

Payroll/Leave – Adding Leave Taken to the Leave Hours Column on the Payroll Register

APTAWEB-11668

A new command has been added on the Payroll Register Details screen: Update Leave to Register. This command will bring up a list of approved leave requests (from the *new* leave module only) for the same payroll period as the register. The user can then add those leave amounts to the register in the new Leave Hours field. Please note that the Leave Hours is added to the Regular and Overtime Hours fields to equal Total Hours.

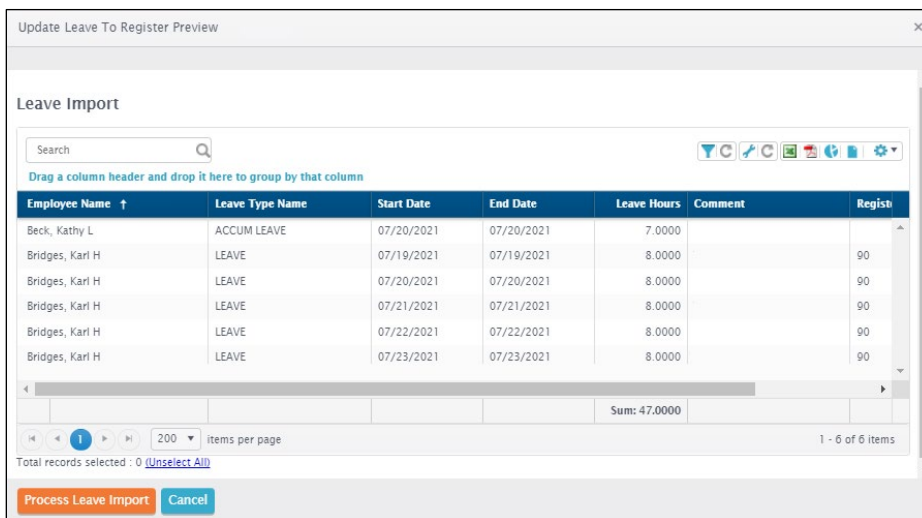


Figure 1: Update Leave to Register Popup

To access the list, create a payroll register on the Manage Payroll screen, and click the More menu to choose “Update Leave To Register”.

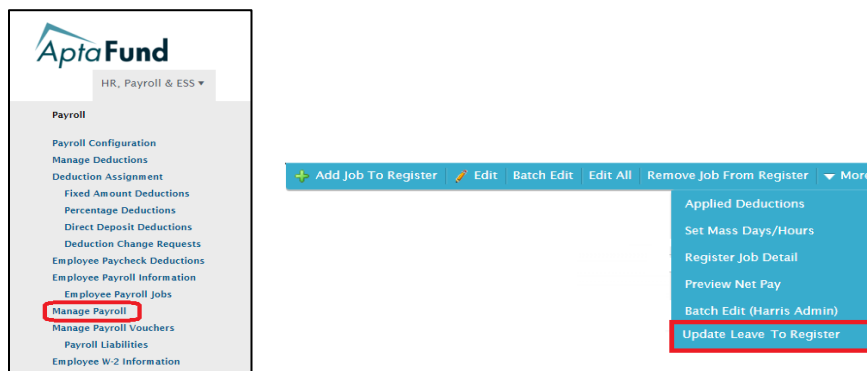


Figure 2: Accessing Update Leave to Register



When the popup appears, it will show all fully approved leave requests which have a date within the payroll period for the active register. AptaFund compares the date of the request against the period dates and displays only those requests. The popup also shows the Leave Type and the Hours, as well as the Leave Comment. The Register field is empty until the “Process Leave Import” button is clicked.

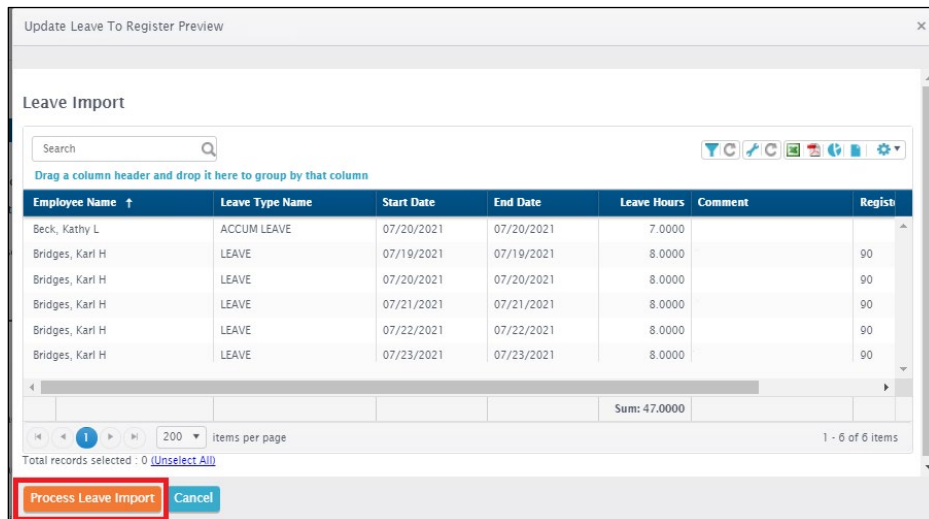


Figure 3: Monthly Leave Approval Calendar View

When the command is executed, AptaFund will display a confirmation message and then will import all the leave hours into the Leave Hours column on the register for the employees displayed. The Register field will show the name of the register to which the leave requests were added.

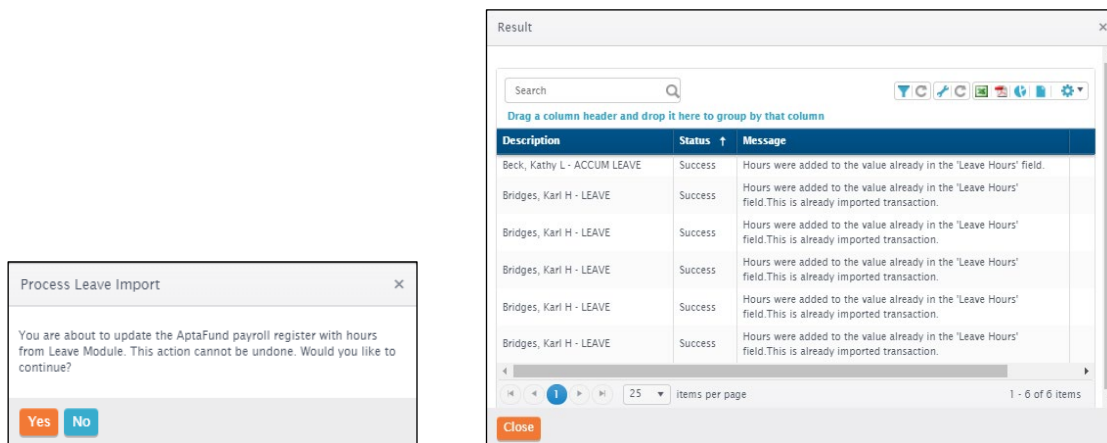


Figure 4: Confirmation and Results Messages

After the import is complete, the hours will display in the “Leave Hours” column.

Display Name	Type	Job Name	Regular Hours/Days	OT Hours	Leave Hours	Total Hours/Days	Gross Pay
Beck, Kathy L	Hourly	RTI Teacher	0	0	7	7	\$245.70
Bridges, Karl H	Hourly	CAFETERIA	40	8	80	128	\$1,320.00

Figure 5: Leave Hours Field After Import

Please note that this command can only be executed *once per register*. Please make sure all leave requests for the current payroll period have been approved before importing hours to the register. Also, the only way to undo the import is to remove the employees from the register, or delete the register.