

Human Capital Management: Step-by-Step Guide

Uploading CU Regular Earnings Files

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

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Formatting and Saving Your 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 Regular Earnings file using Microsoft Excel and the template available at <http://www.cu.edu/hcm-community/cu-time-regular-earnings-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.**
 - **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. Other dates may not error during upload, but they will keep your entry from processing.
 - 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** you use is in all caps.
 - Be sure the earnings code you use is allowed for the pay group. Your upload will not error for a mismatch, but will be an issue during payroll processing.
 - **Restrictions:** One-Time Pay codes are NOT ALLOWED for Regular Earnings uploads and will error if used.

One Time Pay Codes – DO NOT USE on Regular Earnings Uploads

CODE	Description	CODE	Description
ADP	One Time Pay - Res and Student	MVP	BeColorado Move Payment
ALW	Allowances - Uniforms	MVT	Moving Expense - Taxable
APF	Additional Pay Flat	PPO	NonBase Building COLA/Merit
AWR	Awards - Taxable	REC	Recruitment Incentive Pay
BAM	BrusMus Imputed	REF	Referral Award
BON	Bonus	SEV	Severance
CTI	Chinese Tax Imputed Income	SP1	Stipend-Students except JC32xx
CTR	Other Contracts	TPD	Temporary Pay Differential
DPD	Discretionary Pay Differential	TTF	Taxable Tuition FICA
FSI	Food Services Incentive	TTW	Taxable Tuition Waiver
HN1	Honorarium - One Time Pynt	UOC	UPI On Call Incentive Pay
INC	Incentive Pay	UPI	University Physicians Inc
LEG	Med - Legal	VSI	Voluntary Severance Incentive
MVA	Moving Expenses - Acard	WW	Weight Watchers Imputed Income
MVN	Moving Expense - Non Taxable		

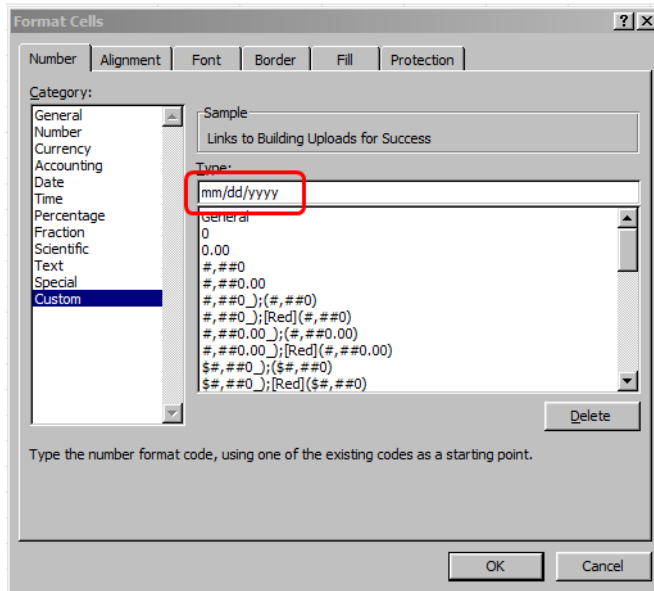
Grey fill: Employee Services use only. DO NOT USE.

- **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.

- 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.
 - Select the column containing dates.
 - 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**.

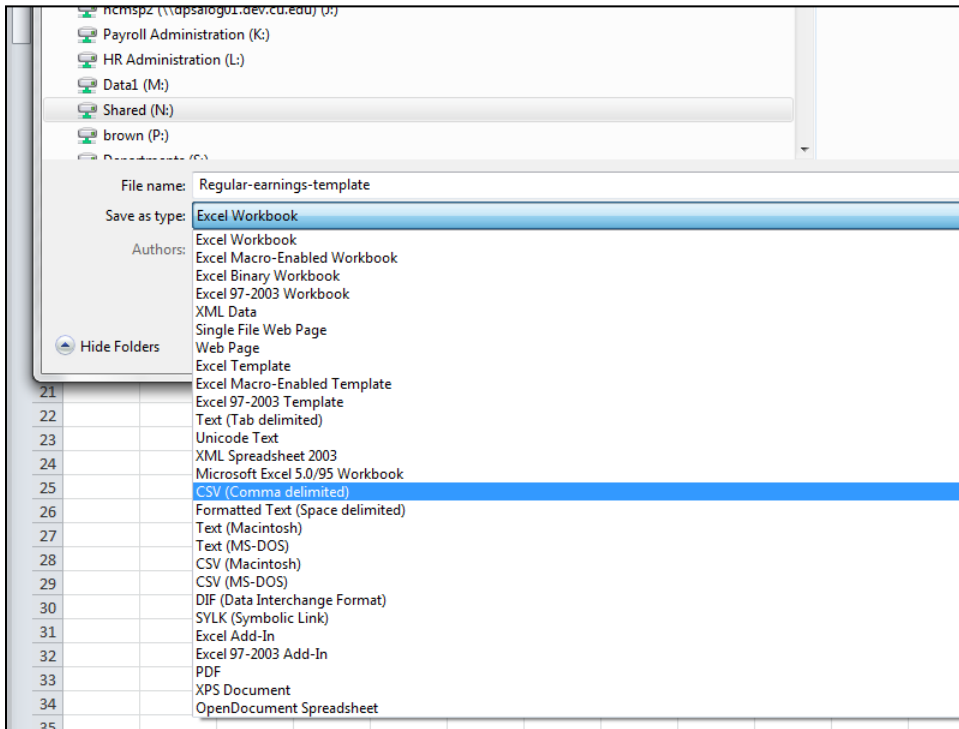


- f. Click **OK**.

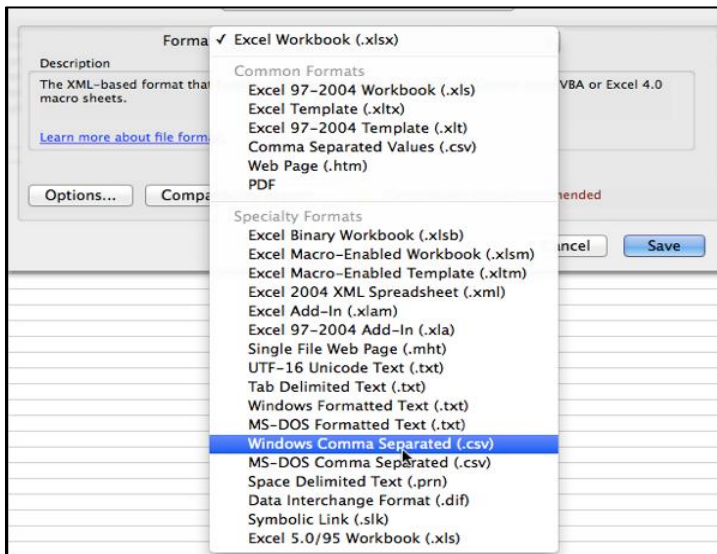
Best Practice: Create template files that will be needed for the semester that include employee IDs and the corresponding record numbers. Format the dates as described above and save as an Excel file. Then, for every new pay period, the only information that will need to be added will be the new beginning 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. Under **Save as type**, choose **CSV (Comma delimited)** and then click **Save**.



MAC Users: Save your file as **Windows Comma Separated (.csv)**:



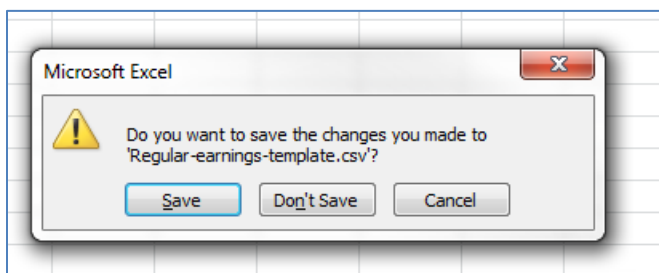
8. When you get the following message, click **Yes**.



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.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Off Cycle	Emplid	Empl_Rcd	Earns Begin Dat	Earns End Date	OneTime/ Additiona	Tax Period	Tax Meth	Benefit D	Benefit D	General D	General D	SpeedTyp	Hours	Amount	SepChk	
2	N	100018	0	01/01/2016	01/31/2016	ADM								1.50			
3	N	100018	1	01/01/2016	01/31/2016	SCK								5.50			
4	N	100018	0	01/01/2016	01/31/2016	VAA								-4.50			
5	N	105078	0	02/01/2016	02/29/2016	NIK									140.00		
6	N	105449	0	01/01/2016	01/31/2016	ADM								8.00			
7	N	105449	0	01/01/2016	01/31/2016	SCK								2.50			
8	N	105449	0	01/01/2016	01/31/2016	VAA								42.50			
9	N	107372	0	02/01/2016	02/29/2016	VAC								24.00			
10	N	108966	0	01/01/2016	01/31/2016	SDV								8.00			
11	N	109773	0	02/01/2016	02/29/2016	ADM								13.00			
12	N	111811	0	01/01/2016	01/31/2016	SCA								24.00			
13	N	117816	0	01/01/2016	01/31/2016	FNL								30.00			
14	N	117816	0	01/01/2016	01/31/2016	SCA								-8.00			
15	N	118181	0	01/01/2016	01/31/2016	ATS								8.00			
16	N	118181	0	01/01/2016	01/31/2016	SHF								160.00			
17	N	121004	0	01/01/2016	01/31/2016	SDV								1.00			
18	N	122797	0	01/01/2016	01/31/2016	SKS								56.00			
19	N	123874	0	02/01/2016	02/29/2016	UOC							68029302		1120.00		
20	N	125107	0	01/01/2016	01/31/2016	ATS								2.00			
21	N	125550	0	01/01/2016	01/31/2016	SHF								136.00			
22	N	125799	0	01/01/2016	01/31/2016	HOL								5.69			
23	Y	125799	0	01/01/2016	01/31/2016	REG								59.75			
24	N	129336	0	01/01/2016	01/31/2016	XRG								24.32			
25	N	131010	0	01/01/2016	01/31/2016	FNL								16.00			
26	N	131010	0	03/01/2016	03/31/2016	SHF								96.00			
27	Y	134648	0	01/01/2016	01/31/2016	XRG								14.04			
28	N	137201	1	01/01/2016	01/31/2016	HOL								1.86			
29	Y	107168	0	01/01/2016	01/31/2016	SCK								8.20			
30	Y	107168	0	01/01/2016	01/31/2016	VCT								11.80			
31																	

9. When you attempt to close the file you will get the following message.



10. Click **Don't Save**. (Clicking Save will change the format of your already saved file.)

Uploading Your File

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

1. Navigation: **NavBar> Navigator> CU Time> CU Processes> CU Regular Earnings Load.**

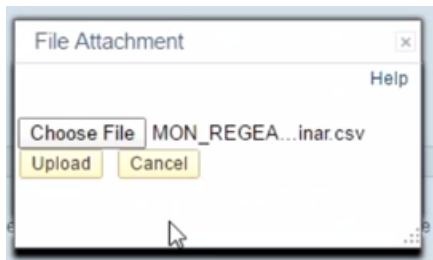
The screenshot shows a web form titled "CU Regular Earnings Load". Below the title is a prompt: "Enter any information you have and click Search. Leave fields blank if not applicable." There are two buttons: "Find an Existing Value" and "Add a New Value". A section titled "Search Criteria" is expanded, showing a "Search by:" dropdown menu with "Run Control ID begins with" selected and a text input field containing "lsb". Below this are three checkboxes: "Include History", "Correct History", and "Case Sensitive". At the bottom of the search criteria section are "Search" and "Advanced Search" buttons. At the very bottom of the form are "Find an Existing Value" and "Add a New Value" buttons again.

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.

The screenshot shows the "CU Regular Earnings Load" page in the HCM system. The breadcrumb trail at the top is "Main Menu > CU Time > CU Processes > CU Regular Earnings Load". The page header includes the University of Colorado logo, the user "BROW001918 on Database: HCMTST", and a search bar. The "CU Regular Earnings load" tab is selected. Below the tab are links for "Run Control ID", "lsb", "Report Manager", "Process Monitor", and a "Run" button. The "Process Request Parameters" section contains fields for "*Company" (CU) and "*Batch Run ID" (LSB013116). A note states: "File must be comma separated (.csv), e.g. onetimed.csv". There is an "Attached File" field with a paperclip icon. The "File Format" section provides instructions: "Line 1 is header row (Required). Data: Fields should be in the same order below. Required fields are in red. Optional fields in blue. (Optional fields still needs to be included in the file header, just leave those values blank if not applicable)". The required fields listed are: OffCycle, Emplid, Empl_Rcd, Earns Begin Date, Earns End Date, EarnCode, Additional Pay Shift, Tax Periods, Tax Method, Benefit Deduction Override, Ben Ded Subset ID, General Deduction Override, Gen Ded Subset ID, SpeedType, Hours or Amounts. At the bottom are buttons for "Save", "Return to Search", "Previous in List", "Next in List", "Add", "Update/Display", "Include History", and "Correct History".

3. In the **Company** field, use the look up (magnifying glass) to choose the correct company (in most cases this will be **CU**).
4. Create your own **Batch Run ID**, taking care to make it unique to you (so that no one else is likely to choose the same ID). You have up to 10 characters. Make note of the Batch Run ID for later use.

- Click the paper clip, displayed at the end of Attached File, and use the **Choose File** button to locate your CSV file.



- Select your file and click **Upload**. The system returns you to the CU Regular Earnings Load page.
- Wait for the filename to appear in the **Attached File** field, and click the **Run** button.

CU Regular Earnings load

Run Control ID lsb Report Manager Process Monitor Run

Process Request Parameters

*Company CU *Batch Run ID LSB013116A

File must be comma separated (.csv), e.g. onetimeded.csv

*Attached File MON_REGEARNS_webinar.csv

File Format

Line 1 is header row (Required).

Data: Fields should be in the same order below. Required fields are in red. Optional fields in blue. (Optional fields still needs to be included in the file header, just leave those values blank if not applicable)

OffCycle, Emplid, Empl_Rcd, Earns Begin Date, Earns End Date, EarnCode,
Additional Pay Shift, Tax Periods, Tax Method, Benefit Deduction Override, Ben Ded Subset ID, General Deduction Override, Gen Ded Subset ID,
SpeedType, Hours or Amounts

Save Return to Search Previous in List Next in List Add Update/Display

The Process Scheduler Request page displays.

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

Process Scheduler Request

User ID BROW001918 Run Control ID lsb815

Server Name: [Dropdown Menu]
 Recurrence: PSCDB
 Time Zone: PSNT
 Process List: PSOS390, **PSUNX**, PSUNX2

Run Date: 10/28/2015
 Run Time: 3:15:22PM
 Reset to Current Date/Time

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	CU Time Collection Process	CU_TIME_COLL	Application Engine	Web	TXT	Distribution

OK Cancel

The system returns you to the CU Regular Earnings Load page. A Process Instance number appears in the upper right corner of the page, which indicates that the process is running.

CU Regular Earnings load

Run Control ID lsb Report Manager

Process Monitor **Run**
 Process Instance 2109863

Process Request Parameters

*Company CU *Batch Run ID LSB013116A

File must be comma separated (.csv), e.g. onetimed.csv

*Attached File MON_REGEARNS_webinar.csv

File Format

Line 1 is header row (Required).
 Data: Fields should be in the same order below. Required fields are in red. Optional fields in blue. (Optional fields still needs to be included in the file header, just leave those values blank if not applicable)

OffCycle, Emplid, Empl_Rcd, Earns Begin Date, Earns End Date, EarnCode,
 Additional Pay Shift, Tax Periods, Tax Method, Benefit Deduction Override, Ben Ded Subset ID, General Deduction Override, Gen Ded Subset ID,
 SpeedType, Hours or Amounts

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

The screenshot shows the 'Process List' tab selected. The 'View Process Request For' section has filters for User ID (BROW001918), Type, Last, 10 Days, and a Refresh button. Below the filters is a table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The first row shows Instance 2109863 with Run Status 'Processing' and Distribution Status 'N/A'. The second row shows Instance 2109858 with Run Status 'Success' and Distribution Status 'Posted'.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2109863		Application Engine	CU_REGEARNLD	BROW001918	04/04/2016 1:59:48PM MDT	Processing	N/A	Details
<input type="checkbox"/>	2109858		Application Engine	CU_REGEARNLD	BROW001918	04/04/2016 11:33:48AM MDT	Success	Posted	Details

The screenshot shows the same 'Process List' interface after clicking the 'Refresh' button. The 'Run Status' for Instance 2109863 has changed to 'Success' and the 'Distribution Status' has changed to 'Posted'. A large blue arrow points from the 'Refresh' button in the first screenshot to the 'Refresh' button in this screenshot.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2109863		Application Engine	CU_REGEARNLD	BROW001918	04/04/2016 1:59:48PM MDT	Success	Posted	Details
<input type="checkbox"/>	2109858		Application Engine	CU_REGEARNLD	BROW001918	04/04/2016 11:33:48AM MDT	Success	Posted	Details

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 you need to review your upload files for errors. Click **Details** (circled below).

The screenshot shows the 'Process List' interface with the 'Details' button for the first row (Instance 2109863) circled in red. The 'Run Status' is 'Success' and the 'Distribution Status' is 'Posted'.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2109863		Application Engine	CU_REGEARNLD	BROW001918	04/04/2016 1:59:48PM MDT	Success	Posted	Details
<input type="checkbox"/>	2109858		Application Engine	CU_REGEARNLD	BROW001918	04/04/2016 11:33:48AM MDT	Success	Posted	Details

Checking Your Upload Files and Correcting Errors

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

The 'Process Detail' window displays the following information:

- Process:**
 - Instance: 1940114
 - Name: CU_REGEARNLD
 - Run Status: Success
 - Type: Application Engine
 - Description: CU Regular Earnings Load
 - Distribution Status: Posted
- Run:**
 - Run Control ID: Isb
 - Location: Server
 - Server: PSUNX
 - Recurrence: (empty)
 - Buttons: Hold Request, Queue Request, Cancel Request, Delete Request, Re-send Content, Restart Request
- Date/Time:**
 - Request Created On: 11/23/2015 4:29:45PM MST
 - Run Anytime After: 11/23/2015 4:29:43PM MST
 - Began Process At: 11/23/2015 4:29:54PM MST
 - Ended Process At: 11/23/2015 4:30:08PM MST
- Actions:**
 - Parameters
 - Message Log
 - Batch Timings
 - View Log/Trace** (highlighted with a red circle)
 - Transfer
 - View Locks

Buttons at the bottom: OK, Cancel.

2. If you have a file which 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 file name should appear on your screen. If not, your browser may have pop-up blockers enabled. Disable them in order to view the file.

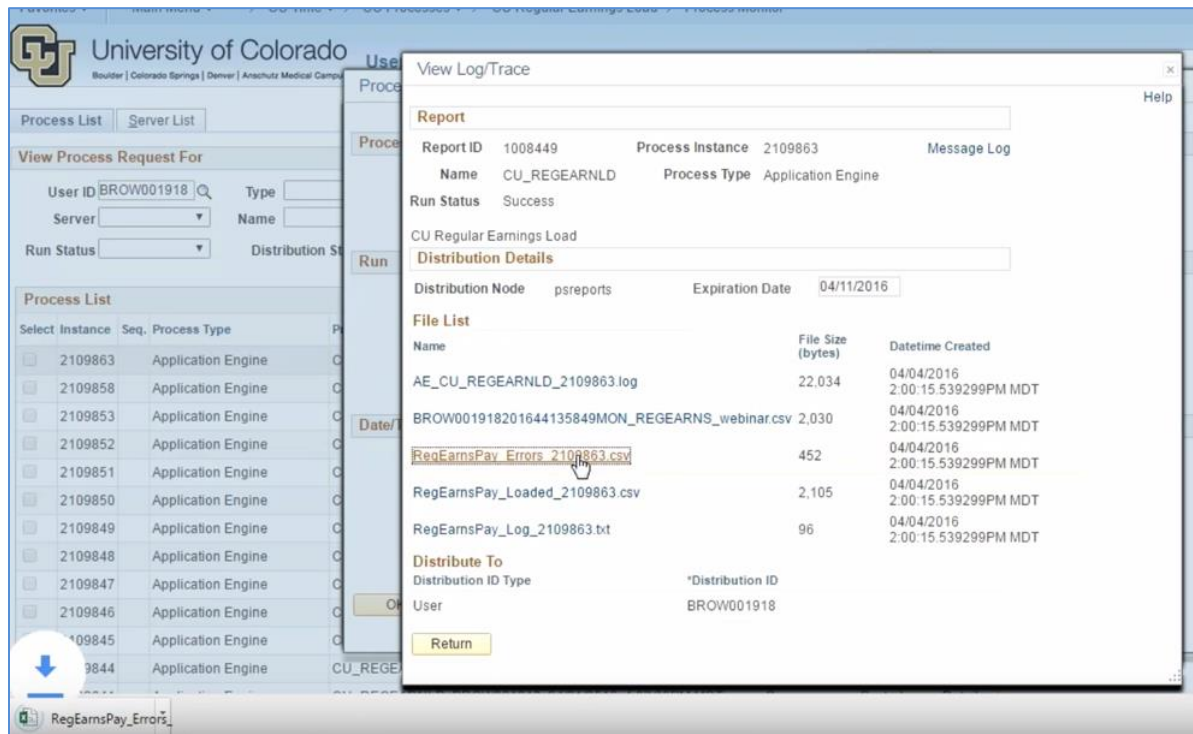
The 'View Log/Trace' window displays the following information:

- Report:**
 - Report ID: 1008449
 - Process Instance: 2109863
 - Name: CU_REGEARNLD
 - Process Type: Application Engine
 - Run Status: Success
 - Description: CU Regular Earnings Load
- Distribution Details:**
 - Distribution Node: psreports
 - Expiration Date: 04/11/2016
- File List:**

Name	File Size (bytes)	Datetime Created
AE_CU_REGEARNLD_2109863.log	22,034	04/04/2016 2:00:15.539299PM MDT
BROW001918201644135849MCAI_REGEARNS_webinar.csv	2,030	04/04/2016 2:00:15.539299PM MDT
RegEarningsPay_Errors_2109863.csv	452	04/04/2016 2:00:15.539299PM MDT
RegEarningsPay_Log_2109863.csv	2,105	04/04/2016 2:00:15.539299PM MDT
RegEarningsPay_Log_2109863.txt	96	04/04/2016 2:00:15.539299PM MDT
- Distribute To:**
 - Distribution ID Type: *
 - User: BROW001918

A blue arrow points from the file name **BROW001918201644135849MCAI_REGEARNS_webinar.csv** in the File List to the file name **BROW001918201644135849MCAI_REGEARNS_webinar.csv** in the Process List on the left.

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



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

	A	B	C	D	E	F	G	H	I
1	Off Cycle	Emplid	Empl_Rcd	Earns Beg	Earns End	OneTime/	Additional	Tax Period	Tax M
2	*** ERROR : Job row doesn't exist:								
3	N	100018	1	1/1/2016	#####	SCK			0
4	*** ERROR : Not a Regular Earning code								
5	N	123874	0	2/1/2016	#####	UOC			0
6									

Any file errors will be listed in this file and you will need to take steps to correct them. In this example, the first error is because the employee has no employee record 1. The second error is because UOC is a one-time pay earnings code and will not upload with a Regular Earnings 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. Reload only the corrected lines. 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 on the HCM Community website resources page at <http://www.cu.edu/hcm-community/master-resources-page> for more information about the most common errors.

5. Click the **RegEarningsPay_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 **RegEarningsPay_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 Rows in File: 29
Rows Loaded: 27
Rows in Error: 2

Close

```

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 will usually be the most useful method for CSV uploads. This method allows you to:

- 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> Navigator> 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.
5. In the Batch Run ID field, type the ID you used for the upload

6. Click **Search**.

The screenshot shows a web application interface for uploading earnings files. The top section is a form titled 'Cu Rptdtn Apprv Pg' with the following fields:

- *Company: CU (with a search icon)
- *Entry Type: Regular Earnings (dropdown menu)
- *Earnings Begin Date: 010116 (calendar icon)
- *Earnings End Date: 033116 (calendar icon)
- Batch Run ID: Isb013116a
- A yellow 'Search' button.

 A large blue arrow points from the 'Search' button to a second screenshot below. The second screenshot shows the results of the search, displaying a table with columns: Select, Earnings Begin Date, Earnings End Date, Pay Group, Empl ID, Empl, Sex, Dept, Pay Run ID, Off Cycle, Name, Position Number, Business Unit, Job Code, Earnings Code, Additional Pay Shift, and Tax Periods. The table lists 10 entries for employees like Baruch Andrea Kessler and Britton Leslie M.


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



The screenshot shows the HCMTST application interface. At the top, there are links for 'Home', 'Add to Favorites', and 'Sign out'. Below these is a search bar with 'All' selected and a 'Search' button. To the right of the search bar is an 'Advanced Search' link. The main content area displays a table with columns: Payable Status, Operator ID Approval, Approval Date, Datetime Created, and Datetime modified. The table lists 10 entries, all with a status of 'Needs Approval' and a date of 04/04/16. A red box highlights the 'View All' button in the top right corner of the table area, along with 'Find', 'First', and 'Last' buttons. The text '1-10 of 27' is also visible, indicating the total number of entries.

- Click **View All** if you wish 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.

Favorites ▾ Main Menu ▾ > CU Time ▾ > CU Mass approve Reported Time


University of Colorado User: BROW001918 on Database: HCMTST
 Boulder | Colorado Springs | Denver | Anschutz Medical Campus

*Earnings Begin Date: 01/01/2016  *Earnings End Date: 03/31/2016 

Batch Run ID: LSB013116A

Select	Earnings Begin Date	Earnings End Date	Pay Group	Empl ID	Empl#	Seq Nbr	Dept	Pay Run ID	Off Cycle ?
1 <input type="checkbox"/>	01/01/2016	01/31/2016	CLX	100018	0	10	10450		<input type="checkbox"/>
2 <input type="checkbox"/>	01/01/2016	01/31/2016	CLX	100018	0	11	10450		<input type="checkbox"/>
3 <input type="checkbox"/>	01/01/2016	01/31/2016	CLX	105449	0	14	10450		<input type="checkbox"/>
4 <input type="checkbox"/>	01/01/2016	01/31/2016	CLX	105449	0	15	10450		<input type="checkbox"/>
5 <input type="checkbox"/>	01/01/2016	01/31/2016	CLX	105449	0	16	10450		<input type="checkbox"/>
6 <input type="checkbox"/>	01/01/2016	01/31/2016	CLX	107168	0	18	10450		<input checked="" type="checkbox"/>
7 <input type="checkbox"/>	01/01/2016	01/31/2016	CLX	107168	0	19	10450		<input checked="" type="checkbox"/>
8 <input type="checkbox"/>	01/01/2016	01/31/2016	CLX	125799	0	7	10743		<input checked="" type="checkbox"/>
9 <input type="checkbox"/>	01/01/2016	01/31/2016	CLX	125799	0	8	10743		<input type="checkbox"/>
10 <input type="checkbox"/>	01/01/2016	01/31/2016	COT	118181	0	12	10450		<input type="checkbox"/>

Note: Using the **Flip to OffCycle** option will change whatever status the entry row has to the other status – so if you have both checked and unchecked boxes in your upload and wish 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.

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

- Navigation: **NavBar> Navigator> CU Time> CU Employee Reported Time.**

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

CU Reported Time
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

Earnings Begin Date =

Earnings End Date =

Company begins with

Pay Group begins with

Department begins with

Empl ID begins with

Empl Record =

☐ Include History ☐ Correct History

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All 1-5 of 5

Earnings Begin Date	Earnings End Date	Company	Pay Group	Department	Empl ID	Empl Record
11/01/2015	11/30/2015	CU	USX	51000		
12/01/2015	12/31/2015	CU	USX	51000		
12/20/2015	12/24/2015	CU	USX	51000		
01/01/2016	01/31/2016	CU	USX	51000		
02/01/2016	02/29/2016	CU	USX	51000		

[Find an Existing Value](#) [Add a New Value](#)

- A Regular Earnings Upload entry will appear with Entry Type Regular Earnings. The entry will be viewable on the Regular Earnings tab.

CU Reported Time

Earnings Begin Date: 01/01/2016 Earnings End Date: 01/31/2016

Company: CU University of Colorado Pay Group: USX University Staff Exempt

Department: 51000 Employee Services

Empl ID: Empl Record: 0 Name:

Employee Reported Time Details

Employee Details Batch & My Leave & Manual Onetime Deductions Onetime Tax Onetime Payments **Regular Earnings**

Off Cycle	Seq Nbr	Cycle	Batch Run ID	Position Number	Business Unit	Job Code	SpeedType	Sup Chg	*Entry Type	Status	Approver Name	Approval Date	Date Time Modified	Date Time Created
<input type="checkbox"/>	1								Regular Earnings	Needs Approval			04/10/2016 09:44:27 AM	04/10/2016 09:44:04 AM

Navigate Back to Summary Page

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

- Review information as needed. If you want the entry to process in a regular payroll (monthly in this case), leave the off-cycle box unselected. If you want it to be available for off-cycle payrolls as well as regular ones, select 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.

CU Reported Time

Earnings Begin Date 01/01/2016 Earnings End Date 01/31/2016

Company CU University of Colorado Pay Group USX University Staff Exempt

Department 51000 Employee Services

Empl ID Empl Record 0 Name

Employee Reported Time Details

Personalize | Find | First 1 of 1 Last

Seq Nbr	Off Cycle ?	Batch Run ID	Position Number	Business Unit	Job Code	SpeedType	Sep Check Nbr	*Entry Type	Status	Approver Name	Approval Date	Date Time Modified	Date Time Created
1	<input checked="" type="checkbox"/>							Regular Earnings	Approved	Brown, Lauren Shelley	04/10/2016	04/10/2016 09:44:27 AM	04/10/2016 09:44:04 AM

Approved
Denied

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