Managing Absence Balances Overview

There are various reasons why an entitlement balance adjustment may be required. Some examples include:

- An employee is granted a special absence balance that needs to be added (e.g., Annual Leave Incentive, Employee Recognition, Educational Leave)
- An employee transfers from another state Agency and is bringing their absence balances to the new Agency
- An exception to system generated entitlements
- An Absence Event was voided on the Update Time Status page
- Zeroing out leave balances when an employee terminates
- Donating leave or receiving donated leave

Reminders:

- AM Administrators can view the Absence Balance Calculations the following day after the nightly Absence Calc job processes Absence Events and Adjustments
- Balances viewed under the **Team Time** tile or the **Time** tile reflect balances as of the last closed leave period. The leave period is closed on the salaried pay date
- For further information about absence calculations, see the Job Aid titled TA374_Results by Calendar Group/Calendar. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**

The Absence Calculation Process has a retro-processing limit of 1 year. AM Administrators have modify access to the **Balances** page for leave periods within 1 year of the current open leave period and view only access to leave periods greater than 1 year from the current open leave period.

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 (Section 2, after Step 1; Section 3, after Step 1; Section 7, after Step 1; Section 8, after Step 1; Section 9, after Step 1; Section 10, after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.

Getting Started

Prior to managing Absence Balances, have the following information available:

- The Employee's Pay Group: found on the employee's **Job Data** page

Menu > Workforce Administration > Job Information > Job Data

- The Pay Period End Date: Identify the Pay Period end date for the Pay Period in which the Absence Balance Entitlement is to be effective

- Any required HR Documentation (per Agency procedures)

Entering a New Absence Entitlement

Step	Action
1.	Navigate to the **Absences** page to enter a new absence entitlement for an employee using the following path: **NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences**

The **Absences Search** page displays.

	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.	Enter the employee's Employee ID in the **Empl ID** field. **Note**: Users can also search for the employee 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.	Select the employee's Pay Group using the **Pay Group Look Up** icon. **Note**: Ensure that the selected Pay Group is consistent with the employee's **Job Data** page for the same timeframe. ![Pay Group begins with search field]
4.	Select the applicable value for one of the following fields: a. **Calendar ID**: Parameter for the Absence Calculation process that identifies the Pay Period for which the new entitlement should be made effective. It can be a past, current, or future Pay Period. Select the applicably Pay Period using the **Calendar ID Look Up** icon. b. **Period Begin Date**: The Pay Period begin date when the new entitlement should be effective. Select the applicable Pay Period begin date using the **Period Begin Date Calendar** icon. c. **Period End Date**: The Pay Period end date when the new entitlement should be effective. Select the applicable Pay Period end date using the **Period End Date Calendar** icon. ![Pay Group, Calendar ID, Name, Period Begin Date, Period End Date search fields]
5.	Click the **Search** button. ![Search and Clear buttons]

Step	Action
The **Search Results** (Calendar IDs available for the employee) display in the bottom portion of the page.

Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date
	0	SM1	SM1 2021SM118		09/25/2021	10/09/2021
	0	SM1	SM1 2021SM119		10/10/2021	10/24/2021
	0	SM1	SM1 2021SM120		10/25/2021	11/09/2021
	0	SM1	SM1 2021SM121		11/10/2021	11/24/2021
	0	SM1	SM1 2021SM122		11/25/2021	12/09/2021
	0	SM1	SM1 2021SM123		12/10/2021	12/24/2021
	0	SM1	SM1 2021SM124		12/25/2021	01/09/2022
	0	SM1	SM1 2022SM100		01/10/2022	01/10/2022
	0	SM1	SM1 2022SM101		01/10/2022	01/24/2022
	0	SM1	SM1 2022SM102		01/25/2022	02/09/2022
	0	SM1	SM1 2022SM103		02/10/2022	02/24/2022

Search Results

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Step	Action
6.	Select the applicable Calendar ID based on the effective date of the change by clicking the corresponding link in the **Calendar ID** column.
	Note: Verify that the Pay Group is consistent with the employee's **Job Data** page. Select the Pay Period with the correct Pay Period begin and end date wherein the balance should be available for the employee. Selecting the incorrect Calendar ID may result in the incorrect processing of adjustment.
	Balance adjustments should not be entered in calendars that end in '00' or 'F1', as these are not regular semi-monthly leave period calendars.

Calendar ID
SM1 2021SM118
SM1 2021SM119
SM1 2021SM120
SM1 2021SM121
SM1 2021SM122
SM1 2021SM123
SM1 2021SM124
SM1 2022SM100
SM1 2022SM101
SM1 2022SM102

The **Absences** page displays for the applicable Calendar ID.

‹ Team Time		Absences

Absences

Employee ID		Name		Empl Record	0
Pay Group	SM1	Description	Semi-monthly Classified	Pay Entity	COVA
Calendar ID	SM1 2021SM118	Begin Date	09/25/2021	End Date	10/09/2021

This Calendar is finalized. Any changes will be considered during retro processing.

Balance Adjustments

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
						+...	—

Save | Return to Search | Previous in List | Next in List | Notify

7.	Review the information in the **Header** section to confirm that the correct selection was made.

Step	Action
8.	Click the **Element Name Look up** icon. *Element Name [Q]

The **Look Up Element** page displays in a pop-up window.

Step	Action
9.	Select the applicable entitlement type (Element Name) by clicking the corresponding link in the **Element Name** column. Element Name BMO ENT ELEM DLR ENT ELEM DSR ENT ELEM ELW ENT ELEM **MBL ENT ELEM** CSL ENT ELEM MIL ENT ELEM MIP ENT ELEM PAR ENT ELEM VAC ENT ELEM FML ENT ELEM DLR REC ELEM PER ENT ELEM

Step	Action
	The **Absences** page redisplays with the selected Element Name and the **Description** field defaults based on the Element Name selected.

Step	Action
10.	Enter the number of hours for the entitlement in the **Balance Adjustment** field as a positive number.
11.	The **Begin Date** and **End Date** fields default based on the Calendar ID previously selected. **Note**: Do not change these dates. If these dates do not reflect the Pay Period that the absence balance adjustment is to be effective in, click the **Return to Search** button and select the appropriate Calendar ID.
12.	Click the icon in the **Comments** field.

Step	Action
	The **PI for Absence Entitlement** page displays in a pop-up window. **PI for Absence Entitlement** ✕ Help **Absence Comments** Empl ID: ⬛⬛⬛ Name: ⬛⬛⬛ Empl Record: 0 Pay Group: SM1 Description: Semi-monthly Classified Calendar ID: SM1 2021SM118 Begin Date: 09/25/2021 End Date: 10/09/2021 Element Name: MBL ENT ELEM Description: Military Bank Leave Balance Adjustment: **Additional Information/ Adjustment Comments** Comments: [ ] Last Update User ID: Last Update Date/Time: OK Cancel
13.	Enter a brief comment in the **Comments** field regarding why the adjustment is being made. **Additional Information/ Adjustment Comments** Comments: [ ]
14.	Click the **OK** button. OK Cancel

Step	Action
	The **Absences** page redisplays. **Absences** Employee ID ____ Name ____ Empl Record 0 Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA Calendar ID SM1 2021SM118 Begin Date 09/25/2021 End Date 10/09/2021 This Calendar is finalized. Any changes will be considered during retro processing. **Balance Adjustments** 1-1 of 1 View All *Element Name / Description / Balance Adjustment / Begin Date / End Date / Comments MBL ENT ELEM / Military Bank Leave / / 09/25/2021 / 10/09/2021 / Save Return to Search Previous in List Next in List Notify
15.	If additional Absence Entitlements need to be entered for the same Pay Period, click the **Add a Row** icon (+), and repeat Steps 8 – 14. If not, proceed to Step 16.
16.	Click the **Save** button. Save Return to Search Previous in List Next in List Notify
ℹ	Entitlements added in the current open Pay Period and prior Pay Periods will be reflected in the balance viewable on the **Results by Calendar/Calendar Group** pages after the nightly Absence Calc process runs but will be available for use/forecasting immediately.

Entering a New Absence Entitlement for Parental Leave

Step	Action
1.	Navigate to the **Absences** page to enter a new absence entitlement for an employee using the following path: **NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences**

The **Absences Search** page displays.

ℹ️	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**.

Step	Action
2.	Enter the employee's Employee ID in the **Empl ID** field. **Note**: Users can also search for the employee 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.	Select the employee's Pay Group using the **Pay Group Look Up** icon. **Note**: Ensure that the selected Pay Group is consistent with the employee's **Job Data** page for the same timeframe. Pay Group begins with ▾ [🔍]

4.	Select the applicable value for one of the following fields:
	
	    d. **Calendar ID**: Parameter for the Absence Calculation process that identifies the Pay Period for which the new entitlement should be made effective. It can be a past, current, or future Pay Period. Select the applicably Pay Period using the **Calendar ID Look Up** icon.
	
	    e. **Period Begin Date**: The Pay Period begin date when the new entitlement should be effective. Select the applicable Pay Period begin date using the **Period Begin Date Calendar** icon.
	
	    f. **Period End Date**: The Pay Period end date when the new entitlement should be effective. Select the applicable Pay Period end date using the **Period End Date Calendar** icon.
	
	 Pay Group begins with ▾ [🔍]
	 Calendar ID begins with ▾ [🔍]
	 Name begins with ▾ [ ]
	 Period Begin Date >= ▾ [🗓]
	 Period End Date <= ▾ [🗓]

5.	Click the **Search** button. [Search] [Clear]

Step	Action
The **Search Results** (Calendar IDs available for the employee) display in the bottom portion of the page.	

Search Results

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Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date
	0	SM1	SM1 2021SM118		09/25/2021	10/09/2021
	0	SM1	SM1 2021SM119		10/10/2021	10/24/2021
	0	SM1	SM1 2021SM120		10/25/2021	11/09/2021
	0	SM1	SM1 2021SM121		11/10/2021	11/24/2021
	0	SM1	SM1 2021SM122		11/25/2021	12/09/2021
	0	SM1	SM1 2021SM123		12/10/2021	12/24/2021
	0	SM1	SM1 2021SM124		12/25/2021	01/09/2022
	0	SM1	SM1 2022SM100		01/10/2022	01/10/2022
	0	SM1	SM1 2022SM101		01/10/2022	01/24/2022
	0	SM1	SM1 2022SM102		01/25/2022	02/09/2022
	0	SM1	SM1 2022SM103		02/10/2022	02/24/2022

Step	Action
6.	Select the applicable Calendar ID based on the effective date of the change by clicking the corresponding link in the **Calendar ID** column.
	Note: Verify that the Pay Group is consistent with the employee's **Job Data** page. Select the Pay Period with the correct Pay Period begin and end date wherein the balance should be available for the employee. Selecting the incorrect Calendar ID may result in the incorrect processing of adjustment.
	Balance adjustments should not be entered in calendars that end in '00' or 'F1', as these are not regular semi-monthly leave period calendars.
	Calendar ID SM1 2021SM118 SM1 2021SM119 SM1 2021SM120 SM1 2021SM121 SM1 2021SM122 SM1 2021SM123 SM1 2021SM124 SM1 2022SM100 SM1 2022SM101 SM1 2022SM102

The **Absences** page displays for the applicable Calendar ID.

