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EMPLOYEE SERVICES

Human Capital Management: Step-by-Step Guide

Uploading CU Regular Earnings Files

This guide describes how to upload files for CU Regular Earnings. If you have more than 10 entries, you may prefer this method over the manual method.

Contents

Formatting and Saving Your File

This section describes formatting your upload file. If your file is not formatted according to these specifications, you may experience errors. Refer to the *Building Uploads for Success* job aid on the HCM Community website for more information about the most common errors to avoid.

To create and format your upload file:

1. Create a CU Regular Earnings file using Microsoft Excel and the template available at http://www.cu.edu/hcm-community/cu-time-regular-earnings-template.

2. Save the template file under a new name to your designated folder. Although the file eventually will need to be in CSV format for upload, save it in Excel workbook format while you are completing data; it will be easier to work with in Excel while formatting.

   Required Fields: Off Cycle (must be Y or N), Emplid, Empl Rcd, Earns Begin Date, Earns End Date, EarnCode, and **either** Hours **or** Amount. (Do not complete both Hours and Amount fields.)

3. Format the columns of your file as follows:

   - **Off Cycle:** Values must be **Y** or **N** (all caps)**;** do not leave blank.

   - **EmplID.**

   - **Empl Rcd** (Employee Record)**:** Make sure it is correct for the job.

- **Earns Begin Date** and **Earns End Date:** The period when the pay was earned or the exception time accrued.

  o Earn dates must always be within a period when the employee was active according to Job Data. Other dates may not error during upload, but they will keep your entry from processing.

  o Earn dates must be in *mm/dd/yyyy* format. See step 4 for instructions on formatting dates.

- **EarnCode** (Earnings Code)**:**

  o Be sure the **earnings code** you use is in all caps.

  o Be sure the earnings code you use is allowed for the pay group. Your upload will not error for a mismatch, but will be an issue during payroll processing.

  o **Restrictions:** One-Time Pay codes are <u>NOT ALLOWED</u> for Regular Earnings uploads and will error if used.

# One Time Pay Codes = DO NOT USE on Regular Earnings Uploads

CODE	Description	CODE	Description
ADP	One Time Pay -- Res and Student	MVP	BeColorado Move Payment
ALW	Allowances -- Uniforms	MVT	Moving Expense - Taxable
APF	Additional Pay Flat	PPO	NonBase Building COLA/Merit
AWR	Awards -- Taxable	REC	Recruitment Incentive Pay
BAM	BrusMus Imputed	REF	Referral Award
BON	Bonus	SEV	Severance
CTI	Chinese Tax Imputed Income	SP1	Stipend-Students except JC 32XX
CTR	Other Contracts	TPD	Temporary Pay Differential
DPD	Discretionary Pay Differential	TTF	Taxable Tuition FICA
FSI	Food Services Incentive	TTW	Taxable Tuition Waiver
HN1	Honorarium -- One Time Pmt	UOC	UPI On Call Incentive Pay
INC	Incentive Pay	UPI	University Physicians Inc
LEG	Med - Legal	VSI	Voluntary Severance Incentive
MVA	Moving Expenses -- Acard		

Grey fill: Employee Services use only. DO NOT USE.

- **Hours** or **Amount:** Format with <u>two</u> decimal places and no 1000 Separator (,).

Warning: Do not enter both Hours and Amount on the same row. The file will upload, but will cause errors in payroll processing.

4. Be sure to reformat all dates using the *mm/dd/yyyy* format. CSV files do not retain this format, so you must verify that the date fields are formatted as follows for each file you create.

    a. Select the column containing dates.

    b. From the **Home** tab in Excel, click **Format** from the Cells group.

    c. Click **Format Cells**.

    d. From the **Category** list, select **Custom.**

   e. In the Type box, type **mm/dd/yyyy**.
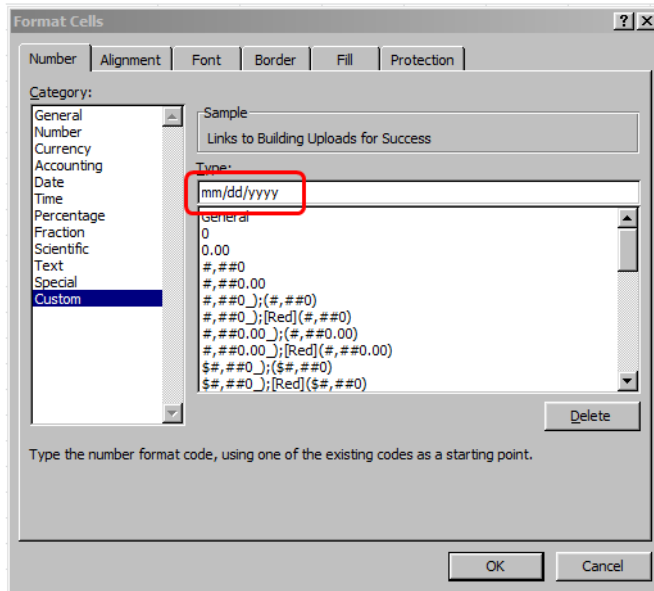
    f. Click **OK**.

Best Practice: Create template files that will be needed for the semester that include employee IDs and the corresponding record numbers. Format the dates as described above and save as an Excel file. Then, for every new pay period, the only information that will need to be added will be the new beginning and end dates, number of hours, and any override information specific to that pay period. For ease of use you may want to insert a column for employee names in your template. If so, save your file with a unique name and remove the name column before upload.

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5. Remove all rows for which no Hours or Amount values were entered. These rows will cause errors during payroll processing.

