ES Leave Program
Entering FAMILI Supplemental Leave in MyLeave

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

NOTE: When supplementing CU FAMILI benefits with personal leave (sick, vacation, PPL, etc.), non-exempt employees must enter and submit time for all days and hours in the pay period. This includes time away from work for CU FAMILI leave and any supplemental leave hours. Examples of non-exempt employee calendars follow the instructions below.

If no personal leave will be used to supplement CU FAMILI 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.

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 FAMLI wage replacement benefits, your MyLeave calendar should remain blank.
11. Select *Mark as Taken* from the status dropdown menu.

12. Select *Save*.

13. Enter the difference between the supplementary leave hours and your default work hours using the earnings code *Paid Family Leave – Reported*. This prevents MyLeave from docking pay for the portion of your salary replaced by CU FAMLI benefits.

![Image of MyLeave interface showing status dropdown and earnings code selection]

14. Repeat steps 3-13 for each day you are entering supplemental leave.

15. Submit your MyLeave timesheet 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.

   a. At the end of the pay period, all employees using MyLeave will need to review and submit their timesheet. Non-exempt monthly employees should submit a timesheet to their supervisor by the 5th of each month.

   ![Image of timesheet summary]

   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 you see DK1 (or dock) listed, review your calendar entries, or ask your payroll liaison for assistance.

**NOTE:** If you have exhausted your 12 weeks of FAMLI 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 FAMLI leave approaches.
Example MyLeave Calendar: Non-exempt University Staff on Continuous Leave

Per each 8-hour day of leave used:

- Authorized in Leave Plan letter to enter 2.64 hours of FAMI supplemental leave
- Enter remaining 5.36 hours *Paid Family Leave - Reported for daily total of 8 hours
Example MyLeave Calendar: Non-exempt University Staff on Continuous Leave (week with university holiday)

8 hours Holiday, no leave recorded

Per each remaining 8-hour day of leave used in week:

- Authorized in Leave Plan letter to enter 6.49 hours of FAMLi supplemental leave
- Enter remaining 1.51 hours *Paid Family Leave – Reported for daily total of 8 hours