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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earnings Begin Date</td>
<td>= [08/02/2015]</td>
</tr>
<tr>
<td>Earnings End Date</td>
<td>= [08/15/2015]</td>
</tr>
<tr>
<td>Company</td>
<td></td>
</tr>
<tr>
<td>Pay Group</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>begins with [51000]</td>
</tr>
</tbody>
</table>

### Search Results

<table>
<thead>
<tr>
<th>Earnings Begin Date</th>
<th>Earnings End Date</th>
<th>Company</th>
<th>Pay Group</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/02/2015</td>
<td>08/15/2015</td>
<td>CU</td>
<td>STU</td>
<td>51000</td>
</tr>
<tr>
<td>08/02/2015</td>
<td>08/15/2015</td>
<td>CU</td>
<td>TMP</td>
<td>51000</td>
</tr>
</tbody>
</table>
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).