Published on *University of Colorado* (https://www.cu.edu)

One My Leave earnings code status to be removed, more changes on the way [1]

October 24, 2018 by Employee Services [2]

My Leave's option to mark hours as **Do Not Send a Request** will be removed on Oct. 26.

The reason: Hours marked as Do Not Send a Request can bypass the approval process and are never recorded in PeopleSoft as time taken. In the case of sick and vacation leave usage, this time never reduces absence balances.

Starting Oct. 26, hours entered with this status from Oct. 1 forward will be deleted, and hours entered with this status prior to Oct. 1 will remain in the system.

Important information on adjusting employee time

If an employee changes the status of past hours from **Do Not Send a Request** to **Submit a Request** or **Taken**, this will not load absence time to CU Time and correct their balance. The time must be entered directly into CU Time. However, the status change may activate an approval process, preventing their current time from loading to CU Time until the change is approved.

Identifying employees who have hours with a Do Not Send a Request status

On Oct. 26, reports will be emailed to campus leaders with employees who have hours associated with Do Not Send a Request status (including historical entries and those dated from Oct. 1 forward). Deleted entries **must** be reentered if employees want to take their absence leave.

The **My Leave Calendar View query** has also been updated, allowing you to select only entries that are currently in a Do Not Submit a Request status and search for past entries within your department.

Earnings Codes with a Do Not Send a Request status option

Earnings Code	Description
ADM	Administrative Leave
CMP	Compensatory Time
DK3	Furlough Leave
FLH	Floating Holiday
FLV	Family Medical Leave

Earnings Code	Description
FNL	Funeral Leave
FSK	Family Sick Leave
JRY	Jury Leave
LBU	Leave Bank/Direct Award Usage
MLP	Paid Military Leave
OJI	On the Job Injury
PPL	Paid Parental Leave
SCK	Sick Leave
SDV	Staff Development
SJD	Student Jury Duty
VAC	Vacation Leave
VOL	Volunteer-Administrative Leave

Future My Leave changes

By the end of the year, a My Leave update will change the CU department timesheet review process by including only active My Leave users on the Review page. This will streamline the process by removing employees who do not use the system.

If you have feedback about these future changes, please email HCM Community [3].

earnings codes [4]
Display Title:
One My Leave earnings code status to be removed, more changes on the way
Send email when Published:
No

Source URL:https://www.cu.edu/blog/hcm-community/one-my-leave-earnings-code-status-be-removed-more-changes-way

Links
[1] https://www.cu.edu/blog/hcm-community/one-my-leave-earnings-code-status-be-removed-more-changes-way [2] https://www.cu.edu/blog/hcm-community/author/10695 [3] mailto:hcm_community@cu.edu [4] https://www.cu.edu/blog/hcm-community/tag/earnings-codes