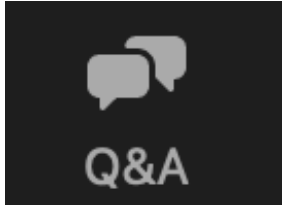




ALKIMII

INFORMATION TRANSFORMATION

Starting at 3:30 pm

- How to pay Time and a Half, Double & Triple Pay on Christmas Eve, Christmas Day, St. Stephens Day/Boxing Day and New Years Eve
- How to use Auto-Roster for Public Holidays on December 25th, 26th and New Years Day
- How to pre-pay Christmas Week
- How to set rates of pay to apply from 1st Jan 2022
- How to Cutover Holiday Balances from 2021 to 2022
- How to amend Holiday Balances
- If you have any questions please put them in the Q&A in the zoom call and we will try to cover them at the end of the Webinar. 
- A copy of the Webinar Recording and a PDF of the presentation will be sent to you after the Webinar.



Time and a Half, Double and Triple Pay Christmas Eve, Christmas Day, St. Stephens/Boxing Day and New Years Eve

Week Roster – Select the Rate Multiplier and Save the Shift

Alkimii Harbour Road

FRI 24	SAT 25	SUN 26
9:00 - 17:30	9:00 - 17:30	9:00 - 17:30

Before

Click the Shift to Edit it

Edit Shift

Created on 2020-12-02 22:37:17 by [Redacted] [View all](#)

Staff Member [Redacted]

Department Management

Type Normal

Rate Multiplier For This Employee's Shifts On This Day

Normal

Normal

x1.5

x2 ←

x3

Shift Details

Shift Colour [Redacted]

Shift Preset Fire Warden

First Aid Covid Officer

Covid Worker Rep

Duty Manager

Supervisor Rate Self Check

Repeat

Cancel
Delete Shift
Save Shift

FRI 24	SAT 25	SUN 26
9:00 - 17:30 x1.5	9:00 - 17:30 x3	9:00 - 17:30 x2


After

'Green Dot' beside shift
shows the multiplier selected
for the shift

How the Rate Multiplier shows in Week Details

 - Management FT40.0 253.0

Date	Roster In - Roster Out	Clock In - Clock Out
FRI December 24 x1.5	09:00 - 17:30	clocks not set
SAT December 25 x3	09:00 - 17:30	clocks not set
SUN December 26 x2	09:00 - 17:30	clocks not set

 24.0 is under standard hours of 40.0
TOIL hours available for this employee (0.0)

***Note if an employee earns Sunday rate of pay and is set as a multiplier for Sunday they will get the multiple of their Sunday Rate

Time and a Half, Double and Triple Pay Christmas Eve, Christmas Day, St.Stephens/Boxing Day and New Years Eve

If you select a rate multiplier applies to all shifts in that day for that employee with the exception of Public Holidays or Holidays rostered on the day.

This is sent to payroll as X Hours at twice the basic rate of pay

Week Roster

FRI 24

6:00 - 8:00	x1.5	x
9:00 - 17:30	x1.5	x
H		x

+

Week Details

Date	Roster In - Roster Out
FRI December 24 x1.5	06:00 - 08:00
FRI December 24 ! x1.5	09:00 - 17:30
FRI December 24 H !	18:00 - 22:00

Important Note:

If shifts are rostered as a supervisor rate shift or a night shift it will pay the hours worked less breaks at 'time & half', Double or Triple the applicable pay rate if you use the rate multiplier.



Auto-rostering Public Holidays in Ireland - 25th, 26th Dec & 1st Jan

What is the Auto-Roster Tool? Do I have to use it?

- It is not mandatory that you use the Auto-Roster tool unless you pay casual staff the value of the hours worked prior to the Public Holiday.
- Auto-Roster is a tool that automatically creates rostered public holiday shifts for you, Alkimii will automatically accrue the Public Holiday to the employee's balance regardless of whether you use the Auto-Roster tool or not. If you allow the majority of your employees to retain their public holiday you can just manually roster the public holiday shifts at any time you wish.
- The Auto-Roster facility will be available for you to use once the Week Prior to the week containing the Public Holiday is marked as paid in Alkimii
- ***Make sure you complete the full Auto-Roster process steps for 25th December before you begin the 26th December and 1st January Auto-Roster - Run the Auto-Roster in the order of the Public Holidays.***
- Employees that are deactivated in Alkimii will not accrue Public Holidays or Holidays during their time of deactivation. You will need to manually calculate entitlement and edit their balances.

When can you run the Auto-Roster

Dec 2021

M	T	W	T	F	S	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Example for a company with Monday to Sunday payroll week

25th & 26th December Public Holiday

- Auto-Roster for December 25th and 26th December Public Holidays is available from 26th of December once the week prior to 25th December December is marked as paid.

1st January Public Holiday

- Auto-Roster for 1st January Public Holiday is available from 1st January once the week ending 26th December has been marked as paid.

Notes:

The reason the prior week has to be marked as paid is to allow for the 13 weeks prior to the Public Holiday calculation to be done.

Although the Public Holidays fall at weekends, employees legally earn the holiday on the day, hence the auto-roster will only run on the day of the Public Holiday.

Once you physically download the payroll file for a week Alkimii marks the Week as paid.

How is the Calculation of the Public Holiday entitlement done?

Casual Contracts & Full-time Variable Contracts :

When you apply the auto-roster, A Public Holiday will be applied for Casual & Full-time Variable Employees up to a maximum of one day for each Public Holiday, if the person has sufficient accrual available. If the person has less than one day Public Holiday accrual they will be auto-rostered up to the nearest whole minute they have available.

How the entitlement is calculated - Casual & Full-time Variable staff earn their Public Holiday entitlement if they have worked more than 40 hours in the last 5 weeks, we take their total hours worked over the 13 weeks prior to the Public Holiday, divide this by 13 then divide it by 5 to get their entitlement. (if your hotel set to recognise the number of weeks employed prior to the Public Holiday and this is less than 13 weeks the system will divide by the number of weeks employed prior to the Public Holiday rather than the standard 13)

If your Hotel pays the equivalent amount paid for last shift for Casual Staff who work on the day of the Public Holiday - Alkimii will pay a Monetary Public Holiday Payment equivalent to the last worked shift less breaks, once the employee has worked more than 40 hours in the previous 5 weeks.

Full-time and Part-Time Contract Employees with Contracted Hours in their profile:

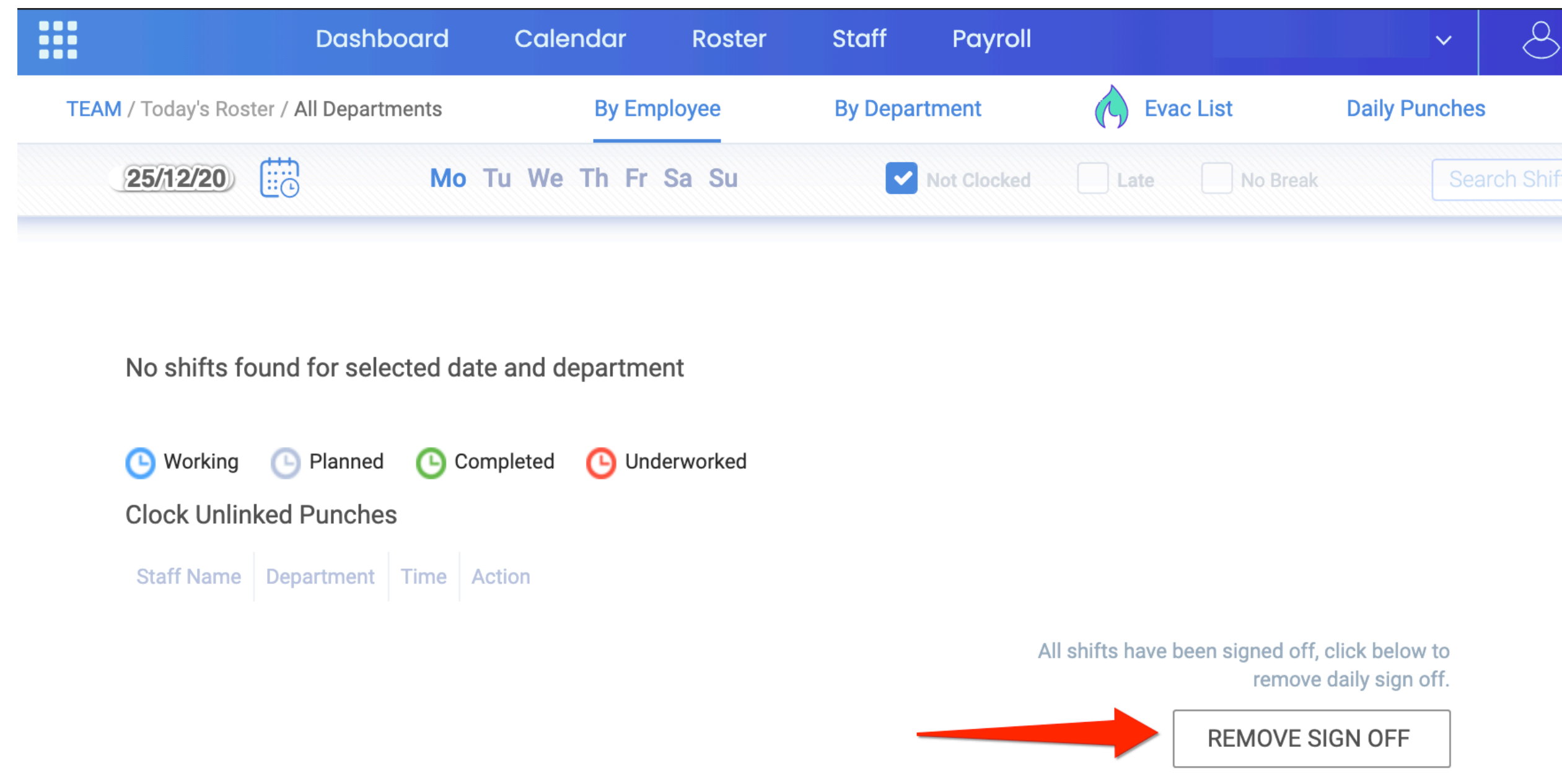
For full-time employees and Part-Time Employees, with standard hours (contracted hours) in their profile, they will be auto-rostered for a Public Holiday based on their contracted hours divided by 5

Note: If you wish for someone to retain their public holiday entitlement and not get paid, simply delete the auto-rostered shift after you have applied both Public Holidays and it will return the hours to their Public Holiday Balance and it will be available for them to take at a later date.

How to Use the Auto-Roster Tool

Step 1

Before processing payroll for the week containing 25th and 26th December. Login to Alkimii as HR Manager or Financial Controller. Make sure 25th and 26th of December are have the Sign-Off removed in the "Today's Roster" screen so that the auto-roster shifts can be applied to those days, and that the week prior to the Public Holiday is marked as Paid in Alkimii



Dashboard Calendar Roster Staff Payroll

TEAM / Today's Roster / All Departments By Employee By Department Evac List Daily Punches

25/12/20 Mo Tu We Th Fr Sa Su Not Clocked Late No Break Search Shifts

No shifts found for selected date and department

Working Planned Completed Underworked

Clock Unlinked Punches

Staff Name	Department	Time	Action
------------	------------	------	--------

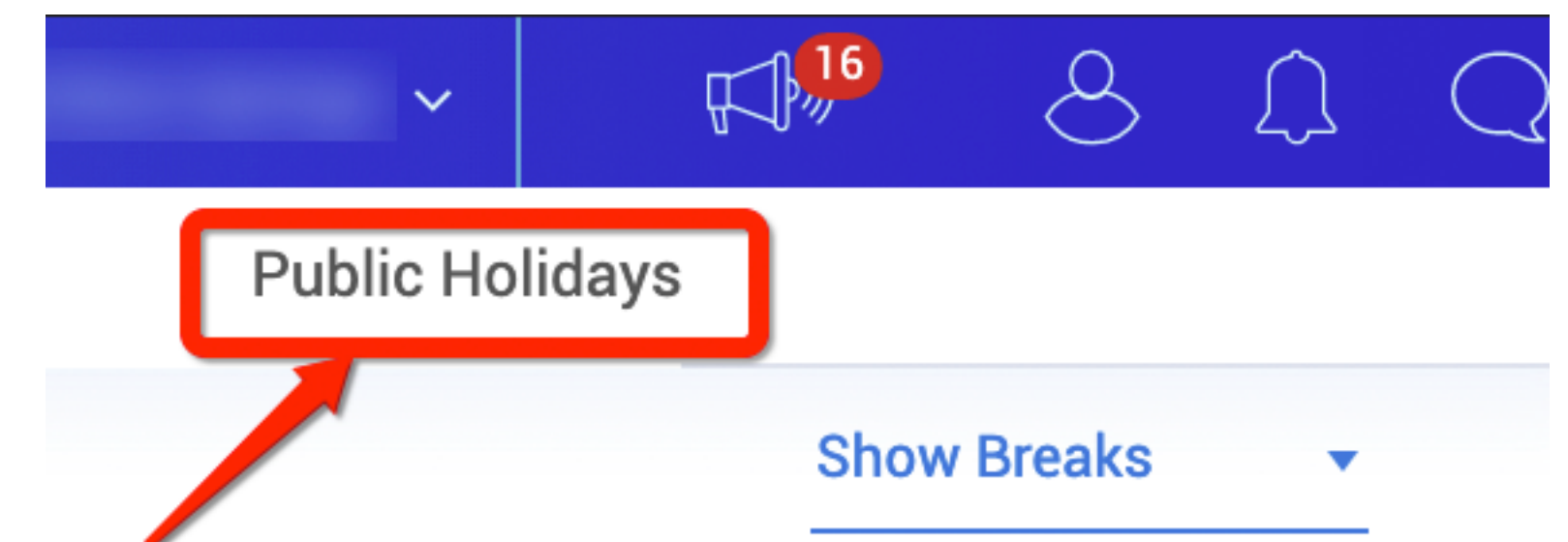
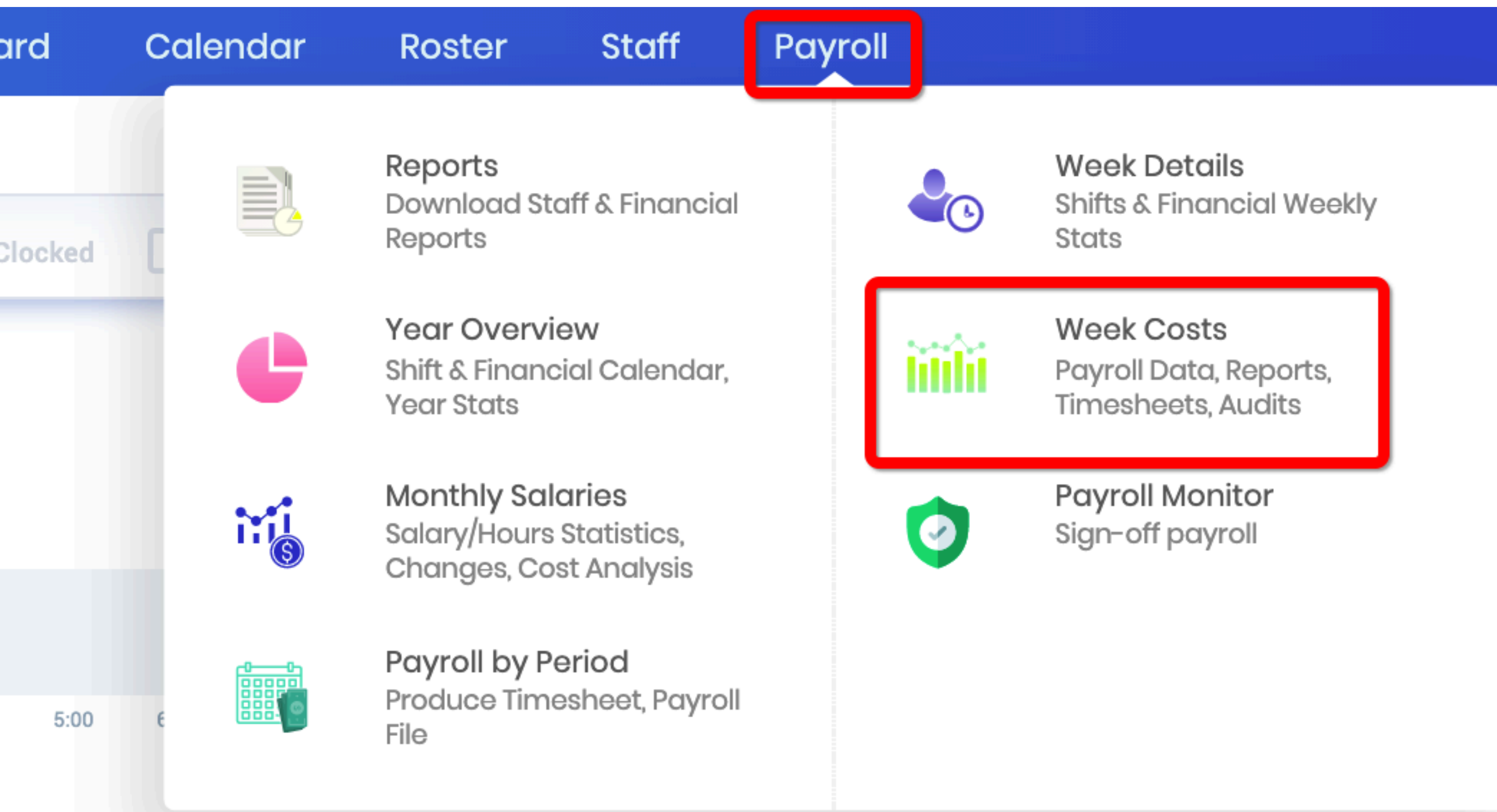
All shifts have been signed off, click below to remove daily sign off.

REMOVE SIGN OFF

Step 2

In Team, Go to 'Payroll' then 'Week Costs' screen for the week containing 25th and 26th of December and select the Public Holidays Tab.

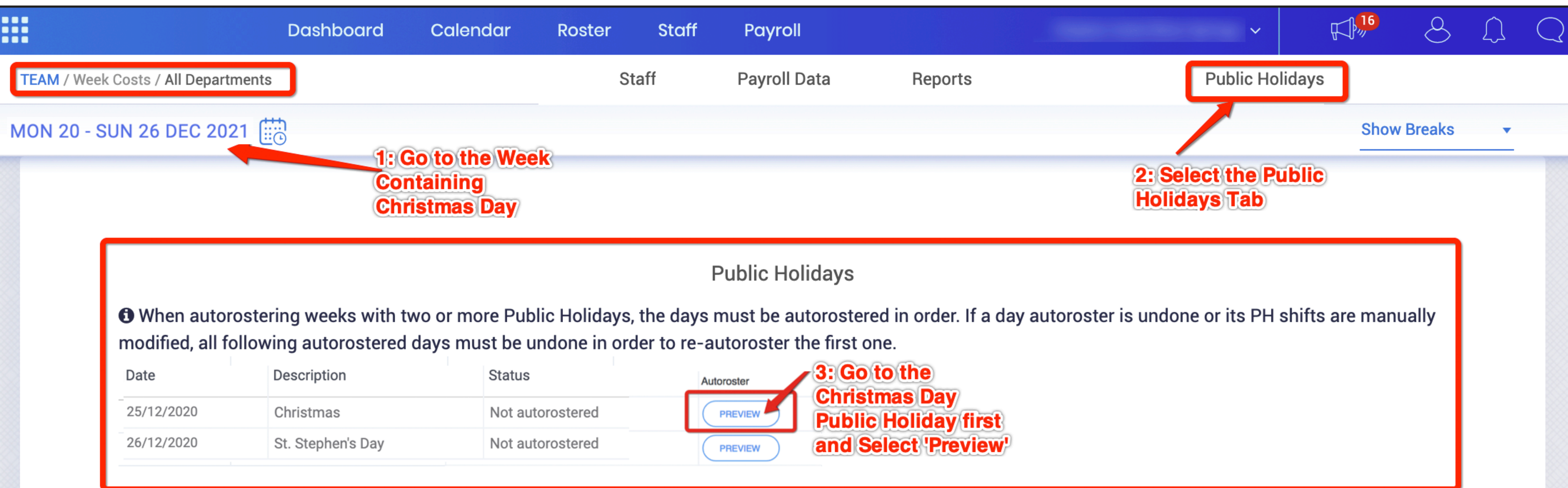
Note: You must apply the Public Holiday for 25th December first and make any edits to that day before you apply the Public Holiday for the 26th December.



Step 3

Go to the Week Containing the 25th and 26th of December

Click on Preview for 25th Dec Public Holiday



Navigation: Dashboard | Calendar | Roster | Staff | Payroll

Sub-navigation: TEAM / Week Costs / All Departments | Staff | Payroll Data | Reports | **Public Holidays**

Calendar: MON 20 - SUN 26 DEC 2021

Public Holidays

1: Go to the Week Containing Christmas Day

2: Select the Public Holidays Tab

3: Go to the Christmas Day Public Holiday first and Select 'Preview'

! When autorostering weeks with two or more Public Holidays, the days must be autorostered in order. If a day autoroster is undone or its PH shifts are manually modified, all following autorostered days must be undone in order to re-autoroster the first one.

Date	Description	Status	Autoroster
25/12/2020	Christmas	Not autorostered	PREVIEW
26/12/2020	St. Stephen's Day	Not autorostered	PREVIEW


Step 4

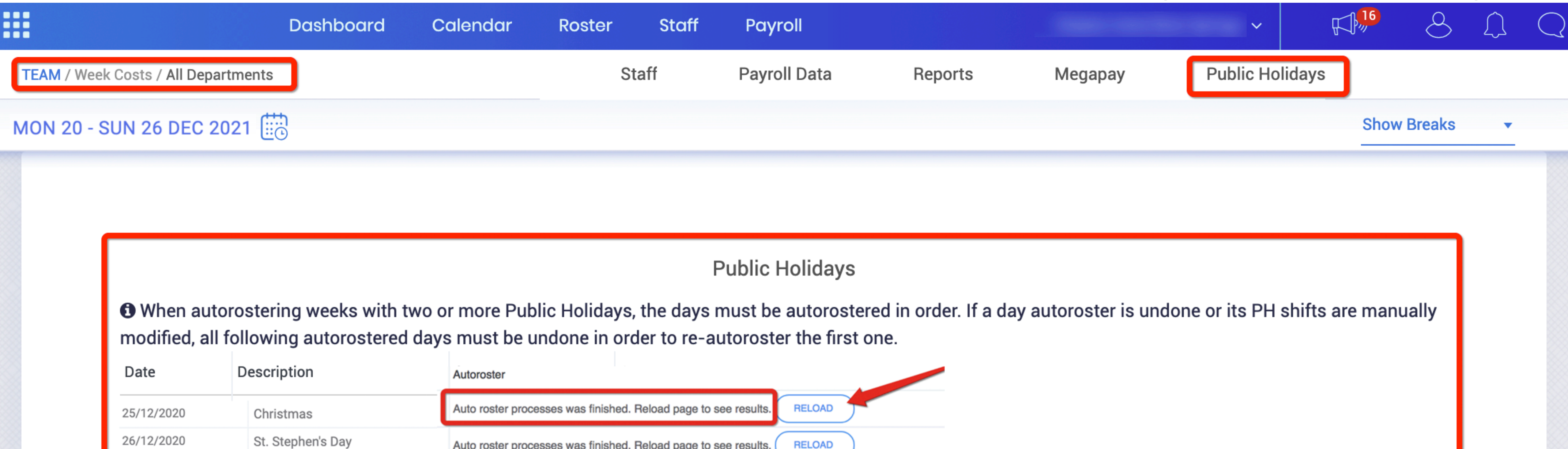
You will now see the "Preview" of the Public Holiday Accruals for each staff member and see the shift length they will be rostered by the auto-roster.

25th December Public Holiday

Name	Department	Already Rostered	Open Balance	Earned	Manual modifier	Taken (After PH shift)	Public Holiday Earned	PH Accrued	PH length	Shift to be rostered incl break	Total Balance (After PH shift)
[Redacted] (C)	Accommodation	✗	0.00	8.72	0.00	8.72	Public Holiday Earned	6.45	6.95	✗	0.00
[Redacted] (C)	Accommodation	✗	0.00	13.91	0.00	13.90		8.00	8.50		0.01
[Redacted] (FT39.0)	Accommodation	✗	7.80	31.20	0.00	31.20		7.80	7.80		7.80
[Redacted] (C)	Accommodation	✗	0.00	17.39	0.00	17.39		8.00	8.50		0.00
[Redacted] (C)	Accommodation	✗	0.00	0.00	0.00	0.00		0.00	0.00		0.00
[Redacted] (RH20)	Accommodation	✗	0.00	10.03	0.00	10.03		4.06	4.07		0.00
[Redacted] (C)	Accommodation	✗	0.00	0.00	0.00	0.00		0.00	0.00		0.00


Step 5

- If you are happy with the PH Length in the Preview, you can apply the auto-roster Public Holiday for all staff by clicking on the 'AUTOROSTER' button at the bottom of the preview screen 
- Allow the Auto-Roster to run. Once Complete you will see the screen below. Click 'RELOAD' to see the Public Holiday applied. If you wish to Undo the Autoroster you will see an undo option when you navigate back to this page.





Dashboard Calendar Roster Staff Payroll

TEAM / Week Costs / All Departments Staff Payroll Data Reports Megapay Public Holidays

MON 20 - SUN 26 DEC 2021  Show Breaks

Public Holidays

! When autorostering weeks with two or more Public Holidays, the days must be autorostered in order. If a day autoroster is undone or its PH shifts are manually modified, all following autorostered days must be undone in order to re-autoroster the first one.

Date	Description	Autoroster
25/12/2020	Christmas	Auto roster processes was finished. Reload page to see results. 
26/12/2020	St. Stephen's Day	Auto roster processes was finished. Reload page to see results. 

Step 6

Increasing Public Holiday entitlement to match hours worked on the day of the Public Holiday

If you wish to give casual employees additional Public Holiday Hours to match the hours they worked on the day of the Public Holiday you must perform this next step before you proceed to apply the Public Holiday for the 26th of December.

Step 6

Increasing Public Holiday entitlement to match hours worked on the day of the Public Holiday

If you wish to give an employee additional Public Holiday entitlement, you can do this by editing the auto-rostered Public Holiday shift in the Week Roster Screen after you have run the auto-roster process above. Simply edit the shift and extend the rostered time and save the shift. This will add any additional hours given to the employee's profile as Modified Public Holiday Hours.

For example: A casual employee has earned a 3 Hour Public Holiday entitlement (based on the average hours over 13 weeks), they worked 5 hours on the day of the Public holiday and you want to match their paid PublicHoliday to their 5 hours worked. You edit the three-hour auto rostered Public Holiday shift, change the duration to 5 hours and save the shift. This will save the additional 2 hours Public Holiday entitlement to the employee's profile.

Step 6

Restaurant C 27.93

Click on the autoroster shift to edit it

8.0 (8.0)
BH 7.47

Change Public Holiday shift length to match worked shift length

Edit Shift
Created on []

Staff Member []

Department C&B - Banqueting

Type Bank Holiday

Shift Details

Shift Colour []

Shift Preset Fire Warden
 First Aid Covid Officer
 Covid Worker Rep
 Duty Manager

Supervisor Rate Self Check
 Repeat

Start Of Shift 01/01/2020 09 : 00
 End Of Shift 01/01/2020 17 : 30

Notes
This Bank Holiday Shift created automatically

SAVE SHIFT **DELETE SHIFT** Cancel

Edit Shift
Created on []

Staff Member []

Department C&B - Banqueting

Type Bank Holiday

Shift Details

Shift Colour []

Shift Preset Fire Warden
 First Aid Covid Officer
 Covid Worker Rep
 Duty Manager

Start Of Shift 01/01/2020 09 : 00
 End Of Shift 01/01/2020 17 : 30

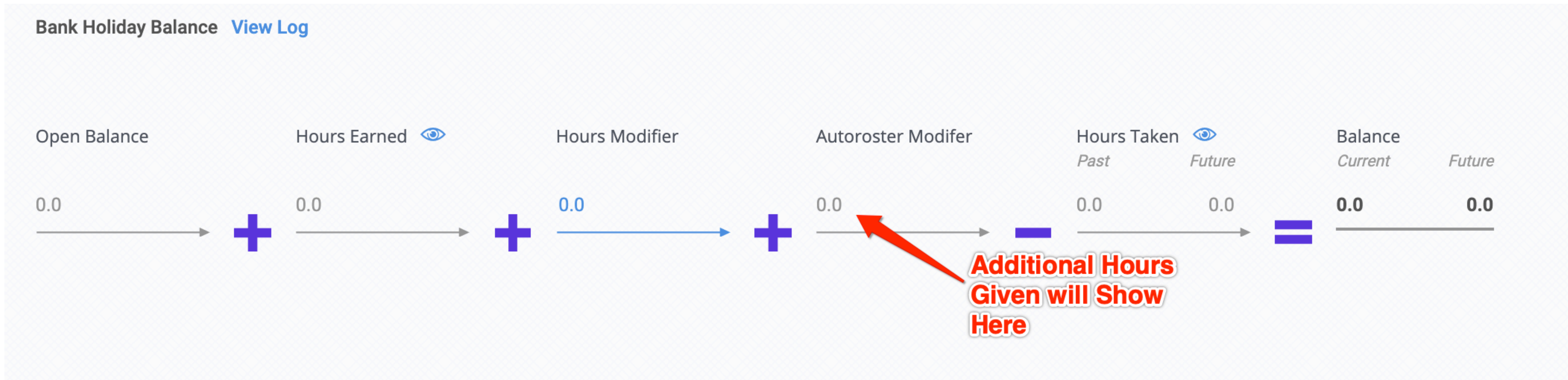
Notes
This Bank Holiday Shift created automatically

⚠ YOU ARE CHANGING AN AUTOROSTERED PUBLIC HOLIDAY (THE ORIGINAL LENGTH WAS 7.47 H). DOING THIS WILL GIVE THE EMPLOYEE ADDITIONAL "PUBLIC HOLIDAY HOURS MODIFIER" IN THEIR PROFILE TO MATCH THE NEW SHIFT LENGTH. IF YOU WISH TO APPLY THIS CHANGE, PLEASE CLICK THE "SAVE SHIFT ANYWAY" BUTTON BELOW.

SAVE SHIFT ANYWAY **DELETE SHIFT**

Step 6

Alkimii will then save the additional time given to the employee in the auto rostered Public Holiday shift, and it will also save the additional hours given into the employee profile, this can be viewed in the employee profile by going to the employee, "Holiday Balances" tab and viewing "Autoroster Modifier"



Step 7

26th December Public Holiday

To apply the 26th December Public Holiday return to step 1 and follow the process through to step 6 again.

1st January Public Holiday

To apply the 1st January Public Holiday using Auto-Roster make sure you have completed the Auto-Roster for 25th & 26th December first.

The Auto-Roster facility will be available for you for 1st January once the Week Prior to the week that contains New Years Day is marked as paid in Alkimii.

Return to step 1 of the Auto Roster process and repeat the steps, remove the sign off of the 1st Jan in Today's Roster. Go to Week Costs, Public Holidays for the Week containing 1st January 2022



Pre-paying weeks at Christmas

*** Available from COB Thursday 16th December ***

You will see an option to download a Micropay/Collsoft/Thesaurus/Quantum/Sage/Europay Preview file for Christmas week. You must have your full roster for Christmas week inputted before you run the file.

If you are not pre-paying the week, do not use the Payroll Export Preview button as it will not mark the week as paid.

GENERATE Megapay EXPORT PREVIEW

* This is just a preview payroll. IT will not close the payroll

This bit is critical !

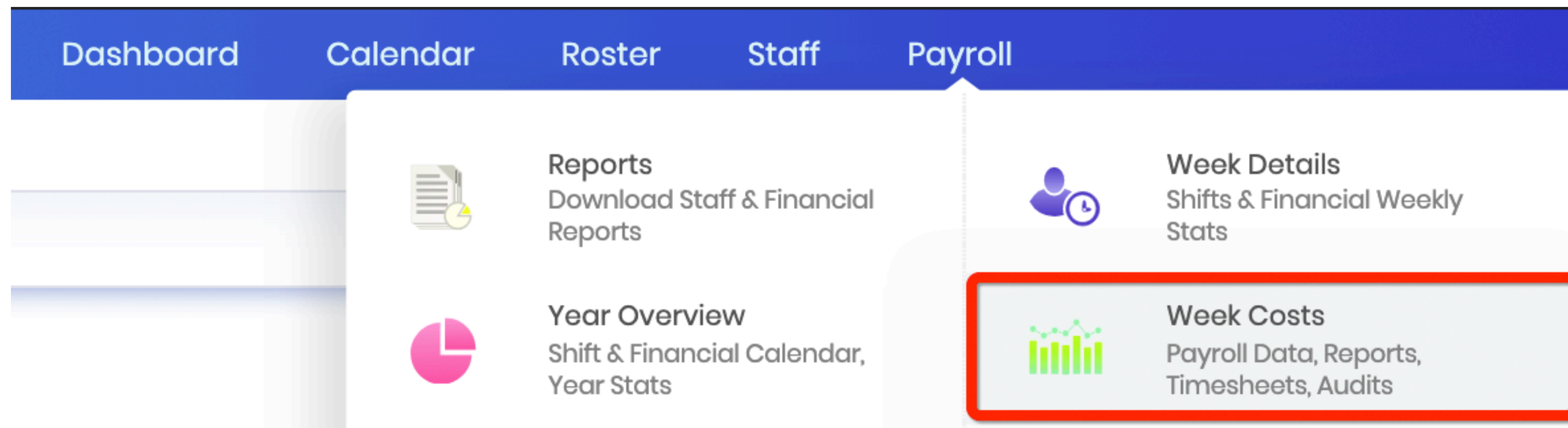
You must download both the 'Timesheet preview' and the 'payroll file preview' at the same time. Since you are pre-paying the week based on the roster for that week you must safely store the 'Timesheet Preview' file so that you can see the hours that you pre-paid and then compare this to the 'Actual Timesheet' when you properly close Christmas week. (the Timesheet Preview File that you use for the pre-payment **cannot** be re-created afterward, so it is critical that you store this file safely) When you compare the preview timesheet at the point of the pre-payment to the actual timesheet when you close Christmas Week you can then calculate the manual adjustments that need to be made in the payroll for the week after Christmas week.

So how do you do it?

There are two different ways

- Pay by Week Hotels
- Hotels who do fortnightly or multi-week payrolls.

For Weekly Payroll: Go to Payroll, Week Costs



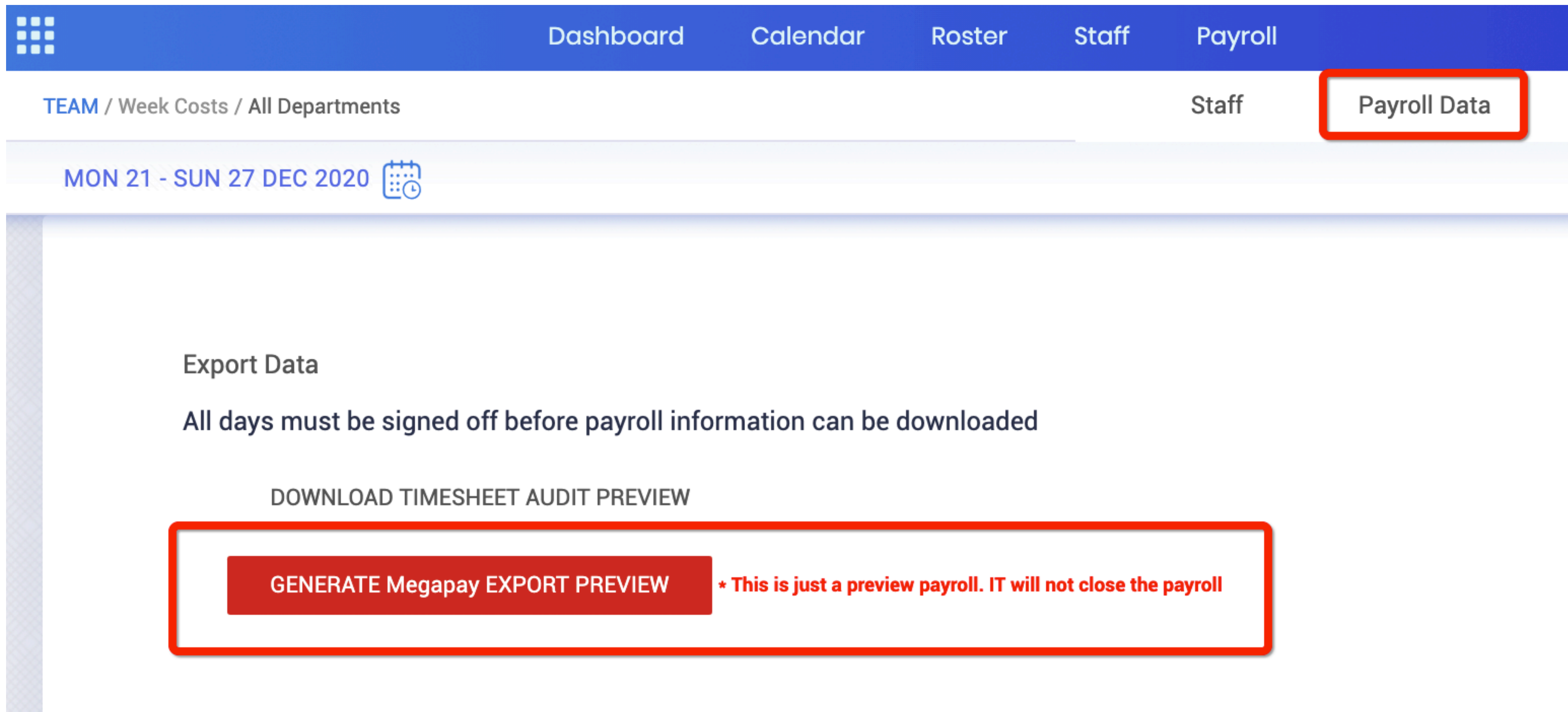
The screenshot shows a navigation menu with the following items: Dashboard, Calendar, Roster, Staff, and Payroll. The Payroll menu is expanded, showing the following options:

- Reports: Download Staff & Financial Reports
- Year Overview: Shift & Financial Calendar, Year Stats
- Week Details: Shifts & Financial Weekly Stats
- Week Costs: Payroll Data, Reports, Timesheets, Audits**

The 'Week Costs' option is highlighted with a red border.

For Weekly Payroll:

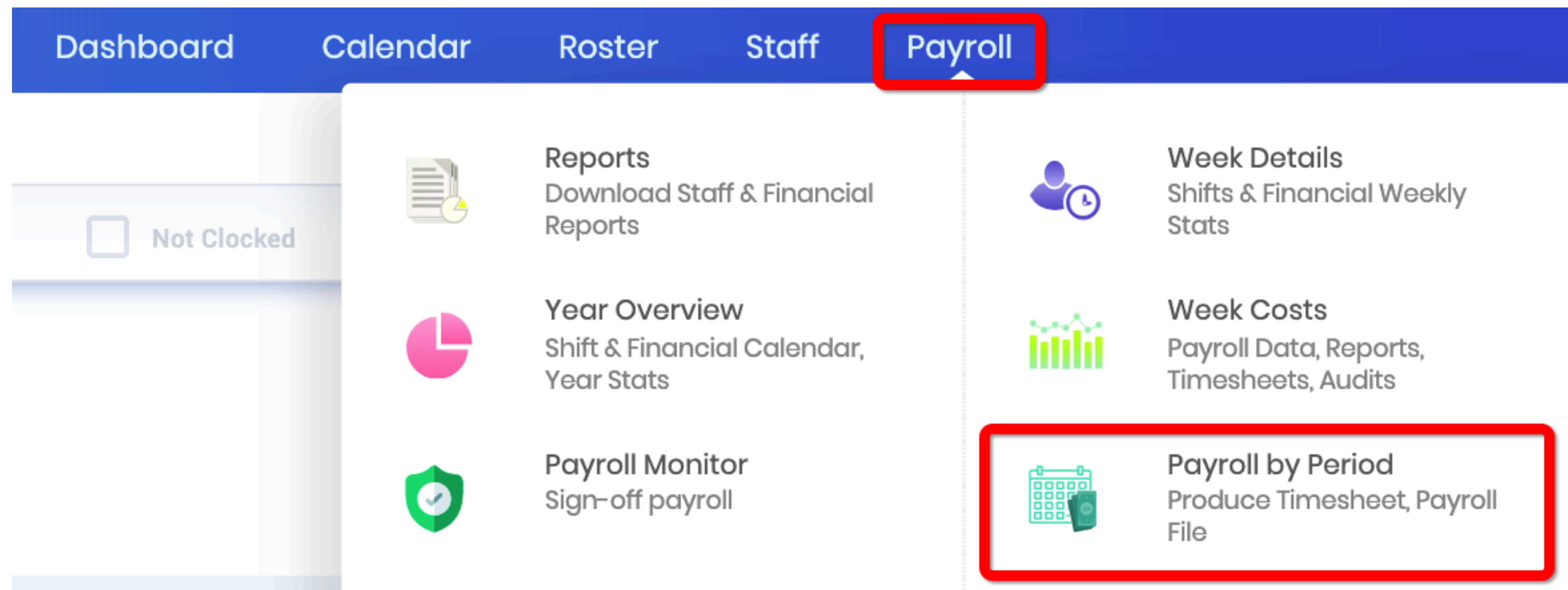
Then Select 'Payroll Data' Tab in Week Costs



The screenshot shows a software interface with a blue header bar containing navigation tabs: Dashboard, Calendar, Roster, Staff, Payroll, and Payroll Data. The 'Payroll Data' tab is highlighted with a red box. Below the header, the breadcrumb trail reads 'TEAM / Week Costs / All Departments'. The date range is 'MON 21 - SUN 27 DEC 2020'. The main content area displays 'Export Data' and a warning: 'All days must be signed off before payroll information can be downloaded'. Below this is a link for 'DOWNLOAD TIMESHEET AUDIT PREVIEW'. A red box highlights a button labeled 'GENERATE Megapay EXPORT PREVIEW' with a red asterisk warning: '* This is just a preview payroll. IT will not close the payroll'.

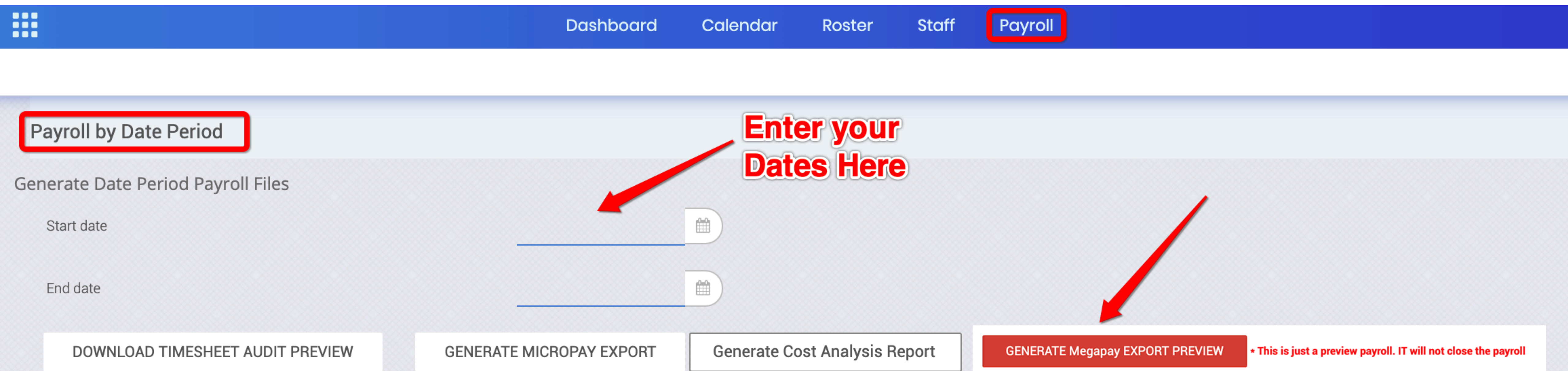
For Multi-Week Payroll – Pay by Period::

Go to 'Payroll' Screen in Alkimii Team, select 'Payroll by Period'



For Multi-Week Payroll – Pay by Period:

In the 'Payroll by Period' screen, you will see the 'Generate Payroll Export Preview' button



The screenshot shows the 'Payroll by Date Period' screen. At the top, a blue navigation bar contains a grid icon and menu items: Dashboard, Calendar, Roster, Staff, and Payroll (highlighted with a red box). Below the navigation bar, the 'Payroll by Date Period' section is highlighted with a red box. It contains the text 'Generate Date Period Payroll Files' and two date input fields labeled 'Start date' and 'End date', each with a calendar icon. A red arrow points to the 'Start date' field with the text 'Enter your Dates Here'. Below the date fields, there are four buttons: 'DOWNLOAD TIMESHEET AUDIT PREVIEW', 'GENERATE MICROPAY EXPORT', 'Generate Cost Analysis Report', and 'GENERATE Megapay EXPORT PREVIEW'. A red arrow points to the 'GENERATE Megapay EXPORT PREVIEW' button. To the right of this button, a red note states: '* This is just a preview payroll. IT will not close the payroll'.



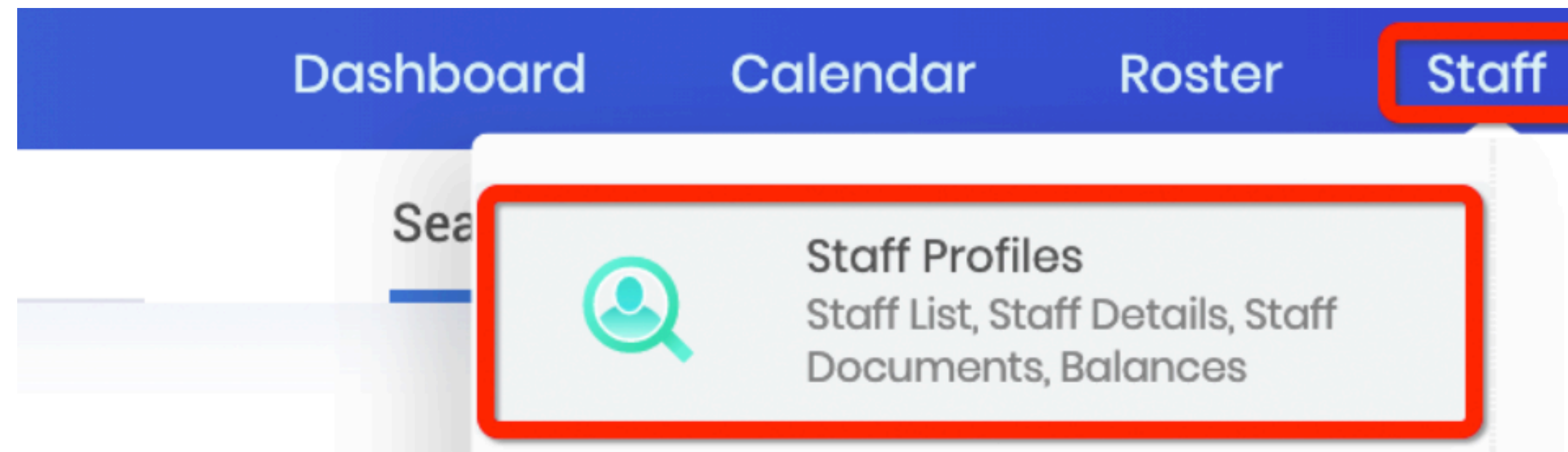
How to update rates of pay to apply from 1st Jan 2022

Note:

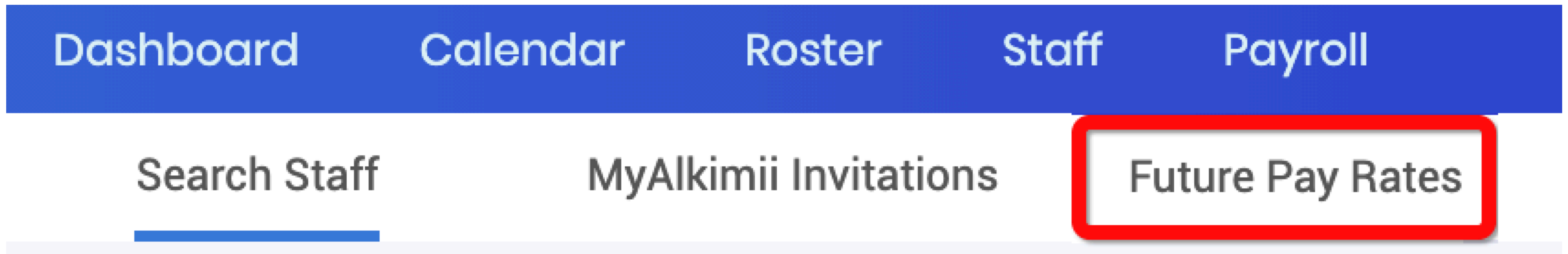
- This facility can be used by the Financial Controller or HR Manager
- If an employee is not getting a pay increase just leave it blank.
- If you are changing any single rate for an employee you must update all rates – e.g. an employee with current Basic and Sunday Rate, you change the Basic Rate, but leave the Sunday rate blank, the system will just save their future rate as Basic only with no Sunday Rate.
- You can edit and save this page as many times as you wish up to 1pm on Friday 31st December. Just make sure you save the change for each employee you have changed before you exit the screen.
- You must hit save for each employee once you enter a new rate of pay or you will lose the changes.

When you login to Alkimii - Go to Team -

Select "Staff" in the top menu, then select "Staff Profiles":



At the top of the "Staff Profiles" screen you will see a button "Future Pay Rates" - Click the button to see the Future Rates screen



How to update rates of pay to apply from 1st Jan 2022

The Future Pay Rates screen (this feature is available all year)

Don't forget to hit save after changing each employee!

Note if an employee has multiple rates you must update all of them

Dashboard Calendar Roster Staff Payroll

TEAM / Staff / Future Pay Rates Search Staff MyAlkimii Invitations Set 2020 opening balances **Future Pay Rates**

Name	Start Date	Birth Date	Basic	Superv. Salary	Holiday	Sunday	Basic	Superv. Salary	Holiday	Sunday	Apply Date	
Current							Future					
Bar	11/09/	16/09/	10.50	0.00	0.00	0.00						Save
	02/09/	03/02/	11.50	0.00	0.00	0.00						Save
	06/06/	08/12/	9.80	0.00	0.00	0.00						Save
	08/03/	17/06/	12.50	0.00	0.00	0.00						Save
	23/04/	20/12/	18.00	0.00	0.00	0.00						Save
	14/05/	18/02/	11.50	0.00	0.00	0.00						Save
	06/12/	05/06/	12.00	0.00	0.00	0.00						Save
	01/12/	09/05/	10.50	0.00	0.00	0.00						Save

Employees are listed by Dept (points to Bar)

List of Current Rates (points to Current columns)

1: Enter Date Here to apply the new rates from (points to Apply Date)

2: Enter new rates here for Basic, Supervisor, Holiday, Sunday, or Salary if the person is showing as Salaried Rate (points to Future columns)

3: Click Save to Save new Future Rates for each employee (points to Save buttons)

You can see rate History for the employee by clicking on the Calendar icon (points to calendar icons)



How to Cutover Holiday Balances 2021 to 2022

If your Holiday year ends on 31st December, once the week containing 1st January 2022 is paid, you will see an option in Alkimii to cutover your Holiday Balances for all employees from the 1st January 2022.

Important Note:

You must have paid your FINAL week in 2021 that contains 1st January 2022 paid, before you can cut over your holiday balances to 2022

This is to allow Alkimii to calculate the final Holidays up to 31st December 2021 based on paid hours

How to Cutover Holiday Balances 2021 to 2022

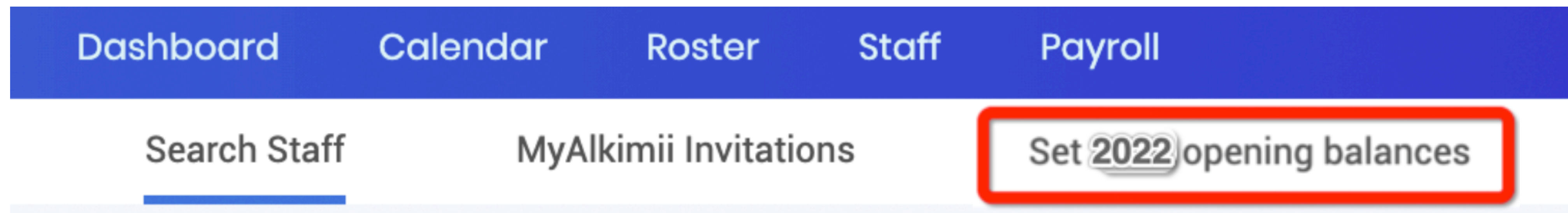
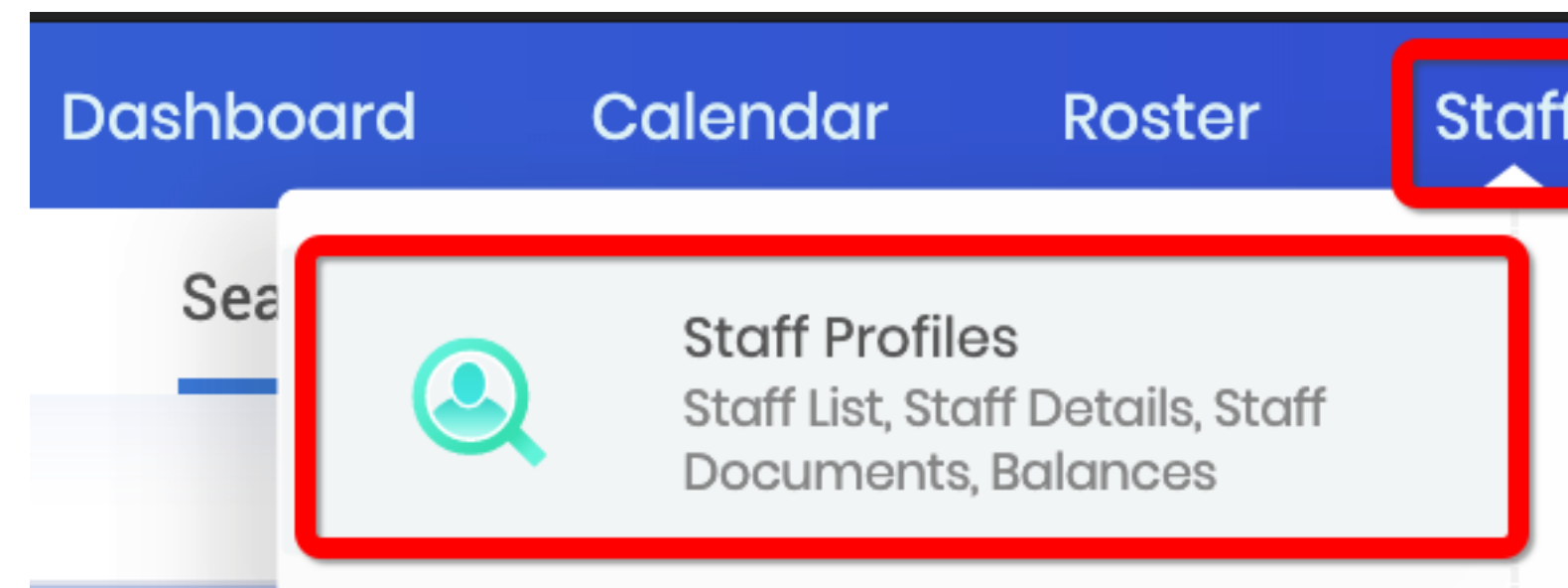
Jan 2022

M	T	W	T	F	S	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Example: Company with Monday to Sunday Payroll

Once week ending 2nd January is paid on 3rd of January you can run your holiday balance cutover at any time. The cutover option will be available for the full month of January.

In Team – Go to "Staff", then select "Staff Profiles" and press the "Set 2022 Opening Balances" button



How to Cutover Holiday Balances 2021 to 2022

You will now see the Opening Balance preview (screen print below) - showing the 2021 Balance figures and the changes for 2022

The top line for each employee (highlighted in red below) shows the following:

- **Bank Holidays (Ireland Only):** Bank Holiday Opening Balance 2021, Hours Earned 2021, Bank Holiday Manual Modifier 2021 (additional hours added to an employees auto-rostered Bank Holiday), Taken in 2021 and the final remaining Balance at the end of 2021.
- **Holidays:** Holiday Opening Balance 2021, Hours Earned 2021, Holiday Manual Modifier 2021 (any amendments to the holiday balance during the year), Taken in 2021 and the final remaining Balance at the end of 2021.
- **TOIL:** Opening Balance 2021 Hours Earned 2021, Taken in 2021 and the final remaining Balance at the end of 2021.

The lower line for each employee (highlighted in blue below) shows the changes to their balances in 2022

Set 2022 opening balances 2021 to 2022 ✕

Name	Department	Already set	Bank Holidays				Holidays				TOIL						
			Open	Earned	Manual modifier	Autoroster modifier	Taken	Balance	Open	Earned	Manual modifier	Taken	Balance	Open	Earned	Taken	Balance
Balances			0.00	15.68	0.00	0.00	15.68	0.00	0.00	51.79	0.00	38.00	13.79	0.00	0.00	0.00	0.00
	Accommodation	✕		3.73			0.00	3.73	13.79	0.00		12.80	0.99				

2022 Balance Changes - Figures that change show in blue

In Irish Hotels you will see BHols earned in 2022 - This is the Jan 1st BHol accrual.

How to Cutover Holiday Balances 2021 to 2022

Once you are happy with the changes you can apply the cutover by scrolling to the bottom of the screen and clicking "Set Balances" button



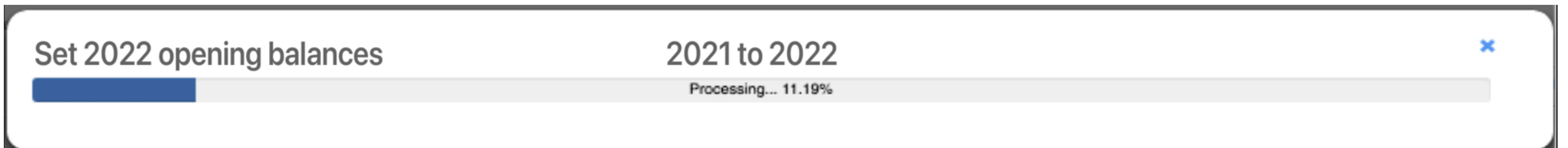
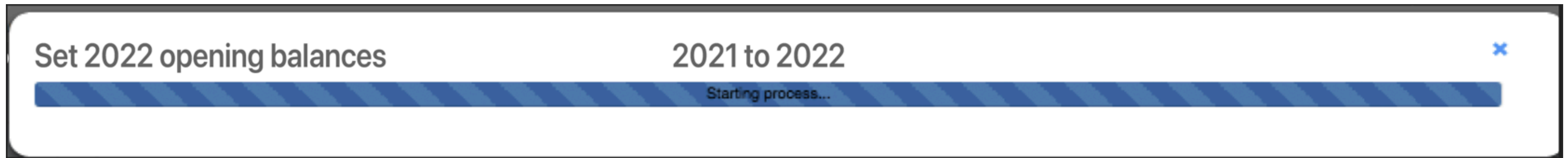
The screenshot shows a data table with 17 columns. The first column contains 'FT39.0'. The second column is 'Transport'. The third column has a red 'x'. The remaining columns contain numerical values, some in red and some in blue, with downward arrows indicating a decrease. Below the table, a button labeled 'SET BALANCES' is highlighted with a red box, and a red arrow points to it from the text 'Click "Set Balances"'.

FT39.0	Transport	x	16.10 ↓ 9.80	70.20 ↓ 7.80	0.00	0.00	76.50 ↓ 0.00	9.80 ↓ 17.60	-10.66 ↓ 24.84	156.00 ↓ 0.00	0.00	120.50 ↓ 0.00	24.84	0.00 ↓ 9.30	27.90 ↓ 0.00	18.60 ↓ 0.00	9.30
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Click "Set Balances"

How to Cutover Holiday Balances 2021 to 2022

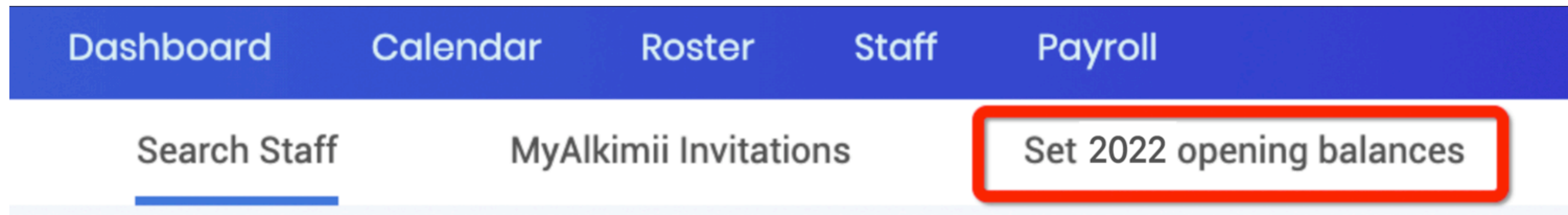
Once you click "Set Balances" you will see this progress bar appear as Alkimii starts the process. This can take a few minutes.



Once the process bar shows "Process Completed" click on the X to exit.



