Instructions on Completing the Security Form for Leave Balance

Thank you for your interest in participating in the Leave Balance Upload project. For your convenience, the following instructions have been provided to assist you with completing the security form in order to get access to the leave balance functionalities in HRS and RAD. If you have any questions regarding the leave balance process, please email HRS_Leave_Balance@lacoe.edu.

Using the Operator Authorization Request Form,

1. Complete the Requestor Information Section.
2. Complete the Operator Information Section.
3. In Section I – HRS Security Access,
   a. Check the box next to the section name.
   b. Enter the HRS Operator ID. If unknown, leave it blank.
   c. Check the box “Update Function Authorization.”
   d. Go to 01-Personnel (Update) and, in Column C, type Add 031.
   e. Go to 04-Personnel (Inquiry) and, in Column C, type Add 031.
4. In Section II – RAD Security Access,
   a. Check the box next to the section name.
   b. Enter the RAD Operator ID. If unknown, leave it blank.
   c. Check the box “Update Operator.”
   d. Go to Feature 3 – HRS Sick Leave Balance Upload and type A.

5. Please have the district-designated coordinator approve (sign) the request and submit it via email to HRS_Leave_Balance@lacoe.edu along with the completed Leave Balance Upload Authorization Form.

Please note that before any security forms can be processed, the district must submit a signed Leave Balance Upload Authorization Form to LACOE.

YR, 02/26/2015