

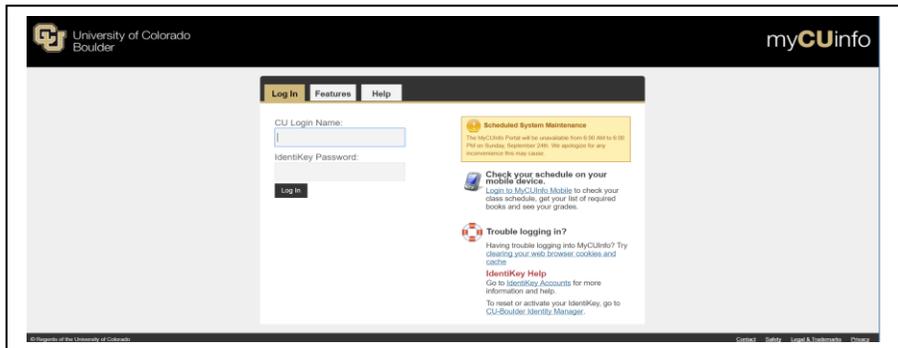
Step by Step Guide

How to Create/Submit Timesheet for

Bi-weekly paid employees

1. TO BEGIN:

Go to MyCu Portal (<http://mycuinfo.colorado.edu>)



A. Put in your identikey and password and click on login

B. Click on Request Leave/Record Time



C. After selecting this, a blank calendar will appear.

<< November		December		2017		Ja	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
					1		
3	4	5	6	7	8		
10	11	12	13	14	15		BW
17	18	19	20	21	22		
24	25	26	27	28	29		BW
31							

2. NOW YOU WILL SET UP ‘Your Preferences in My Leave’

***IMPORTANT:** Preferences must be set **“before”** entering any time worked. If your preferences are **not** set up correctly, it **will affect** how your time is recorded and it **will affect** your pay.

A. Click on the yellow “Preferences” button

Preferences

B. Select “No Holiday Schedule”

Holiday Schedule:

C. In the Overtime/Comptime section, select Overtime from the drop down box

Overtime/CompTime Eligible:

D. If you are a new employee (this includes *Transfer from another campus; *Rehire; or *if it’s your first time working for the University,) enter your start date in the upper right hand corner of the window under “My Leave Start Date”

MyLeave Start Date:

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

Weekly Schedule:

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

Week Begin Day: ▾

G. On “Work Day” check box for every day of the week, but leave all hours blank

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 checked="" type="checkbox"/>	<input type="text" value="00"/> ▾	0.00							
Monday	<input checked="" type="checkbox"/>	<input type="text" value="00"/> ▾	0.00							
Tuesday	<input checked="" type="checkbox"/>	<input type="text" value="00"/> ▾	0.00							
Wednesday	<input checked="" type="checkbox"/>	<input type="text" value="00"/> ▾	0.00							
Thursday	<input checked="" type="checkbox"/>	<input type="text" value="00"/> ▾	0.00							
Friday	<input checked="" type="checkbox"/>	<input type="text" value="00"/> ▾	0.00							
Saturday	<input checked="" type="checkbox"/>	<input type="text" value="00"/> ▾	0.00							

H. Email Preferences: Under “CC All Emails” enter in your Supervisors email address

I. Under “My Leave Email Triggers” section, check ALL boxes under “As Employee” AND “As Supervisor”

J. Click “Save and Return” because you are now done setting your preferences.

3. ADD AN EVENT ON YOUR CALENDAR (entering in the time you worked.)

A. Click “Add Time” in the upper right of the window

The Add/Edit Event window appears

IMPORTANT: You will **ALWAYS need to do an “Add/Edit Event” for each day you have worked.*

B. Update the “From Date and To Date” to record the days/hours worked by entering the date and times you worked.

*From Date: *Time: ▾ : ▾

*To Date: *Time: ▾ : ▾

***IMPORTANT:** Remember hours are to be entered in Military time.

- Examples: 1:00 pm is 13:00
 2:00 pm is 14:00
 3:00 pm is 15:00
 4:00 pm is 16:00
 5:00 pm is 17:00

C. ALWAYS uncheck this box

Include Lunch

D. Check that “Amount Section” = the correct hours

Amount:

E. In the “Reporting To” section, click on the correct job

*Reporting To:

***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.*

F. In the “Earnings Code” section, for **Student Hourly positions select ‘Student Hourly’**

*Earnings Code:

For **Temp Aide positions, select ‘Regular Earnings’**

*Earnings Code:

G. In the “Status” section, mark as worked

*Status:

H. Leave the “Description Section” blank

I. In the “Speedtype” section, do **“not”** enter anything in this section, unless you are instructed to by your Supervisor.

J. Click SAVE

4. SUBMIT TIME SHEET FOR APPROVAL

A. Once you are finished entering your time on the Calendar Tab in My Leave, click the “Timesheet tab”

B. Review your timesheet and make sure all of the hours you worked are correct

C. Review your reported time week-by-week to ensure accuracy as well

D. 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 then hit the submit button.

I agree with the above Certification and Overtime Eligibility statements

- E. 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 you can edit the timesheet hours

- F. Once this is complete, the timesheet must be submitted again for your Supervisor to approve
- G. ALWAYS make sure you have logged out of MyCu when you are finished

