

# Time in Lieu in Reckon Accounts

## Showing TIL on a Payslip and Leave Liability Report

Reckon Accounts provides a means of recording Time Accrued in Lieu of Pay through its TIL payroll item. However, this method does not allow TIL to be published on a payslip.

This article will outline a method whereby you can record and process Time in Lieu as a holiday item and have the balance published on **salaried employees'** payslips. This procedure will use an Other holiday tab. If you have already used the 2 Other tabs you will not be able to take advantage of this method.

This method does not apply to hourly paid employees – hourly rate of pay provides flexibility to handle out of normal hours of work.

### Requirements:

1. Regular pay items of type: Salary
2. Holiday pay items of type: Holiday Salary
3. Leave accrual: per pay
4. Regular Pay Item "TIL Accrued"
5. TIL Wages item "TIL Taken"
6. Change Other 1 tab to TIL
7. Payroll Expense Account: TIL Clearing Account

### Change Other 1 to TIL

1. Edit > Preferences > Payroll & Employees > Company Preferences;
2. In Other 1: field, enter TIL
3. Click OK to save and close.

### Create Payroll Expenses subaccount

1. Chart of Accounts > Account > New > Expense > Continue;
2. Enter Account Name: **TIL Clearing Account**;
3. Tick subaccount of and enter: **Payroll Expenses**;
4. Click OK to save and close.

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*Please Note: While we try to provide you with the solution you need, we cannot warrant that the information set out in this document is totally error free or will necessarily resolve any problem you may have."*

A separate account for TIL will enable the business to keep a check on the flow of TIL accrued and taken.

#### Create TIL Accrued payroll item

1. Payroll Item List > payroll Item > New > Wage > Hourly Pay > Regular Pay > Next
2. Enter name: TIL Accrued > Next
3. Enter Expense Account: **Payroll Expenses:TIL Clearing Account** > Next
4. Tax Tracking Type, select: **None** > Next;
5. In Taxes **untick** all items > Next;
6. In Inclusions, **tick** Include in “Every hour worked” leave accruals > Finish

Tax Tracking Type and Taxes are unticked as TIL payroll items shadow other payroll items that are included in paying PAYG tax and are shown on the Payment Summary. Even though amounts of 0.00 will be used it is best practice not to include TIL items here to reduce the impact of any user error.

#### Create TIL Taken payroll item

1. Payroll Item List > Payroll Item > New > Wage > Hourly > TIL > Next
2. Enter name: TIL Taken > Next
3. Enter Expense Account: **Payroll Expenses:TIL Clearing Account** > Next
4. Tax Tracking Type, select: **None** > Next;
5. In Taxes **untick** all items > Next;
6. In Inclusions, **untick** Include in “Every hour worked” leave accruals > Finish

#### Add TIL accruals to Employee Record

1. Employee > Payroll and Compensation Info > Leave Details > TIL
2. Set Accrual period to **Every hour**
3. Set Hours accrued per hour paid to **1.00000**
4. Tick the box Leave Liability
5. Click OK to save and close

#### Processing a pay with Time in Lieu

Unless an employee is regularly accruing and taking time in Lieu, we suggest that TIL items not be included in the Employee Record’s list of payroll items. Add the Time in Lieu items to the paycheque when needed.

When you add the TIL Accrued item to the pay, leave the Rate column blank (if you enter 0.00 it will revert to blank). Enter the number of hours of time in lieu in the Hours column. That amount will appear in the Accrued column of Leave hours, and will add to the Available box.

In the Employee Summary you will see an entry for TIL Accrued of 0.00. YTD amount should always be 0.00.

Review Or Change Payments

**Jones, Norah** Employee Number  Tax Code 2-TFT Pay Period 01/01/2013 - 07/01/2013

Earnings

Item Name	Rate	Hours	Customer:Job
Salary	1,000.00		
TIL Accrued		10.00	

Total Hours: 10.00

Other Payroll Items

Item Name	Rate	Quantity
Super	9.0%	

Company Summary

Item Name	Amount	YTD
Super	90.00	90.00

Employee Summary

Item Name	Amount	YTD
Salary	1,000.00	1,000.00
TIL Accrued	0.00	0.00
PAYG Tax	-178.00	-178.00
Net Pay:	822.00	

Buttons: Next, Save & Close, Cancel, Help

Payslips will now show Time in Lieu available

Norah Jones, 123 High St, Sydney, NSW 2000

01/01/2013 - 07/01/2013 08/01/2013

Earnings and Hours	Qty	Rate	Current	YTD Amount
Salary		1,000.00	1,000.00	1,000.00
TIL Accrued	10.00		1,000.00	1,000.00
			1,000.00	1,000.00

Taxes	Current	YTD Amount
PAYG Tax	-178.00	-178.00
Net Pay	822.00	822.00

Paid Time Off	YTD Used	Available	Accrued
Personal	0.00	1.47	1.47
Holiday	0.00	2.92	2.92
LSL	0.00	0.58	0.58
TIL	0.00	10.00	10.00

Employer Contributions	Current	YTD Amount
Super ( )	90.00	90.00

### When an employee takes Time in Lieu

When you add the TIL Taken item to the pay, leave the Rate column blank (if you enter 0.00 it will revert to blank). Enter the number of hours taken of time in lieu in the Hours column. The amount in the Available box will decrease by the amount taken.

Review Or Change Payments

**Jones, Norah** Employee Number  Tax Code 2-TFT Pay Period 01/01/2013 - 07/01/2013

Item Name	Rate	Hours	Customer:Job
Salary	1,000.00		
TIL Taken		5.00	

Total Hours: 5.00

Class	Available	Accrued
Personal	2.93	1.47
Holiday	5.83	2.92
LSL	1.17	0.58
TIL	5.00	0.00

☐ Do not accrue time  
☐ Advanced Hol.Payment

Item Name	Rate	Quantity
Super	9.0%	

Item Name	Amount	YTD
Super	90.00	180.00

Item Name	Amount	YTD
Salary	1,000.00	2,000.00
TIL Taken	0.00	0.00
PAYG Tax	-178.00	-356.00
<b>Net Pay:</b>	<b>822.00</b>	

Next Save & Close Cancel Help

Payslips will show the adjusted Time in Lieu available

Norah Jones, 123 High St, Sydney, NSW 2000

01/01/2013 - 07/01/2013 15/01/2013

Earnings and Hours	Qty	Rate	Current	YTD Amount
Salary		1,000.00	1,000.00	2,000.00
TIL Taken	5.00		1,000.00	2,000.00

Taxes	Current	YTD Amount
PAYG Tax	-178.00	-356.00
<b>Net Pay</b>	<b>822.00</b>	<b>1,644.00</b>

Paid Time Off	YTD Used	Available	Accrued
Personal	0.00	2.93	1.47
Holiday	0.00	5.83	2.92
LSL	0.00	1.17	0.58
TIL	5.00	5.00	0.00

Employer Contributions	Current	YTD Amount
Super ( )	90.00	180.00

Time Lieu will be included on the Leave Liability report. Please note that the title will remain at Other 1 or Other 2 and not TIL. Also, the dollar value of the available hours does not calculate.

Leave Liability Report

3:12 PM 24/05/13

Clean

Leave Liability Report

All Transactions

Employee	Hire Date	Hourly Rate	Salary	Personal...	Holiday...	Holiday \$	LSL Avail...	LSL \$	Other 2 A...	Other 2 \$
Jones, Norah	03/02/20...	26.32	52,000.00	2.93	5.83	153.53	1.17	0.00	5.00	0.00
Lane, Penny		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>						<b>153.53</b>	<b>0.00</b>	<b>0.00</b>	<b>5.00</b>	<b>0.00</b>

