

My Leave

University of Colorado Time Tracking System

Employee Services Payroll



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

What is My Leave?

My Leave is an integrated time-keeping system available to all departments and to all four campuses.



All university employees can access My Leave through the employee portal (<https://my.cu.edu>).



Search

ings
your health, provide early signals

Save on your next trip to the Nature and Science

Save on memberships, thanks to your CU affiliati

Approvals



0

Skillssoft



Benefits and Wellness



CU-Data



Paychecks



Finance



HCM



My Leave



CU Careers – Recruiting



My Leave Features

My Leave tracks:

- Monthly Hourly/Salaried – exempt, non-exempt employees and faculty
- Bi-weekly - hourly student and temporary employees
- Bi-weekly - salaried employees
- Essential Services Employees

My Leave displays:

- Vacation, sick leave balances, projected leave balances as time is taken and requested.

As hours are recorded, My Leave calculates additional regular hours, additional time straight, overtime or compensatory time earned based on FLSA rules and regulations.

- A built-in approval workflow is in My Leave for supervisors.



My Leave and HCM Integration

My Leave is integrated with HCM Position data and Job data. When changes are made in Position and Job, they are automatically reflected in My Leave.

Position

- Reports to (position number)
- Standard Hours - hours worked above standard hours for non exempt employees My Leave will calculate XRG, ATS, OTM and CME hours to be paid or recorded.
- FLSA Status – Exempt or non-exempt for overtime calculations.

Job Data

- Pay Group
- Hourly / Salaried

Note: My Leave is not effective dated and when changes are made in position and job the change is immediate in My Leave



Position Number 00700145

Headcount Status Filled

Current Head Count 1 out of 1

*Effective Date 09/01/2017

*Status Active

Reason OTH

Other - Comment Required

Action Date 09/12/2017

Position Status Approved

Status Date 07/08/2015

Key Position

Job Information

*Business Unit USYS System Administration

Job Code 2448 HR Professional

*Reg/Temp Regular

*Full/Part Time Full-Time

*Regular Shift Not Applicable

Union Code

Title Payroll Coord (Specialist)

Short Title BusProf NE Detailed Pos

Work Location

*Reg Region USA United States

Department 51000 Employee Services

Company CU University of Colorad

Location 5UCA Office of the President

Reports To 00708475 Payroll Manager

Dot-Line

Supervisor Lvl

Security Clearance



Salary Plan Information

Salary Admin Plan 244 Grade A08 Step

Standard Hours 40.00 Work Period W Weekly

Mon	Tue	Wed	Thu	Fri	Sat	Sun
8.00	8.00	8.00	8.00	8.00		



USA

FLSA Status Nonexempt

Bargaining Unit 8888



Updated on 03/09/2018 3:45:12PM

Updated By



Job Information ? Find First 1 of 1 Go To Row

Effective Date 07/01/2018
 Effective Sequence 0
 HR Status Active
 Payroll Status Active

Action Pay Rate Change
 Reason Merit - Base Building
 Job Indicator Primary Job

Job Code 2448
 Entry Date 11/01/2012
 Supervisor Level
 Reports To 00708475
 Regular/Temporary Regular
 Empl Class 1 Unv Fac/Staff - All Benefit
 Regular Shift Not Applicable
 Classified Ind Officer/Exempt/Professional

HR Professional
 Payroll Manager [REDACTED]
 Full/Part Full-Time
 *Officer Code None
 Shift Rate
 Shift Factor

Standard Hours ?

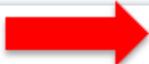
Standard Hours 40.00
 FTE 1.000000
 Work Period W Weekly
 Adds to FTE Actual Count? Encumbrance Override

Contract Number ?

Contract Number
 Contract Type

USA

FLSA Status Nonexempt
 *EEO Class None of the Above
 Work Day Hours



Note: If the report to position is not filled the employee's timesheets will self approve.

Employee Empl Record 0

Payroll Information Find First 1 of 1 Last

Effective Date 07/01/2018 Go To Row

Effective Sequence 0 Action Pay Rate Change

HR Status Active Reason Merit - Base Building

Payroll Status Active Job Indicator Primary Job

Current

Payroll System Payroll for North America

Payroll for North America

Pay Group UOT University Staff OT Eligible

Employee Type S Salaried

Tax Location Code DENVER DENVER HEAD TAX

GL Pay Type

Holiday Schedule NONE No Hol Sch

FICA Status Subject

[Edit ChartFields](#)

Job Data Employment Data Earnings Distribution Benefits Program Participation

Pay Group is Important:

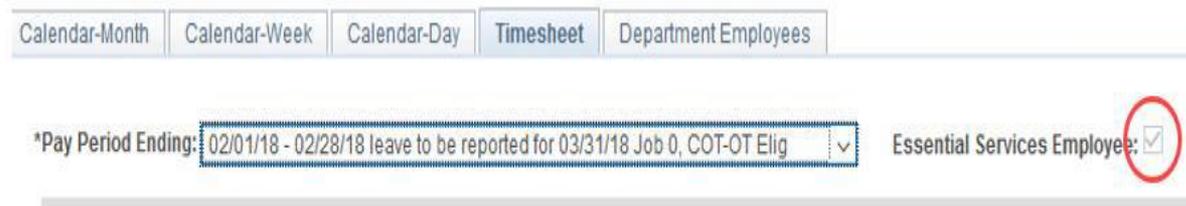
- Employees will not accrue vacation and sick leave if they are not in a leave eligible pay group. If an employee is non exempt but is in an exempt pay group my leave will not calculate additional hours over the employees standard hours correctly. If you have an hourly monthly employee who you put in a biweekly pay group this employee will not process with monthly payroll and also will not accrue leave correctly.

		Biweekly		
Exempt	Non-Exempt	Non Leave Eligible	Leave Eligible	Non-Leave Eligible
CLX	COT	FRI	CLX	FOT
USX	UOT	STG	COT	MON
	F12	STP	F12	RES
	FOT	TMP	UOT	SPD
		STU	USX	STM



Essential Services

The Essential Services Employee checkbox will be selected in My Leave on the Timesheet view if the employee is set up correctly.



Calendar-Month | Calendar-Week | Calendar-Day | **Timesheet** | Department Employees

*Pay Period Ending: 02/01/18 - 02/28/18 leave to be reported for 03/31/18 Job 0, COT-OT Elig

Essential Services Employee:

What is an Essential Services Employee?

- Essential Services Employees are those who are essential to keeping the campus open and running operationally such as Campus Police and certain positions in Housing and Dining and Transportation. All hours (vacation, holiday, and sick leave) count towards the hours worked in a week and the computation of overtime.
- The designation for Essential Services is set up in the non person profile and interfaces with My Leave.



Essential Services

Set up in the Non Person Profile on the Additional Information tab.

Profile Type CU_US_TEMPL Univ Staff Pos Profile Templ

*Profile Status

*Description

Short Description

Print Comments Profile Actions

[Core Competencies](#) | [Job Competencies](#) | [Qualifications](#) | [Training](#) | **[Additional Information](#)** | [HR Only](#)

Background Check Types Personalize | Find | View All | First 1-2 of 2 Last

ID	Background Check Type	*Effective Date	Evaluator	Reviewer	
CRIMINAL	Criminal Background Check	10/24/2017			
DRIVING	Driving Record Check	10/24/2017			

[+](#) Add New Background Check Types

Additional Job Requirements Personalize | Find | View All | First 1 of 1 Last

ID	Additional Job Information	*Effective Date	Evaluator	Reviewer	
ESSNTAL SVCS	Essential Services Designation	10/24/2017			

[+](#) Add New Additional Job Requirements



Dept. Personnel & Org Report

CUES_HCM_PERSONNEL_ORG - Dept Personnel & Org Roster

Business Unit (Optional) 

Node (Optional) 

Dept ID (Optional) 

Job Code (Optional) 

Last Name	First Name	Empl ID	Empl Rcd	Eff Date	Pay Status	Dept ID	Dept Name	Job Code	Job Title	Position Nbr	Position Title	FLSA	% Time	Empl Type	Pay Group	Comp Freq	Hourly Rt	Monthly Rt	Annual Rt
-----------	------------	---------	----------	----------	------------	---------	-----------	----------	-----------	--------------	----------------	------	--------	-----------	-----------	-----------	-----------	------------	-----------



Job Rcd IBS (UCB Only)	Overall IBS (UCB Only)	CU Hire Date	Official Email	Reports To	Supervisor ID	Supervisor Name	Supervisor Official Email
---------------------------------	---------------------------------	-----------------	----------------	---------------	------------------	-----------------	---------------------------



Note: Reports are available for you to review your departments set up in position and job. In the CUES HCM Community WorkCenter you have the Department Personnel & Org. Report. This report shows you the employees FLSA status – exempt non exempt, % or time, standard hours, and the report to position and supervisor.



Common Questions

My employee's time cards are self approving what is the problem?

My time sheet is showing a large number of DK1 which is a dock code what is wrong with this?

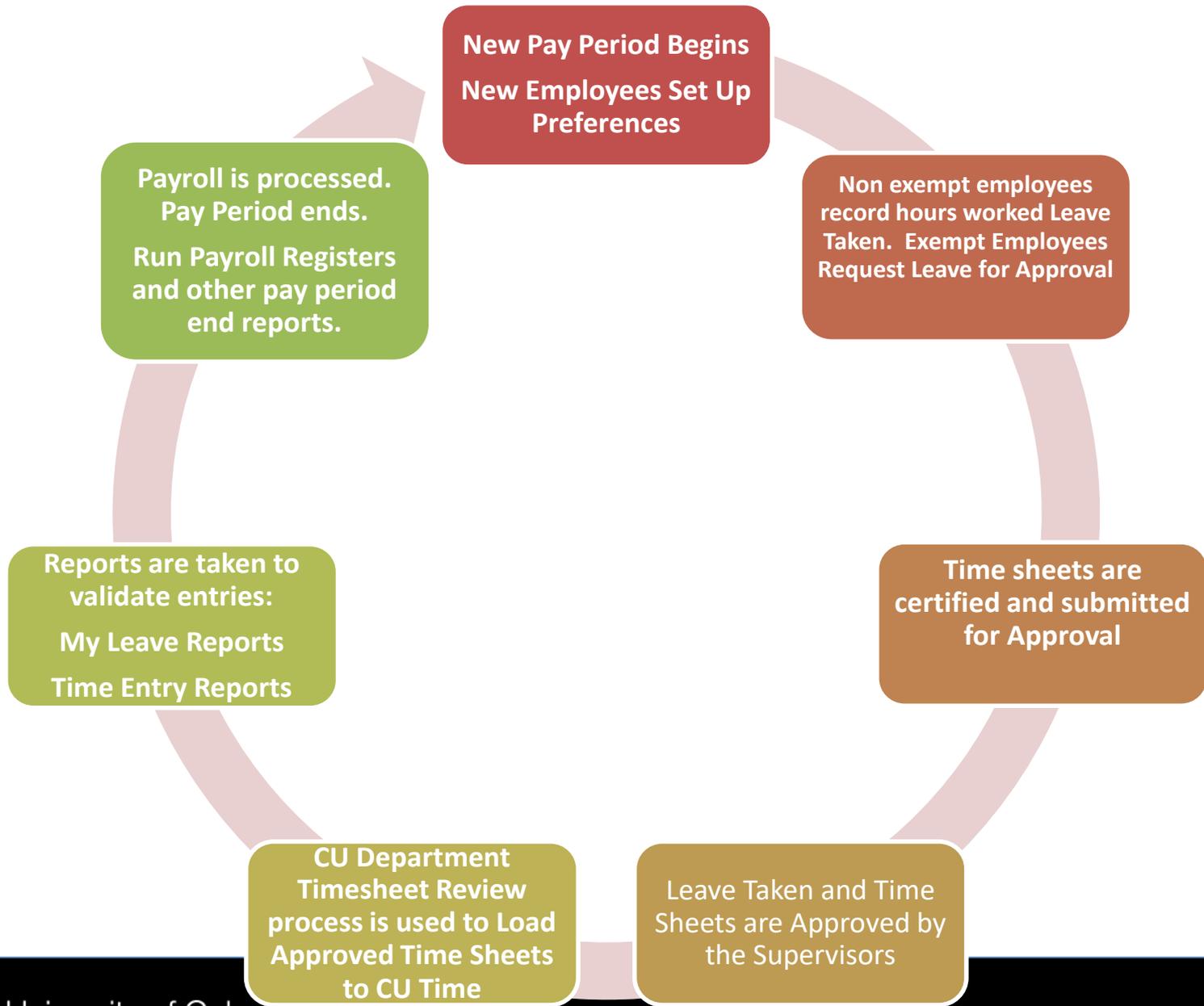
My supervisor has been promoted and now cannot approve my time.

My salary represents twenty hours a week but my leave is not giving me any additional hours when I work additional hours over twenty.

I am a essential services employee but I am not being paid overtime correctly what is the issue?



My Leave Pay Period Cycle



How to get started in My Leave

1. All employees who use My Leave, including supervisors and approvers, need to set up their preferences in My Leave before they can enter time, request leave or approve timesheets.
2. When you first login to My Leave a blank preferences screen will appear shown on the next slide

Holiday Schedule:

Overtime/CompTime Eligible:

MyLeave Start Date:

Default Work Days and Hours

Weekly Schedule:

Week Begin Day:

Day	Work Day	Start Time (Hrs)	Start Time (Mins)	Lunch Out (Hrs)	Lunch Out (Mins)	Lunch In (Hrs)	Lunch In (Mins)	End Time (Hrs)	End Time (Mins)	Work Hours in Day
Sunday	<input type="checkbox"/>	00	00	00	00	00	00	00	00	0.00
Monday	<input checked="" type="checkbox"/>	08	00	12	00	12	30	16	30	8.00
Tuesday	<input checked="" type="checkbox"/>	08	00	12	00	12	30	16	30	8.00
Wednesday	<input checked="" type="checkbox"/>	08	00	12	00	12	30	16	30	8.00
Thursday	<input checked="" type="checkbox"/>	08	00	12	00	12	30	16	30	8.00
Friday	<input checked="" type="checkbox"/>	08	00	12	00	12	30	16	30	8.00
Saturday	<input type="checkbox"/>	00	00	00	00	00	00	00	00	0.00

Email Preferences

CC All Emails To:

(Separate multiple email address with a semi-colon.)

MyLeave Email Triggers	As Employee	As Supervisor
Alter Event	<input type="checkbox"/>	<input type="checkbox"/>
Timesheet Cancel / Rebuild	<input type="checkbox"/>	<input type="checkbox"/>
Designate Change	<input type="checkbox"/>	<input type="checkbox"/>
Leave Approve / Deny	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Leave Request Delete	<input type="checkbox"/>	<input type="checkbox"/>
Preferences Change	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Leave Request	<input type="checkbox"/>	<input type="checkbox"/>
Timesheet Submit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Timesheet Auto-generated	<input type="checkbox"/>	<input type="checkbox"/>
Timesheet Approve / Deny	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



Holiday Schedule:

Overtime/CompTime Eligible:

Select Email Notifications

MyLeave Start Date:

Default Work Days and Hours

Weekly Schedule:

Week Begin Day: From Hour :

Day	Work Day	Start Time (Hrs)	Start Time (Mins)	Lunch Out (Hrs)	Lunch Out (Mins)	Lunch In (Hrs)	Lunch In (Mins)	End Time (Hrs)	End Time (Mins)	Work Hours in Day
	<input type="checkbox"/>									0.00

Email Preferences

CC All Emails To:
(Separate multiple email address with a semi-colon.)

MyLeave Email Triggers	As Employee	As Supervisor
	<input type="checkbox"/>	<input type="checkbox"/>



The screenshot shows a web form with the following elements:

- Holiday Schedule:** A dropdown menu with a green arrow pointing to it.
- Overtime/CompTime Eligible:** A dropdown menu with 'Overtime' selected and a purple arrow pointing to it.
- MyLeave Start Date:** A text input field with a blue arrow pointing to it.
- Default Work Days and Hours:** A section header.
- Weekly Schedule:** A dropdown menu with a purple arrow pointing to it.
- Week Begin Day:** A dropdown menu with an orange arrow pointing to it.
- From Hour:** Two dropdown menus showing '00' and ': 00'.
- Select Email Notifications:** An orange button with a blue arrow pointing to it.

1. Select your campus Holiday Schedule or Not Applicable
2. Click the button Select Email Notifications – your choices for email notifications will appear at the bottom of the screen.
3. Use the dropdown to select Overtime or Comp time or Not Applicable if you are Exempt.
4. My Leave Start Date should be the date the employee’s time should be tracked in My Leave.
5. Weekly Schedule should be Standard.
6. Week Begin date is Sunday expect for UCCS and then it is Saturday.

Note: The My Leave Start Date can be changed and used to restart the date in which My Leave starts tracking time for the employee. An example would be if an employee left the University and then was rehired you would change the date to the rehire date.



Week Begin Day:

Day	Work Day	Start Time (Hrs)	Start Time (Mins)	Lunch Out (Hrs)	Lunch Out (Mins)	Lunch In (Hrs)	Lunch In (Mins)	End Time (Hrs)	End Time (Mins)	Work Hours in Day
Sunday	<input type="checkbox"/>	00	00	00	00	00	00	00	00	0.00
Monday	<input checked="" type="checkbox"/>	08	00	12	00	12	30	16	30	8.00
Tuesday	<input checked="" type="checkbox"/>	08	00	12	00	12	30	16	30	8.00
Wednesday	<input checked="" type="checkbox"/>	08	00	12	00	12	30	16	30	8.00
Thursday	<input checked="" type="checkbox"/>	08	00	12	00	12	30	16	30	8.00
Friday	<input checked="" type="checkbox"/>	08	00	12	00	12	30	16	30	8.00
Saturday	<input type="checkbox"/>	00	00	00	00	00	00	00	00	0.00

Sample Schedule

Your employees can set up a standard schedule which will allow them to add time across many days according to the default schedule.

If your employees do not have a set schedule it is not a requirement to set one up to use My Leave. This type of employee would then need to add time day by day.

A 9/80 Schedule can be set up and if you need this for your employees a sample is in the My Leave step by steps or you can contact Employee Services for more information



Email Preferences

CC All Emails To:

(Separate multiple email address with a semi-colon.)

MyLeave Email Triggers	As Employee	As Supervisor
Alter Event	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Timesheet Cancel / Rebuild	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Designate Change	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Leave Approve / Deny	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Leave Request Delete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Preferences Change	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Leave Request	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Timesheet Submit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Timesheet Auto-generated	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Timesheet Approve / Deny	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save & Return

Sample Email Preferences

Select when you would like to receive email notifications as the Employee and as a Supervisor. In this example the employee will receive email notifications for all changes in My Leave.

An option is also available to CC a different email address.



Common Questions

- The Supervisor is not getting the emails when leave is requested.
- I just started back with the University and I am being docked from the previous month.
- My Holiday schedule is incorrect and is not updating properly. Or My Holiday schedule is correct and not updating.
- I keep getting emails from this employee who is no longer someone I supervise can you make it stop?
- My time sheet is not including Monday in the overtime calculations how do you fix that.



Balances	Act/Proj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Balance
Sick	Actual	01/01/2019	10.00	113.950000	20.00	0.00	93.95	0	0	93.95
Vacation	Actual	01/01/2019	14.67	220.140000	0.00	0.00	220.14	28	0	192.14

<< December January 2019 February >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		New Year's Day 1 H/8 Taken	2	3	4	5
6	7	8	Approved 24 hrs (3 days) -Vacation Leave		V/4 Approved 11	12
13	14	15	16	17	18	19
20	Martin Luther... 21 H/8 Taken	22	23	24	25	26

Exempt Employee Calendar View

My Leave Calendar View has the option to display by the Month, Week, or Day. This example is an monthly exempt employee who will only need to record exception time such as vacation or sick leave and will submit a request for approval for vacation leave. For sick leave they may also mark the time as taken if they were out sick or requested if scheduling an appointment.



Adding Time

Click on the day the event started and the Add Event window will appear

- The Add/Edit event window allows you to add time for one day or a range of days.
- Include Lunch checkbox will look at the lunch schedule set up in your preferences and adjust the hours.
- Reporting to allows you to chose which job and supervisor for the hours.
- Earnings Code displays a listing of available earnings codes to select. Non exempt employees should record all worked hours as Regular Earnings Salaried.
- Use the earnings code for vacation or sick leave to mark time as requested or taken for leave hours.
- A override speed type may be entered.

Add/Edit Event

*From Date: 08/06/2018  *Time: 08 ▾ : 00 ▾

*To Date: 08/06/2018  *Time: 17 ▾ : 00 ▾

Include Lunch

Amount: 8.500 [Details](#)

*Reporting To: Job 0 (Supervisor) ▾ 

*Earnings Code: Regular Earnings Salary ▾ 

*Status: Mark as Worked ▾ 

Description:

SpeedType: 



Balances	Act/Proj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Balance
Sick	Actual	02/01/2019	10.00	201.380000	0.00	0.00	201.38	8	0	193.38
Vacation	Actual	02/01/2019	14.67	182.950000	0.00	0.00	182.95	0	0	182.95

<< January February 2019 March >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 R/8.25 Worked	2
3	4 R/8.25 Worked	5 R/8.25 Worked	6 R/4.75 Worked A/3.25 Taken	7 R/8.5 Worked	8 R/8 Worked	9
10 R/2 Worked	11 R/8.5 Worked	12 R/8 Worked	13 R/8.75 Worked	14 R/8.5 Worked	15 R/7.75 Worked	16
17	18 R/1.5 Worked R/6.25 Worked R/3.5 Worked	19 R/0.5 Worked R/9.5 Worked	20 R/9 Worked	21 R/8 Worked	22 R/3.5 Worked R/3.75 Worked	23
24	25 S/8 Approved	26 R/8.75 Worked	27 R/8.5 Worked	28 R/8.25 Worked		

Non Exempt employee

This is an example of a monthly salaried non exempt employee time sheet. All hours worked must be recorded to equal standard hours in the employees position. The Add Time button at the top of the calendar can be used to add hours for a range of dates based on the schedule in Preferences. Then individual days may be changed for exceptions to the scheduled hours. Or days may be added day by day.



Earnings Codes for Hours Worked or Leave Taken Entered by the Employee

Regular Earnings Salary	RGS	Administrative Leave	ADM	Paid Military Leave	MLP
Regular Earnings Hourly	REG	Compensatory Time Taken	COP	Paid Parental Leave	PPL
Student Hourly	STH	Floating Holiday	FLH	Sick Leave	SCK
Student Salaried	STS	Family Medical Leave	FLV	Staff Development	SDV
Student Faculty	STS	Funeral Leave	FNL	Student Jury Duty	SJD
Retiree	Hourly	Family Sick Leave	FSK	Vacation Leave	VAC
Retiree	Daily Rate	Jury Leave	JRY	Volunteer-Admin. Leave	VOL

Exception Time Earnings Codes Calculated by My Leave based on a forty hour work week.

Additional Regular Hours	XRG	Calculated when hour worked are greater than standard hours but less than forty
Additional Time Straight	ATS	Calculated when hours worked are greater forty hours but those hours include a holiday or leave
Compensatory Time Earned	CME	Calculated instead of overtime when employee is set for Compensatory Time.
Overtime	OTM	Calculated when hours worked exceed forty hours in the work week
Student Overtime	SOT	Calculated for a student when hours worked exceed forty hours in the work week.
Dock Current Month	DK1	Calculated for an non exempt employee who works less that standard hours



My Leave Timesheet View

Calendar-Month | Calendar-Week | Calendar-Day | **Timesheet** | Department Employees

*Pay Period Ending: 03/01/18 - 03/31/18 leave to be reported for 04/30/18 Job 0, Posted



Drop Down for a list of all time sheets by pay period

Essential Services Employee:

Job: 0, Department: 51000 -- Time Worked from 03/01/2018 through 03/31/2018. Based on standard hours per week of 40

Posted (Approved on 04/04/2018 14:56, by 306913), (Submitted on 04/04/2018 14:52)



Time Sheet status – Approved, Posted, Not Submitted

02/25/2018 through 03/03/2018

Week 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat			Sub Total	Adjust	Total
	02/25	02/26	02/27	02/28	03/01	03/02	03/03					
Time In			08.15	08.15	08.15	08.00						
Time Out			12.00	12.00	12.00	17.45						
Time In			12.30	13.00	12.30							
Time Out			17.30	17.15	17.15							
Vacation Leave	0	8	0	0	0	0	0			8	-8	0
Regular Earnings Salary	0	0	8.75	8.00	8.50	9.75	0			35.00	-19.75	15.25
Add'l Time @ Straight	0	0	0	0	0	0	0			0	3.00	3.00
Total	0	8	8.75	8.00	8.50	9.75	0			43.00	-24.75	18.25



Weekly Adjustments

- Applied -3.00 hours to Regular Earnings Salary (RGS), and 3.00 hours to Add'l Time @ Straight (ATS).
- Applied -4 hours to Vacation Leave (VAC), because the hours were reported last pay period.
- Applied -4 hours to Vacation Leave (VAC), because the hours were reported last pay period.
- Applied -3.75 hours to Regular Earnings Salary (RGS), because the hours were reported last pay period.
- Applied -5 hours to Regular Earnings Salary (RGS), because the hours were reported last pay period.
- Applied -3.75 hours to Regular Earnings Salary (RGS), because the hours were reported last pay period.
- Applied -4.25 hours to Regular Earnings Salary (RGS), because the hours were reported last pay period



The month starts on Thursday in the middle of the week so the adjustments shows hours that were counted in the previous month.



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Sample Work Week Calculations

02/03/2019 through 02/09/2019												
Week 2	Sun	Mon	Tue	Wed	Thu	Fri	Sat			Sub Total	Adjust	Total
	02/03	02/04	02/05	02/06	02/07	02/08	02/09					
Time In		08.15	08.15		08.00	08.30						
Time Out		12.00	12.00		12.00	12.00						
Time In		12.30	12.30	08.15	12.30	12.30						
Time Out		17.00	17.00	12.00	17.00	17.00						
Time In				12.30								
Time Out				13.30								
Regular Earnings Salary	0	8.25	8.25	4.75	8.5	8.0	0			37.75	-1.00	36.75
Administrative Leave	0	0	0	3.25	0	0	0			3.25	0	3.25
Add'l Time @ Straight	0	0	0	0	0	0	0			0	1.00	1.00
Total	0	8.25	8.25	8.00	8.5	8.0	0			41.00	0.00	41.00

Weekly Adjustments

Applied -1.00 hours to Regular Earnings Salary (RGS), and 1.00 hours to Add'l Time @ Straight (ATS) ←



The employees should only record hours as Regular Earnings Salary if they are non exempt. My Leave will calculate additional time and overtime. In this example the employee had regular earnings salary for 36.75 hours and 3.25 hours Administrative Leave so My Leave calculated one hour for Additional Time Straight.



Sample Work Week Calculations

02/17/2019 through 02/23/2019

Week 4	Sun	Mon	Tue	Wed	Thu	Fri	Sat			Sub Total	Adjust	Total
	02/17	02/18	02/19	02/20	02/21	02/22	02/23					
Time In		08.15	06.00	08.15	08.00	08.30						
Time Out		12.00	06.30	12.00	12.00	12.00						
Time In		12.30	08.00	12.30	12.30	12.45						
Time Out		15.00	17.30	17.45	16.30	16.30						
Time In		16.30										
Time Out		20.00										
Regular Earnings Salary	0	9.75	10.0	9.00	8	7.25	0			44.00	-4.00	40.00
Overtime	0	0	0	0	0	0	0			0	4.00	4.00
Total	0	9.75	10.0	9.00	8	7.25	0			44.00	0.00	44.00

Weekly Adjustments

Applied -4.00 hours to Regular Earnings Salary (RGS), and 4.00 hours to Overtime (OTM) ←



My Leave calculated overtime for this employee after the employee had worked forty hours.



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Sample Work Week Calculations – Employee is 50% or 20 standard

01/13/2019 through 01/19/2019												
Week 3	Sun	Mon	Tue	Wed	Thu	Fri	Sat			Sub Total	Adjust	Total
	01/13	01/14	01/15	01/16	01/17	01/18	01/19					
Time In		08.00	08.00	08.00	08.00	08.00	08.00					
Time Out		12.00	12.00	12.00	14.00	17.00	12.00					
Time In		13.00	13.00	13.00								
Time Out		17.00	17.00	17.00								
Regular Earnings Salary	0	8	8	8	6	9	4			43	-23	20
Add'l Regular Hours	0	0	0	0	0	0	0			0	20	20
Overtime	0	0	0	0	0	0	0			0	3	3
Total	0	8	8	8	6	9	4			43	0	43

Weekly Adjustments

Applied -20 hours to Regular Earnings Salary (RGS), and 20 hours to Add'l Regular Hours (XRG).

Applied -3 hours to Regular Earnings Salary (RGS), and 3 hours to Overtime (OTM)



This sample shows an employee who is salaried with standard hours of twenty hours a week. This week the employee worked twenty three additional hours. My Leave calculated Additional Regular Hours (XRG) for hours over the twenty standard hours up to forty hours for the week. Overtime is calculated for hours over forty hours worked.



Time Sheet Totals

Totals						
Send To HRMS	Earn Code	Description	Hours	Rate	Total	
N	HOL	Holiday	16	1	16	
N	RGS	Regular Earnings Salary	152.75	1	152.75	
Y	ADM	Administrative Leave	8	1	8	
Y	ATS	Add'l Time @ Straight	2.00	1	2.00	
Y	OTM	Overtime	2.25	1	2.25	
Y	FLH	Floating Holiday	8	1	8	
		TOTAL:	189.00		189.00	

Only the hours marked with a Y will be sent to CU Time for Processing



Speed Types							
Speed Type	Send To HRMS	Earn Code	Description	Hours	Rate	Total	Edit
	Y	ADM	Administrative Leave	8	1	8	<input type="button" value="Edit"/>
	Y	ATS	Add'l Time @ Straight	2.00	1	2.00	<input type="button" value="Edit"/>
	Y	OTM	Overtime	2.25	1	2.25	<input type="button" value="Edit"/>
	Y	FLH	Floating Holiday	8	1	8	<input type="button" value="Edit"/>

Use the Edit button to add a override for the speed type for the hours.



CERTIFICATION: I certify (1) The 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. (2) The Speedtype identified above are appropriate to pay these hours, and the percentage of time attributed to each reflects the actual effort expended on the project(s) specific to the Speedtype listed. (3) If applicable, student employee is enrolled in the proper number of credit hours, pursuant to campus specific student employment guidelines.

OVERTIME ELIGIBILITY: Any overtime or compensatory 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 Eligibility statements

To submit a time sheet for approval the employee would check the box to agree and the submit the time sheet for approval.



Note: The summary totals on the bottom of the time sheet displays the total by earnings code and what will be sent to CU Time for payroll processing. Best practice is to review the time sheet totals and which ones are being sent to HRMS/CU Time. If there is a DK1 code the employees pay will be docked.



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Bi-weekly Hourly Employees (STU & TMP)

The majority of our biweekly employees are hourly and will need to record all hours worked to be paid. The following is a sample calendar view for a student employee.

Calendar-Month | Calendar-Week | Calendar-Day | Timesheet | Department Employees

Job 0, TMP(H)-OT Elig | Preferences | Today is March 6, 2019 | View My Calendar | Add Time | Month | Week | Day

Balances	Act/Proj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Balance
			0.00	0.000000	0.00	0.00	0.00			---

<< December | January | 2019 | February >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 R/8 Worked	3	4 R/8 Worked	5
6	7 R/8 Worked	8	9 R/8 Worked	10	11 R/8 Worked	BW End - 12
13	14 R/8 Worked	15	16 R/8 Worked	17 R/5 Worked R/3 Worked	18	19
20	21	22 R/8 Worked	23 R/8 Worked	24	25 R/8 Worked	BW End - 26



Bi-weekly Hourly Employees (STU & TMP)

The Time Sheet View shows all the hours for the bi-weekly pay period and the totals being sent to CU Time or HRMS

*Pay Period Ending: 01/27/19 - 02/09/19 leave to be reported for 02/09/19 Job 0, Posted

Essential Services Employee:

3) - Job: 0, Department: 51000 -- Time Worked from 01/27/2019 through 02/09/2019. Based on standard hours per week of 40
 Posted (Approved on 02/08/2019 14:12, by 253921), (Submitted on 02/08/2019 13:12)



This time sheet is Posted in CU Time

01/27/2019 through 02/02/2019												
Week 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat			Sub Total	Adjust	Total
	01/27	01/28	01/29	01/30	01/31	02/01	02/02					
Time In		07.00		07.00		07.00						
Time Out		15.00		15.00		15.00						
Regular Earnings	0	8	0	8	0	8	0			24	0	24
Total	0	8	0	8	0	8	0			24	0	24

02/03/2019 through 02/09/2019												
Week 2	Sun	Mon	Tue	Wed	Thu	Fri	Sat			Sub Total	Adjust	Total
	02/03	02/04	02/05	02/06	02/07	02/08	02/09					
Time In		07.00		07.00		07.00						
Time Out		15.00		15.00		15.00						
Regular Earnings	0	8	0	8	0	8	0			24	0	24
Total	0	8	0	8	0	8	0			24	0	24

Totals						
Send To HRMS	Earn Code	Description	Hours	Rate	Total	
Y	REG	Regular Earnings	48	1	48.000	
		TOTAL:	48		48.000	



Hours sent to CU Time using CU Dept Timesheet Review

Speed Types						
Speed Type	Send To HRMS	Earn Code	Description	Hours	Rate	Total
	Y	REG	Regular Earnings	48	1	48.000



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Reading Accrual Balances

Job 0, UOT(M)-OT Elig Preferences Today is March 6, 2019 View My Calendar Add Time Month Week Day

Balances	Act/Proj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Balance
Sick	Actual	01/01/2019	10.00	198.880000	7.50	0.00	191.38	0	8	183.38
Vacation	Actual	01/01/2019	14.67	184.280000	16.00	0.00	168.28	0	0	168.28

<< December January 2019 February >>

Balances: Identifies Sick and Vacation rows.

Act/ Proj: Differentiates between past months, current month and future months.

- o Actual = past months.
- o Open = current month, not processed yet.
- o Projected = future months.

Begin Date: Displays the month and year that you are currently viewing on your Calendar tab.

Previous Earnings: Displays what accrued in the last monthly payroll run, or if status is Projected, what would normally be accrued from the previous month's work. If you work less than 100% of time, this will reflect in the amount earned. If you are unsure of your accrual rate, review these details on the Employee Services web page.

Begin Balance: Displays the amount at the end of the previous month, not including the amount to be processed for that previous month. Exception time is processed one month after the fact.

Prior Month Posted: Displays the number of hours to be processed in the next payroll process.

Adjustments: Department Payroll contacts have the ability, if needed, to update balances in an off-cycle payroll process. If this occurs, you will see those hours listed in this column.

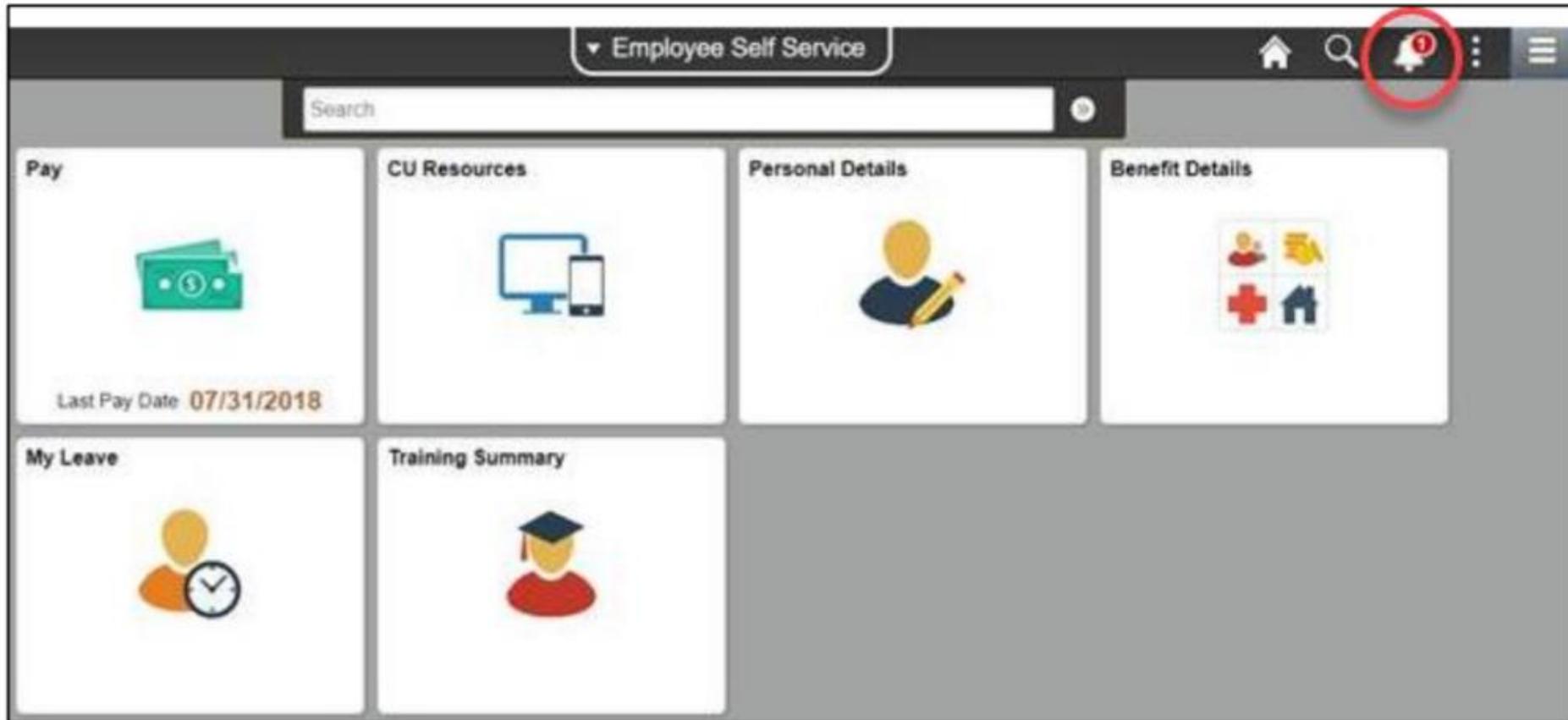
Usable Balance: Displays the amount of the beginning balance minus Prior Month Posted and Adjustment hours.

Not Taken: Displays sick and/or vacation hours that have been requested but not yet approved or processed.

Taken: Displays **sick hours only** that are marked as Taken rather than being submitted and approved through a request to the supervisor.

Ending Balance: Displays the total remaining balance after deducting Taken/Not Taken from the useable balance.

Time Sheet Approvals



Note: My Leave request for approvals will show as a notification on the bell of the supervisors portal.



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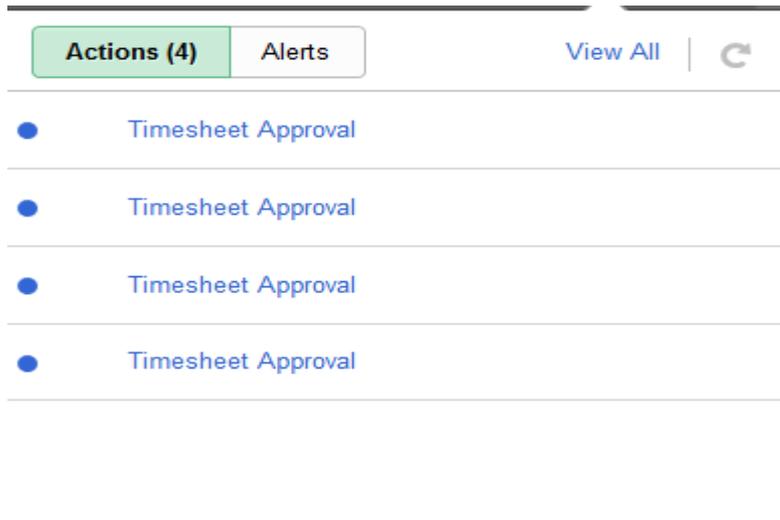
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Notifications: Employee Portal



Leave request notifications

List of items to approve. Select one of the Timesheet Approval.



The bell will show the number of approval request notifications. To view the requests click on the bell.



Approval

Approval Inbox

TransactionType: 

Use Saved Search:

Empl ID

Name

Pay Period End Date 

[Advanced Search](#) [Save Search Criteria](#) [Delete Saved Search](#) [Personalize Search](#)

Timesheet Details [Personalize](#) | [Find](#) | [View All](#) |   [First](#)  1-6 of 6  [Last](#)

	Select Flag	Name	Empl ID	Empl Record	Pay Period End Date	Start Datetime	End Datetime	Status
1	<input type="checkbox"/>		114447	1	03/09/2019	02/24/19 12:00AM	03/09/19 12:00AM	Requested
2	<input type="checkbox"/>		115163	1	03/09/2019	02/24/19 12:00AM	03/09/19 12:00AM	Requested
3	<input type="checkbox"/>		265762	1	01/31/2017	12/01/16 12:00AM	12/31/16 12:00AM	Requested
4	<input type="checkbox"/>		265762	1	02/28/2017	01/01/17 12:00AM	01/31/17 12:00AM	Requested
5	<input type="checkbox"/>		310763	0	03/31/2019	02/01/19 12:00AM	02/28/19 12:00AM	Requested
6	<input type="checkbox"/>		313909	0	03/31/2019	02/01/19 12:00AM	02/28/19 12:00AM	Requested

- The Approval inbox will have a drop down list types of approvals.
- Select CUTimesheet Approval and then select search and you will have a listing of all your employees requesting approval.



Approval

- To view the individual employees timesheet click on the employee id that should be highlighted in blue.
- Check off the timesheets you approve and select the approve button.

Approval Inbox

TransactionType:

Use Saved Search:

Empl ID

Name

Pay Period End Date

Search

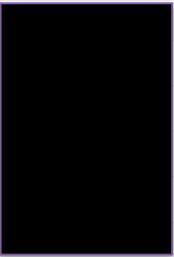
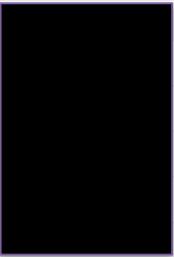
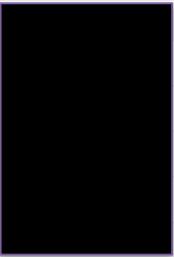
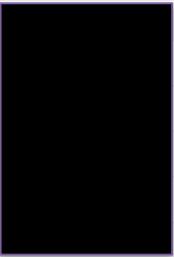
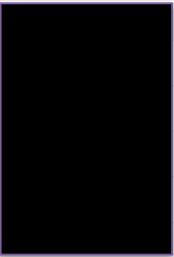
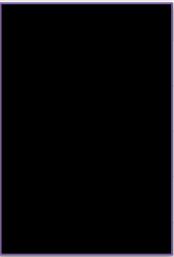
Clear

Advanced Search

Save Search Criteria

Delete Saved Search

Personalize Search

Timesheet Details		Personalize Find View All						
	Select Flag	Name	Empl ID	Empl Record	Pay Period End Date	Start Datetime	End Datetime	Status
1	<input checked="" type="checkbox"/>		114447	1	03/09/2019	02/24/19 12:00AM	03/09/19 12:00AM	Requested
2	<input type="checkbox"/>		115163	1	03/09/2019	02/24/19 12:00AM	03/09/19 12:00AM	Requested
3	<input type="checkbox"/>		265762	1	01/31/2017	12/01/16 12:00AM	12/31/16 12:00AM	Requested
4	<input type="checkbox"/>		265762	1	02/28/2017	01/01/17 12:00AM	01/31/17 12:00AM	Requested
5	<input type="checkbox"/>		310763	0	03/31/2019	02/01/19 12:00AM	02/28/19 12:00AM	Requested
6	<input type="checkbox"/>		313909	0	03/31/2019	02/01/19 12:00AM	02/28/19 12:00AM	Requested

Approve

Deny

Note: If the timesheet does not pop up – turn off pop up blockers.



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Time Sheet Review

The approver may move from one employee to another by selecting the drop down listing by their name.

HARF

Calendar

scobedo (330602)
63)
09029)

87)
68)
147)
4)
312476)

Calendar-Day
Timesheet
Department Employees

Job 0, UOT(M)-OT Elig
Preferences

Today is March 11, 2019
Add Time

	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken
	03/01/2019	10.00	203.380000	0.00	0.00	203.38		1
Vacation	03/01/2019	14.67	197.620000	0.00	0.00	197.62		8

<< February

March

2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
					1
					R/8.5 Worked
3	4	5	6	7	8



Proxy

- A Proxy may be set up for the approver which would redirect all the timesheets to the Proxy.
- We only have the ability at this time for one proxy.
- Once the proxy is set up the original supervisor cannot approve timesheets or leave.

Assign Proxy and Reassign Work

User ID: [REDACTED]

Description: [REDACTED]

Proxy User Preferences								Personalize Find  		View %1	1-2 of 2	Last
	Transaction	Alternate User ID	Description	Effective Date From	Effective Date To	Disable Proxy						
1	CULeaveApprc 	<input type="text" value="[REDACTED]"/> 	[REDACTED]	01/01/2019 	01/01/2020 	<input type="checkbox"/>						
2	CUTimesheetApp 	<input type="text" value="[REDACTED]"/> 	[REDACTED]	01/01/2019 	01/01/2020 	<input type="checkbox"/>						

Reassign Work					Personalize Find  		First	1-4 of 4	Last
	Transaction	Pending Inbox Entries Count	Reassign Work To	Description	Reassign				
1	CULeaveApproval		<input type="text"/> 		<input type="button" value="Reassign"/>				
2	CUPETApproval		<input type="text"/> 		<input type="button" value="Reassign"/>				
3	CUTimesheetApproval		<input type="text"/> 		<input type="button" value="Reassign"/>				
4	ePARApproval	2	<input type="text"/> 		<input type="button" value="Reassign"/>				

 Save  Return to Search  Previous in List  Next in List



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CU Dept. TimeSheet Review

CU Department Timesheet Review

Compensation Frequency

Monthly
 Bi-Weekly
 Annual

Pay Period End Date

Search

Personalize | Find | View 100 | First 2640-2644 of 2772 Last

Department	Description
<input checked="" type="checkbox"/> 51000	Employee Services
<input type="checkbox"/> 51005	Payroll Operations
<input type="checkbox"/> 51100	Benefits Fund-Auxiliary
<input type="checkbox"/> 51105	Retiree Payments
<input type="checkbox"/> 51106	CU Payroll

Personalize | Find | View All | First 1-10 of 73 Last

Empl ID	Empl#	Name	Dept	Pay Group	FLSA Status	Payment Status	Batch ID	Supervisor Name	Company	Pay Begin Date	Pay End Date
<input type="checkbox"/> 249214	[REDACTED]		51000	USX	Exempt	Ready to load	[REDACTED]		CU	03/01/2019	03/31/2019
<input type="checkbox"/> 174868	[REDACTED]		51000	USX	Exempt	Ready to load	[REDACTED]		CU	03/01/2019	03/31/2019
<input type="checkbox"/> 117854	[REDACTED]		51000	USN	Exempt	Ready to load	[REDACTED]		CU	03/01/2019	03/31/2019
<input type="checkbox"/> 330602	[REDACTED]		51000	UOT	Nonexempt	Posted	[REDACTED]		CU	03/01/2019	03/31/2019
<input type="checkbox"/> 330382	[REDACTED]		51000	UOT	Nonexempt	Posted	[REDACTED]		CU	03/01/2019	03/31/2019
<input type="checkbox"/> 326382	[REDACTED]		51000	UOT	Nonexempt	Posted	[REDACTED]		CU	03/01/2019	03/31/2019
<input type="checkbox"/> 326355	[REDACTED]	mail	51000	UOT	Nonexempt	Posted	[REDACTED]		CU	03/01/2019	03/31/2019
<input type="checkbox"/> 319802	[REDACTED]		51000	UOT	Nonexempt	Posted	[REDACTED]		CU	03/01/2019	03/31/2019
<input type="checkbox"/> 313909	[REDACTED]		51000	UOT	Nonexempt	Posted	[REDACTED]		CU	03/01/2019	03/31/2019
<input type="checkbox"/> 312476	[REDACTED]		51000	UOT	Nonexempt	Posted	[REDACTED]		CU	03/01/2019	03/31/2019



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Exempt Employees time sheets can be auto created in CU Dept. Timesheet Review and the employee does not have to certify and submit the time sheet for approved time. Some campuses require that Exempt Employees do not use this feature and certify and submit time sheets.

