PY382 Payroll Read Only Overview

This Job Aid provides an overview of the key Payroll and Time & Attendance pages that the Payroll Read Only role can access. It includes an overview of the page as well as a table which lists the key fields descriptions.

The following Payroll pages are covered in this Job Aid:

- General Deductions
- Update Employee Tax Data
- Direct Deposit
- Review Paycheck
- Review FLSA Pay Data

The following Time & Attendance pages are covered in this Job Aid and are only available to Agencies that use Cardinal Absence Management:

- Review Absence Balances
- Absences
- Absence Event

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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Viewing the General Deductions Page

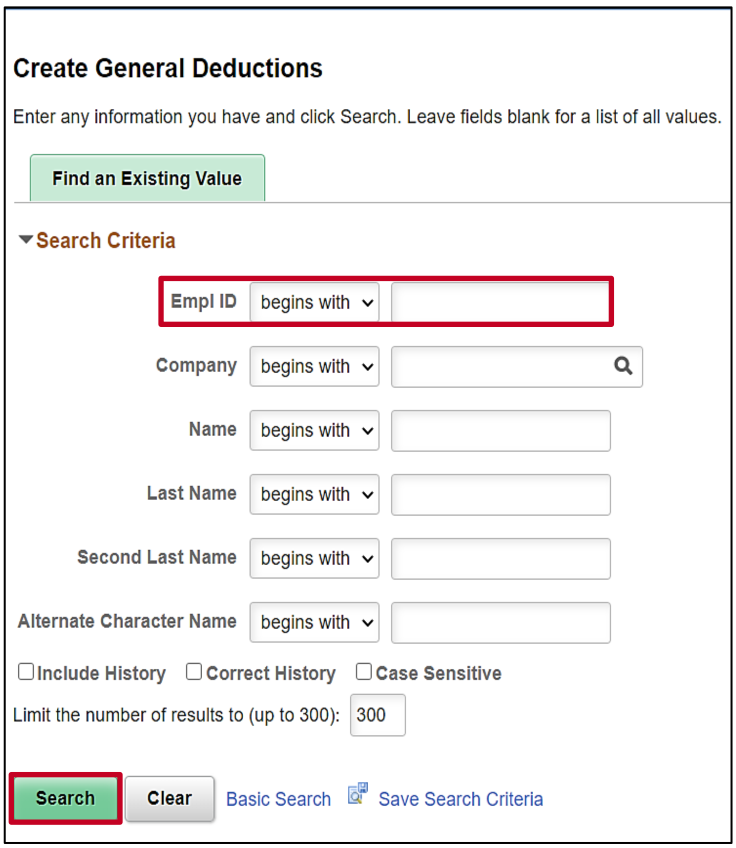
General Deductions are non-benefit deductions, such as charity, garnishments, and parking. General Deductions can be both pre-tax and post-tax based on setup from the General Deductions or Garnishment tables in Cardinal. Deductions are set up at the Company (Agency) level for eligible employees.

Use this page to view General deductions that have been set up for an employee.

1. Navigate to the **Create General Deductions** page using the following path:

   Menu > Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions

The **Create General Deductions Search** page displays.

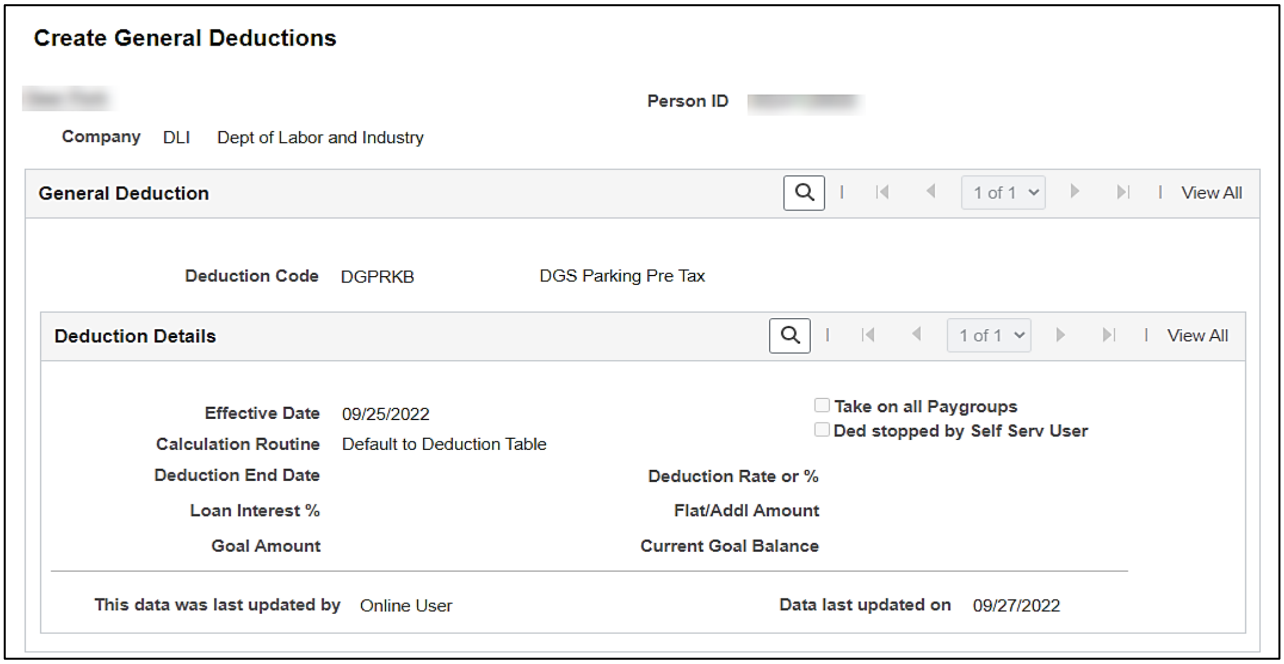


2. Search for the applicable employee by entering the Employee ID or known portion of the Employee ID in the **Empl ID** field.

   Note: You can also search by employee 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 **Create General Deductions** page displays for the applicable employee.


Create General Deductions

Person ID

Company DLI Dept of Labor and Industry

General Deduction 1 of 1 View All

Deduction Code DGPRKB DGS Parking Pre Tax

Deduction Details 1 of 1 View All

Effective Date 09/25/2022
Calculation Routine Default to Deduction Table
Deduction End Date
Loan Interest %
Goal Amount

Take on all Paygroups
Ded stopped by Self Serv User
Deduction Rate or %
Flat/Addl Amount
Current Goal Balance

This data was last updated by Online User
Data last updated on 09/27/2022

General Deduction and **Deduction Details** fields:

Field	Description
Deduction Code	Identifies the type of deduction. See the Job Aid titled **PY381 General Deduction Codes** for a list of the general deductions codes.
Effective Date	The beginning date for when the deduction started.
Calculation Routine	One of two options display: • Default to Deduction Table: the amount of the deduction based on the predefined deduction table in Cardinal. • Flat Amount: the amount of the deduction displays in the **Flat/Additional Amount** field.
Flat Amount	When this value is selected, a specific amount displays in the **Flat/Additional Amount** field.
Deduction End Date	Displays a date if the Deduction was set up to stop on a specific date. If this date is in the middle of the pay period, the deduction is not prorated and Cardinal processes the full amount.
Goal Amount	Displays an amount when the deduction was set up to stop when a specific total amount was reached.
Current Goal Balance	If a Goal Amount was set up, this field displays the total amount that has been deducted so far.

Viewing the Update Employee Tax Data page

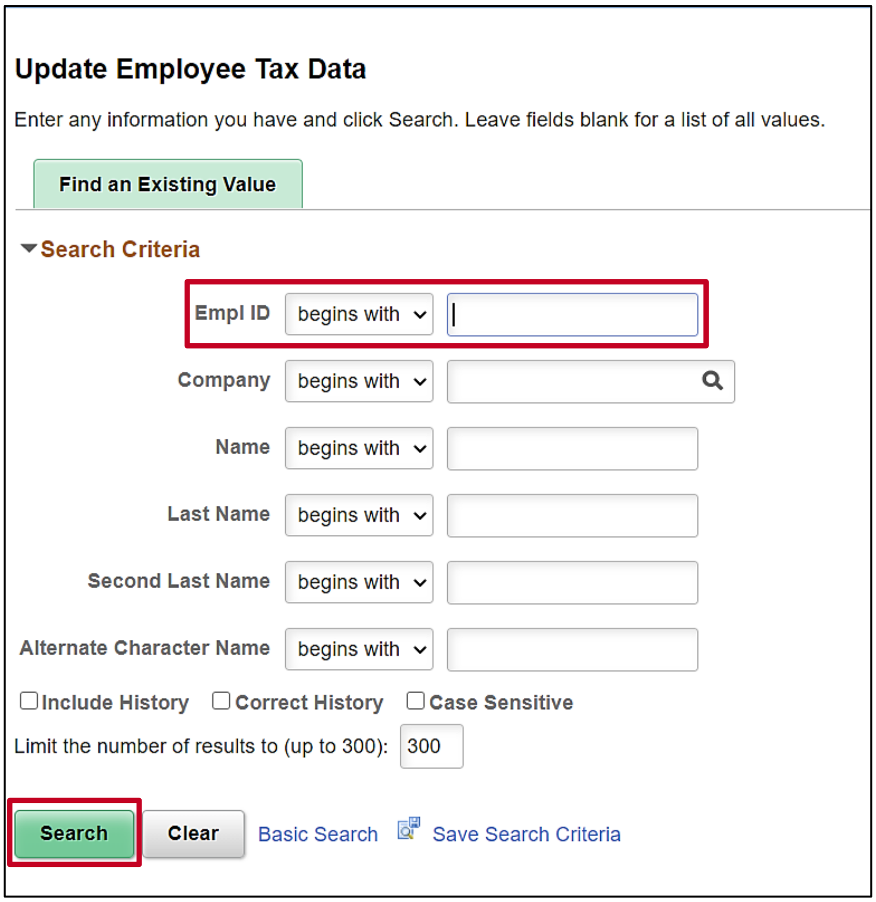
In Cardinal, every employee must have a Federal, State, and Local (if applicable) tax record set up. Employees with multiple jobs within the same company will have one tax record for both jobs. Employees with multiple jobs across Agencies will have one tax record for each company.

Use this page to view an employee's federal, state, and local (if applicable) tax information.

1. Navigate to the **Update Employee Tax Data** page using the following path:

   Menu > Payroll for North America > Employee Pay Data USA > Tax Information > Update Employee Tax Data

The **Update Employee Tax Data Search** page displays.

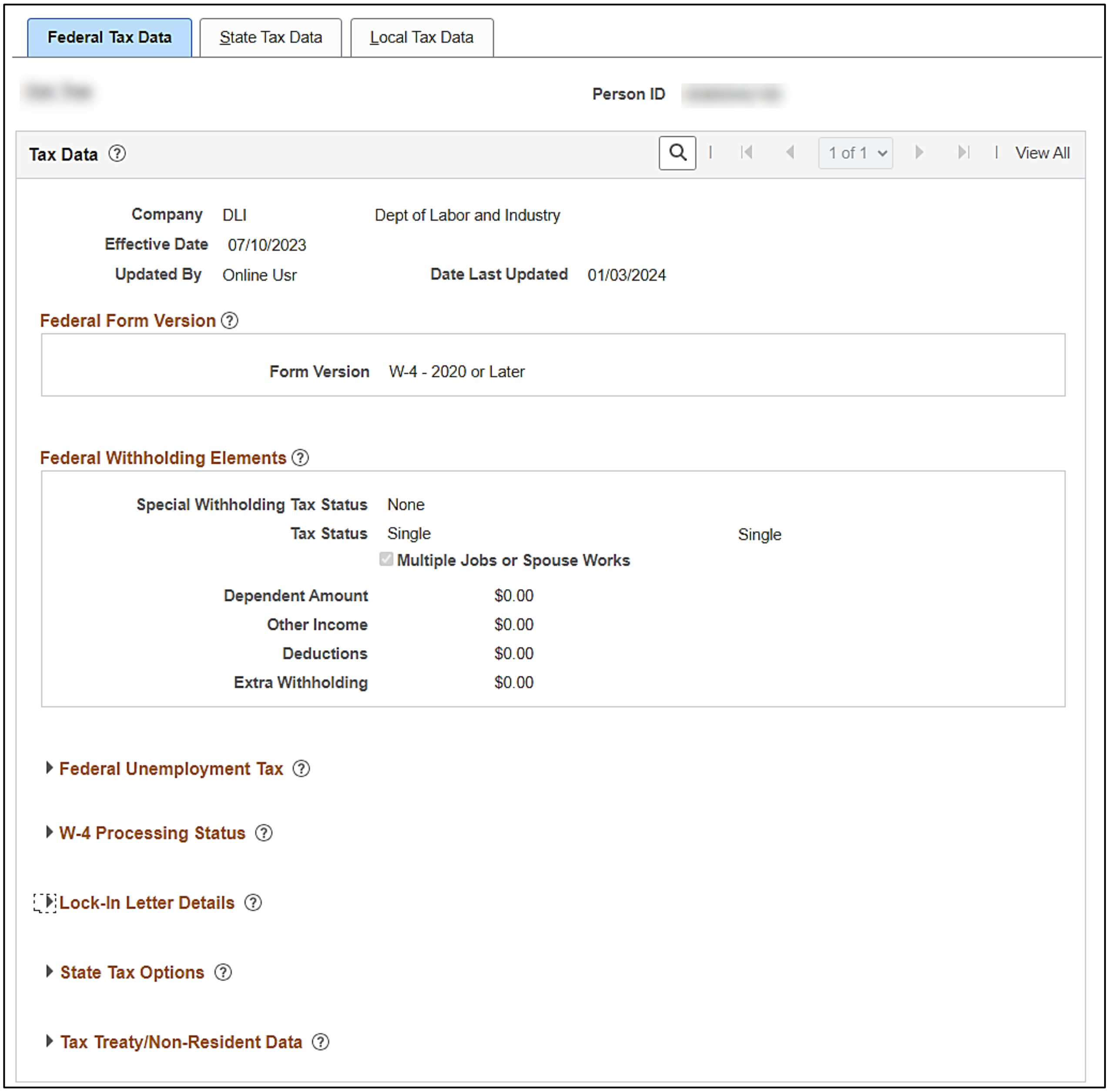


2. Search for the applicable employee by entering the Employee ID or known portion of the Employee ID in the **Empl ID** field.

