



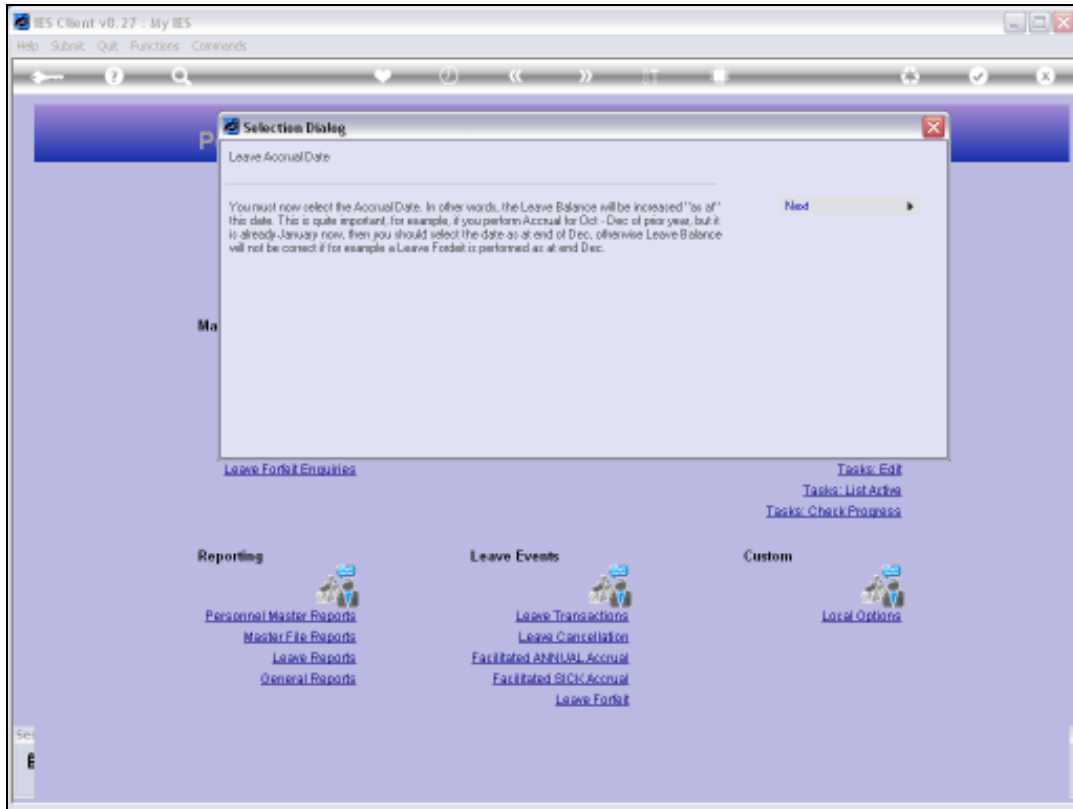
## Slide 1

Slide notes: We will now show how Sick Leave Accrual can be performed with the option provided at the 'Leave Events' menu.



