



College of Arts & Media

UNIVERSITY OF COLORADO **DENVER**

New Staff Handbook

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Welcome to the College of Arts & Media!

SECTION 1: GENERAL INFORMATION

DISCLAIMER

This handbook does not constitute a contract, either expressed or implied, with the University of Denver Colorado College of Arts & Media (CAM) and the College reserves the right at any time to change, delete or add to any of the provisions at its sole discretion.

NONDISCRIMINATION POLICY

Title IX Notice of Nondiscrimination

The University of Colorado does not discriminate on the basis of sex, gender or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by the university (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and sexual assault. Title IX requires the university to designate a Title IX Coordinator to monitor and oversee overall Title IX compliance. Your campus Title IX Coordinator is available to explain and discuss: your right to file a criminal complaint; the university's complaint process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters.

Downtown Campus Title IX:

The Office of Equity:

Lawrence Street Center, 12th Floor
1380 Lawrence Street
Denver, CO 80217
303-315-2567
equity@ucdenver.edu

Additional information regarding Title IX is available at:

<http://www.ucdenver.edu/policy/TitleIX/Pages/default.aspx>

Notice of Nondiscrimination

The University of Colorado Denver | Anschutz Medical Campus does not discriminate on the basis of race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation or political philosophy in admission and access to, and treatment and employment in, its educational programs and activities. The University takes affirmative action to increase ethnic, cultural, and gender diversity; to employ qualified disabled individuals; and to provide equal opportunity to all students and employees.

Students and employees may report allegations of discrimination or harassment to the Office of Equity, 303-315-2567, equity@ucdenver.edu or by filling out a [report an incident](#) form online.

COLLEGE OF ARTS & MEDIA MISSION AND VALUES

We envision a world made smaller, and more fully human, by the artist's interpretation of the human experience. Our students come to us with passion for artistic expression. Our goal is to send them out into the world confident of purpose, ready to succeed.

Mission

Our mission is to effect change by preparing students to successfully pursue their passions. Our students acquire the skills they need to excel in an academically rigorous, experiential learning environment energized by creative exchange, real-world experience and diversity of voice.

Values

Creative excellence

Academic and artistic rigor, creativity and innovation are bedrock principles of the College of Arts & Media community and the cornerstone of how we define excellence. As champions of creative excellence in art making and artistic expression we support risk-taking, intellectual freedom and social responsibility.

Discovery

We believe in a culture of shared discovery. Our students learn by doing, and as emerging peers, are important contributors to the knowledge exchange. We value rigorous investigation, critical thinking, diversity, collaboration and invention.

Denver

We are committed to learning both inside and outside the classroom. The accessibility, diversity and cultural energy of Denver make the College of Arts & Media a better place to teach, work and learn. We strive to offer reciprocal experiences to the citizens of this great city and pay it forward by extending our reach and impact in the global community.

COLLEGE OF ARTS & MEDIA STRATEGIC PLATFORM

Strategic Priorities

Long Term

1. Deliver outstanding educational experience that achieves recognition of the College of Arts & Media as a leading professional arts school
2. Produce innovative research and creative work for societal good
3. Improve financial strength and secure resources necessary to achieve our mission
4. Foster culture of community, collaboration and diversity

Near term

1. Improve program relevancy and strengthen CAM's reputational excellence
2. Cultivate cross-disciplinary, cross-department, cross-college creative exchange
3. Grow endowments for research and scholarships
4. Create new social and academic networking opportunities for students

COLLEGE OF ARTS & MEDIA BUILDING INFORMATION

The College of Arts & Media is located in various buildings throughout the Auraria Campus.

