



CU Time Collection

CU Time Collection Special Payroll Processing will be used by departments to enter earnings for off-cycle payroll. The off-cycle payrolls will pay either with or the Friday after the Monthly payroll.

Special Processing Time collection will open at 9 am the day following the Monthly time collection close and will remain open until 12pm on the last Tuesday of the month. Payroll processing and confirm will complete Tuesday evening. The files will be sent to the bank and off-cycle pulls and reversals will be completed on Wednesday. Checks are issued the Friday on or after the regularly scheduled monthly pay date.

20 Martin Luther King Holiday UCB, UCCS & SYS closed UCD closures: Administrative Units - OPEN AMC School/Collages - CLOSED DCC Schools/Collages - OPEN	21 Time Collection Close @ 5pm MON PPE 1/31 5:00 pm Auto-Termination Process runs (by appt end dt)	22 OC: Open Special Offcycle Time Collection Time Collection Close @ 5pm BW PPE 1/18 Processing MON PPE 01/31/14 Approval Deadline @ 5pm • Position, Funding, Job Data BW PPE 1/18	23 Processing MON PPE 01/31/14 Noon: HRMS available for review or inquiry only	24 Run Payroll Register Report MON PPE 1/31 (Pay Day 1/31) Processing BW PPE 01/18/14
27 Run Payroll Register Report BW PPE 1/18 (Pay Day 01/31)	28 OC: Close Special Offcycle (OC) Time Collection @ 12 N OC: Processing/Confirm Special Offcycle	29 Due to EE @ 10am • Check Stops • Advice Pulls MON Pay Day 01/31 OC Pay Day 1/31	30	31 MON PAY DAY - PPE 1/31 (Pay ID 01/31/14) BW PAY DAY - PPE 1/18 (Pay ID 01/18/14) OC Pay Day - PPE 01/30

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 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: MON

Batch ID: **LL1**

Add

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

Time Entry Header

Company: CU University of Colorado Batch ID: LL1

Pay Group: MON Monthly Employee Batch Source: Online

Pay End Date: 12/27/2013 Off Cycle Payroll

Created By: 51000 Employee Services

Description: 12/27/13OC - LL1

One Time Payment Only?
 Load Data from Leave App

Batch Status
 Open Cancelled Ready Approved Processed

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	<input type="checkbox"/>

Save Notify

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 4: 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

Find an Existing Value
Pay Group: begins with MON
Batch ID: begins with LL1
Department: begins with
EmplID: begins with
Empl Rcd Nbr: =
Name: begins with
Last Name: begins with %
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
Company: CU University of Colorado Batch ID: LL5 Open
Pay Group: MON Monthly Employee Pay End Date: 11/29/2013
EmpID: 123456 0 Emp, Name
Employee TE Status: Canceled, Approved, Ready, Processed
Rate: \$37.02 Position: 00700098
Table with columns: *Earnings Code, Hours, Addl Amt, Override Rate, Speedtype, Pay Amount
Save Notify

Look Up Earnings Code

Earnings Program ID: FAC
Earnings Code: begins with
Look Up Clear Cancel Basic Lookup

Search Results

Table with columns: Earnings Code, Description, Payment Type, Hourly Rate Type. Rows include ADM, ATH, CAR, CRG, DK3, DPS.

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

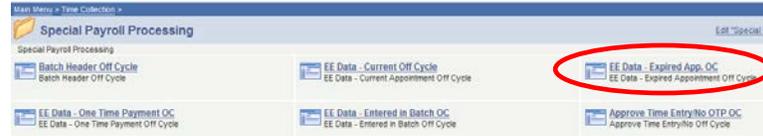
Step 5: Click Save when finished.

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

Find an Existing Value
Pay Group: begins with MON
Batch ID: begins with LL1
Department: begins with
EmplID: begins with
Empl Rcd Nbr: =
Name: begins with
Last Name: begins with %
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
Company: CU University of Colorado Batch ID: LL5 Open
Pay Group: MON Monthly Employee Pay End Date: 11/29/2013
EmpID: 123456 0 Emp, Name
Employee TE Status: Canceled, Approved, Ready, Processed
Rate: Position: 00601082
Table with columns: *Earnings Code, Hours, Addl Amt, Override Rate, Speedtype, Pay Amount
Save Return to Search Previous in List Next in List Notify

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

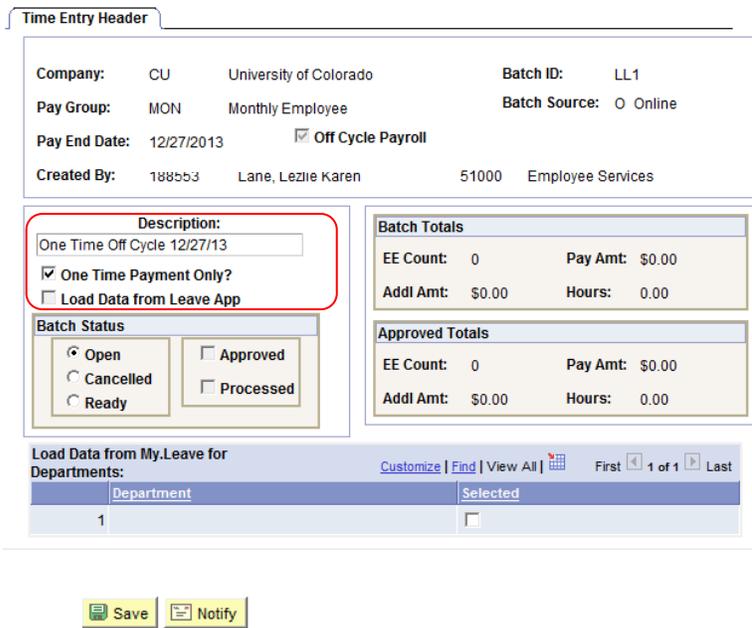
One Time payments are used to pay wages that are not part of an employee’s regular appointment and are entered into a “One Time Payments” batch.

