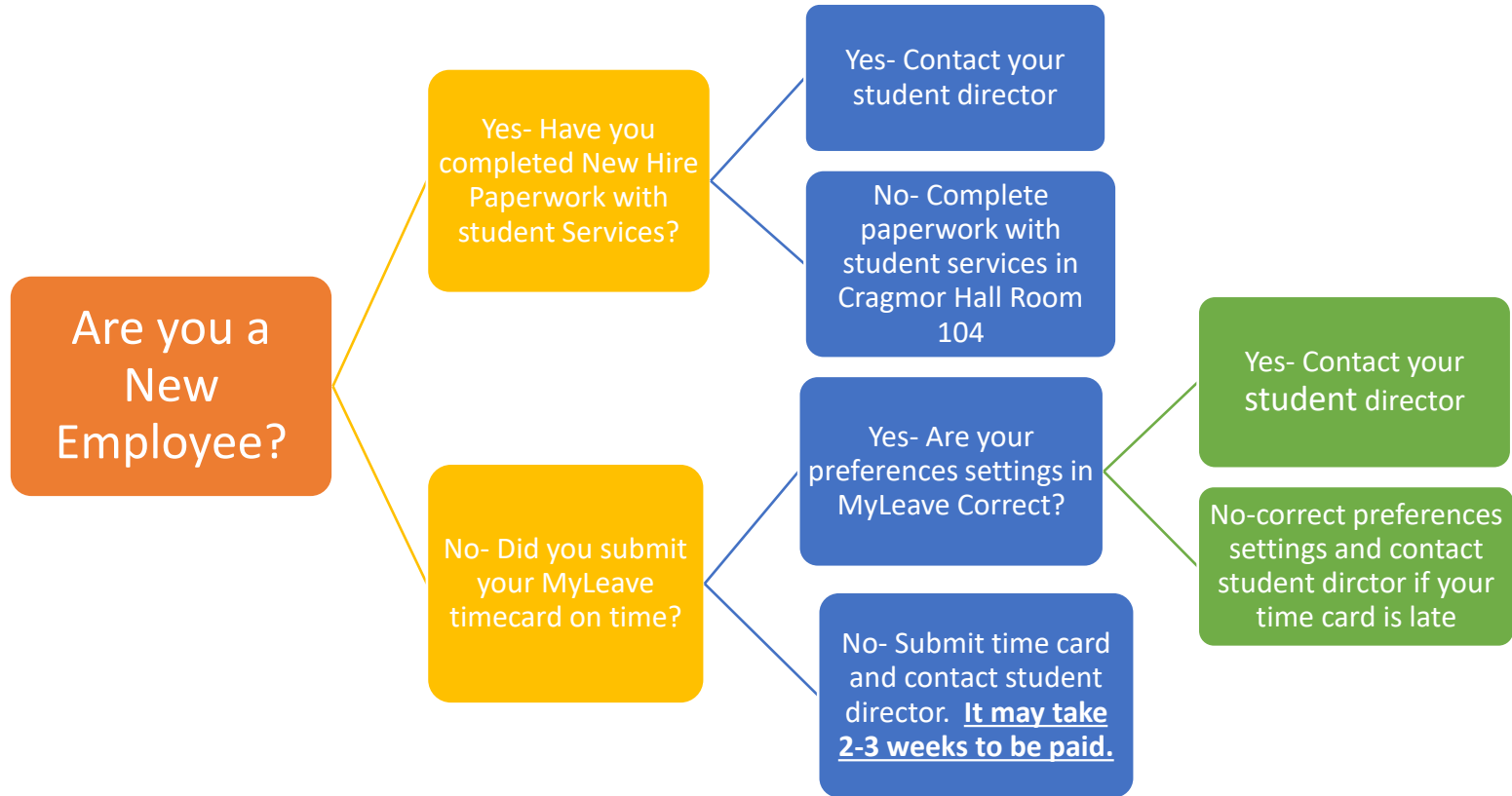


Why Havn't I Been Paid?????



Setting your Preferences:

Log into your student portal and click on the “CU Resources” tab. Click on the image of a calendar labeled “MyLeave.” This is where you will enter any hours worked. This screenshot shows you what your preferences should look like. MyLeave will prompt you to your references the first time you open the program.

Even though you will select “UCCS Holiday Schedule,” student employees do not get paid holidays except for any hours worked

My Leave Preferences

Jasmine Nelson (280900)

Holiday Schedule:

Overtime/CompTime Eligible:

MyLeave Start Date: 08/17/2015

Default Work Days and Hours

Weekly Schedule:

Week Begin Day:

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 checked="" type="checkbox"/>	00	00	00	00	00	00	23	45	23.75
Monday	<input checked="" type="checkbox"/>	00	00	00	00	00	00	23	45	23.75
Tuesday	<input checked="" type="checkbox"/>	00	00	00	00	00	00	23	45	23.75
Wednesday	<input checked="" type="checkbox"/>	00	00	00	00	00	00	23	45	23.75
Thursday	<input checked="" type="checkbox"/>	00	00	00	00	00	00	23	45	23.75
Friday	<input checked="" type="checkbox"/>	00	00	00	00	00	00	23	45	23.75
Saturday	<input checked="" type="checkbox"/>	00	00	00	00	00	00	23	45	23.75

Email Preferences

Enter your UCCS e-mail

CC All Emails To:
(Separate multiple email address with a semi-colon.)

MyLeave Email Triggers	As Employee	As Supervisor
After 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"/>

Save & Return Close

Each day should be selected and every time should be set to zero except for the end times, which must be set to 23 hours and 45 minutes