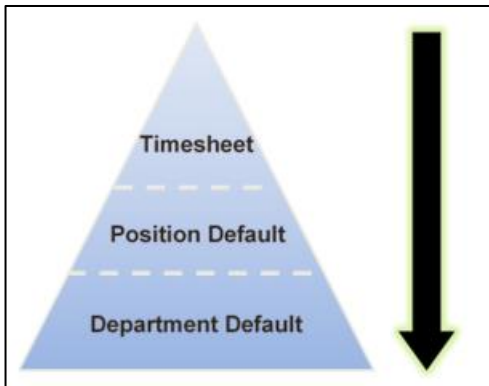


Entering ChartField Details on the Timesheet Overview

Payroll expense allocations are driven by funding data called ChartFields. In Cardinal Payroll, ChartField information is entered in two places: directly on the Timesheet and as position and/or department defaults. ChartFields are always required to ensure payroll expenses are allocated appropriately. Cardinal first looks for ChartFields on the Timesheet. If there are none, it will apply the Position funding defaults. If no position defaults are set up, Cardinal will use the Department funding defaults.



Agencies determine which employees see the **ChartFields** link on their Timesheet. Typically, those employees who charge their time to different agencies, departments, or projects will see the **ChartFields** link on their Timesheets. Agencies can elect to have ChartFields setup one of the following ways for each employee:

- **Default** – **ChartField** link is not visible on the Timesheet and funding information will always use position or department defaults. **Taskgroup** ends in BA or IN
- **Optional** – **ChartField** link is visible on the Timesheet and employee has the option to change default values as needed/directed. **Taskgroup** ends CCOP or CCO
- **Required** – **ChartField** link is visible on the Timesheet and ChartFields must be entered for all productive time because position or department defaults are not used. **Taskgroup** ends in CCRQ or CRQ

The **ChartFields** link is in the timesheet grid and is used to access the **ChartField Detail** page, where individual charge distribution values (i.e., ChartField strings) are added or updated. If ChartFields are required, they must be associated with each Time Reporting Code (TRC) used to report productive time.

SpeedTypes can be used in conjunction with ChartFields to help quickly enter combinations of charge distribution values (i.e., ChartField strings). The use of SpeedTypes is optional, and not all agencies have SpeedTypes available in Cardinal. Follow up with your supervisor/manager to determine if SpeedTypes will be used within your agency.

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



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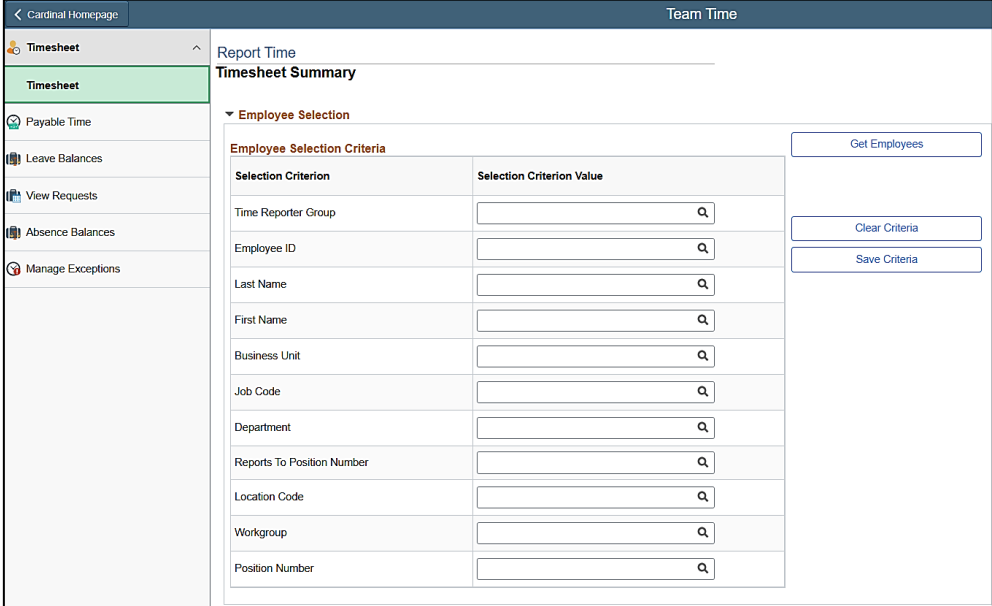



Time & Attendance Job Aid

TA371_Entering ChartField Details on the Timesheet

Revision History

Revision Date	Summary of Changes
1/2/2025	Baseline

Entering ChartFields on the Timesheet

Step	Action
1.	Navigate to the Timesheet page using the following path: Team Time Tile > Timesheet
	<p>The Timesheet Summary page displays.</p> 
2.	Enter the Employee ID or known portion of the Employee ID in the Employee ID field. 
	Users can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.
3.	Click the Get Employees button. 



Time & Attendance Job Aid

TA371_Entering ChartField Details on the Timesheet

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

The **Search Results** display on the bottom portion of the **Timesheet Summary** page.

