

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)

Pastel Payroll 2023 - Self Service Training Co (SSTRAIN)														
FILE EDIT PROCESS VIEW SETUP UTILITY FAVOURITES WINDOW HELP														
Open Company	Payslips Self Service Process Batches	Synchronise Apply Employee Changes Apply Employee Changes	elf Service Switch to	Note Facility RSS Feeds	Customer Zone	Pastel Help Accounting								
	Payroll Run Clear Run Flags Cheques / Bank Transfers Third Party Transfers	Apply Employee Banking Changes Create Batch View Log	Leave Travel Other											
	Pay Period Update Vear End Update													

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**:

Create Leave Batch -										- 0	\times		
	Create Batch Select All Clear Selection								Close Window				
D	Drag a column header here to group by that column												
	Include	in Batch	Name	Surname	Employee Code	Reference	Leave Type	Date From	Date To	Days			
٩													
•		\checkmark	John	Morty	0001	REF002685475	Sick Leave	2022/08/12	2022/08/12		1		
		\checkmark	John	Morty	0001	REF002685477	Annual Leave	2022/08/22	2022/08/26		5		

- 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.