

# Human Capital Management: Step-by-Step Guide

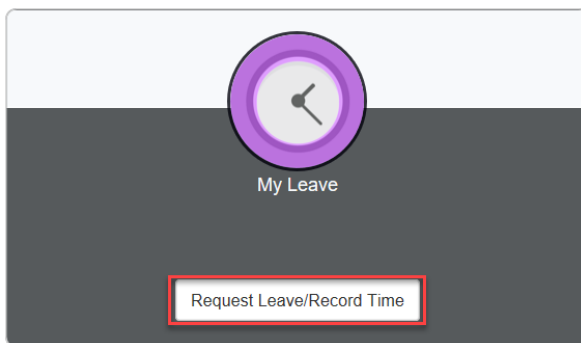
## My Leave: Setting Preferences and Submitting Time

This guide describes how to define your preferences in My Leave. Preferences include your regular default work schedule and email preferences.

**Note:** Before you enter any time into My Leave, you are required to set up your preferences.

To set up your preferences in My Leave:

- From the portal, open My Leave using one of the following options:
  - Click **Request Leave/Record Time** from the My Leave tile:



- Click the **NavBar** , then **CU Resources > My Info and Pay > My Leave**.

Either option above displays your current Calendar. As you review this screen, there are several tabs that let you to see your Calendar by the Month, Week, Day and the Timesheet (further explanation of the Timesheet is explained below).

Calendar-Month   Calendar-Week   Calendar-Day   Timesheet										
										Preferences
										Today is May 5, 2016
										Month   Week   Day
Balances	Act/Proj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Balance
Sick	Open	05/01/2016	10.00	300.000000	0.00	0.00	300.00	0	0	300.00
Vacation	Open	05/01/2016	14.67	170.780000	8.00	0.00	170.78	0	0	162.78

May 2016										
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
1	2	3	4	Today 5	6	7				
8	9	10	11	12	13	14				
15	16	17	18	19	20	21				
22	23	24	25	26	27	28				
29	Memorial Day HS Taken	30	31							

2. If you are new to My Leave, start by clicking to the **Preferences** button to enter your default work schedule, start date and email preferences.

**Important Reminder:** You must set up your preferences before entering any time into My Leave.

Keep in mind the following:

- First, you **MUST** select the correct holiday schedule. If you do not select the holiday schedule first, the system will display an error and you will not be able to save your preferences.
- If you are employed in a position that is not paid holidays, select **No Holiday Schedule**.
- If you are new to My Leave, select the Email Triggers for which you want to receive notifications.
- If you are in a non-exempt position, indicate whether you receive compensatory time (comp time) or paid overtime. If you are in an Exempt position and not eligible for comp or overtime, select **N/A**. Students default to Overtime.
- If you are a new employee, enter your start date.
- If you are a CU employee, but new to My Leave, your start date will be one month prior to your start date in My Leave. For example, if you have been an employee since 01/01/2008 but you have never used My Leave before. Your department has decided that 12/01/15 will be your start date in My Leave. On the Preferences tab, you would enter 11/01/2015.
- Select a Weekly Schedule from the options listed.
- If you are approved to work a flex schedule, see instructions in following section for how to set up your hours.
- Hours are entered using military time (24-hour clock).

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

Holiday Schedule:

Overtime/CompTime Eligible:  MyLeave Start Date:

**Default Work Days and Hours**

Week Begin Day:  Week Begin Time:

Weekly Schedule:

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	<input type="checkbox"/>	00	00	00	00	00	00	00	00	0.00
Monday	<input checked="" type="checkbox"/>	07	30					16	30	0.00
Tuesday	<input checked="" type="checkbox"/>	07	30					16	30	0.00
Wednesday	<input checked="" type="checkbox"/>	07	30					16	30	0.00
Thursday	<input checked="" type="checkbox"/>	07	30					16	30	0.00
Friday	<input checked="" type="checkbox"/>	07	30					16	30	0.00
Saturday	<input type="checkbox"/>	00	00	00	00	00	00	00	00	0.00

**Email Preferences**

CC All Emails To:

(Separate multiple email address with a semi-colon.)

MyLeave Email Triggers	As Employee	As Supervisor
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## 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:

1. Navigation (from the portal): **My Info and Pay > My Leave > Preferences.**

There are two ways you can define your flex day: using the first Friday in a two-week cycle or using the second Friday in a two-week cycle as a flex day.

2. From the **Weekly Schedule** dropdown list, select the schedule for when you use your flex day as follows:
- If you use the first Friday as a flex day, select **Flex Week-Layout 1 (9 days/80 hours).**
  - If you use the second Friday as a flex day, select **Flex Week-Layout 2 (9 days/80 hours).**

The page displays a two-week cycle (14 days) for you to define.

3. From the **Week Begin Day** list, select **Friday.**
4. From the **From Hour** lists, select the hour that is the time you end work on your working Friday.

5. For each work day in the two-week cycle, specify the **Start Time** and **End time**, include your Lunch times, if needed.
  - Each week must equal 40 hours.
  - Depending on which Friday you use as your flex day (the first or the second Friday), you will enter different times for each workday in both weeks so each week equals 40 hours. The days in the week with your flex day should equal 10 hours, with 0 for the flex day Friday, and the days in the week with your work day Friday should equal 8 hours. See the images below for examples of how to set up these flex schedules.

6. Click **Save & Return**.

**Example:** Flex Week - Layout 1 (First Friday in two-week cycle as flex day):

Weekly Schedule: Flex Week - Layout 1 (9 days/80 hou ▾)										
Week Begin Day: Friday ▾		From Hour 16 ▾ : 30 ▾								
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	<input type="checkbox"/>	00	00	00	00	00	00	00	00	0.00
Monday	<input checked="" type="checkbox"/>	08 ▾	00 ▾	12 ▾	30 ▾	13 ▾	00 ▾	16 ▾	30 ▾	8.00
Tuesday	<input checked="" type="checkbox"/>	08 ▾	00 ▾	12 ▾	30 ▾	13 ▾	00 ▾	16 ▾	30 ▾	8.00
Wednesday	<input checked="" type="checkbox"/>	08 ▾	00 ▾	12 ▾	30 ▾	13 ▾	00 ▾	16 ▾	30 ▾	8.00
Thursday	<input checked="" type="checkbox"/>	08 ▾	00 ▾	12 ▾	30 ▾	13 ▾	00 ▾	16 ▾	30 ▾	8.00
Friday	<input checked="" type="checkbox"/>	08 ▾	00 ▾	12 ▾	30 ▾	13 ▾	00 ▾	16 ▾	30 ▾	8.00
Saturday	<input type="checkbox"/>	00	00	00	00	00	00	00	00	0.00
Sunday	<input type="checkbox"/>	00	00	00	00	00	00	00	00	0.00
Monday	<input checked="" type="checkbox"/>	08 ▾	00 ▾	00 ▾	00 ▾	00 ▾	00 ▾	18 ▾	00 ▾	10.00
Tuesday	<input checked="" type="checkbox"/>	08 ▾	00 ▾	00 ▾	00 ▾	00 ▾	00 ▾	18 ▾	00 ▾	10.00
Wednesday	<input checked="" type="checkbox"/>	08 ▾	00 ▾	00 ▾	00 ▾	00 ▾	00 ▾	18 ▾	00 ▾	10.00
Thursday	<input checked="" type="checkbox"/>	08 ▾	00 ▾	00 ▾	00 ▾	00 ▾	00 ▾	18 ▾	00 ▾	10.00
Friday	<input checked="" type="checkbox"/>	00 ▾	00 ▾	00 ▾	00 ▾	00 ▾	00 ▾	00 ▾	00 ▾	0.00
Saturday	<input type="checkbox"/>	00	00	00	00	00	00	00	00	0.00

**Example:** Flex Week - Layout 2 (Second Friday in two-week cycle as flex day):

Default Work Days and Hours										
Weekly Schedule: Flex Week - Layout 2 (9 days/80 hou)										
Week Begin Day: Friday From Hour 17 : 30										
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	<input checked="" type="checkbox"/>	00	00	00	00	00	00	00	00	0.00
Monday	<input checked="" type="checkbox"/>	08	00	12	30	13	00	16	30	8.00
Tuesday	<input checked="" type="checkbox"/>	08	00	12	30	13	00	16	30	8.00
Wednesday	<input checked="" type="checkbox"/>	08	00	12	30	13	00	16	30	8.00
Thursday	<input checked="" type="checkbox"/>	08	00	12	30	13	00	16	30	8.00
Friday	<input checked="" type="checkbox"/>	08	00	12	30	13	00	16	30	8.00
Saturday	<input checked="" type="checkbox"/>	00	00	00	00	00	00	00	00	0.00
Sunday	<input type="checkbox"/>	00	00	00	00	00	00	00	00	0.00
Monday	<input checked="" type="checkbox"/>	08	00	00	00	00	00	18	00	10.00
Tuesday	<input checked="" type="checkbox"/>	08	00	00	00	00	00	18	00	10.00
Wednesday	<input checked="" type="checkbox"/>	08	00	00	00	00	00	18	00	10.00
Thursday	<input checked="" type="checkbox"/>	08	00	00	00	00	00	18	00	10.00
Friday	<input checked="" type="checkbox"/>	00	00	00	00	00	00	00	00	0.00
Saturday	<input type="checkbox"/>	00	00	00	00	00	00	00	00	0.00

## Entering Time on Your Calendar

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. Update the **From Date** and **To Date** to record the days/hours of hours worked or leave you are requesting and adjust the time (if a partial day) if needed.
3. Select **Include Lunch** if the time you entered includes lunch. If not, deselect this box.
4. If you have multiple jobs, select the correct **Reporting To** (supervisor) to ensure you are paid correctly and/or your leave hours are adjusted properly.
5. Select the **Earnings Code** for regular hours or exception time being reported from the dropdown. Examples of exception time include vacation, sick, funeral leave and jury duty.

\*Earnings Code:

6. Select the **Status** from the drop down. This includes the option of Submit a Request or Do Not Submit a Request (used if you're unsure of the request or dates.)

Status:

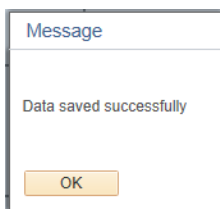
7. In **Description** box, type an explanation, if necessary.

Description:

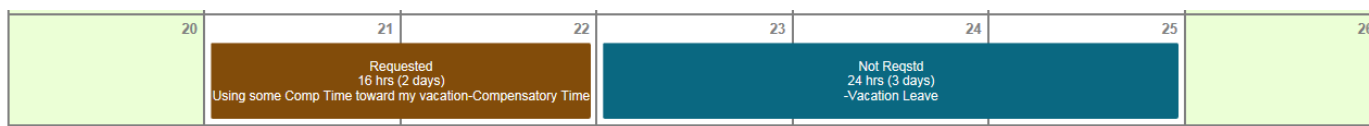
- Do not enter anything in **SpeedType** unless you have been advised by your HCM Community Member (payroll liaison) or supervisor.

SpeedType:

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



When you return to the calendar, you see the submitted and not submitted requests:



## Important – Exempt Employees

Exempt employees must 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.

## Important – Non-Exempt Employees – Submitting a Timesheet

Non-Exempt employees must enter and submit all days and hours selected in your Preferences to avoid a dock in pay and to ensure your vacation and sick accrue properly. This includes regular hours worked and exception time. Examples of exception time include, vacation, sick, funeral leave and jury duty. At the end of the month, you must also submit your timesheet.

To submit your timesheet:

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



The timesheet will provide a week by week snapshot of the hours you reported on the Calendar tab. At the bottom, you will see the summary of the time period that you are submitting.

\*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
<b>Total</b>	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
<b>Total</b>	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				
<b>Total</b>	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

**Totals**

Send To HRMS	Earn Code	Description	Hours	Rate	Total	
Y	REG	Regular Earnings	61.5	1	61.5	
N	HOL	Holiday	9	1	9	
		<b>TOTAL:</b>	70.5		70.5	

**Speed Types**

Speed Type	Send To HRMS	Earn Code	Description	Hours	Rate	Total	Edit
	Y	REG	Regular Earnings	61.5	1	61.5	<input type="button" value="Edit"/>

- After you agree with what is reported on your timesheet, you will need to certify this by selecting the certification check box.

**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 compensatory 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 Eligibility statements

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

## Additional Views of My Leave Calendar

### Calendar - Weekly View

### Calendar- Daily View

## Additional Tips For Completing and Submitting Time

- It is suggested that non-exempt monthly employees submit a timesheet to your supervisor by the 5<sup>th</sup> of each month. Bi-weekly employees should check with your department.
- It is suggested that supervisors approve submitted timesheets by the 10<sup>th</sup> of each month.
- If you submit a request for leave prior to the event and have not seen an email approving/denying your request, it is suggested that you follow-up with your supervisor within 48 business hours.
- Add your personal email on the preferences tab if you do not use your work email regularly.
- Supervisors – set up a designate for approvals.
- Consequences of Non-Exempt Employees not submitting and/or approving timesheets include:
  - You may not get paid.
  - Your Leave accruals will not be correct.
  - This places additional time and work for you, the supervisor and your HCM Community member (payroll liaison).
  - If you see a **DK1** in the summary, this means a dock 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 this! Review each week in your timesheet to find the Dock, go to your calendar tab to correct.



## 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, place the hours as Regular hours worked and the My Leave will calculate your comp time/overtime.
- Comp time is currently tracked manually.