

Human Capital Management: Quick Reference Guide

Reviewing, Updating and Approving Time

Navigation Shortcut: HCM Community Users dashboard> CU Time Collection> CU Reported Time Summary

To search for all time and leave inputs:

1. Enter search parameters, such as:
 - **Department**
 - **Pay Group**
 - **Earnings End Date**

2. Click **Search** to retrieve batch entries, which will be separated by pay groups.

Note: All other batches for the same time period will also display.

3. Click a specific **Pay Group** to view.

CU Reported Time Summary

Enter any information you have and click Search. Leave fields blank for a full search.

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

Search Criteria

Earnings Begin Date = 
 Earnings End Date = 
 Company begins with 
 Pay Group begins with 
 Department begins with

☐ Correct History

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[Search](#)

[Clear](#)

[Basic Search](#)



[Save Search Criteria](#)

Search Results

View All		First		1-2 of 2	Last
Earnings Begin Date	Earnings End Date	Company	Pay Group	Department	
08/02/2015	08/15/2015	CU	STU	51000	3
08/02/2015	08/15/2015	CU	TMP	51000	

To review time and leave inputs:

4. Click the **Employee Details** tab, which is the only tab that shows the employee's name, as well as other details.
5. Click an **Employee ID** to view details and make changes.

To update time and leave inputs:

6. Review and make changes to the following fields:
 - **Position Number**
 - **Business Unit**
 - **Job Code**
 - **SpeedType**
7. To add a line of pay for the same earnings dates and job, select an **Entry Type** and click the plus button.

To approve time and leave inputs:

8. Return to the **Employee Details** tab.
9. **Select** employee records needing approval.
10. Click the **Approve** button.
11. Confirm approval details have populated (Status, Approval Date, Approver Name, Date and Time).

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Employee Details | TimeSheets & Leave Details | OneTime Payments | Regular Earnings

Select	Off Cycle ?	Employee ID	Empl Rcd	Earnings Code	Additional Pay Shift	Tax Periods	Tax Method	Deductions Taken	Deduction Subset ID	General Deductions Taken	General Ded Subset ID	Amount
1	<input checked="" type="checkbox"/>	151534	0									
2	<input checked="" type="checkbox"/>	151534	0									
3	<input type="checkbox"/>	250180	0									
4	<input type="checkbox"/>	250180	0									
5	<input type="checkbox"/>	250180	0									

Select All Deselect All 10

Approve

Earnings Begin Date: 08/02/2015 Earnings End Date: 08/15/2015

Company: CU University of Colorado Pay: STU Student Workers Group:

Department: 51000 Employee Services

Reported Time Summary

Employee Details | Batch TimeSheets & Leave Details | OneTime Payments | Regular Earnings

Select	Off Cycle ?	Employee ID	Empl Rcd	Seq Nbr	Name	Position Nbr	Business Unit	Supervisor ID	Reports To	Batch Run ID	SpeedType	Sep Check Nbr	Entry Type	Status	Approval Date	Approver Name	Date Time Modified	Date Time Created
1	<input checked="" type="checkbox"/>	212855	0	1		00713692	USYS		00701285	FA2				Approved	10/28/2015 06:57:57 PM	Brown, Lauren Shelley	10/28/2015 05:28:55 PM	10/28/2015 05:28:55 PM
2	<input type="checkbox"/>	267650	0	2		00715627	USYS		00669328	FA2				Approved	10/28/2015 06:57:57 PM	Brown, Lauren Shelley	10/28/2015 05:28:55 PM	10/28/2015 05:28:55 PM

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