TA372
Time & Attendance Administration

Instructor Led Training

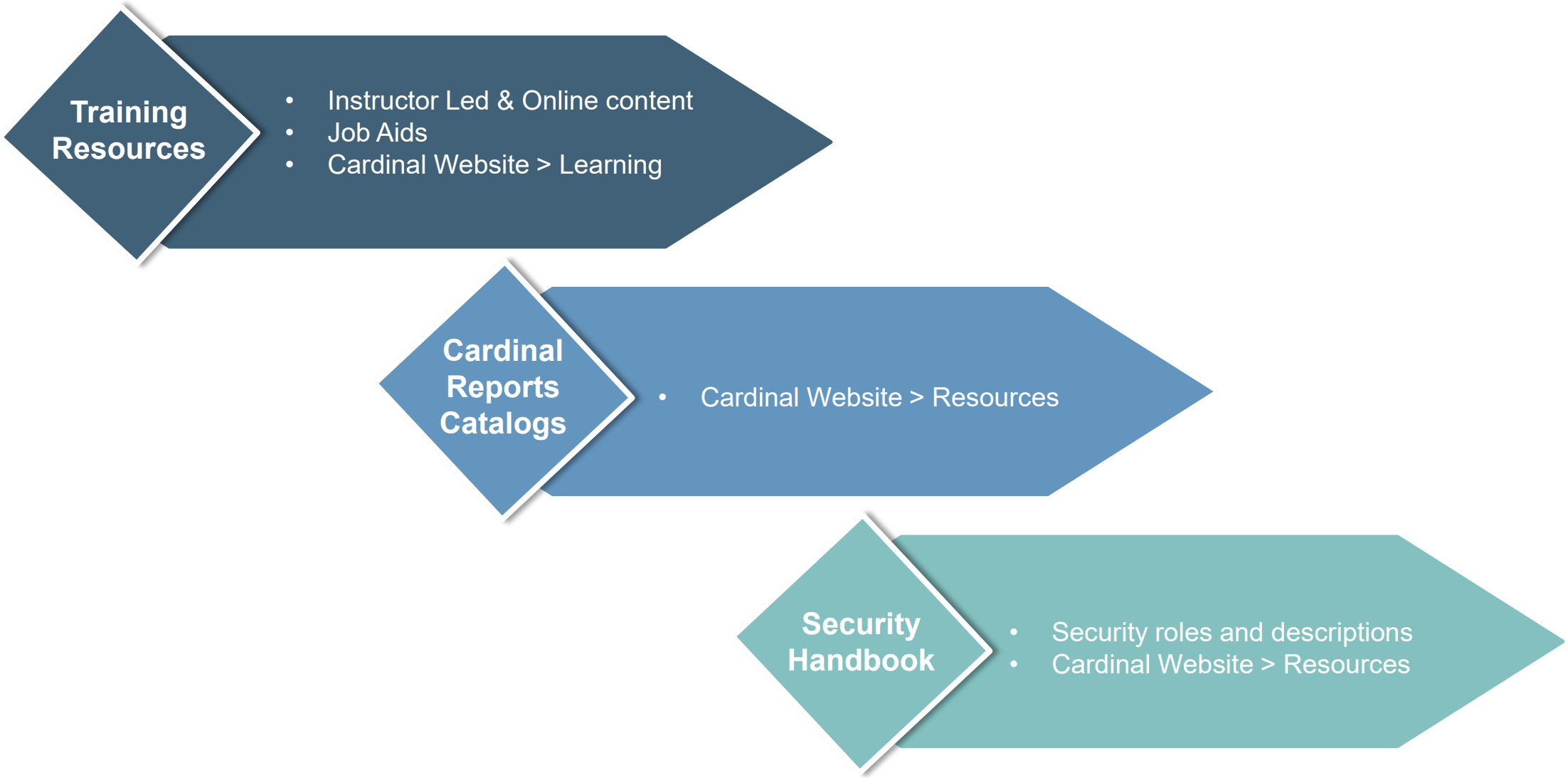
Rev. 10/29/2026

Revision History

Revision Date	Summary of Changes
10/29/2026	Updated to reflect the Cardinal system upgrades.
9/22/2025	Added information pertaining to Delegation Administrators.
8/25/2025	Baseline.

Welcome to Cardinal Training

This training focuses on how to use Cardinal. It does not replace Commonwealth and/or Agency policy.



Making the Most of Our Time Together



Stay in the Zone

- Your focus helps us catch the small details that make a big difference.



Curiosity is Encouraged

- Ask questions. If you are thinking it, someone else probably is too.



Bring your Agency Perspective

- Be honest and open-minded. Your constructive feedback helps us build better training and communications.



Leave your Mark

- Complete the post-session survey, ensuring your agency's voice is officially captured in our planning.

Course Objectives

After completing this course, you will be able to:

- Understand the overall Time & Attendance (TA) process
- Understand the TL Auto enrollment process
- Understand Time Reporter Data, Comp Plan enrollment, and Work Schedules
- Know how to identify and correct Timesheet Exceptions
- Understand the Approval Process and how to monitor approvals
- Understand the Delegation Process for Supervisors and Delegation Administrators

Agenda

1. Time & Attendance Overview
2. TA Roles and Responsibilities
3. Overview of the TA Processing Concepts
4. Overview of the TA Tiles and TA WorkCenter
5. TA Employee Setup and Processing
6. Overview of the TA Capture Process
7. TA Approval and Processing
8. Payroll Integration and Cost Allocation Processes

Lesson

1 Time & Attendance Overview

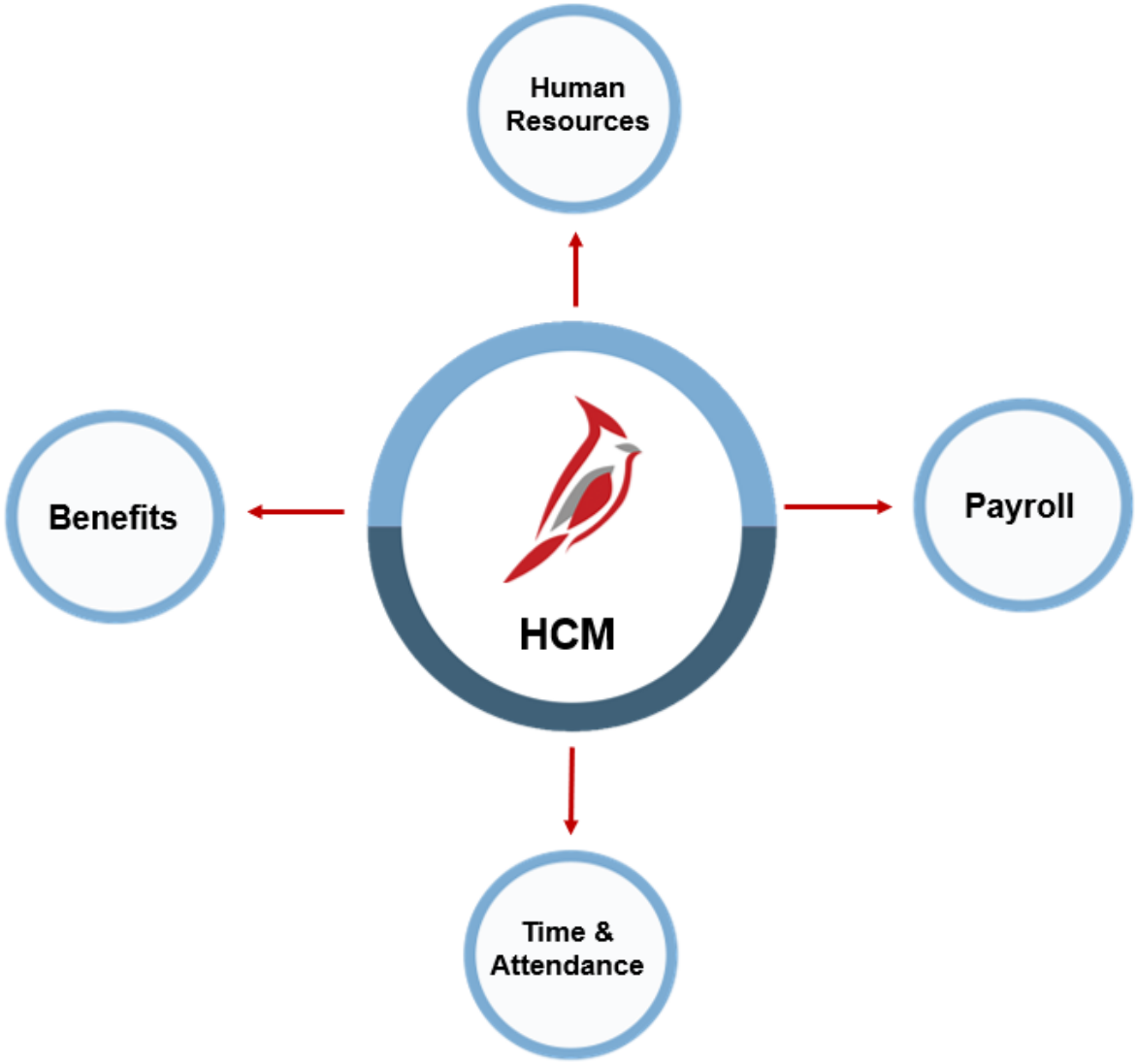
This lesson covers:

- Overview of Cardinal HCM
- Cardinal HCM and Cardinal Financials Integration
- Cardinal HCM Responsibilities and Relationships
- Overview of Time & Attendance
- Time and Attendance Core Modules

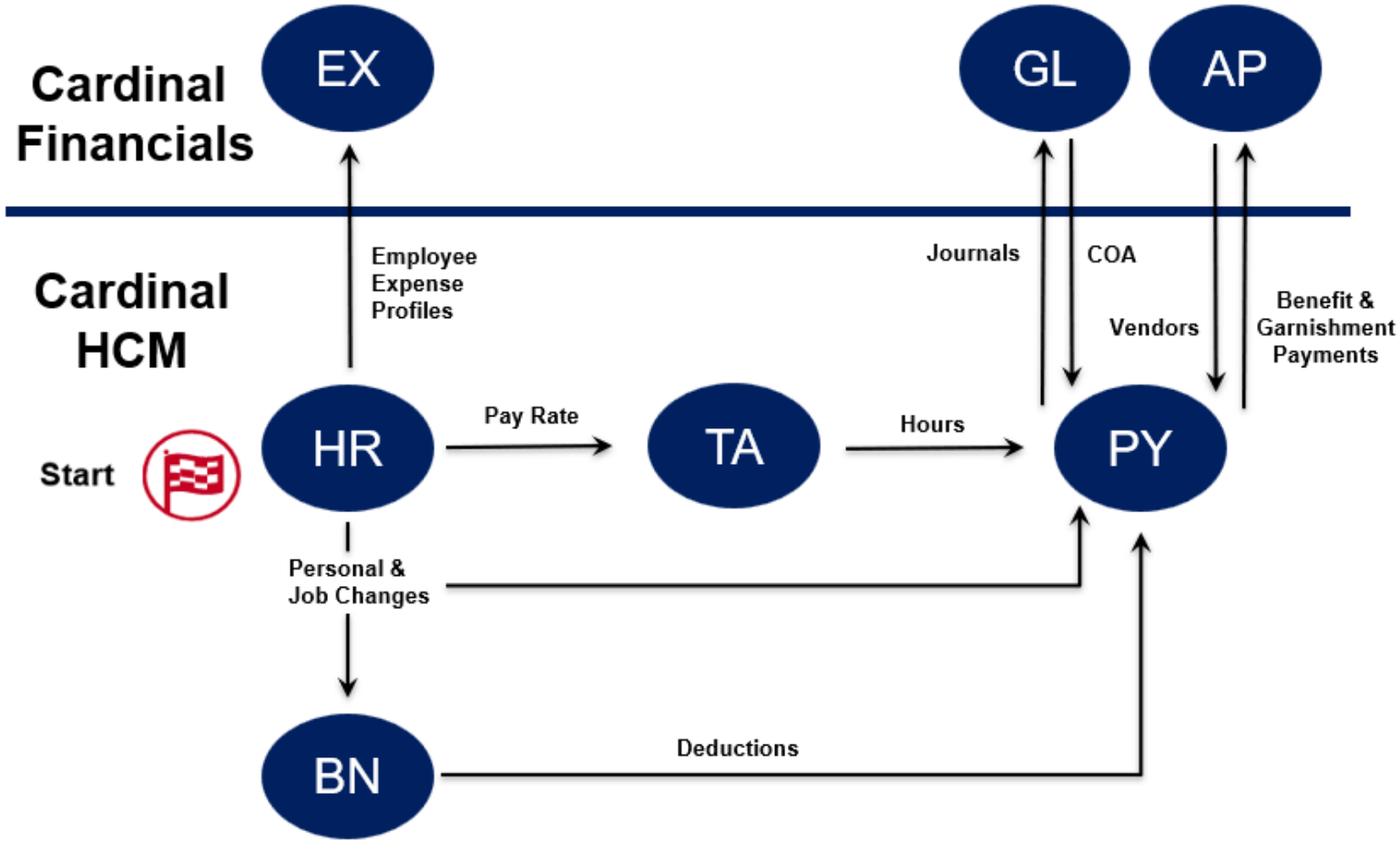
Overview of Cardinal Human Capital Management (HCM)

In Cardinal HCM, Human Resource (HR) Administrators, Benefits(BN) Administrators, Time and Labor(TL) Administrators, Payroll Administrators, and State Payroll Operations (SPO) work together so that all employees are paid on time and accurately and are benefited properly.

All of these roles work together within Cardinal HCM to ensure that all employee records are accurate.



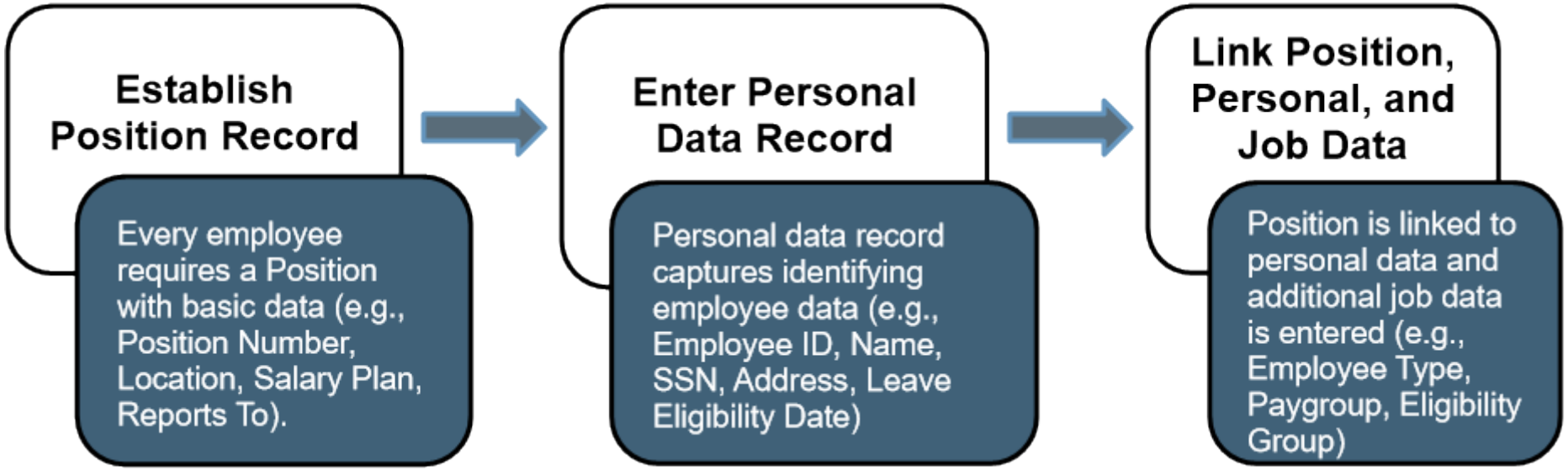
Cardinal HCM and Cardinal Financials Integration



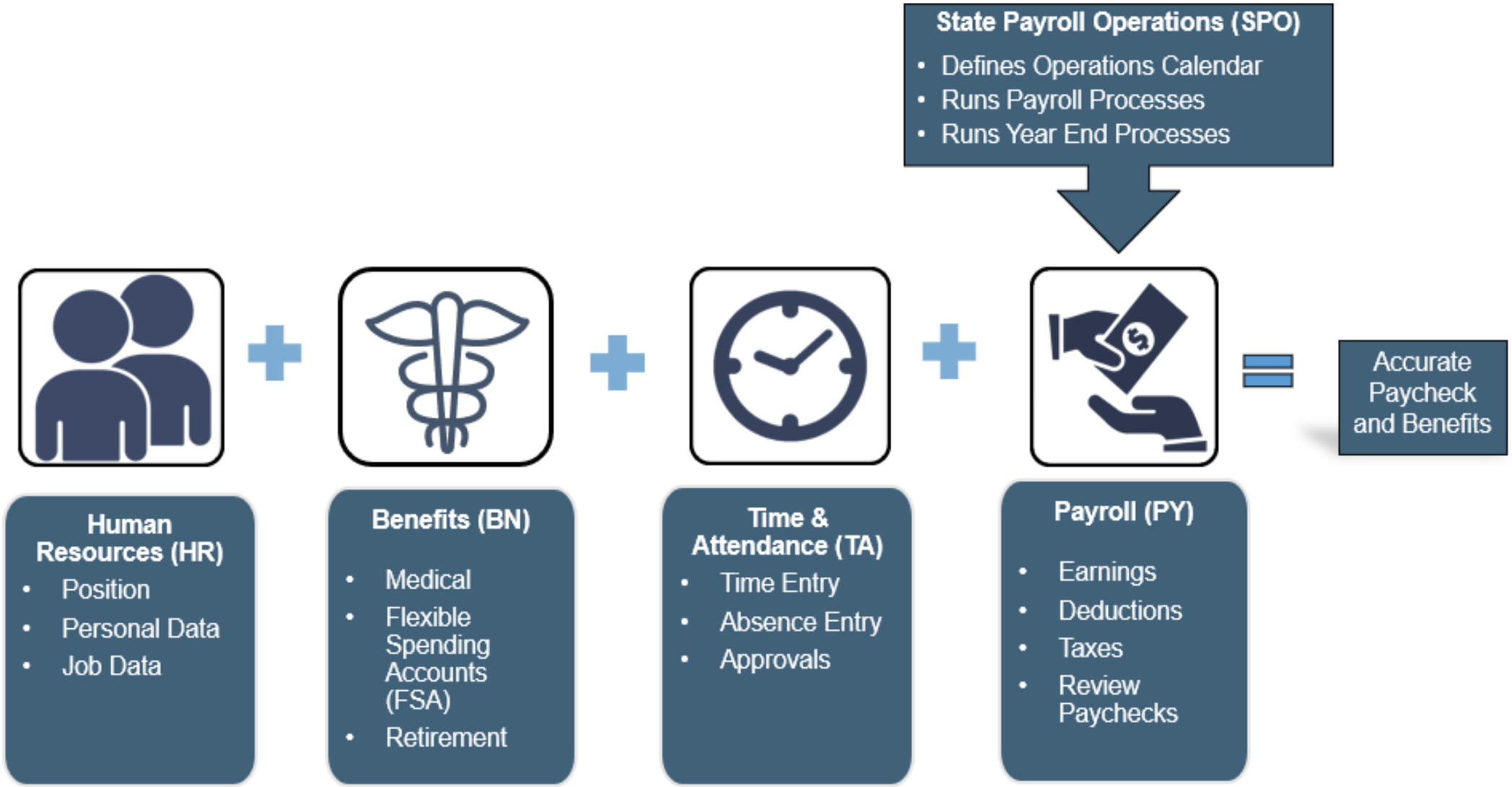
Financials: Expenses (EX), General Ledger (GL), Accounts Payable (AP)
HCM: Human Resources (HR), Benefits Administration (BN), Time & Attendance (TA), Payroll (PY)

Human Resources Setup

Before employees can use Time & Attendance, Agency Human Resource Administrators must first set them up in Cardinal HCM.



Cardinal HCM Responsibilities and Relationships



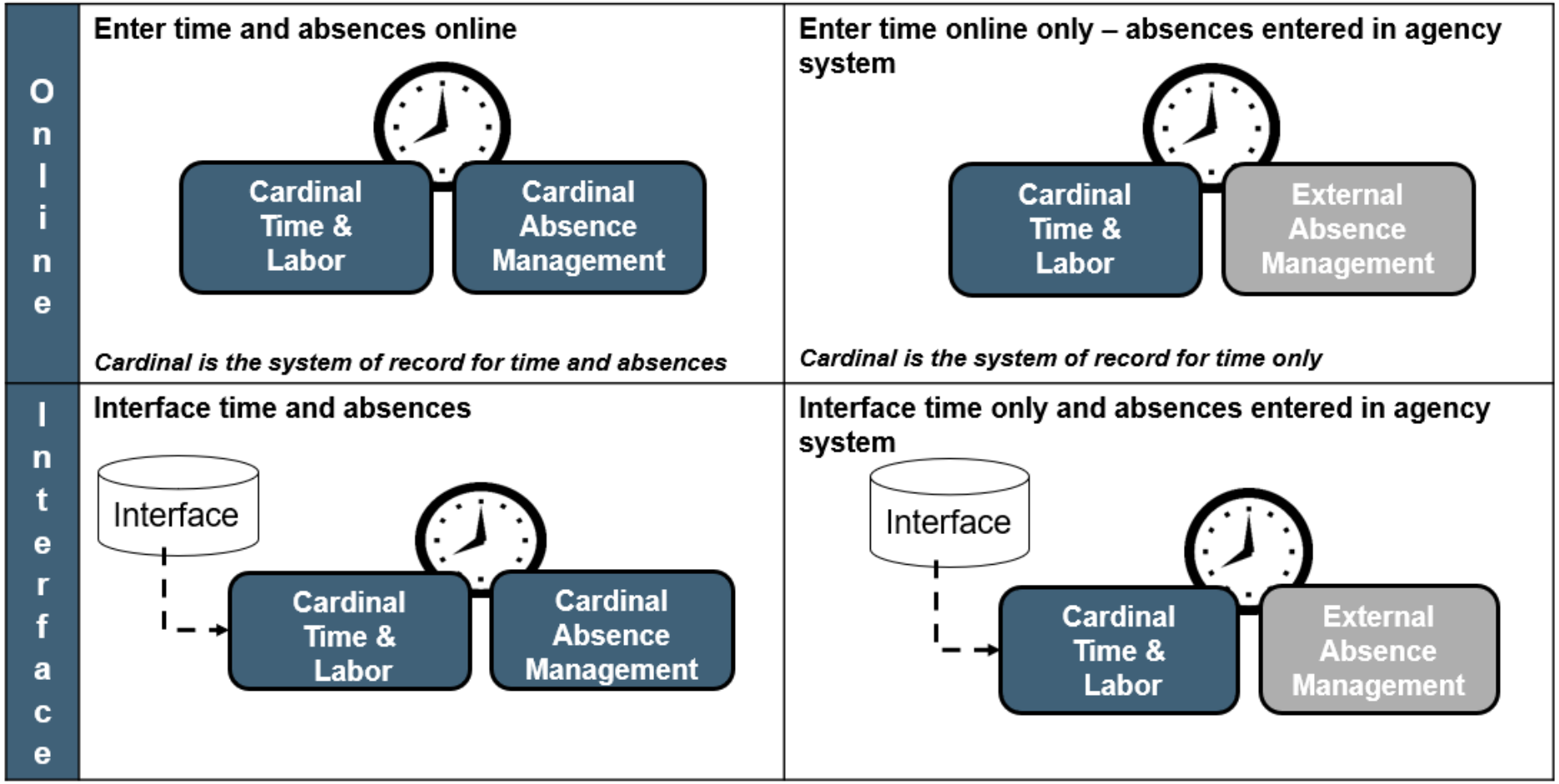
Time & Attendance Overview

Cardinal Time & Attendance (TA) is the conduit between HR data set up and payroll processing. Time reporting is required for all Agencies using Cardinal Payroll. For Agencies who have elected to use Cardinal Absence Management (AM), Cardinal will be their absence system of record.

- Is required for all Agencies using Cardinal Payroll
- Is used to pay all hourly (wage) employees
- Generates applicable salaried exception time
- Helps enforce pay and time related policies using system rules/edits
- Helps facilitate accurate employee payment
- Facilitates detailed ChartField distribution for accurate financial reporting)
- Provides auditable time entry for Commonwealth employees

Time & Attendance – Core Modules

Cardinal Time & Attendance (TA) has two core modules: Time and Labor (TL) and Absence Management (AM). There are different Agency configuration options (online/interfacing) which impact how time and absences are captured as well as what is the system of record for time and absences. The chart below breaks out the options for online and interfacing Agencies.



Lesson Summary

1 Time & Attendance Overview

In this lesson, you learned:

- An Overview of Cardinal HCM
- Cardinal HCM and Cardinal Financials Integration
- The Cardinal HCM Responsibilities and Relationships
- An Overview of Time & Attendance
- About the Time and Attendance Core Modules

Lesson

2 TA Roles and Responsibilities

This lesson covers:

- Overview of the Time & Attendance Roles and Responsibilities

Overview of the Time & Attendance Roles

The Time & Attendance functions involve several roles with specific responsibilities to help ensure that time is entered, submitted, interfaced, and approved within designated timeframes for timely and accurate pay and the allocation of payroll costs. A user's security roles control what that user can view and do in the system.

Understanding the roles and what these roles can do is beneficial for TL Administrators who are responsible for overseeing Time & Attendance for the Agency to help ensure that all issues are addressed so that time can be processed appropriately/timely.





TA Roles and Responsibilities

Responsibilities / Roles	Employee TL Setup	Employee	Timekeeper	TL Admin	Absence Admin	TL and Absence Supervisor	TA Interface Admin
Enter/Modify own Timesheet (including Time and Leave/Absences)		✓					
Enter/Modify Timesheets on behalf of Employees (including Time and Leave/Absences)			✓	✓	✓	✓ (Direct Reports)	
Cancel Absences		✓	✓	✓	✓	✓ (Direct Reports)	
Review/Resolve Timesheet Exceptions (Warnings)		✓	✓	✓	✓	✓ (Direct Reports)	
Allow Timesheet Exceptions (Warnings)				✓	✓	✓ (Direct Reports)	
Review and Correct Time Entry Upload and Absence Entry Upload Transactions				✓	✓		✓ (on Upload Review Page)
Enter/Modify Time Reporter Data, Comp Plans, TL Eligibility, and TL Auto Enroll Bypass	✓			✓ View Only for Elig and TL Auto Enroll			

TA Roles and Responsibilities (continued)

Roles → / Responsibilities ↓	Employee TL Setup	Employee	Timekeeper	TL Admin	Absence Admin	TL and Absence Supervisor	TA Interface Admin
Administer Absence Events and Review Absence Calculation Results					✓		
Enter/Modify Absence Balance Adjustments					✓		
Assign Employee Work Schedules	✓		View Only	✓	View Only	✓ (Direct Reports)	
Approve Time and Absences						✓ (Direct Reports)	
Run TA Reports/Queries	✓		✓	✓	✓	✓	✓

Role of the TL Administrator

The role of the TL Administrator is to audit/monitor and validate that all Timesheets for the Agency are completed and errors resolved so that time can load to Payroll.

TL Administrators have access to:

- Audit/monitor/validate Timesheets
- TRC Administrator level access on Timesheets
- Review and resolve Timesheet Exceptions
- Correct employee's Timesheets
- View employee time reporting information
- View/assign/update employee Work Schedules
- View employee Comp Plans / TL Eligibility
- View Leave Balances
- Run TA reports and queries

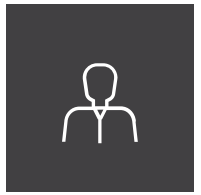


TL and AM Supervisor Roles

These roles give access for direct reports to:



Approve time and absences



Delegate approval to another Supervisor as applicable



Assign employee Work Schedules



Enter/modify Time and Absence Requests on behalf of Employees



Review/resolve Timesheet Exceptions



View Absence and Leave balances



Time and Absence approvals route to the employee's Reports To Supervisor as designated in Position Data. When a Supervisor is suspended, on Leave of Absence (paid leave, unpaid leave, LOA Working), or the position is vacant, approvals will roll up to the Supervisor of the Reports To Supervisor.

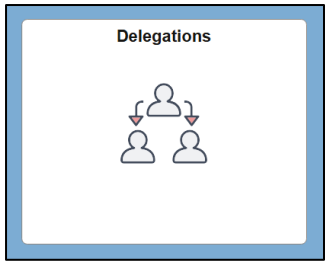
Delegation Administrator Role

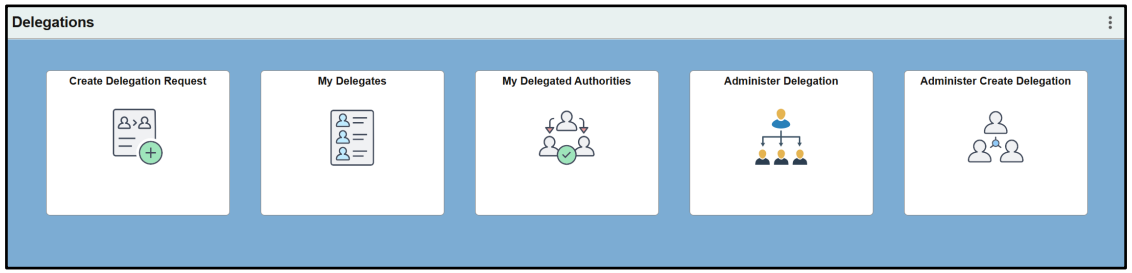
Delegation allows Reports To Supervisors to authorize another supervisor to serve as their delegate to manage and approve their direct reports' time and absences. When a Reports to Supervisor delegates to a delegate, all workflow notifications and approval transactions route to the delegate.

The Delegation Administrator Role provides access for an administrator to set up delegation on behalf of a Reports To Supervisor.

Users with this role have access to:

- Add and manage Time & Attendance delegation requests on behalf of Reports to Supervisors
- Create, modify, and revoke delegation requests on behalf of Reports to Supervisors
- Delegates and Delegators receive workflow email notifications when delegation requests are created or modified by the Delegation Administrator





TA Special Restricted Approver Role – Manage Time with Workflow Issues

- Timesheet transactions route to the TA Special Restricted Approver when there is an error in the reports to structure. These transactions display in the TA Special Restricted Approver's **Approvals** tile / **TA WorkCenter** > **Time Approvals**.
- All Cardinal PY Agencies are required to assign this role to at least one user. User(s) with this role will identify and manage time and absence transactions that do not route to a Reports To Supervisor.
- TA Restricted Special Approvers, TL Administrators, AM Administrators, HR Administrators, and TA Supervisors should collaborate to resolve reports to structure issues resulting in transactions routing to the TA Special Restricted Approver.



The TA Restricted Special Approver will only see items for approval on their **Approvals** tile / **TA WorkCenter** > **Time Approvals** in the rare scenarios when it is not routing to a TA/AM Supervisor. TA Restricted Special Approver does not have access to approve all time and absences, only those transactions that have routed to them due to a data issue preventing transactions to route to a Reports To Supervisor.

TA Expired Grace Approver Role

The TA Expired Grace Approver (V_TA_EXPIRED_GRACE_APPROVER) role allows select Agency users to manage time that falls outside of normal submission and approval grace periods. This role grants access to two pages in Cardinal; the **Update Time Status** page and the **Request Batch Approval Process** page. These pages allow users with this role to perform the following actions for any employee in the Agencies they have access to:

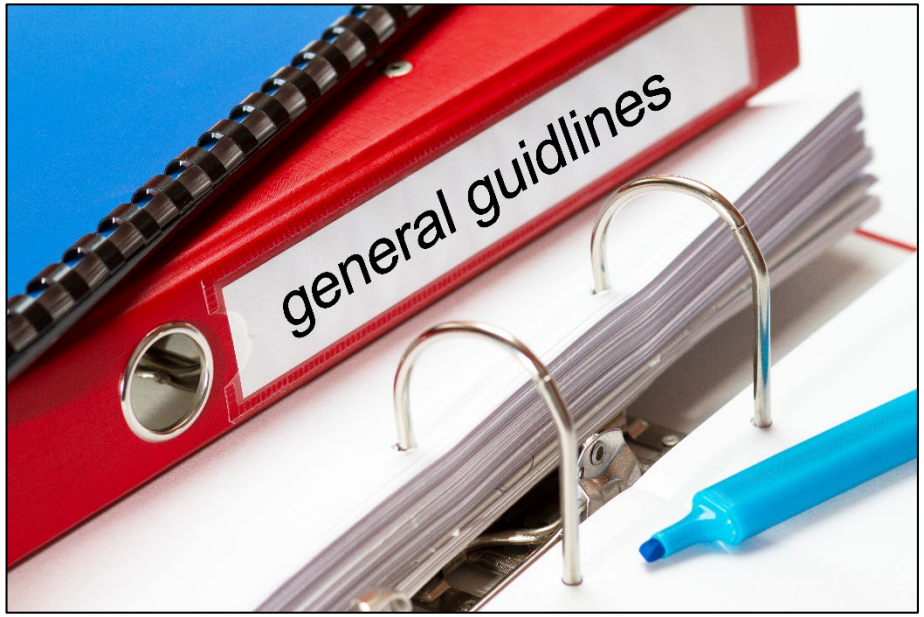
TA Expired Grace Approver Role Capabilities	
Employees in Online Workgroups	
Action	Role Permissions
Approve Payable Time in Needs Approval (NA) status outside of grace period	Between 90 and 365 days old
Close or Delete Reported Time in Saved (SV) or Needs Approval (NA) status	More than 90 days old
Close Payable Time in Needs Approval (NA) status	More than 90 days old
Delete Invalid Reported Time	After termination date
Employees in Interfacing Workgroups	
Action	Role Permissions
Close or Delete Reported Time in Saved (SV) or Needs Approval (NA) status	More than 90 days old
Delete Invalid Reported Time	After termination date

TA Expired Grace Approver Role Guidelines

- Every Cardinal HCM payroll Agency must have at least one designated TA Expired Grace Approver.
- It is recommended that this role be assigned to a Fiscal Officer or designee who understands the impact on pay and the distribution of funds related to approving, closing, and deleting old time transactions
- This role may only be assigned to a maximum of three users at each Agency
- Agencies should develop a process for Supervisors and administrators to request approval, closure, and deletion of time older than 90 days with appropriate justification, authorization, and deletion of time after termination dates

JOB AID REFERENCE

TA Time Status Administration



Role of Employee Setup and Interface Administrators

There are two additional administrator roles that are key to employee setup and interfacing time and absences.

TL Employee Setup Administrator	TA Interface Administrator
This role has access to: • Enter TL eligibility and TL auto enroll bypass • View/change employee time reporter information • View/assign/change employee Work Schedules • View/change employee Comp Plans • View the Job Data pages that impact TL auto enroll and Company Seniority Date • Run TA reports **JOB AID REFERENCE** TA372 TL Setup Overview	This role has access to: • Review and correct Time and Absence interface errors • Reconcile time interfaced into Cardinal • Run TA reports **JOB AID REFERENCE** TA372 Interface Administration

Lesson Summary

2 TA Roles & Responsibilities

In this lesson, you learned:

- An overview of the Time & Attendance Roles and Responsibilities

Lesson

3 Overview of the TA Processing Concepts

This lesson covers:

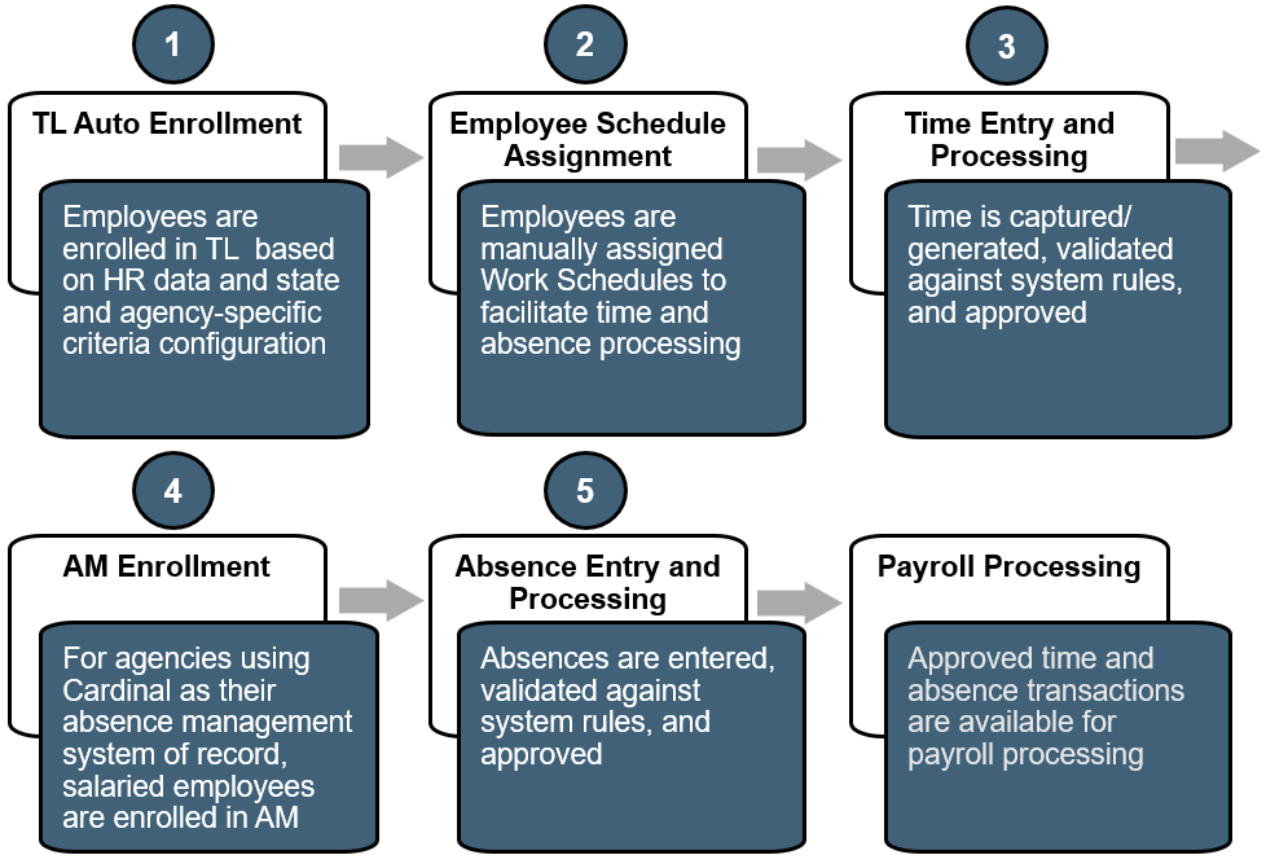
- Overview of Time & Attendance Processing
- Overview of TA Employee Setup and Processing
- Key TA Processing Concepts
- Overview of the TA Processes and Sub-Processes

Time & Attendance Processing Overview

Before an employee can be set up in Time & Attendance, they must first be setup in HR. HR data entered in Position, Personal Data, and Job Data drive how an employee is set up to use Cardinal TA.

Eligible employees in Agencies using Cardinal Absence Management (AM) will be enrolled in AM and the appropriate AM Paygroup and Eligibility Group on Job Data.

Job Data changes (hires, terminations, position changes, etc.) will automatically update the time reporter and Comp Plan enrollments.



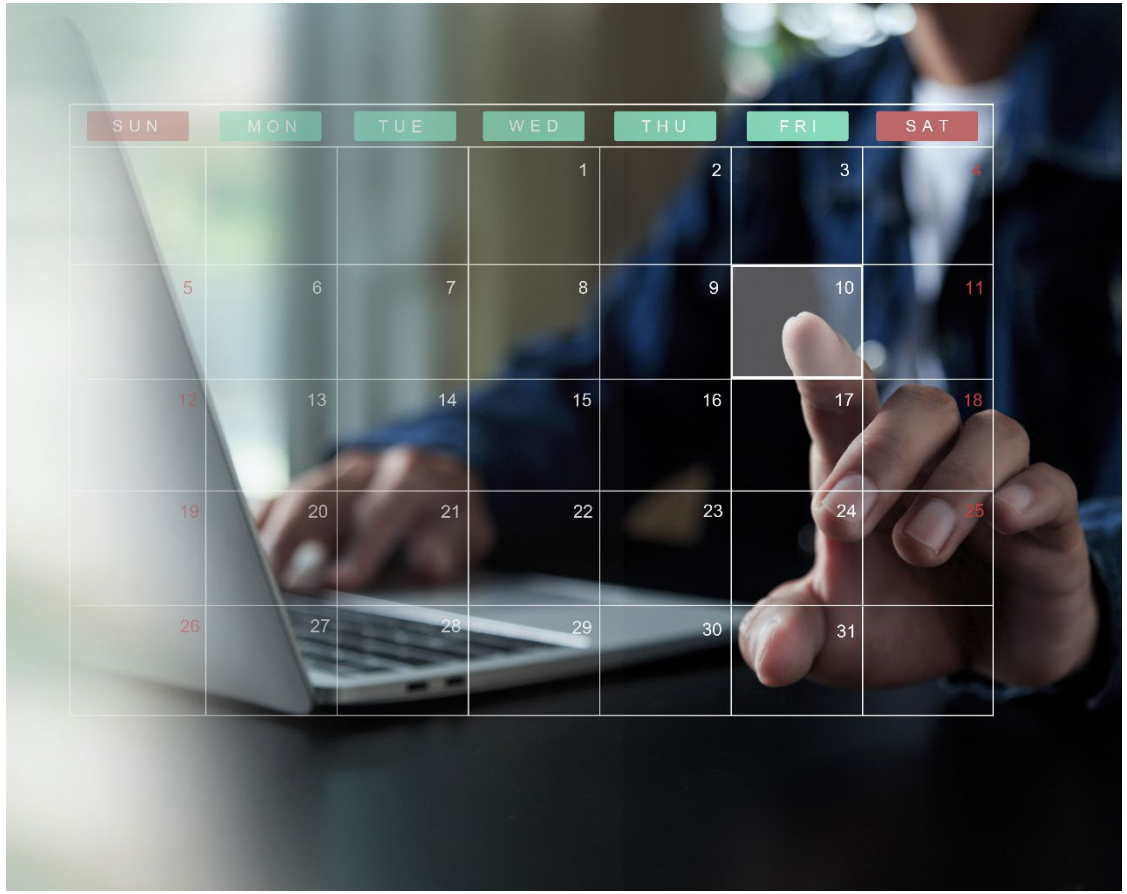
Key TA Processing Concepts

- The Time & Labor Auto Enrollment program automatically enrolls employees in the relevant Workgroup and Comp Plan based on state default and Agency criteria configuration.

- Timesheets drive pay for wage employees. For salaried employees, Timesheets drive pay for paid overtime, shift differential, and unpaid time (i.e., pay docking).

- Timesheets collect detailed time (by day, by type, by ChartField distribution) to feed payroll and to support the allocation of pay in the Cardinal Financials (FIN) application at a detailed level.

- There are two types of time reporters: Positive Time Reporters and Exception Time Reporters.



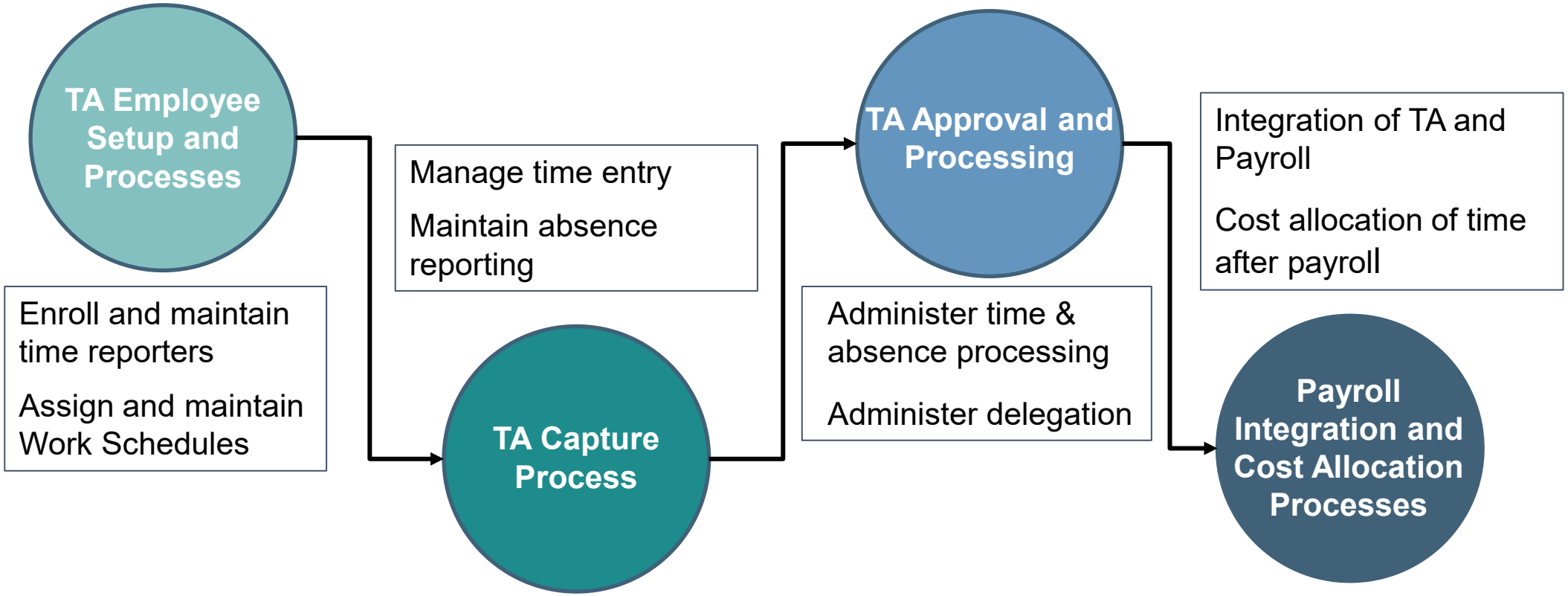
Key TA Processing Concepts (continued)

- Cardinal requires all employees to have an assigned Work Schedule which are structured as follows:
  - Hourly employees are assigned a generic zero-hour Work Schedule and are designated as Positive Time Reporters.
  - Online salaried employees who work a set Work Schedule should have the appropriate Work Schedule assigned in Cardinal.
  - Online salaried employees who work a variable Work Schedule are assigned a variable Work Schedule and must report all time as a Positive Time Reporter.
  - Interfacing salaried employees will be Positive Time Reporters and can have a variable Work Schedule assigned unless the Agency wants to maintain Work Schedules in Cardinal.

- In TA, a variety of Timesheet Exceptions can generate, and they need to be addressed in a timely manner to ensure the employee is paid accurately and hours are distributed appropriately. Time with a High Timesheet Exception does not route for approval and is not picked up by Payroll.

- Only approved time is sent to Payroll.

Time & Attendance Processes and Sub-Processes



Lesson Summary

3 Overview of the TA Processing Concepts

In this lesson, you learned:

- An overview of the Time & Attendance Processing
- An overview of the TA Setup and Process
- About the Key TA Processing Concepts
- An overview of the TA Processes and Sub-Processes

Lesson

4 Overview of the TA Tiles and TA WorkCenter

This lesson covers:

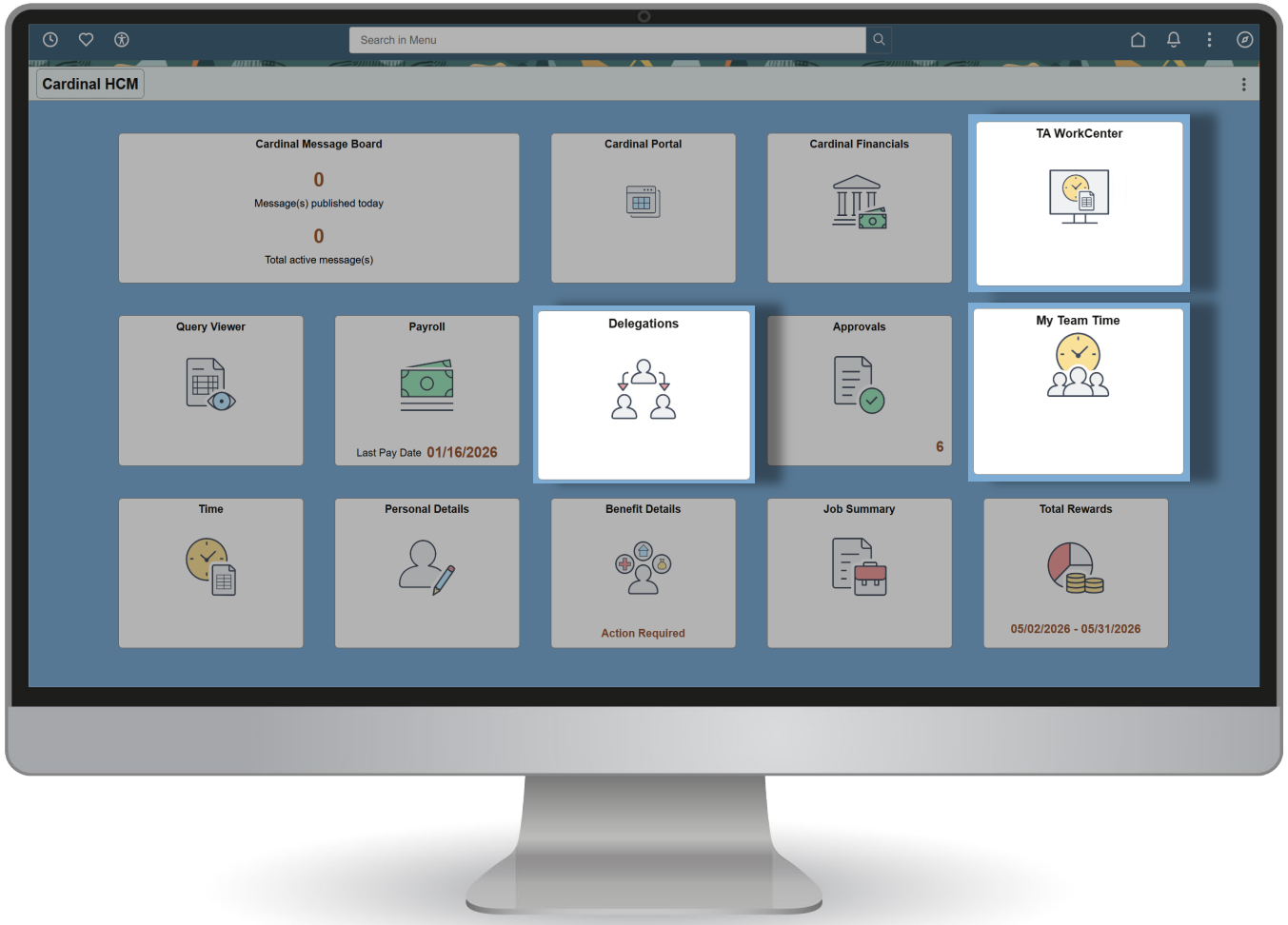
- Overview of the TA Tiles on the Cardinal Homepage
- TA WorkCenter
- Time Tiles

Cardinal HCM Homepage – TA Tiles

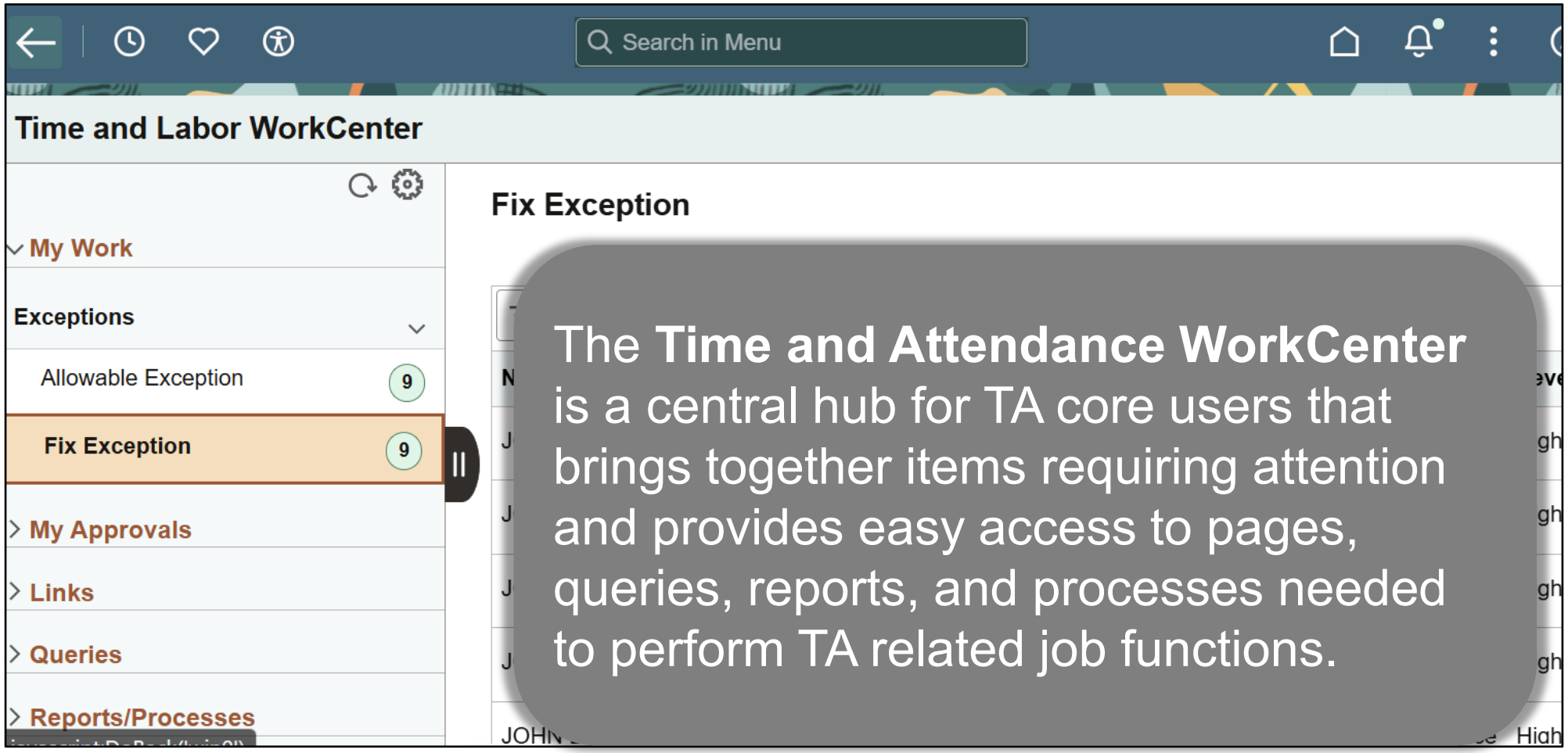
TA WorkCenter: Opens TA WorkCenter

Delegations: View, create, and administer delegation

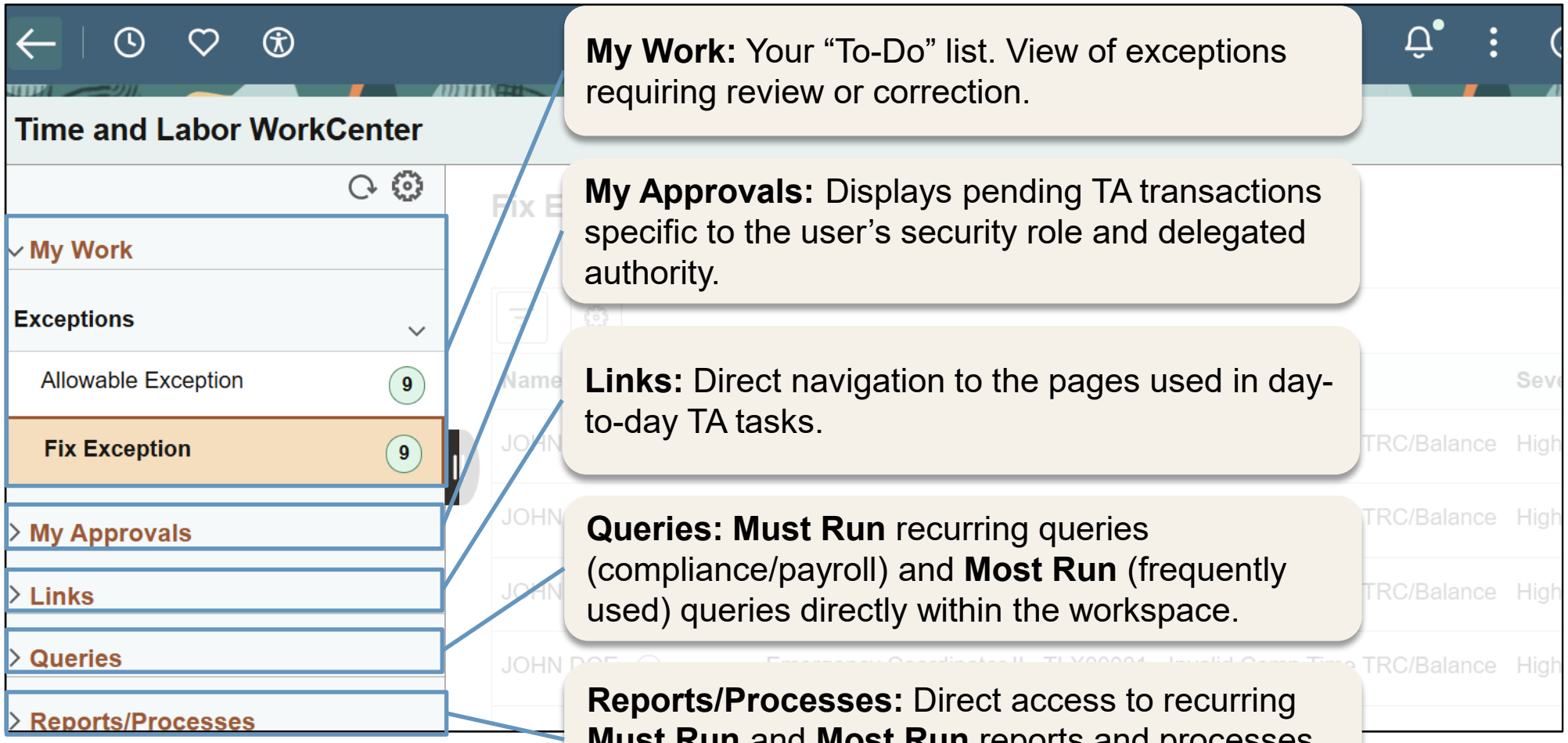
My Team Time: Supervisors can directly access timesheet and absences for direct and indirect reports



Time and Attendance WorkCenter



Time and Attendance WorkCenter Sections



My Work: Your "To-Do" list. View of exceptions requiring review or correction.

My Approvals: Displays pending TA transactions specific to the user's security role and delegated authority.

Links: Direct navigation to the pages used in day-to-day TA tasks.

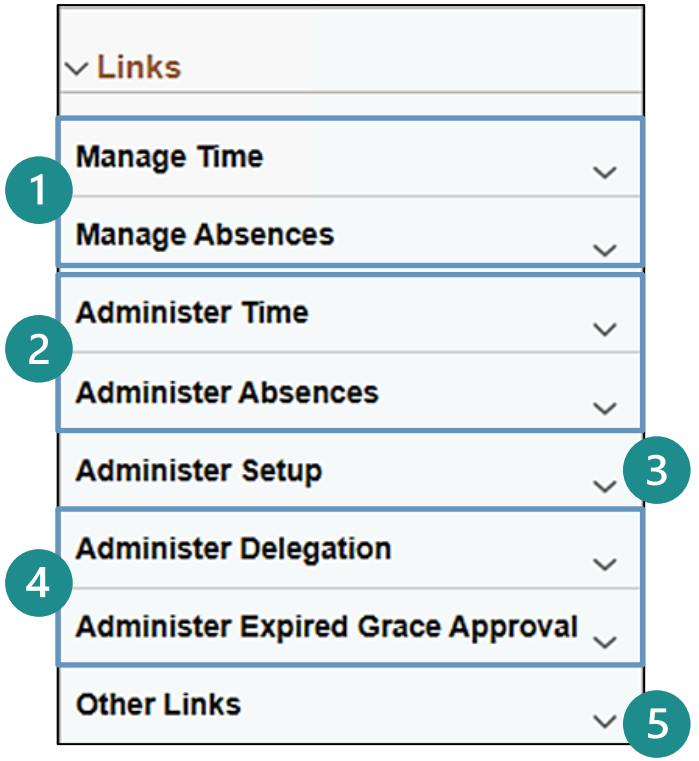
Queries: Must Run recurring queries (compliance/payroll) and **Most Run** (frequently used) queries directly within the workspace.

Reports/Processes: Direct access to recurring **Must Run** and **Most Run** reports and processes supporting payroll and compliance.

Time and Attendance WorkCenter: Links

The Links menu is organized by role-based functional groups to streamline navigation to key Time & Attendance pages.

1. **Manage Time & Absences**: Access to time/absence entry and review pages. (*Supervisors & Timekeepers*)
2. **Administer Time & Absences**: Access to time/absence processing pages. (*TA and AM Administrators*)
3. **Administer Setup**: Access to employee level setup data. (*TA Employee Setup Administrators*)
4. **Delegation & Grace Approvals**: Access to delegation maintenance pages to manage approval delegation and expired grace approval pages to review and approve time. (*Delegation Administrator, TA Expired Grace Approver*)
5. **Other Links**: Access to Report Manager and Process Monitor. (*All Core Users*)



Time Tiles

Navigating and managing time using the different Time Tiles.

The Three Times Tiles are:



Team Time

Timekeepers and Admins use this tile to manage and view time and absences for their agency/business unit.

My Team Time

Managers/supervisors use this tile to manage and view time and absences for both direct and indirect reports.

Time

Self-Service employees (ESS) use this tile to report their time and absences.

Lesson Summary

4 Overview of the TA Tiles and TA WorkCenter

In this lesson, you learned:

- An Overview of the TA Tiles on the Cardinal Homepage
- An Overview of the TA WorkCenter
- An Overview of the Time Tiles

Lesson

5 TA Employee Setup and Processing

This lesson covers:

- Overview of the Enroll and Manage Time Reporters and Comp Plans Process
- Viewing and Updating Employee Time Reporter Data
- Viewing and Updating Employee Comp Plan Enrollments
- Viewing and Updating Employee TL Eligibility
- Viewing Employee Setups for TL Bypass
- Overview of Work Schedules
- Viewing Employee Work Schedules

TL Auto Enroll Overview

How it Works

The TL Auto Enroll process enables active employees, paid through Cardinal, to be enrolled in the Time and Labor (TL) module. This includes employees who will utilize Cardinal TA for time reporting as well as employees who report time in Agency-owned time keeping systems that are interfaced into Cardinal.

How it's Configured

The TL Auto Enroll process uses configured state default and Agency-specific criteria to automatically enroll employees as time reporters. This process sets the employee up in the appropriate Workgroup, Comp Plans, and other Time Reporter attributes as applicable.

What it Controls

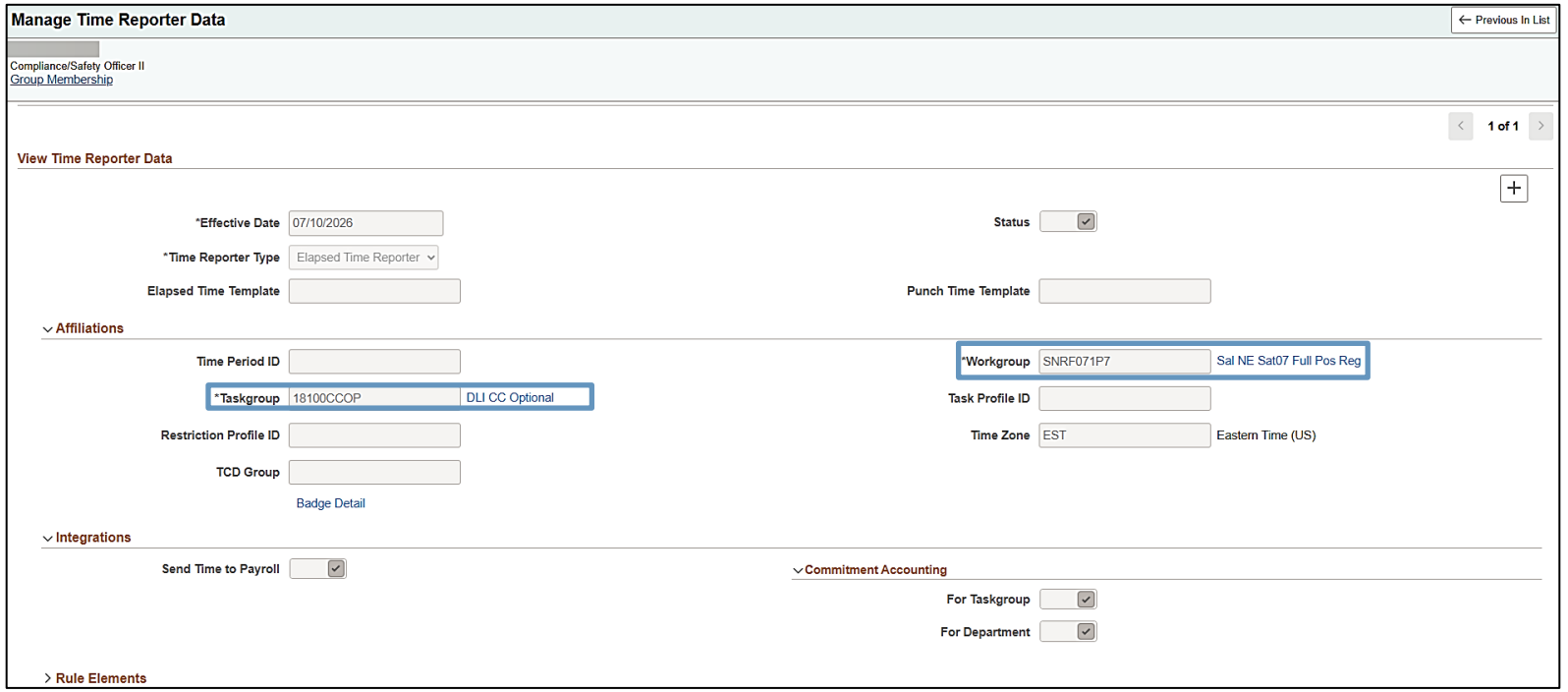
- Timesheet appearance (fields displayed on the Timesheet)
- Types of reported time and the Time Reporting Codes (TRCs) available for selection on the Timesheet
- Types of approvals: Reported Time, Full Payable Time, or Partial Payable Time

Manage Time Reporter Data – Workgroup and Taskgroup

The Workgroup controls many things related to the employee's Timesheet including:

- Time Reporting Codes (TRC)
- Approval method
- Time reporter type (positive or exception)
- FLSA start day and period
- Business rules that apply to the employee

The Taskgroup is the Time Reporter value that identifies the Timesheet template used to collect and process time for employees. It controls access to the **ChartFields** link on the **Timesheet** page.



Workgroup Naming Convention

Character	Defines	Values
1st	Employee Type	**H** = Hourly, **S** = Salaried
2nd	FLSA Status	**N** = Nonexempt, **E** = Exempt
3rd	Employee Category	**1** = Type 1, **2** = Type 2, **3** =Type 3, **A** = Additional Pay Only, **P** = Per Diem Type, **R** = Regular, **M** = Emergency, **J** = Judge, **L**= Law Enforcement **F** = Fire Prevention, **S** = Student
4th	Approval Type	**I** = Reported Time for Interfaced, **F** = Payable Time for Online Full Approval, **P** = Payable Time for Online Partial Approval
5-6th	FLSA Period	**07**, **14**, **21**, **28** Days
7th	Pay Cycle	**B** = Biweekly, **1** = SM1, **2** = SM2, **M** = Monthly
8th	Time Reporter Type	**E** = Exception, **P** = Positive
9th	FLSA Start Day	**1** = Sun, **2** = Mon, **4** = Wed, **6** = Fri, **7** = Sat

EXAMPLE:

SNRF071P1

S = Salaried
N = Non-Exempt
R = Regular
F = Online Full Approval
07 = FLSA 7 Day Period
1 = SM1 Pay Cycle
P = Positive Time Reporter
1 = Sunday First Day of FLSA Period

Taskgroups and ChartFields Access

The following table is a list of Taskgroups and how they relate to ChartFields.

