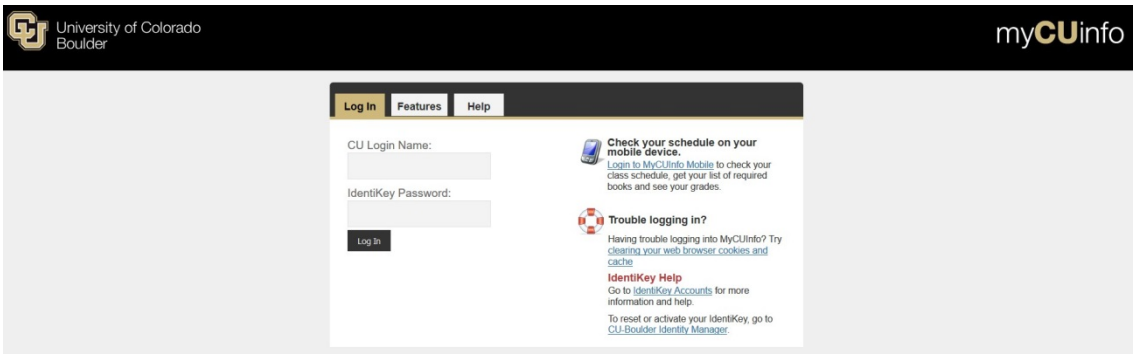
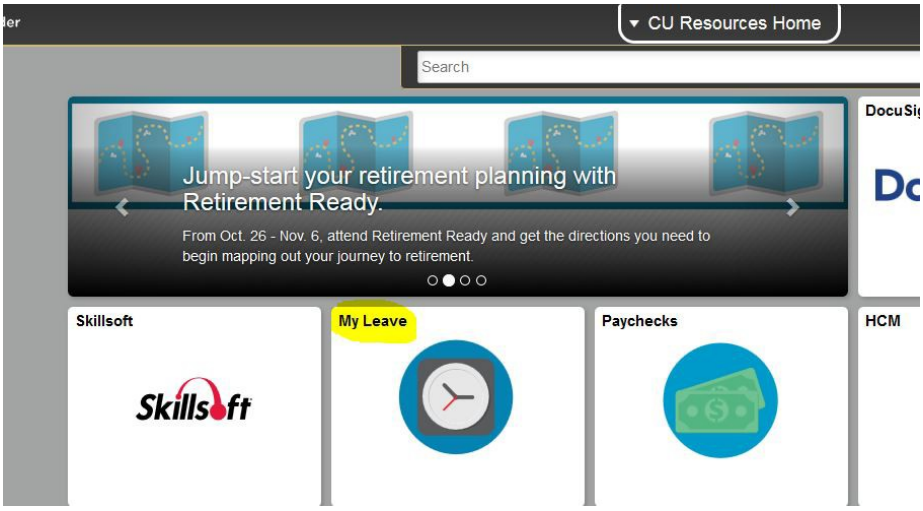
# MyLeave Instructions for Students

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



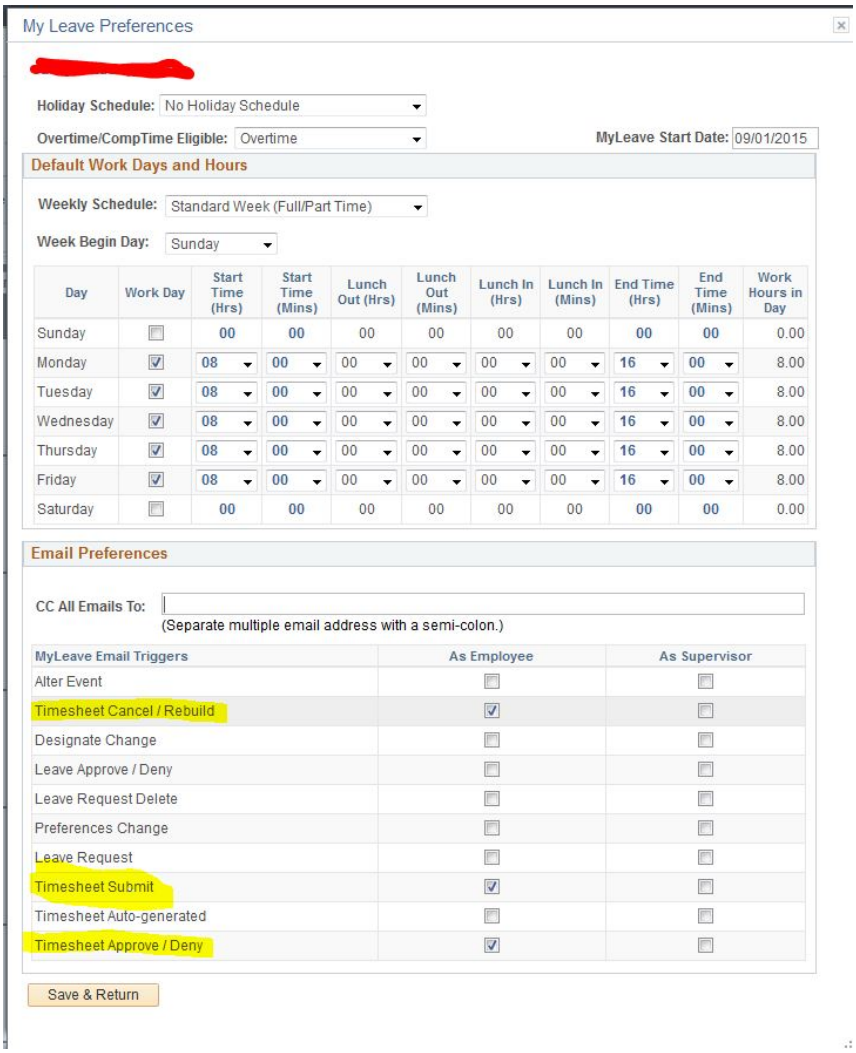

**Navigate to your CU Resources tab.**

**Click on the MyLeave Tile**



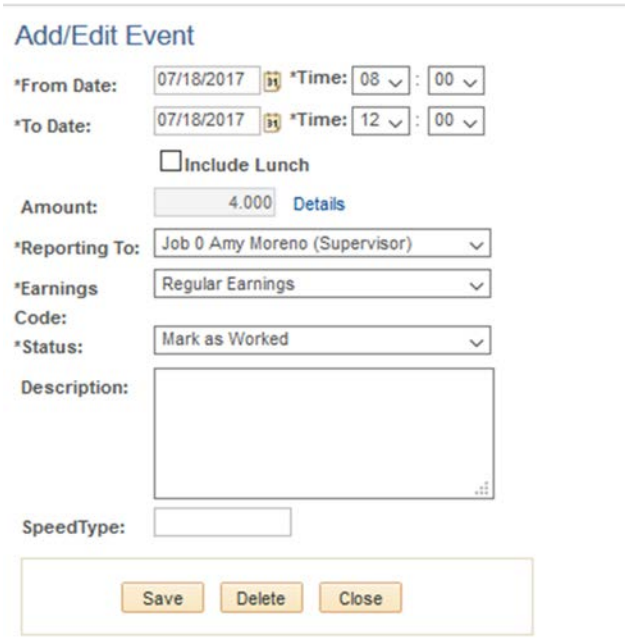
**Set up your preferences using the following parameters:**

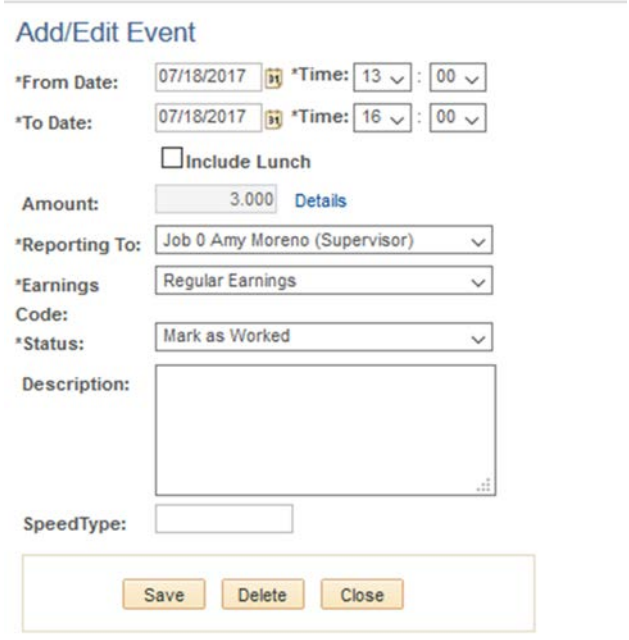
- Holiday Schedule: No Holiday Schedule
- Overtime/CompTime Eligible: Overtime
- MyLeave Start Date: First Date of Employment According to HCM (Please check with your supervisor if you are unsure).
- Weekly Schedule: Standard Week (Full/Part Time)
- Week Begin Day: Sunday
- Other Tips:
  - All days of 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.



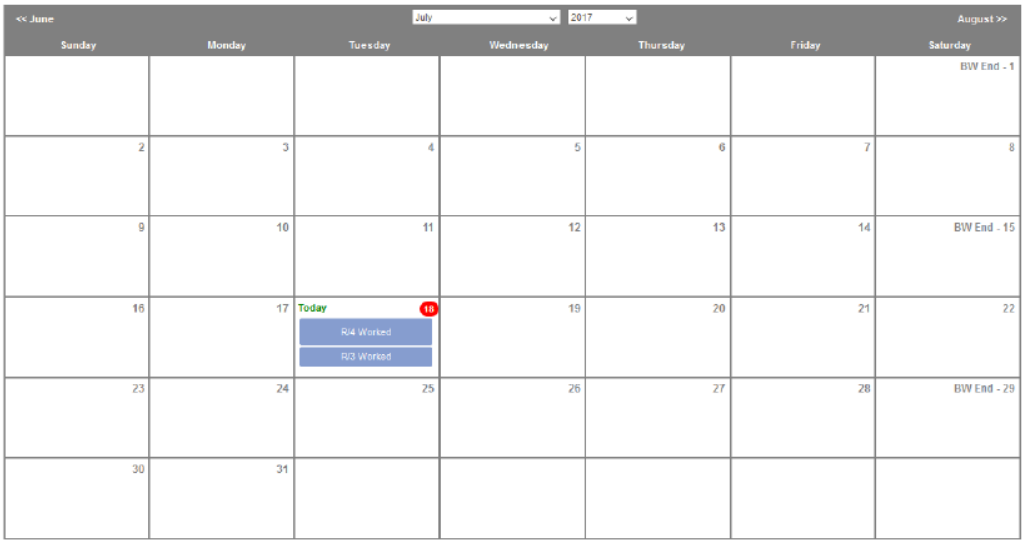
## Recording Time

- 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.



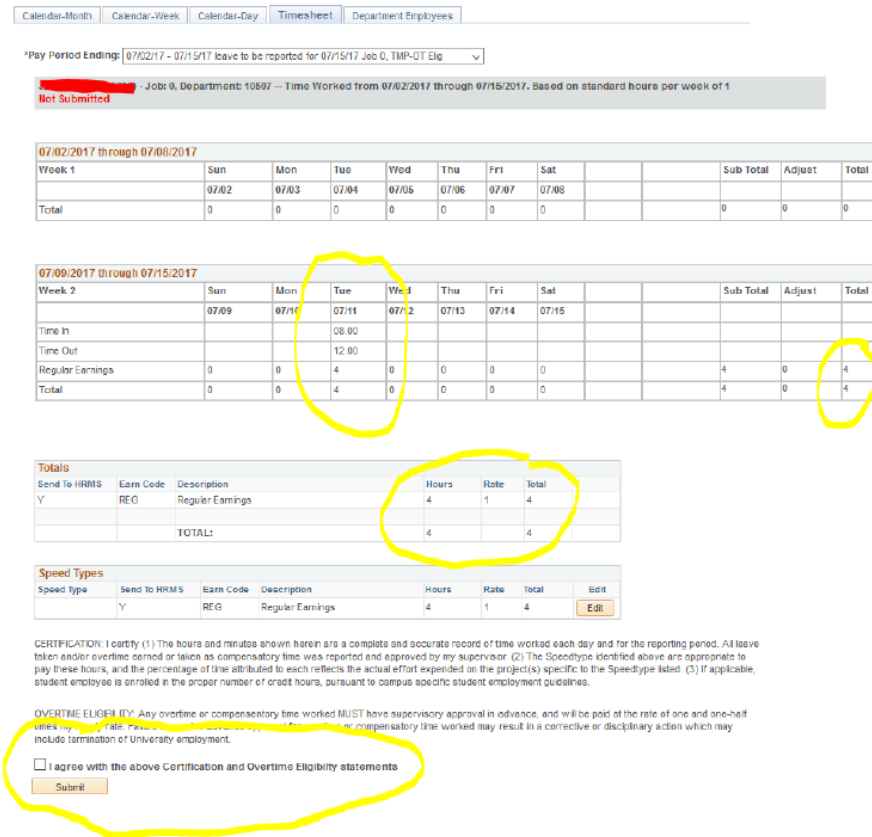
**The time will now show on your calendar:**




