

HUMAN CAPITAL MANAGEMENT

Time & Attendance Enhancements

August 26, 2026

Agenda

01

Welcome & Cardinal Upgrade Overview

02

Timesheet Enhancements

03

**Time & Attendance WorkCenter &
Delegation Enhancements**

04

Absence Enhancements

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Wrap-Up

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.

The screenshot shows the Microsoft Teams application window. At the top, the 'Chat' icon is highlighted with a red box and a callout that says 'Post your questions in the Chat.' To the right, the 'More' menu is open, showing the 'Speaker' and 'Microphone' settings. The 'Speaker' section has three options: 'Headphones (HP USB-C Dock Audio Headset)' (selected), 'Speakers (Realtek(R) Audio)', and 'LU28R55 (HD Audio Driver for Display Audio)'. Below this is a volume slider. The 'Microphone' section has two options: 'Microphone (HP USB-C Dock Audio Headset)' (selected) and 'Microphone Array (Intel® Smart Sound Technology for Digital Microphones)'. Below this is a microphone activity indicator. At the bottom of the settings panel, there are toggles for 'Spatial audio' (off) and 'Noise suppression' (on), and a link for 'More audio settings'. A red arrow points to the 'More' menu icon. A second callout box at the bottom says 'No Sound? Make sure your Speaker is set to the correct device.'

Post your questions in the Chat.

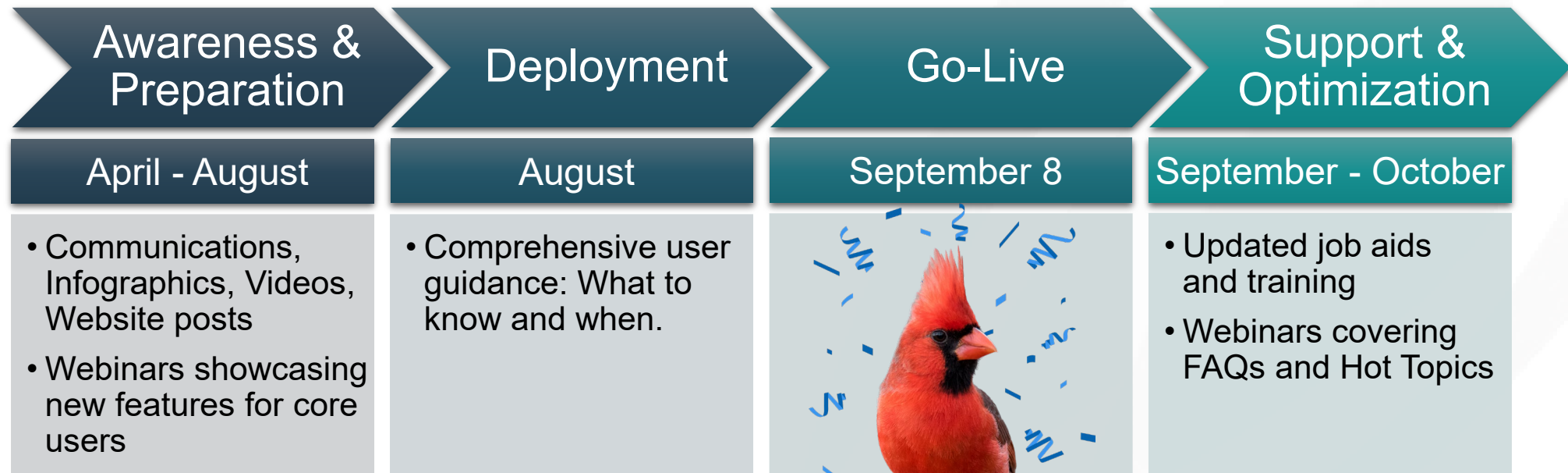
No Sound?
Make sure your Speaker is set to the correct device.

