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

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Each year, University of Colorado employees risk losing vacation leave hours in excess of CU's carryover limits. To help your 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: FY2025–26 (CUES_HCM_LEAVE_SWEEP_FY26):** This is the short-range query. It returns current leave sweep calculations but does not forecast the amount of the leave sweep. It does not include leave not yet accrued, unprocessed leave or leave scheduled but not taken. All leave sweep estimates using this query must be made manually.
    - The Leave Sweep Forecast query is no longer valid for FY2026. It has been deactivated and will return for FY2027.

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? Instructions are available [4].

Step-by-step guides, job aids and resources are available on the HCM Community Website [5].

Annual Leave [6], Leave Sweep [7], Vacation Leave [8]
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