My.Leave for Payroll Liaisons

I do payroll
You should be nice to me
Job Data and Leave

- Salaried employees are paid based on the compensation amount coded in their Job Data and that is where the system goes to record the payment on the payline.

- The salary paid for monthly employees is current for that month.

- Leave and exception hours are recorded a month behind and recorded in my.leave.
Job must be correct for My.Leave to be correct

The following fields from Position data feed to an employee’s Job information, and then to My Leave:

- Reports to (position number) – The person in this position approves timesheets and leave requests in My Leave for the employee.
- Standard Hours – Used by My Leave to calculate earnings coded as Additional Time Straight (ATS), Additional Regular Hours (XRG), Overtime (OTM), and Compensatory Earned (CME) for non-exempt employees.
- FLSA Status – Exempt or non-exempt for overtime calculations.
- Pay Group
- Employee Type – Hourly or Salary

***note: If there is no ‘reports to’ assigned, the timesheet will auto-approve.
If an employee is out and has no more leave time to use, change their status in Job Data. DO NOT use my.leave to dock all pay. Using LOA docks pay in the current month.
Loading approved Time to HCM.

Locating CU Department Timesheet Review

NavController: Navigator > CU Time > CU Department Timesheet Review
Select the Compensation Frequency, and then use the lookup (magnifying glass) to bring up the current pay period.
After selecting the pay period, click Search, which searches your row level security. If you have specific departments that you want to load, use the Find option to list a department. Check the box for the specific departments you want to load.
The search lists the timesheet status of employees in the selected department. The Employee Alert and Manager Alert buttons send email reminders to approve or submit time.
Timesheet Status

Not Submitted – The employee has not certified the timesheet nor submitted it for approval.

Approved – The timesheet is ready to upload to CU Time.

Not Created – Indicates exempt employees who have approved time, but have not submitted a timesheet.

Posted – The time has been loaded to CU Time.

No timesheet Details for selected employees – Indicates no leave time to load for Exempt employees.
Use Auto-Create to create timesheets for exempt employees with approved exception time.

If you have exempt employees, you need to generate timesheets for them:

a. Select the checkboxes of those exempt employees for whom you need to generate a timesheet.

b. Click **Auto-Create OT Exempt Time Sheets**. Only approved leave hours will be loaded into CU Time for these employees.

**Note:** As the department payroll administrator, you can use this Auto-Create function to retrieve exception time for exempt employees who do not have a submitted and approved timesheet. Auto-Create only works for exempt employees, and retrieves approved vacation and sick time from the My Leave Calendar.
When timesheets are created or posted, a message appears indicating the number of timesheets created or loaded to CU Time.
If there is an exception or hours that need to load to CU Employee Time, the ID of the employee will become a link that takes you to the summary of the time.
When all the timesheets are approved, you can Load to CU Time.

Select All or check individual employee id to Load to CU Time

If an employee needs to resubmit a posted timesheet you would deny the timesheet so that the employee can cancel the existing timesheet, make changes and resubmit.
You will always get a message showing the number of timesheets posted to CU Time.
If an employee has not time that needs to load to CU Employee Time you will also get a message:
All the timesheets now have a Posted status.

Download to Excel
Any page in HCM with the datasheet icon means the information can be exported to Excel.
Exported data, such as the CU Department Timesheet Review, can be saved for your records.
CU Department Timesheet Review – Additional Detail

• Uploads My Leave Approved timesheets to CU Time for payroll processing.

• Before you use CU Department Timesheet Review, run a report to determine the status of the My Leave timesheets. This is one of the new My Leave Reports.

![Image of CU Department Timesheet Review](image)

- First Pay End Date: 03/31/2019
- Last Pay End Date: 03/31/2019
- Empl ID (Optional)
- Dept ID (Optional): 51000
- Pay Group
- Exempt? (N, X, Blank for all)
- Node (Optional)
- Appr Status (A, C, D, P, R)

Approval Status:

- A – Approved
- C – Created
- D – Denied
- P – Posted
- R – Requested

Download results in: Excel Spreadsheet, CSV Text File, XML File (57 kb)
Allowing Changes to Posted Timesheets (Prior to Payroll)

If an employee needs to make a change to a timesheet that has posted to CU Time:
1. Select the check box of the employee
2. Click the Deny Timesheet button. Note: The Deny Timesheet button should only be selected when a timesheet is in Posted status, and payroll has not processed yet.
3. Allow the employee to cancel the approved timesheet, make changes and resubmit it for approval.
4. Once the timesheet is approved, load it to CU Time for processing.

Or

You can go into CU Employee Reported Time and make any changes directly to that page. Remember, My.Leave is just a vehicle to get information to CU Time and it is the information in CU Time that goes over to an employee’s payline.
Auditing Leave and Time Entry—Running My Leave Reports in HCM

This section describes reports available from the HCM WorkCenter that can be helpful to manage My Leave and CU Time.

<table>
<thead>
<tr>
<th>Reports for:</th>
<th>Report:</th>
<th>Query Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditing Leave and Time Entry</td>
<td>Leave Accruals – Returns a summary of current sick and vacation leave accruals by Empl ID or Dept ID.</td>
<td>CUES_HCM_LEAVE_ACCRUALS</td>
</tr>
<tr>
<td></td>
<td>Time Entry – This report should be run to audit entries in CU Time that will be sent for payroll processing prior to the time entry deadline. The report lists all time entries by earnings dates. You can select a Status value that lets you select by timesheet status. If you select Approved from the Status list, the results would list items processing in the next payroll with different earnings dates.</td>
<td>CUES_HCM_REPORTED_TIME</td>
</tr>
<tr>
<td></td>
<td>Essential Services Designees – Listing of all essential services employees.</td>
<td>CUES_HCM_ESSNTAL_SRVCS</td>
</tr>
<tr>
<td>Auditing Time</td>
<td>My Leave Calendar View – This report can be run by a range of dates and returns information on the My Leave Calendar View for an employee or a department. This report can be used to audit time if an employee has missed submitting timesheets or changed the calendar after approvals.</td>
<td>CUES_HCM_MY_LEAVE CALENDAR</td>
</tr>
<tr>
<td>Viewing Organization and Rosters</td>
<td>Department Organization – Lists all active positions, titles, incumbent information, name of the Reports To position and name of the Appointing Authority.</td>
<td>CUES_HCM_DEPT ORG</td>
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<tr>
<td></td>
<td>Dept Personnel &amp; Org Roster – This report is run by a Job Code or department. The report includes all the information on the Department Organization report and adds Pay Status, FLSA, % Time, Pay Group and email address. This is a good report for viewing your department values for all required fields that My Leave needs from HCM to process correctly.</td>
<td>CUES_HCM_PERSONNEL_ORG</td>
</tr>
<tr>
<td>Viewing Timesheet Detail and Status</td>
<td>My Leave Timesheet Detail – Lists all in and out by day without a summary total.</td>
<td>CUES_HCM_MY_LEAVE_TMSHT_DTL</td>
</tr>
<tr>
<td></td>
<td>My Leave Timesheets – Lists all timesheets for a department and the status. This report looks like the CU Dept Timesheet Review, but can be run after the pay period has closed as well as during the pay period.</td>
<td>CUES_HCM_MY_LEAVE_TMSHTS</td>
</tr>
<tr>
<td></td>
<td>My Leave Timesheets Not Submitted – Use this report to search for timesheets of active employees who have not yet submitted for a specified pay period end date.</td>
<td>CUES_HCM_TIMESHT_NOT_SUBMITTED</td>
</tr>
</tbody>
</table>
More Queries – If you need to audit My Leave

• My Leave Calendar View – This query pulls all recorded time from the My Leave calendar including any vacation or sick leave in requested status.

• My Leave Timesheet Detail – This query pulls detailed information including weekly OTM and ATS calculations and speed types.

• My Leave Timesheets – This query can be run by departments which shows time sheets status such as posted, or approved.

• LINK TO MY.LEAVE STEP BY STEPS:

https://www.cu.edu/docs/M?text=&dept=68933
Questions?