

Approving Time and Absences Overview

This Job Aid provides information on how to approve time and absences in Cardinal for TA Supervisors.

To approve time and absences in Cardinal, the following conditions must be met:

- The approver must be a Commonwealth employee
- The approver must have access to Cardinal as a core user
- The Cardinal user must be the Cardinal position direct report (Reports To) supervisor of the employee or have appropriate delegation (the approver is a proxy for the employee's Reports To supervisor)
- The approver must be assigned the security roles that allow for time and absence approval: Time & Labor Supervisor and Absence Supervisor

Note: When a Reports To position is vacant or when the Reports To supervisor is suspended or on Leave of Absence (paid leave, unpaid leave, LOA Working), Cardinal will route approvals to the supervisor's Reports To supervisor.

All approvals for both time and absences follow the same steps and are done using the **Approvals** tile in Cardinal HCM. There are two categories of time:

- **Reported Time** – Time entered on the **Timesheet** or interfaced to Cardinal through the Time Entry Upload (e.g., regular, overtime, comp time earned, comp time taken)
- **Payable Time** – The result of Time Administration process and the execution of Time and Labor Rules against Reported Time

Note: Some time is set up for approval at the Reported Time level and requires approval before it is processed. Some time is set up for approval at the Payable Time level and requires approval after it is processed.

The table below shows the type of time that needs approval based on Agency configuration.

Agency Configuration	Categories of Time that Require Approval
Online using Cardinal AM	Reported Time approval for absences Payable time approval for the time
Online using external leave	Payable Time approval only
Interfacing time using Cardinal AM	Reported Time only if they enter/update online (both time and absences)
Interfacing using external leave system	Reported Time only if they enter/update online (time only)

Approving Time and Absences Overview (Continued)

Negative Hours (Offset)

- There may be times when negative hours are on the approval list. These hours are offsets, which occur when a change is made to time that was previously approved. Once time has been approved, that time is written permanently to payable time. Therefore, when a change is made to the previously approved time, a negative offset is created to reverse the original entry. If this negative offset is not approved, the hours for the employee will be incorrect

Note: Always approve the offset to reverse the original entry.

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	3
Approving Time and Absences	4
Reported Time Example – Vacation.....	14
Interfacing Agency Approvals in Cardinal.....	15
Interfacing Agency - Viewing More Details about Reported Time.....	18
Managing Exceptions.....	20
Reported Time and Payable Time Statuses.....	23



Time & Attendance Job Aid


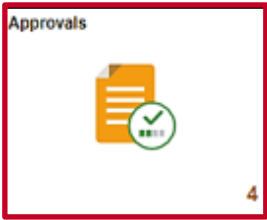

TA373_Approving Time and Absences

Revision History

Revision Date	Summary of Changes
12/18/2024	Baseline

Approving Time and Absences

Approvals in Cardinal for Reported or Payable time are done using the **Approvals** tile.

Step	Action
1.	Log into Cardinal HCM.
<p>The Cardinal Homepage displays.</p> 	
2.	<p>Click the Approvals tile.</p> 
	The Approvals tile indicates the number of items awaiting approval (both time and absences).



Time & Attendance Job Aid

TA373_Approving Time and Absences

Step

Action

The **Approvals** page displays.

View By

Type

All

Payable Time

Reported Time

All

Payable Time

Payable Time

Payable Time

Reported Time

Quantity for Approval -8 Hours

Quantity for Approval 92 Hours

Quantity for Approval 83 Hours

Quantity for Approval 16.00 Hours

Routed

Routed

Routed

Routed

08/10/2020

08/28/2020

08/28/2020

08/31/2020

>

>

>

>

The left navigation menu displays the following:

- **All** – The total of all items (both reported and payable) that require approval
- **Payable Time** – The total number of payable time items that require approval
- **Reported Time** – The total number of reported time items that require approval

3. Click the applicable line item (row) to review the item pending approval.

All

4 rows

Payable Time

Payable Time

Payable Time

Reported Time

Quantity for Approval -8 Hours

Quantity for Approval 92 Hours

Quantity for Approval 83 Hours

Quantity for Approval 16.00 Hours

Routed

Routed

Routed

Routed

08/10/2020

08/28/2020

08/28/2020

08/31/2020

>

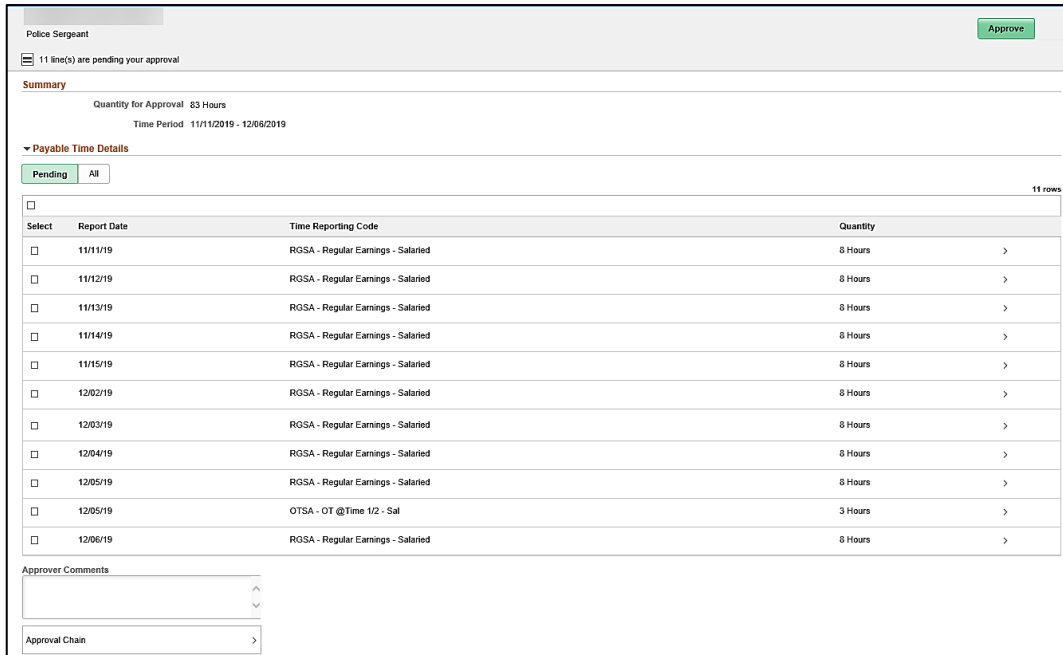
>

>

>

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

The **Payable Time** or **Reported Time** page displays for the applicable item.



