Configuring Holiday Settings

Perform the following tasks from the System Holiday Settings window:

- Viewing a List of Holidays
- Adding a Holiday
- Displaying or Modifying a Holiday
- Deleting a Holiday

Viewing a List of Holidays

Use this procedure to view a list of Holidays.

Step 1 Choose **System > Holiday Settings**. The holiday settings for the current year are displayed. If no holidays are configured, proceed to Adding a Holiday.

Step 2 Choose the year for which you want to display the list of holidays from the drop-down list, or choose **All Holidays** to display all years.

Step 3 The list of holidays shows the date and description of each holiday.

Adding a Holiday

Use the following procedures to add Holidays:

- Adding Fixed Holidays
- Adding Regular Holidays
- Copying Holidays

Adding Fixed Holidays

Fixed holidays are holidays that occur on the same date every year, such as New Year's Day or Christmas. Fixed holidays are automatically added to future years. Use this procedure to add fixed holidays.

Step 1 Choose **System** > **Holiday Settings**.

Step 2 Select **Fixed Holidays** from the drop-down list. The Add a New Holiday screen displays.

Step 3 Select the date by clicking on the calendar icon.

Step 4 Enter the holiday description (for example, "New Year's Eve"). This field is optional.

Step 5 Click **Add**.

Adding Regular Holidays

Regular holidays are holidays that occur on a different date each year. Use this procedure to add regular holidays.

Step 1 Choose **System** > **Holiday Settings**.

Step 2 Choose the year for which you want to add holiday settings from the drop-down list. The Add a New Holiday screen displays.

Note You can add holidays only for the current year and next year.

Step 3 Select the date by clicking on the calendar icon.

Step 4 Enter the holiday description (for example, "New Year's Eve"). This field is optional.

Step 5 Click **Add**.

Copying Holidays

To copy a holiday from one calendar year to another, configure holidays for the year and choose **Copy All to Next Year**.

Displaying or Modifying a Holiday

Use this procedure to display or modify Holidays.

Step 1 Choose **System** > **Holiday Settings**. The holiday settings for the current year are displayed.

Step 2 Choose the year for which you want to display or modify holidays from the drop-down list, or choose **All Holidays** to display all years.

Step 3 Click the holiday to edit the description.

Step 4 Click **Save** to save the changes.

Step 5 Click **Ok** at the information prompt.

Tip To change the date of a holiday, you must delete it and add it under the new date.

Copying Holidays

To copy a holiday from one calendar year to another, configure holidays for the year and choose **Copy All to Next Year**.

Deleting a Holiday

Use this procedure to delete a holiday.

Step 1   Choose **System > Holiday Settings**.

Step 2   Choose the year for which you want to delete holidays from the drop-down list, or choose **All Holidays** to display all years.

Step 3   Check the box next to the holiday or holidays and click **Delete**.

Step 4   Click **Ok** at the information prompt.