

## My.Leave – Frequently Asked Questions – Supervisors/Approvers

### 1. What types of updates to my.leave will I be notified about?

- You will receive an email notification when your employees save changes to Preferences; enter, delete or change leave requests on their calendars; and submit timesheets
- Step-by-Step guides are available at <https://www.cu.edu/pbs/sbs/index.html#myleave>

### 2. I supervise employees, but I can't see their calendars and I am not receiving email notifications about their leave requests in my.leave – what's happening?

- Most likely, the appointments for these employees do not have you identified as the 'Reports To' contact in HRMS (this is set up in Position Data). There are two specific ways that you can update information either in HRMS or my.leave to ensure that you can approve leave and see the calendars for these employees:
  - ✓ HRMS positions for these employees can be updated to reflect that you are indeed their 'Reports To' contact.
  - ✓ If you act as a mid-level supervisor, and should not be the 'Reports To' for these employees in HRMS, the person currently shown as the 'Reports To' contact can assign you as an approver for these employees in my.leave using the **Designate** tab.

Name	Reports To	Designate
Annette Sargent	Lisa Affleck	
Deborah Hyatt	Lisa Affleck	Vitale, Nicholas
Diana Feagins	Lisa Affleck	Vitale, Nicholas
Jenna Dagan	Lisa Affleck	Lori Krug
Jean Howe	Lisa Affleck	
Jennifer Bosma	Lisa Affleck	Stankor, Mark Thomas
Stephan Grudle	Lisa Affleck	Lori Krug
Judy Hoffman	Lisa Affleck	
Kary Mable	Lisa Affleck	Martinez, Michelle
Katrina Lamb	Lisa Affleck	Vitale, Nicholas
Kimberly Schafer	Lisa Affleck	
Lori Krug	Lisa Affleck	Stankor, Mark Thomas

- If you make either of these changes but still are not able to approve time for these employees, contact [pbs.datachange@cusys.edu](mailto:pbs.datachange@cusys.edu) for further assistance.

### 3. How should my employees record worked hours that fall outside of their default schedule for the work week?

- For all OT-Eligible and Hourly employees, work hours should be entered as **Regular Earnings** or **Student Earnings**, including any extra hours that will result in overtime. The timesheet function will automatically calculate any overtime, additional straight hours, or docked time that is appropriate for each work week.
- If your employees' actual work hours do not vary much from the schedule entered in **Preferences**, they can use **Populate Time** to enter the default hours, then either update the blocks of regular hours that are populated, or add new worked time events as needed.
- If your employees' schedules are unpredictable, it may be more efficient to **enter the work events as they occur**.

**Entering manual hours – from Calendar**

- ✓ From the **MONTH calendar view**, manual hours can be entered on any day that does not have any work/leave hours – just **click once in the open white space** for the day to see the **Add New Event** window.
- ✓ To add hours to a day that already has one or more leave/work events, use the **DAY calendar view**, and **click once in open white space** to open the **Add New Event** window. Enter your times and Event name, and save.

**Adjusting existing hours – from Calendar**

June 2010				
Mon	Tue	Wed	Thr	Fri
		1	2	3
H8.00 Taken	R4.50 Worked	R4.50 Worked	R3.75 Worked	R3.75 Worked
	R3.50 Worked	R3.50 Worked	R4.25 Worked	R4.25 Worked
7	8	9	10	11
R3.75 Worked	R3.75 Worked	R3.75 Worked	R3.75 Worked	R3.75 Worked
R4.25 Worked	R4.25 Worked	R4.25 Worked	R4.25 Worked	R4.25 Worked



Time is populated in blocks (before lunch/ after lunch) – double click on any of these blocks to change them.

**Edit / Modify Event** [X]

Start Date: 06/07/2010 Time: 13 : 00

End Date: 06/07/2010 Time: 17 : 15

Includes Lunch:

Hours: 4.25 [Details]

Reporting to: Lisa Affleck (Supervisor)

Event Name: Regular Earnings Salary

Action: Worked (unchanged)

Description:

Speedtype:

[Save] [Delete] [Close]

Edit/Modify Event window will open.

Make the necessary changes and click SAVE.

You can also remove a block of time by clicking DELETE in this window.

- An employee that I supervise is out of the office, but I need to finalize a leave event and/or a timesheet before the employee is able to return. How can I do this?
  - On the my.leave Calendar, there is a drop down list that you can use to view calendar information for anyone who reports to you. While you are in the calendar view for one of your employees, you have the ability to enter a leave event on his or her behalf, if needed.

Calendar	At a Glance	TimeSheet	Approval	Designates	Preferences	PPL	Emplid	113109	Go	?																								
<div style="display: flex; justify-content: space-between;"> <div> <p>Lisa Affleck (113109-MON-OT Exempt)</p> <p>Lisa Affleck (113109-MON-OT Exempt)</p> <p>Annette Sargent (192202-MON-OT Elig)</p> <p>Deborah Ryan (123529-MON-OT Elig)</p> <p>Diana Feagins (115163-MON-OT Elig)</p> <p>James Dages (200318-MON-OT Elig)</p> </div> <div> <p>&lt;&lt; &gt;&gt; Print annual month week day</p> <table border="1"> <thead> <tr> <th>Prev. Earnings</th> <th>Reg Bal</th> <th>Prior Mth Posted</th> <th>Adjustments</th> <th>Usable Bal</th> <th>Not Taken</th> <th>Taken</th> <th>End Bal</th> </tr> </thead> <tbody> <tr> <td>10.00</td> <td>405.25</td> <td>0.00</td> <td>0.00</td> <td>405.25</td> <td>0.00</td> <td>0.00</td> <td>405.25</td> </tr> <tr> <td>14.67</td> <td>348.37</td> <td>0.00</td> <td>0.00</td> <td>348.37</td> <td>8.00</td> <td>0.00</td> <td>340.37</td> </tr> </tbody> </table> </div> </div>											Prev. Earnings	Reg Bal	Prior Mth Posted	Adjustments	Usable Bal	Not Taken	Taken	End Bal	10.00	405.25	0.00	0.00	405.25	0.00	0.00	405.25	14.67	348.37	0.00	0.00	348.37	8.00	0.00	340.37
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- If your employee has not submitted his or her timesheet, you can work with your department payroll/personnel liaison to determine if it is appropriate to finalize the timesheet on behalf of the employee. Your PPL has access to submit the timesheet for your employee, if needed.

## 5. How does the Timesheet work, and how can I make changes to the Timesheet?

- The my.leave application pulls in basic information from HRMS regarding employee job information, such as job code, the position/person each employee reports to, and % of time. This information allows the calendar and timesheet to recognize whether or not a job is active, eligible for overtime, paid salary or hourly, etc.
- When creating a timesheet, my.leave pulls in calendar entries, and performs some calculations based on entered work hours/leave time and the employee's HRMS job information. If more than 40 hours are entered for a given work week for an overtime eligible employee, the timesheet will calculate additional regular hours/overtime hours (or comptime earned) that are appropriate for that week.

04-11-2010 through 04-17-2010

Week 3	Sunday 04-11	Monday 04-12	Tuesday 04-13	Wednesday 04-14	Thursday 04-15	Friday 04-16	Saturday 04-17	Total
Time In		07:30	08:30	10:30	08:15	08:15		
Time Out		12:30	12:00	12:30	12:30	12:00		
Time In		13:00	12:30	13:00	13:00	13:00		
Time Out		17:15	17:00	18:15	19:45	17:15		
Time In			22:00					
Time Out			23:30					
Regular Earnings Sale	0	9.25	9.5	7.25	11	3	0	40
Vacation Leave	0	0	0	0	0	0	0	0
Overtime	0	0	0	0	0	5	0	5
Add'l Time @ Straight	0	0	0	0	0	0.00	0	0.00
<b>Total</b>	<b>0</b>	<b>9.25</b>	<b>9.5</b>	<b>7.25</b>	<b>11</b>	<b>8</b>	<b>0</b>	<b>45</b>

- The timesheet function will also enter DOCKED TIME (Unpaid Other Current) if the employee has not entered enough hours on the calendar for a given work week, based on % time in HRMS. Look carefully at each week of the timesheet to determine if there are any missing leave or worked time entries.

05-02-2010 through 05-08-2010

Week 2	Sunday 05-02	Monday 05-03	Tuesday 05-04	Wednesday 05-05	Thursday 05-06	Friday 05-07	Saturday 05-08	Total
Time In		08:15	08:30	08:00	08:15	08:15		
Time Out		12:30	12:30	12:30	12:00	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 Sale	0	8.5	7	8	3.75	8.5	0	35.75
Vacation Leave	0	0	0	0	2	0	0	2
Unpaid Other Current	0	0	0	0	0	0	2.25	2.25
<b>Total</b>	<b>0</b>	<b>8.5</b>	<b>7</b>	<b>8</b>	<b>5.75</b>	<b>8.5</b>	<b>2.25</b>	<b>40</b>

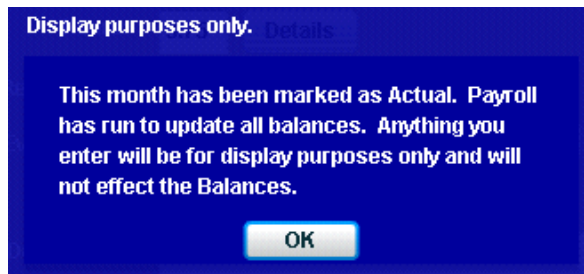
- The timesheet details can only be changed by updating entries on the employee's calendar. If the timesheet has already been submitted for the pay period, the employee must choose the **CANCEL/REBUILD** button to reflect those changes in the timesheet. The timesheet must then be resubmitted for approval.

6. How often updates be entered that change the totals on my Timesheet?

- Corrections can be made to the calendar (and timesheet) until your department payroll/personnel liaison loads the time to HRMS. If late adjustments are necessary, best practice is to communicate that information with your payroll/personnel liaison to ensure that the employee is paid correctly for his or her time.

7. Is there a way to correct hours from a prior pay period?

- Yes, calendars can be updated for past payroll periods. When the entry is initiated, a warning message will display saying that the information will be for 'display purposes only'. This information will not automatically be uploaded to HRMS.



- When an adjustment is entered for a prior pay period, you need to coordinate with your department payroll/personnel liaison, to ensure that any necessary adjustments are entered manually into HRMS for processing.