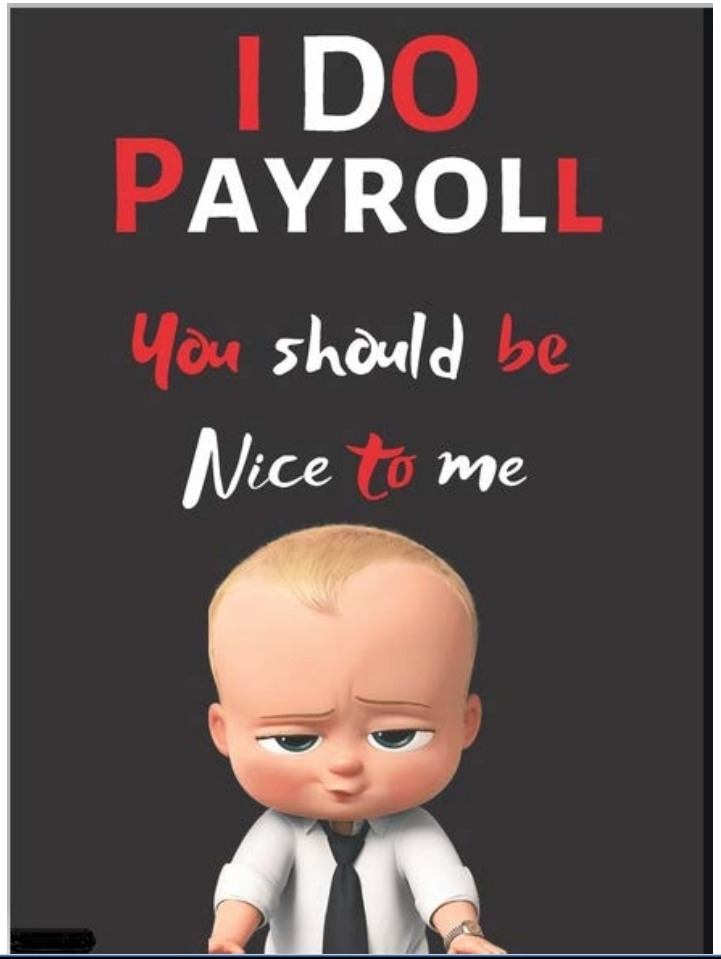
My.Leave for Payroll Liaisons



Job Data and Leave

- Salaried employees are paid based on the compensation amount coded in their Job Data and that is where the system goes to record the payment on the payline.

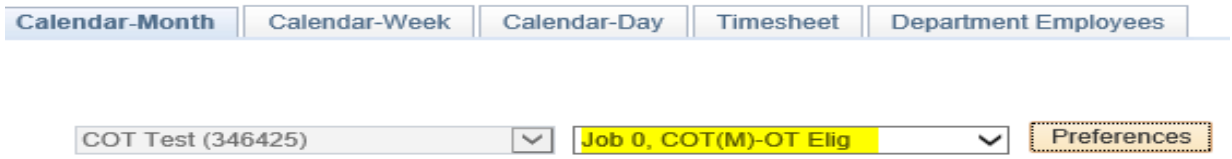
- The salary paid for monthly employees is current for that month.

- Leave and exception hours are recorded a month behind and recorded in my.leave.

Job must be correct for My.Leave to be correct

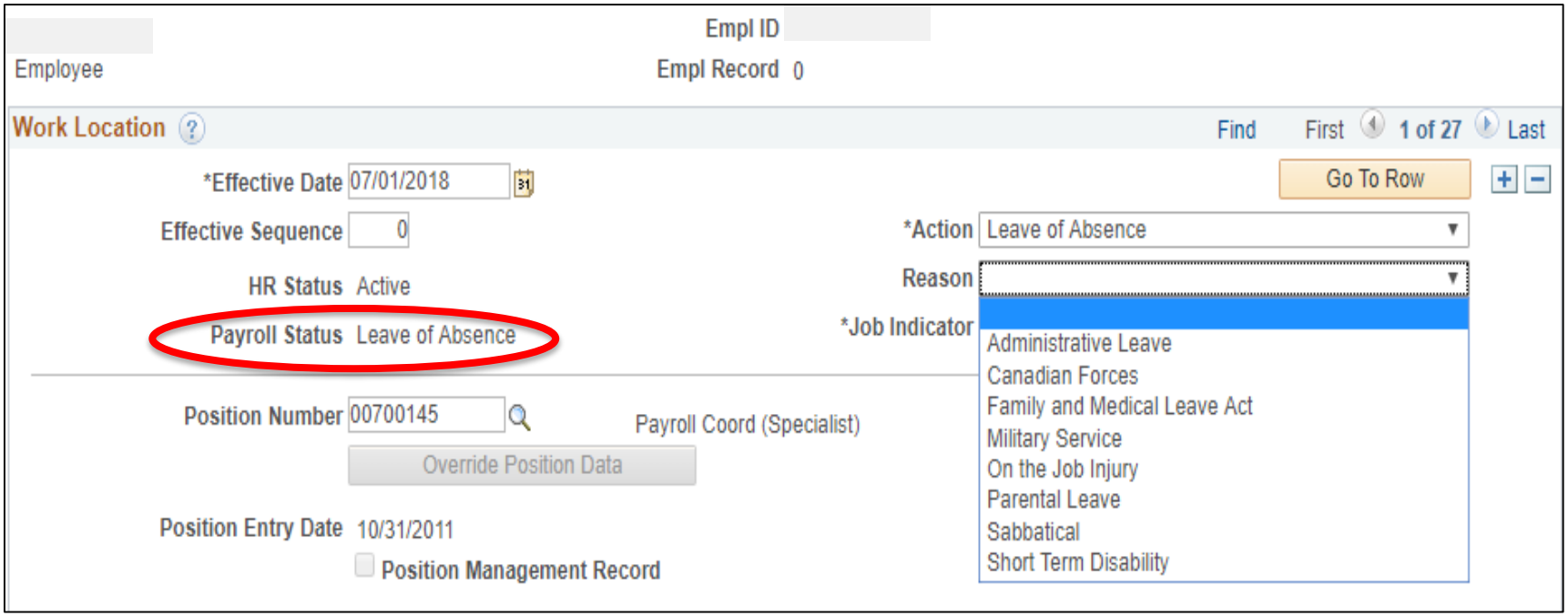
The following fields from Position data feed to an employee's Job information, and then to My Leave:

- Reports to (position number) – The person in this position approves timesheets and leave requests in My Leave for the employee.
- Standard Hours – Used by My Leave to calculate earnings coded as Additional Time Straight (ATS), Additional Regular Hours (XRG), Overtime (OTM), and Compensatory Earned (CME) for non-exempt employees.
- FLSA Status – Exempt or non-exempt for overtime calculations.
- Pay Group
- Employee Type – Hourly or Salary



***note: If there is no 'reports to' assigned, the timesheet will auto-approve.

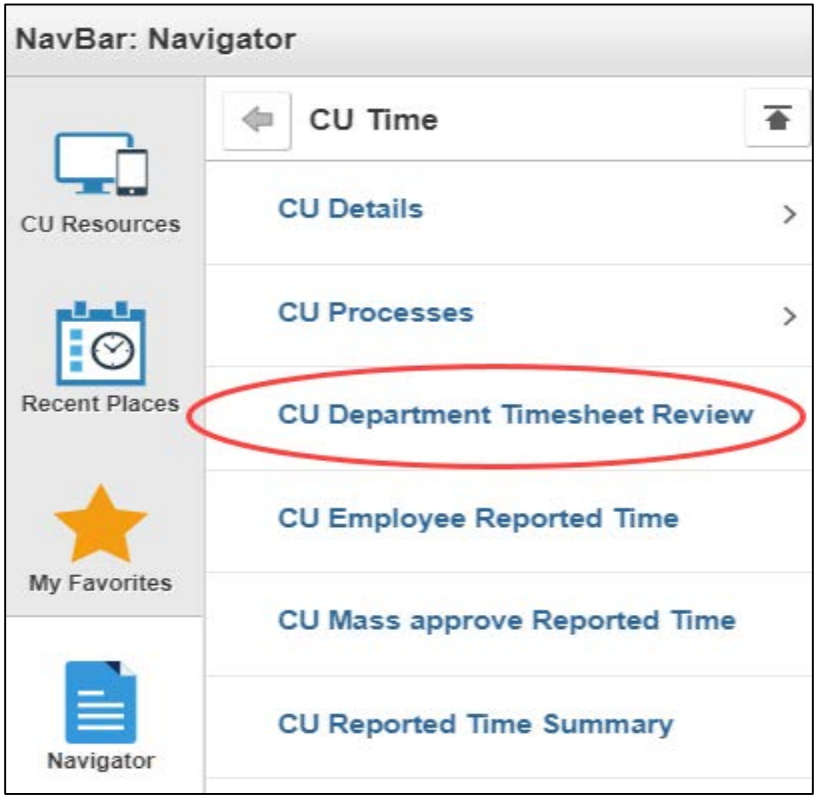
If an employee is out and has no more leave time to use, change their status in Job Data. DO NOT use my.leave to dock all pay. Using LOA docks pay in the current month.



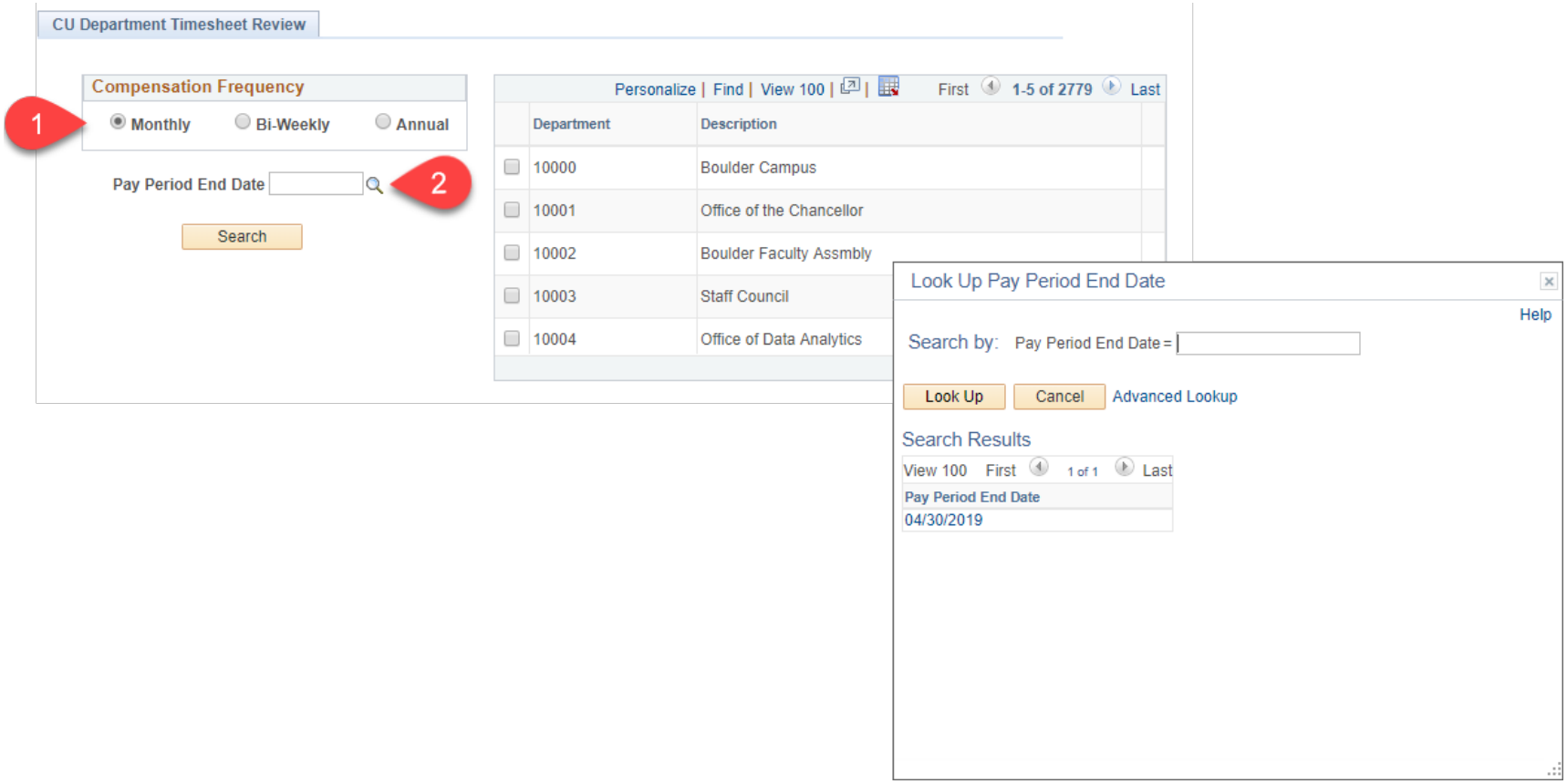
Loading approved Time to HCM.

Locating CU Department Timesheet Review

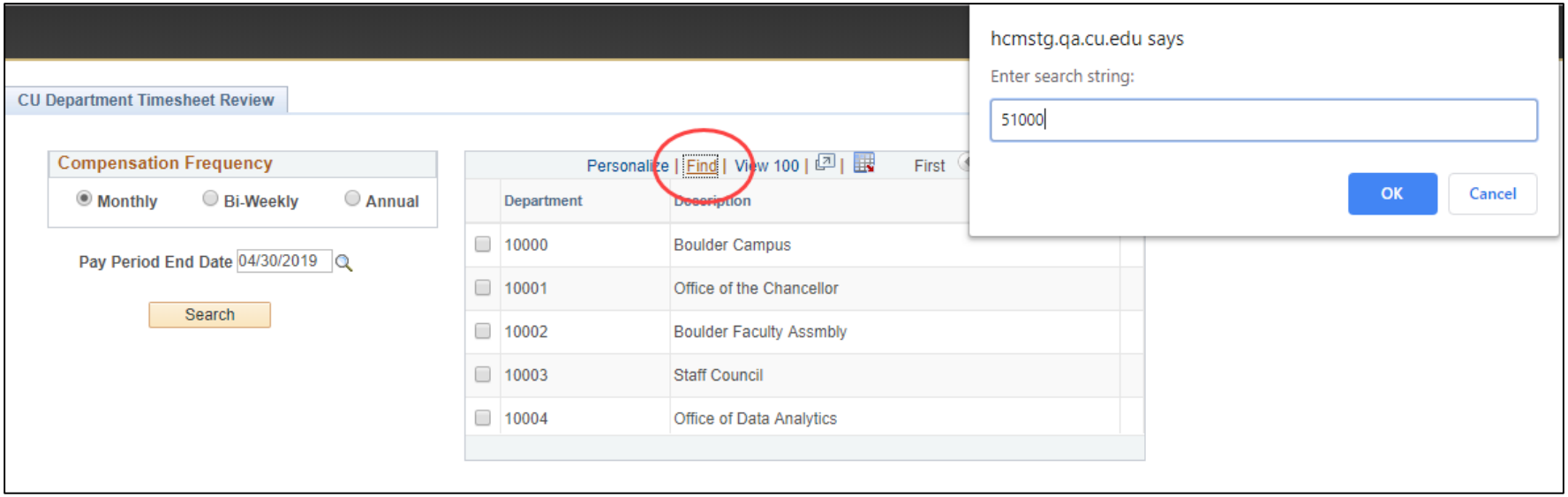
NavBar: Navigator> CU Time> CU Department Timesheet Review



