




# **applyleaveusedorearnedfirst**



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Click  to select the sequence used to post employee leave transmittals and leave applied using the payroll control record.

- Posting leave used first to apply leave earned after applying leave used can result in docking an employee's pay during the current payroll period even if the employee has earned leave during the current payroll period. (The user needs to check the local leave policy.)
- Posting leave earned first causes the leave earned for the pay period to be added to the leave balance before the leave used for the pay period is deducted from the balance. It allows employees to use all available leave posted through the payroll calculations control record with docking occurring when the amount of leave used exceeds the total amount possible.