University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

EMPLOYEE SERVICES

Human Capital Management: Step-by-Step Guide

My Leave Basics: Setting Preferences and Entering Time

This document describes basic features of My Leave, the university's time-keeping system. The procedures in this guide can be performed by all users of My Leave. All My Leave users, including supervisors and HCM Community Members, should become familiar with the basic procedures described in this guide.

Additional procedures can be performed by supervisors and HCM Community Members. Refer to the appropriate guide for additional information:

- *My Leave for Supervisors Step-by-Step Guide* – contains procedures for approving leave requests, approving timesheets, and assigning or updating a proxy, who can enter 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.

Note: If you are not using My Leave, but would like to know more about it before implementing it, refer to *My Leave: Considerations Before Implementation Job Aid*.

Contents

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 (Defined in the Non-Person Profile under Additional Duties, vacation and sick hours add to the work hours in the week for these employees. Overtime is paid when the sum of all hours is over 40 for the standard week.)
- Displays leave balances
- Provides a built-in approval workflow for supervisors

Note: If you are not using My Leave, but would like to know more about it before implementing it, refer to *My Leave: Considerations Before Implementation Job Aid.*
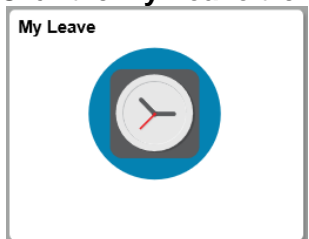
Setting Preferences

All employees who use My Leave, including supervisors and approvers, need to set up their preferences in My Leave before they can enter time, request leave or approve timesheets.

To set your preferences in My Leave:

1. From the portal, open My Leave using one of the following options:

- Click the **My Leave** tile:

- Click **CU Resources Home**> **My Info and Pay**> **My Leave**:
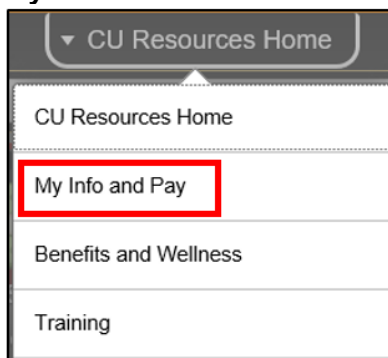
Setting preferences differs depending on whether this is your first time accessing My Leave.

- **First time you access:** My Leave displays the My Leave Preferences page so that you set them up before you enter time or leave requests.

- **Subsequent times you access:** My Leave displays the Calendar-Month page and you can enter leave requests, as well as update your settings by clicking the Preferences button.

Setting Preferences as a First-Time User

The first time you log into My Leave, the My Leave Preferences page appears with a message containing a link to this step-by-step guide.

To set preferences the first time you access My Leave:

1. Click **OK** to close the message. The My Leave Preferences page appears:

Important: You must set up preferences before entering any time into My Leave. Do not leave this page until you have completed it and saved your preferences.

2. From the **Holiday Schedule** drop-down list, select the correct holiday schedule for your campus. If you are employed in a position that is not paid holidays (such as a student), select **No Holiday Schedule**.

3. Click **Select Email Notifications**. The first time you log into my leave, this button appears. You must click this button in order to save the preferences. The email notification options will display default values.

4. Select email triggers for which you want to receive notifications, either as an employee or as a supervisor.

5. From the **Overtime/Comp Time Eligible** drop-down list, select an option. If you are in a non-exempt position, select whether you receive compensatory time or paid overtime (**CompTime**). If you are in an exempt position and not eligible for comp or overtime, select **Not Applicable**. Students will default to Overtime.

6. In the **My Leave Start Date** box, type your start date. If you are a new employee, enter your hire date as your start date. This directs My Leave when to start tracking time. If you are a rehired employee, the My Leave start date can be changed to your current rehire date.

   Note: If you are a CU employee, but new to My Leave, your start date is the date for My Leave to start tracking your time. For example, if you have been an employee since 01/01/2008 but you have never used My Leave before and your department has decided that your department will start using My Leave with the 12/1/2017 pay period, then your start date is 12/1/2017.

7. Leave the **Weekly Schedule** drop-down value as **Standard Week**.

8. From the **Week Begin Day** drop-down list, select the value as **Sunday**, except for UCCS where it is **Saturday**.

9. In the scheduling grid, enter your regular schedule by selecting Work Days and Hours for each. You can set up the weekly schedule to reflect the normal hours you work. Setting up the default schedule lets you add time to My Leave using the Add Time button in My Leave Calendar View for a range of dates. If you are approved to work a flexible schedule, see *Setting Up a Flexible Work Schedule* on page 15.

   Note: Hours are entered using military time (24-hour clock).

10. If you do not use your work email regularly, you may want to add your personal email in the **CC All Emails To** box.

11. From the email triggers grid, select the activities for which you would like to receive messages, both as an employee and as a supervisor.

12. Click **Save & Return** for your changes or additions to take effect.

Preferences can be changed at any time if your job information has changed.

Updating Preferences after First Login

If you have previously logged into My Leave and defined preferences, My Leave displays the Calendar-Month page when you open it. To update your settings, click **Preferences**.

| Calendar-Month | Calendar-Week | Calendar-Day | Timesheet |

| | Job 0, USX(M)-OT Exempt | Preferences | Today is July 19, 2018 | | | | | Month | Week | Day |

Balances	Act/Proj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Balance
Sick	Closed	07/01/2018	5.00	304.260000	0.00	0.00	304.26	0	0	304.26
Vacation	Closed	07/01/2018	7.33	125.670000	0.00	0.00	125.67	0	0	125.67

<< June			July	2018			August >>
Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
1	2	3	Independenc... 4 H/4 Taken	5	6	7
8	9	10	11	12	13	14
15	16	17	18	Today 19	20	21
22	23	24	25	26	27	28
29	30	31				

Note: When updating your preferences, there is no need to update the My Leave Start Date. My Leave does not take into account the effective date of any job change, so that field can remain the original date of when My Leave was first used.

Entering Time on Your Calendar

My Leave calendar view lets you enter time and leave events.

If you have a set schedule, are non-exempt, and it has been entered in your preferences, you can click the **Add Time** button to enter your time for a range of dates.

If you do not have a set schedule, you can double-click the date that you worked, and add an event to the individual day.

Best Practice: During the month, manually add leave and extra time worked by going into the individual day as described above. When ready to submit your timesheet, click the **Add Time** button to fill in the rest of your schedule.

To add an event on your calendar:

1. Click **Add Time** to the right of the current date, or double-click the specific date from the calendar. The Add/Edit Event window appears:

2. Select a **From Date** and a **To Date**, indicating the range of days for the time or leave you are requesting.

3. Next to the From Date, indicate at what **Time** this request begins. Hours are entered using Military Time.

4. Similarly, next to the To Date, indicate at what **Time** the request ends.

5. Select **Include Lunch** if the time you entered includes lunch. If not, deselect this box.

6. If you have multiple jobs, select the correct job number and **Reporting To** (supervisor) to ensure your hours are recorded correctly.

7. Select the **Earnings Code** for Regular Earnings Salary, Regular Hours or exception time being reported from the dropdown. Examples of exception time include vacation, sick, funeral leave and jury duty.

8. From the **Status** dropdown list, select a status. This includes the options of Submit a Request or Taken. Because vacation time is subject to approval, select **Submit a Request**. For sick time, you can select either Submit a Request or Taken.

    Note: The status of Do Not Submit a Request has been removed from My Leave for all leave codes. However, My Leave history will still show this status if it was used in the past.

9. In **Description** box, type an explanation, if necessary.

10. Do not enter anything in **SpeedType**, unless you have been advised by your HCM Community Member (payroll liaison) or supervisor.

SpeedType: _____

11. Select **Save** to submit your reported action.

Message

Data saved successfully

OK
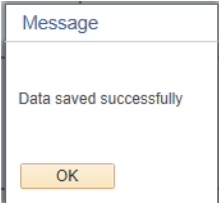
12. Click **OK**.

When you return to the Calendar view, you see the submitted request for vacation or sick time as requested until they are approved and the days marked as worked or holidays marked as taken.

Entering Exception Time – Exempt Employees

Exempt employees only enter and submit exception time. Examples of exception time include, vacation, sick, funeral leave and jury duty. After you submit a request for exception time, an email will be sent to your supervisor for approval. Vacation time will need to be submitted for approval and cannot be marked as taken until approved. Sick time can be marked as taken or submitted for approval. If you submit a request for leave prior to the event, and have not seen an email approving or denying your request, follow-up with your supervisor.