- The Dean's Office is located on the first floor of the Arts Building, Suite 177 and is open:
 - Monday-Friday - 8:00 AM-5:00 PM
- The Arts building hours during semesters are from:
 - Monday-Friday – 7:00 AM-10:30 PM
 - Saturdays - 7:30 AM-10:00 PM
 - Sunday – 7:30 AM-9:30 PM
- The Music Entertainment & Industries Studies (MEIS) department is located on the 2nd floor of the Arts Building, Suite 288.
- The Theatre, Film and Video Production department has locations throughout campus, but the faculty and staff offices are located on the 5th floor of the King Center.
- The regular King Center hours are:
 - Monday-Saturday - 6:00 AM-10:30 PM
 - Sunday - 8:00 AM-9:30 PM
- The Visual Arts department is primarily located on the 8th floor of the CU building, located on the other side of Speer from the main Auraria campus.
- The regular CU building hours are:
 - Monday-Friday - 6:00 AM-8:00 PM
 - Saturday - 7:30-5:00 on Saturdays
 - Closed on Sundays.
- The College of Arts & Media also has facilities and space in the Tivoli Student Union and the King (Performing Arts) Center.

After-hours access will be granted by individual request- please contact CAM HR.

Please see the map to view the location of each building.

ID BADGES, ELECTRONIC BUILDING ACCESS AND KEYS

You will be issued a CU Denver Lynx Card, which serves as your employee ID. CAM HR will provide you with a form to take to the Tivoli. The ID badge office can be found on the bottom floor inside the bookstore of the Tivoli Station. You will have your picture taken and will be issued your ID. Please be sure to take a photo ID (Driver's License or other) with you.

Once you obtain your badge, you will need to take it to the AHEC facilities office located at 1156 7th Street. Please see the ID access encoding hours before going to the facilities office. The hours vary depending on the time of year.

<http://www.ahec.edu/for-campus-faculty-staff/facilities-services/access-control/>

If you will also need access to the CU building, please send the 6 digit number located on the back of your new ID to the CAM HR office. Once your card has been swiped at facilities, a request will be sent to have your access initiated.

If applicable, you will be issued a key to your office. A key request form will be sent to your university email from the HR department, which you will sign and send to the email listed on the bottom of the form.

PARKING

An overview of parking and transportation options on the Denver Campus is available at:

<http://www.ucdenver.edu/about/departments/FacilitiesManagement/ParkingMaps/Pages/ParkingMaps.aspx>

Monthly parking passes are available through the Facilities Department. The cost is \$140 per month for a reserved space, \$125 per month for daytime only and \$95 for a tandem space. To obtain a parking pass, please take your CU ID to the Parking office located on the 1st floor of the 7th Street parking garage. Parking is also available in the 7th Street garage for \$6 per day and the 5th Street garage for \$4.50 per day. You can pay for the garages daily with a credit card.

RTD ECO PASS

The RTD Eco pass is available to regular part-time and full-time staff and faculty (50% FTE or greater). The cost is \$25.00 per month and can be set up as a payroll deduction. To obtain an RTD pass, please take your CU ID to the Parking office located on the 1st floor of the 7th Street parking garage (located at 7th Street and Lawrence Way). The hours are:

- Monday – Thursday- 6:30 AM-10:30 PM
- Friday – 6:30 AM-6:00 PM
- Closed Saturdays and Sundays (except for special events)

MAIL

You will be assigned a mailbox in the Dean’s office suite. The mailboxes are located in the copy room, near the front desk in 177.

HIRING/ONBOARDING INFORMATION

HIRING PROCESS

All employees must complete hiring paperwork with HR before any work begins. All instructions, paperwork, and offer letters will be sent to you via your personal email address until your CU Denver account has been activated. Your prompt attention to these emails is critical. You will also be required to meet in-person with an HR representative prior to your official start date. The purpose of this meeting is to verify your original social security card and the documents that show your eligibility to work in the U.S. (driver’s license to go with your social security card, passport, permanent resident card or other work authorization documents).

DIRECT DEPOSIT AND PAYROLL

Direct deposit is required for all employees, and you will be assigned access to a web portal (UCD Access) to view your monthly pay advice. You can set up your direct deposit through the portal or submit the direct deposit form to HR with a voided check or direct deposit authorization form from your bank. You can also enter and update your W-4 information through the portal at any time. We have provided you with a tutorial which shows the steps to set up your direct deposit and W-4.

