

GOLD SUITE 2 HOLIDAY CHECKLIST

This document walks you through setting up each section of the software that is required in order for holiday hours to be awarded to your employees' time cards.

Holiday Checklist

- Ensure that your employees are assigned to a shift and schedule.
- Double-check to ensure that the schedules your employees are assigned to include the upcoming holiday (paid hours will not be awarded unless the employee is scheduled to work on the holiday).
- Make sure that the employee is assigned to the correct Holiday List that is updated for the current year.

Static and Dynamic Holidays

There are two types of holidays, "Static" and "Dynamic." A static holiday falls on the same day of the month every year. For example, Christmas always falls on the 25th of December. Independence Day always falls on the 4th of July. A dynamic holiday falls on the same week day of the month every year. For example, Labor Day always falls on the first Monday in September.

Memorial Day always falls on the last Monday in May. Because the date on which dynamic holidays fall changes from year to year, even customers who have previously set up their Holiday Lists should double-check that their settings are correct.

Creating a Holiday List

Before the program can automatically award holiday hours to your employees' time cards, you must first create the list of days on which your company awards paid time off.

Inserting a New Holiday List

1. From the main Gold Suite menu, go to the following location:
Modules | Time & Attendance | Scheduling | Holidays.
The "Holidays" screen opens with the **Lists** tab selected by default.
2. The system comes with two default holiday lists: "Default," and "Empty." You can either edit one of the existing lists or create a new one. To edit an existing list, highlight the desired list and click on the [EDIT] icon.
3. To create a new holiday list, click on the [INSERT] icon.
4. Enter a name for this list in the Holiday List field.
5. The Description field allows you to enter a brief description of this list, if desired.

6. Click on the [OK] icon to add the Holiday List.

Adding Dates to a Holiday List

1. Each Holiday List that you have inserted into the system is displayed on the Lists tab of the main "Holidays" screen. To add dates to a list, select the desired list and click on the **Dates** tab.
2. Click on the [INSERT] icon to add a new date.
3. Enter the date on which the holiday falls into the Base Date field. Click on the ellipsis icon to select the date from a calendar.

Note: The date on which a dynamic holiday falls from year to year will be determined by the date entered into this field.

4. Enter a **Description** of this holiday, as in "Memorial Day," or "Independence Day."
5. Select "Static" or "Dynamic" from the **Type** drop-down menu.
6. The **Current Date** field displays the date on which this holiday falls this year. With dynamic holidays, this date will change from year to year.
7. Click on the [OK] icon to add the holiday.

...continued on p.2

Assigning your Employees to a Holiday List

Once you have created the Holiday Lists that your company uses, you must assign each employee to the appropriate list.

1. From the main Gold Suite menu, go to the following location: **Setup | Employees | Payroll Policies.**
2. Each employee that you have inserted into the system is listed by Employee ID. Double-click on the desired employee in the list, or highlight the employee and click on the [EDIT] icon. The **Edit Record** window opens.
3. Click on the ellipsis button at the end of the **Holiday List** field and select the desired list from the window that appears.
4. Click on the [OK] icon to save the changes that you have made.

Note: The “Mass Edit” feature can be used to simultaneously assign multiple employees to the same Holiday List. See the “Gold Suite 2 Essentials Manual” for instructions on using the “Mass Edit” feature.

Assigning Employees to a Schedule

When the system goes to award Holiday hours to an employee, it refers to the shift that the employee is scheduled to work in order to determine how many hours are to be awarded. Employees must be scheduled to work a shift on the day that Holiday hours are to be awarded. Refer to the “Gold Suite 2 Essentials Manual” for instructions on creating Shifts.

The following instructions walk you through scheduling your employees to work a shift on days designated in the system as holidays. Even if you do not use the program’s

“Scheduling” feature, you must still set up a schedule that is used exclusively to award Holiday hours.

Note: These instructions walk you through using the “Daily Schedules” option to schedule your employees to work on a holiday in the easiest, most efficient manner. This is not, however, full documentation on the program’s “Scheduling” feature. See the “Gold Suite 2 Essentials Manual” for detailed instructions on using schedules.

1. From the main Gold Suite menu, go to the following location: **Modules | Time & Attendance | Scheduling | Schedules.**
2. From the row of tabs that runs across the top of the screen, click on the “Daily Schedules” tab.
3. Click on the [INSERT] icon to add a new daily schedule.
4. Enter the **Date** on which the holiday falls. Click on the ellipsis button to select the date from a calendar.
5. In the **Employee** field, click on the ellipsis button and select the desired employee from the list that appears.
6. The **Employee Name** field displays the full name of the selected employee.
7. In the **Shift** field, click on the ellipsis button and select the desired shift from the list that appears.
8. The **Start Time** and **Stop Time** fields display the beginning and ending times of the selected shift.
9. Click on the [OK] icon to add the daily schedule.

Repeat steps 3-9 for each employee that you would like to schedule to work on the holiday. Once each of these steps is completed, the system will award your employees with paid Holiday hours.

If you need assistance, contact Qquest Technical Support at 1-800-697-7010 from 6 a.m. to 6 p.m. Mountain Standard Time, Monday through Friday.

