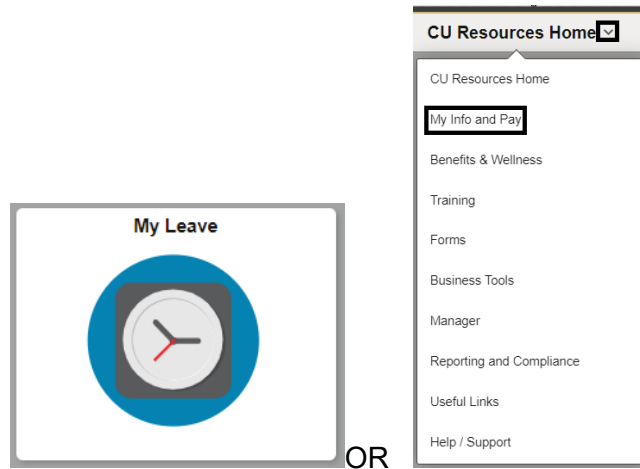


# ES Leave Program

## Entering Intermittent FMLI Supplemental Leave in MyLeave

This step-by-step guide is for **exempt University Staff and 12-month Faculty** paid monthly who have been approved for an intermittent or reduced schedule leave of absence related to CU FMLI.

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.



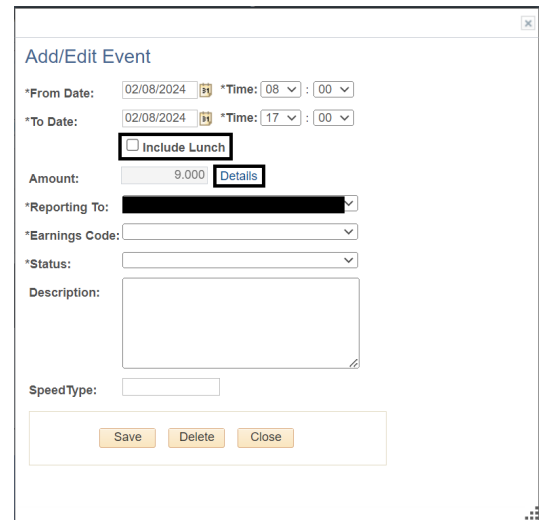
3. **Double Click** on the day you want to enter leave.

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

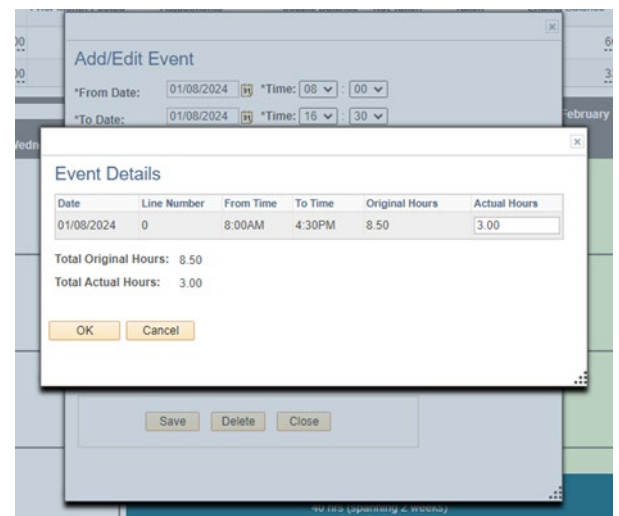
<< December		January 2024							February >>	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
	New Year's Day 1 H/V Taken	2	3	4	Today 5	6				
7	8	9	10	11	12	13				
14	Martin Luther... 15 H/V Taken	16	17	18	19	20				
21	22	23	24	25	26	27				
28	29	30	31							

4. **Uncheck** the *Include Lunch* button.
5. **Select** the *Details* button.



Add/Edit Event  
 \*From Date: 02/08/2024 \*Time: 08 : 00  
 \*To Date: 02/08/2024 \*Time: 17 : 00  
 Include Lunch  
 Amount: 9.000 Details  
 \*Reporting To: [Redacted]  
 \*Earnings Code: [Redacted]  
 \*Status: [Redacted]  
 Description:  
 SpeedType:  
 Save Delete Close

6. **For every hour of FAML 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 leave on Monday, January 8, and my leave plan reflects a FAML 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 leave).
7. **Press** the tab key.
8. **Confirm** the *Total Actual Hours* is correct.
9. **Select** *OK*.
10. **Select** the appropriate *Earnings Code* from the dropdown menu codes for the available leave you used:



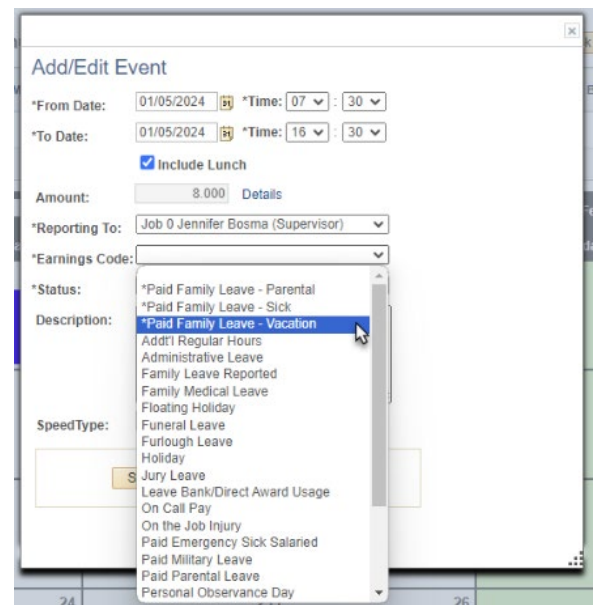
Add/Edit Event  
 \*From Date: 01/08/2024 \*Time: 08 : 00  
 \*To Date: 01/08/2024 \*Time: 16 : 30  
 Event Details  

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

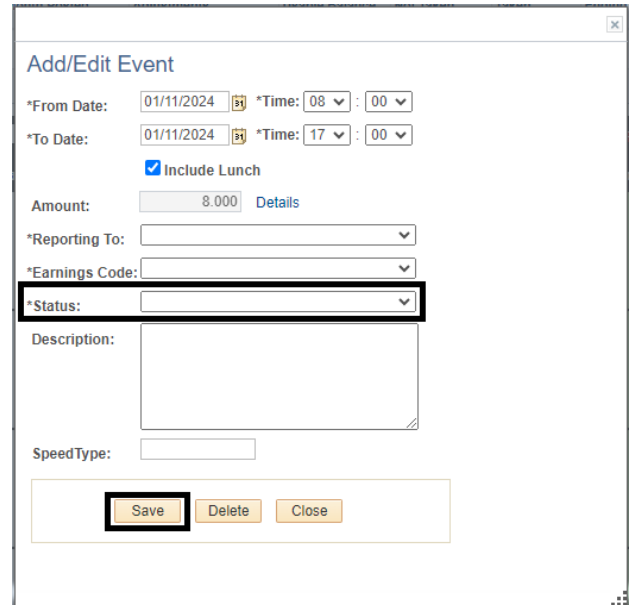
- a. \*Paid Family Leave - Parental for PPL
- b. \*Paid Family Leave - Sick for sick leave
- c. \*Paid Family Leave - Vacation for vacation leave

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



Add/Edit Event  
 \*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:  
 \*Status:  
 Description:  
 SpeedType:  
 \*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 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 a web form titled "Add/Edit Event". It contains the following fields and controls:

- \*From Date: 01/11/2024 (calendar icon) \*Time: 08 : 00 (dropdowns)
- \*To Date: 01/11/2024 (calendar icon) \*Time: 17 : 00 (dropdowns)
- Include Lunch
- Amount: 8.000 Details
- \*Reporting To: [dropdown]
- \*Earnings Code: [dropdown]
- \*Status: [dropdown] (highlighted with a black box)
- Description: [text area]
- SpeedType: [text input]
- 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 FAMLI 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 5<sup>th</sup> 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 FAMLI 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 FAMLI leave approaches.