



CU Time Collection

CU Time Collection Special Payroll Processing will be used by departments to enter BW or MON earnings for off-cycle payroll. This process should be used for earnings such as late pay, exception payments, and one- time payment requests.

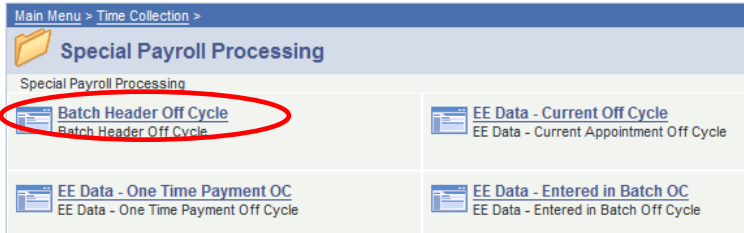
Special Processing Time collection will open at 9 am each Friday and will remain open until 12pm on Tuesday of the next week. Payroll processing and confirm will complete Tuesday afternoon. The files will be sent to the bank and off-cycle pulls and reversals will be completed on Wednesday. Pay will be issued on Friday. *Note: There may be exceptions to the processing schedule. Please see the FAQs at the end of this document for details.

7 Due to ES @ 5pm • Form W-4, Direct-Deposit BW PPE 75	8	9 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 75	10 Time Collection Close @ 5pm BW PPE 75	11 Processing BW PPE 07/05/14	12
14 Run Payroll Register Report BW PPE 75 (Pay Day 7/18)	15 OC Close Special Offcycle (OC) Time Collection @ 12p	16 Due to ES @ 10am • Check Stops • Direct Deposit Pulls BW Pay Day 7/18 OC Pay Day 07/18	17 Approval Deadline @ 5pm • Position, Funding, Job Data MON PPE 731	18 BW PAY DAY - PPE 7/6 (Pay ID 07/05/14)	19
Due to ES @ 5pm • Form W-4, Direct-Deposit MON PPE 731	OC Processing Confirm Special Offcycle			OC Pay Day - PPE 07/10 OC Open Special Offcycle Time Collection (PPE 07/17)	20

Create Off Cycle Batch

Navigation: Time Collection > Special Payroll Processing

Step 1: Click Batch Header Off Cycle.



Step 2: Click on the Add a New Value tab.

TE Header Off-Cycle

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Pay Group: begins with

Batch ID: begins with

Search Clear Basic Search Save Search Criteria

Step 3: Enter pay group (BW for bi-weekly employee or MON for monthly employees.) Next enter a new Batch ID.

A batch ID must consist of three characters (letters and/or numbers). A new batch ID must be used for each batch created for the same pay group within the same pay period. Batch IDs can be reused in subsequent pay periods.

TE Header Off-Cycle

Find an Existing Value Add a New Value

Pay Group:

Batch ID:

Add

Find an Existing Value | Add a New Value

OR

TE Header Off-Cycle

Find an Existing Value Add a New Value

Pay Group:

Batch ID:

Add

Find an Existing Value | Add a New Value

Step 4: Click Add. The Time Entry Header Page is displayed.

Time Entry Header

Company: CU University of Colorado Batch ID: AA1

Pay Group: BW Biweekly Employee Batch Source: O Online

Pay End Date: 03/27/2014 Off Cycle Payroll

Created By: lica 51000 Employee Services

Description: 03/27/14 OC-AA1

One Time Payment Only? Load Data from Leave App

Batch Status: Open Cancelled Ready Approved Processed

Batch Totals	
EE Count:	Pay Amt:
Addl Amt: \$0.00	Hours: 15.00
Approved Totals	
EE Count: 0	Pay Amt: \$0.00
Addl Amt: \$0.00	Hours: 0.00

Load Data from My Leave for Departments: First 1 of 1 Last

Department	Selected
1	<input type="checkbox"/>

Enter a description that uniquely identifies the batch so that it can easily be referenced later when needed. Make sure the batch status is "Open" and then click "Save".



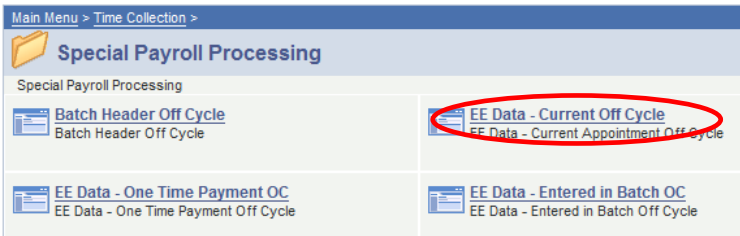
Step 5: Once the batch has been created, navigate to the appropriate type of data to be entered in the Menu: Current Off Cycle Appointments or Expired Appointments.

NOTE: Special Payroll Processing Batches will not load time data from My Leave.

Add EE Data – Current Appointment OC

Navigation: Time Collection > Special Payroll Processing

Step 1: Click EE Data – Current Off Cycle.



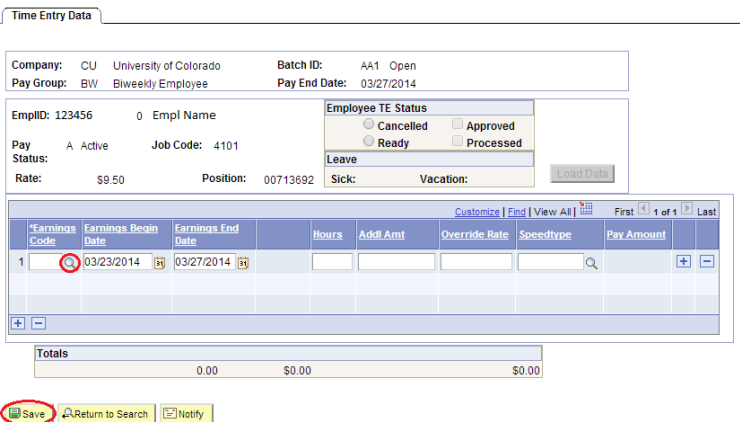
Step 2: Enter the Pay Group, Batch ID and employee ID number and/or department number> Click “Search”.

EE Data - Current Appt. OC

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search form with fields for Pay Group, Batch ID, Department, EmplID, Empl Rcd Nbr, Name, and Last Name. Includes buttons for Search, Clear, Basic Search, and Save Search Criteria.

Step 3: Enter the correct earnings code for regular appointment wages (STH for students or REG for all other hourly paid employees). Use the Magnifying glass for available codes.



Look Up Earnings Code

Form for looking up earnings code with Earnings Program ID (SHR) and Earnings Code (begins with) dropdown.

Buttons: Look Up, Clear, Cancel, Basic Lookup

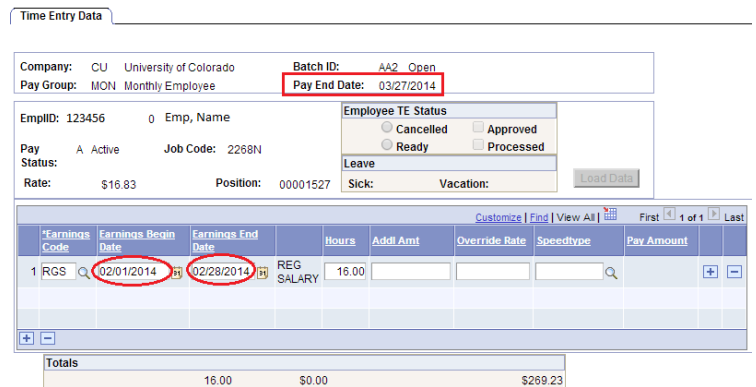
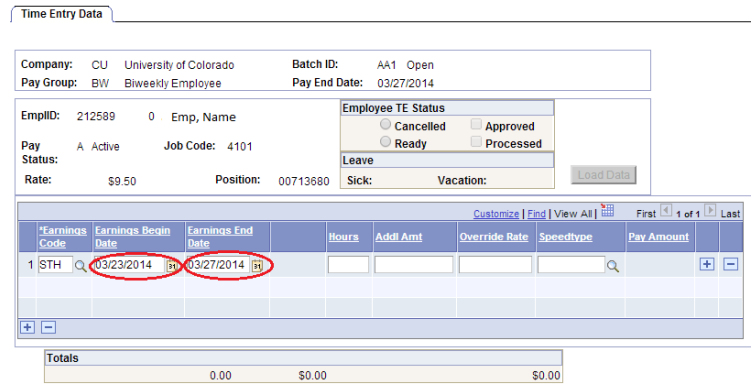
Search Results

