University of Colorado
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EMPLOYEE SERVICES

# ES Leave Program

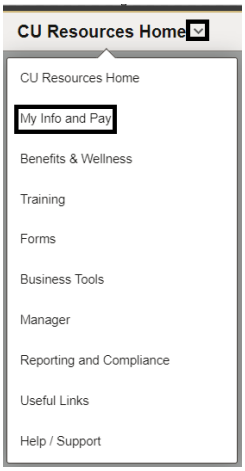
## Entering Intermittent FAMLI Supplemental Leave in MyLeave

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 FAMLI.

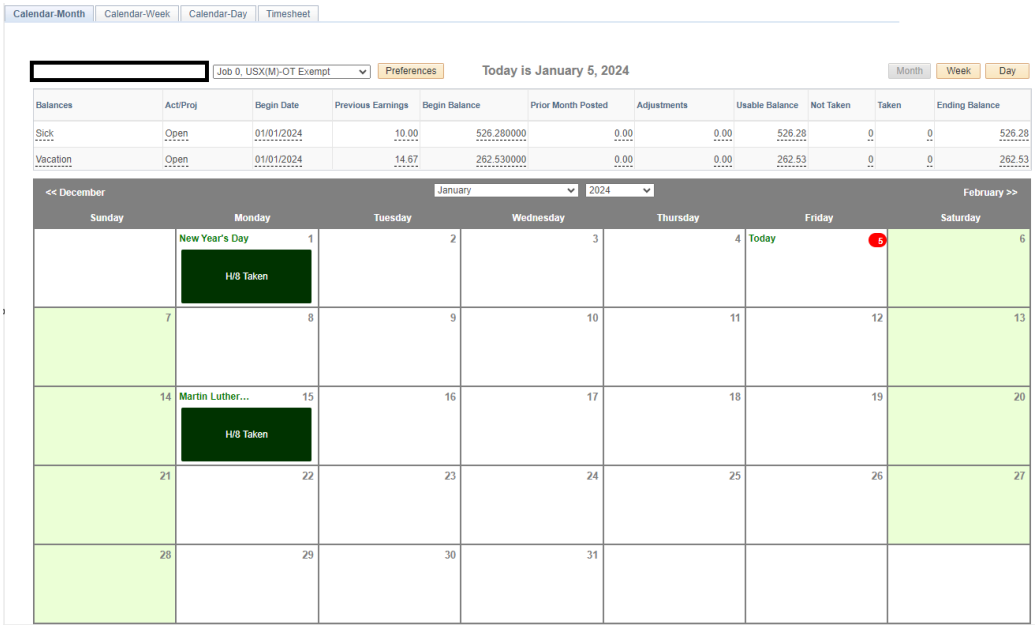
**NOTE:** During periods of intermittent or reduced schedule leave, non-exempt employees must enter and submit time for all days and hours in the pay period. This includes regular work hours, time away from work for CU FAMLI leave and any supplemental leave hours. Examples of non-exempt employee calendars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

1. **Log into** the Employee Portal (my.cu.edu).
2. **Select** the *MyLeave* tile on the home page OR *My Info and Pay* from the *CU Resources Home* dropdown menu.

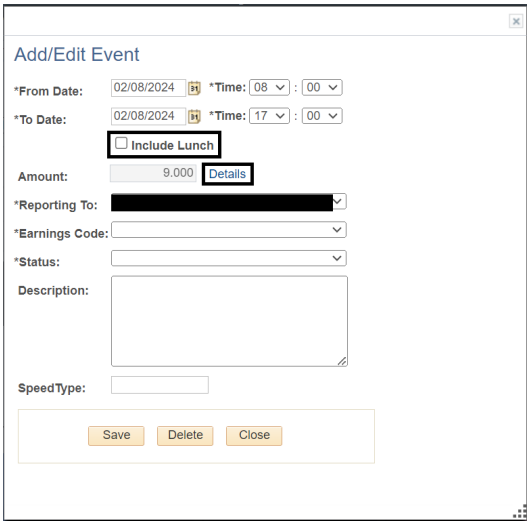
OR



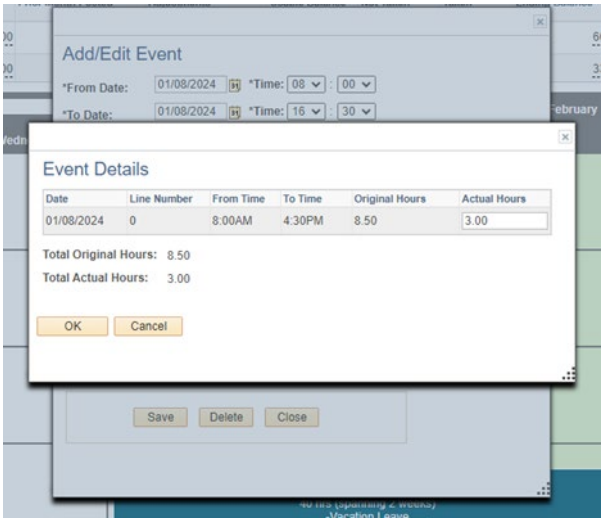

3. **Double Click** on the day you want to enter leave.



