

Leave Pay

Leave Transaction



The system has the option where a user can enter a leave transaction at the same time when doing input on the employee's Payslip.

When activating Leave Pay one must still capture the leave transactions to update the employee's leave balance.

The following must be setup up in the company for this function to work properly:

- System must be licensed for the Leave Module.
- From the Main Screen of the Company click on Leave>Leave Control
- Tick the block 'Enter Leave Transaction during Leave Payment'
- Respective Earning Line must be setup as Type of Earning 'Unit Input'.

This function cannot be used with the Leave Pay function as the Earning line for Leave Pay has to be setup as a Type of Earning 'Calculated' and not 'Unit Input'.

This cannot be changed as the method has to be set up like this for the Leave Pay activation to work correctly.

Leave transactions must be processed manually for the employees, either one by one if employees are going on leave at different times or you can process a Global Leave Transaction. Click [here](#) for more information on how to process a Global Leave Transaction.