



Wiztec Business Suite

End of Year Leave Maintenance Procedure

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End of Year Leave Maintenance

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

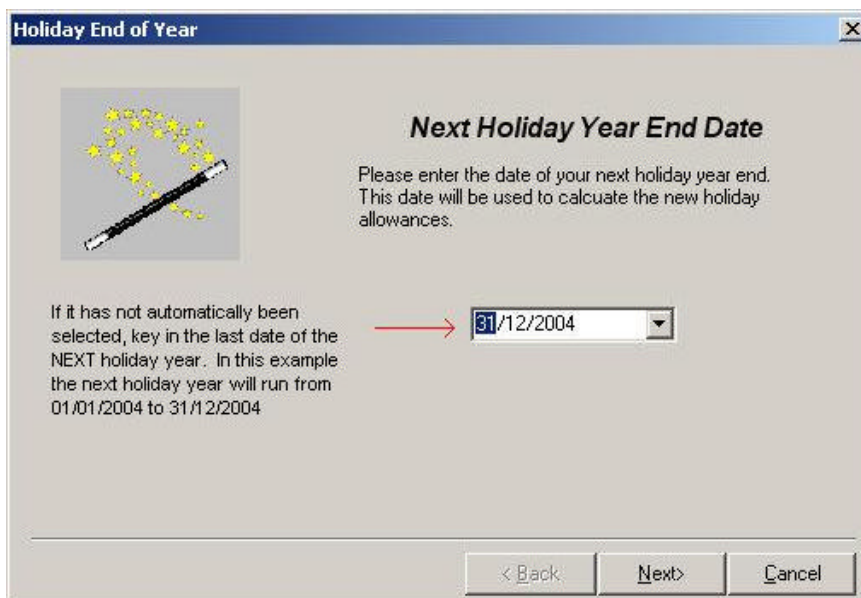
- ✍ Produce a [report](#) with the following information on each employee. Holiday allowance remaining, holidays taken, and holidays carried forward. This report will be used to compare data after the EOY is run to ensure data accuracy.
- ✍ [Backup](#) your database.
- ✍ All holiday and absences must 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

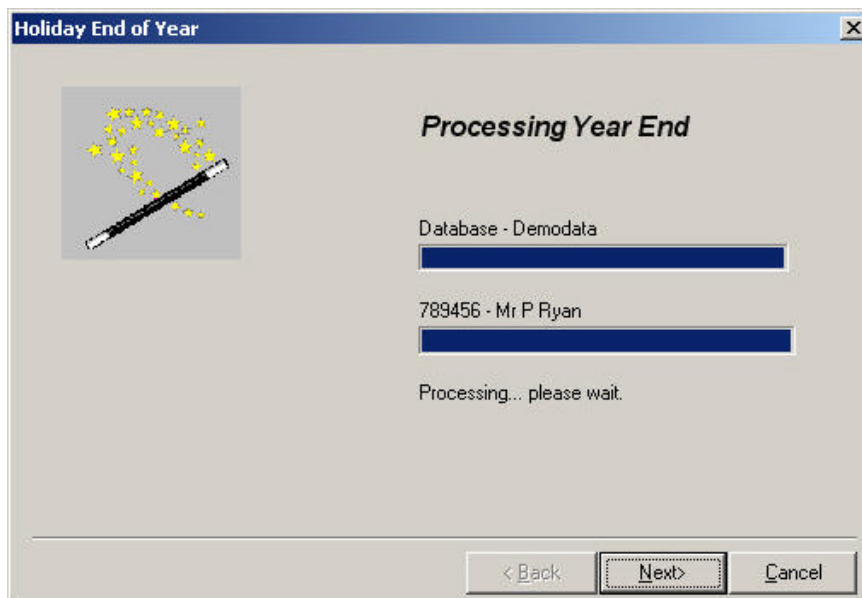
1. Click on **Company** (menu bar)
2. Click on **End of Year Leave Maintenance**
3. The following screen appears:-