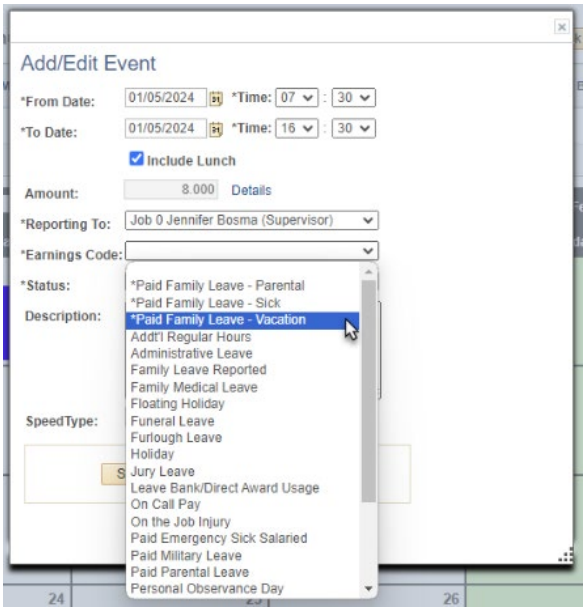
4. **Uncheck** the *Include Lunch* button.
5. **Select** the *Details* button.



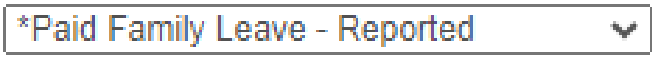

6. **For every hour of FAMLI leave taken, Enter** the number provided in your Leave Plan letter to account for your supplemental leave – to the exact decimal provided.
    a. For example, if I took 4 hours of FAMLI leave on Monday, January 8, and my leave plan reflects a FAMLI supplemental leave hourly rate of 0.75, I should enter 3 hours of supplemental leave on January 8 (3 hours = 0.75 supplemental rate * 4 hours of FAMLI leave).
7. **Press** the tab key.
8. **Confirm** the *Total Actual Hours* is correct.
9. Select *OK.*



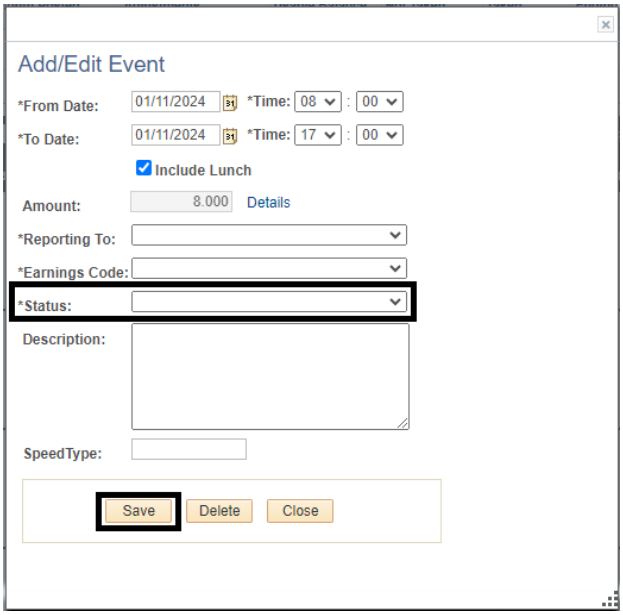
10. **Select** the appropriate *Earnings Code* from the dropdown menu codes for the available leave you used:
    a. *Paid Family Leave - Parental for PPL
    b. *Paid Family Leave - Sick for sick leave
    c. *Paid Family Leave - Vacation for vacation leave
    d. Administrative Leave – for PFML



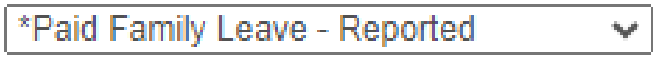

**NOTE:** If you do not intend to use supplemental leave and only wish to receive your FAMLI wage replacement benefits, report *all 4 hours of CU FAMLI leave as *Paid Family Leave – Reported.*




