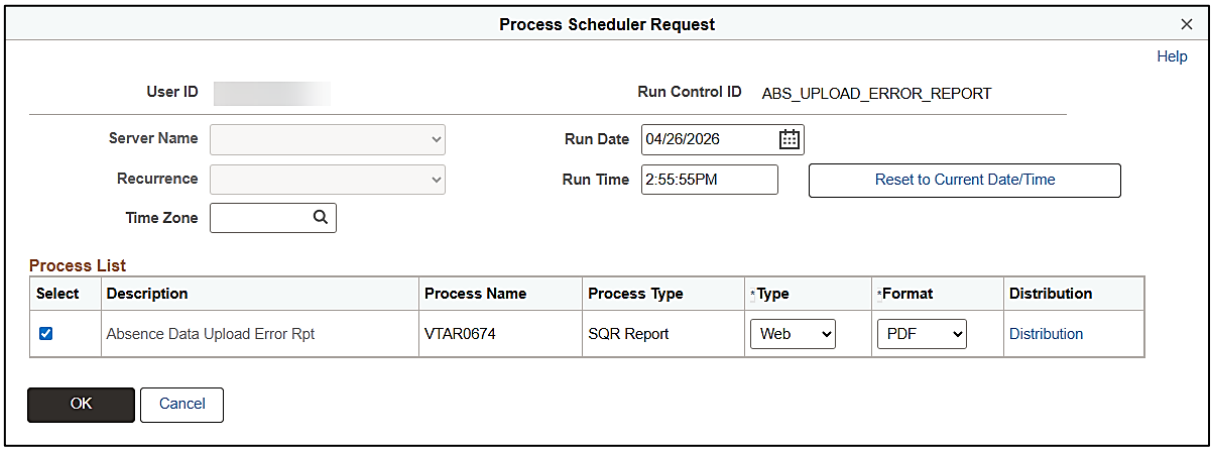
Step	Action
	Users can also access the **Absence Upload Error Report** page using the following navigation path: **Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Absence Upload Error Report**
3.	Enter the Run Control ID in the **Run Control ID** field. 
	If the user does not have a Run Control ID, click the **Add a New Value** button to create one. For further information on adding a Run Control ID, see the Web-Based Training (WBT) course titled **NAV225 Cardinal HCM Reporting** on the Commonwealth of Virginia Learning Center (COVLC).
4.	Click the **Search** button.

The **Absence Upload Error Report** page displays.



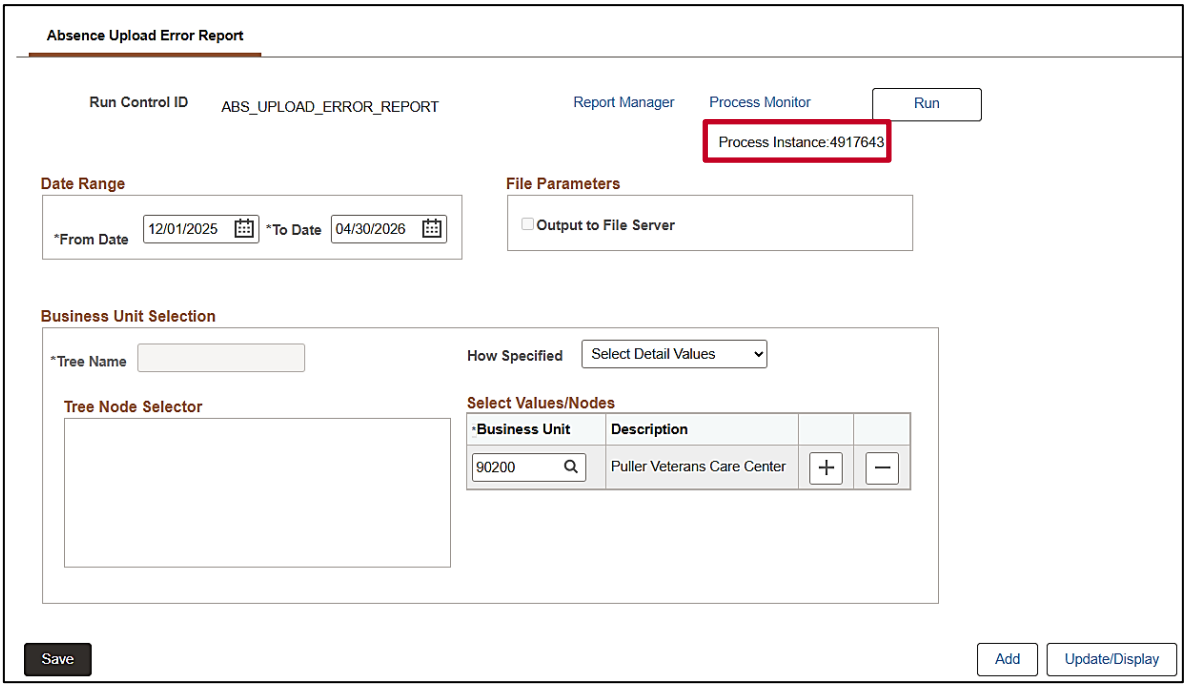
Step	Action
5.	Enter the **Date Range** for when the user wants to run the report. **Note**: This can be one day or several days based on the date the absence files were uploaded.
6.	Click the **How Specified** dropdown button and select the “Selected Detail Values” list item. 
7.	Under the **Select Values/Nodes** section, click the **Business Unit Look up** icon and select the Agency’s Business Unit.
8.	Click the **Run** button to run the report.

The **Process Scheduler Request** page displays in a pop-up window.



Step	Action
9.	Click the **OK** button to send the report to the Process Scheduler.

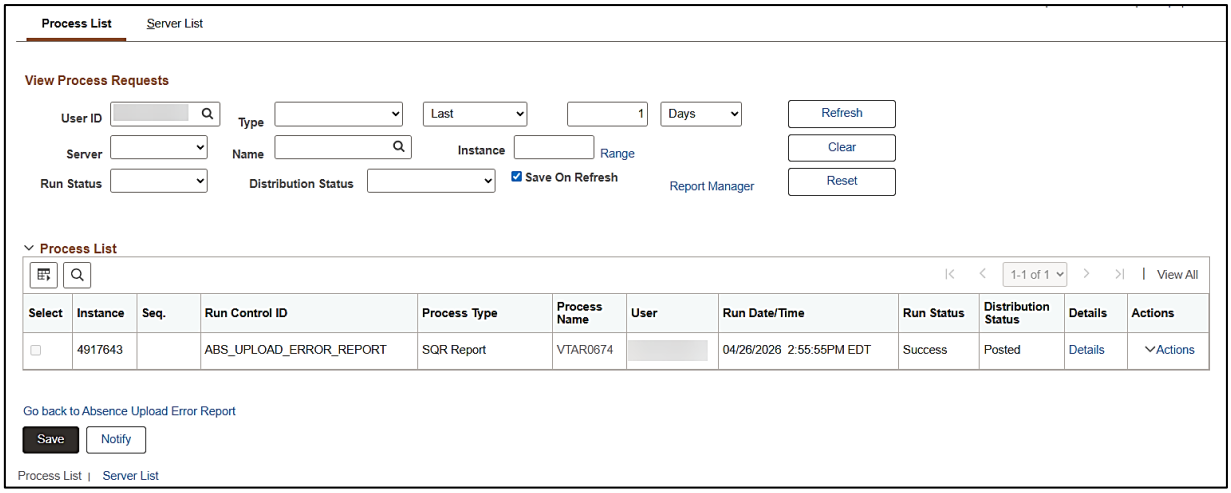
The **Absence Upload Error Report** page displays with the Process Instance Number.



10.	Click the **Process Monitor** link to view the report.

Step	Action

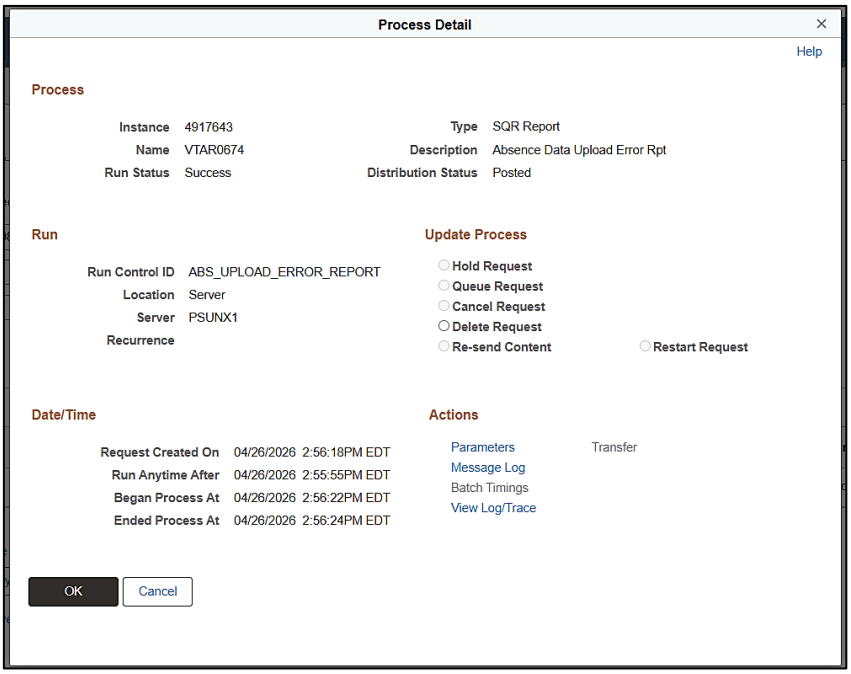
The **Process List** page displays.



11. After the report generates, a **Run Status** of “Success” and **Distribution Status** of “Posted” will display. Click the **Details** link.

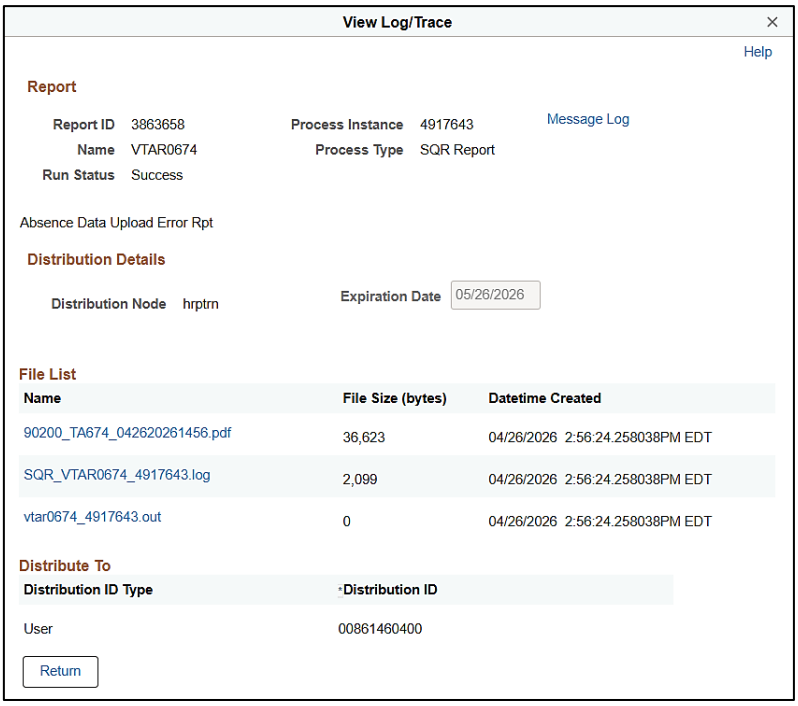
Run Status	Distribution Status	Details	Actions
Success	Posted	Details	Actions

