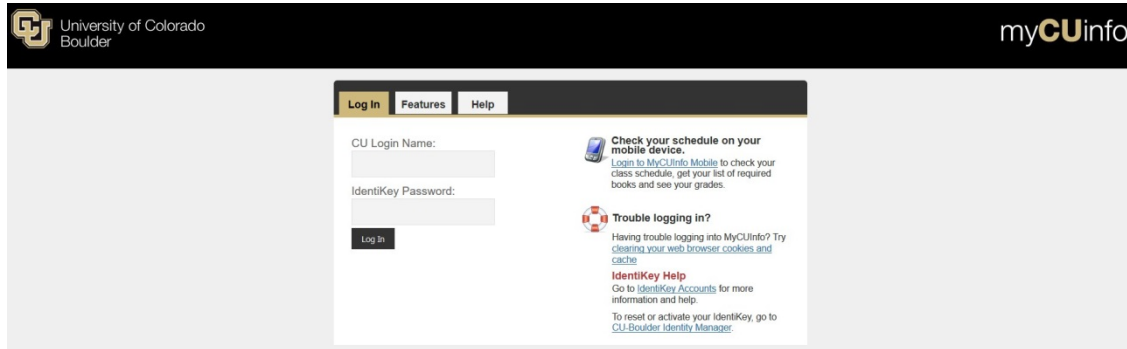


# MyLeave Instructions for Students

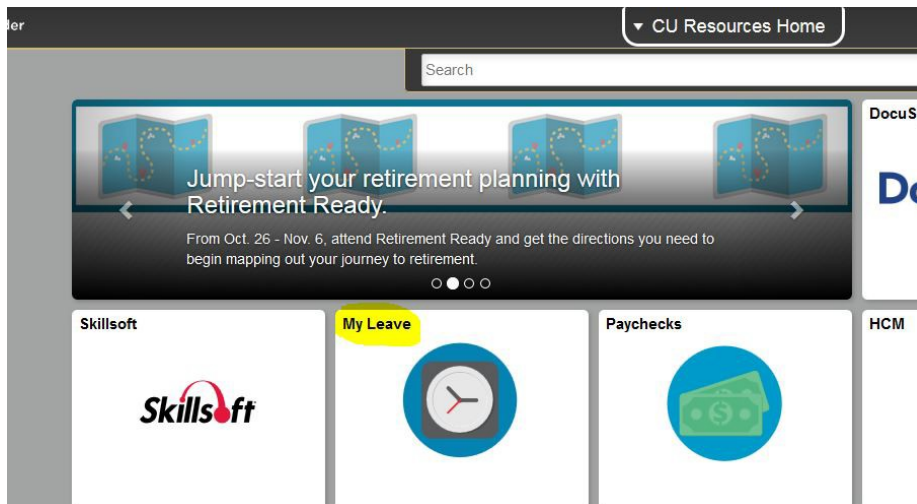
**Log in to myCUinfo using your Identikey.**



**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 x

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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	<input type="checkbox"/>	00	00	00	00	00	00	00	00	0.00
Monday	<input checked="" type="checkbox"/>	08	00	00	00	00	00	16	00	8.00
Tuesday	<input checked="" type="checkbox"/>	08	00	00	00	00	00	16	00	8.00
Wednesday	<input checked="" type="checkbox"/>	08	00	00	00	00	00	16	00	8.00
Thursday	<input checked="" type="checkbox"/>	08	00	00	00	00	00	16	00	8.00
Friday	<input checked="" type="checkbox"/>	08	00	00	00	00	00	16	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 checked="" type="checkbox"/>	<input type="checkbox"/>
Designate Change	<input type="checkbox"/>	<input type="checkbox"/>
Leave Approve / Deny	<input 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 type="checkbox"/>
Timesheet Submit	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Timesheet Auto-generated	<input type="checkbox"/>	<input type="checkbox"/>
Timesheet Approve / Deny	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

**The time will now show on your calendar:**

**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

Job: 0, Department: 10507 - Time Worked from 07/02/2017 through 07/15/2017. Based on standard hours per week of 4  
Not Submitted

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	Y	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 By \*Time: 00 : 00

\*To Date: 11/22/2018 By \*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

10/21/18 - 11/03/18 leave to be reported for 11/03/18 Job 1, Posted

10/21/18 - 11/03/18 leave to be reported for 11/03/18 Job 0, Posted

10/07/18 - 10/20/18 leave to be reported for 10/20/18 Job 0, Approved

10/07/18 - 10/20/18 leave to be reported for 10/20/18 Job 1, Posted

09/23/18 - 10/06/18 leave to be reported for 10/06/18 Job 0, Posted

09/23/18 - 10/06/18 leave to be reported for 10/06/18 Job 1, Posted

09/09/18 - 09/22/18 leave to be reported for 09/22/18 Job 1, Posted

09/09/18 - 09/22/18 leave to be reported for 09/22/18 Job 0, Posted

08/12/18 - 08/25/18 leave to be reported for 08/25/18 Job 0, Posted

07/29/18 - 08/11/18 leave to be reported for 08/11/18 Job 0, Approved

11/11/2018 through Week 2

07/15/18 - 07/28/18 leave to be reported for 07/28/18 Job 0, Posted

07/01/18 - 07/14/18 leave to be reported for 07/14/18 Job 0, Approved

06/17/18 - 06/30/18 leave to be reported for 06/30/18 Job 0, Posted

06/03/18 - 06/16/18 leave to be reported for 06/16/18 Job 0, Posted

05/06/18 - 05/19/18 leave to be reported for 05/19/18 Job 0, Posted

Student Hourly	0	2.5	1.5	1.75	0	0
Total	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 Henderson.jamie@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.**