

Existing employee with an Annual Leave balance of zero

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. Click on the black arrow and click OK:

Annual Leave	
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 :	0
Opening Accrual Days :	0

c3.timesmart.co.nz says

This will adjust the Opening Entitlement Days and Opening Accrual Days by the number of Days Accrued Before Cut-off Date. Don't change this if you aren't sure what you're doing! Are you sure?

OK Cancel

5. A similar screen will appear:

Annual Leave	
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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 :	-2.649 (previous value = 0)
Opening Accrual Days :	2.649 (previous value = 0)

6. Click Save:

George Hamilton

General Employment Details Payroll Leave Payroll Audit Notes Reminders User Files Skills Preferences

Annual Leave Report Unpaid Leave Report Paid Out Report

Annual Leave	
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)
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Opening Accrual Days :	2.649 (previous value = 0)

Alternate Days Report Paid Out Report

Alternate Days	
Cut-off date of Alternate Days :	Jun 20 2018
Opening Balance :	0 (days)

Sick Leave Report

Sick Leave	
Cut-off date of Sick Leave :	
Opening Balance :	0 (days)

Skip Transfer: partner/admin only

save >>