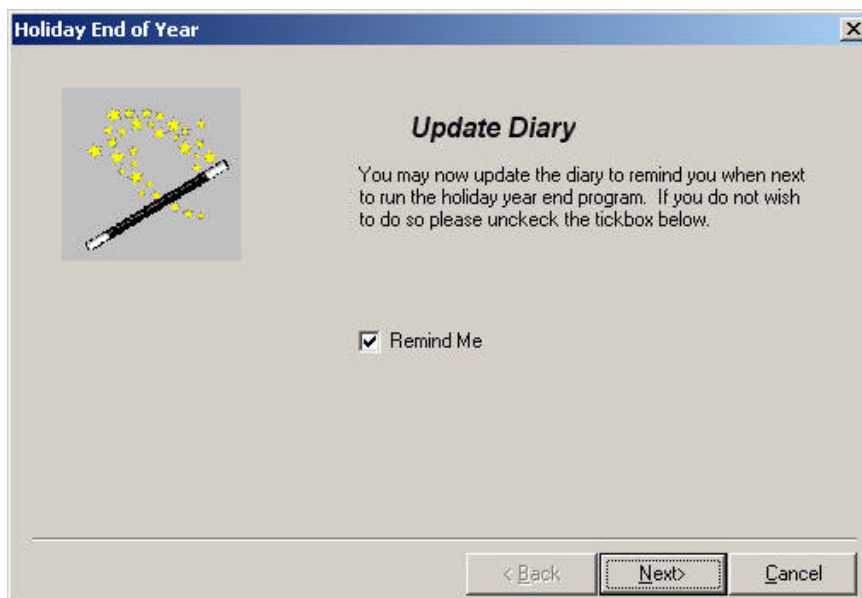
4. Click on **Next**
5. The following screen appears:-



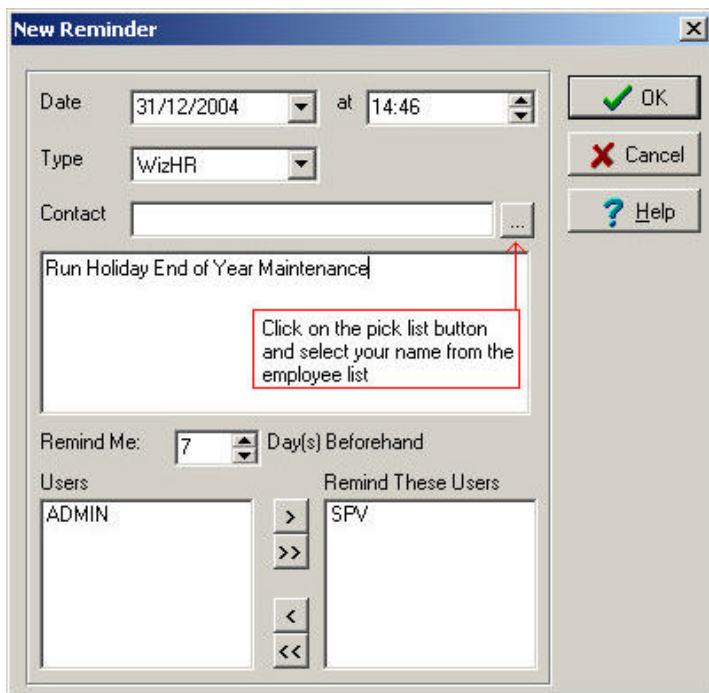
6. Key in the date for the next years holiday year (if it has not automatically been selected)
7. Click on **Next**
8. Wait a few moments while the End of Year runs (the EOY will run across all available databases)