Police Sergeant Approve

11 line(s) are pending your approval

Summary

Quantity for Approval: 83 Hours
Time Period: 11/11/2019 - 12/06/2019

Payable Time Details

Pending All

11 rows

Select	Report Date	Time Reporting Code	Quantity
<input type="checkbox"/>	11/11/19	RSGA - Regular Earnings - Salaried	8 Hours >
<input type="checkbox"/>	11/12/19	RSGA - Regular Earnings - Salaried	8 Hours >
<input type="checkbox"/>	11/13/19	RSGA - Regular Earnings - Salaried	8 Hours >
<input type="checkbox"/>	11/14/19	RSGA - Regular Earnings - Salaried	8 Hours >
<input type="checkbox"/>	11/15/19	RSGA - Regular Earnings - Salaried	8 Hours >
<input type="checkbox"/>	12/02/19	RSGA - Regular Earnings - Salaried	8 Hours >
<input type="checkbox"/>	12/03/19	RSGA - Regular Earnings - Salaried	8 Hours >
<input type="checkbox"/>	12/04/19	RSGA - Regular Earnings - Salaried	8 Hours >
<input type="checkbox"/>	12/05/19	RSGA - Regular Earnings - Salaried	8 Hours >
<input type="checkbox"/>	12/05/19	OTSA - OT @Time 1/2 - Sal	3 Hours >
<input type="checkbox"/>	12/06/19	RSGA - Regular Earnings - Salaried	8 Hours >

Approver Comments

Approval Chain >

The **Summary** section at the top of the page includes:

- **Quantity for Approval** – Total hours for approval
- **Time Period** – The pay period of the time that requires approval

The **Payable Time Details** section includes two tabs:

- **Pending** – Displays all time pending approval
- **All** – Displays all time (both pending and time that has been approved for the applicable pay period)

This section defaults with the **Pending** tab displayed.

Within the **Payable Time Details** section, the displayed time is broken out into lines that correspond with the lines on the Timesheet page (day and type). The overview information provided for review is:

- **Report Date** – Date that the time was entered
- **Time Reporting Code** – The TRC associated to the date and hours in the row
- **Quantity** – Number of hours

While this section displays the key information needed to review and approve time, you can access additional details information and the employee's Timesheet as needed by completing the following steps.





Time & Attendance Job Aid

TA373_Approving Time and Absences

Step	Action																																																
4.	<p>Click the applicable line item.</p> <div><div>Payable Time Details</div><div><div>Pending</div><div>All</div></div><div>11 rows</div><table><tr><th>Select</th><th>Report Date</th><th>Time Reporting Code</th><th>Quantity</th></tr><tr><td><input type="checkbox"/></td><td>11/11/19</td><td>ROSA - Regular Earnings - Salaried</td><td>8 Hours ></td></tr><tr><td><input type="checkbox"/></td><td>11/12/19</td><td>ROSA - Regular Earnings - Salaried</td><td>8 Hours ></td></tr><tr><td><input type="checkbox"/></td><td>11/13/19</td><td>ROSA - Regular Earnings - Salaried</td><td>8 Hours ></td></tr><tr><td><input type="checkbox"/></td><td>11/14/19</td><td>ROSA - Regular Earnings - Salaried</td><td>8 Hours ></td></tr><tr><td><input type="checkbox"/></td><td>11/15/19</td><td>ROSA - Regular Earnings - Salaried</td><td>8 Hours ></td></tr><tr><td><input type="checkbox"/></td><td>12/02/19</td><td>ROSA - Regular Earnings - Salaried</td><td>8 Hours ></td></tr><tr><td><input type="checkbox"/></td><td>12/03/19</td><td>ROSA - Regular Earnings - Salaried</td><td>8 Hours ></td></tr><tr><td><input type="checkbox"/></td><td>12/04/19</td><td>ROSA - Regular Earnings - Salaried</td><td>8 Hours ></td></tr><tr><td><input type="checkbox"/></td><td>12/05/19</td><td>ROSA - Regular Earnings - Salaried</td><td>8 Hours ></td></tr><tr><td><input type="checkbox"/></td><td>12/05/19</td><td>OTSA - OT @Time 1/2 - Sal</td><td>3 Hours ></td></tr><tr><td><input type="checkbox"/></td><td>12/06/19</td><td>ROSA - Regular Earnings - Salaried</td><td>8 Hours ></td></tr></table></div>	Select	Report Date	Time Reporting Code	Quantity	<input type="checkbox"/>	11/11/19	ROSA - Regular Earnings - Salaried	8 Hours >	<input type="checkbox"/>	11/12/19	ROSA - Regular Earnings - Salaried	8 Hours >	<input type="checkbox"/>	11/13/19	ROSA - Regular Earnings - Salaried	8 Hours >	<input type="checkbox"/>	11/14/19	ROSA - Regular Earnings - Salaried	8 Hours >	<input type="checkbox"/>	11/15/19	ROSA - Regular Earnings - Salaried	8 Hours >	<input type="checkbox"/>	12/02/19	ROSA - Regular Earnings - Salaried	8 Hours >	<input type="checkbox"/>	12/03/19	ROSA - Regular Earnings - Salaried	8 Hours >	<input type="checkbox"/>	12/04/19	ROSA - Regular Earnings - Salaried	8 Hours >	<input type="checkbox"/>	12/05/19	ROSA - Regular Earnings - Salaried	8 Hours >	<input type="checkbox"/>	12/05/19	OTSA - OT @Time 1/2 - Sal	3 Hours >	<input type="checkbox"/>	12/06/19	ROSA - Regular Earnings - Salaried	8 Hours >
Select	Report Date	Time Reporting Code	Quantity																																														
<input type="checkbox"/>	11/11/19	ROSA - Regular Earnings - Salaried	8 Hours >																																														
<input type="checkbox"/>	11/12/19	ROSA - Regular Earnings - Salaried	8 Hours >																																														
<input type="checkbox"/>	11/13/19	ROSA - Regular Earnings - Salaried	8 Hours >																																														
<input type="checkbox"/>	11/14/19	ROSA - Regular Earnings - Salaried	8 Hours >																																														
<input type="checkbox"/>	11/15/19	ROSA - Regular Earnings - Salaried	8 Hours >																																														
<input type="checkbox"/>	12/02/19	ROSA - Regular Earnings - Salaried	8 Hours >																																														
<input type="checkbox"/>	12/03/19	ROSA - Regular Earnings - Salaried	8 Hours >																																														
<input type="checkbox"/>	12/04/19	ROSA - Regular Earnings - Salaried	8 Hours >																																														
<input type="checkbox"/>	12/05/19	ROSA - Regular Earnings - Salaried	8 Hours >																																														
<input type="checkbox"/>	12/05/19	OTSA - OT @Time 1/2 - Sal	3 Hours >																																														
<input type="checkbox"/>	12/06/19	ROSA - Regular Earnings - Salaried	8 Hours >																																														

