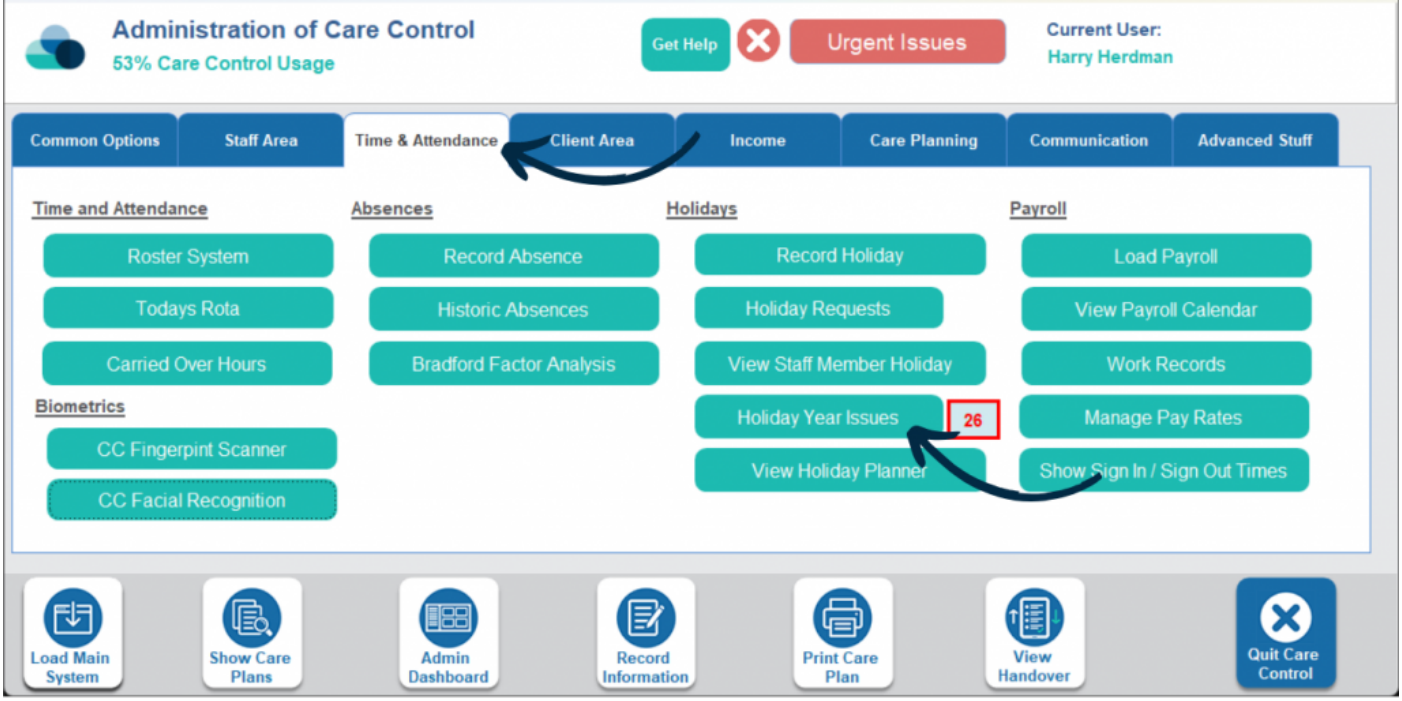
Holiday Year Issues

Holidays Windows · https://cclearninghub.co.uk/docs/holiday-year-issues/

Holiday Year Issues

This guide will cover how to access and action Holiday Year Issues. These are triggered when a staff members holiday year ends.





1

In the Administration of Care Control Windows, navigate to the **Holiday Year Issues** tool, which can be found under the Time & Attendance area.

As you can see, we have 26 issues to deal with.

