

People Manager

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VERSION HISTORY

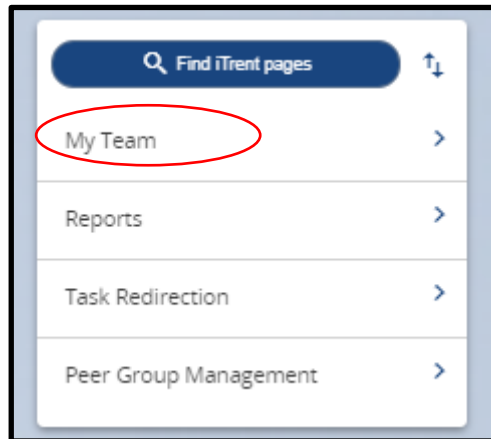
Version	Date	Change Summary
1.0	January 2023	N/A

How to mark a Bank Holiday/s as not taken

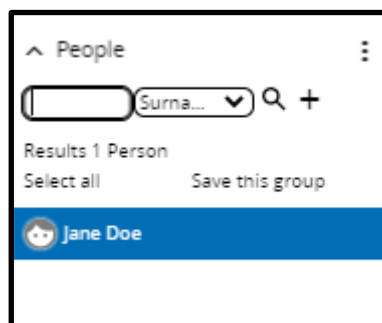
The system will automatically deduct hours for bank holidays off employees if their working pattern states that the bank holiday falls on one of their working days.

If for any reason the employee ends up working on the bank holiday you will need to log into People Manager and mark the bank holiday as **not taken** to ensure that the bank holiday hours are not deducted off the employee's holiday entitlement.

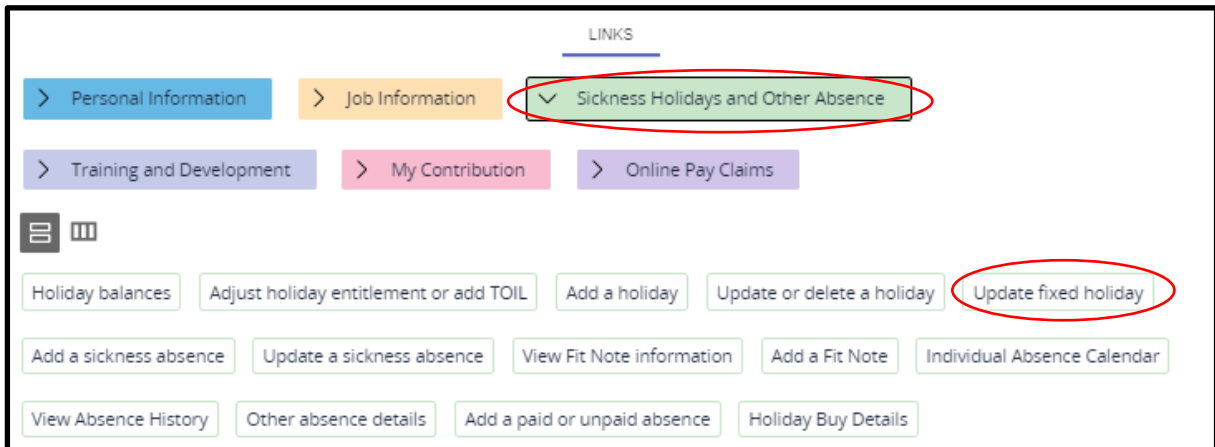
Log into People Manager and click on **'My Team'**.



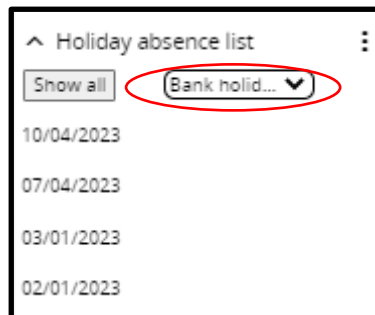
On the left-hand side of the screen a list of all employees who report to you will appear (you can also search for employees by surname, forename etc. or use the * symbol to return all). Click on the employee you wish to mark a bank holiday not taken for.



Within the links section, click on **'Sickness Holidays and Other Absence'** and then **'Update fixed holiday'**.

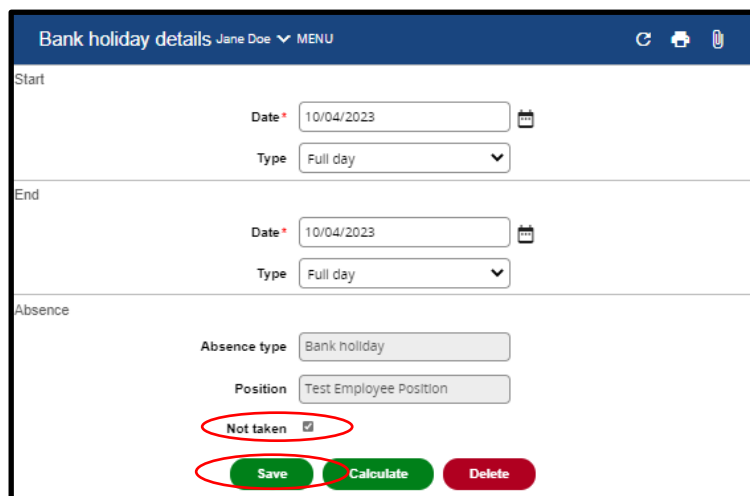


On the left-hand side of the screen a list of holidays for the employee will appear. From the drop-down menu select **'Bank holiday'** so that only bank holidays appear.



From the list, click on the bank holiday which you wish to mark as not taken.

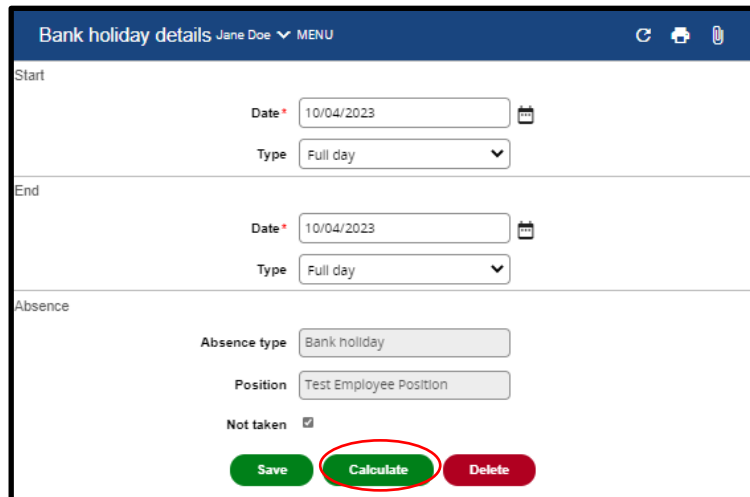
Once on the Bank Holiday details screen, within the absence section ensure that you tick the check box **'Not taken'** and then click on save.



You will be notified at the top of the screen that the changes have been saved.



Click on **'Calculate'** to recalculate the bank holiday. Once recalculated 0 hours will be deducted from the employee's entitlement.



Now when you hover over the bank holiday date on the left-hand side of the screen it will say **'Working days/hours lost: 0'**.

[HR Connect Help and Support](#)

For any further help, advice, or assistance, please contact HR on ext.3344 or email humanresources@napier.ac.uk.