

# MYOB EXO Employer Services

## Changes to Leave Entitlements

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# Changes to Leave Entitlements

The 2014.03, 2014.04 and 2015.01 releases of MYOB EXO Employer Services introduce significant changes to how employee's leave entitlements are managed in EXO Payroll.

**Note:** Due to the extent of these changes, MYOB strongly recommends that all open pays be updated before upgrading to this version.

## Applying the Changes

By default, the leave management changes are not applied; after upgrading to 2014.03 or later, leave functionality remains as it was in previous versions. The new functionality must be activated manually.

**Note:** Once you have activated the new functionality, it is not possible to go back to the old functionality.

## Upgrading

To activate the new leave functionality:

1. Download the installer.
2. Upgrade to EXO Employer Services 2014.03/2014.04.
3. Create a blank file named **ApplyNewLeave\_<COMPANY>.ini**, where <COMPANY> is the name of the database folder for the company you want to update. Place this file in the main install folder (usually **C:\Payrollv**).
4. Open the EXO Employer Services company and log in to the EXO Payroll module. (If the company is open, you must close it and re-open it; you cannot start the update by selecting Change Payroll Company and logging in again.)
5. Provided the INI file exists with the correct name and the database has not already been updated, a confirmation message asking if you want to use the new leave management features will appear. Click **Yes**.
6. A message window asks if you want to recalculate the leave accruals of all closed pays in the current period. You may not want to do this if the values in these closed pays have already been posted to the General Ledger, for example. Select an option:
  - Click **Yes** to begin the update and recalculate closed pays.
  - Click **No** to begin the update without recalculating closed pays.
  - Click **Cancel** if you do not want to proceed with the update at this time.

The EXO Payroll system will be updated to use the new leave functionality. (You must perform a backup before the update can proceed.)

**Note:** The INI file is deleted as part of the update process. If you cancel the update before it completes, you will need to recreate the INI file to be able to run the update again.

## After Upgrading

Once the upgrade process is complete, you can select **Leave Entitlement Adjustment** from the Utilities menu to open the new Leave Entitlement Adjustment window, which can be used to check employees' leave balances (see page 14).

## Upgrade Log File

During the upgrade, if an employee's Leave Balance was legitimately out-of-date with the "calculated" value, then this will be automatically corrected and recorded in a log file called **FixLeaveBalance201403.txt**, which will be created in the install folder. This log file also records if an employee's leave dates are corrected. This process is applied to all company databases within the Install folder.

The log file is only created if there are corrections. The possible reasons for correcting an employee's leave information are:

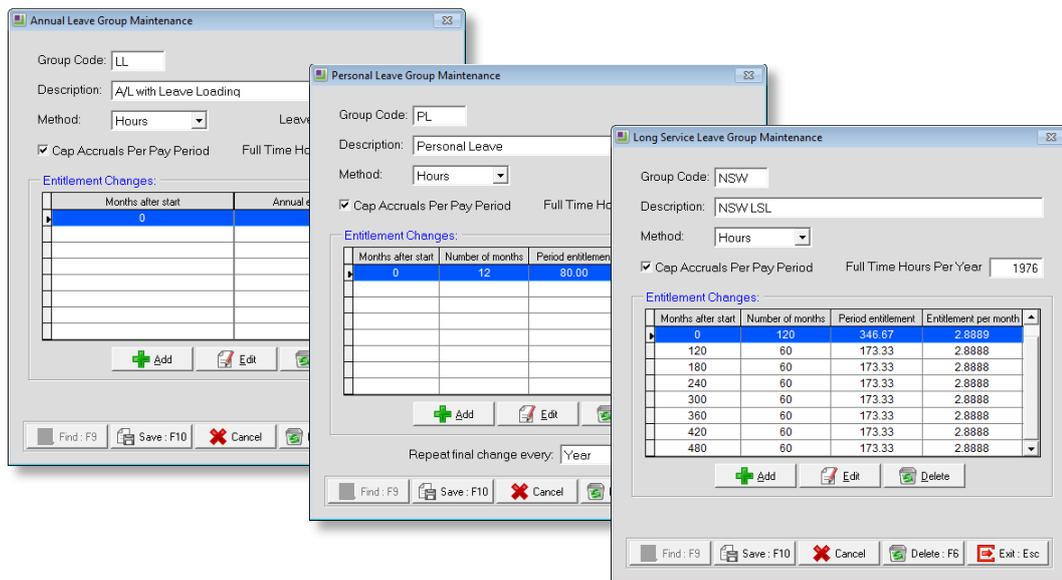
- Annual Leave Anniversary Date does not match Employee Start Date – the former date will be changed to be the same as the latter.
- Personal Leave Next Period Start Date does not match Employee Start Date – the former date will be changed to be the same as the latter.
- Recalculation of the total accrued leave balance (of any leave type) for the current period does not match the balance in the original system.
- Recalculation of the leave accrual (of any leave type) of a given pay for the current period does not match the accrual from the original pay.

# Interface Changes

Upgrading to the new leave entitlement management system updates a number of screens in EXO Payroll with new interfaces and new configuration options. These are detailed below.

## Leave Groups

The maintenance windows for Annual Leave Groups, Personal Leave Groups and Long Service Leave Groups have been updated to add new options and make them consistent with each other:



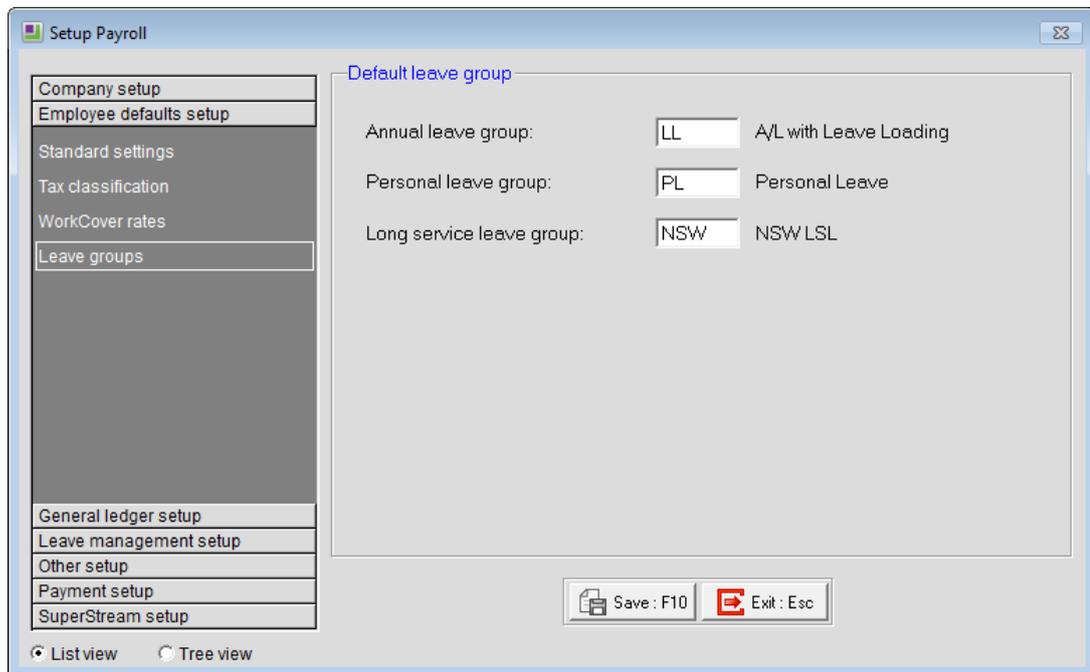
All windows now use the grid interface that was previously available for Long Service Leave Groups only. This interface lets you set up as many entitlement changes as you want.

**Note:** In previous versions, Annual Leave Groups specified an **Initial Entitlement**; to set up an initial entitlement on the new interface, enter zero into the **Months after start date** column.

# Payroll Setup

## Employee Leave Group Defaults

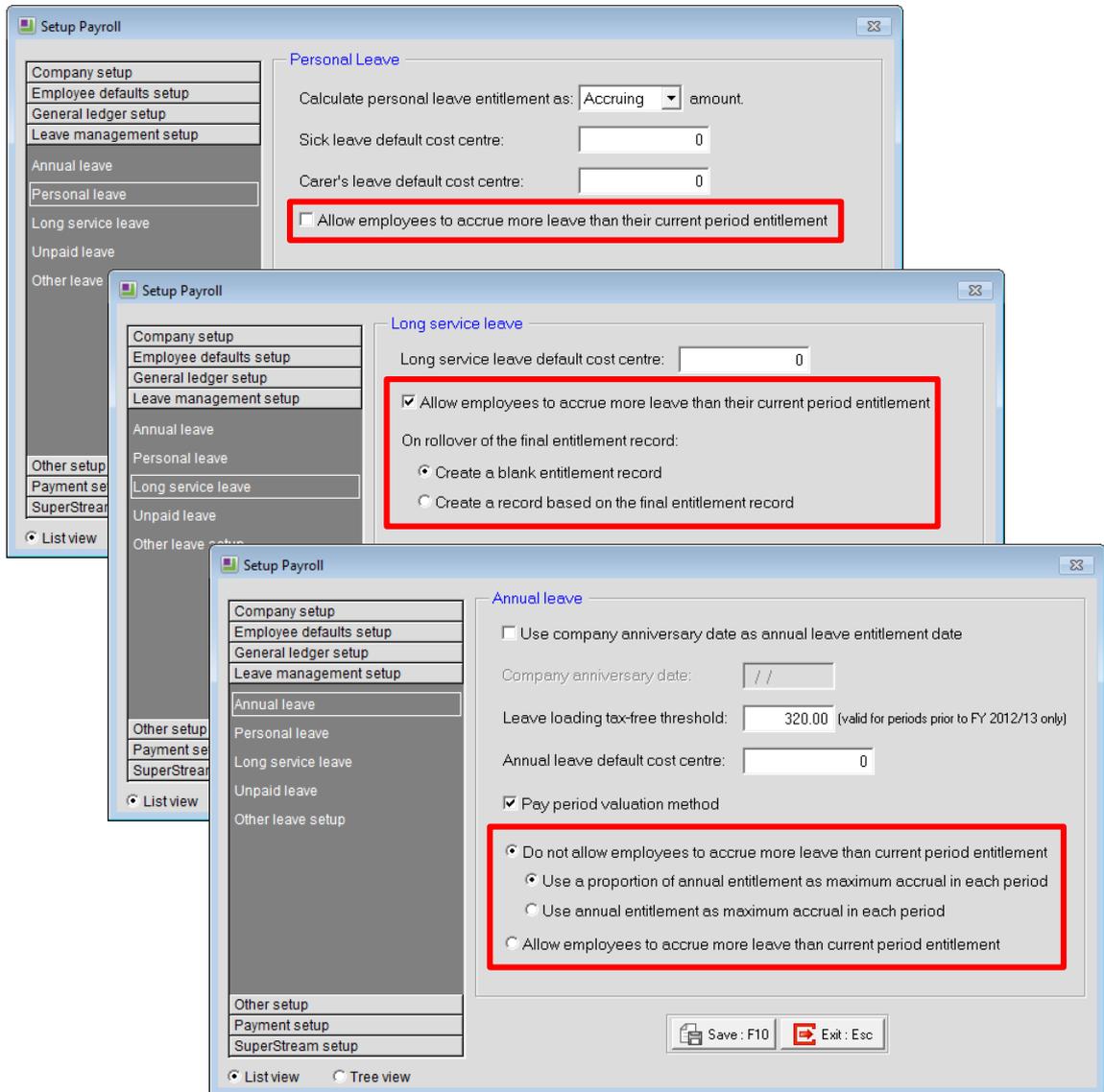
A new Leave groups screen is available in the Employee defaults setup section of the Setup Payroll window:



This screen lets you specify which leave groups will be assigned to new employees by default.

# Leave Accrual

New options have been added to the Annual leave, Long service leave and Personal leave screens under Leave management setup:



If employees work extra hours during the year/entitlement period, it may be possible for them to accrue more leave than their entitlement for the period. The new **Allow employees to accrue more leave than the current period entitlement** options determine whether employees' leave accruals should be capped at the entitlement amount, or if they should be allowed to exceed the entitlement.

**Note:** These settings apply to the total accrual over the entire entitlement period—they are separate from the existing **Cap Accruals Per Pay Period** options for leave groups or entitlements, which apply to individual pays.

## Annual Leave

For Annual Leave, if the option to not allow employees to exceed their entitlement is selected, two sub-options are available to indicate how annual leave should be capped:

- Use a proportion of the annual entitlement as the maximum accrual in each period, e.g. when accruing leave over a six month period, the maximum accrual for the period would be half of the annual entitlement.
- Use the annual entitlement as the maximum accrual in each period.

## Long Service Leave

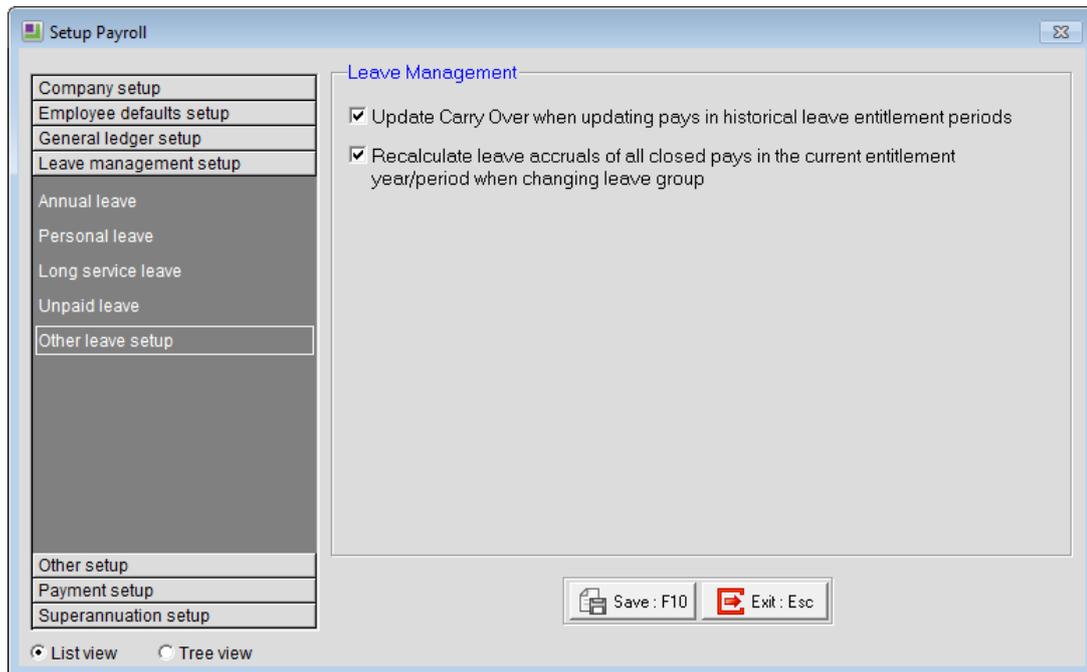
An extra setting has been added to Long Service Leave, to determine what will happen when an employee reaches the end of the final entitlement period. In previous versions nothing would happen; an employee exceeding the final period for which Long Service Leave entitlements had been defined would no longer accrue Long Service Leave. As of this version, a new entitlement record is always created when the final record rolls over. Two options are available for how this new record should be populated:

- **Create a blank entitlement record** – the new record will cover an equivalent time period to the final record, e.g. if the final record specified a period of five years, the period will end five years from the end of the final record. However, no entitlement amount will be set—the employee will not accrue any leave during this period.
- **Create a record based on the final entitlement record** – the new record will cover an equivalent time period to the final record, and will inherit all other entitlement details from the final entitlement record. The employee will continue to accrue Long Service Leave at the same rate as they did during the last entitlement period.

Selecting the **Create a blank entitlement record** option means that the system will behave as it did in previous versions.

## Other Leave Setup

A new Other leave setup sub-section has been added to the Leave management setup section:



This sub-section contains settings that affect areas of the system's behaviour regarding leave accruals:

**Update Carry Over when updating pays in historical leave entitlement periods** – When processing a back pay into a previous leave entitlement period, the employee's hours paid will increase, which will increase their accrued entitlement in the historical period. If this option is ticked, then the employee's Carry Over amount in the current period will be increased to reflect the employee's accrual from the historical period. If this option is not ticked, the employee's Carry Over amount will not be changed.

**Recalculate leave accruals of all closed pays in the current entitlement year/period when changing leave group** – If this option is ticked, then when changing a leave entitlement record for an employee, the leave accruals in any closed pays that fall within the entitlement period will be recalculated. If this option is not ticked, closed pays will not be altered—this may be desirable if the accruals in the closed pays have already been posted to the General Ledger, for example.

## Anniversary Dates

The new leave management system behaves differently with regard to employees' anniversary dates. In previous versions, ticking the **Use company anniversary date as annual leave entitlement date** setting in the Leave management setup > Annual leave section gave you the option of applying the company anniversary date to all existing employees. Changing this setting no longer has any effect on existing employees; its value affects new employees only.

The system will only alter an employee's Annual Leave anniversary date if:

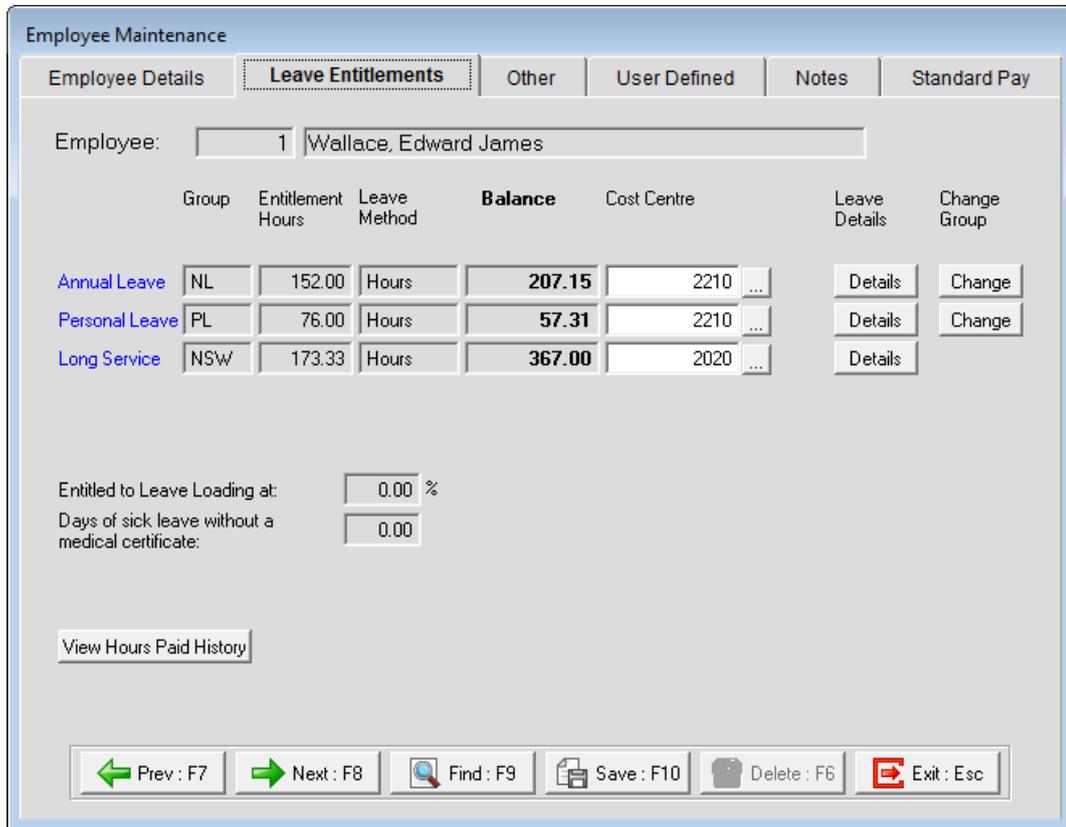
- the employee has zero Annual Leave balances (YTD, Carry Over and Advanced),
- the **Use company anniversary date as annual leave entitlement date** setting is unticked,
- the employee's Start Date is changed.

In this case, the system will automatically change the anniversary date to be the same as the updated Start Date. In all other cases, the anniversary date remains unchanged, e.g. changing an employee's Start Date when they have non-zero leave balances will not affect their anniversary date.

## Employee Maintenance

The Leave Maintenance tab of the Employee Maintenance window has been changed:

- The **Group** field for each leave type is now read-only. The leave group is now set when editing entitlements—see page 10.
- The **Leave Method** for each leave type is now displayed.
- The Balance Details column is now Leave Details. Clicking a **Details** button opens the re-designed Leave Entitlement window—see page 10.
- A Change Group column has been added. Clicking a **Change** button in this column opens a new window where an employee's leave group and/or anniversary date can be changed—see page 11.
- The **Entitled to Leave Loading at ... %** option is now read-only—see page 13.
- The **Edit Hours Paid History** button has been renamed to **View Hours Paid History**. The information that is displayed when this button is clicked is now read-only—see page 13.



Employee Maintenance

Employee Details | **Leave Entitlements** | Other | User Defined | Notes | Standard Pay

Employee: 1 Wallace, Edward James

	Group	Entitlement Hours	Leave Method	Balance	Cost Centre	Leave Details	Change Group
Annual Leave	NL	152.00	Hours	207.15	2210	Details	Change
Personal Leave	PL	76.00	Hours	57.31	2210	Details	Change
Long Service	NSW	173.33	Hours	367.00	2020	Details	

Entitled to Leave Loading at: 0.00 %  
Days of sick leave without a medical certificate: 0.00

View Hours Paid History

← Prev : F7   → Next : F8   🔍 Find : F9   📄 Save : F10   🗑 Delete : F6   🚪 Exit : Esc

## Editing Leave Entitlements

Clicking one of the **Details** buttons in the Entitlement Details column opens the Leave Entitlements window. Entitlements for all leave types can be edited on this window:

Start Date	End Date	Group	Annual Entitlement	Leave Loading	Leave Method	Cap Accruals	Full Time Hours	Accrued To Date	Hours Paid	Adjusted Hours	Calculated Accrual	Adjusted Accrual	Actual Accrual
05/05/2015	04/05/2016	NL	152.00	0.00	Hours	No	1976	/ /	0.00	0.00	0.00	0.00	0.00
26/03/2015	04/05/2015	NL	152.00	0.00	Hours	No	1976	/ /	0.00	0.00	0.00	0.00	0.00
05/05/2014	25/03/2015	NL	152.00	0.00	Hours	Yes	1976	/ /	190.00	0.00	14.62	77.53	92.15
YTD Totals:									190.00	0.00	14.62	77.53	92.15

By default, this window contains the entitlements specified by the employee's leave group; however, all of the details can be edited by double-clicking on a line or by selecting it and clicking the **Edit** button:

Employee: 1 Wallace, Edward James

Start Date: 24/08/2013 End Date: 23/08/2014

Group Code: LL Group Name: A/L with Leave Loading

Annual Entitlement: 160.00 Leave Loading %: 17.50

Leave Method: Hours

Cap Accruals Per Pay Period Full Time Hours: 1976

Hours Paid: 200.00 Adjusted Hours:

Calculated Accrual: 16.19 Adjusted Accrual:

Actual Accrual: 16.19

Each leave type has an edit window similar to the one above. All relevant details can be edited here, including the group code. Group codes are no longer required in leave entitlement entries; the **Group Code** field can be left blank.

**Note:** These changes mean that leave groups now act more like templates for employees' leave entitlements—you can apply them to employees to set their initial entitlements, then edit the employees to make any specific changes to them.

The Annual Leave Entitlement window has a new **Leave Loading %** field, which allows you to enter a separate leave loading percentage for each entitlement line.

Upon saving edits to an entitlement line, the system immediately recalculates the accrued leave totals for all pays in the current year. This means that you can edit an employee's entitlement history and have these changes retroactively applied to all subsequent pay periods.

The window also contains toolbar buttons to copy all data from this window to the clipboard, open the View Hours Paid History window (see page 13) and open the Change Leave Entitlement window (see below).

