Entering and Modifying Absences Overview

The **Absence Event** page allows Absence Administrators to enter, edit, delete, or void an Absence Event on behalf of an employee, timekeeper, or supervisor when they cannot make the adjustment on the Timesheet or if extended leave types are required (these are not on the Timesheet). AM Administrators have modify access to the **Absence Event** page within 1 year of the current open leave period and view only access to Absence Events greater than 1 year from the current open leave period. In general, the employee Timesheet should be the primary means of entering absences.

Absence Events in a "Saved" or "Needs Approval" status more than 1 year from the current open leave period can be voided by your Agency TA Expired Grace Approver on the **Update Time Status** page. For more information, see the TA_Time Status Administration Job Aid. Interfacing Agency Absence Administrators should make changes in the Agency system of record. If changes are made in Cardinal, it is important that the Agency system is also updated to keep the systems aligned.

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

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

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Revision History

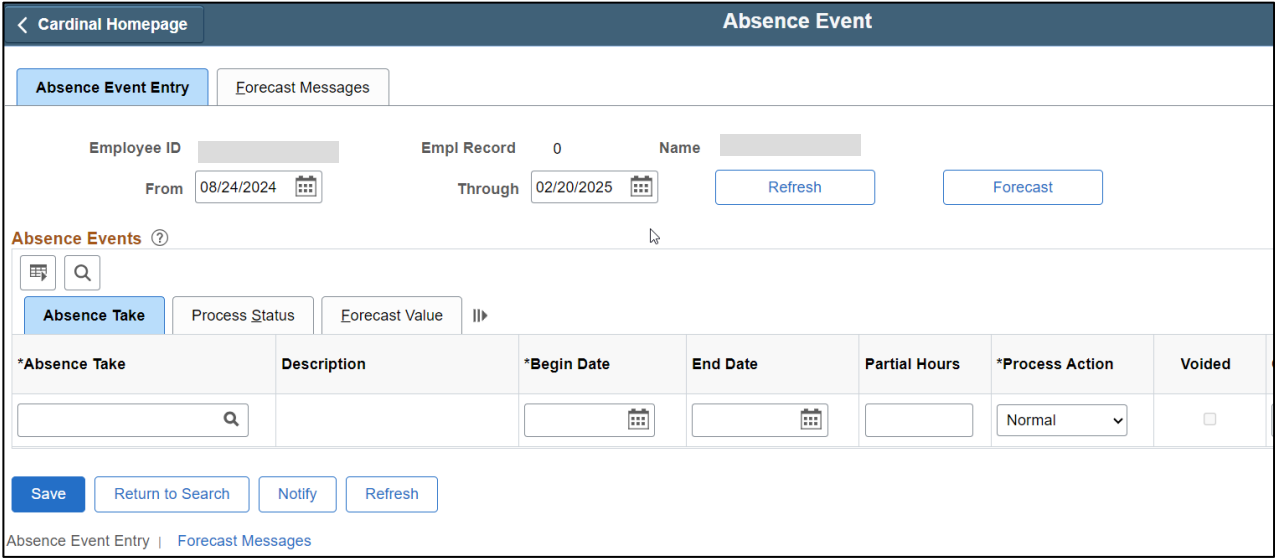| Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (Section 1, after Step 1; Section 2, after Step 1; Section 3, after Step 1; Section 4, after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

Adding an Absence Event
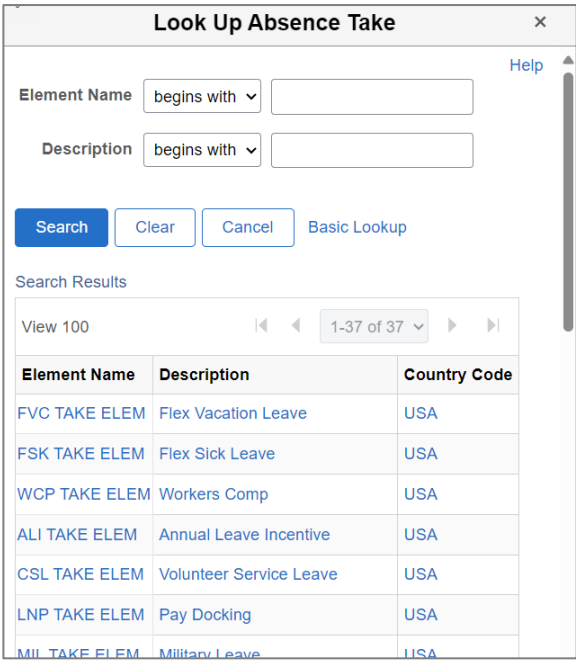
Use this process to add an absence event.

Step	Action
1.	Navigate to the **Absence Event** page using the following path: **NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event**

The **Absence Event Search** page displays.

(i)	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

Step	Action
2.	Search for the applicable employee by entering the Employee ID or known portion of the Employee ID in the **Empl ID** field. **Note**: Users can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

Step	Action
3.	Click the **Search** button. Search Clear
ⓘ	If multiple employees match the search criteria entered, the search results will display in the bottom portion of the page and the user must click the **Expand** icon for the applicable employee.

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

4.	The **From** and **Through** fields (dates) default and can be changed. If the default dates do not include the absence date that needs to be entered, update them as appropriate. From 08/24/2024 Through 02/20/2025
5.	Click the **Refresh** button for the updated time period to display. Save Return to Search Notify Refresh
6.	Click the **Absence Take Look Up** icon. *Absence Take

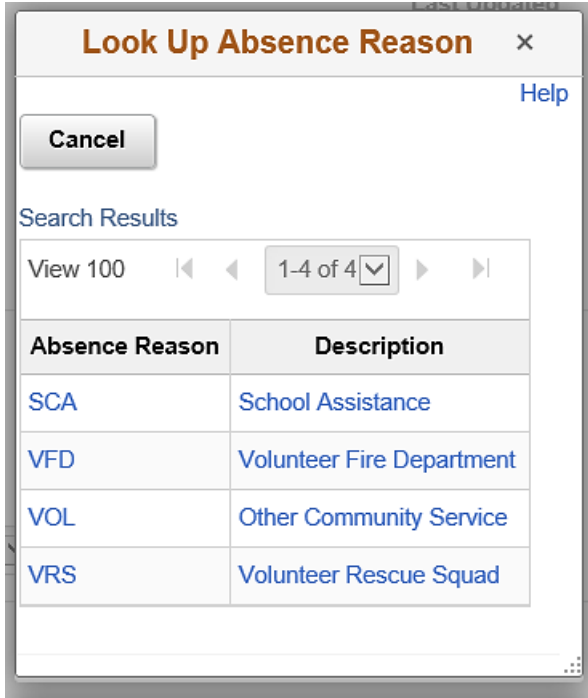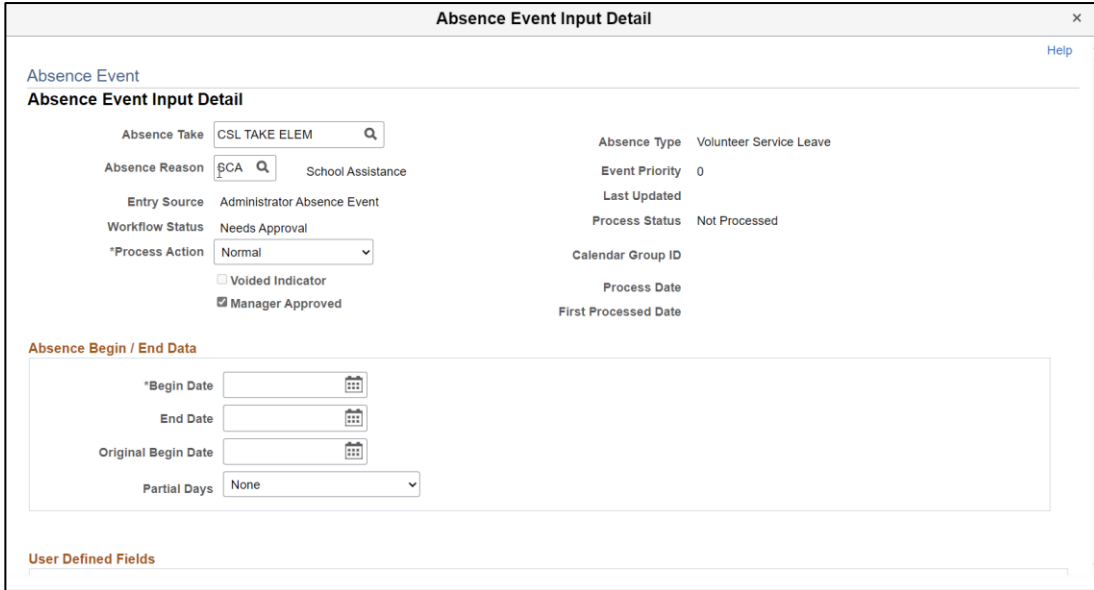| Step	Action
	The **Look Up Absence Take** page displays in a pop-up window.
7.	Use the scrollbar as needed and select the applicable Absence Take type by clicking the corresponding link in the **Element Name** column.