6. Complete your data and recheck your formats as described above to be sure all entries are correctly formatted. Formatting errors will prevent the entry from loading or processing.
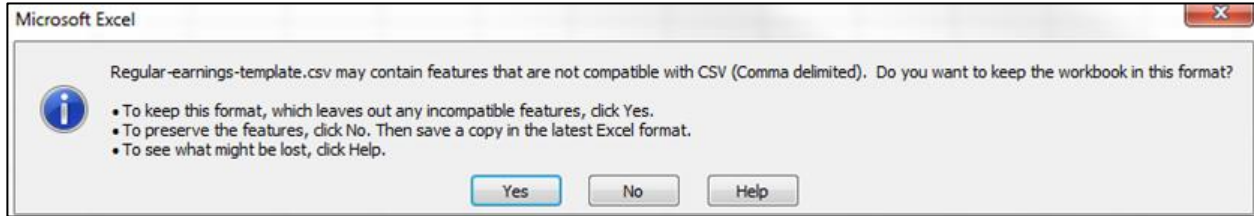
7. Save your file; first in Excel and then as a CSV file. Uploads **must** be in CSV format.

    a. Click **Save As**, or press F12, to display the Save As window.

    b. Under **Save as type**, choose **CSV (Comma delimited)**, and then click **Save**.
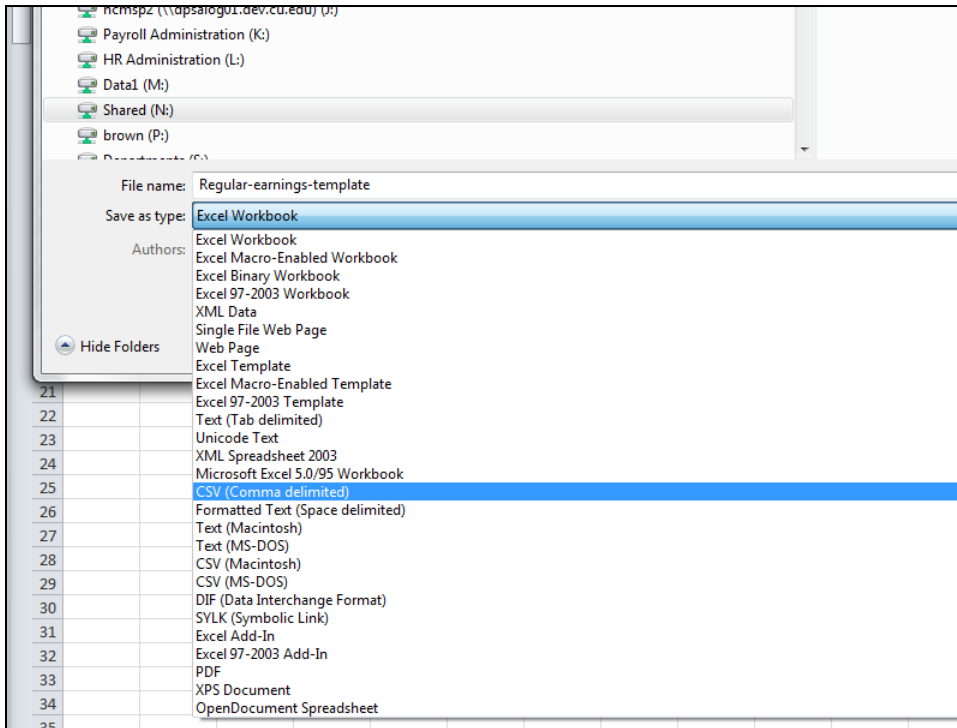
 **MAC Users:** Save your file as **Windows Comma Separated (.csv)**:
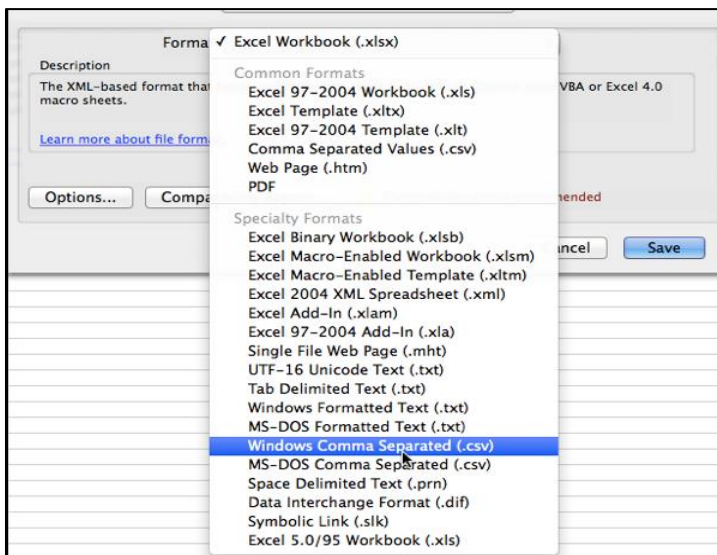
8. When you get the following message, click **Yes**.

