Human Capital Management: Step-by-Step Guide

Setting Your Preferences in MyLeave

1. Select the MyLeave tile on the CU Resources tab (this may be your homepage):

   ![MyLeave Interface]

   My Leave
   Vacation: 0 hours, Sick: 0 hours
   Request Leave/Record Time

   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: UC Denver Downtown

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

     MyLeave Start Date: [Hire Date Listed Here]

   ➢ 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 Save & Return button at the bottom of the Preferences tab.

Entering Leave Requests on Your Calendar

To add a leave request on your calendar:

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

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:
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 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

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.
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.

**Additional Tips When Completing Your Time**

- **Submit your timesheet to your supervisor by the 5th 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.