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

Revision Date	Summary of Changes
12/18/2024	Baseline
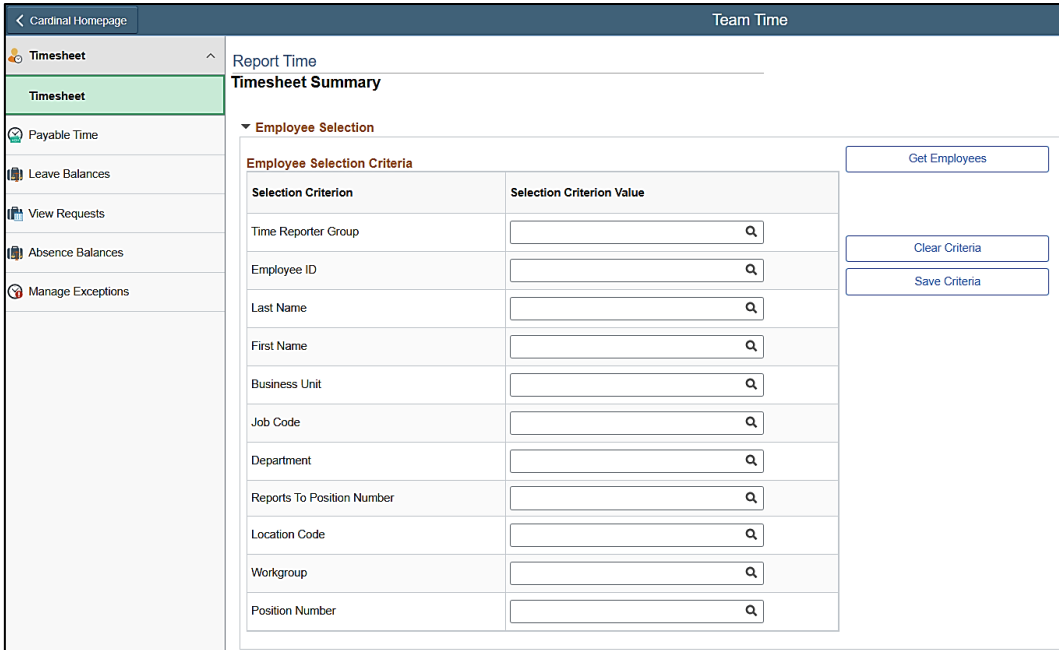
Creating a New Absence Event (No Partial Days)

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**
	The **Timesheet Summary** page displays.
2.	Enter the Employee ID or known portion of the Employee ID in the **Employee ID** field.
ℹ️	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

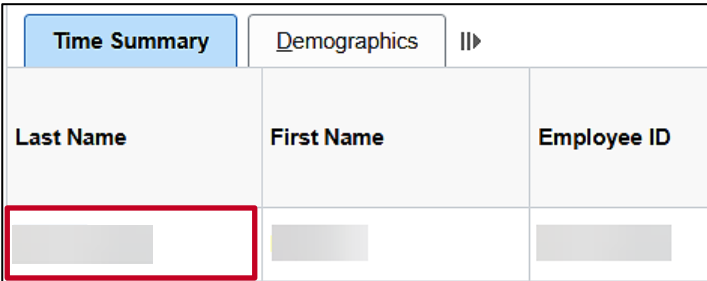The **Search Results** display on the bottom portion of the **Timesheet Summary** page.

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

1-1 of 1

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

Step	Action
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 ▾

Employee ID

Empl Record 0

Time Reporting Type Exception

Earliest Change Date 09/25/2024

Select Another Timesheet

*View By   Week

*Date   12/16/2024

Previous Week   Next Week

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
ℹ️	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.

The **Absence Events** section displays.

Step	Action
6.	Select the **Add Absence Event** button.

The page refreshes and the first row within the **Absence Take** grid populates with some defaulted data.
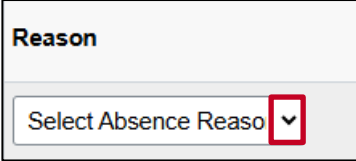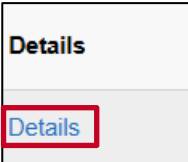
Step	Action
7.	The **Start Date** field defaults to the first day for this particular Timesheet. Update the start date as needed using the **Calendar** icon provided to denote the actual first day of the absence. ***Start Date** 12/09/2024 📅
8.	The **End Date** field defaults to the first day for this 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. **End Date** 12/09/2024 📅
9.	Click the **Absence Name dropdown** button and then select the applicable absence name list item. **Absence Name** Select Absence Nar ⌄
🛈	The list items available for selection will vary based on the absence types that individual employees are eligible for.

