



CU Portal - My.Leave Channel Step-by-Step Guide Set Work Hour/Schedule Preferences (Includes set-up for 9/80 flex schedule)

1. Login to My.CU.EDU portal for your campus.

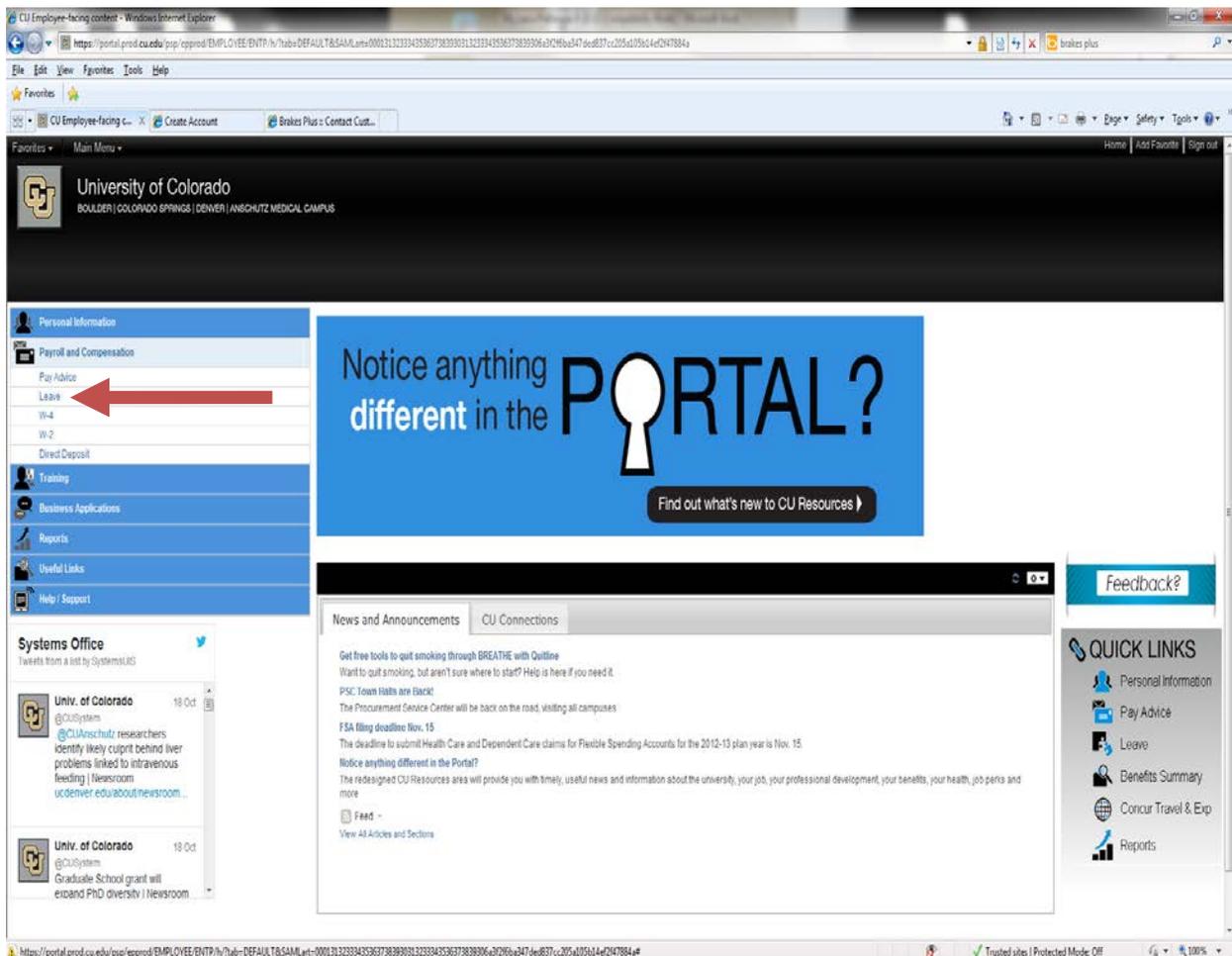
Boulder <http://mycuinfo.colorado.edu>

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

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

System Administration <https://my.cu.edu>

2. Navigate to My.Leave





3. Go To Preferences

Note: Your supervisor may receive an email notification of your changes made in preferences.



Items to be update in Preferences tab include:

- Work Date & Work Week schedule
- Work Week Type
- Comp time/Overtime designation
- Holiday Schedule
- Email Preferences

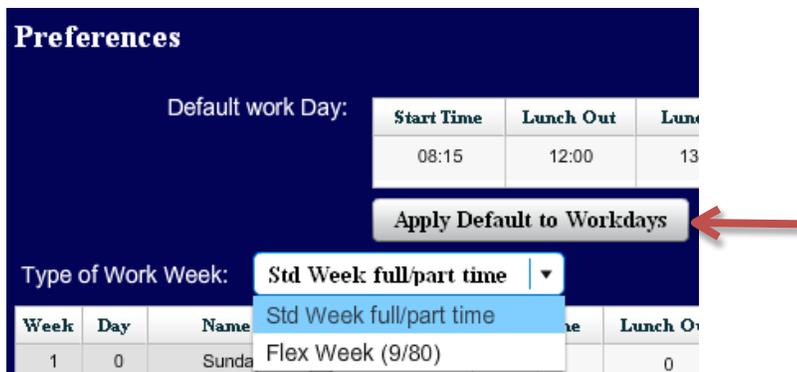
4. Define your default workday



- Click in fields for Start Time, Lunch Out, Lunch In and End Time. Use arrows to change time. Lunch Out and Lunch In are required fields – if you don't take lunch, use 12:00 for both.
- If your shift has you working overnight (past midnight), the default work week settings take precedent over the default work day.

5. Select Type of Work Week

- Default is Std Work Week full/part time (use for any schedule that repeats every week: including 4x10 or flex 4x9-1x4).
- Employees who work 9 days over 2 weeks (for 8 hours) select Flex Week (9/80).





6. Apply Work Hours to Work Days

- Checkmark each workday that you work this schedule (uncheck those that don't apply).
- Click the "Apply Default to Workdays" button, if your shifts are consistent.

Name	WorkDay	Start Time	Lunch Out	Lunch In	End Time	Length of Day
Sunday	<input type="checkbox"/>	0	0	0	0	0
Monday	<input checked="" type="checkbox"/>	08:15	12:00	13:00	17:15	8
Tuesday	<input checked="" type="checkbox"/>	08:15	12:00	13:00	17:15	8
Wednesday	<input checked="" type="checkbox"/>	08:15	12:00	13:00	17:15	8
Thursday	<input type="checkbox"/>	00:00	00:00	00:00	00:00	0
Friday	<input type="checkbox"/>	00:00	00:00	00:00	00:00	0
Saturday	<input type="checkbox"/>	00:00	00:00	00:00	00:00	0

Default work Day:

Start Time	Lunch Out	Lunch In	End Time	Length of Day
08:15	12:00	13:00	17:15	8

Note: if you work for more than one department or hold multiple appointments that have different schedules, please consult with your department's payroll liaison for assistance with this section.

Work Week details should be used to define the work schedule for your main job only. Any hours you work outside of your primary appointment will be entered manually on your My.Leave calendar.

7. Modify Work Hours as Needed

- Click on Start Time, Lunch Out, Lunch In and end Time fields to change values as needed.
- Total hours for a Standard Work Week **must be 40 or less.**

Type of Work Week:

Week	Day	Name	WorkDay	Start Time	Lunch Out	Lunch In	End Time	Length of Day
1	0	Sunday	<input type="checkbox"/>	00:00	00:00	00:00	00:00	0
1	1	Monday	<input checked="" type="checkbox"/>	08:15	12:00	13:00	17:15	8
1	2	Tuesday	<input checked="" type="checkbox"/>	08:15	12:00	13:00	17:15	8
1	3	Wednesday	<input checked="" type="checkbox"/>	08:15	12:00	13:00	17:15	8
1	4	Thursday	<input checked="" type="checkbox"/>	08:15	12:00	13:00	17:15	8
1	5	Friday	<input checked="" type="checkbox"/>	08:15	12:00	13:00	17:15	8
1	6	Saturday	<input type="checkbox"/>	0	0	0	0	0

Wk 1 Hrs: Wk 2 Hrs: Total:



8. Work Week Default for shifts that extend past midnight (3rd shift)

- Default Work Day is not as critical as your Default Work Week.
- Enter your Work Week hours by hand, setting starting hours on the first day, and showing hours worked after midnight on the following day.

Start Time	Lunch Out	Lunch In	End Time	Length of Day
23:00	24:00	00:30	09:30	10

Apply Default to Workdays

Std Week full/part time

Week	Day	Name	WorkDay	Start Time	Lunch Out	Lunch In	End Time	Length of Day
1	0	Sunday	<input checked="" type="checkbox"/>	00:00	00:00	23:00	24:00	1
1	1	Monday	<input checked="" type="checkbox"/>	00:30	09:30	23:00	24:00	10
1	2	Tuesday	<input checked="" type="checkbox"/>	00:30	09:30	23:00	24:00	10
1	3	Wednesday	<input checked="" type="checkbox"/>	00:30	09:30	23:00	24:00	10
1	4	Thursday	<input checked="" type="checkbox"/>	00:30	09:30	00:00	00:00	9
1	5	Friday	<input type="checkbox"/>	00:00	00:00	00:00	00:00	0
1	6	Saturday	<input type="checkbox"/>	00:00	00:00	00:00	00:00	0

40 Wk 2 Hrs: 0 Total: 40

9. Work Week Begins Date Field

- Default workweek for most campuses starts Sunday at 12:00 AM and ends on Saturday at 11:59PM.
- If your campus or department operates on a different work week, change the Work Week Begins a day as appropriate. Note: changes to Work Week Begin dates are not arbitrary and should only be updated with the guidance of your department personnel liaison and/or your campus Human Resources office.

