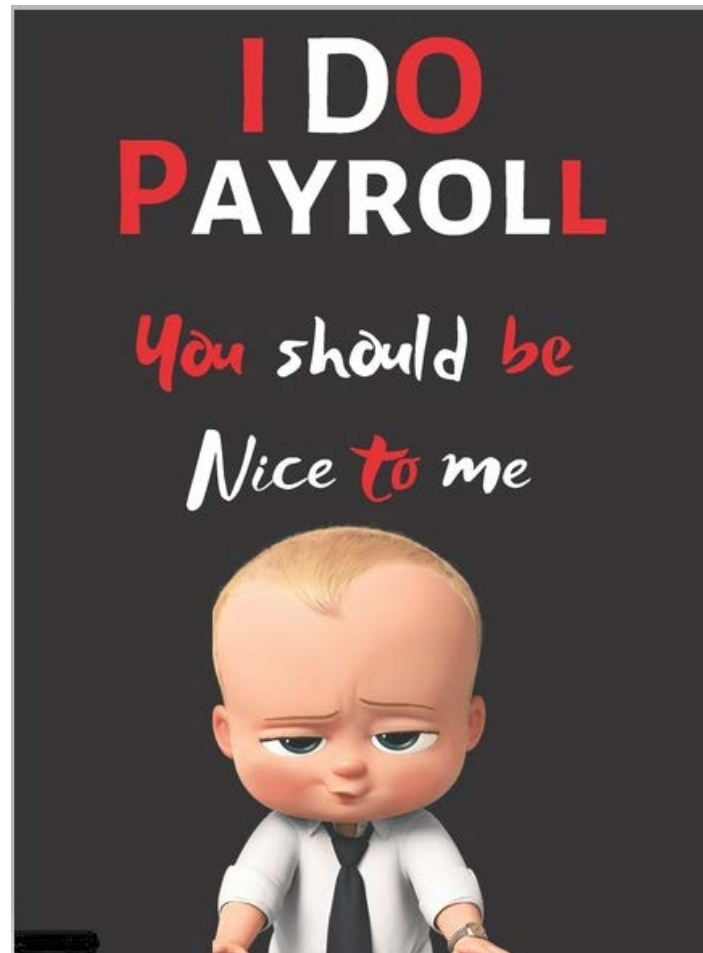


My Leave for Payroll Liaisons



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.

*Pay Period Ending: 06/01/20 - 06/30/20 leave to be reported for 07/31/20 Job 0, COT-OT Elig Esse

Totals						
Send To HRMS	Earn Code	Description	Hours	Rate	Total	
N	RGS	Regular Earnings Salary	168	1	168	
Y	SCK	Sick Leave	8	1	8	
		TOTAL:	176		176	

Speed Types							
Speed Type	Send To HRMS	Earn Code	Description	Hours	Rate	Total	Edit
	Y	SCK	Sick Leave	8	1	8	<input type="button" value="Edit"/>



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.

Employee [redacted] Empl ID [redacted]
Empl Record 0

Work Location [redacted] Find First 1 of 27 Last

*Effective Date 07/01/2018 [calendar icon]
Effective Sequence 0
HR Status Active
Payroll Status Leave of Absence
*Action Leave of Absence
Reason [dropdown menu]
*Job Indicator [dropdown menu]

Position Number 00700145 [magnifying glass icon] Payroll Coord (Specialist)
Override Position Data [button]
Position Entry Date 10/31/2011
 Position Management Record

Go To Row [button] [plus icon] [minus icon]

