

Leave Pay

Leave Pay Earning Line



From the Main Screen of the company go to Payroll>Definitions>Earning Definitions

- Create an earning line called Leave Pay (if not setup)
- Type of Earning - Calculated
- When Taxable – Weekly
- BCEA – Standard Fixed
- IRP5 code – 3601
- Included for SDL (Full)

Ensure the method of calculation has also been setup and that all relevant employees have been linked to the method.

- From the Main Screen of the company go to Payroll>Definitions>Methods of Calculation
 - Click on Add
 - Click on the Leave Pay line
 - The cursor will blink in the block where you need to add the method number, enter 1
 - On the next screen, select calculation from the dropdown list, Continue
 - Below the Fixed Amount block, click in the block across 'Enter Method of Calculation or Formula for Calculated Amount'

+	Wage 01-1
*	Leave Pay Periods

Type on first line: E011, enter
Select multiply, then type LP, enter

- Give it a short description
- When to be Effective is 'Always'
- Close
- System will ask you to recalculate, select Yes

If all employees in the company need to be linked it can be done via a Global Activation, if only selected employees, you will need to link them one by one, via routing MC from the Payslip Screen

- Global Activation
 - From the Main Screen of the company select Payroll>Global Activation>Methods of Calculation
 - Continue
 - Click on the Leave Pay earning line
 - Click 'Ok' on system message that pops up
 - Click on the method you would like to link all employees to
 - Click 'Ok' on system message that pops up
 - Click on the method you would like to link all employees to
 - Click on Continue on the next screen
 - Select 'Yes' when system asks if selectins are correct

- Individual Linking
 - From the Main Screen of the company select Payroll>Payslip Screen>Select employee you wish to link
 - In the routing block type 'MC', enter
 - On the Leave Pay Earning line, double click in the MC column
 - Select Method to link employee to
 - Select Close