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Ensure you’re paid correctly by setting your preferences in My Leave [1]

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Whether you are a longtime CU employee or new to entering your work hours in My Leave, please take a moment to review your preferences, as they are key to being paid correctly.

Settings to check

When setting My Leave preferences, you must confirm your correct campus holiday schedule (temporary and student employees must select “no holiday schedule”), your regular work days and hours and whether you are eligible for overtime or comp time. In addition, you must click on the **Select Email Notifications** button to ensure it saves correctly so you can get into your calendar.

A selection **must** be made in this drop-down menu to successfully set your preferences. If the information listed in the preferences is incorrect, hours and pay may not be calculated accurately.

Learn more with our guide

Use this guide [3] to set your My Leave preferences, along with other topics:

- Setting up a flexible work schedule
- Entering time if you are an exempt or non-exempt employee
- Tips for completing and submitting time
- Comp time and overtime

Visit my.cu.edu [4] and select **CU Resources** on the **NavBar** to begin updating your information.

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