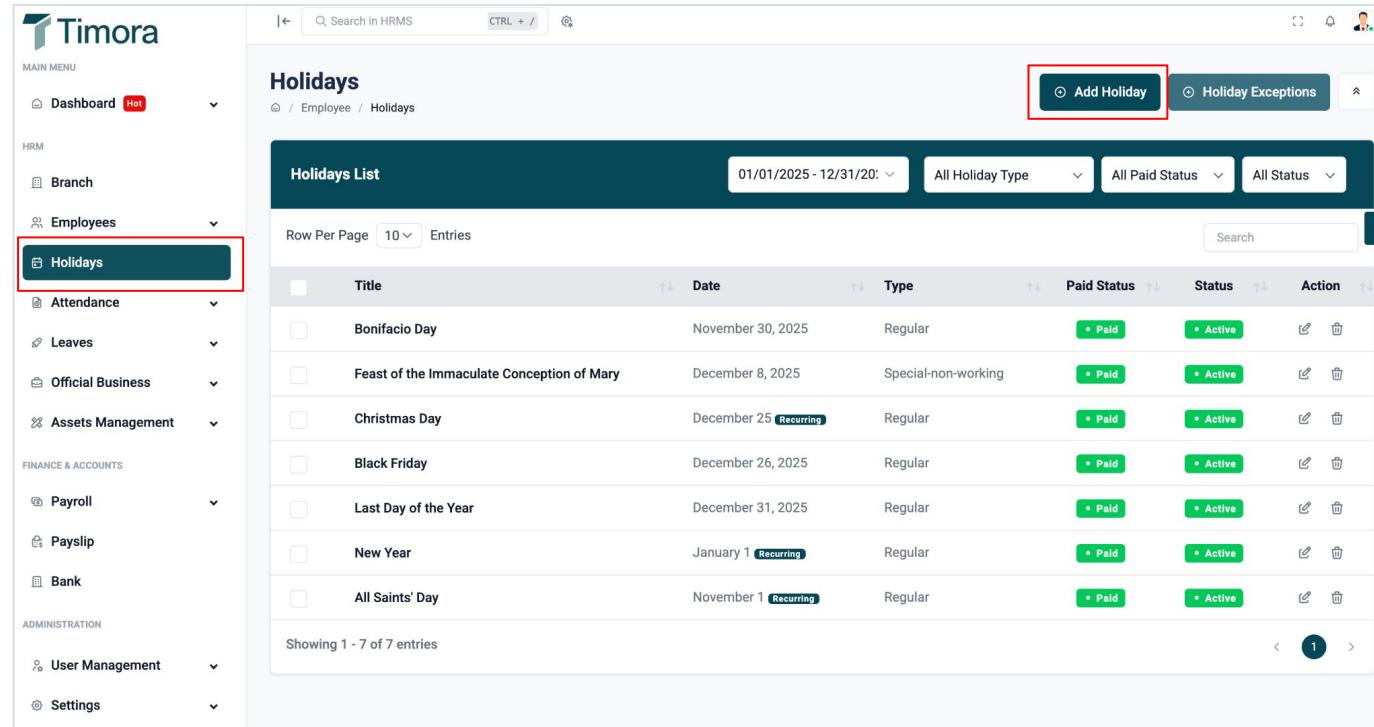




HOW TO ADD HOLIDAY

HOW TO ADD HOLIDAY



The screenshot shows the Timora HRMS software interface. On the left, a sidebar menu is visible with various HRM, Finance & Accounts, and Administration sections. The 'Holidays' option under the 'Employees' section is highlighted with a red box. The main content area is titled 'Holidays' and shows a 'Holidays List' with a table of holidays. A red box highlights the 'Add Holiday' button in the top right corner of the list area. The table columns include Title, Date, Type, Paid Status, Status, and Action. The data in the table is as follows:

Title	Date	Type	Paid Status	Status	Action
Bonifacio Day	November 30, 2025	Regular	Paid	Active	 
Feast of the Immaculate Conception of Mary	December 8, 2025	Special-non-working	Paid	Active	 
Christmas Day	December 25 <small>Recurring</small>	Regular	Paid	Active	 
Black Friday	December 26, 2025	Regular	Paid	Active	 
Last Day of the Year	December 31, 2025	Regular	Paid	Active	 
New Year	January 1 <small>Recurring</small>	Regular	Paid	Active	 
All Saints' Day	November 1 <small>Recurring</small>	Regular	Paid	Active	 

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

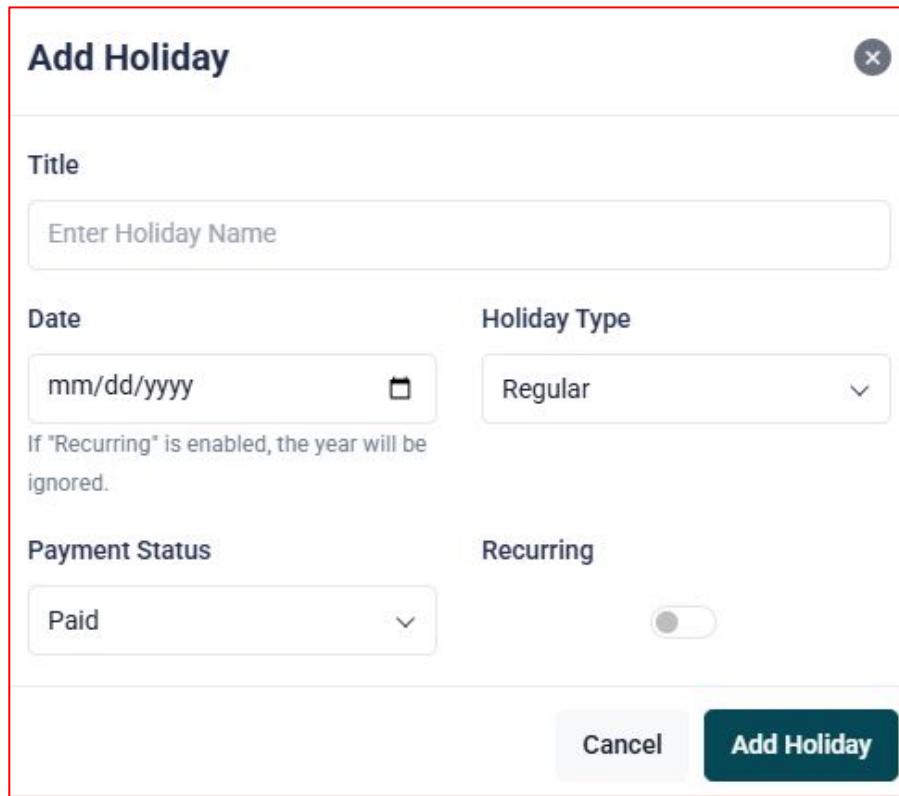
Holiday Type Regular

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

Payment Status Paid

Recurring

Add Holiday



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.

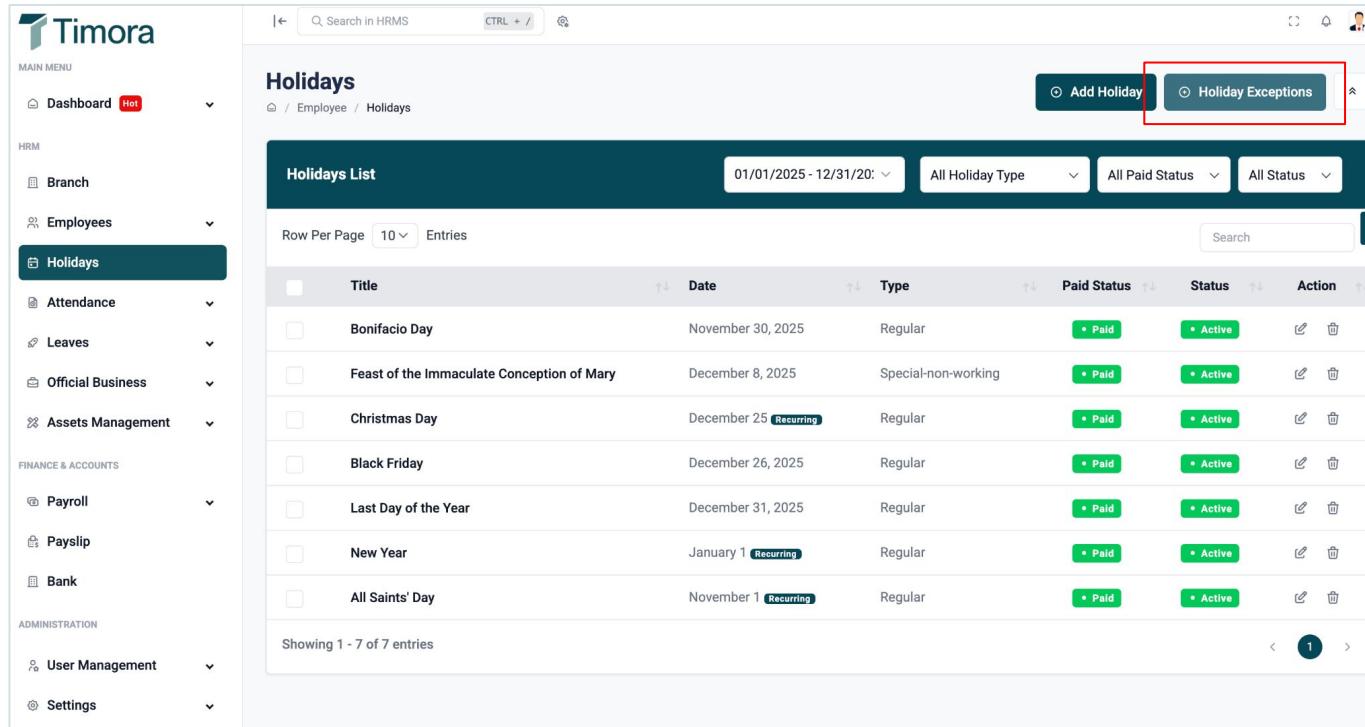
Note: If the holiday set recurs annually, simply enable the **"Recurring"** option.

