



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
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	Click to print the report. Review the report.
	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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