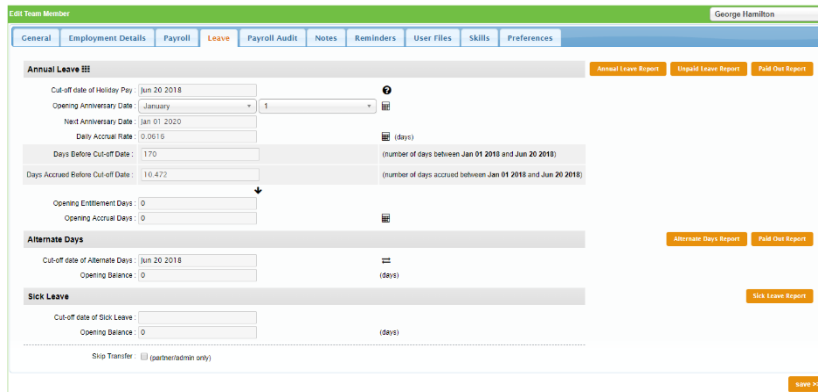


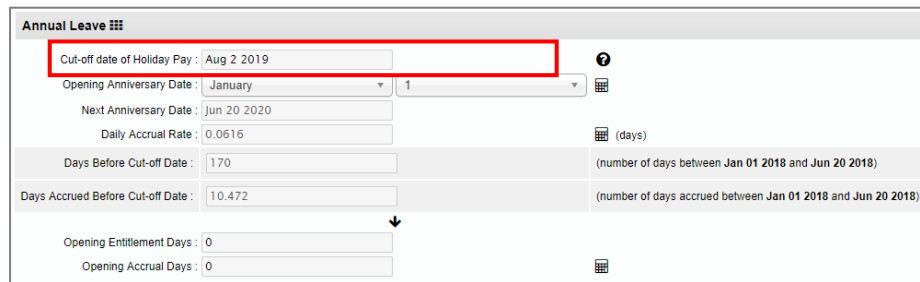
## Existing employee with an Annual Leave balance

In the *Leave* tab in *Team Manager*, you will see the following screen:

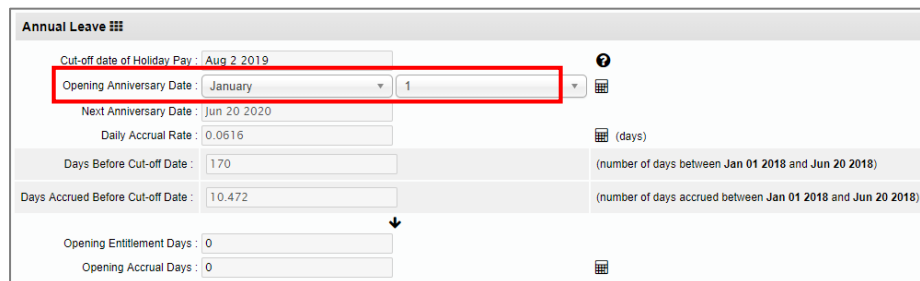
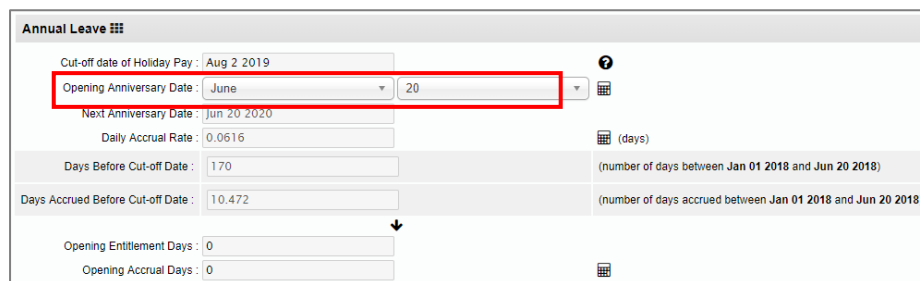


Follow the below steps to ensure your employee's Leave gets set up correctly:

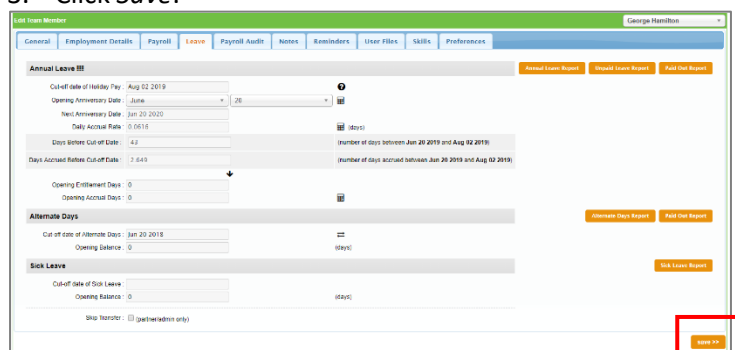
1. Change the *Cut-off date of Holiday Pay* date to the date the Annual Leave balance was taken (i.e. 02/08/19):



2. Change the *Opening Anniversary Date* from *January 1* to the employee's start date (i.e. 20/06):

3. Click *Save*:



4. Enter the current Annual Leave balance into the *Opening Entitlement Days* field (i.e. 7 days):

The screenshot shows the 'Annual Leave' form with the following fields and values:

Cut-off date of Holiday Pay :	Aug 02 2019	?
Opening Anniversary Date :	June 20	
Next Anniversary Date :	Jun 20 2020	
Daily Accrual Rate :	0.0616	(days)
Days Before Cut-off Date :	43	(number of days between Jun 20 2019 and Aug 02 2019)
Days Accrued Before Cut-off Date :	2.649	(number of days accrued between Jun 20 2019 and Aug 02 2019)
Opening Entitlement Days :	7	
Opening Accrual Days :	0	

5. Click the calculator icon next to the *Opening Accrual Days* field:

The screenshot shows the 'Annual Leave' form with the following fields and values:

Cut-off date of Holiday Pay :	Aug 02 2019	?
Opening Anniversary Date :	June 20	
Next Anniversary Date :	Jun 20 2020	
Daily Accrual Rate :	0.0616	(days)
Days Before Cut-off Date :	43	(number of days between Jun 20 2019 and Aug 02 2019)
Days Accrued Before Cut-off Date :	2.649	(number of days accrued between Jun 20 2019 and Aug 02 2019)
Opening Entitlement Days :	7	
Opening Accrual Days :	0	

6. A similar screen will appear:

**NB: The 'Opening Accrual Days' field must match the number that is in the 'Days Accrued Before Cut-off Date' field. If they don't match, press the black arrow and click OK**

The screenshot shows the 'Annual Leave' form with the following fields and values:

Cut-off date of Holiday Pay :	Aug 02 2019	?
Opening Anniversary Date :	June 20	
Next Anniversary Date :	Jun 20 2020	
Daily Accrual Rate :	0.0616	(days)
Days Before Cut-off Date :	43	(number of days between Jun 20 2019 and Aug 02 2019)
Days Accrued Before Cut-off Date :	2.649	(number of days accrued between Jun 20 2019 and Aug 02 2019)
Opening Entitlement Days :	4.3512	
Opening Accrual Days :	2.6488	(based on 43 days @ 0.0616 per day)

7. Click *Save*:

The screenshot shows the 'Edit Team Member' form for George Hamilton, with the 'Leave' tab selected. The 'Annual Leave' section is expanded, showing the following fields and values:

Cut-off date of Holiday Pay :	Aug 02 2019	?
Opening Anniversary Date :	June 20	
Next Anniversary Date :	Jun 20 2020	
Daily Accrual Rate :	0.0616	(days)
Days Before Cut-off Date :	43	(number of days between Jun 20 2019 and Aug 02 2019)
Days Accrued Before Cut-off Date :	2.649	(number of days accrued between Jun 20 2019 and Aug 02 2019)
Opening Entitlement Days :	4.3512	
Opening Accrual Days :	2.6488	(based on 43 days @ 0.0616 per day)

Buttons for 'Annual Leave Report', 'Unpaid Leave Report', and 'Paid Out Report' are visible. Below the Annual Leave section, there are sections for 'Alternate Days' and 'Sick Leave'. The 'Save >>' button is highlighted with a red box.