

Units - HRS2100

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Human Resources > Tables > Leave > Units

This tab is used to define units of hours or days to be used when calculating leave requests submitted in Employee Access.

If the **Days/Hrs** field is set to *Days* on the Tables > Leave > Leave Type tab for the selected leave type, add units for hours. If the **Days/Hrs** field is set to *Hours* for the selected leave type, add units for minutes.

Add units for days:

❑ Click **+Add** to add a row.

Field	Description
Leave Type	Click ⋮ to select a leave type for which you want to add or view units and click **Retrieve**.
Start Up To Hour	Type the starting up to hour and click **Retrieve** to narrow the data displayed on the page.
Up to Hour	Type the number of hours to represent a specific percent of the day. The field cannot be less than .01 or greater than 24.
Percent of Day	Type the percent of day to represent a specific number of hours. The field cannot be less than 1% or greater than 100%.

Add units for hours:

❑ Click **+Add** to add a row.

Leave Type	Click ⋮ to select a leave type for which you want to add or view units and click **Retrieve**.
Start Up To Minute	Type the starting up to hour and click **Retrieve** to narrow the data displayed on the page.
Up to Minute	Type the number of hours to represent a specific percent of the day. The field cannot be less than 1 or greater than 60.
Percent of Hour	Type the percent of day to represent a specific number of hours. The field cannot be less than 1% or greater than 100%.

❑ Click **Save**.

Copy units:

Leave Type	Click ⋮ to select a leave type from which you want to copy units and click **Retrieve**. If the selected leave type has assigned units, the units are displayed and the **Copy** button is enabled.

❑ If unit changes are needed, make the changes and click **Save** prior to copying the units.

❑ Click **Copy** to copy the leave type units to another leave type.

- If the selected leave type is set to *Days* on the Tables > Leave > Leave type tab, the Daily Leave Types - Active pop-up window is displayed with a list of active daily leave types.
- If the selected leave type is set to *Hours* on the Tables > Leave > Leave Type tab, the Hourly Leave Types - Active pop-up window is displayed with a list of active hourly leave types.

The **Leave Type**, **Long Description**, **Short Description**, and **Units** columns are displayed in the pop-up window.

If a leave type has existing units, the **Units** check box is selected.

❑ Select the check box for each leave type to which you want to copy units. Or, select the check box in the blue header row to select all leave types.

❑ Click **Execute**. A message is displayed indicating that the copy units process was successful. Any existing units are replaced with the copied units.

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	Print the Leave Units report. The Print Options pop-up window opens. Select one or both of the below options: • **Print Current Leave Type** - Prints only the selected leave type report. • **Print All Saved Leave Types** - Prints the All Leave Units report. **Review the report using the following buttons**: Click to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. 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 to close the report window. Some reports may have a **Close Report** or **Exit** button instead.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.