

Human Capital Management: Quick Reference Guide

Adding Time Manually: One Employee at a Time

Navigation Shortcut: HCM Community Users> CU Time Collection> CU Employee Reported Time

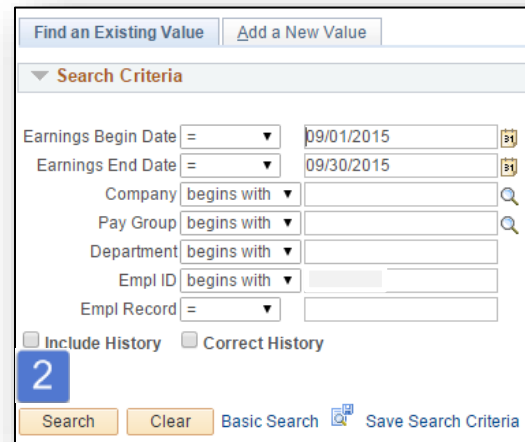
To search for current earnings first:

1. Enter an **Empl ID** and **Earnings Begin and End** dates.

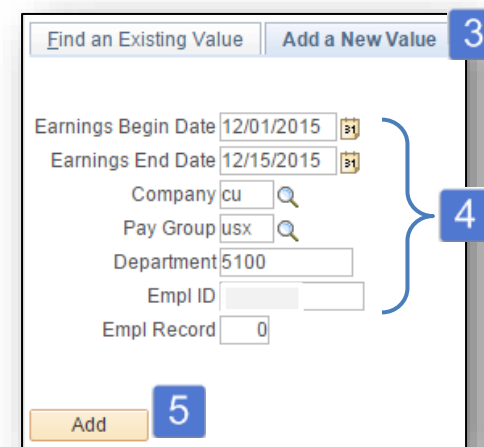
2. Click **Search**.

To manually add a value:

3. Click the **Add a New Value** tab
4. Enter all fields, including **Company**, **Pay Group**, **Department** and **Empl Record**.
5. Click **Add**.



1



To enter employee details:

6. Select an Entry Type (**Manual Time Sheet** for most entries).
7. Click the tab that corresponds to the **Entry Type** you selected (Batch TimeSheets & Leave Details for most entries).
8. Enter all relevant information in the open fields.
9. If needed, and for the same job and earnings dates, click the **plus** button to add additional lines for the same employee (optional).
10. Click **Save**.

CU Reported Time

Earnings Begin Date 04/01/2019 Earnings End Date 04/30/2019

Company CU University of Colorado Pay Group UOT University Staff OT Eligible

Department 51000 Employee Services

Empl ID [] Empl Record 0 Name []

Employee Reported Time Details

Personalize | Find | [] [] First 1 of 1 Last

Employee Details Batch & My Leave & Manual Onetime Deductions Onetime Tax Onetime Payments Regular Earnings

Seq Nbr Off Cycle Y Batch Run ID Position Number Business Unit Job Code SpeedType Sep Check Nbr Entry Type Status Approver Name Approval Date Date Time Modified Date Time Created

1 [] [] [] [] [] [] [] Needs Approval 05/16/2019 02:18:24 PM

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Save Notify

Manual Time Sheet
OneTime Deduction
OneTime Payment
OneTime Tax
Regular Earnings

Add Update/Display Include History Correct History

Empl ID 188553 Empl Record 0 Name Lane,Lezlie Karen

Employee Reported Time Details Personalize | Find | [Icons] First 1 of 1 Last

Employee Details Batch TimeSheets & Leave Details OneTime Payments **Regular Earnings** [Icon]

| Seq Nbr | Off Cycle | Earnings Code | Additional Pay Shift | Tax Periods | Tax Method | Deductions Taken | Deduction Subst ID | General Deductions Taken | General Ded Subst ID | Hours | Amount |
|---------|-----------|---------------------|----------------------|-------------|------------|------------------|--------------------|--------------------------|----------------------|--------|----------|
| 1 | [Icon] | [Search] [Dropdown] | [Dropdown] | [Dropdown] | [Dropdown] | [Dropdown] | [Dropdown] | [Dropdown] | [Dropdown] | [Text] | [Text] 9 |

Navigate Back to Summary Page

Save [Icon] Notify [Icon] Add [Icon] Update/Display [Icon] Include History [Icon] Correct History [Icon]