SETTING UP ANNUAL LEAVE IN TEAM MANAGER

Contents

New employee with no Annual Leave balance

In the *Leave* tab in *Team Manager*, you will see the following screen:
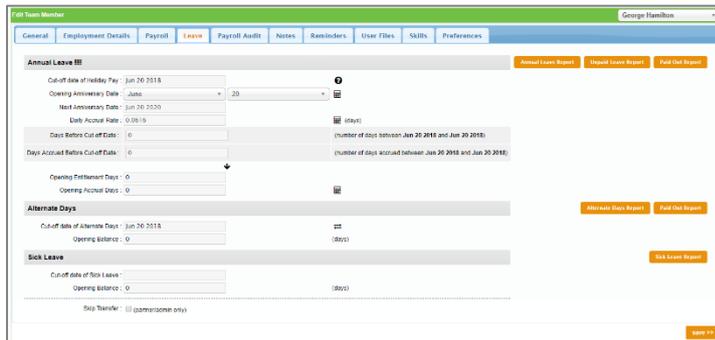
Follow the below steps to ensure your employee's Leave gets set up correctly:

1. Ensure the *Cut-off date of Holiday Pay* field shows is your new employee's start date (i.e. 20/06/18):
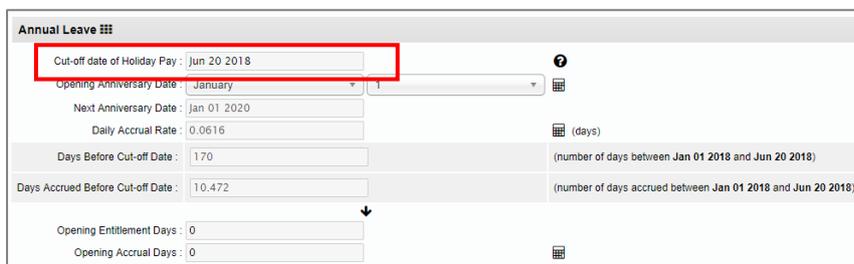
2. Change the *Opening Anniversary Date* from *January 1* to the employee's start date (i.e. 20/06):
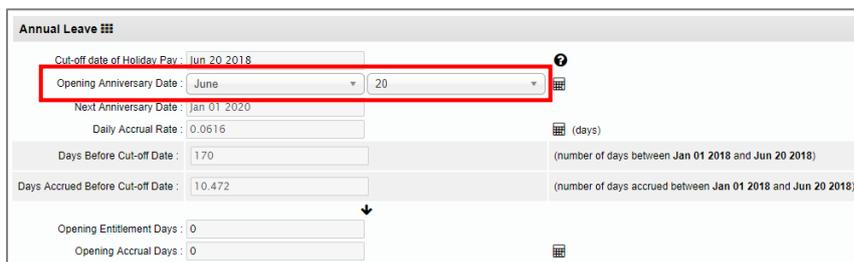
3. Click *Save:*
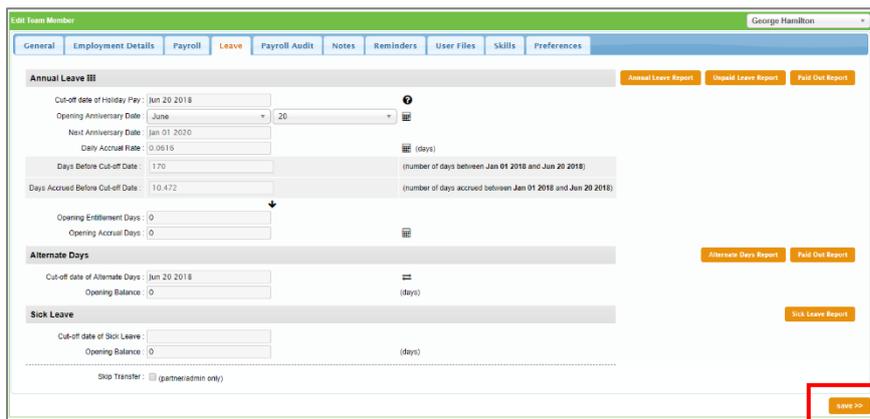
Existing employee with an Annual Leave balance of zero

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

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):

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

3. Click *Save*:

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

5. A similar screen will appear:

6. Click Save:

Existing employee with an 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. Change the *Cut-off date of Holiday Pay* date to the date the Annual Leave balance was taken (i.e. 02/08/19):

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

3. Click *Save*:

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

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

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

7. Click *Save*: