



Units - HRS2100

Table of Contents

Units - HRS2100 1

Units - HRS2100


Payroll > Tables > Leave > Units

This tab is used to define units of hours or days to be used when calculating leave requests submitted in Employee Access.

If the **Days/Hrs** field is set to *Days* on the Tables > Leave > Leave Type tab for the selected leave type, add units for hours. If the **Days/Hrs** field is set to *Hours* for the selected leave type, add units for minutes.


Add units for days:

Click **+Add** to add a row.

| Field | Description |
|-------------------------|--|
| Leave Type | Click  to select a leave type for which you want to add or view units and click Retrieve . |
| Start Up To Hour | Type the starting up to hour and click Retrieve to narrow the data displayed on the page. |
| Up to Hour | Type the number of hours to represent a specific percent of the day. The field cannot be less than .01 or greater than 24. |
| Percent of Day | Type the percent of day to represent a specific number of hours. The field cannot be less than 1% or greater than 100%. |


Add units for hours:

Click **+Add** to add a row.

| | |
|---------------------------|--|
| Leave Type | Click  to select a leave type for which you want to add or view units and click Retrieve . |
| Start Up To Minute | Type the starting up to minute and click Retrieve to narrow the data displayed on the page. |
| Up to Minute | Type the number of hours to represent a specific percent of the day. The field cannot be less than 1 or greater than 60. |
| Percent of Hour | Type the percent of day to represent a specific number of hours. The field cannot be less than 1% or greater than 100%. |

Click **Save**.

Copy units:

| | |
|-------------------|---|
| Leave Type | Click  to select a leave type from which you want to copy units and click Retrieve . If the selected leave type has assigned units, the units are displayed and the Copy button is enabled. |
|-------------------|---|


- If unit changes are needed, make the changes and click **Save** prior to copying the units.
- Click **Copy** to copy the leave type units to another leave type.
 - If the selected leave type is set to *Days* on the Tables > Leave > Leave type tab, the Daily Leave Types - Active pop-up window is displayed with a list of active daily leave types.
 - If the selected leave type is set to *Hours* on the Tables > Leave > Leave Type tab, the Hourly Leave Types - Active pop-up window is displayed with a list of active hourly leave types.

The **Leave Type**, **Long Description**, **Short Description**, and **Units** columns are displayed in the pop-up window.

If a leave type has existing units, the **Units** check box is selected.

- Select the check box for each leave type to which you want to copy units. Or, select the check box in the blue header row to select all leave types.
- Click **Execute**. A message is displayed indicating that the copy units process was successful. Any existing units are replaced with the copied units.

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. Select from the following print options: Print Current Leave Type Print All Saved Leave Types Click OK to print the report selections. Click Cancel to return to the Units tab. 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 . |



Back Cover