



# **manage\_leave\_pay\_campuses**



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The employee's pay campus must exist on the Payroll > Tables > District EP Options > Leave Campuses tab to allow the employee to access the Leave Requests page in EmployeePortal.

☐ [Payroll > Maintenance > Staff Job/Pay Data > Pay Info](#)

- Obtain the employee pay campus data.
- *Optional:* Obtain the **Pay Dept** if applicable.

The screenshot displays the 'Pay Info' tab for an employee with ID 000624. The 'Pay Campus' dropdown menu is highlighted with a red circle and an arrow, showing the selected value '750 750 School'. Other visible fields include 'Pay Status' set to '1 Active', 'Tax Exempt' (unchecked), 'Unemployment Elig' (checked), 'FICA Eligibility' set to 'M Subject to medicare', 'W4 Marital Status' set to 'Single', and 'Nbr of Exemptions' set to '0'. A 'W-4 Withholding Certificate' section is also present on the right side of the form.

☐ [Payroll > Tables > District EP Options > Leave Campuses](#)

- Each pay campus and department with assigned employees must be added to this tab in order to use the EmployeePortal leave request feature.
- *Optional:* If a **Pay Dept** is assigned to the employee on the Payroll > Maintenance > Staff Job/Pay Data > Pay Info tab, then it must be assigned on the Leave Campuses tab.

Tables > District EP Options Payroll

Save Year: C Frequency: 6

EMPLOYEEPORTAL OPTIONS LEAVE CAMPUSES

Start Campus ID:  Retrieve Print

Delete	Campus ID	Campus Name	Department
	<input type="text" value="001"/>	001 School	<input type="checkbox"/>
	<input type="text" value="042"/>	042 School	<input type="checkbox"/>
	<input type="text" value="750"/>	750 School	<input type="checkbox"/>
	<input type="text"/>		<input type="checkbox"/>

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