

Human Capital Management: Quick Reference Guide

Reviewing, Updating and Approving Time

Navigation Shortcut: Main Menu > CU Time > CU Reported Time

To search for all time and leave inputs:

1. Search using appropriate parameters such as:
 - a. Department
 - b. Pay Group
 - c. Earnings End Date
2. Click **Search** to pull up batch entries, which will be separated by pay groups (Note: All other batches for the same time period will also display)
3. Click on a specific **Pay Group** to view

CU Reported Time Summary

Enter any information you have and click Search. Leave fields blank for a

Find an Existing Value Add a New Value

Search Criteria

Earnings Begin Date [=] [B]

Earnings End Date [=] [B]

Company [begins with] [Q]

Pay Group [begins with] [Q]

Department [begins with] [Q]

2 History

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-2 of 2 Last

Earnings Begin Date	Earnings End Date	Company	Pay Group	Department
08/02/2015	08/15/2015	CU	STU	00
08/02/2015	08/15/2015	CU	TMP	00

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To review time and leave inputs:

4. Click the **Employee Details** tab as it is the only tab that shows the employee's name, as well as other details.
5. Click on an **Employee ID** to view details and make changes

CU Reported Time Summary

Earnings Begin Date 08/02/2015 Earnings End Date 08/15/2015

Company: CU University of Colorado Pay STU Student Workers
Group:

Department: 51000 Employee Services

Reported Time Summary

4 **Employee Details** Batch TimeSheets & Leave Details OneTime Payments Regular Earnings

Select	Off Cycle ?	Employee ID	Empl Rcd	Seq Nbr	Name	Position Nbr	Business Unit	Supervisor ID	Reports To	Batch Run ID	SpeedType
1	<input checked="" type="checkbox"/>	212855	0	1		00713692	USYS		00701285	FA2	
2	<input type="checkbox"/>	267650	0	2		00715627	USYS		00669328	FA2	

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Personalize | Find | First 1-4 of 4 Last

Batch Run ID	SpeedType	Sep Check Nbr	Entry Type	Status	Approval Date	Approver Name	Date Time Modified	Date Time Created
FA2			Batch Timesheet	Needs Approval			10/28/2015 05:28:55 PM	10/28/2015 05:28:55 PM
FA2			Batch Timesheet	Needs Approval			10/28/2015 05:28:55 PM	10/28/2015 05:28:55 PM

To update time and leave inputs:

6. Review and make changes to the following fields:
 - a. Position number
 - b. Business unit
 - c. Job cod
 - d. Speedtype
7. To add an additional line of pay for the same earnings dates and job, select an **Entry Type** and click on the plus sign

CU Reported Time

Earnings Begin Date 08/02/2015 Earnings End Date 08/15/2015

Company CU University of Colorado Pay Group STU Student Workers

Department 51000 Employee Services

Empl ID 212855 Empl Record 6

Employee Reported Time Details

Personalize | Find | First 1-2 of 2

Employee Details Batch TimeSheets & Leave Details OneTime Payments Regular Earnings

Seq Nbr	Off Cycle ?	Batch Run ID	Position Number	Business Unit	Job Code	SpeedType	Sep Check Nbr	Entry Type	Status	Approver Name	Approval Date	Date Time Modified	Date Time Created
1	<input type="checkbox"/>	FA2						Batch Timesheet	Needs Approvz			10/28/2015 05:28:55 PM	10/28/2015 05:28:55 PM

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Navigate Back to Summary Page

To approve time and leave inputs:

8. Return to the Employee Details tab
9. **Select** employees records needing approval
10. Click on the **Approve** button
11. Confirm approval details have populated by viewing the status, approver, and approve date and time fields

Reported Time Summary

Employee ID: 8

Batch TimeSheets & Leave Details | OneTime Payments | Regular Earnings

Select	Off Cycle ?	Employee ID	Empl Rcd	Earnings Code	Additional Pay Shift	Tax Periods	Tax Method	Deductions Taken	Deduction Subset ID	General Deductions Taken	General Ded Subset ID	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	151534	0									
<input checked="" type="checkbox"/>	<input type="checkbox"/>	151534	0									
<input checked="" type="checkbox"/>	<input type="checkbox"/>	250180	0									
<input checked="" type="checkbox"/>	<input type="checkbox"/>	250180	0									
<input checked="" type="checkbox"/>	<input type="checkbox"/>	250180	0									

Select All Deselect / 10

Approve

Earnings Begin Date: 08/02/2015 Earnings End Date: 08/15/2015

Company: CU University of Colorado Pay STU Student Workers Group:

Department: 51000 Employee Services

Reported Time Summary

Employee Details | Batch TimeSheets & Leave Details | OneTime Payments | Regular Earnings

Select	Off Cycle ?	Employee ID	Empl Rcd	Seq Nbr	Name	Position Nbr	Business Unit	Supervisor ID	Reports To	Batch Run ID	SpeedType	Sep Check Nbr	Entry Type	Status	Approval Date	Approver Name	Date Time Modified	Date Time Created
<input checked="" type="checkbox"/>	<input type="checkbox"/>	212855	0	1		00713692	USYS		00701285	FA2				Approved	10/28/2015	Brown,Lauren Shelley	10/28/2015 06:57:57 PM	10/28/2015 05:28:55 PM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	267650	0	2		00715627	USYS		00669328	FA2				Approved	10/28/2015	Brown,Lauren Shelley	10/28/2015 06:57:57 PM	10/28/2015 05:28:55 PM

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