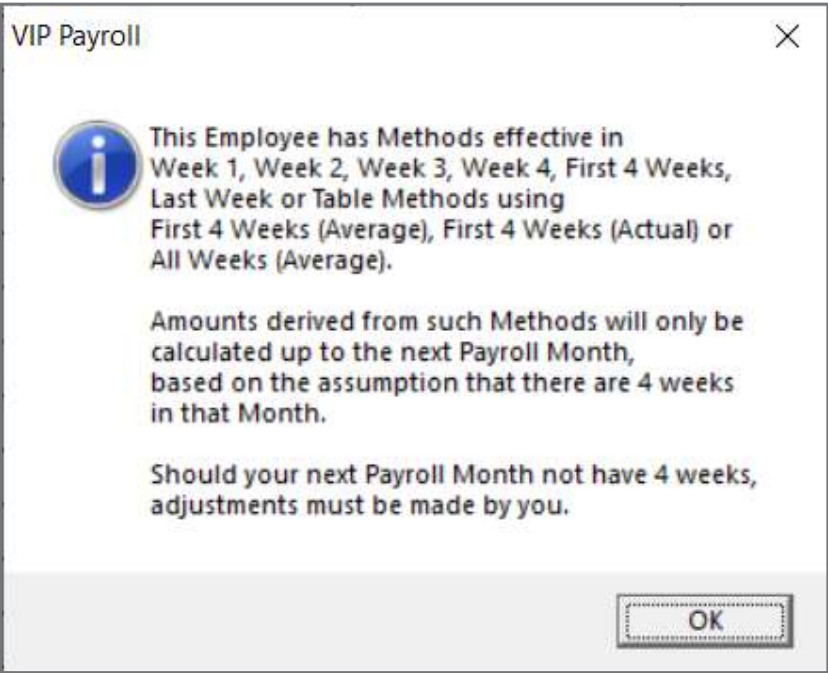


When to be Effectives on Payroll and Leave Pay

- All deductions will be multiplied by the number of Leave Periods activated, except where the Times specified are less than the number of Leave Periods.
- Type of Deduction Pension and Provident Fund calculated using Methods, are not multiplied by the Leave Periods and the Leave Pay must therefore be accommodated in the Method of calculation.
- Pension or Provident Fund calculated using the percentages on the IS screen, will multiply in the Amount column.
- All other Deductions calculated with a Method will multiply in the Amount column.
- “When to be effectives” in Methods will be applied as follows:
 - If any Deduction has a Method that is effective only in a specific period, the system will check if that period falls in the Leave Period and deduct that Deduction once.
 - If a roll over to a new month occurs in the Leave Period, a number of 4 weeks for the next month will be assumed.
 - A maximum is applied to the number of Leave Periods activated to ensure that the Leave Period does not extend over three months (more than two month-ends). A message will appear to warn the user if this is the case.



- The warning message will be generated in the following circumstances: (for single OR global leave pay activation)
- If an employee is linked to any Methods or Sub-screen lines flagged as “When to be effective” Last week. The assumption is made that the “next month” has only 4 weeks.
- If an employee is linked to any Methods or Sub-screen lines using any “When to be effective”, and the Leave Pay Periods will extend over three months.

The following table explains when the warning message will appear:

Employee is linked to Method with “When to be effective” Last week		
Company Date	LP periods activated	Warning
Week 5 of 5 of May	4	Yes – we are not sure if week 4 of 4 of the following month is the last week.
Week 3 of 5 of May	5	NO – we are not going to calculate a value for the last week when to be effective as LP will not include week 4 of 4 of the following month – we are not making any assumptions so we do not need a message.
Week 5 of 5 of May	4	Yes – we are not sure if week 4 of 4 of the following month is the last week.

Employee is linked to any Method with “When to be effective”		
Company Date	LP periods activated	Warning
Week 5 of 5 of May	4	NO - we can calculate for the next 4 weeks of the following month. A message will only be displayed if the employee is linked to a “when to be effective” Last week.
Week 3 of 5 of May	5	NO - we are not making any assumptions, so we do not need a message.
Week 5 of 5 of May	5	YES - we are not 100% sure that the following month will only have 4 weeks so we cannot

		calculate any “when to be effectives” further than that. No calculations will be done for the last week of LP as this will be in the 3rd month.
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All “when to be effectives” using the Average option will be calculated based on an average of 4 weeks (2 bi-weeks) for the second month of Leave pay activation.

All Methods with “when to be effective” Always will always be effective and generate no warning message when Leave Pay is activated.