

PAYING OUT ANNUAL LEAVE

1. Hover on *Reports* and click on *Annual Leave*:



2. Click on the team member whose Annual Leave you are paying out:

Annual Leave Report							
Export Print Unpaid Leave Report Paid Out Report							
Only Team Members with Annual Leave Opening Balances set in the <u>Team Manager</u> will appear in this report.							
Location		Date					
-- all --		Aug 15 2019		GO			
Team Member	Available Leave (Days)	Approved Annual Leave (Days)	Nett Leave Balance (Days)	Earnings Since Last Anniversary	Entitlement Value	Accrual Value	Total Value (\$)
George Hamilton	0.5	0	0.5	10343.13	0.00	827.45	827.45
Jane Smith	11.5	0	11.5	17585.02	-536.36	1406.80	870.44
Lisa Glass	11	0	11	49050.41	-1320.06	3924.03	2603.97
Total :							4301.86

This will bring up their *Annual Leave Report*:

Team Member : Jane Smith

Annual Leave Report for Jane Smith

Employment Start Date : Dec 30 2018
 Cut-off date of Holiday Pay : Dec 30 2018
 Last Anniversary Date : Dec 30 2018
 Next Anniversary Date : Dec 30 2019
 Checked From Date : Dec 30 2018
 Checked To Date : Aug 15 2019
 Daily Accrual Rate : 0.0603
 Days Accrued Per Annum : 22.0095

Balances from Dec 30 2018 to Aug 15 2019

Opening Balance : 0

Annual Leave Taken : 3
 Paid Out : -1
 Unpaid Days : 0
 Accrual : 13.9707
 Days Covered : 229

Closing Balance : 11.9707

Annual Leave Daily Rate (\$) : 268.18
 Annual Leave Value (\$) : 1100.47

3. Find where the Report shows the *Annual Leave Daily Rate* and the *Annual Leave Value*:

Annual Leave Taken : 3
 Paid Out : -1
 Unpaid Days : 0
 Accrual : 13.9707
 Days Covered : 229

Closing Balance : 11.9707

Annual Leave Daily Rate (\$) : 268.18
 Annual Leave Value (\$) : 1100.47

4. Multiply the number of days you are paying out by the *Annual Leave daily rate* i.e. 5 days @ \$268.18 = \$1340.90 **gross**. Write this figure down:

Annual Leave Daily Rate (\$) : 268.18
Annual Leave Value (\$) : 1100.47

5. Click *Add Paid Out Leave*:

Annual Leave Report :: Jane Smith

Export Print + Add unpaid leave + Add paid out leave

Team Member : Jane Smith

Annual Leave Report for Jane Smith

Employment Start Date : Dec 30 2018
Cut-off date of Holiday Pay : Dec 30 2018
Last Anniversary Date : Dec 30 2018
Next Anniversary Date : Dec 30 2019
Checked From Date : Dec 30 2018
Checked To Date : Aug 15 2019
Daily Accrual Rate : 0.0603
Days Accrued Per Annum : 22.0095

Balances from Dec 30 2018 to Aug 15 2019

Opening Balance : 0

Annual Leave Taken : 3
Paid Out : -1
Unpaid Days : 0
Accrual : 13.9707
Days Covered : 229

Closing Balance : 11.9707

The following screen will appear:

Add Paid Out Leave

Team Member : Jane Smith

Type : Annual

Date : Aug 15 2019

Number of days : 0 *

Notes :

Save

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

Add Paid Out Leave

Team Member : Jane Smith

Type : Annual

Date : Aug 15 2019

Number of days : 5 *

Notes : Cashing out Leave

Save

7. Click Save:

Add Paid Out Leave

Team Member : Jane Smith

Type : Annual

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 : Jane Smith

leave updated

Edit Paid Out Leave

Team Member : Jane Smith

Type : Annual

Date : Aug 15 2019

Number of days : 5 *

Notes : Cashing out Leave

Save

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

Balances from Dec 30 2018 to Aug 15 2019

Opening Balance : 0

Annual Leave Taken : 3

Paid Out : 5

Unpaid Days : 0

Accrual : 13.9698

Days Covered : 229

Closing Balance : 5.9698

Annual Leave Daily Rate (\$) : 268.18

Annual Leave Value (\$) : -508.61

Date	Details	Days	Accrual	Balance
Aug 15 2019	Closing Balance	0.0000	0.0000	5.9698
Aug 15 2019	Holiday Pay Paid Out	5.0000	4.3002	5.9698
	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