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RTI Payroll Training
Employee Holiday Information

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Holiday Accrual Method: **Daily**

Entitlement Period: **Days**

Employee Reference	Initials	Surname	Hol Scheme Ref No.	Entitlement Overridden	Max Days	***** Current Year *****				***** To Current Processing Date *****						
						Days B/F	Days C/F	Employee Entitlement	Total Entitlement	Days Taken	Days To Take	Days C/F	Days B/F	Accrued To Date	Days Taken	Days To Take
1	F	McGarey	2	No	20.0	0.0	0.0	20.0	20.0	0.0	20.0	0.0	0.0	6.5	0.0	6.5
5	D	Bradley	2	No	20.0	0.0	0.0	20.0	20.0	0.0	20.0	0.0	0.0	6.5	0.0	6.5
24	R	Willis	1	No	30.0	180.0	0.0	30.0	210.0	0.0	210.0	0.0	180.0	189.5	0.0	189.5
Totals:						<u>180.0</u>	<u>0.0</u>	<u>70.0</u>	<u>250.0</u>	<u>0.0</u>	<u>250.0</u>	<u>0.0</u>	<u>180.0</u>	<u>202.5</u>	<u>0.0</u>	<u>202.5</u>

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RTI Payroll Training
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Holiday Accrual Method: **Hourly**

Entitlement Period: **Hours**

Employee Reference	Initials	Surname	Hol Scheme Ref No.	Entitlement Overridden	Max Hours	***** Current Year *****				***** To Current Processing Date *****						
						Hours B/F	Hours C/F	Employee Entitlement	Total Entitlement	Hours Taken	Hours To Take	Hours C/F	Hours B/F	Accrued To Date	Hours Taken	Hours To Take
11	N	Watts	3	No	200.00	0.00	0.00	200.00	200.00	0.00	200.00	0.00	0.00	65.75	0.00	65.75
12	R	Harvison	3	No	200.00	0.00	0.00	200.00	200.00	0.00	200.00	0.00	0.00	65.75	0.00	65.75
Totals:						<u>0.00</u>	<u>0.00</u>	<u>400.00</u>	<u>400.00</u>	<u>0.00</u>	<u>400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>131.50</u>	<u>0.00</u>	<u>131.50</u>