Cardinal HCM – How to Approve Timesheets
DOF Quick Reference Guide

RESPONSIBILITIES

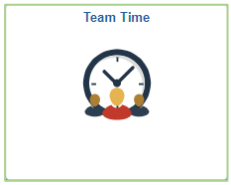
Supervisors are responsible for ensuring their team members are submitting timesheets accurately and completely on a weekly basis. In addition to reading and approving timesheets in Cardinal HCM, supervisors should have a working knowledge of the HR policies which apply to timesheets, including:

- 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

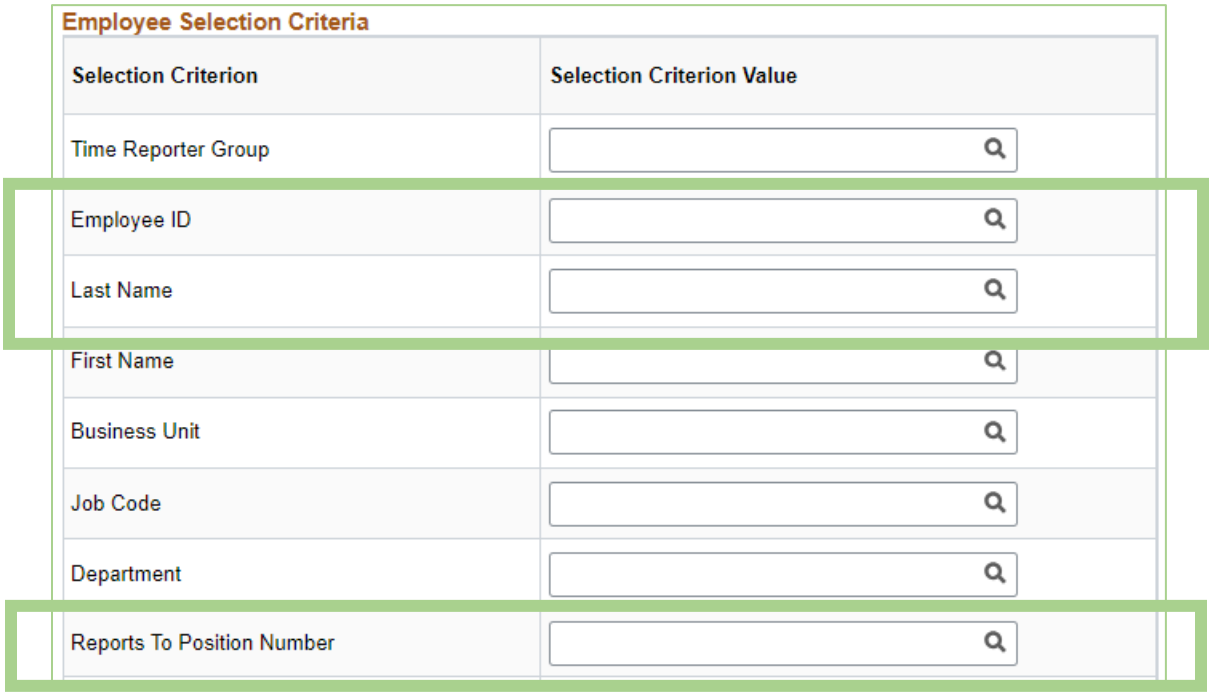
Supervisors may direct all policy-related questions to HR.

TIMESHEET CHECKLIST

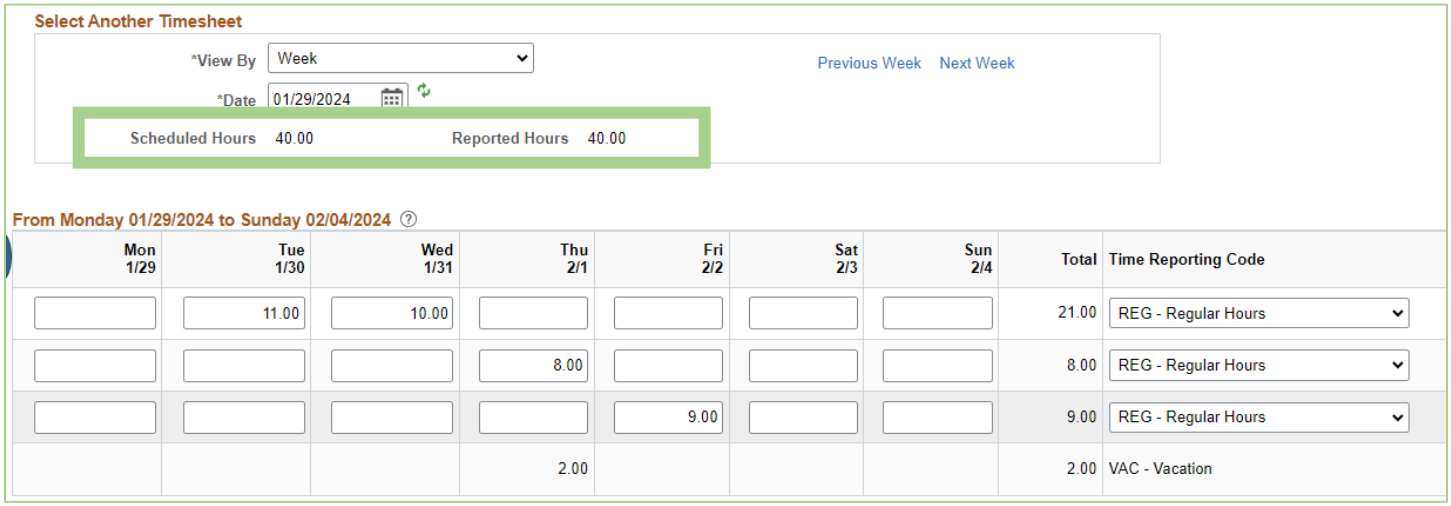
Step 1: Ensure team members are completing timesheets every week.



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.)



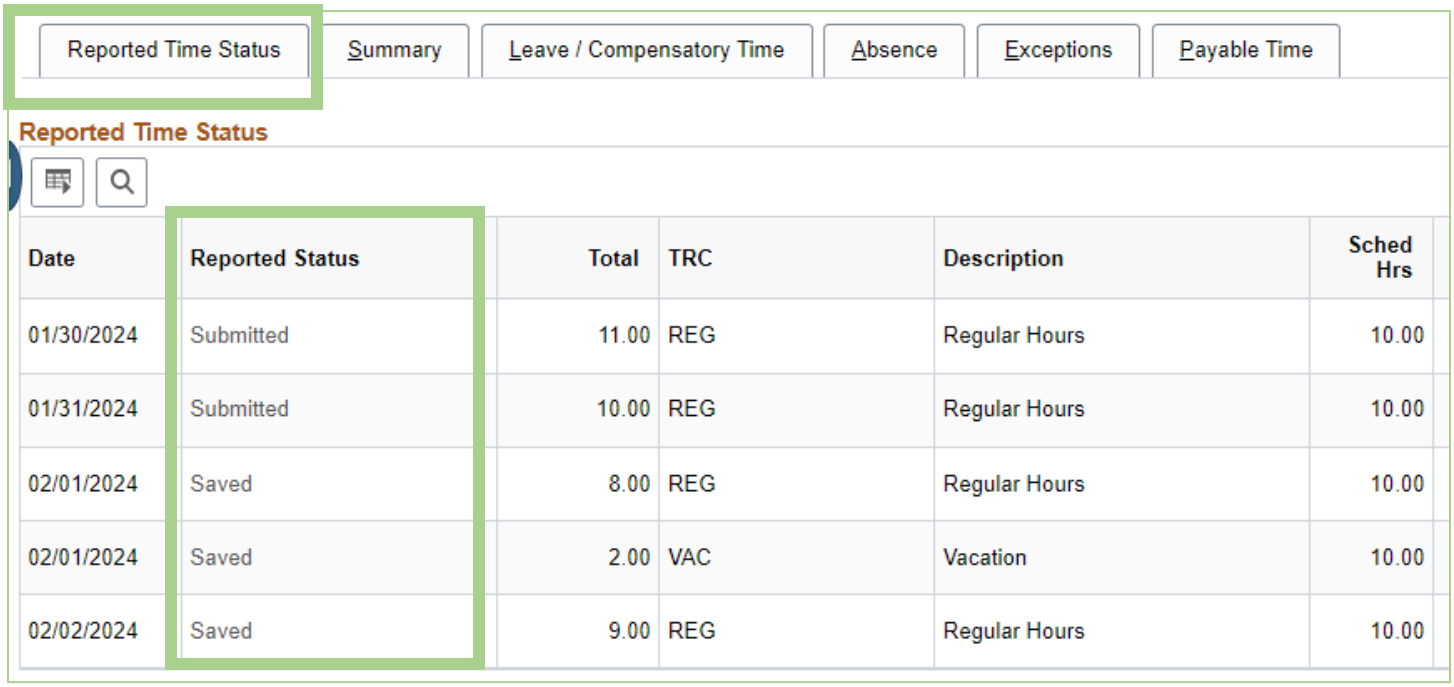
On the timesheet grid, you can confirm that all scheduled hours are accounted for.



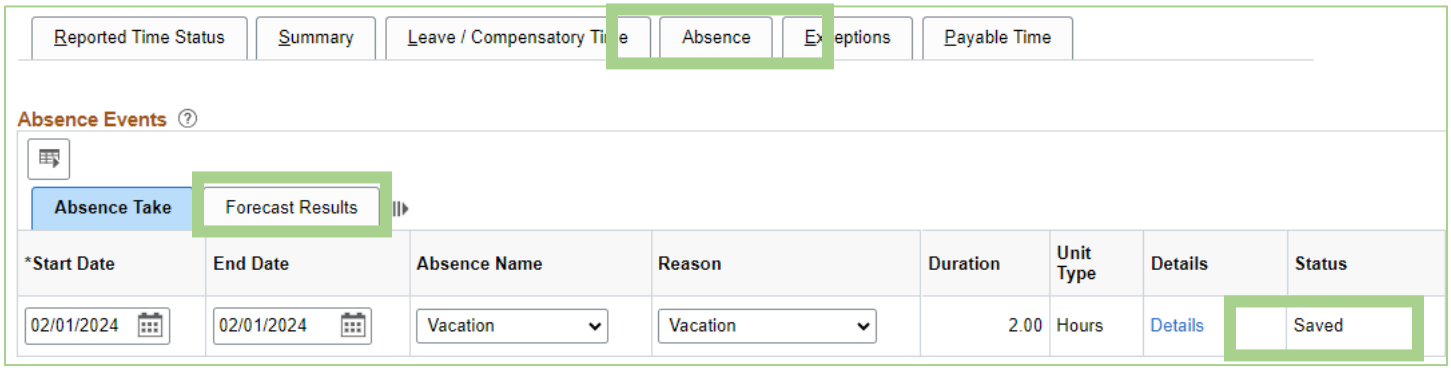
Step 2: Ensure productive hours and absences are properly submitted.

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 <u>not</u> appear in your list for approval and will not progress through payroll.

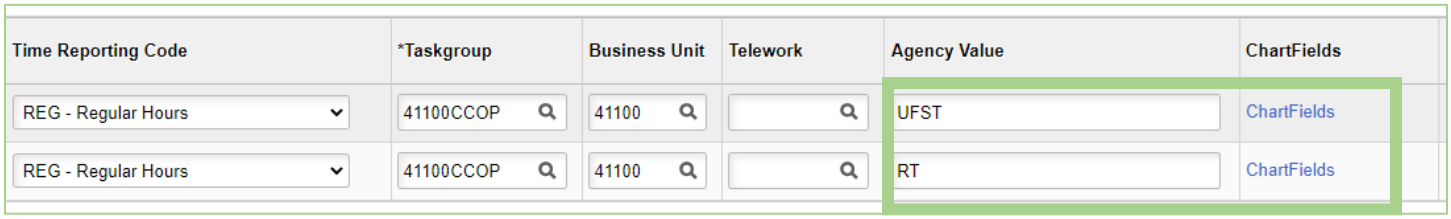


On the Absence tab, you can confirm if an absence event was started, check forecast results, and balances. The status must say *Needs Approval* (or *Approved*) to be processed.



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.)

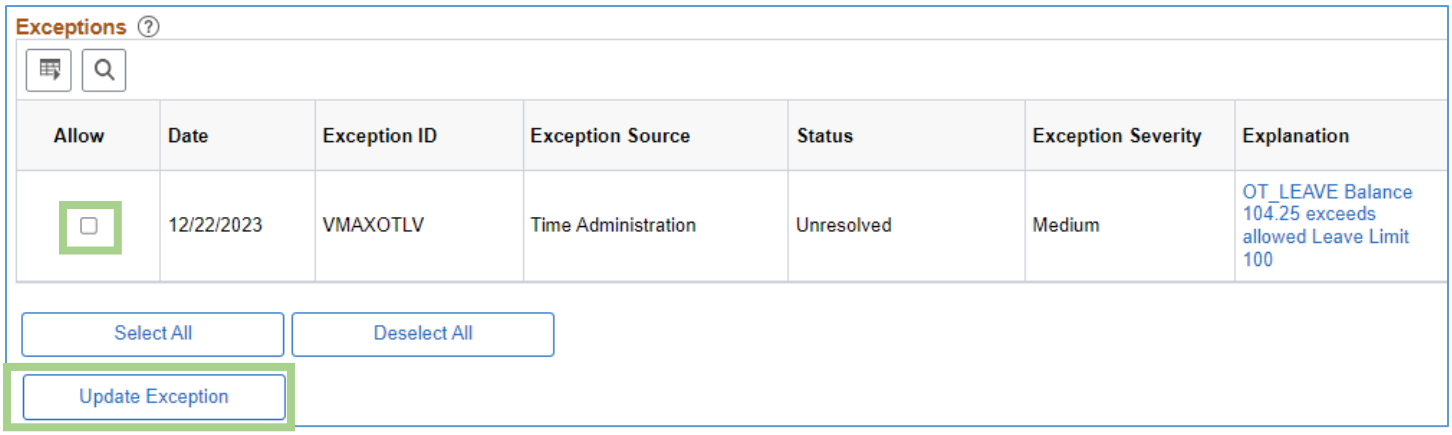


Step 4: Ensure any exceptions (errors) are corrected or allowed.

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*)

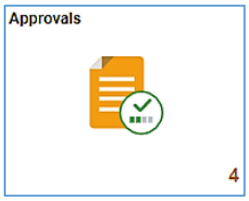
Once time is corrected, the exception will automatically clear. If the error is reasonable and/or is being addressed outside of the system, it can be "allowed." To allow an exception, check the allow box and press the Update Exception button.



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

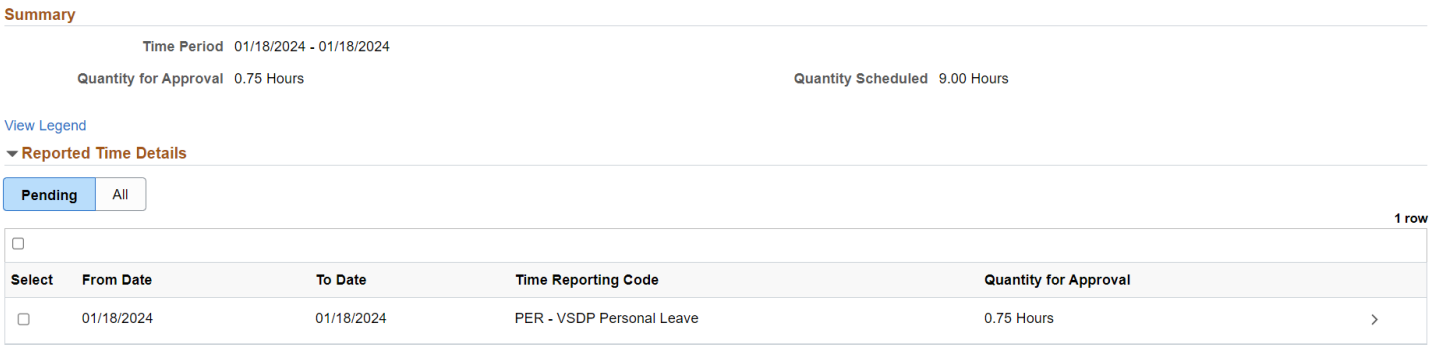
APPROVING TIMESHEETS

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.

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



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.

Updated 1/31/24