



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
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 minutes 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 minutes. 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.
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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:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Print	<p>Click to print the report. The Print Options pop-up window opens. Select from the following print options:</p> <p>Print Current Leave Type Print All Saved Leave Types</p> <p>Click OK to print the report selections. Click Cancel to return to the Units tab.</p> <p>Review the report.</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 Save.</p>



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