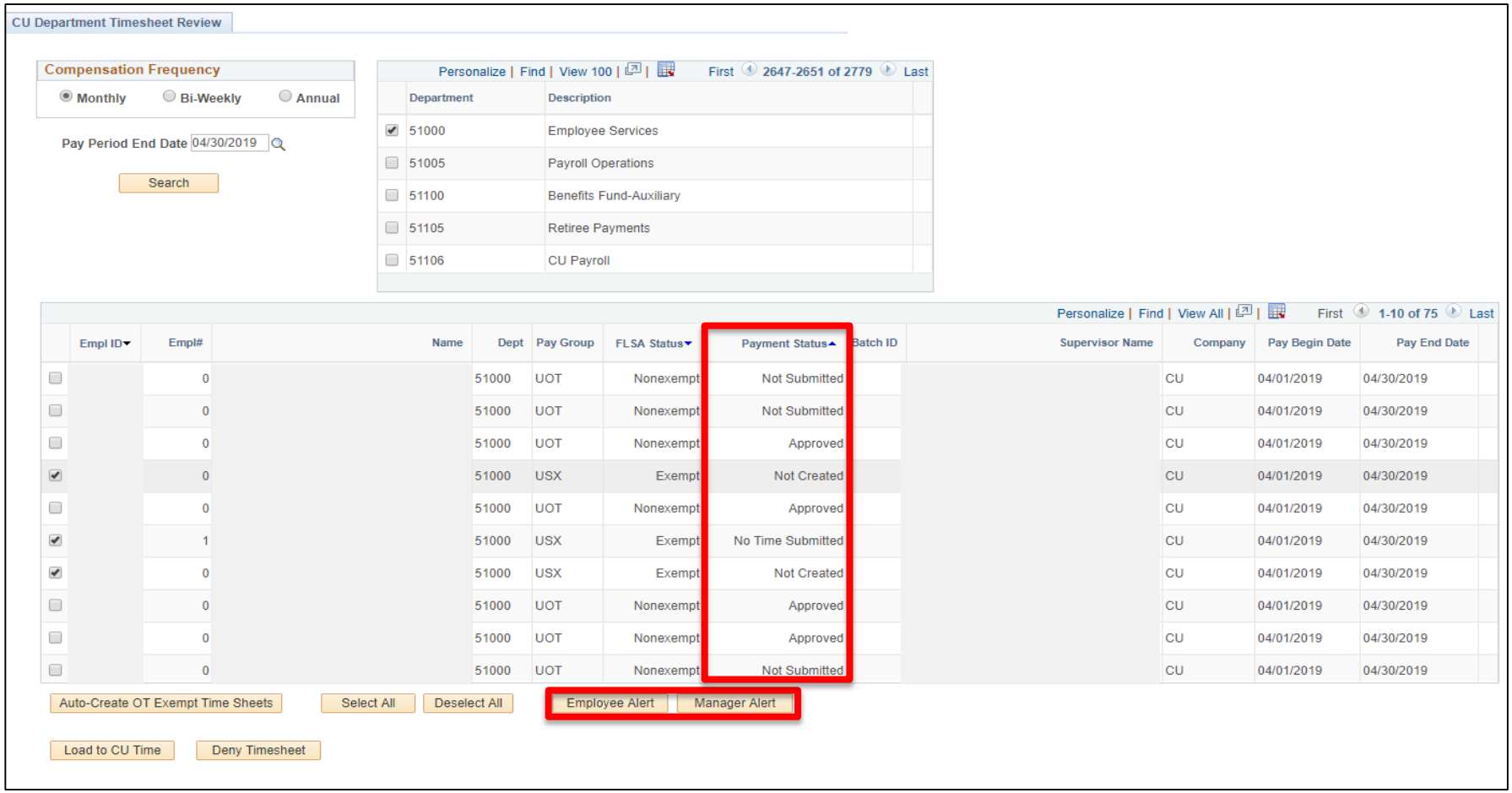
Select the Compensation Frequency, and then use the lookup (magnifying glass) to bring up the current pay period.



After selecting the pay period, click Search, which searches your row level security. If you have specific departments that you want to load, use the Find option to list a department. Check the box for the specific departments you want to load.



The search lists the timesheet status of employees in the selected department. The Employee Alert and Manager Alert buttons send email reminders to approve or submit time.



Timesheet Status

Not Submitted – The employee has not certified the timesheet nor submitted it for approval.

Approved – The timesheet is ready to upload to CU Time.

Not Created – Indicates exempt employees who have approved time, but have not submitted a timesheet.

Posted – The time has been loaded to CU Time.

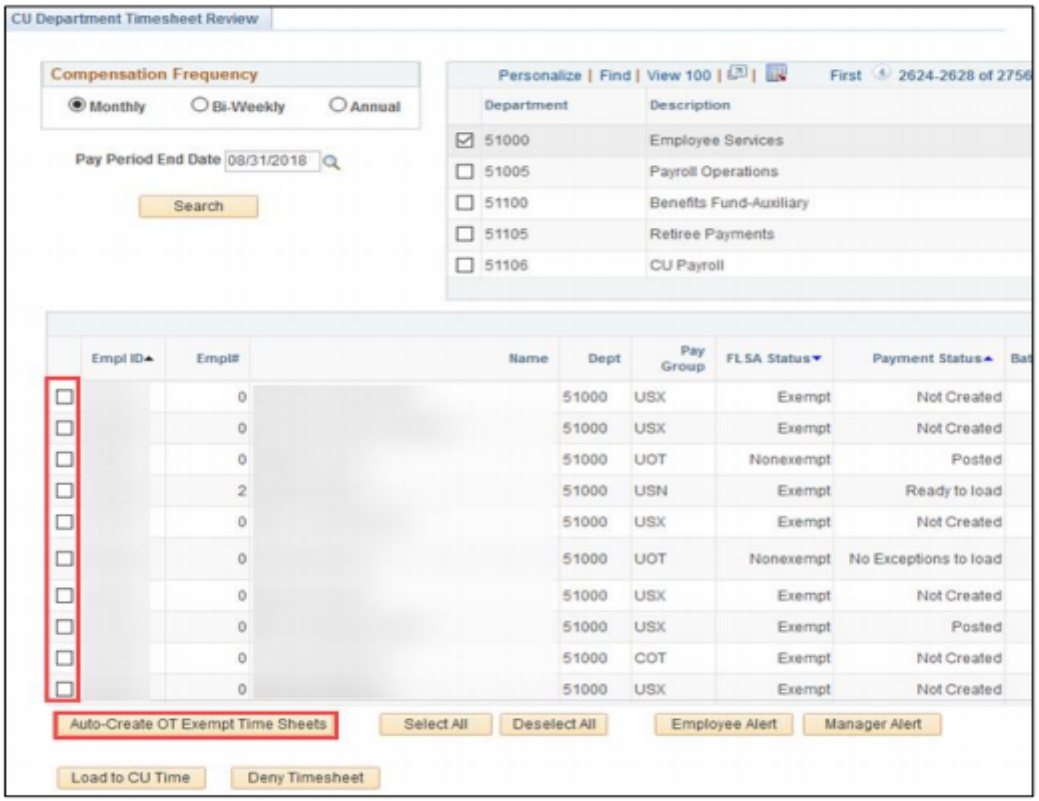
No timesheet Details for selected employees – Indicates no leave time to load for Exempt employees.

Use Auto-Create to create timesheets for exempt employees with approved exception time.

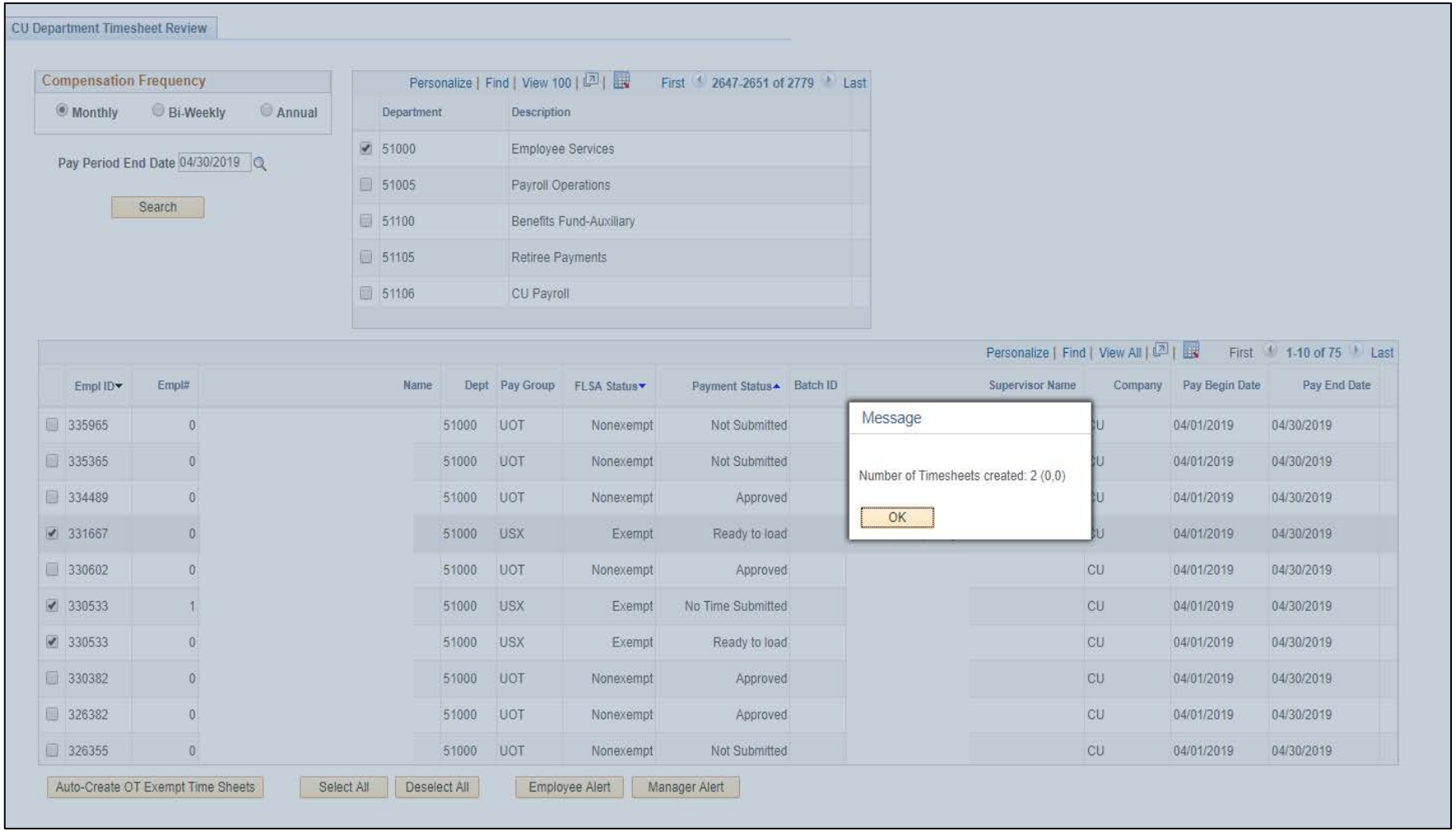
If you have exempt employees, you need to generate timesheets for them:

a. Select the checkboxes of those exempt employees for whom you need to generate a timesheet.
b. Click **Auto-Create OT Exempt Time Sheets**. Only approved leave hours will be loaded into CU Time for these employees.

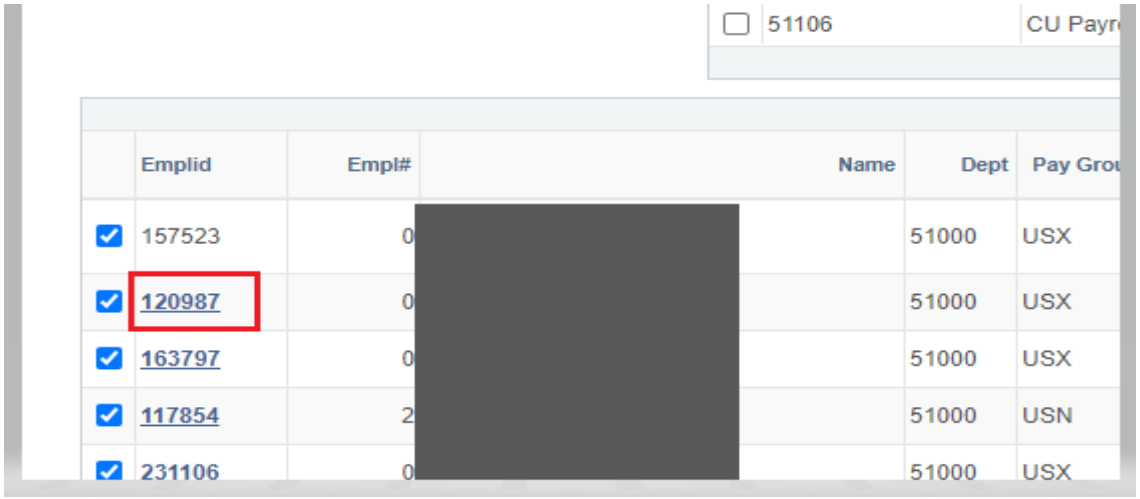
Note: As the department payroll administrator, you can use this Auto-Create function to retrieve exception time for exempt employees who do not have a submitted and approved timesheet. Auto-Create only works for exempt employees, and retrieves approved vacation and sick time from the My Leave Calendar.



When timesheets are created or posted, a message appears indicating the number of timesheets created or loaded to CU Time.



If there is exception or hours that need to load to CU Employee Time, the ID of the employee will become a link that takes you to the summary of the time.



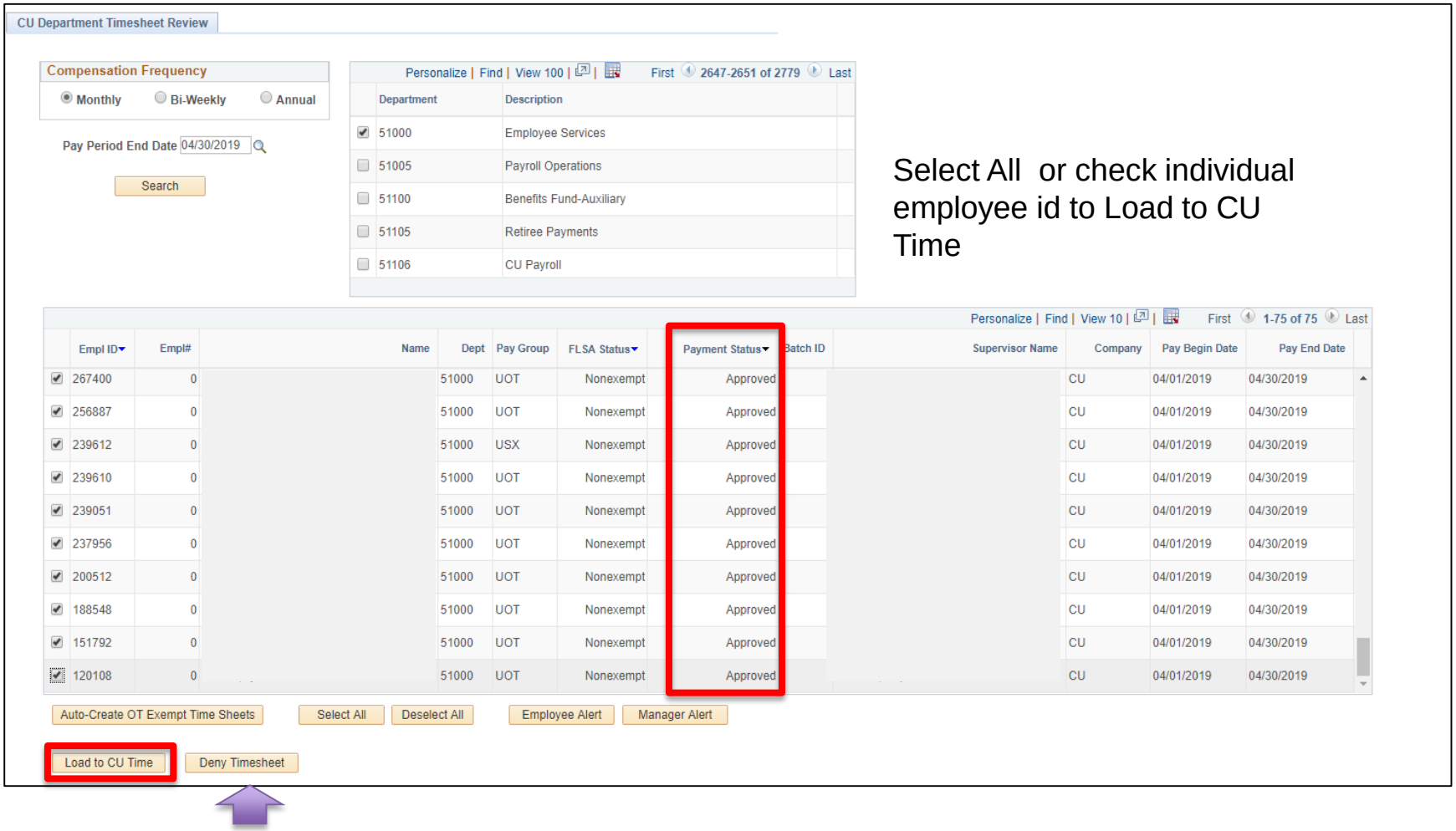
[redacted] Job: 0, Department: 51000
Time Worked from 2020-11-01 to 2020-11-30 for pay end date: 2020-12-31
Based on standard hours per week of: 40

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

	Empl ID	Empl Record	Pay Period End Date	Earnings Code	SpeedType	Amount
1	120987	0	12/31/2020	DK3		-16.000
2	120987	0	12/31/2020	HOL		16.000
3	120987	0	12/31/2020	SCK		12.000
4	120987	0	12/31/2020	VAC		8.000

OK

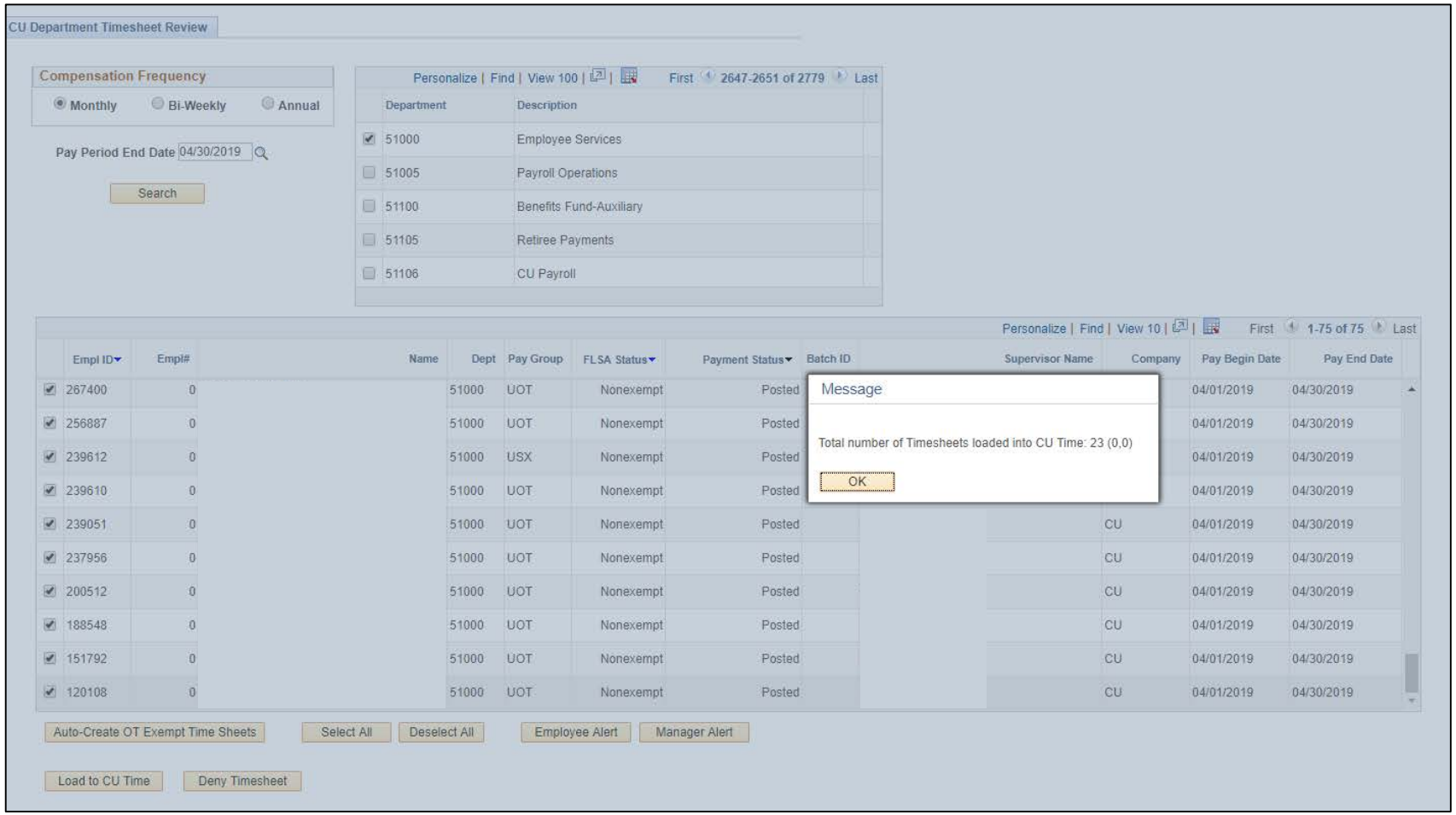
When all the timesheets are approved, you can Load to CU Time.



