

# **End of Year Leave Maintenance**

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## Section A: Creating a Backup

### Introduction

As well as regular server backups, it is strongly recommended that databases are backup prior to the following operations:-

- a) running the [End of Year Leave Maintenance](#)
- b) running a [Pay Scales Auto Increase](#)
- c) running a [global update](#) on the Pay History Screen

**Either: -**

- a) ask a member of the IT Department to carry out the back up **or**
- b) follow the steps below

### Performing a Backup

1. Ensure that all users have exited the Wiztec Business Suite/WizHR **and** have shut down the [Wiztec Diary Monitor](#)
2. Navigate to \\[servername]\Wizapps\WizTime\Database
3. Copy the entire folder (*and sub folders*) to another location on the server
4. If you are having difficulty finding the database folder or in copying it ask your IT department to back up the file for you.

## Section B: Running the EOY Report



**Note:**

The EOY report is installed when WBS is installed. Progress to [Stage 2](#) to open the report. However, if the report does not appear to exist, proceed to [Stage 1](#), to re-create it. Once the report is created, it may be used over and over again.

### Purpose

The purpose of this report is to give you an overall indication of employees Leave Status and is used to visually verify that the data for this current year is correct. It is also recommended that after the EOY is run that this report is re-run to verify that employees Leave Carried Forward and Leave Allowance are correct for the coming Holiday Year.

### Stage 1: Creating the EOY Report

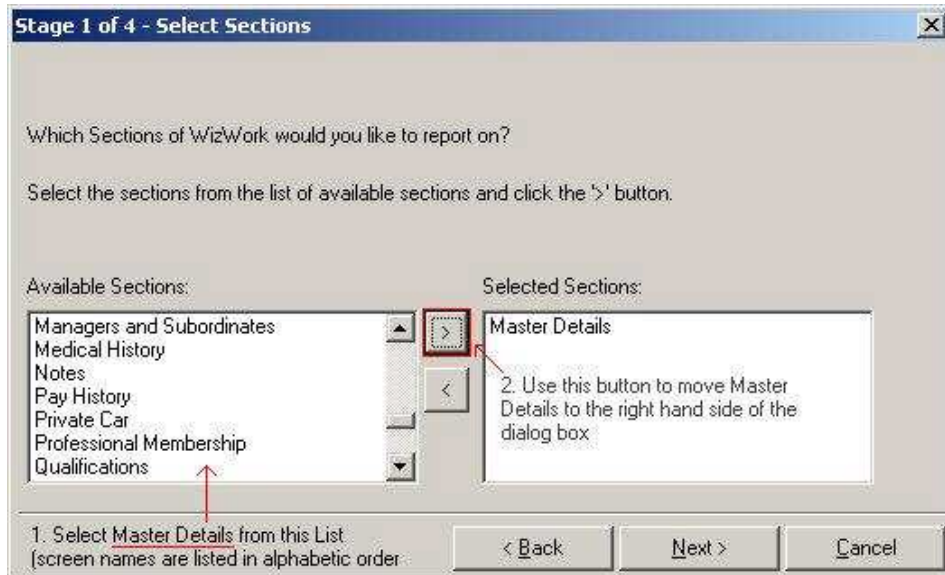


**Note:**

The report should only be created once and may be reused at the end of each year, when you are performing the EOY (*End of Year Leave Maintenance*). If you have the report created previously, move the [Stage 2. Viewing the Report](#).