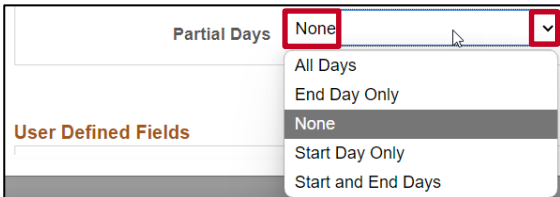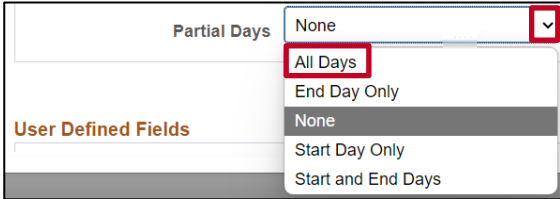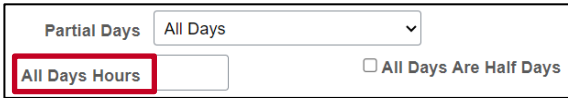| Step	Action
	The **Absence Event** page displays with the selected absence take type.
8.	Click the **Details** link.

Step	Action

The **Absence Event Input Detail** page displays in a pop-up window. The **Absence Take** field defaults based on the previous selection.

9.	Click the **Absence Reason Look Up** icon.

Step	Action
	The **Look Up Absence Reason** page displays in a pop-up window. **Look Up Absence Reason** × Help Cancel Search Results View 100 ◁ ◁ 1-4 of 4 ▽ ▷ ▷│ | **Absence Reason**	**Description**
SCA	School Assistance
VFD	Volunteer Fire Department
VOL	Other Community Service
VRS	Volunteer Rescue Squad	
10.	Select the applicable absence reason by clicking the corresponding link in the **Absence Reason** column. **Absence Reason** SCA VFD VOL VRS
ⓘ	For many Absence Take types, the reason may be the same as the Absence Take name.

Step	Action
	The **Absence Event Input Detail** page redisplays with the selected absence reason. ![Absence Event Input Detail screenshot] **Absence Event Input Detail** Absence Event **Absence Event Input Detail** Absence Take: CSL TAKE ELEM Absence Type: Volunteer Service Leave Absence Reason: SCA School Assistance Event Priority: 0 Entry Source: Administrator Absence Event Last Updated Workflow Status: Needs Approval Process Status: Not Processed *Process Action: Normal Calendar Group ID ☐ Voided Indicator Process Date ☑ Manager Approved First Processed Date **Absence Begin / End Data** *Begin Date: End Date: Original Begin Date: Partial Days: None **User Defined Fields**
11.	Enter/select the first day of the absence in the **Begin Date** field. ***Begin Date** [📅]
12.	Enter/select the last day of the absence in the **End Date** field. **End Date** [📅]
13.	The **Partial Days** field defaults to "**None**". This selection denotes that the absence is made up of full days only. If any of the absence days are partial hours, click the **Partial Days** dropdown button and select from the following: a. **All Days** – All days are partial days b. **Start Day Only** – Only the start day is partial c. **End Day Only** – Only the end day is partial d. **None** – Default value. None of the days are partial days e. **Start and End Days** – Both the start day and the end day are partial days Partial Days [None ▾] All Days End Day Only None Start Day Only Start and End Days **User Defined Fields**

Step	Action
14.	If none of the absence days are partial hours, proceed to Step 16. For employees on a Variable Work Schedule, always select "All Days" and then enter the number of hours for the absence in Step 15. **Partial Days** None ▾ All Days End Day Only None Start Day Only Start and End Days **User Defined Fields**
15.	Enter the number of hours in the applicable **Hours** field (All Days Hours, Start Day Only Hours, End Day Only Hours, and/or Start and End Days Hours). **Partial Days** All Days ▾ **All Days Hours** ☐ All Days Are Half Days
🛈	The number of hours entered should be equal to the number of absence hours for the partial day(s).
16.	Scroll down to the bottom of the page and click the **Comments** link. Comments OK Cancel Refresh
	The **Absence Events Comments** page displays in a pop-up window. **Absence Event Comments** ✕ Help Absence Event **Absence Event Comments** Comment [ ] OK Cancel Refresh
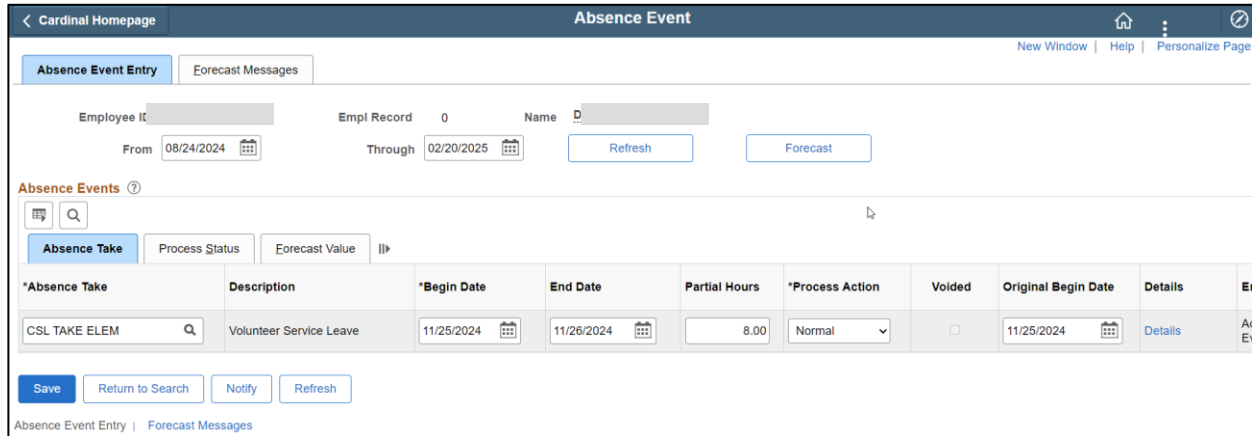
Step	Action
17.	Enter any notes pertaining to the Absence Event in the **Comment** field. This is not required.

Comment [   ]

	Information entered here is visible to anyone with access to this page.

18.	Click the **OK** button.

[OK] [Cancel] [Refresh]

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

Absence Event Input Detail

Absence Event
Absence Event Input Detail

Absence Take	CSL TAKE ELEM
Absence Reason	SCA School Assistance
Entry Source	Administrator Absence Event
Workflow Status	Needs Approval
*Process Action	Normal

Absence Type	Volunteer Service Leave
Event Priority	0
Last Updated	
Process Status	Not Processed
Calendar Group ID	
Process Date	
First Processed Date	

☐ Voided Indicator
☑ Manager Approved

Absence Begin / End Data

*Begin Date	11/25/2024
End Date	11/26/2024
Original Begin Date	11/25/2024
Partial Days	All Days
All Days Hours	8.00 ☐ All Days Are Half Days

19.	Scroll down to the bottom of the page and click the **OK** button.

[OK] [Cancel] [Refresh]

