

Entering and Modifying Absences Overview

The **Absence Event** page allows Absence Management (AM) Administrators to enter, edit, delete, or void Absence Events on behalf of an Employee, Timekeeper, or Supervisor when they cannot make the adjustment on the Timesheet or if extended leave types are required (these are not available on the Timesheet). AM Administrators have modify access to the **Absence Event** page within one year of the current open leave period and view only access to Absence Events greater than one year from the current open leave period. In general, the employee Timesheet should be the primary means of entering absences.

When an AM Administrator has entered, modified, or approved an Absence Event on the **Absence Event** page it will no longer be editable on the timesheet by the Employee, Timekeeper, Supervisor or TL Administrator. Any additional edits will need to be made by an AM Administrator on the **Absence Event** page.

Absence Requests in a “Saved” or “Needs Approval” status more than one year from the current open leave period can be voided by the Agency TA Expired Grace Approver on the **Update Time Status** page. For more information, see the **TA Time Status Administration** Job Aid, located on the Cardinal website in **Job Aids** under **Learning**.

Absence Administrators at Interfacing Agencies should make changes in the Agency system of record. If changes are made in Cardinal, it is important that the Agency system is also updated to keep the systems aligned.

There are no systematic notifications sent to the Employee when Absence Requests are added, modified, deleted, or voided. All necessary communication with the Employee regarding these actions must be done in accordance with Agency procedures outside of 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.



Time & Attendance Job Aid

TA374 Entering and Modifying Absences

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Time & Attendance Job Aid

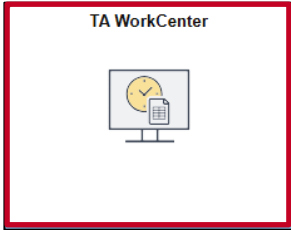
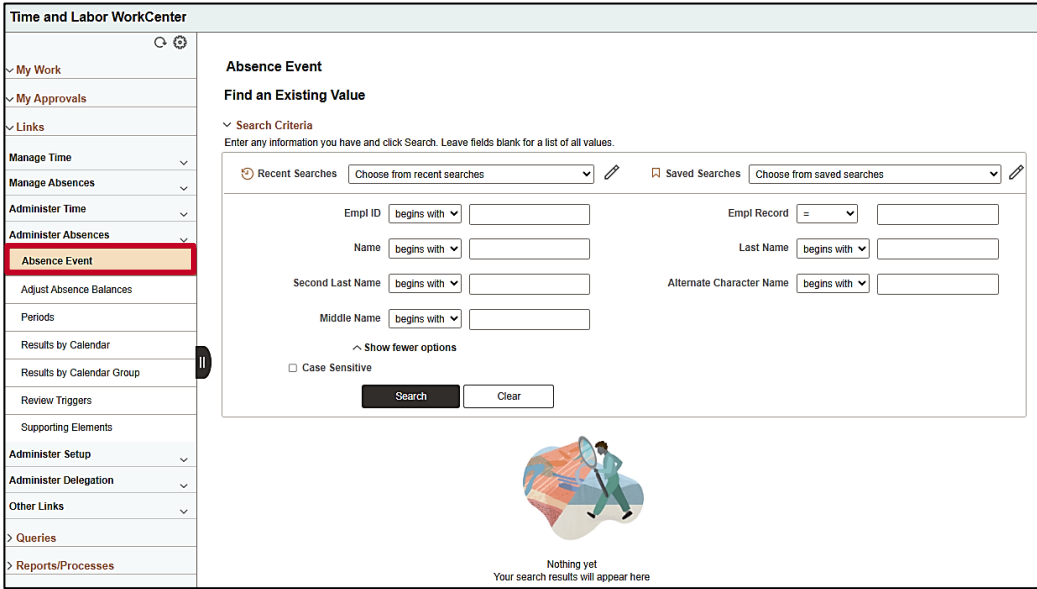
TA374 Entering and Modifying Absences

Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
3/1/2025	Baseline.

Adding an Absence Event

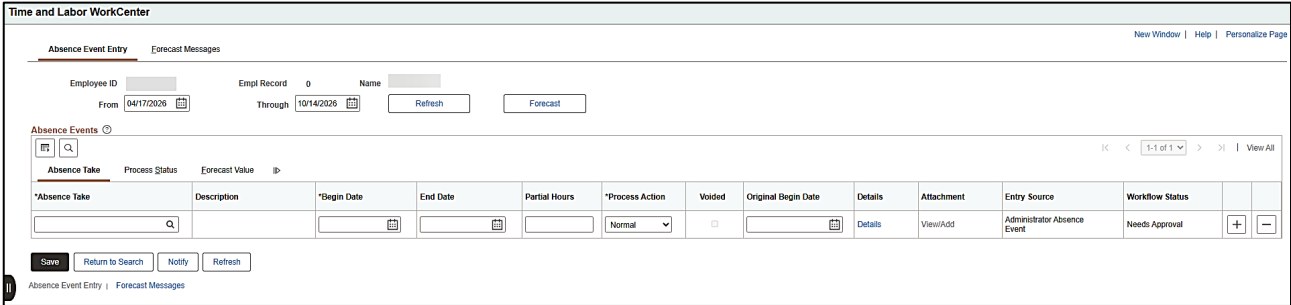
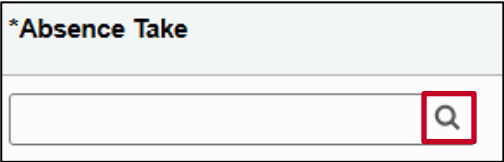
Use this process to add an absence event for an employee.

Step	Action
1.	Navigate to the Absence Event page by clicking the TA WorkCenter tile. 
	For more information pertaining to WorkCenters, see the Job Aid titled Overview of the Cardinal HCM WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation in the WorkCenter: Links > Administer Absences > Absence Event Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	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.



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Step	Action
3.	Enter the employee's Employee ID in the Empl ID field. Note: Users can also search by name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. 
4.	Click the Search button. 
The Absence Event page displays with the Absence Event Entry tab displayed by default. 	
5.	The From and Through fields (dates) default and can be changed. If the default dates do not include the absence date that needs to be entered, update them as appropriate using the Calendar icon. 
6.	Click the Refresh button for the updated time period to display if dates are changed. 
5.	Click the Absence Take Look Up icon. 



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Step	Action
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The **Look Up Absence Take** page displays in a pop-up window.

Element Name	Description	Country Code
FVC TAKE ELEM	Flex Vacation Leave	USA
FSK TAKE ELEM	Flex Sick Leave	USA
WCP TAKE ELEM	Workers Comp	USA
ALI TAKE ELEM	Annual Leave Incentive	USA
CSL TAKE ELEM	Volunteer Service Leave	USA
LNP TAKE ELEM	Pay Docking	USA
MIL TAKE ELEM	Military Leave	USA
PD1 TAKE ELEM	Pre-disciplinary leave 1	USA
DLR TAKE ELEM	Donated Leave Rec (Lv Share)	USA
ELP TAKE ELEM	Educational Leave w/ Pay	USA
EMS TAKE ELEM	Emergency Service Volunteer	USA
PLL TAKE ELEM	Pre-Layoff Leave	USA
SCK TAKE ELEM	Sick Leave	USA
OTR TAKE ELEM	Other Leave	USA
SRL TAKE ELEM	Service Recognition Leave	USA
FCS TAKE ELEM	Flex Volunteer Leave	USA

6. Use the scrollbar as needed and select the applicable Absence Take type by clicking the corresponding link in the **Element Name** column or **Description** column.

