

## Human Capital Management: Quick Reference Guide

## Reviewing, Updating and Approving Time

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

<ul> <li>To search for all time and leave inputs:</li> <li>1. Search using appropriate parameters such as: <ul> <li>a. Department</li> <li>b. Pay Group</li> <li>c. Earnings End Date</li> </ul> </li> <li>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)</li> </ul>	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 <ul> <li>Search Criteria</li> <li>Company begins with •</li> <li>OB/15/2015</li> <li>Company begins with •</li> <li>Operatment begins with • \$51000</li> </ul> 1         Search       Clear       Basic Search Criteria         Search       Clear       Basic Search Criteria
<ul> <li>will also display)</li> <li>Click on a specific <b>Pay Group</b> to view</li> </ul>	Search       Clear       Basic Search       Image: Save Search Criteria         Search Results       View All       First Image: Save Search Criteria         View All       First Image: Save Search Criteria         Earnings Begin Date Earnings End Date Company Pay Group Department       D8/15/2015         D8/15/2015       CU       STU         08/02/2015       08/15/2015       CU

<ul> <li>To review time and leave inputs:</li> <li>4. Click the Employee Details tab as it is the only tab that shows the employee's name, as well as other details.</li> <li>5. Click on an Employee ID to view details and make changes</li> </ul>	CU Reported Earnings Compan Departm	Time Sum Begin Da v: CU U ent: 5100	mary te 08/02/20 niversity of C 0 Em	15 Ea colorado sployee Servi	rnings End Da Pa Grou ces	te 08/15/2015 y STU Studen p:	t Workers							
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To update time and leave inputs:	CU Reported Til	ne												
6. Review and make changes to the							_							
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click on the plus sign	1	F	A2					Batch Timeshee	t • Needs	Approva 🔻			05:28:55 PM	05:28:55 PM
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- 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

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