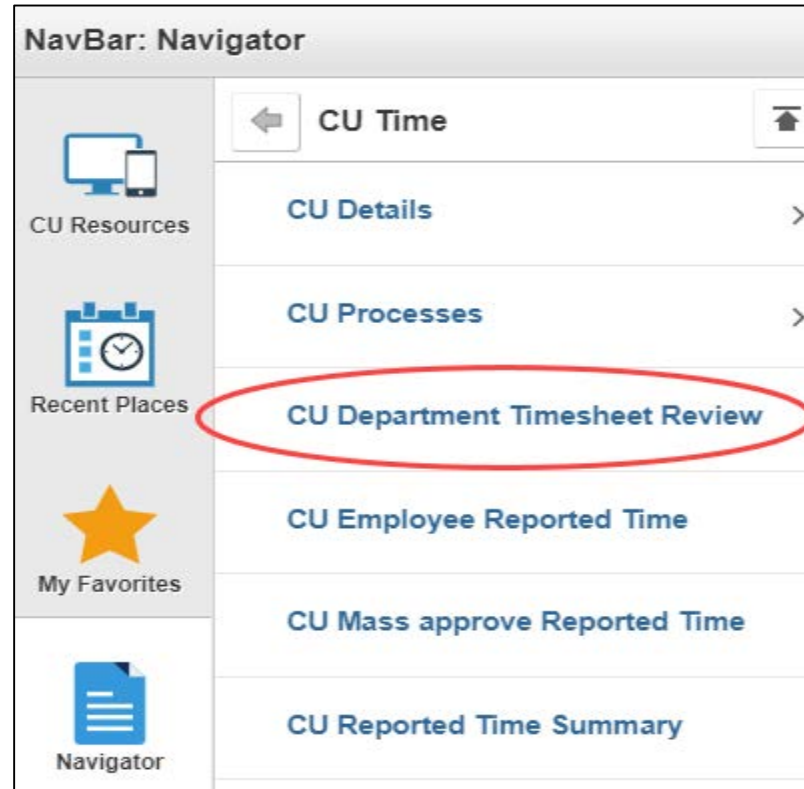
- Administrative Leave
- Canadian Forces
- Family and Medical Leave Act
- Military Service
- On the Job Injury
- Parental Leave
- Sabbatical
- Short Term Disability



Loading approved Time to HCM.

Locating CU Department Timesheet Review

NavBar: 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.


CU Department Timesheet Review

Compensation Frequency

Monthly Bi-Weekly Annual

Pay Period End Date 

Department	Description
<input type="checkbox"/> 10000	Boulder Campus
<input type="checkbox"/> 10001	Office of the Chancellor
<input type="checkbox"/> 10002	Boulder Faculty Assmby
<input type="checkbox"/> 10003	Staff Council
<input type="checkbox"/> 10004	Office of Data Analytics

Personalize | Find | View 100 |  | First 1-5 of 2779 Last

Look Up Pay Period End Date

Search by: Pay Period End Date =

[Advanced Lookup](#)

Search Results

View 100 First 1 of 1 Last

Pay Period End Date
04/30/2019



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 screenshot displays the 'CU Department Timesheet Review' interface. On the left, there is a 'Compensation Frequency' section with radio buttons for 'Monthly', 'Bi-Weekly', and 'Annual'. Below this is a 'Pay Period End Date' field set to '04/30/2019' and a 'Search' button. The main area contains a table with columns 'Department' and 'Description'. The table lists departments 10000 through 10004. A red circle highlights the 'Find' button in the table's toolbar. A modal dialog box is open over the table, titled 'hcmstg.qa.cu.edu says', with the text 'Enter search string:' and a text input field containing '51000'. The dialog has 'OK' and 'Cancel' buttons.

Department	Description
<input type="checkbox"/> 10000	Boulder Campus
<input type="checkbox"/> 10001	Office of the Chancellor
<input type="checkbox"/> 10002	Boulder Faculty Assmbly
<input type="checkbox"/> 10003	Staff Council
<input type="checkbox"/> 10004	Office of Data Analytics



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.

CU Department Timesheet Review

Compensation Frequency: Monthly Bi-Weekly Annual

Pay Period End Date:

Department	Description
<input checked="" type="checkbox"/> 51000	Employee Services
<input type="checkbox"/> 51005	Payroll Operations
<input type="checkbox"/> 51100	Benefits Fund-Auxiliary
<input type="checkbox"/> 51105	Retiree Payments
<input type="checkbox"/> 51106	CU Payroll

Empl ID	Empl#	Name	Dept	Pay Group	FLSA Status	Payment Status	Batch ID	Supervisor Name	Company	Pay Begin Date	Pay End Date
<input type="checkbox"/>	0		51000	UOT	Nonexempt	Not Submitted			CU	04/01/2019	04/30/2019
<input type="checkbox"/>	0		51000	UOT	Nonexempt	Not Submitted			CU	04/01/2019	04/30/2019
<input type="checkbox"/>	0		51000	UOT	Nonexempt	Approved			CU	04/01/2019	04/30/2019
<input checked="" type="checkbox"/>	0		51000	USX	Exempt	Not Created			CU	04/01/2019	04/30/2019
<input type="checkbox"/>	0		51000	UOT	Nonexempt	Approved			CU	04/01/2019	04/30/2019
<input checked="" type="checkbox"/>	1		51000	USX	Exempt	No Time Submitted			CU	04/01/2019	04/30/2019
<input checked="" type="checkbox"/>	0		51000	USX	Exempt	Not Created			CU	04/01/2019	04/30/2019
<input type="checkbox"/>	0		51000	UOT	Nonexempt	Approved			CU	04/01/2019	04/30/2019
<input type="checkbox"/>	0		51000	UOT	Nonexempt	Approved			CU	04/01/2019	04/30/2019
<input type="checkbox"/>	0		51000	UOT	Nonexempt	Not Submitted			CU	04/01/2019	04/30/2019



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.

CU Department Timesheet Review

Compensation Frequency
 Monthly Bi-Weekly Annual

Pay Period End Date 08/31/2018

Search

Personalize | Find | View 100 | First 2624-2628 of 2756

Department	Description
<input checked="" type="checkbox"/> 51000	Employee Services
<input type="checkbox"/> 51005	Payroll Operations
<input type="checkbox"/> 51100	Benefits Fund-Auxiliary
<input type="checkbox"/> 51105	Retiree Payments
<input type="checkbox"/> 51106	CU Payroll

Empl ID	Empl#	Name	Dept	Pay Group	FLSA Status	Payment Status	Bar
<input type="checkbox"/>	0		51000	USX	Exempt	Not Created	
<input type="checkbox"/>	0		51000	USX	Exempt	Not Created	
<input type="checkbox"/>	0		51000	UOT	Nonexempt	Posted	
<input type="checkbox"/>	2		51000	USN	Exempt	Ready to load	
<input type="checkbox"/>	0		51000	USX	Exempt	Not Created	
<input type="checkbox"/>	0		51000	UOT	Nonexempt	No Exceptions to load	
<input type="checkbox"/>	0		51000	USX	Exempt	Not Created	
<input type="checkbox"/>	0		51000	USX	Exempt	Posted	
<input type="checkbox"/>	0		51000	COT	Exempt	Not Created	
<input type="checkbox"/>	0		51000	USX	Exempt	Not Created	

Auto-Create OT Exempt Time Sheets | Select All | Deselect All | Employee Alert | Manager Alert

Load to CU Time | Deny Timesheet



When timesheets are created or posted, a message appears indicating the number of timesheets created or loaded to CU Time.

CU Department Timesheet Review

Compensation Frequency: Monthly Bi-Weekly Annual

Pay Period End Date: 04/30/2019

Search

Department	Description
<input checked="" type="checkbox"/> 51000	Employee Services
<input type="checkbox"/> 51005	Payroll Operations
<input type="checkbox"/> 51100	Benefits Fund-Auxiliary
<input type="checkbox"/> 51105	Retiree Payments
<input type="checkbox"/> 51106	CU Payroll

Empl ID	Empl#	Name	Dept	Pay Group	FLSA Status	Payment Status	Batch ID	Supervisor Name	Company	Pay Begin Date	Pay End Date
<input type="checkbox"/> 335965	0		51000	UOT	Nonexempt	Not Submitted			CU	04/01/2019	04/30/2019
<input type="checkbox"/> 335365	0		51000	UOT	Nonexempt	Not Submitted			CU	04/01/2019	04/30/2019
<input type="checkbox"/> 334489	0		51000	UOT	Nonexempt	Approved			CU	04/01/2019	04/30/2019
<input checked="" type="checkbox"/> 331667	0		51000	USX	Exempt	Ready to load			CU	04/01/2019	04/30/2019
<input type="checkbox"/> 330602	0		51000	UOT	Nonexempt	Approved			CU	04/01/2019	04/30/2019
<input checked="" type="checkbox"/> 330533	1		51000	USX	Exempt	No Time Submitted			CU	04/01/2019	04/30/2019
<input checked="" type="checkbox"/> 330533	0		51000	USX	Exempt	Ready to load			CU	04/01/2019	04/30/2019
<input type="checkbox"/> 330382	0		51000	UOT	Nonexempt	Approved			CU	04/01/2019	04/30/2019
<input type="checkbox"/> 326382	0		51000	UOT	Nonexempt	Approved			CU	04/01/2019	04/30/2019
<input type="checkbox"/> 326355	0		51000	UOT	Nonexempt	Not Submitted			CU	04/01/2019	04/30/2019

Auto-Create OT Exempt Time Sheets Select All Deselect All Employee Alert Manager Alert

Message

Number of Timesheets created: 2 (0,0)

OK

If there is 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.

