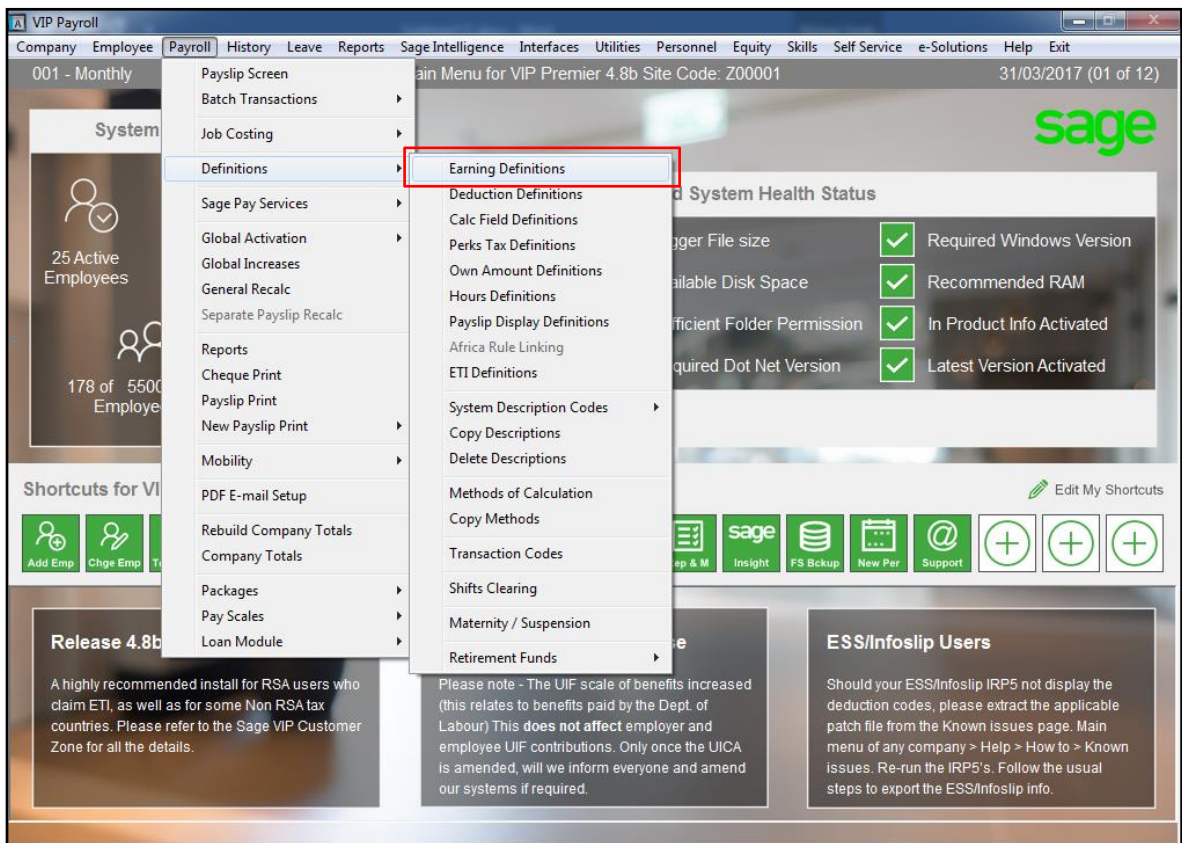


How to add a Leave Paid Out Earning Definition and Method



Add the Leave Paid Out Earning Definition

- From the Main Menu, Payroll, Definitions, Earning Definitions.

