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Important Deadline Dates

Salaried:

- Employees can enter/update time and leave entries in TimeClock Plus (TCP) thru the **5th of the following month**
 - (March time and leave can be entered/updated thru **April 5th**)
- Supervisors/Managers can enter/update/approve time and leave entries for their employees thru the **10th of the following month**
 - (March time and leave can be updated and approved by the supervisor thru **April 10th**)
- Approved leave in TCP is updated in Oracle on the **14th of the following month**
 - (Approved leave for March will be imported into Oracle on **April 14th**)
- New Leave Correction batches will be available on the **15th**
 - (March Leave Correction batches will be available on **April 15th**)
- Leave Correction batches are imported into Oracle on the **14th of each month** for the previous month
 - (March Leave Correction batches will be updated in Oracle on **April 14th**)

Bi-Weekly:

- Approved time and leave entries in TCP are imported into Oracle on Tuesday following the pay period end-date
 - (Pay period ends 27-JAN-2023 – time and leave imported into Oracle on 31-JAN-2023)

Leave Correction Batch Information

- Leave Correction batches will include both Salaried and Bi-Weekly leave corrections
- Leave corrections will be entered per day. Users will need to enter each day that has a leave correction with the number of hours per day
- Leave corrections do not update or affect payroll processing. A correction for a missed sick leave entry for an hourly employee will not pay the employee for sick leave when entered in the Leave Correction batch. A Complete Payroll report would need to be sent to Payroll for payment
- Current Leave Correction batch can include leave corrections for the previous month and previous fiscal years
 - (The March 2023 Leave Correction batch can accept leave correction entries for February 2023 and dates prior to February 2023)

- The following leave types can be entered in the Leave Correction batch
 - Administrative Leave
 - Annual Leave
 - Bereavement Leave
 - FMLA
 - Jury Duty
 - Parental Leave
 - Sick Leave
 - State Classified (SC) Paid FML
 - The [import file specifications](#) identify the specific leave types per employee group

HR Operations Resources will move leave balances when someone moves from one leave eligible employee group to another leave eligible employee group. These leave balance transfers require a lag time to ensure all leave has transferred from TimeClock Plus. Please do not use Leave Correction batch entries to transfer leave balances to an employee's new assignment.

Leave Correction batches will be available from the 15th of the current month through the 14th of the following month. Leave Correction batches will be processed on the 14th of each month. If the 14th falls on a weekend or holiday, the batch must be validated by the previous working day for it to be processed over the weekend. Employees subscribed to the HRMS Users or the HRMS Leave listserv will receive an email notification each month that identifies the deadlines for the Leave Corrections, Leave Taken Summary and Special Earnings batches. An example of the [email notification](#) is included at the end of this document.

A Leave Correction batch that is not validated prior to the 14th deadline will not be processed. If a Leave Correction batch is not processed, you will need to add the entries from the unprocessed batch into the next available batch. You can contact HR_IS@mail.colostate.edu to remove the unprocessed batch once the entries have been updated in the current month batch.

Items to Check Before Entering Corrections

- Verify leave recorded in TimeClock Plus and Oracle before making correction entries
- Check balances to ensure employee has a positive balance before entering corrections
- The **Leave Audit Report** in Oracle will show the individual dates of Annual leave and Sick leave that an employee has taken along with any adjustments that have been made
- The **Leave Balance Report** in Oracle will summarize the Annual leave and Sick leave hours earned and the hours taken per month along with the overall balance for the fiscal year

- Entries that are approved on **Individual Hours** in TimeClock Plus are uploaded into Oracle. Check **Individual Hours** to verify if the leave type was entered and approved and the number of hours that were entered
- The **All Leave Taken in Current and Previous FY (CSU ID/HR#)** report in Oracle will show all leave types that have been imported into Oracle (Military Leave, FMLA, Jury Duty etc.)
- The **Individual Costing Detail** report in TimeClock Plus under Period Reports -> Project will show leave entries on Individual Hours. This report can be filtered by employee and specific job code

Request Manager in TimeClock Plus will show employee Annual and Sick leave requests. When a Pending request has been approved on Request Manager, the leave entry will be added to **Individual Hours**. Entries that are still showing as Pending on Request Manager ***may*** have been entered and approved by a supervisor on Individual Hours for the employee. Before creating a leave correction entry for a Pending request on Request Manager – **check Individual Hours** to see if the entry was entered and approved. Check the **Leave Audit Report** in Oracle to see if the pending request has been updated in Oracle or if a correction entry has been processed.

