

TIMES EPAYROLL GUIDE

(How to Give Additional Annual Leave Leave/Off-In-Lieu Entitlement)

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Created: 06/09/2020

<u>Last Revised By</u>	<u>Date</u>

How to Add One Day Annual Leave/Off-In-Lieu to Leave Entitlement

This guide will show you how you can add additional leave entitlement such as Annual leave or off-in-lieu when employees work during a public holiday/non working day.

1. Processing of Additional Leave Entitlement.

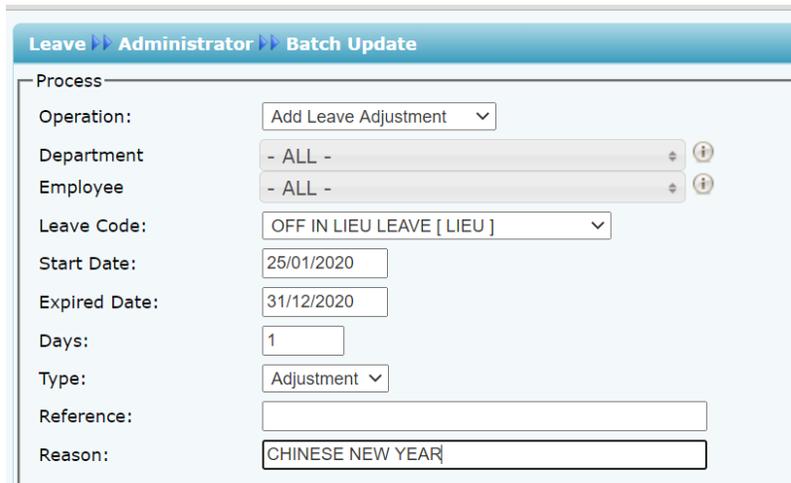
For example, in year 2020, Chinese New Year (25/01/2020) falls on Saturday and Saturday is rest day where there is no public holiday replacement on Monday. Hence, company decided to entitle an off-in-lieu/1 day of annual leave to their employees.

Click on the **Batch Update** option in the Administrator menu to access the Batch Update web page.

Enterprise

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How to Give Additional Annual Leave/Off-in-Lieu Entitlement



Leave Administrator Batch Update

Process

Operation: Add Leave Adjustment

Department: - ALL -

Employee: - ALL -

Leave Code: OFF IN LIEU LEAVE [LIEU]

Start Date: 25/01/2020

Expired Date: 31/12/2020

Days: 1

Type: Adjustment

Reference:

Reason: CHINESE NEW YEAR

Look for '**Operation**' and select '**Add Leave Adjustment**' from the drop down list.

You may filter employee by Department or employee name if this additional leave adjustment is not applicable to all employee.

Look for '**Leave Code**' and select either '**ANNU**' or '**LIEU**' depending on the entitlement your company would like to give out.

Select the '**Effective date**' as '**25/01/2020**'

In the '**Day**' field, key in the number of day/s

Lastly you may key in the **reason** e.g. '**Chinese New Year**' for this adjustment under the 'Reason' field. Then click 'Process'

2. Checking of the Leave Adjustment.

2.1 Click on the **Leave Adjustment** option in the Administrator menu to access the Leave Adjustment web page.

Enterprise

-  [Public Holiday Setup](#)
-  [Work Day Setup](#)
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2.2 In the Leave Adjustment Record, you should see 1 day of Annual leave/off-in-lieu is added in the record for each employee.

Leave >> Administrator >> Leave Adjustment

Department:

Employee:

Leave Code:

Type	Leave	Effective Date	Expired Date	Day	Hour	Taken	Balance	Forfeit	Approval	Remarks
 Adjustment	OFF IN LIEU LEAVE [LIEU]	25/01/2020	31/12/2020	1	0	0	1	0	Yes	CHINESE NEW YEAR
Total				1	0	0	1	0		

- End -