Field	Value		Field	Value		Field	Value
Employee ID			Name			Empl Record	0
Pay Group	SM1		Description	Semi-monthly Classified		Pay Entity	COVA
Calendar ID	SM1 2021SM118		Begin Date	09/25/2021		End Date	10/09/2021

This Calendar is finalized. Any changes will be considered during retro processing.

Balance Adjustments

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*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
						+	−

Save | Return to Search | Previous in List | Next in List | Notify

Step	Action
7.	Review the information in the **Header** section to confirm that the correct selection was made.

![Cardinal logo]

Step	Action
8.	Click the **Element Name Look up** icon. *Element Name [_____ 🔍]
	The **Look Up Element** page displays in a pop-up window.
9.	Select the entitlement type **PAR ENT ELEM** by clicking the corresponding link in the **Element Name** column.

Step	Action

The **Absences** page redisplays with the selected Element Name and the **Description** field defaults based on the Element Name selected.

10.	Enter "320" in the **Balance Adjustment** field as a positive number.

11.	The **Begin Date** and **End Date** fields default based on the Calendar ID previously selected.

Note: Do not change these dates. If these dates do not reflect the Pay Period that the absence balance adjustment is to be effective in, click the **Return to Search** button and select the appropriate Calendar ID.

12.	Click the icon in the **Comments** field.
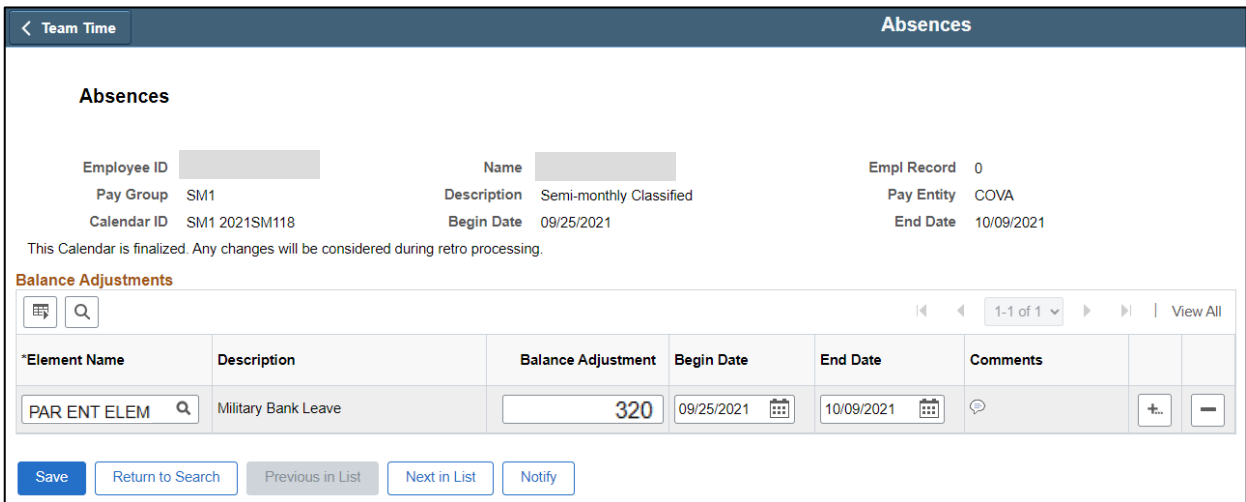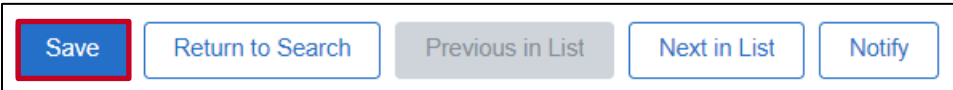
Step	Action
	The **PI for Absence Entitlement** page displays in a pop-up window. **PI for Absence Entitlement** **Absence Comments** Empl ID: _____ Name: _____ Empl Record: 0 Pay Group: SM1 Description: Semi-monthly Classified Calendar ID: SM1 2025SM111 Begin Date: 09/25/2021 End Date: 10/09/2021 Element Name: PAR ENT ELEM Description: Parental Leave Balance Adjustment: 320.000000 **Additional Information/ Adjustment Comments** Date of Birth / Placement: Comments: Last Update User ID: Last Update Date/Time: OK Cancel
13.	Enter a date in the **Date of Birth / Placement** field based on either the date of birth or the date of placement. **Additional Information/ Adjustment Comments** Date of Birth / Placement: Comments:
14.	Enter a brief comment in the **Comments** field regarding why the adjustment is being made. **Additional Information/ Adjustment Comments** Comments:

Step	Action
ⓘ	Enter a comment related to the birth date or the placement date based on information received from HR.
15.	Click the **OK** button. [OK] [Cancel]

The **Absences** page redisplays.

ⓘ	Any unused Parental Leave after 6 months from the date of birth or the date of placement cannot be used. Unused hours should be zeroed out by the Absence Administrator.
16.	Click the **Save** button. [Save] [Return to Search] [Previous in List] [Next in List] [Notify]
ⓘ	Entitlements added in the current open Pay Period and prior Pay Periods will be reflected in the balance viewable on the **Results by Calendar/Calendar Group** pages after the nightly Absence Calc process runs but will be available for use/forecasting immediately.

Manually Adjusting an Existing Absence Entitlement Balance

For employees transferring from one Agency to another Agency, refer to the Transferring From One Agency to Another Agency section of this Job Aid.

Step	Action
1.	Navigate to the **Absences** page to manually adjust an existing absence entitlement for an employee using the following path: **NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Adjust Balance > Absences**
	The **Absences Search** page displays. ![Absences Search page screenshot showing Find an Existing Value with Search Criteria fields: Empl ID, Empl Record, Pay Group, Calendar ID, Name, Period Begin Date, Period End Date, Case Sensitive checkbox, Search and Clear buttons]
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.	Enter the employee's Employee ID in the **Empl ID** field. **Note**: Users can also search for the employee 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 field with "begins with" dropdown and empty input box]

Step	Action
3.	Select the employee's Pay Group using the **Pay Group Look Up** icon. **Note**: Ensure that the selected Pay Group is consistent with the employee's **Job Data** page for the same timeframe. Pay Group [begins with ▾] [_____ 🔍]
4.	Select the applicable value for one of the following fields: a. **Calendar ID**: Parameter for the Absence Calculation process that identifies the Pay Period for which the balance adjustment should be made effective. It can be a past, current, or future Pay Period. Select the applicably Pay Period using the **Calendar ID Look Up** icon. b. **Period Begin Date**: The Pay Period begin date when the balance adjustment should be effective. Select the applicable Pay Period begin date using the **Period Begin Date Calendar** icon. Pay Group [begins with ▾] [_____ 🔍] Calendar ID [begins with ▾] [_____ 🔍] Name [begins with ▾] [_____] Period Begin Date [>= ▾] [_____ 📅] Period End Date [<= ▾] [_____ 📅]
5.	Click the **Search** button. [Search] [Clear]

Step	Action

The **Search Results** (Calendar IDs available for the employee) display in the bottom portion of the page.

Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date
	0	SM1	SM1 2021SM118		09/25/2021	10/09/2021
	0	SM1	SM1 2021SM119		10/10/2021	10/24/2021
	0	SM1	SM1 2021SM120		10/25/2021	11/09/2021
	0	SM1	SM1 2021SM121		11/10/2021	11/24/2021
	0	SM1	SM1 2021SM122		11/25/2021	12/09/2021
	0	SM1	SM1 2021SM123		12/10/2021	12/24/2021
	0	SM1	SM1 2021SM124		12/25/2021	01/09/2022
	0	SM1	SM1 2022SM100		01/10/2022	01/10/2022
	0	SM1	SM1 2022SM101		01/10/2022	01/24/2022
	0	SM1	SM1 2022SM102		01/25/2022	02/09/2022
	0	SM1	SM1 2022SM103		02/10/2022	02/24/2022

Search Results

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Step	Action
6.	Select the applicable Calendar ID based on the effective date of the change by clicking the corresponding link in the **Calendar ID** column. **Note**: Verify that the Pay Group is consistent with the employee's **Job Data** page. Select the Pay Period with the correct Pay Period begin and end date wherein the balance adjustment should be available for the employee. Selecting the incorrect Calendar ID may result in the incorrect processing of the adjustment. **Calendar ID** SM1 2021SM118 SM1 2021SM119 SM1 2021SM120 SM1 2021SM121 SM1 2021SM122 SM1 2021SM123 SM1 2021SM124 SM1 2022SM100 SM1 2022SM101 SM1 2022SM102

The **Absences** page displays for the applicable Calendar ID.

‹ Team Time   Absences

Absences

Employee ID		Name		Empl Record	0
Pay Group	SM1	Description	Semi-monthly Classified	Pay Entity	COVA
Calendar ID	SM1 2021SM118	Begin Date	09/25/2021	End Date	10/09/2021

This Calendar is finalized. Any changes will be considered during retro processing.

Balance Adjustments

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*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
🔍			📅	📅	💬	+..	—

Save   Return to Search   Previous in List   Next in List   Notify

7.	Review the information in the **Header** section to confirm that the correct selection was made.
8.	Click the **Element Name Look up** icon. *Element Name [🔍]

Step	Action
	The **Look Up Element** page displays in a pop-up window.
9.	Select the applicable entitlement type (Element Name) by clicking the corresponding link in the **Element Name** column.

Step	Action
	The **Absences** page redisplays with the selected Element Name and the **Description** field defaults based on the **Element Name** selected.

Step	Action
10.	Enter the number of hours for the entitlement in the **Balance Adjustment** field as a positive number.
(i)	Enter the number of hours to adjust the balance by (not the number of hours that the balance will be). Increases are entered as a positive number and decreases are entered as a negative number. Example: To add 10 hours, enter "10" in the **Balance Adjustment** field. To deduct 10 hours, enter "-10" in the **Balance Adjustment** field.
11.	The **Begin Date** and **End Date** fields default based on the Calendar ID previously selected. **Note**: Do not change these dates. If these dates do not reflect the Pay Period that the absence balance adjustment is to be effective in, click the **Return to Search** button and select the appropriate Calendar ID.