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

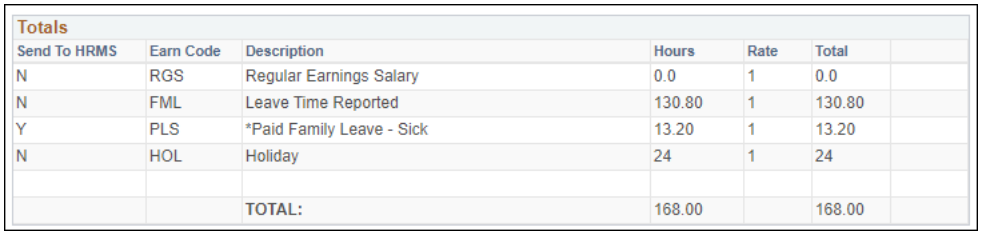



13. **Enter** the difference between the supplementary leave hours and actual hours of FAMLI leave taken using the earnings code **Paid Family Leave – Reported*. This prevents MyLeave from docking pay for the portion of your salary replaced by CU FAMLI benefits.




    a. For example, if I took 4 hours of FAMLI leave on Monday, January 8, and my leave plan 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 FAMLI 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 FAMLI leave. For more information refer to MyLeave Basics: Setting Preferences and Entering Time website.
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.

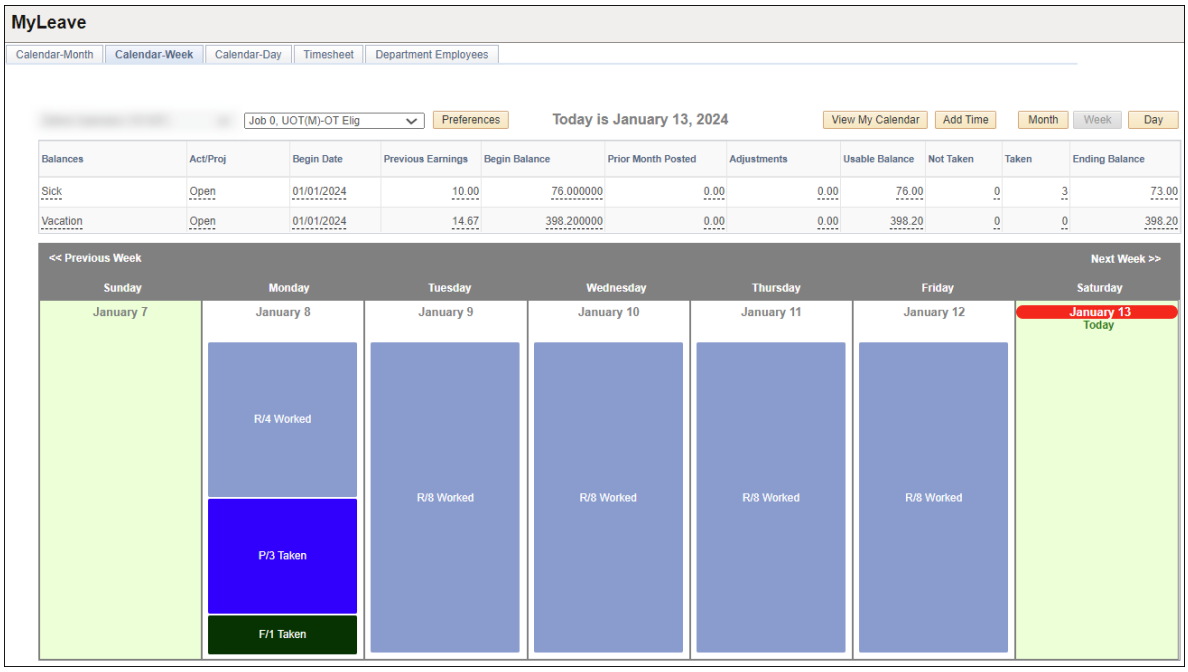


Totals

| 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 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.

## Example MyLeave Calendar: Non-exempt Staff on Intermittent Leave

- 8 hours/day worked Tuesday – Friday
- 4 hours worked/4 hours FAMLI leave used on Monday, January 8th
- Authorized in Leave Plan letter to enter 0.75 hours of FAMLI supplemental leave per hour of leave used
    - 0.75 * 4 hours FAMLA leave = 3 hours **Paid Family Leave – Sick* + 1 hours **Paid Family Leave – Reported* + 4 hours regular work time entered = daily total of 8 hours