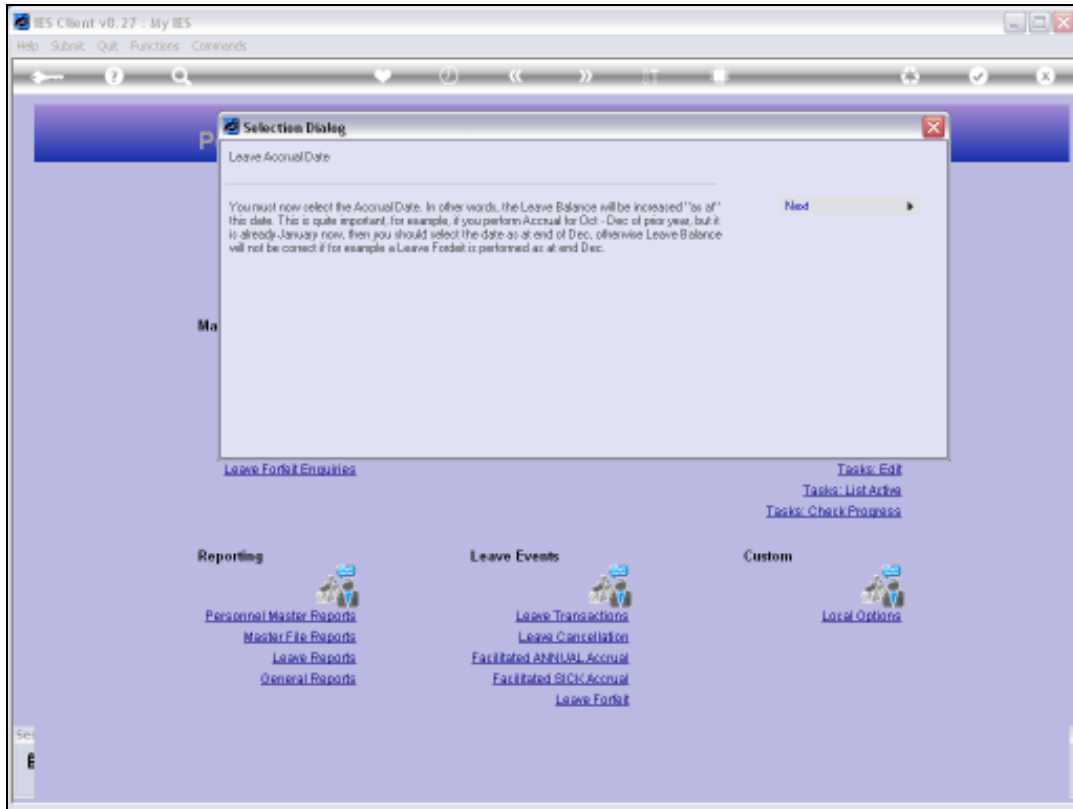Slide 1

Slide notes: We will now show how Sick Leave Accrual can be performed with the option provided at the 'Leave Events' menu.
