

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.



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Revision History

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

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

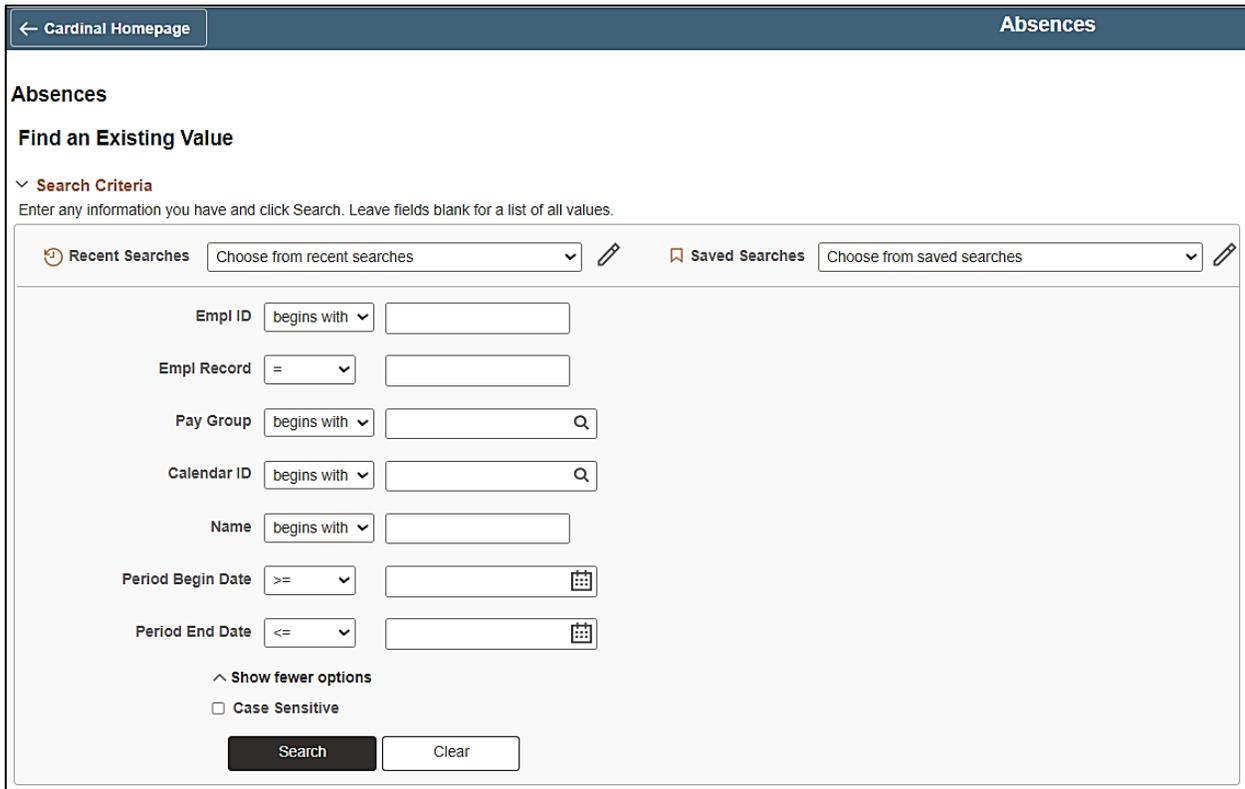
Menu > Workforce Administration > Job Information > Job Data

- 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 Absences 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.




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.

Enter the employee's Employee ID in the **Empl ID** 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.



Step	Action
3.	<p>Select the employee's Pay Group using the Pay Group Look Up icon.</p> <p>Note: Ensure that the selected Pay Group is consistent with the employee's Job Data page for the same timeframe.</p> <div data-bbox="302 472 967 548" style="border: 1px solid black; padding: 5px;"> Pay Group begins with ▼ <input style="width: 150px;" type="text"/> <input type="button" value="Q"/> </div>
4.	<p>Select the applicable value for one of the following fields:</p> <ol style="list-style-type: none"> 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 applicable Pay Period using the Calendar ID Look Up icon. 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. Period End Date: The Pay Period end date when the new entitlement should be effective. Select the applicable Pay Period end date using the Period End Date Calendar icon. <div data-bbox="302 1058 1045 1423" style="border: 1px solid black; padding: 10px;"> <div style="margin-bottom: 5px;"> Pay Group begins with ▼ <input style="width: 150px;" type="text"/> <input type="button" value="Q"/> </div> <div style="margin-bottom: 5px;"> Calendar ID begins with ▼ <input style="width: 150px;" type="text"/> <input type="button" value="Q"/> </div> <div style="margin-bottom: 5px;"> Name begins with ▼ <input style="width: 150px;" type="text"/> </div> <div style="margin-bottom: 5px;"> Period Begin Date >= ▼ <input style="width: 150px;" type="text"/> <input type="button" value="Calendar"/> </div> <div style="margin-bottom: 5px;"> Period End Date <= ▼ <input style="width: 150px;" type="text"/> <input type="button" value="Calendar"/> </div> </div>
5.	<p>Click the Search button.</p> <div data-bbox="293 1512 745 1587" style="border: 1px solid black; padding: 5px;"> <input style="width: 80px;" type="button" value="Search"/> <input style="width: 80px;" type="button" value="Clear"/> </div>



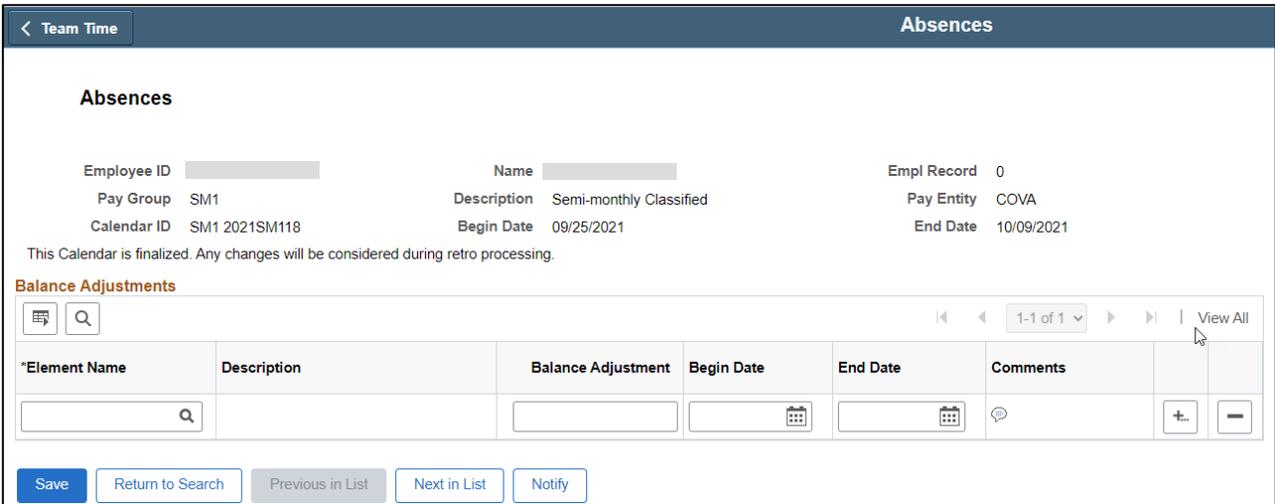
Time & Attendance Job Aid

TA374_Managing Absence Balances

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

Search Results						
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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	SM1	SM1 2022SM103		02/10/2022	02/24/2022

Step	Action											
6.	<p>Select the applicable Calendar ID based on the effective date of the change by clicking the corresponding link in the Calendar ID column.</p> <p>Note: Verify that the Pay Group is consistent with the employee's Job Data 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.</p> <p>Balance adjustments should not be entered in calendars that end in '00' or 'F1', as these are not regular semi-monthly leave period calendars.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left; padding: 2px;">Calendar ID</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td style="padding: 2px;">SM1 2021SM118</td> </tr> <tr> <td style="padding: 2px;">SM1 2021SM119</td> </tr> <tr> <td style="padding: 2px;">SM1 2021SM120</td> </tr> <tr> <td style="padding: 2px;">SM1 2021SM121</td> </tr> <tr> <td style="padding: 2px;">SM1 2021SM122</td> </tr> <tr> <td style="padding: 2px;">SM1 2021SM123</td> </tr> <tr> <td style="padding: 2px;">SM1 2021SM124</td> </tr> <tr> <td style="padding: 2px;">SM1 2022SM100</td> </tr> <tr> <td style="padding: 2px;">SM1 2022SM101</td> </tr> <tr> <td style="padding: 2px;">SM1 2022SM102</td> </tr> </tbody> </table> </div>	Calendar ID	SM1 2021SM118	SM1 2021SM119	SM1 2021SM120	SM1 2021SM121	SM1 2021SM122	SM1 2021SM123	SM1 2021SM124	SM1 2022SM100	SM1 2022SM101	SM1 2022SM102
Calendar ID												
SM1 2021SM118												
SM1 2021SM119												
SM1 2021SM120												
SM1 2021SM121												
SM1 2021SM122												
SM1 2021SM123												
SM1 2021SM124												
SM1 2022SM100												
SM1 2022SM101												
SM1 2022SM102												
<p>The Absences page displays for the applicable Calendar ID.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  <p>The screenshot shows the 'Absences' page with the following details:</p> <ul style="list-style-type: none"> Employee ID: [Redacted] Name: [Redacted] 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 <p>Below the details is a section for 'Balance Adjustments' with a table that has columns for Element Name, Description, Balance Adjustment, Begin Date, End Date, and Comments. The table is currently empty.</p> </div>												
7.	<p>Review the information in the Header section to confirm that the correct selection was made.</p>											

Step	Action
8.	Click the Element Name Look up icon. <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> *Element Name <input style="width: 100%;" type="text"/> Q </div>

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

Look Up Element x

Element Name begins with

Description begins with

Search
Clear
Cancel
Basic Lookup

Search Results

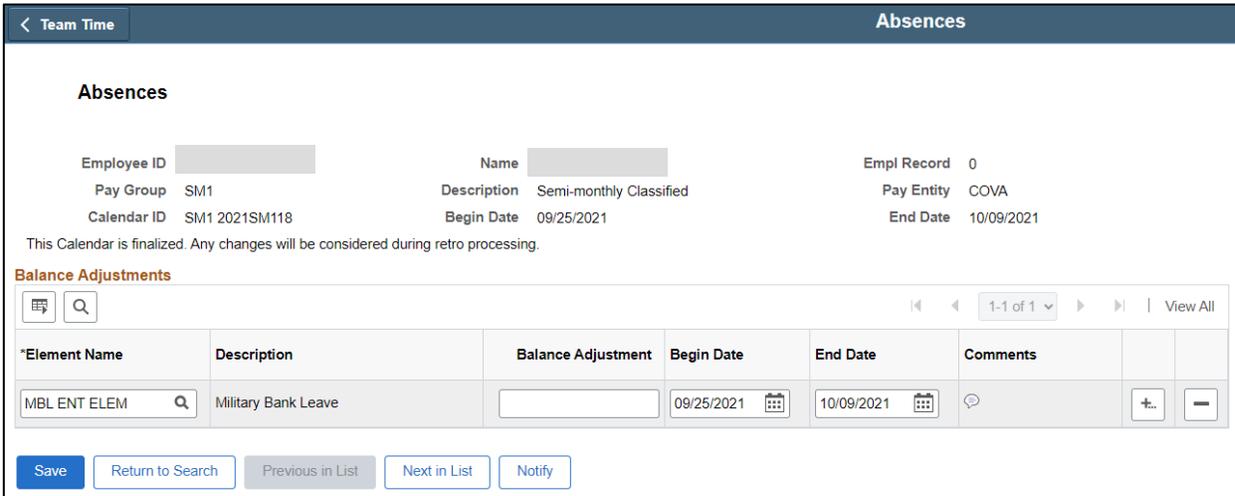
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Element Name	Description	Country Code
BMO ENT ELEM	Bone Marrow/Organ Donations	USA
DLR ENT ELEM	Donated Leave Rec (Lv Share)	USA
DSR ENT ELEM	Victim of Disaster	USA
ELW ENT ELEM	Educational Leave Pay Docking	USA
MBL ENT ELEM	Military Bank Leave	USA
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. <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> 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 </div>
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Step	Action
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The **Absences** page redisplay with the selected Element Name and the **Description** field defaults based on the Element Name selected.



Absences

Employee ID [redacted] Name [redacted] 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

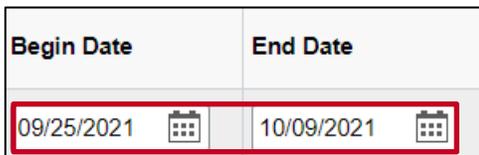
Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
MBL ENT ELEM	Military Bank Leave	<input type="text"/>	09/25/2021	10/09/2021	

Buttons: Save, Return to Search, Previous in List, Next in List, Notify

- Enter the number of hours for the entitlement in the **Balance Adjustment** field as a positive number.



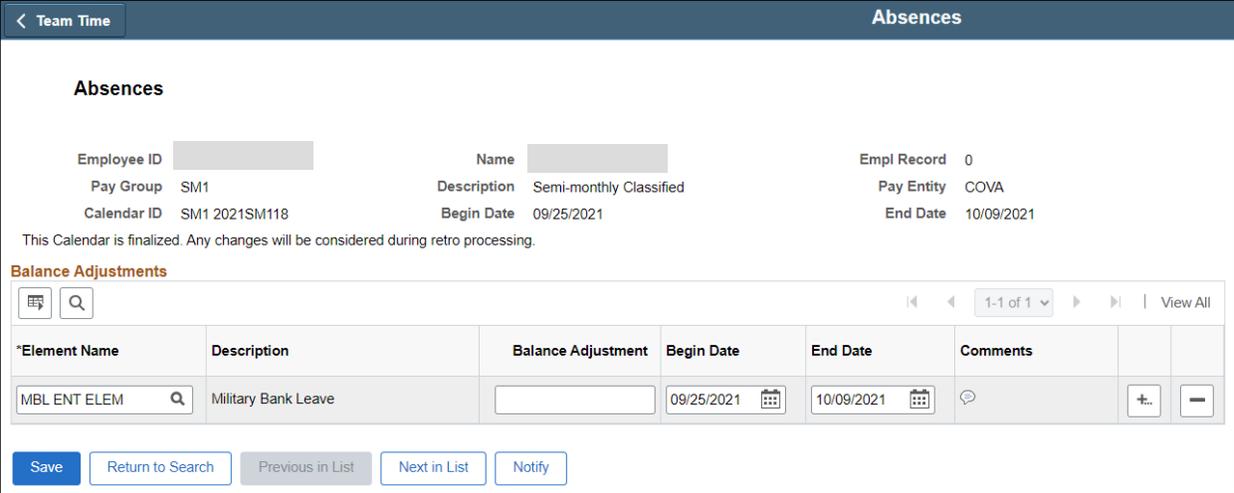
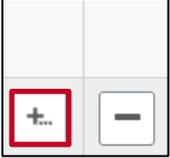
- The **Begin Date** and **End Date** fields default based on the Calendar ID previously selected.
Note: Do not change these dates. If these dates do not reflect the Pay Period that the absence balance adjustment is to be effective in, click the **Return to Search** button and select the appropriate Calendar ID.



