

MYOB Advanced

Managing FBAPS Leave (NZ)

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Introduction

This document describes how Family Violence Leave, Bereavement Leave and Sick Leave are processed in MYOB Advanced for New Zealand based employees within the context of the New Zealand Holidays Act 2003.

Note: See the “Managing Annual Leave (NZ)” and “Managing Public Holidays (NZ)” white papers for information on managing these leave types.

The New Zealand Holiday Act of 2003 states that employees are entitled to the following:

- Sick Leave – ten days per year
- Family Violence Leave – ten days per year
- Bereavement Leave – one to three days per event (depending on loss)

Permanent employees automatically become entitled to these leave types on completion of six months service.

Casual employees may be eligible if they pass the following criteria: an average of at least ten hours per week including at least one hour per week each week or 40 hours a month.

See the [Holidays Act 2003 on the New Zealand Legislation website](#) for the full text of the Act.

To support the above legislative requirements, the MYOB Advanced People provides the ability to process entitlement accrual and payment of these leave types. Leave is processed in the context of an employee’s work pattern and paid out using the employee’s Relevant Daily Pay (RDP) or Average Daily Pay (ADP) rate.

Disclaimer: This document provides guidance on how to manage leave entitlements within our product. To understand how to meet your obligations as an employer under the Holidays Act 2003, we recommend that you read the MBIE document “Holidays Act 2003: Guidance on annual holidays, FBAPS i.e., Family/domestic violence leave, Bereavement leave, Alternative holidays, Public holidays and Sick leave”. If you have further questions or are in doubt, it is best to seek legal advice to ensure you are meeting your obligations.

Setting up MYOB Advanced

MYOB Advanced includes default entitlements and pay items for leave, configured to transact the relevant payments and accruals.

Note: These default pay items only serve as templates and are by no means prescribed entitlement configuration. It is the responsibility of each employer to ensure that their entitlement accrual and payment settings suit their employment agreements and are compliant with legislation, seeking advice from eligible parties as required.

Family Violence Leave

MYOB Advanced includes the following default Family Violence Leave entitlements and pay items:

- Entitlements
 - FAMILYV – Family Violence
- Pay items
 - FAMILYV – Family Violence Leave Accrual
 - FAMILVTAK – Family Violence Leave Taken

Entitlement

FAMILYV – Family Violence

This is an accruing entitlement transacted in the unit of “Days” and valued according to the daily rate applicable to the employee. The exact rate method to use is set on the employee’s pay details (i.e., RDP/ADP).

Family Violence leave is not paid out on termination and therefore no liability is tracked.

The applicable FBAPS rate is set for each employee on the Employment tab of the Pay Details screen (MPPP2310).

Pay Items

FAMILYV – Family Violence Leave Accrual

This pay item is used when accruing Family Violence Leave.

The pay item is of type “Entitlement Accrual” and associated with the Family Violence Entitlement above.

FAMILVTAK – Family Violence Leave Taken

This pay item is used when paying an employee for Family Violence Leave taken.

The pay item is of type “Entitlement Payment” and associated with the Family Violence Entitlement above.

Bereavement Leave

MYOB Advanced includes the following default Bereavement Leave entitlements and pay items:

- Entitlements
 - BEREAVE – Bereavement Leave
- Pay items
 - BEREAVTAKE – Bereavement Leave Taken

Entitlement

BEREAVE – Bereavement Leave

This is a non-accruing entitlement transacted in the unit of “Days” and valued according to the daily rate applicable to the employee. The exact rate method to use is set on the employee’s pay details (i.e., RDP/ADP).

Bereavement is not paid out on termination and therefore no liability is tracked.

The applicable FBAPS rate is set for each employee on the Employment tab of the Pay Details screen (MPPP2310).

Pay Items

BEREAVTAKE – Bereavement Leave Taken

This pay item is used when paying an employee for Bereavement Leave taken.

The pay item is of type “Entitlement Payment” and associated with the Bereavement Entitlement above.

Sick Leave

MYOB Advanced includes the following default Sick Leave entitlements and pay items:

- Entitlements
 - SICK – Sick Leave
- Pay items
 - SICK – Sick Leave Accrual
 - SICKTAKEN – Sick Leave Taken
 - SICKTERM – Unused Sick Leave

Entitlement

SICK – Sick Leave

This is an accruing entitlement transacted in the unit of “Days” and valued according to the daily rate applicable to the employee. The exact rate method to use is set on the employee’s pay details, i.e., RDP/ADP. Sick Leave is not paid out on termination and therefore no liability is tracked.

