

## **ES Leave Program** Entering Intermittent FAMLI Supplemental Leave in MyLeave

This step-by-step guide is for **non-exempt University 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 (<u>www.my.cu.edu</u>).
- 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.

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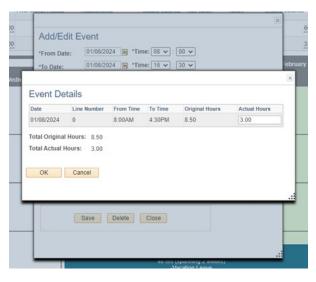
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- 4. **Uncheck** the *Include Lunch* button.
- 5. Select the Details button.

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Add/Edit Event		
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- 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.





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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

**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.* 

\*Paid Family Leave - Reported

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

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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.

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\*Paid Family Leave - Reported ×,

- 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.
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- 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 <u>MyLeave Basics: Setting</u> <u>Preferences and Entering Time</u>.
- 17. **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. 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 University Staff on Intermittent Leave

- 8 hours/day worked Tuesday Friday
- 4 hours worked/4 hours FAMLI leave used on Monday, January 8th
- Weekly FAMLI Benefit tile indicates an hourly supplemental rate of 0.75
  - 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

Leave										
ndar-Month Calendar	-Week Cale	ndar-Day Timesheet	Department Employee	95						
		Job 0, UOT(M)-OT Elig	✓ Preferer	nces Today is	January 13, 2024		/iew 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	. 7
Vacation	Open	01/01/2024	14.67	398.200000	0.00	0.00	398.20	0	0	39
<< Previous Week										Next Week >
Sunday		Monday	Tuesday	Wed	Inesday	Thursday		riday		Saturday
January 7		January 8	January 9	Janu	ary 10	January 11	Jan	uary 12		January 13 Today
		R/4 Worked	R/8 Worked	F/S V	/orked	R/8 Worked	R/8	Worked		
		P/3 Taken								
		F/1 Taken								