

Auditing Leave Balances – For Employees Who Use MyLeave Only

Step 1: Open MyLeave

Step 2: Access CU Leave Balances through the WorkCenter

Step 3: Review CU Leave Balances

How to Interpret CU Leave Balances

Step 4: Validate MyLeave Entries Against CU Leave Balances

Step 5: Enter Leave Adjustment in CU Employee Reported time

Example of Correctly Processed Leave

Support & Contact Information

Step 1: Open MyLeave

1. Log into the portal – <https://my.cu.edu/>
2. Open the **MyLeave** tile from the CU Resources Home page in the portal.
3. Under **Department Employees** tab, enter the Empl ID and select View Calendar.
4. You can change the month and year to review prior months. Start with the earliest month in scope and working forward to the current month (two year look back). Reviewing chronologically helps identify leave that was not processed in one month but may have posted in a subsequent month. Review one month at a time, cross checking both vacation and sick to **CU Leave Balances**.
5. Review the type of leave used (Vacation/Sick) and number of hours approved, including status (approved/taken/requested).

Important Note:
Manual leave or third-party timekeeping entries directly entered in CU Time will not appear in MyLeave.

The screenshot displays the MyLeave portal interface. At the top, there are navigation tabs: Calendar-Month, Calendar-Week, Calendar-Day, Timesheet, and Department Employees. Below these, there is a search bar, a dropdown menu for "Inactive Employee", a "Preferences" button, and the date "Today is March 11, 2026". There are also buttons for "View My Calendar", "Month", "Week", and "Day".

Below the navigation is a table showing leave balances:

Balances	Act/Proj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Balance
Sick	Actual	07/01/2024	10.00	65.650000	0.00	0.00	65.65	0	0	65.65
Vacation	Actual	07/01/2024	14.67	114.990000	0.00	0.00	114.99	0	0	114.99

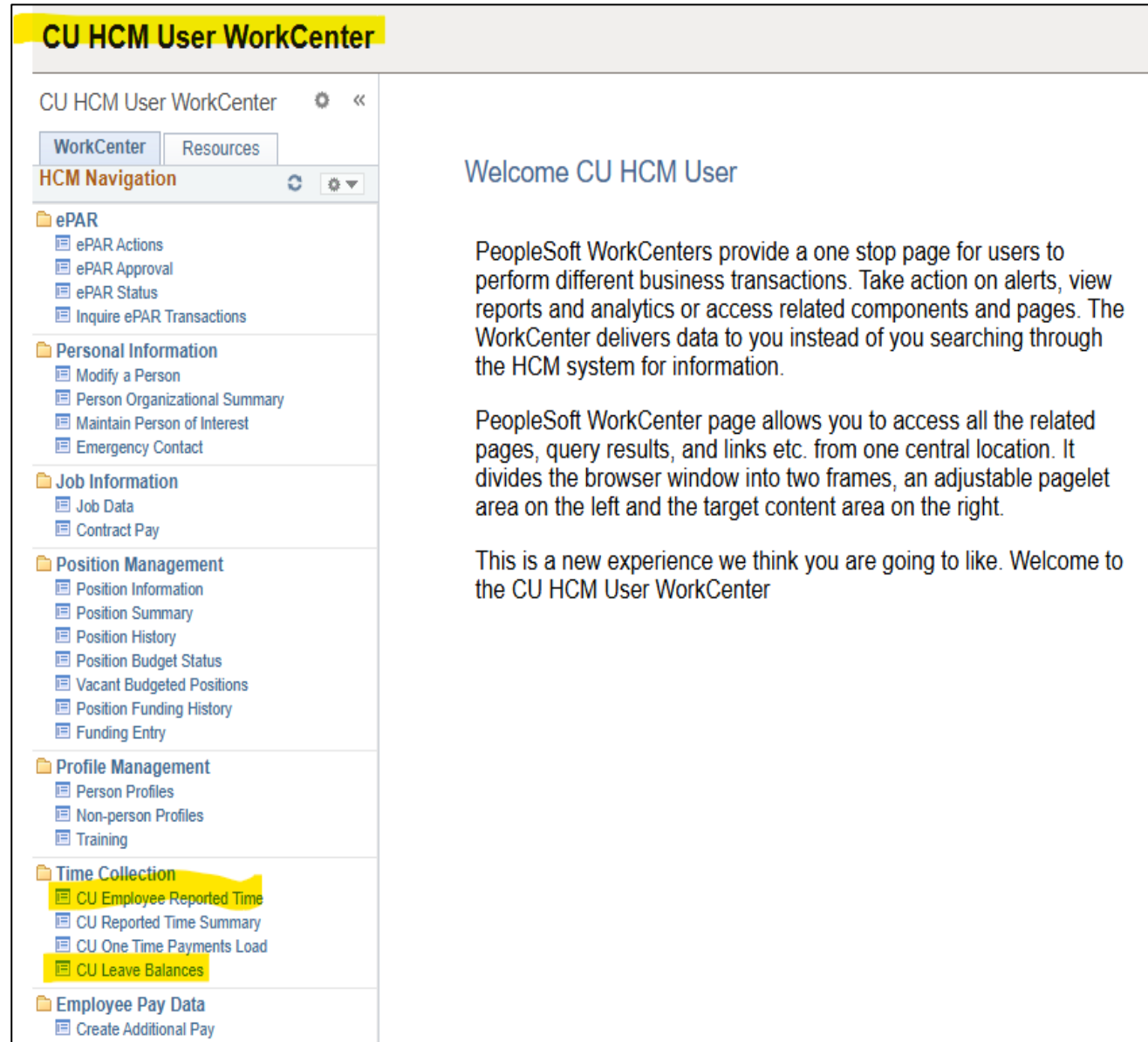
Below the table is a calendar view for July 2024. The calendar shows days of the week (Sunday to Saturday) and dates (1 to 31). The calendar is color-coded to show leave status: blue for "V/8 Approved", orange for "S/8 Approved", and green for "H/0.2 Taken" and "H/8 Taken".