Step	Action
	The **Absence Event** page displays and the row is populated based on the data entered/selected on the **Absence Event Input Details** page.
20.	If additional Absence Events need to be entered, scroll to the right and click the **Add a New Row** (+) icon and then repeat these Steps. If no other Absence Events need to be entered, proceed to Step 21.
ℹ	The **Entry Source** field defaults to "Administrator Absence Event" when an Absence Administrator enters an absence and this field cannot be changed. The **Workflow Status** field defaults to "**Approved**" when no additional approval is required based on the absence take type. While not all absence types require forecasting, users should always forecast the leave type entered. If the user does not forecast and it is required, an error message displays indicating the information cannot be saved until forecasting is completed. However, it is still recommended to forecast the Absence Event. If the Absence Event requires additional approval, the **Workflow Status** field defaults to "Needs Approval".
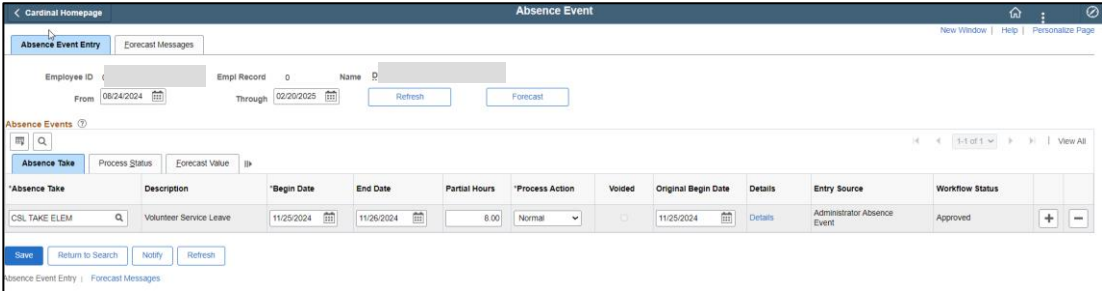
Step	Action
21.	Click the **Forecast** button. Refresh Forecast
	A message displays in a pop-up window when the forecasting process is completed. Forecasting completed covering the period from 2024-06-25 to 2024-11-26. Please check the Forecast Value tab to confirm eligible.(25006, 10) OK Cancel
22.	Click the **OK** button to close the message. OK Cancel
	The **Absence Event** page refreshes to show the updated status in the **Workflow Status** field.
23.	Click the **Forecast Value** tab to confirm that the employee is eligible. Absence Take Process Status **Forecast Value** ‖▶

Step	Action

The **Forecast Value** tab displays.

24.	Click the **Forecast Details** link.

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

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

The **Absence Event** page redisplays.

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

Save	Return to Search	Notify	Refresh

Absence Event Entry | Forecast Messages

Modifying an Absence Event

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

Step	Action
1.	Navigate to the **Absence Event** page using the following path: **NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absence > Absence Event**

The **Absence Event Search** page displays.

	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
2.	Search for the applicable employee. Enter the Employee ID or known portion of the Employee ID in the **Empl 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.

Step	Action
3.	Click the **Search** button. Search Clear
(info icon)	If multiple employees match the search criteria entered, the search results will display in the bottom portion of the page and the user must click the **Expand** icon for the applicable employee.

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

< Cardinal Homepage   Absence Event

Absence Event Entry   Forecast Messages

Employee ID 001_____   Empl Record 0   Name _____

From 08/27/2024   Through 02/23/2025   Refresh   Forecast

Absence Events ⓘ

Absence Take | Process Status | Forecast Value

*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details
CSL TAKE ELEM	Volunteer Service Leave	11/25/2024	11/26/2024	8.00	Normal	☐	11/25/2024	Details

