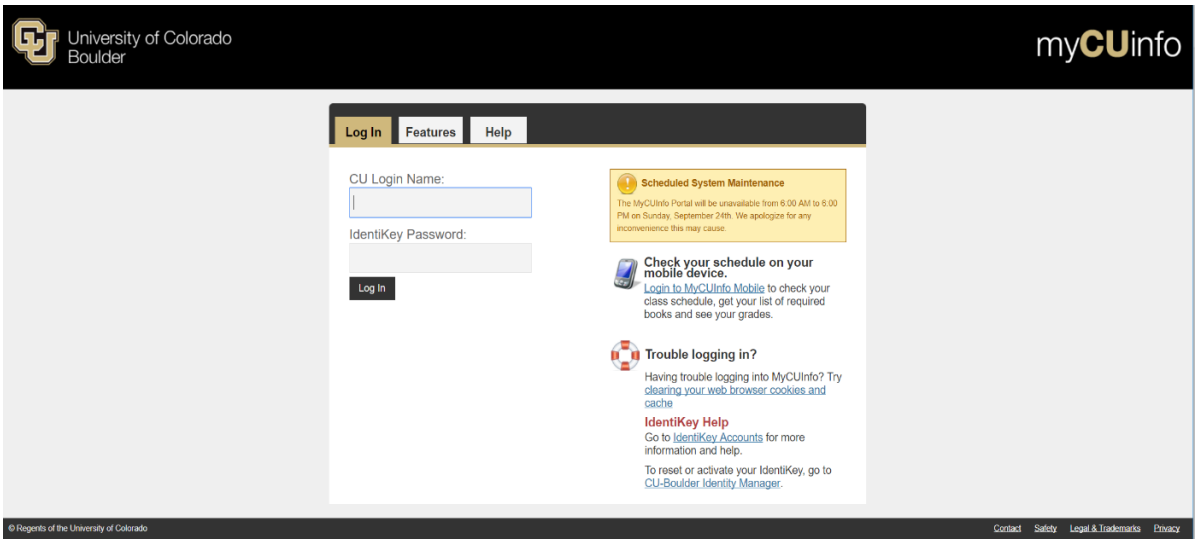
Step by Step Guide for Employees Paid Monthly
How to Create/Submit Leave Requests

Employees paid on a monthly basis must only enter and submit exception time (leave requests) in MyLeave. Examples of exception time include, vacation, sick, funeral leave and jury duty. After you submit a request for leave, an email will be sent to your supervisor for approval.

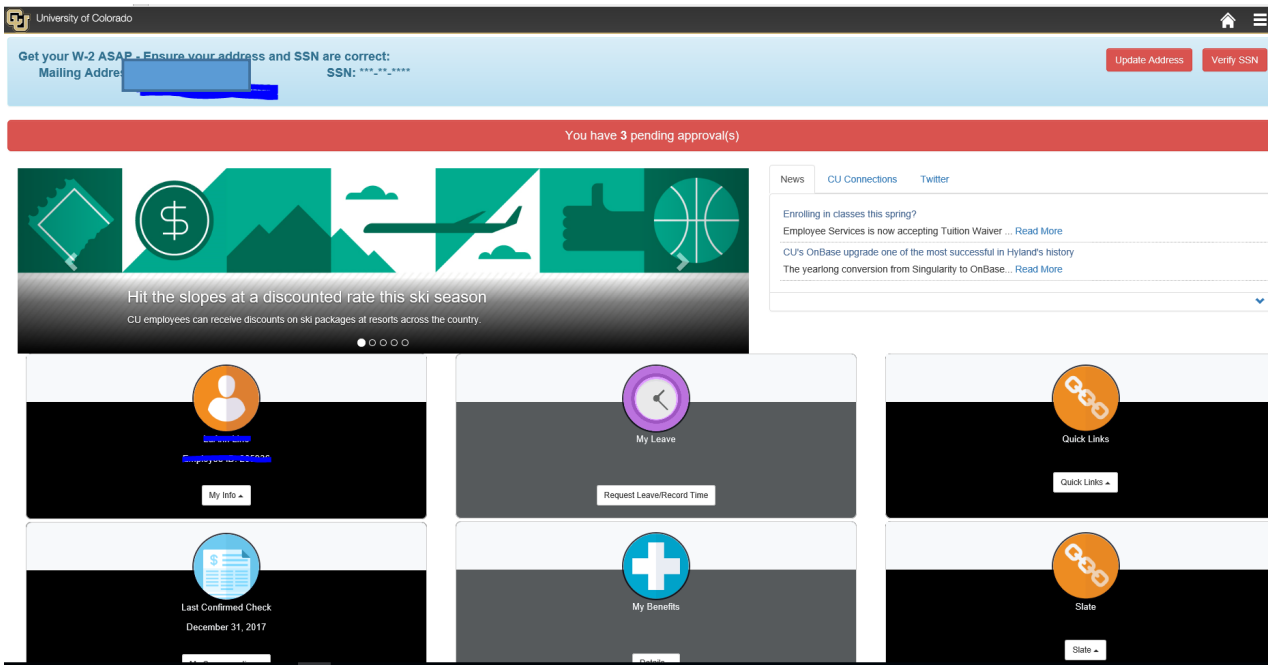
1. TO BEGIN:

Go to MyCu https://my.cu.edu/

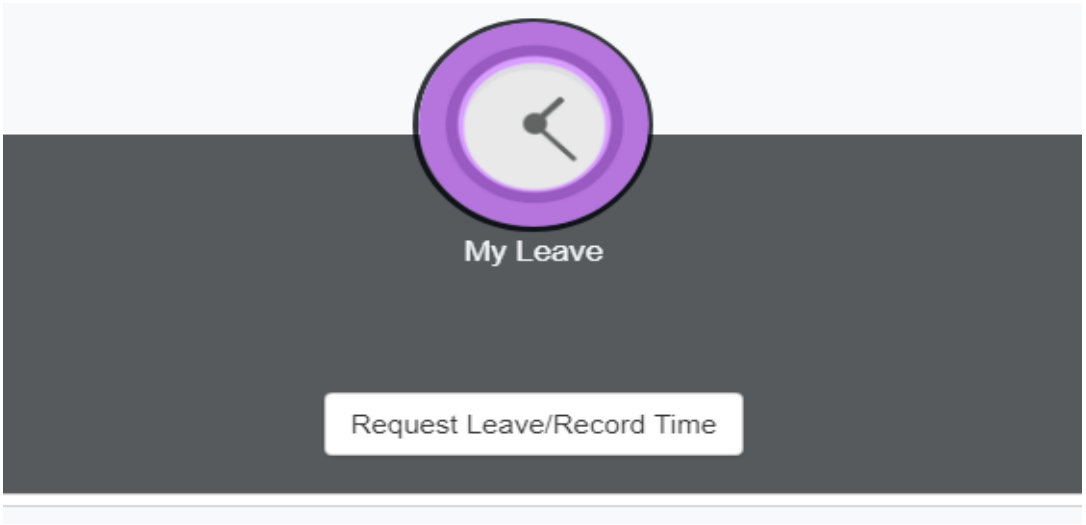
Click on CU Boulder



A. Log in with your CU login and Identikey password.

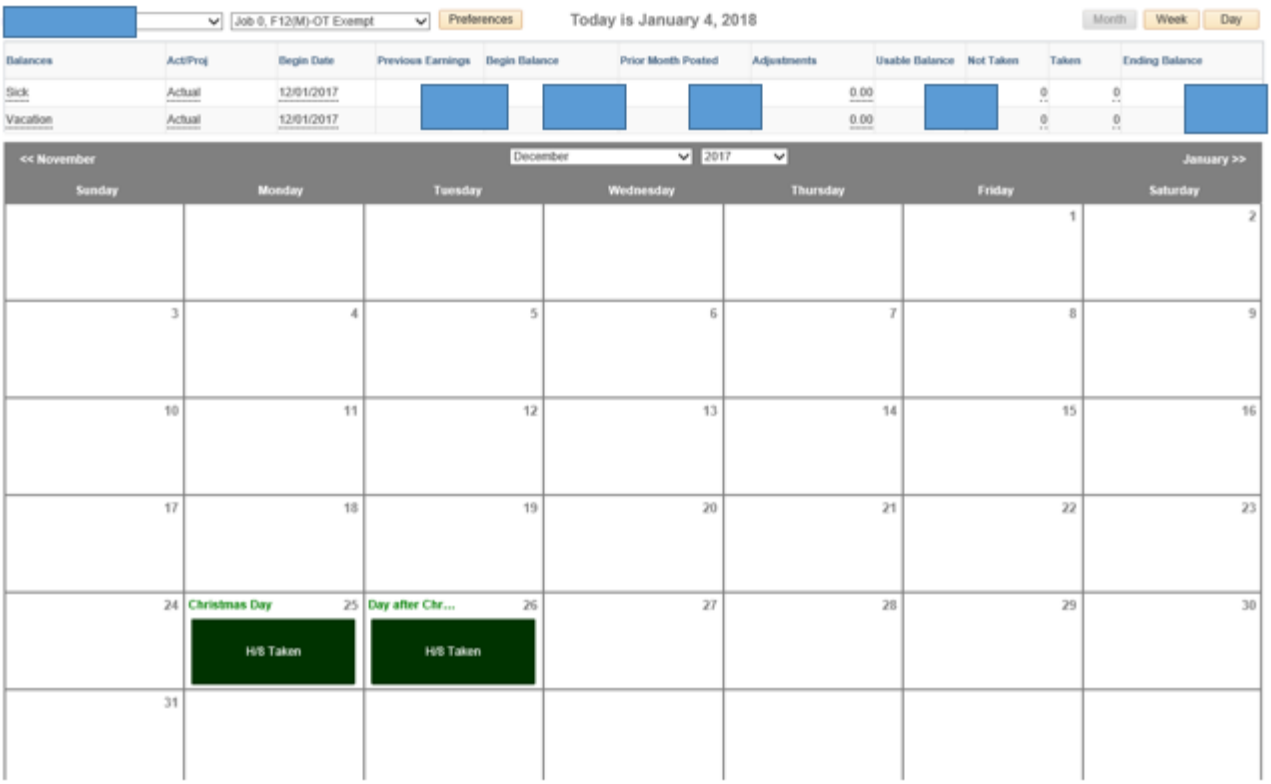


B. Your individual information will populate.



C. Click on Request Leave/Record Time

D. A blank calendar will appear.



2. SET UP 'Your Preferences in My Leave'

***IMPORTANT:** *Preferences must be set -**"before"-** entering any leave requests. If your preferences are **not** set up correctly, this **will affect** how your leave is recorded and it **will affect** your pay.*

A. Click on the yellow "**Preferences**" button located above calendar

B. In the **Holiday Schedule** section, use the dropdown menu to select either "CU Boulder Holiday Schedule" or, if you work in the NOAA Federal Building, "Federal Holiday Schedule."

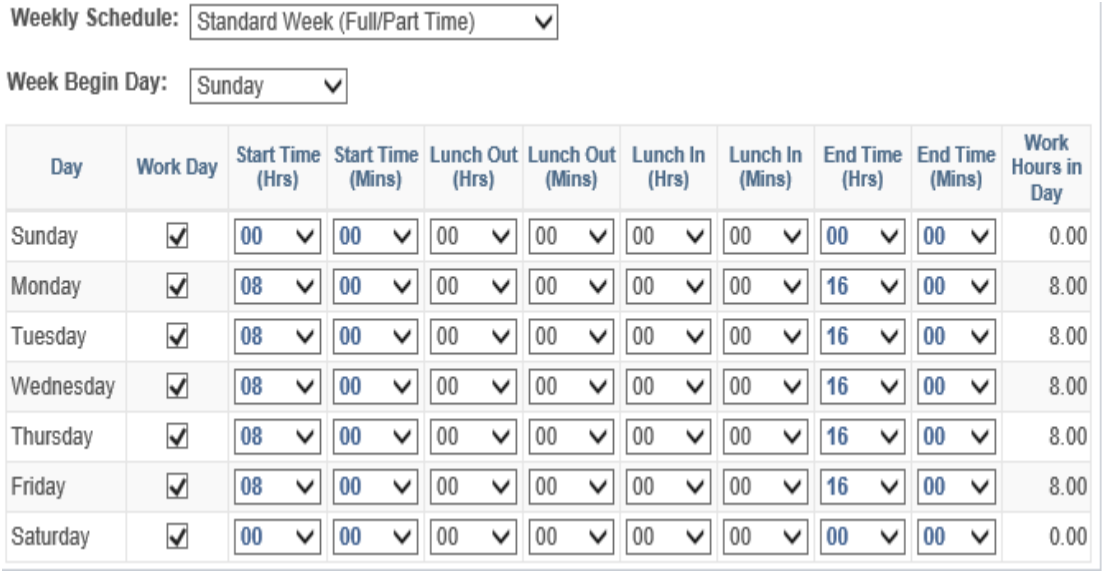
C. In the **Overtime/CompTime** section, use the dropdown menu to select "Not Applicable."

D. Enter 1/1/2018 in the MyLeave Start Date: box (unless your CIRES start date was after 1/1/2018, in which case you should enter your CIRES start date)

E. From the “Weekly Schedule” dropdown list, select “Standard Week”

F. From the “Week Begin Day” list, select Sunday

G. On “Work Day” check box for every day of the week, including Sunday and Saturday, as shown and put in hours worked for each day worked.



