

Managing the Intra-Agency Transfer Process Overview

The Transfer Employee business process refers to the movement of an employee from one position to another position. This job aid addresses how to transfer an employee from one position to another position within the same agency, otherwise known as an Intra-Agency Transfer.

The transfer of an employee represents several possible job changes such as a Promotion, Demotion, Voluntary Transfer, or a Reassignment. The corresponding Action/Action Reasons are used to capture the appropriate transaction.

This document has two sections:

- The process to transfer an employee from a salaried position to a salaried position or a waged position to a wage position within the same agency
- The process to transfer an employee from a salaried position to wage position or a waged position to a salaried position within the same agency

This document covers the process used to extract the transfer transaction once the job data is saved on the employee's job record.

The Cardinal HR module does not include management approval workflow; therefore, all approvals shall take place outside of the system in accordance with applicable policy prior to processing transactions.

This document does not cover the steps to upload the transfer information to the Cardinal system.

This document does not address the steps required if an agency has been abolished or is consolidated with another agency. The impacted agency must work with The Department of Human Resource Management (DHRM) and the Post Production Support (PPS) Team to transfer position and job records as needed.

As of 11/11/2022, per the DHRM policy, Service Credit for Annual Leave Accruals, the annual leave accrual rate is determined by using state service and a veteran's service in the military, National Guard or Reserves. A Veteran's service in the military, National Guard, or Reserves is determined by adding the net active service, total prior active service, and total prior inactive service data found on the form DD-214. To assist in identifying employees who are eligible, the RHR294-Disability and Veteran Service Report can be used. In order to run this report, the user must have the manager role due to the disability information on the report.

Navigation Note: Please note that you may see a **Notify** button at the bottom of various pages utilized while completing the processes 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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Transferring an Employee from a Wage Position to a Wage Position or from a Salary Position to a Salary Position

Before beginning, ensure that all necessary data is accessible and ready for data entry.

1. Navigate to the **Job Data** page using the following path:

Menu > Workforce Administration > Job Information > Job Data

The **Job Data Search** page displays.

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID	begins with	▼	<input type="text"/>
Empl Record	=	▼	<input type="text"/>
Name	begins with	▼	<input type="text"/>
Last Name	begins with	▼	<input type="text"/>
Second Last Name	begins with	▼	<input type="text"/>
Alternate Character Name	begins with	▼	<input type="text"/>
Middle Name	begins with	▼	<input type="text"/>

Include History **Correct History** **Case Sensitive**

Limit the number of results to (up to 300):

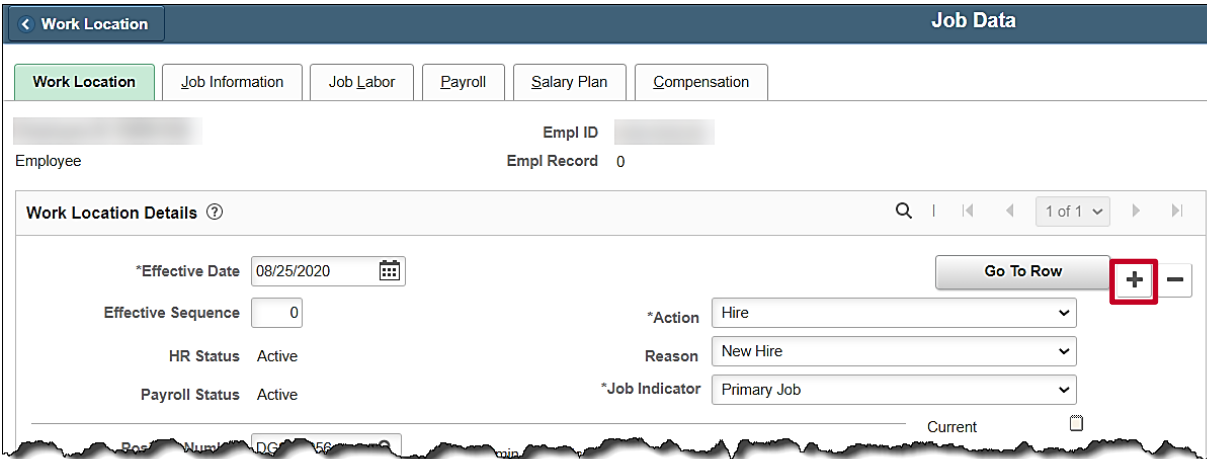
[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

2. Search for the applicable employee by entering the **Employee ID** or known portion of the Employee ID in the Empl ID field.

Note: You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

3. Click the **Search** button.

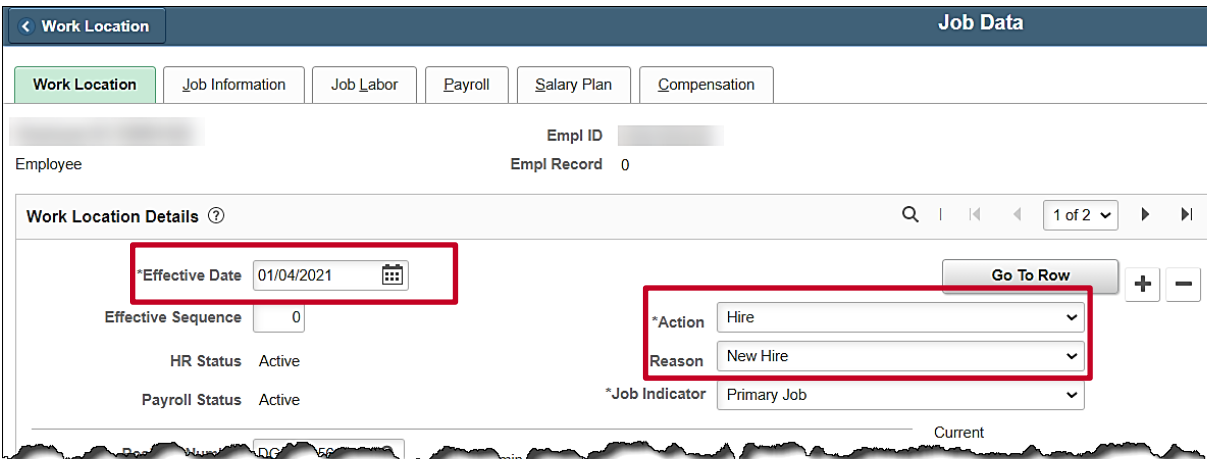
The **Job Data** page for the applicable employee displays with the **Work Location** tab displayed by default.



The screenshot shows the 'Job Data' page with the 'Work Location' tab selected. The page displays employee information (Empl ID, Empl Record) and a table with one row. The 'Go To Row' button has a red box around the '+' icon.

4. Click the **Add a Row** icon.

The page refreshes and is now editable as a new effective dated row.



The screenshot shows the 'Job Data' page with the 'Work Location' tab selected. The page displays employee information (Empl ID, Empl Record) and a table with one row. The 'Effective Date' field and the 'Action' and 'Reason' dropdowns are highlighted with red boxes.

5. The **Effective Date** field defaults to the current system date. Update this date to the applicable date of transfer as needed using the **Calendar** icon.

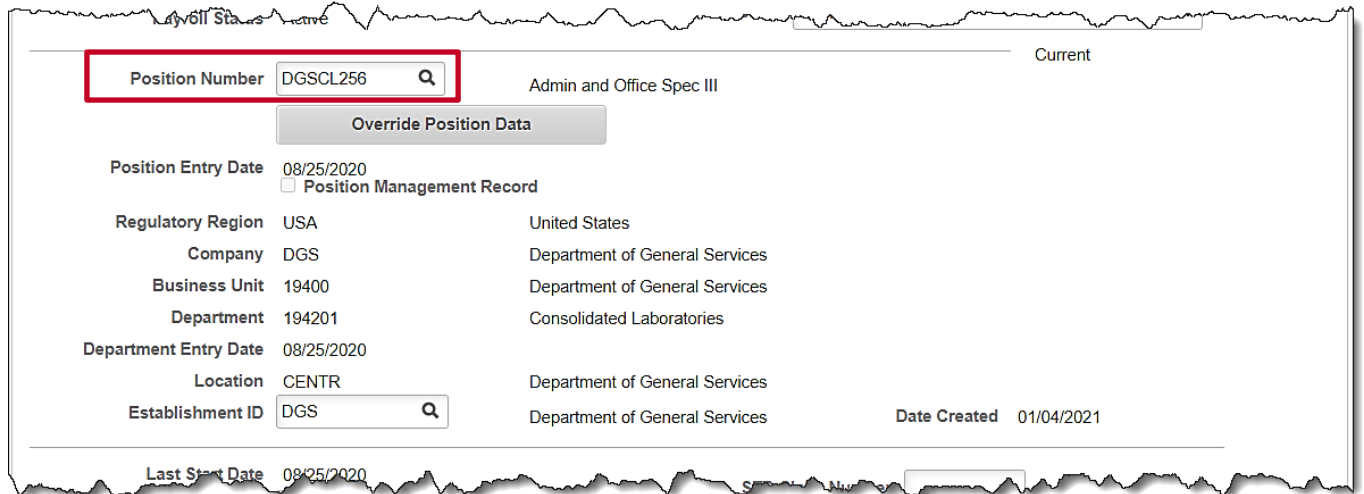
Note: For further information on effective dating, see the Job Aid titled **HR351_Overview of Effective Dating**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

6. The Action defaults from the previous row. Select the applicable action of "**Transfer**" using the **Action** field dropdown button.

7. Click the **Reason** field dropdown button and select the applicable “**Transfer In**” reason.

Note: The appropriate Action/Action Reason that best describes the hire/rehire reason is selected. The job aid entitled **HR351_Action Reason Codes** provides a list of valid action/action reason combinations. Additionally, for agencies previously using PMIS codes, a crosswalk is provided to help decide which Cardinal code to use. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

8. Scroll down as needed and click in the **Position Number** field.



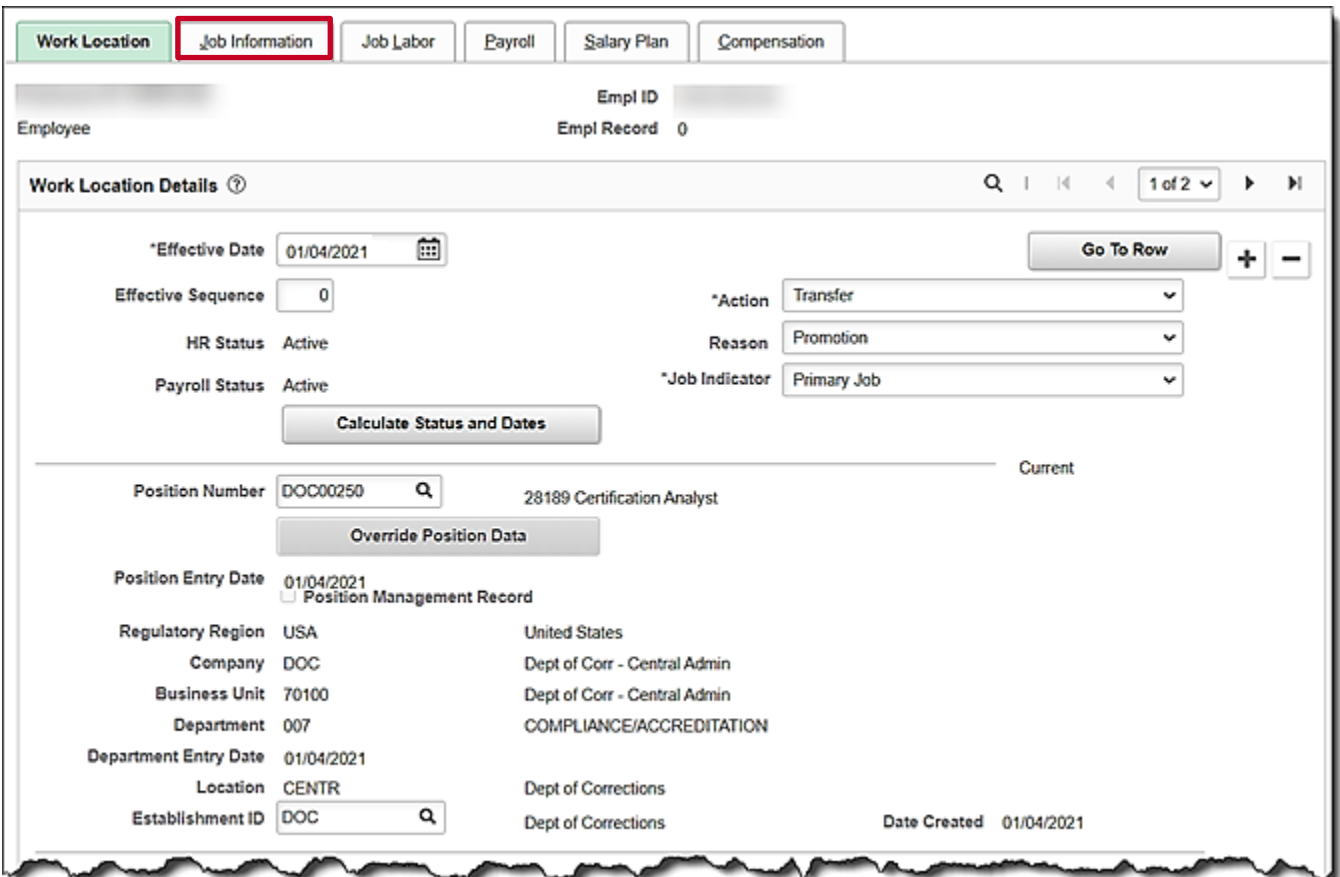
Position Number	DGSC256	Admin and Office Spec III	Current
Override Position Data			
Position Entry Date	08/25/2020	<input type="checkbox"/> Position Management Record	
Regulatory Region	USA	United States	
Company	DGS	Department of General Services	
Business Unit	19400	Department of General Services	
Department	194201	Consolidated Laboratories	
Department Entry Date	08/25/2020		
Location	CENTR	Department of General Services	
Establishment ID	DGS	Department of General Services	Date Created 01/04/2021
Last Start Date	08/25/2020		

9. Highlight the existing Position Number and enter/select the new **Position Number** in the Position Number field using the Look Up icon.
10. **Tab out** of the field.

