

ETC FOR WINDOWS 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.

1. From the main menu, click on "Setup," then on "Scheduling," and then on "Holidays." The Holidays window opens.
2. You can either create a new holiday list, or edit the default list.
 - To create a new list, click on the [ADD] button or press {F3} on your keyboard. Enter an unassigned number between 1 and 199 into the **List ID** field.
 - To edit the default list, click on the [EDIT] button or press {F2} on your keyboard.
 - Click on the [LOOKUP] button or press {F6} on your keyboard to bring up a list of existing holiday lists.
3. Enter a name for this holiday list into the **List Title** field.
4. The set of fields in the left-hand column of the screen allow you to type in holidays that have a fixed (or Static) date, such as

Independence Day on July 4th. The set of fields in the right-hand column of the screen allow you to include variable (or, Dynamic) holidays such as Labor Day, which always falls on the first Monday in September.

- To create a fixed date holiday, type the number of the month (01 to 12) into the **MM** field and the number of the day (01 to 31) in the **DD** field. Type the name of the holiday in the **Description** field.
 - To create a variable date holiday, type the number of the month (01 to 12) in the **MM** field; the number of the week the holiday falls in (1 to 5 for first week, second week, third week, etc.) into the **W** field and the number of the day (1 to 7) in the **D** field. Type the name of the holiday in the **Description** field.
- Note:** Numbers that correspond to the days of the week are: 1 = Sunday, 2 = Monday, 3 = Tuesday, 4 = Wednesday, 5 = Thursday, 6 = Friday, 7 = Saturday.
5. Click on the [SAVE] button or press {F4} on your keyboard to save the holiday list.

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 WinEtc main menu click on "Setup" and then "Employee Profiles." The Employee Profiles screen opens.

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Assigning your Employees to a Holiday List ... continued

2. Select the desired employee by either clicking on the arrow icons located in the upper left-hand section of the screen, or by clicking on the [LOOKUP] button (Pressing {F6} on your keyboard also brings up an employee lookup).
3. There are two tabs at the top of the screen, "Main" and "Policies." Click on the Policies tab.
4. The Holiday List setting is located directly in the middle of the screen. Enter the ID number of the desired list in this field. To select the holiday list from a lookup, put your cursor in the field and click on the [LOOKUP] button (or, press {F6} on your keyboard).
5. Click on the [SAVE] button to save the changes that you have made to this employee's profile.

Scheduling Employees

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 "ETC for Windows Operator's Manual" for instructions on creating shifts and assigning your employees to a schedule.

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.
