My Leave
Audits, and Time and Leave Processing

Employee Learning and Development

Presenter:

Tacy Harris CPP, HR Professional

Agenda

- **Pay Processes**
  How job data and leave systems work together to pay employees.

- **Department User Requirements**
  Uploading timesheets from My Leave to CU Time for payroll processing.

- **Reports**
  - o Audit reports used before and after payroll processing.
  - o Additional reports for auditing individual timesheets.

- **Annual Leave Certification**

Job Data and Leave

- Salaried employees are paid based on HCM Job Data with an active payroll status.

- The university pays on a current monthly schedule, meaning that the salary amount on the pay advice, is from the current monthly pay cycle.

- At the end of April, the pay employees receive runs through the pay dates of 04/01/2019 – 04/30/2019.

- Leave and exception hours are recorded a month behind. Therefore, exception leave (vacation, sick, additional time straight, and overtime) paid on the 04/30/2019 check, would be from 03/1/2019 – 03/31/2019.

- Two ways to prorate or stop pay.

  - Change the payroll status in Job Data
  - Use docking codes from leave programs to reduce hours worked

HCM Job Data

- Employees must have an HR Status of Active in Job Data (Work Location) and a Payroll Status of Active or Leave with Pay.

- When payroll runs, salary is pulled into the system

HCM Job Data Compensation

- Monthly salary amount is pulled from the Compensation tab.
- Hourly rate is used to pay additional time straight and overtime.

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

When an employee requests Family Medical Leave (or any other paid leave):

- HR Status remains Active.
- Payroll Status changes to Leave With Pay when the employee has vacation and sick leave available to cover the compensation

This employee will continue to be paid automatically when payroll is processed.

When an employee on Family Medical Leave or On the Job Injury, runs out of vacation and sick leave to cover their absence, you will need to change job data to reflect they are now on a Leave of Absence (unpaid).

- The leave of absence Action code represents unpaid leave.
- The employee still has an HR Status of Active for benefits.
- Payroll Status changes to Leave of Absence.

When payroll runs, this employee will not be paid automatically based on their monthly salary in Job Compensation but will be prorated based on the date of the LOA.

Switching from Paid to Unpaid Leave of Absence

You can estimate when an employee's vacation and sick leave hours will run out, at which time they will need to go from paid leave of absence to unpaid leave of absence.

1. Total number of vacation and sick leave hours available, divided by 8 = the number of working days that are covered.

2. Refer to the Payroll Production calendars to review the number of working days in a month, and to determine the exact date on which to change the employee's leave status.

3. Working days in the month calendars are also available online from many sources.

Note: My Leave is not effective dated. Changes in job data go into effect immediately. You should wait to enter the Leave of Absence Action until after you have posted the employee's timesheet.

2019
Yearly Calendar

January						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

23 days / 184 hours

February						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

20 days / 160 hours

March						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

21 days / 168 hours

Docking Pay

My Leave docks pay (DK1) when a non-exempt salaried employee does not record hours worked or vacation and sick leave to cover standard hours in job data.

- You can use docking codes to reduce an employee's pay for small amounts of hours when the employee is active and out of sick and vacation leave. Keep in mind that exception time is a month behind, so you want to avoid overpayment.

- During payroll processing, payroll production will reduce hours that were turned in as docking codes if the employee does not have enough salary to cover the docked hours. This may happen if a whole month is docked.

- Payroll processing will not allow an employee's pay to go negative. This is also true for Reductions in Pay Flat turned in for employees on Workers Compensation.

Family Medical Leave and Family Sick Leave can be tracked in My Leave – Currently this is how the codes will work.

The employee below has requested Family Medical Leave starting 03/14/2019 for the rest of the month. The current sick leave balance is 1.93 and vacation is 70.75.

When the employee adds the event, a message appears indicating the employee will have a negative sick-leave balance, and a dock record will be created for the overuse of the time. The message can be bypassed by clicking OK, and the event can be saved.

Add/Edit Event

*From Date:	03/14/2019 *Time: 08 ▼ : 00 ▼
*To Date:	03/29/2019 *Time: 17 ▼ : 00 ▼
	☑ Include Lunch
Amount:	96.000 Details
*Reporting To:	Job 0 Diane Wiederspahn (Supervisor) ▼
*Earnings Code:	Family Medical Leave ▼
*Status:	▼
Description:	
SpeedType:	

Save   Delete   Close

Message

Overuse of Hours

The system now shows a balance of -94.070 hours (including this leave request), for your Sick leave. A DOCK record will be created in your timesheet for the overuse of time. Any future requests using Sick may also generate a dock if the balance now goes below zero (0).

OK

The resulting calendar displays a negative sick-leave balance. The timesheet will not show a dock, and will show the total hours sending to payroll processing as Family Medical Leave.

The bottom of the timesheet for this employee shows what will actually be sent to CU Time to be processed in the next payroll.

Totals

Send To HRMS	Earn Code	Description	Hours	Rate	Total	
N	RGS	Regular Earnings Salary	48.0	1	48.0	
Y	VAC	Vacation Leave	0.0	1	0.0	
Y	SCK	Sick Leave	16	1	16	
Y	ADM	Administrative Leave	8	1	8	
Y	FLV	Family Leave	96	1	96	
		TOTAL:	168.0		168.0	

Speed Types

Speed Type	Send To HRMS	Earn Code	Description	Hours	Rate	Total	Edit
	Y	VAC	Vacation Leave	0.0	1	0.0	Edit
	Y	SCK	Sick Leave	16	1	16	Edit
	Y	ADM	Administrative Leave	8	1	8	Edit
	Y	FLV	Family Leave	96	1	96	Edit

After the timesheet was reviewed, CU Dept Timesheet Review was used to load the My Leave entry to CU Time.

CU Time makes the adjustments to the FLV entry of 96 hours to take what it can from sick leave and then vacation. If all leave is exhausted, then CU Time will create an overuse of Family Medical Leave dock using code FLD.

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Entering Family Sick Leave in My Leave

The employee below has a current sick-leave balance of 22.58 hours and is requesting Family Sick Leave to care for a direct family member. Family Sick Leave will deduct from the sick balance, and then from vacation leave. If the employee is out of sick leave and vacation leave, a dock in CU Time is created. The code FSD is a dock for overuse of Family Sick Leave.

The employee is requesting Family Sick Leave from 03/20/2019 – 03/29/2019. My Leave will show the amount of the dock that will be recorded if the request is completed. The error message can be bypassed.

The leave was recorded on the employee's calendar, and the sick-leave balance now shows a negative balance of -41.42 hours. The ending balance at this point is not confirmed through payroll.

The actual information that will be sent to CU Time from the timesheet is the 64 hours of FSK or Family Sick Leave. A dock does not occur in My Leave.

