

Managing Absence Balances Overview

There are various reasons why an entitlement balance adjustment may be required. Some examples include:

- An employee is granted a special absence balance that needs to be added (e.g., Annual Leave Incentive, Employee Recognition, Educational Leave)
- An employee transfers from another state Agency and is bringing their absence balances to the new Agency
- An exception is granted to system generated entitlements
- An Absence Event was voided on the **Update Time Status** page
- Leave balances need to be zeroed out when an employee terminates
- An employee is donating leave or receiving donated leave

Reminders:

- AM Administrators can view the Absence Balance Calculations the following day after the nightly Absence Calc job processes Absence Events and adjustments
- Balances viewed under the **Team Time** tile or the **Time** tile reflect balances as of the last closed leave period. The leave period is closed on the salaried pay date
- For further information about absence calculations, see the Job Aid titled **TA374 Results by Calendar Group/Calendar**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

The Absence Calculation Process has a retro-processing limit of 1 year. AM Administrators have access to modify the **Balances** page for leave periods within 1 year of the current open leave period and view-only access to leave periods greater than 1 year from the current open leave period.

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 Managing Absence Balances

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Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades. Reorganized layout.
4/2/2026	Added a new section on Zeroing Out Balances using the Leave Balance Zero-Out Page .
8/19/2025	Added a new section on how to Manage Recognition Leave .
3/1/2025	Baseline.



Getting Started

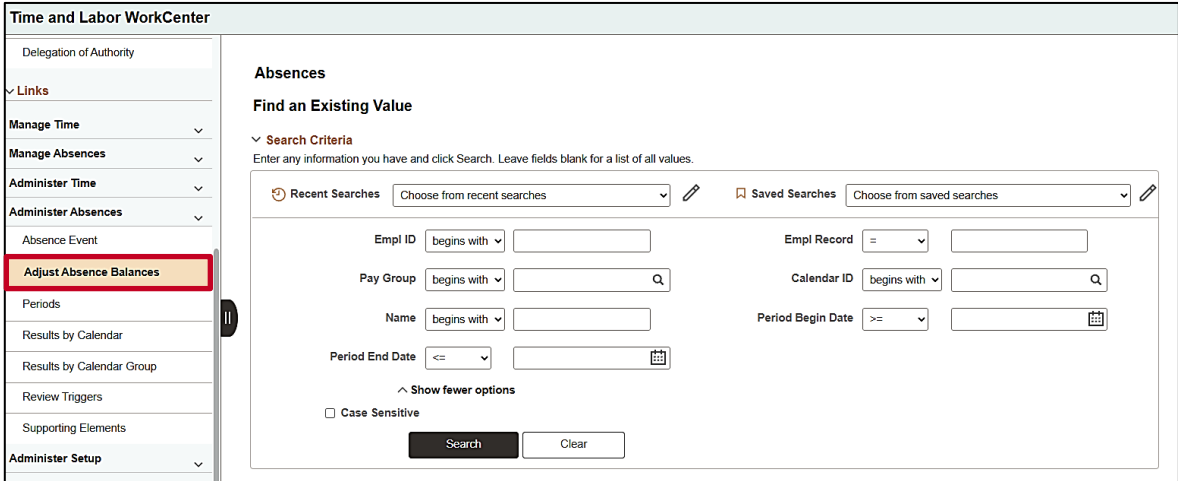
Absence Balances can be adjusted manually following the steps in this job aid. Some balances can also be adjusted through a mass upload. See the **TA792 Leave Balance Adjustment Mass Upload Template** for more information.

For employees transferring from one Agency to another Agency or for adjusting balances for a transfer employee, refer to the [Managing Leave for Agency Transfers](#) section of this Job Aid.

Prior to managing Absence balances manually or through mass upload, have the following information available:

- The Employee's Pay Group, which can be found on the employee's **Job Actions Summary** page
 - Navigate to the **Job Actions Summary** page using the following tiles: **Manage Human Resources > Manage Job**
- The Pay Period End Date: identify the Pay Period end date for the Pay Period in which the Absence Balance Entitlement is to be effective
- Any required HR Documentation (per Agency procedures)

Entering a New Absence Entitlement

Step	Action
1.	Navigate to the Absences 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 > Adjust Absence Balances 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.
3.	Enter the employee's Employee ID in the Empl ID field. Note: Users can also search for an employee by Employee Record or name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. 



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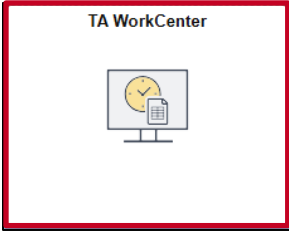
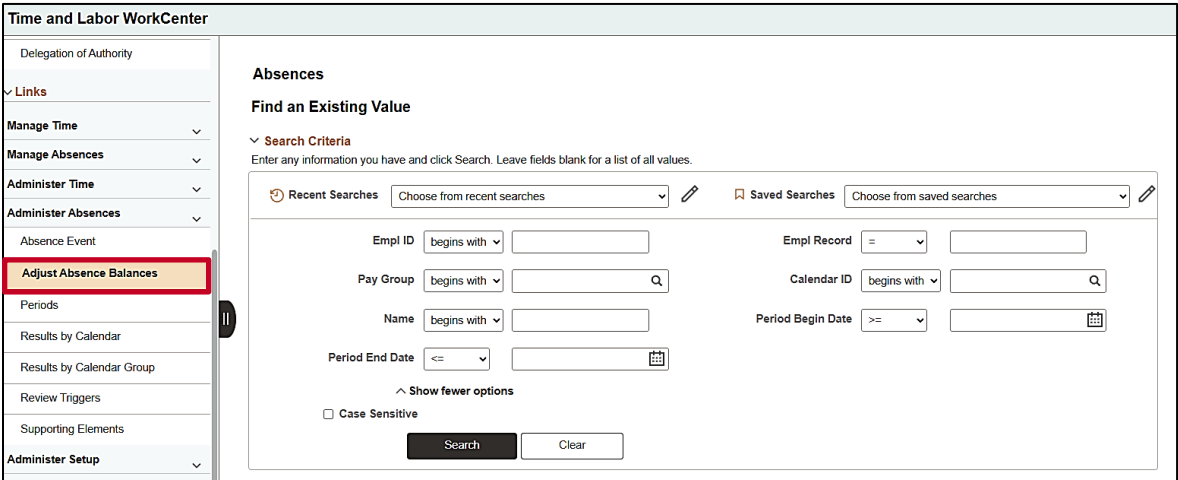
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Step	Action
	The PI for Absence Entitlement page displays in a pop-up window. PI for Absence Entitlement Help Absence Comments Empl ID: Name: JOHN DOE Empl Record: 0 Pay Group: SM1 Description: Semi-monthly Classified Calendar ID: SM1 2026SM114 Begin Date: 07/25/2026 End Date: 08/09/2026 Element Name: FML ENT ELEM Description: Family Medical Leave Balance Adjustment: 40.000000 Additional Information/ Adjustment Comments Comments: Last Update User ID: Last Update Date/Time: OK Cancel
14.	Enter a brief comment in the Comments field regarding why the adjustment is being made. Note: Do not include any PII in the comments. Additional Information/ Adjustment Comments Comments: Documents notification was received from HR.
15.	Click the OK button. OK Cancel

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Entering a New Absence Entitlement for Parental Leave

Step	Action
1.	Navigate to the Absences 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 > Adjust Absence Balances Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
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TA374 Managing Absence Balances

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	The Look Up Element page displays in a pop-up window. Look Up Element Help Element Name begins with Description begins with Search Clear Cancel Basic Lookup Search Results View 100 < < 1-30 of 30 > > <table><tr><th>Element Name</th><th>Description</th><th>Country Code</th></tr><tr><td>BMO ENT ELEM</td><td>Bone Marrow/Organ Donations</td><td>USA</td></tr><tr><td>DLR ENT ELEM</td><td>Donated Leave Rec (Lv Share)</td><td>USA</td></tr><tr><td>DSR ENT ELEM</td><td>Victim of Disaster</td><td>USA</td></tr><tr><td>ELW ENT ELEM</td><td>Educational Leave Pay Docking</td><td>USA</td></tr><tr><td>MBL ENT ELEM</td><td>Military Bank Leave</td><td>USA</td></tr><tr><td>CSL ENT ELEM</td><td>Volunteer Service Leave</td><td>USA</td></tr><tr><td>MIL ENT ELEM</td><td>Military Leave</td><td>USA</td></tr><tr><td>MIP ENT ELEM</td><td>Military Physical</td><td>USA</td></tr><tr><td>PAR ENT ELEM</td><td>Parental Leave</td><td>USA</td></tr><tr><td>VAC ENT ELEM</td><td>Vacation</td><td>USA</td></tr><tr><td>FML ENT ELEM</td><td>Family Medical Leave</td><td>USA</td></tr><tr><td>DLR REC ELEM</td><td>DLR Receive Element</td><td>USA</td></tr><tr><td>PER ENT ELEM</td><td>VSDP Personal Leave</td><td>USA</td></tr><tr><td>SCK ENT ELEM</td><td>Sick Leave</td><td>USA</td></tr><tr><td>PLL ENT ELEM</td><td>Pre-Layoff Leave</td><td>USA</td></tr><tr><td>SDP ENT ELEM</td><td>VSDP Sick Leave</td><td>USA</td></tr></table>	Element Name	Description	Country Code	BMO ENT ELEM	Bone Marrow/Organ Donations	USA	DLR ENT ELEM	Donated Leave Rec (Lv Share)	USA	DSR ENT ELEM	Victim of Disaster	USA	ELW ENT ELEM	Educational Leave Pay Docking	USA	MBL ENT ELEM	Military Bank Leave	USA	CSL ENT ELEM	Volunteer Service Leave	USA	MIL ENT ELEM	Military Leave	USA	MIP ENT ELEM	Military Physical	USA	PAR ENT ELEM	Parental Leave	USA	VAC ENT ELEM	Vacation	USA	FML ENT ELEM	Family Medical Leave	USA	DLR REC ELEM	DLR Receive Element	USA	PER ENT ELEM	VSDP Personal Leave	USA	SCK ENT ELEM	Sick Leave	USA	PLL ENT ELEM	Pre-Layoff Leave	USA	SDP ENT ELEM	VSDP Sick Leave	USA
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10.	Select the “PAR ENT ELEM” Entitlement Type by clicking the corresponding link in the Element Name or Description column. <table><tr><th>Element Name</th><th>Description</th><th>Country Code</th></tr><tr><td>BMO ENT ELEM</td><td>Bone Marrow/Organ Donations</td><td>USA</td></tr><tr><td>DLR ENT ELEM</td><td>Donated Leave Rec (Lv Share)</td><td>USA</td></tr><tr><td>DSR ENT ELEM</td><td>Victim of Disaster</td><td>USA</td></tr><tr><td>ELW ENT ELEM</td><td>Educational Leave Pay Docking</td><td>USA</td></tr><tr><td>MBL ENT ELEM</td><td>Military Bank Leave</td><td>USA</td></tr><tr><td>CSL ENT ELEM</td><td>Volunteer Service Leave</td><td>USA</td></tr><tr><td>MIL ENT ELEM</td><td>Military Leave</td><td>USA</td></tr><tr><td>MIP ENT ELEM</td><td>Military Physical</td><td>USA</td></tr><tr><td>PAR ENT ELEM</td><td>Parental Leave</td><td>USA</td></tr><tr><td>VAC ENT ELEM</td><td>Vacation</td><td>USA</td></tr><tr><td>FML ENT ELEM</td><td>Family Medical Leave</td><td>USA</td></tr></table>	Element Name	Description	Country Code	BMO ENT ELEM	Bone Marrow/Organ Donations	USA	DLR ENT ELEM	Donated Leave Rec (Lv Share)	USA	DSR ENT ELEM	Victim of Disaster	USA	ELW ENT ELEM	Educational Leave Pay Docking	USA	MBL ENT ELEM	Military Bank Leave	USA	CSL ENT ELEM	Volunteer Service Leave	USA	MIL ENT ELEM	Military Leave	USA	MIP ENT ELEM	Military Physical	USA	PAR ENT ELEM	Parental Leave	USA	VAC ENT ELEM	Vacation	USA	FML ENT ELEM	Family Medical Leave	USA															
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Time & Attendance Job Aid

TA374 Managing Absence Balances

Step	Action																
	The Absences page redispays with the selected element name, and the Description field defaults based on the element name selected. Time and Labor WorkCenter Employee ID Pay Group SM1 Calendar ID SM1 2026SM114 Name JOHN DOE Description Semi-monthly Classified Begin Date 07/25/2026 Empl Record 0 Pay Entity COVA End Date 08/09/2026 Balance Adjustments Q < > 1-1 of 1 < > View All <table><tr><th>*Element Name</th><th>Description</th><th>Balance Adjustment</th><th>Begin Date</th><th>End Date</th><th>Comments</th><th></th><th></th></tr><tr><td>PAR ENT ELEM</td><td>Parental Leave</td><td></td><td>07/25/2026</td><td>08/09/2026</td><td></td><td></td><td></td></tr></table> Save Return to Search Notify	*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments			PAR ENT ELEM	Parental Leave		07/25/2026	08/09/2026			
*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments												
PAR ENT ELEM	Parental Leave		07/25/2026	08/09/2026													
11.	Enter “320” in the Balance Adjustment field as a positive number. Balance Adjustment																
12.	The Begin Date and End Date fields default based on the Calendar ID previously selected. Note: Do not change these dates. If these dates do not reflect the Pay Period in which the absence balance adjustment is to be effective, click the Return to Search button and select the applicable Calendar ID. Begin Date 07/25/2026 End Date 08/09/2026																
13.	Click the Comments icon in the Comments field. Comments																

Step	Action
The PI for Absence Entitlement page displays in a pop-up window.	
PI for Absence Entitlement Help Absence Comments Empl ID: Name: JOHN DOE Empl Record: 0 Pay Group: SM1 Description: Semi-monthly Classified Calendar ID: SM1 2026SM114 Begin Date: 07/25/2026 End Date: 08/09/2026 Element Name: PAR ENT ELEM Description: Parental Leave Balance Adjustment: 320.000000 Additional Information/ Adjustment Comments Date of Birth / Placement: Comments: Last Update User ID: OK Cancel Last Update Date/Time:	
14.	Click the Date of Birth / Placement Calendar icon and select either the date of birth or the date of placement. Date of Birth / Placement:
15.	Enter a brief comment in the Comments field regarding why the adjustment is being made. Note: Do not include any PII in the comments. Comments:
i	Enter a comment related to the birth date or the placement date based on information received from HR.
16.	Click the OK button. OK Cancel



Time & Attendance Job Aid

TA374 Managing Absence Balances

Step

Action

The **Absences** page redispays.