Taskgroup (ending in)	ChartFields
BA	Not Required; **ChartField** link will not appear on **Timesheet**
IN	Not Required; **ChartField** link will not appear on **Timesheet**
CCOP	Optional: **ChartField** link will appear on **Timesheet**
CCO	Optional: **ChartField** link will appear on **Timesheet**
CCRQ	Required: **ChartField** link will appear on **Timesheet**
CCR	Required: **ChartField** link will appear on **Timesheet**

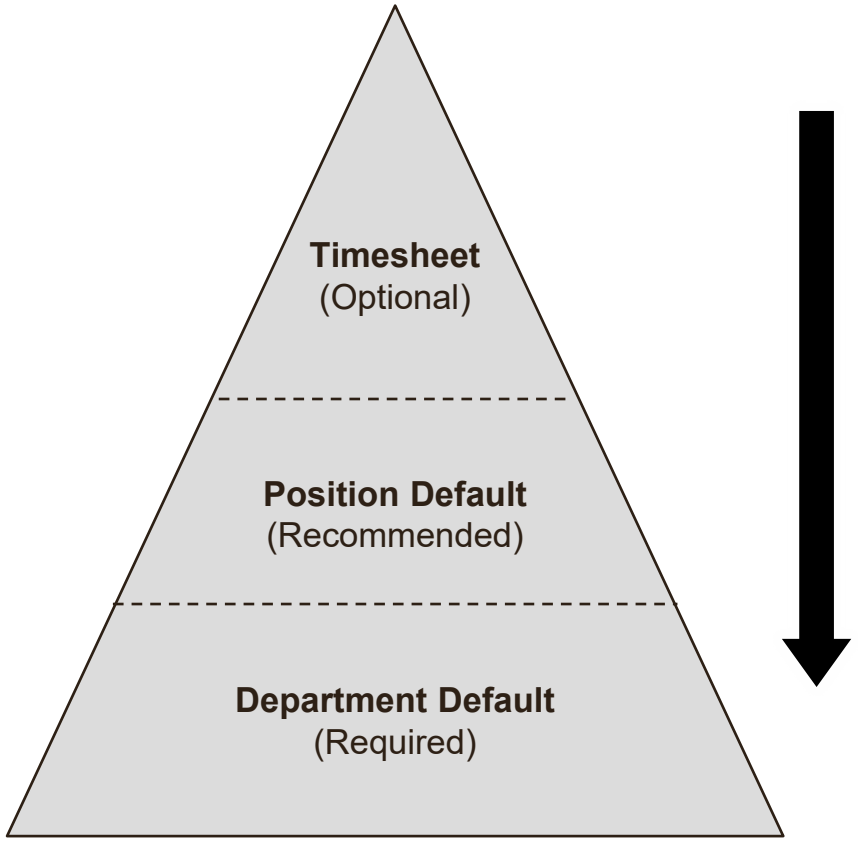
JOB AID REFERENCE

TA372 TL Setup Overview

Payroll Cost Distribution

The default hierarchy for employee payroll cost distribution is the Timesheet, followed by the Position Default, and then Department Default.

- If Chartfields are optional or required, then the employee would enter the applicable Chartfields on the Timesheet
- If Chartfields are not required, then the **ChartField** link will not display on the Timesheet. The default funding will be based on the employee's position or Department



To view default funding information, run the **V_HR_POSN_ DEFLT_EMPL_DATA** query.

Time Reporter Rule Elements

Rule elements are user defined values that are assigned on the **Manage Time Reporter Data** page for each employee. They define various limits for rule processing when Time Administration runs.

Time Reporter Value	Definition
Rule Element 3	Indicates the Hourly ACA Yearly Limit in Hours used to generate exceptions for 90% warning and hours exceeded error (annual limit can be overridden if allowed). Rule Element 3 must have a value for Hourly employees. Set initially at 1400 hours as the hourly annual limit. This limit can be manually overridden with a lower limit in increments of 100 hours or with a maximum allowable 1500 limit. During the Time Admin process the 1500 limit rule will generate exception warnings.
Rule Element 4	Indicates the overtime FLSA overtime limit or threshold for reporting overtime and rule validation for eligibility of overtime. Format: NN:MMM (NN = FLSA Period Days – for example 07, 14, 21, 28, MMM = the number of hours that should be worked before overtime should be reported) Rule Element 4 must be set for Hourly Nonexempt and all Salaried exempt employees. The first 2 characters must match the FLSA Period from the Workgroup followed by the work week hours. Example: 07:40 which is a 7-day FLSA period with a limit of 40 hours.
Rule Element 5	Indicates the Compensatory and Overtime Leave Plan Limits for maximum hours allowed in balance. Format: AAA:BBB (AAA = Compensatory Leave Plan Limit, BBB = Overtime Leave Plan Limit) The **Manage Time Reporter Data** page must have a value for salaried employees where Cardinal is the Leave System of Record.

Comp Plan Enrollment

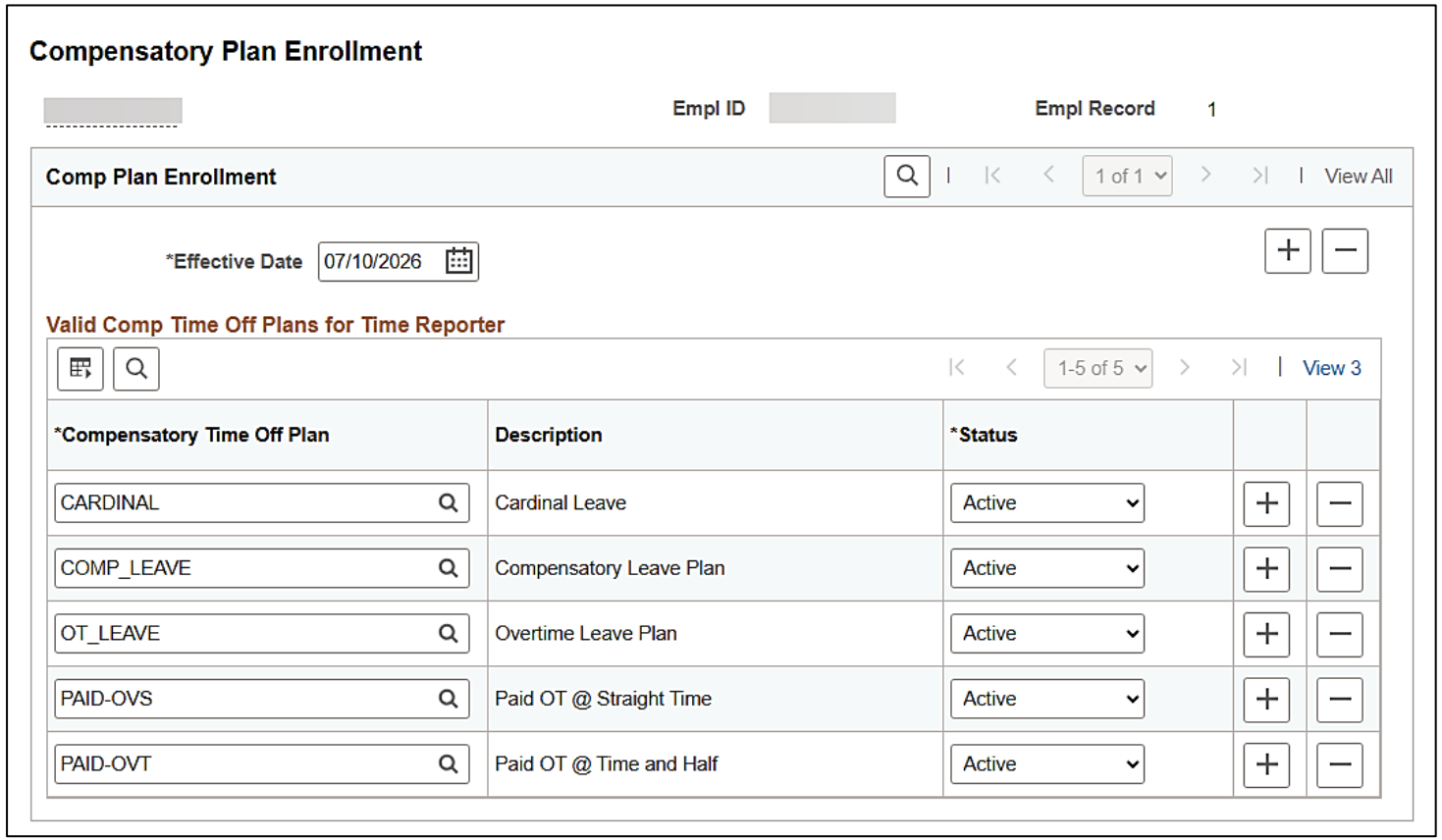
Comp Plan enrollment controls the TRCs available for reporting or interfacing on the Timesheets. The TL Auto Enroll process assigns effective dated Comp Plan enrollments on the **Compensatory Plan Enrollment** page.

Navigate to the **Compensatory Plan Enrollment** page using the following path:

TA WorkCenter > Links > Administer Setup > Compensatory Plan Enrollment

JOB AID REFERENCE

TA372 TL Setup Overview



To view criteria and enrollment information, run the **V_TA_COMP_PLAN _CRITERIA** and **V_TA_COMP_ PLAN _ENROLL_AUDIT** queries.

TL Eligibility

The **Eligibility** page is used to indicate employee eligibility for Shift Differential, Commuter Imputed Income, and Overtime Leave not controlled by state or Agency criteria. TL Eligibility enrollments are manually maintained by the TL Employee Setup Administrator and not by the TL Auto Enroll process.

For every employee, the TL Auto Enroll process checks the TL Eligibility indicators as criteria to determine appropriate Time Reporter and Comp Plan enrollment.

Navigate to the **Eligibility** page using the following path:

TA WorkCenter > Links > Administer Setup > Eligibility



JOB AID REFERENCE

TA372 TL Setup Overview

Identifying TL Auto Enroll Process Errors

Changes in Job Data, including position changes, new hires, terminations, and Agency transfers are processed by the TL Auto Enroll process. For example, terminated employees and employees with an HR Status of “Inactive” will be assigned to an **INACTIVE** time reporting group to prevent Timesheets from being submitted or interfaced beyond the date the employee became inactive.

Users with the TL Employee Setup Administrator role can monitor the TL enrollments for accuracy using the following queries:

- Time Reporter (Auto Enrollment) Exceptions Query – **V_TA_AUTO_ENROLL_EXC**
- Comp Plan Enrollment Audit – **V_TA_COMP_PLAN_ENROLL_AUDIT**
- Active TL Eligibility Query – **V_TA_ELIGIBILITY_ENROLL_LIST**
- TL Eligibility Audit – **V_TA_ELIGIBILITY_ENROLL_AUDIT**

JOB AID REFERENCES

Performing a Mass Upload

Cardinal HCM Time and Attendance Reports Catalog

Overview of the TL Bypass Process

- Agencies can bypass the TL Auto Enroll process for an employee and maintain the employee's Time Reporter data and/or Comp Plans manually using the TL Auto Enroll Bypass feature. Generally, the TL Bypass feature *should not be used* unless the TL Auto Enroll process did not enroll the employee appropriately and there are no criteria that could be configured for the Agency to identify and enroll the employee as needed.

- For every employee, the TL Auto Enroll checks the TL Bypass selections to determine if the employee should be skipped by the default Time Reporter and/or Comp Plan enrollment processing.

- The TL Administrator has view only access to this information and cannot make any changes.
- The TL Employee Setup Administrator can make changes as appropriate.

The use of TL Bypass should be rare or used temporarily.

JOB AID REFERENCE

TA372 TL Setup Overview

SUBMIT A HELPDESK TICKET

Email vccc@vita.virginia.gov with "Cardinal" in the Subject if the agency criteria needs to be updated.

Overview of Work Schedules

Once an employee is set up and enrolled as a time reporter, a Work Schedule must be assigned.

Work Schedules are manually assigned in Cardinal by a TL Administrator, TL Employee Setup Administrator, the employee's Reports To supervisor.

Types of Work Schedules:

Hourly Work Schedule

This is a Work Schedule with zero pre-defined hours and should only be assigned to hourly (wage) employees. All time must be entered on the Cardinal Timesheet in order to be paid.

Set Work Schedule

This is a non-flexible Work Schedule with predictable days and hours and should only be assigned to salaried employees. A set Work Schedule could also include a rotating day pattern.

Variable Work Schedule

This is a flexible Work Schedule that is set up in the system as 24 hours a day 7 days a week and should only be assigned to salaried employees. This type of Work Schedule requires the entry of all hours on the Cardinal Timesheet.

Overview of Work Schedules (continued)

- Work Schedules are effective dated and required for Timesheet rule processing including generating holidays, and for absence duration calculations for Agencies using Cardinal Absence Management.

- TL Administrators can view, assign, and update an employee's Work Schedule. Work Schedules are managed on the **Manage Schedule** page.

Navigate to this page using the following path:

TA WorkCenter > Links > Manage Time > Manage Schedule

The Employee Schedule Review query, **V_TA _SCHEDULE_REVIEW**, can be used to identify Work Schedule issues that should be resolved. The query lists employees without a Work Schedule or with a default (invalid) Work Schedule.

JOB AID REFERENCE

TA Maintaining Employee Work Schedules

Lesson Summary

5 TA Employee Setup and Processing

In this lesson, you learned:

- An Overview of the Enroll and Maintain Time Reporters and Comp Plans process
- How to View and Update Employee Time Reporter Data
- How to View and Update Employee Comp Plan Enrollments
- How to View and Update Employee TL Eligibility
- How to View Employee Setups for TL Bypass
- An Overview of Work Schedules
- How to View and Maintain Employee Work Schedules

Lesson

6 Overview of the TA Capture Process

This lesson covers:

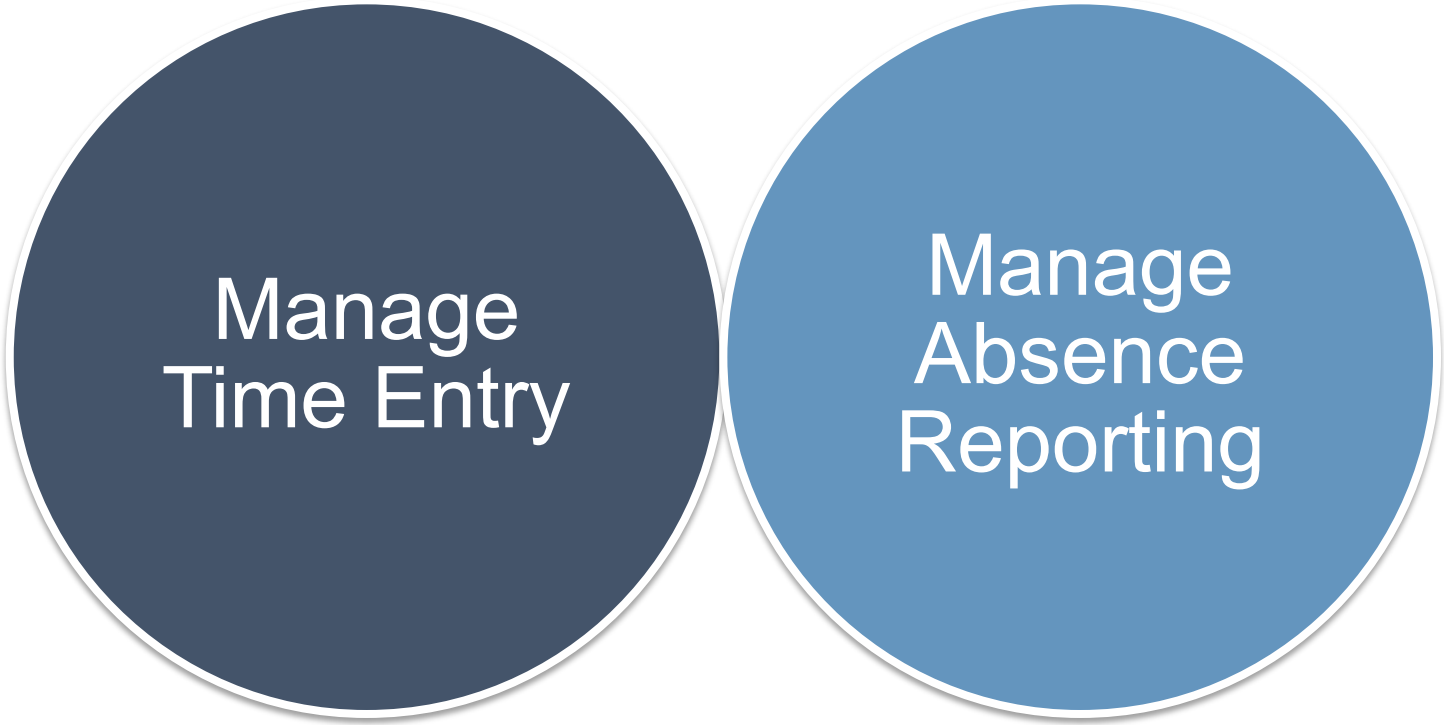
- Overview of the TA Capture Process
- Overview of the TL Administrator Role
- Overview of the Time Reporter Types
- Overview of the Timesheet
- Overview of the Manage Absence Page
- Monitoring Time Entry using the Timesheet Report

TA Capture Process Overview

The TA Capture process involves entering employee time and absence information into Cardinal for TL rule processing, Supervisor approval, and further processing.

Timesheets will require the capture of hours by day and by type of time (including productive and non-productive time).

This process has two sub-processes:



TA Capture – Role of the TL Administrator

- The TL Administrator is not responsible for capturing or submitting time on behalf of employees. However, TL Administrators are often contacted for resolution when there are time entry questions or issues.
- Understanding State and Agency time reporting policies and Cardinal Timesheet configuration and employee setup is crucial.
- TL Administrators are responsible for providing oversight and problem solving from the TL Auto Enroll process to payroll processes.
- The TL Administrator runs reports and queries to identify issues and works with the TL Reports To Supervisor or other administrators.
- Ensures that all time is submitted appropriately and approved (if applicable) by the time approval deadline.

Interfacing Agencies

- The TL Administrator and the TA Interface Administrator work together to ensure approved time and absence data (if applicable) is accurately interfaced and processed in Cardinal
- Any errors are resolved
- If time is entered or modified online for an interfacing employee, the time requires approval by the Reports To Supervisor

Overview of the Time Reporter Types

In Cardinal, there are two different types of Time Reporters – Positive Time Reporters and Exception Time Reporters. These two types have some specific time reporting rules.

Positive Time Reporters

- Must report all hours worked (productive) and any leave (nonproductive) must be entered
- All time must be reported by day and type (Time Reporting Codes)
- The Timesheet must be submitted, at a minimum, for every Pay Period (follow Agency guidelines)
- Salaried employees with a Variable Schedule are set up as Positive Time Reporters

Exception Time Reporters

Only enter time if there is an exception. Exceptions include:

- The employee worked a different day outside of their normal Work Schedule
- The employee worked additional hours (e.g., overtime, call-in time)
- The employee used leave (comp or overtime) or an absence (e.g., vacation, sick)
- The employee needs to charge time to a ChartField distribution that is different than the default
- When an exception is reported for a day, then all hours for that day must be reported

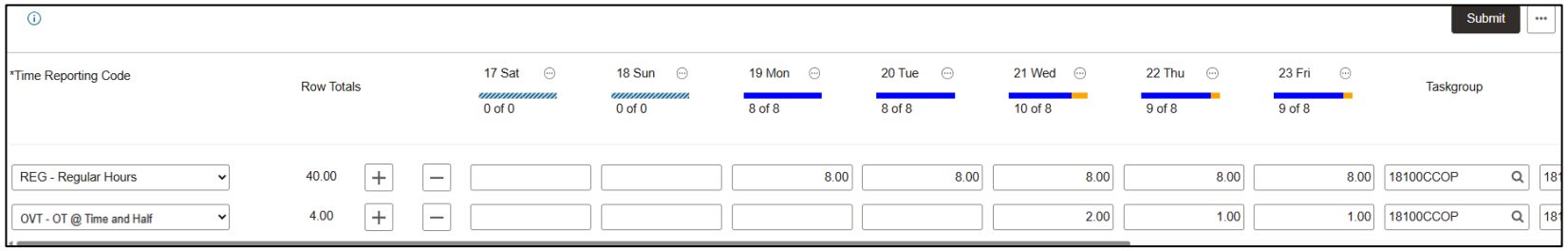
Time Entry Examples by Time Reporter Type

In these examples, the employees worked 8 regular hours each day and reported overtime hours.

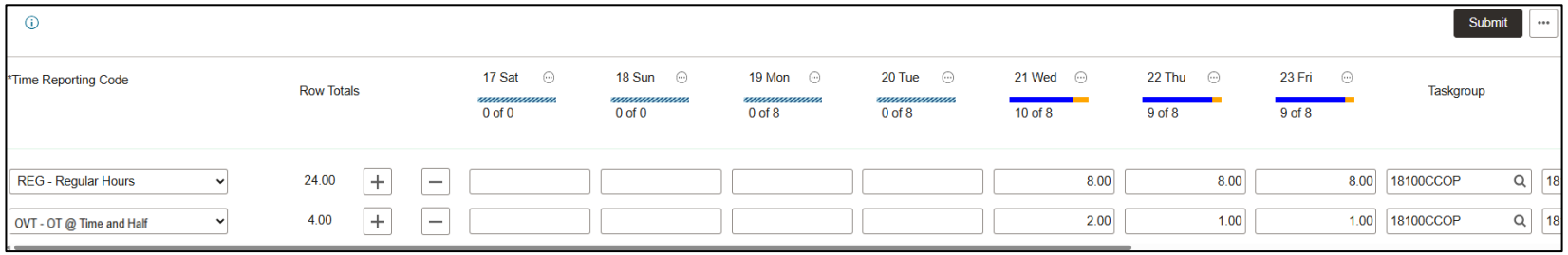
Cardinal allows time entry to the hundredths of an hour: two digits after the decimal point. Follow Agency guidelines regarding how partial hours should be added.

See the **Appendix** of this course for more details on time rounding.

Positive Time Reporter

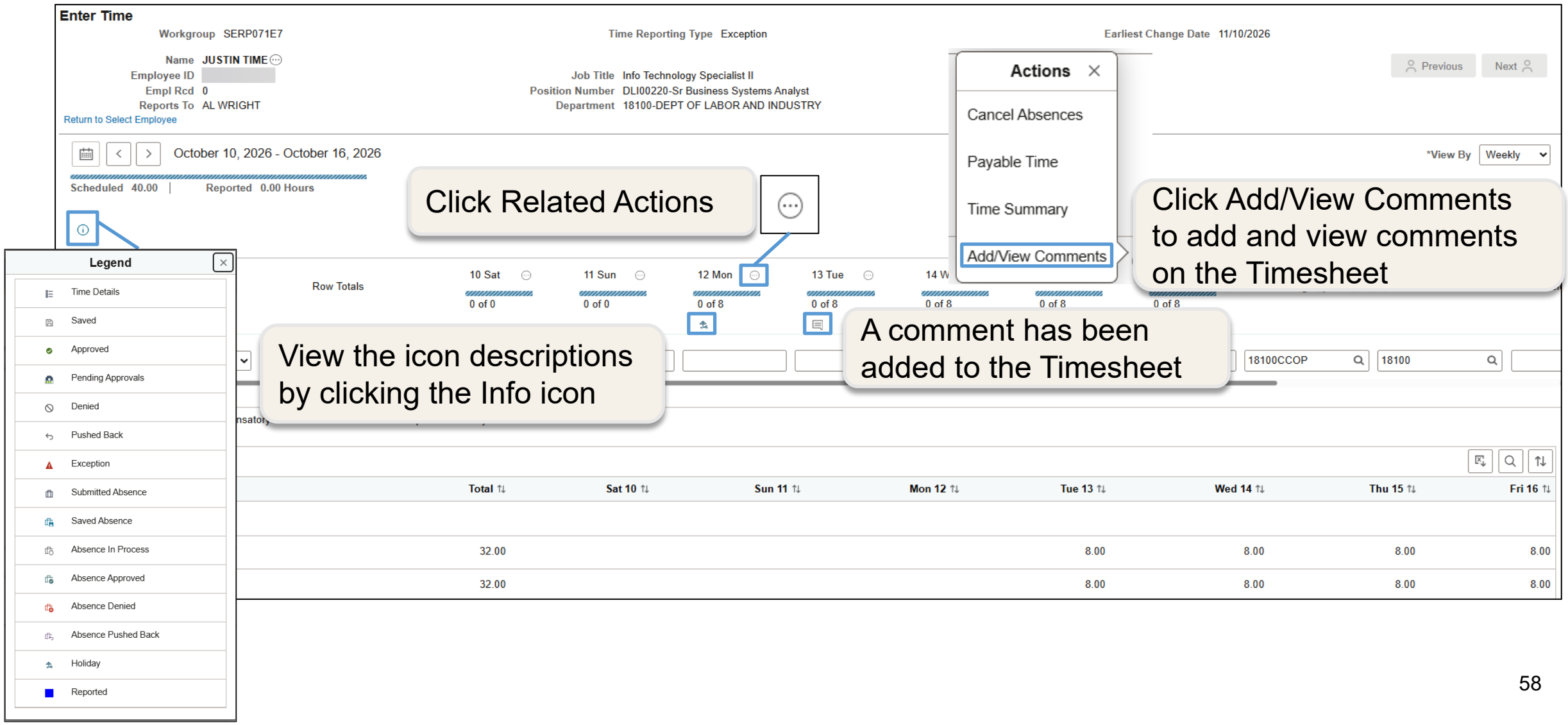


Exception Time Reporter

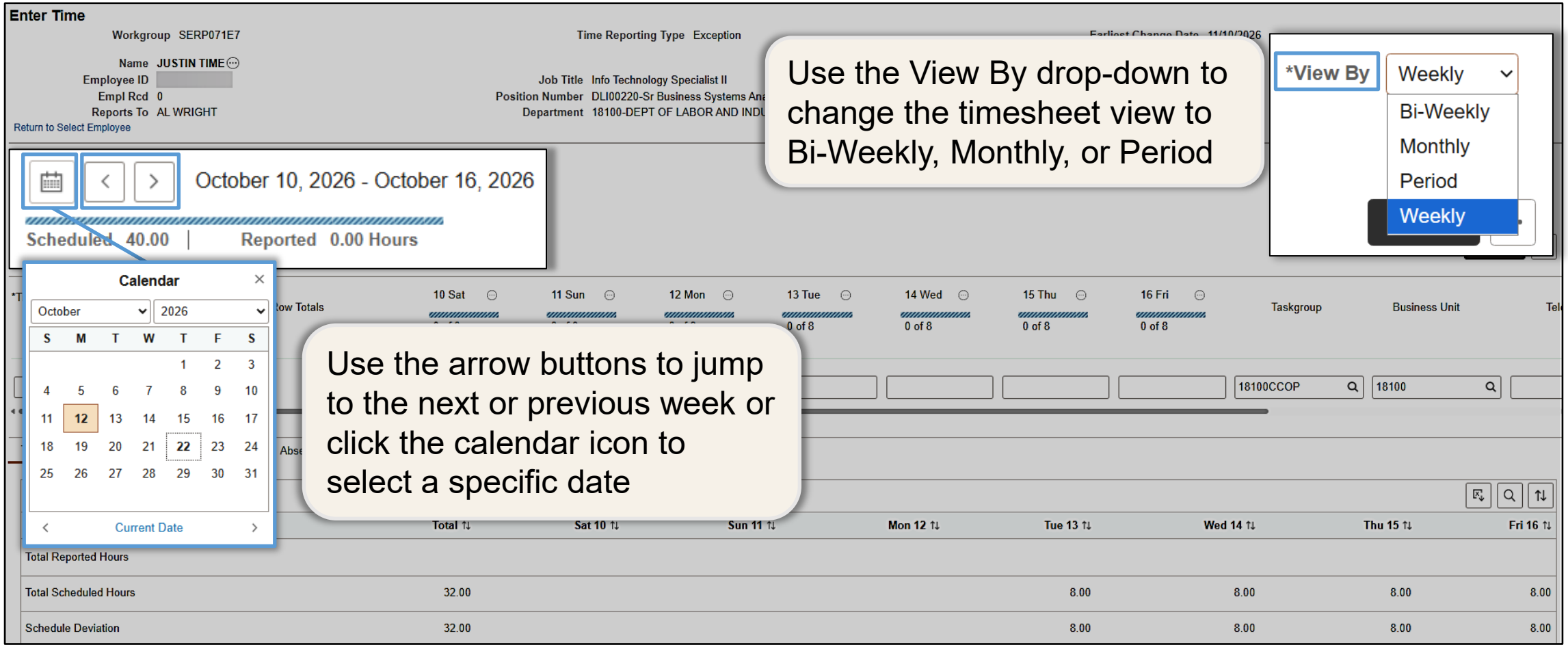


Overview of the Timesheet

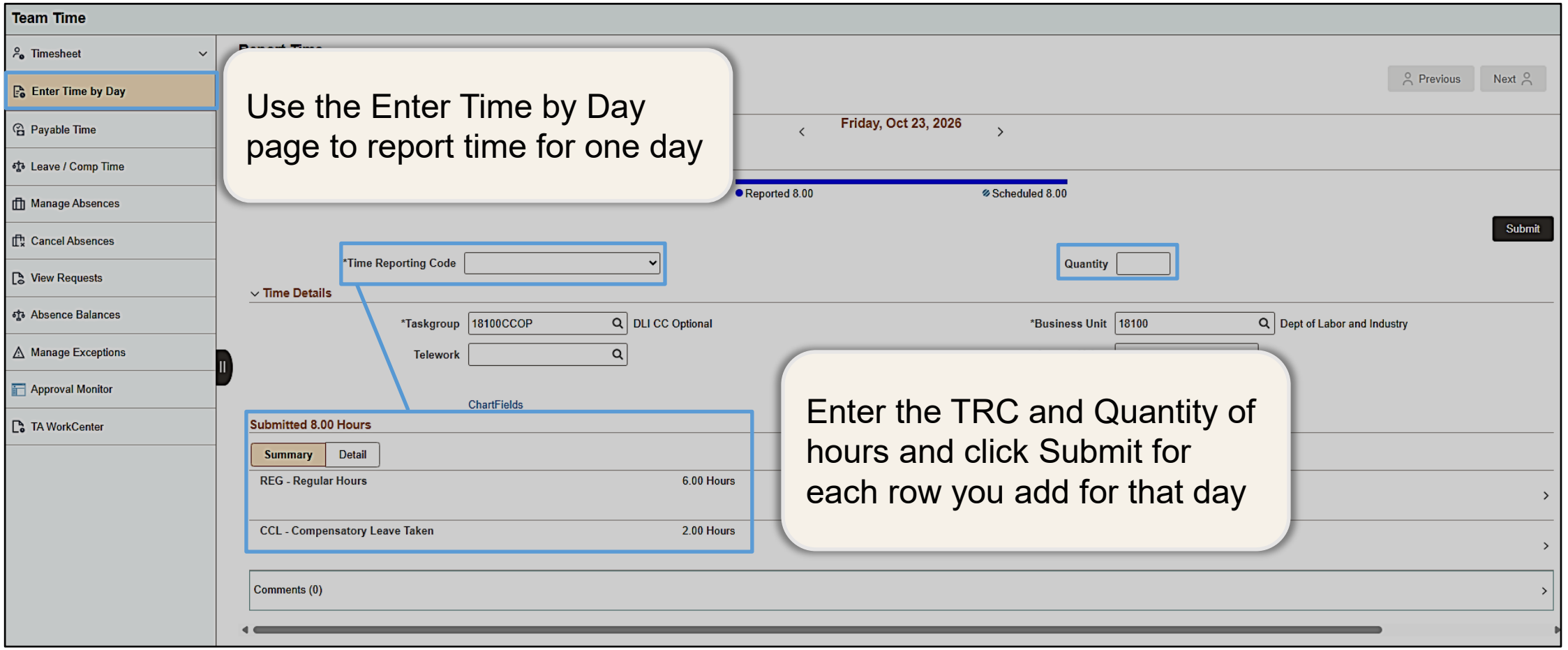
TL Administrators have access to view, enter, and adjust the Timesheet for all employees in their Agency. Use the **Enter Time** page to search for and select the applicable employee in order to access the Timesheet.



Timesheet – Set View Options



Enter Time by Day



Time Reporting Code Overview

The **Time Reporting Code** (TRC) field on the Timesheet contains codes used to classify the time being reported. These codes will vary by Agency criteria which controls the Time Reporter Workgroup and Comp Plans.

TRC values will vary by Agency configuration and Workgroup. Therefore, it is not the same for all employees and time falls into two major categories:

- **Productive Time** – Time spent on actual work activities (e.g., regular time (REG), overtime (OVT), etc.)
- **Non-Productive Time** – Time spent on non-work activities (e.g., vacation, holiday, sick, office closing, leave, absence, etc.)

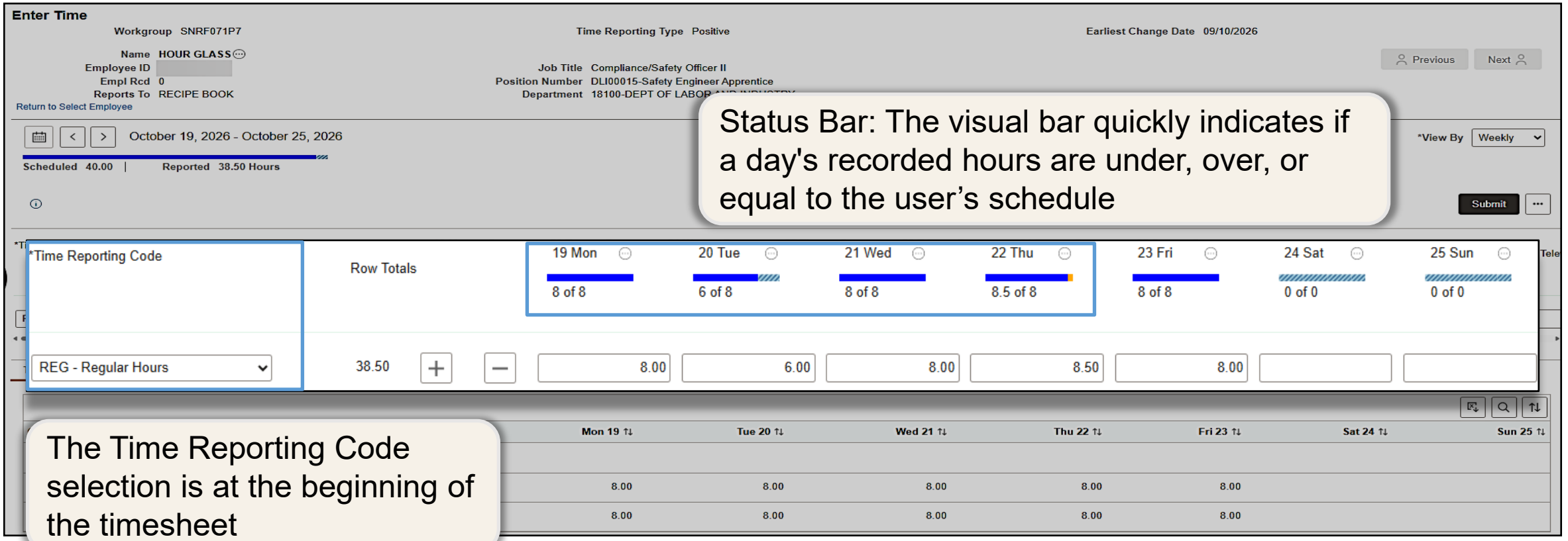
TRCs are key because they allow employees to report/track time (hours) for compensation/administrative purposes and act as an element of compensation to collect labor data in hours or amounts.

