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Help employees use their paid leave by verifying leave balances now [1]

March 14, 2025 by (not verified) [2]

Each year, University of Colorado employees risk losing vacation leave hours in excess of CU's carryover limits. To help your department's employees schedule time off ahead of the June 30 deadline, HCM users are encouraged to review and adjust leave balances in the spring.

Providing accurate leave balances early in the year empowers employees to know exactly how many hours they need to take. It also allows you to provide advance notice to their supervisors and teams, so departments continue to run smoothly.

Review employee leave usage and reconcile balances with these queries:

- **Leave Accrual Summary (CUES_HCM_LEAVE_ACCRUAL_SUM):** This query reflects the Summary tab within the CU Leave Accrual Summary page.
- **Leave Accrual Detail (CUES_HCM_LEAVE_ACCRUAL_DTL):** This query pulls information from the CU Leave Accrual Summary page's Detail tab for individual employees.
- **Leave Taken (CUES_HCM_LEAVE_TAKEN):** This query provides leave hours that have been processed by payroll, giving you the ability to compare third-party/off-line timekeeping entries with uploads.
- **My Leave Calendar View (CUES_HCM_MY_LEAVE_CALENDAR):** This query returns detailed information about My Leave requests shown on the calendar view, excluding holidays, giving you the ability to compare and determine if all calendar events are reflected in the HCM Leave Accrual balance.
- **Leave Sweep: FY2025 (CUES_HCM_LEAVE_SWEEP_FY25):** This is the short-range query. It returns current leave sweep/adjustment calculations for active employees. It does not forecast the balance of the leave sweep and does not include leave not yet accrued, unprocessed leave, or leave scheduled but not taken. These must be accounted for manually when estimating Leave Sweep overages.
    - The Leave Sweep Long-Range Forecast query is no longer valid for FY2025. It has been deactivated. It will return for FY2026.

Access these queries

1. Log into the employee portal [3].
2. Open the **CU Resources Home** dropdown menu and click **Business Tools**.
3. Select the **HCM** tile and choose **HCM Community Users** from the drop-down menu.
4. Click the **HCM WorkCenter** tile.

5. Choose the **Resources** tab.

Need a refresher on running queries? Review this step-by-step guide on running queries [4].

Annual Leave [5], Vacation Leave [6]
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