

Human Capital Management: Quick Reference Guide

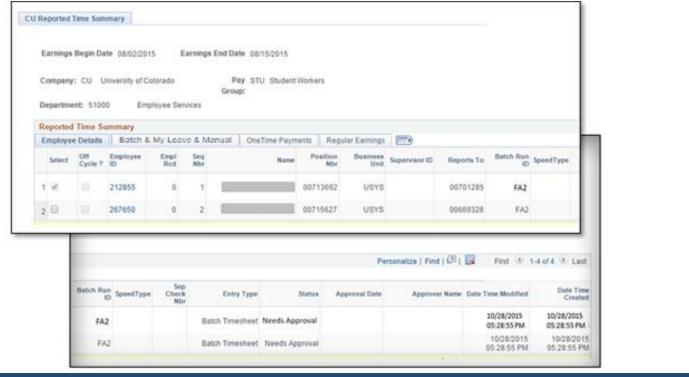
Reviewing, Updating and Approving Time

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

To search for all time and leave **CU Reported Time Summary** inputs: Enter any information you have and click Search. Leave fields blank for a 1. Enter search parameters, such as: **Department** Find an Existing Value Add a New Value **Pay Group** Search Criteria **Earnings End Date** 2. Click **Search** to retrieve Earnings Begin Date = batch entries, which will be separated by pay groups. Earnings End Date = 08/15/2015 31 Q Company begins with ▼ Note: All other batches for the same time period Pay Group begins with ▼ will also display. Department begins with ▼ 51000 3. Click a specific Pay Group Correct History to view. Basic Search Save Search Criteria Clear Search Search Results View All Earnings Begin Date Earnings End Date Company Pay Group Department 08/02/2015 08/15/2015 CU STU CU TMP 08/02/2015 08/15/2015 51000

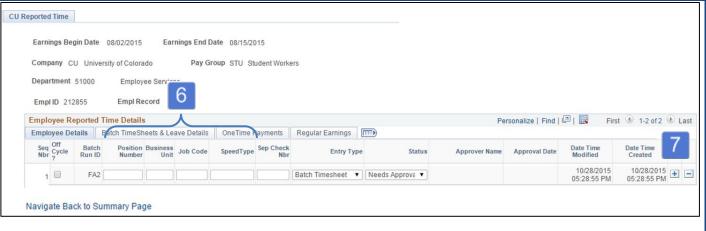
To review time and leave inputs:

- 4. Click the **Employee Details** tab, which is the only tab that shows the employee's name, as well as other details.
- 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).

