

Cardinal HCM - Completing Your Timesheet DOF Quick Reference Guide

[Detailed step-by-step Job Aids are available at <https://www.cardinalproject.virginia.gov/job-aids>]

Log in to <https://my.cardinal.virginia.gov/> and click on the TIME tile. Navigate to the correct week and adjust View By to your preference. Remember to click the green refresh arrows.

REGULAR SCHEDULE

If you worked your regular hours and your time should be charged to the defaults set up by Payroll, simply add your hours per day, select a Time Reporting Code, and Submit.

Want to check your schedule? At the very bottom of the timesheet page, click the blue hyperlink to Time Reporting then select Monthly Schedule under the View Time options. If your schedule overall is incorrect, your supervisor can correct it. Week-to-week adjustments can be made on your timesheet.

ADJUSTED SCHEDULE

Although DOF uses **set schedules** in Cardinal, the hours you enter on your timesheet can override your schedule for the week. The time entered on your timesheet will be processed, provided it is approved by your supervisor and Payroll.

If you worked an adjusted schedule such as changing your flex day for the week or earning overtime, you can enter your time day-by-day to accurately reflect your hours worked. Similar to IFRIS, there will be a separate row for each Time Reporting Code.

From Monday 11/25/2019 to Sunday 12/01/2019 ⓘ

Mon 11/25	Tue 11/26	Wed 11/27	Thu 11/28	Fri 11/29	Sat 11/30	Sun 12/1	To	Time Reporting Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

Common Time Reporting Codes

REG	Regular Time	OCS	Compensatory Leave Earned
OCT	Overtime Leave Earned	CCL	Compensatory Leave Taken
OCL	Overtime Leave Taken	EOT	Emergency Overtime (Paid 1.5x)
CLO	Office Closing	EOS	Emergency Overtime (Paid Straight)
HOLM	Holiday		

Remember to submit your timesheet by the **COB every Monday**.

WORKING ON A PROJECT

For purposes of accounting, your salary is paid using pre-defined funding sources set up by Payroll. (Generally, this matches the time code and category you used most often in IFRIS.) If you need to allocate your time to a project (such as EQIP, CREP, Stewardship, etc.), please review the SpeedType Job Aid: <H:\Finance\HCM\Job Aids>.

ENTERING LEAVE AND ABSENCES

Comp Leave and Overtime Leave (balances created by employees) can be earned and taken directly on the timesheet as a Time Reporting Code.

All other types of leave - such as Vacation, Personal, Sick, Volunteer Service (balances generated by HR or the Cardinal system) – cannot be entered into the timesheet directly. You will need to use the Absence tab located just below your timesheet.

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

Absence Events ?

Absence Take ||>

* Start Date	End Date	Absence Name	Reason	Unit Type	Details
					Details

Add Absence Event

Common Absence Names

VSDP Personal Leave Service Recognition Leave
VSDP Sick Leave Parental Leave
Vacation Educational Leave
Organizational Recognition (Bonus) Leave

Begin by clicking the Add Absence Event button to create a new row, then select *Details* to open a new menu. For full days, enter your start and end dates, absence name, and absence reason. Set Partial Days to *None* and leave Duration blank. Click the Calculate button and the duration of your absence will populate. Select ok to return to your timesheet.

Absence Events ?

Absence Take ||>

* Start Date	End Date	Absence Name	Reason	Unit Type	Details
10/31/2022	10/31/2022	Select Absence Name			Details

Only taking a partial day of leave? We recommend entering partial days one day at a time. Follow the steps above but enter your start and end date as the same day and set the Partial Days field to All Days. In the All Day Hours field, enter the number of leave hours for that day. Leave Duration blank. Click the Calculate button and the duration of your absence will populate. Select ok to return to your timesheet.

Absence Detail ?

* Start Date 10/14/2022

End Date 10/14/2022

Filter by Type All

* Absence Name VSDP Personal Leave

* Reason VSDP Personal Leave

Partial Days All Days

All Days Hours 2

After entering your absence events, scroll to the end of the row and “Forecast” to ensure you have leave available (or *will* have the leave in the future if you are entering leave in advance).

After forecasting, your leave will automatically populate on your timesheet. We recommend submitting your timesheet after each forecast to avoid losing any work if you change screens.

Need to edit leave? Navigate to the Absence Event row and select the Edit button on the far right. This will “open” the other fields. Select the Details link to open the absence menu. Make changes as needed, delete the previous Duration value so that field is blank, then click Calculate for your new Duration. Click ok, re-forecast, and submit.

Need to cancel leave? Navigate to the Absence Event row and put a check under the Cancel column then submit your timesheet.

Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel
Vacation	6.00	Hours	Details	Saved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>
Vacation	6.00	Hours	Details	Saved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>
			Details	New	Approval Monitor	Employee Timesheet	<input type="checkbox"/>

EMERGENCY RESPONSE

Please review the VDOF OT Scenarios Job Aid: <H:\Finance\HCM\Job Aids>.