



East Riding Voluntary Action Services (ERVAS) Limited

Community Accountancy Service

Delivering quality accounting services and training to the voluntary sector

Template Instructions:

Employees Holidays Accrued (Monthly Pay Period)



East Riding Voluntary Action Services (ERVAS) Limited
Morley's Cottage, Morley's Yard, Walkergate, Beverley, HU17 9BY
Tel: (01482) 871077 Fax: (01482) 887574



LOTTERY FUNDED

Introduction

This instruction guide is to accompany the Excel template "Monthly holidays accrued". It has been provided to enable you to calculate holidays accrued retrospectively for employees who are paid monthly. It is of most use to employers whose employees work varied hours every week but can also be used for by employers whose employees work a standard number of hours. It will enable employers to keep an individual record of holidays accrued and holidays taken during the annual leave year. It also provides the value of any leave accrued but not yet taken. This template has been prepared using Excel 2010 and is a macro enabled workbook and needs macro's enabled for the buttons within the spreadsheet to work.

Template

**East Riding Voluntary Action Services (ERVAS) Limited
Community Accountancy Service**

**Annual Leave Entitlement
Monthly Paid Employees**

Initial Data Capture

Name of employer:

Holiday Year:

Holiday Year Start Date:

Organisation Annual Leave Entitlement (Weeks):

Name of Employee:

Annual Leave from prior year to carry over (Hours):

Hourly Rate of Pay:

**East Riding Voluntary Action Services (ERVAS) Limited
Community Accountancy Service**

**Annual Leave Entitlement
Monthly Paid Employees**

Employee: _____

Month:	Gross Pay (excluding holidays):	Annual Leave Hours Taken
Jan-00	<input type="text"/>	<input type="text"/>
Feb-00	<input type="text"/>	<input type="text"/>
Mar-00	<input type="text"/>	<input type="text"/>
Apr-00	<input type="text"/>	<input type="text"/>
May-00	<input type="text"/>	<input type="text"/>
Jun-00	<input type="text"/>	<input type="text"/>
Jul-00	<input type="text"/>	<input type="text"/>
Aug-00	<input type="text"/>	<input type="text"/>
Sep-00	<input type="text"/>	<input type="text"/>
Oct-00	<input type="text"/>	<input type="text"/>
Nov-00	<input type="text"/>	<input type="text"/>
Dec-00	<input type="text"/>	<input type="text"/>

[View Holiday Report](#)
[Print Holiday Report](#)

Instructions

The spreadsheet is protected and you can only type into the yellow boxes.

- 1) Save the spreadsheet in the name of the employee and the year whose holiday details are being recorded. You will need to do this for each employee whose holidays you are recording.
- 2) **Name of Employer:** Enter the name of the employer.
- 3) **Holiday Year:** Enter the Holiday year i.e 2013 for January to December holiday years or 2013/14 for holiday years that span more than one calendar year.
- 4) **Holiday Year Start Date:** Enter the date that the holiday year starts.

5) **Organisation Annual Leave Entitlement (weeks)** – This is a drop down list. The government prescribe the minimum amount of holidays you can give your employees. This is 5.6 weeks (28 days based on a full time 5 day week pro-rata) and can include bank holidays.

NB: In a standard 5 day week: 6.2 = 6 weeks and 1 day, 6.4 = 6 weeks and 2 days, 6.6 = 6 weeks and 3 days etc.

6) **Name of Employee:** Enter the Employees Name.

7) **Annual Leave from prior year to carry over (Hours):** Enter the number of hours annual leave this person brought forward from the previous holiday year, if applicable.

8) **Hourly Rate of Pay:** Enter the hourly rate of pay this employee is paid.

**East Riding Voluntary Action Services (ERVAS) Limited
Community Accountancy Service**

**Annual Leave Entitlement
Monthly Paid Employees**

Initial Data Capture

Name of employer:	East Riding Voluntary Action Services (ERVAS) Ltd
Holiday Year:	2013/14
Holiday Year Start Date:	01 April 2013
Organisation Annual Leave Entitlement (Weeks):	5.6
Name of Employee:	Cleaner
Annual Leave from prior year to carry over (Hours):	5
Hourly Rate of Pay:	£7.00

Next

9) **Next:** Press the next button.

NB. If you do not have macro's enabled just click on the Pay tab.

10) At the end of each monthly period complete the Pay screen with the gross pay excluding holidays for the employee, you will find this on their payslip and the number of annual leave days taken. If the holiday entitlement includes bank holidays remember to include the bank holiday hours in the Annual Leave Hours Taken column. The whole years data does not need to be complete to review the report. It can be reviewed each 4 weekly period, which will make it easier to keep track of the holidays your employee has taken and the amount of holidays they have accrued.

**East Riding Voluntary Action Services (ERVAS) Limited
Community Accountancy Service**

**Annual Leave Entitlement
Monthly Paid Employees**

Employee: Cleaner

Month:	Gross Pay (excluding holidays):	Annual Leave Hours Taken
Apr-13	£ 151.67	
May-13	£ 121.33	3.00
Jun-13	£ 91.00	
Jul-13		
Aug-13		
Sep-13		
Oct-13		
Nov-13		
Dec-13		
Jan-14		
Feb-14		
Mar-14		

View Holiday Report

Print Holiday Report

11) **View Holiday Report:** If you press the button for "View Holiday Report" this will take you to the report spreadsheet.

NB. If you do not have macro's enabled just click on the Output 1 tab.

12) **Print Holiday Report:** If you press the button for "Print Holiday Report" the report will automatically print from your default printer.

NB. If you do not have macro's enabled just click on the Output 1 tab and print as you normally would.

Output

East Riding Voluntary Action Services (ERVAS) Limited Community Accountancy Service

Annual Leave Entitlement Monthly Paid Employees

Employer: East Riding Voluntary Action Services (ERVAS) Ltd
Employee: Cleaner

Annual Leave Year: 2013/14

	Holiday hours accrued in the month	Holiday Hours taken in the month	Balance of Holidays remaining
Annual Leave b/f	5.00		5.00
Apr-13	2.33	0.00	7.33
May-13	1.87	3.00	6.20
Jun-13	1.40	0.00	7.60
Jul-13	0.00	0.00	7.60
Aug-13	0.00	0.00	7.60
Sep-13	0.00	0.00	7.60
Oct-13	0.00	0.00	7.60
Nov-13	0.00	0.00	7.60
Dec-13	0.00	0.00	7.60
Jan-14	0.00	0.00	7.60
Feb-14	0.00	0.00	7.60
Mar-14	0.00	0.00	7.60
Total	10.60	3.00	7.60

Value of Holiday Hours Accrued (to date): £53.20

Comments

We value your comments as they help us to shape the service. If you would like to provide a comment on this template or any of the services that we provide please feel free to do so.



For further information please contact:

Sian Broughton ACMA, CGMA, DChA, MAAT – Community Accountant
East Riding Voluntary Action Services (ERVAS) Limited
Telephone: (01482) 871077
E-mail: sian@ervas.org.uk

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