Release Notes

MicrOpay Version 9.2 /MicrOpay ESP Version 9.0

Contents

Introduction

MicrOpay

The highlights of this release include:

- New Zealand tax changes for the *2023/2024 Financial Year* (see page 3).

- A new feature that enables tracking of *Paid Family and Domestic Violence Leave hours taken by employees* (see page 6).

- Several changes and fixes related to *STP2 reporting* (see page 3), including:

  - Reporting changes for Non-employees.

  - Improved checking for processed transactions with no pay advices, to reduce warnings displayed in error when opening the STP Reporting grid.

  - Employee address field lengths updated to match STP2 reporting requirements.

- Correction of several issues when implementing employee updates from *ESS and external systems* (see page 9).

For more information about these and other changes and fixes, refer to *What's in this MicrOpay release?* (see page 3)

MicrOpay ESP

There are no functional or software changes for MicrOpay ESP in this release and, on this occasion, no MicrOpay ESP upgrade file to be installed. This means that after MicrOpay is upgraded, your MicrOpay and MicrOpay ESP software version numbers will be different.

Refer to *After you upgrade* (see page 12) to check the software and database version numbers for both products.

Key	
ALL	The item applies to all country payroll databases.
AU	The item applies to Australian payroll databases.
NZ	The item applies to New Zealand payroll databases.
OTH	The item applies to Other country payroll databases.
STP 2	The item applies to a change for STP2. STP2 changes affect Australian payroll only.

For our Payroll Online customers

Please note that installation and upgrade of MicrOpay and MicrOpay ESP are managed as part of our service to you. You can disregard any comments or instructions that refer to downloading and installing software upgrades.

Before updating your MicrOpay software, both the **Payroll** and the **Common** database **must** be backed up. More information about database backup is available in the Knowledge Base article: *How do I Backup and Restore?*.

What's in this MicrOpay release?

NZ New Zealand Tax Changes 2023/2024

Please note that the listed tax changes are installed on upgrade to MicrOpay 9.2 but do not take effect until Change Tax Year is run to roll the payroll database over into the 2023/2024 tax year.

This release includes changes to the ACC Earnings Levy and Student Loan for the 2023/2024 financial year. From 1 April 2023:

ACC Earnings Levy

- The **Annual Levy Threshold** will increase from $136 544 to *$139 384*.
- The **Fixed Amount** will increase from $1993.54 to *$2132.57*.
- The **Levy Rate** (per $100 of liable earnings up to $139 384 annual income) will increase from $1.46 to *$1.53*.

Student Loan

- The **Annual Loan Threshold** will increase from $21 268 to *$22 828*.

|	
STP 2	**STP Reporting**
	Changes to reporting of Income Type, reportable super contributions and OTE for Non-Employees • Income Type, reportable super contributions (if present) and OTE will no longer be reported in pay events, STP Updates or STP Adjustments for Non-Employees. If present, super guarantee liability will continue to be reported. Some points to note about Non-Employees: • The Non-Employee category applies to those contractors whose payments do not need to be reported via STP, but their super liability can be voluntarily reported. See the ATO article, below. *STP Phase 2 Employer Reporting Guidelines - Employment basis* • *Non-Employee* status is selected in the **ATO Defined Special Category** field in the Tax Details window of an employee record. Non-Employee can only be selected when an ABN is provided.

Income Type can no longer be added for a Non-Employee when processing STP Adjustment for a prior year

When using STP Adjustment to adjust values reported for a Non-Employee in a previous year, **Add New Income Type** is no longer displayed as an option in the Employee Values page.

STP Reporting window no longer displays unprocessed transaction warning for pay events already submitted via STP1

When opening the STP Reporting window, we've refined the check for processed transactions that have not been included in a pay advice.

This ensures that the following warning message is not displayed incorrectly, in the following scenarios:
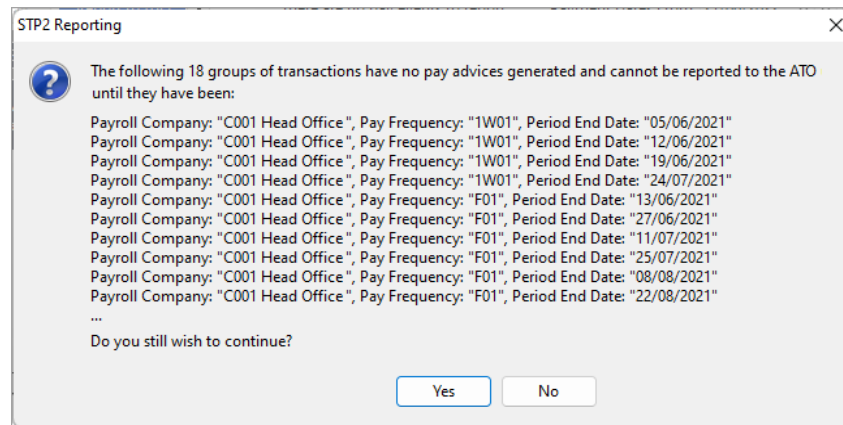
- After enabling STP2, customers will no longer see this warning message for transactions related to pay periods that were processed before STP2 enablement and were successfully reported in STP1 pay events.

- The processed transaction/no pay advice check now excludes transaction types that do not require a production of a pay advice, e.g. transaction adjustments. The check now only includes the following transactions types:

  - Timesheet transactions, e.g. AutoPay, Extended Timesheet

  - Termination transactions

  - Manual Calc (Add and Subtract)

  - Back Pay transactions.

  This change also affects IQ Report *IQ-ADVNOTGEN (Show details for Pay Advices not yet generated)*. See the separate item under *Reporting* (see page 10).

Error when submitting pay events, due to employees with duplicated SAW Income Types, addressed

An issue that could cause duplicated SAW Income Types for some employees, which resulted in STP pay events that included these employees to fail submission, is addressed in MicrOpay 9.2. This issue was due to a database flag being set incorrectly on upgrade from MicrOpay 9.1 to a later version.

Employee Code change warning no longer displayed for employees with zeroed-out values

This release addresses an issue that caused the Employee Code change warning message to be displayed when opening the STP Reporting, STP Update or STP Adjustment windows, even though an STP Adjustment was processed to zero out YTD values reported against the employee's previous code.

This could happen when the employee code was changed in an STP1-enabled database, but values reported against the old code were not zeroed out until the database was enabled for STP2.

Employment Date for Death Beneficiaries now reported as 01/01/1800

When an employee is set up as with **ATO Defined Special Category** of *Death Beneficiary*, the Employment Date (Commencement Date) is now reported as *01/01/1800*, as per STP2 reporting requirements. Previously, the **Date Hired** entered in employee Personal Details was used instead. Please note that:

- This change does not overwrite the **Date Hired** field in employee Personal Details. It still reflects the **Date Hired** as entered.
- **Date Hired** is still used as the reported Employment Date for other types of employees.

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	## Transactions and Processing
AU	**New option and IQ for tracking Paid Family and Domestic Violence Leave hours**

In this release, we've added a new feature that enables you to record the Paid Family and Domestic Violence Leave (PFDVL) hours taken by employees. There are two parts to this feature:

- A new **Paid FDV Leave** option in *Payroll > Transactions > Processing*

  The **Paid FDV Leave** tile opens a grid window where you can record the PFDVL hours taken by an employee on a specific date.
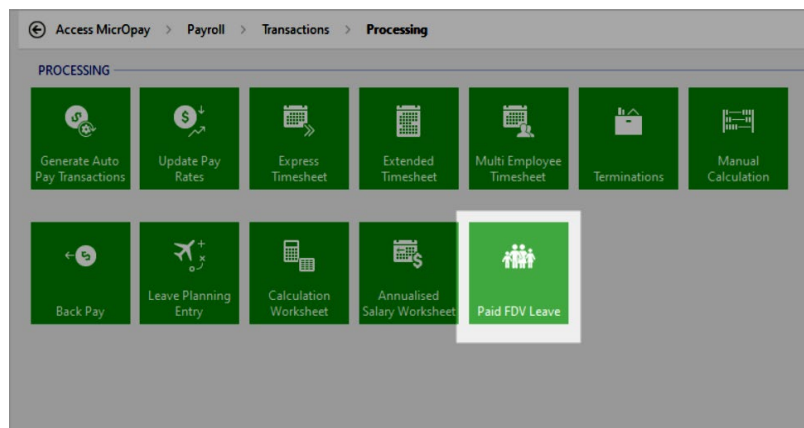
  This enables you to track the total hours taken by the employee, over a specified date range in a financial year. You can also review, edit or delete a previous entry for an employee.

  > Creating an entry in the **Paid FDV Leave** grid records the hours taken only, it does not create a transaction to pay these hours. PFDVL should be processed as normal hours for the employee, or as another payment related to performing work, such as an allowance. This ensures that PFDVL meets the Fair Work Ombudsman's requirement that the leave is not shown as paid leave on an employee's pay advice.
  >
  > Refer to the following article from the Fair Work Ombudsman for more information:
  >
  > *Pay slips - Paid family and domestic violence leave*

- A new IQ report called *IQ-PFDVL (Paid Family and Domestic Violence Leave Report)*

  As the **Paid FDV Leave** grid only displays one employee at a time, the IQ report results lists PFDVL hours recorded for multiple employees, in a specified date range. The IQ can be run periodically to review total PFDVL taken, with one entry representing one day of leave taken by an employee. IQ results can be saved in CSV, XLSX, HTML and other files formats for use by other applications.

Other considerations for PFDVL in MicrOpay 9.2:

- You may have already set up and/or processed PFDVL as Miscellaneous Leave, in an earlier version. On upgrade, we recommend updating the User Defined Leave Class and Leave Reason for Miscellaneous Leave, so that it is no longer used.

- Do you use MicrOpay with ESS or ESP? You may need to make changes to ensure that employees can no longer apply for Miscellaneous Leave from either system.

- Do you import leave hours from a Time and Attendance or other third party system? You may need to liaise with your third party provider to ensure that codes set up for Miscellaneous Leave are not imported, once you start using **Paid FDV Leave**.

For more information about these points and using this feature, refer to *Paid Family and Domestic Leave* (see page 14) at the end of these notes.

Employee Maintenance

Employee Record

STP 2

Correct Tax Treatment code applied when No TFN supplied and employee has an ATO Defined Special Category

When a new employee is set up with the special TFN code *000000000 (No TFN supplied)* and with an **ATO Defined Special Category**, e.g. Death Beneficiary, the correct **Tax Treatment code** is now assigned to the employee. Previously, the **Tax Treatment Code** was cleared when the **ATO Special Category** was selected.

STP 2

Maximum length of employee address fields changed in employee record and New Employee Wizard

STP2 Reporting requirements for employee addresses specify a maximum length of 38 characters for Address line 1 and a maximum of 40 characters for the Suburb.

To meet this requirement, field lengths in the employee record (Personal Details) and the New Employee Wizard are adjusted accordingly.

> Please note that while this is a requirement for STP2 reporting, **the updated field lengths apply to payroll databases for all countries**, not just Australia.

- Address line 1 corresponds to the **Street** field of the employee's Residential Address and the **Address** field of their Postal Address. The maximum number of characters that can be entered in these fields have been increased from *30* to *38*.

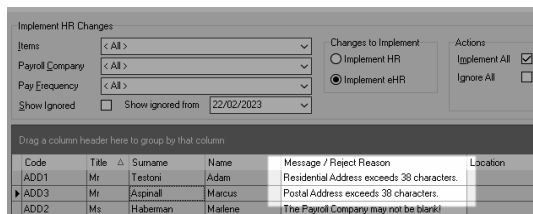|	
	• The maximum number of characters for the Suburb field, for both Residential and Postal Addresses, has been increased from *30* to *40*. • In the employee's TFN Declaration, the **Suburb** field is increased from *27* to *40* characters. **Do you also use Access ESS?** In ESS version 3.5, the maximum length of the **Address** field for both Members and New Starters' Residential and Postal addresses has also been adjusted to 38 characters. The **Suburb** field maximum length was already 40 characters, and is unchanged. **Do you import employee changes from external systems via Implement HR Changes?** This change also impacts long addresses imported from these systems. Refer the *Implement HR Changes section* (see page 9).
NZ	**Contributions Holiday checkbox in employee superannuation Fund renamed to Savings Suspension** The **Contributions Holiday** checkbox displayed in the Employee Superannuation Fund window is renamed to **Savings Suspension**. **Please note:** The **Savings Suspension** checkbox is hidden until a **Date Terminated** is entered, and is only enabled when **Opt Out Notice Date** is unticked.
NZ	**Length of IRD Employee Name field extended** The **IRD Employee Name** field in employee Taxation Details has been extended to 255 characters, in line with Payday Filing specifications.
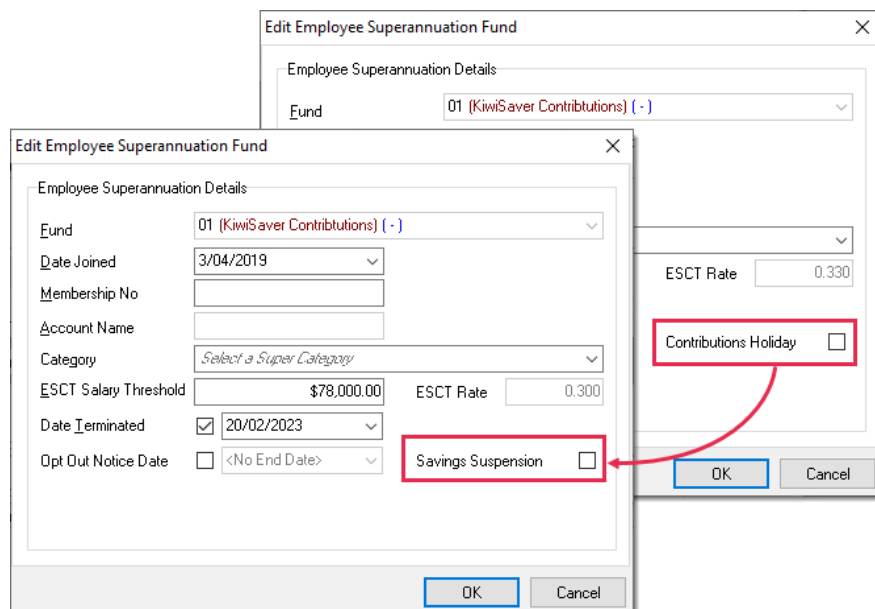
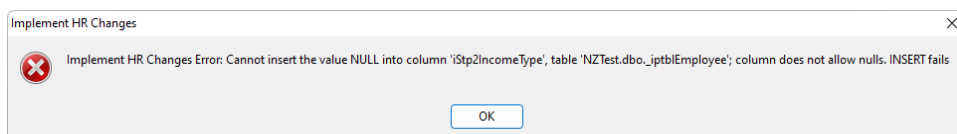|	Implement HR Changes
	Employee changes implemented from ESS or external systems
ALL	**New maximum field lengths for employee Addresses now validated** Due to the change to maximum character lengths of employee Address and Suburb fields (refer to the Employee section on page 7for more information), updates to employee Address details are now validated for length. The **Message/Reject Reason** column displays a warning message and the records cannot be implemented when: • Either the **Street** (Residential Address) or **Address** (Postal Address) updates are longer than 38 characters. • The **Suburb** field update is longer than 40 characters. **Please note:** These field updates cannot be edited from within Implement HR Changes, the field lengths must be corrected in the system that generated the import data and then implemented again.
NZ	Two issues that caused errors when implementing new starters in New Zealand databases are corrected: • **New employees with long IRD Employee Names no longer cause error** New employees whose **IRD Employee Name** is longer than 20 characters can now be implemented through Implement HR. Previously, an **IRD Employee Name** of more than 20 characters cause the implementation to fail with the following error. • **Invalid database check removed** An invalid check for an Australian payroll field has been removed. The invalid check caused the following error when implementing the new employee.
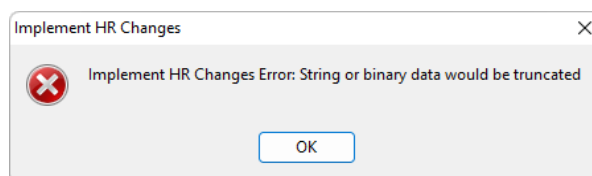
ALL	**Bank Splits implemented from third party systems now validated in Implement HR Changes (Implement eHR)**
	
	When bank changes are implemented, bank splits are now validated to ensure that the splits can be applied correctly when transactions are processed. The validation checks that the correct split order is applied and only one Balance of Pay account is identified. When an invalid change is detected, one of the following Messsage/Reject Reasons are displayed as applicable:
	
	• *Balance of Pay must be provided for at most, one bank split record*
	
	    Displayed if no Balance of Pay account exists for employee and there is no Balance of Pay account being implemented.
	
	• *Same Bank Order can't be used twice*
	
	    There is a conflict because more than one account used for bank splits has been assigned the same order.
	
	• *Can't set the Balance of Pay more than once*
	
	    At least one implemented account has the same sort order as the current Balance of Pay account. The Balance of Pay account always has a sort order of 0.

ALL	**Blank employee Default Cost Account after changes implemented corrected** An issue that prevented changes to employee Default Cost Accounts from being implemented correctly is resolved in this release. The Default Cost Account changes appeared to be implemented successfully in both the Implement HR Changes (Implement eHR) grid and eHR Report, but the **Default Cost Account** in the employee record was blank.

	# Reporting (including IQ reports and Report Builder Views)
	IQ Reports
STP 2	**IQ-ADVNOTGEN now only includes transactions that require pay advices** IQ Report *IQ-ADVNOTGEN (Show details for Pay Advices not yet generated)* results now only include processed transactions that require a pay advice to be produced. Transactions that do not require a pay advice, such as transaction adjustments, are excluded from the IQ results. This ensures that the IQ output accurately reflects the number of employees with transaction values that will not be included in an STP pay event, because pay advices have not been produced for their processed transactions. See also the separate item under *STP Reporting* (see page 3) regarding changes to the processed transactions/no pay advice warning message in the STP Reporting window.

AU	**New IQ Report for tracking Paid Family and Domestic Violence Leave** The new IQ report *IQ-PFDVL (Paid Family and Domestic Violence Leave Report)* is added to the list of standard IQs. This report is part of the new feature for tracking Paid Family and Domestic Violence Leave taken by employees. It works in conjunction with the new Paid FDV Leave grid, refer to the item under *Transactions and Processing for more information* (see page 6).
	Report Builder Views
NZ	The **KiwiSaver is Contributions Holiday** field has been renamed **KiwiSaver is Savings Suspension**, in the following views: • ipvRBEmpSuper • ipvMBEmpSuper • eivEmpSuperFunds

After you upgrade

For our Payroll Online customers

Please note that installation and upgrade of MicrOpay and MicrOpay ESP are managed as part of our service to you. You can disregard any comments or instructions that refer to downloading and installing software upgrades.

After the upgrade is installed, you should check that the correct software and database versions are displayed. If the latest version numbers are not displayed, MicrOpay may not have been successfully upgraded.

To check the version of MicrOpay

After the upgrade is installed the version number displayed should be *9.2*.

The version number is displayed on the MicrOpay login window.
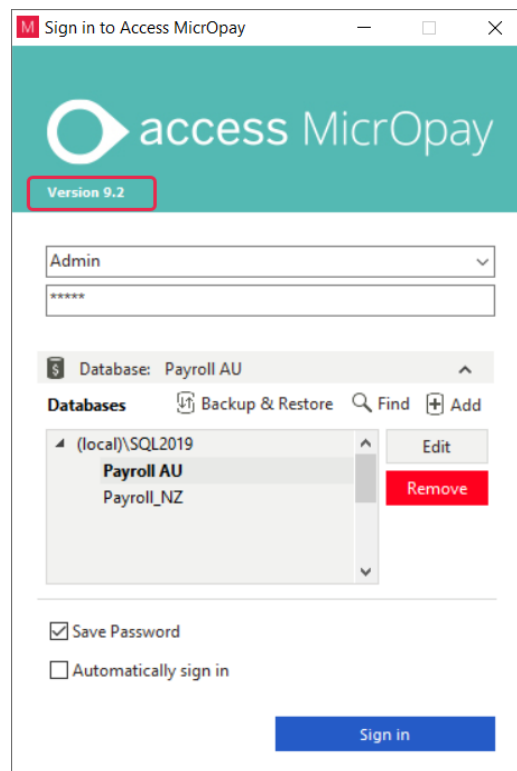
After you have signed in, you can check the version number by going to *Help > About*.

To check the MicrOpay database version

Your new database version number after the upgrade should be **6657**.

The first time you log in to MicrOpay after installing the upgrade, the payroll and common databases will be updated. You can check the new database version from the Confirm Database Details window.
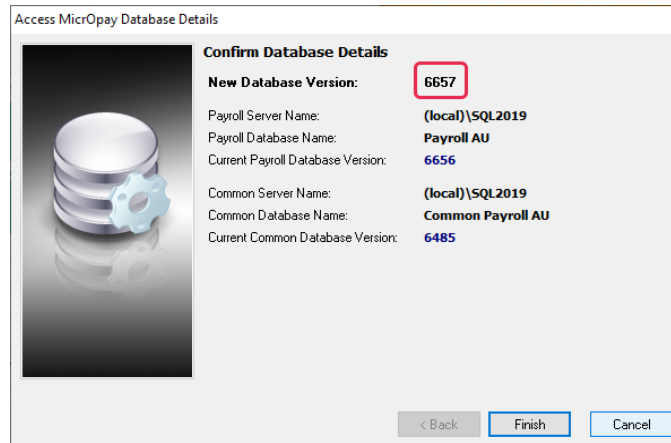
Ensure you click **Finish** to proceed with the database update.

To check the MicrOpay ESP version

Please note that because there is no MicrOpay ESP upgrade for this release, your MicrOpay and MicrOpay ESP software versions will be different after MicrOpay is upgraded to 9.2.

Your MicrOpay ESP software version will not change. For example, if your MicrOpay ESP software version was **MicrOpay ESP 9.0 (SW6280)** before MicrOpay was upgraded, it will be the same afterwards.

The database version number refers to the payroll database version, so will be updated to **DB6657**.
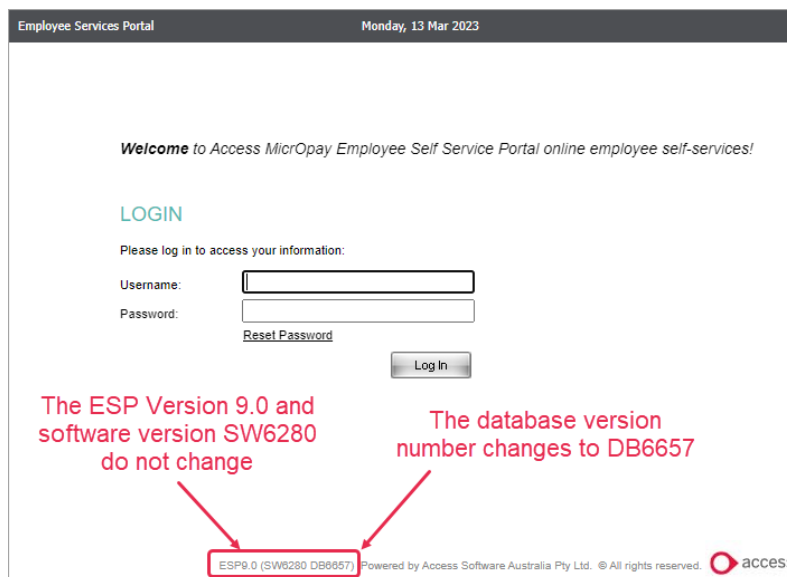
Paid Family and Domestic Violence Leave

The Paid Family and Domestic Violence Leave (PFDVL) scheme took effect from 1 February 2023, and entitles employees to 10 days of paid leave a year. In order to safeguard at-risk persons, so that it is not apparent that they have taken PFDVL, the leave should not be displayed as paid leave on their pay advices. Instead, it must be represented as payment for the employee's ordinary work or some other type of payment related to performing work, such as an allowance or overtime.

The initial approach recommended by Fair Work and the ATO was that PFDVL could be shown as *Miscellaneous Leave*. This approach changed suddenly, just days before the commencement of the scheme, to the current approach where PFDVL should not be shown as leave on pay advices. The current approach took effect on 4 February 2023, however as the change was announced at such short notice, there are transitional arrangements in place until 4 June 2023. This is to give employers who have already set up and possibly paid Miscellaneous Leave, time to adjust their payroll so it complies with the current approach.

> Refer to the following pages of the Fair Work Ombudsman's website for more information about PFDVL, pay advices and transitional arrangements:
>
> *Paid family and domestic violence leave*
>
> *Pay slips - Paid family and domestic violence leave*

In MicrOpay 9.2 we introduced new features to support the current approach for PFDVL. These new features allow you to record PFDVL when it is taken and produce an IQ to track the PFDVL taken by all employees in a specified date range. The actual hours taken as leave should be processed as part of the employees' normal hours or other payment related to their work.

Although the transitional arrangements are in place until June 2023, we recommend switching to the current approach when you upgrade to MicrOpay to version 9.2. If you have already set up Miscellaneous Leave and/or paid it to employees, there are steps you should take after upgrading to 9.2, to both minimise the risk of processing PFDVL as Miscellaneous Leave in error and ensure that any leave already processed is recorded using the new Paid FDV Leave feature.

This guide provides information about:

- Recording and tracking PFDVL using the features introduced in MicrOpay 9.2. (See page 16)
- What to do if you:
  - Have set up Miscellaneous Leave for PFDVL but have not yet paid it to any employees. (See page 19)
  - Have Paid Miscellaneous Leave as PFDVL. (See page 19)
  - Use MicrOpay with Access ESS or ESP; or import leave hours from a third party system, e.g. a Time and Attendance system. (See page 23)

Recording Paid Family and Domestic Violence Leave in MicROpay 9.2

Your MicROpay version must be 9.2 or later to use the Paid FDV Leave grid and IQ-PFDVL.

Like other leave types, Employers must keep a record of employees' PFDVL leave balances and any leave taken. Unlike other leave types, PFDVL taken by an employee cannot be displayed as leave on pay advices.

In MicROpay 9.2 and later, you can use the **Paid FDV Leave** grid to create a record each time PFDVL is taken by an employee. As well as adding new records, existing records can be edited or deleted. The **Paid FDV Leave** grid displays all PFDVL recorded for the selected employee, in the specified financial year.

The IQ report *IQ-PFDVL (Paid Family and Domestic Violence Leave Report)* allow you to review PFDVL taken by all employees, in a specified date range. The IQ report can be run periodically to keep track of employee PFDVL balances. One record in the IQ report represents one day of PFDVL taken by an employee.

Paying employees for PFDVL

Please note that the **Paid FDV Leave** grid is for recording of PFDVL taken by an employee. It's not a transaction window like the Extended Timesheet or Manual Calc and will not process leave hours to calculate a pay value for the leave.

Instead PFDVL must be processed using some other pay component, depending on how you've decided to pay the employee for the leave taken.

For example, if the PFDVL should be included in payment for ordinary work, then it should be processed as part of their normal hours. If an employee is typically paid 38 hours/week and they take one day as PFDVL, then you would still process 38 normal hours for the employee and record 7.6 hours in the Paid FDV Leave grid.

To pay as an Allowance or Bonus, you would need to either process an existing, suitable Addition Before Tax or create a new one to pay the employee for the leave, then enter the corresponding number of hours taken as PFDVL in the **Paid FDV Leave** grid.

The main consideration when processing PFDVL is the safety of the employee. The type of payment you use for PFDVL may vary, based on discussion with them, and the best option for ensuring that their pay advice does not look substantially different to how it would if they had not taken the leave.

Entering PFDVL hours for an employee

1. Go to *Payroll > Transactions > Processing* and click on the **Paid FDV Leave** tile.
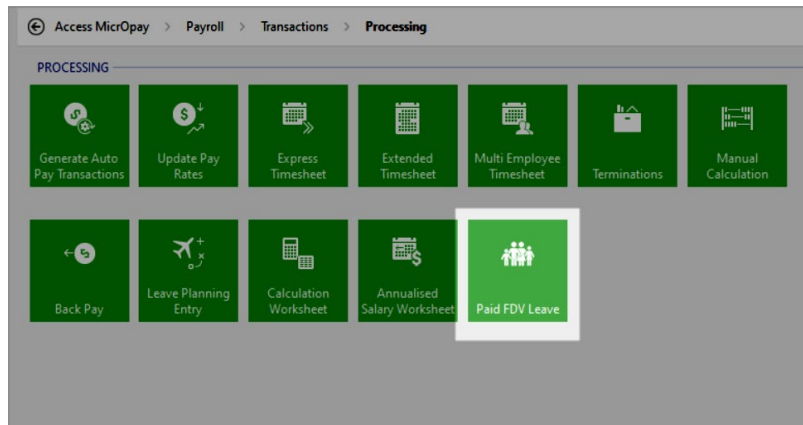
The Paid Family and Domestic Violence Leave grid is displayed. The **Financial Year** field defaults to the current financial year, but the next year can be selected if required.

2. In the **Employee** field, select the person who is taking the leave.

If any PFDVL has already been entered for the employee in the same financial year, the existing entry or entries are displayed in the grid.

3. Click **Add** to open the entry window.

4. **Leave Date** defaults to today's date, click into the field to enter or select the date of the leave.

5. Enter the leave hours taken on the **Leave Date** into the **Hours Taken** field.

Please note that if the employee takes leave on consecutive days, the hours for each day must be recorded as separate entries.

6. Click **OK** to save and close the leave entry and return to grid. The grid displays an entry for the PFDVL hours just entered, plus any previous entries in the same financial year.

7. Click **Add** to add more PFDVL for the employee, click **Edit** to change an entry or **Delete** to remove an entry.

Reviewing PFDVL hours for all employees

1. Go to *Common > IQ* or select **IQ** on the menu bar to display the list of standard IQs.

2. Click on *IQ-PFDVL (Paid Family and Domestic Violence Leave Report)* to open the IQ Parameters.

3. In the Parameters window, enter the **Start Date Range** and **End Date Range**.

4. If terminated employees should be excluded from IQ results, set the **Include Terminated** Value is *0*. If they should be included, set the Value to *1*.

5. Click **OK** to run the IQ.

The IQ results list all employees with PFDVL entered within the specified date range.

Each record displayed per employee represents one day of PFDVL.

What if you've set up Miscellaneous Leave but not processed it?

If you have already set up Miscellaneous Leave but not yet processed it, then the main considerations after upgrade to MicrOpay 9.2 are:

- Making sure that when PFDVL is taken, it is recorded in the **Paid FDV Leave** *grid* (see page 16).

- That Miscellaneous Leave is not used to process for PFDVL, by mistake.

  The easiest way to do this is to edit the **Description** of the Miscellaneous Leave Class and associated Leave Reason, to add text like *ZZ-DO NOT USE* or similar, so it's clear that:

  - The Miscellaneous Leave Class should not be selected when setting up any new employees or editing existing ones.

  - The Leave Class and Leave Reason should not be selected in transaction processing.

What about removing the Miscellaneous Leave Class from employees?

The initial set up instructions for Miscellaneous Leave included the User Defined Leave class to employees. Once you upgrade to MicrOpay 9.2, removing the leave class from employees is a good idea but this has to be done manually, employee by employee. If you have a large payroll database, this could take considerable time. Editing the leave **Description** makes it clear that the leave should not be processed, so it is not used in error, and gives you time to you to gradually remove the leave class from employee records.

Please note that you should only remove the Miscellaneous leave class from an employee if it has not been processed in a transaction.

Editing the Miscellaneous Leave Description

Our initial advice to customers for setting up Miscellaneous Leave was to use the **Code** *FDV* and the **Description** *Miscellaneous Leave* in both the User Defined Leave class and the Leave Reason. The following instructions use those Code and Description designations when referring to Miscellaneous Leave. If you have named the Leave Class and Leave Reason using different designations, just remember to select the correct ones that were set up to process PFDVL.

In the User Defined Leave Class

1. Go to *Payroll > Maintenance > Leave > User Defined Leave*.

2. In the User Defined Leave grid, double click on the *FDV-Miscellaneous Leave Class* to open the record.

3. Go to the **Description** field and add text to indicate that the record should not be used, e.g. add *ZZ-DO NOT USE* to the beginning of the field contents.

You can rename the **Description** completely or add the new text to the existing name. Adding to the existing name may help to identify the leave class more clearly but if it is replaced, the **Code** field still displays the original entry, e.g. *FDV*.

