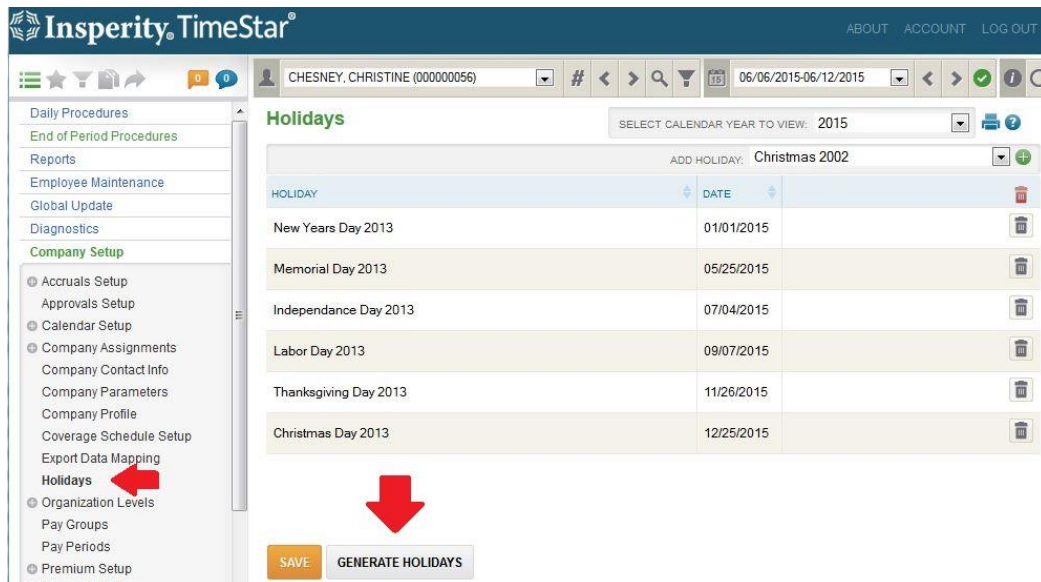


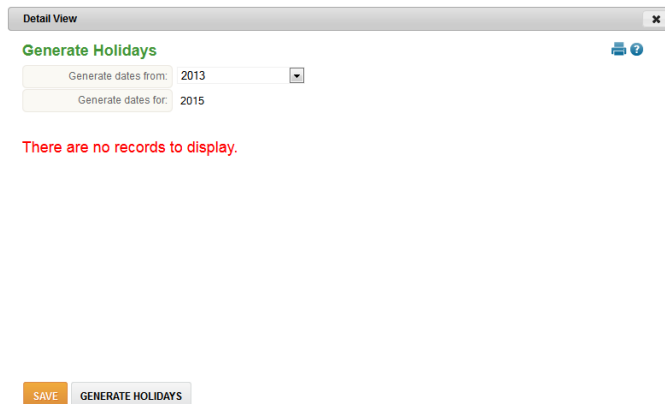
# Generating Company Holidays

Each year, you will need to generate holidays for the upcoming year. Here is the process for doing so:

1. Select Company Setup > Holidays.
2. Select the Generate Holidays button.



3. The following screen will display:



4. Select the year to generate the holiday list from.
5. Enter the year to generate holidays for.
6. Select the Generate Holidays button. The following screen will display:

**Detail View**

**Generate Holidays**

Generate dates from: 2013

Generate dates for: 2015

DESCRIPTION	DATE
New Years Day 2013	01/01/2015
Memorial Day 2013	05/25/2015
Independence Day 2013	07/04/2015
Labor Day 2013	09/07/2015
Thanksgiving Day 2013	11/26/2015
Christmas Day 2013	12/25/2015

**November 2015**

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**SAVE** **GENERATE HOLIDAYS**

7. Holiday dates are generated using the previous year's information.
8. Adjust the dates to the day the holiday is being paid in the upcoming year by clicking on the date and selecting the correct date on the calendar that pops up.
  - a. NOTE – if there are holidays that will not be paid in the new year, these will be corrected in the steps after selecting Save.
9. Select the Save button to finalize the holidays. The following screen will display:

**Holidays**

SELECT CALENDAR YEAR TO VIEW: 2015

ADD HOLIDAY: Christmas 2002

HOLIDAY	DATE	
New Years Day 2013	01/01/2015	
Memorial Day 2013	05/25/2015	
Independence Day 2013	07/04/2015	
Labor Day 2013	09/07/2015	
Thanksgiving Day 2013	11/26/2015	
Christmas Day 2013	12/25/2015	

**SAVE** **GENERATE HOLIDAYS**

10. If there are holidays that are no longer being paid for the new year, use the trash can icon () on the right side of the holidays page.
11. If there are additional holidays that you need to add for the upcoming year, contact technical support by calling 800-314-8223.

If any holidays were removed, select the Save button to complete the process.

In the case that you saved the holidays and later need to change a holiday date, here is how to do that:

1. Go to Company Setup > Holidays and click the 'trash can' icon next to the holiday
2. Select the same holiday from the drop down list above
3. Click the green + button to add the holiday below
4. Enter in the new date of the holiday

5. Click SAVE

**Holidays** SELECT CALENDAR YEAR TO VIEW: 2016

ADD HOLIDAY: Memorial Day 2013

HOLIDAY	DATE	
New Years Day 2013	01/01/2016	
Memorial Day 2013	05/23/2016	
Independence Day 2013	07/04/2016	
Labor Day 2013	09/05/2016	
Thanksgiving Day 2013	11/24/2016	
Christmas Day 2013	12/26/2016	
Memorial Day 2013	05/24/2016	

**SAVE** GENERATE HOLIDAYS