Managing Holidays for Your Organization

Some users of the system can add or edit holiday dates for the organization. Adding a holiday can affect the pay employees receive whether they are working or off for the day.

To access holiday dates for your organization, click Manage Holidays in the Configuration menu group.

To designate a day as a holiday, click the plus sign in any calendar cell. The way your system is set up determines whether or not employees are given additional pay for working or compensated for the day off.

To remove a holiday you have added, click the holiday icon. You can not remove company-wide (pre-existing) holidays.