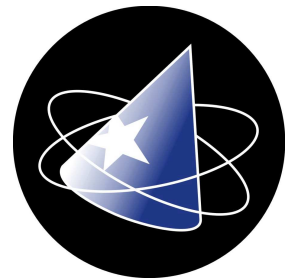


How To Guide...

Entering Bank Holidays

**Wiztec Business Suite
& WizTime 5**



Bank Holidays

Bank holidays must be recorded in an employees time record. If the Bank Holiday is not recorded (and the employee was due in on that day during a normal working week), an exception will appear for that employee in the Historical Absences and Lates screen and any absence report, reporting through the time data will be inaccurate.

Entering a Bank Holiday

1. Click on **Time Reports** (Outlook Bar)
2. Click on **Hist. Abs. & Lates**
3. Click on the **Settings** tab
4. Under **Please Select the criteria to base your search on**, select **All**
5. Under **Dates**, in the **From** and **To** date field, key in or select the date of the Bank Holiday
6. Under **Global Update**, select the **Paid** check box, if not already selected
7. Select **Holiday** from the **Category** drop down list
8. Select **Bank Holiday** from the **Type** pick list
9. Ensure that **Deduct from Leave Allowance** is not selected

The screenshot shows the 'Settings' tab in the 'Absences' screen. The 'Please select the criteria to base your Search on' section has 'All' selected. The 'Dates' section shows 'From' and 'To' fields both set to '02/05/2005'. The 'Global Update' section has 'Paid' checked, 'Category' set to 'Holiday', 'Type' set to 'Bank Holiday', and 'Reason' set to 'May Bank Holiday'. The 'Deduct from Leave Allowance' checkbox is unchecked. A 'Notes' field contains 'May Bank Holiday Weekend'.

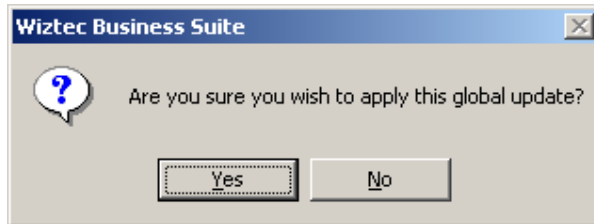
1. Select All

2. Key in the date of the Bank Holiday in the From and To fields

3. Key in the particulars of the Bank Holiday. Ensure that Deduct from Leave Allowance is not selected

10. Click on **View** (sub screen toolbar)
11. The **Absences** tab opens
12. Right click any where in the report screen

13. Click on **Select All** from the shortcut menu
14. Click on the **Global Update** check box (bottom of the screen)
15. Click on the **Holiday** button (sub screen toolbar)
16. The following screen appears



17. Click on **Yes**
18. Wait a few moments while WBS inserts a record into all employees Holiday & Absence file.

Note:

This may take a few minutes depending on the size of your database