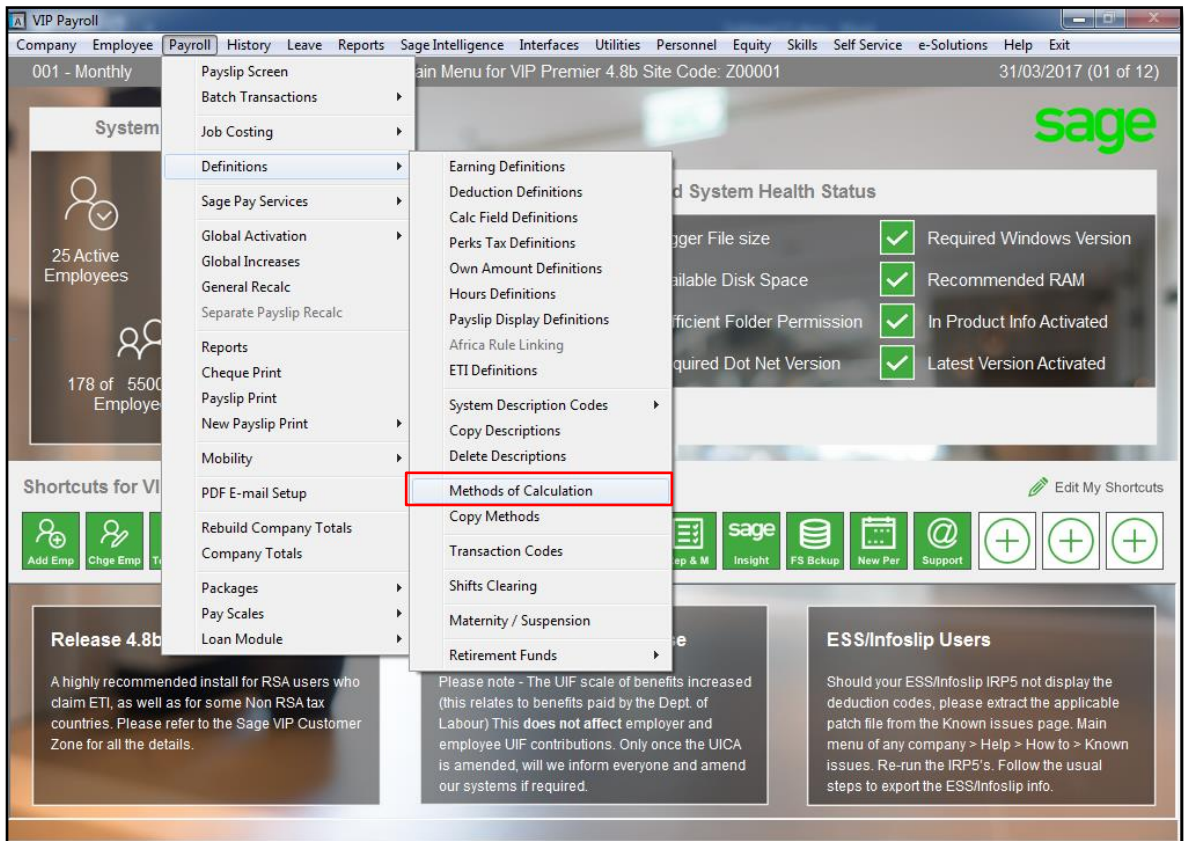


Click on Change Mode (bottom left) and add the earning line as below example:

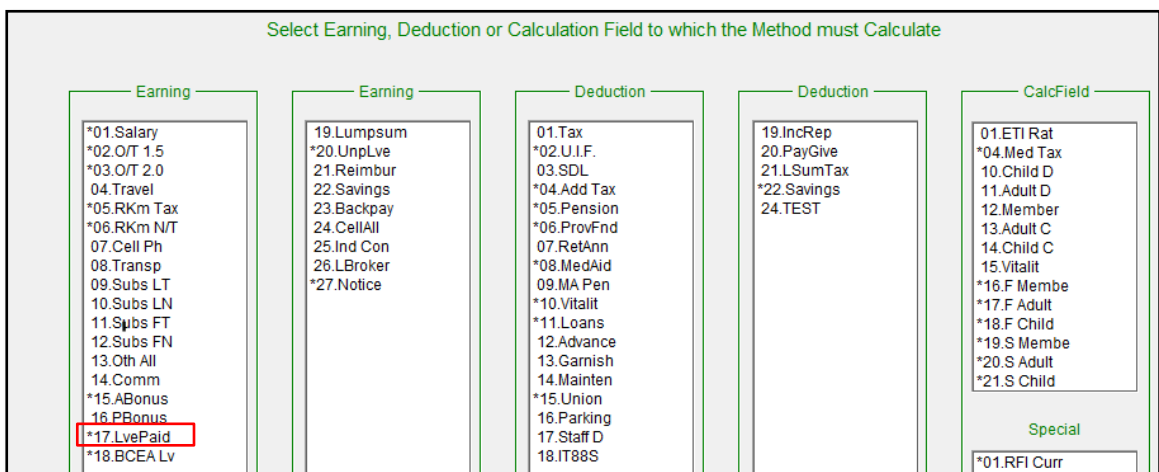
Nr.	Short	English	Alternate	Farming Type	When Taxable	RNFA	RFI	IDPS Code	Incl SNI
17	LvePaid	Leave Paid Out	Verlof Uitbetaal	Unit Inpt	Periodic	N	N	3605	F
18	BCEA LV	BCEA Leave	BCEA Verlof	Unit Inpt	Monthly	N	N	3601	F
19	Lumpsum	Lumpsum	Lumpsom	Not Calc	Never	N	N	3901	N
20	UnpLve	Unpaid Leave	Onbet Verlof	Unit Inpt	Monthly	N	Y	3601	F
21	Reimbur	Other Reimburse	Ander Terugbet	Not Calc	Never	N	N		N
22	Swiss	Swiss Payent	Swiss Verlof	Not Calc	Never	N	N		N

Add the Method of Calculation.

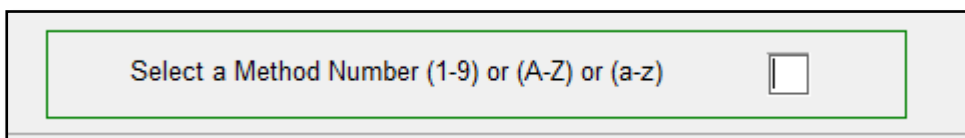
- From the Main Menu, Payroll, Definitions, Method of Calculation.



- On the next screen you will have options to Add, Change, Delete, and Close.
- Click on Add.
- Click on the Leave Paid Out earning line.



- Enter a method number.



- Select the method type as Calculations.

Please select the type of method

Fixed Amount

Calculations

Fixed Amount

Table Lookup

- Type in TPR in the first block and enter.

17.Leave Paid Out

Method No. 1.LvDays? D

Fixed Amount

Enter Method of Calculation or Formula for Calculated Amount

Employee Earning

.00

+ TPR

* Leave Taken 01

- Select Multiply.

17.Leave Paid Out

Method No. 1.LvDays? D

Fixed Amount

Enter Method of Calculation or Formula for Calculated Amount

+ Add

- Subtract

* Multiply

/ Divide

< Replace with

Employee Earning

.00

+ Term Rate P/Day

* Leave Taken 01

- Type in LD01 and enter.

17.Leave Paid Out

Method No. 1.LvDays? D

Fixed Amount

Enter Method of Calculation or Formula for Calculated Amount

Employee Earning

.00

+ Term Rate P/Day

* LD01

- Select End Formula.

17. Leave Paid Out

Method No. 1.LvDays? D

Fixed Amount

Enter Method of Calculation or Formula for Calculated Amount

Employee Earning

.00

+ Term Rate P/Day

* Leave Taken 01

= CalcAmount

.00

If Calc. Amnt is Less than Min. of

+ Add
- Subtract
* Multiply
/ Divide
< Replace with
> Replace with
I Input Shifts
E Equal
G Greater than
L Less than
M Move to
A Add to
End Formula

- Type in the Short Description as: LVDays?

Round Earning

Short Description

LvDays?

.00

This method will enable you to add the total leave days due on the employee's Payslip screen.

The Leave Paid Out amount will then be calculated on the Payslip screen and the leave days will be deducted from the leave balance on the Leave Days screen automatically with the reason, POL(Paid out leave).

001 - Monthly Leave Days Screen 31/0

001 Mr J Strydom Enga

Type	Description	From Date	To Date	First	Taken	Code	Reason	Note	Reference No	Comment
A	BCEA Annual	31/03/2017	31/03/2017	POL	11.2500	POL	Paid-out Leave		0	POL - Paid Out Leave

Confirm the amount of Leave Days due, route LD from the employee's Payslip screen.

VIP Payroll

Company Employee Payroll Personnel Memos Leave Equity Skills ESS Exit

001 - Monthly Leave Days Screen 31/03/2017 (01 of 12)

001 Mr J Strydom Engaged: 01/03/2014

Employee Control Transactions System Generated Transactions

Number of Days in Work Week: 5 Days

Working Days: Mon Tue Wed Thu Fri Sat Sun

Engaged: 01/03/2014 (3 yr 0 mth) Excl Curr Period

Leave Start Date: 01/03/2014 (3 yr 0 mth) Excl Curr Period

Leave Category: ALL ALL

Description	CD	Method	Entitlement	Cycle Date	History	Limit	Due Start	Allocated	Taken	Due End	Planned	Type	
01. BCEA Annual	N	01	15.00	01/03/2018	0.0000	0.0	M	10.0000	1.2500	0.0000	11.2500	0.0000	A
02. Sick Leave	N	01	30.00	01/03/2020	0.0000	0.0	%	0.0000	30.0000	0.0000	30.0000	0.0000	S

- Route back to the Payslip screen, route PS.
- Click in the LvePaid Amount field and select the LvDays? Method.
- Type in the amount of leave days due in the Unit field. Enter and click on Close.

The screenshot shows a dialog box titled 'METHODS' with a sub-header 'LvePaid Units'. It contains a table with three columns: 'Method No.', 'Units', and 'Total'. The first row has '1.LvDays? D' in the 'Method No.' column, '11.25' in the 'Units' column, and '.0000' in the 'Total' column. The second and third rows have empty 'Method No.' fields and '.0000' in both 'Units' and 'Total' columns. A 'Close' button with a green 'x' icon is located at the bottom center of the dialog box.

Method No.	Units	Total
1.LvDays? D	11.25	.0000
	.0000	.0000
	.0000	.0000

Close