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



Step	Action												
	<p>The PI for Absence Entitlement page displays in a pop-up window.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="text-align: right; border-bottom: 1px solid black; padding-bottom: 5px;"> × Help </div> <div style="padding: 5px 0 5px 15px;"> <p>Absence Comments</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Empl ID: [REDACTED]</td> <td style="width: 33%;">Name: [REDACTED]</td> <td style="width: 33%;">Empl Record: 0</td> </tr> <tr> <td>Pay Group: SM1</td> <td>Description: Semi-monthly Classified</td> <td></td> </tr> <tr> <td>Calendar ID: SM1 2021SM118</td> <td>Begin Date: 09/25/2021</td> <td>End Date: 10/09/2021</td> </tr> <tr> <td>Element Name: MBL ENT ELEM</td> <td>Description: Military Bank Leave</td> <td>Balance Adjustment:</td> </tr> </table> <hr style="border: 0.5px solid gray;"/> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p style="margin: 0;">Additional Information/ Adjustment Comments</p> <p style="margin: 5px 0 0 15px;">Comments: <input style="width: 80%; height: 40px; border: 1px solid gray;" type="text"/></p> </div> <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 5px;"> Last Update User ID: Last Update Date/Time: </div> <div style="display: flex; justify-content: flex-end; margin-top: 5px;"> OK Cancel </div> </div> </div>	Empl ID: [REDACTED]	Name: [REDACTED]	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: MBL ENT ELEM	Description: Military Bank Leave	Balance Adjustment:
Empl ID: [REDACTED]	Name: [REDACTED]	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: MBL ENT ELEM	Description: Military Bank Leave	Balance Adjustment:											
13.	<p>Enter a brief comment in the Comments field regarding why the adjustment is being made.</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <div style="border: 1px solid gray; padding: 5px;"> <p style="margin: 0;">Additional Information/ Adjustment Comments</p> <p style="margin: 5px 0 0 15px;">Comments: </p> </div> </div>												

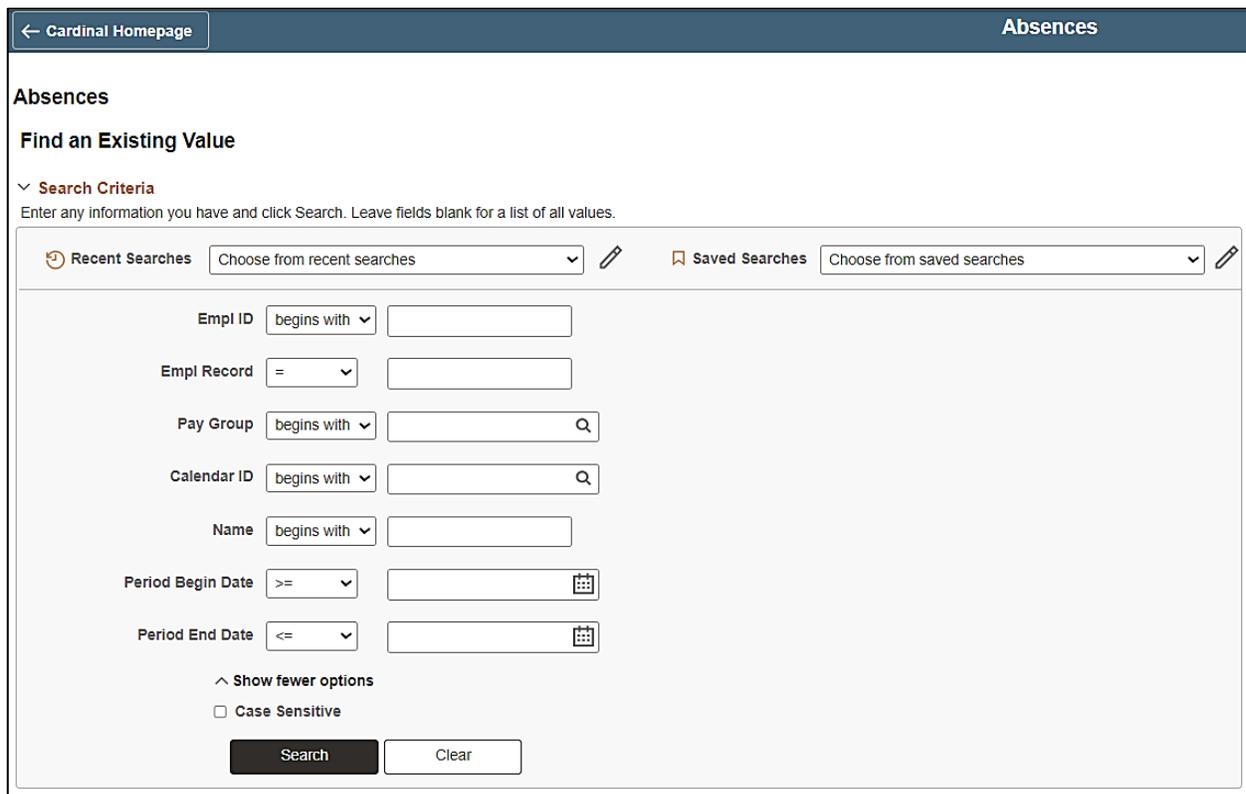
Step	Action
	<p>The Absences page redispays.</p> 
15.	<p>If additional Absence Entitlements need to be entered for the same Pay Period, click the Add a Row icon (+), and repeat Steps 8 – 14. If not, proceed to Step 16.</p> 
16.	<p>Click the Save button.</p> 
	<p>Entitlements added in the current open Pay Period and prior Pay Periods will be reflected in the balance viewable on the Results by Calendar/Calendar Group pages after the nightly Absence Calc process runs but will be available for use/forecasting immediately.</p>

Manually Adjusting an Existing Absence Entitlement Balance

For employees transferring from one Agency to another Agency, refer to the [Transferring From One Agency to Another Agency](#) section of this Job Aid.

Step	Action
1.	Navigate to the Absences 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.




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.

Enter the employee's Employee ID in the **Empl ID** 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.



Step	Action
3.	<p>Select the employee's Pay Group using the Pay Group Look Up icon.</p> <p>Note: Ensure that the selected Pay Group is consistent with the employee's Job Data page for the same timeframe.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Pay Group begins with ▾ <input style="width: 150px;" type="text"/> <input type="button" value="🔍"/> </div>
4.	<p>Select the applicable value for one of the following fields:</p> <ul style="list-style-type: none"> 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 applicable Pay Period using the Calendar ID Look Up icon. 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. <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="margin-bottom: 5px;"> Pay Group begins with ▾ <input style="width: 150px;" type="text"/> <input type="button" value="🔍"/> </div> <div style="border: 2px solid red; padding: 2px; margin-bottom: 5px;"> Calendar ID begins with ▾ <input style="width: 150px;" type="text"/> <input type="button" value="🔍"/> </div> <div style="margin-bottom: 5px;"> Name begins with ▾ <input style="width: 150px;" type="text"/> </div> <div style="border: 2px solid red; padding: 2px; margin-bottom: 5px;"> Period Begin Date >= ▾ <input style="width: 150px;" type="text"/> <input type="button" value="📅"/> </div> <div style="margin-bottom: 5px;"> Period End Date <= ▾ <input style="width: 150px;" type="text"/> <input type="button" value="📅"/> </div> </div>
5.	<p>Click the Search button.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <input style="background-color: #333; color: white; padding: 5px 15px;" type="button" value="Search"/> <input style="padding: 5px 15px; margin-left: 10px;" type="button" value="Clear"/> </div>



Time & Attendance Job Aid

TA374_Managing Absence Balances

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

Search Results

[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	SM1	SM1 2022SM103		02/10/2022	02/24/2022

Step	Action											
6.	<p>Select the applicable Calendar ID based on the effective date of the change by clicking the corresponding link in the Calendar ID column.</p> <p>Note: Verify that the Pay Group is consistent with the employee's Job Data 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.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Calendar ID</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td style="text-decoration: underline;">SM1 2021SM118</td> </tr> <tr> <td style="text-decoration: underline;">SM1 2021SM119</td> </tr> <tr> <td style="text-decoration: underline;">SM1 2021SM120</td> </tr> <tr> <td style="text-decoration: underline;">SM1 2021SM121</td> </tr> <tr> <td style="text-decoration: underline;">SM1 2021SM122</td> </tr> <tr> <td style="text-decoration: underline;">SM1 2021SM123</td> </tr> <tr> <td style="text-decoration: underline;">SM1 2021SM124</td> </tr> <tr> <td style="text-decoration: underline;">SM1 2022SM100</td> </tr> <tr> <td style="text-decoration: underline;">SM1 2022SM101</td> </tr> <tr> <td style="text-decoration: underline;">SM1 2022SM102</td> </tr> </tbody> </table> </div>	Calendar ID	SM1 2021SM118	SM1 2021SM119	SM1 2021SM120	SM1 2021SM121	SM1 2021SM122	SM1 2021SM123	SM1 2021SM124	SM1 2022SM100	SM1 2022SM101	SM1 2022SM102
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.

< Team Time
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

☰ 🔍
1-1 of 1
View All

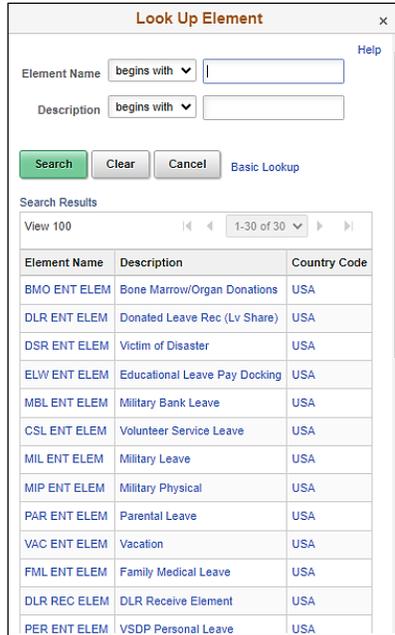
*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
🔍			📅	📅	💬	+	-

Save
Return to Search
Previous in List
Next in List
Notify

7.	Review the information in the Header section to confirm that the correct selection was made.		
8.	<p>Click the Element Name Look up icon.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">*Element Name</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">🔍</td> </tr> </tbody> </table> </div>	*Element Name	🔍
*Element Name			
🔍			

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



Look Up Element

Element Name: begins with

Description: begins with

[Search](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View 100 | 1-30 of 30

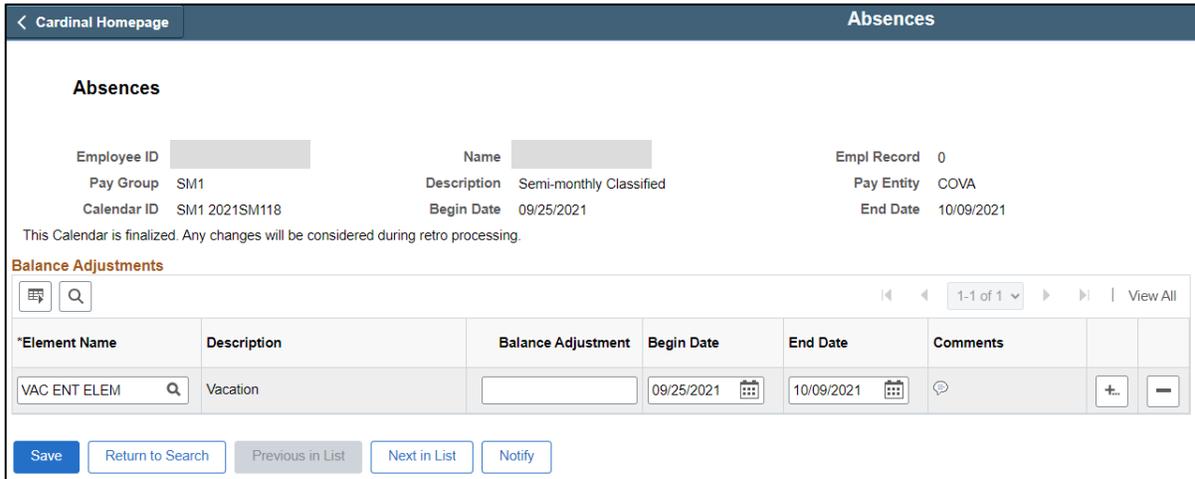
Element Name	Description	Country Code
BMO ENT ELEM	Bone Marrow/Organ Donations	USA
DLR ENT ELEM	Donated Leave Rec (Lv Share)	USA
DSR ENT ELEM	Victim of Disaster	USA
ELW ENT ELEM	Educational Leave Pay Docking	USA
MBL ENT ELEM	Military Bank Leave	USA
CSL ENT ELEM	Volunteer Service Leave	USA
MIL ENT ELEM	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

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

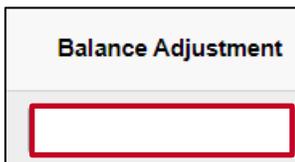
Element Name
BMO ENT ELEM
DLR ENT ELEM
DSR ENT ELEM
ELW ENT ELEM
MBL ENT ELEM
CSL ENT ELEM
MIL ENT ELEM
MIP ENT ELEM
PAR ENT ELEM
VAC ENT ELEM
FML ENT ELEM
DLR REC ELEM
PER ENT ELEM

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



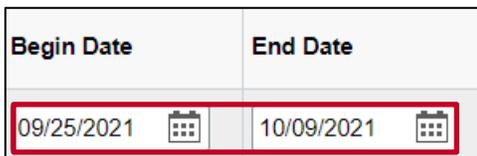
10. Enter the number of hours for the entitlement in the **Balance Adjustment** field as a positive number.



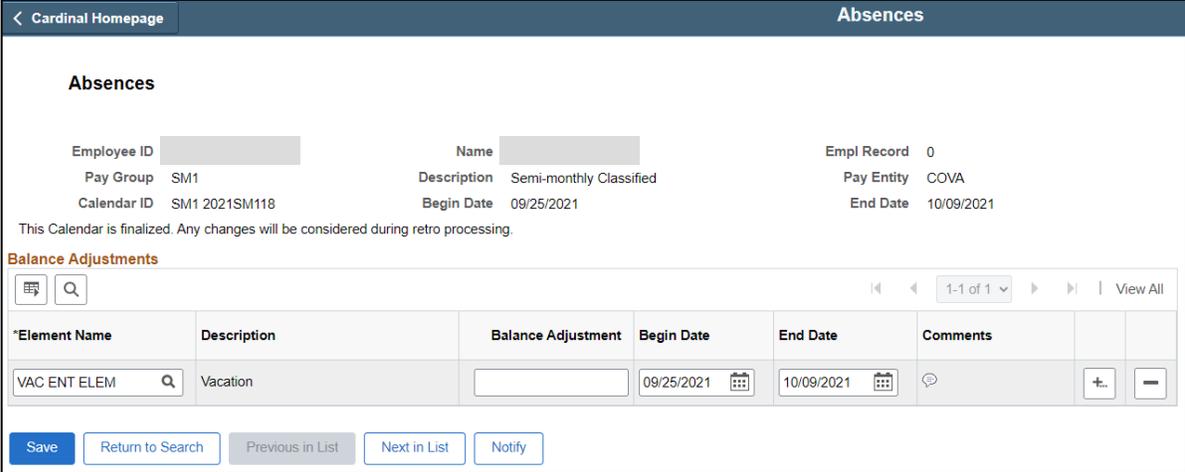
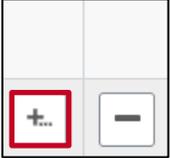

Enter the number of hours to adjust the balance by (not the number of hours that the balance will be). Increases are entered as a positive number and decreases are entered as a negative number. Example: To add 10 hours, enter “10” in the **Balance Adjustment** field. To deduct 10 hours, enter “-10” in the **Balance Adjustment** field.

11. The **Begin Date** and **End Date** fields default based on the Calendar ID previously selected.

Note: Do not change these dates. If these dates do not reflect the Pay Period that the absence balance adjustment is to be effective in, click the **Return to Search** button and select the appropriate Calendar ID.



Step	Action												
12.	Click the icon in the Comments field. <div data-bbox="289 378 561 533" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Comments</p>  </div>												
<p>The PI for Absence Entitlement page displays in a pop-up window.</p> <div data-bbox="227 621 1409 1197" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> <p style="text-align: center;">PI for Absence Entitlement x</p> <p style="text-align: right;">Help</p> </div> <div style="padding-bottom: 5px;"> <p>Absence Comments</p> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Empl ID: </td> <td style="width: 33%;">Name: </td> <td style="width: 33%;">Empl Record: 0</td> </tr> <tr> <td>Pay Group: SM1</td> <td>Description: Semi-monthly Classified</td> <td></td> </tr> <tr> <td>Calendar ID: SM1 2021SM118</td> <td>Begin Date: 09/25/2021</td> <td>End Date: 10/09/2021</td> </tr> <tr> <td>Element Name: VAC ENT ELEM</td> <td>Description: Vacation</td> <td>Balance Adjustment:</td> </tr> </table> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Additional Information/ Adjustment Comments</p> <p>Comments: <input style="width: 90%; height: 40px;" type="text"/></p> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Last Update User ID: Last Update Date/Time: </div> <div style="display: flex; justify-content: flex-end; margin-top: 5px;"> OK Cancel </div> </div>		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: VAC ENT ELEM	Description: Vacation	Balance Adjustment:
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: VAC ENT ELEM	Description: Vacation	Balance Adjustment:											
13.	Enter a brief comment in the Comments field regarding why the adjustment is being made. <div data-bbox="292 1289 1370 1528" style="border: 1px solid gray; padding: 10px; margin-top: 10px;"> <p>Additional Information/ Adjustment Comments</p> <p>Comments: <div style="border: 2px solid red; width: 80%; height: 40px; display: inline-block;"></div></p> </div>												
14.	Click the OK button. <div data-bbox="292 1617 623 1692" style="border: 1px solid gray; padding: 10px; margin-top: 10px;"> <div style="display: flex; justify-content: flex-end; margin-top: 5px;"> OK Cancel </div> </div>												

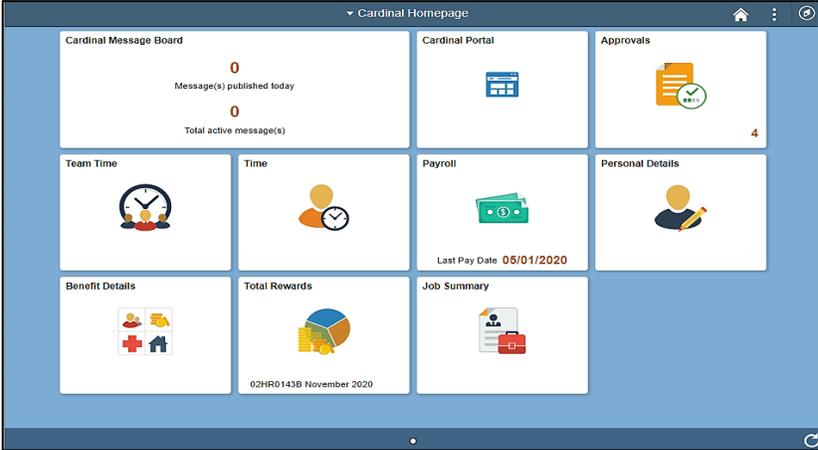
Step	Action
	<p>The Absences page redisplay.</p> 
15.	<p>If additional Absence Entitlements need to be entered for the same Pay Period, click the Add a Row icon (+), and repeat Steps 8 – 14. If not, proceed to Step 16.</p> 
16.	<p>Click the Save button.</p> 
	<p>Adjustments made in the current open Pay Period and prior Pay Periods will be processed the next time the Absence Calculation process runs (runs nightly).</p>

