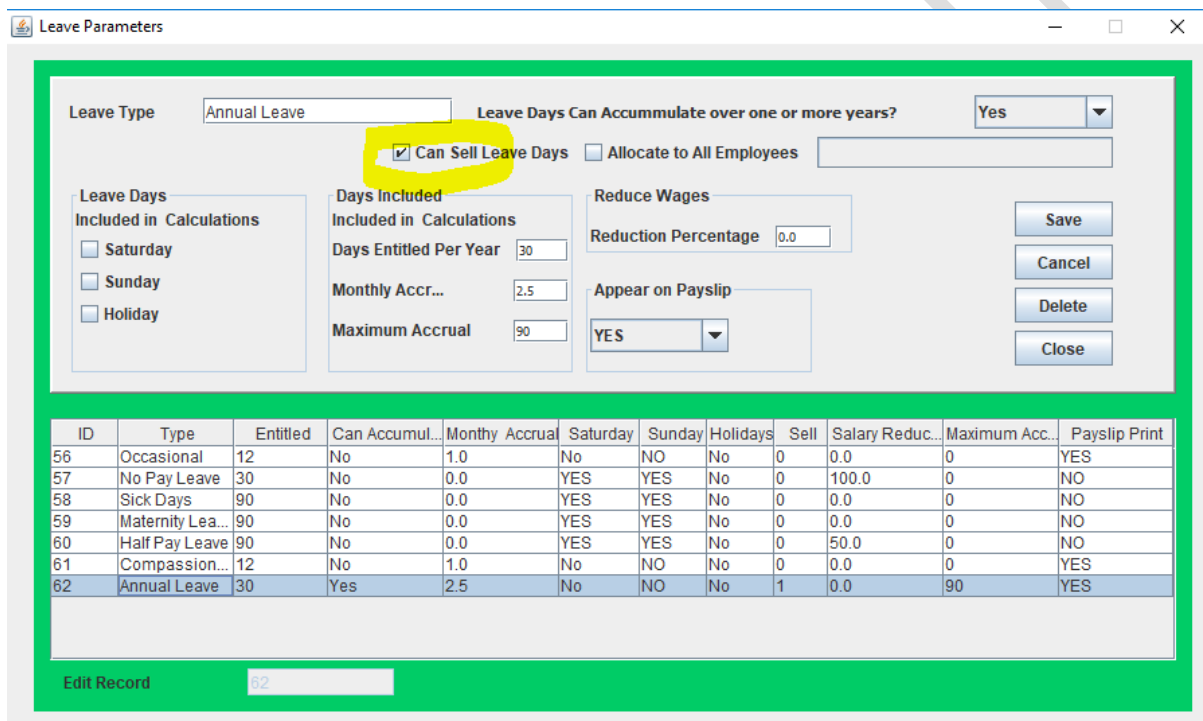


# How to Sell Leave Days

## 1 Check Leave Definition

Leave days can only be sold in the system if they have been defined as being able to be sold, are available (that is leave that has been accrued over time).

To check if the leave type is defined appropriately for selling we go to Payroll Definition>Leave and Overtime menu



ID	Type	Entitled	Can Accumul...	Monthly Accrual	Saturday	Sunday	Holidays	Sell	Salary Reduc...	Maximum Acc...	Payslip Print
56	Occasional	12	No	1.0	No	NO	No	0	0.0	0	YES
57	No Pay Leave	30	No	0.0	YES	YES	No	0	100.0	0	NO
58	Sick Days	90	No	0.0	YES	YES	No	0	0.0	0	NO
59	Maternity Lea...	90	No	0.0	YES	YES	No	0	0.0	0	NO
60	Half Pay Leave	90	No	0.0	YES	YES	No	0	50.0	0	NO
61	Compassion...	12	No	1.0	No	NO	No	0	0.0	0	YES
62	Annual Leave	30	Yes	2.5	No	NO	No	1	0.0	90	YES

If the "Can Sell Leave Days" is marked with a tick that means in the system we can sell off leave days for that leave type.

## 2 Selling Leave Days

To sell leave days, access the Employee Data>Leave Days>Sell Leave Days



# PAYLINE PAYROLL

FOR YOUR PAYROLL SOLUTIONS

Leave Days Sell

Process Leave Day Sell

Search Emplo...

Code	Name	Surname	NationalID	Leave	Days	Taken	Balance
1	Sarina	Mortimer	23-12-3456790				
5	Ebonie	Knott	23-1234-G45				
6	Raya	Maynard	12345678				
2	Rodger	Brogdon	12-234444-D34				
3	Mabel	Shifflett	12-2097890-R34				
7	Victor	Stanton	290qww				
4	Huong	Loflin	63-789012-G45				

Employee Co...  Name

Leave Days to ...   Number of Days

Execute

Sold

Sold ID	Leave Type	Sold Date	Sold Days	Payroll Period Run
---------	------------	-----------	-----------	--------------------

Select the employee whose days we want to sell and ensure they have days they can sell



# PAYLINE PAYROLL

FOR YOUR PAYROLL SOLUTIONS

Leave Days Sell

Process Leave Day Sell

Search Emplo...

Code	Name	Surname	NationalID	Leave	Days	Taken	Balance
1	Sarina	Mortimer	23-12-3456790	Occasional	12	0	12.0
5	Ebonie	Knott	23-1234-G45	Compassi...	12	0	12.0
6	Raya	Maynard	12345678	Annual Le...	30	0	30.0
2	Rodger	Brogdon	12-234444-D34				
3	Mabel	Shifflett	12-2097890-R34				
7	Victor	Stanton	290qww				
4	Huong	Loflin	63-789012-G45				

Employee Co...  Name

Leave Days to ...   Number of Days

Execute

Sold

Sold ID	Leave Type	Sold Date	Sold Days	Payroll Period Run
---------	------------	-----------	-----------	--------------------

Assign the sell to the pending period in which the days will be run in the payroll



# PAYLINE PAYROLL

FOR YOUR PAYROLL SOLUTIONS

Leave Days Sell

Process Leave Day Sell

Search Emplo...

Code	Name	Surname	NationalID	Leave	Days	Taken	Balance
1	Sarina	Mortimer	23-12-3456790	Occasional	12	0	12.0
5	Ebonie	Knott	23-1234-G45	Compassi...	12	0	12.0
6	Raya	Maynard	12345678	Annual Le...	30	0	30.0
2	Rodger	Brogdon	12-234444-D34				
3	Mabel	Shifflett	12-2097890-R34				
7	Victor	Stanton	290qww				
4	Huong	Loflin	63-789012-G45				

Employee Co...  Name

Leave Days to ...   Number of Days  Assign Payroll Period

Execute

Sold

Sold ID	Leave Type	Sold Date	Sold Days	Payroll Period Run
---------	------------	-----------	-----------	--------------------

Save the selections.



# PAYLINE PAYROLL

FOR YOUR PAYROLL SOLUTIONS

Leave Days Sell

Process Leave Day Sell

Search Emplo...

Code	Name	Surname	NationalID	Leave	Days	Taken	Balance
1	Sarina	Mortimer	23-12-3456790	Occasional	12	0	12.0
5	Ebonie	Knott	23-1234-G45	Compassi...	12	0	12.0
6	Raya	Maynard	12345678	Annual Le...	30	10	20.0
2	Rodger	Brogdon	12-234444-D34				
3	Mabel	Shifflett	12-2097890-R34				
7	Victor	Stanton	290qww				
4	Huong	Loflin	63-789012-G45				

Employee Co...  Name

Leave Days to ...   Number of Days  Assign Payroll Period

Execute

Sold

Sold ID	Leave Type	Sold Date	Sold Days	Payroll Period Run
1	Annual Leave	2020-03-07	10.0	202011

Once saved you should now see the leave days sold and the period in which they will be effected in the payroll run. The system will calculate the value of the leave days.

When you run the payroll you should see the sold leave days on the payslip as shown below

### ***Earnings***

Salary 10,500.00

Leave Sold 3,387.10

Telephone Allowance 570.01