

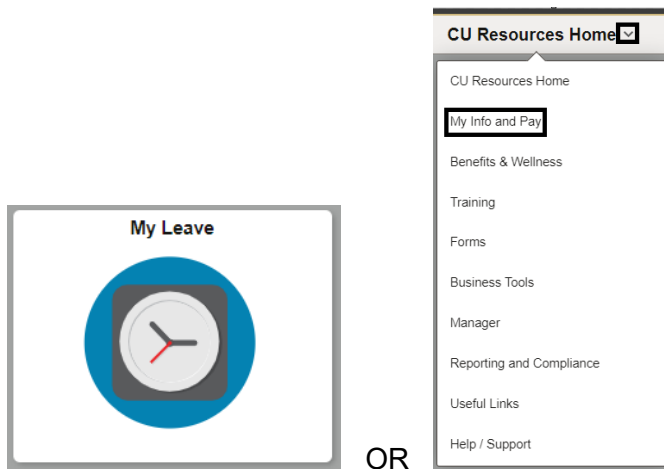
# ES Leave Program

## Entering Leave in MyLeave

This step-by-step guide is for **non-exempt University 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 ([www.my.cu.edu](http://www.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

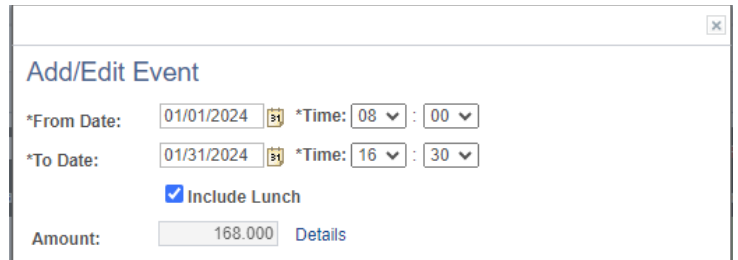
Job 0. USX(M)-OT Exempt | Preferences | Today is January 5, 2024 | Month | Week | Day

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 H/8 Taken				Today					
7	8	9	10	11	12	13				
14	Martin Luther... H/8 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.

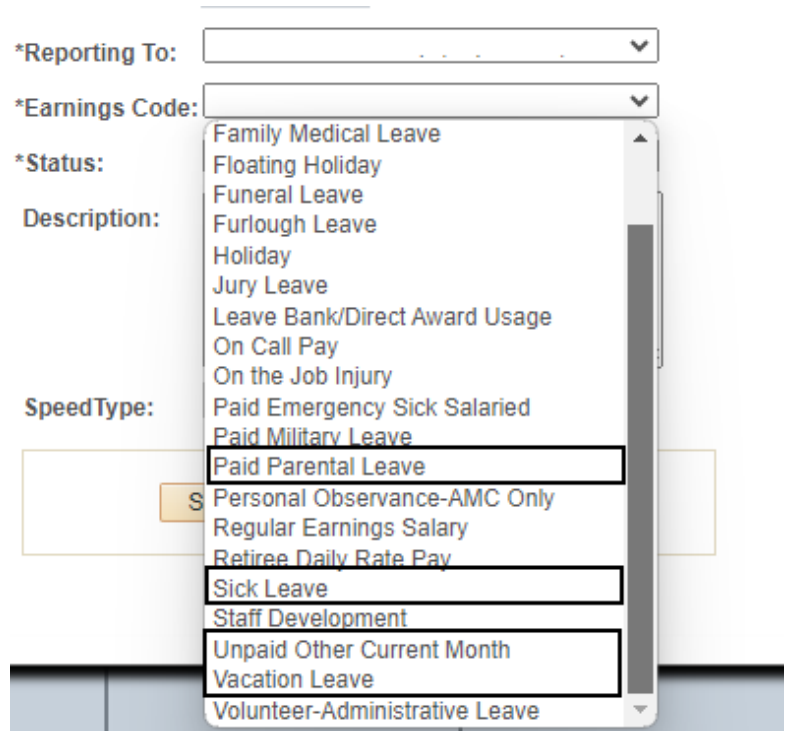


Add/Edit Event  
 \*From Date: 01/01/2024 \*Time: 08 : 00  
 \*To Date: 01/31/2024 \*Time: 16 : 30  
 Include Lunch  
 Amount: 168.000 Details

6. **Select** the appropriate *Earnings Code* from the dropdown menu codes for the available leave you used:

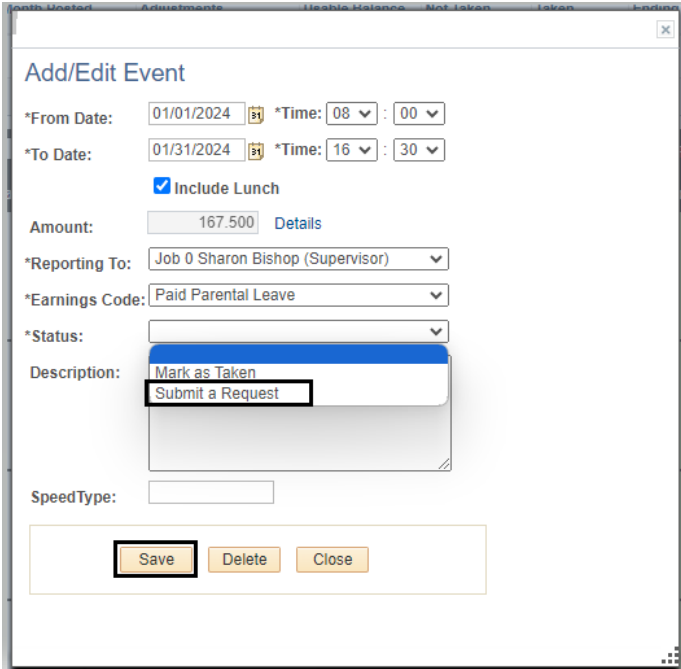
NOTE: When an employee is on FMLA, sick leave should be used through exhaustion, then vacation leave, then unpaid leave.

- a. Paid Parental Leave for PPL
- b. Sick Leave
- c. Vacation Leave
- d. 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

11. **Select *Submit a Request*** from the status dropdown menu.
12. **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: Mark as Taken (dropdown menu open, 'Submit a Request' selected)
- Description: (empty)
- SpeedType: (empty)
- Buttons: Save, Delete, Close

13. **Repeat** steps 3-7 for each day or period of time you are entering leave.
14. **Report** any regular work time and personal sick or vacation leave you took during the month that was not related to your FMLA/parental leave. For more information refer to [MyLeave Basics: Setting Preferences and Entering Time](#).
15. **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 5<sup>th</sup> 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.