



# leavecampuses



# Table of Contents

**Leave Campuses - HRS2050** ..... 1



# Leave Campuses - HRS2050

## Human Resources > Tables > District EA Options > Leave Campuses

This tab is used to maintain leave campus and department information, which are assigned on the Tables > Employee Access > Next Line Supervisor page.

If a campus ID and department is assigned to a supervisor on the Tables > Employee Access > Next Line Supervisor tab.

### Set up leave campuses:


Field	Description
<b>Start Campus ID</b>	Begin typing the campus ID. As you type the data, a drop-down list of corresponding data is displayed. Select the desired campus and click Retrieve. A list of campuses starting at the selected campus ID is displayed.

Click +Add to add a row.

<b>Campus ID</b>	Begin typing the campus ID. As you type the data, a drop-down list of corresponding data is displayed. Select the desired campus. The <b>Campus Name</b> field is populated with the corresponding campus name.
<b>Department</b>	Type the department ID. Multiple departments per campus ID are allowed. This field is not required.

Click **Save**.

### Other functions and features:

 <a href="#">Delete a row.</a>	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