

ES Leave Program

Entering FAMLI Supplemental Leave in MyLeave

This step-by-step guide is for **non-exempt Classified Staff** paid monthly who have been approved for a continuous leave of absence related to CU FAMLI.

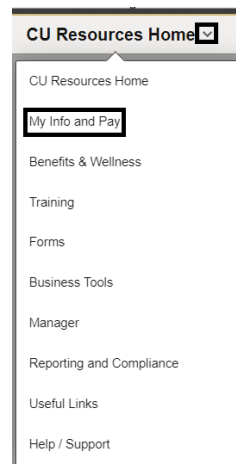
NOTE: When supplementing CU FAMLI benefits with personal leave (sick, vacation, PPL, etc.), non-exempt employees must enter and submit time for all days and hours in the pay period. This includes time away from work for CU FAMLI leave and any supplemental leave hours. Examples of non-exempt employee calendars follow the instructions below.

If no personal leave will be used to supplement CU FAMLI benefits during a period of continuous leave, do not enter hours in MyLeave or submit a timesheet.

1. **Log into** the Employee Portal (www.my.cu.edu).
2. **Select** the *MyLeave* tile on the home page OR *My Info and Pay* from the *CU Resources Home* dropdown menu.



OR



3. **Double Click** on the day you want to enter leave.

Calendar-Month | Calendar-Week | Calendar-Day | Timesheet

Job 0, USX(M)-OT Exempt | Preferences | Today is January 5, 2024 | Month | Week | Day

Balances	ActProj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Balance
Sick	Open	01/01/2024	10.00	526.280000	0.00	0.00	526.28	0	0	526.28
Vacation	Open	01/01/2024	14.67	262.530000	0.00	0.00	262.53	0	0	262.53

<< December | January 2024 | February >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	New Year's Day 1 H/8 Taken	2	3	4	Today 5 8	6
7	8	9	10	11	12	13
14	Martin Luther... 15 H/8 Taken	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4. **Uncheck** the *Include Lunch* button.

5. **Select** the *Details* button.

Add/Edit Event

*From Date: 01/17/2024 *Time: 08:00

*To Date: 01/17/2024 *Time: 16:30

Include Lunch

Amount: 8.500 **Details**

*Reporting To: [Dropdown]

*Earnings Code: [Dropdown]

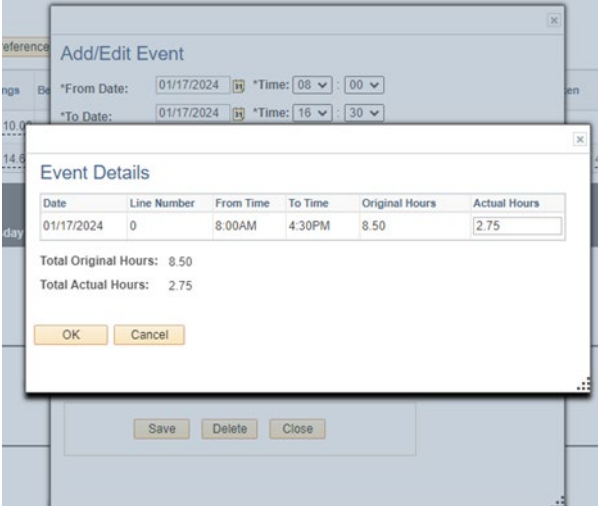
*Status: [Dropdown]

Description: [Text Area]

Speed Type: [Text Field]

Save Delete Close

6. **Locate** the supplemental rate in your Weekly FAMLI Benefit tile and multiply by the number of leave hours taken. See FAMLI Benefit and Supplemental Leave Information attachment. Enter this number into Actual Hours field.
7. **Press** the tab key.
8. **Confirm** the *Total Actual Hours* is correct.
9. **Select OK.**



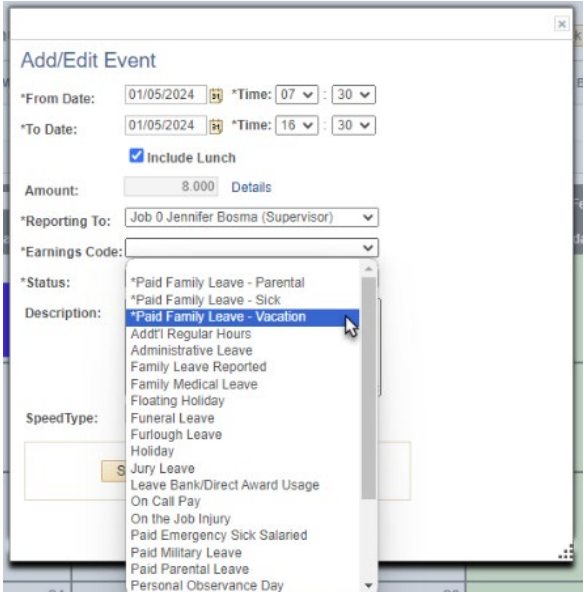
Add/Edit Event
 *From Date: 01/17/2024 *Time: 08:00
 *To Date: 01/17/2024 *Time: 16:30

Date	Line Number	From Time	To Time	Original Hours	Actual Hours
01/17/2024	0	8:00AM	4:30PM	8.50	2.75

Total Original Hours: 8.50
 Total Actual Hours: 2.75

OK Cancel

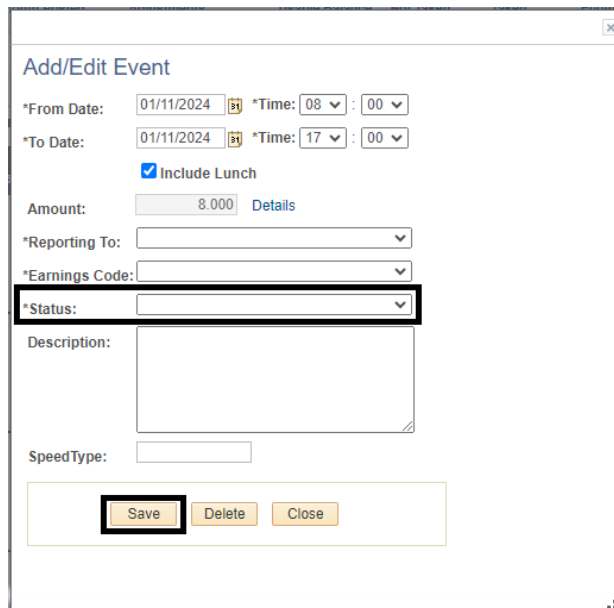
10. **Select** the appropriate *Earnings Code* from the dropdown menu codes for the available leave you used:
 - a. *Paid Family Leave - Parental for PPL
 - b. *Paid Family Leave - Sick for sick leave
 - c. *Paid Family Leave - Vacation for vacation leave
 - d. *Paid Family Leave - Other for PFML



Add/Edit Event
 *From Date: 01/05/2024 *Time: 07:30
 *To Date: 01/05/2024 *Time: 16:30
 Include Lunch
 Amount: 8.000 Details
 *Reporting To: Job 0 Jennifer Bosma (Supervisor)
 *Earnings Code:

- *Paid Family Leave - Parental
- *Paid Family Leave - Sick
- *Paid Family Leave - Vacation**
- Add'l Regular Hours
- Administrative Leave
- Family Leave Reported
- Family Medical Leave
- Floating Holiday
- Funeral Leave
- Furlough Leave
- Holiday
- Jury Leave
- Leave Bank/Direct Award Usage
- On Call Pay
- On the Job Injury
- Paid Emergency Sick Salaried
- Paid Military Leave
- Paid Parental Leave
- Personal Observance Day

11. Select *Mark as Taken* from the status dropdown menu.
12. Select *Save*.



13. Enter the difference between the supplementary leave hours and your default work hours using the earnings code **Paid Family Leave – Reported*. This prevents MyLeave from docking pay for the portion of your salary replaced by CU FAML I benefits.



14. Repeat steps 3-13 for each day you are entering supplemental leave.
15. Submit your MyLeave timesheet for approval no later than the 5th business day of each month. For more information refer to [MyLeave Basics: Setting Preferences and Entering Time](#).
 - a. At the end of the pay period, all employees using MyLeave will need to review and submit their timesheet. Non-exempt monthly employees should submit a timesheet to their supervisor by the 5th of each month.

Totals					
Send To HRMS	Earn Code	Description	Hours	Rate	Total
N	RGS	Regular Earnings Salary	0.0	1	0.0
N	FML	Leave Time Reported	130.80	1	130.80
Y	PLS	*Paid Family Leave - Sick	13.20	1	13.20
N	HOL	Holiday	24	1	24
TOTAL:			168.00		168.00

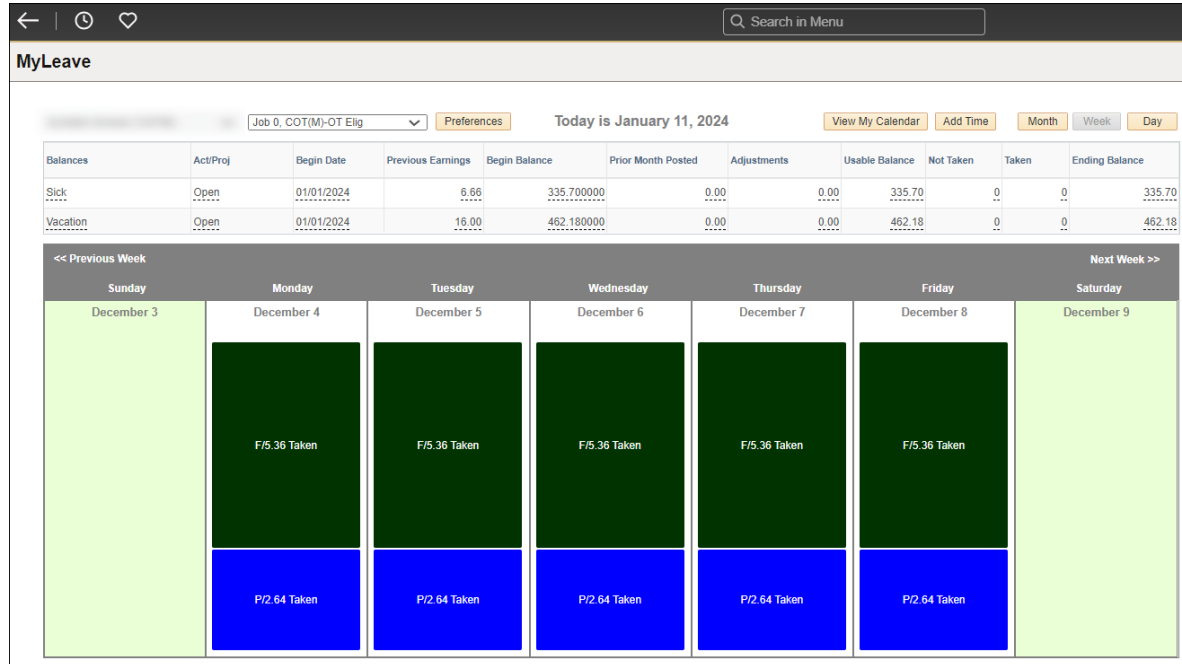
At the bottom of the timesheet, a summary of the hours for the pay period is listed along with the hours that will be submitted to HCM for pay. All hours should be reviewed carefully to make sure they are correct. If you see DK1 (or dock) listed, review your calendar entries, or ask your payroll liaison for assistance.

NOTE: If you have exhausted your 12 weeks of FAML I leave and will remain on an approved leave of absence, you must continue to fill out your MyLeave calendar. Your Leave Coordinator will send you updated leave reporting instructions as the end of your FAML I leave approaches.

Example MyLeave Calendar: Non-exempt Staff on Continuous Leave

Per each 8-hour day of leave used:

- Weekly FAML I Benefit tile indicates an hourly supplemental rate of .33
- For 8 hours of leave taken, 2.64 hours of Supplemental Leave should be entered
- Enter remaining 5.36 hours **Paid Family Leave - Reported* for daily total of 8 hours



MyLeave
 Job 0, COT(M)-OT Elig | Preferences | Today is January 11, 2024 | View My Calendar | Add Time | Month | Week | Day

Balances	Act/Proj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Balance
Sick	Open	01/01/2024	6.66	335.700000	0.00	0.00	335.70	0	0	335.70
Vacation	Open	01/01/2024	16.00	462.180000	0.00	0.00	462.18	0	0	462.18

<< Previous Week							Next Week >>
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
December 3	December 4	December 5	December 6	December 7	December 8	December 9	
	F/5.36 Taken	F/5.36 Taken	F/5.36 Taken	F/5.36 Taken	F/5.36 Taken		
	P/2.64 Taken	P/2.64 Taken	P/2.64 Taken	P/2.64 Taken	P/2.64 Taken		

Example MyLeave Calendar: Non-exempt Staff on Continuous Leave (week with University holiday)

8 hours Holiday, no leave recorded

Per each remaining 8-hour day of leave used in week:

- Weekly FAMLI Benefit tile indicates an hourly supplemental rate of .81
- For 8 hours of leave taken, 6.49 hours of Supplemental Leave should be entered
- Enter remaining 1.51 hours *Paid Family Leave - Reported for daily total of 8 hours

MyLeave

Job 0, UOT(M)-OT Elig | Preferences | Today is January 14, 2024 | View My Calendar | Add Time | Month | Week | Day

Balances	Act/Proj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Balance
Sick	Open	01/01/2024	10.00	35.240000	0.00	0.00	35.24	0	0	35.24
Vacation	Open	01/01/2024	14.67	51.690000	0.00	0.00	51.69	0	25.96	25.73

<< Previous Week | Next Week >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 14 Today	January 15	January 16	January 17	January 18	January 19	January 20
	H/8 Taken	P/6.49 Taken F/1.51 Taken	P/6.49 Taken F/1.51 Taken	P/6.49 Taken F/1.51 Taken	P/6.49 Taken F/1.51 Taken	