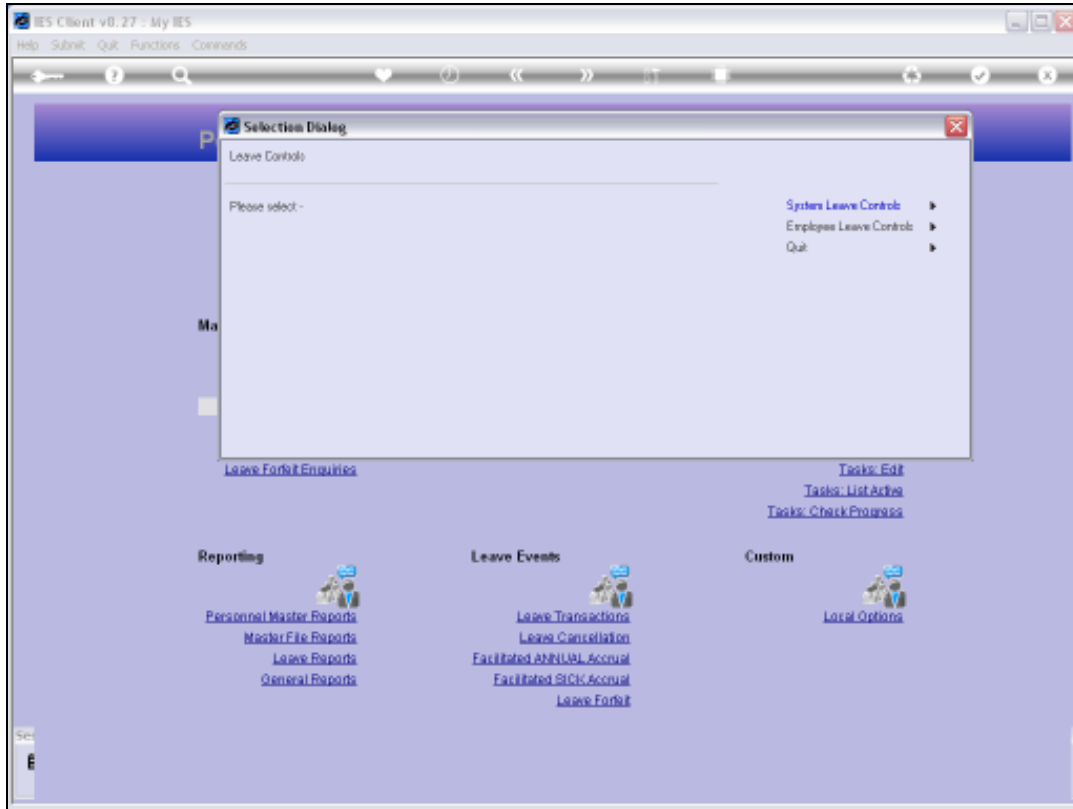Slide 1

Slide notes: The Leave System requires some parameters to be set, and we find a 'Leave Controls' option at the 'Master Files' menu.

Slide 2

Slide notes: For this, we choose 'System Leave Controls'.

Slide 3

Slide notes: The Leave Type Controls have an impact on how Leave will be calculated for each Employee, i.e. whether Saturdays, Sundays and Public Holidays are counted as 'days used' or not. It is important to view the Help on each of these prompts and to ensure the correct setting is selected to achieve the result required in accordance with Company policies.

Slide 4
Slide notes:

Slide 5
Slide notes:

Slide 6
Slide notes:

Slide 7

Slide notes: Facilitated Leave Accrual options are dependent on the default rule programs, or else custom rules program need to be inserted.

Slide 8

Slide notes: This is also where we may indicate whether negative leave balances are allowed for Annual and Sick Leave or not.
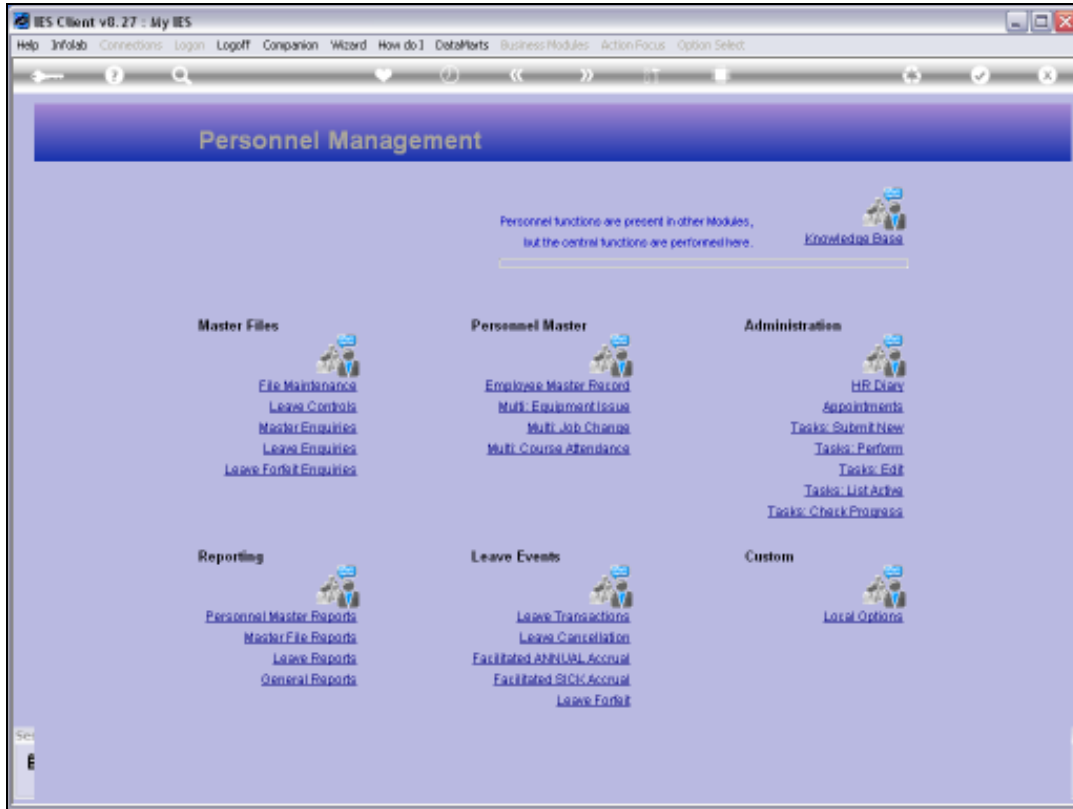
Slide 9

Slide notes: And we should also list the Public Holidays that are recognized by our Company. The public Holidays may include days for multiple years, and we only remove prior Holidays when there will be no more new Leave Transactions captured that include or span those dates.
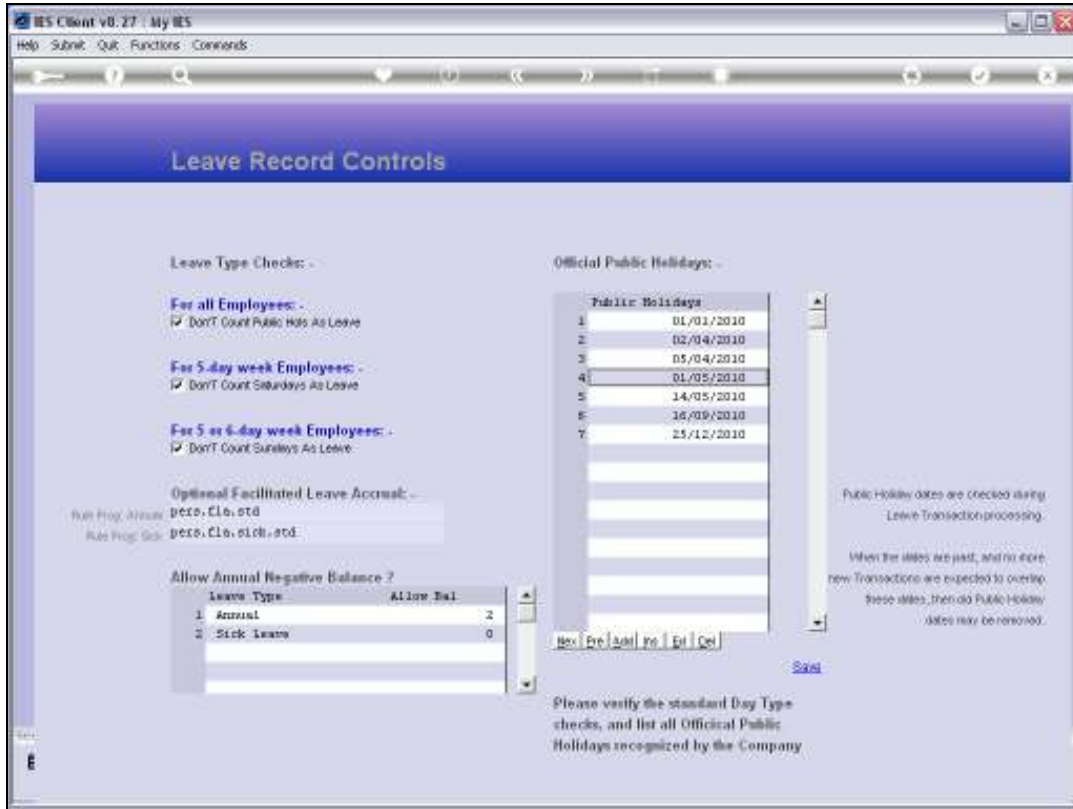
Slide 10

Slide notes:

Slide 11
Slide notes:

Slide 12
Slide notes: