To do by Aug. 27: Certify your leave in the portal

July 26, 2017 by Employee and Information Services

Each year, per Regents Policy 11-E, the University of Colorado asks employees to verify the accuracy of their sick and vacation leave in the employee portal.

It’s likely your department’s payroll liaison has asked you to do this. If not, we want to walk you through the steps to certify leave. To get started, download this step-by-step guide. The first page will walk you through directions to certify your leave in the portal.

Troubleshooting tips

If you think your leave tallies look off, we have some tips to help you troubleshoot. If you are checking your Leave Certification balance against figures in My Leave, you should:

1. Set your My Leave calendar to July 2017.
2. Look at figures in the Usable Balance column. (The Usable Balance numbers shown in July 2017 represent leave balances ending June 30, 2017.)
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. In the example below, you’ll see that the figures in Annual Leave Certification match those in My Leave.

Annual Leave Certification (click to enlarge)
Fiscal Year 2017

Annual Leave Certification from: 07/01/2016 To: 06/30/2017

<table>
<thead>
<tr>
<th>Begin Balance</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td>100.81</td>
</tr>
<tr>
<td>Sick</td>
<td>487.07</td>
</tr>
</tbody>
</table>

CERTIFICATION. I certify the hours and minutes herein are a complete and accurate record of leave balances. All leave taken and/or overtime earned or taken as compensatory time was reported to and approved by my supervisor.

I agree with the Certification & OT eligibility statements

Submit

My Leave Balance (click to enlarge)

<table>
<thead>
<tr>
<th>Balances</th>
<th>Act/Proj</th>
<th>Begin Date</th>
<th>Previous Earnings</th>
<th>Begin Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick</td>
<td>Closed</td>
<td>07/01/2017</td>
<td>10.00</td>
<td>487.07</td>
</tr>
<tr>
<td>Vacation</td>
<td>Closed</td>
<td>07/01/2017</td>
<td>14.67</td>
<td>190.81</td>
</tr>
</tbody>
</table>

Please note: If you review leave certification balances after Aug. 1, your August leave accruals will be incorporated, which is reflected in the column marked Previous Earning. In order to validate that it matches, simply deduct the Previous Earning amount from the Usable Balance.
If your balances do not match or have questions before certifying your leave, please contact the payroll liaison in your department for assistance.

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

leave, vacation balance

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