Table with columns: Earnings Code, Description, Payment Type, Hourly Rate Type. Lists various codes like ATH, DPS, LTS, etc.

Step 4: Add rows using the “+” for each additional pay code.

Step 5: Enter the Earnings Begin and End dates if different that the default value.

Note: If you do NOT change the dates, the earnings begin and end date will default to current cycle dates.



Step 6: Click Save when finished.

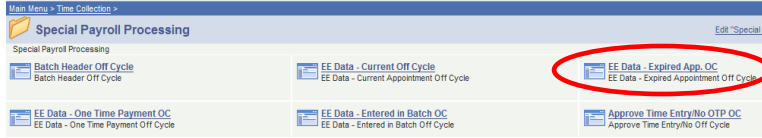


Add EE Data – Expired Appointment OC

Navigation: Time Collection > Special Payroll Processing

Step 1: Click EE Data – Expired App Off Cycle.

Use the same batch as for current employees.



Step 2: Enter the Pay Group, Batch ID and employee ID number and/or department number> Click “Search”.

EE Data - Current Appt. OC

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search form with fields for Pay Group, Batch ID, Department, EmplID, Empl Rcd Nbr, Name, Last Name and buttons for Search, Clear, Basic Search, Save Search Criteria.

Step 3: Enter the correct earnings code for regular appointment wages (STH for students or REG for all other hourly paid employees). Use the Magnifying glass for available codes.

Time Entry Data form showing employee details, status, and a table of earnings codes with a '+' button circled in red.

Step 4: Add rows using the “+” for each additional pay code.

Step 5: Click Save when finished.

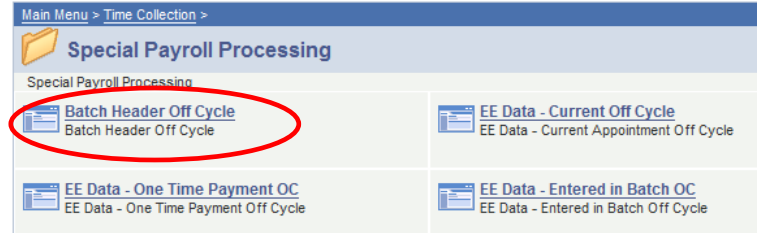
Be sure to click “Save” after entering pay information for each employee.

Add EE Data – One Time Payment OC

One Time payments are used to pay wages that are not part of an employee’s regular appointment and are entered into a “One Time Payments” batch.

Navigation: Time Collection > Special Payroll Processing

Step 1: Go to Batch Header Off Cycle.



Step 2: Create a new Batch ID for your One Time Payments.

