University of Colorado
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EMPLOYEE SERVICES

Human Capital Management: Job Aid

Considerations Before Implementing My Leave

This document contains information about My Leave, the university's time-keeping system, and how it integrates with HCM.

For more detailed information about My Leave, refer to the following guides:

- *My Leave Basics: Setting Preferences and Entering Time Step-by-Step Guide* – contains procedures for all users to define their regular work schedule, enter time, and submit requests for leave.
- *My Leave for Supervisors Step-by-Step Guide* – contains procedures for approving timesheets, approving leave requests, and assigning or updating a proxy to perform approvals on your behalf.
- *My Leave for HCM Community Members Step-by-Step Guide* – contains procedures for entering time on behalf of an employee, assigning a proxy on behalf of a supervisor, loading timesheets, and running reports and queries.

What is My Leave?

My Leave is a 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).

My Leave provides the following features:

- Tracks all types of employees' leave:
    - Monthly salaried – exempt, non-exempt employees and faculty
    - Bi-weekly - hourly student and temporary employees
    - Bi-weekly - salaried employees
    - Essential Services Employees
- Displays leave balances
- Provides a built-in approval workflow for supervisors

My Leave and HCM Integration

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

The following fields from Position data feed to an employee's Job Information, and then to My Leave:

- Reports to (position number) – The person in this position approves timesheets and leave requests for the employee in My Leave.
- Standard Hours – Used by My Leave to calculate earnings coded as Additional Time Straight (ATS), Additional Regular Hours (XRG), Overtime (OTM), and Compensatory Earned (CME) for non-exempt employees.
- FLSA Status – Exempt or non-exempt for overtime calculations.

Job information comes from the position, except for Pay Group and Employee Type (Hourly/Salaried). These values come from Job Data and are fed to My Leave.

Note: If Position data and Job data do not agree, the Update Incumbents option was not selected in Position data when an update was made. This can be corrected by creating a position change with the Update Incumbents option selected. Refer to *Updating a Position Step-by-Step Guide* for more information.

Essential Services Employees

Essential Services Employees are defined in the Non-Person Profile under Additional Duties. Vacation and sick hours add to the work hours in the week for these employees, and overtime is paid when the sum of all hours, including vacation and sick time, is over 40 for the standard week. The Essential Services Employee checkbox will be selected in My Leave on the Timesheet view if the employee is set up correctly. In the CU HCM User WorkCenter, there is a query for all Essential Services designees.

Timesheet View – My Leave

Non Person Profile – Essential Services Employee

Reviewing Your Department before Implementing My Leave

Before you start your department on My Leave, review your department set up for all required fields in My Leave using the Dept Personnel & Org Roster report.

To locate the report:

1. From the HCM Community Users dashboard, select the **HCM WorkCenter** tile.

2. Click the **Resources** tab.

3. Scroll through the HCM Queries and select **Click here for ALL**.
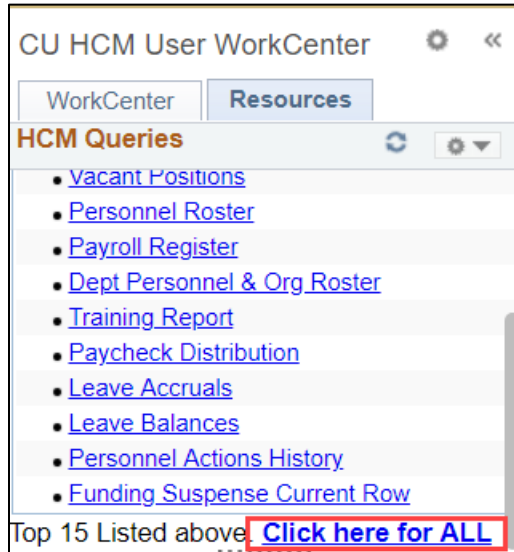
4. Click the query name, **Dept Personnel & Org Roster**.

5. Type your **Dept ID** and click **View Results**. This reports lists all your employees' pay group, FLSA status, record number, position number, reports to and supervisor name and employee ID.

You should regularly run this report to review your employee's information. All of your employees should have a reports to supervisor for the approval process. If the reports to position is vacant, or the supervisor in that position has terminated or transferred, the timesheets will self-approve.

Additional reports are available for departments that use My Leave:

- My Leave Timesheet Detail – This report can be run based on employee or department and returns detailed information including weekly overtime (OTM) and additional time at straight (ATS) calculations.

- My Leave Timesheets – Returns information about the status of timesheets, including approval and whether posted to CU Time.

- My Leave Timesheet Summary – Summarizes the information on the My Leave timesheets, including vacation, sick leave, overtime and additional time straight. The report can be run by department or employee ID.

- My Leave Timesheets Not Submitted – Displays a listing of active employees who have not submitted timesheets.