

HCM Weekly Update: Workflow updates rolled out ^[1]

June 24, 2016 by [Employee Services](#) ^[2]

Second iteration of workflow debuts

We implemented [a new version of workflow](#) ^[3] and resolved Wednesday's errors. [Please clear your cache](#) ^[4] so transactions route correctly.

Department users are now responsible for checking their Approval Inbox and approving transactions. [Learn how](#) ^[5].

System Updates

System fixes for June 20-24

[Read a roundup](#) ^[6] of improvements to My Leave and PET processing.

Known issue with contract terminations

The separation transaction page isn't updating data correctly for early contract terminations. [Here's a workaround](#) ^[7].

Bug identified with CU Careers reporting

When pulling data using the Oracle Business Intelligence tool, please export reports to Excel 2003. [Learn more](#) ^[8].

Wrap up Jobs at CU postings

Remember to close out any remaining postings by June 30, the last day you'll have access to Jobs at CU.

Entering FTE or standard hours?

[Review the difference](#) ^[9] between these two values.

News & Events

Don't forget: June earnings pay out July 1

[Remind your department](#) ^[10] to plan for any budget concerns.

Wrap up final tasks for fiscal year end

Bookmark this handy checklist ^[11] of important dates and tasks.

Never miss an update

Check out the [HCM Community blog](#) ^[12] to read the latest information about system errors, fixes, payroll deadlines and more.

[HCM Weekly Update](#) ^[13], [HCM System Fixes](#) ^[14]

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