

HOLIDAY GROUP CONFIGURATION

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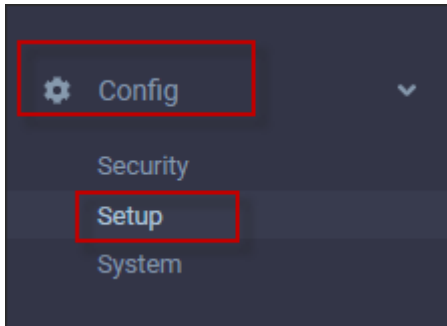
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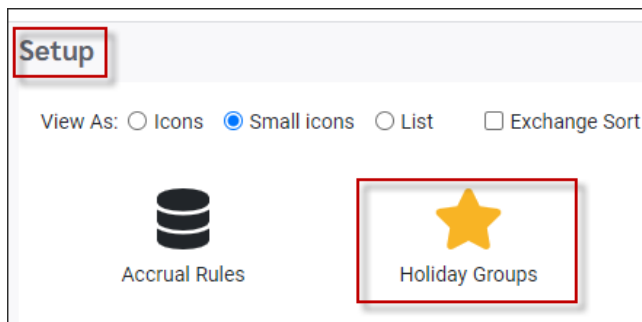
HOLIDAY GROUP SETUP

The system can be setup with multiple *Holiday Groups* for each year. Based on the union rules or contracts a group can be created with those holiday entitlements. Employees are then assigned a *Holiday Group* which their union/contract entitles them to receive. *Holiday Groups* are assigned to employees on the *Employee Profile* (See Employee Profile)

- Select the **Config** menu.
- Select the **Setup** menu.



- Select *Holiday Groups*.



The *Holiday Group* screen is divided into two panels.

Left side: Lists the available groups and the number of employees assigned to the group. **Right side:** Lists the year(s) that are configured with holidays.

Holiday Groups

+ × 📄 📄

Save

Group	Employee(s)	Description
09	15	New Holiday Group
10	10	Agency
11	0	Admin
12	3	Group FT
456	0	Group PT contract
678	0	Group CU
70	42	HOL FT
71	24	HOL PT
92	7	92 Casual

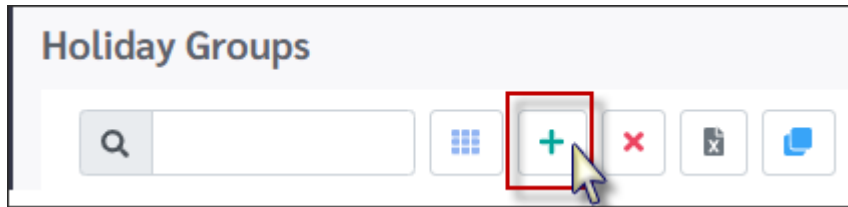
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Save

Holiday date	Description
> Year: 2013 (11 items)	
> Year: 2014 (1 item)	
> Year: 2015 (11 items)	
> Year: 2017 (10 items)	
> Year: 2018 (11 items)	
> Year: 2019 (11 items)	
> Year: 2020 (3 items)	
> Year: 2021 (11 items)	
> Year: 2022 (12 items)	

Create New Holiday Group

- Click on the *Plus* icon.



Populate the *Group Code* and *Description* fields for the new *Group*. As the new group is assigned to employees the *Employee(s)* field will auto populate.

- Click *Save*.

 A screenshot of the 'Holiday Groups' interface showing a table with three columns: 'Group', 'Employee(s)', and 'Description'. The table contains several rows of data. A new row is being added at the bottom, with the 'Group' field highlighted by a red box and a mouse cursor. The 'Employee(s)' field for this new row is 0, and the 'Description' field is empty.