   Note: You can also search by employee 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 **Update Employee Tax Data** page displays for the applicable employee.



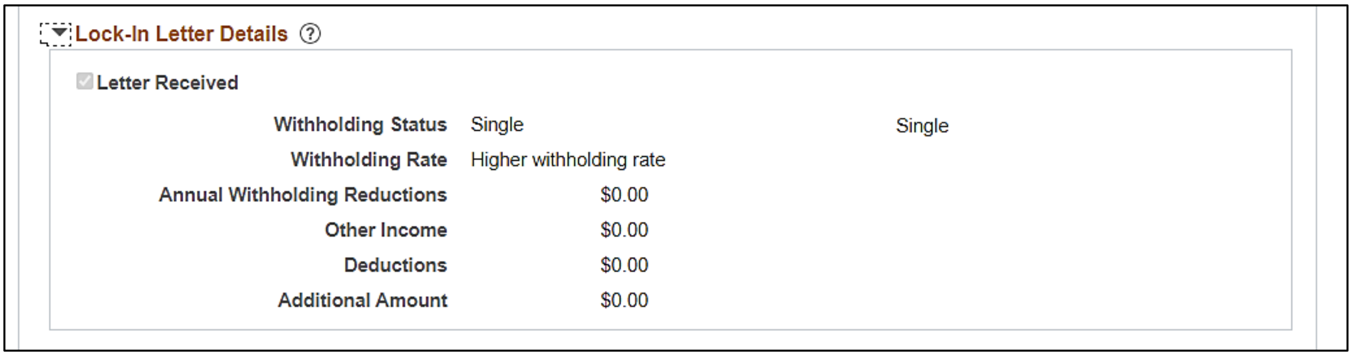
Federal Tax Withholding Elements fields:

Field	Description
Special Withholding Tax Status	Identifies whether the employee has a Special Withholding Tax Status. Options include: • None • Maintain Taxable Gross (Exempt from withholding)

Field	Description
Tax Status	• Single • Head of Household • Married • Exempt (defaults when Maintain Taxable Gross option is selected in the **Special Withholding Tax Status** field)
Multiple Jobs or Spouse Works	Used to indicate if the employee has multiple jobs or if their spouse works.
Dependent Amount	Used to enter a specific dependent (dollar amount).
Other Income	Used to enter an additional income amount for the employee.
Deductions	Used to enter the total deductions amount for the employee.
Extra Withholding	Used to enter the total extra withholding amount elected by the employee.

Lock-In Letter Details section

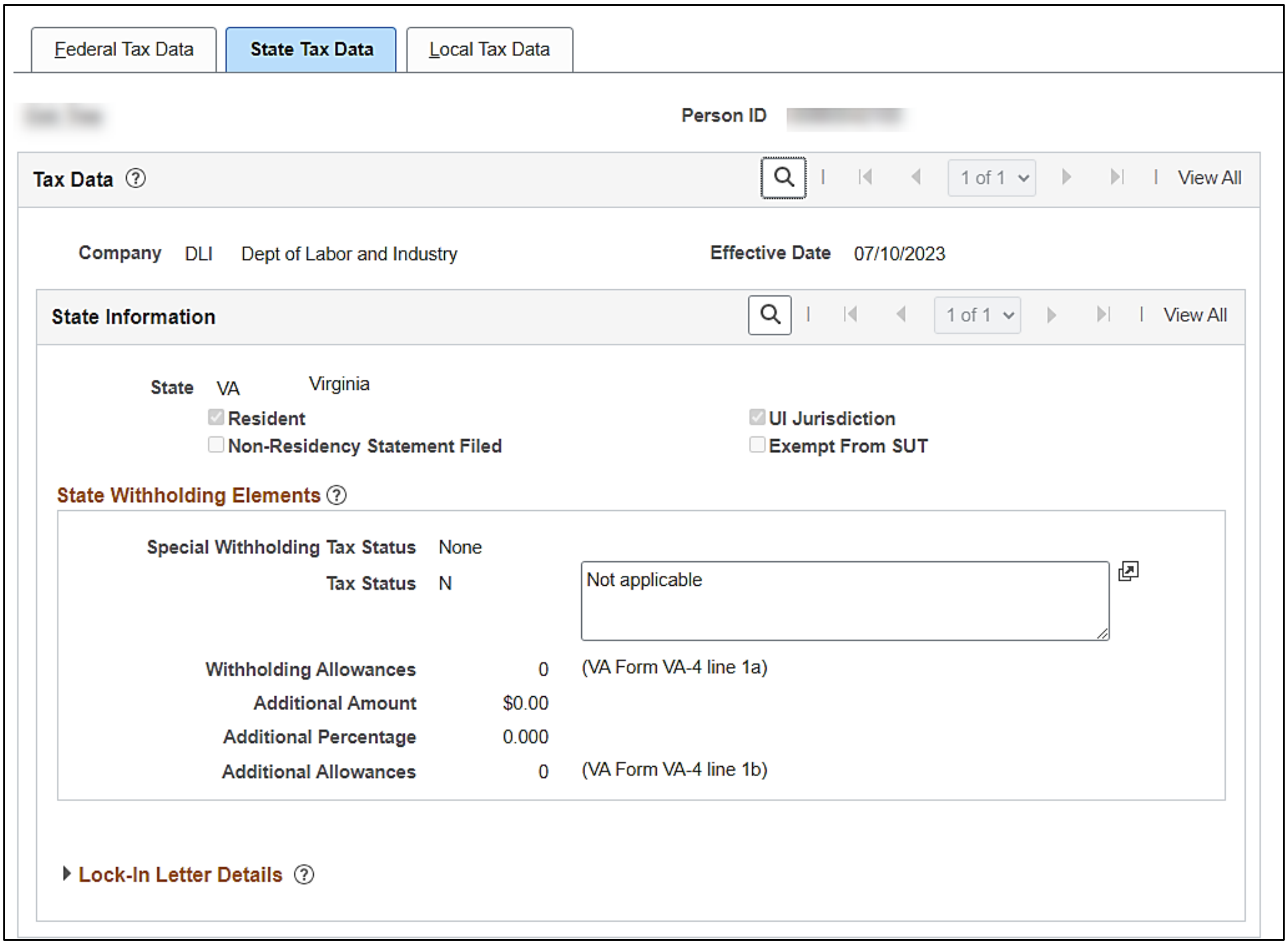
This section is only used when the IRS has sent a Lock-In Letter for the employee. When a Lock-In Letter is received, the values noted in the letter must be entered in this section. This locks-in those limits and prevents the employee from making changes in the **Federal Withholding Elements** section based on the guidelines provided in the table below.



Lock-In Letter fields:

Field	Description
Letter Received	Check this box to indicate that a Lock-In letter was received.
Withholding Status	Prevents the employee's Tax Status from being changed to a different value than what is displayed in this field.
Withholding Rate	Prevents the employee's special withholding tax status from being changed to a value different value than what is displayed in this field.
Annual Withholding Reductions	Prevents a Dependent amount from being entered that is less than the value in this field.
Other Income	Prevents an other income amount from being entered that is less than the amount in this field.
Deductions	Prevents an amount from being entered that is greater than the amount in this field.
Additional Amount	Prevents an amount from being entered that is less than the amount in this field.

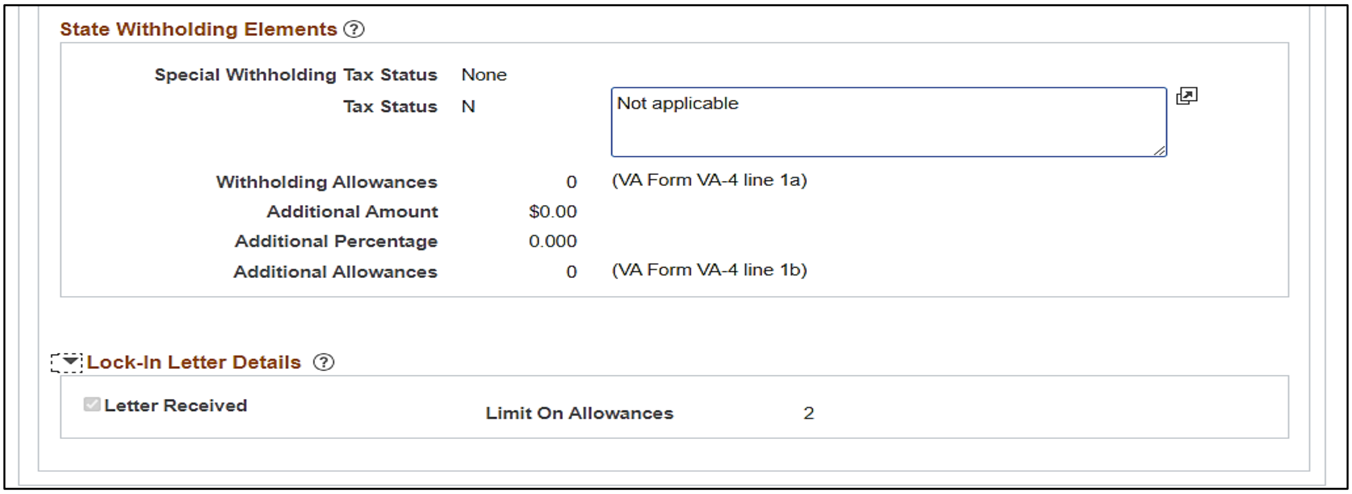
State Tax Data Page



State Information fields:

Field	Description
State	Used to select the applicable State.
***Resident**	Used to denote the employee's State residence.
***UI Jurisdiction**	Used to denote what State the employee works in. This is based on the employees Tax Location.
Non-Residency Statement Filed	Used to denote whether the employee has filed a Non-Residency Statement for the State.
Exempt from SUT	Used to indicate if the employee is exempt from State Unemployment Tax (SUT).

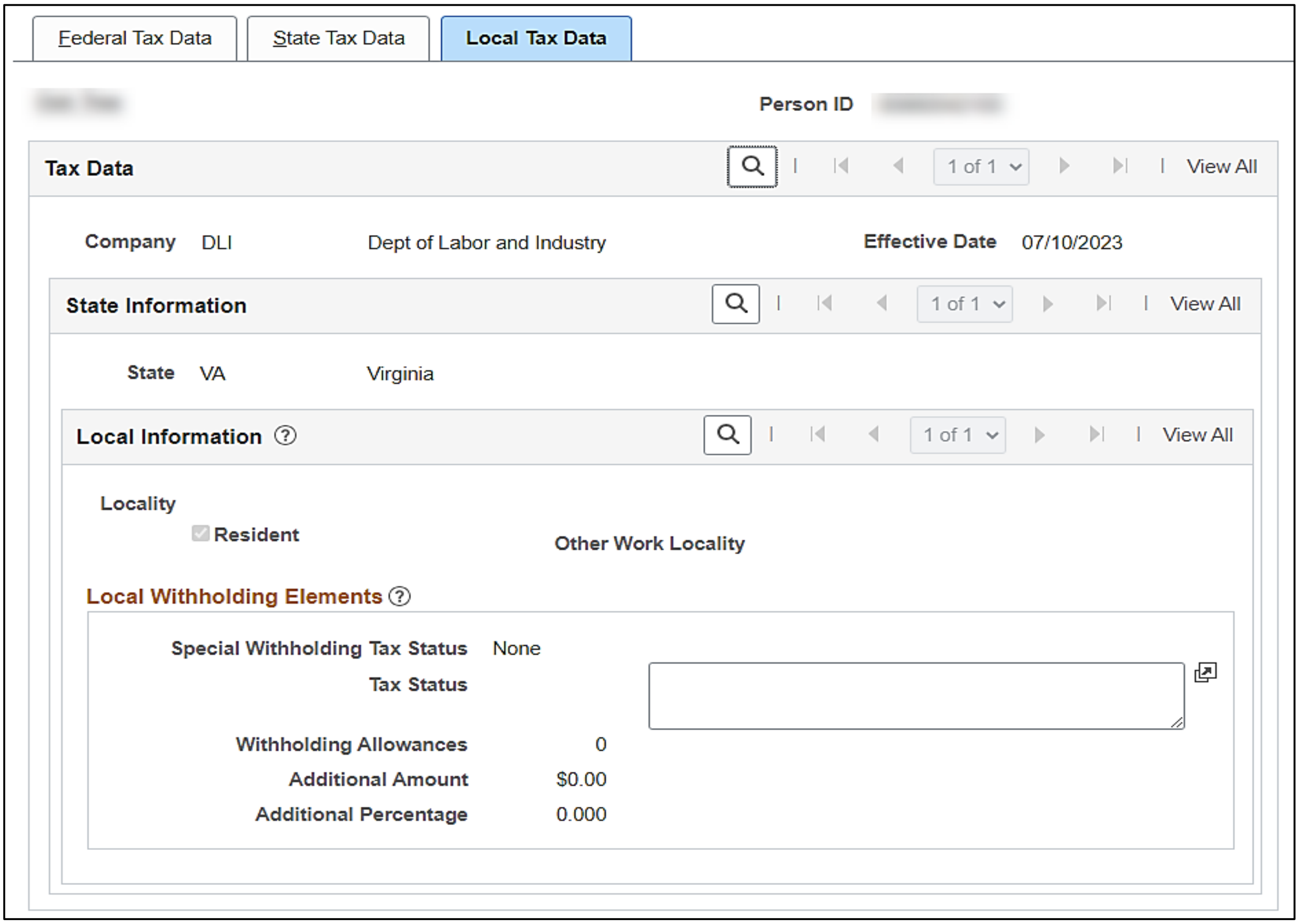
State Withholding Elements and Lock-In Letter Details section



State Withholding Elements and Lock-In Letter Details fields:

Field	Description
Special Withholding Tax Status	Identifies whether the employee has a Special Withholding Tax Status.
Tax Status	Used to denote whether the employee is claiming a withholding (Married). X = Claiming exemption from withholding N = Not applicable
Withholding Allowances	Displays the number of withholding allowances the employee is claiming.
Additional Amount	Used to enter an additional amount that the employee is electing to pay.
Additional Percentage	Used to enter an additional percentage that the employee is electing to pay.
Additional Allowances	Used to enter the number of additional allowances the employee is claiming.
Lock-In Letter Details Letter Received	Used to denote whether a Lock-In Letter has been sent by the State for the employee. When received, this letter locks-in a limit on Allowances for the employee.
Lock-In Letter Details:Limit on Allowances	Used to enter the limit number of Allowances when a Lock-In Letter is received for the employee.

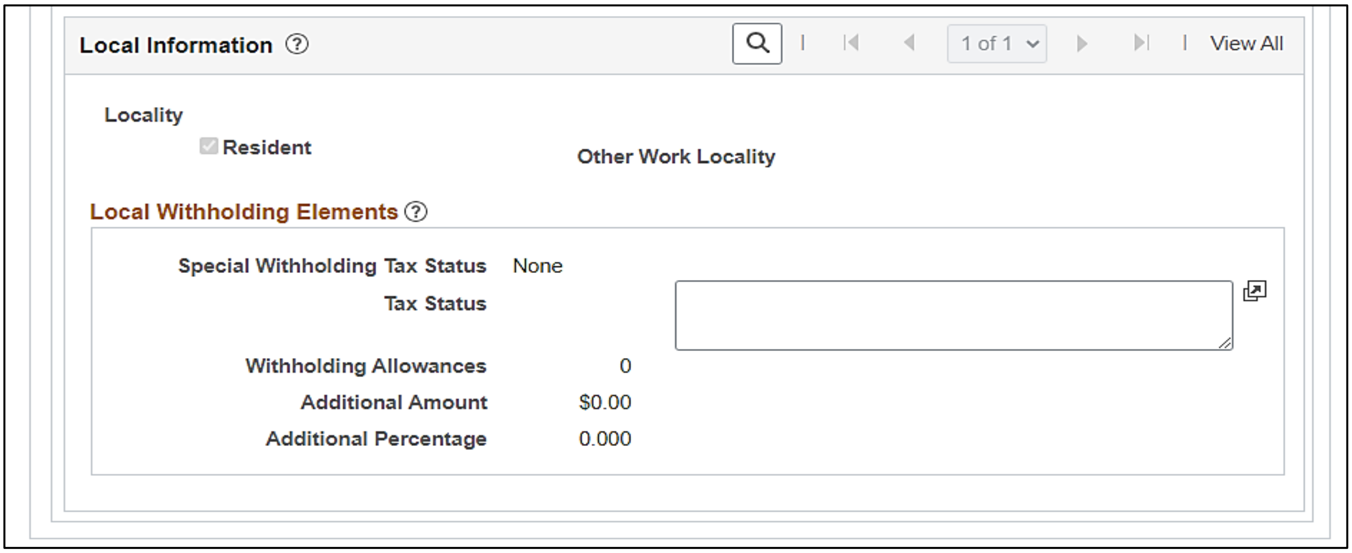
Local Tax Data page



Local Information fields:

Field	Description
Locality	Used to select the applicable Locality.
Other Work Locality	Used to select another work locality if the employee has more than one work tax for a given locality. The entry in this field is used to link to another local work tax code.
Resident	Used to denote whether the employee is a resident of the Locality.

Local Withholding Elements section screenshot



Local Withholding Elements fields:

Field	Description
Special Withholding Tax Status	Identifies whether the employee has a Special Withholding Tax Status.
Tax Status	Used to denote whether the employee is claiming a withholding (Married). X = Claiming exemption from withholding N = Not applicable
Withholding Allowances	Denotes the number of withholding allowances the employee is claiming.
Additional Amount	Denotes an additional amount that the employee is electing to pay.
Additional Percentage	Denotes an additional percentage that the employee is electing to pay.

Viewing the Request Direct Deposit Page

Direct Deposit is a requirement at the Commonwealth of Virginia. Agency Payroll Administrators enter and update the direct deposit information on behalf of the employee. Employees must complete and submit an **Employee Direct Deposit Authorization** form to their Agency Payroll Administrator to keep on file. Employees are allowed to have up to 10 direct deposit accounts.

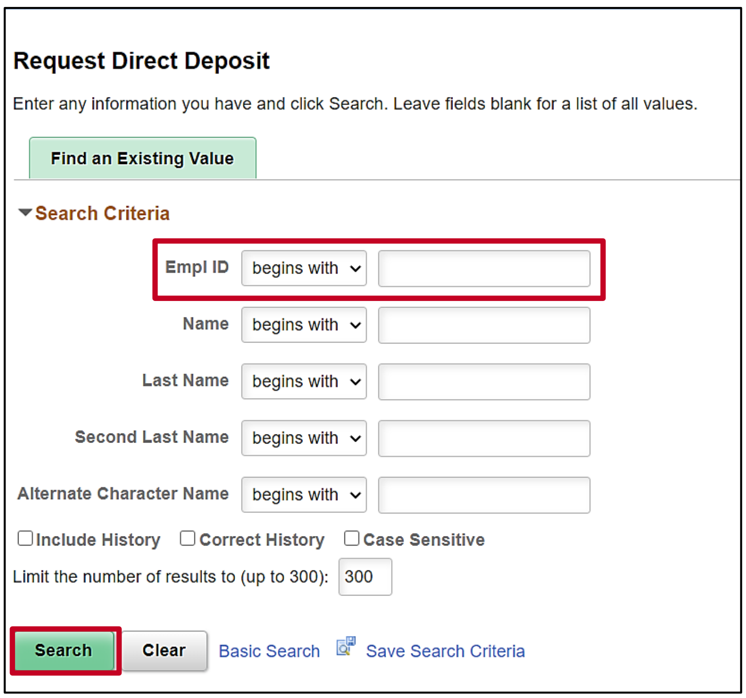
New Direct Deposits accounts require validation of the account information from the employee’s financial institution; this process is called Prenoting. The Prenoting process can take up to two (2) pay cycles to get established.

Use this page to review an employee’s direct deposit distributions.

1. Navigate to the **Request Direct Deposit** page using the following path:

   Menu > Payroll for North America > Employee Pay Data USA > Request Direct Deposit

The **Request Direct Deposit Search** page displays.

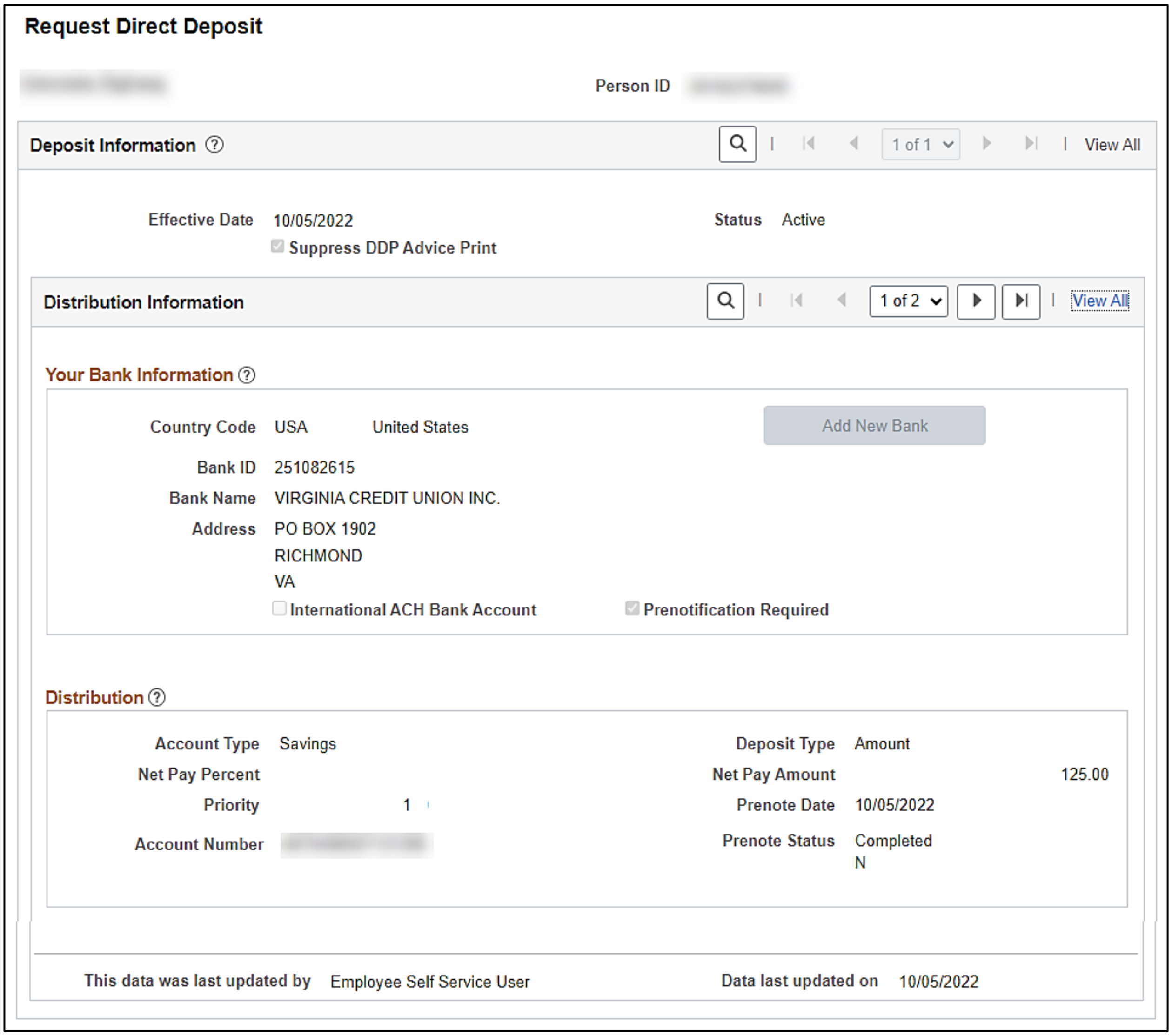


2. Search for the applicable employee by entering the Employee ID or known portion of the Employee ID in the **Empl ID** field.

   Note: You can also search by employee 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 **Request Direct Deposit** page displays for the applicable employee.



Your Bank Information and **Distribution** fields:

Field	Description
Bank ID	Displays the Bank Routing Number.
Bank Name and Address	Displays the Bank Name and address information.
Account Type	There are three account types: • COVA Paycard • Checking • Savings

Field	Description
Deposit Type	There are three deposit types: • Balance of Net Pay (all employees must have a balance of net pay account setup in Cardinal) • Percentage • Amount
Net Pay Percent	Displays the applicable percentage when the Deposit Type is "Percentage".
Net Pay Amount	Displays the appliable amount when the Deposit Type is "Amount".
Priority Field	Determines the order in which distributions are made. **Note**: The Balance of Net Pay account priority is always "999".
Account Number	Displays the associated account number for each direct deposit account.
Prenote Date and Prenote Status	These fields provide the prenote status and whether it has been completed or not.

Viewing the Review Paycheck Page

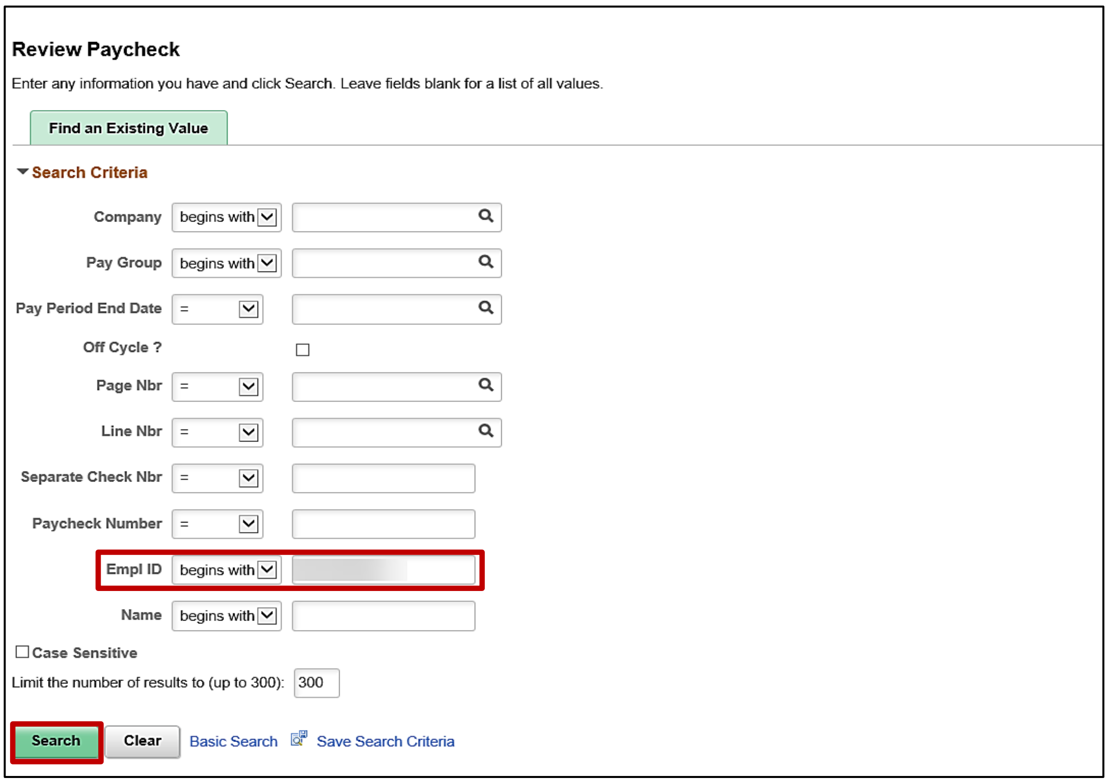
In Cardinal, you can view an employee's paycheck on the **Review Paycheck** page once the payroll has been calculated. Even though an employee's pay can be viewed, payroll may not be finalized at the time of viewing.

Use this page to view the details of an employee's pay.

1. Navigate to the **Review Paycheck** page using the following path:

   Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck

The **Review Paycheck Search** page displays.

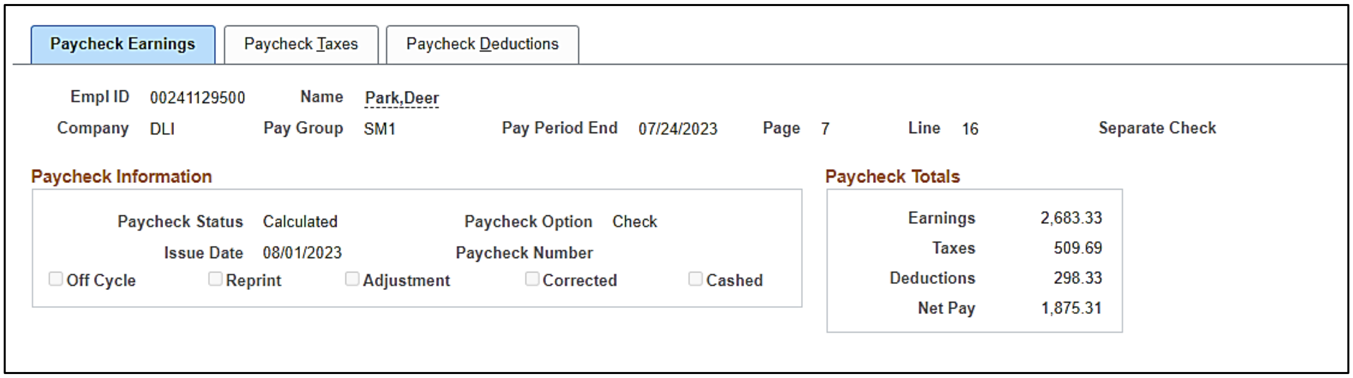


2. Search for the applicable employee by entering the Employee ID or known portion of the Employee ID in the **Empl ID** field.

   Note: You can also search by Employee using the **Last Name** field. However, it is recommended to use the Employee ID as it is a unique identifier for each employee**.**

3. Click the **Search** button.

The **Review Paycheck** page for the employee displays with the **Paycheck Earnings** tab displayed by default.

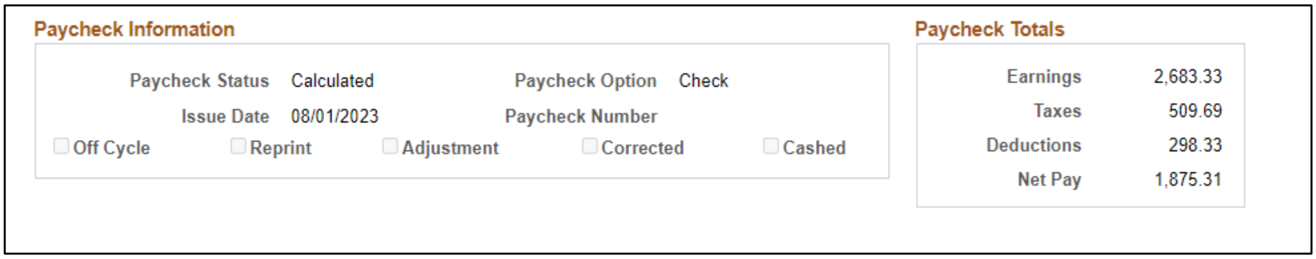


Note: The **Review Paycheck** page contains the **Paycheck Earnings**, **Paycheck Taxes**, and **Paycheck Deductions** tabs. The Header section displays on all three pages.

Header section fields:

Field Name	Description
Empl ID	Displays the employee’s Employee ID Number.
Name	Displays the employee’s name.
Company	Displays the company (Agency) for which the employee works.
Pay Group	Displays the Pay Group that the employee is assigned. The Pay Group is a logical grouping of employees based on shared characteristics for payroll processing.
Pay Period End	Displays the end date for the associated pay period.
Separate Check	Displays the number of additional checks issued to the employee for this pay period.

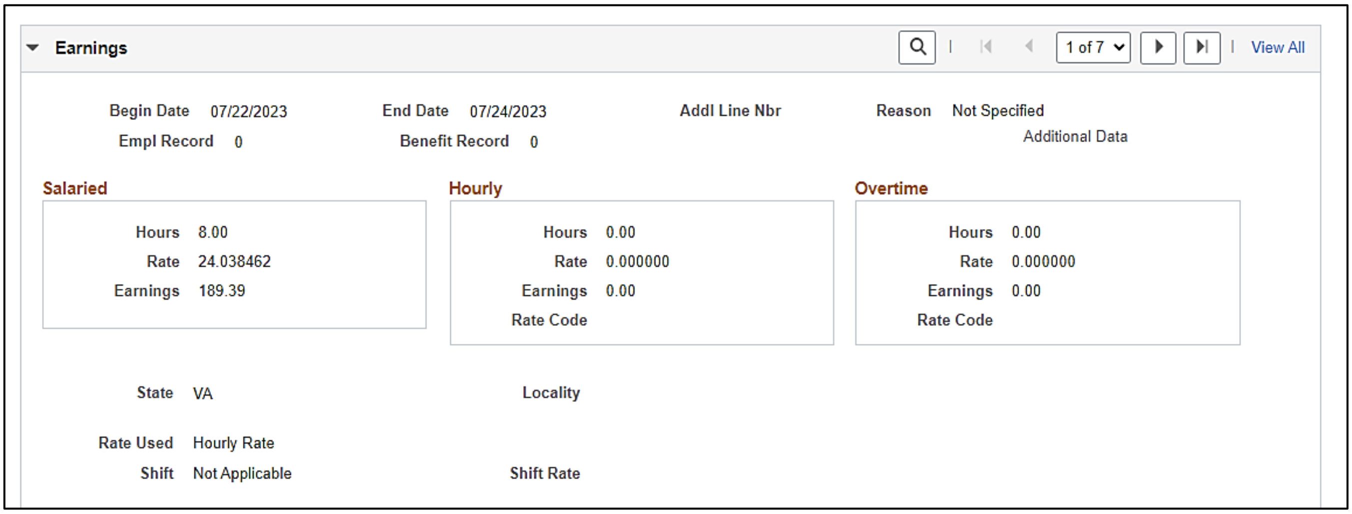
Paycheck Information and **Paycheck Totals** screenshot



Paycheck Information and **Paycheck Totals** sections fields:

Field Name	Description
Paycheck Status	Displays one of the following statuses: • **Calculated**: the paycheck has been calculated but not finalized. Corrections and changes can still be made • **Confirmed**: the paycheck has been finalized • **Reversing Check**: the paycheck is in the process of being reversed • **Reversed**: the paycheck has completed the reversal process
Paycheck Option	Displays one of the following options for the paycheck: • **Check**: pay was issued in the form of a check • **Advice**: pay was issued via direct deposit • **Check & Advice**: pay was issued via direct deposit. However, the balance of net was issued in the form of a check • **Check Reversal**: the payment was reversed
Issue Date	Displays the date the payment was issued.
Paycheck Number	Displays the check or advice number; only displays when the payroll has been confirmed.
Off Cycle	Checked (checkbox) when the payment was processed as a stand-alone Off Cycle or reversal.
Reprint, Adjustment, Corrected, Cashed	Not used in Cardinal
Earnings	Displays the employee's gross earnings before taxes and deductions.
Taxes	Displays the total taxes deducted (employee portion).
Deductions	Displays the deduction amount.
Net Pay	Displays the net pay based on the following: (Earnings – Taxes – Deductions = Net Pay)

Earnings section screenshot



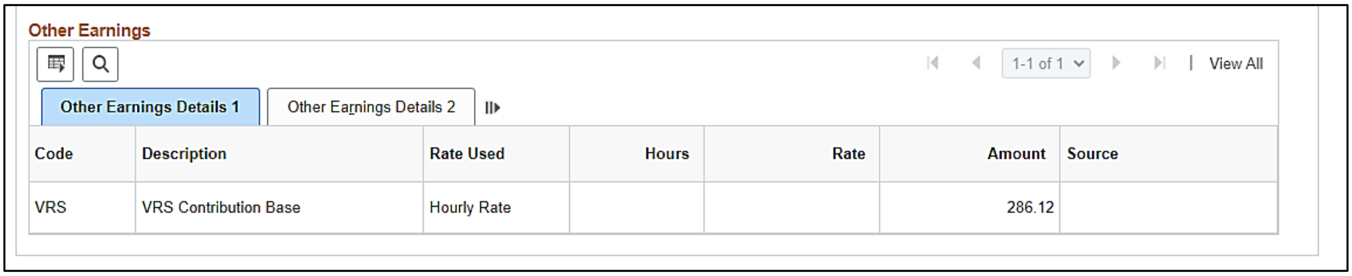
Earnings fields:

Field Name	Description
Begin Date	Displays the begin date of the FLSA period.
End Date	Displays the end date of the FLSA period.
Salaried	Displays the following for salaried employees: • **Hours**: Standard hours from job data • **Rate**: Calculated Hourly rate that displays in the **Pay Rate** section on the **Compensation** tab of Job Data • **Earnings**: displays the earnings for the FLSA period **Note:** For an hourly employee, the rate displays in the Rate field in this section as well.
Hourly	Not used in Cardinal
Overtime	Not used in Cardinal **Note**: the only time data displays is if SPO enters it directly on the employee's paysheet.
Rate Used	Displays the rate used to calculate the earnings.
Locality	Will only display if the employee pays local taxes.

