



Address leave

Table of Contents

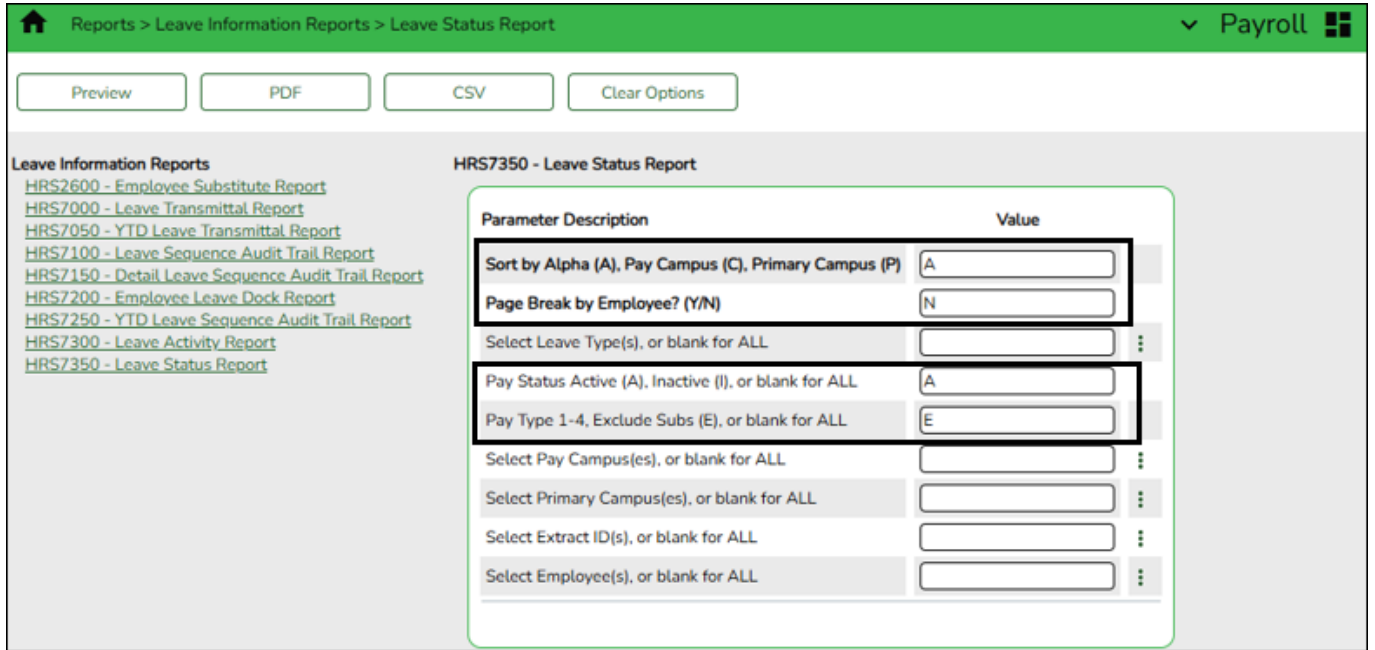
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Address leave

[Payroll > Utilities > Mass Update > Leave](#)

Update the employee master leave record balances.

☐ In the current year payroll frequency, generate the [Payroll > Reports > Leave Information Reports > HRS7350 - Leave Status Report](#) for active employees and exclude substitutes. Print and/or save this report and review it for accuracy.



☐ Use the **Payroll > Utilities > Mass Update > Leave** tab to update employee master leave record balances. This is a three-step process.

Leave type codes are LEA-specific.

1a. This step clears the **Leave Used** and **Leave Earned** fields and rolls the ending balances to the following year beginning balances:

Utilities > Mass Update Payroll

Year: C

Parameters

Pay Status:
 Active Inactive Both

Pay Type: E Exclude Substitute

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 00-00-0000

Primary Campus: All

Payoff Date:

Pay Campus: All

Frequency: 6 Monthly CYR

Contract Begin Date:

Salary Concept: All

Contract End Date:

Extract ID:

Contract Months:

Employee Nbr:

DEDUCTIONS **LEAVE** EMPLOYEE EXTRA DUTY JOB CODE SALARY CALCULATION

Method

Zero Leave Values for Employees

Add Leave Code to Employees

Delete Leave Code from Employees

Increment Leave Earned to Employees

| Type | Description | Leave Earned | Leave Used | End Balance |
|------|-------------|-------------------------------------|-------------------------------------|--------------------------|
| 01 | INVALID | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 02 | LOCAL PR 9 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 03 | LOCAL PR 9 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 04 | JURY DUTY | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 05 | SCH BUS/WO | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 06 | INVALID | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 07 | STATE PR 9 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 08 | STATE PERS | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 09 | LOCAL/CURR | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

