

Time Collection Process

Please ensure you are reviewing updated payroll calendars for deadlines to include Monthly Uploads, Bi-Weekly Uploads, Payroll Register, and Pull dates:

<https://www.cu.edu/employee-services/skillsoft/payroll-production-calendars>

It is a good idea to pull the payroll production calendar at the beginning of every month.

Steps for Monthly Time Collection

1. Employees should submit timesheets by the 5th of the month to ensure that supervisors have time to review and approve previous months' leave before uploads are due.
 - a. All employees must submit a monthly timesheet certifying their time
 - b. Supervisors can review timesheets by clicking on the individual EID while in the approval inbox.
 - c. Overtime Eligible employees *must* add time worked in addition to any leave.
 - d. *Note:* Employees cannot submit timesheets unless all pending leave requests for the month are approved by supervisor.

2. Once Timesheets have been approved, Load Time into HCM
<https://www.cu.edu/doc/sbs-my-leave-hcm-community-memberspdf>
When loading time below are the various payment statuses a timesheet can be in:
 - a. Ready to Load – Available to load time to CU
 - b. Approved/Denied (OT Eligible) – Available to load approved timesheet to CU Time or supervisor denied employee's timesheet
 - c. Posted – Has already been loaded into CU Time
 - d. Not Created – Employee has time to be reported but has not submitted a timesheet
 - e. No Exceptions to Load (OT Eligible) – Employee has regular hours worked time to report only and has not taken any leave
 - f. Not Submitted (OT Eligible) – Employee has not submitted a timesheet.
 - g. No Time Submitted – Employee has not taken any leave or has not submitted a timesheet.
 - h. Requested – Timesheet is pending supervisor approval

3. Review the "CU Reported Time Summary" to ensure that time being recorded is accurate and that time loaded is accurate.
 - a. Look for discrepancies or unusual codes such as DK1
 - b. Cross reference Reported Time Summary with employee's My Leave Calendars

4. **Once Monthly Payroll has processed (Refer to Payroll Calendar), Run the Payroll Register Report as the last form of preventative measure to ensure that the paycheck distribution is correct. CUES_HCM_PAYROLL_REGISTER_DTL**
The new Payroll Register Account Detail query returns pay check information and an earnings breakdown with accounting details by pay period end (PPE).

5. If there are any discrepancies on the Payroll Register, please notify Felicia or Bernadette immediately.