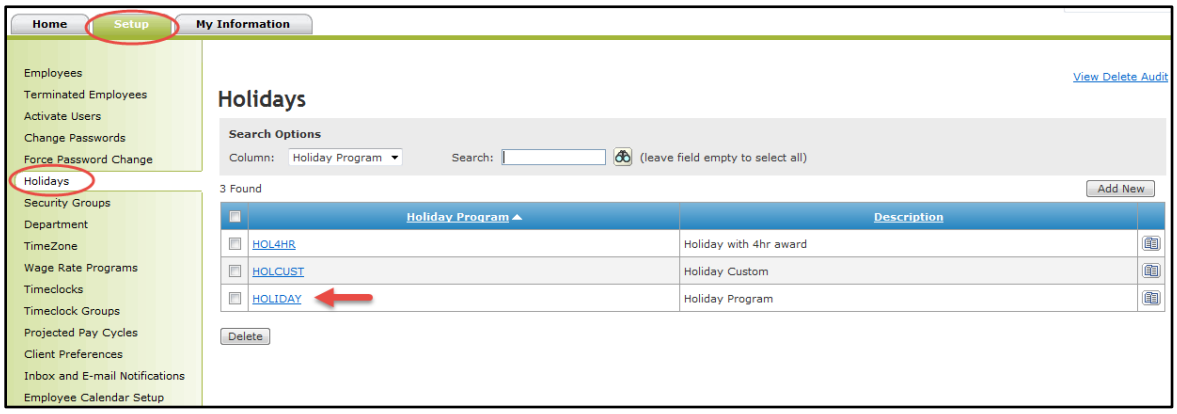
ADP ezLaborManager – Adding and Adjusting Holiday Programs

Adding a New Holiday to your ADP ezLaborManager Holiday Program

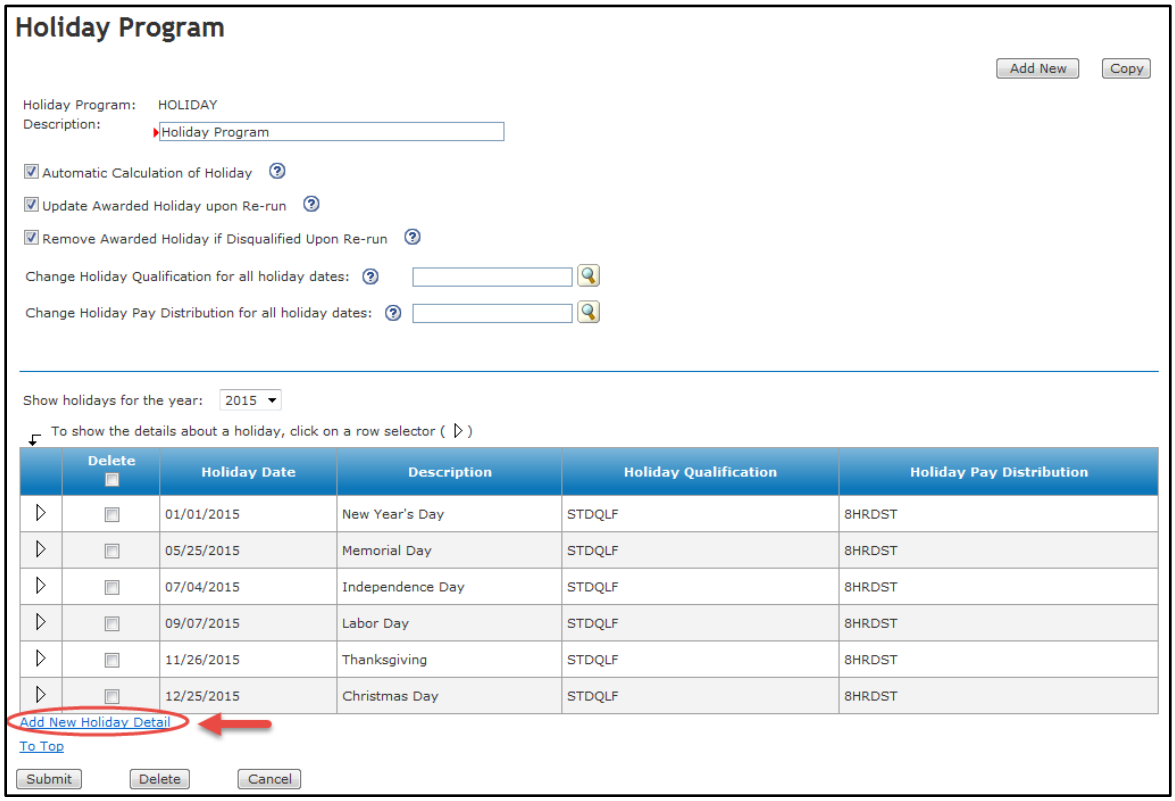
Note: The **Setup** tab is used to make all ADP ezLaborManager configuration changes.

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.



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



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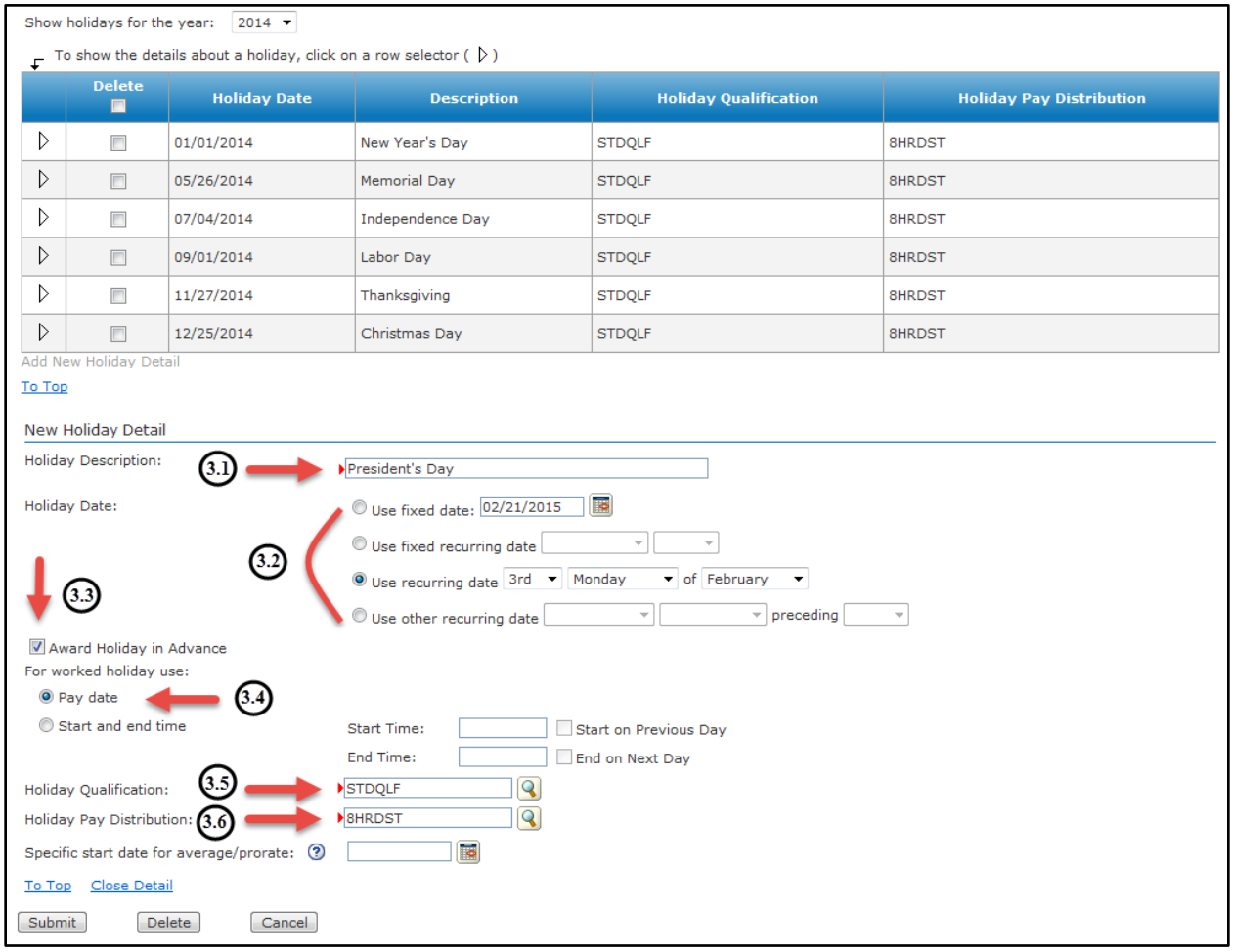
3. If you are adding a one-time Holiday for a specific year or a recurring Holiday for multiple years, complete the form as follows:

- **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.



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.

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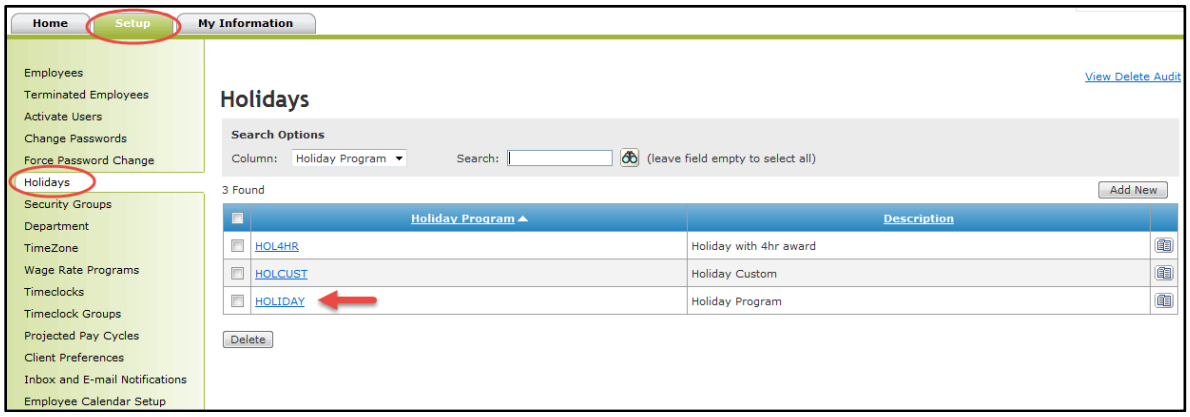
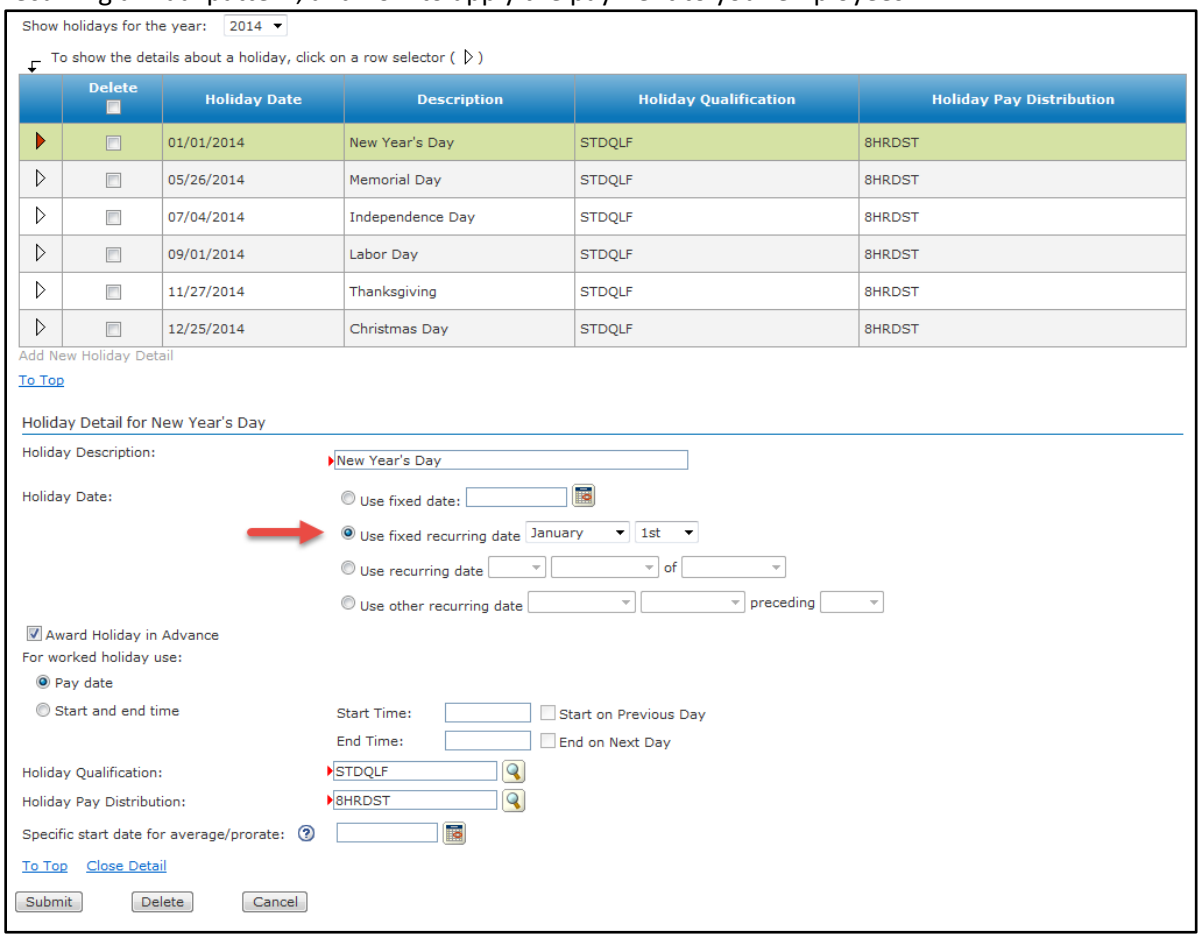
Adjusting an Existing Holiday for your ADP ezLaborManager Holiday Program

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.



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.



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