TRCs map to Payroll Earnings for reporting, distributions, allocation, and payments.

For Agencies using Cardinal Absence Management, non-productive time such as vacation and sick, are entered in a different section and display in the Timesheet grid. For Agencies not using Cardinal Absence Management, non-productive time is entered in the Timesheet grid along with the productive time.

Timesheet – Entering Time

The timesheet defaults to only one row. Additional rows can be added/removed by using the **+** or **–** buttons.



Time Statuses and Actions

The following table is a list of statuses for Reported and Payable Time Status descriptions.

Agency Type	Status Type	Status	Code	Next Status	Description
Online	Reported Time	Saved	SV	SB	Time that has been entered, but not submitted for processing
Online	Reported Time	Submitted	SB		Time that has been reported and submitted for processing
Interfacing	Reported Time	Saved	SV	NA	Time for interfacing employee that has been saved online but not submitted for approval
Interfacing	Reported Time	Needs Approval	NA	AP	Time for interfacing employee that has been submitted online and is pending approval
Interfacing	Reported Time	Approved	AP		Time for interfacing employee that has been interfaced as approved or submitted and approved online
Online + Interfacing	Reported Time	Closed	CL		Time closed by the TA Expired Grace Approver
Online	Payable Time	Needs Approval	NA	AP, VH, VS	Time that has been processed and is pending approval
Online	Payable Time	Approved	AP	SP then TP	Time that has been approved and ready for payroll/distribution
Online	Payable Time	Overtime Hold	VH	AP	Time for salaried employees subject to overtime lag that has not yet been released for load to payroll
Online	Payable Time	Salary Hold	VS	PD	Time for salaried employees included in base pay pending distribution
Online + Interfacing	Payable Time	Estimated	ES	SP then TP	Time that does not require approval and is ready for payroll/distribution
Online + Interfacing	Payable Time	No Pay	NP		Time does not require pay or distribution
Online + Interfacing	Payable Time	Rejected by Payroll	RP	SP then TP or CL	Time rejected by load to payroll process
Online + Interfacing	Payable Time	Reversed	RV		Time reversed by payroll
Online + Interfacing	Payable Time	Sent to Payroll	SP	TP or RP	Time is in process of being loaded to payroll
Online + Interfacing	Payable Time	Taken by Payroll	TP	PD	Time loaded to payroll pending payroll processing
Online + Interfacing	Payable Time	Distributed	PD		Time paid and/or distributed to General Ledger
Online + Interfacing	Payable Time	Closed	CL		Time closed by distribution process, time rejected by payroll closed by TL Admin, or time closed by the TA Expired Grace Approver

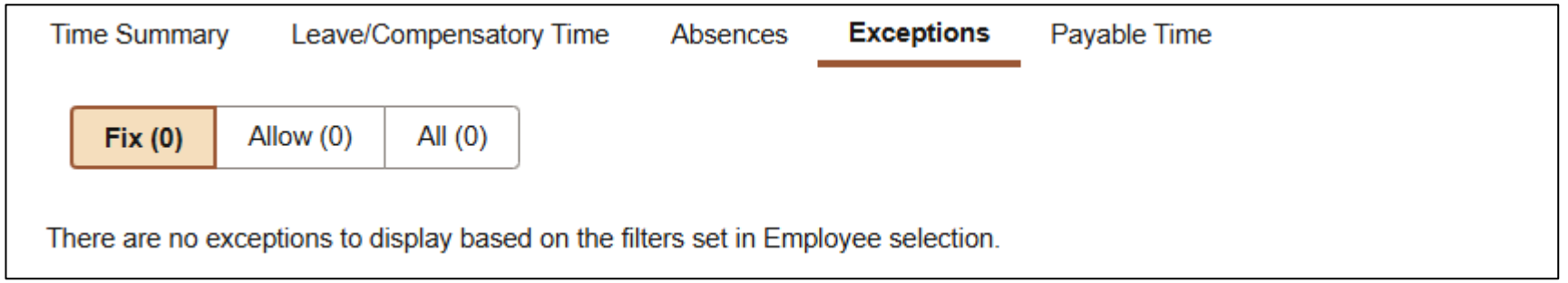
JOB AID REFERENCE

TA Time Status Administration

Timesheet Page Layout – Exceptions Tab

The **Exceptions** tab provides a view of Timesheet Exceptions and related information, if any exist, after the Time Administration process runs.

Tab without Exception

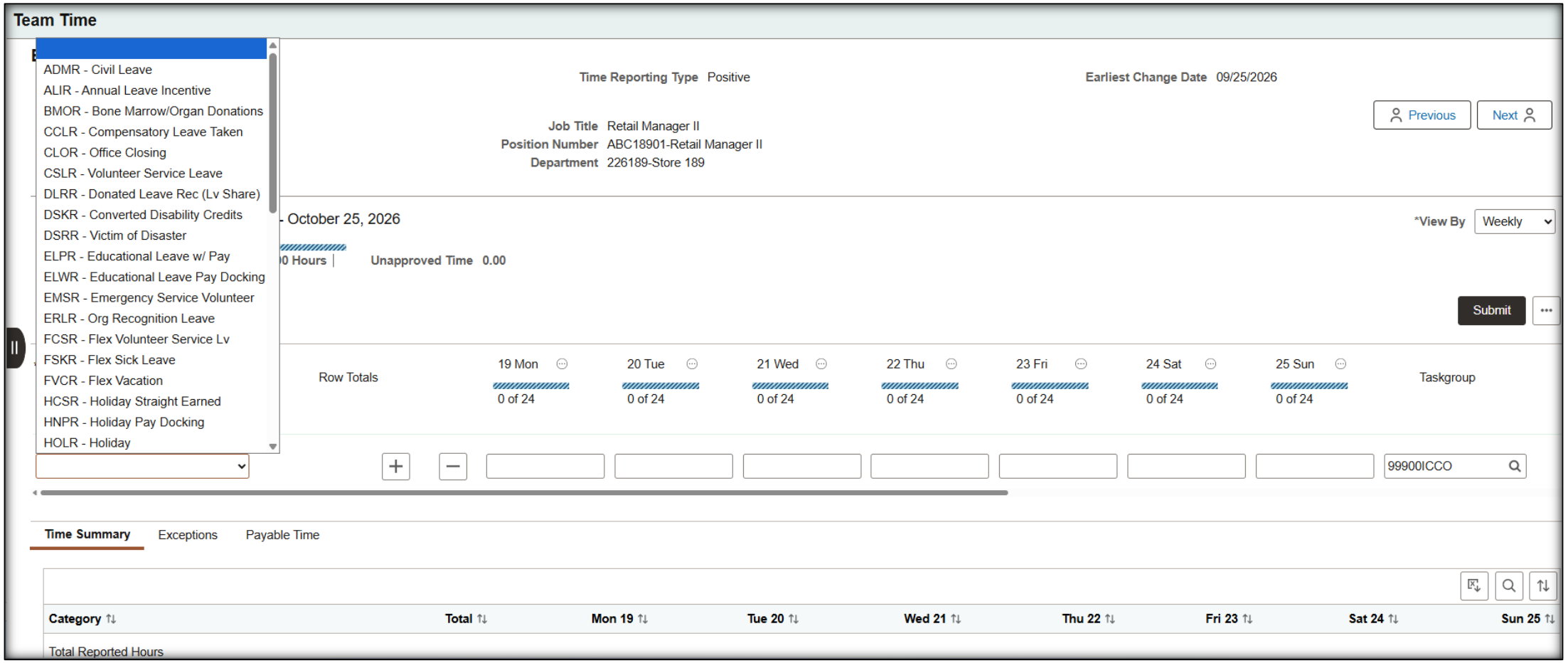


Tab with Exception



Non-Productive Time - Not Using Cardinal Absence

Agencies not using Absence Management will report all non-productive TRCs directly in the Timesheet grid.

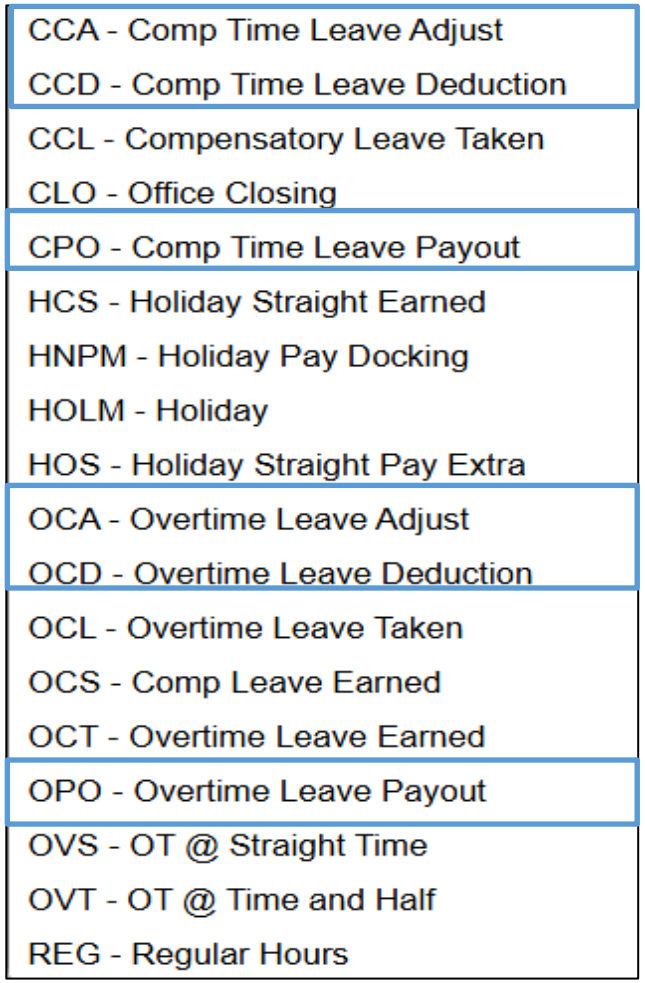


Admin only TRCs

There are specific TRCs that are only available for TL Administrators.

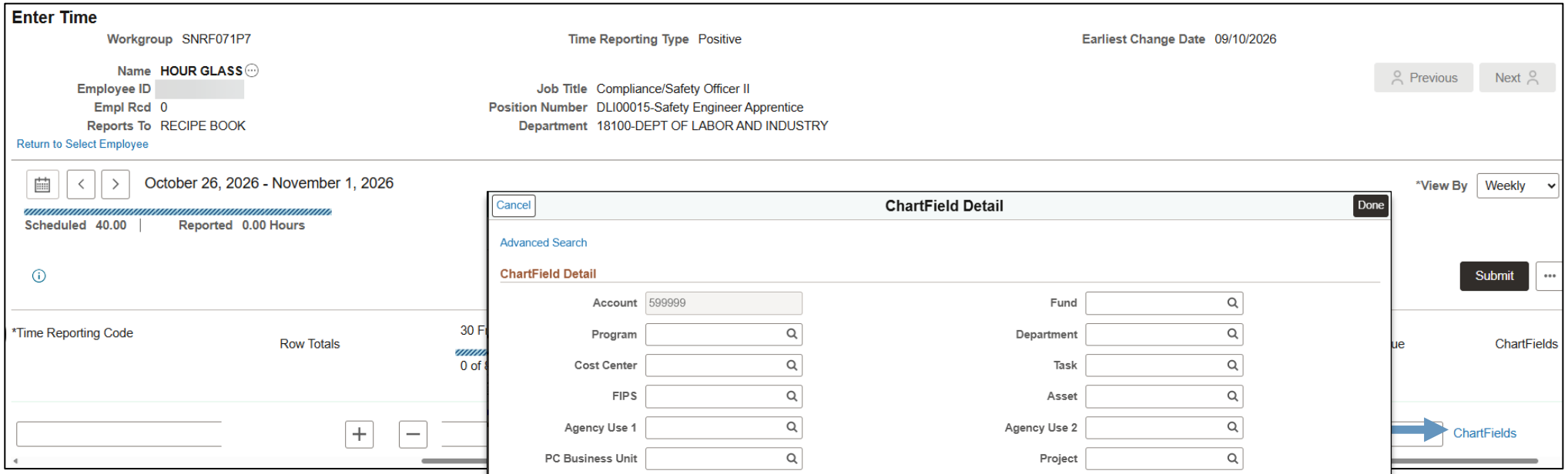
Some examples include:

- CCA - Comp Time Leave Adjust
- CCD - Comp Time Leave Deduction
- CPO - Comp Time Leave Payout
- OCA - Overtime Leave Adjust
- OCD - Overtime Leave Deduction
- OPO - Overtime Leave Payout



Entering ChartField Details

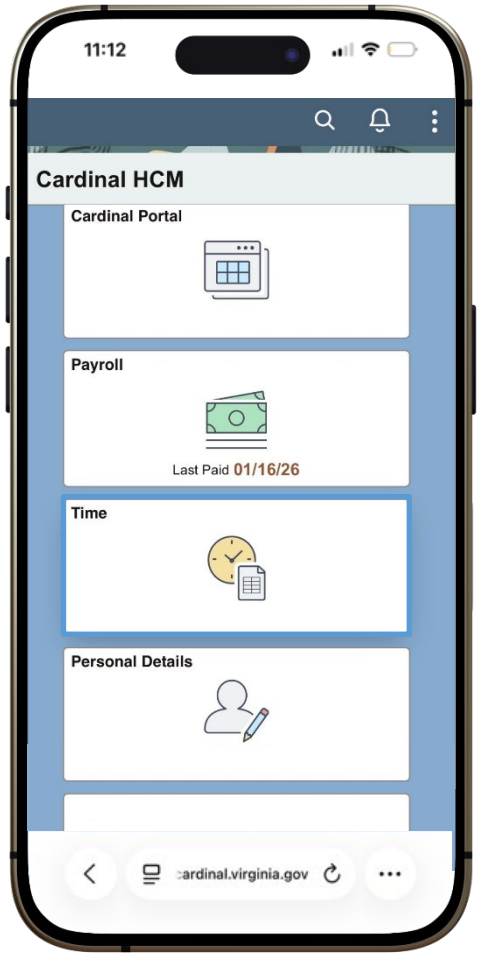
- In Cardinal Payroll, ChartField information is derived through position and/or department defaults or entered directly on the Timesheet or as additional pay if applicable.
- Agencies determine which employees see the **ChartFields** link on their Timesheet.
- The **ChartFields** link is used to access the **ChartField Detail** page where individual charge distribution values (i.e., ChartField strings) are added or updated.
- If ChartFields are required, they must be associated with each (TRC) used to report productive time.



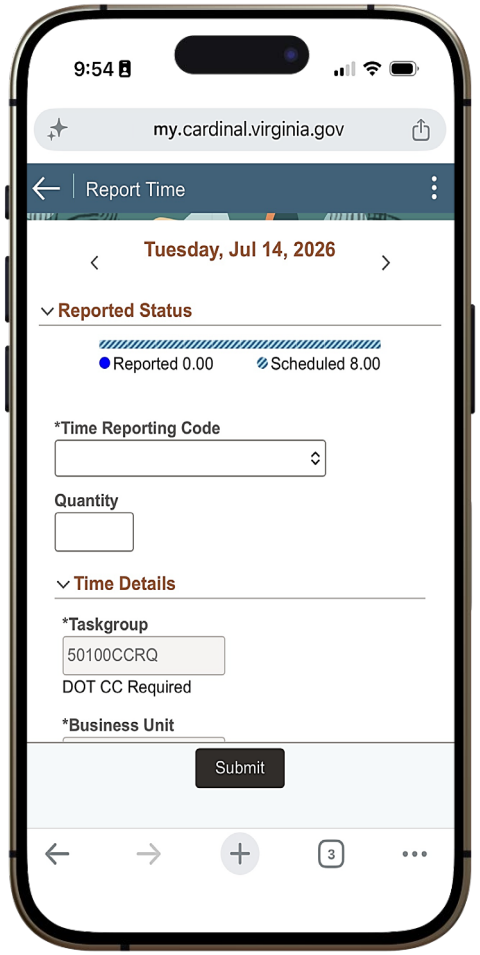
JOB AID REFERENCE

TA Entering ChartField Details on the Timesheet

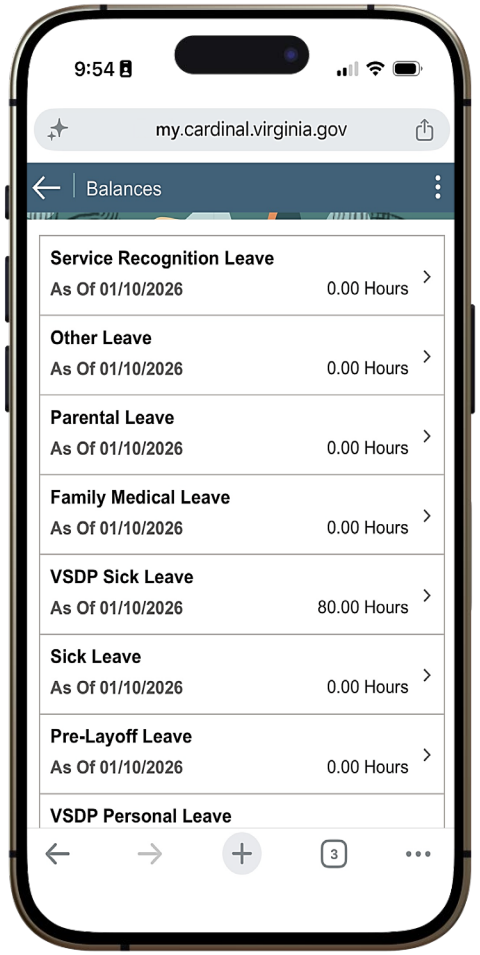
TA Mobile Functionality



Time Tile on Homepage



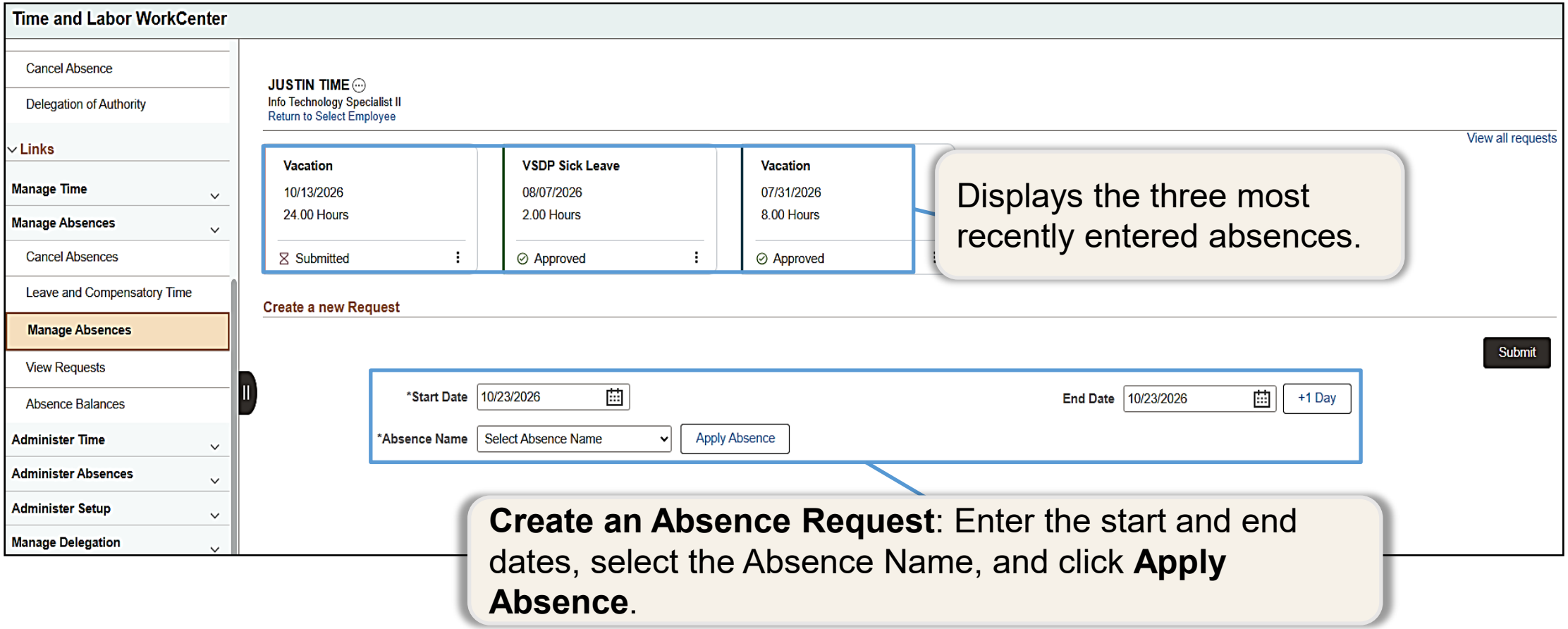
Enter Time by Day



View Balances

Manage Absence Page

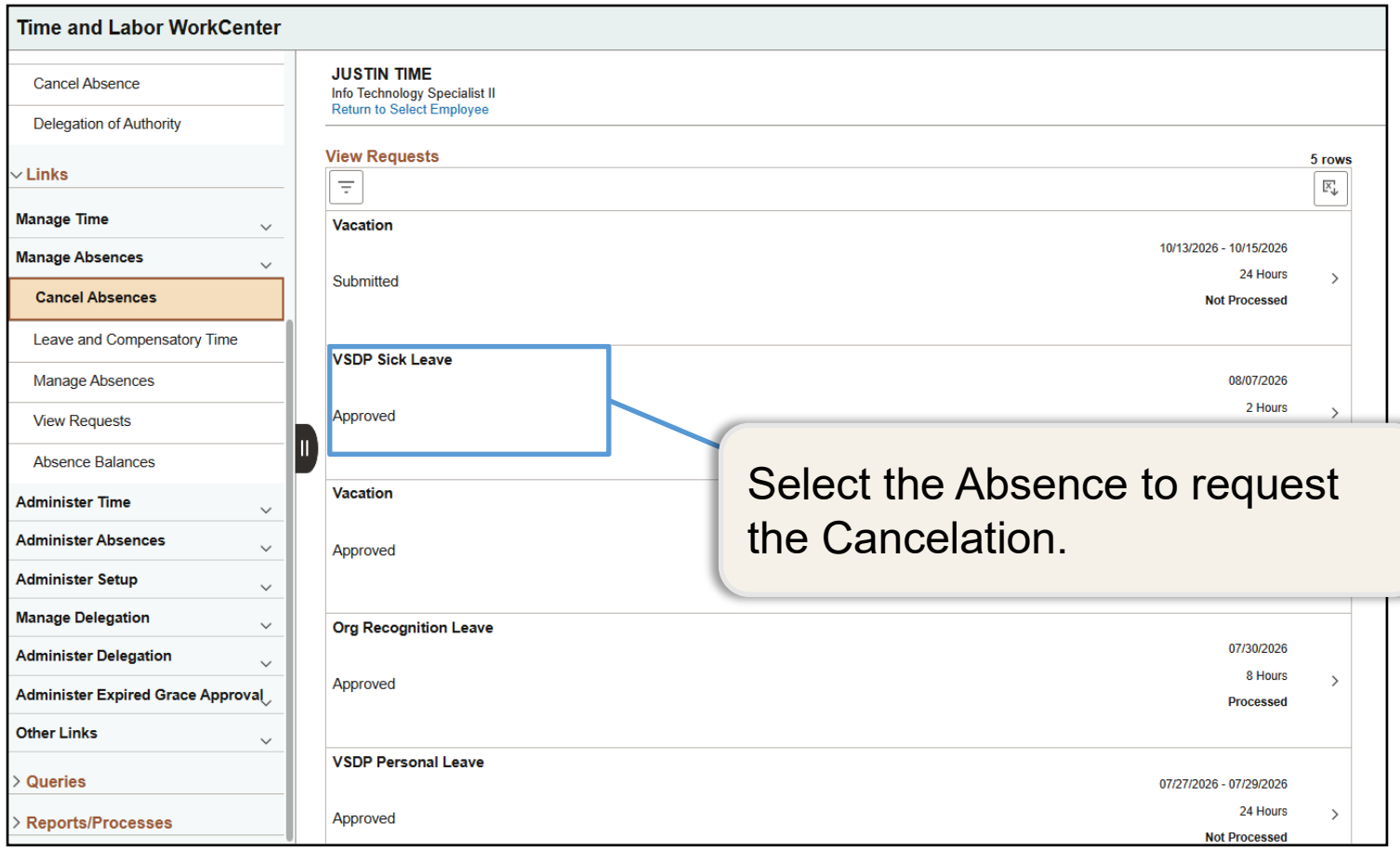
The **Manage Absence** page through Team Time, My Team Time, and TA WorkCenter is where you can enter and manage absences for employees when applicable.



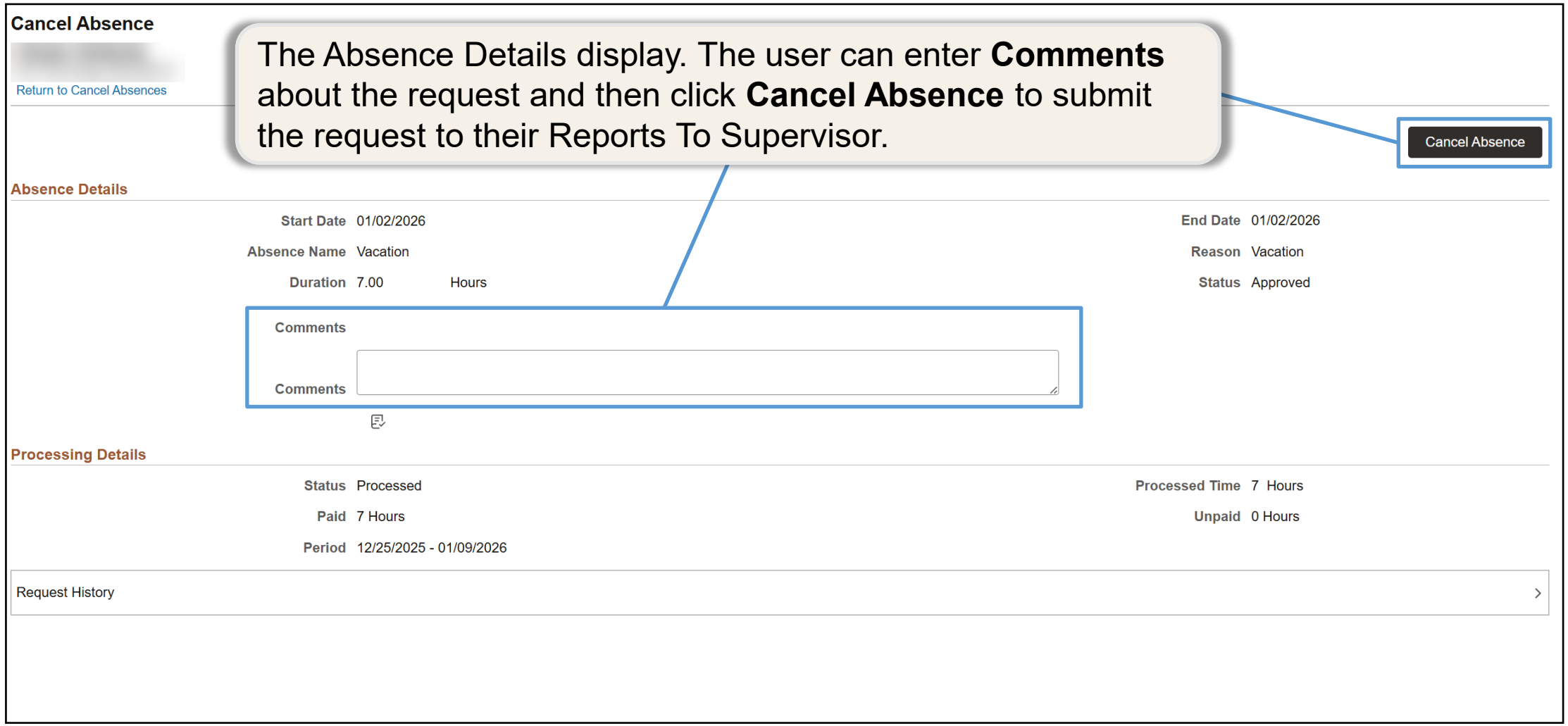
Cancel Absences

Employees/Timekeepers can submit a request to cancel an absence for absences in Approved status.
This request is routed to their Reports To Supervisor.

Supervisors/Admins can access the **Cancel Absences** page through Team Time, My Team Time, and TA WorkCenter to cancel absences on behalf of employees when applicable.



Canceling an Absence



Overview of Monitoring and Reviewing Time Entry

TL Administrators play an important role in time reporting in Cardinal. In addition to viewing time and absences directly on the employee Timesheets, Administrators have access to a variety of reports and queries to assist with reviewing employee data.

Reports and queries allow Administrators to look at time across the Agency to identify potential issues and proactively resolve them.

Key Reports for TL Administrators:

- Timesheet Schedule Exception and Overtime Review

TA WorkCenter > Reports/Processes> Must Run Reports > Timesheet Exception Report

- Timesheet Report

TA WorkCenter > Reports/Processes> Must Run Reports > Timesheet Report

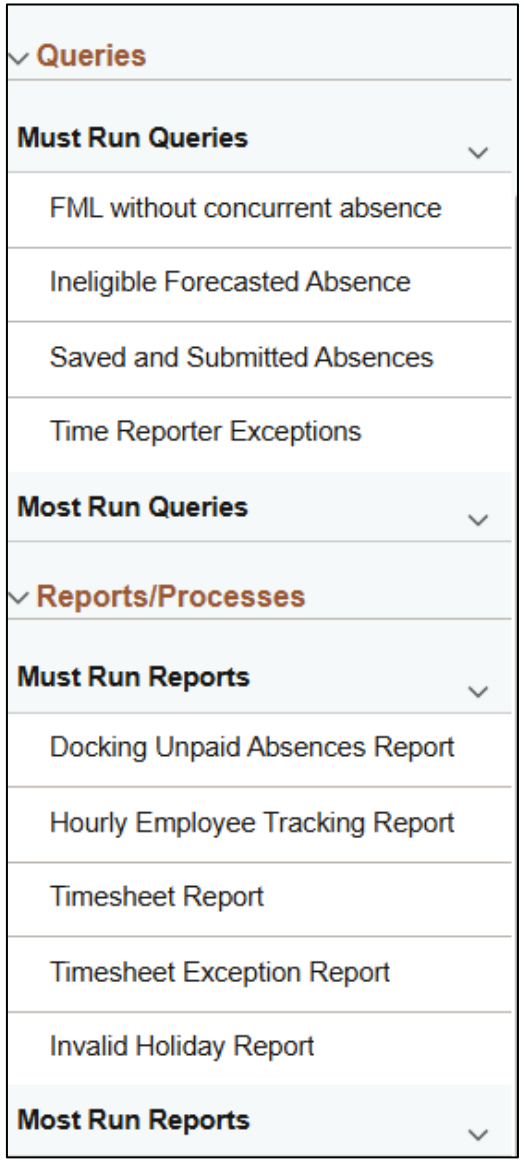
Key Reports/Queries for Absence Administrators:

- Employee Leave Report

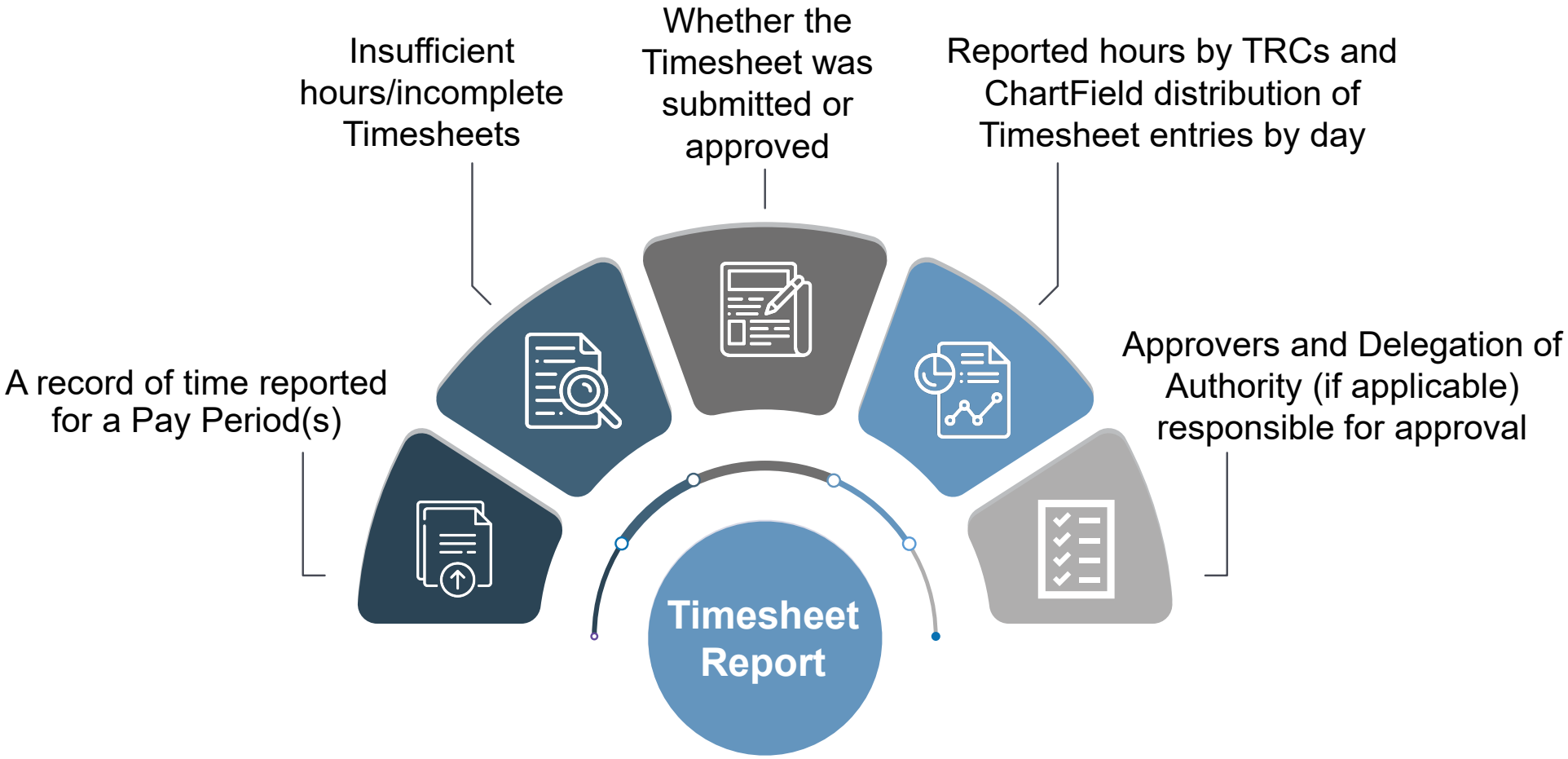
TA WorkCenter > Reports/Processes> Most Run Reports > Employee Leave Report

- Absence in Saved & Submitted Status Query

TA WorkCenter > Queries > Must Run Queries > Saved and Submitted Absences



Online Time Review – Timesheet Report



Payable Time Status

In the example below, there is a variety of information that can be helpful to review from the Timesheet report. It shows any Timesheets with action required for a specific Supervisor.

