

# 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

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
	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>