

From: The Cardinal Project <cardinal-comms@public.govdelivery.com>
Sent: Wednesday, March 15, 2023 4:22 PM
To: Cardinal Project <ProjectCardinal@doa.virginia.gov>
Subject: Cardinal HCM: Timesheet Default View Changed to FLSA Period Start Day

This communication is being sent to Time Reporters with modify access who have a non-Monday FLSA period start day. Time & Labor Administrators and Absence Administrators are copied for awareness.



Since Cardinal go-live, the default setting for timesheets has been to view by the week starting with Monday. This has worked well for employees with an FLSA period that begins on Monday but has been inconvenient for those with an FLSA start day that does not fall on Monday. The Cardinal Team has implemented a system enhancement effective after 5:00 p.m. Wednesday, March 15, 2023. Your timesheet start day will now be in sync with your agency's FLSA period start day (see image below). The FLSA start day refers to the first day of your work week.

The screenshot shows the 'Timesheet' interface. At the top, it displays 'Employee ID', 'Empl Record 1', 'Time Reporting Type Positive', and 'Earliest Change Date 02/10/2023'. Below this, there is a section for 'Select Another Timesheet' with a 'View By' dropdown set to 'Week' and a 'Date' field set to '03/11/2023'. The 'Scheduled Hours' are 168.00 and 'Reported Hours' are 0.00. A table below shows the date range 'From Saturday 03/11/2023 to Friday 03/17/2023' with columns for each day and a 'Total' column. The 'Sat 3/11' column is highlighted with a red box. At the bottom, there are 'Save for Later' and 'Submit' buttons.

This image shows the date on the timesheet now defaults to the agency's FLSA period start day, enabling better visibility to the employee's total hours for the FLSA work week. In this example, the agency's start day is Saturday.

If you have questions or need clarification about your FLSA start day, please contact your supervisor.

Need Timesheet Assistance?

For additional resources on entering and submitting your timesheet view our [Time & Attendance Tutorials for ESS Users](#) or the [Cardinal HCM ESS User Support Guide](#).

Regards,
The Cardinal Team