

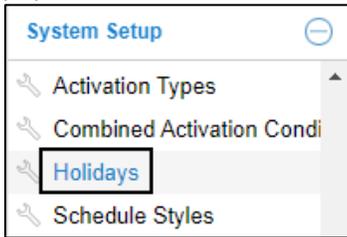
MSS3: Managing Company Holidays

Job Aid

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Introduce Holidays

Company Holiday, or statutory holidays are used to identify employee eligibility to receive holiday payments. You can use the **Holidays** menu item under the **System Setup** menu group to indicate corporate holidays and define the general holiday payment rules for each holiday with eligibility rules. You can also manage holiday payment rules.



Manage Holidays with Holiday Rules

On the **Holiday Rules** tab, you can build U.S. default holidays, indicate corporate holidays, define the general holiday payment rules for each holiday, and create eligibility rule for holidays. On the top of the page, each holiday is listed with their properties.

Frank Smith < Holiday Rules Holiday Payment Rules										
Find: Search Employee Refresh Add Holiday Rule Build U.S Defaults										
Process Payroll	Adj	Caption	Holiday	Auto Repeat	Date	Skip Wknd	Use Payment Rules	Worked	Non Worked	
Daily Operations		Christmas Day	Christmas Day	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Scheduling		Martin Luther King, Jr. Day	Martin Luther King, Jr. Day	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Attendance Conduct		New Company Holiday	Custom	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Leave Management		New Year's Day	New Year's Day	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Reports and Summaries		U.S. Independence Day (July 4th)	U.S. Independence Day (July 4th)	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Administration		U.S. Labor Day	U.S. Labor Day	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
ACA		U.S. Memorial Day	U.S. Memorial Day	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		U.S. Thanksgiving	U.S. Thanksgiving	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
System Setup	Eligibility Rules for Martin Luther King, Jr. Day									
	Refresh Add Eligibility Rule									
	Adj	Descr	Entity	Formula	Values					
		Hourly Employees	Pay Type (Hourly/Salaried)	Equals	Hourly					

The following table lists columns and descriptions of holiday properties.

Column	Description
Adj	Click the Pencil icon () to modify properties for an existing holiday.
Caption	The descriptive name of the holiday you can created.
Holiday	The corresponding reserved statutory U.S. or Canadian holiday name, or a Custom holiday name you defined.

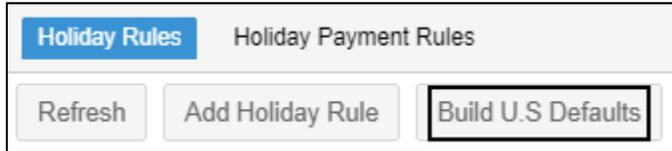
Column	Description																												
Auto Repeat	Whether or not automatically repeat this holiday year by year.																												
Date	The date of your Custom holiday. Note: The date of a statutory holiday based on internally calculated statutory holidays for U.S. and Canada is NOT displayed.																												
Skip Wknd	Whether or not skip weekends for this holiday. Normally, holiday dates that fall on a Saturday or Sunday are shifted to the nearest Friday or Monday.																												
Use Payment Rules	Whether or not use payment rules on the Holiday Payment Rules tab for this holiday. <div data-bbox="418 562 1070 884" style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Holiday Rules</th> <th colspan="2">Holiday Payment Rules</th> </tr> </thead> <tbody> <tr> <td colspan="2">Refresh</td> <td colspan="2">Add Payment Rule</td> </tr> <tr> <td colspan="2">Reset Rules</td> <td colspan="2"></td> </tr> <tr> <th>Adj</th> <th>Caption</th> <th>Worked</th> <th>Non Worked</th> </tr> <tr> <td></td> <td>Payments for Part Timers</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td></td> <td>Per Diem</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>FT Rule</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> </div>	Holiday Rules		Holiday Payment Rules		Refresh		Add Payment Rule		Reset Rules				Adj	Caption	Worked	Non Worked		Payments for Part Timers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Per Diem	<input checked="" type="checkbox"/>	<input type="checkbox"/>		FT Rule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Holiday Rules		Holiday Payment Rules																											
Refresh		Add Payment Rule																											
Reset Rules																													
Adj	Caption	Worked	Non Worked																										
	Payments for Part Timers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																										
	Per Diem	<input checked="" type="checkbox"/>	<input type="checkbox"/>																										
	FT Rule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																										
Worked	Whether or not the holiday is a worked holiday. Employee receives enhanced pay for working on a worked holiday.																												
Non Worked	Whether or not the holiday is a non-worked holiday. Employee receives pay for not working on this day. Non-worked holidays are paid days off. National holidays are often defined as non-worked holidays. Typically, a non-worked holiday is also defined as a worked holiday. Employees usually get the holiday off, but if they work, they get enhanced pay.																												
Formula	How the enhanced pay is calculated. See <i>Payment</i> on page 7 for formula and the usage.																												
Pay Des	The pay designation used for the holiday pay based on the selected formula.																												
Multiplier	The multiplier used for the holiday pay based on the selected formula.																												
Amount	The hour amount used for the holiday pay based on the selected formula.																												
Apply Memo	Whether or not apply memo for this holiday.																												
Memo	The memo content if memo is applied for this holiday.																												
Work Day Before	Whether or not employees must work the scheduled day before the holiday to receive holiday pay.																												
Work Day After	Whether or not employees must work the scheduled day after the holiday to receive holiday pay.																												

Build U.S. Defaults

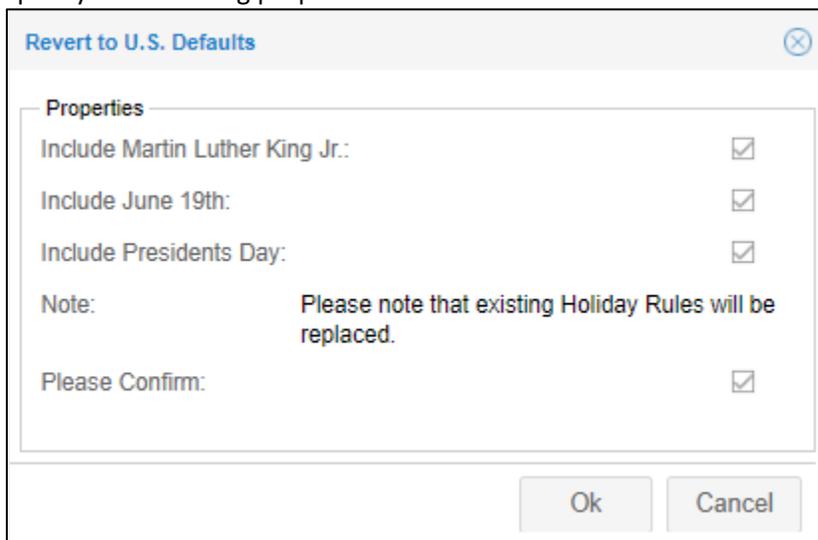
You can add statutory holidays in the system quickly, including New Year's Day, U.S. Memorial Day, U.S. Independence Day (July 4th), U.S. Labor Day, U.S. Thanksgiving, and Christmas Day. You can also include Martin Luther King, Jr. Day, Juneteenth National Independence Day, and Presidents' Day.

