

# Human Capital Management: Step-by-Step Guide

## Running the CU FAML I Weekly Benefit Query for Employees

Employees on leave can use the CU Weekly FAML I Benefit tile within the CU Leave Benefits dashboard in the employee portal to confirm their weekly FAML I benefit amount. The tile also displays how much accrued personal leave (per hour) they may use to supplement this benefit, up to their current rate of pay.

Department HR Liaisons can use the **CU FAML I Weekly Benefit** query to see the same information displayed on the employee's tile. While the tile displays information about an employee's primary job only, this query also allows HR Liaisons to see a weekly FAML I benefit split across multiple appointments, as well as the percentage values of employee compensation funded by the program and the percentage eligible for replacement with accrued personal leave.



## Locating the FAML I Weekly Benefit Query

1. Log into the employee portal at <https://my.cu.edu>.
2. From the **CU Resources** dropdown menu, click **Business Tools**.
3. Click the **HCM** tile and choose **HCM Community Users** from the dropdown menu.
4. Click the **HCM WorkCenter** tile.
5. Click the **Resources** tab.
6. Scroll down the list of queries under **Query Manager** and select **Click here for ALL**.
7. Scroll through List of ALL HCM Queries and click **CU FAML I Weekly Benefit**.

## Running and Interpreting the FAML I Weekly Benefit Query

1. Type the applicable Department ID number.  
**Note:** If no Department ID number is entered, the query will produce results based on the user's HCM row security.
2. In the **Empl ID** field, type the applicable employee ID number if you want to narrow results for a specific employee.  
**Note:** If no employee ID number is entered, the query will produce results based on the user's HCM row security.
3. Click **View Results**.

Row	Business Unit	Dept ID	Pay Group	Empl ID	Empl Record	Name	Job Code	FTE	Weekly FAMILI Benefit	FAMILI per Hour	FAMILI Percent of Pay	Leave Supplement Hrs per Week	Leave Supplement per Hr	Leave Supp Percent of Pay
1	UAMC	21715	F12				1103	0.400000	635.84	39.739884	62.10%	6.06	0.379	37.90%

**Row:** Query row (per employee per job record).

**Business Unit:** Campus.

**Dept ID:** Department/Org number.

**Pay Group:** Applicable employee’s Pay Group.

**Empl ID:** Applicable employee’s employee ID number.

**Empl Record:** Applicable employee’s job record number.

**Name:** Applicable employee’s full name.

**Job Code:** Applicable employee's Job Code.

**FTE:** Applicable employee's full-time equivalency (FTE) where 1.0 is full time/40 hours per week.

**Weekly FAMILI Benefit:** Amount of wage replacement benefit (in dollars) payable to the employee for each full week of leave taken. Benefit is prorated for partial weeks of leave.

**FAMILI per Hour:** Amount of wage replacement benefit (in dollars) payable to the employee for each hour of leave taken.

**FAMILI Percent of Pay:** Percent of the employee’s current compensation in Job Data that is replaced with FAMILI benefit.

**Leave Supplement Hours per Week:** The maximum amount of accrued personal leave the employee may use to supplement each full week of FAMILI leave taken.

**Leave Supplement per Hour:** The amount of accrued personal leave the employee may use to supplement each hour of FAMILI leave taken.

**Leave Supplement Percent of Pay:** Percent of the employee’s current compensation in Job Data eligible to be replaced with accrued personal leave.

## Entering Supplemental Leave

Use the supplemental leave values in this query to guide time entry for employees who want to supplement their weekly FAMILI benefit with accrued personal leave (sick, vacation, etc.). Employee elections regarding supplemental leave usage can be reviewed in the leave self-service portal. Navigate to the attachment section of an employee’s case and view the FAMILI Supplemental Paid Leave form. You may also contact the case manager at [leave@cu.edu](mailto:leave@cu.edu) for supplemental leave election information.

For each hour of FAMILI leave taken, enter the fractional **Leave Supplement per Hour** amount in the timekeeping system using the specific earnings codes for FAMILI supplemental leave. When supplementing pay for a full week of leave, the total amount should not exceed the **Leave Supplement per Hours Week**.

Refer to [Human Capital Management: Step-by-Step Guide Manually Entering Reported Time](#).

## Contract Employees

The hourly rate for contract-paid employees is not displayed in Job Data and varies based on the total contract worth and days in the contract. The query will return no value in the Supplemental Leave columns. Employee Services will perform supplemental leave entry for contract faculty who elect this benefit. Employees may use the **Contract FAMLI supplemental leave calculator** on the Employee Services website to estimate leave supplement hours per week based on contract worth.

Refer to [Contract FAMLI supplemental leave calculator](#).

## Biweekly Hourly Employees

Biweekly hourly employees configured at 0.025 FTE (1 Standard Hour) in Job Data may have a variable schedule, changing the amount of supplemental leave for entry each week of leave taken. The query will return no value in the Supplemental Leave columns. Please contact the Leave Team for assistance entering supplemental leave. Employees may use the **Hourly FAMLI supplemental leave calculator** on the Employee Services website to estimate leave supplement hours per week based on scheduled hours.

Refer to [Hourly FAMLI supplemental leave calculator](#).

## Multiple Appointments on Leave

Faculty and staff may take leave from multiple university jobs simultaneously. In this case, the total FAMLI weekly benefit is split between multiple job records, with each portion paid in accordance with the job from which leave hours are taken and/or the percent of combined FTE for each job.

**Note:** Employees **may not exceed** 40 hours of FAMLI leave per week regardless of number of appointments. Secondary jobs in excess of 40 hours, jobs for stipend pay or zero compensation may be left active or placed on leave at the discretion of the department.

The CU Weekly FAMLI Benefit tile in the employee portal displays information about the employee’s primary job record only. HR Liaisons may use the FAMLI Weekly Benefit query to help employees understand their total benefit across all appointments. As any supplemental leave hours should also be entered proportionally for each job record, the Supplemental Leave columns in the query display the hours an employee may use to supplement FAMLI by individual job record.

**Example:** An employee is taking leave from two faculty appointments, one at 0.51 FTE and one at 0.49 FTE. The query displays values as shown in the following image.

Row	Business Unit	Dept ID	Pay Group	Empl ID	Empl Record	Name	Job Code	FTE	Weekly FAMLI Benefit	FAMLI per Hour	FAMLI Percent of Pay	Leave Supplement Hrs per Week	Leave Supplement per Hr	Leave Supp Percent of Pay
1	UCD	30124	F12		0		1101	0.510000	561.00	27.500000	68.20%	6.48	0.318	31.80%
2	UCD	30226	FOT		1		1433	0.490000	539.00	27.500000	49.70%	9.85	0.503	50.30%

**FTE:** Employee combined FTE is 1.0 (0.51 Rcd 0 + 0.49 Rcd 1).

**Weekly FAMLI Benefit:** \$1,100.00 (\$561.00 for Rcd 0 + \$539.00 for Rcd 1).

**FAMLI Percent of Pay:** FAMLI replaces 68.20% of employee wages from Rcd 0 and 49.70% of wages from Rcd 1.

**Leave Supplement Hours per Week:** For each full week of leave taken, the employee may not use more than 6.48 hours accrued personal leave on Rcd 0 and 9.85 hours of accrued personal leave on Rcd 1 to supplement their FAML benefit.

**Leave Supplement per Hour:** For each hour of leave taken from Rcd 0, the employee may record 0.318 hours of accrued personal leave. For each hour of leave taken from Rcd 1, the employee may record 0.503 hours of accrued personal leave.

**Leave Supplement Percent of Pay:** Accrued personal leave may replace up to 31.80% of employee wages from Rcd 0 and 50.30% of wages from Rcd 1, not to exceed 100% of current compensation for any individual job.