increment_leave_earned_to_employees

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A list of leave type codes and descriptions currently associated with the selected employees' records is displayed under **Increment Leave Earned to Employees**. Only active leave types can be selected. This type of leave adjustment enables the user to mass increment selected employees' records anytime during the school year without processing a payroll. For example, if several employees start employment after leave has been incremented through payroll processing, use the **Increment Leave Earned to Employees** option to select the specific employees and update their leave records.

Select **Leave Earned** for each leave type to increment the leave amount, or leave blank not to affect the leave earned value.

In the **Increment** field, type the increment amount for the selected leave type. You may type three digits to the right of the decimal point.

Click **Execute**. If the maximum ending balance is exceeded, the Pre Update Error Listing report is displayed.

Review the report.

Review the report using the following buttons:

Click First 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 **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Click **Continue** to proceed to the Increment Leave Earned for Employees report, which displays the list of employees eligible to be incremented.

If you click **Continue**, then the system displays the Increment Leave Earned to Employees list of **changes** for review.

Click **Cancel** to return to the Leave tab without making the changes.

Click X to close the Human Resources report window.

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