Frequently Asked Questions

My Leave

This guide answers some of the most frequently asked questions about using My Leave to request and approve time off. If you have questions that are not addressed in this document, please email hcm_community@cu.edu.

My Leave for Supervisors or Proxies

Q. How do I set my preferences for the email notifications I'd like to receive?

A. To set up your email preferences in My Leave:
1. Log into the employee portal.
2. Select the **My Leave** tile. Your personal My Leave calendar appears.
3. Click the **Preferences** button at the top of the calendar page. The My Leave Preferences pop-up window appears. The section marked as **Email Preferences** lets you have My Leave send an email for different events.
4. Select which system generated email messages you would like to receive as an employee and in your role as a supervisor.
5. Click the **Save & Return** button.

Q. How do I designate or disable a proxy to approve time in my absence?

A. A proxy can be assigned separately for CULeave Approval, CUPETApproval, CUTimesheetApproval and ePARApproval. To modify or add a proxy, who will receive leave and/or timesheet approval requests on your behalf **instead of you**, refer to *My Leave for Supervisors Step-by-Step Guide.* Once you set up a proxy, all requests for that function will go to the proxy until the proxy is modified.

Q. How do I review an employee's timesheet before I approve it?

A. To review a timesheet in My Leave:
1. Log into your employee portal.
2. Select the **My Leave** tile. Your personal My Leave calendar appears.
3. Locate your name, displayed in a drop-down list at the top left corner of the calendar.
4. Click the drop-down list to show the employees who report to you.
5. Select the employee whose timesheet you want to review.

You may also display the time sheet on the Timesheet Approval request. If you click on the employee id in the Approval Inbox the time sheet will display.

Q: The employee timesheet is incorrect, what happens if I deny the timesheet?

A. If the timesheet is denied, the employee will have the opportunity to cancel the timesheet, make corrections and resubmit it for approval.

My Leave for Business Partners

Q. Is there a step-by-step guide for My Leave for department users?

A. Department payroll liaisons can refer to the step-by-step guides for HCM and CU Time at:

https://www.cu.edu/docs/sbs-my-leave-hcm-community-members

Q. My employees seem to need assistance setting up My Leave. How can I help them?

A. Refer your employees to *My Leave Basics: Setting Preferences and Entering Time Step-by-Step Guide*. Preferences must be set up before the employee can record time. The start date in My Leave tells the system when to start recording time. For newly hired employees, this is the hire date. For rehired employees, this is the rehire date and for existing employees, the start date is the date to start tracking in My Leave.

Q. How can I review all my employees' exempt, non-exempt status and who they report to?

A. The query, Personnel Roster, will show your active employees with the exempt, non-exempt status, pay group, position, and supervisor.

Q. My Leave is requiring one of my exempt employees to enter all of his time or it will create a dock. How do I correct this?

A. If an exempt employee is being required to enter all his or her time, the employee is probably set up with an incorrect FLSA status in Job data or Position data. Exempt employees should only have to enter exception time, such as vacation and sick leave. Non-exempt employees need to record all hours worked for My Leave to calculate time correctly. Correct the FLSA exempt/non-exempt status in the employee's position with a position change. The change feeds to Job data and then to My Leave. In My Leave, the FLSA status of exempt of non-exempt displays with the Job and Pay group information.

Q. Once a timesheet is approved will it load automatically to CU Time?

A. Approved timesheets **do not automatically** load to CU Time. Within CU Time there is an option called CU Dept Timesheet Review that is used by the departments to review and load approved timesheets from My Leave to CU Time. Detailed instructions are available in the *My Leave for HCM Community Members Step-by-Step Guide*.

Q. What does the Payment Status field tell me in CU Department Timesheet Review?

A. The Payment Status field in CU Department Timesheet Review should tell the department user whether an exempt employee has no time to report, meaning no exception time, a non-exempt employee timesheet has been approved, and if timesheets have been posted. A complete listing is available in the *My Leave for HCM Community Members Step-by-Step Guide*.

Q. I have several employees who did not submit timesheets before the pay period closed. Will My Leave upload this timesheet in the next pay cycle?

A. Once the pay period has closed, you will not be able to upload timesheets to the next pay cycle. All additional entries will need to be made into CU Time directly as Manual Time Entry.

Q. The department supervisors are letting me know that the timesheets for their direct reports are not coming to them for approval.

A. This can be caused by the supervisor having a proxy set up and the approvals are going to the proxy or the employees have multiple jobs and are recording time on an incorrect job record. Check the timesheets for the employees and the job number. If this is correct, you can check to see if a proxy is set up in Workflow Admin.

Q. What reports are available to assist with My Leave and CU Time?

- Personnel Roster – Review all positions, jobs and FLSA status for your department.

