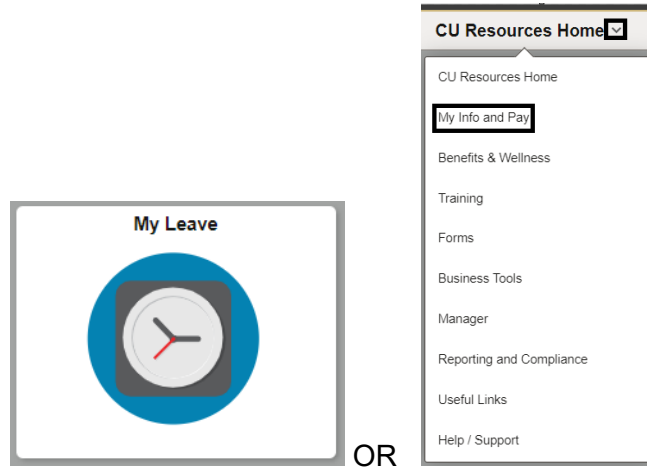


ES Leave Program

Entering FAMLI Supplemental Leave in MyLeave

This step-by-step guide is for **exempt University Staff and 12-month Faculty** paid monthly who have been approved for a continuous leave of absence related to CU FAMLI.

1. **Log into the [Employee Portal](https://my.cu.edu)** (my.cu.edu).
2. **Select the MyLeave tile 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.

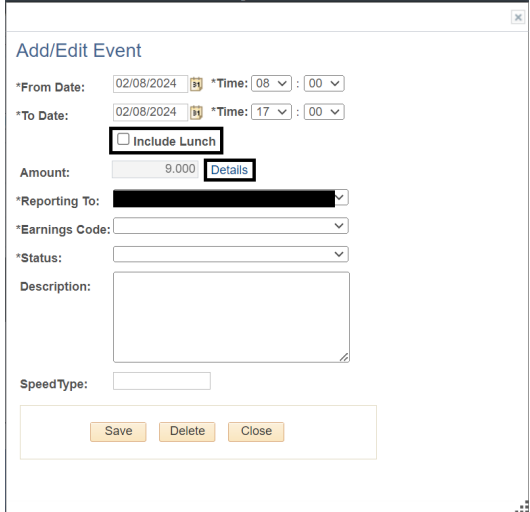
Calendar: Month | Calendar: Week | Calendar: Day | Timesheet

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

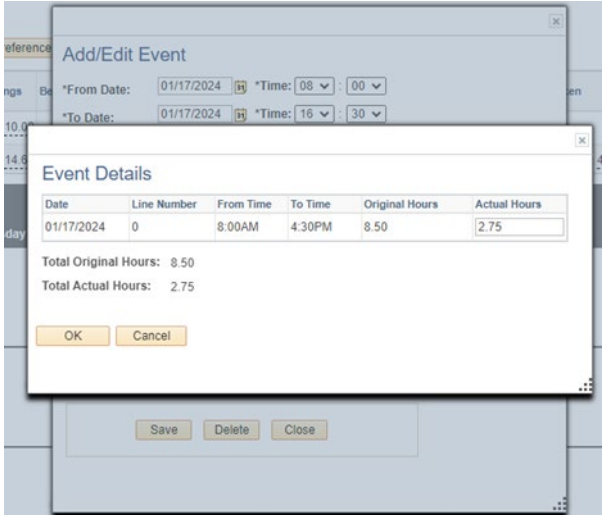
Balances	Act/Proj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Balance
Sick	Open	01/01/2024	10.00	526.280000	0.00	0.00	526.28	0	0	526.28
Vacation	Open	01/01/2024	14.67	262.530000	0.00	0.00	262.53	0	0	262.53

<< December		January 2024							February >>	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
	New Year's Day 1 H/B Taken	2	3	4	Today 5 H/B Taken	6				
7	8	9	10	11	12	13				
14	Martin Luther... 15 H/B 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.



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*.



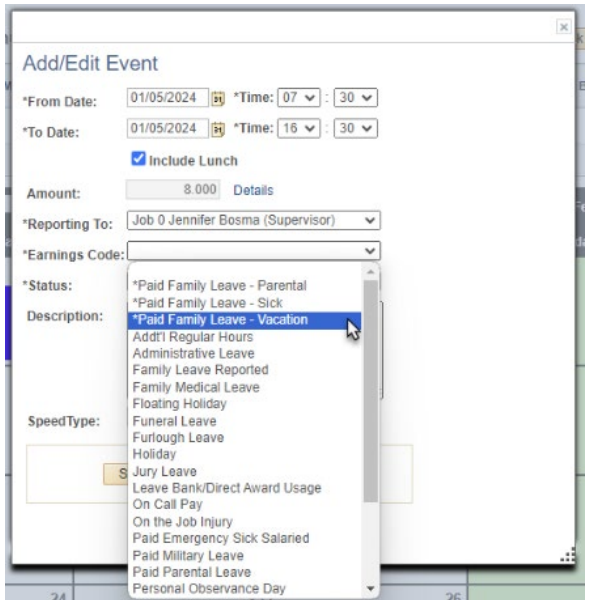
Date	Line Number	From Time	To Time	Original Hours	Actual Hours
01/17/2024	0	8:00AM	4:30PM	8.50	2.75

Total Original Hours: 8.50
Total Actual Hours: 2.75

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

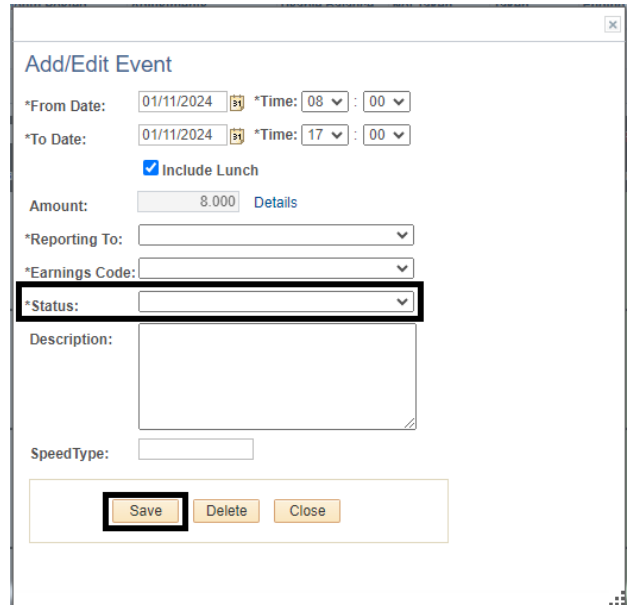
- a. *Paid Family Leave - Parental for PPL
- b. *Paid Family Leave - Sick for sick leave
- c. *Paid Family Leave - Vacation for vacation leave

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.



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

12. **Select** *Save*.



The screenshot shows a web form titled "Add/Edit Event". It contains several input fields and a dropdown menu. The "Status" dropdown menu is highlighted with a black border. Below the form, there are three buttons: "Save", "Delete", and "Close". The "Save" button is also highlighted with a black border.

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 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.