University of Colorado
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EMPLOYEE SERVICES

Human Capital Management: Step-by-Step Guide

My Leave for Supervisors (Approving Time and Assigning Proxies)

This guide describes tasks that supervisors can perform in My Leave, the university's time-keeping system. Supervisors are responsible for approving employee timesheets and leave requests. Timesheets should be approved by the 10th of the month. Supervisors who are unable to approve requests due to absence can assign a proxy to manage approvals on their behalf for a defined period of time.

As a user of My Leave, you should already have set your preferences as described in *My Leave Basics: Setting Preferences and Entering Time Step-by-Step Guide*.

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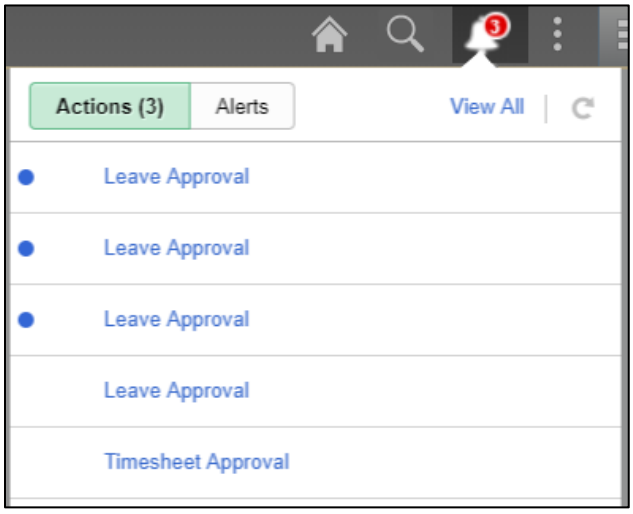
Approving Time and Leave Requests

While you can approve time and assign proxies through the portal (CU Resources Home> Manager), this guide describes how to perform these tasks through HCM.

To access pending approvals,

1. From the portal, click the **HCM** tile.
2. Click the **Notifications** icon located at the top of the page.

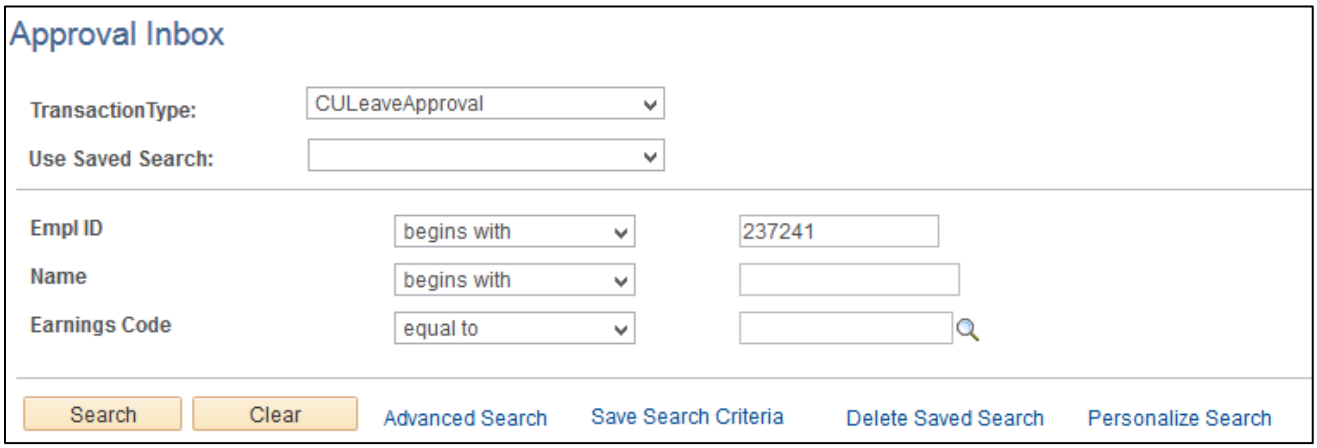
The Notifications menu displays pending actions.



Note: If a proxy has been assigned, only the proxy will receive the timesheet and leave requests, not the supervisor. The proxy can access approval requests through the Notifications icon in HCM.

