



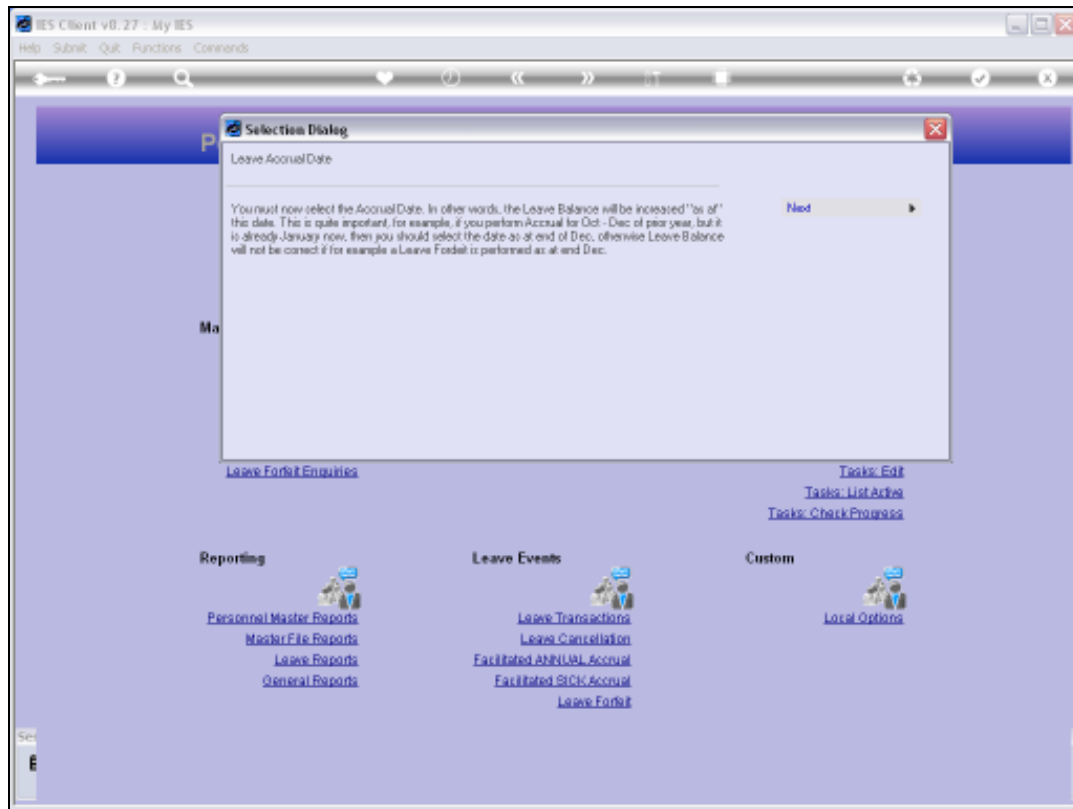
Slide 1

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:

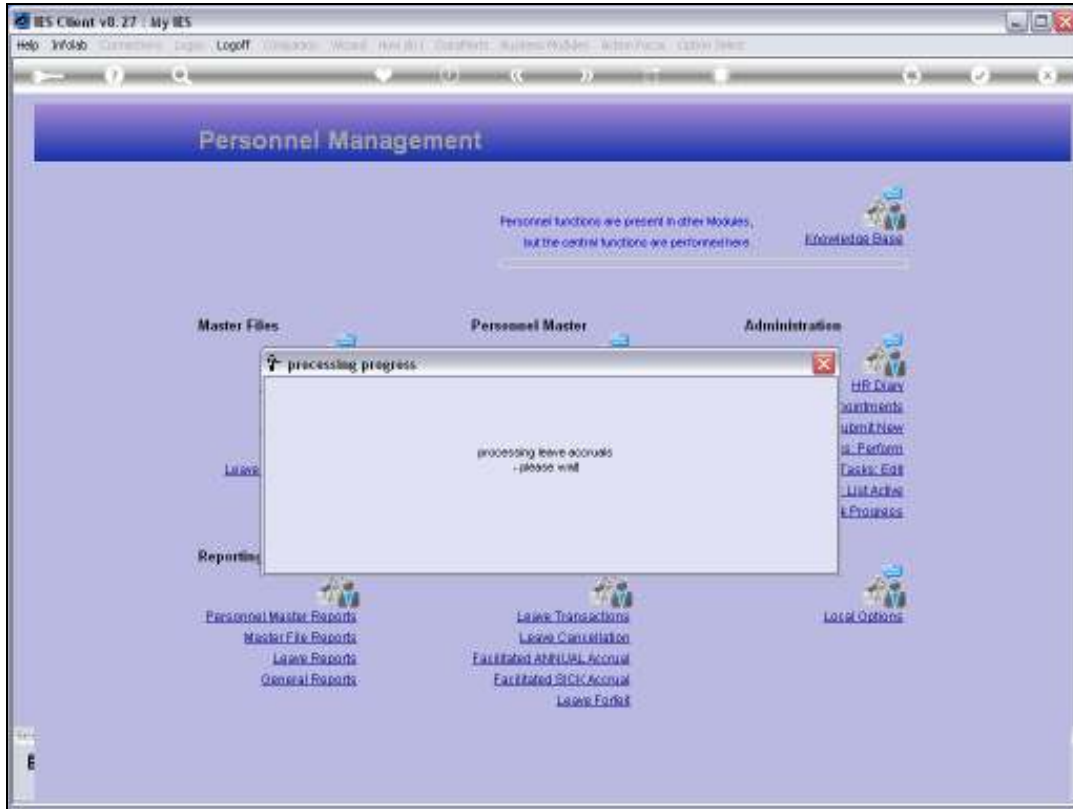


Slide 5

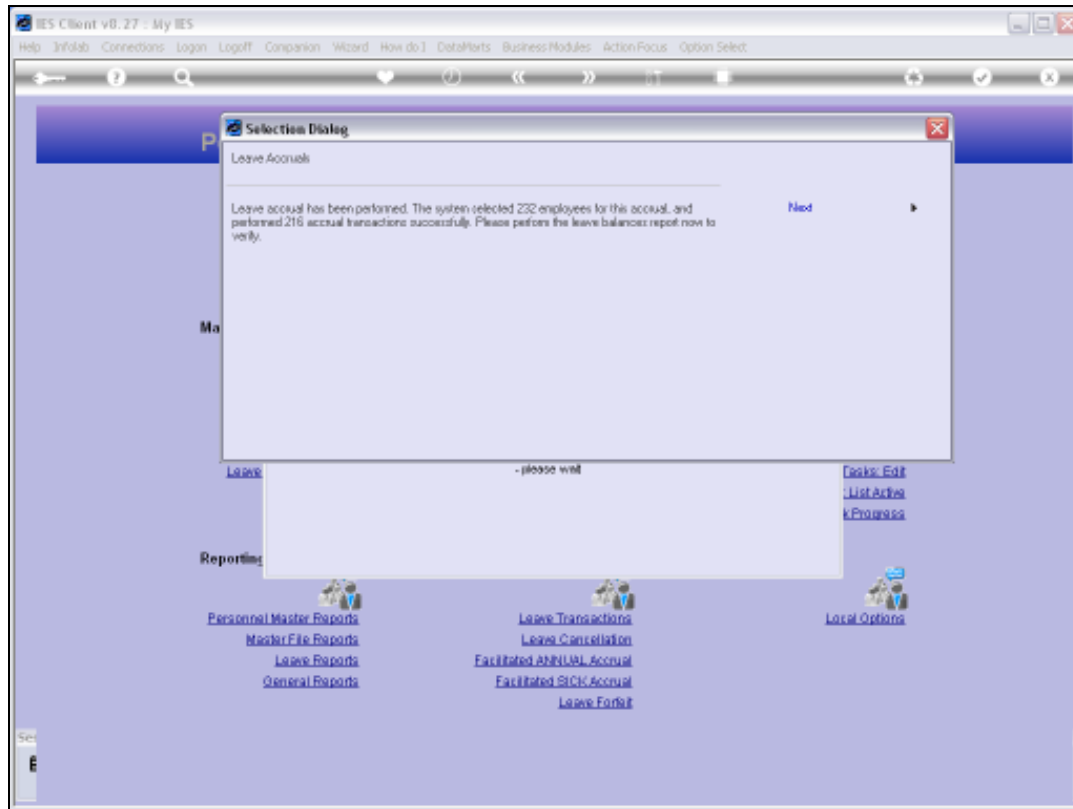
Slide notes: Although today is 29 May, we select the Accrual Date as 31 May.



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.

IES Client v8.27 : My IES

Help Submit Quit Functions Comments

Leave Data Enquiry

Employee Code: 1004 Mrs Chan

Given Names: 1 Lisa M.

Gender: Female
 Date Of Birth: 16/07/1976
 Department: 094 Finance
 Current Job: 011 Finance & Accounting staff
 Leave Group: 6

Leave Balances: - [View Leave](#)

Leave Type	Balance
1 Annual	10
2 Casual	0
3 Compassionate	7
4 In Lieu	0
5 Sick Leave	9
6 School Leave	0
7 Unpaid Leave	0

[Leave Taken Detail](#) [Sort by Date](#)
[Leave Report](#) [Cancel Leave Line](#) [Sort by Type](#)

Leave History: -

>>>	Date On		Date From	Date To	Type	Bal	Days	Done By	Remarks
1	29/05/2010	+	31/05/2010	31/05/2010	Annual	10	3	Barry	system accrual
2	19/04/2010	-	16/04/2010	16/04/2010	Sick Leave	9	1	Diana	absent - auto deduct
3	02/04/2010	+	01/04/2010	01/04/2010	Annual	7	3	Peter	system accrual
4	25/03/2010	-	03/04/2010	03/04/2010	Annual	4	1	Diana	leave taken
5	29/01/2010	-	08/02/2010	08/02/2010	Annual	5	1	Diana	leave taken
6	26/01/2010	-	23/01/2010	23/01/2010	Annual	6	1	Diana	absent - auto deduct
7	12/01/2010	+	12/01/2010	12/01/2010	Sick Leave	10	1	Peter	system accrual: sick
8	12/01/2010	+	12/01/2010	12/01/2010	Annual	7	3	Peter	system accrual
9	08/12/2009	-	05/12/2009	05/12/2009	Annual	4	1	Diana	absent - auto deduct

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.

Leave Data Enquiry

Employee Code: 1004 Mrs Chan

Given Names
1 Lisa M.

Gender: Female
Date Of Birth: 14/07/1974
Department: 094 Finance
Current Job: 011 Finance & Accounting staff
Leave Group: 6

Leave Balances:

Leave Type	Balance
1 Annual	10
2 Casual	0
3 Compassionate	7
4 In Lieu	0
5 Sick Leave	9
6 School Leave	0
7 Unpaid Leave	0

Leave History:

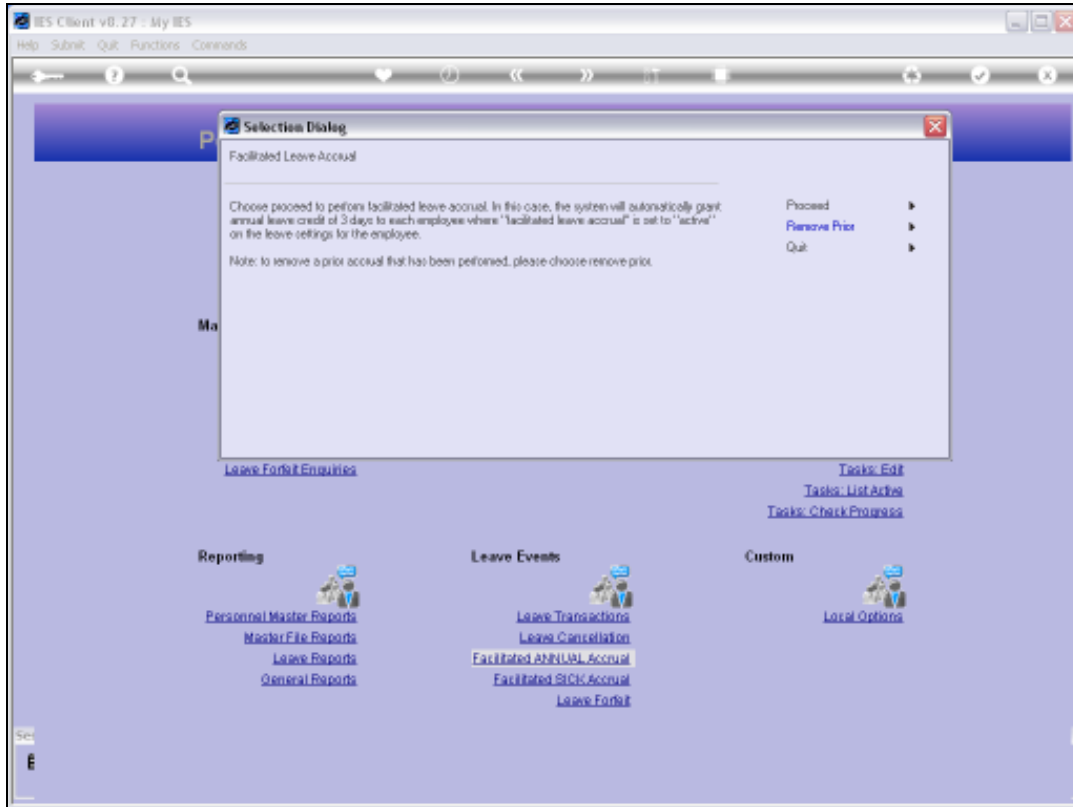
>>>	Date On		Date From	Date To	Type	Bal	Days	Done By	Remarks
1	29/05/2010	+	31/05/2010	31/05/2010	Annual	10	3	Barry	system accrual
2	19/04/2010	-	16/04/2010	16/04/2010	Sick Leave	9	1	Diana	absent - auto deduct
3	02/04/2010	+	01/04/2010	01/04/2010	Annual	7	3	Peter	system accrual
4	25/03/2010	-	03/04/2010	03/04/2010	Annual	4	1	Diana	leave taken
5	29/01/2010	-	08/02/2010	08/02/2010	Annual	5	1	Diana	leave taken
6	26/01/2010	-	23/01/2010	23/01/2010	Annual	6	1	Diana	absent - auto deduct
7	12/01/2010	+	12/01/2010	12/01/2010	Sick Leave	10	1	Peter	system accrual: sick
8	12/01/2010	+	12/01/2010	12/01/2010	Annual	7	3	Peter	system accrual
9	08/12/2009	-	05/12/2009	05/12/2009	Annual	4	1	Diana	absent - auto deduct

Slide 10
Slide notes:



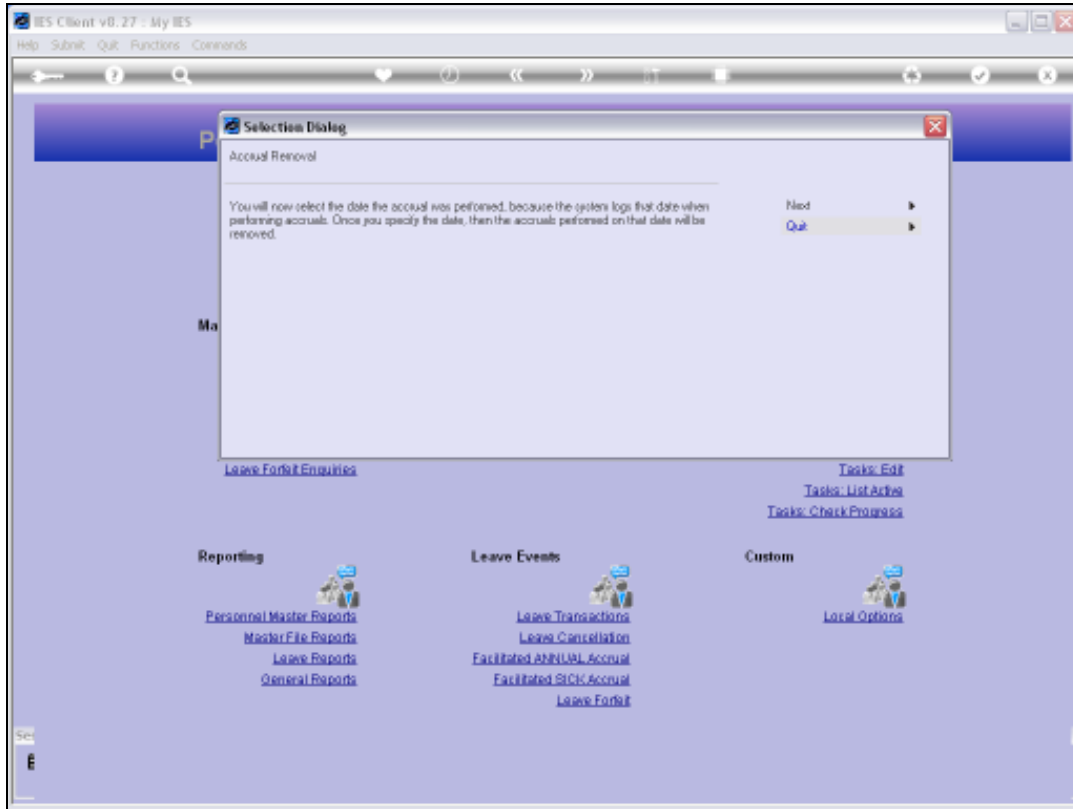
Slide 11

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

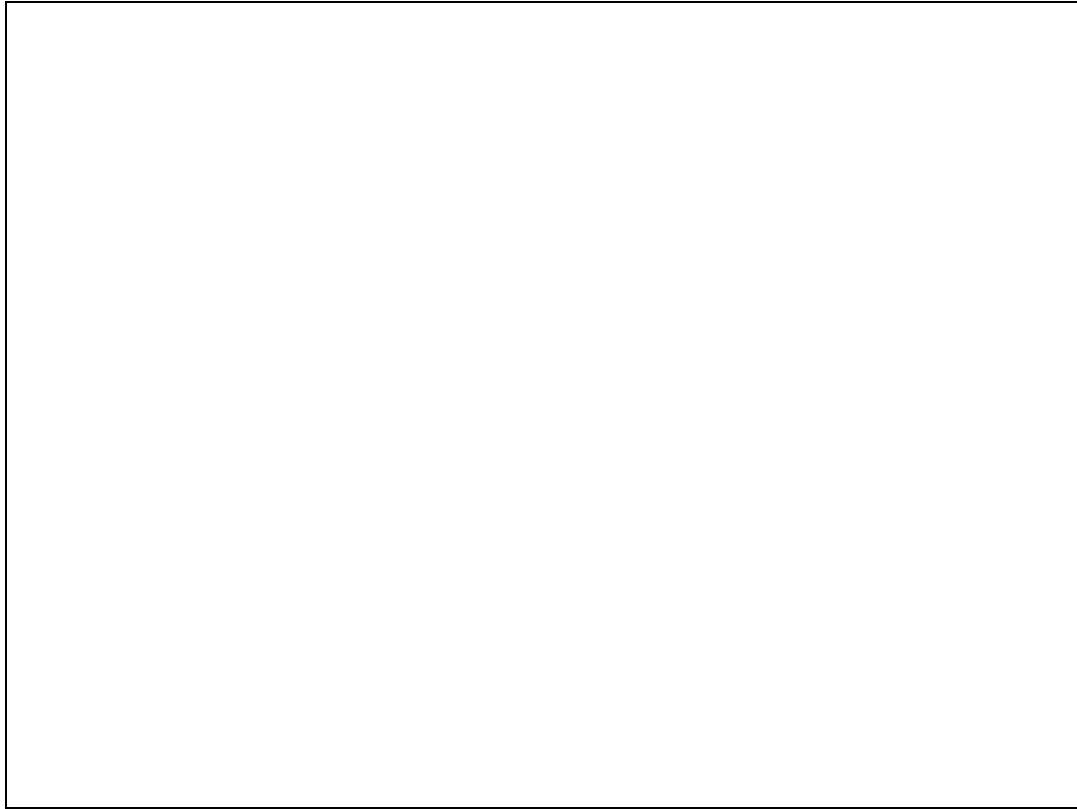


Slide 12

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



Slide 13
Slide notes:



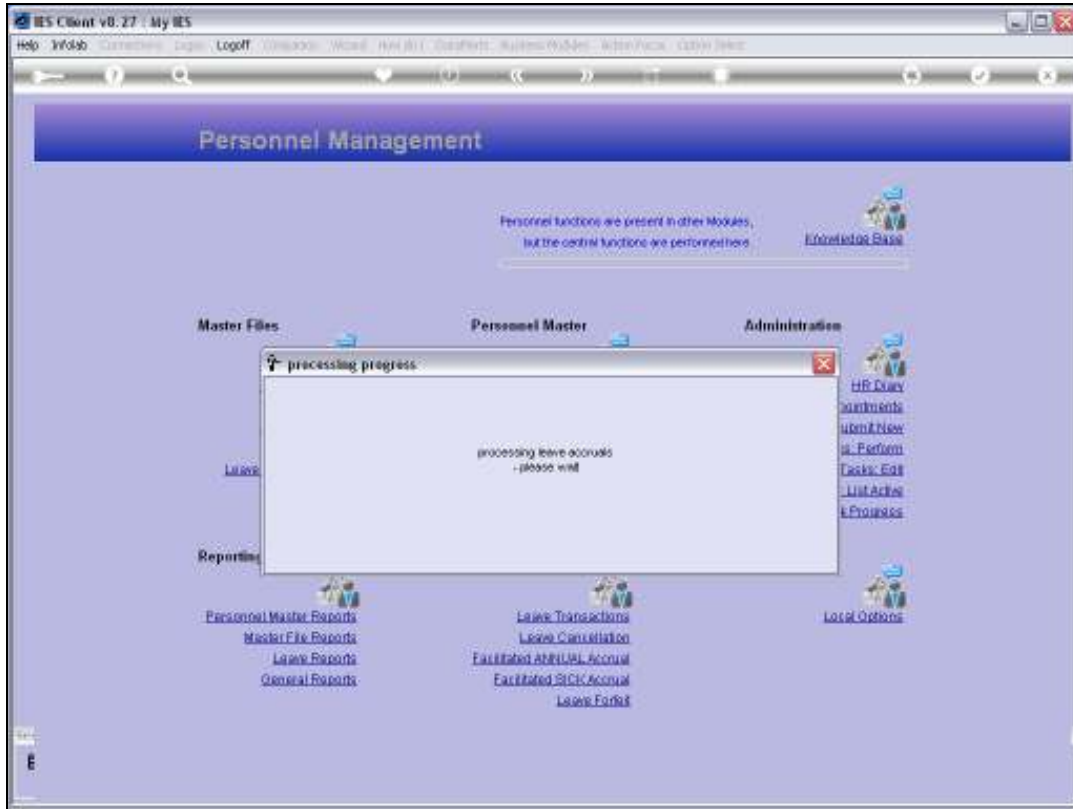
Slide 14

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:

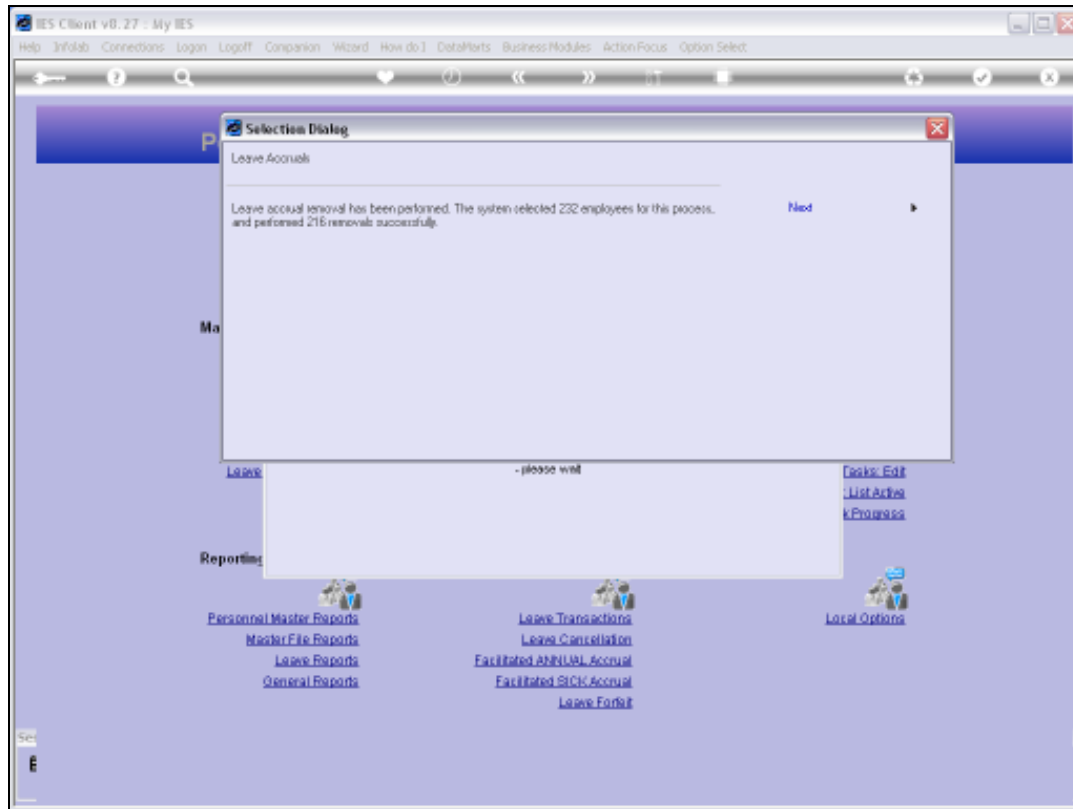


Slide 16

Slide notes:



Slide 17
Slide notes:



Slide 18

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

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Help Submit Quit Functions Comments

Leave Data Enquiry

Employee Code: 1004 Mrs Chan

Given Names: 1 Lisa M.

Gender: Female
 Date Of Birth: 16/07/1976
 Department: 094 Finance
 Current Job: 011 Finance & Accounting staff
 Leave Group: 6

Leave Balances: - [View Leave](#)

Leave Type	Balance
1 Annual	7
2 Casual	0
3 Compassionate	7
4 In Lieu	0
5 Sick Leave	9
6 School Leave	0
7 Unpaid Leave	0

[Leave Taken Detail](#) [Sort by Date](#)
[Leave Report](#) [Cancel Leave Line](#) [Sort by Type](#)

Leave History: -

>>>	Date On	Date From	Date To	Type	Bal	Days	Done By	Remarks
1	19/04/2010	-	16/04/2010	Sick Leave	9	9	1 Diana	absent - auto deduct
2	02/04/2010	+	01/04/2010	Annual	7	3	Peter	system accrual
3	25/03/2010	-	03/04/2010	Annual	4	1	Diana	leave taken
4	29/01/2010	-	08/02/2010	Annual	5	1	Diana	leave taken
5	26/01/2010	-	23/01/2010	Annual	6	1	Diana	absent - auto deduct
6	12/01/2010	+	12/01/2010	Sick Leave	10	1	Peter	system accrual: sick
7	12/01/2010	+	12/01/2010	Annual	7	3	Peter	system accrual
8	08/12/2009	-	05/12/2009	Annual	4	1	Diana	absent - auto deduct
9	18/11/2009	-	28/11/2009	Annual	5	1	Diana	leave taken

Slide 19

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

Leave Data Enquiry

Employee Code: 2004 Mrs Chan

Given Names
1 Lisa M.

Gender: Female
Date Of Birth: 18/07/1978
Department: 094 Finance
Current Job: 011 Finance & Accounting staff
Leave Group: 6

Leave Balances:

Leave Type	Balance
1 Annual	7
2 Casual	0
3 Compassionate	7
4 In Lieu	0
5 Sick Leave	9
6 School Leave	0
7 Unpaid Leave	0

[View Leave](#)

[Leave Taken Detail](#) [Sort by Date](#)
[Leave Report](#) [Cancel Leave Line](#) [Sort by Type](#)

Leave History:

>>>	Date On	Date From	Date To	Type	Bal	Days	Done By	Remarks
1	19/04/2010	-	16/04/2010	Sick Leave	9	1	Diana	absent - auto deduct
2	02/04/2010	+	01/04/2010	Annual	7	3	Peter	system accrual
3	25/03/2010	-	03/04/2010	Annual	4	1	Diana	leave taken
4	29/01/2010	-	08/02/2010	Annual	5	1	Diana	leave taken
5	26/01/2010	-	23/01/2010	Annual	6	1	Diana	absent - auto deduct
6	12/01/2010	+	12/01/2010	Sick Leave	10	1	Peter	system accrual: sick
7	12/01/2010	+	12/01/2010	Annual	7	3	Peter	system accrual
8	08/12/2009	-	05/12/2009	Annual	4	1	Diana	absent - auto deduct
9	18/11/2009	-	28/11/2009	Annual	5	1	Diana	leave taken

Slide 20
Slide notes: