

ES Leave Program

CU FAML I Biweekly Time Entry and Payroll Processing Roles & Responsibilities

CU FAML I Biweekly Processing Roles & Responsibilities

The purpose of this guide is to capture the steps associated with entering time and processing payroll for biweekly employees who are on an approved leave of absence under the CU FAML I leave program. This guide will also capture applicable roles and responsibilities associated with each step in the process. Steps 2-4 will be repeated for each applicable pay period that an employee is on an approved leave.

Steps for Biweekly Processing

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Step 1: Leave Application and Approval

Action Required	Who is Responsible	Additional Considerations
Submit <i>Leave Application</i> form in employee portal	Employee	If an employee is incapacitated, a family member, supervisor, or PPL may submit the application on their behalf using the Leave Application Weblink .
Notify Supervisor and HR contact of leave request	Employee Services (ES) Leave Team	Employee Services reserves the right to withhold notification if the leave start date is more than 30 days in the future and the employee has requested confidentiality.
Send employee information regarding eligibility and next steps	ES Leave Team	
Submit required leave documentation (medical certification, FAML I Supplemental Paid Leave form, etc.)	Employee	Employees may submit documentation to leave@cu.edu or via fax to 303-860-4299.
Make leave approval/denial decision and communicate decision to employee, supervisor, and HR contact	ES Leave Team	Supervisors should pay close attention to and take note of the approved leave schedule to ensure employees are following the approved leave schedule.
Appeal leave decision, if applicable	Employee	Employees may choose to appeal an adverse FAML I determination by submitting an appeal form in their employee portal. For reasons an employee may choose to submit an appeal, please visit the CO FAML I website .

Step 2: Leave Plan and Usage

Action Required	Who is Responsible	Additional Considerations
Provide leave balance information to ES Leave Team for non-MyLeave users	HR contact/PPL	
Communicate <i>Leave Plan</i> and time reporting instructions to employee	ES Leave Team	
Submit <i>Leave Usage Report</i> via individualized link no later than the first business day after the pay period has ended	Employee	<p>If the employee is incapacitated, a supervisor or PPL is required to submit the report on their behalf using the individualized <i>Leave Usage Report</i> link provided to the employee.</p> <p>Employees (or designee) will be responsible for reporting regular earnings and non-FAMLI leave usage via their typical reporting mechanisms.</p>
Send a copy of the <i>Leave Usage Report</i> to supervisor and HR contact/PPL	ES Leave Team	<p>Employees will designate the appropriate HR contact/PPL by entering name and email address on the Leave Usage Report form.</p> <p>Supervisors should pay close attention to the <i>Leave Usage Report</i> and notify leave@cu.edu of any discrepancies.</p>

Step 3: Biweekly Time Entry

Action Required	Who is Responsible	Additional Considerations
Calculate FAMLI wage replacement benefits and the amount of supplemental leave needed	ES Leave Team	
Send FAMLI wage replacement to payroll for processing	ES Leave Team	
Upload supplemental leave into <i>CU Time</i> for payroll processing	ES Leave Team	
Upload regular earnings and non-FAMLI leave usage into <i>CU Time</i> for payroll processing	HR Contact/PPL	

Step 4: Payroll Processing

Action Required	Who is Responsible	Additional Considerations
Calculate payroll	ES Payroll Processing Team	
Run queries to reconcile leave and pay; make adjustments as needed	ES Leave Team/Payroll Processing Team	
Confirm payroll	ES Payroll Processing Team	
Review payroll register; pull/reissue checks on off-cycle as needed	ES Leave Team/Payroll Processing Team in partnership with HR Contact/PPL	

Retroactive Payroll Processing

More information coming soon...