Zeroing Out Leave Balances

To zero out leave balances, follow the steps outlined in the [Manually Adjusting an Existing Absence Entitlement Balance](#) section of this Job Aid. Follow those steps and apply these additional guidelines:

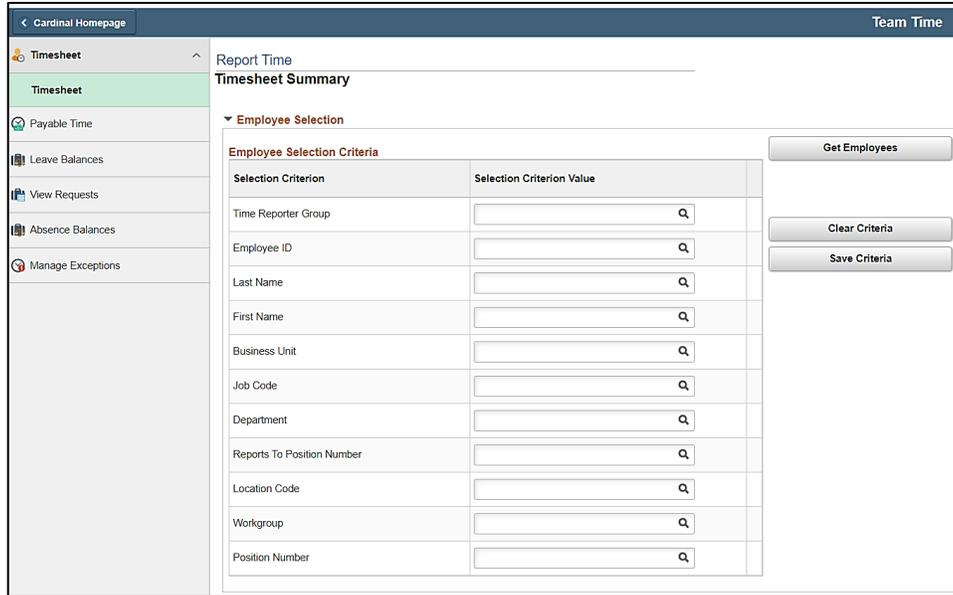
- **Calendar Period:** For a terminated employee, select the Pay Period that contains the employee's last day worked
- **Balance Adjustment** field: Enter the number of hours equal to the employee's current entitlement balance as a negative number
- **Comments** field: Enter a comment pertaining to the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

Zeroing Out Compensatory and Overtime Leave Balances

Step	Action
1.	Log into Cardinal HCM. The Cardinal Homepage displays. <div style="text-align: center; margin-top: 10px;">  </div>
2.	Click the Team Time tile. <div style="text-align: center; margin-top: 10px;">  </div>

Step	Action
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The Timesheet Summary page displays.



The screenshot shows the 'Timesheet Summary' page. On the left is a navigation menu with options: Timesheet, Payable Time, Leave Balances, View Requests, Absence Balances, and Manage Exceptions. The main content area is titled 'Report Time Timesheet Summary'. Under 'Employee Selection', there is a table for 'Employee Selection Criteria' with columns for 'Selection Criterion' and 'Selection Criterion Value'. The criteria include: Time Reporter Group, Employee ID, Last Name, First Name, Business Unit, Job Code, Department, Reports To Position Number, Location Code, Workgroup, and Position Number. Each criterion has a search input field with a magnifying glass icon. To the right of the table are three buttons: 'Get Employees', 'Clear Criteria', and 'Save Criteria'.

- Enter the applicable employee's Employee ID in the **Employee ID** field.
Note: 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.



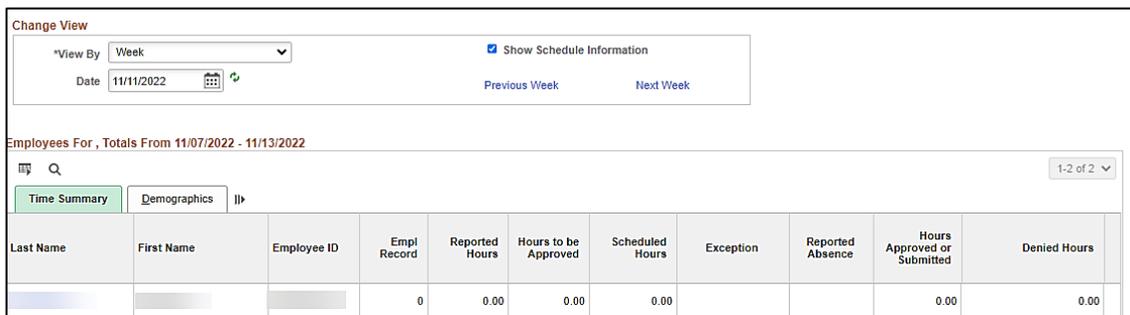
The screenshot shows the 'Employee ID' search field. The field is highlighted with a red border, and a magnifying glass icon is visible in the bottom right corner of the input box.

- Click the **Get Employees** button.



The screenshot shows the 'Get Employees' button, which is highlighted with a red border.

The search results display within the **Employees For** section at the bottom of the page.



The screenshot shows the search results section. At the top, there is a 'Change View' section with a dropdown menu set to 'Week', a date field set to '11/11/2022', and a checked checkbox for 'Show Schedule Information'. Below this are 'Previous Week' and 'Next Week' links. The main section is titled 'Employees For , Totals From 11/07/2022 - 11/13/2022'. It features a search bar and a 'Time Summary' button. Below the search bar is a table with the following columns: Last Name, First Name, Employee ID, Empl Record, Reported Hours, Hours to be Approved, Scheduled Hours, Exception, Reported Absence, Hours Approved or Submitted, and Denied Hours. The table shows one row of data with values: 0, 0.00, 0.00, 0.00, and 0.00.



Time & Attendance Job Aid

TA374_Managing Absence Balances

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

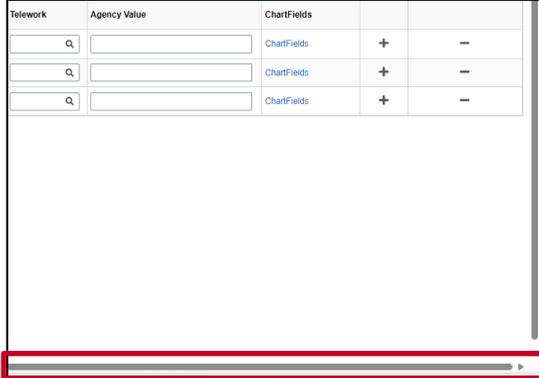
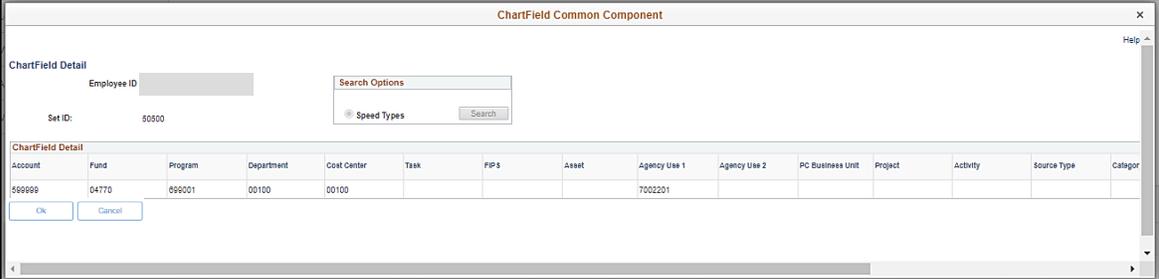
The screenshot shows the 'Timesheet' page for an employee. At the top, it displays 'Employee ID', 'Empl Record', 'Time Reporting Type', and 'Earliest Change Date'. Below this, there are options to 'View By' (Week) and 'Date' (12/02/2022). A grid shows 'Scheduled Hours' as 40.00 and 'Reported Hours' as 0.00. The main grid is titled 'From Friday 12/02/2022 to Thursday 12/08/2022' and has columns for days of the week (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', and 'Agency Value'. Below the grid are buttons for 'Save for Later', 'Submit', and 'Apply Schedule'. At the bottom, there are tabs for 'Reported Time Status', 'Summary', 'Leave / Compensatory Time', 'Absence', 'Exceptions', and 'Eayable Time'. A section titled 'Leave and Compensatory Time Balances' shows a table with columns for 'Plan Type', 'Plan', 'Recorded Balance', 'Minimum Allowed', and 'Maximum Allowed'. The 'Recorded Balance' for 'Comp Time' is 40.00.

- Review the employee's current balance in the **Recorded Balance** field and then enter the number of hours being paid out (equal to current balance) in the applicable date field (employee's last day of work) within the Timesheet grid.
Note: Users can enter a value greater than 24 hours on that day in order to accommodate a full payout.

A screenshot of the 'Recorded Balance' field in the application. The value '40.00' is displayed in the field and is highlighted with a red box.

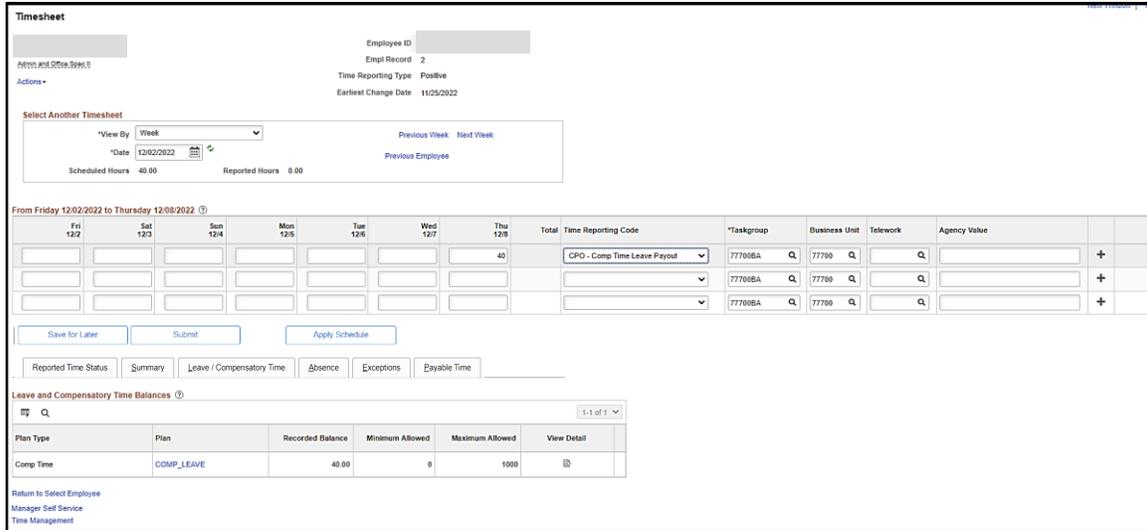
- Click the **Time Reporting Code** dropdown button and select "CPO" for Comp Time Leave Payout or "OPO" for Overtime Leave Payout.

A screenshot of the 'Time Reporting Code' dropdown menu. The dropdown is open, showing a list of options. The 'Time Reporting Code' label is at the top, and a red box highlights the dropdown arrow button.

Step	Action
10.	<p>Scroll to the right side of the page as needed.</p> 
11.	<p>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 13. If the ChartFields link displays on the Timesheet page and is required, click the ChartFields link.</p> 
<p>The Chartfield Common Component page displays in a pop-up window.</p> 	
12.	<p>Click the OK button to accept the default values that display and return to the Timesheet page.</p> 

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

The **Timesheet** page redisplay.



Timesheet

Employee ID: [Redacted]
 Empl Record: 2
 Time Reporting Type: Positive
 Earliest Change Date: 11/25/2022

Select Another Timesheet

*View By: Week
 *Date: 12/02/2022
 Scheduled Hours: 40.00
 Reported Hours: 0.00

From Friday 12/02/2022 to Thursday 12/08/2022

Fr 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
						40		CPO - Comp Time Leave Payout	77706BA	77700		
									77706BA	77700		
									77706BA	77700		

Buttons: Save for Later, Submit, Apply Schedule

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

Leave and Compensatory Time Balances

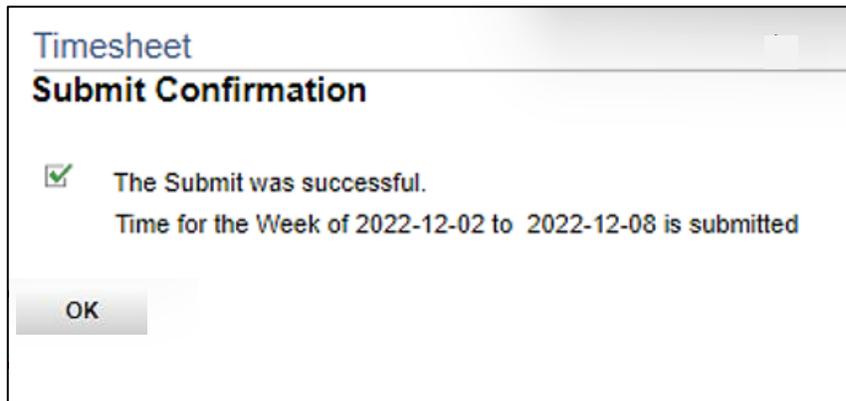
Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	COMP_LEAVE	40.00	0	1000	

13. Click the **Submit** button.



Buttons: Save for Later, **Submit**, Apply Schedule

The **Submit 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

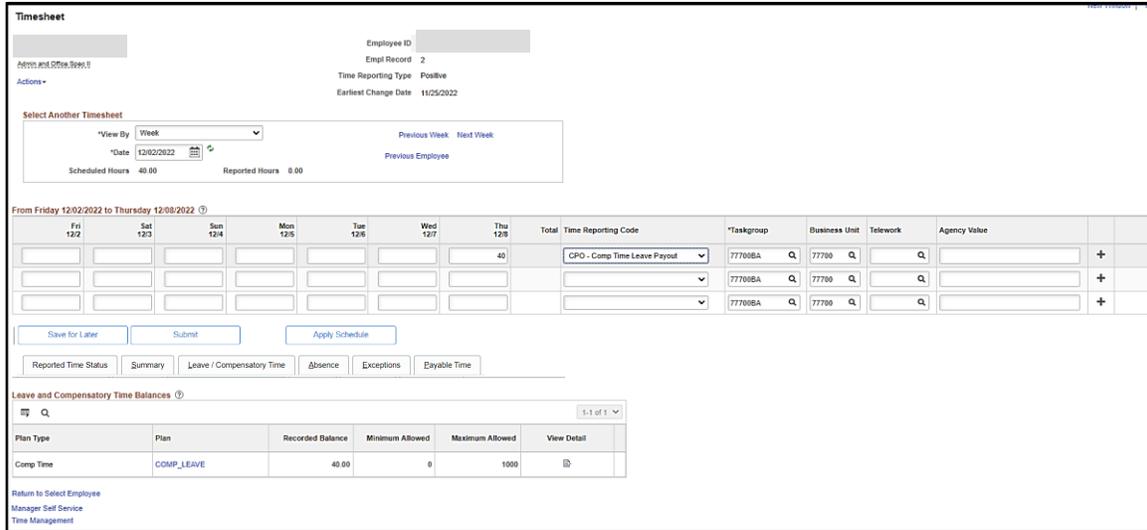
14. Click the **OK** button.



OK

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

The **Timesheet** page redispays.



Timesheet

Employee ID: [Redacted]
 Empl Record: 2
 Time Reporting Type: Positive
 Earliest Change Date: 11/25/2022

Select Another Timesheet

*View By: Week
 *Date: 12/02/2022
 Scheduled Hours: 40.00
 Reported Hours: 0.00

From Friday 12/02/2022 to Thursday 12/08/2022

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
						40		CPO - Comp Time Leave Payout	77708BA	77700		
									77708BA	77700		
									77708BA	77700		

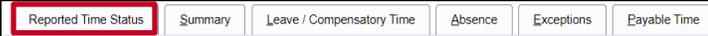
Save for Later | Submit | Apply Schedule

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

Leave and Compensatory Time Balances

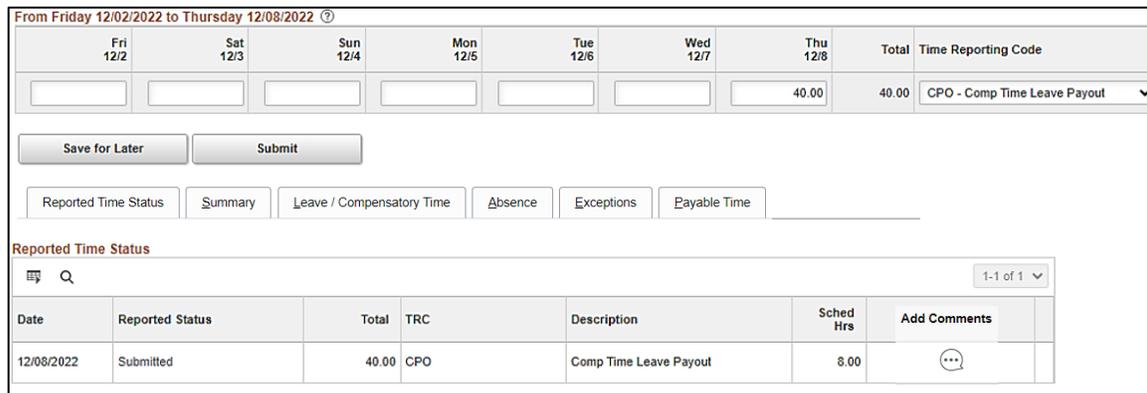
Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	COMP_LEAVE	40.00	0	1000	

15. Click the **Reported Time Status** tab.



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

The **Timesheet** page refreshes and the **Reported Time Status** tab displays.