Time and Labor WorkCenter

Employee ID

Name

JOHN DOE

Empl Record

0

Pay Group

SM1

Description

Semi-monthly Classified

Pay Entity

COVA

Calendar ID

SM1 2026SM114

Begin Date

07/25/2026

End Date

08/09/2026

Balance Adjustments

<

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1-1 of 1

>

>

View All

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
PAR ENT ELEM	Parental Leave	320.000000	07/25/2026	08/09/2026		+	-

Save

Return to Search

Notify

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Unused Parental Leave hours expire automatically in Cardinal after 6 months. If an employee is terminated before the 6-month expiration, the remaining balance must be manually removed. The balance can be manually zeroed out by editing the original Parental Leave adjustment to reflect the number of hours the employee used (e.g., if the employee originally received 320 Parental Leave hours and has a remaining balance of 20 hours, the AM Administrator should edit the 320 hours to 300 hours for the original balance adjustment in the **Balance Adjustment** field).

17.

Click the **Save** button.

Save

Return to Search

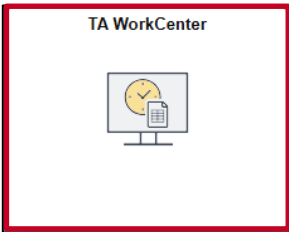
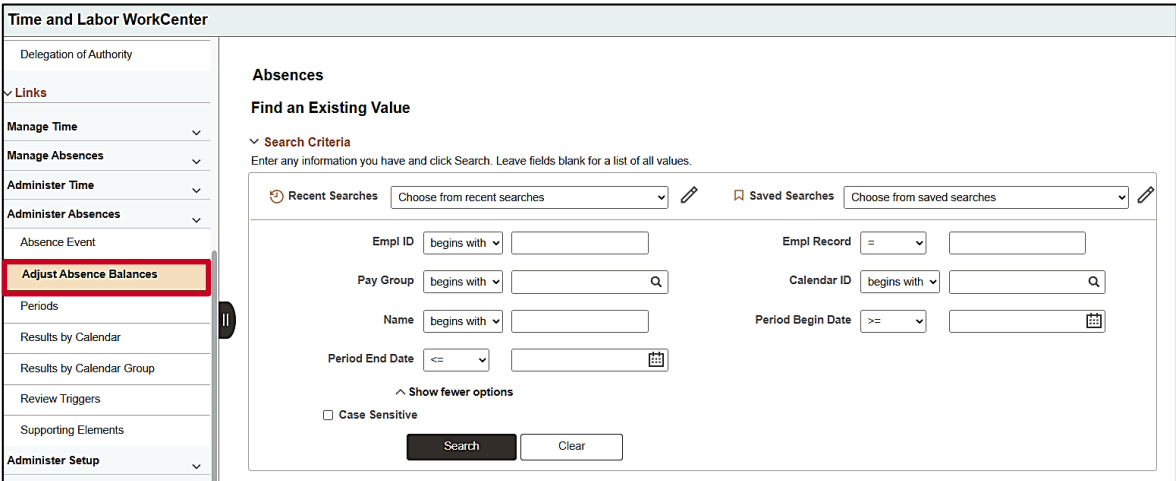
Notify

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Entitlements added in the current open Pay Period and prior Pay Periods will be available for use/forecasting immediately and will be reflected in the balance viewable on the **Results by Calendar/Calendar Group** pages after the nightly Absence Calculation Process runs.

Manually Adjusting an Existing Absence Entitlement Balance

AM Administrators can edit balance adjustments that have been made in leave periods within one year from the current open calendar.

Step	Action
1.	Navigate to the Absences 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 > Adjust Absence Balances 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 Managing Absence Balances

Step	Action
3.	Enter the employee's Employee ID in the Empl ID field. Note: Users can also search for an employee by Employee Record or 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 Pay Group Look up icon to select the employee's Pay Group. Note: Ensure that the selected Pay Group is consistent with the employee's Job Actions Summary page for the same timeframe. Pay Group begins with ▾ Q
5.	Select the applicable value for one of the following fields: • Calendar ID: Parameter for the Absence Calculation process that identifies the Pay Period in which the balance adjustment should be made effective. It can be a past, current, or future Pay Period. Click the Calendar ID Look up icon and select the applicable Pay Period. • Period Begin Date: The Pay Period begin date when the balance adjustment should be effective. Click the Period Begin Date Calendar icon and select the applicable Pay Period begin date. Pay Group begins with ▾ Q Name begins with ▾ Period End Date <= ▾ Calendar ID begins with ▾ Q Period Begin Date >= ▾
6.	Click the Search button. Search Clear



Time & Attendance Job Aid

TA374 Managing Absence Balances

Step	Action																																		
	The Search Results (Calendar IDs available for the employee based on the data entered) display in the Search Results section. ▼ Search Results 1 result - Empl ID [REDACTED] <table border="1"><thead><tr><th>Empl ID</th><th>Empl Record</th><th>Pay Group</th><th>Calendar ID</th><th>Name</th><th>Period Begin Date</th><th>Period End Date</th><th></th></tr></thead><tbody><tr><td>[REDACTED]</td><td>0</td><td>SM1</td><td>SM1 2026SM114</td><td>JOHN DOE</td><td>07/25/2026</td><td>08/09/2026</td><td>></td></tr></tbody></table>	Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date		[REDACTED]	0	SM1	SM1 2026SM114	JOHN DOE	07/25/2026	08/09/2026	>																		
Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date																													
[REDACTED]	0	SM1	SM1 2026SM114	JOHN DOE	07/25/2026	08/09/2026	>																												
7.	Click the applicable Drill in (>) icon based on the effective date of the change. Note: Verify that the Pay Group is consistent with the employee's Job Actions Summary page. Select the Pay Period with the correct Pay Period begin date and end date wherein the balance should be available for the employee. Selecting the incorrect Calendar ID may result in the incorrect processing of the adjustment. Balance adjustments should not be entered in calendars that end in "00" or "F1" as these are not regular semi-monthly leave period calendars. <table border="1"><tbody><tr><td>[REDACTED]</td><td>0</td><td>SM1</td><td>SM1 2026SM114</td><td>JOHN DOE</td><td>07/25/2026</td><td>08/09/2026</td><td>></td></tr></tbody></table>	[REDACTED]	0	SM1	SM1 2026SM114	JOHN DOE	07/25/2026	08/09/2026	>																										
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	The Absences page displays for the applicable Calendar ID. Time and Labor WorkCenter <table><tbody><tr><td>Employee ID</td><td>[REDACTED]</td><td>Name</td><td>JOHN DOE</td><td>Empl Record</td><td>0</td></tr><tr><td>Pay Group</td><td>SM1</td><td>Description</td><td>Semi-monthly Classified</td><td>Pay Entity</td><td>COVA</td></tr><tr><td>Calendar ID</td><td>SM1 2026SM114</td><td>Begin Date</td><td>07/25/2026</td><td>End Date</td><td>08/09/2026</td></tr></tbody></table> Balance Adjustments <table border="1"><thead><tr><th>*Element Name</th><th>Description</th><th>Balance Adjustment</th><th>Begin Date</th><th>End Date</th><th>Comments</th><th></th><th></th></tr></thead><tbody><tr><td>FMLENT ELEM</td><td>Family Medical Leave</td><td>40.000000</td><td>07/25/2026</td><td>08/09/2026</td><td></td><td>+</td><td>-</td></tr></tbody></table> Save Return to Search Notify	Employee ID	[REDACTED]	Name	JOHN DOE	Empl Record	0	Pay Group	SM1	Description	Semi-monthly Classified	Pay Entity	COVA	Calendar ID	SM1 2026SM114	Begin Date	07/25/2026	End Date	08/09/2026	*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments			FMLENT ELEM	Family Medical Leave	40.000000	07/25/2026	08/09/2026		+	-
Employee ID	[REDACTED]	Name	JOHN DOE	Empl Record	0																														
Pay Group	SM1	Description	Semi-monthly Classified	Pay Entity	COVA																														
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FMLENT ELEM	Family Medical Leave	40.000000	07/25/2026	08/09/2026		+	-																												
8.	Review the information in the Header section to confirm that the correct selection was made. <table border="1"><tbody><tr><td>Employee ID</td><td>[REDACTED]</td><td>Name</td><td>JOHN DOE</td><td>Empl Record</td><td>0</td></tr><tr><td>Pay Group</td><td>SM1</td><td>Description</td><td>Semi-monthly Classified</td><td>Pay Entity</td><td>COVA</td></tr><tr><td>Calendar ID</td><td>SM1 2026SM114</td><td>Begin Date</td><td>07/25/2026</td><td>End Date</td><td>08/09/2026</td></tr></tbody></table>	Employee ID	[REDACTED]	Name	JOHN DOE	Empl Record	0	Pay Group	SM1	Description	Semi-monthly Classified	Pay Entity	COVA	Calendar ID	SM1 2026SM114	Begin Date	07/25/2026	End Date	08/09/2026																
Employee ID	[REDACTED]	Name	JOHN DOE	Empl Record	0																														
Pay Group	SM1	Description	Semi-monthly Classified	Pay Entity	COVA																														
Calendar ID	SM1 2026SM114	Begin Date	07/25/2026	End Date	08/09/2026																														

Step	Action				
9.	Enter the number of hours for the adjustment in the Balance Adjustment field. Balance Adjustment 60.000000				
	In this scenario, the employee had previously been given 40 hours of FML, this adjustment needs to be increased by 20 hours. Simply overwrite the existing 40 with 60 to increase the employee's balance by 20 hours.				
10.	The Begin Date and End Date fields default based on the Calendar ID previously selected. Note: Do not change these dates. If these dates do not reflect the Pay Period in which the absence balance adjustment is to be effective, click the Return to Search button and select the applicable Calendar ID. <table> <tr> <th>Begin Date</th><th>End Date</th></tr> <tr> <td>07/25/2026 </td><td>08/09/2026 </td></tr> </table>	Begin Date	End Date	07/25/2026 	08/09/2026 
Begin Date	End Date				
07/25/2026 	08/09/2026 				
11.	Click the Comments icon in the Comments field. Comments 				



Time & Attendance Job Aid

TA374 Managing Absence Balances

Step	Action
	The PI for Absence Entitlement page displays in a pop-up window. PI for Absence Entitlement Help Absence Comments Empl ID: Name: Empl Record: 0 Pay Group: SM1 Description: Semi-monthly Classified Calendar ID: SM1 2026SM114 Begin Date: 07/25/2026 End Date: 08/09/2026 Element Name: FML ENT ELEM Description: Family Medical Leave Balance Adjustment: 60.000000 Additional Information/ Adjustment Comments Comments: 7/25/26 40 hrs of FML keyed documentation provided by HR Last Update User ID: 00081490800 Last Update Date/Time: 07/31/2026 4:19:43PM OK Cancel
12.	Enter a brief comment in the Comments field regarding why the adjustment is being made. Note: Do not include any PII in the comments. Additional Information/ Adjustment Comments Comments: 7/25/26 40 hrs of FML keyed documentation provided by HR 8/20/26 - Received revised documentation from HR the employee is eligible for 60 hours of FML. Adjusted the original balance from 40 to 60.
13.	Click the OK button. OK Cancel



Time & Attendance Job Aid

TA374 Managing Absence Balances

Step

Action

The **Absences** page redispays.

Time and Labor WorkCenter

Employee ID

Pay Group

SM1

Calendar ID

SM1 2026SM114

Name

JOHN DOE

Description

Semi-monthly Classified

Begin Date

07/25/2026

Empl Record

0

Pay Entity

COVA

End Date

08/09/2026

Balance Adjustments

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1-1 of 1

>

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View All

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
FMLE ENT ELEM	Family Medical Leave	60.000000	07/25/2026	08/09/2026		+	-

Save

Return to Search

Notify

14.

Click the **Save** button.

Save

Return to Search

Notify

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Adjustments made in the current open Pay Period and prior Pay Periods will be processed the next time the Absence Calculation process runs (runs nightly).

Managing Recognition Leave

Organizational Recognition Leave (ERL) and Service Recognition Leave (SRL) hours are granted through a balance adjustment in Cardinal. They become available for use on the first day of the Leave Period when the adjustment is entered and any unused hours automatically expire 12 months later.

Scenario:

Hours granted in the Calendar ID "SM1 2024SM115" are available for use from "8/10/2024" to "8/9/2025" and unused hours will expire during the "SM1 2025SM115" Calendar ID on "8/10/2025".

Agency Discretion on Usage Timeframe:

Per [Recognition Leave \(Policy 1.15\)](#), Agencies may extend the usage (retention period) of the recognition leave beyond one year in certain scenarios. However, Cardinal is configured for statewide standard usage, automatically expiring ERL/SRL hours 12 months after the Leave Period of the original balance adjustment.

Adjusting ERL and SRL Hours and Usage Timeframes:

Important Guidance on Balance Adjustments:

- Do not enter negative balance adjustments for the ERL or SRL Leave Types for active employees in Cardinal as this will disrupt automatic expiration calculations
- If unused hours do not expire as expected, submit a help desk ticket by emailing vccc@vita.virginia.gov with "Cardinal TA" in the Subject line

Extending Usage Time:

To grant an employee more time to use their ERL/SRL hours, an Agency can extend the expiration date by up to 12 months from the original date. The Agency first determines the new expiration date, then creates a new balance adjustment for the remaining hours in the calendar that begins exactly one year before the new expiration date.

Scenario:

- An employee was granted 24 ERL hours in the "SM1 2024SM108" calendar. These hours were usable from "4/25/2024" to "4/24/2025"
- The employee used 16 hours, and the remaining 8 hours expired on "4/25/2025"
- The Agency wants to give the employee an additional three months to use the remaining 8 hours, extending usage to "7/24/2025"

How to Extend:

- To extend the leave usage to "7/24/2025", the Agency must create a new balance adjustment for 8 hours in the "SM1 2024SM114" calendar as it began "7/25/2024"
- Entering the balance adjustment in the "SM1 2024SM114" calendar will set a new expiration date of "7/25/2025", giving the employee until "7/24/2025" to use the remaining 8 hours

Shortening Usage Time:

Agencies with a policy requiring employees to use ERL/SRL hours within a shorter timeframe than DHRM policy must manually manage ERL/SRL leave balances. This means the Agency is responsible for monitoring usage and adjusting the leave balance by removing any unused hours from the original balance adjustment.

Scenario:

An employee was granted 8 ERL hours with an Agency policy requiring the hours to be used within the month of July 2025. The balance adjustment was entered in the "SM1 2025SM112" calendar which began "6/25/2025" making the hours available for use within the month of July.

Discrepancy:

While the Agency's policy dictates that the hours must be used by "7/31/2025", the Cardinal system automatically sets the expiration date to "6/25/2026" (12 months from when they were granted).

