Processing Holidays for WaspTime

Sicaro - 2023-01-19 - Version 7

Process Holidays

The Process Holidays screen allows you to apply Holiday hours to the timecard data of Employees in All or Selected Departments or Groups.

This allows you to, for instance, apply holiday pay for Labor Day to all employees at once.

To use the Process Holidays screen, you should have already set up any applicable holidays and absence codes in the System Setup > Statutory Holidays and Absence Codes tabs.

To Process Holidays:

1. From the Main Window, select Tools > **Process Holidays**. A Process Holidays screen similar to the one below appears:

2. Select a **Holiday** from the drop down menu.

3. Enter the number of hours to be applied to each employee's timecard.

4. Select the employees to which you want to apply the holiday. You can filter my Department or Group or choose all employees by selecting the checkbox in the Last Name field.

5. Click **Apply Holiday** when you are finished making your selected. A confirmation message will appear stating the holiday was successfully applied.

Related Articles:

Creating Holidays for WaspTime
https://support.waspbarcode.com/kb/articles/772