

SETTING UP ANNUAL LEAVE IN TEAM MANAGER

Contents

New employee with no Annual Leave balance	. 2
	2
Existing employee with an Annual Leave balance of zero	.3
Existing employee with an Annual Leave balance	. 5

New employee with no Annual Leave balance

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

feam Member															George	Hamilton	_
eneral Employment Deta	ails	Payroll	Leave	Payroll	Audit	Notes	Remin	ders	User Files	Skills	Preference	6					
Annual Leave III													Annual Loave Repo	nt Unpui	d Leave Report	Paid Oat	Report
Cut-off date of Holiday Pay	Jun 2	0 2018						0									
Opening Anniversary Date	Juno			* 20			*	.									
Next Amilyersary Date	: Jun 2	0 2020															
Daily Accrual Rate	0.061	16						🖩 (days	1								
Days Before Cut off Date :	0							(number)	ef days betwee	Jun 20 201	and Jun 20 20	18)					
Accrued Before Cut-off Date :	0							(number)	of days accruai	between Ju	20 2018 and Ju	in 20 2018)					
				٠													
Opening Entitlement Days	0							_									
Opening Accrual Days	. 0							#2									
Alternate Days														Alterna	te Days Report	Paid Oat	liz por
Cut-off date of Alternate Days	jun 2	0 2018						=									
Opening Balance	0							(days)									
Sick Leave																Sick Leave	is por
Cut-off date of Sick Leave																	
Opening Balance	0							(days)									
Skip Transfer	: III (pa	afnerladmin o	ety)														
																	_
																	547

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):

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)
	•	t i	
Opening Entitlement Days :	0		
Opening Accrual Days :	0		₩
Opening Accrual Days : Annual Leave III Cut-off date of Holiday Pay :	0 [un 20 2018		0
Opening Accrual Days : Annual Leave III Cut-off date of Holiday Pay : Opening Anniversary Date :	0 Jun 20 2018 June *	20 ×	₩
Opening Accrual Days : Annual Leave ## Cut-off date of Holiday Pay : Opening Anniversary Date : Next Anniversary Date :	0 Jun 20 2018 June * Jan 01 2020	(20 *)	₩
Opening Accrual Days : Annual Leave ::: Cut-off date of Holiday Pay : Opening Anniversary Date : Next Anniversary Date : Daily Accrual Rate :	0 Jun 20 2018 June * Jan 01 2020 0.0616	(20 *)	₩ • • • • • • •
Opening Accrual Days : Annual Leave ::: Cut-off date of Holiday Pay : Opening Anniversary Date : Next Anniversary Date : Daily Accrual Rate : Days Before Cut-off Date :	0 Jun 20 2018 June * Jan 01 2020 0.0616 1170	(20 · · ·	
Opening Accrual Days : Annual Leave :::: Cut-off date of Holiday Pay : Cpening Anniversary Date : Daily Accrual Rate : Days Before Cut-off Date : Days Accrued Before Cut-off Date :	0 Iun 20 2018 June * Jan 01 2020 0.0616 170 10.472	20 *	E (days) (number of days between Jan 01 2018 and Jun 20 2018) (number of days accrued between Jan 01 2018 and Jun 20 2018)
Opening Accrual Days : Annual Leave ::: Opening Anniversary Date : Daily Accrual Rate : Days Before Cut-off Date : Days Accrued Before Cut-off Date :	0 Iun 20 2018 June * Jan 01 2020 0.0616 170 10.472	20 *	副 (days) (number of days between Jan 01 2018 and Jun 20 2018) (number of days accrued between Jan 01 2018 and Jun 20 2018)
Opening Accrual Days : Annual Leave III Cut-off date of Holiday Pay : Opening Anniversary Date : Daily Accrual Rate : Days Before Cut-off Date : Days Accrued Before Cut-off Date : Opening Entitlement Days :	0 Jun 20 2018 June * Jan 01 2020 0.0616 1170 10.472 0	[20 ▼]]]	E (days) (number of days between Jan 01 2018 and Jun 20 2018) (number of days accrued between Jan 01 2018 and Jun 20 2018)

Team Member														Geo	ge Ham	ilton	
General Employment Deta	ils	Payroll	Leave	Payroll Aud	it Notes	Remin	ders	User Files	Skills	Preferences							
Annual Leave III												Annual Leave Rep	port	Unpaid Leave Rep	ort	Paid Out R	eport
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	5					🗮 (days)										
Days Before Cut-off Date :	170						(number o	f days between	Jan 01 201	and Jun 20 2018)							
Days Accrued Before Cut-off Date :	10.47	2					(number o	If days accrued	between Jar	01 2018 and Jun 2	0 2018)						
Opening Entitlement Days :	0			*													
Opening Accrual Days :	0						Ħ										
Alternate Days													A	iternate Days Rep	ort	Paid Out R	rport
Cut-off date of Alternate Days :	Jun 20	2018					=										
Opening Balance :	0						(days)										
Sick Leave															Si	ck Leave R	port
Cut-off date of Sick Leave :																	
Opening Balance :	0						(days)										
Skip Transfer :	🗐 (par	tner/admin o	nly)														
																	Save >

Existing employee with an Annual Leave balance of zero

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

Control Englishyment Details Pyrol Lave Pyrol	lit Team Member											George I	lamilton
Annual Leave III Annual Leave IIII Annual Leave IIII Annual Leave IIIIIII Annual Leave IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	General Employment Det	ails Pay	roll Le	ave	Payroll Audit	Notes	Reminde	rs User Files	Skills	Preferences			
Cut di das drivedas yes; jacazatij au cut vijeta se drivedas yes; jacazatij au cut vijeta se drivedas yes; Ned driversa ybe; jacazatij au cut vijeta se drivedas jaces drivedas driversa drivedas 2018 au duita 20210) Das y Accurad Reis: 0 Das y Accurad Reis: 0 Opering Driversa yes; 0 Das yes: 0 Deense Acurad Das:	Annual Leave III										Annual Leave Report	Unpaid Leave Report	Paid Out Report
Opening Annorans Data Jawasay Implementation Data Annorans Data Data Solution Implementation Implementation Data Annorans Data Data Solution Implementation Implementation Implementation Data Solution Implementation Implement	Cut-off date of Holiday Pay	Jun 20 201	8				6	,					
Not drawnars Data: (m) 12020 Day Jocans Rate: (006) Day Access Rate: (006) Day Access Rate: (012) Day Rate: (012)	Opening Anniversary Date	January			1		*	1					
Day Accessed Rate 000161 If works1 Day Accessed Rate 17.0 Unumber of days betwee Aas 49 20181 and Aas 20 2018) Days Accessed Rate 10.427 Owners of days accesse between Aas 49 20181 and Aas 20 2018) Opening Datitioned Date: 0 Image: Conserve Rate Image: Conserve Rate Attended Date: 0 Image: Conserve Rate Image: Conserve Rate Image: Conserve Rate Attended Conserve Image: Conserve Rate Image: Conserve Rate Image: Conserve Rate Image: Conserve Rate Conserve Rate Image: Conserve Rate Image: Conserve Rate Image: Conserve Rate Image: Conserve Rate Conserve Rate Image: Conserve Rate Image: Conserve Rate Image: Conserve Rate Image: Conserve Rate Strip Transfer: Image: Conserve Rate Image: Conserve Rate Image: Conserve Rate Image: Conserve Rate Strip Transfer: Image: Conserve Rate Image: Conserve Rate Image: Conserve Rate Image: Conserve Rate	Next Anniversary Date	: Jan 01 202	0										
Desis Selens Cutol Class: 170 purufer of data 5 2018 and Jula 20 2010) Days Accound Bales: 10 4/72 (minter of data 3 Action 20 2010) Opering Different Days: 0 0 Date of date of Anorab Days: 0 0 Date of date of Anorab Days: 0 0 Did of date of Scil Laws: 0 (days) Opering Balance: 0 (days) Bilig Therefit: (gapteneations ons) 0	Daily Accrual Rate	0.0616					ie ie	(days)					
Days Accound Relies Cutor Date 10 - 472 Provider of Days accound herines Jate 87 2688 and Jate 269 2688 Opering Cottomend Date: 0 0	Days Before Cut-off Date :	170					(n	umber of days betwee	n Jan 01 201	8 and Jun 20 2018)			
Opering Dotterret Dys: 0 Opering Accurations: 0 Attended Dys: 0 Attended Dys: 0 Case of abort of basis: 0 Social case of abort of basis: 0 Social case of abort of basis: 0 Opering Extence: 0	Days Accrued Before Cut-off Date :	10.472					(n	umber of days accrue	d between Ja	n 01 2018 and Jun 20 2	018)		
Calend and Calend Ca	Contains Externant Down				÷								
Atemata Days Nonmain Days In 20 2015 Control Carlor (Annual Days In 20 2015 Control Carlor (Annu	Opening Accrual Days	0						I					
Cal of date of Allowanks Days: jpr 20 2018 Converg Balance 0 (days) Bick Leave Color of date of Sci. Leave Color of Sci. Lea	Alternate Days											Alternate Days Report	Paid Out Report
Operang Balance (dapc) Bick Leave 60 tones Report Operang Balance (dapc) Bick Team For the second se	Cut-off date of Alternate Days	Jun 20 201	8				=						
Sick Leave Stick Leave Opering Balance : 0 (rkgnt) Site Transfer: 0 (rkgnt)	Opening Balance	0					(da	ys)					
Out of date of Sci Laws : One	Sick Leave												Sick Leave Report
Opening Exaturce : 0 (drays) Skip Transfer : () (pertverpedimic only)	Cut-off date of Sick Leave												
Skip Tiensfer : 🕼 (partweipidmir only)	Opening Balance	0					(da	ys)					
	Skip Transfer	: 🗐 (partner/a	dmin only)										

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):

Annual Leave III			
Cut-off date of Holiday Pay :	Aug 2 2019		0
Opening Anniversary Date :	January 🔻	1 *	Ħ
Next Anniversary Date :	Jun 20 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)
		b l	
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):

Annual Leave III			
Cut-off date of Holiday Pay :	Aug 2 2019		0
Opening Anniversary Date :	January 🔹	1 •	Ħ
Next Anniversary Date :	Jun 20 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)
		ŀ	
0			
Opening Entitlement Days :	0		
Opening Entitlement Days : Opening Accrual Days :	0		Ħ
Opening Entitlement Days : Opening Accrual Days : Annual Leave III Cut-off date of Holiday Pay :	0 0 Aug 2 2019		e 0
Opening Entitlement Days : Opening Accrual Days : Annual Leave III Cut-off date of Holiday Pay : Opening Anniversary Date :	0 0 Aug 2 2019 June *	20	₩ • ₩
Opening Entitlement Days : Opening Accrual Days : Annual Leave III Cut-off date of Holiday Pay : Opening Anniversary Date : Next Anniversary Date :	0 0 Aug 2 2019 June * jun 20 2020	20	₩ • ₩
Opening Entitlement Days : Opening Accrual Days : Annual Leave III Cut-off date of Holiday Pay : Opening Anniversary Date : Next Anniversary Date : Daily Accrual Rate :	0 0 Aug 2 2019 June * Jun 20 2020 0.0616	20	₩
Opening Entitlement Days : Opening Accrual Days : Annual Leave III Cut-off date of Holiday Pay : Opening Anniversary Date : Next Anniversary Date : Daily Accrual Rate : Days Before Cut-off Date :	0 0 Aug 2 2019 June * Jun 20 2020 0.0616 170	20 ×	₩ (days) (number of days between Jan 01 2018 and Jun 20 2018)
Opening Entitlement Days : Opening Accrual Days : Annual Leave III Cut-off date of Holiday Pay : Opening Anniversary Date : Next Anniversary Date : Daily Accrual Rate : Days Before Cut-off Date : Days Accrued Before Cut-off Date :	0 0 Aug 2 2019 June * Jun 20 2020 0.0616 170 10.472	20 ×	
Opening Entitlement Days : Opening Accrual Days : Annual Leave III Cut-off date of Holiday Pay : Opening Anniversary Date : Next Anniversary Date : Daily Accrual Rate : Days Before Cut-off Date : Days Accrued Before Cut-off Date :	0 0 Aug 2 2019 June ▼ Jun 20 2020 0.0616 170 10.472	20 ▼	
Opening Entitlement Days : Opening Accrual Days : Annual Leave III Cut-off date of Holiday Pay : Opening Anniversary Date : Next Anniversary Date : Daily Accrual Rate : Days Before Cut-off Date : Days Accrued Before Cut-off Date : Opening Entitlement Days :	0 0 Aug 2 2019 June ▼ Jun 20 2020 0.0616 170 10.472 0	20 ▼	■ Image: Second Sec

