

## Human Capital Management: Step-by-Step Guide

### Setting Your Preferences in MyLeave

1. Navigation (from the UCD Portal): CU Resources (if applicable, this may be your homepage) > CU Resources Home (drop-down menu) > My Info and Pay > My Leave



Or select it directly from the CU Resources home page.

If you are new to MyLeave, you will start by setting up your information by clicking on the Preferences button. Keep in mind the following:

- Select the correct holiday schedule:

Holiday Schedule:

- If you are a **new employee**, enter your start date:

MyLeave Start Date:

- If you are a **CU employee but new to MyLeave**, your start date will be one month prior to your transfer hire date.
- Enter the hours of your anticipated work schedule using military time.
- Any changes or additions will not take effect until you click the

button at the bottom of the Preferences tab.

### Entering Leave Requests on Your Calendar

To add a leave request on your calendar:

1. Click  to the right of the Current date or by clicking the specific date in the calendar. The Add/Edit Event window appears:

## Add/Edit Event

\*From Date:  \*Time: 08 : 00

\*To Date:  \*Time: 17 : 00

Include Lunch

Amount:  [Details](#)

\*Reporting To:

\*Earnings Code:

\*Status:

Description:

SpeedType:

2. Update the **\*From Date** and **\*To Date** to record the days/hours of leave you are requesting and adjust the time (if a partial day) if needed.
3. Select **Include Lunch** if the time you entered includes lunch. If not, unselect this box.
4. Select the appropriate **\*Earnings Code** from the drop-down menu. Most common instances of exception time include: vacation, sick, and family sick leave.
5. Select the **\*Status** from the drop down. This includes the option of 'Submit a Request' or 'Do Not Submit a Request' (used if you're unsure of the request or dates).

Status:

6. In **Description** box type an explanation, if necessary.
7. You do not need to enter anything in the SpeedType field.
8. Select **Save** to submit your reported action.

When you return to the calendar you see the submitted and not submitted requests:

20	21	22	23	24	25	26
	Requested 16 hrs (2 days) Using some Comp Time toward my vacation-Compensatory Time		Not Requested 24 hrs (3 days) -Vacation Leave			

## Important! – Non-Exempt Employees

**Non-Exempt employees** must populate all days with hours worked in order to avoid a dock in pay. This includes regular hours worked and exception time.

To enter hours worked, click on the **Add Time** button at the top of the calendar screen. Make sure the dates cover the entire month, then enter “Regular Earnings Salary” as the earnings code and the status as “Marked as Worked” then hit save.

## Submitting your Timesheet

Calendar-Month

Calendar-Week

Calendar-Day

**Timesheet**

Select the timesheet tab. The timesheet will provide a week by week snapshot of the hours you reported on the calendar tab. At the bottom, you will see the summary of the time period that you are submitting.

\*Pay Period Ending: 09/01/15 - 09/30/15 leave to be reported for 09/30/15 Job 0, UOT-OT Elig

Job: 0, Department: 51000 -- Time Worked from 09/01/2015 through 09/30/2015. Based on standard hours per week of 40

Not Submitted

08/30/2015 through 09/05/2015

Week 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sub Total	Adjust	Total
	08/30	08/31	09/01	09/02	09/03	09/04	09/05				
Time In			07:30	07:30	07:30	07:30					
Time Out			16:30	16:30	16:30	16:30					
Regular Earnings	0	0	9	9	9	9	0		36	0	36
Total	0	0	9	9	9	9	0		36	0	36

09/06/2015 through 09/12/2015

Week 2	Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sub Total	Adjust	Total
	09/06	09/07	09/08	09/09	09/10	09/11	09/12				
Time In											
Time Out											
Holiday	0	9	0	0	0	0	0		9	0	9
Total	0	9	0	0	0	0	0		9	0	9

09/13/2015 through 09/19/2015

Week 3	Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sub Total	Adjust	Total
	09/13	09/14	09/15	09/16	09/17	09/18	09/19				
Total	0	0	0	0	0	0	0		0	0	0

09/20/2015 through 09/26/2015

Week 4	Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sub Total	Adjust	Total

Totals						
Send To HRMS	Earn Code	Description	Hours	Rate	Total	
Y	REG	Regular Earnings	61.5	1	61.5	
N	HOL	Holiday	9	1	9	
		TOTAL:	70.5		70.5	

Speed Types							
Speed Type	Send To HRMS	Earn Code	Description	Hours	Rate	Total	Edit
	Y	REG	Regular Earnings	61.5	1	61.5	Edit

After you agree with what is reported on your timesheet, you will need to certify this by checking the certification box. You will then submit your timesheet for review and approval by your supervisor.

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 my hourly rate. Failure to receive advance approval for overtime or 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

## Additional Tips When Completing Your Time

- **Submit your timesheet to your supervisor by the 5<sup>th</sup> of each month** for the month previous. If you do NOT submit your timesheet:
  - You may not get paid!
  - Your Leave accruals will not be correct.
  - If you see DK1 in the summary, this means a dock and you will be missing money from your pay! If you worked the entire month or had enough exception time to cover time off, you will want to correct this.
- If you submit a request for leave prior to the event and have not seen an email approving/denying your request, it is suggested that you follow-up with your supervisor within 48 business hours.
- Ensure all vacation requests are approved in a timely manner, or you will not be able to submit your timesheet.

- All sick and vacation leave requests must be approved by your supervisor. Some sick leave requests may be entered as “Mark as Taken” if the event was unexpected and you were unable to request leave in advance.

## Comp Time and Overtime

**Overtime Pay:** FLSA requires that an employee in an FLSA non-exempt (eligible for overtime) position is paid overtime or granted compensatory time when hours worked exceed 40 hours in a scheduled workweek. Both overtime and compensatory time are paid at a rate of one and one-half hours for each hour of overtime/compensatory time worked.

- State personnel rules consider all work time for overtime calculation, excluding holidays and authorized paid leaves such as vacation, sick leave, jury duty, funeral leave, etc. For example, an employee works 36 hours, takes 4 hours of vacation leave, and then works 4 additional hours. This employee is paid 44 hours at the regular rate of pay, since the total hours at work are equal to 40.
- When you physically work over 40 hours in a week, place the hours as Regular hours worked and the My Leave will calculate your comp time/overtime.
- Comp time is currently tracked manually.