

HCM Tips: How to find CU Time, add it to favorites ^[1]

August 3, 2017 by [Employee and Information Services](#) ^[2]






When Elevate Wave Three debuts, users may look for CU Time in the new [HCM Community User dashboard](#) ^[3]. The good news: A CU Time tile will be added this dashboard in the coming weeks. In the meantime, you can find CU Time functionality via the Navigator.

Here are some tips to make accessing CU Time easy.

Tip 1: How to access CU Time

If you're in HCM, click **NavBar > Navigator > CU Time**.

(Click images to view in a modal window.)

 Recent Places	CU PETs and Funding >
 CU Resources	CU Time >
 HCM Favorites	Onboarding Process >
 Navigator	Smart Solutions >
 HCM Classic Home	Smart Employee Onboarding >
	Smart PAF >
	Self Service >
	Manager Self Service >
	Workforce Administration >
	Benefits >
	Payroll for North America >

[4]

Tip 2: Add commonly used items to your HCM Favorites

In this example, we'll add CU Timesheet to HCM Favorites. When you are in a page you'd like to add to your favorites. Click the hamburger menu, then select **Add To Favorites**.

[← HCM Community Users](#) **CU Timesheet**

CU Timesheet


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

Empl Record

Pay Period End Date 

Batch ID

Include History

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

[5]

This will save the page to your HCM Favorites for easy access from the **NavBar**.



Recent Places



CU Resources



HCM Favorites



Navigator



HCM Classic
Home

[6]

For more details on Wave Three changes, [click here](#) [7].

[HCM](#) [8], [Wave 3](#) [7], [Wave three](#) [9], [Fluid](#) [10]

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