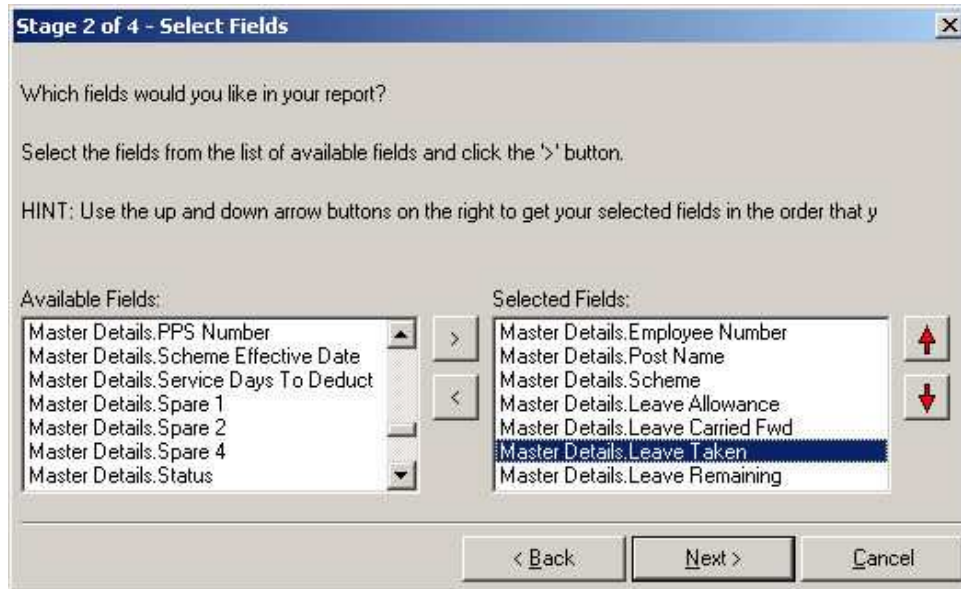
Check that the report exists (stage 2 below) before creating a new EOY report

1. Click on **Reports** (*menu bar*)
2. Click **Create New Report**
3. Click on **Next**
4. Select **Use this Report Wizard**
5. Click on **Next**
6. Select **Master Details** from the list of **Available Sections**

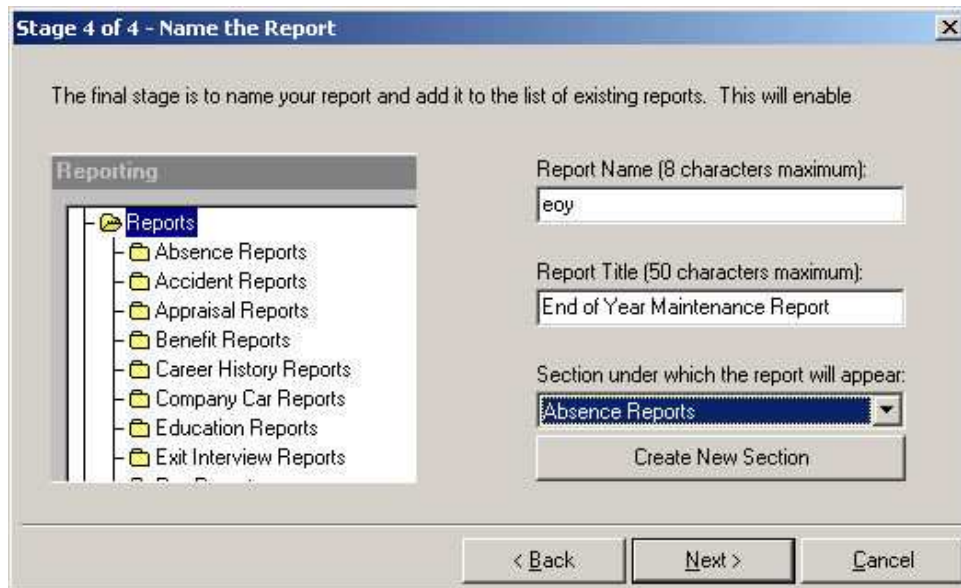


7. Click on the > button to move *Master Details* to the right hand side of the screen
8. Click on **Next**

9. Select the following fields and move them to the right hand side of the dialog box - Employee Number, Post Name, Date of Join (*to work out the employees **Length of Service***), Scheme, Leave Allowance, Leave Carried Forward, Leave Taken, and Leave Remaining



10. Click on **Next**
11. Click on **Next** (*when asked in step 3 to group the report by a field you have selected in the previous screen - this step will be skipped*)




12. Key in a **Name** for the report (*in the case, above, eoy*)
13. Key in a **Description/Title** for the report (*in this case, End of Year Maintenance Report*)
14. Click on the drop down arrow beneath **Section under which the report will appear**, select **Absence Reports**
15. Click on **Next**
16. Click on **Finish**

## End of Year Leave Maintenance

- Using the Reporter Help File modify the report as you require. When complete, the report should look similar to below

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### End of Year Leave Maintenance

*Wiztec Ltd*

Employee Number	Employee Name	Lenght of Service	Scheme ID No	Leave Allowance	Leave Carried	Leave Taken	Leave Remaining
50008	Mr A Montana	3.85	30	20.00	5.00	.00	25.00
50009	Mr E Lucey	5.9	30	20.00	5.00	.00	25.00
50010	Mr J Smith	4.10	30	20.00	5.00	.00	25.00

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### Note:

The **Length of Service** is calculated from the **Date of Join** Field @agedate(tDate\_of\_Join)

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## Stage 2: Viewing the Report

- Click on **Reports** (*menu bar*)
- Click on **Display Report/Graph**
- Double click on **Reports** folder
- Double click on **Absence Reports** folder (*or the folder you saved the EOY report to in stage 1 above*)
- Double click on the **Employee Leave Report**
- Click on **Preview Report** tab
- Click on **File** (*menu bar*)
- Click on **Print Report**
- Use this report to visually verify that the data is correct



## Section C: Running the End of Year Leave Maintenance (EOY)

### Introduction

The End of Year Maintenance (EOY) program is run at the end of each year.

### Running the EOY program affects the following

- At the end of each year, the amount of **Annual leave taken** by employee is set back to zero
- If you have set '[Carry Over Unused Leave](#)' in the Holiday Scheme screen, then any unused leave is carried forward and be added to the employee's annual leave for next year
- The holiday year is advanced to next year (*e.g. this year's holiday year is from 01 Jan, 02 to 31 Dec, 02. Once the EOY is run the holiday year will now be 01 Jan, 03 to 31 Dec, 03*)
- If an employee is due an allowance increment (*e.g. an employee has 6 years service with the company and their annual allowance is increasing from 20 to 22 days; this is set in the Allowances section of the Holiday Scheme*), this will also be calculated

### Prior to running the EOY, carry out the following tasks

- Produce a [report](#) with the following information on each employee. Holiday allowance remaining, holidays taken, and holidays carried forward. This report will be used to compare data after the EOY is run to ensure data accuracy (see Section B above).
- [Backup](#) your database (see Section A above).
- All holiday and absences must be keyed in from the previous year. (*This will affect the correct calculations for leave carried forward*).
- While running the EOY, do not open any other windows or applications

### Running the EOY

1. Click on **Company** (menu bar)
2. Click on **End of Year Leave Maintenance**
3. The following screen appears:-

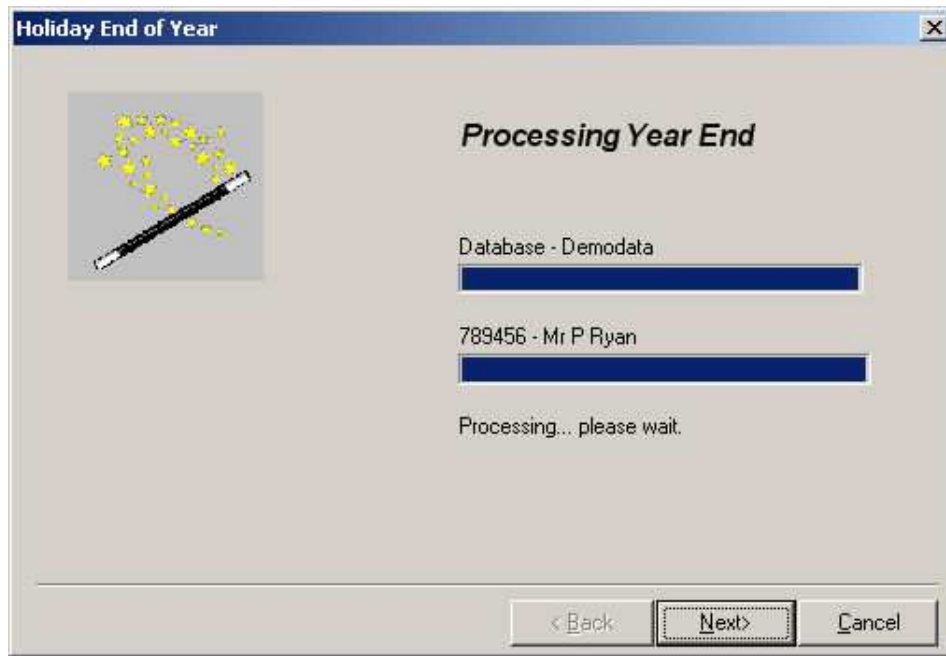
**End of Year Leave Maintenance**



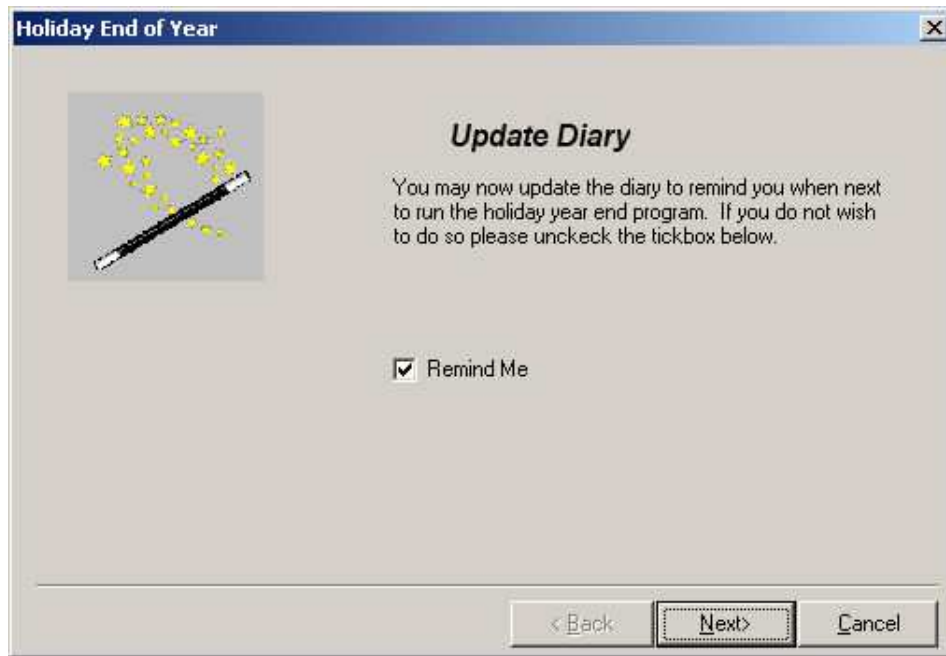
- 4. Click on **Next**
- 5. The following screen appears:-



- 6. Key in the date for the next years holiday year (if it has not automatically been selected)
- 7. Click on **Next**
- 8. Wait a few moments while the End of Year runs (the EOY will run across all available databases)

