University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus
EMPLOYEE SERVICES

My.Leave Channel Step by Step Guide
Entering Leave and Creating Timesheets for Overtime-Exempt Employees

Overview: This guide provides instruction on adding/updating leave hours, and creating timesheets for overtime-exempt employees.

1. My.Leave can be found by logging into your CU Portal.

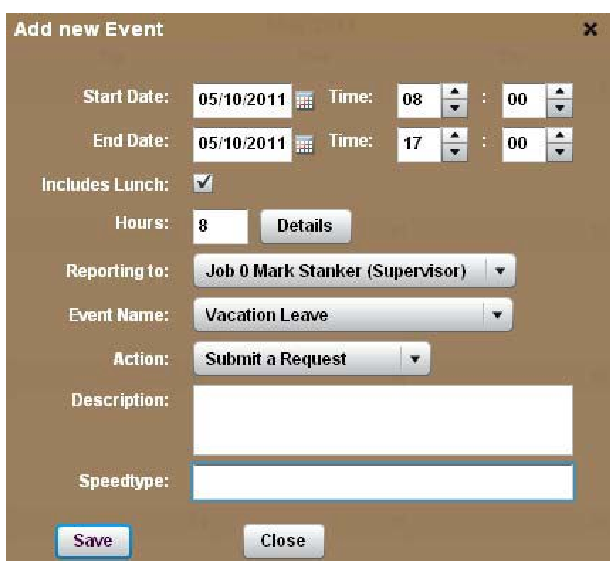
   Boulder http://mycuinfo.colorado.edu **Colorado Springs** http://my.uccs.edu

   Denver/Anschutz http://ucdenver.edu/ucdaccess **System Administration** https://my.cu.edu

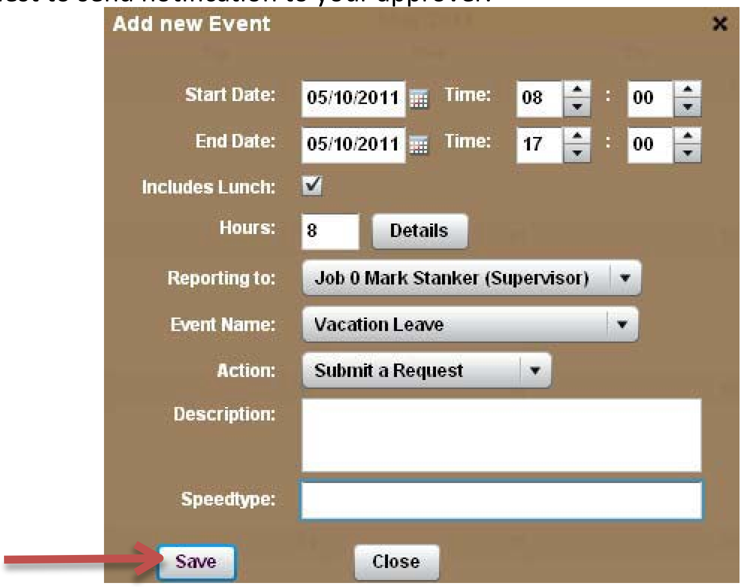
2. Navigate to My.Leave Calendar

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.

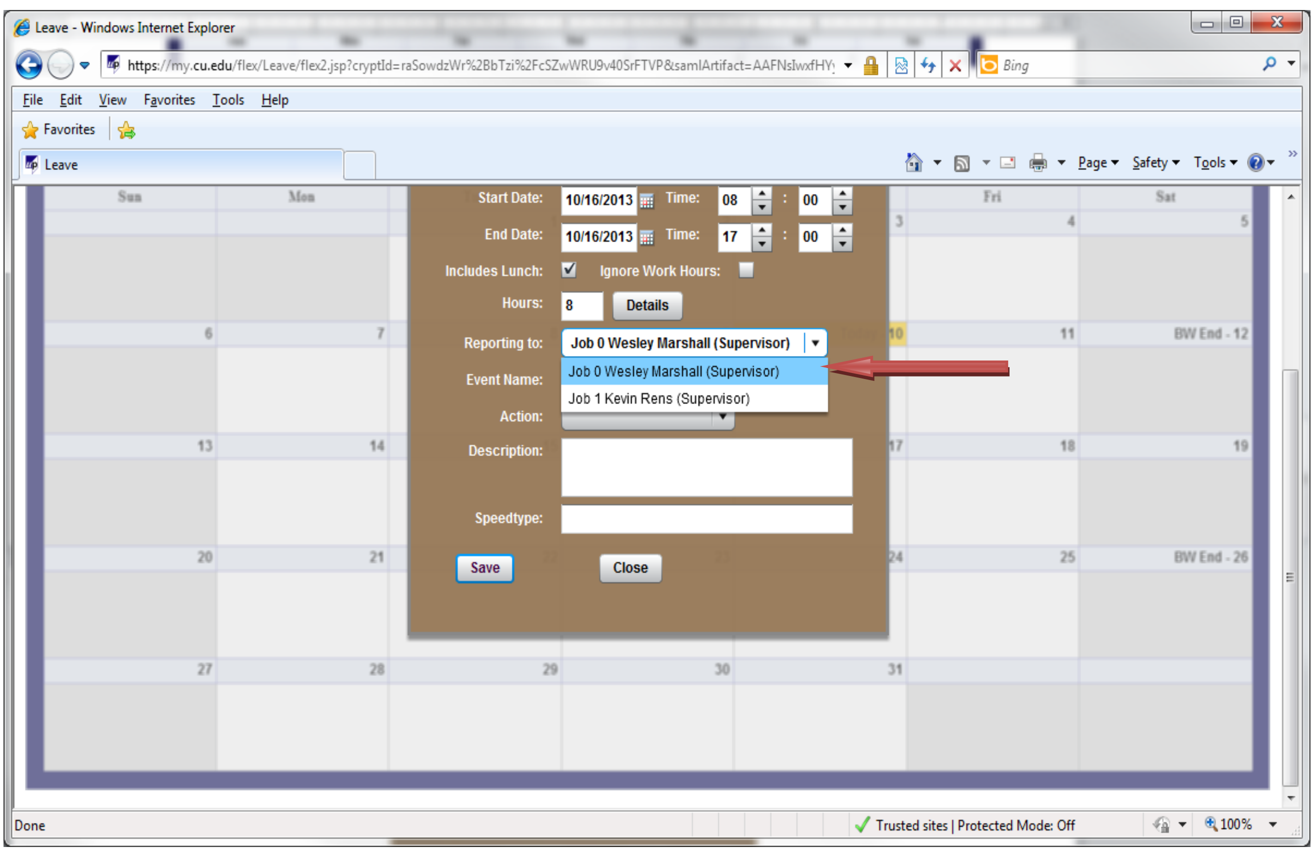
3. Enter Leave Requests
   - Click on any open day in the calendar and the Add New Event will automatically open.
   - Provide the following information and save the request.
     - Start/End dates
     - Start/End times
     - Select Supervisor from the Reporting To Drop list
     - Event Name (Vacation. Sick, Jury Duty, etc.)
     - Action.



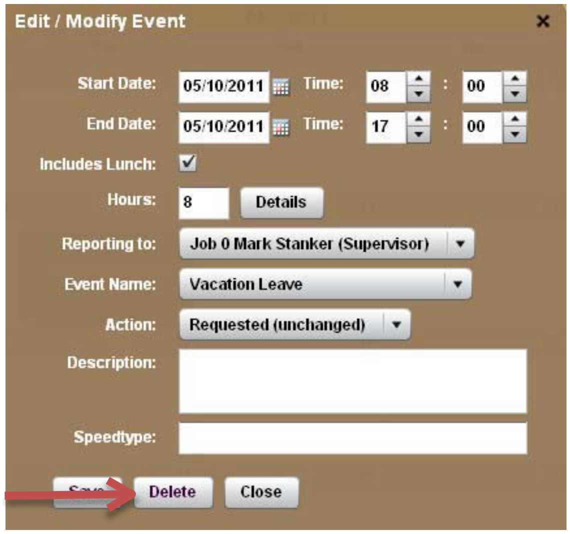
4. Save the request to send notification to your approver.



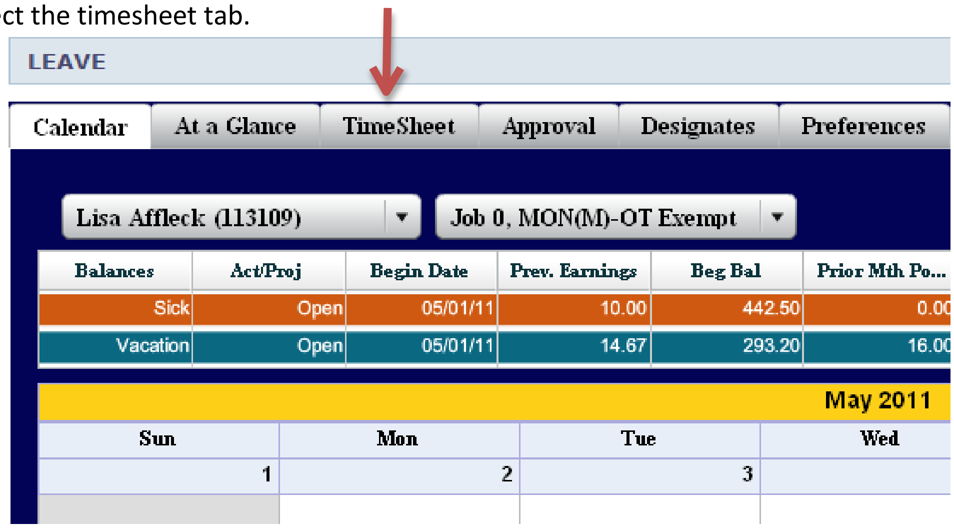
- If you hold more than one appointment, it is very important to ensure that your leave entry reflects the correct job record. To select the correct record, click the dropdown box and make your selection. Also, when completing your data entry I the event window you must select the appropriate job record.



6. Delete Leave Requests
    - Double click on the event from the calendar view and click the delete button to remove it.



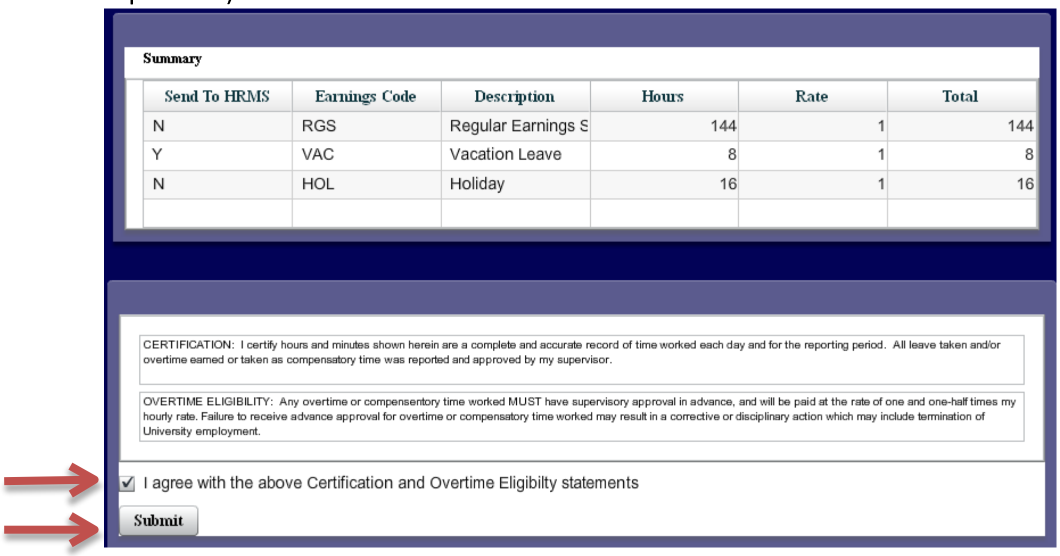
7. Create Timesheet
    - If you have added leave items to your calendar tab, you will now complete and submit a timesheet. *Remember OT-Exempt employees only enter Leave items.*
    - Select the timesheet tab.



- Select Correct Payroll Period and Job Record

- Your timesheet will be automatically generated based on the leave time from your calendar.
- 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

8. 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 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.

Specific Notes for OT-Exempt Employees

- OT –Exempt Employees do NOT record regular worked hours, so work time is not displayed on the timesheet.
- The timesheet shows a week-by-week overview of exception time (Vacation, Sick etc.) based on the entries you made on the calendar.
- Be sure to review reported time for each day/week to ensure accuracy. To make changes, go back to the calendar events.
- For additional information, please contact your Personnel Payroll Liaison (PPL).