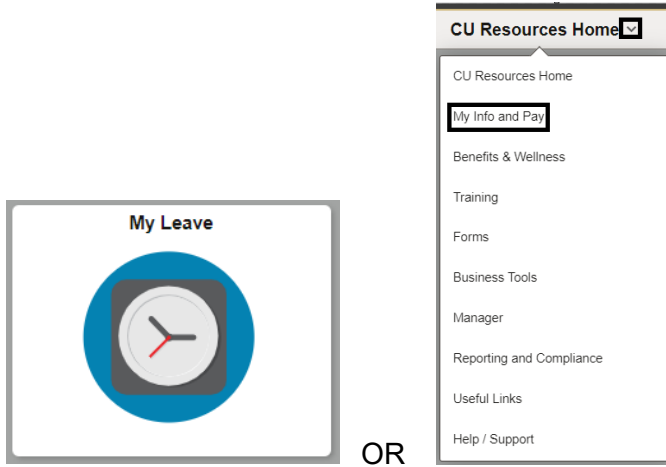


ES Leave Program

Entering FAML I Supplemental Leave in MyLeave

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

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



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

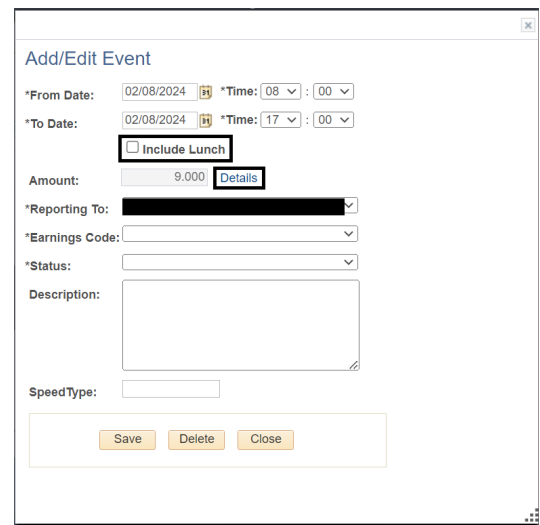
Calendar-Month | Calendar-Week | Calendar-Day | Timesheet

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

Balances	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	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

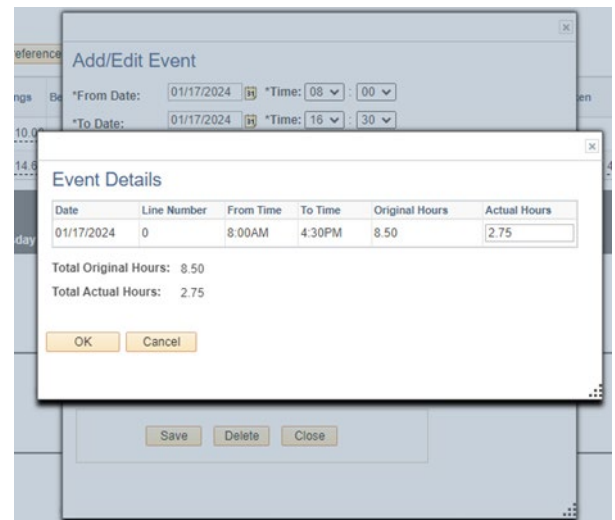
<< December		January 2024					February >>	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
	New Year's Day 1 H/8 Taken	2	3	4	Today 5 H/8 Taken	6		
7	8	9	10	11	12	13		
14	Martin Luther... 15 H/8 Taken	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30	31					

4. **Uncheck** the *Include Lunch* button.
5. **Select** the *Details* button.



Add/Edit Event
 *From Date: 02/08/2024 *Time: 08 : 00
 *To Date: 02/08/2024 *Time: 17 : 00
 Include Lunch
 Amount: 9.000 Details
 *Reporting To: [Redacted]
 *Earnings Code: [Redacted]
 *Status: [Redacted]
 Description: [Redacted]
 SpeedType: [Redacted]
 Save Delete Close

6. **Enter** the number provided in your Leave Plan letter – to the exact decimal provided.
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
 Event Details

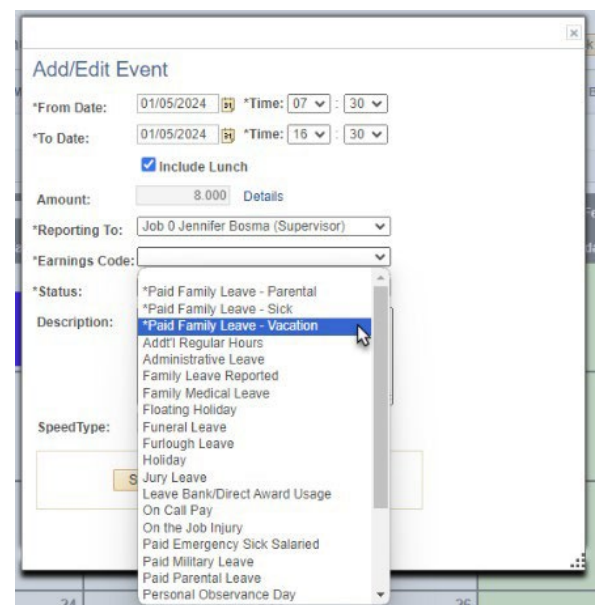
Date	Line Number	From Time	To Time	Original Hours	Actual Hours
01/17/2024	0	8:00AM	4:30PM	8.50	2.75

 Total Original Hours: 8.50
 Total Actual Hours: 2.75
 OK Cancel
 Save Delete Close

10. **Select** the appropriate *Earnings Code* from the dropdown menu codes for the available leave you used:

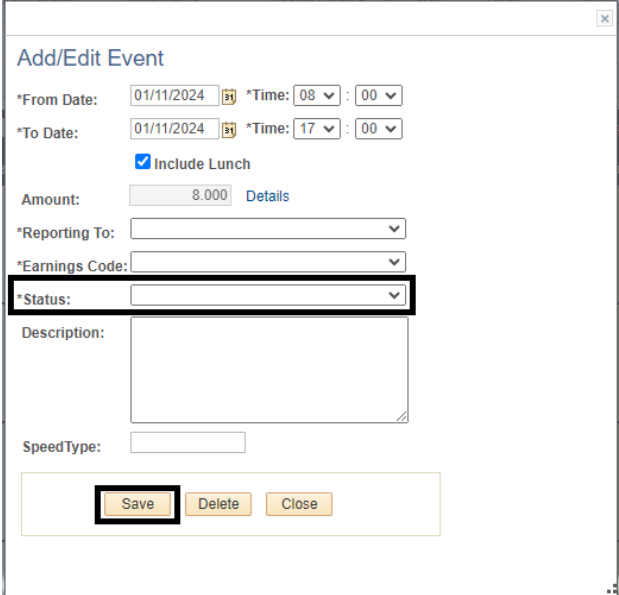
- a. *Paid Family Leave - Parental for PPL
- b. *Paid Family Leave - Sick for sick leave
- c. *Paid Family Leave - Vacation for vacation leave
- d. Administrative Leave - for PFML

NOTE: If you do not intend to use supplemental leave and only wish to receive your FAMLI wage replacement benefits, your MyLeave calendar should remain blank.



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: [Redacted]
 *Status: [Redacted]
 Description: [Redacted]
 SpeedType: [Redacted]
 Save
 *Paid Family Leave - Parental
 *Paid Family Leave - Sick
 *Paid Family Leave - Vacation
 Addtl 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*.



The screenshot shows the 'Add/Edit Event' form. The 'Status' dropdown menu is highlighted with a black box, and the 'Save' button is also highlighted with a black box. The form includes the following fields and options:

- *From Date: 01/11/2024
- *Time: 08 : 00
- *To Date: 01/11/2024
- *Time: 17 : 00
- Include Lunch
- Amount: 8.000
- *Reporting To: [dropdown]
- *Earnings Code: [dropdown]
- *Status: [dropdown]
- Description: [text area]
- SpeedType: [text input]
- Buttons: Save, Delete, Close

13. Repeat steps 3-12 for each day you are entering supplemental leave.
14. Submit your MyLeave calendar for approval no later than the 5th business day of each month. For more information, refer to [MyLeave Basics: Setting Preferences and Entering Time website](#).
15. At the end of each pay period, all employees using MyLeave will need to review and submit their timesheet. 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 not, review your calendar entries or ask your payroll liaison for assistance.

NOTE: If you have exhausted your 12 weeks of FAMLI 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 FAMLI leave approaches.