

CU 8.9 HRMS Step by Step Guide

Student Hourly and Other Biweekly/Hourly – Time Collection Module

Overview: This guide provides instruction on entering regular hours/earnings, override rates, overtime, and late pay for all biweekly/hourly employees, including students, work-study, and temporary classified.

Note: The screen shots used in this guide may not be representative of your access.

CREATE A BATCH

1. Navigate to the Batch Header page

- Time Collection
- Batches
- Batch Header



2. Header Control page displays

- Click **Add a New Value**
- Enter Pay Group of "BW"
- Enter Batch ID – a Batch ID must consist of a three alpha and/or alpha-numeric code

Note: You must use different Batch IDs to create multiple batches in the same pay group and the same pay period. You may reuse Batch IDs from pay period to pay period

- Click **Add**

Header Control

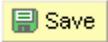
[Find an Existing Value](#) [Add a New Value](#)

Pay Group:

Batch ID:

[Find an Existing Value](#) | [Add a New Value](#)

3. Batch Header page displays

- Enter Description that uniquely identifies the batch
- Batch Status of Open will default – leave as is
- Click 

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Menu

Search:

- My Favorites
- Reports
- Recruiting
- Workforce Administration
- Compensation
- Time Collection
 - Batches
 - Batch Header
 - EE Data - Current Appointment
 - EE Data - Expired Appointment
 - EE Data - One Time Payment
 - EE Data - Entered in Batch
 - Time Entry Reports
 - Find Batches
 - Workforce Development
 - Organizational Development
 - Enterprise Learning
 - Reporting Tools
 - My Dictionary

Company: CU University of Colorado **Batch ID:** AD1

Pay Group: BW Biweekly Employee **Batch Source:** Online

Pay End Date: 11/18/2006

Created By: 142339 Siddique,Chris 10463 UCSU Stdt Fin-SOFO

Description: PBS51000 AD

One Time Payment Only?

Batch Status

Open Approved

Cancelled Processed

Ready

Batch Totals

EE Count:	0	Pay Amt:	\$0.00
Addl Amt:	\$0.00	Hours:	0.00

Approved Totals

EE Count:	0	Pay Amt:	\$0.00
Addl Amt:	\$0.00	Hours:	0.00

ENTER HOURS WORKED IN THE TWO-WEEK PAY PERIOD

4. Without cancelling out of the Batch Header page, navigate to the EE Data-Current Appointment or EE Data-Expired Appointment page

- Using the left-hand navigation menu, click EE Data-Current Appointment or EE Data-Expired Appointment

PeopleSoft

Menu

Search:

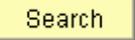
- My Favorites
- Reports
- Recruiting
- Workforce Administration
- Benefits
- Compensation
- Time Collection
 - Batches
 - Batch Header
 - EE Data - Current Appointment
 - EE Data - Expired Appointment
 - EE Data - One Time Payment
 - EE Data - Entered in Batch
 - Approve Time Entry/No OTP
 - Time Entry Reports
 - Find Batches
 - Payroll for North America
 - Workforce Development
 - Organizational Development
 - Enterprise Learning
 - Reporting Tools
 - My Dictionary

Batches

Time Entry Batches

- Batch Header - testing trace
- EE Data - Current Appointment
- EE Data - Expired Appointment
- EE Data - One Time Payment
- EE Data - Entered in Batch
- Approve Time Entry/No OTP

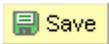
5. EE Data search page displays

- If navigating directly from Batch Header page, Pay Group and Batch ID will default; otherwise, Pay Group and Batch ID must be entered
- Enter EmplID and/or Depa  any other search categories
- Click

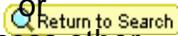
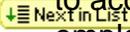
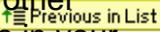
6. Time Entry Data tab displays

- Enter correct Earnings Code (STH for student hourly or REG for other BW/hourly employees) and Hours
- For additional entries, such as hours worked at a different pay rate, overtime (SOT-students; OTM-all other employees) or late pay (LTS-students; LTP-all other employees), new rows must be inserted

- To insert additional rows, click 

- Click 

- Click

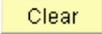

 or 
 to access other employees in your department for time entry

EE Data - Current Appointment

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

Find an Existing Value

Pay Group: begins with
Batch ID: begins with 
Department: begins with 
EmplID: begins with
Empl Rcd Nbr: =
Name: begins with
Last Name: begins with

  [Basic Search](#)  [Save Search Criteria](#)

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Menu

Search:

- ▷ My Favorites
- ▷ Reports
- ▷ Recruiting
- ▷ Workforce Administration
- ▷ Compensation
- ▷ Time Collection
 - ▷ Batches
 - Batch Header
 - EE Data - Current Appointment
 - EE Data - Expired Appointment
 - EE Data - One Time Payment
 - EE Data - Entered in Batch
 - ▷ Time Entry Reports
 - ▷ Find Batches
 - ▷ Workforce Development
 - ▷ Organizational Development
 - ▷ Enterprise Learning
 - ▷ Reporting Tools
 - My Dictionary