One key field is the **Payable Time Status** field which indicates whether the time has been approved or not. A status of “NA” (Needs Approval) means that the time has not been approved.

orts To	Emplid	Empl Rcd	Employee	Employee	Employee	Workgrou	Schedule	Work Sche	Rotation II	Shift ID	Paygroup	Time Repo	Reported	Reported	Payable Ti	Payable TRC Description	Hours	Override Rate	Last User	Delegate	Reported	Payable Time Status	Source
		0	DLI00562			SNRF071P	STATE	40.00-Z88	SASU		SM1	Positive	REG	Regular H	RGSA	Regular Earnings - Salaried	8	0			SB	PD	Online
		0	DLI00562			SNRF071P	STATE	40.00-Z88	SASU		SM1	Positive	REG	Regular H	RGSA	Regular Earnings - Salaried	8	0			SB	PD	Online
		0	DLI00562			SNRF071P	STATE	40.00-Z88	SASU		SM1	Positive	REG	Regular H	RGSA	Regular Earnings - Salaried	8	0			SB	PD	Online
		0	DLI00562			SNRF071P	STATE	40.00-Z88	SASU		SM1	Positive	REG	Regular H	RGSA	Regular Earnings - Salaried	8	0			SB	PD	Online
		0	DLI00562			SNRF071P	STATE	40.00-Z88	SASU		SM1	Positive	REG	Regular H	RGSA	Regular Earnings - Salaried	8	0			SB	PD	Online
		0	DLI00562			SNRF071P	STATE	40.00-Z88	SASU		SM1	Positive	REG	Regular H	RGSA	Regular Earnings - Salaried	8	0			SB	PD	Online
		0	DLI00562			SNRF071P	STATE	40.00-Z88	SASU		SM1	Positive	REG	Regular H	RGSA	Regular Earnings - Salaried	8	0			SB	PD	Online
		0	DLI00562			SNRF071P	STATE	40.00-Z88	SASU		SM1	Positive	REG	Regular H	RGSA	Regular Earnings - Salaried	8	0			SB	PD	Online
		0	DLI00562			SNRF071P	STATE	40.00-Z88	SASU		SM1	Positive	REG	Regular H	RGSA	Regular Earnings - Salaried	8	0			SB	PD	Online
		0	DLI00562			SNRF071P	STATE	40.00-Z88	SASU		SM1	Positive	REG	Regular H	RGSA	Regular Earnings - Salaried	8	0			SB	PD	Online
		0	DLI00562			SNRF071P	STATE	40.00-Z88	SASU		SM1	Positive	REG	Regular H	RGSA	Regular Earnings - Salaried	8	0			SB	PD	Online
		0	DLI00020			SNRF071P	18100	VARIABLE	1		SM1	Positive	REG	Regular H	RGSA	Regular Earnings - Salaried	4.5	0			SB	PD	Online
		0	DLI00020			SNRF071P	18100	VARIABLE	1		SM1	Positive	VAC	Vacation	VAC	Vacation	3.5	0			SB	PD	Online
		0	DLI00020			SNRF071P	18100	VARIABLE	1		SM1	Positive	REG	Regular H	RGSA	Regular Earnings - Salaried	8	0			SB	PD	Online
		0	DLI00020			SNRF071P	18100	VARIABLE	1		SM1	Positive	VAC	Vacation	VAC	Vacation	8	0			SB	PD	Online
		0	DLI00020			SNRF071P	18100	VARIABLE	1		SM1	Positive	REG	Regular H	RGSA	Regular Earnings - Salaried	5	0			SB	PD	Online
		0	DLI00020			SNRF071P	18100	VARIABLE	1		SM1	Positive	VAC	Vacation	VAC	Vacation	3	0			SB	PD	Online
		0	DLI00020			SNRF071P	18100	VARIABLE	1		SM1	Positive	REG	Regular H	RGSA	Regular Earnings - Salaried	8	0			SB	PD	Online
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		0	DLI00020			SNRF071P	18100	VARIABLE	1		SM1	Positive	REG	Regular H	RGSA	Regular Earnings - Salaried	8	0			SB	PD	Online
		0	DLI00020			SNRF071P	18100	VARIABLE	1		SM1	Positive	REG	Regular H	RGSA	Regular Earnings - Salaried	8	0			SB	PD	Online
		0	DLI00020			SNRF071P	18100	VARIABLE	1		SM1	Positive	REG	Regular H	RGSA	Regular Earnings - Salaried	8	0			SB	PD	Online
		0	DLI00020			SNRF071P	18100	VARIABLE	1		SM1	Positive	REG	Regular H	RGSA	Regular Earnings - Salaried	8	0			SB	PD	Online
		0	DLI00020			SNRF071P	18100	VARIABLE	1		SM1	Positive	REG	Regular H	RGSA	Regular Earnings - Salaried	8	0			SB	PD	Online
		1	DLI00206			SNRF071P	18100	VARIABLE	1		SM1	Positive	VAC	Vacation	VAC	Vacation	8	0			SB	PD	Online
		1	DLI00206			SNRF071P	18100	VARIABLE	1		SM1	Positive	VAC	Vacation	VAC	Vacation	8	0			SB	PD	Online
		1	DLI00206			SNRF071P	18100	VARIABLE	1		SM1	Positive	REG	Regular H	RGSA	Regular Earnings - Salaried	8	0			SB	PD	Online
		1	DLI00206			SNRF071P	18100	VARIABLE	1		SM1	Positive	REG	Regular H	RGSA	Regular Earnings - Salaried	8	0			SB	PD	Online
		1	DLI00206			SNRF071P	18100	VARIABLE	1		SM1	Positive	REG	Regular H	RGSA	Regular Earnings - Salaried	8	0			SB	PD	Online
		1	DLI00206			SNRF071P	18100	VARIABLE	1		SM1	Positive	REG	Regular H	RGSA	Regular Earnings - Salaried	8	0			SB	PD	Online
		1	DLI00206			SNRF071P	18100	VARIABLE	1		SM1	Positive	REG	Regular H	RGSA	Regular Earnings - Salaried	8	0			SB	PD	Online

Payable Time Statuses and Actions

The table below and on the next page provide a list of statuses for Payable Time and actions available based on grace periods and roles.

Status	Code	Next Status	Description	Agency Type	<90 days	>90 <365	>365
Needs Approval	**NA**	AP, VS, VH, CH, CL, NP	Time that has been processed by Time Administration and is pending approval	Online	*Supervisor Approve	*TA Expired Grace Approver Approve *TL Admin Delete Reported Time *TA Expired Grace Approver Close or Delete	*TA Expired Grace Approver Close or Delete
Approved	**AP**	SP then TP	Time that has been approved and ready for payroll/distribution	Online	No action needed	No action needed	No action needed
Estimated	**ES**	SP then TP	Time that does not require approval and is ready for payroll/distribution	Online + Interfacing	No action needed	No action needed	No action needed
Overtime Hold	**VH**	AP	Time for salaried employees subject to overtime lag that has not yet been released for load to payroll	Online	No action needed	No action needed	No action needed
Salary Hold	**VS**	PD	Time for salaried employees included in base pay pending distribution	Online	No action needed	No action needed	No action needed
No Pay	**NP**		Time does not require pay or distribution	Online + Interfacing	No action needed	No action needed	No action needed
Rejected by Payroll	**RP**	SP then TP or CL	Time rejected by load to payroll process	Online + Interfacing	*Payroll Admin/TL Admin/SPO fix problem and reload time *TL Admin Close	*Payroll Admin/TL Admin/SPO fix problem and reload time *TL Admin Close	*Nightly job will Close
Reversed	**RV**		Time reversed by payroll	Online + Interfacing	No action needed	No action needed	No action needed

Payable Time Statuses and Actions (continued)

Status	Code	Next Status	Description	Agency Type	<90 days	>90 <365	>365
Sent to Payroll	**SP**	TP or RP	Time is in process of being loaded to payroll	Online + Interfacing	No action needed	No action needed	No action needed
Taken by Payroll	**TP**	PD	Time loaded to payroll pending payroll processing	Online + Interfacing	No action needed	No action needed	No action needed
Distributed	**PD**		Time paid and/or distributed to General Ledger	Online + Interfacing	No action needed	No action needed	No action needed
Closed	**CL**		Time closed by distribution process, time rejected by payroll closed by TL Admin, or time closed by the TA Expired Grace Approver	Online + Interfacing	No action needed	No action needed	No action needed

Interfaced Time Review

In Cardinal, only approved time will be sent to payroll for processing. Interfaced time is considered approved in the source system and does not route for approval in Cardinal.

Interfacing Agencies will need to monitor error transactions daily and ensure online adjustments are approved.

There are two primary error reports:

- **Time Entry Upload Error Report** – Displays errors that occurred during the time entry upload process. The error report will show both file level and transaction level errors

- **Absence Upload Error Report** – Displays all errors and error messages generated during the Absence Data upload process. This report is used by interfacing Agencies to view Absence Data upload errors created when loading data from Agency systems into Cardinal

For additional information on Interface Administration see the Forum titled **Time & Attendance TA375 Interface Admin Forum**. This Forum is located on the Cardinal website in **Forums** under **Learning**.

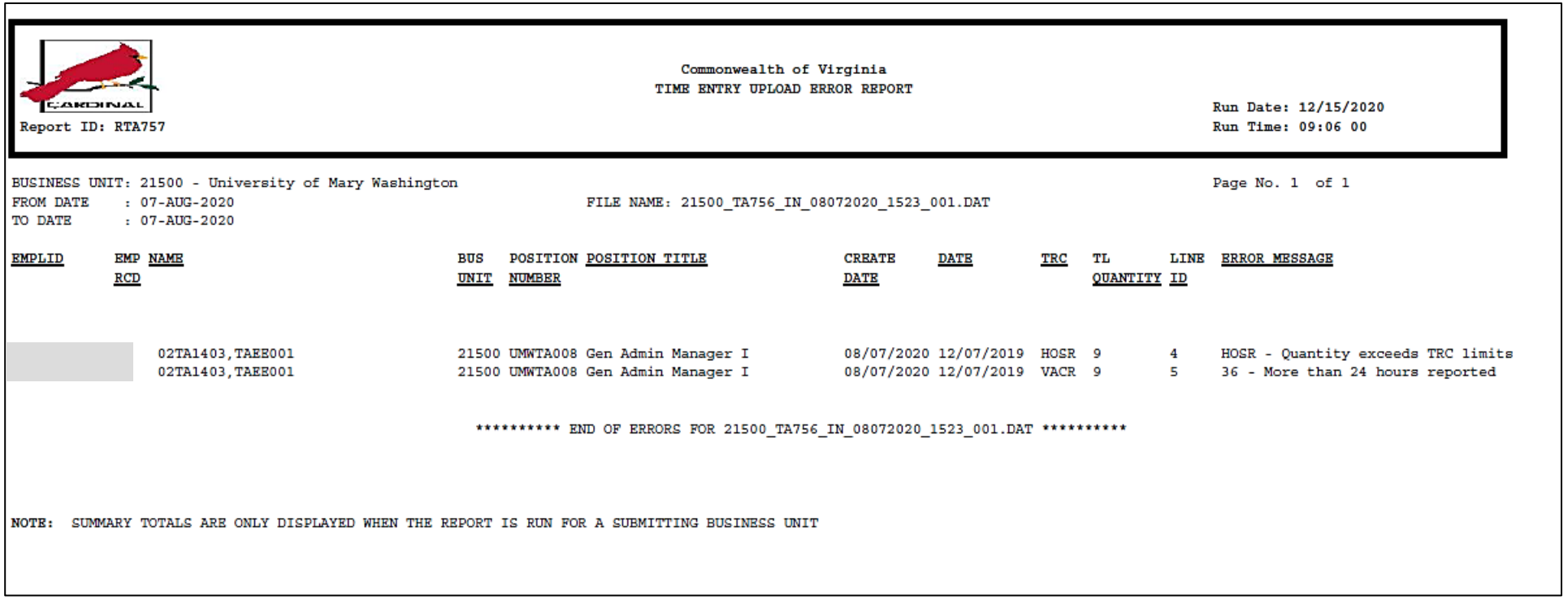
JOB AID REFERENCE

TA372 Interface Administration

Time Entry Upload Review

The **Time Entry Upload Review** page is used by Agencies to cancel the transactions in the file if the total error percentage in the file is more than the error threshold and to correct the error transactions and re-submit for loading the data into the reported timetable.

Navigate to this page using the following path:
TA WorkCenter > Links > Administer Time >Time Entry Upload Review



Report ID: RTA757

Commonwealth of Virginia
TIME ENTRY UPLOAD ERROR REPORT

Run Date: 12/15/2020
Run Time: 09:06 00

BUSINESS UNIT: 21500 - University of Mary Washington
FROM DATE : 07-AUG-2020
TO DATE : 07-AUG-2020

FILE NAME: 21500_TA756_IN_08072020_1523_001.DAT

Page No. 1 of 1

EMPLID	EMP RCD	NAME	BUS UNIT	POSITION NUMBER	POSITION TITLE	CREATE DATE	DATE	TRC	TL QUANTITY	LINE ID	ERROR MESSAGE
		02TA1403,TAEE001	21500	UMWTA008	Gen Admin Manager I	08/07/2020	12/07/2019	HOSR	9	4	HOSR - Quantity exceeds TRC limits
		02TA1403,TAEE001	21500	UMWTA008	Gen Admin Manager I	08/07/2020	12/07/2019	VACR	9	5	36 - More than 24 hours reported

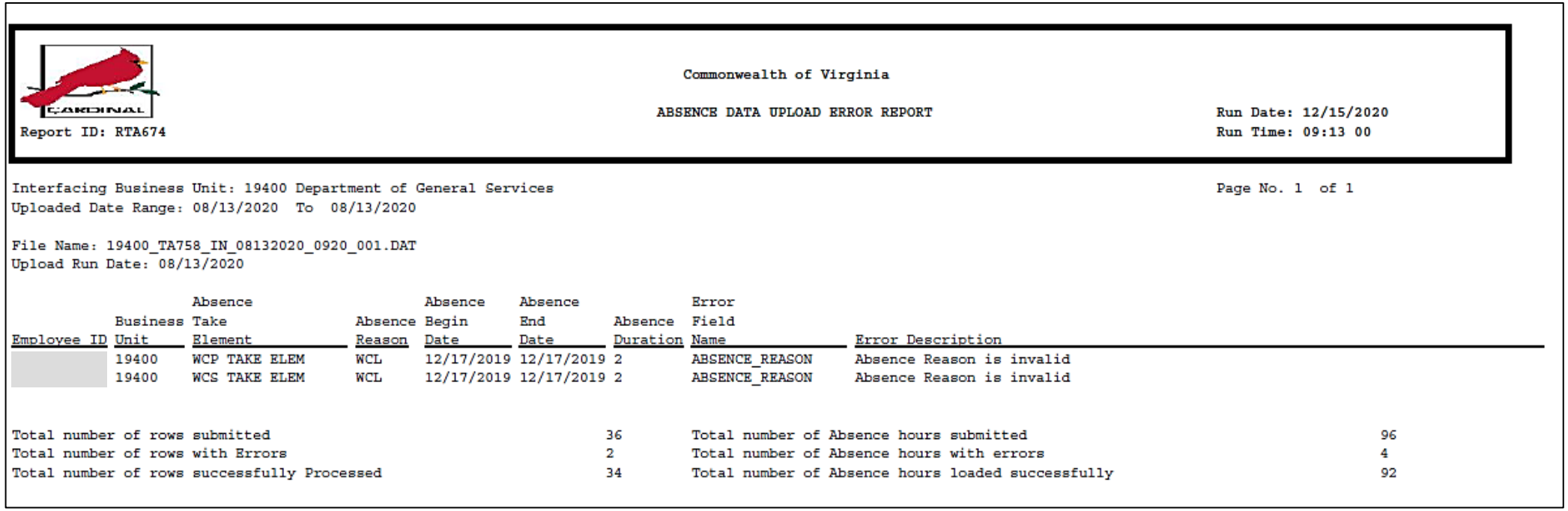
********** END OF ERRORS FOR 21500_TA756_IN_08072020_1523_001.DAT **********

NOTE: SUMMARY TOTALS ARE ONLY DISPLAYED WHEN THE REPORT IS RUN FOR A SUBMITTING BUSINESS UNIT

Absence Data Upload Error Report

The **Absence Data Upload Error Report** is used by interfacing Agencies to view Absence Data upload errors created when loading data from Agency systems into Cardinal. These errors will need to be reviewed, corrected, and uploaded back into Cardinal.

Navigate to this report using the following path:
TA WorkCenter > Reports/Processes> Most Run Reports > Absence Data Upload Error Report



Commonwealth of Virginia

ABSENCE DATA UPLOAD ERROR REPORT

Report ID: RTA674

Run Date: 12/15/2020
Run Time: 09:13 00

Interfacing Business Unit: 19400 Department of General Services

Page No. 1 of 1

Uploaded Date Range: 08/13/2020 To 08/13/2020

File Name: 19400_TA758_IN_08132020_0920_001.DAT
Upload Run Date: 08/13/2020

Employee ID	Business Unit	Absence Take Element	Absence Reason	Absence Begin Date	Absence End Date	Absence Duration	Error Field Name	Error Description
	19400	WCP TAKE ELEM	WCL	12/17/2019	12/17/2019	2	ABSENCE_REASON	Absence Reason is invalid
	19400	WCS TAKE ELEM	WCL	12/17/2019	12/17/2019	2	ABSENCE_REASON	Absence Reason is invalid

Total number of rows submitted	36	Total number of Absence hours submitted	96
Total number of rows with Errors	2	Total number of Absence hours with errors	4
Total number of rows successfully Processed	34	Total number of Absence hours loaded successfully	92

Lesson Summary

6 Overview of the TA Capture Process

In this lesson, you learned:

- An overview of the TA Capture Process
- An overview of the TL Administrator Role
- An overview of the Time Reporter Types
- An overview of the Timesheet
- An overview of the Manage Absence Page
- How to monitor Online and Interfaced Time Entry

Lesson

7 TA Approval and Processing

This lesson covers:

- Overview of TA Approval and Processing
- Overview of the Time Administration Process
- Overview of Timesheet Exceptions
- Identifying and Resolving Timesheet Exceptions
- Making Timesheet Adjustments
- Overview of Approving Time and Absences
- TL Administrator Key Activities during Time Approval and Processing
- Monitoring Approvals, Delegation, and Troubleshooting Issues
- Overview of Pay Docking

TA Approval and Processing

The Time & Attendance Approval and Processing business process includes the steps necessary to approve time and absence information reported by employees/timekeepers, perform the necessary calculations, prepare the data for payroll integration, the allocation of labor costs, and other downstream systems/processes.

The Time & Attendance Approval and Processing business process includes the following three sub-processes:



Overview of Time Administration Process

Once time is submitted online or interfaced into Cardinal, the hours are processed by Time Administration, which is an automated batch process that runs every two hours.

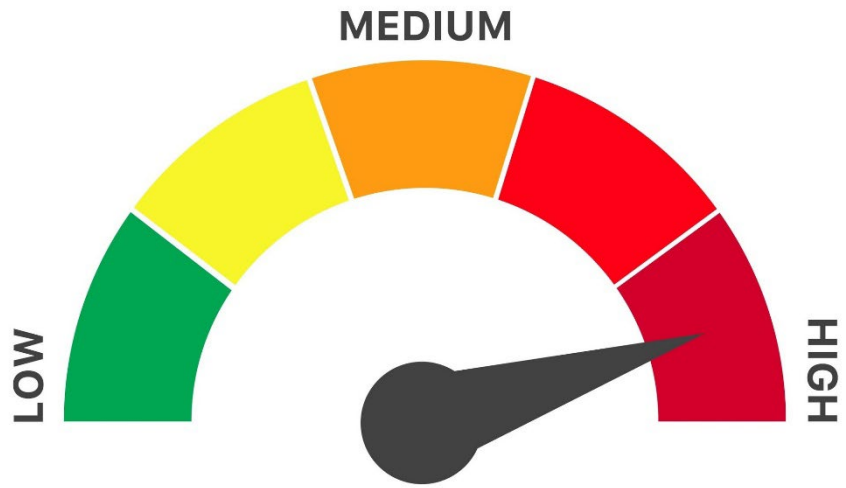
The Time Administration process does the following:

- Validates reported time against time reporting rules
- Generates Timesheet Exceptions (low, medium, high) against the reported time
- Generates Payable Time for Exception Time Reporters based on their Work Schedule and Reported Time on the Timesheet
- Generates Payable Time for Positive Time Reporters based on Reported Time on the Timesheet
- Generates Holiday Payable Time (if applicable)
- Generates Shift Payable Time (if applicable)
- Generates a Pending Approval item to the Time & Labor Supervisor (Reports To position) when approval is required

Timesheet Exceptions Overview

After the Time Administration process completes, the following may occur:

- **No Timesheet Exceptions**: Submitted time becomes payable time with no Timesheet Exceptions. No action is required
- **Low** or **medium severity Timesheet Exceptions**: Submitted time becomes payable time with low or medium Timesheet Exceptions
- **High severity Timesheet Exceptions**: Submitted time does not become payable time with a high severity Timesheet Exception. Once corrected, Time Administration will clear the Timesheet Exception, and the time becomes payable time. High severity Timesheet Exceptions must be addressed for employees to be paid correctly



While the TL Supervisor is responsible for ensuring that all Timesheet Exceptions are resolved or allowable before approving the time, the TL Administrator should review exceptions to make sure, at a minimum, that no high Timesheet Exceptions exist before time is loaded/distributed by payroll and that Supervisors are allowing Timesheet Exceptions for valid scenarios.

Timesheet Exception Examples

See the table below for some examples of Timesheet Exceptions.

Exception Description	Message	Severity
Callout Minimum Guarantee	Callout has a daily minimum guarantee. Reported hours are less than the minimum guaranteed hours and need to be increased. The minimum guarantee is Company specific	Low
OVS Required – Limit exceeded	Straight Time Overtime is required because Regular worked hours exceeds the Period Threshold Limit	Medium
Invalid RE4 for Period	Maintain Time Reporter Data – Rule Element 4 value is invalid for the Workgroup	Medium
More than 24 hours reported	The combined number of hours reported for a single date exceeds 24. Review and correct the reported time as necessary	High
Quantity exceeds TRC limits	The quantity reported is outside the limits specified by the Minimum and Maximum quantity on the TRC table	High
Invalid Pay Status – Inactive	Payroll will not process any TL detail when Job HR Status is Inactive. Either: - Remove Timesheet detail - Update Job Data because HR Status is incorrect	High

JOB AID REFERENCE

TA Timesheet Exceptions

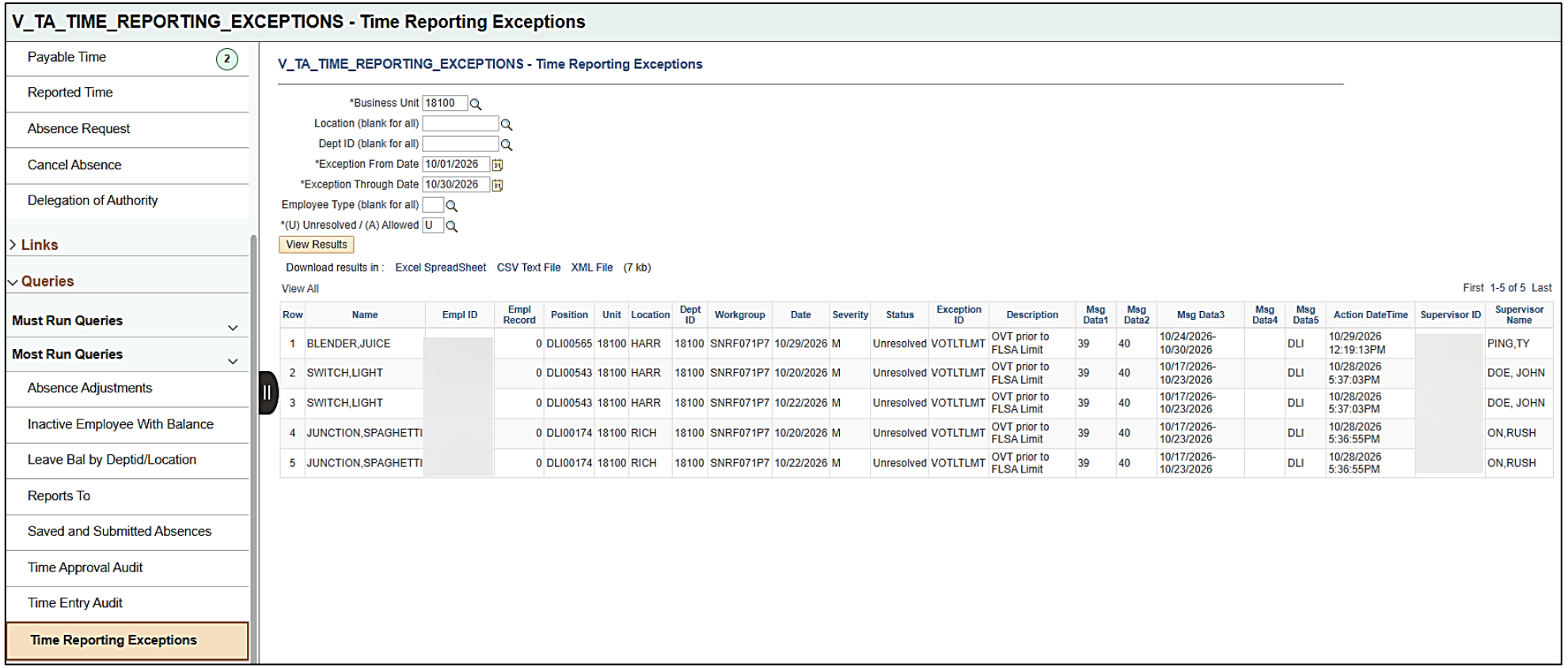
Time Reporting Exceptions Query

The Time Reporting Exceptions query displays Timesheet Exceptions for the Agency overall or by Department or Location.

Navigate to the query using the following path:

TA WorkCenter > Queries > Most Run Queries > Time Reporting Exceptions

Enter any combination of the search criteria values to retrieve the results for the desired period.



Timesheet Adjustments

As a result of reviewing the Timesheet, an item may require adjustment such as:

- Correcting a Timesheet Exception identified by the Time Administration process
- Correcting a TRC
- Updating the number of hours (e.g., for a specific TRC, charged to a ChartField distribution)
- Changing a ChartField distribution

Employees, Timekeepers, and Supervisors can enter Timesheet adjustments up to 90 days in the past. TL Administrators can go back up to 365 days to adjust time.

Timesheet Adjustments (continued)

Even after time has been processed by Time Administration, the Timesheet can be edited.

For example:

- The Timesheet may need to be updated for distribution (e.g., time was charged to the wrong Department, or more hours were charged to regular (REG) time than allowed in the Pay Period)

- A Timesheet Exception was generated and time entered on the Timesheet needs to be adjusted

If hours need to be adjusted (up or down) do not enter a negative number. Update the incorrect number. Once updated, resubmit the time for processing. If the time was previously approved, Cardinal will generate the offset hours for approval.

JOB AID REFERENCE

TA Entering ChartField Details

Approving Time and Absences Overview

- The approver must be a Commonwealth employee
- The user must be the employee's Reports To Supervisor of the employee or have appropriate delegation (the approver is a delegate for the employee's Reports To Supervisor)
- The approver must be assigned the security roles that allow for time and absence approval: Time & Labor Supervisor and/or Absence Supervisor
- All approvals for both time and absences follow the same steps and are done using the **Approvals** tile or they can be approved through Approvals section of the TA WorkCenter



When a "Reports To" position is vacant or when the "Reports To Supervisor" is suspended or on Leave of Absence (paid leave, unpaid leave, LOA Working), Cardinal will route approvals to the Supervisor's "Reports To Supervisor".

There are five categories of time and absence approvals:

- **Reported Time** – Time interfaced into Cardinal through the Time Entry Upload
- **Payable Time** – Time generated by the Time Administration process for online agencies
- **Absence Requests** – Absence Requests entered online for AM agencies
- **Absence Cancelation** – Approved absence requests for AM agencies that are cancelled by the employee, timekeeper, or TL Administrator are routed to the Reports To Supervisor for approval
- **Delegation –** Transactions that require approval by a delegate

Monitor Time and Absence Approvals

Only approved time loads to payroll; it is important for the TL Administrator to review reports and queries to monitor and ensure time and absences are approved by timesheet deadlines.

TL Administrators do not have access to approve time/absences but can work with Reports To Supervisors and Delegates to approve hours.

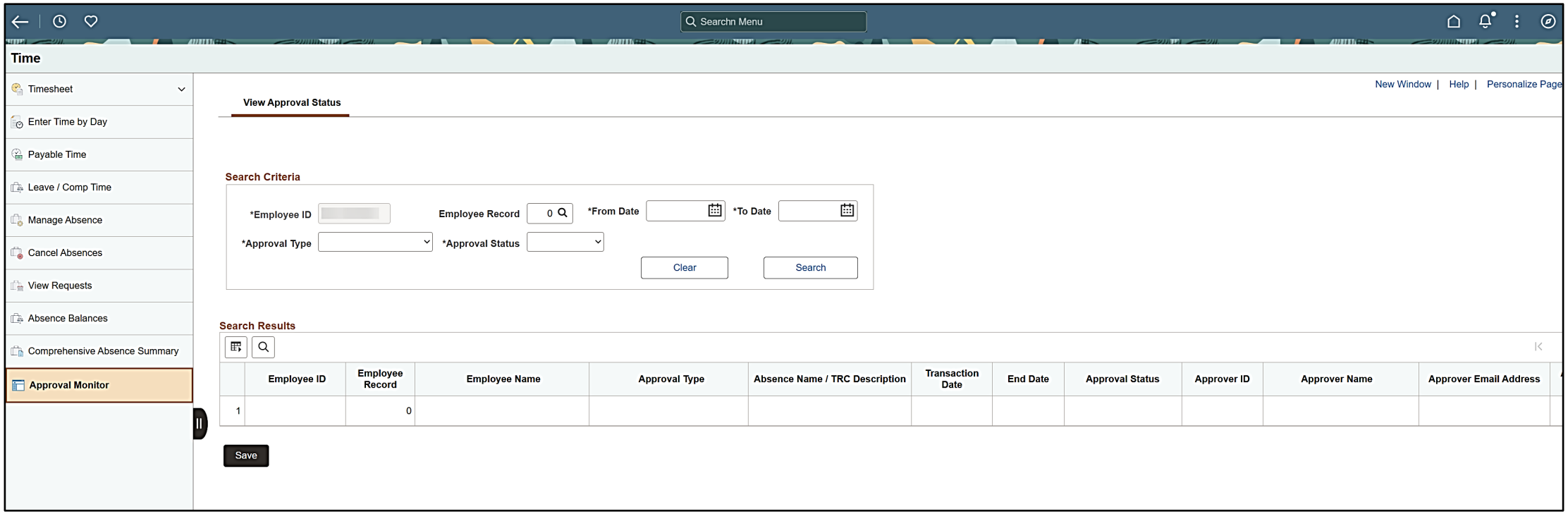
When time is not approved by the Timesheet deadline, salaried distributions may not be calculated correctly. If overtime is not approved by the end of the overtime lag period, it will be delayed if approved late. For hourly employees, failure to approve Timesheets results in no paycheck for the Pay Period.

Online Agencies
Most time will require approval. However, some employees may have scheduled and uncompensated overtime set up to not require approval.

Interfacing Agencies
Time is interfaced as approved Reported Time. Therefore, the only time requiring approval is time entered or adjusted online.

Approval Monitor Page

Track and filter time and absence requests by Approval Type, Approval Status, and specified Date range.

