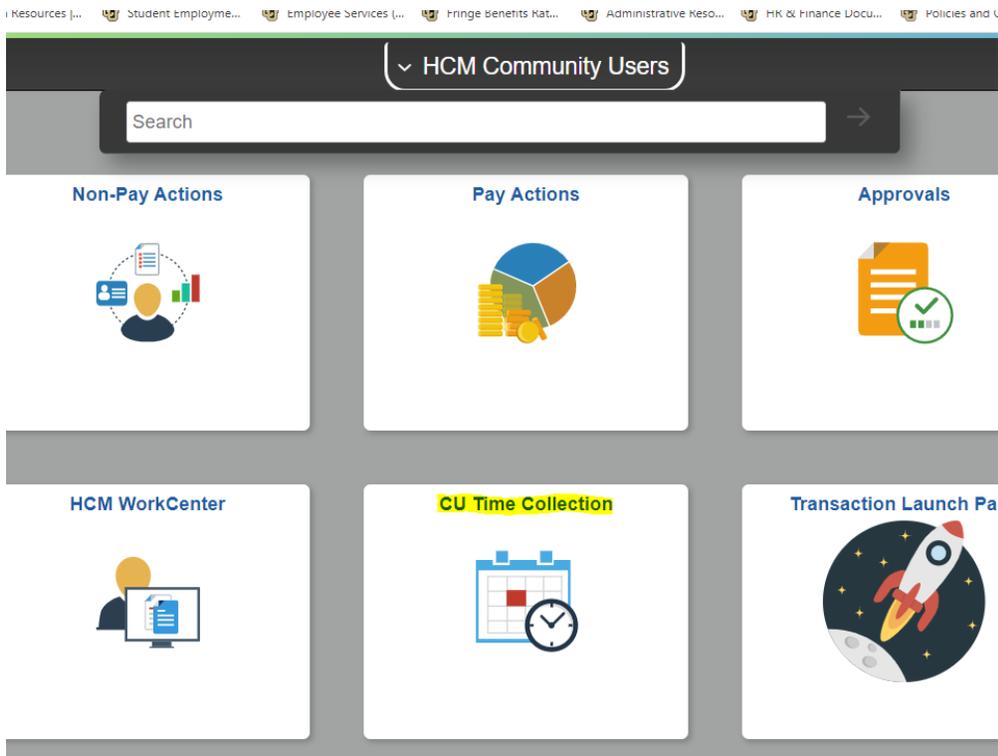
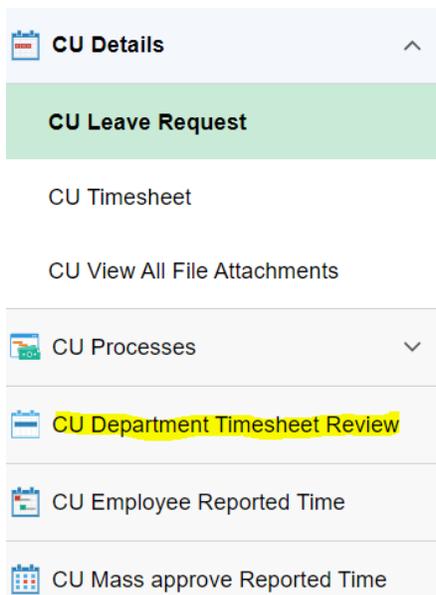


Biweekly Time Entry using My Leave

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:

CU Department Timesheet Review

Select your department

Monthly
 Bi-Weekly
 Annual

Pay Period End Date

Personalize Find View All		First	1-5 of 28	Last
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 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:

CU Department Timesheet Review

Compensation Frequency

Monthly
 Bi-Weekly
 Annual

Pay Period End Date

Personalize Find View All		First	1-5 of 31	Last
Department	Description			
<input checked="" type="checkbox"/>	30087	CLAS-LIBERAL ARTS & SCIENCES		
<input type="checkbox"/>	30089	CLAS-Advising		
<input type="checkbox"/>	30090	CLAS-Extended Studies		
<input type="checkbox"/>	30091	CLAS-Online		
<input type="checkbox"/>	30092	CLAS-Anthropology		

EmpId	EmpId	Name	Dept	Payment Status	Pay Group	FLSA Status	Batch ID
<input type="checkbox"/>	0		30087	Approved	STU	Nonexempt	
<input type="checkbox"/>	0		30087	Approved	STU	Nonexempt	
<input type="checkbox"/>	0		30087	Not Submitted	STU	Nonexempt	
<input type="checkbox"/>	0		30087	Not Submitted	STU	Nonexempt	
<input type="checkbox"/>	0		30087	Requested	TMP	Nonexempt	

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:

<input checked="" type="checkbox"/>	[Redacted]	0	[Redacted]	30087	Approved STU	Nonexempt
<input checked="" type="checkbox"/>	[Redacted]	0	[Redacted]	30087	Approved STU	Nonexempt
<input checked="" type="checkbox"/>	[Redacted]	1	[Redacted]	30087	Approved STU	Nonexempt
<input checked="" type="checkbox"/>	[Redacted]	0	[Redacted]	30087	Approved STU	Nonexempt
<input checked="" type="checkbox"/>	[Redacted]	0	[Redacted]	30087	Approved TMP	Nonexempt
<input type="checkbox"/>	[Redacted]	0	[Redacted]	30087	Not Submitted STU	Nonexempt

Click Save.

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

Emplid	Empl#	Name	Dept	Payment Status	Pay Group	FLSA Status
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	30087	Posted	STU	Nonexempt

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.

- CU Details ^
- CU Leave Request
- CU Timesheet
- CU View All File Attachments
- CU Processes v
- CU Department Timesheet Review
- CU Employee Reported Time
- CU Mass approve Reported Time
- CU Reported Time Summary

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

CU Reported Time Summary

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													
Employee Details		Batch & My Leave & Manual	One Time Deductions		One Time Tax		OneTime Payments		Regular Earnings		Sap Check Nbr		Entry Type
Select	Off Cycle ?	Employee ID	Empl Rcd	Seq Nbr	Name	Position Nbr	Business Unit	Supervisor ID	Reports To	Batch Run ID	SpeedType	Sap Check Nbr	Entry Type
1	<input checked="" type="checkbox"/>	[REDACTED]	0	1	[REDACTED]	00648848	UCD		00003436				My Leave
2	<input checked="" type="checkbox"/>	[REDACTED]	0	1	[REDACTED]	00642882	UCD		00300010				My Leave
3	<input checked="" type="checkbox"/>	[REDACTED]	0	1	[REDACTED]	00646322	UCD		00003436				My Leave
4	<input checked="" type="checkbox"/>	[REDACTED]	0	1	[REDACTED]	00694682	UCD		00300052				My Leave
5	<input checked="" type="checkbox"/>	[REDACTED]	0	1	[REDACTED]	00704711	UCD		00300052				My Leave

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

CU Reported Time Summary

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									
Employee Details		Batch & My Leave & Manual	One Time Deductions		One Time Tax		OneTime Pay		
Select	Off Cycle ?	Employee ID	Empl Rcd	Earnings Code	Reported Hours	Other Pay	Hourly Rate	Amount W F	
1	<input checked="" type="checkbox"/>	[REDACTED]	0	STH	56.500000				
2	<input checked="" type="checkbox"/>	[REDACTED]	0	STH	40.000000				
3	<input checked="" type="checkbox"/>	[REDACTED]	0	STH	53.000000				
4	<input checked="" type="checkbox"/>	[REDACTED]	0	STH	41.500000				
5	<input checked="" type="checkbox"/>	[REDACTED]	0	STH	41.500000				