How to Manage:

To enforce the Agency's policy and prevent any unused hours being available beyond the intended date, the following steps must be taken:

- The Agency must monitor the usage of the employee's 8 ERL hours ensuring that all 8 hours are used by "7/31/2025"
- If any hours remain unused by this date, the Agency must update the original balance adjustment to reflect only the hours that were used. For example, if only 4 hours were used, the original adjustment should be updated from 8 hours to 4 hours
- If the original adjustment is not updated, the unused hours will remain in the employee's balance until the system's automatic expiration date

Important Note: A negative balance adjustment should never be used to remove unused hours.

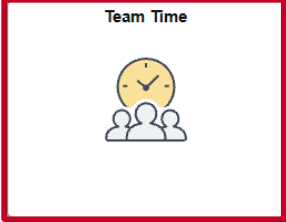
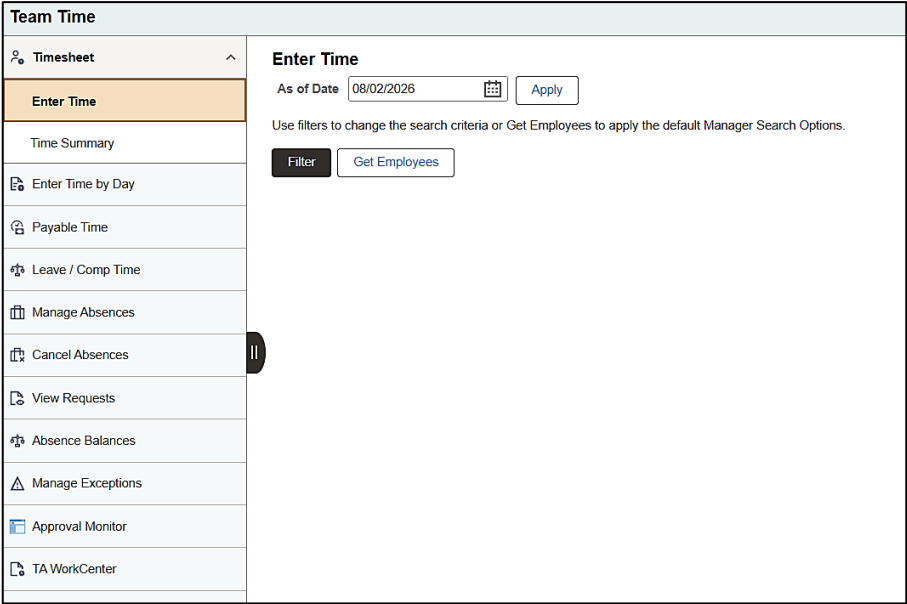
Adjusting Compensatory and Overtime Leave Balances

There are several Time Reporting Codes (TRCs) related to Compensatory and Overtime Leave adjustments, deductions and payouts.

Only TL and AM Administrators have access to the following TRCs:

- CCA - Comp Time Leave Adjust: Use CCA to correct an employee's balance by entering the appropriate hours to increase the employee's balance
- CCD - Comp Time Leave Deduction: Use CCD to correct an employee's balance by entering the appropriate hours to decrease the employee's balance.
- CPO - Comp Time Leave Payout: Use CPO to pay out the employee's Comp Time Leave balance. Work with the PY Administrator to ensure the employee is paid through SPOT.
- OCA - Overtime Leave Adjust: Use OCA to correct an employee's balance by entering the appropriate hours to increase the employee's balance
- OCD - Overtime Leave Deduction: Use OCD to correct an employee's balance by entering the appropriate hours to decrease the employee's balance.
- OPO - Overtime Leave Payout: Use OPO to pay out the employee's Overtime Leave. Work with the PY Administrator to ensure the employee is paid through SPOT.

Follow the steps below for more details on this process:

Step	Action
1.	Click the Team Time tile. 
The Enter Time page displays. 	
2.	Click the Get Employees button or the Filter button to pull up the employee. In this scenario, click the Filter button. 



Time & Attendance Job Aid

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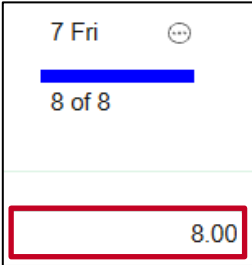
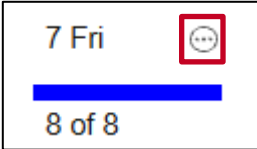
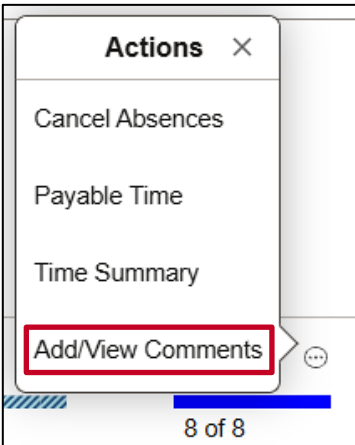
Step	Action
	The Filters page displays in a pop-up window.
3.	Enter the applicable employee's Employee ID in the Employee ID field. Note: Users can also search by name or by using one of the other corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.
4.	Click the Done button in the top right corner of the page.

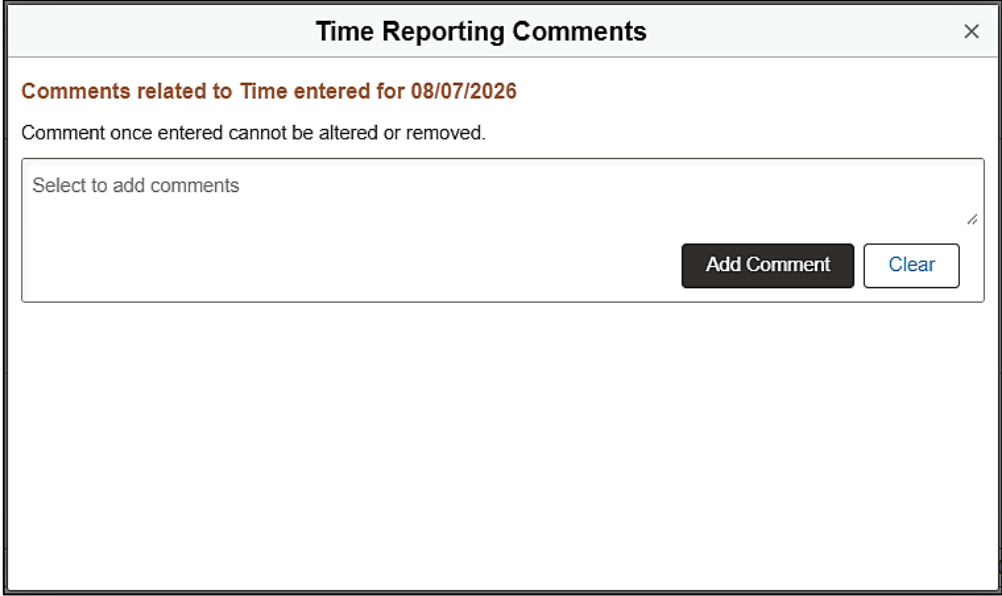
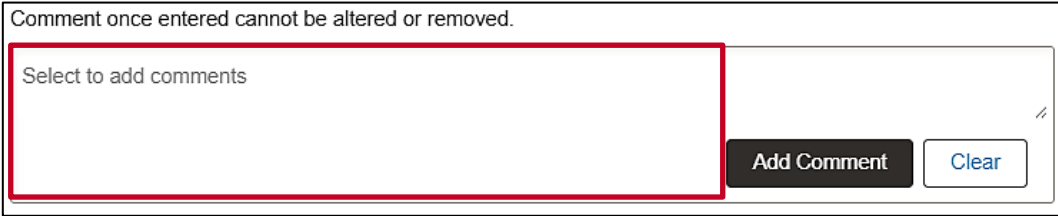
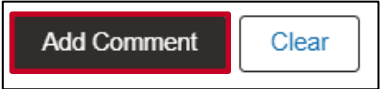


Time & Attendance Job Aid

TA374 Managing Absence Balances

Step	Action																				
	The Enter Time page displays for the applicable employee. Team Time Timesheet Enter Time Time Summary Enter Time by Day Payable Time Leave / Comp Time Manage Absences Cancel Absences View Requests Absence Balances Manage Exceptions Approval Monitor TA WorkCenter Enter Time Employee ID [redacted] Empl Record 0 Time Reporting Type Exception Earliest Change Date 01/25/2026 Workgroup SNRF071E2 JOHN DOE Admin and Office Spec II Return to Select Employee < > August 3, 2026 - August 9, 2026 Scheduled 40.00 Reported 0.00 Hours View By Weekly Submit <table><tr><th>*Time Reporting Code</th><th>Row Totals</th><th>3 Mon</th><th>4 Tue</th><th>5 Wed</th><th>6 Thu</th><th>7 Fri</th><th>8 Sat</th><th>9 Sun</th><th>Taskgroup</th></tr><tr><td></td><td></td><td>0 of 8</td><td>0 of 8</td><td>0 of 8</td><td>0 of 8</td><td>0 of 8</td><td>0 of 0</td><td>0 of 0</td><td></td></tr></table> + - 18200CCOP Time Summary Leave/Compensatory Time Absences Exceptions Payable Time	*Time Reporting Code	Row Totals	3 Mon	4 Tue	5 Wed	6 Thu	7 Fri	8 Sat	9 Sun	Taskgroup			0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0	0 of 0	
*Time Reporting Code	Row Totals	3 Mon	4 Tue	5 Wed	6 Thu	7 Fri	8 Sat	9 Sun	Taskgroup												
		0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0	0 of 0													
5.	Use the Calendar icon or Previous or Next buttons as needed to select the Timesheet for the week that the Leave balance needs to be adjusted. < >																				
6.	Click the Time Reporting Code dropdown button and select “CCA” Comp Time Leave Adjust, “CCD” Comp Time Leave Deduction, “OCA” Overtime Leave Adjust, or “OCD” Overtime Leave Deduction as applicable. In this scenario, “OCA” Overtime Leave Adjust is selected. CCA - Comp Time Leave Adjust CCD - Comp Time Leave Deduction CCL - Compensatory Leave Taken CLO - Office Closing CPO - Comp Time Leave Payout HCS - Holiday Straight Earned HNPM - Holiday Pay Docking HOLM - Holiday HOS - Holiday Straight Pay Extra OCA - Overtime Leave Adjust OCD - Overtime Leave Deduction OCL - Overtime Leave Taken OCS - Comp Leave Earned OCT - Overtime Leave Earned OPO - Overtime Leave Payout OVS - OT @ Straight Time OVT - OT @ Time and Half REG - Regular Hours																				

Step	Action
	Use the Adjust TRCs to add hours and the Deduction TRCs to reduce hours.
7.	Enter the number of Overtime Leave adjustment hours in the applicable Day field. 
	Hours entered on the Timesheet are always entered as a positive number.
8.	Click the Related Actions icon next to the day. 
9.	The Actions menu displays in a pop-up window. Click Add/View Comments. 

Step	Action
	The Time Reporting Comments page displays in a pop-up window. 
10.	Enter a brief comment to document the reason for the adjustment in the Comment field. Note: Do not include any PII in the comments. Once entered, comments cannot be altered or removed. 
11.	Click the Add Comment button. 



Time & Attendance Job Aid

TA374 Managing Absence Balances

Step	Action
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The **Time Reporting Comments** page redisplay.

12. Click the **X** in the top right corner of the **Time Reporting Comments** page.



The **Enter Time** page redisplay with the comment added under the applicable **Day** field.



Time & Attendance Job Aid

TA374 Managing Absence Balances

Step	Action
13.	If ChartFields are optional or required for the employee, a ChartFields link will display on the Timesheet. If the ChartFields link displays on the Timesheet and is required, click the ChartFields link and enter the ChartField Details. ChartFields ChartFields
	For more information pertaining to entering ChartField Details, refer to the Job Aid titled TA371 Entering ChartField Details on the Timesheet. This Job Aid is located on the Cardinal website in Job Aids under Learning.
14.	Click the Submit button. Submit ...

A message displays at the top of the **Enter Time** page indicating the time has been submitted.

Team Time

Timesheet is Submitted for the period 2026-08-03 - 2026-08-09

Enter Time

Time Summary

Enter Time by Day

Payable Time

Leave / Comp Time

Manage Absences

Cancel Absences

View Requests

Absence Balances

Manage Exceptions

Approval Monitor

TA WorkCenter

Empl Record 0

Earliest Change Date 01/25/2026

JOHN DOE

Admin and Office Spec II

Return to Select Employee

August 3, 2026 - August 9, 2026

Scheduled 40.00 | Reported 8.00 Hours

View By Weekly

Submit

Time Reporting Code

Row Totals

3 Mon 0 of 8

4 Tue 0 of 8

5 Wed 0 of 8

6 Thu 0 of 8

7 Fri 8 of 8

8 Sat 0 of 0

9 Sun 0 of 0

OCA - Overtime Leave Adjust 8.00

Time Summary

Leave/Compensatory Time

Absences

Exceptions

Payable Time

Category

Total

Mon 3

Tue 4

Wed 5

Thu 6

Fri 7

Sat 8

Sun 9

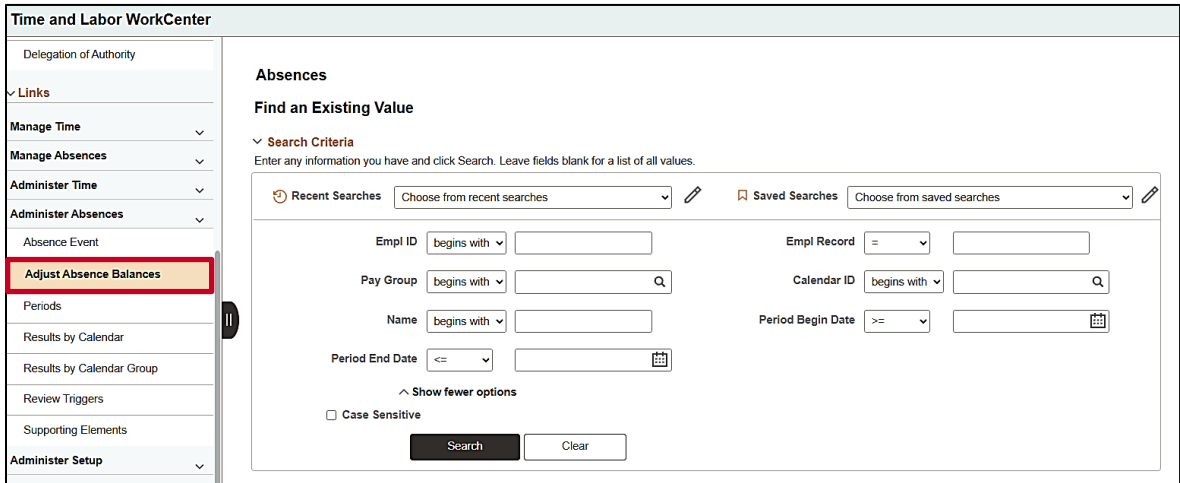


Time & Attendance Job Aid

TA374 Managing Absence Balances

Step	Action																																													
15.	Scroll down to the Time Summary tab and review the time to ensure it has been submitted correctly. Time Summary leave/Compensatory Time Absences Exceptions Payable Time Print Q Filter <table><tr><th>Category 1:</th><th>Total 1:</th><th>Mon 3 1:</th><th>Tue 4 1:</th><th>Wed 5 1:</th><th>Thu 6 1:</th><th>Fri 7 1:</th><th>Sat 8 1:</th><th>Sun 9 1:</th></tr><tr><td>Non Paid TRCs</td><td>8.00</td><td></td><td></td><td></td><td></td><td>8.00</td><td></td><td></td></tr><tr><td>Total Reported Hours</td><td>8.00</td><td></td><td></td><td></td><td></td><td>8.00</td><td></td><td></td></tr><tr><td>Total Scheduled Hours</td><td>40.00</td><td>8.00</td><td>8.00</td><td>8.00</td><td>8.00</td><td>8.00</td><td></td><td></td></tr><tr><td>Schedule Deviation</td><td>-32.00</td><td>-8.00</td><td>-8.00</td><td>-8.00</td><td>-8.00</td><td>-8.00</td><td></td><td></td></tr></table>	Category 1:	Total 1:	Mon 3 1:	Tue 4 1:	Wed 5 1:	Thu 6 1:	Fri 7 1:	Sat 8 1:	Sun 9 1:	Non Paid TRCs	8.00					8.00			Total Reported Hours	8.00					8.00			Total Scheduled Hours	40.00	8.00	8.00	8.00	8.00	8.00			Schedule Deviation	-32.00	-8.00	-8.00	-8.00	-8.00	-8.00		
Category 1:	Total 1:	Mon 3 1:	Tue 4 1:	Wed 5 1:	Thu 6 1:	Fri 7 1:	Sat 8 1:	Sun 9 1:																																						
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Total Reported Hours	8.00					8.00																																								
Total Scheduled Hours	40.00	8.00	8.00	8.00	8.00	8.00																																								
Schedule Deviation	-32.00	-8.00	-8.00	-8.00	-8.00	-8.00																																								
i	Repeat these steps for each Leave Type that needs to be adjusted on the Timesheet.																																													

