

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

TLAM (Time Labor and Absence Mgmt)

- ▶ 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 not 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 leave request, OT1 populated with the same value as the leave request.

TLAM (Time Labor and Absence Mgmt)

- ▶ 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 moved to a CLOSED Status (except OT1 and OT2) to continue with Time & Labor and Payroll processing.
 - ▶ Some wage employees 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.

TLAM (Time Labor and Absence Mgmt)

▶ 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.

TLAM (Time Labor and Absence Mgmt)

▶ 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.

TLAM (Time Labor and Absence Mgmt)

▶ 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)

TLAM (Time Labor and Absence Mgmt)

▶ 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).

 Report ID: RTA757		Commonwealth of Virginia TIME ENTRY UPLOAD ERROR REPORT		Run Date: 08/10/2022 Run Time: 05:26 00						
BUSINESS UNIT: 26100 - VCCS - Central Office FROM DATE : 10-AUG-2022 TO DATE : 10-AUG-2022			FILE NAME: 26100_TA756_IN_08102022_0122_001.DAT		Page No. 1 of 31					
EMPLID	EMP NAME RCD	BUS UNIT	POSITION NUMBER	POSITION TITLE	CREATE DATE	DATE	TRC	TL QUANTITY	LINE ID	ERROR MESSAGE
28600	VAWW0568		Consultant		08/10/2022	07/07/2022	REG	3.4	67	Invalid Employee Record
28600	VAWW0568		Consultant		08/10/2022	07/07/2022	REG	3.4	67	Employee / Position number not found
28600	VAWW0568		Consultant		08/10/2022	07/07/2022	REG	3.4	67	Invalid Employee Record
28600	VAWW0568		Consultant		08/10/2022	07/08/2022	REG	1	68	Employee / Position number not found
28600	VAWW0568		Consultant		08/10/2022	07/11/2022	REG	4.2	69	Employee / Position number not found
28600	VAWW0568		Consultant		08/10/2022	07/12/2022	REG	3.8	70	Employee / Position number not found
28600	VAWW0568		Consultant		08/10/2022	07/13/2022	REG	1.8	71	Employee / Position number not found
28600	VAWW0568		Consultant		08/10/2022	07/14/2022	REG	2.8	72	Employee / Position number not found
27700	PDCW0129		Library Specialist II		08/10/2022	07/01/2022	REG	4	227	REG - TRC is not in TRC Program
27700	PDCW0129		Library Specialist II		08/10/2022	07/01/2022	REG	4	227	Employee is in an Invalid workgroup
27700	PDCW0129		Library Specialist II		08/10/2022	07/05/2022	REG	6.5	228	REG - TRC is not in TRC Program
27700	PDCW0129		Library Specialist II		08/10/2022	07/05/2022	REG	6.5	228	Employee is in an Invalid workgroup
27700	PDCW0129		Library Specialist II		08/10/2022	07/06/2022	REG	5	229	REG - TRC is not in TRC Program
27700	PDCW0129		Library Specialist II		08/10/2022	07/06/2022	REG	5	229	Employee is in an Invalid workgroup
27700	PDCW0129		Library Specialist II		08/10/2022	07/07/2022	REG	5	230	REG - TRC is not in TRC Program
27700	PDCW0129		Library Specialist II		08/10/2022	07/07/2022	REG	5	230	Employee is in an Invalid workgroup
27700	PDCW0129		Library Specialist II		08/10/2022	07/08/2022	REG	4	231	REG - TRC is not in TRC Program
27700	PDCW0129		Library Specialist II		08/10/2022	07/08/2022	REG	4	231	Employee is in an Invalid workgroup
27700	PDCW0129		Library Specialist II		08/10/2022	07/11/2022	REG	5	232	REG - TRC is not in TRC Program
27700	PDCW0129		Library Specialist II		08/10/2022	07/11/2022	REG	5	232	Employee is in an Invalid workgroup
27700	PDCW0129		Library Specialist II		08/10/2022	07/12/2022	REG	6	233	REG - TRC is not in TRC Program
27700	PDCW0129		Library Specialist II		08/10/2022	07/12/2022	REG	6	233	Employee is in an Invalid workgroup
27700	PDCW0129		Library Specialist II		08/10/2022	07/13/2022	REG	5	234	REG - TRC is not in TRC Program
27700	PDCW0129		Library Specialist II		08/10/2022	07/13/2022	REG	5	234	Employee is in an Invalid workgroup
27700	PDCW0129		Library Specialist II		08/10/2022	07/14/2022	REG	5	235	REG - TRC is not in TRC Program
27700	PDCW0129		Library Specialist II		08/10/2022	07/14/2022	REG	5	235	Employee is in an Invalid workgroup
28300	JSRW0343		Hsekeep &/or Apparel Workr I		08/10/2022	07/11/2022	REG	5.5	1003	Employee does not have User Profile
28300	JSRW0343		Hsekeep &/or Apparel Workr I		08/10/2022	07/11/2022	REG	5.5	1003	Employee / Position number not found
28300	JSRW0343		Hsekeep &/or Apparel Workr I		08/10/2022	07/11/2022	REG	5.5	1003	Invalid Employee Record
28300	JSRW0343		Hsekeep &/or Apparel Workr I		08/10/2022	07/11/2022	REG	5.5	1003	Invalid Employee Record

TLAM (Time Labor and Absence Mgmt)

- ▶ 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.

TLAM (Time Labor and Absence Mgmt)

▶ 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

Employee Type	EE Group EG1 = FT EG2 = PT	Add/Update Position Info page					Additional Position Info page ("Bolt-on")				Account / Object Code	Job Data page			
		Position Prefix	Reg / Temp	FT / PT	Standard Hours	Salary Admin Plan	Position Class	Officer Code	EEO Job Category	Work Month Duration		Pay Group	Rate Code	Frequency Top Bottom	
Classified	EG1	00	R	Full-time	40	CLSF	CLS	None	Not Faculty	12	51123	70	NAANNL	A	A
Classified - Restricted	EG1	R	X	Full-time	40	CLSF	CLR	None	Not Faculty	10, 11, 12	51123	70	NAANNL	A	A
Classified - Q Status	EG1	00	R	Full-time	32	CLSF	CQS	None	Not Faculty	10, 11, 12	51123	70	NAANNL	A	A
Classified - Q Status - Restricted	EG1	R	X	Full-time	32	CLSF	CQR	None	Not Faculty	10, 11, 12	51123	70	NAANNL	A	A
Classified - Part-time	EG1	00	R	Part-time	20	CLSF	CLS	None	Not Faculty	12	51123	70	NAANNL	A	A
President	EG1	0	R	Full-time	40	CLSF	F12	President	Not Faculty	12	51124	70	NAANNL	A	A
Administrative Faculty	EG1	FA	R	Full-time	40	ADM	F12	Admin, Chan Cab, Sr. Admin, Executive	Not Faculty	12	51121 if Pay Group 70 / 74; 51126 if Pay Group 71	70 / 74 for 24 pay; 71* for 18 pay	NAANNL	A	A
Admin Faculty (9 mo)	EG1	FA	R	Full-time	40	ADM	F9M	Admin, Chan Cab, Sr. Admin, Executive	Not Faculty	9	51121 if Pay Group 70 / 74; 51126 if Pay Group 71	70 / 74 for 24 pay; 71* for 18 pay	NAANNL	A	A
Admin Faculty - Restricted	EG1	GA	X	Full-time	40	ADM	RF2	Admin, Chan Cab, Sr. Admin, Executive	Not Faculty	12	51121 if Pay Group 70 / 74; 51126 if Pay Group 71	70 / 74 for 24 pay; 71* for 18 pay	NAANNL	A	A
Admin Faculty - Restricted (9 mo)	EG1	GA	X	Full-time	40	ADM	RF9	Admin, Chan Cab, Sr. Admin, Executive	Not Faculty	9	51121 if Pay Group 70 / 74; 51126 if Pay Group 71	70 / 74 for 24 pay; 71* for 18 pay	NAANNL	A	A
Professional Faculty	EG1	FA	R	Full-time	40	ADM	F12	Professional	Not Faculty	12	51121 if Pay Group 70; 51126 if Pay Group 71 / 77	70 / 77; 71* for 18 pay	NAANNL	A	A
Prof Faculty (9 mo)	EG1	FA	R	Full-time	40	ADM	F9M	Professional	Not Faculty	9	51121 if Pay Group 70; 51126 if Pay Group 71 / 77	70 / 77; 71* for 18 pay	NAANNL	A	A
Prof Faculty - Restricted	EG1	GA	X	Full-time	40	ADM	RF2	Professional	Not Faculty	12	51121 if Pay Group 70; 51126 if Pay Group 71 / 77	70 / 77; 71* for 18 pay	NAANNL	A	A
Prof Faculty - Restricted (9 mo)	EG1	GA	X	Full-time	40	ADM	RF9	Professional	Not Faculty	9	51121 if Pay Group 70; 51126 if Pay Group 71 / 77	70 / 77; 71* for 18 pay	NAANNL	A	A
Teaching (9 mo & 10 mo)	EG1	FD	R	Full-time	40	TCH	F9M	Teaching	Faculty	9 or 10	51126	77 for 24 pay for 18 pay			
Teaching (12 mo)	EG1	FD	R	Full-time	40	T12	F12	Teaching	Faculty	12	51126	77 for 24 pay			
Teaching - Restricted (9 mo & 10 mo)	EG1	GO	X	Full-time	40	TCH	RF9	Teaching	Faculty	9 or 10	51126	77 for 24 pay for 18 pay			
Teaching - Restricted (12 mo)	EG1	GO	X	Full-time	40	TCH	RF2	Teaching	Faculty	12	51121	77 for 24 pay			
Associate Instructor I (Instructor/Asst Professor)	EG1	GO	X	Full-time	40	TCH	RF9	Teaching	Faculty	9	51126	77 for 24 pay			
Associate Instructor II (Assoc Prof/Professor)	EG1	GO	X	Full-time	40	TCH	RF9	Teaching	Faculty	9	51126	77 for 24 pay			
Part-time Teaching (9 mo)	EG1	FD	R	Part-time	60-80% = percent x 40	TCH	F9M	Teaching	Faculty	9	51126	77 for 24 pay			
Wage	EG2	WO	T	Part-time	30	CLSF	WGE	None	Not Faculty	12	51141	40			
Wage - Restricted	EG2	WO	X	Part-time	30	CLSF	WGR	None	Not Faculty	12	51141	40			
Federal Workstudy Student	EG2	WO	T	Part-time	20	CLSF	FWS	None	Not Faculty	12	51146	41			
Other Workstudy Student	EG2	WO	T	Part-time	20	CLSF	OWS	None	Not Faculty	12	51144	42			
SA & Tutor	EG2	WO	T	Part-time	20	CLSF	A & T	None	Not Faculty	12	51144	42			
Adjunct Faculty	EG2	AD	T	Part-time	12	ADJ	ADJ	Teaching	Faculty	9	51145	44			
WDS Faculty	EG2	AD	T	Part-time	12	WDS	WDS	Teaching	Faculty	12	51145	43			

EEO Job Categories	Regular/Temporary	Account/Object Code
Clerical	R=Regular	Admin Fac 51121
Faculty	T=Temporary	Classified 51123
Officials/Administrators	X=Restricted	Tch Fac 51126
Para-Prof		Wage 51141
Professionals		Student 51144
Protective/Service		Adjunct 51145
Service/Maintenance		Comm. Serv 51145
Skilled Craft		Fed WS 51146
Technicians		State Wkstdy 51148

Job Codes - Faculty		
1st 3 digits=faculty type	4th digit = months & funding	5th digit = rank
010 - Instructional Faculty	1=9 month regular funded	1 = Lecturer
011 - Administrative Faculty	2=12 month regular funded	2 = Asst Instr
012 = Professional Faculty	3 = 9 month restricted funded	3 = Instructor
013 = AP Faculty eligible for VALORS	4= 12 month restricted funded	4 = Asst Prof
- Campus Chief of Police (01342)	5=9 month off campus	5 = Assoc Prof
	6 = 12 month off campus	6 = Professor
Alternate Adjunct Job Codes	Associate Instructor Job Codes	10 month Faculty Job codes
J1 = One-semester J2 = Two Semester	A1003 - Associate Instructor I - Instructor	T1011 10-mo Lecturer
J_091 - Adjunct - Lecturer	A1004 - Associate Instructor I - Asst. Professor	T1012 10-mo Asst Instructor
J_092 - Adjunct - Assistant Instructor	A1005 - Associate Instructor II - Assoc. Professor	T1013 10-mo Instructor
J_093 - Adjunct - Instructor	A1006 - Associate Instructor II - Professor	T1014 10-mo Asst Professor
J_094 - Adjunct - Assistant Professor	10 month Faculty Job Codes Restricted	T1015 10-mo Assoc Professor
J_095 - Adjunct - Associate Professor	T1031 10-month Lecturer - Restricted	T1016 10-mo Professor
J_096 - Adjunct - Professor	T1032 10-month Assistance Instructor - Restricted	
	T1033 10-month Instructor - Restricted	
	T1034 10-month Assistant Professor - Restricted	
	T1035 10-month Associate Professor - Restricted	
	T1036 10-month Professor - Restricted	

Must be followed for data integrity.

TLAM (Time Labor and Absence Mgmt)

Questions???