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

- 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

Work Location Job Information Payroll Salary Plan	Compensation		
Employee	Empl ID Empl Record 0		
Work Location 🕐		Find First 🕚 1 of	1 🕑 Last
*Effective Date 07/01/2018		Go To Row	+ -
Effective Sequence 0	*Action Pay Rate Change		/
HR Status Active	Reason Merit - Base Building		'
Payroll Status Active	*Job Indicator Primary Job		'
Position Number 00700145	Payroll Coord (Specialist)	— Current [)



HCM Job Data Compensation

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

		Empl ID			
Employee		Empl Record	0		
Compensation 🕐				Find	First 🕚 1 of 1 🕑 Last
Effective Date	07/01/2018				Go To Row
Effective Sequence	0		Action	Pay Rate Change	
HR Status	Active		Reason	Merit - Base Building	
Payroll Status	Active		Job Indicator	Primary Job	
					Current
Compensation Rate	4,743.760000			*Frequency M 🔍 MO	N Sal
Comparative Information	?				
Pay Rates 👔					
Annual	56,925.120000	USD Daily		218.942769 USD	
MON Sal	4,743.760000	USD Hourl	y	27.367846 USD	
Default Pay Components					



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.

	Empl ID					
mployee	Empl Record 0					
Vork Location 👔				Find	First 🕙 1 of 27	Last
*Effective Date 07/01/2018					Go To Row	+ -
Effective Sequence 0		*Action	Paid Leave of Absence		Ŧ	
HR Status Active		Reason			Ŧ	
Payroll Status Leave With Pay	*Job li	ndicator	Administrative			
Position Number 00700145 Q F Override Position Data Position Entry Date 10/31/2011	Payroll Coord (Specialist)		Military Service On the Job Injury Parental Leave Sabbatical Short-Term Disability			
Position Management Reco	rd					



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.

	Empl ID				
Employee	Empl Record 0				
Work Location (?)			Find	First 🕚 1 of 27	🕑 Last
*Effective Date 07/01/2018	B			Go To Row	+ -
Effective Sequence 0		*Action	Leave of Absence	T	
HR Status Active		Reason		T	
Payroll Status Leave of Abs	*Job	Indicator	Administrative Leave		
Position Number 00700145 Overr	Payroll Coord (Specialist) ide Position Data		Family and Medical Leave Act Military Service On the Job Injury Parental Leave		
Position Entry Date 10/31/2011	Management Record		Sabbatical Short Term Disability		



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.

- 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

		Ja	nua	ary		
Su	М	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	/ 18	84 hc	ours	

		Fe	bru	ary		
Su	М	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	/ 16	60 hc	ours	

		N	larc	h		
Su	М	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.

	•	Job 0, U	OT(M)-OT Elig	• Preferer	ices	Today is	s April 10, 20	19	C	View	/ My Calendar	Add Time	Μ	onth	Week	Day
Balances	Act/Proj		Begin Date	Previous Earnings	Begin Ba	lance	Prior Month Poste	ed	Adjustments	Us	sable Balance	Not Taken	Taken		Ending Bala	ance
Sick	Actual		03/01/2019	10.00		23.930000		6.00	0.0	00	17.93	0		16	1	<u>1.93</u>
Vacation	Actual		03/01/2019	14.67		81.250000		10.50	0.0	00	70.75	<u>0</u>		<u>0</u>		<u>70.75</u>
<< February					Marc	h	▼ 20	19	v							April >>
Sunday		Mon	day	Tuesday		We	dnesday		Thursday		F	riday			Saturday	
													1 ndi	ng Ba	lance	2
											R/8 1	Worked			1.5	13
	3		4		5		6			7			8	_(
		S/8 Tal	ken	S/8 Taken		R/8 \	Vorked		R/8 Worked		R/81	Worked			<u>70.7</u>	<u>'5</u>
	10		11		12		13			14			15		April :	
		R/8 Wo	rked	R/8 Worked		A/8	Taken						Set	urda	v	
	17		18		19		20			21		:	22			23
	24		25		26		27			28		:	29			30



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 Ev	vent	
*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:	Ŧ	
Description:		
SpeedType:	#	Message
	Save Delete Close	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 Le	ave	8	1	8	
Y	FLV	Family Leave		96	1	96	
		TOTAL:		168.0		168.0	
Speed Types							
Speed Type	Send To HR	MS Earn Code	Description	Hours	Rate	Total	Edit
	Y	VAC	Vacation Leave	0.0	1	0.0	Edit
	Υ	SCK	Sick Leave	16	1	16	Edit
	Y	ADM	Administrative Leave	8	1	8	Edit

96

96

1

Edit



FLV

Family Leave

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

	gs Begir) Date	03/01/2019	Earnin	gs End Da	ste 03/31/2019								
Compa	my CU	Universi	ity of Colorado		Pay Gro	oup UOT Unive	rsity Staff O	T Eligible						
Depart	ment 5	1000	Employee	Services										
Empli	n		Empl Recc	o fra	Nam	na								
Citipan			Emp ress	ч. ч.	That -	C							(1) . ITA	(1)
Employ	ree Rep	orted Tr	me Details	a X Manu	al One	time Deductions	Onehm	e Tax OneTime P	aumonte	Repular Fa	Pers	ionalize Find 1	Pirst	1.5 of 5 1/ L
Seq Nbr	Off Cyrcle ?	Batch	Position 1	Jusiness	Job Code	SpeedType	Sep Check	Entry Type	dunning	Status	Approver Name	Approval Date	Date Time Modified	Date Time Created
1		Popul ise						My Leave	Approved	•		04/10/2019	04/10/2019 01:20:31 PM	04/10/2019 01:20:31 PM
	8							My Leave	Approved	۲		04/10/2019	04/10/2019 01:20:32 PM	04/10/2019 01:20:32 PM
2								My Leave	Approved	Y		04/10/2019		04/10/2019 01:20:32 PM
2			<u> </u>											04/10/2010
2 3 4								My Leave	Approved	7		04/10/2019		01.20.32 PM



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.

Earni	ngs Beg	jin Date 03/	01/2019	Earnings En	d Date 03/31/2019				
Comp	oany Cl	J University	of Colorado	Pay	Group UOT Univers	ity Staff OT Eligible			
Depa	rtment	51000	Employee S	ervices					
Empl	ID		Empl Record	1 0	Name				
mpk	oyee Re	ported Tim	e Details				Personalize Find	💷 🔜 🛛 First	🚯 1-5 of 5 🛞 Last
Emplo	oyee Deb	ails Batch	n & My Leave	& Manual	Onetime Deductions	Onetime Tax	OneTime Payments	Regular Earnings	(****)
Seq Nbr	Off Cycle ?	*Earnings Code	Reported Hours	Amount	Override Rate	Long Description	Comments	Off Hours Only	Include Lunch
1		SCKQ	16.00						+
2		FLVQ	1.93						+
3		VACQ	70.75						+
4		FLD Q	-23.32						+
5		ADM Q	8.00						+



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.

	,	Job 0, U	OT(M)-OT Elig	Ţ	Preferen	nces	Today is	s April 15, 20)19		View My Calendar	Add Time	Month	Week	Day
Balances	Act/Proj		Begin Date	Previous Ea	arnings	Begin Ba	lance	Prior Month Poste	ed	Adjustments	Usable Balance	Not Taken	Taken	Ending Balance	e
Sick	Actual		03/01/2019		10.00		30.580000		8.00	0.0	0 22.5	<u>0</u>	1	2 2	2.58
Vacation	Actual		03/01/2019		14.67		48.580000		24.00	0.0	0 24.5	0	<u> </u>	<u>2</u> 2.	4.58
<< February						Marc	h	▼ 20	19	v				Ар	ril >>
Sunday		Mon	day	π	uesday		We	dnesday		Thursday		Friday		Saturday	
													1		2
											R/8	Worked	Endin	g Balance	
	3		4			5		6			7		8	-	
		R/8 Wo	rked	R/8	Worked		R/8 \	Worked		R/8 Worked	R/8	Worked		22.58	2
	10		11			12		13			14		15	24.00	2
		R/3 Wo	rked	R/8	Worked		A/8	Taken		A/1.5 Taken		Worked			
		R/5 Wo	rked							R/6.5 Worked				April >	>
	17		18			19		20			21	2	22		23
		R/8 Wo	rked	R/8.5	5 Worked										
	24		25			26		27			28	1	29		30



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.

Add/Edit Ev	rent	
From Date:	03/20/2019 🗃 *Time: 08 🔻 : 30 🔻	
To Date:	03/29/2019 🛐 *Time: 17 🔻 : 00 🔻	
	🖉 Include Lunch	
Amount:	64.000 Details	
Reporting To:	Job 0 Diane Wiederspahn (Supervisor) 🔻	
Earnings Code:	Family Sick Leave	
Status:	T	
Description:		
SpeedType:		Message
S	ave Delete Close	Overuse of Hours
		The system now shows a balance of -41.420 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 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.

		▼ Job 0, I	UOT(M)-OT Elig	• Preferen	nces	Today i	s April 15, 20)19		View My Calenda	r Add Time		Month	Week)ay
Balances	Act/	Proj	Begin Date	Previous Earnings	Begin Bal	lance	Prior Month Post	ed	Adjustments	Usable Balance	Not Taken	Tak	en	Ending Balance	
Sick	Actu	ial	03/01/2019	10.00		30.580000		8.00	0.0	0 22.5	<u>i8</u>	0	<u>64</u>	<u>-41.</u>	.42
Vacation	Actu	ial	03/01/2019	14.67		48.580000		24.00	0.0	0 24.5	8	0	<u>0</u>	24.	.58
<< February					Marc	h	▼ 20	19	v					April	>>
Sunday		Мо	nday	Tuesday		We	dnesday		Thursday		Friday			Saturday	
												1			2
										R	8 Worked		Ending	Balance	
	3		4		5		6			7		8		-	
		R/8 W	orked	R/8 Worked		R/8 \	Worked		R/8 Worked	R	8 Worked			-41.42	2
	10		11		12		13			14		15		24.58	1
		R/3 W	orked	R/8 Worked		A/8	Taken		A/1.5 Taken	- R	8 Worked				
		R/5 W	orked						R/6.5 Worked						
	17		18		19		20			21		22			23
		R/8 W	orked	R/8.5 Worked					64 hrs (s -Fam	Taken panning 2 weeks) ily Sick Leave					
	24		25		26		27			28		29			30
				64 1	Tak nrs (spann -Family Si	ken ing 2 weeks) ick Leave									



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
	Υ	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 R	eported	Time														
	Earnir	ngs Begi	in Date	03/01/2019	Earn	ings End Da	ate 03/31/2019									
	Comp	any CU	Unive	rsity of Colora	do	Pay Gro	oup UOT Unive	ersity Staff OT Eli	igible							
	Depar	tment 5	51000	Employ	ee Services											
	Empl	ID		Empl Re	cord 0	Nam	ie									
	Emplo	yee Re	ported	Time Details	\$								Per	sonalize Find	키 🔜 First	🕚 1-5 of 5 🕑 Last
	Emplo	yee Det	ails	Batch & My Le	eave & Man	ual One	time Deductions	Onetime Tax	x OneTime P	ayments	Regular I	Earnings)			
	Seq Nbr	Off Cycle ?	Bato Run I	h Positio D Numbe	n Business er Unit	Job Code	SpeedType	Sep Check Nbr	Entry Type		Status	Approv	ver Name	Approval Date	Date Time Modified	Date Time Created
	1								My Leave	Approved	¥			04/15/2019	04/15/2019 02:42:15 PM	04/15/2019 02:42:15 PM
	2								My Leave	Approved	¥			04/15/2019		04/15/2019 02:42:15 PM
	3								My Leave	Approved	¥			04/15/2019		04/15/2019 02:42:15 PM
	4								My Leave	Approved	¥			04/15/2019	04/15/2019 02:42:15 PM	04/15/2019 02:42:15 PM
	5								My Leave	Approved	¥			04/15/2019	04/15/2019 02:42:15 PM	04/15/2019 02:42:15 PM
N	lavigate	Back to	Summa	ry Page												
🔒 Sa	ve	Returr	n to Sea	rch 🛉 Pr	evious in L	ist ↓ 1	Vext in List	Notify			[🖡 Add	🖉 Upda	ite/Display	Include History	Correct History



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.

Earnings	Begin Date 03	/01/2019	Earnings Ei	nd Date 03/31/2019				
Company	CU University	of Colorado	Pa	y Group UOT Univer	sity Staff OT Eligible			
Departme	nt 51000	Employee Se	ervices					
Empl ID		Empl Record	0	Name				
Employee	Reported Tim	e Details				Personalize Find	I 🖉 I 📑 🛛 First	🕙 1-5 of 5 🕑 Last
Employee	Details Batcl	h & My Leave	& Manual	Onetime Deductions	Onetime Tax O	neTime Payments	Regular Earnings	
Seq Off Nbr ?	e *Earnings Code	Reported Hours	Amoun	t Override Rate	Long Description	Comments	Off Hours Only	Include Lunch
1	FSKQ	22.58						+
2	VACQ	24.58						•
	FSD 🔍	-16.84						+
4	ATSQ	0.50						•
5	ADM Q	9.50						+



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.	Hourly or Salaried
		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.	



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





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

View All

	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



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

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



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





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) Q Dept ID (Optional) 51000 Q Pay Group 0 This report is showing the Exempt? (N, X, Blank for all) time sheets are already Node (Optional) Q Appr Status (A,C,D,P,R) posted to CU Time View Results Download results in Excel SpreadSheet SV Text File XML File (57 kb) View All Dept ID Job Pay Pay Begin Dt Pay End Dt Reports To Empl Time Begin Time End Approval Approved Empl ID FLSA Stat Submitted Dt/Tm Approver Name Approved DtTm Name Name Status Rcd Code Group Dt Dt By ID 03/19/2019 1 51000 0 2268 USX 03/01/2019 03/31/2019 02/01/2019 02/28/2019 Posted Exempt 14:28:51 03/19/2019 2 51000 0 2448 USX 03/01/2019 03/31/2019 02/01/2019 02/28/2019 Posted Exempt 14:28:52 03/19/2019 3 51000 0 H4G1XX COT 03/01/2019 03/31/2019 02/01/2019 02/28/2019 Posted Exempt 14:28:49 03/04/2019 03/07/2019 4 51000 UOT Nonexempt 03/01/2019 03/31/2019 02/01/2019 02/28/2019 Posted 0 2268 13:26:55 14:03:22 03/04/2019 03/04/2019 UOT Nonexempt 03/01/2019 03/31/2019 02/01/2019 02/28/2019 Posted 5 51000 0 2448 10:29:41 12:55:40 03/07/2019 03/07/2019 6 51000 0 2268 UOT Nonexempt 03/01/2019 03/31/2019 02/01/2019 02/28/2019 Posted 08:12:44 09:50:51 03/19/2019 7 51000 0 2448 USX 03/01/2019 03/31/2019 02/01/2019 02/28/2019 Posted Exempt 14:28:29 03/19/2019 8 51000 0 2204 USX Exempt 03/01/2019 03/31/2019 02/01/2019 02/28/2019 Posted 14:28:29



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.

compensation Frequency	Perso	nalize Find View 100 💷 🎫	First 🖤 1-5 of 2779 🖤 Last
Monthly	Department	Description	
Pay Period End Date	10000	Boulder Campus	
	10001	Office of the Chancellor	
Search	10002	Boulder Faculty Assmbly	
	10003	Staff Council	ook Up Pay Period End Date
	10004	Office of Data Analytics	earch by: Pay Period End Date =
		Se Vie Par 04	Look Up Cancel Advanced Lookup earch Results ew 100 First (1 of 1) Last y Period End Date //30/2019



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.

CU Department Timesheet Review			hcmstg.qa.cu.edu says Enter search string: 51000
Compensation Frequency	Personalize	e Find Vijw 100 🖾 🔣 👘 First 🤇	
Monthly Bi-Weekly Annual	Department	Description	OK Cancel
Pay Period End Date 04/30/2019	10000	Boulder Campus	
	10001	Office of the Chancellor	
Search	10002	Boulder Faculty Assmbly	
	10003	Staff Council	
	10004	Office of Data Analytics	



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.

Compensation Frequency Personalize F						0 2 🔣	First 🕙 2647-2651 of 27	779 🕑 Last					
Monthly	OBi-Weekly OAnnual		Department	t	Description								
Day Dariod I	End Data 0//30/2019		51000		Employee Services								
	and Date 04/30/2013		51005		Payroll Op	perations							
	Search		51100		Benefits F	und-Auxiliary							
			51105		Retiree Pa	ayments							
			51106		CU Payro	11							
									Personalize Fin	d View All 🗖	🔜 First 🤇	1-10 of 75	
Empl ID-	Empl#		Name	Dept	Pay Group	FLSA Status▼	Payment Status 🔺	Batch ID	Supervisor Name	Company	Pay Begin Date	Pay End I	
	0			51000	UOT	Nonexempt	Not Submitted			CU	04/01/2019	04/30/2019	
	0			51000	UOT	Nonexempt	Not Submitted			CU	04/01/2019	04/30/2019	
	0			51000	UOT	Nonexempt	Approved			CU	04/01/2019	04/30/2019	
	0			51000	USX	Exempt	Not Created			CU	04/01/2019	04/30/2019	
	0			51000	UOT	Nonexempt	Approved			CU	04/01/2019	04/30/2019	
	1			51000	USX	Exempt	No Time Submitted			CU	04/01/2019	04/30/2019	
	0			51000	USX	Exempt	Not Created			CU	04/01/2019	04/30/2019	
	0			51000	UOT	Nonexempt	Approved			CU	04/01/2019	04/30/2019	
	0			51000	UOT	Nonexempt	Approved			cu	04/01/2019	04/30/2019	
	0			51000	UOT	Nonexempt	Not Submitted			CU	04/01/2019	04/30/2019	



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.