To build U.S. default holidays:

1. Click the **Build U.S. Defaults** button. The **Revert to U.S. Defaults** dialog is displayed.



2. Specify the following properties. Click **Ok**.



Property	Description
Include Martin Luther King Jr.	Enable this option to add Martin Luther King, Jr. Day.
Include June 19th	Enable this option to add Juneteenth National Independence Day.
Include Presidents Day	Enable this option to add Presidents' Day.
Please Confirm	Note: Once confirmed, existing holidays and holiday rules are replaced.

- Holidays are added in the list with Auto Repeat, Skip Weekend, Use Payment Rules, Worked Holiday, and Non Worked Holiday enabled.

Holiday Rules		Holiday Payment Rules						
Refresh		Add Holiday Rule		Build U.S Defaults				
Adj	Caption	Holiday	Auto Repeat	Date	Skip Wknd	Use Payment Rules	Worked	Non Worked
	New Year's Day	New Year's Day	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Martin Luther King, Jr. Day	Martin Luther King, Jr. Day	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	U.S. Presidents Day	U.S. Presidents Day	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	U.S. Memorial Day	U.S. Memorial Day	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	U.S. June 19th	U.S. June 19th	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	U.S. Independence Day (July 4th)	U.S. Independence Day (July 4th)	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	U.S. Labor Day	U.S. Labor Day	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	U.S. Thanksgiving	U.S. Thanksgiving	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Christmas Day	Christmas Day	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Add a New Holiday with Holiday Rules

To add a new holiday, such as a company holiday with Holiday rules:

- Click the **Add Holiday Rule** button. The **Add New Holiday Rule** dialog is displayed.

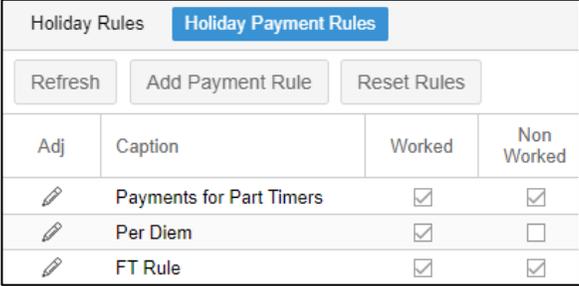


- Specify the following properties of the holiday rule. Click **Ok**.

The 'Add New Holiday Rule' dialog box is shown with the following properties:

- Properties**
 - Caption: AoD Corp Day
 - Holiday: Custom
 - Auto Repeat: Skip Weekends:
 - Date: 06/28/2023
 - Worked Holiday: Non-Worked Holiday:
 - Use Holiday Payment Rules:
- Payment**
 - Formula: Amount Specified
 - Pay Designation: FMLA
 - Hours: 8:00 Multiplier: 1
 - Must Work Day Before: Must Work Day After:
 - Apply Memo: Memo:

Buttons: Ok, Cancel

Property	Description
Caption	Specify the name of the holiday.
Holiday	Select a U.S. or Canadian holiday from the list. If <i>Custom</i> is selected, specify a date in the Date field.
Auto Repeat	Enable this option to automatically repeat this holiday year by year.
Skip Weekends	Enable this option to automatically to permit automatically calculated holiday dates to fall on a Saturday or Sunday. Normally, these dates are shifted to the nearest Friday or Monday.
Date	This field is available if <i>Custom</i> is selected in the Holiday field. Specify a date for this holiday.
Worked Holiday	Enable this option if this holiday is a worked holiday. Most often, a holiday is both a worked holiday and a non-worked holiday. However, this is not always the case. Sometimes, employees must work a holiday to receive enhanced pay. In that case, the date is a worked holiday, but not a non-worked holiday.
Non-Worked Holiday	Enable this option if this holiday is a non-worked holiday. Employee receives pay for not working on this day. Non-worked holidays are paid days off. National holidays are often defined as non-worked holidays. Typically, a non-worked holiday is also defined as a worked holiday. Employees usually get the holiday off, but if they work, they get enhanced pay.
Use Holiday Payment Rules	<p>Enable this option if general payment rules defined on the Holiday Payment Rules tab are used for this holiday. Otherwise, disable this option and specify the holiday payment in the Payment area.</p> 
Payment	If Use Holiday Payment Rules is disabled, specify the holiday payment in this section. See <i>Payment</i> on page 7 for details.

3. The holiday with its rule is added in the list.

Holiday Rules									
Holiday Payment Rules									
Refresh Add Holiday Rule Build U.S. Defaults									
Adj	Caption	Holiday	Auto Repeat	Date	Skip Wknd	Use Payment Rules	Worked	Non Worked	
	New Year's Day	New Year's Day	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Martin Luther King, Jr. Day	Martin Luther King, Jr. Day	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	U.S. Memorial Day	U.S. Memorial Day	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	U.S. Independence Day (July 4th)	U.S. Independence Day (July 4th)	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	U.S. Labor Day	U.S. Labor Day	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	U.S. Thanksgiving	U.S. Thanksgiving	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Christmas Day	Christmas Day	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	AoD Corp Day	Custom	<input type="checkbox"/>	6/28/23	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Payment

If general payment rules defined on the **Holiday Payment Rules** tab are not used for the specific holiday, you can disable the **Use Holiday Payment Rules** option and specify the holiday payment in the **Payment** area.

Add New Holiday Rule ✕

Properties

Caption:

Holiday:

Auto Repeat: Skip Weekends:

Date: 📅

Worked Holiday: Non-Worked Holiday:

Use Holiday Payment Rules:

Payment

Formula:

Pay Designation:

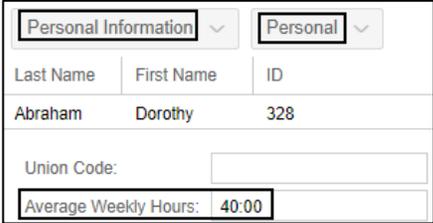
Hours: Multiplier:

Must Work Day Before: Must Work Day After:

Apply Memo: Memo:

Ok Cancel

Property	Description
Formula	<p>To determine the amount of time credited or the pay designation for the holiday pay, the following options are available:</p> <ul style="list-style-type: none"> <i>Amount Specified</i>. If this option is selected, enter the amount into the Hours field below. The Pay Designation and Multiplier fields can be skipped.

