



How to Guide...

WizHR

Wiztec Business Suite

Running Holiday Accrual





Using Wiztec applications

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This guide was produced for assistance in setting up and using **The Report Wizard** contained within WizHR and the Wiztec Business Suite.

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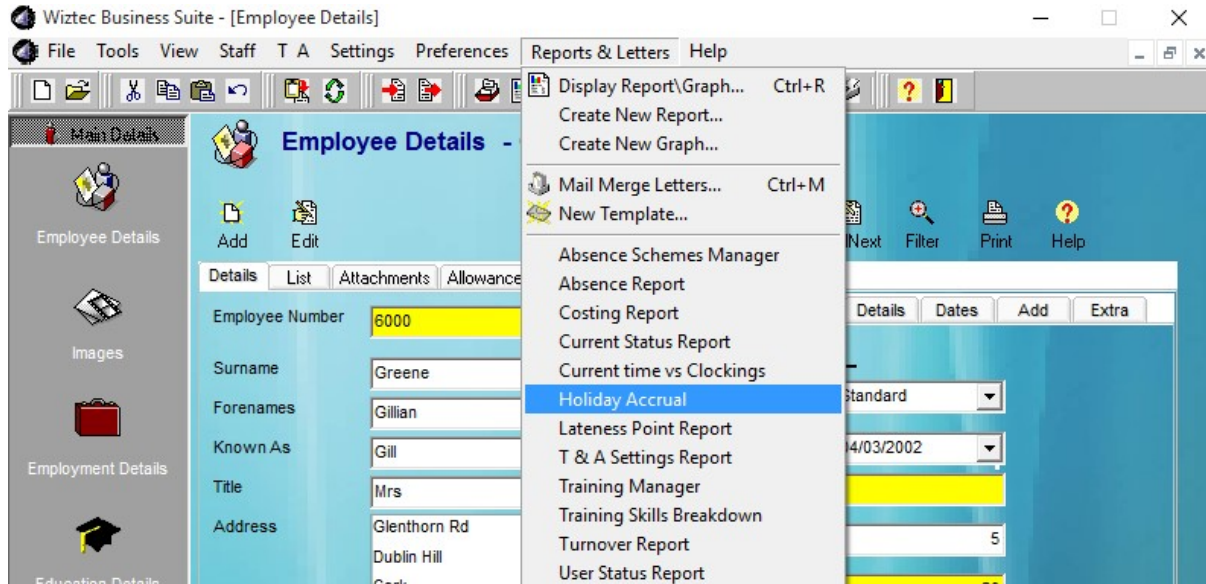
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Running Holiday Accrual

Holiday Accrual is the amount of money a company owes an employee for their holidays.

To open the Holiday Accrual Report, Go to 'Reports & Letters', select 'Holiday Accrual'.



Holiday Accrual

Run Excel

Emp. /	Forenames	Surname	Division	Department	Scheme	SchemeID	Leave CF	Allow.	Type	Taken
50017	Erica	Cogan	Accounts	Accounts	Standard	30	5.00	20	Days	5.00
50026	Ted	Paterson	Accounts	Accounts	Standard	30	5.00	20	Days	4.00
50115	Joseph	Buckley	Accounts	Accounts	Standard	30	5.00	20.05	Days	1.00
50027	Brian	Murphy	Administration	Administration	Standard	30	5.00	20	Days	0.00
50032	Anne-Marie	Doyle	Administration	Administration	Standard	30	5.00	20	Days	15.00
50042	Ross	McCarthy	Administration	Administration	Standard	30	5.00	20	Days	0.00
50062	Emily	Stow	Administration	Administration	Standard	30	5.00	20	Days	0.00
50071	David	Ahern	Administration	Administration	Standard	30	5.00	20	Days	6.00
6000	Gillian	Greene	Administration	Administration	Standard	30	5.00	20	Days	3.00
50110	Majella	Sheane	Administration	Administration	Standard	30	5.00	22	Days	37.00
50008	Antonio	Montana	Human Resources	Management	Standard	30	5.00	20	Days	0.00
50010	Susan	Meehan	Human Resources	Human Resources	Hol by hour	326822	0.00	160	Hours	115.00
50029	John	Barry	Human Resources	Human Resources	Standard	30	5.00	20	Days	1.00
50033	James	O Sullivan	Human Resources	Human Resources	Standard	30	5.00	20	Days	0.00
50049	Joe	McCarthy	Human Resources	Human Resources	Standard	30	5.00	20	Days	0.00
50057	David	Sheehan	Human Resources	Human Resources	Standard	30	5.00	20	Days	1.00
50060	Martina	O Sullivan	Human Resources	Human Resources	Standard	30	5.00	20.05	Days	0.00
50068	Curtis	Sexton	Human Resources	Human Resources	Standard	30	5.00	16.71	Days	0.00
50006	Patrick	Ryan	Human Resources	Human Resources	Standard	30	5.00	20	Days	2.00



The report automatically runs when you open it, but there is also a 'Run' button to refresh the report if it is required. The 'Excel' button will write the data onto an excel sheet.

The screen will display the employees:

Holiday Scheme: which scheme their holidays fall under

Leave Carried Forward: Any leave the employee was allowed carry forward from the previous year

Allow: Holiday allowance excluding the leave carried forward

Type: Whether their holidays are in hours or days

Taken: How many hours the employee has taken in the past and booked for the future

Remaining: How many days there are remaining including taken and booked

Hours: Total hours of leave remaining

Booked Hours: Number of hours employee has booked to take

Owed Hours: Total leave remaining plus the hours booked to take

Pay Rate: Hourly rate

Cost: The amount the employee is owed for any holidays not taken

Scheme	SchemeID	Leave CF	Allow.	Type	Taken	Remaining	Hours	Booked Hours	Owed Hours	Pay Rate	Cost
Standard	30	5.00	20	Days	5.00	20.00	150.00	40.00	190.00	20.00	3800.00

This completes the guide on how to run a Holiday Accrual Report.