

4.11 Pay and Bill: Public Holidays

The Public Holidays tab allows you to add and maintain National and Regional Public Holiday dates to be used within the application when calculating pay and/or billing.

The peoplehours application allows you to set up multiple Public Holiday calendars which applied at a Branch level in the system.

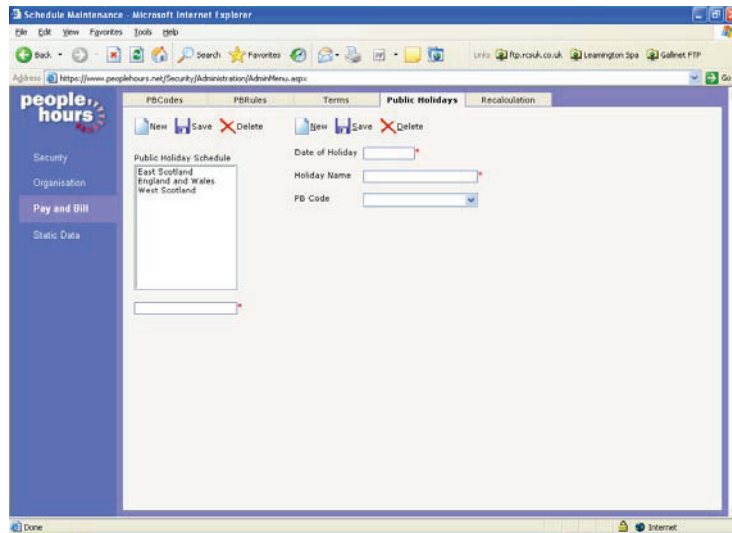
4.11.1 Adding Public Holidays Schedules

Open the Administration application.

Select the Pay and Bill tab on the left of the window.

Select the Public Holidays tab displayed at the top of the window.

The Public Holidays window will be displayed. All existing Public Holiday Schedules will be displayed in the list on the left of the window.



Click on the field below the Public Holiday Schedule box and enter the name you wish to use for your new Public Holiday Schedule.

Click on the 'Save' button at the top left of the screen to add your new schedule. The schedule name will be displayed in the Public Holidays Schedule list.

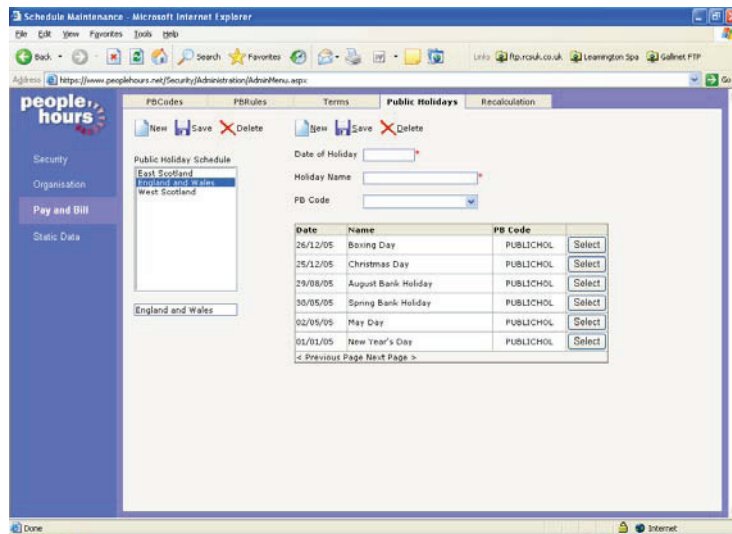
4.11.2 Adding Public Holidays Dates

Open the Administration application.

Select the Pay and Bill tab on the left of the window.

Select the Public Holidays tab displayed at the top of the window.

Select the required Public Holiday Schedule from the list displayed on the left of the window. The application will display a table on the right of the screen listing the dates, if any, that have already been allocated to the schedule.



Click on the Date of Holiday field and enter the date.

Tab to the Holiday Name field and enter the name of the Public Holiday.

Tab to the PB Code field and select the required PBCode from the drop down list if required.

To save the data, click on the 'Save' button above the Date of Holiday field. The Data will be saved and displayed in the date table.

If you wish to add another date at this time, click on the 'New' button above the Date of Holiday field. The application will save the data displayed and create a new blank record.

4.11.3 Modifying Public Holiday Dates

Open the Administration application.

Select the Pay and Bill tab on the left of the window.

Select the Public Holidays tab displayed at the top of the window.

Select the Public Holiday Schedule to be modified from the list displayed on the left of the window.

Select the date to be modified by clicking on the 'Select' button. The application will display the data in the fields above the table. If the date is not visible in the table use the previous page and next page tabs at the bottom of the table to scroll through the dates.

Modify the data as required.

Click on the 'Save' button above the Date of Holiday field to save the amended data.

4.11.4 Deleting Public Holiday Dates

Open the Administration application.

Select the Pay and Bill tab on the left of the window.

Select the Public Holidays tab displayed at the top of the window.

Select the Public Holiday Schedule to be modified from the list displayed on the left of the window.

Select the date to be modified by clicking on the 'Select' button. The application will display the data in the fields above the table. If the date is not visible in the table use the previous page and next page tabs at the bottom of the table to scroll through the dates.

Click on the 'Delete' button above the Date of Holiday field and the entry will be deleted.