



# Leave Sequence - HRS2100



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## Human Resources > Tables > Leave > Leave Sequence

This tab is used to establish the sequence of leave types that determines from which leave types to deduct the leave used, if the balance of the previous leave type in the sequence is exhausted. Ensure that the original leave code and all leave codes used in the sequence exist on the Leave Type Description tab.

The tab consists of two grids. The grid at the top is used to select leave type, balance type, and backward leave. The grid at the bottom is used to select the sequence leave type.

### Establish leave sequences:

Field	Description
<b>Start Leave Type</b>	Type a leave type code to narrow the number of leave type codes that are displayed on the tab.

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

<b>Leave Type</b>	Click  to select a code from the drop-down list.
<b>Description Long</b>	The field is populated automatically when the user selects a leave type code.
<b>Balance Seq</b>	Select one of the following:  <b>First</b> - uses the original leave type code from which to dock employee's pay, if leave used exceeds leave balance.  <b>Last</b> - uses the last leave type code in the sequence from which to dock employee's pay, if leave used exceeds leave balance.
<b>Backward Leave</b>	Click  to select the leave code balance you want used before using the leave type code originally entered.  If a leave type is entered in this field, that leave type is processed first, and then the system processes the original leave before going through sequencing, if applicable.  Leave the field blank if backward leave is not used for the leave code.

The grid at the bottom of the tab is used to select the sequence of leave types from which leave is deducted (e.g., 02 is first, 01 is second).

Click **+Add** add a leave sequence.

<b>Seq Leave Type</b>	Click  to select the leave type from which leave is deducted (e.g., 02 is first, 01 is second). The <b>Description Long</b> field is populated automatically.
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Click **Save**.

## Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>Print</b>	<p>Print the Leave Type report.</p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.  Click  to go back one page.  Click  to go forward one page.  Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.  Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.  Click <b>X</b> to close the report window. Some reports may have a <b>Close Report, Exit,</b> or <b>Cancel</b> button instead.</p>
	<p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>.</p>