Record Hours in My.Leave

You will find My.Leave in your campus portal in the CU Resources area, under Payroll and Compensation.

Once in My.Leave, on the Calendar Tab:

Click on a day you worked.

Select the Event Name of Retiree Daily Rate Pay.

Click Save.

On the Timesheet Tab:

At the end of each month, you will need to generate your timesheet, verify it for accuracy, and submit it for approval.

At the bottom of the timesheet it will show the total number of days that you worked in the month.
Set Up Position Data

Navigation: Organizational Development > Maintain Positions/Budgets > Add/Update Position Data

Update the Salary Plan Information on the Description Tab. The Standard Hours must be set to one hour per day.

After the Calculate Compensation button is pushed, you must verify that the Daily and Hourly rates are both the same amount.

Set Up Job Data

Navigation: Workforce Administration > Job Information > Job Data

Daily rate should be used for jobcode 2583 - Working PERA Retiree only.

Jobcode 2583N should be set up and time reported hourly.

On the Compensation tab of Job Data:
Frequency needs to be set to D (Daily)
Rate Code needs to be set to BASED
The Comprate should reflect the amount paid per day

The time can also be loaded from My.Leave, if your department is using that application.