

Leave Owing Trends

The Suncorp Leave Owing Trends Widget displays a timeline of the total number of leave days your staff have accrued and the total number of staff.

About this Widget

This Widget is designed to help you quickly and easily identify trends in leave days owed to staff and ensure key employees take leave throughout the year. It can help you:

- ✓ Avoid the large financial liability of owing staff a high number of leave days.
- ✓ Prepare financially if larger payouts are required at any point.
- ✓ Identify key employees with large leave balances and work towards leave being taken at the most appropriate time of year (during down times, etc).

Data essentials

For the most accurate view, every employee needs to be accounted for and their details entered accurately.

Making the most of your Widget

- ✓ Ensure all pay items and leave types are set up correctly and linked to the appropriate accounts.
- ✓ All staff need to be accounted for and any balances outstanding need to be entered accurately.

- ✓ Ensure each employee is assigned the correct leave type and the method used to calculate accrued leave is accurate.
- ✓ Put systems in place to ensure new employee details are added accurately at the time of hiring.

Tips to address a negative trend

1. Ease leave owing issues

- ✓ Discuss the importance of a good work/life balance with employees and how taking annual leave can positively impact performance and manage stress.
- ✓ Communicate the financial liability related to high annual leave balances and the potential impact on the business.
- ✓ Consider rewarding employees with positive team culture initiatives such as discounts on travel and accommodation (perhaps you can take advantage of your organisation's commercial relationships with suppliers).
- ✓ Discuss the ideal times of year to take extended annual leave and encourage employees to do so.
- ✓ Consider introducing a mandatory leave policy.

Troubleshooting

Errors can occur as a result of discrepancies between actual leave owing and the number of employees. Other causes include assigning incorrect leave types to one or multiple employees, not linking pay items to appropriate accounts, and not accounting for all staff. Differences in the method used to calculate accrued leave and an inaccurate opening balance for an employee's leave type may also cause issues.

Corrective action

Xero users can search for:

- ✓ How to set up pay items [here](#)
- ✓ An explanation on setting up an individual's leave accrual and pay types [here](#)

Quickbooks users can search for:

- ✓ General leave enquiries [here](#)
- ✓ How to edit leave owing for individuals [here](#)