irt Tearn Member														George Ha	mitton	
General Employment De	talls P	ayroll	Leave	Payroll Aud	t Notes	Remin	ders U	ser Files	Skills	Preferences						
Annual Leave III												Annual Learn Report	Unpuid Loss	e Report	Paid Out Repo	el
Cut-off date of Holiday Pa	y: Aug 02	2019					0									
Opening Anniversary Dat	e: June			* 20		w										
Next Anniversary Dat	e : Jun 20 2	020														
Daily Accrual Rat	0.0516						🔢 (daya)									
Days Before Cut of Date	43						(number of	days between	Jan 20 2019	and Aug 02 2015						
Days Accrued Before Cut-off Date	2.649						(runber of	days accrued	between Jur	20 2019 and Aug	02 2019)					
				+												
Opening Entitlement Day	s: 0															
Opening Accrual Day	s: 0						Ŧ									
Alternate Days													Alternate Day	s Report	Paid Out Repo	π
Cut-off date of Alternate Day	s: Jun 20 2	018					=									
Opening Balance	e: 0						(days)									
Sick Leave															Sick Leave Repo	et.
Cul-off date of Sick Leav	•:															
Opening Balance	a: 0						(days)									
Skip Transk	ar : 🗉 (pertr	erledmin or	nty)													
																nne >2

4. Click on the black arrow and click *OK*:

Annual Leave 🎟				
Cut-off date of Holiday Pay :	Aug 02 2019		0	
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)	
ays 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		Ħ	
c3.timesmart.co.r	nz says			

This will adjust the Opening Entitlement Days a	and Opening A	Accrual
Days by the number of Days Accrued Before C	ut-off Date. D	Ion't
change this if you aren't sure what you're doin	g! Are you su	re?
	ОК	Cancel

5. A similar screen will appear:

Annual Leave 🎫			
Cut-off date of Holiday Pay :	Aug 02 2019		0
Opening Anniversary Date :	June 🔻	20 🔹	Ħ
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)

dit Team Member												George	Hamilton	
General Employment Deta	ils Payroll	Leave	Payroll Audit	Notes	Remin	ders Use	er Files	Skills	Preferences					
Annual Leave III										Annual L	eave Report	Unpaid Leave Report	Paid Out Re	port
Cut-off date of Holiday Pay :	Aug 02 2019					0								
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 day	iys between	Jun 20 201	9 and Aug 02 2019)					
Days Accrued Before Cut-off Date :	2.649					(number of day	rys accrued	between Jur	a 20 2019 and Aug 0	2 2019)				
Opening Entitlement Days :	-2.649					(previous value	e = 0)							
Opening Accrual Days :	2.649					(previous value	e = 0)							
Alternate Days												Alternate Days Report	Paid Out Re	port
Cut-off date of Alternate Days :	Jun 20 2018					=								
Opening Balance :	0					(days)								
Sick Leave													Sick Leave Re	port
Cut-off date of Sick Leave :														
Opening Balance :	0					(days)								
Skip Transfer :	🔲 (partner/admin o	only)												
													- F	save >>