University Staff and Classified employees are paid monthly. Automatic pay deposits will be made to your designated bank on the last business day of each month, with the exception of June. Per state legislation, all state employees will receive their June pay on the first business day of July, rather than the last business day of June. Please make sure you allow for this if you use any electronic bank transfers to pay bills, mortgage payments, etc.

UNIVERSITY EMAIL

To log in to Web Mail, you will need your university username and password. These will be emailed to you as soon as your account is set up. If you are a new employee, this typically happens during the initial onboarding process. CAM HR will schedule a representative from the Office of Information Technology (OIT) Help Desk to be on site on your first morning to ensure that you can log into the UCD system, set up your email, access the portal, etc. The OIT Help Desk can be contacted at any time by calling 303-724-4357 or visiting their website at: <https://www1.ucdenver.edu/offices/office-of-information-technology>

Remember: You must use your University provided email for all official business.

PROFESSIONAL ATTIRE

Employees are expected to follow a business appropriate dress code during work hours in an effort to convey CAM's and the University of Colorado Denver's professional image. No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional attire for work, please ask your supervisor.

UCD ACCESS

Staff will use the UCD Access Portal to access CU systems, reporting and training. You will also be able to view your pay stubs (aka pay advice) and edit your personal information, direct deposit, etc. This information is available by logging into the portal with your campus credentials using the same username and password that you use to access your University web mail. **Please keep in mind that the University of Colorado System and UC Denver ITS security policies require you to protect your credentials and keep them in your possession only; no employee should use any other faculty or staff member's logon credentials.** To log in, follow this link: <https://passport.ucdenver.edu/login.php?page=ucdaccess.php>

Useful Phone System Information

- Dial 9 for an outside line
- Dial 911 or 9911 for emergencies
- 5 digit extensions and DID's (Direct Dial Number's) apply
- 5 digit dialing between the UCD 315 extensions and AHEC 556/352 can be made using the * star key. Such as *60109
- You will need to setup you voicemail.
 - Press the video tape button on the phone and follow the prompts.
 - **Initial VM phone password = 333 for first time login**
 - You can dial your voicemail box remotely by dialing 303-315-6245. Once you hear the greeting start playing, hit the * key. You will be asked to enter your ID which is your extension.
 - Unified Messaging will copy your VM in your email in the form of a wav file to be played from your computers speakers. You may save the message in an external folder to remove from your "saved messages" in the VM system. Messages can be deleted from email or phone but will remain in the system

if email “deleted items” is not emptied. This may back up your backup your mailbox preventing callers from leaving new messages.

CAM LISTSERVS AND WEBSITES

CAM utilizes multiple Listserv distributions to communicate with Students, Faculty and/or Staff. Part of your new employee process should be making sure you are added to the appropriate lists. Please provide the Listserv coordinator with your contact information and position within CAM. This information should be sent to the IT Director.

CAM’s URLs are as follows:

<http://cam.ucdenver.edu>

<https://www.facebook.com/CUDenverCAM>

EMAIL SIGNATURES

Please be sure to follow the standard University format for setting up your email signature (Page 55):

http://www.ucdenver.edu/about/departments/ucomm/brand/CUDenver/Documents/CUDenver_brandManual.pdf

BUSINESS CARDS

Please have your supervisor contact the Marketing & Communications Director to initiate your business card order.

EMPLOYEE DISCOUNTS

University of Colorado employees are eligible for a number of different discounts, including Microsoft Office products, computers, travel, rental cars, cell phone discounts and more.

<https://stateofcolorado.benefithub.com/Account/Login?ReturnUrl=%2f>

BE COLORADO MOVE PROGRAM

As a university employee, you are eligible to earn \$25 per month (paid quarterly) for tracking at least 12 workouts per month through the Be Colorado Move Program. Attached are directions for signing up. Additional details can be found at <http://becolorado.org/programs/be-colorado-move>

COPY MACHINE

CAM’s Front Desk/HR Administrative Assistant will set you up to be able to use the applicable copy machine. You will need to login using your employee ID to make copies. Your UCD email will be added to the address list for scanning (no login is needed to scan documents).

LONG DISTANCE CALLS

CAM's Finance and Accounting professional will set you up with a long distance code to be able to make calls. You will receive this information via email in your first few weeks.

ACADEMIC CALENDARS

A complete, detailed semester schedule can be found at <http://www.ucdenver.edu/student-services/resources/registrar/Pages/AcademicCalendar.aspx>

This calendar includes important add/drop dates, census dates, semester start/end dates, etc.

TRAINING, BENEFITS AND LEAVE

REQUIRED TRAININGS

The University requires all employees to take the following mandatory online trainings **within three months of hire**:

1. CU Discrimination & Sexual Misconduct (found under Human Resources)
2. CU: Information Security and Privacy Awareness (found under Information Security & Technology)
3. CU: FERPA (found under CU-SIS)
4. It is also recommended that you take CU: Active Shooter Awareness (found under Campus Security).

How to access the training courses:

1. Log in to the [PassPortID Web Login](#) using your campus username and password.
2. Go to the CU Resources icon under the Navigation Bar (located by clicking the compass in the top right hand corner of the home screen).
3. In the Navigation section, click on the "Training" header.
4. Click "Start SkillSoft."
5. Click "Library" at the top left of the home page.
6. Select "CU Denver/Anschutz."
7. The required trainings will be listed under the Human Resources, Information Security & Technology, and Faculty categories, respectively

BENEFITS/RETIREMENT ENROLLMENT

You can view your benefits options and instructions for completing your enrollment at: <http://www.cu.edu/employee-services/benefits> and <http://www.cu.edu/employee-services/benefits-enrollment-tool-how-enroll>. **You MUST complete your enrollment within 31 days of your hire.**

You will be automatically enrolled in the mandatory University of Colorado 401(a) retirement plan. You are required to contribute 5% of your salary monthly to the plan that you select. The university will contribute an additional 10% on your behalf. The mandatory 401(a) enrollment form can be found at:

<http://www.cu.edu/sites/default/files/policies/docs/GRP%20Enrollment%20Change%20Form%202013.pdf>

You are also eligible to enroll in a voluntary 403 (b) plan or potentially a PERA 401(k) or PERA 457 plan. These are individual, defined contribution plans for employees that wish to contribute more than the mandatory 5%. More information can be found at: <http://www.cu.edu/employee-services/voluntary-retirement-savings-plans>

CU DENVER VACATION AND HOLIDAY INFORMATION

You can find your position's vacation and sick leave accrual/use information, as well as the CU Denver holiday calendar at <http://www.cu.edu/employee-services/leave-policies>

STANDARD WORK HOURS AND REPORTING LEAVE

CAM views standard work week/hours for administrative support staff as Monday through Friday, 8:00 a.m. to 5:00 p.m. The standard work day includes one hour for lunch. Employees working alternate work hours are still required to take a minimum thirty (30) minute lunch break each day. Talk with your supervisor if you are interested in working an alternate/modified schedule (note that this may not be an option for all employees).

All leave is recorded through the university's electronic time keeping system, My Leave. Please see the step-by-step guides in Appendix II to set up your preferences and submit your electronic timesheets.

Staff are required to send a notice to CAM-notify@lists.ucdenver.edu when they will be out of the office for more than one consecutive day at a time.

See the College of Arts & Media Office Expectations document in Appendix.

CAMPUS SAFETY AND STUDENT WELL-BEING

SAFETY PROCEDURE

It is important that all Staff members familiarize themselves with the University policies and procedures pertaining to safety. Please prepare yourself by reading the available information on this [webpage](#).

To subscribe to receive Rave alerts as text messages on your phone, follow this [link](#).

THREATENING, ABUSIVE, & DISTRESSED STUDENTS

Staff should be aware that CU Denver has created a Campus Assessment, Response & Evaluation (CARE) Team to address the health and safety needs of students as well as the campus community. The purpose of the team is to assess whether individuals pose a risk to themselves or others and to intervene when necessary, and more generally, to identify and provide assistance to those in need. The C.A.R.E. team website contains a list of the [types of behavior to refer](#). If you feel you have a student or fellow staff member who poses a risk to themselves or others, or if you need to report an incident, you may either contact the Dean's office or you can contact that C.A.R.E team [directly](#).

