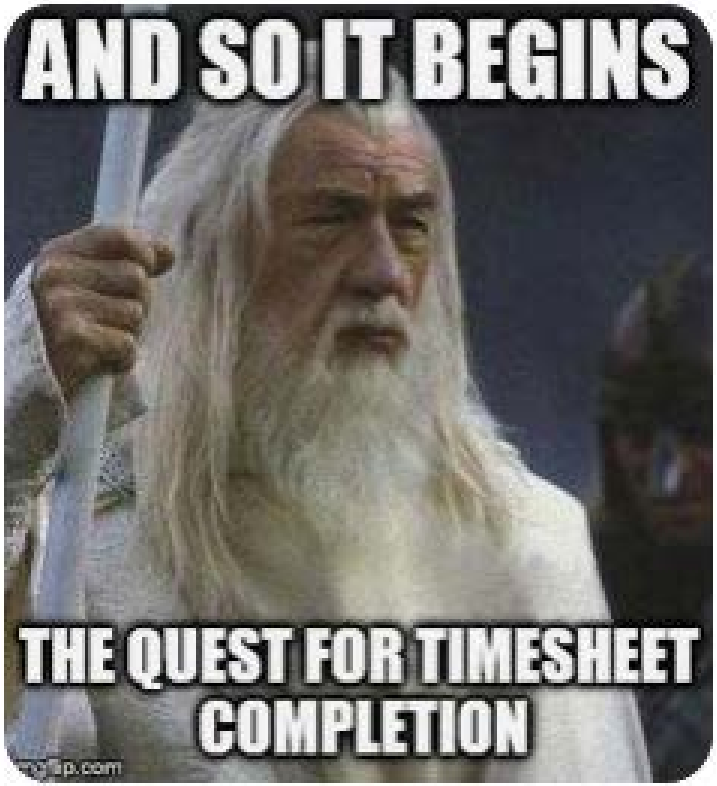
My Leave for the Employee

- Going into your calendar and setting up preferences
- Adding time to your calendar
- Submitting a Timesheet



My Leave Tiles

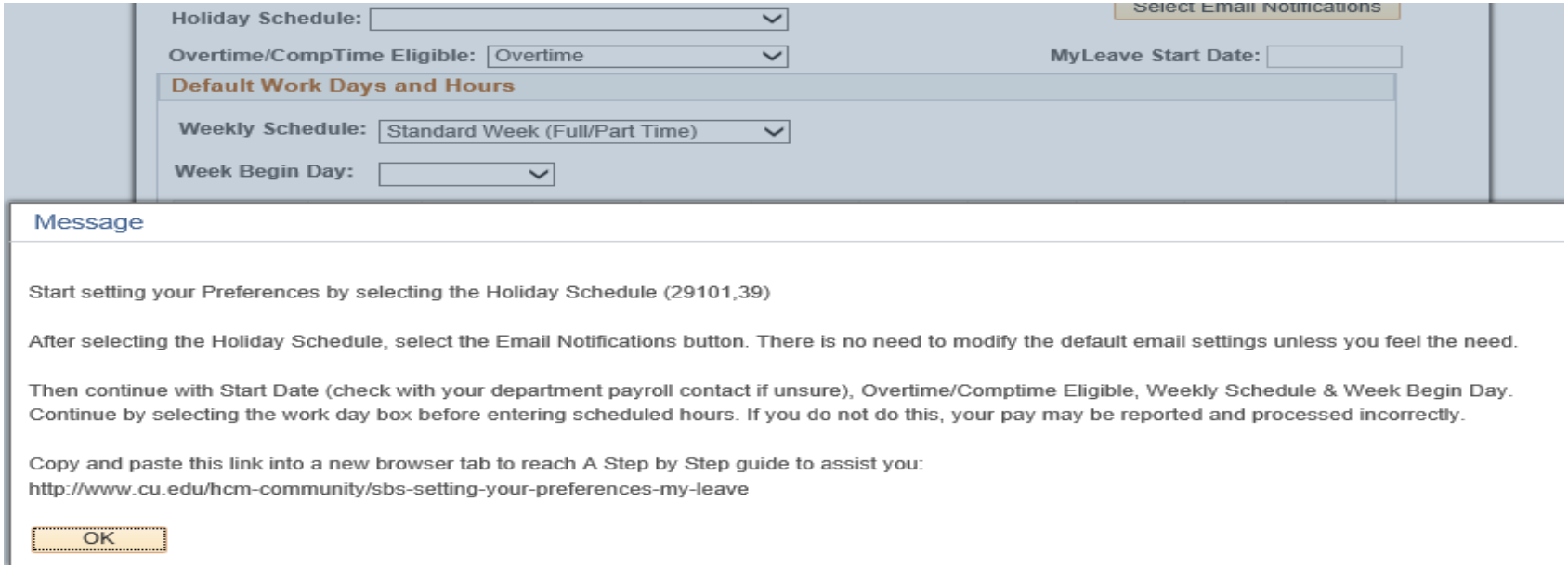
- When you first go into the portal under “CU Resources Home” the tile will look like this:

- Once you are in HCM under “Employee Self Service” the tile looks like this:

I don’t know why.

Setting Preferences as a First-Time User

- When first going into my.leave, you will be prompted to fill out your preference page:



- Note: For those with a flex schedule, please go to the Step by Step guide referenced in the message.

https://www.cu.edu/doc/hcmsbs-my-leave-basics-preferences-time-and-leavepdf-2

Holiday Schedule: Anschutz Medical Campus

Overtime/CompTime Eligible: Overtime

MyLeave Start Date: 01/01/2021

Default Work Days and Hours

Weekly Schedule: Standard Week (Full/Part Time)

Week Begin Day: Sunday

Day	Work Day	Start Time (Hrs)	Start Time (Mins)	Lunch Out (Hrs)	Lunch Out (Mins)	Lunch In (Hrs)	Lunch In (Mins)	End Time (Hrs)	End Time (Mins)	Work Hours in Day
	☐	00	00	00	00	00	00	00	00	0.00
Monday	☑	07	00	11	30	12	00	15	30	8.00
Tuesday	☑	07	00	11	30	12	00	15	30	8.00
Wednesday	☑	07	00	11	30	12	00	15	30	8.00
Thursday	☑	07	00	11	30	12	00	15	30	8.00
Friday	☑	07	00	11	30	12	00	15	30	8.00
Saturday	☐	00	00	00	00	00	00	00	00	0.00

Email Preferences

CC All Emails To:

(Separate multiple email address with a semi-colon.)

MyLeave Email Triggers	As Employee	As Supervisor
Alter Event	☑	☑
Timesheet Cancel / Rebuild	☑	☑
Designate Change	☑	☑
Leave Approve / Deny	☑	☑

Entering All Time Worked – Non-Exempt Employees and Students

- Non-exempt employees must enter and submit all days and hours worked in the pay period. This includes regular hours worked and exception time. Examples of exception time include, vacation, sick, funeral leave and jury duty.
- The following is an example of a non-exempt employee monthly calendar.

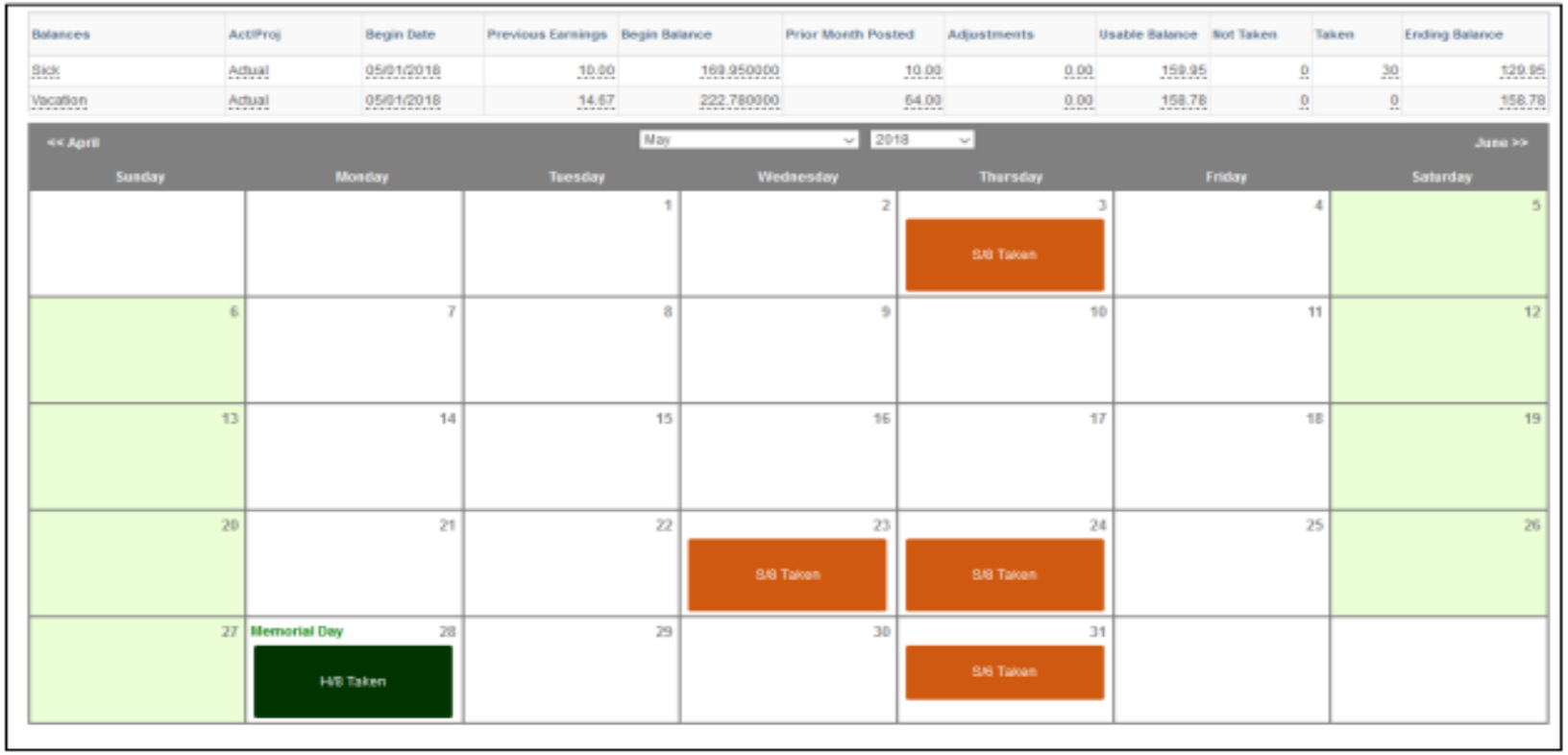
Balances	Act/Proj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Balance
Sick	Actual	11/01/2017	10.00	167.130000	5.50	0.00	161.63	0	0	161.63
Vacation	Actual	11/01/2017	14.67	146.900000	8.00	0.00	138.90	0	0	138.90

<< October | November | 2017 | December >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 S/2.5 Approved R/1.5 Worked R/4 Worked	2 R/3.75 Worked R/4.25 Worked	3 R/4 Worked R/4 Worked	4
5	6 S/2 Approved R/2 Worked R/4 Worked	7 R/4.5 Worked R/3.5 Worked	8 R/4 Worked R/4 Worked	9 R/4 Worked R/4 Worked	10 R/4 Worked R/5 Worked	11
12	13 R/4 Worked R/4 Worked	14 R/4.5 Worked R/3.5 Worked	15 R/8 Worked	16 R/4 Worked R/4 Worked	17 R/4 Worked R/4 Worked	18
19	20 V/8 Approved	21 V/8 Approved	22 V/8 Approved	Thanksgiving... 23 H/8 Taken	Day after Tha... 24 H/8 Taken	25
26 R/5 Worked	27 R/4 Worked R/4 Worked	28 R/4.5 Worked R/3.5 Worked	29 R/4 Worked R/4.5 Worked	30 R/3.75 Worked R/4.25 Worked		

Entering Exception Time – Exempt Employees

- Exempt employees only enter and submit exception time. Examples of exception time include, vacation, sick, funeral leave and jury duty.
- After you submit a request for exception time, an email will be sent to your supervisor for approval. Vacation time will need to be submitted for approval and cannot be marked as taken until approved.
- Sick time can be marked as taken or submitted for approval.
- The following is an example of an exempt employee calendar:

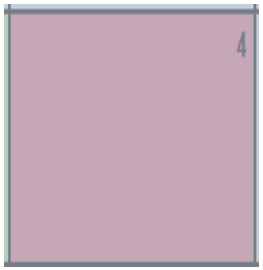


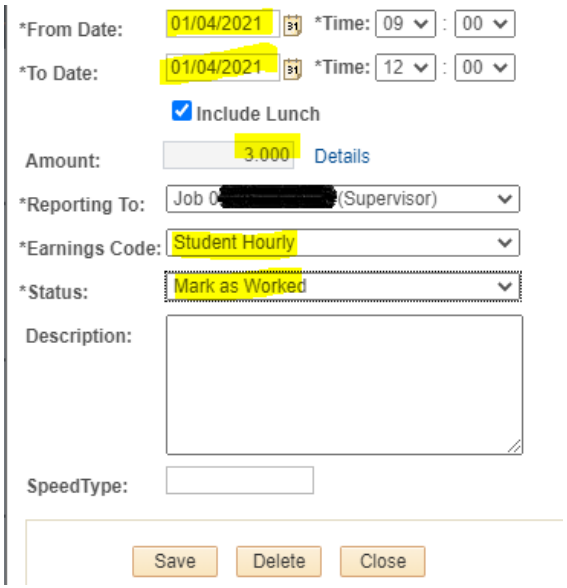
Balances	Act/Proj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Balance
Sick	Actual	05/01/2018	10.00	169.950000	10.00	0.00	159.95	0	30	129.95
Vacation	Actual	05/01/2018	14.67	222.780000	64.00	0.00	158.78	0	0	158.78

Entering Time on Your Calendar

To enter hours as an hourly employee, extra hours as a salary employee, and to code all leave usage, go directly into the day on the calendar.

- **Double click** on the day:





- When coding time worked, **always enter regular hours**. (“Student hourly” for students and “Regular Earnings” for professionals). On the timesheet the system will convert extra hours above 40 to either overtime or additional time.

Entering Time on Your Calendar

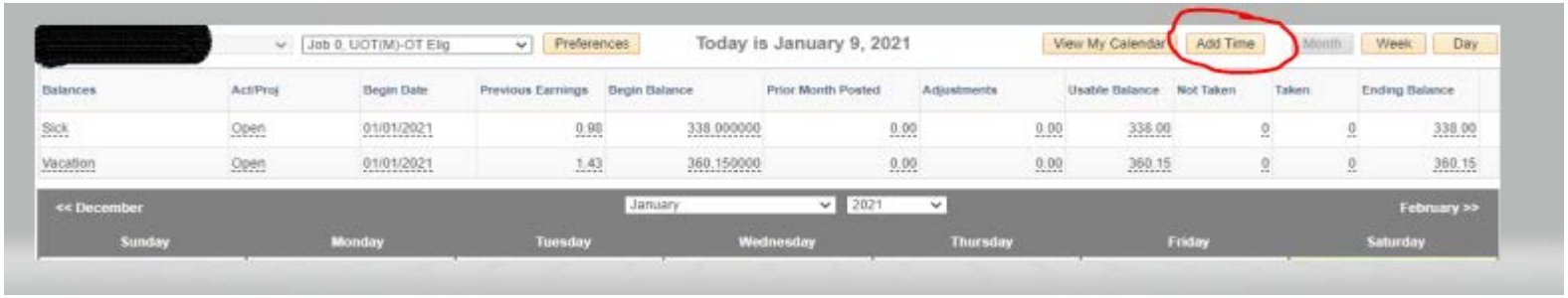
For Non-Exempt (overtime eligible) salaried employees, filling in the weeks accurately on the preference page allows you to auto-fill in your monthly calendar.

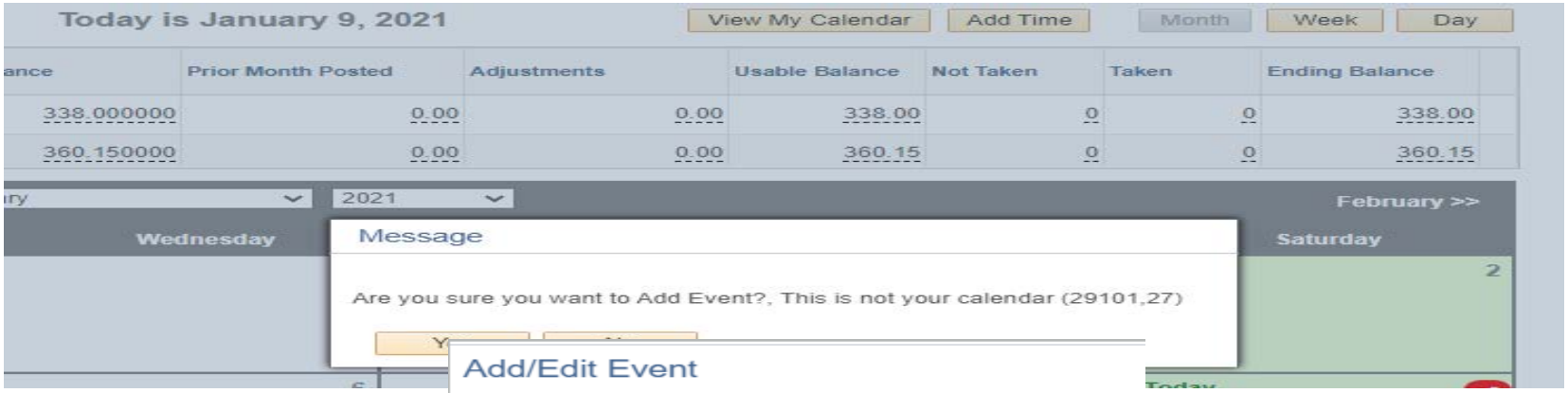
Default Work Days and Hours

Weekly Schedule: Standard Week (Full/Part Time)

Week Begin Day: Sunday

Day	Work Day	Start Time (Hrs)	Start Time (Mins)	Lunch Out (Hrs)	Lunch Out (Mins)	Lunch In (Hrs)	Lunch In (Mins)	End Time (Hrs)	End Time (Mins)	Work Hours in Day
	☐	00	00	00	00	00	00	00	00	0.00
Monday	☑	07	00	11	30	12	00	15	30	8.00
Tuesday	☑	07	00	11	30	12	00	15	30	8.00
Wednesday	☑	07	00	11	30	12	00	15	30	8.00
Thursday	☑	07	00	11	30	12	00	15	30	8.00
Friday	☑	07	00	11	30	12	00	15	30	8.00
Saturday	☐	00	00	00	00	00	00	00	00	0.00

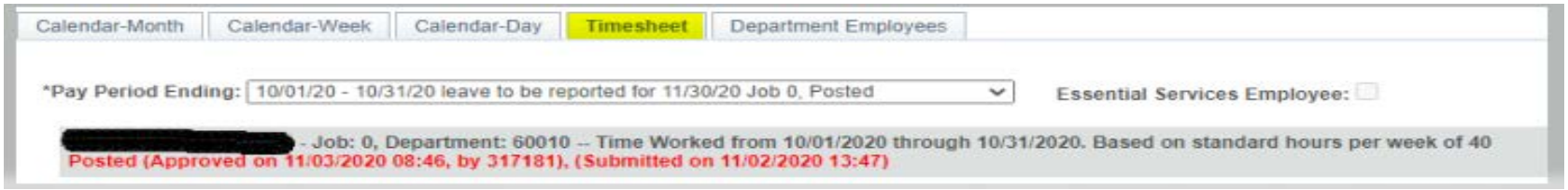




3	4	5	6	7	8
	R/3 Worked	R/3 Worked	R/3 Worked	R/3 Worked	R/3 Worked
	R/5 Worked	R/5 Worked	R/5 Worked	R/5 Worked	R/5 Worked
10	11	12	13	14	15
	R/3 Worked	R/3 Worked	R/3 Worked	R/3 Worked	R/3 Worked
	R/5 Worked	R/5 Worked	R/5 Worked	R/5 Worked	R/5 Worked

Submitting a Timesheet at the End of the Pay Period

- Select Timesheet at the top of the calendar page.



09/27/2020 through 10/03/2020

Week 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat			Sub Total	Adjust	Total
	09/27	09/28	09/29	09/30	10/01	10/02	10/03					
Time In		08.30	11.00	08.30	09.00	08.30						
Time Out		11.30	12.30	12.30	12.30	12.30						
Time In			13.00	13.00	13.00	13.00						
Time Out			16.00	17.00	17.00	17.00						
Time In												
Time Out												
Time In												
Time Out												
Regular Earnings Salary	0	3	4.5	8	7.5	8	0			31.0	-15.5	15.5
Vacation Leave	0	5	1	0	0.5	0	0			6.5	-6	0.5
Sick Leave	0	0	2.5	0	0	0	0			2.5	-2.5	0.0
Total	0	8	8.0	8	8.0	8	0			40.0	-24.0	16.0

Weekly Adjustments
Applied -3 hours to Regular Earnings Salary (RGS), because the hours were reported last pay period.
Applied -5 hours to Vacation Leave (VAC), because the hours were reported last pay period.
Applied -1.5 hours to Regular Earnings Salary (RGS), because the hours were reported last pay period.
Applied -3 hours to Regular Earnings Salary (RGS), because the hours were reported last pay period.
Applied -2.5 hours to Sick Leave (SCK), because the hours were reported last pay period.
Applied -1 hours to Vacation Leave (VAC), because the hours were reported last pay period.
Applied -4 hours to Regular Earnings Salary (RGS), because the hours were reported last pay period.
Applied -4 hours to Regular Earnings Salary (RGS), because the hours were reported last pay period

10/04/2020 through 10/10/2020

Week 2	Sun	Mon	Tue	Wed	Thu	Fri	Sat			Sub Total	Adjust	Total
	10/04	10/05	10/06	10/07	10/08	10/09	10/10					
Time In		08.45	11.00	08.30	08.30	09.15						
Time Out		12.30	12.30	12.30	12.30	12.30						
Time In		13.00	13.00	13.00	13.00	13.00						
Time Out		17.00	17.00	17.00	16.30	17.00						
Time In												
Time Out												
Regular Earnings Salary	0	7.75	5.5	8	7.5	7.25	0			36.00	0	36.00
Vacation Leave	0	0.25	2.5	0	0	0.75	0			3.50	0	3.50
Sick Leave	0	0	0	0	0.5	0	0			0.5	0	0.5
Total	0	8.00	8.0	8	8.0	8.00	0			40.00	0	40.00

Submitting a Timesheet at the End of the Pay Period

- At the bottom of the timesheet, a summary of the hours for the pay period is listed along with the hours that will be submitted to HCM for pay. All hours should be reviewed carefully to make sure they are correct. If you see a DK1 (or dock) listed, your pay will be docked for the number of hours listed.

Non-exempt salary employee:

Totals

Send To HRMS	Earn Code	Description	Hours	Rate	Total
Y	VAC	Vacation Leave	32.0	1	32.0
N	HOL	Holiday	8	1	8
N	RGS	Regular Earnings Salary	137.00	1	137.00
Y	OTM	Overtime	10.50	1	10.50
		TOTAL:	187.50		187.50

Speed Types

Speed Type	Send To HRMS	Earn Code	Description	Hours	Rate	Total	Edit
	Y	VAC	Vacation Leave	32.0	1	32.0	Edit
	Y	OTM	Overtime	10.50	1	10.50	Edit

Hourly employee:

Totals

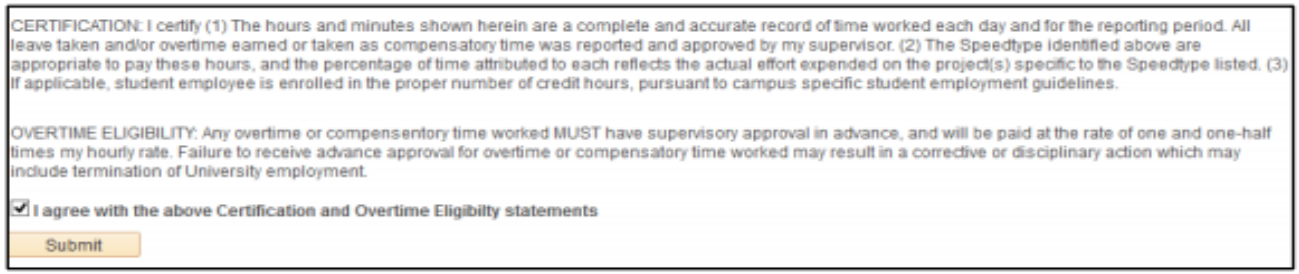
Send To HRMS	Earn Code	Description	Hours	Rate	Total
Y	STH	Student Hourly	40.0	1	40.000
		TOTAL:	40.0		40.000

Speed Types

Speed Type	Send To HRMS	Earn Code	Description	Hours	Rate	Total
	Y	STH	Student Hourly	40	1	40.000

Submitting a Timesheet at the End of the Pay Period

2. Once you agree with what is reported on your timesheet, select the certification checkbox.



3. Click **Submit** to submit your timesheet for review and approval by your supervisor.

If you have errors on the timesheet before it is approved, you can select the option to cancel and rebuild. This would allow you to make changes, recertify and submit.

If errors are discovered after a timesheet is posted, but before payroll department users may deny the timesheet, employees may then make changes and resubmit.

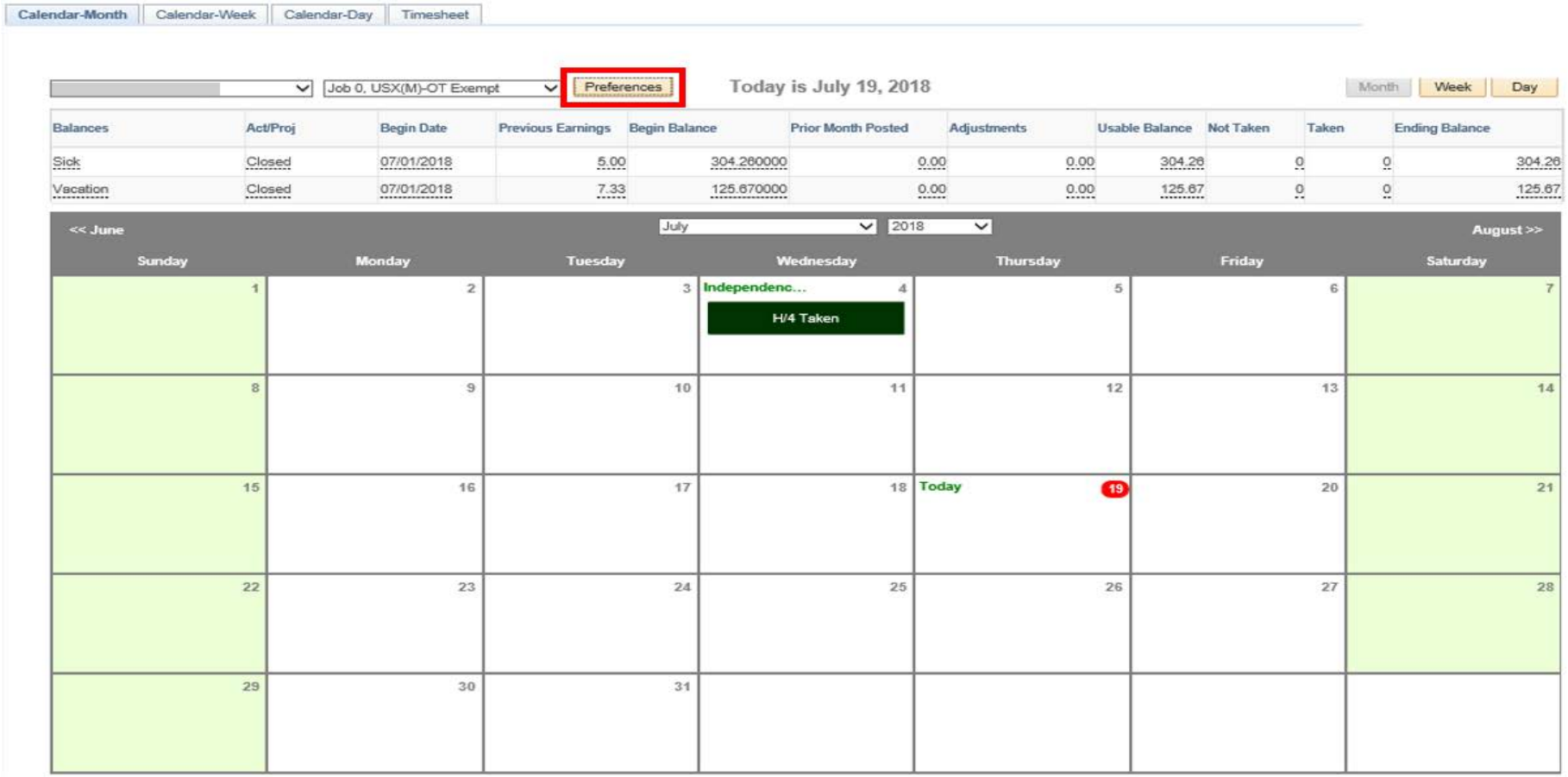
**Note to Supervisors: My.Leave is a tool to get information to CU Employee Reported Time. Once a timesheet is loaded, and before payroll has begun, changes can be made directly to CU Employee Reported Time.

**Note to PPLs: Exempt Staff: It is department discretion they want their exempt staff to submit a timesheet. In the section on uploading time from my.leave to CU Employee Time, there is a step that allows for Exempt timesheets to be auto-created, bringing in all exception time that has been approved on the calendar.

https://www.cu.edu/doc/hcmsbs-my-leave-basics-preferences-time-and-leavepdf-2

Updating Preferences after First Login

- If you have previously logged into My Leave and defined preferences, My Leave displays the Calendar-Month page when you open it. To update your settings, click **Preferences**. DO NOT bother changing the effective date.



Questions?

