

Human Capital Management: Step-by-Step Guide

Uploading Batch Time Collection Files

This guide describes how to upload time collection files, including those from Kronos.

Contents

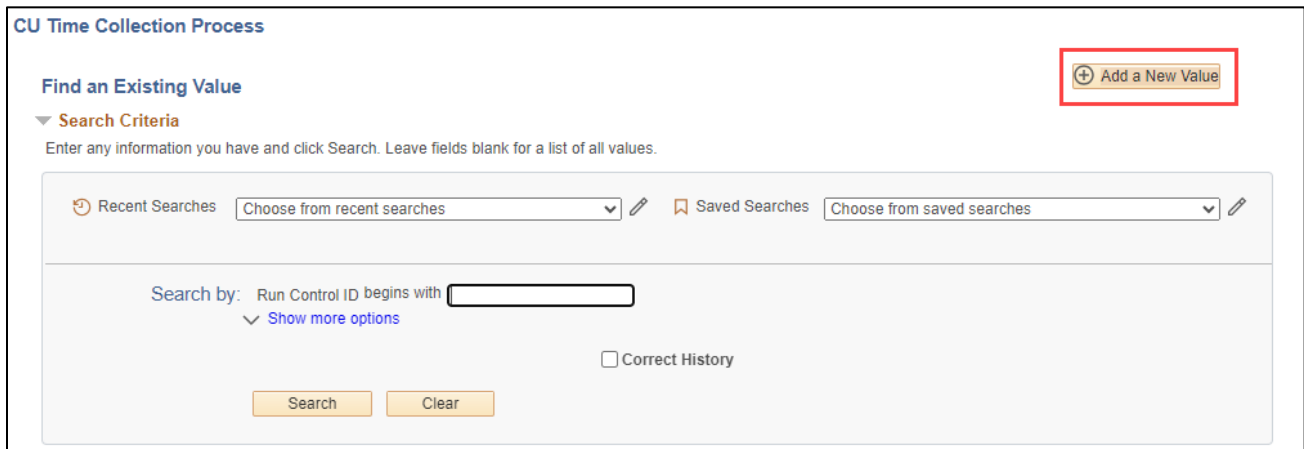
Uploading Batch Time Collection Files.....	1
Before You Begin.....	1
Uploading a Batch Time Collection File	1
Reviewing and Approving Pay.....	8
Mass Approving Reported Time	13

Before You Begin

Follow your campus procedures to create the upload file and save to your desktop, or to the location designated by your campus. The input file must have a .DAT or .TST file extension.

Uploading a Batch Time Collection File

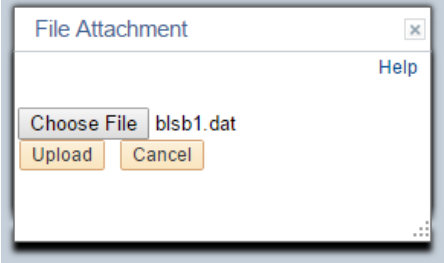
1. From the HCM Community Users dashboard, click the **CU Time Collection** tile.
2. From the menu, click **CU Processes > CU Time Collection Process**.
3. Click the **Add a New Value** button.



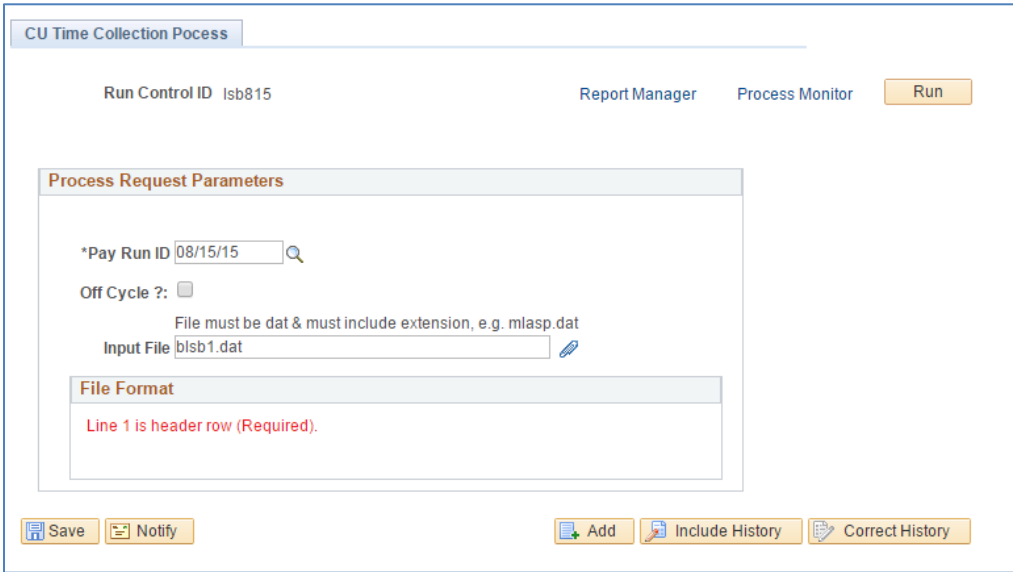
The screenshot shows the 'CU Time Collection Process' interface. At the top right, there is a button labeled 'Add a New Value' with a plus icon, which is highlighted with a red rectangular box. Below this, there is a section titled 'Find an Existing Value' with a search criteria dropdown. Underneath, there are two dropdown menus for 'Recent Searches' and 'Saved Searches', both with 'Choose from...' options. A search input field is present with the text 'Search by: Run Control ID begins with' and a 'Show more options' link. At the bottom of the search area, there are 'Search' and 'Clear' buttons, and a 'Correct History' checkbox.

4. Type a new run control ID, unique to this payroll, and click **Add**.
Note: The run control ID will become your Batch ID to mass approve the upload in CU Time.
5. Enter or search for the appropriate Pay Run ID (which will be the pay end date).
6. Click **Choose File** and navigate to where your file is saved.

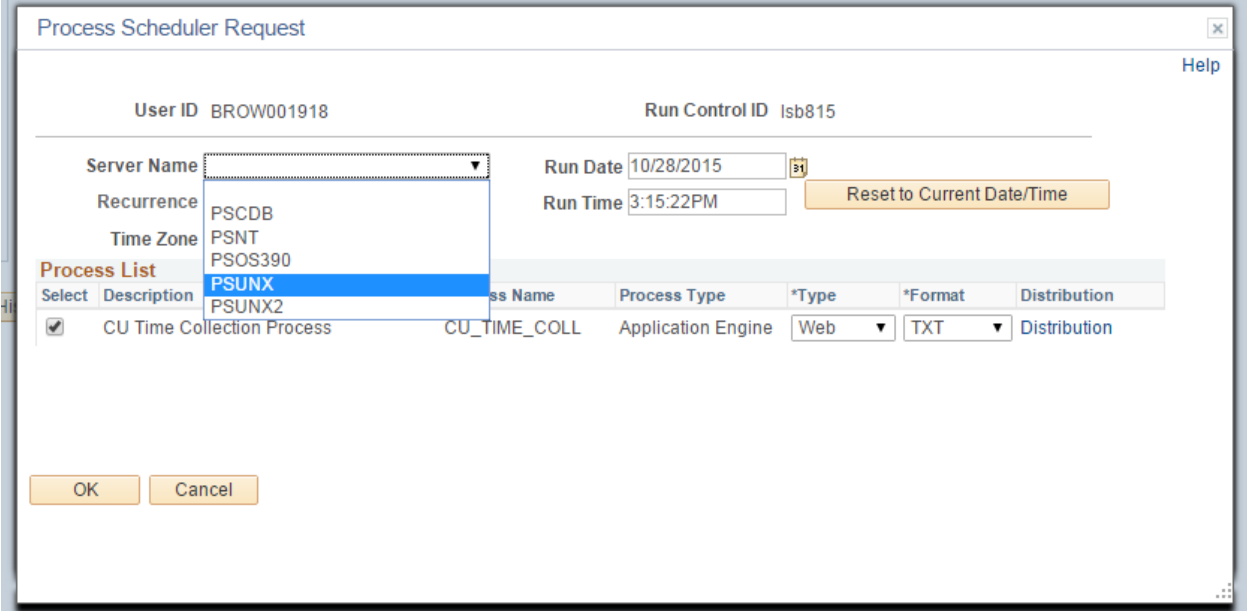
7. Select your file and click **Upload**.



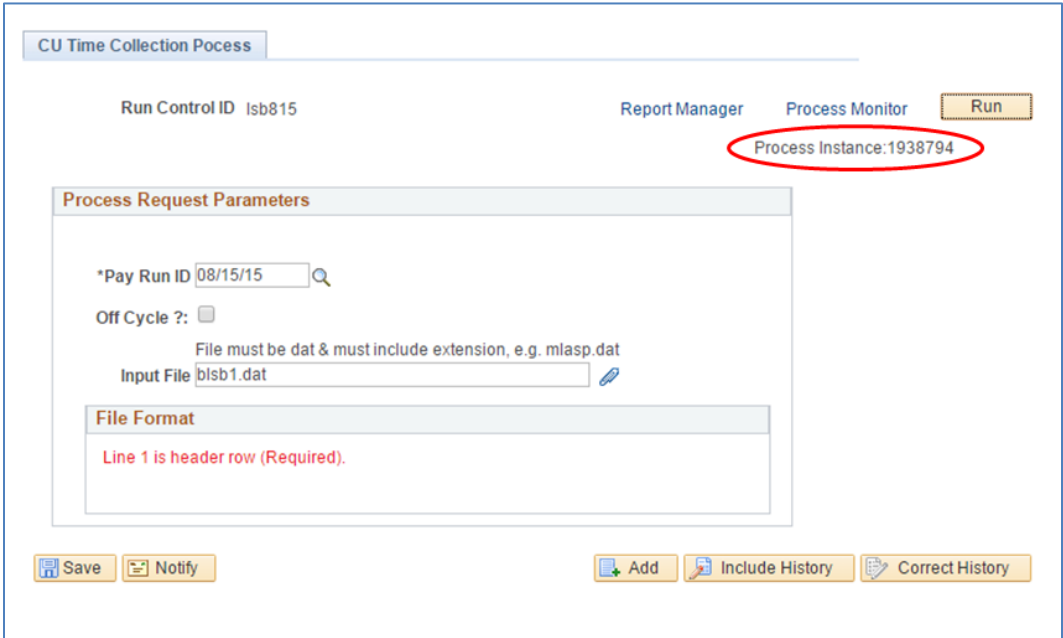
8. Click the **Run** button at top right corner of the page.



9. Select the **PSUNX** server name from the dropdown menu and click **OK**. The system returns you to the CU Time Collection Process screen. A process Instance number in the top right of the page indicates that the process is running.

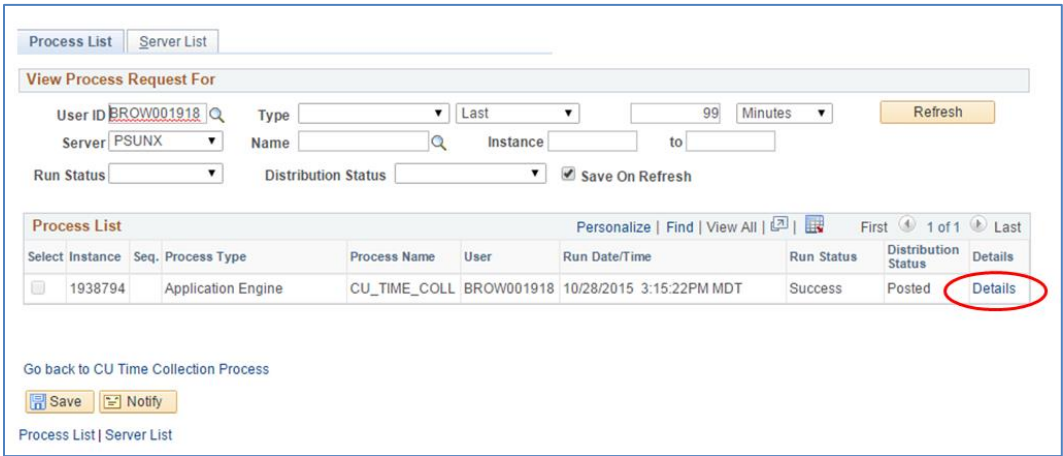


10. Click **Process Monitor** at the top right to navigate to the Process List.

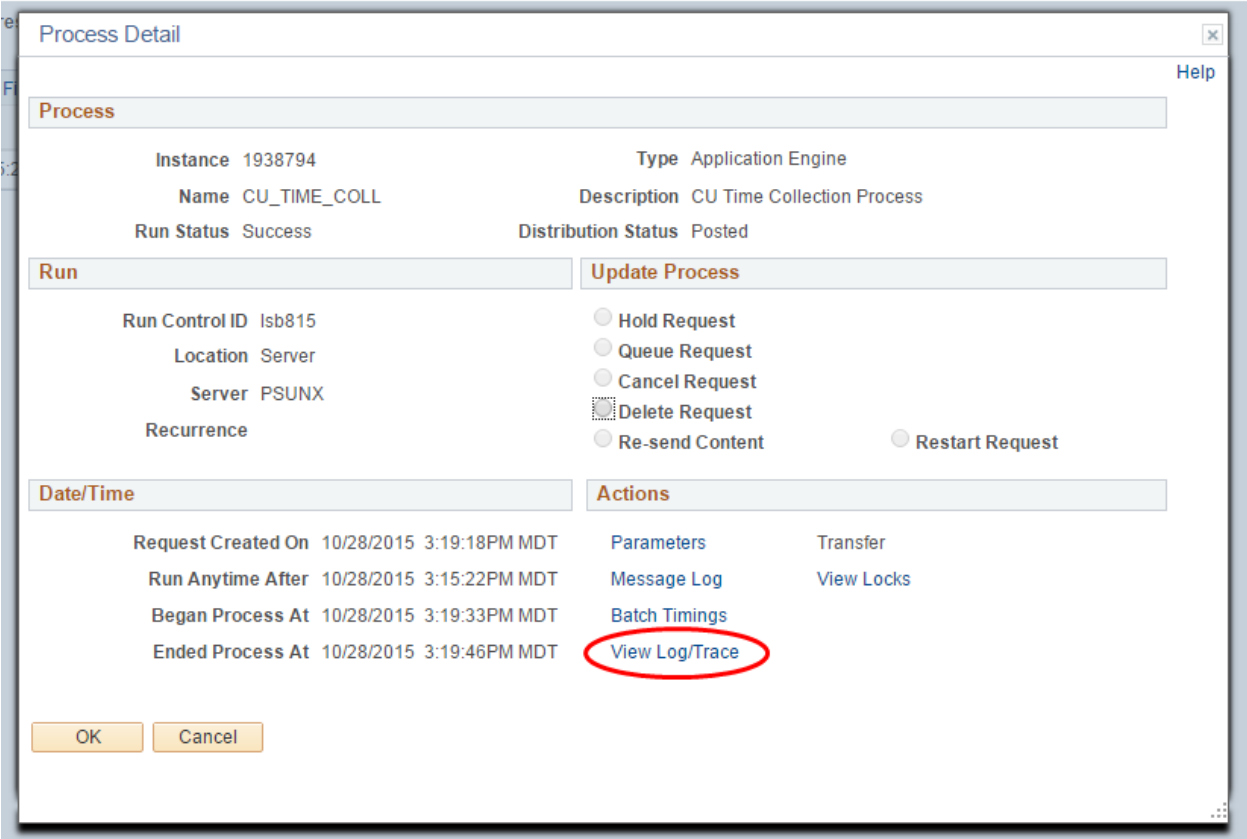


11. Click the **Refresh** button at top right until the Run Status displays as **Success** and Distribution Status displays as **Posted** as shown below.

12. Click **Details** (circled below).

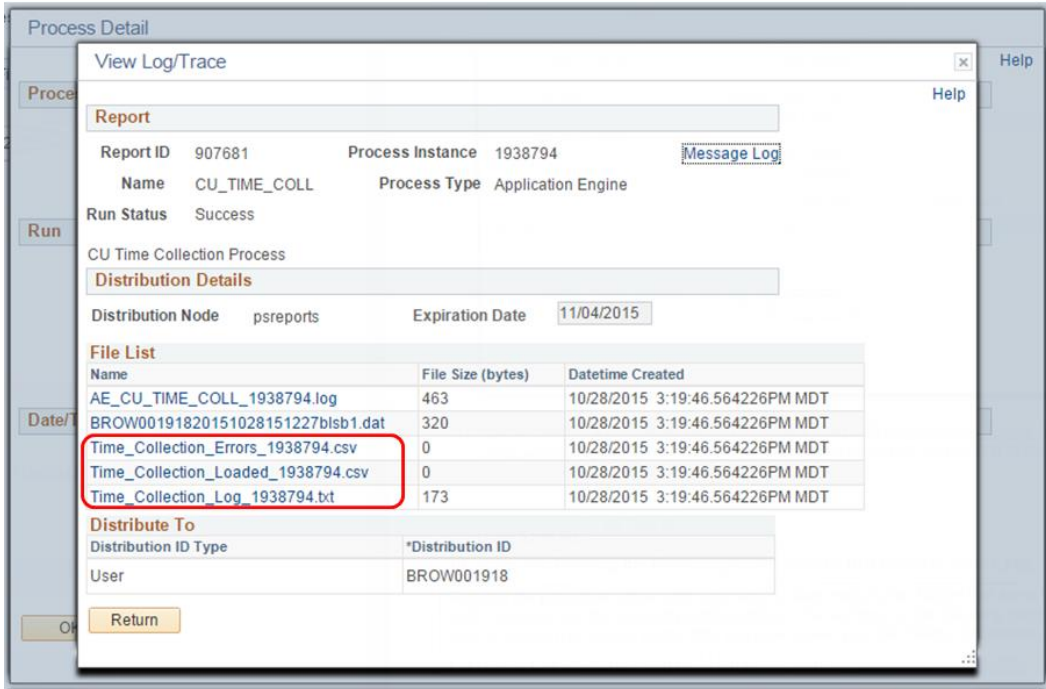


13. Click **View Log/Trace**.



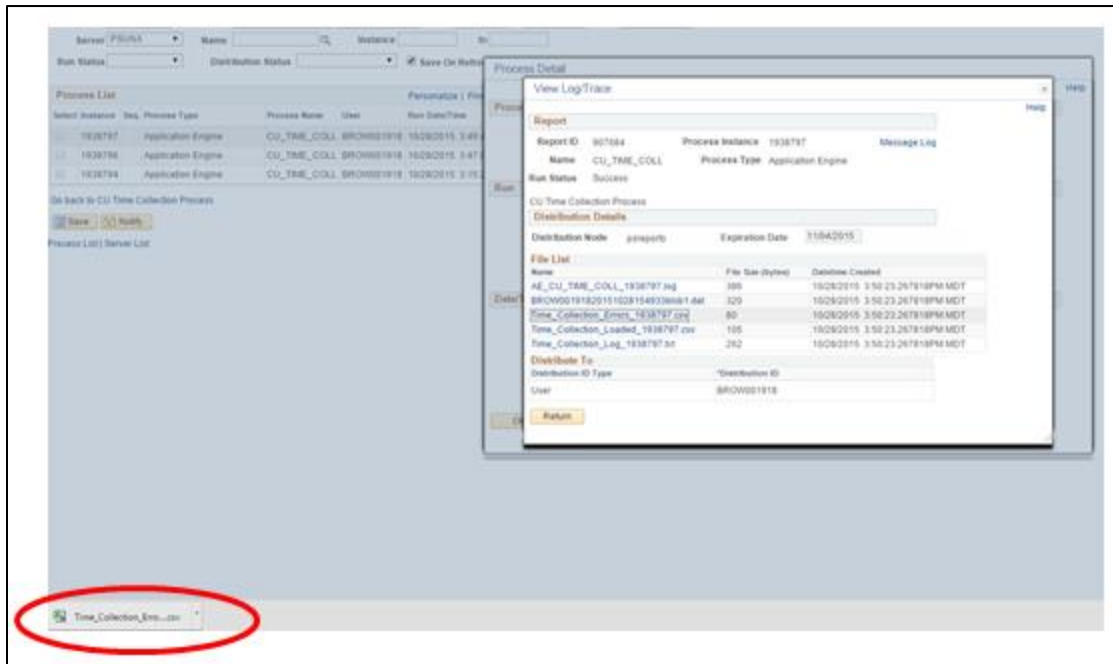
14. Examine the last three files listed (shown below) to verify that the file loaded correctly and to begin to correct any errors:

- Time_Collection_Errors
- Time_Collection_Loaded
- Time_Collection_Log



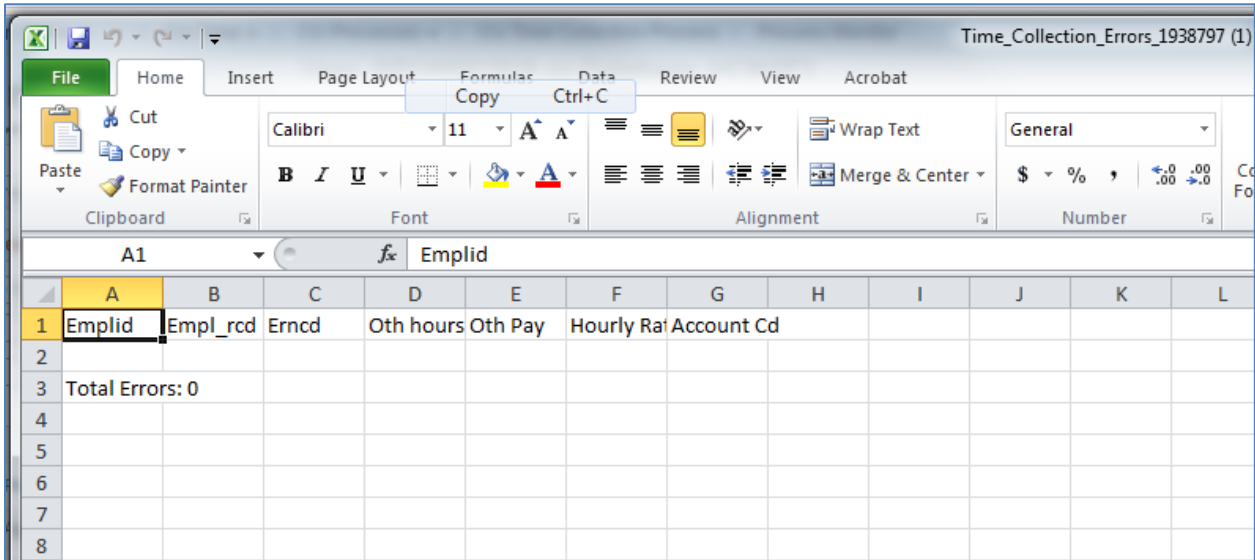
15. Click on the **Time_Collection_Errors** file. An Excel link to the downloaded error file appears at the bottom of your screen.

16. Click the link to open the file. Any file errors will be listed.



17. Correct errors as needed.

Note: Errors do not load to HCM. You will need to reload the corrected lines or enter them directly to HCM transactions.



18. Click the **Time_Collection_Loaded** file. An Excel link to the file appears.

19. Click the link to open the file. You should see all rows that loaded from the file.

	A	B	C	D	E	F	G	H
1	Emplid	Empl_rcd	Erncd	Oth hours	Oth Pay	Hourly Ra	Account C	Warning
2	115163	1	REG	17.5	0	0		
3	114447	1	REG	58.25	0	0		
4	212855	0	STH	37.75	0	0		
5	267650	0	STH	24.5	0	0		
6								
7	Total Rows loaded: 4							

20. Click the **Time_Collection_Log** file. This file summarizes the upload processing.

21. Verify that there are no errors and that all rows loaded. Paygroup rows loaded should equal the File Totals (bottom of report) and the total rows in your original file.

```
Processing time data load for RunId: 08/15/15
```

```
Totals for Paygroup: STU
```

```
Total Rows: 2
Rows Loaded: 2
Hours: 62.25
Addl Amount: 0
Estimated Pay: 630.095
```

```
Totals for Paygroup: TMP
```

```
Total Rows: 2
Rows Loaded: 2
Hours: 75.75
Addl Amount: 0
Estimated Pay: 3030
```

```
File Totals
```

```
=====
```

```
Total Rows in File: 4
Rows Loaded: 4
Rows in Error: 0
Hours: 138
Addl Amount: 0
Estimated Pay: 3660.095
```

22. Click the line ending in the name of your file (second from top on the View Log/Trace page) and examine it to verify loaded data as expected.

```
HDR          FNA          15-AUG-2015FA2          LARS000001          DP@B0013
115163 01 REG0175000000000
114447 01 REG0582500000000
212855 00 STH03775000000000
267650 00 STH02450000000000
```

Reviewing and Approving Pay

After verifying that the file loaded correctly and/or fixing any errors and resubmitting, navigate to CU Reported Time Summary in order to review and approve the pay.

1. From the HCM Community Users dashboard, click **CU Time Collection**.
2. From the menu, click **CU Reported Time Summary**.
3. Search using appropriate parameters (department, pay group, earnings end date, etc.) in order to review batch entries, which will be separated by pay groups. (Other batches for the same time period will also display.)

CU Reported Time Summary New Window | Help

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: Choose from recent searches | Saved Searches: Choose from saved searches

Earnings Begin Date: [=] [] [BT]
 Earnings End Date: [=] [] 08/31/2023 [BT]
 Company: [begins with] [] [Q]
 Pay Group: [begins with] [] [Q]
 Department: [begins with] [] 51000 [Q]
[Show fewer options](#)

Correct History

Search Clear Save Search

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	>

4. Select the summary you want to view from the search results.

The Reported Time Summary has four tabs:

- The **Employee Details** tab is the only tab that shows the employee's name (obscured here). This tab also displays the position, batch run ID, SpeedType (if entered – otherwise the default SpeedType will be used), entry type (Batch Timesheet in this case) and status (in this case, the batch needs approval).

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 TimeSheets & Leave Details | OneTime Payments | Regular Earnings

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

Personalize | Find | First 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

Each employee ID is a link to batch details. You may add or change position number, business unit, job code, or SpeedType here.

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 0

Employee Reported Time Details

Employee Details | Batch TimeSheets & Leave Details | OneTime Payments | Regular Earnings

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

Navigate Back to Summary Page

You can also add lines of pay to a record by using the plus sign (+) at the end of the bottom row of data. You must have an entry type chosen on the employee details page in order to add a record.

CU Reported Time

Earnings Begin Date 09/01/2015 Earnings End Date 09/30/2015

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

Department 51000 Employee Services

Empl ID 200318 Empl Record 0

Employee Reported Time Details Personalize | Find | First 1-2 of 2 Last

Seq Nbr	Off Cycle ?	*Earnings Code	Reported Hours	Hourly Rate	Amount	Override Rate	Long Description	Comments	Off Hours Only	Include Lunch
1	<input type="checkbox"/>	OTM	10.750000							<input type="checkbox"/>
2	<input type="checkbox"/>	RGS								<input type="checkbox"/>

Navigate Back to Summary Page

Save Return to Search Notify Add Update/Display Include History Correct History

Click **Navigate Back to Summary Page** to return to Employee Details summary.

- The **Batch TimeSheets & Leave Details** tab shows employee record, earnings codes and hours entered. Employee ID's are linked to the details page shown above.
- The **OneTime Payments** and **Regular Earnings** tabs divide the batch entries into these types of pay.

The summary tabs provide the opportunity to select or deselect some or all records as needed for approval.

1. Click the boxes in the **Select** column or use the **Select All** button below the data to select rows to approve.
2. Click the **Approve** button.

CU Reported Time Summary

Earnings Begin Date 09/01/2015 Earnings End Date 09/30/2015

Company: CU University of Colorado Pay USX University Staff Exempt Group:

Department: 51000 Employee Services

Reported Time Summary Personalize | Find | First 1-5 of 5 Last

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
<input checked="" type="checkbox"/>	<input type="checkbox"/>	151534	0									
<input checked="" type="checkbox"/>	<input type="checkbox"/>	151534	0									
<input checked="" type="checkbox"/>	<input type="checkbox"/>	250180	0									
<input checked="" type="checkbox"/>	<input type="checkbox"/>	250180	0									
<input checked="" type="checkbox"/>	<input type="checkbox"/>	250180	0									

Select All Deselect All

Approve

Save Return to Search Notify Add Include History Correct History

The status, approver, and approve date and time fields will populate after you click the Approve button.

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										
Department: 51000 Employee Services								Group:										
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			Batch Timesheet	Approved	10/28/2015	Brown, Lauren Shelley	10/28/2015 06:57:57 PM	10/28/2015 05:28:55 PM
2	<input checked="" type="checkbox"/>	267650	0	2		00715627	USYS		00669328	FA2			Batch Timesheet	Approved	10/28/2015	Brown, Lauren Shelley	10/28/2015 06:57:57 PM	10/28/2015 05:28:55 PM

To add employees to the batch in HCM:

1. From the HCM Community Users dashboard, click **CU Time Collection**.
2. From the menu, click **CU Employee Reported Time**.
3. Search by Employee ID and earnings begin/end dates.

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 =

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

4. If a line with the correct earnings begin/end dates, company, pay group, department and employee record is not available, click the **Add a New Value** button to add a line. Add a value for any field that did not populate or did not populate correctly.
5. When the information is correct, click **Add**. The system displays the Employee Details screen.

- From the **Entry Type** dropdown, select an entry type and select the correct tab to enter the pay (fields on the corresponding tab will open up as appropriate based on the entry type you choose).

Note: If you have not chosen an entry type, no fields will open on any tab.

CU Reported Time

Earnings Begin Date 08/01/2023 Earnings End Date 08/31/2023

Company CU University of Colorado Pay Group USX University Staff Exempt

Department 51000 Employee Services

Empl ID 324280 Empl Record 0 Name Armstrong, William Anderson

Employee Reported Time Details

Employee Details | Batch & My Leave & Manual | OneTime Payments | Regular Earnings

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"/>							Needs Approval					10/20/2023 11:07:52 AM

Manual Time Sheet
OneTime Payment
Regular Earnings

Save Notify Add Update/Display Include History Correct History

Example: Choosing One Time Payments as below will open up fields on the OneTime Payments tab.

CU Reported Time

Earnings Begin Date 09/01/2015 Earnings End Date 09/30/2015

Company CU University of Colorado Pay Group USX University Staff Exempt

Department 51000 Employee Services

Empl ID 188553 Empl Record 0

Employee Reported Time Details

Employee Details | Batch TimeSheets & Leave Details | OneTime Payments | Regular Earnings

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"/>							OneTime Payment	Needs Approval				10/29/2015 11:43:10 AM

Navigate Back to Summary Page



CU Reported Time

Earnings Begin Date 09/01/2015 Earnings End Date 09/30/2015

Company CU University of Colorado Pay Group USX University Staff Exempt

Department 51000 Employee Services

Empl ID 188553 Empl Record 0

Employee Reported Time Details

Employee Details | Batch TimeSheets & Leave Details | OneTime Payments | Regular Earnings

Seq Nbr	Off Cycle ?	*Earnings Code	Additional Pay Shift	Tax Periods	Tax Method	Deductions Taken	Deduction Subset ID	General Deductions Taken	General Ded Subset ID	Amount
1	<input type="checkbox"/>									

Navigate Back to Summary Page

Save Notify Add Update/Display Include History Correct History

- After adding and saving all appropriate information, click on Navigate Back to Summary Page. Select and approve rows as appropriate.

Mass Approving Reported Time

You may also use **CU Mass Approve Reported Time** to approve, deny or change off-cycle status on your batch.

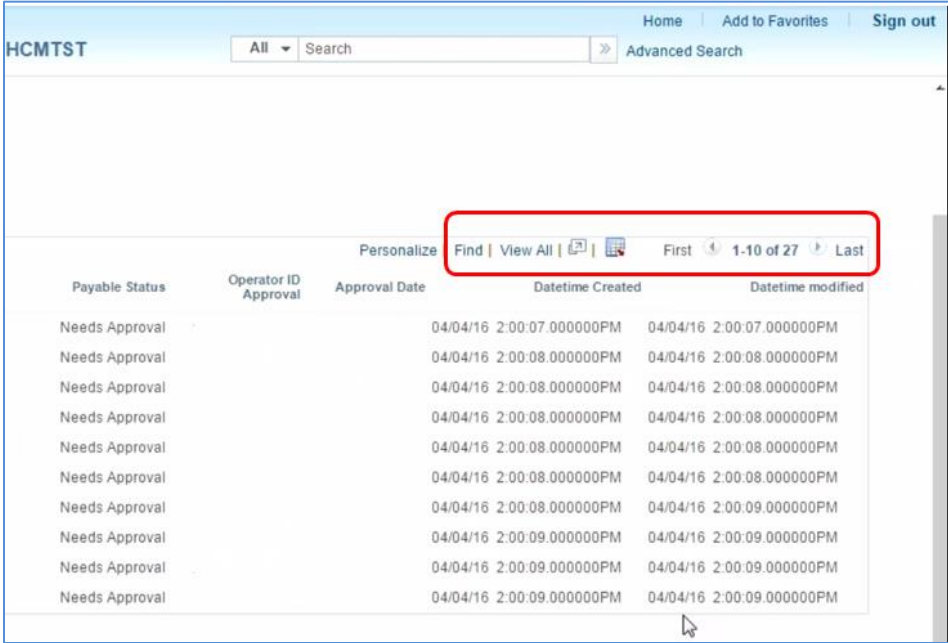
1. From the HCM Community Users dashboard, click **CU Time Collection**.
2. From the menu, click **CU Mass approve Reported Time**.
3. In the **Company** field, type the company (usually **CU**).
4. From the **Entry Type** dropdown, select **Batch Timesheet**.
5. In the date fields, enter the earliest **Earnings Begin Date** and the latest **Earnings End Date** in your upload.
6. Enter the **Batch Run ID** you used for the upload.
7. Click **Search**.

Select	Earnings Begin Date	Earnings End Date	Pay Group	Empl ID	Empl#	Seq Nbr	Dept	Pay Run ID	Off Cycle ?
<input type="checkbox"/>	03/01/2016	03/31/2016	F12	100407	0	1	10080	03/31/16	
<input type="checkbox"/>	03/01/2016	03/31/2016	F12	100562	0	1	10080	03/31/16	
<input type="checkbox"/>	03/01/2016	03/31/2016	F12	100705	0	1	10080	03/31/16	
<input type="checkbox"/>	03/01/2016	03/31/2016	F12	102979	0	1	10080	03/31/16	
<input type="checkbox"/>	03/01/2016	03/31/2016	F12	103016	0	1	10080	03/31/16	
<input type="checkbox"/>	03/01/2016	03/31/2016	F12	103016	0	2	10080	03/31/16	
<input type="checkbox"/>	03/01/2016	03/31/2016	F12	103333	3	1	10080	03/31/16	
<input type="checkbox"/>	03/01/2016	03/31/2016	F12	103384	0	1	10080	03/31/16	
<input type="checkbox"/>	03/01/2016	03/31/2016	F12	103569	0	1	10080	03/31/16	
<input type="checkbox"/>	03/01/2016	03/31/2016	F12	103569	0	2	10080	03/31/16	

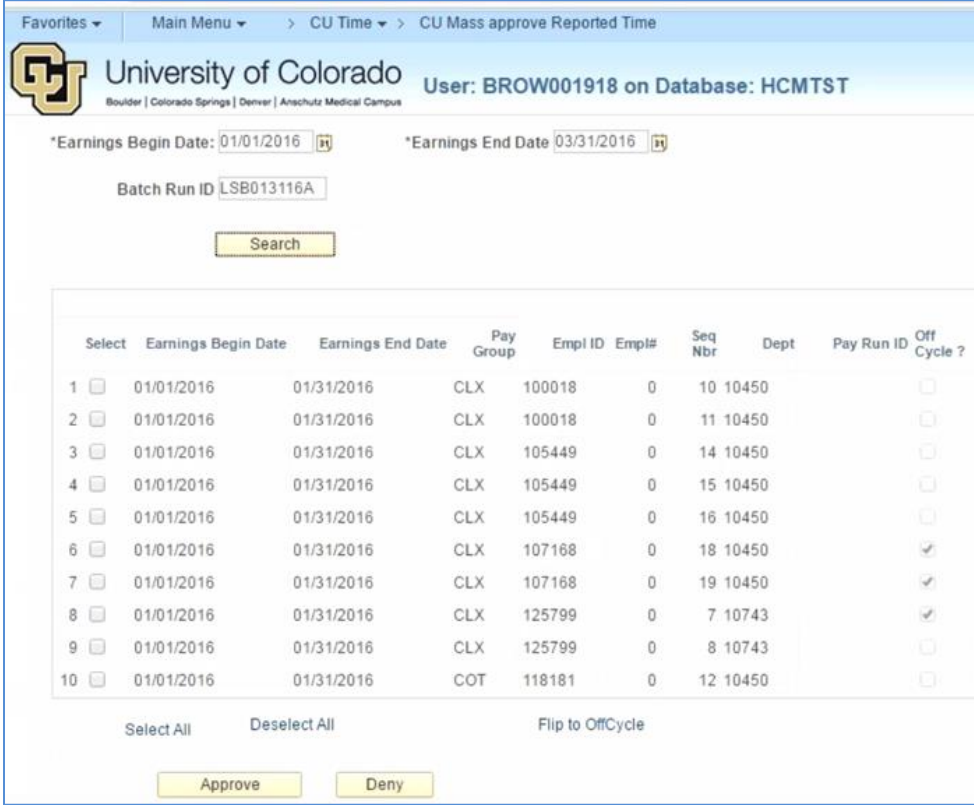
Select All Deselect All Flip to OffCycle/OnCycle

Approve Deny

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



- 8. Click **View All** if you want to see all entries at once.
- 9. Scroll to left and right to verify entry information.
- 10. Scroll back all the way to the left.
- 11. Use 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: Once a record has been approved, subsequent changes can be made, but will not automatically remove the approval. Records may be denied or returned to Needs Approval status by clicking 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 screenshot displays the 'Approved Time Details' interface. At the top, there are navigation tabs: 'Batch TimeSheets & Leave Details', 'OneTime Payments', and 'Regular Earnings'. The main area contains a table with the following columns: Batch Run ID, Position Number, Business Unit, Job Code, Speed Type, Sep Check Nbr, Entry Type, Status, Approver Name, Approval Date, Date Time Modified, and Date Time Created. A single record is visible with Batch Run ID 'FA2', Status 'Approved', Approver Name 'Brown, Lauren Shelley', and Approval Date '10/28/2015'. A dropdown menu is open over the 'Status' column, showing options: 'Approved', 'Denied', 'Needs Approval', and 'Sent to Payroll'. Below the table, there are buttons for 'Add', 'Update/Display', 'Include History', and 'Correct History'. On the left, there are buttons for 'to Search' and 'Notify'.