Time Entry Data

Company: CU University of Colorado **Batch ID:** AD1 Open
Pay Group: BW Biweekly Employee **Pay End Date:** 11/18/2006

EmplID: 184474 **Job Code:** 4101 **Employee TE Status**
 Cancelled Approved
 Ready Processed

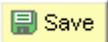
Pay Status: A Active **Rate:** \$8.00 **Position:** 00633283
Leave: **Sick:** **Vacation:**

Earnings Code	Hours	Addl Amt	Override Rate	Speedtype	Pay Amount
1 STH  STDTHRLY	20.00				
Totals					
	20.00	\$0.00			\$160.00

MARK BATCH 'READY FOR APPROVAL'

7. Without cancelling out of the page after saving the last employee's data, navigate to the Batch Header page

- Using the left-hand navigation menu, click "Batch Header"
- Change Batch Status to "Ready"
- Click 

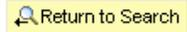
Company:	CU	University of Colorado	Batch ID:	AD1
Pay Group:	BW	Biweekly Employee	Batch Source:	<input type="radio"/> Online
Pay End Date:	11/18/2006			
Created By:	142339	Siddique,Chris	10463	UCSU Std Fin-SOFO

Description:	
PBS51000 AD	
<input type="checkbox"/> One Time Payment Only?	

Batch Status	
<input type="radio"/> Open	<input type="checkbox"/> Approved
<input type="radio"/> Cancelled	<input type="checkbox"/> Processed
<input checked="" type="radio"/> Ready	

Batch Totals			
EE Count:	1	Pay Amt:	\$160.00
Add Amt:	\$0.00	Hours:	20.00

Approved Totals			
EE Count:	0	Pay Amt:	\$0.00
Add Amt:	\$0.00	Hours:	0.00




APPROVE THE BATCH

8. Without cancelling out of the Batch Header page, navigate to the Approve Time Entry/No OTP page

- Using the left-hand navigation menu, click "Approve Time Entry/No OTP"



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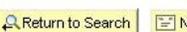
Company:	CU	University of Colorado	Batch ID:	AD1
Pay Group:	BW	Biweekly Employee	Batch Source:	<input type="radio"/> Online
Pay End Date:	11/18/2006			
Created By:	142339	Siddique,Chris	10463	UCSU Std Fin-SOFO

Description:	
PBS51000 AD	
<input type="checkbox"/> One Time Payment Only?	

Batch Status	
<input type="radio"/> Open	<input type="checkbox"/> Approved
<input type="radio"/> Cancelled	<input type="checkbox"/> Processed
<input checked="" type="radio"/> Ready	

Batch Totals			
EE Count:	1	Pay Amt:	\$160.00
Add Amt:	\$0.00	Hours:	20.00

Approved Totals			
EE Count:	0	Pay Amt:	\$0.00
Add Amt:	\$0.00	Hours:	0.00




9. Time Entry Approve tab displays

- Click "View All" to view all employees included in the batch
- Click the  to the left of the employee's name to view the time entry data entered for the employee

Time Entry Approve

Company: CU University of Colorado **Description:** PBS51000 AD
Pay Group: BW Biweekly Employee **Pay End Date:** 11/18/2006
Batch ID: AD1 **Batch Source:** Online **Batch Status:** Ready
Batch Added By: Siddique,Chris 142339 Approved By:

TE	Name	#	Hours	Addl Amt	Pay Amount	
	Runyan, Judith	0	20.00	\$0.00	\$160.00	<input type="checkbox"/>

Batch Ready Totals:	1 Employees	20.00	\$0.00	\$160.00
Batch Approved Totals:	0 Employees	0.00	\$0.00	\$0.00

10. Employee Time Detail page displays

- Review the time entry information for accuracy
- Click to return to the Time Entry Approve tab

Employee Time Detail

EmplID: 184474 Runyan, Judith **Rcd#:** 0

Erncd	Description	Hours	Addl Amt	Override Rate	Override Spdty/Acct	Pay Amount	
STH	STDTHRLY	20.00	\$0.00			\$160.000	<input type="button" value="+"/> <input type="button" value="-"/>

11. Time Entry Approve tab displays

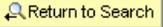
- Click the “Approved By” checkbox to approve all entered time entry records for the batch
- Click 
- The checkbox to the right of each employee’s time entry data will now be checked on
- Deselect the checkbox to the right of the employee’s data to un-approve the time entry
- Click 

Time Entry Approve

Company: CU	University of Colorado	Description: PBS51000 AD
Pay Group: BW	Biweekly Employee	Pay End Date: 11/18/2006
Batch ID: AD1	Batch Source: Online	Batch Status: Ready
Batch Added By: Siddique,Chris 142339		<input checked="" type="checkbox"/> Approved By: Sarbaugh,James

TE	Name	#	Hours	Addl Amt	Pay Amount	
	Runyan, Judith	0	20.00	\$0.00	\$160.00	<input checked="" type="checkbox"/>

Batch Ready Totals:	1 Employees	20.00	\$0.00	\$160.00
Batch Approved Totals:	1 Employees	20.00	\$0.00	\$160.00


Student Hourly and Other Biweekly/Hourly complete