Key events in the calendar:

- Monday, July 1: V/8 Approved
- Tuesday, July 2: S/8 Approved
- Wednesday, July 3: S/8 Approved
- Thursday, July 4: H/0.2 Taken, H/8 Taken
- Monday, July 8: V/8 Approved
- Tuesday, July 9: V/8 Approved
- Wednesday, July 10: V/8 Approved
- Thursday, July 11: V/8 Approved
- Friday, July 12: V/8 Approved

Step 2: Access CU Leave balances through WorkCenter

1. Log into the portal if you aren't already in HCM – <https://my.cu.edu/>
2. From the CU Resources home page, select **HCM** tile.
3. From the **HCM Community Users** page, click the **HCM WorkCenter** tile.
4. Scroll down and under **Time Collection**, select **CU Leave Balances**.
5. If the leave was entered directly into CU Employee Reported Time (not MyLeave), open **CU Employee Reported Time** in a separate tab for reference. This ensures you can see both system-generated leave taken (MyLeave) and manually entered leave (CU Employee Reported Time).



CU HCM User WorkCenter

CU HCM User WorkCenter

WorkCenter Resources

HCM Navigation

- ePAR
 - ePAR Actions
 - ePAR Approval
 - ePAR Status
 - Inquire ePAR Transactions
- Personal Information
 - Modify a Person
 - Person Organizational Summary
 - Maintain Person of Interest
 - Emergency Contact
- Job Information
 - Job Data
 - Contract Pay
- Position Management
 - Position Information
 - Position Summary
 - Position History
 - Position Budget Status
 - Vacant Budgeted Positions
 - Position Funding History
 - Funding Entry
- Profile Management
 - Person Profiles
 - Non-person Profiles
 - Training
- Time Collection
 - CU Employee Reported Time
 - CU Reported Time Summary
 - CU One Time Payments Load
 - CU Leave Balances
- Employee Pay Data
 - Create Additional Pay

Welcome CU HCM User

PeopleSoft WorkCenters provide a one stop page for users to perform different business transactions. Take action on alerts, view reports and analytics or access related components and pages. The WorkCenter delivers data to you instead of you searching through the HCM system for information.

PeopleSoft WorkCenter page allows you to access all the related pages, query results, and links etc. from one central location. It divides the browser window into two frames, an adjustable pagelet area on the left and the target content area on the right.

This is a new experience we think you are going to like. Welcome to the CU HCM User WorkCenter

Step 3: Review CU Leave Balances (Continuation of Step 2)

Once you've navigated to CU Leave Balances in Step 2, use the steps below to review the employee's balances in detail.

1. Enter the employee's **Empl ID**.
2. Click **Search**.
3. Select the **Details** tab.
4. Review each month line-by-line and cross-check against MyLeave, starting with the earliest month in scope and working forward to the current month (two year look back).
Reviewing chronologically helps identify leave that was not processed in one month but may have posted in a subsequent month. Be sure to review **both vacation** and **sick** in CU Leave Balances.
5. Identify any months where **Hours Taken Unprocessed** column has 0 (no hours) but leave hours were reported in MyLeave. You will also need to review Hours Adjusted Unprocessed to check if leave was manually adjusted in CU Employee Reported Time later using earnings codes SCA or VAA.

CU Leave Balances

Summary **Detail**

Empl ID: [REDACTED] Benefit Record Number: 0
Name: [REDACTED]
Plan Type: **Vacation**

Cumulative Hours Personalize | Find | View 8 | First 1-34 of 34 Last

Accrual Date	Vac Leave Plan Accrued	Hours Pre HRMS	Cumulative Hours Earned	Hours Earned This Month	Cumulative Hours Adjust	Cumulative Hours Taken	Hours Processed This Month	Hours Taken Unprocessed	Hours Adjusted Unprocessed	Balance
1 02/19/2026	University Faculty/Staff Vac	0.00	438.49	11.37	0.00	128.00	0.00	0.00	0.00	310.49
2 01/22/2026	University Faculty/Staff Vac	0.00	427.12	11.37	0.00	128.00	0.00	0.00	0.00	299.12
3 12/22/2025	University Faculty/Staff Vac	0.00	415.75	11.37	0.00	128.00	0.00	0.00	0.00	287.75
4 11/19/2025	University Faculty/Staff Vac	0.00	404.38	14.67	0.00	128.00	0.00	0.00	0.00	276.38
5 10/23/2025	University Faculty/Staff Vac	0.00	389.71	14.67	0.00	128.00	0.00	0.00	0.00	261.71
6 09/22/2025	University Faculty/Staff Vac	0.00	375.04	14.67	0.00	128.00	0.00	0.00	0.00	247.04

In this example, the rows highlighted in YELLOW are months where vacation was submitted in MyLeave but not posted to CU Time and now requires an adjustment in **CU Employee Reported Time**.

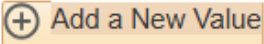

Step 4: Validate MyLeave Entries Against CU Leave Balances

1. For each month reviewed in MyLeave, return to **CU Leave Balances**.
2. Verify whether MyLeave usage appears under: **Hours Taken Unprocessed, Hours Processed This Month or Hours Adjusted Unprocessed**
3. If MyLeave reported leave usage but it didn't process in CU Leave balances, you will need to review CU Reported Time for the pay period in question to ensure the leave wasn't adjusted at a later date.

Example of unprocessed leave can be found on **Step 3: Review CU Leave Balances**.

Step 5: Enter Leave Adjustment in CU Employee Reported Time (If there was unprocessed MyLeave exception time)

To correct unprocessed leave taken, an adjustment must be entered in **CU Employee Reported Time**.

