TIMES SOFTWARE

TIMESPAY 8

How to Mass Credit Additional Annual Leave /Off-In-Lieu Entitlement

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.

1.1 For example, in year 2010, Labor Day (01/05/2010) falls on Saturday and Saturday is off day where there is no public holiday replacement on Monday. Hence, company decided to entitle an off-in-lieu or 1 day of annual leave to their employees.

1.2 Proceed to 'Utility' and select the 'Leave Utility' option.

Figure 1.1

1.3 Select the option 'Leave Process', look for 'Operation' and select '**Add Adju Leave Ent**' from the drop down list.

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'**.

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

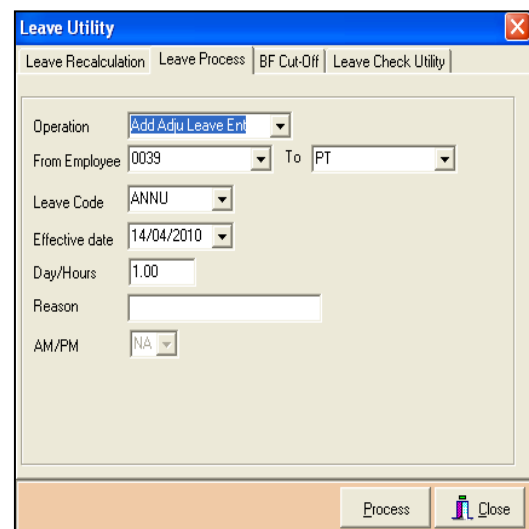Lastly you may key in the **reason** e.g. 'Labor Day'. Then click 'Process'.

Figure 1.2

2. Checking of the Leave Adjustment.

2.1 Proceed to 'Leave Application' and select the 'Leave Adjustment Record' option.

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 Code	Effective Date	Day/Hours	Expiry Date	Approval	Remarks
ANNU	01/05/2010	1		Yes	Labor Day Leave Adjustment

	Leave Code	Date	Day/Hour	Taken	Balance	Expired Date	Remarks
*	ANNU	01/05/2010	1	0			Labor Day Leave Adjustment

Figure 2.0

2.3 You may want to proceed to 'Leave Application' and select the 'Leave Entitlement' option. Select the leave code 'ANNU' depending what you have processed for the company. After which, you should be able to see a value of 1 day in the field 'Adju'.

Code	Description	Full	Adju	Cur. Yr Entitle	BF	Forfeit	YTD Entitle	Total Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	14.00	1.00	14.00	0.00	0.00	5.00	6.00	0.00	6.00

Important notes: You can apply the 'QUERY' before you run the step 1.3 if you wish to run the process for certain group of staff which does not apply to all staff.