Existing employee with an Annual Leave balance

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

																George H	amilton
General	Employment Deta	ills	Payroll	Leave	Payro	all Audit	Notes	Remin	ders	User Files	Skills	Preferences					
Annual	Leave III													Annual Leave Repor	Uspaid Leave	Report	Paid Out Report
C.	t-off date of Holiday Pay	Jun 3	0 2018						0								
0	pening Anniversary Date :	Jan	uary		+ 1			٣									
	Next Anniversary Date :	Jan C	1 2020														
	Daily Accrual Rate :	0.06	16						📰 (day	s)							
D	ays Before Cut-off Date :	170							(number	of days between	Jan 01 2010	and Jun 20 2018)					
Days Accr	ued Before Cut-off Date :	10.4	172						(number	of days accrued	between Jar	01 2018 and Jun 2	0 2018)				
					+												
0	pening Entitlement Days	0							-								
	Opening Accruai Days	•															
Alternat	e Days														Alternate Days	Report	Paid Out Report
Cut-o	If date of Atternate Days :	Jun 2	0 2018						=								
	Opening Balance :	0							(days)								
Sick Lea	ive																Sick Leave Report
c	ut-off date of Sick Leave :																
	Opening Balance :	0							(days)								
	Skip Transfer	0 (p	artner/admin o	aniy)													
																	_
																	save a

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):

Annual Leave III			
Cut-off date of Holiday Pay :	Aug 2 2019		0
Opening Anniversary Date :	January 🔻	1	Ħ
Next Anniversary Date :	Jun 20 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)
		k	
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):

Annual Leave 🎫			
Cut-off date of Holiday Pay :	Aug 2 2019		0
Opening Anniversary Date :	January 🔹	1 v	Ħ
Next Anniversary Date :	Jun 20 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	k	
Opening Accrual Days :	0		Ħ
Annual Leave III			
Annual Leave III Cut-off date of Holiday Pay :	Aug 2 2019		0
Annual Leave III Cut-off date of Holiday Pay : Opening Anniversary Date :	Aug 2 2019 June *	20 *	∂ ⊞
Annual Leave III Cut-off date of Holiday Pay : Opening Anniversary Date : Next Anniversary Date :	Aug 2 2019 June * Jun 20 2020	20 ×	∂ ⊞
Annual Leave III Cut-off date of Holiday Pay : Opening Anniversary Date : Next Anniversary Date : Daily Accrual Rate :	Aug 2 2019 June ▼ Jun 20 2020 0.0616	20 ·	€) ₩ ₩ (days)
Annual Leave III Cut-off date of Holiday Pay : Opening Anniversary Date : Next Anniversary Date Daily Accrual Rate : Days Before Cut-off Date :	Aug 2 2019 June v Jun 20 2020 0.0616 170	20	€ ₩ (days) (number of days between Jan 01 2018 and Jun 20 2018)
Annual Leave ## Cut-off date of Holiday Pay : Opening Anniversary Date : Next Anniversary Date : Daily Accrual Rate : Days Before Cut-off Date : Days Accrued Before Cut-off Date :	Aug 2 2019 June * Jun 20 2020 0.0616 170 10.472	20	
Annual Leave ## Cut-off date of Holiday Pay : Opening Anniversary Date : Next Anniversary Date : Daily Accrual Rate : Days Before Cut-off Date : Days Accrued Before Cut-off Date :	Aug 2 2019 June v Jun 20 2020 0.0616 170 10.472	20 •	(days) (number of days between Jan 01 2018 and Jun 20 2018) (number of days accrued between Jan 01 2018 and Jun 20 2018)
Annual Leave ## Cut-off date of Holiday Pay : Opening Anniversary Date : Next Anniversary Date : Daily Accrual Rate : Days Before Cut-off Date : Days Accrued Before Cut-off Date : Opening Entitlement Days :	Aug 2 2019 June * Jun 20 2020 0.0616 170 10.472	20 *	(days) (number of days between Jan 01 2018 and Jun 20 2018) (number of days accrued between Jan 01 2018 and Jun 20 2018)