The **Approval Line Detail** page displays for the applicable line item.

[< Back to Header](#)

Approval Line Detail

Payable Time Line Details

Report Date 11/11/19

Time Reporting Code RGSA - Regular Earnings - Salaried

Quantity 8 Hours

Estimated Gross 153.846152 USD

Offset No

[Adjust Reported Time](#)

Step	Action
<div><div><div><div><div><div></div><div><div>i</div></div></div></div><div></div></div></div></div>	<p>The Approval Line Detail page displays the Report Date, Time Reporting Code, and Quantity from the previous page as well as the following additional fields:</p> <ul style="list-style-type: none">• Estimated Gross: The estimated gross pay associated with the number of hours and TRC• Offset: This field indicates if the time is an offset. A negative number of hours for Quantity indicates that there is an offset, meaning there was a change made to time previously approved:<ul style="list-style-type: none">i. No: No offsetii. Yes: Offset and the Quantity number will be negative. <p>Offset example:</p> <div><div><div><div><div><div></div><div><div>Payable Time Line Details</div></div></div></div><div></div></div></div><div><div><div><div><div><div></div><div><div>Report Date</div><div>11/15/19</div></div></div><div><div>Time Reporting Code</div><div>RGSA - Regular Earnings - Salaried</div></div><div><div>Quantity</div><div>-8 Hours</div></div><div><div>Estimated Gross</div><div>-153.846152 USD</div></div><div><div>Offset</div><div>Yes</div></div><div><div>Adjust Reported Time</div></div></div></div></div></div></div> <p>All Offsets (negative hours) should be approved so that the employee’s hours are accurate.</p> <p>The Adjust Reported Time link can be used to access the corresponding Timesheet if you need to:</p> <ul style="list-style-type: none">• Make any adjustments to the employee’s time• View additional time details such as the ChartFields distribution
5.	<p>Click the Adjust Reported Time link.</p> <div><div><div><div></div><div><div>Adjust Reported Time</div></div></div></div></div>



Time & Attendance Job Aid

TA373_Approving Time and Absences

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

The **Timesheet** page displays.








The Timesheet defaults to the current week and not necessarily the week with the time pending approval. Change the **View By** selections and refresh as needed.

6. Review any specific data as needed or make any necessary adjustments.

7. If the employee has any exceptions indicated on the **Reported Time Status** tab, review the exception details using the **Exceptions** tab on the employee's Timesheet. Click the **Exceptions** tab.

The **Exceptions** tab displays.

Step	Action
8.	<p>Review the Timesheet Exceptions and work with the employee to resolve the Timesheet Exceptions.</p> 
	<p>It is best to work with the employee to update and resubmit the Timesheet to clear the Timesheet Exception. On rare instances, Supervisors and TL Administrators may choose to allow exceptions. See the section of this Job Aid titled Managing Exceptions for more information.</p>
9.	<p>If an adjustment is made on the Timesheet grid, be sure to click the Submit button.</p> 
	<p>Changes to time will not be available immediately for approval. The Time Administration Process will validate the time against state and Agency rules, clear the exception as appropriate, and then route the time for approval. Absences are not processed by Time Administration and route immediately to the supervisor for approval.</p>
10.	<p>Click the Home icon to return to the Cardinal Homepage after reviewing the information or making adjustments.</p> 



Time & Attendance Job Aid

TA373_Approving Time and Absences


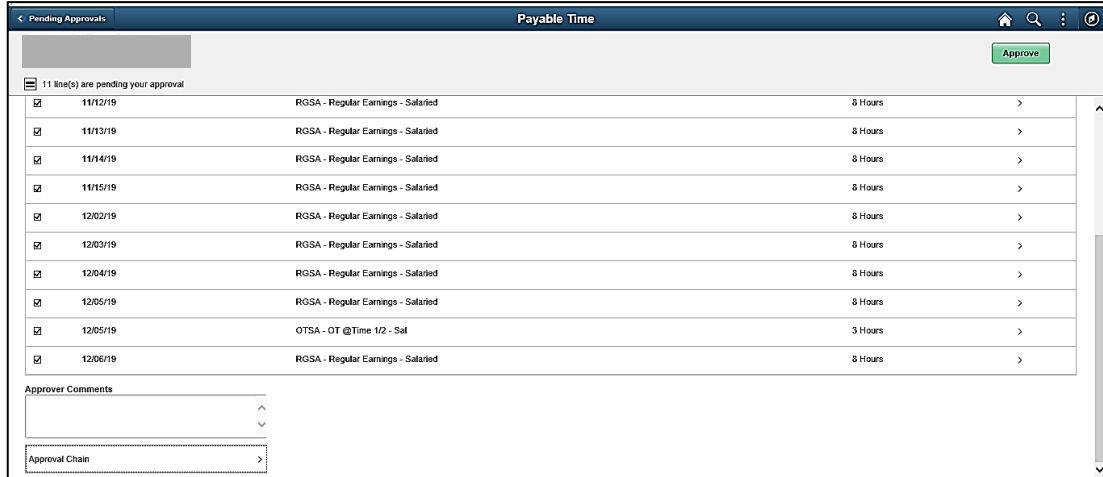


Step	Action
------	--------



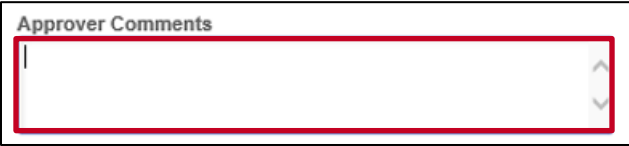



The **Cardinal Homepage** redisplays.

11.	Click the Approvals Tile.

The **Approvals** page displays.

View By	Type		
All	4	All	4 rows
Payable Time	3	Payable Time	Quantity for Approval -8 Hours 11/11/2019 - 11/11/2019 Routed 08/10/2020 >
Reported Time	1	Payable Time	Quantity for Approval 92 Hours 11/21/2019 - 12/20/2019 Routed 08/28/2020 >
		Payable Time	Quantity for Approval 83 Hours 11/11/2019 - 12/06/2019 Routed 08/28/2020 >
		Reported Time	Quantity for Approval 16.00 Hours 12/09/2019 - 12/10/2019 Routed 08/31/2020 >

Step	Action
12.	<p>Click the applicable line item (row) to approve the item previously reviewed.</p>  <p>The Payable Time or Reported Time page displays for the applicable item.</p> 
13.	<p>Select the lines that are ready to be approved by clicking the corresponding Select checkbox option(s).</p> 
	<p>The bottom of the page contains the following fields:</p> <ul style="list-style-type: none"> The Approver Comments field allows the user to enter comments, if applicable, regarding their approval <p>These comments will be available on the Timesheet report if the Comments checkbox option is checked when running the report.</p> <ul style="list-style-type: none"> The Approval Chain link will open a pop-up window that displays with the approver's name for each line on the page

Step	Action
14.	<p>Click the Approve button.</p> 
<p>The Approve page displays in a pop-up window.</p> 	
15.	<p>Enter comments as needed in the Approver Comments field.</p> 
	<p>These comments are visible on the Timesheet report if the Comments checkbox option is checked when running the report.</p>
16.	<p>Click the Submit button.</p> 
	<ul style="list-style-type: none"> • If all hours were selected for approval, the Approvals page redisplay • If all hours were not selected for approval, the Payable Time or Reported Time page displays with any lines that were not selected

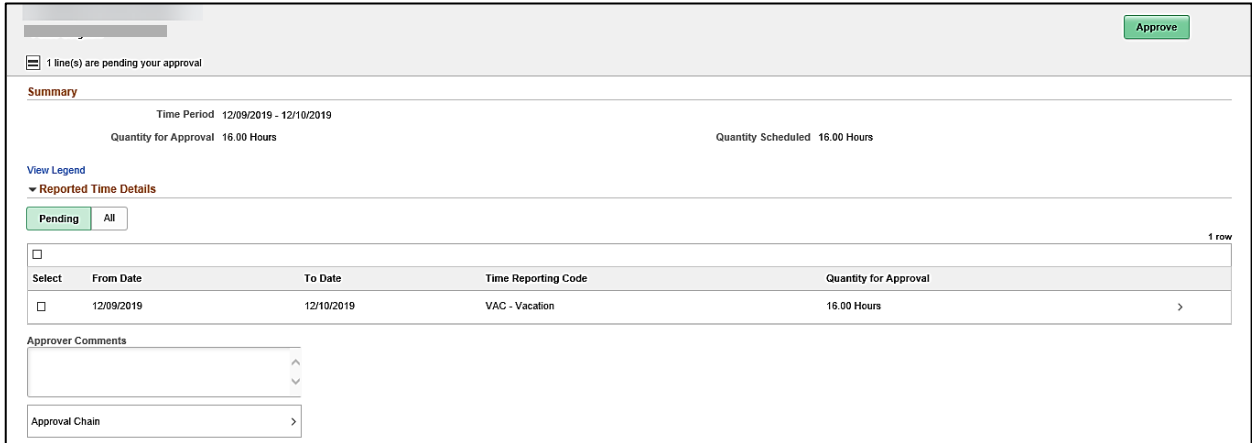
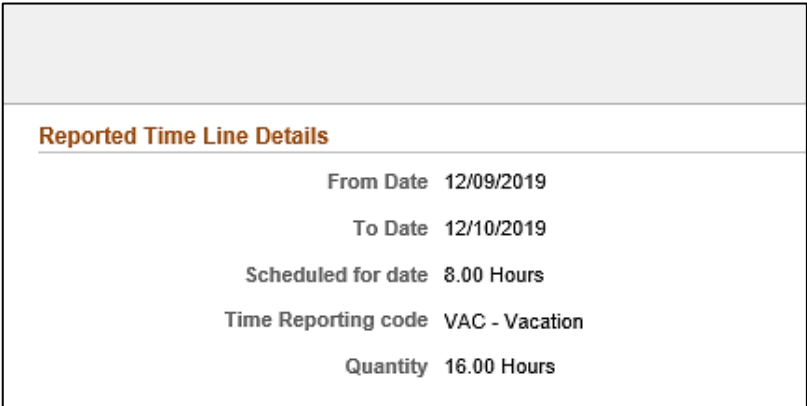



Time & Attendance Job Aid

TA373_Approving Time and Absences


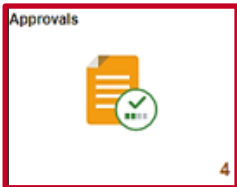

Reported Time Example – Vacation

This is an example of how the **Reported Time** page and the **Reported Time Line Details** page display when reviewing and approving absences.

Step	Action
Reported Time page:	
	
Reported Time Line Details page:	
	
	<p>The following differences display on the Reported Time Line Details page for absences:</p> <ul style="list-style-type: none">• The Offset field does not display; absences do not create offsets that require approval• There is no Adjust Reported Time link to access the Timesheet page. If you need to make an adjustment to an absence, navigate to the employee's Timesheet, make the adjustment, and then return to the Approvals tile to approve

Interfacing Agency Approvals in Cardinal

When an interfacing Agency enters time on the Timesheet for an employee set up for interfacing time (vs. through the upload), the time is set up to be approved as Reported Time and will route immediately for approval. The employee's Reports To supervisor will need to review and approve the time in Cardinal.

Step	Action
1.	Log into Cardinal .
<p>The Cardinal Homepage displays.</p> 	
2.	Click the Approvals tile.
	
	The number that displays on the Approvals tile is the number of items that require approval.



Time & Attendance Job Aid

TA373_Approving Time and Absences

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

The **Pending Approvals** page displays.

Pending Approvals			
View By	Type		
All	3		
Payable Time	1		
Reported Time	2		

All			
Reported Time	Quantity for Approval 8.00 Hours 12/20/2019 - 12/20/2019	Routed 03/17/2021	>
Reported Time	Quantity for Approval 12.00 Hours 01/30/2020 - 01/31/2020	Routed 03/19/2021	>
Payable Time	Quantity for Approval -8 Hours 12/05/2019 - 12/05/2019	Routed 04/13/2021	>

3. Click the line (row) that requires approval.



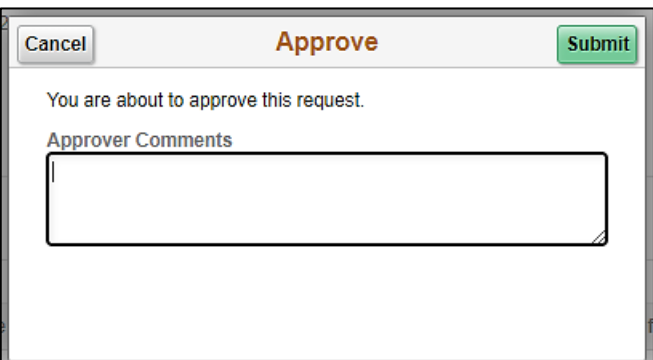


All			
Reported Time	Quantity for Approval 8.00 Hours 12/20/2019 - 12/20/2019	Routed 03/17/2021	>
Reported Time	Quantity for Approval 12.00 Hours 01/30/2020 - 01/31/2020	Routed 03/19/2021	>
Payable Time	Quantity for Approval -8 Hours 12/05/2019 - 12/05/2019	Routed 04/13/2021	>

The **Reported Time** page displays.

Reported Time				
Gen Admin Manager I				
1 line(s) are pending your approval				
Summary				
Time Period 12/20/2019 - 12/20/2019				
Quantity for Approval 8.00 Hours				
Quantity Scheduled 8.00 Hours				
View Legend				
Reported Time Details				
Pending All				
1 row				
Select	From Date	To Date	Time Reporting Code	Quantity for Approval
<input type="checkbox"/>	12/20/2019	12/20/2019	VAC - Vacation	8.00 Hours
Approver Comments				
Approval Chain				

4. Click the **Select** checkbox to select the row (time) for approval.

Select	From Date	To Date	Time Reporting Code	Quantity for Approval
<input type="checkbox"/>	12/20/2019	12/20/2019	VAC - Vacation	8.00 Hours

Step	Action
	If there are multiple lines pending for approval, there will also be a Select All checkbox option.
5.	<p>Click the Approve button.</p> 
<p>The Approve page displays in a pop-up window.</p> 	
6.	<p>Click the Submit button.</p> 
	The time is approved and this process is now complete.

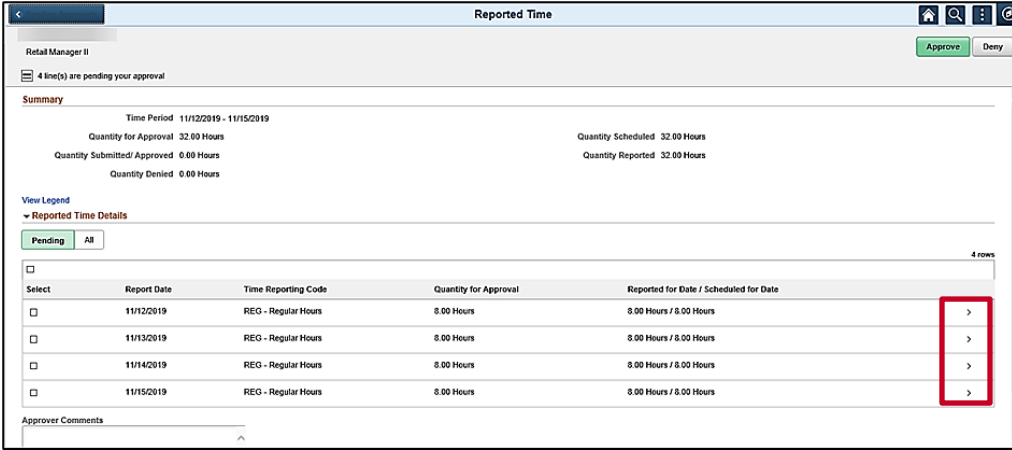
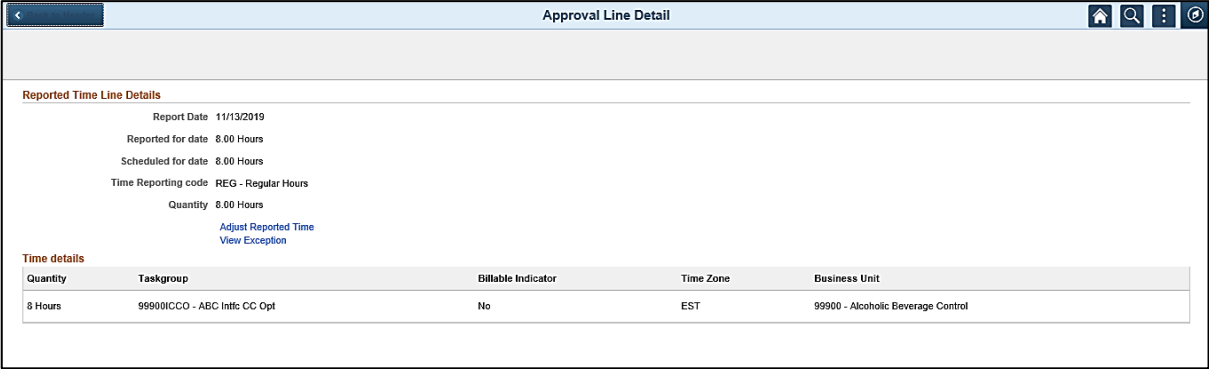



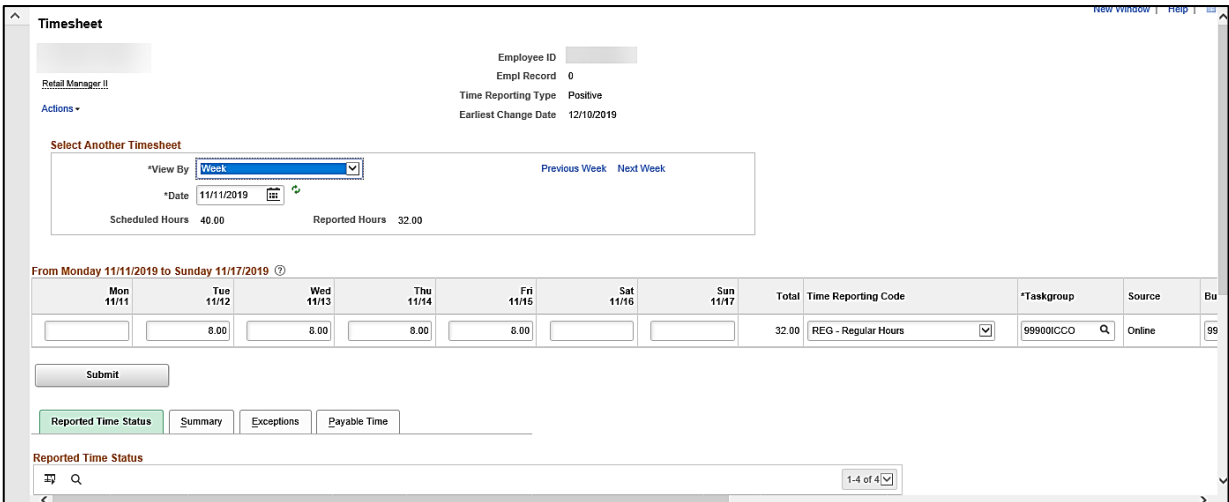

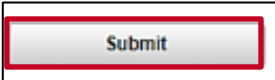

Time & Attendance Job Aid

TA373_Approving Time and Absences

Interfacing Agency - Viewing More Details about Reported Time

When an interfacing Agency enters time on the Timesheet for an employee set up for interfacing time (vs. through the upload), the time is set up to be approved as Reported Time and will route immediately for approval. The employee's Reports To supervisor will need to review and approve the time in Cardinal.

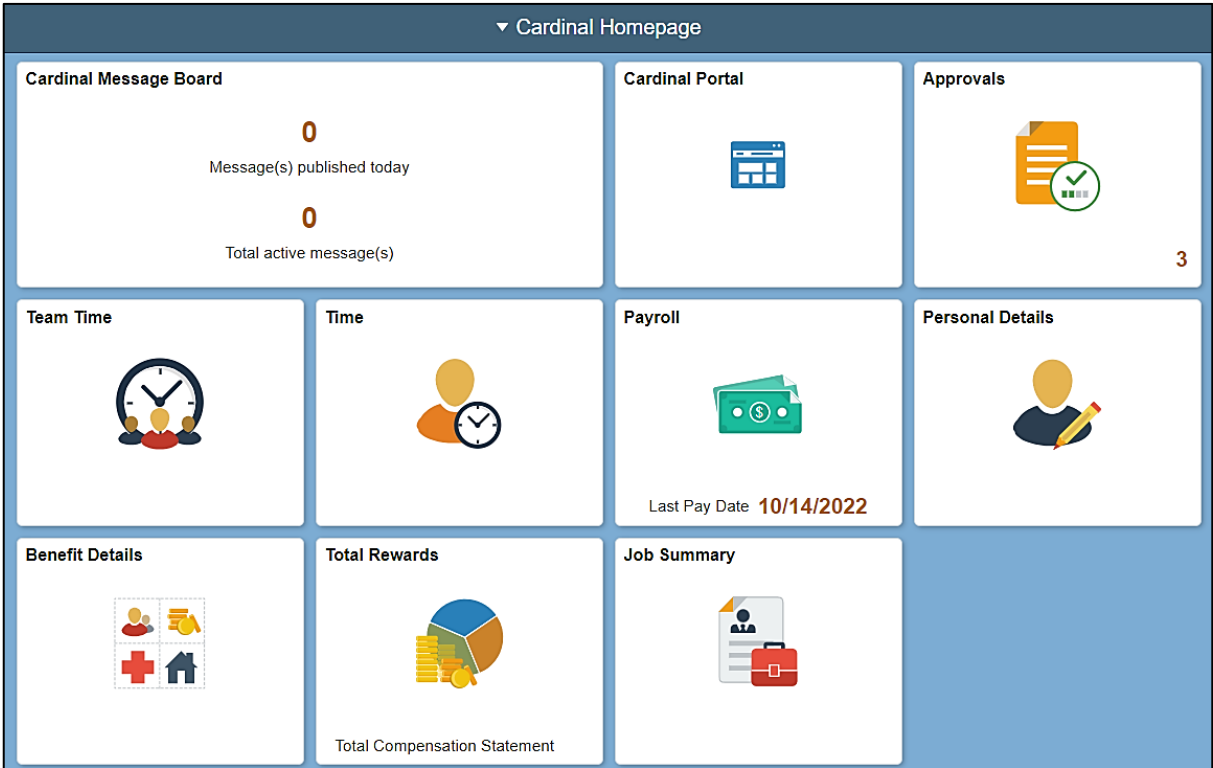

Step	Action
1.	<p>Click the arrow on a specific line to view more details.</p> 
	<p>The Approval Line Detail page displays.</p> 
2.	<p>Click the Adjust Reported Time link to make adjustments.</p> 

Step	Action
	<p>The employee's Timesheet displays.</p> 
3.	Make any necessary changes.
	If the user is not an Agency TL Administrator, the user cannot enter/edit the time for an interface employee.
4.	Click the Submit button.
	
	<p>The time will route immediately for approval.</p> <p>Complete the steps documented in the Interfacing Agency Approvals in Cardinal section of this Job Aid to approve the selected time.</p>

Managing Exceptions

Supervisors may choose to allow exceptions when applicable. Supervisors can only view exceptions from the **Exceptions** tab on the **Timesheet** page. In order to view and then allow exceptions as a supervisor, please do the following:

Note: TL Administrators can view and allow exceptions from the **Exceptions** tab on the **Timesheet** page or view and allow exceptions like the supervisor using the steps described below.

Step	Action
1.	Log into Cardinal.
<p>The Cardinal Homepage displays.</p> 	
2.	<p>Click the Team Time tile.</p> 



Time & Attendance Job Aid

TA373_Approving Time and Absences

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

The **Team Time** page displays.

The screenshot shows the 'Team Time' page. On the left is a sidebar with a 'Timesheet' menu. The main content area is titled 'Report Time' and 'Timesheet Summary'. Below this is an 'Employee Selection' section with a table of 'Employee Selection Criteria'. The table has two columns: 'Selection Criterion' and 'Selection Criterion Value'. The criteria listed are: Time Reporter Group, Employee ID, Last Name, First Name, and Business Unit. To the right of the table are three buttons: 'Get Employees', 'Clear Criteria', and 'Save Criteria'.

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>



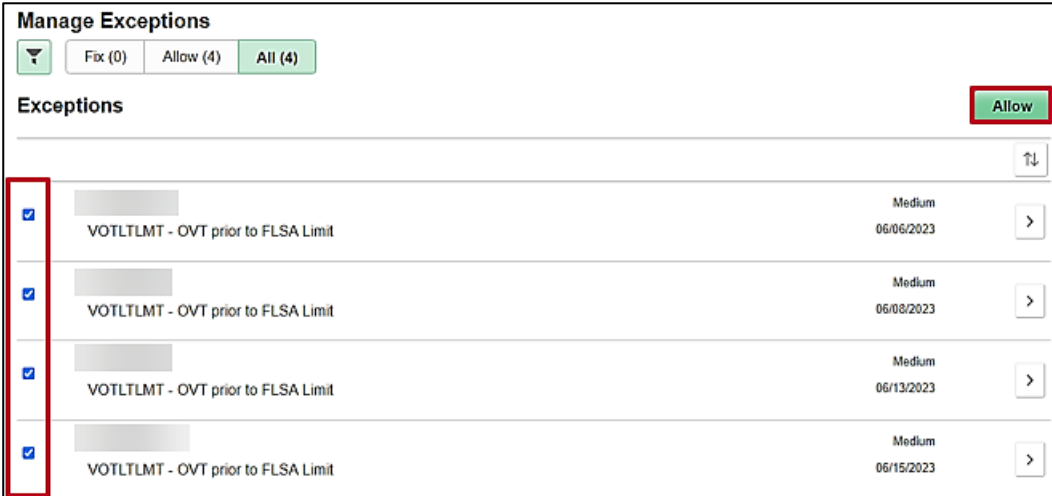

3. Click the **Manage Exceptions** menu list item.

The screenshot shows a close-up of the 'Timesheet' menu in the sidebar. The 'Manage Exceptions' item, which has a clock icon, is highlighted with a red rectangular box.

The **Manage Exceptions** section displays.

The screenshot shows the 'Manage Exceptions' section. At the top, there are filters: 'Fix (0)', 'Allow (4)', and 'All (4)'. Below this is a table of exceptions. The table has columns for a checkbox, a description, a severity level, a date, and an action button. The exceptions listed are: VOTLTLMT - OVT prior to FLSA Limit, with a severity of 'Medium' and dates of 06/06/2023, 06/08/2023, 06/13/2023, and 06/15/2023. An 'Allow' button is visible in the top right corner of the exceptions table.

<input type="checkbox"/>	VOTLTLMT - OVT prior to FLSA Limit	Medium	06/06/2023	>
<input type="checkbox"/>	VOTLTLMT - OVT prior to FLSA Limit	Medium	06/08/2023	>
<input type="checkbox"/>	VOTLTLMT - OVT prior to FLSA Limit	Medium	06/13/2023	>
<input type="checkbox"/>	VOTLTLMT - OVT prior to FLSA Limit	Medium	06/15/2023	>

Step	Action
4.	<p>Click the All button to see the complete list of exceptions.</p> 
	<p>Time with Low and Medium exceptions should be reviewed by a supervisor to determine if the time should be adjusted to clear the exception. Low and Medium exceptions can be allowed by the supervisor or TL Administrator in rare exception cases and/or based on Agency policy and procedures. However, High exceptions cannot be allowed and must be fixed in order to process to payroll. Follow Agency guidelines to determine when it is appropriate to allow exceptions.</p>
5.	<p>For Low or Medium exceptions that the user wants to allow, click the Select checkbox option for each of those exceptions and click the Allow button. After clicking the Allow button, those exceptions will clear from the Exceptions section.</p> 
6.	<p>Return to the Approvals tile on the homepage and continue approving time transactions.</p> 



Time & Attendance Job Aid

TA373_Approving Time and Absences

Reported Time and Payable Time Statuses

Reported and Payable time can be reviewed online or Supervisors and TL Administrators can run the Timesheet Report to review time and absences. The Timesheet Report can be run using the following path:

Menu > Time and Labor > Reports > Timesheet Report

Below are charts showing the Reported Time Status descriptions and actions available based on grace periods and roles.

Reported Time Status Descriptions

Reported Time Statuses					
Status Type	Status	Code	Next Status	Description	Agency Type
Reported Time	Saved	SV	SB	Time that has been entered, but not submitted for processing	Online
Reported Time	Saved	SV	NA	Absence that has been entered, but not submitted for approval	AM
Reported Time	Saved	SV	NA	Time for interfacing employee that has been saved online but not submitted for approval	Interfacing
Reported Time	Submitted	SB		Time that has been reported and submitted for processing	Online
Reported Time	Needs Approval	NA	AP	Absence that has been submitted and is pending approval	AM
Reported Time	Needs Approval	NA	AP, CL	Time for interfacing employee that has been submitted online and is pending approval	Interfacing
Reported Time	Approved	AP		Absence that has been approved	AM
Reported Time	Approved	AP		Time for interfacing employee that has been interfaced as approved or submitted and approved online	Interfacing
Reported Time	Closed	CL		Time closed by the TA Expired Grace Approver	Online + Interfacing

* Agencies using Cardinal online for TA will only see a status of either Saved or Submitted for time entered on the Timesheet Grid.

**Agencies using Cardinal Absence Management only will see Needs Approval or Approved for absences. Interfacing Agencies will generally only see Approved when the time is successfully interfaced into Cardinal.



Time & Attendance Job Aid

TA373_Approving Time and Absences

Reported Time Status actions available based on grace periods and roles.

Status Type	Code	Agency Type	<90 days	>90 <365	>365
Reported Time	SV	Online	*Employee/Supervisor /Timekeeper/TL Admin Submit or Delete	*TL Admin Submit or Delete *TA Expired Grace Approver Close or Delete	*TA Expired Grace Approver Close or Delete
Reported Time	SV	AM	*Employee/Supervisor /Timekeeper/TL Admin Submit or Cancel	*TL Admin Submit or Cancel *AM Admin Approve or Void or Delete	*AM Admin Approve or Void or Delete (must request PPS to override 1 year retro limit for processing)
Reported Time	SV	Interfacing	*TL Admin Submit or Delete/Cancel	*TL Admin Submit or Delete/Cancel *TA Expired Grace Approver Close or Delete	*TA Expired Grace Approver Close or Delete
Reported Time	SB	Online	No action needed	No action needed	No action needed
Reported Time	NA	AM	*Employee/Supervisor /Timekeeper/TL Admin Cancel *Supervisor Approve	*TL Admin Cancel *Supervisor Approve *AM Admin Approve or Void or Delete	*AM Admin Approve or Void or Delete (must request PPS to override 1 year retro limit for processing)
Reported Time	NA	Interfacing	*Supervisor Approve *TL Admin Delete	*Supervisor Approve (Must be done same day as Submit) *TL Admin Delete *TA Expired Grace Approver Close or Delete	*TA Expired Grace Approver Close or Delete
Reported Time	AP	AM	No action needed	No action needed	No action needed
Reported Time	AP	Interfacing	No action needed	No action needed	No action needed
Reported Time	CL	Online + Interfacing	No action needed	No action needed	No action needed



Time & Attendance Job Aid

TA373_Approving Time and Absences

Payable Time Status Descriptions

Below are charts showing the Payable Time Status descriptions and actions available based on grace periods and roles.

Payable Time Statuses					
Status Type	Status	Code	Next Status	Description	Agency Type
Payable Time	Needs Approval	NA	AP, VS, VH, CH, CL, NP	Time that has been processed by Time Administration and is pending approval	Online
Payable Time	Approved	AP	SP then TP	Time that has been approved and ready for payroll/distribution	Online
Payable Time	Estimated	ES	SP then TP	Time that does not require approval and is ready for payroll/distribution	Online + Interfacing
Payable Time	Overtime Hold	VH	AP	Time for salaried employees subject to overtime lag that has not yet been released for load to payroll	Online
Payable Time	Salary Hold	VS	PD	Time for salaried employees included in base pay pending distribution	Online
Payable Time	No Pay	NP		Time does not require pay or distribution	Online + Interfacing
Payable Time	Rejected by Payroll	RP	SP then TP or CL	Time rejected by load to payroll process	Online + Interfacing
Payable Time	Reversed	RV		Time reversed by payroll	Online + Interfacing
Payable Time	Sent to Payroll	SP	TP or RP	Time is in process of being loaded to payroll	Online + Interfacing
Payable Time	Taken by Payroll	TP	PD	Time loaded to payroll pending payroll processing	Online + Interfacing
Payable Time	Distributed	PD		Time paid and/or distributed to General Ledger	Online + Interfacing
Payable Time	Closed	CL		Time closed by distribution process, time rejected by payroll closed by TL Admin, or time closed by the TA Expired Grace Approver	Online + Interfacing



Time & Attendance Job Aid

TA373_Approving Time and Absences

Payable Time Status actions available based on grace periods and roles.

Status Type	Code	Agency Type	<90 days	>90 <365	>365
Payable Time	NA	Online	*Supervisor Approve	*TA Expired Grace Approver Approve *TL Admin Delete Reported Time *TA Expired Grace Approver Close or Delete	*TA Expired Grace Approver Close or Delete
Payable Time	AP	Online	No action needed	No action needed	No action needed
Payable Time	ES	Online + Interfacing	No action needed	No action needed	No action needed
Payable Time	VH	Online	No action needed	No action needed	No action needed
Payable Time	VS	Online	No action needed	No action needed	No action needed
Payable Time	NP	Online + Interfacing	No action needed	No action needed	No action needed
Payable Time	RP	Online + Interfacing	*Payroll Admin/TL Admin/SPO fix problem and reload time *TL Admin Close	*Payroll Admin/TL Admin/SPO fix problem and reload time *TL Admin Close	*Nightly job will Close
Payable Time	RV	Online + Interfacing	No action needed	No action needed	No action needed
Payable Time	SP	Online + Interfacing	No action needed	No action needed	No action needed
Payable Time	TP	Online + Interfacing	No action needed	No action needed	No action needed
Payable Time	PD	Online + Interfacing	No action needed	No action needed	No action needed
Payable Time	CL	Online + Interfacing	No action needed	No action needed	No action needed