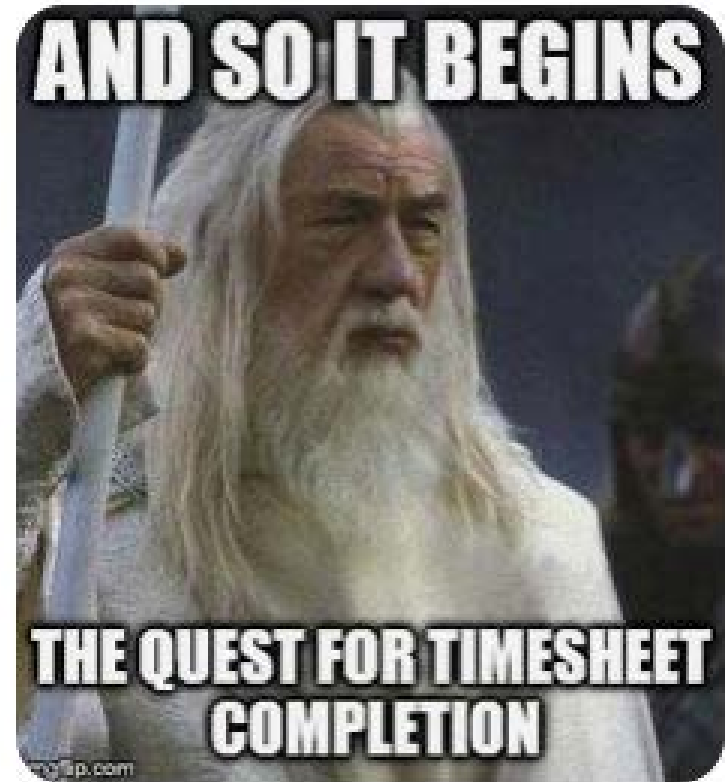


My Leave for the Employee

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

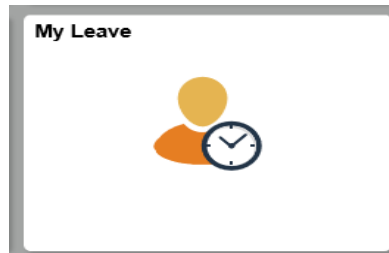


My Leave Tiles

- 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:

The screenshot shows a web form for setting preferences. At the top, there are several dropdown menus: "Holiday Schedule:" (empty), "Overtime/CompTime Eligible:" (set to "Overtime"), and "Weekly Schedule:" (set to "Standard Week (Full/Part Time)"). To the right, there is a "Select Email Notifications" button and a "MyLeave Start Date:" field. Below these is a section titled "Default Work Days and Hours" with a "Week Begin Day:" dropdown menu. Below the form is a "Message" box containing the following text:

Start setting your Preferences by selecting the Holiday Schedule (29101,39)

After selecting the Holiday Schedule, select the Email Notifications button. There is no need to modify the default email settings unless you feel the need.

Then continue with Start Date (check with your department payroll contact if unsure), Overtime/Comptime Eligible, Weekly Schedule & Week Begin Day. Continue by selecting the work day box before entering scheduled hours. If you do not do this, your pay may be reported and processed incorrectly.

Copy and paste this link into a new browser tab to reach A Step by Step guide to assist you:
<http://www.cu.edu/hcm-community/sbs-setting-your-preferences-my-leave>

At the bottom of the message box is an "OK" button.

- 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:

Overtime/CompTime Eligible:

MyLeave Start Date:

Default Work Days and Hours

Weekly Schedule:

Week Begin Day:

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
	<input type="checkbox"/>	00	00	00	00	00	00	00	00	0.00
Monday	<input checked="" type="checkbox"/>	07	00	11	30	12	00	15	30	8.00
Tuesday	<input checked="" type="checkbox"/>	07	00	11	30	12	00	15	30	8.00
Wednesday	<input checked="" type="checkbox"/>	07	00	11	30	12	00	15	30	8.00
Thursday	<input checked="" type="checkbox"/>	07	00	11	30	12	00	15	30	8.00
Friday	<input checked="" type="checkbox"/>	07	00	11	30	12	00	15	30	8.00
Saturday	<input type="checkbox"/>	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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Timesheet Cancel / Rebuild	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Designate Change	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Leave Approve / Deny	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



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	23 Thanksgiving... H/8 Taken	24 Day after Tha... 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	14.87	222.780000	64.00	0.00	158.78	0	0	158.78

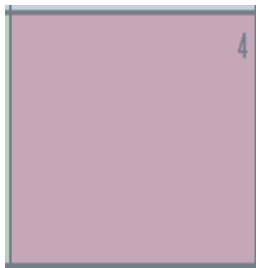
May 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 S/S Taken	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23 S/S Taken	24 S/S Taken	25	26
27	28 Memorial Day H/S Taken	29	30	31 S/S Taken		



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:**



*From Date: 01/04/2021 31 *Time: 09 : 00

*To Date: 01/04/2021 31 *Time: 12 : 00

Include Lunch

Amount: 3.000 Details

*Reporting To: Job 0 (Supervisor)

*Earnings Code: Student Hourly

*Status: Mark as Worked

Description:

SpeedType:

Save Delete Close

- 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:

Week Begin Day:

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
	<input type="checkbox"/>	00	00	00	00	00	00	00	00	0.00
Monday	<input checked="" type="checkbox"/>	07	00	11	30	12	00	15	30	8.00
Tuesday	<input checked="" type="checkbox"/>	07	00	11	30	12	00	15	30	8.00
Wednesday	<input checked="" type="checkbox"/>	07	00	11	30	12	00	15	30	8.00
Thursday	<input checked="" type="checkbox"/>	07	00	11	30	12	00	15	30	8.00
Friday	<input checked="" type="checkbox"/>	07	00	11	30	12	00	15	30	8.00
Saturday	<input type="checkbox"/>	00	00	00	00	00	00	00	00	0.00

Job 0_UOT(M)-OT Elg Preferences Today is January 9, 2021 View My Calendar **Add Time** Month Week Day

Balances	Act/Proj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Balance
Sick	Open	01/01/2021	0.98	338.000000	0.00	0.00	338.00	0	0	338.00
Vacation	Open	01/01/2021	1.43	360.150000	0.00	0.00	360.15	0	0	360.15

<< December January 2021 February >>

Sunday Monday Tuesday Wednesday Thursday Friday Saturday



Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Balance
338,000,000	0.00	0.00	338.00	0	0	338.00
360,150,000	0.00	0.00	360.15	0	0	360.15

2021 February >>

Wednesday

Message

Are you sure you want to Add Event?, This is not your calendar (29101,27)

Y

Saturday

2

Today

Add/Edit Event

*From Date: 01/01/2021 [31] *Time: 00 : 00

*To Date: 01/31/2021 [31] *Time: 23 : 45

Include Lunch

*Reporting To: Job 0 [Redacted] Supervisor

*Earnings Code: Regular Earnings Salary

*Status: Mark as Worked

SpeedType: []

Save Delete Close

3	4	5	6	7	8
R/3 Worked	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	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/3 Worked
R/5 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.

Calendar-Month | Calendar-Week | Calendar-Day | **Timesheet** | Department Employees

*Pay Period Ending: 10/01/20 - 10/31/20 leave to be reported for 11/30/20 Job 0, Posted Essential Services Employee:

██████████ - Job: 0, Department: 60010 -- Time Worked from 10/01/2020 through 10/31/2020. Based on standard hours per week of 40
 Posted (Approved on 11/03/2020 08:46, by 317181), (Submitted on 11/02/2020 13:47)

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	
<input checked="" type="checkbox"/>	VAC	Vacation Leave	32.0	1	32.0	
<input type="checkbox"/>	HOL	Holiday	8	1	8	
<input type="checkbox"/>	RGS	Regular Earnings Salary	137.00	1	137.00	
<input checked="" type="checkbox"/>	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
	<input checked="" type="checkbox"/>	VAC	Vacation Leave	32.0	1	32.0	Edit
	<input checked="" type="checkbox"/>	OTM	Overtime	10.50	1	10.50	Edit

Hourly employee:

Totals						
Send To HRMS	Earn Code	Description	Hours	Rate	Total	
<input checked="" type="checkbox"/>	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
	<input checked="" type="checkbox"/>	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.

CERTIFICATION: I certify (1) The hours and minutes shown herein are a complete and accurate record of time worked each day and for the reporting period. All leave taken and/or overtime earned or taken as compensatory time was reported and approved by my supervisor. (2) The Speedtype identified above are appropriate to pay these hours, and the percentage of time attributed to each reflects the actual effort expended on the project(s) specific to the Speedtype listed. (3) If applicable, student employee is enrolled in the proper number of credit hours, pursuant to campus specific student employment guidelines.

OVERTIME ELIGIBILITY: Any overtime or compensatory time worked MUST have supervisory approval in advance, and will be paid at the rate of one and one-half times my hourly rate. Failure to receive advance approval for overtime or compensatory time worked may result in a corrective or disciplinary action which may include termination of University employment.

I agree with the above Certification and Overtime Eligibility statements

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.

Calendar-Month | Calendar-Week | Calendar-Day | Timesheet

Job 0, USX(M)-OT Exempt | **Preferences** | Today is July 19, 2018 | Month | Week | Day

Balances	Act/Proj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Balance
Sick	Closed	07/01/2018	5.00	304.260000	0.00	0.00	304.26	0	0	304.26
Vacation	Closed	07/01/2018	7.33	125.670000	0.00	0.00	125.67	0	0	125.67

<< June | July | 2018 | August >>

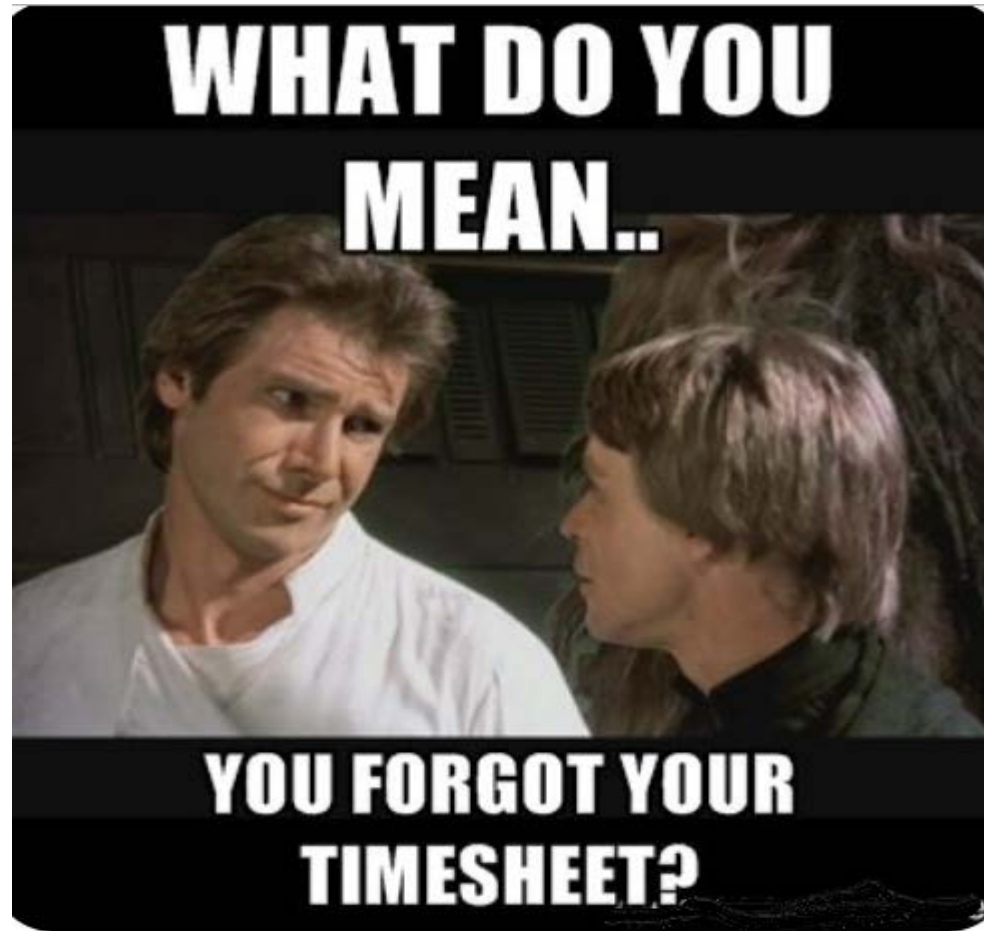
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 Independenc... H/4 Taken	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19 Today	20	21
22	23	24	25	26	27	28
29	30	31				



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:



The screenshot shows a navigation bar with five tabs: 'Calendar-Month', 'Calendar-Week', 'Calendar-Day', 'Timesheet', and 'Department Employees'. The 'Department Employees' tab is highlighted with a red border. Below the tabs is a search area with a text input field, a dropdown menu showing 'Job 0, USX(M)-OT Exempt', and a 'Preferences' button.

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.

Calendar-Month | Calendar-Week | Calendar-Day | **Timesheet** | Department Employees

*Pay Period Ending: **07/01/18 - 07/31/18 leave to be reported for 08/31/18 Job 0, UOT-OT Elig**

Tacy Harris (2364)
Posted (Approved)

07/01/2018 through

Week 1

Time In	07/01/17 - 07/31/17 leave to be reported for 08/31/17 Job 0, Posted
Time Out	06/01/17 - 06/30/17 leave to be reported for 07/31/17 Job 0, Posted
Time In	05/01/17 - 05/31/17 leave to be reported for 06/30/17 Job 0, Posted
Time Out	04/01/17 - 04/30/17 leave to be reported for 05/31/17 Job 0, Posted
Vacation Leave	03/01/17 - 03/31/17 leave to be reported for 04/30/17 Job 0, Posted
Holiday	02/01/17 - 02/28/17 leave to be reported for 03/31/17 Job 0, Posted
	01/01/17 - 01/31/17 leave to be reported for 02/28/17 Job 0, Posted
	12/01/16 - 12/31/16 leave to be reported for 01/31/17 Job 0, Posted
	11/01/16 - 11/30/16 leave to be reported for 12/31/16 Job 0, Posted
	10/01/16 - 10/31/16 leave to be reported for 11/30/16 Job 0, Posted
	09/01/16 - 09/30/16 leave to be reported for 10/31/16 Job 0, Posted
	08/01/16 - 08/31/16 leave to be reported for 09/30/16 Job 0, Posted
Total	

Essential Services Employee:

2018. Based on standard hours per week of 40

	Fri	Sat			Sub Total	Adjust	Total
	07/06	07/07					
	8	0			32.0	0	32.0
	0	0			8	0	8
	8	0			40.0	0	40.0



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	<input type="button" value="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

Calendar-Month | Calendar-Week | Calendar-Day | **Timesheet** | Department Employees

*Pay Period Ending: 02/01/18 - 02/28/18 leave to be reported for 03/31/18 Job 0, COT-OT Elig | **Essential Services Employee:**

Non Person Profile – Essential Services Employee

Profile Type CU_US_TEMPL Univ Staff Pos Profile Templ

*Profile Status Active

*Description HVAC Technician

Short Description PM Trd II

Print Comments Profile Actions [Select Action]

Core Competencies | Job Competencies | Qualifications | Training | **Additional Information** | HR Only

Background Check Types Personalize | Find | View All | First 1-2 of 2 Last

ID	Background Check Type	*Effective Date	Evaluator	Reviewer
CRIMINAL	Criminal Background Check	10/24/2017		
DRIVING	Driving Record Check	10/24/2017		

+ Add New Background Check Types

Additional Job Requirements Personalize | Find | View All | First 1 of 1 Last

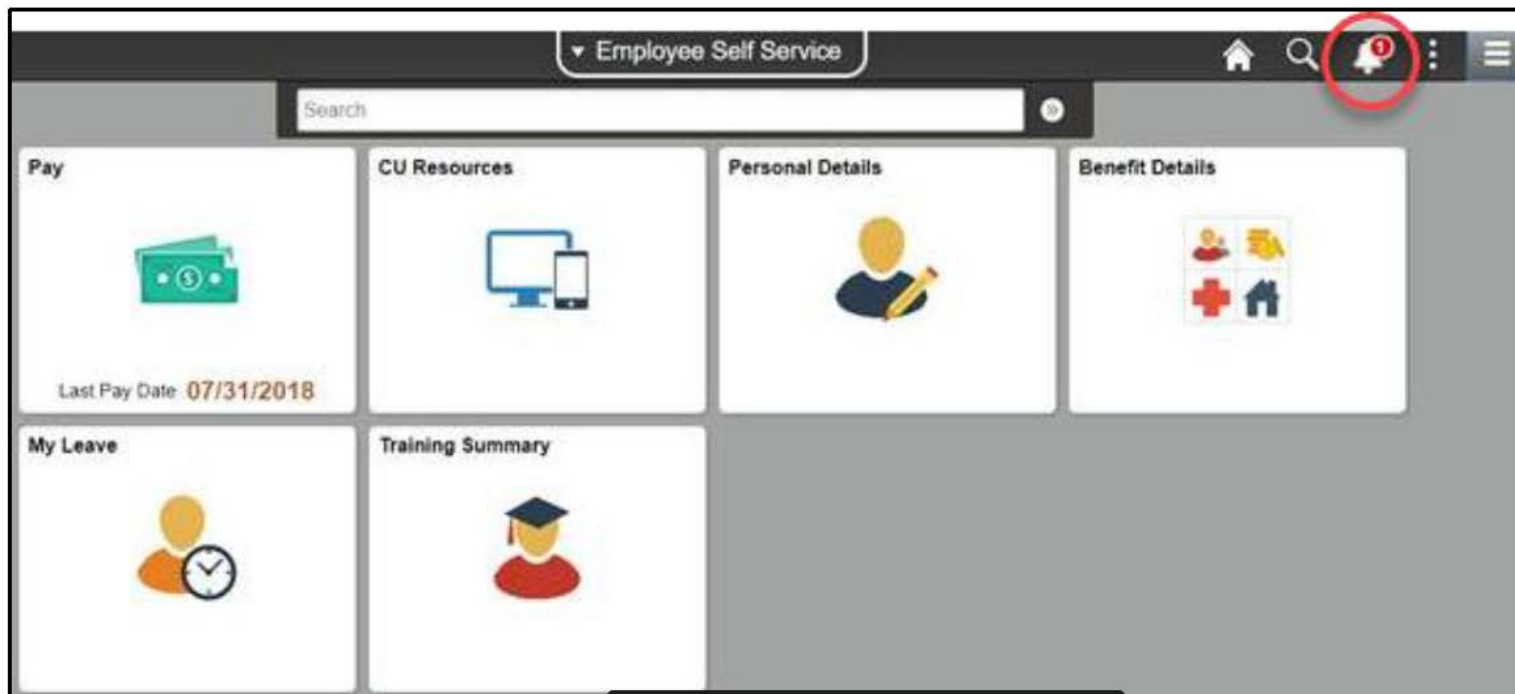
ID	Additional Job Information	*Effective Date	Evaluator	Reviewer
ESSNTAL SVCS	Essential Services Designation	10/24/2017		

