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new holiday year amendment.

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If your holiday year starts again next month, please follow the steps in this guide to ensure that the holidays are correctly updated and that you have the history of the previous holiday year's entitlement.

The actions in this guide should be completed after the new holiday year has started.

run holiday details report.

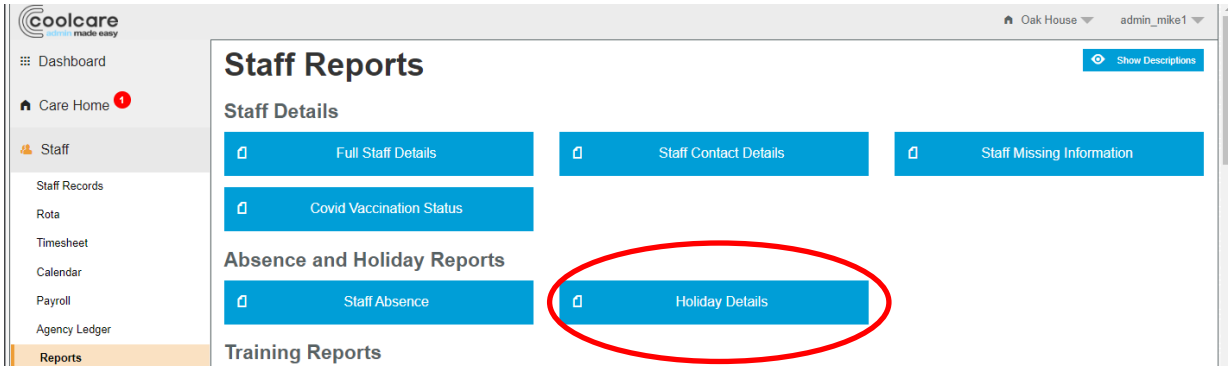
After the start of your new holiday year, you will need to run off the 'Holiday Details' report for the period of your last holiday year for each home.

The report includes:

- Staff members holiday accrued
- Holiday brought forward
- Total entitlement
- Holidays taken
- Remaining holiday as of the final day of the last holiday year.
- List of all holidays taken during your last holiday year.

To run the report:

- Select Staff
- Select Reports
- Select Holiday Details
- Enter date range of your last holiday year.
- Save the report in a memorable location.
- Repeat for each home.



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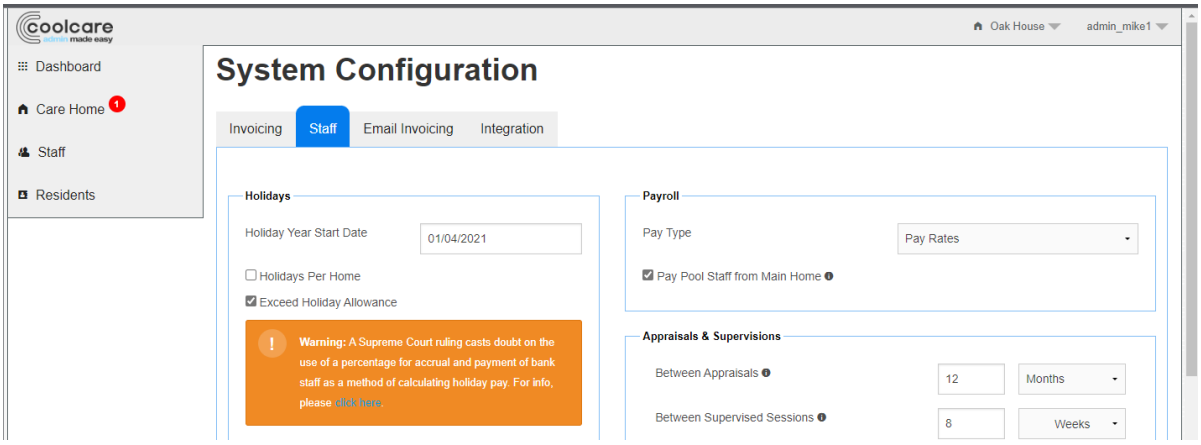
update the holiday year, follow the steps below.

It is essential that you run the report before updating the holiday year.

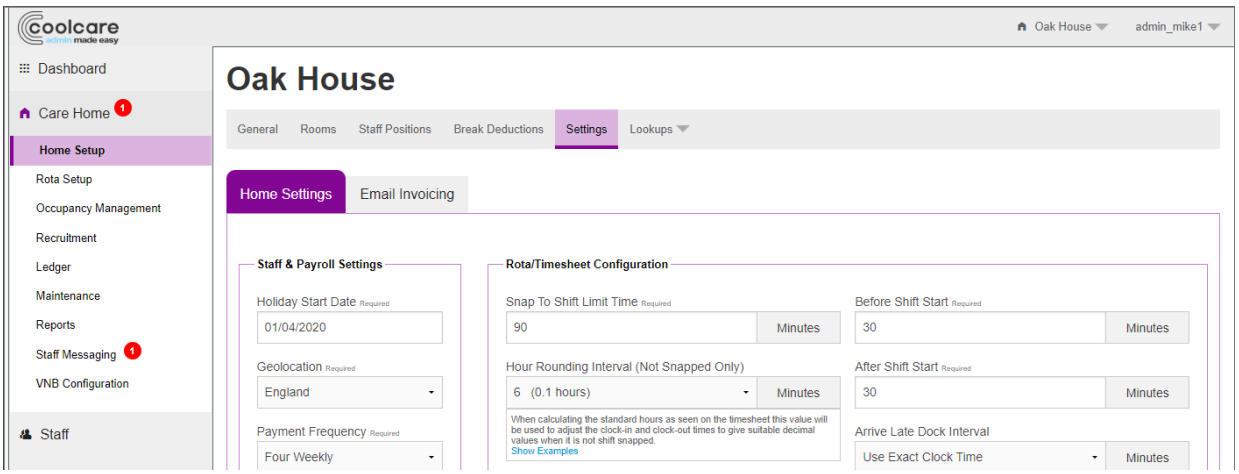
If the holiday year is updated before you run the report, the entitlement for the previous year cannot be retrieved without manually changing every staff member record.

- Select your username
- Select system configuration
- Select staff
- Check if 'holiday per home' configuration option is checked.
  - If not checked: change the 'Holiday Year Start Date' above to your new holiday year start date.
  - If checked, for each home:
    - Select Care Home
    - Select home setup
    - Select Settings
    - Change Holiday Start Date to your new holiday year start date

system configuration.



home settings.



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