

Getting Started with My Leave

MyLeave is an online electronic time keeping system. As an employee you will access the MyLeave system via [myCUinfo](https://myCUinfo.colorado.edu). 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.

Follow these instructions to setup and use the system correctly to record hours worked and submit timesheets.

Logging into the CU Resources Page

1. Navigate to the myCUinfo login page (myCUinfo.colorado.edu).
2. Enter your login credentials.
3. Click **Login**.



Federated Identity Service

Log in to CU Portal

IdentiKey Username (example: chbu1234)

2

IdentiKey Password

3

Log In

Advanced Settings...

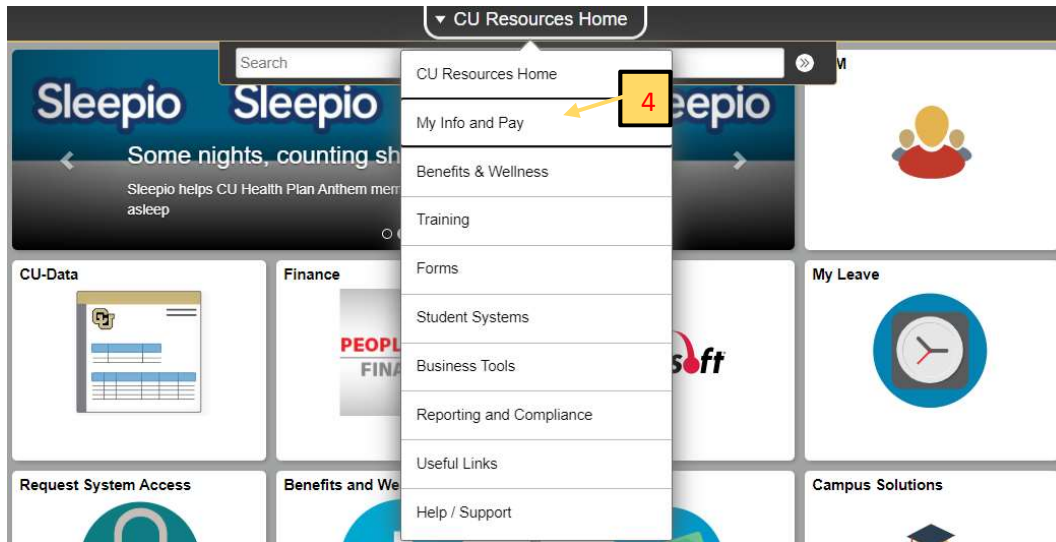
[Need help logging in?](#)

Quit or close all browser windows to exit completely.

DO NOT bookmark this page! Bookmark the service homepage after logging in.

After logging in, the **CU Resources Home** page opens.

4. From the CU Resources Home pulldown, select **My Info and Pay** to go to that page.



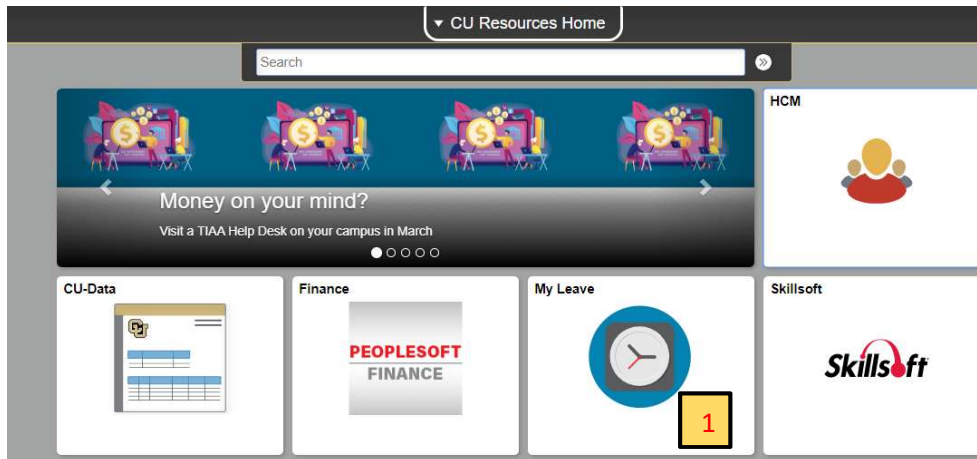
The **My Info and Pay** page is the resource center for all information that relates to your job at UCB. In this section you can record and submit your time through MyLeave, view your pay check details, update your address, update your W-4, update your direct deposit information, print a W-2 at the end of the year.