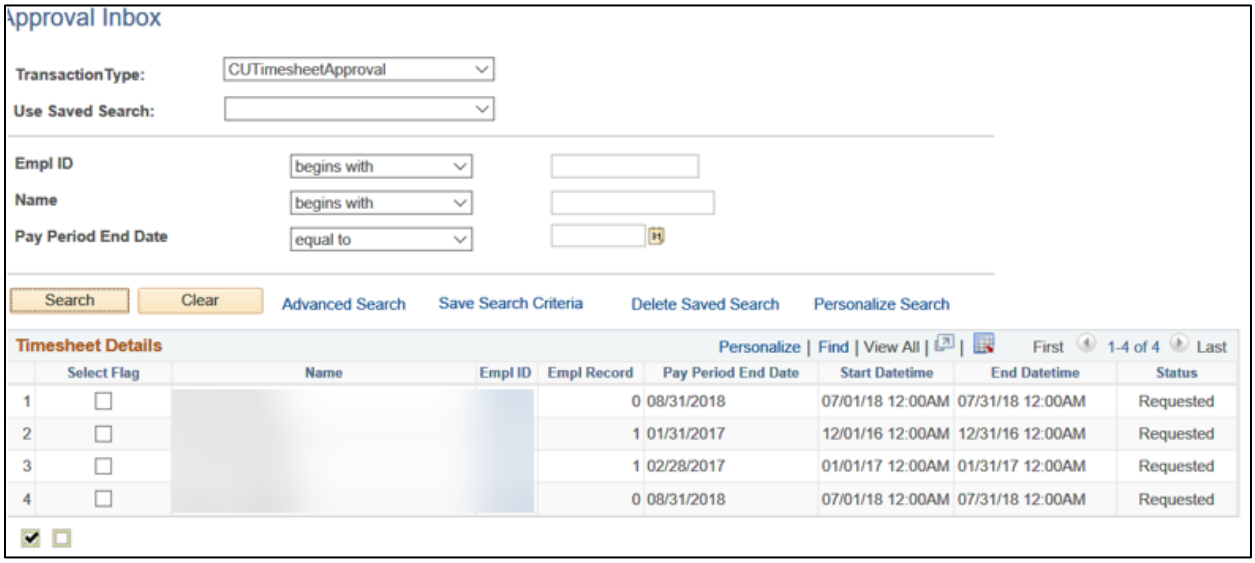
To approve requests in My Leave:

1. Select the **Leave Approval** request or **Timesheet Approval** request you would like to review, approve, or deny. Your Approval Inbox appears.



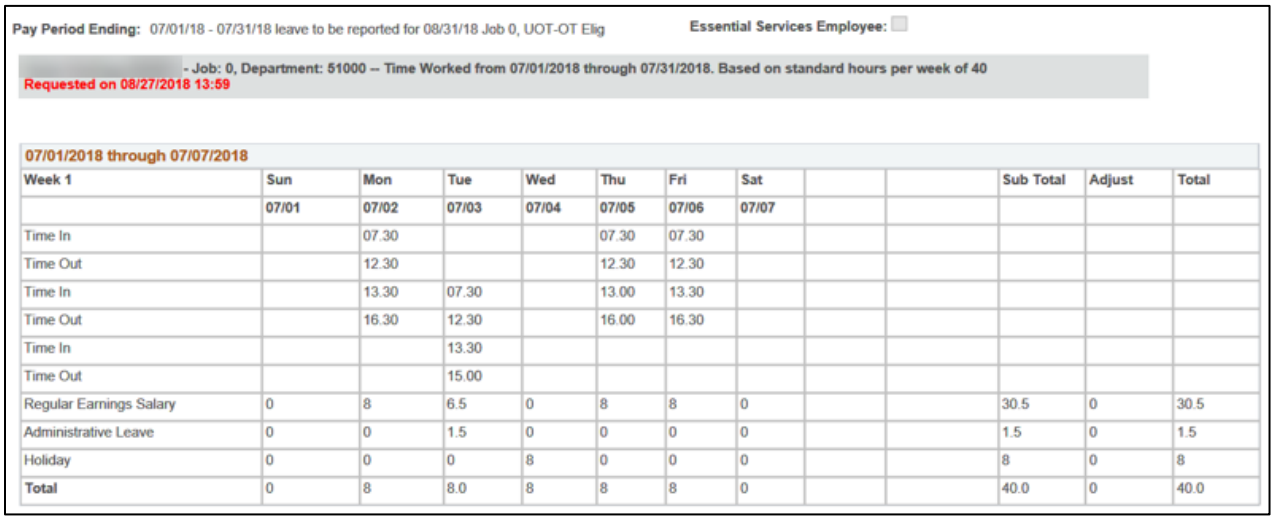
2. To view all requests, click **Search**. You can also search for a specific employee by entering the Empl ID before clicking Search.

