



increment_leave_earned_to_employees

Table of Contents

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, a Pre Update Error Listing report is displayed.



Back Cover