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.



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

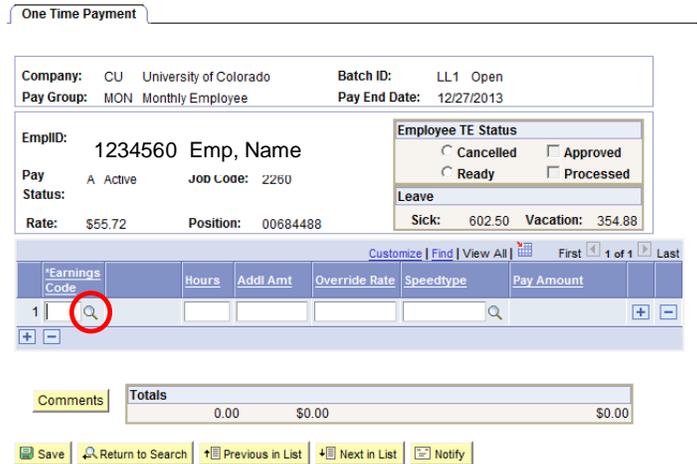
Enter a description that uniquely identifies the batch so that it can easily be referenced later when needed

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.



Look Up Earnings Code

Earnings Program ID: EXP
Earnings Code: begins with

Look Up Clear Cancel Basic Lookup

Search Results

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.



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

Time Entry Header

Company: CU University of Colorado
 Pay Group: MON Monthly Employee
 Pay End Date: 12/27/2013 Off Cycle Payroll
 Created By:

Description:
 One Time Off Cycle 12/27/13
 One Time Payment Only?
 Load Data from Leave App

Batch Status
 Open
 Cancelled
 Ready
 Approved
 Processed

Batch Total
 EE Count:
 Addl Amt:

Approved T
 EE Count:
 Addl Amt:

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.

Time Entry Approve

Company: CU University of Colorado Description: Another Test
 Pay Group: MON Monthly Employee Pay End Date: 11/29/2013
 Batch ID: LL5 Batch Source: Online Batch Status: Open
 Batch Added By: Karen
 Approved By:

TE	Name	#	Hours	Addl Amt	Pay Amount
	McMongle, Kevin	0	18.77	\$4,526.46	\$5,066.47

Batch Ready Totals:	1 Employees	18.77	\$4,526.46	\$5,066.47
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.

One Time Payment Approval

Company: CU University of Colorado Description: One Time Off Cycle 12/27/13
 Pay Group: MON Monthly Employee Pay End Date: 12/27/2013

Batch ID: LL1 Batch Source: Online Batch Status: Ready

Batch Added By: 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

Return to Search Previous in List Next in List Notify

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

Menu: Time Collection > Batches > Time Entry Reports

- Time Entry Reports
 - OverTime
 - Time Entry
 - Time Entry Archive
 - Time Entry (1 TimePay)
 - Time Entry Archive (1 TimePay)
- Find Batches
- Special Payroll Processing

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

Time Entry Roster

Run Control ID: SPEC [Report Manager](#) [Process Monitor](#)

Report Parameters

*Pay Run ID: Special Offcycle Monthly
 Department: (Leave blank for all departments)

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

Off Cycle Time Entry FAQs

1. **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: O 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

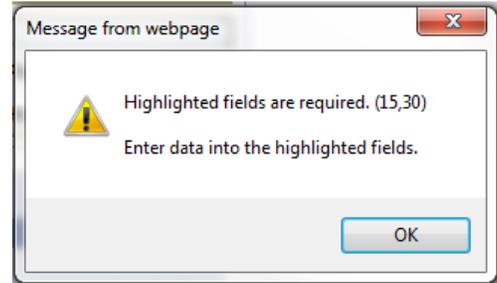
Approved Totals

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

Load Data from My.Leave for Departments:

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

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: O 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:

1. Approver must unapprove the batch and save it.
2. Batch status is then changed from "Ready" to "Open".
3. Save and then navigate to appropriate data to be entered.
4. Make necessary changes and Save.
5. Mark batch as "Ready" and Save.
6. 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 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, benefits will be processed as normal, 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 as 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 checks and direct deposits be received on Friday?

Yes, checks should be received by Friday and direct deposits will be posted on Friday.

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

The Special cycle is for monthly paid employees only however, you may enter them as LTS in the next BW cycle.

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 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.