Note: As shown below, you may have both Off Cycle statuses in one upload. You may also have more than one set of earnings dates. If you do use more than one set of dates in an upload, make note of the earliest earnings begin date and the latest earnings end date for later use.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Off Cycle	Emplid	Empl_Rcd	Earns Begin Dat	Earns End Date	OneTime/	Additiona	Tax Perioc	Tax Methc	Benefit D	Benefit D	General D	General D	SpeedTyp	Hours	Amount	SepChk
2	N	100018	0	01/01/2016	01/31/2016	ADM									1.50		
3	N	100018	1	01/01/2016	01/31/2016	SCK									5.50		
4	N	100018	0	01/01/2016	01/31/2016	VAA									-4.50		
5	N	105078	0	02/01/2016	02/29/2016	NIK										140.00	
6	N	105449	0	01/01/2016	01/31/2016	ADM									8.00		
7	N	105449	0	01/01/2016	01/31/2016	SCK									2.50		
8	N	105449	0	01/01/2016	01/31/2016	VAA									42.50		
9	N	107372	0	02/01/2016	02/29/2016	VAC									24.00		
10	N	108966	0	01/01/2016	01/31/2016	SDV									8.00		
11	N	109773	0	02/01/2016	02/29/2016	ADM									13.00		
12	N	111811	0	01/01/2016	01/31/2016	SCA									24.00		
13	N	117816	0	01/01/2016	01/31/2016	FNL									30.00		
14	N	117816	0	01/01/2016	01/31/2016	SCA									-8.00		
15	N	118181	0	01/01/2016	01/31/2016	ATS									8.00		
16	N	118181	0	01/01/2016	01/31/2016	SHF									160.00		
17	N	121004	0	01/01/2016	01/31/2016	SDV									1.00		
18	N	122797	0	01/01/2016	01/31/2016	SKS									56.00		
19	N	123874	0	02/01/2016	02/29/2016	UOC								68029302		1120.00	
20	N	125107	0	01/01/2016	01/31/2016	ATS									2.00		
21	N	125550	0	01/01/2016	01/31/2016	SHF									136.00		
22	N	125799	0	01/01/2016	01/31/2016	HOL									5.69		
23	Y	125799	0	01/01/2016	01/31/2016	REG									59.75		
24	N	129336	0	01/01/2016	01/31/2016	XRG									24.32		
25	N	131010	0	01/01/2016	01/31/2016	FNL									16.00		
26	N	131010	0	03/01/2016	03/31/2016	SHF									96.00		
27	Y	134648	0	01/01/2016	01/31/2016	XRG									14.04		
28	N	137201	1	01/01/2016	01/31/2016	HOL									1.86		
29	Y	107168	0	01/01/2016	01/31/2016	SCK									8.20		
30	Y	107168	0	01/01/2016	01/31/2016	VCT									11.80		
31																	

9. When you attempt to close the file, click **Don't Save** from the following message. Clicking Save will change the format of your already saved file.
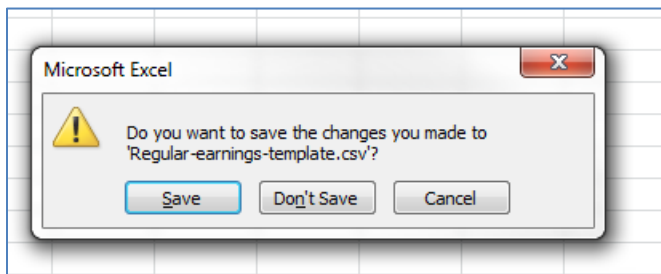
Uploading Your File

Once you have your formatted file ready in CSV format, you can upload it.

1. Navigation: **NavBar**> **Menu**> **CU Time**> **CU Processes**> **CU Regular Earnings Load**.

If this is the first time you are uploading, you will need to create a Run Control ID, using the **Add a New Value** tab. After your first upload you may re-use run control ID's, but if a file experiences errors and fails to load, you will need to create a new Run Control ID.

2. In the **Company** field, use the look up (magnifying glass) to choose the correct company (in most cases this will be **CU**).

3. Create your own **Batch Run ID**, taking care to make it unique to you (so that no one else is likely to choose the same ID), and to the batch. You have up to 10 characters. Make note of the Batch Run ID for later use.

4. Click the paper clip, displayed at the end of Attached File, and use the **Choose File** button to locate your CSV file.
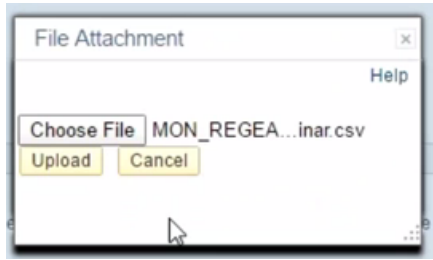
5. Select your file and click **Upload**. The system returns you to the CU Regular Earnings Load page.

6. Wait for the filename to appear in the **Attached File** field, and click the **Run** button.
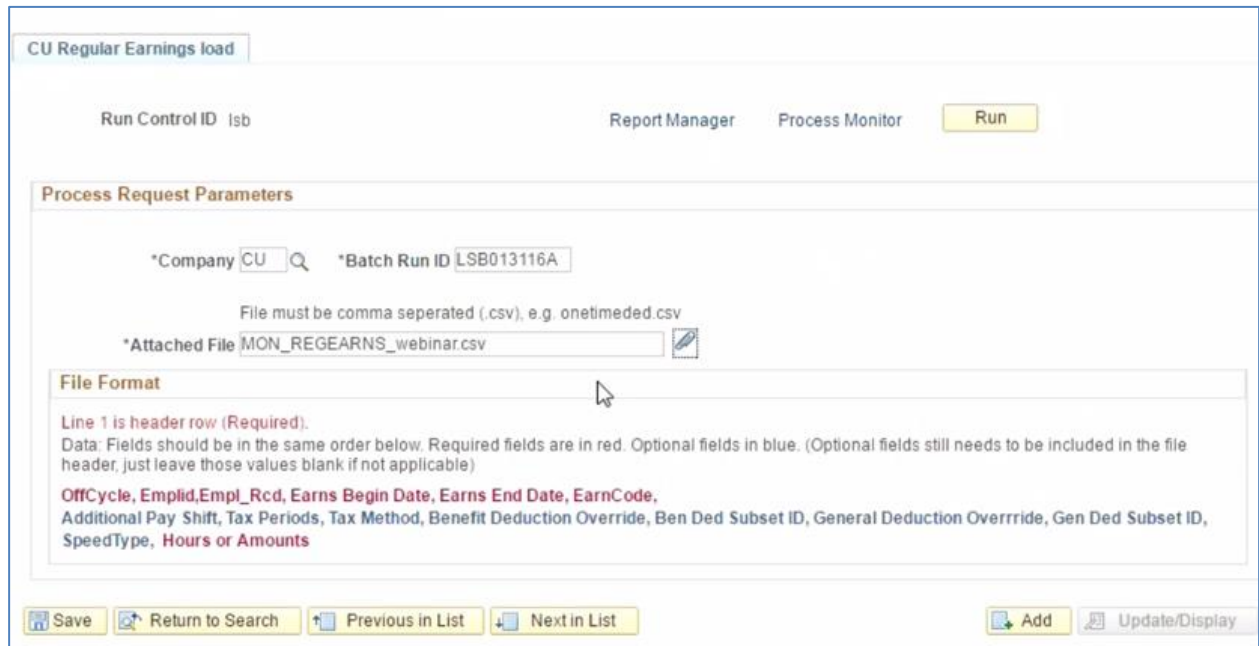
The Process Scheduler Request page displays.