Property	Description
	<ul style="list-style-type: none"> • <i>Amount Scheduled times Rate Multiplier. If UnScheduled Zero.</i> The employee's scheduled hours in the Hours field times the multiplier in the Multiplier field are paid to the employee. If the employee is not scheduled, they are not paid for the holiday. Enter the amount in the Hours field and enter the rate in the Multiplier field. The Pay Designation field can be skipped. • <i>Amount Scheduled times Rate Multiplier. If UnScheduled, use Amount.</i> The employee's scheduled hours in the Hours field times the multiplier in the Multiplier field are paid to the employee. If the employee is not scheduled, they are paid the number of hours listed in the Hours field. Enter the amount in the Hours field and enter the rate in the Multiplier field. The Pay Designation field can be skipped. • <i>Amount Sch. minus hours worked on Hol DOP. If UnSch. Zero.</i> The amount of hours the employee is scheduled minus hours worked on the holiday day of period is paid to the employee. Note: The holiday day of period is determined by the day divide time in the Shift class. If the employee is not scheduled, no holiday hours are paid. Enter the amount in the Hours field. The Multiplier and Pay Designation field can be skipped. • <i>Amount Sch. minus hours worked(abs) on Hol DOP. If UnSch. Zero.</i> The amount of hours the employee is scheduled minus hours worked (absolute amount – only the hours that occurred on the holiday) is paid to the employee. Note: The holiday day of period is determined by the day divide time in the Shift class. If the employee is not scheduled, no holiday hours are paid. • <i>Amount Sch. minus hrs worked on Hol DOP. If UnSch, use Amount.</i> The amount of hours the employee is scheduled minus hours worked on the holiday day of period is paid to the employee. If the employee is unscheduled, the hours in the Hours field are paid. • <i>Amount Sch. minus hrs worked (abs) on Hol DOP. If UnSch., use Amount.</i> The amount of hours the employee is scheduled minus hours worked (absolute amount – only the hours that occurred on the holiday) on the holiday day of period is paid to the employee. Note: The holiday day of period determined by the day divide time in Shift class. If the employee is not scheduled, the hours in the Hours field are paid. • <i>Amount in Emp. PI Weekly Hours. If zero, use Specified Amount.</i> The amount on the employee's Personal Information page, Personal section, Average Weekly Hours field are paid to the employee for this holiday. If the hours listed in that field are zero, pay the number of hours in the Hours field. 

Property	Description
	<ul style="list-style-type: none"> Neither Worked nor Non-Worked Holiday. No substitution formula is used. Choose the pay designation from the Pay Designation field to pay the employee. The Amount and Multiplier fields can be skipped.
Pay Designation	Select pay designation in this field based on the formula selected in the Formula field.
Hours	Specify hours in this field based on the formula selected in the Formula field.
Multiplier	Specify multiplier in this field based on the formula selected in the Formula field.
Must Work Day Before	Enable this option if employees must work the scheduled day before the holiday to receive holiday pay.
Must Work Day After	Enable this option if employees must work the scheduled day after the holiday to receive holiday pay.
Apply Memo	If needed, enter memo for the payment.

Edit Properties of an Existing Holiday

If a mistake is made when adding a Holiday or if the Holiday entry is incorrect, the Holiday can be changed.

Note: The changes that are made affect every employee who is eligible for the payment of the Holiday you have changed.

To edit properties of an existing holiday:

1. Click the Pencil icon () for an existing holiday rule. The **Edit Holiday Rule** dialog is displayed.

Holiday Rules		Holiday Payment Rules	
Refresh		Add Holiday Rule	
Build U.S Defaults			
Adj	Caption	Holiday	
	New Year's Day	New Year's Day	

- You can edit properties of the holiday rule. See *Add a New Holiday with Holiday Rules* on page 5 for descriptions of holiday properties. Click **Ok**.

Remove an Existing Holiday

If a mistake is made when adding a Holiday or if the Holiday entry is incorrect, the Holiday can be deleted. **Note:** The deletions that are made affect every employee who is eligible for the payment of the Holiday you have deleted.

To remove an existing holiday:

- Click the Pencil icon () for an existing holiday rule. The **Edit Holiday Rule** dialog is displayed.

Holiday Rules		Holiday Payment Rules	
Refresh		Add Holiday Rule	
		Build U.S Defaults	
Adj	Caption	Holiday	
	New Year's Day	New Year's Day	
	U.S. Memorial Day	U.S. Memorial Day	
	U.S. June 19th	U.S. June 19th	
	U.S. Independence Day (July 4th)	U.S. Independence Day (July 4th)	

2. Enable **Remove This Holiday**. Click **Ok**.

Edit Holiday Rule ✕

Properties

Caption:

Holiday:

Auto Repeat: Skip Weekends:

Date:

Worked Holiday: Non-Worked Holiday:

Use Holiday Payment Rules:

Payment

Formula:

Pay Designation:

Hours: Multiplier:

Must Work Day Before: Must Work Day After:

Apply Memo: Memo:

Remove This Holiday:

3. The holiday is removed from the list.

Holiday Rules		Holiday Payment Rules
<input type="button" value="Refresh"/> <input type="button" value="Add Holiday Rule"/> <input type="button" value="Build U.S Defaults"/>		
Adj	Caption	Holiday
✎	New Year's Day	New Year's Day
✎	U.S. Memorial Day	U.S. Memorial Day
✎	U.S. Independence Day (July 4th)	U.S. Independence Day (July 4th)
✎	U.S. Labor Day	U.S. Labor Day
✎	U.S. Thanksgiving	U.S. Thanksgiving
✎	Christmas Day	Christmas Day

Define Eligibility Rules for a Holiday

On the **Employee Eligibility** tab, you can define eligibility criteria for a specific holiday by selecting a holiday in the list. The eligibility rules for the selected holiday can be defined on the bottom panel.

