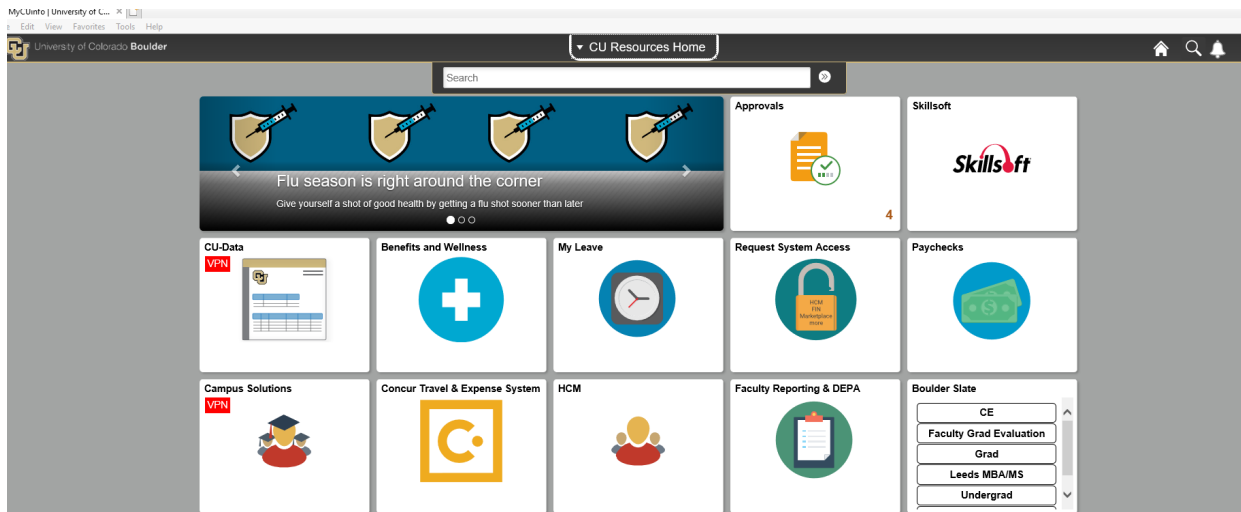# Certifying Your Leave Balances

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:

Go to the July 2020 page of your MyLeave calendar.

| Balances	Act/Proj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Balance
Sick	Actual	07/01/2020	10.00	296.580000	4.00	0.00	292.58	0	0	292.58
Vacation	Actual	07/01/2020	14.67	189.670000	48.00	0.00	141.67	0	0	141.67

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.

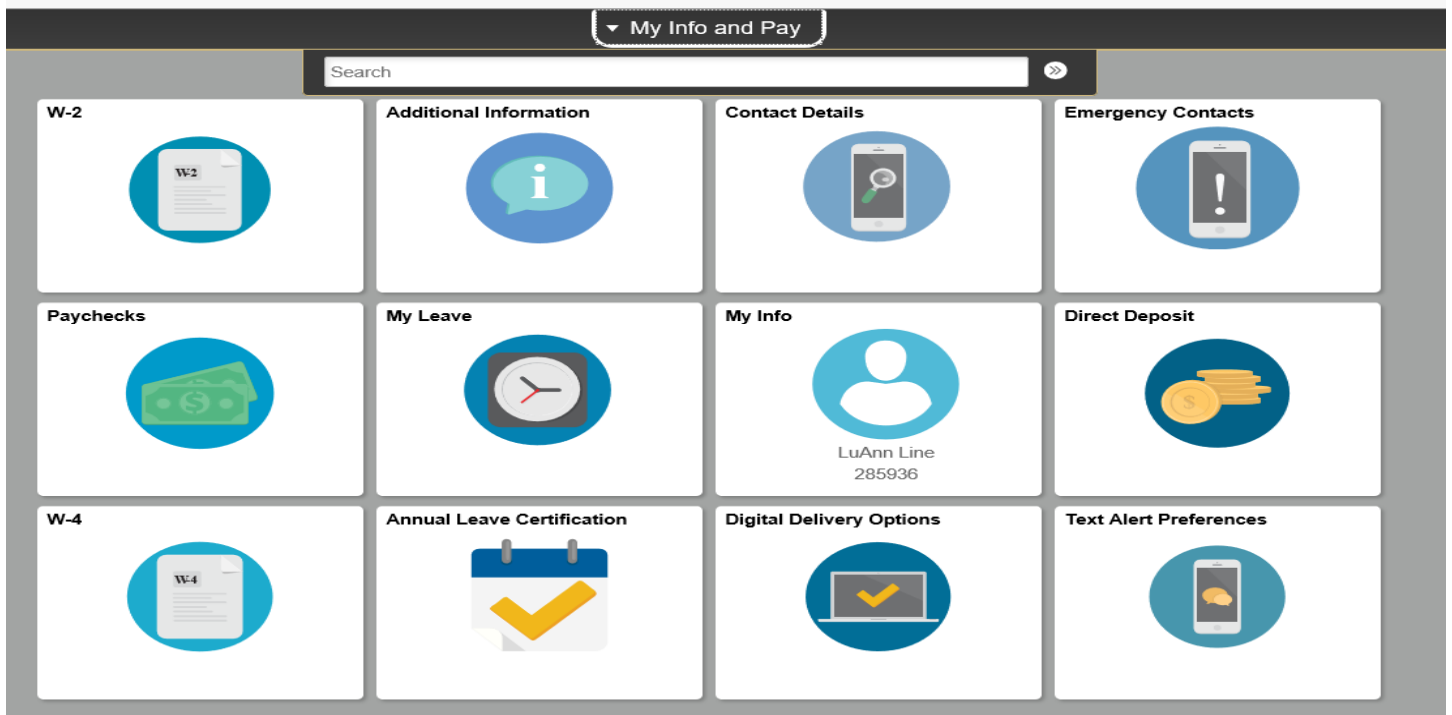**To Open the Annual Leave Certification**
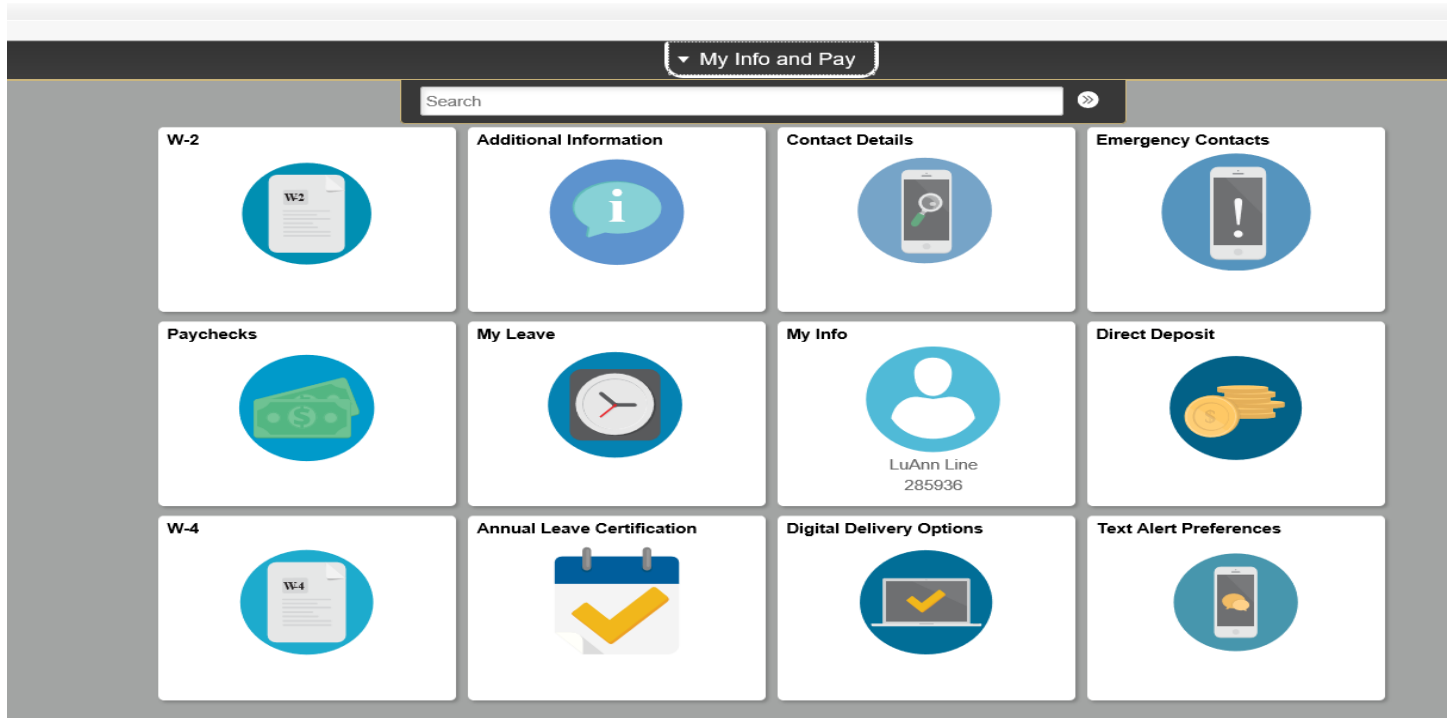
Log into your employee portal.

In the **CU Resources Home** area – see picture below to find "**CU Resources Home**" in the middle at the top of the page:
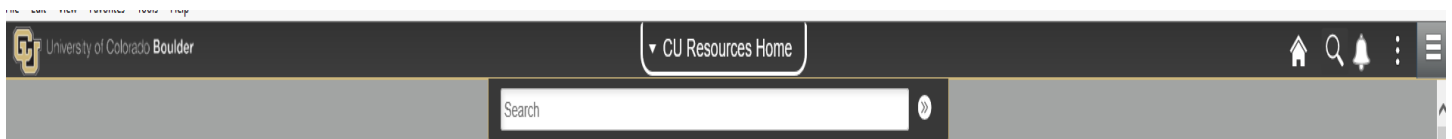
Click on the drop down white arrow ▼ to the left of the words

and select the **My Info and Pay** option from the drop down list. This brings up the My Info and Pay page:

Click on the **Annual Leave Certification** folder:

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

CU Annual Leave Certification

Empl ID ▓▓▓▓   Name ▓▓▓▓▓▓

Fiscal Year   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.