

Understanding Leave Reporting

Leave Reporting in Astute Payroll has undergone a review and the new presentation is cleaner and easier to understand. The updated reports include leave submitted via timesheets.

Terminology

There are now just two values shown within the leave system.

Current Balance

This is the amount of leave that an Employee is entitled to as at the point of their last Pay Run. It does not include any leave requests or accruals that are not in a Pay Run. This is the value that is shown on a pay slip.

Available Balance

This is the Current Balance minus any leave that is not in a Pay Run. This includes leave requests and timesheet leave.

For example, if an employee has 80 hours of annual leave accrued and they submit a leave request for 8 hours their Current Balance will be 80 hours and their Available Balance will be 72 hours.

Once they are paid for that leave (ignoring any other accruals) their Current Balance will be 72 hours and their Available Balance will be 72 hours.

Leave statuses included in the Available Balance: Submitted / Approved / Finalised (if TS Leave)

Leave Adjustments

Sometimes leave needs to be adjusted after it's been paid. When a leave adjustment is created, it does not affect either the Current Balance or Available Balance until after it has been added into a Pay Run.

In the above example, let's assume we now create an adjustment to this leave request to change it to six hours. The Current Balance will show 72 hours and the Available Balance will show 72 hours. Once the adjustment has been added to a Pay Run both the Current Balance and Available Balance will be 74 hours.

On the Leave Balance report, any leave that has a pending adjustment will be highlighted to portal administrators.

Leave Requests

The request form shows the Current Balance and the Available Balance. The Available Balance is determined at the point the leave request is created minus any leave added to the request.

For example, if the above employee were to open a new leave Annual Leave request they would see a Current Balance of 74 hours and an Available Balance of 74 hours. If they then add a two-hour entry to the leave request, the Available Balance will be updated in real-time to show 72 hours.

If negative leave is not allowed, or there is a threshold to negative leave, it is the Available Balance that is used to determine whether the leave request will result in the leave being disallowed.