



# ADP® Timekeeping Plus Scheduling Support Center Guide

## Setting up holidays

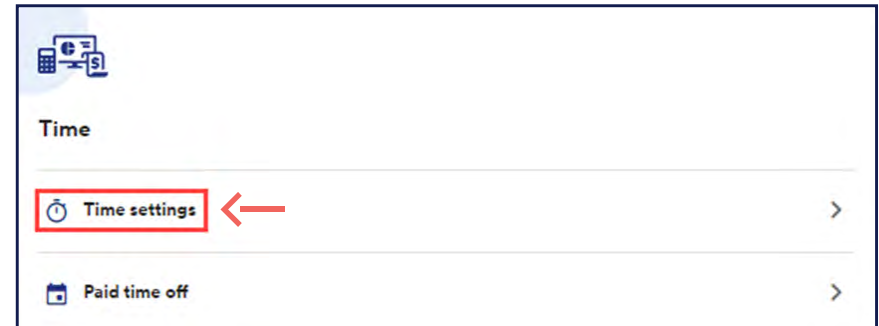
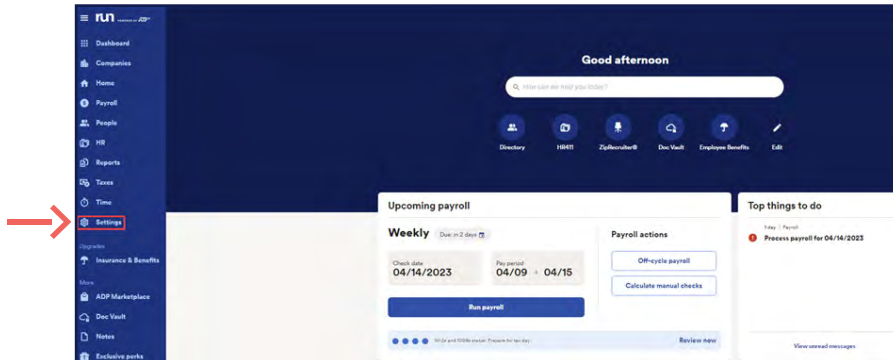


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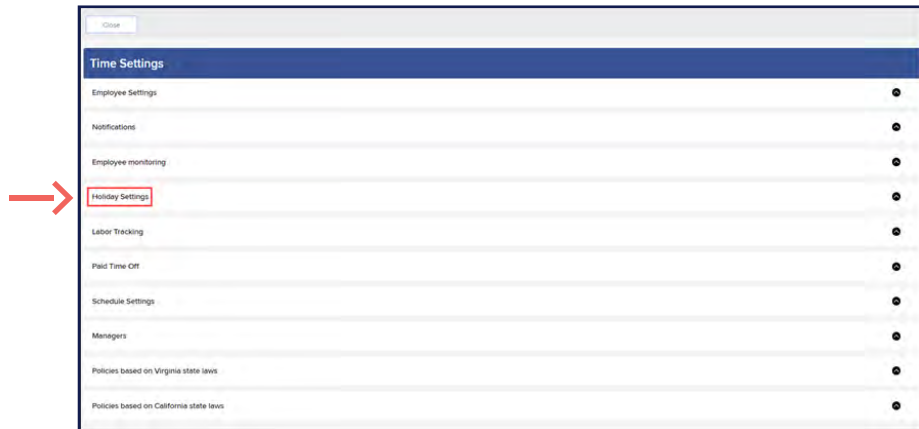
Proprietary and Confidential.

1 To get to the time settings, log in to RUN and click the **Settings** button on the left-hand side.

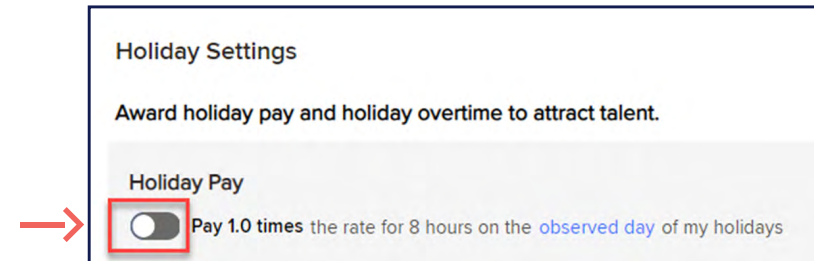
2 Scroll down and click on **Time settings**.



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 toggled on.



**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

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Which holidays do you allow?

Select your holidays ←



### Select your company holidays

	Holiday Pay <small>Observed Day</small>	Holiday Overtime <small>Observed Day</small>
<input checked="" type="checkbox"/> New Year's 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 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 10/10/2023	Saturday 10/10/2023
<input type="checkbox"/> Thanksgiving Day	Thursday 10/26/2023	Thursday 10/26/2023
<input type="checkbox"/> Friday after Thanksgiving	Friday 10/24/2023	Friday 10/24/2023
<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 type="checkbox"/> New Year's 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 \$200. If a salaried employee is unchecked above, they will get holiday overtime pay only.

	Half 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