setup_district_options

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Set District EA options

Human Resources > Tables > District EA Options

The District EA Options page allows the district to set up various options for the Employee Access - Inquiry or Self-Service application.

❏ Under **Enable**, select **Leave Request** to enable the leave request feature in Employee Access.

❏ Under **Messages**, select **Leave Request** to enable employees to view a preset message on the Leave Requests page in Employee Access. * Type the applicable message in the text box. * Click **Save**. The message is displayed in red at the top of the Leave Requests page in Employee Access. ❏ (Optional if using PMIS.) Select **Use PMIS for Supervisor Levels** to reference the Position Management Information System (PMIS) to determine an employee's supervisor. This setting obtains the supervisor-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 Human Resources > Tables > Employee Access Supervisors > Employee/Supervisor tab. ❏ Select **Force Entry of Leave Hours Requested** to force the employee to enter the number of requested leave hours when creating a leave request on the Leave Requests page in Employee Access. * If selected, the employee must manually type the number of hours requested in the **Hours/Day Requested** column. * If not selected, the **Hours/Day Requested** field is automatically calculated based on the **Start** and **End Time** of the leave request. ❏ Review the Leave Requests Help page for further information about how the **Total Requested** column is calculated. ❏ In the **Meal Break for Leave Calculation** field, type the duration of the meal break 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.