

MyLeave Instructions for Bi Weekly Employees:

MyLeave is an online electronic time keeping system. As an employee you will access the MyLeave system via [myCUinfo](#). You will record the time worked each day in your MyLeave system calendar and submit those recorded hours bi-weekly to your supervisor for approval and ultimately payment.

Anyone new to the MyLeave system should follow these step-by-steps to setup and use the system correctly to record their hours worked and submit their timesheets.

Step #1 - Login to [myCUinfo](#)

Step#2 - Make sure you have the CU Resources Tab at the top left side of your portal.

University of Colorado Boulder

myCUinfo

Student **CU Resources** Home | Help | Sign out

Academics / Schedule | Billing Information | Financial Aid | Dates and Deadlines

Alerts: Holds, To-Do Items **0**

Your Enrollment Dates

Register for Classes
Add, Drop or Swap Classes

Search for Classes

Track Academic Progress
Degree Audit / Transfer Credit Evaluation

Need to Adjust Your Schedule?
March 18: Last day to drop a class in MyCUInfo (11:59 p.m.)

Summer 2016 Registration
Click **Your Enrollment Dates** (left) to see when you register. Visit [Summer Session](#) for details.

Fall 2016 Registration
Click **Your Enrollment Dates** (left) to see when you register. To get started, click **Search for Classes**.

Graduating in May?
- Grad & law students: Apply for graduation (click link below) by 11:59 p.m. on April 1.
- Undergrads: Apply for graduation by 11:59 p.m. on April 1 to get your name in the commencement program. You can apply through April 29

My Academics / View Unofficial Transcript

Order Official Transcript

Enrollment Verification
Request proof of your enrollment

HAVE A QUESTION?
Main Campus Registrar's Office
Phone 303-492-6970
Email registrar@colorado.edu
Online Registrar website

Continuing Ed Office
Phone 303-492-5148
Email cereg@colorado.edu
Online Continuing Ed website

3/18 Important Deadline
Financial Aid, Registrar & Bursar
View the Events Calendar for details

Gmail

Desire2Learn

MYCUINFO PROFILE

Advising Links

Student Job Search

If you do not have the CU Resources tab and you have just visited Bobbie Atkinson to complete your initial hire paperwork, please check back in 3 business days as your hire paperwork is processing. If you do not have the CU Resources tab and it has been more than three days since you visited Bobbie to complete your initial hire paperwork email csteam@colorado.edu. We will work with you and or CU OIT to update your portal.

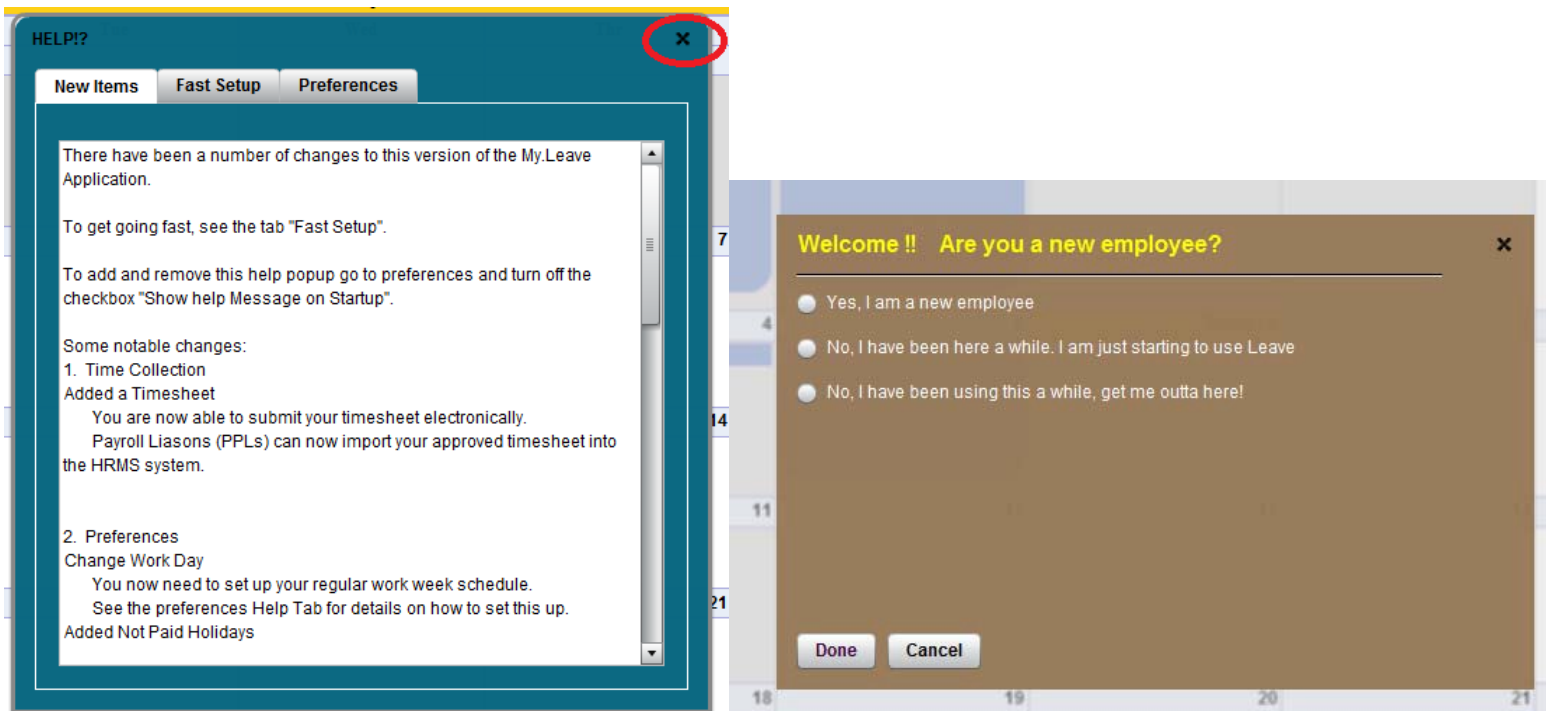
Step #3 - Navigate to the CU Resources Tab

Step #4 - Click the NavBar in the top right hand corner  then CU Resources> My Info and Pay> My Leave.

This is the resource center for all information that relates to your job at UCB. In this section you can record and submit your time through myleave, view your pay check advice, update your address, update your W-4, update your direct deposit information, print a W-2 at the end of the year.

Step #5 - Click on My Leave

Upon your initial login to your MyLeave system. You may be greeted by a help box. You can close this help box. You may then be greeted by another pop-up box that will ask you about your status as an employee. If these prompts do not display skip to step #6.



If you are greeted with the welcome pop-up box, answer the question accurately based on your employment status. If you have just started as an employee at UCB for the first time answer “Yes, I am and new employee.” If you have been working for a while but are just now getting into the MyLeave system answer “No, I have been here a while. I am just starting to use Leave.”

The box will default a start date that corresponds with the current pay period, you do not need to change the default date. If this prompt does not display skip to step #6.

Welcome !! Are you a new employee? ✕

Yes, I am a new employee

No, I have been here a while. I am just starting to use Leave

No, I have been using this a while, get me outta here!

Thank you for using Leave. We have a little setup to do to make sure you get paid correctly your first time. Employees who have been employed a while, usually choose the first day of the pay period. Your PPL should be able to tell you the start date.

What was your first day using Leave?

You will then be taken to the calendar where you can begin to enter your time.

IMPORTANT: If you hold multiple jobs you will need to create and submit separate timesheets for each job. You have to be very careful to select the correct job record from the drop down box, before you start entering time on the calendar.

Calendar-Month | Calendar-Week | Calendar-Day | Timesheet | Department Employees

Job 0, STU(H)-OT Elig
Job 0, STU(H)-OT Elig
Job 2, STU(H)-OT Elig

Balances	Act/Proj	Begin date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Bal
				0.000000	0.00	0.00	0.00			

<< February | March | 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	
6	7	8	9	10	11	

Step #7 - Enter hours worked on your Calendar. Your calendar will be your default home page in the MyLeave system from now on. When you login you will be greeted by your calendar and you are set to enter your hours worked each day. To enter hours worked, you will simply double click on the day you want to enter hours for. This will bring up an event box.

You can think of the event box as one shift for your job. You will need to make sure you enter the correct start date (from date) and time and end date (to date) and time. When you do this the number of hours listed in the “Amount” box will be the number of hours you worked that shift. You will leave the “Includes Lunch” check box as is, you do not need to change this box. You will notice that time is recorded in 15 minute blocks and the system will always default to the nearest 15 minute time. You may also notice that the clock in the system runs in Military time. If you are unfamiliar with military time see the time matrix below.

Add/Edit Event

*From Date: 03/02/2016 *Time: 10 : 00

*To Date: 03/02/2016 *Time: 12 : 00

Don't Change--> Include Lunch

Amount: 2.000 [Details](#)

*Reporting To: Job 0 Kenneth Anderson (Supervisor)

*Earnings Code: Student Hourly

*Status: Mark as Worked

Description:

SpeedType:

Military Time	Clock Time	Military Time	Clock Time
00:00	Midnight	12:00	Noon
01:00	1 am	13:00	1 pm
02:00	2 am	14:00	2 pm
03:00	3 am	15:00	3 pm
04:00	4 am	16:00	4 pm
05:00	5 am	17:00	5 pm
06:00	6 am	18:00	6 pm
07:00	7 am	19:00	7 pm
08:00	8 am	20:00	8 pm
09:00	9 am	21:00	9 pm
10:00	10 am	22:00	10 pm
11:00	11 am	23:00	11 pm

Once you have correctly entered your hours worked you will need to choose your supervisor from the “Reporting to” drop-down menu. If you have only one position on campus the box will default to your supervisor. If you have multiple positions on campus you will need to be careful on this step and be sure to pick the right supervisor for the hours you are reporting. This step is very important, if you do not choose the correct supervisor you may not be paid correctly. After you have picked your supervisor you will choose Student Hourly for the “Earnings Code” and then “Status” to Mark as Worked. Note- if you are workstudy you will still choose Student Hourly, your workstudy award is handled by our payroll system after hours are submitted and approved in MyLeave. When you are done with recording your hours hit the **Save** button. Your Event Box should look similar to the box shown below.

