As we begin the new fiscal year, it's time to certify employees' vacation and sick time.

Required by Regents Policy 11-E, 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 with supervisors and employees, who will certify balances in the employee portal.
2. Run the new leave certification query, which tracks who has and hasn't submitted their balances. Find the query here: Main Menu > 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.