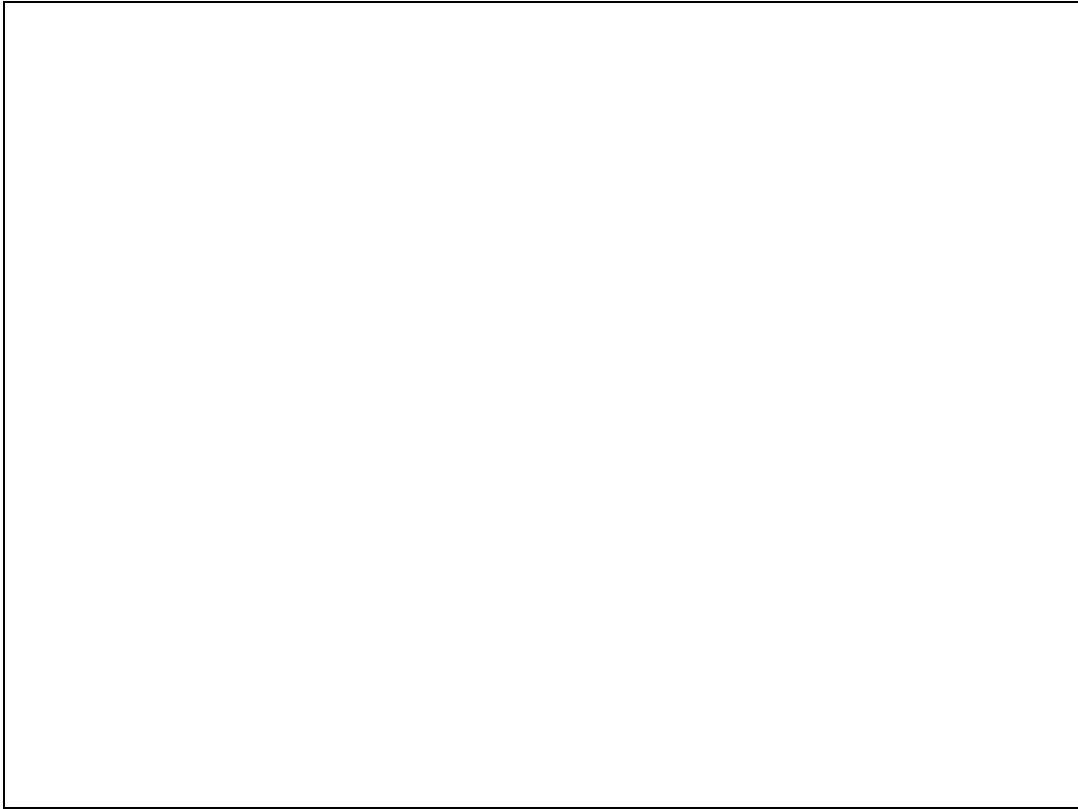
## Slide 2

Slide notes: Sick Leave Accrual can be performed dependent on our Company settings, which in this example is based on a maximum balance of 10 Days for Sick Leave for any Employee. In other words, when we perform the Sick Leave Accrual, and an Employee has 9 days credit at the moment for Sick Leave, then only 1 day will be added to leave a maximum of 10 days.



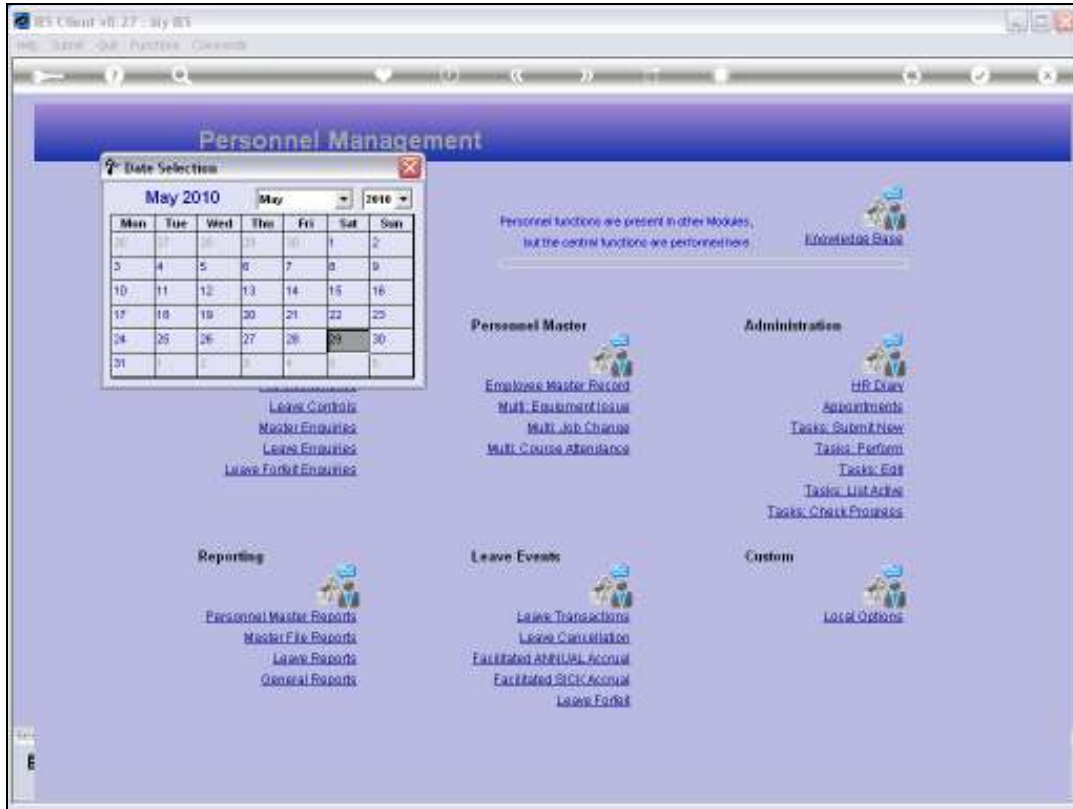
Slide 3

Slide notes: We select the Accrual Date, which is the date at which the latest Sick Leave Balance for an Employee is tested to determine how many days may be accrued.