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



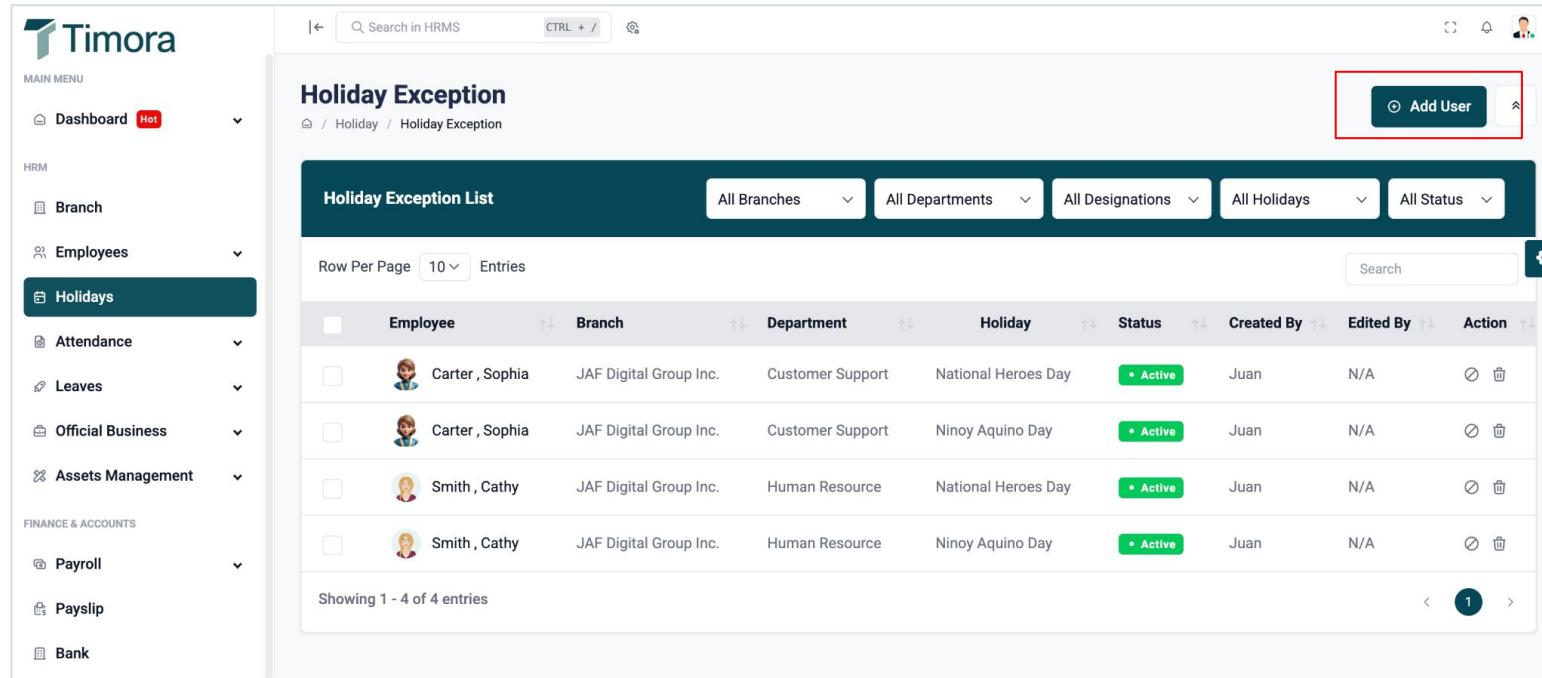
The screenshot shows the Timora HRMS interface. The left sidebar has a 'Holidays' section selected. The main content area is titled 'Holidays' and shows a 'Holidays List' table with various holidays like Bonifacio Day, Feast of the Immaculate Conception of Mary, and Christmas Day. At the top right of the main area, there are two buttons: 'Add Holiday' and 'Holiday Exceptions'. The 'Holiday Exceptions' button is highlighted with a red box. The table has columns for Title, Date, Type, Paid Status, Status, and Action.

