



# setup\_district\_options



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## Set District EA options

[Human Resources > Tables > District EA Options](#)

The District EA Options page allows the district to set up various options for the EmployeePortal.

- Under **Enable**, select **Leave Request** to enable the leave request feature in Employee Access.
- Under **Messages**, select **Leave Request** to enable employees to view a preset message on the Leave Requests page in Employee Access.
  - Type the applicable message in the text box.
  - Click **Save**. The message is displayed in red at the top of the Leave Requests page in Employee Access.
- (Optional if using PMIS.) Select **Use PMIS for Supervisor Levels** to reference the Position Management Information System (PMIS) to determine an employee's supervisor. This setting obtains the supervisor-employee number from the employee's primary position to determine the appropriate approval path for the employee's leave request.

If this field is selected, you do not need to complete the [Human Resources > Tables > Employee Access Supervisors > Employee/Supervisor](#) tab.
- Select **Force Entry of Leave Hours Requested** to force the employee to enter the number of requested leave hours when creating a leave request on the Leave Requests page in Employee Access.
  - If selected, the employee must manually type the number of hours requested in the **Hours/Day Requested** column.
  - If not selected, the **Hours/Day Requested** field is automatically calculated based on the **Start** and **End Time** of the leave request.
- Review the [Leave Requests](#) Help page for further information about how the **Total Requested** column is calculated.
- In the **Meal Break for Leave Calculation** field, type the duration of the meal break to be included in the hours per day calculation if a leave request exceeds five hours. An amount must be entered if a meal break is to be subtracted in the hours per day calculation. Valid values are 0.00-9.99.



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