

Entering and Modifying Absences Overview

The **Absence Event** page allows Absence Administrators to enter, edit, delete, or void an Absence Event on behalf of an employee, timekeeper, or supervisor when they cannot make the adjustment on the Timesheet or if extended leave types are required (these are not on the Timesheet). AM Administrators have modify access to the **Absence Event** page within 1 year of the current open leave period and view only access to Absence Events greater than 1 year from the current open leave period. In general, the employee Timesheet should be the primary means of entering absences.

Absence Events in a "Saved" or "Needs Approval" status more than 1 year from the current open leave period can be voided by your Agency TA Expired Grace Approver on the **Update Time Status** page. For more information, see the TA_Time Status Administration Job Aid. Interfacing Agency Absence Administrators should make changes in the Agency system of record. If changes are made in Cardinal, it is important that the Agency system is also updated to keep the systems aligned.

There are no systematic notifications sent to the employee when Absence Events are added, modified, deleted, or voided. All necessary communication with the employee regarding these actions must be done in accordance with Agency procedures outside of Cardinal.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (<u>Section 1</u> , after Step 1; <u>Section</u> <u>2</u> , after Step 1; <u>Section 3</u> , after Step 1; <u>Section 4</u> , after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.



Adding an Absence Event

Use this process to add an absence event.

Step	Action
1.	Navigate to the Absence Event page using the following path:
	NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event
The A	bsence Event Search page displays.
+	- Cardinal Homepage Absence Event
Ab	osence Event
Fi	ind an Existing Value
	Search Criteria Iter any information you have and click Search. Leave fields blank for a list of all values.
	🕙 Recent Searches Choose from recent searches 🗸 🎢 🗅 Saved Searches Choose from saved searches 🗸
	Empl ID begins with V
	Empl Record =
	Name begins with
	Last Name begins with 🗸
	Second Last Name begins with 🗸
	Alternate Character Name begins with 🗸
	Middle Name begins with V
	 ∧ Show fewer options □ Case Sensitive
	Search Clear
i	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	Search for the applicable employee by entering the Employee ID or known portion of the Employee ID in the Empl ID field.
	Note : Users can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.
	Empl ID begins with ~



Step	Action
3.	Click the Search button.
	Search Clear
ĺ	If multiple employees match the search criteria entered, the search results will display in the bottom portion of the page and the user must click the Expand icon for the applicable employee.
The Ab	sence Event page displays with the Absence Event Entry tab displayed by default.
< Ca	rdinal Homepage Absence Event
Ab	sence Event Entry Eorecast Messages
	Employee ID Empl Record 0 Name
A here a	From 08/24/2024 iii Through 02/20/2025 iii Refresh Forecast
Abser	Image: Constraint of the second s
A	bsence Take Process <u>S</u> tatus Eorecast Value II▶
*Abse	ence Take Description *Begin Date End Date Partial Hours *Process Action Voided
	Q Mormal V
Sav	e Return to Search Notify Refresh
Absend	e Event Entry Forecast Messages
4.	The From and Through fields (dates) default and can be changed. If the default dates do not
	include the absence date that needs to be entered, update them as appropriate.
	From 08/24/2024 🗰 Through 02/20/2025 🗰
5.	Click the Refresh button for the updated time period to display.
	Save Return to Search Notify Refresh
6.	Click the Absence Take Look Up icon.
	*Absence Take
	٩



Step	Action						
The Lo	ok Up Absence Take	page displa	iys in a pop-up wi	ndow.			
		0	Look Up Absence Tal	(e	×		
			begins with 🗸	H	ielp		
		Search Cl	ear Cancel Basic Loc	okup			
		View 100	l≪ ≪ 1-37 o	f 37 🗸 🕨 🕨			
		Element Name	Description	Country Code			
		FVC TAKE ELEM	Flex Vacation Leave	USA			
		FSK TAKE ELEM	Flex Sick Leave	USA			
		WCP TAKE ELEM	Workers Comp	USA			
		ALI TAKE ELEM	Annual Leave Incentive	USA			
		CSL TAKE ELEM	Volunteer Service Leave	USA			
		LNP TAKE ELEM	Pay Docking	USA			
		MIL TAKE ELEM	Military Leave	LISA			
7.	Use the scrollbar as n corresponding link in r Element Name FVC TAKE ELEM FSK TAKE ELEM WCP TAKE ELEM ALI TAKE ELEM LNP TAKE ELEM			ible Absend	ce Tał	ke type by clicking the	



