



Managing Absence Events

This Job Aid provides Agency Timekeepers with the information needed to manage Absence Events on behalf of employees.

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.

Table of Contents

Revision History	2
Creating a New Absence Event (No Partial Days).....	3
Creating a New Absence Event (With Partial Days)	12
Editing an Absence Event	23
Cancelling an Absence	31



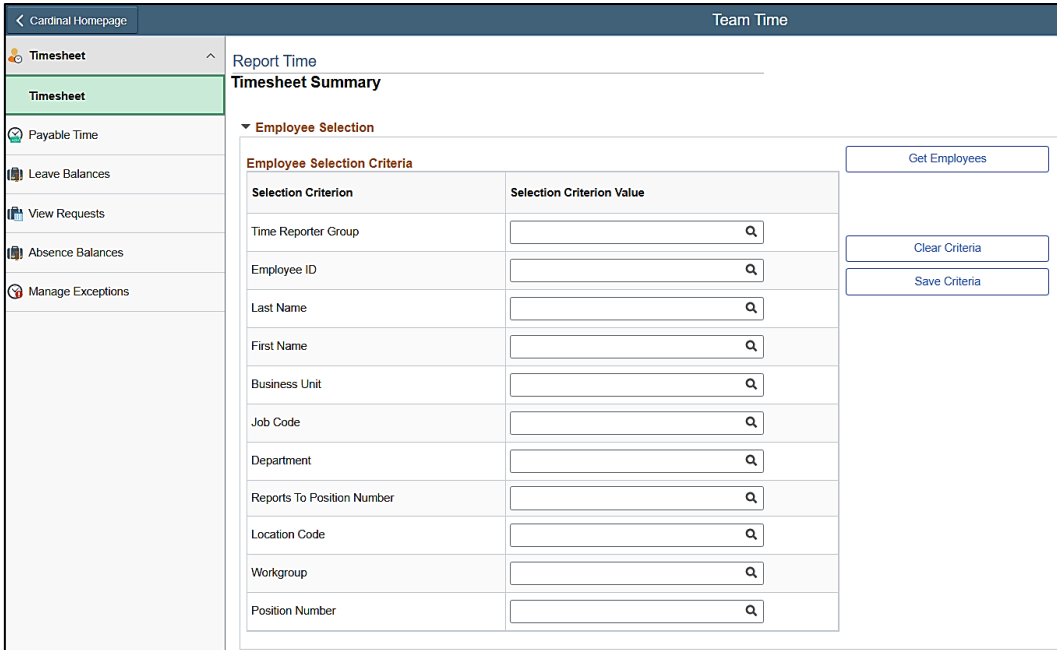


Revision History

Revision Date	Summary of Changes
12/18/2024	Baseline

Creating a New Absence Event (No Partial Days)

In this scenario, a new Absence Event will be created on behalf of an employee. For this scenario, (2) full days of vacation will be taken by the employee.

Note: This scenario only applies to agencies using Cardinal Absence Management. Additionally, this section of the Job Aid is not for use by employees with a Variable Work Schedule. If entering an Absence Event for an employee with a Variable Work Schedule, refer to the Creating a New Absence Event (With Partial Day(s)) section of this Job Aid. The process for entering an Absence Event on behalf of an employee is the same regardless of whether the employee is a Positive Time Reporter or an Exception Time Reporter.

Step	Action
1.	Navigate to the Timesheet page using the following path: Team Time Tile > Timesheet
<p>The Timesheet Summary page displays.</p>  <p>The screenshot shows the 'Team Time' interface with a sidebar on the left containing options like 'Timesheet', 'Payable Time', 'Leave Balances', 'View Requests', 'Absence Balances', and 'Manage Exceptions'. The main content area is titled 'Report Time Timesheet Summary' and features an 'Employee Selection' section. This section includes a table with 'Employee Selection Criteria' and 'Selection Criterion Value' columns. The criteria listed are: 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 corresponding search input field with a magnifying glass icon. To the right of the table are three buttons: 'Get Employees', 'Clear Criteria', and 'Save Criteria'.</p>	
2.	Enter the Employee ID or known portion of the Employee ID in the Employee ID field.  <p>The screenshot shows a search input field labeled 'Employee ID' with a magnifying glass icon on the right. The field is highlighted with a red border.</p>
	Users can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.



Step	Action
3.	Click the Get Employees button.

Get Employees

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

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

🔍
1-1 of 1

Time Summary
Demographics
||>

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

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

Time Summary
Demographics
||>

Last Name	First Name	Employee ID

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

Timesheet

Info Technology Specialist II

Actions ▾

Select Another Timesheet

*View By Week

*Date 12/16/2024

Scheduled Hours 40.00 Reported Hours 0.00

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

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

Save for Later
Submit
Apply Schedule


Employee ID

Empl Record 0

Time Reporting Type Exception

Earliest Change Date 06/25/2024

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

Step	Action
	If the correct week is not displayed, use the Previous Week link, Next Week link, or Date field to navigate to the correct week.
5.	Click the Absence tab. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Reported Time Status Summary Leave / Compensatory Time Absence Exceptions Payable Time </div>

The **Absence Events** section displays.

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

Absence Events ⓘ

Absence Take ||>

Select	* Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor
<input type="checkbox"/>						Details		Approval Monitor

Add Absence Event

Approval

Select All
Deselect All
Approve
Deny

Absence Entitlement Balances

1-25 of 25



Entitlement Name	Balance as of 06/24/2024**	From	To	Accrual Period
Service Recognition Leave	0.00 Hours	01/10/2024	01/09/2025	Year to Date

6.	Select the Add Absence Event button. <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Absence Take > </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Select</th> <th>* Start Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <div style="border: 2px solid red; padding: 2px; margin-top: 5px; width: fit-content;"> Add Absence Event </div> </div>	Select	* Start Date	<input type="checkbox"/>	
Select	* Start Date				
<input type="checkbox"/>					





The page refreshes and the first row within the **Absence Take** grid populates with some defaulted data.

Absence Events ⓘ

Absence Take ||>

Select	* Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source
<input type="checkbox"/>	12/09/2024 	12/09/2024 	Select Absence Nar			Details	New	Approval Monitor	Manager Timesheet

Add Absence Event

Step	Action
7.	<p>The Start Date field defaults to the first day for this particular Timesheet. Update the start date as needed using the Calendar icon provided to denote the actual first day of the absence.</p> <div data-bbox="264 411 519 575" style="border: 1px solid gray; padding: 5px;"> <p>*Start Date</p> <p>12/09/2024 </p> </div>
8.	<p>The End Date field defaults to the first day for this particular Timesheet or to the same date just selected for the start date if an update was made to the Start Date field. Update the end date as needed using the Calendar icon provided to denote the actual last day of the absence.</p> <div data-bbox="258 730 526 894" style="border: 1px solid gray; padding: 5px;"> <p>End Date</p> <p>12/09/2024 </p> </div>
9.	<p>Click the Absence Name dropdown button and then select the applicable absence name list item.</p> <div data-bbox="258 1014 574 1178" style="border: 1px solid gray; padding: 5px;"> <p>Absence Name</p> <p>Select Absence Name </p> </div>
	<p>The list items available for selection will vary based on the absence types that individual employees are eligible for.</p>





The page refreshes and the **Reason** field is now available for update.