Other Earnings section

The **Other Earnings** section reflects holiday and absence hours, additional pay, SPOT earnings, and time from Time and Labor as applicable for an employee.

Note: Holiday and absence time get rolled into regular time in the employee self-service view.



Other Earnings Details fields:

Field Name	Description
Code	Displays the applicable earnings code.
Description	Defaults to the description based on the earnings code.
Rate Used	Defaults to "Hourly Rate".
Hours	Displays the hours coming from Time & Labor or SPOT.
Rate	Displays the rate coming from Time & Labor or SPOT.
Amount	Displays the total amount for the earnings code.
Source	This field displays the Source Code associated with specific earnings when applicable. The codes that display when applicable are: • **OP** – SPOT transaction • **OL** – Allocation 600C (shows when the non-productive time is posted on the paysheets from the prior period allocation) • **OT** – Other source (third party sources) • **Blank** – Additional Pay, Time & Labor, or online entries on the paysheet (SPO)

Special Accumulators section

A special Accumulator is used to create a running total of specific groups of earnings codes. This section keeps track of all eligible earnings to apply limits and/or percentages.

Special Accumulators

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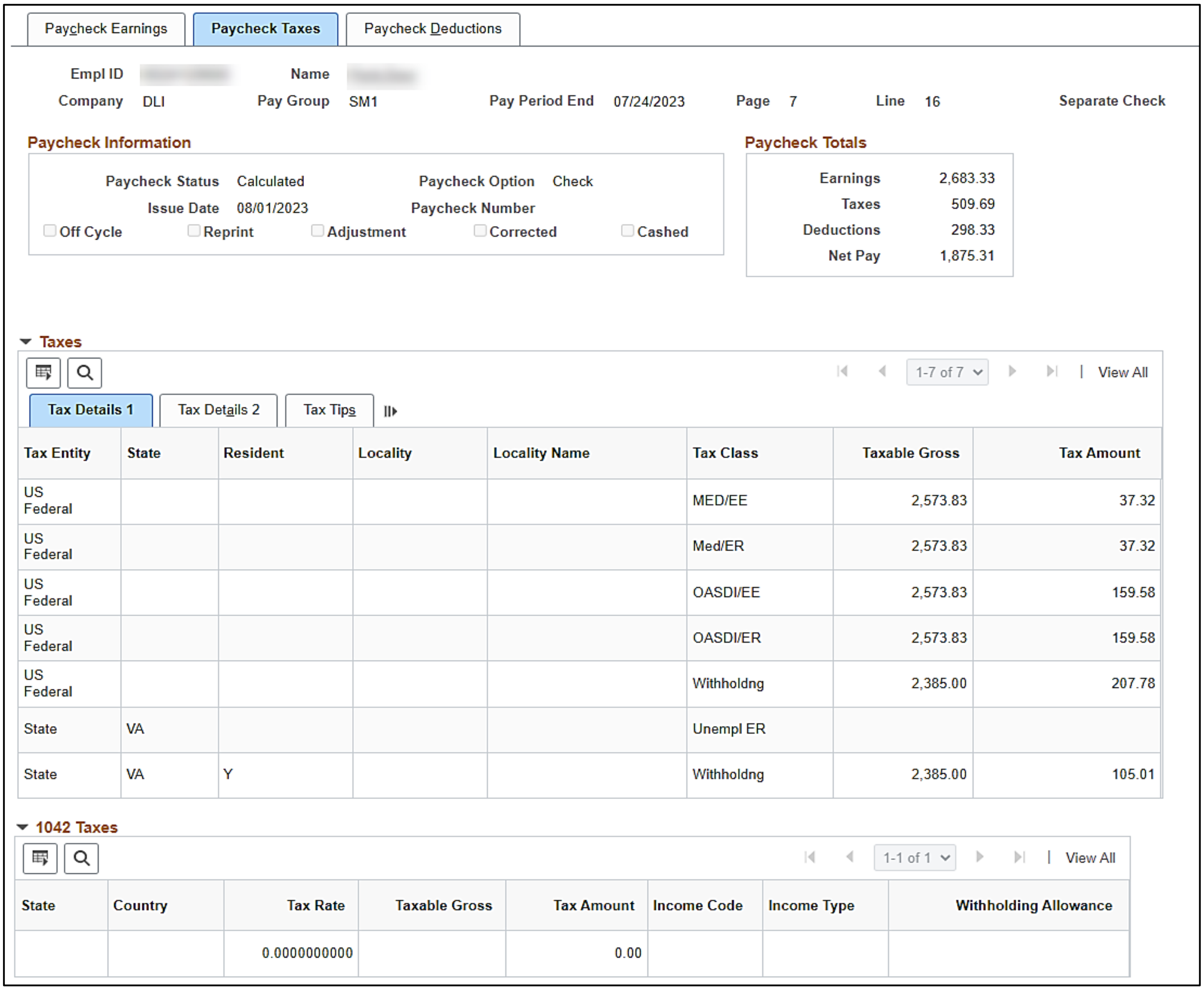
Code	Description	Hours	Earnings	Empl Record
403	Annuity Basis	88.00	2,683.33	0
457	457 Max Basis	88.00	2,683.33	0
941	941 Total Gross	88.00	2,683.33	0
CBS	VRS Creditable Compensation		3,147.29	0
CMS	Fiscal YTD Salaries for APA	88.00	2,083.33	0
GRS	Reserved for Gross Wages	88.00	2,683.33	0
HYB	Hybrid DB ER Match		392.16	0
ORP	Optional Retirement Base	88.00	2,083.33	0

Paycheck Taxes tab

The **Taxes** section displays a breakdown of the federal, state, and local (if applicable) tax amounts that were withheld from the employee's paycheck. It also displays the employee's paid taxes and the taxable gross on which the tax withholdings were calculated.

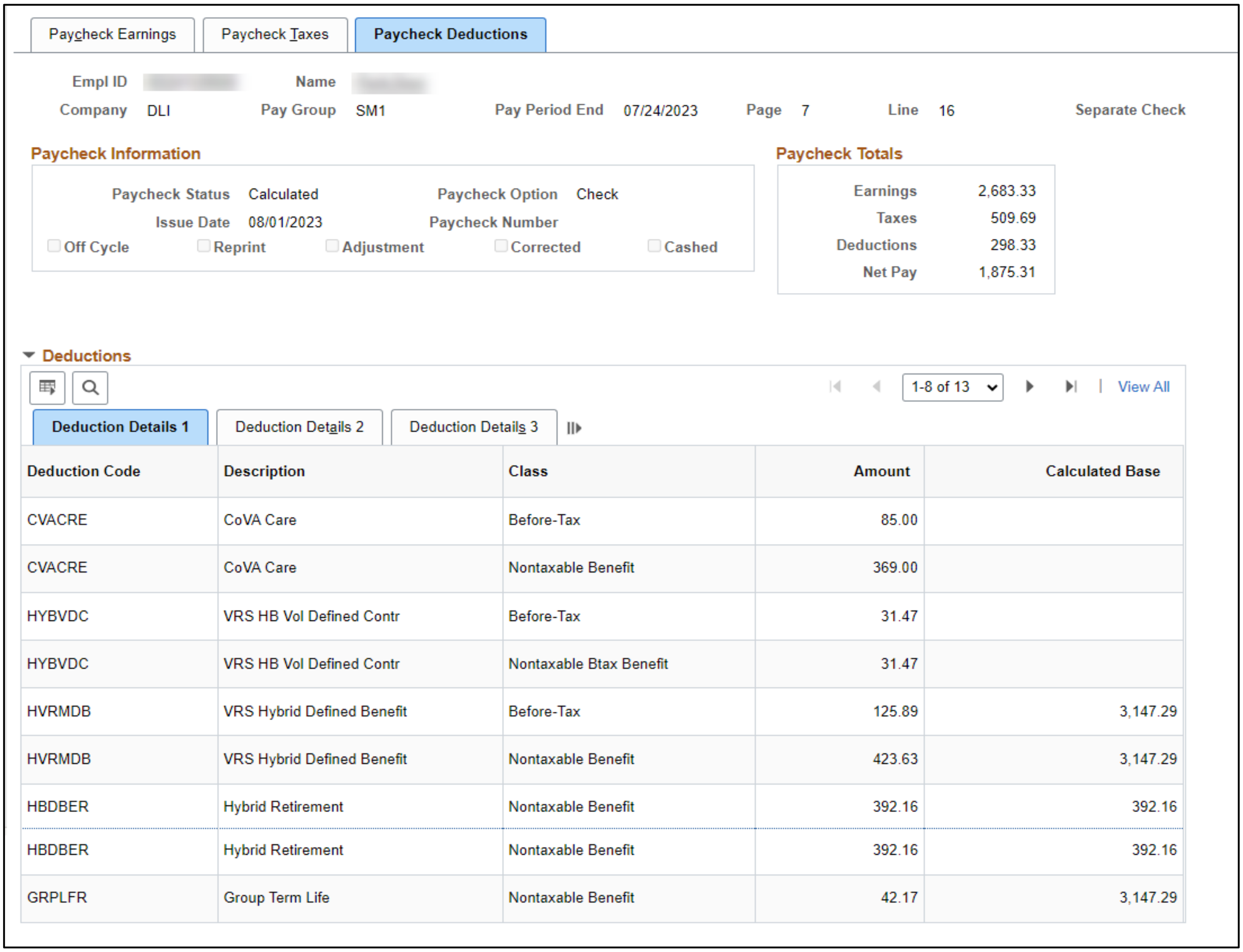
Taxes and **1042 Taxes** section screenshot:



Taxes and **1042 Taxes** fields:

Field Name	Description
Tax Class	Displays the different types of taxes withheld.
1042 Taxes	This section is not currently being used in Cardinal.

Paycheck Deductions tab



Paycheck Earnings | Paycheck Taxes | **Paycheck Deductions**

Empl ID [redacted] Name [redacted]
Company DLI Pay Group SM1 Pay Period End 07/24/2023 Page 7 Line 16 Separate Check

Paycheck Information

Paycheck Status Calculated Paycheck Option Check
Issue Date 08/01/2023 Paycheck Number
☐ Off Cycle ☐ Reprint ☐ Adjustment ☐ Corrected ☐ Cashed

Paycheck Totals

Earnings	2,683.33
Taxes	509.69
Deductions	298.33
Net Pay	1,875.31

Deductions

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Deduction Details 1 | Deduction Details 2 | Deduction Details 3

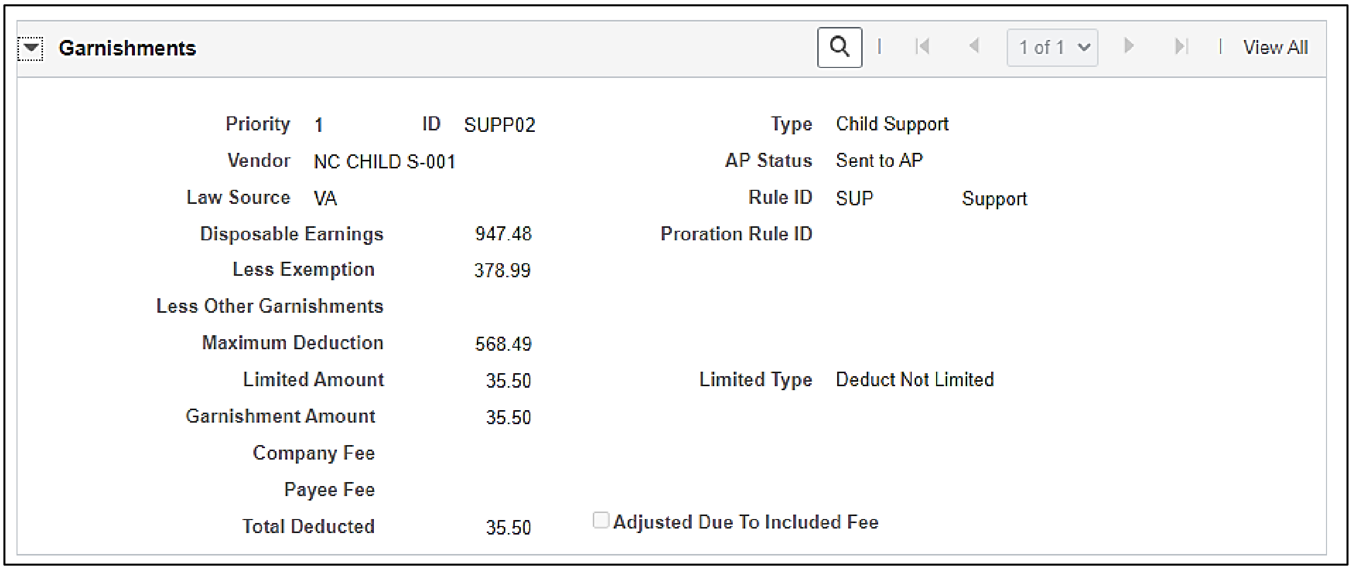
Deduction Code	Description	Class	Amount	Calculated Base
CVACRE	CoVA Care	Before-Tax	85.00	
CVACRE	CoVA Care	Nontaxable Benefit	369.00	
HYBVDC	VRS HB Vol Defined Contr	Before-Tax	31.47	
HYBVDC	VRS HB Vol Defined Contr	Nontaxable Btax Benefit	31.47	
HVRMDB	VRS Hybrid Defined Benefit	Before-Tax	125.89	3,147.29
HVRMDB	VRS Hybrid Defined Benefit	Nontaxable Benefit	423.63	3,147.29
HBDBER	Hybrid Retirement	Nontaxable Benefit	392.16	392.16
HBDBER	Hybrid Retirement	Nontaxable Benefit	392.16	392.16
GRPLFR	Group Term Life	Nontaxable Benefit	42.17	3,147.29

Deductions fields:

Field Name	Description
Deduction Code	Displays the code associated with the deduction.
Description	Displays the description associated with the Deduction Code.
Class	The tax class for each deduction: • Before Tax • After Tax • Nontaxable • Taxable
Amount	Displays the dollar amount being deducted from the pay.

