

17. Why system prompts error when back-dated annual leave entered?

Problem: In either Application or Human Resource Self Service, error message "Exceed Entitlement for Annual Leave. Remaining Balance is only [0 or -ve value] day(s)" when entering back-dated annual leave(s).

The actual employee should have a positive "balance" value instead of what the message prompted to be zero or a negative value.

Cause: For Net Entitlement of Leave Accrual, the system applied this calculation formula:

Net Entitlement = Accrual (As at date) + Carry Over - Days Taken (over the whole accrual period) + Residual (over the whole accrual period)

As the values of Days Taken and Residual are counted over the whole accrual period, date track to previous date will not change these values for the same accrual period. Therefore, zero or negative Net Entitlement may occur as some accrual is not earned at this previous date.

Workaround Solution:

1. Navigate People > Assignment > Element Entries
2. Date Track to any date within the Accrual Period
3. Insert element "Annual Leave Residual"
4. In Entry Values, enter Plan Days to increase the Net Entitlement to a positive value not less than the sum of the back-dated leave to be entered
5. Navigate People > Absence
6. Insert Leave record(s)
7. Navigate People > Assignment > Element Entries
8. Date Track to when the "Annual Leave Residual" is created in steps 2, 3 & 4
9. Purge the element "Annual Leave Residual"

Sample Case:

Employee "Test, AL", enrolled Annual Leave Plan "Plan 1 Annual Leave", have to input back-dated Annual Leave records for:

18-May-2005, 1 day

20-May-2005, 1 day

Element Name	Input Value Name	Total Entitlements	Units	Effect On Net
Plan 1 Annual Leave	Accrual Plan	4.5	Days	Add
Plan 1 Annual Leave Carried	Plan Days	0	Days	Add
Annual Leave	Days Taken	12	Days	Subtract
Plan 1 Annual Leave Residua	Plan Days	0	Days	Add

(Fig. 1)

System show Net Entitlement as at 18-May-2005 is -7.5 day (Fig. 1), and actually this employee should have enough “balance” for taking leave. You should follow below steps:

1. Navigate People > Assignment > Element Entries
2. Date Track to 1-May-2005
3. Insert element “Plan 1 Annual Leave Residual”
4. In Entry Values, enter 9.5 in Plan Days to increase the Net Entitlement to not less than 2
5. Navigate People > Absence
6. Insert Leave records
7. Navigate People > Assignment > Element Entries
8. Date Track to 1-May-2005
9. Purge the element “Plan 1 Annual Leave Residual”