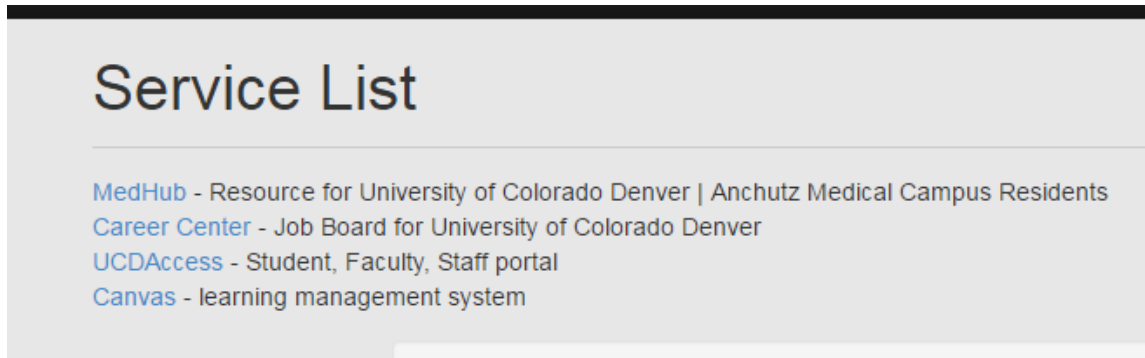
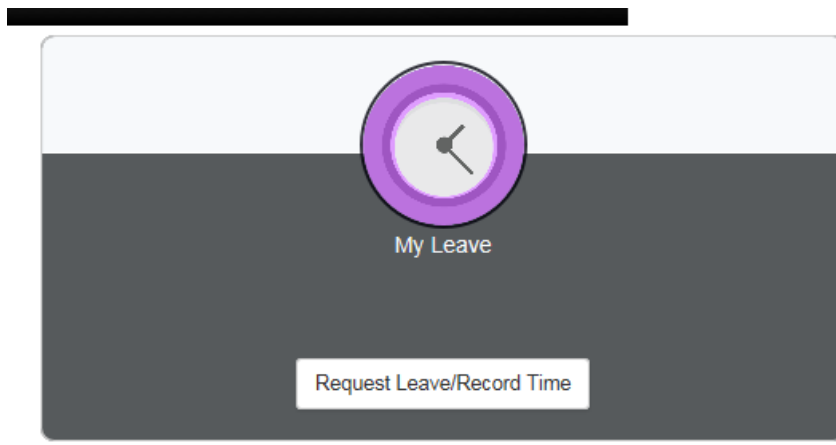


My Leave Initial Set Up

1. Portal> UCDAccess



2. My Leave block:



3. Navigate to PREFERENCES

The screenshot shows the University of Colorado Denver | Anschutz Medical Campus portal. The navigation menu includes: My Info and Pay, Benefits and Wellness, Training, Forms, Business Tools, Reporting & Compliance, and Useful Links. Below the navigation menu, there are tabs for Calendar-Month, Calendar-Week, Calendar-Day, Timesheet, and Department Employees. The main content area shows the "My Leave" page with a "Preferences" button circled in red. The date "Today is August 30, 2016" is displayed. Below the "Preferences" button, there is a table with the following data:

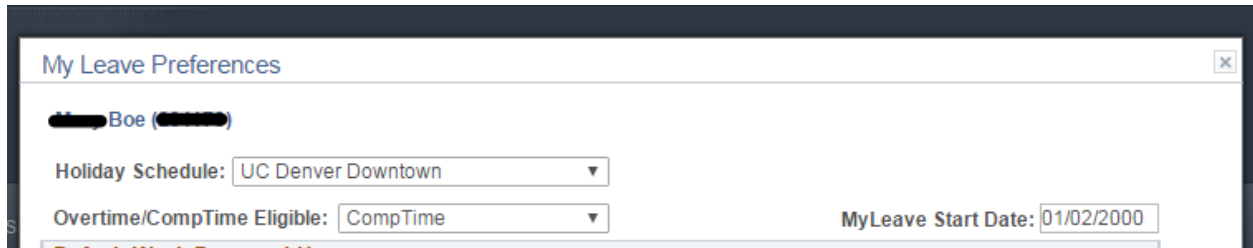
| Balances | Act/Proj | Begin Date | Previous Earnings | Begin Balance | Prior Month Posted | Adjustments | Usable Balance | Not Taken | Taken | Ending Balance |
|----------|----------|------------|-------------------|---------------|--------------------|-------------|----------------|-----------|-------|----------------|
| Sick | Actual | 08/01/2016 | 10.00 | 124.200000 | 9.00 | 0.00 | 115.20 | 0 | 0 | 115.20 |
| Vacation | Actual | 08/01/2016 | 14.67 | 187.260000 | 2.50 | 0.00 | 184.76 | 48 | 0 | 136.76 |

4. Set Preferences

Holiday Schedule: SELECT YOUR CAMPUS

Overtime/CompTime Eligible: COMPTIME

MyLeave Start Date: ENTER at least ONE MONTH PRIOR TO HIRE DATE



The screenshot shows a web form titled "My Leave Preferences" for a user named Boe. The form includes the following fields:

