

New workflows available in HCM Training environment ^[1]

November 4, 2015 by [Employee Services](#) ^[2]

The [HCM Training Environment](#) ^[3] just got better: with new workflows, the HCM mock site looks and acts more like the tool you'll use after go-live.

We've also posted new step-by-step guides for [My Leave](#) ^[4], [CU Time](#) ^[5] and [Kronos](#) ^[6] on our [Training Environment Web page](#) ^[3]. My Leave is the improved version of our current time tracking system, and Kronos and CU Time help you make changes to payroll earnings.

The training environment will be available through go-live Dec. 3, so make sure to practice this month! [On our Web page](#) ^[3], you'll find several guides that walk you through common HCM transactions, which each take about 10 minutes or fewer to complete.

Once you finish a script, tell us what's working and what's not [on this feedback form](#) ^[7], where you can upload screenshots of errors and issues.

Questions?

Send an email to HCM_Community@cu.edu ^[8].

[HCM](#) ^[9], [HCM Community](#) ^[10], [My Leave](#) ^[11], [CU Time](#) ^[12]

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