VCCS Cardinal Go-Live TLAM Meeting

September 29, 2022
TLAM (Time Labor and Absence Mgmt)

- TOPICS
  - Absence Management Load/History
  - OT1 Issue
  - Exempt Employee Payable Time
  - TLAM Processing
  - Time & Labor Entry/Approval Process
  - Absence Management Entry/Approval Process
  - Docking Pay-Absence Management
  - TA756
  - Error Report and Exceptions
  - Prior Period Adjustment
Absence Management Load (Oracle Delivered)

- Process that loads Leave Transactions to Time & Labor. This is a requirement for Cardinal interfaces to satisfy timesheet completion, but also provided the resolution for OT1.

History

- The VCCS used the Absence Management Load process previously beginning with implementation in 2011. Sometime around 2014, this module was inactivated and the custom rule (Insert_Leave Rule) was created to calculate OT1. This rule is no longer supported by 9.2.

Impact of Insert_Leave Rule

- After the 9.2 HMC upgrade, the Insert_Leave rule populated OT1 in error. When an employee submitted a leave request, OT1 populated with the same value as the leave request.
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Resolution for OT1 Issue in 9.2 HCM

- Remove the Insert_Leave Rule and activate Absence Management Load
  - This change was implemented with pay period 8/25-9/9/2022 with an effective date of 3/25/2022 to capture all incorrect processed OT1.

Results/Actions

- Populated 3.1 Million payable time transactions that caused errors with the Time Administration Process and Payroll Calendar processing tasks. Both were put on hold until a resolution was identified and tested.
- 3.1 million transactions were move to a CLOSED Status (except OT1 and OT2) to continue with Time & Labor and Payroll processing.
- Some wage employee were CLOSED for 8/26-9/8/2022. TLAM and Payroll have identified affected employees and have taken action.

Exempt Employee Payable Time

- The Absence Management Load processes for all salaried employee classifications. This has resulted in the population of REG/OR1 hours for the exempt population. The hours are populated based on the employee's schedule (default or custom). Will need to build a custom rule and implement a process to eliminate payable time populating for exempt employees.
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- TLAM Processing
  - Timesheet Entry
    - Timesheet Entry will remain the same in HCM. No timesheets should be maintained in Cardinal. Managers and employees will not have access to Cardinal timesheets. Time Administrators will have access to timesheets in Cardinal but should only enter data if approval is granted. All hours submitted on timesheets will interface from HCM to Cardinal.
  - Absence Management
    - Absence Management (leave entry) will remain the same in HMC. All leave submittals and adjustments will be entered into HCM and will interface to Cardinal. The VCCS will not have the Absence Management module activated in Cardinal. Leave transactions interface only to satisfy timesheet completion required by Cardinal.
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- **Time & Labor Entry/Approval Process**
  - **Frequency**
    - Best practice is for employees to complete timesheets daily.
    - The Time & Labor interface for salaried employees will be sent to Cardinal at the end of the pay period and then three business days after the end of the pay period. This does not require any change management for the salaried employee population.
    - The interface for hourly employees will be sent at the end of each work week. Submission will be every Thursday and then three business days after the end of the pay period. Employees will be required to submit hours by the end of the workweek and managers will be required to approve by the end of the work week.
    - TLAM unapproved notifications will be increased for hourly employees to capture unproved time each workweek. There is no change to salaried employee unapproved notifications.
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Entry/Approval Process (Cont'd)

AM Calendar Processing

- Absence Management Calendar processing schedules for salaried employees may change due to Cardinal requirements. All approved leave submissions will interface to Payable Time with AM calendar processing.

- It is proposed that calendars will be completed on the last day of the pay period to ensure that leave transaction will interface to Cardinal for timesheet completion.

- This will require employees to enter leave transactions when used and managers will be required to approve these transactions by the end of the pay period.

Docking Pay-Absence Management

- The LWOP transaction will be required for Docking employee’s pay in Cardinal. Leave Admins will need to load and key LWOP to employee’s records to interface to Cardinal. These transaction will populate on the Docking Unpaid Absences Report.
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- **Interface TA756**
  - All approved Productive and Non-Productive time will upload to Cardinal in the TA756 file. This file will capture transactions for hourly and salaried employees for the entire VCCS. It will be submitted to Cardinal at the end of the pay period and then three business days after the end of the pay period for salaried employees and at the end of each work week and three business days after the end of the pay period.
    - REG hours
    - Holiday Hours
    - Inclement Weather hours
    - Adjustments / Prior Period Adjustments.
    - All leave transactions (Non-Productive Time)
    - LWOP (Docking)
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- Error Report and Exceptions
  - Shared Services TLAM (TA757)
    - The TA757 report is an error report that is returned when Cardinal identifies discrepancies with employee data. Many issues returned are specific to employee data. Employee’s Payable Time will not process for payment. Most issues are related to Position or Job Data. At this time, the report is returned with all VCCS agencies included, therefore, TLAM will parse the results and distribute them to the appropriate HR processing representative (Hire To Retire SSC processing agencies and agency contact for non-SSC processing agencies).
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- Agency (Cardinal Reports/Queries)
  - Agencies will be responsible for reviewing Time & Labor queries and reports provided by Cardinal to identify issues that may require resolution.

- HCM Report Catalog
  - Note: We are not using Cardinal for Absence management - disregard AM reports/queries.

- Correcting data in VCCS HCM - NO CORRECT HISTORY
  - Any action that requires correction to employee's data must be completed in HCM. These corrections will interface to Cardinal. Correct History should NOT be used to make any necessary corrections to employee's data. Correct History transactions will not interface to Cardinal.
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Prior Period Adjustments

Prior to Go Live

No corrections and/or additional Time & Labor transactions will be accepted by Cardinal prior to 9/9/2022 for hourly employees and 9/25/2022 for salaried employees. Any adjustments or hourly payments will require a SPOT transaction. Agencies will need to communicate with their Payroll processing representative to ensure the transitions are manually keyed through SPOT.

After GO Live

Any adjustments and/or Time & Labor entries submitted after 9/9/2022 for hourly employees and 9/25/2022 for salaried employees, will be interfaced with the TA756 file with the next processing period.
Human Resources
Changes in our processes: Employee Attributes Chart

Must be followed for data integrity.
Questions???