

# E 10 How to Create a Public Holiday Calendar

**Access level:** Director and System Administrator

**Learn:** How to create a new Public Holiday Calendar.

- When a company has departments and divisions in other countries, it can be beneficial to create one Public Holiday Calendar per country and to use the calendar when creating new employees.
- The calendar affects the time registration in TimeLog Project and because of this all calendars should be updated when the year ends.

## Creation of a New Public Holiday Calendar

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

- A new Public Holiday Calendar can be created from the link **New Public Holiday Calendar** 1.

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

- Select a descriptive **Name**: 2 for the Public Holiday Calendar and click on **Save** 3. An empty Public Holiday Calendar for the current year will be opened.

Figure 3: Main Menu-> System Administration-> Edit Public Holiday Calendar

- A new public holiday is created by entering **Date** 4, **Hours** 5 and **Name** 6.
- Click on **New** 7 in order to add the holiday to the calendar.
- Public holidays can be deleted from the link **[Delete]** 8 to the right.

When a Public Holiday Calendar has been created it can be selected in *System Administration -> Employees -> Edit Employee*.

The selected Public Holiday Calendar and the Normal Working Time is the point of reference for the time registration and the vacation accounting.

Holidays are not working days and do not count in the vacation accounting

For more information on how to plan personal vacation see => E5.

**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

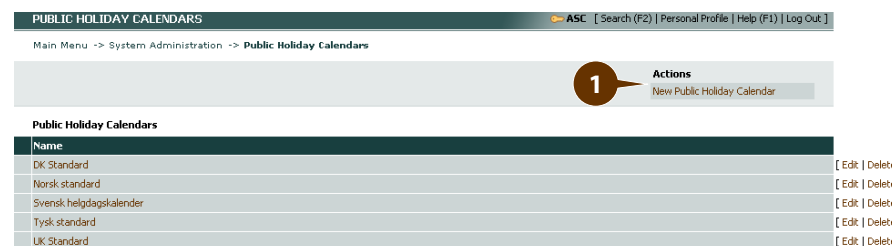


Figure 2: Main Menu -> System Administration -> Public Holiday Calendars ->New Public Holiday Calendar

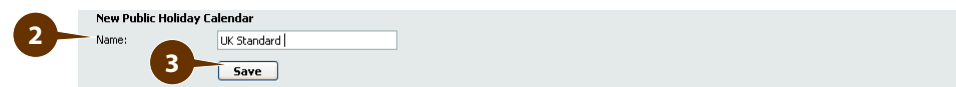


Figure 3: Main Menu -> System Administration ->Public Holiday Calendars ->Edit Public Holiday Calendar

