

## New employee with no Annual Leave balance

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

| learn Marilder                     |         |               |       |               |       |             |                     |            |                        |                    | George h              | amilton           |
|------------------------------------|---------|---------------|-------|---------------|-------|-------------|---------------------|------------|------------------------|--------------------|-----------------------|-------------------|
| eneral Employment Deta             | ils     | Payroll       | Leave | Payroll Audit | Notes | Reminders   | User Files          | Skills     | Preferences            |                    |                       |                   |
| Annual Leave III                   |         |               |       |               |       |             |                     |            |                        | Annual Lowe Report | Uspeid Leave Report   | Paid Oat Report   |
| Cut-off date of Holiday Pay :      | Jun 2   | 0 2018        |       |               |       | 0           |                     |            |                        |                    |                       |                   |
| Opening Anniversary Date :         | June    | 5             |       | * 20          |       | *           |                     |            |                        |                    |                       |                   |
| Next Anniversary Date :            | Jun 2   | 0 2020        |       |               |       |             |                     |            |                        |                    |                       |                   |
| Daily Accrual Rate :               | 0.06    | 16            |       |               |       | <b>.</b> (4 | (ays)               |            |                        |                    |                       |                   |
| Days Before Cut of Date :          | 0       |               |       |               |       | (num)       | ber of days between | Jan 20 201 | and Jun 20 2018)       |                    |                       |                   |
| Days Accrued Before Cut-off Date : | 0       |               |       |               |       | (num)       | ber of days accrued | between Ju | 20 2018 and Jun 20 201 | 8)                 |                       |                   |
|                                    |         |               |       | *             |       |             |                     |            |                        |                    |                       |                   |
| Opening Entitlement Days :         | •       |               |       |               |       | _           |                     |            |                        |                    |                       |                   |
| Opening Accrual Days :             | 0       |               |       |               |       | **          |                     |            |                        |                    |                       |                   |
| Alternate Days                     |         |               |       |               |       |             |                     |            |                        |                    | Alternate Days Report | Paid Oat Report   |
| Cut-off date of Alternate Days :   | Jun 2   | 0 2018        |       |               |       | =           |                     |            |                        |                    |                       |                   |
| Opening Balance :                  | 0       |               |       |               |       | (days)      |                     |            |                        |                    |                       |                   |
| Sick Leave                         |         |               |       |               |       |             |                     |            |                        |                    |                       | Sick Leave Report |
| Cut-off date of Sick Leave :       |         |               |       |               |       |             |                     |            |                        |                    |                       |                   |
| Opening Balance :                  | 0       |               |       |               |       | (days)      |                     |            |                        |                    |                       |                   |
| Skip Transfer :                    | III (pa | afnerladmin o | rty)  |               |       |             |                     |            |                        |                    |                       |                   |
|                                    |         |               |       |               |       |             |                     |            |                        |                    |                       | 10                |

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):

| Annual Leave III                   |             |    |  |  |  |  |  |  |  |  |  |
|------------------------------------|-------------|----|--|--|--|--|--|--|--|--|--|
| Cut-off date of Holiday Pay :      | Jun 20 2018 |    | 0  |  |  |  |  |  |  |  |  |
| Opening Anniversary Date :         | January 🔻   | 1  |  |  |  |  |  |  |  |  |  |
| Next Anniversary Date :            | Jan 01 2020 |    |  |  |  |  |  |  |  |  |  |
| Daily Accrual Rate :               | 0.0616      |    | (days)   |  |  |  |  |  |  |  |  |
| Days Before Cut-off Date :         | 170         |    | (number of days between Jan 01 2018 and Jun 20 2018)         |  |  |  |  |  |  |  |  |
| Days Accrued Before Cut-off Date : | 10.472      |    | (number of days accrued between Jan 01 2018 and Jun 20 2018) |  |  |  |  |  |  |  |  |
|                                    | •           | Þ. |  |  |  |  |  |  |  |  |  |
| Opening Entitlement Days :         | 0           |    |  |  |  |  |  |  |  |  |  |
| Opening Accrual Days :             | 0           |    | ▦  |  |  |  |  |  |  |  |  |

