

Human Capital Management (HCM): Job Aid

My Leave – Clearing Old Notifications

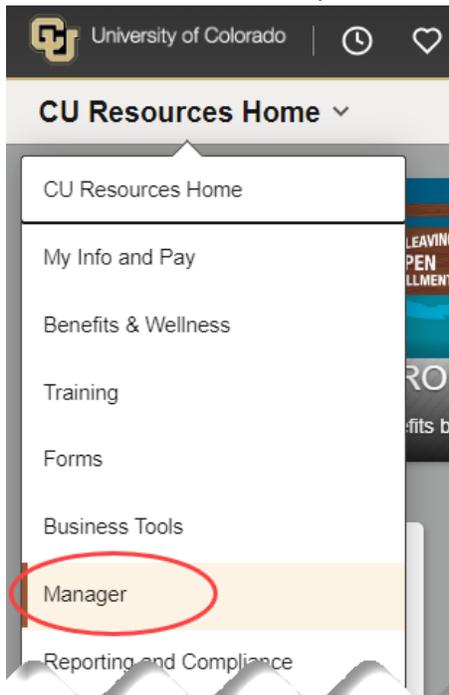
CU's timekeeping system, My Leave, sends managers notifications when an employee has submitted a leave request or timesheet for review. Sometimes, employees need to modify or cancel a submission. This can result in managers seeing a backlog of 'stale' notifications for timekeeping submissions that are no longer relevant.

Acting on the modified timekeeping submission (by approving or denying it) clears only the notification for the most recent version, not earlier versions. As a result, some supervisors see many stale notifications dating back months or years for old timekeeping submissions. This can clutter your notification list and make it difficult to identify new notifications.

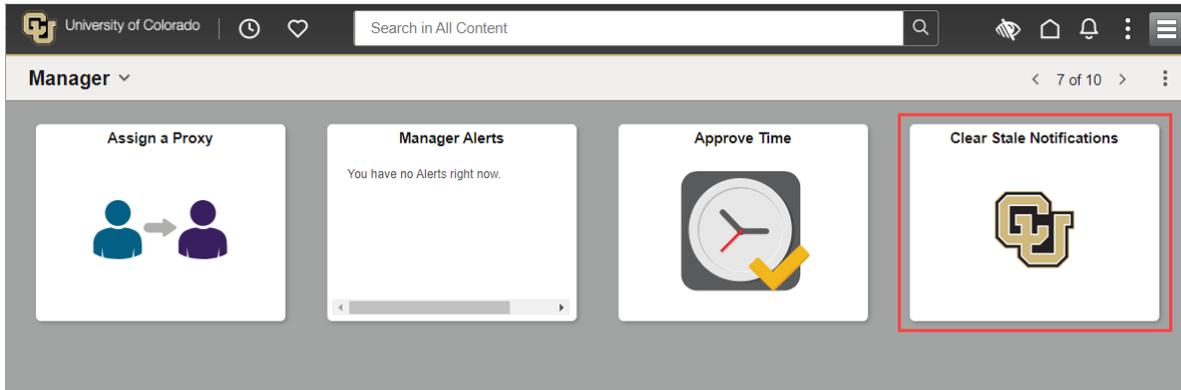
Managers can use a tool in the employee portal to clear all leave or timesheet notifications that are older than 60 days. This tool does not clear notifications that are less than 60 days old to ensure that notifications for current timekeeping submissions aren't removed. This is especially relevant for exception time, which is processed one month in arrears.

To clear old notifications:

1. Log in to the employee portal (<https://my.cu.edu>).
2. From the menu at the top left, select **Manager**.



3. Click the **Clear Stale Notifications** tile.



A popup message asks you to confirm you want to delete all notifications older than 60 days.

4. Click **OK**.

