

Employee Annual Leave Entitlement Worksheet

Notes Tips & Recommendations

This worksheet is provided for users of SmoothPay to guide in the correct calculation of current leave entitlements and the values to be placed in the employee's Holiday Setup screen. Photocopy as many of these forms as you require.

Notes

Note 1

"Anniversary date" If an employee started less than 12 months ago, use their start date, otherwise use their last anniversary date.

Note 2

"earnings" includes all taxable earnings and taxable allowances, except sick and ACC (yes, it includes overtime)

Note 3

"hours" includes all time worked or on holiday, except overtime, sick and ACC

Note 4

- Calculate the hours (Note 3) since employee's start date until last anniversary,
- multiply by 6% to produce leave entitlement since start date (in hours),
- deduct any annual leave hours taken since start date until last anniversary to produce Total A

NOTE: 3 weeks annual leave is equivalent to 6% (produces 124.8 hours for 52weeks * 40hours)
4 weeks annual leave is equivalent to 8%

Recommendations

Part time employees, or employees who work irregular hours, or employees who you grant leave entitlements to at intervals less than 12 months should accumulate annual leave on a percentage basis each pay period.

Full time employees, or those working a fixed regular number of hours are traditionally granted their leave entitlement annually, but may also accumulate it on a percentage basis if desired.

Questions & Answers

Why does SmoothPay work with leave in hours?

Because the basic unit of work is the hour (excepting piece workers who are paid by production).

Because an employee who works irregular hours (say he works 2 hours one day, 5 hours the next and so on) does not have a "week" equivalent, so SmoothPay should be set to calculate leave entitlements on a per pay period basis as a percentage of time worked.

How can I work out how much an employee has earned since their start date (or any other date)?

Use the Pay Range Summary Report. If the employee started working for you prior to the first pay processed by SmoothPay, you will need to add the totals from prior pay periods as well.

I need more help - where do I go?

Please use the online help (just press F1 key) and use the search, screen shots and dialogs to help you set your system up correctly. There are over 100 pages of online help designed to assist you.

You can use the Test and Training Data supplied to experiment and try out changes on fictitious employees before committing changes to your own employees.

If you still cannot solve the problem or you need help with a new feature, contact Procomp Systems for support.