Garnishments section:

When an employee has a garnishment, the calculation displays in this section. The total deducted amount of all garnishments is equal to the GARN deduction displayed in the **Deductions** section.

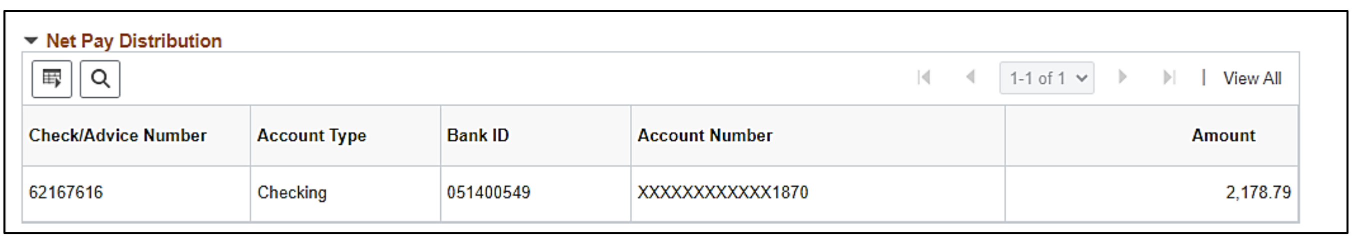


Garnishments | 1 of 1 | View All

Priority 1 | ID SUPP02 | Type Child Support
Vendor NC CHILD S-001 | AP Status Sent to AP
Law Source VA | Rule ID SUP Support
Disposable Earnings 947.48 | Proration Rule ID
Less Exemption 378.99
Less Other Garnishments
Maximum Deduction 568.49
Limited Amount 35.50 | Limited Type Deduct Not Limited
Garnishment Amount 35.50
Company Fee
Payee Fee
Total Deducted 35.50 | Adjusted Due To Included Fee

Net Pay Distribution section:

Provides details about how the employee received pay. It displays the direct deposit and/or check disbursement information.



Net Pay Distribution | 1-1 of 1 | View All

Check/Advice Number	Account Type	Bank ID	Account Number	Amount
62167616	Checking	051400549	XXXXXXXXXXXX1870	2,178.79

Viewing the Review FLSA Pay Data Page

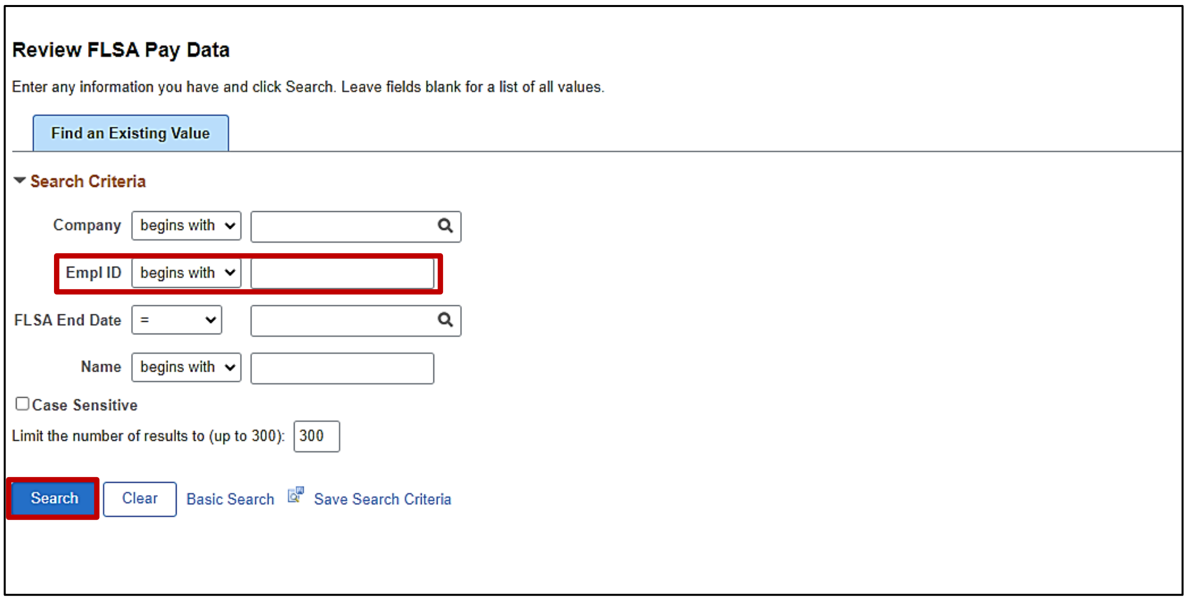
In Cardinal, you can view the information for an FLSA period.

Use this page to view the details of an employee’s pay for a specific FLSA period.

1. Navigate to the **Review FLSA Pay Data** page using the following path:

   Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review FLSA Pay Data

The **Review FLSA Pay Data Search** page displays.

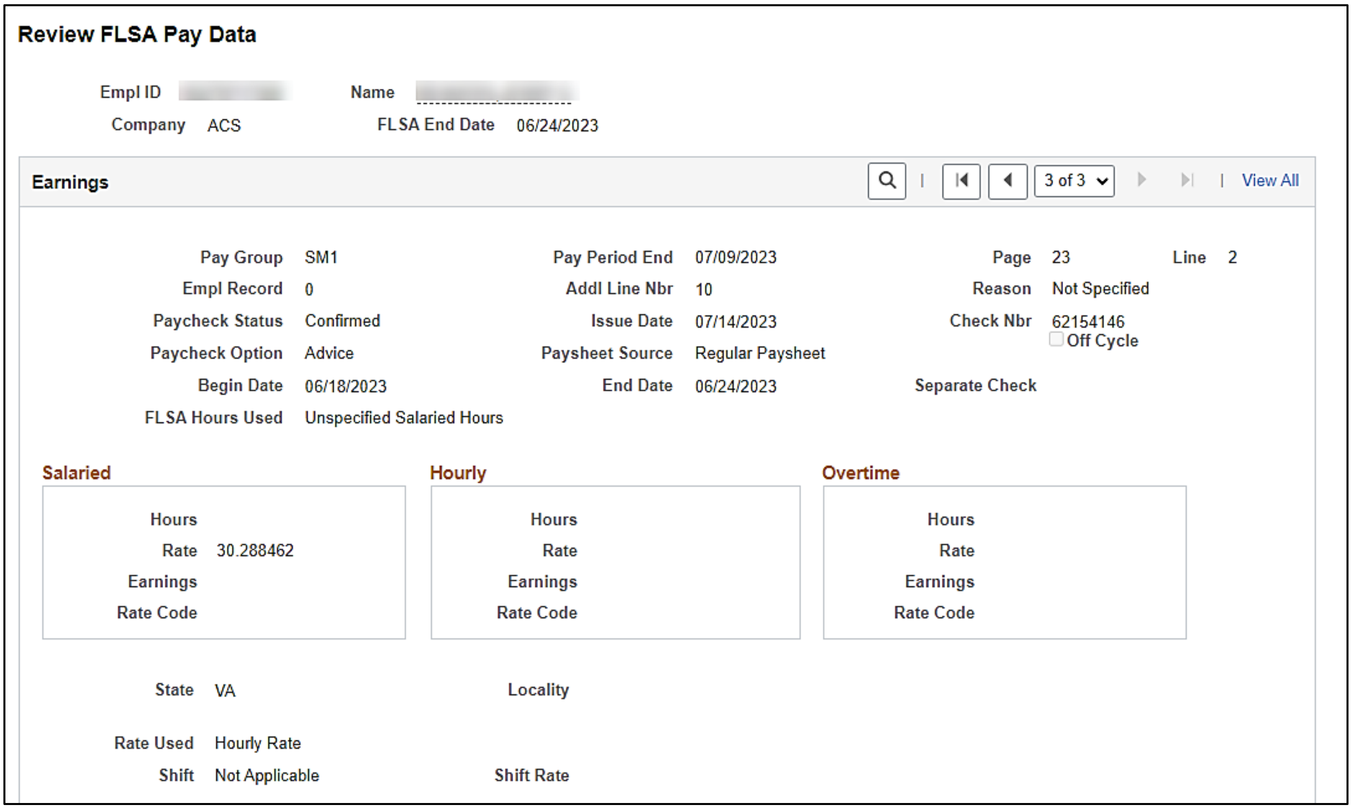


2. Search for the applicable employee by entering the Employee ID or known portion of the Employee ID in the **Empl ID** field.

   Note: You can also search by employee 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 **Review FLSA Pay Data** page displays.



Header and Earnings Header fields:

Field Name	Description
FLSA End Date	Displays the FLSA period end date.
Pay Period End Date	Provides the end date for the pay period that the FLSA rate was calculated.
Issue Date	Displays the date the payment was issued to the employee.
Rate	Displays the hourly rate for the employee which is based on the **Compensation** tab in Job Data.

Other Earnings section

Other Earnings

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Code	Description	Rate Used	Other Hours	Comp Rate Used	Earnings	Effect on FLSA
OSS	OT Strght	Hrly Rt.	8.00	30.288462	242.31	Both
OTS	OT 1.5	FLSA Rt	7.00	30.288511	318.03	Both

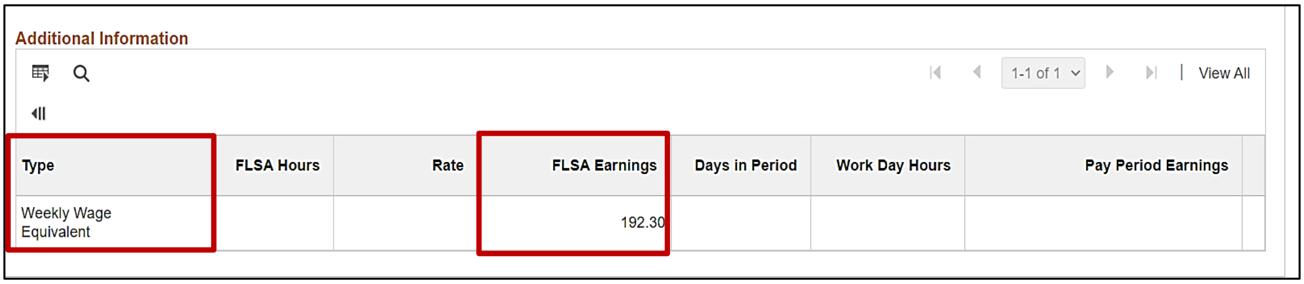
Other Earnings fields:

Field	Definition
Code	Displays the applicble Earnings Code(s).
Description	Displays the description of the Earnings Code(s).
Rate Used	**Hrly Rt.** – Hourly Rate from Job Data (**Compensation** tab). **FLSA Rt.** – This is the calculated overtime rate. This rate is used for overtime earnings when there are payments within the same FLSA period that impact the FLSA rate calculations such as differentials, bonus, non-productive time, etc.
Other Hours	Displays the hours associated with the Earnings Code.
Comp Rate Used	Displays the rate used for the hours in the **Other Hours** field.
Earnings	Earnings that display are equal to the Other Hours multiplied by the rate indicated in the **Rate Used** and/or **Comp Rate Used** fields. For this Scenario (screenshot above): OSS is 30.288462 x 8 hours = 242.31 OTS is 30.288511 x 1.5 x 7 hours = 318.03
Effect on FLSA	There are four options that display regarding the impact the FLSA Rate Calculation for the Earnings Code that displays in the **Code** field. They are: • **Both** – amounts and hours are used • **Amounts only** – amounts only are used • **Hours only** – hours only are used • **None** – no impact

Additional Information section

Note: This section only displays values for Semimonthly employees.

When a pay period has less or more hours based on the FLSA calculation, the following displays:



Additional Information section fields:

Field	Definition
Type	Will always display "Weekly Wage Equivalent".
FLSA Earnings	This field displays the weekly wage equivalent amount. This is derived by using the following formula: $$\text{FLSA Earnings} = \frac{\text{semimonthly pay} \times \text{daily hours } (8) \times number\ of\ days\ in\ FLSA\ Period}{standard\ hours\ (86.666)}$$ *Example 1:* Semimonthly Reg Pay = 2083.33 FLSA Period 10/16 – 10/22 = 5 days $$\frac{2083.33 \times 8 \times 5}{86.666} = 961.54$$ *Example 2:* Semimonthly Reg Pay = 2083.33 FLSA Period 10/23 – 10/24 = 1 day $$\frac{2083.33 \times 8 \times 1}{86.666} = 192.30$$

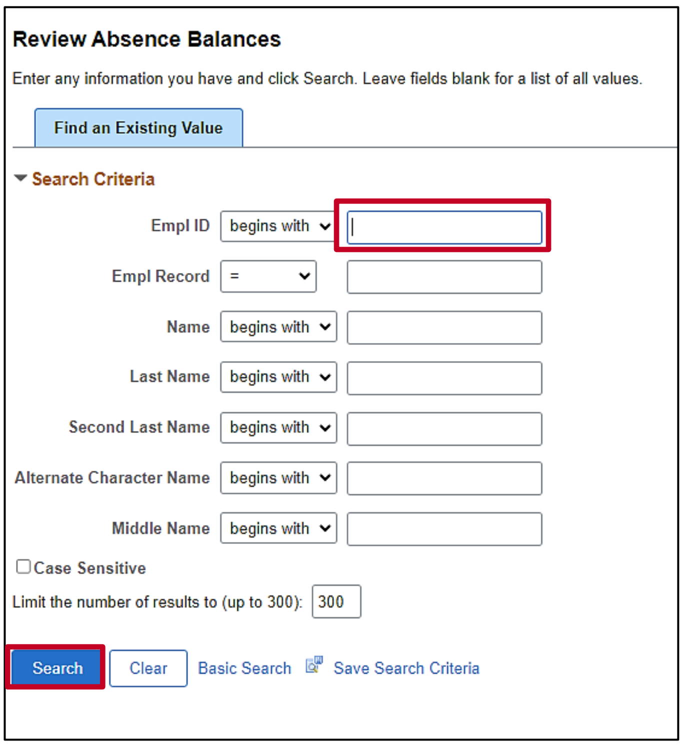
Viewing the Review Absence Balances Page

The **Review Absence Balances** page displays the employee's absence balances as of the most recently closed pay period. Absences are closed on the pay date. These balances do not reflect accruals earned, hours taken, or any retroactive changes processed in the current leave period. This page does not display the balances for Comp or Overtime leave. Those balances display on the employee's Timesheet and are not accessible to the Read Only role. See your agency Absence Management Administrator or Time & Labor Administrator for questions regarding those balances.

1. Navigate to the **Review Absence Balances** page using the following path:

   Menu > Global Payroll & Absence Management > Payee Data > Maintain Absences > Review Absence Balances

The **Review Absence Balances Search** page displays.

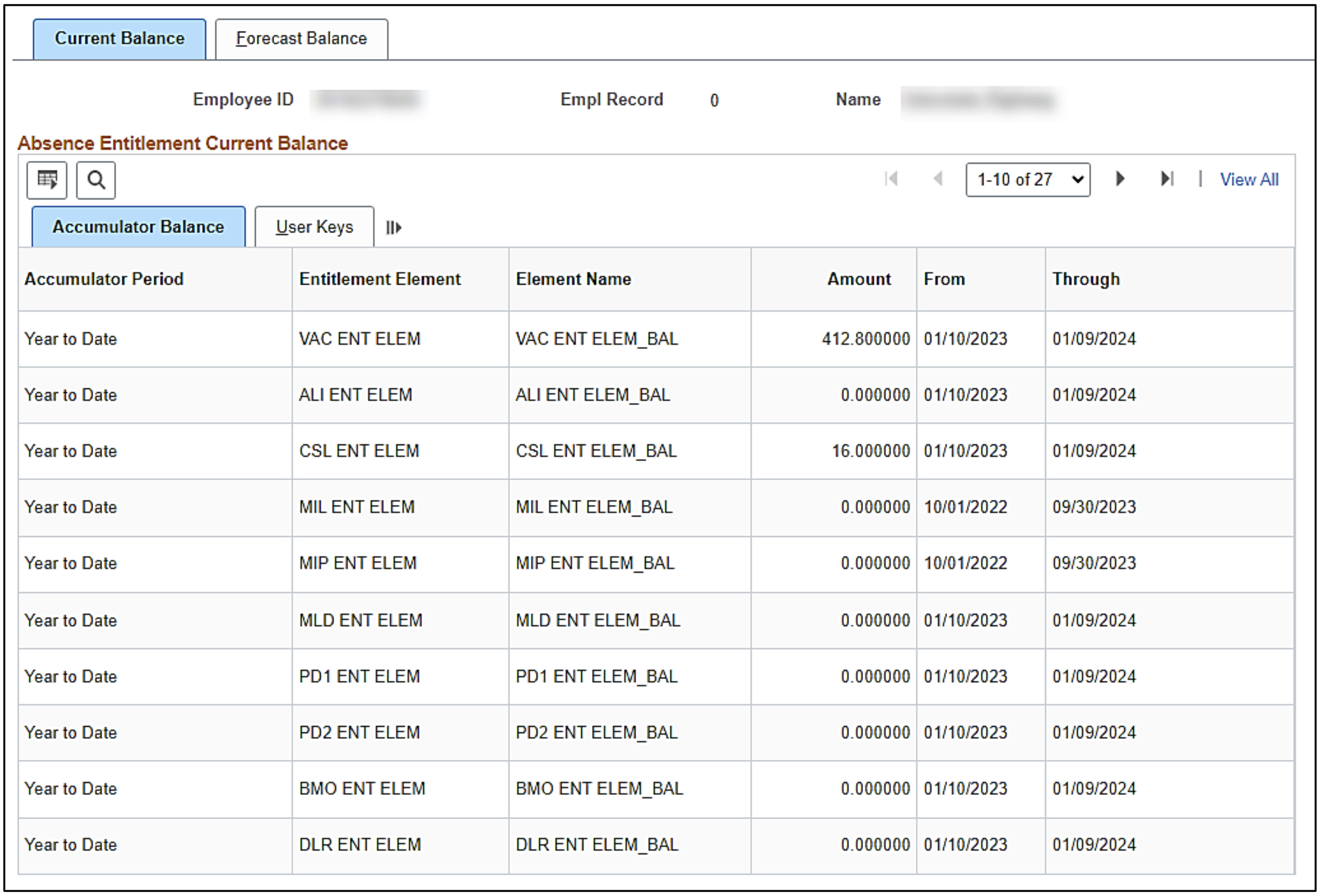


2. Search for the applicable employee by entering the Employee ID or known portion of the Employee ID in the **Empl ID** field.

   Note: You can also search by employee 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 **Review Absence Balances** page displays.



Accumulator Period	Entitlement Element	Element Name	Amount	From	Through
Year to Date	VAC ENT ELEM	VAC ENT ELEM_BAL	412.800000	01/10/2023	01/09/2024
Year to Date	ALI ENT ELEM	ALI ENT ELEM_BAL	0.000000	01/10/2023	01/09/2024
Year to Date	CSL ENT ELEM	CSL ENT ELEM_BAL	16.000000	01/10/2023	01/09/2024
Year to Date	MIL ENT ELEM	MIL ENT ELEM_BAL	0.000000	10/01/2022	09/30/2023
Year to Date	MIP ENT ELEM	MIP ENT ELEM_BAL	0.000000	10/01/2022	09/30/2023
Year to Date	MLD ENT ELEM	MLD ENT ELEM_BAL	0.000000	01/10/2023	01/09/2024
Year to Date	PD1 ENT ELEM	PD1 ENT ELEM_BAL	0.000000	01/10/2023	01/09/2024
Year to Date	PD2 ENT ELEM	PD2 ENT ELEM_BAL	0.000000	01/10/2023	01/09/2024
Year to Date	BMO ENT ELEM	BMO ENT ELEM_BAL	0.000000	01/10/2023	01/09/2024
Year to Date	DLR ENT ELEM	DLR ENT ELEM_BAL	0.000000	01/10/2023	01/09/2024

Absence Entitlement Current Balance tab fields:

Field	Definition
Entitlement Element	Displays the type of absence.
Amount	Displays the current accumulator balance the employee has for each Absence Type.
From and Through fields	Indicates the balance accumulator period such as the leave year which is Jan 10th – Jan 9th.

Viewing the Absences Page

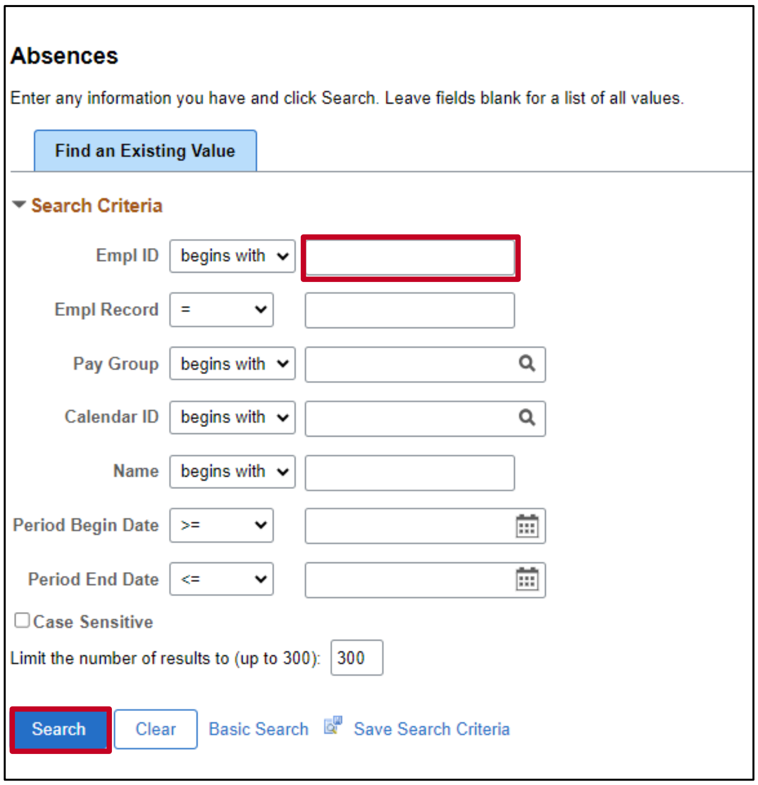
The **Absences** page is where you can review adjustments made to an employee’s absence balances.

Use this page to view absence entitlements granted to an employee.

1. Navigate to the **Absences** page using the following path:

   Menu > Global Payroll & Absence Management > Payee Data > Adjust Balances > Absences

The **Absences** page displays.

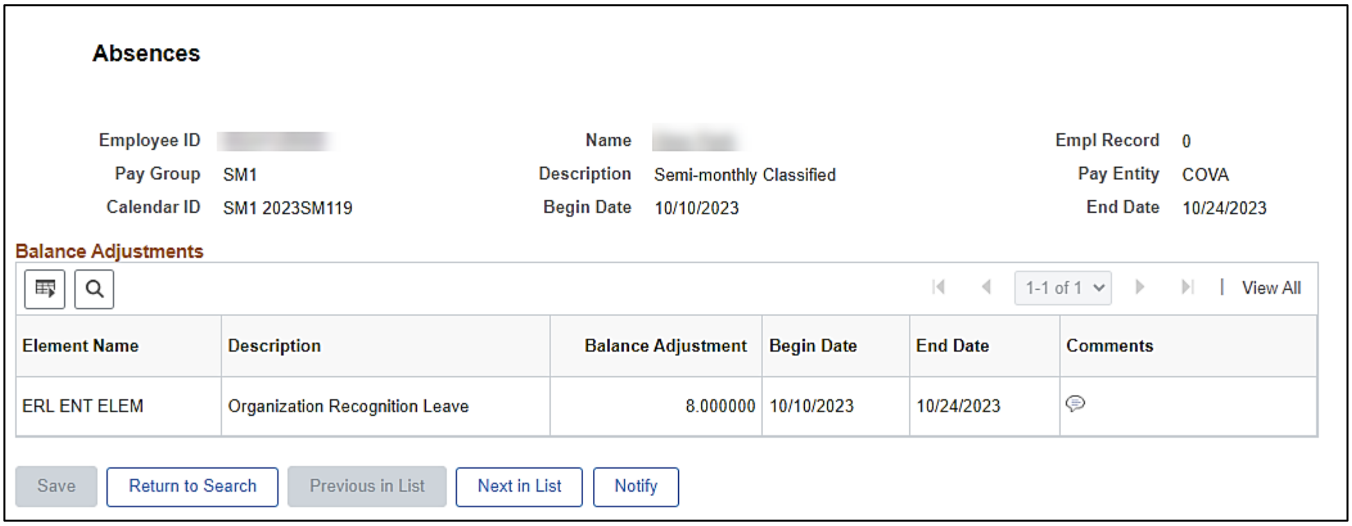


2. Search for the applicable employee by entering the Employee ID or known portion of the Employee ID in the **Empl ID** field.

