Human Capital Management: Step-by-Step Guide

My Leave for HCM Community Members

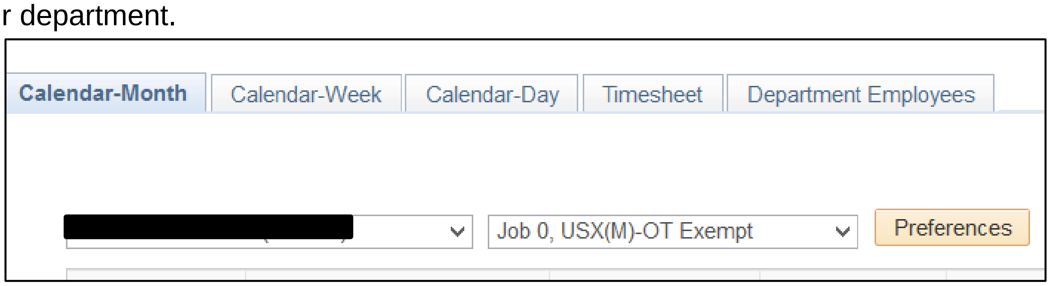
This guide provides HCM Community Members, such as PPLs, instructions for how to log into My Leave as an employee to edit that employee's timesheet and calendar. This guide also describes how to load employee's time into CU Time, as well as provides tips for users on the last page.

Navigating to My Leave and Acting on Behalf of Employees

1. Navigation (from the portal): **My Info and Pay**> **My Leave**.

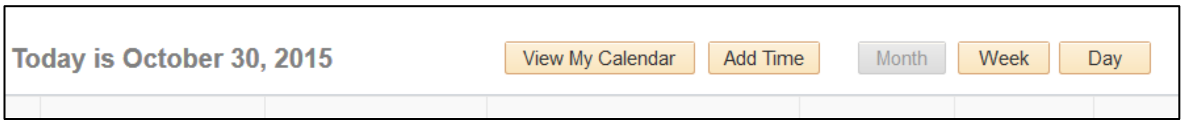
You can also select the tile on the homepage of the portal to enter My Leave.

Across the top of the page, you will have the same options to view your personal calendar. In addition to these tabs, there is a tab labelled **Department Employees**. This is where you can act on behalf of employees within your department.



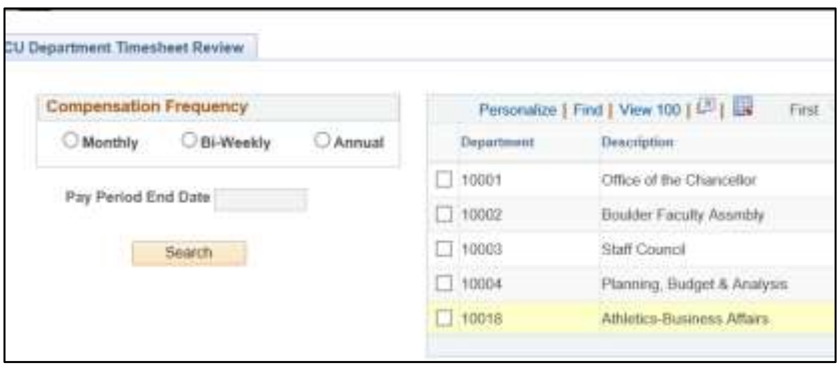
2. To edit an employee's calendar, select the **Department Employees** tab. From this tab you can view and edit employees' time worked or leave events on the calendar. In addition, you can submit the employee's timesheet. You will receive a notification warning that you are making changes to another employee's calendar.

3. Click **View My Calendar** to return to your personal My Leave calendar.



Using My Leave to Load Timesheets to CU Time

1. Navigation: **Main Menu**> **CU Time**> **CU Department Timesheet Review**.



2. Select the **Compensation Frequency**, **Pay Period End Date** and **Department**.

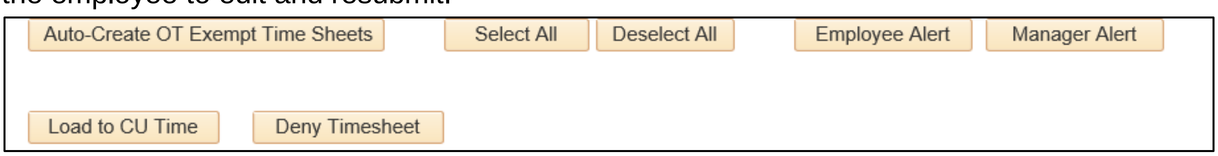
   The system lists all employees, both Exempt and Non-Exempt, as described by your search criteria. The payment status for these two groups of employees may differ depending on what is being reported.

The following table lists Payment Statuses and definitions for both Exempt and Non-Exempt employees.

Employee Type	Payment Status	Definition
Exempt	Not Created	The employee has not submitted the timesheet but there is time to be reported. PPLs can use the Auto Create Function for Exempt employees.
Exempt	No Exception time to Load	Employee only has RGS (reg hours salary) to report and this is not pulled into CU Time.
Exempt	Ready To Load	The supervisor has approved employee's submitted timesheet.
Exempt	Requested	The employee has submitted the timesheet/exception time and the supervisor needs to take action.
Exempt	Posted	The timesheet has been pulled into CU Time.
Exempt	Denied	The supervisor has denied the employee's submitted timesheet.
Exempt	Not Submitted	There is nothing to report. If you use the Auto Create function and this status does not change, it is because this Exempt employee has nothing to report.
Non-Exempt	No Exception time to Load	Employee only has RGS (regular hours salary) to report and this is not pulled into CU Time. This also includes if the employee does not have OT/ or docks to process.
Non-Exempt	Requested	The employee has submitted the timesheet and the supervisor needs to take action.
Non-Exempt	Approved/ Denied	The supervisor has approved or denied the employee's submitted timesheet.
Non-Exempt	Posted	The timesheet has been pulled into CU Time.

There are many options that you can use listed at the bottom of the CU Department Timesheet Review page:

- **Auto-Create OT Exempt Time Sheets** – As the PPL, you can use this function to pull in exception time for exempt employees who do not have a submitted and approved timesheet.
- **Select All / Deselect All** – You can do a single action, but for multiple employees by using this function.
- **Employee Alert / Manager Alert** – You can use this function to notify the employee or supervisor that an action is required.
- **Load to CU Time** – As the PPL, you use this function to load the timesheet information to CU Time.
- **Deny Timesheet** – If a timesheet from My Leave is in Posted status, payroll has not processed yet and an employee needs to make edits to his or her timesheet, you can select this option to send it back to the employee to edit and resubmit.



Note: Additional information about processing in CU Time can be found at: http://www.cu.edu/hcm-community.

Assigning a Proxy and Reassigning Work

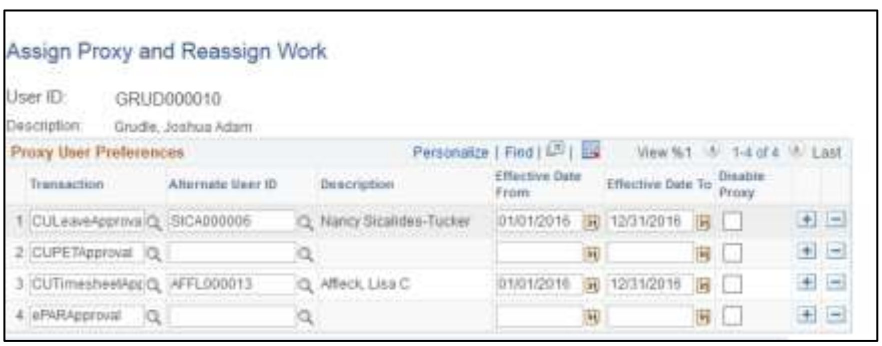
HCM Community members have access to set a proxy for a supervisor and reassign timesheets and leave requests submitted prior to the setting of the proxy.

1. Navigation: **Main Menu**> **Smart Solutions**> **Smart Workflow**> **Workflow Admin**> **Assign Proxy and Reassign Work**.
2. Select the User ID of the supervisor for whom you are setting the proxy.

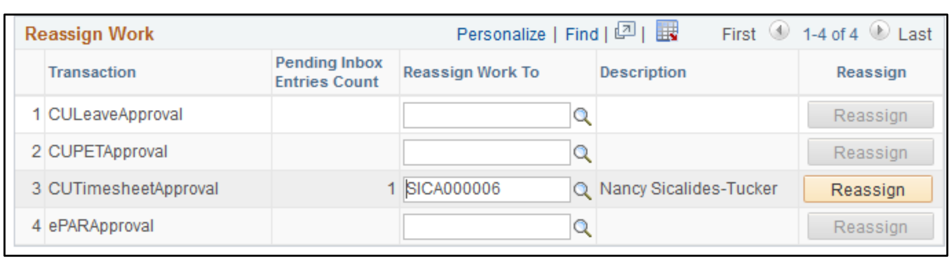
The system displays the page where you can set the proxy and reassign previously submitted requests. This page should only be used for Leave approval and Timesheet requests.

3. Select the User ID of who will be the proxy. You can have the same person for both timesheet and leave requests. Or have one for each. Refer to the *Adding a Proxy Step-by-Step Guide* for more information.

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.



To reassign requests previously submitted, add the User ID to the pending inbox reflecting an entry and click **Reassign**.



Tips to Help HCM Community Members

- **Exempt employees** must only enter exception time. Examples of exception time include vacation, sick, funeral leave and jury duty.
- **Non-Exempt employees** must enter all days and hours selected in Preferences to avoid a dock in pay and to ensure that vacation and sick time accrue correctly. This includes regular hours worked and exception time. Examples of exception time include vacation, sick, funeral leave and jury duty. At the end of the month, the employee must also submit a timesheet.
- It is suggested that non-exempt monthly employees submit their timesheet to the supervisor by the 5^{th} of each month. You should inform bi-weekly employees of the due date for timesheets.
- It is suggested that supervisors approve submitted monthly timesheets by the 10^{th} of each month.

Comp Time and Overtime

- **Overtime Pay:** FLSA requires that an employee in an FLSA non-exempt (eligible for overtime) position is paid overtime or granted compensatory time when hours worked exceed 40 hours in a scheduled workweek. Both overtime and compensatory time must be paid at a rate of not less than one and one-half hours for each hour of overtime/compensatory time worked.
- State personnel rules consider all work time for overtime calculation, excluding holidays and authorized paid leaves such as annual leave, sick leave, jury duty, funeral leave, administrative leave, etc. For example, an employee works 36 hours, takes 4 hours of vacation leave, and then works 4 additional hours. This employee is paid 44 hours at the regular rate of pay, since the total hours at work are equal to 40.
- When a non-exempt employee physically works over 40 hours in a week, place the hours as Regular hours worked and My Leave will calculate your comp time/overtime.
- Comp time is currently tracked manually.