Using MyLeave to Record and Submit Hours Worked
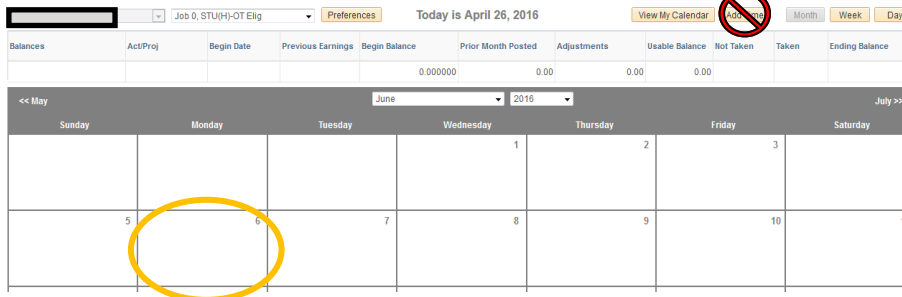
A: Entering Time

1 From the CU Resources Tab, locate the MyLeave tile.

My Leave

2 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.**

3 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.

4 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.

5 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.

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

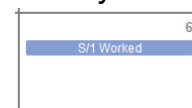**7** In the *Status* box, choose **Mark as Worked.**

8 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

9 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

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

| Calendar-Month | Calendar-Week | Calendar-Day | Timesheet |
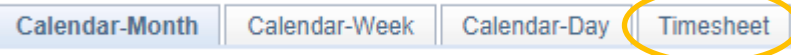
11 Verify that all hours are correct, and scroll to the bottom of the page, check the box under the timesheet certification and click **Submit.**

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 Eligibilty statements

Submit

12 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.

*Pay Period Ending: 12/26/21 - 01/08/22 leave to be reported for 01/08/22 Job 0, STU-OT Elig ▾

13 **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.
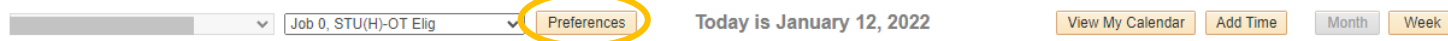
719-255-3454   stuemp@uccs.edu   Cragmor Hall Room 104

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

C: Setting Preferences

15 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, 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.

| ▾ | Job 0, STU(H)-OT Elig ▾ | Preferences | Today is January 12, 2022 | View My Calendar | Add Time | Month | Week |

16 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.*

My Leave Preferences   ×

▮▮▮▮▮▮▮▮▮▮

Holiday Schedule: UCCS Holiday Schedule ▼

Overtime/CompTime Eligible: Overtime ▼   **MyLeave Start Date:** 08/18/2014

Default Work Days and Hours

Week Begin Day: Sunday ▼

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

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	☑	00 ▼	00 ▼	00 ▼	00 ▼	00 ▼	00 ▼	23 ▼	00 ▼	23.00
Monday	☑	00 ▼	00 ▼	00 ▼	00 ▼	00 ▼	00 ▼	23 ▼	00 ▼	23.00
Tuesday	☑	00 ▼	00 ▼	00 ▼	00 ▼	00 ▼	00 ▼	23 ▼	00 ▼	23.00
Wednesday	☑	00 ▼	00 ▼	00 ▼	00 ▼	00 ▼	00 ▼	23 ▼	00 ▼	23.00
Thursday	☑	00 ▼	00 ▼	00 ▼	00 ▼	00 ▼	00 ▼	23 ▼	00 ▼	23.00
Friday	☑	00 ▼	00 ▼	00 ▼	00 ▼	00 ▼	00 ▼	23 ▼	00 ▼	23.00
Saturday	☑	00 ▼	00 ▼	00 ▼	00 ▼	00 ▼	00 ▼	23 ▼	00 ▼	23.00

Email Preferences

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

MyLeave Email Triggers	As Employee	As Supervisor
Alter Event	☑	☑
Timesheet Cancel / Rebuild	☑	☑
Designate Change	☑	☑
Leave Approve / Deny	☑	☑
Leave Request Delete	☑	☑
Preferences Change	☑	☑
Leave Request	☑	☑
Timesheet Submit	☑	☑
Timesheet Auto-generated	☑	☑
Timesheet Approve / Deny	☑	☑

[Save & Return]   [Close]

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