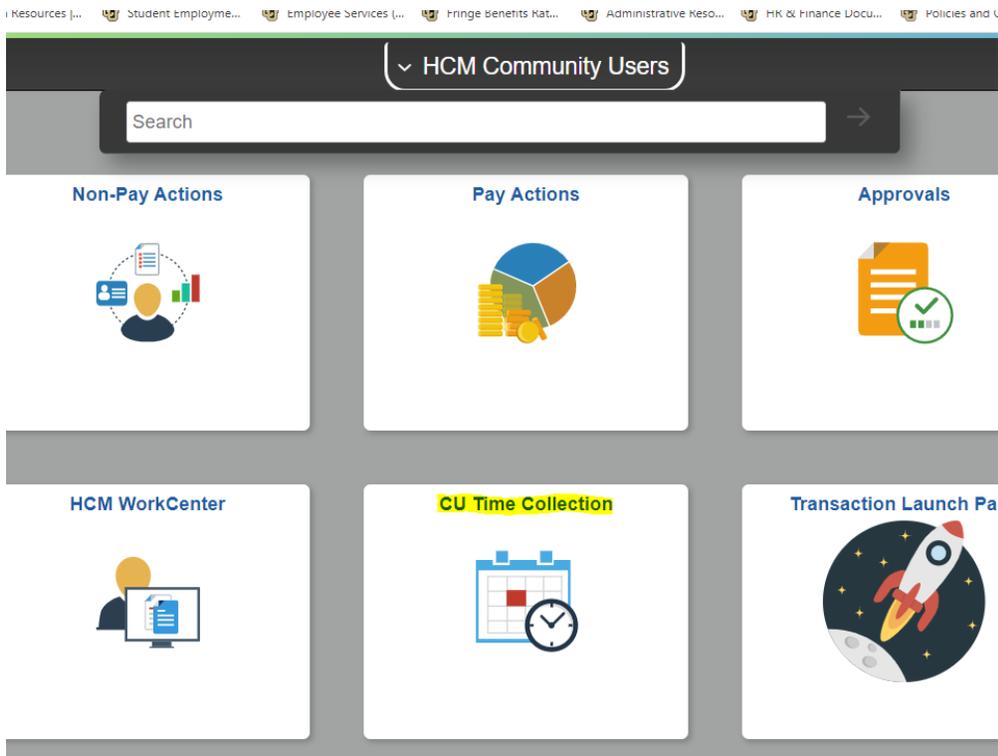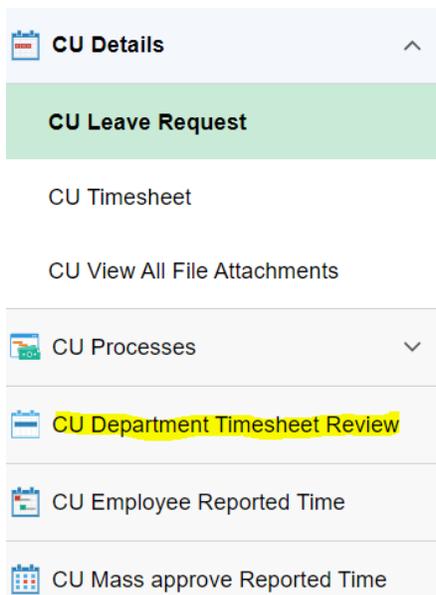# Biweekly Time Entry using My Leave

Navigate to HCM > HCM Community Users > CU Time Collection:

Select "CU Department Timesheet Review" from the left hand menu

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

After you click Search, the system displays a list of all of your active biweekly employees. Click on the column heading to sort by that column. Review the list to make sure the employees you want to post timesheets for have an "Approved" Payment Status. If payment status is "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:

Select all of the approved timesheets 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:

Click Save.

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

To review the timesheet information that will be processed, go to CU Time Collection and select "CU Reported Time Summary" from the left hand menu.

Enter the pay period Earnings Begin Date and Earnings End Date and click Search.

CU Reported Time Summary

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

| Find an Existing Value | Add a New Value |

▼ **Search Criteria**

Earnings Begin Date = ▼ 07/11/2021 📅

Earnings End Date = ▼ 07/24/2021 📅

Company begins with ▼ [ ] 🔍

Pay Group begins with ▼ [ ] 🔍

Department begins with ▼ 30087

☐ Correct History

| Search | Clear | Basic Search 🔲 Save Search Criteria |

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

CU Reported Time Summary

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

| Find an Existing Value | Add a New Value |

▼ **Search Criteria**

Earnings Begin Date = ▼ 06/27/2021 📅

Earnings End Date = ▼ 07/10/2021 📅

Company begins with ▼ [ ] 🔍

Pay Group begins with ▼ [ ] 🔍

Department begins with ▼ 30087

☐ Correct 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
06/27/2021	07/10/2021	CU	STU	30087
06/27/2021	07/10/2021	CU	TMP	30087

Earnings Begin Date 06/27/2021   **Earnings End Date** 07/10/2021

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

Department: 30087   CLAS-LIBERAL ARTS & SCIENCES

Reported Time Summary

	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
1	☑	☐	▓▓▓	0	1	▓▓▓	00648848	UCD		00003436				My Leave
2	☑	☐	▓▓▓	0	1	▓▓▓	00642882	UCD		00300010				My Leave
3	☑	☐	▓▓▓	0	1	▓▓▓	00646322	UCD		00003436				My Leave
4	☑	☐	▓▓▓	0	1	▓▓▓	00694682	UCD		00300052				My Leave
5	☑	☐	▓▓▓	0	1	▓▓▓	00704711	UCD		00300052				My Leave

Click on "Batch&MyLeave&Manual" tab to view timesheet details/hours posted for biweekly payroll:

Earnings Begin Date 06/27/2021   **Earnings End Date** 07/10/2021

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

Department: 30087   CLAS-LIBERAL ARTS & SCIENCES

Reported Time Summary

	Select	Off Cycle ?	Employee ID	Empl Rcd	Earnings Code	Reported Hours	Other Pay	Hourly Rate	Amount W F
1	☑	☐	▓▓▓	0	STH	56.500000			
2	☑	☐	▓▓▓	0	STH	40.000000			
3	☑	☐	▓▓▓	0	STH	53.000000			
4	☑	☐	▓▓▓	0	STH	41.500000			
5	☑	☐	▓▓▓	0	STH	41.500000			