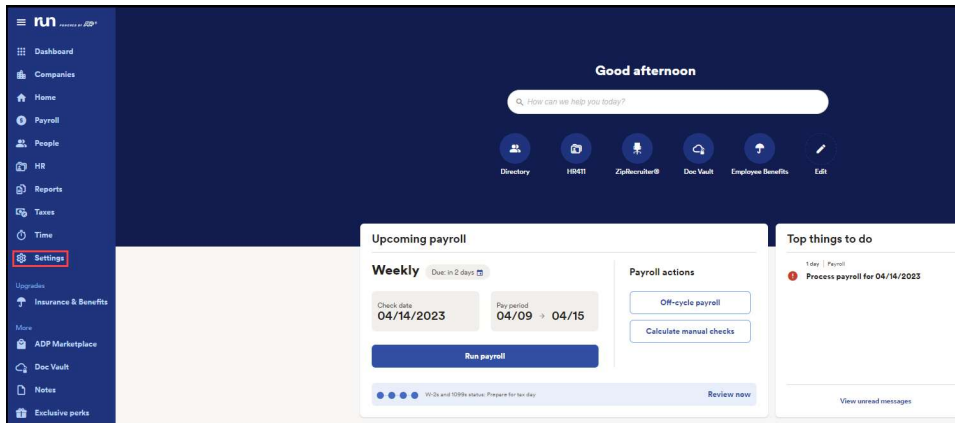


# Setting Up Holidays

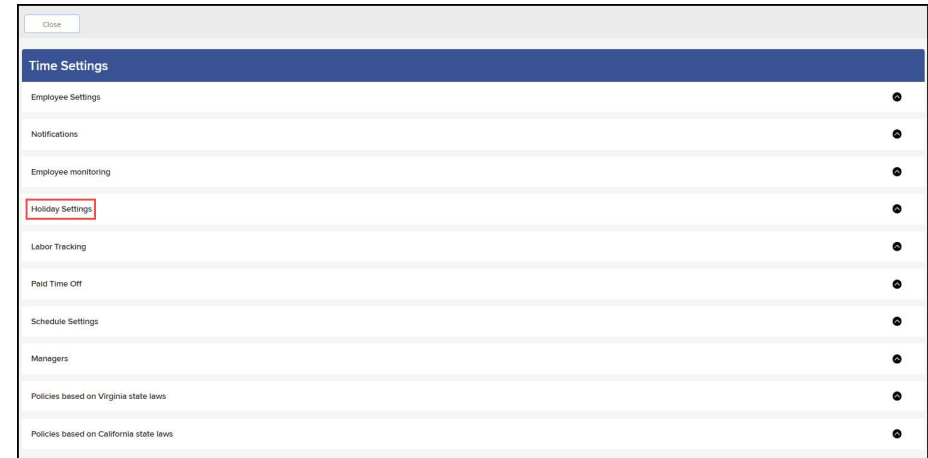
1 To get to the Time Settings Log in to RUN and click the **Settings** button on the left-hand side.



2 Scroll down and click on **Time Settings**



3 This will open the Time Settings screen. From here click on **Holiday Settings**.



4 Clicking on the Holiday Settings tab will open the holiday configuration screen. By default, Holidays are off. From here they can be **toggle**d on.

## Holiday Settings

Award holiday pay and holiday overtime to attract talent.

### Holiday Pay

Pay 1.0 times the rate for 8 hours on the **observed day** of my holidays

# Setting Up Holidays

5 Before holidays are awarded, you will have to select which holidays your company observes. Click **Select your holidays** and a new page will load with preloaded holidays to choose from. Simply select the ones you wish to observe by **checking the boxes** on the left-hand side, then click **save**.

## Holiday Settings

Award holiday pay and holiday overtime to attract talent.

### Holiday Pay

Pay 1.0 times the rate for 8 hours on the **observed day** of my holidays

Which holidays do you allow?

[Select your holidays](#)

#### Select your company holidays

	Holiday Pay Observed day	Holiday Overtime Actual day
<input checked="" type="checkbox"/> New Years Day	Monday 01/02/2023	Sunday 01/01/2023
<input checked="" type="checkbox"/> Martin Luther King Day	Monday 01/16/2023	Monday 01/16/2023
<input type="checkbox"/> Presidents Day	Monday 02/20/2023	Monday 02/20/2023
<input checked="" type="checkbox"/> Good Friday	Friday 04/07/2023	Friday 04/07/2023
<input type="checkbox"/> Memorial Day	Monday 05/29/2023	Monday 05/29/2023
<input checked="" type="checkbox"/> Juneteenth	Monday 06/19/2023	Monday 06/19/2023
<input checked="" type="checkbox"/> Independence Day	Tuesday 07/04/2023	Tuesday 07/04/2023
<input type="checkbox"/> Labor Day	Monday 09/04/2023	Monday 09/04/2023
<input type="checkbox"/> Columbus Day	Monday 10/09/2023	Monday 10/09/2023
<input type="checkbox"/> Veterans Day	Friday 11/10/2023	Saturday 11/10/2023
<input type="checkbox"/> Thanksgiving Day	Thursday 11/23/2023	Thursday 11/23/2023
<input type="checkbox"/> Friday after Thanksgiving	Friday 11/24/2023	Friday 11/24/2023
<input checked="" type="checkbox"/> Christmas Eve	Friday 12/22/2023	Sunday 12/24/2023
<input type="checkbox"/> Christmas Day	Monday 12/25/2023	Monday 12/25/2023
<input checked="" type="checkbox"/> New Years Eve	Friday 12/29/2023	Sunday 12/31/2023

Non-exempt Employee Example:  
If holiday pay and holiday overtime are enabled for a non-exempt employee who works 4 hours on Memorial Day with an hourly rate of \$20 then their total pay for the day would be \$280. If non-exempt employee is unchecked above, they will get holiday overtime pay only.

	Paid Hours	Hourly Rate	Total Pay
Holiday Pay	8	\$20	\$160
Holiday Overtime	4	\$30	\$120

[Back](#) [Save](#)

6 Once you've chosen your holidays, additional menu options will appear below. Usually, automatic Holidays are only awarded for **exempt employees**, also known as salary employees. However, you may choose to award **non-exempt** employees instead. Or select **all employees** to award to everybody.

## Holiday Settings

Award holiday pay and holiday overtime to attract talent.

### Holiday Pay

Pay 1.0 times the rate for 8 hours on the **observed day** of my holidays

Which holidays do you allow?

[Select your holidays](#)

You are observing 4 holidays this year:

New Years Day, Independence Day, Thanksgiving Day, Christmas Day

Who is entitled to receive holiday pay?

- Exempt Only
- Non-exempt only
- All Employees

- 7 Finally, at the bottom you can choose to award holiday overtime. **Toggle** this option on to award employees that work on the holiday with overtime pay.

## Holiday Settings

Award holiday pay and holiday overtime to attract talent.

### Holiday Pay

Pay 1.0 times the rate for 8 hours on the [observed day](#) of my holidays

### Which holidays do you allow?

[Select your holidays](#)

You are observing 4 holidays this year:

New Years Day, Independence Day, Thanksgiving Day, Christmas Day

### Who is entitled to receive holiday pay?

Exempt Only

Non-exempt only

All Employees

### Holiday Overtime

Pay 1.5 times the rate of any hours worked by a **non-exempt employee** on the **actual day** of my holidays