The following is an example of an exempt employee calendar:

Balances	Act/Proj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Balance
Sick	Actual	05/01/2018	10.00	169.950000	10.00	0.00	159.95	0	30	129.95
Vacation	Actual	05/01/2018	14.67	222.780000	64.00	0.00	158.78	0	0	158.78

<< April   May   2018   June >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 **S/8 Taken**	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23 **S/8 Taken**	24 **S/8 Taken**	25	26
27	Memorial Day 28 **H/8 Taken**	29	30	31 **S/6 Taken**		

Entering All Time Worked – Non-Exempt Employees and Students

Non-exempt employees must enter and submit all days and hours worked in the pay period. This includes regular hours worked and exception time. Examples of exception time include, vacation, sick, funeral leave and jury duty. The following is an example of a non-exempt employee monthly calendar.

Balances	Act/Proj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Balance
Sick	Actual	11/01/2017	10.00	167.130000	5.50	0.00	161.63	0	0	161.63
Vacation	Actual	11/01/2017	14.67	146.900000	8.00	0.00	138.90	0	0	138.90

<< October			November 2017			December >>
Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
			1 S/2.5 Approved R/1.5 Worked R/4 Worked	**2** R/3.75 Worked R/4.25 Worked	**3** R/4 Worked R/4 Worked	**4**
5	**6** S/2 Approved R/2 Worked R/4 Worked	**7** R/4.5 Worked R/3.5 Worked	**8** R/4 Worked R/4 Worked	**9** R/4 Worked R/4 Worked	**10** R/4 Worked R/5 Worked	**11**
12	**13** R/4 Worked R/4 Worked	**14** R/4.5 Worked R/3.5 Worked	**15** R/8 Worked	**16** R/4 Worked R/4 Worked	**17** R/4 Worked R/4 Worked	**18**
19	**20** V/8 Approved	**21** V/8 Approved	**22** V/8 Approved	**23** Thanksgiving… H/8 Taken	**24** Day after Tha… H/8 Taken	**25**
26 R/5 Worked	**27** R/4 Worked R/4 Worked	**28** R/4.5 Worked R/3.5 Worked	**29** R/4 Worked R/4.5 Worked	**30** R/3.75 Worked R/4.25 Worked		

- **Non-exempt university staff full time** should record all hours worked as **Regular Earnings Salary** or the earnings code of **RGS**. If you worked additional hours over 40 hours a week, My Leave will automatically calculate overtime (OTM) and additional time straight (ATS). If you are a non-exempt employee and receive comp time instead of overtime, you would also record all hours worked as **Regular Earnings Salary** and My Leave will calculate any additional time straight and compensatory time earned (CME). If you use your compensatory time, you should record the usage as compensatory time taken (CMP).

- **Non-exempt university staff less than 100%** should record all hours worked as **Regular Earnings Salary** or the code **RGS**. My Leave analyzes the standard hours in job data, and then adds Additional Regular Hours (XRG) for any hours recorded in excess of standard hours. For example, if an employee is set to work 20 standard hours a week and then recorded working 23 hours as Regular Earnings Salary, My Leave would add three XRG hours to the timesheet to be sent for additional pay.

- **Temporary hourly employees** should record all hours worked as **Regular Earnings** (earnings code **REG**).

- **Student hourly employees** should record all hours worked as **Student Hourly** (earnings code **STH**).

- The earnings codes for Shift Hours should only be used when instructed by your department payroll administrator.

Submitting a Timesheet at the End of the Pay Period

At the end of the pay period, all employees using My Leave will need to review and submit their timesheet. Non-exempt monthly employees should submit a timesheet to their supervisor by the 5th of each month. Bi-weekly employees should check with their department.

Before creating your timesheet, be sure to review all hours recorded on your calendar.

1. Select **Timesheet** at the top of the page.

Calendar-Month	Calendar-Week	Calendar-Day	**Timesheet**

The timesheet displays a week-by-week snapshot of the hours you reported on the Calendar tab. If the pay period ends in the middle of the week, it is possible that some overtime hours will be carried over to the next pay cycle. Weekly Adjustments are listed for each week and time is split into Regular Earnings Salary, Vacation, Sick, and Overtime or Additional Regular hours.

*Pay Period Ending: 09/01/15 - 09/30/15 leave to be reported for 09/30/15 Job 0, UOT-OT Elig

Job: 0, Department: 51000 -- Time Worked from 09/01/2015 through 09/30/2015. Based on standard hours per week of 40

Not Submitted

08/30/2015 through 09/05/2015

Week 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sub Total	Adjust	Total
	08/30	08/31	09/01	09/02	09/03	09/04	09/05				
Time In			07.30	07.30	07.30	07.30					
Time Out			16.30	16.30	16.30	16.30					
Regular Earnings	0	0	9	9	9	9	0		36	0	36
Total	0	0	9	9	9	9	0		36	0	36

09/06/2015 through 09/12/2015

Week 2	Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sub Total	Adjust	Total
	09/06	09/07	09/08	09/09	09/10	09/11	09/12				
Time In											
Time Out											
Holiday	0	9	0	0	0	0	0		9	0	9
Total	0	9	0	0	0	0	0		9	0	9

09/13/2015 through 09/19/2015

Week 3	Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sub Total	Adjust	Total
	09/13	09/14	09/15	09/16	09/17	09/18	09/19				
Total	0	0	0	0	0	0	0		0	0	0

09/20/2015 through 09/26/2015

Week 4	Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sub Total	Adjust	Total

At the bottom of the timesheet, a summary of the hours for the pay period is listed along with the hours that will be submitted to HCM for pay. All hours should be reviewed carefully to make sure they are correct. If you see a DK1 (or dock) listed, your pay will be docked for the number of hours listed.

In the example below, the Totals section indicates which hours will be sent to CU Time for payroll processing. The Y indicates that the sum of the hours will be sent. In the Speed Types section, you can see that this employee will have 32 vacation hours and 10.50 overtime hours sent for processing.

07/29/2018 through 08/04/2018

Week 5	Sun	Mon	Tue	Wed	Thu	Fri	Sat			Sub Total	Adjust	Total
	07/29	07/30	07/31	08/01	08/02	08/03	08/04					
Time In		08.00	08.00									
Time Out		12.00	12.00									
Time In		12.30	12.30									
Time Out		17.00	17.00									
Regular Earnings Salary	0	8.5	8.5	0	0	0	0			17.0	0	17.0
Total	0	8.5	8.5	0	0	0	0			17.0	0	17.0

Totals

Send To HRMS	Earn Code	Description	Hours	Rate	Total	
Y	VAC	Vacation Leave	32.0	1	32.0	
N	HOL	Holiday	8	1	8	
N	RGS	Regular Earnings Salary	137.00	1	137.00	
Y	OTM	Overtime	10.50	1	10.50	
		TOTAL:	187.50		187.50	

Speed Types

Speed Type	Send To HRMS	Earn Code	Description	Hours	Rate	Total	Edit
	Y	VAC	Vacation Leave	32.0	1	32.0	Edit
	Y	OTM	Overtime	10.50	1	10.50	Edit

Note: If you see **DK1** in the summary, this means a dock will be sent to payroll and you will be missing money from your pay. If you worked the entire month or had enough exception time to cover your time off, you do not want to see a dock in your pay. Review each week in your timesheet to find the dock hours, and go to your Calendar view to correct it.

2. Once you agree with what is reported on your timesheet, select the certification checkbox.

CERTIFICATION: I certify (1) The hours and minutes shown herein are a complete and accurate record of time worked each day and for the reporting period. All leave taken and/or overtime earned or taken as compensatory time was reported and approved by my supervisor. (2) The Speedtype identified above are appropriate to pay these hours, and the percentage of time attributed to each reflects the actual effort expended on the project(s) specific to the Speedtype listed. (3) If applicable, student employee is enrolled in the proper number of credit hours, pursuant to campus specific student employment guidelines.

OVERTIME ELIGIBILITY: Any overtime or compensentory time worked MUST have supervisory approval in advance, and will be paid at the rate of one and one-half times my hourly rate. Failure to receive advance approval for overtime or compensatory time worked may result in a corrective or disciplinary action which may include termination of University employment.

☑ I agree with the above Certification and Overtime Eligibilty statements

Submit

3. Click **Submit** to submit your timesheet for review and approval by your supervisor.

If you have errors on the timesheet before it is approved, you can select the option to cancel and rebuild. This would allow you to make changes, recertify and submit.

If errors are discovered after a timesheet is posted, but before payroll department users may deny the timesheet, employees may then make changes and resubmit.

Entering and Approving Time after the Pay Period has Closed

When you enter time for a previous pay period you will get the following warning message.
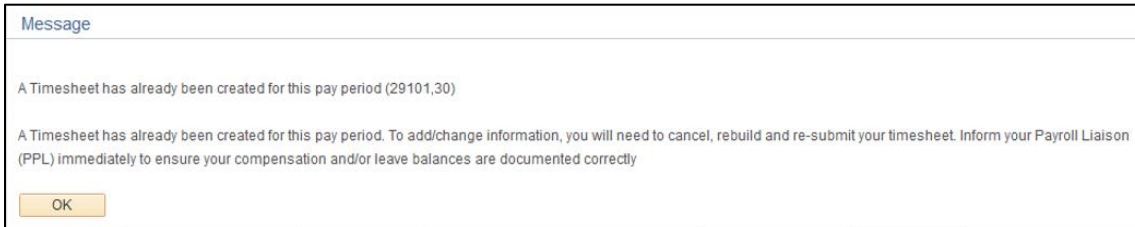
Inform you department Payroll Administrator, and work with them directly to make sure the time is recorded in the payroll system so that your leave balances are updated correctly.

Additional Views of My Leave Calendar

In addition to the monthly view of your calendar, you can choose to view it as weekly or daily.

Calendar-Week view:

Calendar-Day view:

Overview of Comp Time and Overtime

Overtime Pay: FLSA requires that an employee in an FLSA non-exempt (eligible for overtime) position is paid overtime or granted compensatory time when hours worked exceed 40 hours in a scheduled workweek. Both overtime and compensatory time must be paid at a rate of not less than one and one-half hours for each hour of overtime/compensatory time worked.

- State personnel rules consider all work time for overtime calculation, excluding holidays and authorized paid leaves such as annual leave, sick leave, jury duty, funeral leave, administrative leave, etc. For example, an employee works 36 hours, takes 4 hours of vacation leave, and then works 4 additional hours. This employee is paid 44 hours at the regular rate of pay, since the total hours at work are equal to 40.

- When you physically work over 40 hours in a week, record the hours as Regular Earnings Salary. My Leave will calculate your comp time/overtime. If you worked 44 hours in one week My Leave will calculate 4 hours of OTM or Overtime.

- Comp time is currently tracked manually within your department.

Reading My Leave Balances

Balances listed in My Leave are updated after each monthly payroll cycle and off-cycle process (if your balances have been updated).

Balances	Act/Proj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Balance
Sick	Projected	09/01/2016	10.00	277.550000	0.00	0.00	0.00	0	0	277.55
Vacation	Projected	09/01/2016	14.67	211.200000	0.00	0.00	0.00	0	0	211.20

- **Balances:** Identifies Sick and Vacation rows.
- **Act/ Proj:** Differentiates between past months, current month and future months.
    - Actual = past months.
    - Open = current month, not processed yet.
    - Projected = future months.
- **Begin Date:** Displays the month and year that you are currently viewing on your Calendar tab.
- **Previous Earnings:** Displays what accrued in the last monthly payroll run, or if status is Projected, what would normally be accrued from the previous month's work. If you work less than 100% of time, this will reflect in the amount earned. If you are unsure of your accrual rate, review these details on the Employee Services web page.
- **Begin Balance:** Displays the amount at the end of the previous month, not including the amount to be processed for that previous month. Exception time is processed one month after the fact.
- **Prior Month Posted:** Displays the number of hours to be processed in the next payroll process.
- **Adjustments:** Department Payroll contacts have the ability, if needed, to update balances in an off-cycle payroll process. If this occurs, you will see those hours listed in this column.
- **Usable Balance:** Displays the amount of the beginning balance minus Prior Month Posted and Adjustment hours.
- **Not Taken:** Displays sick and/or vacation hours that have been requested but not yet approved or processed.
- **Taken:** Displays **sick hours only** that are marked as Taken rather than being submitted and approved through a request to the supervisor.
- **Ending Balance:** Displays the total remaining balance after deducting Taken/Not Taken from the useable balance.

