

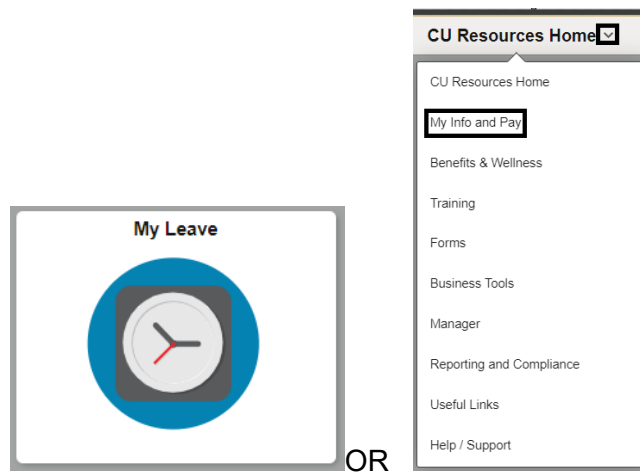
ES Leave Program

Entering Intermittent FMLI 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 FMLI.

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 FMLI leave and any supplemental leave hours. Examples of non-exempt 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.

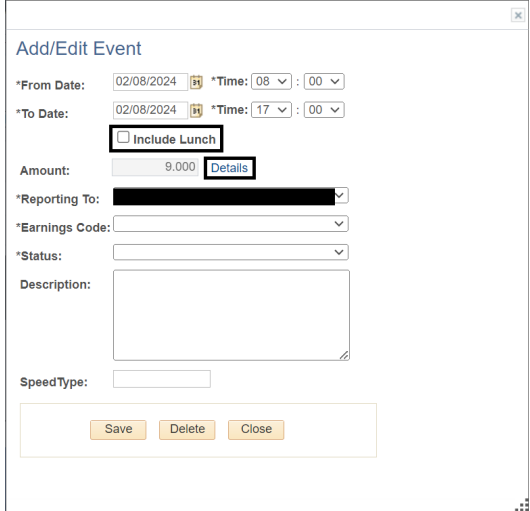
Calendar-Month | Calendar-Week | Calendar-Day | Timesheet

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

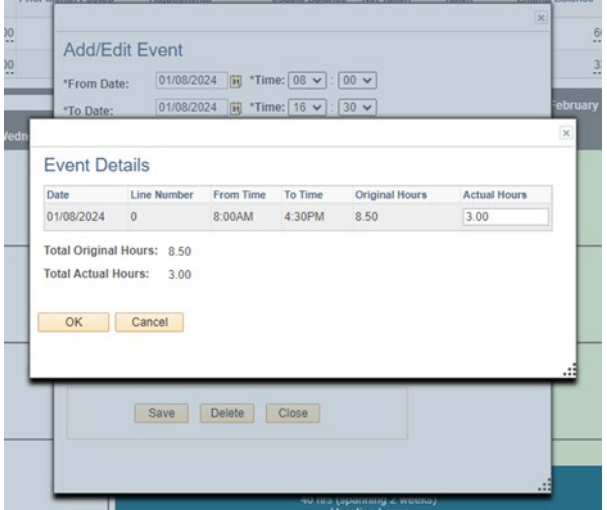
Balances	Act/Proj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Balance
Sick	Open	01/01/2024	10.00	526.280000	0.00	0.00	526.28	0	0	526.28
Vacation	Open	01/01/2024	14.67	262.530000	0.00	0.00	262.53	0	0	262.53

<< December							January	2024	February >>
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
	New Year's Day 1 H/B Taken	2	3	4	Today 5 H/B Taken	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.



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**.