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



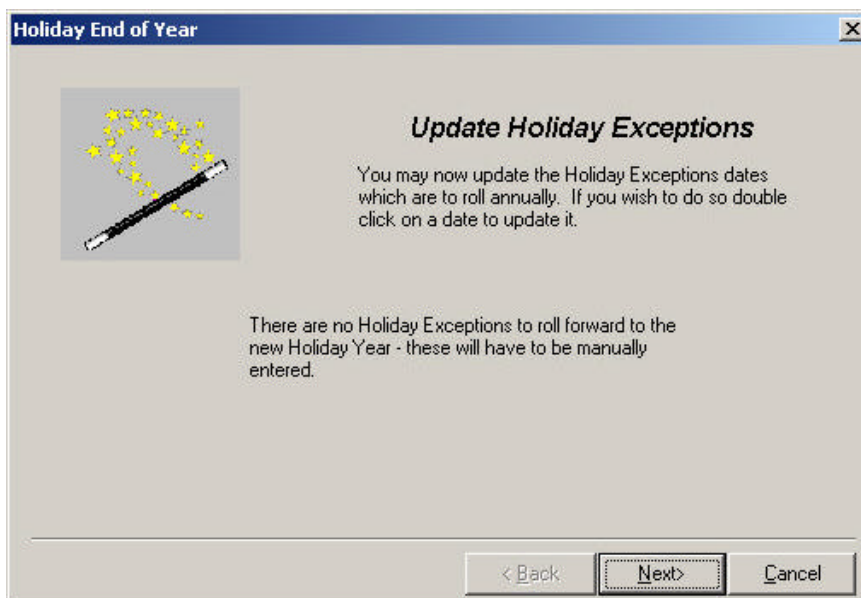
11. This screen inserts a reminder in the diary monitor. If you have Remind Me selected, a reminder will appear in a year's time to re-run the EOY
12. Click on **Next**
13. If **Remind Me** was selected, a dialog box similar to below will appear:-



The 'New Reminder' dialog box contains the following fields and controls:

- Date:** 31/12/2004 at 14:46
- Type:** WizHR
- Contact:** A text box with a pick list button (three dots) to its right. A red box highlights the pick list button with the text: "Click on the pick list button and select your name from the employee list".
- Message:** Run Holiday End of Year Maintenance
- Remind Me:** 7 Day(s) Beforehand
- Users:** A list box containing 'ADMIN'.
- Remind These Users:** A list box containing 'SPV'.
- Navigation:** > >> < << buttons between the Users and Remind These Users list boxes.
- Buttons:** OK (green checkmark), Cancel (red X), and Help (blue question mark) on the right side.

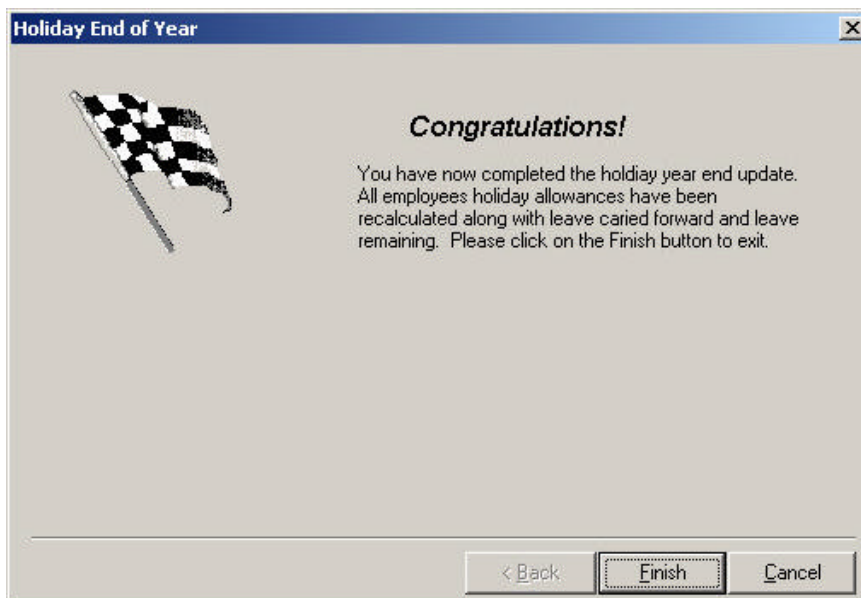
14. Key in any necessary details (including selecting your name from the Contact Employee List)
15. Click on **OK**
16. The following screen appears:-



The 'Holiday End of Year' dialog box displays the following information:

- Icon:** A graphic of a pen writing on a surface with yellow stars.
- Title:** Update Holiday Exceptions
- Text:** You may now update the Holiday Exceptions dates which are to roll annually. If you wish to do so double click on a date to update it.
- Status:** There are no Holiday Exceptions to roll forward to the new Holiday Year - these will have to be manually entered.
- Buttons:** < Back, Next >, and Cancel at the bottom.