7. If the Server Name is blank, choose **PSUNX**, and click **OK**.
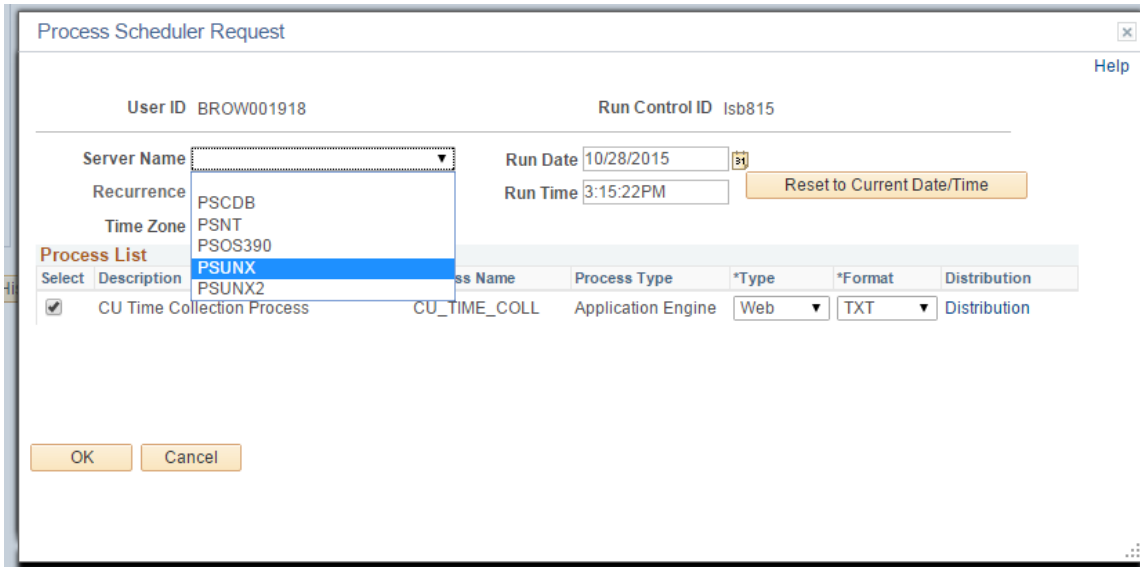
The system returns you to the CU Regular Earnings Load page. A Process Instance number appears in the top-right corner of the page, which indicates that the process is running.
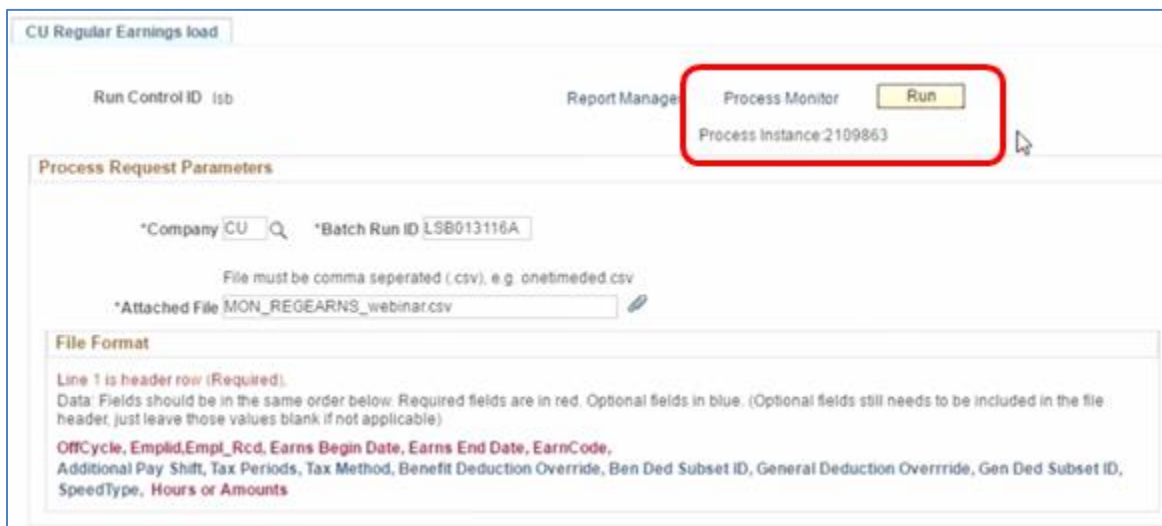
8. Click **Process Monitor** at top right to display the Process List.
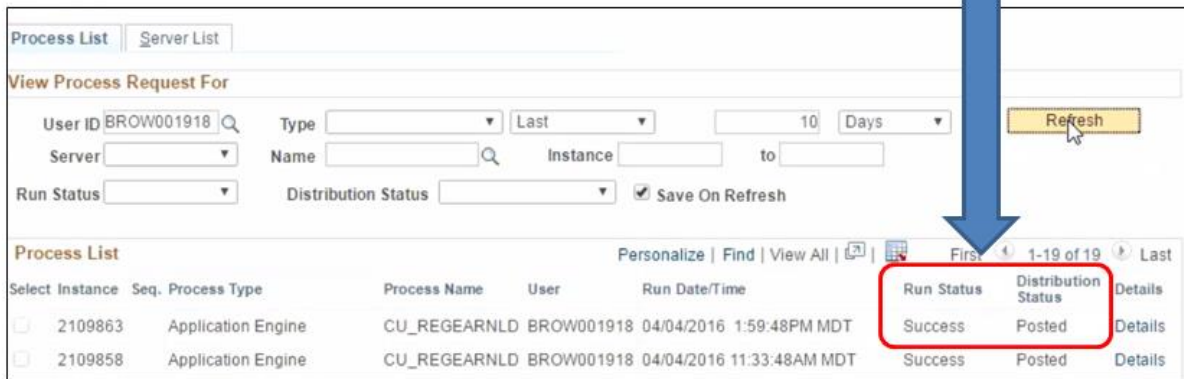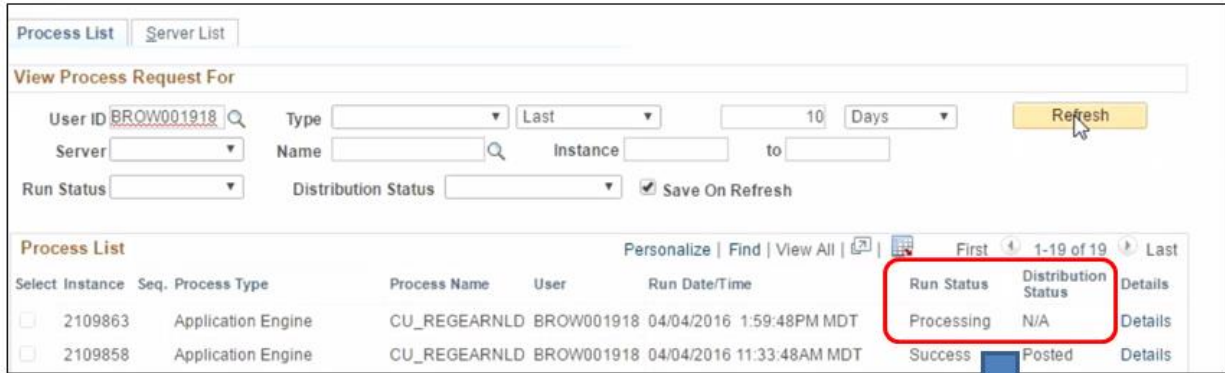
9. Click **Refresh** at the top right until the **Run Status** displays as **Success**, and **Distribution Status** displays as **Posted**, as shown above.

10. Next, review your upload files for errors, by clicking **Details** (circled below).
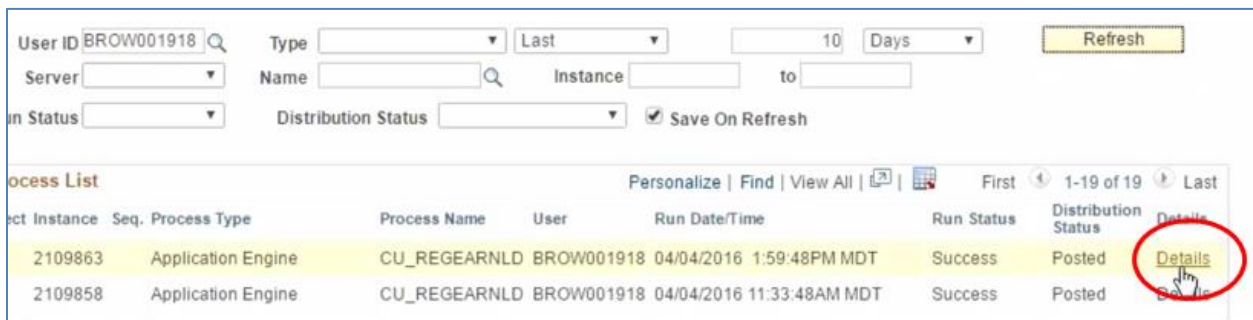
Checking Your Upload Files and Correcting Errors

1. From Process Monitor, click **View Log/Trace**.
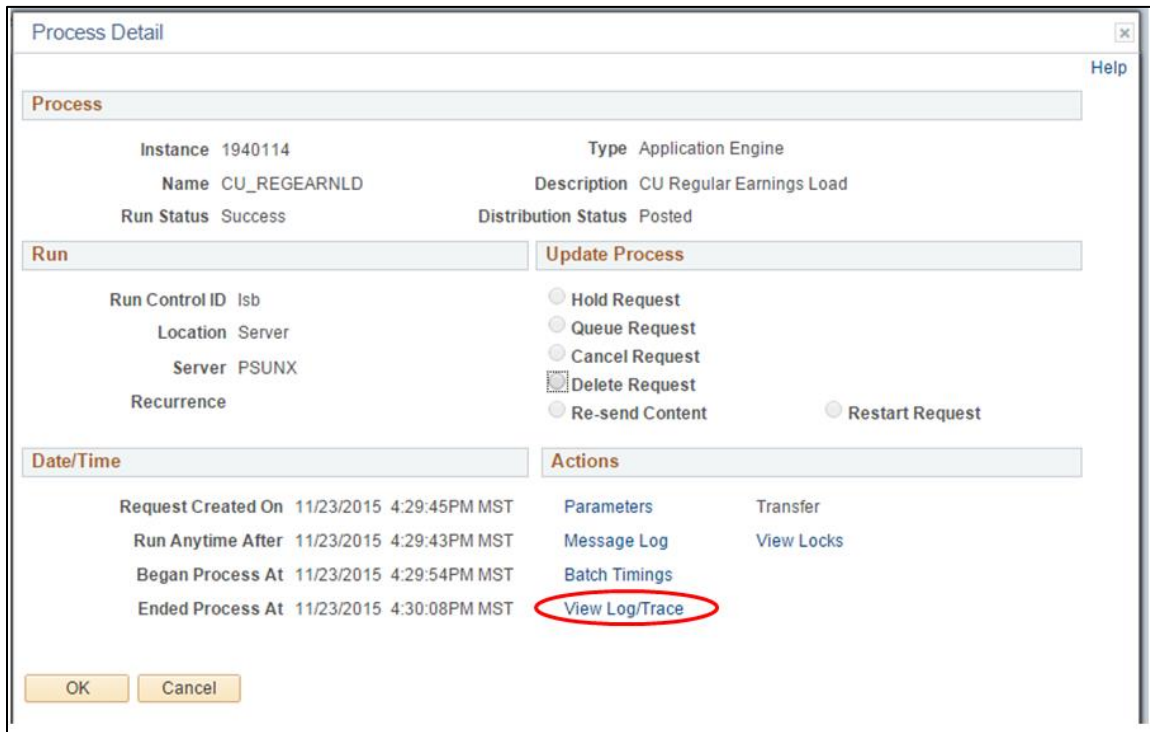
2. If you have a file that begins with your operator ID (the first four letters of your last name will begin it), open that file to see what entries the system received.

3. Check the total number of entries against your original file. An Excel filename should appear on your screen. If not, your browser may have pop-up blockers enabled. Disable them in order to view the file.
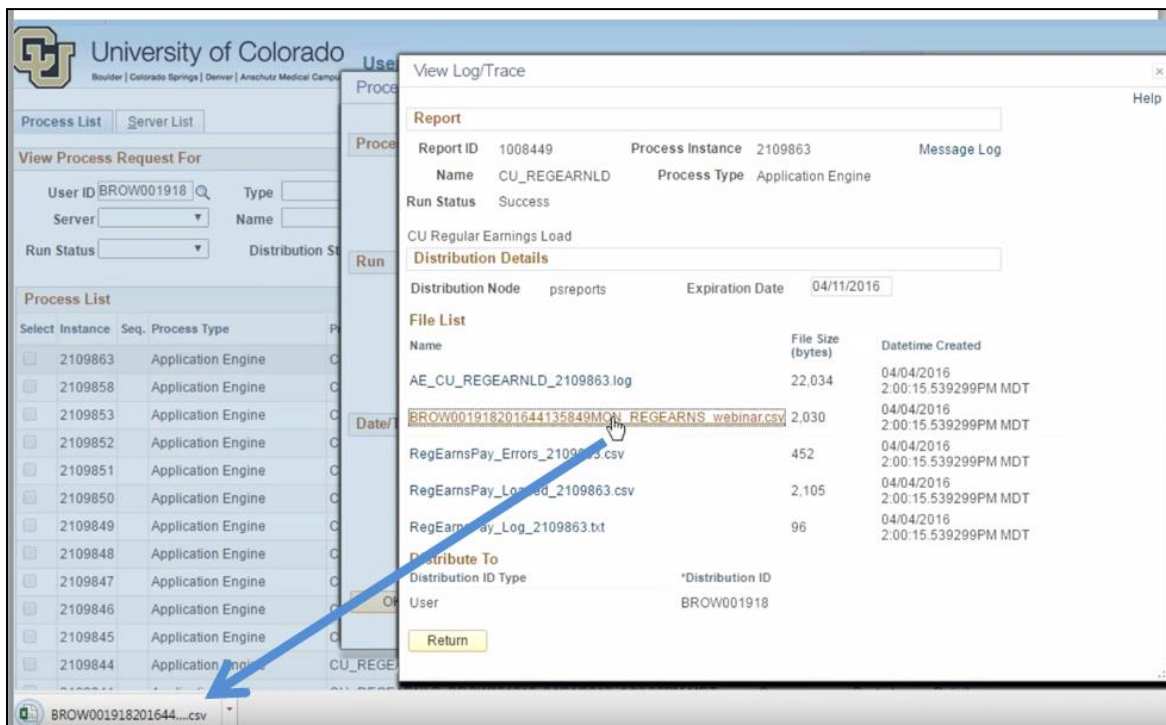
4. Click the **RegEarnsPay_Errors** filename. The icon for the file should appear in the bottom-left of your screen. If an icon does not appear, check your browser's pop-up blocker and allow pop-ups. For more information about disabling pop-up blockers, see https://www.cu.edu/docs/jaid-pop-up-blockers-cache.
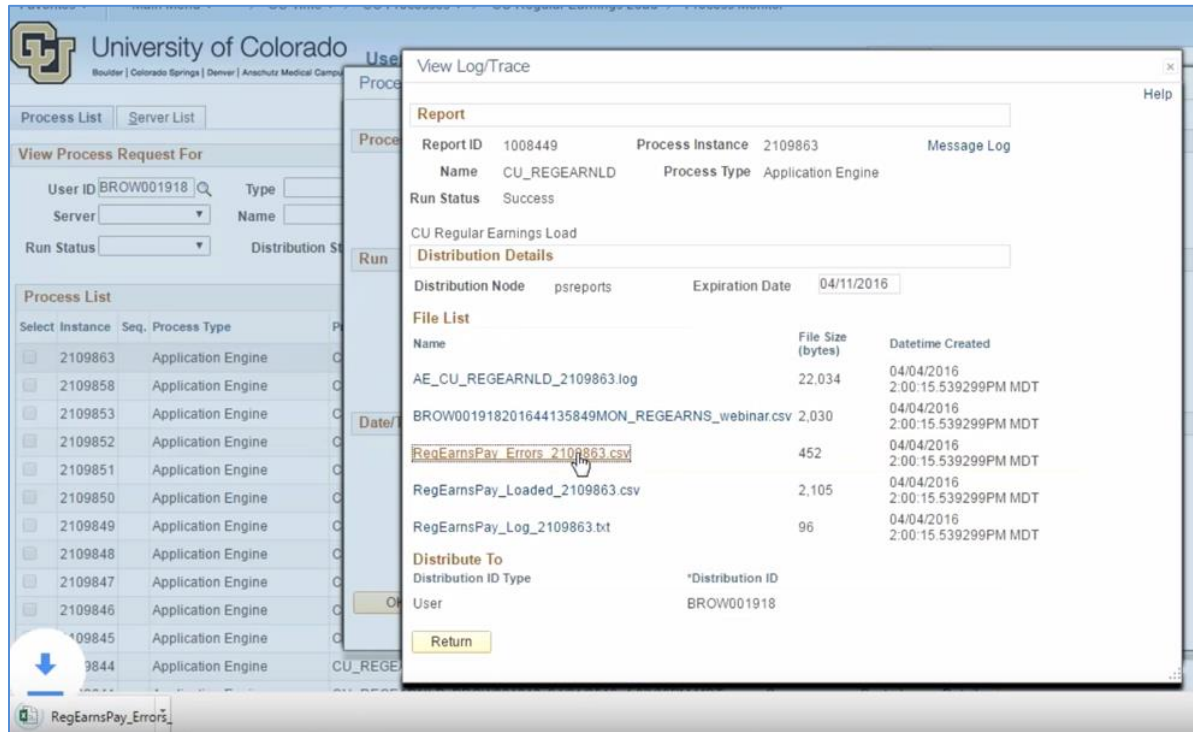
5. Click the icon; the file should open in Excel (as a CSV file).

Any file errors will be listed in this file and you will need to take steps to correct them. In this example, the first error is because the employee has no employee record 1. The second error is because UOC is a one-time pay earnings code, and will not upload with a Regular Earnings upload.

Notes:

- Errored lines will not load to HCM. You will need to reload the corrected lines, or enter them directly through manual entry to CU Employee Reported Time. Reload only the corrected lines. Making corrections to your original file and uploading the file again will duplicate all of the rows that loaded successfully.

- An error message may not describe the error. Most errors are due to formatting, mismatches with Job Data, or use of an incorrect earnings code.

- To determine the cause of an error, you may want to review your Excel workbook file and double-check the formatting, rather than the CSV upload file. Refer to the *Building Uploads for Success* job aid on the HCM Community website resources page at https://www.cu.edu/docs/jaid-building-uploads-success for more information about the most common errors.

6. Click the **RegEarnsPay_Loaded** filename. Click the link to open the file. You should see all rows that loaded from the file. Check the total number of rows on this file to be sure that the total of errors and loaded rows agrees with your original file. Occasionally an error will not trigger a listing on the error report, but the entry will drop from the upload. This is the place to identify any rows that might have been dropped.

7. Click the **RegEarnsPay_Log** filename. This file summarizes upload file processing. Verify that there are no errors and that all rows loaded. Paygroup rows loaded plus errors should equal the File Totals (bottom of report) and the total rows in your original file.

```
Begin

File Totals
===========
Total Rows in File: 29
Rows Loaded: 27
Rows in Error: 2

Close
```

Approving Your Files for Inclusion to Payroll

After verifying that the file loaded correctly, or fixing any errors and resubmitting, you will need to review your entries and approve them.

You can use either CU Mass Approve Reported Time to apprve or deny an upload all at once, or you can use CU Employee Reported Time to review and change individual entries one at a time.

Approving or Denying an Entire Upload

CU Mass Approve Reported Time lets you manage your entries by your unique Batch Run ID. This will usually be the most useful method for CSV uploads. This method allows you to:

- Approve the entire upload at once.

- Deny the entire upload at once (useful if you have inadvertently uploaded a file twice).

   Note: Once you have denied the upload, you will not be able to mass approve it; subsequent approvals can only be done manually, one at a time.

- Change the off-cycle status for the entire upload at once (useful if the upload missed an approval deadline for regular payroll and you now wish to include it in an off-cycle payroll).

1. Navigation: **NavBar**> **Menu**> **CU Time**> **CU Mass Approve Reported Time**.

2. In the **Company** field, type the company (usually **CU**).

3. From the **Entry Type** dropdown, select **Regular Earnings**.

4. In the date fields, type the earliest **Earnings Begin Date** and the latest **Earnings End Date** in your upload. You may also type dates with a larger range.

5. In the Batch Run ID field, type the ID you used for the upload.

6. Click **Search**.
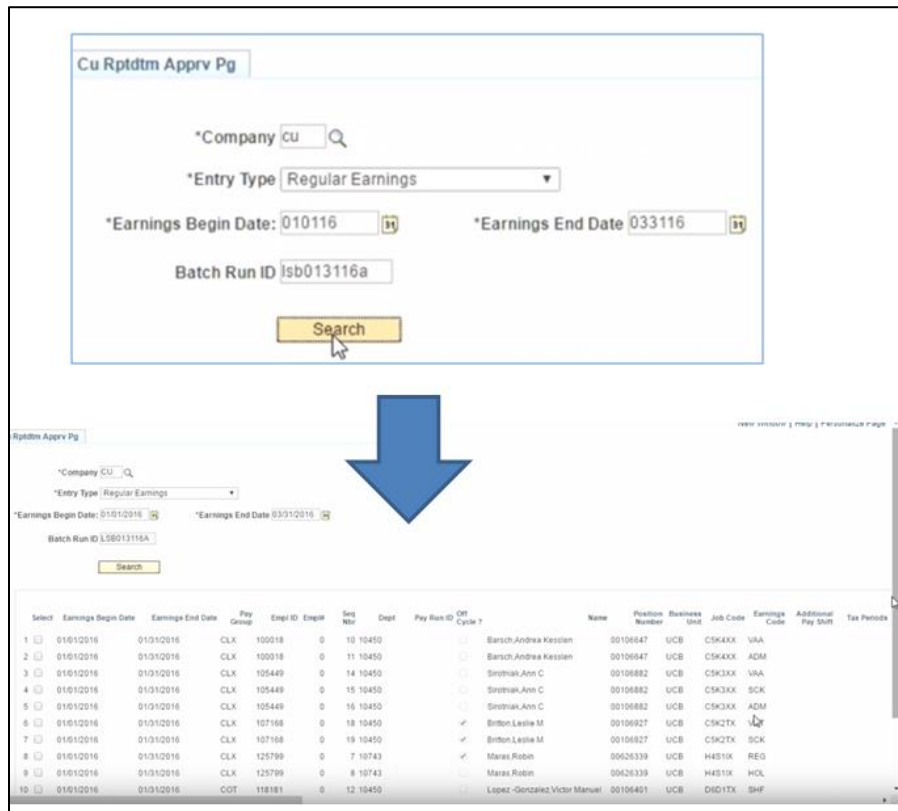
Up to 10 of your entries will initially appear. To verify that all entries have uploaded, scroll to the right (see below).

a. Click **View All** if you want to see all entries at once. Scroll to left and right to verify entry information.

b. Scroll back to the left.

c. Click the **Select All** link (bottom left) to choose all of your entries. You may **approve**, **deny** or **change the off-cycle status** for all of these entries at once.

Note: Using the **Flip to OffCycle** option will change whatever status the entry row has to the other status – so if you have both checked and unchecked boxes in your upload and wish all to have the same status, you will need to change the outliers (in the example above there are three) by going to the individual entries under CU Employee Reported Time.

d. You may revisit this option and change off-cycle status or deny the entries at any time until the entries are sent to payroll.

Note: Once you deny an upload, you can reapprove only by making manual entries one at a time.

Reviewing Individual Entries

CU Employee Reported Time allows you to review and change individual entries one at a time.

1. Navigation: **NavBar**> **Menu**> **CU Time**> **CU Employee Reported Time**.

2. Enter the Employee ID and choose your entry from the resulting list, or enter more information to narrow your search.

3. A Regular Earnings Upload entry will appear with Entry Type Regular Earnings. The entry will be viewable on the Regular Earnings tab.

4. Review information as needed.

- If you want the entry to process in a regular payroll (monthly in this case), leave the off-cycle box unselected.

- If you want it to be available for off-cycle payrolls, as well as regular ones, select the off-cycle box.

- If you are allowed to approve your own entries, choose **Approved** from the Status dropdown menu. The Approver Name and Approval Time fields will immediately populate.

Note: After a record has been approved, subsequent changes can be made, but will not automatically remove the approval. Records may be denied or returned to a status of Needs Approval by clicking on an employee ID and using the dropdown menu in the Status field, and may be edited up until the time that the record is sent to payroll for processing. At that point the record is frozen and may not be edited further. The record's status will change to Sent to Payroll. This means only that the record was added to the payroll and does not indicate whether it processed successfully.

When Will the System Process Entries?

The processing of your entries depends on whether the off-cycle box is selected:

- If the off-cycle box is not selected for your entries, the system will wait to upload your data until the next regular payroll (monthly or biweekly depending on the pay group) where the Pay Period End (PPE) Date of that payroll is greater than or equal to the earnings end date of your entry.

- If the off-cycle box is selected, the system will upload your data in the next regular payroll OR off-cycle payroll where the earnings end date of your entry is less than or equal to either of two dates – the PPE date of the payroll being run, or the PPE date of the last confirmed regular payroll for that pay group. This is important for monthly payroll entries that come too late for mid-month regular processing, but which should pay as nearly as possible to the regular monthly pay date. You may change the off-cycle status of any entry as long as it has not yet been sent to payroll.

- PPE dates: Consult CU pay calendars at http://www.cu.edu/hcm-community/payroll-production-calendars.

Pay Frequency by Pay Group:

Pay Group	Description	Frequency
FRI	Faculty Recreation Instructors (BW)	Biweekly
STG	Student Faculty (BW)	Biweekly
STP	Stipends (BW)	Biweekly
STU	Student Workers (BW)	Biweekly
TMP	Temporary - OT Eligible (BW)	Biweekly
CLX	Classified Exempt (MON)	Monthly
COT	Classified OT Eligible (MON)	Monthly
F12	12 Month Faculty (MON)	Monthly
FOT	Other Faculty (MON)	Monthly
MON	Faculty - Contracts (MON)	Monthly
RES	Residents (MON)	Monthly
SPD	PreDoc & Stipends (MON)	Monthly
STM	Student Faculty (MON)	Monthly
UOT	University Staff OT Eligible (MON)	Monthly
USN	University Staff Exempt - N/L (MON)	Monthly
USX	University Staff Exempt (MON)	Monthly

When it has been loaded, the record's status will change to Sent to Payroll. This means only that the record was added to the payroll and does indicate whether it processed successfully. Check your payroll registers after payroll processing to verify that entries processed as expected.