

Time Sheets

*****AS OF 8/13/2017 ALL TIME MUST BE REPORTED THROUGH THE MYLEAVE PROGRAM ON YOUR PORTAL PAGE.**

TO GET STARTED WITH MY LEAVE, PLEASE READ THE MY LEAVE SETUP INSTRUCTIONS ON THE COLORADO LAW STUDENT EMPLOYMENT WEBPAGE.

Please adhere to the schedule. The time sheets are due as of the deadline on the schedule. Do not enter your Social Security number on the time sheet. Use your student ID or your employee ID if you know it.

Those of you on work study – if a time sheet is late, the funding comes entirely from the professor's budget. A specific request must be made to transfer the funds to work study for each of the late entries and there is no guarantee that the request will be funded. This creates more work for student employment and a strain on the professors' RA budget.

Complete your time in and time out for each period worked. Do not just enter your total hours worked each work session. When totaling hours worked, please do so in .25 hour increments. (11:50 to 12:30 would be .75 hours. 11:55 to 12:30 would be .5 hours.) Round out.

If you are working for more than one professor during the summer, or any other time, please make sure you complete your time for the correct Job code for each professor. DO NOT EXCEED 40 hours of work in any week. Student employee budgets cannot incur the expense and anything in excess of the 40 hour work week is charged 100% to the professor's budget. This includes all time sheets combined.

You must have your supervisor's signature on the time sheet (approval on MyLeave before you will be paid. We know that during the summer, it is sometimes more difficult to catch a professor in so please email the professor and let them know you have submitted time for the pay period and request approval.

If you move or change your banking information, please contact Victoria or submit your paperwork ASAP so we can change your information in the system.

Please do not hesitate to call Victoria Johnson with questions at 303/492-0525 or email her at victoria.a.johnson@colorado.edu any time – she checks daily.