




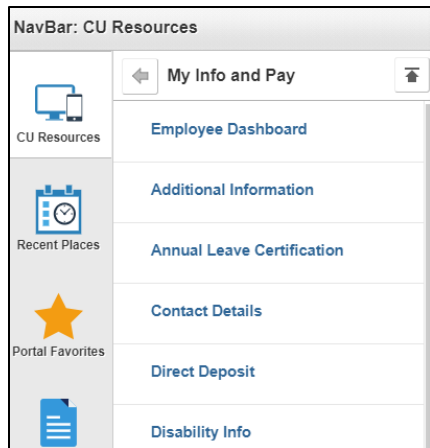
Human Capital Management: Step-by-Step Guide

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**.

Fiscal Year 2017

Annual Leave Certification from: 07/01/2016 To: 06/30/2017

	Begin Balance	Ending Balance
Vacation	0.00	27.67
Sick	0.00	18.86

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

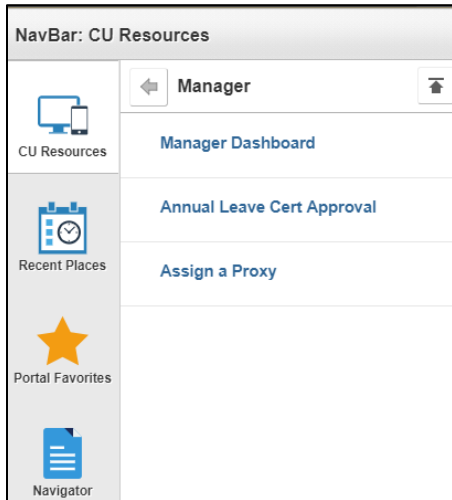
3. Click **Submit**. You will receive an email notification after you submit the approval and when your supervisor approves or denies your request.

Note: If you disagree with the balance, contact your department's payroll liaison for assistance.

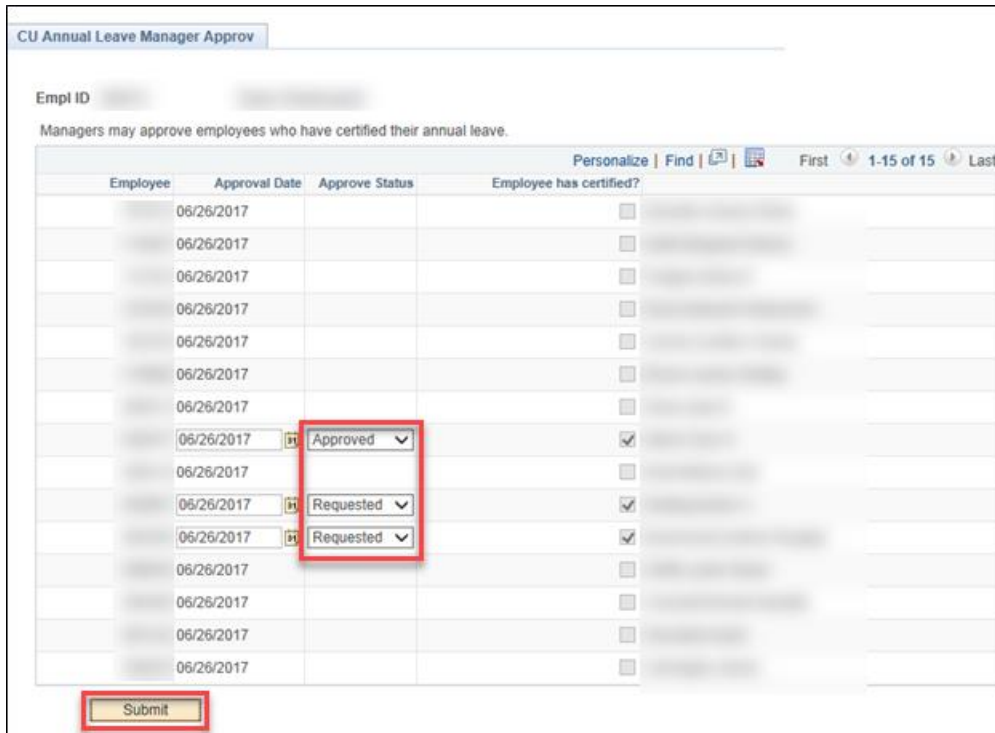
Supervisors Approving or Denying Annual Leave Certifications

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.



Employee	Approval Date	Approve Status	Employee has certified?
	06/26/2017		<input type="checkbox"/>
	06/26/2017		<input type="checkbox"/>
	06/26/2017		<input type="checkbox"/>
	06/26/2017		<input type="checkbox"/>
	06/26/2017		<input type="checkbox"/>
	06/26/2017		<input type="checkbox"/>
	06/26/2017		<input type="checkbox"/>
	06/26/2017	Approved	<input checked="" type="checkbox"/>
	06/26/2017		<input type="checkbox"/>
	06/26/2017	Requested	<input checked="" type="checkbox"/>
	06/26/2017	Requested	<input checked="" type="checkbox"/>
	06/26/2017		<input type="checkbox"/>
	06/26/2017		<input type="checkbox"/>
	06/26/2017		<input type="checkbox"/>
	06/26/2017		<input type="checkbox"/>

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.