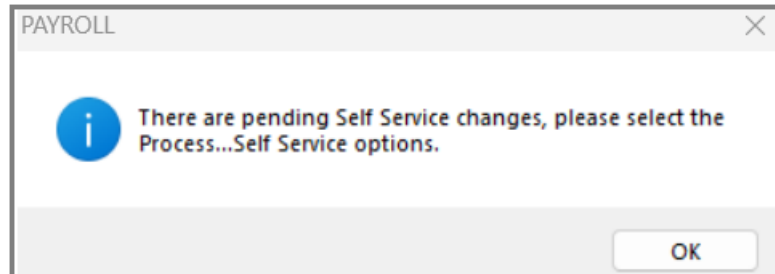# Creating your leave batch from the Self Service Sync

Sage Pastel Payroll syncs with Sage Self Service once an hour, usually when the leave/travel/other items have been synced back to Pastel Payroll you usually get the bellow message:


To download the items and upload it to your payslips you will need to follow the below steps:

1. Navigate to **Process, Self Services**, **Create Batch**

2. Select the batch type (it is usually Leave)
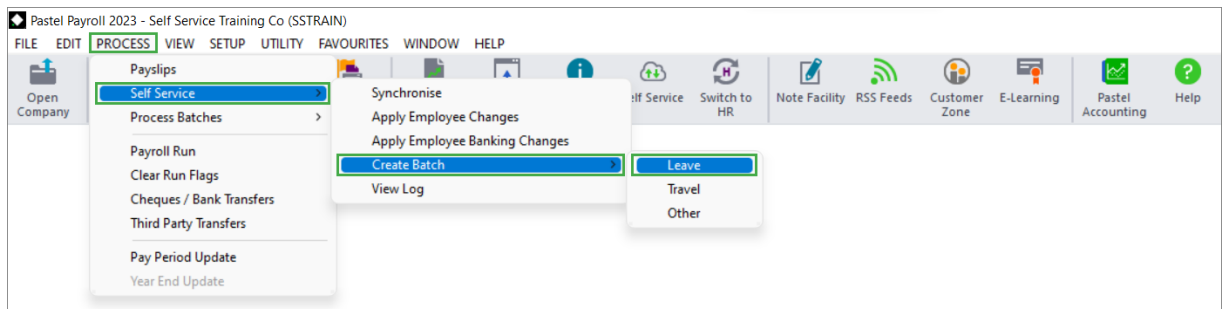
3. The create batch screen will show you the list of items that have been synced down. Make sure to **check** (it should be checked by default) all the items that you want to post to the payslips and then click on **create batch**:
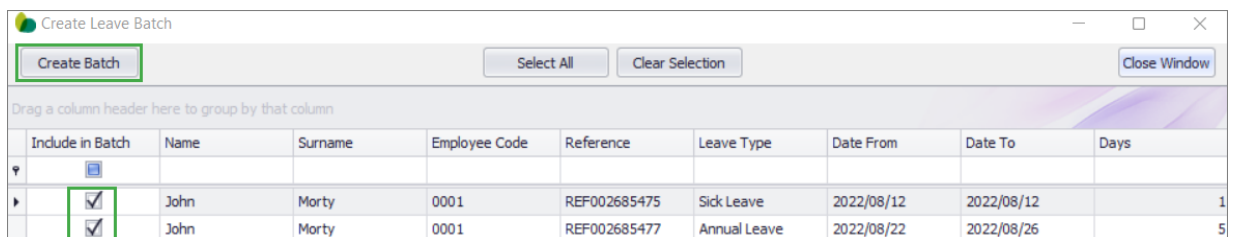
4. Now you will navigate to **Process**, **Batches**.

5. It should automatically open to the leave batch that you just created (if the batch screen is empty click on Batch, Open batch).

6. Here you can delete line items that might have been removed on the Self Service website. You can also change the dates of the line items if you need to. If you are happy with the batch, click on **Update Payslip**.

7. Click on **Yes** to continue.

8. Click **OK** on the message saying the batch has been successfully updated.