Step	ep Action					
The A	e Absence Event page displays with the selected absenc	e take type.				
< 0					<u>ش</u> :	\otimes
A	Absence Event Entry Eorecast Messages			New Window Hel	p Personaliz	e Page
	Employee ID Empl Record 0 Name From 08/24/2024 Through 02/20/2025 Refresh	Forecast				
E	Absence Events ⑦ Imp Q Absence Take Process Status Eorecast Value	L ₂				
*Ab	*Absence Take Description *Begin Date End Date Partial Hor	urs *Process Action	Voided	Original Begin Date	Details	En
CSI	CSL TAKE ELEM Q. Volunteer Service Leave	Normal 🗸			Details	Ad Ev
	Save Return to Search Notify Refresh Absence Event Entry Forecast Messages Forecast Messages					
8.	. Click the Details link. Details Details					



Step | Action

The **Absence Event Input Detail** page displays in a pop-up window. The **Absence Take** field defaults based on the previous selection.

	Ab	sence Event Input Detail		×
				Help
Absence Event	- 4I:			
Absence Event Input D	etall			
Absence Take	CSL TAKE ELEM Q	Absence Type	Volunteer Service Leave	
Absence Reason	Q	Event Priority	0	
Entry Source	Administrator Absence Event	Last Updated		
Workflow Status	Needs Approval	Process Status	Not Processed	
*Process Action	Normal 🗸	Calendar Group ID		
	Voided Indicator	Process Date		
	Manager Approved	First Processed Date		
*Begin Date End Date Original Begin Date Partial Days				
Jser Defined Fields				1
Click the Al	osence Reason Look	Up icon.		
Absence	Reason Q			



Step	Action			
The Lo	ok Up Absence Reas	on page displays	in a pop-up window.	
		Look Up A	Absence Reason >	< N
			H	Help
		Cancel		
		Search Results		
		View 100	1-4 of 4	
		Absence Reason	Description	
		SCA	School Assistance	
		VFD	Volunteer Fire Department	
		VOL	Other Community Service	
		VRS	Volunteer Rescue Squad	
10.	Select the applicable Reason column.	absence reason	by clicking the correspo	onding link in the Absence
	Absence Reason			
	SCA			
	VFD			
	VOL			
	VRS			
i	For many Absence T	ake types, the rea	ason may be the same	as the Absence Take name.



Step	Action
The Ab	sence Event Input Detail page redisplays with the selected absence reason.
	Absence Event Input Detail ×
	Absence Event Absence Event Input Detail
	Absence Take CSL TAKE ELEM Q Absence Type Volunteer Service Leave Absence Reason
	Absence Begin / End Data
11.	Enter/select the first day of the absence in the Begin Date field. *Begin Date
12.	Enter/select the last day of the absence in the End Date field. End Date
13.	The Partial Days field defaults to " None ". This selection denotes that the absence is made up of full days only. If any of the absence days are partial hours, click the Partial Days dropdown button and select from the following: a. All Days – All days are partial days b. Start Day Only – Only the start day is partial c. End Day Only – Only the end day is partial d. None – Default value. None of the days are partial days e. Start and End Days – Both the start day and the end day are partial days Vertial Days None Vertial Days None Start Day Only



Step	Action	
14.	If none of the absence days are partial hours, proceed to Step 16. For employed Variable Work Schedule, always select "All Days" and then enter the number of absence in Step 15.	
	Partial Days None All Days End Day Only User Defined Fields Start Day Only Start Day Only Start and End Days	
15.	Enter the number of hours in the applicable Hours field (All Days Hours, Start E End Day Only Hours, and/or Start and End Days Hours).	ay Only Hours,
	Partial Days All Days All Days Hours All Days Are Half Days	
j	The number of hours entered should be equal to the number of absence hours day(s).	for the partial
16.	Scroll down to the bottom of the page and click the Comments link.	
	Comments OK Cancel Refresh	
The Ab	sence Events Comments page displays in a pop-up window.	
	Absence Event Comments	×
		Help
	Absence Event	
	Absence Event Comments	
	Comment	R)
	OK Cancel Refresh	



Step	Action
17.	Enter any notes pertaining to the Absence Event in the Comment field. This is not required.
	Comment
i	Information entered here is visible to anyone with access to this page.
18.	Click the OK button.
The Ab	sence Event Input Detail page redisplays.
	Absence Event Input Detail ×
	Absence Event Absence Type Volunteer Service Leave Absence Take CSL TAKE ELEM Absence Type Volunteer Service Leave Absence Reason SCA School Assistance Event Priority 0 Entry Source Administrator Absence Event Last Updated Mormal Calendar Group ID Volded Indicator Process Date "Process Action Normal Calendar Group ID Volded Indicator Process Date Manager Approved First Process Date First Process Date First Process Date "Begin Date 11/25/2024 First First Process Date First Process Date Absence Begin / End Data First Process Date First Process Date First Process Date Partial Days All Days All Days Are Half Days Volde Indicator First Process Date All Days Hours 8.00 All Days Are Half Days Volde Indicator First Process Date F
19.	Scroll down to the bottom of the page and click the OK button.



