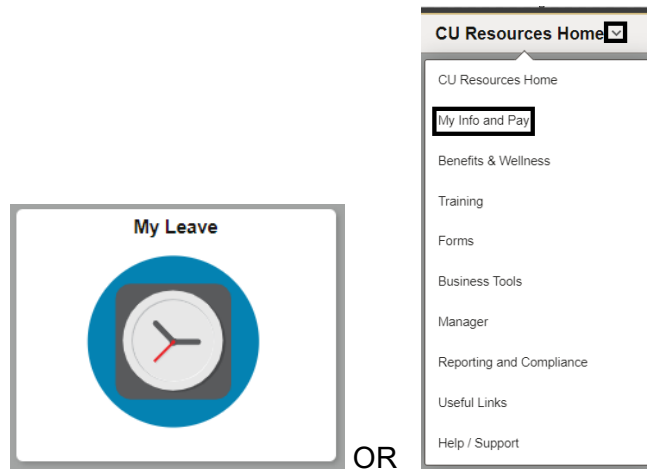


ES Leave Program

Entering Intermittent FMLI Supplemental Leave in MyLeave

This step-by-step guide is for **non-exempt student assistants and temporary hourly employees paid biweekly** who have been approved for an intermittent or reduced schedule leave of absence related to CU FMLI. Examples of hourly employee calendars follow the instructions below.

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.

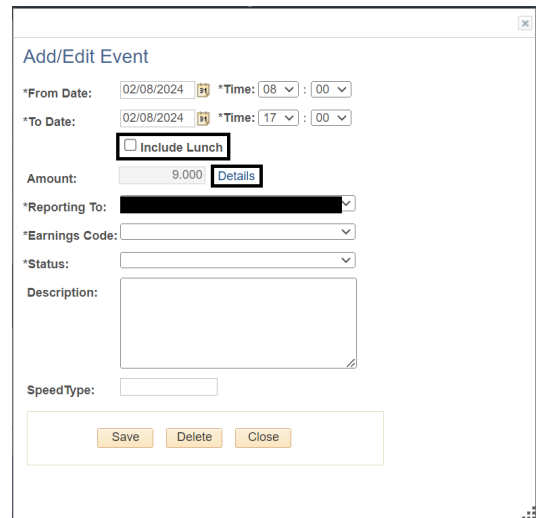
Calendar-Month | Calendar-Week | Calendar-Day | Timesheet

Job 0, US(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 |

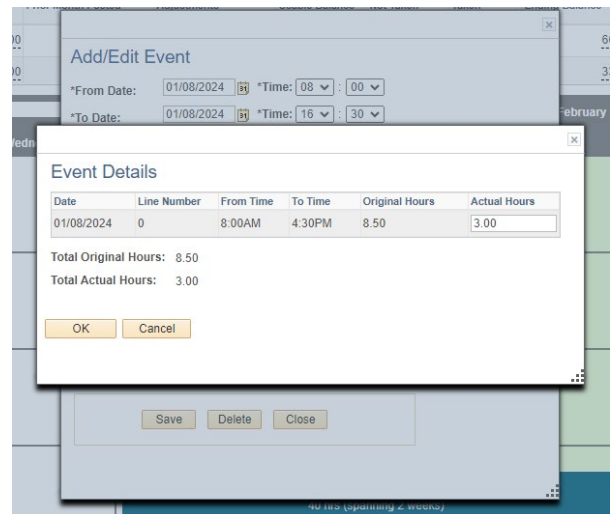
| << December | | January 2024 | | | | | | | February >> | |
|-------------|-------------------------------------|--------------|-----------|----------|-----------------|----------|--|--|-------------|--|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | | | | |
| | New Year's Day 1 H/B Taken | 2 | 3 | 4 | Today 5 6 | | | | | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | | | | |
| 14 | Martin Luther... 15 H/B 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: [Redacted]
 Save Delete Close

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.



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

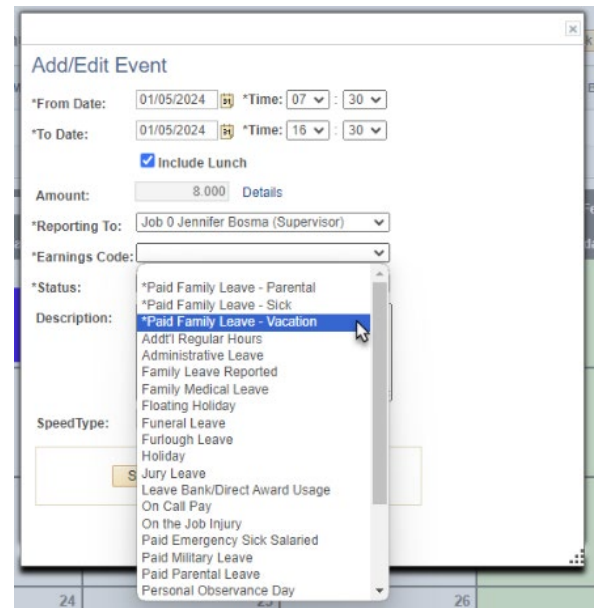
| Date | Line Number | From Time | To Time | Original Hours | Actual Hours |
|------------|-------------|-----------|---------|----------------|--------------|
| 01/08/2024 | 0 | 8:00AM | 4:30PM | 8.50 | 3.00 |

 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 - Sick for sick leave

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



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

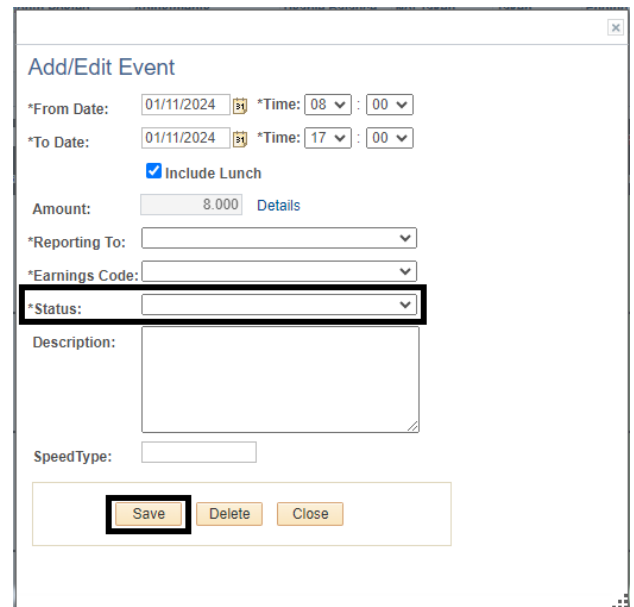
- *From Date: 01/05/2024 *Time: 07 : 30
- *To Date: 01/05/2024 *Time: 16 : 30
- Include Lunch
- Amount: 8.000 Details
- *Reporting To: Job 0 Jennifer Bosma (Supervisor)
- *Earnings Code: (dropdown menu open)
- *Status: (dropdown menu)
- Description: (text area)
- SpeedType: (text field)

The dropdown menu for *Earnings Code is open, showing the following options:

- *Paid Family Leave - Parental
- *Paid Family Leave - Sick
- *Paid Family Leave - Vacation** (highlighted)
- 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 Observance Day

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 Details
- *Reporting To: (dropdown menu)
- *Earnings Code: (dropdown menu)
- *Status: (dropdown menu highlighted)**
- Description: (text area)
- SpeedType: (text field)

At the bottom of the form, the **Save** button is highlighted.

13. **Repeat** steps 3-12 for each day you are entering supplemental leave.

14. **Report** any regular work time and personal sick or vacation leave you took during the pay period that was not related to your FAMLII 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 first business day after each pay period has ended.

- 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.

| Totals | | | | | |
|---------------|-----------|---------------------------|-------|------|-------|
| Send To HRMS | Earn Code | Description | Hours | Rate | Total |
| Y | STH | Student Hourly | 19 | 1 | 19 |
| Y | PLS | *Paid Family Leave - Sick | 4.75 | 1 | 4.75 |
| TOTAL: | | | 23.75 | | 23.75 |

Example MyLeave Calendar Hourly Student Assistant on Intermittent Leave

- 8 hours/day worked Tuesday – Friday
- 4 hours worked/4 hours FAML I leave used on Monday, January 8th
- Authorized in Leave Plan letter to enter 0.75 hours of FAML I supplemental leave per hour of leave used
 - 0.75 x 4 hours of FAML I leave used = 3 hours **Paid Family Leave - Sick* entered on Monday in addition to regular hours worked

MyLeave

Calendar-Month | **Calendar-Week** | Calendar-Day | Timesheet | Department Employees

Job 2, STU(H)-OT Exempt | Preferences | Today is January 12, 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 | 0.00 | 13.008400 | 0.00 | 0.00 | 13.01 | 0 | 3 | 10.01 |

<< Previous Week | Next Week >>

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------|-------------------------|------------|------------|------------|---------------------|------------|
| January 7 | January 8 | January 9 | January 10 | January 11 | January 12 Today | January 13 |
| | S/4 Worked P/3 Taken | S/8 Worked | S/8 Worked | S/8 Worked | S/8 Worked | |