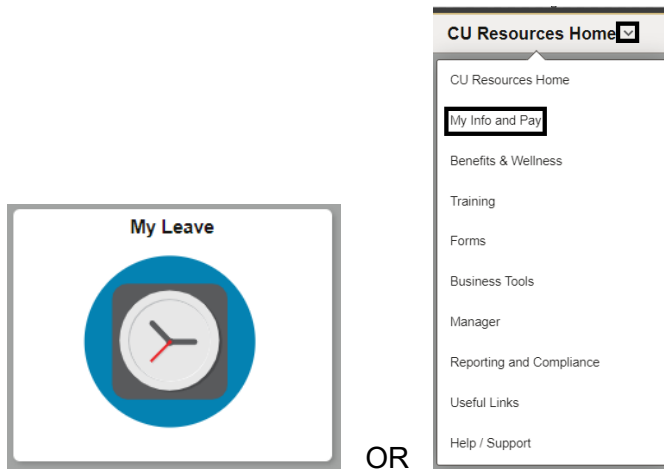


ES Leave Program

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 (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.

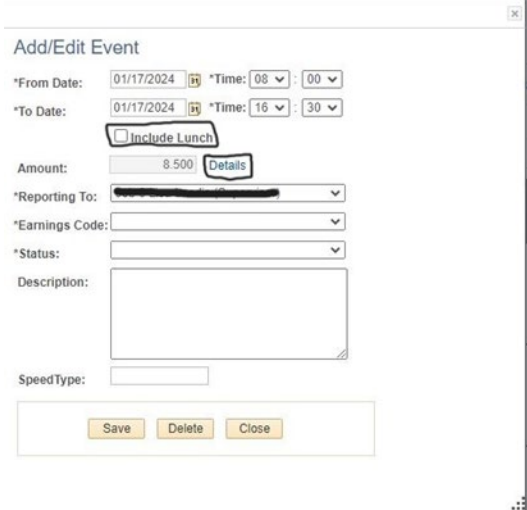
Calendar: Month | Calendar-Week | Calendar-Day | Timesheet

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

Balances	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

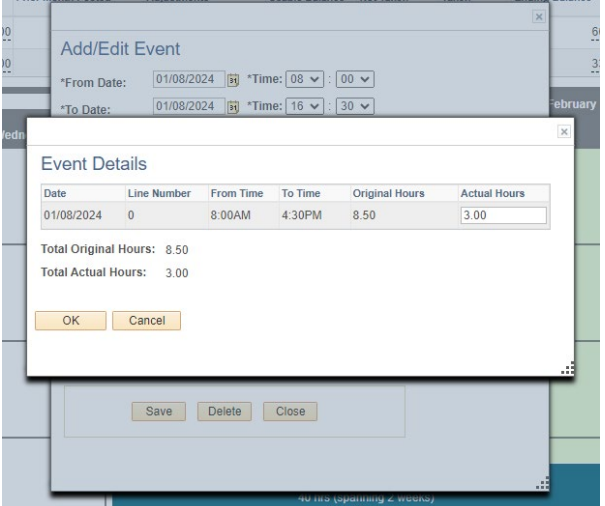
<< December							January	2024	February >>
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
	New Year's Day 1 H/8 Taken	2	3	4 Today	5	6			
7	8	9	10	11	12	13			
14	Martin Luther... 15 H/8 Taken	16	17	18	19	20			
21	22	23	24	25	26	27			
28	29	30	31						

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



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

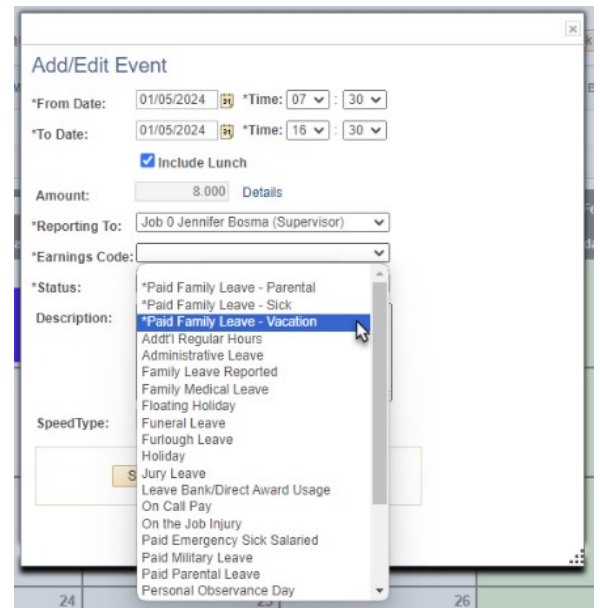
Date	Line Number	From Time	To Time	Original Hours	Actual Hours
01/08/2024	0	8:00AM	4:30PM	8.50	3.00

 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 - 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.



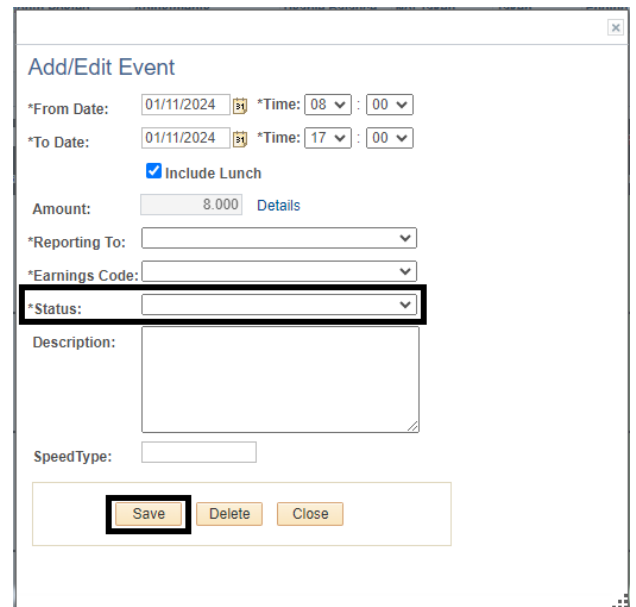
The screenshot shows the 'Add/Edit Event' form with the following fields filled:

- *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)
- *Status: (dropdown menu)
- Description: (text area)
- SpeedType: (text field)

 The dropdown menu for *Earnings Code is open, showing a list of options. The option '*Paid Family Leave - Vacation' is highlighted in blue. Other visible options include: *Paid Family Leave - Parental, *Paid Family Leave - Sick, Addtl 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, and 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 filled:

- *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)

 At the bottom of the form, there are three buttons: 'Save' (highlighted with a black box), 'Delete', and 'Close'.

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](#).

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
- Weekly FAML I Benefit tile indicates an hourly supplemental rate of 0.75
 - 0.75×4 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	