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



Step	Action
12.	Click the **View Log/Trace** link. View Log/Trace

The **View Log/Trace** page displays in a pop-up window.



13.	Click the **PDF** link to view the report. **File List** **Name** / **File Size (bytes)** / **Datetime Created** 90200_TA674_042620261456.pdf / 36,623 / 04/26/2026 2:56:24.258038PM EDT SQR_VTAR0674_4917643.log / 2,099 / 04/26/2026 2:56:24.258038PM EDT vtar0674_4917643.out / 0 / 04/26/2026 2:56:24.258038PM EDT
	If the file contains errors, the PDF file name will contain the word “ERROR”.

Step	Action
The selected **Absence Entry Upload Error Report** displays.	

Cardinal

Report ID: HEA574

Commonwealth of Virginia

ABSENCE DATA UPLOAD ERROR REPORT

Run Date: 02/01/2021
Run Time: 02:19 00

Interfacing Business Unit: 19400 Department of General Services

Page No. 3 of 6

Uploaded Date Range: 08/21/2020 To 08/21/2020

File Name: 19400_TA758_IN_08232020_1325_003.DAT
Upload Run Date: 08/23/2020

Employee ID	Business Unit	Absence Take Element	Absence Reason	Absence Begin Date	Absence End Date	Absence Duration	Error Field Name	Error Description
	19400	FSK TAKE ELEM	FSK	12/26/2019	12/26/2019	8	BUSINESS UNIT	Employee Business Unit in file does not match Employee Business Unit in Cardinal
	19400	FSK TAKE ELEM	FSK	12/26/2019	12/26/2019	8	EMPLID	Employee does not have a work schedule assigned
	19400	FVC TAKE ELEM	FVC	12/23/2019	12/23/2019	8	BUSINESS UNIT	Employee Business Unit in file does not match Employee Business Unit in Cardinal
	19400	FVC TAKE ELEM	FVC	12/23/2019	12/23/2019	8	EMPLID	Employee does not have a work schedule assigned
	19400	FVC TAKE ELEM	FVC	12/10/2019	12/10/2019	8	BUSINESS UNIT	Employee Business Unit in file does not match Employee Business Unit in Cardinal

Total number of rows submitted	3	Total number of Absence hours submitted	24
Total number of rows with Errors	3	Total number of Absence hours with errors	24
Total number of rows successfully Processed	0	Total number of Absence hours loaded successfully	0

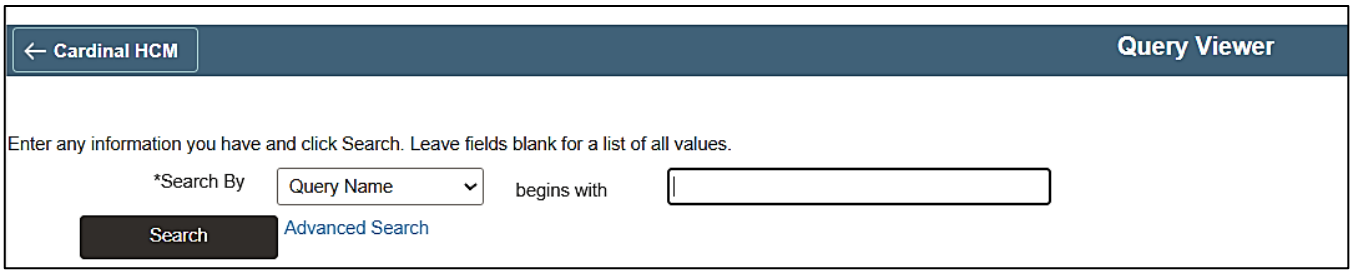
Review the file to identify File Level and Transaction Level errors (if applicable). If there are file level errors, the Agency must correct the file and upload it again.

Running the Absence Data Upload Error Query (V_TA_ABS_DATA_UPLOAD_ERROR)

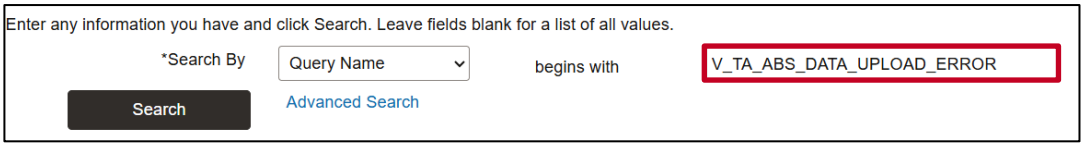
Follow the steps in this section to run the **Absence Data Upload Error** query (**V_TA_ABS_DATA_UPLOAD_ERROR**).

Step	Action
1.	Navigate to the **Absence Data Upload Error** query viewer page using the following path: **Menu > Reporting Tools > Query > Query Viewer**

The **Query Viewer** page displays.