Wk 1 Hrs: 40 Wk 2 Hrs: 0 Total: 40

Work Week Begins: Sunday Work Week Start time: 0

10. Enter CC Emails

- My.Leave will automatically notify the person listed as "Reports to" contact in HRMS.
- This field allows you to identify any other email addresses that should be included in My.Leave notification.

CC All emails to: lisa.affleck@cusys.edu, mark.stanker@cusys.edu



11. Comptime vs. Overtime

- Default is Comptime for overtime eligible employees.
- If appropriate, change to Paid Overtime.

Work Week Begins: Sunday

CC All emails to: lisa.affleck@cusys.edu, n

OT/CompTime flag: Comptime

Show Help Message on Startup: Comptime

Holiday Calendar: CU Boulder Holiday Schedule

12. Show Help on Message on Start-up

- If you do not wish to see the Help Window each time you open My.Leave, click here to uncheck the box.

OT/CompTime flag: Comptime

Show Help Message on Startup: ←

Holiday Calendar: CU Boulder Holiday Schedule

13. Holiday Calendar

- Select your campus holiday schedule.
- Hourly or temporary employees should choose: Not Paid Holidays.

OT/CompTime flag: Comptime

Show Help Message on Startup:

Holiday Calendar: CU Boulder Holiday Schedule ←



14. Enter Employee Preferences

- My.Leave will send automatic emails to you and your supervisor when different types of actions are entered. Uncheck boxes next to any types of notifications that you do not wish to receive.
- If you are a supervisor, select your preferences here. This can be different than what you have selected as an employee.

Send Emails	Email Type	As Employee Receive Emails	As Supervisor Receive Emails
	Alter Event	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Designate Change	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Leave Approve / Deny	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Leave Request	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Leave Request Delete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Preferences Change	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Timesheet Approve / Deny	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Timesheet Auto-generated	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Timesheet Cancel / Rebuild	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Timesheet Submit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

15. SAVE your Preferences

- Save button is located at the bottom left corner of the preferences page. Changes will be discarded if they are not saved.
- Once data is saved, your supervisor may be notified of the change via email.

Send Emails	Email Type	As Employee Receive Emails	As Supervisor Receive Emails
	Alter Event	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Designate Change	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Leave Approve / Deny	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Leave Request	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Leave Request Delete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Preferences Change	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Timesheet Approve / Deny	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Timesheet Auto-generated	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

If you are setting preferences for a 9/80 Flex Schedule, please continue on through this guide.



2. Modify Work Hours as Needed

- Click on Start Time, Lunch Out, Lunch in or End Time and use the arrows to change values, if needed.
- Total Hours for the two-week period must be 80.
- Work Week Begins default is Sunday, change this to your flex day-off. The work week start time will default your lunch-out time. This can be changed manually, if needed.
- Work Week Start Time default is 12:00AM- change time to 4 hours after your begin time on your 8 hour flex day.
- Wk 1 and Wk2 hours must both equal 40.
- Remember to SAVE.

Example showing Friday as the "Flex Day"

Type of Work Week:		Flex Week: (9/80)		Flex Start Date Offset:		Layout 1		
Week	Day	Name	WorkDay	Start Time	Lunch Out	Lunch In	End Time	Length of Day
1	0	Sunday	<input type="checkbox"/>	00:00	00:00	00:00	00:00	0
1	1	Monday	<input checked="" type="checkbox"/>	08:15	12:15	13:15	18:15	9
1	2	Tuesday	<input checked="" type="checkbox"/>	08:15	12:15	13:15	18:15	9
1	3	Wednesday	<input checked="" type="checkbox"/>	08:15	12:15	13:15	18:15	9
1	4	Thursday	<input checked="" type="checkbox"/>	08:15	12:15	13:15	18:15	9
1	5	Friday	<input checked="" type="checkbox"/>	08:15	12:15	13:15	17:15	8
1	6	Saturday	<input type="checkbox"/>	0	0	0	0	0
2	7	Sunday	<input type="checkbox"/>	00:00	00:00	00:00	00:00	0
2	8	Monday	<input checked="" type="checkbox"/>	08:15	12:15	13:15	18:15	9
2	9	Tuesday	<input checked="" type="checkbox"/>	08:15	12:15	13:15	18:15	9
2	10	Wednesday	<input checked="" type="checkbox"/>	08:15	12:15	13:15	18:15	9
2	11	Thursday	<input checked="" type="checkbox"/>	08:15	12:15	13:15	18:15	9
2	12	Friday	<input type="checkbox"/>	00:00	00:00	00:00	00:00	0
2	13	Saturday	<input type="checkbox"/>	00:00	00:00	00:00	00:00	0

Wk 1 Hrs: 40 Wk 2 Hrs: 40 Total: 80

Work Week Begins: Friday Work Week Start time: 12:15

For additional assistance, please contact your department payroll/personnel liaison. Work week begin dates/times should only be updated with prior knowledge and authorization from your department and campus Human Resources office.