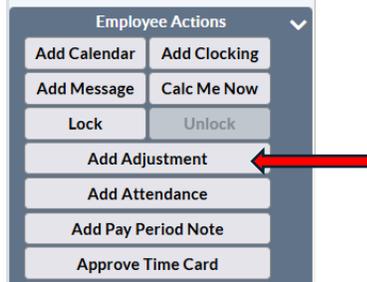
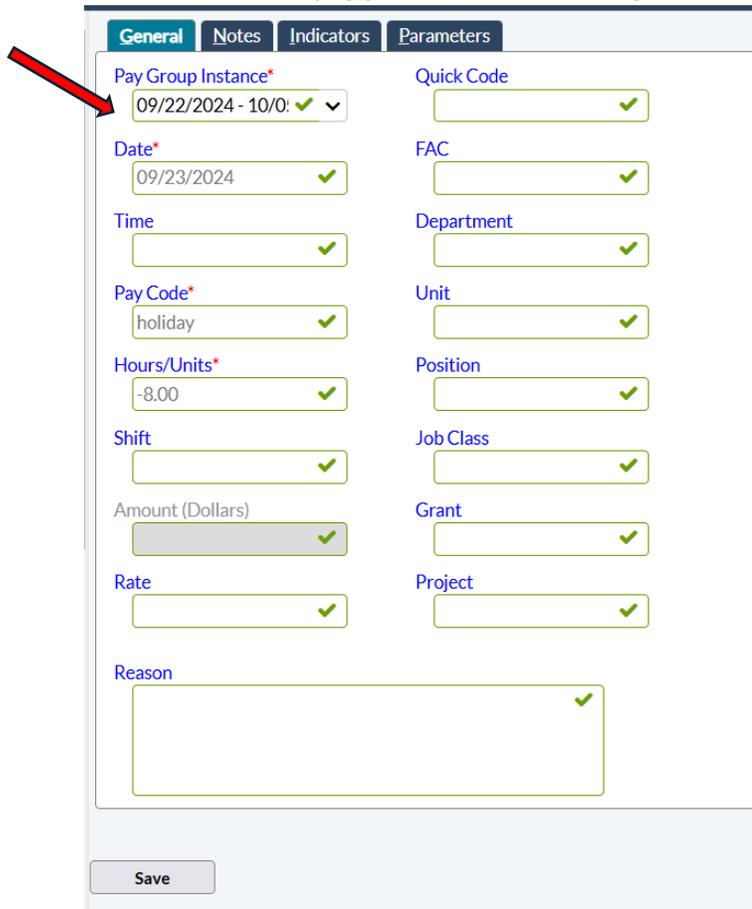


How to Remove Holiday Pay (Symplr)

1. Open your selected employee and go to their TCS.
2. Select Add Adjustment.
 - a. Located on left side panel, under Employee Actions.



3. Enter the Pay Group Instance using the drop down.
 - a. Pay Group Instance is the pay period in which the adjustment is being recorded.
 - b. Select the current pay period that the holiday falls in.

A screenshot of the 'Add Adjustment' form. The form has tabs for 'General', 'Notes', 'Indicators', and 'Parameters'. The 'General' tab is active. The form contains several fields, each with a green checkmark indicating it is filled or valid. A red arrow points to the 'Pay Group Instance' dropdown menu, which is set to '09/22/2024 - 10/0:'. Other fields include 'Date' (09/23/2024), 'Time', 'Pay Code' (holiday), 'Hours/Units' (-8.00), 'Shift', 'Amount (Dollars)', 'Rate', 'Reason', 'Quick Code', 'FAC', 'Department', 'Unit', 'Position', 'Job Class', 'Grant', and 'Project'. A 'Save' button is at the bottom left.

4. Enter the Date of the holiday.
5. Enter the Pay Code (Holiday).
 - a. Click in the box below Pay Code on the right side of the screen you will have a list of all pay codes.

General Notes Indicators Parameters

Pay Group Instance* 09/22/2024 - 10/0/0 ✓ Quick Code ✓

Date* 09/23/2024 ✓ FAC ✓

Time ✓ Department ✓

Pay Code* holiday ✓ Unit ✓

Hours/Units* -8.00 ✓ Position ✓

FP Diff FFCRA
 Float Pool
 Differential
 Furlough Temporary
 Furlough
 HCE Holiday Premium
 Saved
 HOLID FMLA FMLA on a
 Holiday
 Hol OT Holiday Worked
 1.5 pay
 HOL Sick Called in Sick on
 a Holiday
 Holiday Holiday Pay
 IA1 Internal Agency
 1st Shift

6. Enter hours as a negative.
7. Click Save.
8. Select Calc Me Now.
 - a. Located on left side panel, under Employee Actions.

Employee Actions

Add Calendar Add Clocking

Add Message **Calc Me Now**

Lock Unlock

Add Adjustment

Add Attendance

Add Pay Period Note

Approve Time Card

9. Pay distribution should now reflect 0 holiday hours.

Department 517360 Job Class Bi

	09/22 - 09/28	09/29 - 10/05
	22	23
	Su	Mo
HolidayΣ		0.00
Total Worked		