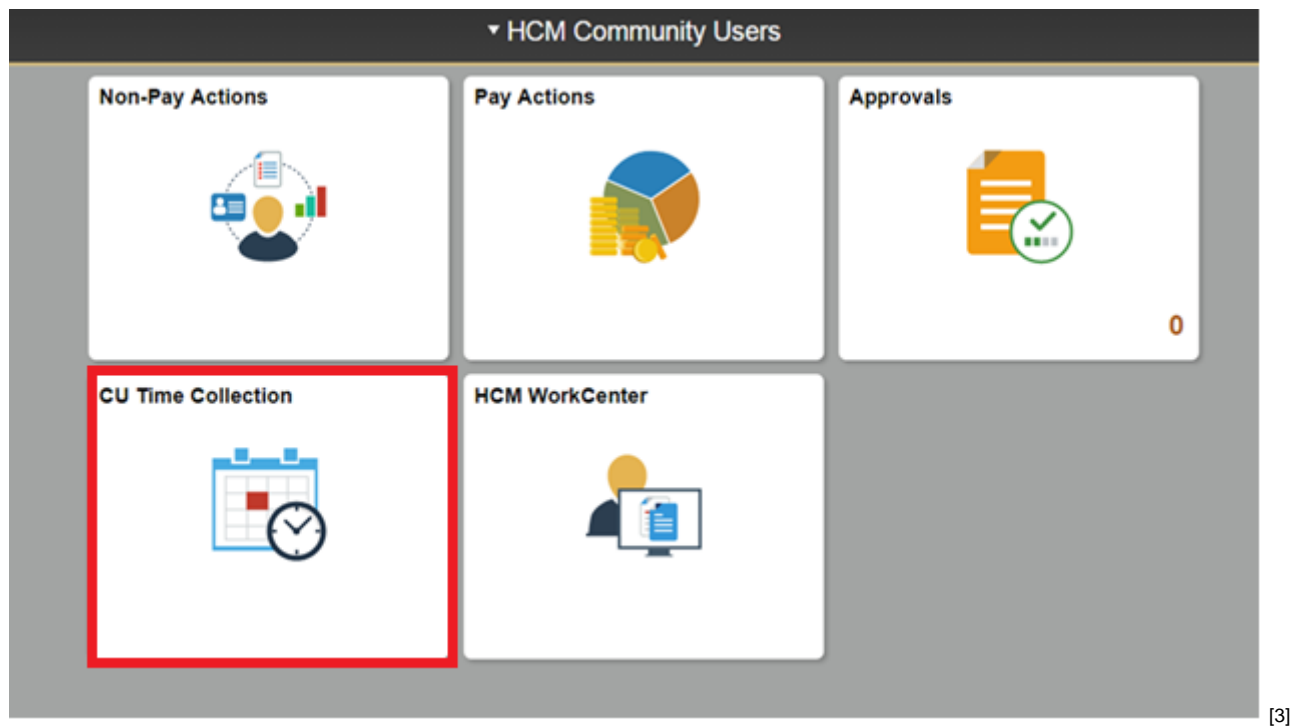


## The CU Time Tile is now available <sup>[1]</sup>

August 25, 2017 by [Employee Services](#) <sup>[2]</sup>

CU Time Collection is now a tile on the HCM Community Dashboard. This highly requested update will streamline navigation to payroll processes in CU Time. Learn about the location and function of the CU Time Collection tile below.



After selecting the tile, a new window will open a new Navigation Collection containing the CU Time links. These links mimic the structure that also exists under the classic menu.

- CU Details
  - CU Leave Request
  - CU Timesheet
  - CU View All File Attachments
- CU Processes
  - CU Apply Rules on PSHUP
  - CU One Time Payments Load
  - CU One Time Tax Load
  - CU Onetime Deductions Load
  - CU Paysheet/PSHUP Table Load
  - CU Regular Earnings Load
  - CU Sepchk update on Pshup
  - CU Time Collection Process
- CU Department Timesheet Review
- CU Employee Reported Time
- CU Mass approve Reported Time
- CU Reported Time Summary

## CU Leave Requests

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

### Search Criteria

Empl ID	begins with	<input type="text"/>
Request Seq Nbr	=	<input type="text"/>
Start Datetime	=	<input type="text"/>
Earnings Code	begins with	<input type="text"/>

Include History

Search

Clear

Basic Search



Save Search Criteria

[4]

Items in the menu are based on the users' access level and are the same links shown when accessing the system through the NavBar or the Classic Menu.

No changes have been made to the functions within the CU Time links.

## Additional Resources

Need help collecting and entering time in CU Time? Walk through the process of collecting

and entering pay [here](#) [5]. Access additional guides and job aids below and in the [HCM Document Library](#) [6].

**Job Aid:**

[Creating and Uploading Time and Leave Data into CU Time](#) [7]

**Quick Reference Guide:**

[Reviewing, Updating and Approving Time](#) [8]

**Step-by-Step Guides:**

[Uploading Time Collection Files](#) [9]  
[Uploading CU Regular Earnings Files](#) [10]

[Wave 3](#) [11], [dashboards](#) [12], [CU Time](#) [13]

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**Links**

- [1] <https://www.cu.edu/blog/hcm-community/cu-time-tile-now-available>
- [2] <https://www.cu.edu/blog/hcm-community/author/9230>
- [3] [https://www.cu.edu/sites/default/files/CU%20Time\\_0.png](https://www.cu.edu/sites/default/files/CU%20Time_0.png)
- [4] <https://www.cu.edu/sites/default/files/CU%20Time%20Menu.png>
- [5] <https://www.cu.edu/hcm-community/collect-and-enter-time>
- [6] <https://www.cu.edu/docs?text&dept=68933>
- [7] <https://www.cu.edu/docs/jaid-creating-and-uploading-time-and-leave-data-cu-time>
- [8] <https://www.cu.edu/docs/qrg-reviewing-updating-and-approving-time>
- [9] <https://www.cu.edu/docs/sbs-uploading-time-collection-files>
- [10] <https://www.cu.edu/docs/sbs-uploading-cu-regular-earnings-files>
- [11] <https://www.cu.edu/blog/hcm-community/tag/wave-3>
- [12] <https://www.cu.edu/blog/hcm-community/tag/dashboards>
- [13] <https://www.cu.edu/blog/hcm-community/tag/cu-time>