Step	Action				
	The Absence Event page displays and the row is populated based on the data entered/selected on the Absence Event Input Details page.				
<	Cardinal Homepage Absence Event û :				
	Absence Event Entry Eorecast Messages				
	Employee II Empl Record 0 Name D From 08/24/2024 Through 02/20/2025 Refresh Forecast				
	isence Events ⑦				
Í	Absence Take Process Status Eorecast Value III				
~	Absence Take Description 'Begin Date End Date Partial Hours 'Process Action Voided Original Begin Date Details End Date Partial Hours 'Process Action Voided Original Begin Date Details End Date Partial Hours 'Process Action Voided Original Begin Date Details End Date Partial Hours 'Process Action Voided Original Begin Date Details End Date Partial Hours 'Process Action Voided Original Begin Date Details End Date Partial Hours 'Process Action Voided Original Begin Date Details End Date Partial Hours 'Process Action Voided Original Begin Date Details End Date Partial Hours 'Process Action Voided Original Begin Date Details End Date Partial Hours 'Process Action Voided Original Begin Date Details End Date Partial Hours 'Process Action Voided Original Begin Date Details End Date Partial Hours 'Process Action Voided Original Begin Date Details End Date Partial Hours 'Process Action Voided Original Begin Date Details End Date Partial Hours 'Process Action Voided Original Begin Date Details End Date Partial Hours 'Process Action Voided Original Begin Date Details End Date Partial Hours 'Process Action Voided Original Begin Date Date Partial Hours 'Process Action Voided Original Begin Date Date Partial Hours 'Process Action Voided Original Begin Date Date Partial Hours 'Process Action Voided Original Begin Date Date Partial Hours 'Process Action Voided Original Begin Date Date Partial Hours 'Process Action Voided Original Begin Date Date Partial Hours 'Process Action Voided Original Begin Date Date Partial Hours 'Process Action Voided Original Begin Date Date Partial Hours 'Process Action Voided Original Begin Date Date Partial Hours 'Process Action Voided Original Begin Date Date Partial Hours 'Process Action Voided Original Begin Date Partial Hours 'Process Action Voided Original Begin				
	SSLTAKE ELEM Q. Volunteer Service Leave 11/25/2024 iii 11/26/2024 iii 8.00 Normal - 11/25/2024 iii Details Ad				
	Return to Search Notify Refresh sence Event Entry Forecast Messages				
20.	If additional Absence Events need to be entered, scroll to the right and click the Add a New Row (+) icon and then repeat these Steps. If no other Absence Events need to be entered, proceed to Step 21.				
1	The Entry Source field defaults to "Administrator Absence Event" when an Absence Administrator enters or modifies an absence and this field cannot be changed. The Workflow Status field defaults to " Approved " when no additional approval is required based on the absence take type. If the Absence Event requires additional approval, the Workflow Status field defaults to "Needs Approval". Also, if the absence event requires further approval see the <u>Approving an Absence Event</u> section in this job aid. Absence Events keyed or edited on the Absence Event page will not route to the supervisor for approval and cannot be edited on the timesheet. While not all absence types require forecasting, users should always forecast the leave type entered. If the user does not forecast and it is required, an error message displays indicating the information cannot be saved until forecasting is completed.				



Step	Action
21.	Click the Forecast button.
	Refresh Forecast
A mess	age displays in a pop-up window when the forecasting process is completed.
	ecasting completed covering the period from 2024-06-25 to 2024-11-26. Please check the Forecast Value tab to firm eligible.(25006, 10)
22.	Click the OK button to close the message.
	OK Cancel
The Ab	sence Event page refreshes to show the updated status in the Workflow Status field.
	Cardinal Homepage Absence Events New Window Hep Personalize Page Employee ID Employee ID Employee ID Imployee ID Imploye ID
23.	Click the Forecast Value tab to confirm that the employee is eligible.
	Absence <u>T</u> ake Process <u>S</u> tatus Forecast Value >



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+ -
×
Help
2:19PM
View All
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f



Step	Action
25.	Review the following information:
	a) Forecast Value field: Verify a status of "Eligible"
	b) *** ENT ELEM_BAL row: Displays the employee's predicted balance after the absence take
	c) *** FORECAST PAID row: Displays the forecasted number of paid absence hours for this Absence Event
	d) *** FORECAST UNPD row: Displays the forecasted number of unpaid absence hours for this Absence Event
1	For identification purposes, the "***" represents the absence take type (Element Code) and will be unique for each absence take type during review. Cardinal automatically generates an absence take for Pay Docking (LNP) for any hours that are not covered by the employee's absence entitlement balance (*** FORECAST UNPD row). If necessary, work with the employee and/or supervisor to determine if another leave type can be used. The employee and/or supervisor should be given an opportunity to update the leave request, whenever possible, to avoid pay docking. It is the administrator's responsibility to verify that the employee has a sufficient balance to cover the absence if a balance is required for the absence take type. If the Forecast Value status is "INELIGIBLE", it should be addressed.
26.	Click the Return button.
The Ab	sence Event page redisplays.
< Ca	rdinal Homepage Absence Event $\widehat{\Omega}$: \mathcal{O}
Abs	ence Event Entry Forecast Messages
	Employee ID Empl Record 0 Name I From 08/24/2024 Through 02/20/2025 Refresh Forecast
E	Q Id 1-1 of 1 ~ > > > View All sence Take Process Status Forecast Value II>

*Absence Take

CSL TAKE ELEM

Save

Description

Q. Volunteer Service Leave

Return to Search Notify Refresh

sence Event Entry | Forecast Messages

*Begin Date

11/25/2024

End Date

11/26/2024

Forecast Value

ELIGIBLE

Forecast Date Time

11/22/2024 2:19PM Forecast Details

Forecast Details

+ -



Step	Action
27.	Click the Save button after confirming that the employee is eligible for the leave. The absence has been successfully added for the employee and will be processed (if in the current or previous period) during the next run of the Absence Calculation process (scheduled to run daily). Future period absences are processed when that period is processed.
	Absence Event Entry Forecast Messages



Approving an Absence Event

It is recommended the AM Administrator that enters the extended leave request ask a second AM Administrator to review and approve it using the following steps:

- 1. AM Administrator notifies a second AM Administrator that the extended leave event in Cardinal has been entered and requires review and approval
- 2. The second AM Administrator searches for the employee on the **Absence Event** page and clicks the **Details** link for the absence event needing approval

Abser	avBar > Menu > bsence Event	 bsence Event pa Global Payroll ch page displays. 	& Absend	•	•	ntain Absence
A Abser	bsence Event			ce Mgmt > Pa	ayee Data > Mai	ntain Absence
		h page displays.				
← Cardii	nal Homepage					
					Abse	nce Event
Absence	e Event					
Find an	Existing Value					
✓ Search	Criteria					
		Search. Leave fields blank for a lis		_		
🕙 Re	cent Searches Choose from	n recent searches	✓	Saved Searches	Choose from saved searches	~ /
	Empl II	D begins with ~				
	Empl Record	d = 🗸				
	Name	begins with 🗸				
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	Second Last Name	begins with 🗸				
	Alternate Character Nam	begins with 🗸				
	Middle Nam	begins with V				
	∧ Show few	er options				
	Case Sen	isitive				
	Sea	arch Clear]			

"Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website

in Job Aids under Learning.



Step	Action
2.	Search for the applicable employee. Enter the Employee ID or known portion of the Employee ID in the Empl ID field.
	Empl ID begins with ~
1	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 Search button.
	Search Clear
i	If multiple employees match the search criteria entered, the search results will display in the bottom portion of the page and the user must click the Expand icon for the applicable employee.
	sence Event page displays with the Absence Event Entry tab displayed by default and the www.status field shows "Submitted".
Cardinal Homepa	Absence Event
Absence Event E	
	m 1022282025 1 Through 06027/2025 1 Refresh Forecast
Absence Events ⑦	< < 1-1 of 1 ♥ >>> View All
*Absence Take	Process Status E- Process Status ID- Process Status ID- Process Status ID- Process Status ID- Process Action Voided Original Begin Date Details Entry Source Workflow Status ID- Process Status ID- Process Action Voided Original Begin Date Details Entry Source Voided ID- Process Status ID- Process Action Voided ID- Process Action
VAC TAKE ELEM	Q Vacation 06/16/2025 (1) 06/20/2025 (1) Normal V (1) 06/16/2025 (1) Details Administrator Absence Submitted (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)
Save Return t Absence Event Entry	
4.	Click the Details link.
	Details
	Details



Step	Action	
The Abs	sence Event Input Detail page displays.	
	Absence Event Input Detail	×
		Help 🔺
Absence	e Event Input Detail	
Absence	Absence Take VAC TAKE ELEM Q Absence Type Meeting	
	Entry Source Administrator Absence Event Last Updated 05/29/2025 Workflow Status Submitted Process Status Not Processed	
	*Process Action Normal Calendar Group ID	
	Voided Indicator Process Date	
	Manager Approved First Processed Date	
Absence I	Begin / End Data	
	*Begin Date 06/16/2025	
	End Date 06/20/2025	
	Original Begin Date 06/16/2025	
	Partial Days None	
5.	Click the Manager Approved checkbox to approve the absence event.	
Scroll to	o the bottom of the Absence Event Input Detail page.	
User De	efined Fields 3 User Defined Fields 4	
	Date 3 Date 4	
	Character 3 Character 4	
	Monetary 3 Currency 3 Q Monetary 4 Currency 4	۹
	Decimal 3 Decimal 4	
Override		
	Entitlement Adjustment	
		_
Comments		
ок	Cancel Refresh	



Step	Action
6.	Click the OK button.
	Comments OK Cancel Refresh
The Abs	sence Event Input Detail page redisplays and the Workflow Status field shows "Approved".
Cardinal Homepa	

Absence Event Entry Eorecast M	lessages										
Employee ID 00111914000 From 02/28/2025	Empl Record 0 Through 08/2		Salt Refresh	Forecast							
Absence Events ⑦	<u>F</u> orecast Value ∥⊳								K	< 1-1 of 1 V	> View All
*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status	
VAC TAKE ELEM Q	Vacation	06/16/2025	06/20/2025		Normal		06/16/2025	Details	Administrator Absence Event	Approved	+ -
Save Return to Search Notify Absence Event Entry Forecast Messages	Refresh						·	¢			

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If the agency does not have a second AM Administrator to approve, then the AM Administrator that enters the extended leave can also approve it.

Follow your agency policy and guidelines for approvals. All leave takes must be in an **Approved** status in order to be calculated, deducted from balances when applicable, appear on the docking report for Payroll when applicable, and for charge distribution.



Modifying an Absence Event

Use this process to modify a current absence for an employee.

Ste	Action
1.	Navigate to the Absence Event page using the following path:
	NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absence > Absence Event
The A	bsence Event Search page displays.
	← Cardinal Homepage Absence Event
4	ubsence Event
	Find an Existing Value
	Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.
	Precent Searches Choose from recent searches Image: Saved Searches Choose from saved searches
	Empl ID begins with V
	Empl Record = -
	Name begins with V
	Last Name begins with V
	Second Last Name begins with 🗸
	Alternate Character Name begins with 🗸
	Middle Name begins with V
	Show fewer options Case Sensitive
	Search Clear
i	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	Search for the applicable employee. Enter the Employee ID or known portion of the Employee ID in the Empl ID field.
	Empl ID begins with ~
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 Search button.
	Search Clear
i	If multiple employees match the search criteria entered, the search results will display in the bottom portion of the page and the user must click the Expand icon for the applicable employee.
[sence Event page displays with the Absence Event Entry tab displayed by default.
< Care	dinal Homepage Absence Event
Abs	ence Event Entry Eorecast Messages
	Employee ID 001 Empl Record 0 Name
	From 08/27/2024 Through 02/23/2025 Refresh Forecast
	se Events ®
	Q sence Take Process Status Eorecast Value III>
	ine Take Description *Begin Date End Date Partial Hours *Process Action Voided Original Begin Date Details
CSL T/	AKE ELEM Q Volunteer Service Leave 11/25/2024 11/26/2024 8.00 Normal Image: Control of the control of th
Save	Return to Search Notify Refresh
	Event Entry Forecast Messages
Absence	
4.	Click the Details link for the Absence Event that needs to be modified.
	Details
	Details



