

follow the steps below to navigate to both your Pay Advice and Annual Leave Certification.

Open your Pay Advice

1. Log into your employee portal [8].
2. Select the **CU Resources** tab. (CU System employees will skip this step.)
3. Open the **CU Resources Home** drop-down menu at the top, then select **My Info and Pay**.
4. Click the Paychecks tile and choose your last **July paycheck**.

Open Annual Leave Certification

1. Open your portal again in a new window and select the **CU Resources** tab. (CU System employees will skip this step.)
2. Select the **CU Resources Home** drop-down menu at the top, then click **My Info and Pay**.
3. Click the **Annual Leave Certification** tile.

To begin, subtract 14.67 from the Paid Time Off column end balance and subtract 10 hours from the Sick Leave end balance on your **Pay Advice**.

YEAR-TO-DATE	PAID TIME OFF	SICK LEAVE
Start Balance	0.0	0.0
+ Earned	1,393.5	949.9
+ Bought	0.0	0.0
- Taken	1,154.5	709.5
- Sold	0.0	0.0
+ Adjustments	0.0	0.0
End Balance	239.0	240.4

[9]

Next, look at the Ending Balance column on the **Annual Leave Certification** to verify that the numbers are similar. The numbers in your Pay Advice are rounded and the Annual Leave Certification is an exact amount, so the numbers might be slightly out of balance due to rounding differences. **Note:** Accrued time amount will vary for classified employees based on length of service.

After you verify that the numbers are close, select the radio button on the **Annual Leave Certification** and click **Submit** to certify your leave.