Sick Leave liability is not typically tracked. However, if you choose to do so, accrual will be valued at the employee’s standard rate. Enabling the **Auto-adjust provisioned entitlement**

amount option on the Valuation tab of the entitlement will ensure the entitlement liability is adjusted correctly to match payments made at the employee's FBAPS rate, i.e., RDP/ADP.

The maximum allowed entitlement balance for an employee is 20 days in a year, as per the Holidays Act 2003. However, an employer could also agree with an employee to give more, i.e. either not to cap carry over at all, or to cap it at more than 20 days. Unused leave could be carried over to following years.

The applicable FBAPS rate is set for each employee on the Employment tab of the Pay Details screen (MPPP2310).

Pay Items

SICK – Sick Leave Accrual

This pay item is used when accruing Sick Leave.

The pay item is of type "Entitlement Accrual" and associated with the Sick Leave Entitlement above.

SICKTAKEN – Sick Leave Taken

This pay item is used when paying an employee for Sick Leave taken.

The pay item is of type "Entitlement Payment" and associated with the Sick Leave Entitlement above.

SICKTERM – Unused Sick Leave

This pay item is used when paying an employee for unused Sick Leave during termination.

The pay item is of type "Unused Leave" and associated with the Sick Leave Entitlement above.

Pay Item Liabilities

The Pay Item Liabilities screen (MPPP1025) allows payroll administrators to manage, in bulk, the pay items to be considered when valuing holidays and leave payments. Liable pay items are valued based on the employee's pay and their pay history.

Leave must be paid at no less than the employee's Relevant Daily Pay (RDP), or Average Daily Pay (ADP) rate (only if RDP calculation is not practical). Using the Pay Item Liability screen, the payroll administrator can indicate the pay items to be used when determining these rates. Following an example of how these items are used when calculating Public Holiday payment rates per employee.

Relevant Daily Pay (RDP)

RDP Rate is intended for employees whose Standard Pay typically reflects what the employee is paid in their current pay on a regular basis.

The RDP rate is calculated as follows:

- Retrieve all Pay items flagged as **Liable for RDP**

- Identify which of the liable items are in the employee's standard pay relevant to their pay group
- Evaluate the RDP definition associated with each identified standard pay item, identifying applicable wages/allowances/overtime to be used in the RDP valuation.

Average Daily Pay (ADP)

ADP Rate is intended to be used by employees whose Current Pay records fluctuate with either pay items or the quantities/rates/amount of the pay items from pay to pay, i.e. it is not possible to determine an RDP rate with respect to the Holiday Act section 9.

The ADP rate is calculated as follows:

- Retrieve all Pay items flagged as **Liable for ADP**
- Retrieve 52 weeks' pay history for the employee
- Evaluate the 52 weeks' pay history in the context of liable pay items to determine the gross liable income to be used in the ADP valuation.

Note: Items liable for ADP are defined by Section 14 (Gross pay) of the Holidays Act. Section 14 also applies to Annual Leave (aka Holiday Pay). Therefore Pay Items with "Liable for ADP" ticked are also expected have "Liable for Holiday Pay" ticked and vice versa. The only reason to have difference would be where the employer has obtained specific legal advice to do so.

Pay Details

Pay Group Configuration

Using the Pay Groups screen (MPPP2710), the payroll administrator maintains the groups that employees are paid in, specifying the default pay items to be used when processing leave payments. Employees are assigned any of the default pay items according to the working pattern and work calendar configuration.

Employee termination also depends on the default pay items being set. Using the default item, the Payroll module derives the underlying entitlement and its associated termination pay item to be used for payments.

The Pay Groups tab on Pay Details screen (MPPP2310) describes an employee's membership to one or more pay groups and is used to specify pay rate details. The **Standard Rate** field is of particular importance to public holiday processing; This is the rate used for leave valuation if the FBAPS Rate on the employee profile is set to RDP - Standard Rate.

Employee Pay Detail Configuration

Settings that determine employees' working arrangements are available on the Pay Details screen (MPPP2310).

Employment Agreement

Public Holiday payments are particular to an employee's employment agreement. The following guidelines provide an overview of how the settings on the Employment tab of the Pay Details screen can be applied to different working arrangements:

Pay Details

Employee ID: 1000000001 Status: Active

Employee name: Sheridan Matthew, Mr.

