

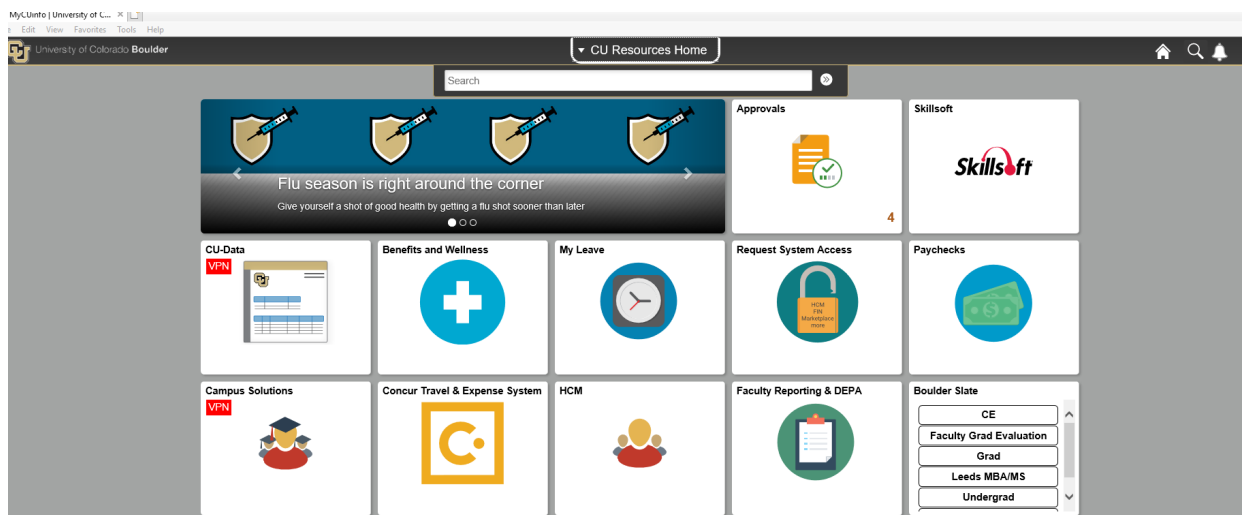
## Certifying Your Leave Balances

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. Please note you will use your July 2021 MyLeave calendar and the CU Annual Leave Certification page to check your leave balances (do not use your July 2021 paystub).

### 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

Balances	Act/Proj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Balance
Sick	Actual	09/01/2020	10.00	312.580000	16.00	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		September 2020						October >>	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
		1	2	3	4	5			
6	7 Labor Day H/8 Taken	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 2021 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	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

<< June July 2020 August >>

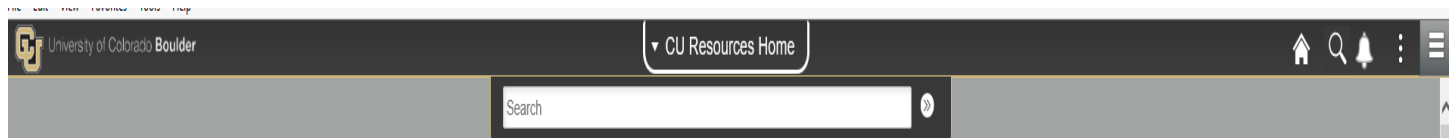
Sunday Monday Tuesday Wednesday Thursday Friday Saturday

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, 2021.

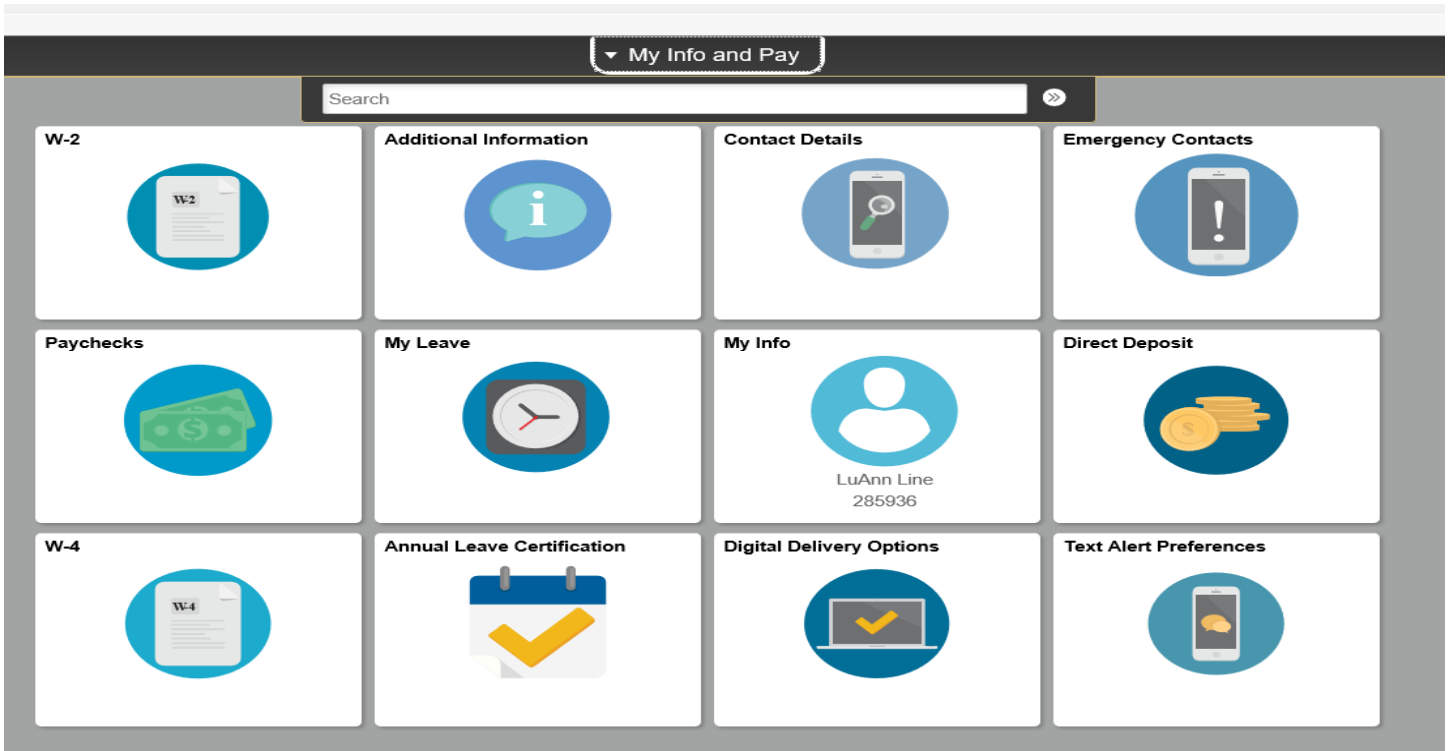
### To Open the Annual Leave Certification

Log into your [employee portal](#).

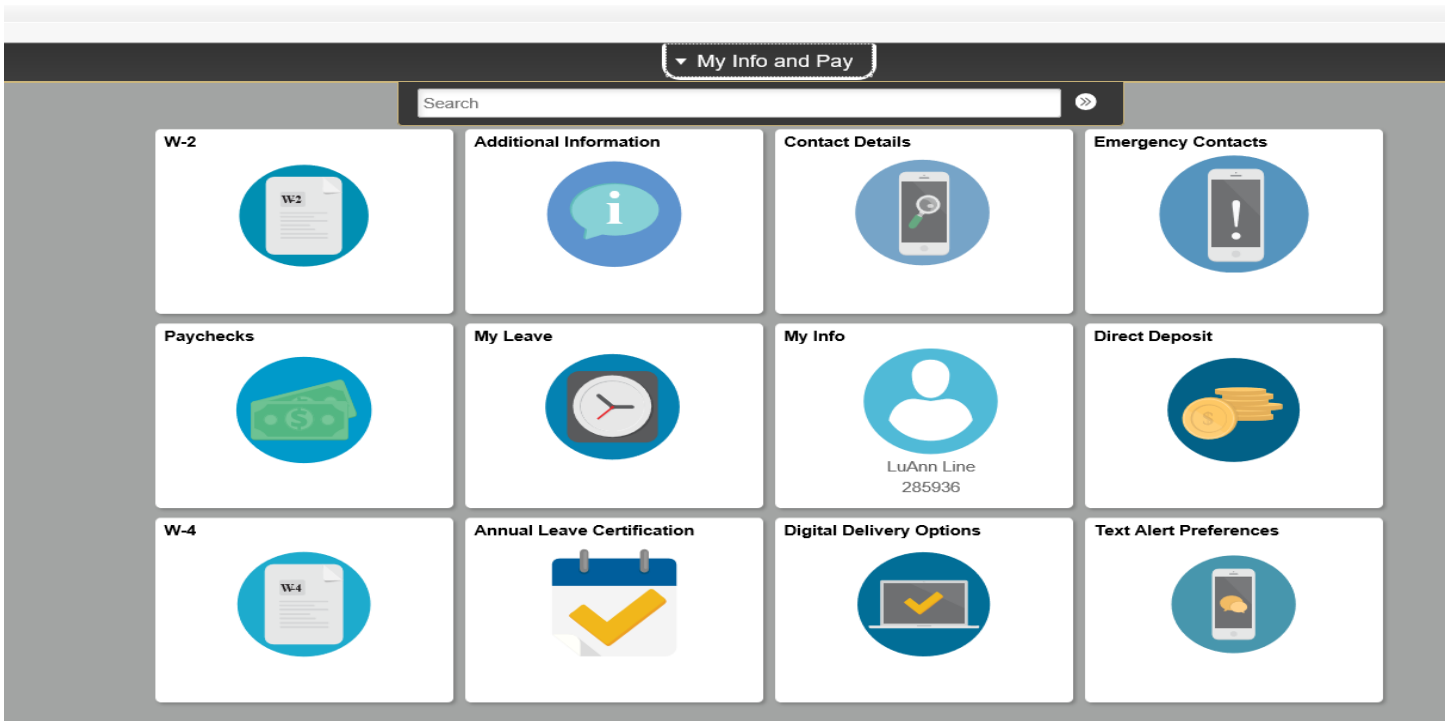
In the **CU Resources Home** area – see picture below to find “CU Resources Home” in the middle at the top of the page:



Click on the drop down white arrow ▼ to the left of the words **CU Resources Home** 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 2021 calendar **Usable Balance** figures with the **CU Annual Leave Certification's** Ending Balance column.

**CU Annual Leave Certification**

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Empl ID [REDACTED]

Name [REDACTED]

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 eligibility statements

- If these figures match, check the box beside the statement "I agree . . ." and submit.
- If they do not match, contact CIRESHR.