Employees For , Totals From 12/09/2024 - 12/15/2024

1-1 of 1

Time Summary Demographics

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
			0	5.00	0.00	40.00			5.00	0.00

4. Click on the **Last Name** link for the applicable employee.

Time Summary Demographics

Last Name	First Name	Employee ID

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

Timesheet

Employee ID [Redacted]

Empl Record 0

Info Technology, Specialist II

Time Reporting Type Exception

Earliest Change Date 09/25/2024

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 12/16/2024

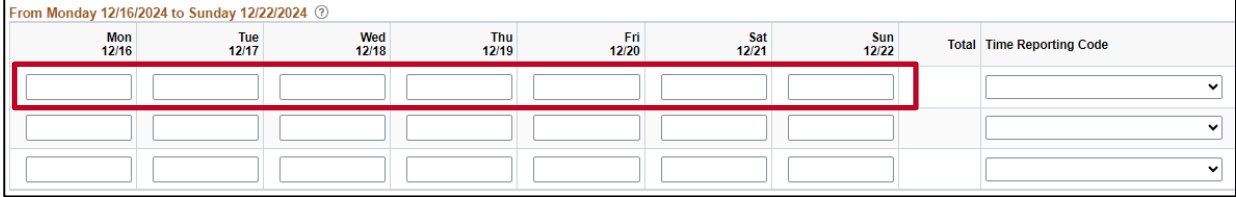

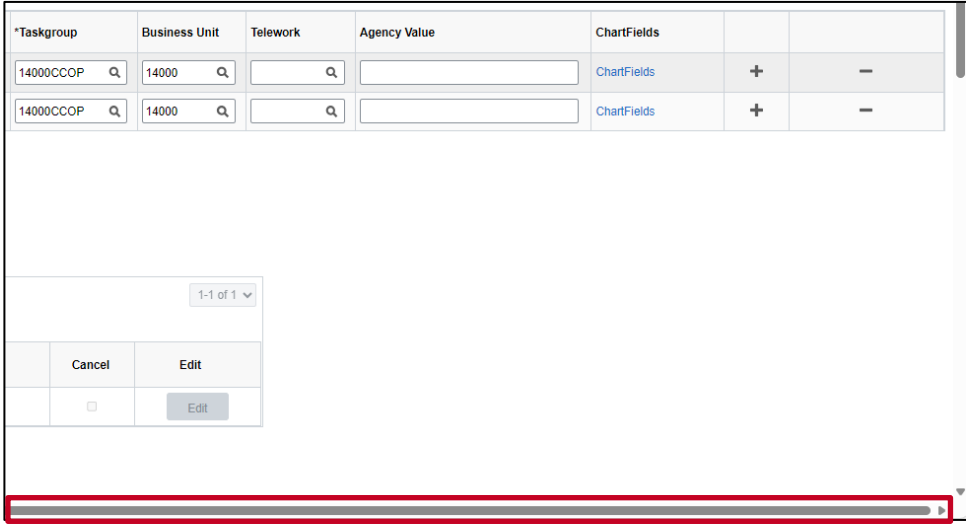


Scheduled Hours 40.00 Reported Hours 0.00

From Monday 12/16/2024 to Sunday 12/22/2024

Mon 12/16	Tue 12/17	Wed 12/18	Thu 12/19	Fri 12/20	Sat 12/21	Sun 12/22	Total	Time Reporting Code

Save for Later Submit Apply Schedule

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions Payable Time

Step	Action
5.	<p>Enter the hours worked each day in the fields for the appropriate date column.</p> 
6.	<p>Select the appropriate Time Reporting Code (TRC) using the Time Reporting Code field dropdown button.</p> 
7.	<p>Scroll to the right as needed.</p> 
8.	<p>Click the ChartFields link.</p> 
	<p>Each row of productive time entered on the Timesheet must have the appropriate ChartFields defined if the Agency has determined that ChartFields are required for the employee.</p>

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

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

ChartField Common Component

ChartField Detail

Employee ID

Set ID: 14000

Search Options

Speed Types

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2
599999	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

9. The **Account** field defaults based on the user's Agency and cannot be changed. Enter the ChartField values provided by the supervisor/manager in the corresponding fields using the **Look Up** icons.

Account	Fund	Program	Department	Cost Center
599999	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



If the Agency uses SpeedTypes, proceed to the [Using SpeedTypes to Enter ChartFields](#) section of this Job Aid.

Sample of a completed **ChartField Detail** page:

ChartField Detail

Employee ID

Set ID: 14000

Search Options

Speed Types

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset
599999	01000	100001	10120	40057	<input type="text"/>	<input type="text"/>	<input type="text"/>

