



# 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:

<b>Retrieve an existing record.</b>	<a href="#">Search for a record.</a> Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click <b>Retrieve</b> . Or, click <b>Directory</b> to perform a search in the <a href="#">Employees directory</a> .
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In the display-only grid at the top of the tab, select the type of leave data to update.

Click  to view additional information for a row.

Click **Print Balance** to print a summary of all of the employee's beginning/current leave balances.

In the free-form area between the grids, select either of the following methods to retrieve existing leave transactions or add new leave transactions:

Field	Description
<b>Campus ID</b>	
<b>Pass/Fail</b>	

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.