Creating holiday timesheets

Holiday Pay entitlement is calculated from the Temp's timesheet history according to their Employment Period. Only timesheets up to the end of the previous week are included, not anything for the current week.

Depending on the rules set in your system, the Temps holiday year is calculated from a standard date (eg 1st January) or from the anniversary of the start of their most recent period of employment with your agency. Employment Periods are automatically created by a first timesheet, or manually in the Person Payroll Tab).

You pay accrued holiday pay through an internal timesheet.

The holiday pay criterion is taken from the Candidates Payroll tab. The amount of holiday pay due for the current or selected week is shown at the appropriate rate. It is calculated up to the previous week's timesheets.

To enter holiday pay:

- From the preferred starting point (eg **Temp Desk**, the **candidate** record etc), start the process of adding a new timesheet. As usual confirm the week if asked. Select **Internal Timesheet**.
- Click on the **Next** button.
- Click on the **Calculate Holiday Pay** button (top right).
- Select the radio button for **holiday by Day** or **Weeks**. **Note** Pay in Lieu is only for leavers.
- Enter the amount of holiday claimed and the number of days in this person's average working week. You can choose to enter the pay in days or weeks, but the system will convert it to weeks since the pay rate is determined as a weekly pay rate.
- If you make an error you can click on the **Revert** button to set all the fields back to zero.
- You should add notes about arrangements and other details in the **Holiday Pay Notes** area.
- Click on the **OK** button. This takes you back to the internal timesheet screen where the holiday pay now appears.
- Click on the **Next** button. The final screen shows only the candidate and timesheet details, as there are no connected client or placement details. Check the details and add or edit as required.
- Enter a comment giving details of this holiday pay and click on the **Finish** button to complete the timesheet.

Note Remember Holiday pay is calculated at a weekly rate so if someone takes only one day's holiday from a working week of 5 days the Units Paid will show as 0.2, not as 1. This is to keep in line with the legal entitlement to paid holiday which is expressed in terms of weeks.

You need to make a note of the timesheet number and write it on the candidate's paper timesheet.

See also

1.18 Timesheets.
6.22 When a temp leaves.

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