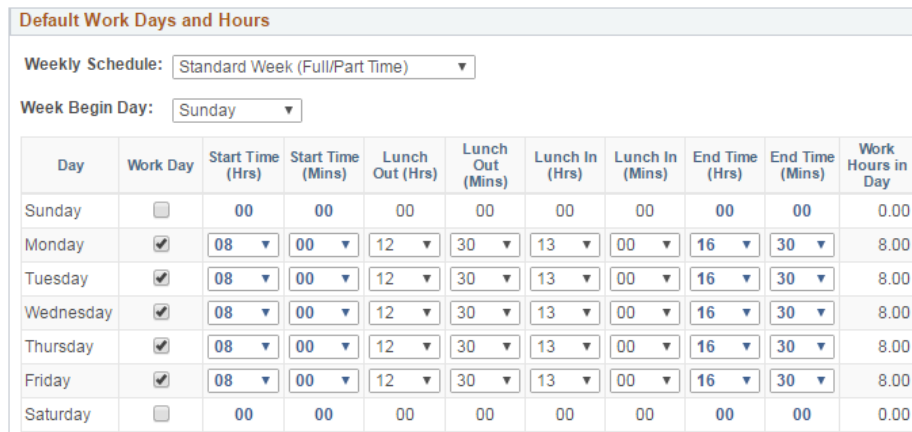
- Holiday Schedule:** UC Denver Downtown (dropdown menu)
- Overtime/CompTime Eligible:** CompTime (dropdown menu)
- MyLeave Start Date:** 01/02/2000 (text input)

Default Work Days and Hours

Weekly Schedule: STANDARD WEEK (FULL/PART TIME)

Week Begin Day: SUNDAY

Set your work hours as appropriate (M-F; etc.)

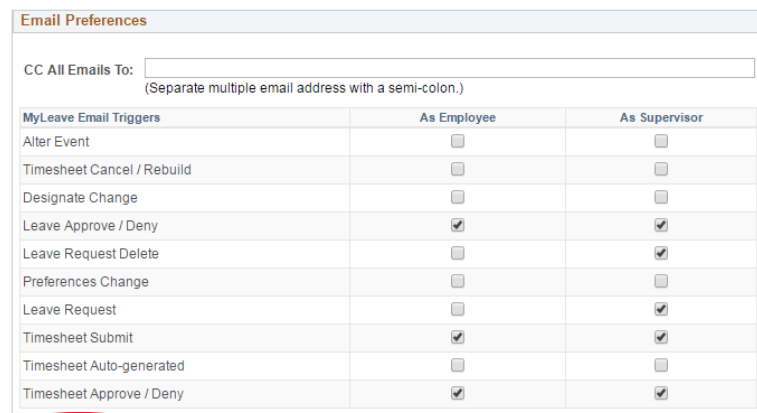


The screenshot shows a form titled "Default Work Days and Hours" with the following settings:

- Weekly Schedule:** Standard Week (Full/Part Time) (dropdown menu)
- Week Begin Day:** Sunday (dropdown menu)

| 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 type="checkbox"/> | 00 | 00 | 00 | 00 | 00 | 00 | 00 | 00 | 0.00 |
| Monday | <input checked="" type="checkbox"/> | 08 | 00 | 12 | 30 | 13 | 00 | 16 | 30 | 8.00 |
| Tuesday | <input checked="" type="checkbox"/> | 08 | 00 | 12 | 30 | 13 | 00 | 16 | 30 | 8.00 |
| Wednesday | <input checked="" type="checkbox"/> | 08 | 00 | 12 | 30 | 13 | 00 | 16 | 30 | 8.00 |
| Thursday | <input checked="" type="checkbox"/> | 08 | 00 | 12 | 30 | 13 | 00 | 16 | 30 | 8.00 |
| Friday | <input checked="" type="checkbox"/> | 08 | 00 | 12 | 30 | 13 | 00 | 16 | 30 | 8.00 |
| Saturday | <input type="checkbox"/> | 00 | 00 | 00 | 00 | 00 | 00 | 00 | 00 | 0.00 |

Set Email Preferences



The screenshot shows a form titled "Email Preferences" with the following fields:

- CC All Emails To:** (text input)

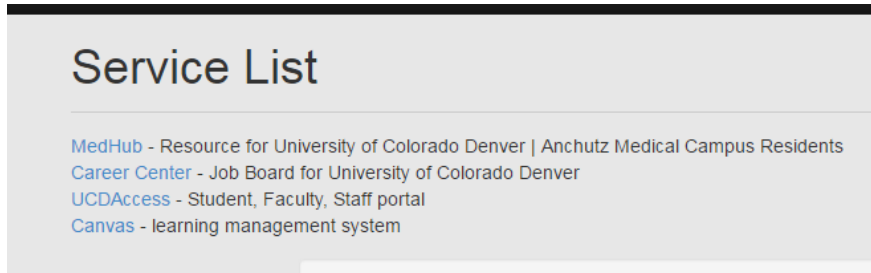
| MyLeave Email Triggers | As Employee | As Supervisor |
|----------------------------|-------------------------------------|-------------------------------------|
| Alter Event | <input type="checkbox"/> | <input type="checkbox"/> |
| Timesheet Cancel / Rebuild | <input type="checkbox"/> | <input type="checkbox"/>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

