# MyLeave Instructions for Students
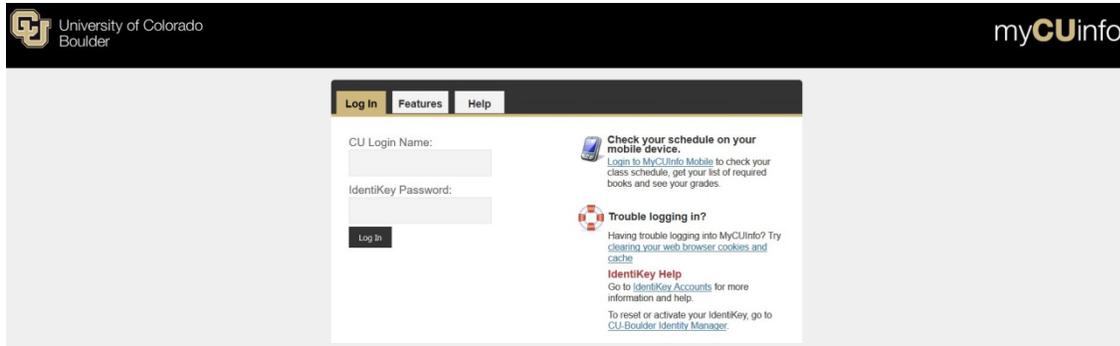
**Log in to myCUinfo using your Identikey.**



**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:
  o All days of the week should be checked as "work days"
  o 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.
  o Email Preferences: Unless you are a supervisor, all supervisor check fields should be left blank.
  o 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.
  o 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

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- 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 Code: | Regular Earnings |
| *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 Code: | Regular Earnings |
| *Status: | Mark as Worked |
| Description: | |
| SpeedType: | |

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.

# Timesheets for Multiple On-Campus Jobs

If you have more than one job on campus, <u>you would need to submit a separate timesheet for each one</u>. 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:



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



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 delayed up to 2 weeks.**