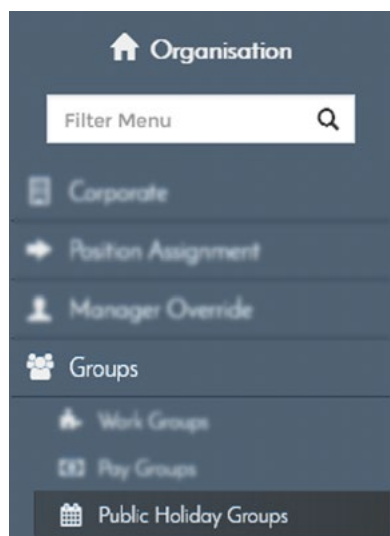





HOW TO: CREATE HOLIDAY GROUPS



PUBLIC HOLIDAY GROUPS


















Holiday Group				
<div><div>▼</div><div>Search</div><div>Clear</div><div>Advanced</div><div>Download xls</div></div>				
Edit	Public Holiday Group	Year	Date	
	AUS-ACT	2021	01/01/2021	New Year's Day
	AUS-NSW	2021	01/01/2021	New Year's Day

The Public Holiday Group report allows you to view, modify, and create new public holidays in the system. By default, EmployeeConnect comes pre-loaded with all of the gazette Australian public holidays. However, you can edit the pre-loaded public holidays, or create brand-new holidays to cater to your unique requirements. Correctly configuring public holiday groups in the system aids in leave request and timesheet validation.

- Click  icon under the 'Edit' column to modify an existing Public Holiday

How to Set Up a New Public Holiday Group

- Click 'Public Holiday Group' from the side menu
- Click the  icon to create a new Public Holiday
- Set a name under the 'Public Holiday Group' column
- Set the year under the 'Year' column
- Set the date under the 'Date' column
- Set a 'Holiday Name'

Holiday Group						
<input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Advanced"/> <input type="button" value="xls"/>						
Edit	Public Holiday Group	Year	Date	Holiday Name	Type	Description
	AUS-NSW	2021	27/12/2021	Christmas Public Holiday		
	AUS-QLD	2021	27/12/2021	Christmas Public Holiday		
	AUS-NT	2021	27/12/2021	Christmas Public Holiday		
	New Zealand	2021	27/12/2021	Christmas Holiday		
	New Zealand	2021	28/12/2021	Boxing Day		
	AUS-SA	2021	28/12/2021	Boxing Day Holiday		
	AUS-NT	2021	28/12/2021	Boxing Day Public Holiday		
	AUS-QLD	2021	28/12/2021	Boxing Day Public Holiday		
	AUS-NSW	2021	28/12/2021	Boxing Day Public Holiday		
	AUS-ACT	2021	28/12/2021	Boxing Day Public Holiday		
	AUS-TAS	2021	28/12/2021	Boxing Day		
	AUS-WA	2021	28/12/2021	Boxing Day Holiday		
	AUS-VIC	2021	28/12/2021	Boxing Day Holiday		
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>