Creating Holidays for WaspTime

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Creating Statutory Holidays

This screen allows you to enter paid holidays that you can be applied to employees timecards via Utilities>Process Holidays.

1. From the Main Window, select Tools > **System Settings**.

2. Click the **Statutory Holidays** icon on the left of the System Settings screen.

3. **Create New:** To create a new holiday, click the New button, then enter a Name for the holiday and select the Date. Click Save when you have entered all information. The new holiday will appear in the list at the top of the screen. Keep in mind that holidays spanning more than one day will need a holiday created for each day.

Modify Existing: To modify an existing holiday, highlight the holiday in the list at the top of the screen. The fields at the bottom of the screen will display the information for the selected holiday. Change the information in these fields as needed, then click the Save button.

Delete: To delete a holiday, highlight the holiday in the list, then click the Delete button. A confirmation message will appear. Click Yes on the message to delete the holiday. Keep in mind that you cannot delete holidays that are in use.

Print: Click this button to print a list of all holidays in your database.

Export: Click this button to export the list of holidays to a comma separated file.

After you have completed this screen, click Exit to close the System Setup screen.

Related Articles:

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https://support.waspbarcode.com/kb/articles/773