

ES HCM Campus Call



Employee Services — November 3, 2020 — 3:00PM to 4:00PM

Presented on the first Tuesday of the month for the HCM Campus Community

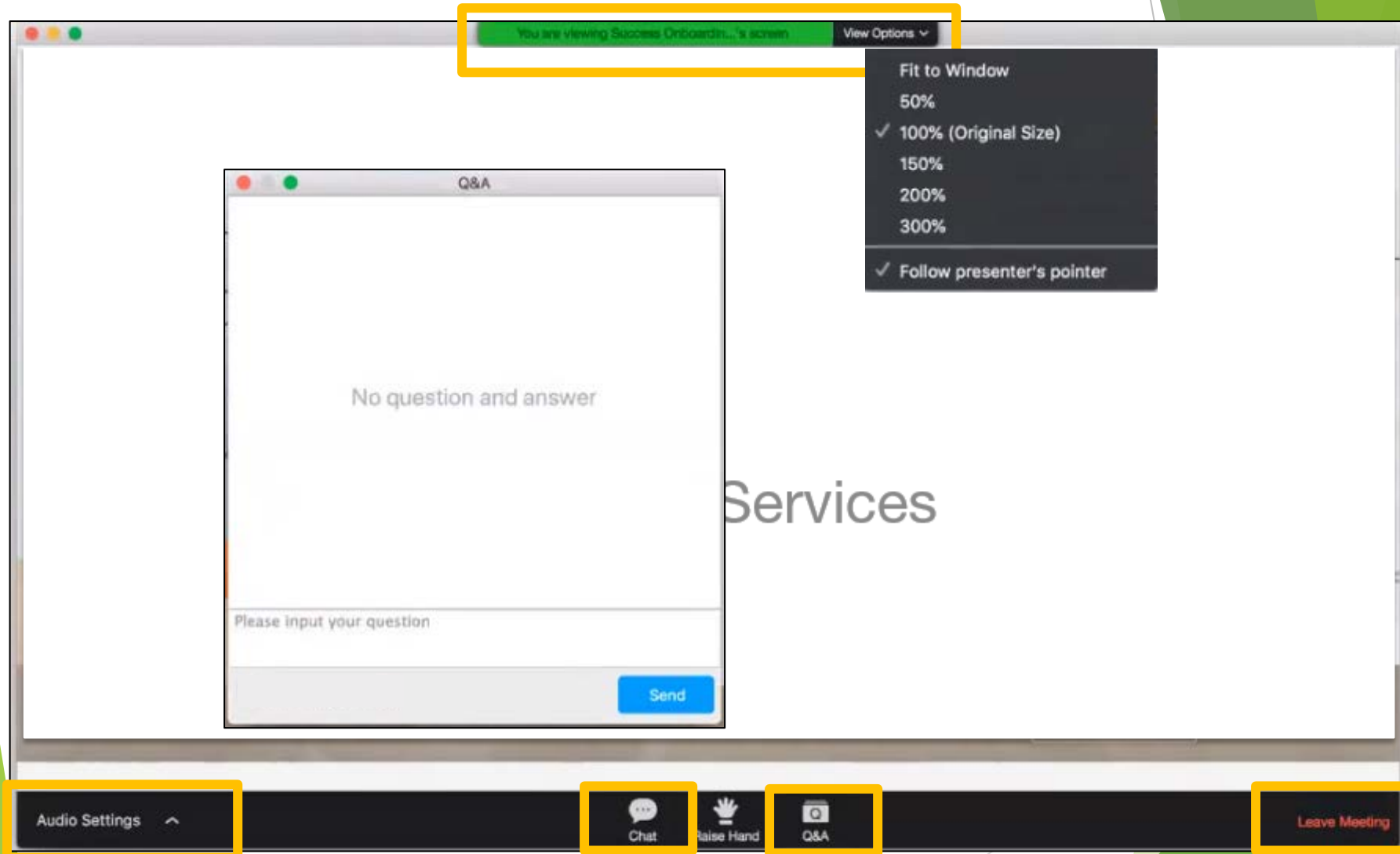


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zoom Controls



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Agenda

- ▶ UIS Updates

- ▶ UIS Maintenance Matters

- ▶ ES Functional Areas

- ▶ ES FA - CU Careers

- ▶ ES FA - Benefits Core

- ▶ ES FA - HCM Core

- ▶ ES FA - HR/GL

- ▶ ES Payroll - Topics/Support

- ▶ ES Payroll Calendar

- ▶ ES Benefits Updates

- ▶ HCM Data Feature Focus

- ▶ Q & A—Current Call

- ▶ References



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University Information System (UIS) Updates



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[Back to Agenda](#) 4



UIS Maintenance Matters

<https://www.cu.edu/uis/maintenance-matters>

Production Maintenance



[6 a.m. to 6 p.m. Nov. 15 maintenance for production systems](#)

See All

Non-production Maintenance



[6 a.m. to 6 p.m. Nov. 20 maintenance for non-production systems](#)

See All

Campus Solutions Maintenance



See All

Other Maintenance



See All

Completed Maintenance



✓ [Oct. 30 maintenance completed for non-production services](#)

✓ [Oct. 18 maintenance completed for production services](#)

See All

Environment Activity



Do you use our different development environments for testing? Check to see the schedule of current and upcoming environment activities.

See All



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[Back to Agenda](#) 5

Employee Services Functional Areas

ES FA - CU Careers
ES FA - Benefits Core
ES FA - HCM Core
ES FA - Payroll Core
ES FA - HR/GL
ES FA - Time & Leave



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[Back to Agenda](#) 6



ES FA - CU Careers



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[Back to Agenda](#) 7

CU Careers - Fluid Recruiting

<https://www.cu.edu/blog/hcm-community/prepare-new-recruitment-platform-launching-fall>

- ▶ The use of Legacy Recruiting (Flash-based Recruiting) will end with the sunset of Adobe Flash at the end of 2020.



Recruiting Oracle Business Intelligence

Centers

Recruiting
Oracle Business Intelligence

Quick Access

~~Legacy Recruiting~~
Requisitions
Submissions

This is your Welcome Center. To navigate to an application, click to jump directly to related processes by clicking the Quick Access link.

As you navigate through the Talent Management suite, remember

Additional resources are available for training and step-by-step guidance.

- HCM Community - Recruit & Hire - <https://www.cu.edu/hcm-community/recruit-hire>
- CU: Recruiting with CU Careers (online training course) - <https://www.cu.edu/careers/recruiting-with-cu-careers>
- CU Careers Practice Exercise (online practice exercise) - <https://www.cu.edu/careers/practice-exercise>
- Correcting Formatting Issues (job aid) - <https://www.cu.edu/docs/correcting-formatting-issues-talent>

If you have any questions or need technical assistance, please reach out to cucareershelp@cu.edu.



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RECRUITING

TASKS



Home



~~Legacy Recruiting~~



Oracle Business Intelligence



Configuration



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[Back to Agenda](#)



ES FA - HCM Core



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[Back to Agenda](#) 10

ePAR Removal - GO-LIVE

<https://www.cu.edu/blog/hcm-community/take-closer-look-new-hcm-enhancements>

Transaction Launch Page



Go-Live is set for the evening of Tuesday, November 9th!

This entails the removal of ePARs for Job Change, Pay Rate Change and Leave of Absence.

Other features and enhancements include:

- ▶ Auto Termination
- ▶ Workstudy Indicator

| | |
|--|-------------------------|
| Employment - Additional Data | |
| Appointment End Date (Not Used for Auto Term) | <input type="text"/> 31 |
| Work Location - Expected Job End Date | |
| Expected Job End Date (Used for Auto Term) | <input type="text"/> 31 |
| CU Work Study Indicator | |
| Effective Date | <input type="text"/> 31 |

| | |
|----------------|--|
| *Search Option | <input type="text"/> |
| | <div>Hire/Rehire/Additional Job Job Change Leave Request Termination Transfer Employee</div> |
| Applicants | |



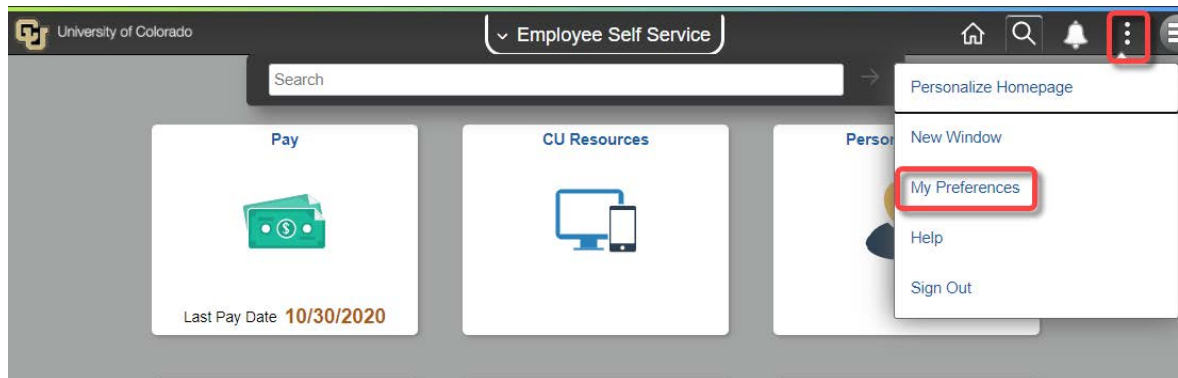
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Auto Complete Feature in HCM

- ▶ HCM > Actions > My Preferences > Navigation Personalizations > Autocomplete Setting



▼ Navigation Personalizations

Drop down Menu Sort Order

Automatic Menu Collapse ☐ No

Tab over Toolbar ☐ No

Autocomplete ☒ Yes



ES FA - HR/GL



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[Back to Agenda](#) 15

HCM Entries & HRGL

<https://www.cu.edu/blog/hcm-community/what-posts-general-ledger-when-you-make-hcm-job-changes>

Appointment End Date

Indicates a date to review job data for further action.

- ▶ Future termination date (temporary appointment)
- ▶ New employment relationship (next term requires a new letter of offer)
- ▶ Does NOT stop pay or benefits.
- ▶ STOPS encumbrances to the end of the fiscal year.

Short Work Break

Continue the employee relationship without pay for short periods.

- ▶ Between new appointments in between academic terms
- ▶ Does STOP earnings, but benefits continue to post.
- ▶ STOPS encumbrances for (no) earnings.



HCM Entries & HRGL

<https://www.cu.edu/blog/hcm-community/what-posts-general-ledger-when-you-make-hcm-job-changes>

Contract End Date Mid-Month

Contracts use Record Numbers

- ▶ Position funding and job codes at PPE determine how contract pay posts to the GL
- ▶ No position change during pay period- contract pay posts correctly

Use a **DIFFERENT** Record Number with a different position

- ▶ Mid month during the last contract pay period
- ▶ to rehire to a different position

If you use the **SAME** Record Number with a different position

- ▶ the contract pay will use the new position data (job code/FP/RT)
- ▶ To create the account codes for both the contract pay and the new pay
- ▶ Campus FIN fringe rates will use the new position account codes to post fringe rates.

ENP & Early Terms

When a contract is terminated before the contract end date,

- ▶ and there has been Earnings Not Paid (ENP),
- ▶ ensure all ENP pays out in the final check.

If a contract with ENP is terminated before the contract end date and the termination row is entered in the terminating pay period:

- ▶ **BEFORE** payroll processes, ENP will pay out automatically.
- ▶ **AFTER** payroll processes, enter the final ENP into CU Time.
- ▶ Confirm unpaid ENP in the Contract payment details
- ▶ Do NOT enter an override SpeedType.
- ▶ Campus SpeedTypes are in the position DBT



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CYE HRGL Notes

<https://www.cu.edu/blog/hcm-community/start-2021-clean-slate-meet-overpayment-payroll-expense-transfer-deadlines>

Payroll Expense Transfers (PET)

- ▶ PET paychecks posted on or before Dec. 31, 2020, by the Finance system (FIN) end close for December Jan. 7, 2021 @ 6 pm.
- ▶ PETs created or approved on or after 6 p.m. Jan. 7 will post to calendar year 2021.
- ▶ For instructions, review the [PET step-by-step guide](#).

Overpayments

ES posts received overpayment returns to date in CY 2020 by Dec. 31.

Remaining overpayment balances credit when:

- ▶ actually received in full
- ▶ next fiscal year-end
- ▶ Next calendar year end.
- ▶ For instructions, visit the [Correct Pay page](#).



cu.edu/docs HRGL Updates

Document Library

funding

ALL A B C D E F G H I

DOCUMENT NAME

Creating a Position with Funding

Funding Entry

Managing Funding Suspense

Viewing Related Content

Document Library

pet

ALL A B C D E F G H I

DOCUMENT NAME

Funding Entry

Managing Funding Suspense

Payroll Expense Transfers - PETs (Regular Users)



ES Payroll Topics/Support



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[Back to Agenda](#) 20

Payroll Calendar

<https://www.cu.edu/hcm-community/pay-employees/payroll-production-calendars>

| PAYROLL CALENDAR – UNIVERSITY of COLORADO SYSTEM | | | | | November | 2020 |
|--|--|--|---|---|---|------|
| Monday | Tuesday | Wednesday | Thursday | Friday | Sat/Sun | |
| | | | | | 1 | |
| 2 | 3 OC102920 uploads due 5 pm | 4 Processing OC102920 | 5 BW uploads due 5 pm | 6 Processing BW PPE 10/31/20 OC102920 PAYDAY | 7/8 | |
| 9 Run Payroll Register BW PPE 10/31/20 | 10 OC110520 uploads due 5 pm | 11 PULL DEADLINE 10 AM: BW PPE 10/31/20 Processing OC110520 | 12 | 13 BW PPE 10/31/20 PAYDAY (Pay Run ID BW103120) OC110520 PAYDAY | 14/15 PPE 11/14/20 Pay Run ID BW111420 Earn dates 11/01-11/14/20 | |
| 16 | 17 MON uploads due 5 pm Pay Run ID MN113020 Processing MON PPE 11/30/20 NO OFF-CYCLE THIS WEEK * | 18 Processing MON PPE 11/30/20 NO OFF-CYCLE THIS WEEK * | 19 Processing MON PPE 11/30/20 BW uploads due 5 pm | 20 Run Payroll Register MON PPE 11/30/20 Processing BW PPE 11/14/20 NO OFF-CYCLE THIS WEEK * | 21/22 | |
| 23 Run Payroll Register BW PPE 11/14/20 OC111920 uploads due 8 pm | 24 PULL DEADLINE 10 AM: BW PPE 11/14/20 PULL DEADLINE 10 AM: MON PPE 11/30/20 Processing OC111920 | 25 SYS Closed | 26 Thanksgiving Day ALL CAMPUSES CLOSED (Bank holiday) | 27 Day after Thanksgiving UCCS, UCB, SYS closed UCD closure: Admin Units, DDC -- OPEN AMC School -- CLOSED (Not a bank holiday) BW PPE 11/14/20 PAYDAY (Pay Run ID BW111420) OC111920 PAYDAY | 28/29 PPE 11/28/20 Pay Run ID BW112820 Earn dates 11/15-11/28/20 | |
| 30 MON PPE 11/30/20 PAYDAY Pay run ID MN113020 | | | | | | |

* No off-cycle payroll



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[Back to Agenda](#) 21

Payroll Year-End Processes

<https://www.cu.edu/blog/hcm-community/prepare-end-year-payroll-these-critical-tasks-and-deadlines>

Complete these tasks for a successful year-end

- ▶ Enter all 2020 moving expenses paid with a purchase order to CU Employee Reported Time.
- ▶ Review payroll registers immediately after the December payroll is complete.
- ▶ Process any necessary pulls to prevent overpayments from crossing tax years.
- ▶ Encourage employees to verify their tax withholdings using the [IRS Tax Calculator](#). The IRS anticipates many will be under-withheld if they have multiple income sources.
- ▶ Verify social security numbers have been entered into employee records.



Payroll Year-End Deadlines

FINAL 2020 OC UPLOAD TO ENTER 2020 ADJUSTMENTS DUE 12/22/20, 5 P.M.

- 11/23/20 OC111920 Uploads due 5:00 pm
- 11/24/20 Process OC111920 with a check date of 11/27/20
MON113020 and BW111420 Pull deadline is 10 a.m.
- 11/25/20 CU System Administration offices and Employee Services closed.
- 12/17/20 Deadline to submit imputed cash transactions including 2020 moving expense from PO/P-Card and Reimbursements.
- 12/21/20 BW121220 uploads due 5 p.m.
- 12/22/20 Process BW121220 with a check date of 12/24/20. BW registers available same day.
- 12/22/20** OC121720 upload deadline 5 p.m. **THIS IS THE FINAL 2020 OC!**
No pull deadline for BW121220 or OC121720 - if you need a late pull, contact HCM Community immediately.
- 12/23/20 Process OC121720 with a check date of 12/24/20
- 12/28/20 - 1/1/21** CU System Administration offices and Employee Services closed.
- 12/29/20 MON123120 Pull Deadline is 10 a.m.
- 12/31/20 BW122620 Uploads due 5 p.m.



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Payroll Year-End Deadlines

No OC week of 1/4/21

Any Handdrawn warrants must be approved by ES Payroll. Requests will be reviewed and processed on a case-by-case basis as time and system availability allow.

- 1/4/21 Process BW122620
- 1/5/21 BW registers available
- 1/6/21 BW pull deadline is 10 a.m.
- 1/12/21 OC010721 uploads due for first OC in 2021
- 1/13/21 Process OC010721 with a check date of 1/15/21
- 2/15/21 W-4 exempt status expires. Must enter new exemption to continue. If not updated by this deadline W-4 status will default to single.

For additional information, please view the November, December, and January payroll processing calendars and November and December newsletters.



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ES Benefits Updates

<https://www.cu.edu/blog/work-life>



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[Back to Agenda](#) 26

Retiree Benefit Eligibility & Termination Reasons

- ▶ If you have an employee terminating for any of the following reasons and believe they may be eligible for retiree benefits, please refer them to Employee Services as soon as possible to ensure a smooth transition of benefits.
 - ▶ Termination/Retirement
 - ▶ Termination/Lay-off
 - ▶ The lay-off reason will allow an employee who is laid-off to apply for and receive unemployment if eligible.
 - ▶ Termination/Cause

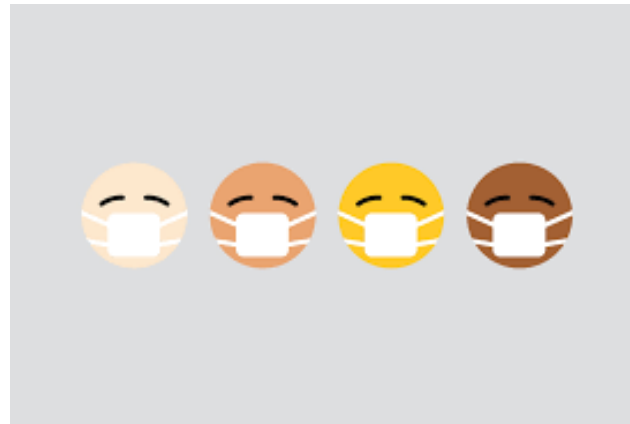


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Short Term Disability



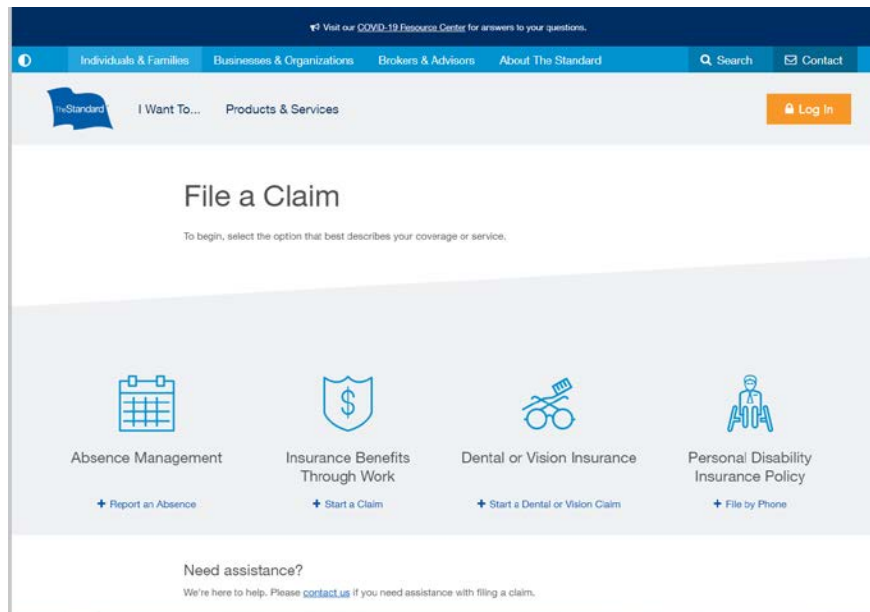
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How to file a claim

- ▶ Refer your employee to the benefits office. We will help determine when to file the claim.
- ▶ All Claims are filed through the Standard Insurance Company.
- ▶ The Standard Insurance Company makes all claim determinations, including amount paid and length of the disability claim.



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Benefit Waiting Period

Benefits Waiting Period is the period you must be continuously disabled before short-term disability benefits become payable. No short-term disability benefits are payable in the Benefit Waiting Period.

Faculty and University Staff

- ▶ The Benefit Waiting Period is 29 calendar days from the date of disability or when sick leave is exhausted, whichever is later.
- ▶ Late enrollment penalty (LEP): Employees who do not apply during their "initial enrollment period" are subject to the LEP, which means if you file a claim for anything other than an accidental injury during the first 12 months after your coverage becomes effective, short-term disability benefits will be subject to a 60-day waiting period.

Classified Staff

- ▶ The benefit waiting period is 30 days from the date of disability.
- ▶ Employees are required to use accrued leave, including the use of accrued annual (vacation) leave once accrued sick leave has been exhausted.



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Benefit Payout Period

- ▶ The Benefit Payout Period and the Benefit Waiting Period begin the same day. Both start with the date of disability.
- ▶ 60% of your weekly pre-disability earnings
- ▶ Maximum weekly benefit of \$1,500 (University Fac/Staff)
- ▶ The Standard Ins. Co. determines the amount and number of weeks for the benefit payout period.
- ▶ These determinations are based on the diagnosis provided by the doctor. The maximum an employee can receive is up to 22 weeks.



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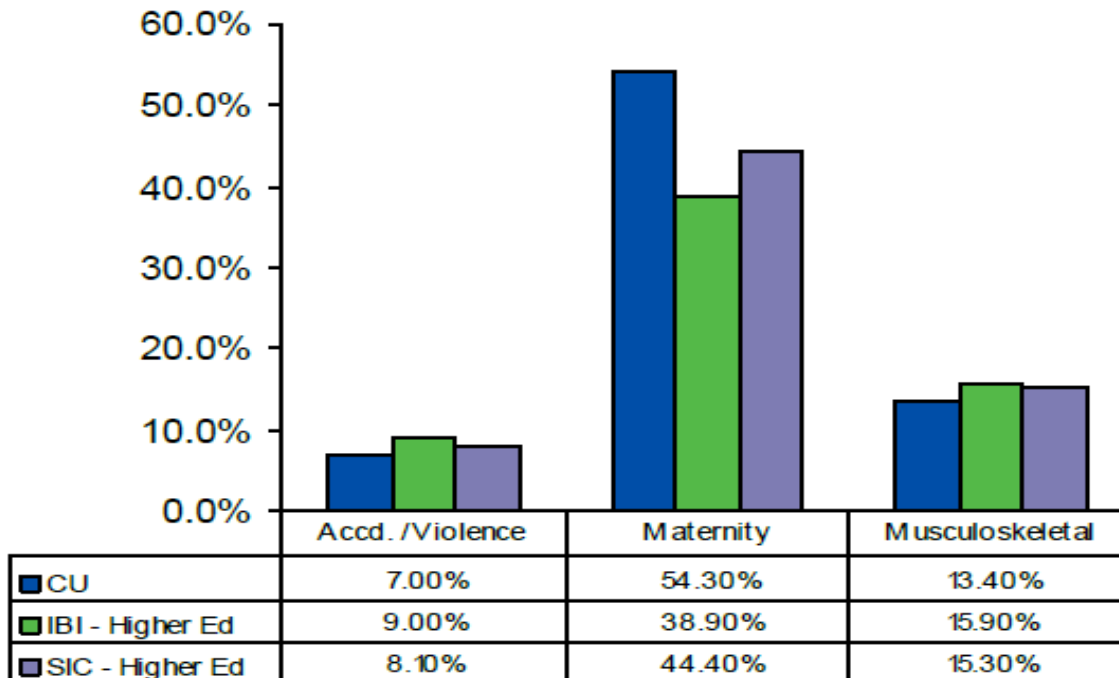
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Maternity Leave

- ▶ Benefit Payout Periods
 - ▶ 6 weeks for a natural birth
 - ▶ 8 weeks for cesarean or complications



Top 3 Diagnostic Categories - Percent of Claims



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- ▶ Lois Lane has...
 - ▶ Enrolled in STD as a new hire
 - ▶ 200 hours of accrued sick (25 days)
 - ▶ 40 hours of accrued vacation (5 days)
 - ▶ Clark Jr. with no complications



Benefit Payout Period = 6 weeks

Benefit Waiting Period = 29 calendar days or exhaustion of sick, whichever is later.

- ▶ $BPP - BWP = \# \text{ of weeks employee receives STD benefit}$
 - ▶ 6 weeks - 5 weeks = +/- 1 week of paid STD benefits



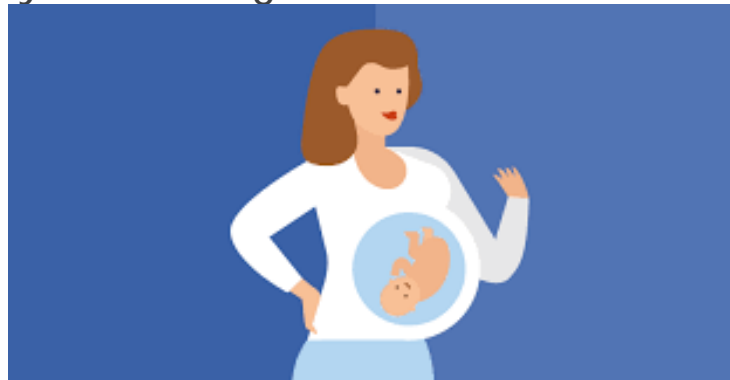
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Paid Parental Leave

- ▶ Paid Parental Leave is considered deductible income and could adversely affect the Short-Term Disability claim.
 - ▶ An employee earns accrued sick and vacation while using Paid Parental Leave.
 - ▶ Sick Leave must be exhausted before STD benefits can be paid.
- ▶ If the employee qualifies for Paid Parental Leave, but never enrolled in Short-Term Disability, this would be a scenario where the employee would get no STD benefit and PPL would be first.



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Disability Information Links

- ▶ University Staff & Faculty:
<https://www.cu.edu/employee-services/faculty-and-university-staff>
- ▶ Classified Staff: <https://www.cu.edu/employee-services/classified-staff>



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Questions...



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ES Collaborative HR Services



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Employment Verification Update

Effective November 1st, our VOE provider changed from Employer's Unity to The Work Number

When receiving a request for a verification of employment, direct the requestor to the online verification website:

- ▶ www.theworknumber.com
- ▶ To access an Employment Data Report (EDR), click Solutions, then Employment Data Report
- ▶ Requestors will need to provide the following employer codes:

| | |
|------------------------|-------|
| UNIVERSITY OF COLORADO | 20579 |
|------------------------|-------|

| | |
|--|-------|
| UNIVERSITY OF COLORADO - Student Population | 20592 |
|--|-------|



Employment Verification Update

Please be sure to update communication on University voicemail, websites, or e-mails with the new vendor information

Online verification tool is available 24/7, if assistance is needed, please contact customer support at: 800-367-2884 M-F 8:00 am - 9:00 pm (ET)

Additional information on the transition to The Work Number can be found on our Employee Services website:

<https://www.cu.edu/employee-services/collaborative-hr-services/cu-campuses/employment-verification>



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HCM Data Feature Focus



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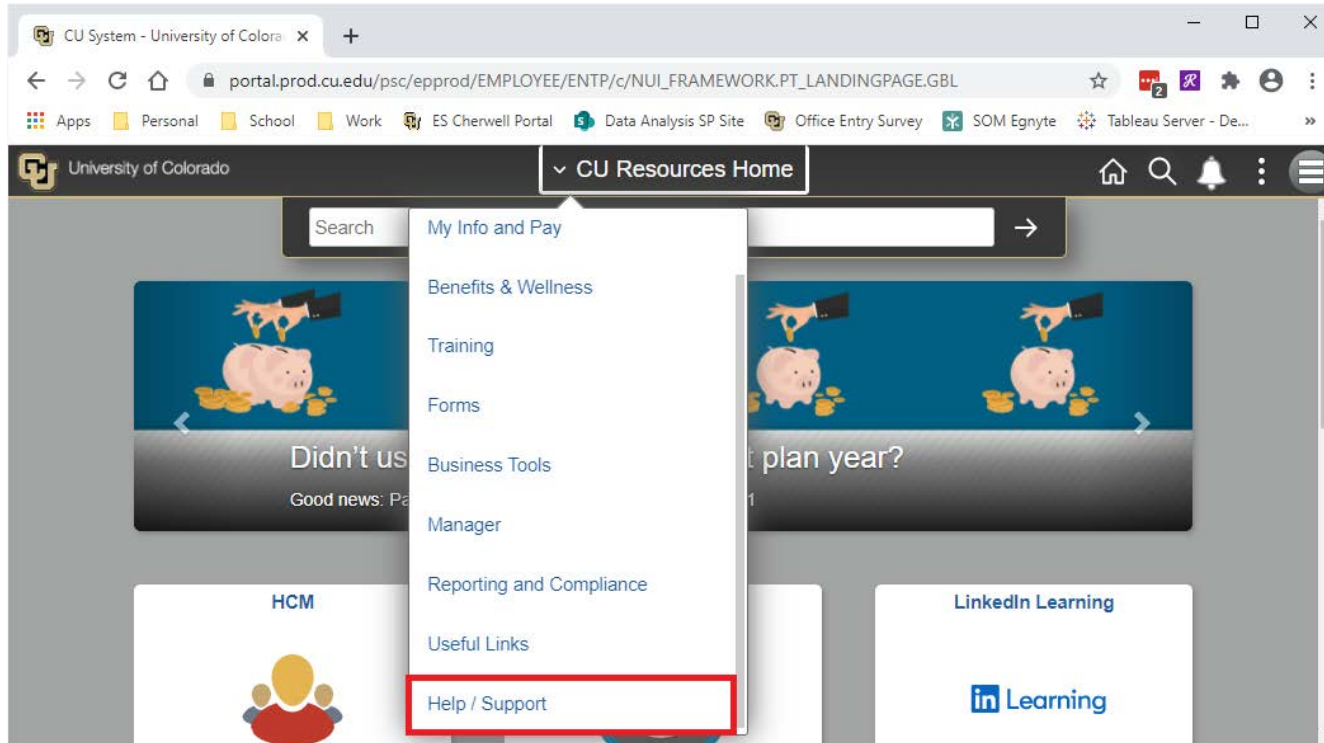
ES Cherwell Customer Portal

- ▶ Coming FRIDAY!
- ▶ Contains a collection of ES resources, with links to:
 - ▶ Contact information
 - ▶ Data use guidelines
 - ▶ Document library
 - ▶ HCM Community
 - ▶ Payroll calendars
 - ▶ Regent policy
- ▶ Provides a new way to open ES Data tickets
 - ▶ Reduces extra, “junk” tickets we receive
- ▶ Can view the status of your existing tickets
 - ▶ Provides more transparency



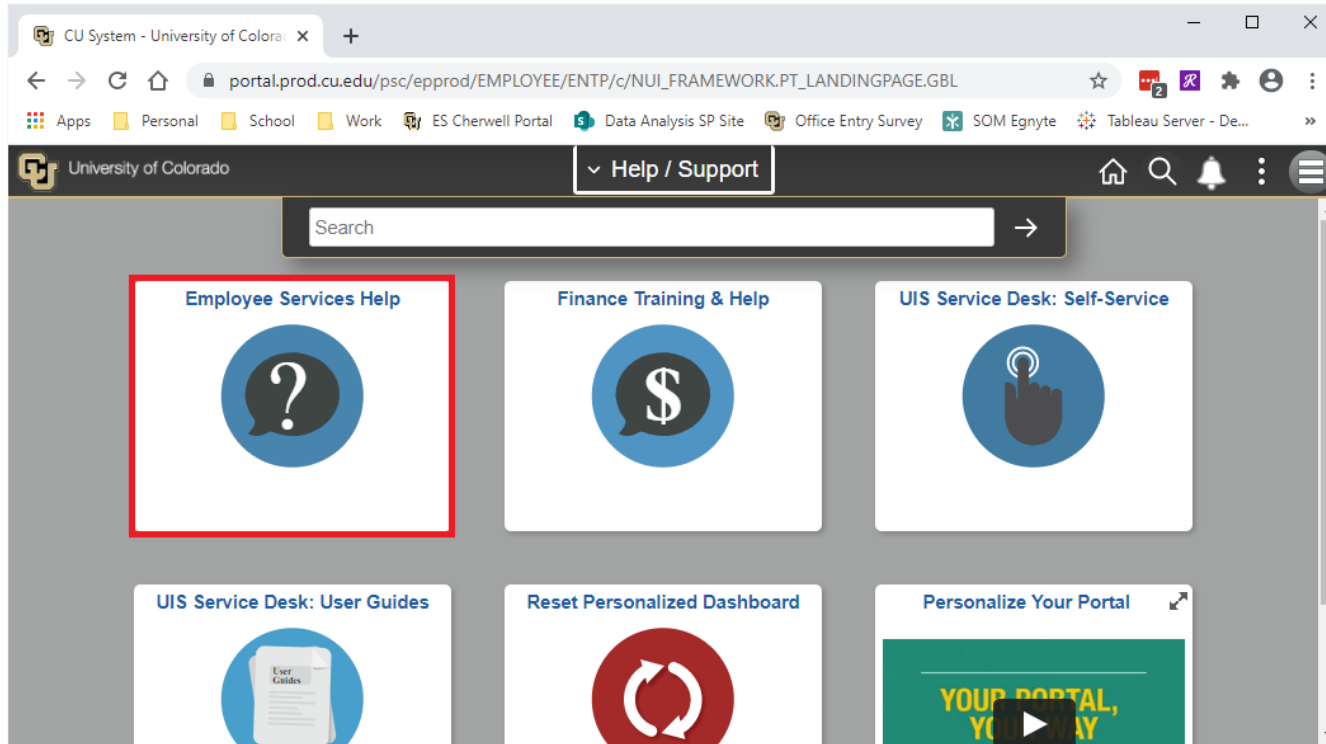
ES Cherwell Customer Portal

- To access, navigate to the Help/Support portal page:



ES Cherwell Customer Portal

- ▶ Then click on the Employee Services Help tile:



ES Cherwell Customer Portal

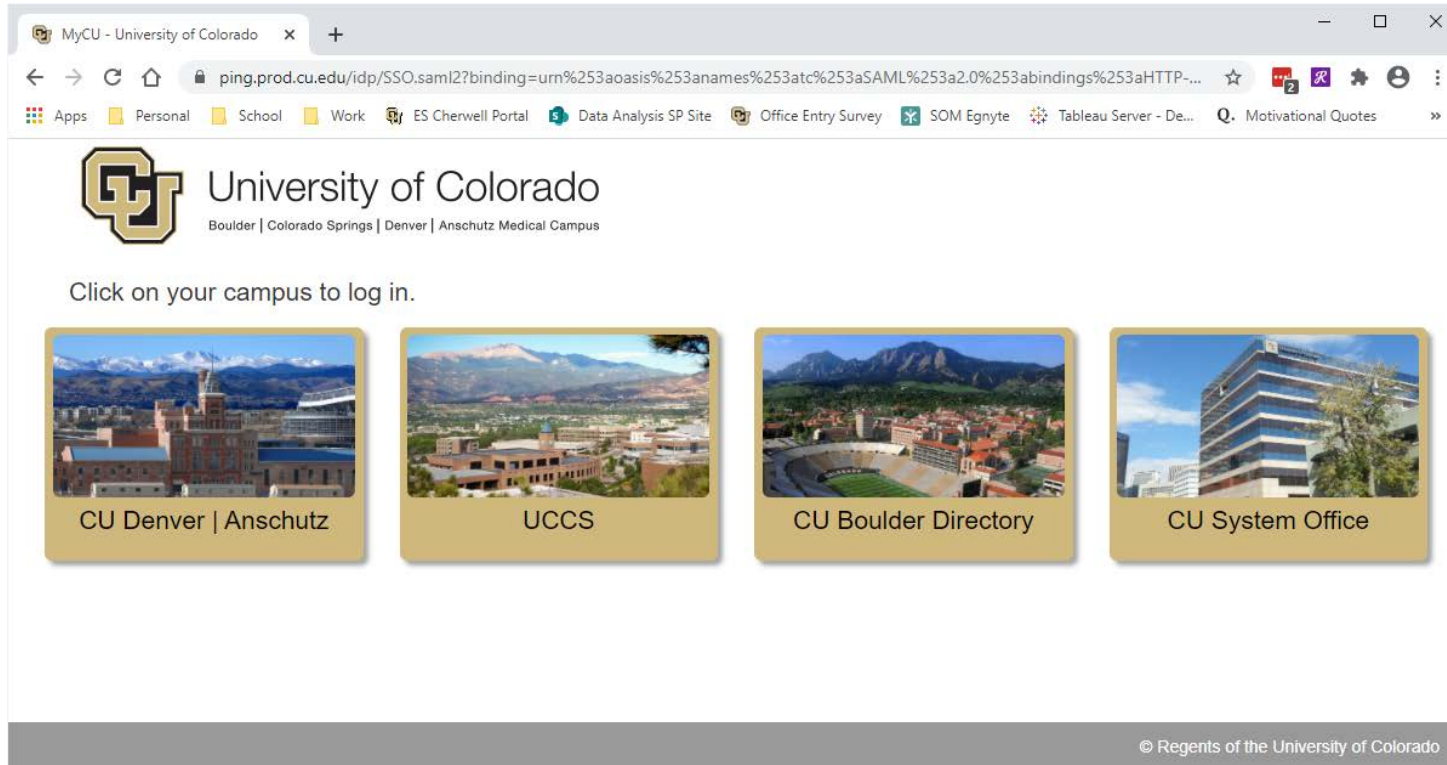
► Currently the tile redirects you here:

The screenshot shows a web browser window with the URL cu.edu/employee-services/contact-employee-services-0. The page is titled "Contact Employee Services" and features a sidebar with a dropdown menu containing "About Employee Services", "Contact Us" (highlighted), and "Principles of Ethical Behavior". The main content area includes the heading "Contact Employee Services" and the text "Looking for assistance? Find the right department to help you." Below this is a list of service categories, each with a plus icon to its right:

- Employee Services
- Benefits
- Payroll
- System Administration Human Resources
- Employee Learning and Development
- International Tax

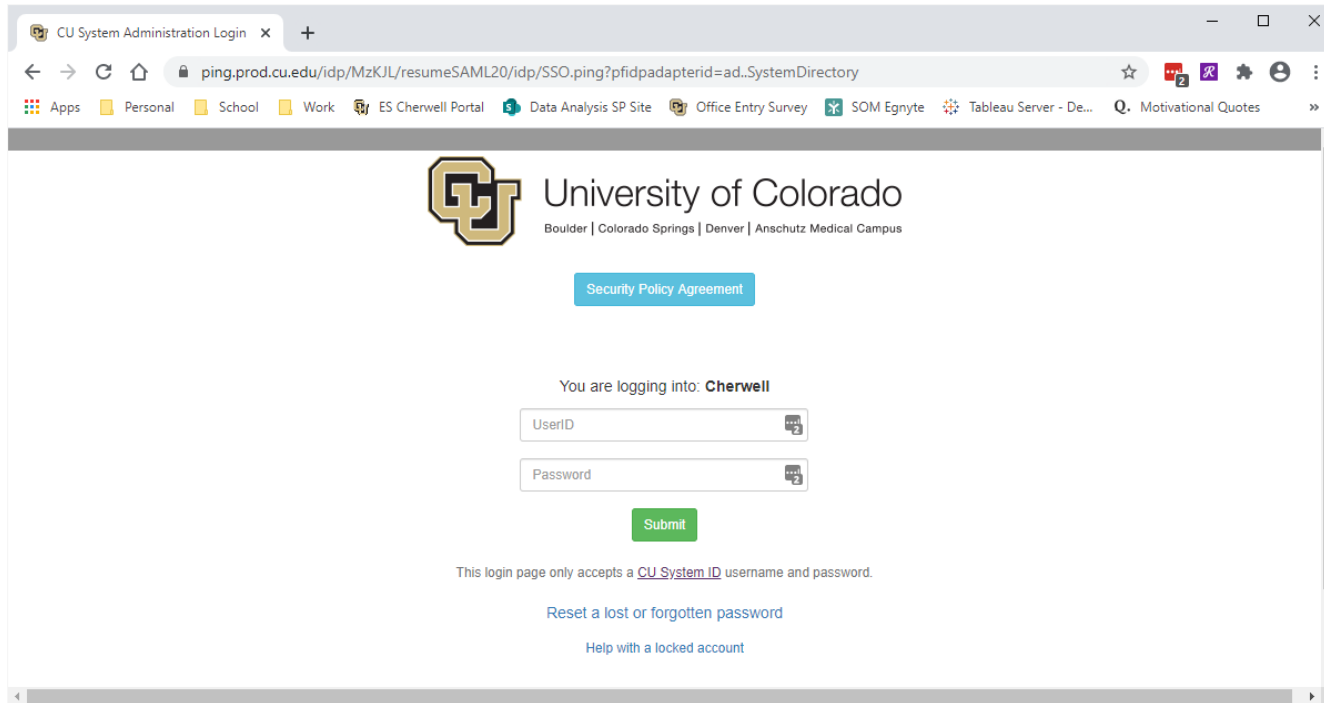
ES Cherwell Customer Portal

► On Friday, you will see this:



ES Cherwell Customer Portal

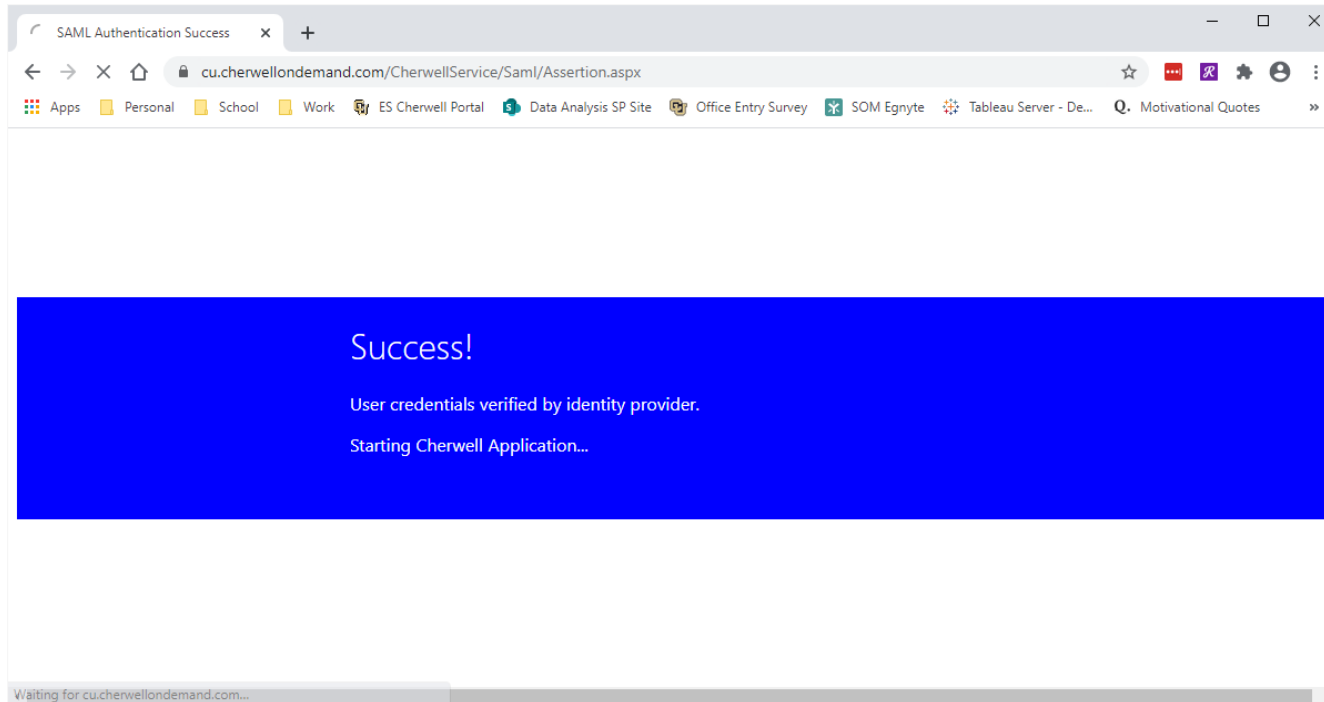
- Fill in your single sign-on credentials:



The screenshot shows a web browser window with the address bar displaying `ping.prod.cu.edu/idp/MzKJL/resumeSAML20/idp/SSO.ping?pfidpadapterid=ad..SystemDirectory`. The browser's address bar also shows a tab for "CU System Administration Login". The page header includes the University of Colorado logo and the text "University of Colorado" followed by "Boulder | Colorado Springs | Denver | Anschutz Medical Campus". Below the header is a blue button labeled "Security Policy Agreement". The main content area displays "You are logging into: Cherwell" and two input fields for "UserID" and "Password", each with a "Show" button. A green "Submit" button is positioned below the input fields. At the bottom of the login area, there are two links: "Reset a lost or forgotten password" and "Help with a locked account". A note states: "This login page only accepts a [CU System ID](#) username and password."

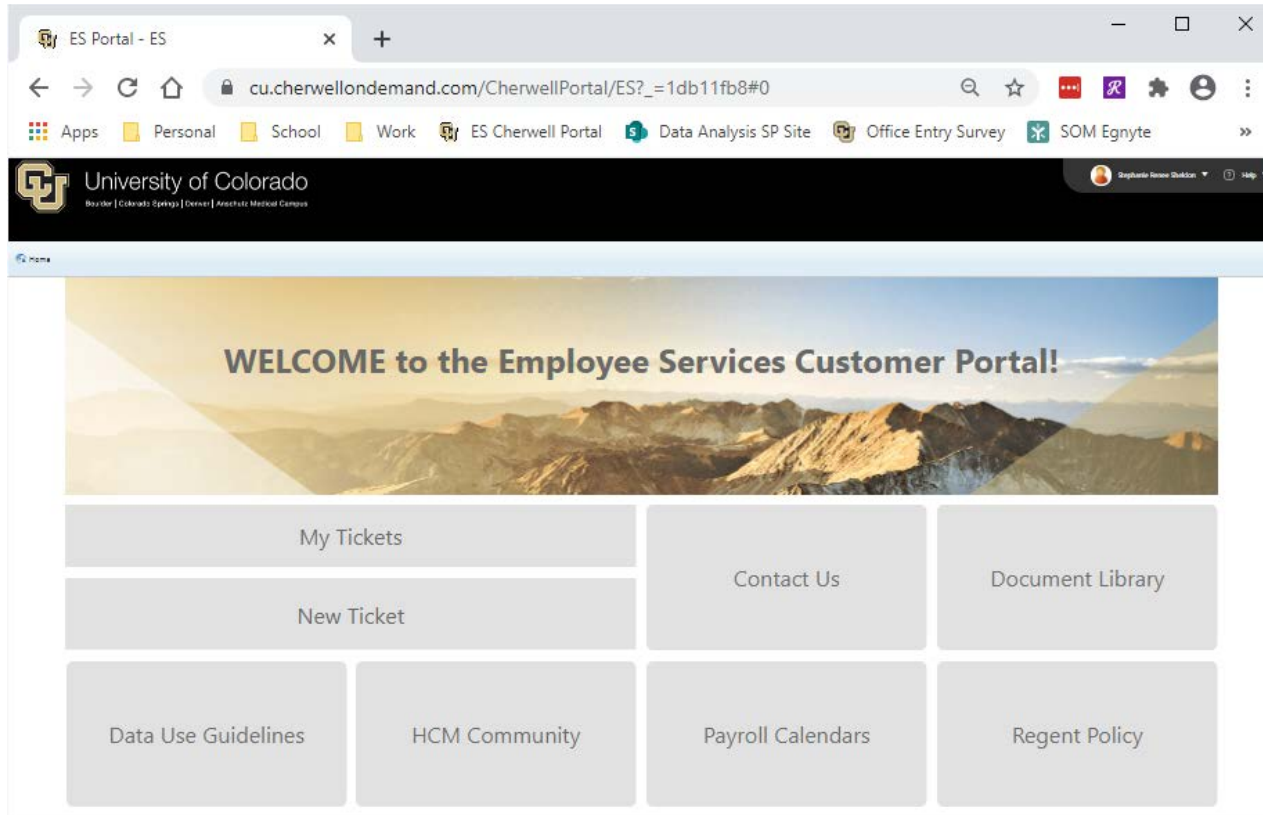
ES Cherwell Customer Portal

► You'll see this screen, and...



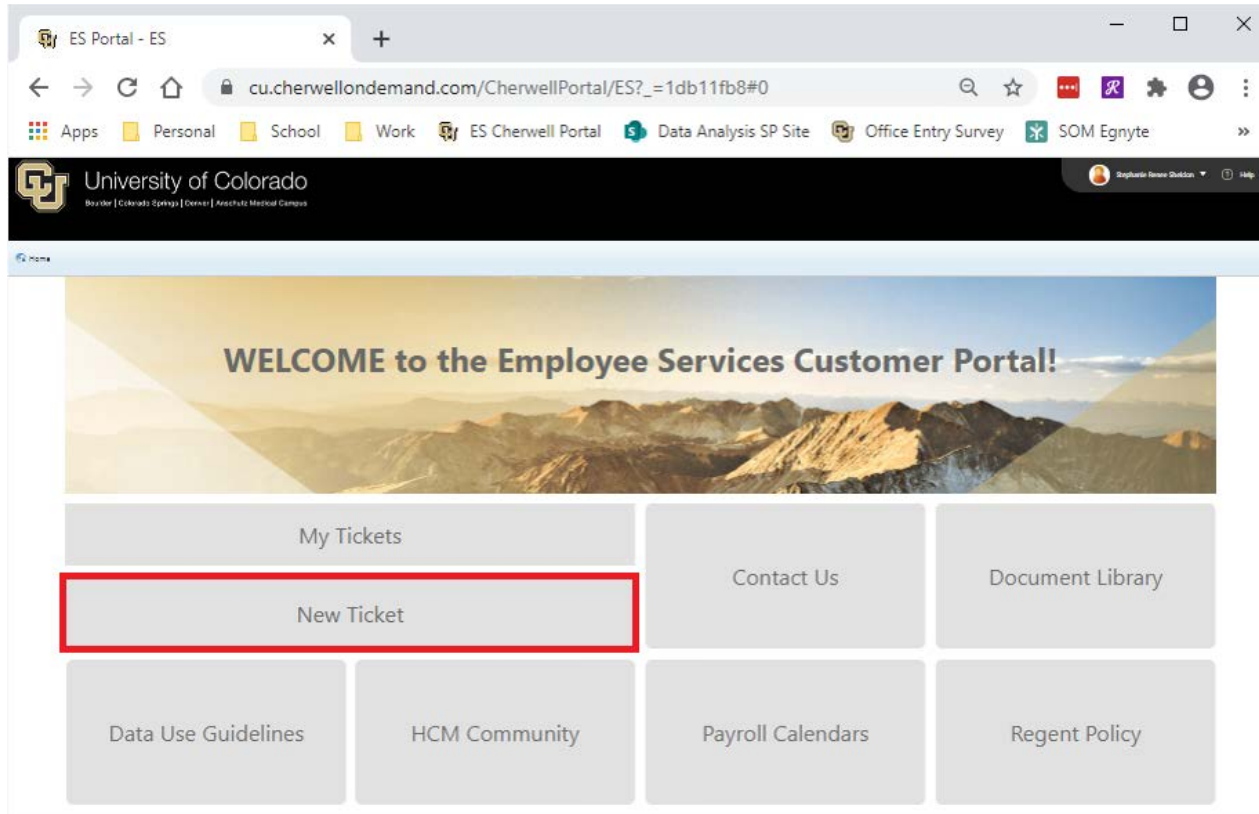
ES Cherwell Customer Portal

► You are in!



ES Cherwell Customer Portal

- ▶ To open a new ES Data ticket, click New Ticket:



ES Cherwell Customer Portal

- Select category/subcategory, fill in details, and click Submit:

The screenshot shows a web browser window with the URL cu.cherwellondemand.com/CherwellPortal/ES?_=4df90f29#0. The page header includes the University of Colorado logo and navigation links for Boulder, Colorado Springs, Denver, and Anschutz Medical Campus. The user is logged in as Stephanie Renee Sheldon. The form displays the status as 'New' and the ES Ticket ID as 355691. The user's name and email (51000 - EMPLOYEE SERVICES) are shown. The form fields are: Service (ES Data), Category (PeopleSoft Query), Subcategory (Report an Issue), Short Description (PS Query Issue EXAMPLE), and Description (For ES HCM campus call, Enter details here:). A Submit button is located at the bottom right of the form.

355691 - ES

Contact Employee Services | Univ... | +

cu.cherwellondemand.com/CherwellPortal/ES?_=4df90f29#0

Apps Personal School Work ES Cherwell Portal Data Analysis SP Site Office Entry Survey SOM Egnite Tableau Server - De...

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Stephanie Renee Sheldon Help

Home

Save Cancel Refresh Delete Attach (0) Record 1 of 1 Current Record List Grid

Status: New ES Ticket ID 355691

Stephanie Renee Sheldon
51000 - EMPLOYEE SERVICES

Service: ES Data
Category: PeopleSoft Query
Subcategory: Report an Issue

Short Description:
PS Query Issue EXAMPLE

Description:
For ES HCM campus call, Enter details here:

Submit

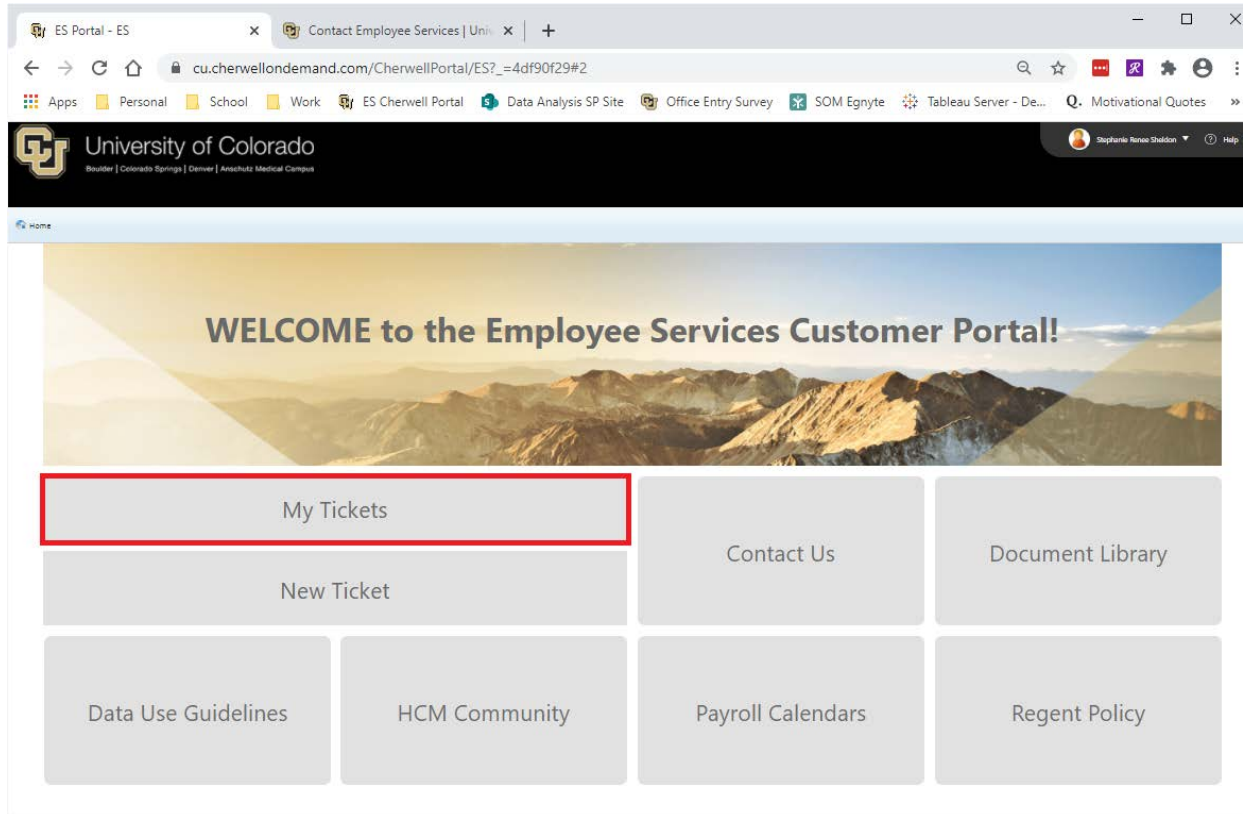
ES Cherwell Customer Portal

- ▶ If successful, the Submit button will appear grayed out. To go back home, click Home in the upper left corner...

The screenshot shows a web browser window with the URL `cu.cherwellondemand.com/CherwellPortal/ES?_id=4df90f29#1`. The page header includes the University of Colorado logo and navigation links. A red box highlights the 'Home' link in the top left corner. The main content area displays a ticket submission form for 'Status: New' with 'ES Ticket ID: 355691'. The form includes fields for 'Service' (ES Data), 'Category' (PeopleSoft Query), and 'Subcategory' (Report an Issue). There are also text areas for 'Short Description' (PS Query issue EXAMPLE) and 'Description' (For ES HCM campus call. Enter details here!). A 'Submit' button is visible at the bottom right of the form.

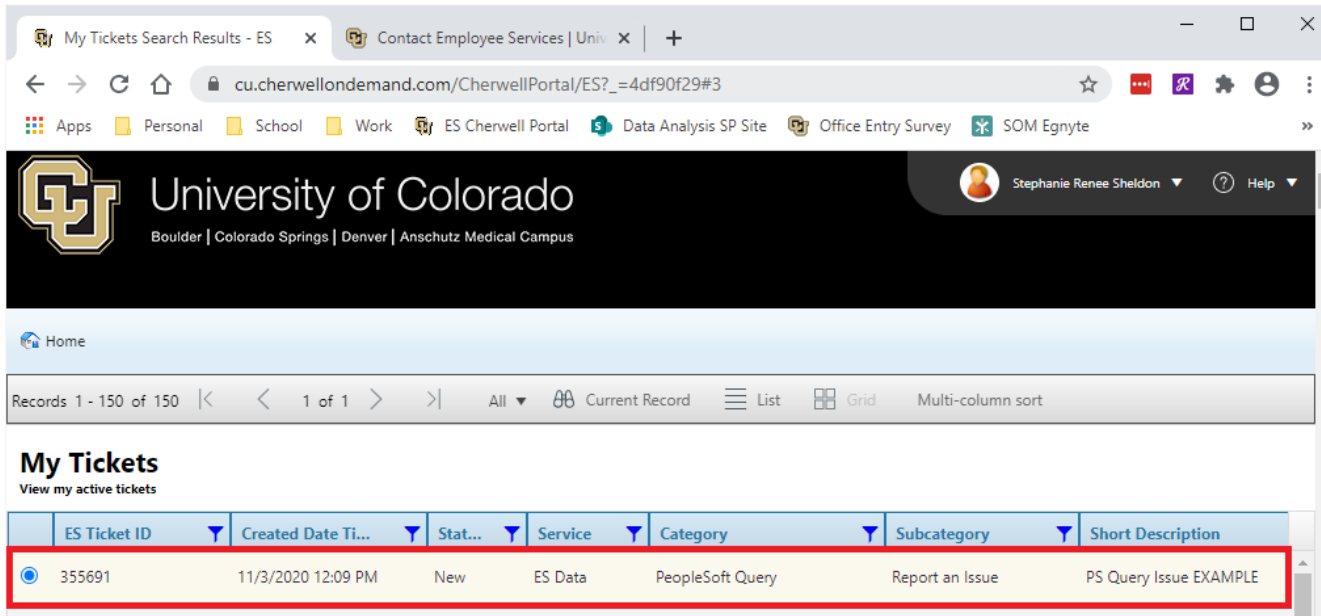
ES Cherwell Customer Portal

- To view the status of an existing ticket, click My Tickets:



ES Cherwell Customer Portal

- You should see your ticket, plus other active tickets opened by you:



The screenshot shows a web browser window with the URL `cu.cherwellondemand.com/CherwellPortal/ES?_=4df90f29#3`. The page header includes the University of Colorado logo and the user name Stephanie Renee Sheldon. Below the header, there is a navigation bar with links to Home, My Tickets, and other services. The main content area displays a table of tickets. The table has columns for ES Ticket ID, Created Date Time, Status, Service, Category, Subcategory, and Short Description. A single ticket is listed with ID 355691, created on 11/3/2020 at 12:09 PM, status New, service ES Data, category PeopleSoft Query, subcategory Report an Issue, and short description PS Query Issue EXAMPLE. The ticket row is highlighted with a red border.

| ES Ticket ID | Created Date Time | Status | Service | Category | Subcategory | Short Description |
|--------------|--------------------|--------|---------|------------------|-----------------|------------------------|
| 355691 | 11/3/2020 12:09 PM | New | ES Data | PeopleSoft Query | Report an Issue | PS Query Issue EXAMPLE |

ES Cherwell Customer Portal

- ▶ The first time you view your active tickets list, it may not look exactly like mine. Use the tools menu to set up the view how you like. You'll only need to do this once as your changes will be saved.

My Tickets Search Results - ES | Contact Employee Services | Univ | +

cu.cherwellondemand.com/CherwellPortal/ES?_=4df90f29#3

Apps Personal School Work ES Cherwell Portal Data Analysis SP Site Office Entry Survey SOM Egnyte

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Stephanie Renee Sheldon Help

Home

Records 1 - 150 of 150 | 1 of 1 | All | Current Record | List | Grid | Multi-column sort

My Tickets

View my active tickets

| ES Ticket ID | Created Date Ti... | Stat... | Service | Category | Subcategory | Short Description |
|--------------|--------------------|---------|---------|------------------|-----------------|------------------------|
| 355691 | 11/3/2020 12:09 PM | New | ES Data | PeopleSoft Query | Report an Issue | PS Query Issue EXAMPLE |

Known Query Issue

- ▶ We have received ~1/2 dozen tickets regarding this issue
- ▶ Appears to be related to the recent Oracle 19c upgrade
- ▶ UIS is looking into root cause
- ▶ UIS has opened a ticket with Oracle
- ▶ Currently, no specific timeline for a fix



Questions

[Q & A - Current Call](#)

[Q& A - Previous Call](#)



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EMPLOYEE SERVICES

Q & A – Current Call

Questions from today's call

| | |
|---|--|
| I've hired some new stipend grad students but still need to complete the HR I-9 process. I don't have a tile on my Portal for this. Could you please send me the link to the training required to obtain this tile? | The course is called CU: Form I-9. Once completed, please reach out to your Campus Security Coordinator to ensure you're set up with a HireRight user account. |
| Is the Cherwell ticket to be used for HCM issues (transactions, TBTs, etc.)? | No, the new ES Cherwell portal is to be used for only HCM Data requests. To goal is to direct users to this portal instead of submitting tickets to HCMdata@cu.edu . |
| I've had a problem accessing HCM using Chrome - it seems like it is in a never ending loop when launching. It works well with Internet explorer - is this a known issue? | This is not a known issues, as many of the ES team members currently successfully use Chrome to access HCM. We will raise this with our UIS colleagues to see if they are aware. |
| Is there a Spanish version of the "Ready to Retire" information? | The ES Benefits Outreach team is currently working on translating material, so please expect an update soon! |



Q & A - Previous Call

Questions from October 6 call

We have an employee that is out on maternity leave. Do you need to have them certify leave even though they are not in the office?

Everyone who has a leave balance should certify during the open certification period.

We have a classified employee that had adjustments made to their leave balances so their balances do not match. Neither campus HR or the department made these adjustments. Who do I reach out to inquire about this? I tried Employee Services--(Jim) told me they do not do adjustments.

Adjustment made from the leave sweep will be captured in July the day after the payroll posted accruals. Any other adjustments (reflected in Cumulative Hours Adjust from the CU Leave Accrual Summary) can be reviewed from CU Time, or with the Time Entry query, which includes earnings period, approved by, and approval date.

Is the regular max leave accrual balance (352) the same for part time employees or is it prorated? Thanks.

It is the same for all faculty and university staff regardless of number of hours worked or standard hours.

Furlough Leave, is there report that will help with keeping track of employee usage.

If furlough use is reported by employees in My Leave, it will not upload to CU Time (because the pay docs is already captured in job data compensation or by a manual upload.) Use the CUES_HCM_MY_LEAVE_CALENDAR query to search for DK3 within the desired time period to verify reported furlough use.

Is the monthly upload date the same as the funding update deadline (for entering funding updates in HCM)? How do I know by looking at the payroll calendar when that deadline is?

It is most ideal to post funding updates by the 10th of the month. Posting new funding by the payroll deadline ensures the funding will process with payroll post processing—which kicks off sometime between the payroll deadline and before the payroll registers being available.



References

- ▶ <https://www.cu.edu/hcm-community>
- ▶ <https://www.cu.edu/hcm-community/hcm-projects/get-involved>

Calendars

- ▶ <https://www.cu.edu/hcm-community/events/hcm-biweekly-call>
- ▶ <https://www.cu.edu/hcm-community/pay-employees/payroll-production-calendars>

Blogs

- ▶ <https://www.cu.edu/uis/maintenance-matters>
- ▶ <https://www.cu.edu/blog/work-life>
- ▶ <https://www.cu.edu/blog/hcm-community/category/hcm-community-news>



Thank you for joining us.

Contact Employee Services

Mailing Address:

Employee Services
University of Colorado
1800 Grant St., Suite 400
Denver, CO 80203

Interoffice Mail: 400 UCA

Email: EmployeeServices@cu.edu

Main Number:

303-860-4200

1-855-216-7740 (toll-free)

- Opt. 1: Employee Verification
- Opt. 2: Payroll and HCM
- Opt. 3: Benefits
- Opt. 5: CU Careers

Website: www.cu.edu/es



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ES.Campus-Outreach@cu.edu

HCM_Community@cu.edu



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