

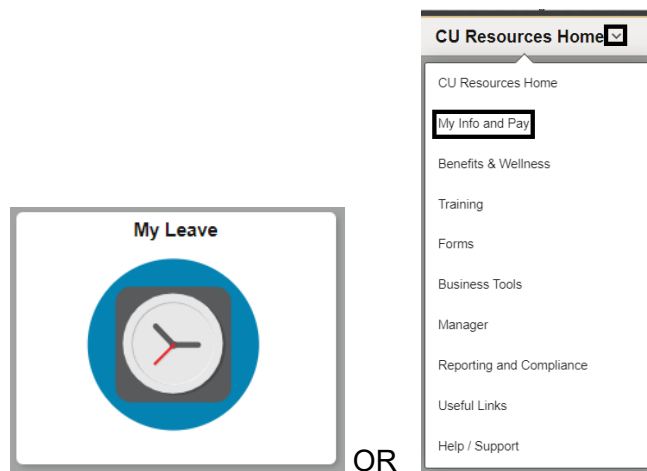
ES Leave Program

Entering Leave in MyLeave

This step-by-step guide is for **non-exempt Classified Staff** paid monthly who have been approved for a leave of absence related to FMLA and/or parental leave.

NOTE: Non-exempt employees must enter and submit time for all days and hours in each pay period. This includes regular time worked, personal leave, and leave related to FMLA and/or parental leave.

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.

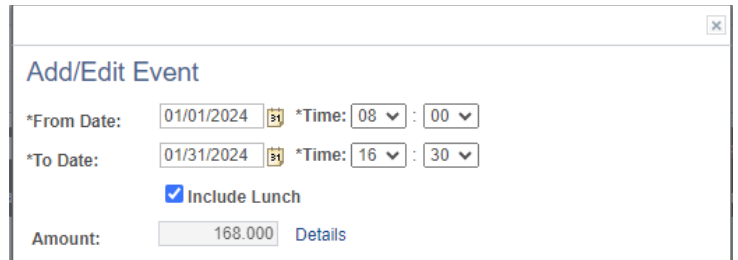
Calendar: Month | Calendar: Week | Calendar: Day | Timesheet

Job 0, 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 |

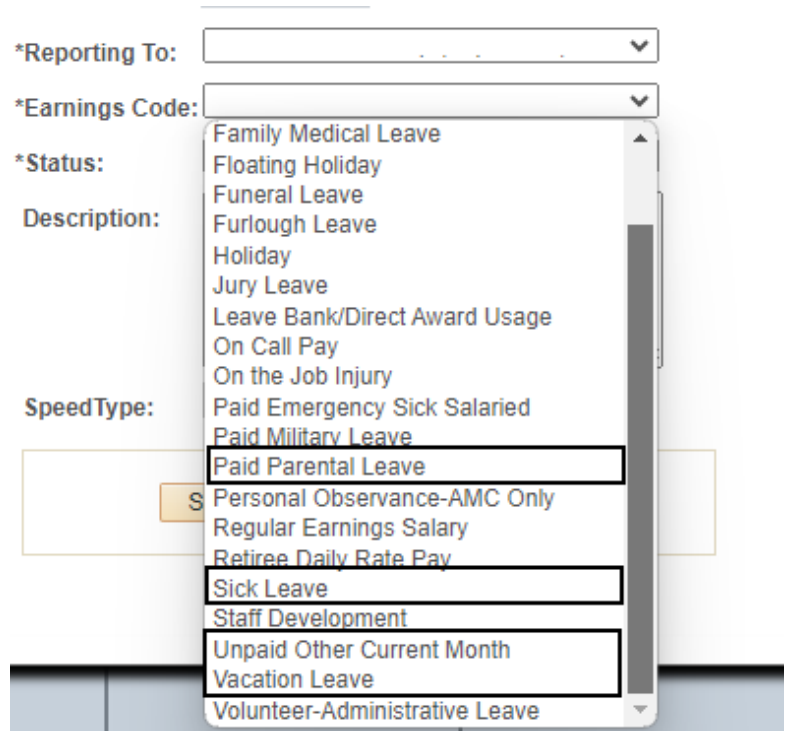
| << December | | January 2024 | | | | | | February >> | |
|-------------|-------------------------------------|--------------|-----------|------------|--------|----------|--|-------------|--|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | | | |
| | New Year's Day 1 H/S Taken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

