HPL –Leave entry and leave Salary processing

Leave Account setting

Go to service matters/Leaves/Leave account

Click on HPL/Click on opening balance

Enter 'as on date' and days

> ### Let's work it out with one example ...
>
> A person who joined on 10/10/2008 is having the basic pay 16180. He is on HPL from 1/6/2012 to 10/6/2012.
>
> ### How to do his HPL –Leave entry and do leave Salary processing?
>
> We can enter the as on date as 09/10/2011(as on date must be before the date of leave date)
>
> And Days-60 (As he is having three years service 20 x 3 = 60 days and he has not availed any HPL before 09/10/2011)

Leave entry

Go to Service matters/leave entry

Enter leave by splitting month wise and' insert'.

Then process salary.

> ### For eg.
>
> If the HPL/Commuted leave is from 01/02/2012 to 31/03/2012 , make two entries, ie. One with 1/2/2012 to 29/02/2012 and other with 01/03/2012 to 31/3/2012.

(For further entry in entry (eg: on 2012) click on 'Credit leave based on previous balance' just enter the 'as on date' as 9/10/2012 and click on proceed(click only once, then take the page again) The balance HPL after the leave (HPL/Commuted leave)taken on 2012 will be automatically displayed in leave entry.)

Leave Account

NOTE : Opening Balance entry may be done to start computerised leave accounting w.e.f a date other than date of joining. If opening balance is entered, all the past details will not be considered for subsequent leave accounting. Also, the leave cannot be re-worked out w.e.f date of joining. Before entering leave account, all the leaves availed should be entered. In the case of vaccation departments, the vaccation office and vaccation duty details should be entered before leave account.

Department: Education (Higher Secondary)

Office:

Employee:

Order by   EmployeeName   PEN

Select Leave Type   ○ EL   ◉ HPL   [Delete all]

Choose an option :

○ Enter Opening Balance   ○ Enter Opening Balance on Subsequent Date

✓ Credit leave based on previous balance

○ Re-workout leave based on date of Joining in Govt.

As on date	Days on credit
09/08/2011	60.00
1	

As on date 09/08/2012 [Proceed]

Period of duty from   [   ] = [   ] days

Leaves availed after   [   ]

For SDOs

Leave account settings

Leaves/leave availed/leave account/ Click on HPL/Click on opening balance

Enter as on date and days (Refer establishment leave account entry)

Leave availed

Go to leaves/leave availed/(refer establishment leave availed entry)

AG pay slip entry

Enter pay slip date, no. and effective date of leave

Enter the basic pay in leave salary column. For eg. if the basic pay is 19240 enter 19240 (not leave pay) in leave salary column. Enter DA and HRA as such then confirm.

(Enter regular salary slip after leave period for eg. Leave is from1/06/2012 to 31/07/2012 enter pay slip with basic pay in pay column , effective date from 1/08/2012 , DA and HRA ONLY AFTER PROCESSING LEAVE SALARY)

Leave salary processing.

For leave salary click on leave salary and for pay salary click on pay. If the leave is from 4/2/2012 to 28/2/2012 process the leave salary first, and then process the pay salary. Otherwise, due to deductions it may become a negative amount, because pay salary is only for 3 days .

NOTE (For Establishment Bills)

(For those employees whose basic pay is less than 18740, they will get half basic pay +full da. As per the- rule (rule93 KSR)the leave salary and DA shall not be less than 65% of the amount of pay and DA while on duty. In such cases, the **excess amount over the actual leave salary** shall be given as special leave allowance.

Eg2:-If leave is for 10 days in 6/2012 and the Basic pay is 16180

The 65% of the 10 days pay salary

=pay=16180/30x10=5393

DA=2049

Pay+DA=5393+2049=7442

65% of 7442=4837

10 days leave salary=

Pay(half)-=6180/30x10=   5393/2 =2697

DA(full)=2049

2697+2049=4746

4837-4746=91

Rs 91 can be claimed as special leave allowance.