

ES Leave Program

Entering FAML I Supplemental Leave in MyLeave

This step-by-step guide is for **non-exempt Classified Staff** paid monthly who have been approved for a continuous leave of absence related to CU FAML I.

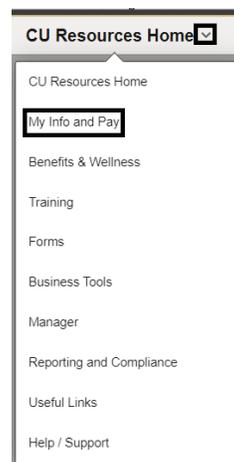
NOTE: When supplementing CU FAML I benefits with personal leave (sick, vacation, PPL, etc.), non-exempt employees must enter and submit time for all days and hours in the pay period. This includes time away from work for CU FAML I leave and any supplemental leave hours. Examples of non-exempt employee calendars follow the instructions below.

If no personal leave will be used to supplement CU FAML I benefits during a period of continuous leave, do not enter hours in MyLeave or submit a timesheet.

1. **Log into** the [Employee Portal](https://my.cu.edu) (my.cu.edu).
2. **Select** the *MyLeave* tile on the home page OR *My Info and Pay* from the *CU Resources Home* dropdown menu.



OR



3. Double Click on the day you want to enter leave.

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

Job 0, USX(M)-OT Exempt | Preferences | Today is January 5, 2024 | Month | Week | Day

Balances	ActProj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Balance
Sick	Open	01/01/2024	10.00	526.280000	0.00	0.00	526.28	0	0	526.28
Vacation	Open	01/01/2024	14.67	262.530000	0.00	0.00	262.53	0	0	262.53

<< December | January 2024 | February >>

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

4. Uncheck the *Include Lunch* button.

5. Select the *Details* button.

Add/Edit Event

*From Date: 02/08/2024 *Time: 08 : 00

*To Date: 02/08/2024 *Time: 17 : 00

Include Lunch

Amount: 9,000 Details

*Reporting To: [Redacted]

*Earnings Code: [Dropdown]

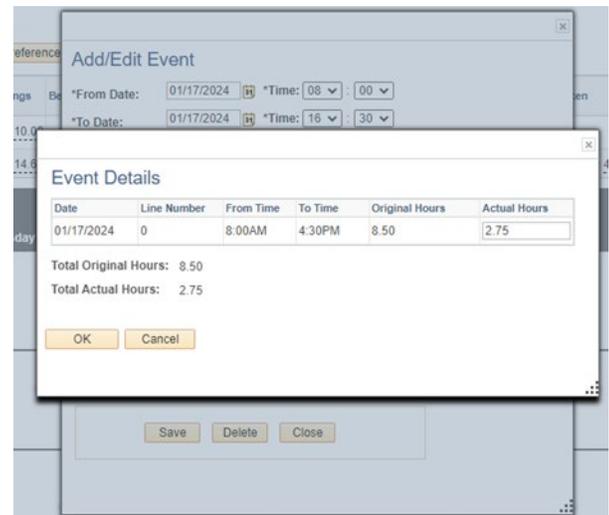
*Status: [Dropdown]

Description: [Text Area]

SpeedType: [Text Field]

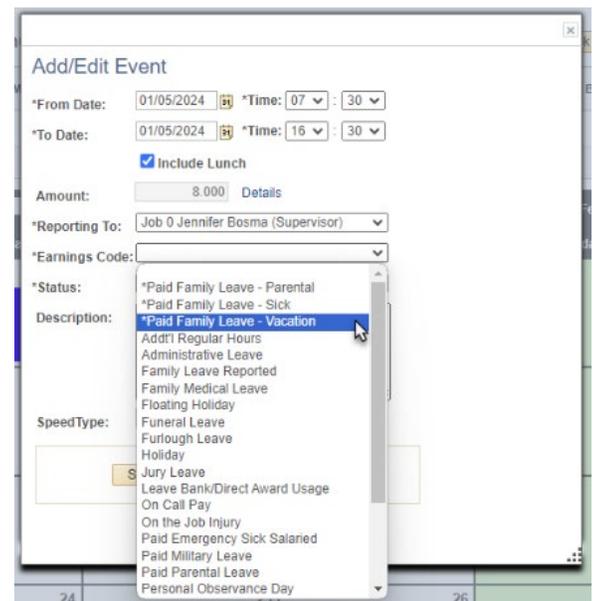
Save Delete Close

6. **Enter** the number provided in your Leave Plan letter – to the exact decimal provided.
7. **Press** the tab key.
8. **Confirm** the *Total Actual Hours* is correct.
9. **Select OK.**

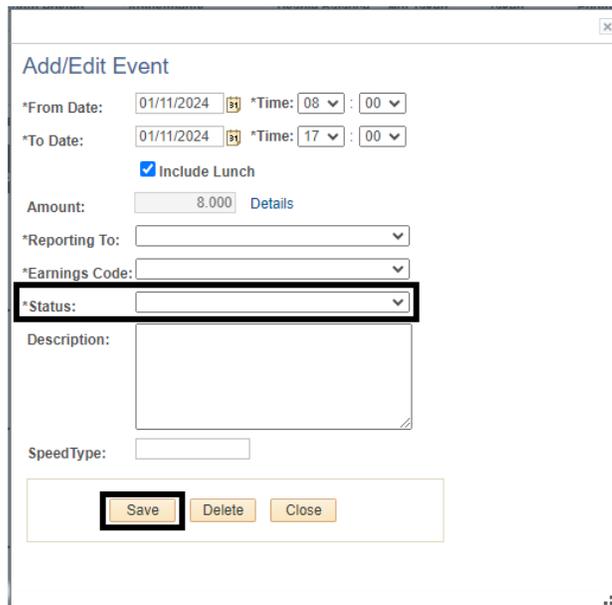


10. **Select** the appropriate *Earnings Code* from the dropdown menu codes for the available leave you used:
 - a. *Paid Family Leave - Parental for PPL
 - b. *Paid Family Leave - Sick for sick leave
 - c. *Paid Family Leave - Vacation for vacation leave
 - d. Administrative Leave – for PFML

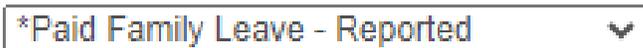
NOTE: If you do not intend to use supplemental leave and only wish to receive your FAML I wage replacement benefits, your MyLeave calendar should remain blank.



11. Select *Mark as Taken* from the status dropdown menu.
12. Select **Save**.



13. Enter the difference between the supplementary leave hours and your default work hours using the earnings code **Paid Family Leave – Reported*. This prevents MyLeave from docking pay for the portion of your salary replaced by CU FAML I benefits.



14. Repeat steps 3-13 for each day you are entering supplemental leave.
15. Submit your MyLeave timesheet for approval no later than the 5th business day of each month. For more information refer to [MyLeave Basics: Setting Preferences and Entering Time website](#).
 - a. At the end of the pay period, all employees using MyLeave will need to review and submit their timesheet. Non-exempt monthly employees should submit a timesheet to their supervisor by the 5th of each month.

Totals					
Send To HRMS	Earn Code	Description	Hours	Rate	Total
N	RGS	Regular Earnings Salary	0.0	1	0.0
N	FML	Leave Time Reported	130.80	1	130.80
Y	PLS	*Paid Family Leave - Sick	13.20	1	13.20
N	HOL	Holiday	24	1	24
TOTAL:			168.00		168.00

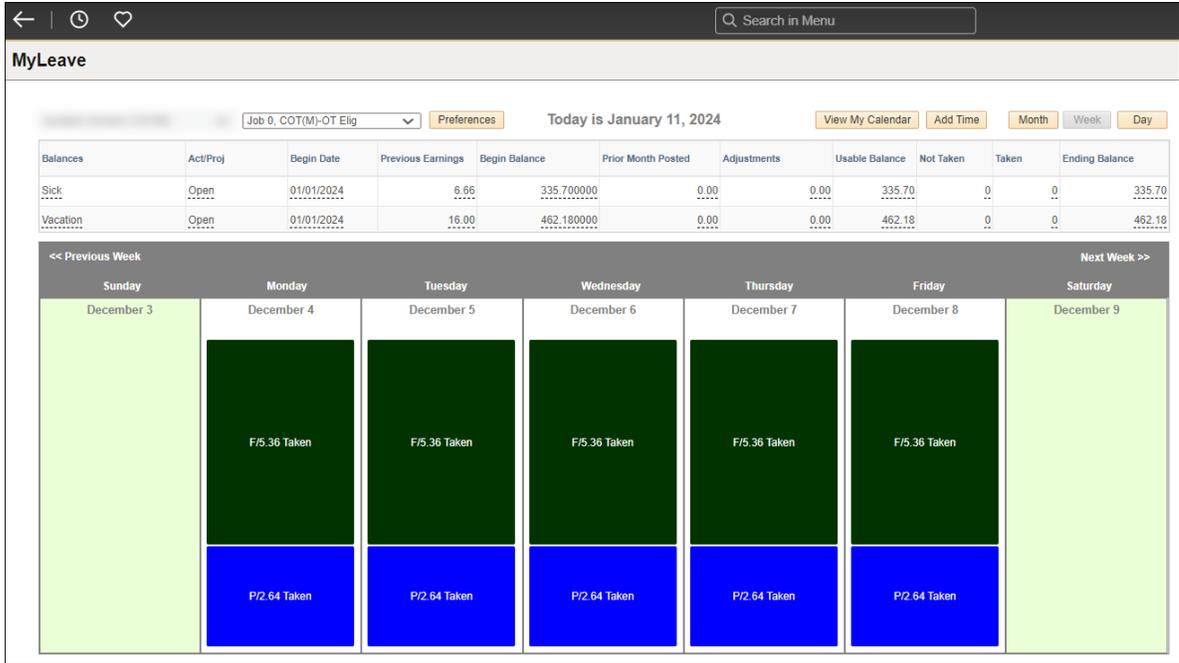
At the bottom of the timesheet, a summary of the hours for the pay period is listed along with the hours that will be submitted to HCM for pay. All hours should be reviewed carefully to make sure they are correct. If you see DK1 (or dock) listed, review your calendar entries, or ask your payroll liaison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

NOTE: If you have exhausted your 12 weeks of FAML I leave and will remain on an approved leave of absence, you must continue to fill out your MyLeave calendar. Your Leave Coordinator will send you updated leave reporting instructions as the end of your FAML I leave approaches.

Example MyLeave Calendar: Non-exempt Staff on Continuous Leave

Per each 8-hour day of leave used:

- Authorized in Leave Plan letter to enter 2.64 hours of FAMLII supplemental leave
- Enter remaining 5.36 hours **Paid Family Leave - Reported* for daily total of 8 hours



The screenshot shows the 'MyLeave' interface for a user with Job ID 'COT(M)-OT Elig'. The current date is January 11, 2024. The interface includes a table of balances and a weekly calendar view.

Balances	Act/Proj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Balance
Sick	Open	01/01/2024	6.66	335.700000	0.00	0.00	335.70	0	0	335.70
Vacation	Open	01/01/2024	16.00	462.180000	0.00	0.00	462.18	0	0	462.18

Day	Monday	Tuesday	Wednesday	Thursday	Friday
December 3	December 4	December 5	December 6	December 7	December 8
	F/5.36 Taken				
	P/2.64 Taken				

Example MyLeave Calendar: Non-exempt Staff on Continuous Leave (week with university holiday)

8 hours Holiday, no leave recorded

Per each remaining 8-hour day of leave used in week:

- Authorized in Leave Plan letter to enter 6.49 hours of FAML1 supplemental leave
- Enter remaining 1.51 hours **Paid Family Leave – Reported* for daily total of 8 hours

MyLeave										
Job 0, UOT(M)-OT Elig		Preferences	Today is January 14, 2024			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	01/01/2024	10.00	35.240000	0.00	0.00	35.24	0	0	35.24
Vacation	Open	01/01/2024	14.67	51.690000	0.00	0.00	51.69	0	25.96	25.73

<< Previous Week							Next Week >>
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
January 14 Today	January 15	January 16	January 17	January 18	January 19	January 20	
	H/8 Taken	P/6.49 Taken	P/6.49 Taken	P/6.49 Taken	P/6.49 Taken		
		F/1.51 Taken	F/1.51 Taken	F/1.51 Taken	F/1.51 Taken		