ES Leave Program
Entering Leave in MyLeave

This step-by-step guide is for non-exempt Classified Staff paid monthly who have been approved for a leave of absence related to FMLA and/or parental leave.

NOTE: Non-exempt employees must enter and submit time for all days and hours in each pay period. This includes regular time worked, personal leave, and leave related to FMLA and/or parental leave.

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. **Enter** the appropriate date range and number of hours that you wish to take leave for.

5. For example, if you are taking a consecutive leave from January 1, 2024 – January 31, 2024, as a 1.0 FTE, you’d want to enter your leave as indicated in the image to the right.

6. **Select** the appropriate *Earnings Code* from the dropdown menu codes for the available leave you used:
   a. Paid Parental Leave for PPL
   b. Administrative Leave for PFML (note PFML in the description box)
   c. Sick Leave
   d. Vacation Leave
   e. Unpaid Other Current Month for Unpaid Leave
7. Select **Submit a Request** from the status dropdown menu.
8. Select **Save**.

9. **Repeat** steps 3-7 for each day or period of time you are entering leave.
10. **Report** any regular work time and 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](#).
11. **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. Non-exempt monthly employees should submit a timesheet to their supervisor by the 5th of each month.
   b. 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 DK1 (or dock) listed and did not expect to see any unpaid leave during the month, review your calendar entries, or ask your payroll liaison for assistance.