

## LEAVE MANAGEMENT

The **Leave Management Module** manages employee leave data for payroll reporting. It allows f analysis such as the ability to project financial liabilities for unused accumulation of leave. The module handles an unlimited number of leave types, which can be user defined. Enter Leave data anytime before the payroll process and remain on file until purged.

### **Features:**

- Interface with the **Xpert Payroll Module** to provide salary adjustment and pay information
- Accommodate multiple leaves throughout the payroll cycle and accumulate totals
- Automatically dock employees based on the type of leave
- Charge Leave used against other leave balances if desired
- User-defined Dock formulas
- Define if a leave balance can go negative
- Extract management reports of leave used by:
  - *Date*
  - *Leave ID*
  - *Length*
- Enter accumulated leave automatically by user-defined criteria including:
  - *Leave Type*
  - *Employee ID*
  - *Location*
- Availability of all Leave information for the next payroll cycle
- Leave totals for each employee, including dock amounts
- Leave transaction records created for all Leave earned and used
- Detailed information on each Leave transaction maintained in history file
- Leave transaction records stay on file until purged
- Build Leave masters quickly by entering beginning balances for rapid implementation

### **Standard Reports**

|                                 |                                   |
|---------------------------------|-----------------------------------|
| Leave Master Report             | Service Description Report        |
| Leave Earned Transaction Report | Year End Leave Liability Report   |
| Leave Transaction Report        | Add Leave Used Transaction Report |
| Leave Used Transaction Report   |                                   |

In addition, **User Defined Reports** are available using the **Report Generator**.

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