Leave Correction Entries

Leave Taken entries:

- Leave entries would be entered in a Leave Correction batch when the employee did not record their leave in TCP or when a supervisor did not approve the entry in TCP prior to the deadline
 - **Example:** Employee forgot to enter an Annual Leave request in TCP
 - Create a correction entry for FAP or SC AL Taken in the Leave Correction batch
 - **Example:** Supervisor did not approve employee Annual Leave Request prior to the deadline
 - Create a correction entry for FAP or SC SL Taken in the Leave Correction batch

Reducing Leave that was Taken:

- Removing or reducing leave that was entered in error or removing leave that was not taken as expected
 - **Example:** Employee entered 8 hours of annual leave but only took 5 hours of leave
 - Create an FAP or SC AL Taken entry for negative **-3** hours to reduce 8 hours to 5 hours taken
 - **Example:** Employee entered 3 days of leave and changed the hours in TCP to 24 hours per day. The Leave Audit Report in Oracle shows that a total of 72 hours were taken for the 3 days entered
 - To change the 24 hours per day to 8 hours per day, create an entry for **-16** hours for each day. 24 hours minus 16 hours would leave the employee with 8 hours of leave taken per day

Replacing one Leave Type for another Leave Type:

- Changing one leave type for another leave type
 - **Example:** Employee entered 8 hours of Sick Leave and meant to enter 8 hours of Annual Leave
 - Create one entry of FAP or SC AL Taken for 8 hours
 - Create one entry of FAP or SC SL Taken with **-8** hours to remove the original entry of 8 hours of Sick Leave
 - **Example:** Sick Leave and FMLA entries were added for 8 hours each day for one week. The department should have entered SC Paid FML instead of Sick Leave and FMLA
 - Create 5 entries of -8 hours per day of SC SL Taken to reduce the SL entered
 - Create 5 entries of -8 hours per day of FMLA to reduce the FMLA entered
 - Create 5 entries of 8 hours per day of SC Paid FML

Example: Hourly Sick Leave Entered on Wrong Assignment:

- Sick Leave was entered for an hourly employee with the incorrect leave project selected

2 - Sick Leave

LEAVE\ASSIGNMENT 01

- The Leave\Assignment 03 project should have been selected for the sick leave entry
- The pay period has already been processed and the employee was paid for sick leave under the wrong assignment with the incorrect account number and possibly the incorrect rate of pay
 - Verify the [Items to Check Before Making Corrections](#) (listed above)
 - A payment reversal is needed to move the payment processed under the wrong assignment (assignment 01 in the example) to the correct assignment.
 - Submit a Complete Payroll report to HR_Payroll@mail.colostate.edu identifying the entry that needs to be reversed and the assignment number the sick leave should be applied to (assignment 03 in our example).
 - A correction entry would need to be entered in the Leave Correction batch
 - The department with Assignment 01 would need to create a leave correction with a negative amount to remove the sick leave
 - The department with Assignment 03 would need to create a leave correction entry to add the sick leave to assignment 03
 - **The department who entered the sick leave on the wrong assignment (assignment 03 department) needs to contact the department (assignment 01 department) to have them enter a negative entry in the Leave Correction batch

Previous Fiscal Year Corrections

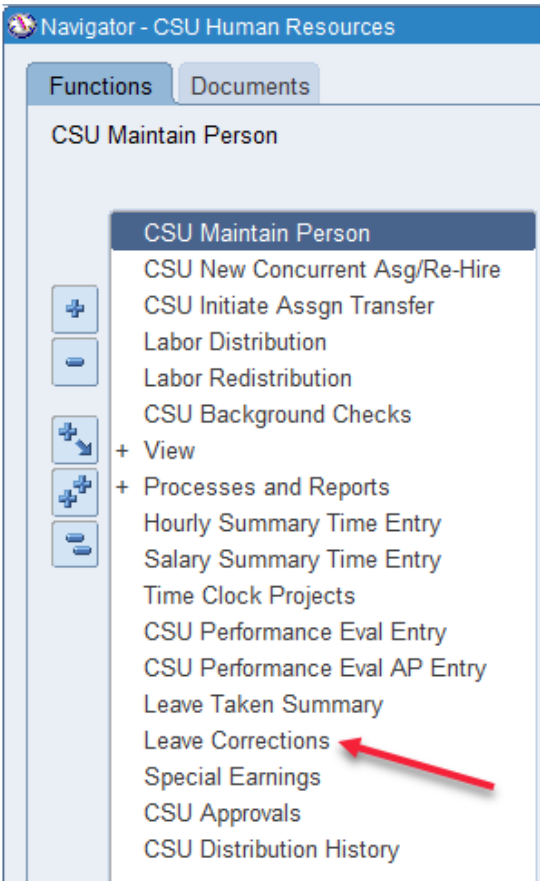
Previous fiscal year corrections can be entered in any batch at any time. The correction batch of 28-FEB-2023 can contain entries for January 2023 and any dates within the current fiscal year and any previous fiscal year.

Fiscal year leave balances are updated during the accruals process. Correction entries for previous fiscal years will be updated in Oracle on the 14th of each month when the Leave Correction batches are processed. The employee's fiscal year starting balance will be updated during the accruals processing at the end of the month.

- **Example:** The 28-FEB-2023 Leave Correction batch contains a previous fiscal year correction for January 2022. The correction entry will be updated in Oracle on the 14th of March 2023. The employee's fiscal year balances will be updated during the March 2023 month end processing which occurs on April 1st. Employee balances will not reflect the previous fiscal year correction until the month end accrual process occurs at the beginning of the following month.

Entering Leave Corrections

From the Navigator menu, select the **Leave Corrections** option to open the Leave Correction form.



If you have access to only one department, the Leave Corrections form will be displayed. If you have access to multiple departments, select the correct department Leave-corrections-DD-MMM-YYYY batch to open the Leave Corrections form.

Leave correction entries can be entered for all employees (bi-weekly and monthly) who have an active assignment in the **Department** displayed at the top of the form. Leave corrections need to be processed before an assignment is terminated. Terminated assignments will not appear in the correction batch.

User Guide

[illegible]

Form Functions

Sort By:

[illegible]

- **Assignment** – sort lines in the batch by assignment number
- **Hours** – sort lines in the batch by the number of hours entered
- **Name** – sort by employee last name (default)
- **Status** – sort by the status of the lines in the batch
 - The status column will show **E** for errors, **U** for unprocessed lines, and **V** if the line has been validated. Sorting the lines in the batch by Status will group errors and unprocessed lines together at the top of the form

CSU Leave Corrections

Dept: Talent Development

Sort By: ☐ Assianment ☒ Name ☐ Hours ☐ Status

Batch: Leave-corrections-28-FEB-2023
Status: Unprocessed
Total Hours : 0

Import Duplicate View All Lines
Validate Messages

Employee Name	Asg. No.	Assignment Info	Element Name	Hours	Absence Date	Cmt	Status

Batch: Identifies the month corrections can be entered

- Corrections for January 2023 and previous months can be entered in the 28-FEB-2023 Leave Corrections batch

Status: Identifies the batch as being **Unprocessed**, **Validated** or contains **Errors**

- The batch needs to have a Status of **Valid** before the 14th of the month to be processed

Total Hours: Total sum of the hours entered for all lines in the batch. Sum the **Hours** column and enter this number in the **Total Hours** field before validating the batch. Subtract negative hours if entered in the batch. A negative amount can be entered in the **Total Hours** field if the total hours entered in the batch is a negative number.

CSU Leave Corrections

Dept: Talent Development

Sort By: ☐ Assianment ☒ Name ☐ Hours ☐ Status

Batch: Leave-corrections-28-FEB-2023
Status: Unprocessed
Total Hours : 0

Import Duplicate View All Lines
Validate Messages

Employee Name	Asg. No.	Assignment Info	Element Name	Hours	Absence Date	Cmt	Status

Import: Allows you to import corrections via a comma delimited (csv) file

Duplicate: Allows duplication of entries in the batch. A correction entry can be duplicated to save time entering multiple entries for one employee. Enter one line of Annual Leave for example with 8 hours and then click the 'Duplicate' button multiple times to create additional lines of the same element and hours. The **Absence Date** and Comments (**Cmt**) fields are not duplicated and will need to be updated individually.

View All Lines: Allows you to see all lines entered for an employee and the number of accrued hours available. Need to save the entries on the form before clicking the 'View All Lines' button.

Validate: Click the 'Validate' button to validate the batch. You can validate the batch multiple times if additional entries are added or corrections are made after the batch has been validated.

Messages: Click the ‘Messages’ button to show error messages

To enter corrections, enter the employee’s last name or part of the last name in the **Employee Name** field and press the ‘Tab’ key. Select the employee from the list that appears. Multiple entries will appear if the employee has more than one assignment. Pay special attention to the assignment numbers to ensure that you select the correct assignment.

Below, the employee with an assignment ending in 64 and the employee with an assignment ending in 663 have two active assignments.

	844-2	Stu Researcher
	64-5	Program Aide
	64-6	Research Associate II
	663-3	Graduate Assistant
	663-5	Stu Researcher
	723-4	Stu Researcher

In the **Element Name** field, click the List of Values (LOV) ellipsis button to choose the appropriate element from the list. The list of available elements is dependent upon the employee group of the assignment selected.

Below is a list of element entries available for an Administrative Professional

Assignment Info	Element Name	Hours	Absence Date	Cmt	Status
Prof/Indiv Contrib II					
	<div> <div>Element List</div> <div>Find %</div> <div> <div>Element</div> <div>ACA FMLA Leave</div> <div>ACA Military Leave</div> <div>Administrative Leave</div> <div>Bereavement Leave</div> <div>FAP AL Taken</div> <div>FAP Parental Leave</div> <div>FAP SL Taken</div> <div>Jury Duty</div> </div> </div>				
	<div> <div>Find</div> <div>OK</div> <div>Cancel</div> </div>				

Enter the number of leave hours in the **Hours** field. To reduce leave that was entered in error or was not taken as expected, enter a negative number of hours (i.e. **-3**).

Enter the date of the leave correction in the **Absence Date** field.

The **Cmt** (Comment) field allows you to enter comments that will appear on the **Leave Corrections Report** that is created when you validate the batch and the **Leave Audit** and **Leave Balance** reports.

When all entries are entered, sum the hours in the **Hours** column and enter the total in the **Total Hours** field.

Click the 'Validate' button to validate the batch.

If your batch fails to validate, refer to the [Validation Error Messages](#) section.

When your batch successfully validates, the **Leave Corrections Report** will be displayed. You may print or save this report as needed.