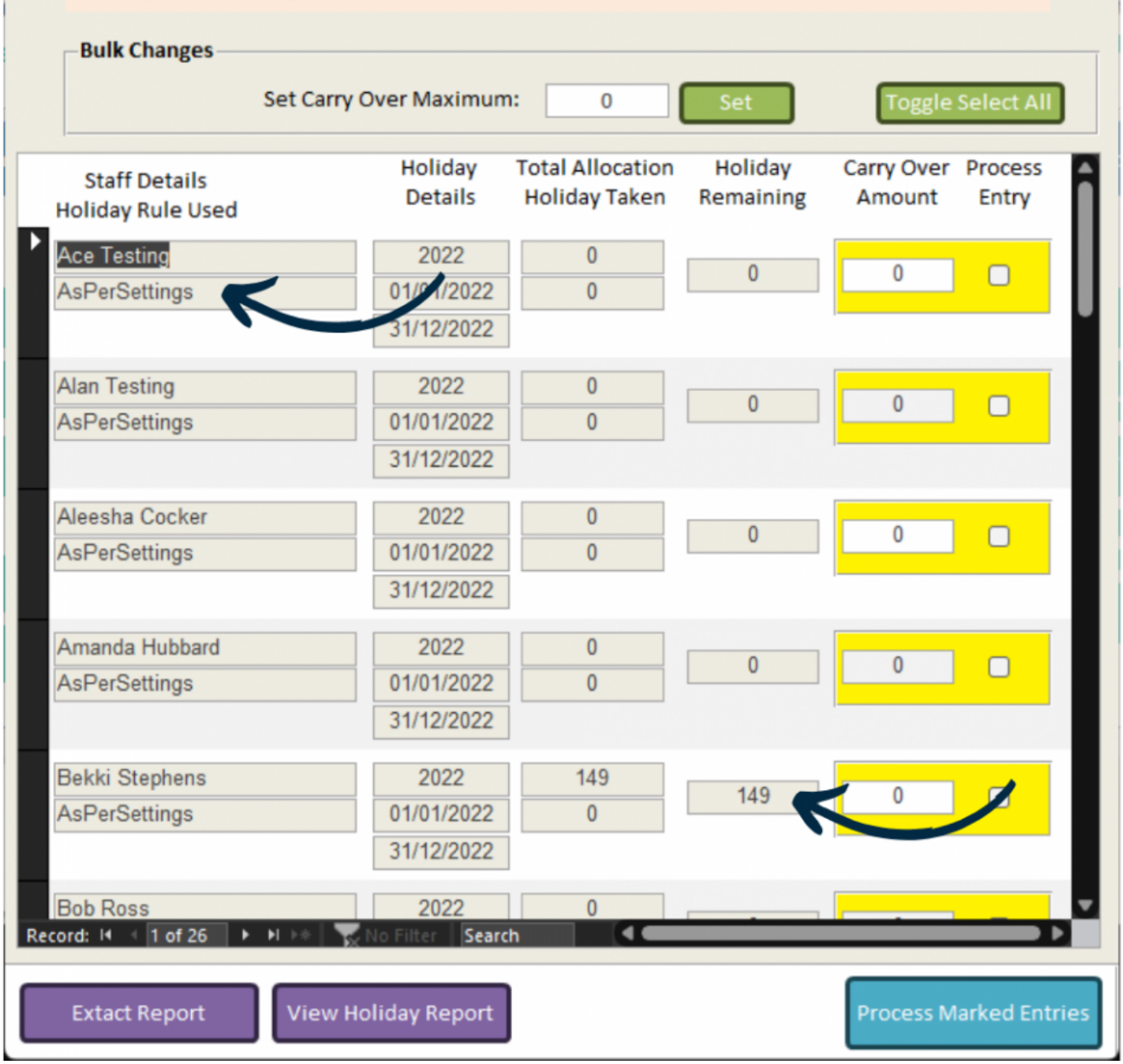
2

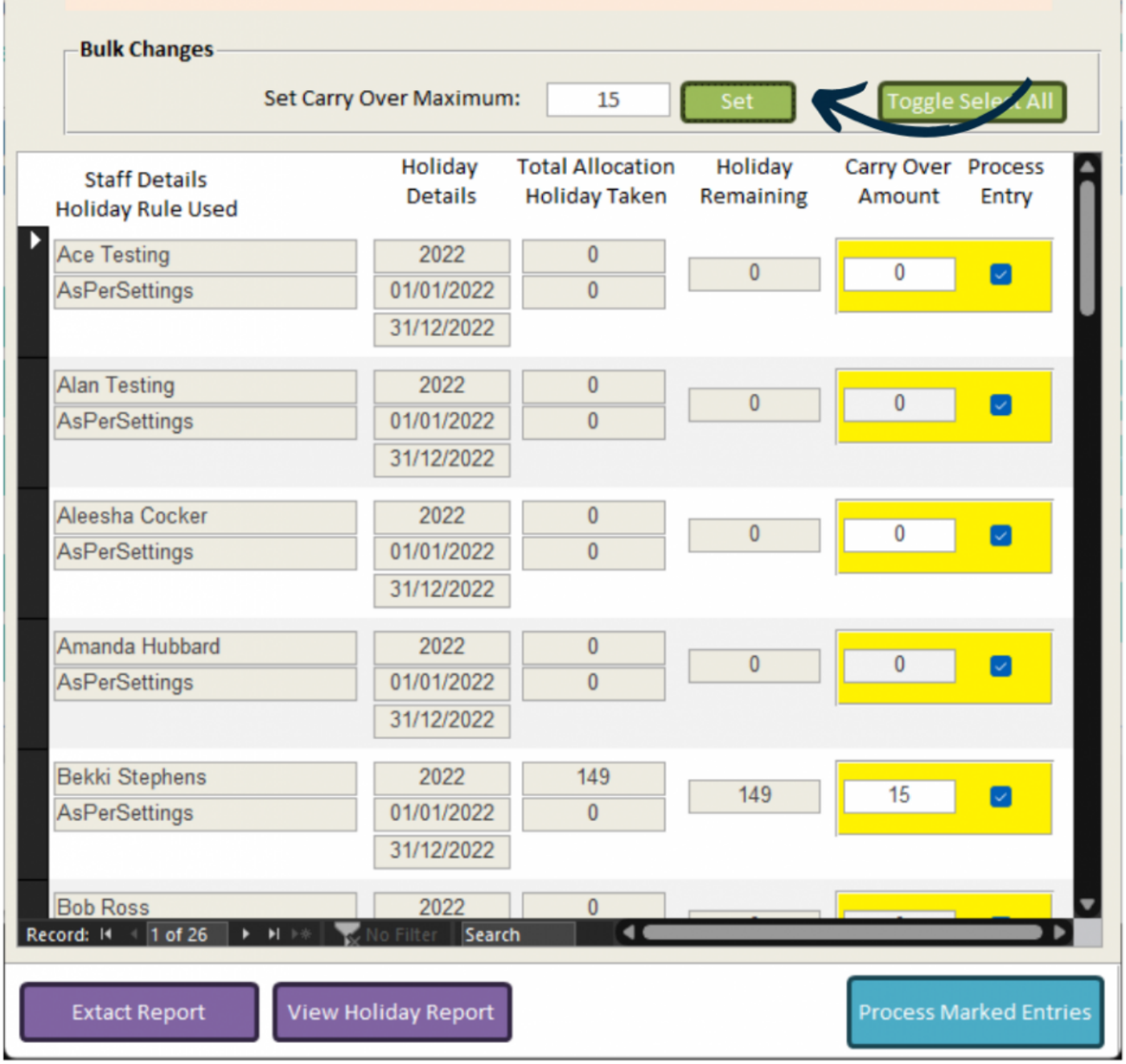
A new window will open.

Here, a list of staff members whose holiday year has ended will be displayed. The dates for their year as well as any remaining holiday hours can be seen.

In this example, one staff members has a total allocation of 149 hours and has used 0 hours. This means that they have 149 hours remaining.

We need to decide what to do with them.


