

Need to Track Another Unpaid Leave Type?

As you know, the GMS Accounting Software has two built in pay codes that designate types of unpaid leave. They are LP for Leave Without Pay and ML for Military Leave. We have had questions from clients concerning the need to have more pay codes available to track other types of leave that are unpaid. Some examples of these are Maternity Leave and Family Medical Emergency Leave.

Other than the few leave types that are part of the basic system, you have control over how many and what kind of leave types you need to create. For this example, let's use MT for Maternity Leave. (ML might seem like a more logical choice but remember that it is already set up in the system for Military Leave.) Your first step would be to go to General Ledger – GL Master Files – Program Elements and create the element number and description for Maternity Leave. Next, go to Pay Code Setup under Payroll – Setup and enter the pay code MT and designate the appropriate element.

Once that is done, the fact that you want it to be an unpaid leave type is handled during timesheet data entry. When entering a timesheet (and this can be done for a new timesheet or editing an existing timesheet), click on the Adjust button and begin your data entry as normal. When you get to Code enter MT and then the number of hours of Maternity Leave you wish to track. The system will then ask you to enter the \$ amount for this element. In this field you enter "0". Then click on Save Adjustment. You have now recorded a certain number of hours to an employee for which they did not get paid!

Finally, should you wish to track an available balance of hours for this leave type (Maternity Leave), you would add the MT pay code and description to the Lv Bal Type form under Payroll – Setup. Next, go into the employee file and add that leave type and current balance on the Personal Data tab.