17. Click on **Next**

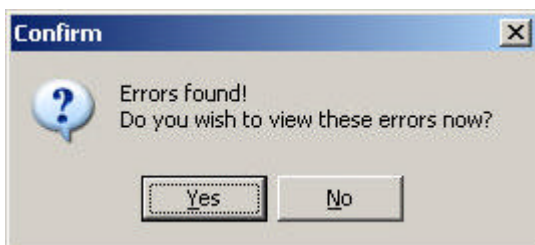


18. Click on **Finish**
19. Open the [Holiday Exceptions](#) screen and enter in all Holiday Exceptions for the coming holiday year
20. Re-run the [EOY report](#) and confirm that all employee annual leave data is accurate

Frequently Asked Questions

Errors were found during the EOY process

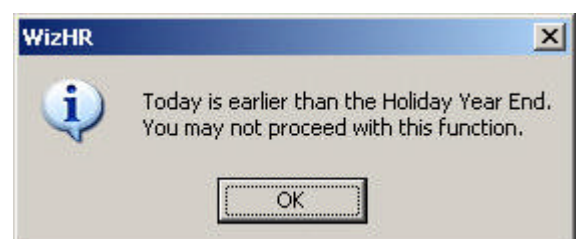
The following message may appear when the EOY finishes running



- o Click on Yes
- o This will open data in Notepad
- o It is recommended that you save and print this file
- o Exit Notepad and resume the EOY process
- o On completing the EOY process, check the holiday schemes for the employees indicated in the Notepad file. It is likely that the employees found on this list do not have a holiday scheme (see Employee Details screen) or have not yet joined the company (i.e. their Date of Join is at some point in the future)

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.



EOY Report

Note 1:

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

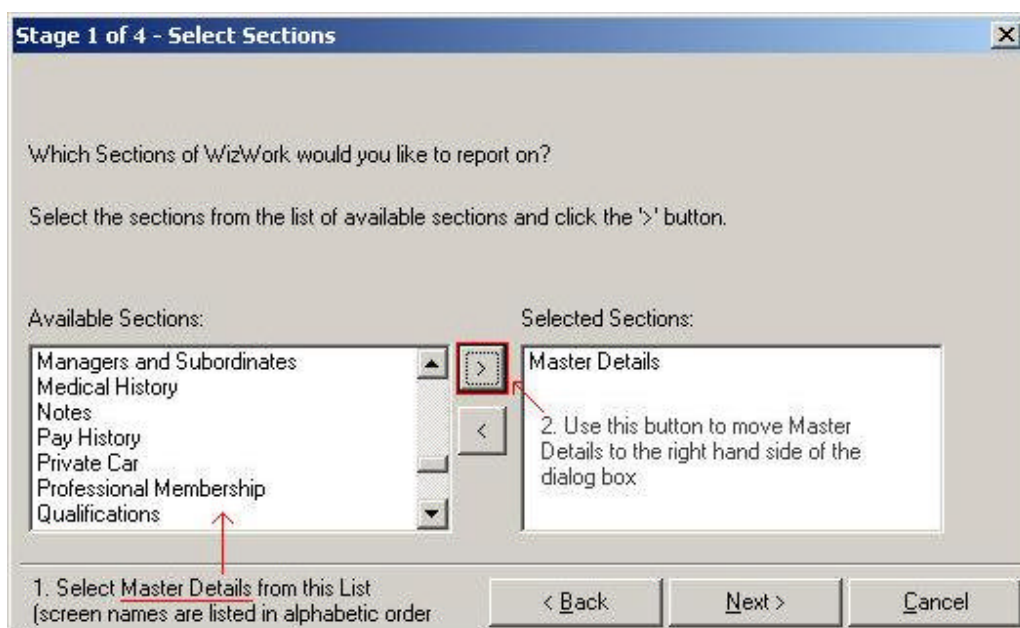
The purpose of this report is to give you an overall indication of employees Leave Status and is used to visually verify that the data for this current year is correct. It is also recommended that after the EOY is run that this report is re-run to verify that employees Leave Carried Forward and Leave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

Stage 1: Creating the EOY Report

Note 2:

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](#).

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**



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- Click on the > button to move **Employee Details screen** to the right hand side of the screen
- Click on **Next**
- 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

Stage 2 of 4 - Select Fields

Which fields would you like in your report?

Select the fields from the list of available fields and click the '>' button.

HINT: Use the up and down arrow buttons on the right to get your selected fields in the order that y

Available Fields:		Selected Fields:
Master Details.PPS Number	>	Master Details.Employee Number
Master Details.Scheme Effective Date	<	Master Details.Post Name
Master Details.Service Days To Deduct		Master Details.Scheme
Master Details.Spare 1		Master Details.Leave Allowance
Master Details.Spare 2		Master Details.Leave Carried Fwd
Master Details.Spare 4		Master Details.Leave Taken
Master Details.Status		Master Details.Leave Remaining

< Back Next > Cancel

- Click on **Next**
- 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*)

Stage 4 of 4 - Name the Report

The final stage is to name your report and add it to the list of existing reports. This will enable

Reporting

- Reports
- Absence Reports
- Accident Reports
- Appraisal Reports
- Benefit Reports
- Career History Reports
- Company Car Reports
- Education Reports
- Exit Interview Reports

Report Name (8 characters maximum):

eoy

Report Title (50 characters maximum):

End of Year Maintenance Report

Section under which the report will appear:


Absence Reports

Create New Section

< Back Next > Cancel

- Key in a **Name** for the report (*in the case, above, eoy*)
- Key in a **Description/Title** for the report (*in this case, End of Year Maintenance Report*)
- 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**
17. Using the Reporter Help File modify the report as you require. When complete, the report should look similar to below



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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	10.5	30	20.00	5.00	.00	25.00

Note:

The **Length of Service** is calculated from the **Date of Join** Field @agedate(tDate_of_Join)

Stage 2: Viewing the Report

1. Click on **Reports** (*menu bar*)
 2. Click on **Display Report/Graph**
 3. Double click on **Reports** folder
 4. Double click on **Absence Reports** folder (*or the folder you saved the EOY report to in stage 1 above*)
 5. Double click on the **Employee Leave Report**
 6. Click on **Preview Report** tab
 7. Click on **File** (*menu bar*)
 8. Click on **Print Report**
 9. Use this report to visually verify that the data is correct
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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:

Holiday exceptions must be re-entered each year

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








Holiday Settings

Purpose

The Holiday Settings are used for a number of screens:-

-  Holiday & Absence
-  Flexi time Setup

WBS automatically calculates (*in the Holiday & Absence Screen*): -

-  The total number of days an employee has taken in a year
-  The percentage of days lost in a year
-  The total days lost since joining the company
-  The percentage of days lost since joining the company
-  Holidays taken in a year
-  The number of annual leave days left this year
-  Leave carried over from the previous year

In order for WBS to accurately calculate these figures, the organisations holiday year must be set to the current year. The Holiday Year is automatically set by the End of Year Maintenance Program.



Location

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

Setting/Checking the Current Holiday Year

1. Click on **Company** (*menu bar*)
2. Click on **Holiday Configuration**
3. Click on **Holiday Settings**
4. Click on the drop down arrow beneath **Begins** and select the Start Date of your holiday year. The end date of the holiday year will be automatically set.

Notes:

-  The Dates above need not be the calendar year. It is possible that the holiday year may begin on 01 March.
 -  You can only have one holiday year set up. i.e. the system does not currently have the capability to apply multiple holiday years (*e.g. if half of your staff had a holiday year from January to December and the other half had a holiday year from March to April*). In this case, one or other must be selected.
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