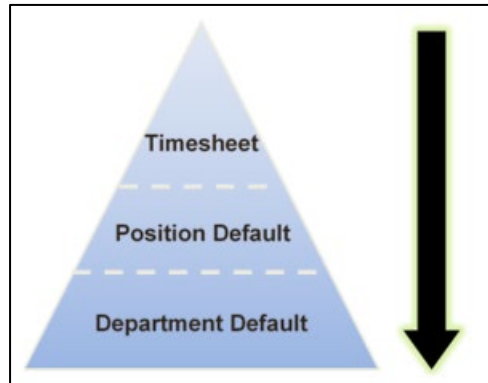


Entering ChartField Details on the Timesheet Overview

Payroll expense allocations are driven by funding data called ChartFields. In Cardinal Payroll, ChartField information is entered in two places: directly on the Timesheet and as position and/or department defaults. ChartFields are always required to ensure payroll expenses are allocated appropriately. Cardinal first looks for ChartFields on the Timesheet. If there are none, it will apply the Position funding defaults. If no position defaults are set up, Cardinal will use the Department funding defaults.



Agencies determine which employees see the **ChartFields** link on their Timesheet. Typically, those employees who charge their time to different Agencies, departments, or projects will see the **ChartFields** link on their Timesheets. Agencies can elect to have ChartFields set up one of the following ways for each employee:

- **Default** – **ChartField** link is not visible on the Timesheet and funding information will always use position or department defaults. **Taskgroup** ends in BA or IN.
- **Optional** – **ChartField** link is visible on the Timesheet and employee has the option to change default values as needed/directed. **Taskgroup** ends CCOP or CCO.
- **Required** – **ChartField** link is visible on the Timesheet and ChartFields must be entered for all productive time because position or department defaults are not used. **Taskgroup** ends in CCRQ or CRQ.

The **ChartFields** link is in the timesheet grid and is used to access the **ChartField Detail** page, where individual charge distribution values (i.e., ChartField strings) are added or updated. If ChartFields are required, they must be associated with each Time Reporting Code (TRC) used to report productive time.

SpeedTypes can be used in conjunction with ChartFields to help quickly enter combinations of charge distribution values (i.e., ChartField strings). The use of SpeedTypes is optional, and not all Agencies have SpeedTypes available in Cardinal. Follow up with the supervisor/manager to determine if SpeedTypes will be used within your Agency.

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	3
Entering ChartFields on the Timesheet	4
Using SpeedTypes to Enter ChartFields	13
Splitting Hours Between ChartFields	25



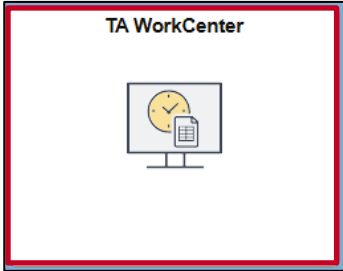
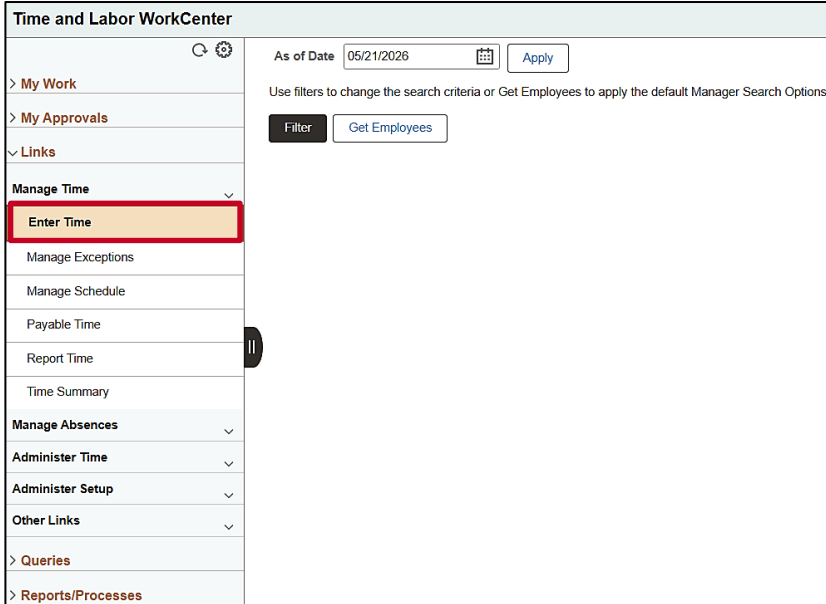
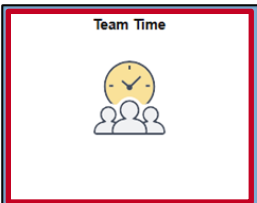
Time & Attendance Job Aid

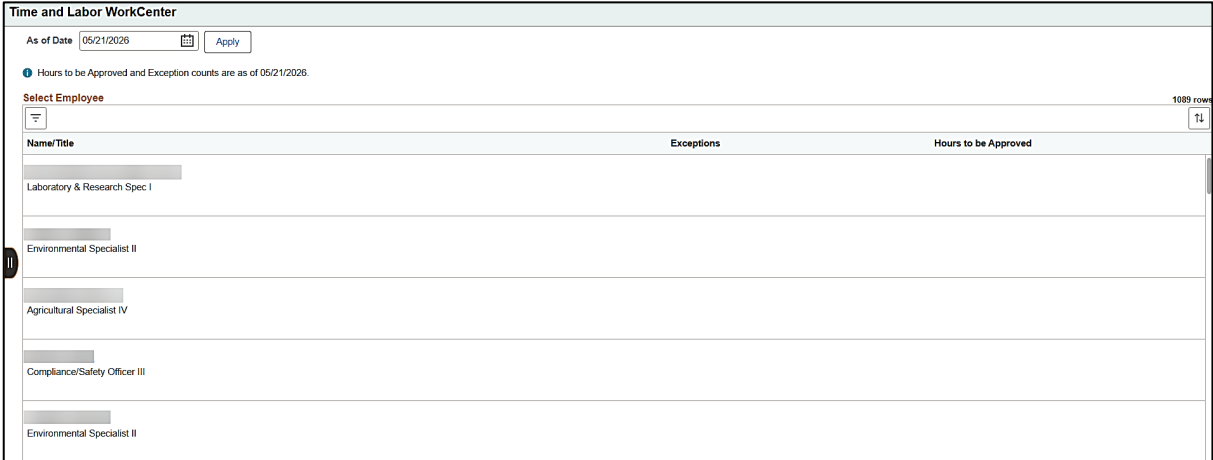
TA371 Entering ChartField Details on the Timesheet

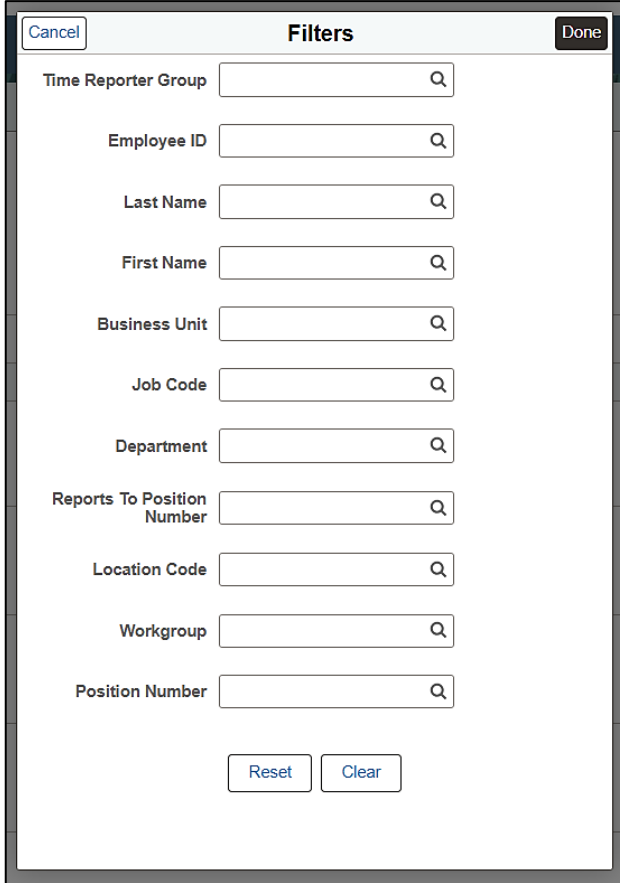
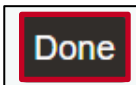
Revision History

Revision Date	Summary of Changes
9/10/2026	Updated screenshots of the ChartField Details page to include the Seach Results section.
9/1/2026	Updated to reflect the Cardinal system upgrades.
1/2/2025	Baseline.

