



## Absence Reason - HRS2100



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## Human Resources > 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 an 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.
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<b>Print</b>	<p>Print the Leave Absence Reason Code report.</p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.</p> <p>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.</p> <p>Click <b>X</b> to close the report window. Some reports may have a <b>Close Report, Exit</b>, or <b>Cancel</b> button instead.</p>
	<p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>.</p>



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