Published on *University of Colorado* (https://www.cu.edu)

Collect and Enter Time [1]

H

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.

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 [2]

---

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 [3]

Job aid: Creating and Uploading Time and Leave Data into CU Time [4] —Page 1-2

Collect, review and approve time in My Leave.

Step-by-step: My Leave Basics- Setting Preferences and Entering Time [5]

Step-by-step: My Leave for HCM Community Members [6]

---

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 *[7]*

Upload time and leave outside My Leave into CU Time.

Step-by-step: Uploading Time Collection Files [8]

Step-by-step: Uploading CU Regular Earnings Files [9]

Step-by-step: Uploading One Time Payment Files to CU Time [10]

Step-by-step: Manually Entering Reported Time [11]

HCM in a Minute: Manual Entries [12]

Job aid: Creating and Uploading Time and Leave Data into CU Time [4] —Page 2-4

Job aid: Building Uploads for Success [13]

Upload time and leave within My Leave to CU Time.

Step-by-step: Uploading Time Collection Files [8]

Quick reference: Review, Update and Approve Time [14]

Step-by-step: [7]My Leave for Supervisors [7]

Job aid: Building Uploads for Success [13]

Step-by-step: Annual Leave Certification for Employees and Supervisors [15] Approval

---

3. 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 [14]

Job aid: Creating and Uploading Time and Leave Data into CU Time [4] —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 [6]

Holiday Pay Procedural Statement [16]

---

4. Validate the data using one or more of the queries below.

Leave Data

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

Leave Accural Detail (CUES_HCM_LEAVE_ACCURAL_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_LEAVE_CALENDAR): 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 [17] (CUES_HCM_LEAVE_SWEEP): This query returns the leave that will be swept as of the most recent payroll.

Payroll Data

Payroll Register [18]
(CUES_HCM_PAYROLL_REGISTER): This query returns paycheck

information and an earnings breakdown by pay period end (PPE).

Payroll Register Account Detail (CUES_HCM_PAYROLL_REGISTER_DTL): This query returns paycheck information and an earnings breakdown with accounting details by pay period end.

Payroll Register Summary (CUES_HCM_PAYROLL_REGISTER_SUM): This query returns paycheck information by pay period end with no earnings breakdown.

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
[1] https://www.cu.edu/hcm-community/collect-and-enter-time [2] https://www.cu.edu/hcm-community/job-aid-common-earnings-codes-and-their-pay-groups [3] https://www.cu.edu/employee-services/employee-work-record-example-monthly [4] https://www.cu.edu/docs/jaid-creating-and-uploading-time-and-leave-data-cu-time [5] https://www.cu.edu/docs/sbs-my-leave-basics-preferences-time-and-leave
[6] https://www.cu.edu/docs/sbs-my-leave-hcm-community-members [7] https://www.cu.edu/docs/sbs-my-leave-supervisors [8] https://www.cu.edu/docs/sbs-uploading-time-collection-files
[9] https://www.cu.edu/docs/sbs-uploading-cu-regular-earnings-files [10] https://www.cu.edu/docs/sbs-uploading-cu-one-time-payments [11] https://www.cu.edu/docs/sbs-manually-entering-reported-time
[12] https://vimeo.com/170519132 [13] https://www.cu.edu/docs/jaid-building-uploads-success
[14] https://www.cu.edu/docs/qrg-reviewing-updating-and-approving-time [15] https://www.cu.edu/docs/sbs-annual-leave-certification-employees-and-supervisors
[16] https://www.cu.edu/docs/holiday-pay-procedural-statement [17] https://www.cu.edu/blog/hcm-community/new-query-allows-you-run-leave-sweeps-your-own [18] https://www.cu.edu/blog/hcm-community/quick-tips-keys-running-reading-payroll-registers