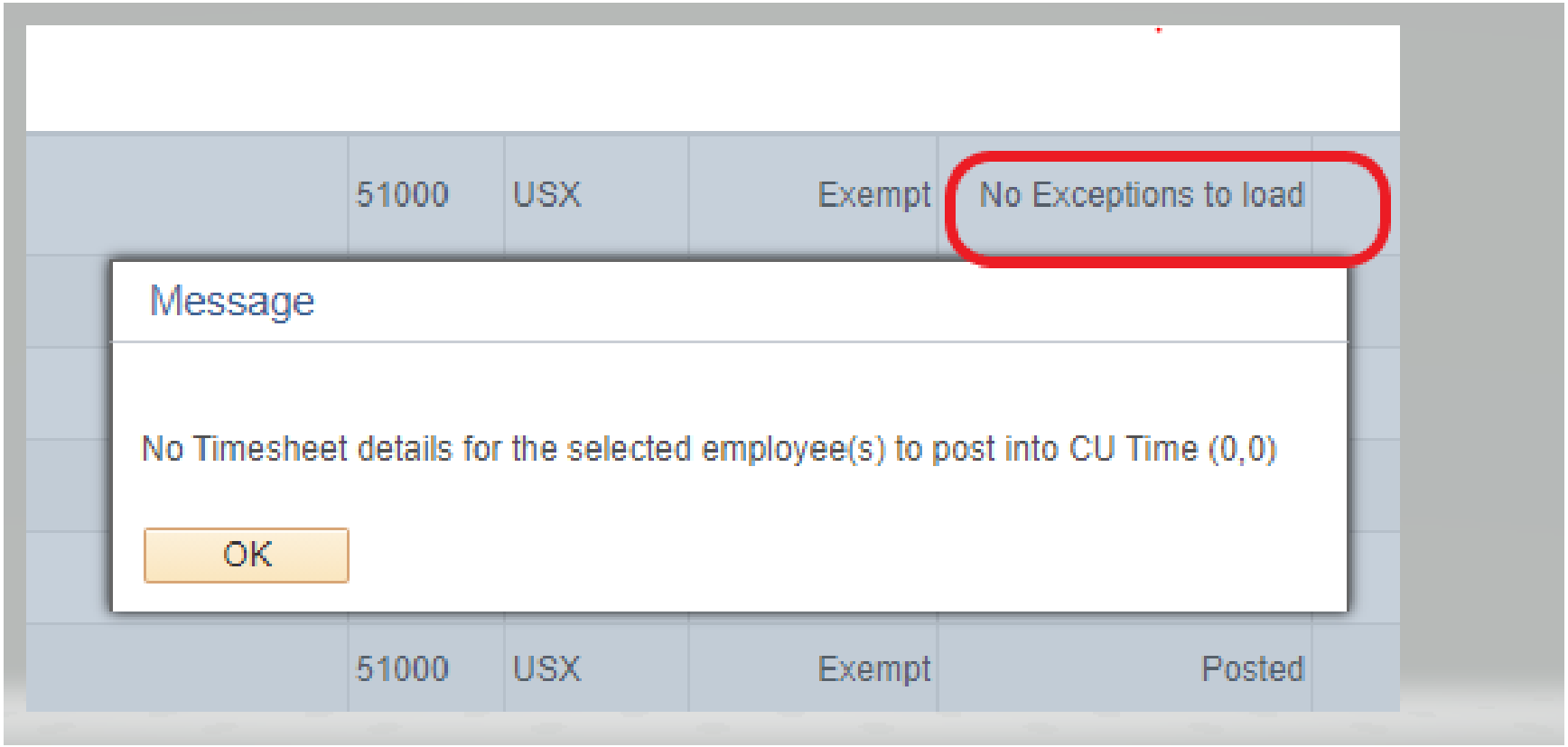
Select All or check individual employee id to Load to CU Time

If an employee needs to resubmit a posted timesheet you would deny the timesheet so that the employee can cancel the existing timesheet, make changes and resubmit.

You will always get a message showing the number of timesheets posted to CU Time.



If an employee has not time that needs to load to CU Employee Time you will also get a message:



All the timesheets now have a Posted status.

Compensation Frequency

Monthly | Bi-Weekly | Annual

Pay Period End Date 04/30/2019

Search

Personalize | Find | View 100 | First 2647-2651 of 2779 Last

Department	Description
51000	Employee Services
51005	Payroll Operations
51100	Benefits Fund-Auxiliary
51105	Retiree Payments
51106	CU Payroll

