A: Setting Preferences

1. From the CU Resources Tab, locate the MyLeave tile and click Request Leave/Record Time.

2. Once you are in MyLeave, you need to set your preferences before your time will be recorded accurately. This step is very important, as if your preferences are incorrect, it may prevent you from being paid on time. If done correctly, preferences need only be set once.

   Click Preferences to make the required changes.

3. 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.
After setting your preferences, 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.

In the Earnings Code box, choose **Student Hourly.** For student employees (Student
Assistant 1-6) **NO OTHER EARNINGS CODE IS ACCEPTABLE.** 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.

Repeat steps 4 through 9 until you have added all hours worked in any position on campus.
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:

http://www.uccs.edu/stuemp/calendar.html

To submit a timesheet, 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 13 to submit your timesheet.

**Hours must be entered and a timesheet must be submitted for every pay period worked.**

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

719-255-3454       stuemp@uccs.edu       Cragmor Hall Room 104

If you believe you have missed submitting a timesheet or you do not receive a paycheck, contact your supervisor immediately.