Totals

Send To HRMS	Earn Code	Description	Hours	Rate	Total	
N	RGS	Regular Earnings Salary	94.5	1	94.5	
Y	FSK	Family Sick Leave	64	1	64	
Y	ADM	Administrative Leave	9.5	1	9.5	
Y	ATS	Addt'l Time @ Straight	0.5	1	0.5	
Y	VAC	Vacation Leave	0	1	0	
		TOTAL:	168.5		168.5	

Speed Types

Speed Type	Send To HRMS	Earn Code	Description	Hours	Rate	Total	Edit
	Y	FSK	Family Sick Leave	64	1	64	Edit
	Y	ADM	Administrative Leave	9.5	1	9.5	Edit
	Y	ATS	Addt'l Time @ Straight	0.5	1	0.5	Edit
	Y	VAC	Vacation Leave	0	1	0	Edit

My Leave was loaded into CU Time.

CU Time accepted the 64 hours FSK approved. It took the balance of sick leave (22.58 hours), then took the balance of vacation leave (24.58 hours), and created an FSD dock of -16.84.

Questions?

Time Entry Earnings Codes – Descriptions and Definitions

FLV	FAMILY Medical Leave – used with FMLA	Family Medical Leave. Hours of family leave taken. Sick leave accruals will be reduced until exhausted, and then Vacation leave until exhausted. Then the employee will be docked from current month pay with the code FLD. This entry will reduce current month vacation/sick leave accruals if hours are docked. In CU Time the dock code that should be added is FLD for overuse of Family Medical Leave	Hourly or Salaried
FSK	FAMILY Sick Leave – can be used to take care of direct family members without filing for FMLA	Family Sick Leave. Hours of family sick leave taken. The employee's sick leave accrual will automatically be reduced. If the employee has exhausted sick leave, then the vacation leave is taken. If the employee then should be docked the FSD for over use of Family Sick should be used. This entry will reduce current month vacation/sick leave accruals if hours are docked.	Hourly or Salaried
FLD	FAMLV DOCK	Dock Overuse of Family Medical Leave. Hours which exceed allowable limit for family leave, which are docked from current pay. This entry will reduce the current month pay by the number of docked hours times the current month hourly rate, and reduce current month vacation/sick leave accruals. Docks must be entered as negatives.	Salaried

Time Entry Earnings Codes – Descriptions and Definitions-Continued

FSD	FAMSK DOCK	Dock Overuse of Family Sick. Hours which exceed allowable limit for family sick leave and which are docked from current pay. This entry will reduce current month pay by the number of docked hours times the current month hourly rate, and reduce current month vacation/sick leave accruals. Docks must be entered as negatives if adding as a Manual Time Entry.	Salaried
SDK	SICK DOCK	Dock Overuse Sick Leave. Hours of sick leave which exceed available sick leave accrual balance and result in a dock from current pay. This entry will reduce current month pay by the number of docked hours times the current month hourly rate, and reduce current month vacation/sick leave accruals. Docks must be entered as negatives if adding as a Manual Time Entry. CU Time will automatically create a SDK if Sick Leave is entered that exceeds the available balance.	Hourly or Salaried
SCA	SCKHRSADJ	Sick Hours Balance Adjustment. Used to adjust sick leave accrual hours balance. Enter positive to add to the balance or negative number to decrease the balance. VAA is used Adjust vacation accruals.	Hourly or Salaried
SCK	SICK LEAVE	Sick Leave Taken. Hours of sick leave accrual used by employee for personal sick leave. Vacation/sick leave will accrue. New employees are eligible to use sick leave accrual after the completion of one month's service from the date of employment. **Note:** If usage exceeds sick leave accrual, the payroll system automatically docks the employee for the excess hours, and automatically changes the earnings code to SDK.	Hourly or Salaried

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Tracking Family Medical Leave (or any type of leave) in My Leave

The My Leave Calendar View report is helpful to track **intermittent** leave such as FLV Family Medical Leave) or OJI (On the Job Injury – Workers Compensation) over a period of months. Additional fields on this report are supervisor name and ID.

CUES_HCM_MY_LEAVE_CALENDAR - My Leave Calendar View

First Calendar Date 01/01/2018 🗓
Last Calendar Date 03/31/2019 🗓
Business Unit (Optional) [   ] 🔍
Node (Optional) [   ] 🔍
Dept ID (Optional) [   ] 🔍
Pay Group (Optional) [   ] 🔍
Earn Code (Optional) FLV 🔍
Empl ID (Optional) [   ] 🔍
Aprovr/Proxy ID (Optional) [   ] 🔍
Supervisor ID (Optional) [   ] 🔍
Status (Optional) [▼]
[View Results]

Report Results

CUES_HCM_MY_LEAVE_CALENDAR - My Leave Calendar View

First Calendar Date 01/01/2018

Last Calendar Date 03/31/2019

Business Unit (Optional)

Node (Optional)

Dept ID (Optional)

Pay Group (Optional)

Earn Code (Optional) VAC

Empl ID (Optional) 236477

Aprovr/Proxy ID (Optional)

Supervisor ID (Optional)

Status (Optional)

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (10 kb)

View All

In this report we are pulling all vacation leave for an employee from the calendars.

	Name	Empl ID	Empl Rcd	Business Unit	Dept ID	Pay Group	Job Code	Start Datetime	End Datetime	Earn Code	Amount	Approver ID	Approver Name	Status	Created Datetime	Updated Datetime	Plan Type
1			0	USYS	51000	UOT	2448	03/18/2019 8:30:00AM	03/18/2019 5:00:00PM	VAC	8.000			Approved	02/04/2019 4:39:42PM	02/06/2019 3:44:42PM	Vacation
2			0	USYS	51000	UOT	2448	12/28/2018 8:00:00AM	12/28/2018 5:00:00PM	VAC	8.000			Approved	10/08/2018 9:44:13AM	10/09/2018 8:43:04AM	Vacation
3			0	USYS	51000	UOT	2448	12/27/2018 8:00:00AM	12/27/2018 5:00:00PM	VAC	8.000			Approved	10/08/2018 9:43:49AM	10/09/2018 8:43:03AM	Vacation
4			0	USYS	51000	UOT	2448	11/15/2018 8:00:00AM	11/16/2018 5:00:00PM	VAC	16.000			Approved	11/08/2018 11:45:34AM	11/08/2018 2:03:50PM	Vacation
5			0	USYS	51000	UOT	2448	10/15/2018 8:00:00AM	10/15/2018 5:00:00PM	VAC	8.000			Approved	10/08/2018 9:42:56AM	10/09/2018 8:43:02AM	Vacation
6			0	USYS	51000	UOT	2448	09/04/2018 8:00:00AM	09/04/2018 5:00:00PM	VAC	8.000			Approved	07/31/2018 1:26:00PM	09/24/2018 1:05:50PM	Vacation
7			0	USYS	51000	UOT	2448	07/05/2018 8:00:00AM	07/06/2018 5:00:00PM	VAC	16.000			Approved	03/19/2018 9:01:03AM	03/19/2018 9:26:46AM	Vacation
8			0	USYS	51000	UOT	2448	07/03/2018 8:00:00AM	07/03/2018 5:00:00PM	VAC	8.000			Approved	03/19/2018 9:00:04AM	03/19/2018 9:26:45AM	Vacation
9			0	USYS	51000	UOT	2448	07/02/2018 8:00:00AM	07/02/2018 5:00:00PM	VAC	8.000			Approved	03/19/2018 9:00:41AM	03/19/2018 9:26:45AM	Vacation

University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Campus Guidelines on Tracking Family Medical Leave and Parental Leave

Due to multiple different time keep system each campus has developed guidelines for their campus on tracking Family Medical Leave and Parental Leave. Please consult with your campus HR leadership for specifics for your campus.

System: systemhr@cu.edu
UCCS: hrhelp@uccs.edu
Boulder: FMLA@Colorado.edu
Denver & Anschutz: HR.FML@ucdenver.edu
                                HR.ParentalLeave@ucdenver.edu

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

CU Department Timesheet Review – Additional Detail

- Uploads My Leave Approved timesheets to CU Time for payroll processing.

- Before you use CU Department Timesheet Review, run a report to determine the status of the My Leave timesheets. This is one of the new My Leave Reports

CUES_HCM_MY_LEAVE_TMSHTS - My Leave Timesheets

First Pay End Date 03/31/2019
Last Pay End Date 03/31/2019
Empl ID (Optional)
Dept ID (Optional) 51000
Pay Group
Exempt? (N, X, Blank for all)
Node (Optional)
Appr Status (A,C,D,P,R)
View Results

Download results in :   Excel SpreadSheet   CSV Text File   XML File   (57 kb)

Approval Status

A – Approved
C – Created
D – Denied
P – Posted
R – Requested

Results Can be Exported to Excel

CUES_HCM_MY_LEAVE_TMSHTS - My Leave Timesheets

First Pay End Date 03/31/2019
Last Pay End Date 03/31/2019
Empl ID (Optional)
Dept ID (Optional) 51000
Pay Group
Exempt? (N, X, Blank for all)
Node (Optional)
Appr Status (A,C,D,P,R)

[View Results]

This report is showing the time sheets are already posted to CU Time

Download results in: Excel SpreadSheet CSV Text File XML File (57 kb)

View All

	Dept ID	Empl ID	Name	Empl Rcd	Job Code	Pay Group	FLSA Stat	Pay Begin Dt	Pay End Dt	Time Begin Dt	Time End Dt	Approval Status	Submitted Dt/Tm	Approved By	Approver Name	Approved DtTm	Reports To ID	Name
1	51000			0	2268	USX	Exempt	03/01/2019	03/31/2019	02/01/2019	02/28/2019	Posted	03/19/2019 14:28:51					
2	51000			0	2448	USX	Exempt	03/01/2019	03/31/2019	02/01/2019	02/28/2019	Posted	03/19/2019 14:28:52					
3	51000			0	H4G1XX	COT	Exempt	03/01/2019	03/31/2019	02/01/2019	02/28/2019	Posted	03/19/2019 14:28:49					
4	51000			0	2268	UOT	Nonexempt	03/01/2019	03/31/2019	02/01/2019	02/28/2019	Posted	03/04/2019 13:26:55			03/07/2019 14:03:22		
5	51000			0	2448	UOT	Nonexempt	03/01/2019	03/31/2019	02/01/2019	02/28/2019	Posted	03/04/2019 10:29:41			03/04/2019 12:55:40		
6	51000			0	2268	UOT	Nonexempt	03/01/2019	03/31/2019	02/01/2019	02/28/2019	Posted	03/07/2019 08:12:44			03/07/2019 09:50:51		
7	51000			0	2448	USX	Exempt	03/01/2019	03/31/2019	02/01/2019	02/28/2019	Posted	03/19/2019 14:28:29					
8	51000			0	2204	USX	Exempt	03/01/2019	03/31/2019	02/01/2019	02/28/2019	Posted	03/19/2019 14:28:29					

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Locating CU Department Timesheet Review

NavBar: Navigator> CU Time> CU Department Timesheet Review

Select the Compensation Frequency, and then use the lookup (magnifying glass) to bring up the current pay period.

After selecting the pay period, click Search, which searches your row level security. If you have specific departments that you want to load, use the Find option to list a department. Check the box for the specific departments you want to load.

The search lists the timesheet status of employees in the selected department. The Employee Alert and Manager Alert buttons send email reminders to approve or submit time.

Timesheet Status

Not Submitted – The employee has not certified the timesheet nor submitted it for approval.

Approved – The timesheet is ready to upload to CU Time.

Not Created – Indicates exempt employees who have approved time, but have not submitted a timesheet.

Posted – The time has been loaded to CU Time.

Use Auto-Create to create timesheets for exempt employees with approved exception time. Some campuses do not use the Auto-Create feature and request even exempt employees certify their timesheets and submit.

When timesheets are created or posted, a message appears indicating the number of timesheets created or loaded to CU Time.

Sample of a Timesheet Result from the Auto Create Option – The C represents Auto-created. Approved exception time will load to CU Time for processing.

Calendar-Month	Calendar-Week	Calendar-Day	**Timesheet**	Department Employees

*Pay Period Ending: [03/01/19 - 03/31/19 leave to be reported for 04/30/19 Job 0, USX-OT Exempt ▼]   Essential Services Employee: ☐

▇▇▇▇▇▇▇▇▇ - Job: 0, Department: 11204 -- Time Worked from 03/01/2019 through 03/31/2019. Based on standard hours per week of 40
C

Week Title Label

Totals

Send To HRMS	Earn Code	Description	Hours	Rate	Total	
		TOTAL:	0		0	

Speed Types

Speed Type	Send To HRMS	Earn Code	Description	Hours	Rate	Total

CERTIFICATION: I certify (1) The hours and minutes shown herein are a complete and accurate record of time worked each day and for the reporting period. All leave taken and/or overtime earned or taken as compensatory time was reported and approved by my supervisor. (2) The Speedtype identified above are appropriate to pay these hours, and the percentage of time attributed to each reflects the actual effort expended on the project(s) specific to the Speedtype listed. (3) If applicable, student employee is enrolled in the proper number of credit hours, pursuant to campus specific student employment guidelines.

OVERTIME ELIGIBILITY: Any overtime or compensentory time worked MUST have supervisory approval in advance, and will be paid at the rate of one and one-half times my hourly rate. Failure to receive advance approval for overtime or compensatory time worked may result in a corrective or disciplinary action which may include termination of University employment.

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

When all the timesheets are approved, you can Load to CU Time.

Select All or check individual employee id to Load to CU Time

If an employee needs to resubmit a posted timesheet you would deny the timesheet so that the employee can cancel the existing timesheet, make changes and resubmit.

You will always get a message showing the number of timesheets posted to CU Time.

All the timesheets now have a Posted status.

Download to Excel
Any page in HCM with the datasheet icon means the information can be exported to Excel.

Exported data, such as the CU Department Timesheet Review, can be saved for your records.

