



EMPLOYEE SERVICES

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My.Leave ^[1]

- [Access and Training](#)
- [Step-by-Step Guides](#)


My.Leave - Business Partners' (PPL) Guide ^[2]

CU business partners can use the [My.Leave Business Partners' \(PPL\) Guide](#) ^[3] 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](#) ^[3]

CU has multiple options for documenting hours worked and exception time. You must verify with your department how it records hours/time and follow that procedure.

- [My.Leave - Setting your Preferences](#) ^[4]
- [My.Leave - Setting Business Partner Guide](#) ^[5]
- [My.Leave Create/Submit a Timesheet OT Eligible - Hourly](#) ^[6]
- [My.Leave Timesheet ^{\[7\]}- Overtime Exempt ^{\[7\]}](#)
- [My.Leave Approval - Setting a Designate Guide](#) ^[8]

Source URL: <http://www.cu.edu/employee-services/technologies/myleave>

Links:

[1] <http://www.cu.edu/employee-services/technologies/myleave>

[2] <http://www.cu.edu/employee-services/policies/myleave-business-partners-ppl-guide>

[3] <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>

- [4] <http://www.cu.edu/sites/default/files/My.Leave-%20Setting%20Your%20Preferences.pdf>
- [5] <http://www.cu.edu/sites/default/files/My.Leave%20PPL%20guide.pdf>
- [6] <http://www.cu.edu/sites/default/files/My.Leave%20Create-%20Submit%20a%20Timesheet%20-%20OT%20Eligible%20-%20Hourly.pdf>
- [7] <http://www.cu.edu/sites/default/files/My.Leave%20Timesheet-OT%20Exempt.pdf>
- [8] http://www.cu.edu/sites/default/files/policies/docs/myleave-approval-guide_0.pdf