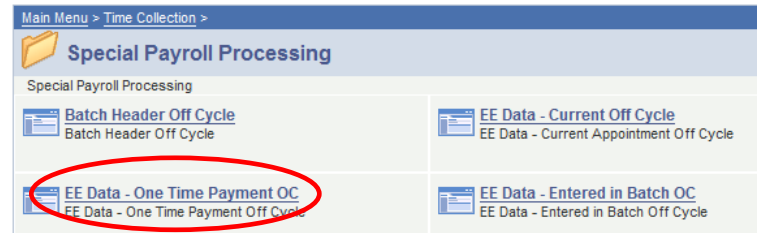
Time Entry Header form with fields for Company, Pay Group, Pay End Date, Batch ID, Batch Source, and checkboxes for 'One Time Payment Only?' and 'Load Data from Leave App' circled in red.

Step 3: Select the checkbox for One Time Payment Only.

Enter a description that uniquely identifies the batch so that it can easily be referenced later when needed

Step 4: Click Save.

Step 5: Go to EE Data – One Time Payment Off Cycle.





Step 6: Enter the correct earnings code for one-time payment and the payment amount. Use the Magnifying glass for available codes.

One Time Payment

Company: CU University of Colorado Batch ID: AA3 Open
 Pay Group: MON Monthly Employee Pay End Date: 03/27/2014

EmpID: 123456 0 Emp Name
 Employee TE Status: Cancelled Approved
 Ready Processed

Pay Status: A Active Job Code: 1104
 Rate: \$21.75 Position: 00430311 Sick: 2.00 Vacation: 2.94

Earnings Code	Earnings Begin Date	Earnings End Date	Hours	Addl Amt	Override Rate	Speedtype	Pay Amount
1	03/23/2014	03/27/2014					

Comments: Totals 0.00 \$0.00 \$0.00

Save Return to Search Notify

Look Up Earnings Code

Earnings Program ID: EXP
 Earnings Code: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View All First 1-16 of 16 Last

Earnings Code	Description	Payment Type	Hourly Rate Type
ALW	Allowances - Uniforms	Amts Only	Annual Hrl
APF	Additional Pay Flat	Amts Only	Annual Hrl
AWR	Awards - Taxable	Amts Only	Annual Hrl
BEX	Business Expense-PBS Use Only	Amts Only	Annual Hrl
BON	Bonus	Amts Only	Annual Hrl
CTR	Other Contracts	Amts Only	Annual Hrl
HN1	Honorarium - One Time Pymt	Amts Only	Annual Hrl
INC	Incentive Pay	Amts Only	Annual Hrl
LEG	Med - Legal	Amts Only	Annual Hrl
MVN	Moving Expense - Non Taxable	Amts Only	Annual Hrl
MVT	Moving Expense - Taxable	Amts Only	Annual Hrl
REC	Recruitment Incentive Pay	Amts Only	Annual Hrl
REF	Referral Award	Amts Only	Annual Hrl
SEV	Severance	Amts Only	Annual Hrl
SP1	Stipend-Students except JC32xx	Amts Only	Annual Hrl
TPD	Temporary Pay Differential	Either	Annual Hrl

Step 7: Add rows using the "+" for each additional pay code.

Step 8: Click Save when finished.

Prepare Batches for Approval

Special Off Cycle batches require approval – same as the normal process.

Once all employees have been entered into the off cycle batches, each batch needs to be changed to "Ready" for approval. After saving the time entries entered for the last employee, and without cancelling out of the current page, navigate to the 'Batch Header' page.

Navigation: Time Collection > Special Payroll Processing

Step 1: Go to Batch Header Off Cycle.

Main Menu > Time Collection >

Special Payroll Processing

Batch Header Off Cycle (circled)

EE Data - Current Off Cycle
 EE Data - Current Appointment Off Cycle

EE Data - One Time Payment OC
 EE Data - One Time Payment Off Cycle

EE Data - Entered in Batch OC
 EE Data - Entered in Batch Off Cycle

Step 2: Change the 'Batch Status' from "Open" to "Ready".

Time Entry Header

Company: CU University of Colorado Batch ID: AA3
 Pay Group: MON Monthly Employee Batch Source: O Online
 Pay End Date: 03/27/2014 Off Cycle Payroll
 Created By: 250180 Garcia Throckmorton, Angelica 51000 Employee Services

Description: One Time Offcycle 03/27/14
 One Time Payment Only?
 Load Data from Leave App

Batch Status: Open Cancelled Ready Approved Processed

Batch Totals: EE Count: 1 Pay Amt: \$500.00
 Addl Amt: \$500.00 Hours: 0.00

Approved Totals: EE Count: 0 Pay Amt: \$0.00
 Addl Amt: \$0.00 Hours: 0.00

Load Data from My.Leave for Departments: Department Selected
 1

Leave Load Results: EmpID Empl Red Nbr Department Action Description
 1 0

Save Return to Search Notify

Step 3: Click Save.

The Batch is now ready for approval.

Note: The time entry batch cannot be approved and will not be processed if left in "Open" status.

Cancelling a Batch

If an error is made and it is necessary to **cancel** the batch;

- Batch status should be changed to "Cancelled" and then click "Save". No approval is needed for a cancelled batch.

If the batch **has already been approved**;



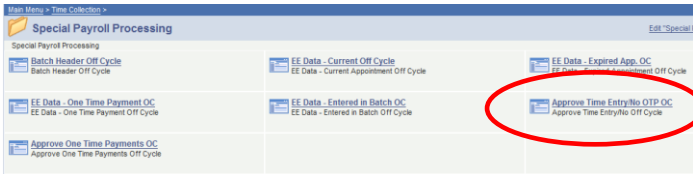
- Have the approver unapprove the batch and then change the status from "Ready" to "Cancelled".

Approve Time Entry/No OTP Off Cycle

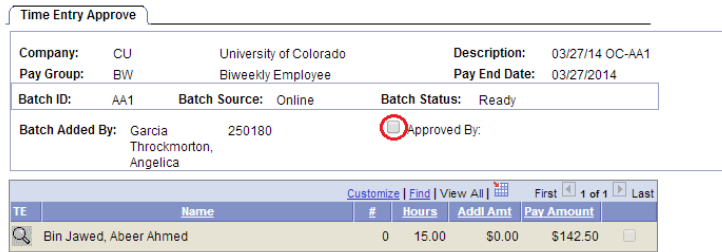
Time Collection Approval for off cycle is located in the Special Payroll Processing folder and follows the same rules as regular Time Collection.

Navigation: Time Collection > Special Payroll Processing

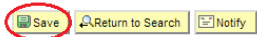
Step 1: Go to Approve Time Entry/No OTP Off Cycle.



Step 2: Select the checkbox next to Approved By.



Batch Ready Totals:	1 Employees	15.00	\$0.00	\$142.50
Batch Approved Totals:	0 Employees	0.00	\$0.00	\$0.00



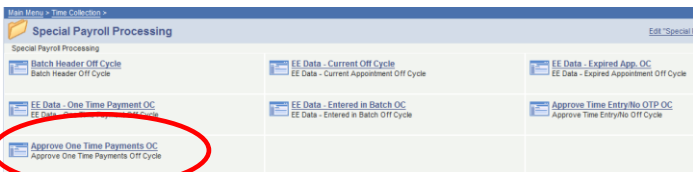
Step 3: Click Save.

Approve One Time Payment Off Cycle

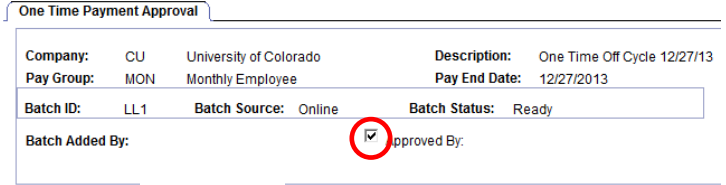
Time Collection Approval for off cycle is located in the Special Payroll Processing folder and follows the same rules as regular Time Collection One Time Payments.

Navigation: Time Collection > Special Payroll Processing

Step 1: Go to Approve One Time Payments Off Cycle.

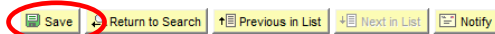


Step 2: Select the checkbox next to Approved By.



TE	OTP	Name	#	Hours	Addl Amt	Pay Amount
			0	0.00	\$0.00	\$0.00

Batch Ready Totals:	0 Employees	0.00	\$0.00	\$0.00
Batch Approved Totals:	0 Employees	0.00	\$0.00	\$0.00

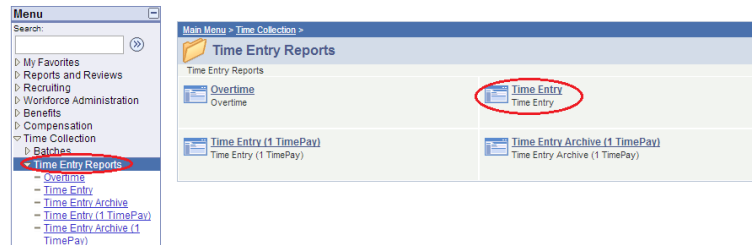


Step 3: Click Save.

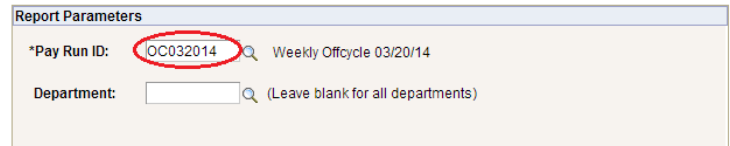
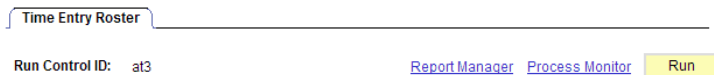
Time Entry Reports

The Time Entry reports available today may be used for the special off cycle payroll reporting.

Navigation: Time Collection > Time Entry Reports



Step 1: Go to Time Entry Roster and select your run control ID.



Step 2: When running reports for the special off cycle payrolls, the Pay Run IDs will begin with OC.



Off Cycle Time Entry FAQs

- Highlighted Fields Error** – When creating an Off Cycle Batch, the pay end date must be displayed.

Time Entry Header

Company: CU University of Colorado Batch ID: 123
 Pay Group: MON Monthly Employee Batch Source: Online
 Pay End Date: Off Cycle Payroll
 Created By: 51000 Employee Services

Description:
 Off Cycle Batch
 One Time Payment Only?
 Load Data from Leave App

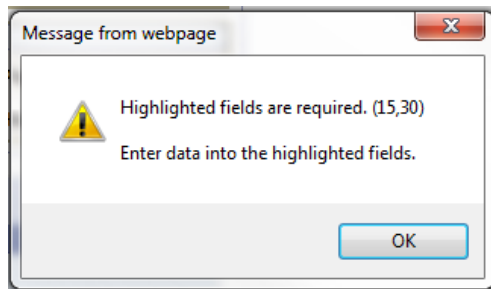
Batch Status
 Open Approved
 Cancelled Processed
 Ready

Batch Totals
 EE Count: 0 Pay Amt: \$0.00
 Addl Amt: \$0.00 Hours: 0.00

Approved Totals
 EE Count: 0 Pay Amt: \$0.00
 Addl Amt: \$0.00 Hours: 0.00

Load Data from My Leave for Departments:
 Department Selected
 1

If the date is not displayed as in this example, when the save button is selected, the following error will display.



This indicates that the off cycle calendar is not available.

Time Entry Header

Company: CU University of Colorado Batch ID: 123
 Pay Group: MON Monthly Employee Batch Source: Online
 Pay End Date: Off Cycle Payroll
 Created By: 51000 Employee Services

2. Can changes still be made?

If a change needs to be made after approval, the process should be done in reverse:

- Approver must unapprove the batch and save it.
- Batch status is then changed from "Ready" to "Open".
- Save and then navigate to appropriate data to be entered.
- Make necessary changes and Save.
- Mark batch as "Ready" and Save.
- Save the batch reapproved and Save.