10. Click the **OK** button.

Ok

Cancel



Step	Action																								
11.	Proceed to Step 14 if an error message does not display (i.e., the ChartField value is valid and complete).																								
<p>Cardinal displays the following error message if the ChartField value is not valid or has missing required values:</p> <div data-bbox="152 520 1487 653" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Invalid value -- press the prompt button or hyperlink for a list of valid values (15,11)</p> <p>The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink associated with field, which is currently focused.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div>																									
12.	<p>Click the OK button to close the Message.</p> <div data-bbox="266 743 461 831" style="border: 1px solid black; padding: 5px; text-align: center;"> <input type="button" value="OK"/> </div>																								
<p>The ChartField Details page returns with the invalid/missing field(s) highlighted with a red background.</p> <div data-bbox="152 919 1487 1098" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="8" style="text-align: left; font-weight: normal;">ChartField Detail</th> </tr> <tr> <th style="width: 12.5%;">Account</th> <th style="width: 12.5%;">Fund</th> <th style="width: 12.5%;">Program</th> <th style="width: 12.5%;">Department</th> <th style="width: 12.5%;">Cost Center</th> <th style="width: 12.5%;">Task</th> <th style="width: 12.5%;">FIPS</th> <th style="width: 12.5%;">Asset</th> </tr> </thead> <tbody> <tr> <td>599999</td> <td>10000 <input type="text" value=""/></td> <td>390002 <input type="text" value=""/></td> <td style="background-color: #f0f0f0;">107200 <input type="text" value=""/></td> <td><input type="text" value=""/></td> <td><input type="text" value=""/></td> <td><input type="text" value=""/></td> <td><input type="text" value=""/></td> </tr> </tbody> </table> <p style="margin-top: 5px;"><input type="button" value="Ok"/> <input type="button" value="Cancel"/></p> </div>		ChartField Detail								Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	599999	10000 <input type="text" value=""/>	390002 <input type="text" value=""/>	107200 <input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
ChartField Detail																									
Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset																		
599999	10000 <input type="text" value=""/>	390002 <input type="text" value=""/>	107200 <input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>																		
13.	Make the necessary adjustments to the ChartField information. Contact the supervisor/manager as needed to obtain the correct information.																								
14.	<p>Click the Ok button to confirm the updates to the charge distribution.</p> <div data-bbox="259 1287 672 1371" style="border: 1px solid black; padding: 5px; text-align: center;"> <input style="border: 2px solid red;" type="button" value="Ok"/> <input type="button" value="Cancel"/> </div>																								



Step	Action
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The **Timesheet** page returns.

Timesheet [New Window](#) | [Help](#)

Employee ID [redacted]
 Empl Record 0
 Time Reporting Type Exception
 Earliest Change Date 09/25/2024

Info Technology Specialist II
 Actions ▾

Select Another Timesheet

*View By Week ▾ [Previous Week](#) [Next Week](#)

*Date 12/16/2024 📅 ↻

Scheduled Hours 40.00 Reported Hours 12.00

From Monday 12/16/2024 to Sunday 12/22/2024 ⓘ

Mon 12/16	Tue 12/17	Wed 12/18	Thu 12/19	Fri 12/20	Sat 12/21	Sun 12/22	Total	Time Reporting Code	*Taskgroup
4.00	8.00						12.00	VAC - Vacation	14000CCOP
4.00		8.00	8.00	8.00				REG - Regular Hours ▾	14000CCOP

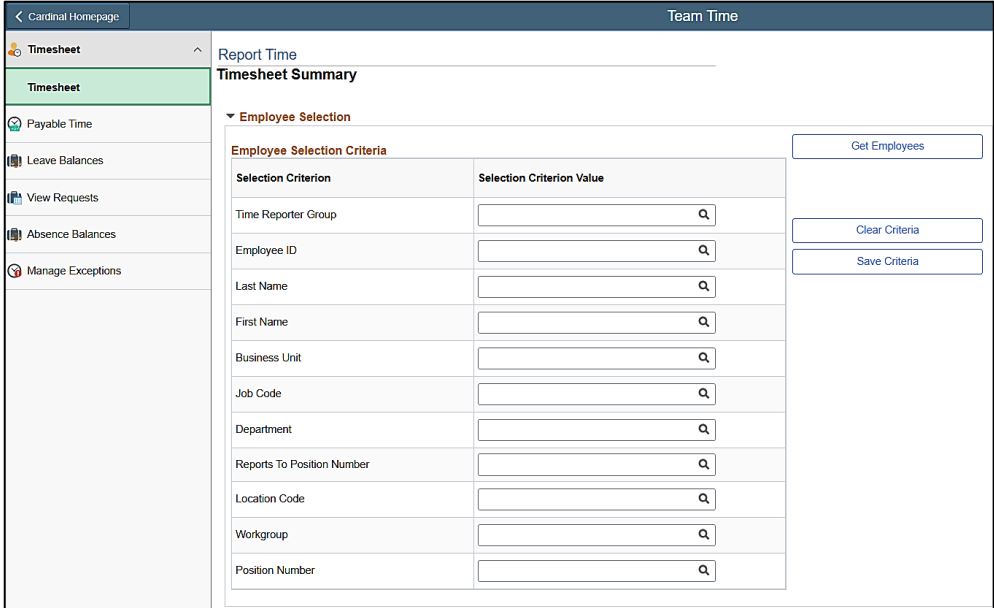



Save for Later Submit Apply Schedule

15. Click the **Submit** button.

Save for Later

Submit

Using SpeedTypes to Enter ChartFields

Step	Action
1.	Navigate to the Timesheet page using the following path: Team Time Tile > Timesheet
<p>The Timesheet Summary page displays.</p> 	
2.	Enter the Employee ID or known portion of the Employee ID in the Employee ID field. 
	Users can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.
3.	Click the Get Employees button. 



Time & Attendance Job Aid

TA371_Entering ChartField Details on the Timesheet

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

The **Search Results** display on the bottom portion of the **Timesheet Summary** page.

Employees For , Totals From 12/09/2024 - 12/15/2024

1-1 of 1

Time Summary Demographics

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
			0	5.00	0.00	40.00			5.00	0.00

4. Click the **Last Name** link for the applicable employee.

Time Summary Demographics

Last Name	First Name	Employee ID

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

Timesheet

Employee ID [redacted]
 Empl Record 0
 Info Technology Specialist II
 Time Reporting Type Exception
 Actions-
 Earliest Change Date 09/25/2024

Select Another Timesheet

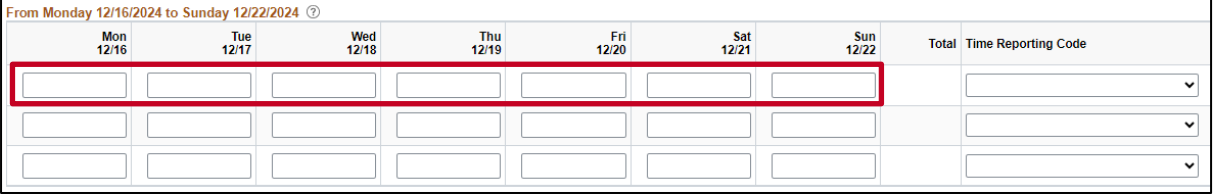

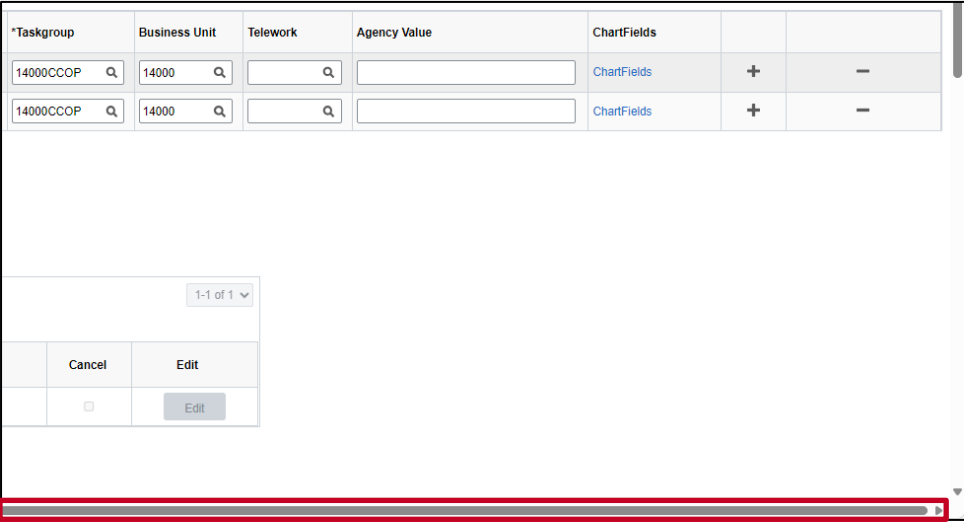
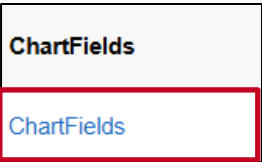

View By Week Previous Week Next Week
 Date 12/16/2024
 Scheduled Hours 40.00 Reported Hours 0.00

From Monday 12/16/2024 to Sunday 12/22/2024

Mon 12/16	Tue 12/17	Wed 12/18	Thu 12/19	Fri 12/20	Sat 12/21	Sun 12/22	Total	Time Reporting Code

Save for Later Submit Apply Schedule

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions Payable Time

Step	Action
5.	<p>Enter the hours worked each day in the fields for the appropriate date column.</p> 
6.	<p>Select the appropriate Time Reporting Code (TRC) using the Time Reporting Code field dropdown button.</p> 
7.	<p>Scroll to the right as needed.</p> 
8.	<p>Click the ChartFields link.</p> 
	<p>Each row of productive time entered on the Timesheet must have the appropriate ChartFields defined if the Agency has determined that ChartFields are required for the employee.</p>

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

The **ChartField Detail** page displays in a pop-up window. The **Account** field defaults based on the user's Agency and cannot be changed.

ChartField Common Component

ChartField Detail

Employee ID

Set ID: 14000

Search Options

Speed Types

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2
599999	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- In the **Search Options** box at the top of the page, click the **Search** button next to the **Speed Types** radio button.

Search Options

Speed Types

The **Search SpeedTypes** page displays in a pop-up window.


