

Long Service Leave

To accrue Long Service Leave for employees follow the steps below.

Step by Step Guide

1. Work out the number of days that should be accrued each year e.g. in Queensland it is 4.334 days.
2. Payroll Payment and Deduction Code (PC)
Create an hourly code for Long Service Leave, as per screenshot below. Ensure you tick Normal Pay as superannuation is calculated on Long Service Leave.

The screenshot shows a 'Payroll Processing Options' dialog box with the following fields and values:

- Payroll Code: HLL
- Description: LONG SERVICE LEAVE
- Normal Pay?:
- Scale Factor: 0
- Flat Rate/Amount: 0
- After Tax?:
- Exclude from EGS:
- Exclude on PAYG:
- Payee Id: [Empty]
- Deduction Code: [Empty]
- Super Fund Manager: [Empty]
- Visible?:

3. Payroll Leave Type (LT)
Create an associated leave type so that the 2 characters match to the Payroll Payment and Deduction code created.

Accrual Days	Enter the number of days to be accrued per year e.g. 4.3334 for Qld
Months	The number of months leave is to start accruing from e.g. 84 months is 7 years. This means that leave will not start to accrue until the employee has been with the firm for 7 years. If you want leave to accrue from start date, leave as zero.
Classification List	If set to ALL means Long Service Leave will accrue for all employees that are full time or part time. You may elect to set this for only Full time and Part time employees only e.g. F or P. This should be set the same as your annual leave and sick leave parameter.

Modify Parameter: LT - Payroll Leave Types

Leave Type	LL
Leave Description	Long Service Leave
Accrual Days	4.3334
Months	84
Days Off In Lieu	0
Leave Application	<input type="checkbox"/>
Classification List	All
Unpaid ?	<input type="checkbox"/>
Visible ?	<input checked="" type="checkbox"/>

OK Cancel

4. Add a Leave journal for the accrued long service leave to date, if required. In the above example, where leave has been set to accrue after 7 years, leave will commence accruing from the 7 year mark and not calculate from start date to 'today' and will be based on hours worked for the relevant pay period. You will need to add a [leave journal](#) for the number of hours that are to be accrued to date.

Related articles

- [Annual Leave Loading and Superannuation Guarantee](#)
- [Long Service Leave](#)
- [Adding Leave Transactions/Journal](#)
- [Additional Annual Leave Accrual](#)