

Followed the following steps:

### Creating the Unpaid Annual Leave wage pay item

1. Go to the **Payroll** menu and choose **Pay items**.
2. On the **Wages and salary** tab, click **Create wage pay item**.
3. Enter a **Name** for the pay item, such as "Unpaid Annual Leave" or similar.
4. Choose the applicable **ATO reporting category**. If unsure, check with your accounting advisor or the ATO.
5. For the **Pay basis**, select **Hourly** (regardless of whether your employees are on a salary or paid hourly).
6. For the **Pay rate**, choose **Fixed hourly rate of** and leave the rate as **\$0.0000**.
7. Under **Allocated employees**, choose the employees who are entitled to unpaid leave.
8. When you are done, click **Save**.

Inventory Banking Accounting Payroll Contacts Reporting In tray

### Leave Without Pay

**Details**

Name: Leave Without Pay

Name for pay slip: [ ]

ATO reporting category: Gross payments [About ATO reporting categories](#)

Pay basis:  Salary  Hourly

Pay rate: Fixed hourly rate of [ ]

0.0000

Override employees' wage expense account

Automatically adjust base hourly or base salary details

**Employees using this pay item**

Name
[REDACTED]
[REDACTED]

Add employee to pay item [ ]

**Exemptions**

Name	Type
[REDACTED]	[REDACTED]

PAYG Withholding [ ]

Cancel Save

Then when I go to the next steps:

After creating the unpaid leave wage pay item, you can follow the next step for preventing leave from accruing while on leave. Kindly follow the next steps below:

1. Go to the Payroll menu and choose Pay items.
2. Click the Leave tab.
3. Click to open the leave entitlement which should not accrue while on unpaid leave.
4. Under Exemptions, choose the Unpaid Annual Leave wage pay item.
5. Click Save.
6. Repeat all leave entitlements which should not accrue while on unpaid leave.

It won't show step 4:

Inventory - Banking - Accounting - Payroll - Contacts - Reporting - In tray

### Annual Leave 4.00 Wks Pro-Rata

**Details**

Name: Annual Leave 4.00 Wks Pro-Rata  
Name for pay slip: [ ]

**Leave information**

Calculation basis: Equals hours per pay period  
Hours: 12.500  
Pay: Pay period  
 Show leave balance on pay slips  
 Carry remaining leave over to next year

**Link wage pay item**

A wage pay item needs to be linked to this leave accrual. [What is a linked wage pay item?](#)

Name: Annual Leave Pay  
Add linked wages: [ ]

**Employees using this pay item**

Name: [ ]  
[ ]  
Add employee to pay item: [ ]

Delete [ ] Cancel Save