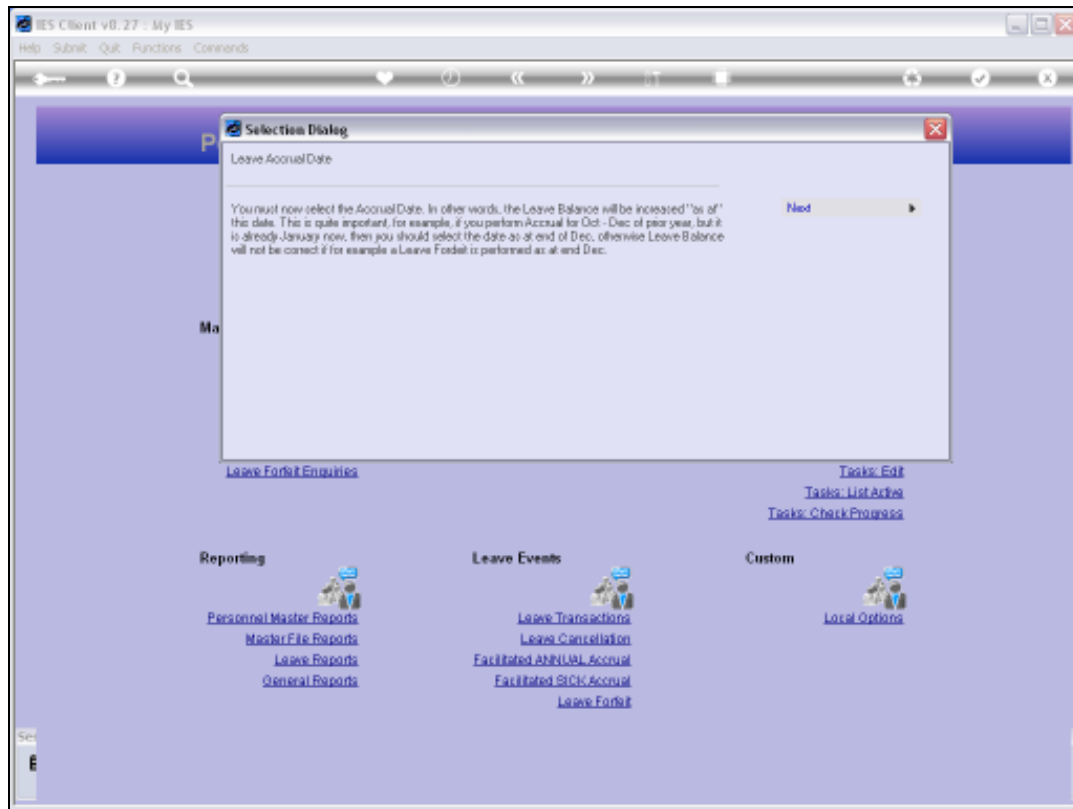Slide 1

Slide notes: At the 'Leave Events' menu, we have an option for 'Facilitated Annual Accrual'.

Slide 2

Slide notes: Leave Accruals can be performed manually by the Personnel Department, automatically by the system as based on settings, or it can be performed with this option. In this case, we periodically accrue Annual Leave credit to all Active Employees based on our control settings, which determine that when we use this option, then each Employee gets 3 days Annual Leave credit. These settings can be different at each company, and in this example, we use this facility every 3 months to give all Employees 3 days Annual Leave credit.