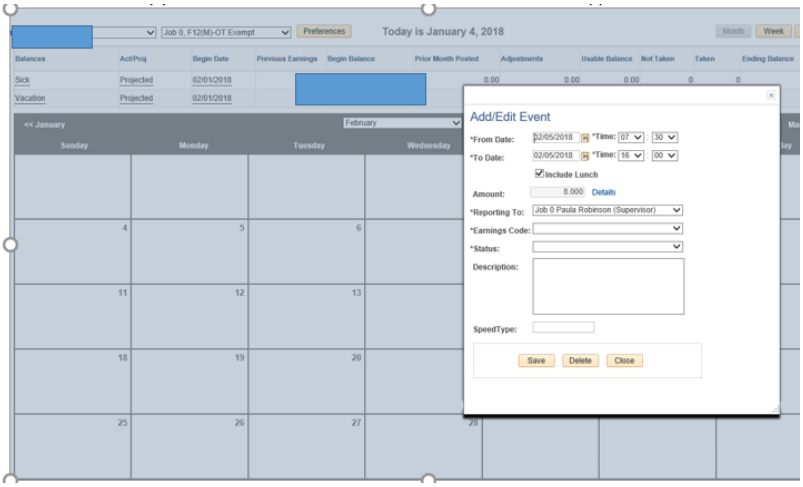
Day	Work Day	Start Time (Hrs)	Start Time (Mins)	Lunch Out (Hrs)	Lunch Out (Mins)	Lunch In (Hrs)	Lunch In (Mins)	End Time (Hrs)	End Time (Mins)	Work Hours in Day
Sunday	☑	00	00	00	00	00	00	00	00	0.00
Monday	☑	08	00	00	00	00	00	16	00	8.00
Tuesday	☑	08	00	00	00	00	00	16	00	8.00
Wednesday	☑	08	00	00	00	00	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

H. Under “Email Preferences” add your Colorado.edu email and a personal email, if you wish, and check ALL boxes in the columns labeled “As Employee”. If you are a supervisor, we highly suggest you select the two notifications Leave Approve/Deny and Timesheet Approve/Deny; the other selections are optional.

I. Click “Save & Return” because you are now done setting your preferences.

3. ADD AN EVENT ON YOUR CALENDAR (entering in leave requests).

A. Double click on day you want to take leave and the Add/Edit Event window appears:

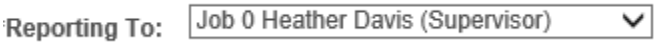


B. Update the "**From Date and To Date**" to request leave by entering the date and times you are requesting.

IMPORTANT:** ***Remember hours are Military time, eg,1:00 pm is 13:00.

C. Check that the "Amount Section" has the correct hours of leave requested. (hours may be incorrect if you have set preferences to be more or less than 8 hours a day)

D. In the "Reporting To" section, click on the correct job



***IMPORTANT:** *If you have multiple jobs, select the correct "Reporting To" Supervisor to ensure you are paid correctly and/or your leave hours are adjusted properly.*

E. In the "Earnings Code" section, select the type of leave requested:

The Earnings Codes commonly used are:

- Vacation – must always be marked as Submit a Request in Status section
- Sick Leave – may be marked as Mark as Taken or Submit a Request in Status section
- Family Sick Leave – may be marked as Mark as Taken or Submit a Request in Status section
- Jury Duty – may be marked as Mark as Taken or Submit a Request in Status section
- Funeral Leave – may be marked as Mark as Taken or Submit a Request in Status section

Other earnings codes that may be used **with HR approval** are:

- Paid Parental Leave
- Family Medical Leave

F. In the "Status" section, select Submit a Request from drop down list:

If you are requesting leave after you've taken it, e.g. unanticipated sick leave, select Mark as Taken

G. Leave the "Description Section" blank

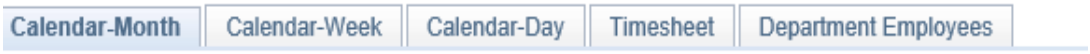
H. In the "Speedtype" section, do *"NOT"* enter anything in this section.

I. Click SAVE

After you click on Save an email will be sent to your supervisor/manager for approval if you are requesting leave.

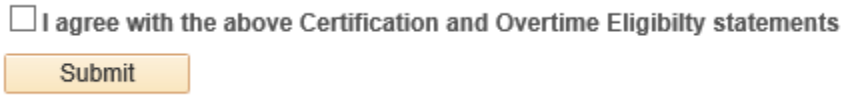
4. SUBMIT TIME SHEET WITH LEAVE REQUESTS AT BEGINNING OF FOLLOWING MONTH.

A. At the beginning of every month, submit your requested leave time sheet for the previous month. On the Calendar Tab in My Leave, click the "Timesheet tab"



B. Review your timesheet, add in any leave taken that was not requested, and make sure all of the leave hours you requested and taken are correct.

C. At the bottom of your timesheet, you will find the statement "I agree with the above Certification and Overtime Eligibility statements." Please check this box and hit the submit button.



D. After submitting your timesheet, if you find the hours you have entered are incorrect, click the "Cancel/Rebuild" button on the bottom left of your timesheet.

Now go back to the calendar and edit the incorrect leave hours.

E. Once this is complete, the timesheet must be submitted again for your Supervisor to approve (return to A.)

F. For security reasons, please log out of MyCu when you are finished.