ES Leave Program
Entering Intermittent FAMLI Supplemental Leave in MyLeave

This step-by-step guide is for non-exempt student assistants and temporary hourly employees paid biweekly who have been approved for an intermittent or reduced schedule leave of absence related to CU FAMLI. Examples of hourly employee calendars follow the instructions below.

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.
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 - Sick for sick leave*

   **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 regular work time and personal sick or vacation leave you took during the pay period 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 first business day after each pay period has ended.

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.

<table>
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<th>Send To HRMS</th>
<th>Earn Code</th>
<th>Description</th>
<th>Hours</th>
<th>Rate</th>
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<td></td>
<td><strong>TOTAL:</strong></td>
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</table>

**Example MyLeave Calendar Hourly Student Assistant on Intermittent Leave**

- 8 hours/day worked Tuesday – Friday
- 4 hours worked/4 hours FAMLI leave used on Monday, January 8th
- Authorized in Leave Plan letter to enter 0.75 hours of FAMLI supplemental leave per hour of leave used
  - 0.75 x 4 hours of FAMLI leave used = 3 hours *Paid Family Leave - Sick entered on Monday in addition to regular hours worked