4. Click **OK** to save and close the updated Leave Class.

In the Leave Reason

5. Go to *Payroll > Maintenance > Leave > Leave Reasons*.

6. Open the Leave Reason for Miscellaneous Leave.

7. Add text to or rename the **Description** for the Leave Reason.
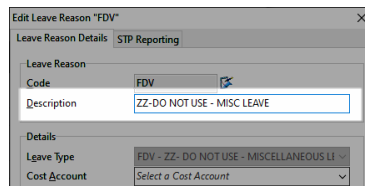
The Leave Reason Description field is shorter than the Leave Class Description. If you are adding to the existing name instead of replacing it, you may need to shorten it a bit.
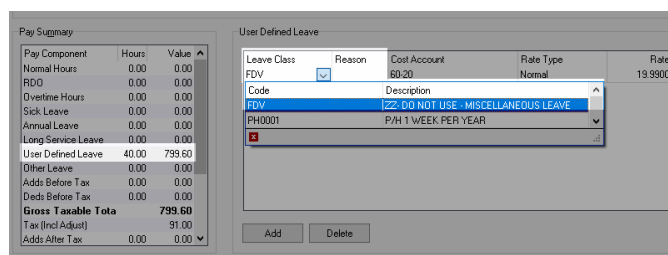
8. Click **OK** to save and close the updated record.

The updated Description will now be visible when:

- Viewing the User Defined Leave and Leave Reason grid windows

- Adding a new User Defined Leave Class to an employee or viewing their current Leave Classes
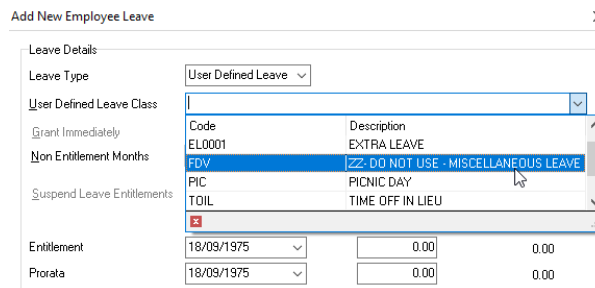
- Selecting the **Leave Class** and **Leave Reason** when processing User Defined Leave for an employee.

What if you've already paid PFDVL as Miscellaneous Leave?

If you have already paid Miscellaneous Leave and produced pay advices showing the leave, before upgrading to MicrOpay 9.2, this is correct under the Fair Work Ombudsman's transitional arrangements for PFDVL so no adjustments are required to the already-processed leave or pay advices.

Once you upgrade to MicrOpay 9.2, we recommend:

- Start using **Paid FDV Leave** (see page 16) for any PFDVL taken.
- Record any PFDVL leave hours already processed as Miscellaneous Leave in **Paid FDV Leave**.

  This ensures that all PFDVL is recorded in a central location and makes it easier to track the total leave taken by employees over the entitlement period.

- Edit the User Defined Leave Class and Leave Reason used for Miscellaneous Leave, so minimise the chance of the *leave being processed by mistake* (see page 20).

ESS, ESP and Third Party Systems

ESS

If employees (Members) can apply for Miscellaneous Leave in ESS and/or view their balances for Miscellaneous Leave, after upgrade to MicrOpay 9.2 the ESS Leave Settings should be edited to ensure that they can no longer apply for the leave by mistake.

In ESS, an Administrator with Edit access to the Leave Settings Permission can:

1. Open *Settings > Leave*, locate the Miscellaneous User Defined Leave Class and select the **Edit** symbol to display the leave configuration.
2. In the Edit form for the leave, the Administrator can:
   - Untick the linked Miscellaneous Leave Reason, to remove it from the list of Leave Reasons that can be selected when applying for leave.
   - Untick the **Display balances** and **Include pro rata calculation** options to hide leave balances in Member Profiles and when applying for leave.
3. Save to close the Edit form and apply the changes.

Please note that the if an unused Miscellaneous leave class is removed from an employee in MicrOpay, it will also be removed from the Member profile the next time that in ESS is synced with payroll.

ESP

Like ESS, if Miscellaneous Leave has been configured as leave type in ESP, it should be disabled so that it cannot be applied for and leave balances are not visible.

An ESP user with HR Admin access can:

1. Go to *Human Resources > Configurations* in the system tree and select **Configure Leave**.

2. Click on the *Miscellaneous Leave* type in the list of available Leave Types to open the Leave Configuration page.

3. In the Leave Configuration page:

   ▪ Untick any of the Leave Options checkboxes that are currently ticked, e.g. **Allow Employees to apply for this Leave Type**, etc.

   ▪ Untick any Leave Reasons that are currently ticked.

4. Click **Save** to close the configuration page and apply the changes.

Third Party Systems

If any third party systems send data related to employee leave to MicrOpay, e.g. via the MicrOpay Web API or as leave hours in an import file, and these have been configured to include PFDVL, you may need to liaise with your third party provider to ensure that PFDVL hours can no longer be sent/imported from their system to MicrOpay.

For example, a Time and Attendance (T and A) system generates an import file containing transaction data. To support payment of PFDVL, the T and A system was configured with a new code to use for Miscellaneous Leave. The provider may need to disable this code or take some other action to ensure that Miscellaneous Leave is not included in the import file.