

## MYOB Advanced Payroll – Leave Request that missed the pay run

### Overview

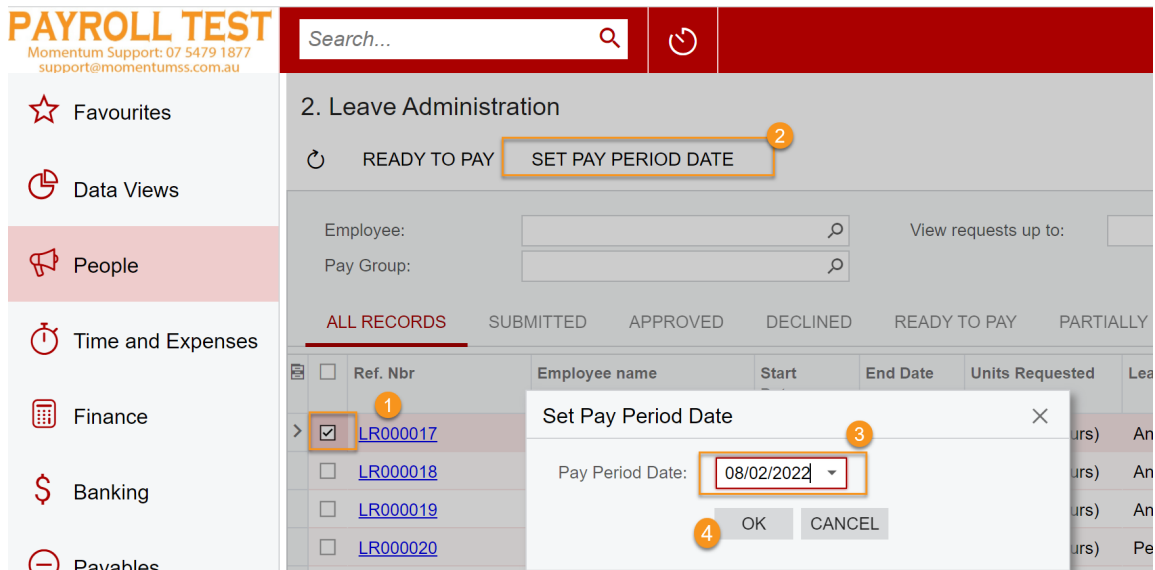
How to deal with Leave Requests approved after the applicable pay run has been finalised.

### Step 1

Don't add the leave in manually into the current pay run (as not approved).

### Step 2

- Go into Leave Administration
- Locate the leave line/s that need to be added to this pay run and mark them.
- Click Set Pay Period Date
- Enter the pay period date (a date contained in the current pay period)
- Click OK



**PAYROLL TEST**  
Momentum Support: 07 5479 1877  
support@momentumss.com.au

Search...

2. Leave Administration

READY TO PAY SET PAY PERIOD DATE

Employee: View requests up to:

Pay Group:

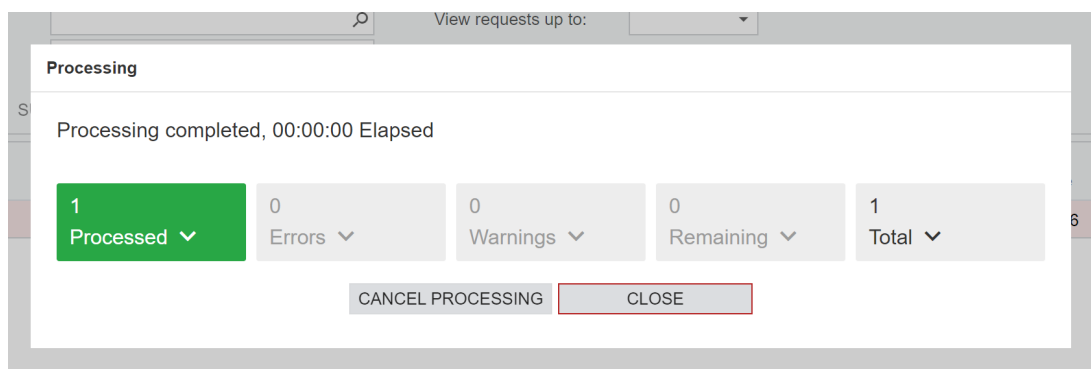
ALL RECORDS SUBMITTED APPROVED DECLINED READY TO PAY PARTIALLY

Ref. Nbr	Employee name	Start	End Date	Units Requested	Lea
<input checked="" type="checkbox"/> LR000017					(urs) An
<input type="checkbox"/> LR000018					(urs) An
<input type="checkbox"/> LR000019					(urs) An
<input type="checkbox"/> LR000020					(urs) Pe

Set Pay Period Date

Pay Period Date: 08/02/2022

OK CANCEL



Processing

Processing completed, 00:00:00 Elapsed

1 Processed	0 Errors	0 Warnings	0 Remaining	1 Total
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CANCEL PROCESSING CLOSE

## Step 3

Import leave into the pay run from the Pay Run Details screen, Actions > Import Leave. Check the employee has the Leave Taken entry for the original dates of the leave.

Employee's Current Pay

Pay run ID: PA  
Employee ID:  
Gross Income: 553.85  
Deductions: 0.00

EXPLORE | REPORTS | TERMINATION

Days Taken

NOTES | FILES | CUSTOMISATION | TOOLS

Employee name: [REDACTED]  
Pay item code: ANN4

Leave Start Date	Leave End Date	Is Partial Day?	Quantity	Units	Income Pay Item Code
27/01/2022	28/01/2022	<input type="checkbox"/>	16.0000	Hours	

GL Acco  
Wages  
Provisio  
Annual  
Person  
Superar