   Note: You can also search by employee 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 **Absences** page displays.



Balance Adjustments fields:

Field	Definition
Description	Displays the name of the absence that was adjusted.
Balance Adjustment	Displays the number of hours that the employee was granted. A positive number means the hours were increased. A negative number means the hours were decreased.
Begin Date and Begin Date	Displays the leave period that this adjustment is effective.

Viewing the Absence Event Page

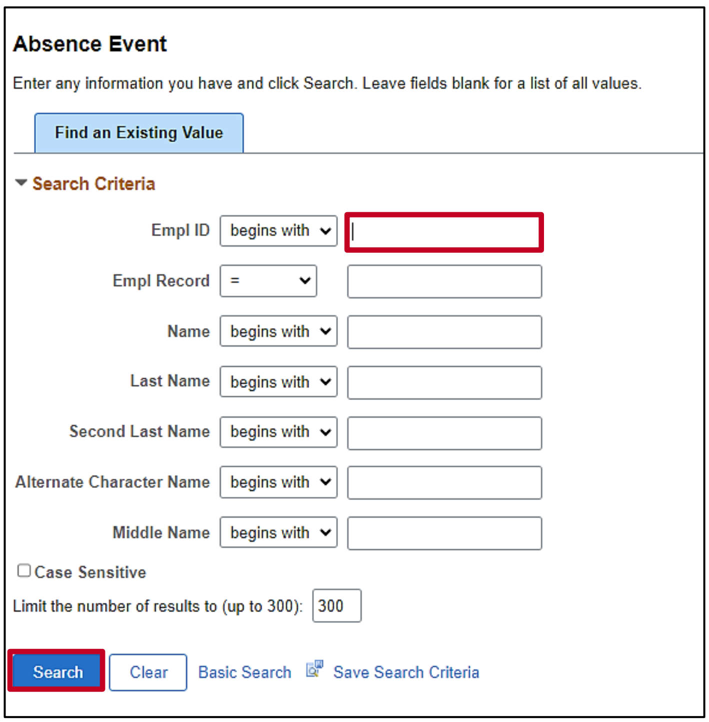
The **Absence Event** page is where you view all absences that have been entered by an employee or for an employee except for Comp and Overtime leave. This page also displays any extended leave types entered by an Absence Administrator for the employee (i.e., short term disability and worker's comp).

Use this page to view absences for an employee.

1. Navigate to the **Absence Event** page using the following path:

   Menu > Global Payroll & Absence Management > Payee Data > Maintain Absences > Absence Event

The **Absence Event Search** page displays.



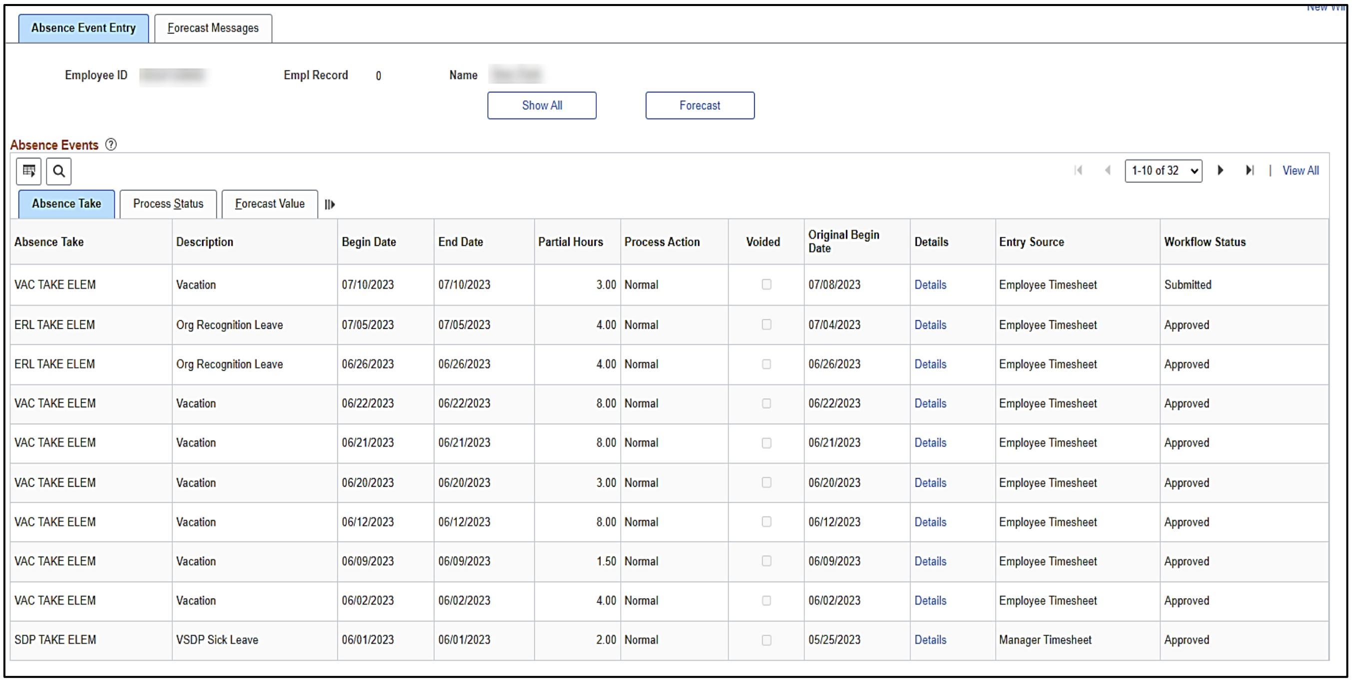
2. Search for the applicable employee by entering the Employee ID or known portion of the Employee ID in the **Empl ID** field.

   Note: You can also search by employee 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 **Absence Event Entry** page displays.

Absence Take tab


Absence Event Entry | Forecast Messages

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

Show All | Forecast

Absence Events

1-10 of 32 | View All

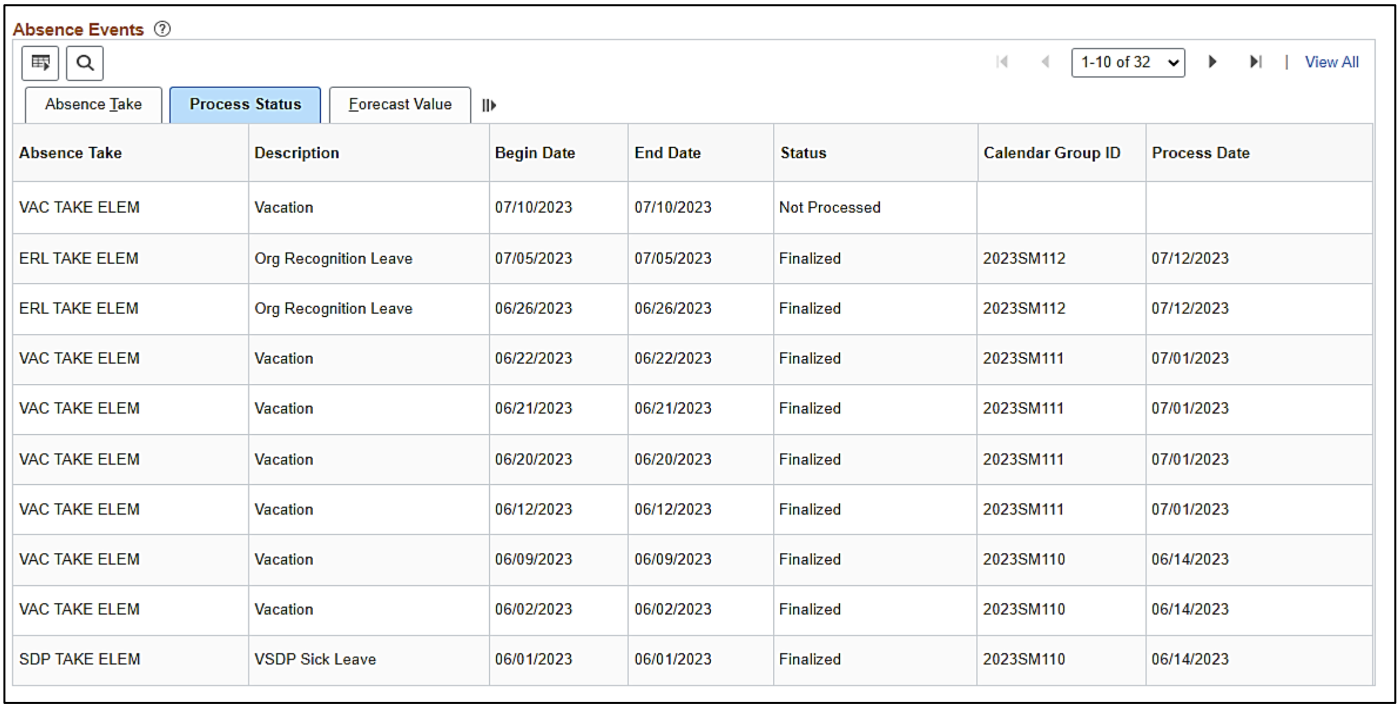
Absence Take | Process Status | Forecast Value

Absence Take	Description	Begin Date	End Date	Partial Hours	Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status
VAC TAKE ELEM	Vacation	07/10/2023	07/10/2023	3.00	Normal		07/08/2023	Details	Employee Timesheet	Submitted
ERL TAKE ELEM	Org Recognition Leave	07/05/2023	07/05/2023	4.00	Normal		07/04/2023	Details	Employee Timesheet	Approved
ERL TAKE ELEM	Org Recognition Leave	06/26/2023	06/26/2023	4.00	Normal		06/26/2023	Details	Employee Timesheet	Approved
VAC TAKE ELEM	Vacation	06/22/2023	06/22/2023	8.00	Normal		06/22/2023	Details	Employee Timesheet	Approved
VAC TAKE ELEM	Vacation	06/21/2023	06/21/2023	8.00	Normal		06/21/2023	Details	Employee Timesheet	Approved
VAC TAKE ELEM	Vacation	06/20/2023	06/20/2023	3.00	Normal		06/20/2023	Details	Employee Timesheet	Approved
VAC TAKE ELEM	Vacation	06/12/2023	06/12/2023	8.00	Normal		06/12/2023	Details	Employee Timesheet	Approved
VAC TAKE ELEM	Vacation	06/09/2023	06/09/2023	1.50	Normal		06/09/2023	Details	Employee Timesheet	Approved
VAC TAKE ELEM	Vacation	06/02/2023	06/02/2023	4.00	Normal		06/02/2023	Details	Employee Timesheet	Approved
SDP TAKE ELEM	VSDP Sick Leave	06/01/2023	06/01/2023	2.00	Normal		05/25/2023	Details	Manager Timesheet	Approved

Absence Take tab fields:

Field	Definition
Absence Take and Description	Displays the name of the absence that was requested.
Begin Date and End Date	Displays the dates for the Absence Event.
Partial Hours	The number of hours requested for that absence type by the employee.
Voided	Contains a check mark if the Absence Event was voided.
Entry Source	Displays where the absence was entered. Option include: • Employee Timesheet • Manager Timesheet • Absence Management Administrator • Uploaded via the TA758 Absence Upload
Workflow Status	Displays the status of the request (Absence Event).

Process Status tab screenshot



Absence Events

1-10 of 32 | View All

Absence Take | Process Status | Forecast Value

Absence Take	Description	Begin Date	End Date	Status	Calendar Group ID	Process Date
VAC TAKE ELEM	Vacation	07/10/2023	07/10/2023	Not Processed		
ERL TAKE ELEM	Org Recognition Leave	07/05/2023	07/05/2023	Finalized	2023SM112	07/12/2023
ERL TAKE ELEM	Org Recognition Leave	06/26/2023	06/26/2023	Finalized	2023SM112	07/12/2023
VAC TAKE ELEM	Vacation	06/22/2023	06/22/2023	Finalized	2023SM111	07/01/2023
VAC TAKE ELEM	Vacation	06/21/2023	06/21/2023	Finalized	2023SM111	07/01/2023
VAC TAKE ELEM	Vacation	06/20/2023	06/20/2023	Finalized	2023SM111	07/01/2023
VAC TAKE ELEM	Vacation	06/12/2023	06/12/2023	Finalized	2023SM111	07/01/2023
VAC TAKE ELEM	Vacation	06/09/2023	06/09/2023	Finalized	2023SM110	06/14/2023
VAC TAKE ELEM	Vacation	06/02/2023	06/02/2023	Finalized	2023SM110	06/14/2023
SDP TAKE ELEM	VSDP Sick Leave	06/01/2023	06/01/2023	Finalized	2023SM110	06/14/2023

Process Status fields:

Field	Definition
Status	Displays whether the Absence Event was not processed or finalized.
Process Date	Displays the date the Absence Event was finalized when applicable.