



leavecampuses

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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
Start Campus ID	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.

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

Click **Save**.

Other functions and features:

Retrieve	Retrieve data. The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Print	Print account code data. Current Tab Page - prints only the tab page currently open. Selected Account Code Tables - displays the following Account Code Table Selection options: Fund/Fiscal Yr Function Object Sub-Object Organization\ Program Intent Educational Span Project Detail All Account Code Tables - prints all the Account Codes tab pages. Select an option, and then click OK to view a copy of the report. Otherwise, click Cancel to return to the tab. Review the report.

**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.

Click **Save**.



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