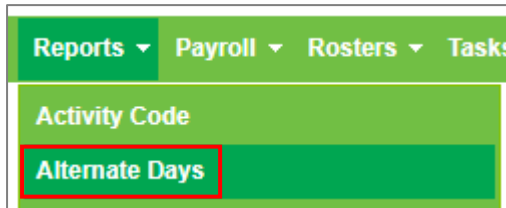


## PAYING OUT ALTERNATE DAYS

1. Hover on *Reports* and click on *Alternate Days*:



2. Click on the team member whose Alternate Days you are paying out:

Alternate Days Report			
<a href="#">Print</a> <a href="#">paid out report</a>			
Only Team Members with Alternate Leave Opening Balances set in the <a href="#">Team Manager</a> will appear in this report.			
Location : -- all --		Date : Aug 15 2019	<a href="#">go</a>
Team Member	Balance (Days)	Daily Pay	Value (\$)
George Hamilton	7	206.61	1446.24
Jane Smith	0	268.18	0.00
Lisa Glass	0	220.01	0.00
<b>Total :</b>			<b>1446.24</b>

This will bring up their *Alternate Days Report*:

Team Member : George Hamilton ▼

### Alternate Days Report for George Hamilton

Employment Start Date : Jun 20 2018  
 Cut-off date of Alternate Days : Jun 20 2018

Checked From Date : Jun 01 2019 ▶  
 Checked To Date : Aug 15 2019 ▶

**Balances from Jun 01 2019 to Aug 15 2019**

Opening Balance : 6

---

Statutory Holiday Worked : 1 ☰  
 Time in Lieu : 0 ☰  
 Paid Out : 0 ☰  
 Days Covered : 76

**Closing Balance : 7.0000**

Hourly Rate (\$) : 20.66  
 Daily Contracted Hours : 10  
 Alternate Days Value (\$) : 1446.24

3. Find where the Report shows the *Hourly Rate*, *Daily Contracted Hours*, and the *Alternate Days Value*:

**Closing Balance : 7.0000**

Hourly Rate (\$) : 20.66  
 Daily Contracted Hours : 10  
 Alternate Days Value (\$) : 1446.24

- Multiply the Hourly Rate by the Daily Contracted Hours i.e.  $\$20.66 \times 10 = \$206.60$  Gross per Alternate Day paid out. Multiply this figure by the number of days you are paying out i.e. 5 days @  $\$206.60 = \$1033$  **gross**. Write this figure down:

<p>Hourly Rate (\$) : 20.66</p> <p>Daily Contracted Hours : 10</p> <p>Alternate Days Value (\$) : 1446.24</p>
---

- Click *Add Paid Out Leave*:

Alternate Days Report :: George Hamilton Print + add paid out leave

Team Member : George Hamilton

**Alternate Days Report for George Hamilton**

Employment Start Date : Jun 20 2018  
 Cut-off date of Alternate Days : Jun 20 2018

Checked From Date : Jun 01 2019 ▶  
 Checked To Date : Aug 15 2019 ▶

**Balances from Jun 01 2019 to Aug 15 2019**

Opening Balance : 6

---

Statutory Holiday Worked : 1   
 Time in Lieu : 0   
 Paid Out : 0   
 Days Covered : 76

**Closing Balance : 7.0000**

The following screen will appear:

**Add Paid Out Leave**

Team Member : George Hamilton

Type : Alternate ▼

Date : Aug 15 2019

Number of days : 0 \*

Notes :

Save

- Update the *Date* (if applicable), enter in the *Number of Days*, and add in any *Notes* (optional):

**Add Paid Out Leave**

Team Member : George Hamilton

Type : Alternate ▼

Date : Aug 15 2019

Number of days : 5 \*

Notes : Cashing out Leave

Save

7. Click Save:

**Add Paid Out Leave**

Team Member : George Hamilton

Type : Alternate ▾

Date : Aug 15 2019

Number of days : 5 \*

Notes : Cashing out Leave

**Save**

8. Exit out of the pop-up window:

**Edit Paid Out Leave : George Hamilton**

leave updated!

**Edit Paid Out Leave**

Team Member : George Hamilton

Type : Alternate ▾

Date : Aug 15 2019

Number of days : 5 \*

Notes : Cashing out Leave

**Save**

Here you will see that the team member's Alternate Days balance has reduced by the number of days paid out:

**Balances from Jun 01 2019 to Aug 15 2019**

Opening Balance : 6

---

Statutory Holiday Worked : 1

Time in Lieu : 0

**Paid Out : 5**

Days Covered : 76

---

**Closing Balance : 2.0000**

---

Hourly Rate (\$) : 20.66

Daily Contracted Hours : 10

Alternate Days Value (\$) : 413.21

---

Date	Details	Days	Balance
Aug 15 2019	Closing Balance	0.0000	2.0000
Aug 15 2019	Paid Out	-5.0000	2.0000
	Cashing out Leave		

9. Enter the gross amount you wrote down in Step 4 as an Extra Payment. For help on this, please refer to the [Adding an Extra Payment](#) Help document.

***NB: It is very important to enter the Type as Discretionary, and the Frequency as All other periods other than weekly to monthly in the Extra Payment screen***