University of Colorado
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EMPLOYEE SERVICES

Human Capital Management: Quick Reference Guide

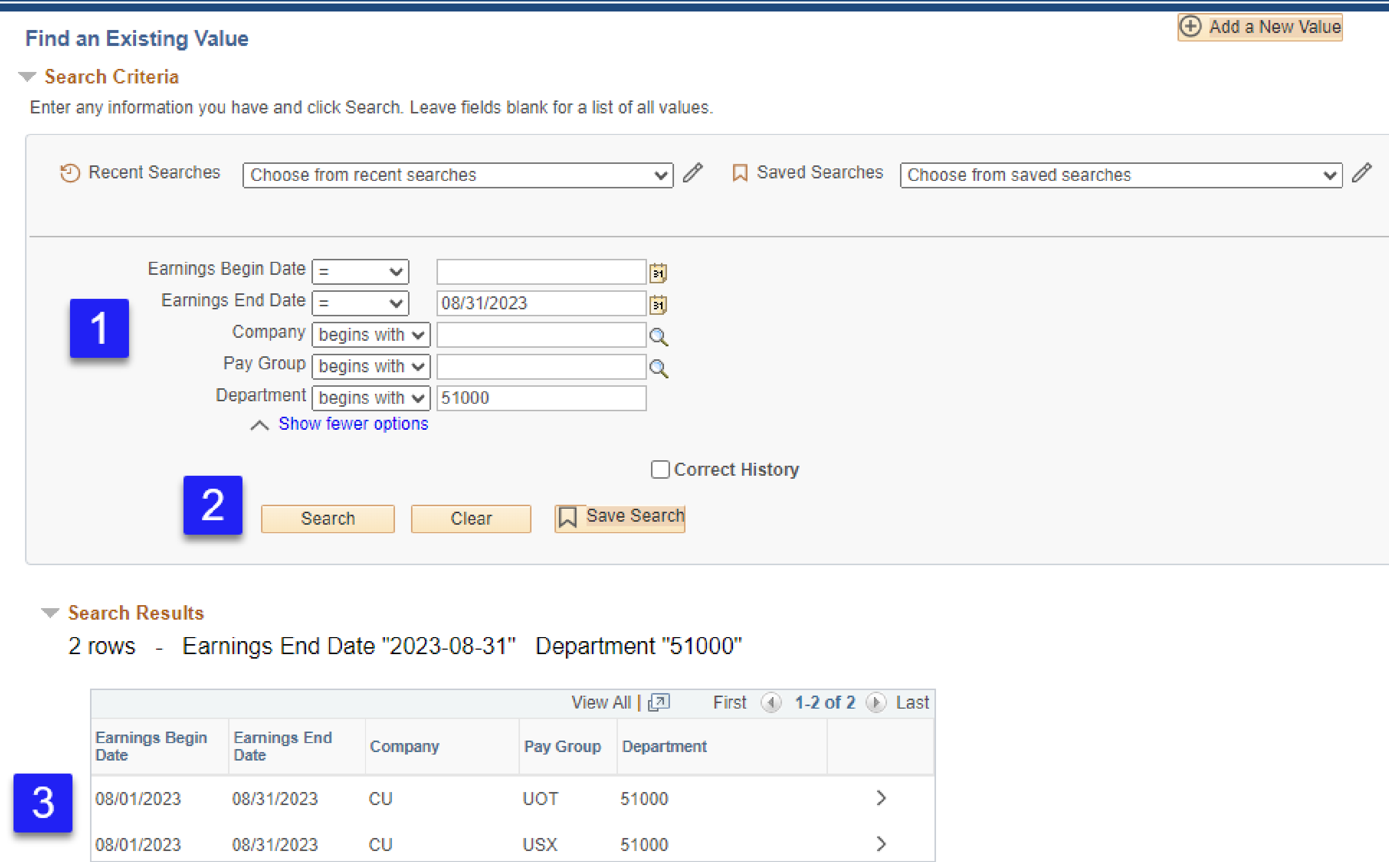
Reviewing, Updating and Approving Time

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

To search for all time and leave inputs:

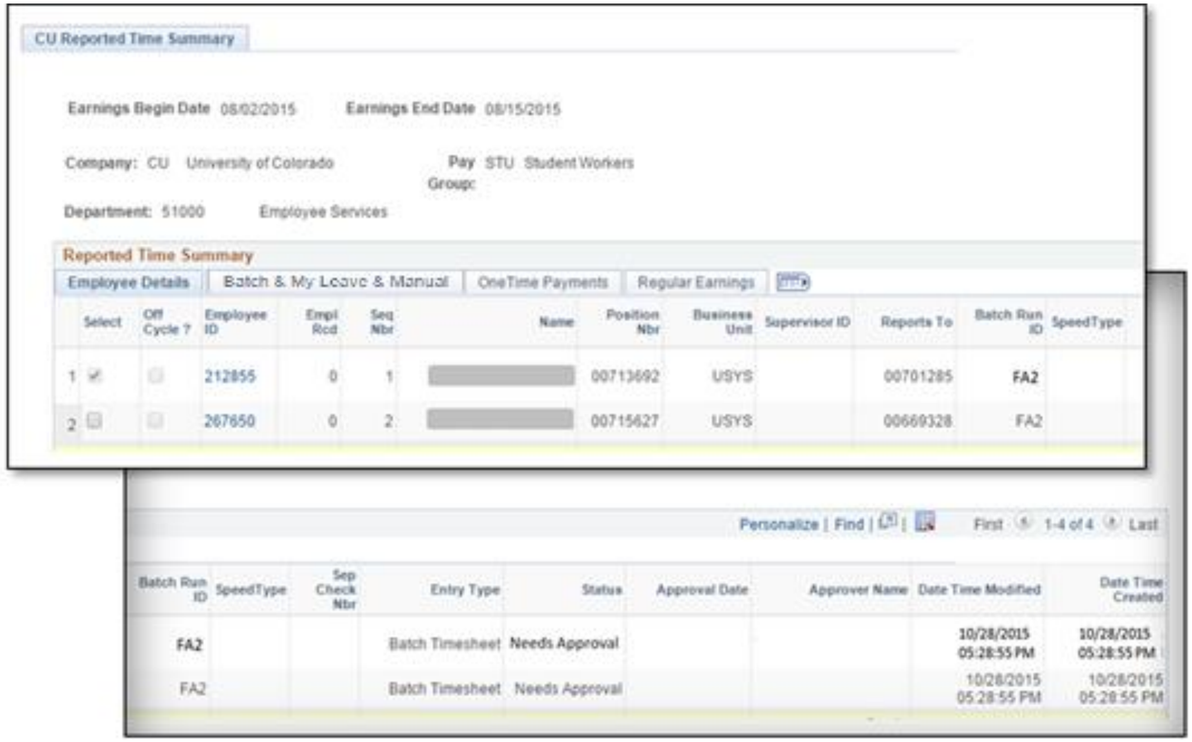
1. Enter search parameters, such as:
   - **Department**
   - **Pay Group**
   - **Earnings End Date**
2. Click **Search** to retrieve batch entries, which will be separated by pay groups.

   Note: All other batches for the same time period will also display.
3. Click a specific **Pay Group** to view.



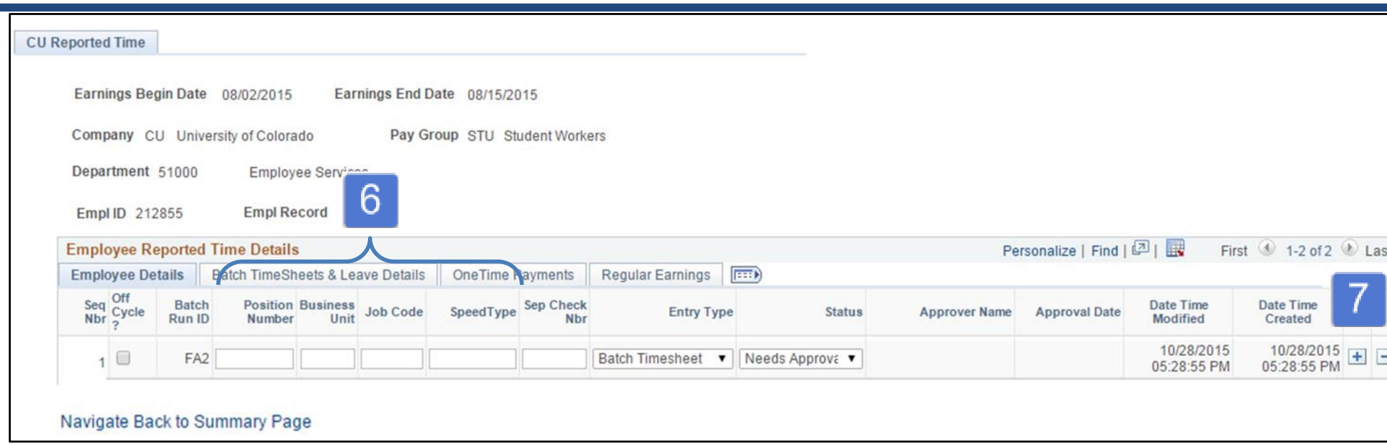
To review time and leave inputs:

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).