

#### Managing Absence Balances Overview

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

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

Reminders:

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

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

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



#### TA374\_Managing Absence Balances

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#### **Revision History**

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages ( <u>Section 2</u> , after Step 1; <u>Section 3</u> , after Step 1; <u>Section 7</u> , after Step 1; <u>Section 8</u> , after Step 1; <u>Section 9</u> , after Step 1; <u>Section 10</u> , after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.



#### TA374\_Managing Absence Balances

#### **Getting Started**

Prior to managing Absence Balances, have the following information available:

• The Employee's Pay Group: found on the employee's Job Data page

#### Menu > Workforce Administration > Job Information > Job Data

- The Pay Period End Date: Identify the Pay Period end date for the Pay Period in which the Absence Balance Entitlement is to be effective
- Any required HR Documentation (per Agency procedures)



#### **Entering a New Absence Entitlement**

Step	Action
1.	Navigate to the <b>Absences</b> page to enter a new absence entitlement for an employee using the following path:
	NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences

The Absences Search page displays.

← Cardinal Homepage		Absences
Absences		
Find an Existing Va	lue	
<ul> <li>Search Criteria</li> <li>Enter any information you h</li> </ul>	we and click Search. Leave fields blank for a list of all values.	
🕙 Recent Searches	Choose from recent searches	Saved Searches Choose from saved searches
I	mpl ID begins with 🖌	
Empl	lecord = V	
Pay	Group begins with V	
Cale	dar ID begins with 🗸	
	Name begins with V	
Period Beg	n Date >= v	
Period E	d Date <= 🗸	
	<ul> <li>∧ Show fewer options</li> <li>□ Case Sensitive</li> </ul>	
	Search Clear	
For mor "Overvie Website	e information pertaining to the Ca w of the Cardinal HCM Search P in <b>Job Aids</b> under <b>Learning</b> .	rdinal HCM Search pages, refer to the Job Aid title ages". This Job Aid is located on the Cardinal
. Enter th	e employee's Employee ID in the	Empl ID field.
<b>Note</b> : U corresp identifie	sers can also search for the empl onding fields. However, it is recom for each employee.	oyee by Employee Record or name using the nmended to use the Employee ID as it is a unique
Empl	D begins with 🗸	



Step	Action
3.	Select the employee's Pay Group using the Pay Group Look Up icon.
	<b>Note</b> : Ensure that the selected Pay Group is consistent with the employee's <b>Job Data</b> page for the same timeframe.
	Pay Group begins with V
4.	Select the applicable value for one of the following fields:
	a. Calendar ID: Parameter for the Absence Calculation process that identifies the Pay Period for which the new entitlement should be made effective. It can be a past, current, or future Pay Period. Select the applicably Pay Period using the Calendar ID Look Up icon.
	<ul> <li>b. Period Begin Date: The Pay Period begin date when the new entitlement should be effective. Select the applicable Pay Period begin date using the Period Begin Date Calendar icon.</li> </ul>
	c. <b>Period End Date</b> : The Pay Period end date when the new entitlement should be effective. Select the applicable Pay Period end date using the <b>Period End Date Calendar</b> icon.
	Pay Group begins with 🖌 🔍
	Calendar ID begins with 🗸 🔍
	Name begins with V
	Period Begin Date >= 🗸
	Period End Date <=
5.	Click the <b>Search</b> button.
	Search Clear



#### TA374\_Managing Absence Balances

Step

Action

The **Search Results** (Calendar IDs available for the employee) display in the bottom portion of the page.

View All				14	1-100 of 218	∽ ▶ ▶
Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date
	0	SM1	SM1 2021SM118		09/25/2021	10/09/2021
	0	SM1	SM1 2021SM119		10/10/2021	10/24/2021
	0	SM1	SM1 2021SM120		10/25/2021	11/09/2021
	0	SM1	SM1 2021SM121		11/10/2021	11/24/2021
	0	SM1	SM1 2021SM122		11/25/2021	12/09/2021
	0	SM1	SM1 2021SM123		12/10/2021	12/24/2021
	0	SM1	SM1 2021SM124		12/25/2021	01/09/2022
	0	SM1	SM1 2022SM100		01/10/2022	01/10/2022
	0	SM1	SM1 2022SM101		01/10/2022	01/24/2022
	0	SM1	SM1 2022SM102		01/25/2022	02/09/2022
		0144	0144 0000014400		00/40/0000	00/04/0000



#### TA374\_Managing Absence Balances

Step	Action
6.	Select the applicable Calendar ID based on the effective date of the change by clicking the corresponding link in the <b>Calendar ID</b> column.
	<b>Note</b> : Verify that the Pay Group is consistent with the employee's <b>Job Data</b> page. Select the Pay Period with the correct Pay Period begin and end date wherein the balance should be available for the employee. Selecting the incorrect Calendar ID may result in the incorrect processing of adjustment.
	Balance adjustments should not be entered in calendars that end in '00' or 'F1', as these are not regular semi-monthly leave period calendars.
	Calendar ID
	SM1 2021SM118
	SM1 2021SM119
	SM1 2021SM120
	SM1 2021SM121
	SM1 2021SM122
	SM1 2021SM123
	SM1 2021SM124
	SM1 2022SM100
	SM1 2022SM101
	SM1 2022SM102

The **Absences** page displays for the applicable Calendar ID.

					Absence	S	
Absences							
Employee ID		Name			Empl Record	0	
Pay Group	SM1	Description	Semi-monthly Class	ified	Pay Entity	COVA	
Calendar ID	SM1 2021SM118	Begin Date	09/25/2021		End Date	10/09/2021	
*Element Name	Description	В	alance Adjustment	Begin Date	End Date	Comments	6
	۹			[]		P	+
Save Return to S	Search Previous in	List Next in List N	otify				
7. Revie	w the informa	ation in the <b>Hea</b>	der section	n to confirm	that the cor	rect selection	was mad



#### TA374\_Managing Absence Balances

Step	Action
8.	Click the Element Name Look up icon.
	*Element Name

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

	Look Up Element	×	
Element Name	begins with V	Help	
Search	lear Cancel Basic Look	up	
Search Results			
View 100	I∢ ∢ 1-30 of 30	♥ ▶ ▶	
Element Name	Description	Country Code	
BMO ENT ELEM	Bone Marrow/Organ Donations	USA	
DLR ENT ELEM	Donated Leave Rec (Lv Share)	USA	
DSR ENT ELEM	Victim of Disaster	USA	
ELW ENT ELEM	Educational Leave Pay Docking	USA	
MBL ENT ELEM	Military Bank Leave	USA	
CSL ENT ELEM	Volunteer Service Leave	USA	
MIL ENT ELEM	Military Leave	USA	
MIP ENT ELEM	Military Physical	USA	
PAR ENT ELEM	Parental Leave	USA	
VAC ENT ELEM	Vacation	USA	
FML ENT ELEM	Family Medical Leave	USA	
DLR REC ELEM	DLR Receive Element	USA	
PER ENT ELEM	VSDP Personal Leave	USA	

9. Select the applicable entitlement type (Element Name) by clicking the corresponding link in the **Element Name** column.

Element Name
BMO ENT ELEM
DLR ENT ELEM
DSR ENT ELEM
ELW ENT ELEM
MBL ENT ELEM
CSL ENT ELEM
MIL ENT ELEM
MIP ENT ELEM
PAR ENT ELEM
VAC ENT ELEM
FML ENT ELEM
DLR REC ELEM
PER ENT ELEM



Step Action

The **Absences** page redisplays with the selected Element Name and the **Description** field defaults based on the Element Name selected.

				Absence	es
Absence Employee I Pay Grou	<b>S</b> D	Name Description Semi-monthly Cl	assified	Empl Record Pay Entity	0 7 COVA
Calendar I This Calendar is final	<ul> <li>SM1 2021SM118</li> <li>ized. Any changes will be considered</li> </ul>	Begin Date 09/25/2021 d during retro processing.		End Date	10/09/2021
				M	I-1 of 1 ✓ ► ► View All
*Element Name	Description	Balance Adjustmer	nt Begin Date	End Date	Comments
MBL ENT ELEM	Q Military Bank Leave		09/25/2021	10/09/2021	© <b>+. -</b>
Save Return	to Search Previous in List	Next in List Notify			
	alance Adjustment				
1. The E	Begin Date and E	nd Date fields defau	ult based on	the Calenda	ar ID previously selecte
abser selec	Do not change the balance adjust the appropriate (	hese dates. If these stment is to be effect Calendar ID.	dates do no ive in, click t	t reflect the he <b>Return t</b>	Pay Period that the o Search button and
abser selec Begin	Do not change the balance adjust the appropriate ( Date End	hese dates. If these stment is to be effect Calendar ID. Date	dates do no ive in, click t	t reflect the he <b>Return t</b>	Pay Period that the o Search button and
abser selec Begin	Do not change the adjust the appropriate ( Date End 2021	hese dates. If these stment is to be effect Calendar ID. Date	dates do no ive in, click t	t reflect the he <b>Return t</b>	Pay Period that the o Search button and
abser selec Begin 09/25 2. Click	Do not change the ce balance adjust the appropriate ( Date End 2021 10/0 the icon in the Co	bese dates. If these stment is to be effect Calendar ID. Date 09/2021	dates do no ive in, click t	t reflect the he <b>Return t</b>	Pay Period that the <b>so Search</b> button and
abser selec Begin 09/25 2. Click Comr	Do not change the ce balance adjust the appropriate ( Date End 2021 10/0 the icon in the Co	hese dates. If these stment is to be effect Calendar ID. Date 09/2021	dates do no ive in, click t	t reflect the he <b>Return t</b>	Pay Period that the <b>so Search</b> button and
abser selec Begin 09/25 2. Click	Do not change the ce balance adjust the appropriate ( Date End 2021 10/0 the icon in the Co	bese dates. If these stment is to be effect Calendar ID. Date 09/2021	dates do no ive in, click t	t reflect the he <b>Return t</b>	Pay Period that the <b>so Search</b> button and



