

## Setting up Holidays/Special Days

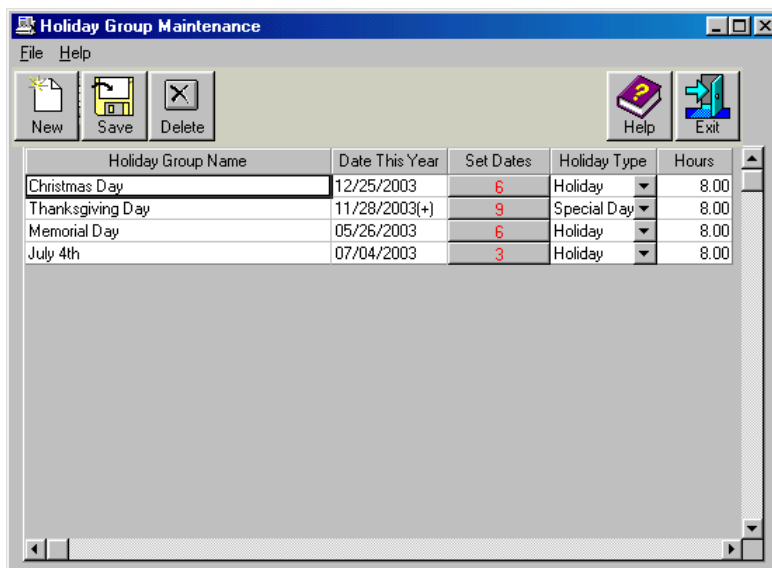
Holidays and Special Days allow you to apply different rules to certain days. For example, you can set up Thanksgiving Day as a holiday so that employees will be paid even if they do not work on that day.

The difference between holidays and special days is that all holidays use the same qualification rules whereas special days can use unique qualification rules.

The first step is to create your holidays/special days. The second step is to assign these days to your pay groups.

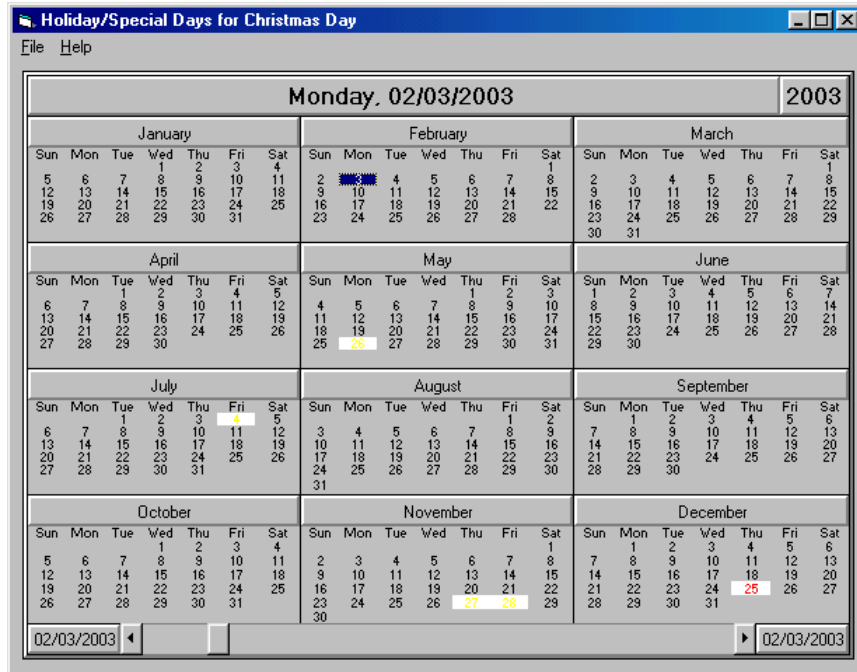
### Setting up Holidays/Special Days



1. Click the **Holiday/Spec Days** button on the User Parameters menu to open the **Holiday Group Maintenance** screen.



2. Click the **New** button. A blank line will appear at the bottom of the holiday list.
3. Type a **Holiday Group Name** (e.g. "Christmas Day").

- Click the **Set Date** box in the same row. This will open the screen below.



- Double-click the appropriate date (e.g. December 25 for Christmas Day). If you need to remove a date that you've selected, double-click the date. Dates assigned to the selected holiday will appear in red; dates assigned to other holidays will appear in yellow.
- You can add dates for additional years by clicking the arrow  on the far right side of the scroll bar at the bottom of the screen to navigate to the next year, and then double-clicking the appropriate date. You can repeat this step for additional years. You can advance ten years at a time by clicking the scroll bar itself (in between the arrows).
- When you have finished selecting dates, close the screen by clicking the  in the upper right corner of the screen. The number of dates you've assigned will appear in the **Set Dates** box and the date for the current year will appear in the **Date this Year** box (a (+) after the date indicates that more than one day has been assigned in the current year).
- From the **Holiday Type** drop-down list, select either **Holiday** or **Special Day**. The special day is treated exactly like a holiday except that the qualification rules can be changed. Note: This setting can later be changed at the pay group level.
- (Optional) You can type the number of hours to be awarded for this day in the **Hours** field. The value you enter will become the default value on the Edit Holiday/Special Day screen in the Pay Group configuration. You will be able to change the default value on this screen.
- You can repeat the above steps for each holiday. Click **Save** when you have finished entering holidays.
- The next step is to add these holidays to pay groups (refer to the next section).

## Adding a holiday to a pay group

The Hol/Spec tab of the Pay Group screen is where you configure the qualification rules of the holidays/special days for each pay group and where you add the holidays you've created to the pay groups.

1. From the User Parameters menu, open the **Pay Group** screen and click the **Hol/Spec** tab.
2. Configure the rules in the **Holiday Pay Qualification Rules** section. The qualification rules apply to all holidays.

Pay Group ID: FT - FULL TIME

File Edit Goto Help

New Save Browse Delete Undo First Prev Next Last Help Exit

Pay Group ID FT

OverTime Premiums Guaranteed Pay Types

General Shifts **Hol/Spec** Brks/Rnd

**Holiday Pay Qualification Rules**

Sched Days worked before to qualify 1

Sched Days worked after to qualify 1

Min Days Employed 30

**Holiday/Special Day Definitions**

Description	Type
Christmas Day	Holiday
Thanksgiving Day	Special
Memorial Day	Holiday

Add Day Edit Day Delete Day

- **Sched Days Worked Before To Qualify:** Enter the number of scheduled days prior to the holiday that employees must work to receive the holiday pay. The employee must work all of the scheduled days.
  - **Sched Days Worked After To Qualify:** Enter the number of scheduled days after the holiday that employees must work to receive the holiday pay. If the employee is not going to be scheduled to work for a few days after the holiday, then the holiday benefit time will not be awarded until the qualification is met, which may be several days AFTER the holiday. In situations like this, it is recommended that the day be setup and defined as a "Special Day" instead of a "Holiday".
  - **Min Days Employed:** Enter the minimum number of days that an employee must be employed before being eligible for the holiday.
3. To add a holiday to this pay group, click the **Add Day** button to open the **New Holiday/Special Day Entry** dialog box.

- **Date:** This list will contain all of the holidays/special days that have not been assigned to this pay group. Select the holiday that you want to add.
- **Day Type:** Select whether this is a holiday or special day (the selection you made on the Holiday Group Maintenance screen will be the default setting). Special days are treated exactly like holidays except that the qualification rules can be changed.
- **Pay Type:** Select the pay type for these hours.
- **Qualification Rules:** This information is carried over from the Hol/Spec tab. For holidays, this is for display only and cannot be edited on this screen. For special days, you can change the qualification rules on this screen so that they are different from the holiday qualification rules.
- **Week/Period OT Base Deduction:** When an employee works on a holiday, this rule determines which set of hours to deduct from the overtime base.
  - **None:** No deduction will take place. Both the holiday hours and the hours worked will credit towards overtime.
  - **Holiday Hours:** The holiday hours are deducted from the overtime credit; only the hours worked will credit toward overtime.
  - **Worked Hours:** The hours worked are deducted from the overtime credit; only the holiday hours will credit toward overtime.
  - **Greater of Holiday/Worked:** The greater of either the holiday or worked hours are deducted from the overtime credit.
  - **Lesser of Holiday/Worked:** The lesser of either the holiday or worked hours are deducted from the overtime credit.
- **Worked/Sched:** This section determines the number of hours of holiday benefit if the employee was scheduled and worked on this holiday.

- **None:** No additional holiday benefit is paid.
- **Sched Hours:** The hours scheduled are paid as holiday benefit.
- **Fixed Hours:** A set number of hours are paid as holiday pay. Enter the number of fixed hours.
- **Employee/Fixed:** A set number of hours are applied toward holiday pay. The hours applied are based first on the value set in the Personnel Browser, then on the fixed value if the employee's value is zero. Enter the number of fixed hours.
- **Worked:** The number of hours actually worked are applied toward the holiday pay type.
- **Worked/Not Sched:** This section determines the number of hours to apply to the holiday pay type if the employee was not scheduled but worked this holiday.
  - **None:** No additional holiday benefit is paid.
  - **Fixed Hours:** A set number of hours are applied toward holiday pay. Enter the number of fixed hours.
  - **Employee/Fixed:** A set number of hours are applied toward holiday pay. The hours applied are based first on the value set in the Personnel Browser, then on the fixed value if the employee's value is zero. Enter the number of fixed hours.
  - **Worked:** The number of hours actually worked are applied toward the holiday pay type.
- **Not Worked/Sched:** This section determines the number of hours to apply to the holiday pay type if the employee was scheduled but did not work on this holiday.
  - **None:** No additional holiday benefit is paid.
  - **Sched Hours:** The hours that are scheduled apply toward holiday pay.
  - **Fixed Hours:** A set number of hours are applied toward holiday pay. Enter the number of fixed hours.
  - **Employee/Fixed:** A set number of hours are applied toward holiday pay. The hours applied are based first on the value set in the Personnel Browser, then on the fixed value if the employee's value is zero. Enter the number of fixed hours.
- **Not Worked/Not Sched:** This section determines the number of hours to apply to the holiday pay type if the employee was not scheduled and did not work on this holiday.
  - **None:** No additional holiday benefit is paid.
  - **Fixed Hours:** A set number of hours are applied toward holiday pay. Enter the number of fixed hours.
  - **Employee/Fixed:** A set number of hours are applied toward holiday pay. The hours are set based on the individual employee. Enter the number of fixed hours.
- **Applies To:** Determines whether these rules apply to all shifts or to specific shifts. If the "*All Shifts*" checkbox is unchecked, the "*Select Shifts*" button will appear. Select the shifts that apply and press the "*OK*" button. This field is only available if shifts have been defined for this pay group.

- **Schedule as Work Day:** If checked, this holiday is to be scheduled as a workday with these rules applied.
- **Use Alternate Pay Type if Not Qualified:** If checked, select the alternate pay type to be used for those employees not qualified for the holiday specified in the "**Pay Type**" field. Use the "**Alt Pay Type**" field to select the alternate pay type.

## Editing Holidays and Special Days

You can edit any previously created holidays. Click the **Holiday/Spec Days** button on the User Parameters menu to open the **Holiday Group Maintenance** screen. You can type over any of the text and numeric fields. To change the dates, follow the **Set Date** steps in the *Setting up Holidays and Special Days* section above.

## Deleting Holidays and Special Days

You can delete any previously created holidays by clicking the appropriate holiday and then clicking the **Delete** button. You can also right-click and select Delete, *but make sure that you first left-click the holiday*. Caution: Deleting a holiday will also delete any links that were established from this holiday to the pay groups.