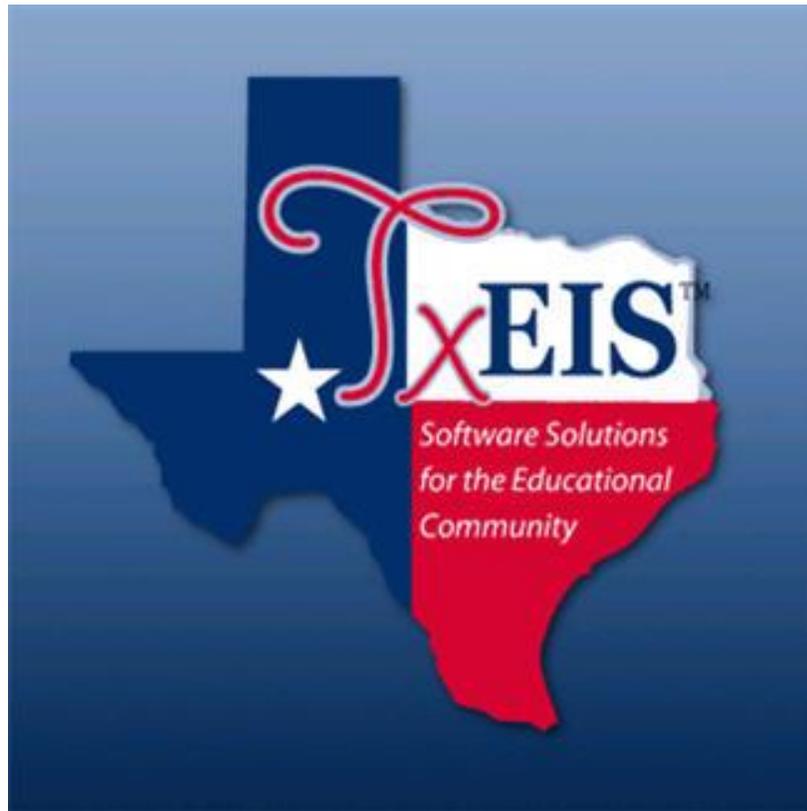


Resetting and Updating Leave Balances



Presented by ESC, Region 14

August 2019

Leave balances must be updated at the beginning of each new school year. This will guide you through the process of updating State and Local Leave types so Employee Service Records are correct, as well as Addendums and school Year-To-Date Data.

Every district will update State Leave in the same manner, so the procedures for updating State Leaves should be followed exactly (Board Policy DEC).

Local Leave varies from district to district so we have provided several scenarios. Select the sample that fits your district's local leave policy.

Before beginning the update process, run a Leave Status Report.

Leave Report

1. This step will give you a record of the ending balances for all employees **prior to the update process**. This will be used in comparing totals from this report to the Mass Update Reports for each Leave Type.

Reports > HR Reports > Leave Information Reports,

- Run the **Leave Status Report (HRS 7350)**.
- Select:
 - 1) State Sick
 - 2) State Personal
 - 3) Leave
 - 4) Leaves that will accumulate Leave used totals without ever docking employees. Ex: School Business, Jury Duty

Human Resources Version: 3.3 Build: 0100 User: pprovan Host: 10.52.4.141 Browser: FF 61.0

Change Application Year: C Frequency: 6

Tables Maintenance Payroll Processing Inquiry Next Year Self-Service Utilities Reports

Reports > HR Reports > Leave Information Reports > Leave Status Report SessionTimer: 57 min and 03 sec HRS0030 Count

Return to Reports

Report ID: HRS7350
Frequency: 6
User ID: PPROVAN

Parameter Description Value

Sort by Alpha (A), Pay Campus (C), Primary Campus (P) A

Page Break by Employee? (Y/N) N

Select Leave Type(s), or blank for ALL

Pay Status Active (A), Inactive (I), or blank for ALL

Pay Type 1-4, Exclude Subs (E), or blank for ALL E

Select Pay Campus(es), or blank for ALL

Select Primary Campus(es), or blank for ALL

Select Extract ID(s), or blank for ALL

Select Employee(s), or blank for ALL

Run Preview
Clear Options

Leave Types

Leave Type	Short Description	Long Description
<input type="checkbox"/>	01	PERSONAL PERSONAL
<input type="checkbox"/>	02	VACATION VACATION
<input type="checkbox"/>	03	DIST SICK DIST SICK
<input checked="" type="checkbox"/>	04	PROF BUSIN PROF BUSINES
<input checked="" type="checkbox"/>	05	JURY DUTY JURY DUTY
<input type="checkbox"/>	06	NONEMP/NOID NONEMP/NOID
<input checked="" type="checkbox"/>	07	STATE SICK STATE SICK
<input checked="" type="checkbox"/>	08	STATE PERS STATE PERSON
<input checked="" type="checkbox"/>	09	LOCAL LEAV LOCAL LEAVE
<input type="checkbox"/>	10	LEAVE BANK SICK LEAVE BANK

Date Run: 07/28/2018 11:14 AM
Cnty Dist: 000000
For Payroll Period 08-01-2018 Thru 08-31-2018 Pay Date 08-20-2018

Leave Status Report TEST ISD

Program: HRS7350
Page: 1 of 6
Frequency: 6

Emp Nbr	Employee Name	Leave Type	Begin Balance	Leave Earned	Leave Used	Ending Balance
000213	ANDREWS, JULIE	04 - PROF BUSINES	.000	.000	5.000	.000
		05 - JURY DUTY	.000	.000	2.000	.000
		08 - STATE PERSON	3.000	5.000	3.000	5.000
		09 - LOCAL LEAVE	10.000	5.000	1.000	14.000
000234	ANISTON, JENNIFER	04 - PROF BUSINES	.000	.000	3.000	.000
		05 - JURY DUTY	.000	.000	.000	.000
		08 - STATE PERSON	.000	5.000	5.000	.000
		09 - LOCAL LEAVE	5.000	5.000	1.000	9.000
000010	ASTAIRE, FRED	04 - PROF BUSINES	.000	.000	5.000	.000
		05 - JURY DUTY	.000	.000	2.000	.000
		07 - STATE SICK	37.000	.000	3.000	34.000
		08 - STATE PERSON	69.500	5.000	.000	74.500
		09 - LOCAL LEAVE	15.000	.000	.000	15.000

Date Run: 07/28/2018 11:14 AM
Cnty Dist: 000000
For Payroll Period 08-01-2018 Thru 08-31-2018 Pay Date 08-20-2018

Leave Status Report TEST ISD

Program: HRS7350
Page: 1 of 6
Frequency: 6

Emp Nbr	Employee Name	Leave Type	Begin Balance	Leave Earned	Leave Used	Ending Balance
000213	ANDREWS, JULIE	04 - PROF BUSINES	.000	.000	5.000	.000
		05 - JURY DUTY	.000	.000	2.000	.000
		08 - STATE PERSON	3.000	5.000	3.000	5.000
		09 - LOCAL LEAVE	10.000	5.000	1.000	14.000
000234	ANISTON, JENNIFER	04 - PROF BUSINES	.000	.000	3.000	.000
		05 - JURY DUTY	.000	.000	.000	.000
		08 - STATE PERSON	.000	5.000	5.000	.000
		09 - LOCAL LEAVE	5.000	5.000	1.000	9.000
000010	ASTAIRE, FRED	04 - PROF BUSINES	.000	.000	5.000	.000
		05 - JURY DUTY	.000	.000	2.000	.000
		07 - STATE SICK	37.000	.000	3.000	34.000
		08 - STATE PERSON	69.500	5.000	.000	74.500
		09 - LOCAL LEAVE	15.000	.000	.000	15.000

State Personal Leave

- From **Utilities > Mass Update > Leave tab**. Select the radio button to **Zero Leave Values for Employees**. Check the boxes in the **Leave Earned** and **Leave Used** columns for your State Personal Leave code **only** and **Execute**. This will cause the ending balance to move the beginning balance, zero the leave earned and the leave used.

Human Resources
Version: 3.4 Build: 0112
User: pprovan Host: 10.52.4.141 Browser: GC 75.0

Utilities > Mass Update
SessionTimer: 59 min and 33 sec

Parameters

Pay Status: Active Inactive Both

Primary Campus: All
Pay Campus: All
Payoff Date:

Pay Type: All
Job Code: All
Accrual Code: All
Pay Grade:
Prior Yr Emp Date: 00-00-0000

Contract Begin Date:
Contract End Date:
Contract Months:

Frequency: 6 Monthly CYR
Salary Concept: All
Extract ID:
Employee Nbr:

Reset

Leave | Deductions | Employee | Extra Duty | Job Code | Salary Calculation

Method

Zero Leave Values for Employees
 Add Leave Code to Employees
 Delete Leave Code from Employees
 Increment Leave Earned to Employees

Type	Description	Leave Earned	Leave Used	End Balance
01	STATE PERS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
07	STATE SICK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08	LOCAL PERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	EXTENDED L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	FAMILY LEA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34	SCHOOL BU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35	AUX EXTEND	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Execute

- Select the radio button to **Increment Leave Earned to Employees**. Check the box in the **Leave Earned** column for your State Personal Leave code **only**. **Type 5.0 in the Increment box** for that leave type and **Execute**. This will show 5 days of State Personal leave earned for the **New** school year.

Human Resources
Version: 3.4 Build: 0112
User: pprovan Host: 10.52.4.141 Browser: GC 75.0

Utilities > Mass Update
SessionTimer: 59 min and 29 sec

Parameters

Pay Status: Active Inactive Both

Primary Campus: All
Pay Campus: All
Payoff Date:

Pay Type: All
Job Code: All
Accrual Code: All
Pay Grade:
Prior Yr Emp Date: 00-00-0000

Contract Begin Date:
Contract End Date:
Contract Months:

Frequency: 6 Monthly CYR
Salary Concept: All
Extract ID:
Employee Nbr:

Reset

Leave | Deductions | Employee | Extra Duty | Job Code | Salary Calculation

Method

Zero Leave Values for Employees
 Add Leave Code to Employees
 Delete Leave Code from Employees
 Increment Leave Earned to Employees

Type	Description	Leave Earned	Increment
01	STATE PERS	<input checked="" type="checkbox"/>	5.000
07	STATE SICK	<input type="checkbox"/>	0.000
08	LOCAL PERS	<input type="checkbox"/>	0.000
22	EXTENDED L	<input type="checkbox"/>	0.000
33	FAMILY LEA	<input type="checkbox"/>	0.000
34	SCHOOL BU	<input type="checkbox"/>	0.000
35	AUX EXTEND	<input type="checkbox"/>	0.000

Execute

State Sick Leave

1. From **Utilities > Mass Update > Leave tab**. Select the radio button to **Zero Leave Values for Employees**. Check the box in the **Leave Used** column for your State Sick Leave code **only** and **Execute**. This will cause the ending balance to move the beginning balance, and zero the leave used.

Human Resources
Version: 3.4 Build: 0112
User: pprovan Host: 10.52.4.141 Browser: GC 75.0

Utilities > Mass Update
SessionTimer: 59 min and 30 sec

Parameters

Pay Status: Active Inactive Both

Primary Campus: All

Payoff Date: [...]

Pay Type: All

Pay Campus: All

Frequency: 6 Monthly CYR

Job Code: All

Contract Begin Date: [...]

Salary Concept: All

Accrual Code: All

Contract End Date: [...]

Extract ID: [...]

Pay Grade: [...]

Contract Months: [...]

Employee Nbr: [...]

Prior Yr Emp Date: 00-00-0000

Method

Zero Leave Values for Employees

Add Leave Code to Employees

Delete Leave Code from Employees

Increment Leave Earned to Employees

Type	Description	Leave Earned	Leave Used	End Balance
01	STATE PERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	STATE SICK	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
08	LOCAL PERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	EXTENDED L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	FAMILY LEA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34	SCHOOL BU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35	AUX EXTEND	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Execute

Local Leave

Local Leave policies vary from district to district. Review policy DEC (Local) from your Local Board Policy Manual to determine which scenario describes your policy.

- A. Local Leave – Use it or Lose it
- B. Local Leave with a Maximum Balance
- C. Local Leave – No Maximum Balance

A. Local Leave – Use It or Lose It

1. From **Utilities > Mass Update**, select the **Leave** tab. Select the radio button to **Zero Leave Values for Employees**. Check the boxes in the **Leave Earned**, **Leave Used** and **End Balance** columns for your Local Leave code **only** and **Execute**. This will zero out the beginning balance, the leave earned, and the leave used.

The screenshot shows the 'Human Resources' system interface. The top navigation bar includes 'Tables', 'Maintenance', 'Payroll Processing', 'Inquiry', 'Next Year', 'Self-Service', 'Utilities', and 'Reports'. The current page is 'Utilities > Mass Update' with a session timer of 57 min and 45 sec. The 'Parameters' section contains various dropdown menus and text boxes for configuration, including 'Pay Status' (Active, Inactive, Both), 'Primary Campus' (All), 'Payoff Date', 'Pay Type' (All), 'Pay Campus' (All), 'Frequency' (6 Monthly CYR), 'Job Code' (All), 'Contract Begin Date', 'Contract End Date', 'Salary Concept' (All), 'Accrual Code' (All), 'Contract Months', 'Extract ID', 'Pay Grade', and 'Employee Nbr'. The 'Leave' tab is selected, showing a 'Method' section with radio buttons: 'Zero Leave Values for Employees' (selected), 'Add Leave Code to Employees', 'Delete Leave Code from Employees', and 'Increment Leave Earned to Employees'. A table below lists leave codes with columns for 'Type', 'Description', 'Leave Earned', 'Leave Used', and 'End Balance'. The row for '08 LOCAL PERS' has checkboxes checked in the 'Leave Earned', 'Leave Used', and 'End Balance' columns. An 'Execute' button is visible on the right side of the table.

Type	Description	Leave Earned	Leave Used	End Balance
01	STATE PERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07	STATE SICK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08	LOCAL PERS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
22	EXTENDED L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	FAMILY LEA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34	SCHOOL BU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35	AUX EXTEND	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Select the radio button to **Increment Leave Earned to Employees**. Check the box in the **Leave Earned** column for your Local Leave code **only**. Type the number of days given according to Local Leave Policy in the **Increment box** for that leave type and **Execute**. This will ensure all employees have the allotted Local Leave days to start the **New** school year.

Human Resources Version: 3.4 Build: 0112 User: pprovan Host: 10.52.4.141 Browser: GC 75.0

Utilities > Mass Update SessionTimer: 59 min and 44 sec

Parameters

Pay Status: Active Inactive Both

Primary Campus: All Payoff Date: []

Pay Type: All Pay Campus: All Frequency: 6 Monthly CYR

Job Code: All Contract Begin Date: [] Salary Concept: All

Accrual Code: All Contract End Date: [] Extract ID: []

Pay Grade: [] Contract Months: [] Employee Nbr: []

Prior Yr Emp Date: 00-00-0000

Reset

Deductions Leave Employee Extra Duty Job Code Salary Calculation

Method

Zero Leave Values for Employees

Add Leave Code to Employees

Delete Leave Code from Employees

Increment Leave Earned to Employees

Type	Description	Leave Earned	Increment
01	STATE PERS	<input type="checkbox"/>	0.000
07	STATE SICK	<input type="checkbox"/>	0.000
08	LOCAL PERS	<input checked="" type="checkbox"/>	3.000
22	EXTENDED L	<input type="checkbox"/>	0.000
33	FAMILY LEA	<input type="checkbox"/>	0.000
34	SCHOOL BU	<input type="checkbox"/>	0.000
35	AUX EXTEND	<input type="checkbox"/>	0.000

Execute

B. Local Leave with a Maximum Balance

- From **Tables > Leave > Leave Type tab**. Verify the Local Leave Type displays the appropriate Max Balance according to your Local Leave Policy.

Human Resources Version: 3.4 Build: 0112 User: pprovan Host: 10.52.4.141 Browser: GC 75.0

Tables > Leave SessionTimer: 59 min and 44 sec

Save

Absence Reason Leave Type Description Leave Type Leave Rates Leave Sequence Units

Start Leave Type: [] Retrieve Print

Delete	Leave Type	Description Short	Description Long	Status	Stub Position	Max Balance	Days/Hrs	Dock With Balance	Subtract From Balance
<input type="checkbox"/>	01	STATE PERS	STATE PERS. LEAVE	A - Active	1	0	D - Days	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	07	STATE SICK	STATE SICK LEAVE	A - Active	2	0	D - Days	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	08	LOCAL PERS	LOCAL PERSONAL LEAVE	A - Active	5	20	D - Days	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	22	EXTENDED L	EXTENDED LEA	A - Active	3	30	D - Days	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	33	FAMILY LEA	FAMILY LEAVE	A - Active	4	90	D - Days	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	34	SCHOOL BU	SCHOOL BUSINESS	A - Active		0	D - Days	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	35	AUX EXTEND	AUXILIARY EXTENDED LE	A - Active		30	D - Days	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	[]	[]	[]	A - Active		0		<input type="checkbox"/>	<input type="checkbox"/>

- From **Utilities > Mass Update > Leave tab**. Select the radio button to **Zero Leave Values for Employees**. Check the boxes in the **Leave Earned** and **Leave Used** columns for your Local Leave code **only** and **Execute**. This will cause the ending balance to move the beginning balance, zero the leave earned and the leave used.

Human Resources
Version: 3.4 Build: 0112
User: pprovan Host: 10.52.4.141 Browser: GC 75.0

Utilities > Mass Update
SessionTimer: 59 min and 24 sec

Parameters

Pay Status: Active Inactive Both

Primary Campus: All
Payoff Date:

Pay Type: All
Pay Campus: All
Frequency: 6 Monthly CYR

Job Code: All
Contract Begin Date:
Salary Concept: All

Accrual Code: All
Contract End Date:
Extract ID:

Pay Grade:
Contract Months:
Employee Nbr:

Prior Yr Emp Date: 00-00-0000

Methods

Zero Leave Values for Employees
 Add Leave Code to Employees
 Delete Leave Code from Employees
 Increment Leave Earned to Employees

Type	Description	Leave Earned	Leave Used	End Balance
01	STATE PERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07	STATE SICK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08	LOCAL PERS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
22	EXTENDED L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	FAMILY LEA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34	SCHOOL BU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35	AUX EXTEND	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Execute

- Select the radio button to **Increment Leave Earned to Employees**. Check the box in the **Leave Earned** column for your Local Leave code **only**. Type number of days given according to Local Leave Policy in the **Increment** box for that leave type and **Execute**. This will show the days of Local Leave earned for the **New** school year. If an employee is near or has reached the maximum number of days allowed in their balance, the number of days earned is adjusted by the system automatically.

Human Resources
Version: 3.4 Build: 0112
User: pprovan Host: 10.52.4.141 Browser: GC 75.0

Utilities > Mass Update
SessionTimer: 59 min and 44 sec

Parameters

Pay Status: Active Inactive Both

Primary Campus: All
Payoff Date:

Pay Type: All
Pay Campus: All
Frequency: 6 Monthly CYR

Job Code: All
Contract Begin Date:
Salary Concept: All

Accrual Code: All
Contract End Date:
Extract ID:

Pay Grade:
Contract Months:
Employee Nbr:

Prior Yr Emp Date: 00-00-0000

Methods

Zero Leave Values for Employees
 Add Leave Code to Employees
 Delete Leave Code from Employees
 Increment Leave Earned to Employees

Type	Description	Leave Earned	Increment
01	STATE PERS	<input type="checkbox"/>	0.000
07	STATE SICK	<input type="checkbox"/>	0.000
08	LOCAL PERS	<input checked="" type="checkbox"/>	3.000
22	EXTENDED L	<input type="checkbox"/>	0.000
33	FAMILY LEA	<input type="checkbox"/>	0.000
34	SCHOOL BU	<input type="checkbox"/>	0.000
35	AUX EXTEND	<input type="checkbox"/>	0.000

Execute

C. Local Leave With No Maximum Balance

- From **Utilities > Mass Update > Leave tab**. Select the radio button to **Zero Leave Values for Employees**. Check the boxes in the **Leave Earned** and **Leave Used** columns for your Local Leave code **only** and **Execute**. This will cause the ending balance to move the beginning balance, zero the leave earned and the leave used.

Human Resources
Version: 3.4 Build: 0112
User: pprovan Host: 10.52.4.141 Browser: GC 75.0

Utilities > Mass Update
SessionTimer: 59 min and 51 sec

Parameters

Pay Status: Active Inactive Both

Primary Campus: All

Payoff Date: []

Pay Type: All

Pay Campus: All

Frequency: 6 Monthly CYR

Job Code: All

Contract Begin Date: []

Salary Concept: All

Accrual Code: All

Contract End Date: []

Extract ID: []

Pay Grade: []

Contract Months: []

Employee Nbr: []

Prior Yr Emp Date: 00-00-0000

Method

Zero Leave Values for Employees

Add Leave Code to Employees

Delete Leave Code from Employees

Increment Leave Earned to Employees

Type	Description	Leave Earned	Leave Used	End Balance
01	STATE PERS	<input type="checkbox"/>	<input type="checkbox"/>	[]
07	STATE SICK	<input type="checkbox"/>	<input type="checkbox"/>	[]
08	LOCAL PERS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	[]
22	EXTENDED L	<input type="checkbox"/>	<input type="checkbox"/>	[]
33	FAMILY LEA	<input type="checkbox"/>	<input type="checkbox"/>	[]
34	SCHOOL BU	<input type="checkbox"/>	<input type="checkbox"/>	[]
35	AUX EXTEND	<input type="checkbox"/>	<input type="checkbox"/>	[]

Execute

- Select the radio button to **Increment Leave Earned to Employees**. Check the box in the **Leave Earned** column for your Local Leave code **only**. Type number of days given according to Local Leave Policy in the **Increment box** for that leave type and **Execute**. This will show the days of Local Leave earned for the **New** school year.

Human Resources
Version: 3.4 Build: 0112
User: pprovan Host: 10.52.4.141 Browser: GC 75.0

Utilities > Mass Update
SessionTimer: 59 min and 36 sec

Parameters

Pay Status: Active Inactive Both

Primary Campus: All

Payoff Date: []

Pay Type: All

Pay Campus: All

Frequency: 6 Monthly CYR

Job Code: All

Contract Begin Date: []

Salary Concept: All

Accrual Code: All

Contract End Date: []

Extract ID: []

Pay Grade: []

Contract Months: []

Employee Nbr: []

Prior Yr Emp Date: 00-00-0000

Method

Zero Leave Values for Employees

Add Leave Code to Employees

Delete Leave Code from Employees

Increment Leave Earned to Employees

Type	Description	Leave Earned	Increment
01	STATE PERS	<input type="checkbox"/>	0.000
07	STATE SICK	<input type="checkbox"/>	0.000
08	LOCAL PERS	<input checked="" type="checkbox"/>	3.000
22	EXTENDED L	<input type="checkbox"/>	0.000
33	FAMILY LEA	<input type="checkbox"/>	0.000
34	SCHOOL BU	<input type="checkbox"/>	0.000
35	AUX EXTEND	<input type="checkbox"/>	0.000

Execute

Other Leave Types such as School Business, Jury Duty, etc...

- From **Utilities > Mass Update > Leave tab**. Select the radio button to **Zero Leave Values for Employees**. Check the box in the **Leave Used** column for those Leave codes **only** and **Execute**. Zeros will display for the Beginning Balance, Leave Earned, Leave Used, and Ending Balance columns for the **New** school year. These leave types generally accumulate Leave Used totals without ever docking employees for the leave.

Human Resources Version: 3.4 Build: 0112 User: pprovan Host: 10.52.4.141 Browser: GC 75.0

Utilities > Mass Update SessionTimer: 59 min and 25 sec

Parameters

Pay Status: Active Inactive Both

Primary Campus: All Payoff Date: []

Pay Type: All Pay Campus: All Frequency: 6 Monthly CYR

Job Code: All Contract Begin Date: [] Salary Concept: All

Accrual Code: All Contract End Date: [] Extract ID: []

Pay Grade: [] Contract Months: [] Employee Nbr: []

Prior Yr Emp Date: 00-00-0000

Method

Zero Leave Values for Employees

Add Leave Code to Employees

Delete Leave Code from Employees

Increment Leave Earned to Employees

Type	Description	Leave Earned	Leave Used	End Balance
01	STATE PERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07	STATE SICK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08	LOCAL PERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	EXTENDED L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	FAMILY LEA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34	SCHOOL BU	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
35	AUX EXTEND	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
36	JURY DUTY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Execute

Report Comparison

- From **Reports > HR Reports > Leave Information Reports**, re-run the **Leave Status Report (HRS 7350)**. Verify all data for all leave types.