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EMPLOYEE SERVICES

Human Capital Management: Step-by-Step Guide

Uploading One Time Payment Files to CU Time

This guide describes how to upload files for One Time Payments to CU Time. If you have more than 10 entries, you may prefer this method over the manual method.

Contents

Creating and Formatting Your Upload File

This section describes formatting your upload file. If your file is not formatted according to these specifications, you may experience errors. Refer to the *Building Uploads for Success* job aid on the HCM Community website for more information about the most common errors to avoid.

To create and format your upload file:

1. Create a CU One Time Payment file using Microsoft Excel and the template file available at https://www.cu.edu/hcm-community/one-time-payments-template.

2. Save the template file under a new name to your designated folder. Although the file eventually will need to be in CSV format for upload, save it in Excel workbook format while you are completing data; it will be easier to work with in Excel while formatting.

   Required Fields: Off Cycle (must be Y or N), EmplID, Empl Rcd, Earns Begin Date, Earns End Date, EarnCode, and **either** Hours **or** Amount. (Do not complete both Hours and Amount fields.)

3. Format the columns of your file as follows:

   - **Off Cycle:** Values must be **Y** or **N** (all caps); do not leave blank.
   - **EmplID:** (Employee ID).
   - **Empl Rcd:** (Employee Record): Make sure it is correct for the job.

- **Earns Begin Date** and **Earns End Date:** The period when the pay was earned or the exception time accrued.
  - Earn dates must always be within a period when the employee was active according to Job Data. Dates outside active periods may not error during upload, but they will keep your entry from processing.

    Note: The system sees termination and other inactivation dates as the first date the job is inactive, so the earnings end date needs to be one day earlier.
  - Earn dates must be in *mm/dd/yyyy* format. See step 4 for instructions on formatting dates.

- **EarnCode:** (Earnings Code).
  - Be sure the **earnings code** (pay code) you use is in all caps.
  - Be sure the earnings code you use is allowed for the pay group (see table below). Your upload may not error for a mismatch, but will be an issue during payroll processing.
  - Only One Time Pay codes are allowed for One Time Payment entries/uploads. Others will error if used.

One Time Pay Codes -- use only on One Time Pay entries and uploads

Earn Code	Description	Monthly pay groups											Biweekly pay groups				
		CLX	COT	F12	FOT	MON	RES	SPD	STM	UOT	USN	USX	FRI	STG	STP	STU	TMP
ADP	One Time Pay - Res and Student					•	•		•					•		•	
ADS	Administrative Stipend		•	•	•	•					•	•					
ALW	Allowances - Uniforms	•	•		•	•					•	•					
AMP	Addt't Medicare Payment		•			•											
APF	Additional Pay Flat	•	•	•		•					•	•	•				•
AWR	Awards - Taxable	•	•		•	•	•			•	•	•	•	•		•	•
BAM	BrusMus Imputed	•	•		•	•					•	•					
BON	Bonus	•	•	•	•	•					•	•					
CTI	Chinese Tax Imputed Income				•	•						•					
CTR	Other Contracts		•		•	•					•	•					
DPD	Discretionary Pay Differential	•	•			•					•		•	•		•	•
DRF	Disaster Relief Fund Payment	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
FSI	Food Services Incentive									•		•	•				•
GME	GME Medical Tax Gross	•	•		•	•	•			•	•	•	•				•
HN1	Honorarium - One Time Pymt	•	•	•	•	•	•		•	•	•	•	•	•		•	•
HSG	Housing Allowance - Taxable		•		•	•					•	•					
INC	Incentive Pay		•	•	•	•					•	•					
LEG	Med - Legal		•	•	•	•	•				•	•					
MVA	Moving Expenses - Acard			•	•	•					•	•					
MVP	BeColorado Move Payment	•	•	•	•	•	•			•	•	•	•	•		•	•
MVT	Moving Expense - Taxable	•	•	•	•	•	•			•	•	•					
OVL	Overload Teaching			•	•	•			•			•					
PPO	NonBase Building	•	•		•	•					•		•				
RBA	Replacement Benefit Agreement					•						•					
REC	Recruitment Incentive Pay			•	•	•					•	•					
REF	Referral Award	•	•	•	•	•					•	•					
SEV	Severance	•	•	•	•	•					•	•					
SUP	Supplemental Pay		•	•	•	•					•	•					
SVP	SEV Payment - ES USE ONLY				•							•					
TPD	Temporary Pay Differential	•	•	•	•	•					•	•					
TTF	Taxable Tuition FICA	•	•	•	•	•					•	•	•				•
TTW	Taxable Tuition Waiver	•	•	•	•	•			•	•	•	•	•	•		•	•
UOC	UPI On Call Incentive Pay			•	•	•											
UPI	University Physicians Inc		•	•	•	•											
VSI	Voluntary Severance Incentive	•	•			•											
Grey fill: Employee Services use only. DO NOT USE.																	

- **Hours** or **Amount**: Format with **two** decimal places and no 1000 Separator (,).

> **Warning:** Do not enter both Hours and Amount on the same row. The file will upload, but will cause errors in payroll processing.

4. Be sure to reformat all dates using the *mm/dd/yyyy* format. CSV files do not retain this format, so you must verify that the date fields are formatted as follows for each file you create.

   a. Select the column containing dates.

   b. From the **Home** tab in Excel, click **Format** from the Cells group.

   c. Click **Format Cells**.

   d. From the **Category** list, select **Custom.**

   e. In the **Type** box, type **mm/dd/yyyy**.
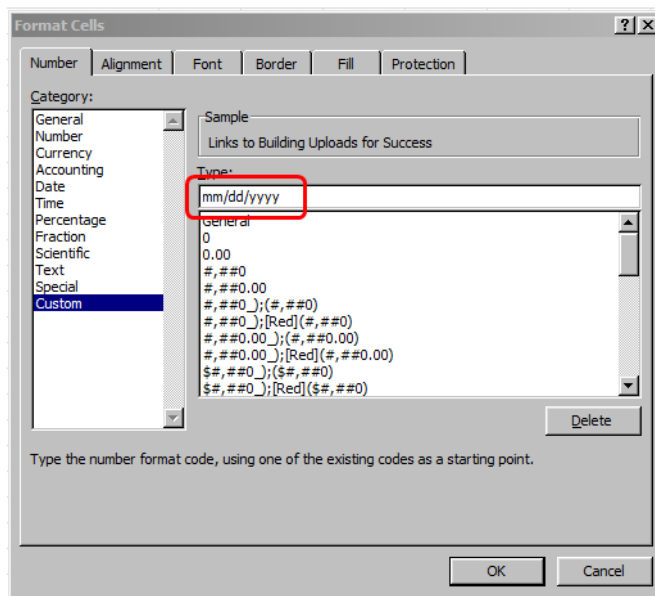
   f. Click **OK**.

> **Best Practice**: Create template files that will be needed for the semester that include employee IDs and the corresponding record numbers. Format the dates as described above and save as an Excel file. Then, for every new pay period, the only information that will need to be added will be the new beginning and end dates, number of hours, and any override information specific to that pay period. For ease of use, you may want to insert a column for employee names in your template. If so, save your file with a unique name and remove the name column before upload.

5. Remove all rows for which no Hours or Amount values were entered. These rows will cause errors during payroll processing.

6. Complete your data and recheck your formats as described above to be sure all entries are correctly formatted. Formatting errors will prevent the entry from loading or processing.

7. Save your file; first in Excel and then as a CSV file. Uploads **must** be in CSV format.

    a. Click **Save As** (or press F12) to display the Save As window.

    b. Choose a short file name. Using a unique 10-character name, if possible, will allow you to use the same name as your batch run ID (see below).

    c. Under **Save as type**, choose **CSV (Comma delimited)**.
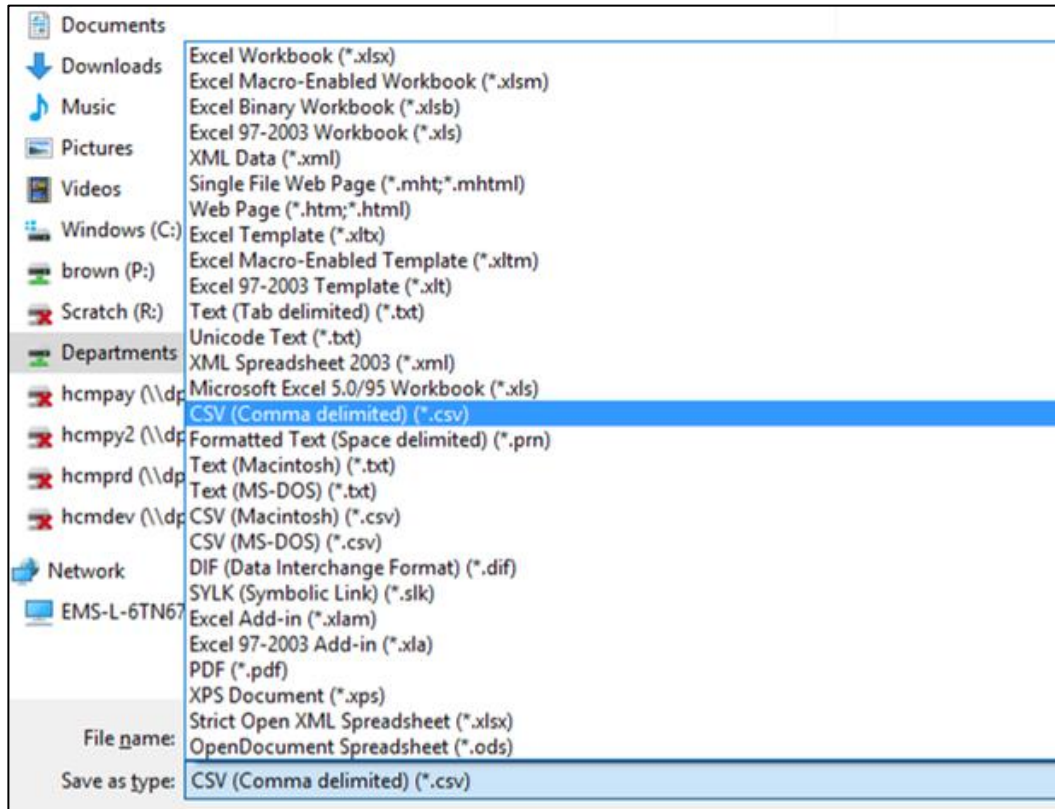
 MAC Users: Save your file as **Windows Comma Separated (.csv)**:
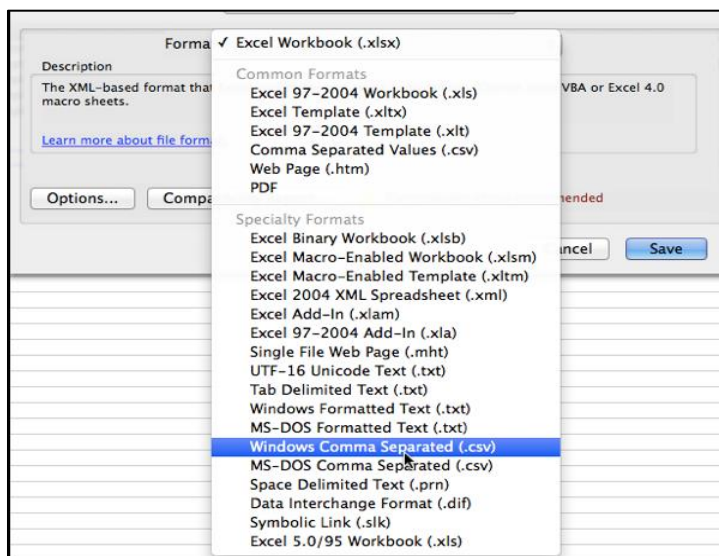
8. Click **Save**.

9. When you get the following message, click **Yes**.
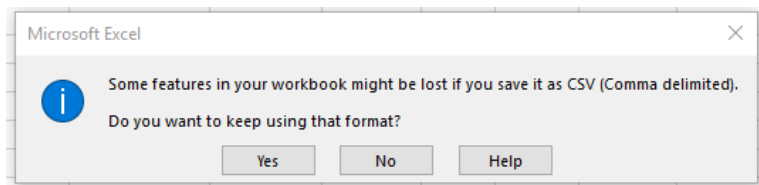
> **Note:** As shown below, you may have both Off Cycle statuses in one upload. You may also have more than one set of earnings dates. If you do use more than one set of dates in an upload, make note of the earliest earnings begin date and the latest earnings end date for later use.

10. When you attempt to close the file you will get the following message:
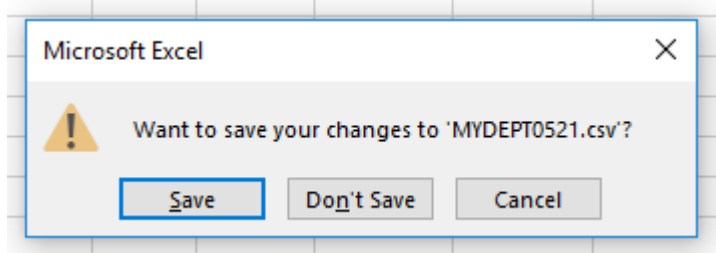
11. Click **Don't Save**. (Clicking Save will change the format of your already saved file.)

Uploading Your File

Once you have your file ready in CSV format, you can upload it.

1. Navigation: **NavBar**> **Menu**> **CU Time**> **CU Processes**> **CU One Time Payments Load**.

2. If this is the first time you are uploading, you will need to create a Run Control ID using the **Add a New Value** tab. After your first upload you may re-use run control ID's, but if a file experiences errors and fails to load, you will need to create a new run control ID.

3. In the **Company** field, use the look up (magnifying glass) to choose the correct company (for all but retirees, this will be **CU**).

4. Create your own **Batch Run ID**, taking care to make it unique <u>to you and the pay period</u> (so that no one else, now or later, is likely to choose the same ID). You have up to 10 characters. Make note of the Batch Run ID for later use.

5. Click the paper clip, displayed at the end of Attached File, and click **Choose File** to locate your CSV file.
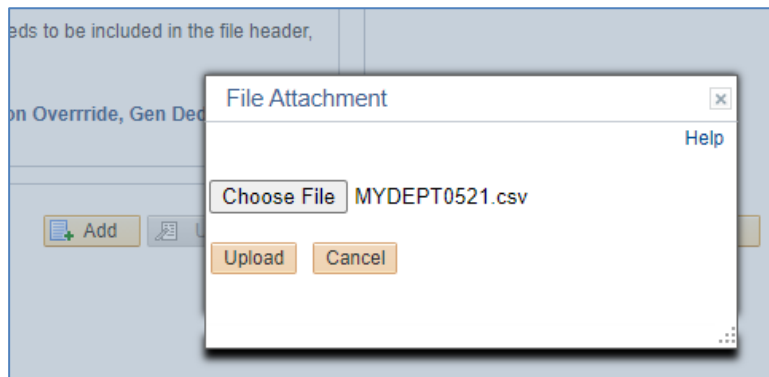
6. Select your file and click **Upload**. The system returns you to the CU One Time Pay Load page.

7. Wait for the filename to appear in the **Attached File** field, and click the **Run** button.

The Process Scheduler Request page displays.

8. If the Server Name is blank, choose **PSUNX**, and click **OK**.

The system returns you to the CU One Time Payments Load page. A Process Instance number appears in the top right corner of the page, which indicates that the process is running.

9. Click **Process Monitor** at top right to display the Process List.

10. Click **Refresh** at the top right until the **Run Status** displays as **Success** and **Distribution Status** displays as **Posted**, as shown above.

11. Next, review your upload files for errors. Click **Details** (circled below).

Checking Your Upload Files and Correcting Errors

1. From Process Monitor, click **View Log/Trace**.

2. If you have a file that begins with your operator ID (the first four letters of your last name will begin it), open that file to see what entries the system received. Check the total number of entries against your original file. An Excel filename should appear on your screen. If not, your browser may have pop-up blockers enabled; disable them in order to view the file.

3. Click the **OneTimePay_Errors** filename. The icon for the file should appear at the bottom left of your screen. If an icon does not appear, check your browser's pop-up blocker and allow pop-ups.

4. Click the icon; the file should open in Excel (as a CSV file).

You will need to take steps to correct any errors listed here. In this example, the first error is because the employee's job is not eligible for LEG pay. The second error is because this employee has no employee record 1. The third error is because REG is a regular earnings code and will not upload with a One Time Payment upload.

Notes:

- Errored lines will not load to HCM. You will need to reload the corrected lines, or enter them directly through manual entry to CU Employee Reported Time. <u>Reload only the corrected lines.</u> Making corrections to your original file and uploading the file again will duplicate all of the rows that loaded successfully.

- An error message may not describe the error. Most errors are due to formatting, mismatches with Job Data or use of an incorrect earnings code.

- To determine the cause of an error, you may want to review your Excel workbook file and double-check the formatting, rather than the CSV upload file. Refer to the *Building Uploads for Success* job aid at https://www.cu.edu/docs/jaid-building-uploads-success for more information about the most common errors.

5. Click the **OneTimePay_Loaded** filename. Click the link to open the file. You should see all rows that loaded from the file. Check the total number of rows on this file to be sure that the total of errors and loaded rows agrees with your original file. Occasionally an error will not trigger a listing on the error report, but the entry will drop from the upload. This is the place to identify any rows that might have been dropped.

6. Click the **OneTimePay_Log** filename. This file summarizes upload file processing. Verify that there are no errors and that all rows loaded. Paygroup rows loaded plus errors should equal the File Totals (bottom of report) and the total rows in your original file.

```
Begin

File Totals
-----------
Total Valid Rows: 6
Rows in Error: 3
Rows Loaded: 3

End
```

Approving Your Files for Inclusion to Payroll

After verifying that the file loaded correctly, or fixing any errors and resubmitting, you will need to review your entries and approve them.

CU Mass Approve Reported Time allows you to manage your entries by your unique Batch Run ID. This is usually the most useful method for CSV uploads. This method lets you do the following:

- Approve the entire upload at once.

- Deny the entire upload at once (useful if you have inadvertently uploaded a file twice).

- Change the off-cycle status for the entire upload at once (useful if the upload missed an approval deadline for regular payroll and you now wish to include it in an off-cycle payroll).

1. Navigation: **NavBar> Menu**> **CU Time**> **CU Mass Approve Reported Time**.

2. In the **Company** field, type the company (usually **CU**).

3. From the **Entry Type** dropdown, select **Regular Earnings**.

4. In the date fields, type the earliest **Earnings Begin Date** and the latest **Earnings End Date** in your upload. (You may use dates you know are broad enough to cover all of your entries.)

5. In the **Batch Run ID** field, type the ID you used for the upload.

6. Click **Search**.

Up to 10 of your entries will initially appear. To verify that all entries have uploaded, scroll to the right (see below).

a. Click **View All** if you want to see all entries at once. Scroll to left and right to verify entry information.

b. Scroll back all the way to the left. Use the **Select All** link (bottom left) to choose all of your entries. You may **approve**, **deny** or **change the off-cycle status** for all of these entries at once.

Select	Earnings Begin Date	Earnings End Date	Pay Group	Empl ID	Empl#	Seq Nbr	Dept	Pay Run
1 ☐	01/01/2016	01/31/2016	CLX	100018	0	10	10450	
2 ☐	01/01/2016	01/31/2016	CLX	100018	0	11	10450	
3 ☐	01/01/2016	01/31/2016	CLX	105449	0	14	10450	
4 ☐	01/01/2016	01/31/2016	CLX	105449	0	15	10450	
5 ☐	01/01/2016	01/31/2016	CLX	105449	0	16	10450	
6 ☐	01/01/2016	01/31/2016	CLX	107168	0	18	10450	
7 ☐	01/01/2016	01/31/2016	CLX	107168	0	19	10450	
8 ☐	01/01/2016	01/31/2016	CLX	125799	0	7	10743	
9 ☐	01/01/2016	01/31/2016	CLX	125799	0	8	10743	
10 ☐	01/01/2016	01/31/2016	COT	118181	0	12	10450	

Select All   Deselect All   Flip to OffCycle

Approve   Deny

Note: Using the **Flip to OffCycle** option changes whatever status the entry row has to the other status; therefore, if you have both selected and unselected boxes in your upload and want all to have the same status, you will need to change the outliers (in the example above there are three) by going to the individual entries under CU Employee Reported Time.

c. You may revisit this option and change off-cycle status or deny the entries at any time until the entries are sent to payroll.

Note: Once you deny entries, you cannot use Mass Approve to reverse them and will need to approve each entry individually.

CU Employee Reported Time allows you to review and change individual entries one at a time.

1. Navigation: **NavBar> Menu**> **CU Time**> **CU Employee Reported Time**.

2. Enter the Employee ID and choose your entry from the resulting list – or enter more information to narrow your search.

3. A One Time Payment Upload entry will appear with Entry Type OneTime Payment. The entry will be viewable on the OneTime Payments tab.

4. Review information as needed. If you want the entry to process in a regular payroll (monthly in this case), leave the off-cycle box unchecked. If you want it to be available for off-cycle payrolls as well as regular ones, check the off-cycle box. If you are allowed to approve your own entries, choose Approved from the Status dropdown menu. The Approver Name and Approval Time fields will immediately populate.

Note: After a record has been approved, subsequent changes can be made, but will not automatically remove the approval. Records may be denied or returned to a status of Needs Approval by clicking on an employee ID and using the dropdown menu in the Status field, and may be edited up until the time that the record is sent to payroll for processing. At that point the record is frozen and may not be edited further.

When Will the System Process Entries?

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

- **If the off-cycle box is not selected for your entries**: The system will wait to upload your data 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 data 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