

## Cardinal HCM – How to Approve Timesheets DOF Quick Reference Guide

### RESPONSIBILITIES

Supervisors are responsible for ensuring their team members are submitting timesheets accurately and completely on a weekly basis. In addition to reading and approving timesheets in Cardinal HCM, supervisors should have a working knowledge of the HR policies which apply to timesheets, including:

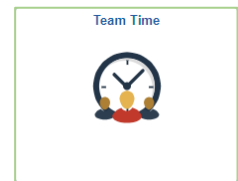
- leave accrual and expiration rules,
- use of compensatory and overtime variations for exempt and non-exempt team members, and
- handling of holidays, office closings, and emergency response time

Supervisors may direct all policy-related questions to HR.

### TIMESHEET CHECKLIST

**Step 1: Ensure team members are completing timesheets every week.**

To view timesheets, select the Team Time tile from the homepage and search by employee name or ID number. (Alternatively, you can search by Reports To using your own position ID number for a list of all your direct reports.)





Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>


On the timesheet grid, you can confirm that all scheduled hours are accounted for.

Select Another Timesheet

\*View By: Week Previous Week Next Week

\*Date: 01/29/2024  

Scheduled Hours: 40.00      Reported Hours: 40.00

From Monday 01/29/2024 to Sunday 02/04/2024 

Mon 1/29	Tue 1/30	Wed 1/31	Thu 2/1	Fri 2/2	Sat 2/3	Sun 2/4	Total	Time Reporting Code
	11.00	10.00					21.00	REG - Regular Hours
			8.00				8.00	REG - Regular Hours
				9.00			9.00	REG - Regular Hours
			2.00				2.00	VAC - Vacation



**Step 2: Ensure productive hours and absences are properly submitted.**

On the Reported Time Status tab below the timesheet grid, ensure all hours have been submitted. Regular hours should have a status of *Submitted*. Absences should have a status of *Needs Approval* or *Approved* (if submitted previously).

Hours with a reported time status of *Saved* will not appear in your list for approval and will not progress through payroll.

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

**Reported Time Status**

Date	Reported Status	Total	TRC	Description	Sched Hrs
01/30/2024	Submitted	11.00	REG	Regular Hours	10.00
01/31/2024	Submitted	10.00	REG	Regular Hours	10.00
02/01/2024	Saved	8.00	REG	Regular Hours	10.00
02/01/2024	Saved	2.00	VAC	Vacation	10.00
02/02/2024	Saved	9.00	REG	Regular Hours	10.00

On the Absence tab, you can confirm if an absence event was started, check forecast results, and balances. The status must say *Needs Approval* (or *Approved*) to be processed.

**Absence Events** ?

Absence Take    Forecast Results

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status
02/01/2024	02/01/2024	Vacation	Vacation	2.00	Hours	<a href="#">Details</a>	Saved

**Step 3: Check for Chartfields to ensure project work is correctly allocated.**

When viewing the timesheet grid, select the blue hyperlinked field labeled *Chartfields* to see if hours have been allocated to a project. (Or encourage team members to use the Agency Value field to note project work after they've selected a Chartfield.)

Time Reporting Code	*Taskgroup	Business Unit	Telework	Agency Value	ChartFields
REG - Regular Hours	41100CCOP	41100		UFST	<a href="#">ChartFields</a>
REG - Regular Hours	41100CCOP	41100		RT	<a href="#">ChartFields</a>

**Step 4: Ensure any exceptions (errors) are corrected or allowed.**

Below the timesheet grid, there is a tab dedicated to exceptions. Errors could include:

ID	Name	Description
TLX00420	Invalid TRC	Time Reporting Code is inactive or leave time is below zero. Employee should adjust the TRC selected or contact HR if the TRC should be activated. (high-level error*)
VOTLTLMT	OVT Prior to FLSA Limit	For non-exempt; overtime reported too soon. Reported hours have not reached the FLSA Threshold Limit (40). Employee should reduce hours assigned as overtime.
VOTGTLMT	OVT Required – FLSA Limit	For non-exempt; overtime is required because reported hours exceed FLSA Threshold (40). Employee should adjust hours to add overtime.
VMAXOTLV	Overtime Leave Limit	The balance OT Leave exceeds the allowed limit. For DOF, this is 100 hours. Supervisors should work with employees to reduce overtime leave hours.
VHOLMAX	Holiday Hours Exceeds Allowable	The holiday hours entered exceed the allowed holiday hours based on the employee's schedule. Employees may need to remove holiday hours from the timesheet.
VHRLY90P	Hourly Exceeds 90% Year	For wage; the 1500 hours total is within 90% of the yearly limit. Supervisor should work with employee to ensure limit is not exceeded.
VHRLYMAX	Hourly Exceeds Max Year	For wage; the 1500 hours total has exceeded the yearly limit. Supervisor should contract Payroll. (high level error*)

Once time is corrected, the exception will automatically clear. If the error is reasonable and/or is being addressed outside of the system, it can be "allowed." To allow an exception, check the allow box and press the Update Exception button.

**Exceptions** ?

Allow	Date	Exception ID	Exception Source	Status	Exception Severity	Explanation
<input type="checkbox"/>	12/22/2023	VMAXOTLV	Time Administration	Unresolved	Medium	OT_LEAVE Balance 104.25 exceeds allowed Leave Limit 100

Select All      Deselect All

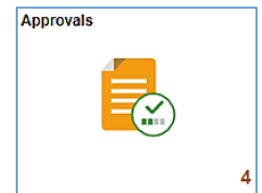
**Update Exception**

\*It's important to note that high-level exceptions cannot be "allowed" as they DO impact payroll. The timesheet must be adjusted.

### APPROVING TIMESHEETS

Once the timesheet has been reviewed and confirmed to be complete and accurate, it's time to approve. Navigate to the Approvals tile from the homepage.

Select entries for the employee for the week corresponding to your review. Note that the hours may appear in multiple rows.



<b>Reported Time</b> PAMELA GIBSON	Quantity for Approval 0.75 Hours 01/18/2024 - 01/18/2024	Routed 01/18/2024 >
<b>Payable Time</b> PAMELA GIBSON	Quantity for Approval 53.25 Hours 01/16/2024 - 01/24/2024	Routed 01/29/2024 >

Check the box next to the time, and press the green Approval button.

**Summary**

Time Period 01/18/2024 - 01/18/2024

Quantity for Approval 0.75 Hours      Quantity Scheduled 9.00 Hours

[View Legend](#)

▼ **Reported Time Details**

Pending   All

1 row

Select	From Date	To Date	Time Reporting Code	Quantity for Approval
<input type="checkbox"/>	01/18/2024	01/18/2024	PER - VSDP Personal Leave	0.75 Hours >

Repeat as needed to ensure all time for the week has been approved.

You may also have entries in your approval list from previous weeks if the employee has made changes. Review the timesheet for the week to re-confirm accuracy prior to approving those entries.