BMO TAKE ELEM	Bone Marrow/Organ Donations	USA
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The **Absence Event** page displays with the selected Absence Take type.

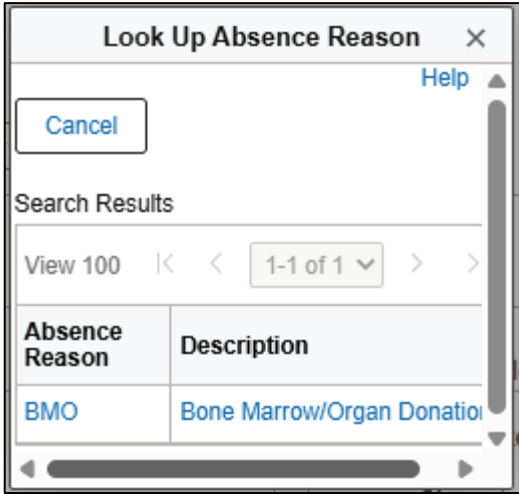
Absence Take	Process Status	Forecast Value	ID	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Attachment	Entry Source	Workflow Status
BMO TAKE ELEM							Normal					Administrator Absence Event	Needs Approval



Time & Attendance Job Aid

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Step	Action
7.	Click the Details link. Details Details
The Absence Event Input Detail page displays in a pop-up window. The Absence Take field defaults based on the previous selection. Absence Event Input Detail Absence Event Absence Event Input Detail Absence TakeBMO TAKE ELEM Absence Reason Entry SourceAdministrator Absence Event Workflow StatusNeeds Approval *Process ActionNormal Voided Indicator Manager Approved Absence TypeBone Marrow/Organ Donations Event Priority0 Last Updated Process StatusNot Processed Calendar Group ID Process Date First Processed Date Absence Begin / End Data *Begin Date End Date Original Begin Date Partial DaysNone User Defined Fields User Defined Fields 1 Date 1 Character 1 Monetary 1 Decimal 1 Currency 1 User Defined Fields 2 Date 2 Character 2 Monetary 2 Decimal 2 Currency 2 User Defined Fields 3 Date 3 Character 3 Monetary 3 Decimal 3 Currency 3 User Defined Fields 4 Date 4 Character 4 Monetary 4 Decimal 4 Currency 4	
8.	Click the Absence Reason Look Up icon. Absence Reason

Step	Action				
	The Look Up Absence Reason page displays in a pop-up window. 				
11.	Select the applicable absence reason by clicking the corresponding link in the Absence Reason or Description column. <table border="1"> <thead> <tr> <th>Absence Reason</th><th>Description</th></tr> </thead> <tbody> <tr> <td>BMO</td><td>Bone Marrow/Organ Donations</td></tr> </tbody> </table>	Absence Reason	Description	BMO	Bone Marrow/Organ Donations
Absence Reason	Description				
BMO	Bone Marrow/Organ Donations				
	For many Absence Take types, the reason may be the same as the Absence Take name.				
12.	Enter or use the Calendar icon for the first day of the absence in the Begin Date field. *Begin Date 				
13.	Enter or use the Calendar icon for the last day of the absence in the End Date field if applicable. End Date 				

Step	Action
	The Partial Days field defaults to “None”. This selection denotes that the absence is made up of full days only. If any of the absence days are partial hours, click the Partial Days dropdown button and select from the following: • All Days – All days are partial days • Start Day Only – Only the start day is partial • End Day Only – Only the end day is partial • None – Default value; none of the days are partial days • Start and End Days – Both the start day and the end day are partial days Partial Days None ▼ Important Note: For employees on a Variable Work Schedule, always select “All Days”.
14.	Scroll down to the bottom of the page and click the Comments link. Comments
The Absence Event Comments page displays in a pop-up window. X Absence Event Comments Help Absence Event Absence Event Comments Comment  OK Cancel Refresh	



Time & Attendance Job Aid

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Step	Action
15.	Enter any notes pertaining to the Absence Event in the Comment field. This is not required. Comment
	Information entered here is visible to anyone with access to this page.
16.	Click the OK button. OK Cancel Refresh

The **Absence Event Input Detail** page redisplay.

Absence Event

Absence Event Input Detail

Absence Take

Absence Reason Bone Marrow/Organ Donations

Entry Source

Workflow Status

*Process Action

☐ Voided Indicator

☐ Manager Approved

Absence Type

Event Priority

Last Updated

Process Status

Calendar Group ID

Process Date

First Processed Date

Absence Begin / End Data

*Begin Date

End Date

Original Begin Date

Partial Days

User Defined Fields

User Defined Fields 1

User Defined Fields 2

User Defined Fields 3

User Defined Fields 4

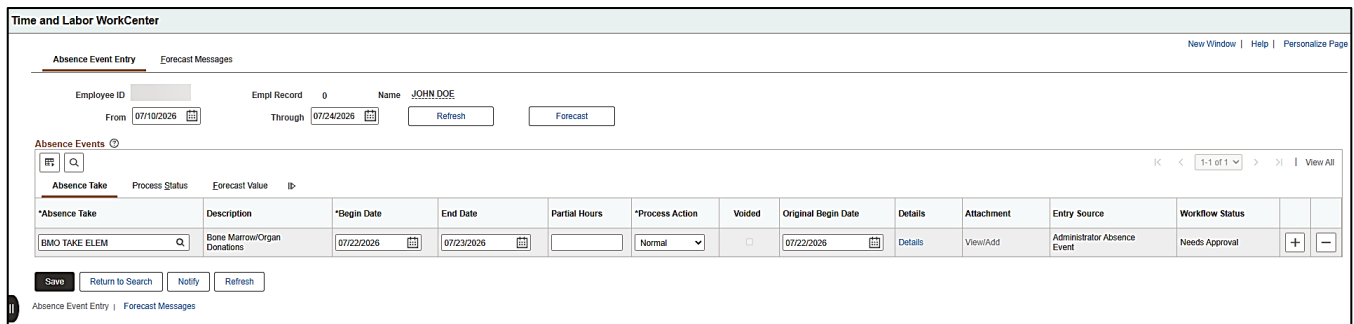


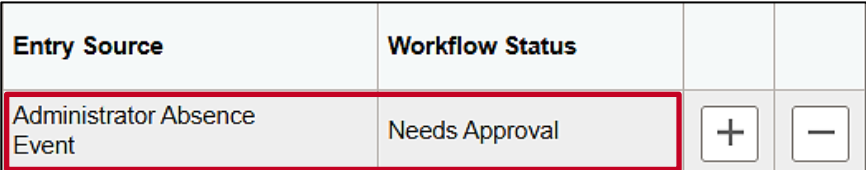
Time & Attendance Job Aid

TA374 Entering and Modifying Absences

Step	Action
17.	Scroll down to the bottom of the page and click the OK button. 

