My Leave Basics

Important!:

- ***All Job Data information must be accurate before departments start to use My Leave.***
- ***Leave for Post Docs, Residents and 9 month faculty will be tracked outside of My Leave. All other positions are tracked in My Leave.***
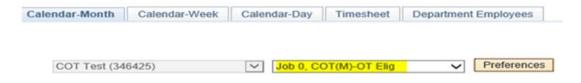
Job Data and Leave

- Salaried Employees are paid based on the compensation amount coded in their Job Data and that is the information the system uses to record the payment on the pay line.

- The salary paid for monthly employees is current for that month.

- Leave and exception hours are recorded the month after they are taken in My Leave.

*Pay Period Ending:	06/01/20 - 06/30/20 leave to be reported for 07/31/20 Job 0, COT-OT Elig	∨	Esse

Totals

Send To HRMS	Earn Code	Description	Hours	Rate	Total	
N	RGS	Regular Earnings Salary	168	1	168	
Y	SCK	Sick Leave	8	1	8	
		TOTAL:	176		176	

Speed Types

Speed Type	Send To HRMS	Earn Code	Description	Hours	Rate	Total	Edit
	Y	SCK	Sick Leave	8	1	8	Edit

The job must be correct for My Leave to be correct

The following fields from Position Data feed to an employee's Job Data information, and then to My Leave:

- Reports to (position number) – The person in this position approves timesheets and leave requests in My Leave for the employee.

- Standard Hours – Used by My Leave to calculate earnings coded as Additional Straight. Time (ATS), Additional Regular Hours (XRG), Overtime (OTM) and Compensatory Earned (CME) for non-exempt employees.

- FLSA Status – Exempt or non-exempt for overtime calculations.

- Pay Group.

- Employee Type – Hourly or salary.

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

COT Test (346425)	∨	Job 0, COT(M)-OT Elig	∨	Preferences

Note: If there is no "reports to" assigned, the timesheet will auto-approve

- Below is a link to the Document Library, including all My Leave step-by-step guides:
  https://www.cu.edu/docs/M?text=&dept=68933

- Another good source is the HCM Community > Pay Employees > Collect and Enter time step-by-step guide: https://www.cu.edu/hcm-community/collect-and-enter-time