

Import Online Leave Requests - HRS7910

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This page is used to import approved employee leave request records that were submitted through EmployeePortal. This process creates a leave transmittal for each leave request to be processed by payroll. The data retrieved on this page is based on the pay frequency to which you are logged on.

Important: If there are multiple users running this utility simultaneously on the same database, data issues may occur. Access should be limited to one or two users per LEA.

Retrieve and process records:

Field	Description
Leave Cutoff Date (MM-DD-YYYY)	Type the from leave request date in the MM-DD-YYYY format from which you want to retrieve leave data. If blank, all eligible records are retrieved.
Pay Date (MM-DD-YYYY)	Type an unprocessed pay date in the MM-DD-YYYY format for the logged on pay frequency, or click to select a pay date from the Pay Dates lookup. The selected pay date is used when creating the leave transmittals. Only one pay date can be selected. This field is required.

❑ Click **Retrieve**. A list of all approved leave requests with a **From Leave Date** that is less than or equal to the entered **Leave Cutoff Date** is displayed.

After a leave request is retrieved on this page, the leave request status is automatically updated to*L* indicating that the leave request record is in a locked status. If a leave request record is in a locked status and another user attempts to retrieve the record on this page, a warning message is displayed and the user is forced to reset the data and retrieve the records again to continue the process or try again later.

❑ In the grid, select the leave request records to be included in the import process.

❑ By default, the results are sorted in ascending order by pay campus. You can click each column heading to sort the data in ascending or descending order.

- indicates that the column is sorted in ascending order
- indicates that the column is sorted in descending order

❑ Use the check box at the top of the grid to select or unselect all records on the selected page.

In the pagination section, the from and to range of data for the selected page is displayed based on the sorted column. Click to view the from and to data of all pages.

For example, if the data on page one is sorted in ascending order by the **Pay Campus** column starting with campus 003 and ending with campus 106, then the field displays 1: 003 (campus name) - 106 - (campus name).

- Click **Select All Pages** to select all leave request records across all pages.
- Click **Unselect All Pages** to clear all selected leave request records across all pages.

❑ Click **Execute**. If any errors are encountered during the import process, the Import Online Leave Requests Error Report is displayed. Review the report.

❑ Click **Process** to continue the process or if no errors are encountered, the Import Online Leave Requests - Leave Transmittals Report is displayed with a list of leave transmittals to be created.

A leave transmittal is created for each leave request selected. If a leave request includes multiple absence dates, a leave transmittal is created for each absence date. Review the report.

Other functions and features:

Reset	Click to reset the status of the selected leave request records.


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