From Friday 12/02/2022 to Thursday 12/08/2022

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
						40.00	40.00	CPO - Comp Time Leave Payout

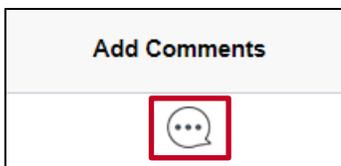
Save for Later | Submit

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

Reported Time Status

Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
12/08/2022	Submitted	40.00	CPO	Comp Time Leave Payout	8.00	...

16. Click the **Add Comments** icon.

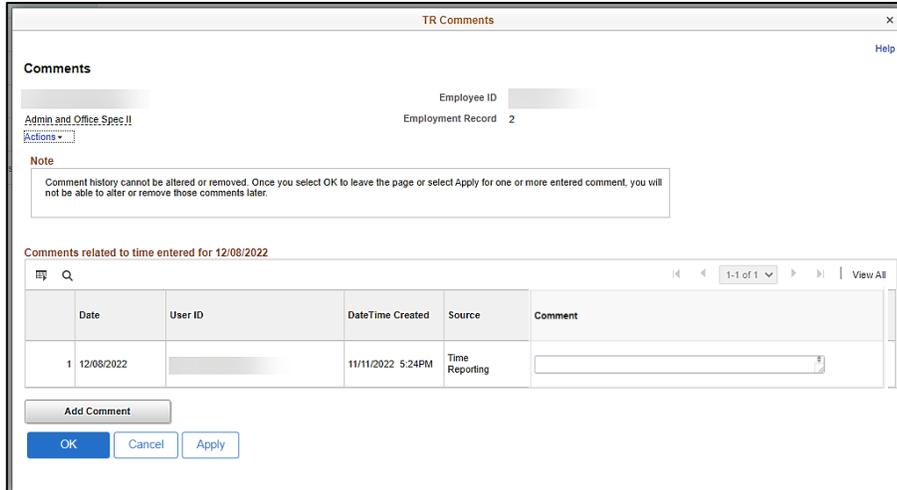


Add Comments

...

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

The TR **Comments** page displays in a pop-up window.



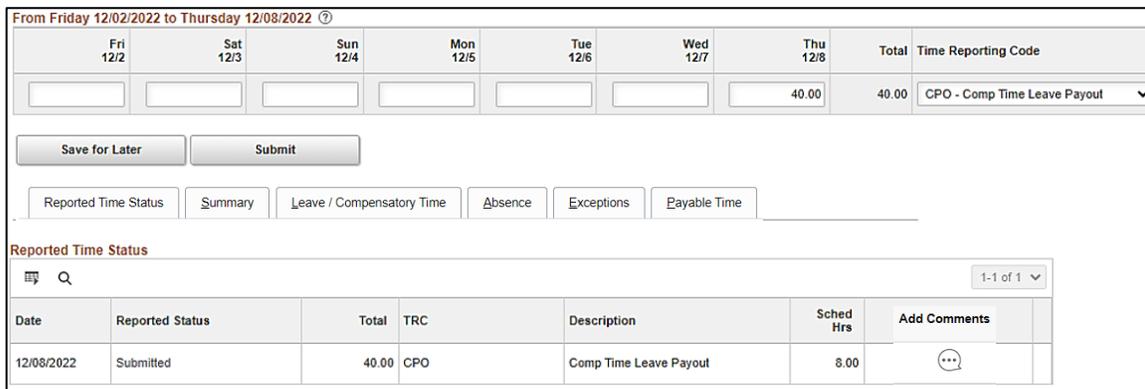
17. Enter a brief comment to document the reason for the payout in the **Comment** field.



18. Click the **OK** button.



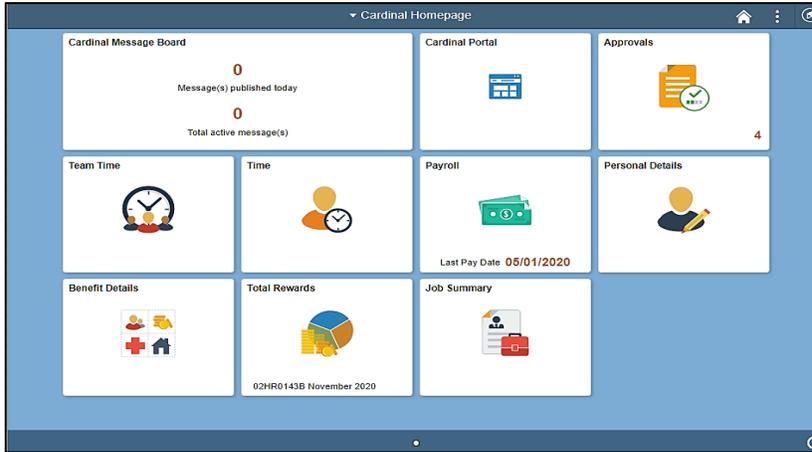
The **Timesheet** page redispays and this process is now complete.



Adjusting Compensatory and Overtime Leave Balances

Step	Action
1.	Log into Cardinal HCM.

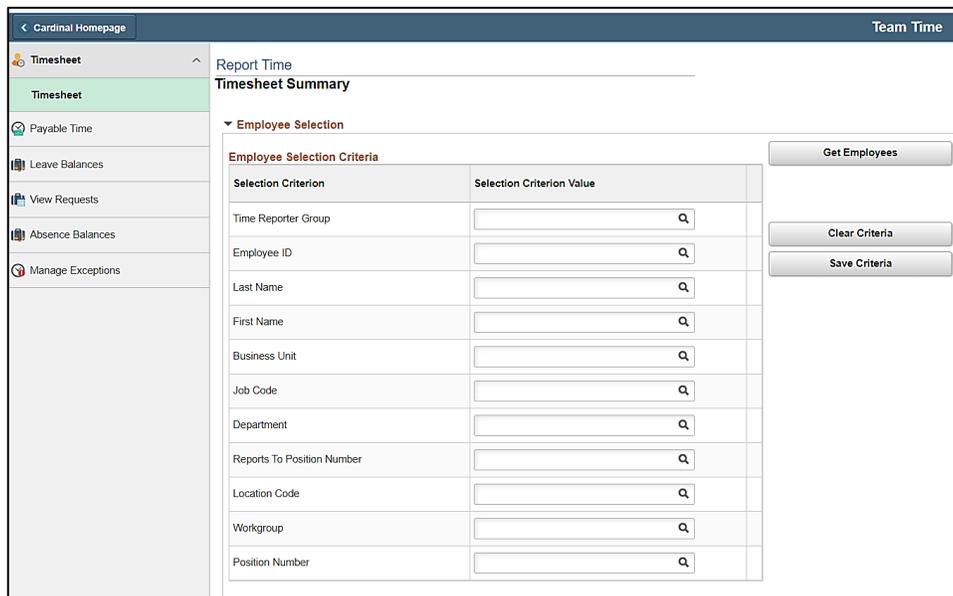
The **Cardinal Homepage** displays.

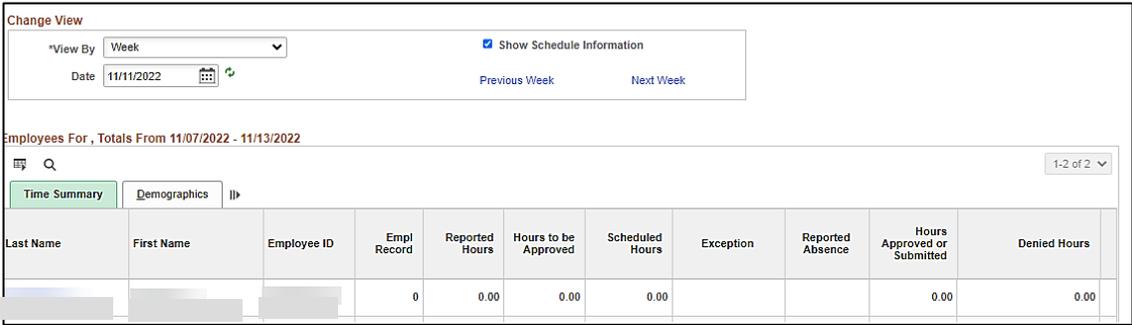


2.	Click the Team Time tile.
----	----------------------------------



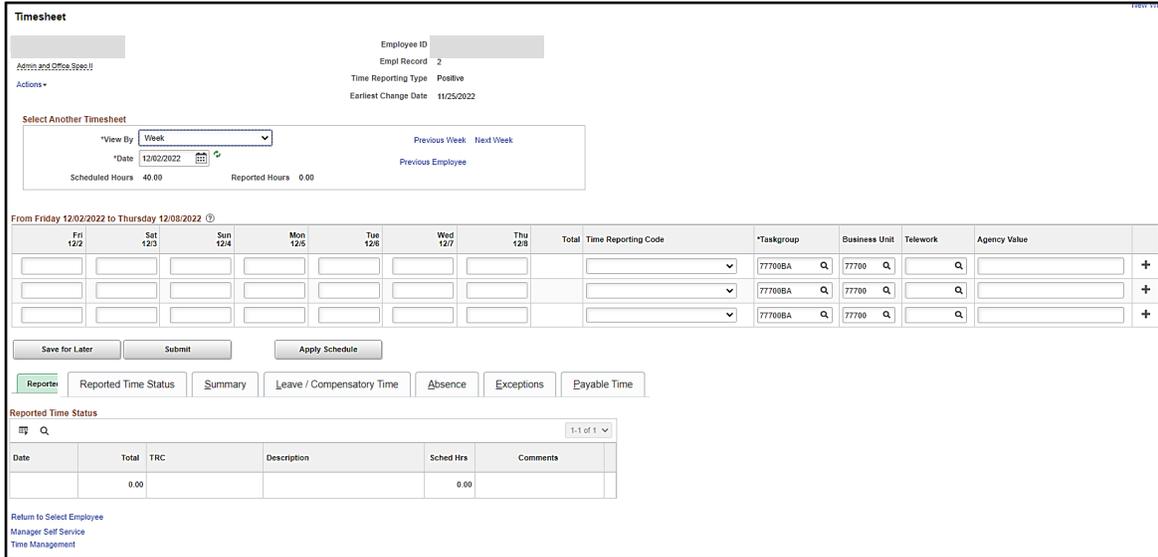
The **Timesheet Summary** page displays.



Step	Action
3.	<p>Enter the applicable employee's Employee ID in the Employee ID field.</p> <p>Note: 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.</p> 
4.	<p>Click the Get Employees button.</p> 
<p>The search results display within the Employees For section at the bottom of the page.</p> 	
5.	<p>Click the Last Name link for the applicable employee.</p> 

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

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



Timesheet

Employee ID: [Redacted]
 Empl Record: 2
 Time Reporting Type: Positive
 Earliest Change Date: 11/25/2022

Select Another Timesheet

*View By: Week
 *Date: 12/02/2022
 Scheduled Hours: 40.00
 Reported Hours: 0.00

From Friday 12/02/2022 to Thursday 12/08/2022

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	77700		
									77700BA	77700		
									77700BA	77700		

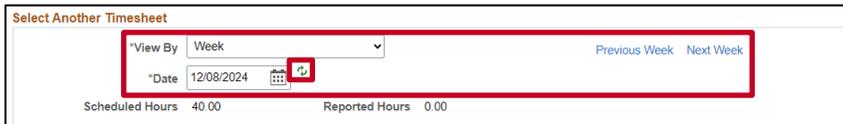
Buttons: Save for Later, Submit, Apply Schedule

Tabs: Reported, Reported Time Status, Summary, Leave / Compensatory Time, Absence, Exceptions, Payable Time

Reported Time Status

Date	Total	TRC	Description	Sched Hrs	Comments
	0.00			0.00	

- Use the fields within the **Select Another Timesheet** section as needed to select the Timesheet for the week that contains the employee's last day of work.



Select Another Timesheet

*View By: Week
 *Date: 12/08/2024
 Scheduled Hours: 40.00
 Reported Hours: 0.00

Note: If the date is changed, remember to click the **Refresh** icon.

- Enter the number of Compensatory leave adjustment hours in the appropriate day field.



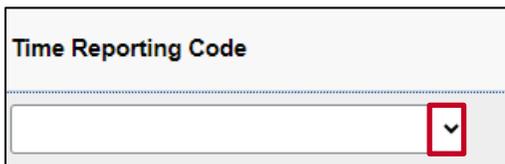
From Saturday 12/10/2022 to Friday 12/16/2022

Sat 12/10	Sun 12/11	Mon 12/12	Tue 12/13	Wed 12/14	Thu 12/15	Fri 12/16	Total	Time Reporting Code
8.00							8.00	CCA - Comp Time Leave Adjust



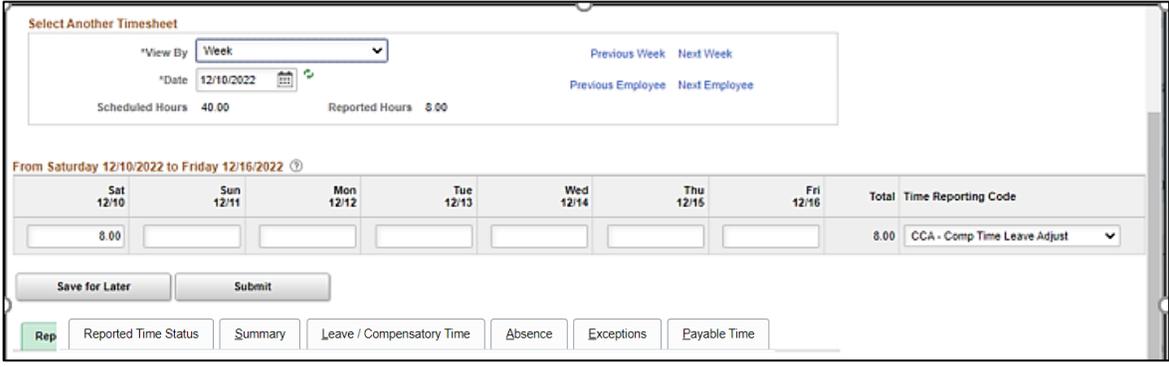
Hours entered on the Timesheet are always entered as a positive number.

- Click the **Time Reporting Code** dropdown button and select the applicable Comp Time Leave or Overtime Leave TRC.



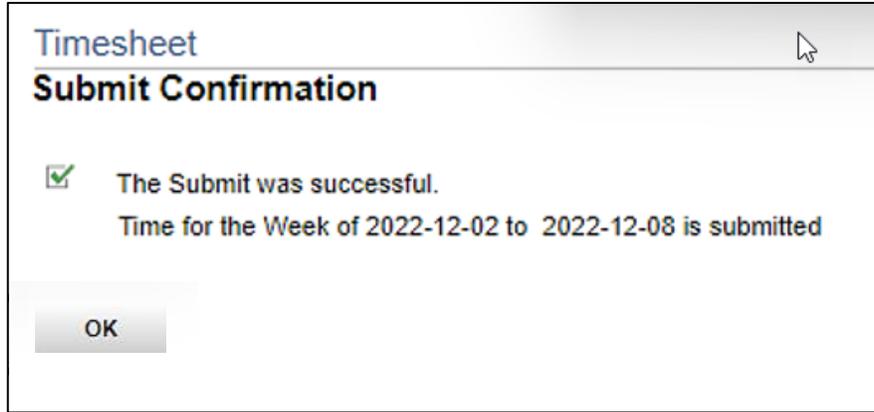
Time Reporting Code

[Dropdown arrow]

Step	Action																								
	Use the Adjust TRC to add hours and the Deduction TRC to reduce hours.																								
9.	Scroll to the right side of the page as needed. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Telework</th> <th style="width: 25%;">Agency Value</th> <th style="width: 20%;">ChartFields</th> <th style="width: 10%;"></th> <th style="width: 10%;"></th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="text" value=""/></td> <td style="text-align: center;"><input type="text" value=""/></td> <td style="text-align: center;">ChartFields</td> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="text" value=""/></td> <td style="text-align: center;"><input type="text" value=""/></td> <td style="text-align: center;">ChartFields</td> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="text" value=""/></td> <td style="text-align: center;"><input type="text" value=""/></td> <td style="text-align: center;">ChartFields</td> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> <td></td> </tr> </tbody> </table> </div>	Telework	Agency Value	ChartFields				<input type="text" value=""/>	<input type="text" value=""/>	ChartFields	+	-		<input type="text" value=""/>	<input type="text" value=""/>	ChartFields	+	-		<input type="text" value=""/>	<input type="text" value=""/>	ChartFields	+	-	
Telework	Agency Value	ChartFields																							
<input type="text" value=""/>	<input type="text" value=""/>	ChartFields	+	-																					
<input type="text" value=""/>	<input type="text" value=""/>	ChartFields	+	-																					
<input type="text" value=""/>	<input type="text" value=""/>	ChartFields	+	-																					
10.	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. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 100%;">ChartFields</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">ChartFields</td> </tr> </tbody> </table> </div>	ChartFields	ChartFields																						
ChartFields																									
ChartFields																									
11.	Click the OK button to accept the default values that display and return to the Timesheet page. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table style="width: 100%;"> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center;">Ok</td> <td style="border: 1px solid black; padding: 5px; text-align: center;">Cancel</td> </tr> </table> </div>	Ok	Cancel																						
Ok	Cancel																								
The Timesheet page redisplay. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>																									
12.	Click the Submit button. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table style="width: 100%;"> <tr> <td style="border: 1px solid black; padding: 5px;">Save for Later</td> <td style="border: 1px solid black; padding: 5px; text-align: center;">Submit</td> <td style="border: 1px solid black; padding: 5px;">Apply Schedule</td> </tr> </table> </div>	Save for Later	Submit	Apply Schedule																					
Save for Later	Submit	Apply Schedule																							

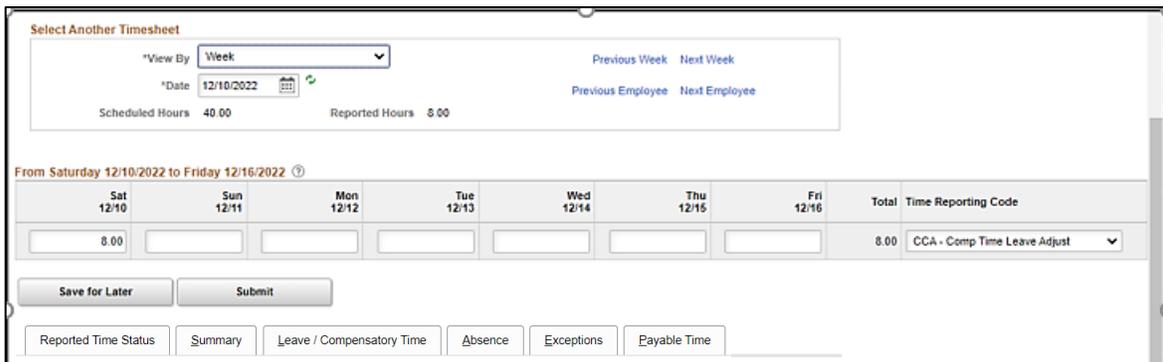
Step	Action
------	--------

The **Submit Confirmation** page displays.



