

## Payroll/Leave – Adding Leave Taken to the Leave Hours Column on the Payroll Register

## APTAWEB-11668

A new command has been added on the Payroll Register Details screen: Update Leave to Register. This command will bring up a list of approved leave requests (from the *new* leave module only) for the same payroll period as the register. The user can then add those leave amounts to the register in the new Leave Hours field. Please note that the Leave Hours is added to the Regular and Overtime Hours fields to equal Total Hours.

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Employee Name 🕇	Leave Type Name	Start Date	End Date	Leave Hours	Comment	Regist
Beck, Kathy L	ACCUM LEAVE	07/20/2021	07/20/2021	7.0000		
ridges, Karl H	LEAVE	07/19/2021	07/19/2021	8.0000		90
Bridges, Karl H	LEAVE	07/20/2021	07/20/2021	8.0000		90
Bridges, Karl H	LEAVE	07/21/2021	07/21/2021	8.0000		90
Bridges, Karl H	LEAVE	07/22/2021	07/22/2021	8.0000		90
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Figure 1: Update Leave to Register Popup

To access the list, create a payroll register on the Manage Payroll screen, and click the More menu to choose "Update Leave To Register".

Apta Fund			
Payroll			
Payroll Configuration			
Manage Deductions			
Deduction Assignment	💠 Add Job To Register		Remove Job From Register 🛛 🔫 M
Fixed Amount Deductions			And Deductions
Percentage Deductions			Applied Deductions
Direct Deposit Deductions			Set Mass Days/Hours
Deduction Change Requests			
mployee Paycheck Deductions			Register Job Detail
Employee Payroll Information			Preview Net Pav
Employee Payroll Jobs			· · · · · · · · · · · · · · · · · · ·
Manage Payroll			Batch Edit (Harris Admin)
Manage Payroll Vouchers			Update Leave To Register
Payroll Liabilities			
Employee W-2 Information			

Figure 2: Accessing Update Leave to Register



When the popup appears, it will show all fully approved leave requests which have a date within the payroll period for the active register. AptaFund compares the date of the request against the period dates and displays only those requests. The popup also shows the Leave Type and the Hours, as well as the Leave Comment. The Register field is empty until the "Process Leave Import" button is clicked.

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mployee Name 🕇	Leave Type Name	Start Date	End Date	Leave Hours	Comment	Regist
eck, Kathy L	ACCUM LEAVE	07/20/2021	07/20/2021	7.0000		
ridges, Karl H	LEAVE	07/19/2021	07/19/2021	8.0000		90
ridges, Karl H	LEAVE	07/20/2021	07/20/2021	8.0000		90
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*Figure 3: Monthly Leave Approval Calendar View* 

When the command is executed, AptaFund will display a confirmation message and then will import all the leave hours into the Leave Hours column on the register for the employees displayed. The Register field will show the name of the register to which the leave requests were added.

	Result		د
	Search Q. TO PC 2 C C C C C C C C C C C C C C C C C		▼C ≠C ■ 2 0 ■ **
	Description	Status 🕇	Message
	Beck, Kathy L - ACCUM LEAVE	Success	Hours were added to the value already in the 'Leave Hours' field.
	Bridges, Karl H - LEAVE	Success	Hours were added to the value already in the 'Leave Hours' field.This is already imported transaction.
	Bridges, Karl H - LEAVE	Success	Hours were added to the value already in the 'Leave Hours' field.This is already imported transaction.
Process Leave Import X	Bridges, Karl H - LEAVE	Success	Hours were added to the value already in the "Leave Hours' field.This is already imported transaction.
	Bridges, Karl H - LEAVE	Success	Hours were added to the value already in the "Leave Hours" field.This is already imported transaction.
You are about to update the AptaFund payroll register with hours from Leave Module. This action cannot be undone. Would you like to	Bridges, Karl H - LEAVE	Success	Hours were added to the value already in the 'Leave Hours' field.This is already imported transaction.
continue?	4	- 22	•
	H 4 1 H 25	• items per p	age 1 - 6 of 6 items
Yes No	Close		

Figure 4: Confirmation and Results Messages

After the import is complete, the hours will display in the "Leave Hours" column.

Display Name ↑	Туре	Job Name	Regular Hours/Days	OT Hours	Leave Hours	Total Hours/Days	Gross Pay
Beck, Kathy L	Hourly	RTI Teacher	0	0	7	7	\$245.70
Bridges Karl H	Hourly	CAFETERIA	40	8	80	128	\$1 320 00

Figure 5: Leave Hours Field After Import

Please note that this command can only be executed *once per register*. Please make sure all leave requests for the current payroll period have been approved *before* importing hours to the register. Also, the only way to undo the import is to remove the employees from the register, or delete the register.