

## How to Reverse leave that has been paid incorrectly

### Introduction

If errors made to leave in the past are discovered (For example, being paid for Annual Leave when it should have been Sick Leave), the process for reversing the leave depends on how far back the leave had originally been processed.

Below are two options for dealing with leave that has been incorrectly processed:

### A. Restoring from backup

Restoring a backup will take the software back to the time when that backup was made. Restoring to the pay that the leave was processed in will reopen the pay and allow for changes to be made to the pay.

This option is recommended if the following situations occur:

- The incorrect leave was processed recently, such as in the last pay period
- Since the pay was processed with the incorrect leave figures, there has not been much maintenance done in the software or many pays done.

Note: Restoring from backup means that you will need to re-enter any pays or maintenance work done since the backup was originally taken.

### B. Processing One-Off Pays to correct the information

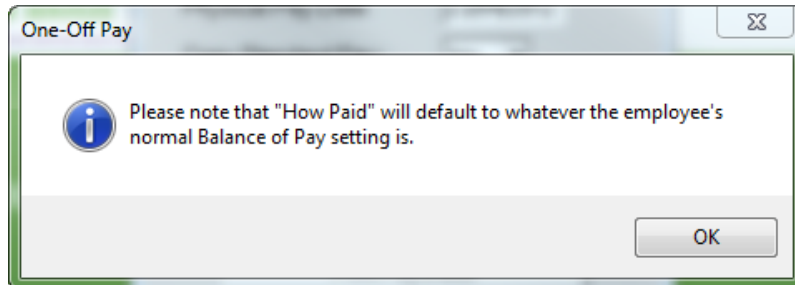
If restoring from a backup is not an option as it would cause an excessive amount of data to need to be re-entered, then processing One-Off Pays to correct the information is recommended. Processing One-Off Pays will provide an audit trail of what is being done to correct the incorrect pay.

### Step One

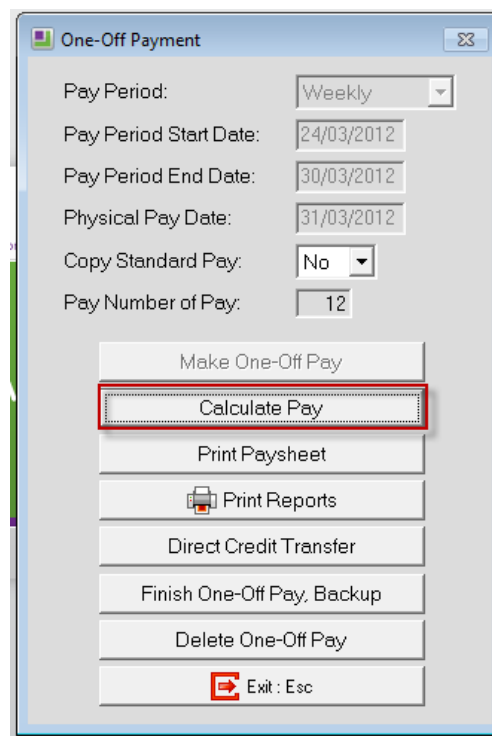
Create a One-Off Pay that will reverse the original incorrect pay

1. Click on the Pay menu then select One-Off Pay
2. Enter the Pay Period and Physical dates of the original pay being corrected
3. Click on Make One-Off Pay to create the pay

- When the message "Pay all employees of this frequency" appears click on **NO** then click on OK when the message below appears.



- Click on Calculate Pay then select the employee



- Reverse the entire previous incorrect pay. To do this, enter the units for each pay item that were originally paid, as negative units. In terms of reversing the Leave, go to Leave Management then to the appropriate Leave and enter the leave units that were originally paid, as a negative unit. Entering negative units will produce negative amounts in the pay. Note: Ensure that the negative amounts appearing are the same as the amounts from the original pay. If the amounts are incorrect make the necessary changes to get the correct figures.

The information contained in this document is intended to be a guide for using your software. It is not accounting, bookkeeping or payroll advice. You should seek advice or clarification from your professional advisor in respect of these matters.

One Off Pay

Employee: 2 Andrews, Thomas Harley

Wages

Allowances

Hourly Rates

Salary

Deductions

Non-Cash Benefits

Superannuation

Leave Management

Costing

PAYG

How Paid

Hours Paid

Payslip Note

Termination Wizard

Wages:	9.0000	0.00
Salary:		0.00
Allowance Taxable:		0.00
Deduction Pre-Tax:		0.00
Leave:		0.00
<b>Gross Taxable:</b>		<b>0.00</b>
PAYG: <input type="checkbox"/> Override		0.00
Allowance Non-Tax:		0.00
Deduction Post-Tax:		0.00
Rounding:		0.00
<b>Net Pay:</b>		<b>0.00</b>

Hours Paid: 0.00

Prev : F7   Next : F8   Find : F9   Save : F10   Reset   Exit : Esc

1. Save the changes and process the One-Off Pay as normal
2. Update the One-Off Pay

**Leave Management**

Employee: 2 Andrews, Thomas Harley

**Annual Leave**

Total Hours Entitlement: 169.37

Hours Taken: -7.60 Days Taken

Annual Leave Amount: -68.40  Override

Total Annual Leave Amount: -68.40  
(Includes 0% of Leave Loading)

Tax Annual Leave Pay:  With Other Pay  Separately

Number Of Periods To Tax Over: 1

Date due back from holiday: //

Cost Centre: 2210

Extra Allowances/Deductions Annual Leave Note

Save : F10 Exit : Esc

## Step Two

Create a new One Off Pay that will contain the correct pay figures

1. Repeat steps 1 - 5 above
2. Enter the correct pay figures including the correct leave type and units. Enter all the correct details for this leave type, making sure that the figures match what was paid at the time.
3. Save the changes and process the One-Off Pay as normal
4. Update the One-Off Pay

The screenshot shows a software window titled "Leave Management" with a close button in the top right corner. The "Employee:" field contains "2" and "Andrews, Thomas Harley". On the left side, there is a vertical menu with buttons for "Annual Leave", "Sick Leave" (highlighted with a red box), "Carer's Leave", "Long Service", "Ljeu Time", "BDO", and "Summary". The main area is titled "Sick Leave" and contains the following fields: "Personal Leave Balance:" with a value of "86.84"; "Hours Sick Pay to Pay:" with a value of "7.60" and a "Days Taken" button next to it; "Sick Pay Amount:" with a value of "68.40" and an "Override" checkbox; "Cost Centre:" with a value of "2210"; and "Days taken without medical certificate:" with a value of "0.00". At the bottom of the main area is a "Sick Pay Note" button. At the bottom of the window are two buttons: "Save : F10" and "Exit : Esc".

Note: Running a Paysheet or Trial Balance (Detailed) report for the date of the pays will show the three pays and will allow confirmation that the figures are correct.