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paydate

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Pay Date	
Pay Date	The selected pay date is displayed.
Abs/Earned Date	Type the absence date in the MMDDYYYY format. This is a required field.
Leave Type	Click ⋮ to select the leave type code. The available leave types correspond to the selected employee. The selected leave type code description is displayed in the **Leave Type Description** field. This is a required field. The leave type must be in an active status to be used or updated.
Abs Reason	Click ⌄ to select the absence reason code. The available absence reasons correspond to the selected leave type. The selected absence reason code description is displayed in the **Abs Reason Description** field. The absence reason must be in an active status to be used or updated.
Leave Used	Type the amount of leave used for the type of leave and pay date.
Leave Earned	Type the amount of leave earned for the type of leave and pay date. This field can be used to award leave to an employee who did not receive leave when the leave was posted for the start of the school year. When payroll is posted, the amount entered here is posted to the employee's leave earned on the Leave tab in the Staff Job/Pay Data page.
Sub Type	If this record is being created on this tab, the field is blank and cannot be edited. If this record was created on the Employee Substitute tab, the field is populated with the substitute type code and cannot be edited.
Process Date	Displays the date processed.
User ID	Displays the name of the user who created the pay date data. Users are created in the Security Administration application.

Note: A warning message is displayed when the user attempts to save a leave type that exceeds the defined maximum balance for that leave type. The user is prompted to save or cancel the transaction. If the user chooses to save the transaction, the defined maximum ending balance is used when payroll calculations are performed.

Inquiry From Date

Note: Leave inquiries enable you to view all processed and unprocessed leave transmittals based on the dates entered in the from and to fields. Again, once the inquiry is performed, you simply have to click on the leave type in the upper grid, and if there are any transactions for that leave type, they are displayed.