

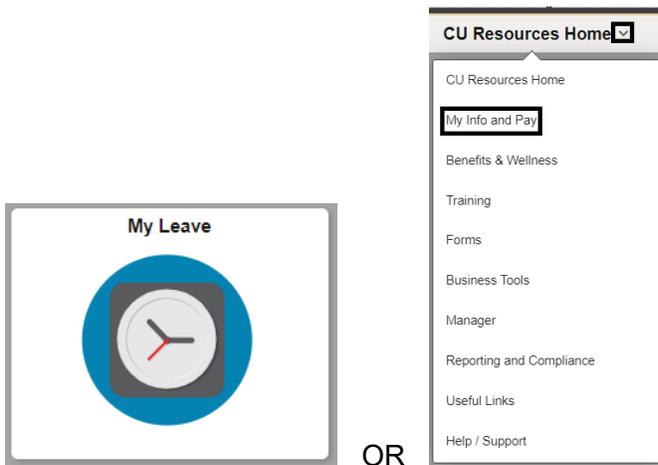
ES Leave Program

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 (www.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.

Calendar-Month | Calendar-Week | Calendar-Day | Timesheet

Job 0. USX(M)-OT Exempt | Preferences | Today is January 5, 2024 | 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	01/01/2024	10.00	526.280000	0.00	0.00	526.28	0	0	526.28
Vacation	Open	01/01/2024	14.67	262.530000	0.00	0.00	262.53	0	0	262.53

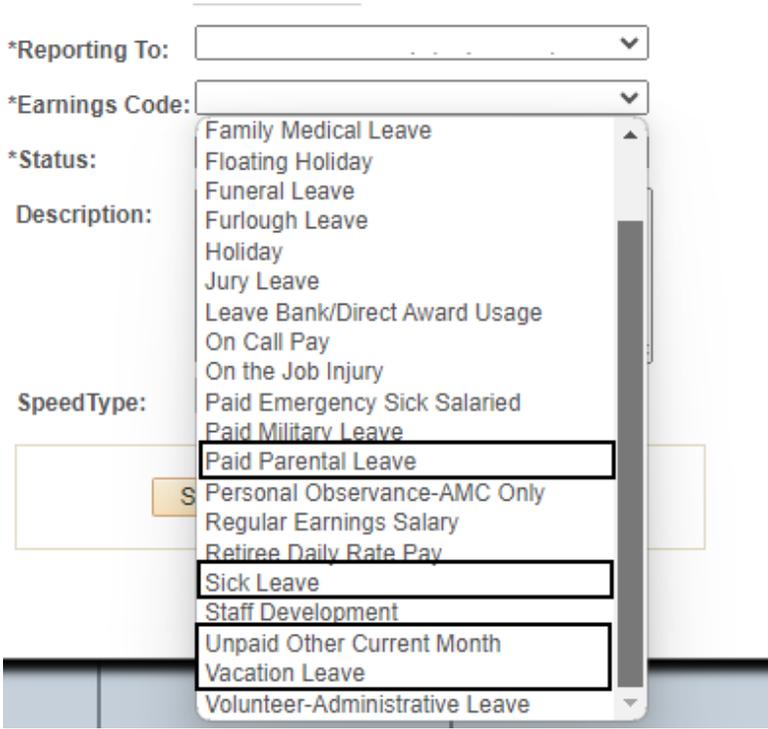
<< December		January 2024							February >>	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
	1 New Year's Day H/8 Taken	2	3	4 Today	5	6				
7	8	9	10	11	12	13				
14	15 Martin Luther... H/8 Taken	16	17	18	19	20				
21	22	23	24	25	26	27				
28	29	30	31							

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.



Add/Edit Event
 *From Date: 01/01/2024 *Time: 08 : 00
 *To Date: 01/31/2024 *Time: 16 : 30
 Include Lunch
 Amount: 168.000 Details

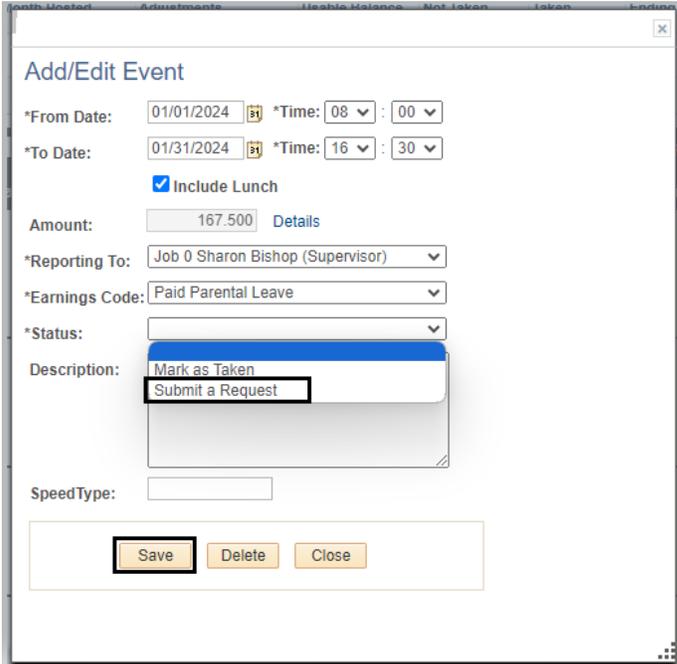
6. **Select** the appropriate *Earnings Code* from the dropdown menu codes for the available leave you used:
 NOTE: When an employee is on FMLA, sick leave should be used through exhaustion, then vacation leave, then unpaid leave.
 - a. Paid Parental Leave for PPL
 - b. Administrative Leave for PFML (note PFML in the description box)
 - c. Sick Leave
 - d. Vacation Leave
 - e. Unpaid Other Current Month for Unpaid Leave



*Reporting To: [Dropdown]
 *Earnings Code: [Dropdown]
 *Status: [Dropdown]
 Description:
 SpeedType:
 [Dropdown]

Family Medical Leave
 Floating Holiday
 Funeral Leave
 Furlough Leave
 Holiday
 Jury Leave
 Leave Bank/Direct Award Usage
 On Call Pay
 On the Job Injury
 Paid Emergency Sick Salaried
 Paid Military Leave
Paid Parental Leave
 Personal Observance-AMC Only
 Regular Earnings Salary
 Retiree Daily Rate Pay
 Sick Leave
 Staff Development
 Unpaid Other Current Month
 Vacation Leave
 Volunteer-Administrative Leave

7. **Select *Submit a Request*** from the status dropdown menu.
8. **Select Save.**



The screenshot shows the 'Add/Edit Event' form with the following details:

- *From Date: 01/01/2024
- *To Date: 01/31/2024
- *Time: 08 : 00
- *Time: 16 : 30
- Include Lunch
- Amount: 167.500
- *Reporting To: Job 0 Sharon Bishop (Supervisor)
- *Earnings Code: Paid Parental Leave
- *Status: Mark as Taken (dropdown menu open, 'Submit a Request' is selected)
- SpeedType: (empty field)
- Buttons: Save, Delete, Close

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](#).
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.