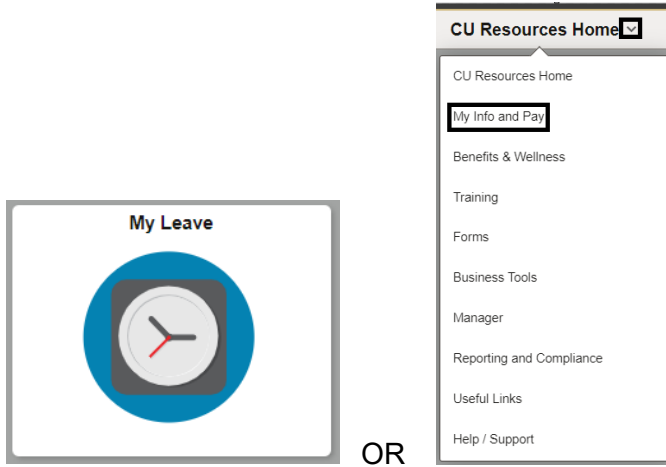


ES Leave Program

Entering Intermittent FAML I Supplemental Leave in MyLeave

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

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.

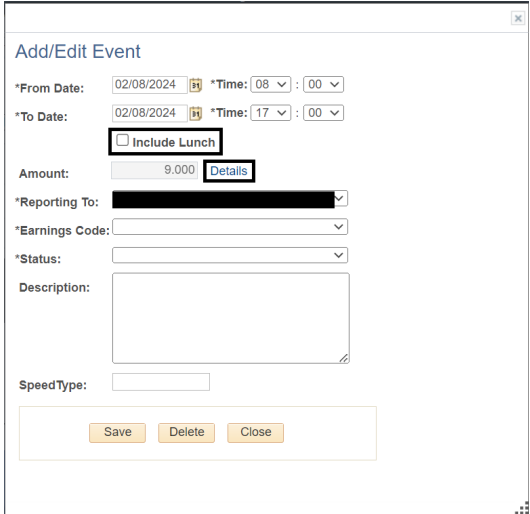
Calendar-Month | Calendar-Week | Calendar-Day | Timesheet

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

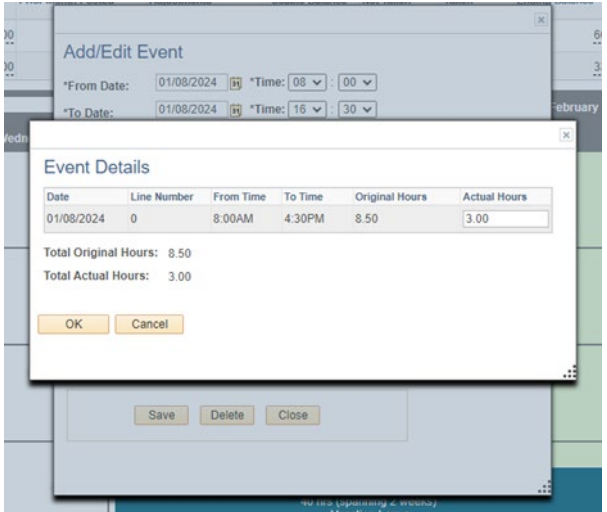
Balances	Act/Proj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Balance
Sick	Open	01/01/2024	10.00	526.280000	0.00	0.00	526.28	0	0	526.28
Vacation	Open	01/01/2024	14.67	262.530000	0.00	0.00	262.53	0	0	262.53

<< December							January	2024	February >>
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
	New Year's Day H/8 Taken				Today				
7	8	9	10	11	12	13			
14	Martin Luther... 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. **For every hour of FAML I leave taken, Enter** the number provided in your Leave Plan letter to account for your supplemental leave – to the exact decimal provided.
 - a. For example, if I took 4 hours of FAML I leave on Monday, January 8, and my leave plan reflects a FAML I supplemental leave hourly rate of 0.75, I should enter 3 hours of supplemental leave on January 8 (3 hours = 0.75 supplemental rate * 4 hours of FAML I leave).
7. **Press** the tab key.
8. **Confirm** the *Total Actual Hours* is correct.
9. **Select** *OK*.

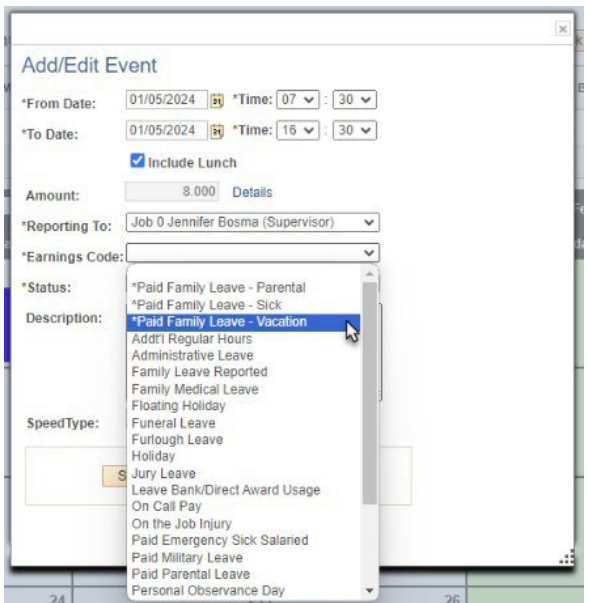


Date	Line Number	From Time	To Time	Original Hours	Actual Hours
01/08/2024	0	8:00AM	4:30PM	8.50	3.00

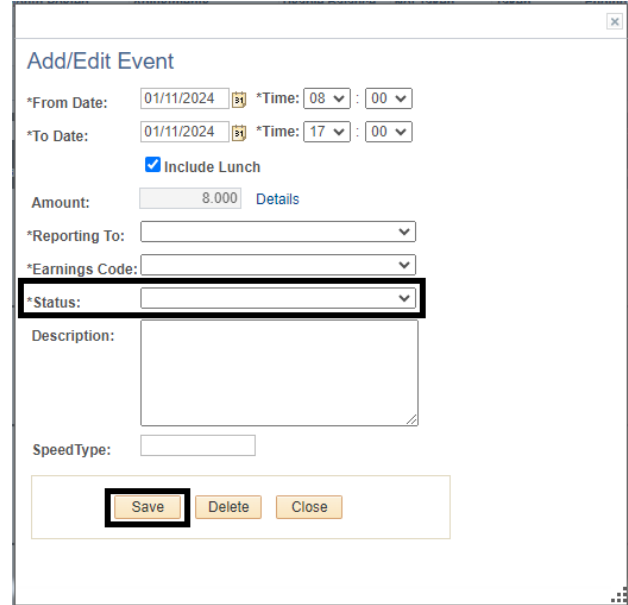
Total Original Hours: 8.50
Total Actual Hours: 3.00

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. Administrative Leave - for PFML

NOTE: If you do not intend to use supplemental leave and only wish to receive your FAML I wage replacement benefits, your MyLeave calendar should remain blank.



11. **Select** *Mark as Taken* from the status dropdown menu.
12. **Select** *Save*.



The screenshot shows the 'Add/Edit Event' form. The fields are as follows:

- *From Date: 01/11/2024
- *Time: 08 : 00
- *To Date: 01/11/2024
- *Time: 17 : 00
- Include Lunch
- Amount: 8.000
- *Reporting To: [dropdown]
- *Earnings Code: [dropdown]
- *Status: [dropdown] (highlighted with a black box)
- Description: [text area]
- SpeedType: [text field]
- Buttons: Save (highlighted with a black box), Delete, Close

13. **Repeat** steps 3-12 for each day you are entering supplemental leave.
14. **Report** any personal sick or vacation leave you took during the month that was not related to your FMLI leave. For more information refer to [MyLeave Basics: Setting Preferences and Entering Time website](#).
15. **Submit** your MyLeave calendar for approval no later than the 5th business day of each month.
 - a. At the end of the 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.

NOTE: If you have exhausted your 12 weeks of FMLI 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 FMLI leave approaches.