Holiday Rules
Holiday Payment Rules

Refresh
Add Holiday Rule
Build U.S Defaults

Adj	Caption	Holiday	Auto Repeat	Date
	New Year's Day	New Year's Day	<input checked="" type="checkbox"/>	
	U.S. Memorial Day	U.S. Memorial Day	<input checked="" type="checkbox"/>	
	U.S. Independence Day (July 4th)	U.S. Independence Day (July 4th)	<input checked="" type="checkbox"/>	
	U.S. Labor Day	U.S. Labor Day	<input checked="" type="checkbox"/>	
	U.S. Thanksgiving	U.S. Thanksgiving	<input checked="" type="checkbox"/>	
	Christmas Day	Christmas Day	<input checked="" type="checkbox"/>	

Eligibility Rules for New Year's Day
⌵

Refresh
Add Eligibility Rule

Adj	Descr	Entity	Formula	Values
	Hourly Employees	Pay Type (Hourly/Salaried)	Equals	Hourly

The following table lists columns and descriptions of employee eligibility rule properties.

Column	Description
Adj	Click the Pencil icon () to modify properties for an existing employee eligibility rule.
Descr	The descriptive name of the employee eligibility rule.
Entity	The criterion that qualifies employees receiving this holiday pay.
Formula	The desired comparison formula for the criterion.
Values	The value of the selected criterion.

Add a New Eligibility Rule for a Holiday

To add a new eligibility rule for a specific holiday:

1. On the **Holiday Rules** tab, select a holiday from the list.

Holiday Rules		Holiday Payment Rules			
Refresh		Add Holiday Rule		Build U.S Defaults	
Adj	Caption	Holiday	Auto Repeat		
	New Year's Day	New Year's Day	<input checked="" type="checkbox"/>		
	Martin Luther King, Jr. Day	Martin Luther King, Jr. Day	<input checked="" type="checkbox"/>		

2. On the Eligibility Rules for the selected holiday panel, click the **Add Eligibility Rule** button. The **Add New Eligibility Rule** dialog is displayed.

Eligibility Rules for Martin Luther King, Jr. Day				
Refresh		Add Eligibility Rule		
Adj	Descr	Entity	Formula	Values
	Hourly Employees	Pay Type (Hourly/Salaried)	Equals	Hourly

3. Specify the following properties. Click **Ok**.

Add New Eligibility Rule ✕

Properties

Name:

Assignment:

Formula:

Pay Type:

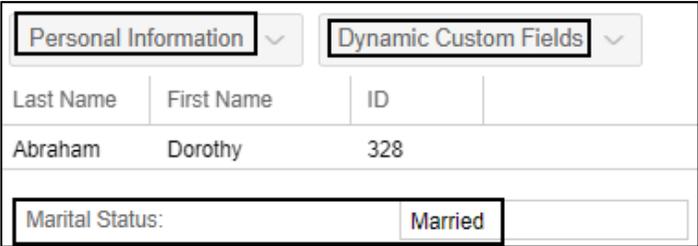
Property	Description
Name	The descriptive name of the holiday payment rule.
Assignment	Select an item that qualified employees receiving the holiday rule. <ul style="list-style-type: none"> • Pay Class. You can select one pay class in the available Pay Class field. <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> Pay Class: <input type="text" value="Part Time Hourly"/> </div>

Property	Description																		
	<ul style="list-style-type: none"> Any One of Selected Pay Classes. Select this option to make more employees eligible regardless of pay class. Then, you can select any pay class in the available Pay Classes section. <div data-bbox="532 363 906 636" style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Pay Classes</p> <p>Full Time Hourly: <input type="checkbox"/></p> <p>Part Time Hourly: <input checked="" type="checkbox"/></p> <p>Per Diem Hourly: <input checked="" type="checkbox"/></p> <p>Full Time Salary: <input type="checkbox"/></p> </div> Pay Type (Hourly/Salaried). You can select one pay type in the available Pay Type field. <div data-bbox="532 747 922 814" style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Pay Type: Hourly ▼</p> </div> Schedule Pattern. You can select one schedule pattern in the available Schedule Pattern field. <div data-bbox="532 926 1146 993" style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Schedule Pattern: M-F 8am - 5pm ▼</p> </div> Clock Group. You can select one pay type in the available Clock Group field. <div data-bbox="532 1073 1068 1129" style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Clock Group: Administrative Area ▼</p> </div> Home Workgroup Assignment. You can specify one or more workgroup sets using the Add New buttons. Remember to click Update to save changes. <div data-bbox="532 1245 1463 1472" style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Add New Remove All Refresh </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Remove</th> <th style="width: 15%;">Division</th> <th style="width: 15%;">Facility</th> <th style="width: 10%;">Wing</th> <th style="width: 10%;">Department</th> <th style="width: 15%;">Positions</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">⊗</td> <td>Michicare</td> <td>Ann Arbor Care</td> <td>Hospice</td> <td>Nursing</td> <td>Licensed Practical Nurse</td> </tr> <tr> <td style="text-align: center;">⊗</td> <td>Michicare ▼</td> <td>Detroit Care ▼</td> <td>Clinic ▼</td> <td>Nursing ▼</td> <td>Licensed Practical Nurse ▼</td> </tr> </tbody> </table> <div style="display: flex; justify-content: flex-end; margin-top: 5px;"> Update Cancel </div> </div> Hourly Status Type. You can select one hourly status type in the available Hourly Status field. <div data-bbox="532 1587 1019 1650" style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Hourly Status: Part Time ▼</p> </div> 	Remove	Division	Facility	Wing	Department	Positions	⊗	Michicare	Ann Arbor Care	Hospice	Nursing	Licensed Practical Nurse	⊗	Michicare ▼	Detroit Care ▼	Clinic ▼	Nursing ▼	Licensed Practical Nurse ▼
Remove	Division	Facility	Wing	Department	Positions														
⊗	Michicare	Ann Arbor Care	Hospice	Nursing	Licensed Practical Nurse														
⊗	Michicare ▼	Detroit Care ▼	Clinic ▼	Nursing ▼	Licensed Practical Nurse ▼														

