

Adding Holidays

EMPLOYEE HOLIDAYS MUST BE ADDED BEFORE A PAY RUN IS STARTED, UNLESS BEING MANUALLY ADDED.

Adding Holidays via the Employee Time Off Screen

Adding Holidays as a Pay Run Line

This technique should only be used as an amendment to a payslip as they are not automatically deducted off an employee's holiday allowance.

On the payslip screen...



Earnings ?				Add ▼	
Earnings Type					
Regular Hours	160.0000 HOURS	9.		Bonus	
				Expenses	
Holiday	16.0000 HOURS	9.94		Holiday Pay	
				Lieu of Notice	
				Nightshift Rate	

Enter the number of hours and the rate per hour to pay at

Holiday Pay	<input type="text" value="16"/> HOURS	<input type="text" value="9.943182"/>	159.09 ×
-------------	---------------------------------------	---------------------------------------	-----------------------

Revision #2

Created 24 May 2022 12:47:34 by Admin

Updated 24 May 2022 20:48:28 by Admin