Updated learning resources available for My Leave [1]

August 30, 2018 by Employee Services [2]

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 <u>My Leave FAQ</u> [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].

My Leave [9]

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Links

- [1] https://www.cu.edu/blog/hcm-community/updated-learning-resources-available-my-leave
- [2] https://www.cu.edu/blog/hcm-community/author/10695

[3] https://www.cu.edu/docs/sbs-my-leave-basics-preferences-time-and-leave [4] https://www.cu.edu/docs/sbs-my-leave-supervisors [5] https://www.cu.edu/docs/sbs-my-leave-hcm-community-members [6] https://www.cu.edu/docs/jaid-my-leave-considerations-before-implementing [7] https://www.cu.edu/docs/my-leave-frequently-asked-questions [8] mailto:hcm_community@cu.edu [9] https://www.cu.edu/blog/hcm-community/tag/my-leave