51106 CU Payr

	Emplid	Empl#	Name	Dept	Pay Gro
<input checked="" type="checkbox"/>	157523	0		51000	USX
<input checked="" type="checkbox"/>	120987	0		51000	USX
<input checked="" type="checkbox"/>	163797	0		51000	USX
<input checked="" type="checkbox"/>	117854	2		51000	USN
<input checked="" type="checkbox"/>	231106	0		51000	USX

Job: 0, Department: 51000
 Time Worked from 2020-11-01 to 2020-11-30 for pay end date: 2020-12-31
 Based on standard hours per week of: 40

Personalize | Find | View All | First 1-4 of 4 Last

	Empl ID	Empl Record	Pay Period End Date	Earnings Code	SpeedType	Amount
1	120987	0	12/31/2020	DK3		-16,000
2	120987	0	12/31/2020	HOL		16,000
3	120987	0	12/31/2020	SCK		12,000
4	120987	0	12/31/2020	VAC		8,000

OK

When all the timesheets are approved, you can Load to CU Time.

CU Department Timesheet Review

Compensation Frequency
 Monthly Bi-Weekly Annual

Pay Period End Date 04/30/2019

Search

Department	Description
<input checked="" type="checkbox"/> 51000	Employee Services
<input type="checkbox"/> 51005	Payroll Operations
<input type="checkbox"/> 51100	Benefits Fund-Auxiliary
<input type="checkbox"/> 51105	Retiree Payments
<input type="checkbox"/> 51106	CU Payroll

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

Empl ID	Empl#	Name	Dept	Pay Group	FLSA Status	Payment Status	Batch ID	Supervisor Name	Company	Pay Begin Date	Pay End Date
<input checked="" type="checkbox"/> 267400	0		51000	UOT	Nonexempt	Approved			CU	04/01/2019	04/30/2019
<input checked="" type="checkbox"/> 256887	0		51000	UOT	Nonexempt	Approved			CU	04/01/2019	04/30/2019
<input checked="" type="checkbox"/> 239612	0		51000	USX	Nonexempt	Approved			CU	04/01/2019	04/30/2019
<input checked="" type="checkbox"/> 239610	0		51000	UOT	Nonexempt	Approved			CU	04/01/2019	04/30/2019
<input checked="" type="checkbox"/> 239051	0		51000	UOT	Nonexempt	Approved			CU	04/01/2019	04/30/2019
<input checked="" type="checkbox"/> 237956	0		51000	UOT	Nonexempt	Approved			CU	04/01/2019	04/30/2019
<input checked="" type="checkbox"/> 200512	0		51000	UOT	Nonexempt	Approved			CU	04/01/2019	04/30/2019
<input checked="" type="checkbox"/> 188548	0		51000	UOT	Nonexempt	Approved			CU	04/01/2019	04/30/2019
<input checked="" type="checkbox"/> 151792	0		51000	UOT	Nonexempt	Approved			CU	04/01/2019	04/30/2019
<input type="checkbox"/> 120108	0		51000	UOT	Nonexempt	Approved			CU	04/01/2019	04/30/2019

Auto-Create OT Exempt Time Sheets Select All Deselect All Employee Alert Manager Alert

Load to CU Time Deny Timesheet



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.

CU Department Timesheet Review

Compensation Frequency: Monthly Bi-Weekly Annual

Pay Period End Date: 04/30/2019

Search

Personalize | Find | View 100 | First 2647-2651 of 2779 Last

Department	Description
<input checked="" type="checkbox"/> 51000	Employee Services
<input type="checkbox"/> 51005	Payroll Operations
<input type="checkbox"/> 51100	Benefits Fund-Auxiliary
<input type="checkbox"/> 51105	Retiree Payments
<input type="checkbox"/> 51106	CU Payroll

