

Administration Guides – Managing Holidays in ADP Time and Attendance

Add or Update Existing Holidays

RUN Administrator: Log onto runpayroll.adp.com, select the **Time** (🕒) icon from the left navigation bar.
Time & Attendance Administrator: Log into <https://time.adp.com>.

1. Navigate to Setup and select **Holiday Programs** from the Global Settings section.



2. Click the existing **Holiday Program** to edit.

<input type="checkbox"/>	HOLIDAY PROGRAM ▲	DESCRIPTION
<input type="checkbox"/>	HOL4HR	Holiday with 4hr Award
<input type="checkbox"/>	HOLCUST	Holiday Custom
<input type="checkbox"/>	HOLIDAY	Holiday
<input type="checkbox"/>	HOLIDAY CA	Holiday CA

3. To add a new holiday, click **Add New Holiday Detail**.

Show holidays for the year: 2022

To show the details about a holiday, click on a row selector (▶)

DELETE	HOLIDAY DATE	DESCRIPTION	HOLIDAY QUALIFICATION	HOLIDAY PAY DISTRIBUTION
<input type="checkbox"/>	01/01/2022	New Year's Day	STDQLF	8HRDST
<input type="checkbox"/>	01/15/2022	Martin Luther King Day	STDQLF	8HRDST
<input type="checkbox"/>	05/30/2022	Memorial Day	STDQLF	8HRDST
<input type="checkbox"/>	06/19/2022	Juneteeth	STDQLF	8HRDST
<input type="checkbox"/>	07/04/2022	Independence Day	STDQLF	8HRDST
<input type="checkbox"/>	09/05/2022	Labor Day	STDQLF	8HRDST
<input type="checkbox"/>	11/24/2022	Thanksgiving	STDQLF	8HRDST
<input type="checkbox"/>	11/25/2022	Day After Thanksgiving	STDQLF	8HRDST

Add New Holiday Detail

4. To edit a holiday, click the row selector icon to view holiday details





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5. Complete the following fields:

- **Holiday Description:** Type the name of the Holiday.
- **Holiday Date:**
 - Use Fixed Date: Specified defined date that will not transfer from year to year
 - Use Fixed Recurring Date: Specified defined date that transfer from year to year
 - Use Recurring Date: Select a specified day of week during a specific month.
 - Use Other Recurring Date: Select a specified day relative to a specific date.
- **Award Holiday in Advance:** Check to allow system to automatically populate holiday awards once the holiday date is in an open pay period.
 - **Note:** By default, holidays post the day after the stated holiday. i.e., Christmas will post to the timecard on December 26th.

For worked holiday use:

- Whether employees work on holidays or not, select **Pay date**.
 - Select **Start and end time** if employees who work shifts that cross midnight and should only be paid for hours worked on the specific holiday date.
 - Start and End Times will show as 12:00am – 11:59pm
- **Holiday Qualification:** Need a probation, day before and after work requirement, or holiday worked option? Reach out to our service team at 855-535-1283 for assistance.
 - **STDQLF:** Employees are awarded holiday
 - Employees that do not work will be awarded Holiday pay
 - Those who do work on stated holiday have two options
 - Pay worked hours only
 - Pay worked hours plus the holiday award
 - **DISQLF:** Used for policies that award pay only if the employee works on the holiday
- **Holiday Pay Distribution:** The amount employees are awarded for the holiday.
 - 4HRDST: Award 4 hours of holiday pay
 - 8HRDST: Award 8 hours of holiday pay

New Holiday Detail

Holiday Description: *

Holiday Date:

Use fixed date:

Use fixed recurring date:

Use recurring date: of

Use other recurring date: preceding

Award Holiday in Advance

For worked holiday use:

Pay date

Start and end time

Start Time: Start on Previous Day

End Time: End on Next Day

Holiday Qualification: *

Holiday Pay Distribution: *

Specific start date for average/prorate:

[To Top](#) [Close Detail](#)

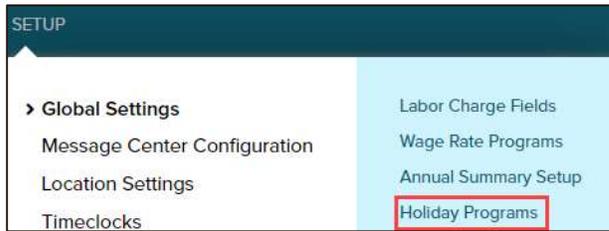
6. Click **Submit** to finalize.

Update Holiday Observe Date

When holidays fall on a weekend and are observed on a different day, a manual adjustment for that holiday is needed.

Observed holidays can only be updated for the current year. Each year we recommend reviewing your holiday program to ensure proper awarding.

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2. Click the existing **Holiday Program** to edit.

<input type="checkbox"/> HOLIDAY PROGRAM ▲	DESCRIPTION
<input type="checkbox"/> HOL4HR	Holiday with 4hr Award
<input type="checkbox"/> HOLCUST	Holiday Custom
<input type="checkbox"/> HOLIDAY	Holiday
<input type="checkbox"/> HOLIDAY CA	Holiday CA

3. To edit observed date, click the row selector icon to view holiday details



4. Update Holiday Date to **Use Fixed Date** and **assign appropriate date**



The screenshot shows the 'Holiday Detail for Christmas' form. The 'Holiday Date' section has 'Use fixed date: 12/26/2022' selected and highlighted with a red box.

5. Click **Submit** to save change

Delete Holiday

1. Navigate to Setup and select **Holiday Programs** from the Global Settings section.



2. Click the existing **Holiday Program** to edit.

<input type="checkbox"/>	HOLIDAY PROGRAM ▲	DESCRIPTION
<input type="checkbox"/>	HOL4HR	Holiday with 4hr Award
<input type="checkbox"/>	HOLCUST	Holiday Custom
<input type="checkbox"/>	HOLIDAY	Holiday
<input type="checkbox"/>	HOLIDAY CA	Holiday CA

3. Place a check in the **delete** box beside the holiday you wish you remove. Click **Submit** to finalize.

DELETE	HOLIDAY DATE	DESCRIPTION	HOLIDAY QUALIFICATION	HOLIDAY PAY DISTRIBUTION
<input type="checkbox"/>	01/01/2022	New Year's Day	STDQLF	8HRDST
<input type="checkbox"/>	01/15/2022	Martin Luther King Day	STDQLF	8HRDST
<input type="checkbox"/>	05/30/2022	Memorial Day	STDQLF	8HRDST
<input type="checkbox"/>	06/19/2022	Juneteeth	STDQLF	8HRDST
<input type="checkbox"/>	07/04/2022	Independence Day	STDQLF	8HRDST
<input type="checkbox"/>	09/05/2022	Labor Day	STDQLF	8HRDST
<input type="checkbox"/>	11/24/2022	Thanksgiving	STDQLF	8HRDST
<input type="checkbox"/>	11/25/2022	Day After Thanksgiving	STDQLF	8HRDST
<input type="checkbox"/>	12/26/2022	Christmas	STDQLF	8HRDST

Add New Holiday Detail
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Assign Holiday Program to Pay Class

To assign a holiday program to your employees, please reach out to our service team for assistance.