											Georg	e Hamilton	
General Employment Deta	ils Payroll	Leave P	ayroll Audit	Notes	Remind	ers User Files	Skills	Preferences					
Annual Leave !!!										Annual Leave Report	Unpaid Leave Repor	t Paid Out Report	
Cut-off date of Holiday Pay :	Aug 02 2019					0							
Opening Anniversary Date :	June		20			8							
Next Anniversary Date :	Jan 20 2020												
Daily Accrual Rate :	0.0616				1	E (days)							
Days Before Cut-off Date :	43				(number of days betwee	m Jun 20 201	9 and Aug 02 2019					
Days Accrued Before Cut-off Date :	2.649				(number of days accrue	d between Ju	1 20 2019 and Aug	02 2019)				
			÷										
Opening Entitlement Days :	0					-							
Opening Accrual Days :	0					E							
Alternate Days											Alternate Days Report	t Paid Out Report	
Out off date of Alternate Days :	Jun 20 2018				-	=							
Opening Balance :	0				(d	leys)							
Sick Leave												Sick Leave Report	
Cut-off date of Sick Leave :													
Opening Balance :	0				(d	(ays)							
Skip Transfer :	🗆 (partner/admin o	nty)											_
													100

4. Enter the current Annual Leave balance into the *Opening Entitlement Days* field (i.e. 7 days):

Annual Leave III			
Cut-off date of Holiday Pay :	Aug 02 2019		0
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) $$
		L	
Opening Entitlement Days :	7		
Opening Accrual Days :	0		▦

5. Click the calculator icon next to the *Opening Accrual Days* field:

Annual Leave 🎟			
Cut-off date of Holiday Pay :	Aug 02 2019		0
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)
		ŀ	
Opening Entitlement Days :	7		
Opening Accrual Days :	0		₩

6. A similar screen will appear:

NB: The 'Opening Accrual Days' field <u>must</u> match the number that is in the 'Days Accrued Before Cut-off Date' field. If they don't match, press the black arrow and click OK

Annual Leave 🎫			
Cut-off date of Holiday Pay :	Aug 02 2019		θ
Opening Anniversary Date :	June 🔻	20 🔹	Ħ
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 :	4.3512		
Opening Accrual Days :	2.6488		(based on 43 days @ 0.0616 per day)

it Team Member															George H	lamilton	
General Employment Deta	ils	Payroll	Leave	Payro	oll Audit	Notes	Remin	ders	User Files	Skills	Preference	es					
Annual Leave III													Annual Leave Repor	rt Unpaid Le	eave Report	Paid Out I	Report
Cut-off date of Holiday Pay :	Aug 0	2 2019						0									
Opening Anniversary Date :	June			* 2	20		٣										
Next Anniversary Date :	Jun 20	2020															
Daily Accrual Rate :	0.061	6						💽 (da	iys)								
Days Before Cut-off Date :	43							(numbe	er of days betwee	an Jun 20 201	9 and Aug 02 2	019)					
Days Accrued Before Cut-off Date :	2.649)						(numbe	er of days accrue	d between Ju	n 20 2019 and A	lug 02 2019)					
				*													
Opening Entitlement Days :	4.3512	2						_									
Opening Accrual Days :	2.648	8						📰 (ba	.sed on 43 days	@ 0.0616 per	day)						
Alternate Days														Alternate E	Jays Report	Paid Out I	Report
Cut-off date of Alternate Days :	Jun 20	2018						≓									
Opening Balance :	0							(days)									
Sick Leave																Sick Leave	Report
Cut-off date of Sick Leave :																	
Opening Balance :	0							(days)									
Skip Transfer :	🗐 (par	tner/admin or	nly)														
																- F	save :