Leave Certification [1]

Annual Leave Certification: Act by Sept. 7, 2022

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.


Remember: State Sick Leave Certification

As part of the Healthy Families and Workplaces Act (HFWA), leave certification has expanded to all employees enrolled in the State Sick Leave plan. This means all faculty, staff, student employees, temporary staff and contracted lecturers must certify their 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 [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.

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### 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.

   ![Chart](chart.png)

   *Click to enlarge.

   *Please note: Those who received state sick leave will only see sick leave balances.

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.
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.
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.

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
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.

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2) 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. (Those with state sick leave will only complete this step).
- 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.*

![Table Example](image)

*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 "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 [9].
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.
