

Units - HRS2100

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Payroll > 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 minute and click **Retrieve** to narrow the data displayed on the page.
Up to Minute	Type the number of minutes 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 opens 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 opens 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	Click to print the report. The Print Options pop-up window opens. Select from the following print options: **Print Current Leave Type** **Print All Saved Leave Types** Click **OK** to print the report selections. Click **Cancel** to return to the Units tab. 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**.