
Annual Leave Balance Encashment Upon Cessation

Using Sage EasyPay Enterprise

Document Version: 10.6.9

For Sage EasyPay Enterprise 10.6.9



Sage Software Asia Pte Ltd

Copyright © 2014 Sage Software Asia Pte Ltd

All rights reserved. No part of this manual shall be reproduced, stored in a retrieval system, or transmitted by any means, electronic, mechanical, photocopying, desktop publishing, recording, or otherwise without permission from Sage Software Asia Pte Ltd. Patent liability is assumed with respect to the use of the information contained herein. While every precaution has been taken in the information of this book, the Sage Software Asia Pte Ltd assumes no responsibility for errors or omissions. Neither is there any liability assumed for damages resulting from the use of the information contained herein.

Sage EasyPay Enterprise is a trademark of Sage Software Asia Pte Ltd in Singapore and other countries. Other products and certain terms mentioned herein may be trademarks of their respective owners.

The examples, companies, organisations, products, people and events depicted herein are fictitious. No association with any real company, organisation, product, person or event is intended or should be inferred.

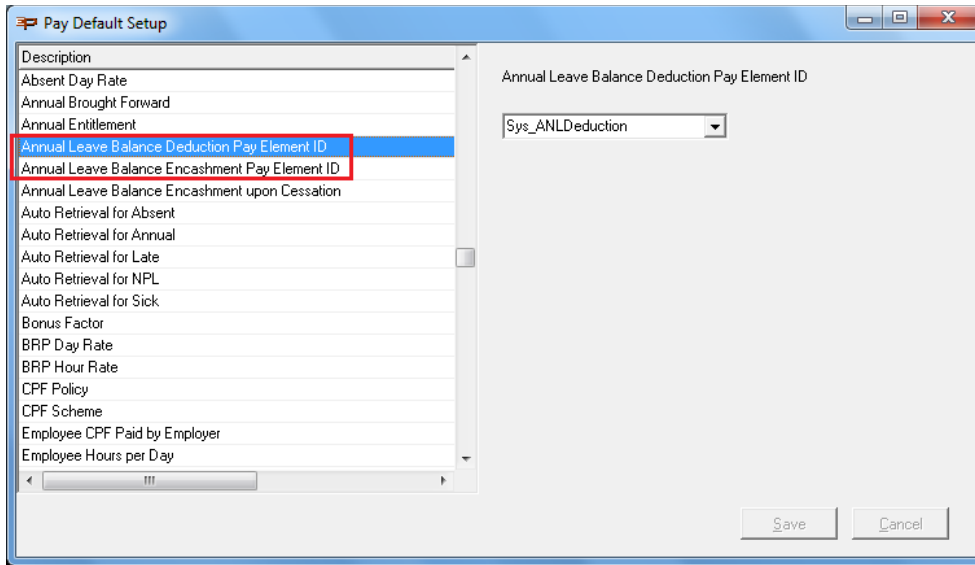
Sage Software Asia Pte Ltd
<http://www.sageeasypay.com/>

Setting Up Leave Balance Encashment and Deduction

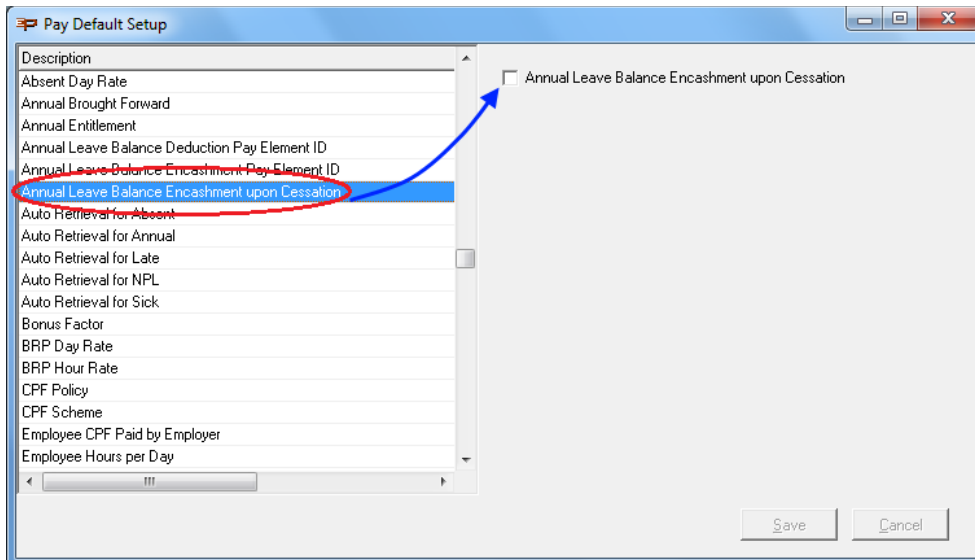
This feature enables the encashment of annual leave balance upon employee termination. It also handles negative leave balance, i.e. if the employee has taken his leave in advance and has resigned, the number of days of leave will be deducted from his last pay cheque.

There are new pay elements added for the leave balance encashment, **Sys_ANLEncashment** and the leave balance deduction, **Sys_ANLDeduction**.

They can be set up at **Payroll: Setup > Pay Details Default**



On the same window for Annual Leave Balance Encashment upon Cessation, you also have the option to choose if the employees are assigned to this. If you tick the checkbox, new join employees will automatically be assigned to this feature.



Conditions To Take Note

In order for the leave encashment computation to take place, the following must be fulfilled:

- ❖ Pay process function is Create, Recalculate or Reprocess
- ❖ Employee Cessation Date falls within the sub period being viewed
- ❖ Pay Record Type is Normal Pay
- ❖ "Annual Leave Balance Encashment upon Cessation" option in **Payroll: Setup > Pay Details Setup** is ticked

The Annual Leave Balance (in days) will be used to compute encashment:

Leave Encashment = Balance x GRP (Gross Rate Pay) Day Rate Amount

When the amount has been computed, it will then be inserted into the Pay Record accordingly.