3. Click an **Empl ID** of an employee whose timesheet you want to review.



The timesheet displays.

4. Review the hours listed on the timesheet by week. The timesheet totals are listed on the bottom of the timesheet.



Week 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat			Sub Total	Adjust	Total
	07/01	07/02	07/03	07/04	07/05	07/06	07/07					
Time In		07.30			07.30	07.30						
Time Out		12.30			12.30	12.30						
Time In		13.30	07.30		13.00	13.30						
Time Out		16.30	12.30		16.00	16.30						
Time In			13.30									
Time Out			15.00									
Regular Earnings Salary	0	8	6.5	0	8	8	0			30.5	0	30.5
Administrative Leave	0	0	1.5	0	0	0	0			1.5	0	1.5
Holiday	0	0	0	8	0	0	0			8	0	8
Total	0	8	8.0	8	8	8	0			40.0	0	40.0

Note: Time being sent to CU Time for payroll processing is indicated with a Y in the Send to HRMS column. If your employee has a DK1, which is a dock, and the Totals section contains a Y to Send to HRMS, your employee will be docked pay. For more information about reading timesheet balances, refer to *My Leave Basics: Setting Preferences and Entering Time Step-by-Step Guide*.

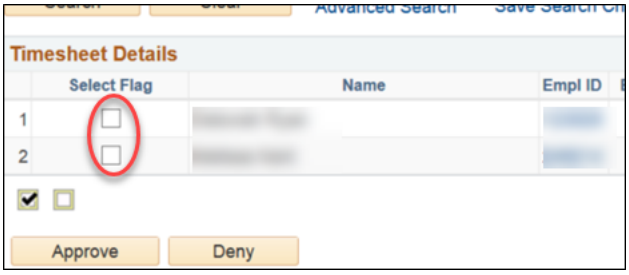
Totals

Send To HRMS	Earn Code	Description	Hours	Rate	Total
N	RGS	Regular Earnings Salary	144.25	1	144.250
Y	ADM	Administrative Leave	1.5	1	1.500
N	HOL	Holiday	8	1	8.000
Y	OTM	Overtime	0.25	1	0.250
Y	VAC	Vacation Leave	16	1	16.000
Y	FSK	Family Sick Leave	4.75	1	4.750
Y	SCK	Sick Leave	1.5	1	1.500
		TOTAL:	176.25		176.250

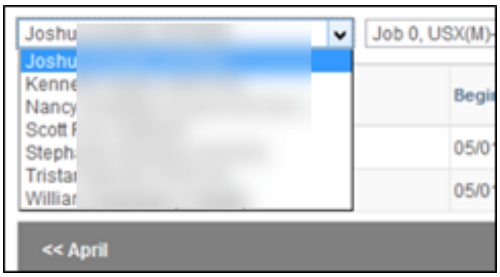
Speed Types

Speed Type	Send To HRMS	Earn Code	Description	Hours	Rate	Total
	Y	ADM	Administrative Leave	1.5	1	1.500
	Y	OTM	Overtime	0.25	1	0.250
	Y	VAC	Vacation Leave	16	1	16.000
	Y	FSK	Family Sick Leave	4.75	1	4.750
	Y	SCK	Sick Leave	1.5	1	1.500

5. Once you have reviewed the timesheets, select the checkbox by the employee's name and then select **Approve** or **Deny**.

