Published on *University of Colorado* (https://www.cu.edu)

Leave Certification [1]

Annual Leave Certification: Act by Aug. 31, 2025

Guided by the Board of Regents Policy [2], annual leave certification:

- Requires all leave-eligible employees who use My Leave and other time tracking systems to certify the accuracy of their leave.
- Requires managers to approve their employees' certification. This procedure helps identify errors and ensures balances are correct.

For full instructions, review the Annual Leave Certification guide. [3]

Having issues certifying your leave? Clear your cache [4]. It is also recommended to use one of three preferred browsers: Chrome, Firefox or Microsoft Edge.

Who to contact: To ensure timely leave certification help, please direct leave balance concerns to your supervisor or the HCM Service Center at hcm_community@cu.edu [5] or 303-860-4200 (option 2). **Do not contact the Employee Services Leave Team**.

Remember: State Sick Leave Certification

Employees whose only leave eligibility is the State Sick Leave **will not need to** certify.

Employees will only be asked to certify regular sick leave and vacation leave. Employees who earn State Sick Leave for one or more positions they hold will only need to certify regular sick leave and vacation leave if they have another position that offers such leave.

Employees who use My Leave: Complete annual leave certification

1) To get started

- Open two web browser tabs or windows.
- Follow the steps below to open to both your Leave Balances and Annual Leave Certification.
- Ensure you are logged in to your campus VPN.

Open the Leave Balances tile.

1. Log into your employee portal [6].

2. Select the **CU Resources** area. (CU System employees will skip this step.)
3. Open the **CU Resources Home** drop-down menu at the top, then select **My Info and Pay**.
4. Click on the **Leave Balances** tile.

Open Annual Leave Certification

1. Log into your employee portal [6].
2. Select the **CU Resources** area. (CU System employees will skip this step.)
3. Open the **CU Resources Home** drop-down menu at the top, then select **My Info and Pay**.
4. Click the **Annual Leave Certification** tile.

---

2) How to certify your leave

1. Review figures in the **Balance** column for June under the **Detail** tab. Change the **Plan Type** drop down to select either vacation or sick* time.

Plan Type: Vacation

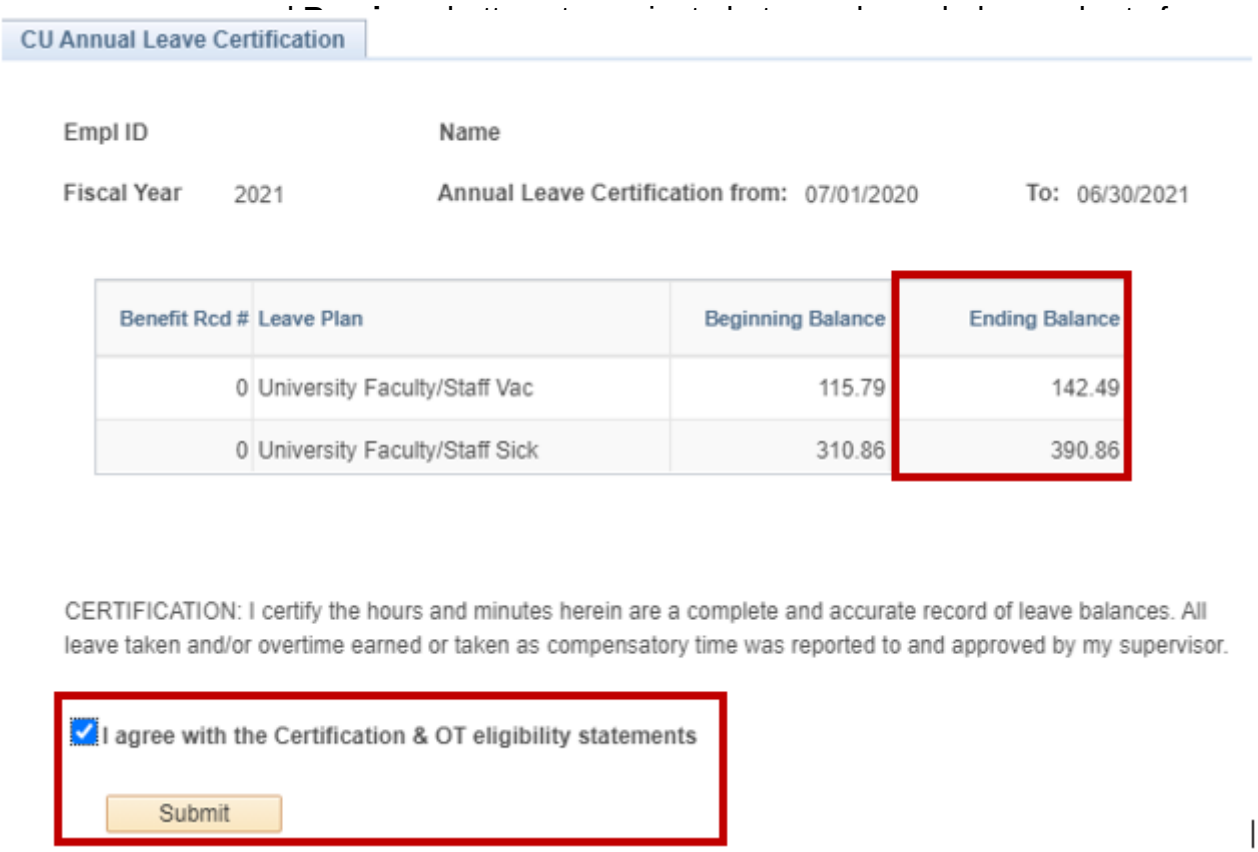
Cumulative Hours — Personalize | Fir

	Accrual Date	Vac Leave Plan Accrued	Hours Pre HRMS	Cumulative Hours Earned	Hours Earned This Month	Cumulative Hours Adjust	Cumulative Hours Taken	Hours This M
1	06/19/2025	University Faculty/Staff Vac	0.00	1070.91	14.67	-38.07	672.00	48.00
2	05/21/2025	University Faculty/Staff Vac	0.00	1056.24	14.67	-38.07	624.00	16.00
3	04/22/2025	University Faculty/Staff Vac	0.00	1041.57	14.67	-38.07	608.00	0.00
4	03/21/2025	University Faculty/Staff Vac	0.00	1026.90	14.67	-38.07	608.00	8.00
5	02/20/2025	University Faculty/Staff Vac	0.00	1012.23	14.67	-38.07	600.00	0.00
6	01/23/2025	University Faculty/Staff Vac	0.00	997.56	14.67	-38.07	600.00	40.00
7	12/20/2024	University Faculty/Staff Vac	0.00	982.89	14.67	-38.07	560.00	28.00
8	11/20/2024	University Faculty/Staff Vac	0.00	968.22	14.67	-38.07	532.00	0.00

[7]
Click to enlarge.

2. Compare the **Leave Balance** figures with the Annual Leave Certification's **Ending Balance** column.

    - If these figures match, certify your leave.
    - If they do not match, contact your department's payroll liaison.
    - For those who have multiple university roles and thus multiple benefit records, there's a note at the bottom of the table directing users to click the **Next**



CU Annual Leave Certification

Empl ID Name

Fiscal Year 2021 Annual Leave Certification from: 07/01/2020 To: 06/30/2021

Benefit Rcd #	Leave Plan	Beginning Balance	Ending Balance
0	University Faculty/Staff Vac	115.79	142.49
0	University Faculty/Staff Sick	310.86	390.86

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

[8]

Click to enlarge.

Employees who use other time tracking systems: Complete annual leave certification

If you do not use My Leave to track your time, you can use your Pay Advice to check your balances and certify your leave.

1) To get started

- Open two web browser tabs or windows.
- Follow the steps below to open to both your paycheck and Annual Leave Certification.
- Ensure you are logged in to your campus VPN.

Open your paycheck

1. Log into your employee portal [6].
2. Select the **CU Resources** area. (CU System employees will skip this step.)
3. Open the **CU Resources Home** drop-down menu at the top, then select **My Info and Pay**.
4. Click the **Paychecks** tile and choose your last **July 2025 paycheck**.

Open Annual Leave Certification

1. Open your portal again in a new window and select the **CU Resources** area. (CU System employees will skip this step.)
2. Select the **CU Resources Home** drop-down menu at the top, then click **My Info and Pay**.
3. Click the **Annual Leave Certification** tile.

---

2) Now, look at your last July 2025 paycheck.

- Subtract 14.67 from the Paid Time Off column end balance.
- Subtract 10 from the Sick Leave end balance. (Those with state sick leave will only complete this step).
- Note: These amounts are for full-time employees, part-time accurals are adjusted accordingly.

In the example to the right, the subtracted totals are 224.33 for Paid Time Off and 230.4 for Sick Leave.

?

YEAR-TO-DATE	PAID TIME OFF	SICK LEAVE
Start Balance	0.0	0.0
+ Earned	1,393.5	949.9
+ Bought	0.0	0.0
- Taken	1,154.5	709.5
- Sold	0.0	0.0
+ Adjustments	0.0	0.0
End Balance	**239.0**	**240.4**

[9]

Click to enlarge.

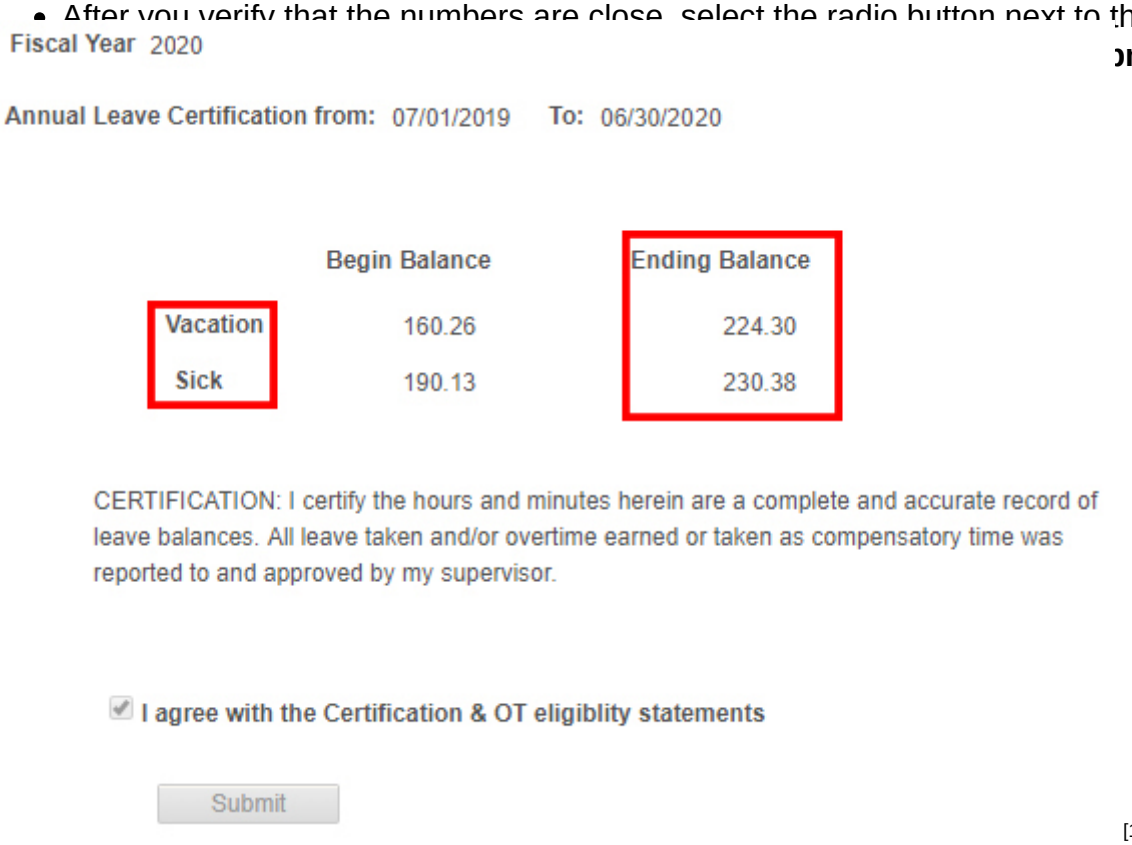
?

---

3) Next, look at the Annual Leave Certification's Ending Balance column.

- Verify that the subtracted totals from your July paycheck and Annual Leave Certification's Ending Balance numbers are similar. Note: The numbers in your Pay Advice are rounded and the Annual Leave Certification is an exact amount, so the numbers might be slightly out of balance due to rounding differences.

- After you verify that the numbers are close, select the radio button next to the statement



mit button to

[10]

?

Supervisors: Approve leave-eligible employee leave certifications

During Leave Certification, managers are required to approve leave-eligible employees' leave certification requests.

Steps to approve requests

1. Log into the employee portal [11].
2. Select the CU Resources area. (CU System employees will skip this step.)
3. Open the center drop-down menu and select **Manager**.
4. Click the **Annual Leave Cert Approval** tile.
5. Select **Approved** or **Denied** for each request.
6. Click **Submit**.

Please reference the Annual Leave Certification Guide [3] for more details.

Groups audience:
Employee Services
Right Sidebar:
ES: Payroll Contact

Source URL:https://www.cu.edu/employee-services/payroll/self-service/leave-certification

Links
[1] https://www.cu.edu/employee-services/payroll/self-service/leave-certification
[2] https://www.cu.edu/regents/policy/11 [3] https://www.cu.edu/docs/sbs-annual-leave-certification-employees-and-supervisors [4] https://www.cu.edu/blog/hcm-community/resolve-hcm-loading-errors-clearing-browser-cache [5] mailto:hcm_community@cu.edu [6] https://my.cu.edu/
[7] https://www.cu.edu/img/leave-balancespng [8] https://www.cu.edu/sites/default/files/Leave%20Cert_0.png
[9] https://www.cu.edu/sites/default/files/Pay%20Advice.JPG [10] https://www.cu.edu/img/leave-certificationjpg0jpg [11] http://my.cu.edu/