

Leave

Global Leave Pay Activation



How to globally Activate Leave Pay for all employees?

From the Main Menu:

- Click on Leave
- Click on Global Leave Pay Activation
- Take note of the message and click Continue
- Make the necessary selections

The screenshot shows a configuration window for Global Leave Pay Activation. It contains two dropdown menus. The first dropdown is labeled "Number of Weeks that the Employees will be on Leave" and is set to "3 Weeks". A callout box with the text "Select the number of periods that Leave Pay must be activated for" has an arrow pointing to this dropdown. The second dropdown is labeled "Apply these changes for" and is set to "All Employees". A callout box with the text "Select which employees to apply these changes to" has an arrow pointing to this dropdown.

- Click on Continue