



Leave Forms

Leave forms are created to track the number of days an employee is absent. Prior to creating the payroll batch, enter the leave forms. This process will propagate the leave forms into the payroll batch for processing and update the employee's leave on the individual's Leave detail when the batch is processed.

Finance > HR > Leave > Leave Forms



Click  **Add Leave From**

System ID	Name	Comments	Actions
No Leave Forms Found			

A leave form

Leave Form

Employee* Select an employee...
Instructional Period* Select a period...
Comments*
Est. Leave Balances None

Leave Type	Contract Month	Units Used	Process On Or After
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Save Cancel Add

- ▶ **Employee** – Select employee from the drop down box
- ▶ **Instructional Period** – Select the instructional period from the drop down menu
- ▶ **Comments** – Enter comments relating to leave being added. Can be used to keep track of the actual days of leave.
- ▶ **Est Leave Balances** – Once the employee and instructional period are selected this information appears for the employee. These are the available leave balances for each type of leave.

Click on  Add

Leave Type	Contract Month	Units Used	Process On Or After
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Leave Type	Contract Month	Units Used	Process On Or After
ANNUALIZED HOURLY DOCKED	2 - February	1.00	

- ▶ **Leave Type** – Select the type of leave that was used by the employee.
- ▶ **Contract Month** – Select the contract month for the leave used. If leave is for a prior month and the employee will be docked it will update the RP15 for TRAQS reporting.
- ▶ **Units Used** – Enter the number of units (days, hours) of leave. If the units entered are more than the balance available, the employee will be docked. (IF the leave type was set up to dock.)
- ▶ **Process on or after** – Enter the date the leave should be processed on payroll. This gives the ability to enter leave in advance to be deducted on a future pay period.

A leave form

Leave Form

Employee* Black, John S

Instructional Period* 2014-2015 School Year

Comments* 01/15 - 01/17

Est. Leave Balances Bereavement: 2
Personal Leave - 10 Month: 22
Staff Development (Off-Site): 5

Leave Type	Contract Month	Units Used	Process On Or After
Bereavement	1 - January	1.00	02/01/2015

Save Cancel Add

Click  Save

A leave form

Leave Form [Edit Leave Form](#)

Employee* Black, John S


Instructional Period* 2014-2015 School Year

Comments* 01/15 - 01/17

Leave Type	Contract Month	Units Used	Process On Or After
Bereavement	2 - February	1.00	4/1/2015



**The leave forms will be pulled into the the appropriate batch based on the process on or after.

 **Edit a Leave Form**

Click  next to the leave from that will be corrected.

Leave Forms [Add Leave Form](#)

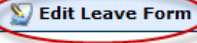
Page Size: 10 Filter: Outstanding Forms

System ID	Name	Comments	Actions
89	Black, John S	01/15 - 01/17	 

Records: 1 Page 1 of 1

Click  **Edit Leave Form**

A leave form

Leave Form 

Employee* Black, John S
Instructional Period* 2014-2015 School Year
Comments* 01/15 - 01/17

Leave Type	Contract Month	Units Used	Process On Or After
Bereavement	2 - February	1.00	4/1/2015

A leave form




Leave Form

Employee* Black, John S
Instructional Period* 2014-2015 School Year
Comments* 01/15 - 01/17

Est. Leave Balances Bereavement: 1
 Personal Leave - 10 Month: 22
 Staff Development (Off-Site): 5



Leave Type	Contract Month	Units Used	Process On Or After
Bereavement	2 - February	2.00	4/1/2015

Changed # of days


Click  **Save**

Page Size: 10 Filter: Outstanding Forms



System ID	Name	Comments	Actions
89	Black, John S	01/15 - 01/17	 

Records: 1 Page 1 of 1

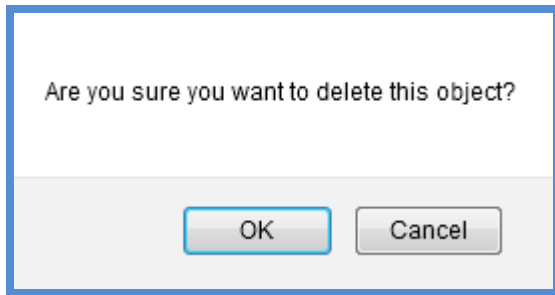
 **Delete a Leave Form**

Click  next to the leave form that will be deleted.

Page Size: 10 Filter: Outstanding Forms

System ID	Name	Comments	Actions
89	Black, John S	01/15 - 01/17	 

Records: 1 Page 1 of 1



Click **OK** to continue to delete the leave form

