Pre-approval summary2 Holiday history

Holiday pay · https://paiyroll.com/kb/holiday-history-sheet/

Holiday history sheet

The **Holiday history** sheet shows the earnings history that paiyroll® keeps for each employee. paiyroll® uses this history to calculate the average for the holiday pay rate.

To see the sheet:

1. Open the documents of a pay run.
2. Download **Pre-approval summary2**.
3. Open the **Holiday history** sheet.

The example below shows two employees only.

Embedded media: https://paiyroll.com/wp-content/uploads/kb-snapshots/holiday-history-sheet/holiday_history_example.html

Sherlock Holmes gets pay only from the pay run. Each pay run gives one row. Huckleberry Finn also works dated shifts. Each week of shifts gives one row. The pay run row holds the remaining pay.

The columns

Works ID: the works ID of the employee, if there is one.

Name: the name of the employee, surname first. Each period gives a row, so the name repeats.

Department: the department of the employee.

Date: for a pay run row, the last day of the pay period. For a week row, the last day of the week of the work. This date can be earlier than the pay date.

Freq: each row comes from a pay run or from a week of dated work. This column shows which. A pay run row has the frequency of the pay run, for example w2 for fortnightly. It holds the earnings that have no date. A week row always has w1. It holds dated earnings, for example dated shifts or

weekly timesheets. The column is for information only. It has no effect on holiday pay.

Amount: the holidayable earnings for the period. These are the pay items that count toward holiday pay. If a pay run also has week rows, the pay run row holds only the remaining earnings. No earnings are counted twice.

Hours/Days: if the holiday scheme uses hours, the holidayable hours worked in the period. If the scheme uses days, the days worked. Each dated shift counts as one day. For a pay run, it is the working days in the period from the work pattern of the employee, less holiday taken. If there are none, the cell is empty.