

## **Annual leave sweep complete: Next, review leave balances with queries** <sup>[1]</sup>

July 30, 2019 by [Employee Services](#) <sup>[2]</sup>

The annual leave sweep to adjust sick and vacation balances for employees who have exceeded the maximum allowable accrual for the fiscal year is now complete.

Reports detailing removed excess hours were sent to each campus Human Resource department.

### **Next step: Review leave balances**

Run the following reports in the CU HCM User WorkCenter to review current leave balances:

1. **Leave Accrual Detail (CUES\_HCM\_LEAVE\_ACCRUAL\_DETAIL)** can be run by department or employee ID. This report includes employee sick and vacation leave accruals, leave take, adjustments and balances by pay period.
2. **Leave Balances (CUES\_HCM\_LEAVE\_BALANCES)** returns a detailed history of sick and vacation leave balances by employee ID.
3. **Leave Sweep 2019 (CUES\_HCM\_LEAVE\_SWEEP)** returns leave sweep calculations as of June 30, 2019, for each benefit record to currently active employees.

Follow this path access reports: **CU Resources Home > Business Tools > HCM > HCM Community Users > HCM WorkCenter tile > Resources tab** > scroll down and select **Click here for ALL** > click **Leave Accrual Detail, Leave Balances** and/or **Leave Sweep**.

### **Have questions?**

Please contact payroll at 303-860-4200, option 2, or [HCM\\_Community@cu.edu](mailto:HCM_Community@cu.edu) <sup>[3]</sup>.

[Leave Sweep](#) <sup>[4]</sup>, [queries](#) <sup>[5]</sup>

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#### **Links**

[1] <https://www.cu.edu/blog/hcm-community/annual-leave-sweep-complete-next-review-leave-balances-queries>

[2] <https://www.cu.edu/blog/hcm-community/author/10695>

[3] [mailto:HCM\\_Community@cu.edu](mailto:HCM_Community@cu.edu)

[4] <https://www.cu.edu/blog/hcm-community/tag/leave-sweep>

[5] <https://www.cu.edu/blog/hcm-community/tag/queries>