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

| Cut-off date of Holiday Pay :  | Jun 20 2018   |          | 0  |
|--|---|----------|--|
| Opening Anniversary Date :   | January 🔹   | 1 *      | ₩  |
| Next Anniversary Date :  | Jan 01 2020   |          | •  |
| Daily Accrual Rate :   | 0.0616  |          | (days)   |
| Days Before Cut-off Date :   | 170   |          | (number of days between Jan 01 2018 and Jun 20 2018)   |
| Days Accrued Before Cut-off Date :   | 10.472  |          | (number of days accrued between Jan 01 2018 and Jun 20 2018)   |
| Opening Entitlement Days :   | 0   | ŧ.       |  |
| Opening Accrual Days :   | 0   |          | Ħ  |
|  |   |          |  |
| Annual Leave III<br>Cut-off date of Holiday Pay :  | lun 20 2018   | 1        | P  |
| Annual Leave III<br>Cut-off date of Holiday Pay :<br>Opening Anniversary Date :  | lun 20 2018<br>June •   | 20 × )   | e<br>  |
| Annual Leave III<br>Cut-off date of Holiday Pay :<br>Opening Anniversary Date :<br>Next Anniversary Date :   | Jun 20 2018<br>June ▼<br>Jan 01 2020                            | [20 • )  | €<br>⊯   |
| Annual Leave III<br>Cut-off date of Holiday Pay :<br>Opening Anniversary Date :<br>Next Anniversary Date :<br>Daily Accrual Rate :   | lun 20 2018<br>June ▼<br>Jan 01 2020<br>0.0616                  | ( 20 × ) | €<br>₩<br>(days)   |
| Annual Leave III<br>Cut-off date of Holiday Pay :<br>Opening Anniversary Date :<br>Next Anniversary Date :<br>Daily Accrual Rate :<br>Days Before Cut-off Date :                                       | lun 20 2018<br>June v<br>Jan 01 2020<br>0.0616<br>170           | (20 * )  | €<br>■<br>(days)<br>(number of days between Jan 01 2018 and Jun 20 2018)   |
| Annual Leave III<br>Cut-off date of Holiday Pay :<br>Opening Anniversary Date :<br>Next Anniversary Date :<br>Daily Accrual Rate :<br>Days Before Cut-off Date :<br>Days Accrued Before Cut-off Date : | lun 20 2018<br>June v<br>Jan 01 2020<br>0.0616<br>170<br>10.472 | 20 * )   | €<br>■<br>(days)<br>(number of days between Jan 01 2018 and Jun 20 2018)<br>(number of days accrued between Jan 01 2018 and Jun 20 2018) |
| Annual Leave III<br>Cut-off date of Holiday Pay :<br>Opening Anniversary Date :<br>Next Anniversary Date :<br>Daily Accrual Rate :<br>Days Before Cut-off Date :<br>Days Accrued Before Cut-off Date : | tun 20 2018<br>June v<br>Jan 01 2020<br>0.0616<br>170<br>10.472 | 20 ▼     |  |

3. Click Save:

| lit Team Member                    |        |               |       |              |         |      |        |                    |              |                           |                     | George                | Hamilton        |        |
|------------------------------------|--------|---------------|-------|--------------|---------|------|--------|--------------------|--------------|---------------------------|---------------------|-----------------------|-----------------|--------|
| General Employment Deta            | ils    | Payroll       | Leave | Payroll Audi | t Notes | Remi | nders  | User Files         | Skills       | Preferences               |                     |                       |                 |        |
| Annual Leave III                   |        |               |       |              |         |      |        |                    |              |                           | Annual Leave Report | Unpaid Leave Report   | Paid Out Repo   | rt     |
| Cut-off date of Holiday Pay :      | Jun 20 | 2018          |       |              |         |      | 0      |                    |              |                           |                     |                       |                 |        |
| Opening Anniversary Date :         | June   |               |       | * 20         |         | *    | Ħ      |                    |              |                           |                     |                       |                 |        |
| Next Anniversary Date :            | Jan 01 | 2020          |       |              |         |      |        |                    |              |                           |                     |                       |                 |        |
| Daily Accrual Rate :               | 0.061  | 6             |       |              |         |      | ₩ (da  | ays)               |              |                           |                     |                       |                 |        |
| Days Before Cut-off Date :         | 170    |               |       |              |         |      | (numb  | er of days betwee  | 1 Jan 01 201 | 8 and Jun 20 2018)        |                     |                       |                 |        |
| Days Accrued Before Cut-off Date : | 10.43  | 72            |       |              |         |      | (numb  | er of days accrues | between Jar  | n 01 2018 and Jun 20 2018 | )                   |                       |                 |        |
| Opening Entitlement Days           | 0      |               |       | *            |         |      |        |                    |              |                           |                     |                       |                 |        |
| Opening Accrual Days               | 0      |               |       |              |         |      | ₩      |                    |              |                           |                     |                       |                 |        |
| Alternate Days                     |        |               |       |              |         |      |        |                    |              |                           |                     | Alternate Days Report | Paid Out Repo   | et     |
| Cut-off date of Alternate Days :   | Jun 20 | 2018          |       |              |         |      | =      |                    |              |                           |                     |                       |                 |        |
| Opening Balance :                  | 0      |               |       |              |         |      | (days) |                    |              |                           |                     |                       |                 |        |
| Sick Leave                         |        |               |       |              |         |      |        |                    |              |                           |                     |                       | Sick Leave Repo | et     |
| Cut-off date of Sick Leave :       |        |               |       |              |         |      |        |                    |              |                           |                     |                       |                 |        |
| Opening Balance                    | 0      |               |       |              |         |      | (days) |                    |              |                           |                     |                       |                 |        |
| Skip Transfer                      | 🗐 (pa  | rtner/admin o | nly)  |              |         |      |        |                    |              |                           |                     |                       |                 |        |
|                                    |        |               |       |              |         |      |        |                    |              |                           |                     |                       |                 |        |
|                                    |        |               |       |              |         |      |        |                    |              |                           |                     |                       | 5               | sve >: |