

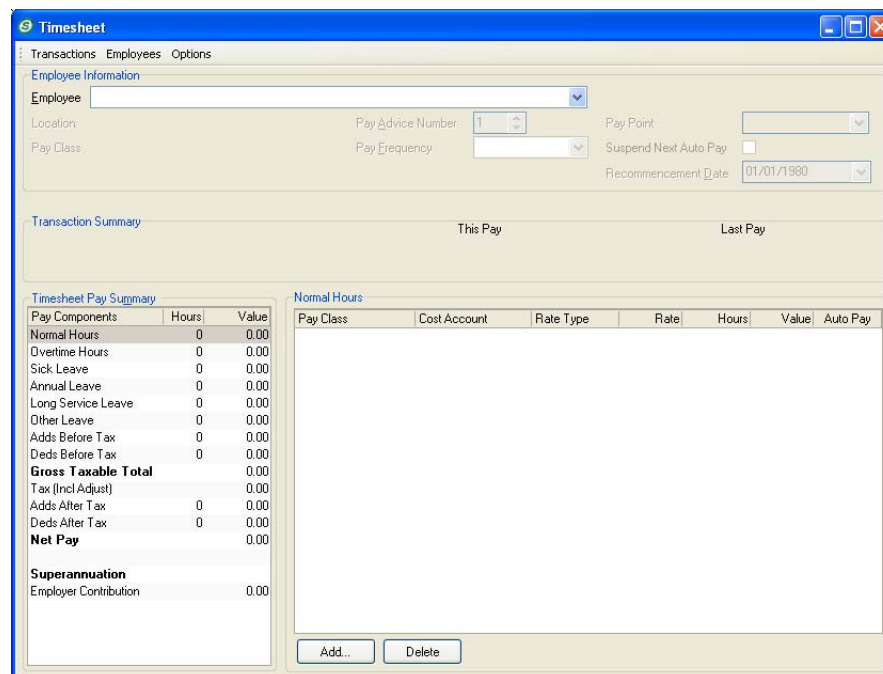
How do I Maintain Leave?

Leave should always be entered in a timesheet, rather than recording all hours as normal hours. This becomes extremely useful when an employee has a query, as you are able to verify your entries.

Example - Annual Leave

An employee is to be paid 2 days annual leave and the balance of hours as normal pay.

- 1 To access Timesheets from the menu, select [Transactions](#) > [Enter Pays](#) > [Timesheet](#).



Pay Components	Hours	Value
Normal Hours	0	0.00
Overtime Hours	0	0.00
Sick Leave	0	0.00
Annual Leave	0	0.00
Long Service Leave	0	0.00
Other Leave	0	0.00
Adds Before Tax	0	0.00
Deds Before Tax	0	0.00
Gross Taxable Total		0.00
Tax (Incl Adjust)		0.00
Adds After Tax	0	0.00
Deds After Tax	0	0.00
Net Pay		0.00
Superannuation		
Employer Contribution		0.00

- 2 Select the employee from the drop-down list.
- 3 If the Employee is an Auto Pay employee, the **Timesheet** window will be displayed. Add Auto Pay transactions if required.
- 4 Select Normal Hours in the Timesheet Pay Summary.
- 5 Click the **Delete** button, and then select **Yes** to confirm the deletion.
- 6 Select the Annual Leave option from the Timesheet Pay Summary Section.
- 7 Click the **Add** button.
- 8 In the Reasons column ensure that Annual Leave is selected.
- 9 Click in the Hours column and enter 2 days leave in hours.
- 10 Click in the Start Date column and select the date on which the annual leave starts.
- 11 Click in the End Date column and select the date on which the annual leave ends.
- 12 Use the Tab key to move to a new line.

NOTE: The Employees leave balances are displayed at the bottom of the screen.

