

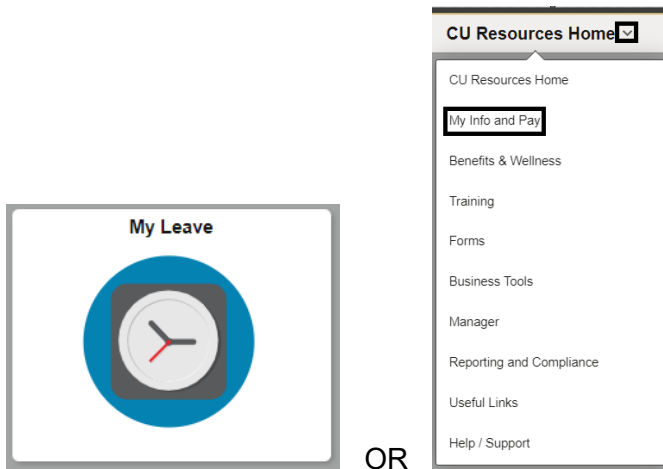
ES Leave Program

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 (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.



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

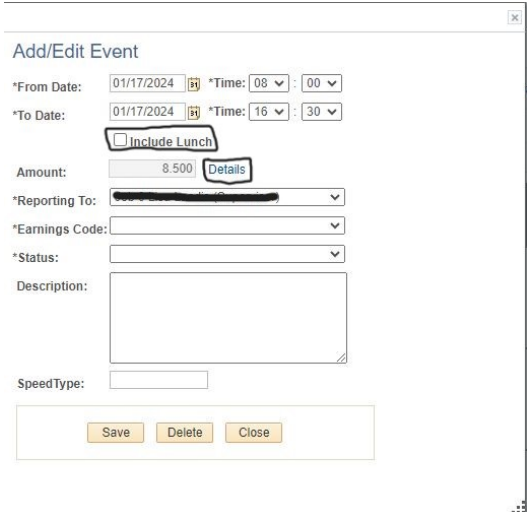
Calendar: Month | Calendar-Week | Calendar-Day | Timesheet

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.



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: [Redacted]

*Earnings Code: [Redacted]

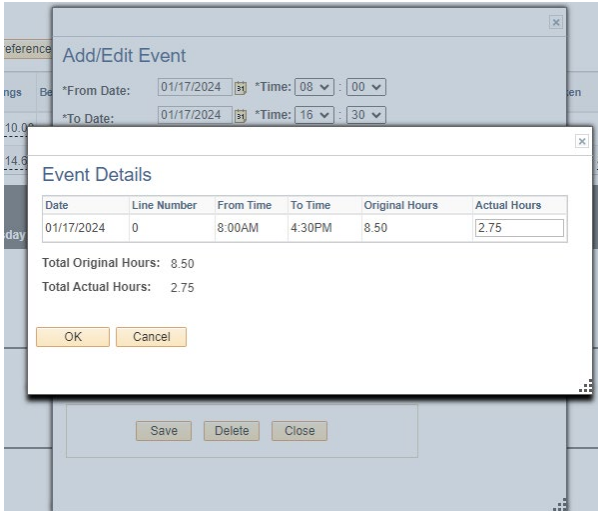
*Status: [Redacted]

Description: [Redacted]

SpeedType: [Redacted]

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

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

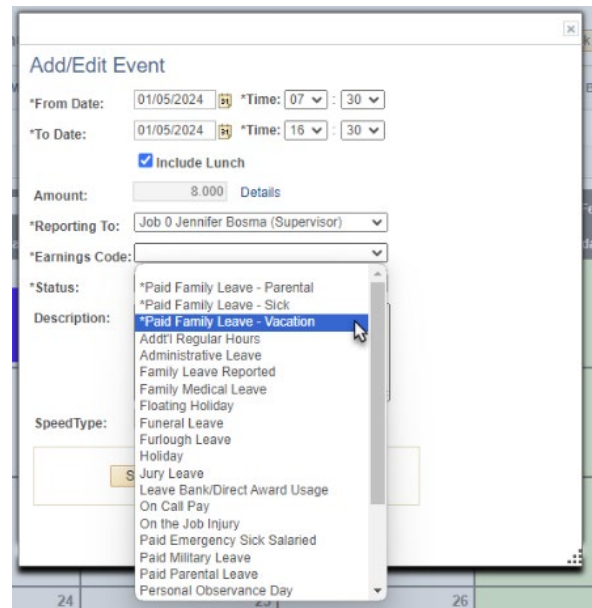
OK Cancel

Save Delete Close

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

a. *Paid Family Leave - 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:

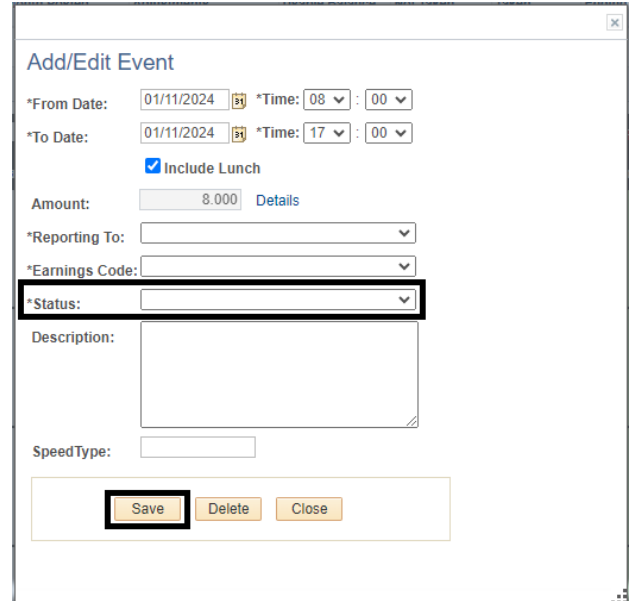
- *From Date: 01/05/2024 *Time: 07 : 30
- *To Date: 01/05/2024 *Time: 16 : 30
- Include Lunch
- Amount: 8.000 Details
- *Reporting To: Job 0 Jennifer Bosma (Supervisor)
- *Earnings Code: (dropdown menu open)
- *Status: (dropdown menu)
- Description: (text area)
- SpeedType: (text field)

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, there are three buttons: **Save** (highlighted), Delete, and 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 first business day after each pay period has ended. For more information, refer to [MyLeave Basics: Setting Preferences and Entering Time](#).
- 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	
		TOTAL:	11.40		11.40	

Example MyLeave Calendar: Temporary Hourly Employee on Continuous Leave

Per each full day of leave used:

- Weekly FAML I Benefit tile indicates a supplemental hourly rate of .43
- For 4 hours of scheduled work, enter 1.73 hours of **Paid Family Leave - Sick*

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																					
<div style="display: flex; justify-content: space-between;"> << Previous Week Next Week >> </div> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Sunday</th> <th>Monday</th> <th>Tuesday</th> <th>Wednesday</th> <th>Thursday</th> <th>Friday</th> <th>Saturday</th> </tr> <tr> <td>August 13</td> <td>August 14</td> <td>August 15</td> <td>August 16</td> <td>August 17</td> <td>August 18</td> <td>August 19</td> </tr> </thead> <tbody> <tr> <td style="background-color: #e0ffe0;"></td> <td style="background-color: #0000ff; color: white;">P/1.73 Taken</td> <td style="background-color: #0000ff; color: white;">P/1.73 Taken</td> <td style="background-color: #0000ff; color: white;">P/1.73 Taken</td> <td style="background-color: #0000ff; color: white;">P/1.73 Taken</td> <td style="background-color: #0000ff; color: white;">P/1.73 Taken</td> <td style="background-color: #e0ffe0;"></td> </tr> </tbody> </table>											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	
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