

HUMAN CAPITAL MANAGEMENT

Time & Attendance WorkCenter and Centralized Delegation

August 12, 2026

Agenda

01

Welcome & Cardinal Upgrade Overview

02

Upgrade FAQs: Timesheet & Absence Changes

03

Time & Attendance WorkCenter

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Wrap-Up and Question & Answer

Welcome to Today's Webinar!

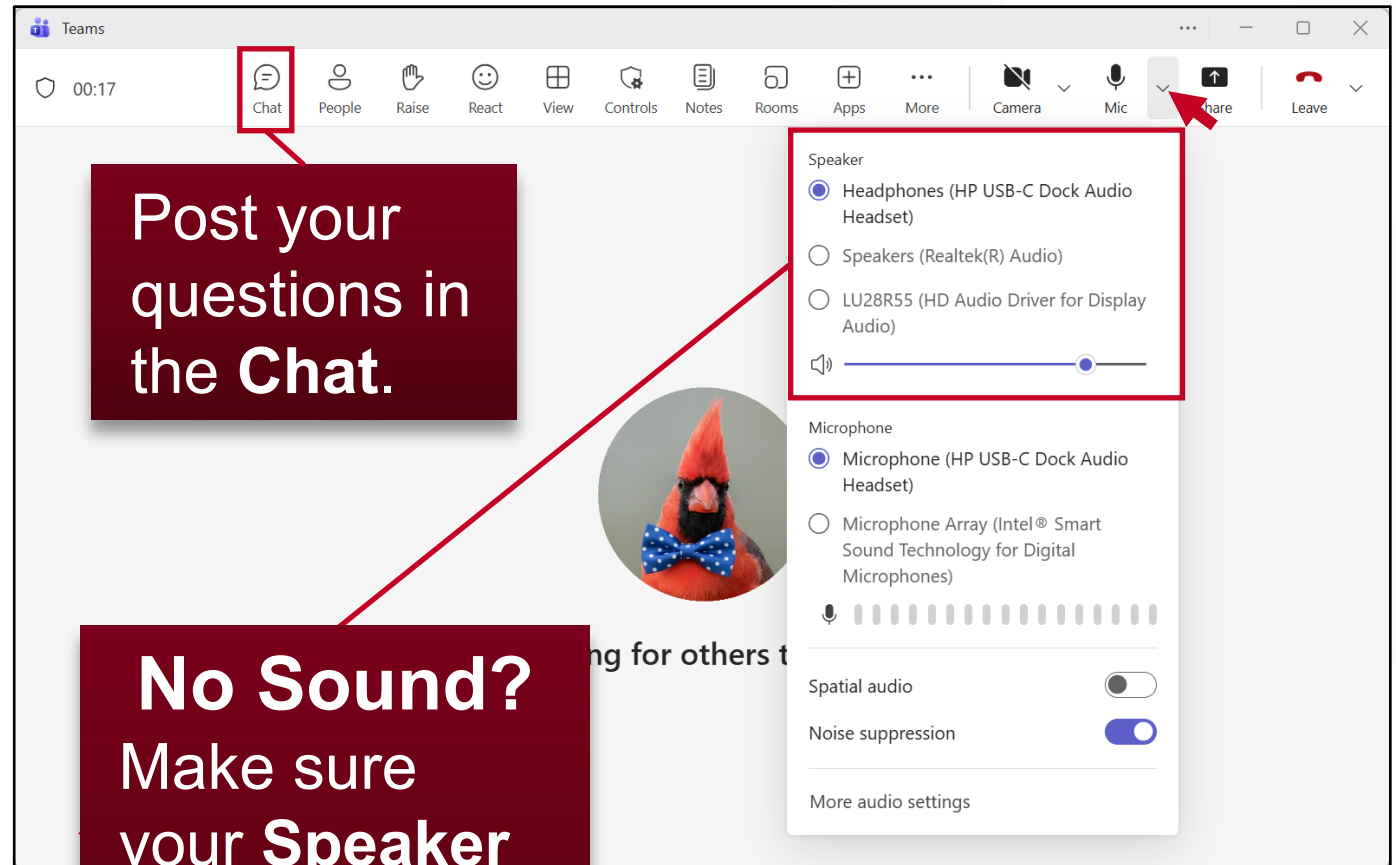
Q&A Format

Post your questions in the Chat.
While we may not answer every question during today's session, all inquiries will be captured for follow-up.