Personalize | Find | View 10 | First 1-75 of 75 Last

Empl ID	Empl#	Name	Dept	Pay Group	FLSA Status	Payment Status	Batch ID	Supervisor Name	Company	Pay Begin Date	Pay End Date
<input checked="" type="checkbox"/> 267400	0		51000	UOT	Nonexempt	Posted				04/01/2019	04/30/2019
<input checked="" type="checkbox"/> 256887	0		51000	UOT	Nonexempt	Posted				04/01/2019	04/30/2019
<input checked="" type="checkbox"/> 239612	0		51000	USX	Nonexempt	Posted				04/01/2019	04/30/2019
<input checked="" type="checkbox"/> 239610	0		51000	UOT	Nonexempt	Posted				04/01/2019	04/30/2019
<input checked="" type="checkbox"/> 239051	0		51000	UOT	Nonexempt	Posted			CU	04/01/2019	04/30/2019
<input checked="" type="checkbox"/> 237956	0		51000	UOT	Nonexempt	Posted			CU	04/01/2019	04/30/2019
<input checked="" type="checkbox"/> 200512	0		51000	UOT	Nonexempt	Posted			CU	04/01/2019	04/30/2019
<input checked="" type="checkbox"/> 188548	0		51000	UOT	Nonexempt	Posted			CU	04/01/2019	04/30/2019
<input checked="" type="checkbox"/> 151792	0		51000	UOT	Nonexempt	Posted			CU	04/01/2019	04/30/2019
<input checked="" type="checkbox"/> 120108	0		51000	UOT	Nonexempt	Posted			CU	04/01/2019	04/30/2019

Auto-Create OT Exempt Time Sheets | Select All | Deselect All | Employee Alert | Manager Alert

Load to CU Time | Deny Timesheet

Message

Total number of Timesheets loaded into CU Time: 23 (0,0)

OK



If an employee has not time that needs to load to CU Employee Time you will also get a message:

The screenshot shows a software interface with a table of employee data. The table has columns for employee ID, department, status, and action. The first row shows '51000', 'USX', 'Exempt', and 'No Exceptions to load'. The 'No Exceptions to load' cell is highlighted with a red rounded rectangle. A message dialog box is overlaid on the table, containing the text 'Message' and 'No Timesheet details for the selected employee(s) to post into CU Time (0,0)'. An 'OK' button is located at the bottom of the dialog box. The second row of the table shows '51000', 'USX', 'Exempt', and 'Posted'.

51000	USX	Exempt	No Exceptions to load
51000	USX	Exempt	Posted

Message

No Timesheet details for the selected employee(s) to post into CU Time (0,0)

OK



All the timesheets now have a Posted status.

Compensation Frequency

Monthly Bi-Weekly Annual

Pay Period End Date 04/30/2019

Search

Personalize | Find | View 100 | First 2647-2651 of 2779 Last

Department	Description
<input checked="" type="checkbox"/> 51000	Employee Services
<input type="checkbox"/> 51005	Payroll Operations
<input type="checkbox"/> 51100	Benefits Fund-Auxiliary
<input type="checkbox"/> 51105	Retiree Payments
<input type="checkbox"/> 51106	CU Payroll



Download to Excel

Any page in HCM with the datasheet icon means the information can be exported to Excel.

Personalize | Find | View 10 | First 1-74 of 74 Last

Empl ID	Empl#	Name	Dept	Pay Group	FLSA Status	Payment Status	Batch ID	Supervisor Name	Company	Pay Begin Date	Pay End Date
<input type="checkbox"/> 334489	0		51000	UOT	Nonexempt	Posted			CU	04/01/2019	04/30/2019
<input type="checkbox"/> 331667	0		51000	USX	Exempt	Posted			CU	04/01/2019	04/30/2019
<input type="checkbox"/> 330602	0		51000	UOT	Nonexempt	Posted			CU	04/01/2019	04/30/2019
<input type="checkbox"/> 330533	0		51000	USX	Exempt	Posted			CU	04/01/2019	04/30/2019
<input type="checkbox"/> 330382	0		51000	UOT	Nonexempt	Posted			CU	04/01/2019	04/30/2019
<input type="checkbox"/> 326382	0		51000	UOT	Nonexempt	Posted			CU	04/01/2019	04/30/2019
<input type="checkbox"/> 326355	0		51000	UOT	Nonexempt	Posted			CU	04/01/2019	04/30/2019
<input type="checkbox"/> 322926	0		51000	USX	Exempt	Posted			CU	04/01/2019	04/30/2019
<input type="checkbox"/> 322657	0		51000	USX	Exempt	Posted			CU	04/01/2019	04/30/2019
<input type="checkbox"/> 319802	0		51000	UOT	Nonexempt	Posted			CU	04/01/2019	04/30/2019

Auto-Create OT Exempt Time Sheets

Select All

Deselect All

Employee Alert

Manager Alert



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus


Exported data, such as the CU Department Timesheet Review, can be saved for your records.


	A	B	C	D	E	F	G	H	I	J	K	L
1	Empl ID	Empl#	Name	Dept	Pay Group	FLSA Status	Payment Status	Batch ID	Supervisor Name	Company	Pay Begin Date	Pay End Date
2		0		51000	UOT	Nonexempt	Requested			CU	4/1/2019	4/30/2019
3		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
4		0		51000	USX	Exempt	Posted			CU	4/1/2019	4/30/2019
5		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
6		0		51000	USX	Exempt	Posted			CU	4/1/2019	4/30/2019
7		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
8		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
9		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
10		0		51000	USX	Exempt	Posted			CU	4/1/2019	4/30/2019
11		0		51000	USX	Exempt	Posted			CU	4/1/2019	4/30/2019
12		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
13		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
14		0		51000	USX	Exempt	Posted			CU	4/1/2019	4/30/2019
15		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
16		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
17		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
18		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
19		0		51000	USX	Exempt	Posted			CU	4/1/2019	4/30/2019
20		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
21		0		51000	USX	Exempt	Posted			CU	4/1/2019	4/30/2019
22		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
23		0		51000	USX	Exempt	Posted			CU	4/1/2019	4/30/2019


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


CUES_HCM_MY_LEAVE_TMSHTS - My Leave Timesheets

First Pay End Date 


Last Pay End Date 

Empl ID (Optional) 


Dept ID (Optional) 

Pay Group 

Exempt? (N, X, Blank for all)

Node (Optional) 

Appr Status (A,C,D,P,R)

[View Results](#) 

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.

The screenshot displays the 'CU Reported Time' interface. At the top, there are fields for 'Earnings Begin Date' (11/01/2020) and 'Earnings End Date' (11/30/2020). Below this, the 'Company' is 'CU - University of Colorado' and the 'Pay Group' is 'USX - University Staff Exempt'. The 'Department' is '51000 - Employee Services'. The 'Empl ID' is '120987' and the 'Empl Record' is '0'. The 'Name' field is redacted with a black box.

The main section is titled 'Employee Reported Time Details' and includes a navigation bar with tabs: 'Employee Details', 'Batch & My Leave & Manual', 'Onetime Deductions', 'Onetime Tax', 'OneTime Payments', and 'Regular Earnings'. The 'Employee Details' tab is active.

Below the tabs is a table with the following columns: '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', and 'Date Time Created'. There are two rows of data, both with 'My Leave' as the entry type and 'Approved' as the status. The approver name is redacted with a black box. The approval date is '12/10/2020' and the date/time modified is '12/10/2020 04:27:52 PM'.

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"/>							My Leave	Approved	[Redacted]	12/10/2020	12/10/2020 04:27:52 PM	12/10/2020 04:27:52 PM
2	<input type="checkbox"/>							My Leave	Approved	[Redacted]	12/10/2020	12/10/2020 04:27:52 PM	12/10/2020 04:27:52 PM



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.

Reports for:	Report:	Query Name:
Auditing Leave and Time Entry	Leave Accruals – Returns a summary of current sick and vacation leave accruals by Empl ID or Dept ID.	CUES_HCM_LEAVE_ACCRUALS
	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.	CUES_HCM_REPORTED_TIME
	Essential Services Designees – Listing of all essential services employees.	CUES_HCM_ESSNTAL_SVCS
Auditing Time	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.	CUES_HCM_MY_LEAVE_CALENDAR
Viewing Organization and Rosters	Department Organization – Lists all active positions, titles, incumbent information, name of the Reports To position and name of the Appointing Authority.	CUES_HCM_DEPT_ORG
	Dept Personnel & 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.	CUES_HCM_PERSONNEL_ORG
Viewing Timesheet Detail and Status	My Leave Timesheet Detail – Lists all in and out by day without a summary total.	CUES_HCM_MY_LEAVE_TMSHT_DTL
	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.	CUES_HCM_MY_LEAVE_TMSHTS
	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.	CUES_HCM_TIMESHT_NOT_SUBMITTED



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?

