

My.Leave Channel Step by Step Guide Entering Leave and Creating Timesheets for Overtime-Exempt Employees

Overview: This guide provides instruction on adding/updating leave hours, and creating timesheets for overtime-exempt employees.

1. My.Leave can be found by logging into your CU Portal.

Boulder http://mycuinfo.colorado.edu

Colorado Springs <u>http://my.uccs.edu</u>

System Administration https://my.cu.edu

Denver/Anschutz http://ucdenver.edu/ucdaccess

2. Navigate to My.Leave Calendar



Before entering data, you must have already set-up a regular work schedule under the Preferences tab. For additional information, please reference the Step by Step guide for Setting Your Preferences.

3. Enter Leave Requests

- Click on any open day in the calendar and the Add New Event will automatically open.
- Provide the following information and save the request.
 - Start/End dates
 - Start/End times
 - Select Supervisor from the Reporting To Drop list
 - Event Name (Vacation. Sick, Jury Duty, etc.)
 - Action.

dd new Event	
Start Date:	05/10/2011 📰 Time: 08 👗 : 00 🐥
End Date:	05/10/2011 Time: 17 🛨 : 00 🗘
Includes Lunch:	<u> </u>
Hours:	8 Details
Reporting to:	Job 0 Mark Stanker (Supervisor) 🔹
Event Name:	Vacation Leave
Action:	Submit a Request
Description:	
Speedtype:	



4. Save the request to send notification to your approver.

Add new Event	
Start Date:	05/10/2011 II Time: 08 🛨 : 00 🚽
End Date:	05/10/2011 📰 Time: 17 🔶 : 00 🗧
Includes Lunch:	
Hours:	8 Details
Reporting to:	Job 0 Mark Stanker (Supervisor) 🔹
Event Name:	Vacation Leave
Action:	Submit a Request
Description:	
Speedtype:	

• If you hold more than one appointment, it is very important to ensure that your leave entry reflects the correct job record. To select the correct record, click the dropdown box and make your selection. Also, when completing your data entry I the event window you must select the appropriate job record.

C Leave - Windows Internet Explorer				
G v fittps://my.cu.edu/flex/Leave/flex2.jsp?cryptId=ra	SowdzWr%2BbTzi%2FcSZ	/wWRU9v40SrFTVP&samlArtifact=AAFNsIwxfHY] 🔻 🔒	🗟 😽 🗙 🔽 Bing	• ٩
<u>File Edit View Favorites Tools H</u> elp				
🔶 Favorites 🔒			N - 7	• »
Leave				•▼ <u>S</u> afety ▼ T <u>o</u> ols ▼ (2) ▼
Sun Mon	Start Date:	10/16/2013 Time: 08 🔶 : 00 🔶	Fri	Sat
	End Date:	10/16/2013 III Time: 17 🔷 : 00 🔶	3 4	5
	Includes Lunch:	🗹 Ignore Work Hours: 📃		
	Hours:	8 Details		
6 7	Reporting to:	Job 0 Wesley Marshall (Supervisor)	10 11	BW End - 12
	Event Name:	Job 0 Wesley Marshall (Supervisor)		
	Action:	Job 1 Kevin Rens (Supervisor)		
13 14	Description:		17 18	19
	Speedtype:			
				Division of
20 21	Save	Close	24 25	BW End - 26
27 28	29	30	31	
Deer			unted sites I Destanted Made 10%	▼ ₱ 100% -
Done		· · · · · · · · · · · · · · · · · · ·	usted sites Protected Mode! Off	ATT 100 10 A



- 6. Delete Leave Requests
 - Double click on the event from the calendar view and click the delete button to remove it.

Start Date:	05/10/2011 📅 Time: 08 🚔	: 00 📫
End Date:	05/10/2011 📰 Time: 17 🚔	: 00 🛟
cludes Lunch:	✓	
Hours:	8 Details	
Reporting to:	Job 0 Mark Stanker (Supervisor)	•
Event Name:	Vacation Leave	
Action:	Requested (unchanged) 🔹	
Description:		
Speedtype:		

- 7. Create Timesheet
 - If you have added leave items to your calendar tab, you will now complete and submit a timesheet. *Remember OT-Exempt employees only enter Leave items.*
 - Select the timesheet tab.

LEAVE				V						
Calendar	At	a Glance	Ti	meSh	eet	Approval	Desi	ignates		Preferences
Lisa A	ffleck	(113109))	•	Job (), MON(M)-	OT Ex	empt	T)	
Balance	25	Act/Proj	i	Begin	Date	Prev. Earnin	gs	Beg Bal		Prior Mth Po
	Sick		Open	(05/01/11	10	.00	44	2.50	0.0
Va	cation		Open	(05/01/11	14	.67	29	3.20	16.0
										May 2011
	Sun			Mon			Tue			Wed
		1				2		3		

• Select Correct Payroll Period and Job Record

LEAVE										~	* ×
Calendar	At a Glan	ce TimeSheet	Approval	Designates	Preferences	PPL	Emplid	113109	0	ю	?
				/					/		•
Pay Perio	d Ending:	05/01/11 - 05/31/11	L leave to be :	reported for O6/	30/11 (current) p	ayroll	• Job 0,	MON(M)-O	T Exempt	•	

- Your timesheet will be automatically generated based on the leave time from your calendar.
- At the bottom of your timesheet, a summary of all events will be documented. This is what will process in payroll.
- If you believe the summary is not correct, you will need to go back to the calendar and make your corrections.



University of Colorado Boulder | Colorado Springs | Deriver | Anschutz Medical Campus EMPLOYEE SERVICES

If you do agree the summary is correct, select the "I agree with the above Certification and Eligibility

Statements" and click the Submit button.

• Your approver will be notified by email that your timesheet is ready. Normally, the approver is your supervisor).

Send To F	IRMS Earnings Co	de Description	Hours	Rate	Total
Ν	RGS	Regular Earnings S	144	1	14
Υ	VAC	Vacation Leave	8	1	
Ν	HOL	Holiday	16	1	
	· Leadily hours and minutes show	n harain ara a complete ant accurate racor	d of time worked each day are	for the reporting period . All	laava takan andior
CERTIFICATION overtime earned of	: I certify hours and minutes show or taken as compensatory time wa	in herein are a complete and accurate recor is reported and approved by my supervisor.	d of time worked each day and	for the reporting period. All	leave taken and/or

- 8. After Submitting your Timesheet
 - Until your department has loaded the data to HRMS, you may continue to update your calendar and timesheet. You can do this by selecting the cancel/rebuild button at the bottom of your timesheet after it has been submitted.
 - Once your department has loaded your data, any changes to your timesheet will not be loaded to the payroll run. Always check with your Personnel Payroll Liaison (PPL) to ensure your correct information has been loaded.
 - At this time, all past timesheets submitted can still be viewed. If you did not submit a timesheet for a certain pay period, you can still view the data populated on your calendar.

Specific Notes for OT-Exempt Employees

- OT –Exempt Employees do NOT record regular worked hours, so work time is not displayed on the timesheet.
- The timesheet shows a week-by-week overview of exception time (Vacation, Sick etc.) based on the entries you made on the calendar.
- Be sure to review reported time for each day/week to ensure accuracy. To make changes, go back to the calendar events.
- For additional information, please contact your Personnel Payroll Liaison (PPL).