

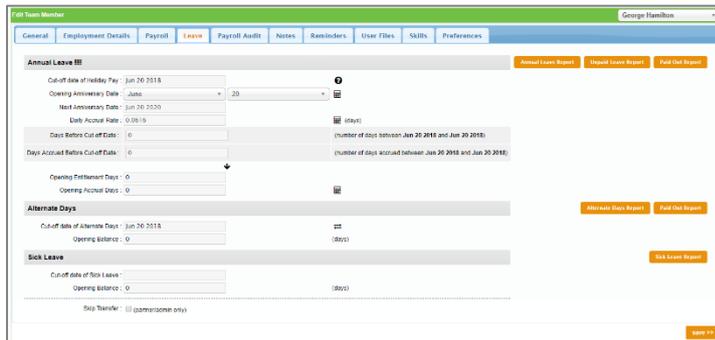
## SETTING UP ANNUAL LEAVE IN TEAM MANAGER

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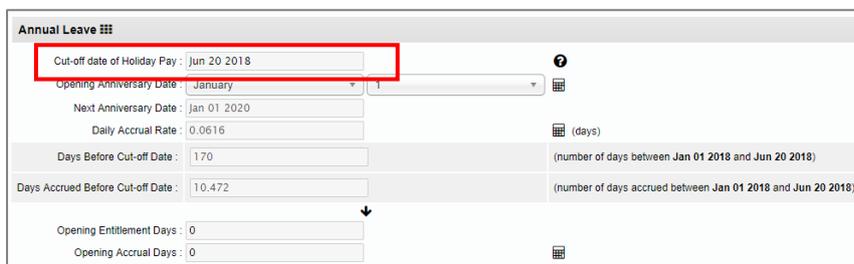
## New employee with no Annual Leave balance

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

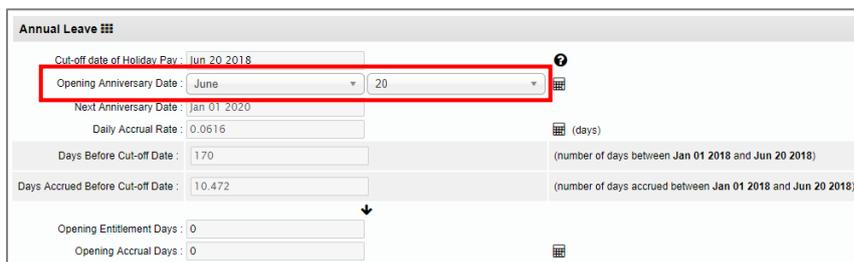


Follow the below steps to ensure your employee's Leave gets set up correctly:

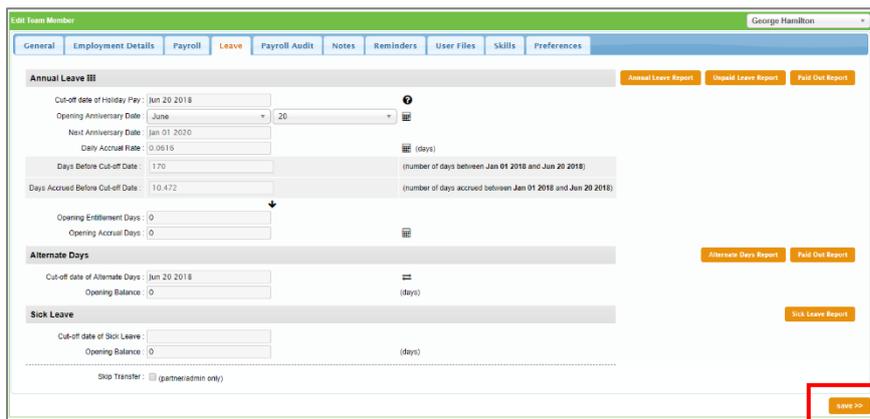
1. Ensure the *Cut-off date of Holiday Pay* field shows is your new employee's start date (i.e. 20/06/18):



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



3. Click *Save*:



## Existing employee with an Annual Leave balance of zero

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

Annual Leave III

Cut-off date of Holiday Pay: Jun 20 2018

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

Opening Accrual Days: 0

Alternate Days

Cut-off date of Alternate Days: Jun 20 2018

Opening Balance: 0 (days)

Sick Leave

Cut-off date of Sick Leave:

Opening Balance: 0 (days)

Skip Transfer:  (partner/admin only)

Buttons: Annual Leave Report, Unpaid Leave Report, Paid Out Report, Alternate Days Report, Paid Out Report, Sick Leave Report, Save

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

Opening Anniversary Date: January 1

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

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

Opening Anniversary Date: June 20

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

Opening Accrual Days: 0

Annual Leave III

Cut-off date of Holiday Pay: Aug 2 2019

Opening Anniversary Date: June 20

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

Opening Accrual Days: 0

3. Click **Save**:

Annual Leave III

Cut-off date of Holiday Pay: Aug 02 2019

Opening Anniversary Date: June 20

Next Anniversary Date: Jun 20 2020

Daily Accrual Rate: 0.0616 (days)

Days Before Cut-off Date: 42 (number of days between Jun 20 2019 and Aug 02 2019)

Days Accrued Before Cut-off Date: 3.643 (number of days accrued between Jun 20 2019 and Aug 02 2019)

Opening Entitlement Days: 0

Opening Accrual Days: 0

Alternate Days

Cut-off date of Alternate Days: Jun 20 2018

Opening Balance: 0 (days)

Sick Leave

Cut-off date of Sick Leave:

Opening Balance: 0 (days)

Skip Transfer:  (partner/admin only)

Buttons: Annual Leave Report, Unpaid Leave Report, Paid Out Report, Alternate Days Report, Paid Out Report, Sick Leave Report, Save

4. Click on the black arrow and click OK:

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

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This will adjust the Opening Entitlement Days and Opening Accrual Days by the number of Days Accrued Before Cut-off Date. Don't change this if you aren't sure what you're doing! Are you sure?

**OK** Cancel

5. A similar screen will appear:

Annual Leave	
Cut-off date of Holiday Pay :	Aug 02 2019
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)
Opening Entitlement Days :	-2.649 (previous value = 0)
Opening Accrual Days :	2.649 (previous value = 0)

6. Click Save:

George Hamilton

General Employment Details Payroll **Leave** Payroll Audit Notes Reminders User Files Skills Preferences

Annual Leave Report Unpaid Leave Report Paid Out Report

Annual Leave	
Cut-off date of Holiday Pay :	Aug 02 2019
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)
Opening Entitlement Days :	-2.649 (previous value = 0)
Opening Accrual Days :	2.649 (previous value = 0)

Alternate Days Report Paid Out Report

Alternate Days	
Cut-off date of Alternate Days :	Jun 20 2018
Opening Balance :	0 (days)

Sick Leave Report

Sick Leave	
Cut-off date of Sick Leave :	
Opening Balance :	0 (days)

Skip Transfer: partner/admin only

**save >>**

## Existing employee with an Annual Leave balance

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

Annual Leave **Annual Leave Report** **Unpaid Leave Report** **Paid Out Report**

Cut-off date of Holiday Pay: Jun 20 2018

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

Opening Accrual Days: 0

Alternate Days **Alternate Days Report** **Paid Out 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: (days)

Opening Balance: 0 (days)

Skip Transfer:  (partner/admin only)

**Save >>**

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 **Annual Leave Report** **Unpaid Leave Report** **Paid Out Report**

Cut-off date of Holiday Pay: Aug 2 2019

Opening Anniversary Date: January 1

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

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 **Annual Leave Report** **Unpaid Leave Report** **Paid Out Report**

Cut-off date of Holiday Pay: Aug 2 2019

Opening Anniversary Date: June 20

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

Opening Accrual Days: 0

Annual Leave **Annual Leave Report** **Unpaid Leave Report** **Paid Out Report**

Cut-off date of Holiday Pay: Aug 2 2019

Opening Anniversary Date: June 20

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

Opening Accrual Days: 0

3. Click **Save**:

Annual Leave **Annual Leave Report** **Unpaid Leave Report** **Paid Out Report**

Cut-off date of Holiday Pay: Aug 02 2019

Opening Anniversary Date: June 20

Next Anniversary Date: Jun 20 2020

Daily Accrual Rate: 0.0616 (days)

Days Before Cut-off Date: 63 (number of days between Jun 20 2018 and Aug 02 2019)

Days Accrued Before Cut-off Date: 7.643 (number of days accrued between Jun 20 2018 and Aug 02 2019)

Opening Entitlement Days: 0

Opening Accrual Days: 0

Alternate Days **Alternate Days Report** **Paid Out 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: (days)

Opening Balance: 0 (days)

Skip Transfer:  (partner/admin only)

**Save >>**

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

The screenshot shows the 'Annual Leave' form with the following fields and values:

Cut-off date of Holiday Pay :	Aug 02 2019	?	
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)	
Opening Entitlement Days :	7		
Opening Accrual Days :	0	📅	

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

The screenshot shows the 'Annual Leave' form with the following fields and values:

Cut-off date of Holiday Pay :	Aug 02 2019	?	
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)	
Opening Entitlement Days :	7		
Opening Accrual Days :	0	📅	

6. A similar screen will appear:

**NB: The 'Opening Accrual Days' field must 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**

The screenshot shows the 'Annual Leave' form with the following fields and values:

Cut-off date of Holiday Pay :	Aug 02 2019	?	
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)	
Opening Entitlement Days :	4.3512		
Opening Accrual Days :	2.6488	📅 (based on 43 days @ 0.0616 per day)	

7. Click Save:

The screenshot shows the full 'Annual Leave' form with the following sections and fields:

- Annual Leave**
  - Cut-off date of Holiday Pay : Aug 02 2019
  - 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)
  - Opening Entitlement Days : 4.3512
  - Opening Accrual Days : 2.6488 (based on 43 days @ 0.0616 per day)
- Alternate Days**
  - Cut-off date of Alternate Days : Jun 20 2018
  - Opening Balance : 0 (days)
- Sick Leave**
  - Cut-off date of Sick Leave :
  - Opening Balance : 0 (days)
- Skip Transfer :  (partner/admin only)
- Buttons: Annual Leave Report, Upload Leave Report, Paid Out Report, Alternate Days Report, Paid Out Report, Sick Leave Report, Save >>