Setting Up a Flexible Work Schedule

If you are approved to work a flexible schedule, you can define your default hours from the My Leave Preferences page. (Navigation from the portal: **My Leave**> **Preferences**.) A flexible schedule is set up as 9 days with 80 hours, or 9/80.

The key to a 9/80 Work Schedule is to set the Week Begin Day as Friday, because Friday is the flex day. If your flex day is different, such as Monday being the flex day, your Work Begin Day would be Monday. The From Hour starting at 12 noon splits the flex day between the two weeks for FLSA regulations.

My Leave has two flex week layouts: one using the first Friday in a two-week cycle as a flex day, the other using the second Friday in a two-week cycle as a flex day.

My Leave Flex Week Layout 1 (9 days/80 hours)

If your first week of the month is actually your week with four days working nine hours a day and the second week is your five-day week, you can select **Flex Week – Layout 1 (9 days/80 hours)** as your Weekly Schedule. The following is an example of My Leave Preferences for Flex Week Layout 1.

Weekly Schedule: Flex Week - Layout 1 (9 days/80 hour ∨)

Week Begin Day: Friday ∨   **From Hour** 12 ∨ : 00 ∨

Day	Work Day	Start Time (Hrs)	Start Time (Mins)	Lunch Out (Hrs)	Lunch Out (Mins)	Lunch In (Hrs)	Lunch In (Mins)	End Time (Hrs)	End Time (Mins)	Work Hours in Day
Sunday	☐	00	00	00	00	00	00	00	00	0.00
Monday	☑	07	00	12	00	13	00	17	00	9.00
Tuesday	☑	07	00	12	30	13	30	17	00	9.00
Wednesday	☑	07	00	12	00	13	00	17	00	9.00
Thursday	☑	07	00	12	00	13	00	17	00	9.00
Friday	☑	00	00	00	00	00	00	00	00	0.00
Saturday	☐	00	00	00	00	00	00	00	00	0.00
Sunday	☐	00	00	00	00	00	00	00	00	0.00
Monday	☑	08	00	12	00	13	00	18	00	9.00
Tuesday	☑	08	00	12	00	13	00	18	00	9.00
Wednesday	☑	08	00	12	00	13	00	18	00	9.00
Thursday	☑	08	00	12	00	13	00	18	00	9.00
Friday	☑	08	00	12	00	13	00	17	00	8.00
Saturday	☐	00	00	00	00	00	00	00	00	0.00

Email Preferences

The following is a sample timesheet with the Flex Week Layout 1 Schedule:

Pay Period Ending: | 04/01/18 - 04/30/18 leave to be reported for 05/31/18 Job 0, UOT-OT Elig ⌄ | **Essential Services Employee:** ☐

Job: 0, Department: 51000 -- Time Worked from 04/01/2018 through 04/30/2018. Based on standard hours per week of 40

03/30/2018 through 04/06/2018

Week 1	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri		Sub Total	Adjust	Total
	03/30	03/31	04/01	04/02	04/03	04/04	04/05	04/06				
Time In				07.00	07.00	07.00	07.00					
Time Out				12.00	12.30	12.00	12.00					
Time In	12.30			13.00	13.30	13.00	13.00					
Time Out	16.30			17.00	17.00	17.00	17.00					
Regular Earnings Salary	4	0	0	9	9.0	9	9	0		40.0	-4	36.0
Total	4	0	0	9	9.0	9	9	0		40.0	-4	36.0

Weekly Adjustments
Applied -4 hours to Regular Earnings Salary (RGS), because the hours were reported last pay period

04/06/2018 through 04/13/2018

Week 2	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri		Sub Total	Adjust	Total
	04/06	04/07	04/08	04/09	04/10	04/11	04/12	04/13				
Time In				08.00	08.00	08.00	08.00	08.00				
Time Out				12.00	12.00	12.00	12.00	12.00				
Time In				13.00	13.00	13.00	13.00					
Time Out				18.00	18.00	18.00	18.00					
Regular Earnings Salary	0	0	0	9	9	9	9	4		40	0	40
Total	0	0	0	9	9	9	9	4		40	0	40

04/13/2018 through 04/20/2018

Week 3	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri		Sub Total	Adjust	Total
	04/13	04/14	04/15	04/16	04/17	04/18	04/19	04/20				
Time In				07.00	07.00	07.00	07.00					
Time Out				12.00	12.30	12.00	12.00					
Time In	13.00			13.00	13.30	13.00	13.00					
Time Out	17.00			17.00	17.00	17.00	17.00					
Regular Earnings Salary	4	0	0	9	9.0	9	9	0		40.0	0	40.0
Total	4	0	0	9	9.0	9	9	0		40.0	0	40.0

04/20/2018 through 04/27/2018

Week 4	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri		Sub Total	Adjust	Total
	04/20	04/21	04/22	04/23	04/24	04/25	04/26	04/27				
Time In				08.00	08.00	08.00	08.00	08.00				
Time Out				12.00	12.00	12.00	12.00	12.00				
Time In				13.00	13.00	13.00	13.00					
Time Out				18.00	18.00	18.00	18.00					
Regular Earnings Salary	0	0	0	9	9	9	9	4		40	0	40
Total	0	0	0	9	9	9	9	4		40	0	40

04/27/2018 through 05/04/2018

Week 5	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri		Sub Total	Adjust	Total
	04/27	04/28	04/29	04/30	05/01	05/02	05/03	05/04				
Time In				07.00								
Time Out				12.00								
Time In	13.00			13.00								
Time Out	17.00			17.00								
Regular Earnings Salary	4	0	0	9	0	0	0	0		13	0	13
Total	4	0	0	9	0	0	0	0		13	0	13

Totals						
Send To HRMS	**Earn Code**	**Description**		**Hours**	**Rate**	**Total**
N	RGS	Regular Earnings Salary		169.0	1	169.0
		TOTAL:		169.0		169.0

My Leave Flex Week Layout 2 (9 days/80 hours)

In Layout 2, the first week would be four days with nine hours a day, and eight hours on Friday. The second week would have nine hours a day for Monday through Thursday and zero hours on Friday. The Week Begin Day would be Friday, and the From Hour should be 12 noon.

The following is an example of My Leave Preferences for Flex Week Layout 2, which has five days the first week and four days the following week.

Holiday Schedule: CU Boulder Holiday Schedule

Overtime/CompTime Eligible: Overtime   **MyLeave Start Date:** 01/02/2000

Default Work Days and Hours

Weekly Schedule: Flex Week - Layout 2 (9 days/80 hour

Week Begin Day: Friday   **From Hour** 12 : 00

Day	Work Day	Start Time (Hrs)	Start Time (Mins)	Lunch Out (Hrs)	Lunch Out (Mins)	Lunch In (Hrs)	Lunch In (Mins)	End Time (Hrs)	End Time (Mins)	Work Hours in Day
Sunday	☐	00	00	00	00	00	00	00	00	0.00
Monday	☑	08	00	12	00	13	00	18	00	9.00
Tuesday	☑	08	00	12	00	13	00	18	00	9.00
Wednesday	☑	08	00	12	00	13	00	18	00	9.00
Thursday	☑	08	00	12	00	13	00	18	00	9.00
Friday	☑	08	00	12	00	13	00	17	00	8.00
Saturday	☐	00	00	00	00	00	00	00	00	0.00
Sunday	☐	00	00	00	00	00	00	00	00	0.00
Monday	☑	07	00	12	00	13	00	17	00	9.00
Tuesday	☑	07	00	12	00	13	00	17	00	9.00
Wednesday	☑	07	00	12	00	13	00	17	00	9.00
Thursday	☑	07	00	12	00	13	00	17	00	9.00
Friday	☑	00	00	00	00	00	00	00	00	0.00
Saturday	☐	00	00	00	00	00	00	00	00	0.00

The following is a sample timesheet with the Flex Week Layout 2 Schedule:

Job: 0, Department: 10533 -- Time Worked from 04/01/2018 through 04/30/2018. Based on standard hours per week of 40

03/30/2018 through 04/06/2018

Week 1	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri		Sub Total	Adjust	Total
	03/30	03/31	04/01	04/02	04/03	04/04	04/05	04/06				
Time In				07.00	07.00	07.00	07.00					
Time Out				12.00	12.00	12.00	12.00					
Time In				13.00	13.00	13.00	13.00					
Time Out				17.00	17.00	17.00	17.00					
Holiday	5	0	0	0	0	0	0	0		5	-5	0
Regular Earnings Salary	0	0	0	9	9	9	9	0		36	-1	35
Overtime	0	0	0	0	0	0	0	0		0	1	1
Total	5	0	0	9	9	9	9	0		41	-5	36

Weekly Adjustments
Applied -1 hours to Regular Earnings Salary (RGS), and 1 hours to Overtime (OTM) .
Applied -5 hours to Holiday (HOL), because the hours were reported last pay period

04/06/2018 through 04/13/2018

Week 2	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri		Sub Total	Adjust	Total
	04/06	04/07	04/08	04/09	04/10	04/11	04/12	04/13				
Time In				08.00	08.00	08.00	08.00	08.00				
Time Out				12.00	12.00	12.00	12.00	12.00				
Time In				13.00	13.00	13.00	13.00					
Time Out				18.00	18.00	18.00	18.00					
Regular Earnings Salary	0	0	0	9	9	9	9	4		40	0	40
Total	0	0	0	9	9	9	9	4		40	0	40

04/13/2018 through 04/20/2018

Week 3	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri		Sub Total	Adjust	Total
	04/13	04/14	04/15	04/16	04/17	04/18	04/19	04/20				
Time In				07.00	07.00	07.00	07.00					
Time Out				12.00	12.00	12.00	12.00					
Time In	13.00			13.00	13.00	13.00	13.00					
Time Out	17.00			17.00	17.00	17.00	17.00					
Regular Earnings Salary	4	0	0	9	9	9	9	0		40	0	40
Total	4	0	0	9	9	9	9	0		40	0	40

04/20/2018 through 04/27/2018

Week 4	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri		Sub Total	Adjust	Total
	04/20	04/21	04/22	04/23	04/24	04/25	04/26	04/27				
Time In				08.00	08.00	08.00	08.00	08.00				
Time Out				12.00	12.00	12.00	12.00	12.00				
Time In				13.00	13.00	13.00	13.00					
Time Out				18.00	18.00	18.00	18.00					
Regular Earnings Salary	0	0	0	9	9	9	9	4		40	0	40
Total	0	0	0	9	9	9	9	4		40	0	40

04/27/2018 through 05/04/2018

Week 5	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri		Sub Total	Adjust	Total
	04/27	04/28	04/29	04/30	05/01	05/02	05/03	05/04				
Time In				07.00								
Time Out				12.00								
Time In	13.00			13.00								
Time Out	17.00			17.00								
Regular Earnings Salary	4	0	0	9	0	0	0	0		13	0	13
Total	4	0	0	9	0	0	0	0		13	0	13

Totals

Send To HRMS	Earn Code	Description	Hours	Rate	Total	
N	HOL	Holiday	0	1	0	
N	RGS	Regular Earnings Salary	168	1	168	
Y	OTM	Overtime	1	1	1	
		TOTAL:	169		169	

Speed Types

Speed Type	Send To HRMS	Earn Code	Description	Hours	Rate	Total	Edit
	Y	OTM	Overtime	1	1	1	Edit

The Overtime is coming over from the previous month, prior to the flex schedule.

Below is an example of Flex 2 Scheduled Hours displayed in the Calendar view:

Balances	Act/Proj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Balance
Sick	Actual	04/01/2018	6.66	391.540000	0.00	0.00	391.54	0	0	391.54
Vacation	Actual	04/01/2018	10.00	239.000000	26.00	0.00	213.00	0	0	213.00

<< March		April ∨	2018 ∨			May >>
Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
1	2 R/5 Worked R/4 Worked	3 R/5 Worked R/4 Worked	4 R/5 Worked R/4 Worked	5 R/5 Worked R/4 Worked	6 R/0 Worked	7
8	9 R/4 Worked R/5 Worked	10 R/4 Worked R/5 Worked	11 R/4 Worked R/5 Worked	12 R/4 Worked R/5 Worked	13 R/4 Worked R/4 Worked	14
15	16 R/5 Worked R/4 Worked	17 R/5 Worked R/4 Worked	18 R/5 Worked R/4 Worked	19 R/5 Worked R/4 Worked	20 R/0 Worked	21
22	23 R/4 Worked R/5 Worked	24 R/4 Worked R/5 Worked	25 R/4 Worked R/5 Worked	26 R/4 Worked R/5 Worked	27 R/4 Worked R/4 Worked	28
29	30 R/5 Worked R/4 Worked					