The **Absence Event** page displays and the row is populated based on the data entered on the **Absence Event Input Details** page.



	If additional Absence Events need to be entered, scroll to the right and click the Add a New Row (+) icon and then repeat these Steps. If no other Absence Events need to be entered, proceed to the next Step. 
	The Entry Source field defaults to “Administrator Absence Event” when an Absence Administrator enters or modifies an absence and this field cannot be changed. The Workflow Status field defaults to “ Approved ” when no additional approval is required based on the Absence Take type. If the Absence Event requires additional approval, the Workflow Status field defaults to “Needs Approval”. Also, if the Absence Event requires further approval see the Approving an Absence Event section in this job aid. Absence Events keyed or edited on the Absence Event page will not route to the supervisor for approval and cannot be edited on the Timesheet. While not all Absence Types require forecasting, users should always forecast the leave type entered. If the user does not forecast and it is required, an error message displays indicating the information cannot be saved until forecasting is completed. 



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Step	Action																								
18.	Click the Forecast button. Refresh Forecast																								
A message displays in a pop-up window when the forecasting process is completed. Forecasting completed covering the period from 2025-12-16 to 2026-07-23. Please check the Forecast Value tab to confirm eligible.(25006, 10) OK Cancel																									
19.	Click the OK button to close the message. OK Cancel																								
The Absence Event page refreshes to show the updated status in the Workflow Status field. Time and Labor WorkCenter Absence Event EntryForecast Messages Employee IDEmpl Record 0Name JOHN DOE From 07/10/2026Through 07/24/2026RefreshForecast Absence Events Absence TakeProcess StatusForecast ValueID <table><tr><th>*Absence Take</th><th>Description</th><th>*Begin Date</th><th>End Date</th><th>Partial Hours</th><th>*Process Action</th><th>Voided</th><th>Original Begin Date</th><th>Details</th><th>Attachment</th><th>Entry Source</th><th>Workflow Status</th></tr><tr><td>BMO TAKE ELEM</td><td>Bone Marrow/Organ Donations</td><td>07/22/2026</td><td>07/23/2026</td><td></td><td>Normal</td><td></td><td>07/22/2026</td><td>Details</td><td>View/Add</td><td>Administrator Absence Event</td><td>Submitted</td></tr></table> SaveReturn to SearchNotifyRefresh		*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Attachment	Entry Source	Workflow Status	BMO TAKE ELEM	Bone Marrow/Organ Donations	07/22/2026	07/23/2026		Normal		07/22/2026	Details	View/Add	Administrator Absence Event	Submitted
*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Attachment	Entry Source	Workflow Status														
BMO TAKE ELEM	Bone Marrow/Organ Donations	07/22/2026	07/23/2026		Normal		07/22/2026	Details	View/Add	Administrator Absence Event	Submitted														
20.	Click the Forecast Value tab to confirm that the employee is eligible. Absence TakeProcess StatusForecast Value																								



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Step	Action
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The **Forecast Value** tab displays.

Time and Labor WorkCenter

Absence Event Entry | Forecast Messages

Employee ID [] Empl Record 0 Name JOHN DOE
From 07/10/2026 Through 07/24/2026 Refresh Forecast

Absence Events ⓘ

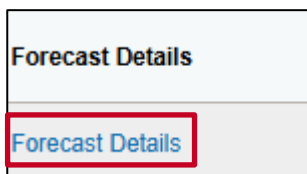
Grid icons | 1-1 of 1 | View All

Absence Take	Process Status	Forecast Value						
*Absence Take	Description	*Begin Date	End Date	Forecast Value	Forecast Date Time	Forecast Details		
BMO TAKE ELEM	Bone Marrow/Organ Donations	07/22/2026	07/23/2026	ELIGIBLE	07/30/2026 5:04PM	Forecast Details	+	-

Save Return to Search Notify Refresh

Absence Event Entry | Forecast Messages

21. Click the **Forecast Details** link.



The **Absence Forecast Results** page displays in a pop-up window.

Absence Forecast Results ⓘ

Absence Event ⓘ

Absence Forecast Results

Absence Take Element BMO TAKE ELEM Begin Date 07/22/2026
Absence Type BoneMarrow End Date 07/23/2026
Forecast Value ELIGIBLE Forecast Date Time 07/30/2026 5:04PM

Absence Forecast Result Details

Grid icons | 1-3 of 3 | View All

Forecast Results	Accumulator Results	User Keys 1-3	User Keys 4-6			
Secondary Element	Forecast Element	Type	Numeric Value	Character Value	Date Value	
BMO TAKE ELEM	BMO ENT ELEM_BAL	Accumulatr	8.000000			
BMO TAKE ELEM	BMO FORECAST PAID	Accumulatr	16.000000			
BMO TAKE ELEM	BMO FORECAST UNPD	Accumulatr	0.000000			

Return



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Step	Action
22.	Review the following information: a) Forecast Value field: Verify a status of “Eligible” b) *** ENT ELEM_BAL row: Displays the employee’s predicted balance after the absence take c) *** FORECAST PAID row: Displays the forecasted number of paid absence hours for this Absence Event d) *** FORECAST UNPD row: Displays the forecasted number of unpaid absence hours for this Absence Event
	For identification purposes, the “***” represents the absence take type (Element Code) and will be unique for each absence take type during review. Cardinal automatically generates an absence take for Pay Docking (LNP) for any hours that are not covered by the employee’s absence entitlement balance (*** FORECAST UNPD row). If necessary, work with the employee and/or supervisor to determine if another leave type can be used. The employee and/or supervisor should be given an opportunity to update the leave request, whenever possible, to avoid pay docking. It is the Administrator’s responsibility to verify that the employee has a sufficient balance to cover the absence if a balance is required for the Absence Take type. If the Forecast Value status is “INELIGIBLE”, it should be addressed either by editing to LNP (Pay Docking) or by using another available leave type.
23.	Click the Return button. 

The **Absence Event** page redispays.

Time and Labor WorkCenter

Absence Event EntryForecast Messages

Employee IDEmpl Record 0Name JOHN DOE
From 07/10/2026Through 07/24/2026RefreshForecast

