




add_leave_code_to_employees

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Only active leave types from the Leave Type Description table can be added to the selected employees' records.

Under **Add Leave Code**:

In the **New Code** field, click  to select the leave code to be added.

In the Begin Balance field, type the beginning balance of the hours of the leave type. You may type three digits to the right of the decimal point.

In the **Leave Used** field, type the leave used for the leave type. You may type three digits to the right of the decimal point.

In the **Leave Earned** field, type the leave earned for the leave type. You may type three digits to the right of the decimal point.

In the **Ending Balance** field, the system displays the ending balance of the leave type.