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EMPLOYEE SERVICES

ES Leave Program
CU FAMLI Monthly Time Entry and Payroll Processing Roles & Responsibilities

CU FAMLI Monthly Processing Roles & Responsibilities

The purpose of this guide is to capture the steps associated with entering time and processing payroll for monthly employees who are on an approved leave of absence under the CU FAMLI leave program. This guide will also capture applicable roles and responsibilities associated with each step in the process. Steps 2-4 will be repeated for each applicable pay period that an employee is on an approved leave.

Steps for Monthly Processing

Step 1: Leave Application and Approval

Action Required	Who is Responsible	Additional Considerations
Submit *Leave Application* form in employee portal	Employee	If an employee is incapacitated, a family member, supervisor, or PPL may submit the application on their behalf using the Leave Application [Weblink](#).
Notify Supervisor and HR contact of leave request	Employee Services (ES) Leave Team	Employee Services reserves the right to withhold notification if the leave start date is more than 30 days in the future and the employee has requested confidentiality.
Send employee information regarding eligibility and next steps	ES Leave Team	NA
Submit required leave documentation (medical certification, FAMLI Supplemental Paid Leave form, etc.)	Employee	Employees may submit documentation to leave@cu.edu or via fax to 303-860-4299.
Make leave approval/denial decision and communicate decision to employee, supervisor, and HR contact	ES Leave Team	Supervisors should pay close attention to and take note of the approved leave schedule to ensure employees are following the approved leave schedule.
Appeal leave decision, if applicable	Employee	Employees may choose to appeal an adverse FAMLI determination by submitting an appeal form in their employee portal. For reasons an employee may choose to submit an appeal, please visit the [CO FAMLI website.](#)

Step 2: Leave Plan and Usage

Action Required	Who is Responsible	Additional Considerations
Calculate FAMLI wage replacement benefit and the amount of supplemental leave needed	ES Leave Team	NA
Communicate *Leave Plan* and time reporting instructions to employee	ES Leave Team	Supervisor and PPL will be copied on the employee's *Leave Plan*.
Submit *Leave Usage Report* via individualized link no later than the 5th of each month following the end of the pay period	Employee	If the employee is incapacitated, a supervisor or PPL is required to submit the report on their behalf using the individualized *Leave Usage Report* link provided to the employee.
Report supplemental leave, regular earnings, and/or non-FAMLI leave usage via normal timekeeping system.	Employee	This step may also be completed by a supervisor or PPL. Exempt employees do not need to report regular earnings. Employees who do not enter FAMLI supplemental leave hours will be docked pay for the amount the FAMLI wage replacement benefit does not cover.
Send a copy of the *Leave Usage Report* to supervisor and HR contact/PPL	ES Leave Team	Employees will designate the appropriate HR contact/PPL by entering name and email address on the Leave Usage Report form. Supervisors should pay close attention to the *Leave Usage Report* and notify leave@cu.edu of any discrepancies.

Step 3: Monthly Time Entry

Action Required	Who is Responsible	Additional Considerations
Send FAMLI wage replacement to payroll for processing	ES Leave Team	HR Contact/PPL should refrain from placing an employee on a leave of absence in HCM Job Data as this will impact the Leave Team's ability to pay FAMLI benefits.
Upload supplemental leave, regular earnings, and/or non-FAMLI leave usage into *CU Time* for payroll processing	HR Contact/PPL	HR Contacts/PPLs are strongly encouraged to review the Timekeeping System Guidelines for CU FAMLI Leave. Exempt employees do not need to report regular earnings.

Step 4: Payroll Processing

Action Required	Who is Responsible	Additional Considerations
Calculate payroll	ES Payroll Processing Team	NA
Run queries to reconcile leave and pay; make adjustments as needed	ES Leave Team/Payroll Processing Team	NA
Confirm payroll	ES Payroll Processing Team	NA
Review payroll register; pull/reissue checks on off-cycle as needed	ES Leave Team/Payroll Processing Team in partnership with HR Contact/PPL	NA

Retroactive Payroll Processing

More information coming soon…