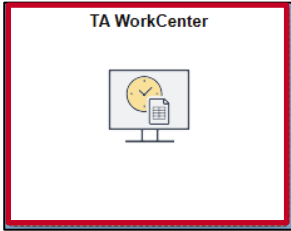
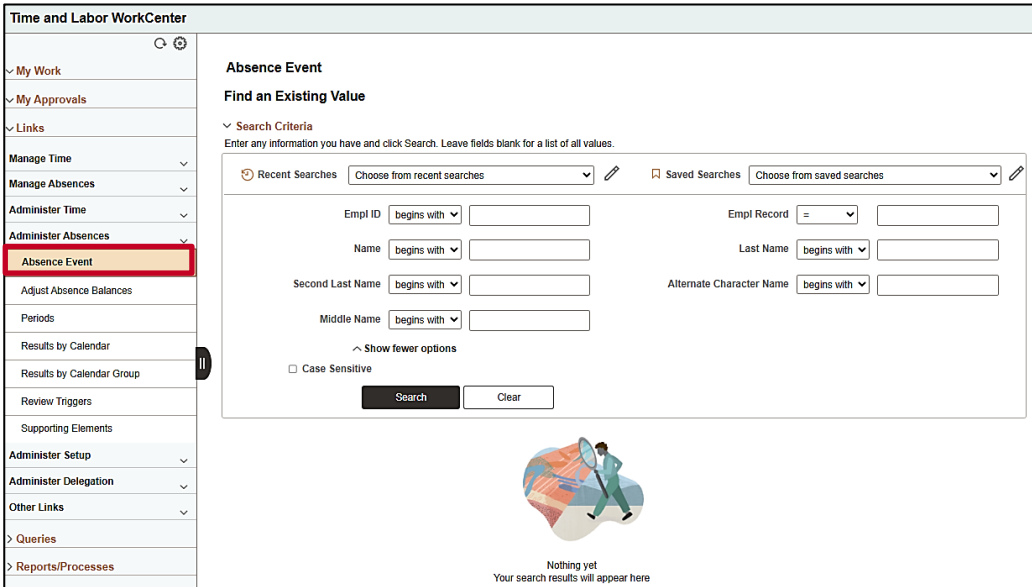
Absence Events
Absence TakeProcess StatusForecast Value
*Absence TakeDescription*Begin DateEnd DateForecast ValueForecast Date TimeForecast Details
BMO TAKE ELEMBone Marrow/Organ Donations07/22/202607/23/2026ELIGIBLE07/30/2026 5:04PMForecast Details
SaveReturn to SearchNotifyRefresh

Step	Action
24.	Click the Save button after confirming that the employee is eligible for the leave. Save Return to Search Notify Refresh
	The absence has been successfully added for the employee and will be processed (in the current period) during the next run of the Absence Calculation process (scheduled to run daily). Future period absences are processed when that period is processed.

Approving an Absence Event

It is recommended that the AM Administrator enters the extended leave request, then asks a second AM Administrator to review and approve it using the following steps:

1. AM Administrator notifies a second AM Administrator that the extended leave event in Cardinal has been entered and requires review and approval.
2. The second AM Administrator searches for the employee on the **Absence Event** page and clicks the **Details** link for the Absence Event needing approval.

Step	Action
1.	Navigate to the Absence Event page by clicking the TA WorkCenter tile. 
	For more information pertaining to WorkCenters, see the Job Aid titled Overview of the Cardinal HCM WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation in the WorkCenter: Links > Administer Absences > Absence Event Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 



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Step	Action																								
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages . This Job Aid is located on the Cardinal website in Job Aids under Learning .																								
3.	Enter the employee’s Employee ID in the Empl ID field. Note: Users can also search by name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. Empl ID begins with ▼																								
4.	Click the Search button. Search Clear																								
The Absence Event page displays, and the Absence Event Entry tab displays by default . The Workflow Status field shows “Submitted” for all rows in this scenario. Time and Labor WorkCenter Absence Event Entry Forecast Messages Employee ID Empl Record 0 Name JOHN DOE From 07/19/2026 Through 07/24/2026 Refresh Forecast Absence Events 1-1 of 1 View All <table><tr><th>Absence Take</th><th>Description</th><th>*Begin Date</th><th>End Date</th><th>Partial Hours</th><th>*Process Action</th><th>Voided</th><th>Original Begin Date</th><th>Details</th><th>Attachment</th><th>Entry Source</th><th>Workflow Status</th></tr><tr><td>BMO TAKE ELEM</td><td>Bone Marrow/Organ Donations</td><td>07/22/2026</td><td>07/23/2026</td><td></td><td>Normal</td><td></td><td>07/22/2026</td><td>Details</td><td>View/Add</td><td>Administrator Absence Event</td><td>Submitted</td></tr></table> Save Return to Search Notify Refresh		Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Attachment	Entry Source	Workflow Status	BMO TAKE ELEM	Bone Marrow/Organ Donations	07/22/2026	07/23/2026		Normal		07/22/2026	Details	View/Add	Administrator Absence Event	Submitted
Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Attachment	Entry Source	Workflow Status														
BMO TAKE ELEM	Bone Marrow/Organ Donations	07/22/2026	07/23/2026		Normal		07/22/2026	Details	View/Add	Administrator Absence Event	Submitted														
5.	Click the Details link on the row for the Absence Take that is being approved. Details Details																								



Time & Attendance Job Aid

TA374 Entering and Modifying Absences

Step	Action
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The **Absence Event Input Detail** page displays.

6. Click the **Manager Approved** checkbox to approve the Absence Event.

7. Scroll to the bottom of the **Absence Event Input Detail** page and click the **OK** button.

The **Absence Event** page redisplay, and the **Workflow Status** field shows “Approved” for that row.



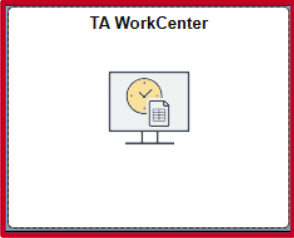
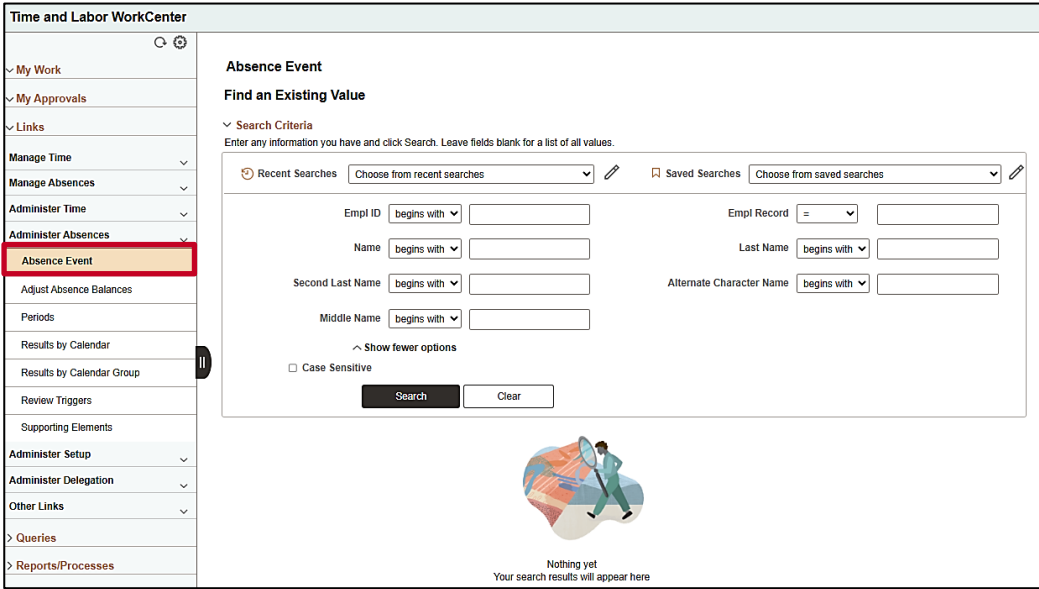
Time & Attendance Job Aid

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Step	Action
	If additional Absence Events need to be approved, repeat Steps 5 – 7.
	If the agency does not have a second AM Administrator to approve, then the AM Administrator that enters the extended leave/leave can also approve it. Follow Agency policy and guidelines for approvals. All leave takes must be in an “Approved” status in order to be calculated, deducted from balances when applicable, appear on the docking report for Payroll when applicable, and for charge distribution.

