

Human Capital Management: Quick Reference Guide

Adding Time Manually: One Employee at a Time

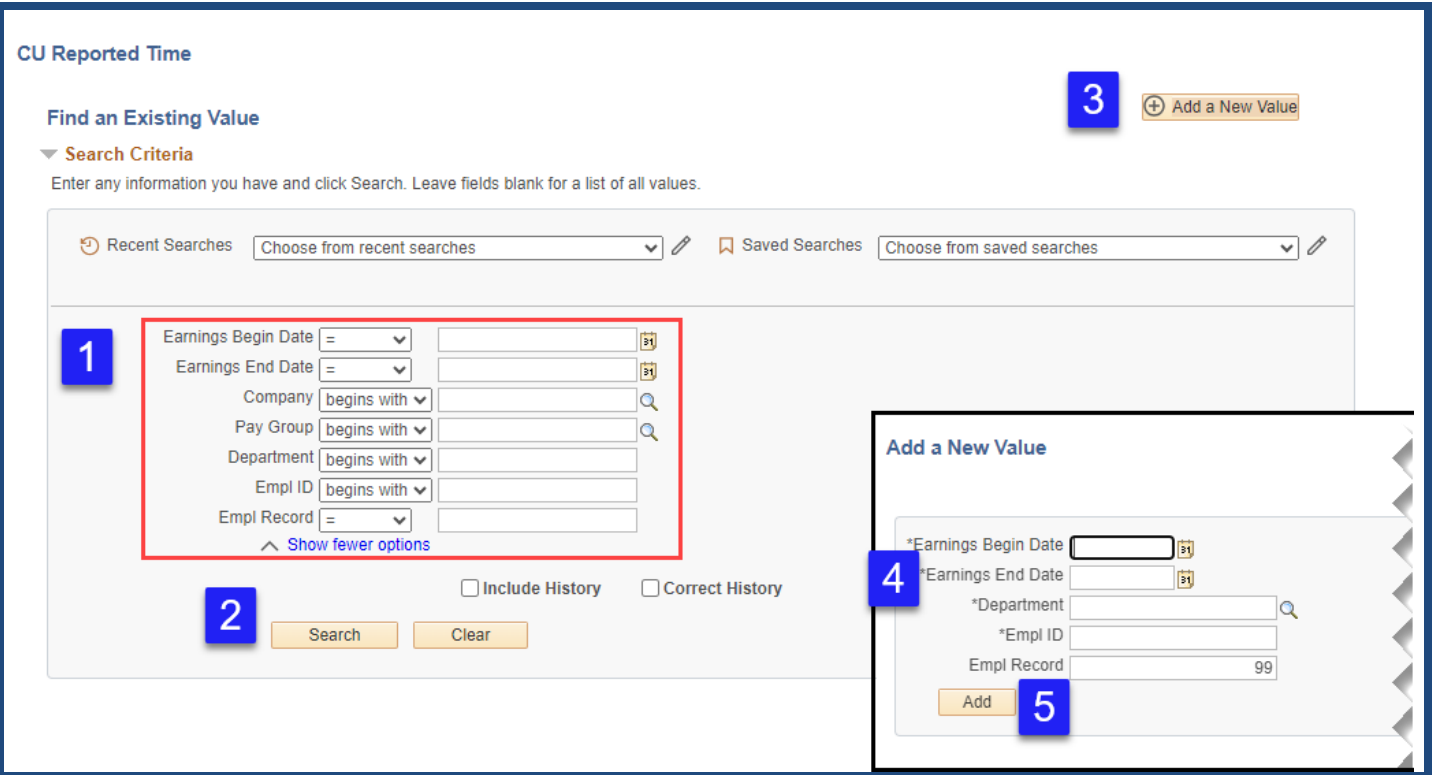
Navigation Shortcut: HCM Community Users > CU Time Collection > CU Employee Reported Time

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 3 [+ Add a New Value](#)

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

Recent Searches 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 [=]

2 Include History Correct History

Add a New Value

*Earnings Begin Date
 *Earnings End Date
 *Department
 *Empl ID
 Empl Record

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**.

CU Reported Time

Earnings Begin Date 04/01/2019 Earnings End Date 04/30/2019

Company CU University of Colorado Pay Group UOT University Staff OT Eligible

Department 51000 Employee Services

Empl ID [] Empl Record 0 Name []

Employee Reported Time Details

Employee Details Batch & My Leave & Manual OnTime Deductions OnTime Tax OneTime Payments Regular Earnings

| Seq Nbr | Off Cycle Y | Batch Run ID | Position Number | Business Unit | Job Code | SpeedType | Seq Check Nbr | Entry Type | Status | Approver Name | Approval Date | Date Time Modified | Date Time Created |
|---------|-------------|--------------|-----------------|---------------|----------|-----------|---------------|-------------------|----------------|---------------|---------------|------------------------|-------------------|
| 1 | | | | | | | | Manual Time Sheet | Needs Approval | | | 05/16/2019 02:18:24 PM | |

Navigate Back to Summary Page

Save Notify Add Update/Display Include History Correct History

Empl ID 188553 Empl Record 0 Name Lane, Leslie Karen

Employee Reported Time Details

Employee Details Batch TimeSheets & Leave Details OneTime Payments Regular Earnings

| Seq Nbr | Off Cycle Y | Earnings Code | Additional Pay Shift | Tax Periods | Tax Method | Deductions Taken | Deduction Subset ID | General Deductions Taken | General Ded Subset ID | Hours | Amount | | |
|---------|-------------|---------------|----------------------|-------------|------------|------------------|---------------------|--------------------------|-----------------------|-------|--------|---|---|
| 1 | | | | | | | | | | | | + | - |

Navigate Back to Summary Page

Save Notify Add Update/Display Include History Correct History