



# leavebalance



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# Leave Balance - HRS3100

## Human Resources > Maintenance > Staff Job/Pay Data > Leave Balance

This tab is used to maintain the status of each type of leave which applies to a given employee. These categories include updated totals for leave earned and leave used, and a leave balance for the various kinds of leave, both state and local.

**Note:** The tab is available for maintenance of current year leave balance only. The tab is not accessible when in a next year frequency.

### Add leave balance 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:

 <a href="#">Delete a row.</a> Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
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