

Annual Leave

Disclaimer:

The Knowledge Base is our platform to share information with our customers and provide you with a 'help me, help myself' environment. The guides and documents provide step by step solutions to assist you with your queries based on the acquisition of solutions from previous enquiries.



Important Note

- The information contained in these articles should be treated as guidelines.
- Some articles are **software** version and build specific.
- Articles may not be applicable to all environments.
- If the proposed solution is not successful, please post your comments below or contact the Sage Pastel Payroll and HR Department directly on (011) 304 4300 or support.pastelpayroll@sage.com.

Product Guide

Question:

How to process annual leave for an employee?

Solution:

Note: Please ensure you are in the period for which you want to process the leave for.

1. Go to **Process...Payslips** and select the relevant employee who you want to process the leave for.
2. Select the **Leave** tab.

Tran Code	Transaction Description	Pay Out	Date From	Date To	Days Taken	Days Accrued	Days Due	Period Amount	Remarks
0020	Sick Leave	<input type="checkbox"/>	01/03/2011	31/03/2011		0.00	30.00	0.00	Sick Leave Days Accrued
0001	Annual Leave	<input type="checkbox"/>	01/03/2011	31/03/2011		1.25	1.25	875.35	Leave Days Accrued

3. On the next available line add **Transaction Code 0001 – Annual Leave** and select the dates from and to the employee will be going on leave.

Tran Code	Transaction Description	Pay Out	Date From	Date To	Days Taken	Days Accrued	Days Due	Period Amount	Remarks
0020	Sick Leave	<input type="checkbox"/>	01/03/2011	31/03/2011		0.00	30.00	0.00	Sick Leave Days Accrued
0001	Annual Leave	<input type="checkbox"/>	01/03/2011	31/03/2011		1.25	-0.75	875.34	Leave Days Accrued
0001	Annual Leave	<input type="checkbox"/>	30/03/2011	31/03/2011	2.00			1,400.55	

4. If the employee is hourly paid or earns any fluctuating income, please ensure that code **5012 – BCEA Leave Taken** has pulled through to the **Income** tab.