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
☐	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.
	Reason
	Select Absence Reaso [▼]
11.	Click the **Details** link.
	Details
	[Details]

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

| | 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 📅	View Monthly Calendar
End Date	12/09/2024 📅	
Filter by Type	All ▼	
*Absence Name	Vacation ▼	Current Balance 262.00 Hours**
*Reason	Select Absence Reason ▼	
Partial Days	None ▼	
Duration	____ Hours	
	Calculate End Date or Duration	

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.	Review the information and update as needed. Once complete, click the **Calculate End Date or Duration** button. Calculate End Date or Duration

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 ⑦

*Start Date	12/09/2024 📅	View Monthly Calendar
End Date	12/10/2024 📅	
Filter by Type	All ⌄	
*Absence Name	Vacation ⌄	Current Balance 262.00 Hours**
*Reason	Vacation ⌄	
Partial Days	None ⌄	
Duration	16.00 Hours	
Calculate End Date or Duration		

Comments

Reporter Comments: ☑

| 13. | Review the total number of absence hours in the **Duration** field and ensure accuracy.

Duration 16.00 Hours |
| 14. | Optionally enter comments for the Approver in the **Reporter Comments** field.

Comments
Reporter Comments: ☑ |

Step	Action
15.	Click the **OK** button. ![OK and Cancel buttons with disclaimer text] OK Cancel * Required Field **Disclaimer The current balance does not reflect absences that have not been processed.

The **Timesheet** page returns.

Step	Action
16.	Click the horizontal scrollbar as needed to scroll over to the right side of the page. ![Scrollbar example showing Parental Leave and Family Medical Leave rows]
17.	Click the **Forecast** button. | Source	Cancel	Forecast
--------	--------	----------
Manager Timesheet	☐	Forecast	

| ℹ️ | 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.

	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.

Step	Action
19.	Click the **OK** button. OK

The **Timesheet** page returns.

Select Another Timesheet

*View By	Week
*Date	12/09/2024
Scheduled Hours	40.00
Reported Hours	16.00

Previous Week   Next Week

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	‖▶

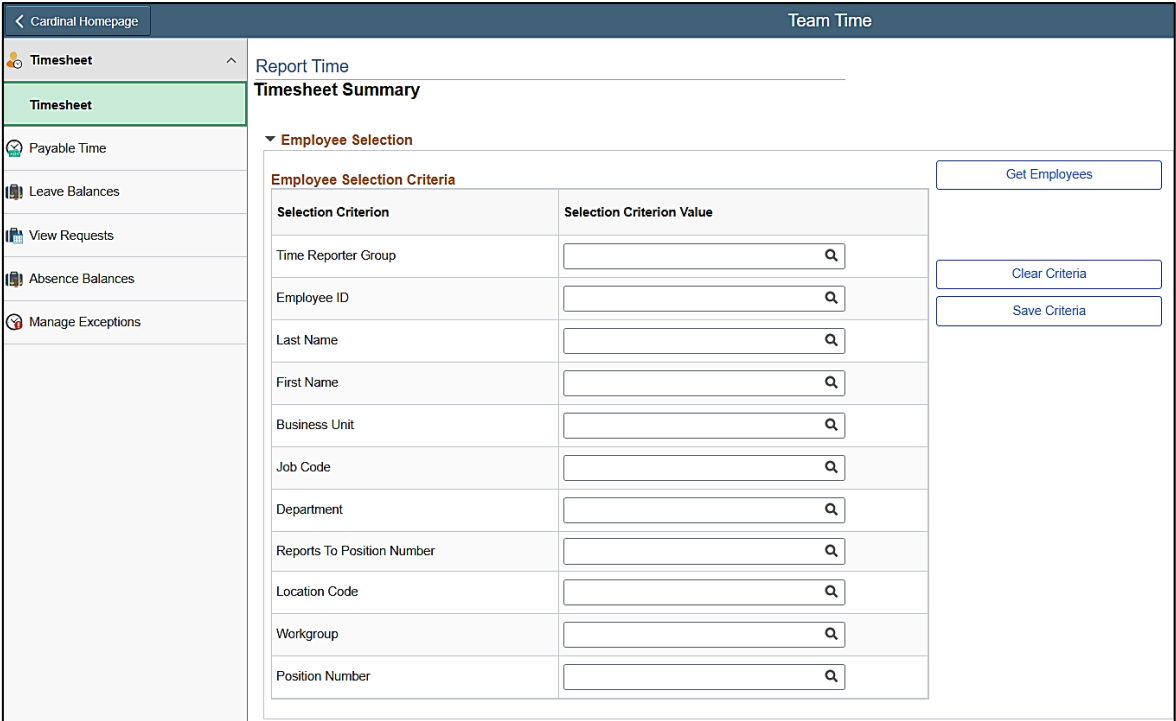| Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source
☐	12/09/2024	12/10/2024	Vacation	Vacation	16.00	Hours	Details	Needs Approval	Approval Monitor	Manager Timesheet

Add Absence Event

ℹ️ 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**

The **Timesheet Summary** page displays.

Step	Action
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.

Step	Action

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

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

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

Time Summary | Demographics

1-1 of 1

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▾

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

Select Another Timesheet

*View By Week

*Date 12/16/2024

Previous Week   Next Week

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

ℹ	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
☐						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
☐	

| 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
☐	12/09/2024 📅	12/09/2024 📅	Select Absence Nan ⌄			Details	New	Approval Monitor	Manager Timesheet

| Add Absence Event |

Step	Action
7.	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. ***Start Date** 12/09/2024 📅
8.	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. **End Date** 12/09/2024 📅
9.	Click the **Absence Name dropdown** button and then select the applicable absence name list item. **Absence Name** Select Absence Nam ▼
ℹ️	The list items available for selection will vary based on the absence types that individual employees are eligible for.

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

Team Time

Absence Events ⓘ

Absence Take

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source
☐	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. **Reason** Select Absence Reaso ⌄
11.	Click the **Details** link. **Details** Details

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

ℹ️	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.
12.	Review the information and update as needed.

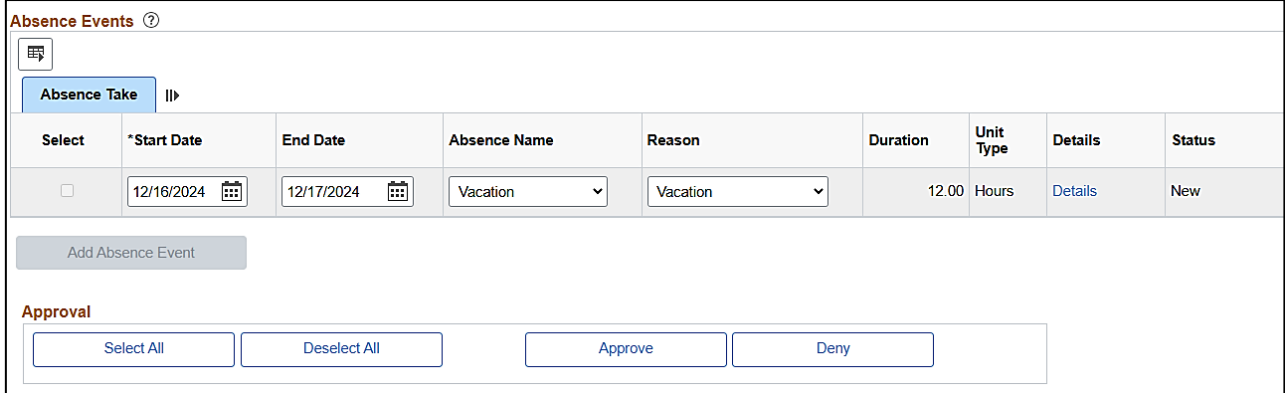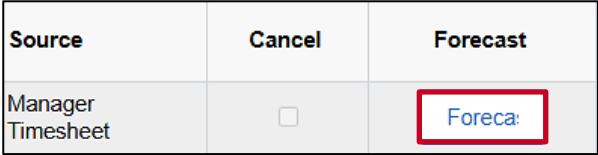| Step	Action
13.	The **Partial Days** field defaults to "None" and must be updated. Partial Days [None ▾] Duration [ ] Hours [Calculate End Date or Duration]
ⓘ	When entering Absence Events for employees with a Variable Work Schedule, always select a Partial Days option. Remember, Varable Work Schedules calculate time at 24 hours per day so partial days and actual hours must be entered so that the absence duration will calculate correctly.
14.	Click the **Partial Days dropdown** button and select the applicable list item based on the following: • 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 Partial Days [None ▾] Duration All Days End Day Only late End Date or None Start Day Only Start and End Days

Step	Action
	The page refreshes.

Absence Detail ⑦

*Start Date	12/16/2024 📅
End Date	12/16/2024 📅
Filter by Type	All ⌄
*Absence Name	Vacation ⌄
*Reason	Vacation ⌄
Partial Days	Start Day Only ⌄
Start Day Hours	
Duration	___ Hours

View Monthly Calendar

Current Balance   262.00 Hours**

[Calculate End Date or Duration]

ⓘ	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.
15.	Enter the applicable number of hours being taken as an absence on the partial day(s) in the corresponding **Hours** field. Start Day Hours 4
16.	Click the **Calculate End Date or Duration** button. [Calculate End Date or Duration]

Step	Action

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

Absence Detail ⑦

*Start Date	12/16/2024 📅
End Date	12/17/2024 📅
Filter by Type	All
*Absence Name	Vacation
*Reason	Vacation
Partial Days	Start Day Only
Start Day Hours	4.00
Duration	12.00 Hours

Current Balance 262.00 Hours**

View Monthly Calendar

Calculate End Date or Duration

Step	Action
17.	Review the total number of absence hours in the **Duration** field and ensure accuracy. Duration 12.00 Hours
18.	Optionally enter comments for the Approver in the **Reporter Comments** field. **Comments** Reporter Comments:
19.	Click the **OK** button. OK Cancel * Required Field **Disclaimer The current balance does not reflect absences that have not been processed.

Step	Action
	The **Timesheet** page returns. **Absence Events** ⑦ [Absence Take] ‖▶ | Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status
☐	12/16/2024 📅	12/17/2024 📅	Vacation ▾	Vacation ▾	12.00	Hours	Details	New	 [Add Absence Event] **Approval** [Select All] [Deselect All] [Approve] [Deny]
20.	Click the horizontal scrollbar as needed to scroll over to the right side of the page. **Absence Events** ⑦ ◀ [scrollbar] ▶
21.	Click the **Forecast** button. 	Source	Cancel	Forecast
Manager Timesheet	☐	Foreca:	
ℹ	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

Info Technology Specialist II
Actions▾

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

Select Another Timesheet

*View By   Week
*Date   12/16/2024   Previous Week   Next Week
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

Save for Later	Submit	Apply Schedule

| 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 11,2024 at 15:01

ℹ️ 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.

22.	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 2024-12-16 to 2024-12-22 is submitted

OK

Step	Action
23.	Click the **OK** button. OK

The **Timesheet** page returns.

Select Another Timesheet

*View By	Week
*Date	12/16/2024
Scheduled Hours	40.00
Reported Hours	12.00

Previous Week   Next Week

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

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
☐	12/16/2024	12/17/2024	Vacation	Vacation	12.00	Hours	Details	Needs Approval	Approval Monitor	Manager Timesheet

Add Absence Event

| ⓘ | 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

![Cardinal logo]
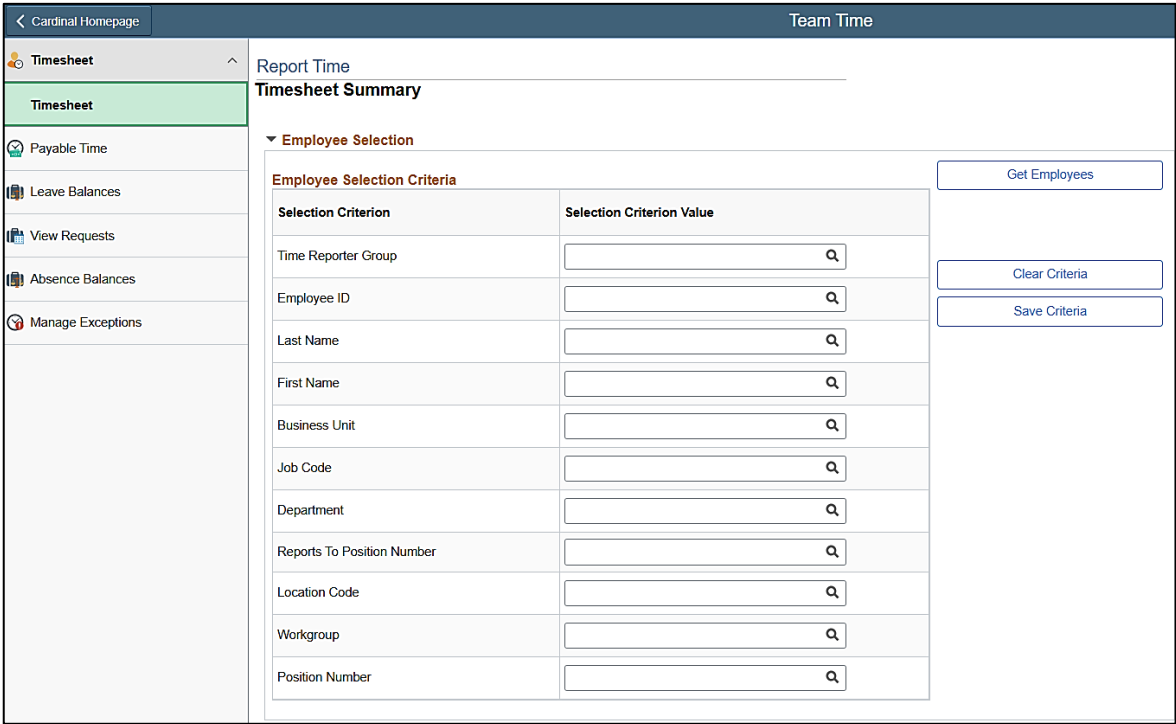
Editing an Absence Event

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**

The **Timesheet Summary** page displays.

Step	Action
2.	Enter the Employee ID or known portion of the Employee ID in the **Employee ID** field.

ℹ	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.

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

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

Step	Action
ℹ️	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.

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

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
☐	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.

Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
Details	Needs Approval	Approval Monitor	Manager Timesheet	☐	Foreca:	Edit

7.	Click the **Details** link.

Details

Details

Step	Action
	The **SS Create Absence Req** page displays in a pop-up window. **SS Create Absence Req** ✕ **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] 🗓 View Monthly Calendar End Date [12/10/2024] 🗓 Filter by Type [All ▾] *Absence Name [Vacation ▾] Current Balance 262.00 Hours** *Reason [Vacation ▾] Partial Days [None ▾] Duration [16.00] Hours [Calculate End Date or Duration] **Comments** Reporter Comments: [ ] ✎
8.	Click the **Partial Days** dropdown menu to update the first day to a partial day. Partial Days [None ▾] Duration ate End Date or All Days End Day Only **None** Start Day Only Start and End Days
9.	Click the **Start Day Only** option from the list menu. [None ▾] All Days End Day Only **None** **Start Day Only** Start and End Days

Step	Action

The **SS Create Absence Req** page returns and the selected **Partial Days** option displays.

Absence Detail ⓘ

*Start Date	12/09/2024 📅
End Date	12/10/2024 📅
Filter by Type	All ▾
*Absence Name	Vacation ▾
*Reason	Vacation ▾
Partial Days	Start Day Only ▾
Start Day Hours		
Duration	16.00 Hours

Current Balance 262.00 Hours**

View Monthly Calendar

[Calculate End Date or Duration]

Step	Action
10.	Enter the partial hours in the **Start Day Hours** field. In this scenario, **4.00** hours was entered. **Start Day Hours** [4]
11.	Click the **Calculate End Date or Duration** button to calculate the hours based on the adjustment. [Calculate End Date or Duration]

Step	Action

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

Absence Detail ?

*Start Date	12/09/2024
End Date	12/10/2024
Filter by Type	All
*Absence Name	Vacation
*Reason	Vacation
Partial Days	Start Day Only
Start Day Hours	4.00
Duration	12.00 Hours

Calculate End Date or Duration

12.	Click the **OK** button.

OK   Cancel

* Required Field

**Disclaimer The current balance does not reflect absences that have not been processed.

The **Timesheet** page returns.

Timesheet

Info Technology Specialist II

Actions▾

Employee ID	00111914000
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 12.00

Previous Week   Next Week

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

Save for Later   Submit   Apply Schedule

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

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

Source	Cancel	Forecast
Manager Timesheet	☐	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
☐	12/09/2024 📅	12/10/2024 📅	Vacation	Vacation	12.00	Hours	Details	Needs Approval	Approval Monitor

Add Absence Event

ⓘ	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
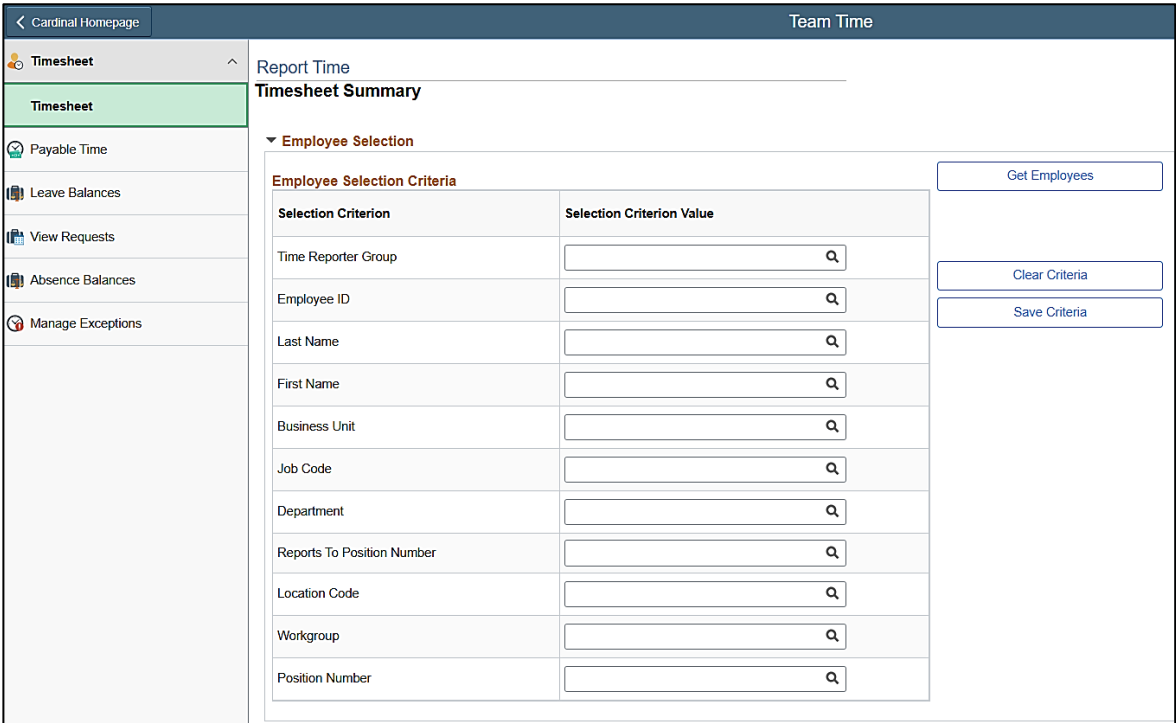
Step	Action
	The **Submit Confirmation** page displays.

Timesheet

Submit Confirmation

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

OK

Step	Action
15.	Click the **OK** button.

OK

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

Save for Later   Submit

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

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.

Cancelling 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**

The **Timesheet Summary** page displays.

Step	Action
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

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	II▶
Last Name	**First Name**	**Employee ID**

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

Timesheet

Info Technology Specialist II
Actions▼

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

Select Another Timesheet

*View By   Week

*Date   12/16/2024   Previous Week   Next Week

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

Save for Later   Submit

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

Absence Events ⑦

Absence Take | Forecast Results ‖▸

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source
☐	12/09/2024	12/10/2024	Vacation	Vacation	12.00	Hours	Details	Needs Approval	Approval Monitor	Manager Timesheet

Add Absence Event

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	☐	Foreca:	Edit

Step	Action

The absence displays for editing.

	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		

Absence Events

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
☐	12/09/2024	12/10/2024	Vacation	Vacation	12.00	Hours	Details	Needs Approval	Approval Monitor	Manager Timesheet	☐	Foreca	Edit

7.	Click the **Cancel** checkbox.

Cancel	Forecast	Edit
☐	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.
	OK

The **Timesheet** page returns.

Select Another Timesheet

*View By   Week

      *Date   12/09/2024   Previous Week   Next Week

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
4.00							4.00	REG - Regular Hours	14000CCOP

Save for Later   Submit

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
☐	12/09/2024	12/10/2024	Vacation	Vacation	12.00	Hours	Details	Cancelled	Approval Monitor	Manager Timesheet

Add Absence Event

ℹ️	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.