

# User encounter the pay slip did not capture annual leave or other leave

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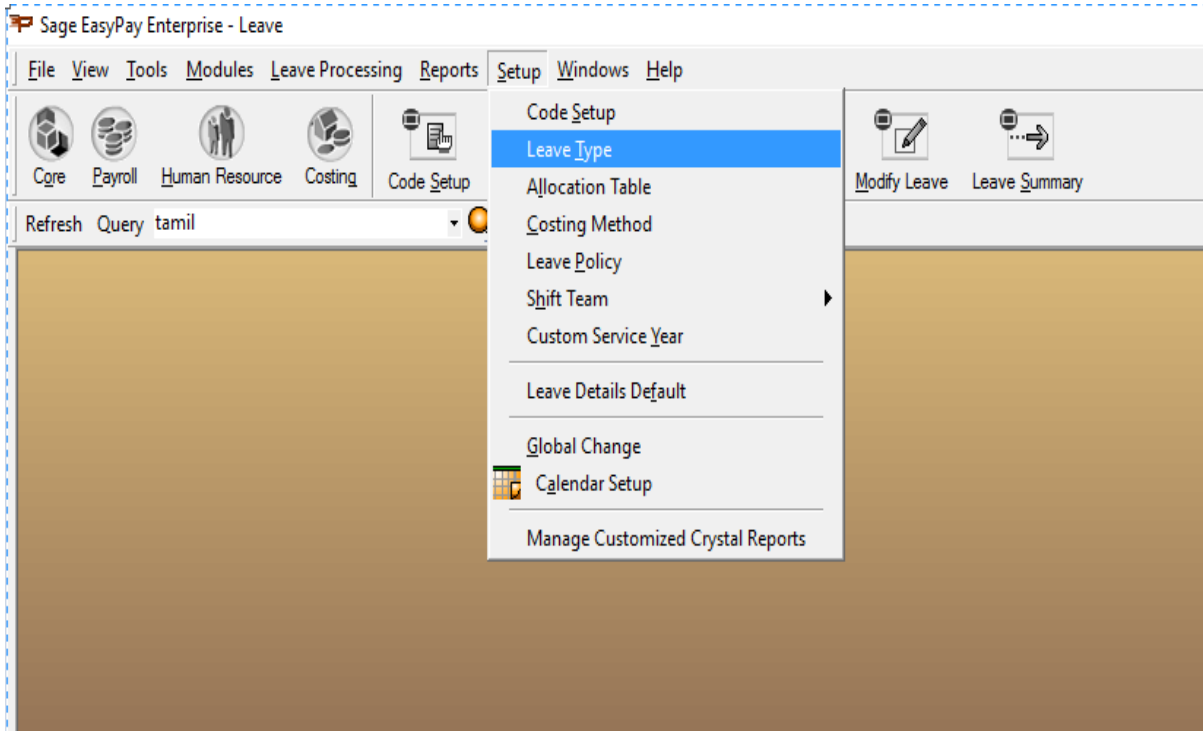
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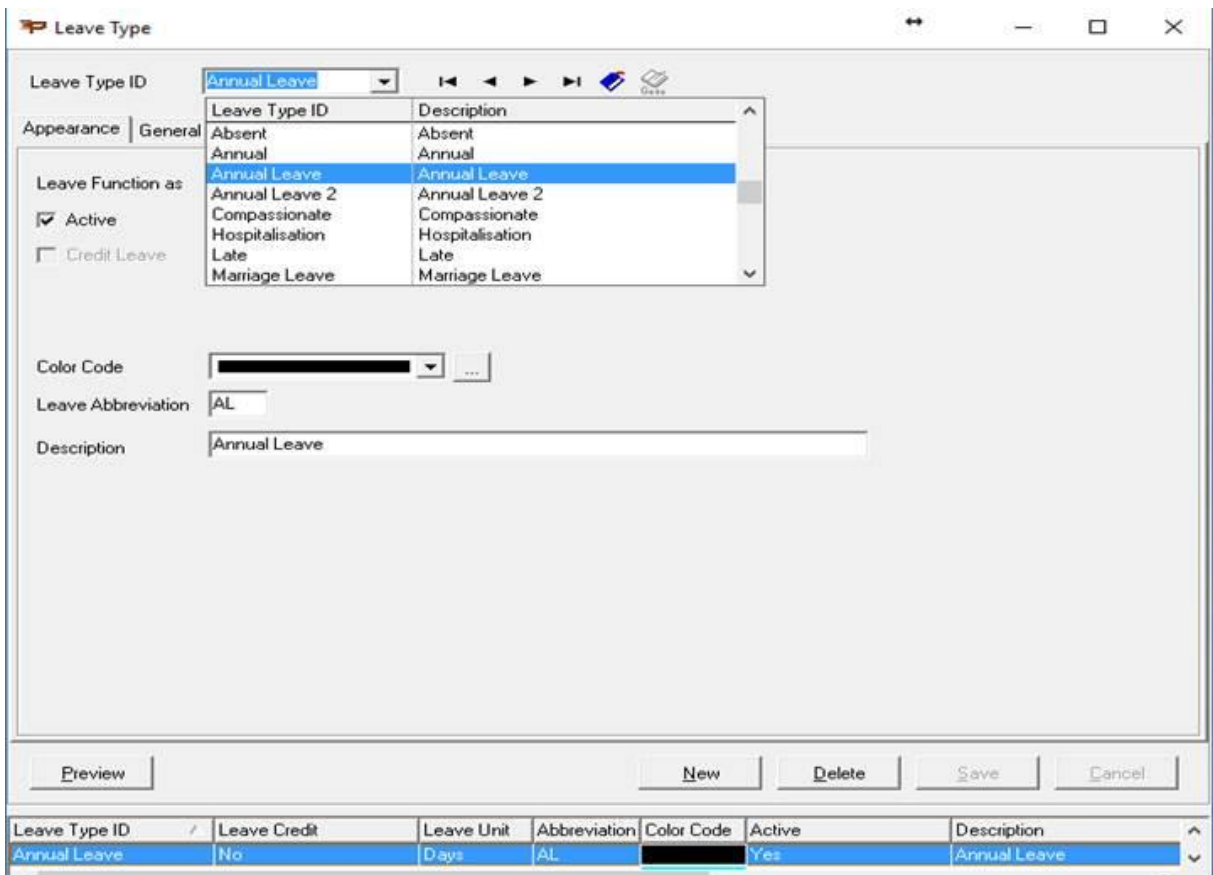
## Document Change Control

Version	Date	Author	Summary of Changes
10.7.04.00	15/08/2018	Hazim	Initial Creation

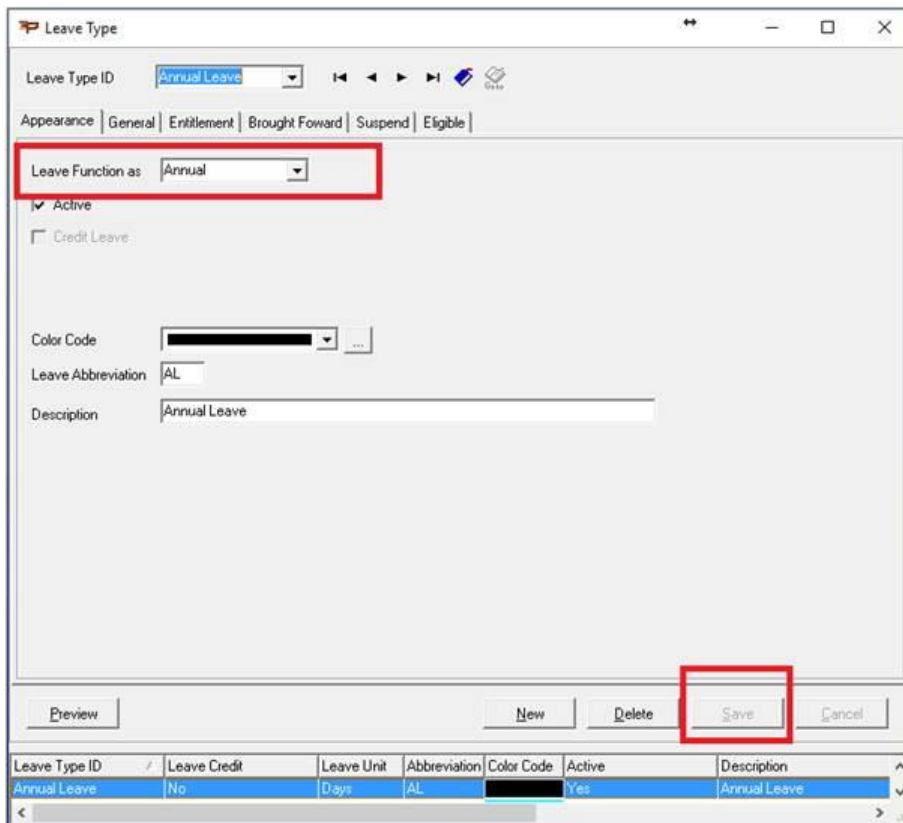




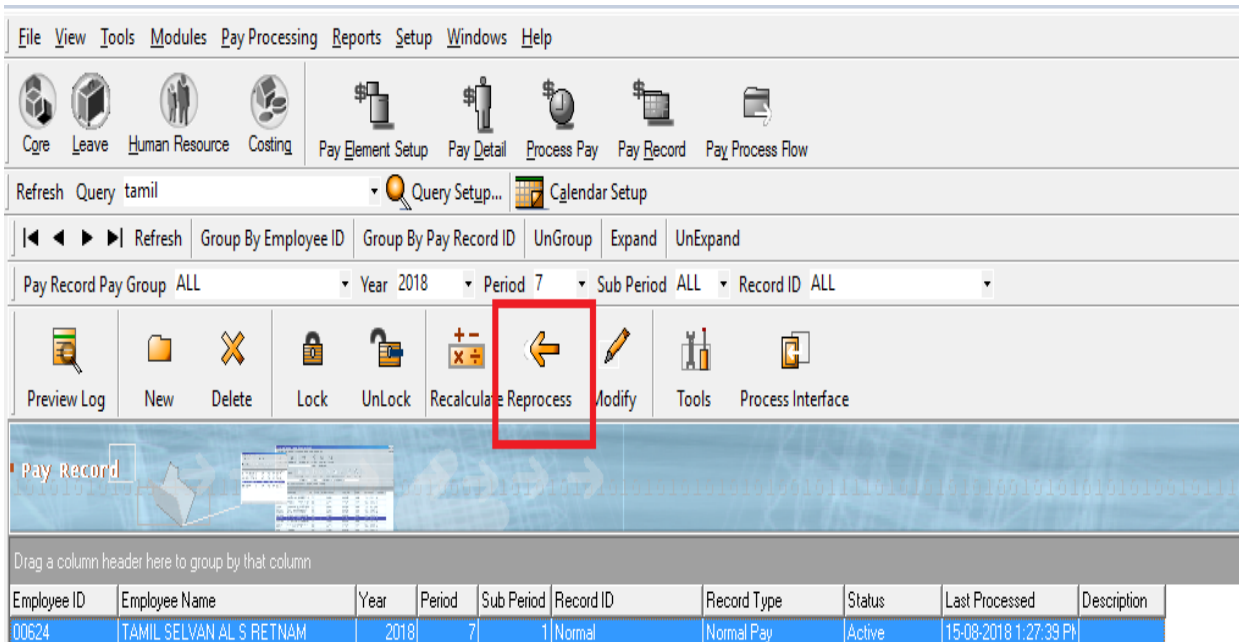
2. Then go for annual leave



3. Then change the leave function from "Others" to "Annual" as per highlighted and save



4. Then you may reprocess for the staff again:



5. The leave updated:

QLM LABEL MAKERS SDN BHD  
 NAME : TAMIL SELVAN AL S RETNAM  
 I/D# : 730105-14-5607 Socso No : 730105-14-5607 Tax No :

EMPL NO : 00624  
 EPF NO : 13334239

		EARNINGS :	
Basic Pay		6,800.00	Employee E.
1.10 H 1.5@49.04 = 53.94			Employee S.
Total OverTime		53.94	Employee E.
MEAL ALLOW		2.50	Employee T.
VEHICLE MAINTENAN		450.00	
TOTAL EARNINGS		7,306.44	

BANK1 : HLBB/OUG/00350499347

					NETT PAY	
					GROSS PAY	
					E'R EPF	
					E'R Socso/	
Annual Leave	:	25.50	/0.00	/3.00	/22.50	E'E Tax
Sick Leave	:	22.00	/0.00	/0.00	/22.00	E'R Tax