

Quick Guide – Regulate holiday and time off in lieu 1:1 and 1:X

Even though the holiday and time off in lieu accounts run themselves, it may prove necessary to change the pools manually. For example, a pool needs to be reset, either if an employee resigns, or if an employee has taken more time off in lieu than he has earned and it has been deducted from the salary. In the following you will find a description of how to do so.

Notice: For changes to appear on the timesheet, two conditions have to be fulfilled:

1. The conditions of employment must allow access to the pools, on the adjustment date
2. The timesheet must be handed in, for the adjustment date

Overtime model 1:1

In the overtime model 1:1 the hours of overtime are transferred directly to the time off in lieu pool.

Resetting time off in lieu – resignation

When an employee resigns, the time off in lieu must be reset. To do so, pay out the accumulated hours. The adjustment date must be the last day of employment and this has to be handed in.

1. Go to Administration > Holiday Time off in lieu > Time off in lieu.
2. Select the template "Payment", fill in with initials, adjustment date and number of hours. Hand in.

Resetting time off in lieu – time off in lieu in the negative

If an employee has spent more time off in lieu than he has earned and it has been deducted from the salary, the excess must be reset.

1. Go to Administration > Holiday time off in lieu > Time off in lieu.

Select "Cancellation", fill in initials, adjustment date and number of hours in the negative. Hand in.

Overtime model 1:X

In the overtime model 1:X one distinguishes between staggered hours, which result in 1:1, and mandatory overtime, which results in a bonus.

Resetting pools - resignation

When an employee resigns the time off in lieu pool must be reset. This is done by paying out all of the hours. The adjustment date must be the last day on which the employee has handed in a timesheet.

1. Go to Administration > Holiday Time off in lieu > Time off in lieu.
2. First Staggered hours are moved to Time off in lieu. Select the template "To flex" and fill in with initials, adjustment date and number of hours in the negative. Hand in.
3. Now, all hours are in the time of in lieu pool and can be reset from there. Select the template "Payment", fill in with initials, adjustment date and number of hours. Hand in.



Resetting pools – Time off in lieu/Staggered in the negative

If an employee has spent more time off in lieu/staggered hours than he has earned, the excess can be reset in two ways: Either by moving hours between Staggered and time off in lieu, or by salary deduction.

Moving between pools

1. Go to Administration > Holiday Time off in lieu > Time off in lieu.
2. Select the template "To flex" and fill it in with initials, adjustment date and number of hours. If you enter a positive number of hours, time off in lieu will be moved to Staggered. If you enter a negative number, it will be moved from Staggered to Time off in lieu. Hand in.

Resetting at salary deduction

1. Go to Administration > Holiday Time off in lieu > Time off in lieu.
2. If Staggered is in the negative, move from Time off in lieu to Staggered hours first. Select the template "To flex" and fill in initials, adjustment date and number of hours. Hand in.
3. Now, the deficit is in the time off in lieu pool and can be reset from there. Select the template "Payment", fill in with initials, adjustment date and the number of hours in the negative. Hand in.

Regulating special holidays/hours

Special holidays can be allotted automatically or manually. When an employee resigns the pool should be reset.

1. Go to Administration > Holiday Time off in lieu > Special Holidays.
2. First, insert the wanted adjustment date in the field.
3. Fill in with initials and number of days/hours if necessary in the negative, and hand in.

Regulate holiday pools

Once a year, holiday is allotted.

1. Go to Administration > Holiday Time off in lieu > Holiday > Select the wanted template for holiday with/without pay.
2. The date of change has been pre-filled with 01-05, which is when the holiday year begins, it can be changed before you start filling in the template.
3. Fill in the lines with initials and number of hours and hand in.

Holiday with pay

When an employee resigns, the left-over holiday must be annulled on the last day of work.

1. Go to Administration > Holiday Time off in lieu > Holiday > Select the template "Holiday with pay".
2. Insert the wanted adjustment date.
3. Fill in the template line with initials and number of hours and hand in.

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Holiday without pay

When an employee starts working or resigns before they have earned holiday with pay, the left-over holiday without pay must be regulated accordingly.

1. Go to Administration > Holiday Time off in lieu > Holiday > Select the template “Holiday without pay”.
2. Insert the wanted adjustment date.
3. Fill in the template line with initials and number of hours and hand in.