Team Time
Home

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

Absence Events ?

Absence Take ||>

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source
<input type="checkbox"/>	12/09/2024 	12/09/2024 	Vacation 	Select Absence Reaso 		Hours	Details	New	Approval Monitor	Manager Timesheet

[Add Absence Event](#)

Approval

Select All
Deselect All
Approve
Deny

Step	Action
10.	Click the Reason dropdown button and then select the applicable absence reason list item. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Reason</p> <p>Select Absence Reason ▼</p> </div>
11.	Click the Details link. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Details</p> <p style="border: 1px solid red; padding: 2px;">Details</p> </div>

The **SS Create Absence Req** page displays in a pop-up window.

SS Create Absence Req x Help

Absence Event Details

Info Technology Specialist II

▼ **Instructions**
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

Absence Detail ?

*Start Date 📅

End Date 📅

Filter by Type ▼

*Absence Name ▼

*Reason ▼

Partial Days ▼

Duration Hours

Calculate End Date or Duration

[View Monthly Calendar](#)

Current Balance 262.00 Hours**

Comments

Reporter Comments:



The information previously entered (**Start Date**, **End Date**, **Absence Name**, and **Absence Reason**) populates in the corresponding fields. Additionally, the employee's current balance for the applicable Absence Type displays on the right side of the page.

Step	Action
12.	<p>Review the information and update as needed. Once complete, click the Calculate End Date or Duration button.</p> <div style="border: 2px solid red; padding: 5px; text-align: center; margin: 10px auto; width: fit-content;"> Calculate End Date or Duration </div>

The page refreshes and the system generates the total number of absence hours in the **Duration** field.

SS Create Absence Req Help

Absence Event Details

Info Technology Specialist II

Instructions
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

Absence Detail

*Start Date: 12/09/2024

End Date: 12/10/2024

Filter by Type: All

*Absence Name: Vacation

*Reason: Vacation

Partial Days: None

Duration: 16.00 Hours

Calculate End Date or Duration

[View Monthly Calendar](#)

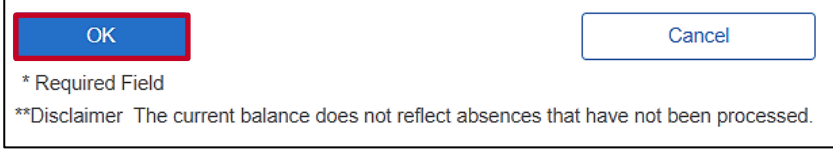
Current Balance 262.00 Hours**

Comments

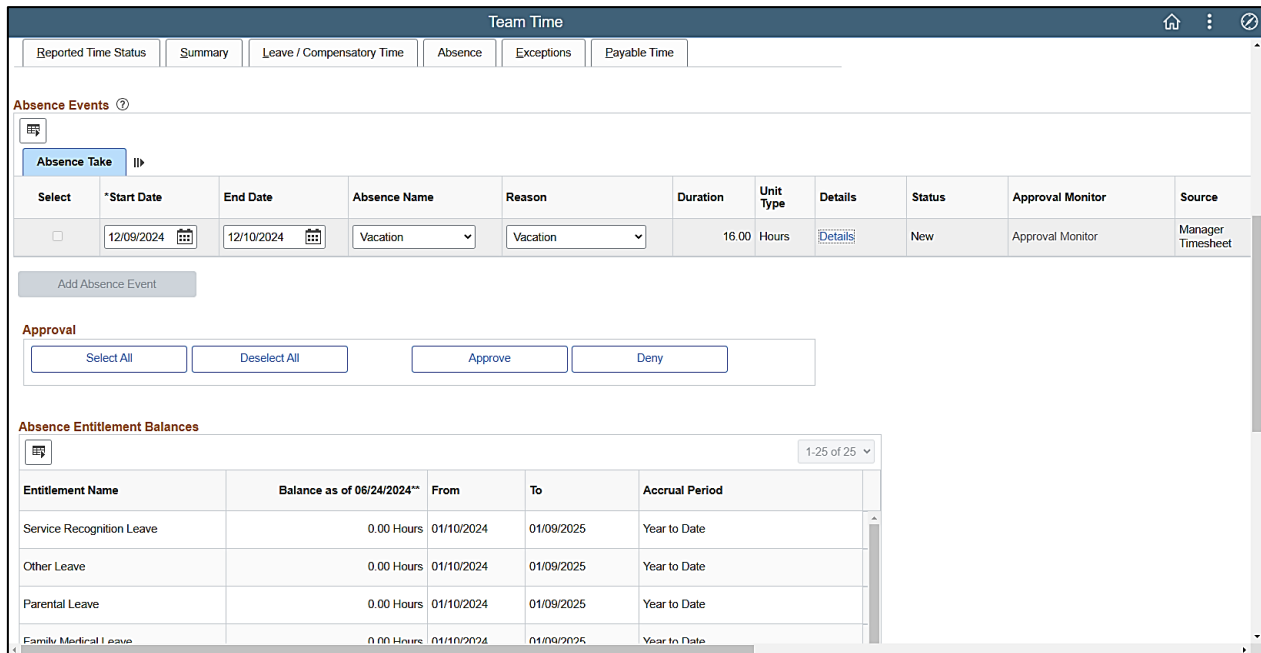
Reporter Comments:

13.	<p>Review the total number of absence hours in the Duration field and ensure accuracy.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> Duration 16.00 Hours </div>
-----	--

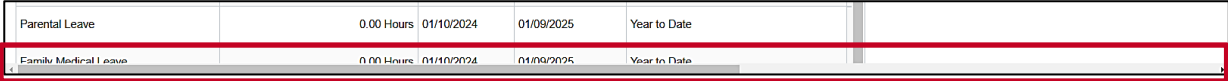
14.	<p>Optionally enter comments for the Approver in the Reporter Comments field.</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: fit-content;"> <p>Comments</p> <p>Reporter Comments: </p> </div>
-----	--

Step	Action
15.	<p>Click the OK button.</p>  <p>* Required Field **Disclaimer The current balance does not reflect absences that have not been processed.</p>


The **Timesheet** page returns.



The screenshot shows the 'Team Time' interface with tabs for Reported Time Status, Summary, Leave / Compensatory Time, Absence, Exceptions, and Payable Time. The 'Absence Events' section shows a table with columns: Select, Start Date, End Date, Absence Name, Reason, Duration, Unit Type, Details, Status, Approval Monitor, and Source. A row is visible for a 'Vacation' event on 12/09/2024. Below this is an 'Approval' section with buttons for Select All, Deselect All, Approve, and Deny. The 'Absence Entitlement Balances' section shows a table with columns: Entitlement Name, Balance as of 06/24/2024**, From, To, and Accrual Period. Rows include Service Recognition Leave, Other Leave, Parental Leave, and Family Medical Leave, all with 0.00 hours.

16.	<p>Click the horizontal scrollbar as needed to scroll over to the right side of the page.</p> 
-----	--

17.	<p>Click the Forecast button.</p> 
-----	--

 Most Absence Types must be forecasted successfully in order to be submitted for approval. This is true regardless of whether the Absence Event being entered is historical, current, or future dated.