Note: Validate the position selected is the required position and all data related to the position is as expected, this includes verifying whether the position is eligible for telework.

For more information on reviewing Position Data, see the Job Aids titled **HR351_Managing a Position** and **HR351_Managing Employee Teleworker Data**. These Job Aids can be found on the Cardinal website in **Job Aids** under **Learning**.

The **Work Location** page refreshes with the new data based on the Position selected.



The screenshot displays the 'Work Location' page with the following details:

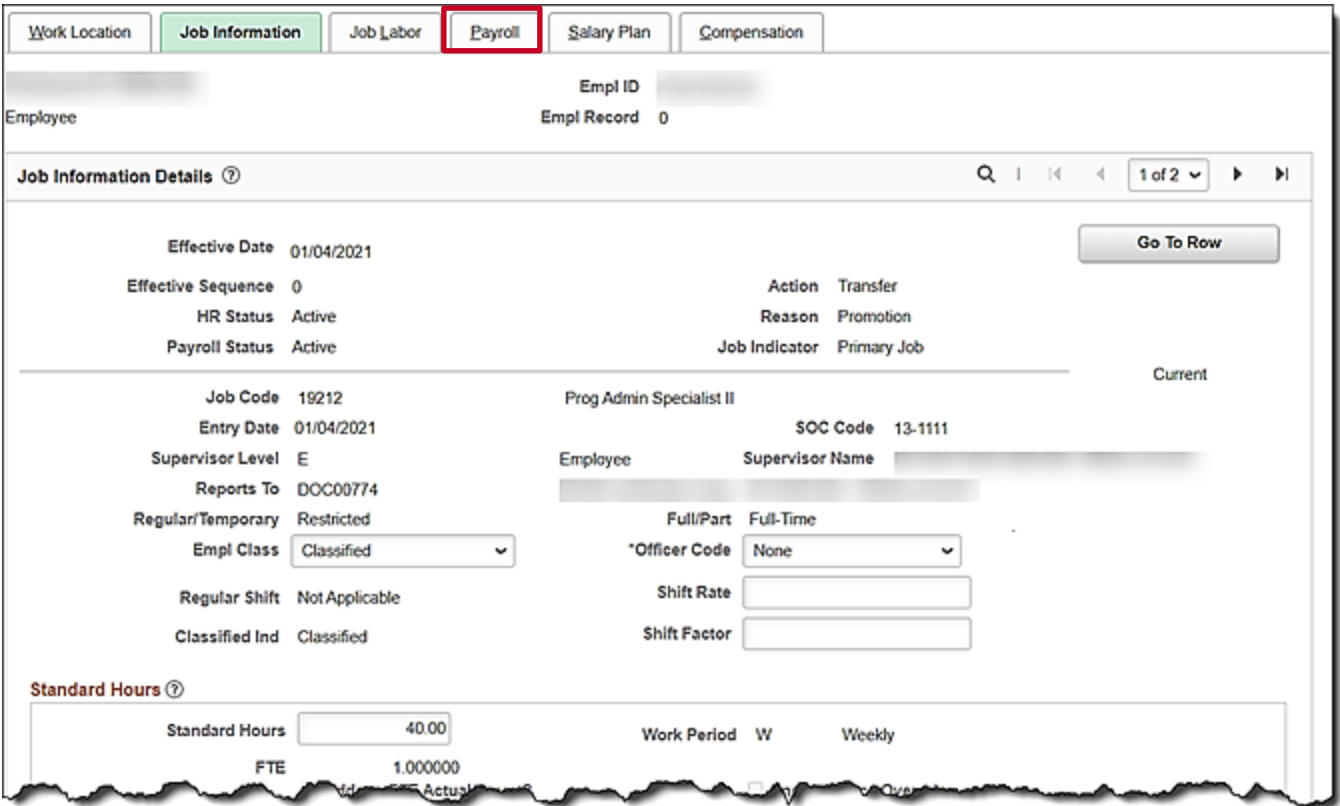
- Tabs:** Work Location, Job Information (highlighted), Job Labor, Payroll, Salary Plan, Compensation.
- Employee Info:** Employee ID, Empl ID, Empl Record 0.
- Work Location Details:**
 - *Effective Date: 01/04/2021
 - Effective Sequence: 0
 - HR Status: Active
 - Payroll Status: Active
 - *Action: Transfer
 - Reason: Promotion
 - *Job Indicator: Primary Job
 - Buttons: Go To Row, Calculate Status and Dates.
- Position Information:**
 - Position Number: DOC00250 (28189 Certification Analyst)
 - Position Entry Date: 01/04/2021
 - Regulatory Region: USA (United States)
 - Company: DOC (Dept of Corr - Central Admin)
 - Business Unit: 70100 (Dept of Corr - Central Admin)
 - Department: 007 (COMPLIANCE/ACCREDITATION)
 - Department Entry Date: 01/04/2021
 - Location: CENTR (Dept of Corrections)
 - Establishment ID: DOC (Dept of Corrections)
 - Date Created: 01/04/2021

- The remaining information populates based on the Position Number entered/selected. **Review the information.** If the Position Data is not correct, cancel the action and make corrections to the Position before assigning the employee to the position.

Note: For further information on updating Position Data, see the Job Aid titled **HR351_Managing a Position**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

- If the **Position Data** is correct, click the **Job Information** tab.

The **Job Information** tab displays.



