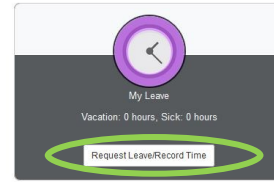


Using MyLeave to Record and Submit Hours Worked

A: Setting Preferences

1

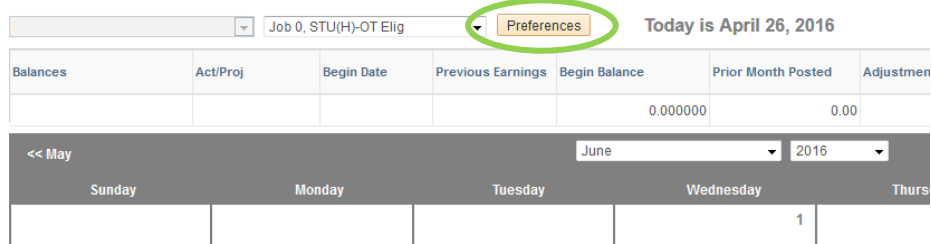
From the CU Resources Tab, locate the MyLeave tile and click **Request Leave/Record Time**.



2

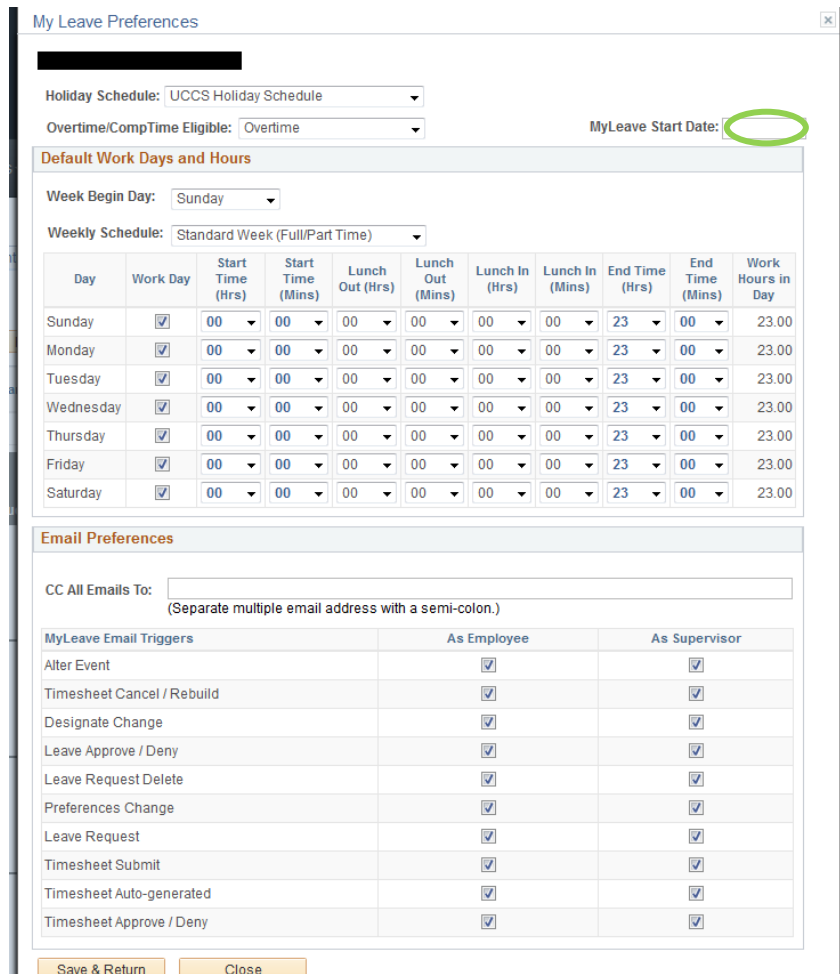
Once you are in MyLeave, you need to set your preferences before your time will be recorded accurately. This step is very important, as if your preferences are incorrect, it may prevent you from being paid on time. If done correctly, preferences need only be set once.

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.*

A screenshot of the "My Leave Preferences" form. The form includes several sections: "Holiday Schedule" (UCCS Holiday Schedule), "Overtime/CompTime Eligible" (Overtime), and "MyLeave Start Date:" (circled in green). The "Default Work Days and Hours" section includes "Week Begin Day" (Sunday) and "Weekly Schedule" (Standard Week (Full/Part Time)). Below this is a table with columns: 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), and Work Hours in Day. The table shows settings for Sunday through Saturday. The "Email Preferences" section includes a "CC All Emails To:" field and a table for "MyLeave Email Triggers" with columns "As Employee" and "As Supervisor". The table lists various triggers with checkboxes for each column. At the bottom, there are "Save & Return" and "Close" buttons.

B: Entering Time

4

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.

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

<< May June 2016 July >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
	5	6	7	8	9	10
						11

5

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.

Add/Edit Event

*From Date: 06/06/2016 *Time: 10 : 00
*To Date: 06/06/2016 *Time: 11 : 00
 Include Lunch

6

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.

*Reporting To: Job 0 Jane Doe (Supervisor) ▼

7

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.

*Earnings Code: Student Hourly ▼

8

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

*Status: Mark as Worked ▼

9

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.

Save Delete Close

6
S/1 Worked

10

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

C: Submitting a Timesheet

11

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>

12

To submit a timesheet, click on the Timesheet tab within MyLeave.



13

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

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

Submit

14

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.

15

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.

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stuemp@uccs.edu

Cragmor Hall Room 104

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