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.

### 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.

### Note:

***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](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