

Go to XERO - EMPLOYEES - SELECT EMPLOYEE THAT YOU ARE GENERATING FINAL PAY FOR

DO FOR ANNUAL LEAVE AND LONG SERVICE LEAVE- SHOULD BOTH BE 0 AFTER

CLICK NEW LEAVE REQUEST

SELECT TYPE - ANNUAL OR LONG SERVICE LEAVE

DESCRIPTION - LEAVE PAY OFF

SELECT START AND END DATE EMPLOYEE TERMINATION DATE

WEEK ENDING HOURS - SHOULD HAVE FULL TOTAL OF ANNUAL AND LONG SERVICE LEAVE

The screenshot displays the Xero HR interface for employee Ahmad Raza. A 'New Leave Request' modal is open, showing the following details:

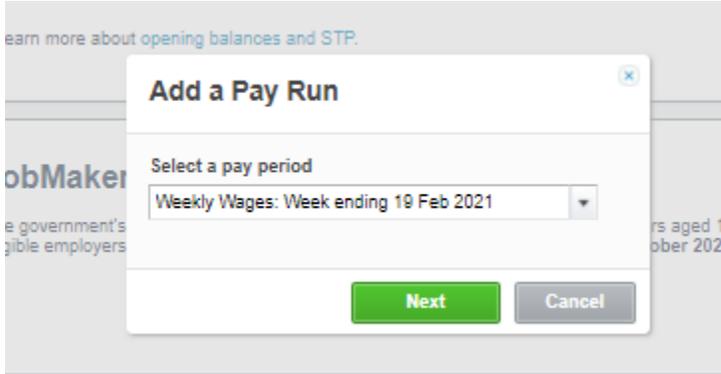
- Employee Name:** Ahmad Raza
- Next Pay Day:** 25 Feb 2021
- Type of Request:** Annual Leave
- Description:** LEAVE PAY OFF
- Start Date:** 19 Feb 2021
- End Date:** 19 Feb 2021
- Current Leave Balance:** Annual Leave: 135.3088 Hours
- Pay Period:** Week ending 19 Feb 2021: 135.3088 Hours

The background interface shows the 'Leave Balances' section with 'Annual Leave' at 135.3088 Hours and 'Other Unpaid Leave' at -80 Hours. The 'Leave Requests' table includes entries for 'VACATION' and 'XMAS BREAK'.

ONCE ANNUAL LEAVE AND LONG SERVICE LEAVE ARE BOTH IN 0, CREATE PAYRUN FOR EMPLOYEE

Go to XERO - PAY EMPLOYEES - ADD PAY RUN - SELECT PAY PERIOD (SHOULD BE FRIDAY OF EMPLOYEES TERMINATION DATE) - NEXT

E.G EMPLOYEE'S LAST DAY IS WEDNESDAY FEB 17, PERIOD ENDING IS FEB 19



ONLY SELECT EMPLOYEE YOU'RE CREATING A PAYRUN FOR

Pay Runs > Week ending 19 Feb 2021

Week ending 19 Feb 2021

| | | | | | |
|----------|--------|----------------|---------|--------|--------------|
| Earnings | Taxes | Superannuation | Net Pay | Status | Payment Date |
| 1,150.01 | 214.00 | 109.25 | 936.01 | Draft | 25 Feb 2021 |

1 Employee Included

| First name | Last name | Employee Group | Last Edited | Earnings | Tax | Super | Net pay | Included |
|------------|------------|----------------|-------------|----------|--------|--------|---------|-------------------------------------|
| Ahmad | Raza | Dismantling | | 1,150.01 | 214.00 | 109.25 | 936.01 | <input checked="" type="checkbox"/> |
| An | Yu | Operations | - | - | - | - | - | <input type="checkbox"/> |
| Annabelle | Perfremont | Management | - | - | - | - | - | <input type="checkbox"/> |
| Brooke | Perfremont | Management | - | - | - | - | - | <input type="checkbox"/> |
| Charles | Dang | Sales | - | - | - | - | - | <input type="checkbox"/> |
| Gorey | Hele | Operations | - | - | - | - | - | <input type="checkbox"/> |
| David | Van | Operations | - | - | - | - | - | <input type="checkbox"/> |

SELECT PAYRUN AND SCROLL TO THE BOTTOM - SET AS FINAL PAY

+ Add an individual message for Ahmad

Reset Payslip Set as Final Pay Save Save & Next Close

