

Sage WageEasy

Bringing in leave values

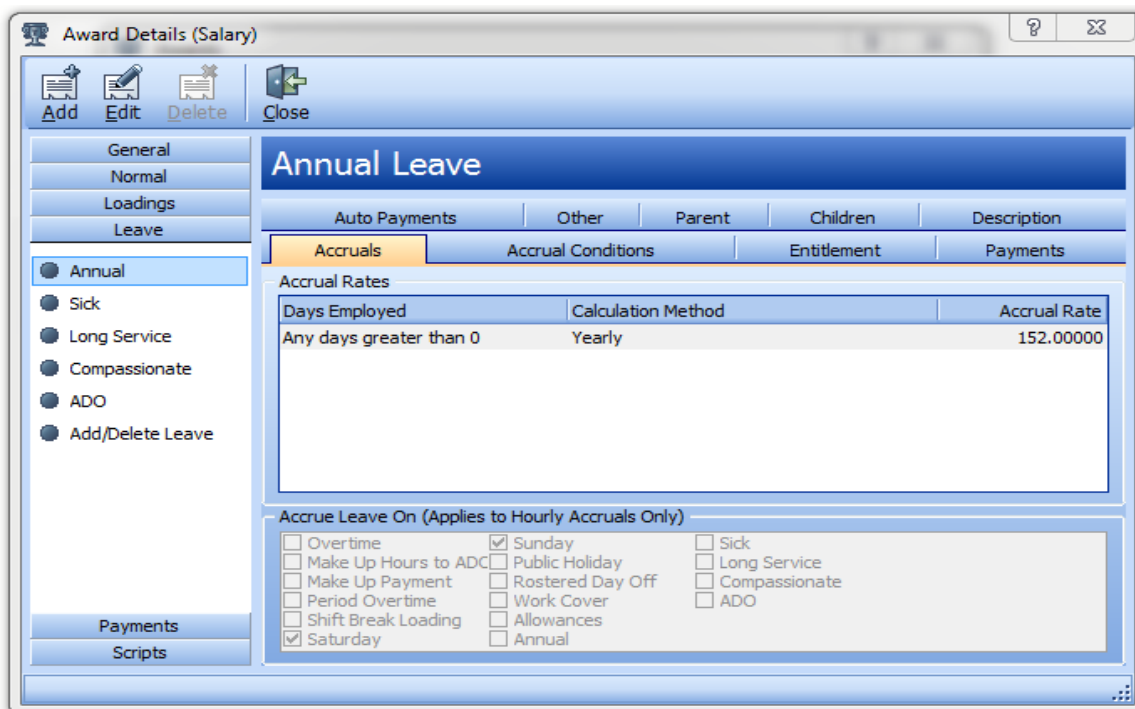
Purpose: The purpose of this document is to assist you with a recommended procedure for entering Employee Leave balance entitlements when you are moving across from another payroll system to Sage WageEasy Payroll.

1. Confirm how the Employees will be accruing leave in Sage WageEasy.

- Please go to Set Up / Awards / Select each Award in turn / Leave tab and make note of the Award selected (Award details), the Leave Types within, and the Calculation Method for each type.

The most common leave types would be;

- Annual Leave:
- Sick leave:
- Long Service Leave:
- Please note that leave can be accrued in different ways in different awards. It is imperative that all Awards be checked.



The screenshot shows the 'Award Details (Salary)' window in Sage WageEasy. The 'Leave' tab is selected, and the 'Annual Leave' section is active. The 'Accruals' sub-tab is selected, showing a table with the following data:

Days Employed	Calculation Method	Accrual Rate
Any days greater than 0	Yearly	152.00000

Below the table, there is a section for 'Accrue Leave On (Applies to Hourly Accruals Only)' with various checkboxes:

- Overtime
- Make Up Hours to ADC
- Make Up Payment
- Period Overtime
- Shift Break Loading
- Saturday
- Sunday
- Public Holiday
- Rostered Day Off
- Work Cover
- Allowances
- Annual
- Sick
- Long Service
- Compassionate
- ADO

Reports / Staff Listing / By Awards / Print to make note of which Award each Employee is applicable to.

Employees with Yearly and Hourly Leave accruals in the Award

In the employees file:

Nominate an entitlement date in your previous payroll system. Most often this will need to fall in line with a Pay period end date if your old payroll system updates leave during the processing of wages. This is the date that the Employees will have accrued leave up to in your old system. Please create the required Leave Entitlement Report from your previous system with the referenced date.

If your previous payroll system accrues in decimals please make sure your entitlement values are converted into hours and minutes.

For instance seven and a half hours in decimals (7.5) is 7:30 in Sage WageEasy

Please go into the employee file, into 'Leave' and 'Annual'.

When the Employee is entered into Sage WageEasy a few or one date line for leave accruals will appear. These dates or date will reflect the Employees Start and/or Award date.

Please see the below illustration



In this example, the employee's information has been entered with a start and award date of 01/01/2005. The Employee is attached to an Award that accrues yearly Annual leave and as a result the Leave accrual has backdated.

Delete any other lines of leave, other than the two you have just added. This is the only time we would recommend deleting lines of leave.

The screenshot shows the 'Employee Details' window for employee 'TEE' with the name 'Testing, Employee Leave'. The 'Annual Leave' section is active, displaying a table with the following data:

Date From	Accrued	Adjustment	Taken	Surrendered	Entitlement
30/03/2009	13:45	0:00	0:00	0:00	13:45
29/03/2009	0:00	42:36	0:00	0:00	42:36
					56:21

Below the table, there are summary boxes for Accruals (13:45), Taken (42:36), and Planned (0:00). The 'Accruals' tab is selected at the bottom.

You have now created an easy reconciliation for leave as the two lines with the two dates represent the balance from the old payroll system (the cut off date) and Sage WageEasy moving forward by taking over the accrual.

Please repeat this process for each Employee for all their Leave types that are either Yearly or Hourly.