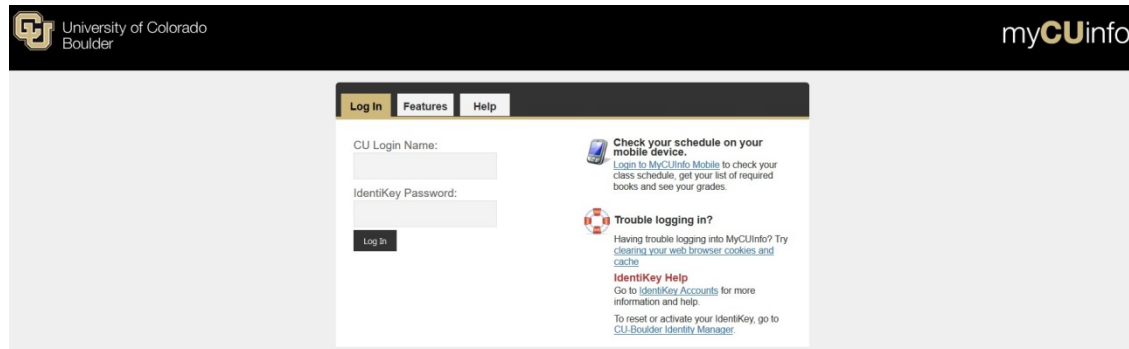


MyLeave Instructions for Students

Log in to myCUinfo using your Identikey.



The image shows the myCUinfo login page for the University of Colorado Boulder. The page has a dark header with the university logo and name on the left, and the 'myCUinfo' logo on the right. Below the header is a white login box with a 'Log In' button. To the right of the login box are several links and a 'Trouble logging in?' section. The 'Log In' button is highlighted with a yellow circle.

University of Colorado Boulder

myCUinfo

Log In Features Help

CU Login Name:
[text input]

IdentiKey Password:
[text input]

Log In

Check your schedule on your mobile device.
Login to MyCUinfo Mobile to check your class schedule, get your list of required books and see your grades.

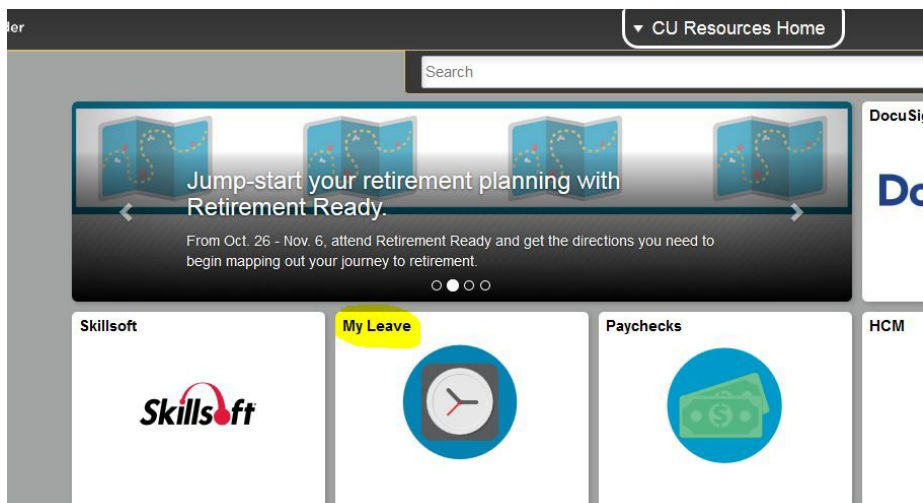
Trouble logging in?
Having trouble logging into MyCUinfo? Try clearing your web browser cookies and cache.

IdentiKey Help
Go to [IdentiKey Accounts](#) for more information and help.
To reset or activate your IdentiKey, go to [CU-Boulder Identity Manager](#).

Navigate to your CU Resources tab.



Click on the MyLeave Tile



Set up your preferences using the following parameters:

- Holiday Schedule: No Holiday Schedule
- Overtime/CompTime Eligible: Overtime
- MyLeave Start Date: First Date of Employment According to HCM (Please check with your supervisor if you are unsure).
- Weekly Schedule: Standard Week (Full/Part Time)
- Week Begin Day: Sunday
- Other Tips:
 - All days of the week should be checked as “work days”
 - You should enter 8 hours in a workday for each day of the week. This will allow you to enter time on any day when you start recording hours in the future.
 - Email Preferences: Unless you are a supervisor, all supervisor check fields should be left blank.
 - Select the employee fields that you feel are necessary, each box that is checked will trigger notification emails to your CU email address. Recommended fields are highlighted below.
 - Please add your supervisor’s email address in the “CC All Emails To” field, so they would receive these notifications as well.

My Leave Preferences

Holiday Schedule: No Holiday Schedule

Overtime/CompTime Eligible: Overtime

MyLeave Start Date: 09/01/2015

Default Work Days and Hours

Weekly Schedule: Standard Week (Full/Part Time)

Week Begin Day: Sunday

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	☐	00	00	00	00	00	00	00	00	0.00
Monday	☒	08	00	00	00	00	00	16	00	8.00
Tuesday	☒	08	00	00	00	00	00	16	00	8.00
Wednesday	☒	08	00	00	00	00	00	16	00	8.00
Thursday	☒	08	00	00	00	00	00	16	00	8.00
Friday	☒	08	00	00	00	00	00	16	00	8.00
Saturday	☐	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	☐	☐
Timesheet Cancel / Rebuild	☒	☐
Designate Change	☐	☐
Leave Approve / Deny	☐	☐
Leave Request Delete	☐	☐
Preferences Change	☐	☐
Leave Request	☐	☐
Timesheet Submit	☒	☐
Timesheet Auto-generated	☐	☐
Timesheet Approve / Deny	☒	☐

Save & Return

Recording Time

- To record hours you have worked, start by double clicking on the day in which you would like to record hours for.
- Follow the parameters below:
 - First, enter the time you started your shift. Example: 8:00AM
 - Then enter the time you ended your shift. Example: 16:00 (4:00PM)
 - Be sure to account for lunch. If you took a one-hour lunch at 12:00PM, you would need to enter two separate events. The first event would be your morning hours from 8:00AM to 12:00PM. The second event would be your afternoon hours from 13:00 (1:00 PM) to 16:00 (4:00PM).
 - Make sure your supervisor is listed in the “Reporting to” field.
 - Earnings Code
 - **Student Assistant: Student Hourly**
 - Status: Mark as Worked
- Save the entry.

Add/Edit Event *From Date: 07/18/2017 *Time: 08 : 00 *To Date: 07/18/2017 *Time: 12 : 00 ☐ Include Lunch Amount: 4.000 Details *Reporting To: Job 0 Amy Moreno (Supervisor) *Earnings: Regular Earnings Code: *Status: Mark as Worked Description: SpeedType: Save Delete Close	Add/Edit Event *From Date: 07/18/2017 *Time: 13 : 00 *To Date: 07/18/2017 *Time: 16 : 00 ☐ Include Lunch Amount: 3.000 Details *Reporting To: Job 0 Amy Moreno (Supervisor) *Earnings: Regular Earnings Code: *Status: Mark as Worked Description: SpeedType: Save Delete Close
---	---

The time will now show on your calendar:

<< June							July	2017	August >>
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
							BW End - 1		
2	3	4	5	6	7	8			
9	10	11	12	13	14	15	BW End - 15		
16	17	18	19	20	21	22			
23	24	25	26	27	28	29	BW End - 29		
30	31								

Submit your timesheet on time for each Bi-Weekly Pay Period.

Please follow these [Payroll Deadlines](#) to ensure efficient payroll.

- Navigate to the Timesheet Tab
- Make sure that your total number of hours worked appears and is correct.
- Check that you agree with the certification statements.
- Click Submit. Your supervisor will now approve your timesheet.

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

*Pay Period Ending: 07/02/17 - 07/15/17 leave to be reported for 07/15/17 Job 0, TMP-OT Elig

Not Submitted - Job: 9, Department: 10597 - Time Worked from 07/02/2017 through 07/15/2017, Based on standard hours per week of 1

07/02/2017 through 07/08/2017											
Week 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sub Total	Adjust	Total
	07/02	07/03	07/04	07/05	07/06	07/07	07/08				
Total	0	0	0	0	0	0	0		0	0	0

07/09/2017 through 07/15/2017											
Week 2	Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sub Total	Adjust	Total
	07/09	07/10	07/11	07/12	07/13	07/14	07/15				
Time In			08:00								
Time Out			12:00								
Regular Earnings	0	0	4	0	0	0	0		4	0	4
Total	0	0	4	0	0	0	0		4	0	4

Totals					
Send to HRMS	Earn Code	Description	Hours	Rate	Total
Y	REG	Regular Earnings	4	1	4
TOTAL:			4		4

Speed Types							
Speed Type	Send to HRMS	Earn Code	Description	Hours	Rate	Total	Edit
Y	REG	REG	Regular Earnings	4	1	4	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 the regular rate. Failure to obtain supervisory approval for 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

Timesheets for Multiple On-Campus Jobs

If you have more than one job on campus, you would need to submit a separate timesheet for each one. In MyLeave, your jobs are numbered as Job-0, Job-1, etc., so please make sure to select a correct supervisor when submitting your time:

Add/Edit Event

*From Date: 11/22/2018 *Time: 00 : 00
*To Date: 11/22/2018 *Time: 00 : 00
☒ Include Lunch
Amount: 0.000 Details
*Reporting To: Job 0, [redacted] (Supervisor)
*Earnings Code:
*Status:
Description:
SpeedType:

Save Delete Close

You can switch between timesheets by clicking on the Pay Period Ending drop down.

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

*Pay Period Ending: 11/04/18 - 11/17/18 leave to be reported for 11/17/18 Job 1, Posted
11/04/18 - 11/17/18 leave to be reported for 11/17/18 Job 1, Posted
11/04/18 - 11/17/18 leave to be reported for 11/17/18 Job 0, STU-OT Elig
11/04/18 - 11/17/18 leave to be reported for 11/17/18 Job 0, Posted
11/04/18 - 11/17/18 leave to be reported for 11/17/18 Job 1, STU-OT Elig
11/04/2018 through
Week 1
Time In
Time Out
Student Hourly
Total
11/11/2018 through
Week 2
Time In
Time Out
Student Hourly
Total

0	2.5	1.5	1.75	0	0
0	2.5	1.5	1.75	0	0

Please submit each timesheet for each bi-weekly pay period, unless you didn't have any hours to report.

Late Timesheets

MyLeave is not capable of processing late timesheets. If you missed a deadline, please fill out a bi-weekly timesheet found here , route your timesheet for signatures in DocuSign and send approved copies to Victoria.A.Johnson@colorado.edu for manual entry.

To access DocuSign please sign in to the MyCU Info portal -> CU Resources Home→ Business Tools→ DocuSign.

Below are DocuSign instructions, in case you are not familiar with it:

<https://support.docusign.com/en/articles/How-do-I-get-signatures-on-a-document-New-DocuSign-Experience>

Late time sheets will be entered with the following pay period's time entry, so your payment can be delayed up to 2 weeks.