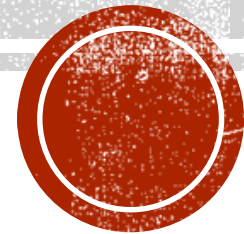
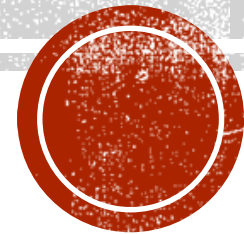


**STUDENT GUIDES TO:**

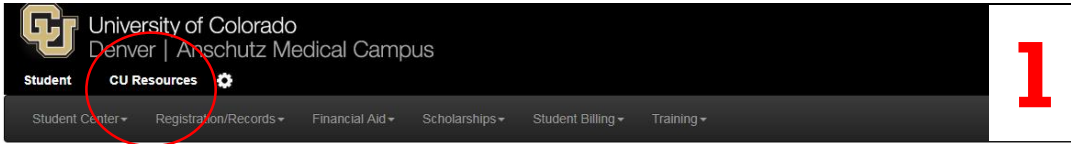
**MYLEAVE PREFERENCES & SKILLSOFT TRAINING**



# **MY LEAVE PREFERENCES**



# Entering Time Worked into MyLeave



University of Colorado  
Denver | Anschutz Medical Campus

Student CU Resources

Student Center Registration/Records Financial Aid Scholarships Student Billing Training

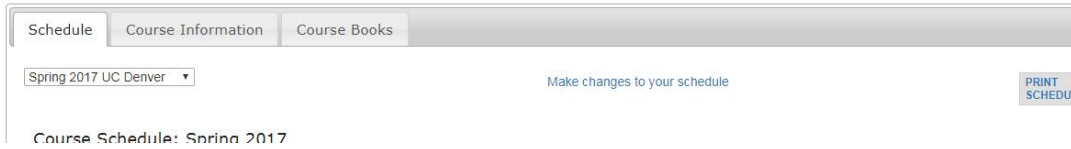
**1**



FAFSA  
Federal Student Aid

Data Retrieval Tool is Unavailable  
IRS precaution to protect data security  
Online tool could be down for weeks  
CU DENVER QUESTIONS: 303-315-1850

CLICK FOR DETAILS



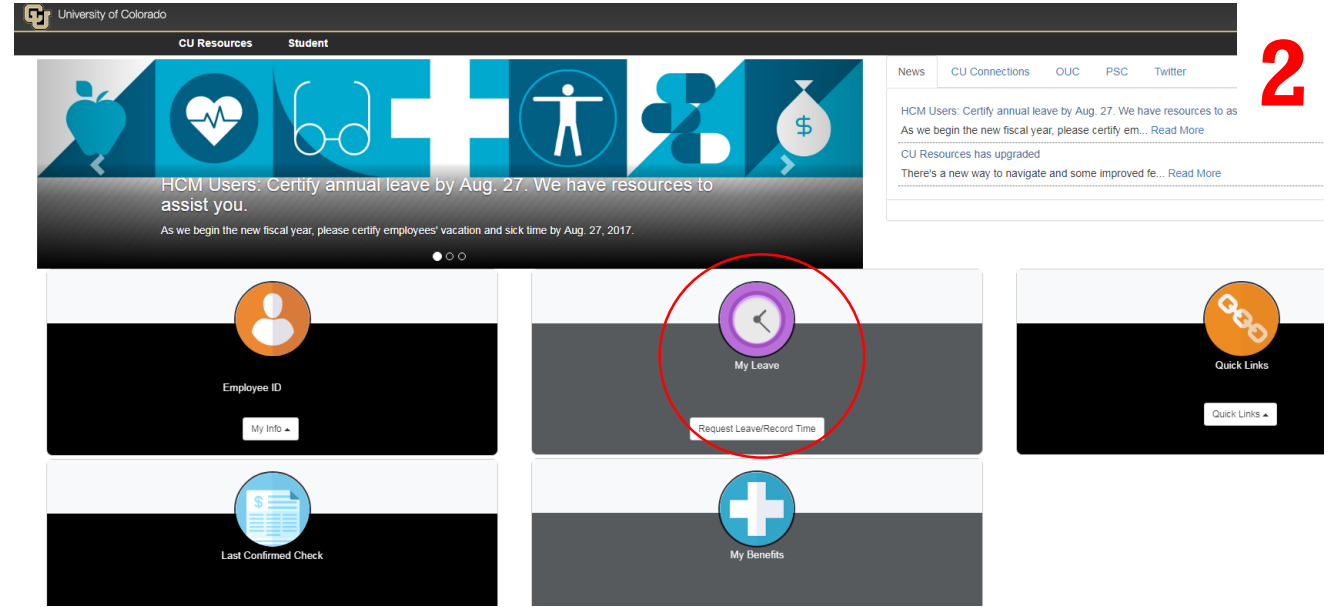
Schedule Course Information Course Books

Spring 2017 UC Denver

Make changes to your schedule

PRINT SCHEDULE

Course Schedule: Spring 2017



University of Colorado  
CU Resources Student

News CU Connections OUC PSC Twitter

HCM Users: Certify annual leave by Aug. 27. We have resources to assist you.  
As we begin the new fiscal year, please certify employees' vacation and sick time by Aug. 27, 2017.

Employee ID My Info

**My Leave** Request Leave/Record Time

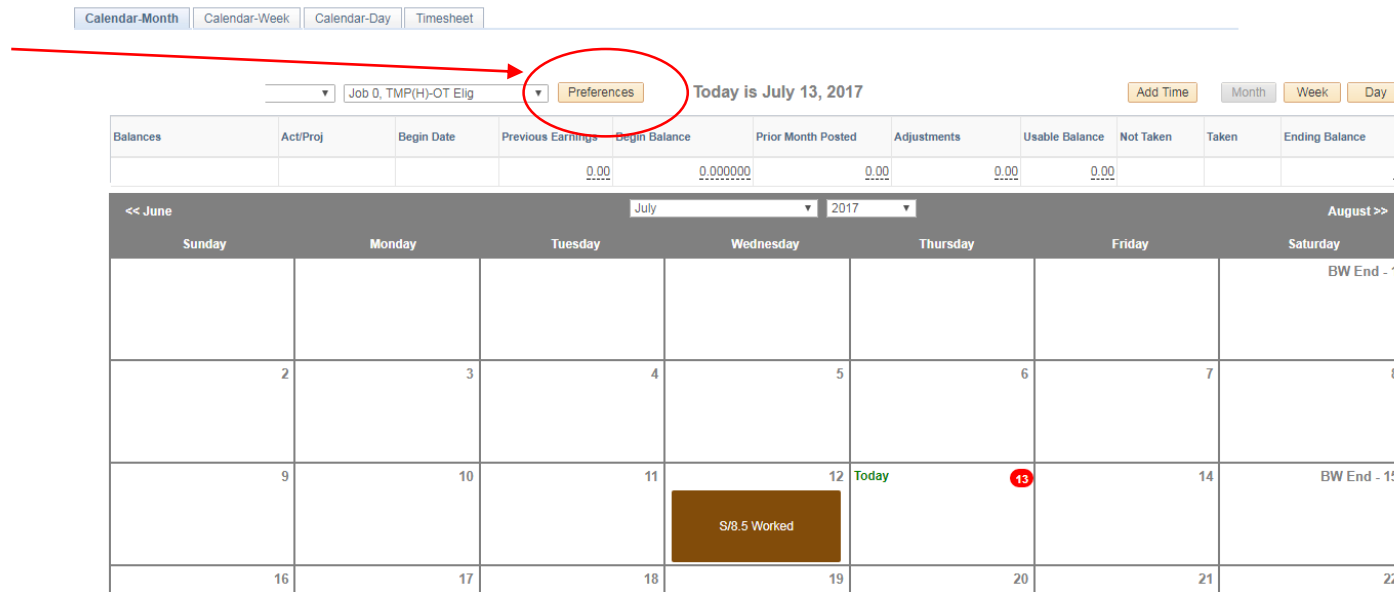
Last Confirmed Check

My Benefits

Geo Quick Links

**2**

This is where the "Preferences" tab is located



Calendar-Month Calendar-Week Calendar-Day Timesheet

Job 0, TMP(H)-OT Elig Preferences Today is July 13, 2017 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	0.00		--

<< June July 2017 August >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						BW End - 1
2	3	4	5	6	7	8
9	10	11	12 Today	13	14	BW End - 15
16	17	18	19	20	21	22

S/8.5 Worked

**3**



## My Leave: Setting Preferences

Navigation Shortcut: Employee Portal > My Info and Pay > My Leave

CU Denver Downtown

Check for correct date!

To set up your My Leave preferences:

1. Click the **Preferences** button. The My Leave Preferences window appears.
2. Ensure the correct campus is selected from the **Holiday Schedule** list box.
3. Modify your **Default Work Days and Hours**, if necessary. If you do not work a set schedule, you must select (check box) each day you do work in the **Work Day** column and specify your **Start Time** and **End Time** for each day. This will allow you to enter any time worked in your calendar.
4. Deselect any auto-generated emails you do NOT want to receive by unchecking the appropriate **As Employee** and **As Supervisor** boxes (if applicable).
5. Click **Save & Return** to save your changes and return to your My Leave personal calendar.

**My Leave Preferences**

Holiday Schedule: System Holiday Schedule 2

Overtime/CompTime Eligible: CompTime MyLeave Start Date: 08/01/2014

**Default Work Days and Hours** 3

Week Begin Day: Sunday

Weekly Schedule: Standard Week (Full/Part Time)

Day	Work Day	Start Time (Hra)	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 type="checkbox"/>	00	00	00	00	00	00	00	00	0.00
Monday	<input checked="" type="checkbox"/>	08	00	12	00	13	00	17	00	8.00
Tuesday	<input checked="" type="checkbox"/>	08	00	12	00	13	00	17	00	8.00
Wednesday	<input checked="" type="checkbox"/>	08	00	12	00	13	00	17	00	8.00
Thursday	<input checked="" type="checkbox"/>	08	00	12	00	13	00	17	00	8.00
Friday	<input checked="" type="checkbox"/>	08	00	12	00	13	00	17	00	8.00
Saturday	<input type="checkbox"/>	00	00	00	00	00	00	00	00	0.00

**Email Preferences**

CC All Emails To: Your email here  
(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"/>

4

5

Save & Return
Close

# Entering Time Worked Into MyLeave

Home

Calendar-Month | Calendar-Week | Calendar-Day | Timesheet

Job 0, TMP(H)-OT Elig | Preferences | Today is July 13, 2017 | 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	0.00		--

<< June | July | August >>

Sunday	Monday	Tuesday	Wednesday
2	3	4	
9	10	11	S/8.5 Worked
16	17	18	
23	24	25	

### Add/Edit Event

\*From Date: 07/13/2017 \*Time: 08 : 00

\*To Date: 07/13/2017 \*Time: 17 : 00

Include Lunch

Amount: 8.500 Details

\*Reporting To: Job 0 (Supervisor)

\*Earnings Code: [Empty]

\*Status: [Empty]

Description: [Empty]

SpeedType: [Empty]

Save Delete Close

4

5

### Add/Edit Event

\*From Date: 07/13/2017 \*Time: 08 : 00

\*To Date: 07/13/2017 \*Time: 17 : 00

Include Lunch

Amount: 8.500 Details

\*Reporting To: Job 0 (Supervisor)

\*Earnings Code: [Dropdown]

\*Status: [Dropdown]

Description: [List of options]

SpeedType: [Dropdown]

Save Delete Close

Student Hourly

6

### Add/Edit Event

\*From Date: 07/13/2017 \*Time: 08 : 00

\*To Date: 07/13/2017 \*Time: 17 : 00

Include Lunch

Amount: 8.500 Details

\*Reporting To: Job 0 (Supervisor)

\*Earnings Code: Shift Hourly

\*Status: [Dropdown]

Description: [List of options]

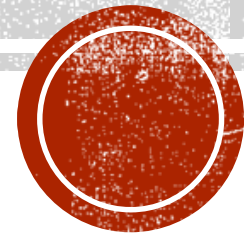
SpeedType: [Empty]

7

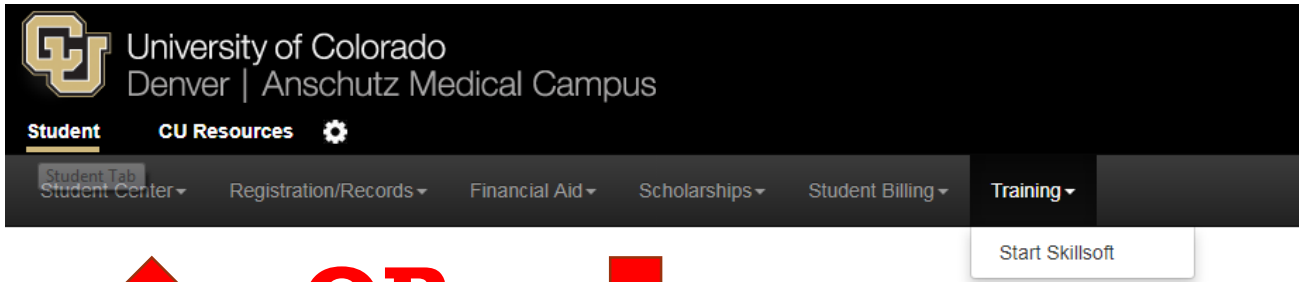
Save Delete Close



# SKILLSOFT TRAINING



# Beginning Skillsoft Training...

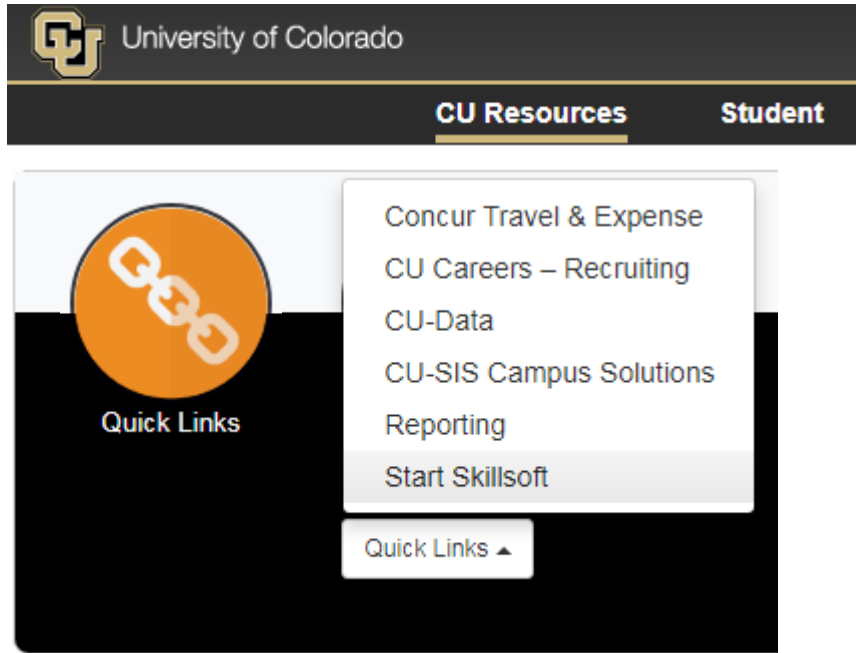


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Student CU Resources

Student Tab Student Center Registration/Records Financial Aid Scholarships Student Billing Training

Start Skillsoft



University of Colorado

CU Resources Student

Quick Links

- Concur Travel & Expense
- CU Careers – Recruiting
- CU-Data
- CU-SIS Campus Solutions Reporting
- Start Skillsoft

Quick Links



Learn. Discover. Achieve.

CU Boulder CU Denver | Anschutz UCSS CU System



# Beginning Skillsoft Training...

## Categories

- Students
- Accessibility
- Advancement
- Campus Security
- Clinical Research
- CU Medicine: Evaluation and Management Training
- CU-SIS
- Environmental Health and Safety
- Faculty
- Finance
- Grants and Contracts
- HCM
- HIPAA
- Human Resources
- Information Security and Technology



**CU: Discrimination & Sexual Misconduct, CU Denver/CU Anschutz**

Custom - Course: 1 Hour

**LAUNCH** ▼



**CU: Information Security and Privacy Awareness**

Custom - Course: 1 Hour, 30 Minutes

**LAUNCH** ▼