My.Leave for Approvers

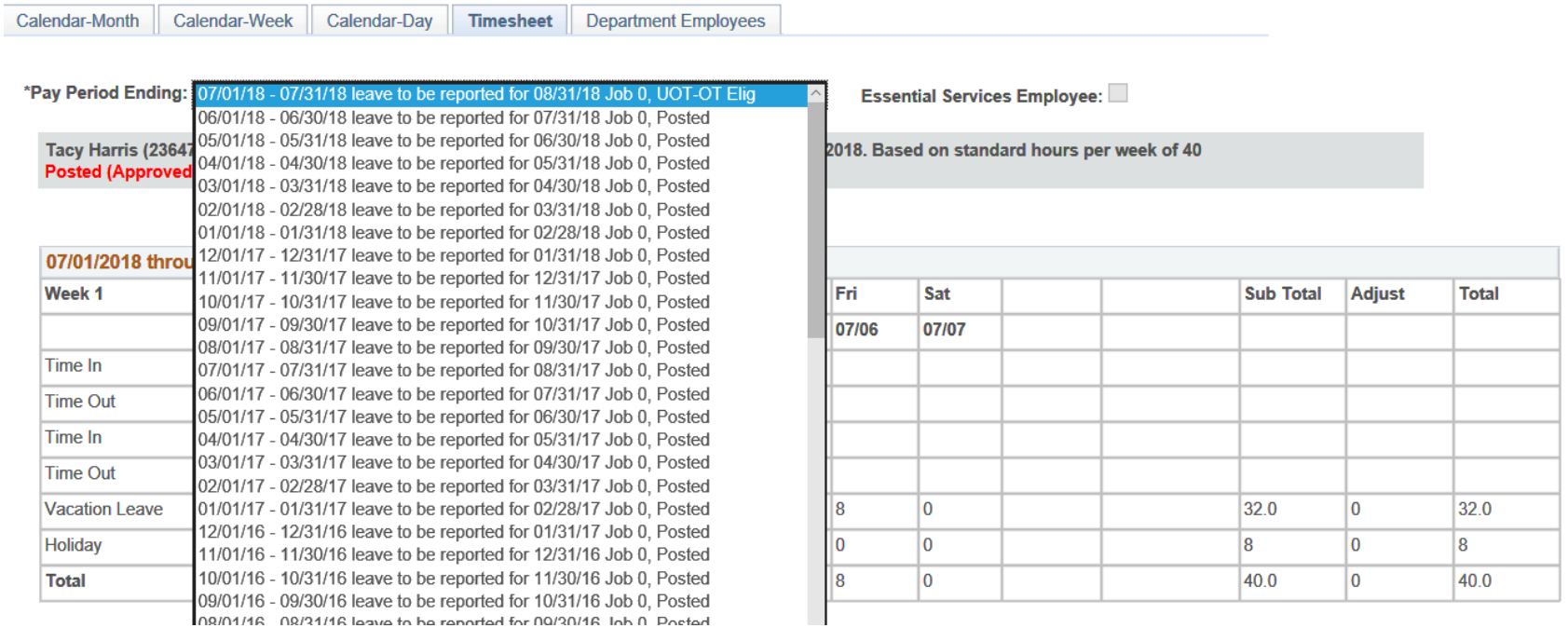
Reviewing Employee Time Worked and Timesheets using the My.Leave Calendar

As a department user, you have an additional tab labelled Department Employees. This tab lets you review the calendar and timesheets of employees in your department. To review an employee's time worked:

1. Select the **Department Employees** tab.
2. Type the employee ID of the employee.
3. Click **Search**.
4. Select **View Calendar**. From this tab you can review the employee's time worked by the calendar month or week.

Reviewing a Timesheet

From the Calendar view, select **Timesheet**. The system displays the most current timesheet. If you want to review multiple timesheets select the down arrow from the **Pay Period Ending** drop-down and select the time period you want to view.



My Leave displays a week-by-week detailed listing of hours worked. If an employee works overtime or additional time straight, the system calculates the time and totals by week.

08/19/2018 through 08/25/2018												
Week 4	Sun	Mon	Tue	Wed	Thu	Fri	Sat			Sub Total	Adjust	Total
	08/19	08/20	08/21	08/22	08/23	08/24	08/25					
Time In		08.15	08.15	08.00	07.45	08.00						
Time Out		12.15	12.00	12.00	12.00	12.15						
Time In		13.00	12.30	12.30	12.30	13.00						
Time Out		17.00	17.00	17.15	17.30	17.00						
Regular Earnings Salary	0	8	8.25	8.75	9.25	8.25	0			42.50	-2.50	40.00
Overtime	0	0	0	0	0	0	0			0	2.50	2.50
Total	0	8	8.25	8.75	9.25	8.25	0			42.50	0.00	42.50

Weekly Adjustments

Applied -2.50 hours to Regular Earnings Salary (RGS), and 2.50 hours to Overtime (OTM)

The bottom of the timesheet summarizes the hours. Time being sent to CU Time is indicated with a Y in the ‘Send to HRMS’ column.

A SpeedType may be added to the hours by selecting the Edit button.

Totals

Send To HRMS	Earn Code	Description	Hours	Rate	Total
N	RGS	Regular Earnings Salary	181.25	1	181.25
Y	OTM	Overtime	5.00	1	5.00
		TOTAL:	186.25		186.25

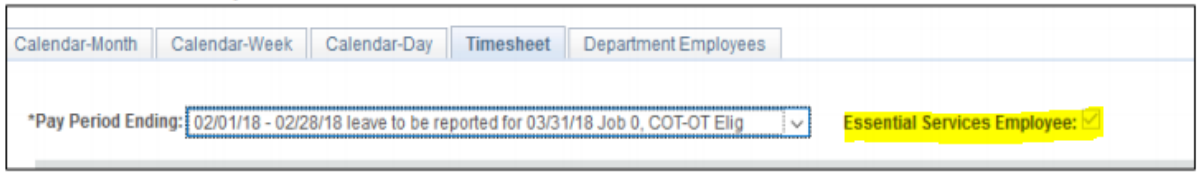
Speed Types

Speed Type	Send To HRMS	Earn Code	Description	Hours	Rate	Total	Edit
	Y	OTM	Overtime	5.00	1	5.00	Edit

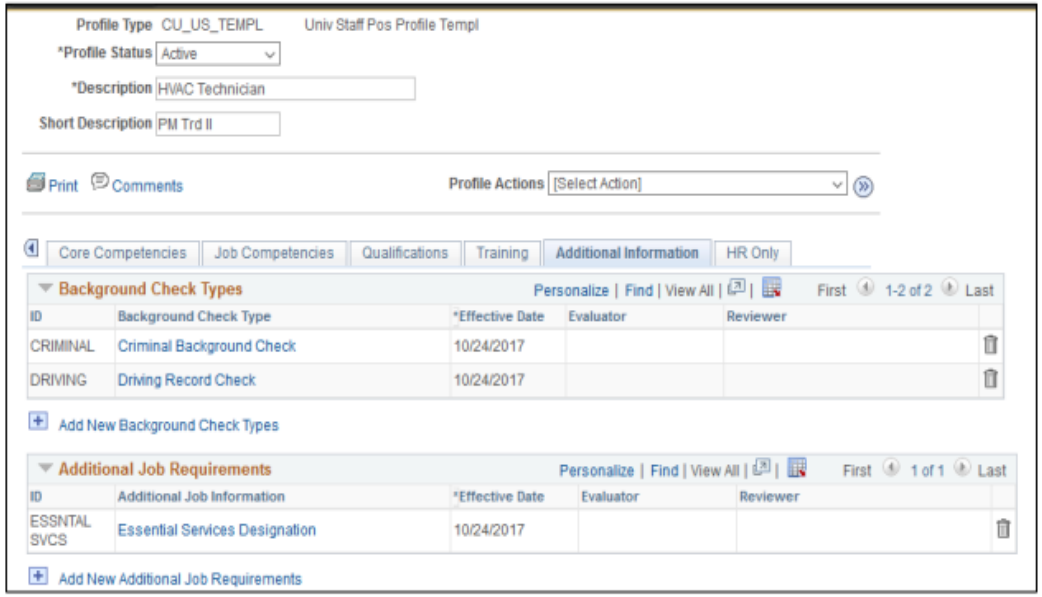
Essential Services Employees

Essential Services Employees are defined in the Non-Person Profile under Additional Duties. Vacation and sick hours add to the work hours in the week for these employees, and overtime is paid when the sum of all hours is over 40 for the standard week. The Essential Services check box will be selected in My Leave on the Timesheet view. In the CU HCM User WorkCenter, there is a query for all Essential Services Designees.

