



## COURSE OUTLINE

Course Name  
Level

**Webinar : Leave Take-up**  
**Intermediate/Advanced**

### **Overview:**

The content will cover the process to take-up payroll leave details in SynergySoft.

### **Who Should Attend:**

The course is designed to provide an experienced Payroll Officer with information necessary to set up the leave accrual definitions in SynergySoft. Once these have been established the process to adjust and control leave balances for an employee is outlined.

### **Course Outline:**

#### **Determining Organisation's Requirements**

##### **Leave Definitions**

- Leave Accrual Definitions
- Suggested Accrual Settings for WA Local Government
- Leave Accrual Groups

##### **Leave Types**

##### **Leave Balances**

##### **Employee Maintenance**

- Deleting Previous Leave Details
- Assigning Leave Groups
- RDO Accruals
- Anniversary Dates
- Adjusting/Entering Entitled Hours
- Adjusting/Entering Pro-rata Accrual Hours
- Part Time Employees

##### **Take-up Confirmation**

##### **Leave Payments**

- No Leave Loading
- Termination

##### **Payroll Update Confirmation**

##### **Manual Adjustments**

### **Pre-requisite:**

Participants must have a working knowledge of the SynergySoft Payroll Module.

To lodge your Booking or for further information please contact Ann Bull on (08) 9315 7000 or email [training@itvision.com.au](mailto:training@itvision.com.au)