Agency-Specific Questions

Will **not** be addressed today – please open a ticket instead.

All attendees have been muted.

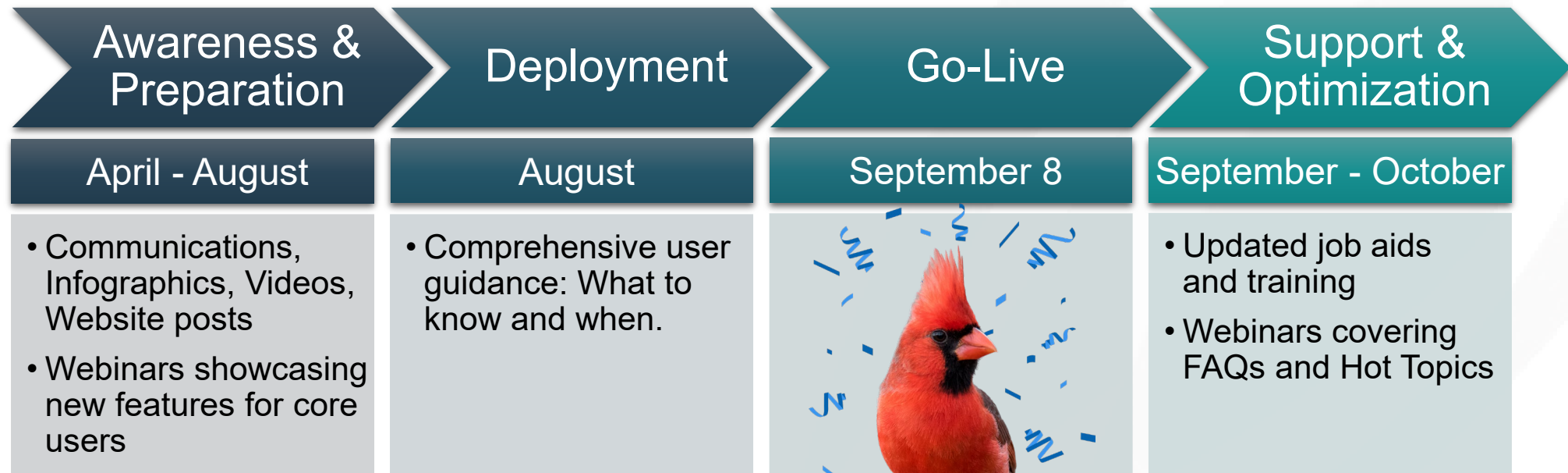


What to Expect in This Webinar

- ✓ This session highlights new features and changes in the Cardinal Upgrade. It is an informational overview, not a formal training class.
- ✓ If we have not discussed a particular Cardinal function in today's webinar or in our July 21 webinar, it is likely unchanged as part of the upgrade.
- ✓ All job aids, training, and support materials are being updated and will be made available before the upgrade.
- ✓ Agency users will not have access to a training environment to preview the upgraded system.
- ✓ Retaking completed Cardinal training is **not required**.
- ✓ **This session is being recorded.** The recording will be made available shortly after the event.

What is the Cardinal Upgrade?

- The Cardinal team is enhancing the Financials (FIN) and Human Capital Management (HCM) applications.
- This upgrade will deliver a range of new features designed to improve system functionality and your overall user experience.
- Scheduled to go live on **September 8, 2026**.



Cardinal Upgrade: Impact on Your Favorites

As Cardinal transitions to a modern navigation experience, existing personalizations and favorites may be linked to pages or menu items that no longer exist. Please note the following impacts on your saved items:

- **Homepage Personalizations and NavBar Favorites:** Automatically removed at go-live due to the new navigation structure.
 - A communication will go out to all users with instructions about re-creating favorites in the upgraded system.
- **Queries & Run Controls:** Existing favorite queries and Run Control IDs will remain intact—no action required.

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Cancelling Absence Requests

Can employees cancel an approved absence request?

- **Yes.** Employees can submit a cancellation request, which routes to their current supervisor for approval.

Can an employee cancel an absence request that has already been processed and the leave period has been finalized?

- **Yes.** Once the current supervisor approves the cancellation, the absence calculation process updates the employee's leave balance.

How does a new supervisor evaluate a cancellation request if a previous manager approved the original leave?

- **The process remains the same as today:** the employee must coordinate directly with their current supervisor to provide the necessary context when cancelling an approved absence.

Entering Time – Multiple Jobs

Employees with multiple jobs can click "Select Another Job" under their name, then choose the job they want to report time for in the **Change Job Selection** pop-up.

The screenshot displays the 'Enter Time' interface. At the top, it shows 'Employee ID' (redacted), 'Empl Record 3', 'Time Reporting Type Positive', and 'Earliest Change Date 01/12/2026'. Below this, the current job is 'Policy Planning Spec III'. A link labeled 'Select Another Job' is highlighted with a red box. A red arrow points from this link to a 'Change Job Selection' pop-up window. The pop-up has a title bar with a close button and lists two job options: 'Info Technology Specialist IV' and 'Policy Planning Spec III'. In the background, a calendar for the week of July 19, 2026, to July 25, 2026, is visible, showing 'Scheduled 0.00' and a table of dates with time entry fields.

Timesheet Status Bar – Wage Employee

The wage employee timesheet ***does not*** include the status bar.

Enter Time

Employee ID

Time Reporting Type

Positive

Workgroup

HNRF07BP1

Empl Record

0

Earliest Change Date

01/25/2026

Admin and Office Spec III

<

>

July 26, 2026 - August 1, 2026

*View By

Weekly

Scheduled

0.00

|

Reported

24.00 Hours

Submit

...

*Time Reporting Code

Row Totals

26 Sun

27 Mon

28 Tue

29 Wed

30 Thu

31 Fri

1 Sat

Taskgroup

Business Unit

Telework

REG - Regular Hours

24.00

+

-

8.00

8.00

8.00

15600CCOP

15600

Time Summary

Exceptions

Payable Time

Category

Total

Sun 26

Mon 27

Tue 28

Wed 29

Thu 30

Fri 31

Sat 1

Regular TRCs

24.00

8.00

8.00

8.00

Total Reported Hours

24.00

8.00

8.00

8.00

Timesheet Status Bar – Different Set Work Schedule

Timesheets display daily hours per the employee's assigned work schedule.

Enter Time

Employee ID

Time Reporting Type Positive

Workgroup SELP071P1

Empl Record 0

Earliest Change Date 06/10/2026

Law Enforcement Manager II

<

>

July 26, 2026 - August 1, 2026

*View By

Weekly

Scheduled 40.00

Reported 0.00 Hours

Submit

*Time Reporting Code

Row Totals

26 Sun

0 of 0

27 Mon

0 of 10

28 Tue

0 of 9

29 Wed

0 of 4

30 Thu

0 of 10

31 Fri

0 of 7

1 Sat

0 of 0

Taskgroup

Business Unit

Telework

+

-

15600CCOP

15600

Time Summary

Leave/Compensatory Time

Absences

Exceptions

Payable Time

Category	Total	Sun 26	Mon 27	Tue 28	Wed 29	Thu 30	Fri 31	Sat 1
Total Reported Hours								
Total Scheduled Hours	40.00		10.00	9.00	4.00	10.00	7.00	
Schedule Deviation	40.00		10.00	9.00	4.00	10.00	7.00	

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Timesheet Status Bar – Variable Work Schedule

The status bar displays 24 hours everyday for employees with a variable work schedule

