

Certify annual leave by July 31. We have resources to assist you ^[1]

June 29, 2017 by [Employee and Information Services](#) ^[2]

Required by [Regents Policy 11-E](#) ^[3], supervisors must maintain leave records for department personnel and verify their accuracy each year. Let's break down the process in two simple steps.

1. Share this [step-by-step guide](#) ^[4] with supervisors and employees, who will certify balances in the [employee portal](#) ^[5].
2. Run the new leave certification query, which returns information for all employees who have completed their balances for FY 2017. Go to the NavBar and find the query here: **Human Capital Mgmt> CU HCM User WorkCenter> Resources> Query Manager> CUES_HCM_ANNUAL_LV_CERT.**

We hope you find these resources useful! Thank you for ensuring balances are up-to-date and accurate.

[leave](#) ^[6], [vacation balance](#) ^[7]

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