University of Colorado
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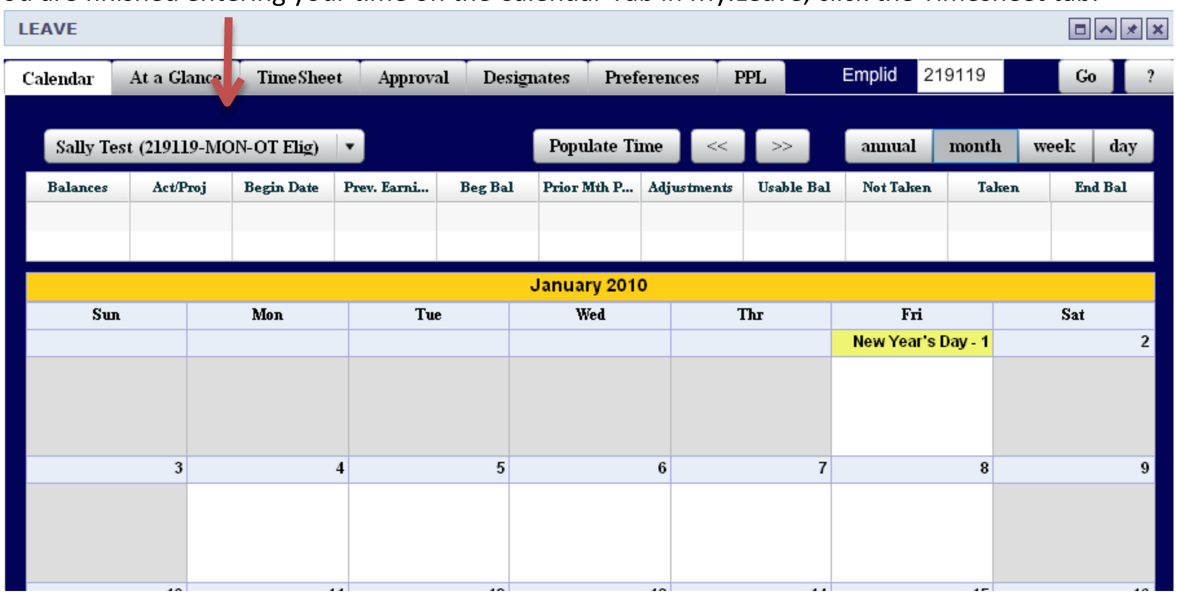
EMPLOYEE SERVICES

My.Leave Channel Step by Step Guide
Create/Submit Timesheet for Overtime-Eligible or Hourly Employees

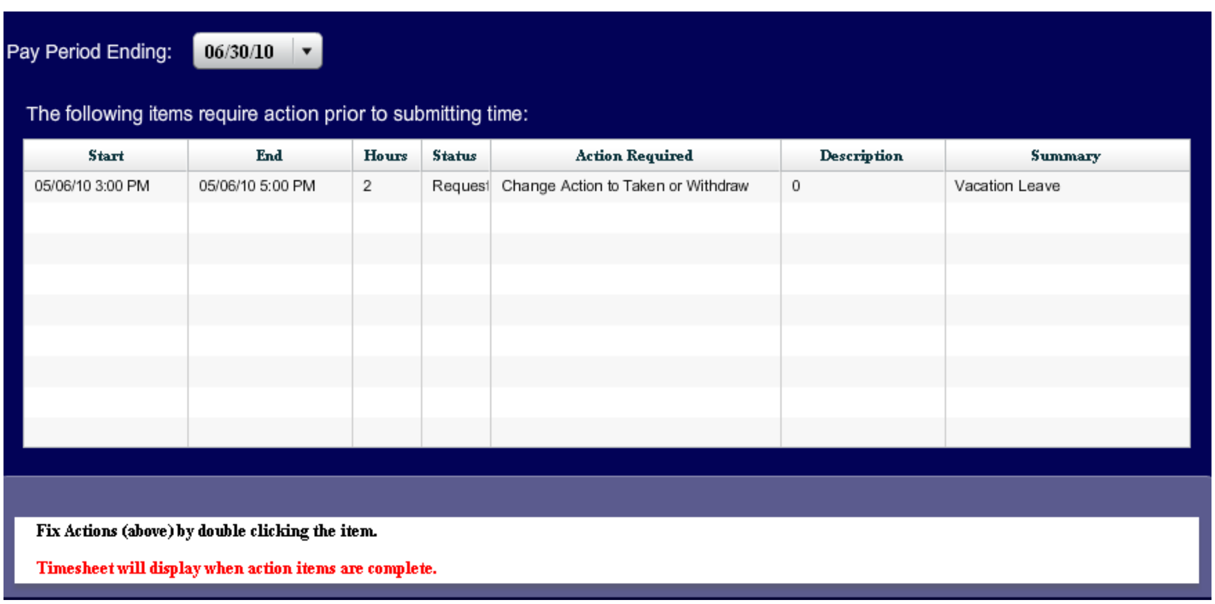
Overview: This guide provides instruction on creating and submitting timesheets for overtime-eligible and hourly employees (including students and hourly overtime-exempt employees).

Before entering data, you must have already set-up a regular work schedule under the Preferences tab. For additional information, please reference the Step by Step guide for Setting Your Preferences.

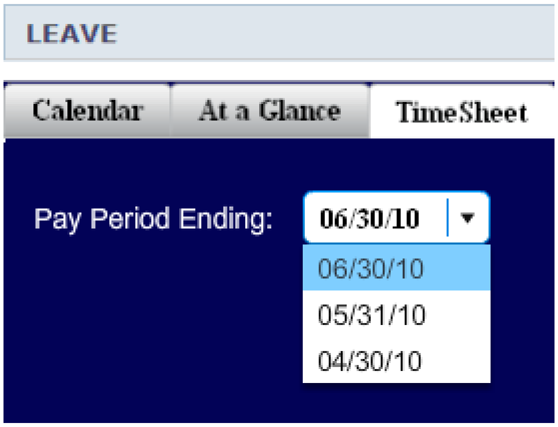
1. Once you are finished entering your time on the Calendar Tab in My.Leave, click the Timesheet tab.



- If you have any pending requests, ex. vacation leave, these will need to be approved before reviewing and submitting your timesheet.



2. Review and Submit Timesheet
    - Once all requests have been approved, you will select the Timesheet Tab and Pay Period Ending date listed at the top of the Timesheet tab.



    - The current payroll period will display as the default. If needed, select a different pay period. If you are documenting a previous pay period, be sure to contact your Personnel Payroll Liaison (PPL) to ensure correct pay and leave accruals.
    - Your timesheet will auto-create based on the time entered on your calendar.

3. Timesheet Created
    - Timesheet shows all worked hours and exception time (leave, overtime, etc.).
    - Review your reported time week-by-week to ensure accuracy.
    - If a particular work day does not show the minimum expected total hours that corresponds to your HRMS appointment, the system will create Unpaid Hours (docked time).

Lori Krug (147011-MON-OT Elig) --- Time Worked from: 05-01-2010 through 05-31-2010

Not Submitted

05-02-2010 through 05-08-2010

Week 2	Sunday	Monday	Tuesday	Wednesd	Thursday	Friday	Saturday		Total
	05-02	05-03	05-04	05-05	05-06	05-07	05-08		
Time In		08:15	08:30	08:00	08:15	08:15			
Time Out		12:30	12:30	12:30	14:15	12:30			
Time In		13:00	13:00	13:00		13:00			
Time Out		17:15	16:00	16:30		17:15			
Holiday	0	0	0	0	0	0	0		0
Regular Earnings Sala	0	8.5	7	8	6	8.5	0		38
Vacation Leave	0	0	0	0	2	0	0		2
Total	**0**	**8.5**	**7**	**8**	**8**	**8.5**	**0**		**40**

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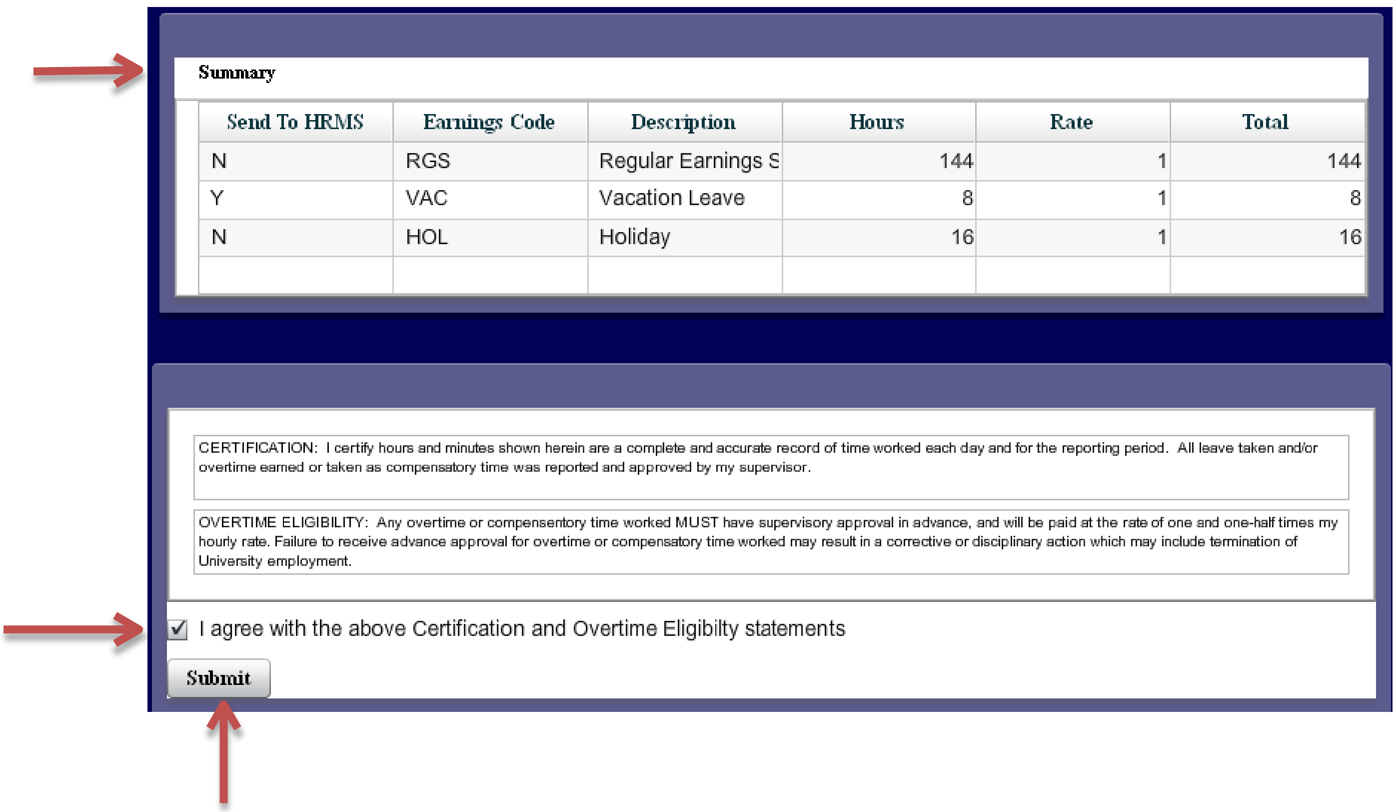
4. Submit Timesheet for Approval
    - At the bottom of your timesheet, a summary of all events will be documented. This is what will process in payroll. If you believe the summary is not correct, you will need to go back to the calendar and make your corrections. If you do agree the summary is correct, select the "I agree with the above Certification and Eligibility Statements" and click the **Submit** button.
    - Your approver will be notified by email that your timesheet is ready. Normally, the approver is your supervisor).



Summary

Send To HRMS	Earnings Code	Description	Hours	Rate	Total
N	RGS	Regular Earnings S	144	1	144
Y	VAC	Vacation Leave	8	1	8
N	HOL	Holiday	16	1	16

CERTIFICATION: I certify 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.

OVERTIME ELIGIBILITY: Any overtime or compensentory 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 Eligibilty statements

Submit

5. After submitting your Timesheet
    - Until your department has loaded the data to HRMS, you may continue to update your calendar and timesheet. You can do this by selecting the cancel/ rebuild button at the bottom of your timesheet after it has been submitted.
    - Once your department has loaded your data, any changes made to your timesheet will not be loaded to the payroll run. Always check with your Personnel Payroll Liaison (PPL) to ensure your correct information has been loaded.
    - At this time, all past timesheets submitted can still be viewed. If you did not submit a timesheet for a certain pay period, you can still view the data populated on your calendar.