	Action	
The Ab	sence Event Input Detail page displays in a pop	o-up window.
	Absence Event Inpu	t Detail ×
	Absonse Event	Help
	Absence Event Absence Event Input Detail	
	Absence Take CSL TAKE ELEM Q	Absence Type Volunteer Service Leave
	Absence Reason SCA Q School Assistance	Event Priority 0
	Entry Source Administrator Absence Event	Last Updated 11/22/2024
	Worknow Status Approved	Process Status Not Processed
	Voided Indicator	endar Group ID Process Date
	Manager Approved First P	Processed Date
	Absence Begin / End Data	
	*Begin Date 11/25/2024	
	End Date 11/26/2024	
	Original Begin Date 11/25/2024	
	Partial Days	
	All Days Hours 8.00	
		er Defined Fields 2
5.	Update the Absence Event as needed based of	n the following general update types:
5.		
5.	Update the Absence Event as needed based of	n the following general update types:
5.	Update the Absence Event as needed based of Scenario	n the following general update types: Action Required Update the Begin Date field. Update the Partial Days and Partial Hours fields as needed if the new start day will not be a
5.	Update the Absence Event as needed based of Scenario Changing the start date	n the following general update types: Action Required Update the Begin Date field. Update the Partial Days and Partial Hours fields as needed if the new start day will not be a full absence day Update the End Date field. Update the Partial Days and Partial Hours fields as needed if the new end day will not be a
5.	Update the Absence Event as needed based of Scenario Changing the start date Changing the end date	n the following general update types: Action Required Update the Begin Date field. Update the Partial Days and Partial Hours fields as needed if the new start day will not be a full absence day Update the End Date field. Update the Partial Days and Partial Hours fields as needed if the new end day will not be a full absence day



Step	Action	
6.	Scroll down to the bottom of the page and click the Comments link.	
The Abs	sence Events Comments page displays in a pop-up window.	
	Absence Event Comments ×	
	Help Absence Event	
	Absence Event Comments Comment Comment K Comment K Cancel Refresh	
7.	Enter the reason for the change in the Comments field.	
İ	Information entered here is visible to anyone with access to this page.	
8.	Click the OK button.	



Step	Action
	ence Event page redisplays and the row is populated based on the data entered/selected on the exect the Event Input Details page.
< Cardi	hal Homepage Absence Event
Abse	Ice Event Entry Eorecast Messages
Absence	Employee ID Empl Record 0 Name From 08/27/2024 III Through 02/23/2025 III Refresh Forecast Events ⑦
	Cree Take Process Status Eorecast Value II▶
*Absence	Take Description *Begin Date End Date Partial Hours *Process Action Voided Original Begin Date Details
CSL TAK	E ELEM Q Volunteer Service Leave 11/25/2024 11/27/2024 8.00 Normal Internal Internal Details
Save Absence E	Return to Search Notify Refresh vent Entry Forecast Messages Image: Comparison of the search of the
9.	Click the Forecast button.
	Refresh Forecast
A messa	ge displays in a pop-up window when the forecasting process is completed.
Forecas	sting completed covering the period from 2024-06-25 to 2024-11-27. Please check the Forecast Value tab to confirm eligible.(25006, 10)
10.	Click the OK button to close the message.
	OK Cancel
The Abs	ence Event page redisplays.
Absence Event	New Window Heip Personalize Page
Employee	ID Empl Record 0 Name om 08/27/2024 Through 02/23/2025 Refresh
Absence Events	I ← ← 1:1 of 1 → → → I View AI
Absence Take	Process Status Errors are table Image: Constraint of the table Description ************************************
CSL TAKE ELEM	Q. Volunteer Service Leave 11/25/2024 11/27/2024 Addministrator Approved Image: Control of the service leave Image: Contro of the service leave Image: Control of the ser
Save Return Absence Event Entry	to Search Notify Refresh Forecast Messages



Step	Action							
11.	Click the F	orecast Value	tab to conf	irm that the	employe	e is eligible	<u>).</u>	
	Absen	ice <u>T</u> ake	Process <u>S</u> t	atus	Forecast	Value	11	
The For	ecast Value	e tab displays.						
< Card	inal Homepage					Absence Even	t	
Abse	ence Event Entry	recast Messages						
	Employee ID	Empl Rec	ord 0	Name				
	From 08/27/20	024 📰 Thro	ugh 02/23/2025 🛗	Refresh		Forecast		
	e Events ⑦							
	Q ence <u>T</u> ake Process <u>S</u> ta	atus Forecast Value					I I I of 1 ✓ I	View All
*Absend		Description	*Begin Date	End Date	Forecast Value	Forecast Date Time	Forecast Details	
CSL TA	KE ELEM Q	Volunteer Service Leave	11/25/2024	11/27/2024	ELIGIBLE	11/25/2024	Forecast Details	+ -
						11:36AM		
Save	Return to Search	Notify Refresh						
Absence E	Event Entry Forecast Me	ssages						
12.	Click the F	orecast Details	s link.					
	Forecast D	etails						
	Forecast De	etails						



