

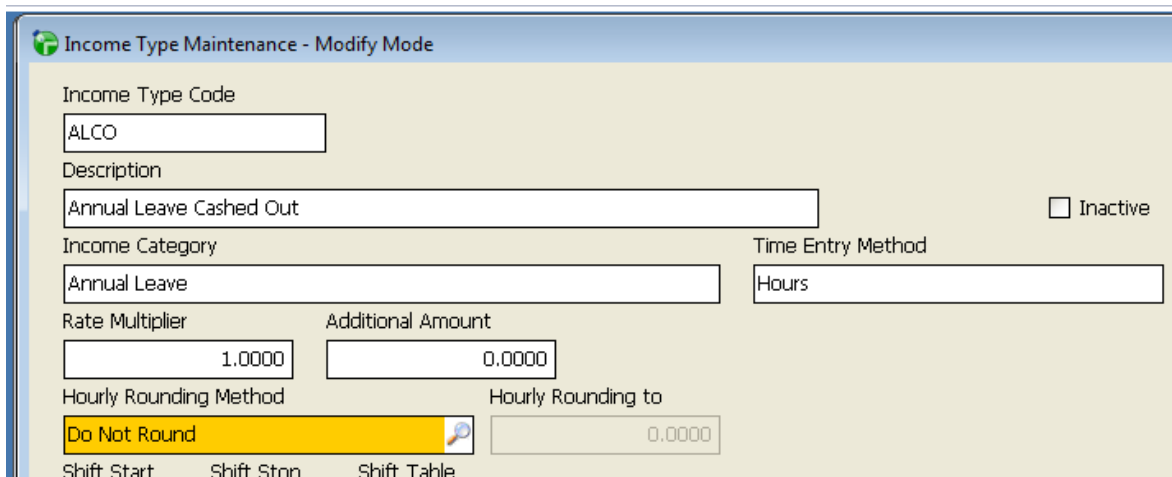
ATTACHE PAYROLL

Cashing Out Annual Leave for hourly accrual employees

Where an employee is linked to a leave table that is set to accrue on an hourly basis, a problem arises when they cash out annual leave. Attaché would normally accrue additional leave on these hours which is usually incorrect. The steps below save having to do a manual adjustment to correct this. Two new Income Types are required.

Screen 1 – Income ALCO (Annual Leave Cashed Out)

This is in the category Annual Leave so it will accrue annual leave and any hours against it will deduct from accrued AL (basically this is the same as normal annual leave but allows for identifying cashed out leave from ordinary leave in reporting).



Income Type Maintenance - Modify Mode

Income Type Code: ALCO

Description: Annual Leave Cashed Out Inactive

Income Category: Annual Leave Time Entry Method: Hours

Rate Multiplier: 1.0000 Additional Amount: 0.0000

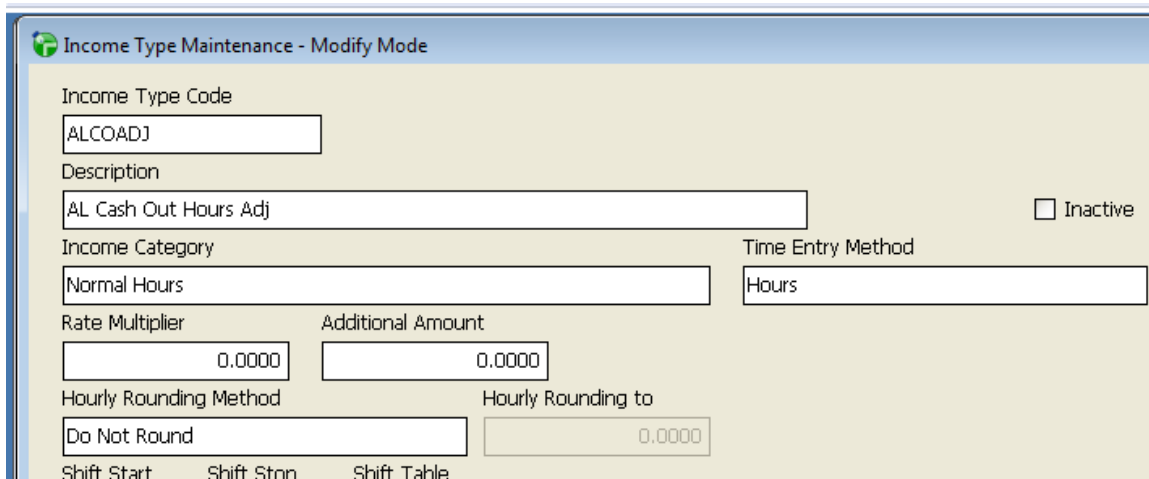
Hourly Rounding Method: Do Not Round Hourly Rounding to: 0.0000

Shift Start Shift Stop Shift Table

Screen 2 – Income ALCOADJ (AL Cash Out Hours Adj)

This is in the category Normal Hours so it will accrue annual leave but hours put against this income type will not add or deduct from accrued AL.

Note that the rate multiplier is 0



Income Type Maintenance - Modify Mode

Income Type Code: ALCOADJ

Description: AL Cash Out Hours Adj Inactive

Income Category: Normal Hours Time Entry Method: Hours

Rate Multiplier: 0.0000 Additional Amount: 0.0000

Hourly Rounding Method: Do Not Round Hourly Rounding to: 0.0000

Shift Start Shift Stop Shift Table

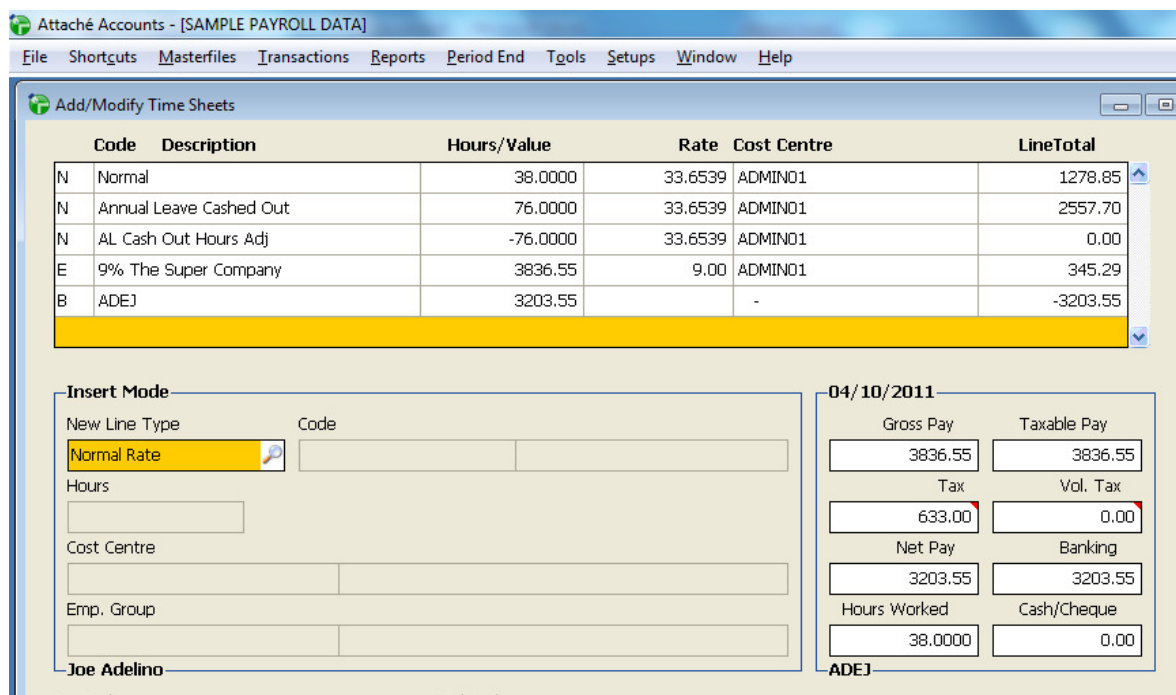
Screen 3 – When you do the timesheet entry for cashing out leave you will need to enter 2 lines.

First line will be for the number of hours being cashed out using ALCO

Second line will be a negative quantity of the number of hours being cashed out.

Note that this is an adjustment to hours only and dollar amount is 0

Note that the total hours worked will display their actual hours worked and will not include the hours being cashed out.



Attaché Accounts - [SAMPLE PAYROLL DATA]

File Shortcuts Masterfiles Transactions Reports Period End Tools Setups Window Help

Add/Modify Time Sheets

Code	Description	Hours/Value	Rate	Cost Centre	LineTotal
N	Normal	38.0000	33.6539	ADMIN01	1278.85
N	Annual Leave Cashed Out	76.0000	33.6539	ADMIN01	2557.70
N	AL Cash Out Hours Adj	-76.0000	33.6539	ADMIN01	0.00
E	9% The Super Company	3836.55	9.00	ADMIN01	345.29
B	ADEJ	3203.55	-	-	-3203.55

Insert Mode

New Line Type: Normal Rate Code: []

Hours: []

Cost Centre: []

Emp. Group: []

Joe Adelino

04/10/2011

Gross Pay	3836.55	Taxable Pay	3836.55
Tax	633.00	Vol. Tax	0.00
Net Pay	3203.55	Banking	3203.55
Hours Worked	38.0000	Cash/Cheque	0.00

ADEJ

Screen 4 – Leave history report showing that the cashed out hours have been deducted from total accrual and that the current accrual was only calculated on the ACTUAL hours worked.

Employee Leave History Report



che
0/11

Attache Sample Payroll Company
EMPLOYEE LEAVE HISTORY REPORT
No Date Range

Emp.Code	Employee Name	Date	Hours Worked	Entitled Owing	Pro Rata Owing	Contingent Owing	Leave Code
WATJ	Jacqui Watson			Leave Start Date: 03/10/11	Hours per Day: 7.60		
Annual Leave							
Note		04/10/11	Hours per Day has changed from 8.00 to 7.60				
Note		04/10/11	Leave accrual code has changed from AL to AL2				
Adjustment		04/10/11		152.000000000			Hours AL2
Comments			Opening Balance				
Accrual		04/10/11	38.0000		2.923076920		Hours AL2
Entitlement		04/10/11		2.923076920	-2.923076920		Hours AL2
Taken		04/10/11		-76.000000000			Hours AL2
Rounding				0.000023080			
Accrued to Last Ent.Date		04/10/11 04/10/11	38.0000	78.9231	0.0000	0.0000	Hours AL2
Employee Leave Totals in Hours				Entitled	Pro Rata	Contingent	
Annual Leave				78.9231			Hours