Slide 3

Slide notes: It is important to select the correct Accrual Date, and that is the Date at which the Leave Balance is adjusted for each Employee.
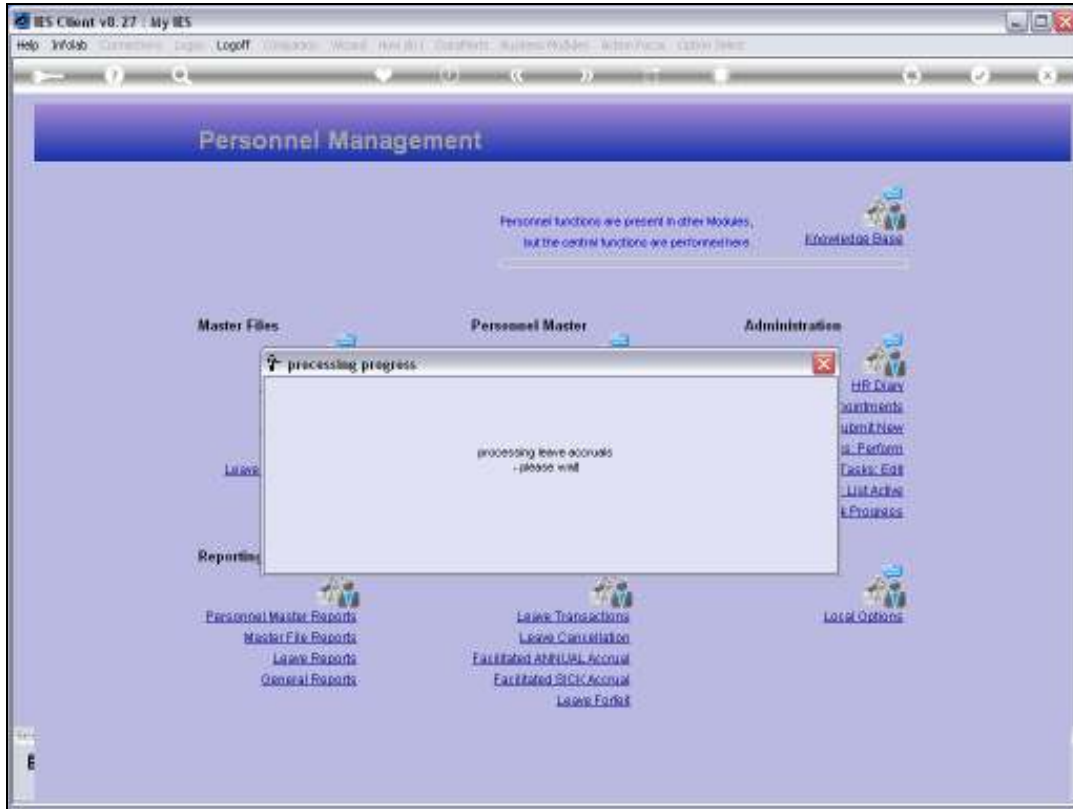
Slide 4
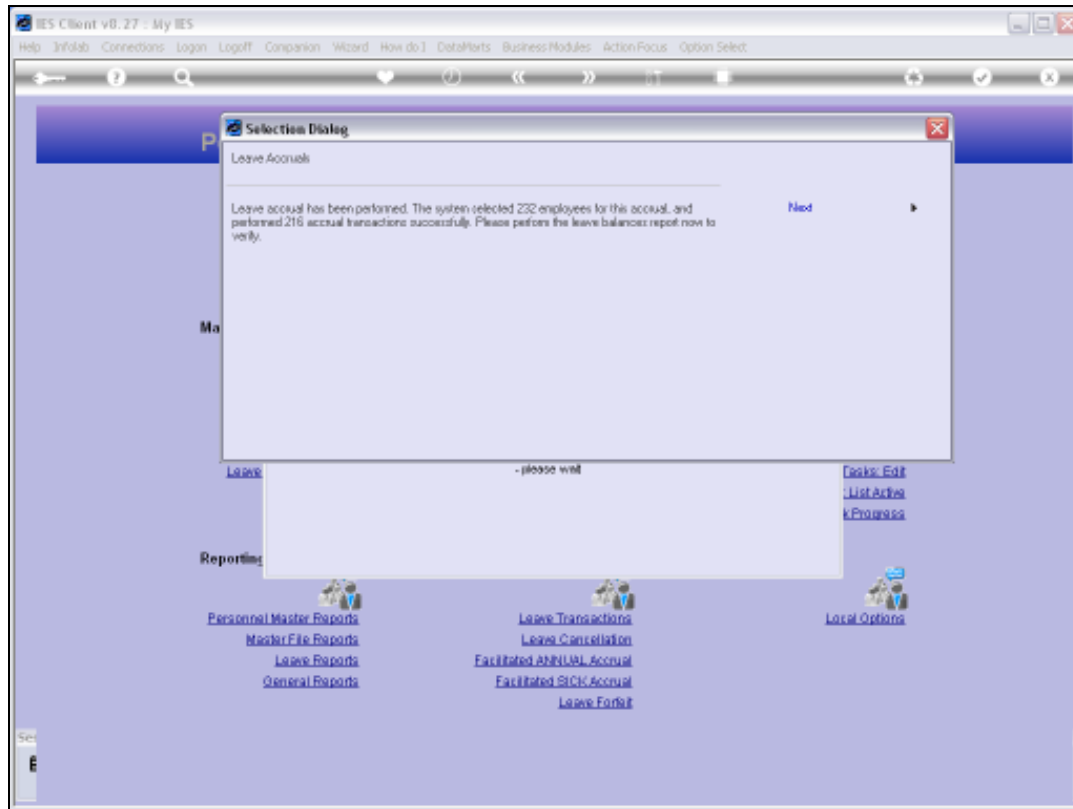
Slide notes:

Slide 5

Slide notes: Although today is 29 May, we select the Accrual Date as 31 May.

Slide 6

Slide notes:

Slide 7

Slide notes:

Slide 8

Slide notes: The system concludes the Leave Accrual exercise and informs us of the result. After performing this accrual, it is a good idea to run a Leave Balances Report to verify that the Accrual has delivered the expected result.

Slide 9

Slide notes: In our example, we will just show an Employee Leave History record, and we can see that the most recent Leave Transaction at the top of the list is the Accrual that has just been performed for 3 Days Annual Credit.
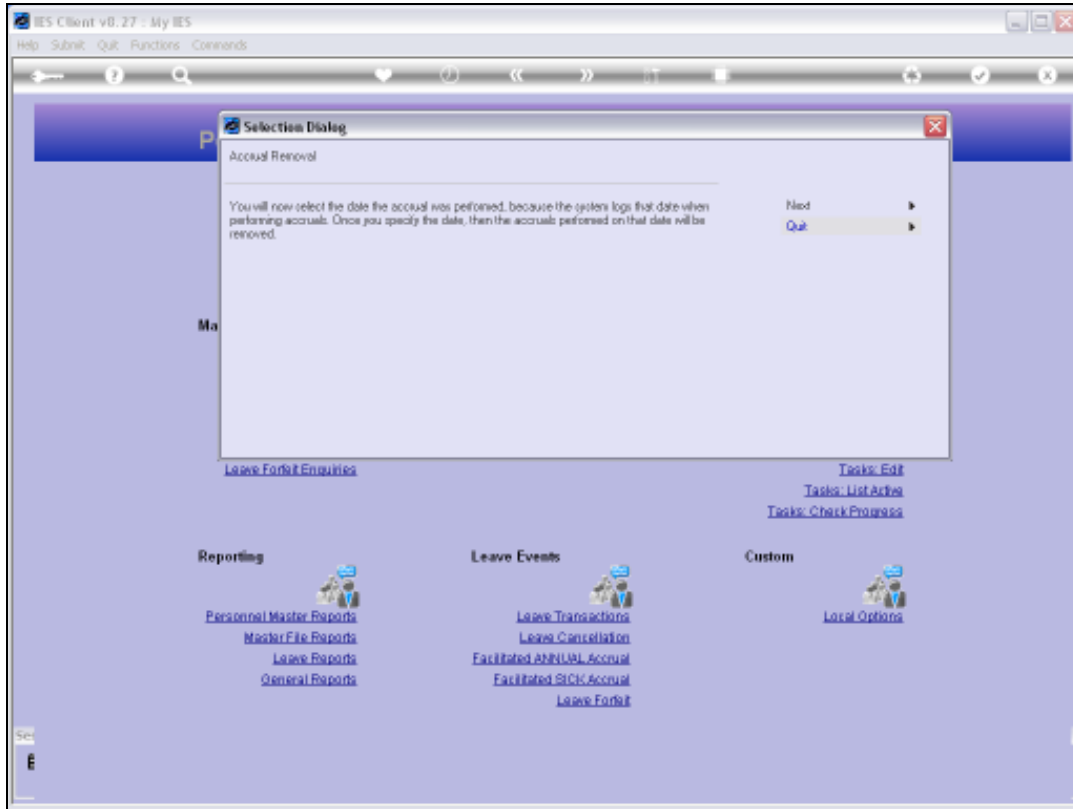
Slide 10
Slide notes:

Slide 11

Slide notes: Next, we will use the same option and show how we can undo what we have done before.
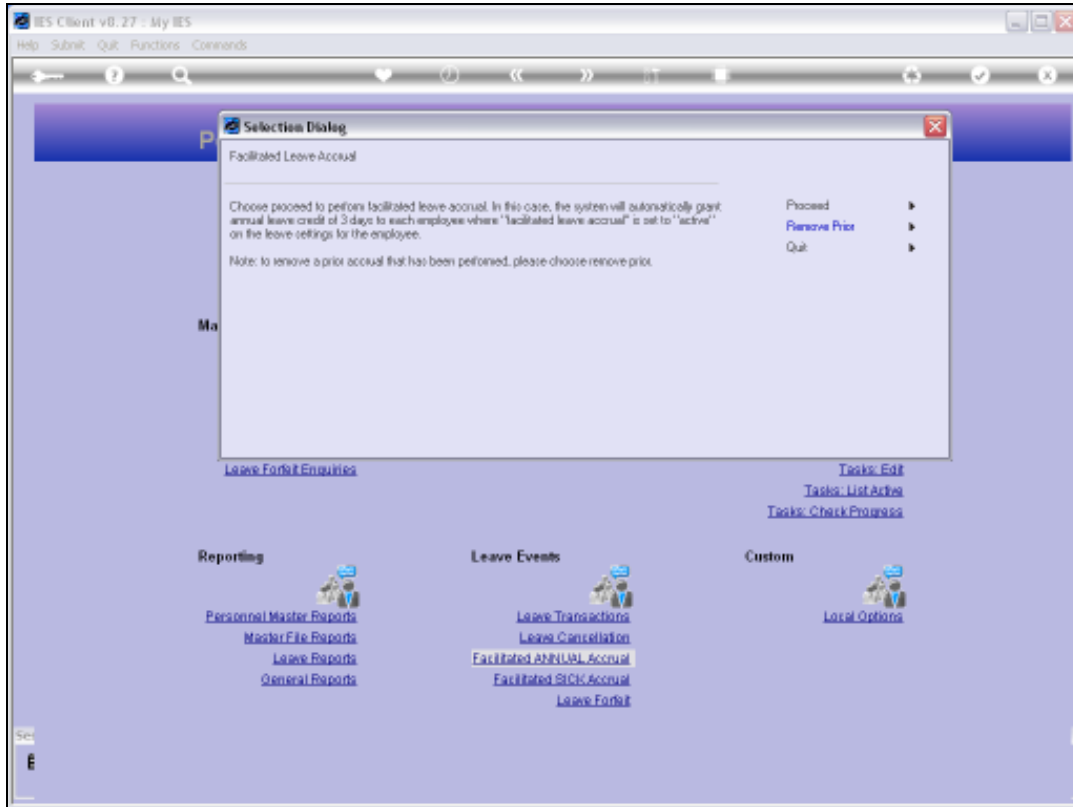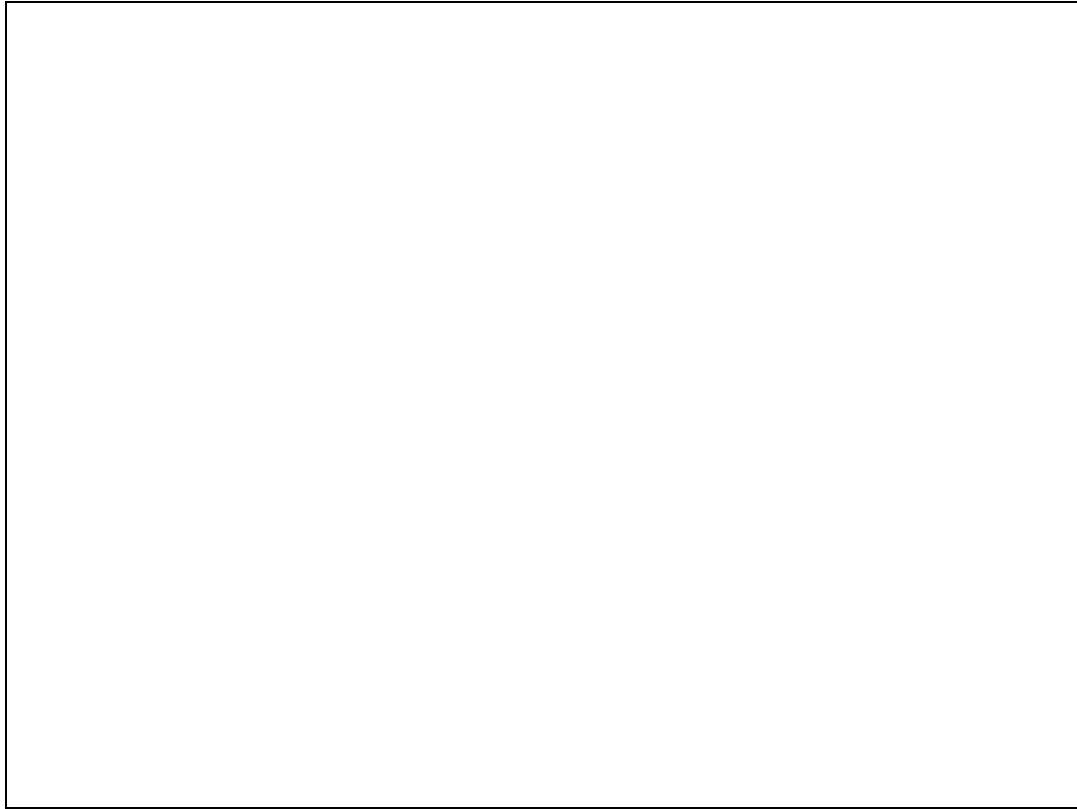
Slide 12

Slide notes: This time we select 'Remove Prior'.
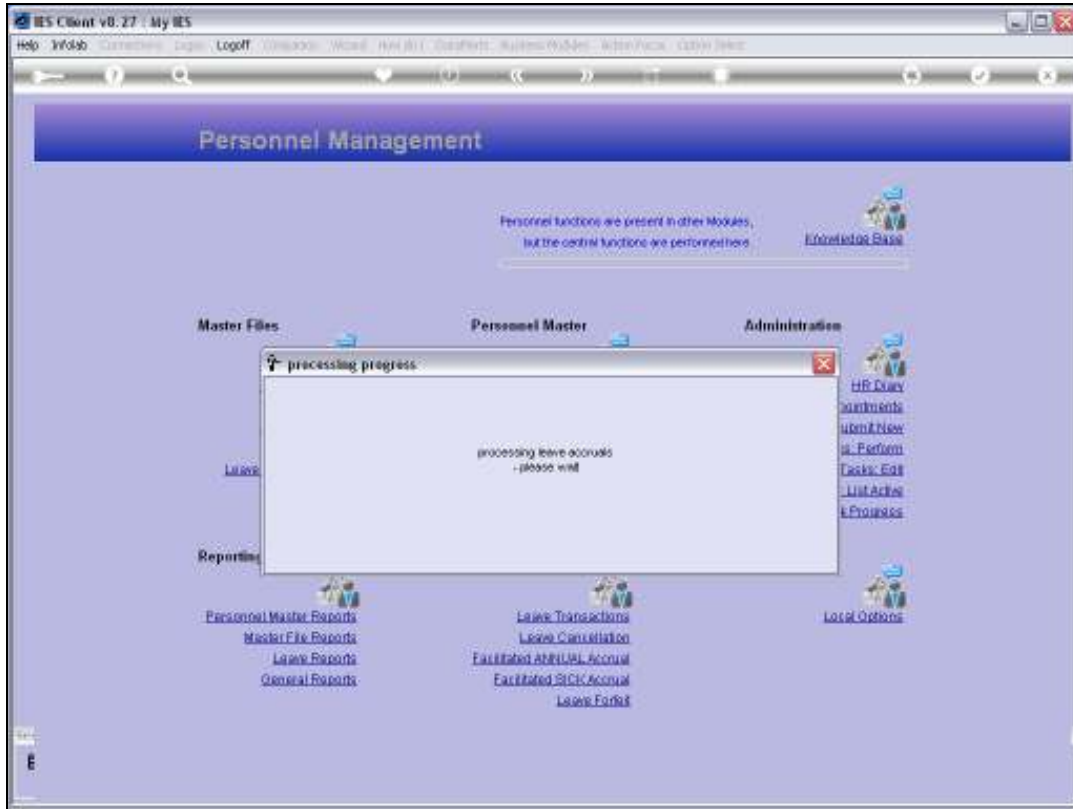
Slide 13

Slide notes:

Slide 14

Slide notes: It is necessary to select the Date when we performed the Accrual that we want to undo, not the Accrual Date, but the Date when we performed it. So therefore, in this case, the Date is 29 May.
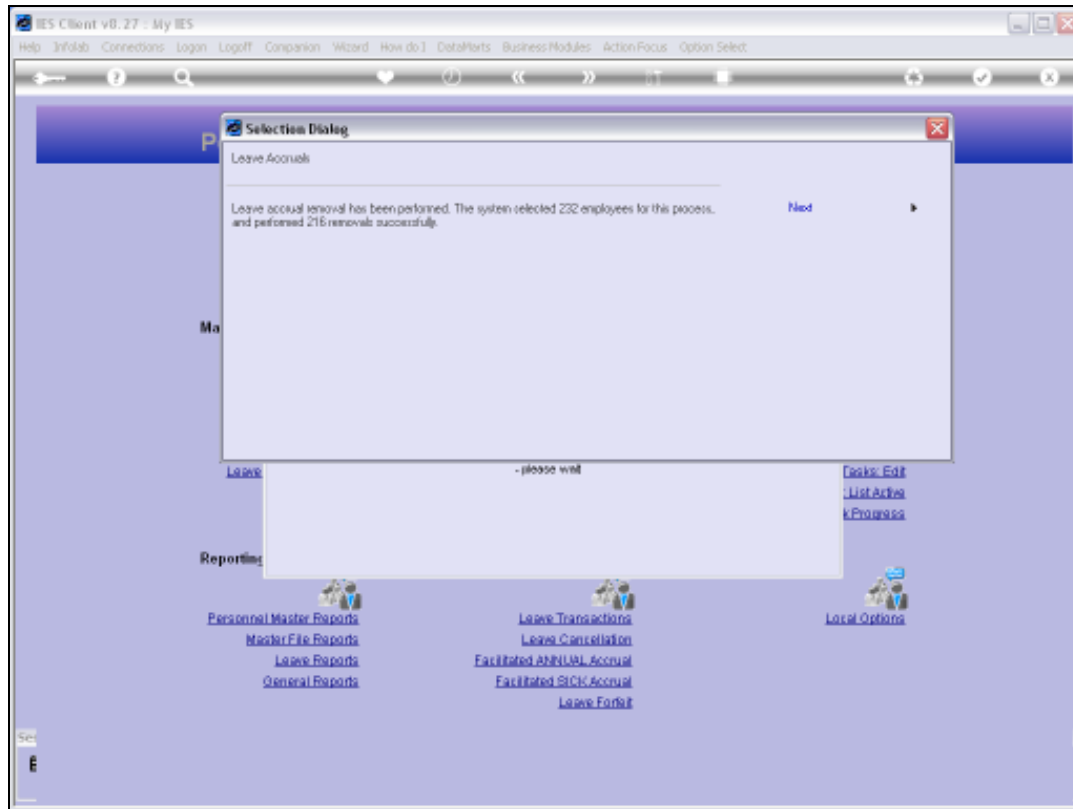
Slide 15
Slide notes:

Slide 16
Slide notes:

Slide 17

Slide notes:

Slide 18

Slide notes: The system reports back that the prior Accrual has been successfully removed.

Slide 19

Slide notes: And if we check the same Employee as before, we can see that the Accrual Transaction is no more there.

Slide 20
Slide notes: