

## CU Department Timesheet Review enhancement limits results to Active My Leave users <sup>[1]</sup>

December 7, 2018 by [Employee and Information Services](#) <sup>[2]</sup>

A recent CU Department Timesheet Review enhancement will reduce the number of employee timesheets that you must review and load into CU Time.

The Dec. 6 change limits CU Department Timesheet Review results to only active employees, who are My Leave users with preferences established.

My Leave preferences must be set for an employee timesheet to load. If preferences are incomplete (for example, a missing a start date) the timesheet will not load. Once preferences are set, either by the employee or the department's HCM user, the employee's timesheet will be included in the CU Department Timesheet Review.

A new report, My Leave Set-up Preferences (**CUES\_HCM\_MY\_LEAVE\_PREFERENCES**), allows you to review My Leave Preferences for all active employees in your departments.

You can find this query here: **HCM WorkCenter tile > Resources > Query Manager**. Scroll to the bottom of the list and select **Click here for all**.

If you would like employees to set their preferences, please [share this guide](#) <sup>[3]</sup> with them.

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