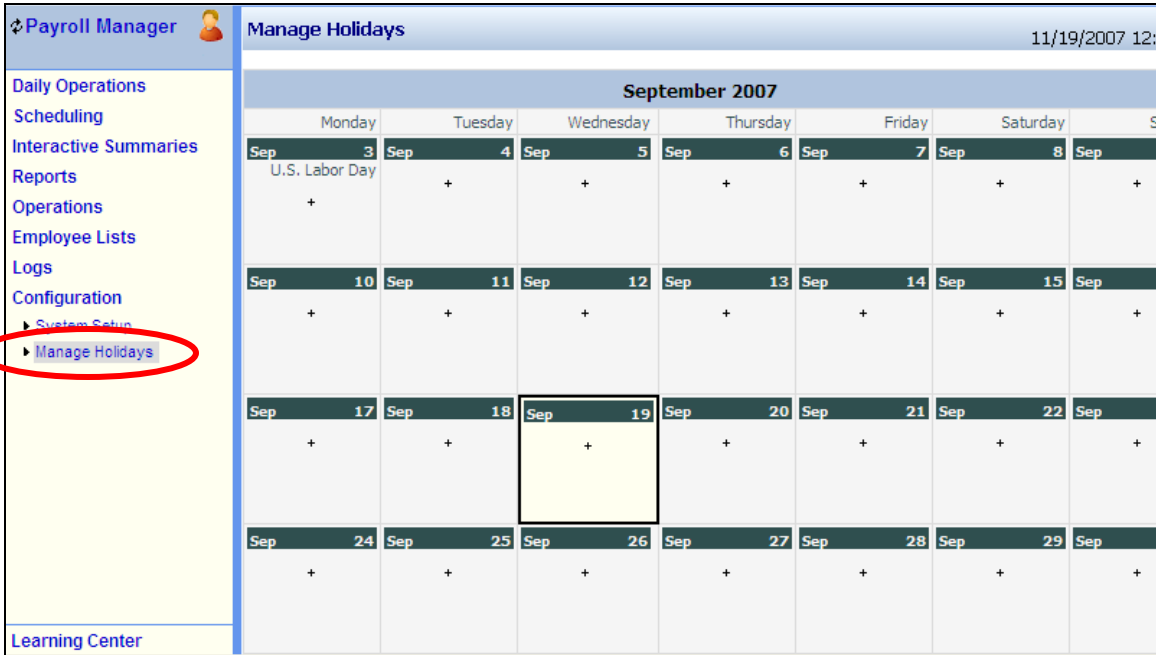


Managing Holidays for Your Organization

Some users of the system can add or edit holiday dates for the organization. Adding a holiday can effect the pay employees receive whether they are working or off for the day.

To access holiday dates for your organization, click Manage Holidays in the Configuration menu group.



September 2007							
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Sep 3 U.S. Labor Day	Sep 4	Sep 5	Sep 6	Sep 7	Sep 8	Sep 9	Sep 10
+	+	+	+	+	+	+	+
Sep 10	Sep 11	Sep 12	Sep 13	Sep 14	Sep 15	Sep 16	Sep 17
+	+	+	+	+	+	+	+
Sep 17	Sep 18	Sep 19	Sep 20	Sep 21	Sep 22	Sep 23	Sep 24
+	+	+	+	+	+	+	+
Sep 24	Sep 25	Sep 26	Sep 27	Sep 28	Sep 29	Sep 30	Sep 31
+	+	+	+	+	+	+	+

To designate a day as a holiday, click the plus sign in any calendar cell. The way your system is set up determines whether or not employees are given additional pay for working or compensated for the day off.



To remove a holiday you have added, click the holiday icon. You can not remove company-wide (pre-existing) holidays.