manage_leave_pay_campuses

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

❏ Human Resources > Maintenance > Staff Job/Pay Data > Pay Info

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

❏ Human Resources > Tables > District EA 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 Human Resources > Maintenance > Staff Job/Pay Data > Pay Info tab, then it must be assigned on the Leave Campuses tab.

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