ES Leave Program
Entering FAMLI Supplemental Leave in MyLeave

This step-by-step guide is for non-exempt student assistants and temporary hourly employees paid biweekly who have been approved for a continuous leave of absence related to CU FAMLI. Examples of hourly employee calendars follow the instructions below.

NOTE: If no personal sick leave will be used to supplement CU FAMLI benefits during a period of continuous leave, do not enter hours in MyLeave or submit a timesheet.

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.

![Image of MyLeave calendar interface]

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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 - Sick for sick leave*

   **NOTE:** If you do not intend to use supplemental leave and only wish to receive your FAMLWI 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 first business day after each pay period has ended. 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.

![Example MyLeave Calendar: Temporary Hourly Employee on Continuous Leave](image)

Per each full day of leave used:

- Authorized in Leave Plan letter to enter 1.73 hours of FAML! supplemental leave
- 1.73 hours *Paid Family Leave - Sick* entered per day Monday - Friday