



PAYSPACE

LEAVE ENHANCEMENT

LEAVE ENHANCEMENT | PREVENT LEAVE TRANSACTIONS ACROSS FINANCIAL YEAR END

A new setting has been created on the company settings screen. This will prevent leave transactions spanning across a company's financial year end.

PaySpace does not split leave transactions over two calendar periods and allocate a portion to each respective period. The transaction will be attached to the period that the transaction start date falls into (system default unless configured otherwise) and reduce this period's leave balance accordingly. For example, if an employee applies for leave from 25 December to 5 January, customers may want 4 days to be deducted from the balance in December and 4 days to be deducted from the balance in January, however, the system will deduct the whole 8 days in December.

This is generally not an issue during the year as it will balance out in the following month, however, it can be an issue when this happens over the financial year period as the finance team needs to close off the books as at the financial year end and may require the leave liability calculation to reflect the accurate value based on the exact annual leave balance for the respective year.

The financial year end can be configured under the Basic Company information screen as per the example below.

financial year end month:	02 - February	▼
company code:	SKY01	

If the setting above is activated and an employee applies for annual leave that spans across a financial year end, an error message will display when saving the leave application. Two separate leave applications should then be created.

The below setting is available under the company setting in the Leave section.

Leave		
▶ Allow employees to overwrite the calculated leave days value when applying for leave	<input type="text"/>	<input type="checkbox"/>
▶ Consider weekend days when calculating leave days between 2 dates, indicate 6 to include Sat and 7 to include Sat & Sun	<input type="text"/>	<input type="checkbox"/>
▶ Do not allow an employee to apply for Annual leave that spans across this company's financial year (specified on the basic company information screen). Two separate applications should be created.	<input type="text"/>	<input checked="" type="checkbox"/>

PLEASE NOTE:

This is only applicable to annual leave

Thank You

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