The screenshot shows a web form titled "Add/Edit Event" with the following fields and annotations:

- *From Date:** 03/02/2016 (calendar icon) ***Time:** 10 : 00
- *To Date:** 03/02/2016 (calendar icon) ***Time:** 12 : 00
- Include Lunch**
- Amount:** 2.000 [Details](#)
- *Reporting To:** Job 0 Kenneth Anderson (Supervisor) <---Choose your supervisor from the "Reporting to"
- *Earnings Code:** Student Hourly <--- Student Hourly for the "Earning Code"
- *Status:** Mark as Worked <--- "Status:" Mark as Worked
- Description:** (empty text area)
- SpeedType:** (empty text field)
- Buttons: Save, Delete, Close

Hit the Save Button --- >

Note- if you are workstudy you will still choose Student Hourly, your workstudy award is handled by our payroll system after hours are submitted and approved in MyLeave

After you save your hours you will see the hours recorded on your Calendar. You can put as many shifts as you work on any day on your calendar. If you work in multiple positions you will need to create an event for each position.

<< February		March		2016		April	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2 S2 Worked	3	4		
6	7	8	9	10	11		
13	14	15	16	17	Today	18	

Step #8 - After you have filled in your hours worked each day for a two week pay period you will need to submit your timesheet (or timesheets if you have multiple positions) in order to be paid. Make sure to refer to the [Bi Weekly Myleave Due Dates and Pay Schedule](#) for submission and approval due dates.

To submit your timesheet, be sure all of your hours are correctly entered on your calendar and then navigate to the Timesheet tab at the top of your MyLeave page.

Timesheet Tab

The screenshot shows the MyLeave system interface. At the top, there are navigation tabs: "Calendar-Month", "Calendar-Week", "Calendar-Day", "Timesheet" (which is circled in red), and "Department Employees". To the right of these tabs are links for "New Window" and "Personalize Page". Below the tabs, there is a dropdown menu for a job, currently set to "Job 0, STU(H)-OT Elig", and a "Preferences" button. The date "Today is March 18, 2016" is displayed, along with buttons for "View My Calendar", "Add Time", "Month", and "Week".

Balances	Act/Proj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Balan
				0.000000	0.00	0.00	0.00			

Below the table is a calendar for March 2016. The calendar shows days from Sunday to Saturday. On Wednesday, the 2nd, there is a blue box labeled "S/2 Worked".

Once you are on your timesheet screen you will need to submit a timesheet for each position you work on campus. You will be able to choose your timesheet(s) using a drop-down menu at the top of your screen.

Important choose the correct Job Record

Calendar-Month | Calendar-Week | Calendar-Day | **Timesheet** | Department Employees

*Pay Period Ending: 02/28/16 - 03/12/16 leave to be reported for 03/12/16 Job 2, STU-OT Elig
02/28/16 - 03/12/16 leave to be reported for 03/12/16 Job 2, STU-OT Elig
02/28/16 - 03/12/16 leave to be reported for 03/12/16 Job 0, STU-OT Elig

Not Submitted

6 through 03/12/2016. Based on standard hours per week of 10

02/28/2016 through 03/05/2016

Week 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sub Total	Adjust	Total
	02/28	02/29	03/01	03/02	03/03	03/04	03/05				

Review your timesheet(s). If your timesheet(s) is/are correct scroll to the bottom of the timesheet, click the certification statement, then hit the Submit button. Once you have submitted your timesheet(s) they will be routed to your supervisor for approval. You will be notified via email when your supervisor has approved (or denied) your timesheet. Once your timesheet is approved you have done everything you need to do to get paid, although as an added step you may want to also personally email your supervisor to let them know that the timesheet is now ready for their approval. Once approved, the department will now complete the process to upload your hours into the payroll system.

IMPORTANT: TIME SHEETS SUBMITTED OR APPROVED AFTER THE DUE DATE ARE NOT GUARANTEED TO BE PROCESSED IN TIME FOR THE NORMAL PAY CYCLE. FAILURE TO FOLLOW DEADLINES WILL RESULT IN DELAY OF PAY AND ADDED PAPERWORK.

You will repeat this process every two week pay period. If you have any questions you can work with your supervisor or contact csteam@colorado.edu

		TOTAL:	0	0	
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Speed Types							
Speed Type	Send To HRMS	Earn Code	Description	Hours	Rate	Total	Edit
							Edit

Speed Type By %

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

Submit