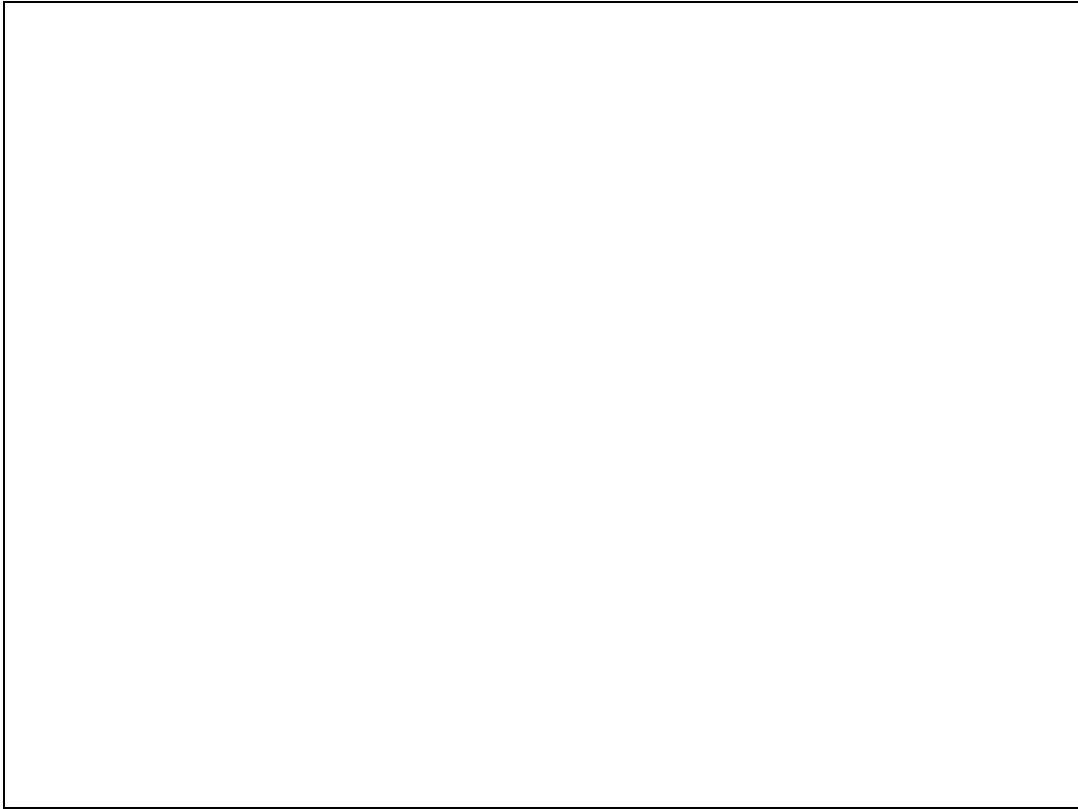
Slide 2

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.
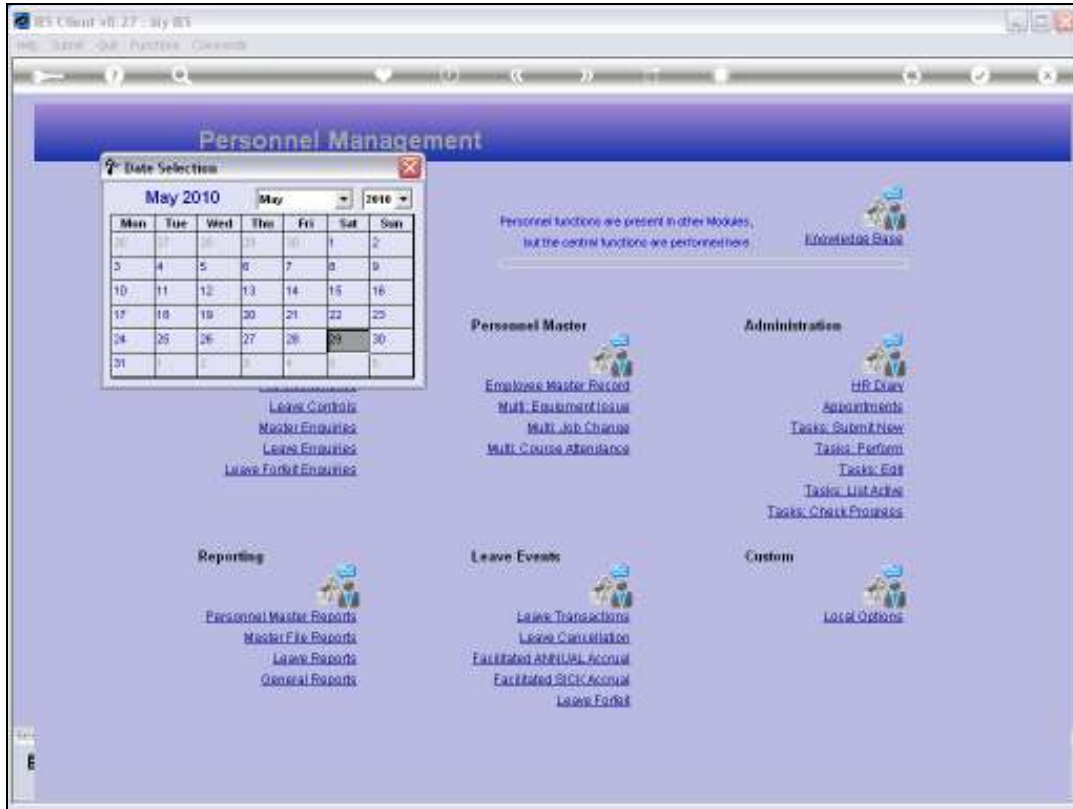
Slide 3

