

## **New resources assist you during annual leave certification**

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July 7, 2016 by [Employee Services](#) [2]

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

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 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.

[My Leave](#) [6], [leave](#) [7]

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[3] <https://www.cu.edu/regents/policy-11e-leave-policies-officers-exempt-professionals-and-faculty>

[4] <https://www.cu.edu/docs/sbs-annual-leave-certification-employees-and-supervisors>

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