This year, the University of Colorado introduced a new Leave Accrual tile in the employee portal. This tool was introduced to provide leave balance information for our prior leave plans as well as employees newly eligible for state sick leave created by Colorado’s Healthy Families and Workplaces Act or those enrolled in multiple Sick Leave Plans.

You can share more details, plus instructions and screenshot examples, with employees in your department with our recent Work/Life blog post.

To access Leave Accrual, users should:

1. Log into the employee portal, and go to the CU Resources area.
2. Click on the CU Resources Home drop-down menu at the top center of the screen and select My Info and Pay.
3. Click on the Leave Balances tile.

Within the tile, employees can find a page with two tabs with new updates. These new features are available for employees to verify balances, validate their current enrollment class, or catch incorrect or missed accruals.

### Summary Tab Updates

The Summary tab displays their name, employee ID and other personal information, along with a table of their leave balances, leave accrual, and usage by current month and year-to-date (YTD).

Two new Summary tab features were introduced. First, the leave balance table now lists an employee’s current enrollments or lack of enrollment in sick and vacation programs.
Second, for those who have multiple university roles and thus multiple benefit records, there’s a new note at the bottom of the table directing users to click the Next and Previous buttons to navigate between leave balance charts for an employee’s different roles. (If they have one role, they will only have one leave accrual record, and users will not see this additional text or the accompanying buttons.)

**Detail Tab Updates**

On the **Detail** tab, users can view a detailed pay-period by pay-period table of their leave earnings and usage. This page has been updated to specify which leave plan an employee was enrolled in on the date of each accrual. If an employee changes roles, perhaps moving from a student employee position to full-time staff, the **Sick Leave Plan Accrued** column will show the pay period in which their leave accrual amount and type changed.

Employees who notice an incorrect leave accrual should reach out to their department’s payroll liaison.

**Supervisor and HR Staff Leave Capabilities**

For supervisors, HR and payroll staff who need to review the leave balances of their direct reports, there are a couple options.

First, those with access to HCM have different access options through the WorkCenter. To access the WorkCenter:

1. Log into the **employee portal** [4].
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.

Once in the WorkCenter, you have a couple methods to choose from. First, in the **HCM Navigation** menu, locate the **Time Collection** folder and click **CU Leave Accrual Summary**.

Additionally, the fiscal year-end leave review blog post [5] highlights available leave queries HCM users can run and links to refresher instructions on how to run queries.

For those employees who need to review the leave balances of their direct reports, but do not have HCM access, reach out to your department’s HR to request the required leave balance information.

leave balances [6], Sick Leave [7], HCM [8], workcenter [9], new feature [10]

**Display Title:**
Verify and adjust leave: Leave balances tile provides additional detail

**Send email when Published:**
No

**Source URL:** https://www.cu.edu/blog/hcm-community/verify-and-adjust-leave-leave-balances-tile-provides-additional-detail

**Links**