

## **Updated learning resources available for My Leave** <sup>[1]</sup>

August 30, 2018 by [Employee Services](#) <sup>[2]</sup>

A variety of My Leave guides and other learning resources have been updated, condensed and retired as a part of recent system enhancements. This ensures users have the most up-to-date information to accurately complete tasks.

### **Updated guides, courses and Job Aids**

- **My Leave Basics: Setting Preferences and Entering Time** <sup>[3]</sup> is intended to teach all My Leave users how to set their preferences and enter time.
- **My Leave for Supervisors** <sup>[4]</sup> describes supervisor tasks, such as approving time and managing proxies.
- **My Leave for HCM Community Members** <sup>[5]</sup> defines tasks for Payroll and Personnel Liaisons (PPLs) and department users performed on behalf of other employees.
- The new **My Leave: Considerations before Implementation Job Aid** <sup>[6]</sup> covers information to help decision makers who are thinking about using My Leave.
- The **My Leave FAQ** <sup>[7]</sup> contains answers to the most common questions asked by My Leave users.
- **My Leave for Supervisors Skillsoft course. Note:** The updated course will be available at the beginning of September.

### **Retired guides**

- **My Leave: Supervisor Assigning a Proxy** and **My Leave: Supervisor Approvals** guides have been combined into the **My Leave for Supervisors** guide.
- The **My Leave: Reading Balances** job aid will be retired because it has been incorporated into the **My Leave for Community Members** and **My Leave Basics: Setting Preferences and Entering Time** guides.

### **We want your feedback**

What do you think about these resources? If you have suggestions or feedback, please email [hcm\\_community@cu.edu](mailto:hcm_community@cu.edu) <sup>[8]</sup>.

[My Leave](#) <sup>[9]</sup>

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<sup>[2]</sup> <https://www.cu.edu/blog/hcm-community/author/10695>

[3] <https://www.cu.edu/docs/sbs-my-leave-basics-preferences-time-and-leave> [4] <https://www.cu.edu/docs/sbs-my-leave-supervisors> [5] <https://www.cu.edu/docs/sbs-my-leave-hcm-community-members> [6] <https://www.cu.edu/docs/jaid-my-leave-considerations-before-implementing> [7] <https://www.cu.edu/docs/my-leave-frequently-asked-questions> [8] [mailto:hcm\\_community@cu.edu](mailto:hcm_community@cu.edu) [9] <https://www.cu.edu/blog/hcm-community/tag/my-leave>