

Human Capital Management: Quick Reference Guide

Reviewing, Updating and Approving Time

Navigation Shortcut: HCM Community Users dashboard > CU Time Collection > CU Reported Time Summary

To search for all time and leave inputs:

1. Enter search parameters, such as:
 - **Department**
 - **Pay Group**
 - **Earnings End Date**

2. Click **Search** to retrieve batch entries, which will be separated by pay groups.

Note: All other batches for the same time period will also display.

3. Click a specific **Pay Group** to view.

Find an Existing Value + 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 ✎

Earnings Begin Date = BT
 Earnings End Date = BT
 Company 🔍
 Pay Group 🔍
 Department
[^ Show fewer options](#)

Correct History

Search Results

2 rows - Earnings End Date "2023-08-31" Department "51000"

View All | [🔗](#) First ⏪ 1-2 of 2 ⏩ Last

Earnings Begin Date	Earnings End Date	Company	Pay Group	Department	
08/01/2023	08/31/2023	CU	UOT	51000	>
08/01/2023	08/31/2023	CU	USX	51000	>

To review time and leave inputs:

4. Click the **Employee Details** tab, which is the only tab that shows the employee's name, as well as other details.
5. Click an **Employee ID** to view details and make changes.

CU Reported Time Summary

Earnings Begin Date 08/02/2015 Earnings End Date 08/15/2015

Company: CU University of Colorado Pay STU Student Workers
Group

Department: 51000 Employee Services

Reported Time Summary

Employee Details Batch & My Leave & Manual OneTime Payments Regular Earnings **FA2**

Select	Off Cycle ?	Employee ID	Empl Rcd	Seq Nbr	Name	Position Nbr	Business Unit	Supervisor ID	Reports To	Batch Run ID	SpeedType
1	<input type="checkbox"/>	212855	0	1	[REDACTED]	00713692	USYS		00701285	FA2	
2	<input type="checkbox"/>	267650	0	2	[REDACTED]	00715627	USYS		00669328	FA2	

Personalize | Find | 1-4 of 4 | Last

Batch Run ID	SpeedType	Sep Check Nbr	Entry Type	Status	Approval Date	Approver Name	Date Time Modified	Date Time Created
FA2			Batch Timesheet	Needs Approval			10/28/2015 05:28:55 PM	10/28/2015 05:28:55 PM
FA2			Batch Timesheet	Needs Approval			10/28/2015 05:28:55 PM	10/28/2015 05:28:55 PM

To update time and leave inputs:

6. Review and make changes to the following fields:
 - **Position Number**
 - **Business Unit**
 - **Job Code**
 - **SpeedType**
7. To add a line of pay for the same earnings dates and job, select an **Entry Type** and click the plus button.

CU Reported Time

Earnings Begin Date 08/02/2015 Earnings End Date 08/15/2015

Company CU University of Colorado Pay Group STU Student Workers

Department 51000 Employee Services

Empl ID 212855 Empl Record **6**

Employee Reported Time Details

Employee Details Batch TimeSheets & Leave Details OneTime Payments Regular Earnings **FA2**

Seq Nbr	Off Cycle ?	Batch Run ID	Position Number	Business Unit	Job Code	SpeedType	Sep Check Nbr	Entry Type	Status	Approver Name	Approval Date	Date Time Modified	Date Time Created
1	<input type="checkbox"/>	FA2						Batch Timesheet	Needs Approv			10/28/2015 05:28:55 PM	10/28/2015 05:28:55 PM

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Navigate Back to Summary Page

To approve time and leave inputs:

8. Return to the **Employee Details** tab.
9. **Select** employee records needing approval.
10. Click the **Approve** button.
11. Confirm approval details have populated (Status, Approval Date, Approver Name, Date and Time).

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Select	Off Cycle?	Employee ID	Empl Rcd	Earnings Code	Additional Pay Shift	Tax Periods	Tax Method	Deductions Taken	Deduction Subset ID	General Deductions Taken	General Ded Subset ID	Amount
1	<input checked="" type="checkbox"/>	151534	0									
2	<input checked="" type="checkbox"/>	151534	0									
3	<input checked="" type="checkbox"/>	250180	0									
4	<input checked="" type="checkbox"/>	250180	0									
5	<input checked="" type="checkbox"/>	250180	0									

Select All Deselect All 10 Approve

Earnings Begin Date: 08/02/2015 Earnings End Date: 08/15/2015

Company: CU University of Colorado Pay: STU Student Workers
Department: 51000 Employee Services

Reported Time Summary

Select	Off Cycle?	Employee ID	Empl Rcd	Seq Nbr	Name	Position Nbr	Business Unit	Supervisor ID	Reports To	Batch Run ID	SpeedType	Sep Check Nbr	Entry Type	Status	Approval Date	Approver Name	Date Time Modified	Date Time Created
1	<input checked="" type="checkbox"/>	212855	0	1		00713692	USYS		00701285	FA2				Approved	10/28/2015	Brown,Lauren Shelley	10/28/2015 06:57:57 PM	10/28/2015 05:28:55 PM
2	<input type="checkbox"/>	267650	0	2		00715627	USYS		00669328	FA2				Approved	10/28/2015	Brown,Lauren Shelley	10/28/2015 06:57:57 PM	10/28/2015 05:28:55 PM