Timesheet for Employee: Young, Janice Sarah for Period End Date: 18/08/2005

Employee Information
 Employee: 005 (Young) (Janice Sarah)
 Location: VIC Pay Advice Number: 1 Pay Point: VIC
 Pay Class: N/A Pay Frequency: Weekly Suspend Next Auto Pay:
 Auto Pay Generated: Recommencement Date: 30/12/1899

Transaction Summary
 This Pay Last Pay

Timesheet Pay Summary

Pay Components	Hours	Value
Normal Hours	22.5	1,015.39
Overtime Hours	0	0.00
Sick Leave	0	0.00
Annual Leave	15	676.92
Long Service Leave	0	0.00
Other Leave	0	0.00
Adds Before Tax		0.00
Deds Before Tax		304.62
Gross Taxable Total		1,387.69
Tax (Incl Adjust)		493.00
Adds After Tax		0.00
Deds After Tax		0.00
Net Pay		894.69
Superannuation		
Employer Contribution		124.89

Annual Leave

Reason	Cost Account	Type	Leave Type	Rate	Hours	Start Date	End Date
Annual L...	VIC001	Normal	Annual Lea...	45.1283	15.00	10/10/2005	11/10/2005

Entitlement: 456.00 05/10/2004
 Pro Rata: 129.10 11/08/2005
 Taken: 37.50 21/07/2005
 Total: 547.60

Suspend Annual Leave:
 From: 04/10/2005
 To: 04/10/2005

Add... Delete

- 13 In the **Timesheet Pay Summary** section, select Normal Hours.
- 14 Click the **Add** button. SagePay automatically inserts the normal hours remaining after the other Pay Components have been added.
- 15 Use the Tab key to move to another line.

Timesheet for Employee: Young, Janice Sarah for Period End Date: 18/08/2005

Employee Information
 Employee: 005 (Young) (Janice Sarah)
 Location: VIC Pay Advice Number: 1 Pay Point: VIC
 Pay Class: N/A Pay Frequency: Weekly Suspend Next Auto Pay:
 Auto Pay Generated: Recommencement Date: 30/12/1899

Transaction Summary
 This Pay Last Pay

Timesheet Pay Summary

Pay Components	Hours	Value
Normal Hours	22.5	1,015.39
Overtime Hours	0	0.00
Sick Leave	0	0.00
Annual Leave	15	676.92
Long Service Leave	0	0.00
Other Leave	0	0.00
Adds Before Tax		0.00
Deds Before Tax		304.62
Gross Taxable Total		1,387.69
Tax (Incl Adjust)		493.00
Adds After Tax		0.00
Deds After Tax		0.00
Net Pay		894.69
Superannuation		
Employer Contribution		124.89

Normal Hours

Pay Class	Cost Account	Rate Type	Rate	Hours	Value	Auto Pay
	VIC001	Normal	45.1283	22.50	1,015.39	<input type="checkbox"/>

Add... Delete

- 16 Follow the menu path **Transactions > Process** or press <Ctrl> + <P> on the keyboard to process the Timesheet.

Example - Long Service Leave

The employee is to be paid for 1 week on normal pay and 6 weeks Long Service Leave. All payments are to appear on the same pay advice.

- 1 To access Timesheets from the menu, select **Transactions > Enter Pays > Timesheet**.

- 2 Select the employee from the drop-down menu.
- 3 Add Auto Pay transactions if required.
- 4 Click the **OK** button.
- 5 Ensure that the Pay Advice Number is 1.
- 6 Select the Suspend Next Auto Pay checkbox.
- 7 In the Recommencement Date field enter the date the employee returns to work.
- 8 Select Normal Hours in the Timesheet Pay Summary.
- 9 Click the **Delete** button, and then select **Yes** to confirm the deletion.
- 10 Select Long Service Leave in the Timesheet Pay Summary
- 11 Click the **Add** button.
- 12 In the Reason column select Long Service.
- 13 Click in the Hours column and insert the number of hours equivalent to 30 days Long Service leave.
- 14 Click on the Start Date column and select the date on which Long Service leave starts.
- 15 Click on the End Date column and select the date on which Long Service Leave ends.
- 16 Press the Tab key to move to a new line.

NOTE: The Employees leave balances are displayed at the bottom of the screen.

Timesheet for Employee: Haberberg, Elizabeth Lisa for Period End Date: 30/11/2005

Transactions Employees Options

Employee Information

Employee: 006 (Haberberg) (Elizabeth Lisa)

Location: NSW Pay Advice Number: 1 Pay Point: NSW

Pay Class: N/A Pay Frequency: Monthly Suspend Next Auto Pay:

Auto Pay Generated: Recommencement Date: 22/11/2005

Transaction Summary

This Pay Last Pay

Timesheet Pay Summary

Pay Components	Hours	Value
Normal Hours	0	0.00
Overtime Hours	0	0.00
Sick Leave	0	0.00
Annual Leave	0	0.00
Long Service Leave	225	4,615.38
Other Leave	0	0.00
Adds Before Tax		0.00
Deds Before Tax		0.00
Gross Taxable Total		4,615.38
Tax (Incl Adjust)		1,420.00
Adds After Tax		0.00
Deds After Tax		0.00
Net Pay		3,195.38
Superannuation		
Employer Contribution		415.38

Long Service Leave

Reason	Cost Account	Type	Rate	Hours	Start Date	End Date	Value
Long Servic...	NSW001	Normal	20.5128	225.00	11/10/2005	21/11/2005	4,615.38

Entitlement: 0.00 10/08/1996

Pro Rata: 303.98 31/10/2005

Taken: 0.00

Total: 303.98

Suspend Long Service Leave:

From: 04/10/2005

To: 04/10/2005

Add... Delete

17 In the **Timesheet Pay Summary** section, select Normal Hours.

18 Click the **Add** button. Enter the number of Normal Hours required.

19 Use the Tab key to move to another line.

Timesheet for Employee: Haberberg, Elizabeth Lisa for Period End Date: 30/11/2005

Transactions Employees Options

Employee Information

Employee: 006 (Haberberg) (Elizabeth Lisa)

Location: NSW Pay Advice Number: 1 Pay Point: NSW

Pay Class: N/A Pay Frequency: Monthly Suspend Next Auto Pay:

Auto Pay Generated: Recommencement Date: 22/11/2005

Transaction Summary

This Pay Last Pay

Timesheet Pay Summary

Pay Components	Hours	Value
Normal Hours	37.5	769.23
Overtime Hours	0	0.00
Sick Leave	0	0.00
Annual Leave	0	0.00
Long Service Leave	225	4,615.38
Other Leave	0	0.00
Adds Before Tax		0.00
Deds Before Tax		0.00
Gross Taxable Total		5,384.61
Tax (Incl Adjust)		1,862.00
Adds After Tax		0.00
Deds After Tax		0.00
Net Pay		3,522.61
Superannuation		
Employer Contribution		484.61

Normal Hours

Pay Class	Cost Account	Rate Type	Rate	Hours	Value	Auto Pay
	NSW001	Normal	20.5128	37.50	769.23	<input type="checkbox"/>

Add... Delete

20 Follow the menu path **Transactions > Process** or press **<Ctrl> + <P>** on the keyboard to process the Timesheet.

Leave Entitlement Adjustment

If there is the requirement to manually adjust employee leave balances the Leave Entitlement Adjustment transaction will allow you to process these changes.

Leave Entitlement Adjustments allows you to enter current leave balances when the employee's records are first entered into SagePay and to adjust those records on the basis of manual calculations.

A tab is displayed for each leave type the selected employee has in Employee Maintenance. Any changes to leave dates or balances are made through the Leave Entitlement Adjustment transaction. Changes made impact the employee record once the transaction is processed.

The leave types detailed in the window are:

- Annual Leave
- Long Service Leave
- Sick Leave.

	Current Date	Current Hours	Adjust to Date	Adjust to Hours
Entitlement	26/08/2005	150.00	26/08/2005	150.00
Prorata	26/08/2005	0.00	26/08/2005	
Leave Taken	26/08/2005	75.00	26/08/2005	75.00
Total Entitlement		75.00		75.00

How to complete a Leave Entitlement Adjustment

Before entering Leave Entitlement Adjustments, make sure you have completed and verified all of your manual calculations and that you have all of these entitlement figures to enter into SagePay.

- 1 To access Leave Entitlements Adjustment from the menu, select [Transactions > Adjustments > Leave Entitlements Adjustment](#).
- 2 Select the **Employee** whose information is currently being viewed or modified.
- 3 Select the tab for the leave figures to be adjusted.
- 4 Enter data as required into the fields:
 - Adjust to Date: Where leave is to be adjusted, the **Adjust to Date** field is used to change the date held in Employee Maintenance.

- Adjust to Hours/Days: Where leave is to be adjusted, the **Adjust to Hours** field is used to enter the adjusted entitlement for the employee.
- 5 Follow the menu path [Transactions](#) > [Process](#) or press <Ctrl> + <P> on the keyboard when data has been entered for all of the leave types that require adjustment.