## Certifying Your Leave Balances

To get started, open two web browser tabs or windows and follow the steps below to open both your MyLeave calendar and the CU Annual Leave Certification.

## To Open My Leave

Log into your employee portal.

In the **CU Resources** Home page as shown below, click on the MyLeave folder box:



this will bring up your MyLeave Calendar as shown below:

✓ Job 0, F12(M)-OT Exempt ✓ Preferences Today is September 30, 2020 Month Week Day														
Balances	Act/Proj	Begin Date	Previous Earnings	Begin Bala	nce	Prior Month Posted	P	Adjustments	Usable Balance	Not Taken	Taken		Ending Balance	
Sick	Actual	09/01/2020	10.00		312.580000	1	6.00	0.00	296.58		0	.0		296.58
Vacation	Actual	09/01/2020	14.67		163.010000		0.00	0.00	163.01		0	.0		163.01
<< August				Septe	ember	✔ 202	0	~					Oct	ober >>
Sunday	M	onday	Tuesday		w	/ednesday		Thursday		Friday			Saturday	
				1		2			3		4			5
	6 Labor Day	7 Faken		8		9			10		11			12
	13	14		15		16			17		18			19
	20	21		22		23			24		25			26
	27	28		29	Today	30								

Go to the July 2020 page of your MyLeave calendar.

✓ Job 0, F12(M)-OT Exempt ✓ Preferences Today is October 2, 2020 Month Week Day										
Balances	Act/Proj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken Taken	E	nding Balance
Sick	Actual	07/01/2020	10.00	296.580000	4.00	0.00	292.58	<u>0</u>	0	292.58
Vacation	Actual	07/01/2020	14.67	189.670000	48.00	0.00	141.67	0	0	141.67
<< June				July	✔ 2020	~				August >>
Sunday	Mo	nday	Tuesday	N	/ednesday	Thursday		Friday		Saturday

At the top of your MyLeave calendar you will see the leave balance figures. Use the figures under the column labeled **Usable Balance** (highlighted in yellow) as your sick and vacation leave balances as of June 30, 2020.

## To Open the Annual Leave Certification

Log into your employee portal.

In the **CU Resources Home** area – see picture below to find "**CU Resources Home**" in the middle at the top of the page:

University of Colorado Boulder	v CU Resources Home	A < ↓ : Ξ
	Search	٨
		Resources Home

Click on the drop down white arrow  $\nabla$  to the left of the words and select the **My Info and Pay** option from the drop down list. This brings up the My Info and Pay page:

✓ My Info and Pay							
Sea	rch		<b>&gt;</b>				
W-2	Additional Information	Contact Details	Emergency Contacts				
Paychecks	My Leave	My Info	Direct Deposit				
W-4	Annual Leave Certification	Digital Delivery Options	Text Alert Preferences				

Click on the Annual Leave Certification folder:

	🖵 My II	lfo and Pay			
	Search		<b>S</b>		
W-2	Additional Information	Contact Details	Emergency Contacts		
Paychecks	My Leave	My Info LuAnn Line 285936	Direct Deposit		
W-4	Annual Leave Certification	Digital Delivery Options	Text Alert Preferences		

Compare My Leave's July 2020 calendar **Usable Balance** figures with the **CU Annual Leave Certification's** Ending Balance column.

CU Annual Leave Certificat	ion							
Empl ID	Name Sale							
Fiscal fear 2020								
Annual Leave Certification	from: 07/01/2019	To: 06/30/2020						
	Begin Balance	Ending Balance						
Vacation	99.63	141.67						
Sick	214.83	292.58						
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 eligiblity statements								
Submit								

- If these figures match, check the box beside the statement "I agree . . ." and submit.
- If they do not match, contact your department's payroll liaison.