ES Leave Program
Entering FAMLI Supplemental Leave in MyLeave

This step-by-step guide is for exempt University Staff and 12-month Faculty paid monthly who have been approved for a continuous leave of absence related to CU FAMLI.

1. Log into the Employee Portal (my.cu.edu).
2. Select the MyLeave tile on the home page OR My Info and Pay from the CU Resources Home dropdown menu.

3. Double Click on the day you want to enter leave.
4. **Uncheck** the *Include Lunch* button.
5. **Select** the *Details* button.

6. **Enter** the number provided in your Leave Plan letter – to the exact decimal provided.
7. **Press** the tab key.
8. **Confirm** the *Total Actual Hours* is correct.
9. **Select** OK.

10. **Select** the appropriate *Earnings Code* from the dropdown menu codes for the available leave you used:

    a. *Paid Family Leave - Parental for PPL*
    b. *Paid Family Leave - Sick for sick leave*
    c. *Paid Family Leave - Vacation for vacation leave*

   **NOTE:** If you do not intend to use supplemental leave and only wish to receive your FAMLII wage replacement benefits, your MyLeave calendar should remain blank.
11. **Select** *Mark as Taken* from the status dropdown menu.
12. **Select** *Save*.

13. **Repeat** steps 3-12 for each day you are entering supplemental leave.
14. **Submit** your MyLeave calendar for approval no later than the 5th business day of each month. For more information, refer to [MyLeave Basics: Setting Preferences and Entering Time](#) website.
15. At the end of each pay period, all employees using MyLeave will need to review and submit their timesheet. At the bottom of the timesheet, a summary of the hours for the pay period is listed along with the hours that will be submitted to HCM for pay. All hours should be reviewed carefully to make sure they are correct. If not, review your calendar entries or ask your payroll liaison for assistance.

**NOTE:** If you have exhausted your 12 weeks of FAML leave and will remain on an approved leave of absence, you must continue to fill out your MyLeave calendar. Your Leave Coordinator will send you updated leave reporting instructions as the end of your FAML leave approaches.