

Approving Time and Absences Overview

This Job Aid provides information on how to approve time and absences in Cardinal for TA Supervisors.

To approve time and absences in Cardinal, the following conditions must be met:

- The approver must be a Commonwealth employee
- The approver must have access to Cardinal as a core user
- The Cardinal user must be the Cardinal position direct report (Reports To) supervisor of the employee or have appropriate delegation (the approver is a proxy for the employee’s Reports To supervisor)
- The approver must be assigned the security roles that allow for time and absence approval: Time & Labor Supervisor and Absence Supervisor

Note: When a Reports To position is vacant or when the Reports To supervisor is suspended or on Leave of Absence (paid leave, unpaid leave, LOA Working), Cardinal will route approvals to the supervisor’s Reports To supervisor.

All approvals for both time and absences follow the same steps and are done using the **Approvals** tile in Cardinal HCM. There are two categories of time:

- **Reported Time** – Time entered on the **Timesheet** or interfaced to Cardinal through the Time Entry Upload (e.g., regular, overtime, comp time earned, comp time taken)
- **Payable Time** – The result of Time Administration process and the execution of Time and Labor Rules against Reported Time

Note: Some time is set up for approval at the Reported Time level and requires approval before it is processed. Some time is set up for approval at the Payable Time level and requires approval after it is processed.

The table below shows the type of time that needs approval based on Agency configuration.

Agency Configuration	Categories of Time that Require Approval
Online using Cardinal AM	Reported Time approval for absences Payable time approval for the time
Online using external leave	Payable Time approval only
Interfacing time using Cardinal AM	Reported Time only if they enter/update online (both time and absences)
Interfacing using external leave system	Reported Time only if they enter/update online (time only)

Negative Hours (Offset)

- There may be times you see negative hours on your approval list. These hours are offsets, which occur when a change is made to time that was previously approved. Once time has been approved, that time is written permanently to payable time. Therefore, when a change is made to the previously approved time, a negative offset is created to reverse the original entry. If this negative offset is not approved, the hours for the employee will be incorrect.

Note: Always approve the offset to reverse the original entry.

Navigation Note: Please note that you may see 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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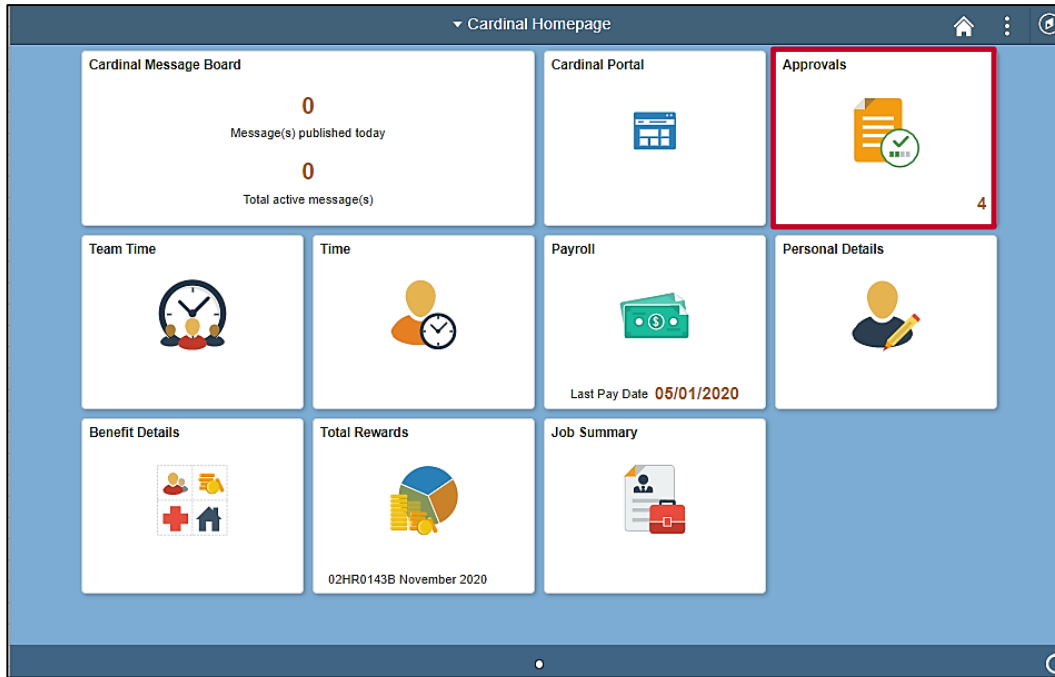
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Approving Time and Absences

Approvals in Cardinal for Reported or Payable time are done using the **Approvals** tile.

1. Log into **Cardinal HCM**.




The **Cardinal Homepage** displays.



2. Click the **Approvals** tile.

Note: The **Approvals** tile indicates the number of items awaiting approval (both time and absences).

The **Approvals** page displays.

View By	Type			
	All	4	All	4 rows
	Payable Time	3	Payable Time	Quantity for Approval -8 Hours 11/11/2019 - 11/11/2019
	Reported Time	1	Payable Time	Quantity for Approval 92 Hours 11/21/2019 - 12/20/2019
			Payable Time	Quantity for Approval 83 Hours 11/11/2019 - 12/06/2019
			Reported Time	Quantity for Approval 16.00 Hours 12/09/2019 - 12/10/2019



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The left navigation menu displays the following:

- **All** – The total of all items (both reported and payable) that require approval
- **Payable Time** – The total number of payable time items that require approval
- **Reported Time** – The total number of reported time items that require approval

3. Click the applicable line item (row) to review the item pending approval.

The **Payable Time** or **Reported Time** page displays for the applicable item.

The screenshot shows a web interface for a Police Sergeant. At the top right, there is a green 'Approve' button. Below the header, it states '11 line(s) are pending your approval'. The 'Summary' section displays 'Quantity for Approval 83 Hours' and 'Time Period 11/11/2019 - 12/06/2019'. The 'Payable Time Details' section has two tabs: 'Pending' (selected) and 'All'. Below the tabs is a table with 11 rows, each representing a time entry. The table columns are 'Select', 'Report Date', 'Time Reporting Code', and 'Quantity'. The 'Quantity' column shows '8 Hours' for most entries and '3 Hours' for one entry on 12/05/19. Below the table, there are fields for 'Approver Comments' and 'Approval Chain'.