Save   Return to Search   Notify   Refresh

Absence Event Entry | Forecast Messages
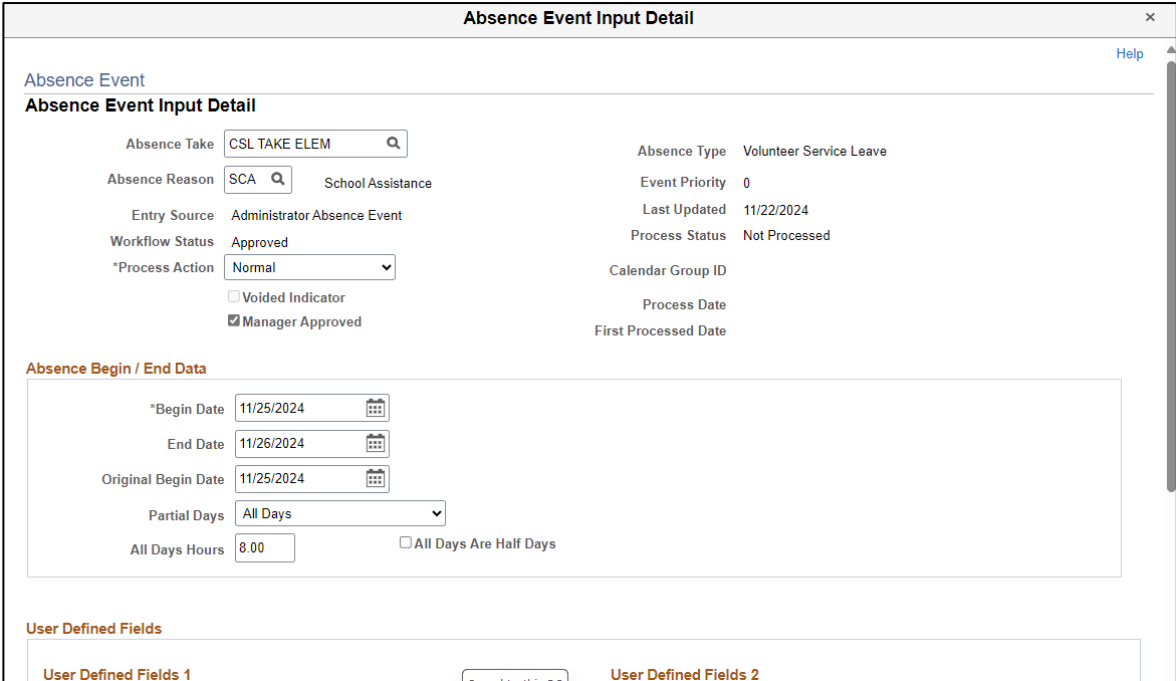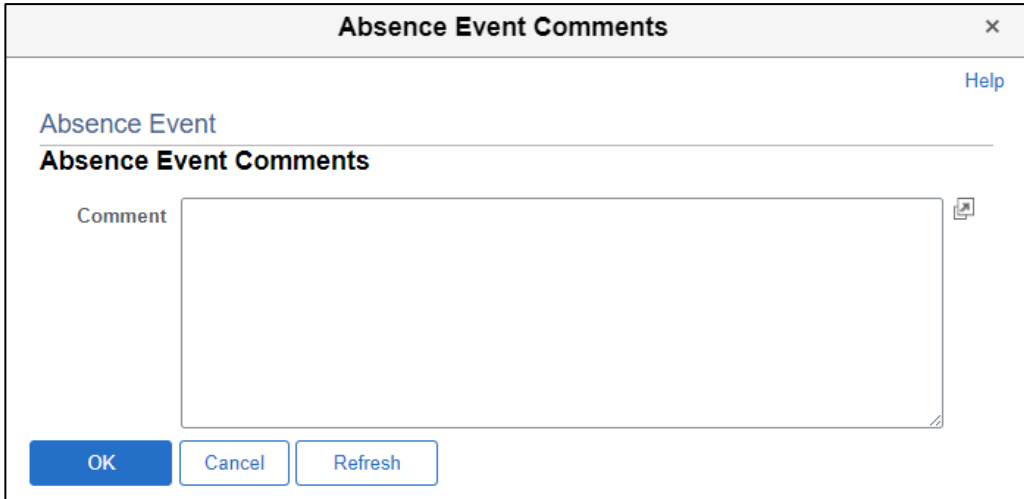
Step	Action
4.	Click the **Details** link for the Absence Event that needs to be modified. **Details** Details

Step	Action

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

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

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

Step	Action
6.	Scroll down to the bottom of the page and click the **Comments** link.
	The **Absence Events Comments** page displays in a pop-up window.
7.	Enter the reason for the change in the **Comments** field.
ⓘ	Information entered here is visible to anyone with access to this page.
8.	Click the **OK** button.