3. What if I enter/upload a batch after noon on the Tuesday close?

The Special Off Cycle payroll processes will close around 12pm. Messages on the pages will indicate when the processes are closed.

4. Will the Special Off Cycle Payroll process load time from My Leave?

No, this process will not allow time uploaded from My Leave.

5. Can a check that was pulled from the bi-weekly or monthly on cycle payroll be entered in this process?

Yes, if it meets all of the normal payroll approval requirements. The regular hours or salary will need to be entered in a time entry batch for the employee.

6. Will benefits be processed for this payroll?

Yes, based on the deduction requirements for each benefit. Deductions in arrears may be picked up in this payroll.

7. Will Leave Accruals update correctly for this payroll?

Yes, as long the employee is an eligible job code and active leave enrollment.

8. Can retro pay for Contracts be entered on this payroll?

Yes, enter the CRG and ENP through time collection.

If you miss the deadline for this special off cycle, the retro payments will need to be paid on the next on cycle payroll for CRG/ENP, go to ES > Forms > Retroactive Pay Due > Retroactive Pay Adjustment. Complete this form and forward to Employee Services.

9. Will Pay Advices for this off cycle be posted in the employee portal?

Yes, the Special Off Cycle Payroll advices will be displayed in Pay Advice.

10. Will pay cards and direct deposits be received on Friday?

Yes, pay cards and direct deposits will be posted on Friday.

11. I missed the BW time collection. May I enter them into this cycle?

Yes, the weekly off- cycle is for bi-weekly and monthly paid employees.

12. What if the monthly salary changed in the middle of the month and I just entered and received approval now?

If it was done after the normal cycle, then yes, it can be entered, but you must prorate the change amount only. So if Joe's increase was \$200 effective 1/13/14. You'd take the \$200/23 working days times 15 days worked to get a total pay amount of \$130.44. The \$130.44 would be entered as RGS.



13. I have a VCT payout for a prior month. May I add this to this cycle?

Prior month VCT payments should be processed on the next regular cycle time collection.

14. What reports are available for me to validate my entries and the final results for this cycle?

You can run the Time Entry Report before it processes and the Time Entry Archived Report after it processes. You can also run the Payroll Register to confirm your employees pay for this cycle.

15. If regular pay is entered through normal time collection and then additional pay is entered through the special payroll process, how will duplicate benefit plan deductions be avoided?

The special payroll process will be monitored to avoid duplicate benefit deductions.

16. If the regular monthly or bi-weekly paycheck does not include enough earnings to cover the benefit deductions, will the remaining balance be deducted from the special payroll cycle?

Yes

17. If an employee who is retiring has elected to tax defer their leave payout, should this be entered in regular time collection or the special time collection?

Leave payout should be entered in the regular time collection to ensure the retiree's leave is contributed correctly.

18. What will happen if the leave payout for an employee who is retiring is entered during the special time collection and the retiree has elected to tax defer the payout?

The amount the retiree has elected to tax defer may be deducted twice, once from the regular pay cycle and once from the special pay cycle.

19. Will special off-cycle time collection only be available Friday through Tuesday afternoon?

Yes; however, there may be schedule changes. *See note below.

20. Are there exceptions to this processing schedule and if so, how will be made aware of any changes?

We will do our best to limit processing exceptions. However, there may be some cycles that are impacted and we will communicate to business partners through user alerts as well through broadcast message in HRMS.

***Please note: Exceptions to Tuesday processing schedule may be due to monthly oncycle processing conflicts or university holidays. Exceptions to a Friday check date may be banking holidays that fall on a Friday. In this case, we will pay on Thursday rather than Friday.**