![University of Colorado — Boulder | Colorado Springs | Denver | Anschutz Medical Campus — EMPLOYEE SERVICES]

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
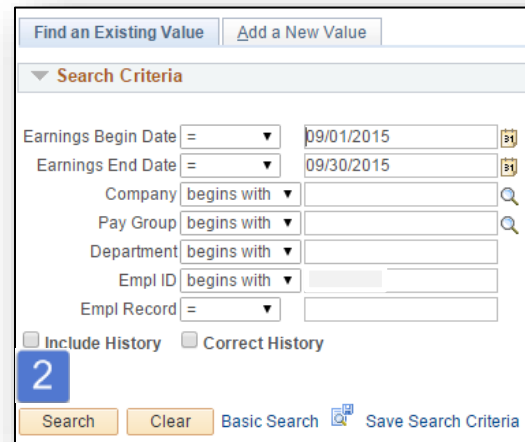
To search for current earnings first:

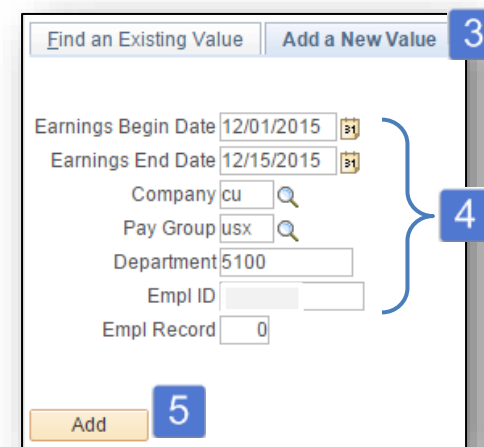1. Enter an **Empl ID** and **Earnings Begin** and **End** dates.

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**.

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**.