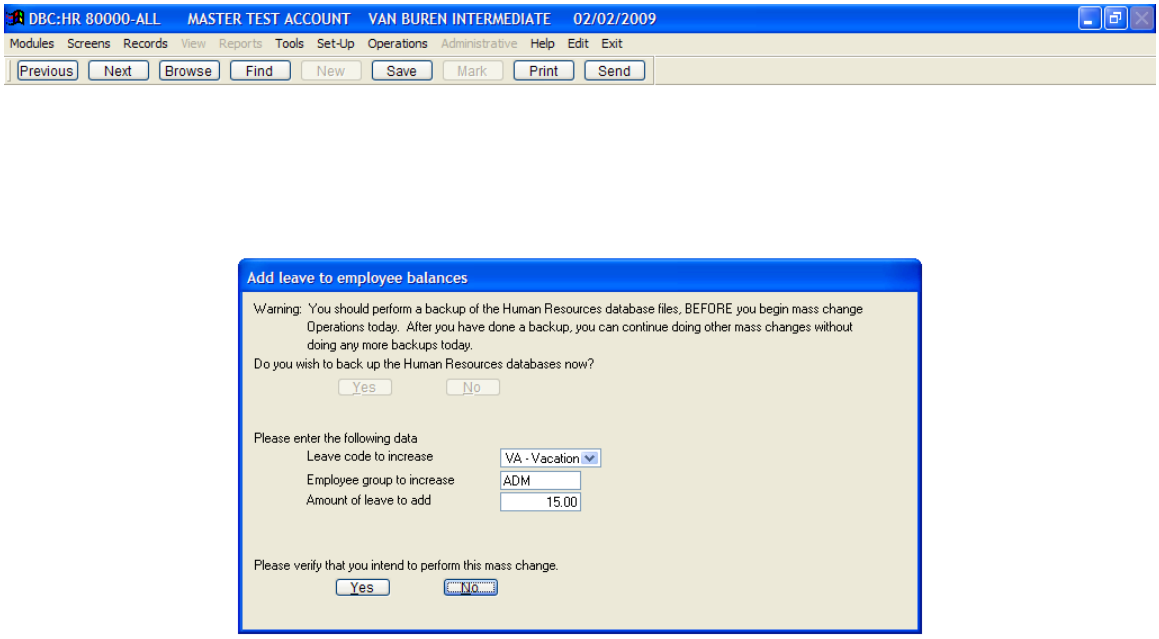
Employee Absence Module
Mass Changes/Accruals



To do mass changes/accruals, you must have previously defined and set up the Employee Leave Group Code Definitions (Employee Leave Group Codes Screen). The group codes must be assigned to each employee on the Employee Leave Control Screen in both the Attendance Group field and the Group field. Mass changes can be done as often, or little as needed, i.e. weekly, monthly, yearly.

Module: Employee Absence Records
Screen: Employee Leave Control Screen
Operation: Add Leave to Employee Balances

Follow the prompts to do a backup.

Please enter the following data:

- Choose the leave code to increase – ex: vac, sick
- Enter the employee group to increase – ex: ADM

- Enter the amount of leave to add – ex: 15.00 (you can enter hours or days, depending on how you chose to set up your balances initially).

Please verify that you intend to perform this mass change – Click "Yes" to continue, or "No" to cancel.

The process will run and you will be returned to the Employee Leave Control Screen. There will be a message in the upper right hand corner of the screen that the employee leave balances have been increased.

Review the Operation Error log to see that the changes were made in the system. Also, please review some of the individual employees in the group to see that the balance increased.