

## **Quick guides give you additional payroll support** <sup>[1]</sup>

December 17, 2015 by [Employee Services](#) <sup>[2]</sup>

Check out these guides to find succinct steps and screenshots for using My Leave and CU Time.

- [Uploading time and leave from My Leave into CU Time](#) <sup>[3]</sup>
- [Reviewing, updating and approving time](#) <sup>[4]</sup>
- [Adding time manually: One employee at a time](#) <sup>[5]</sup>
- [Uploading time via Regular Earnings Upload: Group uploads with an Excel template](#) <sup>[6]</sup>

For more information, visit the [Pay Employees page](#) <sup>[7]</sup> of the HCM Community website.

### **Questions?**

Send an email to [HCM\\_Community@cu.edu](mailto:HCM_Community@cu.edu) <sup>[8]</sup>

[HCM Community](#) <sup>[9]</sup>, [payroll](#) <sup>[10]</sup>

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[6] <https://www.cu.edu/sites/default/files/add-manual-time-group-quick-reference-guide.pdf>

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