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EMPLOYEE SERVICES

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Entering Leave and Adjusting Leave Balances (MON)

Learn how to enter leave taken by monthly employees, make adjustments to leave balances reflected in the system, and/or enter existing balances for state classified employees who have transferred or reinstated from other state agencies or departments.

Note: The screen shots used in this guide may not be representative of your access.

Files:

 [Entering-Leave-and-Adjusting-Leave-Balances-MON.pdf](#)^[1]

Source URL: <http://www.cu.edu/employee-services/policies/entering-leave-and-adjusting-leave-balances-mon>

Links:

[1] http://www.cu.edu/sites/default/files/policies/docs/Entering-Leave-and-Adjusting-Leave-Balances-MON_0.pdf