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EMPLOYEE SERVICES

Human Capital Management: Step-by-Step Guide

Completing Annual Leave Certifications

This guide describes the process for employees and supervisors to complete annual leave certifications as required by Regent Policy 11-E (http://www.cu.edu/regents/policy-11e-leave-policies-officers-exempt-professionals-and-faculty).

Certifying Your Leave Balance as an Employee

1. From the **NavBar** in the portal, select **CU Resources**> **My Info and Pay**> **Annual Leave Certification**. The balances reflected include both sick and vacation.
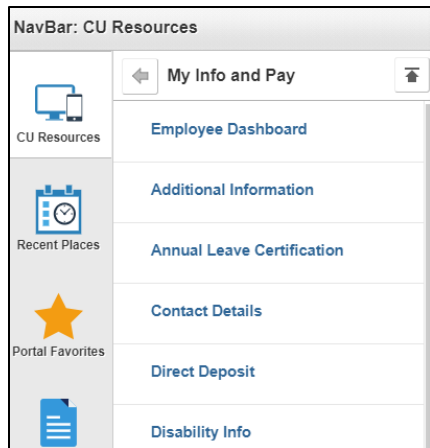
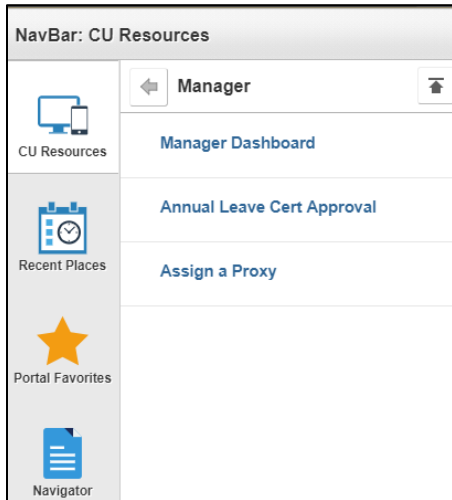2. If you agree with the balance, select **I agree with the Certification & OT eligibility statements**.

3. Click **Submit**. You will receive an email notification after you submit the approval and when your supervisor approves or denies your request.

Note: If you disagree with the balance, contact your department's payroll liaison for assistance.
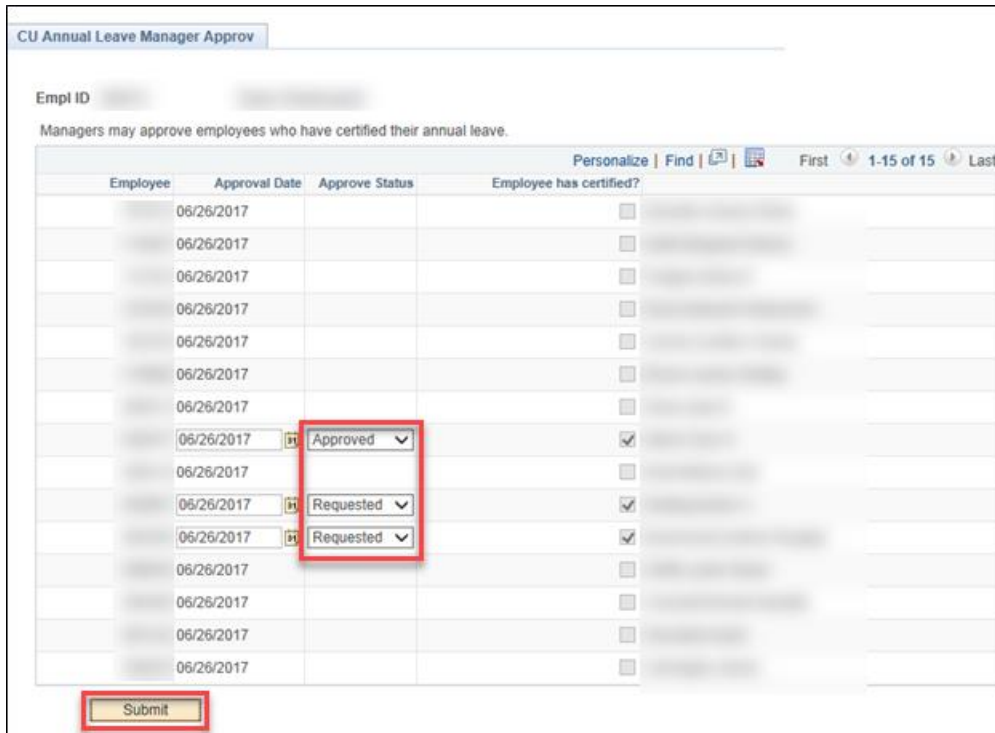
Supervisors Approving or Denying Annual Leave Certifications

After employees submit requests for approvals, supervisors receive an email notification to approve or deny their requests:

1. From the **NavBar** in the portal, select **CU Resources**> **Manager**> **Annual Leave Cert Approval**. The balances reflected include both sick and vacation.

2. Select **Approved** or **Denied** for each request.

3. Click **Submit**. Employees will receive an email notification of your action.

Note: If you are an HCM Community member, you can run the query CUES_BEN_ANNUAL_LV_CERT to obtain the status of employees in your department.