



leavecampuses

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Human Resources > Tables > District EP Options > Leave Campuses

This tab is used to manage a list of available campuses when using the Leave Request feature in EmployeePortal. Employees must be assigned to a Leave Campus in order to access the Leave Requests menu in the EmployeePortal.

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	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Print	<p>Print the District EA Leave Campuses report.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format. Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click X to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>



Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
Click **Save**. A message is displayed asking if you want to delete the row.
Click **Yes** to delete the row. Or, click **No** not to delete the row.



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