- My Leave Calendar View – Shows all entries on an employee My Leave Calendar, including timesheets not submitted.

- My Leave Pay Estimates – Reports exception time and estimated pay.

- My Leave Timesheet Detail – Displays detailed information about my Leave Timesheets, including weekly OTM.

- My Leave Timesheets – Displays summary detail for My Leave Timesheets.

- My Leave Timesheet Status– Displays detailed information on earnings codes and hours for both submitted and not submitted timesheets.

Q. What do I do if I receive an error when I attempt to add an event to the My Leave calendar?

A. Most error messages received here have to do with personal preferences which did not transfer over from the old system. Ensure you have set up your preferences in My Leave. Refer to *My Leave Basics: Setting Preferences and Entering Time Step-by-Step Guide* for more information.

Q. How do I define my preferred Work Days and Hours in My Leave?

A. Follow the steps below:
   1. From the university portal, click the **My Leave** tile.
   2. Click the **Preferences** button. The My Leave Preferences pop-up window appears.
   3. From this window, specify your preferred settings for using My Leave:
       a. Select the correct campus from the **Holiday Schedule** list box.
          Students and temporary workers should select **No Holiday Schedule**.
       b. Indicate your eligibility for **Overtime/Comp Time Eligible**. If you are unsure of your eligibility, contact your department payroll liaison.
       c. From the **Work Begin Day** list, all campus employees (except UCCS) should select **Sunday** as the Week Begin Day. UCCS should select **Saturday**.
       d. From the **Weekly Schedule** list, select either **Standard Week** or **Flex Week**.
       e. For each day you work, select the checkbox from the **Work Day** column and specify your usual work schedule. If you do not work a set schedule, you must select (check box) in the Work Day column and populate the End Time column as 23:00 for each day. This will allow you to enter any time worked in your calendar.
   4. Click **Save & Return**.

Q: What do the Leave Balances reflect in My Leave?

A. In the Calendar-Month view of My Leave, Sick and Vacation balances are displayed. The Previous Earnings total is what was earned in the prior month. Begin Balance displays the balance at the end

of the prior month but does not include prior month unprocessed leave. Prior Month Posted is the amount that will be posted in the next payroll. Adjustments are any outstanding hours of adjustments entered by a department user. Usable Balance is the amount available to be used in the current month. Not Taken is the current month requested leave that is not approved or marked taken. Taken balance is the current month leave that is approved or marked as taken. Ending balance is the estimated ending balance.

Q: When creating a new event for leave, which Code Status do I use?

    A. The code status indicates the time as worked, requested (as in vacation leave), or taken, such as sick leave. Sick leave can also be requested if time is requested for appointments.

Q: Which codes on the timesheet are sent to HCM that affect my pay and leave balances, and how do I submit my timesheet for approval?

    A. On the Timesheet tab at the bottom of the timesheet the hours and the earnings are summarized. If the hours or earnings will be sent to HCM for processing, they have a Y in the box send to HCM. Review the hours that will be sent and confirm that the hours are correct before you check the box to certify and submit, which will send the timesheet for approval and submit to payroll.

Q: How can I record my time in My Leave for a number of days instead of day by day?

    A. If you have a standard work schedule set up in your preferences, you can add time for a number of days in the Calendar View. Click the Add Time button and select the From Date and then the To Date. Record hours as Regular Earnings and the status should be marked as worked. The Add Time will also work with recording vacation or sick time for a number of days.

Q: I submitted my timesheet for the month but I noticed an error. How can I make a correction?

    A.   If the timesheet is in Requested or Approved status, you can use the Cancel and Rebuild selection on the bottom of the timesheet on the Timesheet tab. Cancel the current submitted timesheet to make changes, and then reselect the certify option to resubmit the timesheet for approval.

Q: My timesheet is showing a DK1, or a dock. How did this happen? How would this affect my pay?

    A. If your timesheet is showing a DK1 code, then you have not recorded enough hours to complete your standard hours per week. If you just started using My Leave, you should check the start date and make sure it shows the day that you started tracking time with My Leave. If the start date is incorrect, My Leave could be looking for additional time for the previous month.

    If you are an overtime eligible employee, you must record all hours worked or My Leave will show a dock. Exempt employees only record exception hours.

    When a DK1 code is certified with the timesheet and sent to CU Time, your pay will be docked.

Q. When is My Leave Accrual available to use?

    A. Leave is not eligible to use in the month in which it was earned. My Leave will show a usable balance, which is the time available to use.

Q. I created a timesheet and now it has disappeared. What happened?

    A. If a timesheet is not certified and submitted for approval during the pay period, the timesheet will not display. The employee hours are available on the Calendar View, and can be entered manually to CU Time.