Entering paid holiday time for employees is quick and easy with the Holiday Creator page. First, you'll need a PTO category for Holiday.

Step One: Create a Paid Holiday Category

Creating a category for Holiday hours (and assigning an Export Earning Code - aka Pay Code) may be the only thing you'll need to do for setup. Most employers don't track accruals or balances for Holiday time, and only track usage for the designated holidays in the year.

Short Name	Full Name	Internal Note	Export Earning Code	Display PTO Payroll Hours	Include in OT Calculations	Status
Holiday	Holiday		04	◉ List Separately ○ Grouped	◉ Not Included ○ Included	◉ Active ○ Disabled

Step Two: Apply Hours to Time Cards

Choose the day, the amount of hours for the day, and the Holiday PTO category.

Date	Hours	Entry Style	Project/PTO
07/04/2023 Tuesday	8 h ___ m	Hours ⌄	Holiday (PTO) ⌄

Choose the employees who will get the paid holiday hours.

Select Employee

Check All

☑ Elizabeth Lee
☑ James Smith
☑ Robert Johnson

Once you save, the paid holiday hours will be applied to the time cards of all of the selected employees.

Remember: If a new employee starts after you've entered holidays for the year, you will need to come back to this page and apply the holidays to the new employee.