13.	Click the OK button. 
-----	--

The **Timesheet** page redisplay.



14.	Click the Reported Time Status tab. 
-----	--

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

The **Timesheet** page refreshes and the **Reported Time Status** tab displays.

From Friday 12/02/2022 to Thursday 12/08/2022

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
						40.00	40.00	CPO - Comp Time Leave Payout

Save for Later Submit

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

Reported Time Status

1-1 of 1

Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
12/08/2022	Submitted	40.00	CPO	Comp Time Leave Payout	8.00	

15. Click the **Add Comments** icon.



The **TR Comments** page displays in a pop-up window.

TR Comments

Comments

Employee ID [redacted]
Admin and Office Spec II Employment Record 2

Note
Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove those comments later.

Comments related to time entered for 12/08/2022

Date	User ID	DateTime Created	Source	Comment
1 12/08/2022	[redacted]	11/11/2022 5:24PM	Time Reporting	

Add Comment

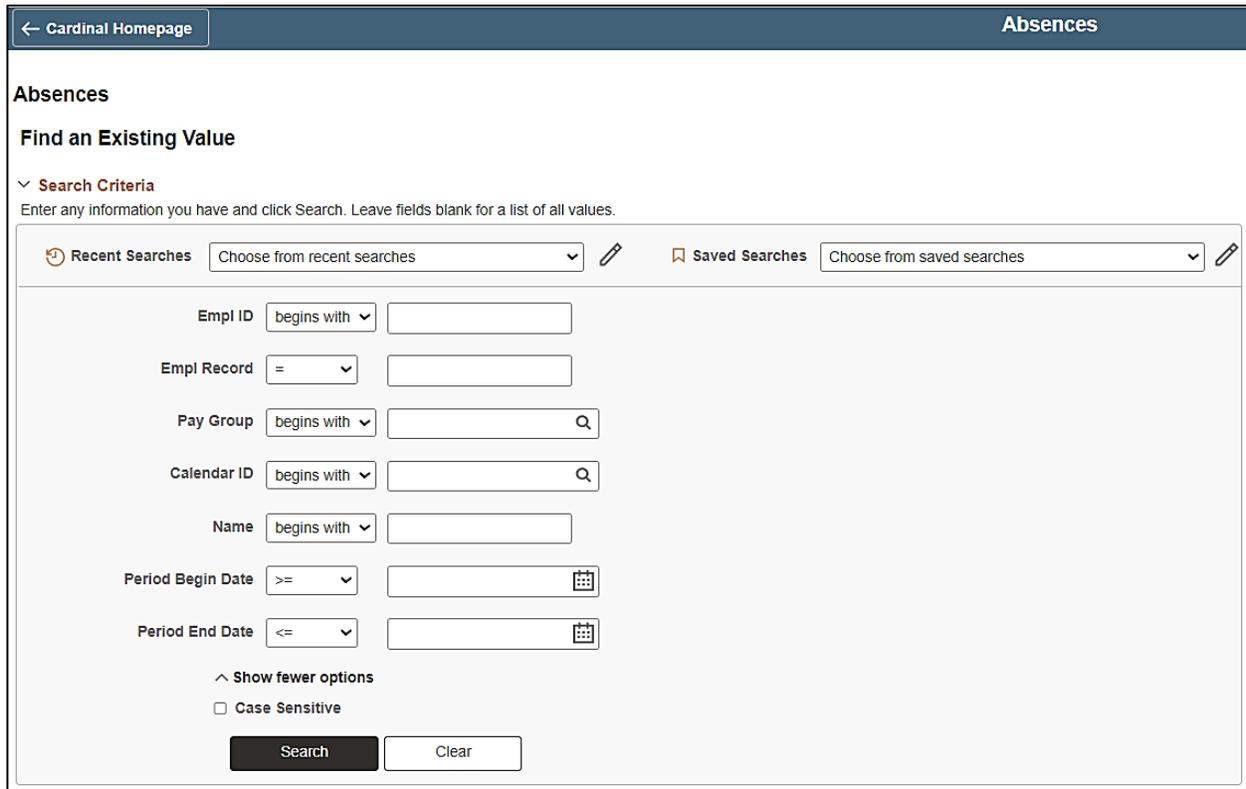
OK Cancel Apply

Step	Action
16.	Enter a brief comment to document the reason for the payout in the Comment field. <div data-bbox="300 380 1198 646" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Comment</p> <div style="border: 1px solid gray; height: 20px; margin-bottom: 5px;"></div> <div style="border: 2px solid red; border-radius: 2px; height: 20px; margin-bottom: 5px;"></div> </div>
17.	Click the OK button. <div data-bbox="300 737 769 810" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <div style="display: flex; gap: 10px;"> <div style="border: 2px solid red; background-color: #0056b3; color: white; padding: 5px 15px; border-radius: 3px;">OK</div> <div style="border: 1px solid gray; background-color: #e6f2ff; padding: 5px 15px; border-radius: 3px;">Cancel</div> <div style="border: 1px solid gray; background-color: #e6f2ff; padding: 5px 15px; border-radius: 3px;">Apply</div> </div> </div>
	Repeat these Steps for each leave type that needs to be adjusted on the Timesheet.

Leave Donation Process

Step	Action
1.	Navigate to the Absences 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.




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**.

- Enter the applicable employee's (employee donating leave) Employee ID in the **Empl ID** field.
Note: Users can also search by Employee Record or name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.





Time & Attendance Job Aid

TA374_Managing Absence Balances

Step	Action
3.	<p>Select the employee's Pay Group using the Pay Group Look Up icon.</p> <p>Note: Ensure that the selected Pay Group is consistent with the employee's Job Data page for the same timeframe.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> Pay Group begins with ▾ <input style="border: 2px solid red;" type="text"/> <input type="button" value="🔍"/> </div>
4.	<p>Click the Search button.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> </div>

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

Search Results						
View All		1-100 of 218			<input type="button" value="⏪"/> <input type="button" value="⏩"/>	
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	SM1	SM1 2022SM103		02/10/2022	02/24/2022



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

5. Either select the applicable **Calendar ID** or the applicable **Period Begin Date** to select the correct pay period date when the donation will take effect.

Search Results

[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

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

< Cardinal Homepage
Absences

Absences

Employee ID

Pay Group SM1

Calendar ID SM1 2021SM118

Name

Description Semi-monthly Classified

Begin Date 09/25/2021

Empl Record 0

Pay Entity COVA

End Date 10/09/2021

This Calendar is finalized. Any changes will be considered during retro processing.

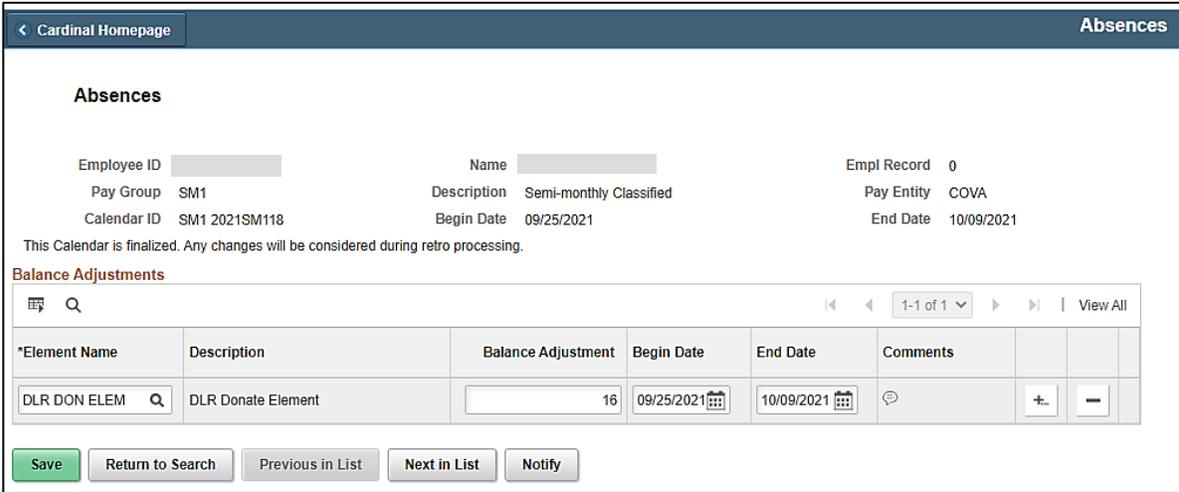
Balance Adjustments

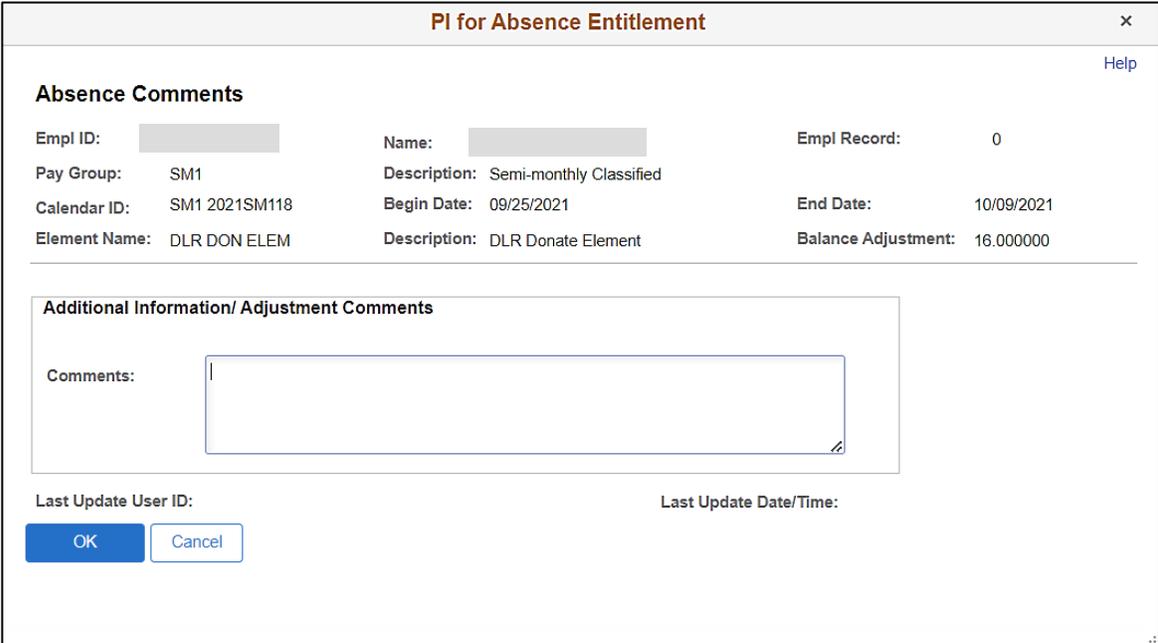
1-1 of 1
View All

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
DLR DON ELEM	DLR Donate Element	<input type="text"/>	09/25/2021	10/09/2021	

Save
Return to Search
Previous in List
Next in List
Notify

6. The **Header** section populates based on the employee selected to donate leave. Review the information to confirm that the correct employee selection was made.

Step	Action				
7.	<p>Select “DLR DON ELEM” using the Element Name Look Up icon.</p> <p>Note: “DLR DON ELEM” hours are deducted from the employee’s VAC balance. If the donated hours are to be deducted from a balance other than VAC, see the Manually Adjusting an Existing Absence Entitlement Balance section of this Job Aid.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>*Element Name</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> DLR DON ELEM 🔍 </div> </div>				
<p>The Absences page refreshes and the Description field populates based on the Element Name selected.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;">  </div>					
8.	<p>The Begin Date and End Date fields default based on the Calendar ID or Pay Period previously selected.</p> <p>Note: Do not change these dates. If this is not the correct Pay Period, click the Return to Search button and select the correct Pay Period in which the donation will take effect.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Begin Date</th> <th style="width: 50%;">End Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">09/25/2021 </td> <td style="text-align: center;">10/09/2021 </td> </tr> </tbody> </table> </div>	Begin Date	End Date	09/25/2021	10/09/2021
Begin Date	End Date				
09/25/2021	10/09/2021				
9.	<p>Enter the number of hours being donated as a positive number in the Balance Adjustment field.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Balance Adjustment</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%; margin-top: 5px;"></div> </div>				

Step	Action
10.	<p>Click the icon in the Comments field.</p> 
<p>The PI for Absence Entitlement page displays in a pop-up window.</p> 	
11.	<p>Enter a brief comment in the Comments field to document that this is a leave donation.</p> <p>Note: Do not include any PII in your comments.</p> 
12.	<p>Click the OK button.</p> 

Step	Action
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The **Absences** page redispays.

< Team Time
Absences

Absences

Employee ID	<input type="text"/>	Name	<input type="text"/>	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

1-1 of 1
View All

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
<input type="text" value="MBL ENT ELEM"/>	Military Bank Leave	<input type="text"/>	09/25/2021	10/09/2021		<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>

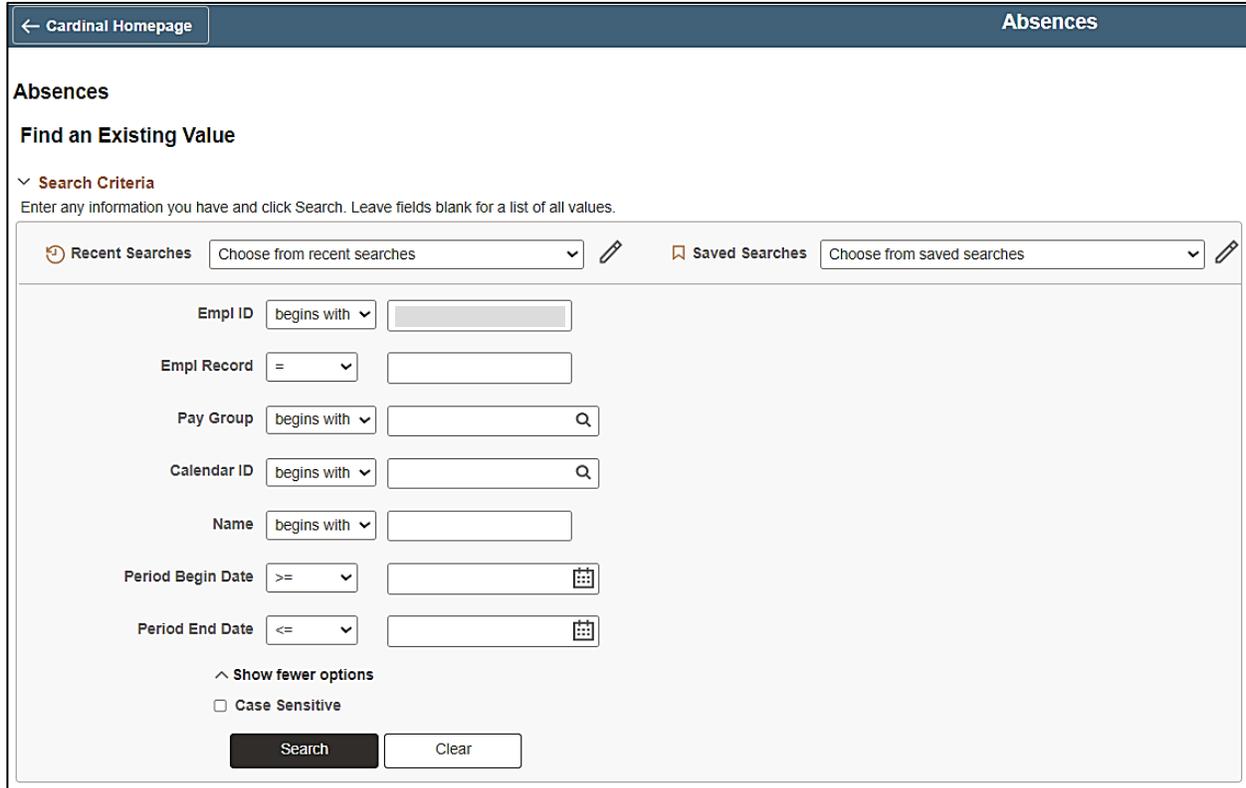
13. Click the **Save** button.