Managing Leave Donation

Step	Action
1.	Navigate to the Absences 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 > Adjust Absence Balances 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.
3.	Enter the applicable employee's (employee donating leave) Employee ID in the Empl ID field. Note: Users can also search by Employee Record or name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. 



Time & Attendance Job Aid

TA374 Managing Absence Balances

Step	Action
4.	Click the Pay Group Look up icon to select the employee's Pay Group. Note: Ensure that the selected Pay Group is consistent with the employee's Job Actions Summary page for the same timeframe. Pay Group begins with ▾ Q
5.	Select the applicable value for one of the following fields: • Calendar ID: Parameter for the Absence Calculation process that identifies the Pay Period in which the balance adjustment should be made effective. It can be a past, current, or future Pay Period. Click the Calendar ID Look up icon and select the applicable Pay Period. • Period Begin Date: The Pay Period begin date when the balance adjustment should be effective. Click the Period Begin Date Calendar icon and select the applicable Pay Period begin date. Pay Group begins with ▾ Q Calendar ID begins with ▾ Q Name begins with ▾ Period Begin Date >= ▾ 📅 Period End Date <= ▾ 📅
6.	Click the Search button. Search Clear

The search results (Calendar IDs available for the employee) display in the **Search Results** section.

▼ Search Results							
1 result - Empl ID 							
1-1 of 1 ▾ > > View All							
Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date	
	0	SM1	SM1 2026SM115	JOHN DOE	08/10/2026	08/24/2026	>



Time & Attendance Job Aid

TA374 Managing Absence Balances

Step	Action																																						
7.	Click the applicable Drill in (>) icon based on the effective date of the change. Note: Verify that the Pay Group is consistent with the employee’s Job Actions Summary page. Select the Pay Period with the correct Pay Period begin date and end date wherein the balance should be available for the employee. Selecting the incorrect Calendar ID may result in the incorrect processing of the adjustment. Balance adjustments should not be entered in calendars that end in “00” or “F1” as these are not regular semi-monthly leave period calendars. <table><tr><td></td><td>0</td><td>SM1</td><td>SM1 2026SM115</td><td>JOHN DOE</td><td>08/10/2026</td><td>08/24/2026</td><td>></td></tr></table>		0	SM1	SM1 2026SM115	JOHN DOE	08/10/2026	08/24/2026	>																														
	0	SM1	SM1 2026SM115	JOHN DOE	08/10/2026	08/24/2026	>																																
The Absences page displays for the applicable employee. Time and Labor WorkCenter <table><tr><td>Employee ID</td><td></td><td>Name</td><td>JOHN DOE</td><td>Empl Record</td><td>0</td></tr><tr><td>Pay Group</td><td>SM1</td><td>Description</td><td>Semi-monthly Classified</td><td>Pay Entity</td><td>COVA</td></tr><tr><td>Calendar ID</td><td>SM1 2026SM115</td><td>Begin Date</td><td>08/10/2026</td><td>End Date</td><td>08/24/2026</td></tr></table> Balance Adjustments <table><tr><td colspan="2">1-1 of 1</td><td colspan="2">View All</td></tr><tr><th>*Element Name</th><th>Description</th><th>Balance Adjustment</th><th>Begin Date</th><th>End Date</th><th>Comments</th><th></th><th></th></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>+</td><td>-</td></tr></table> Save Return to Search Notify		Employee ID		Name	JOHN DOE	Empl Record	0	Pay Group	SM1	Description	Semi-monthly Classified	Pay Entity	COVA	Calendar ID	SM1 2026SM115	Begin Date	08/10/2026	End Date	08/24/2026	1-1 of 1		View All		*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments									+	-
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						+	-																																
8.	The Header section populates based on the employee selected to donate leave. Review the information to confirm that the correct employee selection was made. <table><tr><td>Employee ID</td><td></td><td>Name</td><td>JOHN DOE</td><td>Empl Record</td><td>0</td></tr><tr><td>Pay Group</td><td>SM1</td><td>Description</td><td>Semi-monthly Classified</td><td>Pay Entity</td><td>COVA</td></tr><tr><td>Calendar ID</td><td>SM1 2026SM115</td><td>Begin Date</td><td>08/10/2026</td><td>End Date</td><td>08/24/2026</td></tr></table>	Employee ID		Name	JOHN DOE	Empl Record	0	Pay Group	SM1	Description	Semi-monthly Classified	Pay Entity	COVA	Calendar ID	SM1 2026SM115	Begin Date	08/10/2026	End Date	08/24/2026																				
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Calendar ID	SM1 2026SM115	Begin Date	08/10/2026	End Date	08/24/2026																																		
9.	Click the Element Name Look up icon in the Element Name field and select “DLR DON ELEM”. Note: “DLR DON ELEM” hours are deducted from the employee’s VAC balance. If the donated hours are to be deducted from a balance other than VAC, see the Manually Adjusting an Existing Absence Entitlement Balance section of this Job Aid. <table><tr><td>*Element Name</td></tr><tr><td>DLR DON ELEM</td></tr></table>	*Element Name	DLR DON ELEM																																				
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Time & Attendance Job Aid

TA374 Managing Absence Balances

Step	Action																
	The Absences page refreshes and the Description field populates based on the element name selected. Time and Labor WorkCenter Employee ID Name JOHN DOE Empl Record 0 Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA Calendar ID SM1 2026SM115 Begin Date 08/10/2026 End Date 08/24/2026 Balance Adjustments < > 1-1 of 1 > > View All <table><tr><th>*Element Name</th><th>Description</th><th>Balance Adjustment</th><th>Begin Date</th><th>End Date</th><th>Comments</th><th></th><th></th></tr><tr><td>DLR DON ELEM</td><td>DLR Donate Element</td><td></td><td>08/10/2026</td><td>08/24/2026</td><td></td><td></td><td></td></tr></table> Save Return to Search Notify	*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments			DLR DON ELEM	DLR Donate Element		08/10/2026	08/24/2026			
*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments												
DLR DON ELEM	DLR Donate Element		08/10/2026	08/24/2026													
10.	The Begin Date and End Date fields default based on the Calendar ID or Pay Period previously selected. Note: Do not change these dates. If this is not the correct Pay Period, click the Return to Search button and select the correct Pay Period in which the donation will take effect. <table><tr><th>Begin Date</th><th>End Date</th></tr><tr><td>08/10/2026</td><td>08/24/2026</td></tr></table>	Begin Date	End Date	08/10/2026	08/24/2026												
Begin Date	End Date																
08/10/2026	08/24/2026																
11.	Enter the number of hours being donated as a positive number in the Balance Adjustment field. Balance Adjustment																
12.	Click the Comments icon in the Comments field. Comments																



Time & Attendance Job Aid

TA374 Managing Absence Balances

Step	Action
	The PI for Absence Entitlement page displays in a pop-up window. PI for Absence Entitlement Help Absence Comments Empl ID: Name: JOHN DOE Empl Record: 0 Pay Group: SM1 Description: Semi-monthly Classified Calendar ID: SM1 2026SM115 Begin Date: 08/10/2026 End Date: 08/24/2026 Element Name: DLR DON ELEM Description: DLR Donate Element Balance Adjustment: 16.000000 Additional Information/ Adjustment Comments Comments: Last Update User ID: Last Update Date/Time: OK Cancel
13.	Enter a brief comment in the Comments field to document that this is a leave donation. Note: Do not include any PII in the comments. Comments:
14.	Click the OK button. OK Cancel



Time & Attendance Job Aid

TA374 Managing Absence Balances

Step	Action																
	The Absences page redispays. Time and Labor WorkCenter Employee ID Pay Group SM1 Calendar ID SM1 2026SM115 Name <u>JOHN DOE</u> Description Semi-monthly Classified Begin Date 08/10/2026 Empl Record 0 Pay Entity COVA End Date 08/24/2026 Balance Adjustments < 1-1 of 1 > View All <table><thead><tr><th>*Element Name</th><th>Description</th><th>Balance Adjustment</th><th>Begin Date</th><th>End Date</th><th>Comments</th><th></th><th></th></tr></thead><tbody><tr><td> DLR DON ELEM </td><td>DLR Donate Element</td><td> 16.000000 </td><td> 08/10/2026 </td><td> 08/24/2026 </td><td> </td><td> + </td><td> - </td></tr></tbody></table> Save Return to Search Notify	*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments			DLR DON ELEM	DLR Donate Element	16.000000	08/10/2026	08/24/2026		+	-
*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments												
DLR DON ELEM	DLR Donate Element	16.000000	08/10/2026	08/24/2026		+	-										
15.	Click the Save button. Save Return to Search Notify																
	The user has completed the adjustment for the donor. Now the adjustment must be made for the recipient.																
16.	Click the Return to Search button. Save Return to Search Notify																

Step	Action
	The Absences Find an Existing Value Search page redisplay. Time and Labor WorkCenter Absences Find an Existing Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Recent Searches Choose from recent searches Saved Searches Choose from saved searches Empl ID begins with ▼ Empl Record = ▼ Pay Group begins with ▼ Q Calendar ID begins with ▼ Q Name begins with ▼ Period Begin Date = ▼ Period End Date = ▼ ^ Show fewer options ☐ Case Sensitive Search Clear Save Search



Time & Attendance Job Aid

TA374 Managing Absence Balances

Step	Action																
	The Absences page for the employee who will receive the donated leave displays. Time and Labor WorkCenter Employee ID Name <u>JOHN DOE</u> Empl Record 0 Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA Calendar ID SM1 2026SM115 Begin Date 08/10/2026 End Date 08/24/2026 Balance Adjustments 1-1 of 1 > > View All <table><thead><tr><th>*Element Name</th><th>Description</th><th>Balance Adjustment</th><th>Begin Date</th><th>End Date</th><th>Comments</th><th></th><th></th></tr></thead><tbody><tr><td> </td><td></td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></tbody></table> Save Return to Search Notify	*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments										
*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments												
20.	The Header section populates based on the employee selected to receive the donated leave. Review the information to confirm that the correct employee selection was made. Employee ID Name <u>JOHN DOE</u> Empl Record 0 Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA Calendar ID SM1 2026SM115 Begin Date 08/10/2026 End Date 08/24/2026																
21.	Click the Element Name Look up icon and select “DLR REC ELEM”. Note: This will increase the recipients’ DLR balance. *Element Name DLR REC ELEM																
	The Absences page refreshes and the Description field populates based on the Element Name selected. Time and Labor WorkCenter Employee ID Name <u>JOHN DOE</u> Empl Record 0 Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA Calendar ID SM1 2026SM115 Begin Date 08/10/2026 End Date 08/24/2026 Balance Adjustments 1-1 of 1 > > View All <table><thead><tr><th>*Element Name</th><th>Description</th><th>Balance Adjustment</th><th>Begin Date</th><th>End Date</th><th>Comments</th><th></th><th></th></tr></thead><tbody><tr><td> DLR REC ELEM </td><td>DLR Receive Element</td><td> </td><td> 08/10/2026 </td><td> 08/24/2026 </td><td> </td><td> </td><td> </td></tr></tbody></table> Save Return to Search Notify	*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments			DLR REC ELEM	DLR Receive Element		08/10/2026	08/24/2026			
*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments												
DLR REC ELEM	DLR Receive Element		08/10/2026	08/24/2026													



Time & Attendance Job Aid

TA374 Managing Absence Balances

Step	Action																																																															
22.	The Begin Date and End Date fields default based on the Calendar ID or Pay Period previously selected. Note: Do not change these dates. If this is not the correct Pay Period, click the Return to Search button and select the correct Pay Period in which the donation will take effect. <table><tr><td>Begin Date</td><td>End Date</td></tr><tr><td>08/10/2026 </td><td>08/24/2026 </td></tr></table>	Begin Date	End Date	08/10/2026 	08/24/2026 																																																											
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08/10/2026 	08/24/2026 																																																															
23.	Enter the hours being received as a positive number in the Balance Adjustment field. <table><tr><td>Balance Adjustment</td></tr><tr><td> </td></tr></table>	Balance Adjustment																																																														
Balance Adjustment																																																																
24.	Click the Comments icon in the Comments field. <table><tr><td>Comments</td></tr><tr><td></td></tr></table>	Comments																																																														
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The PI for Absence Entitlement page displays in a pop-up window. <table><tr><td colspan="4">PI for Absence Entitlement</td><td>×</td></tr><tr><td colspan="4"></td><td>Help</td></tr><tr><td colspan="5">Absence Comments</td></tr><tr><td>Empl ID:</td><td> </td><td>Name:</td><td>JOHN DOE</td><td>Empl Record:</td><td>0</td></tr><tr><td>Pay Group:</td><td>SM1</td><td>Description:</td><td>Semi-monthly Classified</td><td></td><td></td></tr><tr><td>Calendar ID:</td><td>SM1 2026SM115</td><td>Begin Date:</td><td>08/10/2026</td><td>End Date:</td><td>08/24/2026</td></tr><tr><td>Element Name:</td><td>DLR REC ELEM</td><td>Description:</td><td>DLR Receive Element</td><td>Balance Adjustment:</td><td>16.000000</td></tr><tr><td colspan="6">Additional Information/ Adjustment Comments</td></tr><tr><td colspan="6">Comments: </td></tr><tr><td colspan="2">Last Update User ID:</td><td colspan="4">Last Update Date/Time:</td></tr><tr><td colspan="2"> OK </td><td colspan="4"> Cancel </td></tr></table>		PI for Absence Entitlement				×					Help	Absence Comments					Empl ID:		Name:	JOHN DOE	Empl Record:	0	Pay Group:	SM1	Description:	Semi-monthly Classified			Calendar ID:	SM1 2026SM115	Begin Date:	08/10/2026	End Date:	08/24/2026	Element Name:	DLR REC ELEM	Description:	DLR Receive Element	Balance Adjustment:	16.000000	Additional Information/ Adjustment Comments						Comments:						Last Update User ID:		Last Update Date/Time:				OK		Cancel			
PI for Absence Entitlement				×																																																												
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Empl ID:		Name:	JOHN DOE	Empl Record:	0																																																											
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Last Update User ID:		Last Update Date/Time:																																																														
OK		Cancel																																																														



Time & Attendance Job Aid

TA374 Managing Absence Balances

Step

Action

25.