Slide 4

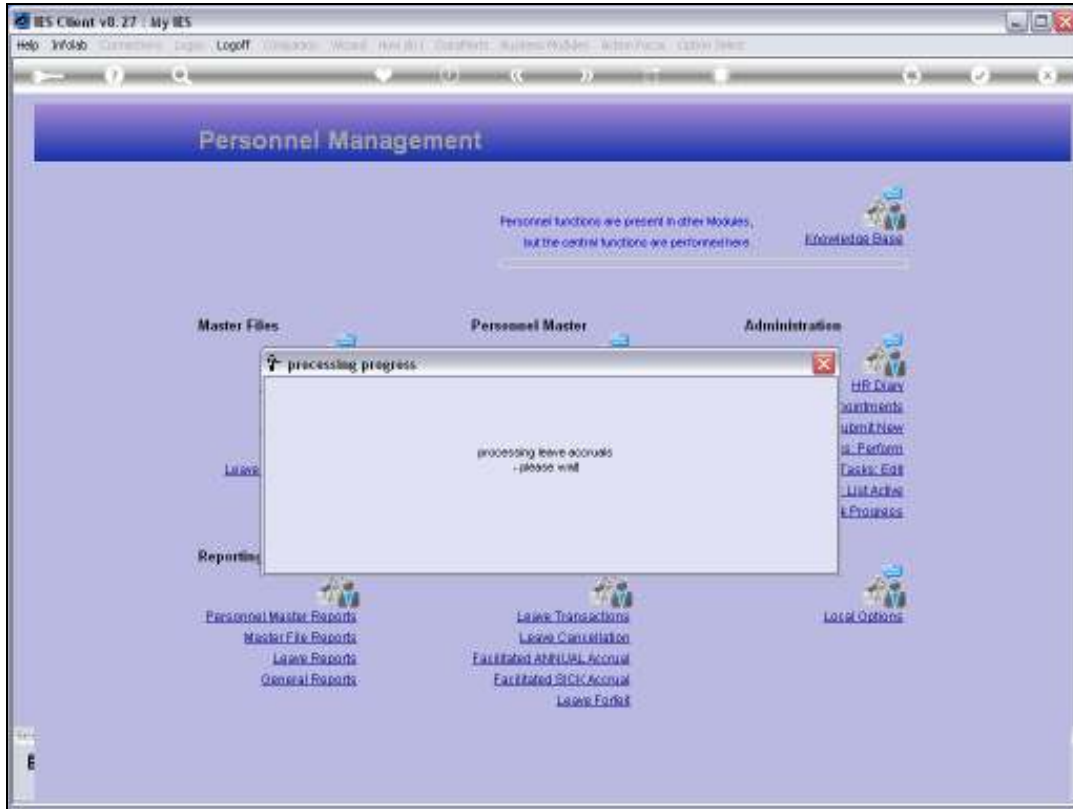
Slide notes:



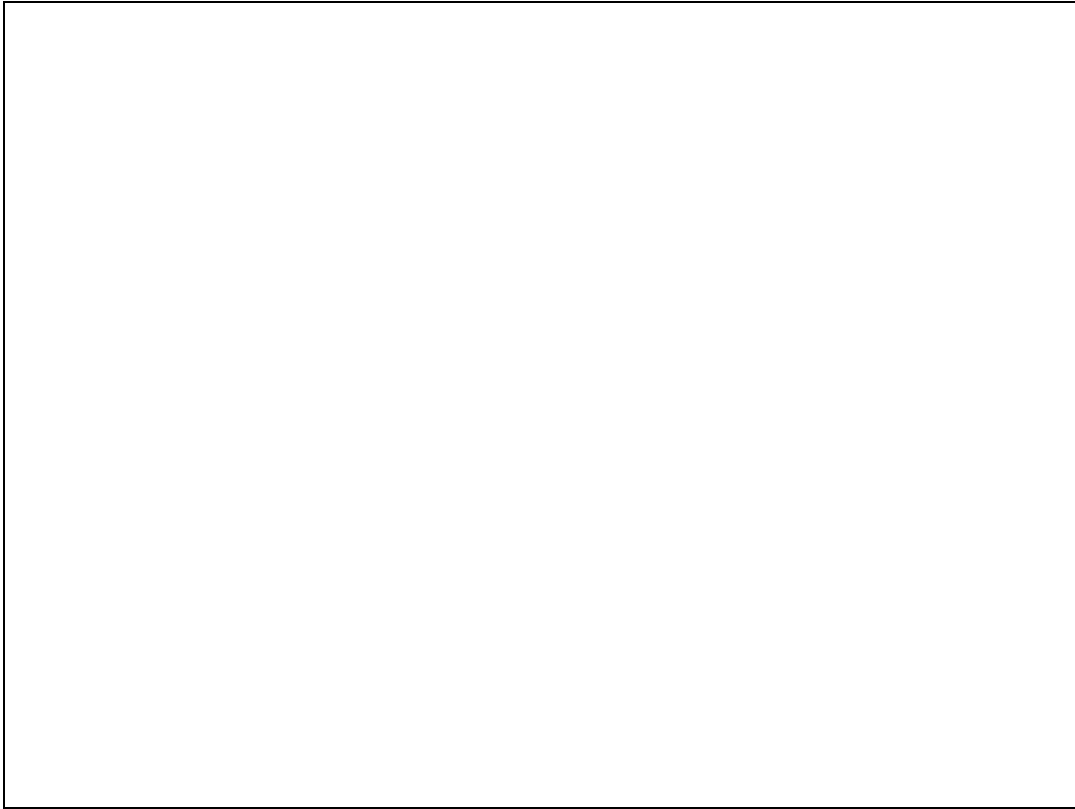
Slide 5  
Slide notes:



Slide 6  
Slide notes:



Slide 7  
Slide notes:



Slide 8

Slide notes: The system reports back on the result of the Accrual process.



IES Client v8.27 : My IES

Help Submit Quit Functions Commands

## Leave Data Enquiry

Employee Code: 1101    Miss    Wilson

Given Names: 1    Laura

Gender: Female

Date Of Birth: 01/04/1978

Department: 006 Personnel

Current Job: 031 Personnel Officer

Leave Group: PSG

Leave Balances: - [View Leave](#)

Leave Type	Balance
1 Annual	13
2 Casual	0
3 Compassionate	0
4 In Lieu	0
5 Sick Leave	10
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	Sick Leave	10	1	Barry	system accrual: sick
2	28/05/2010	+	28/05/2010	28/05/2010		18	5	Barry	cancelled 28/05/2010
3	28/05/2010	-	31/05/2010	02/06/2010	Annual	13	2	Barry	leave taken
4	02/04/2010	+	01/04/2010	01/04/2010	Annual	15	3	Peter	system accrual
5	30/01/2010	-	31/12/2009	31/12/2009	Annual	12	3	Barry	Forfeit at 31/12/2009
6	18/01/2010	-	13/01/2010	13/01/2010	Sick Leave	9	1	Diana	absent - auto deduct
7	12/01/2010	+	12/01/2010	12/01/2010	Sick Leave	10	6	Peter	system accrual: sick
8	12/01/2010	+	12/01/2010	12/01/2010	Annual	15	3	Peter	system accrual
9	11/01/2010	-	11/01/2010	11/01/2010	Annual	12	1	Peter	forfeit

## Slide 9

Slide notes: Now we show an Employee Leave Record to show what has taken place. For this Employee, who had a Sick Leave Balance of 9 before the Accrual, only 1 day has been added to leave a new balance of 10 days for Sick Leave Credit.

**Leave Data Enquiry**

Employee Code: 1101    Title: Wilson

Given Names: 1. Laura

Gender: Female  
Date Of Birth: 01/04/1978  
Department: 006 Personnel  
Current Job: 031 Personnel Officer  
Leave Group: PSG

**Leave Balances:**

Leave Type	Balance
1 Annual	13
2 Casual	0
3 Compassionate	0
4 In Lieu	0
5 Sick Leave	10
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	Sick Leave	10	1	Barry	system accrual: sick	
2	28/05/2010	+	28/05/2010	28/05/2010			18	5	Barry	cancelled 28/05/2010
3	28/05/2010	-	31/05/2010	02/06/2010	Annual	13	2	Barry	leave taken	
4	02/04/2010	+	01/04/2010	01/04/2010	Annual	15	3	Peter	system accrual	
5	30/01/2010	-	31/12/2009	31/12/2009	Annual	12	3	Barry	Forfeit at 31/12/2009	
6	18/01/2010	-	13/01/2010	13/01/2010	Sick Leave	9	1	Diana	absent - auto deduct	
7	12/01/2010	+	12/01/2010	12/01/2010	Sick Leave	10	6	Peter	system accrual: sick	
8	12/01/2010	+	12/01/2010	12/01/2010	Annual	15	3	Peter	system accrual	
9	11/01/2010	-	11/01/2010	11/01/2010	Annual	12	1	Peter	forfeit	

Slide 10  
Slide notes:

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Help Submit Quit Functions Comments

## Leave Data Enquiry

Employee Code: 1101    Title: Wilson

Given Names: 1. Laura

Gender: Female  
 Date Of Birth: 01/04/1978  
 Department: 006 Personnel  
 Current Job: 031 Personnel Officer  
 Leave Group: PSG

Leave Balances: [View Leave](#)

