

## Quick Reference Guide

### HOLIDAY GROUP - UPDATING

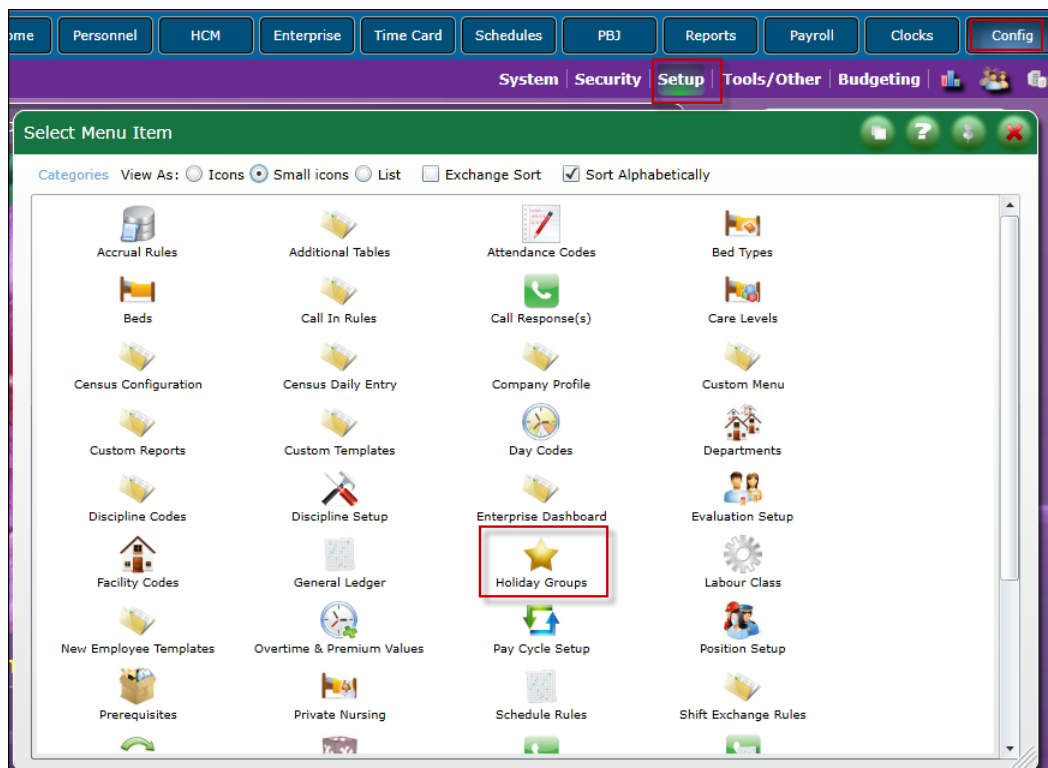
#### HOLIDAY GROUP UPDATING

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.

Since some Statutory Holidays do not fall on the same date (i.e. Christmas is always December 25<sup>th</sup>) the groups need to be updated annually.

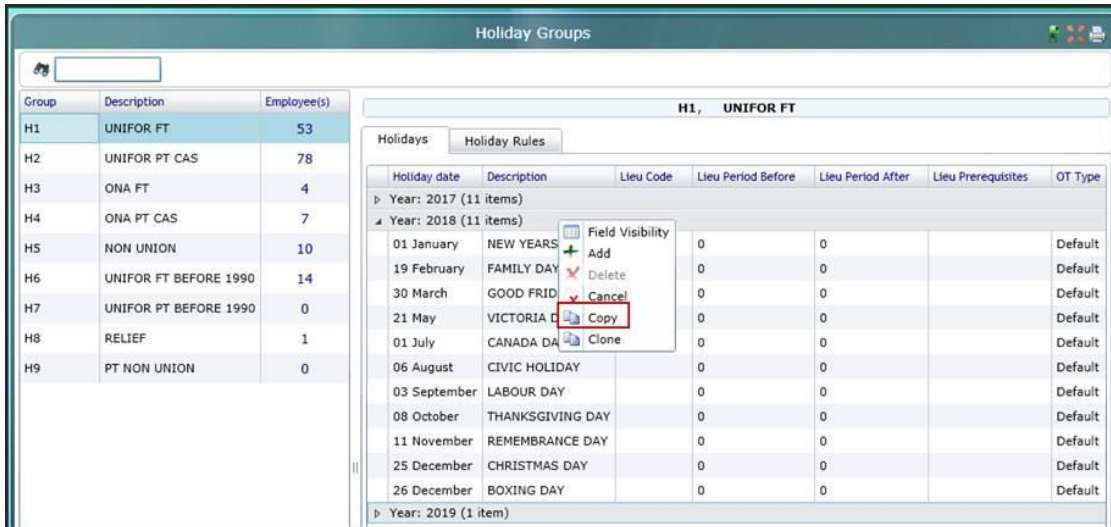
#### Holiday Group – Create New Year

Navigate – Config / Setup / Holiday Groups.



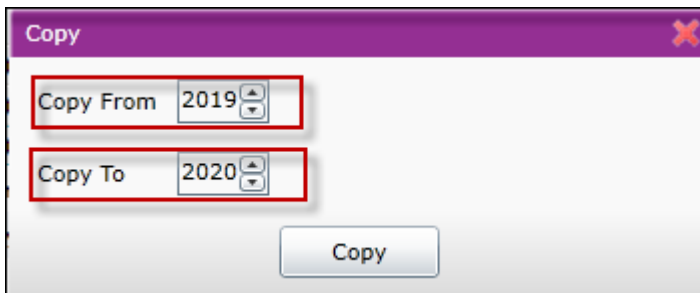
On the left side panel click to highlight the *Holiday Group* you are creating the next year's list of holidays for. In the example below the Holiday Group H1 – UNIFOR FT will be modified.

Right mouse click on the year header to get the drop-down list of options. Select *Copy*.

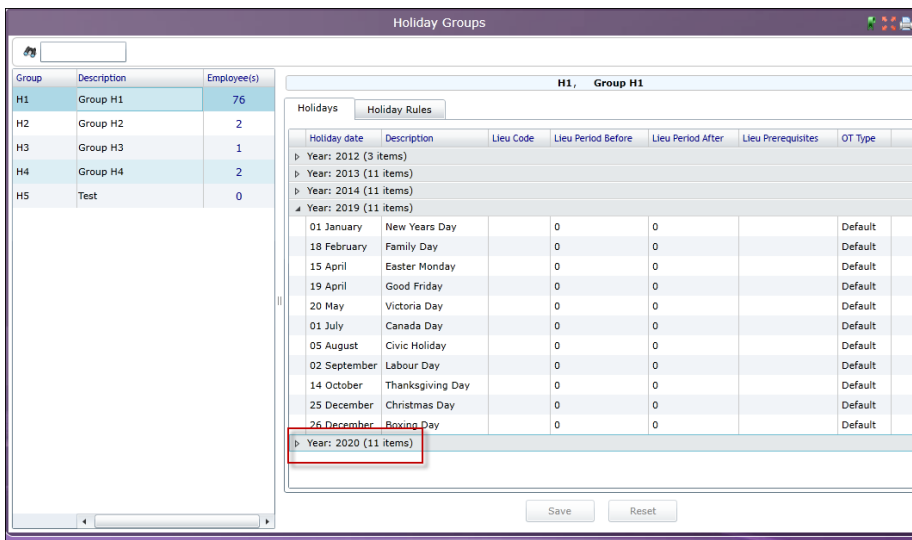


**Note:** To expand the year to see the list of Holidays – click on the arrow beside the year.

In the Copy pop-up window enter the year that is being copied from and year to. Click *Copy*.



This will create the year 2020 with the list of holidays that was in the year 2019.



To see the list of holidays in the new year (our example year 2020) click on the arrow beside the year on the header row. This is expand the list. To collapse the list – click the again.

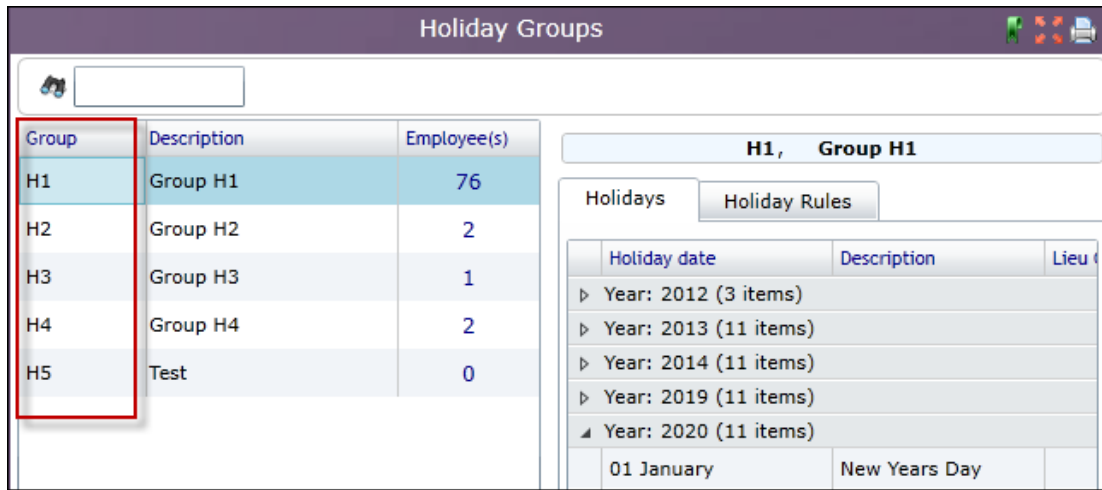
The dates copied are for 2019. These need to be change for the new year, 2020.

Year: 2020 (11 items)							
01 January	New Years Day		0	0			Default
18 February	Family Day		0	0			Default
15 April	Easter Monday		0	0			Default
19 April	Good Friday		0	0			Default
20 May	Victoria Day		0	0			Default
01 July	Canada Day		0	0			Default
05 August	Civic Holiday		0	0			Default
02 September	Labour Day		0	0			Default
14 October	Thanksgiving Day		0	0			Default
25 December	Christmas Day		0	0			Default
26 December	Boxing Day		0	0			Default

To change the date, click on the holiday to highlight it. Click on the date. Using the calendar option select the date. Once all the changes are done click Save.

Holiday Groups							
H1, Group H1							
Holidays		Holiday Rules					
Holiday date	Description	Lieu Code	Lieu Period Before	Lieu Period After	Lieu Prerequisites	OT Type	
Year: 2012 (3 items)							
Year: 2013 (11 items)							
Year: 2014 (11 items)							
Year: 2019 (11 items)							
Year: 2020 (11 items)							
01 January	New Years Day		0	0			Default
18 February	Family Day		0	0			Default
15 April	Easter Monday		0	0			Default
2020-04-19	Good Friday		0	0			Default
20 May	Victoria Day		0	0			Default
01 July	Canada Day		0	0			Default
05 August	Civic Holiday		0	0			Default
02 September	Labour Day		0	0			Default
14 October	Thanksgiving Day		0	0			Default
25 December	Christmas Day		0	0			Default
26 December	Boxing Day		0	0			Default

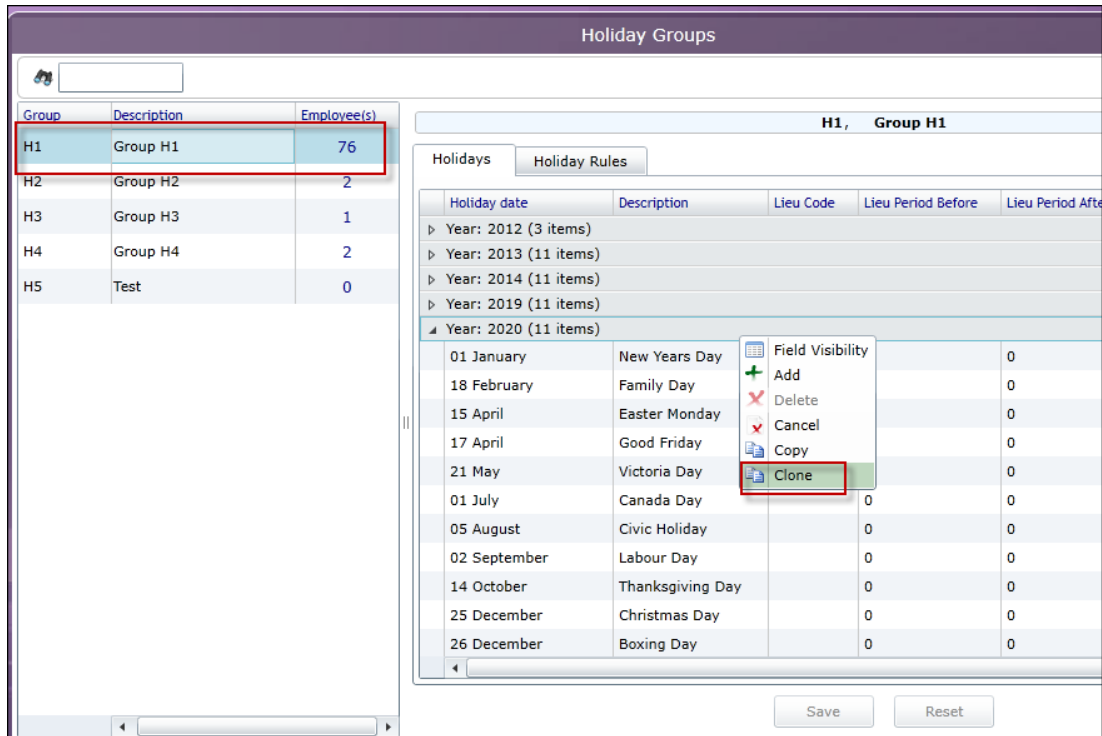
This should be repeated with ALL Holiday Groups listed in the left panel.



## Holiday Group – Create New Year – Cloning

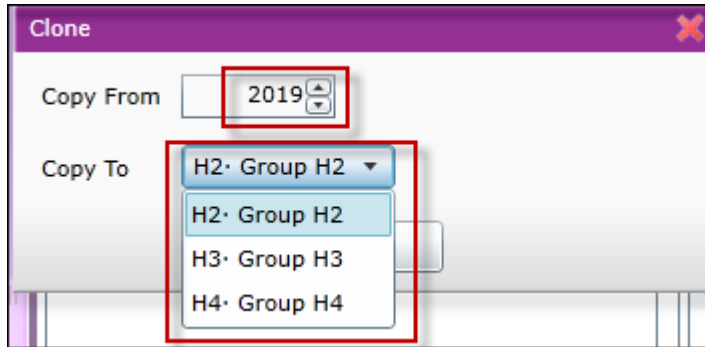
The system has a Cloning feature that allows a year from one Holiday Group be cloned into another Holiday Group. The 2020 year has been created in Holiday Group H1. To save time the 2020 year from Group H1 can be cloned into Holiday Group H2.

Click on the FROM holiday Group. Right click on the on Year header for the option window. Select *Clone*.



With the Holiday Group we are cloning from highlighted which year to be cloned can be selected. In the *Copy From window* select the Year.

Click on the *Copy To* field for the drop-down to select the Holiday Group this will be cloned to. Click *Save*.



Open the Holiday Group that was copied to – the new year is now there.