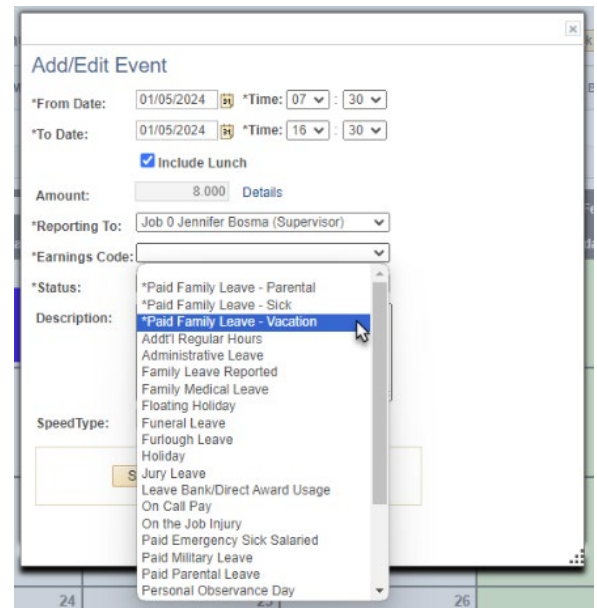
Date	Line Number	From Time	To Time	Original Hours	Actual Hours
01/08/2024	0	8:00AM	4:30PM	8.50	3.00

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 FAMLI wage replacement benefits, report *all 4 hours of CU FAMLI leave as *Paid Family Leave – Reported*.

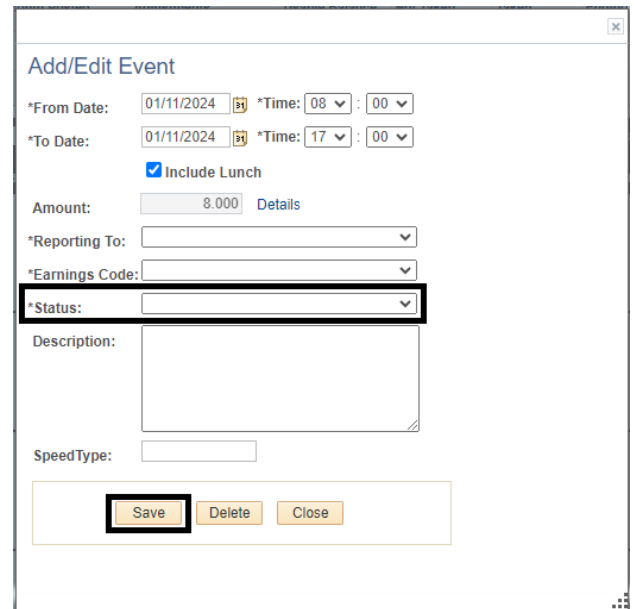


The screenshot shows the 'Add/Edit Event' form with the following fields:

- *From Date: 01/05/2024, *Time: 07:30
- *To Date: 01/05/2024, *Time: 16:30
- Include Lunch
- Amount: 8.000
- *Reporting To: Job 0 Jennifer Bosma (Supervisor)
- *Earnings Code: (dropdown menu open, showing options like *Paid Family Leave - Parental, *Paid Family Leave - Sick, and *Paid Family Leave - Vacation which is highlighted)
- *Status: (dropdown menu)
- Description: (text area)
- SpeedType: (text field)

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
- *Reporting To: (dropdown menu)
- *Earnings Code: (dropdown menu)
- *Status: (dropdown menu highlighted with a black box)
- Description: (text area)
- SpeedType: (text field)
- Buttons: Save, Delete, Close (the Save button is highlighted with a black box)

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 FAML I 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 FAML I 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 FAML I 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 FAML I leave approaches.

Example MyLeave Calendar: Non-exempt Staff on Intermittent Leave

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

MyLeave

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

Job 0: UOT(M)-OT Elig | Preferences | Today is January 13, 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	10.00	76.000000	0.00	0.00	76.00	0	3	73.00
Vacation	Open	01/01/2024	14.67	398.200000	0.00	0.00	398.20	0	0	398.20

<< Previous Week | Next Week >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 7	January 8	January 9	January 10	January 11	January 12	January 13 Today
	R/4 Worked	R/8 Worked	R/8 Worked	R/8 Worked	R/8 Worked	
	P/3 Taken					
	F/1 Taken					