HRMSR325

Colorado State University
Human Resources Management System
Leave Corrections Report

PAGE 1
03/10/2023 04:19 pm

Organization: Campus Recreation

Type/Period: Leave-corrections-31-JAN-2023

Employee Name	Assignment	Element Name	Hours	Absence Date	Last Updated By/Date
	72-3	FAP AL Taken	-5	12-NOV-2022	KIGUY 10-MAR-23
Employee entered 8 hours of AL Taken on 10/12/22 but only took 3 hours. Reducing 8 hours to 3 hours.					
	72-3	FAP AL Taken	5	12-NOV-2022	KIGUY 10-MAR-23
Reversing entry that was created for 11/12/22. Entered -5 hours for 11/12/22 and it should have been for 10/12/22					
	72-3	FAP AL Taken	-5	12-OCT-2022	KIGUY 10-MAR-23
Entered -5 hours for 11/12/22 and it should have been for 10/12/22. Reducing AL taken for 10/12/22 with correct date					

The Leave Corrections Report provides a summary of the entries included in the batch along with the NetID of the individual who entered the correction and the date the correction was entered in the batch.

The **Last Update By** column will show “IMPORT” for entries that were imported via a csv file and the ‘Import’ button on the Leave Corrections form.

Correction Examples

Employee entered an Annual Leave Request in TimeClock Plus for 8 hours for 12-OCT-2022. The entry was approved in TCP and updated in Oracle.

Employee notified the supervisor that they only took 3 hours of annual leave on 12-OCT-2022.

A correction entry needs to be entered to remove or reduce 5 hours of annual leave to show that the employee only took 3 hours of leave on 12-OCT-2022.

When the correction entry was added to the Leave Corrections batch, it was entered as a reduction of hours for 12-**NOV**-2022 by mistake instead of 12-**OCT**-2022 as shown below in the entry outlined in red. The comment indicates that they were adjusting the entry for 12-**OCT**-2022 but the **Absence Date** shows that 12-**NOV**-2022 was entered instead.

HRMSR325

Colorado State University
Human Resources Management System
Leave Corrections Report

PAGE 1
03/10/2023 04:19 pm

Organization: Campus Recreation

Type/Period: Leave-corrections-31-JAN-2023

Employee Name	Assignment	Element Name	Hours	Absence Date	Last Updated By/Date
	72-3	FAP AL Taken	-5	12-NOV-2022	KIGUY 10-MAR-23
Employee entered 8 hours of AL Taken on 10/12/22 but only took 3 hours. Reducing 8 hours to 3 hours.					
	72-3	FAP AL Taken	5	12-NOV-2022	KIGUY 10-MAR-23
Reversing entry that was created for 11/12/22. Entered -5 hours for 11/12/22 and it should have been for 10/12/22					
	72-3	FAP AL Taken	-5	12-OCT-2022	KIGUY 10-MAR-23
Entered -5 hours for 11/12/22 and it should have been for 10/12/22. Reducing AL taken for 10/12/22 with correct date					

Two correction entries are needed to reduce the number of hours for 12-OCT-2022 and to reverse the reduction that was entered in error for 12-NOV-2022.

- To reduce 5 hours for the correct date, create an entry of -5 hours for 12-OCT-2022
 - Entry outlined in red will reduce the 8 hours to 3 hours for the correct date

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Colorado State University
Human Resources Management System
Leave Corrections Report

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Organization: Campus Recreation

Type/Period: Leave-corrections-31-JAN-2023

Employee Name	Assignment	Element Name	Hours	Absence Date	Last Updated By/Date
	72-3	FAP AL Taken	-5	12-NOV-2022	KIGUY 10-MAR-23
Employee entered 8 hours of AL Taken on 10/12/22 but only took 3 hours. Reducing 8 hours to 3 hours.					
	72-3	FAP AL Taken	5	12-NOV-2022	KIGUY 10-MAR-23
Reversing entry that was created for 11/12/22. Entered -5 hours for 11/12/22 and it should have been for 10/12/22					
	72-3	FAP AL Taken	-5	12-OCT-2022	KIGUY 10-MAR-23
Entered -5 hours for 11/12/22 and it should have been for 10/12/22. Reducing AL taken for 10/12/22 with correct date					

Leave Corrections

User Guide

HUMAN RESOURCES

- To correct the reduction of 5 hours for 12-NOV-2022 that was entered in error, create an entry of 5 hours of annual leave taken (FAP AL Taken in example below) for 12-NOV-2022.
 - The entry highlighted below will reverse the -5 hours entered for 12-NOV-2022. The combination of the first two entries below will equate to 0 hours taken on 12-NOV-2022.

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Colorado State University
Human Resources Management System
Leave Corrections Report

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Organization: Campus Recreation

Type/Period: Leave-corrections-31-JAN-2023

Employee Name	Assignment	Element Name	Hours	Absence Date	Last Updated By/Date
	72-3	FAP AL Taken	-5	12-NOV-2022	KIGUY 10-MAR-23
Employee entered 8 hours of AL Taken on 10/12/22 but only took 3 hours. Reducing 8 hours to 3 hours.					
	72-3	FAP AL Taken	5	12-NOV-2022	KIGUY 10-MAR-23
Reversing entry that was created for 11/12/22. Entered -5 hours for 11/12/22 and it should have been for 10/12/22					
	72-3	FAP AL Taken	-5	12-OCT-2022	KIGUY 10-MAR-23
Entered -5 hours for 11/12/22 and it should have been for 10/12/22. Reducing AL taken for 10/12/22 with correct date					

Leave Audit Report Example with Adjustments

Before

Date	Entry	Hours	Reason
31 Aug 2022	Earned	8.00	
30 Sep 2022	Earned	16.00	
12 Oct 2022	Taken	8.00	
31 Oct 2022	Earned	16.00	
28 Nov 2022	Taken	8.00	
30 Nov 2022	Earned	16.00	
19 Dec 2022	Taken	8.00	
20 Dec 2022	Taken	8.00	
27 Dec 2022	Taken	5.00	
30 Dec 2022	Taken	8.00	
31 Dec 2022	Earned	16.00	
31 Jan 2023	Earned	16.00	
Balance:		43.00	

After

Date	Entry	Hours	Reason
31 Aug 2022	Earned	8.00	
30 Sep 2022	Earned	16.00	
12 Oct 2022	Taken	-5.00	Entered -5 hours for 11/12/22 and it should have
12 Oct 2022	Taken	8.00	
31 Oct 2022	Earned	16.00	
12 Nov 2022	Taken	-5.00	Employee entered 8 hours of AL Taken on 10/12/22
12 Nov 2022	Taken	5.00	Reversing entry that was created for 11/12/22. I
28 Nov 2022	Taken	8.00	
30 Nov 2022	Earned	16.00	
19 Dec 2022	Taken	8.00	Employee had a balance of 43 hours before making adjustments.
20 Dec 2022	Taken	8.00	Wanted to reduce the amount of leave taken on 10/12/22 by 5 hours to show that the employee only took 3 hours of AL on 10/12/22.
27 Dec 2022	Taken	5.00	Entered reduction of 5 hours with a 11/12/22 effective date by mistake. Leave was removed from a date that was not actually taken.
30 Dec 2022	Taken	8.00	Created a 'reversing' entry of 5 hours with a 11/12/22 date to offset the -5 hours entered in error.
31 Dec 2022	Earned	16.00	Created a new entry for -5 hours for the correct date of 10/12/22.
31 Jan 2023	Earned	16.00	
Balance:		48.00	

Leave Balances Report Example with Comments

Date	Entry	Hours	Reason
12 Oct 2022	Annual Leave Taken	-5.00	Entered -5 hours for 11/12/22 and it should have been for 10/12/22. Reducing AL taken for 10/12/22 with correct date
12 Nov 2022	Annual Leave Taken	5.00	Reversing entry that was created for 11/12/22. Entered -5 hours for 11/12/22 and it should have been for 10/12/22
12 Nov 2022	Annual Leave Taken	-5.00	Employee entered 8 hours of AL Taken on 10/12/22 but only took 3 hours. Reducing 8 hours to 3 hours.

****Note:** The comments are shown in full on the **Leave Corrections Report** and the **Leave Balance Report**.

Leave Corrections Form Error Messages

This temporary employee is not eligible to take annual leave

- The Assignment Category is listed as Temporary on the assignment. Temporary employees are not eligible for annual leave. You would receive this message when entering a correction for annual leave for a 9-month faculty.

Hours must be in range -12 and 12

- Correction entries need to be created for each day and cannot exceed 12 hours per day.

Employee is on LWOP – leave cannot be taken at this time!

- The assignment status in Oracle is listed as LWOP. Leave entries cannot be entered while an employee's assignment status is LWOP.

Absence Date cannot be before Asg Start Date

- The absence date you entered is before the start date of the assignment selected. Check the assignment in Oracle to verify the start date of the assignment.

Absence Date must be at least a month earlier than the batch

- Corrections can be entered for the month prior to the batch date shown at the top of the Leave Corrections form. A batch date of 28-FEB-2023 can contain entries for January 2023 and prior to January 2023. February corrections should be made in TCP before the deadline.

Validation Error Messages

Employee is not eligible for this element entry at the effective date

- Element name entered in the csv file was entered for the wrong employee type (FAP SL Taken was entered for a SC employee).

Either the assignment id 445446 or the assignment number 123456-2 does not exist on the effective date or the assignment id and assignment number do not match

- Assignment 123456-2 started on April 5th 2022. The entry in the csv import file was entered with an April 1st 2022 date. The date in the csv file is before the start date of the assignment.

Total Hours (0) does not match calculated value (93.5)

- This error indicates that the sum of the hours entered in the batch was not entered in the **Total Hours** field. Enter the sum of the hours entered in the batch in the **Total Hours** field and click the 'Validate' button to validate the batch

The absence duration in hours is greater than the actual time absent

- This error indicates that the number of hours entered exceeds the Normal Time on the Standard Conditions tab on the employee's assignment. Adjust the Normal Time to allow for the number of hours entered for the leave correction. The default Normal Time for salaried employees is 07:45 – 16:46, which is 9 hours. If you are entering a leave correction for 10 hours, adjust the Normal Time by changing one of the time entries to allow for the 10-hour correction. The Normal Time can be blank. Do not change the Normal Time to 00:00 – 00:00. A Normal Time of 00:00 – 00:00 will not allow you to enter any corrections for the employee.

Salary Information	Supervisor	Standard Conditions	Statutory Information	Miscellaneous
Working Hours	40	Normal Time	07:45 - 16:45	
Frequency	Week			
Hourly / Salaried			<input type="checkbox"/> Working At Home	

Import Error Messages

Import: 5, 16-DEC-2022, Professor no_data_Found

- The '5' indicates the number of hours entered in the csv file, 16-DEC-2022 is the correction date entered and Professor is the employee job code on the assignment.
- The no_data_Found could indicate that the element entry in the csv import file was spelled wrong. In the example below, the 'l' in leave is not capitalized and would produce a no_data_Found message when importing the file. Element names need to match the element names listed in the [File Specifications](#).

CO Pub Health Emergency leave	5	16-DEC-2022	Professor
-------------------------------	---	-------------	-----------

Import: SC AL Taken, 8 18-JUL-2022, Employee number does not exist in HR no_data_Found

- The assignment number entered in the csv import file was not a valid employee or assignment number.

Import: 8, 19-JUL-2022, Postdoc Wrong Element Entry no_data_Found

- The element name was entered as FAP Sick Leave and should have been FAP SL Taken

Import 8, 13-APR-2022, SC Wrong Element Entry no_data_Found

- The element name was entered as ACB FMLA Leave and should have been ACA FMLA Leave. The element names need to be spelled correctly with the correct Upper/Lower case.

Import ORA-06502: PL/SQL: numeric or value error: character string buffer too small

- Import file was not saved as a csv file before importing. Save Excel spreadsheet as a CSV (Comma delimited) (*.csv) file

Import: Postdoc Snow Day Line Skipped – Date must be at least a month earlier than the batch

- Corrections can be entered for the month prior to the batch date. A batch date of 28-FEB-2023 can contain entries for January 2023 and prior to January 2023. February corrections should be made in TimeClock Plus.

Leave Reports

Leave Correction Report

The Leave Correction Report is produced each time you successfully validate a batch. You can also run the Leave Correction Report using **Processes and Reports -> Leave Correction Report** once the batch has been updated in Oracle. The Leave Correction Report will provide a summary of the lines entered in the Leave Correction batch. You may print or save the report when it is displayed.

To locate and print the current month's Leave Correction Report

- From the Navigator menu, select **Processes and Reports -> View Requests**
- On the **Find Requests** form, select **Specific Request**
- Enter "**Leave Corr%**" in the **Name** field and press the '**Tab**' key
- It may be necessary to adjust the number appearing in the **Select the Number of Days to View** field. This value defaults to 7 days.
- Click '**Find**'
- The most recent **Leave Correction Report** will be at the top of the list
- Click '**View Output**' to view the report

To run the Leave Correction Report

- From the Navigator menu, select **Processes and Reports -> Submit Processes and Reports -> Single Request**
- In the **Name** field on the **Submit Request** form – enter "**Leave Corr%**" and press the '**Tab**' key
- Click the ellipsis button for a list of leave correction batches on the **Parameters** form
 - Select the batch from the list
 - Click '**OK**'

Leave Balances Report

The Leave Balances Report summarizes earned and taken Annual Leave and Sick Leave for the fiscal year by month. You can run this report for one employee or all employees in your department.

Corrections entered in the current Leave Corrections batch will appear on this report after the batches are processed on the 14th of the next month. Corrections entered in the 28-FEB-2023 Correction Batch will be updated in Oracle on March 14th 2023.

- From the Navigator menu, select **Processes and Reports -> Submit Processes and Reports -> Single Request**
- In the **Name** field on the **Submit Request** form – enter "**Leave Bal**" and press the '**Tab**' key

- **Parameters form**
 - **Effective Date** will default to the current fiscal year end date
 - Change the effective date to 30-JUN-20xx to run the report for a previous fiscal year
 - **Category** defaults to “C” – Current Active Employees
 - Select “A” – All Employees to run the Leave Balances Report for an employee who is terminated
 - **Group** is optional – can be used to run the report for Faculty/AP or State Classified employees. Not needed when running the report for an individual employee
 - **Employee** – Enter the last name or part of the last name and press the ‘Tab’ key
 - Select the employee from the list of employees
 - Leave this field blank to run the report for all employees
 - **Organization** – optional. Can be used to run the report for employees in one department if you have College or Division access
 - **Sort Order** – optional
 - Click ‘OK’ when all parameters have been entered
 - Click ‘Submit’ on the **Submit Request** form
 - Click ‘No’ when the **Decision** pop-up appears

Leave Audit Report

The Leave Audit Report will display the Annual and Sick leave that an employee has earned, Annual and Sick leave that the employee has taken and any adjustments to their leave by date.

- From the Navigator menu, select **Processes and Reports** -> **Submit Processes and Reports** -> **Single Request**
- In the **Name** field on the **Submit Request** form – enter “Leave Aud” and press the ‘Tab’ key
- **Parameters form**
 - **Effective Date** will default to today’s date
 - Change the effective date to 30-JUN-20xx to run the report for a previous fiscal year
 - **Group** is optional – can be used to run the report for Faculty/AP or State Classified employees. Not needed when running the report for an individual employee
 - **Employee** – enter last name or part of the last name and press the ‘Tab’ key
 - Select the employee from the list of employees
 - Leave this field blank to run the report for all employees
 - **Organization** – optional. Can be used to run the report for employees in one department if you have College or Division access
 - Click ‘OK’ when all parameters have been entered
 - Click ‘Submit’ on the **Submit Request** form
 - Click ‘No’ when the **Decision** pop-up appears

All Leave Taken in Current and Previous FY (CSU ID/HR#)

The All Leave Taken in Current and Previous FY (CSUID/HR#) report will show all leave types recorded in Oracle. The report can be run for one employee at a time by entering either the employee CSU ID number or the employee number in the **Argument 1** field.

