leavebalance

Table of Contents

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:

Retrieve an existing record.	Search for a record. 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 **Retrieve**. Or, click **Directory** to perform a search in the Employees directory.

Click **+Add** to add a row.

Field	Description
Leave Type	Click ⋮ to select the two-digit code identifying the specific type of leave being recorded for the selected employee. The Leave Type - Status lookup sort order is by status, and then leave code.
Begin	Type the amount of leave for the employee at the beginning of the current pay period.
Earned	Type the amount of leave earned by the employee as of the current pay period.
Used	Type the amount of leave used by the employee during the current year as of the current pay period.
Balance	Displays the amount of leave still available for use by the employee as of the current pay period. The number displayed is calculated by the system based on the options selected for the leave type.

Click **Save**.

Other functions and features:

Retrieve	Retrieve data. The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
	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. Click **Save**.
Documents	View or attach supporting documentation.