

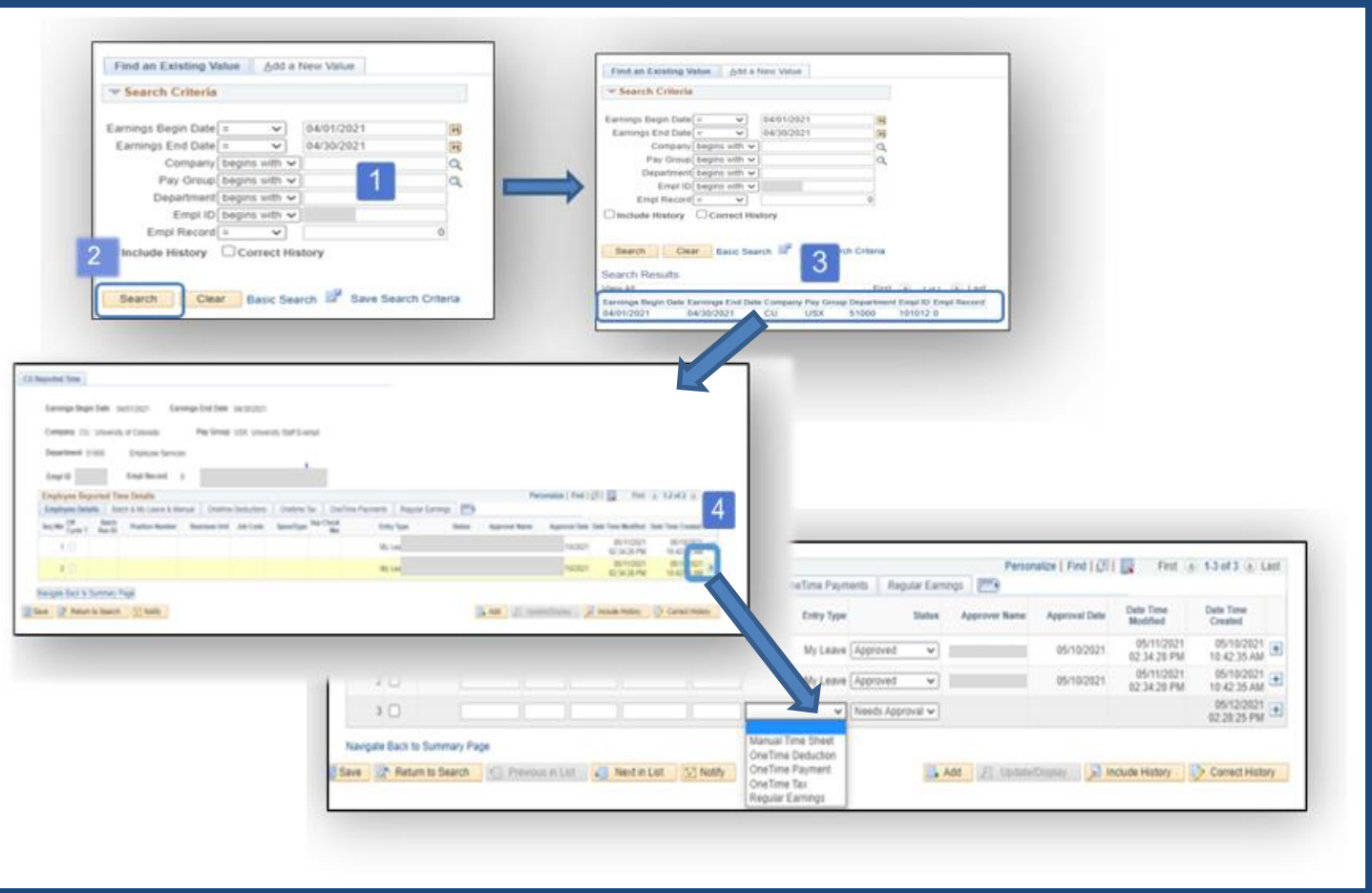
Human Capital Management: Quick Reference Guide

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 and **Empl Record**.
2. Click **Search**.
3. If the search produces a result, select it. Otherwise, go to step 5 to add a new value.
4. Click on the plus button at far right to add a line and continue to step 6.



The screenshots illustrate the following steps:

- Step 1:** Search Criteria form. Fields include Earnings Begin Date (04/01/2021), Earnings End Date (04/30/2021), Company (begins with), Play Group (begins with), Department (begins with), Empl ID (begins with), and Empl Record (0). A blue '1' is placed over the Empl ID field.
- Step 2:** Search Results table. A blue '2' is placed over the Search button. The results table has columns: Earnings Begin Date, Earnings End Date, Company, Play Group, Department, Empl ID, and Empl Record. A blue '3' is placed over the first row of results.
- Step 3:** Employee Reported Time Details page. A blue '4' is placed over the plus button at the end of a row in the earnings table.
- Step 4:** A dropdown menu with options: Manual Time Sheet, OneTime Deduction, OneTime Payment, OneTime Tax, and Regular Earnings.

To add a new value:

5. Click **Add a New Value**. Complete all fields. Make sure the department number agrees with job information. Click **Add**.

CU Reported Time

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

Earnings Begin Date 050121

Earnings End Date 053121

Department 51000

Empl ID 101012

Empl Record 0

5

CU Reported Time

Earnings Begin Date 05/01/2021 Earnings End Date 05/31/2021

Company CU University of Colorado Pay Group USX University Staff Exempt

Department 51000 Employee Services

Empl ID Empl Record 0

Employee Reported Time Details Personalize | Find | First 1 of 1 Last

Seq Nbr	Off Cycle ?	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	<input type="checkbox"/>								Needs Approval				05/12/2021 03:06:20 PM

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. Do not enter both Hours and Amount.
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

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

Seq Nbr Off Cycle ? 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

Navigate Back to Summary Page

Save Notify Add Update/Display Include History Correct History

Empl ID 188553 Empl Record 0 Name Lane, Lezlie Karen

Employee Reported Time Details

Employee Details Batch TimeSheets & Leave Details OneTime Payments Regular Earnings

Seq Nbr Off Cycle ? Earnings Code Additional Pay Shift Tax Tax Method Deductions Taken Deduction Subset ID General Deductions Taken General Ded Subset ID Hours Amount

1 Needs Approval

Navigate Back to Summary Page

Save Notify Add Update/Display Include History Correct History