Leave Type	Balance
1 Annual	13
2 Casual	0
3 Compassionate	0
4 In Lieu	0
5 Sick Leave	10
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	Sick Leave	10	1	Barry	system accrual: sick
2	28/05/2010	+	28/05/2010	28/05/2010		18	5	Barry	cancelled 28/05/2010
3	28/05/2010	-	31/05/2010	02/06/2010	Annual	13	2	Barry	leave taken
4	02/04/2010	+	01/04/2010	01/04/2010	Annual	15	3	Peter	system accrual
5	30/01/2010	-	31/12/2009	31/12/2009	Annual	12	3	Barry	Forfeit at 31/12/2009
6	18/01/2010	-	13/01/2010	13/01/2010	Sick Leave	9	1	Diana	absent - auto deduct
7	12/01/2010	+	12/01/2010	12/01/2010	Sick Leave	10	6	Peter	system accrual: sick
8	12/01/2010	+	12/01/2010	12/01/2010	Annual	15	3	Peter	system accrual
9	11/01/2010	-	11/01/2010	11/01/2010	Annual	12	1	Peter	forfeit

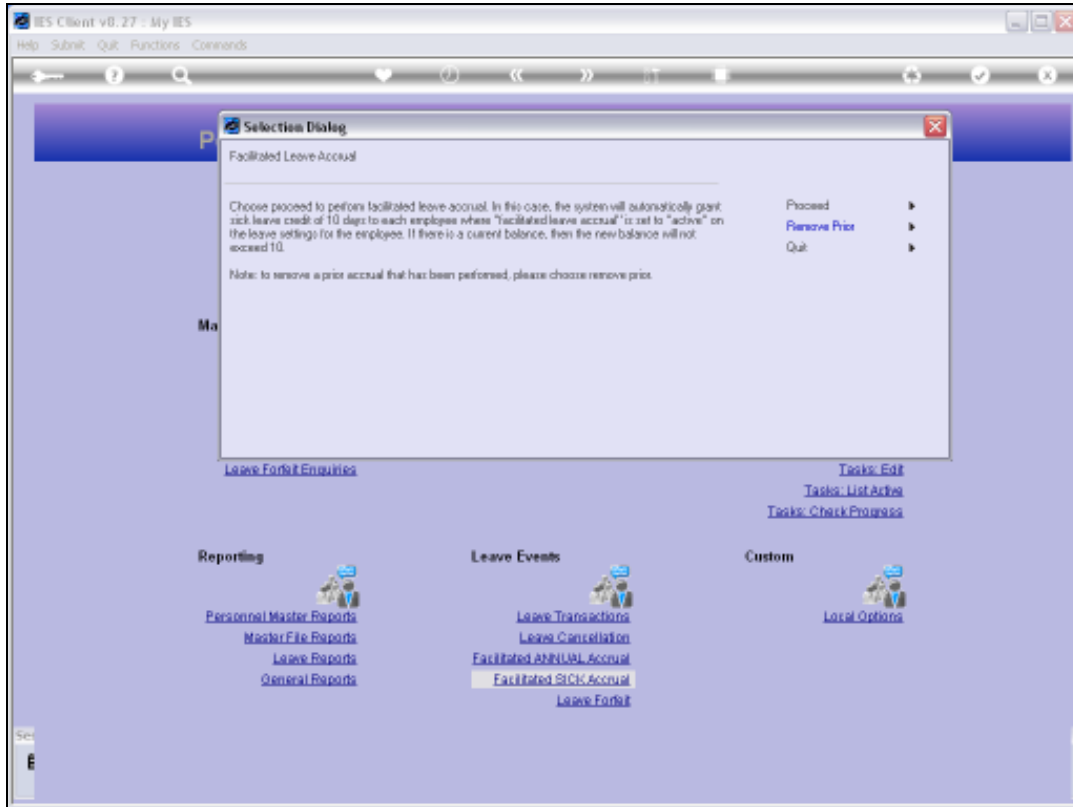
Slide 11

Slide notes:



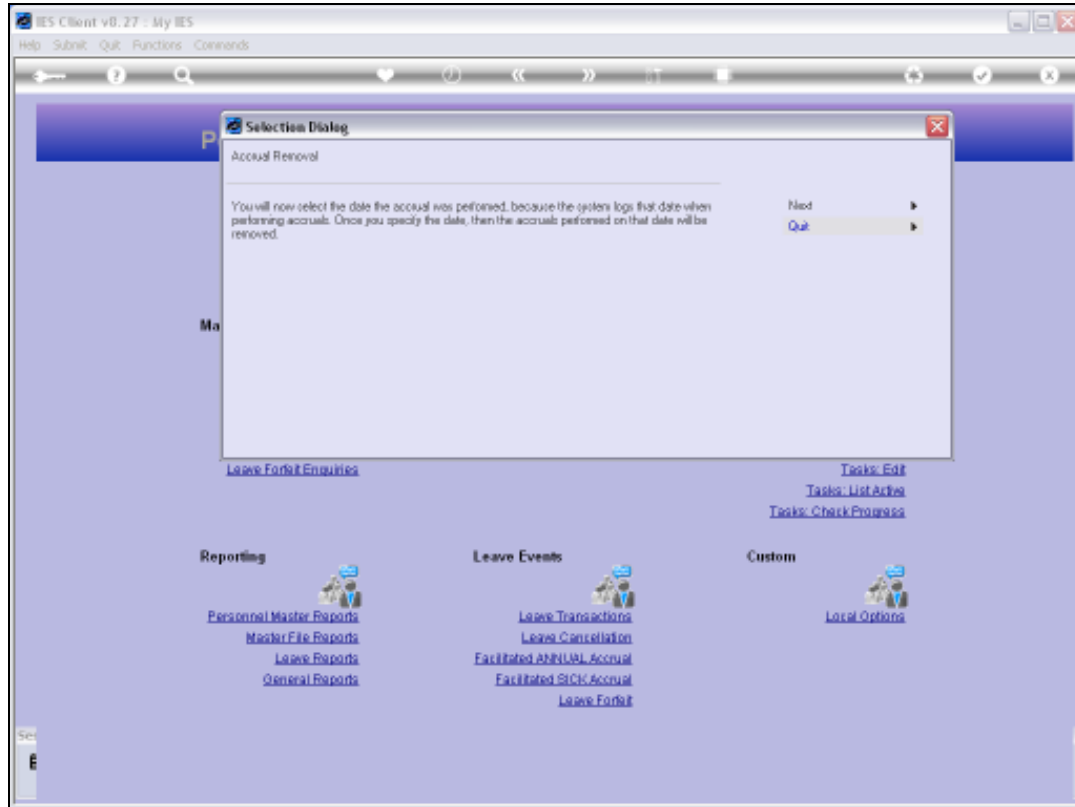
Slide 12

Slide notes: Next, we will see how we can undo the former Accrual if there was some mistake or it should not have been done.