Group	Employee(s)	Description
09	15	New Holiday Group
10	10	Agency
11	0	Admin
12	3	Group FT
456	0	Group PT contract
678	0	Group CU
70	42	HOL FT
71	24	HOL PT
92	7	92 Casual
<input type="text"/>	0	

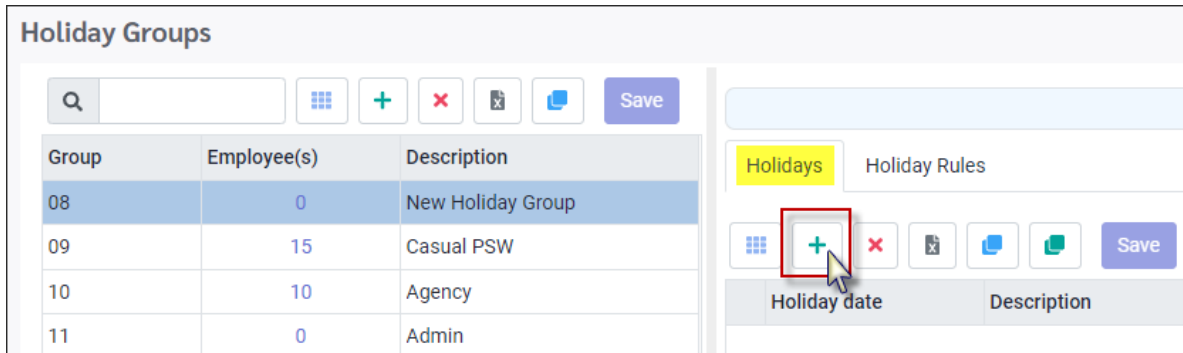
Once the new *Group* is saved the right panel can be configured.

The holidays that are to be calculated for the *Group* are entered on *Holiday* tab in the right-side section.

Holiday Tab

- In the right panel, click on the *Holiday* tab,
- Click on the *Plus* icon.

These options allow each date to be entered one at a time be either adding or clone an existing list.

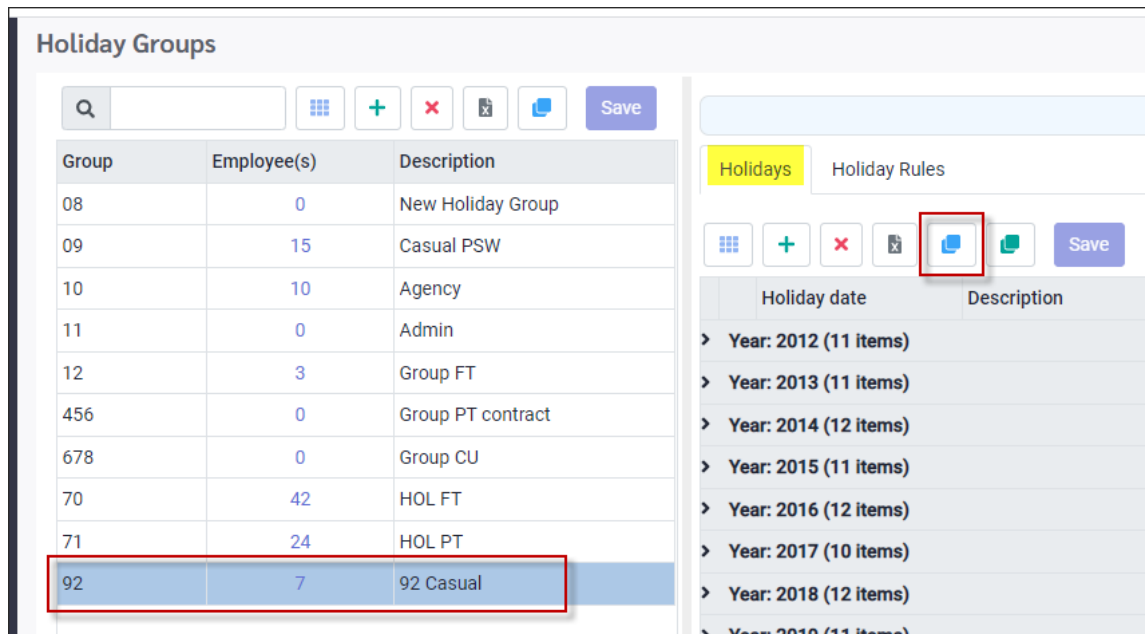


This will open a new line empty line. The date that is entered for the line will determine which year it will be added to.

Cloning an Existing Year

The *Clone* option window will copy a *specific year* from a *specific Group*.