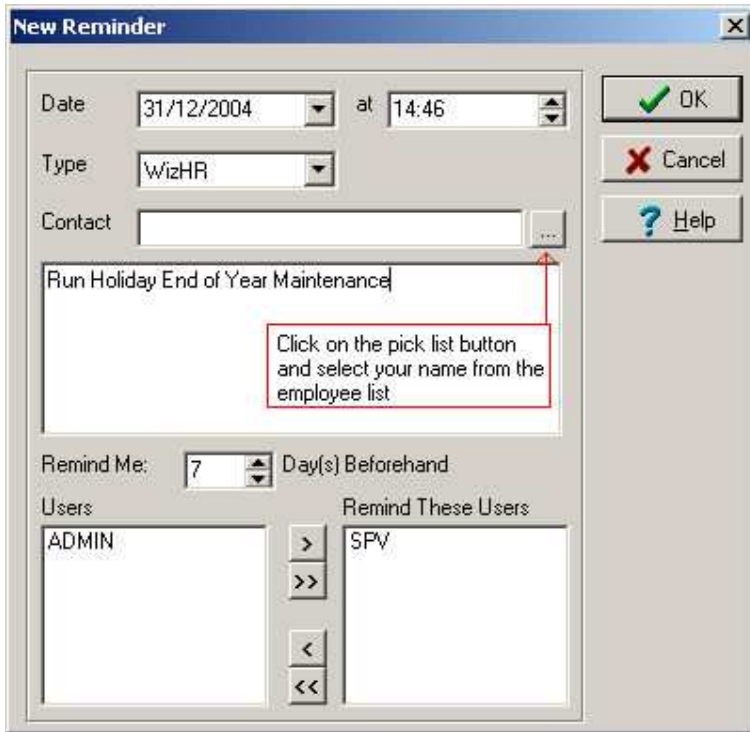


- 9. Click on **Next**
- 10. The following screen appears:-



- 11. This screen inserts a reminder in the diary monitor. If you have Remind Me selected, a reminder will appear in a years time to re-run the EOY
- 12. Click on **Next**
- 13. If **Remind Me** was selected, a dialog box similar to below will appear:-

**End of Year Leave Maintenance**



- 14. Key in any necessary details (including selecting your name from the Contact Employee List)
- 15. Click on **OK**
- 16. The following screen appears:-



- 17. Click on **Next**

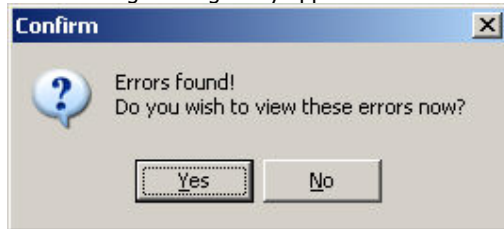


18. Click on **Finish**
19. Open the [Holiday Exceptions](#) screen and enter in all Holiday Exceptions for the coming holiday year
20. Re-run the [EOY report](#) and confirm that all employee annual leave data is accurate



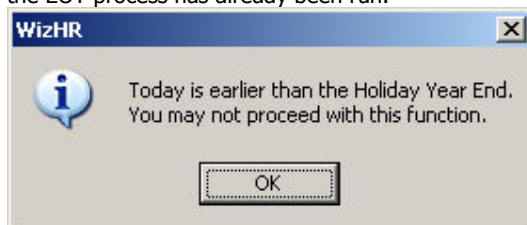
**Frequently Asked Questions:**

- Errors were found during the EOY process  
The following message may appear when the EOY finishes running



Click on Yes  
This will open data in Notepad  
It is recommended that you save and print this file  
Exit Notepad and resume the EOY process  
On completing the EOY process, check the holiday schemes for the employees indicated in the Notepad file

- *I cannot run the EOY*  
If you received a message similar to below when you click on Company > End of Year Leave Maintenance, the EOY process has already been run.



## Appendix I: Holiday Schemes



### Purpose

Each company has a policy on the number of days/hours paid leave an employee is entitled to. WBS calculates each employees holiday entitlements based on length of service. Holiday Schemes must be set up prior to using WBS.

Once holiday schemes are configured, each employee in the database must be assigned to a holiday scheme (this is a mandatory field).

### Location

1. Click on **Company** (*menu bar*)
2. Click on **Holiday Configuration**
3. Click on **Holiday Schemes**

*alternatively*

1. Click on **Preference**
2. Click on **Setup Wizard**
3. Click on **Step 2: Holiday & Absence** (*Outlook bar*)
4. Click on **Holiday Schemes**

## Creating a Holiday Scheme

### A. Setting Holiday Scheme

1. Click on **Company** (*menu bar*)
2. Click on **Holiday Schemes**
3. Click on **Add**
4. In the text box to the right of **Scheme Name**, key in the name of the **Scheme** (*e.g. Wiztec Default*)
5. Click on the drop down arrow to the right of **Absence Taken In** and select either **days** or **hours**



#### Note:

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If an employee assigned to this scheme in on an hourly scheme, all holiday and absence will be quantified in hours and visa versa. It is not possible to mix absence/holiday calculation between hours and days

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### B. Carrying Over Leave

6. If your company allows employees to carry over leave from the previous year, click in the check box **Carry Over Un-Used Holiday Entitlement**
7. Click on the up/down arrows to indicate the maximum number of days an employee can carry over to the following year

**Note:**

If you do not select this option, every employee on this holiday scheme will have a Leave Carried Forward of zero at the beginning of each holiday year

**C. Include Weekends in Holiday Calculations**

8. If your company includes weekends as part of holiday calculations (*e.g. an employee takes a Friday and Monday, this is calculated as 4 days if weekend days are counted*), click on the check box to the left of **Include Weekends in Holiday Calculations**

**D. Include Holiday Exceptions in Holiday Calculations**

9. If your company includes holiday exceptions (*e.g. Bank Holidays*) as part of holiday calculations (*e.g. an employee takes a the day before St Patrick's Day and the day after St. Patrick's Day, this is calculated as 3 days if Holiday exceptions are counted*), click on the check box to the left of **Include Holiday Exceptions in Holiday Calculations**
10. Click on **Default Scheme** if this holiday scheme applies to the majority of employees in the company.

**F. Setting Holiday Allowances (Using Length of Service)**

11. Click on the **Allowances** tab
12. Your company's holiday allowance policy (*i.e. the number of days/hours paid leave an employee is entitled to per year*) is keyed in here
13. Click on **Add New Allowance** button (*button with the plus sign at the bottom left of the screen*). An asterisks appears on the left hand side of the record.
14. Key in the allowance (*e.g. 20*)
15. Press tab, and key in the **Service From** (*e.g. 0*)
16. Press tab, and key in the **Service To** (*e.g. 5*).

Allowances

Allowance	Service From [Years]	Service To [Years]
20	0	5
22	6	10
23	11	15
24	16	20

Add new allowance    Edit Allowance  
 +   -   ▲   ✓   Save Allowance  
 Delete allowance

17. Reading the example above: - Every employee on this scheme will be automatically assigned 20 days annual leave allowance. In the employees sixth year of service with the company, the employee will be

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assigned 22 days annual leave allowance, etc.



### Note:

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If you have elected that this is an hourly holiday scheme, the leave allowance must be in hours and not days  
It is also possible to establish [Absence Rules](#) for each Holiday Scheme. [Example](#)

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## Appendix II: Holiday Exceptions



### Purpose

At the beginning of each year the holiday exceptions must be included. These include bank holidays, festive holidays, etc. Holiday exceptions affect holiday and absence calculations for an employee. See section on Holiday Schemes and [Holiday Exception calculations](#).



#### Note:

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Holiday exceptions must be re-entered each year

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### Location

1. Click on **Company** (*menu bar*)
2. Click on **Holiday Configuration**
3. Click on **Holiday Exceptions**

*alternatively*

1. Click on **Preference**
2. Click on **Setup Wizard**
3. Click on **Step 2: Holiday & Absence** (*Outlook bar*)
4. Click on **Holiday Exceptions**

### To Add Holiday Exceptions

1. Click on **Company** (*menu bar*)
2. Click on **Holiday Configuration**
3. Click on **Holiday Exceptions**
4. Click on **Add**
5. Click on the drop down arrow to the right of **Date** and select the date of the next Bank Holiday
6. Tab down to the **Description** field and key in a description for the date selected (*e.g. St. Patrick's Day*)
7. Click on **Save**
8. Repeat the process for each holiday exception
9. If you accessed the Holiday Exceptions screen through the **Preferences** menu, click on **Exit** at the bottom right hand corner of the screen, to return to WBS