4. **Enter** the appropriate date range and number of hours that you wish to take leave for.
5. For example, if you are taking a consecutive leave from January 1, 2024 – January 31, 2024, as a 1.0 FTE, you'd want to enter your leave as indicated in the image to the right.



Add/Edit Event
 *From Date: 01/01/2024 *Time: 08 : 00
 *To Date: 01/31/2024 *Time: 16 : 30
 Include Lunch
 Amount: 168.000 Details

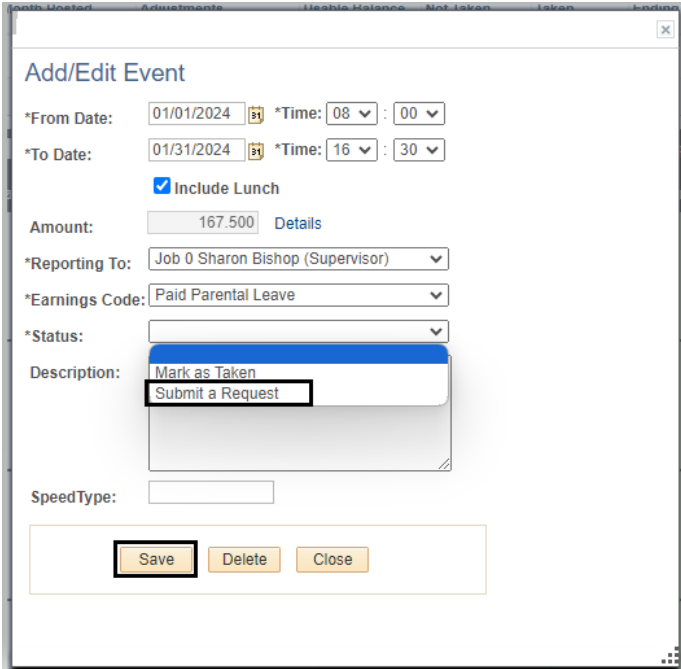
6. **Select** the appropriate *Earnings Code* from the dropdown menu codes for the available leave you used:
 - a. Paid Parental Leave for PPL
 - b. Administrative Leave for PFML (note PFML in the description box)
 - c. Sick Leave
 - d. Vacation Leave
 - e. Unpaid Other Current Month for Unpaid Leave



*Reporting To: [Dropdown]
 *Earnings Code: [Dropdown]
 *Status:
 Description:
 SpeedType:

- 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**
- Personal Observance-AMC Only
- Regular Earnings Salary
- Retiree Daily Rate Pay
- Sick Leave
- Staff Development
- Unpaid Other Current Month
- Vacation Leave
- Volunteer-Administrative Leave

7. **Select *Submit a Request*** from the status dropdown menu.
8. **Select *Save***.



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

- *From Date: 01/01/2024
- *To Date: 01/31/2024
- *Time: 08 : 00
- *Time: 16 : 30
- Include Lunch
- Amount: 167.500
- *Reporting To: Job 0 Sharon Bishop (Supervisor)
- *Earnings Code: Paid Parental Leave
- *Status: (dropdown menu open showing 'Mark as Taken' and 'Submit a Request')
- Description: (dropdown menu open showing 'Mark as Taken' and 'Submit a Request')
- SpeedType: (empty field)
- Buttons: Save, Delete, Close

9. **Repeat** steps 3-7 for each day or period of time you are entering leave.
10. **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](#).
11. **Submit** your MyLeave calendar for approval no later than the 5th 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.
 - b. 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 and did not expect to see any unpaid leave during the month, review your calendar entries, or ask your payroll liaison for assistance.