

# How do I find my employee's annual leave balance?

**Log in to Thankyou Payroll.**

If you have a pay open

If you do not have a pay open

**Select the employee whose balance you'd like to check.**

**Select 'employees' and the employee whose balance you'd like to check. Then, select 'timesheets'.**

**Scroll down to find your employee's leave liability table.**

Once you've found your employee's annual leave liability table, you're ready to calculate their leave balance. Here's an example...

Annual leave liability			
The ordinary weekly rate of \$988.00 is higher than the average weekly rate of \$947.39 so allocated annual leave will be paid at the ordinary rate			
description:	balance:	rate:	per unit:
days allocated annual leave	-1.12	\$197.60	per day
weeks allocated annual leave	0.00	\$988.00	per week
8% of gross wages since the most recent leave anniversary	2890.89	n/a	n/a
dollar value of leave taken in advance	234.00	n/a	n/a
holiday pay owing	0.00	n/a	n/a
hours holiday pay owing	0.00	\$26.00	per hour
days alternative leave owing	0.00	(estimated) \$197.60	per day
sick leave available	0.79	n/a	days
<b>Total annual leave liability</b>	<b>\$2656.89</b>		

An employee's annual leave balance can be found by dividing their leave liability by their displayed daily rate...

**Annual leave balance = total annual leave liability ÷ daily rate**

OR

**Annual leave balance =  ÷ **



This calculation uses the employee's current values from all leave types: allocated, accrued and alternative leave types. However, granting leave in advance is at the employer's discretion. You can view the allocated leave balance separately in the first row of the table.

In this example...

**Annual leave balance = 2656.89 ÷ 197.6 = 13.45**

**SO**

**The employee has an estimated 13 ½ days of annual leave in their balance.**



The example shown in this guide will work for most situations but may not suite all. If you're at all unsure about your employee's leave balance, please [get in touch](#).