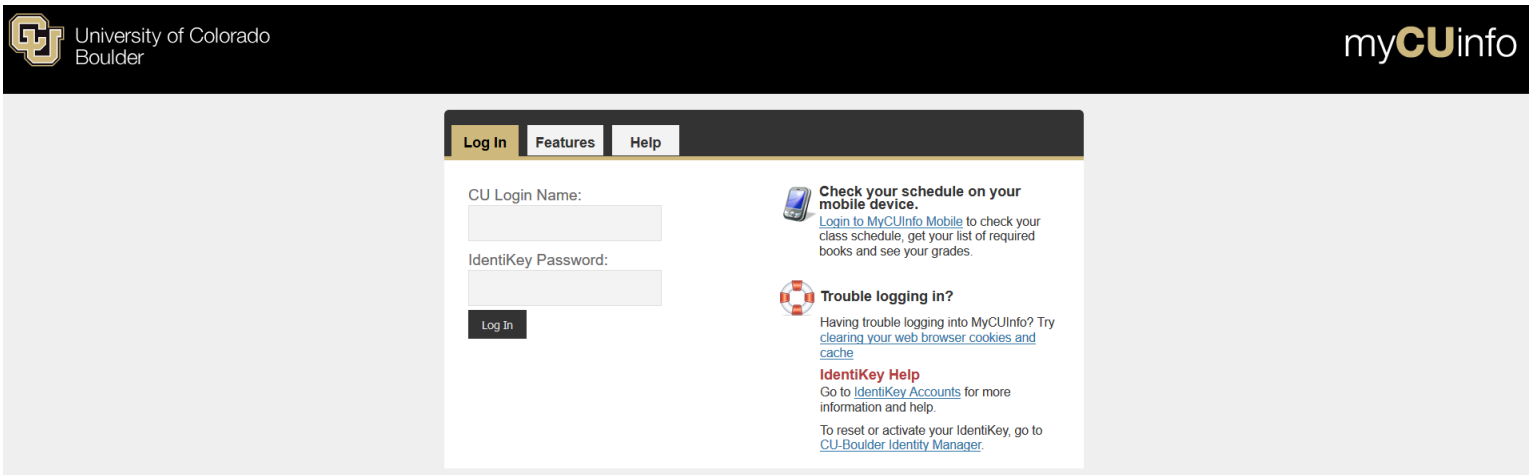
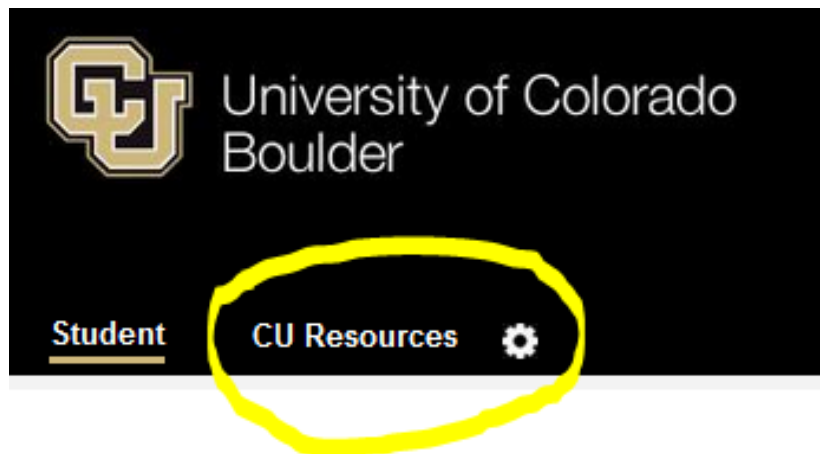


