



Leave Campuses - HRS2050

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Payroll > Tables > District EP Options > Leave Campuses

This tab is used to manage a list of available campuses when using the Leave Request feature in EmployeePortal. Employees must be assigned to a Leave Campus in order to access the Leave Requests menu in EmployeePortal.

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 a 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 a 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 | The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost. |
| Print | Click to print the report. Review the report. |
|  | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save . A message is displayed asking if you want to delete the row. Click Yes to delete the row. Or, click No not to delete the row. |