Save & Return

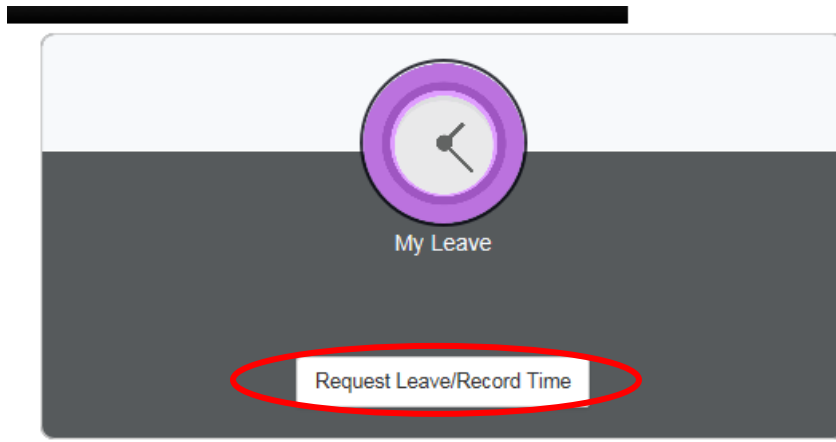
Close

My Leave Time Entry

1. Portal> UCDAccess

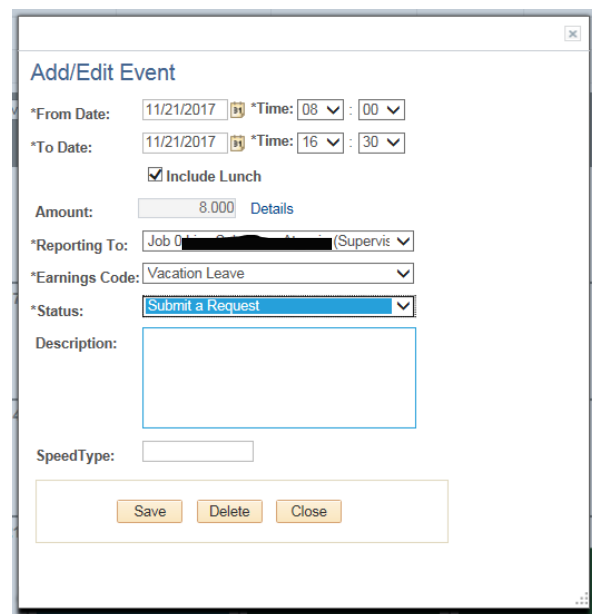


2. My Info and Pay TAB> My Leave



3. Enter Leave Request

- a. Double Click on Date in Calendar that you would like to enter hours for
- b. Add Event:
- c. *Date/Time
- d. *Earnings Code
- e. *Status: SUBMIT A REQUEST
- f. Description if necessary
- g. SAVE



The screenshot shows the 'Add/Edit Event' form. The form contains the following fields and options:

- *From Date: 11/21/2017 *Time: 08 : 00
- *To Date: 11/21/2017 *Time: 16 : 30
- Include Lunch
- Amount: 8.000 Details
- *Reporting To: Job 0 (Supervis)
- *Earnings Code: Vacation Leave
- *Status: Submit a Request
- Description: (Empty text box)
- SpeedType: (Empty text box)
- Buttons: Save, Delete, Close

4. Submit Timesheet at the end of each month

Calendar-Month | Calendar-Week | Calendar-Day | **Timesheet** | Department Employees

*Pay Period Ending: 10/01/17 - 10/31/17 leave to be reported for 11/30/17 Job 0, USX-OT Exempt

Mary [redacted] Job: 0, Department: 30026 -- Time Worked from 10/01/2017 through 10/31/2017. Based on standard hours per week of 40
 Posted (Approved on 11/10/2017 13:52, [redacted], (Submitted on 11/02/2017 11:46)

- 5. Verify Hours taken for the month
- 6. Check "I Agree" box and Submit

| Totals | | | | | | |
|--------------|-----------|----------------|-------|------|--------|--|
| Send To HRMS | Earn Code | Description | Hours | Rate | Total | |
| Y | SCK | Sick Leave | 7.0 | 1 | 7.000 | |
| Y | VAC | Vacation Leave | 6.0 | 1 | 6.000 | |
| | | TOTAL: | 13.0 | | 13.000 | |

| Speed Types | | | | | | |
|-------------|--------------|-----------|----------------|-------|------|-------|
| Speed Type | Send To HRMS | Earn Code | Description | Hours | Rate | Total |
| | Y | SCK | Sick Leave | 7 | 1 | 7.000 |
| | Y | VAC | Vacation Leave | 6 | 1 | 6.000 |

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 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

Submit