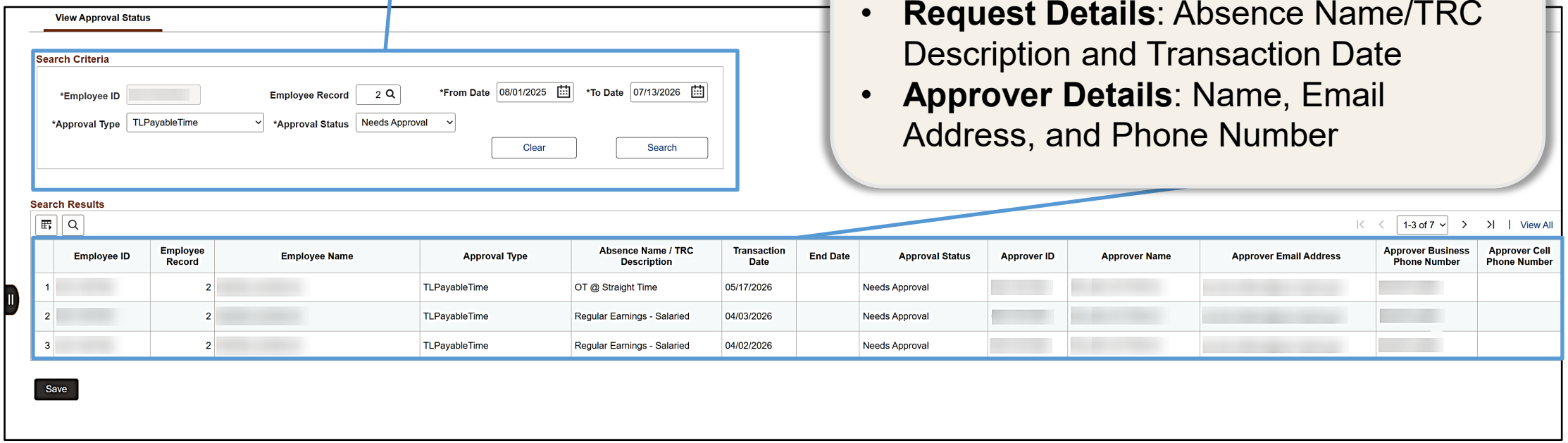


Using the Approval Monitor Page

Search Criteria: Complete all fields to view results.

Search Results: Displays all matching records. Each entry includes:

- **Request Details**: Absence Name/TRC Description and Transaction Date
- **Approver Details**: Name, Email Address, and Phone Number



	Employee ID	Employee Record	Employee Name	Approval Type	Absence Name / TRC Description	Transaction Date	End Date	Approval Status	Approver ID	Approver Name	Approver Email Address	Approver Business Phone Number	Approver Cell Phone Number
1		2		TLPayableTime	OT @ Straight Time	05/17/2026		Needs Approval					
2		2		TLPayableTime	Regular Earnings - Salaried	04/03/2026		Needs Approval					
3		2		TLPayableTime	Regular Earnings - Salaried	04/02/2026		Needs Approval					

TL Administrator Key Activities During Time Approval and Processing

The TL Administrator responsibilities include:

- Answering questions and resolving issues for Timesheet users and approvers
- Reviewing Timesheets for completeness and accuracy and ensuring Timesheet Exceptions are resolved or allowed appropriately
- Confirming that the time requiring approval has been approved by the time approval deadline
- Ensuring that the time entry upload interface data has loaded successfully and errors have been resolved by the timesheet deadline.
- Other responsibilities which may include sending communications or reminders regarding Timesheet deadlines or other business processes as determined by the Agency. State Payroll Operations (SPO) creates the Operation Calendars which provide timelines for all the payroll related activities. The calendars show deadlines for entering time and when time will be loaded to Payroll https://www.doa.virginia.gov/reference/payroll/

Interfacing Agency TL Administrators may also have the role of TL Supervisor and be set up as the **Reports To** position for approving online adjustments.

Negative Hours (Offset)

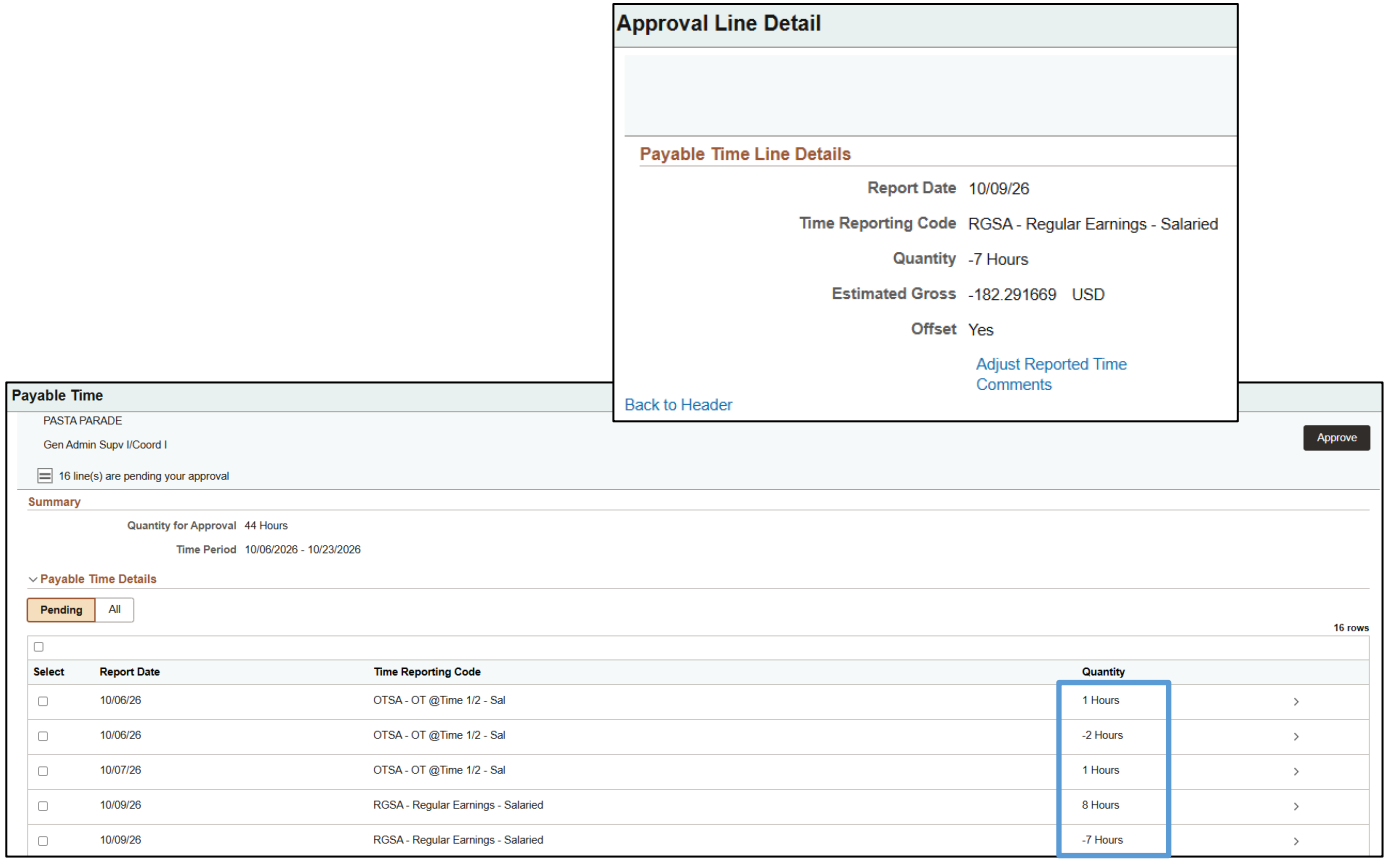
- There may be times when negative hours are on the approval list. These hours are offsets, which occur when a change is made to time that was previously approved. Once time has been approved, that time is written permanently to payable time.

- When a change is made to previously approved time, a negative offset is created to reverse the original entry. If this negative offset is not approved, the hours for the employee will be incorrect and the employee may be overpaid.

- All Offsets (negative hours) should be approved so that the employee's hours are accurate.

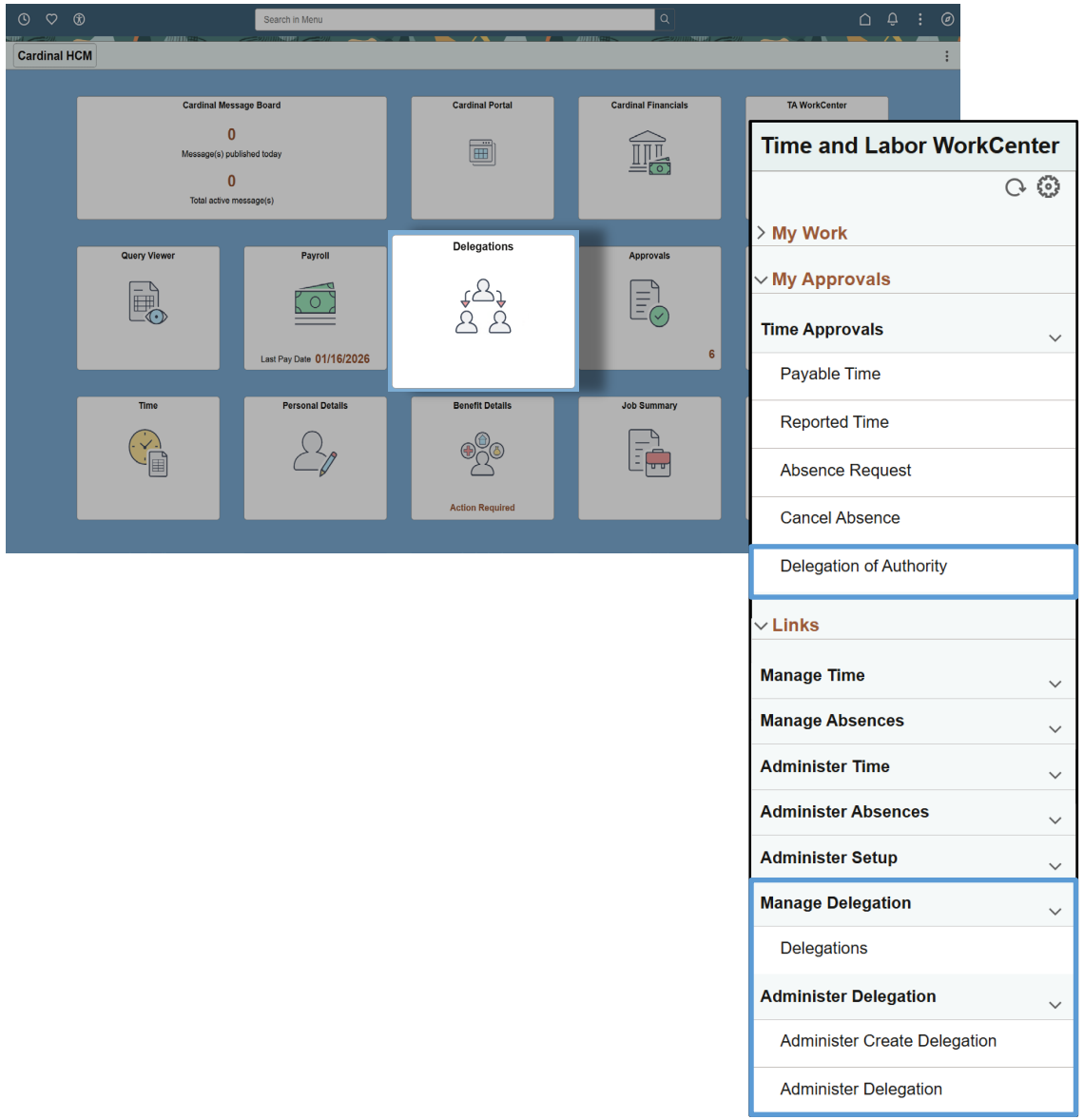
JOB AID REFERENCE

TA373 Approving Time and Absences



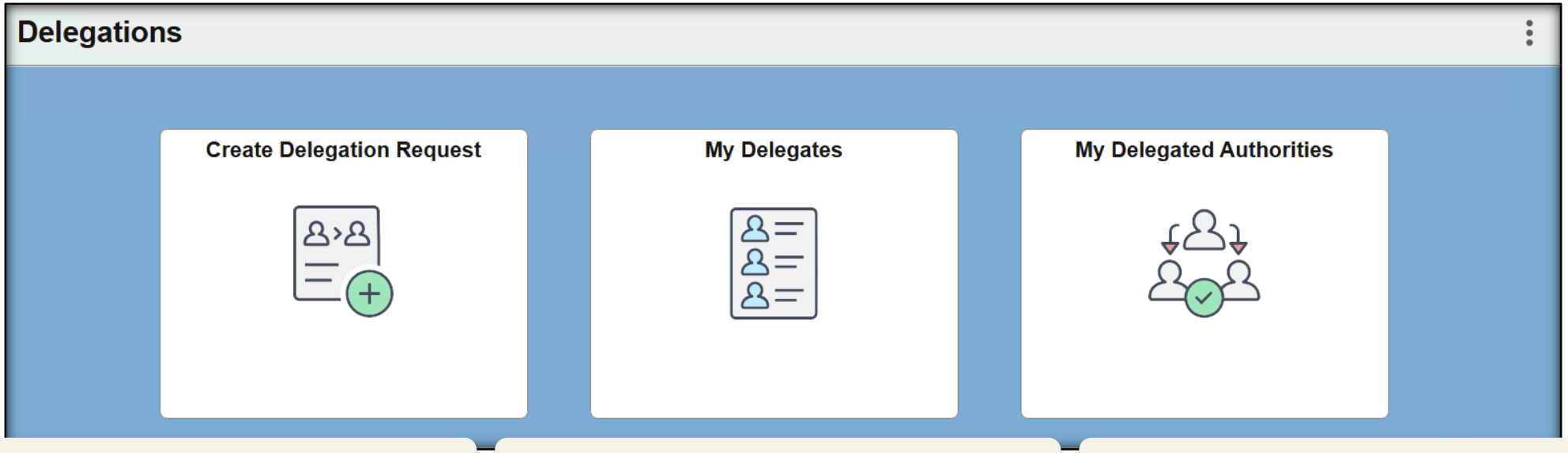
Delegation

- Delegation is accessible through the **Delegations tile** on the Cardinal HCM homepage or through the **TA WorkCenter** under **Links**.
- Pending Delegation Authority requests will appear under **My Approvals**.
- Delegation cannot be used when a Reports To position is vacant or when the Reports To Supervisor is suspended or on Leave of Absence (paid leave, unpaid leave, LOA Working). In these scenarios, Cardinal will route approvals to the Supervisor's Reports To Supervisor.
- Delegations will automatically expire on the To Date defined (when applicable). Revoking the Worklist is only necessary if the user wants to take back their Worklist prior to the defined To Date or if a To Date was not defined.
- Supervisors and delegates receive workflow email notifications when delegation requests are created or modified by the Delegation Administrator.



Delegation - Supervisors

Supervisors can create, view, and respond to delegation requests using the Delegations tile.



Create Delegation Request

Delegate your approval authority to another approver.

My Delegates

Track and review the requests you have assigned to others.

My Delegated Authorities

View transactions delegated to you by another approver.

JOB AID REFERENCE

TA373 Delegation Administration for Supervisors

Delegation Administrators

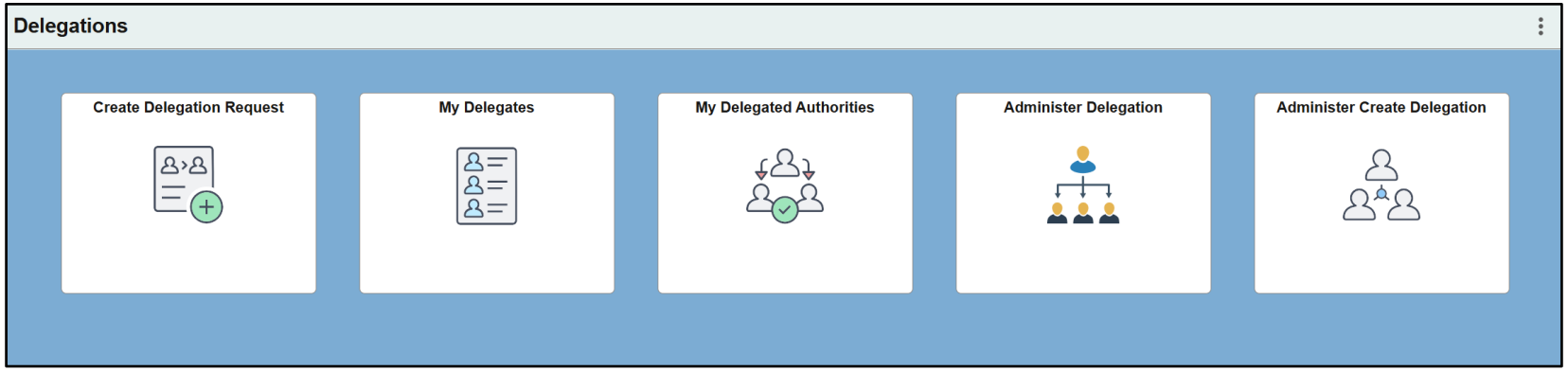
The Delegation Administrator can delegate to any Agency TL Supervisor/AM Supervisor as a delegate. It is important to delegate all transaction types to the delegate when creating delegation.

Delegated transactions cannot be re-delegated by a TL Supervisor, AM Supervisor, or HR Administrator. Only a Delegation Administrator can re-delegate.

In addition to standard supervisor features (*Create Delegation Request, My Delegates, and My Delegated Authorities*), **Delegation Administrators** have access to dedicated admin tools:

Administer Delegation: Gives Delegation Administrators the ability to search and review delegation activity for all employees they are authorized to support

Administer Create Delegation: Allows the Delegation Administrator to create a delegation on behalf of a Reports To supervisor when needed.



JOB AID REFERENCE

TA372 Delegation Administration

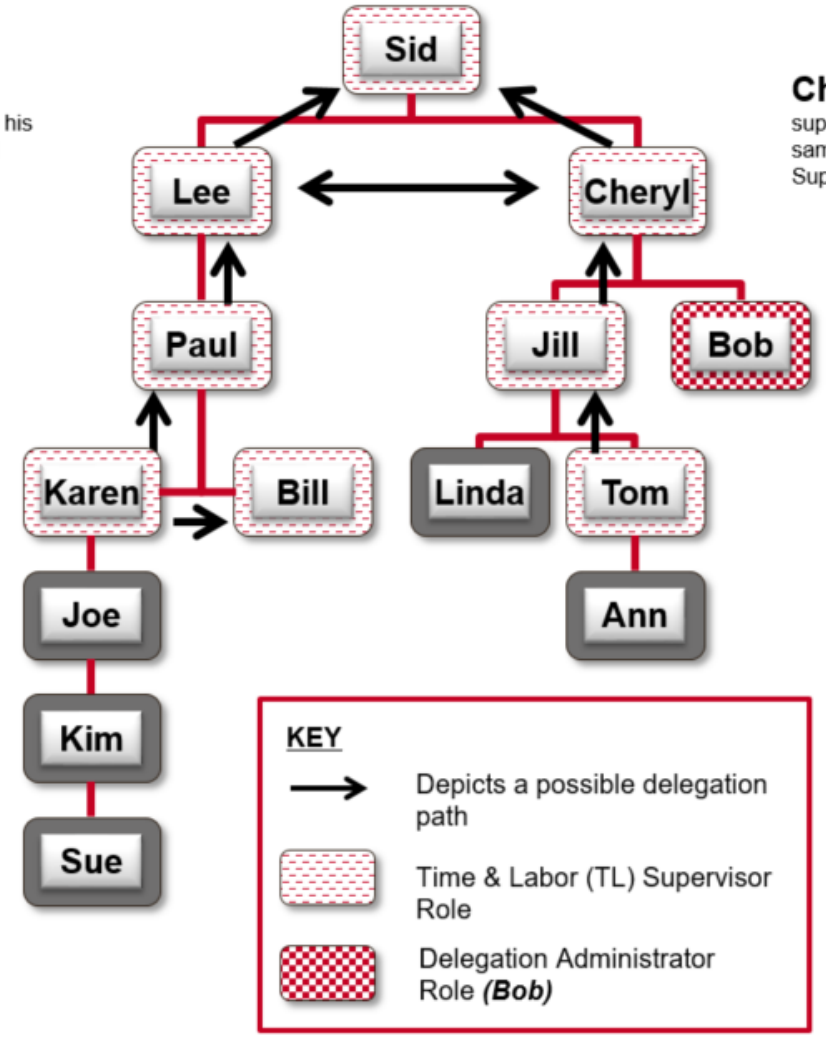
TA Delegation Example

Lee can delegate to **Sid** (his direct supervisor), and to **Cheryl** (who reports to his same supervisor). Both have the required TL Supervisor role*.

Paul can delegate to Lee (his direct supervisor) who has the required TL Supervisor role*. Paul cannot delegate to Jill because she does not "Report To" Paul's supervisor Lee.

Karen can delegate to **Paul** (her direct supervisor) or to Bill (her co-worker that reports to her same supervisor, Paul). Both have the required TL Supervisor role*. Note, that while Bill does not serve as anyone's Cardinal Reports To position, he was given the TL Supervisor role* so he could assist with timesheet and absence approvals when Karen is out of the office.

Bill has no direct reports. As a result, he will not have approval notifications to delegate to anyone. But because he was given the T&L Supervisor role, he will have security to approve TA transactions delegated to him by Karen.



Cheryl can delegate to **Sid** (her direct supervisor), and to **Lee** (who reports to her same supervisor). Both have the required TL Supervisor role*.

Jill can delegate to **Cheryl** (her direct supervisor) who has the required TL Supervisor role*. Even though Bob reports to Jill's supervisor (Cheryl), she cannot delegate to him because he does not have the TL Supervisor role*.

Bob has no direct reports. As a result, he will not have approval notifications to delegate to anyone. But Bob does have the **Delegation Administrator** role which allows him to delegate approval notifications from any user to any other user with the TL Supervisor role* (e.g., when Sid is out, Bob could delegate Sid's approval notifications to Paul).

Tom can only delegate to **Jill** (his direct supervisor) who has the TL Supervisor role*. He cannot delegate to Linda because she does not have the TL Supervisor role*.

*All users that are designated Reports To must be assigned the TL Supervisor role (and AM Supervisor if using Cardinal Absence Management)

Update TA Status and ECD

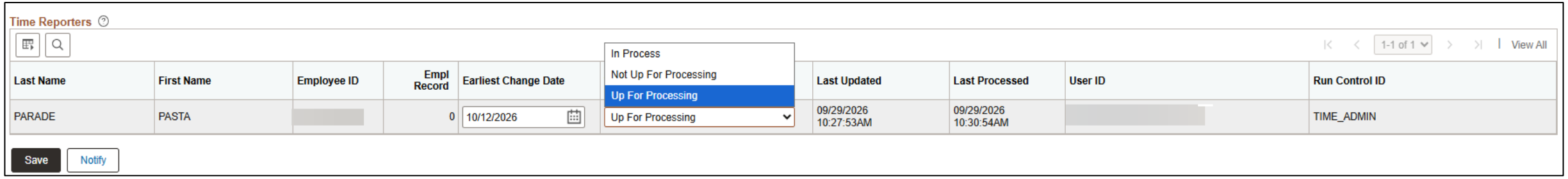
The **Update TA Status and ECD** (**Earliest Change Date**) page allows the TA process to retroactively process an employee's Timesheet back to the date entered. This functionality is useful when Reports To/TL Supervisors are reassigned, and Timesheets need to be re-routed to new Supervisors/approvers.

To navigate to the **Update TA Status and ECD** page, use the following path:

TA WorkCenter > Links > Administer Time > Update TA Status and ECD

If a retroactive change is required that has not processed, update the **Earliest Change Date** field by doing the following:

1. Click the ***TA Status** dropdown button and select "Up For Processing"
2. Click the **Save** button



Reviewing and Resolving TL Auto Enrollment Issues

If appropriate state or Agency criteria does not exist to assign valid values to an employee based on the employee's Job Data, the employee will be assigned to the "Invalid" Workgroup.

The TL Employee Setup Administrator should review for this issue and other enrollment issues using the **Time Reporter Auto Enrollment Exceptions Query** – (**V_TA_AUTO_ENROL_ EXC)**.

The TL Setup Administrator should research and work with the HR Administrator to update Job Data as needed.

Reason Code	Definition
A	Active Employee in Inactive Workgroup
B	Active Employee in Invalid Workgroup
C	Active Employee not in a valid Taskgroup
D	Active Employee not in a valid Workgroup
E	Active Employee with Inactive Time Reporter Status
F	Rule Element 3 is missing for Active Hourly Employee
G	Rule Element 4 is missing for Active Employee
H	Rule Element 5 is missing for Active Salaried Employee
I	Inactive Employee not in Inactive Workgroup
J	Inactive Employee with Active Time Reporter status for more than 60 days after termination

Time Administration Procedures for Managing Special Case Scenarios

Role	Scenario	Action	Date Range	Page
TL Administrator	Reported Time Outside Grace Period	Enter, Modify, and Submit	Between 90 and 365 days old	Team Time Timesheet
TL Administrator	Payable Time in Rejected by Payroll (RP) Status	Close	Up to 365 days old	Adjust Paid Time
AM Administrator	Absences Outside of Grace Period	Enter, Modify, Cancel, and Submit	Between 90 and 365 days old	Manage Absences, View Requests
AM Administrator	Absences Outside of Grace Period	Enter, Modify, Void, Approve, and Submit	Between 90 and 365 days old	Absence Event
TA Expired Grace Approver	Reported Time After Termination Date	Delete	After term date	Update Time Status
TA Expired Grace Approver	Reported Time in Saved (SV) or Needs Approval (NA) Status	Close or Delete	Greater than 90 days old	Update Time Status
TA Expired Grace Approver	Payable Time in Needs Approval (NA) Status	Close	Greater than 90 days old	Update Time Status
TA Expired Grace Approver	Payable Time in Needs Approval (NA) Status Outside Grace Period	Approve	Between 90 and 365 days old	Request Batch Approval Process
TA Expired Grace Approver	Absences in Saved (SV) or Needs Approval (NA) Status	Void	Greater than 365 days from the current open leave period	Update Time Status
TA Restricted Special Approver	Time Routed to TA Special Restricted Approver	Approve or Correct Workflow Issue and Re-route	All	Approvals Tile

Troubleshooting Issues

The table below provides some examples of issues that a TL Administrator may be asked to troubleshoot along with some potential steps/options to help resolve them.

Issue	Things to Research
Employee is missing compensatory hours that were earned	• Check to see if the employee submitted the hours entered when they were earned and there are no transactions in Saved Status • Determine if a comp time adjustment needs to be entered (this should be rare – ex: did not receive converted hours, Agency specific exceptions)
Supervisor unable to approve time	• Verify there are no Timesheet Exceptions for the time • Check the Reports To information on job data • Verify user security permissions and roles
Employee/Timekeeper does not have a TRC for the type of time that needs to be entered	• Verify that the employee is in the correct Workgroup and the appropriate Comp Plan that gives access to the TRC • Check job data information to confirm that the employee information is accurate (if not, work with the TL Employee Setup Admin to correct)
Employee's time has not been approved and the Reports **To** is out of office and time needs to be approved to meet the timesheet deadline	• Work with the Delegation Administrator to delegate the Worklist to another approver

Pay Docking

Pay Docking (LNP) is the reduction of an employee's wages/salary when unpaid time has been taken off. It can be system generated, interfaced from an Agency source system, or entered directly by the employee, Timekeeper, Supervisor, or Time & Labor /Absence Management Administrator. While Pay Docking is entered in Time & Attendance, it does not load to the employee's paysheet.

Payroll Administrators are responsible for calculating and then manually entering Pay Docking transactions into SPOT to reduce the employee's wages/salary when applicable.

It is important for Payroll Administrators, AM Administrators, TL Administrators, Supervisors, and employees to work together when reviewing any potential Pay Docking scenarios to avoid unexpected Pay Docking.

There are two key reports that should be run to help determine when pay should be docked.

- **Ineligible Forecasted Absence Query:** list of all employees that may go into a pay docking situation
  Note: This query is only applicable for Agencies using Cardinal Absence Management

- **Docking Unpaid Absences Report:** list of all employees with LNP on the Timesheet

JOB AID REFERENCE

Pay Docking in Cardinal Overview

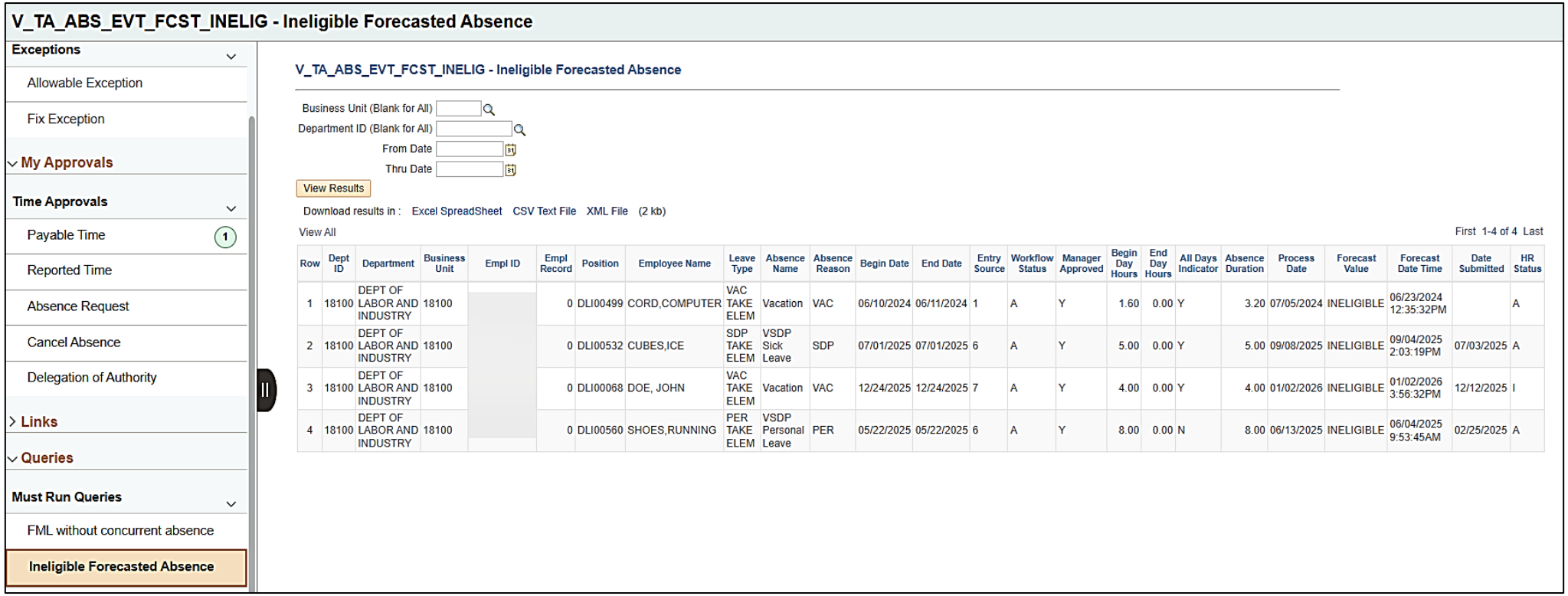


Ineligible Forecasted Absence Requests

The **Ineligible Forecasted Absence Query (V_TA_ABS_EVT_FCST_INELIG)** displays the absence name and reason, begin and end dates, entry source, workflow status, manager approval status, and hours by employee, Department, and Business Unit. This query can be used to search for individual employees who are forecasted to have Absence Requests that are not eligible and/or approved.

Navigate to this report using the following path:

TA WorkCenter > Queries > Must Run Queries > Ineligible Forecasted Absence



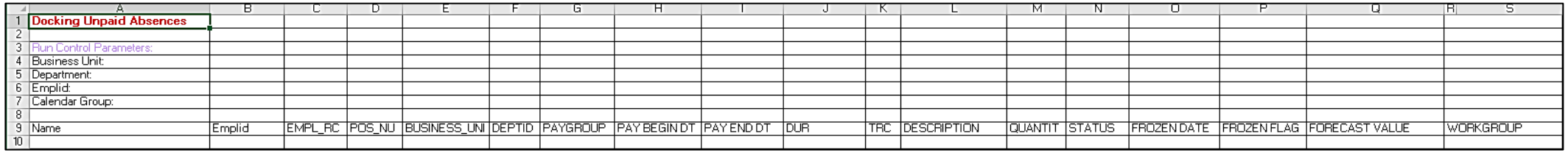
Row	Dept ID	Department	Business Unit	Empl ID	Empl Record	Position	Employee Name	Leave Type	Absence Name	Absence Reason	Begin Date	End Date	Entry Source	Workflow Status	Manager Approved	Begin Day Hours	End Day Hours	All Days Indicator	Absence Duration	Process Date	Forecast Value	Forecast Date Time	Date Submitted	HR Status
1	18100	DEPT OF LABOR AND INDUSTRY	18100		0	DLI00499	CORD,COMPUTER	VAC TAKE ELEM	Vacation	VAC	06/10/2024	06/11/2024	1	A	Y	1.60	0.00	Y	3.20	07/05/2024	INELIGIBLE	06/23/2024 12:35:32PM		A
2	18100	DEPT OF LABOR AND INDUSTRY	18100		0	DLI00532	CUBES,ICE	SDP TAKE ELEM	VSDP Sick Leave	SDP	07/01/2025	07/01/2025	6	A	Y	5.00	0.00	Y	5.00	09/08/2025	INELIGIBLE	09/04/2025 2:03:19PM	07/03/2025	A
3	18100	DEPT OF LABOR AND INDUSTRY	18100		0	DLI00068	DOE, JOHN	VAC TAKE ELEM	Vacation	VAC	12/24/2025	12/24/2025	7	A	Y	4.00	0.00	Y	4.00	01/02/2026	INELIGIBLE	01/02/2026 3:56:32PM	12/12/2025	I
4	18100	DEPT OF LABOR AND INDUSTRY	18100		0	DLI00560	SHOES,RUNNING	PER TAKE ELEM	VSDP Personal Leave	PER	05/22/2025	05/22/2025	6	A	Y	8.00	0.00	N	8.00	06/13/2025	INELIGIBLE	06/04/2025 9:53:45AM	02/25/2025	A

Docking Unpaid Absences Report

The Docking Unpaid Absences Report displays a list of employees with processed unpaid absences and can be used to review transactions and identify hours that require Pay Docking for salaried employees in Cardinal. Unpaid absences can either be from Absence Management (for example, “LNP – Pay Docking”) or from Payable Time (for example, “HNP - Holiday Pay Docking”) where Cardinal is the leave system of record or from Payable Time (for example, **LNPX - Pay Docking** or **STLX - Short Term Disability-Pay Dock**) where the Agency has an external leave system of record.