The screenshot shows the 'Job Information' tab selected. The 'Payroll' tab is highlighted with a red box. The interface displays the following information:

- Effective Date:** 01/04/2021
- Effective Sequence:** 0
- HR Status:** Active
- Payroll Status:** Active
- Action:** Transfer
- Reason:** Promotion
- Job Indicator:** Primary Job
- Job Code:** 19212
- Job Title:** Prog Admin Specialist II
- Entry Date:** 01/04/2021
- SOC Code:** 13-1111
- Supervisor Level:** E
- Reports To:** DCC00774
- Regular/Temporary:** Restricted
- Empl Class:** Classified
- Regular Shift:** Not Applicable
- Classified Ind:** Classified
- Full/Part:** Full-Time
- *Officer Code:** None
- Shift Rate:** [Empty field]
- Shift Factor:** [Empty field]
- Standard Hours:** 40.00
- Work Period:** W Weekly
- FTE:** 1.000000

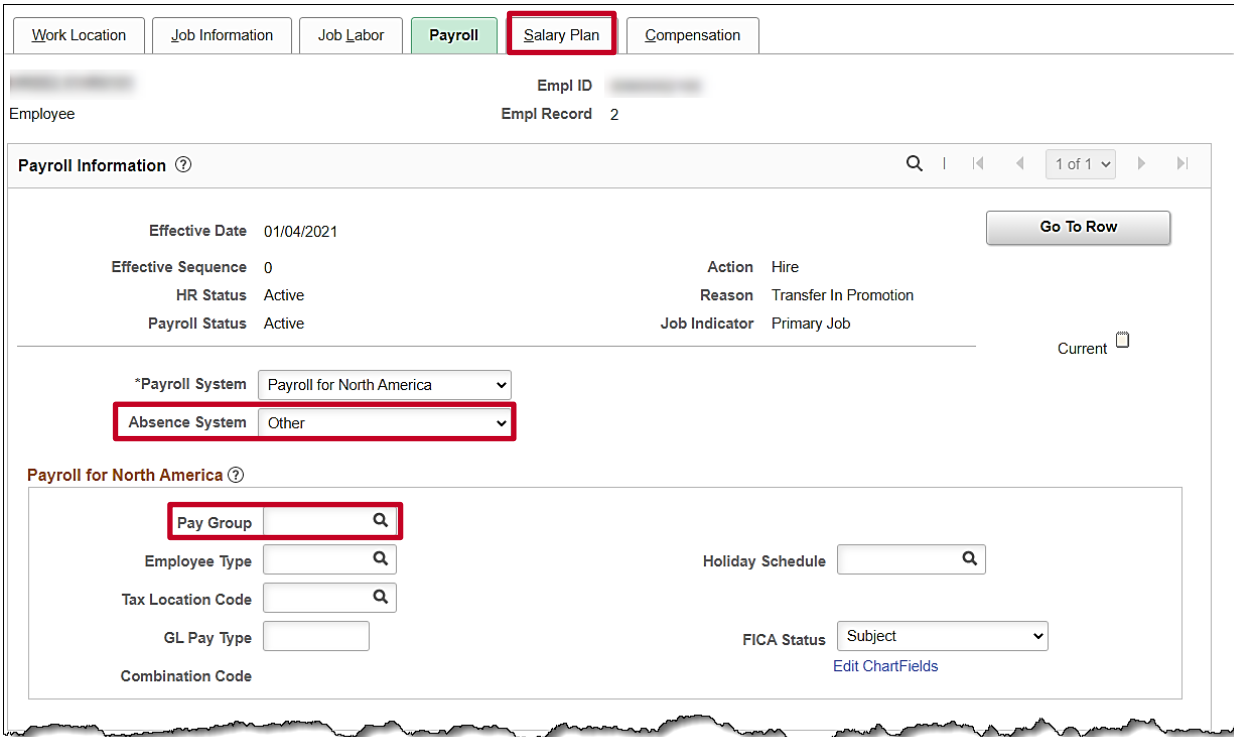
- Review the **Job Information**. If the job information is not correct, cancel the action and make corrections to the Position before assigning the employee to the position.

Note: For further information on updating Position Data, see the Job Aid titled **HR351_Managing a Position**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

Note: The **Action/Reason, Employee Class, and Job Code** are key fields in the VRS file nightly extract from Cardinal to VRS. VNAV reconciliation will be difficult and time consuming if the incorrect data is entered. For further information on selecting the appropriate employee classification, see the Job Aid titled **HR351_Employee Class Overview**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

- If the job information is correct, click the **Payroll** tab.

The **Payroll** tab displays.



The screenshot shows the HR351 interface with the following details:

- Navigation tabs: Work Location, Job Information, Job Labor, **Payroll**, Salary Plan (highlighted), Compensation.
- Employee ID: [Redacted]
- Empl Record: 2
- Payroll Information** section:
 - Effective Date: 01/04/2021
 - Effective Sequence: 0
 - HR Status: Active
 - Payroll Status: Active
 - Action: Hire
 - Reason: Transfer In Promotion
 - Job Indicator: Primary Job
 - Go To Row button
 - Current checkbox
- *Payroll System: Payroll for North America
- Absence System: Other** (highlighted)
- Payroll for North America** section:
 - Pay Group** (highlighted)
 - Employee Type
 - Tax Location Code
 - GL Pay Type
 - Combination Code
 - Holiday Schedule
 - FICA Status: Subject
 - Edit ChartFields link

- The **Absence System** field defaults to “**Other**”. If the employee is Wage, keep the default of Other. If the agency uses Cardinal Absence Management, click the drop-down button and select “**Absence Management**”.

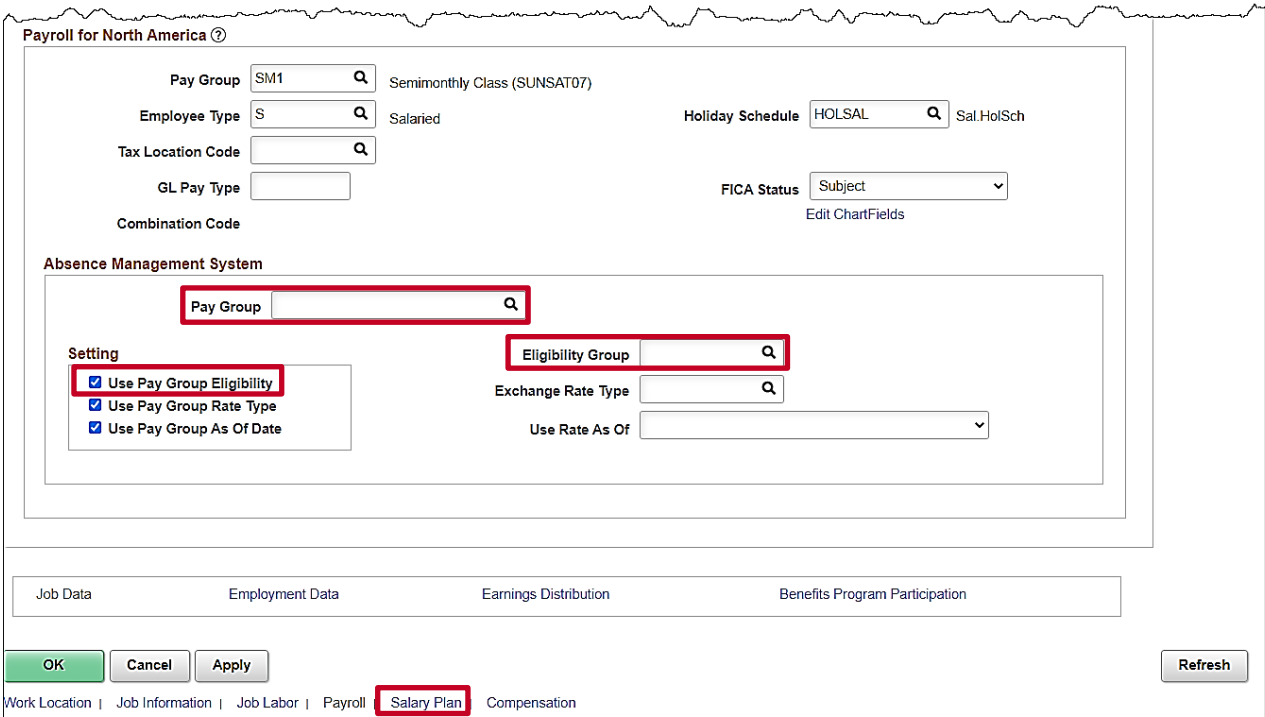
Note: The **Absence Management** section is visible only if “**Absence Management**” is selected in the **Absence System** field, otherwise this section is hidden.

