



add_leave_code_to_employees

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Only active leave types from the Leave Type Description table can be added to the selected employees' records.

Under **Add Leave Code**:

In the **New Code** field, click  to select the leave code to be added.

In the **Begin Balance** field, type the beginning balance of the hours of the leave type. You may type three digits to the right of the decimal point.

In the **Leave Used** field, type the leave used for the leave type. You may type three digits to the right of the decimal point.

In the **Leave Earned** field, type the leave earned for the leave type. You may type three digits to the right of the decimal point.

In the **Ending Balance** field, the system displays the ending balance of the leave type.



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