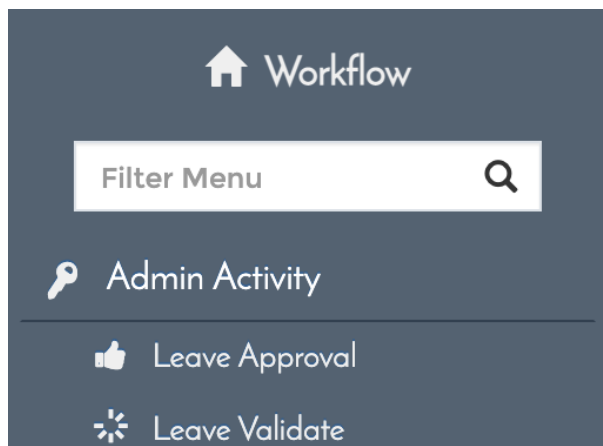







How to: Split Leave Requests

SPLIT LEAVE REQUESTS



Leave Split					
Leave Request ID	13386				
ID	30827				
Name	DUMBLEDORE, Albus				
Workflow	3211				
Status	pending				
Leave Type	Annual Leave				
Start Date	01/02/2021				
End Date	05/02/2021				
Leave Unit	Hours				
Leave Taken	200.0000				
Comments					
Pay in advance					
Certificated Provided					
Submit date	28/01/2021				
Allocation Periods					
Split	Amount	Unit	Effective	Start	End
<input checked="" type="checkbox"/>	100.0	Days	01/02/2021	16/02/2021	19/02/2021
	*				

For leave requests that span several weeks, and therefore over multiple pay periods, you may wish to split up said requests to make payroll processing easier. To do so, follow the below steps:

- Click Advanced > Workflow > Admin Activity > Leave Validate
- Search for the leave request you wish to split, and click the  icon under the 'Allocate Split' column
- Under the 'Allocation Periods' subheading, click the  icon to create a split
 - Set the 'Amount' and 'Unit', to determine how many days or hours the split will comprise of the original leave request
 - Set the 'Effective Date' i.e. when you want the split to be sent to payroll
 - Set the 'Start Date' and 'End Date' of the split
 - When you're done, click the  icon to save the split
- Repeat the above steps until all of the splits total the amount of the original leave request