

Manage Holidays

Description: In this topic, the user will learn about holidays in DCI. Holiday Schedules tell DCI when an hourly employee is eligible for a holiday pay rate for time worked. Create as many holiday schedules as needed. When creating an employee profile, the user must select a holiday schedule for that employee. The holiday schedule allows the employee to receive the holiday rate for time worked. If employees are not eligible for any holiday pay (worked or non-worked), they should be assigned a blank holiday schedule.

Role Required: Super User, Supervisor

Permission Required: Holiday Schedule Admin

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Create Holiday Schedule

When starting in DCI, there are two available holiday schedules in the system to choose from:

- US Federal Holidays
 - Default Holiday Schedule
1. Log in to DCI
 2. Click **Settings** on the main menu
 3. Click **Holiday Schedules** on the submenu
 4. Click **Actions**
 5. Select **New Holiday Schedule** from the drop-down menu
 6. Complete the **Add New Holiday Schedule** form wizard
 - a. Name: The name is what will appear on the drop-down when the holiday schedule is assigned to a profile
 - b. Description
 - c. Status: Select **Active** or **Inactive**
 - d. Select Range: Date range in years
 - e. Holiday Schedule: Enter the name of a holiday in the system and then click the name from the drop-down
 - f. Additional Holidays: Enter the date of the holiday, and the name of the holiday, then click the blue **Plus Sign (+)** to add it. Repeat until all holidays for the schedule have been added.
 - g. Click **Next** to open the Review Summary and see all of the holidays that have been selected on the previous steps. Review the list to ensure all of the observed holidays are listed.
 - h. Click **Save** and **Yes** to confirm

Edit Holiday Schedule

1. Log in to DCI
2. Click **Settings** on the main menu
3. Click **Holiday Schedules** on the submenu
4. Use the **Search** functionality to find the holiday schedule to edit
5. **Click anywhere on the holiday schedule row** to open the Holiday Schedule Details page
6. Click **Actions**
7. Select **Edit Holiday Schedule** from the drop-down menu. Update fields as needed:
 - a. Name
 - b. Description
 - c. Status
 - d. Additional Holidays
 - i. To add holidays - Enter the date and name of the holiday then click the blue **Plus Sign (+)**.
 - ii. To remove holidays - Find the holiday to remove then click the blue **Minus Sign (-)**.
 - e. Click **Next**
 - f. Review the changes on the Review Summary tab
 - g. Click **Save** and **Yes** to confirm

Create a Blank Holiday Schedule

Creating a blank holiday schedule requires the user to create a holiday schedule and then edit it.

1. Log in to DCI
2. Click **Settings** on the main menu
3. Click **Holiday Schedules** on the submenu

4. Click **Actions**
5. Select **New Holiday Schedule** from the drop-down menu
6. Complete the **Add New Holiday Schedule** form wizard
 - a. Name: The name that will appear on the drop-down when the holiday schedule is assigned to a profile
 - b. Description
 - c. Status: Select Active or Inactive
 - d. Select Range: Date range in years
 - e. Holiday Schedule: Leave blank
 - f. Additional Holidays: Enter one future date, name it **Blank**, then click the blue **Plus Sign (+)** to add the holiday.
 - g. Click **Next** to open the Review Summary
 - h. Click **Save** and **Yes** to confirm
7. With the Holiday Schedule Details page still open, select the **checkbox** for the holiday to select it. The red Remove button will appear.
8. Click the red **Remove** button to remove the placeholder, blank holiday that was added to the Blank Holiday Schedule.
9. Click **Yes** to confirm

View Holiday Schedule

1. Log in to DCI
2. Click **Settings** on the main menu
3. Click **Holiday Schedules** on the submenu
4. Enter the name of the holiday schedule in the filter and click **Search**
5. **Click anywhere in the holiday schedule row** to open the Holiday Schedule Details page

Extend Holiday Schedule

1. Log in to DCI
2. Click **Settings** on the main menu
3. Click **Holiday Schedules** on the submenu
4. Enter the name of the holiday schedule in the filter and click **Search**
5. **Click anywhere in the holiday schedule row** to open the Holiday Schedule Details page
6. Click **Actions**
7. Select **Extend Holidays** from the drop-down menu
8. Select Range: Enter the year to extend the holiday schedule to
9. Click **Next** to open the Review Summary
10. Click **Save** and **Yes** to confirm

About Holiday Service Accounts

Holiday Service Accounts tell DCI when an employee is eligible for holiday non-worked time. If a holiday account is created for an employee, the system will auto-create a punch for days that are holidays as defined on the employee's assigned holiday schedule.

Standard holiday process:

- The system sweeps each night looking for employees with holiday accounts
- If the previous day was a holiday as defined on the assigned holiday schedule, it creates an 8-hour (8 AM - 4 PM) holiday punch for the employee in their holiday account.
- If the employee has a service punch present for the holiday, meaning they actually worked the holiday, it will create a holiday punch for the difference between their actual punch and 8 hours.
 - For example, I'm an hourly employee who gets paid holidays. I work on Christmas day for 4 hours. When the system sweeps that night, it will see that I have a service punch for 4 hours on Christmas and it will create a holiday punch for 4 hours to give me a total of 8 hours.
- If an employee has both a Holiday Schedule and a Holiday Service Account and was not able to add a punch for time worked on the holiday, for example, they enter the punch the next day:
 - DCI will generate an 8-hour punch based on the sweep process described above. As a result, the employee will be unable to enter a punch for time worked as this would be a duplicate/overlapping punch.
 - The supervisor or the employee will need to edit the holiday punch to equal 8 hours minus the hours worked that day. For example, if the employee worked 4 hours, edit the holiday entry to equal 4 hours.
 - Then the employee will be able to enter their time worked
- DCI has modes to let customers manage how holiday pay is processed:
 - Mode 0 (default as described above) – The system first checks to see if the employee already has punches on that day totaling less than 8 hours and if so, creates an entry in the employee's holiday account for the difference. For example, if an employee works 4 hours on a holiday, DCI will create a holiday punch of 4 hours for a total of 8 hours.
 - Mode 1 – Enabling mode 1 requires an instance-level setting change. Contact DCI to learn more. The system should skip looking for other entries and always create an entry in the employee's holiday account for 8 hours, meaning that an employee will get 8 hours for the holiday plus the hours worked. For example, if an employee works 4 hours on a holiday, they will receive 8 hours for the holiday and the additional 4 hours worked for a total of 12 hours. This holiday entry is not factored into overtime.

Create Holiday Service Accounts

1. Log in to DCI
2. Click **Home** on the main menu
3. Click **Employees** on the submenu
4. Enter the employee's name in the filter and click **Search**
5. **Click anywhere in the employee row** to open the Employee Details page
6. Click **Actions**

7. Select **New Service Account** from the drop-down menu
8. Complete the **form wizard** as you would for other service accounts with the following exceptions:
 - a. Account Type: Click the drop-down and select **Holiday**
 - b. Because this service code is for the employee only, there is no Client field to associate with the employee.
9. Click **Save** and **Yes** to confirm

Holiday Pay Codes

Holiday-related time entries will appear on the payroll file according to DCI's pay codes listed below. **Pay Rate** means there is a pay rate on the employee service account for the time. Pay Codes are configured during implementation by the DCI project team. To make changes to pay code settings, please contact DCI.

Pay codes related to holidays:

- **Holiday OT Custom:** Overtime worked on a holiday and paid custom pay rate plus a 1.5x multiplier
 - Custom means that the service account does have a pay rate on it and the payroll engine will use the rate in DCI
- **Holiday OT Default:** Overtime worked on a holiday and paid default pay rate plus a 1.5x multiplier
 - Default means that the service account does not have a pay rate on it and will use the rate in the payroll engine
- **Holiday Worked Custom:** Holiday worked and service account has a pay rate defined
 - Custom means that the service account does have a pay rate on it and the payroll engine will use the rate in DCI
- **Holiday Worked Default:** Holiday worked and service account has no pay rate defined
 - Default means that the service account does not have a pay rate on it and will use the rate in the payroll engine
- **Paid Holiday:** Paid holiday (time not worked)

View Holiday Pay Codes

1. Log in to DCI
2. Click **Settings** on the main menu
3. Click **Payroll** on the submenu
4. Select **Pay Codes** from the flyout menu
5. Use the **Search** functionality to find the holiday pay code
6. Click anywhere in the holiday pay code row to open the Pay Code Details page

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