

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

▼ **Search Criteria**

Earnings Begin Date =

Earnings End Date =

Company begins with

Pay Group begins with

Department begins with

Correct History

1

2

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
08/02/2015	08/15/2015	CU	TMP	51000

3

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.

CU Reported Time Summary

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 & My Leave & Manual OneTime Payments Regular Earnings **FA2**

Select	Off Cycle ?	Employee ID	Empl Rcd	Seq Nbr	Name	Position Nbr	Business Unit	Supervisor ID	Reports To	Batch Run ID	SpeedType
1	<input type="checkbox"/>	212855	0	1	[REDACTED]	00713692	USYS		00701285	FA2	
2	<input type="checkbox"/>	267650	0	2	[REDACTED]	00715627	USYS		00669328	FA2	

Batch Run ID	SpeedType	Sep Check Nbr	Entry Type	Status	Approval Date	Approver Name	Date Time Modified	Date Time Created
FA2			Batch Timesheet	Needs Approval			10/28/2015 05:28:55 PM	10/28/2015 05:28:55 PM
FA2			Batch Timesheet	Needs Approval			10/28/2015 05:28:55 PM	10/28/2015 05:28:55 PM

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.

CU Reported Time

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

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

Department: 51000 Employee Services

Empl ID: 212855 Empl Record: **6**

Employee Reported Time Details

Employee Details Batch TimeSheets & Leave Details OneTime Payments Regular Earnings **FA2**

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"/>	FA2						Batch Timesheet	Needs Approv			10/28/2015 05:28:55 PM	10/28/2015 05:28:55 PM

7 (plus button)

[Navigate Back to Summary Page](#)

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).

The screenshot displays the HCM system interface. At the top, there are tabs for 'Reported Time Summary' (selected), 'TimeSheets & Leave Details', 'OneTime Payments', and 'Regular Earnings'. Below the tabs is a table with columns: 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, and Amount. Five rows are visible, with the first two rows having their 'Select' checkboxes checked. Below the table is a 'Select All' button and an 'Approve' button. The 'Approve' button is highlighted with a blue box labeled '10'. Below the 'Approve' button, there is a section for 'Earnings Begin Date' (08/02/2015) and 'Earnings End Date' (08/15/2015). The company is 'CU University of Colorado' and the department is '51000 Employee Services'. Below this, there is another 'Reported Time Summary' table with columns: 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, and Date Time Created. Two rows are visible, both with a status of 'Approved'. The 'Status' and 'Approval Date' columns for both rows are highlighted with a red box labeled '11'.