

How to submit your time with MyLeave

The Dining and Hospitality Student Employee guide **University of Colorado at Colorado Springs**

This handout will show you how to enter and submit your time, through the program MyLeave, every two weeks in order to be paid correctly. It is important that you follow these steps precisely, or you may not get paid on time or the correct amount. Please ask questions if you are not sure what to do! The sooner you ask for help, the sooner you will get paid and the easier it will be for us to help you!

You must have your labeled timecards and access to the CU Resources tab in your student portal. You can access your portal at my.uccs.edu. It can take up to seven business days before you have access to your CU Resources tab, so if you do not yet have access, contact either Student Director by email or phone (255-4178) and bring your timecards to the office at the Lodge dining facility so your times can be manually entered.

The first time you use MyLeave, you may need up to half an hour to carefully set your preferences by following the pictures and instructions in this handout. After you become familiar with the program, you will not need more than five minutes to enter and submit your time—and you will begin receiving paychecks every two weeks!

Student Director Contact Information

719-255-4178

Amber Bivins, Student Director of Residential Dining & Catering:

abivins@uccs.edu

Office Hours:

Monday 8 a.m. to 9 a.m.

Tuesday 11 a.m. to 5 p.m.

Wednesday 8 a.m. to 9 a.m.

Thursday 11 a.m. to 5 p.m.

Friday 8 a.m. to 12 p.m.

And by appointment

Dylan West, Student Director of Retail Dining:

dwest3@uccs.edu

Office Hours:

Monday 9:30 a.m. to 12 p.m.

Tuesday 8 a.m. to 12 p.m.

Wednesday 9:30 a.m. to 12 p.m. and 1:30 p.m. to 6 p.m.

Thursday 8 a.m. to 12 p.m.

And by appointment

1. Setting your Preferences:

Log into your student portal and click on the “CU Resources” tab. Click on the image of a calendar labeled “MyLeave.” This is where you will enter any hours worked. This screenshot shows you what your preferences should look like. MyLeave will prompt you to set your preferences the first time you open the program.

My Leave Preferences ✕

Jasmine Nelson (280900)

Holiday Schedule: **Enter your first day of work**

Overtime/CompTime Eligible: MyLeave Start Date:

Default Work Days and Hours

Weekly Schedule:

Week Begin Day:

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	<input checked="" type="checkbox"/>	<input type="text" value="00"/>	<input type="text" value="23"/>	<input type="text" value="45"/>	23.75					
Monday	<input checked="" type="checkbox"/>	<input type="text" value="00"/>	<input type="text" value="23"/>	<input type="text" value="45"/>	23.75					
Tuesday	<input checked="" type="checkbox"/>	<input type="text" value="00"/>	<input type="text" value="23"/>	<input type="text" value="45"/>	23.75					
Wednesday	<input checked="" type="checkbox"/>	<input type="text" value="00"/>	<input type="text" value="23"/>	<input type="text" value="45"/>	23.75					
Thursday	<input checked="" type="checkbox"/>	<input type="text" value="00"/>	<input type="text" value="23"/>	<input type="text" value="45"/>	23.75					
Friday	<input checked="" type="checkbox"/>	<input type="text" value="00"/>	<input type="text" value="23"/>	<input type="text" value="45"/>	23.75					
Saturday	<input checked="" type="checkbox"/>	<input type="text" value="00"/>	<input type="text" value="23"/>	<input type="text" value="45"/>	23.75					

Email Preferences **Enter your UCCS e-mail**

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

MyLeave Email Triggers	As Employee	As Supervisor
Alter Event	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Timesheet Cancel / Rebuild	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Designate Change	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Leave Approve / Deny	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Leave Request Delete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Preferences Change	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Leave Request	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Timesheet Submit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Timesheet Auto-generated	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Timesheet Approve / Deny	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Even though you will select “UCCS Holiday Schedule, student employees do not get paid holidays except for any hours worked

Each day should be selected and every time should be set to zero except for the end times, which must be set to 23 hours and 45 minutes

1. Steps for Entering your Time:

A. Double click on the date for which you want to enter time. You can only submit times for the open two-week pay period, so if you have timecards that you forgot to enter from a previous pay period, you must bring them to a Student Director, who can enter them for you.

Jasmine Nelson (280900)		Job 1, STU(H)-OT Elig		Preferences	Today is June 1, 2016				Add Time	Month	Week	Day
Balances	Act/Proj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Balance		
			0.00	0.000000	0.00	0.00	0.00					

<< April		May		2016		June >>	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	2 S/3.85 Worked	3 S/3.97 Worked	4 S/4.07 Worked	5 S/1.28 Worked S/2.57 Worked	6 S/3.42 Worked	7	
8	9 S/3.83 Worked	10	11 S/3.4 Worked	12 S/3.48 Worked S/1.45 Worked	13 S/4.7 Worked	14 S/1.83 Worked	
15	16 S/3.05 Worked S/1.23 Worked	17 S/1.8 Worked	18 S/5.15 Worked	19 S/4.97 Worked	20	21	
22	23	24	25	26	27	28	
29	30	31					

B. Enter your exact time worked as reported on your time card. Our timeclocks and MyLeave both use military time.

The screenshot shows the 'Add/Edit Event' form. The 'From Date' is 05/10/2016 and the 'To Date' is 05/10/2016. The 'Time' fields are set to 08:00 for the start and 12:45 for the end. These time fields are circled in pink. Other fields include 'Include Lunch' (unchecked), 'Amount' (4.750), 'Reporting To' (Job 1 Joel Bagley (Supervisor)), 'Earnings Code' (Student Hourly), and 'Status' (Mark as Worked). There is a 'Description' text area and a 'SpeedType' dropdown. At the bottom are 'Save', 'Delete', and 'Close' buttons.

C. Mark your time as “Student Hourly” and “Worked.” Do not select “Regular Earnings.”

The screenshot shows the 'Add/Edit Event' form. The 'From Date' is 05/10/2016 and the 'To Date' is 05/10/2016. The 'Time' fields are set to 08:00 for the start and 12:45 for the end. The 'Earnings Code' dropdown is set to 'Student Hourly' and the 'Status' dropdown is set to 'Mark as Worked'. These two dropdowns are circled in pink. Other fields include 'Include Lunch' (unchecked), 'Amount' (4.750), 'Reporting To' (Job 1 Joel Bagley (Supervisor)), and a 'Description' text area. At the bottom are 'Save', 'Delete', and 'Close' buttons.

*Make sure you are reporting to the correct supervisor. If you are not reporting to the correct supervisor, contact a Student Director and let them know as soon as possible. These are the supervisors by location in Dining and Hospitality Services:

Roaring Fork: Rebecca Bogardus

The Lodge: Heather Wagner

Catering: Samran Maier

Café 65: Jonathan Graves

Clyde's: Jeremy Tole

Coffee: Jonathan Graves

Alpine Express: Jonathan Graves

Greenhouse: Kelley Jennings

SWELL Assistants: Joel Bagley

Student Director & Data Entry: Joel Bagley

D. Hit save!

Add/Edit Event

*From Date: 05/10/2016 [a] *Time: 08 : 00

*To Date: 05/10/2016 [a] *Time: 12 : 45

Include Lunch

Amount: 4.750 Details

*Reporting To: Job 1 Joel Bagley (Supervisor)

*Earnings Code: Student Hourly

*Status: Mark as Worked

Description:

SpeedType:

E. If you take a break during your shift, enter that time as two separate shifts. Just double click in the white space on the same day to add a second block of time. Follow the same steps listed above for entering your time. You will see two blue blocks of time in the same day.

<< April		May		2016		June >>	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	2 S/3.85 Worked	3 S/3.97 Worked	4 S/4.07 Worked	5 S/1.28 Worked S/2.57 Worked	6 S/3.42 Worked	7	
8 S/3.83 Worked	9	10	11 S/3.4 Worked	12 S/3.48 Worked S/1.45 Worked	13 S/4.7 Worked	14 S/1.83 Worked	
15 S/3.05 Worked S/1.23 Worked	16	17 S/1.8 Worked	18 S/5.15 Worked	19 S/4.97 Worked	20	21	
22 S/5.1 Worked	23 S/5.02 Worked	24 S/5.52 Worked	25	26 S/3.63 Worked S/0.97 Worked	27 S/4.95 Worked	28	
29	30	31 S/4.27 Worked					

F. If you need to modify one of the shifts you entered, just double click on it and re-save it after you make your changes. Remember, your time needs to match what you actually worked! This *must* be verifiable by your timecards. Your timecards *must* be dated. If your timecards do not have dates and you do not get paid for some reason, it will be difficult to verify the times you worked.

G. Repeat steps A through F until all time worked is entered into the MyLeave calendar for the pay period.

2. To submit your electronic time sheet:

Your electronic timesheet must be submitted every two weeks by Sunday at midnight at the end of the pay period. The pay periods for the fall 2016 semester are listed at the end of this handout.

A. Click "Timesheet" at the top of the page

The screenshot shows a web application interface for submitting a timesheet. At the top, there is a navigation bar with tabs: "Students", "CU Resources", "My Info and Pay", "Benefits and Wellness", "Training", "Forms", "Business Tools", "Reporting & Compliance", and "Useful Links". Below this, a secondary navigation bar contains tabs: "Calendar-Month", "Calendar-Week", "Calendar-Day", "Timesheet" (which is circled in red), and "Department Employees".

Below the navigation, there are several controls:

- Employee Name: Jasmine Nelson (280900)
- Job Title: Job 1, STU(H)-OT Elig
- Preferences button
- Date: Today is June 9, 2016
- Buttons: Add Time, Month, Week, Day

A table displays financial balances:

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

At the bottom, a calendar grid for May 2016 shows work hours for each day. The days are labeled from Sunday (1) to Saturday (7). Blue buttons indicate work hours for each day:

- Monday (2): S/3.85 Worked
- Tuesday (3): S/3.97 Worked
- Wednesday (4): S/4.07 Worked
- Thursday (5): S/1.28 Worked, S/2.57 Worked
- Friday (6): S/3.42 Worked
- Saturday (7): No work hours recorded.
- Sunday (8): No work hours recorded.
- Monday (9): S/3.83 Worked
- Tuesday (10): No work hours recorded.
- Wednesday (11): S/3.4 Worked
- Thursday (12): S/3.48 Worked, S/1.45 Worked
- Friday (13): S/4.7 Worked
- Saturday (14): S/1.83 Worked
- Sunday (15): No work hours recorded.
- Monday (16): S/3.05 Worked
- Tuesday (17): S/1.8 Worked
- Wednesday (18): S/5.15 Worked
- Thursday (19): S/4.97 Worked
- Friday (20): No work hours recorded.
- Saturday (21): No work hours recorded.

B. Make sure your hours look correct!

*Pay Period Ending: 05/08/16 - 05/21/16 leave to be reported for 05/21/16 Job 1, Posted

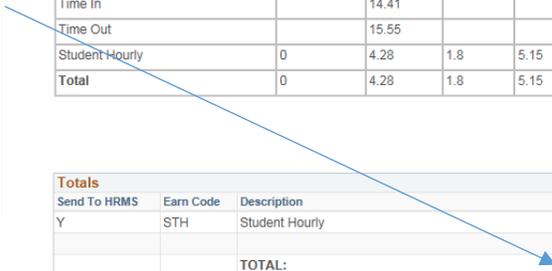
Jasmine Nelson (280900) - Job: 1, Department: 40253 -- Time Worked from 05/08/2016 through 05/21/2016. Based on standard hours per week of 1
 Posted (Approved on 05/23/2016, by 267766), (Submitted on 05/23/2016)

05/08/2016 through 05/14/2016										
Week 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
	05/08	05/09	05/10	05/11	05/12	05/13	05/14			
Time In		08.11		14.11	10.23	11.15	09.20			
Time Out		12.01		17.35	13.52	15.57	11.10			
Time In					14.33					
Time Out					16.00					
Student Hourly	0	3.83	0	3.4	4.93	4.7	1.83		18.69	0
Total	0	3.83	0	3.4	4.93	4.7	1.83		18.69	0

05/15/2016 through 05/21/2016										
Week 2	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
	05/15	05/16	05/17	05/18	05/19	05/20	05/21			
Time In		09.57	10.21	09.51	10.02					
Time Out		13.00	12.09	15.00	15.00					
Time In			14.41							
Time Out			15.55							
Student Hourly	0	4.28	1.8	5.15	4.97	0	0		16.20	0
Total	0	4.28	1.8	5.15	4.97	0	0		16.20	0

Totals						
Send To HRMS	Earn Code	Description	Hours	Rate	Total	
Y	STH	Student Hourly	34.89	1	34.890	
		TOTAL:	34.89		34.890	

Make sure you are not working more than 50 weeks in a pay period or more than 40 if you are an international student! This is prohibited across the campus



C. Scroll to the bottom of the page and click the box at the bottom acknowledging that your times are accurate and match the hours you worked.

Totals						
Send To HRMS	Earn Code	Description	Hours	Rate	Total	
Y	STH	Student Hourly	49.40	1	49.40	
TOTAL:			49.40		49.40	

Speed Types							
Speed Type	Send To HRMS	Earn Code	Description	Hours	Rate	Total	Edit
	Y	STH	Student Hourly	49.40	1	49.40	Edit

Speed Type By %

CERTIFICATION: I certify (1) The hours and minutes shown herein are a complete and accurate record of time worked each day and for time taken and/or overtime earned or taken as compensatory time was reported and approved by my supervisor. (2) The Speedtype identified; these hours, and the percentage of time attributed to each reflects the actual effort expended on the project(s) specific to the Speedtype in which 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 times my hourly rate. Failure to receive advance approval for overtime or compensatory time worked may result in a corrective or disciplinary action of University employment.

I agree with the above Certification and Overtime Eligibility statements

Submit

D. Click "Submit!"

You will receive an e-mail confirming that you submitted your timesheet. Don't delete it! It's handy to have for reference in case your pay goes missing. You will also receive an e-mail letting you know as soon as your timesheet is approved by your supervisor. You may also receive an e-mail saying that your timesheet has been denied! This means that there is an issue with your reported time that needs to be clarified with your supervisor.

Keep in Mind:

Your electronic timesheet is due midnight on Sunday. The pay periods are posted by the clock-in station and listed below.

A hard-copy of your electronic timesheet is due Monday at noon. You need to print out your electronic timesheet and staple it to your timecards. If you work in Residential Dining, you will turn in your timesheets to the box across from the time clock at the Lodge. If you work in Catering, you will turn in your timesheets to your unit manager, Samran Maier. If you work in Retail Dining, you will turn in your timesheets to the office at Café 65.

Fall 2016 Pay Periods:

***If you fail to correctly submit your electronic timesheet, you may not be paid on time.**

FALL 2016		
Pay Period	TRRs Due	Payday
14 Aug – 27 Aug	Aug 29	Sep 09
28 Aug – 10 Sep	Sep 12	Sep 23
11 Sep – 24 Sep	Sep 26	Oct 07
25 Sep – 08 Oct	Oct 10	Oct 21
09 Oct – 22 Oct	Oct 24	Nov 04
23 Oct – 05 Nov	Nov 07	Nov 18
06 Nov – 19 Nov	Nov 21	Dec 02
20 Nov – 03 Dec	Dec 05	Dec 16
04 Dec – 17 Dec	Dec 19	Dec 30
18 Dec – 31 Dec	Jan 02	Jan 13

Timecard Example:

Name		Pay Period Ending	
Spongebob Squarepants.io.		August	
MON. Day 1	22	A.M.	IN OUT
TUE. Day 2	23	P.M.	IN OUT
WED. Day 3	24	A.M.	IN OUT
THU. Day 4	25	A.M.	IN OUT
FRI. Day 5	26	P.M.	IN OUT
SAT. Day 6	27	A.M.	IN OUT
SUN. Day 7	28	P.M.	IN OUT
TOTAL			

7:11:30 AM
15:00

submit!

© 2009 Latham Time. Printed in the U.S.A.
Patent pending. Form E8

All of your timecards *must* include:

- Your name
- The month
- The dates
- Time worked
- If you forget to clock in or out, a unit manager must initial next to the written time

***If any of the above information is missing, your pay might be delayed, or we might not be able to figure out what hours you worked, and you may not be able to get paid for them!**