

Human Capital Management: Job Aid

Parental Leave

Refer to this job aid when entering parental leave for eligible employees into HCM. To ensure accurate tracking and management, complete the following items for employees taking parental leave as described in Administrative Policy Statement, or [APS 5019](#). Employees must first submit required parental leave request forms based on campus policy before entry into HCM. A campus may choose to provide additional parental leave benefits to its employees, or to a group of its employees, that are more generous than those provided in APS 5019.

Related Campus Policies:

- [CU Boulder Paid Parental Leave](https://www.colorado.edu/policies/paid-parental-leave) (<https://www.colorado.edu/policies/paid-parental-leave>)
- [CU Denver | Anschutz Medical Campus Parental Leave for Twelve Month Faculty and University Staff](http://www.ucdenver.edu/about/departments/HR/Documents/ParentalLeaveforTwelveMonthFacultyandUniversityStaffCampusPolicy.pdf) (<http://www.ucdenver.edu/about/departments/HR/Documents/ParentalLeaveforTwelveMonthFacultyandUniversityStaffCampusPolicy.pdf>)
- [UCCS](https://www.uccs.edu/vcaf/policies/uccs/policies) (<https://www.uccs.edu/vcaf/policies/uccs/policies>)

Note: Consult with your campus Human Resources (HR) for specific information about how your campus manages the entry of this information.

- CU Boulder HR: hmail@colorado.edu
- CU Denver | Anschutz Medical Campus HR: hr.parentalleave@ucdenver.edu
- UCCS HR: hrhelp@uccs.edu
- System HR: systemhr@cu.edu

When to Use Parental Leave Action and Reason Codes

The following codes will be available in the Leave of Absence ePAR to indicate that someone is taking paid or unpaid parental leave.

Job Action	Job Action Reason	When to Use
Paid Leave of Absence (PLA)	Parental Leave (PRL)	When the employee is on a paid leave of absence using paid parental, sick, or vacation leave. Consult your campus HR, as they may also use the FML code during a paid leave.
Leave of Absence (LOA)	Parental Leave (PRL)	When the employee has exhausted all paid leave available and will begin unpaid leave. This code stops payroll from processing pay beginning on the effective date until returned from leave.

When to Use Earnings Codes in My Leave or CU Time

Use the PPL (Paid Parental Leave) earnings code in My Leave or CU Time for the 160 hours as defined in APS 5019.

Code	When to Use
PPL – Paid Parental Leave	When an employee is using the hours designated by each campus as paid parental leave.
FML – Family Medical Leave (deducts from sick leave balance)	When the employee is on parental leave, but in the FML designation period and will be using sick leave.
SCK – Sick Leave	When the employee is on parental leave but using sick leave.
VAC – Vacation Leave	When the employee has exhausted sick leave and will continue using vacation leave.
DK1 – Unpaid Other Current Month	When the employee has exhausted all other methods of paid leave, the employee will be put on unpaid leave for the remainder of the parental leave designation.

Running Queries

There are several queries you can run to gather parental leave information.

Note: For more detailed information about how to run a query, refer to [Running Queries Step-by-Step Guide](#).

To run a query:

1. From the HCM Community Users dashboard, click the **HCM WorkCenter** tile.
2. Click the **Resources** tab.
3. If the query does not appear in the list of most used, select the **Click here for ALL** link.
4. Select the query you would like to run.
5. Type search criteria and press **Enter**.

Query Name	When to Use
CUES_HCM_PARENTAL_LEAVE	<p>Parental Leave Action History</p> <p>This query returns detailed information about My Leave requests shown on the calendar view, excluding holidays pertaining to the parental leave codes. An example of use would be to identify anyone using the code by campus or department to ensure people who have been approved on the leave are using the code correctly.</p>
CUES_HCM_MY_LEAVE_CALENDAR	<p>My Leave Calendar View</p> <p>This query returns detailed information about My Leave requests shown on the calendar view, excluding holidays. An example of use would be to use this to identify/verify time entered when multiple leave types are used when out on parental leave.</p>

Query Name	When to Use
CUES_HCM_PAYROLL_REGISTER_DTL	<p>Payroll Register Acct Detail</p> <p>This query returns pay check information and an earnings breakdown with accounting details by Pay Period End (PPE). This should be used to validate the appropriate codes were used for the leave.</p>
CUES_HCM_REPORTED_TIME	<p>Time Entry</p> <p>This query will return a sum of reported time and approval information.</p>
CUES_HCM_MY_LEAVE_TMSHT_SUM	<p>My Leave Timesheet Summary</p> <p>This query returns summary information about My Leave timesheets, including OTM (Overtime) and ATS (Additional Time Straight) calculations.</p>
CUES_HCM_MY_LEAVE_TMSHT_DTL	<p>My Leave Timesheet Detail</p> <p>This query returns detailed information about My Leave timesheets, including weekly OTM (Overtime) and ATS calculations as well as the override SpeedType, if one was entered.</p>