+ Add New Additional Job Requirements



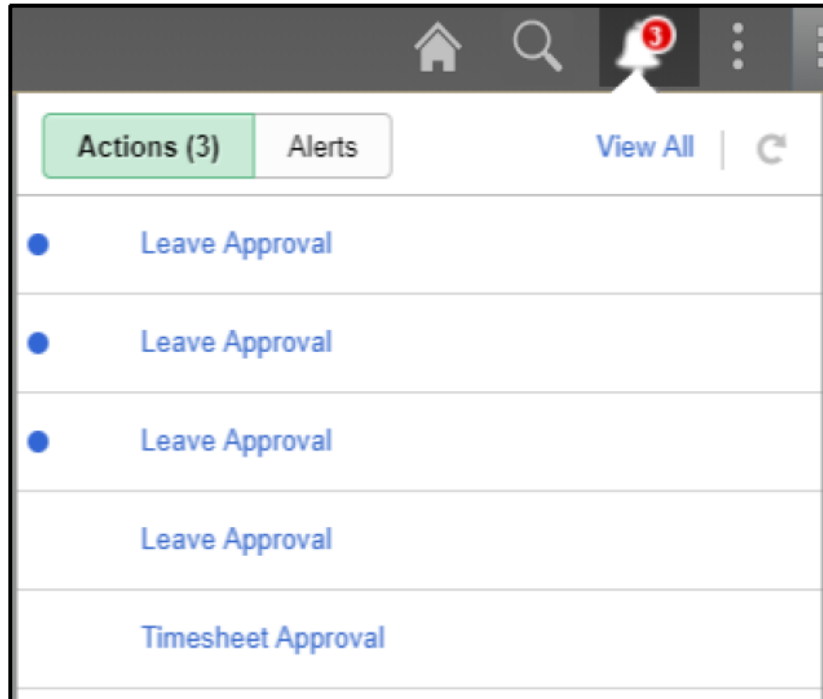
Approving Time and Leave Requests

- 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.

Approval Inbox

TransactionType:

Use Saved Search:

Empl ID

Name

Earnings Code

[Advanced Search](#) [Save Search Criteria](#) [Delete Saved Search](#) [Personalize Search](#)

- 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.

Approval Inbox

TransactionType:

Use Saved Search:

Empl ID

Name

Pay Period End Date

[Advanced Search](#) [Save Search Criteria](#) [Delete Saved Search](#) [Personalize Search](#)

Timesheet Details		Personalize Find View All First 1-4 of 4 Last						
	Select Flag	Name	Empl ID	Empl Record	Pay Period End Date	Start Datetime	End Datetime	Status
1	<input type="checkbox"/>			0	08/31/2018	07/01/18 12:00AM	07/31/18 12:00AM	Requested
2	<input type="checkbox"/>			1	01/31/2017	12/01/16 12:00AM	12/31/16 12:00AM	Requested
3	<input type="checkbox"/>			1	02/28/2017	01/01/17 12:00AM	01/31/17 12:00AM	Requested
4	<input type="checkbox"/>			0	08/31/2018	07/01/18 12:00AM	07/31/18 12:00AM	Requested

The timesheet displays.



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

	Select Flag	Name	Empl ID
1	<input type="checkbox"/>	[Redacted]	[Redacted]
2	<input type="checkbox"/>	[Redacted]	[Redacted]

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.

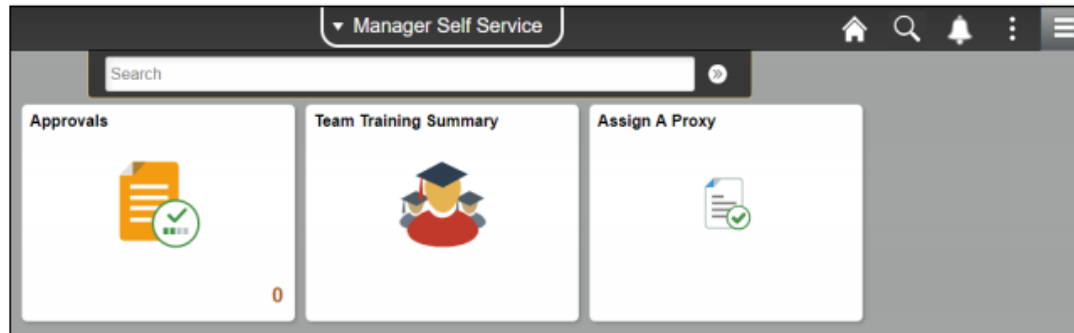
MyLeave Email Triggers	As Employee	As Supervisor
Alter Event	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Timesheet Cancel / Rebuild	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Designate Change	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Leave Approve / Deny	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Leave Request Delete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Preferences Change	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Leave Request	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Timesheet Submit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Timesheet Auto-generated	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Timesheet Approve / Deny	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



