From the CU Resources Tab, locate the MyLeave tile.

If your preferences have not already been set, please see section C: Setting Preferences. Otherwise, you may record hours. To enter time, click on the date of the hours worked on the calendar view. **DO NOT USE THE ADD TIME BUTTON.**

A small box will pop up for you to enter the hours worked on that date. **All hours worked are entered in 24 hour time (Military Time).** Enter the beginning time of your shift in the top set of boxes and the end time of your shift in the bottom set of boxes. If your preferences are set correctly, checking and unchecking the Include Lunch box will make no change.

After entering your hours, make sure the correct supervisor shows in the Reporting To box. If you have multiple positions on campus, use the dropdown menu to select the correct job number and supervisor for each time entry. If you have multiple positions reporting to the same supervisor, make sure you know which position is related to which job number to ensure you are recording hours on the correct position.

In the Earnings Code box, choose **Student Hourly.** If recording sick leave, choose **Hourly Sick Leave.** Do NOT request more hours of sick leave than you have accrued or your pay will be docked. If a student employee serves jury duty, please contact Student Employment for instructions.

In the Status box, choose **Mark as Worked.**

When you have finished entering your shift per the instructions, click **Save** at the bottom of the entry. A blue box indicating the total number of hours for the shift will show up on your calendar for the corresponding date. You may return and edit the entry if needed by clicking on this blue box.
**B: Submitting a Timesheet**

At the end of each pay period (every two weeks) a MyLeave timesheet must be submitted to your supervisor. If a timesheet is not submitted on time, you may not be paid on time.

For exact dates of all pay periods, visit the Student Employment website at:

https://stuemp.uccs.edu/payroll-calendar

Once you have repeated steps 1-8 for each shift worked during a pay period, click on the Timesheet tab within MyLeave.

Verify that all hours are correct, and scroll to the bottom of the page, check the box under the timesheet certification and click Submit.

If you have multiple positions on campus, use the dropdown at the top of the timesheet to find the job number for any other positions and repeat step 11 to submit your timesheet.

If a MyLeave error is encountered, please contact Student Employment immediately to avoid a delay in payroll processing.

**C: Setting Preferences**

Preferences in MyLeave for students should really be defaulted. With that in mind, the UCCS Student Employment office is now setting preferences for students when we complete a new hire (as of January 2022). If you login to MyLeave for the first time and are prompted to set your preferences, it just means that we missed this step when completing your hire. Preferences must be set before your time will be recorded accurately. This step is very important, if your preferences are incorrect, it may prevent you from being paid on time or correctly. If done correctly, preferences need only be set once.

Click Preferences to make the required changes.
Set your preferences to match the image below. You will also need to type in your start date in the box in the top right-hand corner. **If you have more than one position, the start date should be the earliest start date.** Please contact Student Employment if you are unsure of your start date.

At any time if you have any questions or need any assistance, contact the Student Employment Office.

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