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.
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).