Enter Time

Employee ID

Time Reporting Type Positive

Workgroup SNLF071P1

Empl Record 0

Earliest Change Date 05/25/2026

Law Enforcement Officer III

<

>

July 26, 2026 - August 1, 2026

*View By

Weekly

Scheduled 168.00

Reported 0.00 Hours

Submit

*Time Reporting Code

Row Totals

26 Sun

27 Mon

28 Tue

29 Wed

30 Thu

31 Fri

1 Sat

Taskgroup

Business Unit

Telework

0 of 24

0 of 24

0 of 24

0 of 24

0 of 24

0 of 24

0 of 24

+

-

15600CCOP

15600

Time Summary

Leave/Compensatory Time

Absences

Exceptions

Payable Time

Category	Total	Sun 26	Mon 27	Tue 28	Wed 29	Thu 30	Fri 31	Sat 1
Total Reported Hours								
Total Scheduled Hours	168.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00
Schedule Deviation	168.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00

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Timesheet & Absence Entry Support

- All Cardinal job aids and training courses and materials are being updated and will be made available **prior to September 8, 2026**.
- Visit www.cardinalproject.virginia.gov/upgrade/go-live for pre-released job aids and additional support materials.
- A select group of Time & Labor and Absence Supervisors and Timekeepers will be invited to a live webinar on Wednesday, August 26, to review Time & Attendance enhancements, with a full recording shared to all Supervisors and Timekeepers afterward.
- A communication will be sent directly to time reporters at the end of August that details changes and provides links to a video, job aids, and other reference materials.

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Time and Attendance WorkCenter

The screenshot displays the 'Time and Labor WorkCenter' interface. The top navigation bar includes a back arrow, icons for clock, heart, and person, a 'Search in Menu' input field, and icons for home, notifications, and a menu. The left sidebar, titled 'Time and Labor WorkCenter', contains a 'My Work' section with a 'Fix Exception' item highlighted in orange and marked with a green circle containing the number 9. Other sidebar items include 'Exceptions', 'My Approvals', 'Links', 'Queries', and 'Reports/Processes'. The main content area is titled 'Fix Exception' and shows a table with columns for Name, Job, and Severity. The first row of the table shows 'JOHN DOE' as the Name, 'Emergency Coordinator II' as the Job, and 'TLX00001 - Invalid Comp Time TRC/Balance' as the Severity. A blue text box is overlaid on the right side of the interface, containing the following text:

The Time and Attendance WorkCenter is a central hub for TA core users that brings together items requiring attention and provides easy access to pages, queries, reports, and processes needed to perform TA related job functions.

Time and Attendance WorkCenter

The screenshot shows the 'Time and Labor WorkCenter' interface. The left sidebar contains a navigation menu with the following items: 'My Work' (checked), 'Exceptions' (with a dropdown arrow), 'Allowable Exception' (with a count of 9), 'Fix Exception' (highlighted in orange with a count of 9), 'My Approvals', 'Links', 'Queries', and 'Reports/Processes'. The main content area displays a table with columns for 'Name', 'Emergency Coordinator ID', 'Invalid Come Time', 'TRC/Balance', and 'High'. The table contains several rows of data, including 'JOHN DOE' and 'Emergency Coordinator ID: TLX00004'. Five callout boxes with red lines pointing to the sidebar items provide descriptions: 'My Work' (To-Do list), 'My Approvals' (pending TA transactions), 'Links' (navigation to day-to-day tasks), 'Queries' (Must Run and Most Run queries), and 'Reports/Processes' (access to recurring reports and processes).

My Work: Your “To-Do” list. View of exceptions requiring review or correction.

My Approvals: Displays pending TA transactions specific to the user’s security role and delegated authority.

Links: Direct navigation to the pages used in day-to-day TA tasks.

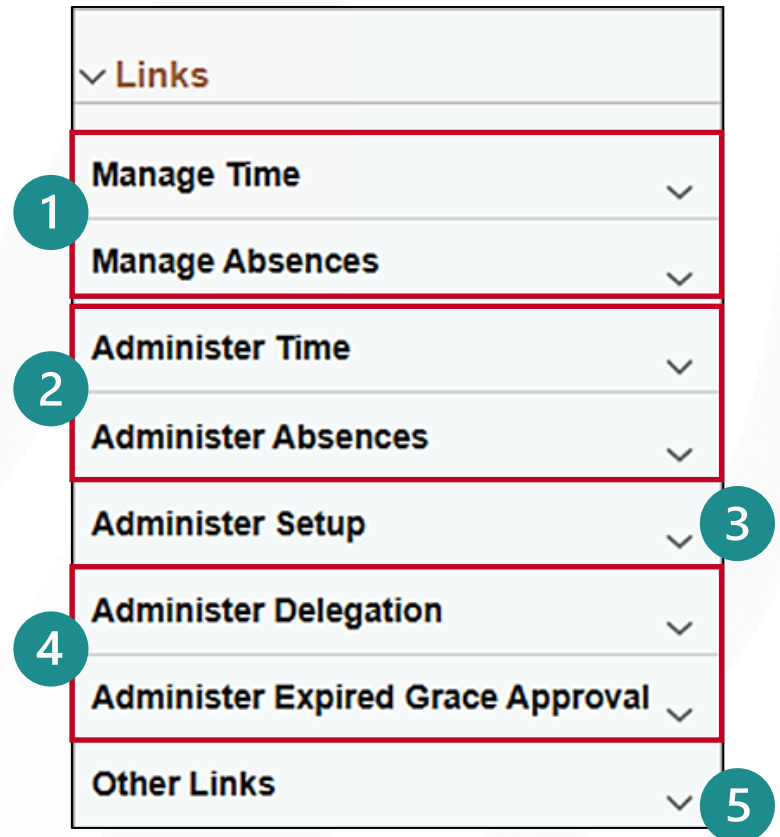
Queries: Must Run recurring queries (compliance/payroll) and **Most Run** (frequently used) queries directly within the workspace.

Reports/Processes: Direct access to recurring **Must Run** and **Most Run** reports and processes supporting payroll and compliance.

Time and Attendance WorkCenter: Links

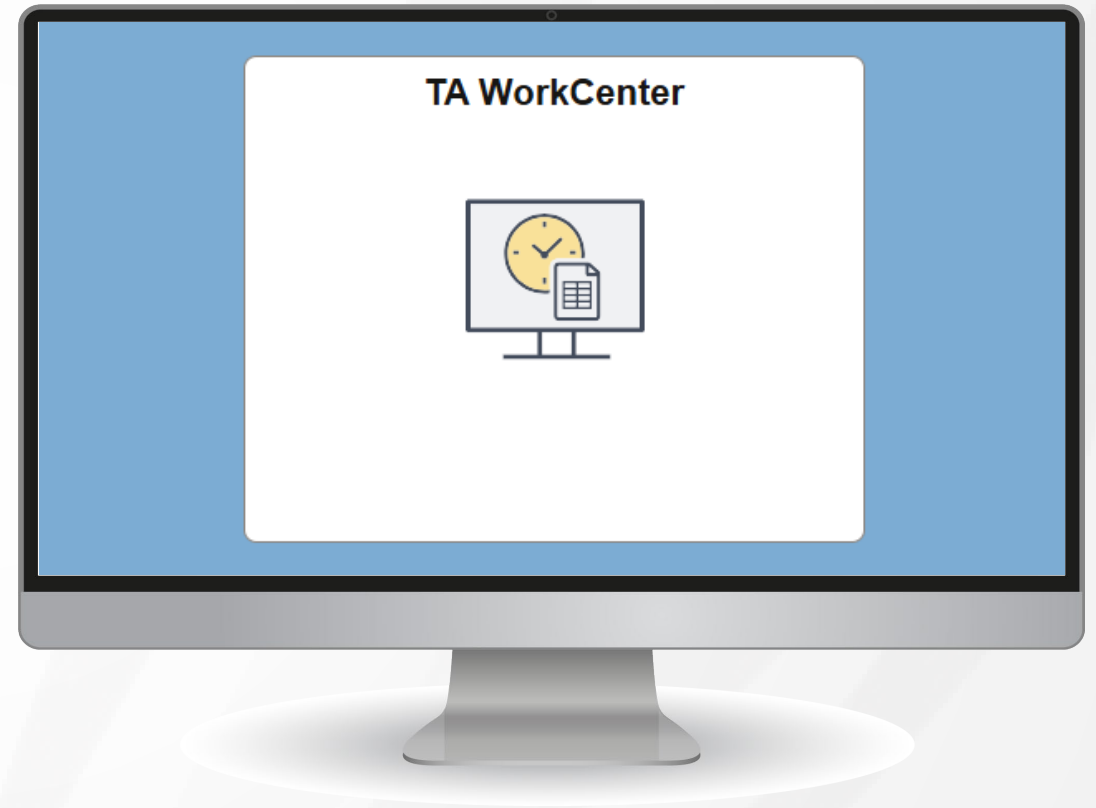
The Links menu is organized by role-based functional groups to streamline navigation to key Time & Attendance pages.

1. **Manage Time & Absences:** Access to time/absence entry and review pages. (*Supervisors & Timekeepers*)
2. **Administer Time & Absences:** Access to time/absence processing pages. (*TA and AM Administrators*)
3. **Administer Setup:** Access to employee-level setup data. (*TA Employee Setup Administrators*)
4. **Delegation & Grace Approvals:** Access to delegation maintenance pages to manage approval delegation and expired grace approval pages to review and approve time. (*Delegation Administrator, TA Expired Grace Approver*)
5. **Other Links:** Access to Report Manager and Process Monitor. (*All Core Users*)



LIVE DEMONSTRATION

TA WorkCenter





Q & A

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Delegation

Delegation is now accessible through the new **Delegations** tile on the Cardinal HCM homepage or through the **TA WorkCenter** under **Links**.

Pending Delegation Authority requests will appear under **My Approvals**.

The image shows a screenshot of the Cardinal HCM homepage and the TA WorkCenter sidebar. The homepage features a grid of tiles including Cardinal Message Board, Cardinal Portal, Cardinal Financials, TA WorkCenter, Query Viewer, Payroll, Delegations (highlighted with a blue border), Approvals, My Team Time, Time, Personal Details, Benefit Details, Job Summary, and Total Rewards. The TA WorkCenter sidebar on the right contains sections for My Work, My Approvals, Time Approvals, and Links. The Delegations tile on the homepage and the Delegation of Authority link in the sidebar are highlighted with red borders.

Cardinal HCM

Search in Menu

Cardinal Message Board
0
Message(s) published today
0
Total active message(s)

Cardinal Portal

Cardinal Financials

TA WorkCenter

Query Viewer

Payroll
Last Pay Date 01/16/2026

Delegations

Approvals
6

My Team Time

Time

Personal Details

Benefit Details
Action Required

Job Summary

Total Rewards
05/02/2026 - 05/31/2026

Time and Labor WorkCenter

> My Work

My Approvals

Time Approvals

Payable Time

Reported Time

Absence Request

Cancel Absence

Delegation of Authority

Links

Manage Time

Manage Absences

Administer Time

Administer Absences

Administer Setup

Manage Delegation

Delegations

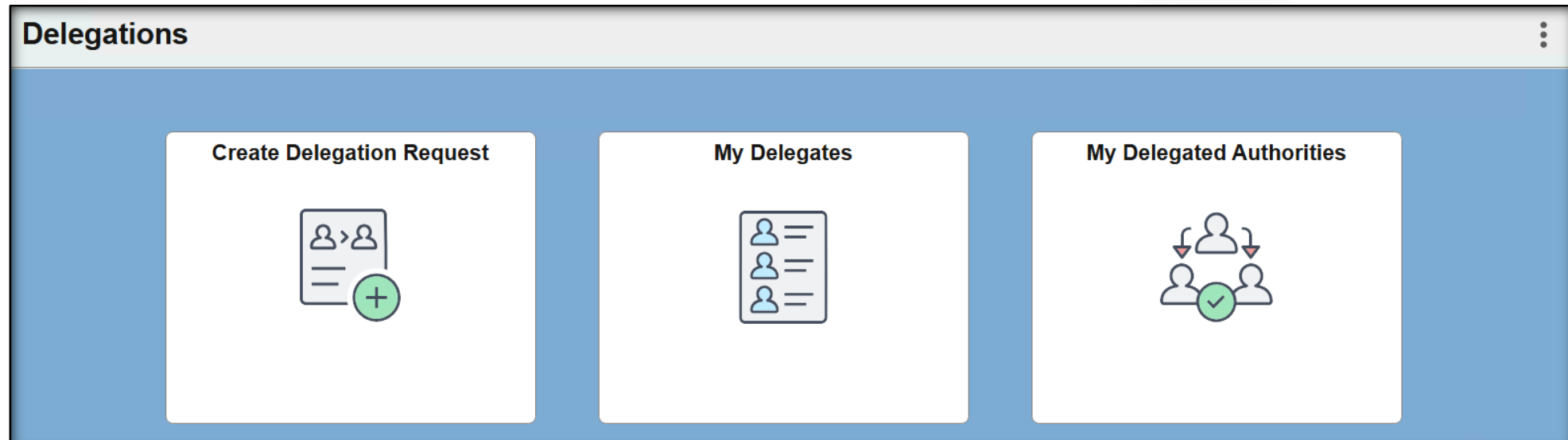
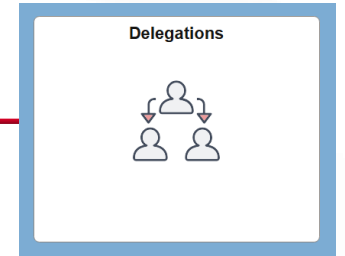
Administer Delegation

Administer Create Delegation

Administer Delegation

Delegation - Supervisors

Supervisors can create, view, and respond to delegation requests using the new Delegations tile.



Create Delegation Request

Delegate your approval authority to another approver.

My Delegates

Track and review the requests you have assigned to others.

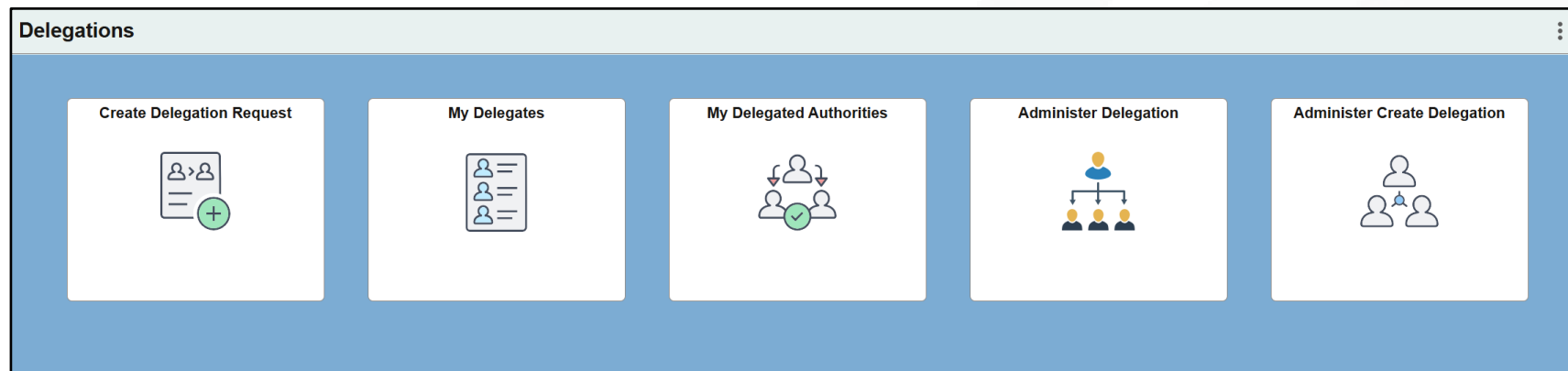
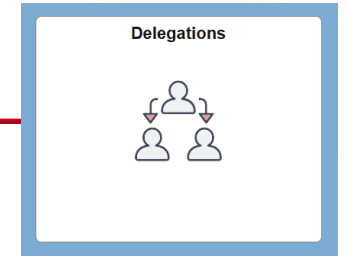
My Delegated Authorities

View transactions delegated to you by another approver.

