



# HOW TO ADD HOLIDAY

# HOW TO ADD HOLIDAY

The screenshot displays the Timora HRMS interface. On the left sidebar, the 'Holidays' option is highlighted with a red box. In the top right corner of the main content area, the 'Add Holiday' button is also highlighted with a red box. The main content area shows the 'Holidays' section with a filter bar and a table of holiday entries.

**Holidays List** 01/01/2025 - 12/31/20: ▾ All Holiday Type ▾ All Paid Status ▾ All Status ▾

Row Per Page 10 ▾ Entries Search

	Title	Date	Type	Paid Status	Status	Action
<input type="checkbox"/>	Bonifacio Day	November 30, 2025	Regular	<span>• Paid</span>	<span>• Active</span>	<a href="#">✎</a> <a href="#">✕</a>
<input type="checkbox"/>	Feast of the Immaculate Conception of Mary	December 8, 2025	Special-non-working	<span>• Paid</span>	<span>• Active</span>	<a href="#">✎</a> <a href="#">✕</a>
<input type="checkbox"/>	Christmas Day	December 25 <span>Recurring</span>	Regular	<span>• Paid</span>	<span>• Active</span>	<a href="#">✎</a> <a href="#">✕</a>
<input type="checkbox"/>	Black Friday	December 26, 2025	Regular	<span>• Paid</span>	<span>• Active</span>	<a href="#">✎</a> <a href="#">✕</a>
<input type="checkbox"/>	Last Day of the Year	December 31, 2025	Regular	<span>• Paid</span>	<span>• Active</span>	<a href="#">✎</a> <a href="#">✕</a>
<input type="checkbox"/>	New Year	January 1 <span>Recurring</span>	Regular	<span>• Paid</span>	<span>• Active</span>	<a href="#">✎</a> <a href="#">✕</a>
<input type="checkbox"/>	All Saints' Day	November 1 <span>Recurring</span>	Regular	<span>• Paid</span>	<span>• Active</span>	<a href="#">✎</a> <a href="#">✕</a>

Showing 1 - 7 of 7 entries < 1 >

**Step 1:** On the left sidebar, navigate to Holiday.

**Step 2:** On the top right corner, click the “Add Holiday” button.

# HOW TO ADD HOLIDAY

## Add Holiday

Title

Enter Holiday Name

Date

mm/dd/yyyy

Holiday Type

Regular

Payment Status

Paid

Recurring

Cancel

Add Holiday

If "Recurring" is enabled, the year will be ignored.

**Step 3:** In the pop-up form, provide the following information:

- Enter the name of the holiday.
- Specify the date of the holiday
- Select the holiday type (e.g., regular, special, or non-working).
- Choose whether the holiday is paid or unpaid
- Once all fields are filled, click **"Add Holiday"** to add the holiday to the list.

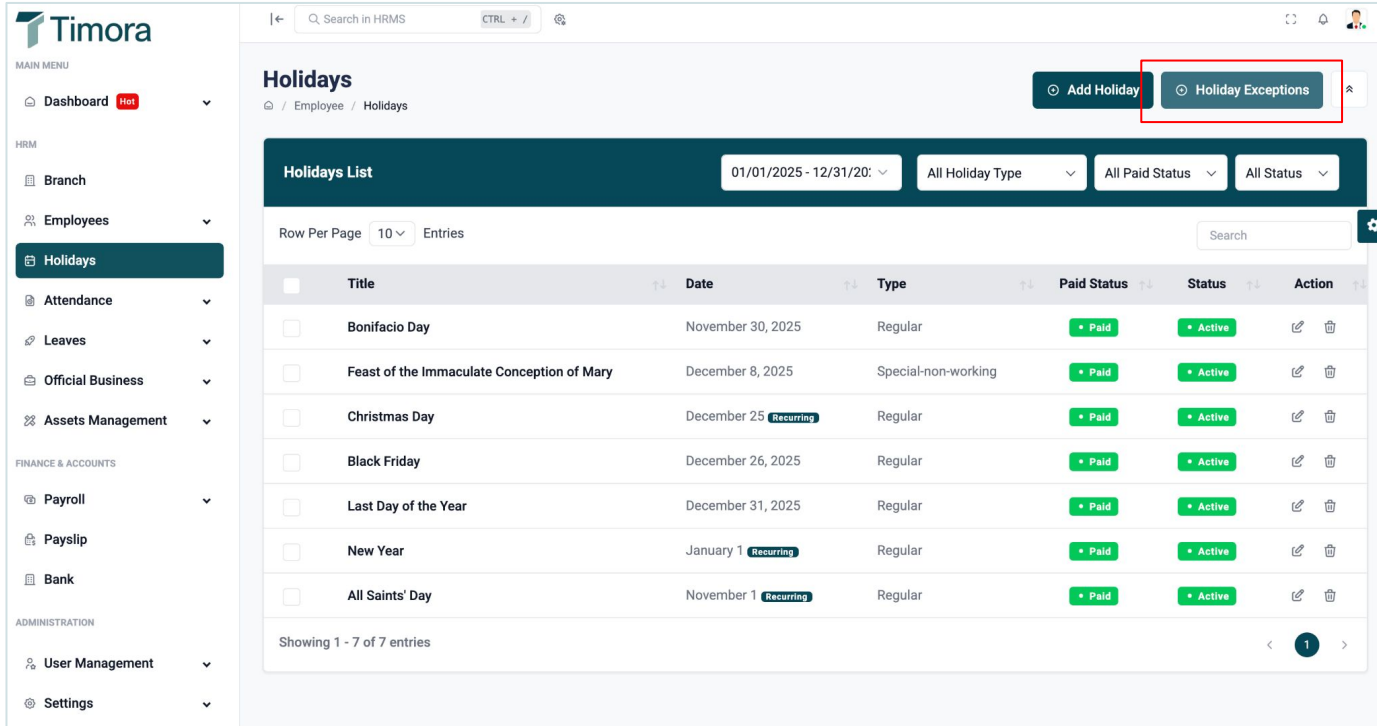
**Note:** If the holiday set recurs annually, simply enable the **"Recurring"** option.

For an offset holiday (a holiday moved to a different date), update the holiday by changing its date accordingly to reflect the adjusted schedule.



# HOW TO ADD HOLIDAY EXCEPTION

# HOW TO ADD HOLIDAY EXCEPTION



The screenshot displays the Timora HRMS interface. On the left is a sidebar with a 'MAIN MENU' containing 'Dashboard', 'Branch', 'Employees', 'Holidays' (highlighted), 'Attendance', 'Leaves', 'Official Business', and 'Assets Management'. Below this is a 'FINANCE & ACCOUNTS' section with 'Payroll', 'Payslip', and 'Bank'. At the bottom is an 'ADMINISTRATION' section with 'User Management' and 'Settings'. The main content area is titled 'Holidays' and includes a breadcrumb 'Employee / Holidays'. In the top right of this area, there are two buttons: 'Add Holiday' and 'Holiday Exceptions', with the latter highlighted by a red rectangle. Below the buttons is a 'Holidays List' section with filters for date range (01/01/2025 - 12/31/20), holiday type, paid status, and overall status. A table below shows 7 entries with columns for Title, Date, Type, Paid Status, Status, and Action. The entries include Bonifacio Day, Feast of the Immaculate Conception of Mary, Christmas Day, Black Friday, Last Day of the Year, New Year, and All Saints' Day. The bottom of the table indicates 'Showing 1 - 7 of 7 entries'.

**MAIN MENU**

- Dashboard
- Branch
- Employees
- Holidays**
- Attendance
- Leaves
- Official Business
- Assets Management

**FINANCE & ACCOUNTS**

- Payroll
- Payslip
- Bank

**ADMINISTRATION**

- User Management
- Settings

**Holidays**

Employee / Holidays

**Holidays List**

01/01/2025 - 12/31/20: All Holiday Type All Paid Status All Status

Row Per Page 10 Entries Search

	Title	Date	Type	Paid Status	Status	Action
<input type="checkbox"/>	Bonifacio Day	November 30, 2025	Regular	<span>• Paid</span>	<span>• Active</span>	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	Feast of the Immaculate Conception of Mary	December 8, 2025	Special-non-working	<span>• Paid</span>	<span>• Active</span>	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	Christmas Day	December 25 <span>Recurring</span>	Regular	<span>• Paid</span>	<span>• Active</span>	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	Black Friday	December 26, 2025	Regular	<span>• Paid</span>	<span>• Active</span>	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	Last Day of the Year	December 31, 2025	Regular	<span>• Paid</span>	<span>• Active</span>	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	New Year	January 1 <span>Recurring</span>	Regular	<span>• Paid</span>	<span>• Active</span>	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	All Saints' Day	November 1 <span>Recurring</span>	Regular	<span>• Paid</span>	<span>• Active</span>	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 - 7 of 7 entries

**Step 1:** On the left sidebar, navigate to Holidays.

**Step 2:** On the top right corner, click the **“Holiday Exceptions”** button.

# HOW TO ADD HOLIDAY EXCEPTION

The screenshot displays the Timora HRMS interface. On the left is a sidebar menu with categories: MAIN MENU (Dashboard, Branch, Employees, Holidays, Attendance, Leaves, Official Business, Assets Management), and FINANCE & ACCOUNTS (Payroll, Payslip, Bank). The 'Holidays' menu item is selected. The main content area is titled 'Holiday Exception' and includes a breadcrumb trail: Home / Holiday / Holiday Exception. In the top right corner, there is a red-bordered box containing an 'Add User' button. Below this is a 'Holiday Exception List' section with filters for All Branches, All Departments, All Designations, All Holidays, and All Status. It also features a 'Row Per Page' dropdown set to 10 and a search bar. The list contains four entries, each with a checkbox, employee profile picture and name, branch, department, holiday name, status (Active), created by, edited by, and action icons. The entries are for Sophia Carter and Cathy Smith, both associated with JAF Digital Group Inc. The bottom of the list shows 'Showing 1 - 4 of 4 entries' and a pagination control with page 1 selected.

**Timora**  
MAIN MENU

- Dashboard Hot
- Branch
- Employees
- Holidays**
- Attendance
- Leaves
- Official Business
- Assets Management

FINANCE & ACCOUNTS

- Payroll
- Payslip
- Bank

**Holiday Exception**  
Home / Holiday / Holiday Exception

**Add User**

**Holiday Exception List**  
All Branches All Departments All Designations All Holidays All Status

Row Per Page: 10 Entries Search

	Employee	Branch	Department	Holiday	Status	Created By	Edited By	Action
<input type="checkbox"/>	Carter , Sophia	JAF Digital Group Inc.	Customer Support	National Heroes Day	Active	Juan	N/A	
<input type="checkbox"/>	Carter , Sophia	JAF Digital Group Inc.	Customer Support	Ninoy Aquino Day	Active	Juan	N/A	
<input type="checkbox"/>	Smith , Cathy	JAF Digital Group Inc.	Human Resource	National Heroes Day	Active	Juan	N/A	
<input type="checkbox"/>	Smith , Cathy	JAF Digital Group Inc.	Human Resource	Ninoy Aquino Day	Active	Juan	N/A	

Showing 1 - 4 of 4 entries

**Step 3:** On the upper right corner, click the “Add User.”

# HOW TO ADD HOLIDAY EXCEPTION

## Add User

Branch \*

Department \*

Designation \*

Employee \*

Holiday \*

Cancel

Add Designation

**Step 4:** In the pop-up form, provide the following information:

- Select the branch on the dropdown
- Select the department on the dropdown
- Select the designation on the dropdown
- Select the employee on the dropdown
- Select the holiday on the dropdown
- Once done selecting click the **“Add Designation”** to save the details

**Note:**

**Holiday Exception** is used when an employee is **not entitled** to receive holiday pay.

# HOW TO ADD HOLIDAY EXCEPTION

## Additional Note:

Holiday computation also depends on the employee's **salary type**:

### Monthly-Fixed Employees

- Regular holiday → Automatically paid **100%**. **If present/worked → Additional 100%** (Total of **200%**)
- Special Non-Working Holiday → Automatically paid **100%**. **If present/worked → Additional 30%**

### Daily Rate & Hourly Rate Employees

- **Regular Holiday**
  - No Work → No Pay (unless company policy states otherwise)
  - **With Work → +100%** (Total of **200%**)
- **Special Non-Working Holiday**
  - No Work → No Pay
  - **With Work → +30%** of daily rate

Use the Holiday Exception only if an employee should **not** receive the holiday benefit based on your company's policy.