Leave Certification [1]

Annual Leave Certification - Aug. 2 - 31, 2021

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.


Employees who use My Leave: Complete annual leave certification

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 the Leave Balances tile.

1. Log into your employee portal [4].
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 [4].
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.

How to certify your leave
1. Review figures in the **Balance** column for June under the **Detail** tab.

![Cumulative Hours Table]

[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** and **Previous** buttons to navigate between leave balance charts for an employee’s different roles.
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.

**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.
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 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.

Now, look at your last **July paycheck**.

- Subtract 14.67 from the Paid Time Off column end balance.
- Subtract 10 from the Sick Leave end balance.
- Note: These amounts are for full-time employees, part-time accruals 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.

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 "I agree with the Certification & OT eligibility statements" then click the **Submit** button to certify your leave.

**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 [8].
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.

Groups audience:
Employee Services

Right Sidebar:
ES: Payroll Contact

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

Links
[4] https://my.cu.edu/
[6] https://www.cu.edu/sites/default/files/Leave%20Cert_0.png
[7] https://www.cu.edu/sites/default/files/Pay%20Advice.JPG