



# Leave Campuses - HRS2050



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## Payroll > 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 EmployeePortal.

### 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 a campus and click <b>Retrieve</b> . 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 a 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:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>Print</b>	Click to print the report. <a href="#">Review the report.</a>
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click <b>Save</b> . A message is displayed asking if you want to delete the row. Click <b>Yes</b> to delete the row. Or, click <b>No</b> not to delete the row.



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