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.
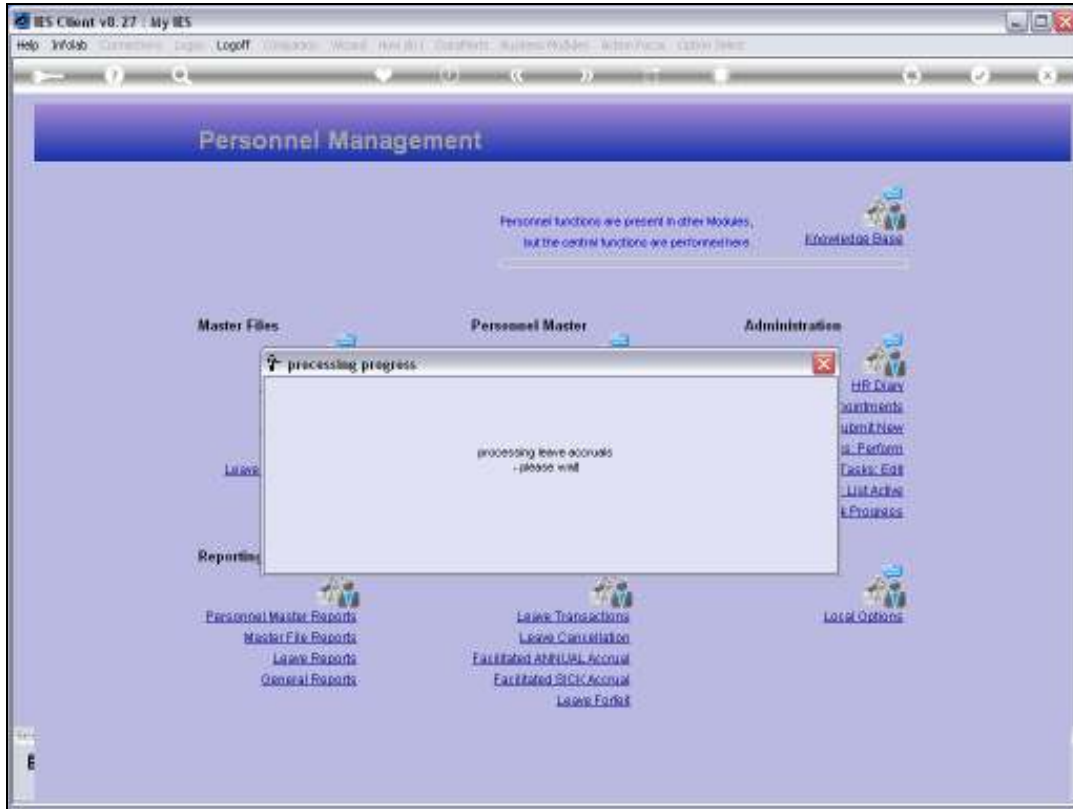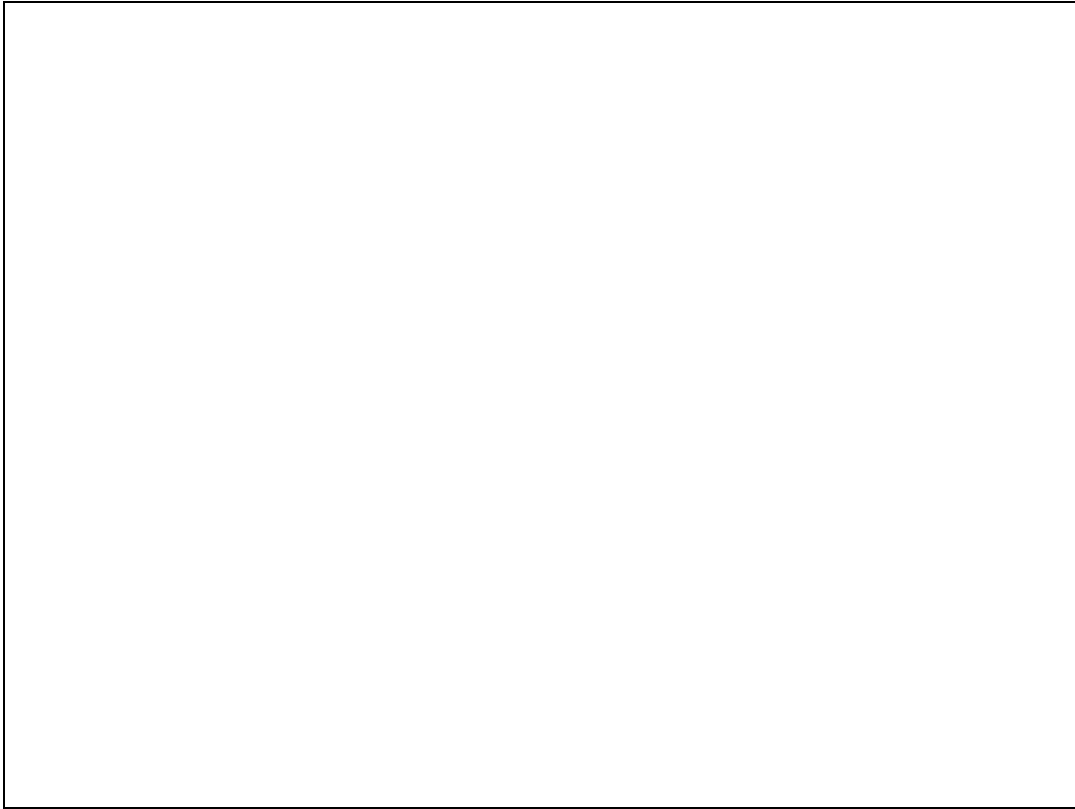
Slide 4
Slide notes:

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.

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.
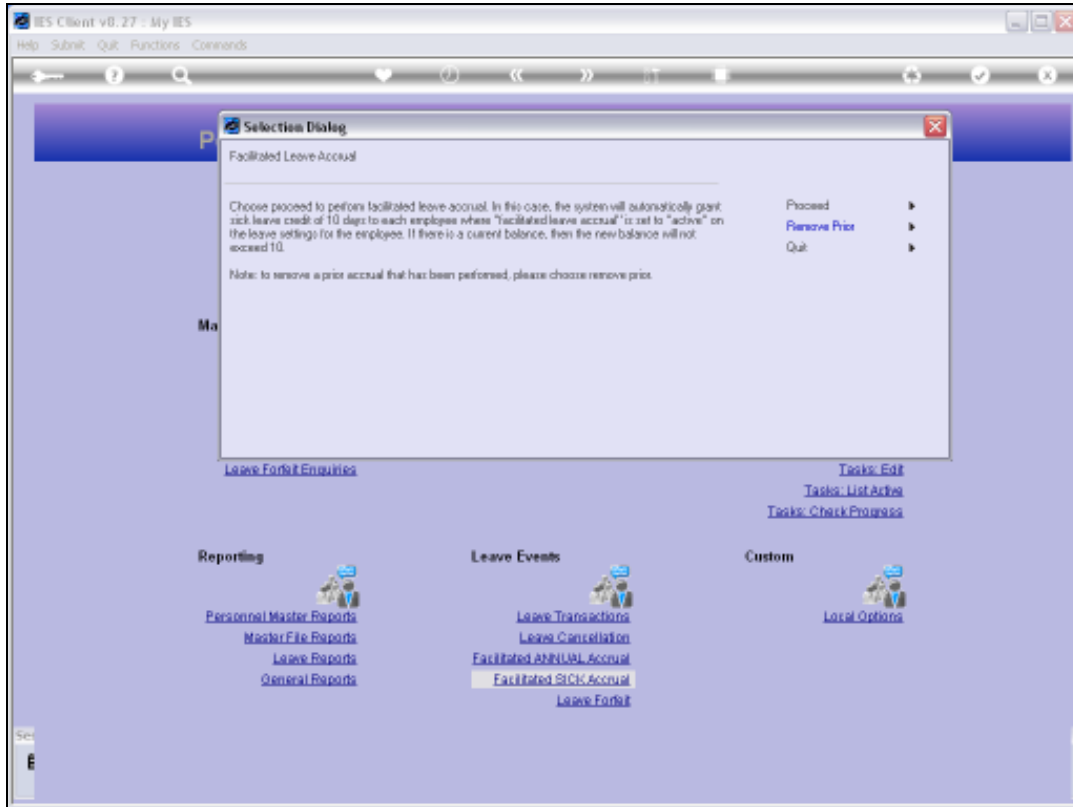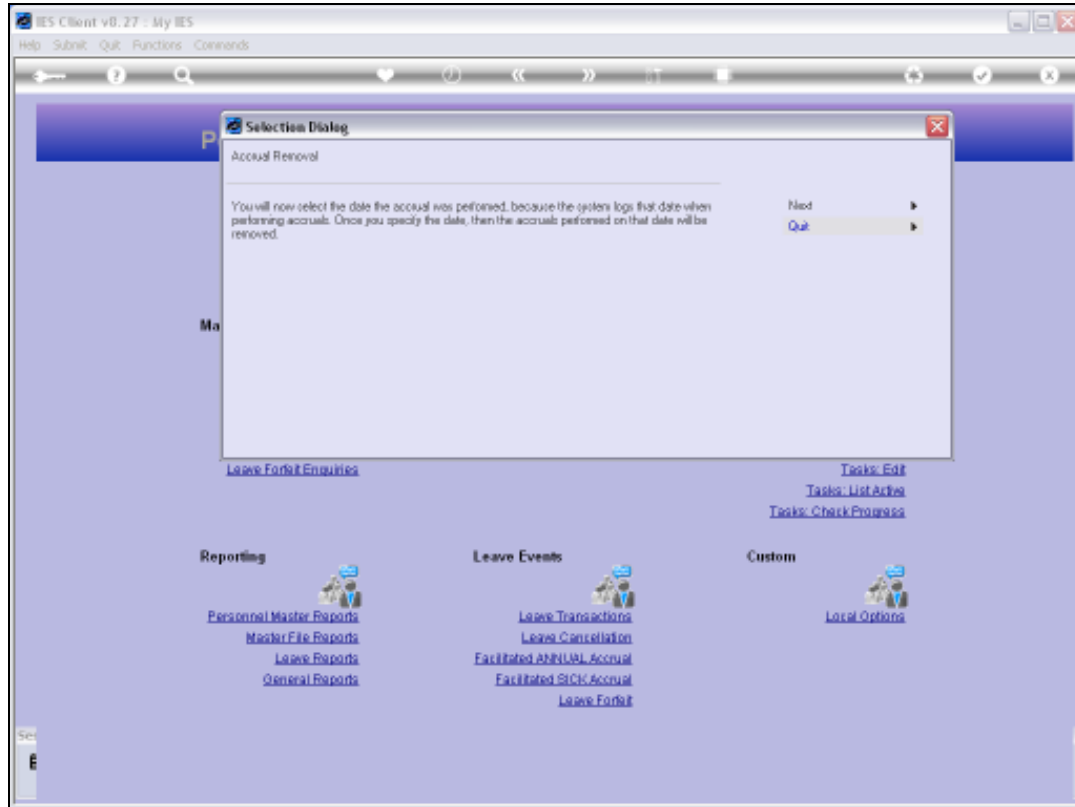
Slide 10

Slide notes:

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.
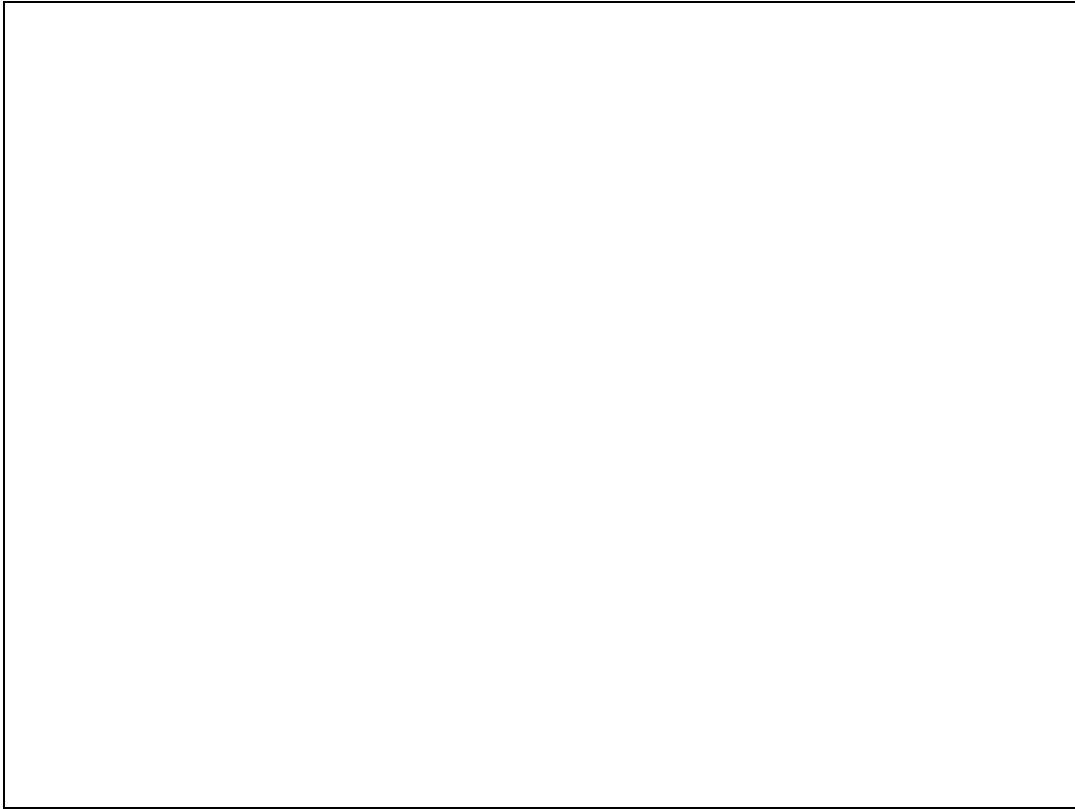
Slide 13

Slide notes: This time we select 'Remove Prior'.
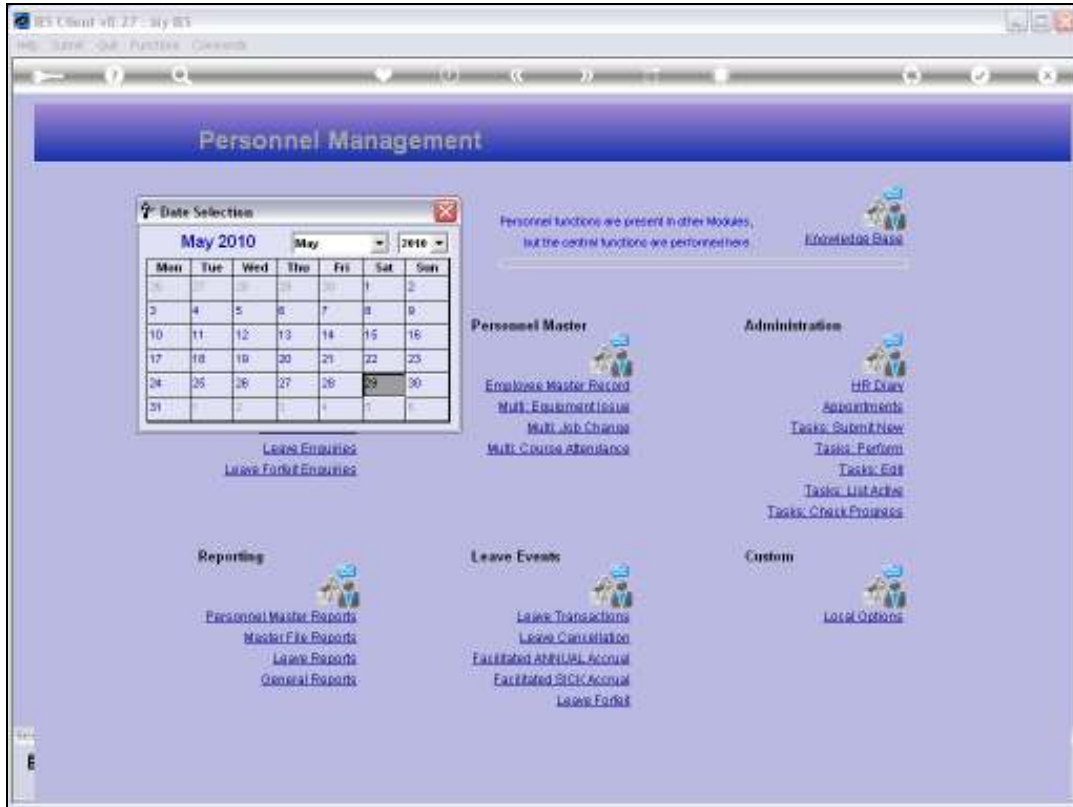
Slide 14
Slide notes:

Slide 15

Slide notes: And we select the Date when the Accrual was performed.
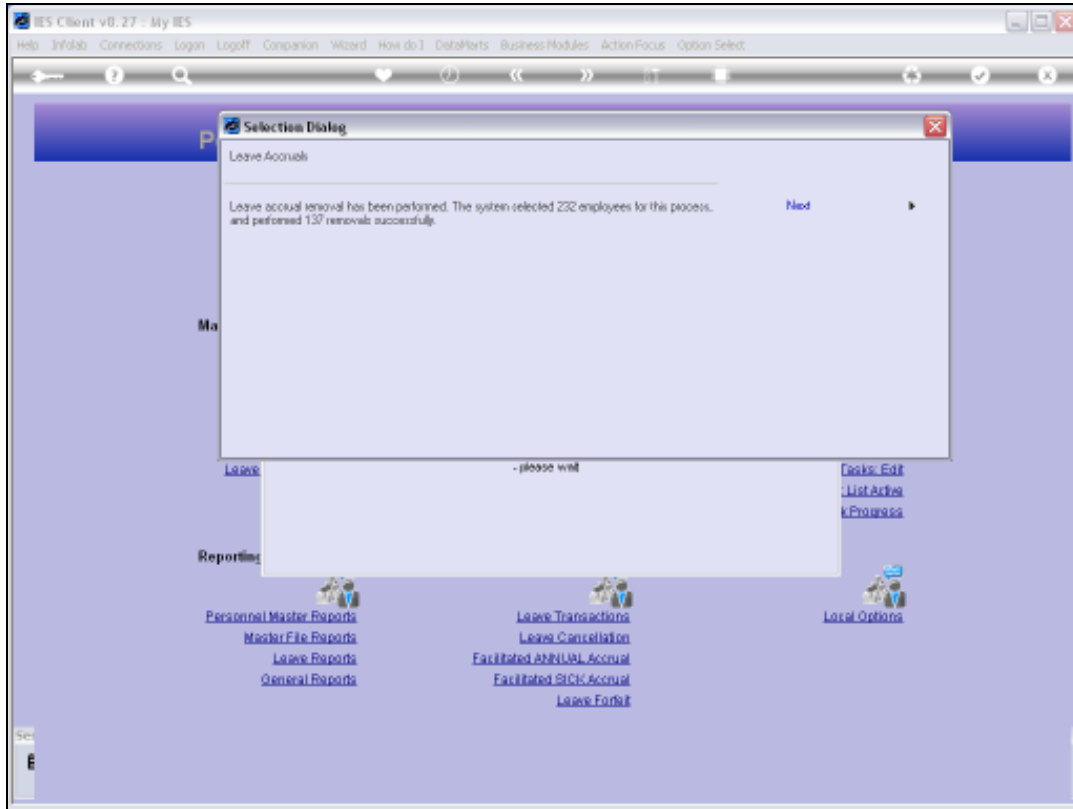
Slide 16

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:

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.

Slide 22
Slide notes: