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My.Leave - Business Partners' (PPL) Guide

CU business partners can use the [My.Leave Business Partners' \(PPL\) Guide](#) [1] to learn functions inside the My.Leave portal.

This guide covers the look-up features, business partners page, auto-generating exempt timesheets and moving My.Leave data to Time Collection in the Human Resources Management System (HRMS).

Users must be assigned the business partner (formerly PPL) user role in the HRMS to have full access to the functions outlined in this guide, including upload to HRMS Time Entry.

Files:

 [my-leave-ppl-guide-revised-11-19-14.pdf](#)[1]

Source URL: <http://www.cu.edu/employee-services/policies/myleave-business-partners-ppl-guide>

Links:

[1] <http://www.cu.edu/sites/default/files/policies/1596-my.leave-business-partners-ppl-guide/files/my-leave-ppl-guide-revised-11-19-14.pdf>