STANDARD PAY PAY GROUPS TAXATION **EMPLOYMENT** SETTINGS EMPLOYEE DEFAULTS ENTITLEMENT BALANCES DEFINITION OF WEEK KIWISAVER PAY DISTRIBUTION

Employee start date: 16/11/2015
Employee end date:

Employee entitlements based on these dates:

Entitlement ID	Entitlement Description	Trigger Date Rule	Override	Trigger Date
AL4WEEKS	4 Weeks Annual Leave	Employee Specific	<input checked="" type="checkbox"/>	1/08/2019
FBAPSSL	FBAPS Sick Leave	Employee Specific	<input type="checkbox"/>	16/11/2015

HOLIDAY ACT SETTINGS

Work Pattern Source: Work Calendar
FBAPS Rate: Relevant Daily Pay RDP Source: Standard Rate
Ordinary Weekly Pay Rate: OWP (Standard - s 8(1))

Work Pattern Source

This setting is used to assist how your employee's Otherwise Working Days will be recorded, i.e., when evaluating whether a public holiday falls on an OWD for an employee, and when deriving the scheduled work hours to calculate the leave payment rate, if the employee's **FBAPS Rate** is set to "RDP - Standard Rate". The setting has the following options:

- **Work Calendar:** Suitable for use for any employee, working a predictable, static work pattern that fits a seven-day work week. The actual work calendar applied to calculations is that which is set on the Employee's Default Pay group.
- **Employee Schedule:** Appropriate for employees working variable hours, such as those that are rostered or working shifts.

FBAPS Rate

This setting is used when calculating leave payments due to an employee taking leave.

It is important to note that this rate only serves as the employee's default rate. When processing leave payment in a pay run, all three rates are calculated and provided for comparison and review in the leave summary report. The rate as specified in the employee pay details is applied by default, but it can be changed by the payroll admin should a higher rate apply.

The setting has the following options:

- **Relevant Daily Pay:** The Relevant Daily Pay (RDP) option is intended for employees whose Standard Pay typically reflects what the employee is paid in their current pay on a regular basis and can be based on either of the following:
 - **Standard Rate:** The employee's standard hourly rate, as specified on their default pay group. Use this setting if a daily rate can consistently be determined from the employee's hourly rate, not having to consider any additional income such as particular daily allowances, or overtime.
 - **Standard Pay:** The employee's standard pay definition, containing a granular specification of pay items due to the employee according to a defined pattern. Use this setting if the employee regularly receives income such as allowances, or overtime on particular days.
- **Average Daily Pay:** The Average Daily Pay (ADP) is suitable only if it is not possible or practical to work out the relevant daily pay or an employee's daily pay varies in terms of quantities/rates/amount of the pay items from pay to pay.
- **Agreed Rate:** The Agreed Rate may be used when an employee's agreement specifies a rate higher than either ADP/RDP. If selected, the user is prompted to

enter the applicable rate. It is up to you to ensure that the rate you enter is higher than the ADP or RDP.

Standard Pay

As mentioned above, the payroll administrator might choose to value an employee's leave payments according to a granular RDP definition, specified for relevant standard pay items marked as **liable for RDP** (see "Pay Item Liabilities" on page 7). The RDP definition attached to a standard pay item acts as a template and evaluated in the context of a particular pay period to determine the payments due to an employee when, for instance, taking a day off for Sick Leave.

For Example, an employee receiving a regular higher duty allowance on Fridays should still receive this allowance when taking sick. Using the RDP definition, the Payroll Administrator can configure the pattern according to which the allowance is typically paid—in this case, every Friday. A pattern frequency of one week is selected, and the allowance amount captured against the relevant day. Should a sick day fall on a Friday, this allowance amount would be incorporated into the employee's RDP rate.

It is important to note that if this RDP rate calculation method is selected, all relevant pay items (e.g., Wages, Allowances, Overtime, etc.) require an RDP Definition.

Enduring allowances also require careful consideration. Capturing an RDP definition for such items may lead to double-dipping. In such a case, the Payroll Administrator can choose one of two paths:

- Decide not to capture an RDP definition. Where an employee receives an enduring allowance, this allowance need not be included in RDP if it is paid in full regularly (for example fortnightly) and listed as a separate line item on the employee's pay sheet.
- Decide to capture an RDP definition, in which the administrator will have to manually adjust the remaining allowance amount payable for the period.

