Annual Leave Verification Instructions

In accordance with Regent Policy 11.E.4.b (Exempt Professional/Faculty) and Personnel Director’s Administrative Procedures 5-3 (Classified), employees must certify leave annually. Below are instructions for employees, supervisors, and PPLs.

Departments using My leave

Employees:

- Open My Leave and locate the menu tab labeled “Annual Leave” next to the Timesheet tab.
- Under this menu item, the “Compares” tab screen shows what was planned, what My Leave generated as a timesheet, and what is reflected in HRMS.
- If all entries for hours match across the screen, click on the “Leave Sheet” tab. Check the box at the bottom to agree with the certification and then “Submit” to send the leave record to your supervisor. If you want to print a copy for your own records you may but the My Leave system will archive all records.
- If the entries do not match (highlighted in yellow), check a later month to assure the time off is eventually recorded. Then if you agree, check the box and submit the leave sheet (as above).
- If the entries do not match and/or you do not agree with your final balances, contact your department PPL.

Supervisors:

- Supervisors must approve all employee annual leave reviews. These will show up on the supervisor’s approval page, to be approved as is done for a regular leave request or timesheet.

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PPLs:

- The payroll liaison will need to verify that all annual leave reviews have been completed. This can be done using the PPL tab.
- Choose the “Annual” option and the “Period” which will be 6/30 of that fiscal year.
- You can then see the status for each employee in the department(s) - Not Submitted, Submitted, Approved.

Departments using other leave tracking/verification systems

- Provide employees with leave balances on an annual basis. For example, departments may use the annual leave record form (see below), for classified and exempt professional employees, that captures leave taken and leave accrued for that fiscal year.
- Employees must review, sign, and return the leave balance sheet to the appropriate department personnel.
- Employees should contact department personnel if they do not agree with their leave balances.
- Departments must retain a copy of employees’ annual leave usage. Departments should provide copies for employees, as requested.

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