Navigate to this report using the following path:

TA WorkCenter > Reports/Processes > Must Run Reports > Docking Unpaid Absences Report



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Docking Unpaid Absences																		
2																			
3	Run Control Parameters:																		
4	Business Unit:																		
5	Department:																		
6	Emplid:																		
7	Calendar Group:																		
8																			
9	Name	Emplid	EMPL_RC	POS_NU	BUSINESS_UNI	DEPTID	PAYGROUP	PAY BEGIN DT	PAY END DT	DUR	TRC	DESCRIPTION	QUANTITY	STATUS	FROZEN DATE	FROZEN FLAG	FORECAST VALUE	WORKGROUP	
10																			

Before HR Data Freeze	Day after Payday
1. Run report with current Calendar Group ID/Period Begin and End dates 2. Save the report to use as a comparison after the Payday 3. Review for Pay Docking 4. Payroll Administrator verifies with the TL/AM Administrator 5. Enter SPOT transaction(s)	1. Run report again with the same Calendar Group ID/Period Begin and End dates 2. Save the report 3. Compare the results of the report run Before HR Data Freeze the report run after the Payday 4. Identify any additional pay docking or if any funds are owed to the employee 5. Payroll Administrator verifies with the TL/AM Administrator 6. Enter SPOT transaction(s)

Lesson Summary

7 TA Approval and Processing

In this lesson, you learned:

- An overview of TA Approval and Processing
- An overview of the Time Administration Process
- An overview of Timesheet Exceptions
- Steps to Identify and Resolve Timesheet Exceptions
- How to Make Timesheet Adjustments
- An overview of Approving Time and Absences
- TL Administrator Key Activities During Time Approval and Processing
- How to Monitor Approvals, Delegation, and Troubleshoot Issues
- An Overview of Pay Docking

Lesson

8 Payroll Integration and Cost Allocation Processes

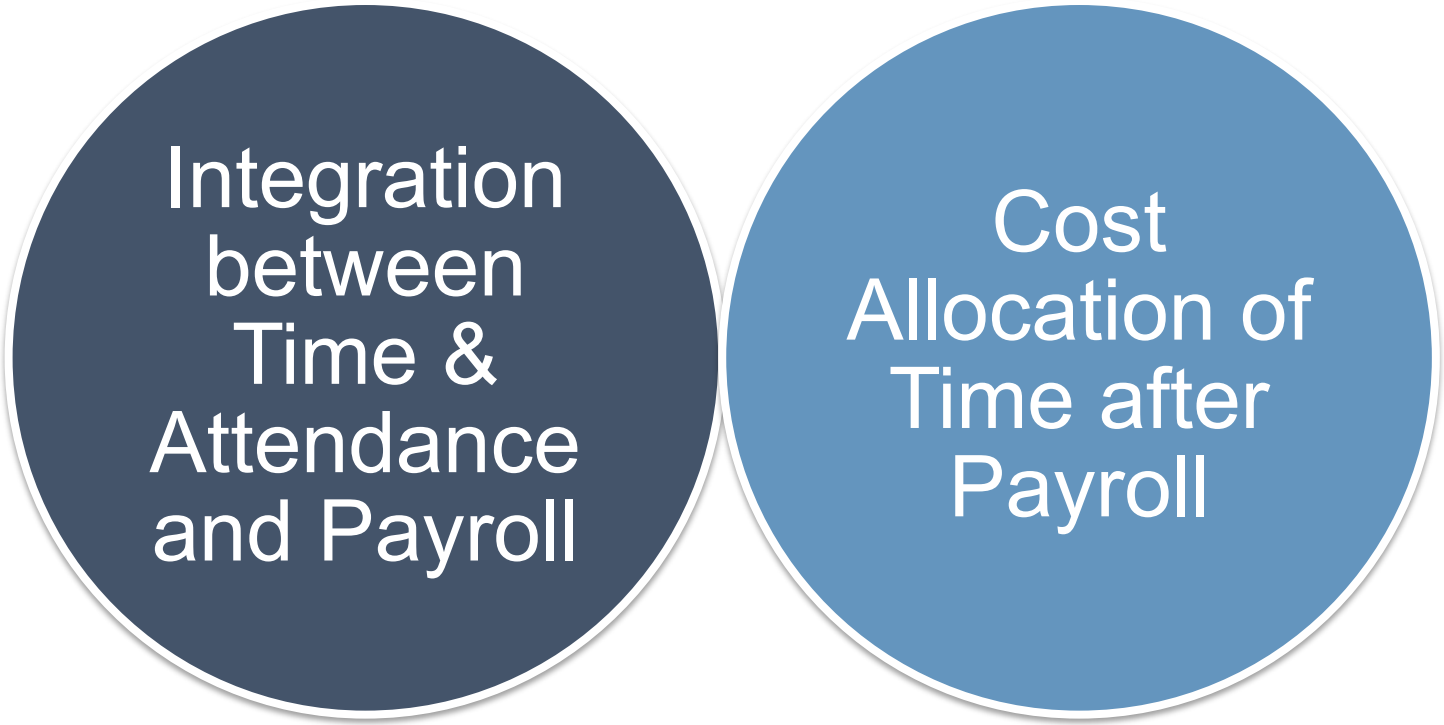
This lesson covers:

- Overview of the Payroll integration and Cost Allocation Processes
- Overview of the Load Time and Labor Process
- Cost Allocation Overview
- Adjusting Paid Time Overview

Overview of the Payroll Integration and Cost Allocation Processes

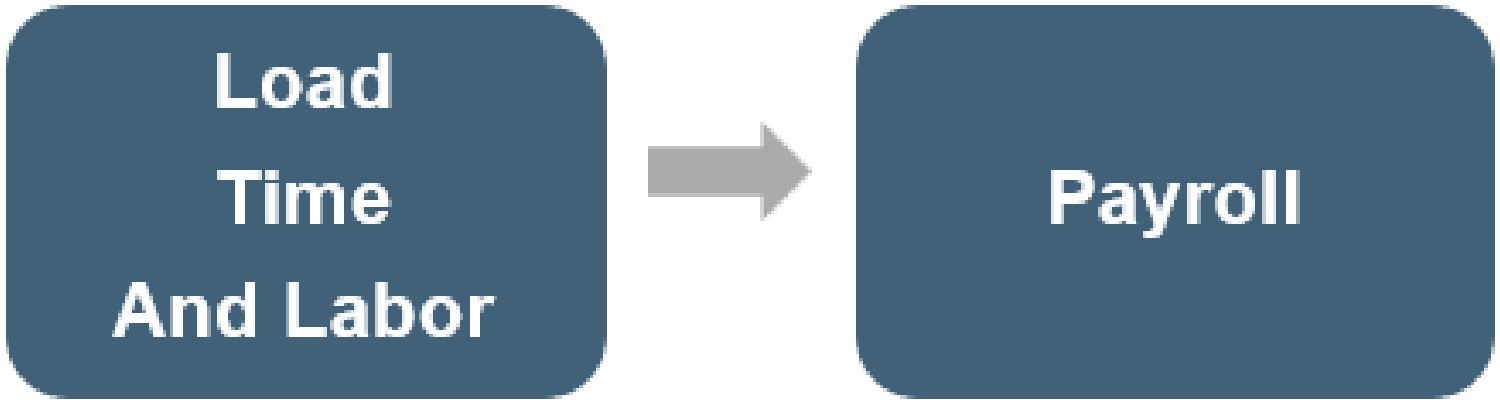
The Payroll Integration and Cost Allocation business process sends time data to Payroll for paycheck generation, uses the paycheck information to distribute earnings, and transmits direct costs to Cardinal Financials in order to facilitate cost allocations.

The Payroll Integration and Cost Allocation business process includes the following sub-processes:



Load Time and Labor Process Overview

The Load Time and Labor process loads approved payable time and absences into Payroll for processing. Limited additional earnings (e.g., shift differential) are coming through the Timesheet, and others will be entered in SPOT. What this process does will vary based on the type of employee.



Load Time and Labor Process – Salaried

Salary pay is automatically generated by Payroll. Any regular hours entered in TA are not sent to Payroll. These hours are used for the cost allocation of salary.

In Cardinal, approved salaried overtime and shift differential for completed FLSA periods will be released on the first business day following the check date of the previous pay period.

The released hours will be loaded to payroll by the Load Time & Labor Process in Payroll during the open pay period once paysheets are created and the hours will be paid on the next check date.

The date Overtime and Shift Differential hours are approved is the date that drives when time will be released and paid rather than the date that the hours were worked.



It is important for employees to submit their timesheets on time and for supervisors to review and approve hours in a timely manner to ensure employees are paid without delay.

JOB AID REFERENCE



TA372 Overtime Lag Overview

Load Time and Labor Process – Hourly Employees

All payable hours are loaded from TA. The process gathers approved hours for hourly employees after time reporting and approval for the period that has been completed since hourly employees are paid on a lag.

Any delayed transactions will be sent to the Payroll module as prior period adjustments during subsequent payroll runs. The TL Administrator may need to adjust Timesheets, verify that time is approved, and make updates at the request of SPO.



Load Time and Labor Process

It is important that the TL Administrator review reports to ensure that time approved and can be picked up by the Load Time and Labor process.

There may be times when the TL Administrator communicates the need for one-time changes that need to be made by Payroll using the Single-Use Payroll Online Tool (SPOT) for an employee (e.g., pay docking, short term disability, leave payout).

Time

Run reports to ensure time and absences are ready for payroll processing (make updates as appropriate)

- Communicate one-time changes that need to be made in Payroll

Payroll

- Communicate with TA and AM about time or absence issues (e.g., rejected by Payroll, missing time)
- Enter SPOT transactions if necessary

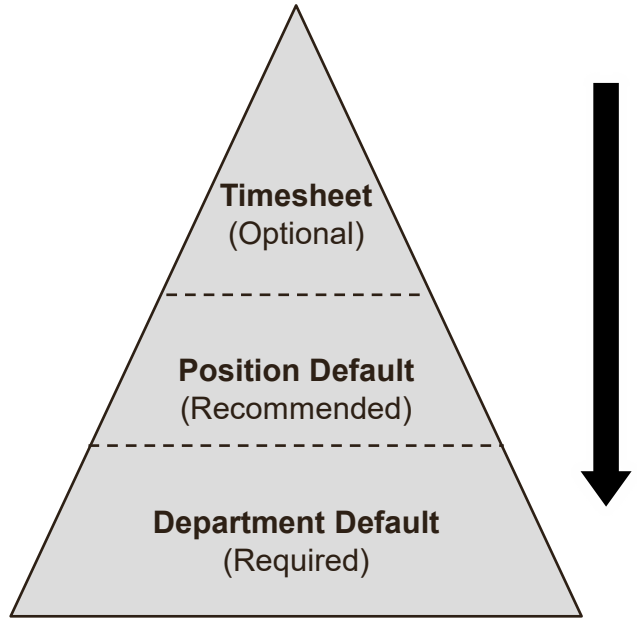
Accounting Distribution Hierarchy

The **Payroll Costing** business process involves the recording of payroll activity to the General Ledger (GL) and processing of payroll-related payments in Accounts Payable (AP).

The default hierarchy for payroll accounting distribution is the Timesheet, followed by the Position Default, and then Department Default.

An Agency-level suspense default funding string will be defined for each Agency. This string will be invoked when position and department default funding is not defined, Timesheet ChartFields are not entered and/or Chart of Accounts (COA) values or combinations are invalid.

The position, Department, and suspense default funding are set up by fiscal year and will be rolled over at fiscal year end.



To view default funding information, run the **V_HR_POSN_DFLT EMPL_DATA** query.

General Ledger Integration

- Custom allocation processes to distribute payroll costs (earnings, employer taxes, and deductions) will run after the payroll confirmation and Timesheets are closed. ChartField combinations will be validated to prevent errors from occurring when the Journals are created and posted. Invalid combinations will be updated with a suspense ChartField String that has been established for each Agency.

- Payroll costs that have posted to the suspense ChartField String must be reviewed, and the invalid ChartField string must be corrected in Cardinal.

Below are some examples of updates that may need to be made:

- Update Department or Position defaults on the Department Budget Table
- Update Additional Pay if using a separate distribution
- Update Timesheet entries for future payrolls
- Update SpeedTypes in Cardinal Financials and they will sync to Cardinal HCM

Three key reports that can be used for this review are:

- ChartField Validation Error Report
- COVA Dtl Payroll Expenditures
- Payable Time to GL Reconciliation Report

JOB AID REFERENCE

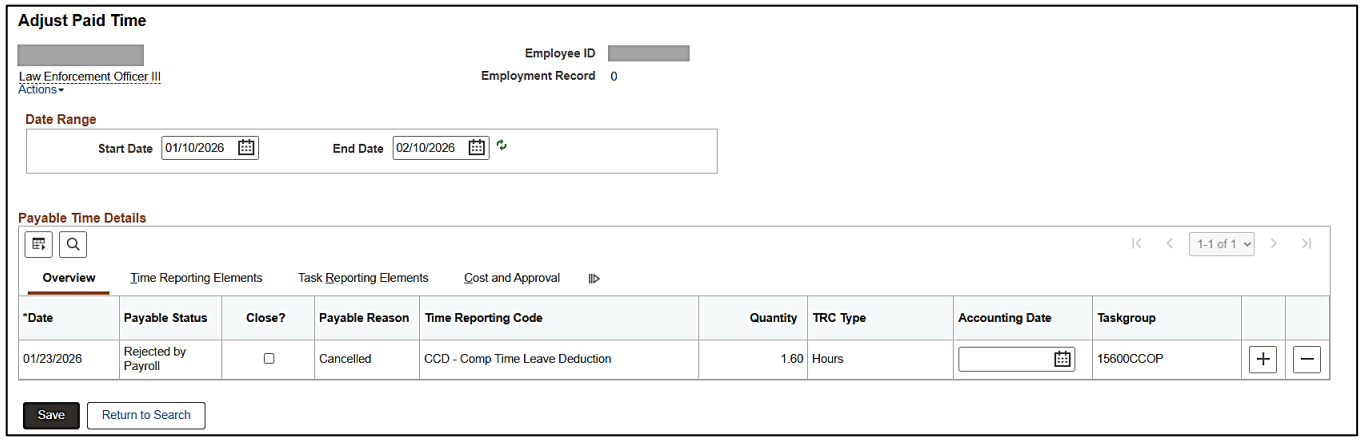
PY381 ChartFields Distribution Examples

Adjusting Paid Time Overview

There may be times when a time transaction does not load to Payroll. The resolution of rejected time may result in time being paid through SPOT, which will require the TL Administrator to close those time transactions to avoid duplication of payment.

Hours paid alternatively, and not through the Time and Labor Load process, must be closed by the TL Administrator using the **Adjust Paid Time** page before the next paysheets are created while the time is in Rejected by Payroll status. Navigate to this page using the following path:

TA WorkCenter > Links > Administer Time > Adjust Paid Time



JOB AID REFERENCE

TA Time Status Administration

This page should only be used when requested by either the Agency Payroll Administrator or State Payroll Operations (SPO) to close time in Rejected by Payroll status.

Lesson Summary

8 Payroll Integration and Cost Allocation Processes

In this lesson, you learned:

- An Overview of the Payroll integration and Cost Allocation Processes
- An Overview of the Load Time and Labor Process
- An Overview of Cost Allocation
- An Overview pertaining to Adjusting Paid Time

Course Summary

TA372 Time & Attendance Administration

In this course, you learned:

- The overall Time & Attendance (TA) process
- The TL Auto enrollment process
- Time Reporter data, Comp Plan Enrollment, and Work Schedules
- How to identify and correct Timesheet Exceptions
- Helpful reports and queries to run when troubleshooting errors
- The approval process and how to monitor approvals
- The Delegation Process for Supervisors and Delegation Administrators

Appendix

- Key Reports/Queries
- Reviewing Time Checklist
- Work Schedule Naming Conventions
- Comp Time Plan Values
- Time Rounding
- Time Rejected by Payroll Reasons
- Process Flows
- Flowchart Key

Key Reports/Queries – TL Administrator

- Timesheet Schedule Exception and Overtime Review
  TA WorkCenter > Reports/Processes > Must Run Reports > Timesheet Exception Report

- Timesheet Report
  TA WorkCenter > Reports/Processes > Must Run Reports > Timesheet Report

- Summary of Productive Hours Report
  TA WorkCenter > Reports/Processes > Most Run Reports > Summary of Productive Hours Report

- Docking Unpaid Absences Report
  TA WorkCenter > Reports/Processes > Must Run Reports > Docking Unpaid Absences

- Employee Schedule Review Query
  NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_SCHEDULE_REVIEW

- Invalid Holiday Query
  NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_INVALID_HOLIDAY_AUDIT

- Negative Hours From Prior Period Adj Query
  NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_NEG_HRS

Key Reports/Queries – TL Administrator (continued)

- Reported Time Audit Query
  NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_TIME_ENTRY_AUDIT

- Time Entry Approval Audit Query
  TA WorkCenter > Queries > Most Run Queries > Time Approval Audit

- Time Reporter Exceptions Query
  TA WorkCenter > Queries > Must Run Queries > Time Reporter Exceptions

- Weekly Submitted Hours Query
  TA WorkCenter > Queries > Must Run Queries > Weekly Submitted Hours

Key Reports/Queries – Absence Administrator

- Employee Leave Report
  TA WorkCenter > Reports/Processes > Most Run Reports > Employee Leave Report

- Absence in Saved & Submitted Status Query
  TA WorkCenter > Queries > Must Run Queries > Saved and Submitted Absences

- Docking Unpaid Absences Report
  TA WorkCenter > Reports/Processes > Must Run Reports > Docking Unpaid Absences

- FML Without Concurrent Absences Query
  TA WorkCenter > Queries > Must Run Queries > FML Without Concurrent Absence

- Ineligible Forecasted Absence Query
  TA WorkCenter > Queries > Must Run Queries > Ineligible Forecasted Absence

- Inactive Employee With Balance Query
  TA WorkCenter > Queries > Must Run Queries > Inactive Employee With Balance

Key Reports/Queries – TL Employee Setup Administrator

- Active TL Eligibility Query
  NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_ELIGIBILITY_ENROLL_LIST

- Comp Plan Enrollment Audit Query
  NavBar > Menu > Reporting Tools > Query Viewer > V_TA_COMP_PLAN_ENROLL_AUDIT

- Employee Schedule Review Query
  NavBar > Menu > Reporting Tools > Query Viewer > V_TA_SCHEDULE_REVIEW

- Time Reporter Changes Query
  NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TA_TIME_REPORTER

- Time Reporter Auto Enrollment Exceptions Query
  NavBar > Menu > Reporting Tools > Query Viewer > V_TA_AUTO_ENROLL_EXC

- TL Eligibility Audit Query
  NavBar > Menu > Reporting Tools > Query Viewer > V_TA ELIGIBILITY_ENROLL_AUDIT

Key Reports/Queries – TA Interface Administrator

- Absence Upload Error Report
  TA WorkCenter > Reports/Processes > Most Run Reports > Absence Upload Error Report

- Time Entry Upload Error Report
  TA WorkCenter > Reports/Processes > Most Run Reports > Time Entry Upload Error Report

See the **Cardinal HCM Time & Attendance Reports Catalog** for more details about these reports. It is located on the Cardinal website in **Reports Catalogs** under **Resources**.

Review Time Checklist Questions

The following questions should be considered when reviewing time:

- ❑ Has all time that requires approval been approved?
- ❑ Are there any Timesheet Exceptions (especially high severity) that have not been resolved?
- ❑ Have all necessary adjustments to time been made?
- ❑ Have all Workflow Setup issues been resolved or delegations made as appropriate? (see the Job Aid titled **TA372 TL Setup Overview**)
- ❑ Are there Absence Requests or non-productive hours for the employee that need to be reported?
- ❑ Are there any employees with schedule deviations (too many or too few hours based on their Work Schedule)?

Work Schedule Naming Convention: SETID = State, 7-Day
Format: NN.NN-AAAAAAA-B, Example: 40.00-Z88888Z-0

Character	Defines	Value
NN.NN	Schedule Hours for the week	Example 40.00, 37.50
AAAAAAA	7-day indicator – first character is Day1, second character is Day2, etc.	0-9, A-X: for example, Z – Off Day 0 – If the hours for the day are between 0.01 and 0.99 1 – If the hours for the day are between 1.00 and 1.99 A – If the hours for the day are between 10.00 and 10.99 B – If the hours for the day are between 11.00 and 11.99 X – If the hours for the day are 24.00
B	Indicates a unique schedule	0-9, A-Z – to indicate a unique schedule

Work Schedule Naming Convention: SETID = State, 9X80
Format: 9X80-AAAAAAA-B, Example: 9X80-Z9998ZZ-0

Character	Defines	Value
AAAAAAA	7-day indicator – first character is Day1, second character is Day2, etc.	0-9, A-X: for example, Z – Off Day 0 – If the hours for the day are between 0.01 and 0.99 1 – If the hours for the day are between 1.00 and 1.99 A – If the hours for the day are between 10.00 and 10.99 B – If the hours for the day are between 11.00 and 11.99 X – If the hours for the day are 24.00
B	Indicates a unique schedule	0-9, A-Z – to indicate a unique schedule

Day 1 in the 14-day schedule will correspond to a Biweekly Pay Period Begin Date in Cardinal – used by Hourly employees.

Note: 9X80 schedules must not be assigned to nonexempt employees.

Work Schedule Naming Convention: SETID = <BU>
Format: NN.NN-AAAAAAA-B, Example: 40.00-5X8X3WK-0

Character	Defines	Value
NN.NN	Schedule Hours for the week	Example 40.00, 80.00, 84.00,
AAAAAAA	Indication of the type of schedule	Example: 4X10+5X8 – Week 1 is a 4 day/10-hour work week, and Week 2 is a 5 day/8-hour work week. 4X10X2WK - Week 1 is a 4 day/10-hour work week, and Week 2 is also a 4 day/10-hour work week, however the workdays are not the same for each week. 4X10+OTH – Week 1 is a 4/day/10-hour work week, and Week 2 is some other type of work week that is not 5X8 or 4x10.
B	Indicates a unique schedule	0-9, A-Z – to indicate a unique schedule

Time Reporter Values

The TL Auto Enroll program will assign the following values to the employee. View the results of the TL Auto Enroll program by viewing the **Maintain Time Reporter Data** page in Cardinal.

Time Reporter Value	Definition
Workgroup	A Time Reporter value that defines Time Reporting Codes, Approval Method, Positive vs. Exception Reporting Type, FLSA Start Date, FLSA Period, and Business rules applied to the employee
Taskgroup	A Time Reporter value that identifies the Timesheet template used to collect and process time for employees
Time Reporter Status	Employee status indicating if the employee is active or inactive
Reporting Template	Template specifying fields available for data entry on the Timesheet and is defaulted from the Taskgroup if not specified

Workgroup Naming Convention

The 9-character Workgroup name reveals the attributes of the group. If the employee is not in the correct Workgroup, it will impact the TRCs that are available to select on the Timesheet.

Character	Defines	Values
1st	Employee Type	**H** = Hourly, **S** = Salaried
2nd	FLSA Status	**N** = Nonexempt, **E** = Exempt
3rd	Employee Category	**1** = Type 1, **2** = Type 2, **3** =Type 3, **A** = Additional Pay Only, **P** = Per Diem Type, **R** = Regular, **M** = Emergency, **J** = Judge, **L**= Law Enforcement **F** = Fire Prevention, **S** = Student
4th	Approval Type	**I** = Reported Time for Interfaced, **F** = Payable Time for Online Full Approval, **P** = Payable Time for Online Partial Approval
5-6th	FLSA Period	**07**, **14**, **21**, **28** Days
7th	Pay Cycle	**B** = Biweekly, **1** = SM1, **2** = SM2, **M** = Monthly
8th	Time Reporter Type	**E** = Exception, **P** = Positive
9th	FLSA Start Day	**1** = Sun, **2** = Mon, **4** = Wed, **6** = Fri, **7** = Sat

EXAMPLE:

SNRF071P1

S = Salaried
N = Non-Exempt
R = Regular
F = Online Full Approval
07 = FLSA 7 Day Period
1 = SM1 Pay Cycle
P = Positive Time Reporter
1 = Sunday First Day of FLSA Period

Taskgroups & ChartFields Access

The following table is a list of Taskgroups and how they relate to ChartFields.

Taskgroup (ending in)	ChartFields
BA	Not Required; **ChartField** link will not appear on **Timesheet**
IN	Not Required; **ChartField** link will not appear on **Timesheet**
CCOP	Optional: **ChartField** link will appear on **Timesheet**
CCO	Optional: **ChartField** link will appear on **Timesheet**
CCRQ	Required: **ChartField** link will appear on **Timesheet**
CCR	Required: **ChartField** link will appear on **Timesheet**

Time Reporter Values – Rule Element 3

Rule elements are user defined values that are assigned on the **Maintain Time Reporter Data** page for each employee. They define various limits for rule processing when Time Administration runs.

Time Reporter Value	Definition
Rule Element 3	Indicates the Hourly ACA Yearly Limit in Hours used to generate exceptions for 90% warning and hours exceeded error (annual limit can be overridden if allowed) Rule Element 3 must have a value for Hourly employees. Set initially at 1400 hours as the hourly annual limit. This limit can be manually overridden with a lower limit in increments of 100 hours or with a maximum allowable 1500 limit. During the Time Admin process the 1500 limit rule will generate exception warnings

Time Reporter Values – Rule Element 4

Rule elements are user defined values that are assigned on the **Maintain Time Reporter Data** page for each employee. They define various limits for rule processing when Time Administration runs.

Time Reporter Value	Definition
Rule Element 4	Indicates the overtime FLSA overtime limit or threshold for reporting overtime and rule validation for eligibility of overtime Format: NN:MMM (NN = FLSA Period Days – for example 07, 14, 21, 28, MMM = the number of hours that should be worked before overtime should be reported) Rule Element 4 must be set for Hourly Nonexempt and all Salaried exempt employees. The first 2 characters must match the FLSA Period from the Workgroup followed by the work week hours. Example: 07:40 which is a 7-day FLSA period with a limit of 40 hours

Time Reporter Values – Rule Element 5

Rule elements are user defined values that are assigned on the **Maintain Time Reporter Data** page for each employee. They define various limits for rule processing when Time Administration runs.

Time Reporter Value	Definition
Rule Element 5	Indicates the Compensatory and Overtime Leave Plan Limits for maximum hours allowed in balance Format: AAA:BBB (AAA = Compensatory Leave Plan Limit, BBB = Overtime Leave Plan Limit) The **Maintain TL Reporter** page must have a value for salaried employees where Cardinal is the Leave System of Record

Comp Plan Values

The Time Reporting Codes available to be reported or interfaced on the Timesheet for employees enrolled in the Comp Plan.

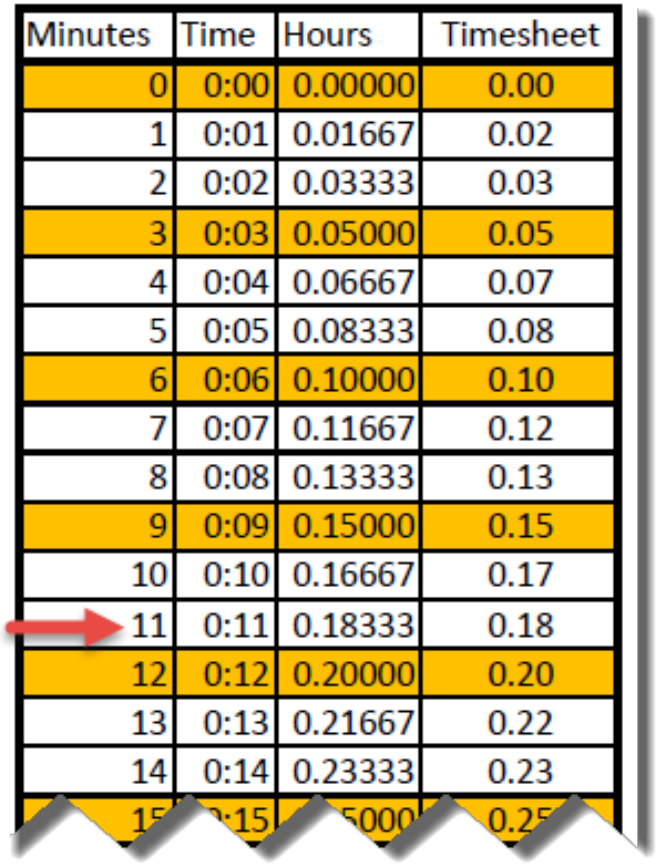
Comp Time Plan	Time Reporting Codes (TRCs)
CARDINAL	Holiday, Holiday Pay Docking, Holiday Straight Pay Extra, Office Closing
COMP LEAVE	Comp Leave Earned, Compensatory Leave Taken, Comp Time Leave Payout, Comp Time Leave Adjust, Comp Time Leave Deduction, Comp Time Leave Adjust CNV, Holiday Straight Earned
OT LEAVE	Overtime Leave Earned, Overtime Leave Taken, Overtime Leave Payout, Overtime Leave Adjust, Overtime Leave Deduction, Overtime Leave Adjust CNV
PAID-OVS	OT @ Straight Time
PAID-OVT	OT @ Time and Half
PAID-EOS	Emerg OT @ Straight Time
PAID-EOT	Emerg OT @ Time 1/2
PAID-CALHP	Called Out Hours (Paid)
PAID-ONCHP	On-Call Hours (Paid)
NONPROD PD	Not required non-productive leave codes for employees using External Leave system
NONPROD RQ	Required non-productive leave codes for employees using External Leave system

Comp Time Plan Values (continued)

Comp Time Plan	Time Reporting Codes (TRCs)
EARNOT-ONC	On-Call Hours (Earn)
EARNAM-ONC	On-Call Hours (Earn)
EARNOT-CAL	Called Out Hours (Earn)
EARNAM-CAL	Called Out Hours (Earn)
EARNOT-ECS	Emergency Comp Earn
EARNAM-ECS	Emergency Comp Earn
EARNOT-OCS	Comp Leave Earned
EARNOT-OCT	Overtime Leave Earned
EARNAM-ECT	Emergency OT Leave Earned
AMNT-ONC$$	On-Call Amount
AMNT-CAL$$	Called Out Amount
AMNT-DIF$$	Weekend/Holiday Diff Amount
AMNT-MED$$	Medication Amount

Time Rounding

Cardinal accepts time entry to the hundredths of an hour; two digits after the decimal point. If an employee works **8 hours and 11 minutes**, the Timesheet entry would be **8.18**. Although Cardinal accepts time entry to the hundredth of an hour, it is not required that time be entered to that level. Follow your Agency policy regarding time entry.



Minutes	Time	Hours	Timesheet
0	0:00	0.00000	0.00
1	0:01	0.01667	0.02
2	0:02	0.03333	0.03
3	0:03	0.05000	0.05
4	0:04	0.06667	0.07
5	0:05	0.08333	0.08
6	0:06	0.10000	0.10
7	0:07	0.11667	0.12
8	0:08	0.13333	0.13
9	0:09	0.15000	0.15
10	0:10	0.16667	0.17
11	0:11	0.18333	0.18
12	0:12	0.20000	0.20
13	0:13	0.21667	0.22
14	0:14	0.23333	0.23
15	0:15	0.25000	0.25

Minutes	Time	Hours	Timesheet
0	0:00	0.00000	0.00
1	0:01	0.01667	0.02
2	0:02	0.03333	0.03
3	0:03	0.05000	0.05
4	0:04	0.06667	0.07
5	0:05	0.08333	0.08
6	0:06	0.10000	0.10
7	0:07	0.11667	0.12
8	0:08	0.13333	0.13
9	0:09	0.15000	0.15
10	0:10	0.16667	0.17
11	0:11	0.18333	0.18
12	0:12	0.20000	0.20
13	0:13	0.21667	0.22
14	0:14	0.23333	0.23
15	0:15	0.25000	0.25
16	0:16	0.26667	0.27
17	0:17	0.28333	0.28
18	0:18	0.30000	0.30
19	0:19	0.31667	0.32
20	0:20	0.33333	0.33
21	0:21	0.35000	0.35
22	0:22	0.36667	0.37
23	0:23	0.38333	0.38
24	0:24	0.40000	0.40
25	0:25	0.41667	0.42
26	0:26	0.43333	0.43
27	0:27	0.45000	0.45
28	0:28	0.46667	0.47
29	0:29	0.48333	0.48

Minutes	Time	Hours	Timesheet
30	0:30	0.50000	0.50
31	0:31	0.51667	0.52
32	0:32	0.53333	0.53
33	0:33	0.55000	0.55
34	0:34	0.56667	0.57
35	0:35	0.58333	0.58
36	0:36	0.60000	0.60
37	0:37	0.61667	0.62
38	0:38	0.63333	0.63
39	0:39	0.65000	0.65
40	0:40	0.66667	0.67
41	0:41	0.68333	0.68
42	0:42	0.70000	0.70
43	0:43	0.71667	0.72
44	0:44	0.73333	0.73
45	0:45	0.75000	0.75
46	0:46	0.76667	0.77
47	0:47	0.78333	0.78
48	0:48	0.80000	0.80
49	0:49	0.81667	0.82
50	0:50	0.83333	0.83
51	0:51	0.85000	0.85
52	0:52	0.86667	0.87
53	0:53	0.88333	0.88
54	0:54	0.90000	0.90
55	0:55	0.91667	0.92
56	0:56	0.93333	0.93
57	0:57	0.95000	0.95
58	0:58	0.96667	0.97
59	0:59	0.98333	0.98

Time Rejected by Payroll Reasons

The following table provides a list of potential reasons that may cause a time transaction to return a Rejected by Payroll status during the Load Time to Pay process. The TL Administrator and Payroll Administrator work together to determine the resolution of rejected time transactions and when it is appropriate to use the Adjust Paid Time process.

