



# **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, the

[Pre Update Error Listing](#)


[Review the 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  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.

report is displayed.



## Back Cover