PUBLIC SAFETY

Whenever there is a threat or potential threat to our campus community, notifications are made in several ways. Please see below.

IN BUILDING ANNOUNCEMENTS

On the main UCD Auraria Campus, please be prepared to respond to instructions from university or Auraria Higher Education Center (AHEC) personnel who display official photo IDs. In an emergency, it is imperative that we are able to communicate with you quickly and effectively.

TEXT AND PHONE MESSAGES

The university uses a third-party vendor for sending text and recorded voice messages regarding emergencies. But YOU have to sign up to receive text messages on your cell phone (this is an OPT-IN feature). Signing up is free, and you can change your information at any time. The instructions for signing up are below. In an emergency, a text message and in many instances a voice message will be transmitted to your device (depending on how you want to be notified) alerting you to the emergency. This is the fastest and most effective method for alerting you to a situation that may pose a danger to you.

Dial toll free 1-877-INFO-070 for the Emergency Information Line (Auraria Campus and Anschutz Medical Campus)

This toll-free number offers updates and instructions for emergencies and weather-related closures. You may also be directed to call this number via a text message during an emergency. This will occur when the information that needs to be disseminated exceeds the capability of text messaging. Your text message will direct you to call 877-463-6070 for detailed information.

303-556-2401 (Auraria Campus Only)

This number is used for emergencies and weather related closures. Please save these numbers and sign up for the notification system.

RAVE EMERGENCY and INCLEMENT WEATHER CLOSURE/DELAY ALERTS

[Auraria Campus Emergency](http://www.ahec.edu/emergency) (www.ahec.edu/emergency)

Sign up for Rave – Emergency Notification System:

1. Go to <https://www.getrave.com/login/DenverAlerts>. You will be directed to our vendor's, Rave, website.
2. Click the BLUE "Register Now" button.
3. Create an account by using your **UC Denver-issued email address** in the "Registration Email" field.
4. You can enter notification devices (i.e., mobile phone numbers, alternate email addresses, land-line numbers, etc) either on the initial registration screen or in the "My Account" tab (once you have logged in).
5. Once you are registered and logged into your Rave account, click on the "Groups" tab. You **MUST** join one or more of the three "Official Groups" that appear in this tab, which are:
 - Anschutz Campus Emergency Notification System

- AMC Campus Closures
 - Auraria Campus Emergency Notification System – Join this group for UCD downtown alerts that include the Business School.
6. To join an Official Group, click on the group name that you would like to join.
 7. On the next page, click the “Join” button.
 8. Repeat for other Official Groups you wish to join.

If you have any questions about registration, please the Emergency Preparedness Department at 303-724-4999 or email at EMER@ucdenver.edu.

ACTIVE HARMER (ACTIVE SHOOTER) INFORMATION

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. More recently, the term was updated to “Active Harmer” because, while the individual’s intention is the same, the weapon used may not be a firearm (e.g. hatchet, knife, vehicle. Etc.)

For more information, visit the CU Denver University Police – Crime Statistics and Campus Safety Information website at: <http://www.ucdenver.edu/anschutz/about/location/Police/CampusSafety/Pages/Active-Shooter-Info.aspx>

Surviving an active shooter event: <https://www.youtube.com/watch?v=5VcSwejU2D0>

Employees are also encouraged to complete the CU: Active Shooter Awareness Skillsoft training listed below:

CU: Active Shooter Awareness - ID: _scorm12_cu_u00134_0001
https://universityofcolorado.skillport.com/skillportfe/main.action?path=summary/CUSTOMER_DEFINED/_scorm12_cu_u00134_0001

CAMPUS MAP

AURARIA CAMPUS

www.ahec.edu

-  Information
-  Food
-  Bus Stop
-  Light Rail Station
-  Bike Rack
-  B-Cycle Station
-  Parking Garages & Lots
-  Disabled Parking
-  Parking Meters
-  Loading Zone
-  Mailbox
-  Student Health Center
-  ATM Automatic Teller Machine
-  Emergency Phone
-  Auraria Police Department



Entering Leave and Creating Timesheets for Overtime-Exempt Employees

Overview: This guide provides instruction on adding/updating leave hours, and creating timesheets for overtime-exempt employees.

1. MyLeave can be found by logging into your CU Portal: **Denver/Anschutz** <http://ucdenver.edu/ucdaccess>
Navigate to MyLeave Calendar

Before entering data, you must have already set-up a regular work schedule under the Preferences tab. For additional information, please reference the Step by Step guide for Setting Your Preferences.

The screenshot shows the MyLeave Calendar interface. At the top, there are navigation tabs: Calendar-Month, Calendar-Week, Calendar-Day, and Timesheet. Below these, there is a dropdown menu for 'Job 0, TMP(H)-OT Elig' and a 'Preferences' button. The current date is 'Today is October 23, 2017'. There are buttons for 'Add Time', 'Month', and 'Week'. Below this is a table with the following columns: Balances, Act/Proj, Begin Date, Previous Earnings, Begin Balance, Prior Month Posted, Adjustments, Usable Balance, Not Taken, Taken, and Ending. The table shows values for October 2017. At the bottom, there are navigation buttons for '<< September', 'October', and '2017'.

2. Enter Leave Requests
 - a. Click on any open day in the calendar and the Add New Event will automatically open.
 - b. Provide the following information and save the request.
 - i. Start/End dates
 - ii. Start/End times
 - iii. Select Supervisor from the Reporting To Drop list
 1. If you hold more than one appointment, it is very important to ensure that your leave entry reflects the correct job record. To select the correct record, click the dropdown box and make your selection. Also, when completing your data entry in the event window you must select the appropriate job record.
 - iv. Event Name (Vacation, Sick, Jury Duty, etc.)
 - v. Action
3. Save the request to send notification to your approver.

The screenshot shows the 'Add/Edit Event' form. The fields are:

- *From Date: 10/02/2017
- *Time: 08 : 00
- *To Date: 10/02/2017
- *Time: 17 : 00
- Include Lunch
- Amount: 8.000
- *Reporting To: Job 0 Laurence Kaptain (Supervisor)
- *Earnings Code: Vacation Leave
- *Status: Approve
- Description: Moving
- SpeedType: (empty field)

 At the bottom, there are buttons for 'Save', 'Delete', and 'Close'.

4. Delete Leave Requests
 - a. Double click on the event from the calendar view and click the delete button to remove it.
5. Create Timesheet
 - a. If you have added leave items to your calendar tab, you will now complete and submit a timesheet.
 - i. ***Remember*: OT-Exempt employees only enter Leave items.**
 - b. Select the timesheet tab



- c. Select Correct Payroll Period and Job Record (see photo above)
 - d. Your timesheet will be automatically generated based on the leave time from your calendar
 - e. At the bottom of the timesheet, a summary will be documented. This will process in payroll.
 - f. If you believe the summary is not correct, you will need to go back to the calendar and make your corrections.
 - g. If you do agree the summary is correct, select the "I agree with the above Certification and Eligibility Statements" and click the "submit" button.
6. Your approver will be notified by email that your timesheet is ready. Normally, the approver is your supervisor).
7. After Submitting your Timesheet
 - a. Until your department has loaded the data to HRMS, you may continue to update your calendar and timesheet. You can do this by selecting the cancel/rebuild button at the bottom of your timesheet after it has been submitted.
 - b. Once your department has loaded your data, any changes to your timesheet will not be loaded to the payroll run. Always check with your Personnel Payroll Liaison (PPL) to ensure your correct information has been loaded.
 - c. At this time, all past timesheets submitted can still be viewed. If you did not submit a timesheet for a certain pay period, you can still view the data populated on your calendar.

Specific Notes for OT-Exempt Employees

- OT –Exempt Employees do NOT record regular worked hours, so work time is not displayed on the timesheet.
- The timesheet shows a week-by-week overview of exception time (Vacation, Sick etc.) based on the entries you made on the calendar.
- Be sure to review reported time for each day/week to ensure accuracy. To make changes, go back to the calendar events.
- For additional information, please contact your Personnel Payroll Liaison (PPL).

Create/Submit Timesheet for Overtime-Eligible or Hourly Employees

Overview: This guide provides instruction on creating and submitting timesheets for overtime-eligible and hourly employees (including students and hourly overtime-exempt employees). **You must enter your time on the calendar tab before reviewing and submitting your timesheet.** For help, refer to the Guide for MyLeave Entry of Worked Time for Leave for OT-Eligible and Hourly Employees.

1. Once you are finished entering your time on the Calendar Tab in MyLeave, click the Timesheet tab.
 - a. If you have any pending requests, ex. vacation leave, these will need to be approved before reviewing and submitting your timesheet.

Add/Edit Event

*From Date: 10/23/2017 *Time: 08 : 00

*To Date: 10/23/2017 *Time: 17 : 00

Include Lunch

Amount: 8.500 Details

*Reporting To: [Dropdown]

*Earnings Code: [Dropdown]

*Status: [Dropdown]

Description: [Text Area]

SpeedType: [Text Field]

Save Delete Close

2. Review and Submit Timesheet
 - a. Once all requests have been approved, you will select the Timesheet Tab and Pay Period Ending date listed at the top of the Timesheet tab.
 - b. The current payroll period will display as the default. If needed, select a different pay period. If you are documenting a previous pay period, be sure to contact your Personnel Payroll Liaison (PPL) to ensure correct pay and leave accruals.
 - c. Your timesheet will auto-create based on the time entered on your calendar.
3. Timesheet Created
 - a. Timesheet shows all worked hours and exception time (leave, overtime, etc.).
 - b. Review your reported time week-by-week to ensure accuracy.
 - c. If a particular work day does not show the minimum expected total hours that corresponds to your HRMS appointment, the system will create Unpaid Hours (docked time).
4. Submit Timesheet for Approval
 - a. At the bottom of your timesheet, a summary of all events will be documented. This is what will process in payroll.
 - i. If you believe the summary is not correct, you will need to go back to the calendar and make your corrections.
 - ii. If you do agree the summary is correct, select the "I agree with the above Certification and Eligibility Statements" and click the "submit" button.
 - b. Your approver will be notified by email that your timesheet is ready. Normally, the approver is your supervisor).

Totals						
Send To HRMS	Earn Code	Description	Hours	Rate	Total	
Y			9.0	1	9.0	
TOTAL:			9.0		9.0	

Speed Types							
Speed Type	Send To HRMS	Earn Code	Description	Hours	Rate	Total	Edit
	Y			9.0	1	9.0	<input type="button" value="Edit"/>

CERTIFICATION: I certify (1) The hours and minutes shown herein are a complete and accurate record of time worked each day and for the reporting period. All leave taken and/or overtime earned or taken as compensatory time was reported and approved by my supervisor. (2) The Speedtype identified above are appropriate to pay these hours, and the percentage of time attributed to each reflects the actual effort expended on the project(s) specific to the Speedtype listed. (3) If applicable, student 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 the rate of one and one-half times my hourly rate. Failure to receive advance approval for overtime or compensatory time worked may result in a corrective or disciplinary action which may include termination of University employment.

I agree with the above Certification and Overtime Eligibility statements

5. After submitting your Timesheet

- a. Until your department has loaded the data to HRMS, you may continue to update your calendar and timesheet. You can do this by selecting the cancel/ rebuild button at the bottom of your timesheet after it has been submitted.
- b. Once your department has loaded your data, any changes made to your timesheet will not be loaded to the payroll run. Always check with your Personnel Payroll Liaison (PPL) to ensure your correct information has been loaded.
- c. At this time, all past timesheets submitted can still be viewed. If you did not submit a timesheet for a certain pay period, you can still view the data populated on your calendar.