STUDENT GUIDES TO:
MYLEAVE PREFERENCES & SKILLSOFT TRAINING
MY LEAVE PREFERENCES
Entering Time Worked into MyLeave

This is where the “Preferences” tab is located.
**My Leave: Setting Preferences**

**Navigation Shortcut:** Employee Portal > My Info and Pay > My Leave

To set up your My Leave preferences:

1. Click the **Preferences** button. The My Leave Preferences window appears.
2. Ensure the correct campus is selected from the Holiday Schedule list box.
3. Modify your **Default Work Days and Hours**, if necessary. If you do not work a set schedule, you must select (check box) each day you do work in the **Work Day** column and specify your **Start Time** and **End Time** for each day. This will allow you to enter any time worked in your calendar.
4. Deselect any auto-generated emails you do NOT want to receive by unchecking the appropriate **As Employee** and **As Supervisor** boxes (if applicable).
5. Click **Save & Return** to save your changes and return to your My Leave personal calendar.

---

<table>
<thead>
<tr>
<th>Day</th>
<th>Work Day</th>
<th>Start Time (9:00 AM)</th>
<th>End Time (5:00 PM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td></td>
<td>8:00</td>
<td>5:00</td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
<td>8:00</td>
<td>5:00</td>
</tr>
<tr>
<td>Wednesday</td>
<td></td>
<td>8:00</td>
<td>5:00</td>
</tr>
<tr>
<td>Thursday</td>
<td></td>
<td>8:00</td>
<td>5:00</td>
</tr>
<tr>
<td>Friday</td>
<td></td>
<td>8:00</td>
<td>5:00</td>
</tr>
<tr>
<td>Saturday</td>
<td></td>
<td>8:00</td>
<td>5:00</td>
</tr>
<tr>
<td>Sunday</td>
<td></td>
<td>8:00</td>
<td>5:00</td>
</tr>
</tbody>
</table>

---

CU Denver Downtown

Check for correct date!

Your email here
Entering Time Worked Into MyLeave

4. Add/Edit Event

5. Student Hourly

6. Add/Edit Event

7. Save Button
SKILLSOFT TRAINING
Beginning Skillsoft Training... OR Then
Beginning Skillsoft Training...

Categories

- Students
- Accessibility
- Advancement
- Campus Security
- Clinical Research
- CU Medicine: Evaluation and Management Training
- CU-SIS
- Environmental Health and Safety
- Faculty
- Finance
- Grants and Contracts
- HCM
- HIPAA
- Human Resources
- Information Security and Technology

**CU: Discrimination & Sexual Misconduct. CU Denver/CU Anschutz**

*Custom·Course: 1 Hour*

**CU: Information Security and Privacy Awareness**

*Custom·Course: 1 Hour, 30 Minutes*