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, it is likely unchanged as part of the upgrade.
- ✓ Agency users will not have access to a training environment to preview the upgraded system.
- ✓ All job aids, training, and support materials are being updated and will be made available before the upgrade.
- ✓ 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 Personalization 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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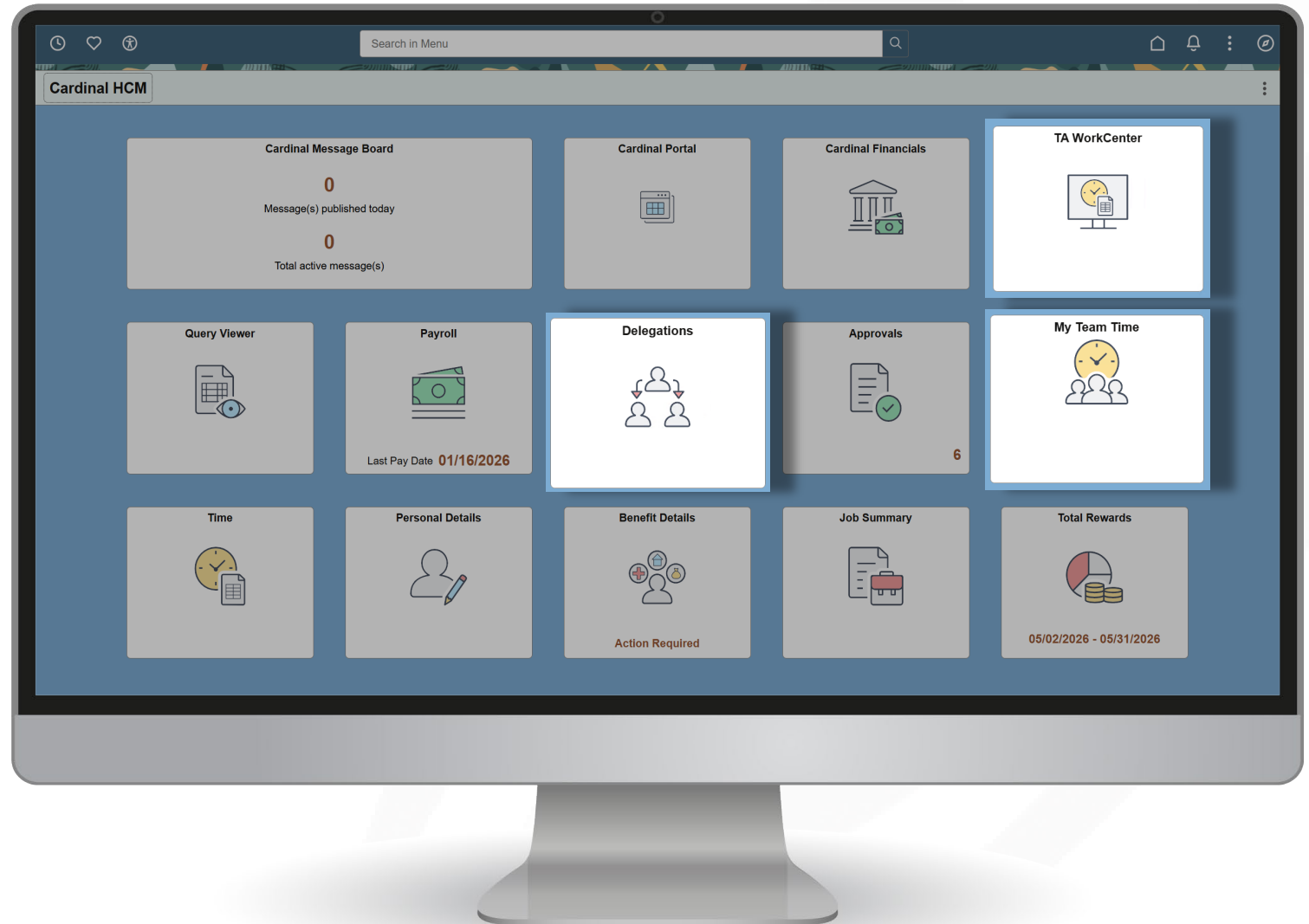
Wrap-Up

Cardinal HCM Homepage – New TA Tiles

TA WorkCenter: Opens the new TA WorkCenter

Delegations: View, create, and administer delegation

My Team Time:
Supervisors can directly access timesheet and absences for direct and indirect reports



Cardinal Time Tile Pages

The screenshot displays the 'Time' section of the Cardinal system. A sidebar on the left lists various time-related functions, each with an icon and a red arrow pointing to a corresponding callout box. The main area shows a 'Timesheet' view for 'Workgroup SE2P071E2' with a weekly view of time entries and a table of absence balances.

Time

- Timesheet** (Icon: Calendar with clock) - Access the Timesheet to Enter Time, view a Time Summary page, and Review Exceptions
- Enter Time** (Icon: Clock) - Enter Time by Day and view Payable Time
- Time Summary** (Icon: Document with clock)
- Exceptions** (Icon: Document with clock)
- Enter Time by Day** (Icon: Calendar with clock) - View Leave/Comp Time
- Payable Time** (Icon: Document with clock)
- Leave / Comp Time** (Icon: Document with clock)
- Manage Absence** (Icon: Document with clock) - Submit Absences, Request to Cancel Absences, View Absence Requests
- Cancel Absences** (Icon: Document with clock)
- View Requests** (Icon: Document with clock)
- Absence Balances** (Icon: Document with clock) - Review Absence Balances and the Comprehensive Absence Summary page
- Comprehensive Absence Summary** (Icon: Document with clock)
- Approval Monitor** (Icon: Document with clock) - Access the Approval Monitor page to check approval status and information

Workgroup SE2P071E2

Reported 0.00 Hours

***View By Weekly**

Submit

Taskgroup Business Unit Telework

16 Thu	17 Fri	18 Sat	19 Sun
0 of 8	0 of 8	0 of 0	0 of 0

50100CCRQ 50100

15 Tl	Thu 16 Tl	Fri 17 Tl	Sat 18 Tl	Sun 19 Tl
8.00	8.00	8.00		
8.00	8.00	8.00		

New Cardinal Timesheet

The new timesheet opens by default to the weekly view and refreshes automatically when the view by selection or dates are changed.

The screenshot displays the Cardinal Timesheet interface. On the left is a 'Legend' panel with a list of status icons and their descriptions: Time Details, Saved, Approved, Pending Approvals, Denied, Pushed Back, Exception, Submitted Absence, Saved Absence, Absence In Process, Absence Approved, Absence Denied, Absence Pushed Back, Holiday, and Reported. The main area is titled 'Enter Time' and shows employee details (Employee ID, Empl Record 3, Time Reporting Type Exception, Earliest Change Date 01/02/2026) and a date range (September 6, 2026 - September 12, 2026). A 'Scheduled' bar shows 40.00 hours. Below this is a weekly calendar view for the same period. Callouts highlight several features: 'Click Related Actions' points to a menu icon; 'Click Add/View Comments to add and view comments on the Timesheet' points to a comment icon; 'View the icon descriptions by clicking the Info icon' points to an info icon; and 'A comment has been added to the Timesheet' points to a comment icon on the calendar. An 'Actions' dropdown menu is open, showing options: Cancel Absences, Payable Time, Time Summary, and Add/View Comments (highlighted with a red box). At the bottom, a 'Time Summary' table is visible.

