Certify your leave in the portal by Aug. 27 [1]

July 10, 2018 by Employee Services [2]

Each year, per Board of Regents Policy 11-E [3], the University of Colorado asks employees to verify the accuracy of their sick and vacation leave in the employee portal [4]. The Annual Leave Certification process is currently underway, and as of July 25, the Annual Leave Certification balances will include vacation and sick leave taken in June.

In My Leave, the July beginning balance should agree with the leave certification balances.

To get started certifying leave, download this step-by-step guide [5]. The first page guides you through directions to certify your leave in the portal.

Checking your leave

To check your Leave Certification balance against figures in My Leave, you should:

1. Set your My Leave calendar to **July 2018**.
2. Review figures in the **Usable Balance** column.
3. Compare My Leave's **Usable Balance** figures with the Annual Leave Certification's **Ending Balance** column. If these figures match, you can certify your leave.

Annual Leave Certification (click to enlarge)

Fiscal Year 2018

Annual Leave Certification from: 07/01/2017   **To:** 06/30/2018

	Begin Balance	**Ending Balance**
Vacation	120.22	160.26
Sick	141.38	190.13

CERTIFICATION: I certify the hours and minutes herein are a complete a
leave balances. All leave taken and/or overtime earned or taken as comp
reported to and approved by my supervisor.

☐ I agree with the Certification & OT eligiblity statements

Submit

[6]

My Leave Balance (click to enlarge)

Balances	Act/Proj	Begin Date	Previous Earnings	Begin Balance	Prior Mo
Sick	Actual	07/01/2018	10.00	191.630000	
Vacation	Actual	07/01/2018	14.67	184.260000	

[7]

If your balances do not match or you have questions before certifying your leave, please contact your department's payroll liaison for assistance. For more information on My Leave balances, review the My Leave: Reading Balances guide [8].

Thank you for ensuring balances are up-to-date and accurate!

Leave Certification [9], Certify Leave [10], Sick Leave [11], Vacation Leave [12]

Display Title:
Certify your leave in the portal by Aug. 27

Send email when Published:
No

Source URL: https://www.cu.edu/blog/work-life/certify-your-leave-portal-aug-27

Links
[1] https://www.cu.edu/blog/work-life/certify-your-leave-portal-aug-27
[2] https://www.cu.edu/blog/work-life/author/10695
[3] https://www.cu.edu/regents/policy-11e-leave-policies-officers-exempt-professionals-and-faculty
[4] https://my.cu.edu/
[5] https://www.cu.edu/docs/sbs-annual-leave-certification-employees-and-supervisors
[6] https://www.cu.edu/sites/default/files/Annual%20Leave%20Certification.JPG
[7] https://www.cu.edu/sites/default/files/My%20Leave%20Balance.JPG
[8] https://www.cu.edu/docs/jaid-myleave-reading-balances
[9] https://www.cu.edu/blog/work-life/tag/leave-certification
[10] https://www.cu.edu/blog/work-life/tag/certify-leave
[11] https://www.cu.edu/blog/work-life/tag/sick-leave
[12] https://www.cu.edu/blog/work-life/tag/vacation-leave