Timesheet View – My Leave

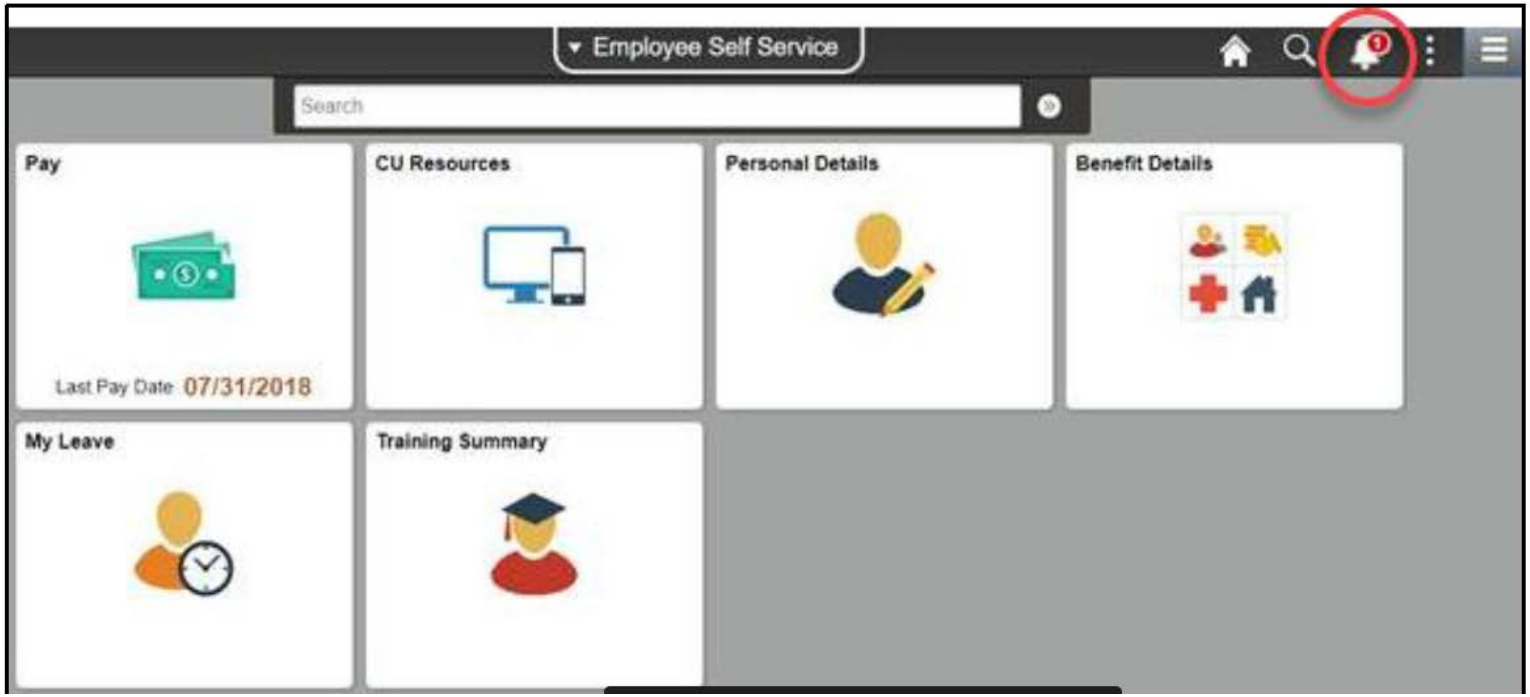


Non Person Profile – Essential Services Employee



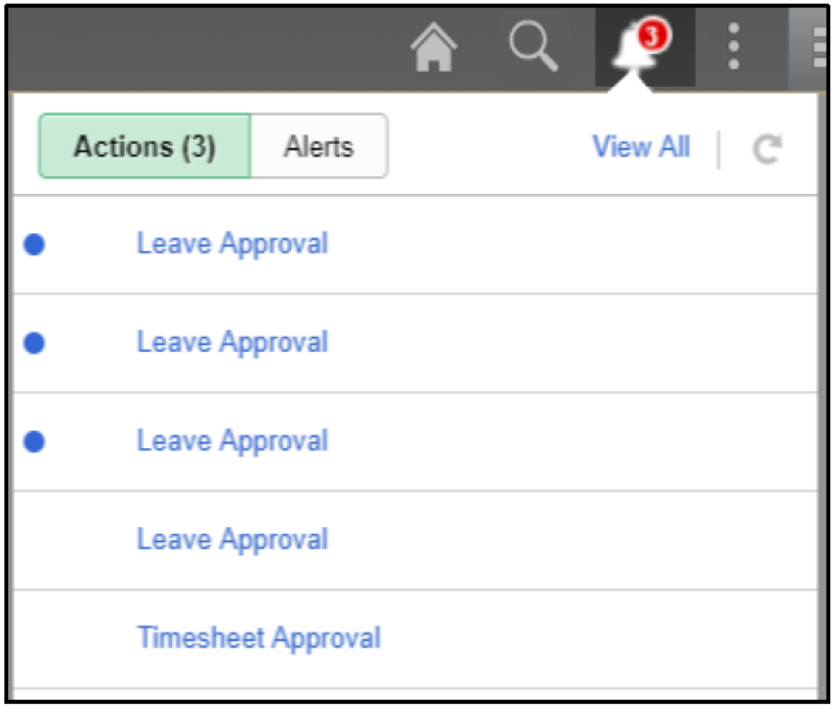
Approving Time and Leave Requests

- While you can approve time and assign proxies through the portal (CU Resources Home> Manager), this guide describes how to perform these tasks through HCM.
- To access pending approvals,
- 1. From the portal, click the **HCM** tile.
- 2. Click the **Notifications** icon located at the top of the page.



Approving Time and Leave Requests

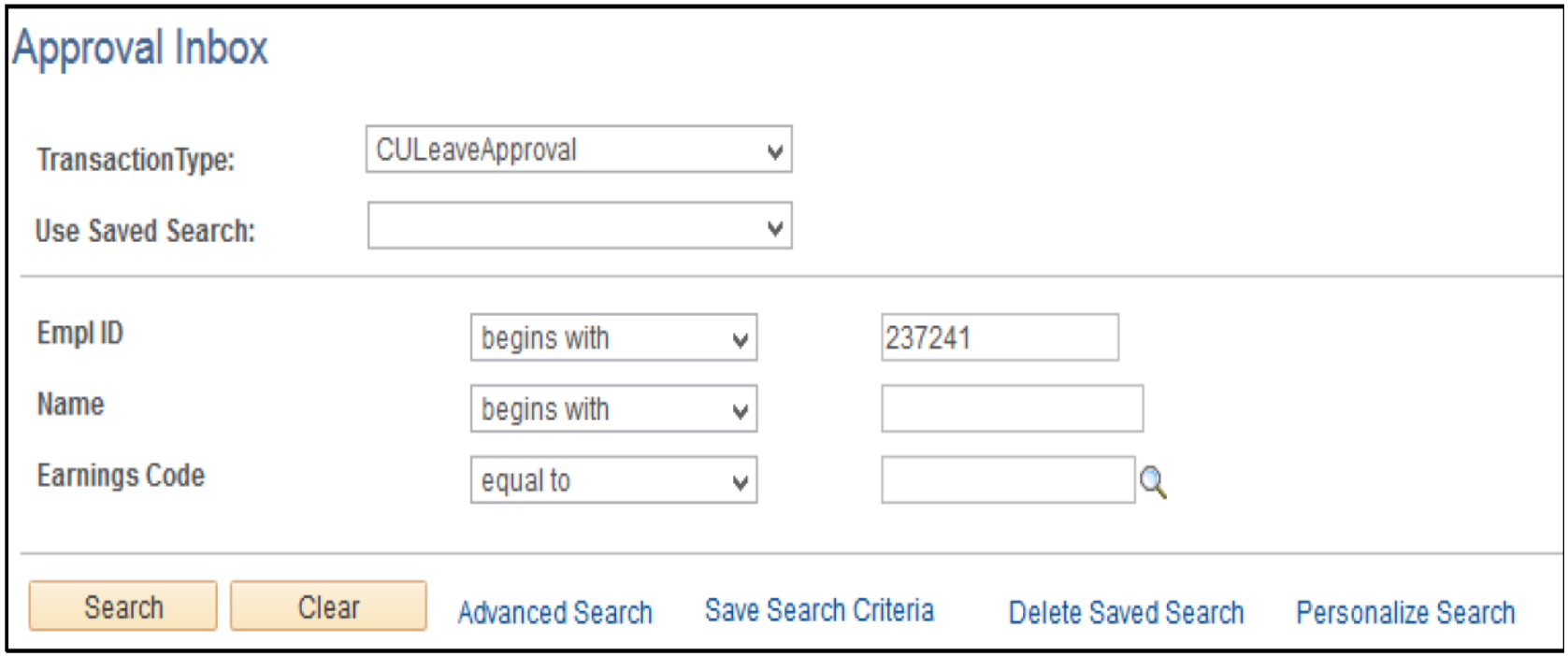
- The Notifications menu displays pending actions



- **Note:** If a proxy has been assigned, only the proxy will receive the timesheet and leave requests, not the supervisor. The proxy can access approval requests through the Notifications icon in HCM.

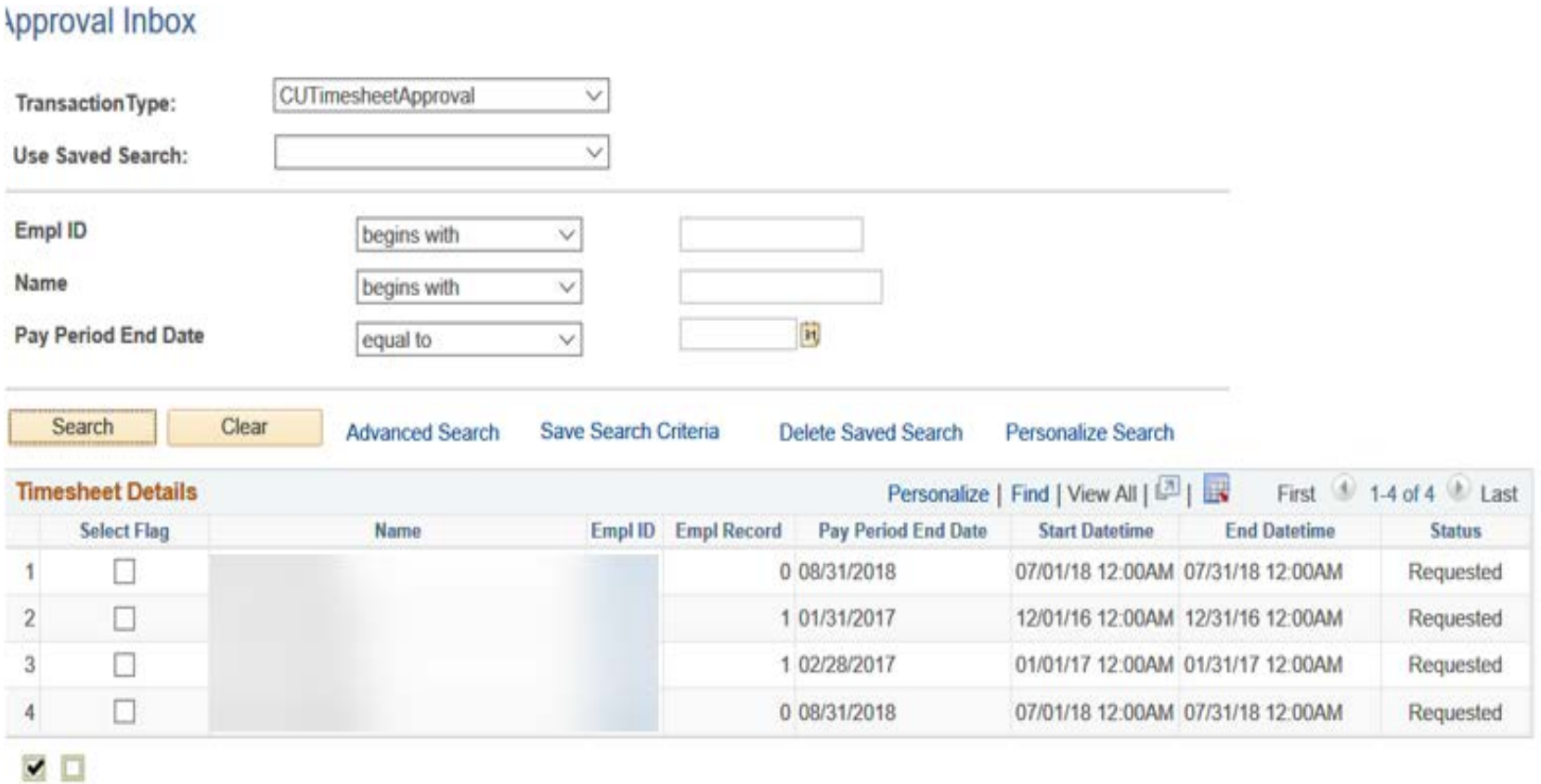
Approving Time and Leave Requests

- To approve requests in My Leave:
- 1. Select the **Leave Approval** request or **Timesheet Approval** request you would like to review, approve, or deny. Your Approval Inbox appears.



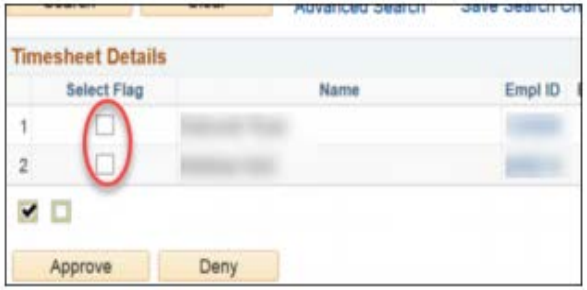
- 2. To view all requests, click **Search**. You can also search for a specific employee by entering the Empl ID before clicking Search.

3. Click an **Empl ID** of an employee whose timesheet or leave you want to review.

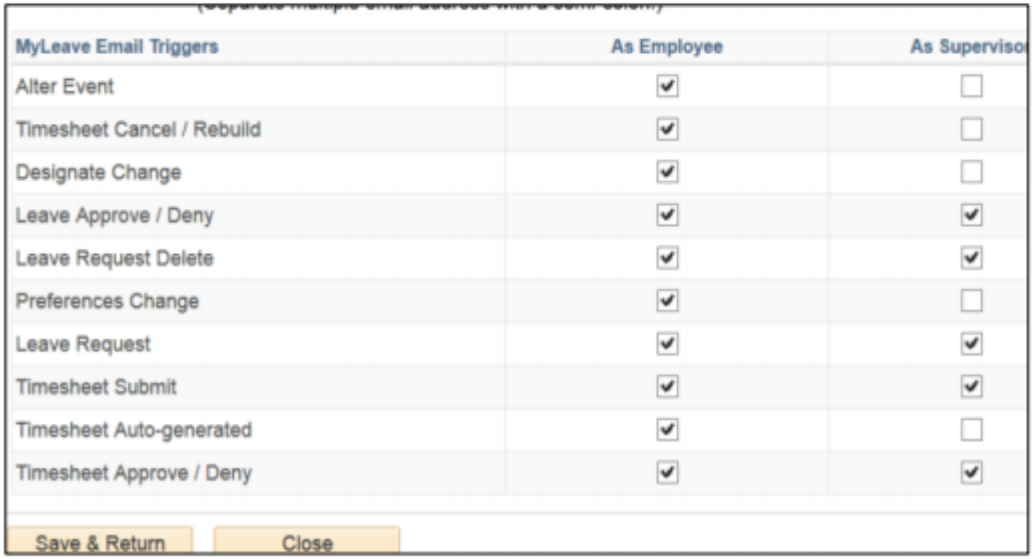


The timesheet displays.

Once you have reviewed the timesheets, select the checkbox by the employee's name and then select Approve or Deny.



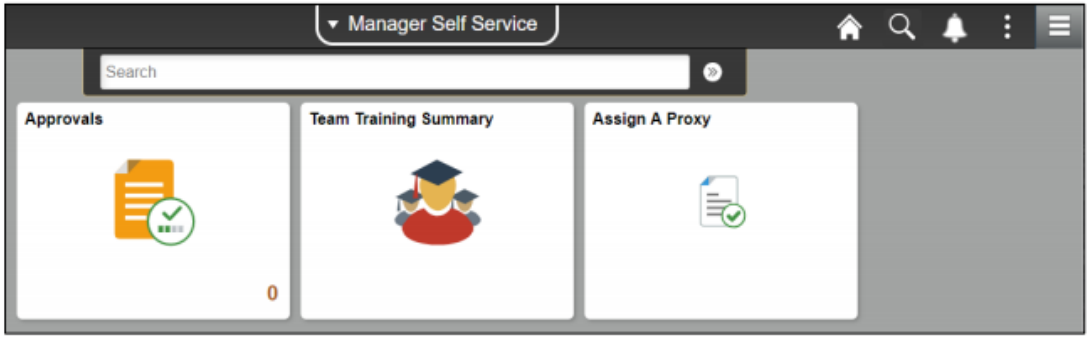
Note: HCM sends email notifications to supervisors for the actions they can take in the system. You can select which notifications you want to receive on the My Leave Preferences page. To access your My Leave Preferences, click the **Preferences** button from your My Leave calendar. Refer to *My Leave Basics: Setting Preferences and Entering Time Step-by-Step Guide* for more information.



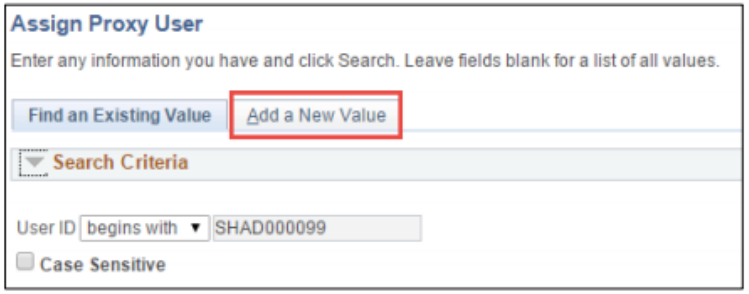
Assigning a Proxy to Perform Your Approvals

To assign a proxy:

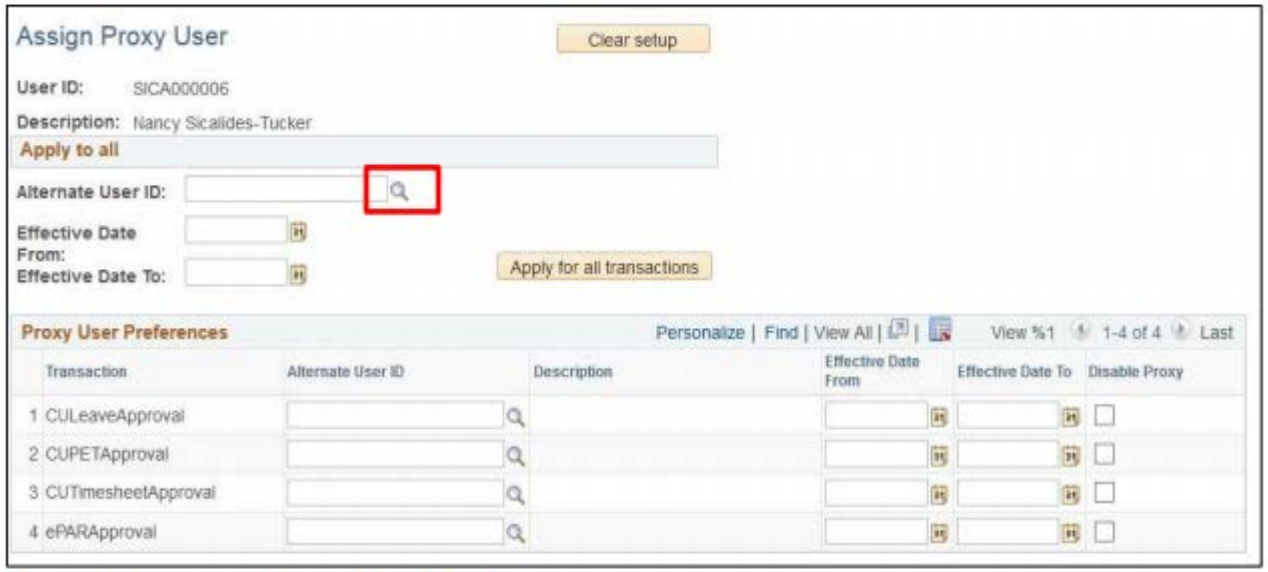
1. From the portal, click the **HCM** tile.
2. Click the **Employee Self Service** drop-down and select **Manager Self Service**. The Manager Self Service dashboard appears:



3. Click the **Assign a Proxy** tile. The Proxy page appears.
4. If the proxy is being established for the first time, click the **Add a New Value** tab. You must know the User ID of the proxy.

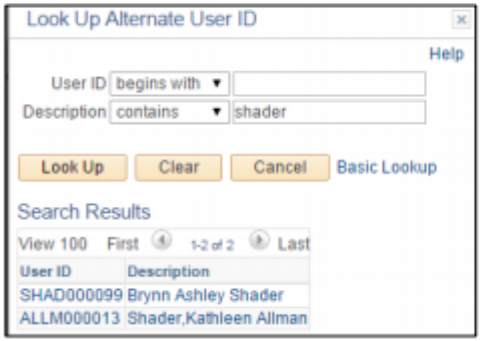


5. Select the lookup (magnifying glass) next to **Alternate User ID**.

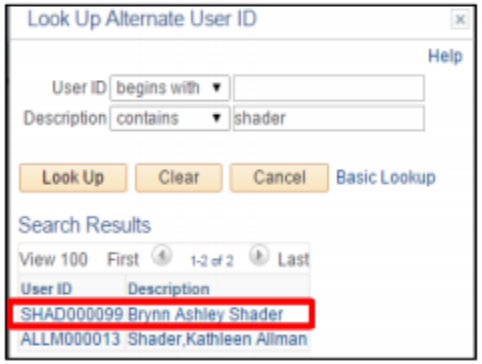


6. Search for the employee who will be the proxy.

Note: The User ID is different from an employee ID. If you are uncertain of the User ID of the employee you want as the proxy, select **contains** from the Description drop-down list, type the proxy's last name and press **Enter**. A selection list will display, and you can select the employee from the list.

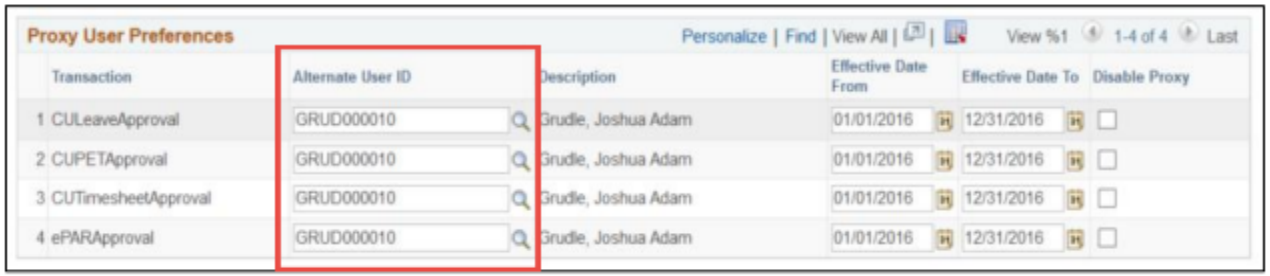


7. Click the person's name.



8. Select the timeframe you want the proxy to perform approvals.

9. Click **Apply for all transactions**. The system updates the Proxy User Preferences with your selected proxy and timeframes.



10. Click **Save**.

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Questions?