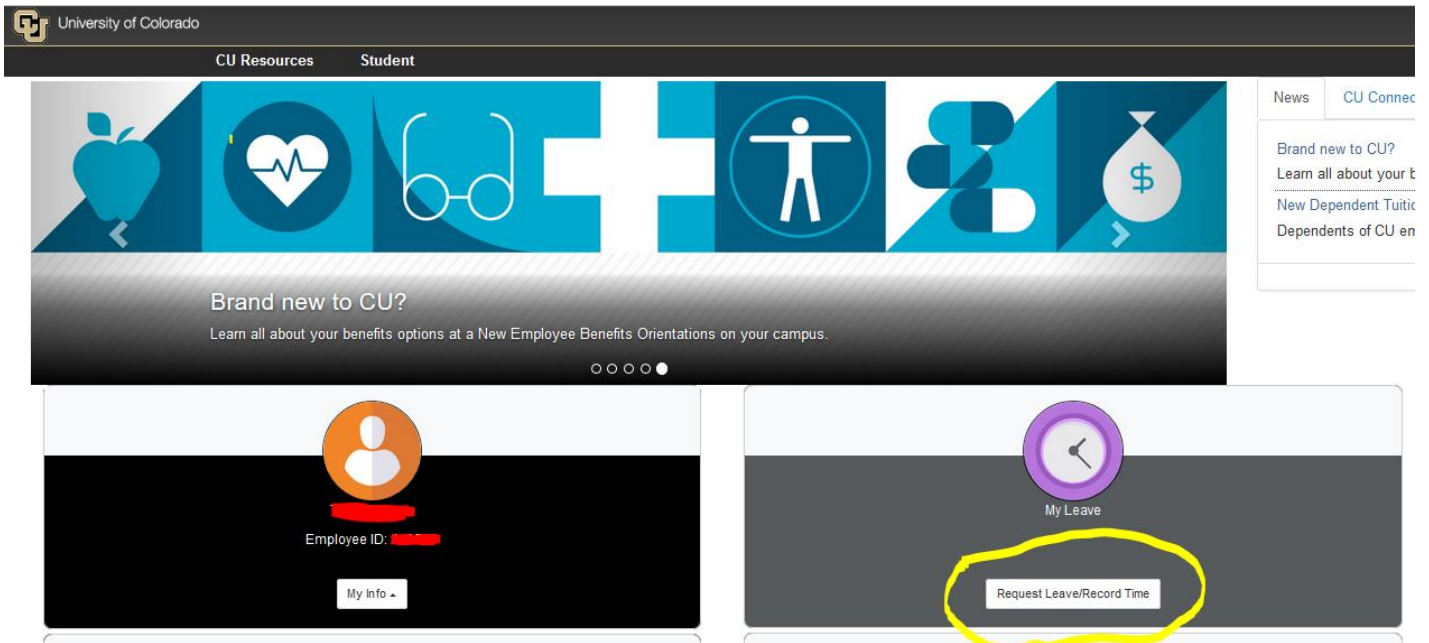
Step One: Log in to myCUinfo using your Identikey.



Step Two: Navigate to your CU Resources tab.



Step Three: Click on the MyLeave Tile, "Request Leave/Record Time"



Step Four: Make sure you select the “Calendar-Month” view option.

Calendar-Month

Calendar-Month | Calendar-Week | Calendar-Day | Timesheet | Department Employees

Job 0, TMP(H)-OT Elig | Preferences | Today is July 18, 2017 | View My Calendar | Add Time | Month | Week | Day

Balances	Act/Proj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Balance
			0.00	0.000000	0.00	0.00	0.00	0.00		--

<< June | July | 2017 | August >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						BW End - 1
2	3	4	5	6	7	8
9	10	11	12	13	14	BW End - 15
16	17 Today	18	19	20	21	22
23	24	25	26	27	28	BW End - 29
30	31					

Step Five: Set up your preferences using the following parameters:

- Holiday Schedule: No Holiday Schedule
- Overtime/CompTime Eligible: Not Applicable
- 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 automatically 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. You can enter an alternate email address if you prefer (example: personal email address).