Sample of a timesheet that has been auto created.

Calendar-Month | Calendar-Week | Calendar-Day | **Timesheet** | Department Employees

*Pay Period Ending: 04/01/18 - 04/30/18 leave to be reported for 05/31/18 Job 0, Posted

Essential Services Employee:

Job: 0, Department: 51000 -- Time Worked from 04/01/2018 through 04/30/2018. Based on standard hours per week of 40
 Posted (Approved on, by), (Submitted on 05/15/2018 14:52)

01/27/2019 through 02/02/2019											

Totals						
Send To HRMS	Earn Code	Description	Hours	Rate	Total	
		TOTAL:	0		0	

Speed Types						
Speed Type	Send To HRMS	Earn Code	Description	Hours	Rate	Total

CERTIFICATION: I certify (1) The 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. (2) The Speedtype identified above are appropriate to pay these hours, and the percentage of time attributed to each reflects the actual effort expended on the project(s) specific to the Speedtype listed. (3) If applicable, student employee is enrolled in the proper number of credit hours, pursuant to campus specific student employment guidelines.

OVERTIME ELIGIBILITY: Any overtime or compensatory 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.

Note: The leave hours in this example would need to be reviewed on the Calendar View.

Resources

Running Reports to Audit Time Entry and My Leave

The Reports that we will review are available on the **CUES HCM WorkCenter**

Resources for information on how to run reports.

- Step-by-step: Running Queries
<https://www.cu.edu/docs/sbs-running-queries>
- Step-by-step: Quick tips: Keys to running, reading payroll registers <https://www.cu.edu/blog/hcm-community/quick-tips-keys-running-reading-payroll-registers>



Time Entry Report

CUES_HCM_REPORTED_TIME - Time Entry

First Earns End Dt (Optional) 

Last Earns End Dt (Optional) 

Empl ID (Optional) 

Dept ID (Optional) 

Pay Group (Optional) 

Company (Optional) 

Earn Code (Optional) 

Pay Run ID (Optional) 

Batch Run ID (Optional)

Campus (Optional)

Off Cycle ONLY

Needs Approval ONLY

Node (Optional) 

Status 

Pay Freq (BW, MON) (Optional)

Time Entry Report – CUES_HCM_REPORTED_TIME

- Run this report after all entries including Manual Entries, Regular Earnings Uploads and My Leave have been made and approved. The report allows you to audit time entries **before the payroll is processed.**
- You can pull this report with many different options including earnings dates, department, pay group, Off Cycle Only, pay frequency, node and transaction status (Approved, Denied, Sent to Payroll etc.)
- If you wanted to check a bi-weekly payroll which had many different earnings dates you could select your Node (which would be all your departments), the status of approved (only transactions in CU Time that are approved) and the pay frequency of BW for biweekly. The node option and the status options were recently added to improve your report selection. **Catch overpayments before they happen!**



My Leave Calendar View

CUES_HCM_MY_LEAVE_CALENDAR - My Leave Calendar View

First Calendar Date 

Last Calendar Date 

Business Unit (Optional) 

Node (Optional) 

Dept ID (Optional) 

Pay Group (Optional) 

Earn Code (Optional) 

Empl ID (Optional) 

Aprovr/Proxy ID (Optional) 

Supervisor ID (Optional) 

Status (Optional) 

My Leave Calendar View –

CUES_HCM_MY_LEAVE_CALENDAR –

- This report can be run by a range of dates and returns information on the My Leave Calendar View for an employee or a department.
- This report can be used to **audit time** if an employee has missed submitting timesheets or changed the My Leave Calendar after approvals and the time sheet submission for payroll.
- Other options that are listed include searching the My Leave Calendar View by earnings codes or status such as do not send a request, mark as taken, withdraw request.



Additional Reports

My Leave Set-Up Preferences – CUES_HCM_MY_LEAVE_PREFERENCES

- A department user can run this report to review all their employees' preferences set up which includes the Week Begin Day, Holiday Schedule and overtime settings.

My Leave Timesheet Detail – CUES_HCM_MY_LEAVE_TNSHT_DTL

- This report lists all the time in and out by day without a summary total and can be run by department or employee. The information on this report comes from the actual time sheet not the calendar.

My Leave Timesheet Summary – CUES_HCM_MY_LEAVE_TMSHT_SUM

- This report lists the summary totals on the bottom of the time sheets and can be run for a range of pay period end dates, by employee, department, node or earning code.



Timesheets

My Leave Timesheets – CUES_HCM_MY_LEAVE_TMSHTS

- Run this report to list all time sheets within the selected criteria. The report will show the status of the time sheet if it was approved, posted, or not submitted. The report includes all the information on the CU Dept. Timesheet Review process. This report could be run before you load the time sheets instead of the CU Dept. Timesheet Review to check the status of the time sheets before you attempt to load them to CU Time.

CUES_HCM_MY_LEAVE_TMSHTS - My Leave Timesheets

First Pay End Date 

Last Pay End Date 

Empl ID (Optional) 

Dept ID (Optional) 

Pay Group 

Exempt? (N, X, Blank for all)

Node (Optional) 

[View Results](#)



Timesheets Not Submitted

CUES_HCM_TIMESHT_NOT_SUBMITTED

- This report is an excellent tool to look for all those time sheets that have not been submitted prior to payroll.

CUES_HCM_TIMESHT_NOT_SUBMITTED - My Leave Timeshts Not Submtd

Pay End Date 

Dept ID (Optional) 

Empl ID (Optional) 

Pay Group (Optional) 

Pay Freq (BW, MON) (Optional)

Exempt? (X, N, Blank for all)

Node (Optional) 



My Leave Resources

Document Library

My Leave HCM Community

ALL A B C D E F G H I J K L M N O P Q R S T U

DOCUMENT NAME	TYPE	DEPARTMENT
My Leave Basics: Setting Preferences and Entering Time		HCM Community
My Leave for HCM Community Members		HCM Community
My Leave for Supervisors		HCM Community
My Leave: Frequently Asked Questions		HCM Community
My Leave: Considerations before Implementing		HCM Community
My Leave: Selecting Earnings Codes		HCM Community



Next Webinar

Audits and Time and Leave Processing

Description: The next webinar will review in greater detail CU Department Timesheet Review. Manual entries into CU Time and when you may need to make them. We will discuss the audit reports used before and after payroll is processed in detail with examples. Participants will learn how to use additional reports to audit individual time sheets for specific periods of time.

Date: Tuesday, April 23 3-4pm

[Click to Register](https://www.cu.edu/hcm-community/hcm-projects/training-webinars)

<https://www.cu.edu/hcm-community/hcm-projects/training-webinars>

Note: Please send request directly to Tacy.Harris@cu.edu for subjects to add to the next webinar.