Enter a brief comment in the **Comments** field to document that this is a leave donation.

Note: Do not include any PII in the comments.

Comments:

26.

Click the **OK** button.

OK

Cancel

The **Absences** page redispays.

Time and Labor WorkCenter

Employee ID

Pay Group

Calendar ID

Name

Description

Begin Date

Empl Record

Pay Entity

End Date

SM1

SM1 2026SM115

JOHN DOE

Semi-monthly Classified

08/10/2026

0

COVA

08/24/2026

Balance Adjustments

1-1 of 1

>

View All

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
DLR REC ELEM	DLR Receive Element	16.000000	08/10/2026	08/24/2026		+	-

Save

Return to Search

Notify

27.

Click the **Save** button.

Save

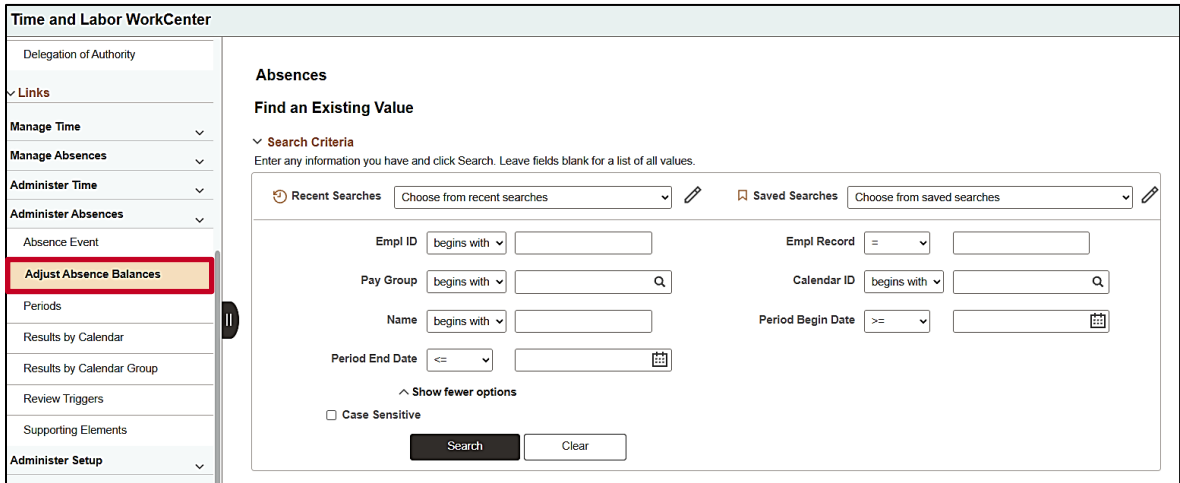
Return to Search

Notify

i

The leave donation process is now complete. Adjustments made in the current open Pay Period and prior Pay Periods will be processed the next time the Absence Calculation Process runs (runs nightly).

Returning Unused Leave Donation Hours

Step	Action
1.	Navigate to the Absences 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 > Adjust Absence Balances 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.
3.	Enter the applicable employee's (employee donating leave) Employee ID in the Empl ID field. Note: Users can also search by Employee Record or name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. 



Time & Attendance Job Aid

TA374 Managing Absence Balances

Step	Action																
4.	Click the Pay Group Look up icon to select the employee's Pay Group. Note: Ensure that the selected Pay Group is consistent with the employee's Job Actions Summary page for the same timeframe. Pay Group begins with ▾ Q																
5.	Select the applicable value for one of the following fields: • Calendar ID: Parameter for the Absence Calculation process that identifies the Pay Period in which the balance adjustment should be made effective. It can be a past, current, or future Pay Period. Click the Calendar ID Look up icon and select the applicable Pay Period. • Period Begin Date: The Pay Period begin date when the balance adjustment should be effective. Click the Period Begin Date Calendar icon and select the applicable Pay Period begin date. Pay Group begins with ▾ Q Name begins with ▾ Period End Date <= ▾ Calendar ID begins with ▾ Q Period Begin Date >= ▾																
6.	Click the Search button. Search Clear																
The search results (Calendar IDs available for the employee) display in the Search Results section. ▼ Search Results 1 result - Empl ID < < 1-1 of 1 ▾ > > View All <table><tr><th>Empl ID</th><th>Empl Record</th><th>Pay Group</th><th>Calendar ID</th><th>Name</th><th>Period Begin Date</th><th>Period End Date</th><th></th></tr><tr><td> </td><td>0</td><td>SM1</td><td>SM1 2026SM115</td><td>JOHN DOE</td><td>08/10/2026</td><td>08/24/2026</td><td>></td></tr></table>		Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date			0	SM1	SM1 2026SM115	JOHN DOE	08/10/2026	08/24/2026	>
Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date											
	0	SM1	SM1 2026SM115	JOHN DOE	08/10/2026	08/24/2026	>										



Time & Attendance Job Aid

TA374 Managing Absence Balances

Step	Action																																		
7.	Click the applicable Drill in (>) icon based on the effective date in which the return of unused hours will take effect. Note: Verify that the Pay Group is consistent with the employee’s Job Actions Summary page. Select the Pay Period with the correct Pay Period begin date and end date wherein the balance should be available for the employee. Selecting the incorrect Calendar ID may result in the incorrect processing of the adjustment. Balance adjustments should not be entered in calendars that end in “00” or “F1” as these are not regular semi-monthly leave period calendars. <table><tr><td></td><td>0</td><td>SM1</td><td>SM1 2026SM115</td><td>JOHN DOE</td><td>08/10/2026</td><td>08/24/2026</td><td>></td></tr></table>		0	SM1	SM1 2026SM115	JOHN DOE	08/10/2026	08/24/2026	>																										
	0	SM1	SM1 2026SM115	JOHN DOE	08/10/2026	08/24/2026	>																												
The Absences page displays for the applicable employee with the original donation information. Time and Labor WorkCenter <table><tr><td>Employee ID</td><td></td><td>Name</td><td>JOHN DOE</td><td>Empl Record</td><td>0</td></tr><tr><td>Pay Group</td><td>SM1</td><td>Description</td><td>Semi-monthly Classified</td><td>Pay Entity</td><td>COVA</td></tr><tr><td>Calendar ID</td><td>SM1 2026SM115</td><td>Begin Date</td><td>08/10/2026</td><td>End Date</td><td>08/24/2026</td></tr></table> Balance Adjustments 1-1 of 1 View All <table><tr><th>*Element Name</th><th>Description</th><th>Balance Adjustment</th><th>Begin Date</th><th>End Date</th><th>Comments</th><th></th><th></th></tr><tr><td>DLR DON ELEM</td><td>DLR Donate Element</td><td>16.000000</td><td>08/10/2026</td><td>08/24/2026</td><td></td><td>+</td><td>-</td></tr></table> Save Return to Search Notify		Employee ID		Name	JOHN DOE	Empl Record	0	Pay Group	SM1	Description	Semi-monthly Classified	Pay Entity	COVA	Calendar ID	SM1 2026SM115	Begin Date	08/10/2026	End Date	08/24/2026	*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments			DLR DON ELEM	DLR Donate Element	16.000000	08/10/2026	08/24/2026		+	-
Employee ID		Name	JOHN DOE	Empl Record	0																														
Pay Group	SM1	Description	Semi-monthly Classified	Pay Entity	COVA																														
Calendar ID	SM1 2026SM115	Begin Date	08/10/2026	End Date	08/24/2026																														
*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments																														
DLR DON ELEM	DLR Donate Element	16.000000	08/10/2026	08/24/2026		+	-																												
8.	Update the Balance Adjustment field by overwriting the original number of donated hours with the number of hours used. For example, in this scenario 16 hours were initially donated, but only 10 hours were used, 6 hours are being returned to the donor. In this scenario enter 10 hours. Balance Adjustment 10.000000																																		
9.	Click the Comments icon in the Comments field. Comments																																		



Time & Attendance Job Aid

TA374 Managing Absence Balances

Step	Action
	The PI for Absence Entitlement page displays in a pop-up window. PI for Absence Entitlement Help Absence Comments Empl ID: Name: Empl Record: 0 Pay Group: SM1 Description: Semi-monthly Classified Calendar ID: SM1 2026SM115 Begin Date: 08/10/2026 End Date: 08/24/2026 Element Name: DLR DON ELEM Description: DLR Donate Element Balance Adjustment: 10.000000 Additional Information/ Adjustment Comments Comments: Leave donation of 16 hours Last Update User ID: 00081490800 Last Update Date/Time: 08/05/2026 6:11:43PM OK Cancel
10.	Enter a brief updated comment in the Comments field to document that this is a return of unused hours from a leave donation. Note: When the Comments field is opened, the user will also see the comment from when the balance adjustment was originally keyed, this shouldn't be deleted. Add another comment after the original one. Do not include any PII in the comments. Additional Information/ Adjustment Comments Comments: Leave donation of 16 hours 6 hours returned of unused hours from the leave donation
11.	Click the OK button. OK Cancel



Time & Attendance Job Aid

TA374 Managing Absence Balances

Step

Action

The **Absences** page redispays.

Time and Labor WorkCenter

Employee ID

Name

JOHN DOE

Empl Record

0

Pay Group

SM1

Description

Semi-monthly Classified

Pay Entity

COVA

Calendar ID

SM1 2026SM115

Begin Date

08/10/2026

End Date

08/24/2026

Balance Adjustments

1-1 of 1

View All

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
DLR DON ELEM	DLR Donate Element	10.000000	08/10/2026	08/24/2026		+	-

Save

Return to Search

Notify

12.

Click the **Save** button.

Save

Return to Search

Notify

i

Next, the adjustment must be made for the recipient to remove the unused hours.

13.

Click the **Return to Search** button.

Save

Return to Search

Notify

Step	Action
The Absences Find an Existing Value Search page redispays.	
Time and Labor WorkCenter Absences Find an Existing Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Recent Searches Choose from recent searches ▼ ✎ Saved Searches Choose from saved searches ▼ ✎ Empl ID begins with ▼ Empl Record = ▼ Pay Group begins with ▼ Q Calendar ID begins with ▼ Q Name begins with ▼ Period Begin Date = ▼ 📅 Period End Date = ▼ 📅 ^ Show fewer options ☐ Case Sensitive Search Clear 🔖 Save Search	
i	If using the Clear button, capture the Calendar ID first as the Calendar ID of the leave recipient should match the Calendar ID for the employee who donated leave.
14.	Enter the Employee ID of the employee who is returning donated hours in the Empl ID field. Note: Users can also search by Employee Record or 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 ▼
15.	Update the Pay Group field as needed. Note: Ensure that the selected Pay Group is consistent with the employee’s Job Actions Summary page for the same timeframe. Pay Group begins with ▼ Q
16.	Click the Search button. Search Clear



Time & Attendance Job Aid

TA374 Managing Absence Balances

Step

Action

The **Absences** page displays for the applicable employee with the original leave receipt information.

Time and Labor WorkCenter

Employee ID

Name

JOHN DOE

Empl Record

0

Pay Group

SM1

Description

Semi-monthly Classified

Pay Entity

COVA

Calendar ID

SM1 2026SM115

Begin Date

08/10/2026

End Date

08/24/2026

Balance Adjustments

<

1-1 of 1

>

View All

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
DLR REC ELEM	DLR Receive Element	16.000000	08/10/2026	08/24/2026		+	-

Save

Return to Search

Notify

17.

Update the **Balance Adjustment** field by overwriting the original number of hours received with the number of unused hours being returned. In this scenario 16 hours were originally donated, but only 10 hours were used, 6 hours are being returned to the donor. Edit the existing balance adjustment from 16 to 10.

Balance Adjustment

10.000000

18.

Click the **Comments** icon in the **Comments** field.

Comments



Time & Attendance Job Aid

TA374 Managing Absence Balances

Step	Action
	The PI for Absence Entitlement page displays in a pop-up window. PI for Absence Entitlement Help Absence Comments Empl ID: Name: Empl Record: 0 Pay Group: SM1 Description: Semi-monthly Classified Calendar ID: SM1 2026SM115 Begin Date: 08/10/2026 End Date: 08/24/2026 Element Name: DLR REC ELEM Description: DLR Receive Element Balance Adjustment: 10.000000 Additional Information/ Adjustment Comments Comments: Leave donation of 16 hours. Last Update User ID: 00081490800 Last Update Date/Time: 08/05/2026 6:27:36PM OK Cancel
19.	Enter a brief updated comment in the Comments field to document that this is a return of unused hours from a leave donation. Note: When the Comments field is opened, the user will also see the comment from when the balance adjustment was originally keyed, this shouldn't be deleted. Add another comment after the original one. Do not include any PII in the comments. Additional Information/ Adjustment Comments Comments: Leave donation of 16 hours. This is a return of 6 unused hours from the leave donation.
20.	Click the OK button. OK Cancel



Time & Attendance Job Aid

TA374 Managing Absence Balances

Step

Action

The **Absences** page redispays.

Time and Labor WorkCenter

Employee ID

Name

JOHN DOE

Empl Record

0

Pay Group

SM1

Description

Semi-monthly Classified

Pay Entity

COVA

Calendar ID

SM1 2026SM115

Begin Date

08/10/2026

End Date

08/24/2026

Balance Adjustments

<

>

1-1 of 1

>

>

View All

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
DLR REC ELEM	DLR Receive Element	10.000000	08/10/2026	08/24/2026		+	-

Save

Return to Search

Notify

21.

Click the **Save** button.

