

SOM – MyLeave Guide (DRAFT)

Navigation (from the portal):

Select the tile on the homepage of the portal to enter MyLeave time and requests.



This will display an employee's current calendar. This screen includes several tabs that will display an employee's monthly calendar, weekly calendar, daily calendar and their timesheet.

Act/Proj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken
Sick	Projected	09/01/2015	6.65	406.420000	0.00	0.00	0.00	0
Vacation	Projected	09/01/2015	14.00	413.760000	0.00	0.00	0.00	0

Setting up Preferences

Please note the employee's FLSA status ("OT Exempt" or "OT Elig") as this information will be needed for one of the fields on the preferences set up page.

Click on the "Preferences" tab.

Balances	Act/Proj	Begin Date	Previous Earnings	Begin Balance
<u>Sick</u>	<u>TimeSheet</u>	<u>12/01/2019</u>	<u>10.00</u>	<u>2</u>
<u>Vacation</u>	<u>TimeSheet</u>	<u>12/01/2019</u>	<u>14.67</u>	<u>1</u>

A new window will open:

Holiday Schedule:

Overtime/CompTime Eligible: MyLeave Start Date:

Default Work Days and Hours

Weekly Schedule:

Week Begin Day:

Day	Work Day	Start Time (Hrs)	Start Time (Mins)	Lunch Out (Hrs)	Lunch Out (Mins)	Lunch In (Hrs)	Lunch In (Mins)	End Time (Hrs)	End Time (Mins)	Work Hours in Day
Sunday	<input type="checkbox"/>	00	00	00	00	00	00	00	00	0.00
Monday	<input checked="" type="checkbox"/>	08	00	12	00	13	00	17	00	8.00
Tuesday	<input checked="" type="checkbox"/>	08	00	12	00	13	00	17	00	8.00
Wednesday	<input checked="" type="checkbox"/>	08	00	12	00	13	00	17	00	8.00
Thursday	<input checked="" type="checkbox"/>	08	00	12	00	13	00	17	00	8.00
Friday	<input checked="" type="checkbox"/>	08	00	12	00	13	00	17	00	8.00
Saturday	<input type="checkbox"/>	00	00	00	00	00	00	00	00	0.00

Email Preferences

CC All Emails To:

(Separate multiple email address with a semi-colon.)

MyLeave Email Triggers	As Employee	As Supervisor
Alter Event	<input type="checkbox"/>	<input type="checkbox"/>
Timesheet Cancel / Rebuild	<input type="checkbox"/>	<input type="checkbox"/>
Designate Change	<input type="checkbox"/>	<input type="checkbox"/>
Leave Approve / Deny	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Leave Request Delete	<input type="checkbox"/>	<input type="checkbox"/>
Preferences Change	<input type="checkbox"/>	<input type="checkbox"/>
Leave Request	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Timesheet Submit	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Timesheet Auto-generated	<input type="checkbox"/>	<input type="checkbox"/>
Timesheet Approve / Deny	<input checked="" type="checkbox"/>	<input type="checkbox"/>

To set up an employee's preferences, select/complete the following:

- **Holiday Schedule:** select "Anschutz Medical Campus"
- **Overtime/CompTime Eligible:**
 - "OT Exempt" employees select "Not Applicable"
 - "OT Eligible" employees select "Comp Time" or "Overtime"
 - **Note:** if an employee's FLSA status changes, this field must be updated
- **MyLeave Start Date:** enter the effective date that an employee starts using MyLeave or the hire date for new employees. This directs MyLeave when to start tracking time.
- **Default Work Day and Hours**
 - Weekly Schedule: select "Standard Week (Full/Part Time)"
 - Week Begin Day: select "Sunday"
 - In the scheduling grid, enter the employee's regular schedule by selecting the work days, start times, lunch times in and out, and end times. This will reflect the hours normally worked during a week.

➤ **Email Preferences**

- CC All Emails To – an email will be sent to this email address in addition to the supervisor and employee
- Under the **MyLeave Email Triggers**, determine and select what emails will be sent to the employee and to the supervisor

Click Save and return

Note: Preferences can be changed at any time if an employee’s job information changes.

Entering Time on a MyLeave Calendar - Exempt Employees

Exempt employees only report exception time. Examples of exception time include: vacation, sick, funeral leave, jury duty, etc.

To add an event on to an employee’s calendar:

Double click the specific date in the calendar. The **Add/Edit Event** window appears.

Add/Edit Event

*From Date: 01/08/2020 *Time: 07 : 30

*To Date: 01/08/2020 *Time: 16 : 30

Include Lunch

Amount: 8.000 [Details](#)

*Reporting To:

*Earnings Code:

*Status:

Description:

SpeedType:

1. Update (if necessary) the ***From Date** and ***To Date** to record the days/hours of leave being requested. Adjust the time for partial days.
2. Select **Include Lunch** if the time includes lunch. If not, unselect the box.
3. Select the **Earnings Code** for exception time being requested/reported from the drop down.

4. Select the **Status** from the drop down (Submit a Request or Mark as Taken).
5. In **Description** box, type an explanation, if required.
6. Only enter in a SpeedType if advised to do so by an HCM community member (payroll liaison) or supervisor.
7. Select **Save** to submit the request.

Request(s) submitted will be displayed on the employee’s calendar.

5	6	V/8 Requested	8	9	10	11
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Once a request has been submitted, an email will be sent to the employee’s supervisor for approval.

Entering Time on a MyLeave Calendar – Non-Exempt Employees

Non-Exempt employees must record all hours worked and exception time taken in order to avoid a dock in pay and to ensure vacation and sick leave accrue properly. Examples of exception time include: vacation, sick, funeral leave and jury duty.

There are options on how an employee enters their time - depending on their schedule, one way may be more useful than another. Below are a couple of examples.

Example 1: An employee can populate hours worked for an entire month by clicking on the Add Time button on the top of their calendar.



The **Add/Edit Event** window appears.

Add/Edit Event

*From Date: *Time: :

*To Date: *Time: :

Include Lunch

*Reporting To:

*Earnings Code:

*Status:

SpeedType:

1. Do not change the From Date/Time, the To Date/Time or the Includes Lunch box – the hours set up in an employee’s Preferences is what will populate.
2. Select the **Earnings Code** “Regular Earnings Salary” from the drop down.
3. Select the **Status** “Mark as Worked” from the drop down.

4. Only enter in a SpeedType if advised to do so by an HCM community member (payroll liaison) or supervisor.
5. Select **Save**.

Hours worked will be displayed on employee's calendar.

2	3	4	5	6	7	8
	R/5 Worked R/3 Worked					

Example 2: To record hours worked or exception time on an employee's calendar: Double click the specific date in the calendar. The **Add/Edit Event** window appears.

Add/Edit Event

*From Date: *Time: :

*To Date: *Time: :

Include Lunch

Amount: [Details](#)

*Reporting To:

*Earnings Code:

*Status:

Description:

SpeedType:

1. Update (if necessary) the *From Date and *To Date to record the days/hours of hours worked or leave being requested. Adjust the time for partial days.
2. Select **Include Lunch** if the time includes lunch. If not unselect the box.
3. Select the **Earnings Code** for regular hours worked and/or exception time being requested/reported from the drop down.
4. Select the **Status** from the drop down (Mark as Worked, Submit a Request, Mark as Taken).
5. In **Description** box, type an explanation, if required.
6. Only enter in a SpeedType if advised to do so by an HCM community member (payroll liaison) or supervisor.
7. Select **Save** to submit the request.

Hours worked and exception time request submitted will be displayed on employee's calendar.

5	6	7	8	9	10	11
	R/5 Worked R/3 Worked	R/5 Worked R/3 Worked	R/5 Worked R/3 Worked	V/8 Requested	R/5 Worked R/3 Worked	

Certifying a Timesheet

Employees **must** submit their timesheets monthly, even if no exception time is being reported.



The timesheet tab will provide a week by week snapshot of the hours reported on the calendar tab. There is a summary of the time period at the bottom of the page.

Non-Exempt example

09/29/2019 through 10/05/2019												
Week 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat			Sub Total	Adjust	Total
	09/29	09/30	10/01	10/02	10/03	10/04	10/05					
Time In		07.00	07.00	07.00	07.00	07.00						
Time Out		12.00	12.00	12.00	12.00	12.00						
Time In		13.00	13.00	13.00	13.00	13.00						
Time Out		16.00	16.00	16.00	16.00	16.00						
Regular Earnings Salary	0	8	8	8	8	8	0			40	-8	32
Total	0	8	8	8	8	8	0			40	-8	32

Weekly Adjustments

Applied -5 hours to Regular Earnings Salary (RGS), because the hours were reported last pay period.
 Applied -3 hours to Regular Earnings Salary (RGS), because the hours were reported last pay period

10/06/2019 through 10/12/2019												
Week 2	Sun	Mon	Tue	Wed	Thu	Fri	Sat			Sub Total	Adjust	Total
	10/06	10/07	10/08	10/09	10/10	10/11	10/12					
Time In		07.00	07.00	07.00	07.00	07.00						
Time Out		12.00	12.00	12.00	12.00	12.00						
Time In		13.00	13.00	13.00	13.00	13.00						
Time Out		16.00	16.00	16.00	16.00	16.00						
Regular Earnings Salary	0	8	8	8	8	8	0			40	0	40
Total	0	8	8	8	8	8	0			40	0	40

Totals (at the bottom of the page)

Totals					
Send To HRMS	Earn Code	Description	Hours	Rate	Total
N	RGS	Regular Earnings Salary	152	1	152
Y	VAC	Vacation Leave	8	1	8
		TOTAL:	160		160

Exempt example

10/13/2019 through 10/19/2019												
Week 3	Sun	Mon	Tue	Wed	Thu	Fri	Sat			Sub Total	Adjust	Total
	10/13	10/14	10/15	10/16	10/17	10/18	10/19					
Total	0	0	0	0	0	0	0			0	0	0

10/20/2019 through 10/26/2019												
Week 4	Sun	Mon	Tue	Wed	Thu	Fri	Sat			Sub Total	Adjust	Total
	10/20	10/21	10/22	10/23	10/24	10/25	10/26					
Total	0	0	0	0	0	0	0			0	0	0

Totals (at the bottom of the page)

Totals						
Send To HRMS	Earn Code	Description	Hours	Rate	Total	
Y	SCK	Sick Leave	4.0	1	4.0	
Y	VAC	Vacation Leave	8.0	1	8.0	
		TOTAL:	12.0		12.0	

For Exempt and Non-Exempt - After the employee has reviewed their timesheet, and they agree with what is reported, they will need to certify by checking the “I agree with the above Certification and Overtime Eligibility statements” certification box. When the employee submits their timesheet an email will be sent to their supervisor for review and approval.

CERTIFICATION: I certify (1) The hours and minutes shown herein are a complete and accurate record of time worked each day and for the reporting period. All leave taken and/or overtime earned or taken as compensatory time was reported and approved by my supervisor. (2) The Speedtype identified above are appropriate to pay these hours, and the percentage of time attributed to each reflects the actual effort expended on the project(s) specific to the Speedtype listed. (3) If applicable, student employee is enrolled in the proper number of credit hours, pursuant to campus specific student employment guidelines.

OVERTIME ELIGIBILITY: Any overtime or compensatory time worked MUST have supervisory approval in advance, and will be paid at the rate of one and one-half times my hourly rate. Failure to receive advance approval for overtime or compensatory time worked may result in a corrective or disciplinary action which may include termination of University employment.

I agree with the above Certification and Overtime Eligibility statements

All requests must be approved before an employee can submit their timesheet.

Suggestion – have the employees submit their timesheets by a specified date each month (e.g. 3rd day of each month). That way you have time to track down those who haven’t completed their timesheets before payroll runs

Consequences for **Non-Exempt employees** whose timesheets are not submitted and/or approved include:

- **The employee’s pay will be docked or they may not get paid at all!!!!** If there is a **DK1** earn code in the summary, the employee’s pay will be docked. If the employee worked the entire month and had enough exception time to cover their time off, this will need to be addressed. Review each week in their timesheet to find where the Dock occurred. Go to the calendar tab to correct.

Consequences for **ALL** employees whose timesheets are not submitted and/or approved:

- The employee’s leave accruals will not calculate correctly and will need to be adjusted manually by PPLs.

Comp Time and Overtime

Overtime Pay: FLSA requires that an employee in an FLSA Non-Exempt (eligible for overtime) position is paid overtime or granted compensatory time when hours worked exceed 40 hours in a scheduled workweek. Both overtime and compensatory time must be paid at a rate of one and one-half hours for each hour of overtime/compensatory time worked.

- State personnel rules consider all work time for overtime calculation, excluding holidays and authorized paid leaves such as annual leave, sick leave, jury duty, funeral leave, administrative leave, etc. For example, an employee works 36 hours, takes 4 hours of vacation leave, and then works 4 additional hours. This employee is paid 44 hours at the regular rate of pay, since the total hours at work are equal to 40.
- If an employee physically works over 40 hours in a week, record the hours as regular hours worked and MyLeave will calculate the hours as comp time/overtime.
- Comp time is currently tracked manually.

Suggestions for PPLs

- It is important to check on the status of Timesheets being submitted by employees to ensure everyone is **paid correctly**. One way to check this is to run the MyLeave Timesheet Status report found in the HCM WorkCenter.

49	My Leave Timesheet Detail	This query returns detailed information about My Leave timesheets, including week
50	My Leave Timesheet Status	Returns details on earnings codes and hours for time, both submitted and not subm
51	My Leave Timesheet Summary	This query returns summary information about My Leave timesheets, including OTI

- Running this report and sorting the results in different ways, will allow the PPL to see:
 - Who has/still needs to submit a timesheet
 - If the supervisor has approved or still needs to approve a timesheet
 - Earnings codes used for each entry made – check these carefully, as people get creative.
- Keep track of who has not completed their timesheets over time, as re-education may need to occur.
- Consider using the Proxy feature to ensure that all leave requests and timesheets are approved in a timely manner (see other handout).
- Once the entry has been loaded into CU Time, you can make any necessary adjustments.

Additional Resources

Below are links to the Employee Services Step-by-Step Guides regarding MyLeave

- [My Leave Basics: Setting Preferences and Entering Time](#)
- [My Leave for HCM Community Members](#) (this guide includes steps on how to load timesheets for payroll processing)
- [My Leave for Supervisors \(Approving Time and Assigning Proxies\)](#)
- [My Leave FAQ](#)
- [My Leave – Selecting Earnings Codes & CU Time Earnings Codes](#)

There are additional resources on the Employee Services website. These resources include Recorded Webinars and HCM Courses that pertain to MyLeave.

- Webinars
 - Employee Time and Leave Recording – MyLeave
 - Audits and Time Leave Processing
- HCM Courses
 - MyLeave for Supervisors

These resources can be found at – [Employee Services - HCM Trainings & Webinars](#).