ES Leave Program
Entering Intermittent FAMLi Supplemental Leave in MyLeave

This step-by-step guide is for **exempt Classified Staff** who have been approved for an intermittent or reduced schedule leave of absence related to CU FAMLi.

1. **Log into** the Employee Portal (my.cu.edu).
2. **Select** the MyLeave tile on the home page OR My Info and Pay from the CU Resources Home dropdown menu.

OR

3. **Double Click** on the day you want to enter leave.
4. **Uncheck** the *Include Lunch* button.

5. **Select** the *Details* button.

6. **For every hour of FAMLI leave taken, Enter** the number provided in your Leave Plan letter to account for your supplemental leave – to the exact decimal provided.
   
   a. For example, if I took 4 hours of FAMLI leave on Monday, January 8, and my leave plan reflects a FAMLI supplemental leave hourly rate of 0.75, I should enter 3 hours of supplemental leave on January 8 (3 hours = 0.75 supplemental rate * 4 hours of FAMLI leave).

7. **Press** the tab key.

8. **Confirm** the *Total Actual Hours* is correct.

9. **Select** OK.

10. **Select** the appropriate *Earnings Code* from the dropdown menu codes for the available leave you used:

   a. *Paid Family Leave - Parental for PPL*
   b. *Paid Family Leave - Sick for sick leave*
   c. *Paid Family Leave - Vacation for vacation leave*
   d. Administrative Leave - for PFML

   **NOTE:** If you do not intend to use supplemental leave and only wish to receive your FAMLI wage replacement benefits, your MyLeave calendar should remain blank.
11. **Select** *Mark as Taken* from the status dropdown menu.
12. **Select** *Save*.

13. **Repeat** steps 3-12 for each day you are entering supplemental leave.
14. **Report** any personal sick or vacation leave you took during the month that was not related to your FAMLI leave. For more information refer to [MyLeave Basics: Setting Preferences and Entering Time website](#).

15. **Submit** your MyLeave calendar for approval no later than the 5th business day of each month.
   a. At the end of the pay period, all employees using MyLeave will need to review and submit their timesheet. 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 not, review your calendar entries or ask your payroll liaison for assistance.

**NOTE:** If you have exhausted your 12 weeks of FAMLI leave and will remain on an approved leave of absence, you must continue to fill out your MyLeave calendar. Your Leave Coordinator will send you updated leave reporting instructions as the end of your FAMLI leave approaches.