



“HOW TO”

SETUP PUBLIC HOLIDAYS



Setup Public Holidays

1. Bossii Admin
2. Go to Setup
3. Go to Public Holidays (if you cant see this option then you don't have security access to it. Contact someone of a higher access to log in)
4. Select New
5. In the Description tab fill in the name of the Public Holiday
6. In the Surcharge box, type in any percentage surcharge you will be charging on all products and recipes sold on this public holiday eg: 15%
7. Check the box, “Use Public Holiday Payroll Rates” if you wish to cost out your employees at public holiday penalty rates
8. In the “Starting Year” box type in the first year that this public holiday will occur from
9. If a public holiday is usually moved to a Monday if the Public Holiday occurs on a weekend choose whichever box applies
10. For setup of Easter Public Holidays the setup of each public holiday is dependent on the days before or after Easter Sunday.

Good Friday is as per below:

Save Print Back Log

Description: Good Friday

Active

Surcharge: 15.00 % Use Public Holiday Payroll Rates

Period

Starting Year: 2017 Use Monday If Day Falls On Saturday
 Use Monday If Day Falls On Sunday

0 day of January

Use Day of Week

0 Monday of January

Use Easter Sunday

-2 days from Easter Sunday

Date	PH Rate	Surcharge	Already Use
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“HOW TO” – SETUP PUBLIC HOLIDAYS

Easter Saturday is as per below:

Save Print Back Log

Description: **Easter Saturday**

Active

Surcharge: % Use Public Holiday Payroll Rates

Period

Starting Year: Use Monday If Day Falls On Saturday
 Use Monday If Day Falls On Sunday

day of

Use Day of Week

of

Use Easter Sunday

days from Easter Sunday

Date	PH Rate	Surcharge	Already Used On
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Easter Sunday is setup as per below:

Save Print Back Log

Description: **Easter Sunday**

Active

Surcharge: % Use Public Holiday Payroll Rates

Period

Starting Year: Use Monday If Day Falls On Saturday
 Use Monday If Day Falls On Sunday

day of

Use Day of Week

of

Use Easter Sunday

days from Easter Sunday

Date	PH Rate	Surcharge	Already Used On
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“HOW TO” – SETUP PUBLIC HOLIDAYS

Easter Monday is setup as per below:

The screenshot shows the following configuration for 'Easter Monday':

- Description:** Easter Monday
- Active:**
- Surcharge:** 15.00 % Use Public Holiday Payroll Rates
- Period:**
 - Starting Year: 2017
 - Use Monday If Day Falls On Saturday
 - Use Monday If Day Falls On Sunday
 - 0 day of January
 - Use Day of Week
 - 0 Monday of January
 - Use Easter Sunday
 - 1.0 days from Easter Sunday

Date	PH Rate	Surcharge	Already Used On
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11. Click “Generate” and type the number of years that this Public Holiday will be occurring for and click “OK”.

NB: Recommend 5 years but can set any number of years in theory.



“HOW TO” – SETUP PUBLIC HOLIDAYS

Save Print Back Log

Description **Easter Sunday**

Active

Surcharge % Use Public Holiday Payroll Rates

Period

Starting Year Use Monday If Day Falls On Saturday
 Use Monday If Day Falls On Sunday

day of

Use Day of Week

of

Use Easter Sunday

days from Easter Sunday

Date	PH Rate	Surcharge	Already Used On
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Select No of Years to Generate

No Of Years

12. Double check that all dates have been setup correctly.

NB: It is possible to edit the dates in the generated box by choosing the date and pressing “Edit”

13. Click “Save” to finalise