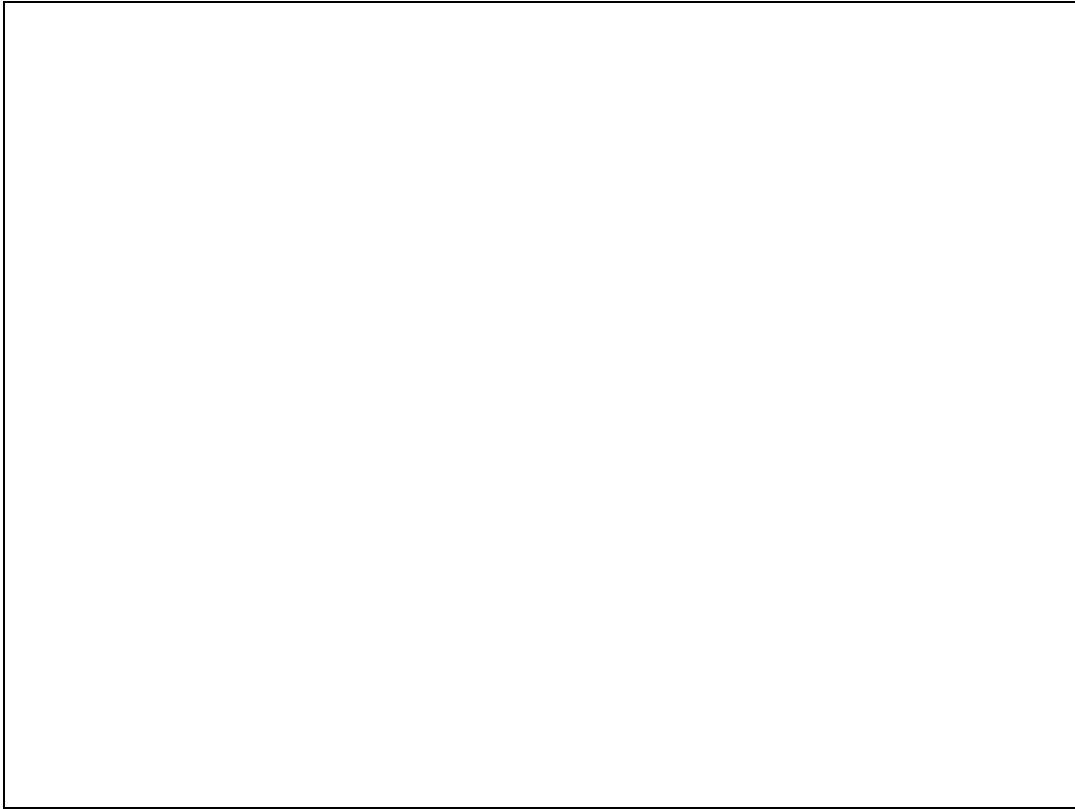


Slide 13

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

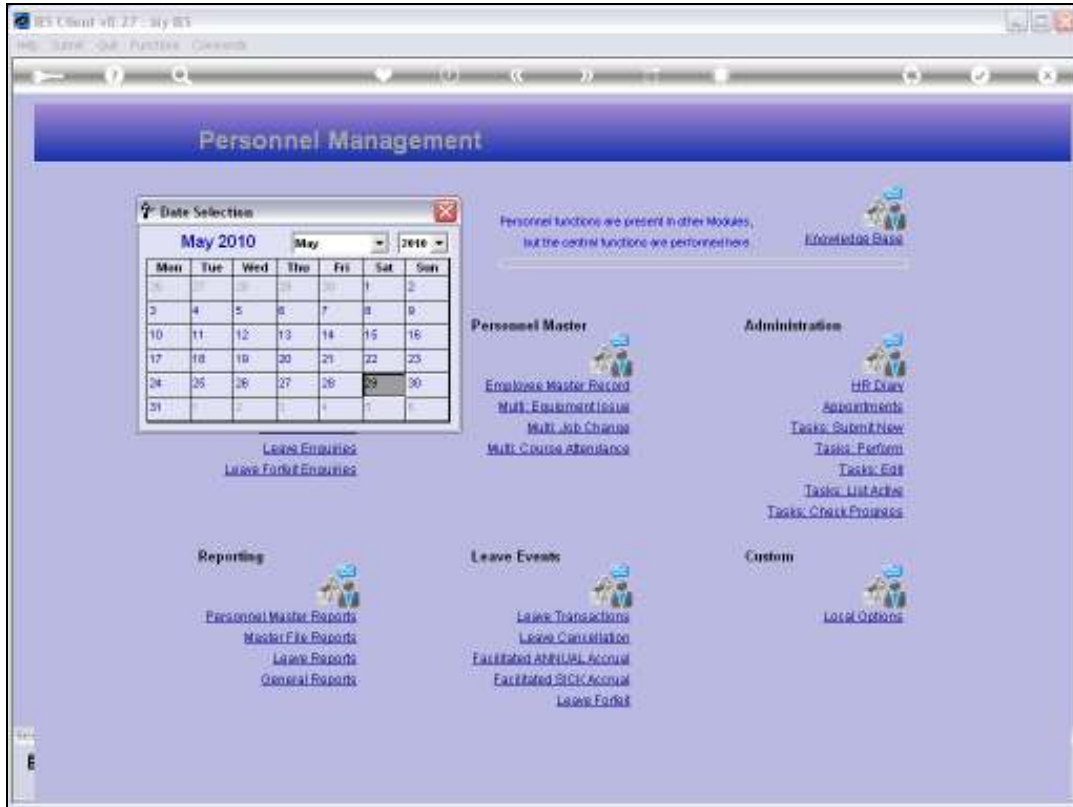


Slide 14  
Slide notes:



Slide 15

Slide notes: And we select the Date when the Accrual was performed.



Slide 16

Slide notes:

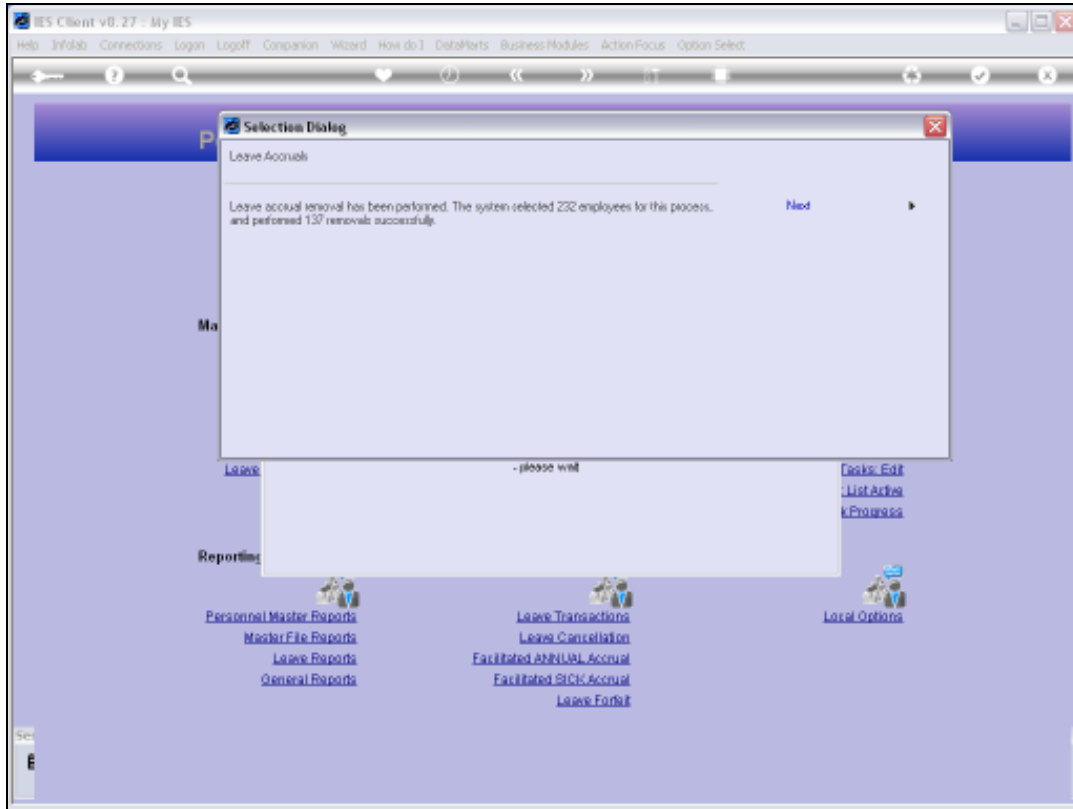




Slide 17  
Slide notes:



Slide 18  
Slide notes:



Slide 19

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



Slide 20  
Slide notes:

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Help Submit Quit Functions Comments

### Leave Data Enquiry

Employee Code: 1101 Miss Wilson

Given Names: 1 Laura

Gender: Female  
Date Of Birth: 01/04/1978  
Department: 006 Personnel  
Current Job: 031 Personnel Officer  
Leave Group: P50

Leave Balances: - [View Leave](#)

Leave Type	Balance
1 Annual	13
2 Casual	0
3 Compassionate	0
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	28/05/2010	+	28/05/2010	28/05/2010			18	5 Barry	cancelled 28/05/2010
2	28/05/2010	-	31/05/2010	02/06/2010	Annual		13	2 Barry	leave taken
3	02/04/2010	+	01/04/2010	01/04/2010	Annual		15	3 Peter	system accrual
4	30/01/2010	-	31/12/2009	31/12/2009	Annual		12	3 Barry	Forfeit at 31/12/2009
5	18/01/2010	-	13/01/2010	13/01/2010	Sick Leave		9	1 Diana	absent - auto deduct
6	12/01/2010	+	12/01/2010	12/01/2010	Sick Leave		10	6 Peter	system accrual: sick
7	12/01/2010	+	12/01/2010	12/01/2010	Annual		15	3 Peter	system accrual
8	11/01/2010	-	11/01/2010	11/01/2010	Annual		12	1 Peter	forfeit
9	12/10/2009	-	07/10/2009	07/10/2009	Sick Leave		4	1 Diana	absent - auto deduct

Slide 21

Slide notes: And we show the same Employee Leave record again, to show that the Accrual Transaction is gone, and of course likewise for other Employees.

**Leave Data Enquiry**

Employee Code: 1101    Miss    Wilson

**Given Names**  
1    Laura

Gender: Female  
Date Of Birth: 01/04/1978  
Department: 096 Personnel  
Current Job: 031 Personnel Officer  
Leave Group: PSG

**Leave Balances:**

Leave Type	Balance
1 Annual	13
2 Casual	0
3 Compassionate	0
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 28/05/2010	+	28/05/2010	28/05/2010		18	5 Barry	cancelled 28/05/2010
2 28/05/2010	-	31/05/2010	02/06/2010	Annual	13	2 Barry	leave taken
3 02/04/2010	+	01/04/2010	01/04/2010	Annual	15	3 Peter	system accrual
4 30/01/2010	-	31/12/2009	31/12/2009	Annual	12	3 Barry	Forfeit at 31/12/2009
5 18/01/2010	-	13/01/2010	13/01/2010	Sick Leave	9	1 Diana	absent - auto deduct
6 12/01/2010	+	12/01/2010	12/01/2010	Sick Leave	10	6 Peter	system accrual: sick
7 12/01/2010	+	12/01/2010	12/01/2010	Annual	15	3 Peter	system accrual
8 11/01/2010	-	11/01/2010	11/01/2010	Annual	12	1 Peter	forfeit
9 12/10/2009	-	07/10/2009	07/10/2009	Sick Leave	4	1 Diana	absent - auto deduct

Slide 22  
Slide notes: