



# staffleavemaint



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# Staff Leave Maintenance - HRS3200

## Human Resources > Maintenance > Leave Account Transaction > Staff Leave Maint

This tab is used to add/change leave records for an employee before a payroll is run. When an employee is retrieved, the system displays the current leave balances (including unprocessed records) for each leave type.

The input section of the tab allows you to add records or select existing records, processed and unprocessed, by pay date or date range. You can modify unprocessed records only. Leave that has been posted to payroll and negative units of leave are managed on the Leave Adjustment tab. Leave associated with a substitute is displayed but cannot be modified using this tab. You need to modify leave associated with a substitute on the Employee Substitute tab. You must enter a pay date when updating leave data because leave sequencing on this tab is done in real time. When adding or changing records, the system issues a warning if:

- You are using a date that has already been used.
- The record uses more leave than is available for that leave type.

### Create leave data:

[Select a student](#)

The following receiving options selected on the Options > Purchasing Options page in District Administration determine how information is displayed as well as if certain requisition items can be received on this page.

- If **Use Blind Receiving** is selected, order quantities are not shown on this page.
- If **Allow Partial Receiving** is not selected, only complete requisition items can be received.
- If **Allow Receiving Overage** is not selected, only the original item quantity ordered or less can be received.

/\*Inline folded include\*/

Field	Description
Campus ID	
Pass/Fail	

Click **Save**.

**\*\*NOTE:**

## Other functions and features:

 [Delete a row.](#)  
Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.