Uploading Department Time From MyLeave

This guide is intended for use at UCCS specifically for uploading time submitted and approved via MyLeave into the HCM system via CU Time.

**STEP 1: Load to CU Time in HCM**

1. Once in HCM, click **Main Menu -> CU Time -> CU Department Timesheet Review.**

2. Choose the bubble that says **Bi-Weekly.**

3. Type in or search for the pay period end date you are loading time for.

4. Select the department you are loading time for from the list. *Note: You may only have access to one department. If access is incorrect, contact HR.*

5. Press the **Search** button.
6. You should see a list of all active student employees in your department, along with their timesheet status (called **Payment Status** in HCM).

![Image showing a table with student names and payment status]

**Stop and Check:**

7. If the **Payment Status (in green box above)** shows as “**Not Submitted**,” that student will need to submit his or her timesheet in MyLeave, and their supervisor must approve it before time can be loaded.

8. If the **Payment Status** shows as “**Requested**,” the timesheet has been submitted by the student, but not yet approved by the supervisor. Contact the supervisor to approve the timesheet before proceeding.

9. If the **Payment Status** is “**Approved**,” you may proceed to step 11 and Load to CU Time.

10. If the **Payment Status** is “**Posted**,” this student’s time has already been loaded to CU time. See Step 2 for instructions on verifying time.

11. For all students in **Approved** status, check the box on the left-hand side to select the student.

12. Once you have selected all students in **Approved** status, click the **Load to CU Time** button. The status will change to **Posted** and Step 1 is complete.

13. **You may have to complete this process multiple times to ensure that all students who are active are loaded to CU Time if they have time to report.**

14. If you see students who should be terminated in the system, please check with our office to be sure we received termination paperwork. Be aware that terminations are entered after the pay date for the last pay period the student worked in to ensure they are paid correctly.