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leave

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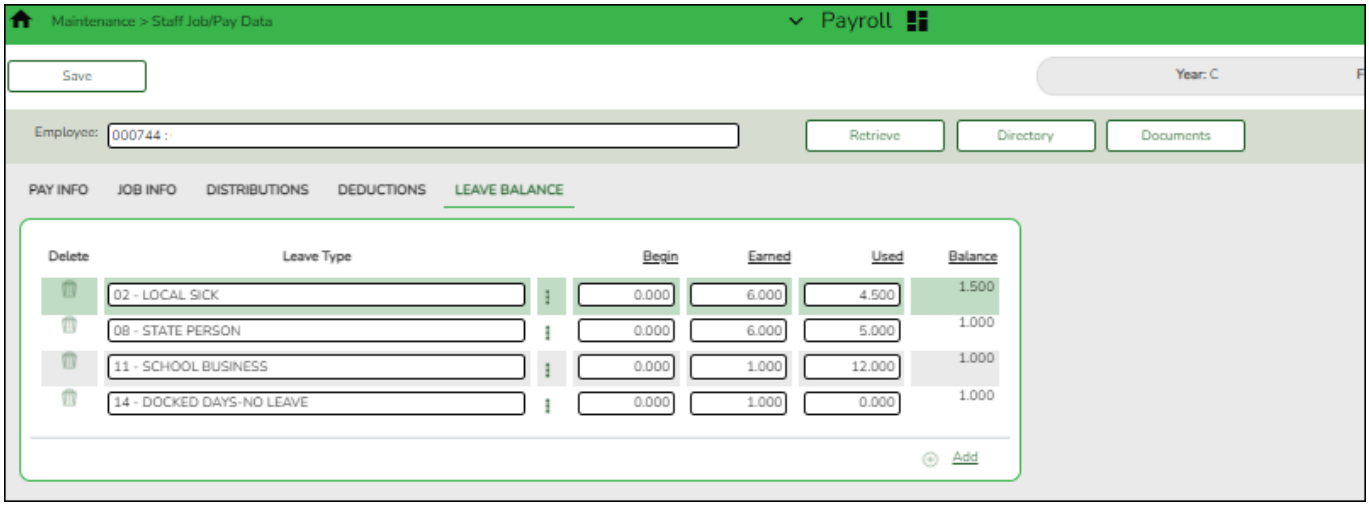
Payroll > Maintenance > Staff Job/Pay Data > Leave Balance

This tab is used to maintain the status of each type of leave which applies to a given employee. These categories include updated totals for leave earned and leave used, and a leave balance for the various kinds of leave, both state and local.

Leave information is maintained on the ***Payroll > Tables > Leave*** page and must be updated prior to using this tab.

Note: The tab is available for maintenance of the current year leave balance only. The tab is not accessible when in the next year frequency.

Reminder: Be sure to verify the accuracy of leave information for returning employees.



Complete the necessary leave balance fields.

❑ 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 Payroll or Personnel > 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**.