

Payslip Screen

Leave Pay



How to Activate Leave Pay?

Leave Pay must be activated in the last week before the employee goes on leave.

To activate Leave Pay for an employee:

- Click on the <LP> button on any of the employee's Payslip Screens
- You will be prompted to enter the number of periods for which the employee will be on leave, e.g. 2.
- A red message will appear at the bottom of the screen indicating the number of periods for which Leave Pay has been activated for this employee.