To confirm that the holiday balances have cutover – hit 'refresh page' button in your web browser – you can now go back to the "Set 2022 Opening Balances"



How to Cutover Holiday Balances 2021 to 2022

You will then see the screen below - a green tick beside each employee indicates that their balance has transferred correctly

Set 2022 opening balances 2021 to 2022 x

Name	Department	Already set	Bank Holidays							Holidays					TOIL			
			Open	Earned	Manual modifier	Autorooster modifier	Taken	Balance	Open	Earned	Manual modifier	Taken	Balance	Open	Earned	Taken	Balance	
(C)	Accommodation	✓	0.00	3.73	0.00	0.00	0.00	3.73	13.79	0.00	0.00	12.80	0.99	0.00	0.00	0.00	0.00	
(C)	Accommodation	✓	0.00	7.80	0.00	0.00	0.00	7.80	19.53	0.00	0.00	7.80	11.73	0.00	0.00	0.00	0.00	
(C)	Accommodation	✓	0.00	7.80	0.00	0.00	0.00	7.80	44.59	0.00	0.00	0.00	44.59	0.00	0.00	0.00	0.00	
(C)	Accommodation	✓	0.00	7.80	0.00	0.00	0.00	7.80	26.08	0.00	0.00	0.00	26.08	0.00	0.00	0.00	0.00	
(C)	Accommodation	✓	0.01	7.60	0.00	0.00	0.00	7.61	13.29	0.00	0.00	0.00	13.29	0.00	0.00	0.00	0.00	
(C)	Accommodation	✓	0.00	7.80	0.00	0.00	0.00	7.80	-0.62	0.00	0.00	0.00	-0.62	0.00	0.00	0.00	0.00	
(C)	Accommodation	✓	0.01	6.90	0.00	0.00	0.00	6.91	20.89	0.00	0.00	0.00	20.89	0.00	0.00	0.00	0.00	
(C)	Accommodation	✓	7.25	7.80	0.00	0.00	0.00	15.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
(FT39.0)	Accommodation	✓	0.00	7.80	0.00	0.00	0.00	7.80	85.80	0.00	0.00	0.00	85.80	0.50	0.00	0.00	0.50	
(C)	Accommodation	✓	0.01	7.12	0.00	0.00	0.00	7.13	4.15	0.00	0.00	0.00	4.15	0.00	0.00	0.00	0.00	
(C)	Accommodation	✓	0.00	7.80	0.00	0.00	0.00	7.80	5.31	0.00	0.00	0.00	5.31	0.00	0.00	0.00	0.00	

Green Tick indicates that it has completed successfully

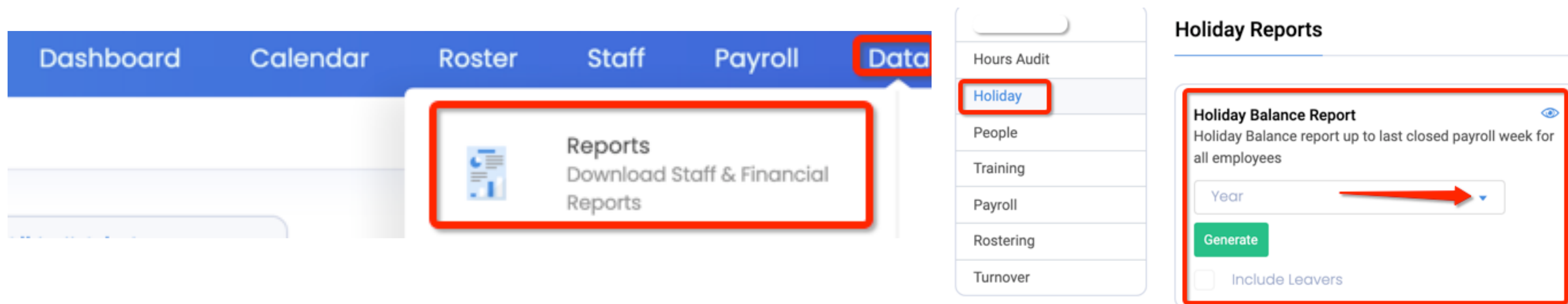
How to Cutover Holiday Balances 2021 to 2022

Download your Final Holiday Balance report for 2021:

Go to Team, 'Data' then select 'Reports' and choose "Holiday" in the left hand navigation bar. Go to "Holiday Balance Report", select 2021 and then click "Generate".

The 2021 Balance Report, it will then download the final Holiday Balance Report for 2021 up to the 31st December. This can be downloaded at any time and will remain as a permanent record of 2021 Holiday Balances.

You will also see a 2022 report appearing in the Drop Down, that will show holidays earned and taken from 1st Jan 2022



The screenshot illustrates the steps to generate a holiday balance report. It shows a navigation menu with 'Data' highlighted. A dropdown menu under 'Data' shows 'Reports' selected. A second dropdown menu under 'Reports' shows 'Holiday' selected. The 'Holiday Reports' section is visible, featuring a 'Holiday Balance Report' card. This card includes a description, a 'Year' dropdown menu with an arrow pointing to the right, a green 'Generate' button, and an unchecked checkbox for 'Include Leavers'.

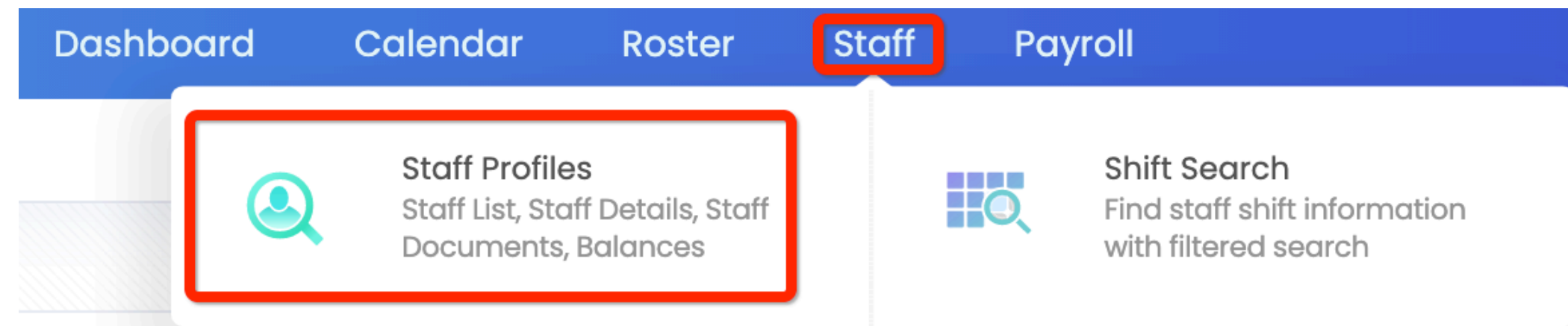


How to amend Holiday Balances

We have added new functionality to allow accountants to edit holiday balances for employees.

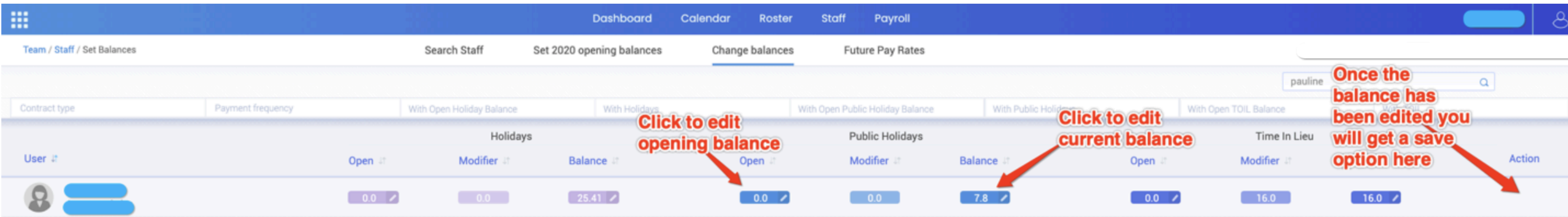
This facility is restricted to users with accountants rights as making changes to balances will have an effect on the value of your holiday accruals in Alkimii.

In Team, go to Staff, Staff Profiles



Select "Change Balances" from the top menu

You can edit the opening balances and current balance of any staff. Once you have made a change to a persons balance a Save icon will appear on the right-hand side, click the save button to save the change.



The screenshot shows the 'Change balances' page for a staff member named Pauline. The page has a top navigation bar with 'Dashboard', 'Calendar', 'Roster', 'Staff', and 'Payroll'. Below this is a sub-navigation bar with 'Team / Staff / Set Balances', 'Search Staff', 'Set 2020 opening balances', 'Change balances', and 'Future Pay Rates'. The 'Change balances' tab is active. The main content area is a table with columns for 'Contract type', 'Payment frequency', 'With Open Holiday Balance', 'With Holidays', 'With Open Public Holiday Balance', 'With Public Holiday Balance', and 'With Open TOIL Balance'. The table has a header row for 'Holidays' and 'Public Holidays' with sub-headers for 'Open', 'Modifier', and 'Balance'. The 'Open' and 'Balance' cells for the 'Holidays' section are highlighted with red boxes and arrows pointing to them, with the text 'Click to edit opening balance' and 'Click to edit current balance' respectively. The 'Balance' cell for the 'Public Holidays' section is also highlighted with a red box and arrow, with the text 'Click to edit current balance'. The 'Action' column has a 'Save' icon (a pencil) next to the '16.0' value, with a red arrow pointing to it and the text 'Once the balance has been edited you will get a save option here'.

Contract type	Payment frequency	With Open Holiday Balance	With Holidays	With Open Public Holiday Balance	With Public Holiday Balance	With Open TOIL Balance	
			Holidays	Public Holidays		Time In Lieu	
		Open	Modifier	Balance	Open	Modifier	Action
		0.0	0.0	25.41	0.0	0.0	16.0
					7.8	0.0	16.0



Thank you!

Questions

**We will send you a PDF copy of this presentation and
a link to the Webinar recording**

Any further questions?

Please email our Customer Success Team:

hello@alkimii.com

or call 01-5311177