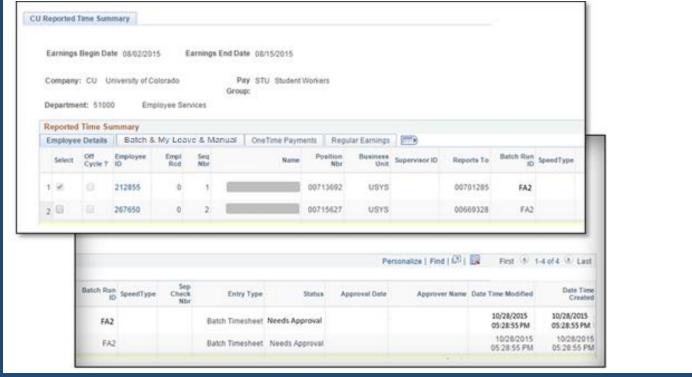# Human Capital Management: Quick Reference Guide

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 l

| Find an Existing Value | Add a New Value |

▼ **Search Criteria**

Earnings Begin Date [= ▼] [   ] 📅
Earnings End Date [= ▼] [08/15/2015] 📅
Company [begins with ▼] [   ] 🔍
Pay Group [begins with ▼] [   ] 🔍
Department [begins with ▼] [51000]

☐ Correct History

2

| Search | Clear | Basic Search | 🔍 Save Search Criteria |

Search Results

| View All | | | First ◄ 1-2 of 2 ► Last |

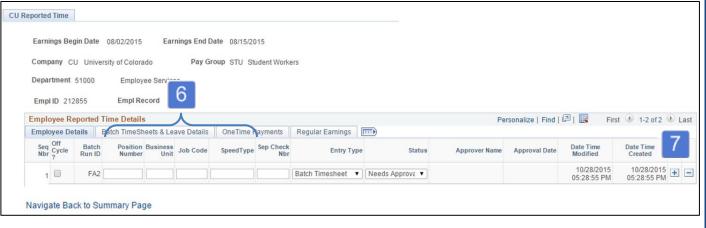| Earnings Begin Date	Earnings End Date	Company	Pay Group	Department
08/02/2015	08/15/2015	CU	STU	51000
08/02/2015	08/15/2015	CU	TMP	51000

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.

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).