



## QUICK REFERENCE GUIDE CASHING IN ACCRUED LEAVE

### MEGABUS HELPLINE

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In order not to impact the payment of standard working hours or leave taken as time off, leave being cashed in is processed separately using an Adjustment Leave Entry and an Adjustment Payrun.

It can be performed at any time, not necessarily on the day you run the normal payrun.

#### 1. Create Adjustment Leave Entry (access via Leave Entry favourite)

- Click on the Leave Entry favourite then double-click on the employee
- Click on the small arrow head (next to the green +) and select Adjustment Leave.
- Complete the Adjustment Leave Entry as follows:
  - **Leave Type:** Select the leave type being cashed in.
  - **Current Entitlement:** This displays the current balance of the selected leave type for this employee.
  - **First Day Of Leave / Last Day Of Leave:**  
Enter the Pay To date of the last finalised payrun for this employee in both date fields.
  - **Reason For Leave:** Optionally enter a reason for cashing in the leave.
  - **Pay Leave Loading:** Tick this if paying loading on the leave being cashed in.
  - **Pay Leave Up-front:** Do not tick this.
  - **Hours To Be Taken:**  
Enter the number of hours being cashed in. If it is greater than the employee's current balance the system will ask whether you wish to reduce the hours to the current balance – Respond Yes to do so or No to retain the entered hours and allow the employee's balance to go into negative.
  - **Reduce Balance / Increase Balance:** Tick Reduce Balance to subtract the hours from the accrued leave.
  - Click on Ok to save the Adjustment Leave entry.
- Close the Leave Entry screen (black X)

#### 2. Initialise the Adjustment Payrun (access via Payrun favourite)

- Insert USB backup stick.
- Open the Pay Run screen
- Change the Pay Type to Adjustment Pay (this will pick up and pay the Adjustment Leave entry you just created)
- Enter the Pay To date of the most recently finalised normal payrun for this employee into the Pay To field.
- Select only the employee(s) that you are processing Adjustment Leave entries for.
- Confirm that there is a red Yes in the Leave Pending column for the employee(s) cashing in leave.
- Initialise the pay run.

#### 3. Review & Finalise the Payrun (access via Payrun favourite)

- Double-click on the employee and check the leave hours are the same as you entered in the Adjustment Leave entry.
- Adjust the tax as required (click on Tax field then on Tax Adjustment).
- When you are satisfied that all figures are correct, click on Finalise.

**Tip:** Click on the Print icon to view an Interim Payrun Analysis Report and check all figures before finalising the payrun.

#### 4. Print Pay Advices (access via Pay Advices favourite)

- Select the relevant payrun.
- Click on Generate to view onscreen, if all ok press Print.

#### 5. Print Payrun Analysis (access via Pay Analysis favourite)

- Select the relevant payrun.
- Click on Generate to view onscreen, if all ok press Print.

Please visit [inform.megabus.com.au](http://inform.megabus.com.au) for step by step guidance on how to use Marlin GTX and Marlin HR.