

## **MyLeave Overview**

MyLeave is the leave component of the new MyTime timekeeping system. MyLeave will allow the Absence Management Team to improve the leave process where it applies to employees' timecards. Most leaves will no longer need to be added to employees' timecards as the new MyLeave system will allow leaves, and the appropriate type of pay associated with those leaves, to be added automatically.

## **Continuous Leaves**

Under the MyTime timekeeping system, employees and supervisors will no longer need to enter in the employee's time for any continuous leaves taken. Once an employee's leave request has been processed, the leave time will be added to the employee's timecard automatically. Leaves will now be designated on timecards using a specific leave code instead of pay codes (sick, vacation, etc.). The accruals that should be used for the type of leave the employee is taking are built into the leave code. For example, an employee on an FMLA leave would automatically have sick time applied to each day of the absence until the leaves ends. If they run out of sick leave prior to the end of the leave, the system will then start to deduct vacation time until the leave ends. If all accruals have been exhausted, the system will apply unpaid leave to each day the employee is on leave.

The 'Pay Code' column on the timecard shows the leave code that is being used for the employee's leave on that day. The 'Amount' column shows not only the number of hours of leave the employee has used; that amount will also be the number of accrual hours applied to that day.

Contact the Absence Management Team if you believe there are any errors or omissions that may have occurred on the employee's leave.

## **Intermittent Leaves**

Under the MyTime system, intermittent leave hours will still need to be entered manually onto the employee's timecard. Since intermittent leaves are rarely taken on a consistent frequency, the MyLeave system won't be able to apply these leaves to the timecards automatically. This will require the appropriate leave code to be entered instead of the pay code associated with the accrual.

If an employee's request for intermittent leave is approved, they will be provided with an intermittent tracking form in their approval letter. This form will need to be completed each

pay period regardless of whether the employee uses leave or not. Employees should complete the tracking forms and provide them to their supervisors at least 3 days prior to the end of the pay period, so supervisors have sufficient time to verify and enter the time on their timecard.

## Entering Intermittent Leave Time

When entering an employee's time on their timecard, supervisors or Payroll Reporters will need to enter the time using the leave code that corresponds to the current leave the employee is taking. Follow the steps below to add intermittent time to an employee's timecard.

1. Log into UKG/MyTime through CIS.
2. Using the Manage Timecards tile on your Home Page, click on the All Timecards arrow next to the tile title.
3. Search for the employee on leave using the search feature in the upper left-hand corner of the screen by typing in their UID or their name.
4. Go to the day where the employee has indicated that they have taken intermittent leave.
5. Click on the red plus next to the date on the left side of the screen for that day.
6. In the new row that has been added, click on the box in the Pay Code column for that day.
7. The first option available on the dropdown list will be the Leave Code for the employee's current leave. Choose this option.
  - a. If the employee has multiple intermittent leaves running concurrently, you will need to use the Leave Code associated with the leave the employee has indicated on their intermittent tracking form using the numeric identifier from the approval letter. (e.g. SELF - **2**, CHILD - **3**, etc.)
8. Then select the box in the Amount column for that day and type in the number of hours the employee indicated they used from the intermittent tracking form.
9. Enter in each day separately as indicated on the intermittent tracking form.
10. Be sure to click on the Save icon on the upper right side of the screen when you are finished.

## Adding Holiday & University Closure Day (UCD) Time

While your employee is on a leave, holiday time and UCDs are not applied to the employee's timecard automatically. Supervisors or Payroll Reporters will need to enter the employee's holiday time in manually to make sure the employee is paid correctly. This

process applies to salaried and hourly employees. Follow the steps below to add holiday time.

1. Log into UKG/MyTime through CIS.
2. Using the Manage Timecards tile on your Home Page, click on the all timecards arrow, next to the tile title.
3. Search for the employee on leave using the search feature in the upper left-hand corner of the screen.
4. Go to the day where the holiday falls. That day should already be labeled with the name of the holiday in the Pay Code column.
5. Click on the red plus next to the date on the left side of the screen for that day.
6. In the new row that has been added, click on the box in the Pay Code column for that day.
7. From the drop-down list, choose the holiday or UCD pay code, depending on how the day is designated (HOL or UCD).
8. Then select the box in the Amount column for that day and type in the number of hours the employee should receive for the holiday or UCD, depending on their FTE. (e.g. 1.0 FTE = 8.0 hours; 0.75 FTE = 6.0 hours, etc.).
9. Be sure to click on the Save icon on the upper right side of the screen.

Employees and supervisors should always verify the information entered on employees' timecards each pay period before approving for final payroll processing. If you believe there are any discrepancies on your employees' timecards, regarding their leave, please contact the Absence Management Team immediately.

### **HR Absence Management**

[absencemanagement@utah.edu](mailto:absencemanagement@utah.edu)

801-581-7447, Option 2, Option 1