Step	Action								
The Ak	osence Foreca	ast Results pa	age display	/S.					
			Abse	ence F	orecast	Results			×
	Absence Event								Help
	Absence Forecast	Results							
	Ab	sence Take Element CS					-	Date 11/25/2024	
		Absence Type Vol Forecast Value ELI	Srv Lv IGIBLE					I Date 11/27/2024 Time 11/25/2024 11:36AM	
	Absence Forecast Res	ult Details							
				_		1		1-3 of 3 ∨ ▶ ▶ View A	11
	Forecast Results	Accumulator Results	User Keys <u>1</u> -3	User	Keys <u>4</u> -6				
	Secondary Element	Forecast Element	Туре		Num	eric Value	Character Value	Date Value	
	CSL TAKE ELEM	CSL ENT ELEM_BAL	Accumulatr			4.000000			
	CSL TAKE ELEM	CSL FORECAST PAID	Accumulatr			12.000000			
	CSL TAKE ELEM	CSL FORECAST UNPD	Accumulatr			0.000000		2	
	Return								
13.	Review the	following infor	mation:						
10.		Forecast Valu		rify .	a statu	is of "	Eligible"		
				•			•	isted belance ofte	r tha
		absence take	L_DAL IOW	. Dis	plays	ine en	ipioyee's preu	icted balance afte	rune
		*** FORECAS		v: Di	splays	the fo	precasted num	ber of paid absen	ce hours for
		*** FORECAS		w: D	Display	s the f	orecasted nun	nber of unpaid ab	sence hours
1	be unique for absence tal absence en employee a and/or supe possible, to has a suffici	or each absen ke for Pay Doo titlement balar nd/or supervis ervisor should l avoid pay doo ient balance to	ce take typ cking (LNP) nce (*** FC sor to deter be given ar cking. It is o cover the	e du for REC mine n opp the a abso	iring re any ho CAST if and portun admini ence if	eview. ours th UNPD other le ity to u strator f a bal	Cardinal auto at are not cove row). If neces eave type can update the leav 's responsibilit	ype (Element Cod omatically generate ered by the emplo ssary, work with th be used. The em ve request, whene ty to verify that the ed for the absence ed.	es an yee's ne ployee ever e employee
14.	Click the Re	eturn button.							
	Return								



tep	Action							
Abs	sence Even	t page returns	s with the Fo	recast Val	l ue tab dis	splayed.		
< Cardin	nal Homepage					Absence Ever	nt	
Abser	nce Event Entry	recast Messages						
A haanaa	Employee ID From 08/27/20		Record 0 Through 02/23/2025	Name Refree	sh	Forecast		
		atus Forecast Value	Þ				I ● ● 1-1 of 1 ∨	▶ ▶ View All
*Absence	e Take	Description	*Begin Date	End Date	Forecast Value	Forecast Date Time	Forecast Details	
CSL TAK	E ELEM Q	Volunteer Service Leave	11/25/2024	11/27/2024	ELIGIBLE	11/25/2024 11:36AM	Forecast Details	+ -
Save Absence EV	has been s the Absen	Save button af successfully m ce Calculation	Notify Refree	he employe cheduled to	ee and wil	ll be process	or the leave	
	Absence Event	Entry Forecast Mes	ssages					



Deleting an Absence Event

Use this process to delete an Absence Event.

