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Updated learning resources available for My Leave [1]

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A variety of My Leave guides and other learning resources have been updated, condensed and retired as a part of recent system enhancements. This ensures users have the most up-to-date information to accurately complete tasks.

Updated guides, courses and Job Aids

- **My Leave Basics: Setting Preferences and Entering Time** [3]is intended to teach all My Leave users how to set their preferences and enter time.
- **My Leave for Supervisors** [4] describes supervisor tasks, such as approving time and managing proxies.
- **My Leave for HCM Community Members** [5] defines tasks for Payroll and Personnel Liaisons (PPLs) and department users performed on behalf of other employees.
- The new **My Leave: Considerations before Implementation Job Aid** [6]covers information to help decision makers who are thinking about using My Leave.
- The **My Leave FAQ** [7] contains answers to the most common questions asked by My Leave users.
- **My Leave for Supervisors Skillsoft course. Note:** The updated course will be available at the beginning of September.

Retired guides

- **My Leave: Supervisor Assigning a Proxy** and **My Leave: Supervisor Approvals** guides have been combined into the **My Leave for Supervisors** guide.
- The **My Leave: Reading Balances** job aid will be retired because it has been incorporated into the **My Leave for Community Members** and **My Leave Basics: Setting Preferences and Entering Time** guides.

We want your feedback

What do you think about these resources? If you have suggestions or feedback, please email hcm_community@cu.edu [8].

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