



Forward Leave

Forward Leave provides for two different types of recording options:

1. Forward Annual leave

2. Forward Statutory Day Entitlement.

- The allocation of Leave or Entitlement can be done in advance and is not activated to the log until that leave date is arrived or past and until the correct button is selected.
The Leave records in the windows are Icon colour coded to indicate what type of entry it is.
Red arrow for leave, green arrow for entitlement and a grape icon indicates that the forward leave option was used.
- Procedure:
The option is selected by a tick box on the window.
Only one tick box can be selected ,If neither are selected, no action is taken
- To record Forward Leave
 - Record date and name of employee
 - Tick Check box to ON
 - If more than one day of leave then record using Multiple option.
 - Check tick box to On for each occasion.
 - It is recommended that the leave is processed once a week just prior to processing the Wage Summary
 - If there has been any leave recorded , then on processing, the log will be updated for each entry, the leave days will recalculate and show the new balances on the employee file
 - This activity is reportable from the leave report on the “Payment Reports and Summaries Page”
 - The option to include in the log and weekly summary , while not recommended is available from the Control Window.
- To record Forward Statutory Day Entitlement
- Terminology Clarification:
Statutory Day Entitlement means that the employee is being paid for a day, that the employee would normally work, but the business is shut i.e. Christmas day
 - Record date and name of employee
 - UnTick Check box (OFF)
 - If more than one day of leave then record using Multiple option
 - UnCheck tick box to OFF for each occasion.
 - It is recommended that the leave is processed once a week just prior to processing the Wage Summary
 - If there has been any Statutory Day Entitlement recorded , then on processing, the log will be updated for each entry
 - This activity is reportable from the leave Entitlement Report on the “Payment Reports and Summaries Page”
 - The option to include in the log and weekly summary , while not recommended is available from the Control Window