

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 ?			
Earnings Type			
Regular Hours	160.0000	HOURS	9.943182
Holiday	16.0000	HOURS	9.943182

Add ▾

Bonus

Expenses

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"/>	<input type="text" value="159.09"/> ✕
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