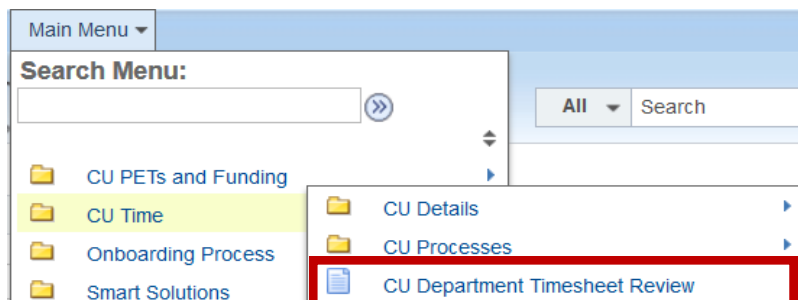


Uploading Department Time From MyLeave

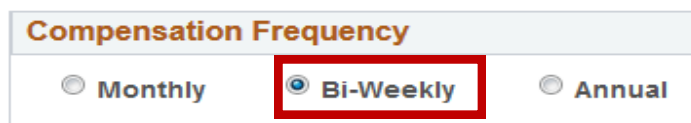
This guide is intended for use at UCCS specifically for uploading time submitted and approved via MyLeave into the HCM system via CU Time.

STEP 1: Load to CU Time in HCM

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



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



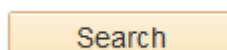
- Type in or search for the pay period end date you are loading time for.



- 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.*

Department	Description
<input type="checkbox"/> 40000	Colorado Springs Campus
<input checked="" type="checkbox"/> 40001	Chancellors Office
<input type="checkbox"/> 40003	CSCC-Affirmative Action
<input type="checkbox"/> 40004	Univ Comm & Media Relations
<input type="checkbox"/> 40005	CSCC-Alumni Relations

- Press the **Search** button.



STEP 1: Load to CU Time in HCM (continued)

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

Empl ID	Empl Record	Name	Dept	Pay Group	FLSA Status	Payment Status	Batch ID	Reports To	Pay Begin Date	Pay End Date
<input type="checkbox"/> 216806	0	Student, Fake	40126	STU	Nonexempt	Not Submitted		00400686	12/06/2015	12/19/2015
<input type="checkbox"/> 270694	0	Doe, Jane	40126	STU	Nonexempt	Not Submitted		00400686	12/06/2015	12/19/2015
<input type="checkbox"/> 276078	0	Kent, Clark	40126	STU	Nonexempt	Not Submitted		00413304	12/06/2015	12/19/2015

Stop and Check:

- 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.
- 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.
- If the **Payment Status** is “**Approved,**” you may proceed to step 11 and Load to CU Time.
- 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.
- For all students in **Approved** status, check the box on the left-hand side to select the student.
- 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.

Load to CU Time

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.