

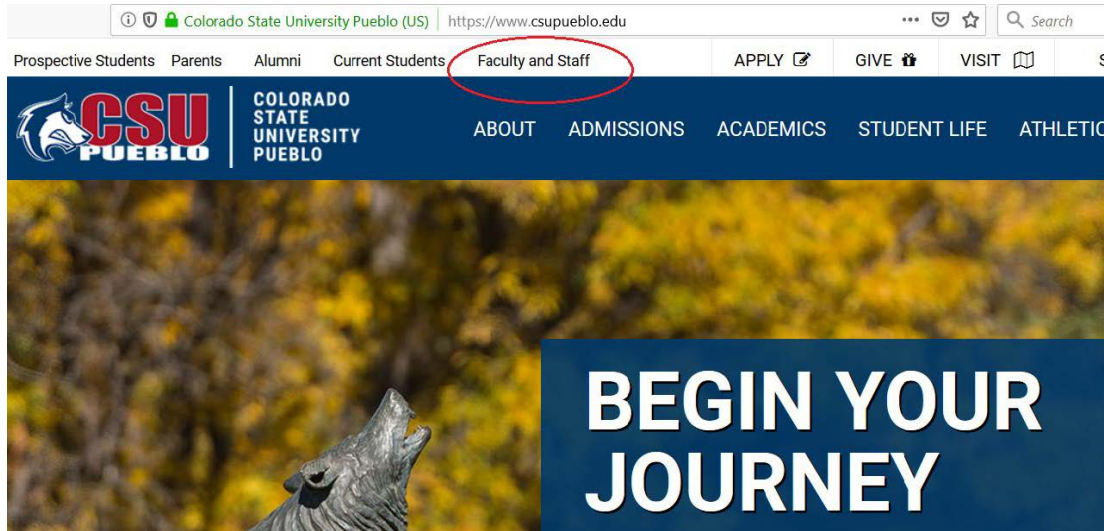
# Colorado State University-Pueblo

## Leave Entry Tutorial

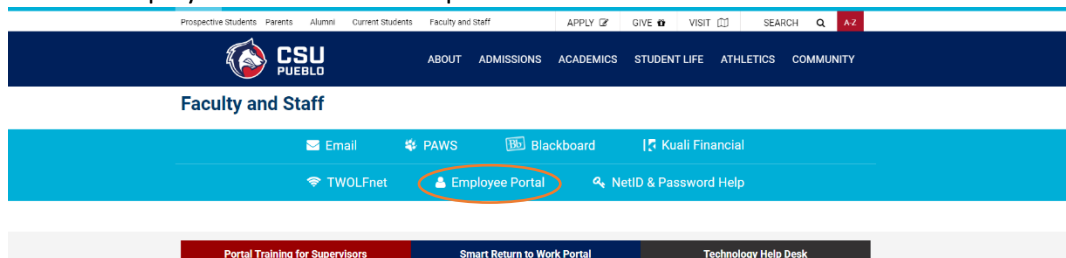
As of February 7, 2019, paper leave calendars will no longer be distributed by the Office of Human Resources. Submission of leave hours in the Employee Portal serves as your electronic signature in place of signing a paper leave calendar. Below, you will find instructions for checking your leave balances. Additionally:

- You must continue to follow your department's current procedures for requesting the use of leave prior to entering leave into the Employee Portal.
- The employee is responsible for the entry and accuracy of their electronic leave submissions in the Employee Portal.

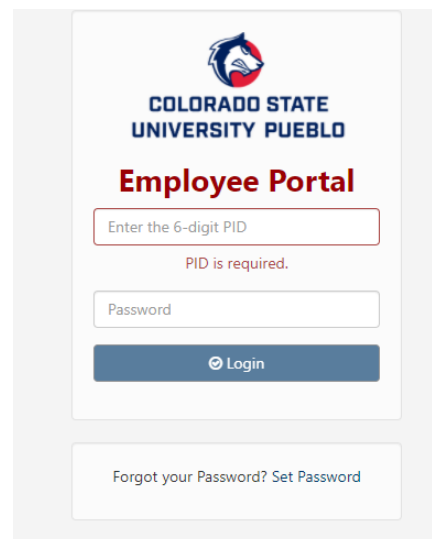
1. From the home page, [www.csupueblo.edu](http://www.csupueblo.edu), click on Faculty and Staff.



2. Click on Employee Portal near the top of the screen.



3. Once the Employee Portal screen appears, enter your PID with no dash (numbers only 123456). Enter your password and click Log In.



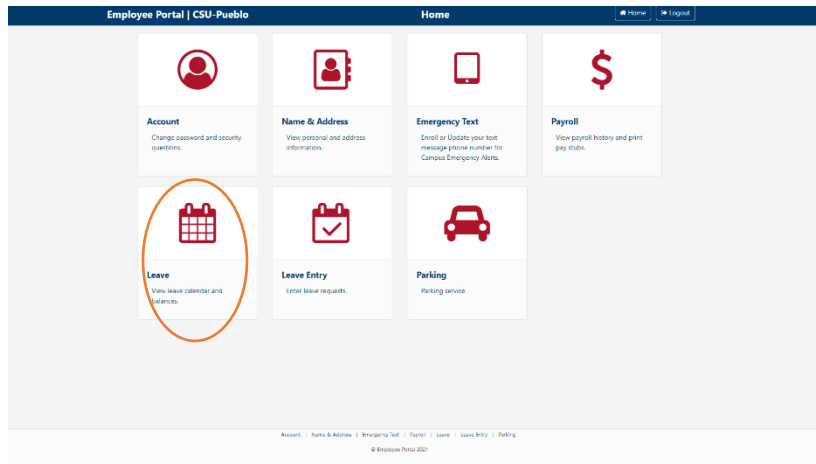
Forgot your password?

Click and follow the on-screen instructions.

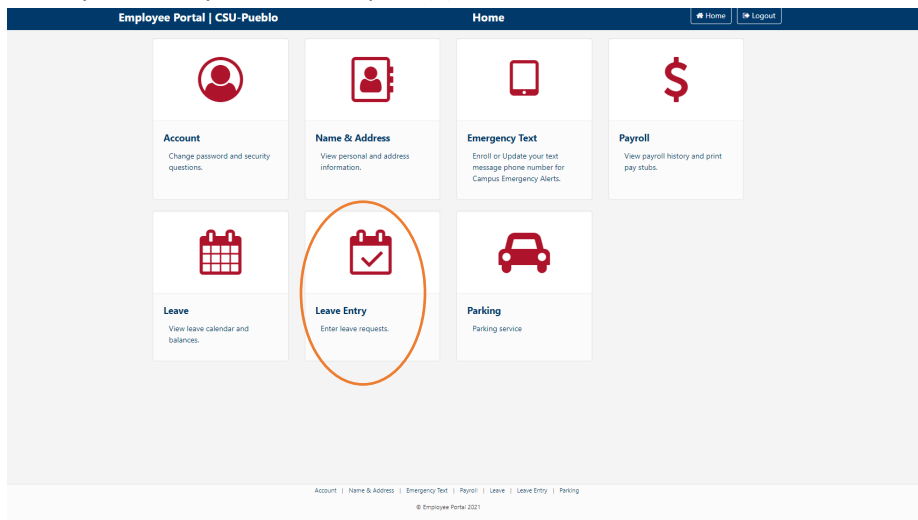
If this does not work, your account may need to be reactivated.

Contact the IT help desk at 719-549-2002.

To view or print your leave calendar, click Leave and click the View link at the bottom of the tab: (last day of previous month). Your calendar will open with Adobe Acrobat Reader in a separate window. At the bottom of the Employee Leave Calendar, in the Summary of Hours Recorded section, you will find any leave balances that may be lost if not used by June 30 of the current year.

