

Leave Pay

Bi-weekly Company



In a Bi-Weekly company, 1 period refers to '2 weeks'. This is important to remember when an employee goes on leave for a length of time that does not cover a full pay period.

In the example below, the employee is going on leave for 3 weeks:

Current Bi-week		Bi-week 1		Bi-week 2	
1	2	1	2	1	2
At Work	At Work	On Leave	On Leave	On Leave	At Work
Pay LP (3 weeks) Activate 1 period of LP Deduct 1 extra week's deductions.		X		Paid 1 week's wage Deductions only for 1 week.	

Steps to follow:

- Change the Leave Pay method to calculate 1 week's Wage multiplied by the actual weeks on Leave, e.g. $RT * 40 \text{ (hours per week)} * 3 \text{ (weeks on leave)} * LP/LP$
- Activate 1 period of Leave (2 weeks).
- The deductions will have to be adjusted manually to include the extra week, or the extra week's deductions can be deducted in the first live week.
- The employee's payslip will not be frozen for 1 period. In the 2nd period only 1 week's Wage will be paid in the bi-week.
- If the deductions have not been adjusted in the 1st period, deduct the remainder of the deduction in the 2nd period.