Entering ChartFields on the Timesheet

Step	Action
1.	Navigate to the Timesheet page by clicking the TA WorkCenter tile. 
	For more information pertaining to WorkCenters, see the Job Aid titled Overview of Cardinal HCM WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path in the WorkCenter: Links > Manage Time > Enter Time Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Timesheet page using the following navigation path: Team Time > Timesheet 

Step	Action
3.	In the As of Date field, change date using the Calendar icon to the applicable date if needed. Click the Apply button for the date to update. Enter Time As of Date 05/21/2026  Apply Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.
4.	Click the Get Employees button to pull up all employees, or click the Filter button to pull up one employee. Filter Get Employees
If the Get employees button is selected, the Enter Time page will display with the applicable employees. 	
	Users can also filter for employees by clicking on the Filters icon under the Select Employee section. Select Employee 

Step	Action
	If the Filter button or icon is selected, the Filters page will display in a pop-up window. 
5.	Enter the employee's Employee ID in the Employee ID field or use the Employee ID Lookup icon to locate the employee. Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID. 
6.	Click the Done button. 



Time & Attendance Job Aid

TA371 Entering ChartField Details on the Timesheet

Step	Action
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The **Enter Time** page will redisplay with the applicable employee.

Time and Labor WorkCenter

As of Date: 05/21/2026

Hours to be Approved and Exception counts are as of 05/21/2026.

Select Employee

Name/Title	Exceptions	Hours to be Approved
Financial Services Spec II		

7. Click on the row with the employee's name.

Select Employee

Name/Title	Exceptions	Hours to be Approved
Financial Services Spec II		

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

Employee ID: Time Reporting Type: Exception Workgroup: SERP071E1
Empl Record: 1 Earliest Change Date: 01/19/2026

Financial Services Spec II
Return to Select Employee

May 17, 2026 - May 23, 2026
Scheduled: 40.00 | Reported: 0.00 Hours

View By: Weekly

Submit

*Time Reporting Code Row Totals 17 Sun 0 of 0 18 Mon 0 of 8 19 Tue 0 of 8 20 Wed 0 of 8 21 Thu 0 of 8 22 Fri 0 of 8 23 Sat 0 of 0 Taskgroup Business Unit Tele

30100CCOP 30100

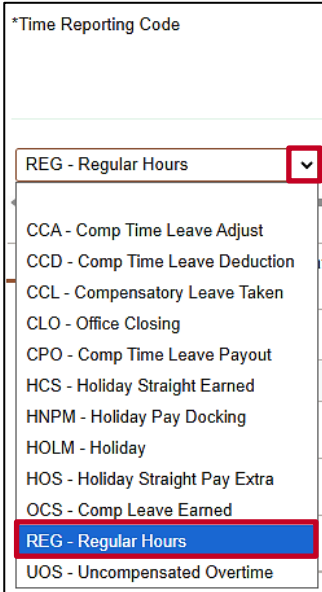
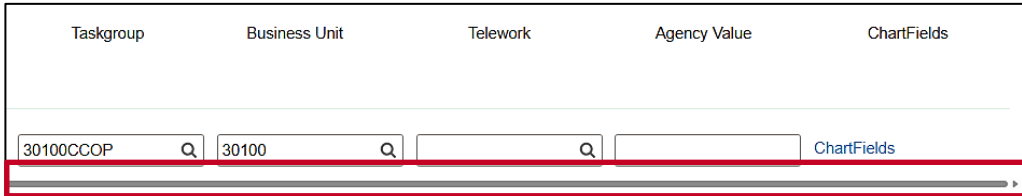
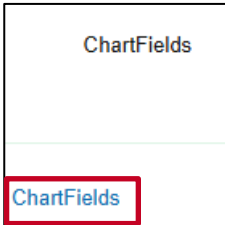
Time Summary Leave/Compensatory Time Absences Exceptions Payable Time

Category 1:	Total 1:	Sun 17 1:	Mon 18 1:	Tue 19 1:	Wed 20 1:	Thu 21 1:	Fri 22 1:	Sat 23 1:
Total Reported Hours								
Total Scheduled Hours	40.00		8.00	8.00	8.00	8.00	8.00	
Schedule Deviation	40.00		8.00	8.00	8.00	8.00	8.00	

8. Enter the hours worked each day in the fields for the appropriate date column.

*Time Reporting Code Row Totals 17 Sun 0 of 0 18 Mon 0 of 8 19 Tue 0 of 8 20 Wed 0 of 8 21 Thu 0 of 8 22 Fri 0 of 8 23 Sat 0 of 0 Taskgroup Business Unit

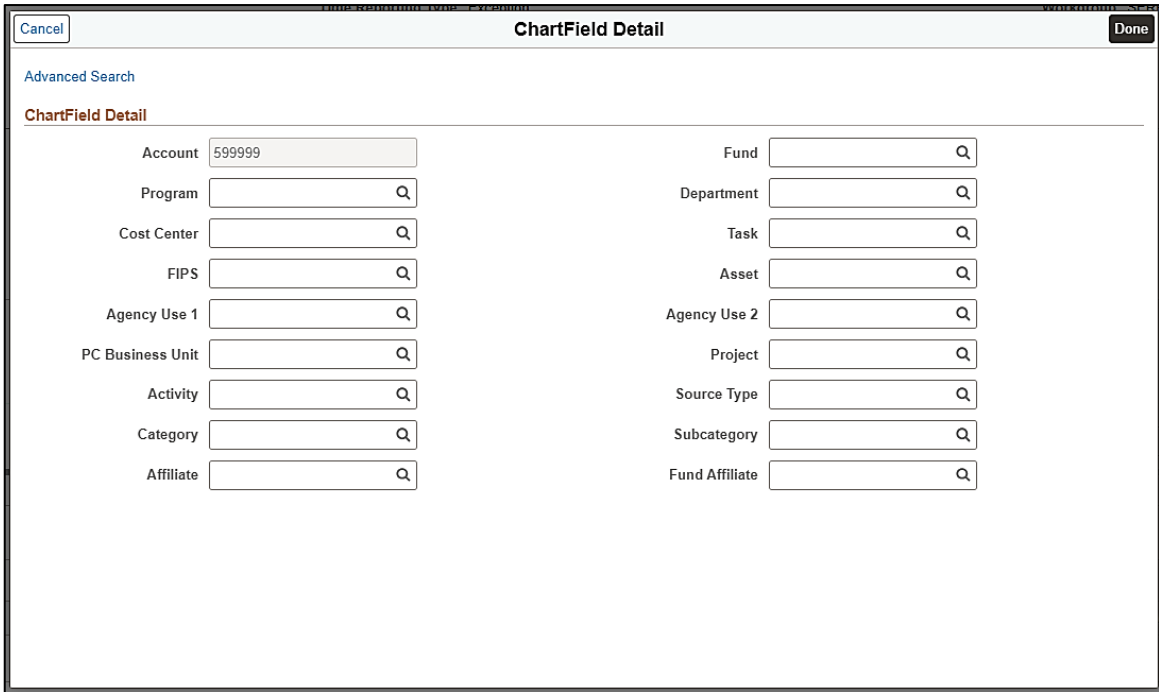
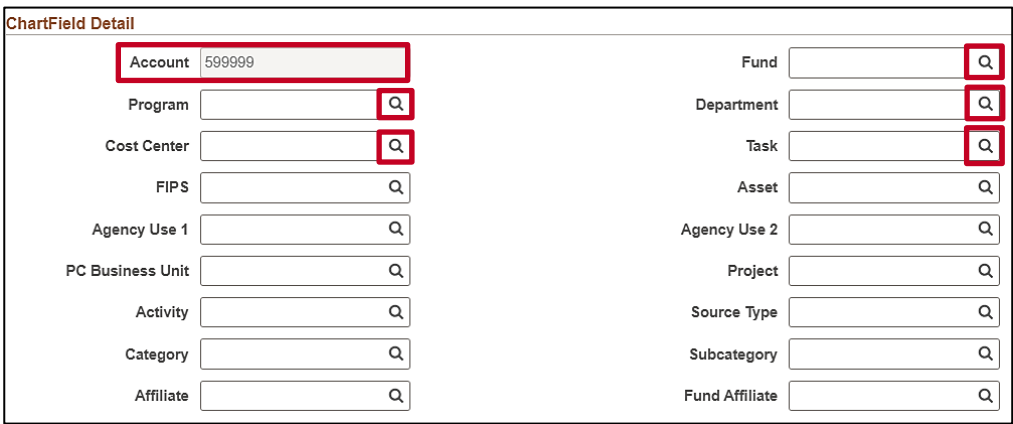
30100CCOP 30100

Step	Action
9.	Click the Time Reporting Code dropdown button and select the appropriate Time Reporting code (TRC). 
10.	Scroll to the right of the Timesheet grid. 
11.	Click the ChartFields link. 
	Each row of productive time entered on the Timesheet must have the appropriate ChartFields defined if the Agency has determined that ChartFields are required for the employee.



Time & Attendance Job Aid

TA371 Entering ChartField Details on the Timesheet

Step	Action
	The ChartField Detail page displays in a pop-up window. 
12.	The Account field defaults based on the user's Agency and cannot be changed. Enter the ChartField values provided by the supervisor/manager in the corresponding fields using the Lookup icons. 
	If the Agency uses SpeedTypes, proceed to the Using SpeedTypes to Enter ChartFields section of this Job Aid.



Time & Attendance Job Aid

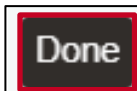
TA371 Entering ChartField Details on the Timesheet

Step	Action
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Sample of a completed **ChartField Detail** page:

The screenshot shows a 'ChartField Detail' window with a 'Cancel' button at the top left and a 'Done' button at the top right. Below the title bar, there is a link for 'Advanced Search'. The main section is titled 'ChartField Detail' and contains two columns of input fields, each with a search icon (Q) to its right. The fields are: Account (599999), Fund (01000), Program (599001), Department (30100), Cost Center (003), Task (COM), FIPS, Asset, Agency Use 1, Agency Use 2, PC Business Unit, Project, Activity, Source Type, Category, Subcategory, and Affiliate.

13. Click the **Done** button.



An error message could display if the ChartField value is not valid or has missing required values. Cardinal displays the following error:

The screenshot shows the same 'ChartField Detail' form as before, but with a grey background. A white error message box is centered over the form. The message reads: 'The ChartField Combination chosen is not valid. The ChartField Combination chosen is not valid for the Business Unit or SETID provided.' There is an 'OK' button at the bottom of the error box.



Time & Attendance Job Aid

TA371 Entering ChartField Details on the Timesheet

Step	Action
14.	Click the OK button to close the Message. 
15.	Make the necessary adjustments to the ChartField information and click the Done button when complete. Contact the supervisor/manager as needed to obtain the correct information.

The **Timesheet** page redisplay.

Employee ID [redacted] Time Reporting Type Exception Workgroup SERP071E1
 Empl Record 1 Earliest Change Date 01/19/2026

Financial Services Spec II
 Return to Select Employee

May 17, 2026 - May 23, 2026 *View By Weekly

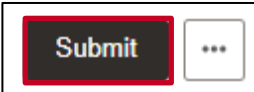
Scheduled 40.00 | Reported 40.00 Hours

Submit

*Time Reporting Code	Row Totals	18 Mon	19 Tue	20 Wed	21 Thu	22 Fri	23 Sat	Taskgroup	Business Unit	Telework	Agent
REG - Regular Hours	40.00	8 of 8	8 of 8	8 of 8	8 of 8	8 of 8	0 of 0	30100CCOP	30100		

Time Summary Leave/Compensatory Time Absences Exceptions Payable Time

Category T1	Total T1	Sun 17 T1	Mon 18 T1	Tue 19 T1	Wed 20 T1	Thu 21 T1	Fri 22 T1	Sat 23 T1
Total Reported Hours								
Total Scheduled Hours	40.00		8.00	8.00	8.00	8.00	8.00	
Schedule Deviation	40.00		8.00	8.00	8.00	8.00	8.00	

16.	Click the Submit button. 
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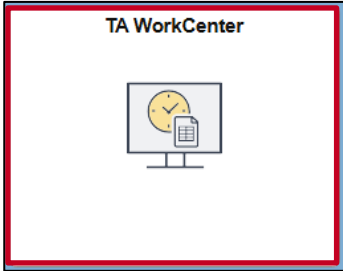
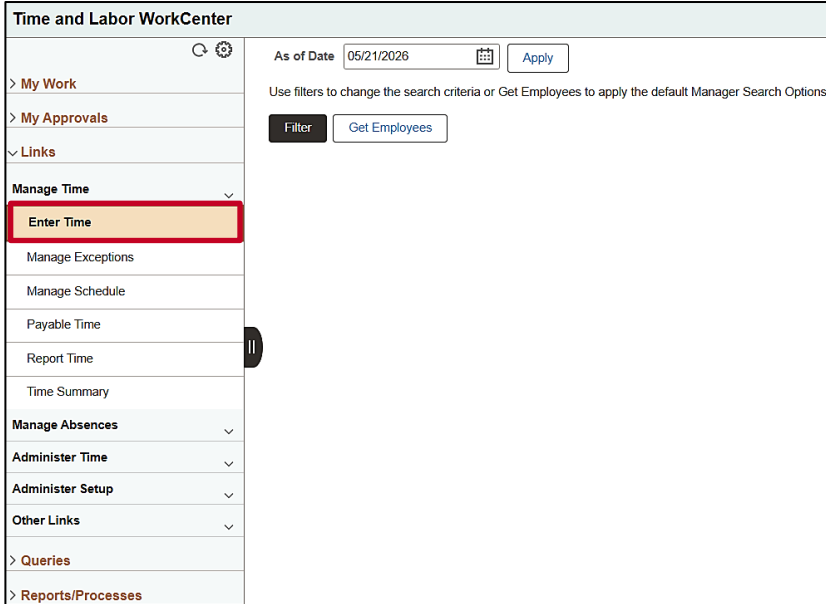
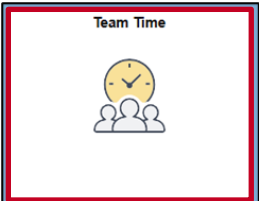


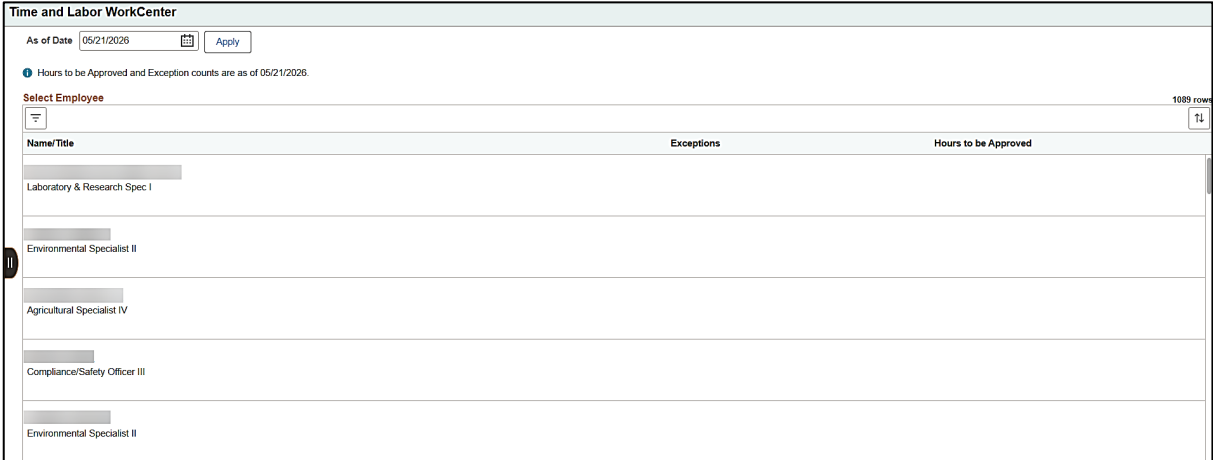
Time & Attendance Job Aid

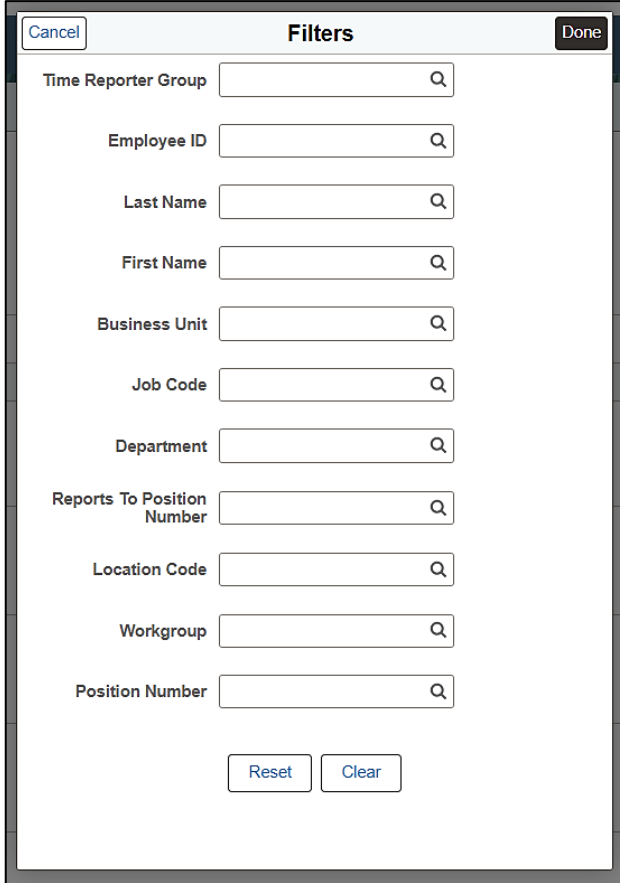
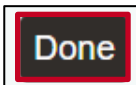
TA371 Entering ChartField Details on the Timesheet