Bulk Changes
Set Carry Over Maximum:
0
Set
Toggle Select All
Staff Details
Holiday Rule Used
Holiday Details
Total Allocation
Holiday Taken
Holiday Remaining
Carry Over Amount
Process Entry
Ace Testing
AsPerSettings
2022
01/01/2022
31/12/2022
0
0
0
0
Alan Testing
AsPerSettings
2022
01/01/2022
31/12/2022
0
0
0
0
Aleesha Cocker
AsPerSettings
2022
01/01/2022
31/12/2022
0
0
0
0
Amanda Hubbard
AsPerSettings
2022
01/01/2022
31/12/2022
0
0
0
0
Bekki Stephens
AsPerSettings
2022
01/01/2022
31/12/2022
149
0
149
0
Bob Ross
2022
0
Record:
1 of 26
No Filter
Search
Extact Report
View Holiday Report
Process Marked Entries

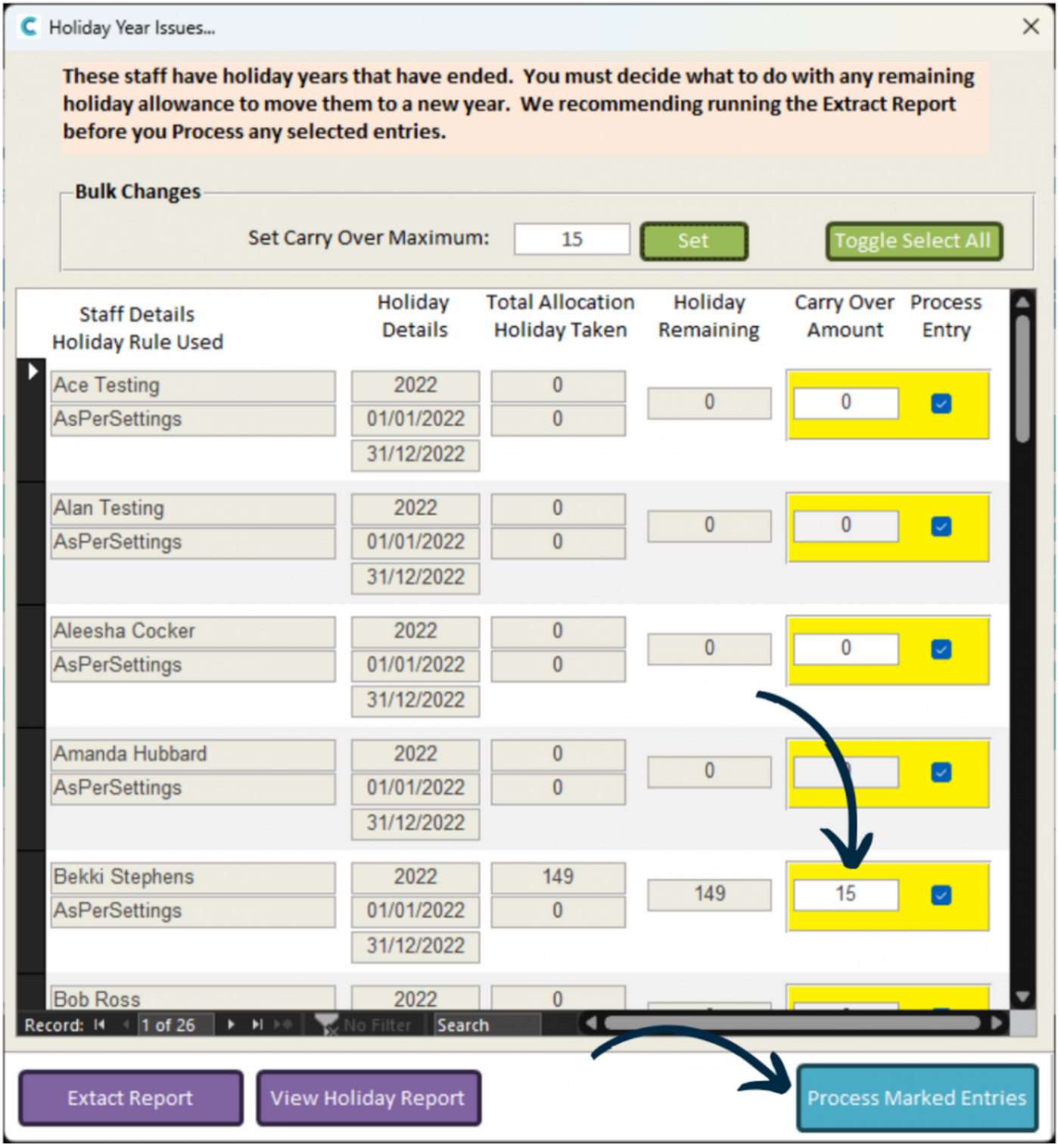


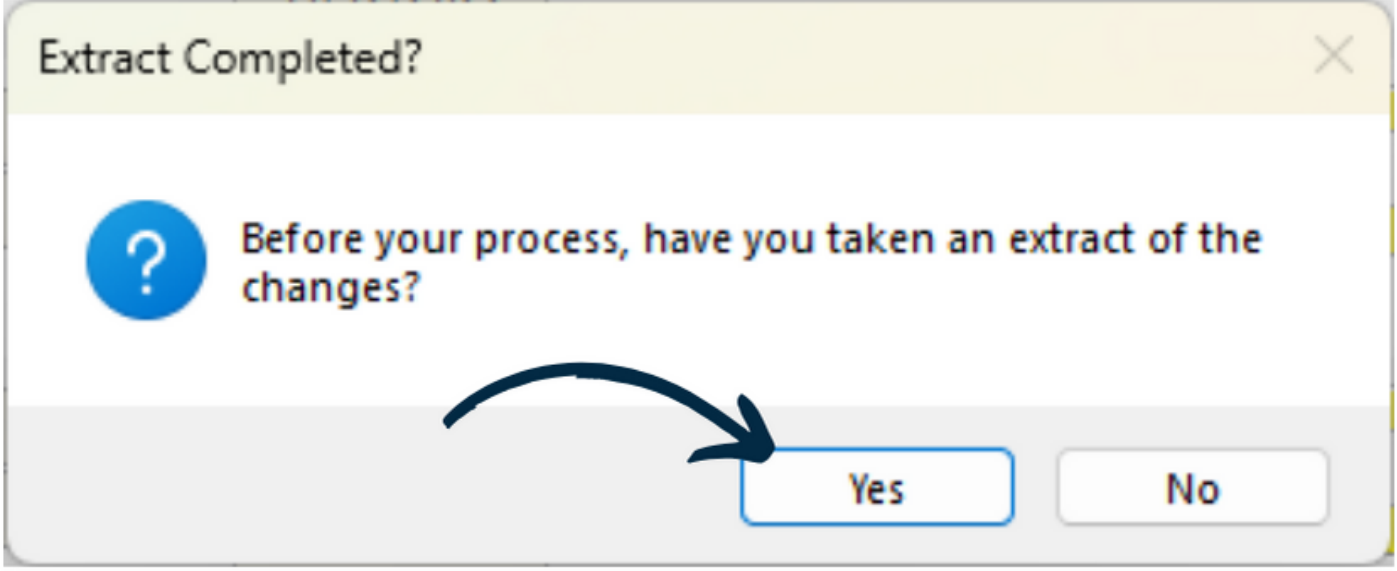
3

You can set a **bulk limit** for carried over hours at the top of the window.

This is the number of hours carried to their next holiday year. Enter a number and press **Set**. All staff members in the list will have this limit applied.

4


Holiday Year Issues...
These staff have holiday years that have ended. You must decide what to do with any remaining holiday allowance to move them to a new year. We recommending running the Extract Report before you Process any selected entries.
Bulk Changes
Set Carry Over Maximum:
15
Set
Toggle Select All
Staff Details
Holiday Rule Used
Holiday Details
Total Allocation
Holiday Taken
Holiday Remaining
Carry Over Amount
Process Entry
Ace Testing
AsPerSettings
2022
01/01/2022
31/12/2022
0
0
0
0
Alan Testing
AsPerSettings
2022
01/01/2022
31/12/2022
0
0
0
0
Aleesha Cocker
AsPerSettings
2022
01/01/2022
31/12/2022
0
0
0
0
Amanda Hubbard
AsPerSettings
2022
01/01/2022
31/12/2022
0
0
0
Bekki Stephens
AsPerSettings
2022
01/01/2022
31/12/2022
149
0
149
15
Bob Ross
2022
0
Record: 1 of 26
No Filter
Search
Extact Report
View Holiday Report
Process Marked Entries



5

Confirm the change by pressing **Yes**.