## Changing Leave Groups and Anniversary Dates

Normally, rollover dates for leave entitlements are set automatically based on the employee's **Start Date** (as displayed on the Employee Details tab). In some cases, it may be necessary to change the anniversary date that applies to an employee's leave entitlements, e.g. if an employee changes from a casual employee to a permanent employee, they will begin accruing leave from the date they became a permanent employee, not the date when they were first employed. To change the details of an employee's anniversary date and/or leave group, click the **Change** button on the Leave Entitlements tab to open the Change Leave Entitlement window for the appropriate leave type:

The screenshot shows a dialog box titled "Change Annual Leave Entitlement". It contains the following fields and options:

- Employee: 1 Wallace, Edward James
- Change Date: 15/04/2015
- Entitlement: 152.00
- Full Time Hours: 1976
- Leave Group: NL
- Leave Method: Hours
- Leave Loading %: 0.00
- Cap Accruals Per Pay Period
- Reset Anniversary Date Based on Change Date
- Apply leave group rules from:  Employee start date  Change date
- Buttons: Save : F10, Exit : Esc

For Annual Leave, an option is available to update the Anniversary Date so that it is the same as the Change Date entered. If a past date is entered, the leave rollover date will be one year after the change date; if a future date is entered, the rollover date will be the change date. (For Personal Leave, the Anniversary Date is always updated to be the same as the **Change Date**.)

## Leave Balances

The leave balance windows that were previously available from the Leave Entitlement tab are now accessed by clicking the **Change Carry Over** buttons in the Leave Entitlement editing window. These windows feature new fields:

The image displays three screenshots of software windows for managing leave balances. Each window has a title bar and a close button (X).

- Annual Leave Balances:** Shows fields for Carry Over (35.00), Year-To-Date Accrued (0.00), Less Accrued Taken (16.00), Total Hours (19.00), Entitlement Date (01/08/2014), and Current Period (24/08/2013 to 23/08/2014).
- Long Service Leave Balances:** Shows fields for Pre 16 August 1978 (0.00), 16 August 1978 to 17 August 1993 (145.89), Post 17 August 1993: Carry Over (218.78), Current Accrual (0.00), Less Accrued Taken (86.00), Total Hours (278.67), and Current Period (25/08/2011 to 23/08/2016). It also includes Save (F10) and Cancel buttons.
- Personal Leave Balances:** Shows fields for Carry Over (50.00), Current Accrual (4.11), Less Accrued Taken (33.23), Total Hours (20.88), and Current Period (07/06/2013 to 06/06/2014). It also includes Save (F10) and Cancel buttons.

A new **Less Accrued Taken** field shows the amount of accrued leave that has been taken in the current payroll year.

**Note:** These changes are also reflected in the leave balances displayed on the Termination Wizard.

## Leave Loading

Employee Leave Loading is now always determined by the Leave Loading percentage on the employee's current Annual Leave entitlement. This has the following additional effects on the system:

- The **Entitled to Leave Loading at ... %** option has been removed from the Tax classification screen in the Employee defaults setup section of the Setup Payroll window.
- The **Entitled to Leave Loading at ... %** option on the Leave Entitlements tab of the Employee Maintenance window is now read-only.

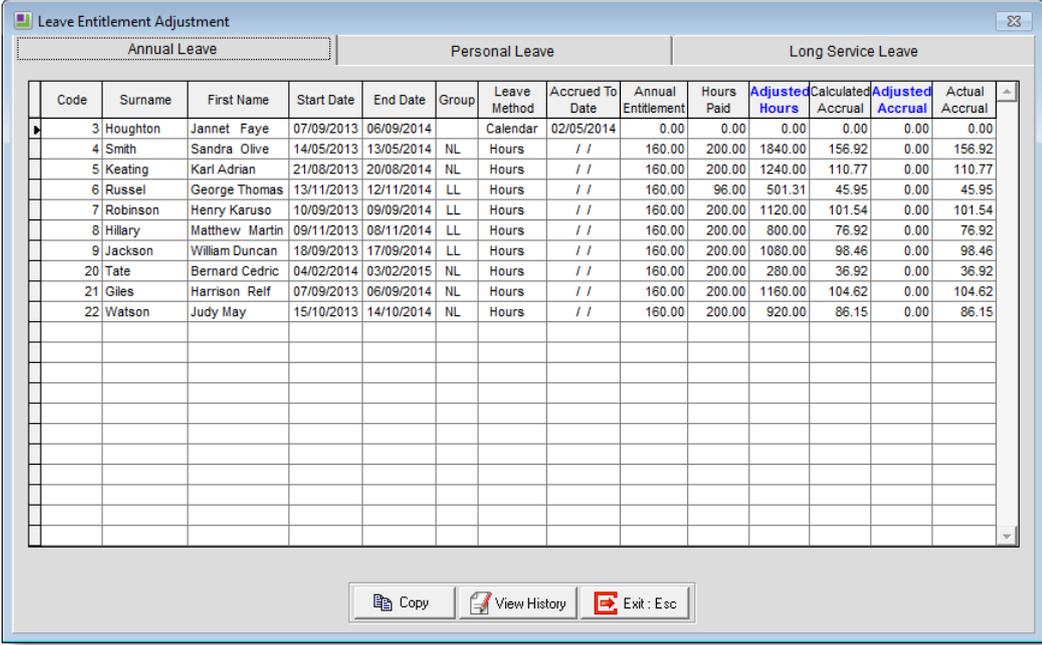
## Hours Paid History

The Edit Hours Paid History window is now the View Hours Paid History window. As employees' past leave accruals can now be edited on the Leave Entitlement window, there is no need to edit them on this window; the information presented is now read-only:

Pay Number	Pay Date	Frequency	Pay Type	Gross Liability for Annual	Hours Paid	Hours Paid Cap	Annual Leave Accrued	Personal Leave Accrued	Long Service Leave Accrued
6	05/12/2014	Weekly	Current	1000.00	38.00	38.00	2.9231	1.4615	0.6663
5	28/11/2014	Weekly	Current	1000.00	38.00	0.00	2.9231	1.4615	0.6663
4	21/11/2014	Weekly	Current	1000.00	38.00	0.00	2.9231	1.4615	0.6663
3	14/11/2014	Weekly	Current	1000.00	38.00	0.00	2.9231	1.4615	0.6663
2	07/11/2014	Weekly	Current	1000.00	38.00	0.00	2.9231	1.4615	0.6663
1	01/11/2014	Weekly	One_Off	0.00	0.00	0.00	0.0000	0.0000	0.0000
Totals:				5000.00	190.00		14.6155	7.3075	3.3315

## Entitlement YTD Adjustment Utility

A new utility is available for entering adjustments to employees' year-to-date leave entitlements. Selecting **Leave Entitlement Adjustment** from the Utilities menu opens the new Leave Entitlement Adjustment window:



The screenshot shows a software window titled "Leave Entitlement Adjustment" with three tabs: "Annual Leave", "Personal Leave", and "Long Service Leave". The "Annual Leave" tab is active, displaying a table with the following columns: Code, Surname, First Name, Start Date, End Date, Group, Leave Method, Accrued To Date, Annual Entitlement, Hours Paid, Adjusted Hours, Calculated Accrual, Adjusted Accrual, and Actual Accrual. The table contains 12 rows of employee data. At the bottom of the window, there are three buttons: "Copy", "View History", and "Exit : Esc".

Code	Surname	First Name	Start Date	End Date	Group	Leave Method	Accrued To Date	Annual Entitlement	Hours Paid	Adjusted Hours	Calculated Accrual	Adjusted Accrual	Actual Accrual
3	Houghton	Jannet Faye	07/09/2013	06/09/2014		Calendar	02/05/2014	0.00	0.00	0.00	0.00	0.00	0.00
4	Smith	Sandra Olive	14/05/2013	13/05/2014	NL	Hours	//	160.00	200.00	1840.00	156.92	0.00	156.92
5	Keating	Karl Adrian	21/08/2013	20/08/2014	NL	Hours	//	160.00	200.00	1240.00	110.77	0.00	110.77
6	Russet	George Thomas	13/11/2013	12/11/2014	LL	Hours	//	160.00	96.00	501.31	45.95	0.00	45.95
7	Robinson	Henry Karuso	10/09/2013	09/09/2014	LL	Hours	//	160.00	200.00	1120.00	101.54	0.00	101.54
8	Hillary	Matthew Martin	09/11/2013	08/11/2014	LL	Hours	//	160.00	200.00	800.00	76.92	0.00	76.92
9	Jackson	William Duncan	18/09/2013	17/09/2014	LL	Hours	//	160.00	200.00	1080.00	98.46	0.00	98.46
20	Tate	Bernard Cedric	04/02/2014	03/02/2015	NL	Hours	//	160.00	200.00	280.00	36.92	0.00	36.92
21	Giles	Harrison Reif	07/09/2013	06/09/2014	NL	Hours	//	160.00	200.00	1160.00	104.62	0.00	104.62
22	Watson	Judy May	15/10/2013	14/10/2014	NL	Hours	//	160.00	200.00	920.00	86.15	0.00	86.15

This window displays the current YTD leave entitlements for all employees. Only the **Adjusted Hours** and **Adjusted Accrual** columns are editable—enter values into these columns to adjust employees' entitlements as necessary.

The **Copy** button at the bottom of the window copies all data from this window to the clipboard, so that it can be pasted directly into a spreadsheet.

The **View History** button opens the View Hours Paid History window for the selected employee (see page 13).

**Note:** It may be useful to open the Leave Entitlement Adjustment window after upgrading to this version, to check that the **Actual Accrual** amounts match the employees' accrued leave before the upgrade. Immediately after an upgrade, the **Adjusted Hours** and **Adjusted Accrual** columns will display any adjustments that were made during the upgrade process to ensure that employees' balances remained the same after upgrading.

## One-Off Pays

In previous versions, employee's leave accruals were only updated when the Current Pay was updated. Accruals are now updated for One-Off Pays as well.

# Database Changes

Upgrading EXO Payroll to use the new leave entitlement management system results in a number of changes to the EXO Payroll database. These are detailed below.

## New Tables

The following new tables are added when upgrading to the new system.

### LEAVEENT

This table contains leave entitlement records for each employee. Holds information related to the hours paid (for hours based leave accrual purposes) and / or calendar days worked (for calendar based leave accrual purposes). The group rule determines what the entitlement will be at the end of any given year / accrual period. For annual leave, rules are carried over to the next year. For personal leave, accruals can be repeated at pre-set intervals. For long service leave, the final entitlement units and length can be fixed to a single allocation or a regularly repeating allocation. The user can override and specify overrides to parameters that apply only to the individual.

This table contains the following fields:

Field Name	Field Description
ENTID	Primary key for table.
STAFF_CODE	Employee Code for the employee who has the accrual line.
STARTDATE	Accrual start date. Cannot be less than the employee start date. Should be reinitialised when the employee is rehired.
ENDDATE	Accrual end date. The day immediately prior to the day upon which the employee receives their entitlement into carry-over.
LASTPAY	This year/period accrued to date. Applies to calendar based leave accruals, which accrue leave based on distance between dates irrespective of variations between hours worked between those days.
LGCODE	Alpha sort code / identifier for leave group.
LGTYPE	1 = annual leave, 2 = personal leave, 3 = long service leave
LGMETHOD	1 = calendar based, 2 = hours based leave accruals, which accrue leave based on actual hours worked against total possible hours worked during the accrual period, subject to pay period capping defined in the group rule or entitlement period limiters defined in payroll setup
FULLDAYS	Total possible hours worked during the accrual period.
ENT_PERC	Retained only for backward compatibility. *not currently in use*
ENT_NUM	Hours of leave entitlement that the employee will receive as a carry-over at the end of the accrual period.

LOADING	Annual leave loading entitlement, expressed as a percentage value which is calculated on top of the applicable annual leave payout.
CAP	Limits the hours paid for each pay to a maximum of the standard hours per pay period as defined in the employee details screen.
GROSS	Retained only for backward compatibility. *not currently in use*
UNITS	Total hours paid for the accrual period (auto-summed).
UNITS_ADJ	User-entered positive or negative adjustments to total hours paid for the accrual period, for where the book balance differs from the hours paid that are derived from the pay history that the database holds for the accrual period.
ACCRUED	Leave accrual (auto-calculated – see the ES help file for details).
ACCR_ADJ	User-entered positive or negative adjustments to the leave accrual, for where the book balance differs from the hours paid that are derived from the pay history that the database holds for the accrual period.
SPREPEAT	Frequency upon which a personal leave rule is scheduled for regular repetition, expressed as a numeric value.

## LEAVEGROUP

Entitlement rules for groups of analogous employees. Defines the rules for how leave entitlements are allocated, how leave accruals are calculated, and how leave allocations are repeated. Optionally can allocate a lump sum of personal leave units rather than an accrual rule. To start accrual leave immediately from the first day of employment, set the number of months to 0 for the first group entitlement line.

This table contains the following fields:

Field Name	Field Description
LGID	Primary key for table.
LGCODE	Alpha sort code/identifier for leave group.
LGNAME	Descriptive title.
LGTYPE	H = annual leave, S = personal leave, L = long service leave
LGMETHOD	1 = calendar based, 2 = hours based leave accruals
FULLDAYS	Total possible hours worked during the accrual period.
ENT_PERC	Retained only for backward compatibility. *not currently in use*
LOADING	Annual leave loading entitlement.
CAP	Limits the hours paid for each pay to a maximum of the standard hours per pay period as defined in the employee details screen.
SPREPEAT	Frequency upon which a personal leave rule is scheduled for regular repetition, expressed as a numeric value.

## LEAVEGROUP\_CHANGE

Contains the number of months' service after which an employee (who has been allocated a leave group code) may receive a leave entitlement, and the number of days/hours to be received. One group may have several entitlement lines.

This table contains the following fields:

Field Name	Field Description
LGID	Primary key for table.
LGMONTHS	Number of month's service from which the accrual is to commence – helps to determine the length in days of the accrual line.
LGUNITS	Hours of leave entitlement that the employee will receive as a carry-over at the end of the accrual period.
LGTOMONTHS	Number of months service (commencing from either the start date or the prior entitlement line) that are required to reach the end of the accrual period – helps to determine the length in days of the accrual line.

## Obsolete Tables

The following tables become inactive after upgrading to the new system, as they are not used by the new leave entitlement management system:

- HPENT
- HPGROUP
- LSLCHANG
- LSLENT
- LSLGROUP
- SPENT
- SPGROUP