Save

Return to Search

Notify

i

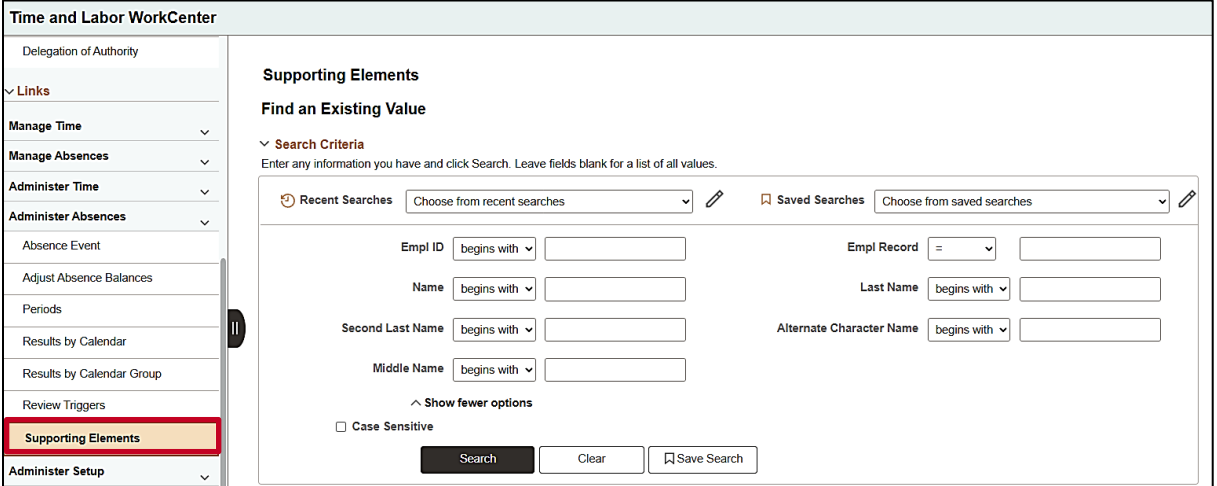
The return of unused hours from a leave donation process is now complete. Adjustments made in the current open Pay Period and prior Pay Periods will be processed the next time the Absence Calculation Process runs (runs nightly).

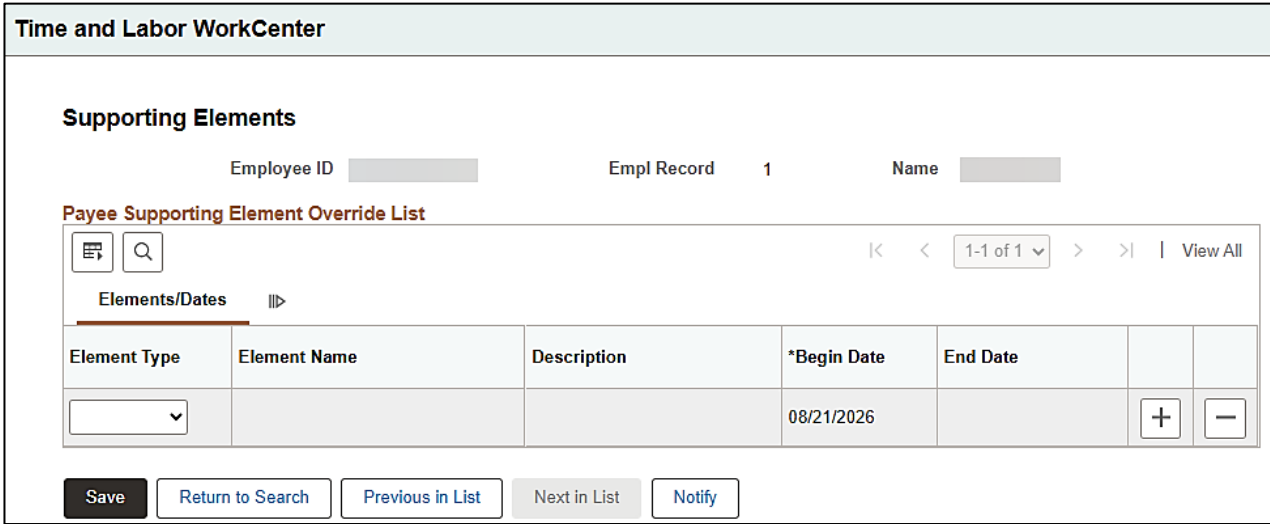
Managing Leave for Agency Transfers

The process covered in this section using the **Supporting Elements** page only applies to transferring VAC and Traditional Sick hours. This process allows transferred Vacation and Traditional Sick hours to be used in the first Pay Period in the new Agency.

Cardinal automatically entitles VSDP Sick, VSDP Personal, and CSL based on New Hire DHRM policy. Use the [Manually Adjusting Existing Absence Entitlement Balances](#) section of this Job Aid to adjust these balances to reflect the hours that the employee is transferring as needed.

To adjust absence balances for all other Leave Types, use the [Entering a New Absence Entitlement](#) section of this Job Aid. When employees transfer to another Agency, all absence balances should be reviewed and updated as needed.

Step	Action
1.	To transfer Vacation (Annual Leave) or Traditional Sick balances for an employee transferring to another State Agency, navigate to the Supporting Elements 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 > Supporting Elements Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 

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 applicable employee's Employee ID in the Empl ID field. Note: The user can also search by Employee Record or 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 Supporting Elements page displays for the applicable employee with the Elements/Dates tab displayed by default. 	
	If there are past elements on the page for the employee, click the Add a New Row (+) icon. 



Time & Attendance Job Aid

TA374 Managing Absence Balances

Step	Action														
5.	Click the Element Type dropdown button and select “Variable”. Element Type Variable ▾														
The Supporting Elements page refreshes. Time and Labor WorkCenter Supporting Elements Employee ID Empl Record 1 Name Payee Supporting Element Override List Elements/Dates 1-1 of 1 ▾ View All <table><tr><th>Element Type</th><th>Element Name</th><th>Description</th><th>*Begin Date</th><th>End Date</th><th></th><th></th></tr><tr><td>Variable ▾</td><td> </td><td></td><td>08/21/2026</td><td></td><td>+</td><td>-</td></tr></table> Save Return to Search Previous in List Next in List Notify		Element Type	Element Name	Description	*Begin Date	End Date			Variable ▾			08/21/2026		+	-
Element Type	Element Name	Description	*Begin Date	End Date											
Variable ▾			08/21/2026		+	-									
6.	Click the Element Name Look up icon. 🔍														



Time & Attendance Job Aid

TA374 Managing Absence Balances

Step

Action

The **Look Up Element** page displays in a pop-up window.

Look Up Element

Help

Element Name

begins with

Description

begins with

Search

Clear

Cancel

Basic Lookup

Search Results

View 100

|< < 1-192 of 192 > >|

Element Name	Description	Country Code
COVA GP PAYGRP	COVA GP PAYGRP	USA
V SRL R1R2 EXP	R1R2 Expiration on R3 09/24/23	USA
V SCK XFR ADJ	V SCK XFR ADJ	USA
VDOT AM FLAG VR	VDOT AM FLAG VR	USA
VDOT TEMP NUM 2	VDOT TEMP NUM 2	USA
VDOT TEMP DT	VDOT TEMP DT	USA
V FMLA ROLLOVER BA	V FMLA ROLLOVER BA	USA
V SCK FMLA TAKE BA	V SCK FMLA TAKE BA	USA
WCI V_CNV_EYTD_PIN	WCI Cnv Yr Earned YTD Balance	USA
WCI V_CNV_TYTD_PIN	WCI Cnv Yr Taken YTD Balance	USA
WCL V_CNV_ADJ_PIN	WCL Cnv Yr Adj YTD Balance	USA
WCL V_CNV_BBAL_PIN	WCL Cnv Yr Beginning Balance	USA
WCL V_CNV_EYTD_PIN	WCL Cnv Yr Earned YTD Balance	USA
WCL V_CNV_TYTD_PIN	WCL Cnv Yr Taken YTD Balance	USA
STD BAL ADJUST	STD BAL ADJUST	USA
V FMLA EMP/FAM BAL	V FMLA EMP/FAM BAL	USA



Time & Attendance Job Aid

TA374 Managing Absence Balances

Step	Action																																				
7.	Click the V VAC XFR ADJ link to transfer the Vacation balance or click the V SCK XFR ADJ link to transfer the Traditional Sick balance. For this scenario, the user is transferring the Vacation balance. <table><tr><th>Element Name</th><th>Description</th><th>Country Code</th></tr><tr><td>V ERL R1R2 EXP</td><td>R1R2 Expiration on R3 09/24/23</td><td>USA</td></tr><tr><td>V FMLA EMP/FAM BAL</td><td>V FMLA EMP/FAM BAL</td><td>USA</td></tr><tr><td>V FMLA MILITARY BA</td><td>V FMLA MILITARY BAL</td><td>USA</td></tr><tr><td>V FMLA ROLLOVER BA</td><td>V FMLA ROLLOVER BA</td><td>USA</td></tr><tr><td>V SCK FMLA TAKE BA</td><td>V SCK FMLA TAKE BA</td><td>USA</td></tr><tr><td>V SCK XFR ADJ</td><td>V SCK XFR ADJ</td><td>USA</td></tr><tr><td>V SDP FMLA TAKE BA</td><td>V SDP FMLA TAKE BA</td><td>USA</td></tr><tr><td>V SRL R1R2 EXP</td><td>R1R2 Expiration on R3 09/24/23</td><td>USA</td></tr><tr><td>V STD TAKE BAL DAY</td><td>V STD TAKE BAL DAY</td><td>USA</td></tr><tr><td>V STD VAC ACR LMT</td><td>V STD VAC ACR LMT</td><td>USA</td></tr><tr><td>V VAC XFR ADJ</td><td>V VAC XFR ADJ</td><td>USA</td></tr></table>	Element Name	Description	Country Code	V ERL R1R2 EXP	R1R2 Expiration on R3 09/24/23	USA	V FMLA EMP/FAM BAL	V FMLA EMP/FAM BAL	USA	V FMLA MILITARY BA	V FMLA MILITARY BAL	USA	V FMLA ROLLOVER BA	V FMLA ROLLOVER BA	USA	V SCK FMLA TAKE BA	V SCK FMLA TAKE BA	USA	V SCK XFR ADJ	V SCK XFR ADJ	USA	V SDP FMLA TAKE BA	V SDP FMLA TAKE BA	USA	V SRL R1R2 EXP	R1R2 Expiration on R3 09/24/23	USA	V STD TAKE BAL DAY	V STD TAKE BAL DAY	USA	V STD VAC ACR LMT	V STD VAC ACR LMT	USA	V VAC XFR ADJ	V VAC XFR ADJ	USA
Element Name	Description	Country Code																																			
V ERL R1R2 EXP	R1R2 Expiration on R3 09/24/23	USA																																			
V FMLA EMP/FAM BAL	V FMLA EMP/FAM BAL	USA																																			
V FMLA MILITARY BA	V FMLA MILITARY BAL	USA																																			
V FMLA ROLLOVER BA	V FMLA ROLLOVER BA	USA																																			
V SCK FMLA TAKE BA	V SCK FMLA TAKE BA	USA																																			
V SCK XFR ADJ	V SCK XFR ADJ	USA																																			
V SDP FMLA TAKE BA	V SDP FMLA TAKE BA	USA																																			
V SRL R1R2 EXP	R1R2 Expiration on R3 09/24/23	USA																																			
V STD TAKE BAL DAY	V STD TAKE BAL DAY	USA																																			
V STD VAC ACR LMT	V STD VAC ACR LMT	USA																																			
V VAC XFR ADJ	V VAC XFR ADJ	USA																																			

The **Supporting Elements** page redisplay.

Time and Labor WorkCenter

Supporting Elements

Employee ID Empl Record 1 Name

Payee Supporting Element Override List

1-1 of 1

View All

Elements/Dates

Values

Element Type	Element Name	Description	*Begin Date	End Date		
Variable	V VAC XFR ADJ	V VAC XFR ADJ	08/21/2026		+	-

Save

Return to Search

Previous in List

Next in List

Notify



The **Begin Date** field defaults to the current date based on the current open Pay Period. The beginning date determines the date which the transferred balance can be used by the employee and should be the first day of the employee's first Pay Period at the new Agency.



Time & Attendance Job Aid

TA374 Managing Absence Balances

Step	Action
8.	Click the Begin Date Calendar icon and select the applicable begin date. *Begin Date 08/21/2026 
	The end date should correspond to the Pay Period end date. If the End Date field is left blank, the employee will receive the balance each Pay Period. If the begin date and end date span multiple Pay Periods, the employee will receive the balance adjustment each Pay Period beginning with the begin date and ending with the end date.
9.	Click the End Date Calendar icon and select the applicable end date. End Date 
10.	Click the Values tab. Elements/Dates Values 

The **Values** tab displays.

Time and Labor WorkCenter

Supporting Elements

Employee ID Empl Record 1 Name

Payee Supporting Element Override List

  |< < 1-1 of 1 > >| View All

Elements/Dates

Values



Element Type	Element Name	Numeric Value		
Variable 	V VAC XFR ADJ 	0.000000 		

Save

Return to Search

Previous in List

Next in List

Notify



Time & Attendance Job Aid

TA374 Managing Absence Balances

Step	Action
11.	Enter the number of hours the employee is transferring from the previous Agency in the Numeric Value field for the corresponding row. 0.000000
12.	Click the Save button. Save Return to Search Previous in List Next in List Notify

Managing Leave for Employees Who Work Fewer than 12 Months a Year

Agencies have two options for managing leave for employees who work fewer than 12 months a year. The Absence Administrator should work with the Agency HR Administrator for the applicable option for the employee. The steps below will be performed by the HR Administrator.

1. HR Administrators can enroll the employee in the “FACREGGRP” or “FACVSDPGRP” Eligibility Group and AM Administrators can manually adjust their balances.

The **Leave Balance Adjustment Mass Upload** can be used for employees in the “FACREGGRP” or “FACVSDPGRP” Eligibility Group to manually adjust their FVC Flex Vacation Absence balance. FVC is a Leave Type that does not automatically accrue semi-monthly. FVC can be used by employees who work less than 12 months per year or can be used by Agencies that do not follow or do not fully follow DHRM leave policy but still track leave in Cardinal.

2. HR Administrators can update the employee’s record on the **Job Actions Summary** page by adding a new effective dated row and updating the employee’s Eligibility Group from “VSDPELGGRP” to “FACREGGRP”. The “FACREGGRP” Eligibility Group does not include VAC accrual, VSDP PER, or VSDP Sick Leave. HR Administrators will need to add another effective dated row to return the employee to the “VSDPELGGRP” Eligibility Group upon their return to work.

HR Administrators can update **Job Data** in one of two ways.

- a. If there is a large number of employees, the **Job Data Mass Upload** can be used to update the Eligibility Group
- b. HR Administrators can update each employee record individually by completing the steps on the **Job Actions Summary** page.

Zeroing Out Balances

Employee leave and absence balances should be zeroed out when an employee is terminated.

Important Notes:

- Ensure all leave has been entered, approved, and processed, and all payouts have been completed through SPOT.
- Balances older than one year cannot be zeroed out.

Zeroing Out Balances Using the Leave Balance Zero-Out Page

Compensatory Leave, Overtime Leave and absence balances can all be zeroed out using the **Leave Balance Zero-Out** page by following the steps in the [Zeroing Out Balances using the Leave Balance Zero-Out Page](#) section of this Job Aid.

Zeroing Out Balances Manually

Compensatory Leave and Overtime Leave balances can be manually zeroed out by a TL/AM Administrator on the employee's last active day using the appropriate pay out TRC on the timesheet. Please see the [Zeroing Out Compensatory and Overtime Leave Balances on the Timesheet](#) section of this job aid for step-by-step instructions.

Absence Balances can be zeroed out manually on the Adjust Absence Balances page. Follow the steps in the [Entering a New Absence Entitlement](#) section of this job aid and apply these additional guidelines:

- **Calendar Period:** For a terminated employee, select the Pay Period that contains the employee's last day active in HR Status
- **Balance Adjustment** field: Enter the number of hours equal to the employee's current entitlement balance as a negative number
- **Comments** field: Enter a comment pertaining to the reason for zeroing out the balance (e.g., employee terminated)



The Leave Balance Zero-Out Automation page allows AM Administrators to select terminated employees with remaining balances that need to be zeroed out. When submitted, the system automatically inserts the corresponding offset adjustments for processing.

- Ensure all leave has been entered, approved, and processed, and all payouts have been completed through SPOT, before using this page.
- Negative balances cannot be processed using this page. These must be corrected manually on the **Absence Adjustment** page by adjusting the previously keyed balance adjustment. Negative balances are the result of a balance adjustment keyed incorrectly. This is corrected by editing the existing balance adjustment.
- Balances older than one year cannot be zeroed out and will not display on the **Leave Balance Zero-Out Automation** page.

The **Leave Balance Zero-Out Automation** page displays.



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 Managing Absence Balances

Step	Action
2.	Enter search criteria from the following fields: a. Business Unit (required) b. Location c. Dept ID d. Employee ID e. Term From Date / Term Thru Date Note: Broad searches (e.g., Agency-wide) may take longer and could time out. Users can expedite the search by entering more specific criteria to narrow the parameters. Business Unit Location Dept ID Empl ID Term From Date Term Thru Date
3.	Click the Search button. Search Clear
	The system displays terminated employees with non-zero leave balances in leave periods within the past year. Negative balances will display but cannot be selected. AM Administrators will need to review absence data for employees with negative balances and manually adjust the balances using the Absences page.

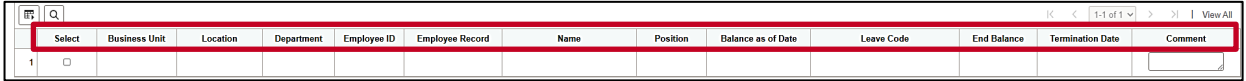
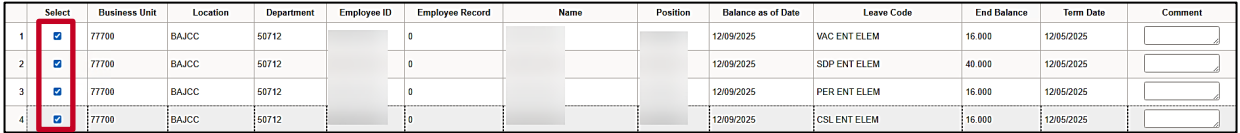
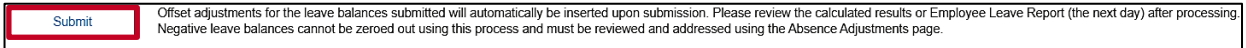
The search results display in the **Search Results** section.

1-10 of 22													View All	
	Select	Business Unit	Location	Department	Employee ID	Employee Record	Name	Position	Balance as of Date	Leave Code	End Balance	Term Date	Comment	
1	☐	77700	BAJCC	50712		0			12/09/2025	VAC ENT ELEM	16.000	12/05/2025		
2	☐	77700	BAJCC	50712		0			12/09/2025	SDP ENT ELEM	40.000	12/05/2025		
3	☐	77700	BAJCC	50712		0			12/09/2025	PER ENT ELEM	16.000	12/05/2025		
4	☐	77700	BAJCC	50712		0			12/09/2025	CSL ENT ELEM	16.000	12/05/2025		
5	☐	77700	BAJCC	50712		0			12/09/2025	VAC ENT ELEM	38.500	11/30/2025		
6	☐	77700	BAJCC	50712		0			12/09/2025	CSL ENT ELEM	16.000	11/30/2025		
7	☐	77700	BAJCC	50712		2			12/09/2025	VAC ENT ELEM	40.000	11/28/2025		
8	☐	77700	BAJCC	50712		2			12/09/2025	SDP ENT ELEM	41.000	11/28/2025		
9	☐	77700	BAJCC	50712		2			12/09/2025	PER ENT ELEM	12.500	11/28/2025		
10	☐	77700	BAJCC	50712		2			12/09/2025	CSL ENT ELEM	16.000	11/28/2025		



Time & Attendance Job Aid

TA374 Managing Absence Balances

Step	Action																																																																						
6.	Review the results. Columns displayed include: • Business Unit • Location • Department • Employee ID • Employee Record • Name • Position • Balance Date • Leave Code • Leave Balance • Term Date 																																																																						
7.	Select the checkbox(s) under the Select Column for the balances to zero out for the applicable employee(s).  <table border="1"><thead><tr><th></th><th>Select</th><th>Business Unit</th><th>Location</th><th>Department</th><th>Employee ID</th><th>Employee Record</th><th>Name</th><th>Position</th><th>Balance as of Date</th><th>Leave Code</th><th>End Balance</th><th>Term Date</th><th>Comment</th></tr></thead><tbody><tr><td>1</td><td>☐</td><td>77700</td><td>BAJCC</td><td>50712</td><td></td><td>0</td><td></td><td></td><td>12/09/2025</td><td>VAC ENT ELEM</td><td>16,000</td><td>12/05/2025</td><td></td></tr><tr><td>2</td><td>☒</td><td>77700</td><td>BAJCC</td><td>50712</td><td></td><td>0</td><td></td><td></td><td>12/09/2025</td><td>SDP ENT ELEM</td><td>40,000</td><td>12/05/2025</td><td></td></tr><tr><td>3</td><td>☒</td><td>77700</td><td>BAJCC</td><td>50712</td><td></td><td>0</td><td></td><td></td><td>12/09/2025</td><td>PER ENT ELEM</td><td>16,000</td><td>12/05/2025</td><td></td></tr><tr><td>4</td><td>☒</td><td>77700</td><td>BAJCC</td><td>50712</td><td></td><td>0</td><td></td><td></td><td>12/09/2025</td><td>CSL ENT ELEM</td><td>16,000</td><td>12/05/2025</td><td></td></tr></tbody></table>		Select	Business Unit	Location	Department	Employee ID	Employee Record	Name	Position	Balance as of Date	Leave Code	End Balance	Term Date	Comment	1	☐	77700	BAJCC	50712		0			12/09/2025	VAC ENT ELEM	16,000	12/05/2025		2	☒	77700	BAJCC	50712		0			12/09/2025	SDP ENT ELEM	40,000	12/05/2025		3	☒	77700	BAJCC	50712		0			12/09/2025	PER ENT ELEM	16,000	12/05/2025		4	☒	77700	BAJCC	50712		0			12/09/2025	CSL ENT ELEM	16,000	12/05/2025	
	Select	Business Unit	Location	Department	Employee ID	Employee Record	Name	Position	Balance as of Date	Leave Code	End Balance	Term Date	Comment																																																										
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	The Select All checkbox is available when searching by Employee ID (excludes negative balances). 																																																																						
8.	Enter a brief comment in the Comment field. Note: Enter a comment for each selected transaction OR select the checkbox Comment for all selected balances and enter one comment for all transactions. 																																																																						
9.	Click the Submit button. Review the message next to the Submit button on how the leave balances are processed and what needs to be reviewed after processing. 																																																																						



Time & Attendance Job Aid

TA374 Managing Absence Balances

Step

Action

A certification message displays in a pop-up window. Confirm that balances are accurate and eligible payouts have been processed via SPOT.

The selected leave balances have been reviewed and confirmed to be accurate and final. (25102,2437)

All eligible balances have been paid out by a Payroll Administrator using the Single-Use Payroll Online Tool (SPOT). By proceeding, you acknowledge that all necessary payroll actions have been completed and the selected leave balances are ready to be zeroed out.

OK

Cancel

10.

Click the **OK** button to certify and submit.

OK

Cancel

i

The system automatically inserts adjustments:

For **Time & Labor**: Inserts rows in Reported Time using TRCs (CPO for Comp Time Leave Payout, or OPO for Overtime Leave Payout). These can be viewed on the **Timesheet** or via the Time Entry Audit.

For **Absence Management**: Inserts the negative balance adjustments on the **Absences** page.

i

If a balance adjustment has already been keyed but has not yet been processed or the balance adjustment has been processed but the employee still has a balance, the row(s) will be highlighted in red to alert the user that a balance adjustment has been keyed and should be reviewed and edited as needed.

The Time Administration Process runs every 2 hours, and the Absence Calculation Process runs each night.

← Leave Balance Zero Out

Leave Balance Zero-Out

Search

Clear

1-10 of 338

Select	Business Unit	Location	Department	Employee ID	Employee Record	Name	Position	Balance as of Date	Leave Code	End Balance	Term Date
☒	77700	BAJCC	50712		0		DJBA221	11/24/2025	SDP ENT ELEM	40.000	11/19/2025
☒	77700	BAJCC	50712		0		DJBA221	11/24/2025	PER ENT ELEM	16.000	11/19/2025
☐	77700	BAJCC	50712		0		DJBA221	11/24/2025	NT ELEM	16.000	11/19/2025
☐	77700	BAJCC	50712		0		DJBA221	11/24/2025	NT ELEM	4.000	11/19/2025
☐	77700	BAJCC	50712		0		DJBA221	11/24/2025	NT ELEM	40.000	11/19/2025
☐	77700	BAJCC	50712		0		DJBA266	11/24/2025	PER ENT ELEM	16.000	11/19/2025
☐	77700	BAJCC	50712		0		DJBA266	11/24/2025	CSL ENT ELEM	16.000	11/19/2025
☐	77700	BAJCC	50712		0		DJBA289	12/09/2025	VAC ENT ELEM	16.000	12/05/2025
☐	77700	BAJCC	50712		0		DJBA289	12/09/2025	SDP ENT ELEM	40.000	12/05/2025
☐	77700	BAJCC	50712		0		DJBA289	12/09/2025	PER ENT ELEM	16.000	12/05/2025

The highlighted transactions cannot be processed because a balance adjustment is currently pending or has already been applied. Please review and resolve the adjustment before proceeding. (0,0)

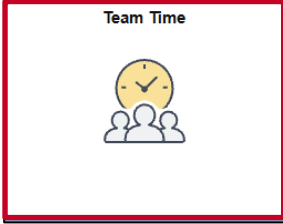
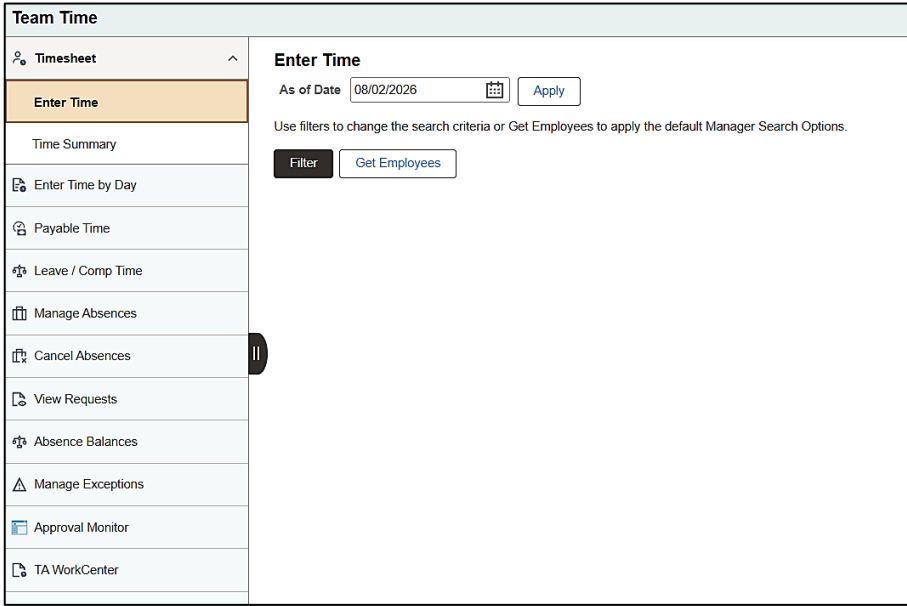
OK

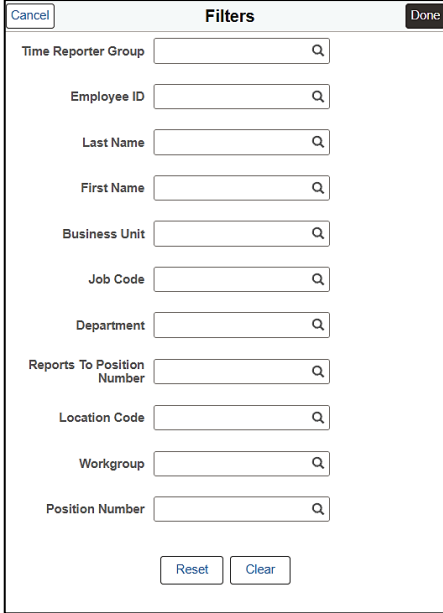
Submit

Offset adjustments for the leave balances submitted will automatically be inserted upon submission. Please review the calculated results or Employee Leave Report (the next day) after processing. Negative leave balances cannot be zeroed out using this process and must be reviewed and addressed using the Absence Adjustments page.

Zeroing Out Compensatory and Overtime Leave Balances on the Timesheet

Ensure all leave has been entered, approved, and processed, and all applicable payouts have been completed through SPOT, before zeroing out balances.

Step	Action
1.	Click the Team Time tile. 
	The Enter Time page displays. 
2.	Click the Get Employees button or the Filter button to pull up the employee. In this scenario, click the Filter button. 

Step	Action
	The Filters page displays in a pop-up window. 
3.	Enter the applicable employee's Employee ID in the Employee ID field. Note: Users can also search by name or by using one of the other corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. 
4.	Click the Done button in the top right corner of the page. 



Time & Attendance Job Aid

TA374 Managing Absence Balances

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

The **Enter Time** page displays for the applicable employee.

Team Time

Enter Time

Employee ID: [Redacted] Time Reporting Type: Exception Workgroup: SERP071E1
Empl Record: 0 Earliest Change Date: 05/25/2026

JOHN DOE
Compliance/Safety Officer IV
Return to Select Employee

August 2, 2026 - August 8, 2026 *View By: Weekly

Scheduled 40.00 | Reported 0.00 Hours

Submit

*Time Reporting Code	Row Totals	2 Sun	3 Mon	4 Tue	5 Wed	6 Thu	7 Fri	8 Sat
		0 of 0	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0

Time Summary Leave/Compensatory Time Absences Exceptions Payable Time

Category %	Total %	Sun 2 %	Mon 3 %	Tue 4 %	Wed 5 %	Thu 6 %	Fri 7 %	Sat 8 %
Total Reported Hours								

5. Use the **Calendar** icon or **Previous** or **Next** buttons as needed to select the Timesheet for the week that contains the employee's last day of work.



6. Click the **Leave / Compensatory Time** tab.

The **Leave / Compensatory Time** tab displays.

Time Summary **Leave/Compensatory Time** Absences Exceptions Payable Time

Start Date: 04/11/2025
End Date: 04/11/2026
Plan Type: [Dropdown]
Apply

Leave Balance

Balance	Minimum Balance	Maximum Balance
20.00	0	1000

Leave Balance Details

Accrual Date	Expiration Date	Carry Over	Starting Balance	Earned	Taken	Balance	Accrual Date
04/11/2026	04/11/2027		10.000000	10.00	0.00	20.00	04/11/2026
04/05/2026	04/05/2027		0.000000	10.00	0.00	10.00	04/05/2026

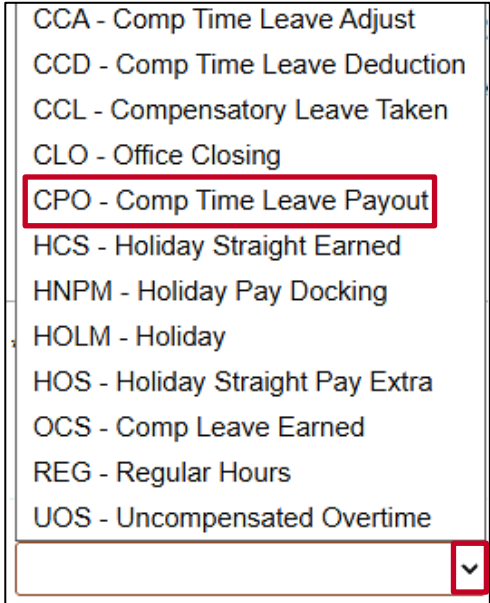
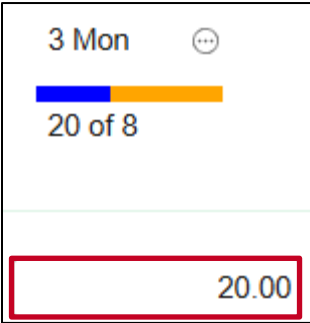
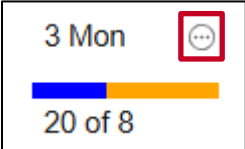
Balances are as of the specified Accrual Date.

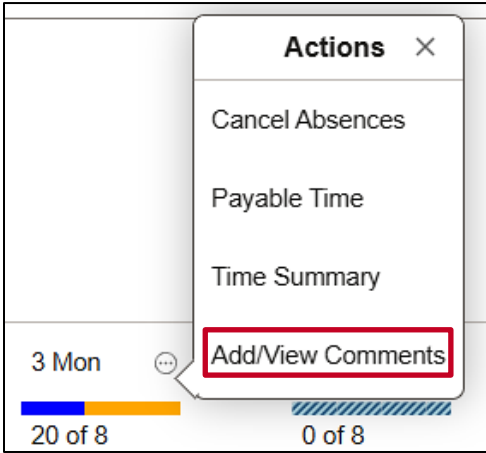
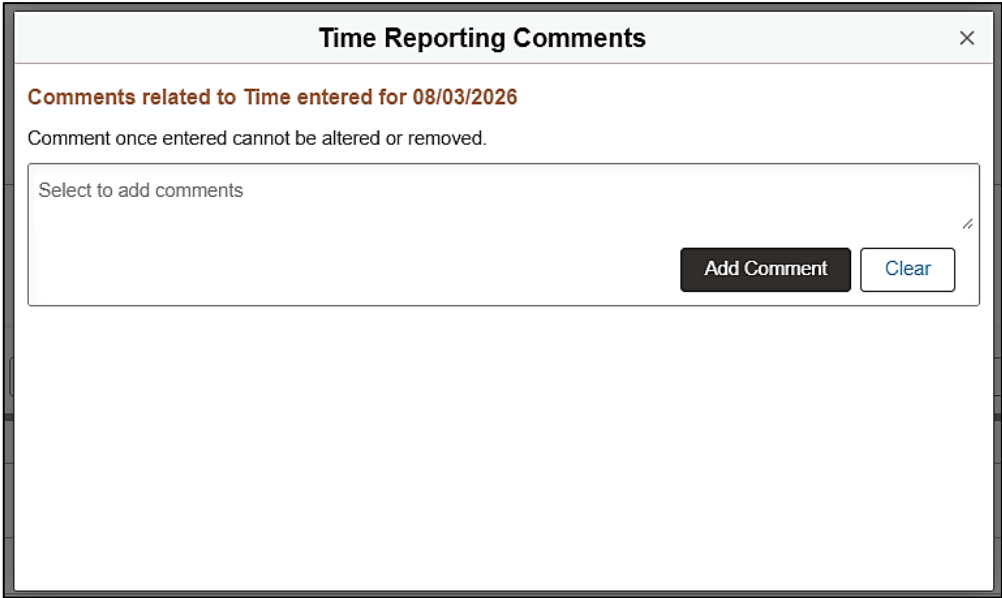
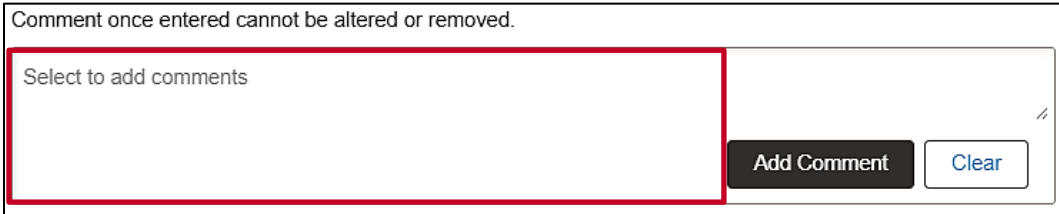


Time & Attendance Job Aid

TA374 Managing Absence Balances

Step	Action
7.	Change the dates as needed by clicking on the Calendar icon or entering the dates in the Start Date and End Date fields. Start Date 01/10/2026 Calendar icon End Date 09/01/2026 Calendar icon
8.	Click the Plan Type dropdown button and select the applicable leave. Plan Type COMP_LEAVE Dropdown arrow
9.	Click the Apply button. Apply
10.	Review the employee's current balance under the Leave Balance section in the COMP_LEAVE Balance field. Then scroll up to the Timesheet grid to enter the Time Reporting Code (TRC) and hours. Leave Balance COMP_LEAVE Balance 20.00

Step	Action
11.	Click the Time Reporting Code dropdown button and select “CPO” for Comp Time Leave Payout or “OPO” for Overtime Leave Payout. 
12.	Enter the number of hours being paid out (equal to the current balance) in the applicable Day field (employee’s last day of work) within the Timesheet grid. Note: Users can enter a value greater than 24 hours on that day in order to accommodate a full payout. 
	Zero out the balance on the last day the employee was active in HR Status.
13.	Click the Related Actions icon next to the day. 

Step	Action
14.	The Actions menu displays in a pop-up window. Click Add/View Comments. 
	The Time Reporting Comments page displays in a pop-up window. 
15.	Enter a brief comment to document the reason for the payout in the Comment field. Note: Do not include any PII in the comments. Once entered, comments cannot be altered or removed. 



Time & Attendance Job Aid

TA374 Managing Absence Balances

Step	Action
16.	Click the Add Comment button. 

The **Time Reporting Comments** page redisplay.



Time Reporting Comments [X]

Comments related to Time entered for 08/03/2026

Comment once entered cannot be altered or removed.

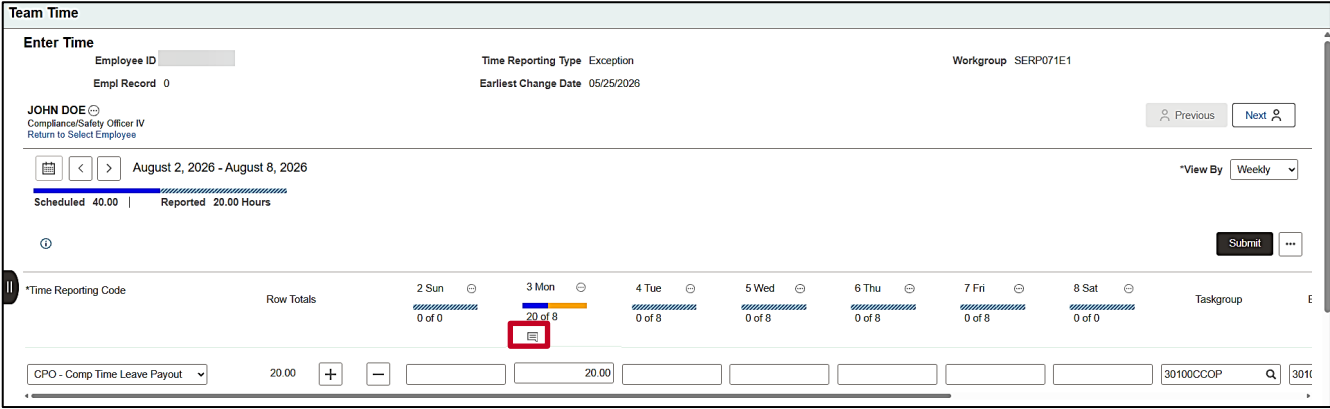
Select to add comments

Add Comment **Clear**

Entered on 08/02/2026 5:07 PM by JOHN DOE
Employee is retiring.

17.	Click the X in the top right corner of the Time Reporting Comments page. 
-----	---

The **Enter Time** page redisplay with the comment added under the applicable **Day** field.



Team Time

Enter Time

Employee ID [redacted] Time Reporting Type Exception Workgroup SERP071E1
Empl Record 0 Earliest Change Date 05/25/2026

JOHN DOE [icon]
Compliance/Safety Officer IV
Return to Select Employee

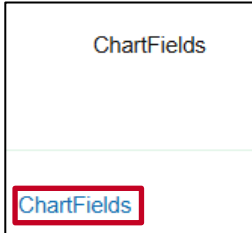
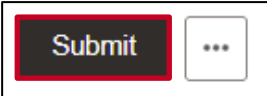
August 2, 2026 - August 8, 2026 *View By Weekly

Scheduled 40.00 | Reported 20.00 Hours

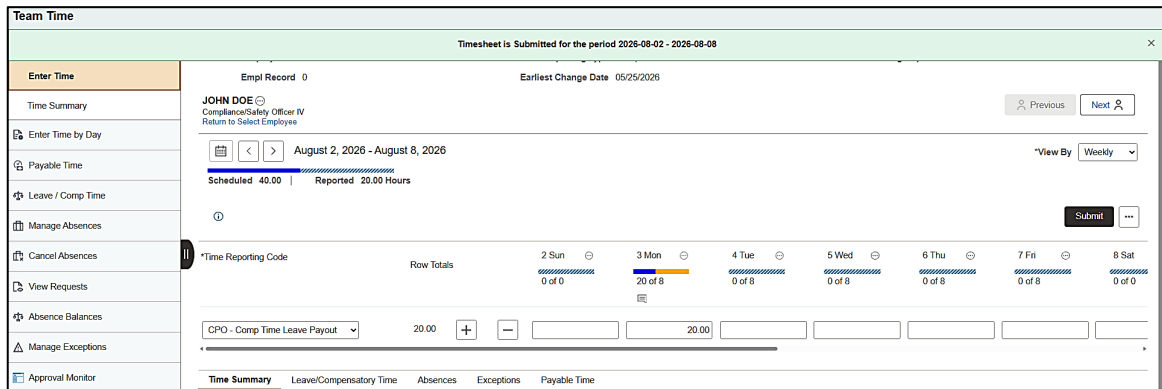
Submit [icon]

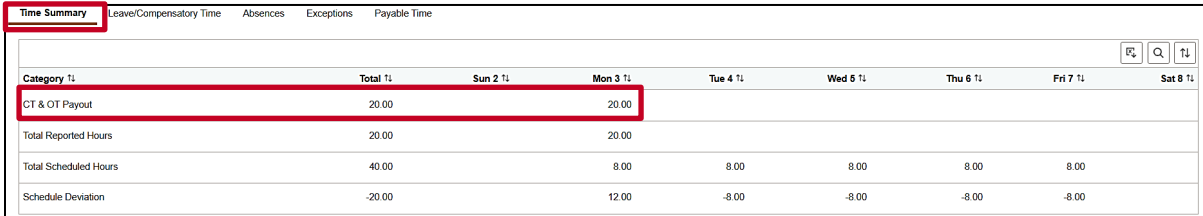
*Time Reporting Code	Row Totals	2 Sun	3 Mon	4 Tue	5 Wed	6 Thu	7 Fri	8 Sat	Taskgroup
		0 of 0	20 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0	E

CPO - Comp Time Leave Payout 20.00 + - [input] 20.00 [input] [input] [input] [input] [input] [input] 30100CCOP [input] 3010

Step	Action
18.	If ChartFields are optional or required for the employee, a ChartFields link will display on the Timesheet. If the ChartFields link displays on the Timesheet and is required, click the ChartFields link and enter the ChartField Details. 
	For more information pertaining to entering ChartField Details, refer to the Job Aid titled TA371 Entering ChartField Details on the Timesheet. This Job Aid is located on the Cardinal website in Job Aids under Learning.
19.	Click the Submit button. 

A message displays at the top of the **Enter Time** page indicating the time has been submitted.



20.	Scroll down to the Time Summary tab and review to ensure the time has been submitted correctly. 
-----	--

Category 1:	Total 1:	Sun 2 1:	Mon 3 1:	Tue 4 1:	Wed 5 1:	Thu 6 1:	Fri 7 1:	Sat 8 1:
CT & OT Payout	20.00		20.00					
Total Reported Hours	20.00		20.00					
Total Scheduled Hours	40.00		8.00	8.00	8.00	8.00	8.00	
Schedule Deviation	-20.00		12.00	-8.00	-8.00	-8.00	-8.00	