- Under **Pay Status**, select **Active**.
- In the **Pay Type** field, select *E Exclude Substitute*.
- Under **Method**, select **Zero Leave Values for Employees**.
- Under **Leave Earned** and **Leave Used**, select all leave types to be set to zero for the new school year. Be sure to process both options at the same time to prevent inaccurate balances.
- Do not select **End Balance** unless you want to set the balance to zero for that specific leave type. If this field is not selected, the 2024-2025 ending balances are rolled to the beginning balance fields for the 2025-2026 school year.
- Click **Execute**.
- Review and print the report.

1b. You may have leave codes for which you want to zero the end-of-year balance. For example, Jury Duty, School Business, etc.

Utilities > Mass Update Payroll

Year: C

Parameters Reset

Pay Status:
 Active Inactive Both

Pay Type: E Exclude Substitute
 Job Code: All
 Accrual Code: All
 Pay Grade:
 Prior Yr Emp Date: 00-00-0000

Primary Campus: All
 Pay Campus: All
 Contract Begin Date:
 Contract End Date:
 Contract Months:

Payoff Date:
 Frequency: 6 Monthly CYR
 Salary Concept: All
 Extract ID:
 Employee Nbr:

DEDUCTIONS **LEAVE** EMPLOYEE EXTRA DUTY JOB CODE SALARY CALCULATION

Method
 Zero Leave Values for Employees
 Add Leave Code to Employees
 Delete Leave Code from Employees
 Increment Leave Earned to Employees

| Type | Description | Leave Earned | Leave Used | End Balance |
|------|-------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 01 | INVALID | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 02 | LOCAL PR 9 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 03 | LOCAL PR 9 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 04 | JURY DUTY | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 05 | SCH BUS/WO | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 06 | INVALID | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 07 | STATE PR 9 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 08 | STATE PERS | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 09 | LOCAL/CURR | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Execute

- Under **Pay Status**, select **Active**.
- In the **Pay Type** field, select *E Exclude Substitute*.
- Under **Method**, select **Zero Leave Values for Employees**.
- Select **Leave Earned**, **Leave Used**, and **End Balance** for all leave types you want to zero out completely and not carry forward ending balances.
- Click **Execute**.
- Review and print the report.
- If the report is accurate, click **Process** to complete the changes.

2. This step automatically adds leave types to active employees who do not have the leave type assigned on their leave balance record. This step must be completed before leave is mass incremented in step 3.

The screenshot shows the 'Utilities > Mass Update' payroll interface. The 'Parameters' section includes 'Pay Status' (Active selected), 'Pay Type' (E Exclude Substitute), 'Job Code' (All), 'Accrual Code' (All), 'Pay Grade' (empty), and 'Prior Yr Emp Date' (00-00-0000). The 'Method' section has 'Add Leave Code to Employees' selected. The 'Add Leave Code' section shows 'New Code' (08 - STATE PERSON), 'Begin Balance' (.000), 'Leave Earned' (.000), 'Leave Used' (.000), and 'Ending Balance' (.000). An 'Execute' button is highlighted with a large downward arrow.

- Under **Pay Status**, select **Active**.
- In the **Pay Type** field, select *E Exclude Substitute*.
- Under **Method**, select **Add Leave Code to Employees**.
- In the **New Code** field, select the leave code.
- Do not add balances.
- Click **Execute**.
- Review and print the report. The report only displays the employees who will have the leave code added.
- Repeat this step for each leave type to be added before it is incremented in step 3.