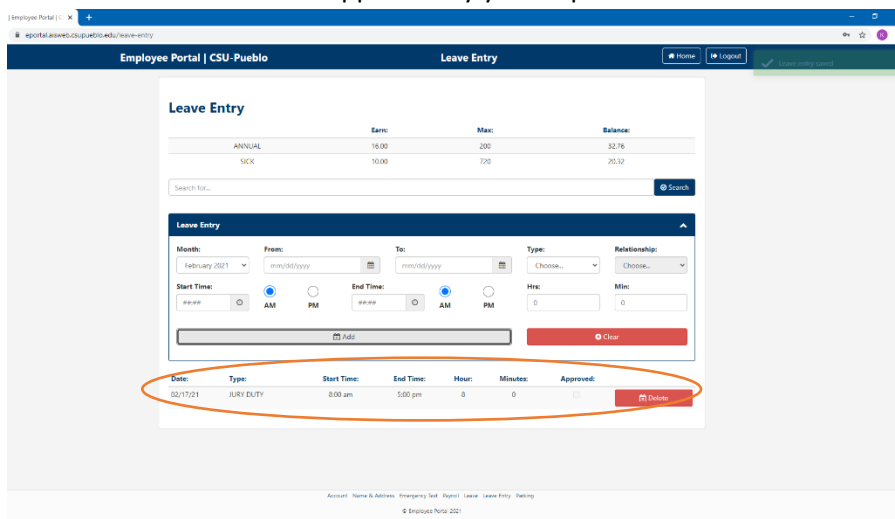


4. Click Leave Entry to enter your leave request(s).



5. As shown below, your leave balances appear in the top right corner. Also displayed are the number of hours you earn each month for annual and sick leave, as well the maximums for both types of leave. This is the amount of leave available to be used.

- The bottom portion of the screen shows the leave request(s) you have already submitted for the month and whether or not the leave has been approved by your supervisor.

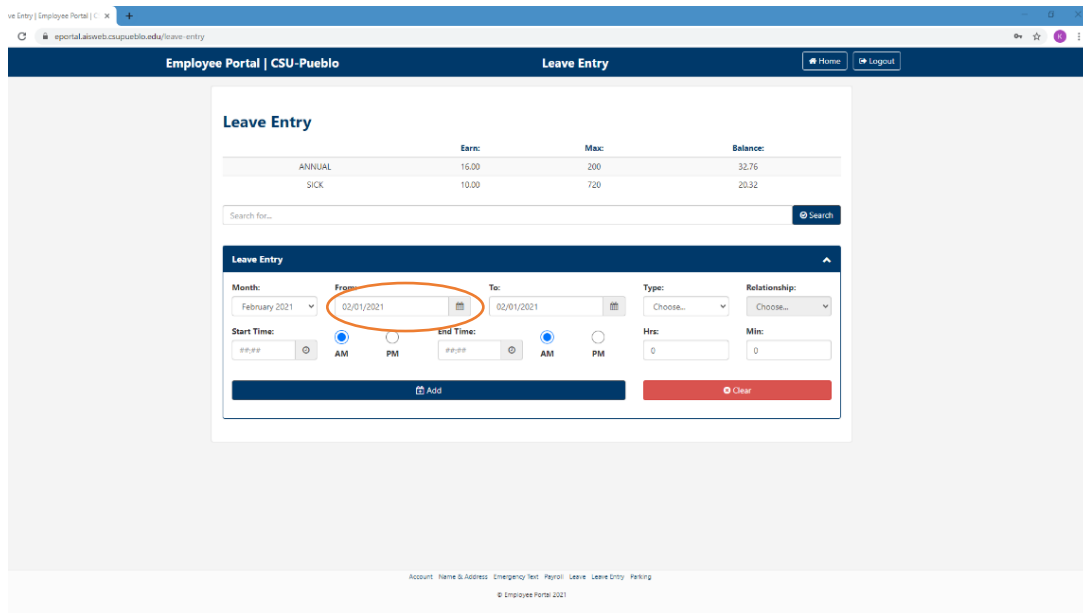


- If you have incorrectly entered leave and it has not yet been approved by your supervisor, you can delete their quest here by clicking Delete next to the leave you wish you remove. If it has been approved, please contact Human Resources to modify or delete the leave request.

