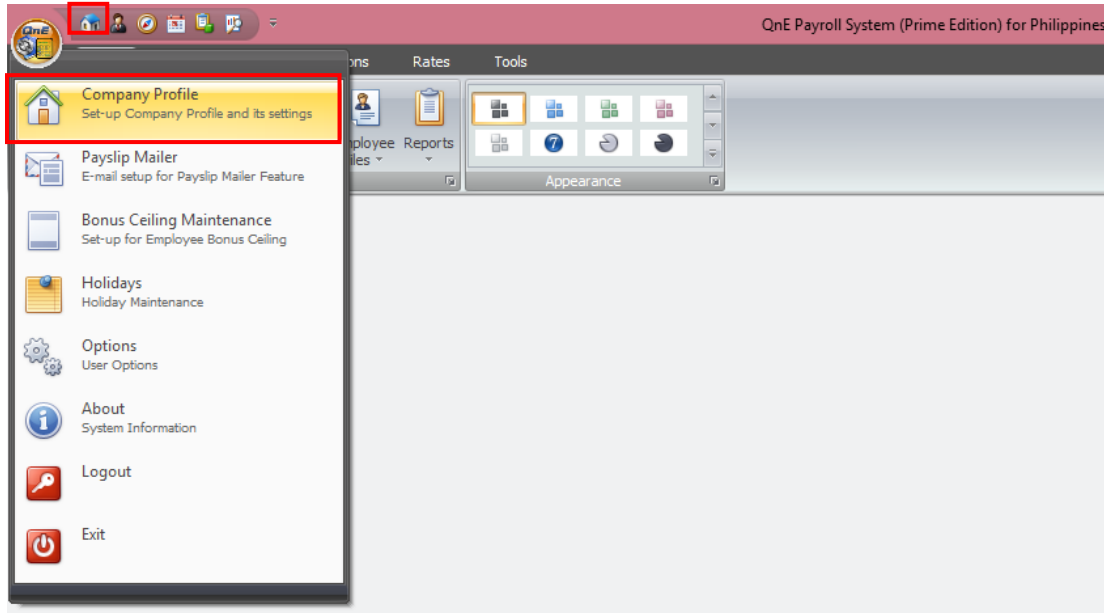




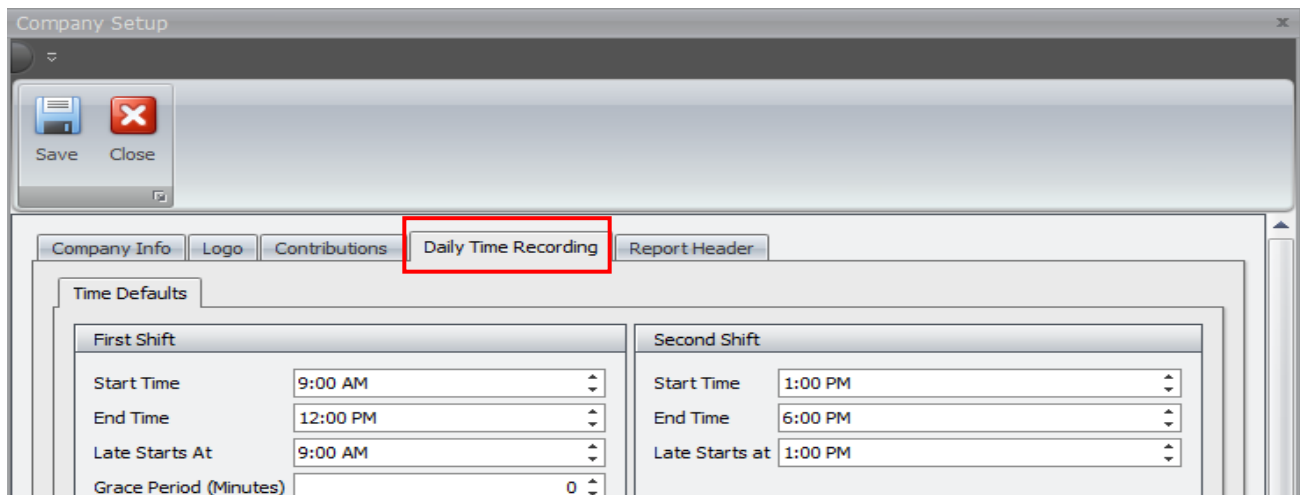
HOW TO CONVERT LEAVE TO CASH?

For General Convertible Leave setup for all Employees:

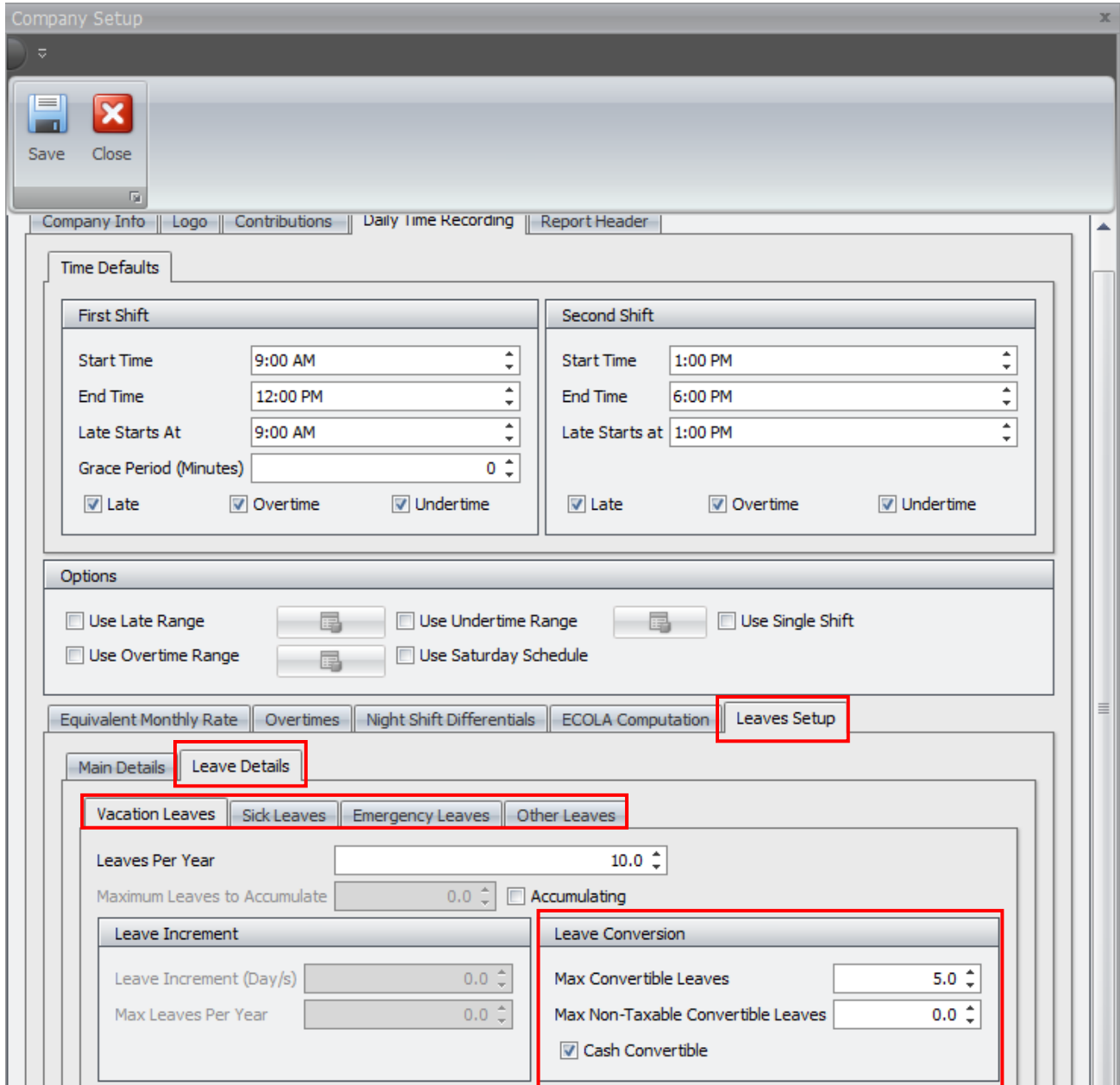
Go to Company Profile,



Company Setup window will show, go to Daily Time Recording tab.



Under DTR tab, go to Leave Setup, then Leave Details. Select which Leave tab you want to setup Cash Convertible.



The screenshot displays the 'Company Setup' window with the 'Leaves Setup' tab selected. Within this tab, the 'Leave Details' sub-tab is active, and the 'Leave Conversion' section is highlighted with a red box. The 'Leave Conversion' section includes the following fields:

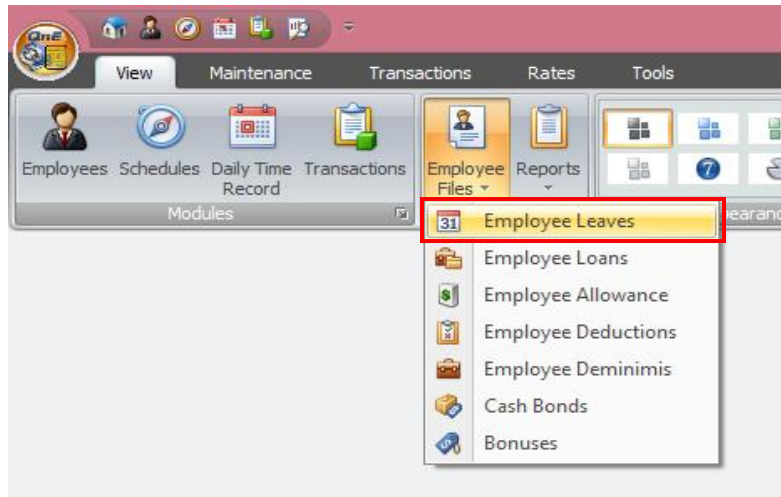
- Cash Convertible
- Max Convertible Leaves: 5.0
- Max Non-Taxable Convertible Leaves: 0.0

Other visible settings in the 'Leave Conversion' section include 'Leaves Per Year' (10.0) and 'Maximum Leaves to Accumulate' (0.0). The 'Leave Increment' section shows 'Leave Increment (Day/s)' and 'Max Leaves Per Year' both set to 0.0.

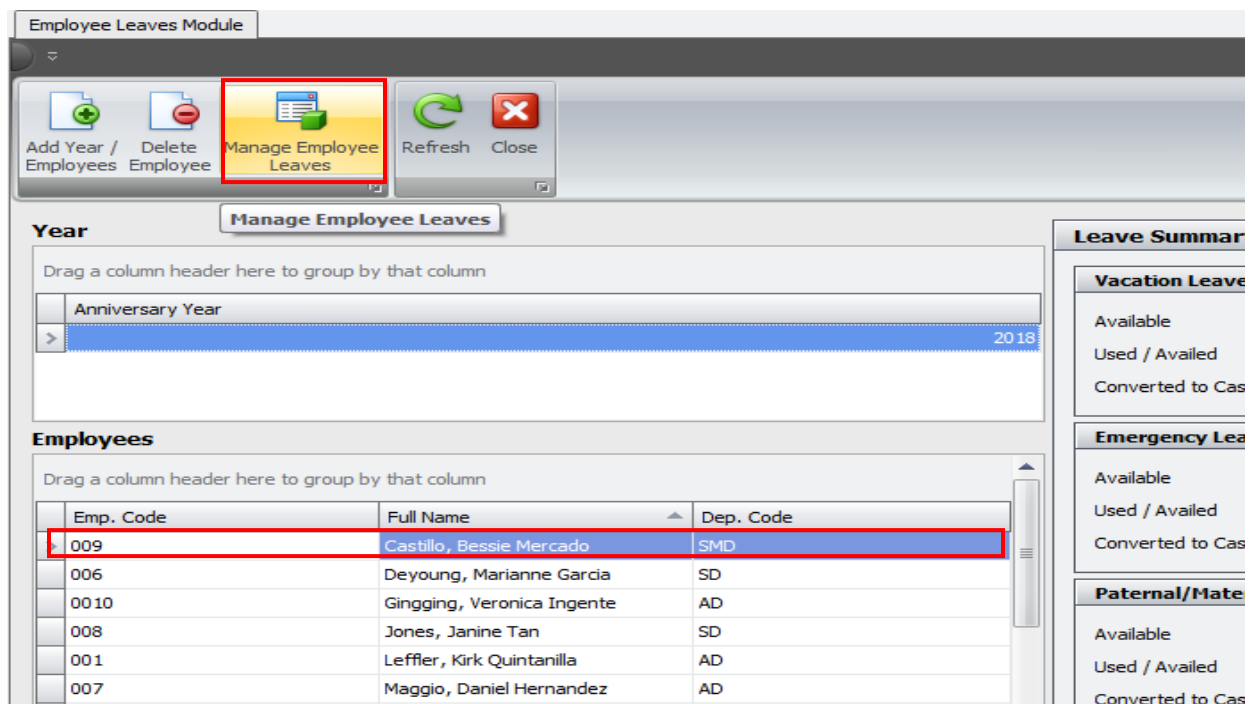
In Leave Conversion, tick Cash Convertible then input the Maximum Taxable or Non-Taxable Convertible Leaves value.

For Convertible Leave setup per Employee:

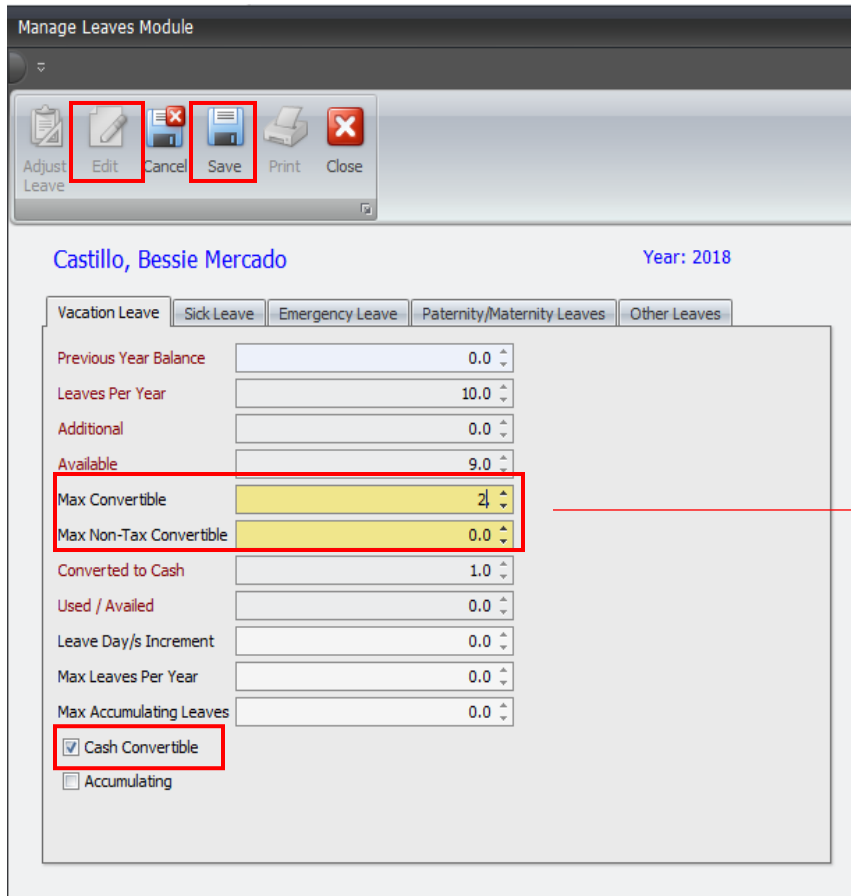
Under View, click Employee Files then Employee Leaves.



Employee Leaves Module will show, select the Employee you want to setup Convertible Leave, then click Manage Employee Leaves.



In Manage Leaves window, click Edit then tick Cash Convertible.
System will enable Max Convertible and Max Non-Tax Convertible.



Manage Leaves Module

Castillo, Bessie Mercado Year: 2018

Vacation Leave Sick Leave Emergency Leave Paternity/Maternity Leaves Other Leaves

Previous Year Balance	0.0
Leaves Per Year	10.0
Additional	0.0
Available	9.0
Max Convertible	2
Max Non-Tax Convertible	0.0
Converted to Cash	1.0
Used / Availed	0.0
Leave Day/s Increment	0.0
Max Leaves Per Year	0.0
Max Accumulating Leaves	0.0

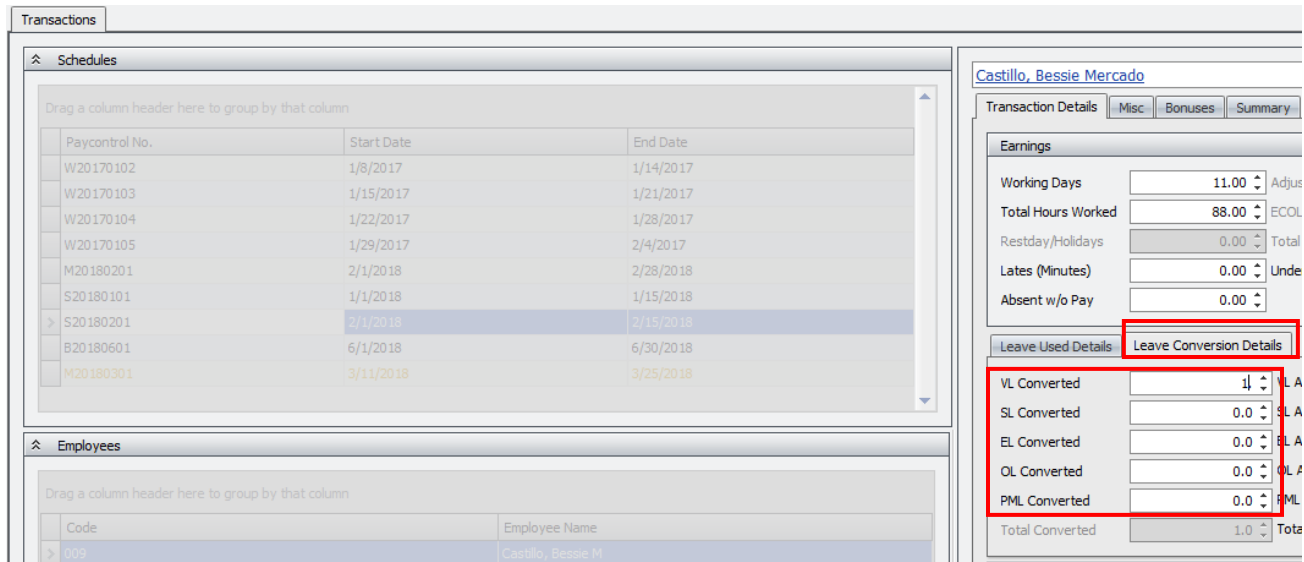
Cash Convertible
 Accumulating

Input the Maximum
Taxable or Non-Taxable
Convertible Leaves value.

Once done, click Save.

Go to Transaction, select the Employee.

Under Transaction Details tab, click Leave Conversion Details then input the Leave Converted value.

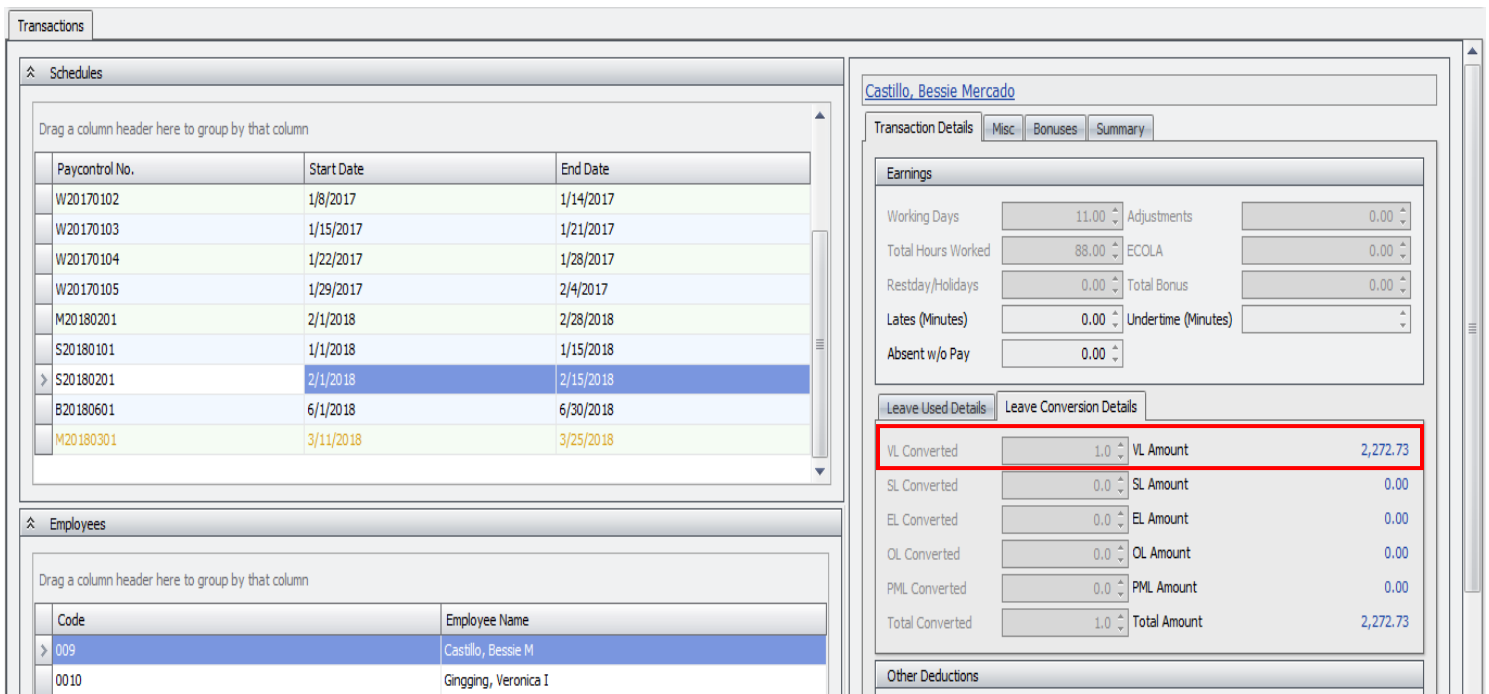


Paycontrol No.	Start Date	End Date
W20170102	1/8/2017	1/14/2017
W20170103	1/15/2017	1/21/2017
W20170104	1/22/2017	1/28/2017
W20170105	1/29/2017	2/4/2017
M20180201	2/1/2018	2/28/2018
S20180101	1/1/2018	1/15/2018
S20180201	2/1/2018	2/15/2018
B20180601	6/1/2018	6/30/2018
M20180301	3/11/2018	3/25/2018

Code	Employee Name
009	Castillo, Bessie M
0010	Gingging, Veronica I

Leave Conversion Details	Value	Unit
VL Converted	0.00	VL A
SL Converted	0.00	SL A
EL Converted	0.00	EL A
OL Converted	0.00	OL A
PML Converted	0.00	PML
Total Converted	1.00	Total

System will automatically compute the Leave Converted Amount.



Paycontrol No.	Start Date	End Date
W20170102	1/8/2017	1/14/2017
W20170103	1/15/2017	1/21/2017
W20170104	1/22/2017	1/28/2017
W20170105	1/29/2017	2/4/2017
M20180201	2/1/2018	2/28/2018
S20180101	1/1/2018	1/15/2018
S20180201	2/1/2018	2/15/2018
B20180601	6/1/2018	6/30/2018
M20180301	3/11/2018	3/25/2018

Code	Employee Name
009	Castillo, Bessie M
0010	Gingging, Veronica I

Leave Conversion Details	Value	Amount
VL Converted	1.00	2,272.73
SL Converted	0.00	0.00
EL Converted	0.00	0.00
OL Converted	0.00	0.00
PML Converted	0.00	0.00
Total Converted	1.00	2,272.73