

# E 9 How to Edit Public Holiday Calendars

**Access level:** Director and System Administrator

**Learn:** How to edit Public Holiday Calendars.

Maintenance of the Public Holiday Calendar affects the time registration and should be updated when the year ends.

The Public Holiday Calendar is used and shown in the Weekly Time Sheet (F12), in the Company Vacation Calendar and in the Personal Vacation Calendar.

If a company has departments in more than one country, it can be beneficial to create one Public Holiday Calendar for each country.

## How to Edit a Public Holiday Calendar

Figure 1: Main Menu-> System Administration-> Public Holiday Calendar

Click on the name of the holiday calendar that needs editing **1** or click on **[Edit]** **2** to the right. If a calendar needs to be deleted use **[Delete]** **3** to the right.

A new Public Holiday Calendar can be created from the link **New Public Holiday** **4**.

Figure 2: Main Menu -> System Administration -> Public Holiday Calendars-> Edit Public Holiday Calendar

Select the desired calendar and year below **View Options** **5**.

Holidays can be deleted from the link **[Delete]** **6** to the right.

When a public holiday's date needs to be corrected, it should first be deleted **6** and then added again with **Date** **7**, **Hours** **8** and **Name** **9**. Click on **New** **10** in order to add the holiday to the calendar.

The updated calendar is used by the flex- and vacation accounting so the employee's flex and vacation can be calculated.

Holidays do not count as work days and are not calculated into the vacation accounting.

See more in [⇒ E5 – How to Plan Personal Vacation](#)

**Tip:** The field *Hours* defines the number of hours employees are to work on a specified public holiday. Typically 0 hours is specified, however, in some cases employees may be working half the day.

Figure 1: Main Menu -> System Administration -> Public Holiday Calendars

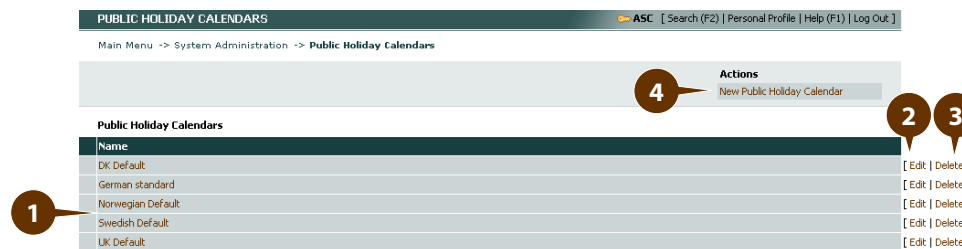


Figure 2: Main Menu -> System Administration -> Public Holiday Calendars -> Edit Public Holiday Calendar