- Click on the *Group* to be cloned. (Example: Group 92).
- In the right-hand panel, click on the *Clone* icon.



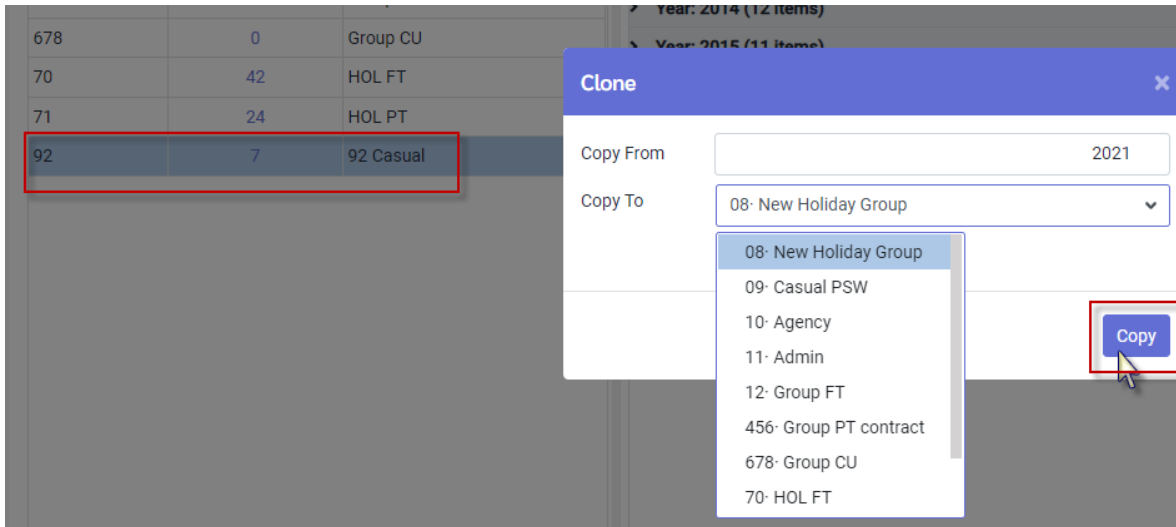
Populate the fields in the *Clone* window.

Copy From

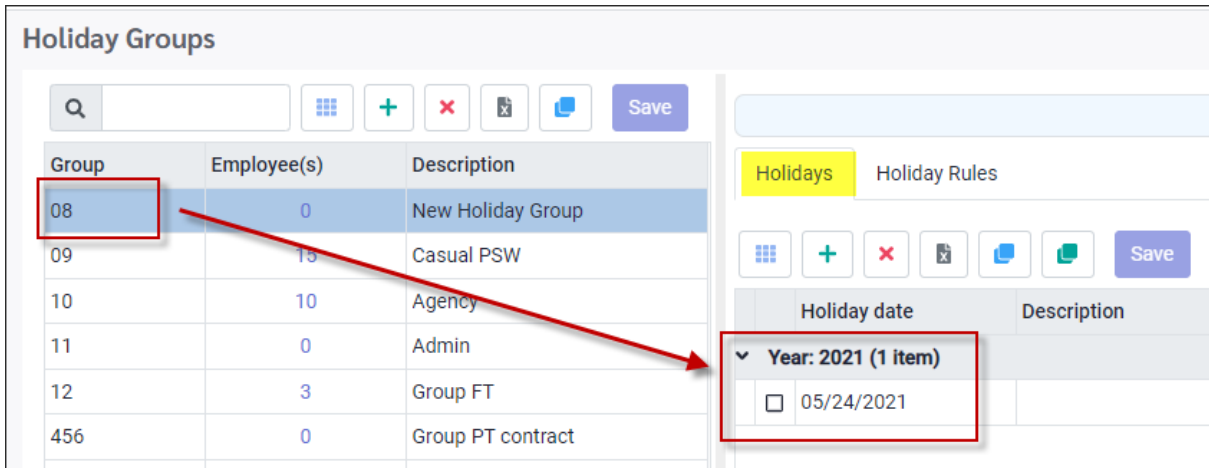
Click the year field to enter a different year or use the up/down arrows.

