Ensure you track and enter your time correctly using My Leave.

Most active employees use My Leave. Need some help? Our resources and guides describe its features, answer frequently asked questions and show you how to select earnings codes in the system.

**My Leave Basics: Setting Preferences and Entering Time** [2]

**My Leave: Frequently Asked Questions** [3]

**My Leave for Supervisors** [4]

**My Leave: Selecting Earnings Codes** [5]

**Review leave policies** [6]

### Annual Leave Certification

Guided by the [Board of Regents Policy](https://www.uchsc.edu/policies/8600), annual leave certification requires all leave-eligible employees who use My Leave and other time tracking systems to certify the accuracy of their leave and 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 and
follow the steps below to navigate to both your Pay Advice and Annual Leave Certification.

**Open your Pay Advice**

1. Log into your employee portal [8].
2. Select the CU Resources tab. (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 tab. (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.

To begin, subtract 14.67 from the Paid Time Off column end balance and subtract 10 hours from the Sick Leave end balance on your Pay Advice.

Next, look at the Ending Balance column on the Annual Leave Certification to verify that the numbers are similar. 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. **Note:** Accrued time amount will vary for classified employees based on length of service.

After you verify that the numbers are close, select the radio button on the Annual Leave Certification and click Submit 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 and follow the steps below to navigate to both My Leave and Annual Leave Certification.

Open My Leave

1. Log into your employee portal.
2. Select the CU Resources tab. (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 tab. (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.
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.

**Fiscal Year 2019**

*Annual Leave Certification from:* 07/01/2018  *To:* 06/30/2019

<table>
<thead>
<tr>
<th>Begin Balance</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td>120.22</td>
</tr>
<tr>
<td>Sick</td>
<td>141.38</td>
</tr>
<tr>
<td></td>
<td>160.26</td>
</tr>
<tr>
<td></td>
<td>190.13</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.

[Submit]

### 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 and open the center drop-down menu.
2. Select **Manager**.
3. Click the **Annual Leave Cert Approval** tile.
4. Select **Approved** or **Denied** for each request.
5. Click **Submit**.

For an illustrated reference, review the **Annual Leave Certification** guide.
Resources

To identify employees who have or have not certified, you can run the **Leave Certification Status** query.

To access the query, follow this path while in the portal: **HCM Work Center Tile > CU HCM User WorkCenter > Resources tab > Query Manager > Click here for ALL.** When prompted, enter **2019** into the Fiscal Year box.

**Groups audience:**
Employee Services

**Right Sidebar:**
ES: Payroll Contact

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

**Links**
[1] https://www.cu.edu/employee-services/payroll/self-service/my-leave
[8] https://my.cu.edu/
[9] https://www.cu.edu/sites/default/files/Pay%20Advice.JPG
[10] https://www.cu.edu/sites/default/files/Leave%20Certification.jpg
[12] https://www.cu.edu/sites/default/files/Annual%20Leave%20Certification%20V4.JPG