

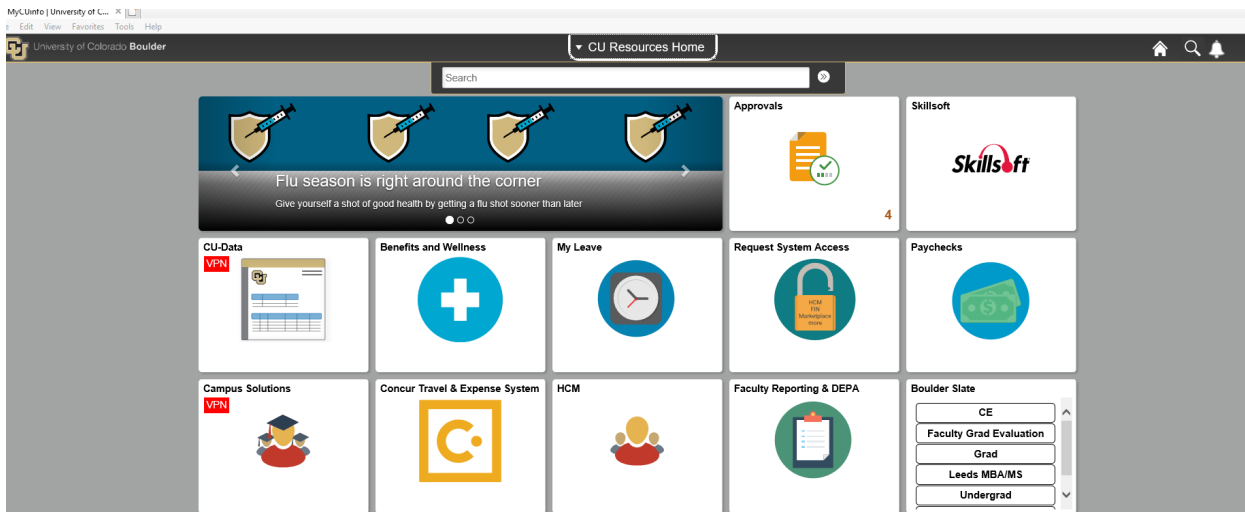
Certifying Your Leave Balances

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 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	Labor Day H/8 Taken	7	8	9	10	11
12						
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	Today 30			

██████████	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

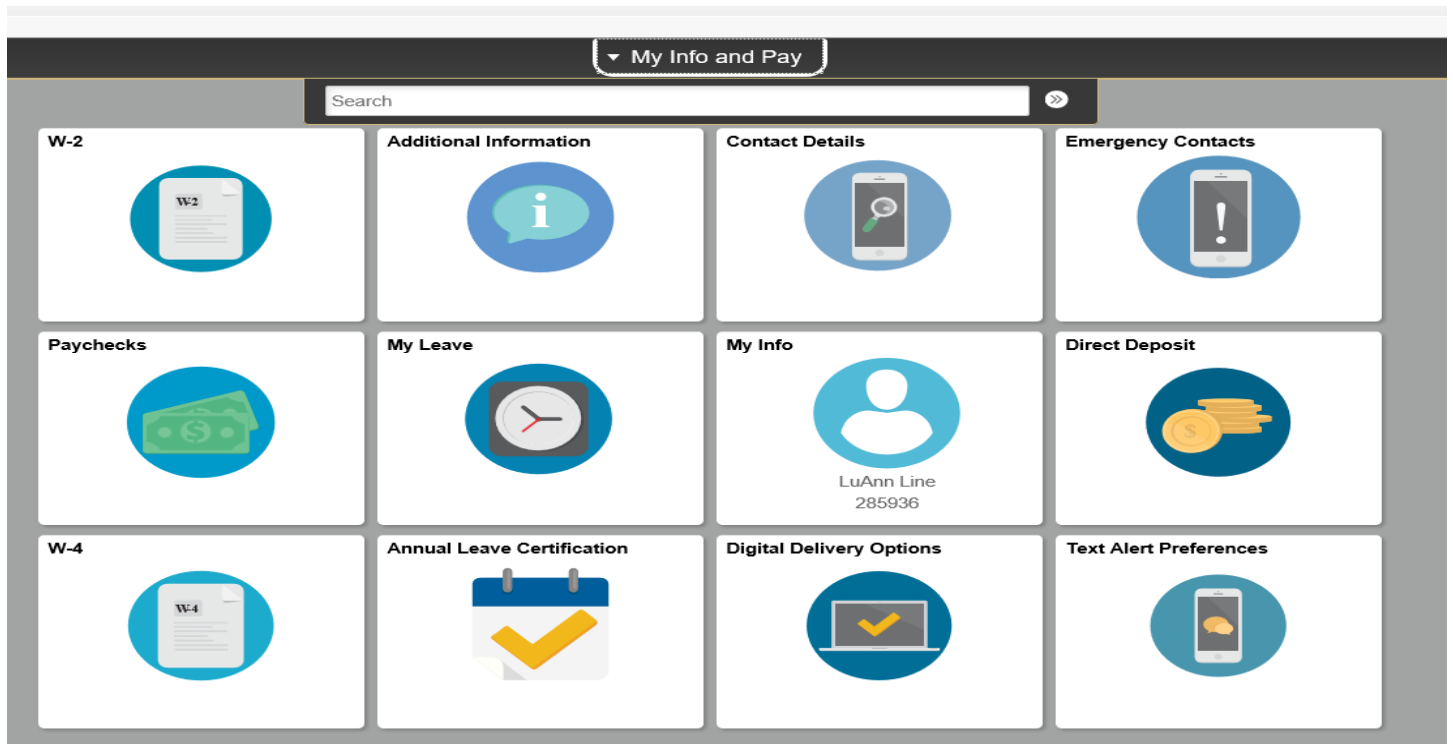
Saturday

 University of Colorado Boulder
 [CU Resources Home](#)

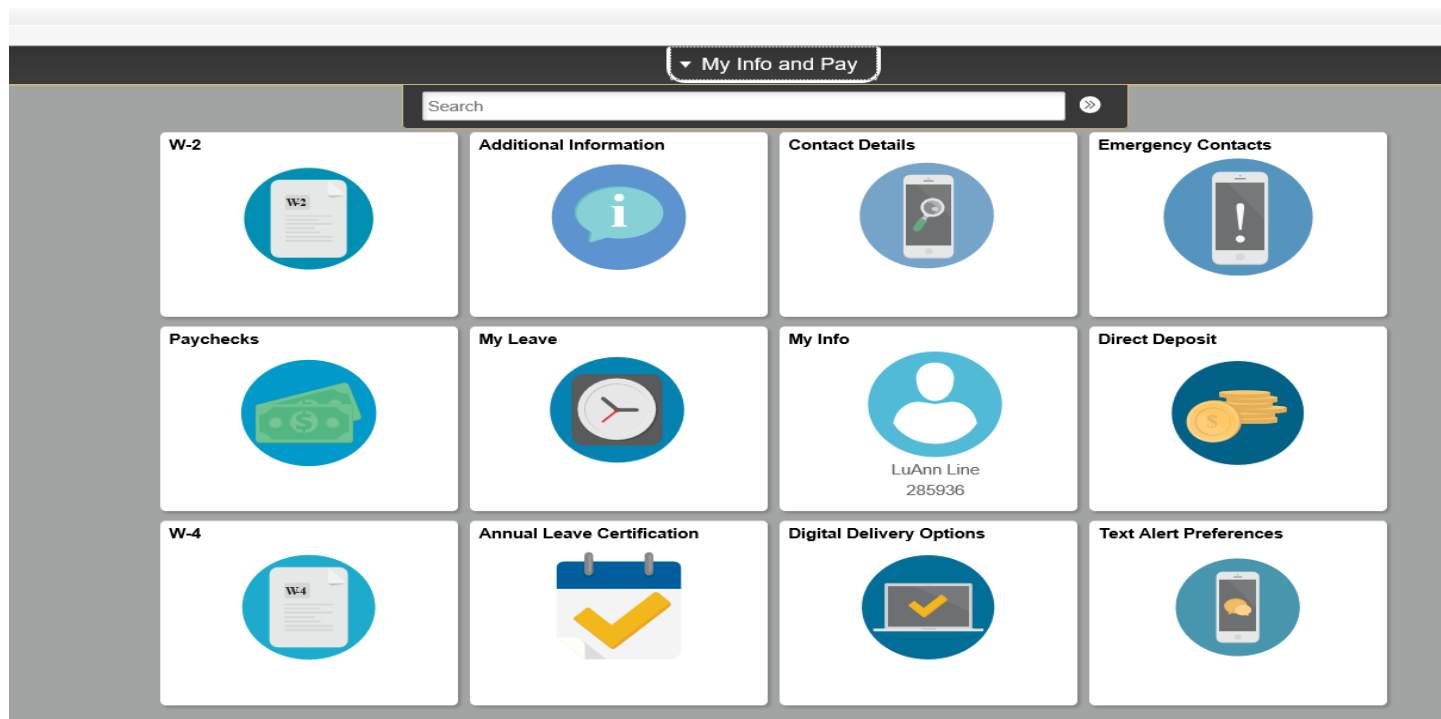




CU Resources Home and select the **My Info and Pay** option from the drop down list. This brings up the My Info and Pay page:



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



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

CU Annual Leave Certification

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

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.