Property	Description
	<ul style="list-style-type: none"> Any One of Selected Hourly Status Types. Select this option to make more employees eligible regardless of hourly status. Then, you can select any hourly statuses in the available Hourly Status section. <div data-bbox="532 363 956 562" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Hourly Status</p> <p>Contract: <input checked="" type="checkbox"/></p> <p>Full Time: <input type="checkbox"/></p> <p>Part Time: <input checked="" type="checkbox"/></p> </div> Active Condition. You can select one active condition in the available Active Condition field. <div data-bbox="532 678 1063 741" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Active Condition: Probation ▼</p> </div> Any One of Selected Active Conditions. Select this option to make more employees eligible regardless of active condition. Then, you can select any active conditions in the available Active Conditions section. <div data-bbox="532 888 901 1066" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Active Conditions</p> <p>Normal: <input type="checkbox"/></p> <p>Probation: <input checked="" type="checkbox"/></p> <p>Training: <input checked="" type="checkbox"/></p> </div> Active Status. You can select one active status (Active or Terminated) in the available Active Status field. <div data-bbox="532 1182 1052 1245" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Active Status: Active ▼</p> </div> Hired on Date or Earlier. You can specify the date in the available Date field to indicate the employee must be hired on or before that date. Today's date is populated by default. <div data-bbox="532 1392 898 1455" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Date: 06/28/2023 📅</p> </div> Hired on Date or Later. You can specify the date in the available Date field to indicate the employee must be hired on or after that date. Today's date is populated by default. <div data-bbox="532 1602 954 1665" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Date: 06/28/2023 📅</p> </div>

Property	Description
	<ul style="list-style-type: none"> <p>Active Status Date On or Earlier. You can specify the date in the available Date field to indicate the employee’s active status must be on or before that date. Today’s date is populated by default.</p> <div data-bbox="532 363 954 432" style="border: 1px solid black; padding: 2px;"> <p>Date: <input type="text" value="06/28/2023"/> </p> </div> <p>Active Status Date On or Later. You can specify the date in the available Date field to indicate the employee’s active status must be on or after that date. Today’s date is populated by default.</p> <div data-bbox="532 583 954 653" style="border: 1px solid black; padding: 2px;"> <p>Date: <input type="text" value="06/28/2023"/> </p> </div> <p>Hourly Status Date On or Earlier. You can specify the date in the available Date field to indicate the employee’s hourly status must be on or before that date. Today’s date is populated by default.</p> <div data-bbox="532 804 954 873" style="border: 1px solid black; padding: 2px;"> <p>Date: <input type="text" value="06/28/2023"/> </p> </div> <p>Hourly Status Date On or Later. You can specify the date in the available Date field to indicate the employee’s hourly status must be on or after that date. Today’s date is populated by default.</p> <div data-bbox="532 1024 954 1094" style="border: 1px solid black; padding: 2px;"> <p>Date: <input type="text" value="06/28/2023"/> </p> </div> <p>Has Selected Shift Based on Exception in Pay Period. You can select an exception in the available Exceptions in Period field.</p> <div data-bbox="532 1203 1122 1272" style="border: 1px solid black; padding: 2px;"> <p>Exceptions in Period: <input type="text" value="Arrived Early"/> </p> </div> <p>Has Absences in Pay Period. The employee has absences in the pay period.</p> <p>Has Selected Supvsr. Edit in Pay Period. You can select a supervisor edit in the Supervisor Edit field and/or a reason code in the Reason Code field.</p> <div data-bbox="532 1461 1235 1581" style="border: 1px solid black; padding: 2px;"> <p>Exceptions in Period: <input type="text" value="Authorize Transfer"/> </p> <p>Reason Code: <input type="text" value="[no reason given]"/> </p> </div> <p>Days Employed as of Beginning of Pay Period. You can specify the number of days as of beginning of pay period in the available Units field.</p> <div data-bbox="532 1696 886 1766" style="border: 1px solid black; padding: 2px;"> <p>Units: <input type="text" value="90"/> </p> </div>

Property	Description						
	<ul style="list-style-type: none"> Months Employed as of Beginning of Pay Period. You can specify the number of months as of beginning of pay period in the available Units field. <div data-bbox="532 327 865 386" style="border: 1px solid black; padding: 2px;"> Units: <input type="text" value="3"/> </div> Years Employed as of Beginning of Pay Period. You can specify the number of years as of beginning of pay period in the available Units field. <div data-bbox="532 499 875 558" style="border: 1px solid black; padding: 2px;"> Units: <input type="text" value="1"/> </div> Employee State/Prov. In List. You can specify the states or provinces in the available Comma Separated Items field. <div data-bbox="532 674 1066 751" style="border: 1px solid black; padding: 2px;"> Comma Separated Items: <input type="text" value="MI;NY;VA"/> </div> Employee Static Custom Field in List. You can select a static custom field in the available Static Custom Field and specify the value of the selected custom field in the available Comma Separated Items field. <div data-bbox="532 900 1156 1031" style="border: 1px solid black; padding: 2px;"> Static Custom Field: <input type="text" value="Custom Field 1"/> Comma Separated Items: <input type="text" value="5"/> </div> <p>Static custom fields are used in the Static Custom Fields section of the employee's Personal Information page.</p> <div data-bbox="532 1144 1198 1436" style="border: 1px solid black; padding: 2px;"> <div style="display: flex; justify-content: space-between;"> Personal Information Static Custom Fields </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>ID</th> </tr> </thead> <tbody> <tr> <td>Abraham</td> <td>Dorothy</td> <td>328</td> </tr> </tbody> </table> Anniversary: <input type="text" value="5"/> Custom 2: <input type="text"/> </div> Employee Dynamic Custom Field in List. You can select a dynamic custom field in the available Dynamic Custom Field and specify the value of the selected custom field in the available Comma Separated Items field. <div data-bbox="532 1585 1175 1732" style="border: 1px solid black; padding: 2px;"> Dynamic Custom Field: <input type="text" value="Marital Status"/> Comma Separated Items: <input type="text" value="Married"/> </div> 	Last Name	First Name	ID	Abraham	Dorothy	328
Last Name	First Name	ID					
Abraham	Dorothy	328					

Property	Description
	<p>Dynamic custom fields are used in the Dynamic Custom Fields section of the employee's Personal Information page.</p>  <ul style="list-style-type: none"> Employee ESS Profile. You can select ESS profiles in the available ESS Profiles section. 
Formula	Select desired comparison formula: Equals or Not Equal To.
Eligibility Criterion	This field is generated on the fly based on your selection in the Assignment field.

4. The new eligibility rule is added in the eligibility list for the selected holiday.

Eligibility Rules for Martin Luther King, Jr. Day				
Refresh		Add Eligibility Rule		
Adj	Descr	Entity	Formula	Values
	Hourly Employees	Pay Type (Hourly/Salaried)	Equals	Hourly
	Salaries Employees	Pay Type (Hourly/Salaried)	Equals	Salaried

Modify an Existing Eligibility Rule for a Holiday

To modify an existing eligibility rule for a holiday:

1. On the **Holiday Rules** tab, select a holiday from the list.



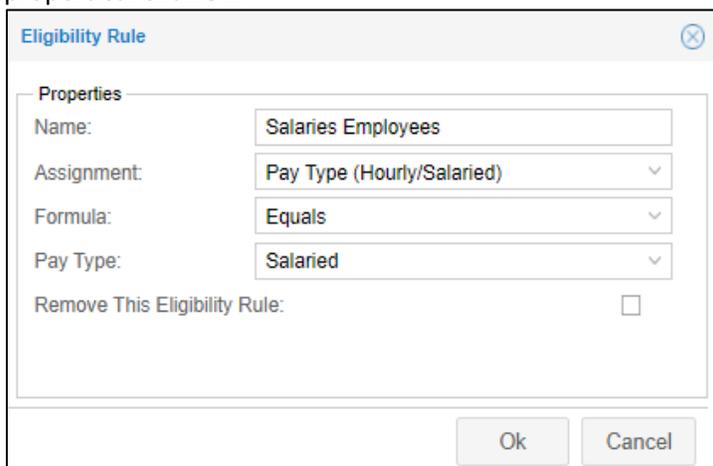
Adj	Caption	Holiday	Auto Repeat
	New Year's Day	New Year's Day	<input checked="" type="checkbox"/>
	Martin Luther King, Jr. Day	Martin Luther King, Jr. Day	<input checked="" type="checkbox"/>

2. On the Eligibility Rules for the selected holiday panel, click the Pencil icon () for a specific eligibility rule. The **Eligibility Rule** dialog is displayed.



Adj	Descr	Entity	Formula	Values
	Hourly Employees	Pay Type (Hourly/Salaried)	Equals	Hourly
	Salaries Employees	Pay Type (Hourly/Salaried)	Equals	Salaried

3. You can edit properties of the eligibility rule. See *Add a New Eligibility Rule for a Holiday* on page 13 for properties. Click **Ok**.



Eligibility Rule

Properties

Name: Salaries Employees

Assignment: Pay Type (Hourly/Salaried)

Formula: Equals

Pay Type: Salaried

Remove This Eligibility Rule:

Ok Cancel

Remove an Existing Eligibility Rule for a Holiday

To remove an existing eligibility rule for a holiday:

1. On the **Holiday Rules** tab, select a holiday from the list.

Holiday Rules		Holiday Payment Rules	
Refresh		Add Holiday Rule	
Build U.S Defaults			
Adj	Caption	Holiday	Auto Repeat
	New Year's Day	New Year's Day	<input type="checkbox"/>
	Martin Luther King, Jr. Day	Martin Luther King, Jr. Day	<input checked="" type="checkbox"/>

2. On the Eligibility Rules for the selected holiday panel, click the Pencil icon () for a specific eligibility rule. The **Eligibility Rule** dialog is displayed.

3. Enable **Remove This Eligibility Rule**. Click **Ok**.

Eligibility Rule ✕

Properties

Name:

Assignment:

Formula:

Pay Type:

Remove This Eligibility Rule:

Ok Cancel

4. This eligibility is removed from the eligibility list for the selected holiday.

Eligibility Rules for Martin Luther King, Jr. Day				
Refresh		Add Eligibility Rule		
Adj	Descr	Entity	Formula	Values
	Hourly Employees	Pay Type (Hourly/Salaried)	Equals	Hourly

Manage Holiday Payment Rules

On the **Holiday Payment Rules** tab, you can add, modify, or remove holiday payment rule.

Holiday Rules		Holiday Payment Rules		
Refresh		Add Payment Rule		Reset Rules
Adj	Caption	Worked	Non Worked	Formula
	Payments for Part Timers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Amount Specified
	Per Diem	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Amount Scheduled times Rate Multiplier. If Unscheduled Zero.
	FT Rule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Amount Specified

The following table lists columns and descriptions of employee eligibility rule properties.

Column	Description
Adj	Click the Pencil icon () to modify properties for an existing holiday payment rule.
Caption	The descriptive name of the holiday payment rule you can created.
Worked	Whether or not the holiday is a worked holiday. Employee receives enhanced pay for working on a worked holiday.
Non Worked	Whether or not the holiday is a non-worked holiday. Employee receives pay for not working on this day. Non-worked holidays are paid days off. National holidays are often defined as non-worked holidays. Typically, a non-worked holiday is also defined as a worked holiday. Employees usually get the holiday off, but if they work, they get enhanced pay.
Formula	How the enhanced pay is calculated. See <i>Payment</i> on page 7 for formula and the usage.
Pay Des	The pay designation used for the holiday pay based on the selected formula.
Multiplier	The multiplier used for the holiday pay based on the selected formula.
Amount	The amount used for the holiday pay based on the selected formula.
Day Before	Whether or not employees must work the scheduled day before the holiday to receive holiday pay.
Extended Day Before	Click the Pencil icon () to define extended set of qualifications for working the scheduled day before a holiday. See <i>Indicate Worked Schedule Qualifications</i> on page 22.
Day After	Whether or not employees must work the scheduled day after the holiday to receive holiday pay.

Column	Description
Extended Day After	Click the Pencil icon () to define extended set of qualifications for working the scheduled day after a holiday. See <i>Indicate Worked Schedule Qualifications</i> on page 22.

Indicate Worked Schedule Qualifications

You can define more qualifications for working the scheduled day before and/or after a holiday. On the **Holiday Payment Rules** tab, click the Pencil icon () in the **Extended Day Before** or **Extended Day After** columns. The **Scheduled Day Before Holiday Eligibility** or **Schedule Day Before Holiday Eligibility** dialog is displayed.

Holiday Rules		Holiday Payment Rules										
Refresh		Add Payment Rule		Reset Rules								
Adj	Caption	Worked	Non Worked	Formula	Pay Des	Multiplier	Amount	Day Before	Extended Day Before	Day After	Extended Day After	
	Payments for Part Timers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Amount Specified	Holiday	1.00	4:00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
	Per Diem	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Amount Schedule...	Hol Worked	1.50	0:00	<input type="checkbox"/>		<input type="checkbox"/>		
	FT Rule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Amount Specified	Holiday	1.50	8:00	<input type="checkbox"/>		<input type="checkbox"/>		

Specify the following properties and indicate eligibility pay designations for defining the schedule day before/after holiday eligibility.

Scheduled Day Before Holiday Eligibility ✕

Properties

Enable These Extended Rules:

Start On Rule:

Elig Schedule Type:

Scheduled Group Set:

Minimum Scheduled Hours:

Maximum Days to Search:

If No Schedule Found:

Worked Hours Formula:

Minimum Worked Hours Formula:

Minimum Worked Hours: Percentage of Scheduled Hours:

Assume Eligibility if Worked on Holiday:

Eligible Pay Designations

Regular:

Overtime:

Holiday:

PTO:

Sick:

Vacation:

Hol Worked:

Inservice:

Misc:

Orient:

OT 2nd:

Reg 2nd:

Property	Description
Enable These Extended Rules	Enable this option to use extended set of qualifications for working the scheduled day before or after a holiday.
Start On Rule	Determines the day the schedule search begins of a holiday: One Day from Start Date or Day of.
Elig Schedule Type	The eligible schedule type: Any Work Schedule or Any Schedule
Schedule Group Set	Determine the set of schedules: In Pay Period, In Calc Period, or In Database.
Minimum Scheduled Hours	The minimum amount of schedule time that the employee's schedule must have to qualify as a scheduled day.
Maximum Days to Search	The maximum number of days to search for an employee schedule.
If No Schedule Found	Rule to apply or not apply when no schedules are found within the search definition.
Worked Hours Formula	The type of accumulated hours to measure to qualify as a worked day: Shift Hours or Qualifying Daily Pay Des. Qualified pay designations are specified in the Eligibility Pay Designations section.
Minimum Worked Hours Formula	The formula for calculating minimum amount of worked hours that the employee must have to: Amount Specified or Percentage of Scheduled Hours. Worked hours is based on the amount specified in the Minimum Worked Hours field or the percentage of worked hours of scheduled hours in the Percentage of Scheduled Hours field.
Minimum Worked Hours	If <i>Amount Specified</i> is selected in the Minimum Worked Hours Formula field, specify the minimum amount of worked hours.
Percentage of Scheduled Hours	If <i>Percentage of Scheduled Hours</i> is selected in the Minimum Worked Hours Formula field, specify the percentage of worked hours of scheduled hours.
Assume Eligibility if Worked on Holiday	Enable this option to qualify the employee for non-worked holiday pay when the employee works on the holiday.
Eligibility Pay Designations	If <i>Qualifying Daily Pay Des</i> is selected in the Worked Hours Formula field, specify pay designations.

Reset Holiday Payment Rules

If there is no holiday payment rules exist in your system, you can build holiday payment rules for full time and part time employees quickly by resetting holiday payment rules.

To reset holiday payment rules:

1. Click the **Reset Rules** button. The **Reset Holiday Payment Rules** dialog is displayed.

2. Specify the following properties. Click **Ok**.

Property	Description
Pay Designation	Select a pay designation to hold worked holiday hours.
Full Time Employees	Specify the amount of hours to pay for full time employees.
Part Time Employees	Specify the amount of hours to pay for part time employees.
Use Part Timer's Scheduled Amount when Scheduled	Enable this option to pay part time employees the amount of their scheduled hours in the Part Time Employees field.
Confirm Replacement of Existing Rules	Enable this option to create holiday payment rules for full time and part time employees respectively. Note: Once confirmed, all existing payment rules are replaced.

3. Holiday payment rules for full time and part time employees are created.

Holiday Rules		Holiday Payment Rules										
Refresh Add Payment Rule Reset Rules												
Adj	Caption	Worked	Non Worked	Formula	Pay Des	Multiplier	Amount	Day Before	Extended Day Before	Day After	Extended Day After	
	Payments for Full Timers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Amount Specified	Hol Worked	1.00	8:00	<input type="checkbox"/>		<input type="checkbox"/>		
	Payments for Part Timers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Amount Scheduled times Rate Multi...	Hol Worked	1.00	4:00	<input type="checkbox"/>		<input type="checkbox"/>		

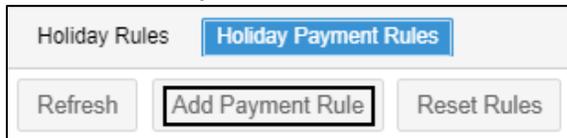
You can:

- Click the Pencil icon () in the **Adj** column to modify properties of selected holiday payment rule. See *Edit Properties of an Existing Holiday* on page 9 for details.
- Click the Pencil icon () in the **Extended Day Before** or **Extended Day After** columns to define extended set of qualifications for working the scheduled day before or after a holiday. See *Indicate Worked Schedule Qualifications* on page 22 for details.

Add a New Holiday Payment Rule

To add a new holiday payment rule:

1. Click the **Add Payment Rule** button. The **Add New Holiday Payment Rule** dialog is displayed.



2. Specify the following properties of the holiday payment rule. Click **Ok**. See *Add a New Holiday with Holiday Rules* on page 5 and *Payment* on page 7 for property descriptions.

Add New Holiday Payment Rule ✕

Properties

Caption:

Worked Holiday: Non-Worked Holiday:

Formula:

Pay Designation:

Hours: Multiplier:

Must Work Day Before: Must Work Day After:

Apply Memo: Memo:

- Click the **Refresh** button.

The screenshot shows the 'Holiday Payment Rules' tab selected. Below the tab are three buttons: 'Refresh' (highlighted with a black border), 'Add Payment Rule', and 'Reset Rules'.

- The new holiday payment rule is added in the list.

The screenshot shows the 'Holiday Payment Rules' tab with a table of rules. The 'Refresh' button is highlighted. The table has columns: Adj, Caption, Worked, Non Worked, Formula, and Pay Des.

Adj	Caption	Worked	Non Worked	Formula	Pay Des
	Payments for Part Timers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Amount Specified	Holiday
	Per Diem	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Amount Scheduled ti...	Hol Worked
	FT Rule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Amount Specified	Holiday
	Holiday Payment for Warehouse	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Amount Specified	Overtime

Edit Properties of an Existing Holiday Payment Rule

To edit properties of an existing holiday payment rule:

- On the **Holiday Payment Rules** tab, click the Pencil icon () for an existing holiday payment rule. The **Edit Holiday Payment Rule** dialog is displayed.

The screenshot shows the 'Holiday Payment Rules' tab with a table of rules. The 'Pencil' icon in the 'Adj' column for the 'Holiday Payment for Warehouse' row is highlighted with a black border.

Adj	Caption	Worked	Non Worked
	Per Diem	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	FT Rule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Holiday Payment for Warehouse	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- You can edit properties of the holiday payment rule. See *Add a New Holiday with Holiday Rules* on page 5 and *Payment* on page 7 for property descriptions. Click **Ok**.

The screenshot shows the 'Edit Holiday Payment Rule' dialog box. The 'Caption' is 'Holiday Payment for Warehouse'. The 'Worked Holiday' and 'Non-Worked Holiday' checkboxes are both checked. The 'Formula' is 'Amount Specified' and the 'Pay Designation' is 'Overtime'. The 'Hours' is '8:00' and the 'Multiplier' is '1'. There are 'Ok' and 'Cancel' buttons at the bottom.

Remove an Existing Holiday Payment Rule

To remove an existing holiday payment rule:

1. On the **Holiday Payment Rules** tab, click the Pencil icon () for an existing holiday payment rule. The **Edit Holiday Payment Rule** dialog is displayed.

Holiday Rules		Holiday Payment Rules	
Adj	Caption	Worked	Non Worked
	Per Diem	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	FT Rule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Holiday Payment for Warehouse	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

2. Enable **Remove This Holiday Payment Rule**. Click **Ok**.

Edit Holiday Payment Rule ⓧ

Properties

Caption:

Worked Holiday: Non-Worked Holiday:

Formula:

Pay Designation:

Hours: Multiplier:

Must Work Day Before: Must Work Day After:

Apply Memo: Memo:

Remove This Holiday Payment Rule:

3. The holiday payment rule is removed from the list.

Holiday Rules		Holiday Payment Rules	
Adj	Caption	Worked	Non Worked
	Per Diem	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	FT Rule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Define Eligibility Rules for a Holiday Payment

On the **Eligibility Rules** tab, you can define eligibility criteria for a specific holiday payment rule by selecting a holiday payment rule in the list. The eligibility rules for the selected holiday payment rule can be defined on the bottom panel.

The screenshot shows the 'Holiday Payment Rules' interface. At the top, there are tabs for 'Holiday Rules' and 'Holiday Payment Rules'. Below the tabs are buttons for 'Refresh', 'Add Payment Rule', and 'Reset Rules'. A table lists the payment rules:

Adj	Caption	Worked	Non Worked	Formula	Pay Des	Multiplier	Amount
	Per Diem	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Amount Scheduled times ...	Hol Worked	1.50	0:00
	FT Rule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Amount Specified	Holiday	1.50	8:00

Below the table, the 'Eligibility Rules for Per Diem' panel is expanded, showing buttons for 'Refresh' and 'Add Eligibility Rule'. It contains a table with the following data:

Adj	Descr	Entity	Formula	Values
	Hourly Employees	Pay Type (Hourly/Salaried)	Equals	Hourly

Add a New Eligibility Rule for a Holiday Payment

To add a new eligibility rule a for a holiday payment:

1. On the **Holiday Payment Rules** tab, select a holiday payment rule from the list.

This screenshot shows the 'Holiday Payment Rules' interface with the 'Per Diem' rule selected. The table from the previous screenshot is visible, with the 'Per Diem' row highlighted in blue.

2. On the Eligibility Rules for the selected holiday payment rule panel, click the **Add Eligibility Rule** button. The **Add New Eligibility Rule** dialog is displayed. Click the **Add Eligibility Rule** button. The **Add New Eligibility Rule** dialog is displayed.

This screenshot shows the 'Eligibility Rules for Per Diem' panel. The 'Add Eligibility Rule' button is highlighted with a red box, indicating the next step in the process.

- Specify the following properties. See *Add a New Eligibility Rule for a Holiday* on page 13 for properties. Click **Ok**.

- The new eligibility rule is added in the eligibility list for the selected holiday payment rule.

Adj	Descr	Entity	Formula	Values
	Hourly Employees	Pay Type (Hourly/Salaried)	Equals	Hourly

Modify a New Eligibility Rule for a Holiday Payment

To modify an existing eligibility rule:

- On the **Holiday Payment Rules** tab, select a holiday payment rule from the list.

Adj	Caption	Worked	Non Worked	Formula	Pay Des	Multiplier	Amount
	Per Diem	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Amount Scheduled times ...	Hol Worked	1.50	0:00
	FT Rule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Amount Specified	Holiday	1.50	8:00

- On the Eligibility Rules for the selected holiday payment rule panel, click the Pencil icon () for an existing holiday payment rule. The **Edit Holiday Payment Rule** dialog is displayed.

Eligibility Rules for Per Diem				
Refresh		Add Eligibility Rule		
Adj	Descr	Entity	Formula	Values
	Hourly Employees	Pay Type (Hourly/Salaried)	Equals	Hourly

- You can edit properties of the eligibility rule. See *Add a New Eligibility Rule for a Holiday* on page 13 for properties. Click **Ok**.

Eligibility Rule	
Properties	
Name:	Hourly Employees
Assignment:	Pay Type (Hourly/Salaried)
Formula:	Equals
Pay Type:	Hourly
Remove This Eligibility Rule:	<input type="checkbox"/>
<input type="button" value="Ok"/> <input type="button" value="Cancel"/>	

Remove an Existing Eligibility Rule for a Holiday Payment

To remove an existing holiday payment rule:

- On the **Holiday Payment Rules** tab, select a holiday payment rule from the list.

Holiday Rules		Holiday Payment Rules					
Refresh		Add Payment Rule		Reset Rules			
Adj	Caption	Worked	Non Worked	Formula	Pay Des	Multiplier	Amount
	Per Diem	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Amount Scheduled times ...	Hol Worked	1.50	0:00
	FT Rule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Amount Specified	Holiday	1.50	8:00

- On the Eligibility Rules for the selected holiday payment rule panel, click the Pencil icon () for an existing holiday payment rule. The **Edit Holiday Payment Rule** dialog is displayed.

Eligibility Rules for Per Diem				
Refresh		Add Eligibility Rule		
Adj	Descr	Entity	Formula	Values
	Hourly Employees	Pay Type (Hourly/Salaried)	Equals	Hourly

3. Enable **Remove This Eligibility Rule**. Click **Ok**.

The screenshot shows a dialog box titled "Eligibility Rule" with a close button in the top right corner. Under the "Properties" section, there are four fields: "Name" (text input with "Hourly Employees"), "Assignment" (dropdown menu with "Pay Type (Hourly/Salaried)"), "Formula" (dropdown menu with "Equals"), and "Pay Type" (dropdown menu with "Hourly"). Below these fields is a checkbox labeled "Remove This Eligibility Rule:" which is checked. At the bottom of the dialog are "Ok" and "Cancel" buttons.

4. This eligibility is removed from the eligibility list for the selected holiday payment rule.

The screenshot shows a table titled "Eligibility Rules for Per Diem" with a refresh icon in the top right corner. Above the table are two buttons: "Refresh" and "Add Eligibility Rule". The table has five columns: "Adj", "Descr", "Entity", "Formula", and "Values". The table is currently empty.

Adj	Descr	Entity	Formula	Values
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