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

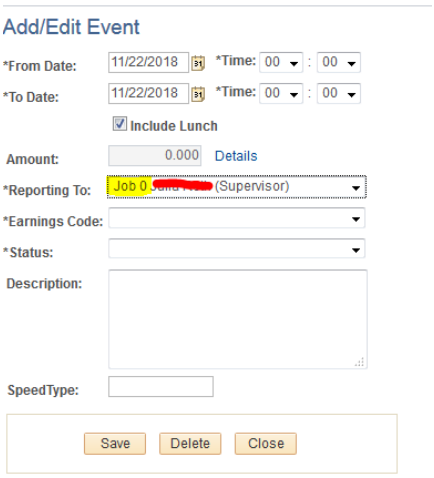
Please follow these [Payroll Deadlines] to ensure efficient payroll.

- 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.

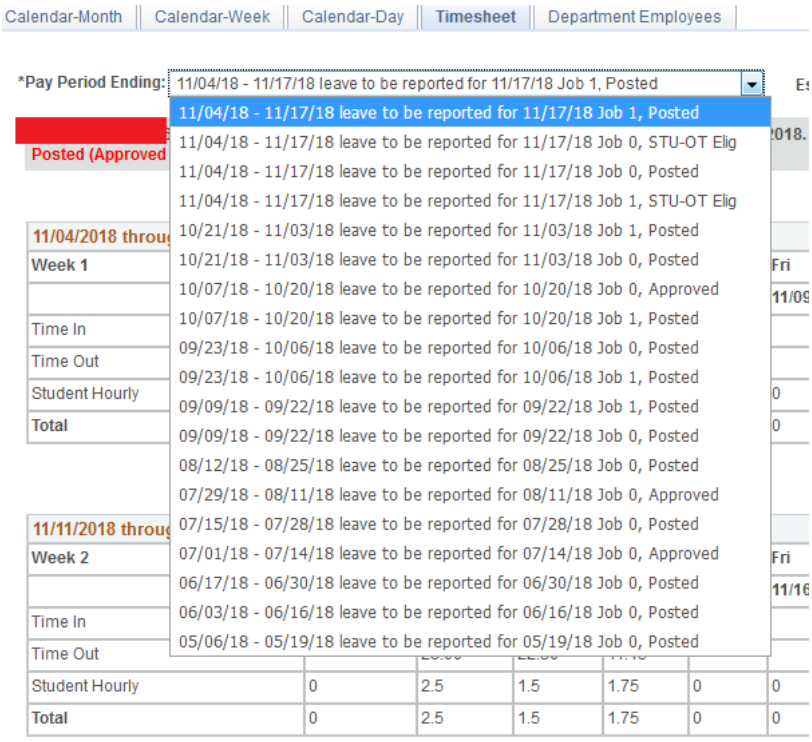


## Timesheets for Multiple On-Campus Jobs

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.**