Step	Action
12.	Click the icon in the **Comments** field. **Comments** 💬
	The **PI for Absence Entitlement** page displays in a pop-up window. **PI for Absence Entitlement** ✕ Help **Absence Comments** Empl ID: Name: Empl Record: 0 Pay Group: SM1 Description: Semi-monthly Classified Calendar ID: SM1 2021SM118 Begin Date: 09/25/2021 End Date: 10/09/2021 Element Name: VAC ENT ELEM Description: Vacation Balance Adjustment: **Additional Information/ Adjustment Comments** Comments: [ ] Last Update User ID: Last Update Date/Time: [OK] [Cancel]
13.	Enter a brief comment in the **Comments** field regarding why the adjustment is being made. **Additional Information/ Adjustment Comments** Comments: [ ]
14.	Click the **OK** button. [OK] [Cancel]

Step	Action
	The **Absences** page redisplays.
15.	If additional Absence Entitlements need to be entered for the same Pay Period, click the **Add a Row** icon (+), and repeat Steps 8 – 14. If not, proceed to Step 16.
16.	Click the **Save** button.
ⓘ	Adjustments made in the current open Pay Period and prior Pay Periods will be processed the next time the Absence Calculation process runs (runs nightly).

Zeroing Out Leave Balances

To zero out leave balances, follow the steps outlined in the [Manually Adjusting an Existing Absence Entitlement Balance](#) section of this Job Aid. Follow those steps and apply these additional guidelines:
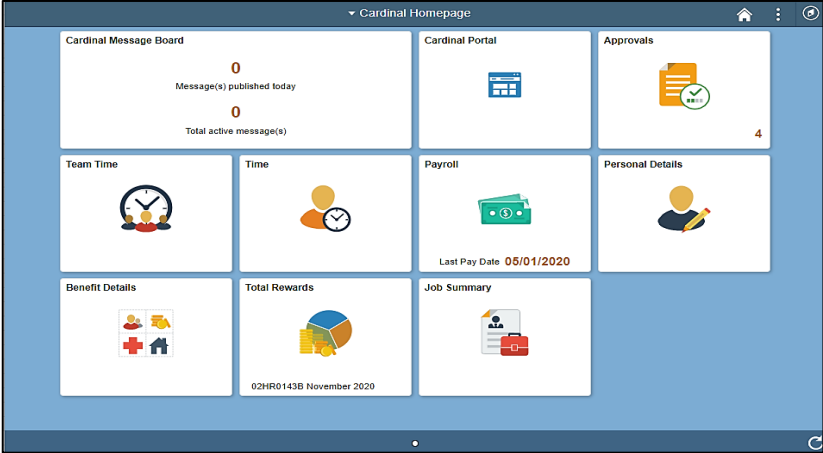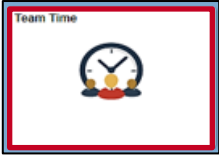
- **Calendar Period**: For a terminated employee, select the Pay Period that contains the employee's last day worked

- **Balance Adjustment** field: Enter the number of hours equal to the employee's current entitlement balance as a negative number

- **Comments** field: Enter a comment pertaining to the reason for zeroing out the balance (e.g., employee terminated)
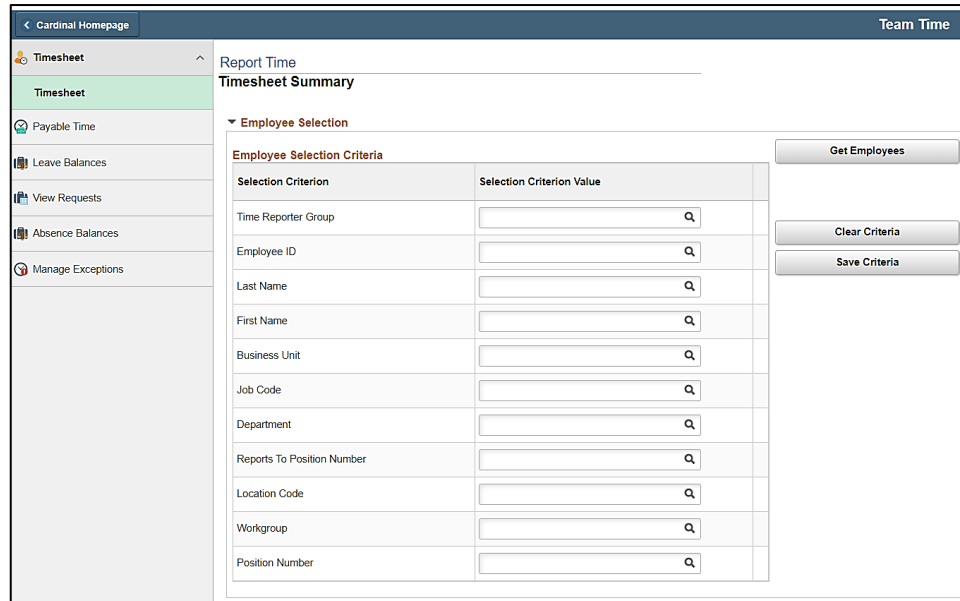
Zeroing Out Compensatory and Overtime Leave Balances

Step	Action
1.	Log into Cardinal HCM.
The **Cardinal Homepage** displays.	
2.	Click the **Team Time** tile.

Step	Action
	The **Timesheet Summary** page displays.
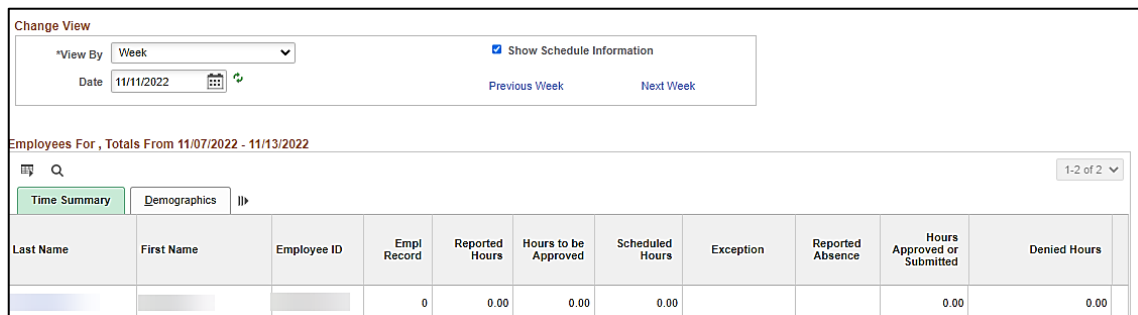
Step	Action
3.	Enter the applicable employee's Employee ID in the **Employee ID** field. **Note**: Users can also search by name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

Step	Action
4.	Click the **Get Employees** button.

The search results display within the **Employees For** section at the bottom of the page.

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

The **Timesheet** page displays for the applicable employee with the **Reported Time Status** tab displayed by default.

Step	Action
6.	Use the fields within the **Select Another Timesheet** section as needed to select the Timesheet for the week that contains the employee's last day of work. **Note**: If the date is changed, remember to click the **Refresh** icon.
7.	Click the **Leave / Compensatory Time** tab. Leave / Compensatory Time

Step	Action

The **Timesheet** page displays for the applicable employee with the **Reported Time Status** tab displayed by default.

| 8. | Review the employee's current balance in the **Recorded Balance** field and then enter the number of hours being paid out (equal to current balance) in the applicable date field (employee's last day of work) within the Timesheet grid.

Note: Users can enter a value greater than 24 hours on that day in order to accommodate a full payout.

 |
|------|--------|
| 9. | Click the **Time Reporting Code** dropdown button and select "CPO" for Comp Time Leave Payout or "OPO" for Overtime Leave Payout.

 |
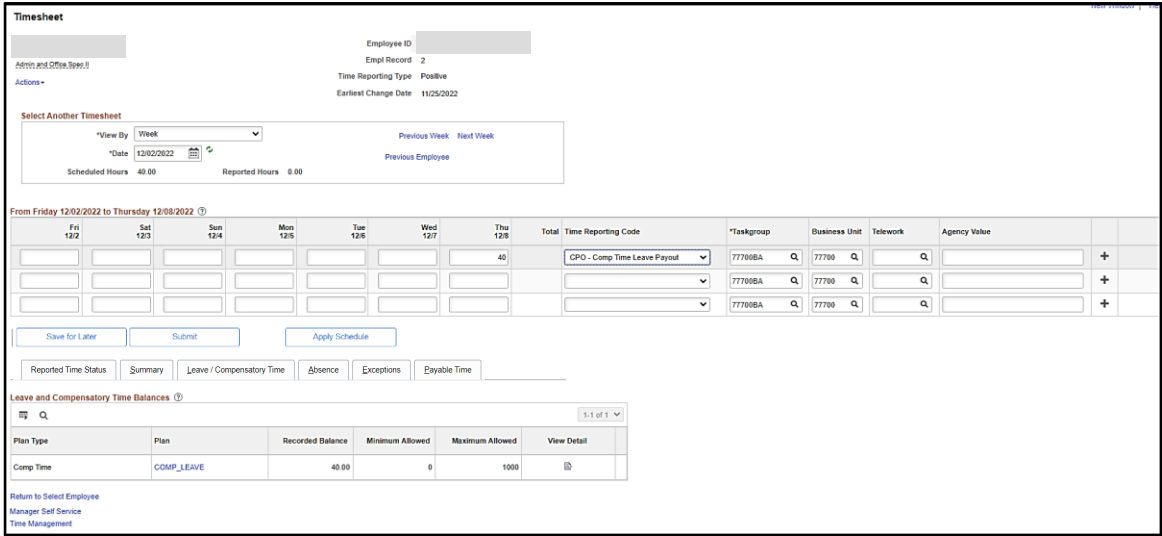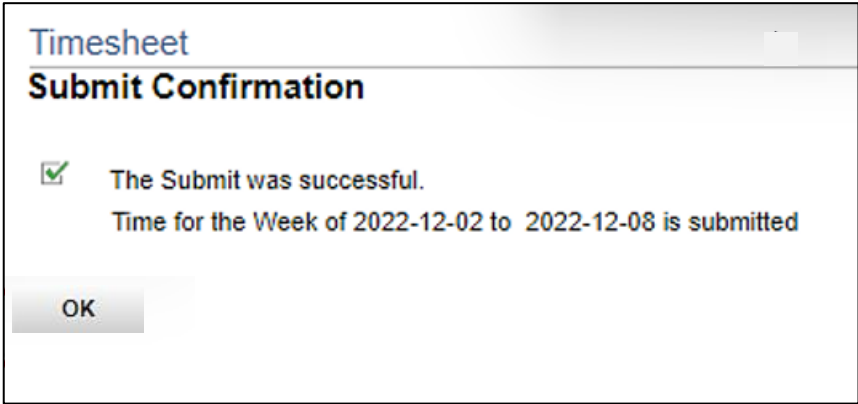
Step	Action
10.	Scroll to the right side of the page as needed.
11.	If ChartFields are optional or required for the employee, a **ChartFields** link will display on the Timesheet. If the Timesheet does not contain a **ChartFields** link, or ChartFields are not required for the employee, proceed to step 13. If the **ChartFields** link displays on the Timesheet page and is required, click the **ChartFields** link.

The **Chartfield Common Component** page displays in a pop-up window.

Step	Action
12.	Click the **OK** button to accept the default values that display and return to the **Timesheet** page.

Step	Action
	The **Timesheet** page redisplays.
13.	Click the **Submit** button.
	The **Submit Confirmation** page displays in a pop-up window.
14.	Click the **OK** button.

Step	Action
	The **Timesheet** page redisplays.
15.	Click the **Reported Time Status** tab.
	The **Timesheet** page refreshes and the **Reported Time Status** tab displays.
16.	Click the **Add Comments** icon.

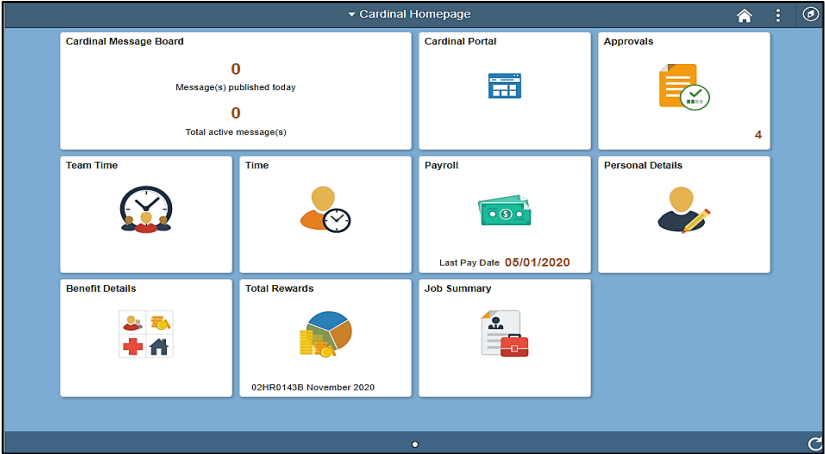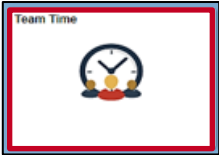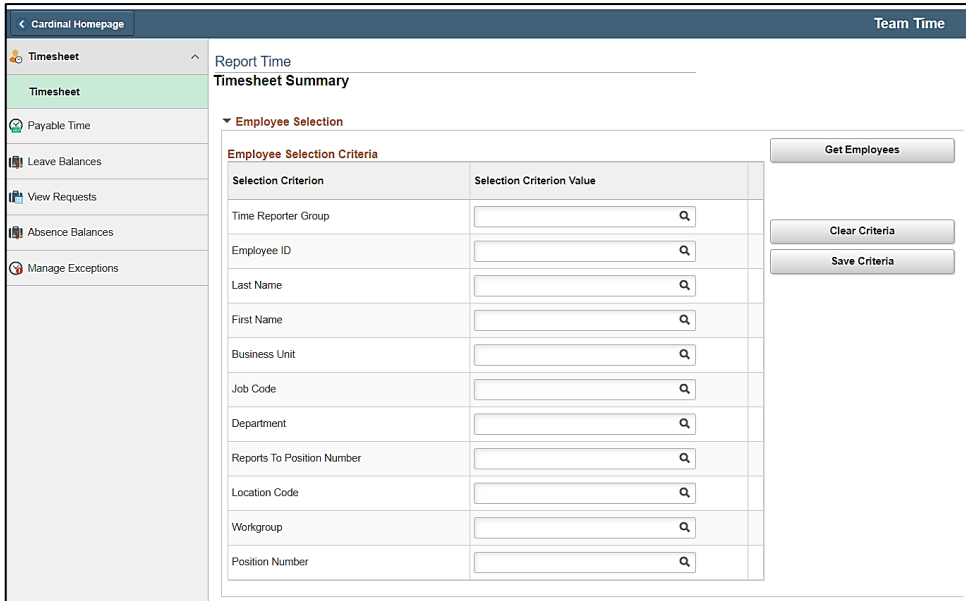| Step	Action
	The **TR Comments** page displays in a pop-up window. **TR Comments** **Comments** Admin and Office Spec II Employee ID Actions ▾ Employment Record 2 **Note** Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove those comments later. Comments related to time entered for 12/08/2022 1-1 of 1 View All 		Date	User ID	DateTime Created	Source	Comment
---	---	---	---	---	---
1	12/08/2022		11/11/2022 5:24PM	Time Reporting		 **Add Comment** OK Cancel Apply
17.	Enter a brief comment to document the reason for the payout in the **Comment** field. **Comment**
18.	Click the **OK** button. OK Cancel Apply
	The **Timesheet** page redisplays and this process is now complete. From Friday 12/02/2022 to Thursday 12/08/2022 		Fri 12/2	Sat 12/3	Sun 12/4	Mon 12/5	Tue 12/6	Wed 12/7	Thu 12/8	Total	Time Reporting Code
---	---	---	---	---	---	---	---	---	---
							40.00	40.00	CPO - Comp Time Leave Payout | Save for Later Submit Reported Time Status Summary Leave / Compensatory Time Absence Exceptions Payable Time **Reported Time Status** 1-1 of 1 | Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
---	---	---	---	---	---	---
12/08/2022	Submitted	40.00	CPO	Comp Time Leave Payout	8.00	⊙	

Adjusting Compensatory and Overtime Leave Balances
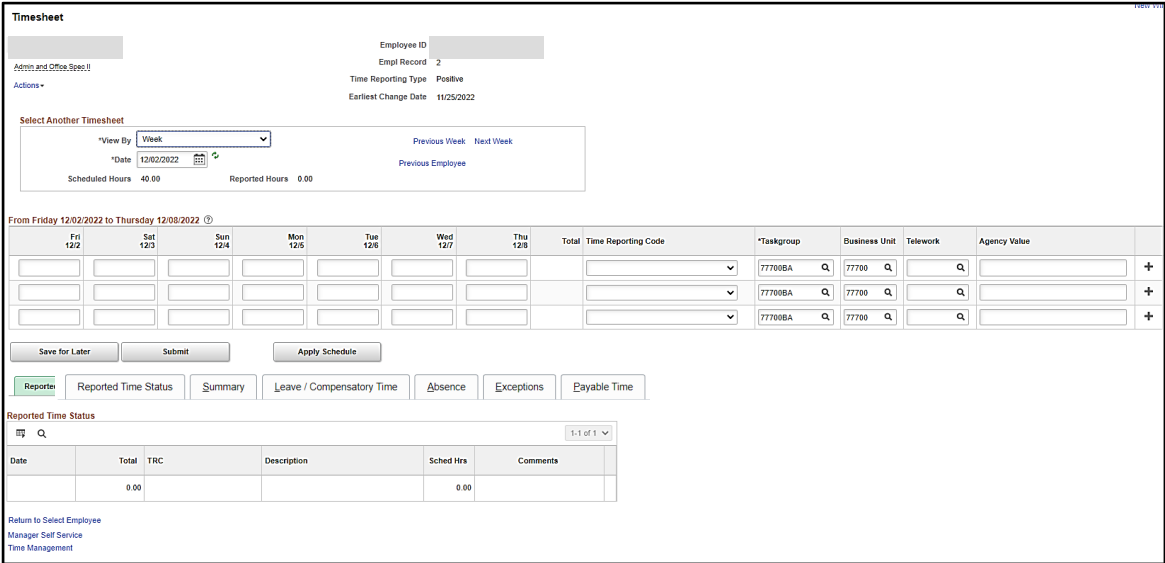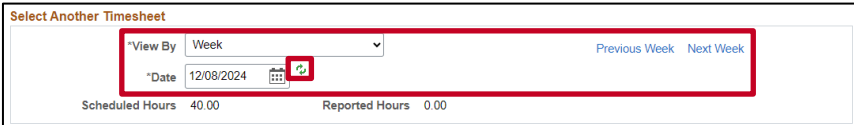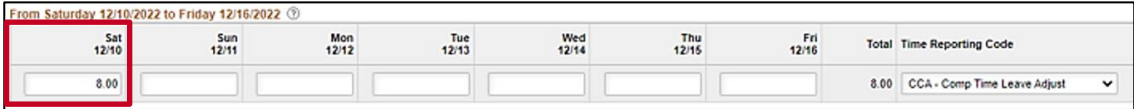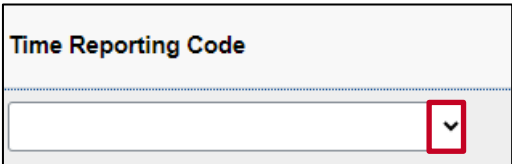
Step	Action
1.	Log into Cardinal HCM.

The **Cardinal Homepage** displays.

| 2. | Click the **Team Time** tile. |

The **Timesheet Summary** page displays.
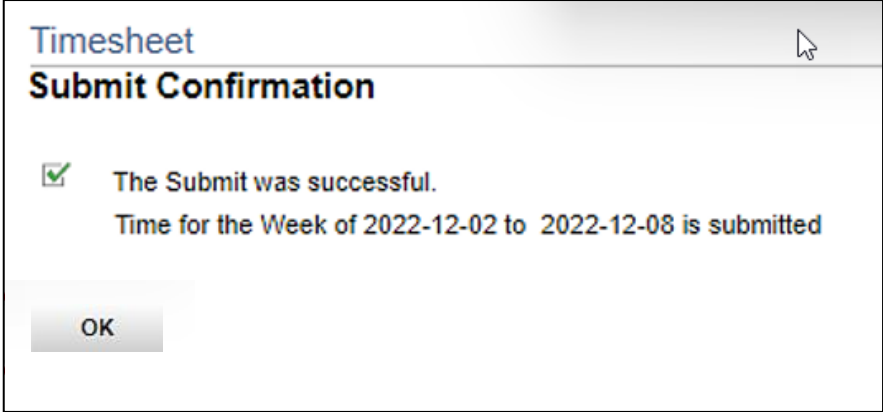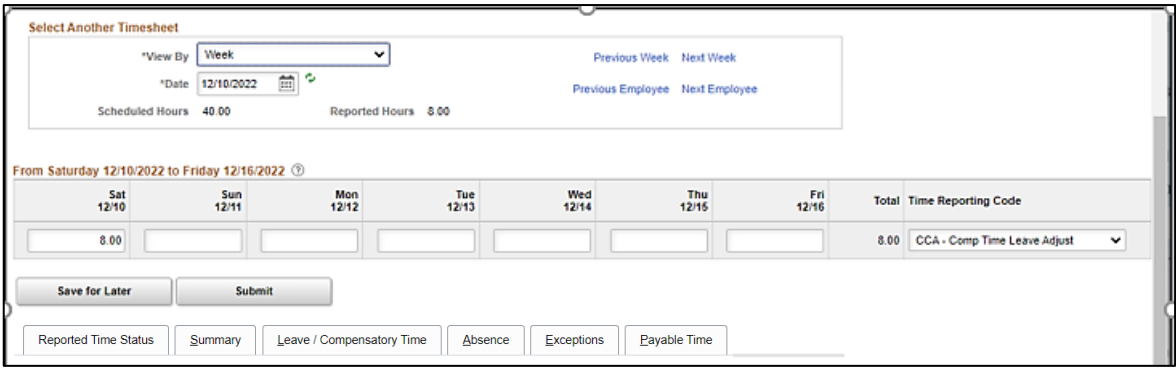
Step	Action
3.	Enter the applicable employee's Employee ID in the **Employee ID** field. **Note**: Users can also search by name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. Employee ID [🔍]
4.	Click the **Get Employees** button. Get Employees

The search results display within the **Employees For** section at the bottom of the page.

