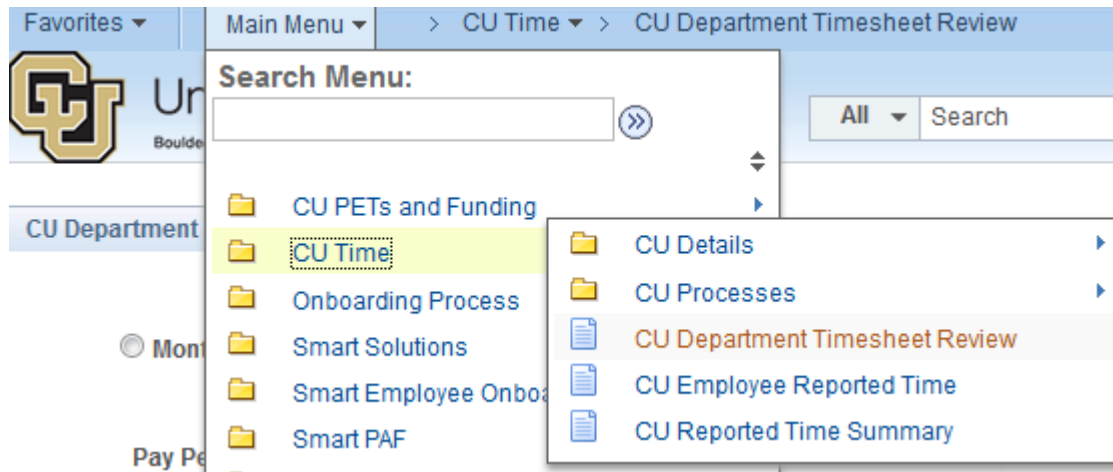


Biweekly Time Entry using MyLeave

Navigate to Main Menu > CU Time > CU Department Timesheet Review:



Select Bi-Weekly, enter the Pay Period End Date (which you can find on the payroll calendar), and select your Department. Then click Search:

CU Department Timesheet Review

☐ Monthly ☒ Bi-Weekly ☐ Annual

Pay Period End Date

Select your department

Department	Description
<input type="checkbox"/> 30087	College Liberal Arts & Science
<input type="checkbox"/> 30089	CLAS-Advising
<input type="checkbox"/> 30090	CLAS-Extended Studies
<input type="checkbox"/> 30092	CLAS-Anthropology
<input type="checkbox"/> 30093	CLAS-Biology

After you click Search, the system displays a list of all of your employees eligible to be paid on that pay period.

Review the list to make sure the employees you want to pay have an “Approved” Payment Status. If it says “Requested,” the timesheet still needs to be approved by the supervisor. If the Payment Status is “Not Submitted,” the timesheet still needs to be submitted and approved:

Personalize Find View All										
Empl ID	Name	Dept	Pay Group	FLSA Status	Payment Status	Batch ID	Reports To	Pay Begin Date	Pay End Date	
<input type="checkbox"/>	[REDACTED]	[REDACTED]	30087	STU	Nonexempt	Approved		[REDACTED]	11/22/2015	12/05/2015
<input type="checkbox"/>	[REDACTED]	[REDACTED]	30087	STU	Nonexempt	Approved		[REDACTED]	11/22/2015	12/05/2015
<input type="checkbox"/>	[REDACTED]	[REDACTED]	30087	STU	Nonexempt	Approved		[REDACTED]	11/22/2015	12/05/2015
<input type="checkbox"/>	[REDACTED]	[REDACTED]	30087	STU	Nonexempt	Approved		[REDACTED]	11/22/2015	12/05/2015
<input type="checkbox"/>	[REDACTED]	[REDACTED]	30087	STU	Nonexempt	Approved		[REDACTED]	11/22/2015	12/05/2015
<input type="checkbox"/>	[REDACTED]	[REDACTED]	30087	STU	Nonexempt	Not Submitted		[REDACTED]	11/22/2015	12/05/2015

Once all of your timesheets are in “Approved” Payment Status, select all of them by clicking the box on the left side of the screen (or click on the Select All button) and click on the “Load to CU Time” button. They must be loaded before the time collection deadline listed on the payroll calendar:

Personalize Find View All										
Empl ID	Name	Dept	Pay Group	FLSA Status	Payment Status	Batch ID	Reports To	Pay Begin Date	Pay End Date	
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	30087	STU	Nonexempt	Approved		[REDACTED]	11/22/2015	12/05/2015
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	30087	STU	Nonexempt	Approved		[REDACTED]	11/22/2015	12/05/2015
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	30087	STU	Nonexempt	Approved		[REDACTED]	11/22/2015	12/05/2015
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	30087	STU	Nonexempt	Approved		[REDACTED]	11/22/2015	12/05/2015
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	30087	STU	Nonexempt	Approved		[REDACTED]	11/22/2015	12/05/2015
<input type="checkbox"/>	[REDACTED]	[REDACTED]	30087	STU	Nonexempt	Not Submitted		[REDACTED]	11/22/2015	12/05/2015

Click Save.

The Payment Status for the timesheets you loaded should now say Posted:

Empl ID	Empl Record	Name	Dept	Pay Group	FLSA Status	Payment Status	Batch ID	Reports To	Pay Begin Date	Empl ID
<input checked="" type="checkbox"/>	1	[REDACTED]	30087	[REDACTED]	Nonexempt	Posted		[REDACTED]	11/22/2015	[REDACTED]

To review the timesheet information that will be processed, go to Main Menu > CU Time > CU Reported Time Summary. Enter at least the Earnings End Date and click Search.

You will see a row for each pay group you have employees entered in. Click on each group to review timesheet information for all employees in that pay group:

Navigation: Favorites ▾ Main Menu ▾ > CU Time ▾ > CU Reported Time Summary

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

All ▾ Search

CU Reported Time Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Earnings Begin Date = ▾ 11/22/2015

Earnings End Date = ▾ 12/05/2015

Company begins with ▾ CU

Pay Group begins with ▾

Department begins with ▾ 30087

☐ Correct History

[Basic Search](#)

Search Results

View All First 1-2 of 2 Last

Earnings Begin Date	Earnings End Date	Company	Pay Group	Department
11/22/2015	12/05/2015	CU	STU	30087
11/22/2015	12/05/2015	CU	TMP	30087