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New leave tiles provide employee leave balance details [1]



January 19, 2021 by Employee Services [2]

A new tile in the employee portal allows CU student and part-time employees to check their leave balances.

In case you missed it, Colorado's Healthy Families and Workplaces Act took effect on Jan. 1, 2021. This law expands sick leave coverage to all employees in the state.

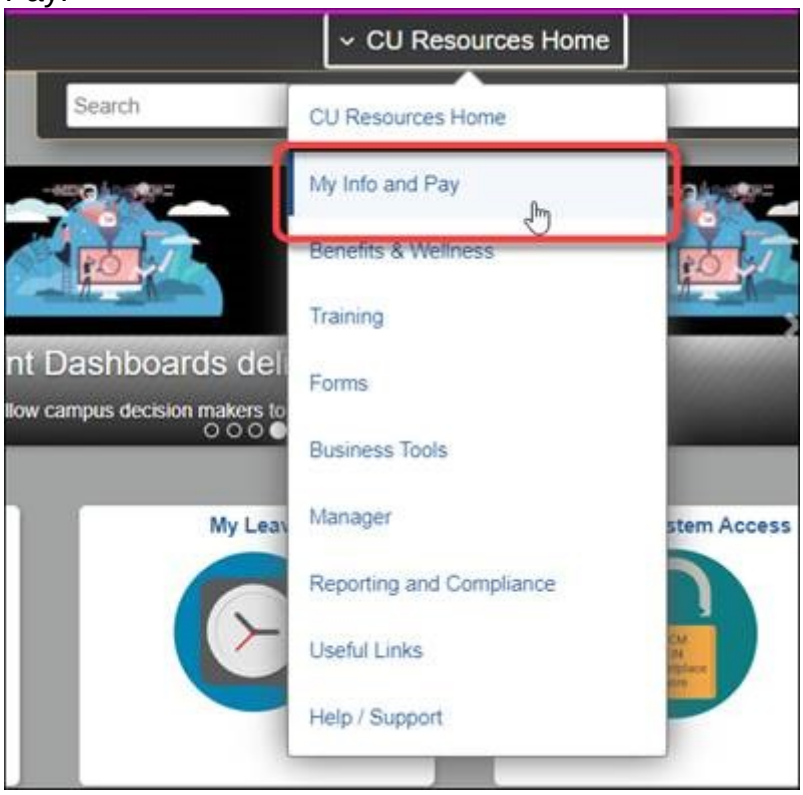
Newly eligible employees will earn roughly .034 hours of sick leave per hour worked. They may use 48 hours of sick leave per fiscal year, regardless of how much leave they have banked, and may carry a maximum of 48 hours of sick leave from one fiscal year to the next.

At the moment, contract employees are not able to check their balances via the portal. They should instead contact their campus HR office for more information.

My Info and Pay

1. Log into your employee portal, and go to the CU Resources area.
2. Click on the drop-down menu at the top center of the screen and select "My Info and

Pay."



3. Click on the "Leave Balances" tile.



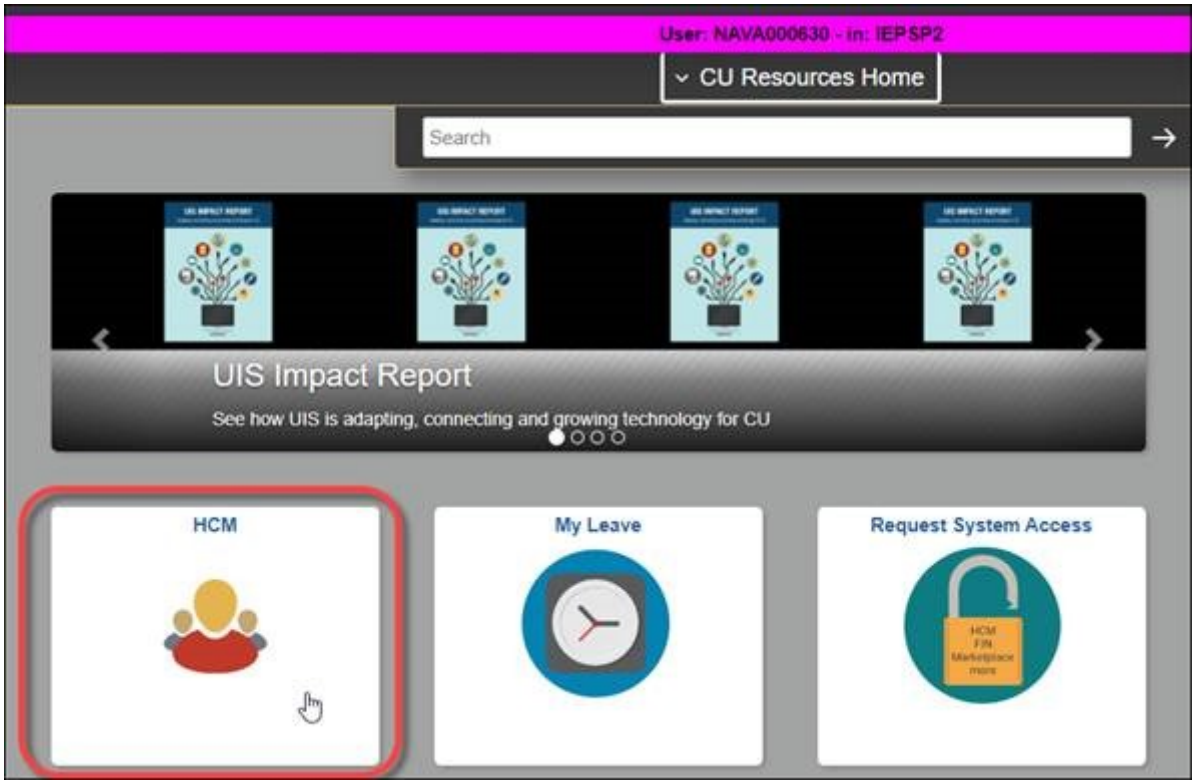
Employees may use this tile to check their leave balances and should use their regular time tracking mechanism to apply this sick leave. Employees paid monthly will use the existing SCK (Sick Leave) earnings code, while biweekly paid employees can use the new HSK (Hourly Sick Leave) earnings code.

HCM

Payroll personnel and some supervisors can access the "Leave Balances" tile another way.

1. Log into your employee portal.
2.

Click on the “HCM” tile.



3. Click on the “Leave Balances” tile.



Supervisors who need to verify an employee’s leave balance can ask their payroll liaison for a “Leave Taken” report for that employee. For those with HCM access, that report is CUES_HCM_LEAVE_TAKEN.

Sick Leave [3], leave [4], HCM [5]
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