Category	Total	Sun 6	Mon 7	Tue 8	Wed 9	Thu 10	Fri 11	Sat 12
Total Reported Hours								
Total Scheduled Hours	32.00			8.00	8.00	8.00	8.00	
Schedule Deviation	32.00			8.00	8.00	8.00	8.00	

Timesheet – Set View Options

Enter Time

Employee ID [redacted]
Empl Record 0

Time Reporting Type Exception
Earliest Change Date 04/25/2026

Use the View By drop-down to change the timesheet view to Bi-Weekly, Monthly, or Period

*View By Weekly ▾
Bi-Weekly
Monthly
Period
Weekly

July 13, 2026 - July 19, 2026

Scheduled 40.00 | Reported 0.00 Hours

Click the three dots (...) for more options, including Save for Later and Request Absence

Submit ...

Save for Later
Request Absence

Use the arrow buttons to jump to the next or previous week or click the calendar icon to select a specific date

Calendar

July 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

< Current Date >

Timesheet – Entering Time

The timesheet now defaults to only one row. Additional rows can be added/removed by using the + or – buttons.

Enter Time

Employee ID [REDACTED] Time Reporting Type Exception Workgroup SE2P071E2
Empl Record 0 Earliest Change Date 04/13/2026

July 13, 2026 - July 19, 2026
Scheduled 40.00 | Reported 0.00 Hours

Status Bar: The visual bar quickly indicates if a day's recorded hours are under, over, or equal to the user's schedule

*Time Reporting Code	Row Totals	13 Mon	14 Tue	15 Wed	16 Thu	17 Fri	18 Sat	19 Sun
REG - Regular Hours	38.50	8 of 8	6 of 8	8 of 8	8.5 of 8	8 of 8	0 of 0	0 of 0
		8.00	6.00	8.00	8.50	8.00		

The Time Reporting Code selection is now at the beginning of the timesheet

	Mon 13	Tue 14	Wed 15	Thu 16	Fri 17	Sat 18	Sun 19
	8.00	8.00	8.00	8.00	8.00		
	8.00	8.00	8.00	8.00	8.00		

Timesheet – Adding ChartFields

To add ChartFields, click the ChartFields link at the end of the row. This opens the ChartField Detail window.

The screenshot displays the 'Enter Time' interface for a timesheet. At the top, it shows 'Employee ID' (redacted), 'Empl Record 0', 'Time Reporting Type Exception', 'Earliest Change Date 04/25/2026', and 'Workgroup SE2P071E2'. Below this, a date range 'July 13, 2026 - July 19, 2026' is shown with navigation arrows. A bar chart indicates 'Scheduled 40.00' and 'Reported 0.00 Hours'. A table with columns for 'Time Reporting Code', 'Row Totals', and dates '13 Mon' and '14 Tue' is visible, with '0 of 8' entries for each date. A modal window titled 'ChartField Detail' is open, featuring a 'Cancel' button and a 'Done' button. It contains an 'Advanced Search' section and a 'ChartField Detail' section with various input fields: Account (599999), Program, Cost Center, FIPS, Agency Use 1, PC Business Unit, Activity, Category, Affiliate, Fund, Department, Task, Asset, Agency Use 2, Project, Source Type, Subcategory, and Fund Affiliate. A red arrow points to the 'ChartFields' link in the table on the right side of the modal.

Enter Time

Employee ID [Redacted]
Empl Record 0

Time Reporting Type Exception
Earliest Change Date 04/25/2026

Workgroup SE2P071E2

July 13, 2026 - July 19, 2026

Scheduled 40.00 | Reported 0.00 Hours

*Time Reporting Code

Row Totals

13 Mon 0 of 8

14 Tue 0 of 8

ChartField Detail

Cancel Done

Advanced Search

ChartField Detail

Account 599999

Program

Cost Center

FIPS

Agency Use 1

PC Business Unit

Activity

Category

Affiliate

Fund

Department

Task

Asset

Agency Use 2

Project

Source Type

Subcategory

Fund Affiliate

ChartFields

Timesheet – ChartField Detail

Click **Advanced Search** to use a SpeedType Key or enter the ChartField details manually.

Cancel ChartField Detail Done

Advanced Search

ChartField Detail

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	

Click **Done** to add the ChartField Details to the Timesheet

Input the **SpeedType Key** and **Search**. Click the correct row from the Search Results at the bottom of the page to add the ChartField Details

Cancel ChartField Detail

SpeedType Key 010GENERAL

Search by ChartFields

Account	599999	Fund	01000
Program	599001	Department	18100
Cost Center	010	Task	
FIPS		Asset	
Agency Use 1		Agency Use 2	
PC Business Unit		Project	
Activity		Source Type	
Category		Subcategory	
Affiliate		Fund Affiliate	

Search Clear

Search Results

Summary Details

SpeedType Key	010GENERAL	1 row
Description	Commissioner's Office	

Approval Monitor Page

Track and filter time and absence requests by Approval Type, Approval Status, and specified Date range.

Time

Timesheet

Enter Time by Day

Payable Time

Leave / Comp Time

Manage Absence

Cancel Absences

View Requests

Absence Balances

Comprehensive Absence Summary

Approval Monitor

View Approval Status

Search Criteria

*Employee ID

Employee Record

0

*From Date

*To Date

*Approval Type

*Approval Status

Clear

Search

Search Results

	Employee ID	Employee Record	Employee Name	Approval Type	Absence Name / TRC Description	Transaction Date	End Date	Approval Status	Approver ID	Approver Name	Approver Email Address
1		0									

Save

Using the Approval Monitor

Search Criteria: Complete all fields to view results

Search Results: Displays all matching records. Each entry includes:

- **Request Details:** Absence Name/TRC Description and Transaction Date
- **Approver Details:** Name, Email Address, and Phone Number

View Approval Status

Search Criteria

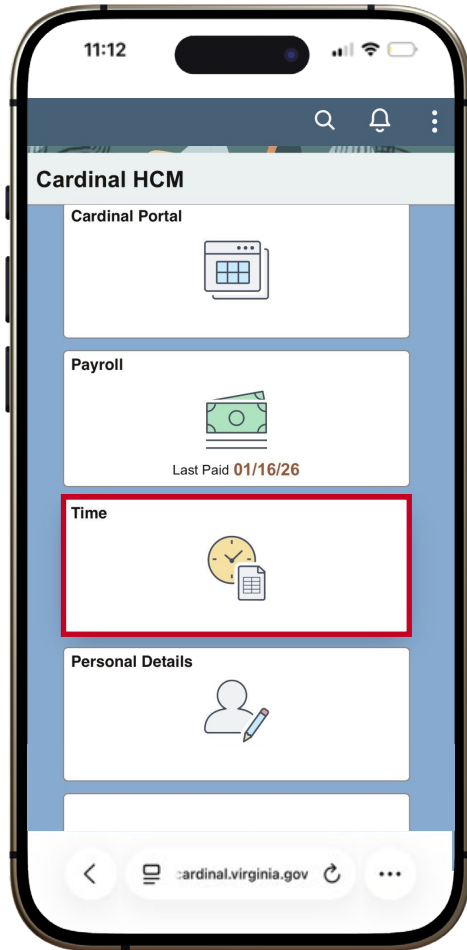
*Employee ID Employee Record *From Date *To Date

*Approval Type *Approval Status

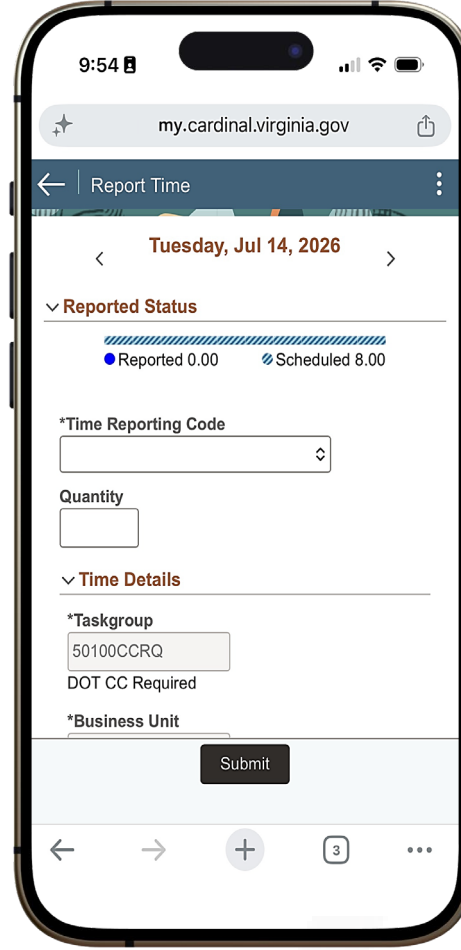
Search Results

	Employee ID	Employee Record	Employee Name	Approval Type	Absence Name / TRC Description	Transaction Date	End Date	Approval Status	Approver ID	Approver Name	Approver Email Address	Approver Business Phone Number	Approver Cell Phone Number
1		2		TLPayableTime	OT @ Straight Time	05/17/2026		Needs Approval					
2		2		TLPayableTime	Regular Earnings - Salaried	04/03/2026		Needs Approval					
3		2		TLPayableTime	Regular Earnings - Salaried	04/02/2026		Needs Approval					

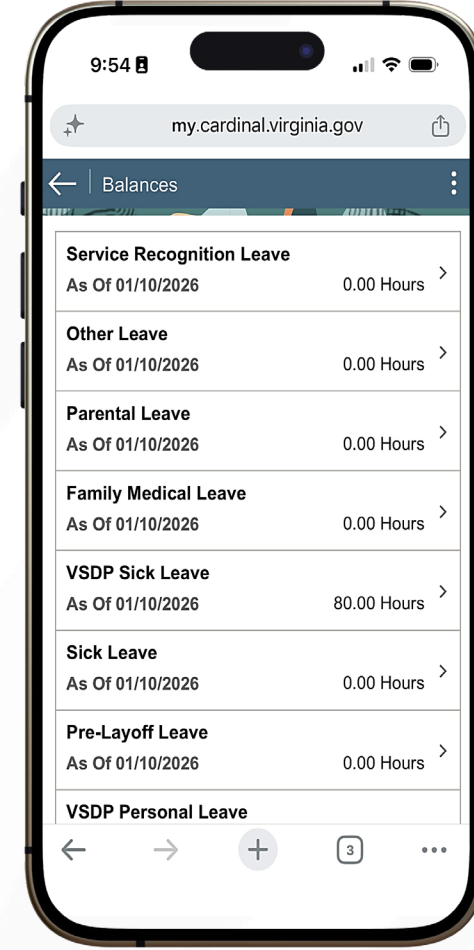
TA Mobile Functionality



Time Tile on Homepage



Enter Time by Day



View Balances



Q & A

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Wrap-Up

Time and Attendance WorkCenter

The screenshot displays the 'Time and Labor WorkCenter' interface. At the top, there is a navigation bar with icons for back, clock, heart, and user profile, alongside a 'Search in Menu' input field. The main header reads 'Time and Labor WorkCenter'. On the left, a sidebar menu includes 'My Work', 'Exceptions' (with a dropdown arrow), 'My Approvals', 'Links', 'Queries', and 'Reports/Processes'. Under 'Exceptions', 'Allowable Exception' and 'Fix Exception' are listed, both with a green circle containing the number '9'. The 'Fix Exception' item is highlighted with an orange background. The main content area is titled 'Fix Exception' and shows a table with columns for Name, Job, and Severity. The first row is partially visible, showing 'JOHN DOE' and 'Emergency Coordinator II'. A large blue text box is overlaid on the right side of the interface.

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.

Name	Job	Severity
JOHN DOE	Emergency Coordinator II	High

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'. Red lines connect callout boxes to specific menu items and table rows.

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.

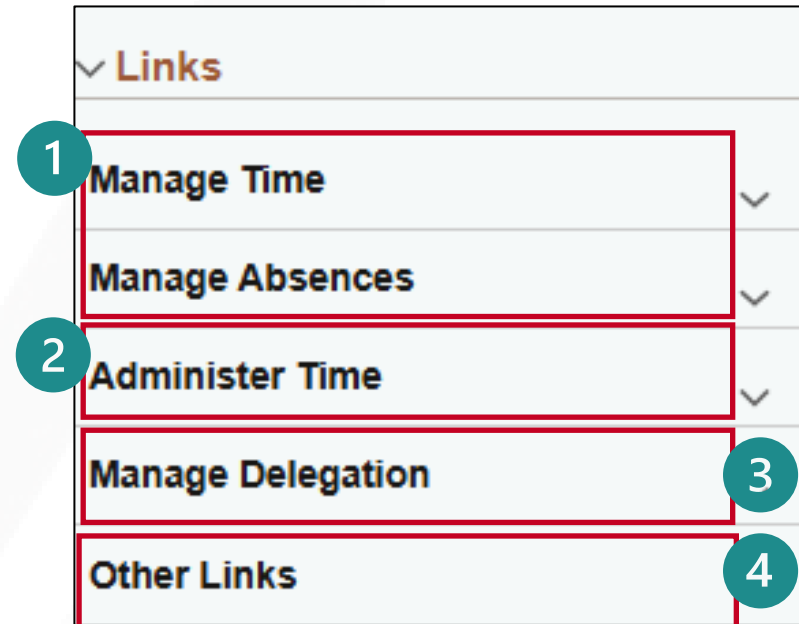
Reports/Processes: Direct access to recurring **Must Run** and **Most Run** reports and processes supporting payroll and compliance.

 Cardinal

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.
2. **Administer Time:** Access to time processing pages.
3. **Manage Delegation:** Access to the Delegations page.
4. **Other Links:** Access to Report Manager and Process Monitor.



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 My Approvals section are highlighted with red borders. The Links section also includes Manage Time, Manage Absences, Administer Time, Administer Absences, Administer Setup, Manage Delegation (highlighted with a red border), and Administer Delegation (highlighted with a red border).

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

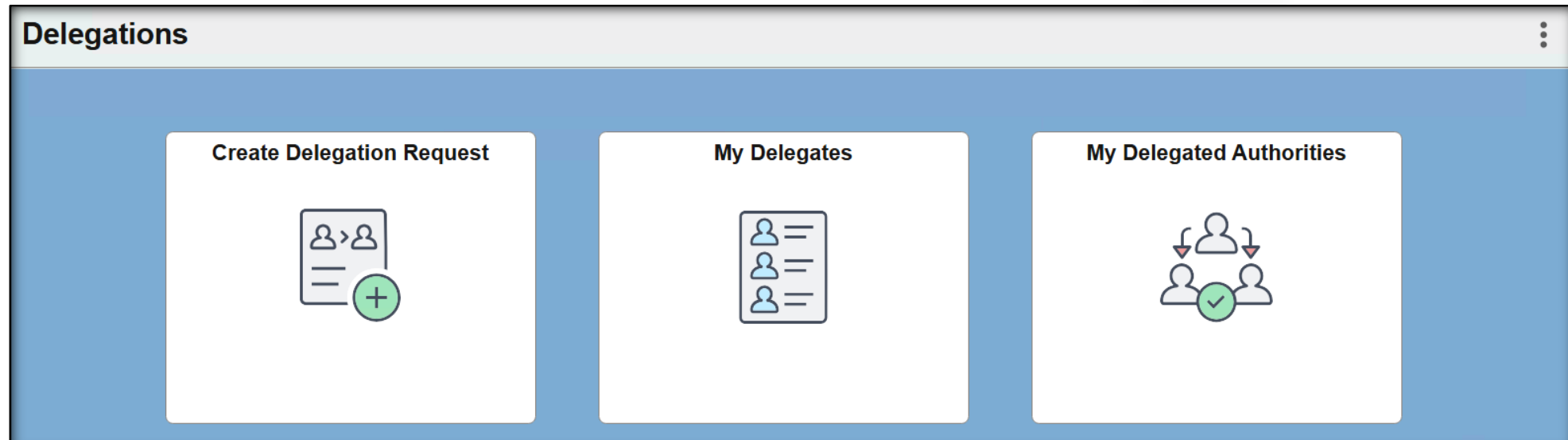
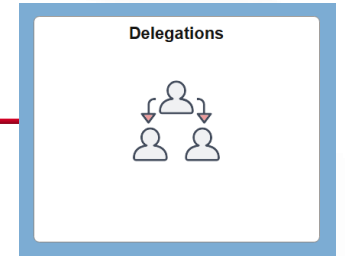
Administer Delegation

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

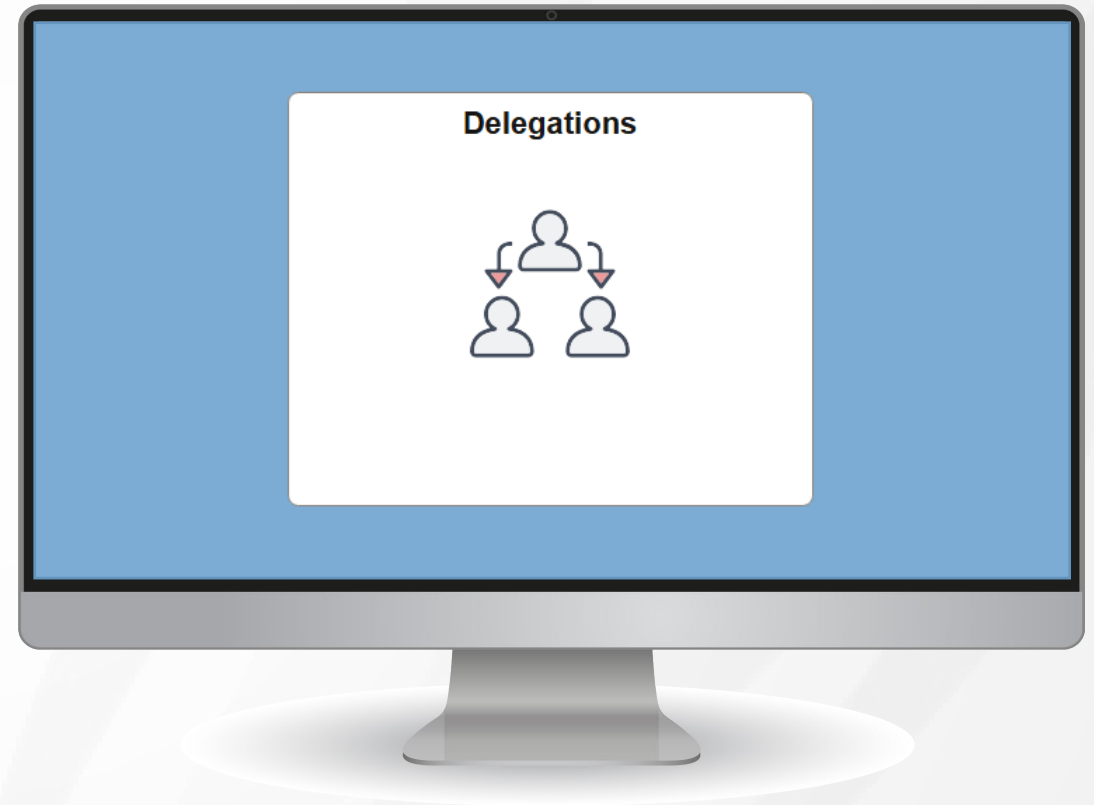
Track and review the requests you have assigned to others.

My Delegated Authorities

View transactions delegated to you by another approver.

LIVE DEMONSTRATION

Delegation



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.
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.



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Wrap-Up

Manage Absence Page

The **Manage Absence** page will feature a completely refreshed and simplified layout.

The screenshot shows the 'Manage Absences' page. On the left is a sidebar with a 'Time' section containing links: Timesheet, Enter Time by Day, Payable Time, Leave / Comp Time, **Manage Absence** (highlighted), Cancel Absences, View Requests, Absence Balances, Comprehensive Absence Summary, and Approval Monitor. The main content area is titled 'Manage Absences' and includes a 'View all requests' link. A red box highlights three recent absence entries, each showing 'Vacation' type, dates, hours, and an 'Approved' status. A callout points to these entries, stating: 'Displays the three most recently entered absences.' Below this is a 'Create a new Request' section, also highlighted with a red box. It contains fields for '*Start Date' (07/10/2026), 'End Date' (07/10/2026) with a '+1 Day' button, and '*Absence Name' (a dropdown menu). An 'Apply Absence' button is next to the dropdown. A 'Submit' button is located to the right of the form. A callout points to the form, stating: 'Create an Absence Request: Enter the start and end dates, select the Absence Name, and click **Apply Absence**.'

Time

- Timesheet
- Enter Time by Day
- Payable Time
- Leave / Comp Time
- Manage Absence**
- Cancel Absences
- View Requests
- Absence Balances
- Comprehensive Absence Summary
- Approval Monitor

Manage Absences

[View all requests](#)

Vacation 01/02/2026 7.00 Hours Approved	Vacation 12/31/2025 4.00 Hours Approved	Vacation 12/24/2025 3.50 Hours Approved
---	---	---

Displays the three most recently entered absences.

Create a new Request

*Start Date 07/10/2026 End Date 07/10/2026 +1 Day

*Absence Name Select Absence Name Apply Absence

Submit

Create an Absence Request: Enter the start and end dates, select the Absence Name, and click **Apply Absence**.

Absence Entry

Manage Absences

Vacation
01/02/2026
7.00 Hours
⌚ Approved ⋮

Vacation
12/31/2025
4.00 Hours
⌚ Approved ⋮

Vacation
12/24/2025
3.50 Hours
⌚ Approved ⋮

[View all requests](#)

Create a new Request

*Start Date07/10/2026📅

*Absence NameVacation⌵

Apply Absence

End Date07/10/2026📅+1 Day

*ReasonVacation⌵

Submit

Partial DaysNone>

Duration8.00Hours

Comments

Check EligibilityView Eligibility Details

Balance Information As Of 07/10/2026

Vacation
01/10/2026 - 01/09/2027294.50

After clicking the Apply Absence button the Reason field displays.

The current balance for the selected absence type is displayed automatically.

Use the **Check Eligibility** button to quickly confirm if the absence request is valid.

 Cardinal

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Cancel Absences

Users can now submit a request to Cancel an Absence for absences in Approved status. This request is routed to their Reports To Supervisor.

Time

Timesheet

Enter Time by Day

Payable Time

Leave / Comp Time

Manage Absence

Cancel Absences

View Requests

Absence Balances

Comprehensive Absence Summary

Approval Monitor

Cancel Absences

View Requests

43 rows

Vacation	01/02/2026	7 Hours	Processed	>
Vacation	12/31/2025	4 Hours		>
Vacation				

Select the Absence to request the Cancelation.

Canceling an Absence

Cancel Absence

[Return to Cancel Absences](#)

The Absence Details display. The user can enter **Comments** about the request and then click **Cancel Absence** to submit the request to their Reports To Supervisor.

Cancel Absence

Absence Details

Start Date 01/02/2026

End Date 01/02/2026

Absence Name Vacation

Reason Vacation

Duration 7.00 Hours

Status Approved

Comments

Comments

Processing Details

Status Processed

Processed Time 7 Hours

Paid 7 Hours

Unpaid 0 Hours

Period 12/25/2025 - 01/09/2026

Request History



37

Canceling an Absence - Submitted

Q Search in Menu



Absence Request is Submitted for Cancellation. 

Absence Details

Start Date 12/19/2025

End Date 12/19/2025

Absence Name Vacation

Reason Vacation

Duration 5.50 Hours

Status Approved

Comments

Cancel Status Submitted

Comments

Processing Details

Status Processed

Paid 6 Hours

Period 12/10/2025 - 12/24/2025

Request History

Approval Chain

The Absence Details will now display a Cancel Status of Submitted.

Users can view the **Approval Chain** to see who it was routed to and the status of the request.



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.



forms.office.com/g/JC56ehPS7C

Time & Attendance Videos

Check out these videos available on the Cardinal website.



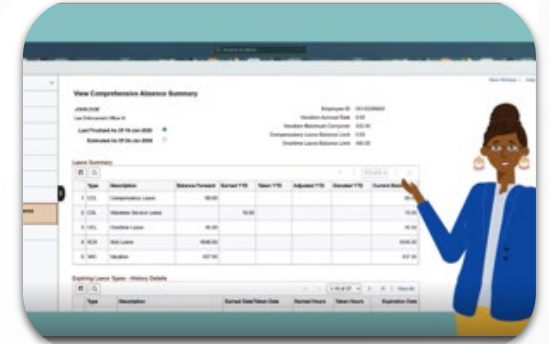
[Timesheet Overview](#)



[Making a Timesheet Adjustment](#)



[Managing Absence Requests](#)



[Viewing Absence Balances](#)

Time & Attendance Job Aids

Helpful job aids for time reporters, supervisors, and timekeepers.

**ESS392 Time Entry
Scenarios
(Exception Time
Reporter)**

**ESS392 Time Entry
Scenarios
(Positive Time
Reporter)**

**TA Holiday Time
Entry Scenarios**

**ESS Reviewing
Absence and
Leave Balances**

**TA373 Approving
Time and
Absences**

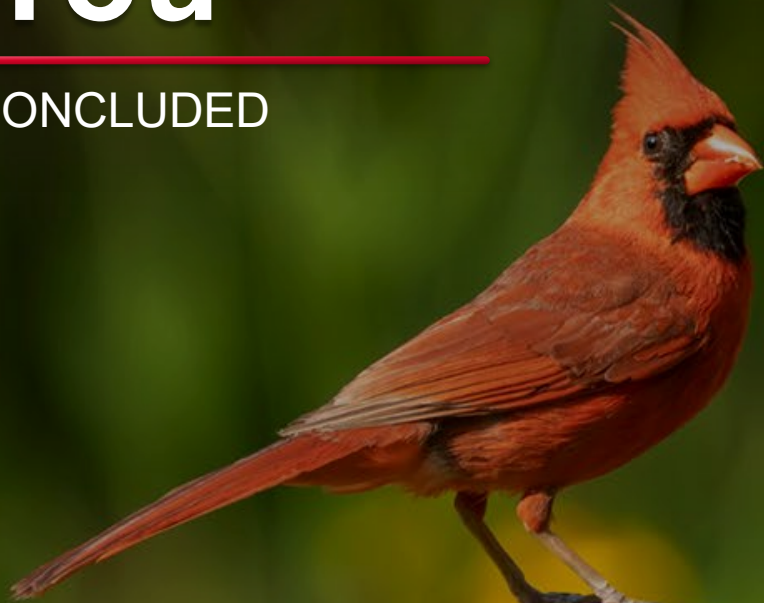
**TA373 Delegation
Administration for
Supervisors**

**TA371 Entering
ChartField Details
on the Timesheet**

All Cardinal job aids are located at cardinalproject.virginia.gov/job-aids.
Updated versions will be available before the Cardinal Upgrade Go-Live.

Thank You

PRESENTATION CONCLUDED



We Value Your Feedback!

