Leave Certification [1]

Annual Leave Certification

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.


Faculty and Staff 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.

Open your paycheck

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 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.
### Faculty and Staff 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.

**Open My Leave**

1. Log into your [employee portal](#).
2. Select the **CU Resources** area. (CU System employees will skip this step.)
3. Click on the **My Leave** tile.

**Open Annual Leave Certification**

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 **Annual Leave Certification** tile.
How to certify your leave

1. Set your My Leave calendar to **July** of the current year and review figures in the **Usable Balance** column.

   ![Balance Table]

   

   Click to enlarge.

2. Compare My Leave’s **Usable 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.
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.
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