- Enter/select the applicable Pay Group in the **Pay Group** field within the **Payroll for North America** section.

Note: The options available within the **Pay Group** field are driven by the type of Absence System selected. It is, therefore, important to complete this page in order from top to bottom.

Note: FICA Status defaults to “Subject” for regular Social Security and Medicare tax withholdings. Update this value to “Exempt” if the employee is exempt from both Social Security and Medicare tax withholdings or “Medicare only” if the employee is only subject to Medicare tax withholdings.

The **Payroll** page refreshes.



Payroll for North America ②

Pay Group Semimonthly Class (SUNSAT07)

Employee Type Salaried

Holiday Schedule Sal.HolSch

Tax Location Code

GL Pay Type

FICA Status [Edit ChartFields](#)

Combination Code

Absence Management System

Pay Group

Setting

Use Pay Group Eligibility

Use Pay Group Rate Type

Use Pay Group As Of Date

Eligibility Group

Exchange Rate Type

Use Rate As Of

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Work Location | Job Information | Job Labor | Payroll | **Salary Plan** | Compensation

Note: The **Employee Type** and **Holiday Schedule** fields default based on the Pay Group selection. The **Absence Management System** section only displays if “**Absence Management**” is selected in the **Absence System** field.

17. Enter/select the applicable Tax Location Code (previously known as the FIPS code) in the **Tax Location Code** field.

Note: Updates made to the **Tax Location Code** will update the **Tax Data** pages in the Payroll module.

18. Enter/select the same Pay Group in the **Pay Group** field within the **Absence Management System** section as was selected in the **Pay Group** field within the **Payroll for North America** section if the Pay Group is not auto-populated.

19. De-select the **Use Pay Group Eligibility** checkbox.

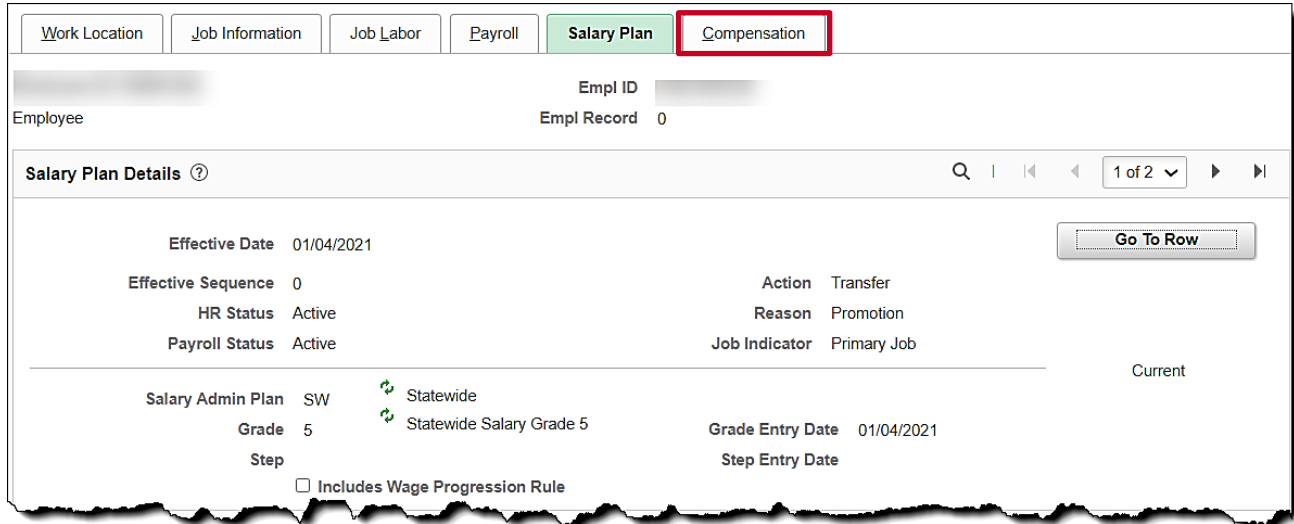
20. Enter/select the appropriate Eligibility Group in the **Eligibility Group** field.

Note: For further information on updating Eligibility Group, see the Job Aid titled **TA374 Absence Management Leave Types and Eligibility**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

21. Once the payroll information is entered, click the **Salary Plan** link at the bottom of the page.

22. If the payroll information is correct, click the **Salary Plan** tab.

The **Salary Plan** tab displays.



The screenshot shows the HR351 interface with the following details:

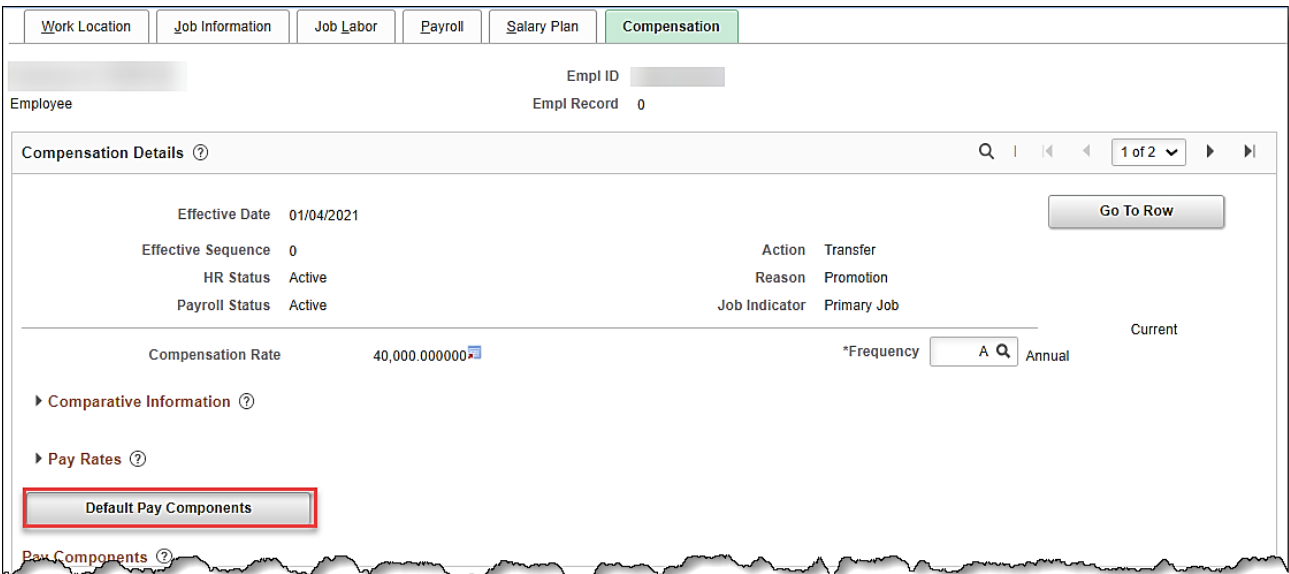
- Navigation tabs: Work Location, Job Information, Job Labor, Payroll, **Salary Plan**, Compensation (highlighted with a red box).
- Employee ID: [Redacted]
- Empl Record: 0
- Section: Salary Plan Details (1 of 2 rows)
- Effective Date: 01/04/2021
- Effective Sequence: 0
- HR Status: Active
- Payroll Status: Active
- Action: Transfer
- Reason: Promotion
- Job Indicator: Primary Job
- Current
- Salary Admin Plan: SW (Statewide)
- Grade: 5 (Statewide Salary Grade 5)
- Grade Entry Date: 01/04/2021
- Step Entry Date: [Redacted]
- Includes Wage Progression Rule:
- Buttons: Go To Row

23. Review the **Salary Plan** information. If the salary plan information is not correct, cancel the action and make corrections to the Position before assigning the employee to the position. The Salary Admin Plan/Grade may change for the employee if this action is a promotion or demotion.

Note: For further information on updating Position Data, see the Job Aid titled **HR351_Managing a Position**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

24. If the salary plan information is correct, click the **Compensation** tab.

The **Compensation** tab displays.



Work Location | Job Information | Job Labor | Payroll | Salary Plan | **Compensation**

Empl ID [redacted]
Employee [redacted] Empl Record 0

Compensation Details ?

Effective Date 01/04/2021 Go To Row

Effective Sequence 0 Action Transfer
HR Status Active Reason Promotion
Payroll Status Active Job Indicator Primary Job

Compensation Rate 40,000.000000 *Frequency A Annual Current

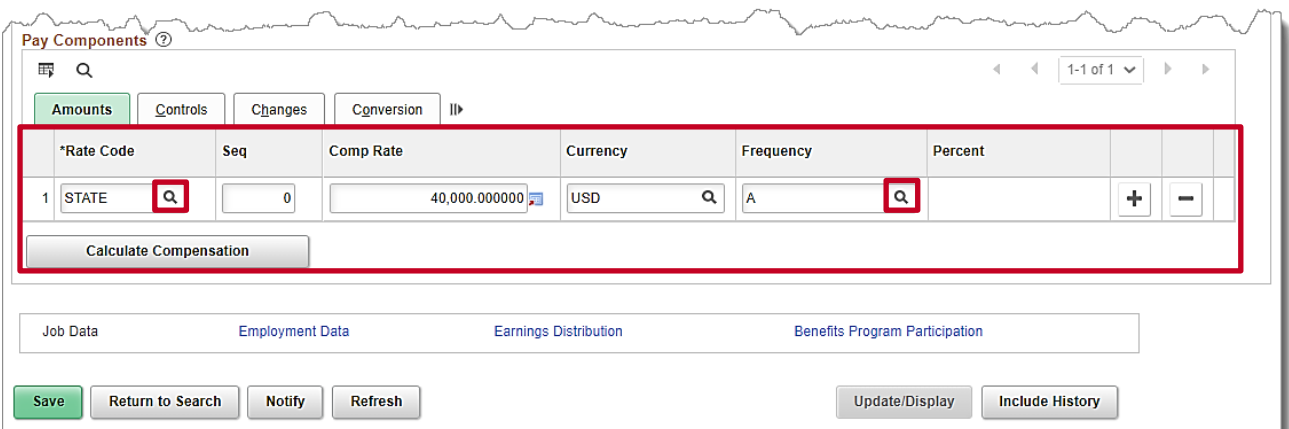
► Comparative Information ?
► Pay Rates ?

Default Pay Components

Pay Components ?

25. Review and update the compensation information for the employee as needed. If no updates are needed, proceed to click on the **Employment Information** link.
26. If updates are needed, click the **Default Pay Components** button.
27. Scroll down on the page to the **Pay Components** section.

The remaining information displays.



Pay Components ?

Amounts | Controls | Changes | Conversion

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 STATE	0	40,000.000000	USD	A	

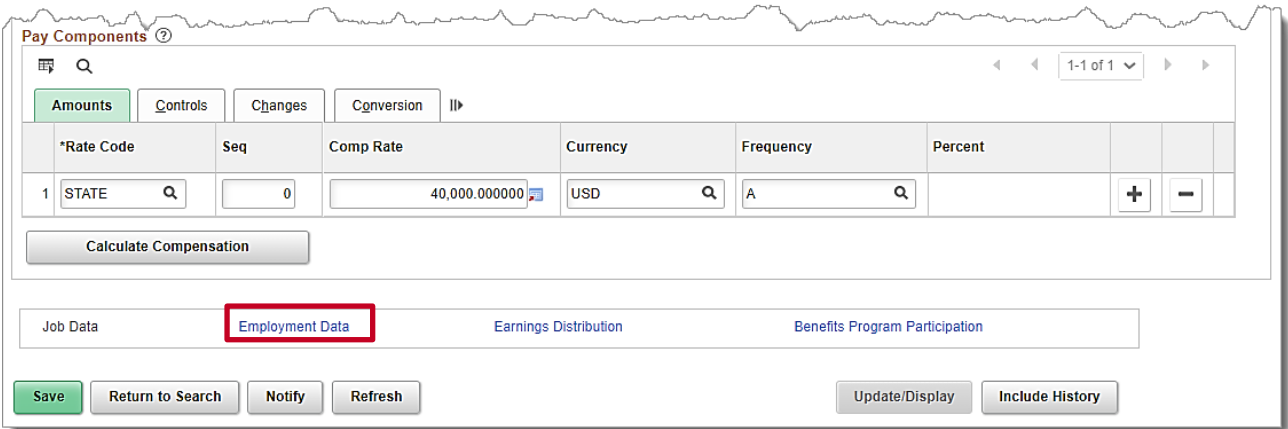
Calculate Compensation

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Save | Return to Search | Notify | Refresh | Update/Display | Include History

28. Update the **Rate Code** field as needed using the **Look Up** icon.
29. Highlight the existing compensation rate and enter the new compensation rate in the **Comp Rate** field as needed.

30. Verify the **Frequency** field as needed using the **Look Up** icon.



The screenshot shows a web application interface for "Pay Components". At the top, there are tabs for "Amounts", "Controls", "Changes", and "Conversion". Below the tabs is a table with the following columns: *Rate Code, Seq, Comp Rate, Currency, Frequency, and Percent. The first row contains the values: 1, STATE, 0, 40,000.000000, USD, and A. Each of these input fields has a magnifying glass icon (the "Look Up" icon) to its right. Below the table is a "Calculate Compensation" button. At the bottom of the form, there are several navigation buttons: "Save", "Return to Search", "Notify", "Refresh", "Update/Display", and "Include History". A horizontal menu below the table contains links for "Job Data", "Employment Data", "Earnings Distribution", and "Benefits Program Participation". The "Employment Data" link is highlighted with a red rectangular box.

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 STATE	0	40,000.000000	USD	A	

31. Click the **Employment Data** link at the bottom of the page.

The **Employment Information** page displays.

Employment Information

Employee
Empl ID

Empl Record 0

Organizational Instance ?

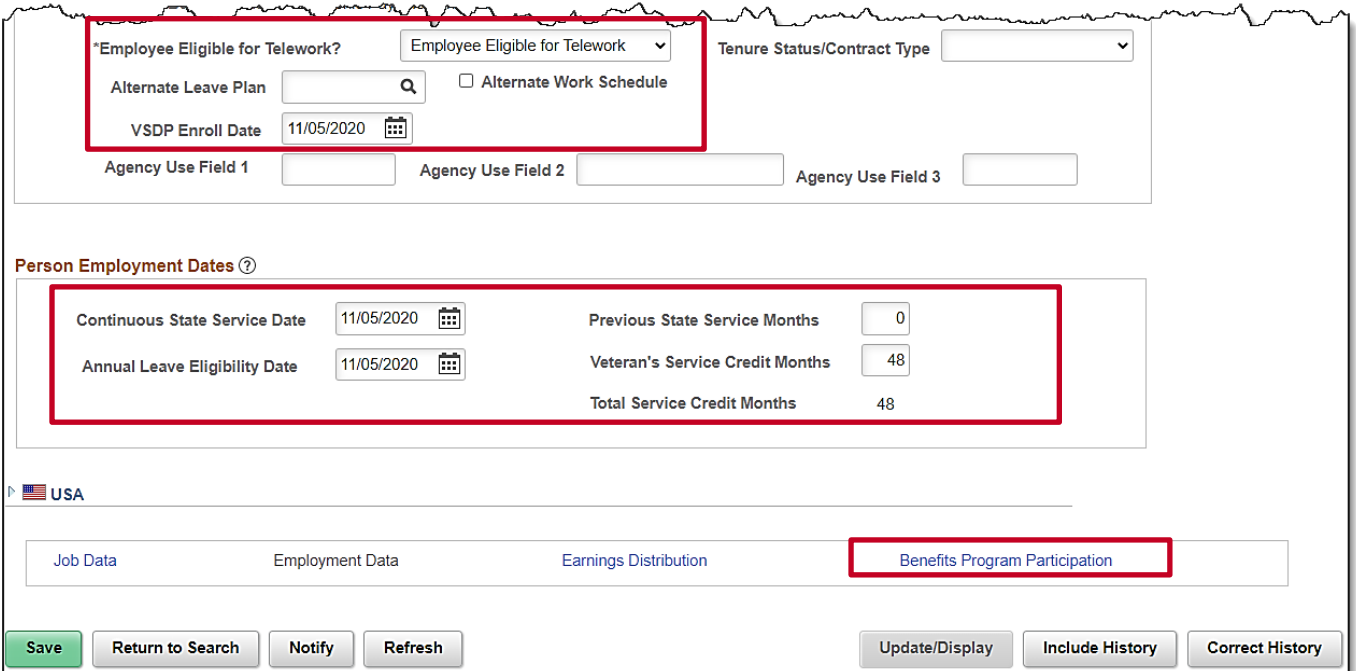
Organizational Instance Rcd	0	Original Start Date	11/05/2020	<input type="checkbox"/> Override
Last Start Date	11/05/2020	First Start Date	11/05/2020	
Termination Date			Years Months Days	
Org Instance Service Date	11/05/2020	<input type="checkbox"/> Override	↻	2 4 1

Organizational Assignment Data ?

Instance Record

Last Assignment Start Date	11/05/2020	First Assignment Start	11/05/2020	
Assignment End Date				
Home/Host Classification	Home		Years Months Days	Time Reporter Data
Company Seniority Date	11/05/2020	<input type="checkbox"/> Override	↻	2 4 1
Benefits Service Date	11/05/2020	<input type="checkbox"/> Override	↻	2 4 1
Seniority Pay Calc Date	11/05/2020	<input type="checkbox"/> Override	↻	2 4 1
VSDP Sick/PER Leave Effct Date	11/05/2024			0 0 0
Probation Date	11/04/2021 <input type="text"/>			Last Verification Date <input type="text"/>

32. Enter/select the **Probation Date** for a classified new hire employee only. This date is one year from the original hire date.



The screenshot shows a web-based form for managing employee data. At the top, there are several input fields: a dropdown for 'Employee Eligible for Telework?', a search field for 'Alternate Leave Plan', a checkbox for 'Alternate Work Schedule', a date field for 'VSDP Enroll Date' (set to 11/05/2020), and three 'Agency Use Field' boxes. Below this is a section titled 'Person Employment Dates' with fields for 'Continuous State Service Date' (11/05/2020), 'Annual Leave Eligibility Date' (11/05/2020), 'Previous State Service Months' (0), 'Veteran's Service Credit Months' (48), and 'Total Service Credit Months' (48). At the bottom, there is a navigation bar with tabs for 'Job Data', 'Employment Data', 'Earnings Distribution', and 'Benefits Program Participation' (which is highlighted with a red box). Below the tabs are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'.

Note: Before recording the employee’s telework status, the Agency HR administrator should verify and/or update the following if the employee will be teleworking:

The **Available for Telework** field = “Yes” on the employee’s position record.

Note: For further information on selecting the appropriate telework option, see the Job Aid titled **HR351_Managing Employee Teleworker Data**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

33. Select the appropriate value for the ***Employee Eligible for Telework** field.
34. If your agency does not use Cardinal Absence Management, the **Alternate Leave Plan** field must be completed based on the employee's leave program (i.e., VSDP Elig Group) in order for the employee to have a complete Total Compensation statement in Cardinal ESS.
35. Enter the enrollment date in the **VSDP Enroll Date** fields. This field is provided to VNAV and is used by the VSDP vendor to determine the original program enrollment date.
36. Enter the original hire date in the **Continuous State Service Date** field. This field is used to determine eligibility for legislative pay increases for all salaried employees, as well as severance, benefits at layoff for VPA covered employees (if applicable).
37. Enter the original hire date in the **Annual Leave Eligibility Date** field. This field must be updated for all VPA covered employees and salaried employees for agencies that use Cardinal’s Absence Management and auto populates the **Company Seniority Date** field.

HR351_Managing the Intra-Agency Transfer Process

Note: If a correction is needed for the **Annual Leave Eligibility Date**, use the Action Reason combination of **DTA / LED** and then enter the correct date. For further information on Action Reasons, refer to the Job Aid titled **HR351 Action Reason Codes**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

38. Enter the service months in the **Previous State Service Months** field. This field is used when there is a break in service (Rehires only). For further information on breaks in service, refer to the Job Aid titled **HR351 Managing Service Dates and Breaks in Service**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

39. Enter the months of veteran's service in the **Veterans Service Credit Months** field if applicable.

Note: The annual leave accrual is determined by using state service and veteran's service in the military, National Guard, or Reserves.

40. The **Total Service Credit Months** field is a read only field. It is auto populated as the sum of the veteran's service credit months and the previous state service months. It is used to determine the annual leave eligibility date when there is a break in service or veteran's service applies.

Note: For a detailed description of the date fields on the **Employment Information** page, refer to the Job Aid titled **HR351 Managing Service Dates and Breaks in Service**. This Job Aid can be found on the Cardinal website in the **Job Aids** under **Learning**.

41. Click the **Benefits Program Participation** link.

The **Benefits Program Participation** page displays.

Benefit Program Participation

Employee [Redacted]
Empl ID [Redacted]

Empl Record 0

Benefit Status ?
Q | < > 1 of 2 >

Benefit Record Number 0 ↻

Effective Date 01/04/2021

Effective Sequence 0

HR Status Active

Payroll Status Active

Action Transfer

Reason Promotion

Job Indicator Primary Job

Go To Row

*Benefits System Benefits Administration ▼

Annual Benefits Base Rate USD

Current

Benefits Employee Status Active

[ACA Eligibility Details](#)

Benefits Administration Eligibility ?

BAS Group ID Q

Elig Fld 1 JNN0000 Q

Elig Fld 2 Q

Elig Fld 3 Y Q

Elig Fld 4

Elig Fld 5

Elig Fld 6 11194

Elig Fld 7

Elig Fld 8 12-24 Q

Elig Fld 9 SF-GB Q

Benefit Program Participation Details ?
Q | < > 1 of 1 > | View All

*Effective Date 11/10/2019 📅

*Benefit Program SAL Q

Currency Code USD

Salaried Employee Benefit Pgm

+ -

[Job Data](#)

[Employment Data](#)

[Earnings Distribution](#)

[Benefits Program Participation](#)

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Update/Display

Include History

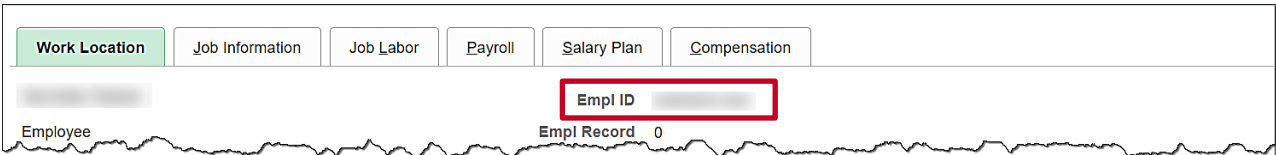
Correct History

42. Review the **Benefits Program Participation** information and validate for accuracy.

Note: If any of the Benefits Program Participation information is not correct, coordinate with a Benefits Administrator. For further information on eligibility configuration valid values, see the Job Aid titled **BN361_Overview of the Eligibility of Configuration Fields**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

43. Click the **Save** button.

The **Work Location** tab returns.



The screenshot shows a web interface with a navigation bar containing tabs: 'Work Location' (highlighted in green), 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. Below the tabs, there is a form area. The 'Empl ID' field is highlighted with a red rectangular box. Below the 'Empl ID' field, the text 'Empl Record 0' is visible. The word 'Employee' is also visible on the left side of the form area.

44. Highlight the Employee ID and right click the mouse to copy the **Employee ID**.

45. To run the **HR Activity Report** for the employee, use the following navigation:

Menu > Workforce Administration > Job Information > Reports > Employee Activity Report

46. Run the **HR Activity Report** for the employee.

Note: For further information on Reports, see the **HCM Cardinal Human Resources Reports Catalog**. The HCM Reports Catalogs can be found on the Cardinal website under **Resources**.

47. Print the **report** and place the printed transaction in the employee file for future audit requests.

Transferring an Employee from a Wage Position to a Salary Position or from a Salary Position to a Wage Position

Before beginning, ensure that all necessary data is accessible and ready for data entry. A wage position and salaried position cannot exist on the same employee record. Therefore, the position the employee is transferring from must be terminated and a new employment instance must be entered to create a new employee record for the new position.

Note: For further information on terminating positions and adding new employment instances, see job aids titled, **HR351 Separation Statuses** and **HR351 Creating a New Hire**. These job aids can be found on the Cardinal website in **Job Aids** under **Learning**

Agency Next Steps After Intra-Agency Transfer

- Be sure to add telework agreement if one has been established.
 - For further information on telework, see job aid titled, **HR351 Maintain Employee Teleworker Data**. This job aid can be found on the Cardinal website in **Job Aids** under **Learning**.
- If your agency requires the Employee Activity Report to be placed in the personnel file, be sure to run the **Employee Activity Report**. This report can be found in the **Cardinal HCM Human Resources Reports Catalog**. The reports catalog can be found on the Cardinal website in **Reports Catalog** under **Resources**.
- Communicate with the employee to update state and federal withholding forms, direct deposit elections, etc. per established business practices. If the tax withholding paper is not collected and entered prior to the first payroll period, withholdings will default to single and zero. State taxes default to VA.
- Coordinate with agency Benefits Administrators to ensure that eligible employees complete their benefit elections (within 30 days per OHB policy).
 - For further information on completing benefit elections, see job aid titled, **BN361_Completing a New Hire Enrollment**. These job aids can be found on the Cardinal website in **Job Aids** under **Learning**.
- Coordinate with agency Time and Labor (TL) Administrators to ensure that all employees are assigned the applicable Work Schedule (can be assigned by either a TL Administrator or the employee's supervisor) and review their TA eligibilities (i.e., overtime, comp leave, etc.).
 - For further information on assigning work schedules, see Job Aid titled, **TA_Maintaining Employee Work Schedules**. These Job Aids can be found on the Cardinal website in **Job Aids** under **Learning**.