Copy To

Click on the drop-down and select the *Group* where the cloned list is to be saved.



The year 2021 is now showing in the 08 New Holiday Group.



Holiday Rules Tab

Please see Lieu Rules Configuration for configuration details.

71, HOL PT

Holidays
Holiday Rules

Qualifying Criteria

Worked Shift on Holiday

Did not work Shift on Holiday

Worked Shift Before

Worked Shift After

Worked Shift either Before or After

Worked weekdays out of

Prerequisites

Credit Amount

Worked Days

Non Worked Days

Same as "Worked Days"

Fixed Amount of Hours

Scheduled Time

Worked Hours

Overtime

As Worked AC

Holiday Time AC

Use Hours Per Day Setting

Percentage of Hours Worked

AC1- Accrual rule test Dec

Average of Hours Worked

Range of Days ends last Pay Period

Range of Days ends last Week

Range of Days ends last Day

Pay Hours Worked in Last

Days

Divide by Worked Days

Divide by Days

Guaranteed Hours

Options

Process AC to approved day(s)

Allow insert ACs with Zero Hours

Pay Premium if Applicable

Cap Accrual at Hours

Round to After

Att. Comment

Look at prev. period if Employee has

Worked days mean Scheduled days

Use Worked Complement for Sched. Days

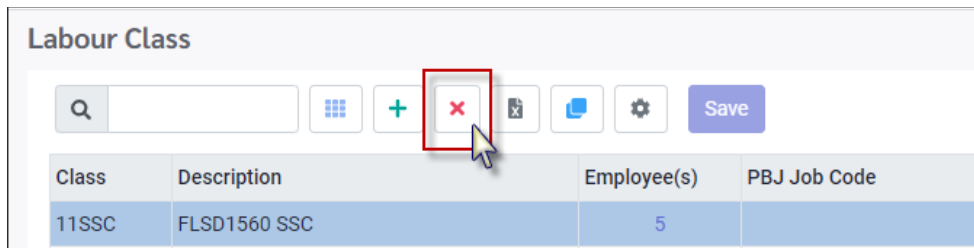
Exclude "Work for Holiday" ACs with zero hours

Delete Group or Year

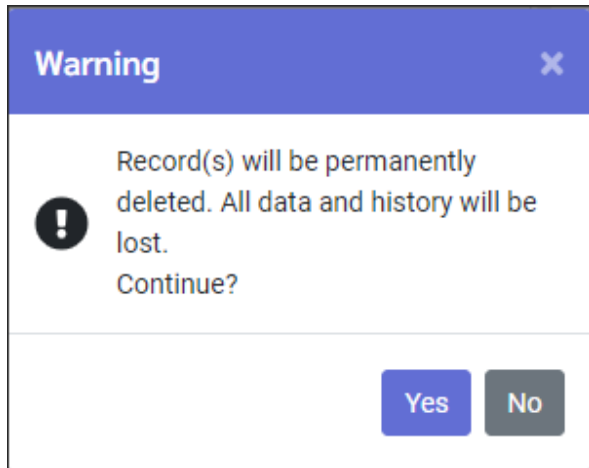
Delete a Group

If necessary, a group can be deleted.

- In the Group panel, click on the Group to be deleted.
- Click on the **X** icon.



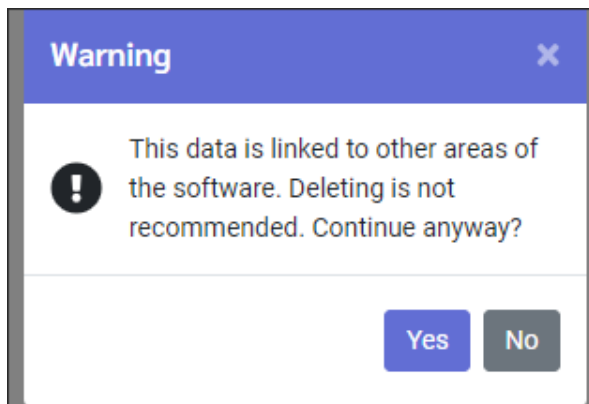
A warning message will pop-up.



- Click, Yes if you wish to continue.

A second warning will pop-up to let you know that this group may be in use in the system. If the number of employees associated with the group is zero, then you may continue.

- Click, Yes if you wish to continue.



The screen will refresh with the Group and associated holiday years removed.

If there are dependencies, the system will not delete the group. The employees must be re-assigned and the dependency number zero.



Delete a Holiday

To delete a holiday from a group:

- In the Group panel, click on the Group to be deleted.
- In the Holiday tab, expand the year where the holiday is that you would like to delete.
- Click on the check box beside the holiday.
- Click on the *red X* icon To delete.

Holiday Groups

Group	Employee(s)	Description
08	0	New Holiday Group
09	15	Casual PSW
10	10	Agency
11	0	Admin
12	3	Group FT
456	0	Group PT contract
678	0	Group CU
70	42	HOL FT
71	24	HOL PT
92	7	92 Casual

Holidays | Holiday Rules

Year: 2021 (3 items)

Holiday date	Descrip
<input type="checkbox"/>	
<input type="checkbox"/>	05/24/2021
<input checked="" type="checkbox"/>	08/31/2021
<input type="checkbox"/>	10/18/2021

A warning message will pop-up.

Warning [X]

Record(s) will be permanently deleted. All data and history will be lost.
Continue?

Yes No

- Click, Yes if you wish to continue.

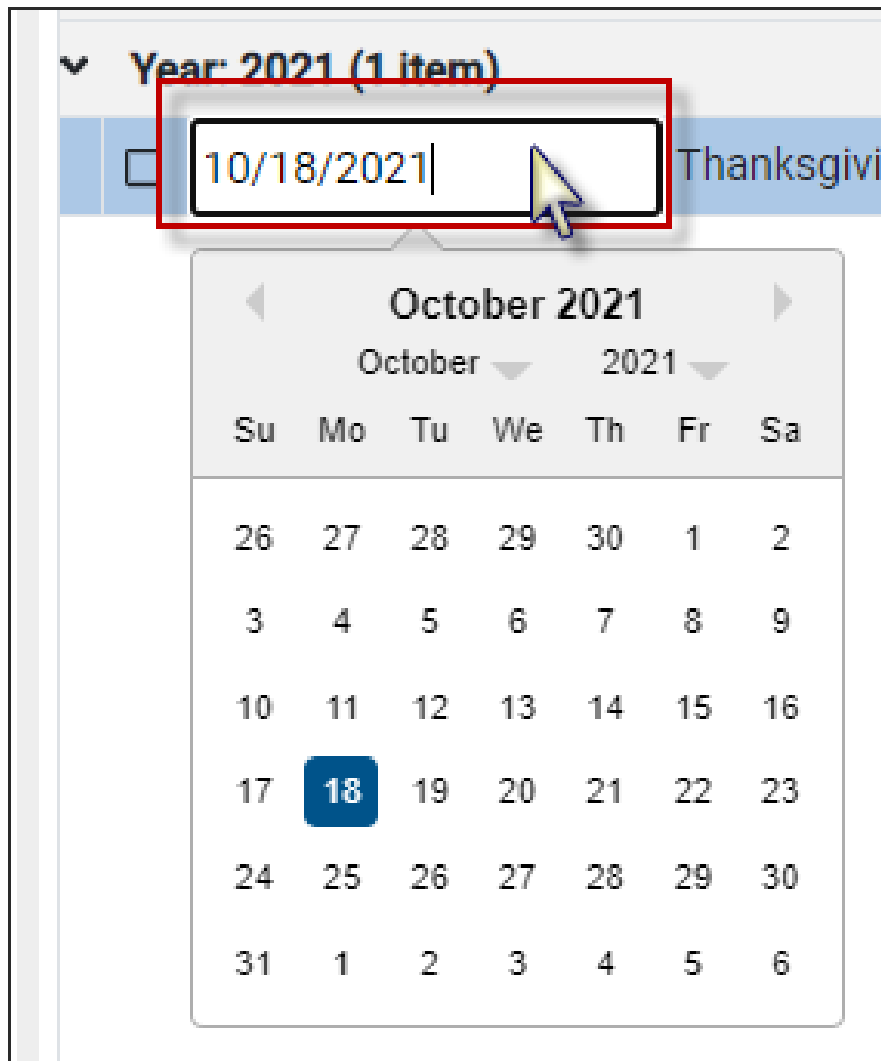
The screen will refresh, and the holiday removed.

