



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 'Payroll > Maintenance > Staff Job/Pay Data > Pay Info' interface. At the top, there is a 'Save' button and a 'Year: C' dropdown. The 'Employee:' field contains '000624'. Below this, there are 'Retrieve' and 'Directory' buttons. The main content area is divided into tabs: 'PAY INFO', 'JOB INFO', 'DISTRIBUTIONS', 'DEDUCTIONS', and 'LEAVE BALANCE'. The 'PAY INFO' tab is active. It contains several fields: 'Pay Status' (dropdown menu showing '1 Active'), 'Pay Campus' (dropdown menu showing '750 750 School'), 'Pay Dept' (checkbox), and 'Dock Rate' (text input showing '0.000'). To the right of these fields are 'Tax Exempt' (checkbox), 'Unemployment Elig' (checkbox checked), 'FICA Eligibility' (dropdown menu showing 'M Subject to medicare'), 'W4 Marital Status' (text input showing 'Single'), and 'Nbr of Exemptions' (text input showing '0'). On the far right, there is a 'W-4 Withholding Certificate' section with fields for '1: Filing Status' (dropdown menu showing '5 Sing'), '2: Multi-Jobs' (checkbox), '3: Children under 17' (text input showing '0'), '3: Other Dependents' (text input showing '0'), '3: Other Exemptions' (text input), '4a: Other Income' (text input), and '4b: Other Deductions' (text input). A black arrow points to the 'Pay Dept' checkbox.

☐ [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="checkbox"/> | 001 | 001 School | <input type="checkbox"/> |
| <input type="checkbox"/> | 042 | 042 School | <input type="checkbox"/> |
| <input type="checkbox"/> | 750 | 750 School | <input type="checkbox"/> |
| <input type="checkbox"/> | | | <input type="checkbox"/> |

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