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

The page refreshes and a Forecast Successful message displays. Additionally, the absence hours are now displayed in the **Timesheet** grid with the corresponding Time Reporting Code.

Timesheet New Window | Help ?

Employee ID 00111914000
 Empl Record 0
 Info Technology, Specialist II
 Time Reporting Type Exception
 Actions-
 Earliest Change Date 09/25/2024

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 12/09/2024

Scheduled Hours 40.00 Reported Hours 16.00

From Monday 12/09/2024 to Sunday 12/15/2024

Mon 12/9	Tue 12/10	Wed 12/11	Thu 12/12	Fri 12/13	Sat 12/14	Sun 12/15	Total	Time Reporting Code	*Taskgroup
8.00	8.00						16.00	VAC - Vacation	14000CCOP

Forecast Successful:
 You are eligible to take the requested absence and you may submit your request.
 Date Time: December 11, 2024 at 09:55

If the forecast is unsuccessful, the employee does not have a sufficient balance for the selected absence type. Update the absence type or duration as needed until the Absence Event can be forecasted successfully.

18. Click the **Submit** button.

The **Submit Confirmation** page displays.

Timesheet

Submit Confirmation

The Submit was successful.
 Time for the Week of 2024-12-09 to 2024-12-15 is submitted

Step	Action
19.	Click the OK button.



The **Timesheet** page returns.

Select Another Timesheet

*View By: Week Previous Week Next Week

*Date: 12/09/2024

Scheduled Hours: 40.00 Reported Hours: 16.00

From Monday 12/09/2024 to Sunday 12/15/2024

Mon 12/9	Tue 12/10	Wed 12/11	Thu 12/12	Fri 12/13	Sat 12/14	Sun 12/15	Total	Time Reporting Code	*Taskgroup
8.00	8.00						16.00	VAC - Vacation	14000CCOP

Absence Events

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source
<input type="checkbox"/>	12/09/2024	12/10/2024	Vacation	Vacation	16.00	Hours	Details	Needs Approval	Approval Monitor	Manager Timesheet



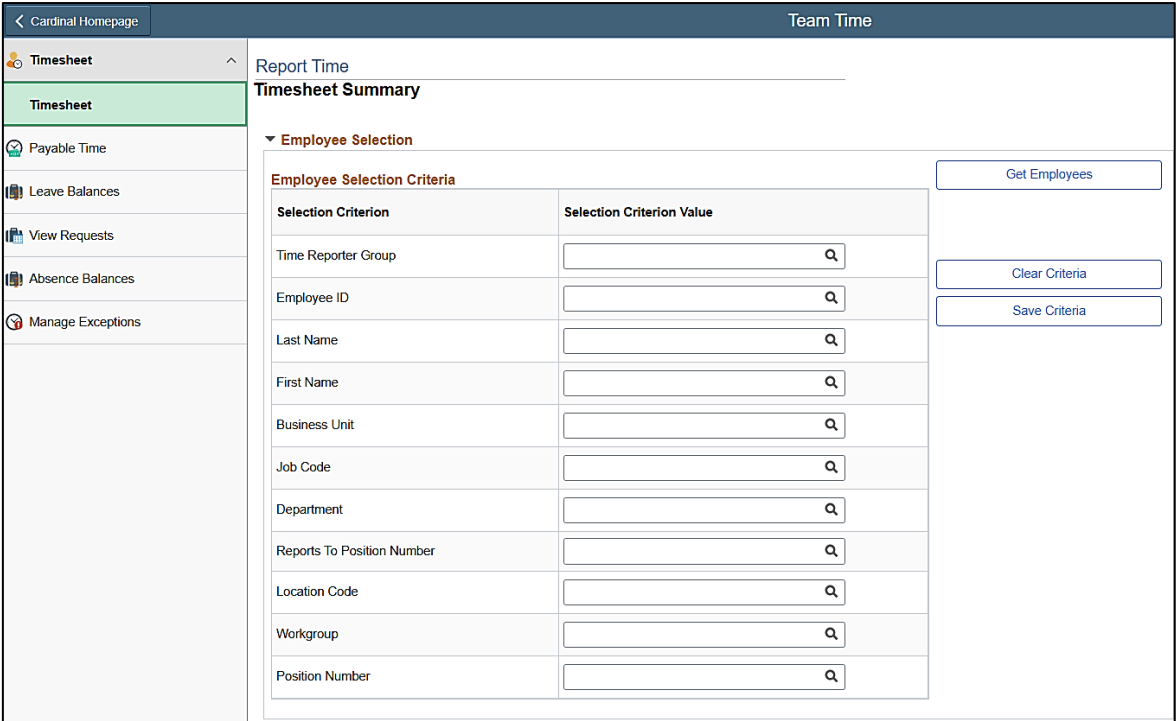


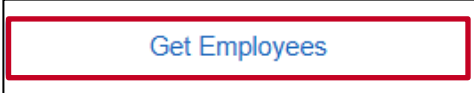
Vacation hours require approval before they can be processed. Notice the status for the Absence Event is now "Needs Approval".

Details	Status	Approval Monitor	Source
Details	Needs Approval	Approval Monitor	Manager Timesheet

Creating a New Absence Event (With Partial Days)

In this scenario, a new Absence Event will be created on behalf of an employee. For this scenario, (1) half-day and (1) full day of vacation will be taken by the employee.

Note: This scenario only applies to agencies using Cardinal Absence Management.

Step	Action
1.	Navigate to the Timesheet page using the following path: Team Time Tile > Timesheet
<p>The Timesheet Summary page displays.</p>  <p>The screenshot shows the 'Timesheet Summary' page with a sidebar on the left containing navigation options like 'Payable Time', 'Leave Balances', 'View Requests', 'Absence Balances', and 'Manage Exceptions'. The main content area is titled 'Report Time Timesheet Summary' and features an 'Employee Selection' section. This section includes a table with columns for 'Selection Criterion' and 'Selection Criterion Value'. The criteria listed are: 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 corresponding search input field with a magnifying glass icon. To the right of the table are three buttons: 'Get Employees', 'Clear Criteria', and 'Save Criteria'.</p>	
2.	Enter the Employee ID or known portion of the Employee ID in the Employee ID field. 
	Users can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.
3.	Click the Get Employees button. 

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

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

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

1-1 of 1

Time Summary Demographics

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

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

Time Summary Demographics

Last Name	First Name	Employee ID

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

Timesheet

Employee ID [Redacted]

Empl Record 0

Info Technology Specialist II

Time Reporting Type Exception

Earliest Change Date 09/25/2024

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 12/16/2024

Scheduled Hours 40.00 Reported Hours 0.00

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

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

Save for Later Submit Apply Schedule

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



If the correct week is not displayed, use the **Previous Week** link, **Next Week** link, or **Date** field to navigate to the correct week.

Step	Action
5.	Click the Absence tab.

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

The **Absence Events** section displays.

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

Absence Events ⓘ

Absence Take ⓘ

Select	*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor
<input type="checkbox"/>						Details		Approval Monitor

Add Absence Event

Approval

Select All Deselect All Approve Deny

Absence Entitlement Balances

1-25 of 25

Entitlement Name	Balance as of 06/24/2024**	From	To	Accrual Period
Service Recognition Leave	0.00 Hours	01/10/2024	01/09/2025	Year to Date

6.	Select the Add Absence Event button.
----	---

Absence Take ⓘ

Select	*Start Date
<input type="checkbox"/>	

Add Absence Event





The page refreshes and the first row within the **Absence Take** grid populates with some defaulted data.

Absence Events ⓘ

Absence Take ⓘ

Select	*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source
<input type="checkbox"/>	12/09/2024	12/09/2024	Select Absence Nar			Details	New	Approval Monitor	Manager Timesheet

Add Absence Event

Step	Action
7.	<p>The Start Date field defaults to the first day for this particular Timesheet. Update the start date as needed using the Calendar icon provided to denote the actual first day of the absence.</p> <div data-bbox="267 409 519 567"> <p>*Start Date</p> <p>12/09/2024 </p> </div>
8.	<p>The End Date field defaults to the first day for this particular Timesheet or to the same date just selected for the start date if an update was made to the Start Date field. Update the end date as needed using the Calendar icon provided to denote the actual last day of the absence.</p> <div data-bbox="259 714 527 882"> <p>End Date</p> <p>12/09/2024 </p> </div>
9.	<p>Click the Absence Name dropdown button and then select the applicable absence name list item.</p> <div data-bbox="259 997 576 1165"> <p>Absence Name</p> <p>Select Absence Name </p> </div>
	<p>The list items available for selection will vary based on the absence types that individual employees are eligible for.</p>



The page refreshes and the **Reason** field is now available for update.

Team Time

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

Absence Events ?


Absence Take

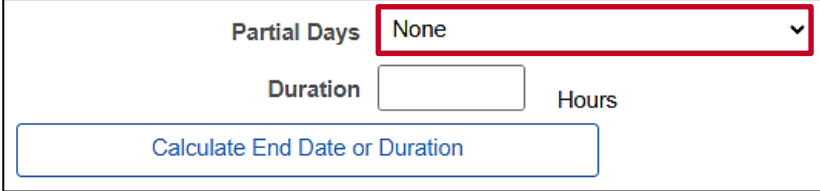

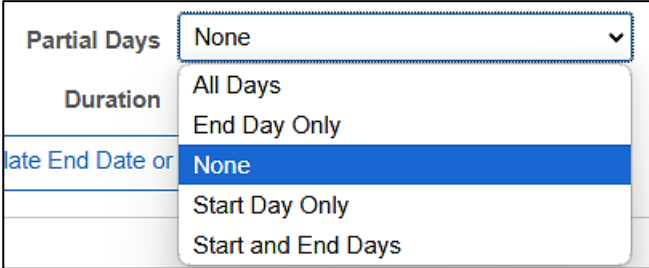
Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source
<input type="checkbox"/>	12/09/2024 	12/09/2024 	Vacation	Select Absence Reaso		Hours	Details	New	Approval Monitor	Manager Timesheet

Add Absence Event



Approval

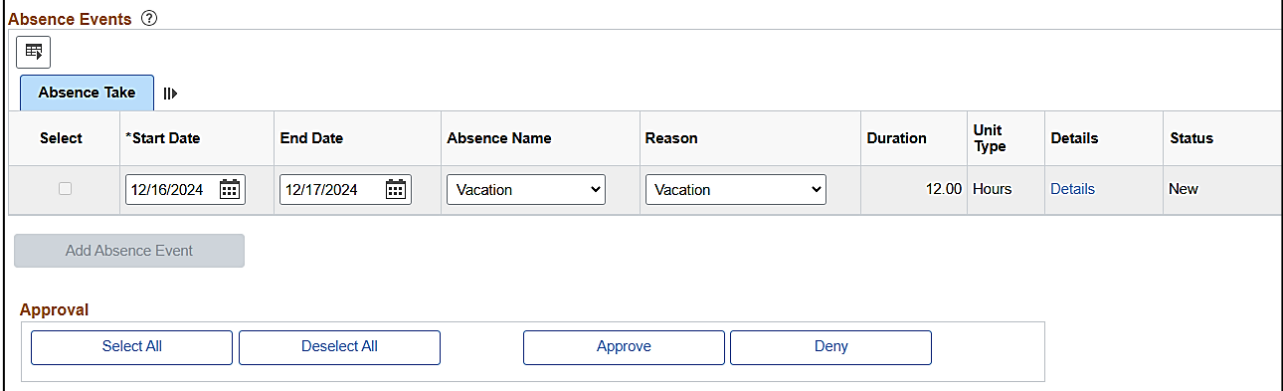

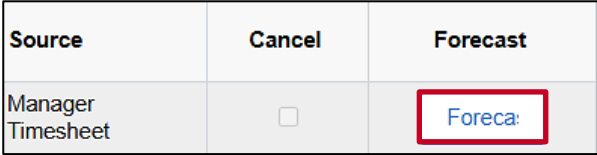

Select All | Deselect All | Approve | Deny

Step	Action
10.	Click the Reason dropdown button and then select the applicable absence reason list item. <div data-bbox="269 380 625 537" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Reason</p> <p>Select Absence Reason ▼</p> </div>
11.	Click the Details link. <div data-bbox="261 627 449 787" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Details</p> <p>Details</p> </div>
<p>The SS Create Absence Req page displays in a pop-up window.</p> <div data-bbox="248 875 1393 1686" style="border: 1px solid black; padding: 10px;"> <div style="text-align: right; font-size: small;">SS Create Absence Req x Help</div> <p>Absence Event Details</p> <p>Info Technology Specialist II</p> <p>▼ Instructions Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.</p> <p>Absence Detail ?</p> <div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between;"> <div> <p>*Start Date <input type="text" value="12/09/2024"/> 📅</p> <p>End Date <input type="text" value="12/09/2024"/> 📅</p> <p>Filter by Type <input type="text" value="All"/> ▼</p> <p>*Absence Name <input type="text" value="Vacation"/> ▼</p> <p>*Reason <input type="text" value="Select Absence Reason"/> ▼</p> <p>Partial Days <input type="text" value="None"/> ▼</p> <p>Duration <input type="text"/> Hours</p> <p>Calculate End Date or Duration</p> </div> <div style="text-align: right;"> <p>View Monthly Calendar</p> <p>Current Balance 262.00 Hours**</p> </div> </div> </div> <p>Comments</p> <p>Reporter Comments: <input type="text"/></p> </div>	
	<p>The information previously entered (Start Date, End Date, Absence Name, and Absence Reason) populates in the corresponding fields. Additionally, the employee's current balance for the applicable Absence Type displays on the right side of the page.</p>
12.	Review the information and update as needed.

Step	Action
13.	<p>The Partial Days field defaults to “None” and must be updated.</p> 
	<p>When entering Absence Events for employees with a Variable Work Schedule, always select a Partial Days option. Remember, Variable Work Schedules calculate time at 24 hours per day so partial days and actual hours must be entered so that the absence duration will calculate correctly.</p>
14.	<p>Click the Partial Days dropdown button and select the applicable list item based on the following:</p> <ul style="list-style-type: none"> • All Days: Select this option if every day of the absence is going to be a partial day. This is the appropriate selection for employees with a Variable Work Schedule. This selection should also be used if this is just a (1) partial day absence • End Day Only: Select this option when only the last day of the absence is a partial day • Start Day Only: Select this option when only the first day of the absence is a partial day • Start and End Days: Select this option when both the first day and the last day of the absence will be partial days 

Step	Action
<p>The page refreshes.</p>	
<div data-bbox="175 380 1466 930" style="border: 1px solid black; padding: 10px;"> <p>Absence Detail ?</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p>*Start Date <input type="text" value="12/16/2024"/> </p> <p>End Date <input type="text" value="12/16/2024"/> </p> <p>Filter by Type <input type="text" value="All"/> ▼</p> <p>*Absence Name <input type="text" value="Vacation"/> ▼</p> <p>*Reason <input type="text" value="Vacation"/> ▼</p> <p>Partial Days <input type="text" value="Start Day Only"/> ▼</p> <p>Start Day Hours <input type="text"/></p> <p>Duration <input type="text"/> Hours</p> <p style="text-align: center; border: 1px solid blue; padding: 2px;">Calculate End Date or Duration</p> </div> <div style="width: 35%; text-align: right;"> <p>View Monthly Calendar</p> <p>Current Balance 262.00 Hours**</p> </div> </div> </div>	
	<p>In this scenario, the “Start Day Only” option was selected. Therefore, a Start Day Hours field displays. The Hours field that will display will vary based on the Partial Days option selected.</p>
<p>15.</p>	<p>Enter the applicable number of hours being taken as an absence on the partial day(s) in the corresponding Hours field.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Start Day Hours <input style="border: 2px solid red;" type="text" value="4"/></p> </div>
<p>16.</p>	<p>Click the Calculate End Date or Duration button.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <p style="border: 2px solid red; display: inline-block; padding: 5px 20px;">Calculate End Date or Duration</p> </div>

Step	Action
	<p>The page refreshes and the system generates the total number of absence hours in the Duration field.</p> <div data-bbox="180 380 1463 926" style="border: 1px solid black; padding: 5px;"> <p>Absence Detail ?</p> <p>*Start Date <input type="text" value="12/16/2024"/>  View Monthly Calendar</p> <p>End Date <input type="text" value="12/17/2024"/> </p> <p>Filter by Type <input type="text" value="All"/> ▼</p> <p>*Absence Name <input type="text" value="Vacation"/> ▼ Current Balance 262.00 Hours**</p> <p>*Reason <input type="text" value="Vacation"/> ▼</p> <p>Partial Days <input type="text" value="Start Day Only"/> ▼</p> <p>Start Day Hours <input type="text" value="4.00"/></p> <p>Duration <input type="text" value="12.00"/> Hours</p> <p><input type="button" value="Calculate End Date or Duration"/></p> </div>
17.	<p>Review the total number of absence hours in the Duration field and ensure accuracy.</p> <div data-bbox="261 1020 748 1098" style="border: 1px solid black; padding: 5px;"> <p>Duration <input style="border: 2px solid red;" type="text" value="12.00"/> Hours</p> </div>
18.	<p>Optionally enter comments for the Approver in the Reporter Comments field.</p> <div data-bbox="261 1192 1471 1335" style="border: 1px solid black; padding: 5px;"> <p>Comments</p> <p>Reporter Comments: <input style="border: 2px solid red;" type="text"/></p> </div>
19.	<p>Click the OK button.</p> <div data-bbox="261 1430 1089 1577" style="border: 1px solid black; padding: 5px;"> <p><input style="border: 2px solid red;" type="button" value="OK"/> <input type="button" value="Cancel"/></p> <p>* Required Field</p> <p>**Disclaimer The current balance does not reflect absences that have not been processed.</p> </div>

Step	Action
	<p>The Timesheet page returns.</p> 
16.	<p>Click the horizontal scrollbar as needed to scroll over to the right side of the page.</p> 
17.	<p>Click the Forecast button.</p> 
	<p>Most Absence Types must be forecasted successfully in order to be submitted for approval. This is true regardless of whether the Absence Event being entered is historical, current, or future dated.</p>

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

The page refreshes and a Forecast Successful message displays. Additionally, the absence hours are now displayed in the **Timesheet** grid with the corresponding Time Reporting Code.

Timesheet New Window

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

Select Another Timesheet

*View By Week Previous Week Next Week


*Date 12/16/2024 ↻

Scheduled Hours 40.00 Reported Hours 12.00

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

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

Forecast Successful:
 You are eligible to take the requested absence and you may submit your request.
 Date Time: December 11, 2024 at 15:01

 If the forecast is unsuccessful, the employee does not have a sufficient balance for the selected absence type. Update the absence type or duration as needed until the Absence Event can be forecasted successfully.

18. Click the **Submit** button.

The **Submit Confirmation** page displays.

Timesheet

Submit Confirmation

The Submit was successful.
 Time for the Week of 2024-12-16 to 2024-12-22 is submitted

Step	Action
19.	Click the OK button.



The **Timesheet** page returns.

Select Another Timesheet

*View By: Week Previous Week Next Week

*Date: 12/16/2024

Scheduled Hours: 40.00 Reported Hours: 12.00

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

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

Absence Events

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source
<input type="checkbox"/>	12/16/2024	12/17/2024	Vacation	Vacation	12.00	Hours	Details	Needs Approval	Approval Monitor	Manager Timesheet



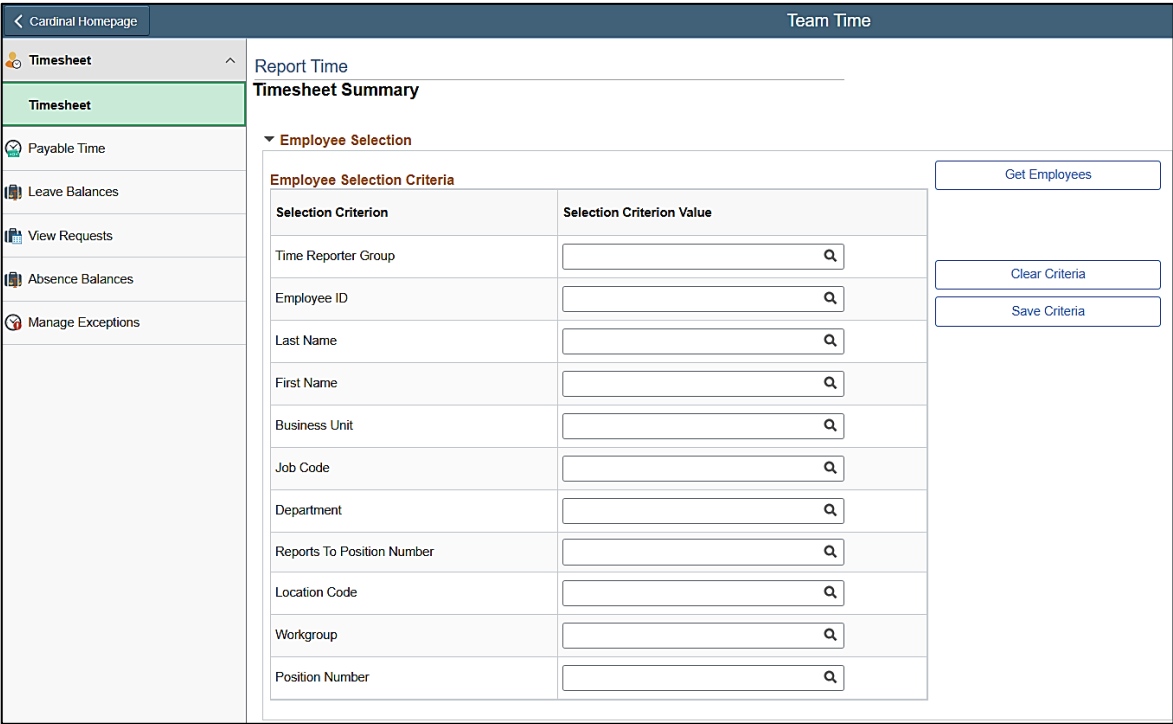


Vacation hours require approval before they can be processed. Notice the status for the Absence Event is now "Needs Approval".

Details	Status	Approval Monitor	Source
Details	Needs Approval	Approval Monitor	Manager Timesheet

Editing an Absence Event

In this scenario, an Absence Event that was previously submitted for an employee will be edited. The original request was for 2 days of vacation and needs to be updated as the first day of vacation will be adjusted to 4 hours.

Note: This scenario only applies to agencies using Cardinal Absence Management.

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



Step	Action
3.	Click the Get Employees button.



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

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

Time Summary Demographics

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

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

Time Summary Demographics

Last Name	First Name	Employee ID

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

Timesheet

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

Select Another Timesheet


*View By Week [Dropdown] Previous Week Next Week
 *Date 12/16/2024 [Calendar Icon]
 Scheduled Hours 40.00 Reported Hours 0.00

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

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

Save for Later Submit Apply Schedule

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

Step	Action
	If the correct week is not displayed, use the Previous Week link, Next Week link, or Date field to navigate to the correct week.
5.	Click the Absence tab. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> Reported Time Status Summary Leave / Compensatory Time Absence Exceptions Payable Time </div> </div>

The **Absence Events** section displays.

Select Another Timesheet

*View By: Week Previous Week Next Week

*Date: 12/09/2024

Scheduled Hours: 40.00 Reported Hours: 16.00

From Monday 12/09/2024 to Sunday 12/15/2024

Mon 12/9	Tue 12/10	Wed 12/11	Thu 12/12	Fri 12/13	Sat 12/14	Sun 12/15	Total	Time Reporting Code	*Taskgroup
8.00	8.00						16.00	VAC - Vacation	14000CCOP

Save for Later Submit Apply Schedule

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

Absence Events

Absence Take
Forecast Results

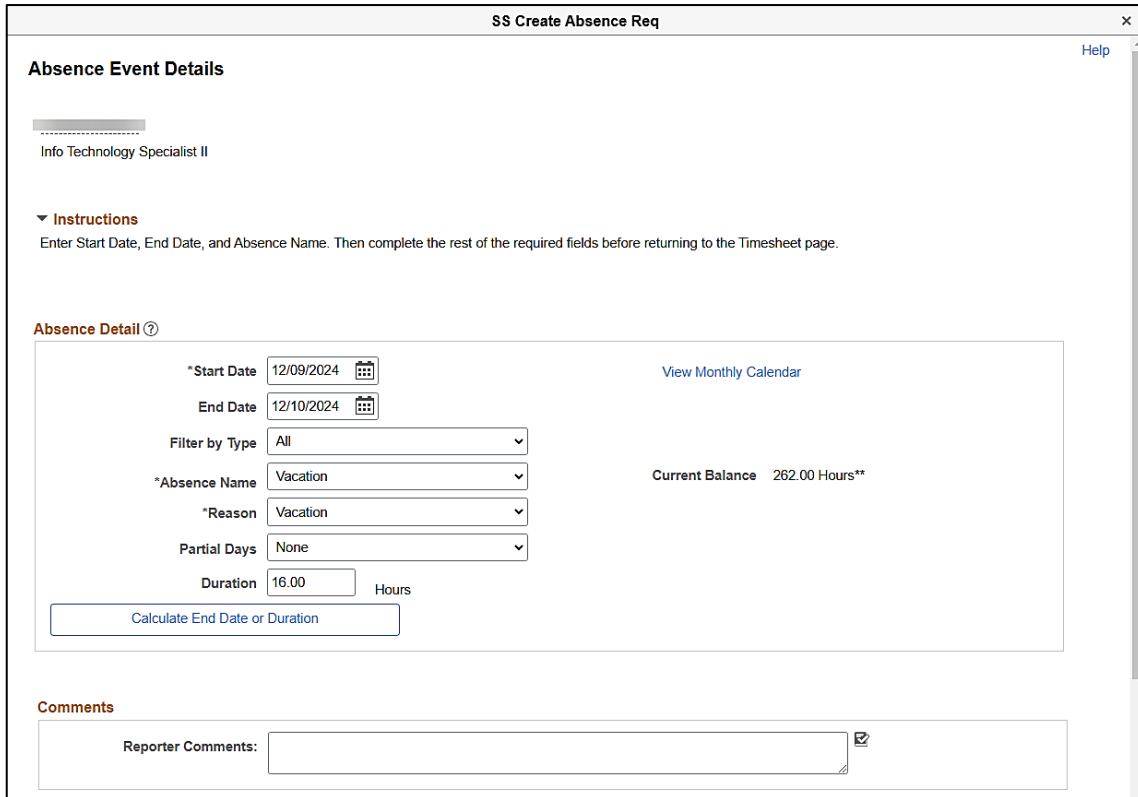
Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source
<input type="checkbox"/>	12/09/2024	12/10/2024	Vacation	Vacation	16.00	Hours	Details	Needs Approval	Approval Monitor	Manager Timesheet

6.	Click the Edit button for the absence that needs to be adjusted. <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Details</th> <th>Status</th> <th>Approval Monitor</th> <th>Source</th> <th>Cancel</th> <th>Forecast</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>Details</td> <td>Needs Approval</td> <td>Approval Monitor</td> <td>Manager Timesheet</td> <td><input type="checkbox"/></td> <td>Foreca:</td> <td style="border: 2px solid red; padding: 2px;">Edit</td> </tr> </tbody> </table> </div>	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit	Details	Needs Approval	Approval Monitor	Manager Timesheet	<input type="checkbox"/>	Foreca:	Edit
Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit									
Details	Needs Approval	Approval Monitor	Manager Timesheet	<input type="checkbox"/>	Foreca:	Edit									

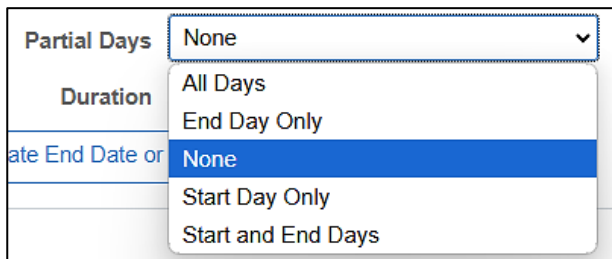
7.	Click the Details link. <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px;"> <p>Details</p> <hr/> <p>Details</p> </div> </div>
----	--

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

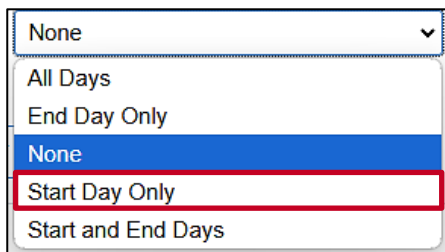
The **SS Create Absence Req** page displays in a pop-up window.





- Click the **Partial Days** dropdown menu to update the first day to a partial day.



- Click the **Start Day Only** option from the list menu.



Step	Action
	<p>The SS Create Absence Req page returns and the selected Partial Days option displays.</p> <div data-bbox="170 378 1469 913" style="border: 1px solid black; padding: 5px;"> <p>Absence Detail ?</p> <p>*Start Date <input type="text" value="12/09/2024"/>  View Monthly Calendar</p> <p>End Date <input type="text" value="12/10/2024"/> </p> <p>Filter by Type <input type="text" value="All"/> ▼</p> <p>*Absence Name <input type="text" value="Vacation"/> ▼ Current Balance 262.00 Hours**</p> <p>*Reason <input type="text" value="Vacation"/> ▼</p> <p>Partial Days <input type="text" value="Start Day Only"/> ▼</p> <p>Start Day Hours <input type="text" value=""/></p> <p>Duration <input type="text" value="16.00"/> Hours</p> <p><input type="button" value="Calculate End Date or Duration"/></p> </div>
10.	<p>Enter the partial hours in the Start Day Hours field. In this scenario, 4.00 hours was entered.</p> <div data-bbox="267 1008 690 1081" style="border: 1px solid black; padding: 5px;"> <p>Start Day Hours <input style="border: 2px solid red;" type="text" value="4"/></p> </div>
11.	<p>Click the Calculate End Date or Duration button to calculate the hours based on the adjustment.</p> <div data-bbox="259 1197 933 1270" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><input style="border: 2px solid red;" type="button" value="Calculate End Date or Duration"/></p> </div>



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

The hours in the **Duration** field update.

Absence Detail ?

*Start Date

End Date

Filter by Type ▾

*Absence Name ▾

*Reason ▾

Partial Days ▾

Start Day Hours

Duration Hours

12.	<p>Click the OK button.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <div style="display: flex; justify-content: space-around;"> <div style="border: 2px solid red; padding: 2px 10px; background-color: #0056b3; color: white; border-radius: 5px;">OK</div> <div style="border: 1px solid #0056b3; padding: 2px 10px; background-color: white; border-radius: 5px;">Cancel</div> </div> <p style="font-size: small; margin-top: 5px;">* Required Field</p> <p style="font-size: small; margin-top: 5px;">**Disclaimer The current balance does not reflect absences that have not been processed.</p> </div>
-----	--

The **Timesheet** page returns.

Timesheet

Employee ID 00111914000
Empl Record 0
Time Reporting Type Exception
Earliest Change Date 09/25/2024

Info Technology Specialist II
Actions ▾

Select Another Timesheet

*View By Previous Week Next Week

*Date

Scheduled Hours 40.00 Reported Hours 12.00

From Monday 12/09/2024 to Sunday 12/15/2024 ?

Mon 12/9	Tue 12/10	Wed 12/11	Thu 12/12	Fri 12/13	Sat 12/14	Sun 12/15	Total	Time Reporting Code	*Taskgroup
4.00	8.00						12.00	VAC - Vacation	14000CCOP

Step	Action
13.	Click the Forecast button to verify that the time requested is available.

Source	Cancel	Forecast
Manager Timesheet	<input type="checkbox"/>	Foreca:

The **Forecast Successful** message displays above the **Absence Events** section.

From Monday 12/09/2024 to Sunday 12/15/2024 ?

Mon 12/9	Tue 12/10	Wed 12/11	Thu 12/12	Fri 12/13	Sat 12/14	Sun 12/15	Total	Time Reporting Code
4.00							4.00	REG - Regular Hours
4.00	8.00						12.00	VAC - Vacation

Save for Later
Submit

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

Forecast Successful:
 You are eligible to take the requested absence and you may submit your request.
 Date Time: December 12,2024 at 10:01

Absence Events ?

Absence Take
Forecast Results
||>

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor
<input type="checkbox"/>	12/09/2024	12/10/2024	Vacation	Vacation	12.00	Hours	Details	Needs Approval	Approval Monitor

Add Absence Event

i If needed, report any additional time required in the Time Entry grid. In this Scenario, 4 hours are added in the Monday field on the row for the **REG-Regular hours TRC**.

14.	Click the Submit button.
-----	---------------------------------

Save for Later

Submit

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

The **Submit Confirmation** page displays.

Timesheet

Submit Confirmation

The Submit was successful.
Time for the Week of 2024-12-09 to 2024-12-15 is submitted

15.	Click the OK button. <div style="border: 2px solid red; padding: 5px; margin: 10px auto; width: 100px; text-align: center;"> <input type="button" value="OK"/> </div>
-----	--

The **Timesheet** page returns.


From Monday 12/09/2024 to Sunday 12/15/2024 ?

Mon 12/9	Tue 12/10	Wed 12/11	Thu 12/12	Fri 12/13	Sat 12/14	Sun 12/15	Total	Time Reporting Code	*Taskgroup
4.00							4.00	REG - Regular Hours	14000CCOP
4.00	8.00						12.00	VAC - Vacation	14000CCOP

Reported Time Status

1-3 of 3

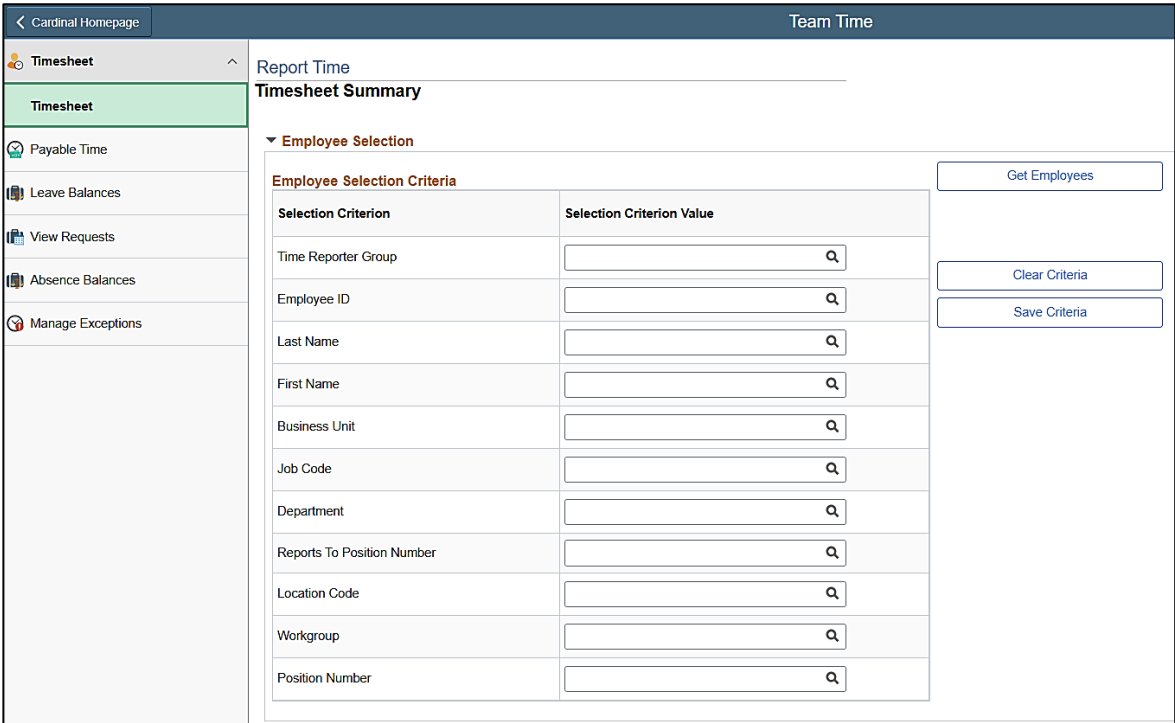



Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
12/09/2024	Submitted	4.00	REG	Regular Hours	8.00	⋮
12/09/2024	Needs Approval	4.00	VAC	Vacation	8.00	
12/10/2024	Needs Approval	8.00	VAC	Vacation	8.00	

	Vacation hours require approval before they can be processed.
---	---

Canceling an Absence

In this scenario, an absence that was requested and submitted for an employee will be cancelled.

Note: This scenario only applies to agencies using Cardinal Absence Management.

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

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

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

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

1-1 of 1

Time Summary Demographics

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

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

Time Summary Demographics

Last Name	First Name	Employee ID

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

Timesheet

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

Select Another Timesheet

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

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

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

Save for Later Submit Apply Schedule

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



If the correct week is not displayed, use the **Previous Week** link, **Next Week** link, or **Date** field to navigate to the correct week.



Step **Action**

5. Click the **Absence** tab.

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

The **Absence Events** section displays.

From Monday 12/09/2024 to Sunday 12/15/2024 ⓘ

Mon 12/9	Tue 12/10	Wed 12/11	Thu 12/12	Fri 12/13	Sat 12/14	Sun 12/15	Total	Time Reporting Code	*Taskgroup
4.00							4.00	REG - Regular Hours	14000CCOP
4.00	8.00						12.00	VAC - Vacation	14000CCOP

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

Absence Events ⓘ

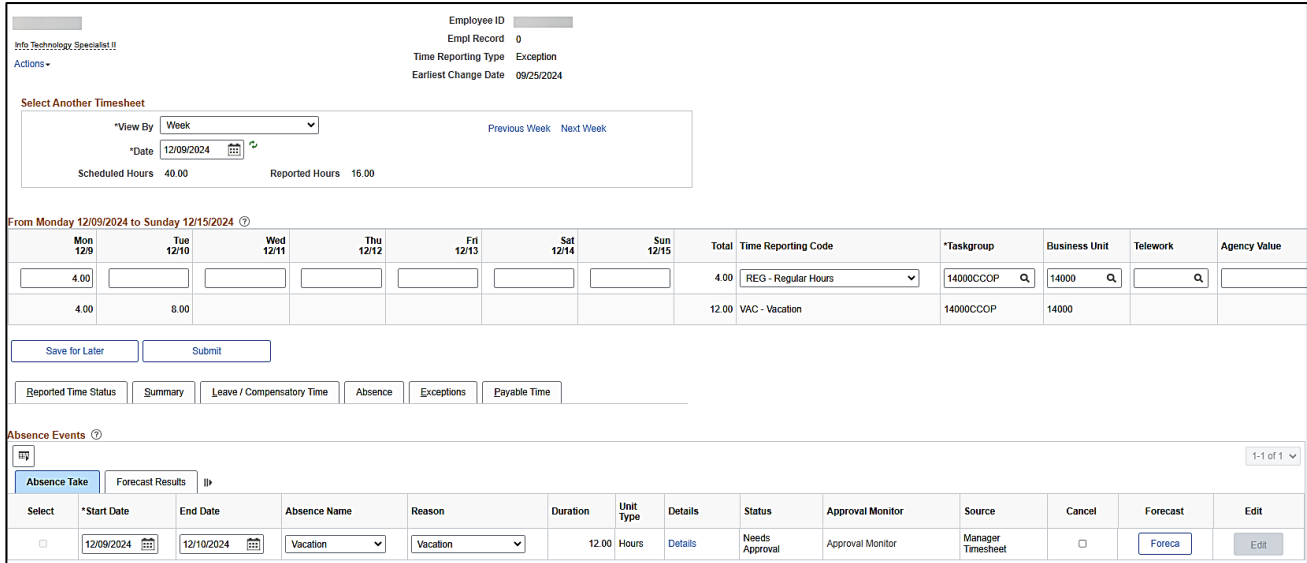
Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source
<input type="checkbox"/>	12/09/2024	12/10/2024	Vacation	Vacation	12.00	Hours	Details	Needs Approval	Approval Monitor	Manager Timesheet

6. Click the **Edit** button for the absence that needs to be adjusted.

Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
Details	Needs Approval	Approval Monitor	Manager Timesheet	<input type="checkbox"/>	<input type="button" value="Foreca"/>	<input type="button" value="Edit"/>

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

The absence displays for editing.



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

Select Another Timesheet
 *View By: Week
 *Date: 12/09/2024
 Scheduled Hours: 40.00
 Reported Hours: 16.00

Mon 12/9	Tue 12/10	Wed 12/11	Thu 12/12	Fri 12/13	Sat 12/14	Sun 12/15	Total	Time Reporting Code	*Taskgroup	Business Unit	Telework	Agency Value
4.00							4.00	REG - Regular Hours	14000CCOP	14000		
4.00	8.00						12.00	VAC - Vacation	14000CCOP	14000		

Buttons: Save for Later, Submit

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

Absence Events

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
<input type="checkbox"/>	12/09/2024	12/10/2024	Vacation	Vacation	12.00	Hours	Details	Needs Approval	Approval Monitor	Manager Timesheet	<input type="checkbox"/>	Foreca	Edit

7. Click the **Cancel** checkbox.

Cancel	Forecast	Edit
<input type="checkbox"/>	Foreca	Edit

8. Click the **Submit** button.

Save for Later	Submit
----------------	--------

The **Submit Confirmation** page displays.

Timesheet

Submit Confirmation

The Submit was successful.
 Time for the Week of 2024-12-09 to 2024-12-15 is submitted

OK



Step	Action
9.	Click the OK button.



The **Timesheet** page returns.

Select Another Timesheet

*View By: Previous Week Next Week

*Date:  

Scheduled Hours 40.00 Reported Hours 4.00

From Monday 12/09/2024 to Sunday 12/15/2024 ⓘ

Mon 12/9	Tue 12/10	Wed 12/11	Thu 12/12	Fri 12/13	Sat 12/14	Sun 12/15	Total	Time Reporting Code	*Taskgroup
<input type="text" value="4.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	4.00	<input type="text" value="REG - Regular Hours"/>	<input type="text" value="14000CCOP"/>

Absence Events ⓘ

ⓘ

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source
<input type="checkbox"/>	12/09/2024	12/10/2024	Vacation	Vacation	12.00	Hours	Details	Cancelled	Approval Monitor	Manager Timesheet



Scroll down as needed to verify the absence does not appear on the Timesheet or in the reported time status information to confirm that the absence has been canceled.