



## Units - HRS2100



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

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

<b>Leave Type</b>	Click  to select a leave type from which you want to copy units and click <b>Retrieve</b> .  If the selected leave type has assigned units, the units are displayed and the <b>Copy</b> button is enabled.
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- 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 opens 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 opens 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:**

<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. The Print Options pop-up window opens. Select from the following print options:  <b>Print Current Leave Type</b> <b>Print All Saved Leave Types</b>  Click <b>OK</b> to print the report selections. Click <b>Cancel</b> to return to the Units tab.  <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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