

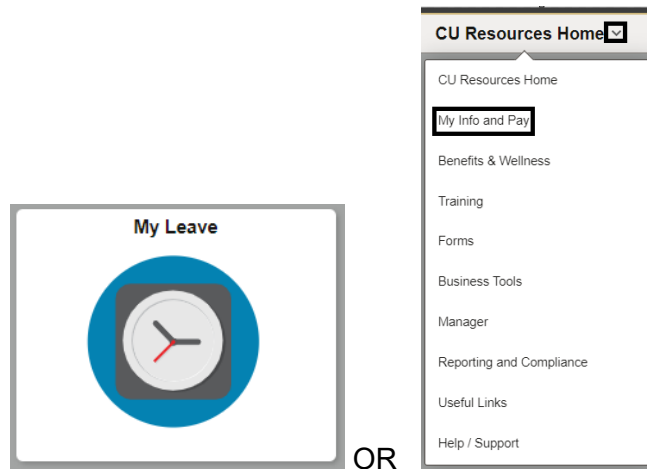
# ES Leave Program

## Entering FAML I Supplemental Leave in MyLeave

This step-by-step guide is for **non-exempt student assistants and temporary hourly employees paid biweekly** who have been approved for a continuous leave of absence related to CU FAML I. Examples of hourly employee calendars follow the instructions below.

**NOTE:** If no personal sick leave will be used to supplement CU FAML I benefits during a period of continuous leave, do not enter hours in MyLeave or submit a timesheet.

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

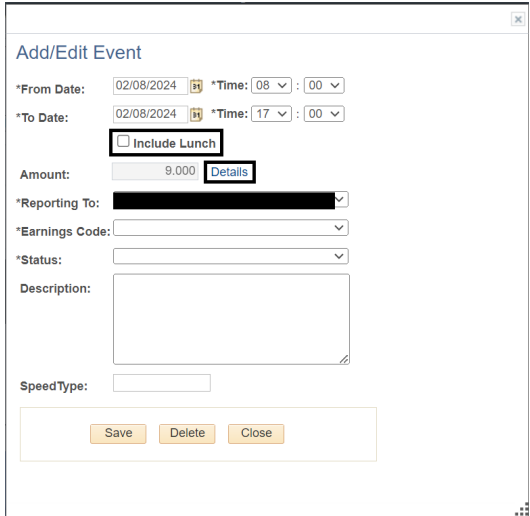
Job 0, USX(M)-OT Exempt | Preferences | Today is January 5, 2024 | Month | Week | Day

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	14.57	262.530000	0.00	0.00	262.53	0	0	262.53

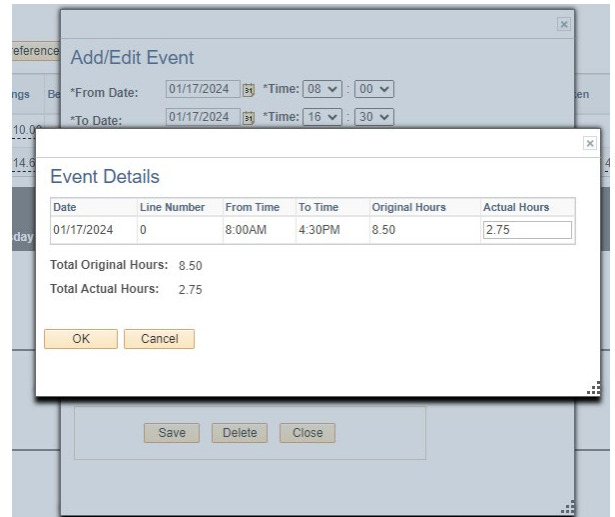
  

<< December		January 2024							February >>	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
	New Year's Day 1 H/8 Taken	2	3	4	Today 5 9	6				
7	8	9	10	11	12	13				
14	Martin Luther... 15 H/8 Taken	16	17	18	19	20				
21	22	23	24	25	26	27				
28	29	30	31							

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



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*.



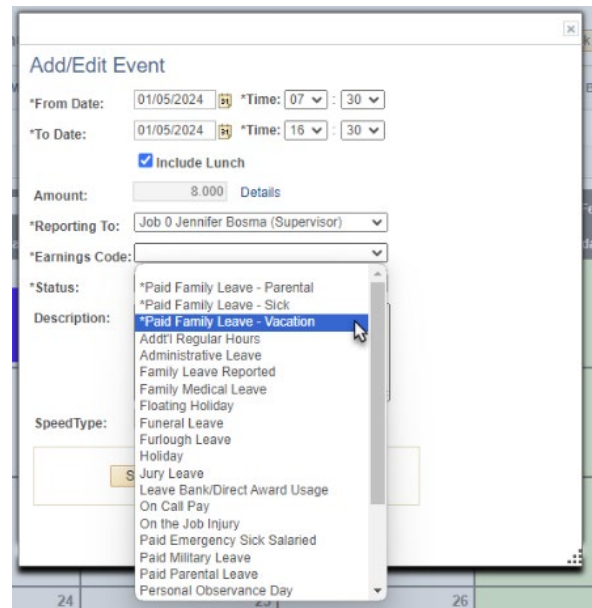
Date	Line Number	From Time	To Time	Original Hours	Actual Hours
01/17/2024	0	8:00AM	4:30PM	8.50	2.75

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 - Sick for sick 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.



The screenshot shows the 'Add/Edit Event' form with the following fields:

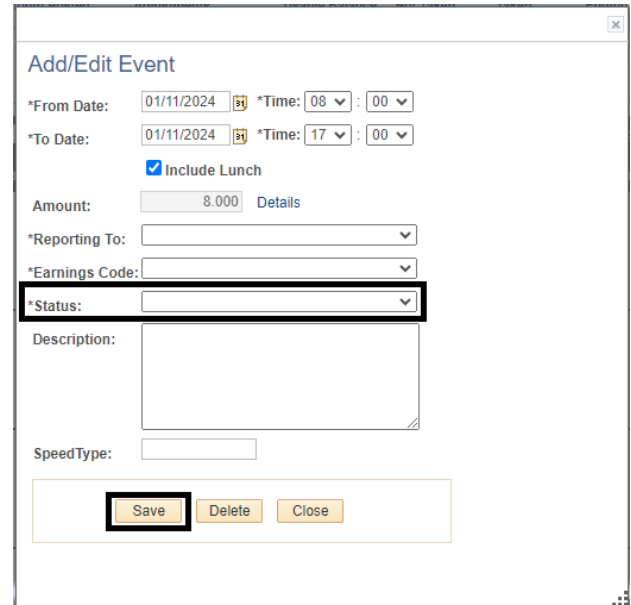
- \*From Date: 01/05/2024 \*Time: 07 : 30
- \*To Date: 01/05/2024 \*Time: 16 : 30
- Include Lunch
- Amount: 8.000 Details
- \*Reporting To: Job 0 Jennifer Bosma (Supervisor)
- \*Earnings Code: (dropdown menu open)
- \*Status: (dropdown menu)
- Description: (text area)
- SpeedType: (text field)

The dropdown menu for \*Earnings Code is open, showing the following options:

- \*Paid Family Leave - Parental
- \*Paid Family Leave - Sick
- \*Paid Family Leave - Vacation** (highlighted)
- 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*.



The screenshot shows the 'Add/Edit Event' form with the following fields:

- \*From Date: 01/11/2024 \*Time: 08 : 00
- \*To Date: 01/11/2024 \*Time: 17 : 00
- Include Lunch
- Amount: 8.000 Details
- \*Reporting To: (dropdown menu)
- \*Earnings Code: (dropdown menu)
- \*Status: (dropdown menu highlighted)**
- Description: (text area)
- SpeedType: (text field)

At the bottom of the form, the **Save** button is highlighted.

13. **Repeat** steps 3-12 for each day you are entering supplemental leave.

14. **Submit** your MyLeave calendar for approval no later than the first business day after each pay period has ended. 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.

Totals						
Send To HRMS	Earn Code	Description	Hours	Rate	Total	
Y	REG	Regular Earnings	2.75	1	2.75	
Y	PLS	*Paid Family Leave - Sick	8.65	1	8.65	
		<b>TOTAL:</b>	11.40		11.40	

### Example MyLeave Calendar: Temporary Hourly Employee on Continuous Leave

Per each full day of leave used:

- Authorized in Leave Plan letter to enter 1.73 hours of FAMLII supplemental leave
- 1.73 hours *\*Paid Family Leave - Sick* entered per day Monday - Friday

MyLeave											
		Job 0, TMP(H)-OT Elig	Preferences	Today is January 13, 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	Actual	08/01/2023	0.56	18.963500	0.00	0.00	18.96	0	0	18.96	
<< Previous Week <span style="float: right;">Next Week &gt;&gt;</span>											
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday					
August 13	August 14	August 15	August 16	August 17	August 18	August 19					
	P/1.73 Taken	P/1.73 Taken	P/1.73 Taken	P/1.73 Taken	P/1.73 Taken						