![CU University of Colorado — Boulder | Colorado Springs | Denver | Anschutz Medical Campus — EMPLOYEE SERVICES]

Human Capital Management: Quick Reference Guide

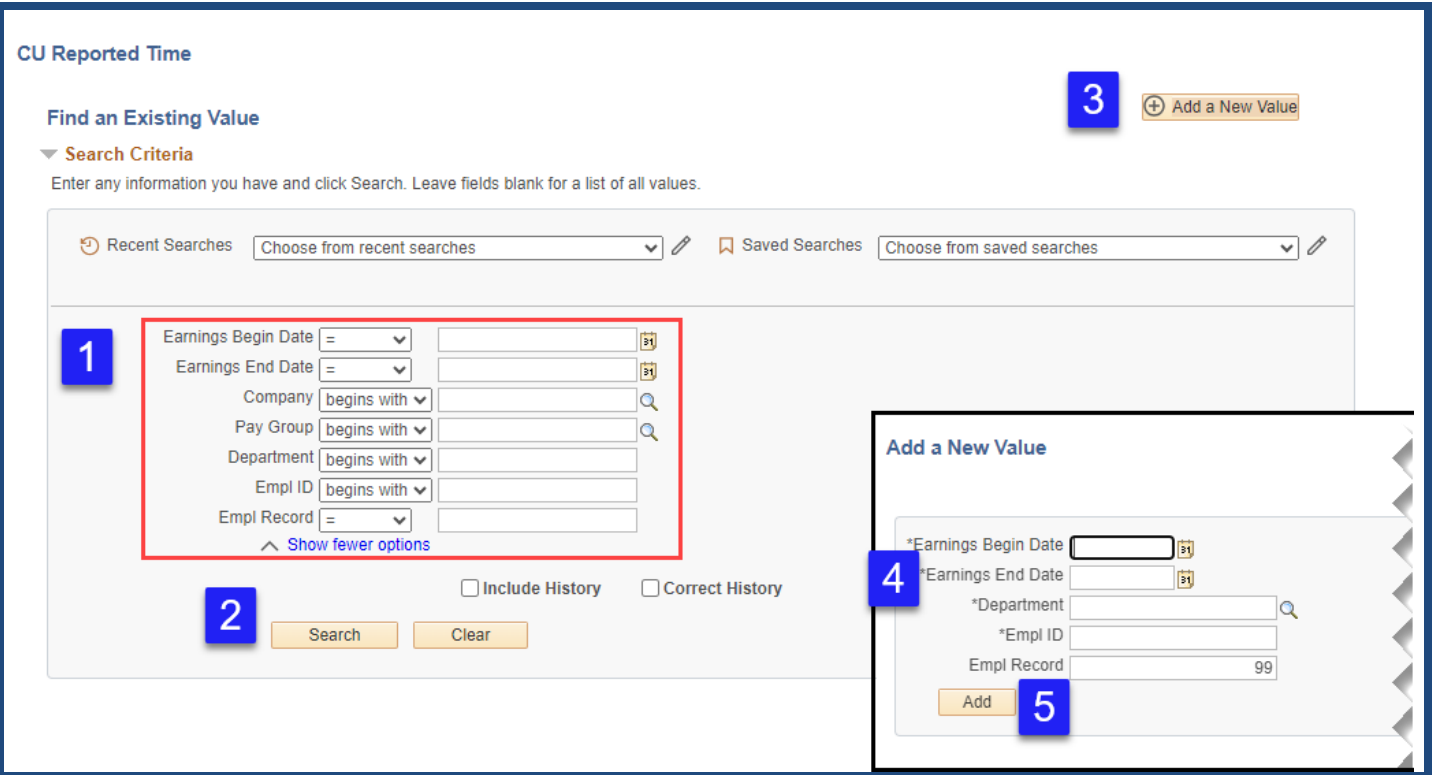## Adding Time Manually: One Employee at a Time

Navigation Shortcut: HCM Community Users> CU Time Collection> CU Employee Reported Time

To search for current earnings first:

1. Enter an **Empl ID** and **Earnings Begin** and **End** dates.
2. Click **Search**.

To manually add a value:

3. Click the **Add a New Value** button.
4. Enter all fields, including **Company**, **Pay Group**, **Department** and **Empl Record**.
5. Click **Add**.

CU Reported Time

Find an Existing Value

▼ Search Criteria

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

⊕ Add a New Value **3**

�途 Recent Searches [Choose from recent searches ▾] ✎   🔖 Saved Searches [Choose from saved searches ▾] ✎

1
Earnings Begin Date [= ▾]	[ ] 📅
Earnings End Date [= ▾]	[ ] 📅
Company [begins with ▾]	[ ] 🔍
Pay Group [begins with ▾]	[ ] 🔍
Department [begins with ▾]	[ ]
Empl ID [begins with ▾]	[ ]
Empl Record [= ▾]	[ ]

⋀ Show fewer options

☐ Include History   ☐ Correct History

2 [Search] [Clear]

Add a New Value

*Earnings Begin Date	[ ] 📅
*Earnings End Date	[ ] 📅
*Department	[ ] 🔍
*Empl ID	[ ]
Empl Record	99

4

[Add] **5**

To enter employee details:

6. Select an Entry Type (**Manual Time Sheet** for most entries).

7. Click the tab that corresponds to the **Entry Type** you selected (Batch TimeSheets & Leave Details for most entries).

8. Enter all relevant information in the open fields.

9. If needed, and for the same job and earnings dates, click the **plus** button to add additional lines for the same employee (optional).

10. Click **Save**.