You have completed the adjustment for the donor. Now the adjustment must be made for the recipient.

14. Click the **Return to Search** button.

Step	Action
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The **Absences Search** page redisplay.



 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**.

15. Delete the donor’s Employee ID in the **Empl ID** field.
Note: If using the **Clear** 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.



16. Enter the applicable employee’s (employee receiving the donated hours) Employee ID in the **Empl ID** field.



Step	Action																									
17.	Update the Pay Group field as needed. Note: Ensure that the selected Pay Group is consistent with the employee's Job Data page. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Pay Group begins with ▼ Q </div>																									
18.	Click the Search button. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Search Clear </div>																									
<p>The Absences page for the employee who will receive the donated leave.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="background-color: #336699; color: white; padding: 5px; display: flex; justify-content: space-between;"> < Cardinal Homepage Absences </div> <div style="padding: 10px;"> <p>Absences</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Employee ID </td> <td style="width: 33%;">Name </td> <td style="width: 33%;">Empl Record 0</td> </tr> <tr> <td>Pay Group SM1</td> <td>Description Semi-monthly Classified</td> <td>Pay Entity COVA</td> </tr> <tr> <td>Calendar ID SM1 2021SM118</td> <td>Begin Date 09/25/2021</td> <td>End Date 10/09/2021</td> </tr> </table> <p style="font-size: small; margin-top: 5px;">This Calendar is finalized. Any changes will be considered during retro processing.</p> <p>Balance Adjustments</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> ☰ Q 1-1 of 1 View All </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>*Element Name</th> <th>Description</th> <th>Balance Adjustment</th> <th>Begin Date</th> <th>End Date</th> <th>Comments</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td style="border: 2px solid red;">DLR REC ELEM Q</td> <td>DLR Receive Element</td> <td style="border: 1px solid #ccc; width: 50px;"></td> <td style="border: 1px solid #ccc;">09/25/2021 📅</td> <td style="border: 1px solid #ccc;">10/09/2021 📅</td> <td style="font-size: x-small;">💬</td> <td style="border: 1px solid #ccc; width: 20px; text-align: center;">+</td> <td style="border: 1px solid #ccc; width: 20px; text-align: center;">-</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Save Return to Search Previous in List Next in List Notify </div> </div> </div>		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	*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments			DLR REC ELEM Q	DLR Receive Element		09/25/2021 📅	10/09/2021 📅	💬	+	-
Employee ID 	Name 	Empl Record 0																								
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*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments																					
DLR REC ELEM Q	DLR Receive Element		09/25/2021 📅	10/09/2021 📅	💬	+	-																			
19.	The Header section populates based on the employee selected to receive the donated leave. Review the information to confirm that the correct employee selection was made.																									
20.	Select "DLR REC ELEM" using the Element Name Look Up icon. Note: This will increase the recipients DLR balance. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 2px; background-color: #f0f0f0; margin-bottom: 5px;">*Element Name</div> <div style="border: 2px solid red; padding: 2px; display: flex; align-items: center;"> DLR REC ELEM Q </div> </div>																									

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

< Adjust Absence Balances
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

🔍
1-1 of 1
View All

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
DLR REC ELEM	DLR Receive Element	16	09/25/2021	10/09/2021	+ -

Save
Return to Search
Previous in List
Next in List
Notify

21. The **Begin Date** and **End Date** fields default based on the Calendar ID or Pay Period previously selected.

Note: Do not change these dates. If this is not the correct Pay Period, click the **Return to Search** button and select the correct Pay Period in which the donation will take effect.

Begin Date	End Date
09/25/2021	10/09/2021

22. Enter the hours being received as a positive number in the **Balance Adjustment** field.

Balance Adjustment

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

Comments

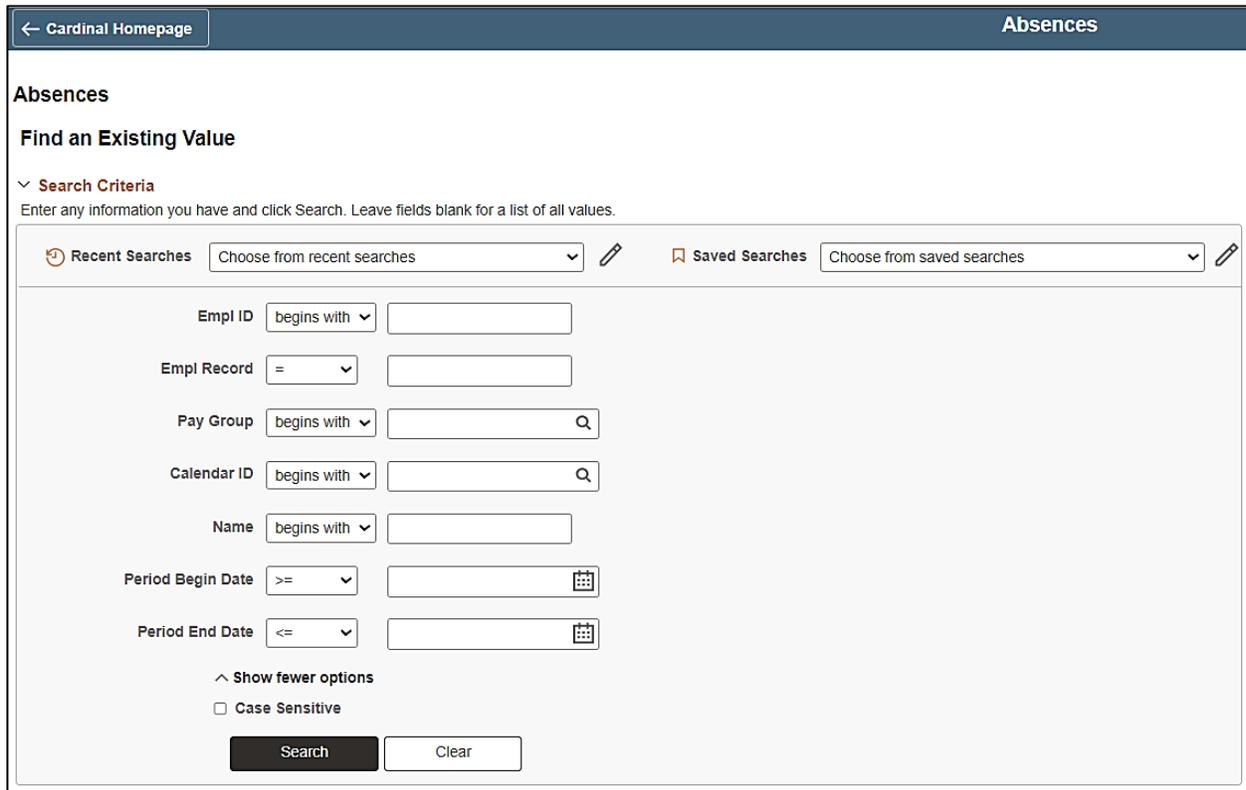
Step	Action																
	<p>The PI for Absence Entitlement page displays in a pop-up window.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="text-align: center; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> PI for Absence Entitlement x </div> <div style="text-align: right; font-size: 0.8em; margin-bottom: 10px;"> Help </div> <div style="margin-bottom: 10px;"> <p>Absence Comments</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Empl ID:</td> <td style="width: 25%;">Name:</td> <td style="width: 25%;">Empl Record:</td> <td style="width: 25%; text-align: right;">0</td> </tr> <tr> <td>Pay Group: SM1</td> <td>Description: Semi-monthly Classified</td> <td></td> <td></td> </tr> <tr> <td>Calendar ID: SM1 2021SM118</td> <td>Begin Date: 09/25/2021</td> <td>End Date:</td> <td style="text-align: right;">10/09/2021</td> </tr> <tr> <td>Element Name: DLR REC ELEM</td> <td>Description: DLR Receive Element</td> <td>Balance Adjustment:</td> <td style="text-align: right;">16.000000</td> </tr> </table> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Additional Information/ Adjustment Comments</p> <p>Comments: <input style="width: 90%; height: 40px;" type="text"/></p> </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> Last Update User ID: Last Update Date/Time: </div> <div style="display: flex; justify-content: center; gap: 10px;"> OK Cancel </div> </div>	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
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														
24.	<p>Enter a brief comment in the Comments field to document that this is a leave donation.</p> <p>Note: Do not include any PII in the comments.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="text-align: center; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Additional Information/ Adjustment Comments </div> <p>Comments: <input style="width: 90%; height: 60px; border: 2px solid red;" type="text"/></p> </div>																
25.	<p>Click the OK button.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: center; gap: 10px;"> OK Cancel </div> </div>																

Step	Action																
	<p>The Absences page redispays.</p> <div data-bbox="235 378 1404 850" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> ← Cardinal Homepage Absences </div> <p>Absences</p> <p>Employee ID [redacted] Name [redacted] 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</p> <p><small>This Calendar is finalized. Any changes will be considered during retro processing.</small></p> <p>Balance Adjustments</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <input type="text" value=""/> << < 1-1 of 1 > >> View All </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>*Element Name</th> <th>Description</th> <th>Balance Adjustment</th> <th>Begin Date</th> <th>End Date</th> <th>Comments</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>DLR REC ELEM <input type="text" value=""/></td> <td>DLR Receive Element</td> <td><input type="text" value="16"/></td> <td>09/25/2021 <input type="text" value=""/></td> <td>10/09/2021 <input type="text" value=""/></td> <td><input type="text" value=""/></td> <td><input type="text" value=""/></td> <td><input type="text" value=""/></td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Save Return to Search Previous in List Next in List Notify </div> </div>	*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments			DLR REC ELEM <input type="text" value=""/>	DLR Receive Element	<input type="text" value="16"/>	09/25/2021 <input type="text" value=""/>	10/09/2021 <input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
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26.	<p>Click the Save button.</p> <div data-bbox="259 945 1209 1029" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 2px solid red; padding: 2px 5px; margin-right: 5px;">Save</div> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">Return to Search</div> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px; background-color: #f0f0f0;">Previous in List</div> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">Next in List</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Notify</div> </div> </div>																
	<p>The leave donation process is now complete. Adjustments made in the current open Pay Period and prior Pay Periods will be processed the next time the Absence Calc process runs (runs nightly).</p>																

Returning Unused Leave Donation

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

The **Absences 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. Enter the applicable employee's (employee donating leave) Employee ID in the **Empl ID** field.

Note: Users can also search by Employee Record or name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.



Step	Action																																																																													
3.	<p>Select the employee's Pay Group using the Pay Group Look Up icon.</p> <p>Note: Ensure that the selected Pay Group is consistent with the employee's Job Data page for the same timeframe.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Pay Group begins with ▾ 🔍 </div>																																																																													
4.	<p>Click the Search button.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Search Clear </div>																																																																													
5.	<p>Either select the applicable Calendar ID or the applicable Period Begin Date to select the Pay Period in which the return of unused hours will take effect.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p style="margin: 0;">Search Results</p> <div style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 5px;"> View All 1-100 of 218 ▾ </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 10%;">Empl ID</th> <th style="width: 10%;">Empl Record</th> <th style="width: 10%;">Pay Group</th> <th style="width: 15%;">Calendar ID</th> <th style="width: 10%;">Name</th> <th style="width: 15%;">Period Begin Date</th> <th style="width: 10%;">Period End Date</th> </tr> </thead> <tbody> <tr><td></td><td>0</td><td>SM1</td><td>SM1 2021SM118</td><td></td><td>09/25/2021</td><td>10/09/2021</td></tr> <tr><td></td><td>0</td><td>SM1</td><td>SM1 2021SM119</td><td></td><td>10/10/2021</td><td>10/24/2021</td></tr> <tr><td></td><td>0</td><td>SM1</td><td>SM1 2021SM120</td><td></td><td>10/25/2021</td><td>11/09/2021</td></tr> <tr><td></td><td>0</td><td>SM1</td><td>SM1 2021SM121</td><td></td><td>11/10/2021</td><td>11/24/2021</td></tr> <tr><td></td><td>0</td><td>SM1</td><td>SM1 2021SM122</td><td></td><td>11/25/2021</td><td>12/09/2021</td></tr> <tr><td></td><td>0</td><td>SM1</td><td>SM1 2021SM123</td><td></td><td>12/10/2021</td><td>12/24/2021</td></tr> <tr><td></td><td>0</td><td>SM1</td><td>SM1 2021SM124</td><td></td><td>12/25/2021</td><td>01/09/2022</td></tr> <tr><td></td><td>0</td><td>SM1</td><td>SM1 2022SM100</td><td></td><td>01/10/2022</td><td>01/10/2022</td></tr> <tr><td></td><td>0</td><td>SM1</td><td>SM1 2022SM101</td><td></td><td>01/10/2022</td><td>01/24/2022</td></tr> <tr><td></td><td>0</td><td>SM1</td><td>SM1 2022SM102</td><td></td><td>01/25/2022</td><td>02/09/2022</td></tr> </tbody> </table> </div>	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
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	0	SM1	SM1 2022SM102		01/25/2022	02/09/2022																																																																								

Step	Action
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The **Absences** 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

☰ Q
1-1 of 1
View All

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
DLR DON ELEM	DLR Donate Element	16	09/25/2021	10/09/2021	

Save
Return to Search
Previous in List
Next in List
Notify

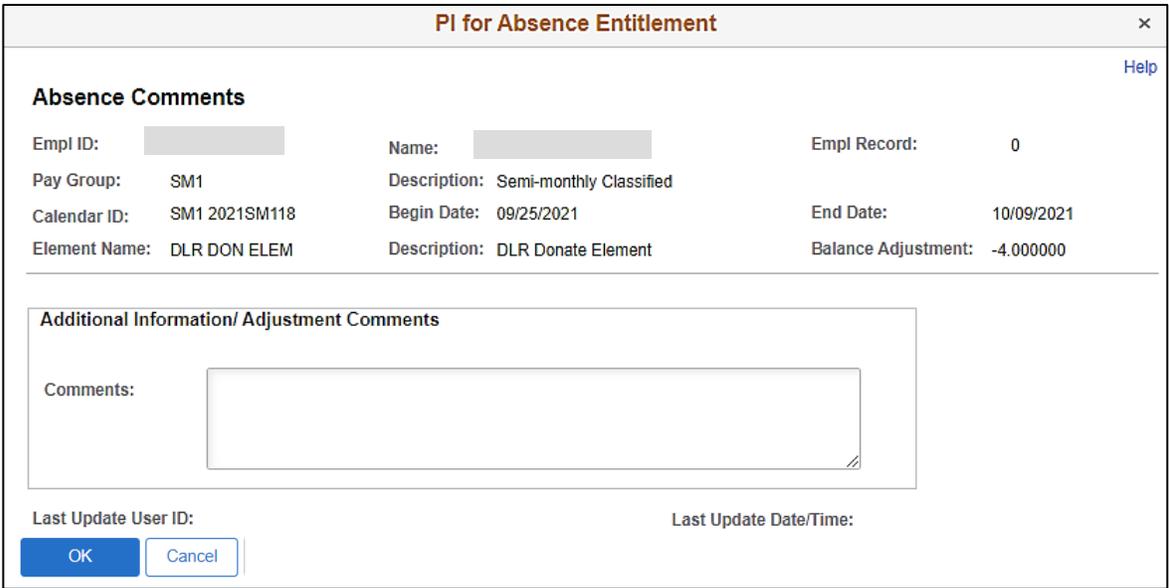
6. Update the **Balance Adjustment** field by overwriting the original number of hours donated with the number of hours being returned. Enter this as a negative number.

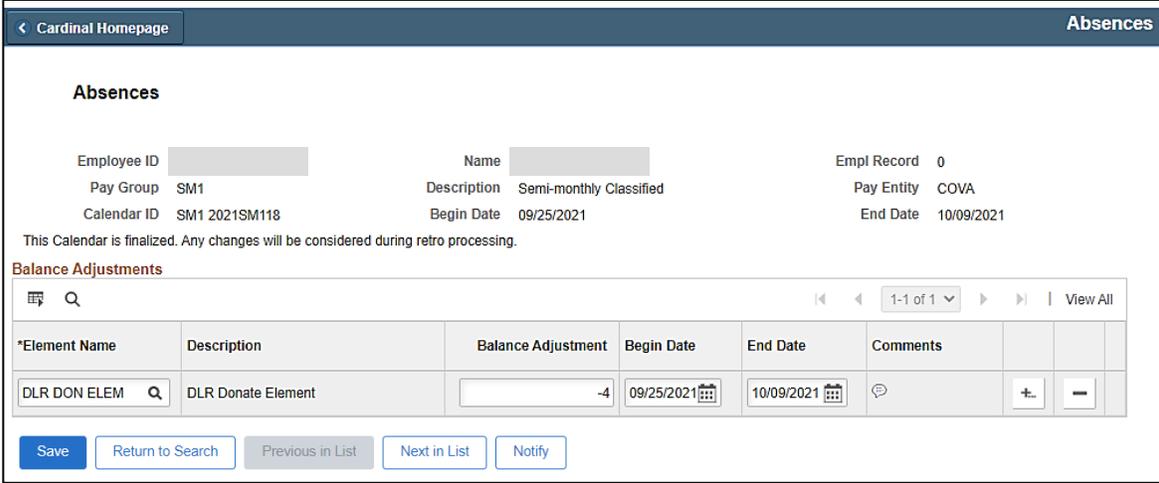
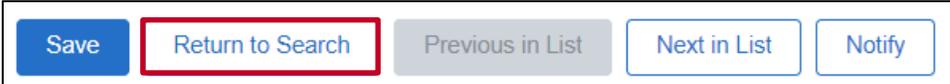
Balance Adjustment

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

Comments

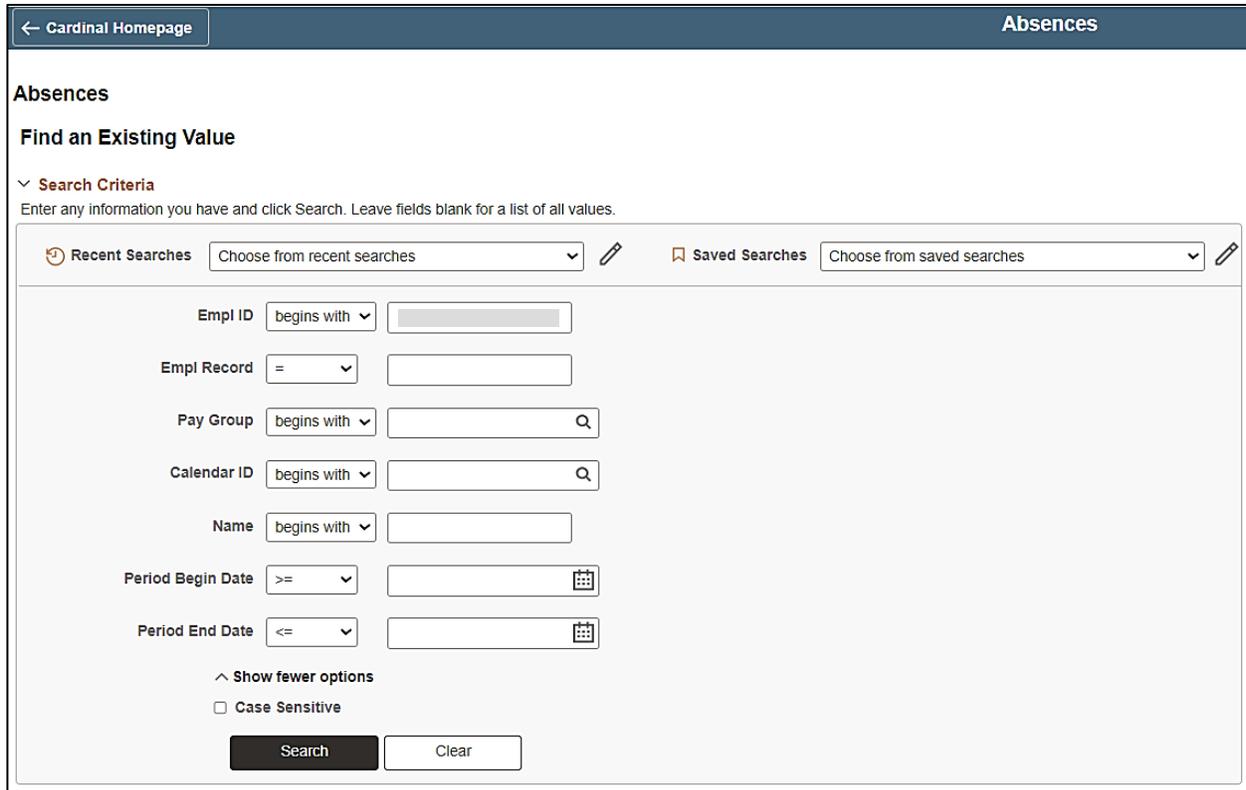


Step	Action
	<p>The PI for Absence Entitlement page displays in a pop-up window.</p> 
8.	<p>Enter a brief comment in the Comments field to document that this is a return of unused hours from a leave donation.</p> <p>Note: Do not include any PII in the comments.</p> 
9.	<p>Click the OK button.</p> 

Step	Action												
	<p>The Absences page redisplay.</p> <div data-bbox="237 378 1396 861">  <p>The screenshot shows the 'Absences' page with the following details:</p> <ul style="list-style-type: none"> Employee ID: [Redacted] Name: [Redacted] 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 <p>Below the details is a 'Balance Adjustments' table with one entry:</p> <table border="1"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>Balance Adjustment</th> <th>Begin Date</th> <th>End Date</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>DLR DON ELEM</td> <td>DLR Donate Element</td> <td>-4</td> <td>09/25/2021</td> <td>10/09/2021</td> <td></td> </tr> </tbody> </table> <p>At the bottom of the screenshot are buttons: Save, Return to Search, Previous in List, Next in List, and Notify.</p> </div>	Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments	DLR DON ELEM	DLR Donate Element	-4	09/25/2021	10/09/2021	
Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments								
DLR DON ELEM	DLR Donate Element	-4	09/25/2021	10/09/2021									
10.	<p>Click the Save button.</p> <p>Next, the adjustment must be made for the recipient to remove the unused hours.</p> <div data-bbox="259 997 1209 1081">  </div>												
11.	<p>Click the Return to Search button.</p> <div data-bbox="259 1176 1209 1260">  </div>												

Step	Action
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The **Absences Search** page redisplay.



 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**.

12. Delete the donor’s Employee ID in the **Empl ID** field.
Note: If using the **Clear** button, capture the Calendar ID first as the Calendar ID of the leave recipient should match the Calendar ID for the person who donated leave.



13. Enter the applicable employee’s (employee who is returning donated hours) 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																					
14.	<p>Update the Pay Group field as needed.</p> <p>Note: Ensure that the selected Pay Group is consistent with the employee's Job Data page.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> Pay Group begins with ▾ <input style="border: 2px solid red;" type="text"/> 🔍 </div>																					
15.	<p>Click the Search button.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> Search Clear </div>																					
<p>The Absences page displays for the applicable employee with the original leave receipt information.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> < Cardinal Homepage Absences </div> <div style="padding: 10px 0;"> <p>Absences</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Employee ID </td> <td style="width: 33%;">Name </td> <td style="width: 33%;">Empl Record 0</td> </tr> <tr> <td>Pay Group SM1</td> <td>Description Semi-monthly Classified</td> <td>Pay Entity COVA</td> </tr> <tr> <td>Calendar ID SM1 2021SM118</td> <td>Begin Date 09/25/2021</td> <td>End Date 10/09/2021</td> </tr> </table> <p><small>This Calendar is finalized. Any changes will be considered during retro processing.</small></p> <p>Balance Adjustments</p> <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> 🔍 1-1 of 1 ▾ View All </div> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">*Element Name</th> <th style="width: 25%;">Description</th> <th style="width: 15%;">Balance Adjustment</th> <th style="width: 15%;">Begin Date</th> <th style="width: 15%;">End Date</th> <th style="width: 20%;">Comments</th> </tr> </thead> <tbody> <tr> <td>DLR REC ELEM 🔍</td> <td>DLR Receive Element</td> <td style="text-align: center;">16</td> <td>09/25/2021 📅</td> <td>10/09/2021 📅</td> <td>🗨️</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Save Return to Search Previous in List Next in List Notify </div> </div> </div>		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	*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments	DLR REC ELEM 🔍	DLR Receive Element	16	09/25/2021 📅	10/09/2021 📅	🗨️
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16.	<p>Update the Balance Adjustment field by overwriting the original number of hours received with the number of unused hours being returned. Enter this as a negative number.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p style="text-align: center; margin: 0;">Balance Adjustment</p> <div style="border: 2px solid red; height: 20px; width: 100%; margin-top: 5px;"></div> </div>																					
17.	<p>Click the icon in the Comments field.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p style="margin: 0;">Comments</p> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> 🗨️ </div> </div>																					

Step	Action												
	<p>The PI for Absence Entitlement page displays in a pop-up window.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="text-align: right; border-bottom: 1px solid black; padding-bottom: 5px;"> PI for Absence Entitlement × </div> <div style="text-align: right; padding-right: 10px;"> Help </div> <div style="margin-top: 10px;"> <p>Absence Comments</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Empl ID: </td> <td style="width: 33%;">Name: </td> <td style="width: 33%;">Empl Record: 0</td> </tr> <tr> <td>Pay Group: SM1</td> <td>Description: Semi-monthly Classified</td> <td></td> </tr> <tr> <td>Calendar ID: SM1 2021SM118</td> <td>Begin Date: 09/25/2021</td> <td>End Date: 10/09/2021</td> </tr> <tr> <td>Element Name: DLR REC ELEM</td> <td>Description: DLR Receive Element</td> <td>Balance Adjustment: -4.000000</td> </tr> </table> <hr style="border: 0.5px solid #ccc;"/> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Additional Information/ Adjustment Comments</p> <p>Comments: <input style="width: 90%; height: 40px; border: 1px solid #ccc;" type="text"/></p> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Last Update User ID: Last Update Date/Time: </div> <div style="margin-top: 5px;"> OK Cancel </div> </div> </div>	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
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19.	<p>Click the OK button.</p> <div style="margin: 10px 0;"> OK Cancel </div>												

Step	Action																
	<p>The Absences page redisplay.</p> <div data-bbox="235 378 1404 856" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> < Cardinal Homepage Absences </div> <div style="padding: 5px;"> <p>Absences</p> <p>Employee ID <input type="text"/> Name <input type="text"/> 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</p> <p><small>This Calendar is finalized. Any changes will be considered during retro processing.</small></p> <p>Balance Adjustments</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <input type="text"/> <input type="text"/> 1-1 of 1 <input type="text"/> View All </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>Balance Adjustment</th> <th>Begin Date</th> <th>End Date</th> <th>Comments</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>DLR REC ELEM</td> <td>DLR Receive Element</td> <td style="text-align: center;">-4</td> <td>09/25/2021</td> <td>10/09/2021</td> <td></td> <td style="text-align: center;">+..</td> <td style="text-align: center;">-..</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Save Return to Search Previous in List Next in List Notify </div> </div> </div>	Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments			DLR REC ELEM	DLR Receive Element	-4	09/25/2021	10/09/2021		+..	-..
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20.	<p>Click the Save button.</p> <div data-bbox="259 945 1209 1033" style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 2px solid red; padding: 2px 10px; background-color: #007bff; color: white; border-radius: 3px;">Save</div> <div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #e9ecef; border-radius: 3px;">Return to Search</div> <div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #e9ecef; border-radius: 3px;">Previous in List</div> <div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #e9ecef; border-radius: 3px;">Next in List</div> <div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #e9ecef; border-radius: 3px;">Notify</div> </div> </div>																
	<p>The return of unused hours from a leave donation process is now complete. Adjustments made in the current open Pay Period and prior Pay Periods will be processed the next time the Absence Calc process runs (runs nightly).</p>																

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 [Manually Adjusting an Existing Absence Entitlement Balances](#) section of this Job Aid to adjust these balances to reflect the hours that the employee is transferring as needed.
- To adjust absence balances for all other leave types, see the [Manually Adjusting an Existing Absence Entitlement Balances](#) section of this Job Aid. When employees transfer to another Agency, all absence balances should be reviewed and updated as needed.

Step	Action
1.	To transfer Vacation (Annual Leave) or Traditional Sick balances for an employee transferring to another State Agency, navigate to the Supporting Elements page by following this path: NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Create Overrides > Supporting Elements

The **Supporting Elements Search** page displays.

← Cardinal Homepage
Supporting Elements

Supporting Elements

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 ✎
🔖 Saved Searches ✎

Empl ID
 Empl Record
 Name
 Last Name
 Second Last Name
 Alternate Character Name
 Middle Name

^ Show fewer options
 Case Sensitive

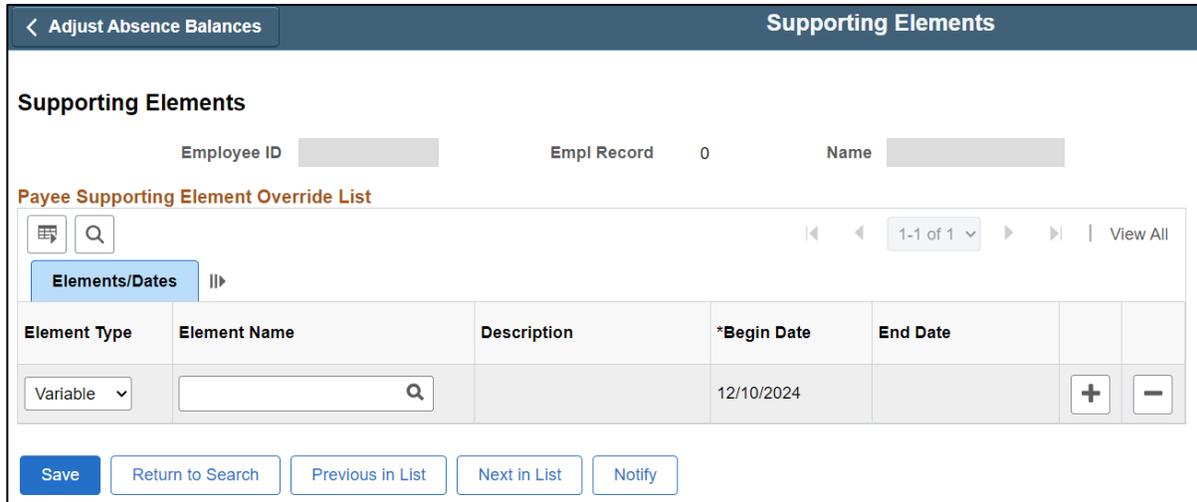


For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

Step	Action														
2.	<p>Enter the applicable employee's Employee ID in the Empl ID field.</p> <p>Note: 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.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> Empl ID begins with </div>														
3.	<p>Click the Search button.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> Search Clear </div>														
<p>The Supporting Elements page displays for the applicable employee with the Elements/Dates tab displayed by default.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> < Adjust Absence Balances Supporting Elements </div> <div style="padding: 5px 0;"> <p>Supporting Elements</p> <p style="font-size: 0.8em; margin: 0;">Employee ID <input style="width: 80px;" type="text"/> Empl Record 0 Name <input style="width: 80px;" type="text"/></p> <p style="font-size: 0.8em; margin: 0; color: #0070c0;">Payee Supporting Element Override List</p> <div style="border: 1px solid #ccc; padding: 2px; margin: 2px 0; display: flex; justify-content: space-between; align-items: center;"> 📄 🔍 1-1 of 1 View All </div> <div style="border: 1px solid #ccc; padding: 2px; margin: 2px 0; display: flex; align-items: center;"> Elements/Dates ▶ </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 15%;">Element Type</th> <th style="width: 25%;">Element Name</th> <th style="width: 25%;">Description</th> <th style="width: 15%;">*Begin Date</th> <th style="width: 20%;">End Date</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> ▼ </div> </td> <td></td> <td></td> <td style="text-align: center;">12/10/2024</td> <td></td> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Save Return to Search Previous in List Next in List Notify </div> </div> </div>		Element Type	Element Name	Description	*Begin Date	End Date			<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> ▼ </div>			12/10/2024		+	-
Element Type	Element Name	Description	*Begin Date	End Date											
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> ▼ </div>			12/10/2024		+	-									
4.	<p>Click the Element Type dropdown button and select "Variable".</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p style="margin: 0;">Element Type</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> ▼ </div> </div>														

Step	Action
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The **Supporting Elements** page refreshes.



Adjust Absence Balances Supporting Elements

Supporting Elements

Employee ID Empl Record 0 Name

Payee Supporting Element Override List

1-1 of 1 | View All

Element Type	Element Name	Description	*Begin Date	End Date
Variable	<input type="text"/>		12/10/2024	

Save Return to Search Previous in List Next in List Notify

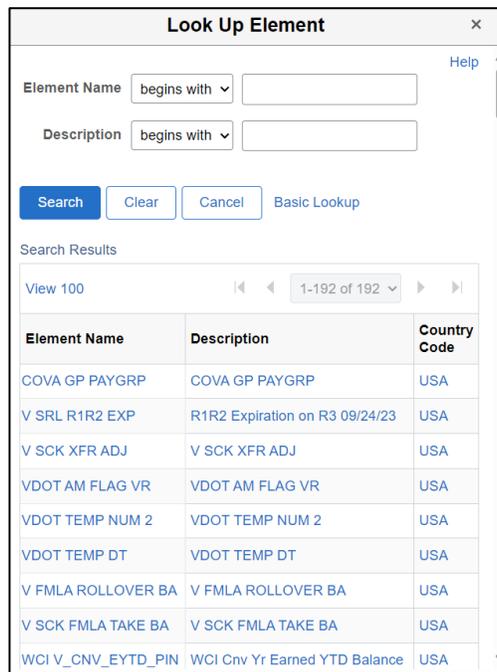
- Click the **Element Name Look up** icon.