Download to Excel

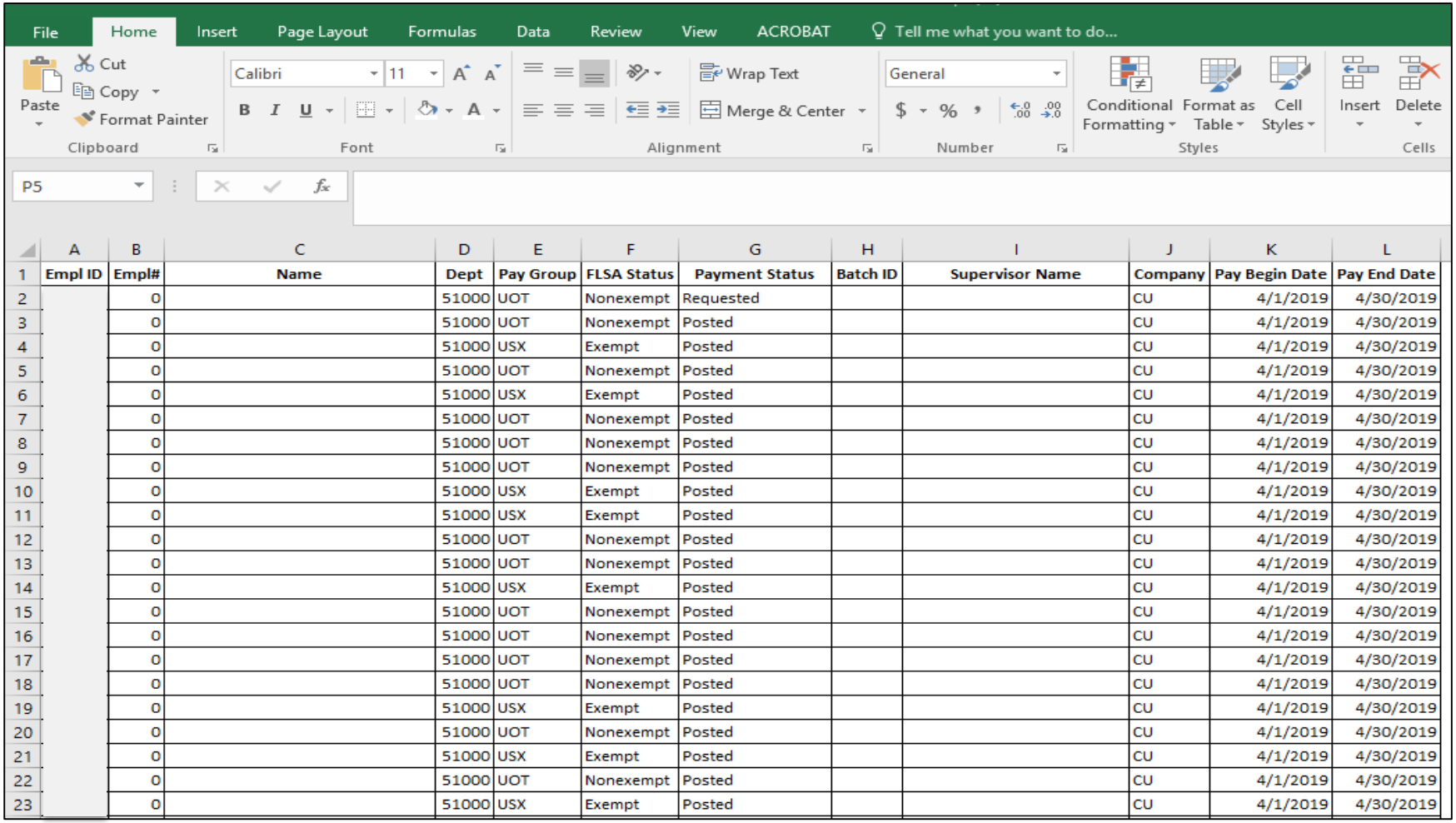
Any page in HCM with the datasheet icon means the information can be exported to Excel.

Personalize | Find | View 10 | First 1-74 of 74 Last

Empl ID	Empl#	Name	Dept	Pay Group	FLSA Status	Payment Status	Batch ID	Supervisor Name	Company	Pay Begin Date	Pay End Date
334489	0		51000	UOT	Nonexempt	Posted			CU	04/01/2019	04/30/2019
331667	0		51000	USX	Exempt	Posted			CU	04/01/2019	04/30/2019
330602	0		51000	UOT	Nonexempt	Posted			CU	04/01/2019	04/30/2019
330533	0		51000	USX	Exempt	Posted			CU	04/01/2019	04/30/2019
330382	0		51000	UOT	Nonexempt	Posted			CU	04/01/2019	04/30/2019
326382	0		51000	UOT	Nonexempt	Posted			CU	04/01/2019	04/30/2019
326355	0		51000	UOT	Nonexempt	Posted			CU	04/01/2019	04/30/2019
322926	0		51000	USX	Exempt	Posted			CU	04/01/2019	04/30/2019
322657	0		51000	USX	Exempt	Posted			CU	04/01/2019	04/30/2019
319802	0		51000	UOT	Nonexempt	Posted			CU	04/01/2019	04/30/2019

Auto-Create OT Exempt Time Sheets | Select All | Deselect All | Employee Alert | Manager Alert

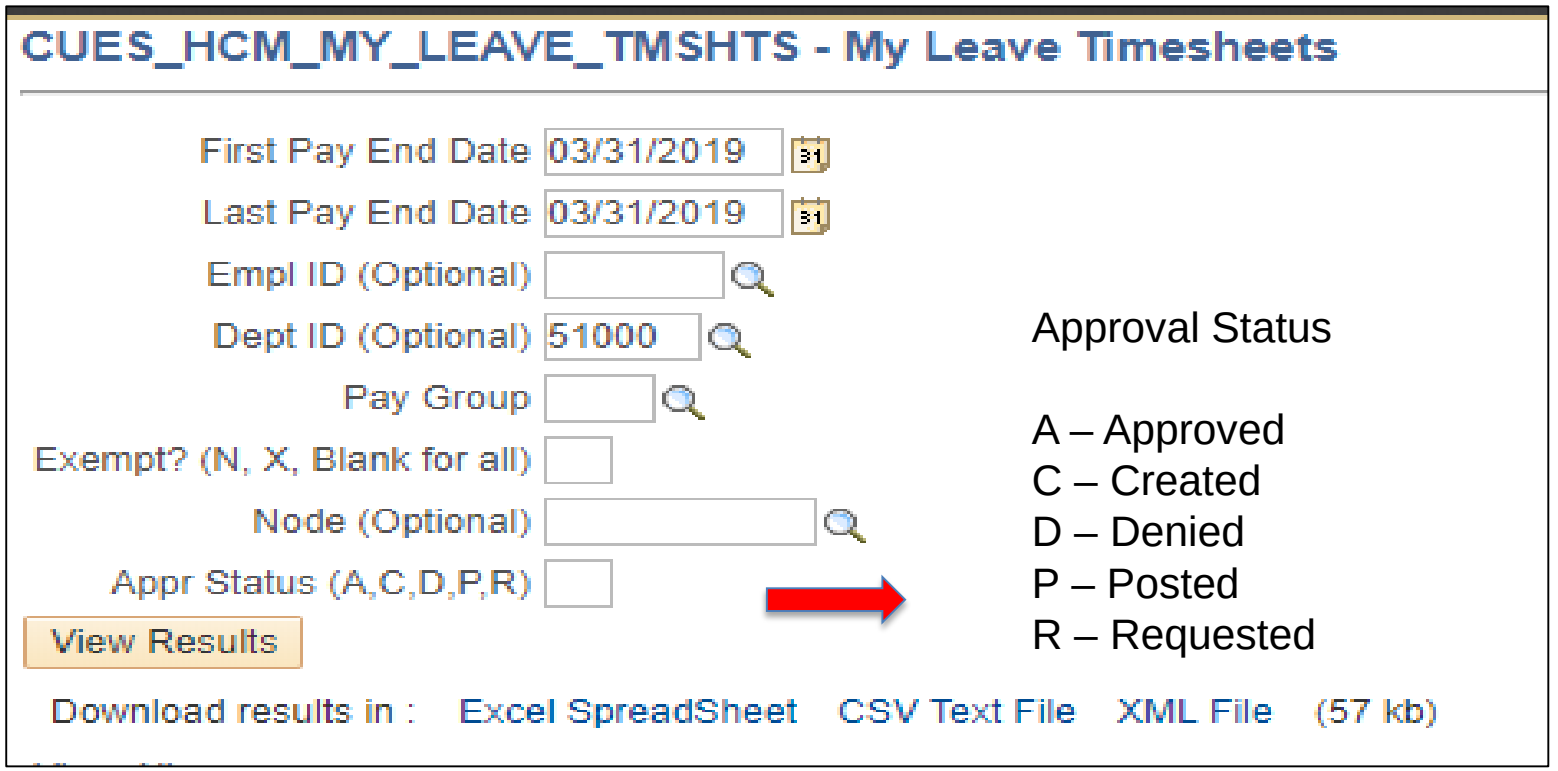
Exported data, such as the CU Department Timesheet Review, can be saved for your records.



	A	B	C	D	E	F	G	H	I	J	K	L
1	Empl ID	Empl#	Name	Dept	Pay Group	FLSA Status	Payment Status	Batch ID	Supervisor Name	Company	Pay Begin Date	Pay End Date
2		0		51000	UOT	Nonexempt	Requested			CU	4/1/2019	4/30/2019
3		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
4		0		51000	USX	Exempt	Posted			CU	4/1/2019	4/30/2019
5		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
6		0		51000	USX	Exempt	Posted			CU	4/1/2019	4/30/2019
7		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
8		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
9		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
10		0		51000	USX	Exempt	Posted			CU	4/1/2019	4/30/2019
11		0		51000	USX	Exempt	Posted			CU	4/1/2019	4/30/2019
12		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
13		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
14		0		51000	USX	Exempt	Posted			CU	4/1/2019	4/30/2019
15		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
16		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
17		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
18		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
19		0		51000	USX	Exempt	Posted			CU	4/1/2019	4/30/2019
20		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
21		0		51000	USX	Exempt	Posted			CU	4/1/2019	4/30/2019
22		0		51000	UOT	Nonexempt	Posted			CU	4/1/2019	4/30/2019
23		0		51000	USX	Exempt	Posted			CU	4/1/2019	4/30/2019

CU Department Timesheet Review – Additional Detail

- Uploads My Leave Approved timesheets to CU Time for payroll processing.
- Before you use CU Department Timesheet Review, run a report to determine the status of the My Leave timesheets. This is one of the new My Leave Reports



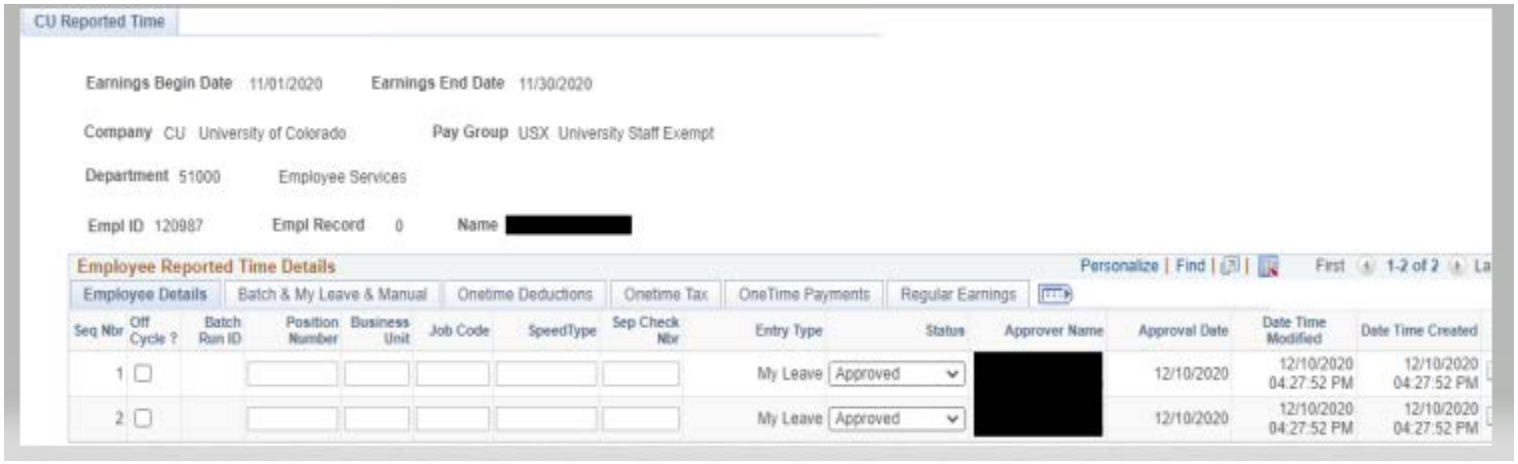
Allowing Changes to Posted Timesheets (Prior to Payroll)

If an employee needs to make a change to a timesheet that has posted to CU Time:

1. Select the check box of the employee
2. Click the Deny Timesheet button. Note: The Deny Timesheet button should only be selected when a timesheet is in Posted status, and payroll has not processed yet.
3. Allow the employee to cancel the approved timesheet, make changes and resubmit it for approval.
4. Once the timesheet is approved, load it to CU Time for processing.

Or

You can go into CU Employee Reported Time and make any changes directly to that page. Remember, My.Leave is just a vehicle to get information to CU Time and it is the information in CU Time that goes over to an employee's payline.



Auditing Leave and Time Entry—Running My Leave Reports in HCM

This section describes reports available from the HCM WorkCenter that can be helpful to manage My Leave and CU Time.

Reports for:	Report:	Query Name:
Auditing Leave and Time Entry	**Leave Accruals** – Returns a summary of current sick and vacation leave accruals by Empl ID or Dept ID.	CUES_HCM_LEAVE_ACCRUALS
	Time Entry – This report should be run to audit entries in CU Time that will be sent for payroll processing prior to the time entry deadline. The report lists all time entries by earnings dates. You can select a Status value that lets you select by timesheet status. If you select Approved from the Status list, the results would list items processing in the next payroll with different earnings dates.	CUES_HCM_REPORTED_TIME
	Essential Services Designees – Listing of all essential services employees.	CUES_HCM_ESSNTAL_SVCS
Auditing Time	**My Leave Calendar View** – This report can be run by a range of dates and returns information on the My Leave Calendar View for an employee or a department. This report can be used to audit time if an employee has missed submitting timesheets or changed the calendar after approvals.	CUES_HCM_MY_LEAVE_CALENDAR
Viewing Organization and Rosters	**Department Organization** – Lists all active positions, titles, incumbent information, name of the Reports To position and name of the Appointing Authority.	CUES_HCM_DEPT_ORG
	Dept Personnel & Org Roster – This report is run by a Job Code or department. The report includes all the information on the Department Organization report and adds Pay Status, FLSA, % Time, Pay Group and email address. This is a good report for viewing your department values for all required fields that My Leave needs from HCM to process correctly.	CUES_HCM_PERSONNEL_ORG
Viewing Timesheet Detail and Status	**My Leave Timesheet Detail** – Lists all in and out by day without a summary total.	CUES_HCM_MY_LEAVE_TMSHT_DTL
	My Leave Timesheets – Lists all timesheets for a department and the status. This report looks like the CU Dept Timesheet Review, but can be run after the pay period has closed as well as during the pay period.	CUES_HCM_MY_LEAVE_TMSHTS
	My Leave Timesheets Not Submitted – Use this report to search for timesheets of active employees who have not yet submitted for a specified pay period end date.	CUES_HCM_TIMESHT_NOT_SUBMITTED

More Queries – If you need to audit My Leave

- My Leave Calendar View – This query pulls all recorded time from the My Leave calendar including any vacation or sick leave in requested status.
- My Leave Timesheet Detail – This query pulls detailed information including weekly OTM and ATS calculations and speed types.
- My Leave Timesheets – This query can be run by departments which shows time sheets status such as posted, or approved.
- LINK TO MY.LEAVE STEP BY STEPS:

https://www.cu.edu/docs/M?text=&dept=68933

Questions?