



setup_district_options

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Save Year: C Frequency: 6

EMPLOYEEPORTAL OPTIONS LEAVE CAMPUSES

Retrieve Print

Use: Employee Number Social Security Number

Enable

- EmployeePortal System
- Calendar Year to Date
- Current Pay Information
- Deductions
- Earnings
- Leave Balances
- W-2 Information
- Self-Service Demographic
- Self-Service Payroll
- W-2 Electronic Consent
- 1095 Information
- 1095 Electronic Consent
- Leave Request
- Travel Reimbursement Request
- WorkJournal

Messages

- EmployeePortal System
- Calendar Year To Date
- Current Pay Information
- Deductions
- Earnings
- Leave Balances
- W-2 Information
- Self-Service Demographic
- Self-Service Payroll
- W-2 Electronic Consent
- 1095 Information
- 1095 Electronic Consent
- Leave Request
- Travel Reimbursement Request
- WorkJournal

This is a leave request message for all employees.

Under **Enable**, select **Leave Request** to enable the leave request feature in EmployeePortal.

Under **Messages**, select **Leave Request** to enable employees to view a preset message on the Leave Requests page in EmployeePortal.

- Type the applicable message in the text box.
- The message is displayed in red at the top of the Leave Requests page in EmployeePortal.

Leave Requests

This is a leave request message for all employees.

Payroll Frequency:

Type: From:

Unprocessed Leave Requests

Start Date	End Date	Start Time	End Time	Leave Type	Absence Reason
No Results Found					

<p>Use PMIS for Supervisor Levels</p>	<p>(Optional if using PMIS) Select to reference the Position Management Information System (PMIS) to determine an employee's supervisor. This option obtains the supervisor's employee number from the employee's primary position to determine the appropriate approval path for the employee's leave request. If this field is selected, you do not need to complete the Payroll > Tables > EmployeePortal Supervisors > Employee/Supervisor page.</p>
<p>Force Entry of Leave Hours Requested</p>	<p>Select to require the employee to enter the number of requested leave hours when submitting a leave request. If selected, the number of leave hours requested is not automatically calculated.</p> <div data-bbox="274 443 1477 734" style="border: 1px solid black; padding: 5px;"> <p>Create Leave Requests ✕</p> <p>Leave Type: LOCAL SICK Absence Reason: LOCAL</p> <p>Start Date: 08-09-2021 End Date: 08-09-2021</p> <p>Start Time: 08 : 00 AM End Time: 10 : 00 AM</p> <p>Hours/Day Requested: 0.000 Total Requested: 0.000 DAYS</p> </div> <p>If not selected, the number of leave hours requested is automatically calculated based on the start and end time of the leave request.</p> <div data-bbox="274 824 1477 1126" style="border: 1px solid black; padding: 5px;"> <p>Create Leave Requests ✕</p> <p>Leave Type: LOCAL SICK Absence Reason: LOCAL</p> <p>Start Date: 08-09-2021 End Date: 08-09-2021</p> <p>Start Time: 08 : 00 AM End Time: 10 : 00 AM</p> <p>Hours/Day Requested: 2.000 Total Requested: 0.500 DAYS</p> <p>Remarks:</p> </div>
<p>Meal Break for Leave Calculation</p>	<p>Type the number of hours to be included in the hours per day calculation if a leave request exceeds five hours. An amount must be entered if a meal break is to be subtracted in the hours per day calculation. Valid values are 0.00-9.99.</p>

Click **Save**.

Review the [Leave Requests](#) Help page for further information about how the **Total Requested** column is calculated.