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Recalculating Leave Requests

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Why Recalculate Leave Requests?

Warnings are generated for leave requests when the employee, manager or administrator creates them. This means a warning about insufficient leave balances for a request made three months ago may no longer be accurate since balances increase and decrease as leave is accrued and taken.

The warnings generated on leave requests are based on the total leave balance available at the time of the request, or when they were last recalculated (i.e. if this Recalculate Leave process has been run since).



If you have Projected Leave as a customization to your site then Leave Requests will use this annual leave balance instead of the current annual leave balance, reducing the requirement for leave request recalculations

When leave requests are recalculated the warnings are updated based on the current leave balances, which is why it should be run after syncing data from IMS Payroll at the end of a period.

How to Recalculate Leave Requests

Re-calculate leave requests

For employees in period For requests From Date Wed 12 To Date Wed 12

Friday, 1 January 2016

To recalculate leave requests, go into Actions – Manage leave requests and select the ‘Re-calculate leave requests’ action.

The above screenshot shows how you may select employees in a particular period, along with the start and end date for the recalculation range.



Keep the recalculation date range to two months at most so that the recalculate process doesn't time out. Do not recalculate periods already processed & closed

Click **Start**.

Frequently asked questions

When I run the 'Recalculate Leave Requests' action, am I able to see what warnings have been generated against leave requests in the date range I selected?

Any warnings that have been generated for that date range will be displayed in the audit log following the recalculation of the leave requests (the audit log appears at the bottom of the screen).

How come there are instances where a warning generates alerting that LWOP will occur when some of the leave has already been paid?

When recalculating leave requests, entire leave requests are recalculated, so any leave requests that have already been partially paid will be compared against the current balance and show incorrect warnings.

Why is no warning generated if an employee has two leave requests in the same period and the second leave request should result in LWOP (e.g. employee's sick leave balance is 1 day, and there are two leave requests of 1 days' sick leave each)?

Each leave request is considered against the leave balance individually. If it had been 2 days of sick leave in one request it would have displayed a warning that LWOP would result. But two 1 day requests are each compared to the 1 day balance and deemed to be payable.

If I don't recalculate leave requests, does that mean the leave will be paid incorrectly on the timesheets?

It is important to note that whatever the warnings on the leave requests say, the payments generated at timesheet stage will be correct. The timesheet looks at the employee's current balances and pays the leave accordingly.