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EMPLOYEE SERVICES

Human Capital Management: Job Aid / Reference

Creating and Uploading Time and Leave Data into CU Time

This guide contains information about how to create, review and change time and leave data for your department through CU Time. This guide works best if you access it online to link to the information you need.

CU Time is the entry point for timesheet uploads using data from My Leave and Kronos. CU Time is also used for manual entries or file uploads; that is, for all the pay and deductions not sent automatically from Job Data, Create Additional Pay or other sources in HCM.

The resources linked in this guide are available via the HCM Community Master Resources page at https://www.cu.edu/hcm-community/master-resources-page.

Regular and Off-Cycle Payrolls – How to Use Them in CU Time

The university pays employees using two types of payrolls:

- **On-cycle payrolls:** Regular biweekly and monthly payrolls

- **Off-cycle payrolls:** Weekly payrolls used for catchup pay and other pay that can't wait for the regular payroll.

You can load data into CU Time for any of these payrolls. You can find the pay run ID's, pay end dates and processing dates for all of these on the CU Pay calendars posted at http://www.cu.edu/hcm-community/payroll-production-calendars.

Using the Off-Cycle Indicator:
Every entry in CU Time has a checkbox to indicate whether you want the entry to be available for load to an off-cycle payroll or not.

- If the off-cycle box is not selected, the entry will load only to a regular payroll (monthly or biweekly, depending on the pay group the employee is in).

- If the box is selected, the entry will be available for either regular or off-cycle payrolls.

When Entries Upload:
- For uploads to regular payrolls, the system compares the earnings end date on your approved entry with the Pay Period End date (PPE date) of the payroll. If the earnings date is less than or equal to the PPE date, the entry will load. If not, it will wait until a later payroll.

- For uploads to off-cycle payrolls, the system compares the earnings end date on your approved entry to two other dates – the PPE of the off-cycle payroll and the PPE of the last confirmed regular payroll (monthly or biweekly as appropriate to the entry). If the earnings date is less than or equal to either of the PPE dates, the entry will load. This is particularly useful for monthly payroll entries that were too late for the regular payroll because it allows you to enter to an off-cycle in the same month, to pay at or near the same pay end date as the regular payroll.

Methods for Entering Time in CU Time

The following methods are used to upload data into CU Time:

- My Leave uploads

- Uploads from Kronos, timeclock or other automated time collection methods

- Earnings uploads (Regular Earnings or One-Time Payments)

- Additional one-time payments automatically loaded from ePAR Additional Payments

- Manual entries

Step 1: Getting Time and Leave Data from Employees

The following methods are the most common ways to collect Time and Leave information from departmental employees:

- My Leave (For more information, refer to one of the following step-by-step guides: *My Leave for Employees*, *My Leave for HCM Community Members*, or *My Leave for Managers*. These guides are available from the HCM Community Resources page -- https://www.cu.edu/hcm-community/master-resources-page

- Kronos, Time Clock or other department process to collect the time electronically

- Paper timesheets

Once the data is collected and approved, proceed with the step related to your data:

- **Step 2:** Uploading Time and Leave from My Leave into CU Time

- **Step 3:** Uploading Non-My Leave Files

Step 2: Uploading Time and Leave from My Leave into CU Time

See the section on Using My Leave to load timesheets to CU Time in the *My Leave for HCM Community Members Step-by-Step Guide* at https://www.cu.edu/hcm-community/sbs-my-leave-hcm-community-members.

Step 3: Uploading Non-My Leave Files

If you are uploading any file or entering data not generated in My Leave, see the appropriate step in the list below to continue:

3a: Uploading Kronos, Time Clock or other timesheet automated files

3b: Data entry via Regular Earnings or One-Time Pay uploads

3c: Additional payments entered via ePAR

3e: Entering time manually

Step 3a: Uploading Kronos or Other Timesheet Automated Files

If your department uses a time clock or another electronic or manual process, you can upload the data into CU Time. Refer to Uploading Time Collection Files Step-by-Step Guide for more informaition.

Step 3b: Data Entry via Regular Earnings or One-Time Pay Uploads

When you want to load multiple entries at once, you can create an earnings upload file. Refer to the Earnings Upload step-by-step guides and templates available at the following links:

- Regular Earnings uploads:
    - Step-by-Step: http://www.cu.edu/hcm-community/sbs-uploading-regular-earnings-time-collection-files
    - Template: https://www.cu.edu/hcm-community/cu-time-regular-earnings-template
- One-Time Payment uploads:
    - Step-by-Step: http://www.cu.edu/hcm-community/sbs-uploading-cu-one-time-payments
    - Template: https://www.cu.edu/hcm-community/one-time-payments-template

Divide regular earnings and one-time payments into separate spreadsheets. The format for each is the same, but you cannot upload one-time payments through Regular Earnings Upload or vice-versa.

The earnings codes listed below are one-time pay and are NOT ALLOWED for Regular Earnings uploads. Use only in One Time Pay uploads.

ONE TIME PAY CODES ONLY – DO NOT USE ON REGULAR EARNINGS UPLOADS

CODE	Description	CODE	Description
ADP	One Time Pay - Res and Student	MVP	BeColorado Move Payment
ALW	Allowances - Uniforms	MVT	Moving Expense - Taxable
APF	Additional Pay Flat	PPO	NonBase Building COLA/Merit
AWR	Awards - Taxable	REC	Recruitment Incentive Pay
BAM	BrusMus Imputed	REF	Referral Award
BON	Bonus	SEV	Severance
CTI	Chinese Tax Imputed Income	SP1	Stipend-Students except JC32xx
CTR	Other Contracts	TPD	Temporary Pay Differential
DPD	Discretionary Pay Differential	TTF	Taxable Tuition FICA
FSI	Food Services Incentive	TTW	Taxable Tuition Waiver
HN1	Honorarium - One Time Pymt	UOC	UPI On Call Incentive Pay
INC	Incentive Pay	UPI	University Physicians Inc
LEG	Med - Legal	VSI	Voluntary Severance Incentive
MVA	Moving Expenses - Acard	WW	Weight Watchers Imputed Income
MVN	Moving Expense - Non Taxable		

Grey fill: Employee Services use only. DO NOT USE.

After completing these steps, go to Step 4.

Step 3c: Additional Payments Entered via ePAR

If you entered a payment through Document Collection> Additional Pay> One-Time Payment, upon approval, it will show up automatically in the CU Reported Time Summary. Recurring payments will not appear in CU Time, but will be added during payroll processing. Refer to the step-by-step guide at https://www.cu.edu/hcm-community/sbs-additional-pay-entering-one-time-payment .

After completing these steps, go to Step 4.

Step 3d: Entering Time Manually

Refer to the step-by-step guide at https://www.cu.edu/hcm-community/sbs-manually-entering-reported-time .

After completing these steps, go to Step 4.

Step 4: Reviewing, Updating and Approving Time

After all of the time inputs are entered, you can review, upload, update and approve (if necessary) all of the time and leave entries. There are several methods to choose from, described below.

Note: My Leave time is approved before HCM loads it to CU Time.

- To manage time entries (review, approve, deny, change off-cycle status) by batch ID:

  NavBar> Navigator> CU Time> CU Mass Approve Reported Time

  Ideal for Regular Earnings and One-Time Pay uploads, and for Kronos and other time collection uploads using a batch ID.

- To review and approve time by department and earnings dates, for any group upload:

  NavBar> Navigator> CU Time> CU Reported Time Summary

- To review and manage time (approve, deny, change off-cycle status) by individual employee:

  NavBar> Navigator> CU Time> CU Employee Reported Time

  Refer to the appropriate step-by-step guides for directions.