

Leave Campuses - HRS2050

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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 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	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.