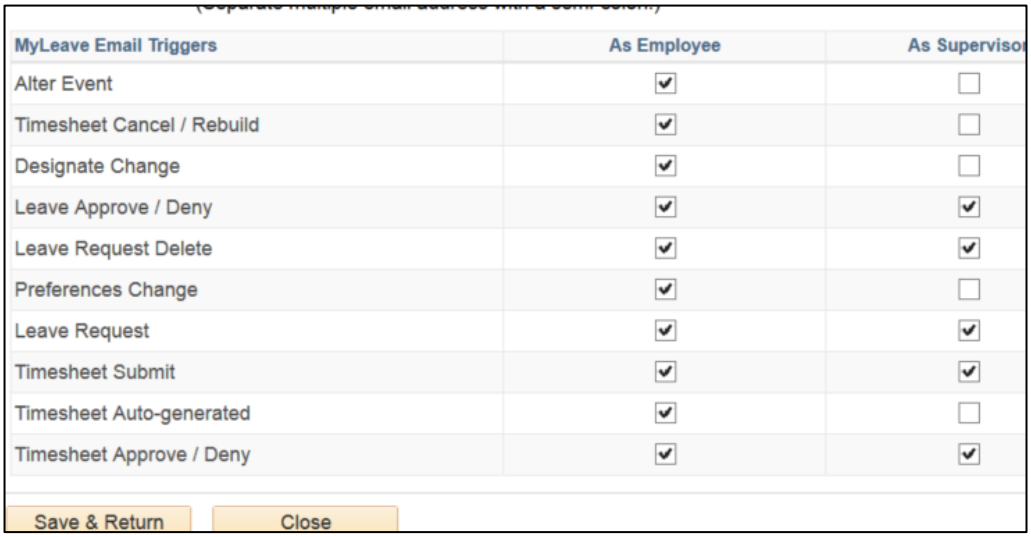


You also have the ability in My Leave to review all of your employees. If you would like to review all of your employees, you can view the employee's calendar by selecting the employee from the drop-down list on your Calendar tab in My Leave and move from employee to employee.



Warning: An employee may go back to a previous month to record time or make corrections. If they are adding sick or vacation time to a previous pay period, the system displays a warning message. If the employee continues to enter a change to a previous month, the leave request flows through the approval process. If approved, the department payroll administrator must be notified so they can enter adjustments manually to the system. My Leave does not send changes to previous pay periods to payroll to be recorded.

Note: HCM sends email notifications to supervisors for the actions they can take in the system. You can select which notifications you want to receive on the My Leave Preferences page. To access your My Leave Preferences, click the **Preferences** button from your My Leave calendar. Refer to *My Leave Basics: Setting Preferences and Entering Time Step-by-Step Guide* for more information.



MyLeave Email Triggers	As Employee	As Supervisor
Alter Event	☑	☐
Timesheet Cancel / Rebuild	☑	☐
Designate Change	☑	☐
Leave Approve / Deny	☑	☑
Leave Request Delete	☑	☑
Preferences Change	☑	☐
Leave Request	☑	☑
Timesheet Submit	☑	☑
Timesheet Auto-generated	☑	☐
Timesheet Approve / Deny	☑	☑

Save & Return Close

Assigning a Proxy to Perform Your Approvals

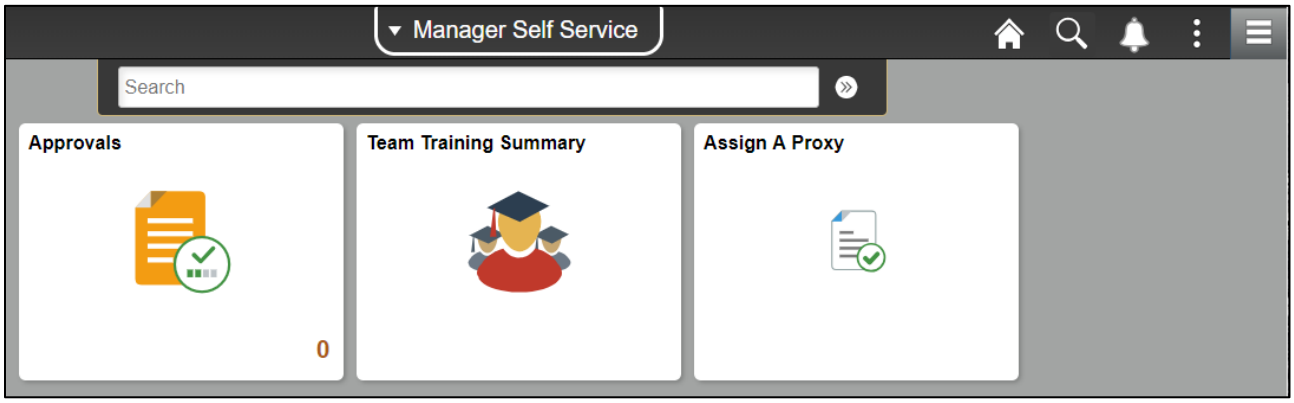
A proxy is someone you designate to manage your approvals on your behalf, such as when you are out of the office for a period of time and will not be available to approve your employees' My Leave requests. A proxy can be assigned to a specific transaction type or to all. Supervisors must should set up their own proxies.

