

## ANNUAL LEAVE

The Employer/Administrator can check the Annual Leave balances from the Dashboard.

The opening balance is taken from the employee's start date of employment, or their last anniversary – whichever is most recent.

It shows what has been taken, paid out, and accrued, as well as showing the balance in days and dollars.

	Opening Balance	Annual Leave Taken	Annual Leave Paid Out	Annual Leave Accrued	Closing Balance	Closing Balance in dollars
Employee	Opening Balance (days)	Taken (days)	Paid Out (days)	Accrual (days)	Balance (days)	Balance (\$)
<a href="#">Mick Ramsay</a> Administrator Kaireka Farm	<u>7.2346</u>	<u>6.0000</u> ↻	0.0000	11.2090	<u>12.4436</u>	<u>2,520.82</u>
<a href="#">Samuel O'Keefe</a> Farm Manager Waihou Farm	<u>0.0588</u>	<u>0.0000</u> ↻	0.0000	0.7056	<u>0.7644</u>	<u>47.90</u>
<a href="#">Jack Motuaka</a> Farm Assistant Kaireka Farm	<u>0.0559</u>	<u>3.0000</u> ↻	0.0000	11.0426	<u>8.0985</u>	<u>1,480.10</u>
<a href="#">Nadia Kominichi</a> Farm Assistant Kaireka Farm	<u>0.0591</u>	<u>7.0000</u> ↻	0.0000	17.9160	<u>10.9751</u>	<u>2,067.35</u> ⚠
<a href="#">Neil Celocia</a> Farm Assistant Waihou Farm	<u>0.0588</u>	<u>0.0000</u> ↻	0.0000	1.4700	<u>1.5288</u>	<u>205.92</u> ⚠
		↻ last year				Total: 6,322.10

Total dollar value for all Annual Leave

The icon circled below indicates that there is incomplete annual pay information and as a result, the balance in dollars is only an estimate. To ensure the annual pay information is accurate, add prior pay periods that date back to the employee's anniversary date via the Salary/Wages Paid Report:

Employee	Opening Balance (days)	Taken (days)	Paid Out (days)	Accrual (days)	Balance (days)	Balance (\$)
Mick Ramsay Administrator Kaireka Farm	<u>7.2346</u>	<u>6.0000</u> 🔄	0.0000	11.2090	<u>12.4436</u>	<u>2,520.82</u>
Samuel O'Keefe Farm Manager Waihou Farm	<u>0.0588</u>	<u>0.0000</u> 🔄	0.0000	0.7056	<u>0.7644</u>	<u>47.90</u>
Jack Motuaka Farm Assistant Kaireka Farm	<u>0.0559</u>	<u>3.0000</u> 🔄	0.0000	11.0426	<u>8.0985</u>	<u>1,480.10</u>
Nadia Kominichi Farm Assistant Kaireka Farm	<u>0.0591</u>	<u>7.0000</u> 🔄	0.0000	17.9160	<u>10.9751</u>	<u>2,067.35</u> ⚠️
Neil Celocia Farm Assistant Waihou Farm	<u>0.0588</u>	<u>0.0000</u> 🔄	0.0000	1.4700	<u>1.5288</u>	<u>205.92</u> ⚠️
🔄 last year						Total: 6,322.10

To view the Annual Leave report for an employee, click on an employee's name:

Employee	Opening Balance (days)	Taken (days)	Paid Out (days)	Accrual (days)	Balance (days)	Balance (\$)
Mick Ramsay Administrator Kaireka Farm	<u>7.2346</u>	<u>6.0000</u> 🔄	0.0000	11.2090	<u>12.4436</u>	<u>2,520.82</u>
Samuel O'Keefe Farm Manager Waihou Farm	<u>0.0588</u>	<u>0.0000</u> 🔄	0.0000	0.7056	<u>0.7644</u>	<u>47.90</u>
Jack Motuaka Farm Assistant Kaireka Farm	<u>0.0559</u>	<u>3.0000</u> 🔄	0.0000	11.0426	<u>8.0985</u>	<u>1,480.10</u>
Nadia Kominichi Farm Assistant Kaireka Farm	<u>0.0591</u>	<u>7.0000</u> 🔄	0.0000	17.9160	<u>10.9751</u>	<u>2,067.35</u> ⚠️
Neil Celocia Farm Assistant Waihou Farm	<u>0.0588</u>	<u>0.0000</u> 🔄	0.0000	1.4700	<u>1.5288</u>	<u>205.92</u> ⚠️
🔄 last year						Total: 6,322.10

This will bring up the following screen:

Annual Leave Report :: Nadia Kominichi print + add unpaid leave + add paid out leave

Team Member : Nadia Kominichi

**Annual Leave Report for Nadia Kominichi**

Employment Start Date : Feb 06 2015  
 Cut-off date of Holiday Pay : Jun 15 2017  
 Last Anniversary Date : Jun 15 2018  
 Next Anniversary Date : Jun 15 2019  
 Checked From Date : Jun 15 2018  
 Checked To Date : Sep 19 2018  
 Daily Accrual Rate : 0.0612  
 Days Accrued Per Annum : 22.338

**Balances from Jun 15 2018 to Sep 19 2018**

Opening Balance : 11.201

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Annual Leave Taken : 0  
 Paid Out : 0  
 Unpaid Days : 0  
 Accrual : 5.7360  
 Days Covered : 97

**Closing Balance : 16.9370**

Annual Leave Daily Rate (\$) : 197.15  
 Annual Leave Value (\$) : 3,400.93

Date	Details	Days	Accrual	Balance
Sep 19 2018	Closing Balance	0.0000	5.6776	16.9370
Jun 15 2018	Opening Balance	0.0000	0.0000	11.2594

To view a breakdown of the Annual Leave days taken, click on the underlined figure for an employee under the Taken column:

Employee	Opening Balance (days)	Taken (days)	Paid Out (days)	Accrual (days)	Balance (days)	Balance (\$)
<u>Mick Ramsay</u> Administrator Kaireka Farm	<u>7.2346</u>	<u>6.0000</u>	0.0000	11.2090	<u>12.4436</u>	<u>2,520.82</u>
<u>Samuel O'Keefe</u> Farm Manager Waihou Farm	<u>0.0588</u>	<u>0.0000</u>	0.0000	0.7056	<u>0.7644</u>	<u>47.90</u>
<u>Jack Motuaka</u> Farm Assistant Kaireka Farm	<u>0.0559</u>	<u>3.0000</u>	0.0000	11.0426	<u>8.0985</u>	<u>1,480.10</u>
<u>Nadia Kominichi</u> Farm Assistant Kaireka Farm	<u>0.0591</u>	<u>7.0000</u>	0.0000	17.9160	<u>10.9751</u>	<u>2,067.35</u> ⚠
<u>Neil Celocia</u> Farm Assistant Waihou Farm	<u>0.0588</u>	<u>0.0000</u>	0.0000	1.4700	<u>1.5288</u>	<u>205.92</u> ⚠
🔄 last year						Total: 6,322.10

This will bring up the following screen:

Activity Report		Print	
Activity : Annual Leave (AL) User : Nadia Kominichi Date Range : Jun 15 2017 to Apr 13 2018			
Date	Activity	Hours	Days
Nov 22 2017	Annual Leave	10.0000	1.0000
Nov 23 2017	Annual Leave	10.0000	1.0000
Nov 24 2017	Annual Leave	10.0000	1.0000
Nov 25 2017	Annual Leave	10.0000	1.0000
Nov 26 2017	Annual Leave	10.0000	1.0000
Nov 27 2017	Annual Leave	10.0000	1.0000
Nov 28 2017	Annual Leave	10.0000	1.0000
<b>Total :</b>		<b>70.0000</b>	<b>7.0000</b>