Collect and Enter Time [1]
Meet your time-collection and time-entry deadlines by doing the following:

1. Collect time and approve leave—either in My Leave or externally.
2. Load time into CU Time—the area from where time is pulled to process pay—and approve it.
3. Approve all uploads and/or entries.
4. Check your work using queries.

1. To get started, identify where and how your employees track their time. Choose the column that applies to your department, and use those guides.

Gather employee time collected outside My Leave.

Job aid: Employee Work Record Example: Monthly

Job aid: Creating and Uploading Time and Leave Data into CU Time
—Page 1-2

Collect, review and approve time in My Leave.

Step-by-step: My Leave Basics- Setting Preferences and Entering Time

Step-by-step: My Leave for HCM Community Members

2. Now that you have all your employees' time, upload it into CU Time. Choose the column that applies to your department.

*Not available to approve time?

My Leave for Supervisors

Ensure proper pay.
Use the Earning Codes and Pay Groups Job Aid.

Find into which pay group your employees fall so you categorize them correctly.

Common Earnings Codes and their Pay Groups
Upload time and leave outside My Leave into CU Time.

Step-by-step: Uploading Time Collection Files  
Step-by-step: Uploading CU Regular Earnings Files  
Step-by-step: Uploading One Time Payment Files to CU Time  
Step-by-step: Manually Entering Reported Time  
HCM in a Minute: Manual Entries  
Job aid: Creating and Uploading Time and Leave Data into CU Time —Page 2-4  
Job aid: Building Uploads for Success

Upload time and leave within My Leave to CU Time.

Step-by-step: Uploading Time Collection Files  
Quick reference: Review, Update and Approve Time  
Step-by-step: My Leave for Supervisors  
Job aid: Building Uploads for Success  
Step-by-step: Annual Leave Certification for Employees and Supervisors Approval

Approve the time you've entered. Choose the column that applies to your department, and use those guides.

Approve time that you uploaded into CU Time.

Quick reference: Reviewing, Updating and Approving time  
Job aid: Creating and Uploading Time and Leave Data into CU Time —Page 4
Using these guides, you'll learn two methods for approving time:

1. Approve each employee's time individually, using the Employee Reported Time feature.
2. Approve time for an entire department, using the Employee Reported Time Summary feature.

Note: The system will notify you of any errors that occur during this process so you can fix them to ensure employees get paid.

**Approve time from My Leave in CU Time.**

Step-by-step: [My Leave for HCM Community Members](#)

Then, validate the data using one or more of the queries below.

**Leave Data**

Leave Accrual Summary (CUES_HCM_LEAVE_ACCRUAL_SUM): This query reflects the Summarys tabe within the CU Leave Accrual Summary Page

Leave Accrual Detail (CUES_HCM_LEAVE_ACCRUAL_DTL): This query pulls information from the CU Leave Accrual Summary Page's Detail tab for individual employees.

Leave Taken (CUES_HCM_LEAVE_TAKEN): This query provides leave hours that have been processed by payroll to compare third-party/off-line timekeeping entries with uploads.

My Leave Calendar View (CUES_HCM_MY_LEAVECALENDAR): This query returns information about My Leave requests shown on the calendar view, excluding holidays, to compare and determine if all calendar events are reflected in the HCM Leave Accrual balance.

**Leave Sweep** 2021 (CUES_HCM_LEAVE_SWEEP): This query returns the leave that will be swept as of the most recent payroll.

Groups audience:
HCM Community

Right Sidebar:
HCM: Resources Key
HCM: Document Library
HCM: Payroll Production Deadlines
HCM: Feedback
HCM: Submit a Ticket

Source URL: https://www.cu.edu/hcm-community/collect-and-enter-time

Links
[3] https://www.cu.edu/employee-services/employee-work-record-example-monthly
[12] https://vimeo.com/170519132