

# Sick Leave

## Processing Sick Leave



### Incident:

How to process sick leave in payroll?

### Solution:

1. Make a backup of your data.
2. Click on edit employee masterfile and click the on the leave tab and capture code 0020 and add a leave entitlement and opening balance as per the current legislation or company policy.
3. Save the Masterfile and exit the Masterfile screen
4. Click on process payslips and on the leave tab process code 0020 and capture the date from and to for the period of sick leave.
5. Code 5016 (paid sick leave) will pull through for hourly paid employees on the income tab. If you are using 5002 on the payslip you will need to adjust your hours accordingly on 5002.
6. Save and exit the payslip window.