1. From **HCM Community Users** home page, navigate to **HCM WorkCenter** tile.
2. Scroll down and under **Time Collection** select **CU Employee Reported Time**.
3. Enter the **month begin and end dates, department number, Empl ID** and **Empl record**, then select **search**.
4. If a record exists for the dates entered, CU Employee Reported Time will display, continue to Step 6.
5. If no record is returned, select  then re-enter the **month begin and end dates, department number, Empl ID** and **Empl record**, then select **Add**.
6. **Add** a row by selecting the add row  icon.
7. Under **Entry Type**, select **Manual Time Sheet** from the dropdown.
8. Go to the **Batch & MyLeave & Manual** tab.
9. Enter adjustment details:
 - Vacation Earning Code VAA** (Enter Negative number to process leave taken and check Off Cycle)
 - Sick Earning Code SCA** (Enter Negative number to process leave taken and check Off Cycle)
10. In **Long Description**, enter a comment (example: Unprocessed Vacation – September 2025).
11. Return to the **Employee Details** and change **Status** to **Approved** and select **Save**.

***The note is required to explain why the manual correction exists.**

Example of Correctly Processed Leave

This is an example where **MyLeave** entries processed correctly.

- In **MyLeave**, 8 vacation hours were approved, and the timesheet status is **Posted**.
- In **CU Leave Balances**, 8 vacation hours are reported in the **Hours Taken Unprocessed** and then in August, they were entered in the **Hours Processed** this month column.

MyLeave

Calendar-Month | Calendar-Week | Calendar-Day | Timesheet | Department Employees

Today is March 11, 2026

Balances	Act/Proj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Balance
Sick	Actual	07/01/2025	10.00	81.950000	0.00	0.00	81.95	0	0	81.95
Vacation	Actual	07/01/2025	14.67	211.030000	0.00	0.00	211.03	0	0	211.03

<< June | July 2025 | August >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 V/S Approved	4 Independenc... H/O.2 Taken H/S Taken	5
6	7	8	9	10	11	12
13	14	15 S/S Taken	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

CU Leave Balances

Summary | Detail

Empl ID: [Redacted] Benefit Record Number: 0

Name: [Redacted]

Plan Type: Vacation

Accrual Date	Vac Leave Plan Accrued	Hours Pre HRMS	Cumulative Hours Earned	Hours Earned This Month	Cumulative Hours Adjust	Cumulative Hours Taken	Hours Processed This Month	Hours Taken Unprocessed	Hours Adjusted Unprocessed	Balance
1 02/19/2026	University Faculty/Staff Vac	0.00	438.49	11.37	0.00	128.00	0.00	0.00	0.00	310.49
2 01/22/2026	University Faculty/Staff Vac	0.00	427.12	11.37	0.00	128.00	0.00	0.00	0.00	299.12
3 12/22/2025	University Faculty/Staff Vac	0.00	415.75	11.37	0.00	128.00	0.00	0.00	0.00	287.75
4 11/19/2025	University Faculty/Staff Vac	0.00	404.38	14.67	0.00	128.00	0.00	0.00	0.00	276.38
5 10/23/2025	University Faculty/Staff Vac	0.00	389.71	14.67	0.00	128.00	0.00	0.00	0.00	261.71
6 09/22/2025	University Faculty/Staff Vac	0.00	375.04	14.67	0.00	128.00	0.00	0.00	0.00	247.04
7 08/21/2025	University Faculty/Staff Vac	0.00	360.37	14.67	0.00	128.00	-8.00	0.00	0.00	232.37
8 07/23/2025	University Faculty/Staff Vac	0.00	345.70	14.67	0.00	120.00	0.00	8.00	0.00	217.70
9 06/19/2025	University Faculty/Staff Vac	0.00	331.03	14.67	0.00	120.00	0.00	0.00	0.00	211.03
10 05/21/2025	University Faculty/Staff Vac	0.00	316.36	14.67	0.00	120.00	0.00	0.00	0.00	196.36
11 04/22/2025	University Faculty/Staff Vac	0.00	301.69	14.67	0.00	120.00	0.00	0.00	0.00	181.69



Note:

If employee has multiple appointments, leave should be tracked and reported separately. Leave accrues based on the FTE for each appointment. If you have individuals with multiple appointments, please reach out to the HR.LeaveAudit@CUAnschutz.edu to request a meeting to discuss the audit process.

If you have general questions about the leave audit process, please reach out to: HR.LeaveAudit@CUAnschutz.edu