Title	Date	Type	Paid Status	Status	Action
Bonifacio Day	November 30, 2025	Regular	Paid	Active	 
Feast of the Immaculate Conception of Mary	December 8, 2025	Special-non-working	Paid	Active	 
Christmas Day	December 25 <small>Recurring</small>	Regular	Paid	Active	 
Black Friday	December 26, 2025	Regular	Paid	Active	 
Last Day of the Year	December 31, 2025	Regular	Paid	Active	 
New Year	January 1 <small>Recurring</small>	Regular	Paid	Active	 
All Saints' Day	November 1 <small>Recurring</small>	Regular	Paid	Active	 

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 shows the Timora HRMS interface. The left sidebar has a 'MAIN MENU' with 'Dashboard' (Hot), 'Branch', 'Employees', 'Holidays' (selected), 'Attendance', 'Leaves', 'Official Business', 'Assets Management', 'FINANCE & ACCOUNTS' with 'Payroll', 'Payslip', and 'Bank'. The 'Holidays' section is expanded. The main content is 'Holiday Exception' under 'Holiday / Holiday Exception'. The 'Holiday Exception List' table has columns: Employee, Branch, Department, Holiday, Status, Created By, Edited By, and Action. It lists four entries for Carter, Sophia and Smith, Cathy. The 'Add User' button in the top right is highlighted with a red box.

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

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

HOW TO ADD HOLIDAY EXCEPTION

Add User

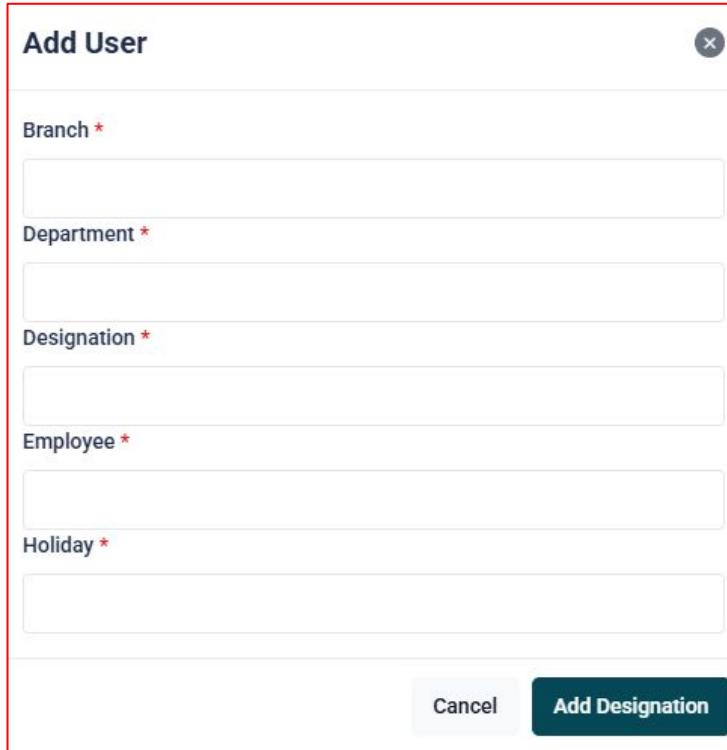
Branch *

Department *

Designation *

Employee *

Holiday *



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.