

## **CU's Parental Leave Policy change brings new HCM processes, features** <sup>[1]</sup>

July 6, 2018 by [Employee Services](#) <sup>[2]</sup>

The University of Colorado's [Parental Leave Policy](#) has recently changed <sup>[3]</sup>, **adding paid parental leave for some employees**. Along with this change comes new Job Action codes, Job Action Reason codes and adjustments to the processes of entering parental leave in HCM, My Leave and CU Time.

### **New processes and system features**

Prior to making entries into HCM for University Staff and 12-month Faculty, use your campus specific parental leave request form. Work with your HR office if you need additional guidance.

The parental leave policy for 9-month Faculty and Classified Staff remains unchanged, which means there are no process changes for this population.

### **Updated system features**

New Job Action and Job Action Reason codes have been added to the Leave of Absence ePAR as a way to indicate whether an employee is taking paid or unpaid parental leave:

- For paid leave, use Job Action Paid Leave of Absence (PLA) and Job Action Reason Parental Leave (PRL).
- For unpaid leave, use Job Action Leave of Absence (LOA) and Job Action Reason Parental Leave (PRL).

Job Action Reason and earnings codes are effective **Dec. 31, 2017**, to capture any additional campus policies that may have since been put in place.

### **Entering Earnings Codes in My Leave and CU Time**

When entering Earnings Codes in My Leave, ensure you're using the PPL (Paid Parental Leave) code.

If you do not use My Leave, the file you send to CU Time **must** have the same code.

For information about specific processes your campus follows, please contact your HR office or visit their website:

- Visit the CU Boulder HR [website](#) <sup>[4]</sup> or email [hmail@colorado.edu](mailto:hmail@colorado.edu) <sup>[5]</sup>
- Visit the CU Denver | Anschutz Medical Campus HR [website](#) <sup>[6]</sup> or email [HR.ParentalLeave@ucdenver.edu](mailto:HR.ParentalLeave@ucdenver.edu) <sup>[7]</sup>

- Visit the UCCS HR website [8] or email [hrhelp@uccs.edu](mailto:hrhelp@uccs.edu) [9]
- Visit the System HR website [10] or email [systemhr@cu.edu](mailto:systemhr@cu.edu) [11]

## Additional resources

If you would like to learn more, please review the following policy, guide and job aid:

- Parental Leave for Faculty and University Staff Policy [12]
- Step-by-step guide: [Putting an Employee on Leave](#) [13]
- Job aid: [HCM Parental Leave](#) [14]

For additional resources, visit the [Leave of Absence section of the HCM website](#) [15].

[Parental Leave](#) [16], [earnings codes](#) [17], [My Leave](#) [18], [CU Time](#) [19]

### Display Title:

CU's Parental Leave Policy change brings new HCM processes, features

### Send email when Published:

No

**Source URL:**<https://www.cu.edu/blog/hcm-community/cu%E2%80%99s-parental-leave-policy-change-brings-new-hcm-processes-features>

### Links

[1] <https://www.cu.edu/blog/hcm-community/cu%E2%80%99s-parental-leave-policy-change-brings-new-hcm-processes-features> [2] <https://www.cu.edu/blog/hcm-community/author/10695>  
 [3] <https://www.cu.edu/blog/hcm-community/what-you-need-know-about-new-parental-leave-policy>  
 [4] <https://www.colorado.edu/hr/policies-guidance/paid-parental-leave-guidance>  
 [5] <mailto:hrmail@colorado.edu>  
 [6] <http://www.ucdenver.edu/about/departments/HR/ResourcesforHRBusinessPartners/Pages/leave.aspx>  
 [7] <mailto:HR.ParentalLeave@ucdenver.edu> [8] <https://www.uccs.edu/hr/parental-leave-faqs>  
 [9] <mailto:hrhelp@uccs.edu> [10] <https://www.cu.edu/parental-leave-system-administration>  
 [11] <mailto:systemhr@cu.edu> [12] <https://www.cu.edu/ope/aps/5019> [13] <https://www.cu.edu/docs/sbs-putting-employee-on-leave> [14] <https://www.cu.edu/docs/jaid-parental-leave> [15] <https://www.cu.edu/hcm-community/leave-absence> [16] <https://www.cu.edu/blog/hcm-community/tag/parental-leave>  
 [17] <https://www.cu.edu/blog/hcm-community/tag/earnings-codes> [18] <https://www.cu.edu/blog/hcm-community/tag/my-leave> [19] <https://www.cu.edu/blog/hcm-community/tag/cu-time>