

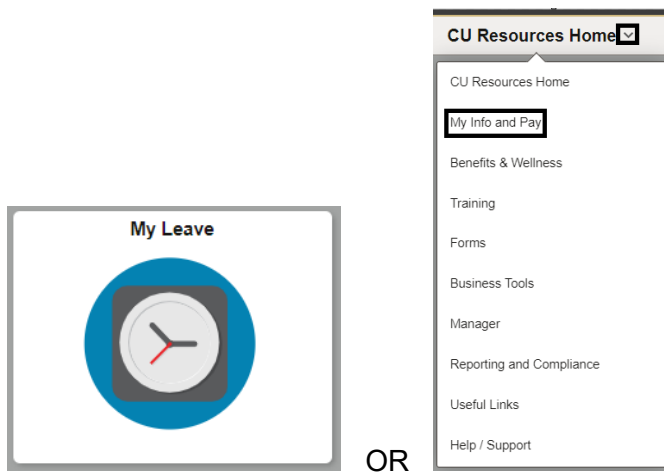
ES Leave Program

Entering Intermittent FMLI Supplemental Leave in MyLeave

This step-by-step guide is for **non-exempt Classified Staff** paid monthly who have been approved for an intermittent or reduced schedule leave of absence related to CU FMLI.

NOTE: During periods of intermittent or reduced schedule leave, non-exempt employees must enter and submit time for all days and hours in the pay period. This includes regular work hours, time away from work for CU FMLI leave and any supplemental leave hours. Examples of non-exempt employee calendars follow the instructions below.

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.

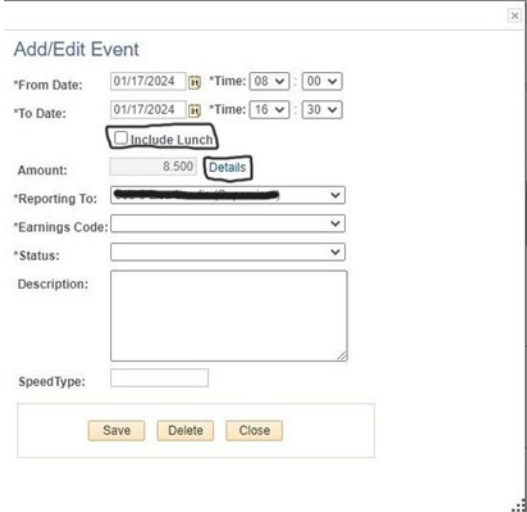
Calendar-Month | Calendar-Week | Calendar-Day | Timesheet

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

Balances	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

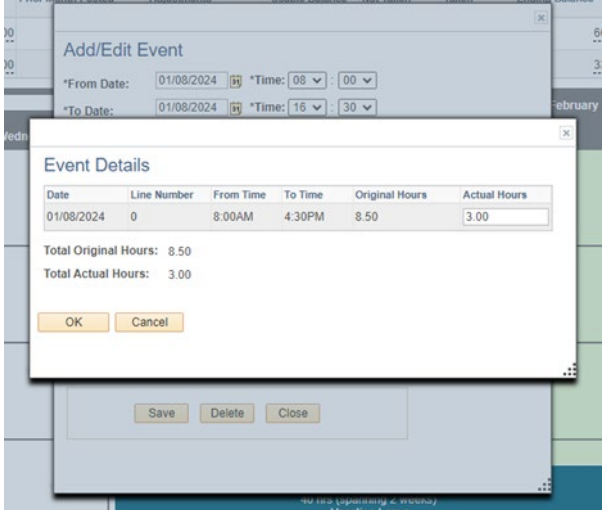
<< December							January	2024	February >>
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
	New Year's Day H/8 Taken	1	2	3	4 Today	5	6		
7	8	9	10	11	12	13			
14	Martin Luther... H/8 Taken	15	16	17	18	19	20		
21	22	23	24	25	26	27			
28	29	30	31						

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:
 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: 01/08/2024 *Time: 08:00
 *To Date: 01/08/2024 *Time: 16:30
 Event Details

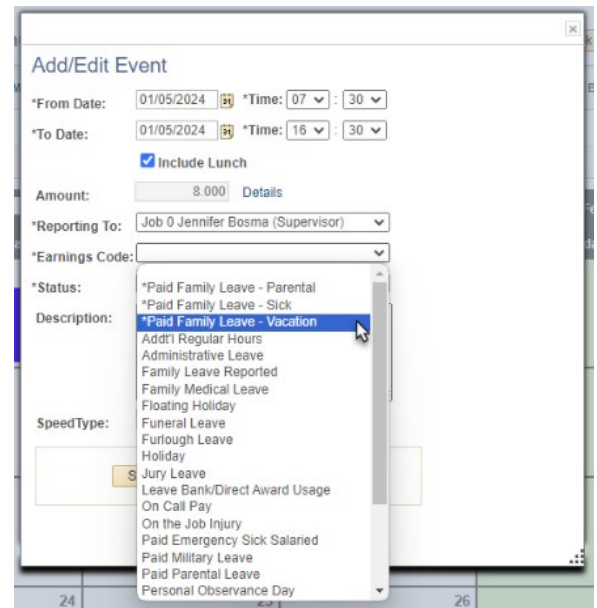
Date	Line Number	From Time	To Time	Original Hours	Actual Hours
01/08/2024	0	8:00AM	4:30PM	8.50	3.00

 Total Original Hours: 8.50
 Total Actual Hours: 3.00
 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 - Parental for PPL
- b. *Paid Family Leave - Sick for sick leave
- c. *Paid Family Leave - Vacation for vacation leave
- d. *Paid Family Leave – Other for PFML

NOTE: If you do not intend to use supplemental leave and only wish to receive your FAMLI wage replacement benefits, report *all 4 hours of CU FAMLI leave as *Paid Family Leave – Reported*.

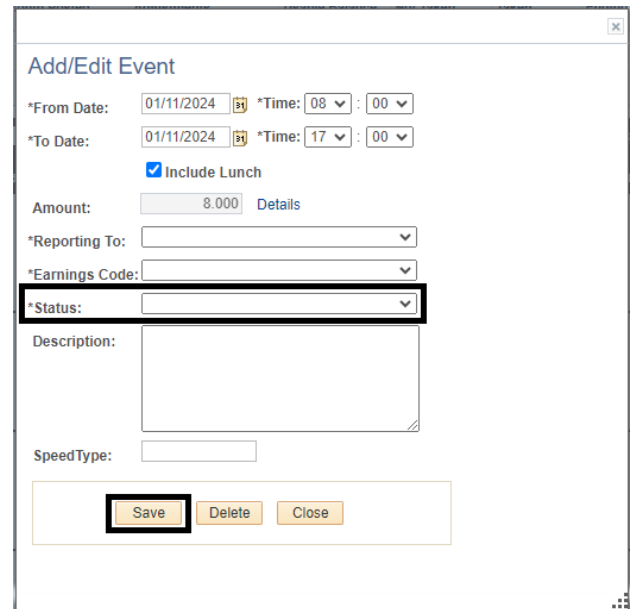


The screenshot shows the 'Add/Edit Event' form with the following fields:

- *From Date: 01/05/2024, *Time: 07:30
- *To Date: 01/05/2024, *Time: 16:30
- Include Lunch
- Amount: 8.000
- *Reporting To: Job 0 Jennifer Bosma (Supervisor)
- *Earnings Code: (dropdown menu open, showing options like *Paid Family Leave - Parental, *Paid Family Leave - Sick, *Paid Family Leave - Vacation, 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 Salaries, Paid Military Leave, Paid Parental Leave, Personal Observation Day)
- *Status: (dropdown menu)
- Description: (text area)
- SpeedType: (text field)

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
- *Reporting To: (dropdown menu)
- *Earnings Code: (dropdown menu)
- *Status: (dropdown menu highlighted with a black box)
- Description: (text area)
- SpeedType: (text field)
- Buttons: Save (highlighted with a black box), Delete, Close

13. **Enter** the difference between the supplementary leave hours and actual hours of FAMLI leave taken using the earnings code **Paid Family Leave – Reported*. This prevents MyLeave from docking pay for the portion of your salary replaced by CU FAMLI benefits.

- a. For example, if I took 4 hours of FAMLI leave on Monday, January 8, and my Weekly FAMLI Benefit tile reflects a FAMLI supplemental leave hourly rate of 0.75, I should enter 1 hour of **Paid Family Leave - Reported* on January 8 (4 hours of FAMLI leave minus 3 hours supplemental leave entered in Step 5).

14. Select **Save**.
15. Repeat steps 3-14 for each day of CU FAML I leave taken.
16. **Report** any regular work time and personal sick or vacation leave you took during the month that was not related to your FAML I leave. For more information refer to [MyLeave Basics: Setting Preferences and Entering Time](#).
17. **Submit** your MyLeave calendar for approval no later than the 5th business day of each month.
18. 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 5th 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 Staff on Intermittent Leave

- 8 hours/day worked Tuesday – Friday
- 4 hours worked/4 hours FAML I leave used on Monday, January 8th
- Weekly FAML I Benefit tile indicates supplemental hourly rate of 0.75
 - $0.75 * 4 \text{ hours FAML I leave} = 3 \text{ hours } * \text{Paid Family Leave} - \text{Sick} + 1 \text{ hour } * \text{Paid Family Leave} - \text{Reported} + 4 \text{ hours regular work time entered} = \text{daily total of 8 hours}$

