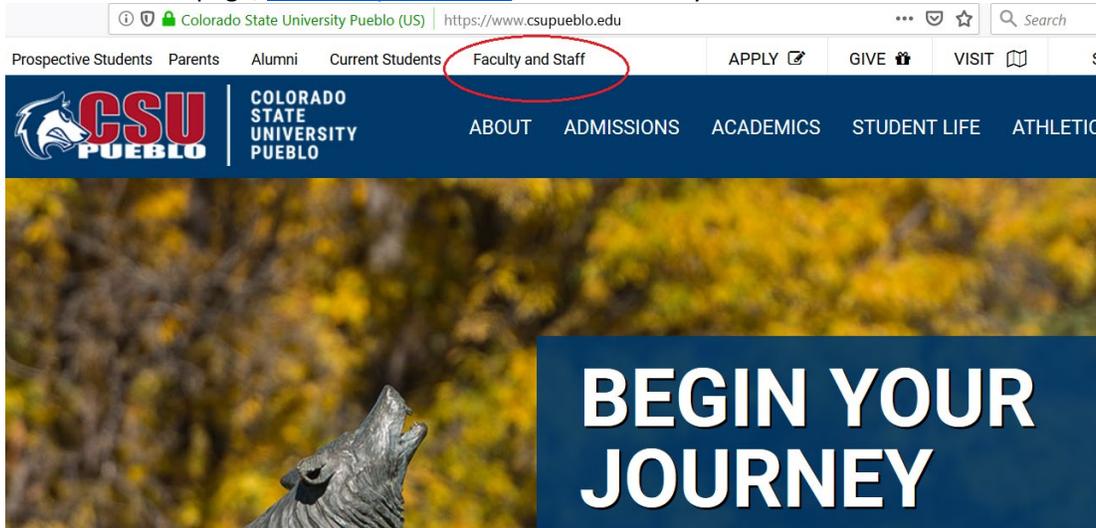


Colorado State University-Pueblo Leave Entry Tutorial

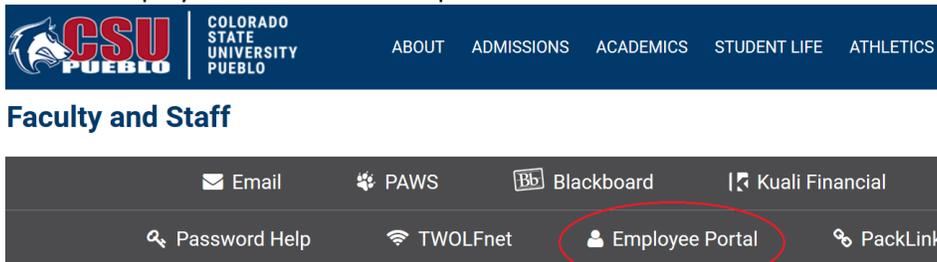
As of February 7, 2019, paper leave calendars will no longer be distributed by the Office of Human Resources. Submission of leave hours in the Employee Portal serves as your electronic signature in place of signing a paper leave calendar. Below, you will find instructions for checking your leave balances. 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, 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 [Forgot Password](#) and follow the on-screen instructions. If this does not work, your account may need to be reactivated. Contact the IT help desk at 549-2002.

To view or print your leave calendar, click [Leave](#) and click the [View](#) link at the bottom of the tab:
[View Leave/Absence Request Calendar thru](#) (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.

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Balance	May Lose by June 30th
ANNUAL (A)	32.00		36.00		33.00								22.5	
SICK (S)	1.50	1.50			4.00								238.11	
OVER TIME (OT)													0.50	
FUNERAL (FU)			2.00											
HOLIDAY (H)	8.00				16.00									

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

Your Services:

- [Name & Address](#) View personal and address information.
- [Emergency Text](#) Enroll or Update your text message phone number for Campus Emergency Alerts.
- [Payroll](#) View payroll history and print pay stubs.
- [Leave](#) View leave calendar and balances.
- [Leave Entry](#) Enter leave requests.
- [Conflict of Interest Disclosure](#) Enter Conflict of Interest Disclosure.

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 the request 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.
- Holiday leave for the current month also appears here and indicates that it has been approved.
- 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.

Home | Leave Entry | Help

Month:

	Earn	Max	Balance
ANNUAL	16.00	200	252.50
SICK	10.00	720	232.11

From: To (Opt.): Type of Leave*: Relationship: Start Time: am pm End Time: am pm Hours: Minutes:

Date	Type	Relationship	Start Time	End Time	Hours	Minutes	Total	Approved
Tue 11/06/18	ANNUAL		4:00 pm	5:00 pm	1	0	1	<input type="checkbox"/> Delete
Wed 11/07/18	ANNUAL		8:00 am	5:00 pm	8	0	8	<input type="checkbox"/> Delete
Thu 11/08/18	ANNUAL		8:00 am	5:00 pm	8	0	8	<input type="checkbox"/> Delete
Fri 11/09/18	ANNUAL		8:00 am	5:00 pm	8	0	8	<input type="checkbox"/> Delete
Mon 11/12/18	ANNUAL		8:00 am	5:00 pm	8	0	8	<input type="checkbox"/> Delete
Thu 11/22/18	HOLIDAY		8:00 am	5:00 pm	8	0	8	<input checked="" type="checkbox"/>
Fri 11/23/18	HOLIDAY		8:00 am	5:00 pm	8	0	8	<input checked="" type="checkbox"/>

The above leave entries have successfully been submitted. To correct approved leave contact Human Resources.

*Submit the [Leave/Absence Request and Authorization](#) form for Types of Leave not listed.

6. Enter the start date for your requested leave.

From To (Opt.) Type of Leave* Relationship Start Time End Time Hours Minutes
Submit Clear

November 2018

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

7. Enter the end date for your requested leave.

From To (Opt.) Type of Leave* Relationship Start Time End Time Hours Minutes
Submit Clear

November 2018

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

8. Select the type of leave.

From To (Opt.) Type of Leave* Relationship Start Time End Time Hours Minutes
Submit Clear

ANNUAL
FAMILY SICK
FUNERAL
JURY DUTY
SICK

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.

From To (Opt.) Type of Leave* Relationship Start Time End Time Hours Minutes
Submit Clear

CHILD
PARENT
SPOUSE

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 [Submit](#).

From To (Opt.) Type of Leave* Relationship Start Time End Time Hours Minutes
Submit Clear

4:00 am pm 12:00 am pm 24 0

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) 549-2441.