

Use our resources to certify and approve leave by Aug. 26

[1]

July 26, 2019 by [Employee Services](#) [2]

Leave certification has started for both supervisors and some employees. Guided by the [Board of Regents Policy 11-E](#) [3], this process requires all leave-eligible employees to certify the accuracy of their leave and supervisors to maintain leave records for department personnel, approve leave requests and verify their accuracy.

Approve employees' leave certification requests

If leave-eligible employees in your department need assistance certifying their balances, share this [step-by-step guide](#) [4] with them. Leave balances displaying on the leave certification are from the June leave balance on the CU Leave Accrual Summary in HCM, not from My Leave. The balances have been updated with June accruals and leave taken.

To certify their requests, follow the steps below:


1. Log into the [portal](#) [5] and open the center drop-down menu
2. Select **Manager**
3. Click the **Annual Leave Cert Approval** tile
4. Select **Approved** or **Denied** for each request
5. Click **Submit**


For an illustrated reference, please review the [Annual Leave Certification](#) [6] guide.

Identify employees who need to certify with the Leave Certification Status Query

Use the **Leave Certification Status** query (**CUES_HCM_LEAVE_CERT_STATUS**) to identify employees who have or have not yet certified. This query can be accessed using the following path: **HCM Work Center Tile > CU HCM User WorkCenter > Resources tab > Query Manager > Click here for ALL**. When prompted, enter **2019** into the Fiscal Year box.

Fiscal Year (optional):

Node (optional): 

Dept ID (optional): 

Approver Empl ID (optional):

Current Sprvsr ID (optional):

Employee ID (optional):

Not Certified ONLY?

[View Results](#)

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Additional queries

If you have employees who have questions about leave taken, department administrators will have a variety of queries to assist them with balancing leave. They can be accessed using the steps below:

1. Log into the [employee portal](#) [8] and click **CU Resources Home**
2. Select **Business Tools**, **HCM** and then **HCM Community Users**
CUES_HCM_LEAVE_ACCRUAL_DETAIL
3. Click the **HCM WorkCenter tile**
4. Choose the **Resources tab**, then scroll down and select **Click here for ALL**
5. Find the report names listed in the chart below

Campuses use many systems for time tracking. Below, CU HCM User WorkCenter reports with an asterisk (*) can be used to review and balance leave entered into outside systems and My Leave.

Report Name	Report Description	Query Name
*Leave Accruals	Returns a summary of current sick and vacation leave accruals by empl ID or dept ID. Information is pulled from the CU Leave Accrual Summary.	CUES_HCM_LEAVE_ACCRUALS

Report Name	Report Description	Query Name
*Leave Accrual Detail	Pulls information from the CU Leave Accrual Summary for the last two years by department, pay period or employee id.	CUES_HCM_LEAVE_ACCRUAL_DETAIL
Leave Balance Termed Employees	Provides vacation and sick balances for terminated employees.	CUES_HCM_LEAVE_BAL_TERMED_EE
Leave Balances	Returns a detailed history of sick and vacation leave balances by empl ID.	CUES_HCM_LEAVE_BALANCES
*Leave Taken	Returns data on leave taken, based on payroll register information for leave processed through payroll from any time keeping source. Can be limited by department ID, pay period begin and end dates, and/or employee ID.	CUES_HCM_LEAVE_TAKEN

Report Name	Report Description	Query Name
My Leave Calendar View	<p>Returns detailed information about My Leave requests shown on the calendar view, excluding holidays.</p> <p>Note: Your view of the supervisor ID/name may be limited by row level security. This report can be run by a large date range and access My Leave Time Sheets from 2015.</p>	CUES_HCM_MY_LEAVE_CALENDAR
My Leave Timesheet Detail	<p>Returns detailed information about My Leave timesheets, including weekly OTM and ATS calculations as well as the override speed type, if one was entered.</p>	CUES_HCM_MY_LEAVE_TMSHT_DTL

Report Name	Report Description	Query Name
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No Leave Taken - Date Range	Returns a list of employees who did not have any earnings for the following Earnings Codes within a specified Pay End Date range: VAC, SCK, FSK, ADM, FLV, SCA, VAA. Can be limited by Pay group, Node, Dept ID, or Employee ID.	CUES_HCM_NO_LEAVE_TAKEN
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Note: At least one of the optional prompts must be used or this query will time-out and fail due to excessive data.

[Certify Leave](#) [9], [Leave Certification](#) [10]

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