

ADP ezLaborManager – Adding and Adjusting Holiday Programs

Adding a New Holiday to your ADP ezLaborManager Holiday Program

Note: The **Setup** tab is used to make all ADP ezLaborManager configuration changes.

1. In ezLaborManager, from the **Setup** tab, click **Holidays**. Click the **Holiday Program** to edit.

Note: **HOLIDAY** is the default assigned program if you are only using one **Holiday Program**, unless you have been informed by your ADP Support representative to use a different one.

Holidays

Search Options
Column: Holiday Program Search: (leave field empty to select all)

3 Found

Holiday Program	Description
HOL4HR	Holiday with 4hr award
HOLCUST	Holiday Custom
HOLIDAY	Holiday Program

Delete

2. To add a new **Holiday** to your program, click **Add New Holiday Detail** to display the **New Holiday Detail** page.

Holiday Program

Add New Copy

Holiday Program: HOLIDAY
Description: Holiday Program

☒ Automatic Calculation of Holiday ?
☒ Update Awarded Holiday upon Re-run ?
☒ Remove Awarded Holiday if Disqualified Upon Re-run ?

Change Holiday Qualification for all holiday dates: ?
 Change Holiday Pay Distribution for all holiday dates: ?

Show holidays for the year: 2015

To show the details about a holiday, click on a row selector (▶)

Delete	Holiday Date	Description	Holiday Qualification	Holiday Pay Distribution
▶	01/01/2015	New Year's Day	STDQLF	8HRDST
▶	05/25/2015	Memorial Day	STDQLF	8HRDST
▶	07/04/2015	Independence Day	STDQLF	8HRDST
▶	09/07/2015	Labor Day	STDQLF	8HRDST
▶	11/26/2015	Thanksgiving	STDQLF	8HRDST
▶	12/25/2015	Christmas Day	STDQLF	8HRDST

Add New Holiday Detail To Top

Submit Delete Cancel

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3. If you are adding a one-time Holiday for a specific year or a recurring Holiday for multiple years, complete the form as follows:

3.1. Holiday Description: Type the holiday name.

3.2. Holiday Date: Click to select how this Holiday is configured.

3.2.1. Fixed date: Click to select a date for this Holiday in the selected year.

3.2.2. Recurring date: Click to select an annually recurring date for this Holiday.

3.3. Award Holiday in Advance: Click to select this check box unless you have pre-qualifications before an employee is awarded the Holiday (i.e. Employees are required to work the day before.)

3.4. Pay Date: Select this option.

3.5. Holiday Qualification: Type **STDQLF** (Standard Qualifications).

3.6. Holiday Pay Distribution: Type **8HRDST** (8 hrs/day), unless your employees should be paid a different amount of hours for the Holiday.

Note: If you need to make any adjustments to the **Standard Qualification**, **Pay Distribution** hours or **Start** and **End** times, please call ADP ezLaborManager support.

Show holidays for the year: 2014

To show the details about a holiday, click on a row selector (▶)

	Delete	Holiday Date	Description	Holiday Qualification	Holiday Pay Distribution
▶		01/01/2014	New Year's Day	STDQLF	8HRDST
▶		05/26/2014	Memorial Day	STDQLF	8HRDST
▶		07/04/2014	Independence Day	STDQLF	8HRDST
▶		09/01/2014	Labor Day	STDQLF	8HRDST
▶		11/27/2014	Thanksgiving	STDQLF	8HRDST
▶		12/25/2014	Christmas Day	STDQLF	8HRDST

Add New Holiday Detail

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New Holiday Detail

Holiday Description: **3.1** → President's Day

Holiday Date:

3.2 →

☐ Use fixed date: 02/21/2015

☐ Use fixed recurring date

☒ Use recurring date 3rd Monday of February

☐ Use other recurring date preceding

3.3 → ☒ Award Holiday in Advance

For worked holiday use:

3.4 → ☒ Pay date

☐ Start and end time

Start Time: ☐ Start on Previous Day

End Time: ☐ End on Next Day

Holiday Qualification: **3.5** → STDQLF

Holiday Pay Distribution: **3.6** → 8HRDST

Specific start date for average/prorate:

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Note: Your employee must have a hire date assigned to them in ADP ezLaborManager in order to automatically populate the **Holiday** credit in their timecard. To confirm each employee's hire date, click **Employees** under the **Setup** tab and click the **Service Dates** tab in the employee record screen.

Adjusting an Existing Holiday for your ADP ezLaborManager Holiday Program

1. In ezLaborManager, from the **Setup** tab, click **Holidays**. Click the **Holiday Program** to edit.

Note: **HOLIDAY** is the default assigned program if you are only using one **Holiday Program**, unless you have been informed by your ADP Support representative to use a different one.

The screenshot shows the ADP ezLaborManager interface. The 'Setup' tab is active, and the 'Holidays' link is highlighted in the left sidebar. The main content area displays a table of holiday programs. The table has two columns: 'Holiday Program' and 'Description'. The 'HOLIDAY' program is selected, and a red arrow points to it. The table also includes a 'Delete' button and a 'View Delete Audit' link.

Holiday Program	Description
HOL4HR	Holiday with 4hr award
HOLCUST	Holiday Custom
HOLIDAY	Holiday Program

2. To adjust an existing **Holiday** program, click the row selector arrow (▶) to show the details of the **Holiday**. Adjustable options include the following: Holiday Description, setting the date to a fixed date or recurring annual pattern, and how to apply the payment to your employees.

The screenshot shows the ADP ezLaborManager interface with the 'Show holidays for the year: 2014' dropdown set to 2014. The table lists holidays for 2014, and the 'New Year's Day' row is selected. The details for 'New Year's Day' are shown, including the holiday description, date, and payment distribution.

Delete	Holiday Date	Description	Holiday Qualification	Holiday Pay Distribution
▶	01/01/2014	New Year's Day	STDQLF	8HRDST
▶	05/26/2014	Memorial Day	STDQLF	8HRDST
▶	07/04/2014	Independence Day	STDQLF	8HRDST
▶	09/01/2014	Labor Day	STDQLF	8HRDST
▶	11/27/2014	Thanksgiving	STDQLF	8HRDST
▶	12/25/2014	Christmas Day	STDQLF	8HRDST

Add New Holiday Detail
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Holiday Detail for New Year's Day

Holiday Description: ▶ New Year's Day

Holiday Date:

☐ Use fixed date:

☒ Use fixed recurring date: January 1st

☐ Use recurring date: of

☐ Use other recurring date: preceding

☒ Award Holiday in Advance

For worked holiday use:

☒ Pay date

☐ Start and end time

Start Time: ☐ Start on Previous Day

End Time: ☐ End on Next Day

Holiday Qualification: ▶ STDQLF

Holiday Pay Distribution: ▶ 8HRDST

Specific start date for average/prorate: ?

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