Ste	Action
1.	Navigate to the Absence Event page using the following path:
	NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absence > Absence Event
The A	bsence Event Search page displays.
	← Cardinal Homepage Absence Event
4	Absence Event
	Find an Existing Value
	Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.
	PRecent Searches Choose from recent searches Image: Saved Searches Choose from saved searches
	Empl ID begins with 🗸
	Empl Record =
	Name begins with
	Last Name begins with V
	Second Last Name begins with V
	Alternate Character Name begins with V
	Middle Name begins with V
	Show fewer options Case Sensitive
	Search Clear
ĺ	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	Search for the applicable employee. Enter the Employee ID or known portion of the Employee ID in the Empl ID field.
	Empl ID begins with ~
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 Search button.
	Search Clear
i	If multiple employees match the search criteria entered, the search results will display in the bottom portion of the page and the user must click the Expand icon for the applicable employee.
The Abs	sence Event page displays with the Absence Event Entry tab displayed by default.
Absenc	Inal Homepage Absence Event ence Event Entry Forecast Messages Employee ID Empl Record 0 From 08/27/2024 Through 02/23/2025 Refresh Forecast
Abs *Absen	ence Take Process Status Eorecast Value III ce Take Description *Begin Date End Date Partial Hours *Process Action Voided Original Begin Date Details
CSL TA	KE ELEM Volunteer Service Leave 11/25/2024 11/26/2024 8.00 Normal Image: Control of the con
Save Absence	Return to Search Notify Refresh Event Entry Forecast Messages
4.	Scroll to the right side of the page.
	Cardinal Homepage Absence Event Image: Cardinal Homepage I Entry Eorecast Messages New Window Help Personalize Page e ID Empl Record 0 Name Prom 0927/2024 III Through III 2023/2025 IIII Retresh Image: Cardinal Homepage Forecast Image: Cardinal Homepage Image: Cardinal Homepage Image: Cardinal Homepage Image: Cardinal Homepage
	Process Status Eprocast Value IP Description Begin Date End Date Partial Hours "Process Action Volded Original Begin Date Details Entry Source Workflow Status Importance Q Volunteer Service Leave 11/25/2024 11/27/2024 Normal Importance 11/25/2024 Details Administrator Absence Approved Importance Impor
5.	Click the Delete Row (-) icon for the applicable Absence Event.
i	The Delete Row (-) icon is only visible and available if the Absence Event has not yet been processed by the regularly scheduled Absence Calculation process.



Step	Action					
A Delet	e Confirmation message displays i	n a pop-up w	vindow.			
	Delete current/selected rows from this	opage? The dele	ete will occur whe Cancel	n the transac	tion is saved.	
6.	Click the OK button to confirm the	deletion.				
The Abs	sence Event page refreshes with th	e Absence E	vent removed	l.		
< Car	dinal Homepage		Absence Eve	ent		
Abs	ence Event Entry Eorecast Messages					
	Employee ID Empl Record From 08/24/2024		Refresh		Forecast	
	ce Events ⑦	S				
	Sence Take Process Status Eorecast Value III					
	nce Take Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided
	٩				Normal ~	
Absence	Return to Search Notify Refresh Event Entry Forecast Messages When an Absence Event is delete Cardinal will automatically adjust t was previously deducted from the process (scheduled to run daily).	he employee	's absence er	ntitlement b	alance if the a	absence



Voiding an Absence Event

Use this process to void an Absence Event.

Ste	Action
1.	Navigate to the Absence Event page using the following path:
	NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absence > Absence Event
The A	bsence Event Search page displays.
	← Cardinal Homepage Absence Event
ļ	bsence Event
	Find an Existing Value
	Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.
	🕐 Recent Searches Choose from recent searches 🗸 🖉 📮 Saved Searches Choose from saved searches 🗸
	Empl ID begins with V
	Empl Record =
	Name begins with V
	Last Name begins with V
	Second Last Name begins with 🗸
	Alternate Character Name begins with 🗸
	Middle Name begins with V
	Show fewer options Case Sensitive
	Search Clear
i	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	Search for the applicable employee. Enter the Employee ID or known portion of the Employee ID in the Empl ID field.
	Empl ID begins with ~
ĺ	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 Search button.
	Search Clear
i	If multiple employees match the search criteria entered, the search results will display in the bottom portion of the page and the user must click the Expand icon for the applicable employee.
The Abs	sence Event page displays with the Absence Event Entry tab displayed by default.
< Card	dinal Homepage Absence Event
Abse	Pence Event Entry Eorecast Messages
	Employee ID Empl Record 0 Name ! From 08/27/2024 Through 02/23/2025 Refresh Forecast
F	
	sence Take Process Status Forecast Value III nce Take Description *Begin Date End Date Partial Hours *Process Action Voided Original Begin Date Details
CSL TA	AKE ELEM Q Volunteer Service Leave 11/25/2024 11/26/2024 8.00 Normal Interface Details
Save	Return to Search Notify Refresh
Absence I	Event Entry Forecast Messages
4.	Click the Process Action dropdown button and select " Void " from the dropdown list.
	*Process Action
	Void
	Normal
	Void
5.	Click the OK button to confirm the void action.
	Save Return to Search Notify Refresh



< Cardinal Home					Abser	nce Event				New Window	w Help Personalize P
Absence Even		Empl Recor	- · · · · · · ·	Refresh		Forecast					
Absence Events	_	status Eorecast Value II►									I
*Absence Take		Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status
CSL TAKE ELEM	٩	Volunteer Service Leave	11/25/2024	11/27/2024		Void 🗸		11/25/2024	Details	Administrator Absence Event	Voided
Save Retu	m to Search	Notify Refresh					- Ing				