

# SmoothPay Payroll - Annual Leave Balance Calculation Form

This form can be used to quickly and easily calculate leave balances for one or more employees and is particularly useful when setting up your payroll.

Complete the requested information to calculate each employee's leave balance to date, as well as at last anniversary, then enter the leave balance in their Holiday setup screen

Employee		Total Hours since date*	% (usually 6%)	Total holiday liability	Total holidays taken	Balance due today**	Balance from last anniv***
<input type="text"/>	Start date <input type="text"/>	<input type="text"/>	multiplied by <input type="text"/>	equals <input type="text"/>	minus <input type="text"/>	equals <input type="text"/>	<b>A</b>
Calculation of accrual since last anniversary:	Last anniversary date <input type="text"/>	<input type="text"/>	multiplied by <input type="text"/>	equals <input type="text"/>	<b>B</b>	A minus B equals <input type="text"/>	
<input type="text"/>	Start date <input type="text"/>	<input type="text"/>	multiplied by <input type="text"/>	equals <input type="text"/>	minus <input type="text"/>	equals <input type="text"/>	<b>A</b>
Calculation of accrual since last anniversary:	Last anniversary date <input type="text"/>	<input type="text"/>	multiplied by <input type="text"/>	equals <input type="text"/>	<b>B</b>	A minus B equals <input type="text"/>	
<input type="text"/>	Start date <input type="text"/>	<input type="text"/>	multiplied by <input type="text"/>	equals <input type="text"/>	minus <input type="text"/>	equals <input type="text"/>	<b>A</b>
Calculation of accrual since last anniversary:	Last anniversary date <input type="text"/>	<input type="text"/>	multiplied by <input type="text"/>	equals <input type="text"/>	<b>B</b>	A minus B equals <input type="text"/>	
<input type="text"/>	Start date <input type="text"/>	<input type="text"/>	multiplied by <input type="text"/>	equals <input type="text"/>	minus <input type="text"/>	equals <input type="text"/>	<b>A</b>
Calculation of accrual since last anniversary:	Last anniversary date <input type="text"/>	<input type="text"/>	multiplied by <input type="text"/>	equals <input type="text"/>	<b>B</b>	A minus B equals <input type="text"/>	
<input type="text"/>	Start date <input type="text"/>	<input type="text"/>	multiplied by <input type="text"/>	equals <input type="text"/>	minus <input type="text"/>	equals <input type="text"/>	<b>A</b>
Calculation of accrual since last anniversary:	Last anniversary date <input type="text"/>	<input type="text"/>	multiplied by <input type="text"/>	equals <input type="text"/>	<b>B</b>	A minus B equals <input type="text"/>	
<input type="text"/>	Start date <input type="text"/>	<input type="text"/>	multiplied by <input type="text"/>	equals <input type="text"/>	minus <input type="text"/>	equals <input type="text"/>	<b>A</b>
Calculation of accrual since last anniversary:	Last anniversary date <input type="text"/>	<input type="text"/>	multiplied by <input type="text"/>	equals <input type="text"/>	<b>B</b>	A minus B equals <input type="text"/>	

\* For pay periods prior to 1 April 2004 you should exclude overtime, double-time, sick, special and ACC. For pay periods from 1 April 2004 include all paid time except overtime. Both should include holidays taken.

\*\* This is your company's liability for leave calculated to date. If your employee accrues leave as a percentage each pay, enter this total as balance of leave remaining on the employee's Holiday setup screen.

\*\*\* This is your employee's balance of leave remaining from their last anniversary. If your employee accrues leave annually, enter this total as balance of leave remaining on the employee's Holiday setup screen.

For employees who accrue a fixed number of hours annually, calculate "Total holiday liability" as the number of complete years worked multiplied by the fixed annual entitlement.

Total holidays taken is the total of all annual leave used since start date, right up to the end of last pay period