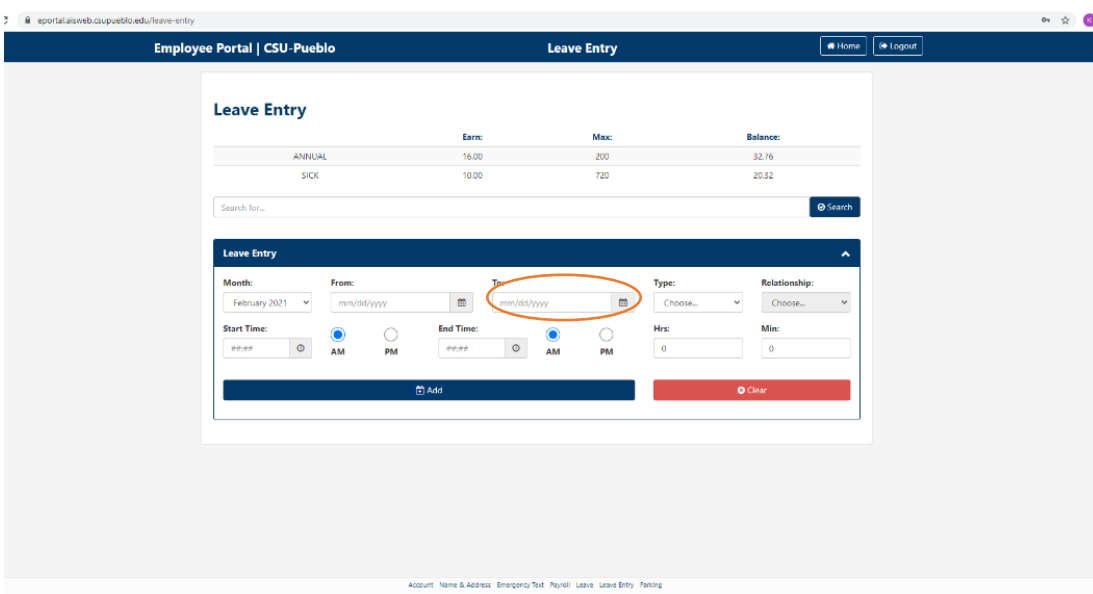
- The following leave types must be requested electronically here: Annual, Family Sick, Funeral, Jury Duty, and Sick. Submit additional documentation for funeral or jury duty leave to your supervisor and appointing authority by email or hard copy. Do not submit paper leave requests for funeral or jury duty leave.

- All other leave types must be requested by clicking on the Leave/Absence Request and Authorization link on the screen and completing and submitting the form to your appointing authority (or designee) after signing and obtaining your supervisor’s signature. Ensure any necessary documentation is submitted with the request.

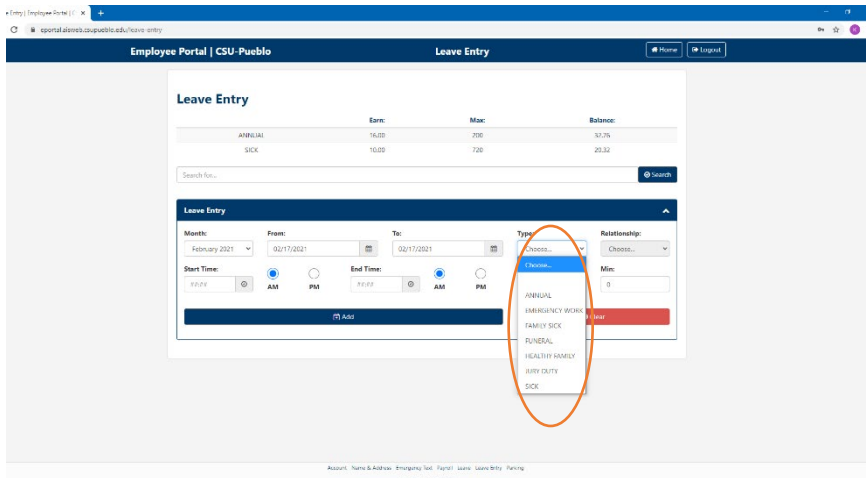
6. Enter the start date for your requested leave.



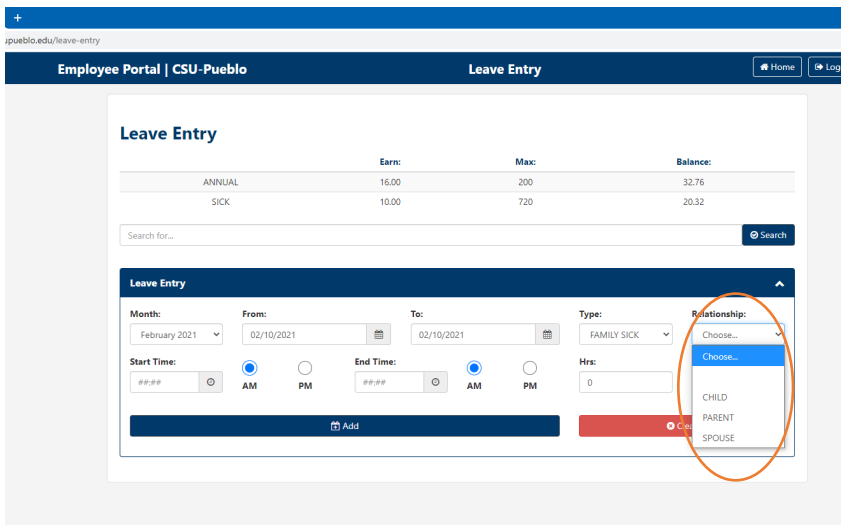
7. Enter the end date for your requested leave.



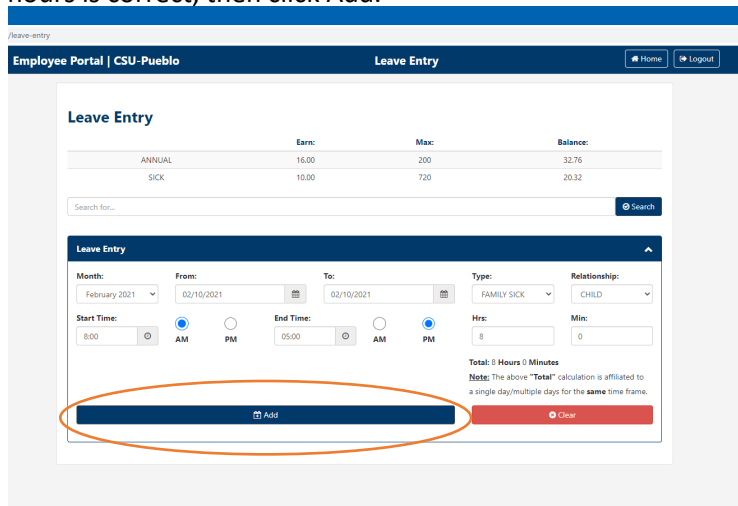
8. Select the type of leave.



9. If you select “FAMILY SICK” as the leave type, you will be required to enter the relationship of the person for whom you are caring. No relationship is required other leave types.



10. Enter the start and end times for your leave. Make sure to indicate am or pm when entering your leave time and verify the number of hours is correct, then click Add.



If you have questions, need to change or delete approved leave, or have the need for Family and Medical Leave (FMLA), please contact Human Resources at (719) 549-2076.