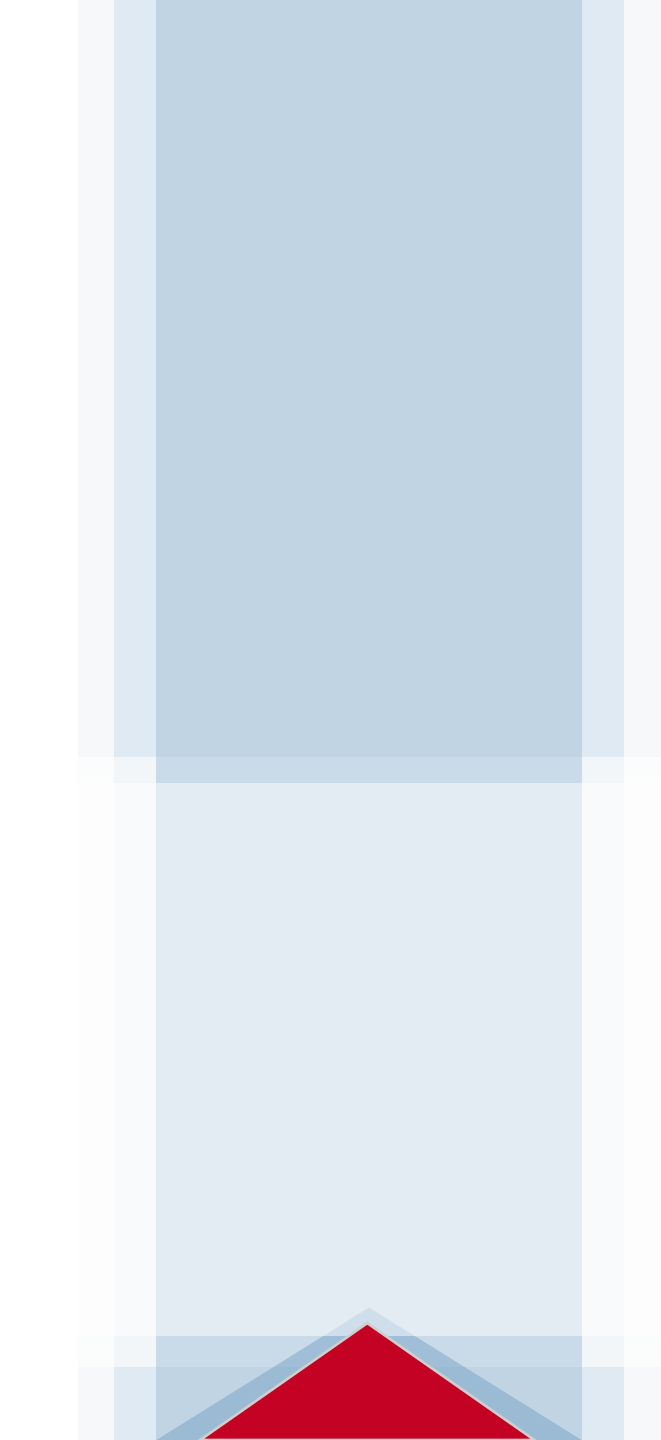
Scan the QR code or click the link below to take a brief survey.



forms.office.com/g/JC56ehPS7C

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

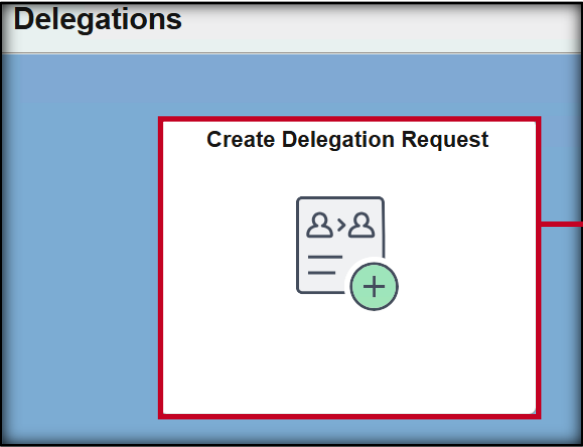
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Appendix

Create a Delegation Request

To delegate your approval authority to another Supervisor or Manager, we start by clicking on the Create Delegation Request tile.



Click Create Delegation Request

Delegation Request

1

Delegation Dates

2

Delegates

3

Transactions

4

Review and Submit

Next >

Step 1 of 4: Delegation Dates

Enter a comment

* Start Date08/10/2026

End Date

Leave blank for open-ended delegations

*Comment

Enter the Start Date and End Dates

Select Delegates

Delegation Request

1

Delegation Dates

2

Delegates

3

Transactions

4

Review and Submit

< Previous

Next >

Step 2 of 4: Delegates

5 rows

Select All

Clear All

	Name ↑↓	Email ID ↑↓	Phone ↑↓
☐	 FOZZIE BEAR	xxxfozzie.bear@vdacs.virginia.gov	555/555-5555
☐	 JOHN DOE		555/555-5555
☐	 KERMIT FROG	xxxkermit.frog@vdacs.virginia.gov	555/555-5555
☐	 MISS PIGGY	xxxmiss.piggy@vdacs.virginia.gov	555/555-5555
☐	 TELLY MONSTER	xxxnelly.monster@vdacs.virginia.gov	555/555-5555

Select Delegate or Delegates

Transactions to Delegate

Delegation Request

1

Delegation Dates

2

Delegates

3

Transactions

4

Review and Submit

< Previous

Next >

Step 3 of 4: Transactions

All

Approve

Initiate

Select All

Clear All

Description

☐

Absence Cancellation

☐

Approve Report Time Fluid

☐

Manage Approve Payable Time

☐

Manage Report Time Fluid

☐

Manager Abs Cancellation Fluid

☐

Manager Absence Approve

☐

Manager Absence Balance Fluid

☐

Manager Absence History Fluid

☐

Manager Absence Request Fluid

9 rows

Always select all of the Transaction Types

Review and Submit the Delegation Request

Delegation Request

1

Delegation Dates

2

Delegates

3

Transactions

4

Review and Submit

< Previous

Submit

Step 4 of 4: Review and Submit

Delegation Details

Start Date 08/14/2026

End Date 08/18/2026

Comment Delegating while out on vacation 8/14 - 8/18

Delegates FOZZIE BEAR
KERMIT FROG

Transactions Absence Cancellation
Approve Report Time Fluid
Manage Approve Payable Time
Manage Report Time Fluid
Manager Abs Cancellation Fluid
Manager Absence Approve
Manager Absence Balance Fluid
Manager Absence History Fluid
Manager Absence Request Fluid

Review the information and click Submit