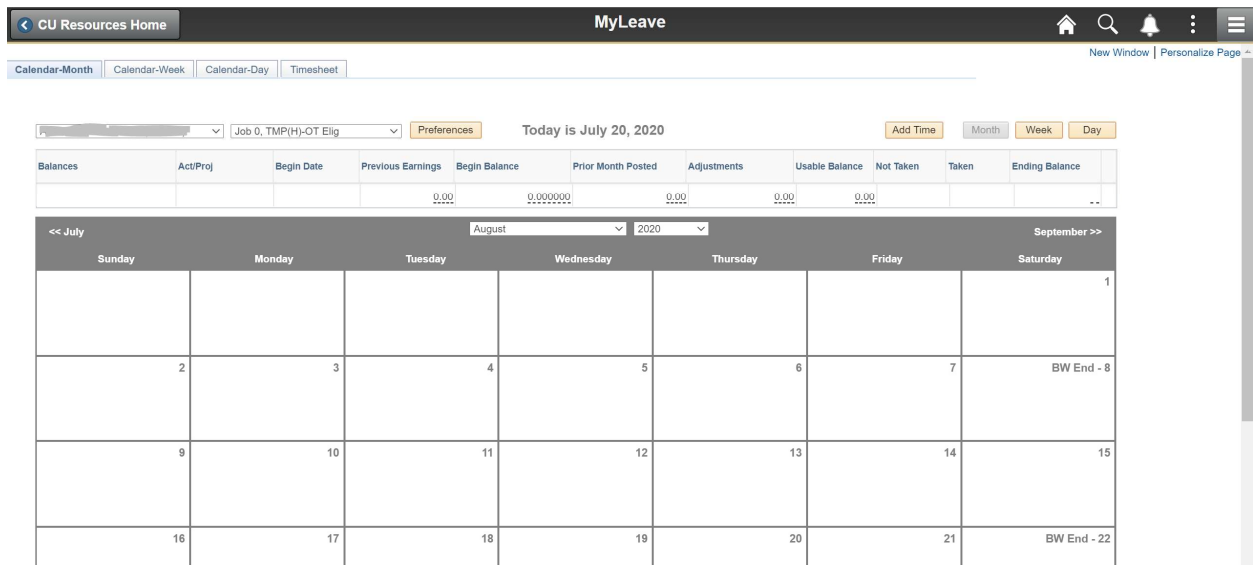
If you do not have the CU Resources tab, contact Patty Sue at pattysue.femrite@colorado.edu.

Getting Started in My Leave

1. Click on the **My Leave** tile.



2. The **calendar** screen opens where you can begin to enter your time.

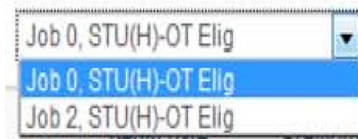


Viewing the Calendar

1. Your name and employee ID should show up in the first box.

The screenshot shows the 'MyLeave' application interface. At the top, there's a navigation bar with 'CU Resources Home' and 'MyLeave'. Below this, there are tabs for 'Calendar-Month', 'Calendar-Week', 'Calendar-Day', and 'Timesheet'. A user selection dropdown (1) is on the left, followed by a job selection dropdown (2) showing 'Job 0, TMP(H)-OT Elig'. A 'Preferences' button (3) is next to it. The date 'Today is July 20, 2020' is displayed. On the right, there are buttons for 'Add Time', 'Months', 'Week', and 'Day' (4). Below these is a table with columns: Balances, Act/Proj, Begin Date, Previous Earnings, Begin Balance, Prior Month Posted, Adjustments, Usable Balance, Not Taken, Taken, and Ending Balance. The bottom section shows a calendar for August 2020, with days of the week and dates. The calendar is currently set to 'August' and '2020'.

