

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 <u>NOT ALLOWED</u> for Regular Earnings uploads and will error if used.

One Time Pay Codes = DO NOT USE on Regular Famings Unloads

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 JC 32XX
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 Pmt	UOC	UPI On Call Incentive Pay
INC	Incentive Pay	UPI	University Physicians Inc
LEG	Med - Legal	VSI	Voluntary Severance Incentive
MVA	Moving Expenses Acard		

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.

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- 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.

Format Cells
Number Alignment Font Border Fill Protection
Category: General Number Currency Accounting Date Imm/dd/vyvy General Time Percentage Fraction Scientific Text $\#, \# 0.00$
OK Cancel

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.

	salogut.dev.cu.edu) ();)
🖵 Payroll Admir	istration (K:)
🖵 HR Administr	ation (L:)
🖵 Data1 (M:)	
🖵 Shared (N:)	
🖵 brown (P:)	
- n	(6)
File name:	Regular-earnings-template
Save as type:	Excel Workbook
Authors:	Excel Workbook
Authors:	Excel Macro-Enabled Workbook
	Excel Binary Workbook
	Excel 97-2003 Workbook XML Data
	Single File Web Page
A Hide Folders	Web Page
	Excel Template
04	Excel Macro-Enabled Template
21	Excel 97-2003 Template
22	Text (Tab delimited)
23	Unicode Text
24	XML Spreadsheet 2003
25	Microsoft Excel 5.0/95 Workbook
26	CSV (Comma delimited) Formatted Text (Space delimited)
	Text (Macintosh)
27	Text (MS-DOS)
28	CSV (Macintosh)
29	CSV (MS-DOS)
30	DIF (Data Interchange Format)
31	SYLK (Symbolic Link) Excel Add-In
32	Excel 97-2003 Add-In
	PDF
33	XPS Document
34	OpenDocument Spreadsheet
35	

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

	✓ Excel Workbook (.xlsx)	
Description	Common Formats	
The XML-based format that macro sheets.	Excel 97-2004 Workbook (.xls) Excel Template (.xltx) Excel 97-2004 Template (.xlt) Comma Separated Values (.csv) Web Page (.htm) PDF	VBA or Excel 4.0
Options Compa	Specialty Formats	nended
	Excel Binary Workbook (.xlsb) Excel Macro-Enabled Workbook (.xlsm) Excel Macro-Enabled Template (.xltm) Excel 2004 XML Spreadsheet (.xml) Excel 97-2004 Add-In (.xla) Single File Web Page (.mht) UTF-16 Unicode Text (.txt) Tab Delimited Text (.txt) Windows Formatted Text (.txt) MS-DOS Formatted Text (.txt)	incel Sav
	Windows Comma Separated (.csv)	
	MS-DOS Comma Separated (.csv) Space Delimited Text (.prn) Data Interchange Format (.dif) Symbolic Link (.slk) Excel 5.0/95 Workbook (.xls)	

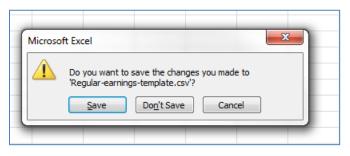
8. When you get the following message, click Yes.

Microsoft	Excel
0	Regular-earnings-template.csv may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format? • To keep this format, which leaves out any incompatible features, click Yes. • To preserve the features, click No. Then save a copy in the latest Excel format. • To see what might be lost, click Help. Yes No Help

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.

	А	В	С	D	E	F	G	Н	1	J	К	L	M	N	0	Р	Q
1	Off Cycle	Emplid	Empl Rcd	Earns Begin Da	t 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											-8.00		
15	N	118181	0	01/01/2016											8.00		
16	N	118181	0	01/01/2016											160.00		
17	N	121004	0	01/01/2016											1.00		
18	N	122797	0	01/01/2016											56.00		
19	N	123874	0	02/01/2016										68029302		1120.00	
20	N	125107	0	01/01/2016											2.00		
21	N	125550	0	01/01/2016											136.00		
22	N	125799	0	01/01/2016											5.69		
23	Y	125799	0	01/01/2016											59.75		
24	N	129336	0	01/01/2016											24.32		
25	N	131010	0	01/01/2016											16.00		
26		131010	0	03/01/2016											96.00		
27		134648	0	01/01/2016											14.04		
28		137201	1	01/01/2016											1.86		
29		107168	0	01/01/2016											8.20		
30	Y	107168	0	01/01/2016	01/31/2016	VCT									11.80		
31																	

9. When you attempt to close the file, click **Don't Save** from the following message. 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> Menu> CU Time> CU Processes> CU Regular Earnings Load.

Find an Existing Val	ue Add a New Value
 Search Criteria 	
Search by: Run Co	ontrol ID begins with Isb
	Correct History Case Sensitive
Search Advance	ed Search

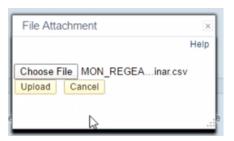
If this is the first time you are uploading, you will need to create a Run Control ID, using the **Add a New Value** tab. After your first upload you may re-use run control ID's, but if a file experiences errors and fails to load, you will need to create a new Run Control ID.

2. In the **Company** field, use the look up (magnifying glass) to choose the correct company (in most cases this will be **CU**).

Run Control ID Isb	Report Manager Process Monitor Run	
rocess Request Parameters		
*Company CU Q *Batch R	D LS8013116 I	
File must be comma se	rated (.csv), e.g. onetimeded.csv	
*Attached File	0	
File Format		
Line 1 is header row (Required). Data: Fields should be in the same order below header, just leave those values blank if not app	Required fields are in red. Optional fields in blue. (Optional fields still needs to be included in the file able)	

3. 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), and to the batch. You have up to 10 characters. Make note of the Batch Run ID for later use.

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



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

Run Control ID Isb	Report Manager Process Monitor Run
rocess Request Parameters	
*Company CU Q *Batch Run I	D LSB013116A
File must be comma sense	ated (.csv), e.g. onetimeded.csv
*Attached File MON_REGEARNS_webir	
File Format	la la
Line 1 is header row (Required). Data: Fields should be in the same order below. R header, just leave those values blank if not applic:	equired fields are in red. Optional fields in blue. (Optional fields still needs to be included in the file able)
OffCycle, Emplid,Empl_Rcd, Earns Begin Date, Additional Pay Shift, Tax Periods, Tax Method, B SpeedType, Hours or Amounts	Earns End Date, EarnCode, enefit Deduction Override, Ben Ded Subset ID, General Deduction Overrride, Gen Ded Subset ID

The Process Scheduler Request page displays.

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

Process Schedul	er Request						×
							Help
User ID	BROW001918		Run Control ID	Isb815			
Server Name	•	1	e 10/28/2015	31			
Recurrence	PSCDB	Run Tim	e 3:15:22PM	Reset	to Current Dat	te/Time	
Time Zone	PSNT PSOS390						
Process List	PSUNX						
Select Description	PSUNX2	ss Name	Process Type	*Туре	*Format	Distribution	
CU Time Co		IME_COLL	Application Engine	Web 🔻	TXT 🔻	Distribution	
OK Ca	ncel						

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

U Regular Earnings load		
Run Control ID isb	Report Manage	Process Monitor Run Process Instance 2109863
Process Request Parameters		15
*Company CU Q *Batch Run ID LSB013116A File must be comma seperated (csv), e.g. one *Attached File MON_REGEARNS_webinar.csv	timeded.csv	
File Format		
Line 1 is header row (Required). Data Fields should be in the same order below. Required fields are in header, just leave those values blank if not applicable) OffCycle, Emplid,Empl_Rcd, Earns Begin Date, Earns End Date, Ea Additional Pay Shift, Tax Periods, Tax Method, Benefit Deduction O	arnCode,	
SpeedType, Hours or Amounts		

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

iew Process R	equest For									
		-		Last	-1	10	Dava	-	Defrach	
and a second	W001918 Q	Туре		Last	•		Days	•	Refresh	
Server	۲	Name	Q	instance		to				
Run Status	Ŧ	Distributi	on Status	٣	Save On	Refresh				
rocess List				F	ersonalize	Find View All	2	First	1-19 of 19	🕑 Last
lect Instance S	eq. Process Typ	e	Process Name	User	Run Date/T	ime	1	lun Status	Distribution Status	Details
2109863	Application	Engine	CU_REGEARNLI	BROW00191	8 04/04/2016	5 1:59:48PM MD	DT F	rocessing	N/A	Details
2109858	Application	Engine	CU_REGEARNLI	BROW00191	8 04/04/2016	5 11:33:48AM M	DT	Success	Posted	Details
Process List	Server List								- USIEU	
									103120	
View Process	Request For									
View Process	Request For OW001918	Type		Last	¥	10	Days	×	Refe	
View Process User ID BR Server	Request For OW001918 Q	Type Name		Last	T	10				
View Process	Request For OW001918	Type Name		Last	T	10				
View Process User ID BR Server	Request For OW001918 Q	Type Name		Last	▼ ✓ Save C	10 to	Days	•	Refes	h 9 🕑 Las
View Process User ID BR Server Run Status Process List	Request For OW001918 Q T	Type Name Distribu		Last	▼ ✓ Save C	to 0 Refresh	Days	•	Ref(2)	h
Server Run Status	Request For OW001918 Q T	Type Name Distribu	tion Status	Last Instance Vser	▼ Save O Personalize Run Date	to 10 0n Refresh Find View Al	Days	▼ Firs	Refree	h 9 🕑 Las

- 9. Click **Refresh** at the top right until the **Run Status** displays as **Success**, and **Distribution Status** displays as **Posted**, as shown above.
- 10. Next, review your upload files for errors, by clicking **Details** (circled below).

User ID BRO	OW001918 Q	Туре	*] [l	Last	•	10	Days	*	Refresh	
Server	۳	Name	Q	Instance		to				
n Status	•	Distribu	ution Status	٧	Save On R	Refresh				
cess List				P	ersonalize F	ind View All		First	④ 1-19 of 19	Last
ct Instance	Seq. Process Ty	pe	Process Name	User	Run Date/Tin	ne		Run Status	Distribution Status	Details
2109863	Application	Engine	CU_REGEARNLD	BROW00191	8 04/04/2016	1:59:48PM N	IDT	Success	Posted	Details
2109858	Application	Engine	CU_REGEARNLD	BROW00191	3 04/04/2016	11:33:48AM N	IDT	Success	Posted	sale

Checking Your Upload Files and Correcting Errors

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

in the

Process Detail		×
Process		Help
Instance 1940114 Name CU_REGEARNLD	Type Application Engine Description CU Regular Earnings Load bution Status Posted	
Run	Update Process	
Run Control ID Isb Location Server Server PSUNX Recurrence	 Hold Request Queue Request Cancel Request Delete Request Re-send Content Restart Request 	
Date/Time	Actions	
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	Parameters Transfer Message Log View Locks Batch Timings View Log/Trace	
OK Cancel		

- 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.
- 3. 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.

Too	ess List S	erver List	Proce	Report			Help
/iew L	Process Re Jser ID BROV Server Status	quest For	Proce	Report ID 1008449 Process Instan	ice 2109863 ype Application Engl	Message Log	
roo	ess List		Kun	Distribution Node psreports Expira	ation Date 04/11/2	1016	
elect	Instance Se 2109863	q. Process Type Application Engine	P	File List Name	File Size (bytes)	Datetime Created	
	2109858	Application Engine	d	AE_CU_REGEARNLD_2109863.log	22,034	04/04/2016 2:00:15.539299PM MDT	
	2109853	Application Engine	C Date/T	BROW001918201644135849MON REGEARNS w	ebinar.csv 2,030	04/04/2016 2:00:15.539299PM MDT	
	2109852	Application Engine	0	RegEarnsPay_Errors_21090 S.csv	452	04/04/2016 2:00:15:539299PM MDT	
	2109851 2109850	Application Engine Application Engine		RegEarnsPay_Log_ed_2109863.csv	2,105	04/04/2016 2:00:15:539299PM MDT	
	2109849	Application Engine	d	RegEarn ay_Log_2109863.txt	96	04/04/2016 2:00:15:539299PM MDT	
	2109848	Application Engine	o	P stribute To			
	2109847	Application Engine	9	and the second se	ution ID		
	2109846	Application Engine	0	User BROW	001918		
	2109845	Application Engine	c	Return			
	2109844	Application Ingl	CU_REGE				

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4. Click the **RegEarnsPay_Errors** filename. The icon for the file should appear in the bottom-left of your screen. If an icon does not appear, check your browser's pop-up blocker and allow pop-ups. For more information about disabling pop-up blockers, see https://www.cu.edu/docs/jaid-pop-up-blockers-cache.

C		Versity of Colorado		View Log/Trace			Help
Proc	ess List 💲	erver List		Report			Help
	V Process Re User ID BROV Server	·	Proce	Report ID 1008449 Process Instance 21 Name CU_REGEARNLD Process Type Ap Run Status Success Success CU CU Regular Earnings Load Distribution Details Cu		Message Log	
	cess List			Distribution Node psreports Expiration Data	e 04/11/2016		
		q. Process Type P	1	Name	File Size (bytes)	Datetime Created	
	2109863 2109858	Application Engine C Application Engine C		AE_CU_REGEARNLD_2109863.log	22.024	04/04/2016 2:00:15:539299PM MDT	
	2109853	Application Engine C	Date/1	BROW001918201644135849MON_REGEARNS_webinar.cs	2 020	04/04/2016 2:00:15:539299PM MDT	
	2109852	Application Engine C		RegEarnsPay Errors 2108863.csv	452	04/04/2016 2:00:15:539299PM MDT	
	2109851 2109850	Application Engine C Application Engine C		RegEarnsPay_Loaded_2109863.csv	2,105	04/04/2016 2:00:15:539299PM MDT	
	2109849	Application Engine C		RegEarnsPay_Log_2109863.txt	06	04/04/2016 2:00:15:539299PM MDT	
	2109848	Application Engine C		Distribute To		2.00.10.000200F III IIID I	
	2109847 2109846	Application Engine C Application Engine C	0	Distribution ID Type "Distribution ID User BROW001918			
	109845	Application Engine C		Return			
-	9844	Application Engine C	U_REGE				

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

	A	В	С	D	E	F	G	н	- 1
1	Off Cycle	Emplid	Empl_Rcd	Earns Beg	Earns End	OneTime/	Additiona	Tax Perioc	Tax N
2	*** ERRO	R : Job rov	v doesn't ex	ist:					
3	N	10001	8 1	1/1/2016	*****	SCK		0	
4	*** ERRO	R:NotaR	egular Earn	ing code					
5	N	123874	4 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.

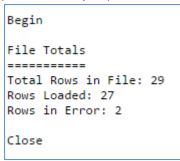
Notes:

- 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. <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.
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 To determine the cause of an error, you may want to review your Excel workbook file and doublecheck 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 <u>https://www.cu.edu/docs/jaid-buildinguploads-success</u> for more information about the most common errors.

- 6. Click the **RegEarnsPay_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.
- 7. Click the **RegEarnsPay_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.



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.

You can use either CU Mass Approve Reported Time to apprve or deny an upload all at once, or you can use CU Employee Reported Time to review and change individual entries one at a time.

Approving or Denying an Entire Upload

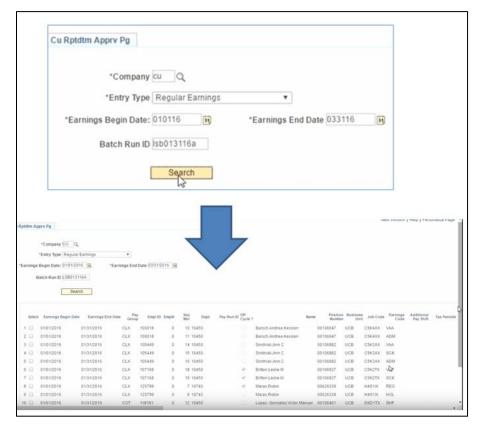
CU Mass Approve Reported Time lets you manage your entries by your unique Batch Run ID. This will usually be the most useful method for CSV uploads. This method allows you to:

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

Note: Once you have denied the upload, you will not be able to mass approve it; subsequent approvals can only be done manually, one at a time.

- 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 also type dates with a larger range.

- 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).

		Personalize Find	View All 🖾 🔣	First	1-10 of 27 🕑 Last
Payable Status	Operator ID Approval	Approval Date	Datetime Created	8	Datetime modified
Needs Approval		04/04/16	2:00:07.000000PM	04/04/16	2:00:07.000000PM
Needs Approval		04/04/16	2:00:08.000000PM	04/04/16	2:00:08.000000PM
Needs Approval		04/04/16	2:00:08.000000PM	04/04/16	2:00:08.000000PM
Needs Approval		04/04/16	2:00:08.000000PM	04/04/16	2:00:08.000000PM
Needs Approval		04/04/16	2:00:08.000000PM	04/04/16	2:00:08.000000PM
Needs Approval		04/04/16	2:00:08.000000PM	04/04/16	2:00:08.000000PM
Needs Approval		04/04/16	2:00:08.000000PM	04/04/16	2:00:09.000000PM
Needs Approval		04/04/16	2:00:09.000000PM	04/04/16	2:00:09.000000PM
Needs Approval		04/04/16	2:00:09.000000PM	04/04/16	2:00:09.000000PM
Needs Approval		04/04/16	2:00:09.000000PM	04/04/16	2:00:09.000000PM

- 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 to the left.

c. Click 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.

		Batch Run ID LSB0131							
	Select	Earnings Begin Date	Earnings End Date	Pay Group	Empl ID	Empl#	Seq Nbr	Dept	Pay Run ID Off Cycle
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	0	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	1
7		01/01/2016	01/31/2016	CLX	107168	0	19	10450	1
8		01/01/2016	01/31/2016	CLX	125799	0	7	10743	1
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 Dese	lect All		Flip to Off	Cvcle			

- **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.
- d. 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 an upload, you can reapprove only by making manual entries one at a time.

Reviewing Individual Entries

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

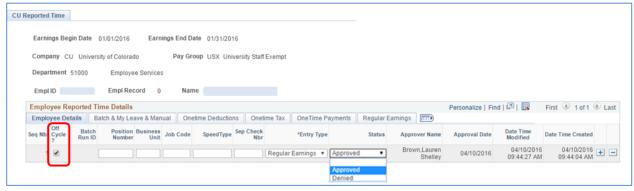
- 1. Navigation: NavBar> Menu> CU Time> CU Employee Reported Time.
- 2. Enter the Employee ID and choose your entry from the resulting list, or enter more information to narrow your search.

Find an Exist	ing Value Add a	New Value	•				
Search Ci	riteria						
Earnings Begin	Date = 🔻			D.			
Earnings End				51			
	pany begins with	-		Q			
	Group begins with			-			
				Q			
Depar	tment begins with 🖲						
En	npl ID begins with						
	npl ID begins with • ecord = •						
Empl R	·	•					
Empl R	ecord = v	•					
Empl R	ecord = v	•					
Empl R	ecord = v ory Correct Hi	•	Save Sea	rch Criteria			
Empl Ro	ecord = v ory Correct Hi	istory	Save Sea	rch Criteria			
Empl Ro	ecord = ory Correct Hi Clear Basic Se	istory	Save Sea	rch Criteria			
Empl R Include Hist	ecord = ory Correct Hi Clear Basic Se	istory	Save Sea	rch Criteria	(1.5	od 5	las
Empl Ro Include Hist Search	ecord = Correct Hi Clear Basic Se ts	vistory		First			
Empl Ro Include Hist Search Search Resul View All Earnings Begin	ecord = v ory Correct Hi Clear Basic Se ts Date Earnings End D	earch	ny Pay Gro	First up Departmer			
Empl Ro Include Hist Search	ecord = Correct Hi Clear Basic Se ts	vistory		First			
Empl Ri Include Hist Search Search Resul View All Earnings Begin I 11/01/2015	ecord = v ory Correct Hi Clear Basic Se ts Date Earnings End D 11/30/2015	earch	ny Pay Gro USX	First up Departmer 51000			
Empl R. Include Hist Search Search Resul View All Earninge Begin 11/01/2015 12/01/2015	ecord = v ory Correct Hi Clear Basic Set ts Date Earnings End D 11/30/2015 12/31/2015	ate Compar CU CU	Pay Gro USX USX	First Departmer 51000 51000			

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

	Begin Date	UNUTION EATER	gs End Date	arcanta19							
Company	CU Univers	By of Colorado	Pay Group	USX University Star	ff Exempt						
Departmen	nt 51000	Employee Services									
Empl ID		Empl Record 0	Name								
			- Harris								
	Reported T							Personalize Fin		First 1 of 1	U Las
Employee		rtch & My Leave & Manu		and the second second second	time Tax One Time P	avments 📋 Regular E	amings 1110				
Seq Nbr Cycl	le Batch Run ID	Position Business Number Unit	Job Code S	peedType Sep Che	"Entry Type	Status	Approver Name	Approval Date	Date Time Modified	Date Time Created	
1.0				ji l	Regular Earnings •	leeds Approva •			04/10/2016 09:44.27 AM) (H

- 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 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.



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. The record's status will change to Sent to Payroll. This means only that the record was added to the payroll and does not indicate whether it processed successfully.

When Will the System Process Entries?

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

- <u>If the off-cycle box is not selected</u> 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.
- <u>If the off-cycle box is selected</u>, the system will upload 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

Pay Frequency by Pay Group:

When it has been loaded, the record's status will change to Sent to Payroll. This means only that the record was added to the payroll and does indicate whether it processed successfully. Check your payroll registers after payroll processing to verify that entries processed as expected.