Ste	эр	Action	า					
The F	Pl for	Abser	nce Entitleme	ent page disp	lays in a pop-up	window.		
Γ				PI fo	or Absence Entitlem	ent		×
	Ab	sence Co	omments					Help
	Emp	ol ID:		Name:		Empl Record:	0	
	Pay Cale	Group: endar ID:	SM1 SM1 2021SM118	Description: Begin Date:	Semi-monthly Classified 09/25/2021	End Date:	10/09/2021	
	Elen	nent Name:	MBL ENT ELEM	Description:	Military Bank Leave	Balance Adjustmen	t:	
	Ad Co Last	ditional Inf omments: t Update Use OK	ormation/ Adjustme	nt Comments	La	st Update Date/Time:		
13		Enter a	a brief comme tional Informatio	ent in the <b>Cor</b> n/Adjustment Co	mments field reg	arding why the adjus	tment is being	] 9 made.
14		Click t	he OK button					
			OK Ca	ncel				



Step	Action									
The Abse	The Absences page redisplays.									
< Team	K     Team Time       Absences									
Absences										
This Ca	Employee ID Pay Group SI Calendar ID SI lendar is finalized. A	M1 Des M1 2021SM118 Beg Any changes will be considered during retro	Name Semi-monthly Clas processing.	sified	Empl Record Pay Entity End Date	0 COVA 10/09/2021				
Balance	Adjustments				14	1-1 of 1 🗸	View All			
*Elemen	it Name	Description	Balance Adjustment	Begin Date	End Date	Comments				
MBLEN	IT ELEM Q	Military Bank Leave		09/25/2021	10/09/2021	P	+			
Save	Return to Sea	arch Previous in List Next in Lis	t Notify							
15.	If additional a Row in the second sec	onal Absence Entitlem con (+), and repeat S	nents need to b teps 8 – 14. If	be entered f not, procee	or the same ad to Step 1	e Pay Perioc 6.	I, click the <b>Add</b>	ł		
16.	Click the	e <b>Save</b> button.								
	Save	Return to Search	Previous in Li	st	in List	lotify				
i	Entitlem the bala Absence	ients added in the cur ince viewable on the I e Calc process runs b	rrent open Pay Results by Ca but will be avail	Period and lendar/Cale able for use	prior Pay F endar Grou e/forecasting	Periods will b I <b>p</b> pages aft g immediate	e reflected in er the nightly ly.			



#### Manually Adjusting an Existing Absence Entitlement Balance

For employees transferring from one Agency to another Agency, refer to the <u>Transferring From One</u> <u>Agency to Another Agency</u> section of this Job Aid.

Step	Action
1.	Navigate to the <b>Absences</b> page to manually adjust an existing absence entitlement for an employee using the following path:
	NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Adjust Balance > Absences

#### The Absences Search page displays.

← Cardinal Homepage	Absences
Absences	
Find an Existing Value	
✓ Search Criteria	
Enter any information you have and click Search. Leave fields blank for a	list of all values.
Recent Searches     Choose from recent searches	Choose from saved searches
Empl ID begins with 🗸	
Empl Record =	
Pay Group begins with 🗸	۹
Calendar ID begins with V	
Name begins with V	
Period Begin Date >= V	
Period End Date	
A Show fewer options	
Case Sensitive	
Search	
For more information pertaining	search Pages" This Job Aid is located on the Cardinal
Website in Job Aids under Lea	rning.
Enter the employee's Employee	ID in the <b>Fmpl ID</b> field
Note: Users can also search for	the employee by Employee Record or name using the
corresponding fields. However,	it is recommended to use the Employee ID as it is a unique
identifier for each employee.	
Empl ID begins with	



Step	Action						
3.	Select the employee's Pay Group using the Pay Group Look Up icon.						
	<b>Note</b> : Ensure that the selected Pay Group is consistent with the employee's <b>Job Data</b> page for the same timeframe.						
	Pay Group begins with v						
4.	Select the applicable value for one of the following fields:						
	a. Calendar ID: Parameter for the Absence Calculation process that identifies the Pay Period for which the balance adjustment should be made effective. It can be a past, current, or future Pay Period. Select the applicably Pay Period using the Calendar ID Look Up icon.						
	<ul> <li>b. Period Begin Date: The Pay Period begin date when the balance adjustment should be effective. Select the applicable Pay Period begin date using the Period Begin Date Calendar icon.</li> </ul>						
	Pay Group begins with 🗸 🔍						
	Calendar ID begins with 🖌 🔍						
	Name begins with 🗸						
	Period Begin Date >= 🗸						
	Period End Date <=						
5.	Click the <b>Search</b> button.						
	Search Clear						



#### TA374\_Managing Absence Balances

Step /

Action

The **Search Results** (Calendar IDs available for the employee) display in the bottom portion of the page.

View All I-100 of 218 V						
Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date
	0	SM1	SM1 2021SM118		09/25/2021	10/09/2021
	0	SM1	SM1 2021SM119		10/10/2021	10/24/2021
	0	SM1	SM1 2021SM120		10/25/2021	11/09/2021
	0	SM1	SM1 2021SM121		11/10/2021	11/24/2021
	0	SM1	SM1 2021SM122		11/25/2021	12/09/2021
	0	SM1	SM1 2021SM123		12/10/2021	12/24/2021
	0	SM1	SM1 2021SM124		12/25/2021	01/09/2022
	0	SM1	SM1 2022SM100		01/10/2022	01/10/2022
	0	SM1	SM1 2022SM101		01/10/2022	01/24/2022
	0	SM1	SM1 2022SM102		01/25/2022	02/09/2022
		CM4	EM4 2022EM402		02/40/2022	02/24/2022



Step	Action							
6.	Select the applicable Calendar ID based on the effective date of the change by clicking the corresponding link in the <b>Calendar ID</b> column.							
	<b>Note</b> : Verify that the Pay Group is consistent with the employee's <b>Job Data</b> page. Select the Pay Period with the correct Pay Period begin and end date wherein the balance adjustment should be available for the employee. Selecting the incorrect Calendar ID may result in the incorrect processing of the adjustment.							
	Calendar ID         SM1 2021SM118         SM1 2021SM119         SM1 2021SM120         SM1 2021SM121         SM1 2021SM122         SM1 2021SM123							
	SM1 2021SM124 SM1 2022SM100 SM1 2022SM101							
	SM1 2022SM102							
The Abse	nces page displays for the applicable Calendar ID.							
< те	am Time Absences							
	Absences							
This Balar	Employee IDNameEmpl Record0Pay GroupSM1DescriptionSemi-monthly ClassifiedPay EntityCOVACalendar IDSM1 2021SM118Begin Date09/25/2021End Date10/09/2021Calendar is finalized. Any changes will be considered during retro processing.End Date10/09/2021							
*Elen	ent Name Description Balance Adjustment Begin Date End Date Comments							
	α							
Sa	e Return to Search Previous in List Next in List Notify							
7.	Review the information in the <b>Header</b> section to confirm that the correct selection was made.							
8.	Click the Element Name Look up icon.							
	*Element Name							



Step	Action							
The Look Up Element page displays in a pop-up window.								
	Look Up Element ×							
		Element Name begins with V	Help					
		Description begins with V						
		Search Clear Cancel Basic Look	up					
		Search Results View 100	<b>v</b>					
		Flamont Name Description	Country Code					
		BMO ENT ELEM Bone Marrow/Organ Donations	USA					
		DLR ENT ELEM Donated Leave Rec (Lv Share)	USA					
		DSR ENT ELEM Victim of Disaster	USA					
		ELW ENT ELEM Educational Leave Pay Docking	USA					
		MBL ENT ELEM Military Bank Leave	USA					
		CSL ENT ELEM Volunteer Service Leave	USA					
		MIL ENT ELEM Military Leave	USA					
		MIP ENT ELEM Military Physical	USA					
		PAR ENT ELEM Parental Leave	USA					
		VAC ENTIFIEM Vacation	USA					
		DI R REC ELEM DI R Receive Element	USA					
		PER ENT ELEM VSDP Personal Leave	USA	-				
			- Cont					
9.	Select the applicable entir	tlement type (Element	Name)	) by clicking the corresponding link in				
	Element Name							
	DID ENT ELEM							
	DSP ENT ELEM							
	ELW ENT ELEM							
	MBLENT FLEM							
	CSL ENT ELEM							
	MIL ENT ELEM							
	MIP ENT ELEM							
	PAR ENT ELEM							
	VAC ENT ELEM							
	FML ENT ELEM							
	DLR REC ELEM							
	PER ENT ELEM							



Step Action

The **Absences** page redisplays with the selected Element Name and the **Description** field defaults based on the **Element Name** selected.

< Cardinal H	Homepage					Absence	s	
Abs	sences							
Emp Pa Cali This Calenda	oloyee ID ay Group SM1 lendar ID SM1 ar is finalized. Any	2021SM118 y changes will be co	l Descri Begin nsidered during retro pro	Name ption Semi-monthly Class Date 09/25/2021 occessing.	ified	Empl Record Pay Entity End Date	0 COVA 10/09/2021	
	Istments						1-1 of 1 • • • Vie	w All
*Element Nam	ne	Description		Balance Adjustment	Begin Date	End Date	Comments	
VAC ENT ELE	EM Q	Vacation			09/25/2021	10/09/2021	+.	-
Save	Return to Search	h Previous in	List Next in List	Notify				
10. Er nu	nter the umber. Balanc	number o	ent	the entitlemer	nt in the <b>Ba</b>	ilance Adju	istment field as a	positive
i Er wil ne To	nter the II be). In egative r o deduct	number o ncreases number. I : 10 hours	f hours to a are entered Example: T s, enter "-10	djust the bala d as a positive o add 10 hou " in the <b>Balar</b>	ance by (no e number a rs, enter "1 <b>nce Adjust</b>	ot the number nd decrease 0" in the <b>Ba</b> c <b>ment</b> field.	er of hours that these are entered as Ilance Adjustmer	e balance a nt field.
11. Th	ne <b>Begi</b> i	n Date ar	nd End Date	e fields defaul	t based on	the Calend	lar ID previously s	elected.
Nc ab se	<b>Note</b> : Do not change these dates. If these dates do not reflect the Pay Period that the absence balance adjustment is to be effective in, click the <b>Return to Search</b> button and select the appropriate Calendar ID.							
Be	egin Date		End Date					
0	9/25/2021		10/09/2021					



Step	Action					
12.	Click the icon	in the <b>Comments</b>	field.			
	Comments					
	Ð					
The <b>PI f</b>	or Absence Ent	titlement page disp	lays in a pop-up windo	w.		
		PI fe	or Absence Entitlement		×	
	Absence Comment	is			Help	
	Empl ID:	Name:		Empl Record:	0	
	Pay Group: SM1	Description:	Semi-monthly Classified			
	Calendar ID: SM1 202	21SM118 Begin Date:	09/25/2021	End Date:	10/09/2021	
	Element Name: VAC EN	T ELEM Description:	Vacation	Balance Adjustment:		
	Additional Information/ Adjustment Comments Comments:					
	OK Cancel	]		Succession and the second seco		
13.	Enter a brief o	comment in the <b>Cor</b>	<b>mments</b> field regarding	why the adjusti	ment is being made.	
	Additional Info	ormation/ Adjustment Co	mments			
	Comments:					
14.	Click the <b>OK</b>	button.				
	ОК	Cancel				



Step	Action							
The Absences page redisplays.								
< 0	Cardinal Homepage Absences							
	Absences							
Thi	Employee ID     Name     Empl Record     0       Pay Group     SM1     Description     Semi-monthly Classified     Pay Entity     COVA       Calendar ID     SM1 2021SM118     Begin Date     09/25/2021     End Date     10/09/2021       his Calendar is finalized. Any changes will be considered during retro processing.     Final Classified     Empl Record     0							
Bala	Iance Adjustments       Image: Constraint of 1 v → Image: ConstraImage: ConstraImag							
*Ele	lement Name Description Balance Adjustment Begin Date End Date Comments							
VAC	AC ENT ELEM Q Vacation 09/25/2021 📰 09/25/2021 🗰 -							
S	Save         Return to Search         Previous in List         Next in List         Notify							
15.	If additional Absence Entitlements need to be entered for the same Pay Period, click the <b>Ad a Row</b> icon (+), and repeat Steps 8 – 14. If not, proceed to Step 16.	bt						
16.	Click the Save button.							
	Save         Return to Search         Previous in List         Next in List         Notify							
j	Adjustments made in the current open Pay Period and prior Pay Periods will be processed the next time the Absence Calculation process runs (runs nightly).							





#### Zeroing Out Leave Balances

To zero out leave balances, follow the steps outlined in the <u>Manually Adjusting an Existing Absence</u> <u>Entitlement Balance</u> section of this Job Aid. Follow those steps and apply these additional guidelines:

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



#### TA374\_Managing Absence Balances

#### Zeroing Out Compensatory and Overtime Leave Balances

Step	Action								
1.	Log into (	Log into Cardinal HCM.							
The <b>Card</b>	The Cardinal Homepage displays.								
			-	✓ Cardinal	Homepage	٨	: 🛛		
			Cardinal Message Board		Cardinal Portal	Approvals			
			Message(s) p	U ublished loday					
			Total active	0 message(s)		4			
			Team Time	Time	Payroll	Personal Details			
			$\bigcirc$		• (5) •	-			
					Last Pay Date 05/01/2020				
			Benefit Details	Total Rewards	Job Summary				
			2 TA						
				02HR0143B November 2020					
					•		C		
2.	Click the	Tea	m Time tile.						
	2. Click the <b>Team Time</b> tile.								



Step	Action													
The Time	The <b>Timesheet Summary</b> page displays.													
	Cardinal Homepage				Team Tir	ne								
	👃 Timesheet	^ Report Time												
	Timesheet	Timesheet Summary												
	Payable Time	✓ Employee Selection												
	Leave Balances	Employee Selection Criteria	Get Employees											
	I View Requests	Selection Criterion												
	Absence Balances	Time Reporter Group		Q	Clear Criteria									
	Manage Exceptions	Employee ID		٩	Save Criteria									
		Last Name		٩	-									
		First Name		Q	-									
		Business Unit		٩										
		Job Code		Q	-									
		Department		Q										
		Reports To Position Number		Q	-									
		Location Code		Q										
		Workgroup		٩	-									
		Position Number		٩										
3.	Enter the applical <b>Note</b> : Users can recommended to	ble employee's En also search by nat use the Employee	nployee ID in t me using the c e ID as it is a u a	he <b>Employe</b> orresponding nique identifi ]	<b>e ID</b> field. g fields. How er for each ei	ever, it is nployee.								
4.	Click the Get Em	ployees button.												
The searc	Ch results display w hange View "View By Week Date 11/11/2022	ithin the Employe	ees For section  Show Schedule Information evious Week Next We	at the botto	m of the page	<u>.</u>								
Em 1	ployees For , Totals From 11/07/2022 - 11/1 Q Time Summary Demographics II+	3/2022				1-2 of 2 V								
La	st Name First Name	Employee ID Empl Record Hours	Hours to be Approved Scheduled Hours	Exception Report Absent	ed Approved or Submitted	Denied Hours								



#### TA374\_Managing Absence Balances

Step	Action
5.	Click the Last Name link for the applicable employee.
	Last Name

The **Timesheet** page displays for the applicable employee with the **Reported Time Status** tab displayed by default.

						Employee ID	2											
Admin and	d Office Spec II				Time Re	porting Type	z Positive											
Actions •	•				Earliest (	Change Date	11/25/2022											
Select	t Another Timesheet																	
	*View By *Date Scheduled Hours	Week 12/02/2022	Repo	orted Hours 0.00		Previor Previous E	us Week Nex	xt Week										
From Frid	day 12/02/2022 to Thurs	day 12/08/2022	0															
	Fri 12/2	Sat 12/3	Sun 12/4	Mon 12/5	Tue 12/6		Wed 12/7	Thu 12/8	Total	Time Reporting Code		*Taskgroup		Business Unit	Telework	Agency Value		
											~	77700BA	۹	77700 Q	٩			+
											~	77700BA	۹	77700 Q	Q			+
											~	77700BA	٩	77700 Q	٩			+
S	iave for Later	Submit		Apply	Schedule	ļ												
Re	eported Time Status	Summary	Lea	ave / Compensato	ry Time	Absence	Exception	ons <u>F</u>	ayable Tir	ne								
Reported	I Time Status																	
	۶.								1-1	of 1 🛩								
Date	Total	TRC		Description		So	hed Hrs	C	ments									
								COIL										
	0.0	)					0.00	Con										
Return to S	0.0 Select Employee	0					0.00	con										
Return to S Manager S Time Mana	0.0 Select Employee Self Service agement						0.00	Con										
Return to S Manager S Time Mana	Select Employee Set Sarl Sarlos agreent Use th Timesl Select Anol	e field neet f	ds v for t	within the we	the <b>S</b> eek th	Seleo nat c	onta	not	her the	<b>Timeshe</b> employe	et s	sectio last o	on Jay	as n / of v	eedeo vork.	to se	elect th	ne
Return to 5 Manager S Time Mana	Select Anot	e field neet f her Timest	ds v for t neet ew By ( *Date ( Hours	within the wee 12/08/2024 40.00	the <b>S</b> ek th	Selec nat c	ooo Ct A onta	not	her the	<b>Timeshe</b> employe	eet s e's	sectio last o	on Jay	as no	eedeo vork.	to se	elect th	ne
Return to 5 Manager S Time Manz	Select Anot	e field neet f her Timest Scheduled	ds v for t ew By ( *Date ( Hours	within the we	the <b>S</b> eek th	Select nat c	o Ct A onta	not	her the	<b>Timeshe</b> employe	eet s e's	sectio last o	on Jay	as n / of v	eedeo vork.	to se	elect th	ne
Return to 5 Manager S Time Mana	Select Employee Series Serious Use th Timesi Select Anot Note:	e field neet f her Timest Scheduled	ds v For t "Date Hours dat	within the we week 12/08/2024 40.00	the <b>S</b> eek th ee	Select nat c Reported	et A onta	not ains	her the	Timeshe employe Previous o click the	eet s e's week	sectic last c Next Week	on Jay	as no of v	eedeo vork.	to se	elect th	ne
Return to 5 Manager 5 Time Mana	Steed Employee Eef Service sepanett	e field neet f her Timest Scheduled f the ne <b>Le</b>	ds v for t "Date Hours dat	within the we <sup>Week</sup> <sup>12/08/2024</sup> <sup>40.00</sup> te is cl e / Co	the <b>S</b> eck the mang	Select nat c Reported ed, r nsat	ect A onta	not ains	her the er t	Timeshe employe Previous o click the ab.	eet s e's week	sectic last c Next Week	on Jay	as no v	eedeo vork.	to se	elect th	ne
Return to 1 Manager S Time Mani	Select Employee Eff Service separated Use th TimesI Select Anot Note:	e field neet f her Timest Scheduled f the ne <b>Le</b>	ds v For t eve By ( Hours dat	within the we <sup>Week</sup> <sup>12/09/2024</sup> te is cl e / Co	the <b>S</b> ek the	Select nat c Reported ed, r nsat	Hours (	not ains emb	her the er t	Timeshe employe Previous o click the ab.	eet s e's week	sectic last c Next Week	on Jay	as no v	eedeo vork.	to se	elect th	ne



#### TA374\_Managing Absence Balances

Step Action

The **Timesheet** page displays for the applicable employee with the **Reported Time Status** tab displayed by default.

Select Another Times	eet w By Week	~	Time F Earlies	t Change Date 11 Previous	ositive I/25/2022 Week Next Week											
Scheduled	tours 40.00 F	eported Hours 0	.00	Previous Em	pioyee											
From Friday 12/02/2022	Sat Sun 42/08/2022 ③	Mon	n Tu	e W	/ed Ti	hu Total Tin	e Reporting Code		*Taskgroup		Business Un	t Telework	Agenc	/ Value		
		12/5						~	77700BA	٩	77700 0		a 🗌		•	+
								~	77700BA	٩	77700 0		۹ 🗌		· ·	٠
								~	77700BA	۹	77700 0		2			+
Save for Later	Submit	A	opply Schedule	]												
Reported Time S	atus <u>S</u> ummary	eave / Compen	satory Time	Absence	Exceptions	Payable Time										
Leave and Compensator	Time Balances ①						1-1 of 1 👻									
					d Maximum Alle	wed View De	tail									
Plan Type	Plan	Re	corded Balance	Minimum Allowed	u waxinun Aire											
Plan Type Comp Time Return to Select Employee Vanager Self Service Time Management	eow the e	mploy	40.00 /ee'S (		nt bala		the <b>R</b> e	ecor	ded	Ba	lanc	e fie	d a	nd ther	n ent	er th
Plan Type Comp Time Return to Statect Employee Vanager Self Service Time Management Return United Service Time Management	iew the ender of hoployee's l	mploy urs be ast da	vee's of eing pay of v	currer baid of work)	nt bala ut (eq within	ance ir ual to the T	the <b>Re</b> current	ecoro bala et gr	ded I nce) id.	<b>Ba</b> in	lanc the	e fie appli	d ai cab	nd ther le date	n ent field	er th
Plan Type Comp Time Return to Select Employee Manager Self Service Time Management Retw Num (emm Not full	iew the end ber of ho ployee's l e: Users payout.	mploy urs be ast da can e	vee's o eing p ay of v enter a	currer paid o work) a valu	nt bala ut (eq within e grea	ance ir ual to the T ater tha	the <b>Re</b> current imeshe an 24 h	ecoro bala et gr ours	ded   nce) id. on t	Ba in hat	land the	e fie appli in o	d ai cab	nd ther le date	n ent fielc	er th I
Plan Type Comp Time Return to Select Employee Jacager Self Service Time Management Retwo num (emm Not full	iew the end ber of ho ployee's l e: Users bayout.	mploy urs be ast da can e	40.00 /eeing p ay of v enter a	currer baid o work) a valu	nt bala ut (eq within e grea	ance in ual to the T ater tha	the <b>Re</b> current imeshe an 24 h	ecoro bala et gr ours	ded I nce) id. on t	Ba ⊢in	lanc the	e fie appli in o	d ar cab	nd ther le date	o ent field	er th
Plan Type Comp Time Adams to Select Employee Manager Self Service Time Management (emm Not full	iew the end ber of ho ployee's l e: Users bayout. ecorded Balance	mploy urs be ast da can e	40.00 /eeing p ay of v	currer baid o work) a valu	nt bala ut (eq within e grea	ance ir ual to the T ater tha	the <b>Re</b> current imeshe an 24 h	ecoro bala et gr ours	ded   nce) id. on t	Ba ⊢in	land the	e fie appli	d al cab	nd ther le date	o ent field	er th
Plan Type Comp Time Return to Scient Employee Manager Self Service Time Management Return (emm Note full F Clicc Pay	iew the end ber of ho ployee's l e: Users bayout. ecorded Balance 40 k the Tim out or "Ol	mploy urs be ast da can e •• •• •• •• •• •• •• •• •• •• •• ••	vee's of eing p ay of v enter a <b>cortin</b> or Ove	currer paid o work) a valu	nt bala ut (eq within e grea de dro	ance ir ual to the T ater that opdow e Paye	n the <b>Re</b> current imeshe an 24 h	ecoro bala et gr ours n ano	ded I nce) id. on t	Ba ⊢in hat	lanc the t day	e fie appli in o PO" f	d an cab rder	nd ther le date to acc	o ent field omn	er th I noda



Step	Action
10.	Scroll to the right side of the page as needed.
11.	If ChartFields are optional or required for the employee, a <b>ChartFields</b> link will display on the Timesheet. If the Timesheet does not contain a <b>ChartFields</b> link, or ChartFields are not required for the employee, proceed to step 13. If the <b>ChartFields</b> link displays on the Timesheet page and is required, click the <b>ChartFields</b> link.  ChartFields ChartFields
The <b>Char</b>	tfield Common Component page displays in a pop-up window.
Chart Chart socor	Field Detail       Search Options       Help ~         SetID:       6000       Search Options       Search Options         Field Detail       Search Options       Search Options       Search Options         SetID:       6000       Search Options       Search Options         Field Detail       Search Options       Search Options       Search Options         SetID:       6000       Search Options       Search Options         Variations       Search Options       Search Options       Search Options         SetID:       6000       Search Options       Search Options       Search Options         Variations       Search Options       Search Options       Search Options       Search Options         Variations       Search Options       Search Options       Search Options       Search Options       Catager options         Variations       Variations       Variations       Asset       Agency Use 2       Clautines Unit       Addinity       Scarce Type       Catager         Cancel       Variations       Variations
12.	Click the <b>OK</b> button to accept the default values that display and return to the <b>Timesheet</b> page.

L



Step	Action
The <b>Time</b>	sheet page redisplays.
Time Atten Set Form F F R R R R R R R R R R R R R R R R R R	Net       Link     Link       Universe     Link       Link     Link
The <b>Sub</b>	nit Confirmation page displays in a pop-up window.          Timesheet         Submit Confirmation         ✓       The Submit was successful.         Time for the Week of 2022-12-02 to 2022-12-08 is submitted         OK
14.	Click the <b>OK</b> button.



Step	Acti	on						
The Time	eshee	t page redispla	ys.					
Tre 66	mesheet		Employee ID Empl Record 2					HER CHINESE   18
Ac 3	tions - Select Another Times "V	eet en By Week v	Time Reporting Type Posilive Earliest Change Date 11/25/20 Previous Week	22 Next Week				
Fro	Scheduled	Nours 40.00 Reported Hours 0.	Previous Employee					
	Fri 12/2	Satt         Sam         Mon           12/3         12/4         12/5	Tue         Wed           12/6         12/7	Thu         Tot           12/8         40	al Time Reporting Code CPO - Comp Time Leave Payout	*Taskgroup         Business U           77700BA         Q.         77700           77700BA         Q.         77700         Q           77700BA         Q.         77700         Q           77700BA         Q.         77700         Q	nit         Telework         Agency Value           a)         a)         a)           a)         a)         b)	* *
	Save for Later Reported Time Status	Submt Summary Leave / Compensatory Time Time Balances	Apply Schedule           Absence         Exceptions         Esyable	: Time	1.1 of 1 V			
Pia Col Reft. Man Time	In Type mp Time urn to Select Employee hager Self Service e Management	Plan Rec COMP_LEAVE	orded Balance     Minimum Allowed       40.00     0	Maximum Allowed Vi	In a second seco			
15.	Clic	K the <b>Reportec</b>	LEave / Compensatory T	JS tab.	Exceptions Payab	le Time		
The Time	eshee	t page refreshe	es and the R	eportec	I Time Statu	<b>s</b> tab displ	ays.	
FI	rom Friday 12	2/02/2022 to Thursday 12/08/20 Fri Sat 12/2 12/3	922 ⑦ Sun 12/4	Mon 12/5	Tue Wed 12/6 12/7	Thu 12/8	Total Time Reporting Co	ode
						40.00	40.00 CPO - Comp Time	Leave Payout 🗸
	Save fo	r Later Submi	eave / Compensatory Time	Absence	Exceptions	le Time		
Re	eported Time	Status					1-1 of 1	<b>▼</b>
D	ate	Reported Status	Total TRC		Description	Scheo	Add Comments	
1:	2/08/2022	Submitted	40.00 CPO		Comp Time Leave Payout	8.0		
16.	Clic	k the Add Com	iments icon					
		Add Commen	ts					



Step	Actio	n			
The TR (	Comme	nts page disp	lays in a pop-up	window.	
		Comments Admin and Office Spec JI Admin and Office Spec JI Actions  Note Comment history cannot be all or to eable to aller or remove to Comments related to time enter  Ty Q Date U 1 1208/2022 Add Comment OK Cancel	ered or removed. Once you select OK to leave the hose comments later. red for 12/08/2022 ser ID DateTime 11/11/202 Apply	Employee ID Employment Record 2 2 page or select Apply for one or more entered comment, you 2 Created Source Comment 2 5.24PM Time Reporting	u vill
17.	Enter Comr	a brief comm	ent to document	the reason for the p	bayout in the <b>Comment</b> field.
18.	Click	the <b>OK</b> buttor	ancel Apply		
The Time	esheet	page redispla	ys and this proce	ess is now complete	
F	rom Friday 12/0. Fr 12/2 Save for Lo Reported Time Start Time Sto Save Time Sto	2/2022 to Thursday 12/08/20 i Sat 2 12/3 ater Submit e Status Summary L atus	22 ⑦ Sun Mon 12/4 12/5	Tue     Wed       12/6     12/7       Image: Second state s	Thu 12/8     Total     Time Reporting Code       40.00     40.00     CPO - Comp Time Leave Payout
D	ate F	Reported Status	Total TRC	Description	Sched Hrs Add Comments
1:	2/08/2022 S	Submitted	40.00 CPO	Comp Time Leave Payout	8.00



### TA374\_Managing Absence Balances

#### Adjusting Compensatory and Overtime Leave Balances

Step	Action				
1.	Log into Cardinal	HCM.			
The <b>Card</b>	inal Homepage dis	splays.			
	Cardina I Team Tim Benefit D	Vessage Board O Message(s) published today O Total active message(s) e etails etails Total Rewards D Otal Rewards O Otal Active message(s) etails Otal Active message(s) etails Otal Active message(s) Otal A	ardinal Homepage Cardinal Portal ESS Payroll Last Pay Dale 05/01/2020 Job Summary	Reprovals	
2. The <b>Time</b>	Click the Team Ti Team Time Sheet Summary por Cardinal Homepage Timesheet Timesheet	me tile. age displays.		 Te:	am Time
	Immesneet         Payable Time         Image: Leave Balances         Image: Absence Balances         Anage Exceptions	Employee Selection     Employee Selection Criteria     Selection Criterion     Time Reporter Group     Employee ID     Last Name     First Name     Business Unit     Job Code     Department     Reports To Position Number     Location Code     Workgroup     Position Number	Selection Criterion Value           Image: Constraint of the selection of th	Get Employee       Q	



Last Name

# **Time & Attendance Job Aid**

#### TA374\_Managing Absence Balances

Step	Action	ı											
3.	Enter t Note: recom	Enter the applicable employee's Employee ID in the <b>Employee ID</b> field. <b>Note</b> : Users can also search by name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.											
4. The sear	Click tl	Get En Get El	mployees within the	s butt	on.	es For	section	n at the t	pottom	of the p	bage.		
	Change View *View By W Date 11/ mployees For , Tota I Q Time Summary ast Name	eek 11/2022 📰 🌣 Is From 11/07/2022 - 11 Demographics IIF First Name	V 1/13/2022 Employee ID	Empl Record	Prev Prev Reported Hours	Show Schedule I ious Week Hours to be Approved	nformation Next We Scheduled Hours	ek Exception	Reported Absence	Hours Approved or Submitted	1-2 of 2 V Denied Hours		

5. Click the Last Name link for the applicable employee.



#### TA374\_Managing Absence Balances

Step Action

The **Timesheet** page displays for the applicable employee with the **Reported Time Status** tab displayed by default.

Timeshe	neet												IVEN VII
			Employee ID										
Admin and 0	d Office Spec II	1	Empl Record 2 ime Reporting Type Positive										
		E	arliest Change Date 11/25/2022										
Select A	Another Timesheet	~	Dravinue Maak	levt Wask									
	*Date 12/02/2022	orted Hours 0.00	Previous Employee										
From Frida	day 12/02/2022 to Thursday 12/08/2022 ①												
	Fri Sat Sun 12/2 12/3 12/4	Mon 12/5	Tue Wed 12/6 12/7	Thu 12/8	Total Tim	e Reporting Code	1	Taskgroup	Busines	Unit	Telework	Agency Value	
							•	77700BA	Q 77700	۹	٩		+
							× ;	77700BA	Q 77700	۹	٩		+
							•	77700BA	Q 77700	۹	٩		+
Sav	ave for Later Submit	Apply Schedul	e										
Report	Reported Time Status	Leave / Compensi	atory Time <u>A</u> bsence	Exceptions	Payat	le Time							
Reported T	Time Status												
					1-1 of 1	~							
Date	Total TRC	Description	Sched Hrs	Comme	enta	_							
	0.00		0.00										
Return to Se Manager Se	Select Employee												
Time Manag	agement												
	View By Date Scheduled Hours	Week 12/08/2024	Reported Hours	o.oo embe	er to	Previous click the	week Ne	ext Week	n ico	n.			
	Enter the numb	per of Co	mpensato	ory lea	ave	adjustme	ent h	ours	in tł	ne	appro	opriate da	y field.
	From Saturday 12/10/2022 to Fr	Sun	Mon	Tue		Wed	Thu		Fri		Total Tim	a Panorting Code	
	12/10	12/11	12/12	12/13		12/14	12/15		12/16		Total Tim	e Reporting Code	
	8.00										8.00 CC	CA - Comp Time Leave Adj	ust 🗸
	Hours entered	on the T	imesheet	are a	lway	/s entere	ed as	s a po	ositiv	/e	numt	ber.	
	Click the <b>Time</b> Leave or Overf	Reporti ime Lea	ng Code ve TRC.	dropo	dowr	button	and	seleo	ct the	ea	applic	able Com	p Time
	Time Reporting	Code											



Step	Action													
i	Use the Adju	Use the Adjust TRC to add hours and the Deduction TRC to reduce hours.												
9.	Scroll to the	right side of the page as n	eeded.											
	Telework	Agency Value	ChartFields											
	٩		ChartFields	+	-									
	٩		ChartFields	+	-									
	٩		ChartFields	+	-									
10.	If ChartField Timesheet. required for t Timesheet p ChartFields ChartFields Click the OK page.	If ChartFields are optional or required for the employee, a ChartFields link will display on the Timesheet. If the Timesheet does not contain a ChartFields link, or ChartFields are not required for the employee, proceed to step 12. If the ChartFields link displays on the Timesheet page and is required, click the ChartFields link.  ChartFields ChartFields Click the OK button to accept the default values that display and return to the Timesheet page.  Ok Cancel												
The Tim	esheet page re	edisplays.												
F	Select Another Timesheet View By We *Date 12/ Scheduled Hours 40, rom Saturday 12/10/2022 to Friday	eek 10/2022 00 Reported Hours 8 00 12/16/2022 ③	Previous Week Next Week Previous Employee Next Employee											
-	Sat 12/10 1	Sun Mon Tue 12/11 12/12 12/13	Wed Thu 12/14 12/15	Fri 12/16	Total Time Reporting Code									
,[	Save for Later Reported Time Status	Submit	Exceptions Payable Time		CON-Comp Time Leave August									
12	Click the Coul		11 11											
12.	Save for Later	Submit Apply Schedule												
	·													



Step	Action								
The Sub	The Submit Confirmation page displays.								
	Timesheet     Description       Submit Confirmation     Description								
	<ul> <li>The Submit was successful. Time for the Week of 2022-12-02 to 2022-12-08 is submitted</li> <li>OK</li> </ul>								
13.	Click the <b>OK</b> button.								
The <b>Time</b>	sheet page redisplays.								
Si	ect Another Timesheet       *View By     Week     Previous Week     Next Week       *Date     12/10/2022     Imilian     Previous Employee       Scheduled Hours     40.00     Reported Hours     8.00								
From	Saturday 12/10/2022 to Friday 12/16/2022 ③ Sat Sun Mon Tue Wed Thu Fri Total Time Reporting Code								
	12/10         12/11         12/12         12/13         12/14         12/15         12/16         Notal Time Reporting Code           8.00								
	Save for Later     Submit       eported Time Status     Summary       Leave / Compensatory Time     Absence       Exceptions     Payable Time								
14.	Click the Reported Time Status tab.								



Step	Act	ion										
The <b>Time</b>	shee	<b>t</b> page r	refresh	es and the	Reported	Time St	<b>atus</b> tab	displa	ays.			
Fro	om Friday 1	2/02/2022 to Thu	ursday 12/08/2	022 ⑦								
		Fri 12/2	Sat 12/3	Sun 12/4	Mon 12/5	Tue 12/6	Wed 12/7	Thu 12/8	Total	Time Reporting Con	le	
								40.00	40.00	CPO - Comp Time	Leave Payout 🗸 🗸	
	Save for	or Later	Subm	it								
	Reported Time Status         Summary         Leave / Compensatory Time         Absence         Exceptions         Payable Time											
	Reported time Status Summary Leave / Compensatory time Absence Exceptions Eavable time											
Rep	Reported Time Status											
Dat	ite	Reported Statu	18	Total T	c	Description		Sched	i Ad	ld Comments		
12/	10912022	Submitted		40.00 CI	0	Comp Time Leave	Barraut	Hrs	3			
12/	100/2022	Submitted		40.00	0	Comp Time Leave	Payou	0.0				
The <b>TR C</b>	ciic comm	Add C	Commen	nts plays in a	pop-up win	dow.						
					TR	Comments					×	
Ad Ad	omments dmin and Off clions - Vote Comment not be abl	s ice_Spec_II history cannot be e to alter or remov	altered or remo re those comme	ved. Once you select O hts later.	Employ ( to leave the page or set	Employee ID ment Record 2 lect Apply for one or n	nore entered comm	ent, you will			Help	
Co	omments r	elated to time er	ntered for 12/	08/2022								84
	≣; Q								₫₫	1-1 of 1 🗸 🕨	View All	
	D	ate	User ID		DateTime Created	Source	Comment					
	1 12	2/08/2022			11/11/2022 5:24PM	Time Reporting					¢ 2	
	Add	Comment	Apply									



Step	Action
16.	Enter a brief comment to document the reason for the payout in the <b>Comment</b> field.
	Comment
17.	Click the <b>OK</b> button.
	OK Cancel Apply
i	Repeat these Steps for each leave type that needs to be adjusted on the Timesheet.



#### **Leave Donation Process**

Step	Action
1.	Navigate to the <b>Absences</b> page to enter a new absence entitlement for an employee using the following path:
	NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences

The Absences Search page displays.

← Cardinal Homepage			Absences
Absences			
Find an Existing Valu	e		
✓ Search Criteria			
Enter any information you hav	and click Search. Leave fields blank for a list of all values.		
Recent Searches	Choose from recent searches 🗸 🖉	Saved Searches Choose from s	aved searches 🗸
Em	pl ID begins with V		
Empl Re	cord = V		
Pav G			
Colord			
Calend			
Ν	ame begins with v		
Period Begin	Date >= V		
Period End	Date <= •		
,	Show fewer options		
L	Case Sensitive		
	Giear		
For more int "Overview o	ormation pertaining to the Cardi f the Cardinal HCM Search Pag	nal HCM Search page es". This Job Aid is loo	s, refer to the Job Aid titl cated on the Cardinal
Website in	ob Aids under Learning.		
Enter the ap	plicable employee's (employee	donating leave) Emplo	yee ID in the <b>Empl ID</b> fie
<b>Note</b> : Users However, it employee.	can also search by Employee F is recommended to use the Emp	ecord or name using t loyee ID as it is a uniq	he corresponding fields. ue identifier for each
Emplus			



#### TA374\_Managing Absence Balances

Step	Action								
3.	Select the employee's Pay Group using the Pay Group Look Up icon.								
	<b>Note</b> : Ensure that the selected Pay Group is consistent with the employee's <b>Job Data</b> page for the same timeframe.								
	Pay Group begins with 🗸								
4.	Click the <b>Search</b> button.								
	Search Clear								
4.	the same timeframe.          Pay Group begins with <       Q         Click the Search button.       Search Clear								

The **Search Results** (Calendar IDs available for the employee) display in the bottom portion of the page.

View All 1-100 of 218 -								
Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date		
	0	SM1	SM1 2021SM118		09/25/2021	10/09/2021		
	0	SM1	SM1 2021SM119		10/10/2021	10/24/2021		
	0	SM1	SM1 2021SM120		10/25/2021	11/09/2021		
	0	SM1	SM1 2021SM121		11/10/2021	11/24/2021		
	0	SM1	SM1 2021SM122		11/25/2021	12/09/2021		
	0	SM1	SM1 2021SM123		12/10/2021	12/24/2021		
	0	SM1	SM1 2021SM124		12/25/2021	01/09/2022		
	0	SM1	SM1 2022SM100		01/10/2022	01/10/2022		
	0	SM1	SM1 2022SM101		01/10/2022	01/24/2022		
	0	SM1	SM1 2022SM102		01/25/2022	02/09/2022		
	0	CM4	SM4 2022SM402		02/40/2022	02/24/2022		



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iod End Da     09/2021 24/2021 24/2021 24/2021	
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24/2022	
09/2022	
24/2022	
12/24/2021 01/09/2022 01/10/2022 01/24/2022 02/09/2022 02/09/2022 Absences	



Step	Action
7.	Select "DLR DON ELEM" using the Element Name Look Up icon.
	Note: "DLR DON ELEM" hours are deducted from the employee's VAC balance. If the donated hours are to be deducted from a balance other than VAC, see the <u>Manually Adjusting an</u> Existing Absence Entitlement Balance section of this Job Aid.

The **Absences** page refreshes and the **Description** field populates based on the **Element Name** selected.

Cardinal Homepage						Absences	
Absences							
Employee ID Pay Group Calendar ID This Calendar is finalized.	SM1 De SM1 2021SM118 B Any changes will be considered during retrr	Name escription Semi-monthly Cl egin Date 09/25/2021 o processing.	assified	Emp P	ol Record 0 ay Entity COVA End Date 10/09/2021		
Balance Adjustments							
*Element Name Description Balance Adjustment Begin Date End Date Comments							
	DLR Donate Element	16	09/25/2021	10/09/2021	ø	+	
The <b>Begin</b> previously s <b>Note</b> : Do no <b>Search</b> but Begin Date	Date and End Date to selected. Dot change these date ton and select the co End Date	fields default b s. If this is no rrect Pay Peri	based on t t the corre od in whice	the Calence ect Pay Pe ch the don	dar ID or Pa eriod, click t ation will ta	ay Period the <b>Return to</b> ke effect.	
09/25/2021	10/09/2021						



Step	Action
10.	Click the icon in the <b>Comments</b> field.
	Comments
The <b>PI</b> 1	or Absence Entitlement page displays in a pop-up window.
[	PI for Absence Entitlement ×
	Absence Comments
	Empl ID:     Name:     Empl Record:     0       Pay Group:     SM1     Description:     Semi-monthly Classified
	Calendar ID:         SM1 2021SM118         Begin Date:         09/25/2021         End Date:         10/09/2021
	Element Name: DLR DON ELEM Description: DLR Donate Element Balance Adjustment: 16.000000
	Additional Information/ Adjustment Comments
	Comments:
	Last Update User ID: Last Update Date/Time: OK Cancel
11.	Enter a brief comment in the <b>Comments</b> field to document that this is a leave donation.
	Note: Do not include any PII in your comments.
	Additional Information/ Adjustment Comments
	Comments:
12.	Click the <b>OK</b> button.
	OK Cancel



Step	Action									
The Ab	sences pag	je redisplays.								
< T	eam Time				Absence	s				
	Absences									
	Employee IDNameEmpl Record0Pay GroupSM1DescriptionSemi-monthly ClassifiedPay EntityCOVACalendar IDSM1 2021SM118Begin Date09/25/2021End Date10/09/2021									
This Bala	This Calendar is finalized. Any changes will be considered during retro processing. Balance Adjustments									
	Q				M 4	1-1 of 1 🗸 🕨	View All			
*Ele	ment Name	Description	Balance Adjustment	Begin Date	End Date	Comments				
MBI		Military Bank Leave		09/25/2021	10/09/2021	Ģ	+			
Sa	ave Return to Sear	rch Previous in List Next in List	Notify							
13.	<ul><li>13. Click the Save button.</li><li>You have completed the adjustment for the donor. Now the adjustment must be made for the recipient.</li></ul>									
	Save         Return to Search         Previous in List         Next in List         Notify									
14.	Click the R	eturn to Search butt	on.							
	Save	Return to Search	Previous in List	Next in L	ist Notif	у				



Step	Action
The Ab	osences Search page redisplays.
(~ ·	Cardinal Homepage Absences
Abs	sences
Fin	id an Existing Value
✓ Si Ente	earch Criteria er any information you have and click Search. Leave fields blank for a list of all values.
ť	🕐 Recent Searches Choose from recent searches 🗸 🖍 🖓 Saved Searches Choose from saved searches 🗸
	Empl ID begins with 🗸
	Empl Record = V
	Pay Group begins with V
	Calendar ID begins with V Q
	Name begins with V
	Period Begin Date >= V
	▲ Show fewer options
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 <b>Job Aids</b> under <b>Learning</b> .
15.	Delete the donor's Employee ID in the <b>Empl ID</b> field.
	<b>Note</b> : If using the <b>Clear</b> button, capture the Calendar ID first as the Calendar ID for the leave recipient should match the Calendar ID for the person who donated leave.
	Empl ID begins with ~
16.	Enter the applicable employee's (employee receiving the donated hours) Employee ID in the <b>Empl ID</b> field.
	Empl ID begins with ~



Step	Action				
17.	Update the <b>Pay Group</b> field as needed. <b>Note</b> : Ensure that the selected Pay Group is consistent with the employee's <b>Job Data</b> page.				
	Pay Group begins with ~				
18.	Click the <b>Search</b> button.				
	Search Clear				
The Ab	sences page for the employee who will receive the donated leave.				
	Cardinal Homepage     Absences				
	Absences				
	Employee ID       Name       Empl Record       0         Pay Group       SM1       Description       Semi-monthly Classified       Pay Entity       COVA         Calendar ID       SM1 2021SM118       Begin Date       09/25/2021       End Date       10/09/2021         This Calendar is finalized. Any changes will be considered during retro processing.       Balance Adjustments       Vertice       Vertice				
	*Element Name Description Balance Adjustment Begin Date End Date Comments				
	DLR REC ELEM Q         DLR Receive Element         09/25/2021         10/09/2021         ©         +				
	Save Return to Search Previous in List Next in List Notify				
19.	The <b>Header</b> section populates based on the employee selected to receive the donated leave. Review the information to confirm that the correct employee selection was made.				
20.	Select "DLR REC ELEM" using the Element Name Look Up icon.				
	Note: This will increase the recipients DLR balance.				
	*Element Name				



Step	Action						
The <b>Absences</b> page refreshes and the <b>Description</b> field populates based on the Element Name selected.						ment Name	
	Adjust Absence Bala	ances			A	bsences	
	Absences						
	Employee IDNameEmpl Record0Pay GroupSM1DescriptionSemi-monthly ClassifiedPay EntityCOVACalendar IDSM1 2021SM118Begin Date09/25/2021End Date10/09/2021This Calendar is finalized. Any changes will be considered during retro processing.Final Calendar is finalized.Final Calendar is finalized.Final Calendar is finalized.						21
	<b>■</b> Q				M •	1-1 of 1 🗸 🕨	View All
	*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments	
	DLR REC ELEM <b>Q</b>	DLR Receive Element	16	09/25/2021	10/09/2021	Þ	+
	Save Return to	Search Previous in List Next i	in List Notify				
21.	Note: Do not Search butto Begin Date	End Date	. If this is not ect Pay Perior	the corre	ct Pay Per	iod, click tl	he <b>Return to</b> ke effect.
22.	Enter the hol Balance A	urs being received as	a positive nu	mber in tl	he <b>Balanc</b>	e Adjustm	<b>nent</b> field.
23.	Click the icon Comments	n in the <b>Comments</b> fi	ield.				



Step	Action					
The <b>PI</b>	The PI for Absence Entitlement page displays in a pop-up window.					
Γ	PI for Absence Entitlement ×					
	Absence Comments					
	Empl ID: Name: Empl Record: 0					
	Pay Group:     SM1     Description:     Semi-monthly Classified       Calendar ID:     SM1 2021SM118     Begin Date:     09/25/2021     End Date:     10/09/2021					
	Element Name: DLR REC ELEM Description: DLR Receive Element Balance Adjustment: 16.000000					
	Additional Information/ Adjustment Comments					
	Comments:					
	Last Update User ID: Last Update Date/Time: OK Cancel					
24.	Enter a brief comment in the <b>Comments</b> field to document that this is a leave donation.					
	Note: Do not include any PII in the comments.					
	Additional Information/ Adjustment Comments					
	Comments:					
05						
25.						
	OK Cancel					



Step	Action				
The Ab	he Absences page redisplays.				
j	Cardinal Homepage Abser	ices			
	Absences				
	Employee ID     Name     Empl Record     Empl Record     0       Pay Group     SM1     Description     Semi-monthly Classified     Pay Entity     COVA       Calendar ID     SM1 2021SM118     Begin Date     09/25/2021     End Date     10/09/2021       This Calendar is finalized. Any changes will be considered during retro processing.     Final Construction of the con				
	alance Adjustments				
	Element Name Description Balance Adjustment Begin Date End Date Comments				
	DLR REC ELEM         DLR Receive Element         09/25/2021         10/09/2021         ©         +         -				
	Save         Return to Search         Previous in List         Next in List         Notify				
26.	Click the <b>Save</b> button.				
	Save         Return to Search         Previous in List         Next in List         Notify				
i	The leave donation process is now complete. Adjustments made in the current open Period and prior Pay Periods will be processed the next time the Absence Calc proce (runs nightly).	Pay ess runs			



#### **Returning Unused Leave Donation**

Step	Action
1.	Navigate to the <b>Absences</b> page by following this path:
	NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences

A I. ~ 

← Cardinal Homepage				Absences	
Absences					
Find an Existing Va	lue				
✓ Search Criteria					
Enter any information you h	Choose from recent searches	Ilist of all values.	Saved Searches	Choose from saved searches	~ //
I	mpl ID begins with 🗸				
Empl	Record = V				
Pay	Group begins with V	Q			
Cale	ndar ID begins with V	٩			
	Name begins with V				
Period Ben					
Period E					
Feliou El	△ Show fewer options				
	Case Sensitive				
	Search Clear				
<b>–</b>		the Condine		al nance refer to the	
"Overview	of the Cardinal HCM Se	earch Pages	". This Job	Aid is located on the C	ardinal
Website in	Job Aids under Learn	ing.			
Enter the a	applicable employee's (e	employee do	nating leave	e) Employee ID in the <b>E</b>	Empl ID fie
Note: Use	rs can also search by E	mployee Red	cord or nam	e using the correspond	ling fields.
However, employee.	t is recommended to us	se the Emplo	yee ID as it	is a unique identifier fo	r each



Step	Action						
3.	Select the em	nployee's Pa	y Group us	sing the <b>Pay Gr</b>	oup Look	<b>Up</b> icon.	
	Note: Ensure	e that the sele eframe.	ected Pay	Group is consis	ent with th	e employee's <b>Jo</b>	<b>b Data</b> page for
	Pay Group	begins with $\checkmark$		۵			
4.	Click the Sea	rch button.					
	Search		Clear				
5.	Either select	the applicabl	e <b>Calenda</b>	<b>IT</b> ID or the appl	cable <b>Per</b> i	iod Begin Date t	o select the Pay
	Period in white	ch the return	of unused	hours will take	effect.		
	View All	5			14	1-100 of 218	<b>v b b</b>
	VICT/ M					1-100 01210	
	Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date
		0	SM1	SM1 2021SM118		09/25/2021	10/09/2021
		0	SM1	SM1 2021SM119		10/10/2021	10/24/2021
		0	SM1	SM1 2021SM120		10/25/2021	11/09/2021
		0	SM1	SM1 2021SM121		11/10/2021	11/24/2021
	-	0	SM1	SM1 2021SM122		11/25/2021	12/09/2021
	-	0	SM1	SM1 2021SM123		12/10/2021	12/24/2021
	-	0	SM1	SM1 2021SM124		12/25/2021	01/09/2022
	-	0	SM1	SM1 2022SM100		01/10/2022	01/10/2022
	-	0	SM1	SM1 2022SM101		01/10/2022	01/24/2022
		0	SM1	SM1 2022SM102		01/25/2022	02/09/2022
	-	0	CM4				02/24/2022



Step	Action					
The <b>Ab</b>	The <b>Absences</b> page displays for the applicable employee with the original donation information.					
	Cardinal Homepage     Absences					
	Absences					
	Employee ID       Name       Empl Record       0         Pay Group       SM1       Description       Semi-monthly Classified       Pay Entity       COVA         Calendar ID       SM1 2021SM118       Begin Date       09/25/2021       End Date       10/09/2021         This Calendar is finalized. Any changes will be considered during retro processing.       Balance Adjustments       Semi-monthly Classified       Semi-monthly Classified       Semi-monthly Classified					
	Implies     Q     I=1 of 1 → Implies					
	*Element Name Description Balance Adjustment Begin Date End Date Comments					
	DLR DON ELEM         Q         DLR Donate Element         10/09/25/2021 (1)/09/2000 (1)/09/2000 (1)/09/2000 (1)/09/2000 (1)/09/2000 (1)/09/2000 (1)/09/2000 (1)/09/2000 (1)/09/2000 (1)/09/2000 (1)/09/2000 (1)/09/2000 (1)/					
	Save Return to Search Previous in List Next in List Notify					
6.	Update the <b>Balance Adjustment</b> field by overwriting the original number of hours donated w the number of hours being returned. Enter this as a negative number.	vith				
	Balance Adjustment					
7.	Click the icon in the <b>Comments</b> field.					
	Comments					



Step	Action						
The <b>PI</b>	The <b>PI for Absence Entitlement</b> page displays in a pop-up window.						
[			PI for	r Absence Entitlemer	nt		×
	Absence Co	omments					Help
	Empl ID:		Name:		Empl Record:	0	
	Pay Group:	SM1	Description:	Semi-monthly Classified			
	Calendar ID:	SM1 2021SM118	Begin Date:	09/25/2021	End Date:	10/09/2021	
	Element Name:	DLR DON ELEM	Description:	DLR Donate Element	Balance Adjustment:	-4.000000	
	Additional Inf	ormation/ Adjustment	Comments				
	Comments:						
	Last Update Use	er ID:		Lasi	t Update Date/Time:		
	ОК	Cancel					
8.	Enter a bri from a leav	ief comment in ve donation.	the Comm	ents field to doc	ument that this is a re	turn of ur	nused hours
	Note: Do	not include any	y PII in the	comments.			
	Additional	Information/ Adjus	stment Comme	ents			
		_					
	Comments	:					
9.	Click the C	<b>DK</b> button.					
	OK	Cancel					



Step	Action						
The <b>Ab</b>	The Absences page redisplays.						
	< Cardinal Homepage Absences						
	Absences						
	Employee IDNameEmpl Record0Pay GroupSM1DescriptionSemi-monthly ClassifiedPay EntityCOVACalendar IDSM1 2021SM118Begin Data0/25/2021End Data10/09/2021This Calendar is finalized. Any changes will be considered during retro processing.Final Calendar is finalized.Final Calendar is finalized.Final Calendar is finalized.						
	Balance Adjustments						
	*Element Name Description Balance Adjustment Begin Date End Date Comments						
	DLR DON ELEM         DLR Donate Element						
	Save         Return to Search         Previous in List         Next in List         Notify						
10.	Click the Save button.						
	Next, the adjustment must be made for the recipient to remove the unused hours.						
	Save         Return to Search         Previous in List         Next in List         Notify						
11.	Click the <b>Return to Search</b> button.						
	Save         Return to Search         Previous in List         Next in List         Notify						



Step	Action				
The Ab	The Absences Search page redisplays.				
(+ e	Cardinal Homepage Absences				
Abs	ences				
Fin	d an Existing Value				
✓ S Ente	earch Criteria r any information you have and click Search. Leave fields blank for a list of all values.				
	PRecent Searches Choose from recent searches				
	Empl ID begins with V				
	Empl Record =				
	Pay Group begins with V Q				
	Calendar ID begins with V Q				
	Period Begin Date				
	Period End Date <= V				
	Show fewer options				
	Clear				
A	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 <b>Job Aids</b> under <b>Learning</b> .				
12.	Delete the donor's Employee ID in the <b>Empl ID</b> field.				
	<b>Note</b> : If using the <b>Clear</b> button, capture the Calendar ID first as the Calendar ID of the leave				
	Empl ID begins with ~				
13.	Enter the applicable employee's (employee who is returning donated hours) Employee ID in the <b>Empl ID</b> field.				
	<b>Note</b> : Users can also search by Employee Record or name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.				
	Empl ID begins with ~				



Step	Action
14.	Update the <b>Pay Group</b> field as needed. <b>Note</b> : Ensure that the selected Pay Group is consistent with the employee's <b>Job Data</b> page. Pay Group begins with ~
15. The <b>Ah</b>	Click the <b>Search</b> button.
	Cardinal Homepage     Absences
	Employee ID       Name       Empl Record       0         Pay Group       SM1       Description       Semi-monthly Classified       Pay Entity       COVA         Calendar ID       SM1 2021SM118       Begin Date       09/25/2021       End Date       10/09/2021         This Calendar is finalizet.       Any changes will be considered during retro processing.       Balance Adjustments       Editional of the second during retro processing.       Editional of the second during retro processing.
	Image: Constraint of the second consecond consecond constraint of the second constraint of
	Save         Return to Search         Previous in List         Notify
16.	Update the <b>Balance Adjustment</b> field by overwriting the original number of hours received with the number of unused hours being returned. Enter this as a negative number.  Balance Adjustment
17.	Click the icon in the <b>Comments</b> field.



Step	Action	
The <b>PI</b>	for Absence Entitlement page displays in a pop-up window.	
[	PI for Absence Entitlement	×
	Absence Comments	Help
	Empl ID: Name: Empl Record: 0	
	Pay Group: SM1 Description: Semi-monthly Classified	
	Calendar ID: SM1 2021SM118 Begin Date: 09/25/2021 End Date: 10/09/2021	
	Element Name: DLR REC ELEM Description: DLR Receive Element Balance Adjustment: -4.000000	
	Additional Information/Adjustment Comments	
	Comments:	
	Last Update User ID: Last Update Date/Time:	
18.	Enter a brief comment in the <b>Comments</b> field to document that this is a return of ur from a leave donation.	nused hours
	Note: Do not include any PII in the comments.	
	Additional Information/ Adjustment Comments	
	Comments:	
19.	Click the <b>OK</b> button.	
	OK Cancel	



Step	Action	
The Ab	osences page redisplays.	
Í	Cardinal Homepage	Absences
	Absences	
	Employee ID     Name     Empl Record     0       Pay Group     SM1     Description     Semi-monthly Classified     Pay Entity     COVA       Calendar ID     SM1 2021SM118     Begin Date     09/25/2021     End Date     10/09/2021       This Calendar is finalized. Any changes will be considered during retro processing.     Pay Entity     Cova     10/09/2021	
	Balance Adjustments       IFF     Q       I     I       III     III	/iew All
	*Element Name Description Balance Adjustment Begin Date End Date Comments	
	DLR REC ELEM         Q         DLR Receive Element         -4         09/25/2021         10/09/2021         ©         +	-
	Save         Return to Search         Previous in List         Next in List         Notify	
20.	Click the <b>Save</b> button.	
	Save         Return to Search         Previous in List         Next in List         Notify	
i	The return of unused hours from a leave donation process is now complete. Adjumate in the current open Pay Period and prior Pay Periods will be processed the Absence Calc process runs (runs nightly).	ustments next time the



#### TA374\_Managing Absence Balances

#### **Transferring From one Agency to Another Agency**

- The process below using the **Supporting Elements** page only applies to transferring VAC and Traditional Sick hours. This process allows transferred Vacation and Traditional Sick hours to be used in the first Pay Period in the new Agency.
- Cardinal automatically entitles VSDP Sick, VSDP Personal, and CSL based on New Hire DHRM policy. Use the <u>Manually Adjusting an Existing Absence Entitlement Balances</u> section of this Job Aid to adjust these balances to reflect the hours that the employee is transferring as needed.
- To adjust absence balances for all other leave types, see the <u>Manually Adjusting an Existing</u> <u>Absence Entitlement Balances</u> section of this Job Aid. When employees transfer to another Agency, all absence balances should be reviewed and updated as needed.

Step	Action							
1.	To transfer Vacation to another State A	on (Annual Lea gency, navigat	ave) or Tradi te to the <b>Sur</b>	tional Sick ba porting Eler	llances for an employe <b>nents</b> page by followir	e transferring		
	NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Create Overrides > Supporting Elements							
The <b>Su</b>	pporting Elements	<b>Search</b> page	displays.					
$\left(\leftarrow \mathbf{c}\right)$	Cardinal Homepage				Supporting Eler	nents		
Sup	porting Elements							
Fin	d an Existing Value							
✓ Se Enter	earch Criteria r any information you have and click S	earch. Leave fields blank for	r a list of all values.					
ŧ	Recent Searches Choose from	recent searches	~ /	Saved Searches	Choose from saved searches	~ //		
	Empl IC	begins with V						
	Empl Record	• = t						
	Name	e begins with 🗸						
	Last Name	begins with 🗸						
	Second Last Name	begins with						
	Second Last Name	begins with   begins with						
	Second Last Name Alternate Character Name Middle Name	begins with  begi						
	Second Last Name Alternate Character Name Middle Name ^ Show fewr	begins with begin						
	Second Last Name Alternate Character Name Middle Name ^ Show fewe Case Sen:							



Step	Action					
2.	Enter the a Note: You However, it employee. Empl ID	pplicable employee's E can also search by Em t is recommended to us begins with v	Employee ID in the In ployee Record or n se the Employee ID	Empl ID fiel name using t as it is a ur	d. he correspond ique identifier	ling fields. for each
3.	Click the S	earch button.				
The <b>Su</b> display	upporting Elevent	<b>ements</b> page displays t.	for the applicable e	mployee wi	th the <b>Elemen</b>	ts/Dates tab
	Adjust Absence          Supporting Eler         Payee Supporting I         Image: Comparison of the second sec	Balances ments Employee ID Element Override List	Empl Record 0	Supportin Name	e	▶   View All
	Element Type	Element Name	Description	*Begin Date	End Date	
-	~			12/10/2024		+ -
	Save	to Search Previous in List	Next in List Notify			
4.	Click the E	lement Type dropdow	n button and select	"Variable".		



Step	Action						
The <b>S</b>	upporting E	<b>lements</b> page	e refreshes.				
	Adjust Absence	e Balances			Supporti	ng Elements	
	<u>&gt;</u>						
	Supporting El	ements					
		Employee ID		Empl Record 0	Nam	e	
	Payee Supporting	J Element Override L	.ist				
	<b>₽</b> Q					1-1 of 1 View All	
	Elements/Date	s ∥⊧					
	Element Type	Element Name	Desc	ription	*Begin Date	End Date	
	Variable 🗸		Q		12/10/2024	+ -	
	Save	rn to Search Prev	ious in List Next i	n List Notify			
0.		ame					
The L	ook Up Eler	nent page dis	plays in a pop	o-up window.			
	·			.ook Up Element	×		
				•	Help 💧		
			Element Name begin	s with 🖌			
			Description begin	s with v			
			Search Clear	Cancel Basic Lookup			
			Search Results				
			View 100	1-192 of 1	92 ∨ ▶ ▶		
			Element Name	Description	Country Code		
			COVA GP PAYGRP	COVA GP PAYGRP	USA		
			V SRL R1R2 EXP	R1R2 Expiration on R3 09/2	4/23 USA		
				V SCK XFR ADJ	USA		
				VDOT TEMP NUM 2	USA		
			VDOT TEMP DT	VDOT TEMP DT	USA		
			V FMLA ROLLOVER BA	V FMLA ROLLOVER BA	USA		
			V SCK FMLA TAKE BA	V SCK FMLA TAKE BA	USA		
			WCI V_CNV_EYTD_PIN	WCI Cnv Yr Earned YTD Ba	lance USA 💌		



		to update t	he Traditional Sic	k balance.			
Element Name	Description	Country Code					
V ERL R1R2 EX	P R1R2 Expiration on R3	3 09/24/23 USA					
V FMLA EMP/FA	M BAL V FMLA EMP/FAM BA	L USA					
V FMLA MILITAR	RY BA V FMLA MILITARY BA	L USA					
V FMLA ROLLO	VER BA V FMLA ROLLOVER B	BA USA					
V SCK FMLA TA	KE BA V SCK FMLA TAKE BA	A USA					
V SCK XFR ADJ	V SCK XFR ADJ	USA					
V SDP FMLA TA	KE BA V SDP FMLA TAKE BA	A USA					
V SRL R1R2 EXI	P R1R2 Expiration on R3	3 09/24/23 USA					
V STD TAKE BA	L DAY V STD TAKE BAL DAY	USA					
V STD VAC ACR	LMT V STD VAC ACR LMT	USA					
V VAC XFR ADJ	V VAC XFR ADJ	USA					
V WCL TAKE BA	L DAY V WCL TAKE BAL DA	Y USA					
v wel vac acr	Elements page	redisplays.					
v wcL vAc AcF	Elements page	redisplays.	Su	pporting Elemer	ıts		
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Step	Action
7.	Click the End Date Calendar icon and select the applicable end date.
	<b>Note:</b> The end date should correspond to the Pay Period begin date. If the <b>End Date</b> field is left blank, the employee will receive the balance each pay period. If the begin date and end date span multiple pay periods, the employee will receive the balance adjustment each pay period beginning with the <b>Begin Date</b> and ending with the <b>End Date</b> .
	End Date
8.	Click the Values tab.
	Elements/Dates Values
The <b>Va</b>	l <b>ues</b> tab displays.
	Supporting Elements Employee ID Empl Record 0 Name
	Payee Supporting Element Override List         Implies         Q         Implies         Elements/Dates         Values
	Element Type Element Name Numeric Value
	Variable V VAC XFR ADJ Q 0.000000 + -
	Save Return to Search Notify
9.	Enter the number of hours the employee is transferring from the previous Agency in the <b>Numeric Value</b> field for the corresponding row.
	Numeric Value
	0.000000 👳
10.	Click the <b>Save</b> button.
	Save Return to Search Notify



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

Agencies have two options for managing leave for employees who are work fewer than 12 months a year.

1. HR Administrators can enroll the employee in the **FACREGGRP** or **FACVSDPGRP Eligibility group** and AM Administrators can manually adjust their balances.

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

2. HR Administrators can update the employees Job Data by adding a new effective dated row and updating the employees' Eligibility Group from VSDPELGGRP to FACREGGRP. The FACREGGRP Eligibility Group does not include VAC accrual or VSDP PER or VSDP Sick Leave. HR Administrators will need to add another effective dated row to return the employees to the VSDPELGGRP Eligibility Group upon their return to work.

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

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



#### TA374\_Managing Absence Balances

Step	Action
1.	Update the Eligibility Group by navigating to the Employee's Job Data Record.
	NavBar > Menu > Workforce Administration > Job Information > Job Data

The Job Data Search page displays.

<b>(</b>	Cardinal Homepage Job Data
Jo	Data
F	nd an Existing Value
Er	earch Criteria er any information you have and click Search. Leave fields blank for a list of all values.
	🕐 Recent Searches Choose from recent searches 🗸 🌶 📮 Saved Searches Choose from saved searches 🗸
	Empl ID begins with 🗸
	Empi Record =
	Name begins with V
	Last Name begins with V
	Second Last Name begins with V
	Alternate Character Name begins with V
	Middle Name begins with ~
	Case Sensitive  Include History Correct History
	Search Clear
	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 <b>Job Aids</b> under <b>Learning</b> .
•	Enter the applicable employee's Employee ID in the <b>Empl ID</b> field.
	<b>Note</b> : You can also search by Employee Record or name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.
	Empl ID begins with ~
	Click the <b>Search</b> button.
	Search Clear



Step	Act	ion
The Em	nploy	ee's Job Data Record displays.
		< Cardinal Homepage
		Work Location         Job Labor         Payroll         Salary Plan         Compensation
		Employee Empl Record 0
		Work Location Details ⑦ Q I I I I I I I I I I I I I I I I I I
		*Effective Date 08/10/2024
		Effective Sequence     0     *Action       HR Status     Active     Reason       FY25 Statewide Increase     V
		Payroll Status Active *Job Indicator Primary Job
		Position Number ACS00095 Q. Dairy Inspector
		Override Position Data Position Entry Data 12/16/1978
		Regulatory Region USA United States
		Company     ACS     Agriculture & Consumer Svos       Business Unit     30100     Agriculture & Consumer Svos
		Department 33200 Dairy and Foods Department Entry Date 12/16/1978
		Location MOBSW MOBILE WORKERS SW Establishment ID VDACS Q Dest of Acti Cores Services Date Created Development
		Last Start Date 12/16/1978 STD Claim Number Layoff Notice Date Constraint College Constraint College C
		Turn Off Auto Pay ○Yes ®No
		Job Data Employment Data Earnings Distribution Benefits Program Participation
4.	Clic	k the Add a New Row icon (+) to Add a New Effective Dated Row.
		Go To Row -
5.	Ent	er/select the appropriate effective date in the <b>Effective Date</b> field.
	*E1	nective Date 12/11/2024
6.	Clic	k the Action dropdown button and select "Data Change".
	۸*	ction Data Change 🗸
	Re	ason Data Change



Step	Action
7.	Click the <b>Reason</b> dropdown button and select "Data Change".
8.	Click the <b>Payroll</b> tab.
The <b>Pa</b>	<pre>vroll tab displays.</pre>
9.	Change the <b>Eligibility Group</b> from "VSDPELGGRP" to "FACREGGRP" using the <b>Look Up</b> icon.
10.	Click the <b>Save</b> button.

