

Human Capital Management: Step-by-Step Guide

Tracking COVID-19 Administrative Leave

To ensure compliance with the Families First Coronavirus Response Act (FFCRA), as well as report data to university leadership who drive future funding decisions, designated users on each campus will need to run the COVID-19 Admin Pay query that returns COVID-19 related administrative leave codes run through payroll. The query results should be pasted into the provided template and the reason for the administrative leave selected from a dropdown menu. Nothing else should be changed before saving the file as a .CSV and uploading the data via a new custom process created for the sole purpose of reason tracking. Once a leave reason has been uploaded, that pay line will not be returned again in the query.

Before You Begin

Before running the query, make sure you have the COVID-19 Administrative Leave Tracking template (Excel file: CU COVID-19 Reporting TEMPLATE.xlsx). This template is used to upload data from the COVID-19 Admin Pay query into HCM for tracking Administrative leave related to the COVID-19 respiratory illness and pandemic. A copy of this [template file is available online](#).

Running the COVID-19 Administrative Pay Query

The COVID-19 Administrative Pay query (CUES_HR_COVID_ADMIN_PAY) returns the following earnings codes run through payroll with pay end dates on or after March 1, 2020:

- ADM - Administrative Pay, if entered in combination with COVID-19 comments
- ACP - Administrative COVID-19 Pay
- CHP - COVID-19 Hourly Pay
- FQH - Quarantine Hourly Partial Pay
- FQS - Quarantine Salary Partial Pay
- FCH - Care-Related Hourly Partial Pay
- FCS - Care-Related Salary Partial Pay

Following each confirmed payroll, query output should be copied to the COVID-19 Administrative Leave Tracking template, updated with a valid leave reason, and saved as a CSV file. The CSV file should then be uploaded into HCM for reason tracking.

To run the query from the HCM Community Users dashboard:

1. Click the **HCM WorkCenter** tile.
2. Click the **Resources** tab.
3. Click **Query Manager**.

- In the **begins with** box, type **%COVID** and click **Search**.

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

*Search By begins with

[Advanced Search](#)

Search Results

- When the Search Results are returned, click the checkbox to the left of the query named **CUES_HR_COVID_ADMIN_PAY**.
- From the **Action** dropdown list, select **Add to Favorites** and click **Go**.

*Action

Select	Query Name	Descr	Owner	Personalize	Find
<input checked="" type="checkbox"/>	CUES_HR_COVID_ADMIN_PAY	COVID-19 Admin Pay	Public	Run to HTML	Run to Excel

Action dropdown menu:

- Add to Favorites
- Choose --
- Add to Favorites
- Copy to User
- Delete Selected
- Move to Folder
- Rename Selected

The COVID-19 Admin Pay query should now be pinned to Query Manager under My Favorite Queries.

My Favorite Queries						
Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel
CUES_HR_COVID_ADMIN_PAY	COVID-19 Admin Pay	Public	CU_HR	Edit	HTML	Excel

- Click the **Excel** hyperlink displayed to the right of the query name. A new browser tab opens with prompt instructions. All prompts are optional, but limiting the results can improve processing time.

CUES_HR_COVID_ADMIN_PAY - COVID-19 Admin Pay

Pay Period End (Optional)

Business Unit (Optional)

Node (Optional)

Dept ID (Optional)

8. Click **View Results**.

Your results automatically download to an Excel spreadsheet with the query name at the beginning of the file name and the query process instance number at the end.

The screenshot shows an Excel spreadsheet titled "CUES_HR_COVID_ADMIN_PAY_68155127.xlsx". The data is as follows:

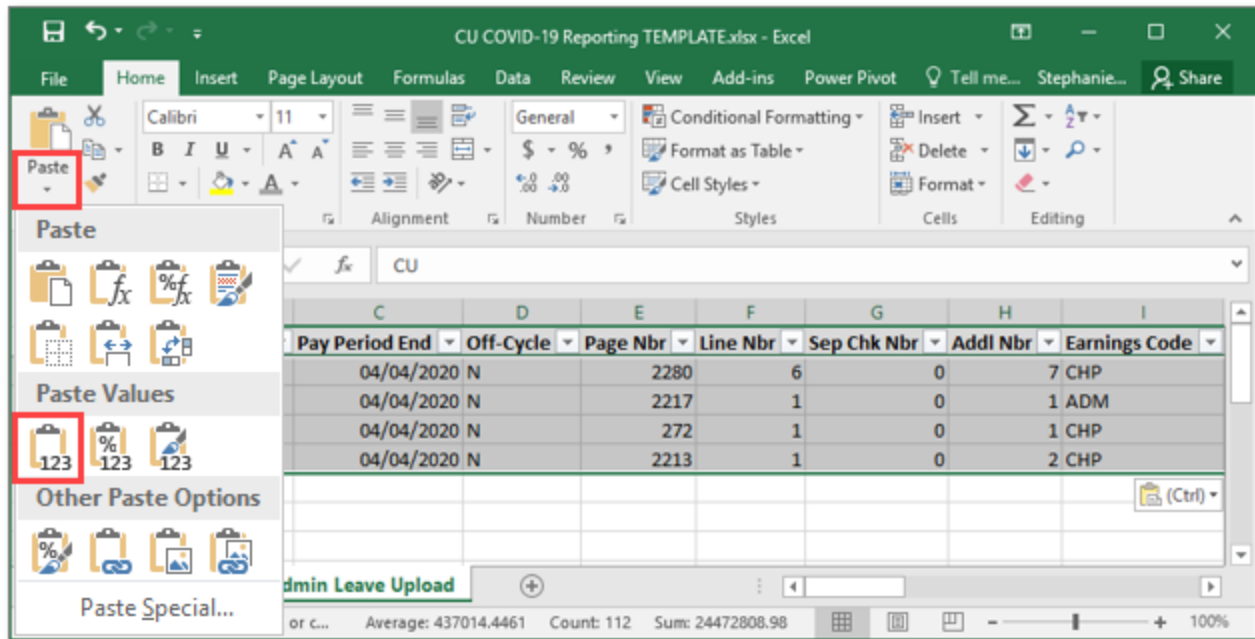
	A	B	C	D	E	F	G	H	I
1	COVID-19 Admin Pay	4							
2	Company	Pay Group	Pay Period End	Off Cycle	Page Nbr	Line Nbr	Sep Chk Nbr	Addl Nbr	Earn Co
3	CU	STU	4/4/2020	N	2280	6	0	7	CHP
4	CU	STU	4/4/2020	N	2217	1	0	1	ADM
5	CU	TMP	4/4/2020	N	272	1	0	1	CHP
6	CU	STU	4/4/2020	N	2213	1	0	2	CHP
7									

The status bar at the bottom shows: Ready, Average: 437014.4461, Count: 112, Sum: 24472808.98, and a zoom level of 100%.

Creating the Tracking Template for Upload

After running the query:

1. Select and copy all rows of data by beginning in Cell A3 and going through Column AE.
2. In the template file, click cell A2.
3. Click the **Paste** menu and choose **Values**. This step is important because it ensures data is formatted correctly for a successful upload process.



4. Scroll over to Column N, which appears highlighted.
5. For each row in the spreadsheet, select a valid reason for COVID Admin leave. If more than one reason applies due to aggregated hours, choose the one that is applicable to the most hours. These different options were chosen to comply with the Families First Coronavirus Response Act (FFCRA) and will also be used for university reporting that may have an impact on funding decisions.
 - FFA1: Gov't Quarantine - Subject to a federal, state, or local quarantine or isolation order related to COVID-19
 - FFA2: Medical Quarantine - Advised by a health care provider to self-quarantine related to COVID-19
 - FFA3: Symptoms - Experiencing COVID-19 symptoms and is seeking a medical diagnosis
 - FFA4: Caring for sick - Caring for an individual subject to an order of mandated isolation or medical-advised self-quarantine
 - FFA5: Caring for child - Caring for a child whose school or place of care is closed for reasons related to COVID-19
 - FFA6: SHHS Other - Experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services
 - Office closure
 - Lack of work
 - Unable to work remotely

6. **Do not make any other changes to the template.**
7. After making a selection for each row, save the file using **CSV (Comma delimited) (*.csv)** as the filetype.

Uploading COVID-19 Admin Pay Reason Data

After saving CSV file that contains the COVID-19 Admin Leave reasons, upload it to HCM:

1. In HCM, select **NavBar> Navigator**.
2. Select **CU Time**.
3. Select **CU Processes**.
4. Select **CU COVID19 Reporting**.
5. Click the **Add a New Value** tab.
6. Enter a value for the **Run Control ID** and click **Add**. This is required the first time; however, for subsequent uploads, you can reuse the same Run Control ID by searching for it on the Find an Existing Value tab.

CU Covid19 Reporting Upload

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

▼ Search Criteria

Search by: Run Control ID begins with

☒ Include History
☐ Correct History
☐ Case Sensitive

Search
Advanced Search

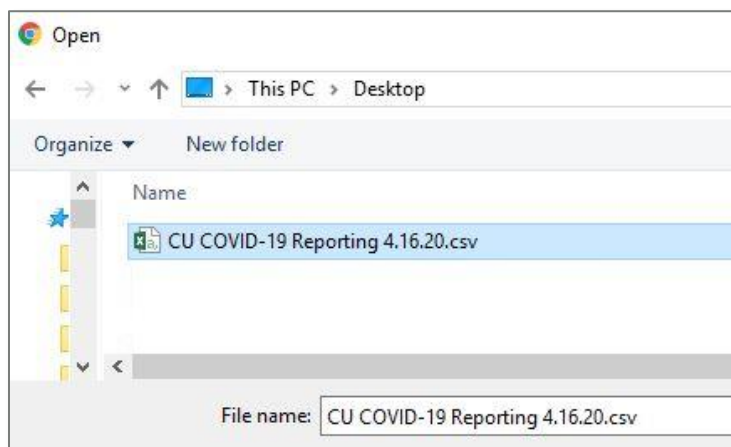
7. Click the paperclip icon.

The screenshot shows a web application titled "CU Covid19 Report". At the top, there is a header bar with "Run Control ID SRS" on the left, "Report Manager" and "Process Monitor" in the center, and a "Run" button on the right. Below the header is a section titled "Process Request Parameters". Inside this section, there is a text area with the following instructions: "File must be comma seperated (.csv) e.g. covid19adminpay.csv" and "Date values in file need to be in format: MM/DD/YYYY". Below the text area, there is a label "*Attached File" followed by a text input field. To the right of the input field are three icons: a pencil (edit), a paperclip (attach file), and a trash can (delete).

8. Click **Choose File**.

The screenshot shows a "File Attachment" dialog box. It has a title bar with a close button. Inside the dialog, there is a "Choose File" button, a "No file chosen" status text, and "Upload" and "Cancel" buttons. A "Help" link is also present in the top right corner.

9. Browse to and select the CSV file.



10. Click **Open**.
11. Click **Upload**.
12. Click **Save**. The system returns you to the Process Request Parameters.
13. Click **Run** (top right). A new window appears. Leave all selections as they are.
14. Click **OK**.

Process Scheduler Request

User ID SHEL000088 Run Control ID SRS

Server Name Run Date 04/16/2020

Recurrence Run Time 1:28:24PM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Covid19 Report	CU_COVID19	Application Engine	Web	TXT	Distribution

You will know the process is running when you see that a Process Instance number is generated. You can view the progress and outcome by clicking on the **Process Monitor** link.

Report Manager **Process Monitor**

Process Instance: 4694349

Viewing Progress and Verifying Upload

To view the progress of your upload:

1. In HCM, select **NavBar> Navigator**.
2. Select **PeopleTools**.
3. Select **Process Scheduler**.
4. Select **Process Monitor**. The Process Monitor page appears.

Your User ID should populate automatically. Any processes you have run are displayed with the most recent at the top. The Process List section displays two status columns: Run Status and Distribution Status, which should display Success and Posted, respectively.

Process List

Server List

View Process Request For

User ID

SHEL000088

Type

Last

365

Days

Refresh

Server

Name

Instance From

Instance To

Report Manager

Run Status

Distribution Status

Save On Refresh

Process List

Personalize | Find | View All |

First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4694349		Application Engine	CU_COVID19	SHEL000088	04/16/2020 1:28:24PM MDT	Success	Posted	Details

To view process details, click **Details**, then click **View Log/Trace**, displayed under Actions:

Process Detail

Help

Process

Instance 4694349

Type Application Engine

Name CU_COVID19

Description Covid19 Report

Run Status Success

Distribution Status Posted

Run

Update Process

Run Control ID SRS

Location Server

Server PSUNX

Recurrence

Hold Request

Queue Request

Cancel Request

Delete Request

Re-send Content

Restart Request

Date/Time

Actions

Request Created On 04/16/2020 1:29:43PM MDT

Run Anytime After 04/16/2020 1:28:24PM MDT

Began Process At 04/16/2020 1:29:48PM MDT

Ended Process At 04/16/2020 1:29:52PM MDT

Parameters

Transfer

Message Log

View Locks

Batch Timings

View Log/Trace

OK

Cancel

You should notice three files here: a LOG file and two CSV files:

View Log/Trace
×
Help

Report

Report ID 2876974 Process Instance 4694349 [Message Log](#)
Name CU_COVID19 Process Type Application Engine
Run Status Success

Covid19 Report

Distribution Details

Distribution Node psreports Expiration Date 05/16/2020

File List

Name	File Size (bytes)	Datetime Created
AE_CU_COVID19_4694349.log	169	04/16/2020 1:29:52.050024PM MDT
Covid19_Upload_Report.csv	804	04/16/2020 1:29:52.050024PM MDT
SHEL000088202041613208CU_COVID-19_Reporting_4.16.20.csv	1,133	04/16/2020 1:29:52.050024PM MDT

Distribute To

Distribution ID Type	*Distribution ID
User	SHEL000088

Return

Clicking the link to the LOG file opens another browser tab and displays confirmation of whether the process ran successfully.

```

PeopleTools 8.57.12 - Application Engine
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Application Engine program CU_COVID19 ended normally

```

To verify your data was uploaded correctly:

1. Click the second CSV file named **Covid19_Upload_Report.csv**.
2. Download and open the file to review it for accuracy.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Begin Process at: 2020-04-16-13.29.49.000000											
2	-----											
3	Covid19 Upload Report											
4	Process run by -- SHEL000088											
5	Run control -- SRS											
6	File Processed -- SHEL000088202041613208CU_COVID-19_Reporting_4.16.20.csv											
7	Total Records -- 4											
8	-----											
9												
10	Company	Paygroup	Pay End D	Page Num	Line Num	Employee	Employee					
11												
12	CU	STU	4/4/2020	2280	6	XXXXXX	2					
13	CU	STU	4/4/2020	2217	1	XXXXXX	0					
14	CU	TMP	4/4/2020	272	1	XXXXXX	0					
15	CU	STU	4/4/2020	2213	1	XXXXXX	0					
16												
17	Process ended at: 2020-04-16-13.29.49.000000											
18	Total records uploaded: 4											
19	Total records not uploaded: 0											
20												
21	-----											
22												

If you notice that items did not upload, and you followed the instructions for creating the template file without making any changes to the template besides selecting a leave reason in column N, email hcmdata@cu.edu to open a ticket for research.

The third file is a copy of the spreadsheet you attached for upload.

Running Reports

Use the following PS Queries to confirm the upload details and for other reporting purposes.

- **CUES_HR_COVID_RPT_UPLD - COVID-19 Reporting Upload**
This query returns detail for all rows uploaded via the CU COVID19 Reporting Upload process.
- **CUES_HR_COVID_BY_CAMPUS - COVID-19 Campus Summary**
This query returns a summary for all COVID-19 related admin time by campus for all rows uploaded via the CU COVID19 Reporting Upload process.
- **CUES_HR_COVID_ADMIN_PAY - COVID-19 Administrative Pay**
This query returns paid hours and earnings information for the following earnings codes: ADM (if entered in combination with COVID-19 comments), ACP, CHP, FQH, FQS, FCH, and FCS.

You can run these queries through Query Manager using the following path:

1. From the HCM Community Users dashboard, click the **HCM WorkCenter** tile.
2. Click the **Resources** tab.
3. Click **Query Manager**.