

**Setting up RDO (Rostered Day Off)**

This window sets up codes for the processing of Rostered Days Off

**Getting there: [ SC / Payroll / Earning Code / RDO Code ]**

Explanation	
Code	Between 3 – 6 characters
Description	Up to 40 characters
Inclusions	Include leave in the calculations for the checked values.
Pro-Rata of Hours	Means the pro-rata rate will be used to calculate the entitlement base on the full time accrual. E.g. For a 4 week entitlement of 8.00 hours. $\frac{8 \text{ Hours}}{40 \text{ Hours}} = 0.2 \text{ Accrual hrs per worked hr}$ Factor = 0.2
Hours per Week	Means the number of hours accrued for every week of work. E.g. For a 4 week entitlement of 8.00 hours $\frac{8 \text{ Hours}}{4 \text{ Weeks}} = 2 \text{ hours are accrued per week}$ Factor = 2

## Support Services

Explanation	
Action	Accrue Reset
Factor	See value set under “3. Method”
RDO Bank	This is an internal system pointer and should always be RDB. This value is used by the system to identify RDO accruals
General Ledger Account	Enter your account code if the general ledger has been setup
Superannuation	Check this box if super is to be calculated on this leave
Workers Compensation	Check this box if workers comp is to be calculated on this leave

### Further Reading