Change View

*View By Week
Date 11/11/2022   ☑ Show Schedule Information
Previous Week   Next Week

Employees For , Totals From 11/07/2022 - 11/13/2022

1-2 of 2

Time Summary | Demographics

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

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

Step	Action
	The **Timesheet** page displays for the applicable employee with the **Reported Time Status** tab displayed by default.
6.	Use the fields within the **Select Another Timesheet** section as needed to select the Timesheet for the week that contains the employee's last day of work. **Note**: If the date is changed, remember to click the **Refresh** icon.
7.	Enter the number of Compensatory leave adjustment hours in the appropriate day field.
ℹ	Hours entered on the Timesheet are always entered as a positive number.
8.	Click the **Time Reporting Code** dropdown button and select the applicable Comp Time Leave or Overtime Leave TRC.

Step	Action
ℹ	Use the Adjust TRC to add hours and the Deduction TRC to reduce hours.
9.	Scroll to the right side of the page as needed.
10.	If ChartFields are optional or required for the employee, a **ChartFields** link will display on the Timesheet. If the Timesheet does not contain a **ChartFields** link, or ChartFields are not required for the employee, proceed to step 12. If the **ChartFields** link displays on the Timesheet page and is required, click the **ChartFields** link.
11.	Click the **OK** button to accept the default values that display and return to the **Timesheet** page.

The **Timesheet** page redisplays.

Step	Action
12.	Click the **Submit** button.

Step	Action
	The **Submit Confirmation** page displays. Timesheet **Submit Confirmation** ☑ The Submit was successful. Time for the Week of 2022-12-02 to 2022-12-08 is submitted OK
13.	Click the **OK** button. OK
	The **Timesheet** page redisplays. **Select Another Timesheet** *View By Week *Date 12/10/2022 Previous Week Next Week Scheduled Hours 40.00 Reported Hours 8.00 Previous Employee Next Employee From Saturday 12/10/2022 to Friday 12/16/2022 | Sat 12/10	Sun 12/11	Mon 12/12	Tue 12/13	Wed 12/14	Thu 12/15	Fri 12/16	Total	Time Reporting Code
8.00							8.00	CCA - Comp Time Leave Adjust	 Save for Later Submit Reported Time Status Summary Leave / Compensatory Time Absence Exceptions Payable Time
14.	Click the **Reported Time Status** tab. Reported Time Status Summary Leave / Compensatory Time Absence Exceptions Payable Time

Step	Action
	The **Timesheet** page refreshes and the **Reported Time Status** tab displays.
15.	Click the **Add Comments** icon.
	The **TR Comments** page displays in a pop-up window.

Step	Action
16.	Enter a brief comment to document the reason for the payout in the **Comment** field.
17.	Click the **OK** button.
ℹ	Repeat these Steps for each leave type that needs to be adjusted on the Timesheet.

![Cardinal logo]

Leave Donation Process

Step	Action
1.	Navigate to the **Absences** page to enter a new absence entitlement for an employee using the following path: **NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences**

The **Absences Search** page displays.

	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.	Enter the applicable employee's (employee donating leave) 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.

Step	Action
3.	Select the employee's Pay Group using the **Pay Group Look Up** icon. **Note**: Ensure that the selected Pay Group is consistent with the employee's **Job Data** page for the same timeframe. Pay Group [begins with ▾] [_____ 🔍]
4.	Click the **Search** button. [Search] [Clear]

The **Search Results** (Calendar IDs available for the employee) display in the bottom portion of the page.

Search Results

View All   ⏮ ◀ 1-100 of 218 ▾ ▶ ⏭

Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date
	0	SM1	SM1 2021SM118		09/25/2021	10/09/2021
	0	SM1	SM1 2021SM119		10/10/2021	10/24/2021
	0	SM1	SM1 2021SM120		10/25/2021	11/09/2021
	0	SM1	SM1 2021SM121		11/10/2021	11/24/2021
	0	SM1	SM1 2021SM122		11/25/2021	12/09/2021
	0	SM1	SM1 2021SM123		12/10/2021	12/24/2021
	0	SM1	SM1 2021SM124		12/25/2021	01/09/2022
	0	SM1	SM1 2022SM100		01/10/2022	01/10/2022
	0	SM1	SM1 2022SM101		01/10/2022	01/24/2022
	0	SM1	SM1 2022SM102		01/25/2022	02/09/2022
	0	SM1	SM1 2022SM103		02/10/2022	02/24/2022

Step	Action
5.	Either select the applicable **Calendar ID** or the applicable **Period Begin Date** to select the correct pay period date when the donation will take effect.

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

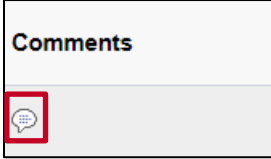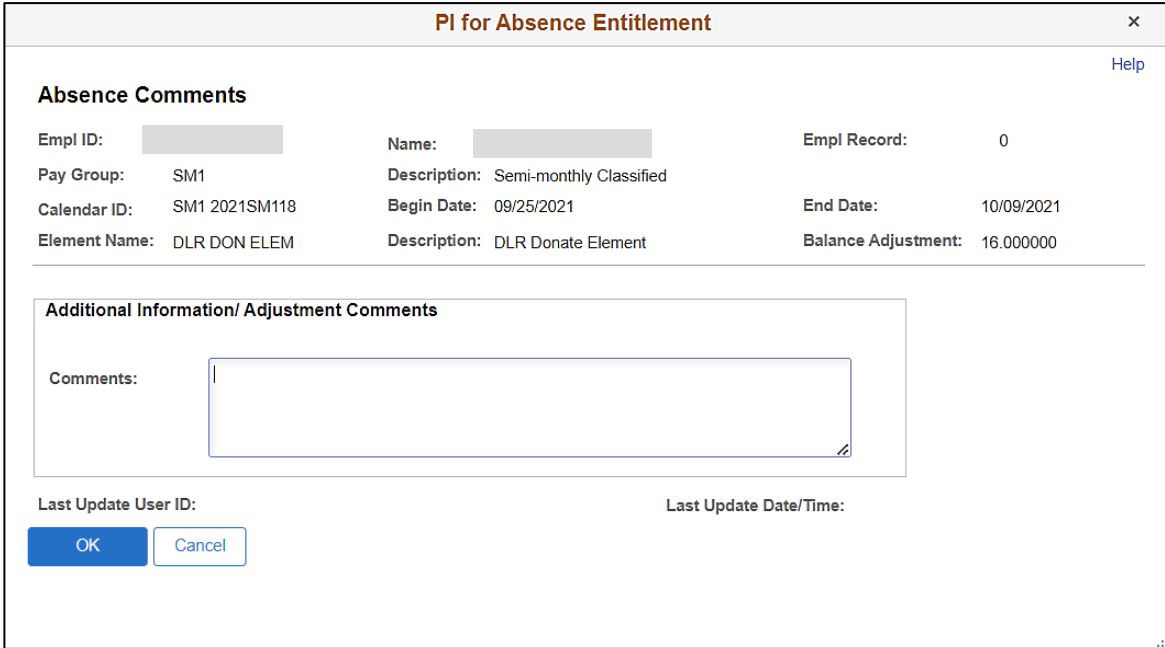| Step	Action
6.	The **Header** section populates based on the employee selected to donate leave. Review the information to confirm that the correct employee selection was made.

Step	Action
7.	Select "DLR DON ELEM" using the **Element Name Look Up** icon. **Note**: "DLR DON ELEM" hours are deducted from the employee's VAC balance. If the donated hours are to be deducted from a balance other than VAC, see the Manually Adjusting an Existing Absence Entitlement Balance section of this Job Aid. ***Element Name** DLR DON ELEM 🔍

The **Absences** page refreshes and the **Description** field populates based on the **Element Name** selected.

Absences

Employee ID	Name	Empl Record 0
Pay Group SM1	Description Semi-monthly Classified	Pay Entity COVA
Calendar ID SM1 2021SM118	Begin Date 09/25/2021	End Date 10/09/2021

This Calendar is finalized. Any changes will be considered during retro processing.

Balance Adjustments

1-1 of 1 | View All

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
DLR DON ELEM 🔍	DLR Donate Element	16	09/25/2021 📅	10/09/2021 📅	💬	+	−

Save | Return to Search | Previous in List | Next in List | Notify

Step	Action
8.	The **Begin Date** and **End Date** fields default based on the Calendar ID or Pay Period previously selected. **Note**: Do not change these dates. If this is not the correct Pay Period, click the **Return to Search** button and select the correct Pay Period in which the donation will take effect. **Begin Date** **End Date** 09/25/2021 📅 10/09/2021 📅
9.	Enter the number of hours being donated as a positive number in the **Balance Adjustment** field. **Balance Adjustment**

Step	Action
10.	Click the icon in the **Comments** field. **Comments**

The **PI for Absence Entitlement** page displays in a pop-up window.