Element Name

🔍

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



Look Up Element

Element Name begins with

Description begins with

Search Clear Cancel Basic Lookup

Search Results

View 100 | 1-192 of 192

Element Name	Description	Country Code
COVA GP PAYGRP	COVA GP PAYGRP	USA
V SRL R1R2 EXP	R1R2 Expiration on R3 09/24/23	USA
V SCK XFR ADJ	V SCK XFR ADJ	USA
V DOT AM FLAG VR	V DOT AM FLAG VR	USA
V DOT TEMP NUM 2	V DOT TEMP NUM 2	USA
V DOT TEMP DT	V DOT TEMP DT	USA
V FMLA ROLLOVER BA	V FMLA ROLLOVER BA	USA
V SCK FMLA TAKE BA	V SCK FMLA TAKE BA	USA
WCI V_CNV_EYTD_PIN	WCI Cnv Yr Earned YTD Balance	USA

Step	Action
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6. In the **Element Name** column, select “V VAC XFR ADJ” to update the Vacation balance or select “V SCK XFR ADJ” to update the Traditional Sick balance.

Element Name	Description	Country Code
V ERL R1R2 EXP	R1R2 Expiration on R3 09/24/23	USA
V FMLA EMP/FAM BAL	V FMLA EMP/FAM BAL	USA
V FMLA MILITARY BA	V FMLA MILITARY BAL	USA
V FMLA ROLLOVER BA	V FMLA ROLLOVER BA	USA
V SCK FMLA TAKE BA	V SCK FMLA TAKE BA	USA
V SCK XFR ADJ	V SCK XFR ADJ	USA
V SDP FMLA TAKE BA	V SDP FMLA TAKE BA	USA
V SRL R1R2 EXP	R1R2 Expiration on R3 09/24/23	USA
V STD TAKE BAL DAY	V STD TAKE BAL DAY	USA
V STD VAC ACR LMT	V STD VAC ACR LMT	USA
V VAC XFR ADJ	V VAC XFR ADJ	USA
V WCL TAKE BAL DAY	V WCL TAKE BAL DAY	USA
V WCL VAC ACR LMT	V WCL VAC ACR LMT	USA

The **Supporting Elements** page redispays.

< Cardinal Homepage
Supporting Elements

Supporting Elements

Employee ID Empl Record 0 Name

Payee Supporting Element Override List

1-1 of 1
View All

Elements/Dates

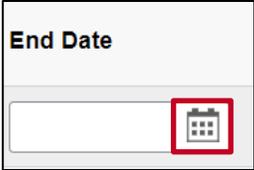
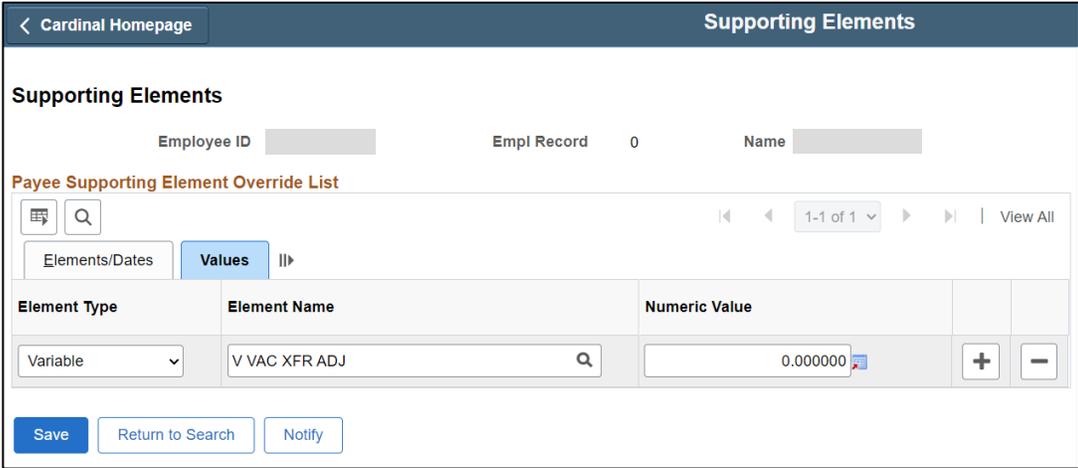
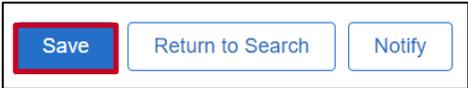
Values

||▶

Element Type	Element Name	Description	*Begin Date	End Date		
Variable	V VAC XFR ADJ	V VAC XFR ADJ	12/10/2024		+	-



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

Step	Action
7.	<p>Click the End Date Calendar icon and select the applicable end date.</p> <p>Note: The end date should correspond to the Pay Period begin date. If the End Date field is left blank, the employee will receive the balance each pay period. If the begin date and end date span multiple pay periods, the employee will receive the balance adjustment each pay period beginning with the Begin Date and ending with the End Date.</p> 
8.	<p>Click the Values tab.</p> 
<p>The Values tab displays.</p> 	
9.	<p>Enter the number of hours the employee is transferring from the previous Agency in the Numeric Value field for the corresponding row.</p> 
10.	<p>Click the Save button.</p> 

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.

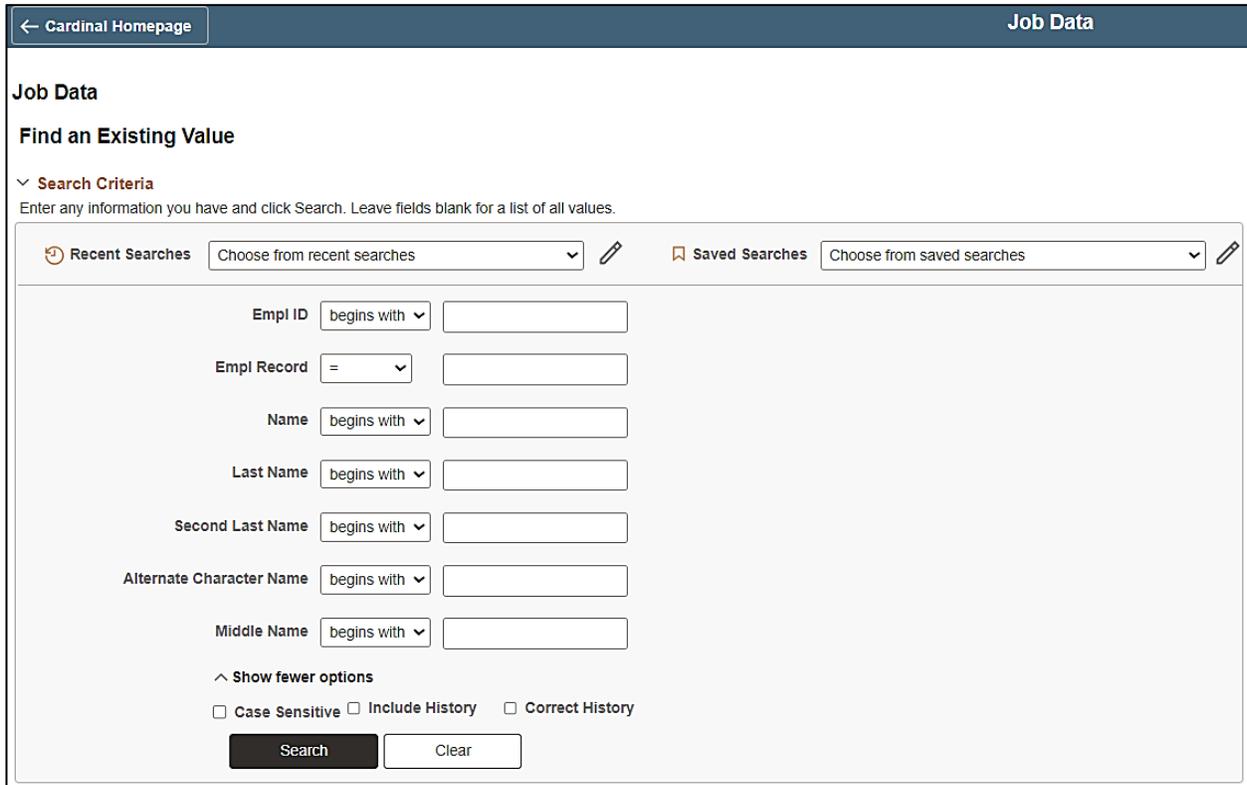
2. HR Administrators can update the employees **Job Data** by adding a new effective dated row and updating the employees' **Eligibility Group** from **VSDPELGGRP** to **FACREGGRP**. The **FACREGGRP Eligibility Group** does not include VAC accrual or VSDP PER or VSDP Sick Leave. HR Administrators will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

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.



	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 .
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2.	Enter the applicable employee's Employee ID in the Empl ID field. Note: 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.
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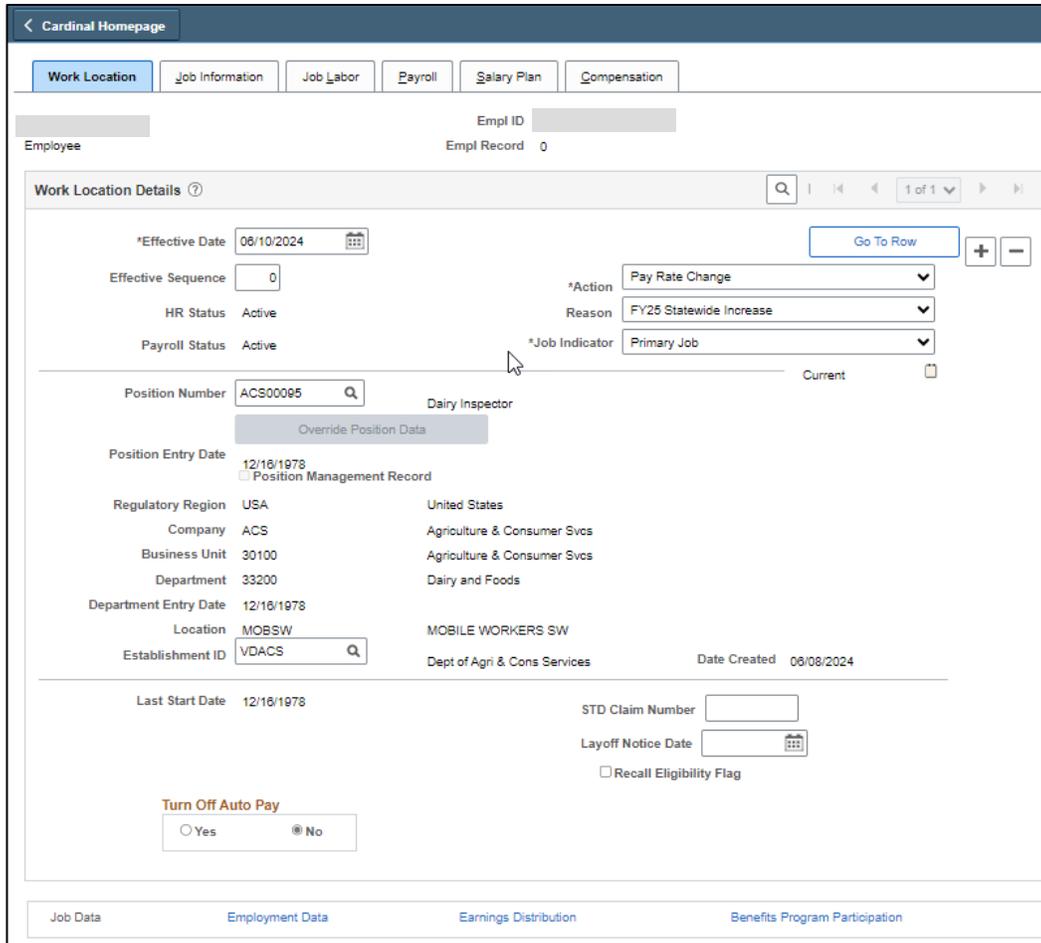
Empl ID
begins with ▾

3.	Click the Search button.
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Search
Clear

Step	Action
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The Employee's **Job Data Record** displays.



Cardinal Homepage

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Empl ID [Redacted] Empl Record 0

Employee [Redacted]

Work Location Details (1 of 1)

*Effective Date: 06/10/2024

Effective Sequence: 0

HR Status: Active

Payroll Status: Active

*Action: Pay Rate Change

Reason: FY25 Statewide Increase

*Job Indicator: Primary Job

Position Number: ACS00095 Dairy Inspector

Position Entry Date: 12/18/1978

Regulatory Region: USA United States

Company: ACS Agriculture & Consumer Svcs

Business Unit: 30100 Agriculture & Consumer Svcs

Department: 33200 Dairy and Foods

Department Entry Date: 12/18/1978

Location: MOBSW MOBILE WORKERS SW

Establishment ID: VDACS Dept of Agri. & Cons Services

Last Start Date: 12/18/1978

STD Claim Number: [Field]

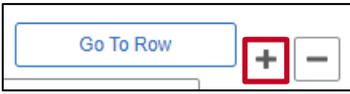
Layoff Notice Date: [Field]

Recall Eligibility Flag: [Field]

Turn Off Auto Pay: [Yes/No]

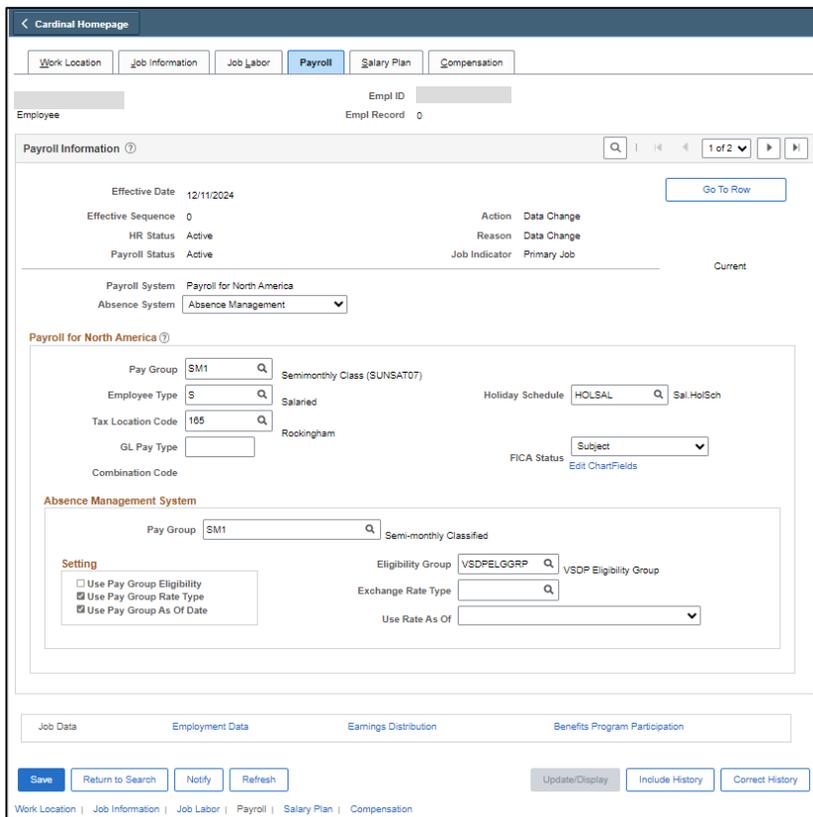
Go To Row: [Field] + -

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

4.	Click the Add a New Row icon (+) to Add a New Effective Dated Row.
	
5.	Enter/select the appropriate effective date in the Effective Date field.
	
6.	Click the Action dropdown button and select "Data Change".
	

Step	Action
7.	Click the Reason dropdown button and select “Data Change”. 
8.	Click the Payroll tab. 

The **Payroll** tab displays.



Cardinal Homepage

Work Location Job Information Job Labor **Payroll** Salary Plan Compensation

Employee Empl ID [redacted] Empl Record 0

Payroll Information 1 of 2

Effective Date 12/11/2024 Action Data Change Reason Data Change

HR Status Active Payroll Status Active Job Indicator Primary Job Current

Payroll System Payroll for North America Absence System Absence Management

Payroll for North America

Pay Group SM1 Semimonthly Class (SUNSAT07) Employee Type S Salaried Holiday Schedule HOLSAL Sal/Ho/Sch

Tax Location Code 105 Rockingham GL Pay Type FICA Status Subject

Combination Code

Absence Management System

Pay Group SM1 Semi-monthly Classified

Setting

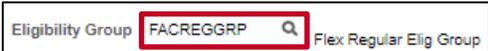
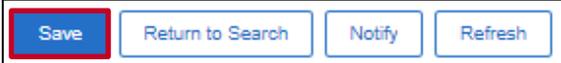
Use Pay Group Eligibility Use Pay Group Rate Type Use Pay Group As Of Date

Eligibility Group VSDPELGGRP VSDP Eligibility Group Exchange Rate Type Use Rate As Of

Job Data Employment Data Earnings Distribution Benefits Program Participation

Save Return to Search Notify Refresh Update/Display Include History Correct History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

9.	Change the Eligibility Group from “VSDPELGGRP” to “FACREGGRP” using the Look Up icon. 
10.	Click the Save button. 



Time & Attendance Job Aid
TA374_Managing Absence Balances
