



Giving Hope Today



Revising a Statutory Holiday Date

Overview: In some cases, the holiday date presented in UltiPro does not align with when it is actually being observed. For example, if the Canada Day holiday fell on a Saturday, it would be moved to the Monday to allow staff a day off. However, some employees normally work weekend hours. For them, Saturday is the actual holiday and if they work that day, they would be entitled to overtime.

To move the observed holiday from where UltiPro has placed it to a different day, follow this two-part process. This involves: a) adding the holiday to the new date and b) editing the original entry if necessary (see *Optional Step* section).

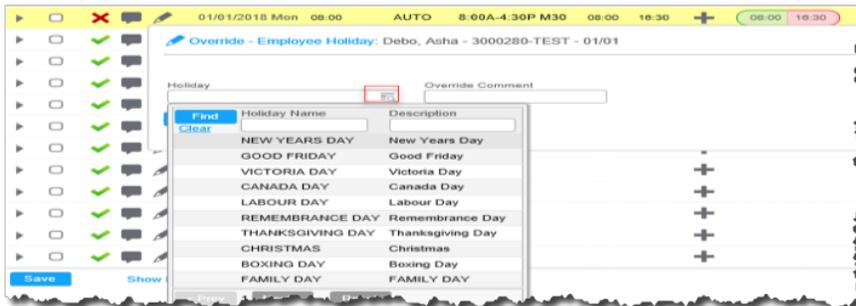
Part 1: Add a Holiday Date

Add the holiday to the desired date.

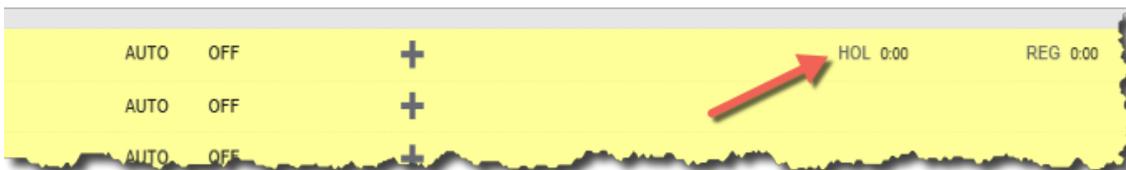
1. In the employee time sheet view, identify the date for the *new* holiday entry.
2. Click the pencil icon to the left of the entry and select **Employee Holiday**.



3. Select the holiday from the list and then click **Save**.



4. The holiday will now display on that date.

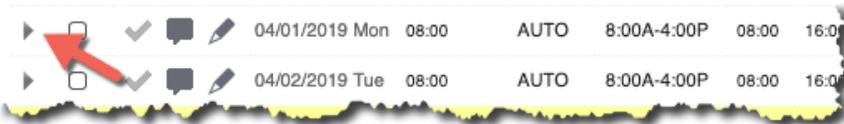


Part 2: Adjust Holiday Hours

If the holiday hours shown need to be adjusted, use the Add Premium feature to edit them. In the example below, a 7.5-hour work day needs to be adjusted to reflect 8 hours.

11/10/2017 Fri	07:30	AUTO	8:30A-4:00P	08:30	16:00	+	HOL 7:30	REG 7:30
----------------	-------	------	-------------	-------	-------	---	----------	----------

1. In the employee time sheet view, click the arrow on the far left to expand that day's entry.



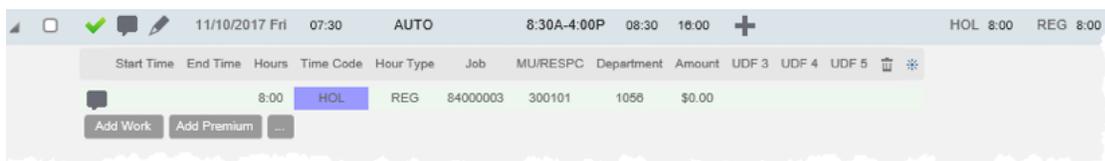
▶	04/01/2019 Mon	08:00	AUTO	8:00A-4:00P	08:00	16:00	
▶	04/02/2019 Tue	08:00	AUTO	8:00A-4:00P	08:00	16:00	

2. Click the **Add Premium** button then type in the correct number of hours under the Hours heading.



Start Time	End Time	Hours	Time Code	Hour Type	Job	MU/RESPC	Department	Amount	UDF 3	UDF 4	UDF 5	⋮
7:30			HOL	REG	84000003	300101	1056	\$0.00				
		08:00	x	HOL				\$0.00				

3. Click **Save**. 8 hours will now display for the day.



11/10/2017 Fri	07:30	AUTO	8:30A-4:00P	08:30	16:00	+	HOL 8:00	REG 8:00
----------------	-------	------	-------------	-------	-------	---	----------	----------

Start Time	End Time	Hours	Time Code	Hour Type	Job	MU/RESPC	Department	Amount	UDF 3	UDF 4	UDF 5	⋮
		8:00		HOL	REG	84000003	300101	1056	\$0.00			

Optional Step: Change Statutory Holiday Hours to Zero

If UltiPro displays a Statutory Holiday that should not be observed (and paid), use the step below to change those hours to zero and avoid payment.

11/10/2017 Fri	08:00	08:00	TSAACHOW	8:00A-4:00P	08:00	16:00	+	08:00 16:00	STAT 7:30 , STAT PAY 1.5	8:00	OT1.5 8:00 , REG 7:30
11/11/2017 Sat			TSAACHOW	OFF			+		STAT 7:35		REG 7:35

1. In the employee time sheet view, click the arrow on the far left to expand that day's entry.
2. Click the **Add Premium** button, type zero (0) under the Hours heading then click **Save**.



Start Time	End Time	Hours	Time Code	Hour Type	Job	MU/RESPC	Department	Amount	UDF 3	UDF 4	UDF 5	⋮
		7:35		STAT	REG	0	0	\$0.00				
		00:00		STAT				\$0.00				

3. The hours will now reflect zero for that day.

11/10/2017 Fri	08:00	TSAACHOW	8:00A-4:00P	08:00	16:00	+	08:00 16:00	STAT 7:30 , STAT PAY 1.5	8:00	OT1.5 8:00 , REG 7:30
11/11/2017 Sat		AUTO	OFF			+		STAT 0:00		REG 0:00