- From the Navigator menu, select **Processes and Reports -> Submit Processes and Reports -> Single Request**
- In the **Name** field on the **Submit Request** form – enter “**CSU – Select%**” and press the ‘**Tab**’ key
- Select the **CSU – Select Statement Export** report
- **Parameters form**
 - Select the “**All Leave Taken in Current and Previous FY (CSU ID/HR#) 1**” for **Select Statement**
 - Select the “**All Leave Taken in Current and Previous FY (CSU ID/HR#) 2**” for **Select Statement (>2000)**
 - Enter your **email address**
 - Enter a descriptive **Email Subject Line** for this report
 - Select “**Yes**” in the **Send Output as Attachment** field to receive the report as an attachment via email
 - Enter either the **CSU ID number** or the **Employee Number** in the **Argument 1** field
 - Only one Argument (CSU ID or Employee Number) can be processed at a time

The screenshot shows two overlapping windows from the Oracle HR system. The background window is titled "Submit Request" and contains fields for "Name" (set to "CSU - Select Statement Export"), "Operating Unit", "Parameters", and "Language". It also has sections for "At these Times", "Schedule Description", and "Upon Completion". The foreground window is titled "Parameters" and contains the following fields:

- Select Statement:** All Leave Taken in Current and Previous FY (CSU ID/HR#) 1
- Select Statement (> 2000):** All Leave Taken in Current and Previous FY (CSU ID/HR#) 2
- Email:** cam.ram@colostate.edu
- Email Subject Line:** All Leave Taken
- Send Output as Attachment:** Yes
- Argument 1:** 123456789
- Argument 2:** (empty)
- Argument 3:** (empty)
- Argument 4:** (empty)
- Argument 5:** (empty)

Buttons for "OK", "Cancel", "Clear", and "Help" are at the bottom of the Parameters window.

Individual Costing Detail Report – TimeClock Plus

The Individual Costing Detail report shows the date, time, number of hours, job code and project. This report can be filtered by employee and specific job codes to show leave entries recorded on Individual Hours. This report can be used to compare the information in Oracle using the Leave Audit Report and the All Leave Taken in Current and Previous FY (CSU ID/HR#) report to verify leave entries between Oracle and TimeClock Plus.

The Individual Costing Detail report is under **Reports -> Period Reports** in TimeClock Plus. Select **Project** under **Categories** and **Individual Costing Detail** under **Select a report**. The Employee Filter can be used to select the employee. The Job Code Filter can be used to select a job code(s).

The **Start Date** and **Stop Date** can be set for a previous pay period or for the current fiscal year to verify leave entries. The LEAVE\ASSIGNMENT 02 (example below) shows the assignment that was selected for the leave entry. Under **Settings**, select '**Print employee number at top of page**' to print the employees name and employee number on the report.

Individual Costing Detail For the period of 02/04/2023 to 06/02/2023

NOTE: Some data has been excluded from this report due to filtering.

Week	Day	Date In	Time In	Date Out	Time Out	Project	Job Code	Break	Rate	Hours	Reg	Day Total
11	Wed	04/19	12:05 PM	04/19	1:00 PM	LEAVE\ASSIGNMENT 02	2-Sick Leave	0.00	0.92	0.92	0.92	
	Thu	04/20	7:30 AM	04/20	11:30 AM	LEAVE\ASSIGNMENT 02	2-Sick Leave	0.00	4.00	4.00	4.00	
									4.92	4.92	4.92	
13	Tue	05/02	8:30 AM	05/02	1:00 PM	LEAVE\ASSIGNMENT 02	2-Sick Leave	0.00	4.50	4.50	4.50	
									4.50	4.50	4.50	
14	Thu	05/11	7:30 AM	05/11	10:30 AM	LEAVE\ASSIGNMENT 02	2-Sick Leave	0.00	3.00	3.00	3.00	
									3.00	3.00	3.00	
Period Totals										12.42	12.42	12.42

PROJECT BREAKDOWN

Level 1	Level 2	Regular	Total
LEAVE	ASSIGNMENT 02	12.42	12.42
Total for period:		12.42	12.42

Import File Layout

Import File Layout (CSV)

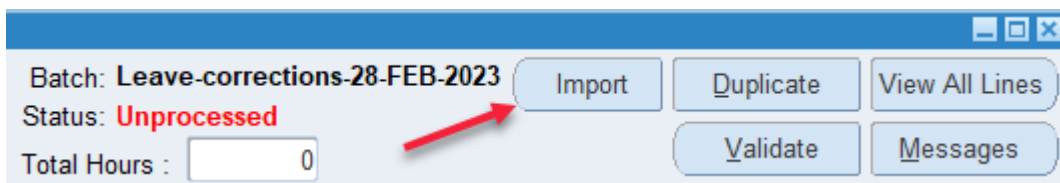
- Assignment Number or CSU ID number
- Element Name
- Hours
- Absence Date
- Comment – up to 150 characters, do not enter comma's in the comment field

Please see the “[Leave Corrections File Specifications](#)” document to view how the comma-separated value (csv) file should be formatted. Note that no fields may contain commas

Pay special attention to the Element Names. Element Names that are misspelled in the csv file or do not have the correct capitalization as shown on the Element Name tab will fail to import. Jury Duty entered as Jury **d**uty with a lowercase ‘d’ will not import.

