

# ES Leave Program

## Entering FAMLI Supplemental Leave in MyLeave

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

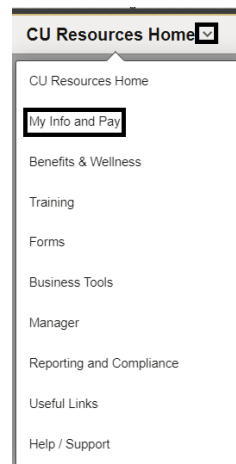
**NOTE:** When supplementing CU FAMLI benefits with personal leave (sick, vacation, PPL, etc.), non-exempt employees must enter and submit time for all days and hours in the pay period. This includes time away from work for CU FAMLI leave and any supplemental leave hours. Examples of non-exempt employee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

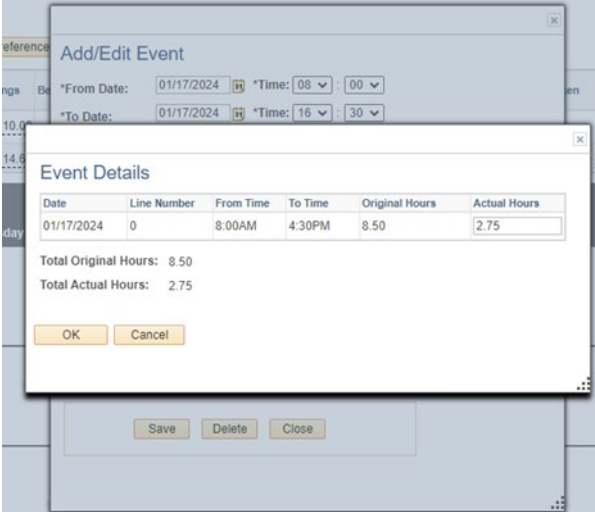
\*Status: [Dropdown]

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.**

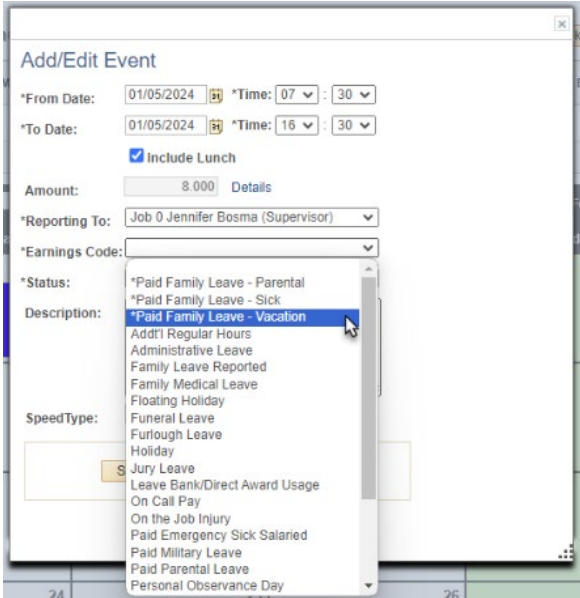


The screenshot shows the 'Add/Edit Event' dialog box with the 'Event Details' section open. It contains a table with the following data:

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

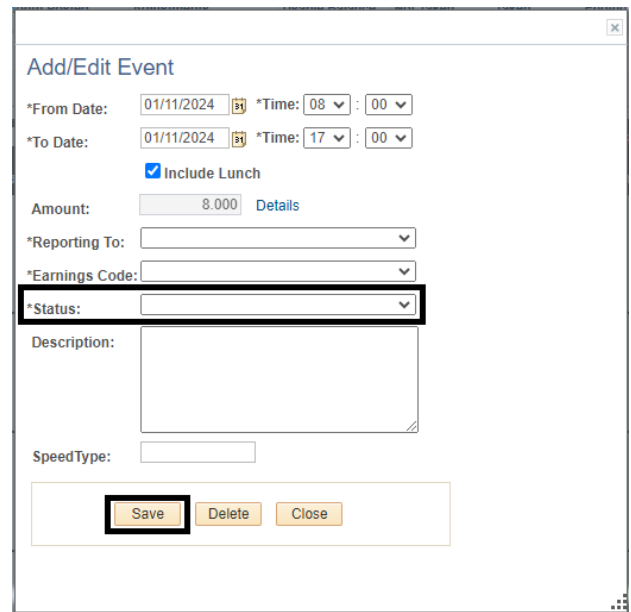
Below the table, it shows 'Total Original Hours: 8.50' and 'Total Actual Hours: 2.75'. There are 'OK' and 'Cancel' buttons at the bottom of the dialog box.

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



The screenshot shows the 'Add/Edit Event' dialog box with the 'Earnings Code' dropdown menu open. The menu is displaying a list of options, with '\*Paid Family Leave - Vacation' selected. Other visible options include: \*Paid Family Leave - Parental, \*Paid Family Leave - Sick, 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, and 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 5<sup>th</sup> 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 5<sup>th</sup> 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

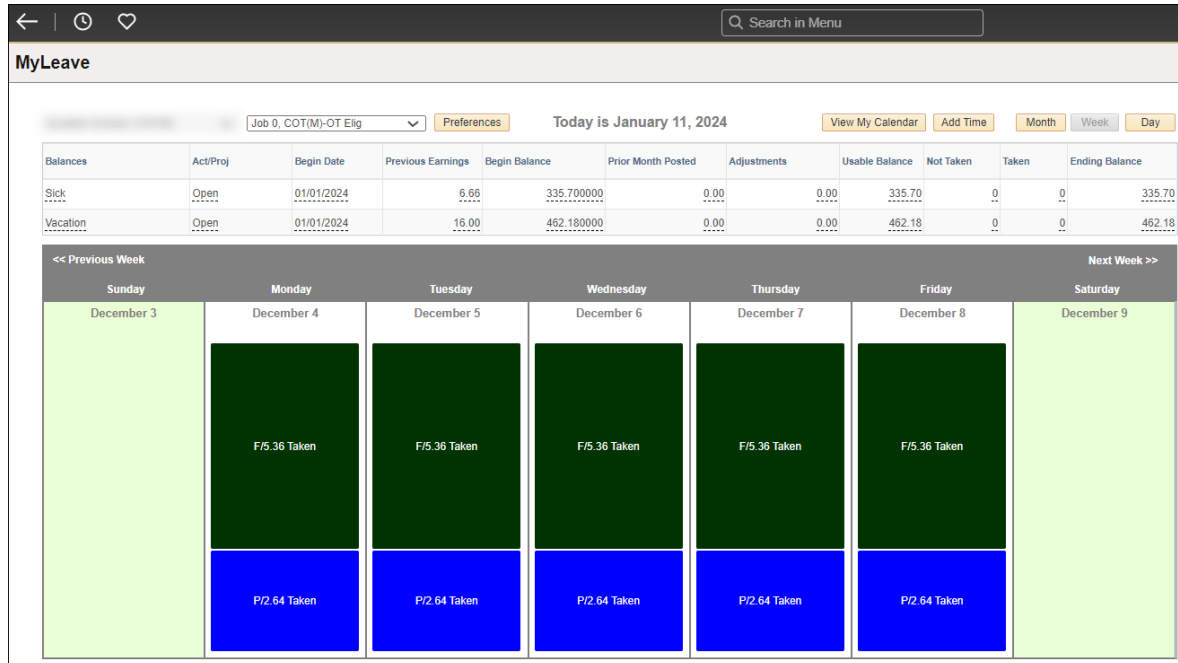
At the bottom of the timesheet, a summary of the hours for the pay period is listed along with the hours that will be submitted to HCM for pay. All hours should be reviewed carefully to make sure they are correct. If you see DK1 (or dock) listed, review your calendar entries, or ask your payroll liaison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

Per each 8-hour day of leave used:

- Weekly FAMLI Benefit tile indicates an hourly supplemental rate of .33
- For 8 hours of leave taken, enter 2.64 hours of supplemental leave
- 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	8.66	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 University 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 FAML I Benefit tile indicates an hourly supplemental rate of .81
- For 8 hours of leave taken, enter 6.49 hours of FAML I supplemental leave
- 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
<b>January 14</b> Today	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	January 20