



## Absence Reason - HRS2100



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## Payroll > Tables > Leave > Absence Reason

This tab is used to establish absence codes that are linked to specific leave codes. This feature reduces the maintenance of multiple codes for family leave to one state leave type code.

### Add absence reason codes:


Field	Description
<b>Start Absence Reason Code</b>	Type an absence reason code to narrow the number of absence reason codes that are displayed on the tab.

☐ Click **+Add** to add a row.

<b>Absence Reason Code</b>	Type a two-digit absence reason code.
<b>Absence Description</b>	Type a description that best describes the code. The field can be a maximum of 30 characters.
<b>Status</b>	Click  to select a status ( <i>A - Active</i> or <i>I - Inactive</i> ) for the selected absence reason code.
<b>Default Account Code</b>	Type the default account code. By default, the code is set to XXX-XX-XXXX.XX-XXX-XXXXXX when a new record is added. <b>Note:</b> The code is used when the Absence Reason option is selected on the Employee Substitute tab.

☐ 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> .



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