University of Colorado
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EMPLOYEE SERVICES

Human Capital Management: Step-by-Step Guide

Manually Entering Reported Time

This guide describes how to enter time manually using CU Time in HCM.

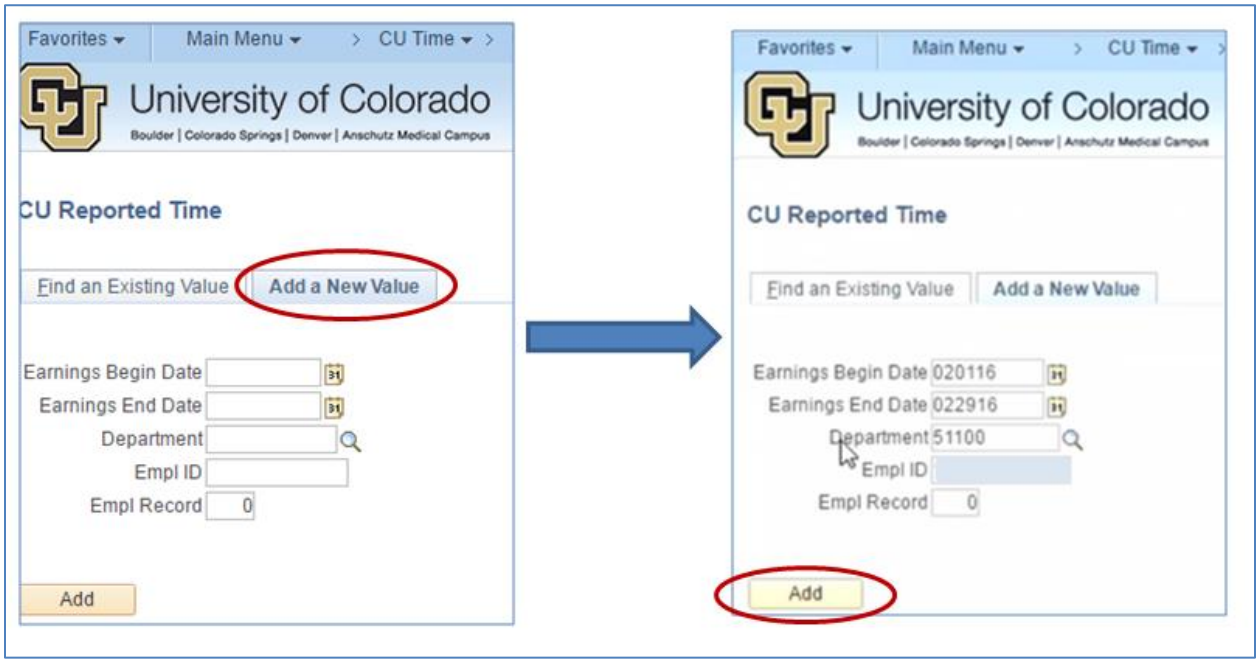
Note: This process is intended to supplement uploads of regular earnings and one-time pay. Regular earnings for salaried employees both exempt and non-exempt do not need to be manually entered if the salary is in Job Data before payroll is processed. The manual process is not intended for entries of large amounts of data, but may be helpful when entering data for a few employees.

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Entering Reported Time

1. From the HCM Community Users dashboard, click the **CU Time Collection** tile. The CU Time Collection page appears.
2. Click **CU Employee Reported Time**.
3. Click **Add a New Value**.



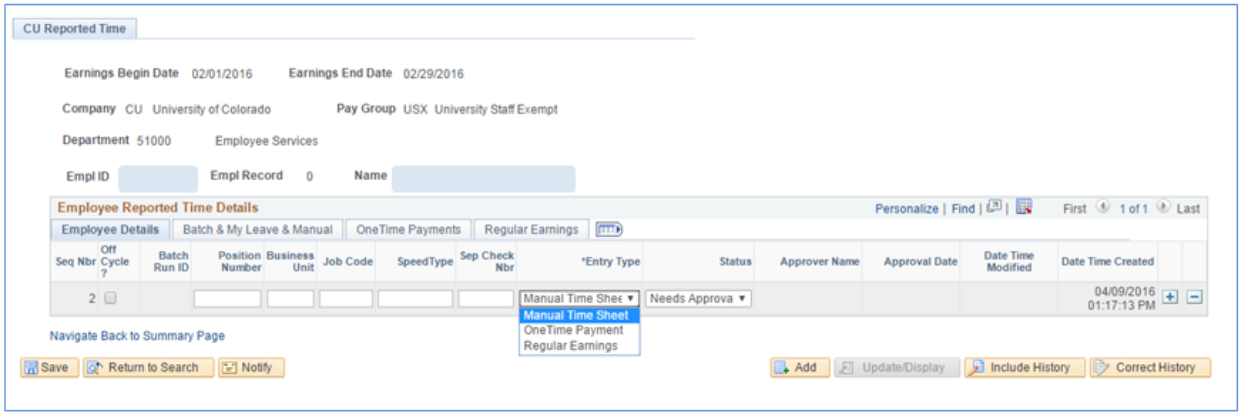
4. In the date fields, type the **Earnings Begin Date** and **Earnings End Date** for the transaction you are entering. This is the period during which the pay was earned, or when the leave, dock or other adjustment occurred. This must be for a period when the job is shown as active in Job Data.
5. From the **Department** field, type or select a Department ID.
6. Type an **Employee ID** and **Employee Record**. Do not leave the Record Number blank because the system will default to record 0 which may or may not be an active record.
7. Click **Add**.

   If you receive an error message, check Job Data. Be sure that you have the correct employee ID and employee record, and that your earnings begin and end dates are within a period when the job was active.

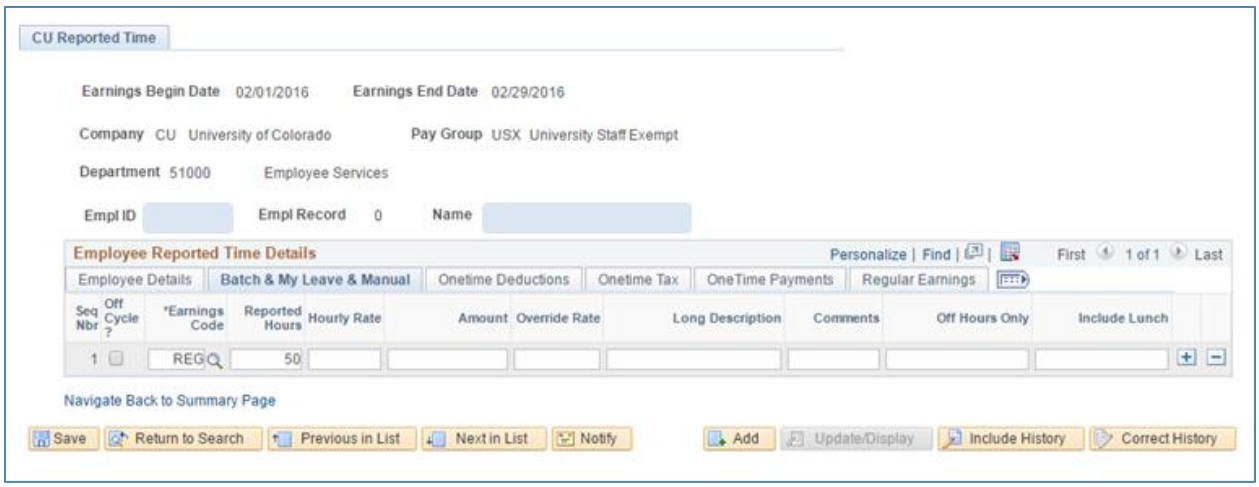
   The page opens to the Employee Reported Time Details tab. Pay Group will default from Job Data.
8. Do not fill in the Position Number, Business Unit or Job Code. You may override the SpeedType of this tab if necessary.
9. If you want this payment to process in the next available payroll (regular or off-cycle), select the **Off Cycle** checkbox. If you want it to wait for a regular monthly or biweekly payroll, leave the box unselected. Do not check the off-cycle indicator for docks or other reductions to pay unless the off-cycle payroll will have pay for them to process against.

Now you can enter regular earnings or leave:

10. From the **Entry Type** dropdown, select the **Manual Time Sheet** option for manual entries or earnings. This opens the **Batch Timesheets and Leave Details** tab.



11. Enter the required fields: **Earnings Code** and **Hours** OR **Amount**. Do not enter both hours and amount, which can prevent payment. Use hours for hourly paid employees, docks, overtime, leave and leave payouts. Use Amount for payments of salaried employees. Override the Job Data rate, but only if needed.

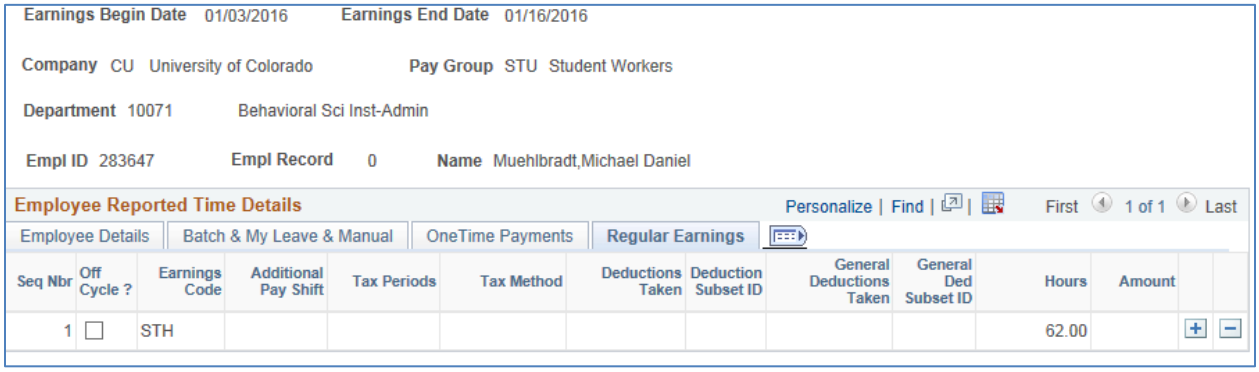


To enter a one-time payment:

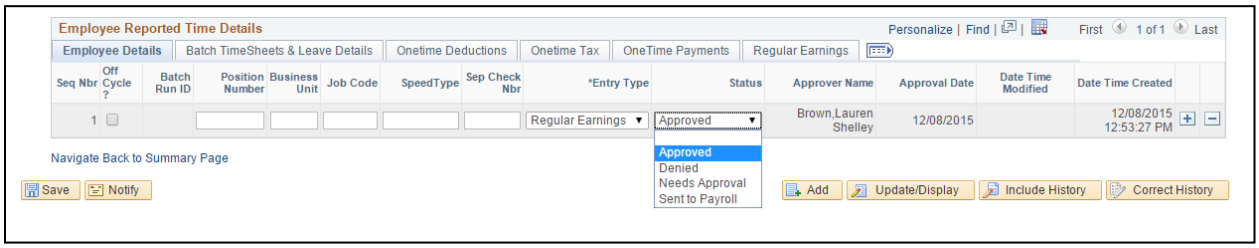
12. From the **Entry Type** dropdown, select **One Time Payment**. This opens fields on the **OneTime Payments** tab. One time payments are awards, bonuses, incentives, etc.

Notes and Restrictions:

- Do not enter leave payouts on the OneTime Payments tab. Leave payouts are considered **Regular Earnings** and can be entered on the Batch/Manual Details tab.
- Do not enter both Hours and Amount, which can prevent payment. Use **Hours** for hourly paid employees, docks, overtime, leave and leave payouts. Use **Amount** for late payments of salaried employees. Use the **Additional Pay Shift** field only if appropriate.
- DO NOT USE any of the other fields including Tax Periods, Tax Method, or Deductions.



13. When data is complete and correct, return to the Employee Details tab. If you are authorized to approve your own entries, click the **Status** dropdown and select **Approved** to approve the entry. If you are not authorized, notify your approver.



14. Click **Save**.

15. Data may be changed after it was saved up until the time that it is loaded to payroll (when the status will change from **Approved** to **Sent to Payroll**, and the record will be frozen). This will not affect the Approved status, so you may need to notify the approver of additional changes. If you need to invalidate the entry, change the status to **Denied**.

When Will the System Process Entries?

Processing of your entries depends on whether the off-cycle box is selected:

- If the off-cycle box is not selected for your entry, the system will wait to process your entries until the next regular payroll (monthly or biweekly depending on the pay group) where the Pay Period End (PPE) Date of that payroll is greater than or equal to the earnings end date of your entry.
- If the off-cycle box is selected, the system will process your entries in the next regular payroll OR off-cycle payroll where the earnings end date of your entry is less than or equal to either of two dates – the PPE date of the payroll being run, or the PPE date of the last confirmed regular payroll for that pay group. This is important for monthly payroll entries that come too late for mid-month regular processing, but which should pay as nearly as possible to the regular monthly pay date. You may change the off-cycle status of any entry as long as it has not yet been sent to payroll.
- PPE dates: Consult CU pay calendars at http://www.cu.edu/hcm-community/payroll-production-calendars.

Pay Group	Description	Frequency
FRI	Faculty Recreation Instructors (BW)	Biweekly
STG	Student Faculty (BW)	Biweekly
STP	Stipends (BW)	Biweekly
STU	Student Workers (BW)	Biweekly
TMP	Temporary - OT Eligible (BW)	Biweekly
CLX	Classified Exempt (MON)	Monthly
COT	Classified OT Eligible (MON)	Monthly
F12	12 Month Faculty (MON)	Monthly
FOT	Other Faculty (MON)	Monthly
MON	Faculty - Contracts (MON)	Monthly
RES	Residents (MON)	Monthly
SPD	PreDoc & Stipends (MON)	Monthly
STM	Student Faculty (MON)	Monthly
UOT	University Staff OT Eligible (MON)	Monthly
USN	University Staff Exempt - N/L (MON)	Monthly
USX	University Staff Exempt (MON)	Monthly

Other Uses of CU Reported Time

CU Reported Time can be used to search all time entries by different criteria. To see the history of data entered on an employee, enter only the employee ID and search. To see entries for a department, enter the department number with or without a date range. You can narrow results by pay group. When the results are returned, select any employee that you would like to view and the system will display the employee details. The **Previous in List** and **Next in List** buttons let you scroll the list of employees to verify data and make changes. Data can be approved from **CU Employee Reported Time** (approval of individual entries) or in **CU Employee Reported Time Summary** (approval of a group).