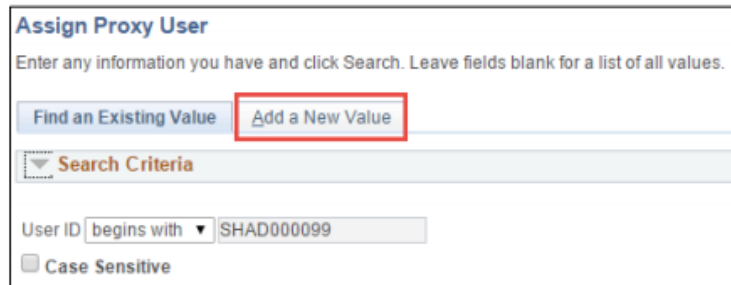
Assigning a Proxy to Perform Your Approvals

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.

A screenshot of the "Assign Proxy User" form. The form has a title "Assign Proxy User" and a subtitle "Enter any information you have and click Search. Leave fields blank for a list of all values." Below the subtitle are two tabs: "Find an Existing Value" and "Add a New Value", with the latter highlighted by a red box. Under the tabs is a "Search Criteria" section with a dropdown arrow. Below that is a "User ID" field with a dropdown menu set to "begins with" and a text input field containing "SHAD000099". At the bottom is a "Case Sensitive" checkbox.

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

Assign Proxy User Clear setup

User ID: SICAD00006
Description: Nancy Sicalides-Tucker

Apply to all

Alternate User ID:

Effective Date From:
Effective Date To: Apply for all transactions

Proxy User Preferences Personalize | Find | View All | View %1 | 1-4 of 4 | Last

Transaction	Alternate User ID	Description	Effective Date From	Effective Date To	Disable Proxy
1 CULeaveApproval	<input type="text"/> 🔍		<input type="text"/> 📅	<input type="text"/> 📅	<input type="checkbox"/>
2 CUPETApproval	<input type="text"/> 🔍		<input type="text"/> 📅	<input type="text"/> 📅	<input type="checkbox"/>
3 CUTimesheetApproval	<input type="text"/> 🔍		<input type="text"/> 📅	<input type="text"/> 📅	<input type="checkbox"/>
4 ePARApproval	<input type="text"/> 🔍		<input type="text"/> 📅	<input type="text"/> 📅	<input type="checkbox"/>

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.

Look Up Alternate User ID Help

User ID begins with
Description contains

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-2 of 2 Last

User ID	Description
SHAD000099	Brynn Ashley Shader
ALLM000013	Shader, Kathleen Allman



7. Click the person's name.

Look Up Alternate User ID

User ID begins with

Description contains

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-2 of 2 Last

User ID	Description
SHAD000099	Brynn Ashley Shader
ALLM000013	Shader, Kathleen Aliman

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

Alternate User ID: Sicalides-Tucker, Nancy

Effective Date From:

Effective Date To:

Apply for all transactions

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

Proxy User Preferences

Personalize | Find | View All | View %1 | 1-4 of 4 | Last

Transaction	Alternate User ID	Description	Effective Date From	Effective Date To	Disable Proxy
1 CULeaveApproval	<input type="text" value="GRUD000010"/>	Grudie, Joshua Adam	01/01/2016	12/31/2016	<input type="checkbox"/>
2 CUPETAApproval	<input type="text" value="GRUD000010"/>	Grudie, Joshua Adam	01/01/2016	12/31/2016	<input type="checkbox"/>
3 CUTimesheetApproval	<input type="text" value="GRUD000010"/>	Grudie, Joshua Adam	01/01/2016	12/31/2016	<input type="checkbox"/>
4 ePARApproval	<input type="text" value="GRUD000010"/>	Grudie, Joshua Adam	01/01/2016	12/31/2016	<input type="checkbox"/>

10. Click **Save**.



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Questions?

