

SmoothPay provides for accrual and consumption of excess hours as per Flexi-Time arrangements (*aka TOIL, or Flexi-time, or Time Off In Lieu, or Time In Lieu, or Time Banking and various other names*).

SmoothPay refers to this as TOIL.

Use of TOIL involves the employer in extra work to maintain records correctly.

1. A Special Leave Code for TOIL must be established (Payroll Codes..Special Leave)
2. When an employee works extra time and wants that time to be "saved", the payroll entries required are:
 - a) Enter total ordinary hours worked*, and
 - b) Enter a negative hours entry for TOIL (at the end of the payrun, the negative amount will be credited to the employee's TOIL balance)
3. When an employee elects to consume accrued TOIL, simply add the hours being paid as a positive TOIL entry.

A TOIL Availability Report is available under Reports..Leave Reports to identify TOIL balances.

The Final Pay Assistant checks for any unused TOIL balance.

**NOTE: Item 2a is required, as the Holidays Act stipulates that an employee's Average Weekly Earnings and Average Daily Pay must be able to be calculated - if you don't pay the employee then you risk breaching the Act.*

Typical use would be to enter 44 hours ordinary, and -4 hours TOIL to produce a pay for 40 hours and save 4 hours into TOIL accrual. To use the accrued TOIL, just add a pay entry for TOIL for as many hours as requested or available.

We discourage use of this option as it can disadvantage the employee financially (by not being paid at the time work was done), and potentially has an effect on ADP (Average Daily Pay) and AWE (Average Weekly Earnings)...however it is permitted by DOL and is provided in SmoothPay.

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