This guide begins with steps for adding one proxy for all transactions, and then shows how to add one or several different proxies to individual transactions.

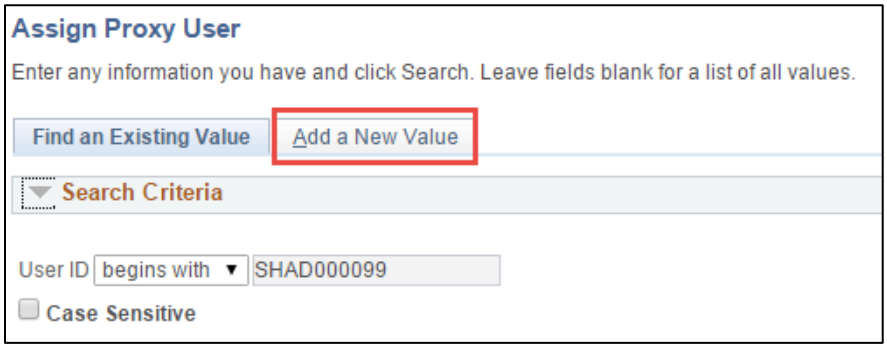
Note: If a proxy has been established, only the proxy will receive the timesheet and leave requests, not the supervisor.

To assign a proxy:

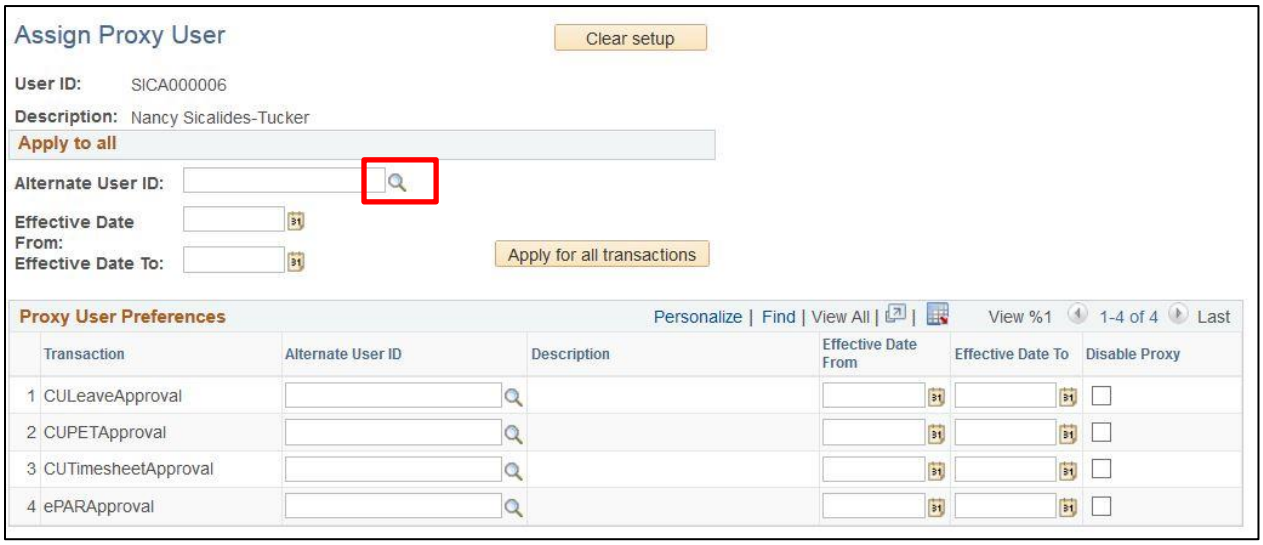
1. From the portal, click the **HCM** tile.
2. Click the **Employee Self Service** drop-down and select **Manager Self Service**. The Manager Self Service dashboard appears:



3. Click the **Assign a Proxy** tile. The Proxy page appears.
4. If the proxy is being established for the first time, click the **Add a New Value** tab. You must know the User ID of the proxy.

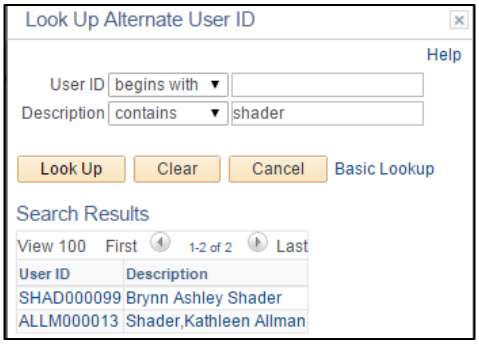


5. Select the lookup (magnifying glass) next to **Alternate User ID**.

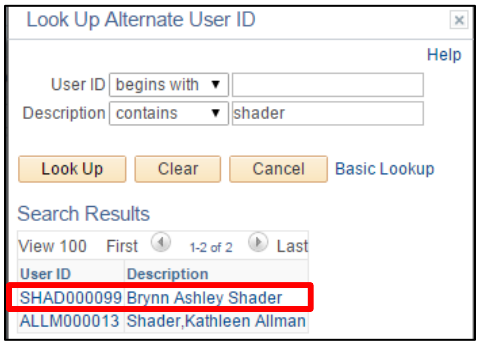


6. Search for the employee who will be the proxy.

Note: The User ID is different from an employee ID. If you are uncertain of the User ID of the employee you want as the proxy, select **contains** from the Description drop-down list, type the proxy's last name and press **Enter**. A selection list will display, and you can select the employee from the list.



7. Click the person's name.



8. Select the timeframe you want the proxy to perform approvals.

9. Click **Apply for all transactions**. The system updates the Proxy User Preferences with your selected proxy and timeframes.

10. Click **Save**.

Assigning Multiple Proxies to Approve Individual Transactions

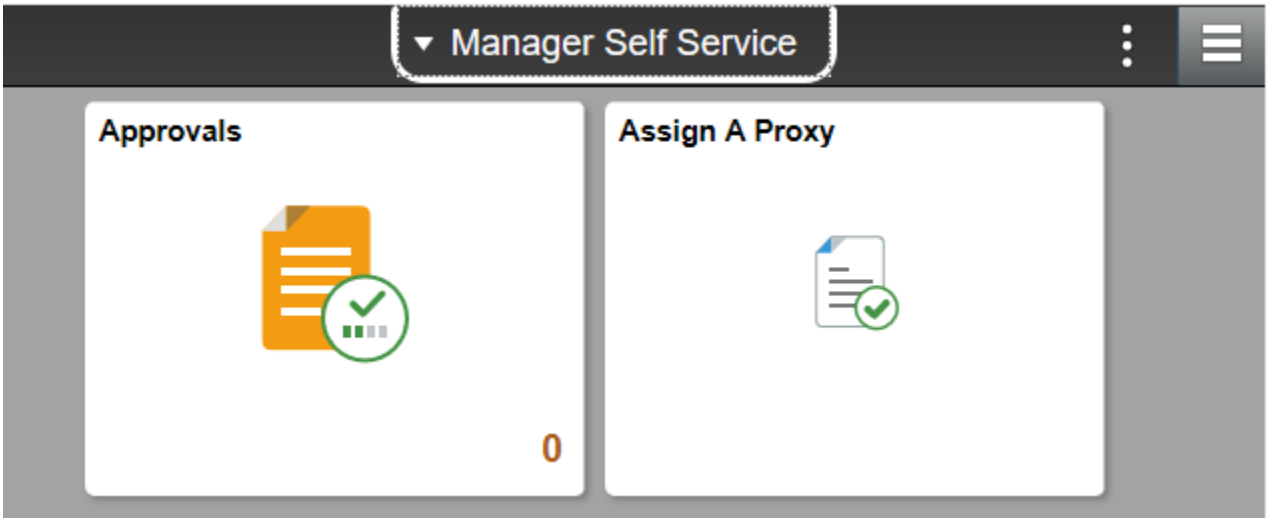
To assign a different proxy to individual transactions:

1. Click the lookup next to **Alternate User ID**.
2. Search for the employee who will be the proxy.
3. Click the person's name.
4. Specify the timeframe you want the proxy to perform approvals of the selected transaction.
5. Click **Save**.

Removing a Proxy before the Scheduled Effective End Date

To remove a proxy before the end date that was originally set.

1. From the portal, click the **HCM** tile.
2. Click the **Employee Self Service** drop-down and select **Manager Self Service**. The Manager Self Service dashboard appears:



3. Click the **Assign a Proxy** tile. The Proxy User Preferences page appears.
4. For the proxy you no longer want managing approval, select the **Disable Proxy** box.
5. Click **Save**.

Note: HCM runs a security process four times a day that picks up the proxy settings; therefore, the person you saved as the proxy may not have immediate access through the portal.