Step	Action

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

| 9. | Click the **Forecast** button. |

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

Forecasting completed covering the period from 2024-06-25 to 2024-11-27. Please check the Forecast Value tab to confirm eligible.(25006, 10)

OK   Cancel

| 10. | Click the **OK** button to close the message. |

OK   Cancel

The **Absence Event** page redisplays.

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

The **Forecast Value** tab displays.

Step	Action
12.	Click the **Forecast Details** link.

Step	Action
	The **Absence Forecast Results** page displays.

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

Step	Action
	The **Absence Event** page returns with the **Forecast Value** tab displayed.
15.	Click the **Save** button after confirming that the employee is eligible for the leave. The absence has been successfully modified for the employee and will be processed during the next run of the Absence Calculation process (scheduled to run daily).

Deleting an Absence Event

Use this process to delete an Absence Event.

Step	Action
1.	Navigate to the **Absence Event** page using the following path: **NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absence > Absence Event**

The **Absence Event Search** page displays.

ℹ	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
2.	Search for the applicable employee. Enter the Employee ID or known portion of the Employee ID in the **Empl ID** field. **Empl ID** [begins with ▾] [ ]
ℹ	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.

Step	Action
3.	Click the **Search** button. Search Clear
ⓘ	If multiple employees match the search criteria entered, the search results will display in the bottom portion of the page and the user must click the **Expand** icon for the applicable employee.

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

Step	Action
4.	Scroll to the right side of the page.
5.	Click the **Delete Row (-)** icon for the applicable Absence Event. + −
ⓘ	The **Delete Row (-)** icon is only visible and available if the Absence Event has not yet been processed by the regularly scheduled **Absence Calculation** process.

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

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

[OK] [Cancel]

Step	Action
6.	Click the **OK** button to confirm the deletion. [**OK**] [Cancel]

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

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

Voiding an Absence Event

Use this process to void an Absence Event.

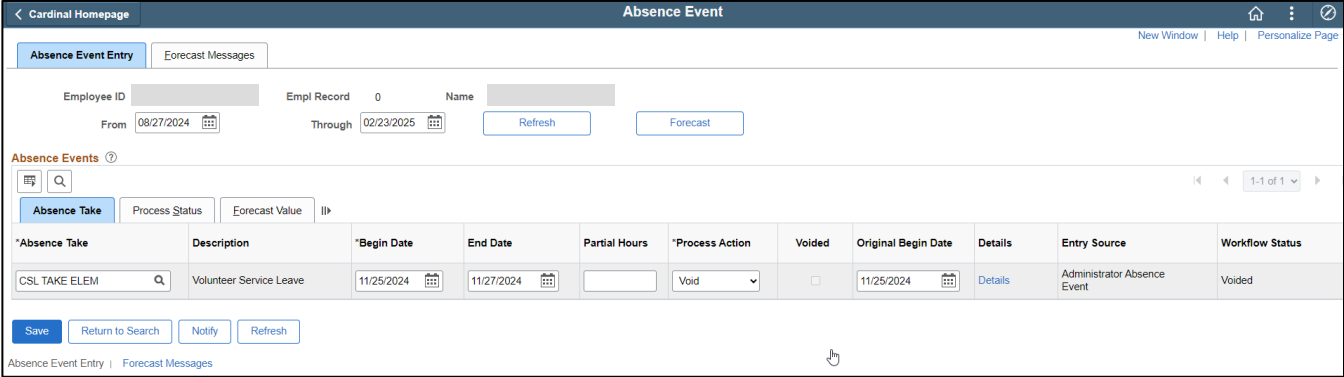| Step	Action
1.	Navigate to the **Absence Event** page using the following path: **NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absence > Absence Event**

The **Absence Event Search** page displays.

	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
2.	Search for the applicable employee. Enter the Employee ID or known portion of the Employee ID in the **Empl 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.

Step	Action
3.	Click the **Search** button.

	If multiple employees match the search criteria entered, the search results will display in the bottom portion of the page and the user must click the **Expand** icon for the applicable employee.

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

Step	Action
4.	Click the **Process Action** dropdown button and select "**Void**" from the dropdown list.

Step	Action
5.	Click the **OK** button to confirm the void action.

Step	Action
The **Absence Event** page refreshes and the **Workflow Status** field updates to "Voided".

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