Holidays

Settings · https://staging.proclock.com/help/kb/managers/manager-settings/holidays/

Overview

The Holidays page in ProClock is designed to help employers manage paid holidays for payroll purposes. It allows you to define which dates are considered paid holidays, assign them to specific employee groups (Holiday Packages), and configure how employees are compensated for these days—whether they work or not.

Purpose of the Holidays Page

The Holidays page serves two main payroll functions:

- **Paid Time Off:** Employees may receive pay for a holiday without working.
- **Premium Pay:** Employees who work on a holiday may receive premium pay (e.g., overtime or double time).

Only holidays that result in paid time off or premium pay should be included. Non-paid holidays should **not** be entered, as they do not affect payroll.

Note: You do **not** need to update holiday dates each year. ProClock uses only the **month and day** of each holiday, not the year.

Key Features and Fields

Holiday Name and Date

- **Holiday Name:** The name of the holiday (e.g., New Year's Day, Independence Day).
- **Date:** The month and day of the holiday (e.g., 01/01 for January 1st). The year is not required.

Holiday Packages

A Holiday Package is a set of paid holidays assigned to a group of employees. You can create one package for all employees or multiple packages for different groups. Each package contains its own list of holidays. Before creating packages, define all paid holidays in the Holidays menu.

Hours

Enter the number of paid hours employees receive for the holiday (e.g., 8 hours). This determines how much time is paid for the holiday, regardless of whether the employee works.

Paid if NOT Worked

Select this option if employees are paid for the holiday even if they do not work. You must also choose if the pay is at Regular time, Overtime, or Double time. If employees must work to receive holiday pay, do not select this option.

If Worked Paid as...

Choose how employees are paid if they work on the holiday: Regular time, Overtime, or Double time. This ensures the correct premium pay is applied for work performed on a holiday.

Common User Questions

Do I need to update holiday dates every year?

No. ProClock uses only the month and day, so holidays automatically recur each year.

Can I assign different holidays to different employee groups?

Yes. Use Holiday Packages to assign specific holidays to different groups.

What if a holiday is not paid?

Do not enter non-paid holidays in the Holidays database.

How do I set up a holiday where employees are paid only if they work?

Leave the "Paid if NOT Worked" box unchecked and configure the "If Worked Paid as..." field.

Can I pay employees double time for working on a holiday?

Yes. Select "Double time" in the "If Worked Paid as..." field.

Troubleshooting Guide

Holiday Not Appearing for an Employee

1. Check if the holiday is included in the Holiday Package assigned to the employee.
2. Verify that the employee is assigned to the correct Holiday Package.
3. Ensure the holiday is defined in the Holidays menu.

Incorrect Pay Rate Applied on Holiday

1. Review the "Paid if NOT Worked" and "If Worked Paid as..." settings for the holiday.
2. Confirm the correct pay type (Regular, Overtime, Double time) is selected.
3. Check the number of hours entered for the holiday.

Holiday Pay Not Calculated

1. Ensure the holiday is active and assigned to the employee’s package.
2. Confirm the employee’s work schedule includes the holiday date.
3. Verify payroll processing settings for holidays.

Best Practices

Communicate holiday policies to employees to avoid confusion.

Review Holiday Packages annually to ensure all employees are assigned correctly.

Double-check pay types for each holiday to avoid payroll errors.

Exclude non-paid holidays to keep the database clean and relevant.