

leavebalance

Table of Contents

Leave Balance - HRS3100 1

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Human Resources > Maintenance > Staff Job/Pay Data > Leave Balance

This tab is used to maintain the status of each type of leave which applies to a given employee. These categories include updated totals for leave earned and leave used, and a leave balance for the various kinds of leave, both state and local.

Note: The tab is available for maintenance of current year leave balance only. The tab is not accessible when in a next year frequency.

Add leave balance data:

Select a student

The following receiving options selected on the Options > Purchasing Options page in District Administration determine how information is displayed as well as if certain requisition items can be received on this page.

- If **Use Blind Receiving** is selected, order quantities are not shown on this page.
- If **Allow Partial Receiving** is not selected, only complete requisition items can be received.
- If **Allow Receiving Overage** is not selected, only the original item quantity ordered or less can be received.

Field	Description
Campus ID	
Pass/Fail	

Click **Save**.

**NOTE:

Other functions and features:

	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.


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Back Cover