Modifying an Absence Event

Use this process to modify a current absence for an employee.

Step	Action
1.	Navigate to the Absence Event page by clicking the TA WorkCenter tile. 
	For more information pertaining to WorkCenters, see the Job Aid titled Overview of the Cardinal HCM WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation in the WorkCenter: Links > Administer Absences > Absence Event Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	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.



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Step

Action

3.

Enter the employee's Employee ID in the **Empl ID** field.

Note: Users can also search by name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

Empl ID

begins with ▼

4.

Click the **Search** button.

Search

Clear

The **Absence Event** page displays with the **Absence Event Entry** tab displayed by default.

Time and Labor WorkCenter

Absence Event Entry

Forecast Messages

Employee ID

Empl Record 0

Name JOHN DOE

From 05/01/2026

Through 10/28/2026

Refresh

Forecast

Absence Events

1-1 of 1

View All

Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Attachment	Entry Source	Workflow Status
BMO TAKE ELEM	Bone Marrow/Organ Donations	07/22/2026	07/23/2026		Normal		07/22/2026	Details	View/Add	Administrator Absence Event	Approved

Save

Return to Search

Notify

Refresh

Absence Event Entry

Forecast Messages

5.

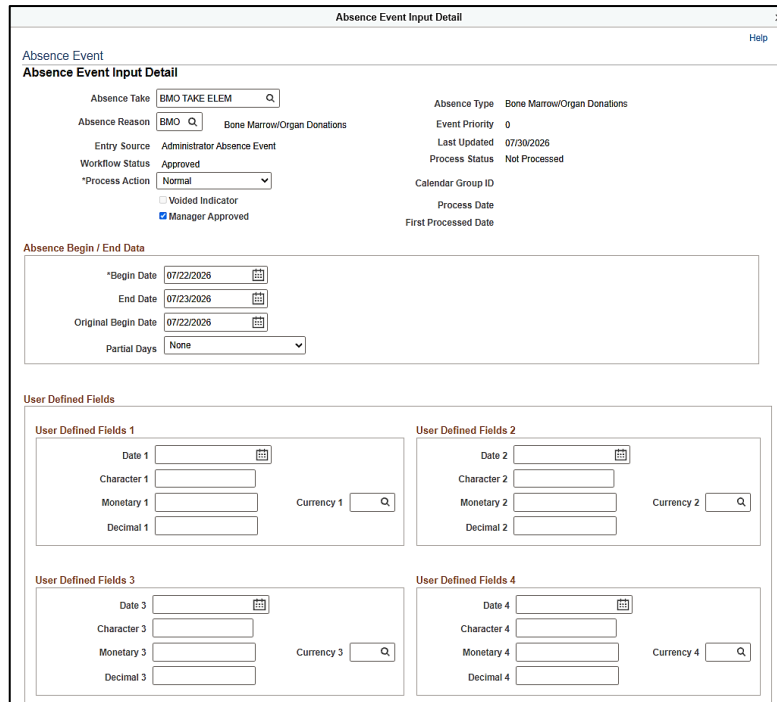
Click the **Details** link for the Absence Event that needs to be modified.

Details

Details

Step	Action
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The **Absence Event Input Detail** page displays in a pop-up window.




Update the Absence Event as needed based on the following general update types:

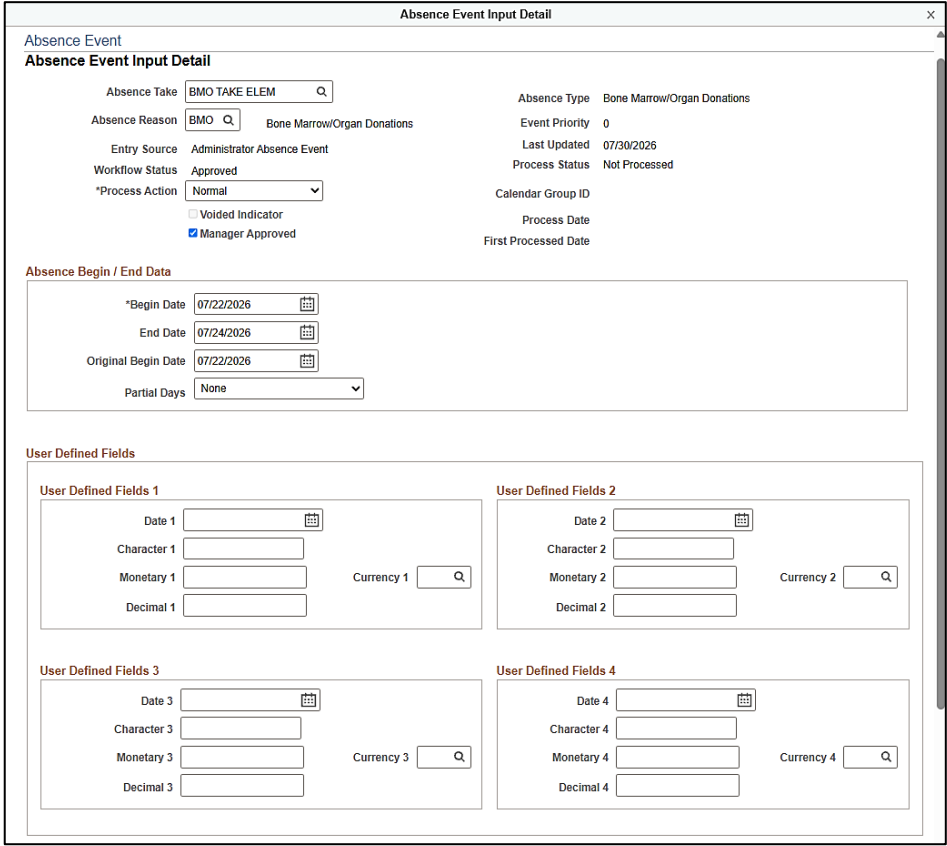
Scenario	Action Required
Changing the start date	Update the Begin Date field. Update the Partial Days and Partial Hours fields as needed if the new start day will not be a full absence day.
Changing the end date	Update the End Date field. Update the Partial Days and Partial Hours fields as needed if the new end day will not be a full absence day.
Changing a partial day to a full day	Update the Partial Days field.
Changing a full day to a partial day	Update the Partial Days and Partial Hours fields.
Reason selected is not accurate	Update the Absence Reason field by selecting the appropriate reason code.

Step	Action
6.	In this scenario, the employee is using three days of Bone Marrow/Organ Donations now. The End Date field has been updated. *Begin Date 07/22/2026  End Date 07/24/2026  Original Begin Date 07/22/2026  Partial Days None 
7.	Scroll down to the bottom of the page and click the Comments link. Comments The Absence Events Comments page displays in a pop-up window. Absence Event Comments  Absence Event Help Absence Event Comments Comment  OK Cancel Refresh
8.	Enter the reason for the change in the Comments field. Comment
	Information entered here is visible to anyone with access to this page.



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Step	Action
9.	Click the OK button. OK Cancel Refresh
The Absence Event Input Detail page redisplay. 	
10.	Scroll down to the bottom of the page and click the OK button. OK Cancel Refresh



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Step	Action
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The **Absence Event** page displays and the row is updated based on the data entered on the **Absence Event Input Details** page.

11. Click the **Forecast** button.

A message displays in a pop-up window when the forecasting process is completed.

12. Click the **OK** button to close the message.

The **Absence Event** page refreshes.



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Step	Action
13.	Click the Forecast Value tab to confirm that the employee is eligible. 

The **Forecast Value** tab displays.

Time and Labor WorkCenter

Absence Event Entry Forecast Messages New Window

Employee ID Empl Record 0 Name JOHN DOE
From 05/02/2026 Through 10/29/2026 Refresh Forecast

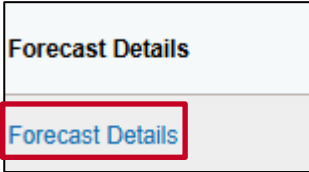
Absence Events 1-1 of 1 View All

Absence Take Process Status **Forecast Value** ▶

*Absence Take	Description	*Begin Date	End Date	Forecast Value	Forecast Date Time	Forecast Details		
BMO TAKE ELEM	Bone Marrow/Organ Donations	07/22/2026	07/24/2026	ELIGIBLE	07/31/2026 11:57AM	Forecast Details	+	-

Save Return to Search Notify Refresh

Absence Event Entry | Forecast Messages

14.	Click the Forecast Details link. 
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Step	Action
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The **Absence Forecast Results** page displays.

Absence Forecast Results

Help

Absence Event

Absence Forecast Results

Absence Take ElementBMO TAKE ELEM

Absence TypeBoneMarrow

Forecast ValueELIGIBLE

Begin Date07/22/2026

End Date07/24/2026

Forecast Date Time07/31/2026 11:57AM

Absence Forecast Result Details

<<

<

1-3 of 3

>

>>

View All

Forecast Results

Accumulator Results

User Keys 1-3

User Keys 4-6

Secondary Element	Forecast Element	Type	Numeric Value	Character Value	Date Value
BMO TAKE ELEM	BMO ENT ELEM_BAL	Accumulatr	0.000000		
BMO TAKE ELEM	BMO FORECAST PAID	Accumulatr	24.000000		
BMO TAKE ELEM	BMO FORECAST UNPD	Accumulatr	0.000000		

Return

15. Review the following information:
- a) **Forecast Value** field: Verify a status of “Eligible”
 - b) ***** ENT ELEM_BAL** row: Displays the employee’s predicted balance after the absence take
 - c) ***** FORECAST PAID** row: Displays the forecasted number of paid absence hours for this Absence Event
 - d) ***** FORECAST UNPD** row: Displays the forecasted number of unpaid absence hours for this Absence Event

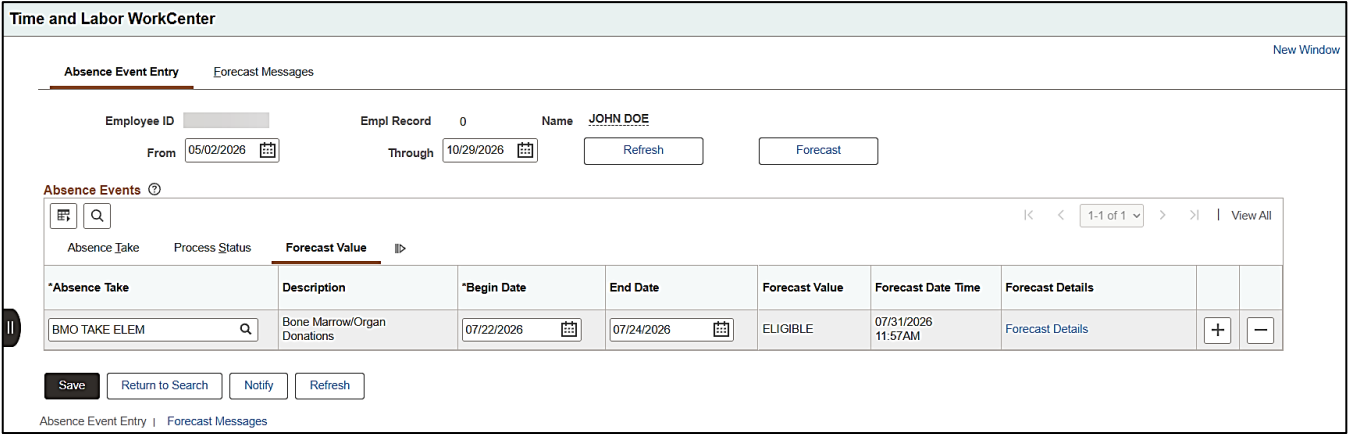
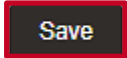


For identification purposes, the “***” represents the absence take type (Element Code) and will be unique for each absence take type during review. Cardinal automatically generates an absence take for Pay Docking (LNP) for any hours that are not covered by the employee’s absence entitlement balance (*** FORECAST UNPD row). If necessary, work with the employee and/or supervisor to determine if another leave type can be used. The employee and/or supervisor should be given an opportunity to update the leave request, whenever possible, to avoid pay docking. It is the administrator’s responsibility to verify that the employee has a sufficient balance to cover the absence if a balance is required for the absence take type. If the Forecast Value status is “INELIGIBLE”, it should be addressed either by editing to LNP (Pay Docking) or by using another available leave type.



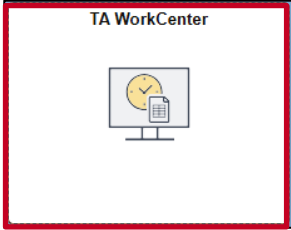
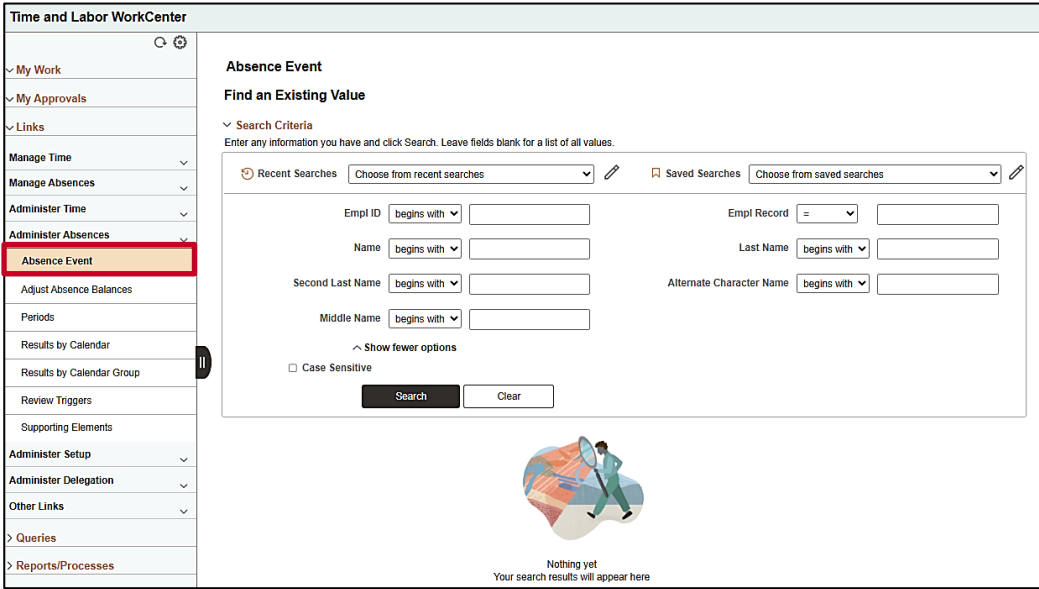
Time & Attendance Job Aid

TA374 Entering and Modifying Absences

Step	Action
16.	Click the Return button. 
The Absence Event page redisplay. 	
17.	Click the Save button after confirming that the employee is eligible for the leave. 
	The absence has been successfully modified for the employee and will be processed during the next run of the Absence Calculation process (scheduled to run daily).

Deleting an Absence Event

Use this process to delete an Absence Event.

Step	Action
1.	Navigate to the Absence Event page by clicking the TA WorkCenter tile. 
	For more information pertaining to WorkCenters, see the Job Aid titled Overview of the Cardinal HCM WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation in the WorkCenter: Links > Administer Absences > Absence Event Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	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.

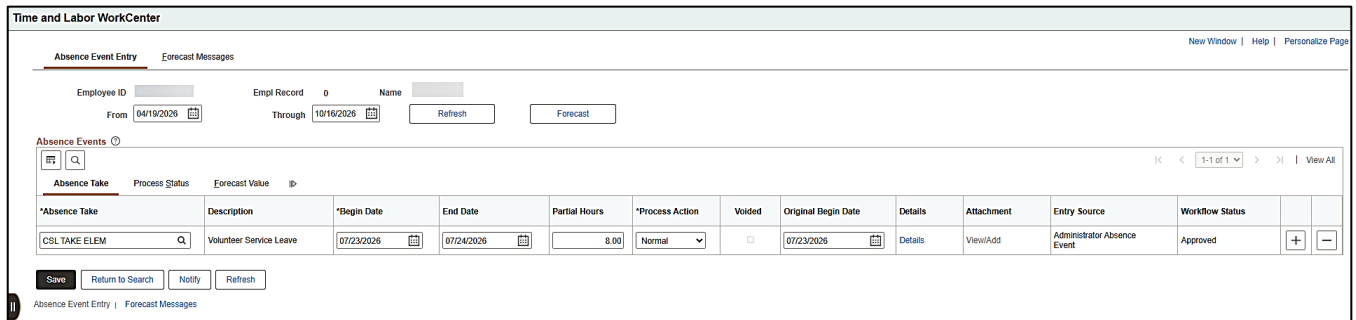


Time & Attendance Job Aid

TA374 Entering and Modifying Absences

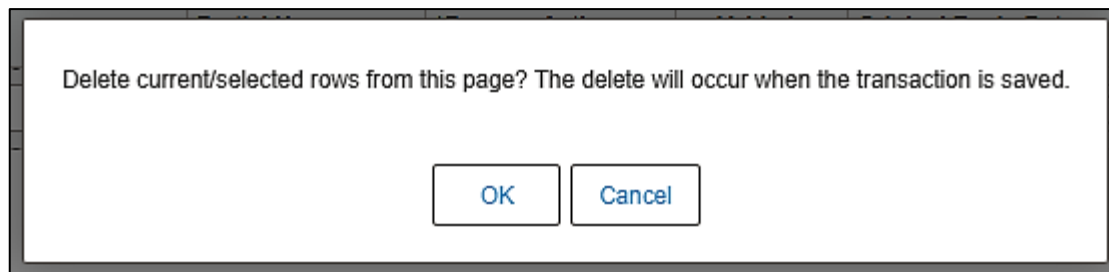
Step	Action
3.	Enter the employee's Employee ID in the Empl ID field. Note: Users can also search by name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. 
4.	Click the Search button. 

The **Absence Event** page displays with the **Absence Event Entry** tab displayed by default.



5.	Click the Delete Row (-) icon for the applicable Absence Event. 
	The Delete Row (-) icon is only visible and available if the Absence Event has not yet been processed by the regularly scheduled Absence Calculation process.

A **Delete Confirmation** message displays in a pop-up window.



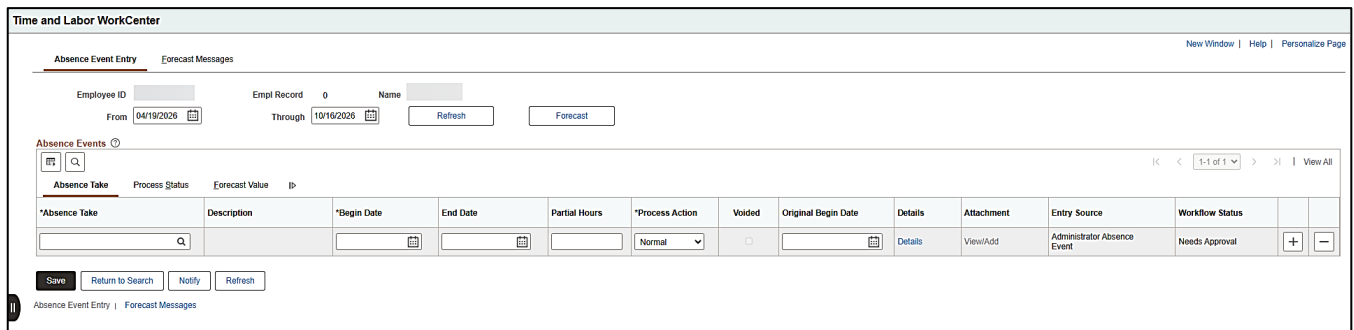


Time & Attendance Job Aid

TA374 Entering and Modifying Absences

Step	Action
7.	Click the OK button to confirm the deletion. 

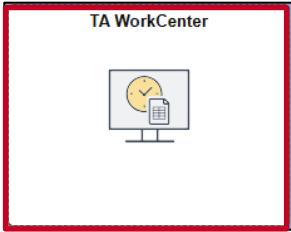
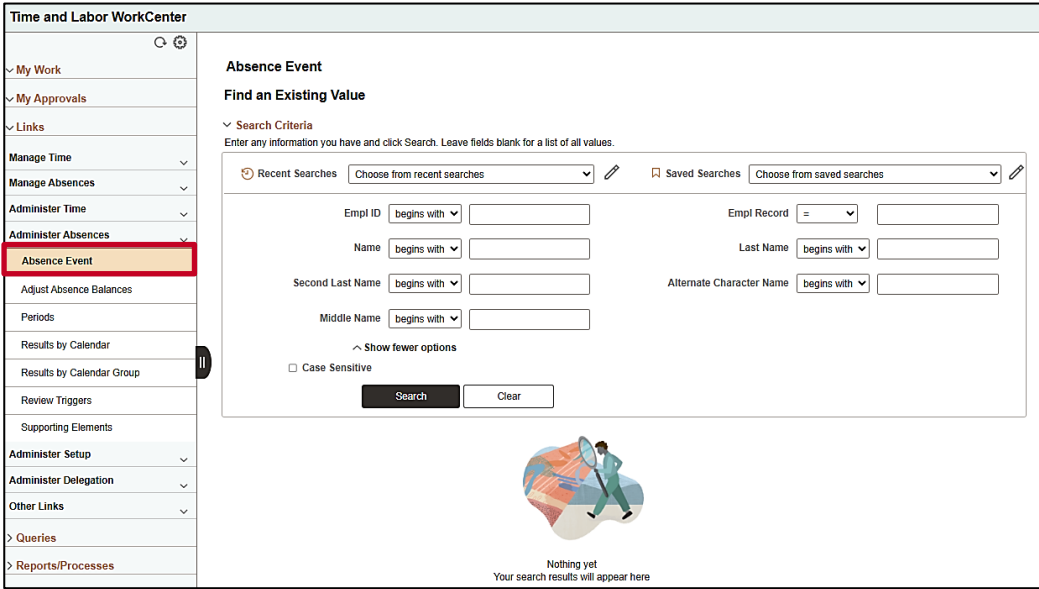
The **Absence Event** page refreshes with the Absence Event removed.



When an Absence Event is deleted, the record of the Absence Event does not remain in Cardinal. Cardinal will automatically adjust the employee's Absence Entitlement balance if the absence was previously deducted from the balance during the next run of the **Absence Calculation** process (scheduled to run daily).

Voiding an Absence Event

Use this process to void an Absence Event.

Step	Action
1.	Navigate to the Absence Event page by clicking the TA WorkCenter tile. 
	For more information pertaining to WorkCenters, see the Job Aid titled Overview of the Cardinal HCM WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation in the WorkCenter: Links > Administer Absences > Absence Event Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	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.



Time & Attendance Job Aid

TA374 Entering and Modifying Absences

Step	Action
3.	Enter the employee's Employee ID in the Empl ID field. Note: Users can also search by name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. Empl ID begins with ▼
4.	Click the Search button. Search Clear

The **Absence Event** page displays with the **Absence Event Entry** tab displayed by default.

Time and Labor WorkCenter

Absence Event Entry Forecast Messages

Employee ID [] Empl Record 0 Name []

From 04/19/2026 Through 10/16/2026 Refresh Forecast

Absence Events

Absence Take	Process Status	Forecast Value	ID										
*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Attachment	Entry Source	Workflow Status		
VAC TAKE ELEM	Vacation	07/03/2026	07/03/2026		Normal		07/03/2026	Details	ViewAdd	Employee Absence Request	Submitted	+	-
VAC TAKE ELEM	Vacation	07/02/2026	07/02/2026		Normal		07/02/2026	Details	ViewAdd	Employee Absence Request	Submitted	+	-
VAC TAKE ELEM	Vacation	07/01/2026	07/01/2026		Normal		07/01/2026	Details	ViewAdd	Employee Absence Request	Submitted	+	-
VAC TAKE ELEM	Vacation	06/25/2026	06/25/2026		Normal		06/25/2026	Details	ViewAdd	Employee Absence Request	Submitted	+	-
VAC TAKE ELEM	Vacation	06/10/2026	06/10/2026		Normal		06/10/2026	Details	ViewAdd	Employee Absence Request	Submitted	+	-
VAC TAKE ELEM	Vacation	05/28/2026	05/28/2026		Normal		05/28/2026	Details	ViewAdd	Employee Absence Request	Submitted	+	-
VAC TAKE ELEM	Vacation	05/19/2026	05/19/2026		Normal		05/19/2026	Details	ViewAdd	Employee Absence Request	Submitted	+	-
VAC TAKE ELEM	Vacation	05/18/2026	05/18/2026		Normal		05/18/2026	Details	ViewAdd	Employee Absence Request	Submitted	+	-
VAC TAKE ELEM	Vacation	05/13/2026	05/13/2026		Normal		05/13/2026	Details	ViewAdd	Employee Absence Request	Submitted	+	-
VAC TAKE ELEM	Vacation	05/11/2026	05/11/2026	2.00	Normal		05/11/2026	Details	ViewAdd	Employee Timesheet	Submitted	+	-

Save Return to Search Notify Refresh

Absence Event Entry Forecast Messages

5. Click the **Process Action** dropdown button and select "Void" from the dropdown list for the row with the Absence Take that needs to be voided.

*Process Action

Normal ▼

Normal

Void



Time & Attendance Job Aid

TA374 Entering and Modifying Absences

Step	Action
6.	Click the Save button to confirm the void action. Save Return to Search Notify Refresh

The **Absence Event** page refreshes and the **Workflow Status** field updates to “Voided” for that row.

Time and Labor WorkCenter

Absence Event Entry Forecast Messages

Employee ID [] Empl Record 0 Name []

From 04/19/2026 Through 10/19/2026 Refresh Forecast

Absence Events

Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Attachment	Entry Source	Workflow Status
VAC TAKE ELEM	Vacation	07/03/2026	07/03/2026		Void	☒	07/03/2026	Details	View/Add	Administrator Absence Event	Voided
VAC TAKE ELEM	Vacation	07/02/2026	07/02/2026		Normal	☐	07/02/2026	Details	View/Add	Employee Absence Request	Submitted
VAC TAKE ELEM	Vacation	07/01/2026	07/01/2026		Normal	☐	07/01/2026	Details	View/Add	Employee Absence Request	Submitted
VAC TAKE ELEM	Vacation	06/25/2026	06/25/2026		Normal	☐	06/25/2026	Details	View/Add	Employee Absence Request	Submitted
VAC TAKE ELEM	Vacation	06/10/2026	06/10/2026		Normal	☐	06/10/2026	Details	View/Add	Employee Absence Request	Submitted
VAC TAKE ELEM	Vacation	05/28/2026	05/28/2026		Normal	☐	05/28/2026	Details	View/Add	Employee Absence Request	Submitted
VAC TAKE ELEM	Vacation	05/19/2026	05/19/2026		Normal	☐	05/19/2026	Details	View/Add	Employee Absence Request	Submitted
VAC TAKE ELEM	Vacation	05/18/2026	05/18/2026		Normal	☐	05/18/2026	Details	View/Add	Employee Absence Request	Submitted
VAC TAKE ELEM	Vacation	05/13/2026	05/13/2026		Normal	☐	05/13/2026	Details	View/Add	Employee Absence Request	Submitted
VAC TAKE ELEM	Vacation	05/11/2026	05/11/2026	2.00	Normal	☐	05/11/2026	Details	View/Add	Employee Timesheet	Submitted

Save Return to Search Notify Refresh



When an Absence Event is voided, the **Voided** checkbox will be checked once the void is processed by the **Absence Calculation** process and a record of the Absence Event remains in Cardinal.

Voided

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