PI for Absence Entitlement   ×

Help

Absence Comments

Empl ID:	**Name:**	**Empl Record:** 0
Pay Group: SM1	**Description:** Semi-monthly Classified	
Calendar ID: SM1 2021SM118	**Begin Date:** 09/25/2021	**End Date:** 10/09/2021
Element Name: DLR DON ELEM	**Description:** DLR Donate Element	**Balance Adjustment:** 16.000000

Additional Information/ Adjustment Comments

Comments:

Last Update User ID: **Last Update Date/Time:**

OK   Cancel

Step	Action
11.	Enter a brief comment in the **Comments** field to document that this is a leave donation. **Note**: Do not include any PII in your comments. **Additional Information/ Adjustment Comments** **Comments:**
12.	Click the **OK** button. OK Cancel

Step	Action
	The **Absences** page redisplays. ![Absences page screenshot showing Team Time navigation, Absences header with Employee ID, Name, Empl Record 0, Pay Group SM1, Description Semi-monthly Classified, Pay Entity COVA, Calendar ID SM1 2021SM118, Begin Date 09/25/2021, End Date 10/09/2021. "This Calendar is finalized. Any changes will be considered during retro processing." Balance Adjustments section with Element Name MBL ENT ELEM, Description Military Bank Leave, Begin Date 09/25/2021, End Date 10/09/2021. Save, Return to Search, Previous in List, Next in List, Notify buttons.]
13.	Click the **Save** button. You have completed the adjustment for the donor. Now the adjustment must be made for the recipient.
14.	Click the **Return to Search** button.

Step	Action
	The **Absences Search** page redisplays.

	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**.
15.	Delete the donor's Employee ID in the **Empl ID** field. **Note**: If using the **Clear** button, capture the Calendar ID first as the Calendar ID for the leave recipient should match the Calendar ID for the person who donated leave.
16.	Enter the applicable employee's (employee receiving the donated hours) Employee ID in the **Empl ID** field.

Step	Action
17.	Update the **Pay Group** field as needed. **Note**: Ensure that the selected Pay Group is consistent with the employee's **Job Data** page. Pay Group [begins with ▾] [_____ 🔍]
18.	Click the **Search** button. [Search] [Clear]
	The **Absences** page for the employee who will receive the donated leave. ‹ Cardinal Homepage Absences **Absences** Employee ID [____] Name [____] Empl Record 0 Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA Calendar ID SM1 2021SM118 Begin Date 09/25/2021 End Date 10/09/2021 This Calendar is finalized. Any changes will be considered during retro processing. **Balance Adjustments** 1-1 of 1 ▾ View All *Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments DLR REC ELEM 🔍	DLR Receive Element	[____]	09/25/2021📅	10/09/2021📅	💬	+_	− [Save] [Return to Search] [Previous in List] [Next in List] [Notify]
19.	The **Header** section populates based on the employee selected to receive the donated leave. Review the information to confirm that the correct employee selection was made.
20.	Select "DLR REC ELEM" using the **Element Name Look Up** icon. **Note**: This will increase the recipients DLR balance. *Element Name [DLR REC ELEM 🔍]

Step	Action
	The **Absences** page refreshes and the **Description** field populates based on the Element Name selected.

Step	Action
21.	The **Begin Date** and **End Date** fields default based on the Calendar ID or Pay Period previously selected. **Note**: Do not change these dates. If this is not the correct Pay Period, click the **Return to Search** button and select the correct Pay Period in which the donation will take effect.
22.	Enter the hours being received as a positive number in the **Balance Adjustment** field.
23.	Click the icon in the **Comments** field.

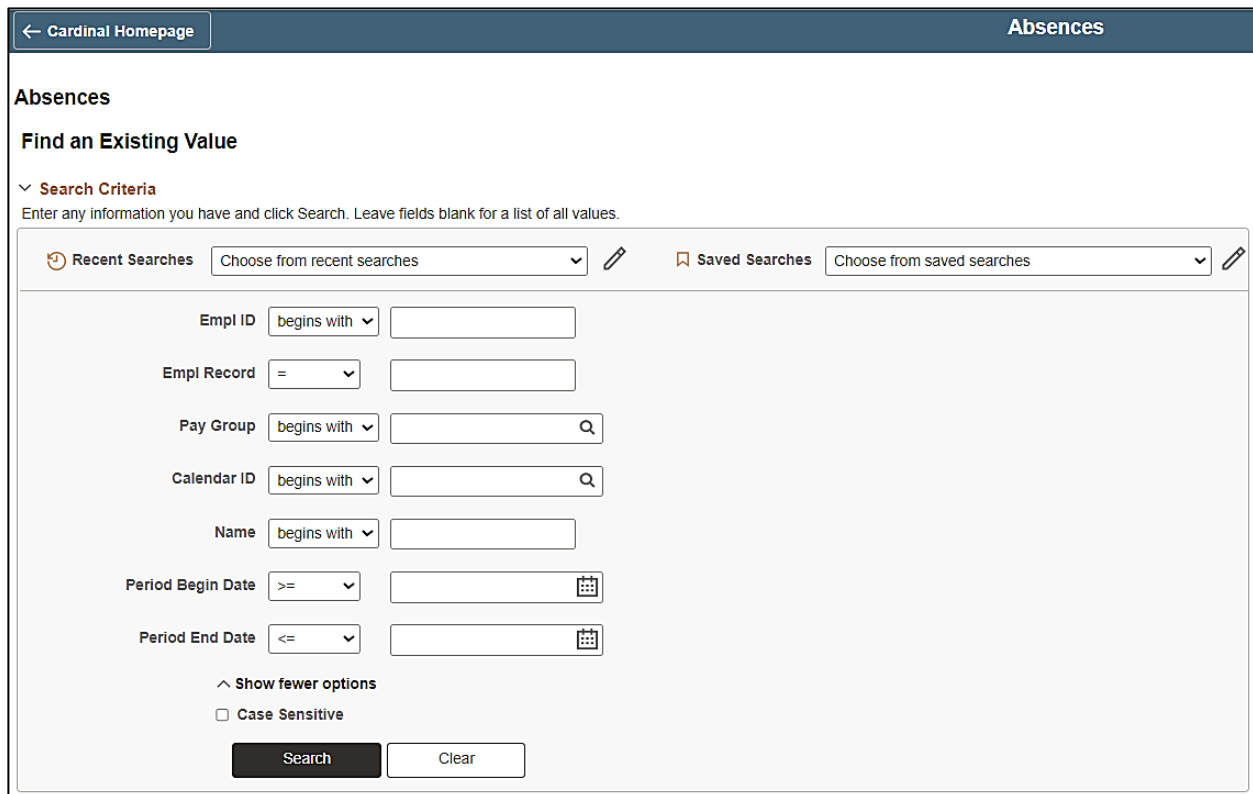| Step	Action
	The **PI for Absence Entitlement** page displays in a pop-up window. **PI for Absence Entitlement** ✕ Help **Absence Comments** Empl ID: Name: Empl Record: 0 Pay Group: SM1 Description: Semi-monthly Classified Calendar ID: SM1 2021SM118 Begin Date: 09/25/2021 End Date: 10/09/2021 Element Name: DLR REC ELEM Description: DLR Receive Element Balance Adjustment: 16.000000 **Additional Information/ Adjustment Comments** Comments: Last Update User ID: Last Update Date/Time: OK Cancel
24.	Enter a brief comment in the **Comments** field to document that this is a leave donation. **Note**: Do not include any PII in the comments. **Additional Information/ Adjustment Comments** Comments:
25.	Click the **OK** button. OK Cancel

Step	Action
	The **Absences** page redisplays.

Step	Action
26.	Click the **Save** button.

| | The leave donation process is now complete. Adjustments made in the current open Pay Period and prior Pay Periods will be processed the next time the Absence Calc process runs (runs nightly). |

Returning Unused Leave Donation

Step	Action
1.	Navigate to the **Absences** page by following this path: **NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences**

The **Absences Search** page displays.

(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.	Enter the applicable employee's (employee donating leave) 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.

Step	Action
3.	Select the employee's Pay Group using the **Pay Group Look Up** icon.
	Note: Ensure that the selected Pay Group is consistent with the employee's **Job Data** page for the same timeframe.
	Pay Group [begins with ∨] [_____ 🔍]
4.	Click the **Search** button.
	[Search] [Clear]
5.	Either select the applicable **Calendar ID** or the applicable **Period Begin Date** to select the Pay Period in which the return of unused hours will take effect.
	Search Results

Search Results

View All | | | | | | |◀ ◀ | 1-100 of 218 ∨ | ▶ ▶|

Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date
	0	SM1	SM1 2021SM118		09/25/2021	10/09/2021
	0	SM1	SM1 2021SM119		10/10/2021	10/24/2021
	0	SM1	SM1 2021SM120		10/25/2021	11/09/2021
	0	SM1	SM1 2021SM121		11/10/2021	11/24/2021
	0	SM1	SM1 2021SM122		11/25/2021	12/09/2021
	0	SM1	SM1 2021SM123		12/10/2021	12/24/2021
	0	SM1	SM1 2021SM124		12/25/2021	01/09/2022
	0	SM1	SM1 2022SM100		01/10/2022	01/10/2022
	0	SM1	SM1 2022SM101		01/10/2022	01/24/2022
	0	SM1	SM1 2022SM102		01/25/2022	02/09/2022
	0	SM1				02/24/2022

Step	Action
	The **Absences** page displays for the applicable employee with the original donation information. **Absences** Employee ID Name Empl Record 0 Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA Calendar ID SM1 2021SM118 Begin Date 09/25/2021 End Date 10/09/2021 This Calendar is finalized. Any changes will be considered during retro processing. **Balance Adjustments** 1-1 of 1 View All *Element Name Description Balance Adjustment Begin Date End Date Comments DLR DON ELEM DLR Donate Element 16 09/25/2021 10/09/2021 Save Return to Search Previous in List Next in List Notify
6.	Update the **Balance Adjustment** field by overwriting the original number of hours donated with the number of hours being returned. Enter this as a negative number. **Balance Adjustment**
7.	Click the icon in the **Comments** field. **Comments**

Step	Action
	The **PI for Absence Entitlement** page displays in a pop-up window. **PI for Absence Entitlement** ✕ Help **Absence Comments** Empl ID: _____ Name: _____ Empl Record: 0 Pay Group: SM1 Description: Semi-monthly Classified Calendar ID: SM1 2021SM118 Begin Date: 09/25/2021 End Date: 10/09/2021 Element Name: DLR DON ELEM Description: DLR Donate Element Balance Adjustment: -4.000000 **Additional Information/ Adjustment Comments** Comments: [ ] Last Update User ID: Last Update Date/Time: [OK] [Cancel]
8.	Enter a brief comment in the **Comments** field to document that this is a return of unused hours from a leave donation. **Note**: Do not include any PII in the comments. **Additional Information/ Adjustment Comments** Comments: [ ]
9.	Click the **OK** button. [OK] [Cancel]

Step	Action
	The **Absences** page redisplays. ![Absences page showing Employee ID, Name, Empl Record 0, Pay Group SM1, Description Semi-monthly Classified, Pay Entity COVA, Calendar ID SM1 2021SM118, Begin Date 09/25/2021, End Date 10/09/2021. This Calendar is finalized. Any changes will be considered during retro processing. Balance Adjustments section with Element Name DLR DON ELEM, Description DLR Donate Element, Balance Adjustment -4, Begin Date 09/25/2021, End Date 10/09/2021. Buttons: Save, Return to Search, Previous in List, Next in List, Notify]
10.	Click the **Save** button. Next, the adjustment must be made for the recipient to remove the unused hours. ![Buttons: Save (highlighted), Return to Search, Previous in List, Next in List, Notify]
11.	Click the **Return to Search** button. ![Buttons: Save, Return to Search (highlighted), Previous in List, Next in List, Notify]

Step	Action
	The **Absences Search** page redisplays.

(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**.
12.	Delete the donor's Employee ID in the **Empl ID** field. **Note**: If using the **Clear** button, capture the Calendar ID first as the Calendar ID of the leave recipient should match the Calendar ID for the person who donated leave.
13.	Enter the applicable employee's (employee who is returning donated hours) 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.

Step	Action
14.	Update the **Pay Group** field as needed. **Note**: Ensure that the selected Pay Group is consistent with the employee's **Job Data** page. Pay Group [begins with ⌄] [_____ 🔍]
15.	Click the **Search** button. [Search] [Clear]
	The **Absences** page displays for the applicable employee with the original leave receipt information. ‹ Cardinal Homepage Absences **Absences** Employee ID [____] Name [____] Empl Record 0 Pay Group SM1 Description Semi-monthly Classified Pay Entity COVA Calendar ID SM1 2021SM118 Begin Date 09/25/2021 End Date 10/09/2021 This Calendar is finalized. Any changes will be considered during retro processing. **Balance Adjustments** 1-1 of 1 ⌄ View All | *Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
DLR REC ELEM 🔍	DLR Receive Element	16	09/25/2021 📅	10/09/2021 📅	💬	+.	—	 [Save] [Return to Search] [Previous in List] [Next in List] [Notify]
16.	Update the **Balance Adjustment** field by overwriting the original number of hours received with the number of unused hours being returned. Enter this as a negative number. **Balance Adjustment** [_____]
17.	Click the icon in the **Comments** field. **Comments** [💬]

Step	Action
	The **PI for Absence Entitlement** page displays in a pop-up window. **PI for Absence Entitlement**　　　　　× Help **Absence Comments** Empl ID: ▢　　　Name: ▢　　　Empl Record:　0 Pay Group:　SM1　　Description: Semi-monthly Classified Calendar ID:　SM1 2021SM118　　Begin Date: 09/25/2021　　End Date:　10/09/2021 Element Name:　DLR REC ELEM　　Description: DLR Receive Element　　Balance Adjustment:　-4.000000 **Additional Information/ Adjustment Comments** Comments: ▢ Last Update User ID:　　　　　Last Update Date/Time: [OK]　[Cancel]
18.	Enter a brief comment in the **Comments** field to document that this is a return of unused hours from a leave donation. **Note**: Do not include any PII in the comments. **Additional Information/ Adjustment Comments** Comments: ▢
19.	Click the **OK** button. [OK]　[Cancel]

Step	Action
	The **Absences** page redisplays.
20.	Click the **Save** button.
ℹ	The return of unused hours from a leave donation process is now complete. Adjustments made in the current open Pay Period and prior Pay Periods will be processed the next time the Absence Calc process runs (runs nightly).

Transferring From one Agency to Another Agency

- The process below using the **Supporting Elements** page only applies to transferring VAC and Traditional Sick hours. This process allows transferred Vacation and Traditional Sick hours to be used in the first Pay Period in the new Agency.

- Cardinal automatically entitles VSDP Sick, VSDP Personal, and CSL based on New Hire DHRM policy. Use the Manually Adjusting an Existing Absence Entitlement Balances section of this Job Aid to adjust these balances to reflect the hours that the employee is transferring as needed.

- To adjust absence balances for all other leave types, see the Manually Adjusting an Existing Absence Entitlement Balances section of this Job Aid. When employees transfer to another Agency, all absence balances should be reviewed and updated as needed.

Step	Action
1.	To transfer Vacation (Annual Leave) or Traditional Sick balances for an employee transferring to another State Agency, navigate to the **Supporting Elements** page by following this path: **NavBar > Menu > Global Payroll & Absence Mgmt > Payee Data > Create Overrides > Supporting Elements**

The **Supporting Elements Search** page displays.

	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**.

Step	Action
2.	Enter the applicable employee's Employee ID in the **Empl ID** field. **Note**: You 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 ∨] [_____]
3.	Click the **Search** button. [Search] [Clear]

The **Supporting Elements** page displays for the applicable employee with the **Elements/Dates** tab displayed by default.

‹ Adjust Absence Balances   **Supporting Elements**

Supporting Elements

Employee ID [____]	Empl Record 0	Name [____]

Payee Supporting Element Override List

|◀ ◀   1-1 of 1 ∨   ▶ ▶| | View All

Elements/Dates

Element Type	Element Name	Description	*Begin Date	End Date		
[____∨]			12/10/2024		+	−

[Save] [Return to Search] [Previous in List] [Next in List] [Notify]

Step	Action
4.	Click the **Element Type** dropdown button and select "Variable". **Element Type** [_____ ∨]

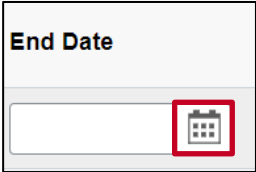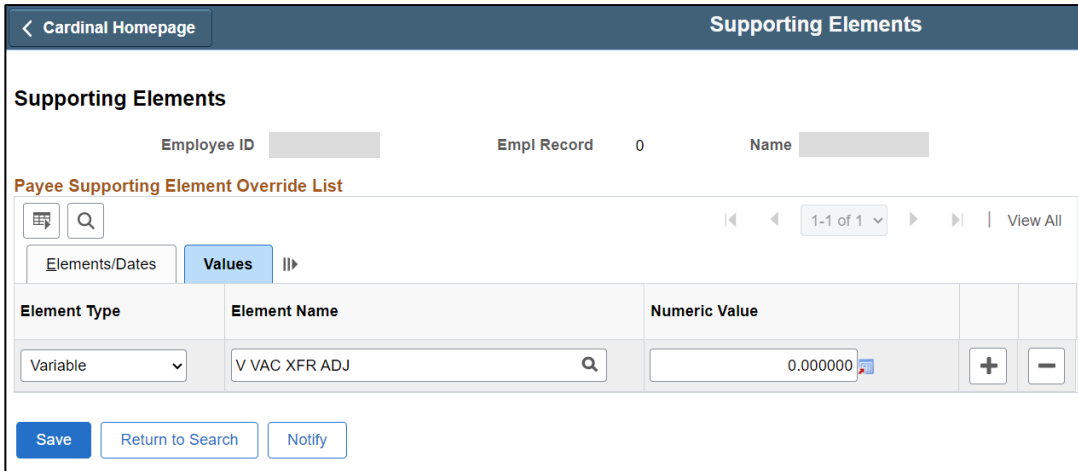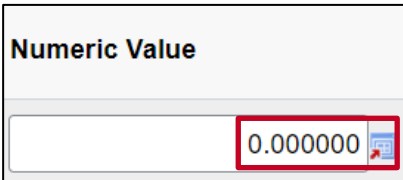| Step	Action
	The **Supporting Elements** page refreshes.
5.	Click the **Element Name Look up** icon.
	The **Look Up Element** page displays in a pop-up window.
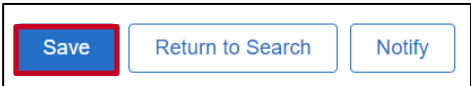
Step	Action
6.	In the **Element Name** column, select "V VAC XFR ADJ" to update the Vacation balance or select "V SCK XFR ADJ" to update the Traditional Sick balance. | Element Name	Description	Country Code
---	---	---
V ERL R1R2 EXP	R1R2 Expiration on R3 09/24/23	USA
V FMLA EMP/FAM BAL	V FMLA EMP/FAM BAL	USA
V FMLA MILITARY BA	V FMLA MILITARY BAL	USA
V FMLA ROLLOVER BA	V FMLA ROLLOVER BA	USA
V SCK FMLA TAKE BA	V SCK FMLA TAKE BA	USA
V SCK XFR ADJ	V SCK XFR ADJ	USA
V SDP FMLA TAKE BA	V SDP FMLA TAKE BA	USA
V SRL R1R2 EXP	R1R2 Expiration on R3 09/24/23	USA
V STD TAKE BAL DAY	V STD TAKE BAL DAY	USA
V STD VAC ACR LMT	V STD VAC ACR LMT	USA
V VAC XFR ADJ	V VAC XFR ADJ	USA
V WCL TAKE BAL DAY	V WCL TAKE BAL DAY	USA
V WCL VAC ACR LMT	V WCL VAC ACR LMT	USA	
	The **Supporting Elements** page redisplays.
ℹ	The **Begin Date** field defaults based on the current open Pay Period. The begin date determines the date which the transferred balance can be used by the employee and should be the first day of the employee's first Pay Period at the new Agency.

Step	Action
7.	Click the **End Date Calendar** icon and select the applicable end date. **Note:** The end date should correspond to the Pay Period begin date. If the **End Date** field is left blank, the employee will receive the balance each pay period. If the begin date and end date span multiple pay periods, the employee will receive the balance adjustment each pay period beginning with the **Begin Date** and ending with the **End Date**. **End Date**
8.	Click the **Values** tab. Elements/Dates | **Values** | II▶
	The **Values** tab displays. **‹ Cardinal Homepage** **Supporting Elements** **Supporting Elements** Employee ID _____ Empl Record 0 Name _____ **Payee Supporting Element Override List** 1-1 of 1 ⌄ | View All Elements/Dates | **Values** | II▶ **Element Type** | **Element Name** | **Numeric Value** Variable ⌄ | V VAC XFR ADJ 🔍 | 0.000000 | + | − Save | Return to Search | Notify
9.	Enter the number of hours the employee is transferring from the previous Agency in the **Numeric Value** field for the corresponding row. **Numeric Value** 0.000000
10.	Click the **Save** button. Save | Return to Search | Notify