Step	Action																																													
	The Timesheet page redispays with a message at the top stating the Timesheet is submitted for the selected time period. Timesheet is Submitted for the period 2026-05-17 - 2026-05-23 Empl Record 1 Financial Services Spec II Return to Select Employee Earliest Change Date 01/19/2026 Previous Next May 17, 2026 - May 23, 2026 Scheduled 40.00 Reported 40.00 Hours Submit Time Reporting Code Row Totals 17 Sun 0 of 0 18 Mon 8 of 8 19 Tue 8 of 8 20 Wed 8 of 8 21 Thu 8 of 8 22 Fri 8 of 8 23 Sat 0 of 0 Taskgroup REG - Regular Hours 40.00 + - 8.00 8.00 8.00 8.00 8.00 30100CCOP Time Summary Leave/Compensatory Time Absences Exceptions Payable Time <table><thead><tr><th>Category T1</th><th>Total T1</th><th>Sun 17 T1</th><th>Mon 18 T1</th><th>Tue 19 T1</th><th>Wed 20 T1</th><th>Thu 21 T1</th><th>Fri 22 T1</th><th>Sat 23 T1</th></tr></thead><tbody><tr><td>Regular TRCs</td><td>40.00</td><td></td><td>8.00</td><td>8.00</td><td>8.00</td><td>8.00</td><td>8.00</td><td></td></tr><tr><td>Total Reported Hours</td><td>40.00</td><td></td><td>8.00</td><td>8.00</td><td>8.00</td><td>8.00</td><td>8.00</td><td></td></tr><tr><td>Total Scheduled Hours</td><td>40.00</td><td></td><td>8.00</td><td>8.00</td><td>8.00</td><td>8.00</td><td>8.00</td><td></td></tr><tr><td>Schedule Deviation</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	Category T1	Total T1	Sun 17 T1	Mon 18 T1	Tue 19 T1	Wed 20 T1	Thu 21 T1	Fri 22 T1	Sat 23 T1	Regular TRCs	40.00		8.00	8.00	8.00	8.00	8.00		Total Reported Hours	40.00		8.00	8.00	8.00	8.00	8.00		Total Scheduled Hours	40.00		8.00	8.00	8.00	8.00	8.00		Schedule Deviation								
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Schedule Deviation																																														

Using SpeedTypes to Enter ChartFields

Step	Action
1.	Navigate to the Timesheet page by clicking the TA WorkCenter tile. 
	For more information pertaining to WorkCenters, see the Job Aid titled Overview of Cardinal HCM WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path in the WorkCenter: Links > Manage Time > Enter Time Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Timesheet page using the following navigation path: Team Time > Timesheet 

Step	Action
3.	In the As of Date field, change date using the Calendar icon to the applicable date if needed. Click the Apply button for the date to update. Enter Time As of Date 05/21/2026  Apply Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.
4.	Click the Get Employees button to pull up all employees, or click the Filter button to pull up one employee. Filter Get Employees
If the Get employees button is selected, the Enter Time page will display with the applicable employees. 	
	Users can also filter for employees by clicking on the Filters icon under the Select Employee section. Select Employee 

Step	Action
	If the Filter button or icon is selected, the Filters page will display in a pop-up window. 
5.	Enter the employee's Employee ID in the Employee ID field or use the Employee ID Lookup icon to locate the employee. Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID. 
6.	Click the Done button. 



Time & Attendance Job Aid

TA371 Entering ChartField Details on the Timesheet

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

The **Enter Time** page will redisplay with the applicable employee.

Time and Labor WorkCenter

As of Date: 05/21/2026

Hours to be Approved and Exception counts are as of 05/21/2026.

Select Employee

Name/Title	Exceptions	Hours to be Approved
Financial Services Spec II		

7. Click on the row with the employee's name.

Select Employee

Name/Title	Exceptions	Hours to be Approved
Financial Services Spec II		

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

Employee ID: [Redacted] Empl Record: 1 Time Reporting Type: Exception Workgroup: SERP071E1
Earliest Change Date: 01/19/2026

Financial Services Spec II
Return to Select Employee

May 17, 2026 - May 23, 2026
Scheduled: 40.00 | Reported: 0.00 Hours

View By: Weekly

Submit

*Time Reporting Code Row Totals 17 Sun 0 of 0 18 Mon 0 of 8 19 Tue 0 of 8 20 Wed 0 of 8 21 Thu 0 of 8 22 Fri 0 of 8 23 Sat 0 of 8 Taskgroup Business Unit Tele

30100CCOP 30100

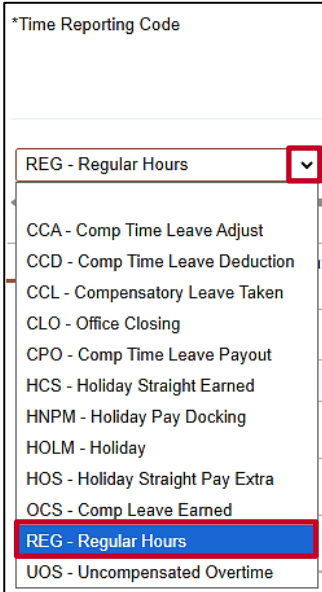
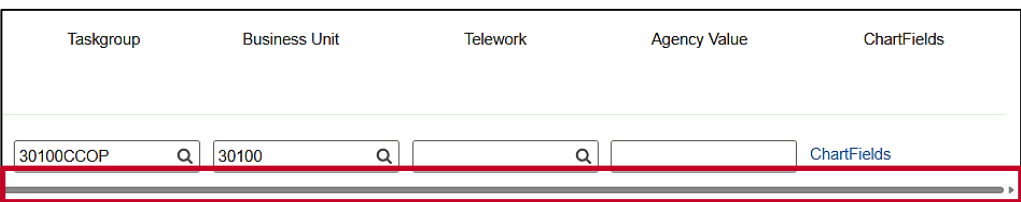
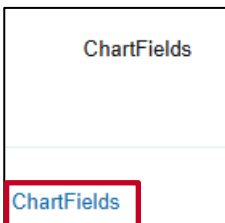
Time Summary Leave/Compensatory Time Absences Exceptions Payable Time

Category 1:	Total 1:	Sun 17 1:	Mon 18 1:	Tue 19 1:	Wed 20 1:	Thu 21 1:	Fri 22 1:	Sat 23 1:
Total Reported Hours								
Total Scheduled Hours	40.00		8.00	8.00	8.00	8.00	8.00	
Schedule Deviation	40.00		8.00	8.00	8.00	8.00	8.00	

8. Enter the hours worked each day in the fields for the appropriate date column.

*Time Reporting Code Row Totals 17 Sun 0 of 0 18 Mon 0 of 8 19 Tue 0 of 8 20 Wed 0 of 8 21 Thu 0 of 8 22 Fri 0 of 8 23 Sat 0 of 8 Taskgroup Business Unit

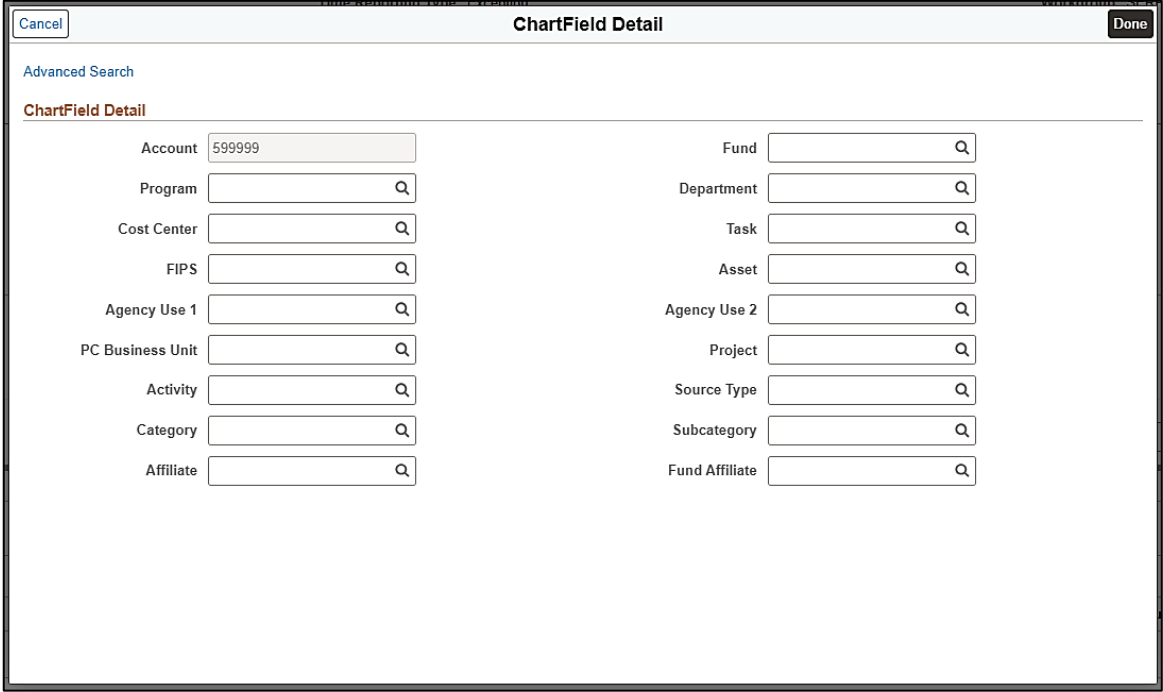
30100CCOP 30100

Step	Action
9.	Click the Time Reporting Code dropdown button and select the appropriate Time Reporting code (TRC). 
10.	Scroll to the right of the Timesheet grid. 
11.	Click the ChartFields link. 



Time & Attendance Job Aid

TA371 Entering ChartField Details on the Timesheet

Step	Action
	The ChartField Detail page displays in a pop-up window. The Account field defaults based on the user's Agency and cannot be changed. 
12.	Click the Advanced Search link. 



Time & Attendance Job Aid

TA371 Entering ChartField Details on the Timesheet

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

The **ChartField Detail Advanced Search** page displays.

Cancel ChartField Detail

SpeedType Key

Search by ChartFields

Account 599999	Fund
Program	Department
Cost Center	Task
FIPS	Asset
Agency Use 1	Agency Use 2
PC Business Unit	Project
Activity	Source Type
Category	Subcategory
Affiliate	Fund Affiliate

Search Clear

13.	Click the SpeedType Key Look up icon. SpeedType Key 
-----	---



Time & Attendance Job Aid

TA371 Entering ChartField Details on the Timesheet

Step	Action																																						
	The SpeedType Key Lookup page displays in a pop-up window. Cancel Lookup Search for: SpeedType Key ▼ Search Criteria Set ID 30100 SpeedType Key (begins with) Search Clear ▼ Search Results 127 rows <table><tr><th>SpeedType Key 1:</th><th>Description 1:</th></tr><tr><td>010</td><td>HCM - 010</td></tr><tr><td>012</td><td>HCM - 012</td></tr><tr><td>013</td><td>HCM - 013</td></tr><tr><td>014</td><td>HCM - 014</td></tr><tr><td>020</td><td>HCM - 020</td></tr><tr><td>023</td><td>HCM - 023</td></tr><tr><td>024</td><td>HCM - 024</td></tr><tr><td>028</td><td>HCM - 028</td></tr><tr><td>030</td><td>HCM - 030</td></tr><tr><td>100</td><td>HCM - 100</td></tr><tr><td>112</td><td>HCM - 112</td></tr><tr><td>120</td><td>HCM - 120</td></tr><tr><td>130</td><td>HCM - 130</td></tr><tr><td>140</td><td>HCM - 140</td></tr><tr><td>160</td><td>HCM - 160</td></tr><tr><td>170</td><td>HCM - 170</td></tr><tr><td>171</td><td>HCM - 171</td></tr><tr><td>180</td><td>HCM - 180</td></tr></table>	SpeedType Key 1:	Description 1:	010	HCM - 010	012	HCM - 012	013	HCM - 013	014	HCM - 014	020	HCM - 020	023	HCM - 023	024	HCM - 024	028	HCM - 028	030	HCM - 030	100	HCM - 100	112	HCM - 112	120	HCM - 120	130	HCM - 130	140	HCM - 140	160	HCM - 160	170	HCM - 170	171	HCM - 171	180	HCM - 180
SpeedType Key 1:	Description 1:																																						
010	HCM - 010																																						
012	HCM - 012																																						
013	HCM - 013																																						
014	HCM - 014																																						
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023	HCM - 023																																						
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028	HCM - 028																																						
030	HCM - 030																																						
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160	HCM - 160																																						
170	HCM - 170																																						
171	HCM - 171																																						
180	HCM - 180																																						
14.	Enter the applicable SpeedType Key in the SpeedType Key field or use the Search Results section below to locate and select the SpeedType Key. Set ID 30100 SpeedType Key (begins with) ▼ Search Results 127 rows <table><tr><th>SpeedType Key 1:</th><th>Description 1:</th></tr><tr><td>010</td><td>HCM - 010</td></tr><tr><td>012</td><td>HCM - 012</td></tr><tr><td>013</td><td>HCM - 013</td></tr><tr><td>014</td><td>HCM - 014</td></tr><tr><td>020</td><td>HCM - 020</td></tr><tr><td>023</td><td>HCM - 023</td></tr></table>	SpeedType Key 1:	Description 1:	010	HCM - 010	012	HCM - 012	013	HCM - 013	014	HCM - 014	020	HCM - 020	023	HCM - 023																								
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012	HCM - 012																																						
013	HCM - 013																																						
014	HCM - 014																																						
020	HCM - 020																																						
023	HCM - 023																																						



Time & Attendance Job Aid

TA371 Entering ChartField Details on the Timesheet

Step	Action
15.	Click the Search button if applicable to locate the appropriate SpeedType. Search Clear

The **ChartField Detail** page returns with the ChartField values populated for the appropriate SpeedType.

Cancel

ChartField Detail

SpeedType Key

010

Q

Search by ChartFields

Account

599999

Q

Fund

01000

Q

Program

599001

Q

Department

30100

Q

Cost Center

010

Q

Task

COM

Q

FIPS

Q

Asset

Q

Agency Use 1

Q

Agency Use 2

Q

PC Business Unit

Q

Project

Q

Activity

Q

Source Type

Q

Category

Q

Subcategory

Q

Affiliate

Q

Fund Affiliate

Q

Search

Clear

Search Results

Summary

Details

SpeedType Key

010

Description

HCM - 010

1 row



Time & Attendance Job Aid

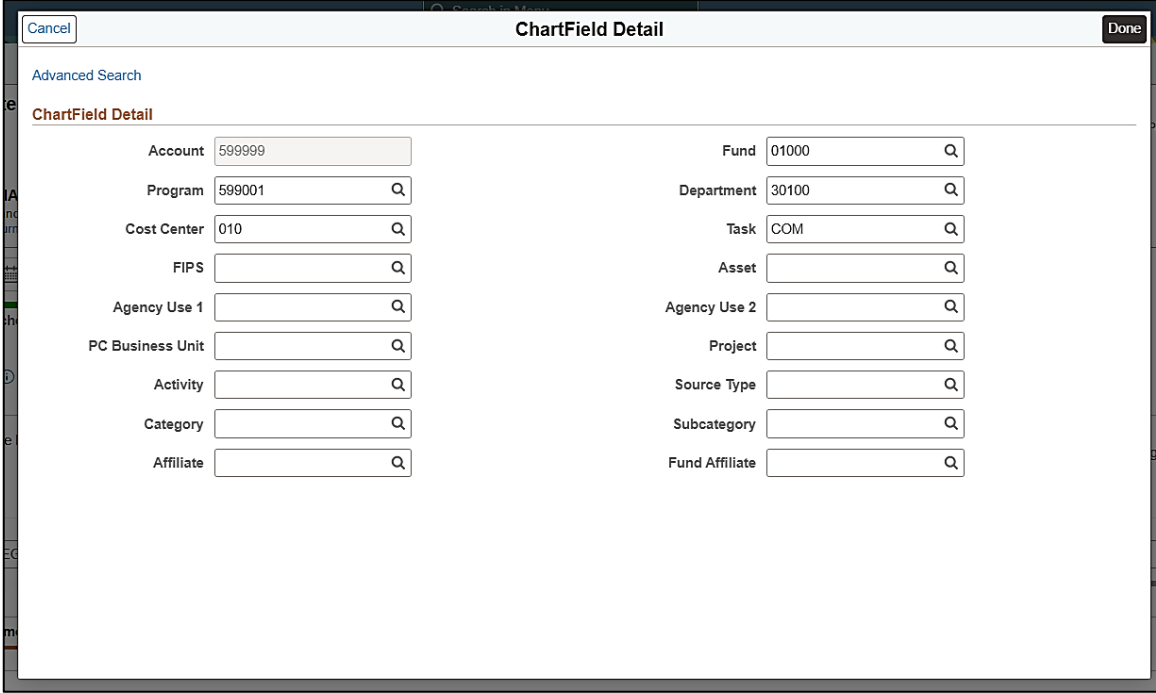
TA371 Entering ChartField Details on the Timesheet

Step	Action
16.	Click the SpeedType under the Search Results section. Note: Use the scrollbar if necessary to view the search results. Cancel ChartField Detail SpeedType Key 010 Search by ChartFields Account 599999 Program 599001 Cost Center 010 FIPS Agency Use 1 PC Business Unit Activity Category Affiliate Fund 01000 Department 30100 Task COM Asset Agency Use 2 Project Source Type Subcategory Fund Affiliate Search Clear Search Results Summary Details SpeedType Key 010 Description HCM - 010 1 row



Time & Attendance Job Aid

TA371 Entering ChartField Details on the Timesheet

Step	Action
	The ChartField Detail page returns with the ChartField values populated. 
17.	Enter additional ChartField values as applicable.
18.	Click the Done button after all required data is entered/selected. 
	If an error message occurs, make the necessary adjustments to the ChartField information and click the Done button when complete. Contact the supervisor/manager as needed to obtain the correct information.



Time & Attendance Job Aid

TA371 Entering ChartField Details on the Timesheet

Step	Action
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The **Timesheet** page redispays.

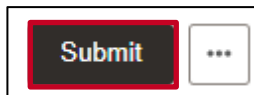
Employee ID [redacted] Empl Record 1 Time Reporting Type Exception Workgroup SERP071E1
Financial Services Spec II Return to Select Employee
May 17, 2026 - May 23, 2026
Scheduled 40.00 | Reported 40.00 Hours
[Submit] [More]

*Time Reporting Code	Row Totals	18 Mon	19 Tue	20 Wed	21 Thu	22 Fri	23 Sat	Taskgroup	Business Unit	Telework	Agent
REG - Regular Hours	40.00	8.00	8.00	8.00	8.00	8.00	0.00	30100CCOP	30100		

Time Summary | Leave/Compensatory Time | Absences | Exceptions | Payable Time

Category	Total	Sun 17	Mon 18	Tue 19	Wed 20	Thu 21	Fri 22	Sat 23
Total Reported Hours								
Total Scheduled Hours	40.00		8.00	8.00	8.00	8.00	8.00	
Schedule Deviation	40.00		8.00	8.00	8.00	8.00	8.00	

19. Click the **Submit** button.



The **Timesheet** page redispays with a message at the top stating the Timesheet is submitted for the selected time period.

Timesheet is Submitted for the period 2026-05-17 - 2026-05-23

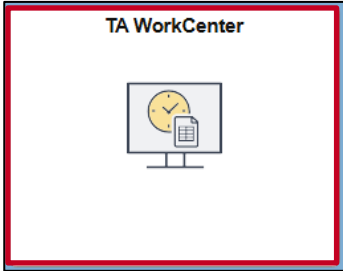
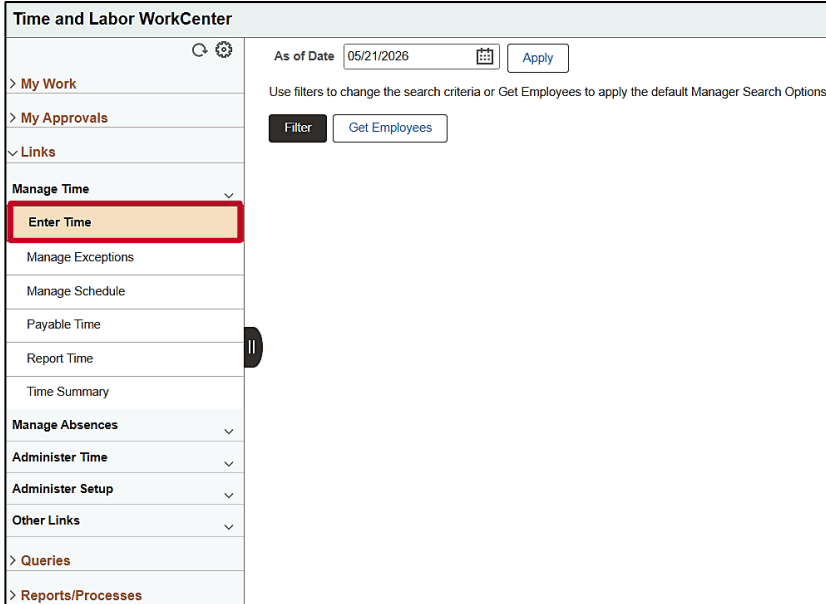
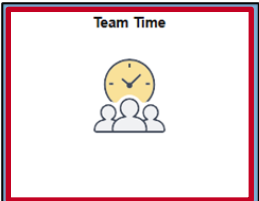
Empl Record 1 Earliest Change Date 01/19/2026
Financial Services Spec II Return to Select Employee
May 17, 2026 - May 23, 2026
Scheduled 40.00 | Reported 40.00 Hours
[Submit] [More]

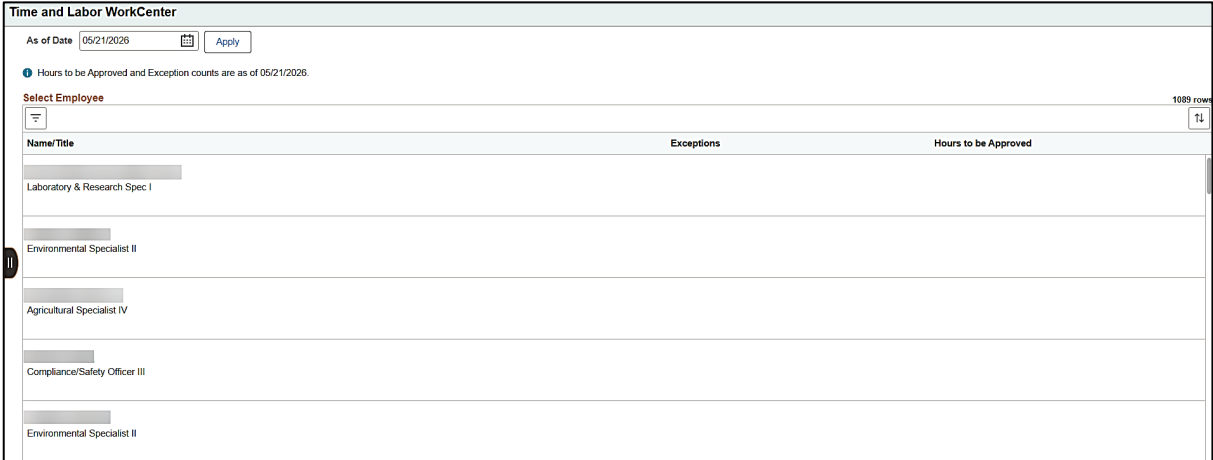
*Time Reporting Code	Row Totals	17 Sun	18 Mon	19 Tue	20 Wed	21 Thu	22 Fri	23 Sat	Taskgroup
REG - Regular Hours	40.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	30100CCOP

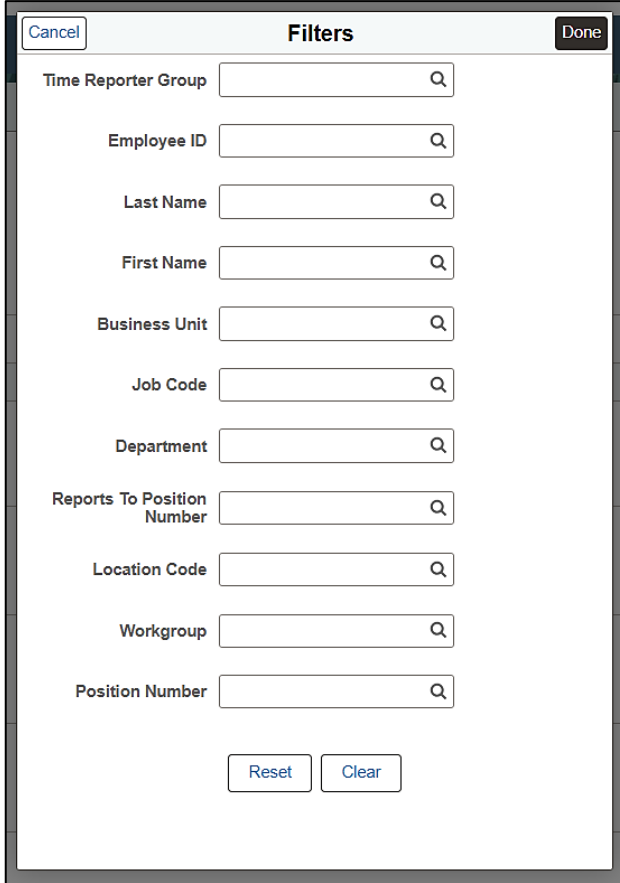
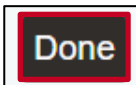
Time Summary | Leave/Compensatory Time | Absences | Exceptions | Payable Time

Category	Total	Sun 17	Mon 18	Tue 19	Wed 20	Thu 21	Fri 22	Sat 23
Regular TRCs	40.00		8.00	8.00	8.00	8.00	8.00	
Total Reported Hours	40.00		8.00	8.00	8.00	8.00	8.00	
Total Scheduled Hours	40.00		8.00	8.00	8.00	8.00	8.00	
Schedule Deviation								

Splitting Hours Between ChartFields

Step	Action
1.	Navigate to the Timesheet page by clicking the TA WorkCenter tile. 
	For more information pertaining to WorkCenters, see the Job Aid titled Overview of Cardinal HCM WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path in the WorkCenter: Links > Manage Time > Enter Time Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Timesheet page using the following navigation path: Team Time > Timesheet 

Step	Action
3.	In the As of Date field, change date using the Calendar icon to the applicable date if needed. Click the Apply button for the date to update. Enter Time As of Date 05/21/2026  Apply Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.
4.	Click the Get Employees button to pull up all employees, or click the Filter button to pull up one employee. Filter Get Employees
If the Get employees button is selected, the Enter Time page will display with the applicable employees. 	
	Users can also filter for employees by clicking on the Filters icon under the Select Employee section. Select Employee 

Step	Action
	If the Filter button or icon is selected, the Filters page will display in a pop-up window. 
5.	Enter the employee's Employee ID in the Employee ID field or use the Employee ID Lookup icon to locate the employee. Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID. 
6.	Click the Done button. 



Time & Attendance Job Aid

TA371 Entering ChartField Details on the Timesheet

Step	Action
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The **Enter Time** page will redisplay with the applicable employee.

Time and Labor WorkCenter

As of Date: 05/21/2026

Hours to be Approved and Exception counts are as of 05/21/2026.

Select Employee

Name/Title	Exceptions	Hours to be Approved
Financial Services Spec II		

7. Click on the row with the employee's name.

Select Employee

Name/Title	Exceptions	Hours to be Approved
Financial Services Spec II		

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

Employee ID: [Redacted] Empl Record: 1 Time Reporting Type: Exception Workgroup: SERP071E1
Earliest Change Date: 01/19/2026

Financial Services Spec II
Return to Select Employee

May 17, 2026 - May 23, 2026
Scheduled: 40.00 | Reported: 0.00 Hours

View By: Weekly

Submit

*Time Reporting Code Row Totals 17 Sun 18 Mon 19 Tue 20 Wed 21 Thu 22 Fri 23 Sat Taskgroup Business Unit Tele

0 of 0 0 of 8 0 of 8 0 of 8 0 of 8 0 of 8 0 of 8

30100CCOP 30100

Time Summary Leave/Compensatory Time Absences Exceptions Payable Time

Category 1:	Total 1:	Sun 17 1:	Mon 18 1:	Tue 19 1:	Wed 20 1:	Thu 21 1:	Fri 22 1:	Sat 23 1:
Total Reported Hours								
Total Scheduled Hours	40.00		8.00	8.00	8.00	8.00	8.00	
Schedule Deviation	40.00		8.00	8.00	8.00	8.00	8.00	

8. Enter the hours worked each day in the fields for the appropriate date column.

*Time Reporting Code Row Totals 17 Sun 18 Mon 19 Tue 20 Wed 21 Thu 22 Fri 23 Sat Taskgroup Business Unit Tele

0 of 0 0 of 8 0 of 8 0 of 8 0 of 8 0 of 8 0 of 8

30100CCOP 30100



Time & Attendance Job Aid

TA371 Entering ChartField Details on the Timesheet

Step	Action
9.	Click the Time Reporting Code dropdown button and select the appropriate Time Reporting code (TRC). *Time Reporting Code REG - Regular Hours ▼ CCA - Comp Time Leave Adjust CCD - Comp Time Leave Deduction CCL - Compensatory Leave Taken CLO - Office Closing CPO - Comp Time Leave Payout HCS - Holiday Straight Earned HNPM - Holiday Pay Docking HOLM - Holiday HOS - Holiday Straight Pay Extra OCS - Comp Leave Earned REG - Regular Hours UOS - Uncompensated Overtime

Sample of a **Timesheet** page with split values.

Employee ID
Empl Record 1

Time Reporting Type Exception
Earliest Change Date 01/15/2026

Workgroup SERP071E1

Financial Services Dept 8
Return to Select Employee

May 17, 2026 - May 23, 2026

Scheduled 40.00 | Reported 40.00 Hours

View By Weekly

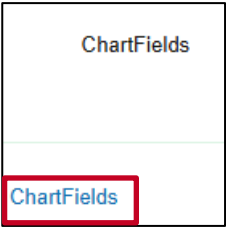
Submit

*Time Reporting Code	Row Totals	17 Sun	18 Mon	19 Tue	20 Wed	21 Thu	22 Fri	23 Sat	Taskgroup	Business Unit	Telework	Agency Value	ChartFields
REG - Regular Hours	25.00	5.00	5.00	5.00	5.00	5.00	5.00	0.00	30100CCOP	30100			ChartFields
REG - Regular Hours	15.00	3.00	3.00	3.00	3.00	3.00	3.00	0.00	30100CCOP	30100			ChartFields

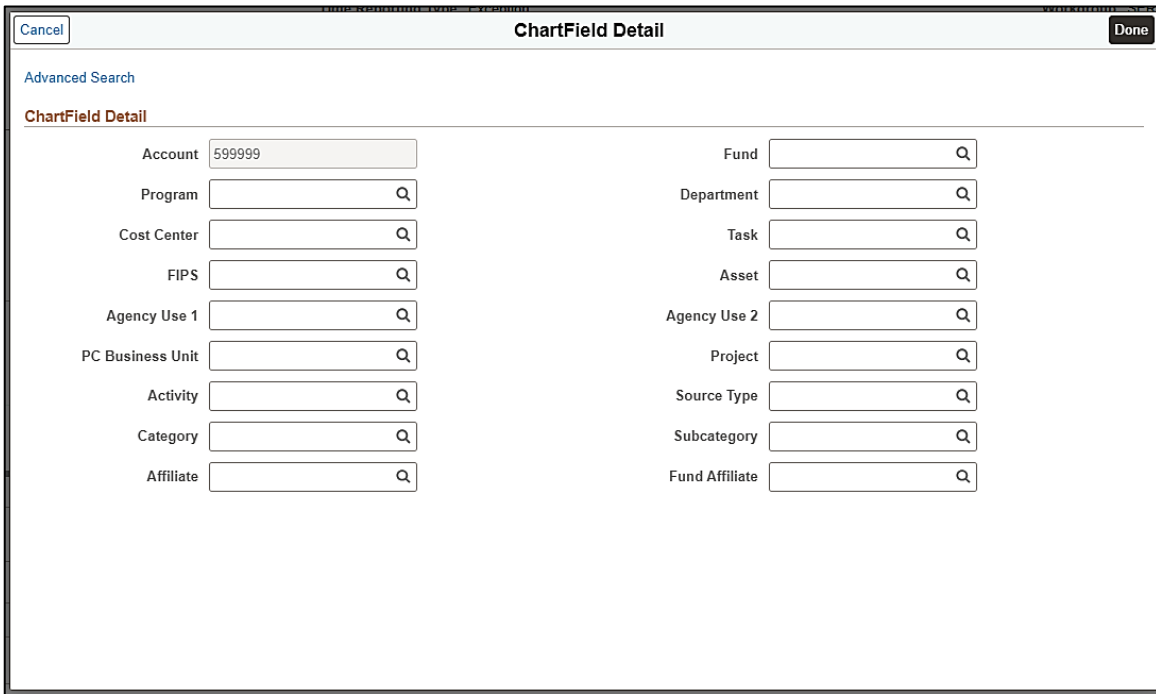


Time & Attendance Job Aid

TA371 Entering ChartField Details on the Timesheet

Step	Action
11.	Scroll to the right of the Timesheet grid. 
12.	Click the ChartFields link. 
	Each row of productive time entered on the Timesheet must have the appropriate ChartFields defined if the Agency has determined that ChartFields are required for the employee.

The **ChartField Detail** page displays in a pop-up window.





Time & Attendance Job Aid

TA371 Entering ChartField Details on the Timesheet

Step	Action																																				
13.	The Account field defaults based on the user's Agency and cannot be changed. Enter the ChartField values provided by the supervisor/manager in the corresponding fields using the Look up icons. ChartField Detail <table><tr><td>Account</td><td>599999</td><td>Fund</td><td></td></tr><tr><td>Program</td><td></td><td>Department</td><td></td></tr><tr><td>Cost Center</td><td></td><td>Task</td><td></td></tr><tr><td>FIPS</td><td></td><td>Asset</td><td></td></tr><tr><td>Agency Use 1</td><td></td><td>Agency Use 2</td><td></td></tr><tr><td>PC Business Unit</td><td></td><td>Project</td><td></td></tr><tr><td>Activity</td><td></td><td>Source Type</td><td></td></tr><tr><td>Category</td><td></td><td>Subcategory</td><td></td></tr><tr><td>Affiliate</td><td></td><td>Fund Affiliate</td><td></td></tr></table>	Account	599999	Fund		Program		Department		Cost Center		Task		FIPS		Asset		Agency Use 1		Agency Use 2		PC Business Unit		Project		Activity		Source Type		Category		Subcategory		Affiliate		Fund Affiliate	
Account	599999	Fund																																			
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Activity		Source Type																																			
Category		Subcategory																																			
Affiliate		Fund Affiliate																																			
	If the Agency uses SpeedTypes, proceed to the Using SpeedTypes to Enter ChartFields section of this Job Aid.																																				
Sample of a completed ChartField Detail page: Cancel ChartField Detail Done Advanced Search ChartField Detail <table><tr><td>Account</td><td>599999</td><td>Fund</td><td>01000</td></tr><tr><td>Program</td><td>599001</td><td>Department</td><td>30100</td></tr><tr><td>Cost Center</td><td>003</td><td>Task</td><td>COM</td></tr><tr><td>FIPS</td><td></td><td>Asset</td><td></td></tr><tr><td>Agency Use 1</td><td></td><td>Agency Use 2</td><td></td></tr><tr><td>PC Business Unit</td><td></td><td>Project</td><td></td></tr><tr><td>Activity</td><td></td><td>Source Type</td><td></td></tr><tr><td>Category</td><td></td><td>Subcategory</td><td></td></tr><tr><td>Affiliate</td><td></td><td>Fund Affiliate</td><td></td></tr></table>		Account	599999	Fund	01000	Program	599001	Department	30100	Cost Center	003	Task	COM	FIPS		Asset		Agency Use 1		Agency Use 2		PC Business Unit		Project		Activity		Source Type		Category		Subcategory		Affiliate		Fund Affiliate	
Account	599999	Fund	01000																																		
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PC Business Unit		Project																																			
Activity		Source Type																																			
Category		Subcategory																																			
Affiliate		Fund Affiliate																																			
14.	Click the Done button. 																																				

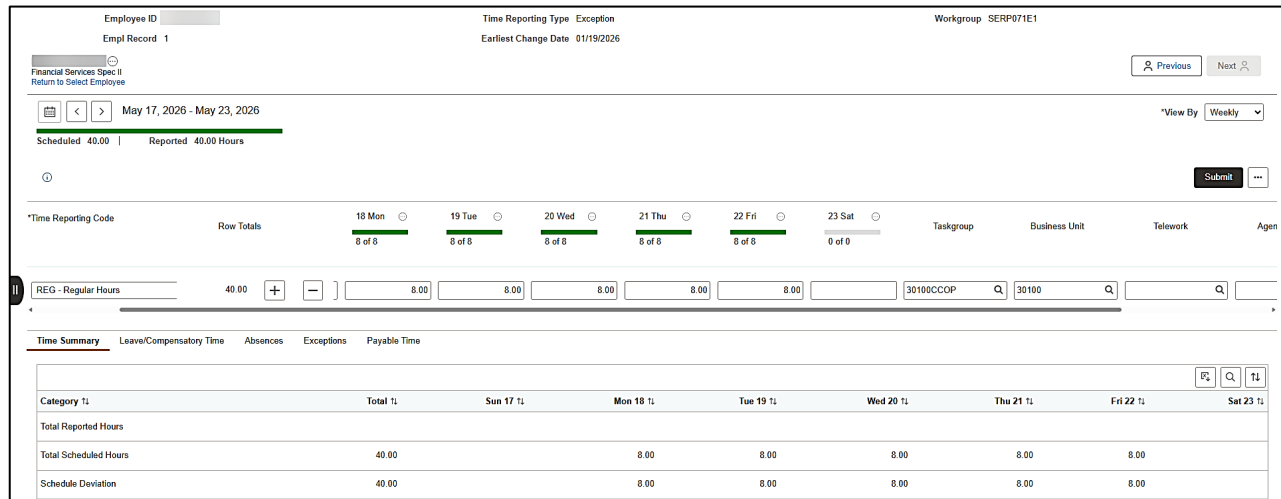


Time & Attendance Job Aid

TA371 Entering ChartField Details on the Timesheet

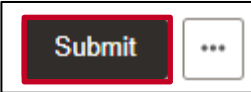
Step	Action
	If an error message occurs, make the necessary adjustments to the ChartField information and click the Done button when complete. Contact the supervisor/manager as needed to obtain the correct information.

The **Timesheet** page redispays.

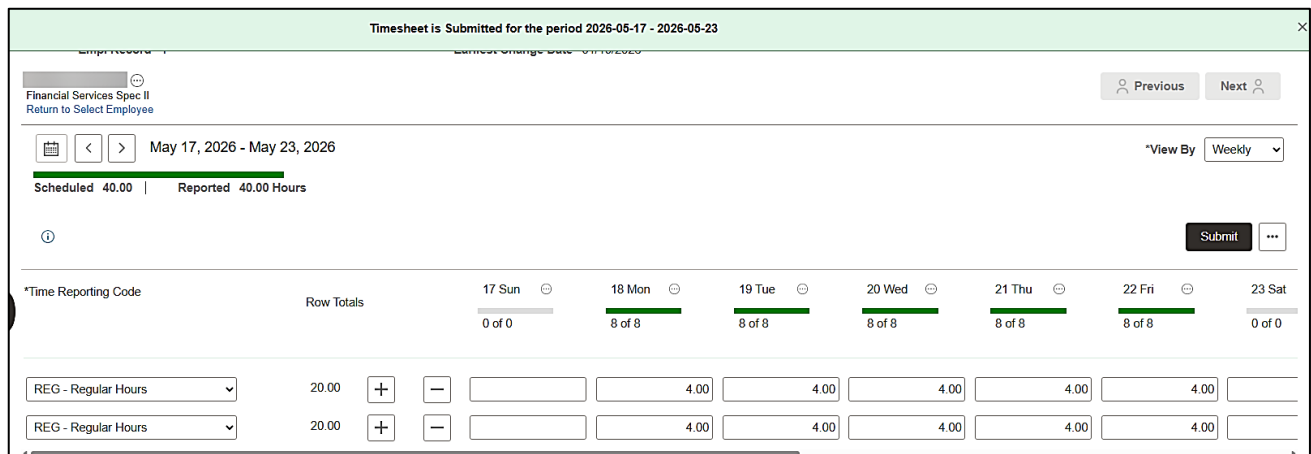


*Time Reporting Code	Row Totals	18 Mon	19 Tue	20 Wed	21 Thu	22 Fri	23 Sat	Taskgroup	Business Unit	Telework	Agent
REG - Regular Hours	40.00	8.00	8.00	8.00	8.00	8.00	0.00	30100CCOP	30100		

Category Tl	Total Tl	Sun 17 Tl	Mon 18 Tl	Tue 19 Tl	Wed 20 Tl	Thu 21 Tl	Fri 22 Tl	Sat 23 Tl
Total Reported Hours								
Total Scheduled Hours	40.00		8.00	8.00	8.00	8.00	8.00	
Schedule Deviation	40.00		8.00	8.00	8.00	8.00	8.00	

	Repeat Steps 12 – 14 for each time entry row.
15.	Click the Submit button. 

The **Timesheet** page redispays with a message at the top stating the Timesheet is submitted for the selected time period.



*Time Reporting Code	Row Totals	17 Sun	18 Mon	19 Tue	20 Wed	21 Thu	22 Fri	23 Sat
REG - Regular Hours	20.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00

Category Tl	Total Tl	Sun 17 Tl	Mon 18 Tl	Tue 19 Tl	Wed 20 Tl	Thu 21 Tl	Fri 22 Tl	Sat 23 Tl
Total Reported Hours								
Total Scheduled Hours	20.00		8.00	8.00	8.00	8.00	8.00	
Schedule Deviation	20.00		8.00	8.00	8.00	8.00	8.00	