



manage_leave_pay_campuses

Table of Contents

manage_leave_pay_campuses i

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 shows the 'Payroll > Maintenance > Staff Job/Pay Data > Pay Info' form. The 'Pay Campus' dropdown is highlighted with a red circle and a red arrow pointing to it. The 'Pay Dept' checkbox is also visible. The 'W-4 Withholding Certificate' section is on the right.

☐ [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 OptionsPayroll

Save

Year: CFrequency: 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"/>

First

/ 1

Last

Add