The import process does not validate an assignment number or CSU ID number as being in your department. When entered on the Leave Corrections form, you can only select an employee who is in your department. The import process does not check to see that the assignment number or CSU ID number is an employee in your department. You could create an entry in the csv file for an employee who is not in your department and it will import with no errors.

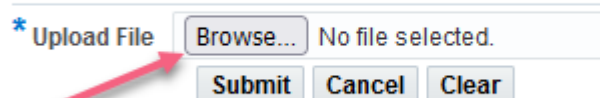
To import a csv file, click the **Import** button on the Leave Corrections form



The screenshot shows a web interface for 'Leave Corrections'. It includes a header bar with a blue gradient. Below the header, there's a section with the following text: 'Batch: Leave-corrections-28-FEB-2023', 'Status: Unprocessed' (in red), and 'Total Hours : 0'. To the right of this text are four buttons: 'Import', 'Duplicate', 'View All Lines', and 'Validate'. A red arrow points to the 'Import' button. Below the 'Validate' button is a 'Messages' button.


A File Upload page will appear in a new browser session. Click ‘**Browse...**’ and choose the file. Then click ‘**Submit**’

File Upload



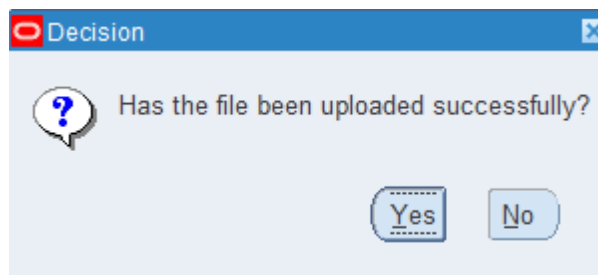
The screenshot shows a 'File Upload' section. It has a label '* Upload File' followed by a 'Browse...' button. To the right of the 'Browse...' button is a text box that says 'No file selected.'. Below the 'Browse...' button are three buttons: 'Submit', 'Cancel', and 'Clear'. A red arrow points to the 'Browse...' button.

After receiving the confirmation message below, you may close the browser window

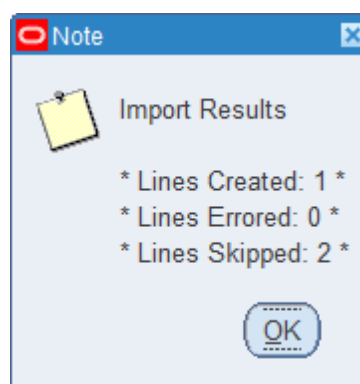
 **Confirmation**

1. File upload completed successfully.
2. * Please close the web browser.
3. * Return to the Attachments form and click the Yes button to indicate file upload is complete.

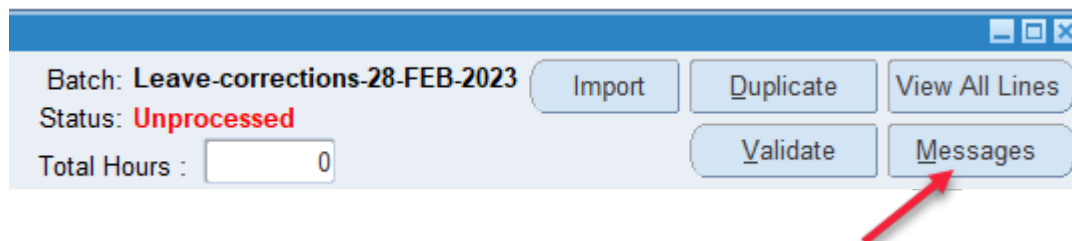
A pop-up on the Leave Corrections form will ask if the file has been uploaded successfully



Click 'Yes'. The csv file will be imported to the Leave Correction batch and the number of entries created and requests errored or skipped due to import issues will be reported



If there were any lines skipped or lines that errored, click the Messages button to view the specific reason for the error



Note that the import function created the entries in the Leave Corrections batch but does not validate them. Please review the fields of each entry created and click the 'Validate' button if all are correct.

Monthly Email Reminder – Leave Corrections, Leave Taken Summary, Special Earnings Deadlines

Enter and Validate Leave Corrections, Leave Taken Summary and Special Earnings Batches **(Email Subject Line)**

The Leave Correction and Leave Taken Summary batches for the month of March will be transferred the night of April 14, 2023. The current Leave Correction batches can include leave corrections for the previous month and previous fiscal years.

Please ensure that your batches are in a validated status by the end of the working day on April 14, 2023.

The day after the transfer is complete, the April Leave Correction and Leave Taken Summary batches will be available.

The Special Earnings batches for the month of March will be transferred the night of March 16, 2023. Please ensure that your batches are in validated status by the end of the working day on March 16, 2023.

Leave Taken Summary batches are for CEMML and CNHP only.
Leave Correction batches are for all employee groups.

NOTE: The dates listed above are example deadline dates. The email notification will adjust the deadline dates for weekends and the payroll schedule.