3. This step increments leave earned to employees:

Utilities > Mass Update Payroll

Year: C Frequency: 6

Parameters

Pay Status: Active Inactive Both Reset

Pay Type: Primary Campus: Payoff Date:

Job Code: Pay Campus: Frequency:

Accrual Code: Contract Begin Date: Salary Concept:

Pay Grade: Contract End Date: Extract ID:

Prior Yr Emp Date: Contract Months: Employee Nbr:

DEDUCTIONS LEAVE EMPLOYEE EXTRA DUTY JOB CODE SALARY CALCULATION

Method

Zero Leave Values for Employees

Add Leave Code to Employees

Delete Leave Code from Employees

Increment Leave Earned to Employees

| Type | Description | Leave Earned | Increment |
|------|-------------|-------------------------------------|-----------|
| 01 | INVALID | <input type="checkbox"/> | 0.000 |
| 02 | LOCAL PR 9 | <input checked="" type="checkbox"/> | 5.000 |
| 03 | LOCAL PR 9 | <input checked="" type="checkbox"/> | 5.000 |
| 04 | JURY DUTY | <input type="checkbox"/> | 0.000 |
| 05 | SCH BUS/WO | <input type="checkbox"/> | 0.000 |
| 06 | INVALID | <input type="checkbox"/> | 0.000 |
| 07 | STATE PR 9 | <input checked="" type="checkbox"/> | 5.000 |
| 08 | STATE PERS | <input checked="" type="checkbox"/> | 5.000 |

Execute

Note: If you have a maximum balance designated on the leave type table, this step will not allow the leave balance to exceed the maximum number set on the leave type table.

- Under **Pay Status**, select **Active**.
- In the **Pay Type** field, select *E Exclude Substitute*.
- Under **Method**, select **Increment Leave Earned to Employees**.
- Select **Leave Earned** for the applicable leave types (as defined in your local policy).
- In the **Increment** field, enter the number of days to increment.
- Click **Execute**.
- Review and print the report. The report includes a list of those employees who have reached a maximum of any leave type.
- If the report is accurate, click **Continue**.
- The second report displays the newly incremented leave earned and the new ending balances. Click **Process**.

First ▶ Last

Date Run: Increment Leave Earned for Employees
Cnty Dist: ISD Page: 1 of 7
Frequency: 6

| Emp Nbr | Employee Name | Leave Type | Original Earned | New Earned | Original End Bal | New End Bal |
|---------|-------------------|-----------------|-----------------|------------|------------------|-------------|
| 000046 | AUSSEM, AMY J | 08 - STATE PERS | 0.000 | 5.000 | 68.000 | 73.000 |
| 000096 | BENTON, ANTONIO L | 07 - STATE PR 9 | 0.000 | 5.000 | 5.000 | 10.000 |
| 000096 | BENTON, ANTONIO L | 08 - STATE PERS | 0.000 | 5.000 | 83.000 | 88.000 |
| 000125 | BLOUNT, BARBARA A | 07 - STATE PR 9 | 0.000 | 5.000 | 6.000 | 11.000 |

- Click **OK**.

For new employees, leave balances must be individually updated from their service record information on the [Payroll > Maintenance > Staff Job/Pay Data > Leave Balance](#) tab.

Use the [Payroll > Reports > Leave Information Reports > HRS7350 - Leave Status Report](#) to verify the accuracy of the leave information.

[Home](#) [Reports > Leave Information Reports > Leave Status Report](#) Payroll

Leave Information Reports

- [HRS2600 - Employee Substitute Report](#)
- [HRS7000 - Leave Transmittal Report](#)
- [HRS7050 - YTD Leave Transmittal Report](#)
- [HRS7100 - Leave Sequence Audit Trail Report](#)
- [HRS7150 - Detail Leave Sequence Audit Trail Report](#)
- [HRS7200 - Employee Leave Dock Report](#)
- [HRS7250 - YTD Leave Sequence Audit Trail Report](#)
- [HRS7300 - Leave Activity Report](#)
- [HRS7350 - Leave Status Report](#)

HRS7350 - Leave Status Report

| Parameter Description | Value |
|---|--------------------------------|
| Sort by Alpha (A), Pay Campus (C), Primary Campus (P) | <input type="text" value="A"/> |
| Page Break by Employee? (Y/N) | <input type="text" value="N"/> |
| Select Leave Type(s), or blank for ALL | <input type="text"/> |
| Pay Status Active (A), Inactive (I), or blank for ALL | <input type="text" value="A"/> |
| Pay Type 1-4, Exclude Subs (E), or blank for ALL | <input type="text" value="E"/> |
| Select Pay Campus(es), or blank for ALL | <input type="text"/> |
| Select Primary Campus(es), or blank for ALL | <input type="text"/> |
| Select Extract ID(s), or blank for ALL | <input type="text"/> |
| Select Employee(s), or blank for ALL | <input type="text"/> |

If necessary, use the [Payroll > Maintenance > Staff Job/Pay Data > Leave Balance](#) tab to make changes to individual employees who are working less than the full school year or less than 100% percent of the day.