leavecampuses

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Leave Campuses - HRS2050

Human Resources > Tables > District EA Options > Leave Campuses

This tab is used to maintain leave campus and department information, which are assigned on the Tables > Employee Access > Next Line Supervisor page.

If a campus ID and department is assigned to a supervisor on the Tables > Employee Access > Next Line Supervisor tab.

Set up leave campuses:

Field	Description
Start Campus ID	Begin typing the campus ID. As you type the data, a drop-down list of corresponding data is displayed. Select the desired campus and click Retrieve. A list of campuses starting at the selected campus ID is displayed.

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

Campus ID	Begin typing the campus ID. As you type the data, a drop-down list of corresponding data is displayed. Select the desired campus. The **Campus Name** field is populated with the corresponding campus name.
Department	Type the department ID. Multiple departments per campus ID are allowed. This field is not required.

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.

Print	Print account code data. **Current Tab Page** - prints only the tab page currently open. **Selected Account Code Tables** - displays the following Account Code Table Selection options: Fund/Fiscal Yr Function Object Sub-Object Organization\ Program Intent Educational Span Project Detail **All Account Code Tables** - prints all the Account Codes tab pages. Select an option, and then click **OK** to view a copy of the report. Otherwise, click **Cancel** to return to the tab. Review the report.
🗑	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**.