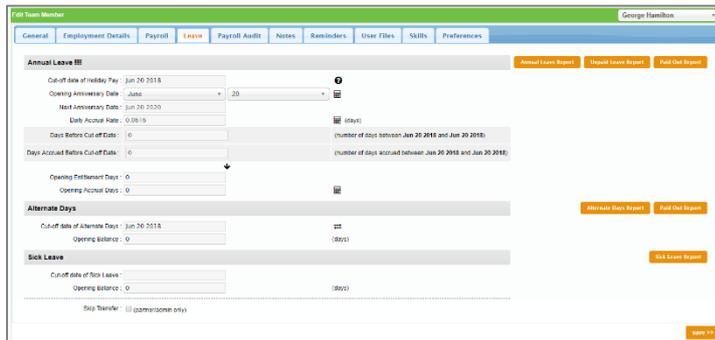


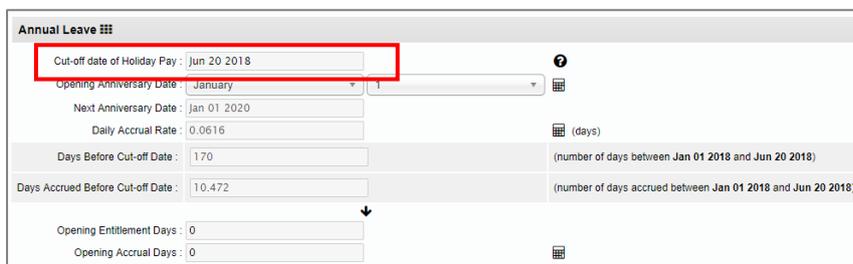
New employee with no Annual Leave balance

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. Ensure the *Cut-off date of Holiday Pay* field shows is your new employee's start date (i.e. 20/06/18):



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




3. Click *Save*:

