



ASCENDER GUIDES




body

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Click **+Add** to add a row.

Field	Description
Leave Type	Click  to select the two-digit code identifying the specific type of leave being recorded for the selected employee. The Leave Type - Status lookup sort order is by status, and then leave code. State Sick and State Personal codes for service records are selected on the Human Resources > Tables > District HR Options page.
Begin	Type the amount of leave for the employee at the beginning of the current pay period.
Earned	Type the amount of leave earned by the employee as of the current pay period. The earned totals are updated by payroll transactions.
Used	Type the amount of leave used by the employee during the current year as of the current pay period. The used totals are updated by payroll transactions.
Balance	Displays the amount of leave still available for use by the employee as of the current pay period. The number displayed is calculated by the system based on the options selected for the leave type.

Click **Save**.