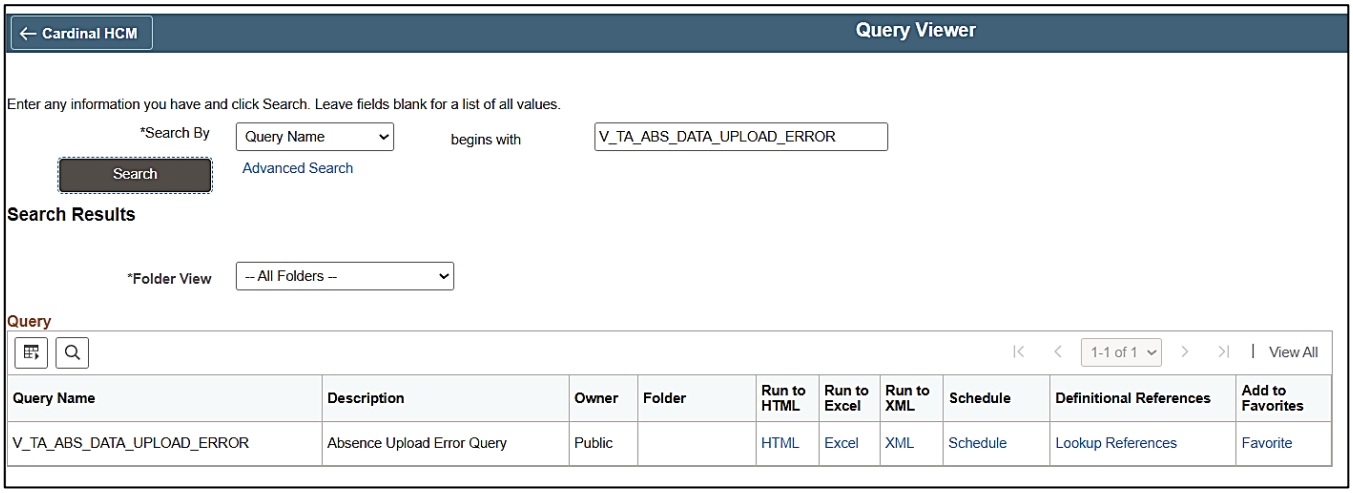


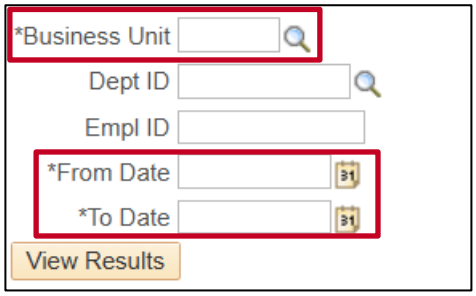
2.	Enter "V_TA_ABS_DATA_UPLOAD_ERROR" in the **begins with** field.



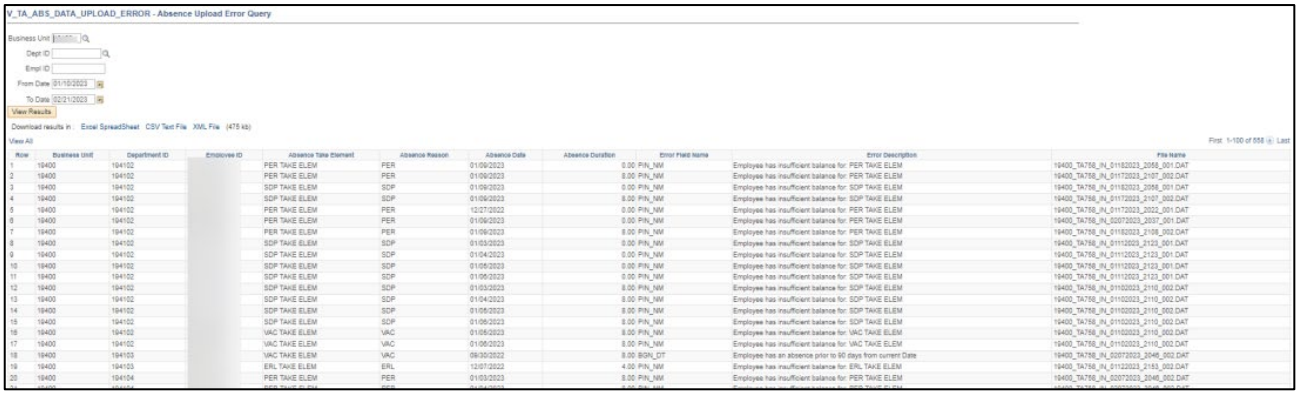
3.	Click the **Search** button.

The **Query Viewer** page displays the V_TA_ABS_DATA_UPLOAD_ERROR query.



Step	Action
4.	Click the **Excel** link to run the query to a Microsoft Excel file.
	Selecting **HTML** will run the query in a new page in Cardinal. It allows the user to view the query data before exporting it.
The V_TA_ABS_DATA_UPLOAD_ERROR query displays. 	
5.	Enter the fields needed to run the query. **Note**: The **Business Unit** and **From/To Date** fields are required fields. 
6.	Click the **View Results** button.

Step	Action
The query displays based on the fields entered.	



Row	Business Unit	Department ID	Employee ID	Absence Take Element	Absence Reason	Absence Date	Absence Duration	Error Field Name	Error Description	File Name
1	19400	194102		PER TAKE ELEM	PER	01/09/2023	0.00	PIN_NM	Employee has insufficient balance for: PER TAKE ELEM	19400_TA758_IN_01182023_2058_001.DAT
2	19400	194102		PER TAKE ELEM	PER	01/09/2023	8.00	PIN_NM	Employee has insufficient balance for: PER TAKE ELEM	19400_TA758_IN_01172023_2107_002.DAT
3	19400	194102		SDP TAKE ELEM	SDP	01/09/2023	0.00	PIN_NM	Employee has insufficient balance for: SDP TAKE ELEM	19400_TA758_IN_01182023_2058_001.DAT
4	19400	194102		SDP TAKE ELEM	SDP	01/09/2023	8.00	PIN_NM	Employee has insufficient balance for: SDP TAKE ELEM	19400_TA758_IN_01172023_2107_002.DAT
5	19400	194102		PER TAKE ELEM	PER	12/27/2022	0.00	PIN_NM	Employee has insufficient balance for: PER TAKE ELEM	19400_TA758_IN_01172023_2022_001.DAT
6	19400	194102		PER TAKE ELEM	PER	01/09/2023	0.00	PIN_NM	Employee has insufficient balance for: PER TAKE ELEM	19400_TA758_IN_02072023_2037_001.DAT
7	19400	194102		PER TAKE ELEM	PER	01/09/2023	8.00	PIN_NM	Employee has insufficient balance for: PER TAKE ELEM	19400_TA758_IN_01182023_2108_002.DAT
8	19400	194102		SDP TAKE ELEM	SDP	01/03/2023	0.00	PIN_NM	Employee has insufficient balance for: SDP TAKE ELEM	19400_TA758_IN_01112023_3123_001.DAT
9	19400	194102		SDP TAKE ELEM	SDP	01/04/2023	0.00	PIN_NM	Employee has insufficient balance for: SDP TAKE ELEM	19400_TA758_IN_01112023_3123_001.DAT
10	19400	194102		SDP TAKE ELEM	SDP	01/05/2023	0.00	PIN_NM	Employee has insufficient balance for: SDP TAKE ELEM	19400_TA758_IN_01112023_3123_001.DAT
11	19400	194102		SDP TAKE ELEM	SDP	01/06/2023	0.00	PIN_NM	Employee has insufficient balance for: SDP TAKE ELEM	19400_TA758_IN_01112023_3123_001.DAT
12	19400	194102		SDP TAKE ELEM	SDP	01/03/2023	8.00	PIN_NM	Employee has insufficient balance for: SDP TAKE ELEM	19400_TA758_IN_01102023_2110_002.DAT
13	19400	194102		SDP TAKE ELEM	SDP	01/04/2023	8.00	PIN_NM	Employee has insufficient balance for: SDP TAKE ELEM	19400_TA758_IN_01102023_2110_002.DAT
14	19400	194102		SDP TAKE ELEM	SDP	01/05/2023	8.00	PIN_NM	Employee has insufficient balance for: SDP TAKE ELEM	19400_TA758_IN_01102023_2110_002.DAT
15	19400	194102		SDP TAKE ELEM	SDP	01/06/2023	8.00	PIN_NM	Employee has insufficient balance for: SDP TAKE ELEM	19400_TA758_IN_01102023_2110_002.DAT
16	19400	194102		VAC TAKE ELEM	VAC	01/05/2023	8.00	PIN_NM	Employee has insufficient balance for: VAC TAKE ELEM	19400_TA758_IN_01102023_2110_002.DAT
17	19400	194102		VAC TAKE ELEM	VAC	01/06/2023	8.00	PIN_NM	Employee has insufficient balance for: VAC TAKE ELEM	19400_TA758_IN_01102023_2110_002.DAT
18	19400	194103		VAC TAKE ELEM	VAC	09/30/2022	8.00	BGN_DT	Employee has an absence prior to 90 days from current Date	19400_TA758_IN_02072023_2046_002.DAT
19	19400	194103		ERL TAKE ELEM	ERL	12/07/2022	4.00	PIN_NM	Employee has insufficient balance for: ERL TAKE ELEM	19400_TA758_IN_01122023_2153_002.DAT
20	19400	194104		PER TAKE ELEM	PER	01/03/2023	8.00	PIN_NM	Employee has insufficient balance for: PER TAKE ELEM	19400_TA758_IN_02072023_2046_002.DAT

Review the file to identify File Level and Transaction Level errors (if applicable). If there are file level errors, the Agency must correct the file and upload it again.

Appendix

Time Entry Upload – File and Transaction Level Errors

The following lists File Level and Transaction Level Errors that could result from the Time Entry Upload program.

File Level Errors	
Error	**Explanation**
Business Unit XXXXX file sent has already been processed	Reject file when File Name has already been processed based on the interface file tracker record already knowing the File Name.
File Name in the Header record is not matching with the original File Name	Reject file when File Name in Header record (Record Type 000) does not match File Name being processed.
File data corrupted	Reject file, write message to the message log, update interface file tracker record status field to “Error” and update the description field to “File data corrupted”. Process itself will run to “Warning” status in the Process Monitor.
The total number of rows X in the file does not match the row count Y given in trailer row	Reject file when total number of records in the file does not match the **Total Rows** field (ROW_COUNT) in the Trailer Record (Record Type 999).
The total transaction X in the file does not match transaction count Y given in trailer row	Reject file when total number of Detail records (Record Type 001) in the file does not match the **Total Detail** field (V_ COUNT1) in the Trailer Record (Record Type 999).
Total TL Quantity is not matching with the trailer quantity	Reject file when sum of TL_QUANTITY from the Detail records (Record Type 001) in the file does not match the **Total sum of Quantity** field (TL_QUANTITY) in the Trailer Record (Record Type 999).
Total Distinct Employees in the file is not matching with the trailer Employee count	Reject file when count of unique EMPLID from the Detail records (Record Type 001) in the file does not match the **Total Distinct Employee Count** field (EMPL_CNT) in the Trailer Record (Record Type 999).
Agency (XXXXX) Upload file is blank	Reject file when there are no Detail records (Record Type 001) or the file has no records at all.
Agency (XXXX) Upload file received with no Header record	Reject file when there is no Header record (Record Type 000) in the file.
Agency (XXXXX) Upload file received with no trailer record	Reject file when there is no Trailer record (Record Type 999) in the file.
Invalid Source Business Unit	Reject file when the Business Unit in the Header Record is not valid in the Cardinal Interface Tree.

Transaction Level Errors	
Error	**Explanation**
Invalid Activity	The ChartField field **ACTIVITY_ID** (known as Activity) has a value that does not exist in Finance for the PC Business Unit, Project combination.
Invalid Agency Use 2	The ChartField field **BUDGET_REF** (known as Agency Use 2) has a value that either does not exist or is Inactive in Finance for the Date that was reported.
Invalid PC Business Unit	The ChartField field **BUSINESS_UNIT_PC** (known as PC Business Unit) has a value that does not exist in Finance.
Invalid Cost Center	The ChartField field **CHARTFIELD1** (known as Cost Center) has a value that either does not exist or is Inactive in Finance for the Date that was reported.
Invalid Program	The ChartField field **CHARTFIELD2** (known as Program) has a value that either does not exist or is Inactive in Finance for the Date that was reported.
Invalid Agency Use 1	The ChartField field **CHARTFIELD3** (known as Agency Use 1) has a value that either does not exist or is Inactive in Finance for the Date that was reported.
Invalid FIPS	The ChartField field **CLASS_FLD** (known as FIPS) has a value that either does not exist or is Inactive in Finance for the Date that was reported.
Invalid CF Department	The ChartField field **DEPTID_CF** (known as Department) has a value that either does not exist or is Inactive in Finance for the Date that was reported.
Invalid Fund	The ChartField field **FUND_CODE** (known as Fund) has a value that either does not exist or is Inactive in Finance for the Date that was reported.
Invalid Asset	The ChartField field **OPERATING_UNIT** (known as Asset) has a value that either does not exist or is Inactive in Finance for the Date that was reported.
Invalid Program Code	The ChartField field **PROGRAM_CODE** (known as Program Code) has a value that either does not exist or is Inactive in Finance for the Date that was reported. This is not a valid ChartField - reserved for Future Use only and in the **Not Supported Yet** tab on the **Time Entry Upload Review – Error Transactions Detail** page.
Invalid Project	The ChartField field **PROJECT_ID** (known as Project) has a value that does not exist in Finance for the PC Business Unit.
Invalid Task	The ChartField field **PRODUCT** (known as Task) has a value that either does not exist or is Inactive in Finance for the Date that was reported.
Invalid Category	The ChartField field **RESOURCE_CATEGORY** (known as Category) has a value that either does not exist or is Inactive in Finance for the Date that was reported.
Invalid Source Type	The ChartField field **RESOURCE_TYPE** (known as Source Type) has a value that either does not exist or is Inactive in Finance for the Date that was reported.
Invalid Subcategory	The ChartField field **RESOURCE_SUB_CAT** (known as Subcategory) has a value that either does not exist or is Inactive in Finance for the Date that was reported.

Transaction Level Errors	
Error	**Explanation**
Invalid PC BU, Project and Activity combination.	When any of the ChartFields fields for **PC Business Unit**, **Project** or **Activity** have a value passed, all three fields must have a valid non-blank value passed.
Invalid ChartFields Combination	The ChartFields combination supplied did not pass Finance ChartField Edit validation.
ChartFields provided for Task Template where Combo Code = Not Used	ChartFields supplied for Productive Time in file, however employee has **Taskgroup** where ChartFields are not available.
Other TRC transactions submitted for the same day along with the DEL TRC	When reporting the DEL Time Reporting Code (TRC) for a day, no other TRC's should be entered for the same **Empl ID**, **Position Number** and **Date**.
Employee not valid for Business Unit	Although a match for **Employee ID** and **Position Number** was found for the date, the Job Data Business Unit (on **Work Location** tab) does not match the File Detail Business Unit.
Invalid Pay Status	The Payroll Status on Job Data (seen on the **Work Location** tab) is not valid to send data to payroll from TA. The only valid Payroll Status for TA data to be passed is "Active" or "Leave With Pay".
Employee is not in an Interface Workgroup	The fourth character of the Workgroup identifies if the Workgroup is valid for Time Entry Upload Interface. The only valid values are - "I" for Interfacing all time (for example HNRI07BP1) - "A" for Interface Productive Time / Online Absence.
Override Rate not authorized for BU	A non-zero value was passed in the **OVERRIDE_RATE** field (known as Override Rate), but Cardinal configuration does not allow the Business Unit to use this field. This field is reserved for Future Use and in the **Not Supported Yet** tab on the **Time Entry Upload Review – Error Transactions Detail** page.
Reported Future Productive Time based on Open Pay Calendar Pay End Date YYYY-MM-DD.	Productive Time (where TRC is identified with TRC Category of REGULR or OVERTM) is not allowed to be reported past the last day of the current open Pay Calendar. The Date listed in the Error Message is the last valid Date that can be reported at this time. This error is unique to Time Entry Upload interface.
Future Period exceeds allowed date YYYY-MM-DD	Time Entry Upload has the same Future Grace Period access as a manager. Future Time that is not Productive Time (see above) can be entered 90 days in advance based on the system date and the employee's full Workgroup Period. The date listed in the Error Message is the last valid date that Future Time can be reported based on the current system date.
Prior Period exceeds allowed date YYYY-MM-DD	Time Entry Upload has the same Prior Grace Period access as a manager. Prior Period adjustments can be entered 90 days in the past based on the system date and the employee's full Workgroup Period. The date listed in the Error Message is the first valid date that Prior Period Time can be reported based on the current system date.

Transaction Level Errors	
Error	**Explanation**
Prior Year exceeds allowed date YYYY-MM-DD	Time Entry Upload has the same Prior Year access as a manager. This feature will be used to close Fiscal Year. Cardinal can close a Prior Year based on a Month. The date listed in the Error Message is the first valid date that Prior Month Time can be reported based on the current system date.
Submitting Business Unit is not Authorized to Submit this Employee	The Business Unit on the Detail record is not an authorized Business Unit to be submitted based on the Business Unit on the Header record.
Employee / Position number not found	No Active HR Status Job was found for the supplied Employee ID and Position Number for the Date.
Employee has multiple Jobs for same Position	The employee has more than one Job with Active HR Status for the Position Number for the Date.

Invalid Report Template Field - XXXXXXXXXX	A field controlled by Report Template has a value passed but the field is not enabled to accept data for the employee's job. These fields are:
	
	• On the **Time Reporting Elements** tab from the **Time Entry Upload Review – Error Transactions Detail** page
	  ○ **RULE_ELEMENT_1** (known as Shift). Verify the shift eligibility to make sure the employee is active in shift as of the DUR (known as Date).
	• On the **Not Supported Yet** tab from the **Time Entry Upload Review – Error Transactions Detail** page
	  ○ **OVERRIDE_RATE** (known as Override Rate)
	  ○ **RULE_ELEMENT_2** (known as Rule Element 2)
	  ○ **TASK_PROFILE_ID** (known as Task Profile ID)
	  ○ **STATE** (known as State)
	  ○ **LOCALITY** (known as Locality)
	  ○ **COMP_RATECD** (known as Comp Rate Code)
	  ○ **OVERRIDE_RSN_CD** (known as Override Reason Code)
	  ○ **BILLABLE_IND** (known as Billable Indicator)
	  ○ **RULE_ELEMENT_3** (known as Rule Element 3)
	  ○ **RULE_ELEMENT_4** (known as Rule Element 4)
	  ○ **RULE_ELEMENT_5** (known as Rule Element 5)

Transaction Level Errors	
Error	**Explanation**

Missing Data in Required Field – XXXXXXXXXX	A field that is required to pass a value had no value passed. These fields are:
	
	• On the **Overview** tab from the **Time Entry Upload Review – Error Transactions Detail** page
	  ○ **EMPLID** (known as **Empl ID**) – cannot be changed.
	  ○ **POSITION_NBR** (known as Position Number) – cannot be changed.
	  ○ **DUR** (known as Date) – cannot be changed. Will load as 01/01/1800 in this situation.
	  ○ **SEQ_NBR** (known as Seq Nbr)
	  ○ **TRC** (known as TRC)
	• On the **Task Reporting Elements** tab from the **Time Entry Upload Review – Error Transactions Detail** page
	  ○ BUSINESS_UNIT (known as Business Unit)

Numeric fields are not right justified or contain non-numeric characters	The **Quantity** field (TL_QUANTITY) was either blank or had non-numeric characters. Will load to the **Time Entry Upload Review – Error Transactions Detail** page with the value Zero, which might pass Submit validation based on TRC configuration.
Invalid Time Reporter	As of the Date reported, the Empl Record that was identified for the **Empl ID** and **Position Number** did not have any Maintain Time Reporter Data enrollment.
Inactive Time Reporter Status	As of the Date reported, the Empl Record that was identified for the **Empl ID** and **Position Number** had “Inactive” Status on Maintain Time Reporter Data.
Employee / Position / Date: YYYY-MM-DD received for same sequence number.	Multiple records with the same sequence number (field SEQ_NBR) were reported for the same Employee ID, Position Number and Date. The first instance of the sequence number will not have an error, but additional records will receive the Error Message.
Invalid TRC for date	TRC supplied in file is either not known or not Active for the date supplied.
Invalid TRC – Payable Only	TRC supplied in the file is not available for data entry on Timesheet. It will only be system generated in Payable Time.
Invalid TRC – Absence Only	TRC supplied in the file is not available for data entry on Timesheet. It is a Cardinal Absence that must be interfaced via Absence Data Upload or online Absence Entry.
TRC is not in TRC Program	TRC supplied in the file is not available in the TRC Program associated with the employees’ Workgroup.
Invalid Comp Time TRC/Balance	The employee does not have Active Comp Plan Enrollment for the Comp Time Plan associated with the passed TRC.
Quantity cannot exceed 2 decimals	The **Quantity** field cannot have more than 2 decimal values.