Select	Report Date	Time Reporting Code	Quantity
<input type="checkbox"/>	11/11/19	RGSA - Regular Earnings - Salaried	8 Hours >
<input type="checkbox"/>	11/12/19	RGSA - Regular Earnings - Salaried	8 Hours >
<input type="checkbox"/>	11/13/19	RGSA - Regular Earnings - Salaried	8 Hours >
<input type="checkbox"/>	11/14/19	RGSA - Regular Earnings - Salaried	8 Hours >
<input type="checkbox"/>	11/15/19	RGSA - Regular Earnings - Salaried	8 Hours >
<input type="checkbox"/>	12/02/19	RGSA - Regular Earnings - Salaried	8 Hours >
<input type="checkbox"/>	12/03/19	RGSA - Regular Earnings - Salaried	8 Hours >
<input type="checkbox"/>	12/04/19	RGSA - Regular Earnings - Salaried	8 Hours >
<input type="checkbox"/>	12/05/19	RGSA - Regular Earnings - Salaried	8 Hours >
<input type="checkbox"/>	12/05/19	OTSA - OT @Time 1/2 - Sat	3 Hours >
<input type="checkbox"/>	12/06/19	RGSA - Regular Earnings - Salaried	8 Hours >

The **Summary** section at the top of the page includes:

- **Quantity for Approval** – Total hours for approval
- **Time Period** – The pay period of the time that requires approval

The **Payable Time Details** section includes two tabs:

- **Pending** – Displays all time pending approval
- **All** – Displays all time (both pending and time that has been approved for the applicable pay period)

Note: This section defaults with the **Pending** tab displayed.



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Within the **Payable Time Details** section, the displayed time is broken out into lines that correspond with the lines on the Timesheet page (day and type). The overview information provided for review is:

- **Report Date** – Date that the time was entered
- **Time Reporting Code** – The TRC associated to the date and hours in the row
- **Quantity** – Number of hours

Note: While this section displays the key information needed to review and approve time, you can access additional details information and the employee's Timesheet as needed by completing the following steps.

4. Click the applicable line item.

The **Approval Line Detail** page displays for the applicable line item.

The screenshot shows a web interface titled "Approval Line Detail". At the top left is a "Back to Header" button. Below the title is a section titled "Payable Time Line Details" containing the following information: Report Date 11/11/19, Time Reporting Code RGSA - Regular Earnings - Salaried, Quantity 8 Hours, Estimated Gross 153.846152 USD, and Offset No. A red-bordered button labeled "Adjust Reported Time" is located at the bottom of the details section.

The **Approval Line Detail** page displays the **Report Date**, **Time Reporting Code**, and **Quantity** from the previous page as well as the following additional fields:

- **Estimated Gross:** The estimated gross pay associated with the number of hours and TRC
- **Offset:** This field indicates if the time is an offset. A negative number of hours for **Quantity** indicates that there is an offset, meaning there was a change made to time previously approved:
 - i. **No:** No offset
 - ii. **Yes:** Offset and the **Quantity** number will be negative.

Offset example:

The screenshot shows a web interface titled "Approval Line Detail" with a section titled "Payable Time Line Details" containing the following information: Report Date 11/15/19, Time Reporting Code RGSA - Regular Earnings - Salaried, Quantity -8 Hours, Estimated Gross -153.846152 USD, and Offset Yes. A blue link labeled "Adjust Reported Time" is located at the bottom of the details section.

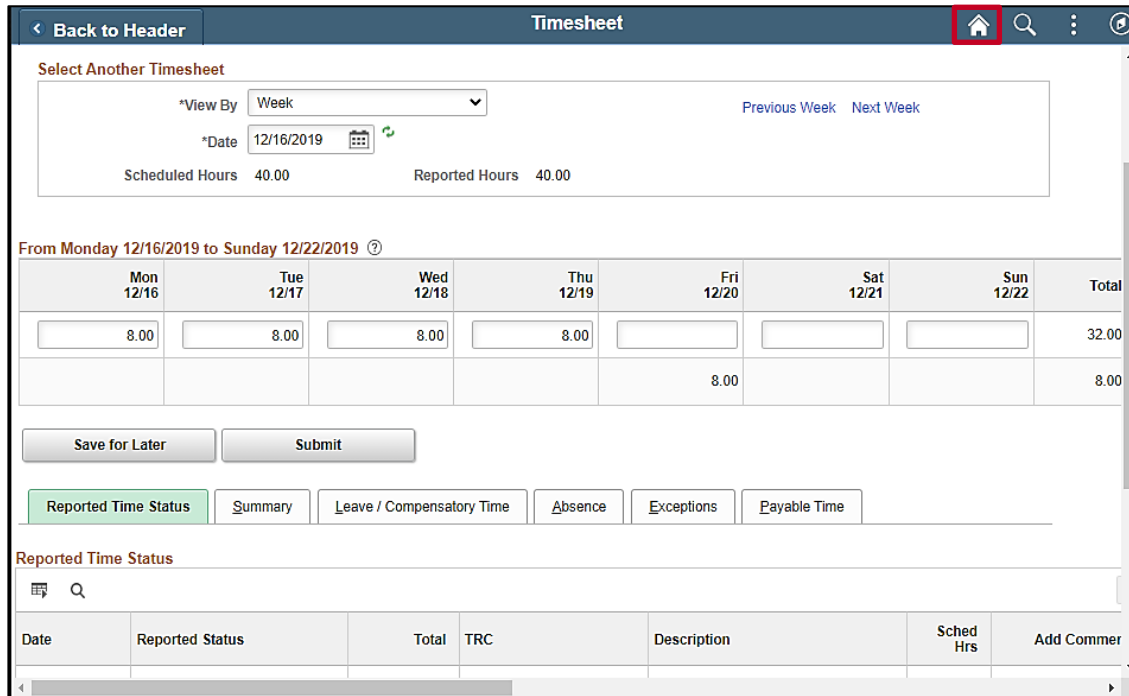
Note: All Offsets (negative hours) should be approved so that the employee's hours are accurate.

The **Adjust Reported Time** link can be used to access the corresponding **Timesheet** if you need to:

- Make any adjustments to the employee’s time
- View additional time details such as the ChartFields distribution

5. Click the **Adjust Reported Time** link.

The **Timesheet** page displays.



Mon 12/16	Tue 12/17	Wed 12/18	Thu 12/19	Fri 12/20	Sat 12/21	Sun 12/22	Total
8.00	8.00	8.00	8.00				32.00
				8.00			8.00

Note: The Timesheet defaults to the current week and not necessarily the week with the time pending approval. You may need to change the **View By** selections and refresh as needed.

6. Review any specific data you need to see on the **Timesheet** or make any necessary adjustments.
7. If the employee has any exceptions indicated on the **Reported Time Status** tab, review the exception details using the **Exceptions** tab on the employee’s Timesheet. Click the **Exceptions** tab.



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The **Exceptions** tab displays.

Date	Exception ID	Exception Source	Status	Exception Severity	Explanation	Comment
06/06/2023	VOTLMT	Time Administration	Unresolved	Medium	OVT reported - Worked Total 39 has not exceeded FLSA Limit 40 for Period 06/04/2023-06/10/2023 and Company ACS	
06/08/2023	VOTLMT	Time Administration	Unresolved	Medium	OVT reported - Worked Total 39 has not exceeded FLSA Limit 40 for Period 06/04/2023-06/10/2023 and Company ACS	

8. Review the Timesheet Exceptions and work with the employee to resolve the Timesheet Exceptions.

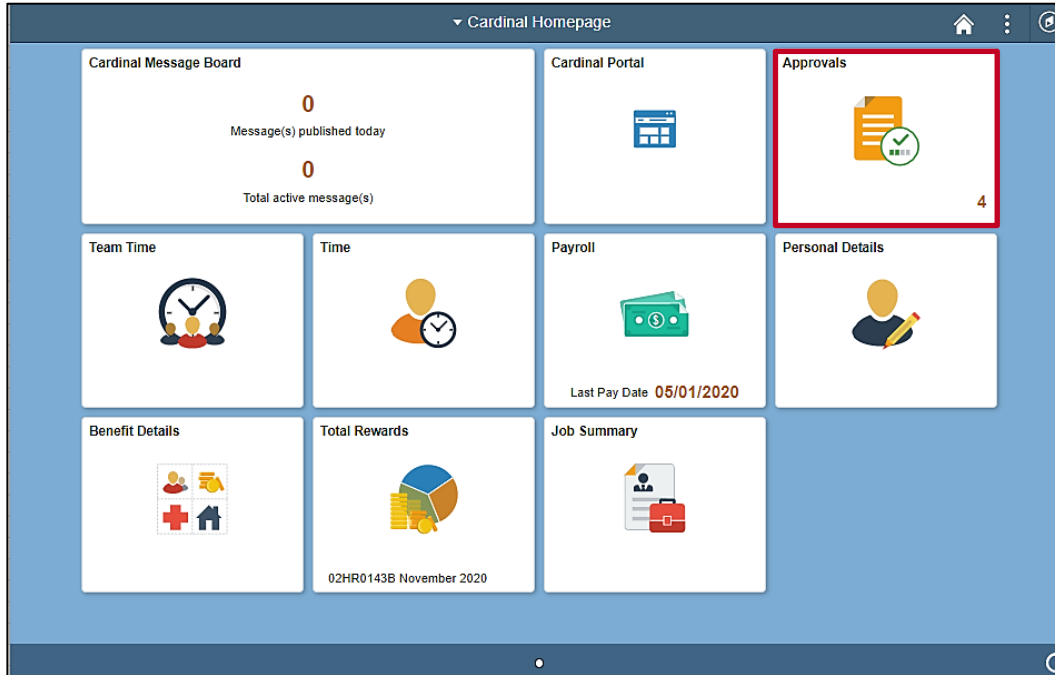
Note: It is best to work with the employee to update and resubmit the Timesheet to clear the Timesheet Exception. On rare instances, Supervisors and TL Administrators may choose to allow exceptions. See the section of this Job Aid titled [Managing Exceptions](#) for more information.

9. If you make an adjustment on the **Timesheet** grid, be sure to click the **Submit** button.

Note: Changes to time will not be available immediately for approval. The Time Administration Process will validate the time against state and agency rules, clear the exception as appropriate, and then route the time for approval. Absences are not processed by Time Administration and route immediately to the supervisor for approval.

10. Click the **Home** icon to return to the **Cardinal Homepage** after reviewing the information or making adjustments.

The **Cardinal Homepage** redisplay.



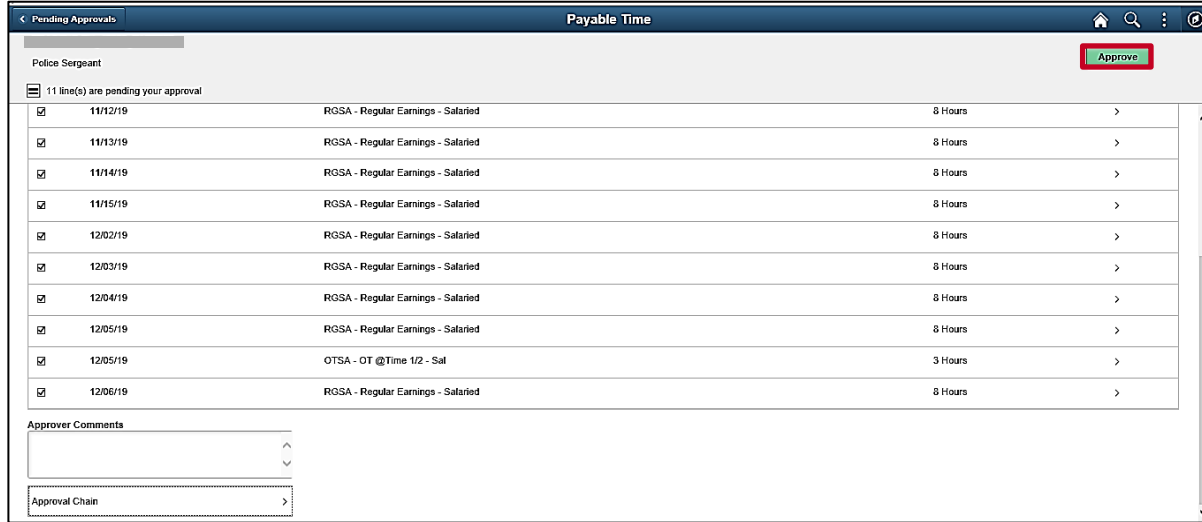
11. Click the **Approvals** Tile

The **Approvals** page displays.

View By	Type			
All	4			
Payable Time	3			
Reported Time	1			
All 4 rows				
Payable Time		Quantity for Approval -8 Hours	11/11/2019 - 11/11/2019	Routed 08/10/2020 >
Payable Time		Quantity for Approval 92 Hours	11/21/2019 - 12/20/2019	Routed 08/28/2020 >
Payable Time		Quantity for Approval 83 Hours	11/11/2019 - 12/06/2019	Routed 08/28/2020 >
Reported Time		Quantity for Approval 16.00 Hours	12/09/2019 - 12/10/2019	Routed 08/31/2020 >

12. Click the applicable line item (row) to approve the item previously reviewed.

The **Payable Time** or **Reported Time** page displays for the applicable item.



13. Select the lines that are ready to be approved by clicking the corresponding Select checkbox option(s).

The bottom of the page contains the following fields:

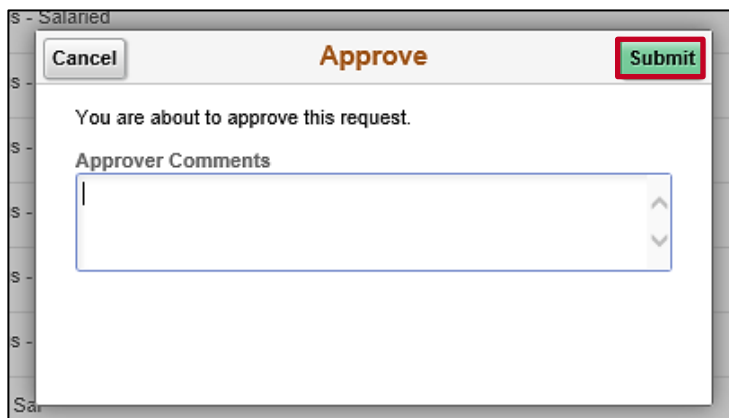
- The **Approver Comments** field allows you to enter comments, if applicable, regarding your approval

Note: These comments will be available on the Timesheet report if you check the **Comments** checkbox option when running the report.

- The **Approval Chain** link will open a pop-up window that displays with the approver's name for each line on the page.

14. Click the **Approve** button.

The **Approve** page displays in a pop-up window.



15. Enter comments as needed in the **Approver Comments** field.

Note: These comments are visible on the Timesheet report if you check the **Comments** checkbox option when running the report.

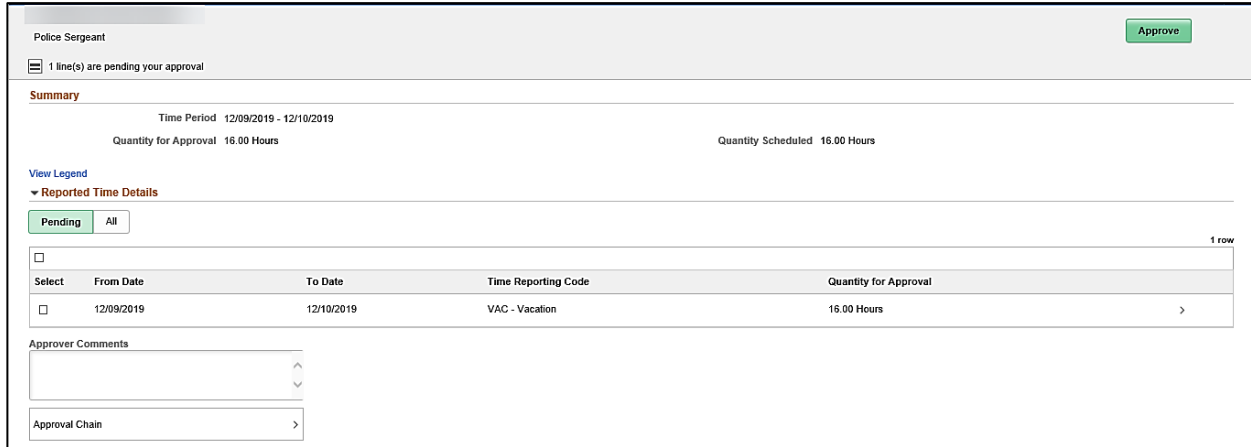
16. Click the **Submit** button.

- If all hours were selected for approval, the **Approvals** page redisplay.
- If all hours were not selected for approval, the **Payable Time** or **Reported Time** page displays with any lines that were not selected.

Reported Time Example – Vacation

This is an example of how the **Reported Time** page and the **Reported Time Line Details** page display when you are reviewing and approving absences.

Reported Time page:



Police Sergeant Approve

1 line(s) are pending your approval

Summary

Time Period 12/09/2019 - 12/10/2019
 Quantity for Approval 16.00 Hours Quantity Scheduled 16.00 Hours

[View Legend](#)

Reported Time Details

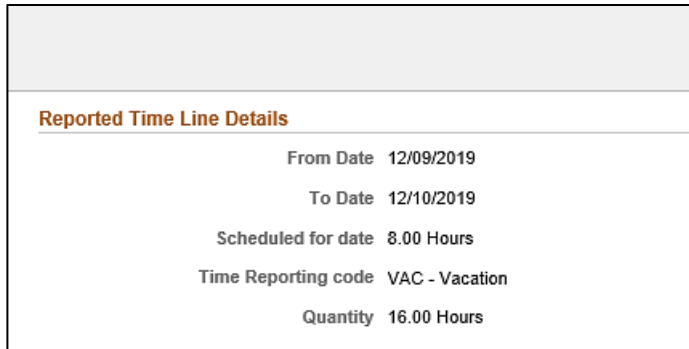
Pending All

Select	From Date	To Date	Time Reporting Code	Quantity for Approval
<input type="checkbox"/>	12/09/2019	12/10/2019	VAC - Vacation	16.00 Hours

Approver Comments

Approval Chain

Reported Time Line Details page:



Reported Time Line Details

From Date 12/09/2019
 To Date 12/10/2019
 Scheduled for date 8.00 Hours
 Time Reporting code VAC - Vacation
 Quantity 16.00 Hours

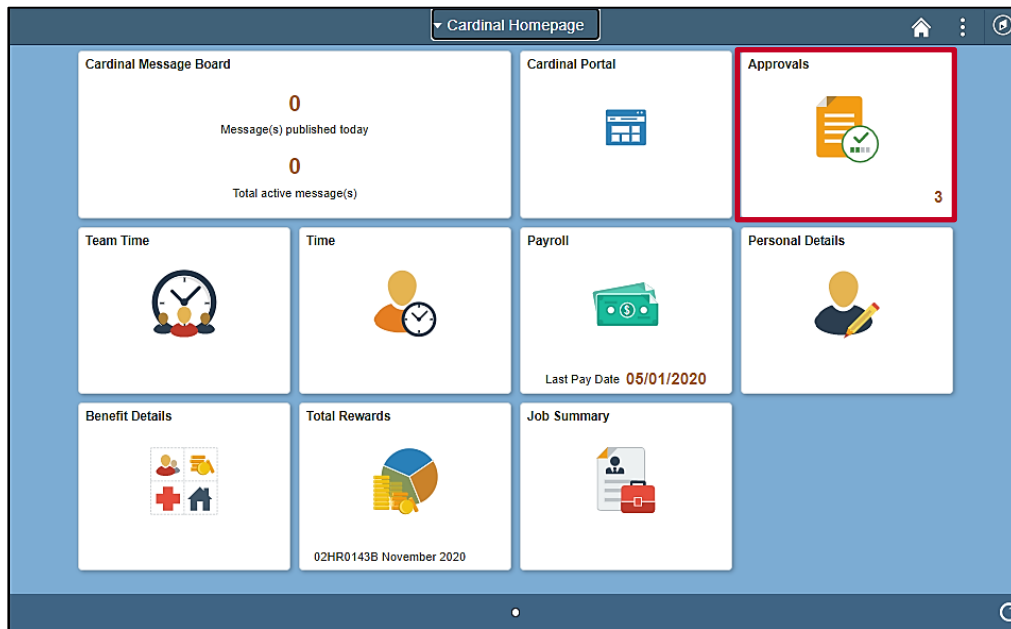
Note: The following differences display on the **Reported Time Line Details** page for absences:

- The **Offset** field does not display; absences do not create offsets that require approval
- There is no **Adjust Reported Time** link to access the **Timesheet** page. If you need to make an adjustment to an absence, navigate to the employee's **Timesheet**, make the adjustment, and then return to the **Approvals** tile to approve

Interfacing Agency Approvals in Cardinal

When an interfacing Agency enters time on the Timesheet for an employee set up for interfacing time (vs. through the upload), the time is set up to be approved as Reported Time and will route immediately for approval. The employee's Reports To supervisor will need to review and approve the time in Cardinal.

1. Log into **Cardinal**.



2. Click the **Approvals** tile.

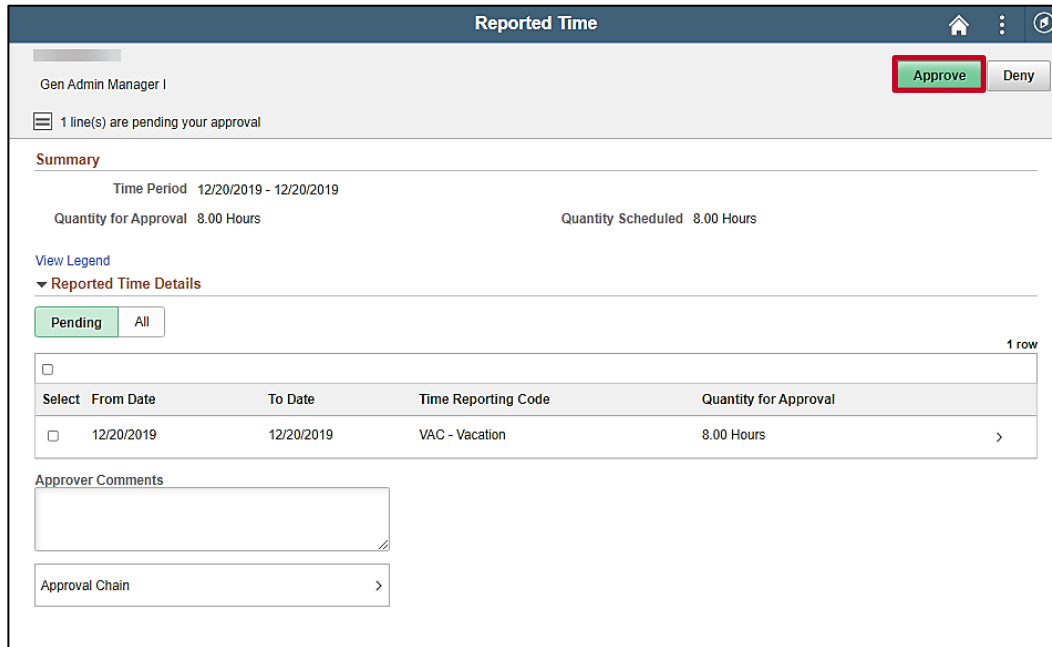
Note: The number that displays on the **Approvals** tile is the number of items that require approval.

The **Pending Approvals** page displays.

Pending Approvals			
View By	Type		
All	3		
Payable Time	1		
Reported Time	2		
All 3 rows			
Reported Time	Quantity for Approval 8.00 Hours	12/20/2019 - 12/20/2019	Routed 03/17/2021 >
Reported Time	Quantity for Approval 12.00 Hours	01/30/2020 - 01/31/2020	Routed 03/19/2021 >
Payable Time	Quantity for Approval -8 Hours	12/05/2019 - 12/05/2019	Routed 04/13/2021 >

3. Click the line (row) that requires approval.

The **Reported Time** page displays.



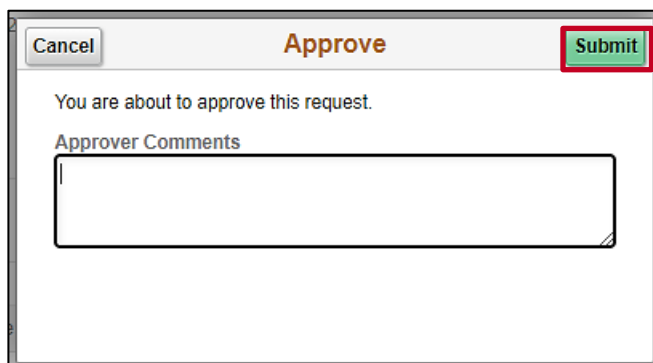
Select	From Date	To Date	Time Reporting Code	Quantity for Approval
<input type="checkbox"/>	12/20/2019	12/20/2019	VAC - Vacation	8.00 Hours

4. Click the **Select** checkbox to select the row (time) for approval.

Note: If there are multiple lines pending for approval, there will also be a **Select All** checkbox option.

5. Click the **Approve** button.

The **Approve** pop-up window displays.



6. Click the **Submit** button.

The time is approved and this process is now complete.



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Interfacing Agency - Viewing More Details about Reported Time

The screenshot shows the 'Reported Time' interface. At the top, it says 'Retail Manager II' and has 'Approve' and 'Deny' buttons. Below that, it says '4 line(s) are pending your approval'. A 'Summary' section shows 'Time Period 11/12/2019 - 11/15/2019', 'Quantity for Approval 32.00 Hours', 'Quantity Submitted/ Approved 0.00 Hours', 'Quantity Denied 0.00 Hours', 'Quantity Scheduled 32.00 Hours', and 'Quantity Reported 32.00 Hours'. There is a 'View Legend' link and a 'Reported Time Details' section with 'Pending' and 'All' tabs. A table with 4 rows is shown, with a red box highlighting the right side of the table. The table has columns: 'Select', 'Report Date', 'Time Reporting Code', 'Quantity for Approval', and 'Reported for Date / Scheduled for Date'. The rows are for dates 11/12/2019, 11/13/2019, 11/14/2019, and 11/15/2019, all with 'REG - Regular Hours' and '8.00 Hours'.

Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date
<input type="checkbox"/>	11/12/2019	REG - Regular Hours	8.00 Hours	8.00 Hours / 8.00 Hours
<input type="checkbox"/>	11/13/2019	REG - Regular Hours	8.00 Hours	8.00 Hours / 8.00 Hours
<input type="checkbox"/>	11/14/2019	REG - Regular Hours	8.00 Hours	8.00 Hours / 8.00 Hours
<input type="checkbox"/>	11/15/2019	REG - Regular Hours	8.00 Hours	8.00 Hours / 8.00 Hours

1. Click the arrow on a specific line to view more details.

The **Approval Line Detail** page displays.

The screenshot shows the 'Approval Line Detail' interface. It displays 'Reported Time Line Details' for 'Report Date 11/13/2019', 'Reported for date 8.00 Hours', 'Scheduled for date 8.00 Hours', 'Time Reporting code REG - Regular Hours', and 'Quantity 8.00 Hours'. There are two links: 'Adjust Reported Time' (highlighted with a red box) and 'View Exception'. Below this is a 'Time details' table with columns: 'Quantity', 'Taskgroup', 'Billable Indicator', 'Time Zone', and 'Business Unit'. The row shows '8 Hours', '99900ICCO - ABC Intfc CC Opt', 'No', 'EST', and '99900 - Alcoholic Beverage Control'.

Quantity	Taskgroup	Billable Indicator	Time Zone	Business Unit
8 Hours	99900ICCO - ABC Intfc CC Opt	No	EST	99900 - Alcoholic Beverage Control

2. Click the **Adjust Reported Time** link to make adjustments.



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The employee's **Timesheet** displays.

The screenshot shows the 'Timesheet' interface for an employee. At the top, it displays the employee's name (Retail Manager II), Employee ID, Empl Record (0), Time Reporting Type (Positive), and Earliest Change Date (12/10/2019). Below this, there is a section for 'Select Another Timesheet' with a dropdown menu set to 'Week', a date field for '11/11/2019', and buttons for 'Previous Week' and 'Next Week'. It also shows 'Scheduled Hours' as 40.00 and 'Reported Hours' as 32.00. A table below shows the reported hours for each day of the week from Monday 11/11/2019 to Sunday 11/17/2019. The 'Total' row shows 32.00 hours. A 'Submit' button is highlighted with a red box. Below the table, there are tabs for 'Reported Time Status', 'Summary', 'Exceptions', and 'Payable Time'. The 'Reported Time Status' tab is active, showing a search bar and a page indicator '1-4 of 4'.

Mon 11/11	Tue 11/12	Wed 11/13	Thu 11/14	Fri 11/15	Sat 11/16	Sun 11/17	Total	Time Reporting Code	*Taskgroup	Source	Bu
	8.00	8.00	8.00	8.00			32.00	REG - Regular Hours	99900ICCO	Online	99

3. Make any necessary changes.

Note: If you are not an agency TL Administrator, you cannot enter/edit the time for an interface employee.

4. Click the **Submit** button.

Note: The time will route immediately for approval.

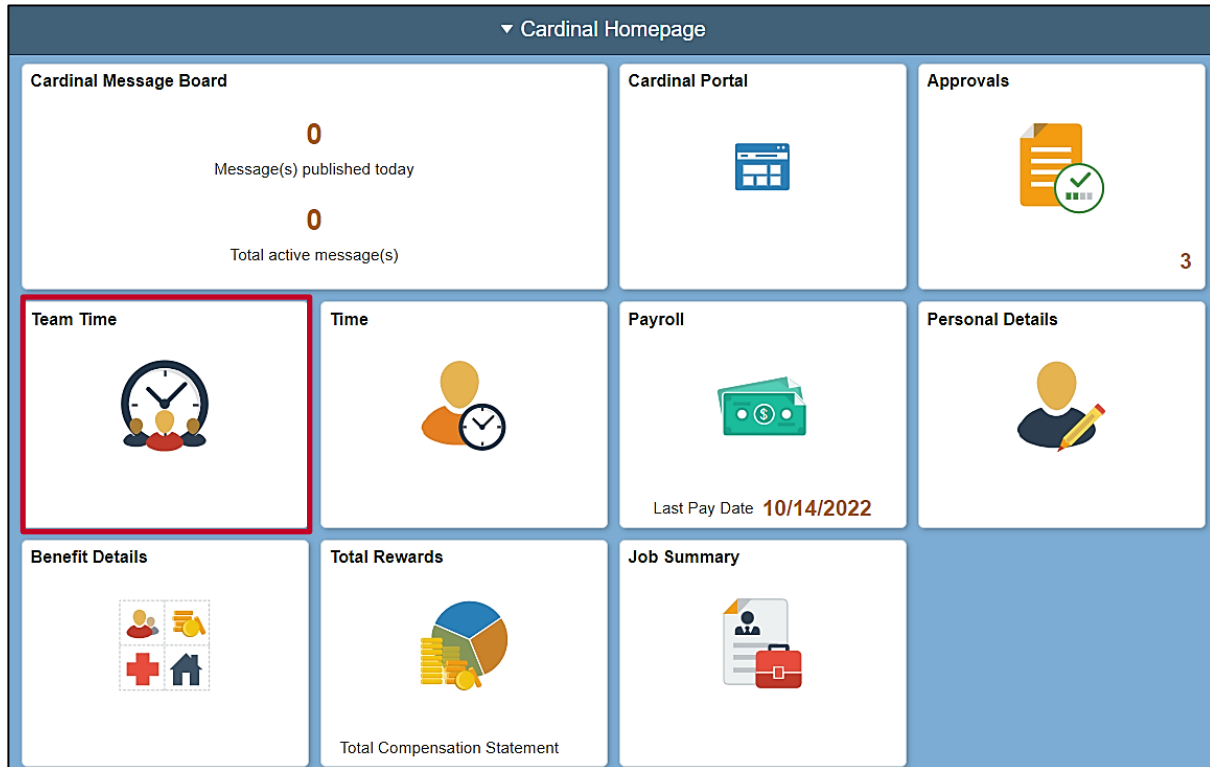
Complete the steps documented in the [Interfacing Agency Approvals in Cardinal](#) section of this Job Aid to approve the selected time.

Managing Exceptions

Supervisors may choose to allow exceptions when applicable. Supervisors can only view exceptions from the **Exceptions** tab on the **Timesheet** page. In order to view and then allow exceptions as a supervisor, please do the following:

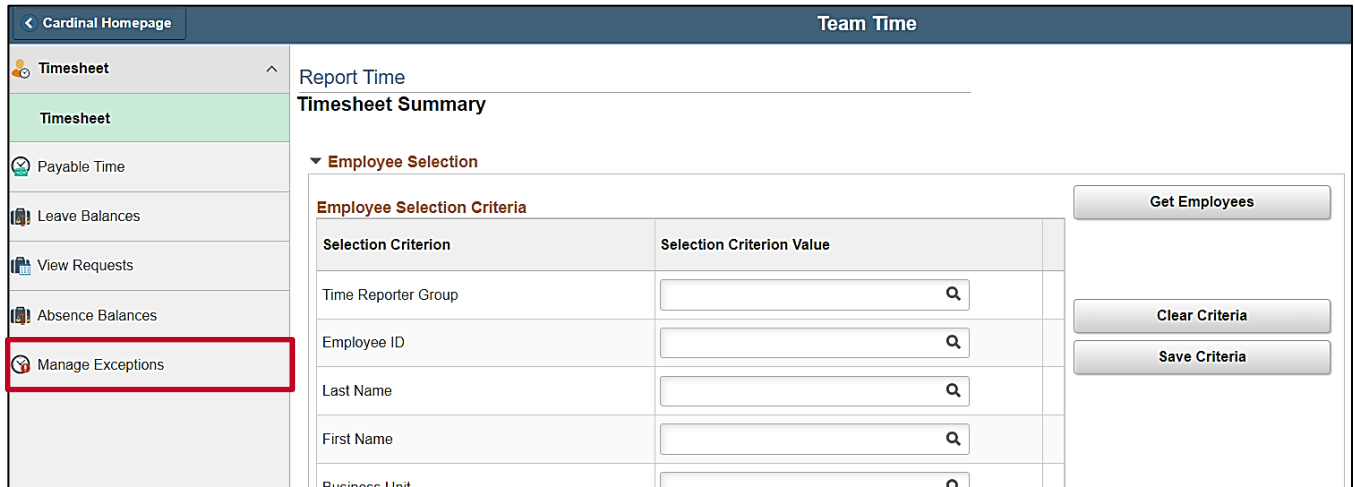
Note: TL Administrators can view and allow exceptions from the **Exceptions** tab on the **Timesheet** page or view and allow exceptions like the supervisor using the steps described below.

1. Log into Cardinal.



2. Click the **Team Time** tile.

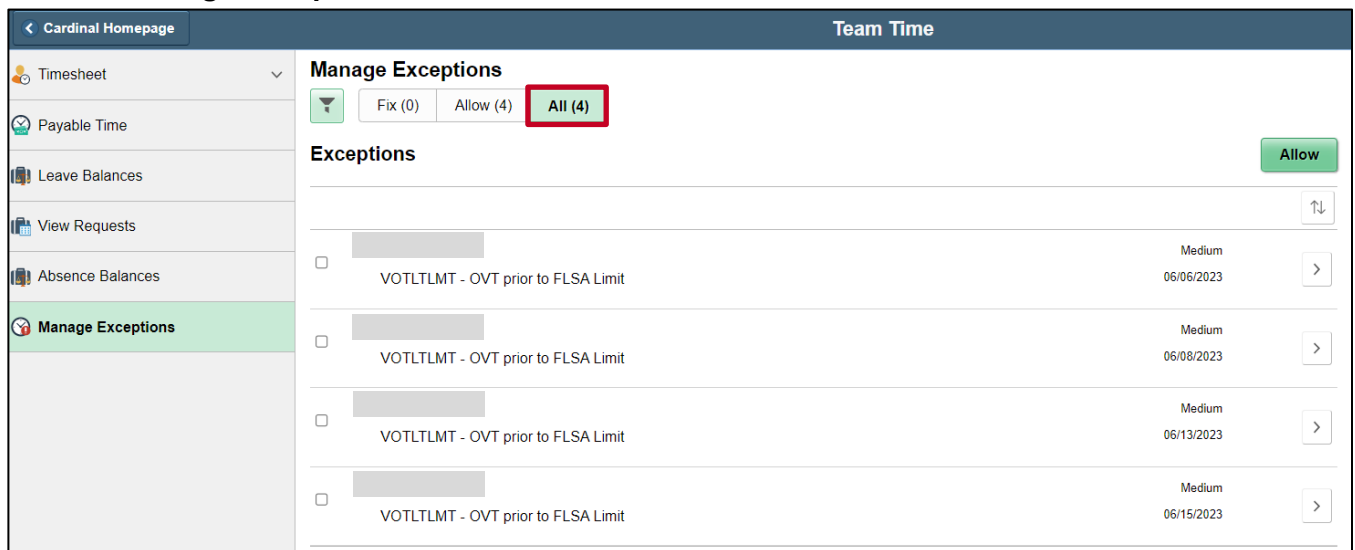
The **Team Time** page displays.



The screenshot shows the 'Team Time' page with a sidebar on the left containing menu items: Timesheet, Payable Time, Leave Balances, View Requests, Absence Balances, and **Manage Exceptions** (highlighted with a red box). The main content area is titled 'Report Time' and 'Timesheet Summary'. It features an 'Employee Selection' section with a table of 'Employee Selection Criteria' and three buttons: 'Get Employees', 'Clear Criteria', and 'Save 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"/>

3. Click the **Manage Exceptions** menu list item.



The screenshot shows the 'Manage Exceptions' page. The sidebar on the left has 'Manage Exceptions' highlighted with a green box. The main content area shows a summary with buttons for 'Fix (0)', 'Allow (4)', and **All (4)** (highlighted with a red box). Below is a table of exceptions with columns for checkboxes, description, severity, date, and an 'Allow' button.

	Exceptions	Severity	Date	Allow
<input type="checkbox"/>	VOTLTLMT - OVT prior to FLSA Limit	Medium	06/06/2023	>
<input type="checkbox"/>	VOTLTLMT - OVT prior to FLSA Limit	Medium	06/08/2023	>
<input type="checkbox"/>	VOTLTLMT - OVT prior to FLSA Limit	Medium	06/13/2023	>
<input type="checkbox"/>	VOTLTLMT - OVT prior to FLSA Limit	Medium	06/15/2023	>

The **Manage Exceptions** section displays.

4. Click the **All** button to see the complete list of exceptions.

Note: Time with Low and Medium exceptions should be reviewed by a supervisor to determine if the time should be adjusted to clear the exception. Low and Medium exceptions can be allowed by the supervisor or TL Administrator in rare exception cases and/or based on Agency policy and procedures. However, High exceptions cannot be allowed and must be fixed in order to process to payroll. Follow your Agency guidelines to determine when it is appropriate to allow exceptions.



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Cardinal Homepage Team Time

Timesheet
Payable Time
Leave Balances
View Requests
Absence Balances
Manage Exceptions

Manage Exceptions

Fix (0) Allow (4) **All (4)**

Exceptions

Allow

<input checked="" type="checkbox"/>	JOHN DOE VOTLTLMT - OVT prior to FLSA Limit	Medium 06/06/2023	>
<input checked="" type="checkbox"/>	JOHN DOE VOTLTLMT - OVT prior to FLSA Limit	Medium 06/08/2023	>
<input checked="" type="checkbox"/>	JOHN DOE VOTLTLMT - OVT prior to FLSA Limit	Medium 06/13/2023	>
<input checked="" type="checkbox"/>	JOHN DOE VOTLTLMT - OVT prior to FLSA Limit	Medium 06/15/2023	>

Note: For Low or Medium exceptions that you want to allow, click the **Select** checkbox option for each of those exceptions and click the **Allow** button. After you click the **Allow** button, those exceptions will clear from the **Exceptions** section.

- Return to the **Approvals** tile and continue approving time transactions.



Reported Time and Payable Time Statuses

Reported and Payable time can be reviewed online or Supervisors and TL Administrators can run the Timesheet Report to review time and absences. The Timesheet Report can be run using the following path:

Menu > Time and Labor > Reports > Timesheet Report

Below are charts showing the Reported Time Status descriptions and actions available based on grace periods and roles.

Reported Time Status Descriptions

Reported Time Statuses					
Status Type	Status	Code	Next Status	Description	Agency Type
Reported Time	Saved	SV	SB	Time that has been entered, but not submitted for processing	Online
Reported Time	Saved	SV	NA	Absence that has been entered, but not submitted for approval	AM
Reported Time	Saved	SV	NA	Time for interfacing employee that has been saved online but not submitted for approval	Interfacing
Reported Time	Submitted	SB		Time that has been reported and submitted for processing	Online
Reported Time	Needs Approval	NA	AP	Absence that has been submitted and is pending approval	AM
Reported Time	Needs Approval	NA	AP, CL	Time for interfacing employee that has been submitted online and is pending approval	Interfacing
Reported Time	Approved	AP		Absence that has been approved	AM
Reported Time	Approved	AP		Time for interfacing employee that has been interfaced as approved or submitted and approved online	Interfacing
Reported Time	Closed	CL		Time closed by the TA Expired Grace Approver	Online + Interfacing

* Agencies using Cardinal online for TA will only see a status of either Saved or Submitted for time entered on the Timesheet Grid.

**Agencies using Cardinal Absence Management only will see Needs Approval or Approved for absences. Interfacing Agencies will generally only see Approved when the time is successfully interfaced into Cardinal.



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Reported Time Status actions available based on grace periods and roles.

Status Type	Code	Agency Type	<90 days	>90 <365	>365
Reported Time	SV	Online	*Employee/Supervisor /Timekeeper/TL Admin Submit or Delete	*TL Admin Submit or Delete *TA Expired Grace Approver Close or Delete	*TA Expired Grace Approver Close or Delete
Reported Time	SV	AM	*Employee/Supervisor /Timekeeper/TL Admin Submit or Cancel	*TL Admin Submit or Cancel *AM Admin Approve or Void or Delete	*AM Admin Approve or Void or Delete (must request PPS to override 1 year retro limit for processing)
Reported Time	SV	Interfacing	*TL Admin Submit or Delete/Cancel	*TL Admin Submit or Delete/Cancel *TA Expired Grace Approver Close or Delete	*TA Expired Grace Approver Close or Delete
Reported Time	SB	Online	No action needed	No action needed	No action needed
Reported Time	NA	AM	*Employee/Supervisor /Timekeeper/TL Admin Cancel *Supervisor Approve	*TL Admin Cancel *Supervisor Approve *AM Admin Approve or Void or Delete	*AM Admin Approve or Void or Delete (must request PPS to override 1 year retro limit for processing)
Reported Time	NA	Interfacing	*Supervisor Approve *TL Admin Delete	*Supervisor Approve (Must be done same day as Submit) *TL Admin Delete *TA Expired Grace Approver Close or Delete	*TA Expired Grace Approver Close or Delete
Reported Time	AP	AM	No action needed	No action needed	No action needed
Reported Time	AP	Interfacing	No action needed	No action needed	No action needed
Reported Time	CL	Online + Interfacing	No action needed	No action needed	No action needed



Time & Attendance Job Aid

TA373_Approving Time and Absences

Below are charts showing the Payable Time Status descriptions and actions available based on grace periods and roles.

Payable Time Status Descriptions

Payable Time Statuses					
Status Type	Status	Code	Next Status	Description	Agency Type
Payable Time	Needs Approval	NA	AP, VS, VH, CH, CL, NP	Time that has been processed by Time Administration and is pending approval	Online
Payable Time	Approved	AP	SP then TP	Time that has been approved and ready for payroll/distribution	Online
Payable Time	Estimated	ES	SP then TP	Time that does not require approval and is ready for payroll/distribution	Online + Interfacing
Payable Time	Overtime Hold	VH	AP	Time for salaried employees subject to overtime lag that has not yet been released for load to payroll	Online
Payable Time	Salary Hold	VS	PD	Time for salaried employees included in base pay pending distribution	Online
Payable Time	No Pay	NP		Time does not require pay or distribution	Online + Interfacing
Payable Time	Rejected by Payroll	RP	SP then TP or CL	Time rejected by load to payroll process	Online + Interfacing
Payable Time	Reversed	RV		Time reversed by payroll	Online + Interfacing
Payable Time	Sent to Payroll	SP	TP or RP	Time is in process of being loaded to payroll	Online + Interfacing
Payable Time	Taken by Payroll	TP	PD	Time loaded to payroll pending payroll processing	Online + Interfacing
Payable Time	Distributed	PD		Time paid and/or distributed to General Ledger	Online + Interfacing
Payable Time	Closed	CL		Time closed by distribution process, time rejected by payroll closed by TL Admin, or time closed by the TA Expired Grace Approver	Online + Interfacing



Time & Attendance Job Aid

TA373_ Approving Time and Absences

Payable Time Status actions available based on grace periods and roles.

Status Type	Code	Agency Type	<90 days	>90 <365	>365
Payable Time	NA	Online	*Supervisor Approve	*TA Expired Grace Approver Approve *TL Admin Delete Reported Time *TA Expired Grace Approver Close or Delete	*TA Expired Grace Approver Close or Delete
Payable Time	AP	Online	No action needed	No action needed	No action needed
Payable Time	ES	Online + Interfacing	No action needed	No action needed	No action needed
Payable Time	VH	Online	No action needed	No action needed	No action needed
Payable Time	VS	Online	No action needed	No action needed	No action needed
Payable Time	NP	Online + Interfacing	No action needed	No action needed	No action needed
Payable Time	RP	Online + Interfacing	*Payroll Admin/TL Admin/SPO fix problem and reload time *TL Admin Close	*Payroll Admin/TL Admin/SPO fix problem and reload time *TL Admin Close	*Nightly job will Close
Payable Time	RV	Online + Interfacing	No action needed	No action needed	No action needed
Payable Time	SP	Online + Interfacing	No action needed	No action needed	No action needed
Payable Time	TP	Online + Interfacing	No action needed	No action needed	No action needed
Payable Time	PD	Online + Interfacing	No action needed	No action needed	No action needed
Payable Time	CL	Online + Interfacing	No action needed	No action needed	No action needed