2. The second box allows you to choose which job you are entering hours for. If you hold multiple jobs you will need to create and submit separate timesheets for each job. Be careful to select the correct job record from the drop-down box, before you start entering time on the calendar.



3. The preferences button allows you to go to your My Leave **Preferences** to change your default work schedule, start date and email preferences.
4. There are several tabs that let you to see your Calendar by the Month, Week, Day.

Entering Hours Worked on the Calendar

1. 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.
2. Enter the 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.

1

Add/Edit Event

2

*From Date:

08/05/2020

31

*Time:

08

:

00

*To Date:

08/05/2020

31

*Time:

16

:

00

3

☒ Include Lunch

Amount:

6.000

Details

4

*Reporting To:

Job 0

(Supervisor)

▼

5

*Earnings Code:

▼

6

*Status:

▼

7

Description:

8

SpeedType:

9

Save

Delete

Close

3. Check the “Includes Lunch” box if you took a 30 minute lunch break. This box is optional.
4. 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.
5. Choose **Student Hourly** in the “Earnings Code” dropdown.
6. Choose **Marked as Worked** in the “Status” dropdown.

7. The “Description” box is optional. You can add notes of what those hours were used for, for your records.
8. Leave the “Speedtype” box blank.
9. **Save** these entries.

Important notes:

- 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 (24-hour clock). If you are unfamiliar with military time see the chart below.

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

- After you save your hours you will see the hours recorded on your Calendar.

<< June July 2020 August >>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 R/0.5 Worked	2	Independenc... 3	R/0.75 Worked 4
5	6	R/1 Worked 7	R/1.25 Worked R/0.25 Worked 8	R/2.5 Worked 9	R/3 Worked 10	BW End - 11

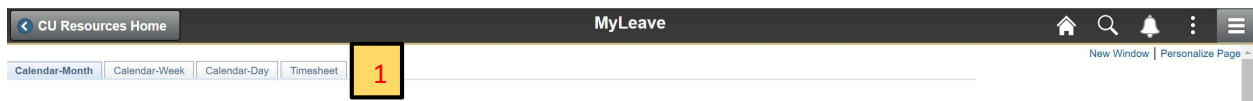
- You can put as many shifts as you work on any day on your calendar.
- If you work in multiple positions you will need to create an event for each position.

Submitting your Timesheet

After entering your hours for each day worked in a two-week pay period, submit your timesheet (or timesheets if you have multiple positions) in order to be paid. Make sure to verify all of your hours are correctly entered on your calendar.

<< June							July	2020	August >>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday									
			1 R/0.5 Worked	2	Independenc...	3									
5	6	7 R/1 Worked	8 R/1.25 Worked R/0.25 Worked	9 R/2.5 Worked	10 R/3 Worked										
															BW End - 11

1. Navigate to the Timesheet tab at the top of your MyLeave page.



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

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

*Pay Period Ending: 07/12/20 - 07/25/20 leave to be reported for 07/25/20 Job 0, TMP-OT Elig Essential Services Employee: ☐

Not Submitted - Job: 0, Department: 10334 -- Time Worked from 07/12/2020 through 07/25/2020. Based on standard hours per week of 1

3

07/12/2020 through 07/18/2020													
Week 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat				Sub Total	Adjust	Total
	07/12	07/13	07/14	07/15	07/16	07/17	07/18						
Time In					18.00	10.30	18.00						
Time Out					21.00	10.45	20.00						
Regular Earnings	0	0	0	0	3	0.25	2				5.25	0	5.25
Total	0	0	0	0	3	0.25	2				5.25	0	5.25

3. Review your timesheet(s).
4. If your timesheet(s) is/are correct scroll to the bottom of the timesheet, click the certification statement, then select the **Submit** button.

Speed Types							
Speed Type	Send To HRMS	Earn Code	Description	Hours	Rate	Total	Edit
	Y	REG	Regular Earnings	5.75	1	5.75	Edit

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.

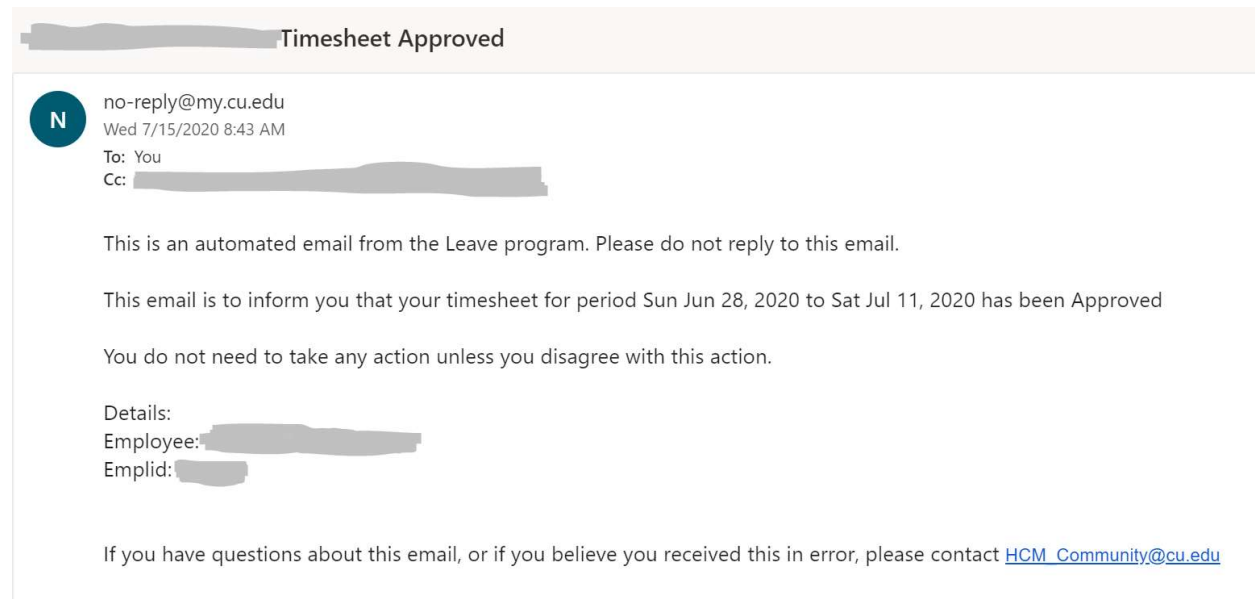
OVERTIME ELIGIBILITY: Any overtime or compensatory time worked MUST have supervisory approval in advance, and will be paid at the rate of one and one-half times my hourly rate. Failure to receive advance approval for overtime or compensatory time worked may result in a corrective or disciplinary action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

4 ☐ I agree with the above Certification and Overtime Eligibility statements

Submit

IMPORTANT: TIME SHEETS SUBMITTED OR APPROVED AFTER THE DUE DATE WILL NOT BE PROCESSED automatically in the system. You will need to fill out a Late Pay form to be paid.

- One 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. **If you do not receive this notification within 24 hours, please contact your supervisor.**



- Once your timesheet is approved, you have done everything you need to do to get paid. The department completes the process to upload your hours into the payroll system.
- You will repeat this process every two week pay period.

If you have any questions you can work with your supervisor or contact pattysue.femrite@colorado.edu.