Delegation Administrators

In addition to standard supervisor features (*Create Delegation Request*, *My Delegates*, and *My Delegated Authorities*), **Delegation Administrators** have access to dedicated admin tools:

- **Administer Delegation:** Gives administrators the ability to search and review delegation activity for the employees they are authorized to support
- **Administer Create Delegation:** Allows an authorized administrator to create a delegation on behalf of a supervisor when needed.



Delegation Enhancements

Guided Request Creation	Step-by-step guided activity that walks supervisors and administrators through the Create Delegation Request process.
Multiple Delegate Routing	Transactions can now be delegated to multiple people. The first delegate to accept receives the pending transactions, subsequent transactions route to all accepted delegates.
Absence Workflow Updates	Delegation now supports Absence Request and Absence Cancellation transactions.
Smarter Validation	Instant notification when a supervisor attempts to delegate a transaction that already has an active delegation.
Improved Search	Administer Delegation search page has been redesigned. Prompt pages have been replaced with drop-down selections, and searches for both the Delegator and Delegate are performed using the employee's name.
Mobile Friendly	Access, review, and approve delegation requests on smartphones and tablets.

Delegation Process

The delegation process is not changing—the user experience has been modernized to make delegation easier to create, manage, and navigate.

- The purpose of delegation remains the same.
- Security roles and permissions are unchanged.
- Approval routing and business rules remain the same.
- Existing delegation concepts and eligibility requirements remain unchanged.
- Delegation still becomes active only after the Delegate accepts the request.

LIVE DEMONSTRATION

Delegations





Q & A

Next Steps

EXPLORE THE CARDINAL UPGRADE WEBPAGE

 cardinalproject.virginia.gov/upgrade



Communications & Infographics



Videos



Webinar Recordings & Presentations



Go-Live Resources

Share Your Feedback!

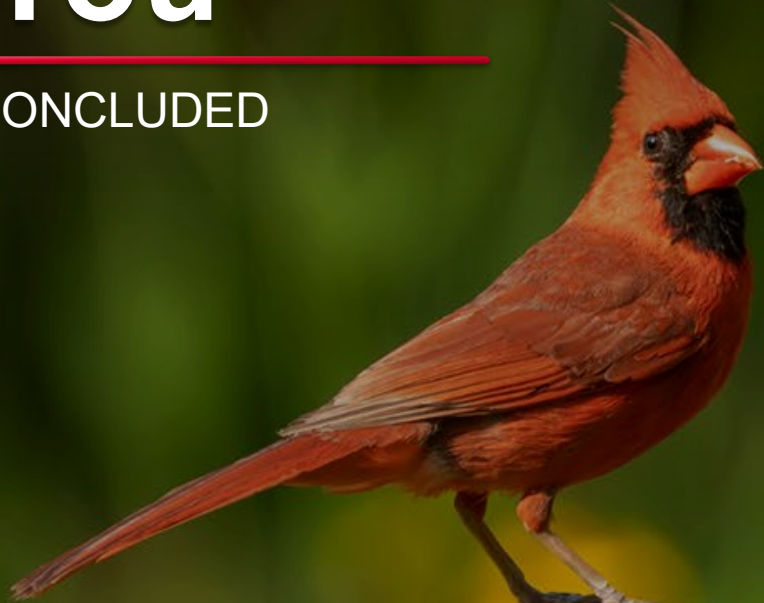
Scan the QR code or click the link below to take a brief survey.



<https://forms.office.com/g/mn8Qni7PzF>

Thank You

PRESENTATION CONCLUDED



We Value Your Feedback!

Scan the QR code or click the link below to take a brief survey.



<https://forms.office.com/g/mn8Qni7PzF>

A copy of this presentation and the recording will be sent to all attendees and invitees.

www.cardinalproject.virginia.gov