0 Dep		neoneer N	CVICV														
	Monthly	on Frequ	ency i Wook	dv Annual		Perso	onalize Fi	Descriptio	00 E ^{EE} EES	First 🖤 2	2647-2651 of	2779 🖤 Las	st				
			I-WCCK	any C Annuar		54000		Employee	Convisoo								
	Pay Period	I End Date	04/30/2	2019 🔍		51000		Employee	, Services								
		Search				51005		Payroll O	perations								
	-					51100		Benefits F	Fund-Auxiliary								
						51105		Retiree P	ayments								
						51106		CU Payro	II								
														Personalize Ein		I I Firet	1 10 of 75 🚯 Loct
	Empl ID	- Em	pl#			Name	Dept	Pay Group	FLSA Status▼	Payn	nent Status+	Batch ID		Supervisor Name	Company	Pay Begin Date	Pay End Date
	335965		0				51000	UOT	Nonexempt	ſ	Message					,	04/30/2019
	335365		0				51000	UOT	Nonexempt								04/30/2019
	334489		0				51000	иот	Nonexempt		Timesheets	will be created	d only for OT Exempt	t employees. Click on	'OK' to Continue	e (0,0)	04/30/2019
	331667		0				51000	USX	Exempt		OK	Cano	el				04/30/2019
	330602		0				51000	цот	Nonexempt		Approved				CU	04/01/2010	0//30/2010
	220522		4				51000	LIEV	Evernet	No Ti	no Cubmitted				CU	04/01/2010	04/20/2010
	330333		0				51000	UOX	Exempt	NO TH	Net Orested				011	04/01/2019	04/20/2019
	330533		0				51000	USX	Exempt		NOT Created					04/01/2019	04/30/2019
	330382		0				51000	UOT	Nonexempt		Approved				CU	04/01/2019	04/30/2019
	326382		0				51000	UOT	Nonexempt		Approved				CU	04/01/2019	04/30/2019
	326355		0				51000	UOT	Nonexempt	N	lot Submitted				CU	04/01/2019	04/30/2019
	Auto-Create	e OT Exem J Time	pt Time Der	Sheets Sele	ct All	Desel	ect All	Emplo	yee Alert M	lanager Ale	rt						



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

on	npensation	Frequenc	у		Perso	onalize Fi	nd View 10	00 🖾 🔣	First 3 2647-2651 of 2	2779 🕑 L	ast				
۲	Monthly	O Bi-We	eekly O Annual		Departmen	t	Descriptio	on							
D	av Deriod Er	d Date 04/	30/2019		51000		Employee	e Services							
		lu Date offici			51005		Payroll O	perations							
		Search			51100		Benefits I	Fund-Auxiliary							
					51105		Retiree P	ayments							
51106 CU Payroll															
												Personalize Find	I View All 🔄	🔜 🛛 First 🤇	🜒 1-10 of 75 🕑 La
	Empl ID•	Empl#			Name	Dept	Pay Group	FLSA Status▼	Payment Status	Batch ID		Supervisor Name	Company	Pay Begin Date	Pay End Date
	335965	0				51000	UOT	Nonexempt	Not Submitted		Message		ະບ	04/01/2019	04/30/2019
0	335365	0				51000	UOT	Nonexempt	Not Submitted		Number of Timeshe	ata araatad: 2 (0 0)	ະບ	04/01/2019	04/30/2019
334489 0 51000		UOT	Nonexempt	Approved			cis createu. 2 (0,0)	ະບ	04/01/2019	04/30/2019					
9	331667	0				51000	USX	Exempt	Ready to load		OK		ະບ	04/01/2019	04/30/2019
ו	330602	0				51000	UOT	Nonexempt	Approved				си	04/01/2019	04/30/2019
9	330533	1				51000	USX	Exempt	No Time Submitted				CU	04/01/2019	04/30/2019
1	330533	0				51000	USX	Exempt	Ready to load				CU	04/01/2019	04/30/2019
	330382	0				51000	UOT	Nonexempt	Approved				си	04/01/2019	04/30/2019
	326382	0				51000	UOT	Nonexempt	Approved				си	04/01/2019	04/30/2019
	226255	0				51000	ПОТ	Nonexempt	Not Submitted				CU	04/01/2010	04/30/2010



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.



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.



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

۲	Monthly	O Bi-We	eekly O Annual	Departme	nt	Descriptio	n						
P	ay Period Er	d Date 04/3	30/2019 🔍	✓ 51000		Employee	e Services						
		Search	1	51005		Payroll Op	perations		Select All or	⁻ checl	<pre>c individ</pre>	dual	
51100 Benefits Fund-Auxiliary							employee id to Load to CU						
	51105 Retiree Payments							Time			•		
				51106		CU Payro	II		TITIC				
												0 · · · · · · · · · · · · · · · · · · ·	
		E			Dent				Personalize Fin	d View 10 🗠	E First	୬ 1-75 of 75 ♥ L	ast
	Empl ID	Empi#		Name	Dept	Pay Group	FLSA Status	Payment Status - Batch ID	Supervisor Name	Company	Pay Begin Date	Pay End Date	
	207400	0			51000	001	Nonexempt	Approved		0	04/01/2019	04/30/2019	
	256887	0			51000	UOT	Nonexempt	Approved		CU	04/01/2019	04/30/2019	
/	239612	0			51000	USX	Nonexempt	Approved		CU	04/01/2019	04/30/2019	
/	239610	0			51000	UOT	Nonexempt	Approved		CU	04/01/2019	04/30/2019	
/	239051	0			51000	UOT	Nonexempt	Approved		CU	04/01/2019	04/30/2019	
•	237956	0			51000	UOT	Nonexempt	Approved		си	04/01/2019	04/30/2019	
/	200512	0			51000	UOT	Nonexempt	Approved		cu	04/01/2019	04/30/2019	
/	188548	0			51000	UOT	Nonexempt	Approved		си	04/01/2019	04/30/2019	
•	151792	0			51000	UOT	Nonexempt	Approved		CU	04/01/2019	04/30/2019	
•	120108	0			51000	UOT	Nonexempt	Approved		си	04/01/2019	04/30/2019	-
۵	ito-Create O	Exempt Tir	me Sheets Selec		lect All	Emplo	woo Alort Man	ager Alert					

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.

Co	mpensation Monthly	Frequence Bi-W	eekly O Annual	Perso	onalize Fi t	nd View 10 Descriptio	0 🖾 🔜	First 🕔 2647-2651 of 2	779 🕑 Last					
	Pay Period E	nd Date 04	30/2019 Q	€ 51000		Employee	Services							
		Search	· ·	51005		Payroll Op	perations							
		Search		51100		Benefits F	und-Auxiliary							
				51105		Retiree Pa	ree Payments							
				51106		CU Payro	I							
										Personalize Fin	d I View 10 I I	I 📰 Firet 🤇	1.75 of 75 🕟	Last
	Empl ID-	Empl#		Name	Dept	Pay Group	FLSA Status	Payment Status -	Batch ID	Supervisor Name	Company	Pay Begin Date	Pay End Date	te
	267400	0			51000	UOT	Nonexempt	Posted	Message	<u>,</u>		04/01/2019	04/30/2019	
	256887	0			51000	UOT	Nonexempt	Posted				04/01/2019	04/30/2019	
	239612	0			51000	USX	Nonexempt	Posted	Total numbe	er of Timesheets loaded into CU Time: 2	3 (0,0)	04/01/2019	04/30/2019	
V	239610	0			51000	UOT	Nonexempt	Posted	ОК			04/01/2019	04/30/2019	
V	239051	0			51000	UOT	Nonexempt	Posted			CU	04/01/2019	04/30/2019	
V	237956	0			51000	UOT	Nonexempt	Posted			си	04/01/2019	04/30/2019	
1	200512	0			51000	UOT	Nonexempt	Posted			CU	04/01/2019	04/30/2019	
1	188548	0			51000	UOT	Nonexempt	Posted			CU	04/01/2019	04/30/2019	
	151792	0			51000	UOT	Nonexempt	Posted			CU	04/01/2019	04/30/2019	
	120108	0			51000	UOT	Nonexempt	Posted			CU	04/01/2019	04/30/2019	-



All the timesheets now have a Posted status.

Compensation Frequency

ompensation Frequency	Personalize Find	1 View 100 🔄 🔜 🛛 First 🕚 2647-2651 of 2779 🕑 Last
Monthly Bi-Weekly O Annual	Department	Description
Pav Period End Date 04/30/2019	51000	Employee Services
· · · · · · · · · · · · · · · · · · ·	51005	Payroll Operations
Search	51100	Benefits Fund-Auxiliary
	51105	Retiree Payments
	51106	CU Payroll



Download to Excel

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

								Personalize Fin	d View 10 🕒	HIS First	1-74 of 74
Empl	I ID▼ Empl#	Name	Dept	Pay Group	FLSA Status -	Payment Status▼	Batch ID	Supervisor Name	Company	Pay Begin Date	Pay End
33448	39 C		51000	UOT	Nonexempt	Posted			си	04/01/2019	04/30/2019
33166	67 0		51000	USX	Exempt	Posted			CU	04/01/2019	04/30/2019
33060	02 0		51000	UOT	Nonexempt	Posted			CU	04/01/2019	04/30/2019
33053	33 0		51000	USX	Exempt	Posted			CU	04/01/2019	04/30/2019
33038	32 0		51000	UOT	Nonexempt	Posted			CU	04/01/2019	04/30/2019
32638	32 0		51000	UOT	Nonexempt	Posted			CU	04/01/2019	04/30/2019
32635	55 0		51000	UOT	Nonexempt	Posted			CU	04/01/2019	04/30/2019
32292	26 0		51000	USX	Exempt	Posted			CU	04/01/2019	04/30/2019
32265	57 0		51000	USX	Exempt	Posted			CU	04/01/2019	04/30/2019
31980	02 0		51000	UOT	Nonexempt	Posted			CU	04/01/2019	04/30/2019



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

	_								· · · · · · · · · · · · · · · · · · ·			
F	ile	Home	Insert Page Layout	Formulas	Data	Review	View ACROBAT	Q Q	Tell me what you want t	o do		
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	,		· /*									
	Α	В	С	D	E	F	G	н	1	J	ĸ	L
1	Empl ID	Empl#	Name	Dept	Pay Group	FLSA Status	Payment Status	Batch ID	Supervisor Name	e Company	Pay Begin Date	Pay End Date
2		0		51000	UOT	Nonexempt	Requested			CU	4/1/2019	4/30/2019
3		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
4		0		51000	USX	Exempt	Posted			CU	4/1/2019	4/30/2019
5		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
6		0		51000	USX	Exempt	Posted			CU	4/1/2019	4/30/2019
7		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
8		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
9		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
10		0		51000	USX	Exempt	Posted			CU	4/1/2019	4/30/2019
11		0		51000	USX	Exempt	Posted			CU	4/1/2019	4/30/2019
12		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
13		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
14		0		51000	USX	Exempt	Posted			CU	4/1/2019	4/30/2019
15		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
16		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
17		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
18		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
19		0		51000	USX	Exempt	Posted			CU	4/1/2019	4/30/2019
20		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
21		0		51000	USX	Exempt	Posted			CU	4/1/2019	4/30/2019
22		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
23		0		51000	USX	Exempt	Posted			CU	4/1/2019	4/30/2019



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)	31
Last Earns End Dt (Optional)	31
Empl ID (Optional)	Q
Dept ID (Optional)	Q
Pay Group (Optional)	Q
Company (Optional)	Q
Earn Code (Optional)	Q
Pay Run ID (Optional)	Q
Batch Run ID (Optional)	
Campus (Optional)	•
Off Cycle ONLY	✓
Needs Approval ONLY	
Node (Optional)	Q
Status	Approved v
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



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.

Pay

Run

ID

Off

Cycle Code

Batch

Run ID

Posn Nbr

Name

Earn Earn Code

Descr

Entry

Туре

Oth Pay

Hours

Gr	University of Colorado
	Boulder Colorado Springs Denver Anschutz Medical Campus

Earns	Earns	Pay			RC									Approver		
Begin	End	GP	Dept	Empl ID	# N	lame	Pay Run ID	00	Code	Entry Type	Hours	Status	Approval Date	Name	Date Time Modified	Date Time Created
2/1/2019	2/28/2019	USX	5 🔶 9	r	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
n/1/1010	n/no/no10	ιι c v	E0110		Δ		MANO22110	N	\/ \ C		4 00000	Cantin Davial	2/10/2010		2/10/2010 17.15	2/10/2010 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

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

*From Date: *To Date:	12/27/2018 i *Time: 08 ▼ : 00 ·	2/27/2018 3 *Time: 08 ▼ : 00 ▼ 2/27/2018 3 *Time: 17 ▼ : 00 ▼											
	✓ Include Lunch												
Amount:	8.000 Details	Message											
*Reporting To:	Job 0 Diane Wiederspahn (Supervisor)												
*Earnings Code:	Vacation Leave	A Timesheet has already been created for this pay period (29101,30)											
*Status:	Approve	A Timesheet has already been created for this pay period. To add/change information, you will need to cancel, rebuild											
Description:	Missouri	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												
	University of Colorado												

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



CU Leave Accrl Summary

Summary Detail		
Empl ID:	Name:	
Benefit Record 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



CU Leave Accrual Detail

Summary Detail

Empl ID:		Benefit Record
		Number:
Name:		
Plan Type:	Vacation <	

0

Cı	imulative Ho	urs				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





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	JES_HCM_LEAVE_ACCRUAL_DETAIL - Leave Accrual Detail											
Dep	t ID (optional):	Q										
Pay Period En	d Dt (optional):	31										
Employe	e 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 Acc	ural Detail Report								
Dept ID	Id	Employee Name	Plan Type	Benefit Plan	PPE	Begin Balance	Hrs Earned This Pay Period	Hours Posted This Pay Period	Adjustme nts 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 fro	m My	Leave Cal	endar Viev	v			Pivo	t Table fro	m Leave Accrual Detail		
	th hal	hind Accru	al Destin	no is lon Ar	a cural						
Leave is a mon	th be	nina Accru	ai - Dec tin	ne is Jan Ad	ccurai	0		C I 			
						Sum					
						Row	La∣≖	SCK	VAC	(blank)	Grand Total
		1					/31/	2017			
Sum of An	ΨT					= 201	.7				
Row La 💌 FSK		RGS	SCK	VAC	Grand Total)ec	4.5	24		28.5
□ 2017						= 201	.8				
Dec		116.75	20	8	144.75	J	an	20	8		28
■ 2018						F	eb	4	0		4
Jan		168.25	4		172.25	N	/lar	2.5	8		10.5
Feb		159	2.5	8	169.5	Δ	pr	14.5	0		14.5
Mar	8	174.75	6.5		189.25	N	∕lay	1.5	24		25.5
Apr		153	1.5	24	178.5	J	un	3	8		11
May		174.25	3		177.25	J	ul	1.5	24		25.5
Jun		161	. 1.5	32	194.5	A	ug	0	32		32
Jul		148.5		32	180.5	S	ер	0	0		0
Aug		190.25			190.25	C	Oct	9.5	8		17.5
Sep		137.75	9.5	8	155.25	N	lov	11.75	8		19.75
Oct	8	165.25	3.75	8	185	C)ec	30	16		46
Nov		154	6	i	160	201	9				
Dec		140.5	7.5		148	J	an	7.5	16		23.5
2019						F	eb	0	0		0
Jan		157	,		157	N	/lar	8	0		8
Feb		160.5	8		168.5	Gran	d Tot	t 118.25	176		294.25
Mar		157.75	2	8	167.75						
Grand Tot	16	2518.5	75.75	128	2738.25						



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.



Sick Leave for University Staff is not limited

Sick Accruals:

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

Α	В	С	D	Ε	F	G	Н		J	K	L	М	Ν	0	Р
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.

	Hrs	Cum	Hours	Cum	Cum	Hours	Hours	Hours Adj		
Accrual Date	Pre HRMS	Hours Earned	Earned This Month	Hours Adjust	Hours Taken	Processed This Month	Taken Unprocess	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	o	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
										End Balance = Beg Balance + Hours Earned This Month - Hours taken
7/22/2017	254.53	2818	14	-180.7	2789.93	13	2.5	0	99.39	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	



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 interactive structured lab, we will cover best practices when creating a P Attendees will be able to view the approval workflow of a PET, describe and why PETs are needed and review how PETs affect Grants.	this ET. when
CU Boulder Sessions	0
CU Anschutz Sessions	0
CU Denver Sessions	0
UCCS Sessions	0



Feedback, suggestions? system.training@cu.edu

ES Training

Learn more about HCM and CLI's processes with training resou	irces
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HCM Training

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	HCM: Payroll Expense Transfers (PETs)-Basics										
Ö	Enrollment Status: W Duration: 2 Hours, 0	ithdrawn minutes	Status: ()								
About Sessio	Related Iter	ns									
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	<u>Enroll</u>						
May 23, 2019 1:00 PM MDT	May 23, 2019 3:00 PM MDT	Denver,CO	McCoy, Catherine	Confirmed	<u>Enroll</u>						
May 24, 2019 9:00 AM MDT	May 24, 2019 11:00 AM MDT	Aurora,Colorado	McCoy, Catherine	Confirmed	<u>Enroll</u>						
May 29, 2019 9:00 AM MDT	May 29, 2019 11:00 AM MDT	Boulder,CO	McCoy, Catherine	Confirmed	<u>Enroll</u>						
May 29, 2019 1:00 PM MDT	May 29, 2019 3:00 PM MDT	Boulder,CO	McCoy, Catherine	Confirmed	<u>Enroll</u>						





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