



Verify leave type descriptions

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[Payroll > Tables > Leave > Leave Type Description](#)

Verify that the leave types and descriptions are accurate. State Leave (whether the old State Sick and/or the State Personal) must exist in this table.

The screenshot shows a web application interface for managing leave types. At the top, there is a breadcrumb trail: [Tables > Leave](#). Below this is a 'Save' button. The main content area has several tabs: 'ABSENCE REASON', 'LEAVE TYPE DESCRIPTION' (which is selected), 'LEAVE TYPE', 'LEAVE RATES', 'LEAVE SEQUENCE', and 'UNITS'. Below the tabs, there is a 'Start Leave Type:' label followed by an input field, a 'Retrieve' button, and a 'Print' button. The main data area contains a table with the following columns: 'Delete', 'Leave Type', 'Description Short', 'Description Long', 'Status', 'Use For Dock TRS Days', 'Comments Required', 'Post Against Zero Balance', and 'Absence Rea'. The table contains four rows of data. The row with 'Leave Type' 03 and 'Description Short' 'STATE SICK' is circled in red. The 'Status' column for all rows shows 'A - Active' with a dropdown arrow. The 'Use For Dock TRS Days', 'Comments Required', and 'Post Against Zero Balance' columns all have checkboxes that are currently unchecked.

Delete	Leave Type	Description Short	Description Long	Status	Use For Dock TRS Days	Comments Required	Post Against Zero Balance	Absence Rea
	01	LOCAL LEAV	LOCAL LEAVE	A - Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Absence Rea
	02	PR LOC LV	PRIOR LOCAL LEAVE	A - Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Absence Rea
	03	STATE SICK	STATE SICK	A - Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Absence Rea
	04	STATE PERS	STATE PERSONAL LEAVE	A - Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Absence Rea



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