Adding Editing Holiday Dates

You will now need to change some of the dates for the new year, as dates will vary from year to year for certain holidays.

To change the date(s):

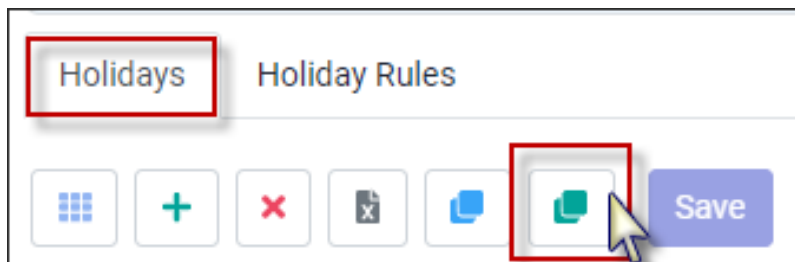
- In the left panel, click on the Holiday Group you would like to modify.
- In the right panel, under Holiday Tab, expand the year by clicking on the down arrow.
- Click on the holiday you would like to change the date for.
- Double click in the date window, and using the calendar, select the correct date.
- Click Save at the bottom of screen when done.



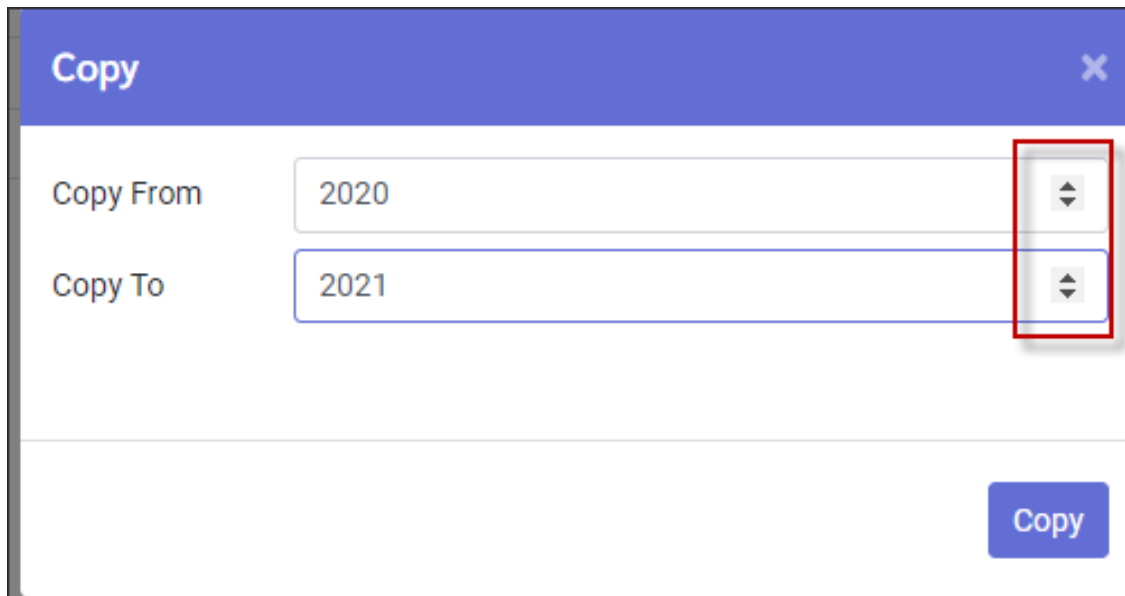
Adding New Year to Existing Holiday Group

To setup a new year within an existing Holiday Group, on the left panel select the Group.

- In the Holiday Tab, click on the *Copy* icon.



- Using the up/down arrows enter the year to be copied from and the new year to be created.



- Click *Copy*

The Group now have a new 2021 year with all the holidays from the year 2020. You will now need to change some of the dates for the new year.