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Time and Leave Reports

- **My Leave Timesheets** - CUES_HCM_MY_LEAVE_TMSHTS
  Run at any time for any pay period to show the status of My Leave timesheets, which is a permanent record of CU Department Timesheet Review

- **My Leave Student Timesheets Not Submitted** - CUES_HCM_STD_TIMESHT_NT_SUBMIT
  Run to look for active student employees who have not submitted a timesheet.

- **My Leave Timesheets Not Submitted** - CUES_HCM_TIMESHT_NOT_SUBMITTED
  Run to look for all active employees, either Monthly or Bi-weekly, who have not submitted a timesheet.

Time Entry Reporting – Review all time entry from My Leave, Regular Earnings Uploads, and Manual Entry before payroll runs.

CUES_HCM_REPORTED_TIME - Time Entry

First Earns End Dt (Optional) [ ] 📅

Last Earns End Dt (Optional) [ ] 📅

Empl ID (Optional) [ ] 🔍

Dept ID (Optional) [ ] 🔍

Pay Group (Optional) [ ] 🔍

Company (Optional) [ ] 🔍

Earn Code (Optional) [ ] 🔍

Pay Run ID (Optional) [ ] 🔍

Batch Run ID (Optional) [ ]

Campus (Optional) [▼]

Off Cycle ONLY ☐

Needs Approval ONLY ☐

Node (Optional) [ ] 🔍

Status [▼]

Pay Freq (BW, MON) (Optional) [ ]

[View Results]

Very versatile report selections allowing the user to focus on selective data.

Status Choices

Approved
Denied
Needs Approval
Processed Manually
➡ Rejected by Payroll
Sent to Payroll
Taken by Payroll

Earns Begin	Earns End	Company	Pay Group	Dept ID	Dept Name	Empl ID	Empl Rcd	Name	Posn Nbr	Batch Run ID	Pay Run ID	Off Cycle	Earn Code	Earn Code Descr	Entry Type	Hours	Oth Pay	Hrly Rate	Amount	Actual Hours	SpeedType	Status	Approval Date	Approver Name	Date Time Modified

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

CUES_HCM_REPORTED_TIME - Time Entry

First Earns End Dt (Optional) [＿＿＿＿] 🗓
Last Earns End Dt (Optional) [＿＿＿＿] 🗓
Empl ID (Optional) [＿＿＿] 🔍
Dept ID (Optional) [＿＿] 🔍
Pay Group (Optional) [＿] 🔍
Company (Optional) [＿] 🔍
Earn Code (Optional) [＿] 🔍
Pay Run ID (Optional) [＿＿＿] 🔍
Batch Run ID (Optional) [＿＿＿]
Campus (Optional) [＿＿＿＿＿▼]
Off Cycle ONLY ☑
Needs Approval ONLY ☐
Node (Optional) [＿＿＿＿] 🔍
Status [Approved ▼]
Pay Freq (BW, MON) (Optional) [＿]

View Results

The earnings dates are optional so the results of this report will show entries going into the next off cycle. Example of pulling all timesheets to process in the next off cycle.

Download results in :   Excel SpreadSheet   CSV Text File   XML File   (307 kb)

View All

	Earns Begin	Earns End	Company	Pay Group	Dept ID	Dept Name	Empl ID	Empl Rcd	Name	Posn Nbr	Batch Run ID	Pay Run ID	Off Cycle	Earn Code	Earn Code Descr	Entry Type	Hours
1	02/01/2019	02/28/2019	CU	F12	20468	College of Nursing							Y	RGS	Regular Earnings Salary	Manual Time Sheet	0.00000

CUES_HCM_REPORTED_TIME - Time Entry

First Earns End Dt (Optional) 03/31/2019 📅

Last Earns End Dt (Optional) 03/31/2019 📅

Empl ID (Optional) [ ] 🔍

Dept ID (Optional) [ ] 🔍

Pay Group (Optional) [ ] 🔍

Company (Optional) [ ] 🔍

Earn Code (Optional) [ ] 🔍

Pay Run ID (Optional) [ ] 🔍

Batch Run ID (Optional) [ ]

Campus (Optional) [System ▼]

Off Cycle ONLY ☐

Needs Approval ONLY ☐

Node (Optional) [ ] 🔍

Status [▼]

Pay Freq (BW, MON) (Optional) [ ]

[View Results]

Download results in :   Excel SpreadSheet   CSV Text File   XML File   (10 kb)

View All

The results of this report will show all entries for earnings end date of 03/31/2019. Results can be exported to excel. The report also will show you the entry type – Manual, My Leave, and Regular Earnings uploads.

Earns Begin	Earns End	Company	Pay Group	Dept ID	Dept Name	Empl ID	Empl Rcd	Name	Posn Nbr	Batch Run ID	Pay Run ID	Off Cycle	Earn Code	Earn Code Descr	Entry Type	Hours	Oth Pay

Sample of Time Entry Report

Earns Begin	Earns End	Pay GP	Dept	Empl ID	RC #	Name	Pay Run ID	OC	Code	Entry Type	Hours	Status	Approval Date	Approver Name	Date Time Modified	Date Time Created
2/1/2019	2/28/2019	USX	5◇9		0		MN033119	N	SCK	My Leave	8.000000	Sent to Payroll	3/19/2019		3/19/2019 17:15	3/19/2019 14:51
2/1/2019	2/28/2019	USX	50119		0		MN033119	N	VAC	My Leave	8.000000	Sent to Payroll	3/19/2019		3/19/2019 17:15	3/19/2019 14:51
2/1/2019	2/28/2019	USX	51000		0		MN033119	N	FLH	My Leave	8.000000	Sent to Payroll	3/19/2019		3/19/2019 17:15	3/19/2019 14:51
2/1/2019	2/28/2019	USX	51000		0		MN033119	N	SCK	My Leave	12.500000	Sent to Payroll	3/19/2019		3/19/2019 17:15	3/19/2019 14:51
2/1/2019	2/28/2019	USX	51000		0		MN033119	N	VAC	My Leave	8.000000	Sent to Payroll	3/19/2019		3/19/2019 17:15	3/19/2019 14:51
2/1/2019	2/28/2019	USX	50021		0		MN033119	N	SCK	My Leave	2.500000	Sent to Payroll	3/19/2019		3/19/2019 17:13	3/19/2019 14:51
2/1/2019	2/28/2019	USX	50021		0		MN033119	N	VAC	My Leave	8.000000	Sent to Payroll	3/19/2019		3/19/2019 17:13	3/19/2019 14:51
2/1/2019	2/28/2019	USX	50119		0		MN033119	N	SCK	My Leave	8.000000	Sent to Payroll	3/19/2019		3/19/2019 17:15	3/19/2019 14:51
2/1/2019	2/28/2019	USX	51000		0		MN033119	N	FLH	My Leave	8.000000	Sent to Payroll	3/19/2019		3/19/2019 17:15	3/19/2019 14:51
2/1/2019	2/28/2019	COT	52000		0		MN033119	N	ADM	My Leave	3.000000	Sent to Payroll	3/18/2019		3/19/2019 17:09	3/18/2019 11:53
2/1/2019	2/28/2019	COT	52000		0		MN033119	N	FNL	My Leave	8.000000	Sent to Payroll	3/18/2019		3/19/2019 17:09	3/18/2019 11:53
2/1/2019	2/28/2019	COT	52000		0		MN033119	N	FSK	My Leave	6.660000	Sent to Payroll	3/18/2019		3/19/2019 17:09	3/18/2019 11:53
2/1/2019	2/28/2019	COT	52000		0		MN033119	N	VAC	My Leave	7.840000	Sent to Payroll	3/18/2019		3/19/2019 17:09	3/18/2019 11:53
2/1/2019	2/28/2019	COT	52000		0		MN033119	N	SCK	My Leave	6.660000	Sent to Payroll	3/6/2019		3/19/2019 17:09	3/8/2019 11:01
2/1/2019	2/28/2019	COT	52000		0		MN033119	N	VAC	My Leave	8.840000	Sent to Payroll	3/8/2019		3/19/2019 17:09	3/8/2019 11:01
2/1/2019	2/28/2019	USX	50119		0		MN033119	N	VAC	My Leave	4.000000	Sent to Payroll	3/19/2019		3/19/2019 17:15	3/19/2019 14:51

Additional Resources
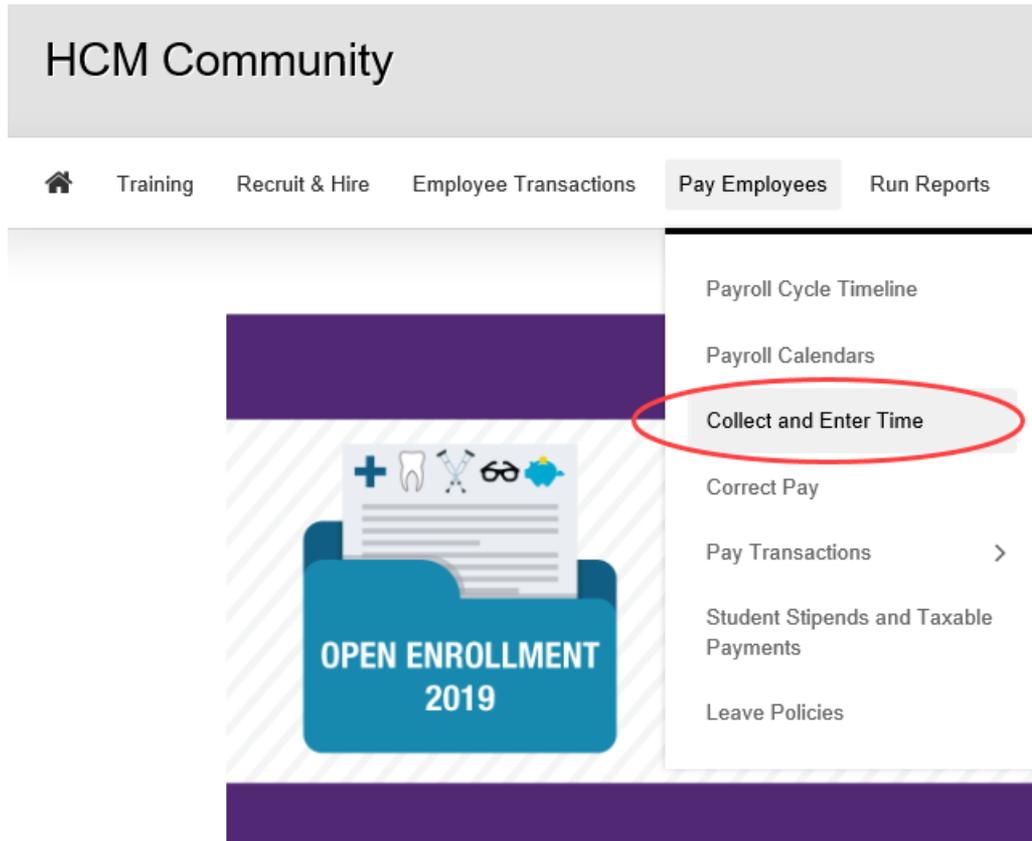
- **Calendars**
- **Step-by-Step Guides**
- **Job Aids**
- **And More!**

If an employee tries to change an event in My Leave after the pay period is closed a message is displayed to inform your Payroll Liaison. Changes will not be reflected on the time sheet that has been processed.

Add/Edit Event

*From Date: 12/27/2018 ***Time:** 08 ▼ : 00 ▼

*To Date: 12/27/2018 ***Time:** 17 ▼ : 00 ▼

☑ Include Lunch

Amount: 8.000   Details

*Reporting To: Job 0 Diane Wiederspahn (Supervisor)

*Earnings Code: Vacation Leave

*Status: Approve

Description: Missouri

Message

A Timesheet has already been created for this pay period (29101,30)

A Timesheet has already been created for this pay period. To add/change information, you will need to cancel, rebuild and re-submit your timesheet. Inform your Payroll Liaison (PPL) immediately to ensure your compensation and/or leave balances are documented correctly

OK

SpeedType:

Save   Delete   Close

Auditing My Leave

It is possible that entries in My Leave were not posted to payroll for processing

- Timesheets were missed and not loaded for a pay period
- Calendars were changed after timesheets were loaded and processed

The following reports are useful to audit leave hours.

- My Leave Calendar View Report – reads all time currently on the My Leave Calendars

- Leave Balances Report – Shows detailed history of sick and vacation leave balances by employee ID. Pulls information from the CU Leave Accrual Summary.

- Leave Accruals Report - This query returns a summary of current sick and vacation leave accruals by employee ID or dept ID that were recorded when payroll processed.

- Leave Accrual Detail Report - Report includes employee sick and vacation leave accruals, leave taken, adjustments, and balances by pay period.

- CU Leave Accrual Summary – Actual Leave Accrual program reports which can be exported to Excel. Navigator > Benefits > CU Manage Leave Accruals > CU Leave Accrual summary

Summary | Detail

Empl ID:		Name:		

Benefit Record Number: 0   **Act Classified** No   **Classifed Staff LOS:**

Current Balance	VACATION	SICK
Accrual Process Date:	03/21/2019	03/21/2019
Leave Balance:	212.29	213.38
Hours Earned Curr Month:	14.67	10.00
Hours Entered This Month:	0.00	8.00
Hours Earned CY YTD:	44.01	30.00
Hours Adjust CY YTD:	0.00	0.00
Hours Taken CY YTD:	16.00	15.50

Total Hours Earned in HRMS

Carryover:	0.00	0.00
Earned:	1334.79	909.88
Adjusted:	0.00	0.00
Taken:	1122.50	696.50

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

CU Leave Accrual Detail

Empl ID: [ ]   **Benefit Record Number:** 0

Name: [ ]

Plan Type: Vacation ▼

Cumulative Hours

Personalize | Find | View All | ⤢ | 🔳   First ◀ 1-8 of 92 ▶ Last

	Accrual Date	Hours Pre HRMS	Cumulative Hours Earned	Hours Earned This Month	Cumulative Hours Adjust	Cumulative Hours Taken	Hours Processed This Month	Hours Taken Unprocessed	Hours Adjusted Unprocessed	Balance
1	03/21/2019	0.00	1334.79	14.67	0.00	1122.50	0.00	0.00	0.00	212.29
2	02/20/2019	0.00	1320.12	14.67	0.00	1122.50	0.00	0.00	0.00	197.62
3	01/23/2019	0.00	1305.45	14.67	0.00	1122.50	16.00	0.00	0.00	182.95
4	12/20/2018	0.00	1290.78	14.67	0.00	1106.50	16.00	16.00	0.00	168.28
5	11/20/2018	0.00	1276.11	14.67	0.00	1090.50	8.00	16.00	0.00	169.61
6	10/23/2018	0.00	1261.44	14.67	0.00	1082.50	8.00	8.00	0.00	170.94
7	09/20/2018	0.00	1246.77	14.67	0.00	1074.50	0.00	8.00	0.00	164.27
8	08/23/2018	0.00	1232.10	14.67	0.00	1074.50	32.00	0.00	0.00	157.60

My Leave Calendar View Report Options

CUES_HCM_MY_LEAVE_CALENDAR - My Leave Calendar View

First Calendar Date
Last Calendar Date
Business Unit (Optional)
Node (Optional)
Dept ID (Optional)
Pay Group (Optional)
Earn Code (Optional)
Empl ID (Optional)
Aprovr/Proxy ID (Optional)
Supervisor ID (Optional)
Status (Optional)

View Results

Name	Empl ID	Empl Rcd	Business Unit	Dept ID	Pay Group	Job Code	Start Datetime	End Datetime	Earn Code	Amount	Approver ID	Approver Name	Status	Created Datetime	Updated Datetime	Plan Type	SpeedType	Include Lunch	Supervisor ID	Supervisor Name

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

My Leave Calendar View Results

My Leave Calendar View															
Name	ID	Rc #	Dept ID	Pay GP	Start Datetime	End Datetime	CD	Amount	App ID	App Name	Status	Created Datetime	Updated Datetime	Sup ID	Sup Name
	236477	0	51000	UOT	3/29/2019 13:00	3/29/2019 17:00	RGS	4.000			Worked	4/1/2019 15:16	4/1/2019 15:16		
	236477	0	51000	UOT	3/29/2019 8:15	3/29/2019 12:00	RGS	3.750			Worked	4/1/2019 15:15	4/1/2019 15:15		
	236477	0	51000	UOT	3/28/2019 8:00	3/28/2019 17:15	RGS	8.750			Worked	4/1/2019 15:15	4/1/2019 15:15		
	236477	0	51000	UOT	3/27/2019 7:30	3/27/2019 17:30	RGS	9.500			Worked	3/28/2019 10:48	3/28/2019 10:48		
	236477	0	51000	UOT	3/26/2019 13:00	3/26/2019 17:15	RGS	4.250			Worked	4/1/2019 15:18	4/1/2019 15:18		
	236477	0	51000	UOT	3/26/2019 8:15	3/26/2019 12:00	RGS	3.750			Worked	4/1/2019 15:16	4/1/2019 15:17		
	236477	0	51000	UOT	3/25/2019 12:45	3/25/2019 17:00	RGS	4.250			Worked	3/26/2019 8:28	3/26/2019 8:28		
	236477	0	51000	UOT	3/25/2019 8:15	3/25/2019 12:00	RGS	3.750			Worked	3/26/2019 8:27	3/26/2019 8:27		
	236477	0	51000	UOT	3/24/2019 14:15	3/24/2019 15:45	RGS	1.500			Worked	3/26/2019 8:29	3/26/2019 8:29		
	236477	0	51000	UOT	3/22/2019 8:15	3/22/2019 17:00	RGS	8.250			Worked	3/26/2019 8:29	3/26/2019 8:29		
	236477	0	51000	UOT	3/21/2019 12:45	3/21/2019 17:15	RGS	4.500			Worked	4/1/2019 15:20	4/1/2019 15:20		
	236477	0	51000	UOT	3/21/2019 8:15	3/21/2019 12:00	RGS	3.750			Worked	4/1/2019 15:20	4/1/2019 15:20		
	236477	0	51000	UOT	3/20/2019 8:15	3/20/2019 17:00	RGS	8.250			Worked	4/1/2019 15:21	4/1/2019 15:21		
	236477	0	51000	UOT	3/19/2019 8:00	3/19/2019 16:30	RGS	8.000			Worked	4/1/2019 15:21	4/1/2019 15:21		
	236477	0	51000	UOT	3/18/2019 8:30	3/18/2019 17:00	VAC	8.000			Approved	2/4/2019 16:39	2/6/2019 15:44		
	236477	0	51000	UOT	3/15/2019 8:15	3/15/2019 17:30	RGS	8.750			Worked	3/19/2019 15:37	3/19/2019 15:37		
	236477	0	51000	UOT	3/14/2019 10:00	3/14/2019 17:00	RGS	6.500			Worked	3/19/2019 15:36	3/19/2019 15:36		
	236477	0	51000	UOT	3/14/2019 8:00	3/14/2019 10:00	ADM	2.000			Taken	3/19/2019 15:35	3/19/2019 15:35		
	236477	0	51000	UOT	3/13/2019 8:00	3/13/2019 16:30	ADM	8.000			Taken	3/19/2019 15:35	3/19/2019 15:35		
	236477	0	51000	UOT	3/12/2019 8:15	3/12/2019 17:00	RGS	8.250			Worked	3/19/2019 15:41	3/19/2019 15:41		
	236477	0	51000	UOT	3/11/2019 20:00	3/11/2019 21:30	RGS	1.500			Worked	3/19/2019 15:40	3/19/2019 15:40		
	236477	0	51000	UOT	3/11/2019 8:15	3/11/2019 17:15	RGS	8.500			Worked	3/19/2019 15:38	3/19/2019 15:38		
	236477	0	51000	UOT	3/10/2019 10:00	3/10/2019 11:30	RGS	1.500			Worked	3/19/2019 15:40	3/19/2019 15:40		
	236477	0	51000	UOT	3/8/2019 14:30	3/8/2019 16:30	SCK	2.000			Taken	3/11/2019 9:24	3/11/2019 9:24		

CUES_HCM_LEAVE_ACCRUAL_DETAIL - Leave Accrual Detail

Dept ID (optional): [   ] 🔍

Pay Period End Dt (optional): [   ] 📅

Employee ID: (optional) [   ]

[View Results]

Dept ID	Employee ID	Empl Record	Employee Name	Plan Type	Benefit Plan	Pay Period End Date	Begin Balance	Hrs Earned This Pay Period	Hours Posted This Pay Period	Adjustments This Pay Period	End Balance

Leave Accural Detail Report

Dept ID	Id	Employee Name	Plan Type	Benefit Plan	PPE	Begin Balance	Hrs Earned This Pay Period	Hours Posted This Pay Period	Adjustments This Pay Period	End Balance
51000			50	SCK	12/31/2017	171.630000	10.00	4.50	0.00	177.13
51000			51	VAC	12/31/2017	153.570000	14.67	24.00	0.00	144.24
51000			50	SCK	1/31/2018	177.130000	10.00	20.00	0.00	167.13
51000			51	VAC	1/31/2018	144.240000	14.67	8.00	0.00	150.91
51000			50	SCK	2/28/2018	167.130000	10.00	4.00	0.00	173.13
51000			51	VAC	2/28/2018	150.910000	14.67	0.00	0.00	165.58
51000			50	SCK	3/31/2018	173.130000	10.00	2.50	0.00	180.63
51000			51	VAC	3/31/2018	165.580000	14.67	8.00	0.00	172.25
51000			50	SCK	4/30/2018	180.630000	10.00	14.50	0.00	176.13
51000			51	VAC	4/30/2018	172.250000	14.67	0.00	0.00	186.92
51000			50	SCK	5/31/2018	176.130000	10.00	1.50	0.00	184.63
51000			51	VAC	5/31/2018	186.920000	14.67	24.00	0.00	177.59
51000			50	SCK	6/30/2018	184.630000	10.00	3.00	0.00	191.63
51000			51	VAC	6/30/2018	177.590000	14.67	8.00	0.00	184.26
51000			50	SCK	7/31/2018	191.630000	10.00	1.50	0.00	200.13
51000			51	VAC	7/31/2018	184.260000	14.67	24.00	0.00	174.93
51000			50	SCK	8/31/2018	200.130000	10.00	0.00	0.00	210.13
51000			51	VAC	8/31/2018	174.930000	14.67	32.00	0.00	157.60
51000			50	SCK	9/30/2018	210.130000	10.00	0.00	0.00	220.13
51000			51	VAC	9/30/2018	157.600000	14.67	0.00	0.00	172.27
51000			50	SCK	10/31/2018	220.130000	10.00	9.50	0.00	220.63

Create a Pivot Table from both reports and compare the results.

Pivot Table from My Leave Calendar View				

Leave is a month behind Accrual - Dec time is Jan Accural				

Sum of An					
Row La ▼	FSK	RGS	SCK	VAC	Grand Total
⊟ 2017					
Dec		116.75	20	8	144.75
⊟ 2018					
Jan		168.25	4		172.25
Feb		159	2.5	8	169.5
Mar	8	174.75	6.5		189.25
Apr		153	1.5	24	178.5
May		174.25	3		177.25
Jun		161	1.5	32	194.5
Jul		148.5		32	180.5
Aug		190.25			190.25
Sep		137.75	9.5	8	155.25
Oct	8	165.25	3.75	8	185
Nov		154	6		160
Dec		140.5	7.5		148
⊟ 2019					
Jan		157			157
Feb		160.5	8		168.5
Mar		157.75	2	8	167.75
Grand Tot	16	2518.5	75.75	128	2738.25

Pivot Table from Leave Accrual Detail			

Sum of Ho Columr ▼				
Row La ▼	SCK	VAC	(blank)	Grand Total
⊞ <12/31/2017				
⊟ 2017				
Dec	4.5		24	28.5
⊟ 2018				
Jan	20		8	28
Feb	4		0	4
Mar	2.5		8	10.5
Apr	14.5		0	14.5
May	1.5		24	25.5
Jun	3		8	11
Jul	1.5		24	25.5
Aug	0		32	32
Sep	0		0	0
Oct	9.5		8	17.5
Nov	11.75		8	19.75
Dec	30		16	46
⊟ 2019				
Jan	7.5		16	23.5
Feb	0		0	0
Mar	8		0	8
Grand Tot	118.25		176	294.25

Annual Leave Sweep 2019

Coming to your Office July

What is the Leave Sweep and who does it effect?

- Annually Employee Services runs the leave sweep process after the last off cycle in July. All vacation and sick leave limits are based on the fiscal year which ends 06/30/2019. The sweep impacts Classified and University Staff employees.

- Classified employees vacation leave will be swept base on their Length of Service in Months and the maximum accrual for that LOS.

- Classified employees sick leave will be swept if it is over 360 hours

- Over accrued sick leave for Classified employees up to 80 hours is converted to annual leave each new fiscal year at a 5:1 ratio which is equal to a maximum of 16 vacation hours. The converted sick leave is not added to the vacation leave until after the vacation leave is swept if it is at the limit.

Maybe this Chart will help! Also the following link to the Employee Services website.
https://www.cu.edu/hcm-community/leave-policies

- Regular, full-time classified employees accrue vacation at the following rates, based on years of state service. The amount of leave that permanent part-time employees earn is based on the hours worked in the pay period.

Years of Service*	Length of State Service in Months**	Accrual/Month	Maximum Accrual
1 – 5	0 to 60	8 hours	192 hours (24 days)
6 – 10	61 to 120	10 hours	240 hours (30 days)
11 – 15	121 to 180	12 hours	288 hours (36 days)
16 – more	181 and up	14 hours	336 hours (42 days)

What are the Rules for University Staff?

Vacation Accruals:

-
  The vacation leave accrual rate for 100-percent-time regular employees is 22 days per year (14.67 hours per month). If the employee's appointment is less than full time, the amount of vacation leave accrued is pro-rated based on the total number of hours worked each month.

- The maximum vacation leave accrual is 44 days (352 hours) as of June 30 each fiscal year*. Employees annually forfeit amounts that exceed the maximum accrual. On some campuses, these hours may be donated to the Leave Bank before forfeiture. For more information, contact your human resources department.

University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Sick Leave for University Staff is not limited

- **<u>Sick Accruals:</u>**
  The sick leave accrual rate is 15 days per year (10 hours per month). If the employee's appointment is less than full time, the amount of sick leave accrued is pro-rated. There is no maximum sick leave accrual for University Staff.

How do I make adjustments?

- In CU Time you would make a manual entry using the pay period earnings dates that the adjustment represents.

- For an adjustment to Vacation you would use the VAA earnings code as a positive or a negative depending on if you want to add leave or subtract leave.

- For an adjustment to Sick leave you would use the SCA earnings code as a positive or a negative depending on if you want to add leave or subtract leave.

- The alternative enter the time taken based on the earnings dates as vacation and sick leave taken as a manual entry. This is the preferred method to process with the monthly payroll.

How can I notify my employees if they may be swept?

- Employee Services has a variety of resources to assist in the leave sweep process. CUES_HCM_LEAVE_SWEEP is a query the will only have employees who have exceeded the maximum amount of sick and vacation hours as of the last payroll date.

- To run the query go to the **CU HCM User WorkCenter> Resources> Query Manager> CUES_HCM_LEAVE_SWEEP**.

- If a classified employee has Frozen Sick Leave this amount is added to the limit of 360 hours for that employees Maximum Allowable Sick.

Example of the Leave Sweep Query

Empl ID	Name	LOS	Plan Type	Ben Rcd	Max Allowbl Sick	Frozen Sick Leave	EE Max Sick Leave	Accrued Sick Leave	Excess Sick Leave	EE Sick Leave Adjust	Max Allowbl Vacation	EE Accrued Vacation	Intermed Vacation Adjust	20% of Excess Sick	Final Vacation Adjust
163570	Smith, John	227	Classified	0	360.00	0.00	360.00	360.00	0.00	0.00	336.00	350.65	-14.65	0.00	-14.65
123963	Harris, John	359	Classified	0	360.00	16.00	376.00	376.00	0.00	0.00	336.00	352.00	-16.00	0.00	-16.00
123302	Phillips, Phillips	322	Classified	0	360.00	0.00	360.00	394.94	34.94	-34.94	336.00	336.00	0.00	6.98	6.98
210449	Hedrick, Jimmy	105	Classified	0	360.00	0.00	360.00	360.00	0.00	0.00	240.00	244.45	-4.45	0.00	-4.45
164944	Richards, Keith	165	Classified	0	360.00	0.00	360.00	360.00	0.00	0.00	288.00	289.65	-1.65	0.00	-1.65
204959	Levine, Adam	113	Classified	0	360.00	0.00	360.00	360.00	0.00	0.00	240.00	241.71	-1.71	0.00	-1.71
169136	Jones, Tom	160	Classified	0	360.00	0.00	360.00	360.00	0.00	0.00	288.00	295.11	-7.11	0.00	-7.11
102451	Cash, Johnnie	0	Exmpt Prof	0	0.00	0.00	0.00	0.00	0.00	0.00	352.00	382.80	-30.80	0.00	-30.80
114478	Clarkson, Kelly	0	Exmpt Prof	0	0.00	0.00	0.00	0.00	0.00	0.00	352.00	403.14	-51.14	0.00	-51.14

Tools and Resources to Manage Leave

CU Leave Accrual Summary – Shows All Accruals and Adjustment by Pay Period and Accrual Date. Navigator > Benefits>CU Manage Leave Accruals. Plus multiple reports in CU ES WorkCenter.

Accrual Date	Hrs Pre HRMS	Cum Hours Earned	Hours Earned This Month	Cum Hours Adjust	Cum Hours Taken	Hours Processed This Month	Hours Taken Unprocess	Hours Adj Unproces	Balance	
3/22/2018	254.53	2930.1	14.13	-180.7	2865.43	4.75	0	0	138.52	
2/20/2018	254.53	2916	14	-180.7	2860.68	34.25	4.75	0	124.39	
1/23/2018	254.53	2902	14	-180.7	2826.43	0	34.25	0	115.14	
12/20/2017	254.53	2888	14	-180.7	2826.43	0.25	0	0	135.39	
11/21/2017	254.53	2874	14	-180.7	2826.18	31.5	0.25	0	121.39	
10/23/2017	254.53	2860	14	-180.7	2794.68	1.25	31.5	0	107.64	Sept Hours processed with pay period end 10/31/2017
9/21/2017	254.53	2846	14	-180.7	2793.43	1	1.25	0	125.14	1.25 Hours in CU Time for Earnings date 09/1/2017 - 09/30/2017
8/24/2017	254.53	2832	14	-180.7	2792.43	2.5	1	0	112.39	1 Hour in Cu Time for Earnings Date 08/1/2017 - 08/31/2017
7/22/2017	254.53	2818	14	-180.7	2789.93	13	2.5	0	99.39	End Balance = Beg Balance + Hours Earned This Month - Hours taken Unprocessed
6/23/2017	254.53	2804	14	-180.7	2776.93	0	13	0	87.89	Plus or minus Hrs Adj Column
5/23/2017	254.53	2790	14	-180.7	2776.93	22	0	0	86.89	
4/21/2017	254.53	2776	14	-180.7	2754.93	15.75	22	0	72.89	
3/23/2017	254.53	2762	14	-180.7	2739.18	0	15.75	0	80.89	Balance Example = 80.89+14-22
2/21/2017	254.53	2748	14	-180.7	2739.18	26	0	0	82.64	
1/23/2017	254.53	2734	14	-180.7	2713.18	0.75	26	-0.01	68.64	

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Queries and More Queries

- Leave Accrual Detail – Report shows employee sick and vacation leave accruals, leave taken, adjustments and balances by pay period. Report is very close to the CU Leave Accrual Summary all in one report.

- Leave Accruals – Report will show the current balances for vacation and sick leave by employee or by department.

- Leave Sweep – Report shows an estimate of leave balances to be adjusted as a result of the annual leave sweep process

- Leave Taken – Report shows only leave taken by department, pay period and or employee ID.

More Queries – If you need to audit My Leave

- My Leave Calendar View – This query pulls all recorded time from the My Leave calendar including any vacation or sick leave in requested status.

- My Leave Timesheet Detail – This query pulls detailed information including weekly OTM and ATS calculations and speed types.

- My Leave Timesheets – This query can be run by departments which shows time sheets status such as posted, or approved.

ES Training

Learn more about HCM and CU's processes with training resources.

Webinars and Structured Labs   Recorded Webinars   HCM Training

https://www.cu.edu/hcm-community/hcm-projects/training-webinars

Upcoming Labs: Register in Skillsoft

Payroll Expense Transfers Labs

Payroll Expense Transfers (PETs) are used to correct the SpeedType of a
funding source after payroll has already posted for regular users. During this
interactive structured lab, we will cover best practices when creating a PET.
Attendees will be able to view the approval workflow of a PET, describe when
and why PETs are needed and review how PETs affect Grants.

CU Boulder Sessions ⊕

CU Anschutz Sessions ⊕

CU Denver Sessions ⊕

UCCS Sessions ⊕

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Feedback, suggestions?
system.training@cu.edu

ES Training

Learn more about HCM and CU's processes with training resources.

| Webinars and Structured Labs | Recorded Webinars | HCM Training |

HCM: Payroll Expense Transfers (PETs)-Basics

Enrollment Status: Withdrawn
Duration: 2 Hours, 0 minutes

Status: ⟳

About   **Sessions**   Related Items

Start ▲	End	City/State	Instructor	Session Status	Actions
May 2, 2019 10:00 AM MDT	May 2, 2019 12:00 PM MDT	Colorado Springs,CO	McCoy, Catherine	Confirmed	**Enroll**
May 23, 2019 9:00 AM MDT	May 23, 2019 11:00 AM MDT	Aurora,Colorado	McCoy, Catherine	Confirmed	**Enroll**
May 23, 2019 1:00 PM MDT	May 23, 2019 3:00 PM MDT	Denver,CO	McCoy, Catherine	Confirmed	**Enroll**
May 24, 2019 9:00 AM MDT	May 24, 2019 11:00 AM MDT	Aurora,Colorado	McCoy, Catherine	Confirmed	**Enroll**
May 29, 2019 9:00 AM MDT	May 29, 2019 11:00 AM MDT	Boulder,CO	McCoy, Catherine	Confirmed	**Enroll**
May 29, 2019 1:00 PM MDT	May 29, 2019 3:00 PM MDT	Boulder,CO	McCoy, Catherine	Confirmed	**Enroll**

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Feedback, suggestions?
system.training@cu.edu