Transaction Level Errors	
Error	**Explanation**
Quantity exceeds TRC limits	Cardinal has configured a minimum value and a maximum value for TRC's. The total quantity for the TRC for an **Empl ID**, **Position Number,** and **Date** exceeds this configured limit. For example: • No TRC's can have a negative quantity • DEL, REG, HOLM, HOLR are the only TRC's allowed to pass Quantity Zero • Holiday TRC's (e.g., HOLM, HOLR, HCS, HCSR, HOS, HOSR, HNPM, and HNPR) cannot exceed 8 hours • No Productive Time or Absence can exceed 24 hours
More than 24 hours reported.	Cardinal has configured TRC's as Actual Hours or Compensation Hours. For all Hour TRC's with the Actual Hours configuration cannot exceed 24 hours across all TRC's reported for the **Empl ID**, **Position Number** and **Date**. For example: • REG 8 and OVT 16.1 totals 24.1 so TRC's where the cumulative total exceeds 24 will get the Error Message • OVT 16 and ONCHP 10, although total exceeds 24, ONCHP is Compensation Hours, and so no Error would be generated
Invalid Shift field value	The field **RULE_ELEMENT_1** (known as Shift) has a value that either does not exist or is Inactive for the Date that was reported. Available on the **Time Reporting Elements** tab from the **Time Entry Upload Review – Error Transactions Detail** page.
Invalid Taskgroup	The field **TASKGROUP** (known as Shift) has a value that either does not exist or is Inactive for the Date that was reported. Available on the **Not Supported Yet** tab from the **Time Entry Upload Review – Error Transactions Detail** page.
Invalid Comp Rate Code	The field **COMP_RATECD** (known as Comp Rate Code) has a value that either does not exist or is Inactive for the Date that was reported. Available on the **Not Supported Yet** tab from the **Time Entry Upload Review – Error Transactions Detail** page.

Transaction Level Errors	
Error	**Explanation**

Invalid Task Value	A field controlled by Task Template has a value passed but the field is not enabled to accept data for the employee's job. **NOTE**: Error Message does not indicate which field is causing the problem. These fields are:
	
	• On the **Task Reporting Elements** tab from the **Time Entry Upload Review – Error Transactions Detail** page
	  ○ **BUSINESS_UNIT** (known as Business Unit)
	  ○ **TASK** (known as Telework)
	  ○ **USER_FIELD_5** (known as Agency Value)
	• On the **Not Supported Yet** tab from the **Time Entry Upload Review – Error Transactions Detail** page
	  ○ **COMPANY** (Company)
	  ○ **LOCATION** (Location)
	  ○ **DEPARTMENT** (Department)
	  ○ **JOBCODE** (Job Code
	  ○ **CUSTOMER** (Customer)
	  ○ **USER_FIELD_1** (User Field 1)
	  ○ **USER_FIELD_2** (User Field 2)
	  ○ **USER_FIELD_3** (User Field 3)

Invalid Telework	The field **TASK** (known as Telework) has a value that either does not exist or is Inactive for the Date that was reported. Available on the **Task Reporting Elements** tab from the **Time Entry Upload Review – Error Transactions Detail** page.
Invalid Billable Indicator	The field **BILLABLE_IND** (known as Billable Indicator) has a non-blank value other than "N" or "Y". Available on the **Not Yet Supported** tab from the **Time Entry Upload Review – Error Transactions Detail** page.

Transaction Error Notes:
Cardinal will ignore passed ChartFields for Non-Productive Time without any error messages.

Errors related to job data can cause multiple errors. For example, Missing Employee ID can cause all the errors listed below:

- Employee ID is missing on the file
- Employee is Inactive/does not exist in Job Data
- Employee Primary Job Not Found
- Employee does not have a work schedule assigned

Absence Data Upload – File and Transaction Level Errors

The following lists File Level and Transaction Level Errors that could result from the Absence Data Upload program.

File Level Errors	
Error	**Explanation**
Unable to open file, file has been corrupted	The file is not in proper flat file format, or it is corrupted.
Missing key fields, invalid length, incorrect date format, null value missing	As per the Cardinal data layout, there are certain specification standards for the flat file. The key data fields cannot be empty, every data field has a certain character length, a field cannot be empty because the null value is missing, etc.
Total number of hours doesn't match the total sum of hours provided in the file	Total number of hours in the file does not match the sum of hours provided.

Transaction Level Errors	
Error	**Explanation**
Duplicate Rows	The flat file might contain duplicate records.
BU is not mapped on the BU Tree	The Detail Record BU is not under the BU Tree selected on **Run Control** page.
Employee is not assigned to BU passed in the file	BU Specified in the Absence file doesn't match with BU in Cardinal.
Employee ID is missing on the file	There is no Personal Data / Job Data for the **Employee ID** field on the file.
Multiple primary jobs found	Problem with HR Job Data.
Employee primary job not found	Problem with HR Job Data.
Employee is Inactive/ does not exists in JOB	Employee does not exist in Job Data or is terminated.
Employee not enrolled in AM	Problem with HR Job Data.
Absence Take is not found in the system	Unsupported Absence Take passed in interface file.
Absence Take is not valid for the Employee Eligibility Group	Employee not eligible for Absence Take passed in interface file.
Absence Reason is invalid	Absence Reason found in the file is not valid.
Absence Reason is Missing	There is no Absence Reason found on the file.
Begin Date is required	There is no Begin Date on the file.
Absence submitted for scheduled day off	Absence submitted for scheduled day off that did not require an Absence submission.
Employee has an absence prior to 90 days from current date	Absence Take begin date is prior to 90 days from current date.
Employee Leave hours are greater than the employee scheduled hours	The absence hours are greater than the employee scheduled hours and Absence.
Absence hours on holiday greater than scheduled hours	The Absence hours including holiday hours greater than the employee schedule hours.
Absence Take not found to void	The Absence Take not found on an absence Begin Date.

Transaction Level Errors	
Error	**Explanation**
Employee applied for future leave which is after 90 days from current date	Absence Take begin date falls on a date which is 90 days after the current date.
Insufficient balance	The Absence take hours should not be greater than the current available balance for the absence that is being loaded.
Employee Does Not Have a Work Schedule Assigned	Assigned work schedule not found for employee.