Managing Leave for Employees Who Work Fewer than 12 Months a Year

Agencies have two options for managing leave for employees who are work fewer than 12 months a year.
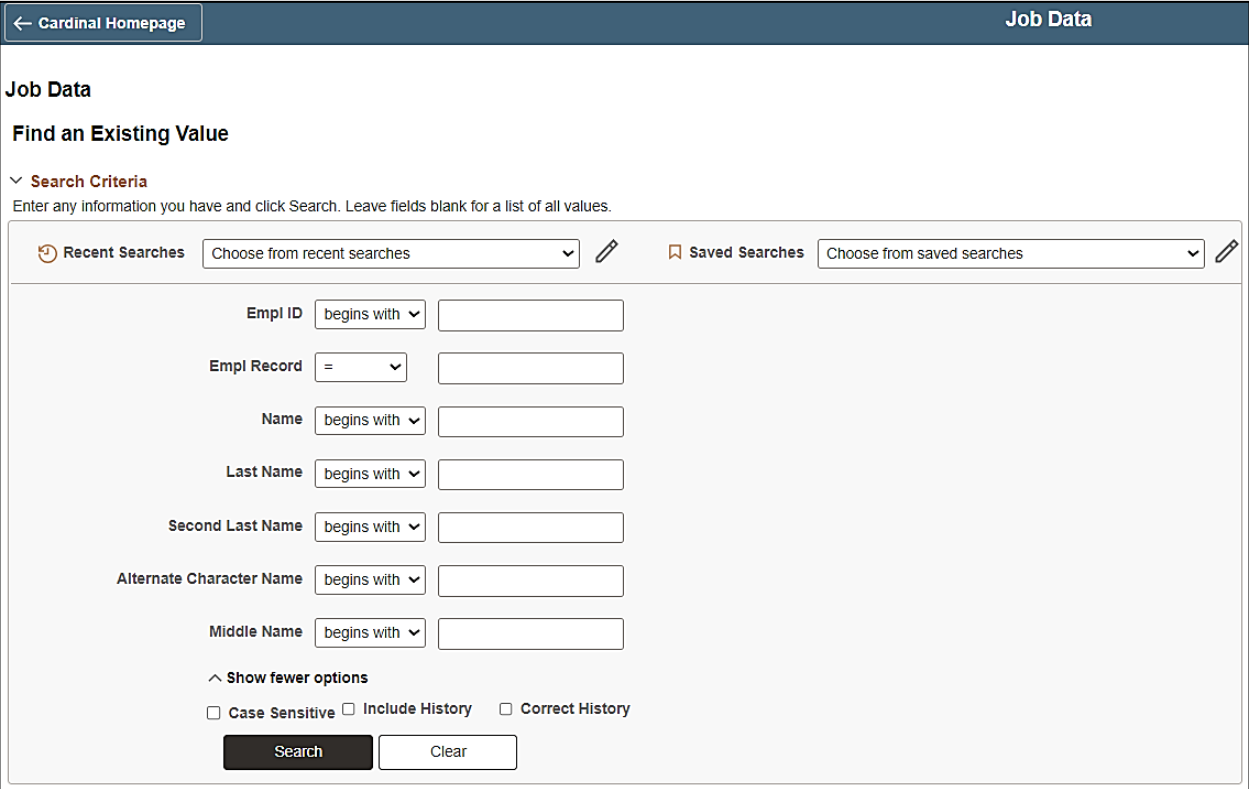
1. HR Administrators can enroll the employee in the **FACREGGRP** or **FACVSDPGRP Eligibility group** and AM Administrators can manually adjust their balances.

   The **Leave Balance Adjustment Mass Upload** can be used for employees in the **FACREGGRP** or **FACVSDPGRP** to manually adjust their FVC Flex Vacation Absence balance. FVC is a leave type that does not automatically accrue semi-monthly. FVC can be used by employees who work less than 12 months per year or can be used by agencies that do not follow or do not fully follow DHRM leave policy but still track leave in Cardinal.

2. HR Administrators can update the employees **Job Data** by adding a new effective dated row and updating the employees' **Eligibility Group** from **VSDPELGGRP** to **FACREGGRP**. The **FACREGGRP Eligibility Group** does not include VAC accrual or VSDP PER or VSDP Sick Leave. HR Administrators will need to add another effective dated row to return the employees to the **VSDPELGGRP Eligibility Group** upon their return to work.

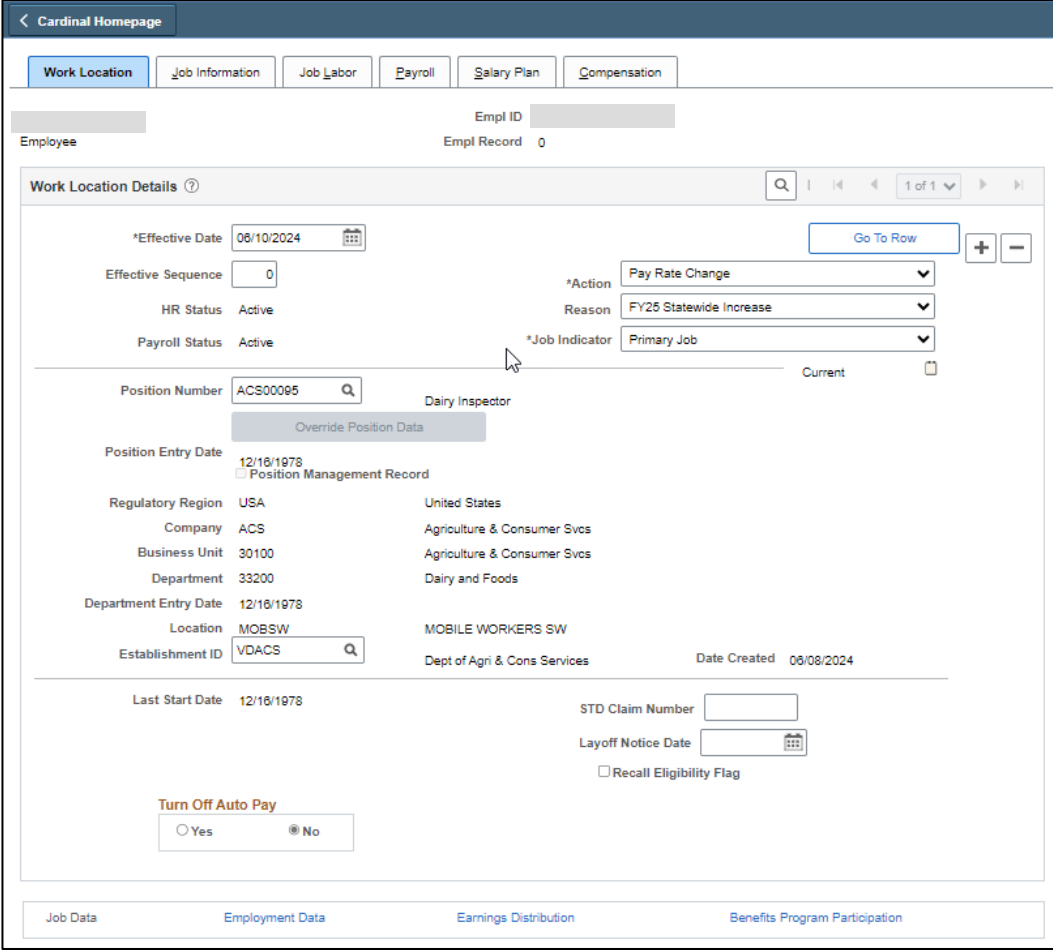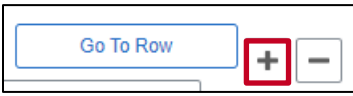   HR Administrators can update **Job Data** in one of two ways.

   a. If there is a large number of employees, the **Job Data Mass Upload** can be used to update the **Eligibility Group**
   b. HR Administrators can update each **Job Data** record individually by following the steps below.

Step	Action
1.	Update the **Eligibility Group** by navigating to the Employee's **Job Data Record**. **NavBar > Menu > Workforce Administration > Job Information > Job Data**

The J**ob Data Search** page displays.

	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.	Enter the applicable employee's Employee ID in the **Empl ID** field. **Note**: You 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.
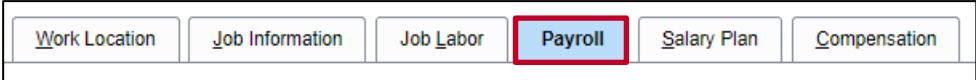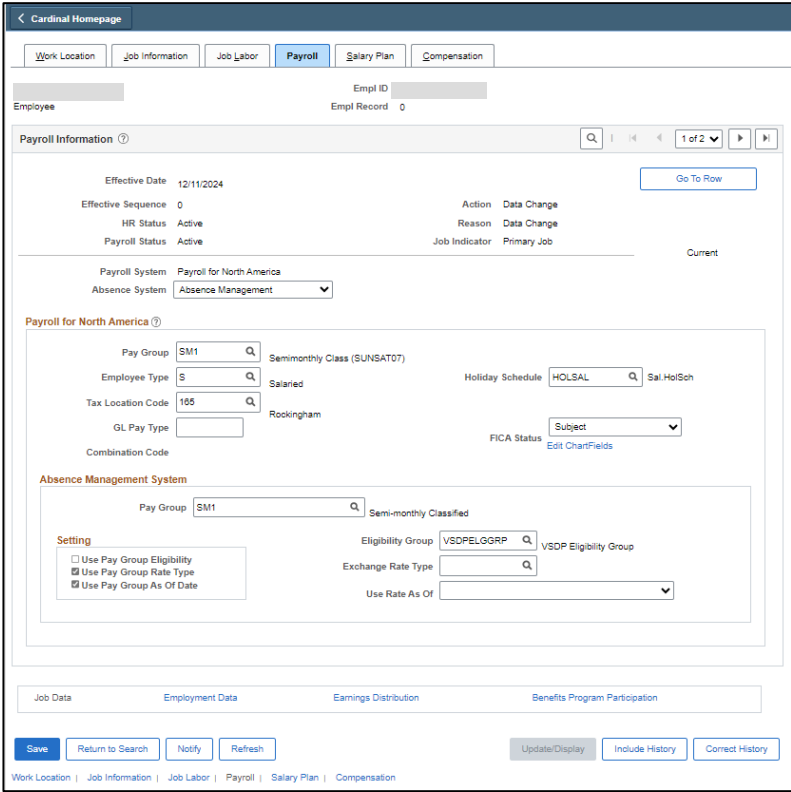
Step	Action
	The Employee's **Job Data Record** displays.
4.	Click the **Add a New Row** icon **(+)** to Add a New Effective Dated Row.
5.	Enter/select the appropriate effective date in the **Effective Date** field.
6.	Click the **Action** dropdown button and select "Data Change".

Step	Action
7.	Click the **Reason** dropdown button and select "Data Change". ![Action/Reason dropdowns showing "Data Change"] *Action: Data Change Reason: Data Change
8.	Click the **Payroll** tab. ![Tabs: Work Location, Job Information, Job Labor, Payroll, Salary Plan, Compensation]

The **Payroll** tab displays.

Step	Action
9.	Change the **Eligibility Group** from "VSDPELGGRP" to "FACREGGRP" using the **Look Up** icon. Eligibility Group: FACREGGRP — Flex Regular Elig Group
10.	Click the **Save** button. ![Save, Return to Search, Notify, Refresh buttons]