My Leave Preferences
✕

Holiday Schedule: No Holiday Schedule ▾

Overtime/CompTime Eligible: Not Applicable ▾ MyLeave Start Date: 06/01/2017

Default Work Days and Hours

Weekly Schedule: Standard Week (Full/Part Time) ▾

Week Begin Day: Sunday ▾

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"/>	08 ▾	00 ▾	00 ▾	00 ▾	00 ▾	00 ▾	16 ▾	00 ▾	8.00
Monday	<input checked="" type="checkbox"/>	08 ▾	00 ▾	00 ▾	00 ▾	00 ▾	00 ▾	16 ▾	00 ▾	8.00
Tuesday	<input checked="" type="checkbox"/>	08 ▾	00 ▾	00 ▾	00 ▾	00 ▾	00 ▾	16 ▾	00 ▾	8.00
Wednesday	<input checked="" type="checkbox"/>	08 ▾	00 ▾	00 ▾	00 ▾	00 ▾	00 ▾	16 ▾	00 ▾	8.00
Thursday	<input checked="" type="checkbox"/>	08 ▾	00 ▾	00 ▾	00 ▾	00 ▾	00 ▾	16 ▾	00 ▾	8.00
Friday	<input checked="" type="checkbox"/>	08 ▾	00 ▾	00 ▾	00 ▾	00 ▾	00 ▾	16 ▾	00 ▾	8.00
Saturday	<input checked="" type="checkbox"/>	00 ▾	00 ▾	00 ▾	00 ▾	00 ▾	00 ▾	00 ▾	00 ▾	0.00

Email Preferences

CC All Emails To:
(Separate multiple email address with a semi-colon.)

MyLeave Email Triggers	As Employee	As Supervisor
Alter Event	<input type="checkbox"/>	<input type="checkbox"/>
Timesheet Cancel / Rebuild	<input type="checkbox"/>	<input type="checkbox"/>
Designate Change	<input type="checkbox"/>	<input type="checkbox"/>
Leave Approve / Deny	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Leave Request Delete	<input type="checkbox"/>	<input type="checkbox"/>
Preferences Change	<input type="checkbox"/>	<input type="checkbox"/>
Leave Request	<input type="checkbox"/>	<input type="checkbox"/>
Timesheet Submit	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Timesheet Auto-generated	<input type="checkbox"/>	<input type="checkbox"/>
Timesheet Approve / Deny	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Step Five: 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**
 - **Temp Aide: Regular Earnings**
 - Status: Mark as Worked
- Save the entry.

Add/Edit Event

*From Date: 07/18/2017 *Time: 08 : 00

*To Date: 07/18/2017 *Time: 12 : 00

Include Lunch

Amount: 4.000 Details

*Reporting To: Job 0 Amy Moreno (Supervisor)

*Earnings Code: Regular Earnings

*Status: Mark as Worked

Description:

SpeedType:

Save Delete Close

Add/Edit Event

*From Date: 07/18/2017 *Time: 13 : 00

*To Date: 07/18/2017 *Time: 16 : 00

Include Lunch

Amount: 3.000 Details

*Reporting To: Job 0 Amy Moreno (Supervisor)

*Earnings Code: Regular Earnings

*Status: Mark as Worked

Description:

SpeedType:

Save Delete Close

- The time will now show on your calendar.

<< June		July		2017		August >>	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
						BW End - 1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	BW End - 15	
16	17	Today 18 R/4 Worked R/3 Worked	19	20	21	22	
23	24	25	26	27	28	BW End - 29	
30	31						

Step Six: Submit your timesheet the Monday *after* the end of the biweekly pay period as indicated on your calendar (“BW End”).

- Make sure that your total number of hours worked appears and is correct.
- Check that you agree with the statements.
- Click submit. Your supervisor will approve your timesheet.

Calendar-Month | Calendar-Week | Calendar-Day | **Timesheet** | Department Employees

*Pay Period Ending: 07/02/17 - 07/15/17 leave to be reported for 07/15/17 Job 0, TMP-OT Elig

XXXXXXXX - Job: 0, Department: 10507 -- Time Worked from 07/02/2017 through 07/15/2017. Based on standard hours per week of 1
Not Submitted

07/02/2017 through 07/08/2017												
Week 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat			Sub Total	Adjust	Total
	07/02	07/03	07/04	07/05	07/06	07/07	07/08					
Total	0	0	0	0	0	0	0			0	0	0

07/09/2017 through 07/15/2017												
Week 2	Sun	Mon	Tue	Wed	Thu	Fri	Sat			Sub Total	Adjust	Total
	07/09	07/10	07/11	07/12	07/13	07/14	07/15					
Time In			08.00									
Time Out			12.00									
Regular Earnings	0	0	4	0	0	0	0			4	0	4
Total	0	0	4	0	0	0	0			4	0	4

Totals						
Send To HRMS	Earn Code	Description	Hours	Rate	Total	
Y	REG	Regular Earnings	4	1	4	
		TOTAL:	4		4	

Speed Types							
Speed Type	Send To HRMS	Earn Code	Description	Hours	Rate	Total	Edit
	Y	REG	Regular Earnings	4	1	4	<input type="button" value="Edit"/>

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 regular rate. Failure to obtain 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