Employee Work Schedule

The Employee Work Schedule screen (MPPP2260) provides a single point of reference against which to review an employee's historic work pattern, overlaying the employee's scheduled and timesheet leaves hours, and indicating whether leave was taken on a particular day.

Employee Work Schedule TOOLS ▾

Employee ID: EP00000001 - Sheridan Matti ⌵
Employee Name: Sheridan Matthew, Mr Start Date: 30/09/2017 End Date: 30/11/2021

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All Records ▾

Date	Day of Week	Working Day	Scheduled Hours	Timesheet Hours	Has Leave	Leave Type
> 9/06/2021	Wednesday	<input checked="" type="checkbox"/>	9.00	0.00		
10/06/2021	Thursday	<input checked="" type="checkbox"/>	9.00	0.00		
11/06/2021	Friday	<input checked="" type="checkbox"/>	9.00	0.00		
12/06/2021	Saturday	<input type="checkbox"/>	0.00	0.00		
13/06/2021	Sunday	<input type="checkbox"/>	0.00	0.00		
14/06/2021	Monday	<input checked="" type="checkbox"/>	9.00	0.00		
15/06/2021	Tuesday	<input checked="" type="checkbox"/>	9.00	0.00		
16/06/2021	Wednesday	<input checked="" type="checkbox"/>	9.00	0.00		
17/06/2021	Thursday	<input checked="" type="checkbox"/>	9.00	0.00		
18/06/2021	Friday	<input checked="" type="checkbox"/>	9.00	0.00		
19/06/2021	Saturday	<input type="checkbox"/>	0.00	0.00		
20/06/2021	Sunday	<input type="checkbox"/>	0.00	0.00		

The **Work Pattern Source** specified on the Pay Details screen (MPPP2310), which is used to assist how your employee's Otherwise Working Days will be recorded, affects how entries are maintained within the employee schedule in the following ways:

- **Working Calendar:** In this case, entries are automatically generated in the employee schedule when creating a new pay run.
- **Employee Schedule:** In this case, entries are manually uploaded for each employee by the payroll administrator.

In either case, the payroll administrator has the option to make manual changes and adjustments to an employee's schedule as required.

The employee schedule also plays an important role in calculating and processing leave taken. Schedule entries are either sourced from the work calendar or rostering system (whichever suits the employee pattern), providing a single consistent mechanism against which to perform the following:

- ADP calculations use the employee schedule to determine the days worked over the past 52 weeks.
- RDP Standard rate calculations use the employee schedule to determine the hours worked on a particular day when basing the RDP rate of an employee's standard hourly wage.
- Validate whether or not a public holiday falls on an OWD.

Processing Leave

Once the required configuration steps have been completed, leave accrual and payments can be processed.

Opening Balances

In some instances, such as when migrating an employee from another payroll system, it might be necessary to create opening earned entitlement balances for an employee. Using the Entitlement Adjustment screen (MPPP3000), a user can easily set an entitlement's opening balance or adjust an existing balance.

Note: Leave taken in advance is only for Annual Leave and doesn't apply to FBAPS leave types.

Before you can make an entitlement adjustment to add an opening balance for an entitlement, you must add an accrual Pay Item for that entitlement in the standard pay. Currently, this applies even for a non-accruing type of entitlements like Birthday leave, Time in Lieu (TOIL), including Alternative leave and overtime, etc. You can remove the accrual pay item for these non-accruing pay items after the opening balance is released/adjustments are processed.

Entitlement Adjustments
EA000208 - Fraser Joshua, Mr.

ENTITLEMENT DETAILS RELEASE REVERSE

Batch Number: EA000208 Employee: EP00000041 - Fraser Joshua, Mr.
Type: Opening Balance Entitlement: AL4WEEKS - 4 Weeks Annual Leave
Status: Closed
 Hold Post to GL
Transaction Date: 8/07/2021
Post Period: 04-2022
Last Rollover Date: 2/12/2020
Description: Entitlement Opening Balance Adjustment for EP00000041

DOCUMENT DETAILS FINANCIAL DETAILS

Type	Quantity	Unit	Rate	Rate Description	Calculated Amount	Override Amount	Account	Account Description	Subaccount	Project	Project Tax
> Earned Balance	10.000000	Weeks		Greater of Ordinary pay and Ave...		<input type="checkbox"/>	600610	Annual Leave Accrual Ex...	NZL-NTH-AKL	X	

Note: When there are no opening balances for an employee, i.e., an employee has no remaining balance from the legacy system, you need to load zero entitlement in Opening balance. Otherwise, it would result in incorrect full Contract adjustments for entitlements in the MYOB Advanced.

See the ["Import Pay History \(NZ\)" white paper](#) for more information on set up required while importing leaves.

Leave Accrual

Leave accrual is tracked by the individual leave entitlement accrual pay items and governed by the rules and configuration defined on the associated entitlement record. To ensure that an employee accrues the correct amount of leave each pay, you need to add these applicable accrual pay items to an employee's Standard Pay using the Pay Details screen (MPPP2310). This ensures that the accrual pay items are added to each of the employee's pays.

Paying Leave

To pay leave to employees, add the relevant payment pay items to their Current Pays, then process the pay run as normal. Leave payments are valued according to the valuation method set on the related entitlement. For leave entitlements, the Valuation Method is generally set to “Employee FBAPS Rate”, which means the applicable method to use is the source from the employee profile. Doing so allows the system to provide distinct rating options per employee when processing a leave taken payment.

Leave pay items can be added to employees’ pays in the following ways:

- Employee Self-Service
- Timesheets
- Manual entry in a pay run

Employee Self-Service

The Employee Self-Service module in MYOB Advanced allows employees, or users acting on their behalf, to capture leave requests for:

- **1 or more full days:** the user selects the relevant leave type and enters the start and end leave dates. MYOB Advanced calculates the relevant hours and days requested.
- **less than 1 day:** the user selects the relevant leave type, enters the start date and enters the hours they are taking. MYOB Advanced calculates the portion of a day being taken for processing the leave on context of the employee’s daily rate.
- **Multiple Leave Requests:** user selects multiple type of leave requests on one working day, e.g., sick leave for few hours and annual leave for rest of the hours in a day.

The above relies on the **Work Pattern Source** selected for the employee on the Employment tab of the Pay Details window (MPPP2310). If the employee’s source is set to “Work Calendar”, the appropriate Work Calendar is determined from the employee’s default pay group. If the employee’s source is set to “Employee Schedule”, the schedule entries as imported/captured by the payroll administrator on the Employee Work Schedule screen (MPPP2260) are used.

When capturing requests for sick leave, for example, company policy may require the employee to attach a file to the request. Whether or not this is enforced at this point is dictated by the entitlement payment Pay Item’s configuration—see the Additional Info tab on the Pay Items screen (MMPP2210) for these settings. Using these configurations, the users can also allow or disallow leave requests for particular pay items, should this be required.

Pay Items

PAY ITEM LIABILITIES RECALCULATE STANDARD PAYS ACTIONS ▾

Pay Item ID: Description: Payslip label: Active
 Type: Taxation:

ATTRIBUTES
 Maximum limit applies?: No Threshold(s) apply?: No Super?: No Entitlement?: Yes
 Allow Leave Reduction

CALCULATION METHOD **ADDITIONAL INFO** MEMBERSHIP

VISIBILITY **OVERRIDE VALUE** **SELF SERVICE**
 Show On Payslip Allow value override for Employee(s) pay item in:
 Show Calculated Dollar Value Standard Pay
 Show Calculated Units Current Pay
 Allow Leave Request Selection
 Require Attachment Upon Leave Request

EXPENSE ALLOCATION SETTINGS
 Exclude from Allocation

ANALYSIS
 General Ledger Purpose:

Submitted leave requests appear on the Leave Administration screen in the Payroll module (MPPP5040). Once they have been marked as “Ready to Pay”, they can be added to a pay run by clicking **Import Leave** in the Actions dropdown on the Pay Run Details screen (MPPP3120).

Clicking this action imports any leave requests for employees in the pay run that fall within the pay period’s start and end dates (partially or in full) and have the “Ready to Pay” status.

Leave Administration TOOLS ▾

READY TO PAY SET PAY PERIOD DATE

Employee: From:
 Pay Group: To:

All Records										DAYS TAKEN			
Ref. Nbr	Employee name	Start Date	End Date	Units Requested	Leave Type	Status	Total Balance	Pay Group	Date	Day	Units Requested	Status	
<input type="checkbox"/> LR000005	White Oliver, Mr.	6/09/2021	9/09/2021	0.8000 (Weeks)	Annual Leave 4wk Taken	Ready To Pay	71.8879	LOGISTICS	6/09/2021	Monday	0.2000 (Weeks)	Ready To Pay	
<input type="checkbox"/> LR000007	White Oliver, Mr.	28/09/2021	1/07/2021	0.8000 (Weeks)	Annual Leave 4wk Taken	Ready To Pay	71.8879	LOGISTICS	7/09/2021	Tuesday	0.2000 (Weeks)	Ready To Pay	
<input type="checkbox"/> LR000009	White Oliver, Mr.	12/04/2021	16/04/2021	1.0000 (Weeks)	Annual Leave 4wk Taken	Partially Paid	71.8879	LOGISTICS	8/09/2021	Wednesd...	0.2000 (Weeks)	Ready To Pay	
<input type="checkbox"/> LR000010	White Oliver, Mr.	13/07/2021	15/07/2021	0.6000 (Weeks)	Annual Leave 4wk Taken	Ready To Pay	71.8879	LOGISTICS	9/09/2021	Thursday	0.2000 (Weeks)	Ready To Pay	

Note: If a leave request spans multiple pay periods, only the portion of the request that falls within the pay’s start and end dates will be imported.

If necessary, leave can be re-imported into the pay—when importing leave, if any leave items already exist in the pay, you will be given the option of re-importing and overwriting the existing leave, or only importing new leave requests.

Note: Importing leave does not affect any leave that has been added to the pay manually (see below).

See the [“Employee Self-Service” white paper](#) for more information.

Timesheets

Batches of timesheet data, which can include leave, are created on the Import Timesheets screen (MPPP7030). Once timesheet data has been imported and validated, you can import unprocessed timesheet batches into an open pay run from the Pay Run Details screen (MPPP3120). Click **Import Timesheet** in the Actions dropdown to import timesheet data related to the pay run. The import process scans all timesheet batches for records that match the following criteria:

- Not associated with any other pay run.
- The Pay Effective Date on the timesheet record falls within the pay run's start and end dates.
- The employee associated with the timesheet record exists in the pay run.

See the [“Importing Timesheets” white paper](#) for more information.

Manual Leave Entry

To add annual leave payments to an employee's pay manually, go to Manage Pays screen (MPPP4110), then click Pay run ID which opens the Pay Run Details screen (MPPP3120), then click on the name of the employee who is taking leave. This opens the Employee's Current Pay screen (MPPP3130)—use the **+** button on this screen to add an annual leave payment pay item to the employee's pay.

For leave payment items, a **Days Taken** link becomes available in the **Leave** column for the pay item. Clicking this link opens a window where you can specify the calendar days that the employee took leave on.

Note: There is an issue in MYOB Advanced Payroll that can cause the number of hours to be calculated incorrectly when manually entering leave for employees using the Work Schedule. To pay leave to these employees, see our [troubleshooting article](#).

Reviewing Leave Payments

The Employee Leave Summary screen (MPPP4045) allows payroll administrators to review all Annual and FBAPS leave captured in a pay run, prior to completing the pay run. Each line item describes the leave period and relevant valuation rate applied. To compare rates, the user is also provided with other possible rates that might apply. The user may choose to override the applied rate method, or to even override the **Payment Amount**. Doing so will re-evaluate the calculated amount within the pay run. If the user has not applied the highest possible rate to the pay item a warning is shown in the Status column. The user may choose to ignore the warning message if required.

Paying Leave in Termination

Note: If you get the error “The Advanced People pay calculator does not support the Request supplied, please contact customer support” while entering a termination pay, you need to recreate the termination form. See our [troubleshooting article](#) for more information.

Any entitlements where the **Pay Entitlement balance upon termination** option is ticked on the Entitlements screen (MPPP3300) are included on the Unused Other Leave tab of the Termination window—see the “Terminations in Payroll (NZ)” white paper for details on the termination process and paying outstanding leave. However, outstanding family violence, sick and bereavement leave are not typically paid on termination.

Appendix 1: Leave Conversions

When requesting leave on the Employee Self-Service portal (see page 13), employees always enter a leave value in hours. The following table shows how the system converts the value in hours to days or weeks, depending on the employee’s setup and the units of the entitlement.

Work Pattern	Entitlement Units	Calculation
Calendar	Hours	“Hours requested”
Calendar	Days	“Hours requested” divided by “Work Hours” on the day requested.
Calendar	Weeks	“Hours requested” divided by “Work Hours” for the week
Schedule	Hours	“Hours requested”
Schedule	Days	“Hours requested” divided by “Expected Work Hours” on the day requested.
Schedule	Weeks	“Hours requested” divided by “Expected Work Hours” for the calendar week(s) in which the leave start to end date fall, where the calendar week begins on a Monday.