



manage_leave_pay_campuses

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The employee's pay campus must exist on the Payroll > Tables > District EP Options > Leave Campuses tab to allow the employee to access the Leave Requests page in EmployeePortal.

☐ [Payroll > Maintenance > Staff Job/Pay Data > Pay Info](#)

- Obtain the employee pay campus data.
- *Optional:* Obtain the **Pay Dept** if applicable.

Maintenance > Staff Job/Pay Data

Payroll

Save

Year: C Frequency: 6

Employee: 000624

Retrieve Directory

PAY INFO JOB INFO DISTRIBUTIONS DEDUCTIONS LEAVE BALANCE

Pay Status: 1 Active

Pay Campus: 750 750 School

Pay Dept:

Dock Rate: 0.000

Tax Exempt:

Unemployment Elig:

FICA Eligibility: M Subject to medicare

W4 Marital Status: Single

Nbr of Exemptions: 0

W-4 Withholding Certificate

1: Filing Status: S Sing

2: Multi-Jobs:

3: Children under 17: 0

3: Other Dependents: 0

3: Other Exemptions:

4a: Other Income:

4b: Other Deductions:

☐ [Payroll > Tables > District EP Options > Leave Campuses](#)

- Each pay campus and department with assigned employees must be added to this tab in order to use the EmployeePortal leave request feature.
- *Optional:* If a **Pay Dept** is assigned to the employee on the Payroll > Maintenance > Staff Job/Pay Data > Pay Info tab, then it must be assigned on the Leave Campuses tab.

Tables > District EP Options Payroll

Save Year: C Frequency: 6

EMPLOYEEPORTAL OPTIONS LEAVE CAMPUSES

Start Campus ID: Retrieve Print

Delete	Campus ID	Campus Name	Department
<input type="checkbox"/>	001	001 School	<input type="checkbox"/>
<input type="checkbox"/>	042	042 School	<input type="checkbox"/>
<input type="checkbox"/>	750	750 School	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>

First 1 / 1 Last + Add



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