PERSONAL LEAVE TO SICK OR PAYOUT MASS LOAD INSTRUCTIONS

Personal Leave Pay Out:

1. Run .json file “Personal Leave Payout or Convert to Sick Leave” Report from Report Manager (if you don’t find it please send a ticket and we will send the .json file to you.
2. Add two columns to the spreadsheet generated from the .json file.
    a. Payout
    b. Convert to Sick Leave
    c. Enter the amounts requested by the employees
3. The Amounts to Payout - copy and paste into Future Import Spreadsheet
    a. Save spreadsheet as .csv
    b. Import into Future
4. Convert to Sick Leave - copy and paste into “Leave Accum Mass Load Template” spreadsheet.
    a. Save spreadsheet as .csv
    b. Go to UTILITIES/MASS LOAD
        i. Select the Leave Accum Mass Load Template spreadsheet.
        ii. Importable Entity - Accumulation Transaction
5. If you enter a formula in the spreadsheet and need to remove the formula, please follow these instructions:

Converting formulas to values using Excel shortcuts

1. Select all the cells with **formulas** that you want to convert.
2. Press Ctrl + C to copy **formulas** and their results to clipboard.
3. Press Shift + F10 and then V to paste only values back to **Excel** cells.