Search Speed Types

SpeedType Key

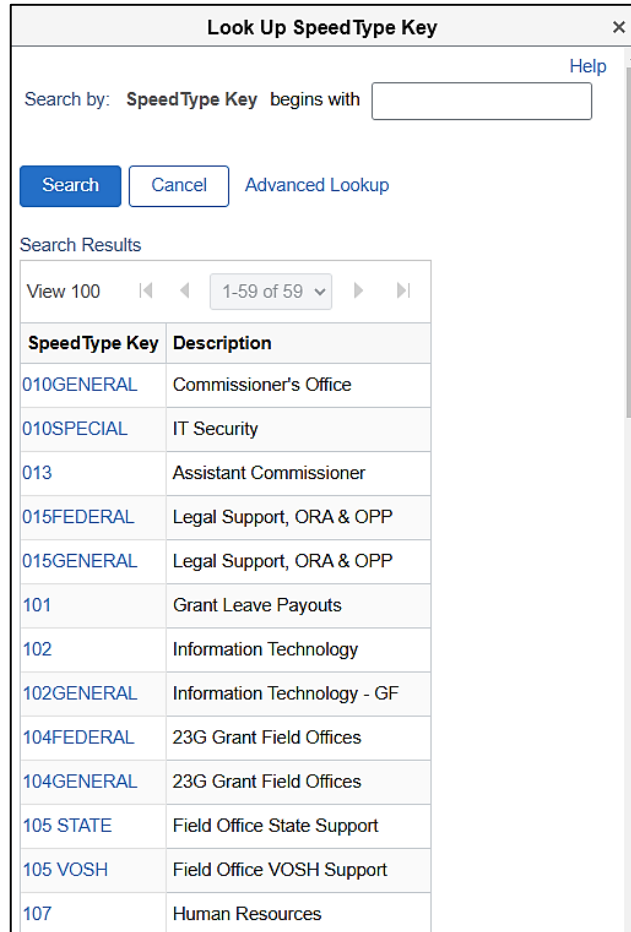
Search by ChartFields

Account <input type="text" value="599999"/>	Asset <input type="text"/>	Category <input type="text"/>
Fund <input type="text"/>	Agency Use 1 <input type="text"/>	Subcategory <input type="text"/>
Program <input type="text"/>	Agency Use 2 <input type="text"/>	Affiliate <input type="text"/>
Department <input type="text"/>	PC Business Unit <input type="text"/>	Fund Affiliate <input type="text"/>
Cost Center <input type="text"/>	Project <input type="text"/>	
Task <input type="text"/>	Activity <input type="text"/>	
FIPS <input type="text"/>	Source Type <input type="text"/>	

ChartField Detail		Select	SpeedType	Account	Department	Project	Task	Fund	FIPS	Affiliate	Asset	Agency Use 2	Cost
<input type="text"/>	<input type="text"/>	1	<input type="button" value="Select"/>										

Step	Action
10.	Click the SpeedType Key Look Up icon. 

The **Look Up Speed Type Key** page displays in a pop-up window.



Look Up SpeedType Key

Search by: SpeedType Key begins with

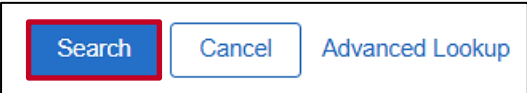
[Help](#)

[Advanced Lookup](#)

Search Results

View 100 | 1-59 of 59

SpeedType Key	Description
010GENERAL	Commissioner's Office
010SPECIAL	IT Security
013	Assistant Commissioner
015FEDERAL	Legal Support, ORA & OPP
015GENERAL	Legal Support, ORA & OPP
101	Grant Leave Payouts
102	Information Technology
102GENERAL	Information Technology - GF
104FEDERAL	23G Grant Field Offices
104GENERAL	23G Grant Field Offices
105 STATE	Field Office State Support
105 VOSH	Field Office VOSH Support
107	Human Resources

11.	Click the Search button if applicable. 
-----	--

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

The **Search Speed Types** page refreshes with the available SpeedTypes.

Look Up Speed Type Key ×

[Help](#)

Search by: **SpeedType Key** begins with

[Advanced Lookup](#)

Search Results

View 100 |<< 1-1 of 1 >>|

SpeedType Key	Description
107	Human Resources

12. Click the **SpeedType Key** link for the appropriate SpeedType.

Search Results

View 100 |<< 1-1 of 1 >>|

SpeedType Key	Description
107	Human Resources

The **Search Speed Types** page displays.

SpeedType Key

Search by ChartFields

Account <input type="text" value="599999"/>	Asset <input type="text"/> <input type="button" value="Q"/>	Category <input type="text"/> <input type="button" value="Q"/>
Fund <input type="text" value="01000"/> <input type="button" value="Q"/>	Agency Use 1 <input type="text"/> <input type="button" value="Q"/>	Subcategory <input type="text"/> <input type="button" value="Q"/>
Program <input type="text" value="599001"/> <input type="button" value="Q"/>	Agency Use 2 <input type="text"/> <input type="button" value="Q"/>	Affiliate <input type="text"/> <input type="button" value="Q"/>
Department <input type="text" value="18100"/> <input type="button" value="Q"/>	PC Business Unit <input type="text"/> <input type="button" value="Q"/>	Fund Affiliate <input type="text"/> <input type="button" value="Q"/>
Cost Center <input type="text" value="107"/> <input type="button" value="Q"/>	Project <input type="text"/> <input type="button" value="Q"/>	
Task <input type="text"/> <input type="button" value="Q"/>	Activity <input type="text"/> <input type="button" value="Q"/>	
FIPS <input type="text"/> <input type="button" value="Q"/>	Source Type <input type="text"/> <input type="button" value="Q"/>	

ChartField Detail

	Select	SpeedType	Account	Department	Project	Task	Fund	FIPS
1	<input type="button" value="Select"/>	107	599999	18100			01000	

Step	Action
13.	Click the Select button. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="border: 1px solid #ccc; padding: 2px; text-align: center; margin-bottom: 5px;">Select</div> <div style="border: 2px solid red; padding: 2px; text-align: center;">Select</div> </div>

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

ChartField Common Component

ChartField Detail


Employee ID

Set ID: 18100

Search Options

Speed Types

ChartField Detail							
Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset
599999	01000 <input type="text"/>	599001 <input type="text"/>	18100 <input type="text"/>	107 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

 In some cases, additional fields may need to be entered even when using SpeedTypes. Follow up with the supervisor/manager to determine if additional ChartField values are required.

14.	Click the OK button after all required data is entered/selected. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="border: 2px solid red; padding: 2px; text-align: center; margin-right: 10px;">Ok</div> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">Cancel</div> </div>
-----	--

15. Proceed to Step 19 if an error message does not display (i.e., the ChartField value is valid and complete).

Cardinal displays an error message if the ChartField value is not valid or has missing required values.

Invalid value -- press the prompt button or hyperlink for a list of valid values (15,11)

The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink associated with field, which is currently focused.

16.	Click the OK button to close the message. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="border: 2px solid red; padding: 2px; text-align: center;">OK</div> </div>
-----	---



Time & Attendance Job Aid

TA371_Entering ChartField Details on the Timesheet

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

The **ChartField Details** page returns with the invalid/missing field(s) highlighted in a red background.

ChartField Detail							
Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset
599999	10000	390002	107200				

Ok Cancel

17. Make the necessary adjustments to the ChartField information. Contact the supervisor/manager as needed to obtain the correct information.

18. Click the **OK** button to confirm the updates to the charge distribution.

Ok Cancel

The **Timesheet** page returns.

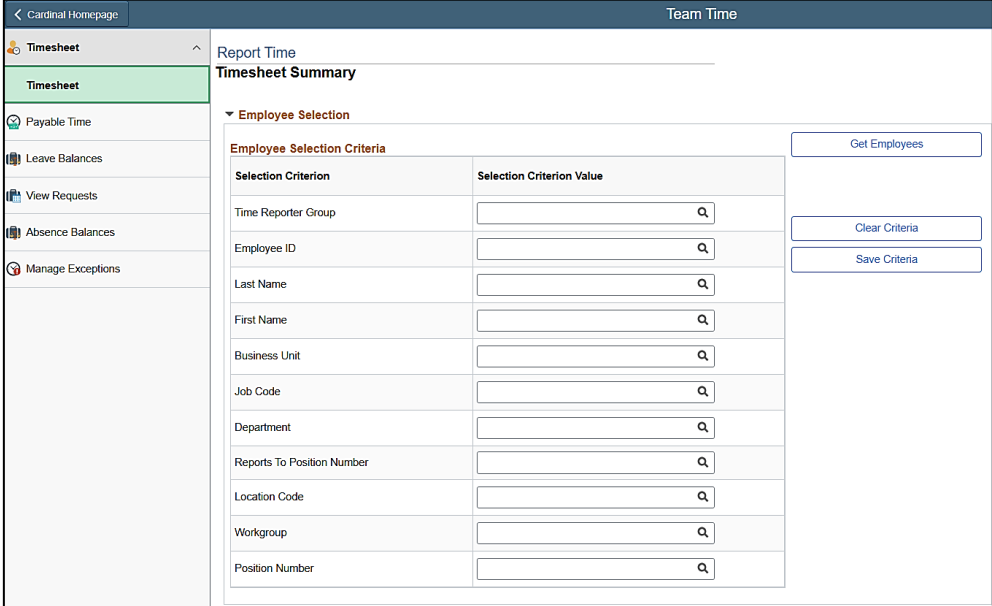



Timesheet								
Employee ID				Empl Record 0				
Time Reporting Type Positive				Earliest Change Date 07/25/2024				
Select Another Timesheet *View By Week Previous Week Next Week *Date 12/16/2024 Scheduled Hours 168.00 Reported Hours 40.00								
From Monday 12/16/2024 to Sunday 12/22/2024								
Mon 12/16	Tue 12/17	Wed 12/18	Thu 12/19	Fri 12/20	Sat 12/21	Sun 12/22	Total	Time Reporting Code
8.00	8.00	8.00	8.00	8.00			40.00	REG - Regular Hours

Save for Later Submit

19. Click the **Submit** button when ready to submit the timesheet for approval. Otherwise, click the **Save for Later** button.

Save for Later Submit

Splitting Hours Between ChartFields

Step	Action
1.	Navigate to the Timesheet page using the following path: Team Time Tile > Timesheet
	<p>The Timesheet Summary page displays.</p> 
2.	Enter the Employee ID or known portion of the Employee ID in the Employee ID field. 
	Users can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.
3.	Click the Get Employees button. 



Time & Attendance Job Aid

TA371_Entering ChartField Details on the Timesheet

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

The **Search Results** display on the bottom portion of the **Timesheet Summary** page.

Employees For , Totals From 12/09/2024 - 12/15/2024

Time Summary Demographics

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
			0	5.00	0.00	40.00			5.00	0.00

4. Click on the **Last Name** link for the applicable employee.

Time Summary Demographics

Last Name	First Name	Employee ID

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

Timesheet

Employee ID [redacted]
 Empl Record 0
 Info Technology, Specialist II
 Time Reporting Type Exception
 Earliest Change Date 09/25/2024

Select Another Timesheet

*View By Week Previous Week Next Week
 *Date 12/16/2024
 Scheduled Hours 40.00 Reported Hours 0.00

From Monday 12/16/2024 to Sunday 12/22/2024

Mon 12/16	Tue 12/17	Wed 12/18	Thu 12/19	Fri 12/20	Sat 12/21	Sun 12/22	Total	Time Reporting Code

Save for Later Submit Apply Schedule

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions Payable Time



Time & Attendance Job Aid

TA371_Entering ChartField Details on the Timesheet

Step	Action																																																												
5.	<p>Enter the hours worked each day in the fields for the appropriate date column.</p> <table border="1"> <thead> <tr> <th colspan="10">From Monday 12/16/2024 to Sunday 12/22/2024</th> </tr> <tr> <th>Mon 12/16</th> <th>Tue 12/17</th> <th>Wed 12/18</th> <th>Thu 12/19</th> <th>Fri 12/20</th> <th>Sat 12/21</th> <th>Sun 12/22</th> <th>Total</th> <th colspan="2">Time Reporting Code</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td></td> <td colspan="2"><input type="text"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td></td> <td colspan="2"><input type="text"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td></td> <td colspan="2"><input type="text"/></td> </tr> </tbody> </table>	From Monday 12/16/2024 to Sunday 12/22/2024										Mon 12/16	Tue 12/17	Wed 12/18	Thu 12/19	Fri 12/20	Sat 12/21	Sun 12/22	Total	Time Reporting Code		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>											
From Monday 12/16/2024 to Sunday 12/22/2024																																																													
Mon 12/16	Tue 12/17	Wed 12/18	Thu 12/19	Fri 12/20	Sat 12/21	Sun 12/22	Total	Time Reporting Code																																																					
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6.	<p>Select the appropriate Time Reporting Code (TRC) using the Time Reporting Code field dropdown button.</p> <table border="1"> <tr> <td>REG - Regular Hours</td> <td>▼</td> </tr> </table>	REG - Regular Hours	▼																																																										
REG - Regular Hours	▼																																																												
7.	<p>To separate the hours entered between different ChartField strings:</p> <ol style="list-style-type: none"> Change the total hours previously entered to the appropriate number of hours to be charged to the first ChartField string based on the split. For example, use half of the hours to split evenly between two departments Click the Add a New Row (+) icon as needed to add additional rows in the time entry section. One row must be used for each ChartField string that hours will be charged against Enter the applicable number of hours for the ChartField string in each row <table border="1"> <thead> <tr> <th colspan="15">Timesheet</th> </tr> <tr> <th>Mon 12/16</th> <th>Tue 12/17</th> <th>Wed 12/18</th> <th>Thu 12/19</th> <th>Fri 12/20</th> <th>Sat 12/21</th> <th>Sun 12/22</th> <th>Total</th> <th>Time Reporting Code</th> <th>*Taskgroup</th> <th>Business Unit</th> <th>Telework</th> <th>Agency Value</th> <th colspan="2">ChartFields</th> </tr> </thead> <tbody> <tr> <td>4.00</td> <td></td> <td>8.00</td> <td>8.00</td> <td>8.00</td> <td></td> <td></td> <td>28.00</td> <td>REG - Regular Hours</td> <td>14000CCDP</td> <td>14000</td> <td></td> <td></td> <td>ChartFields</td> <td>+</td> </tr> <tr> <td>4.00</td> <td>8.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>12.00</td> <td>VAC - Vacation</td> <td>14000CCDP</td> <td>14000</td> <td></td> <td></td> <td>ChartFields</td> <td>+</td> </tr> </tbody> </table>	Timesheet															Mon 12/16	Tue 12/17	Wed 12/18	Thu 12/19	Fri 12/20	Sat 12/21	Sun 12/22	Total	Time Reporting Code	*Taskgroup	Business Unit	Telework	Agency Value	ChartFields		4.00		8.00	8.00	8.00			28.00	REG - Regular Hours	14000CCDP	14000			ChartFields	+	4.00	8.00						12.00	VAC - Vacation	14000CCDP	14000			ChartFields	+
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Time & Attendance Job Aid

TA371_Entering ChartField Details on the Timesheet

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

Sample of a Timesheet page with split values.

Timesheet

Employee ID [redacted]
 Empl Record 0
 Info Technology Specialist II
 Time Reporting Type Exception
 Actions-
 Earliest Change Date 09/25/2024

Select Another Timesheet

*View By Week [dropdown] Previous Week Next Week
 *Date 12/16/2024 [calendar icon] [refresh icon]
 Scheduled Hours 40.00 Reported Hours 40.00

From Monday 12/16/2024 to Sunday 12/22/2024

Mon 12/16	Tue 12/17	Wed 12/18	Thu 12/19	Fri 12/20	Sat 12/21	Sun 12/22	Total	Time Reporting Code
4.00		8.00	8.00	8.00			28.00	REG - Regular Hours
4.00	8.00						12.00	VAC - Vacation

8. Scroll to the right as needed.

*Taskgroup	Business Unit	Telework	Agency Value	ChartFields		
14000CCOP	14000			ChartFields	+	-
14000CCOP	14000			ChartFields	+	-

1-1 of 1

Cancel Edit

□ Edit

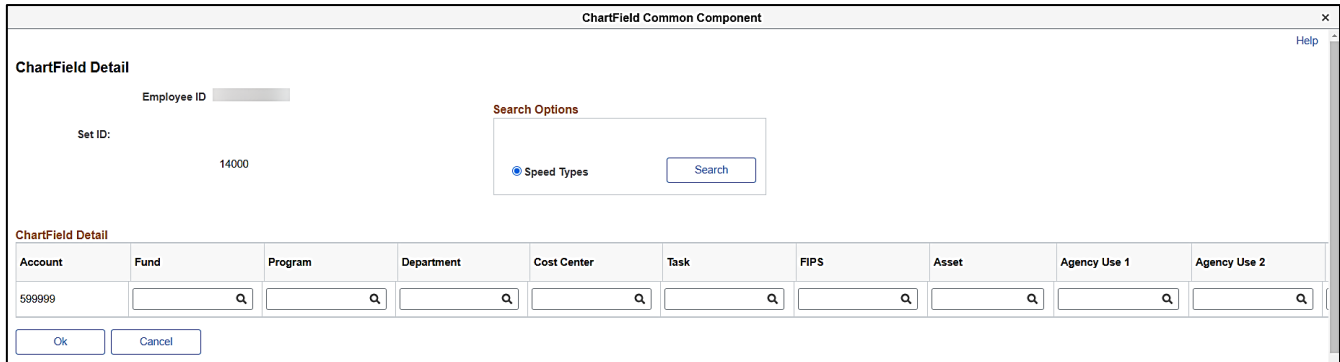
9. Click the **ChartFields** link.

ChartFields





ChartFields

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

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



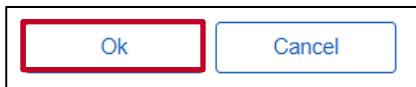
10. The **Account** field defaults based on the user's Agency and cannot be changed. Enter the ChartField values provided by the supervisor/manager in the corresponding fields using the **Look Up** icons.

Account	Fund	Program	Department	Cost Center
599999	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 



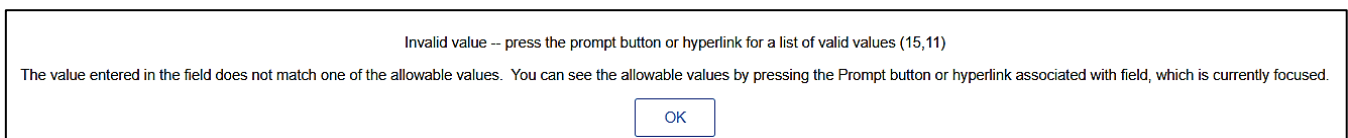
If the Agency uses SpeedTypes, proceed to the [Using SpeedTypes to Enter ChartFields](#) section of this Job Aid.

11. Click the **OK** button.

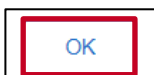


12. Proceed to Step 16 if an error message does not display (i.e., the ChartField value is valid and complete).

Cardinal displays the following error message if the ChartField value is not valid or has missing required values:



13. Click the **OK** button to close the Message.





Time & Attendance Job Aid

TA371_Entering ChartField Details on the Timesheet

Step	Action
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The **ChartField Details** page returns with the invalid/missing field(s) highlighted with a red background.

ChartField Detail

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset
599999	10000	390002	107200				

Ok Cancel

14.	Make the necessary adjustments to the ChartField information. Contact the supervisor/manager as needed to obtain the correct information.
-----	---

15.	Click the Ok button to confirm the updates to the charge distribution.
-----	---

Ok

Cancel

The **Timesheet** page returns.

Timesheet

Employee ID [redacted]
 Empl Record 0
 Time Reporting Type Exception
 Earliest Change Date 09/25/2024

Info Technology Specialist II
 Actions -

Select Another Timesheet

*View By Week Previous Week Next Week
 *Date 12/18/2024
 Scheduled Hours 40.00 Reported Hours 40.00

From Monday 12/16/2024 to Sunday 12/22/2024

Mon 12/16	Tue 12/17	Wed 12/18	Thu 12/19	Fri 12/20	Sat 12/21	Sun 12/22	Total	Time Reporting Code
4.00		8.00	8.00	8.00			28.00	REG - Regular Hours
4.00	8.00						12.00	VAC - Vacation

Save for Later Submit

16.	Repeat Steps 7 - 11 for each time entry row.
-----	--

17.	Click the Submit button when ready to submit the timesheet for approval. Otherwise, click the Save for Later button.
-----	--

Save for Later

Submit