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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. For multiple entries an upload may be more appropriate. Refer to the following documents for more information:

- *Uploading CU Regular Earnings Files Step-by-Step Guide*

- *Uploading One Time Payment Files to CU Time Step-by-Step Guide*

- *Uploading Time Collection Files Step-by-Step Guide*

Contents

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. First, before adding a new value, look for existing values:

    a. Click **Find an Existing Value**.

    b. Enter earnings dates, **Empl ID**, **Empl Record**, and click **Search**.

    c. If the earnings dates and employee record match, click the plus button to the right to add a line to the existing entry, as shown below. Then, continue to Completing the Entry.

    If no entry with appropriate earnings dates already exists, click **Add a New Value** and continue to the following section, *Creating an Entry*.

Creating an Entry

After adding a new value because there are no existing values to update, you can continue by:

1. 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 for the entire period, and when job information (department, position, job code, pay rate) was unchanged over the period.

   Note: The Job Data date for terminations, etc. is seen by the system as the first day of the new status, therefore, Earnings End Date **must** be at least one day earlier.

2. From the **Department** field, type or select a Department ID. This ID must match information in Job Data for the earnings period.

3. Type an **Empl ID** and **Empl Record**. The system defaults to record 99. Replace this with the actual employee record.

4. Click **Add**. The page opens to the Employee Reported Time Details tab. Pay Group defaults from Job Data. 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.

5. **Do not fill in the Position Number, Business Unit or Job Code**. You may override the SpeedType of this tab if necessary.

6. 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.

Completing the Entry

Whether you have added a line to an existing entry, or created a new entry, follow these steps to complete it.

You may enter earnings or leave using one of three tabs, which allow somewhat different information to be added.

1. From the dropdown, choose the entry type based on the information you need to record:

- **Manual Time Sheet** - for regular pay and leave, this option allows entry of earnings codes and hours or amount. This is also the only method that allows hourly override rates and comments. After selecting the Manual Time Sheet option for manual entries or earnings, the Batch & My Leave & Manual tab opens.

  a. Enter the required fields: **Earnings Code** and **Hours** <u>OR</u> **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.

  b. Use the **Override Rate** field to override the Job Data rate, but only if needed.

  c. Enter comments in **Long Description** and **Comments** fields, if needed.

- **Regular Earnings** - also for regular pay and leave.
  After selecting the Regular Earnings option, the Regular Earnings tab opens.

  a. Enter the required fields: **Earnings Code** and **Hours** <u>OR</u> **Amount**. Do not use any of the other fields. 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.

- **One Time Payment.**
  After selecting this option, the One Time Payments tab opens. One time payments are awards, bonuses, incentives, etc. One Time Payment codes (see below) cannot be entered to regular pay tabs.

Earnings Code	Description	Payment Type	Earnings Code	Description	Payment Type
ADS	Administrative Stipend	Amts Only	MVA	Moving Expenses - Acard	Amts Only
ALW	Allowances - Uniforms	Amts Only	MVP	BeColorado Move Payment	Amts Only
APF	Additional Pay Flat	Amts Only	MVT	Moving Expense - Taxable	Amts Only
AWR	Awards - Taxable	Amts Only	OVL	Overload Teaching	Amts Only
BAM	BrusMus Imputed	Amts Only	PPO	NonBase Building	Amts Only
BON	Bonus	Amts Only	RBA	Replacement Benefit Agreement	Amts Only
CTI	Chinese Tax Imputed Income	Amts Only	REC	Recruitment Incentive Pay	Amts Only
CTR	Other Contracts	Amts Only	REF	Referral Award	Amts Only
DRF	Disaster Relief Fund Payment	Amts Only	SEV	Severance	Amts Only
FSI	Food Services Incentive	Amts Only	SUP	Supplemental Pay	Amts Only
GME	GME Medical Tax Gross	Amts Only	SVP	SEV Payment - ES USE ONLY	Amts Only
HN1	Honorarium - One Time Pymt	Amts Only	TPD	Temporary Pay Differential	Either
HSG	Housing Allowance - Taxable	Amts Only	TTF	Taxable Tuition FICA	Amts Only
INC	Incentive Pay	Amts Only	TTW	Taxable Tuition Waiver	Amts Only
LEG	Med - Legal	Amts Only			

Warnings and Restrictions:

- Leave payouts cannot be entered to the OneTime Payments tab. Leave payouts are considered Regular Earnings, and can be entered on the Batch/Manual Details tab or the Regular Earnings 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.

2. When data is complete and correct, return to the **Employee Details** tab.

3. 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.
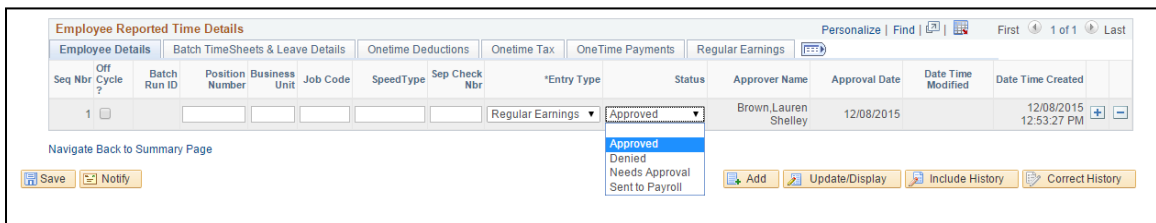
4. Click **Save**.

5. 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 the later 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. The calendars also show CU Time submission deadlines for each payroll.

- Active employee Pay Groups and pay frequencies:

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), or via CU Mass Approve Reported Time (batch uploads).

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