Reason	Troubleshooting
Invalid Mapping of TRC to NA Earnings Code	Contact PPS to investigate
Employee is not active in JOB (e.g., Terminated, Leave of Absence)	Contact SPO to create paysheet SPO will proactively monitor for these situations as well
Employee has change paygroups in the Pay Period being processed (Time will reject and then load in the new paygroup unless the new paygroup is also in a different company)	Contact SPO for guidance
TRC in Payable Time is mapped to a NA Earnings Code that is not in the Employee's Earning Program	Contact PPS to investigate
Employee has prior period adjustments when associated to a different paygroup in a different company	
If the TRC is Hours or Units and if the value is between +/- 9,99999.99 the time is rejected by the Load Time and Labor process	Correct the hours/units or TRC and reload or correct and wait until the next payroll or SPO can pay and TL admin changes status

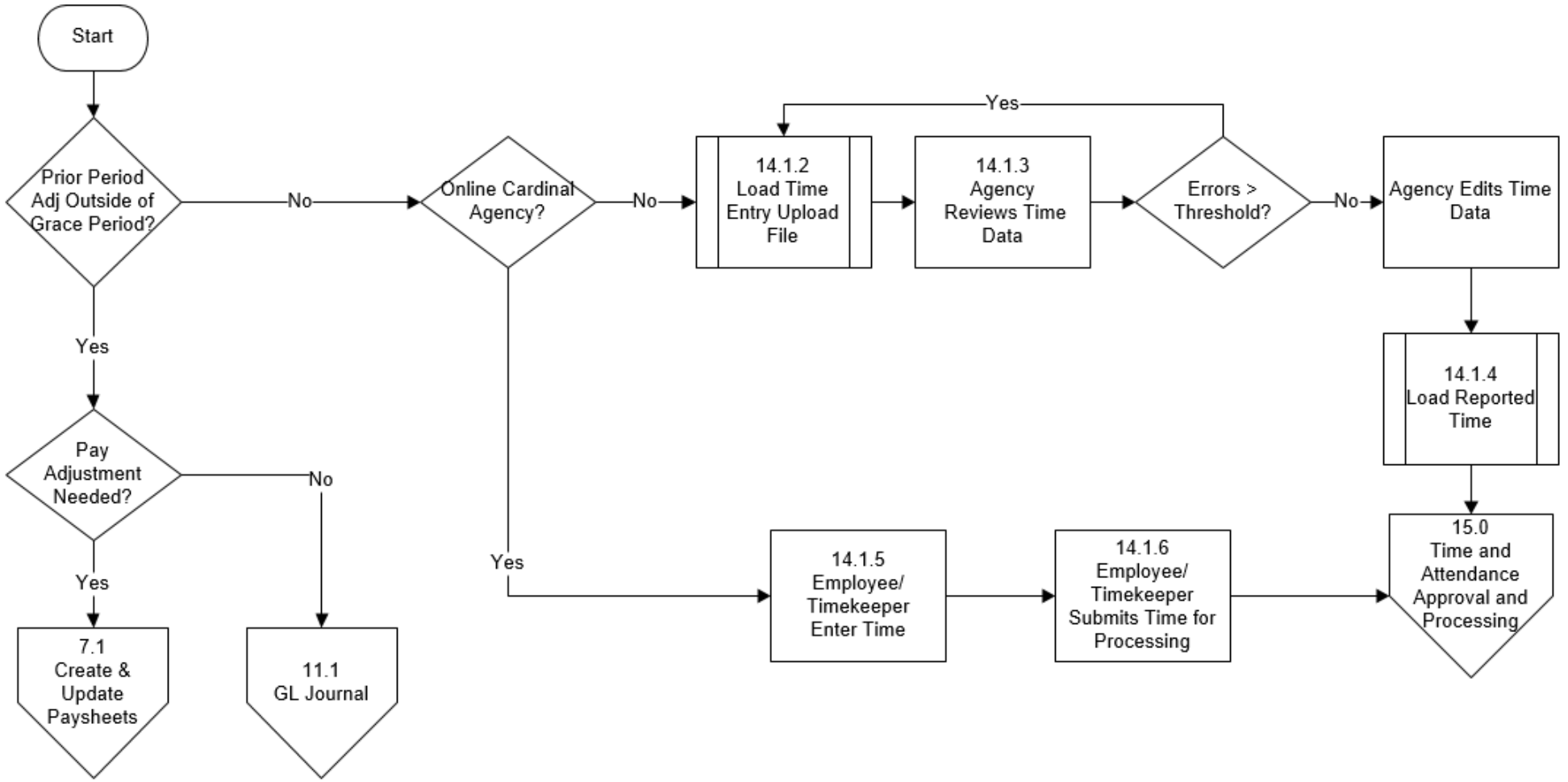
Time Rejected by Payroll Reasons (continued)

Reason	Troubleshooting
If the TRC is Amount type and if the value is not between +/- 99,999,999.99 then time is rejected by the Load Time and Labor process	Correct the amount or TRC and reload or correct and wait until the next payroll or SPO can pay and TL admin changes status
If the sum of the hours/units/amount for a Pay Period exceeds +/- 9,9999.99 in the case of hours/units and +/- 99,999,999.99 in the case of amount the employees time for the entire Pay Period is rejected	Correct the hours, amount or TRC and reload or correct and wait until the next payroll or SPO can pay and TL admin changes status
Employee had a job change since the last run of the Load Time and Labor process. Time for all jobs will reject and should be reloaded	Reload time or SPO can pay and TL Admin changes status
The employee terminated prior to the Pay Period Begin Date, and there is unprocessed Payable Time	Contact SPO to create paysheet. SPO will proactively monitor for this situation
The employee has too many prior period adjustments. This will occur when an employee has 99 XREF NUM already loaded to the paysheets from a previous run	Contact SPO for direction
The employee has a job earnings distribution setup on job data that uses an earnings code which is not the default earnings code for Regular earnings or for the employee's paygroup	Contact HR. Job earnings distribution on job data should not be used

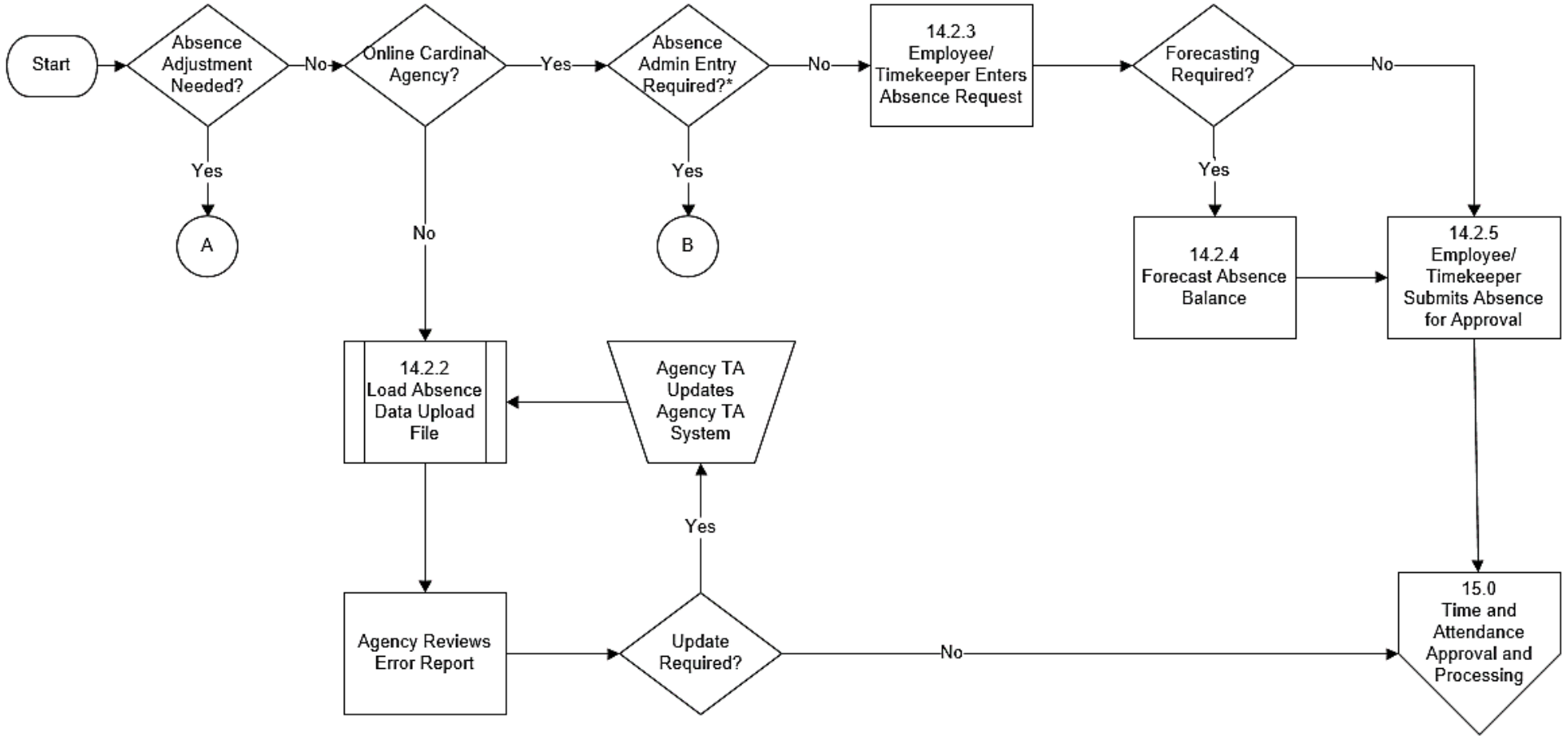
Time Rejected by Payroll Reasons (continued)

Reason	Troubleshooting
If the time being loaded is for a paygroup that uses FLSA calendars and the calendars are not built, the payable time is rejected. No error message generated in this case	Contact PPS to investigate
The currency code on the Payable Time does not match the currency code on the employee's paygroup	Contact PPS

Manage Time Entry

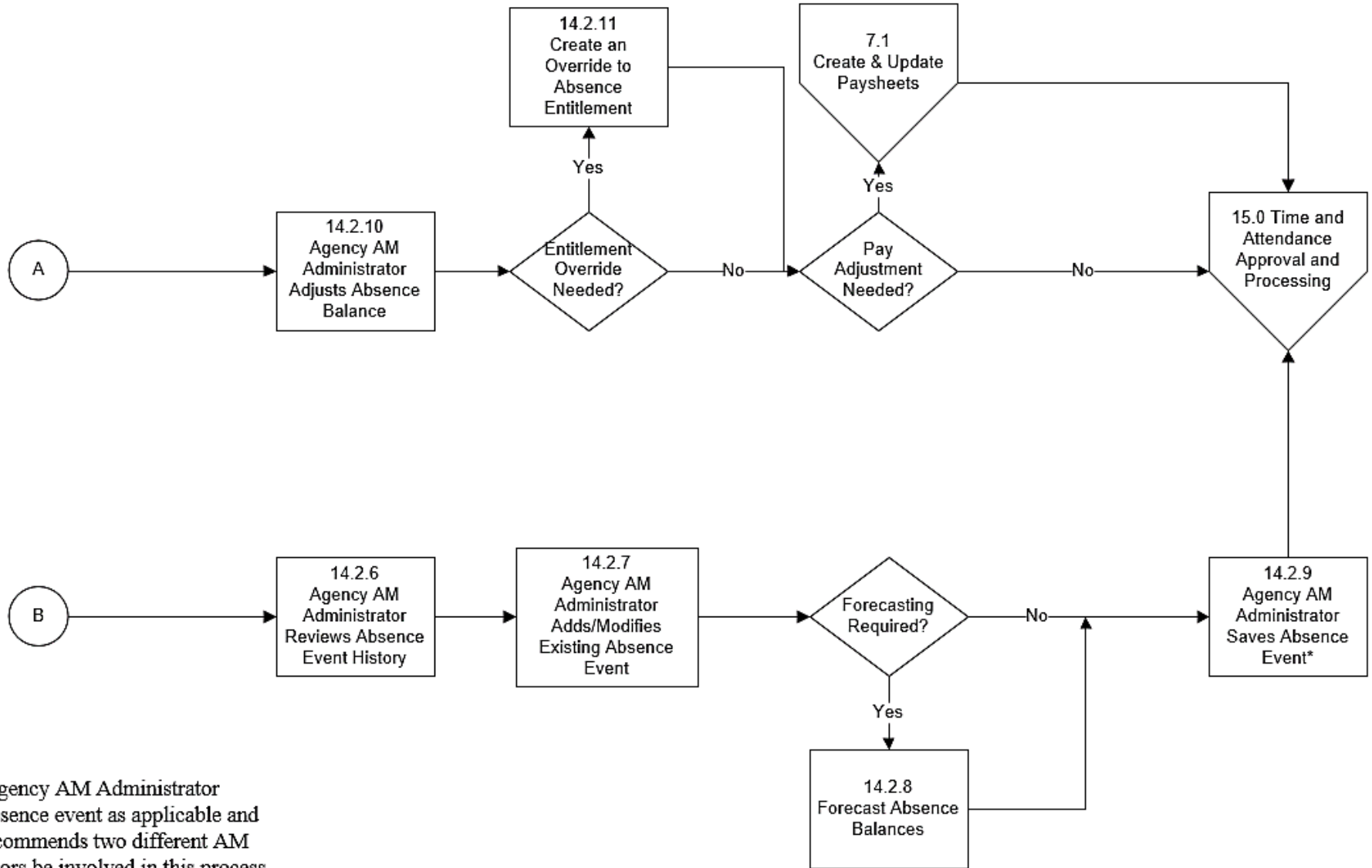


Manage Absence Reporting



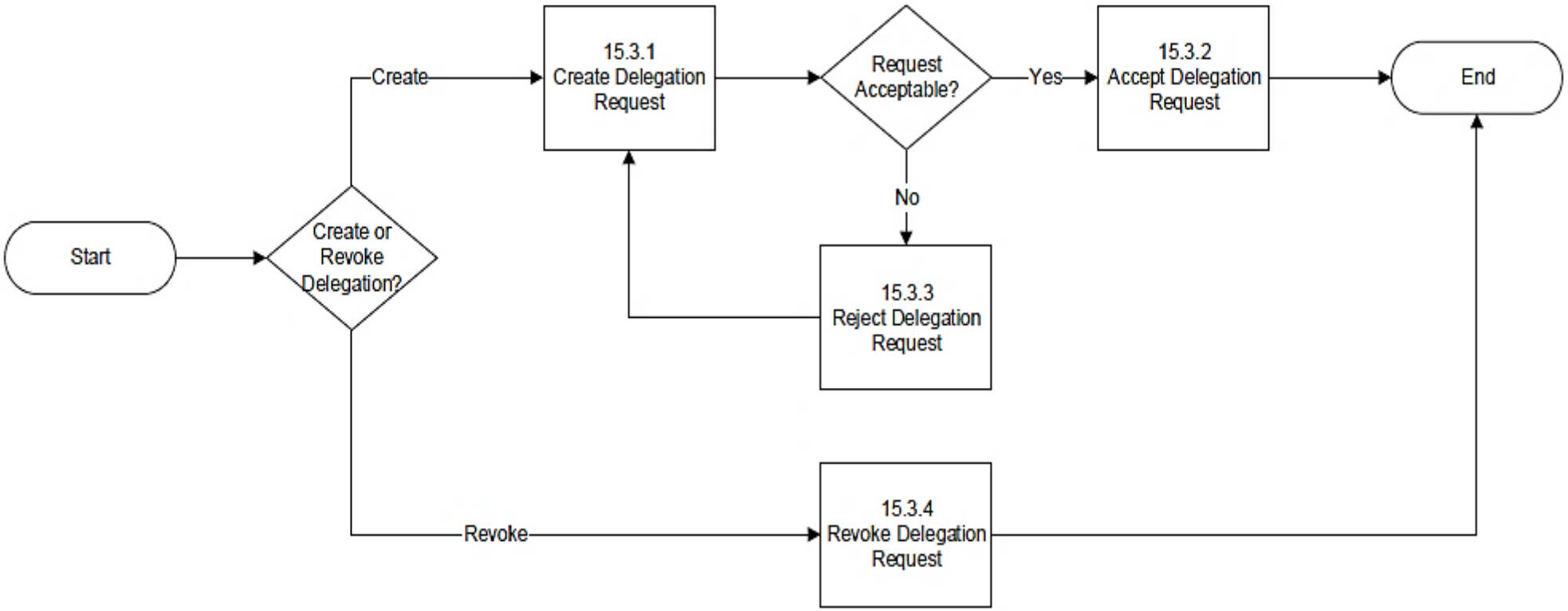
*Absence types that require eligibility verification or where a balance adjustment is needed. Examples:
- Short Term Disability (STD)
- Long Term Disability (LTD)
- Workers Compensation (WCP)

Manage Absence Reporting (continued)

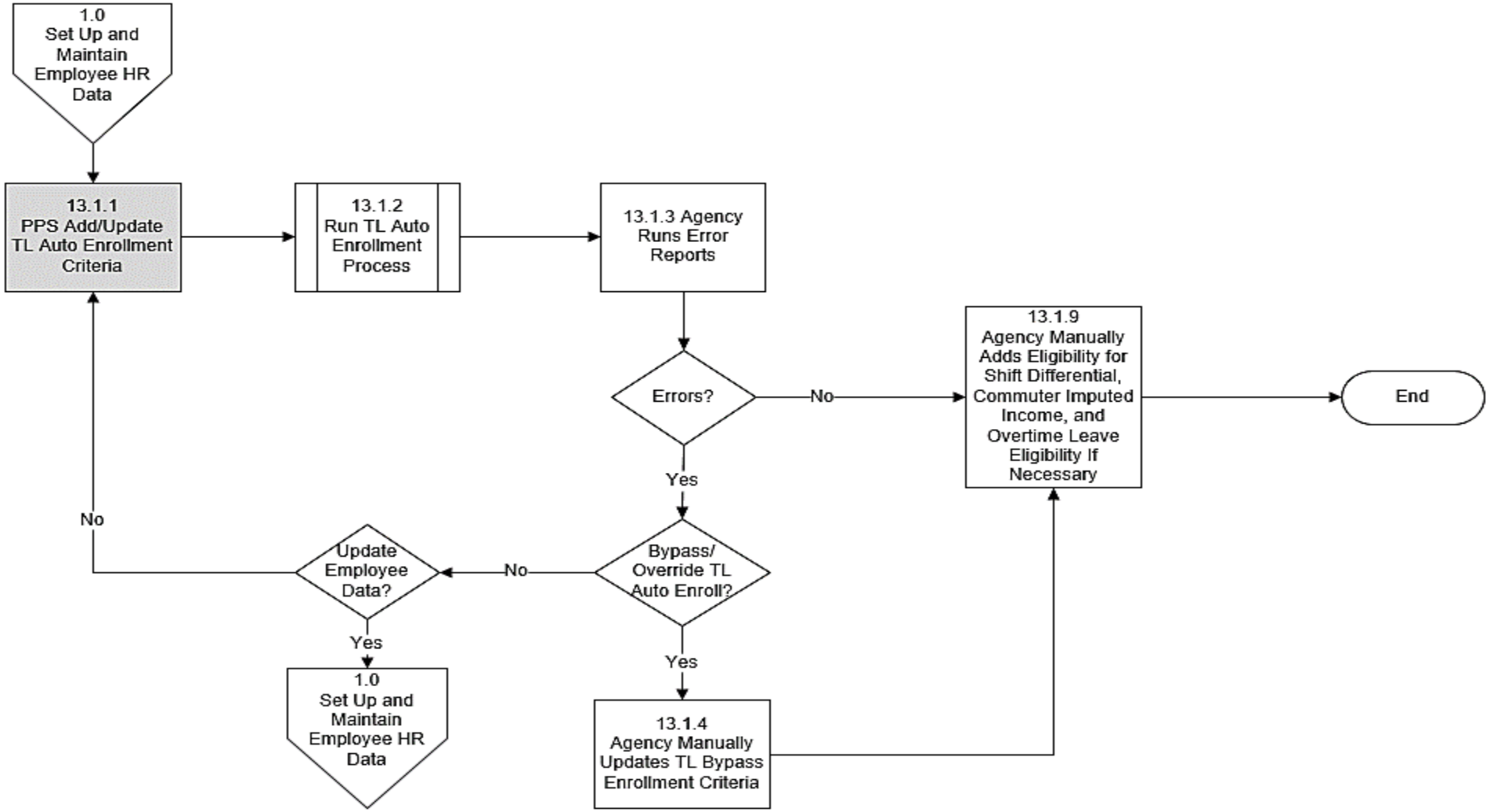


* Second Agency AM Administrator approves absence event as applicable and Cardinal recommends two different AM Administrators be involved in this process

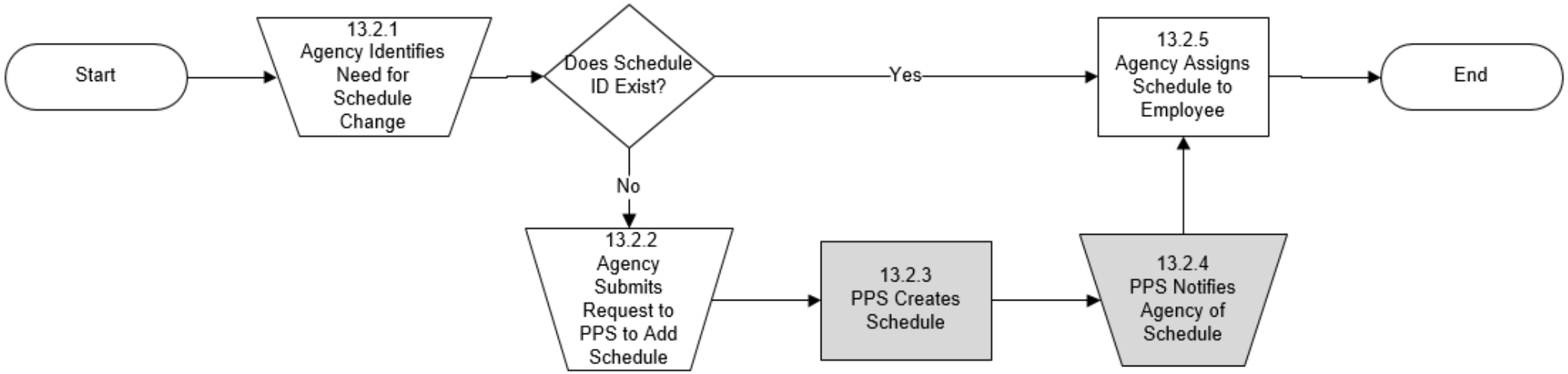
Administer Delegation



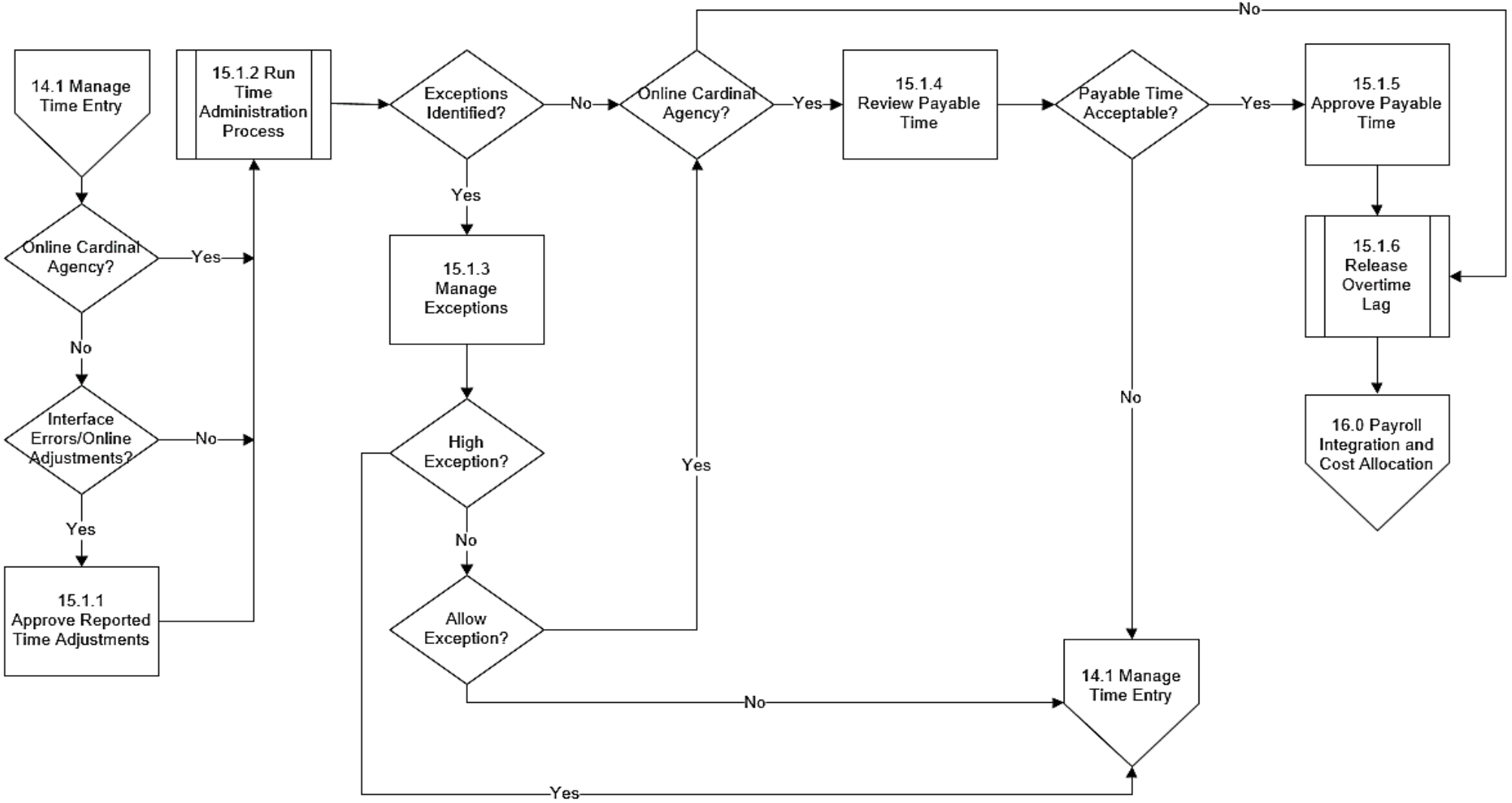
Enroll and Maintain Time Reporters and Comp Plan Enrollment Process



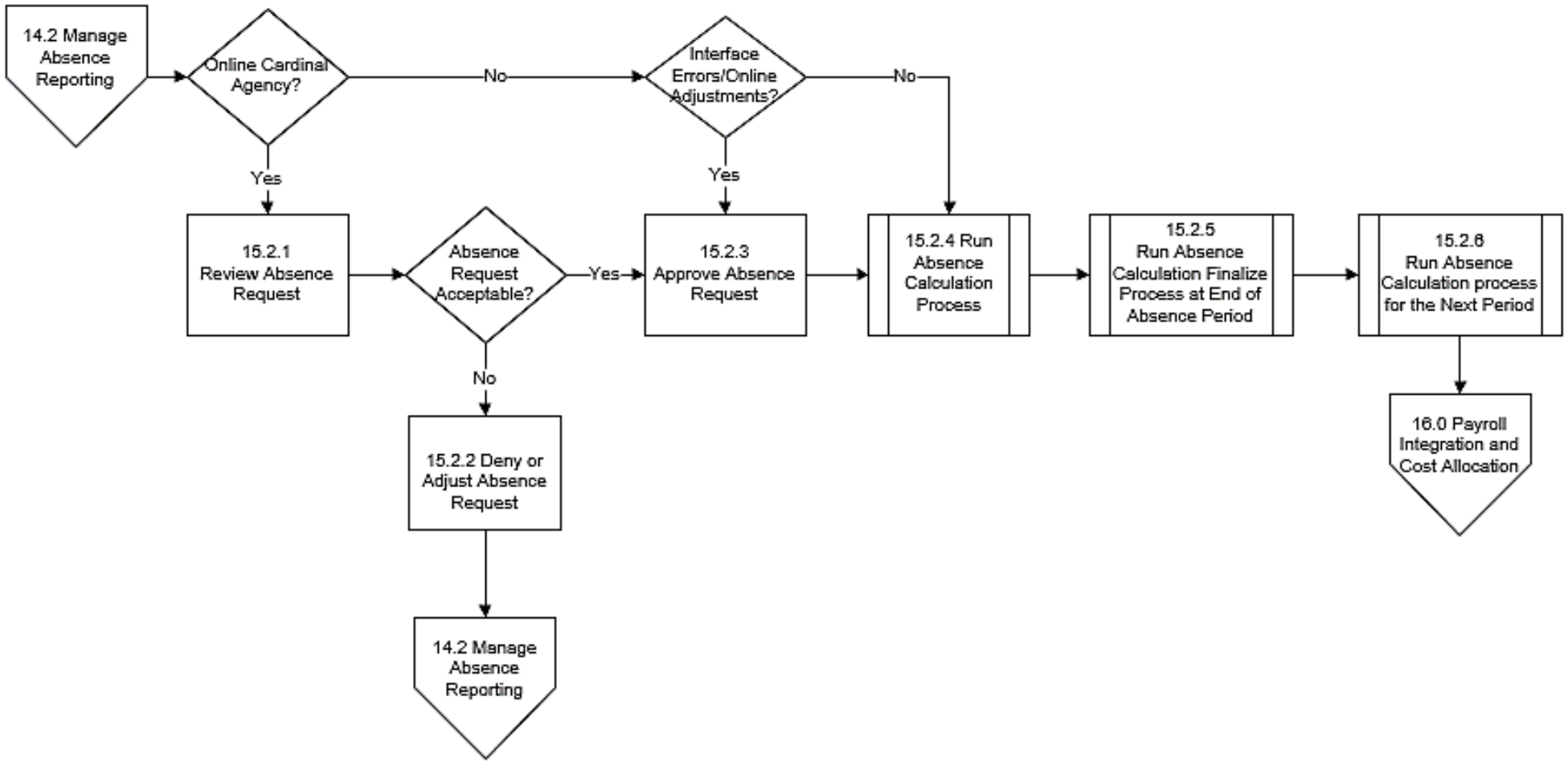
Create and Maintain Employee Work Schedules



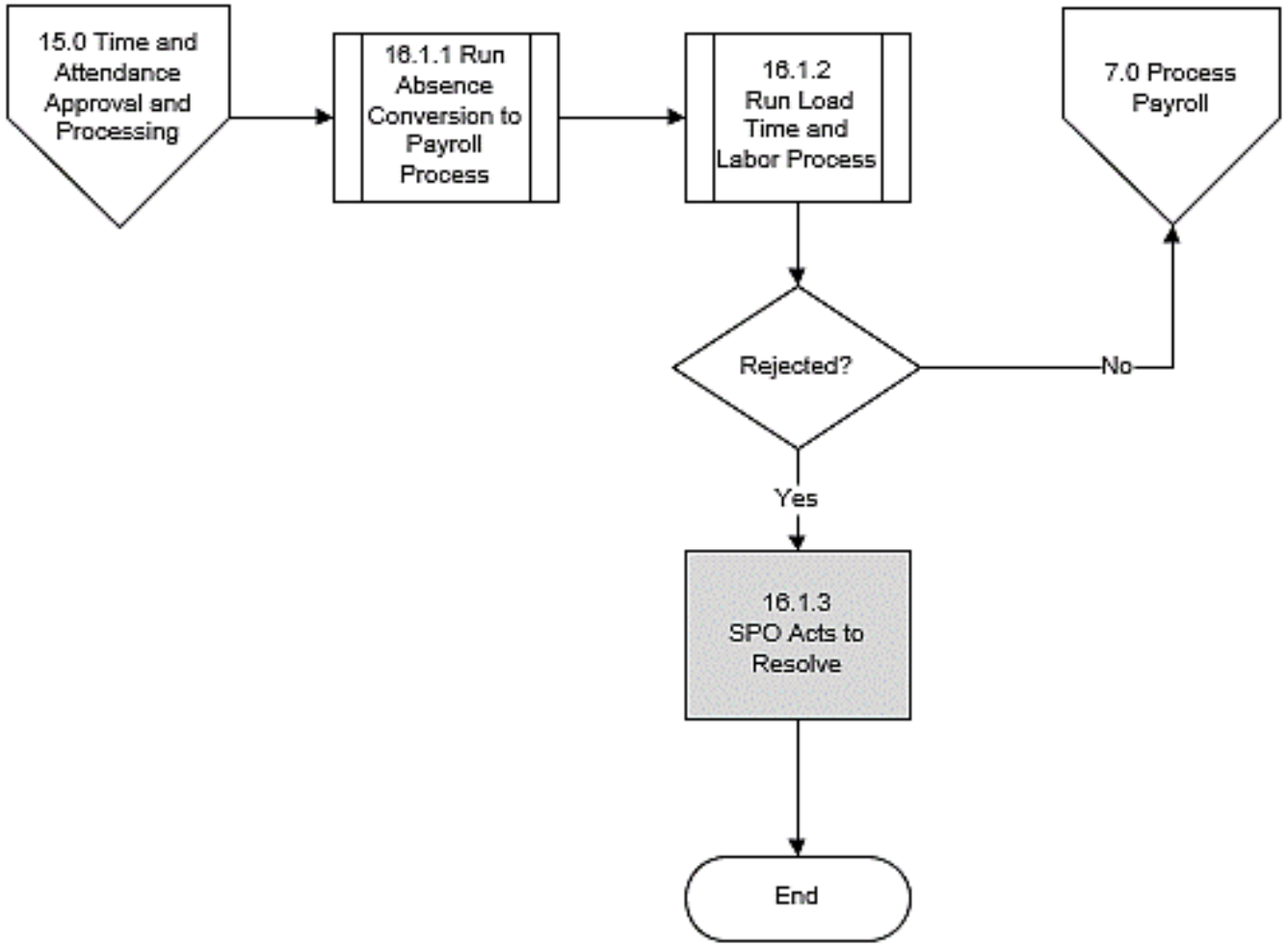
Time & Attendance Approval Processing



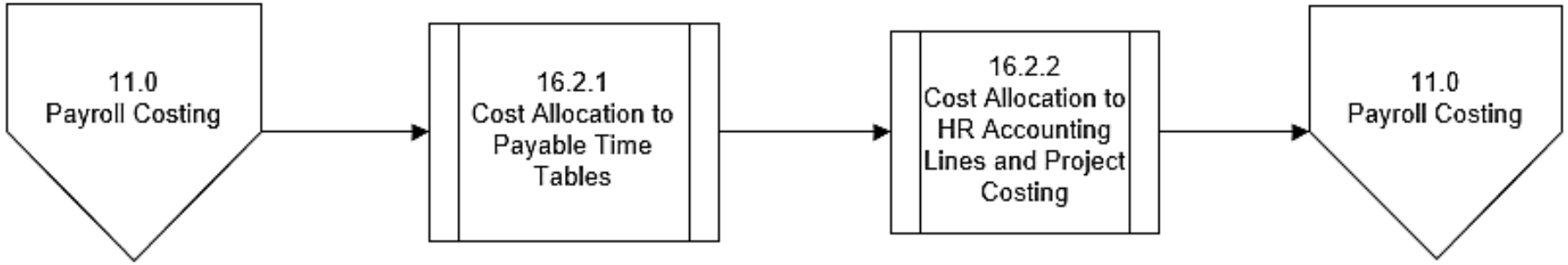
Administer Absence Processing



Integration between Cardinal Time & Attendance and Payroll



Cost Allocation of Time after Payroll



Flowchart Key

