

# Turn of the year 2021/2022



## Index

Turn of the year 2021/2022 .....	2
Actions.....	2
Workdays.....	2
Edit Public holidays.....	3
Create public holidays .....	4
Create company calendar .....	5
Special day 2022 for entrance (profile data).....	7
Annual balancing 2021 .....	8

## Turn of the year 2021/2022

The following points must be followed to perform the turn of the year:

1. Create the company calendar for the year 2022 in the current year!
2. Execute the annual balancing in the year 2022, as soon as all the remaining leave from 2021 have entered.

Please create the company calendar for all the companies and regions in time.

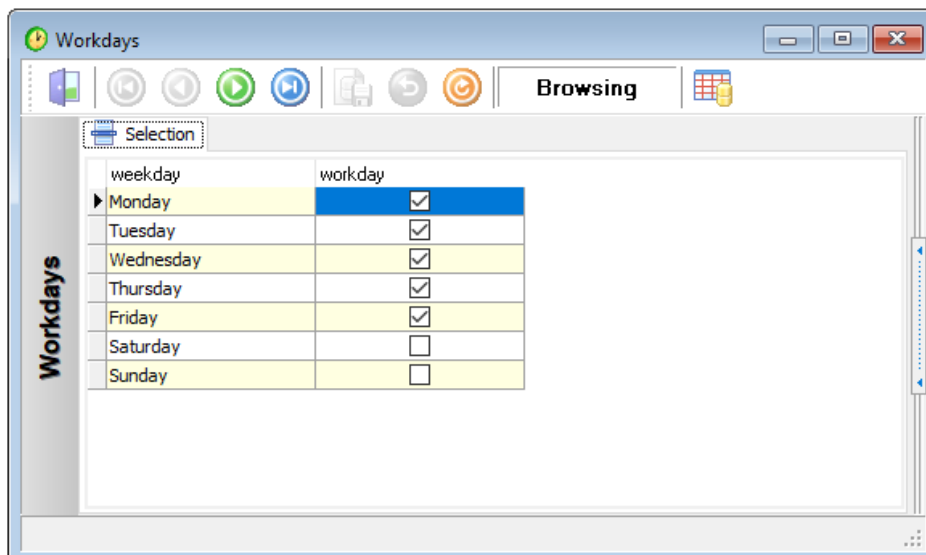
Attention: You can enter new bookings for the new year (sickness, annual leave...) only if the company calendar for 2022 already exists!

### Actions

- Control the working days
- Control and add if necessary specific holidays for each region
- Create the public holidays
- Create the company calendar

### Workdays

Open the path: `File → basic tables → Workdays`

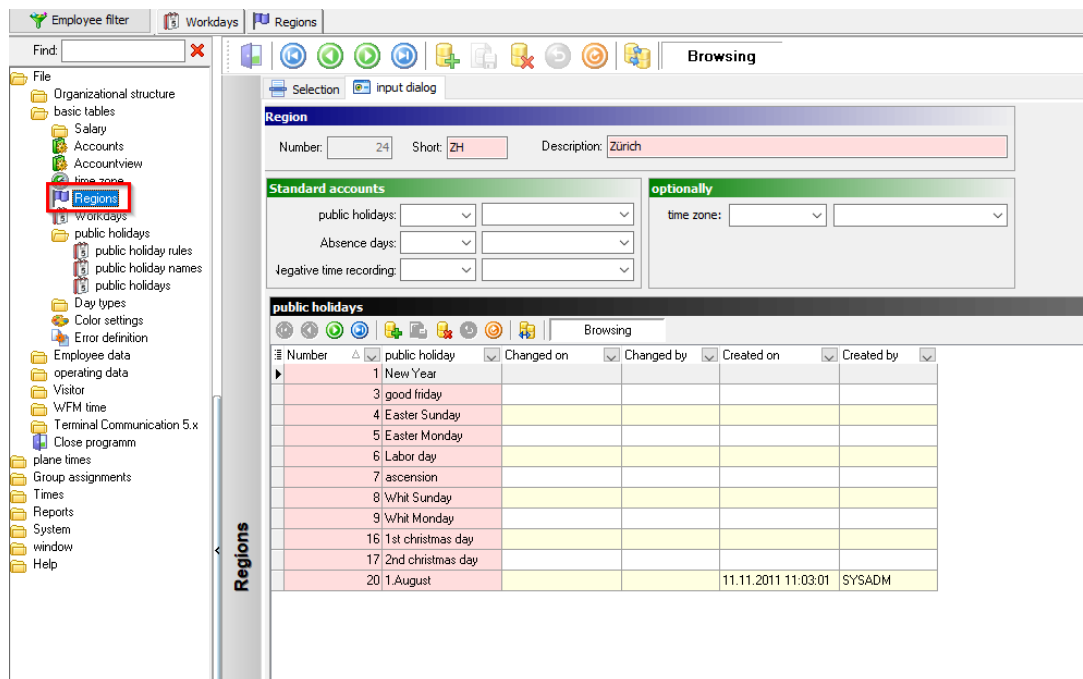


If a weekday is a working day or not is defined in the working calendar by this selection.


## Edit Public holidays

Open the path: `File → basic tables → Regions`

Select the desired region and control the public holidays.



Number	public holiday	Changed on	Changed by	Created on	Created by
1	New Year				
3	good friday				
4	Easter Sunday				
5	Easter Monday				
6	Labor day				
7	ascension				
8	Whit Sunday				
9	Whit Monday				
16	1st christmas day				
17	2nd christmas day				
20	1.August			11.11.2011 11:03:01	SYSADM

You can add and delete public holidays by using the button  and  .

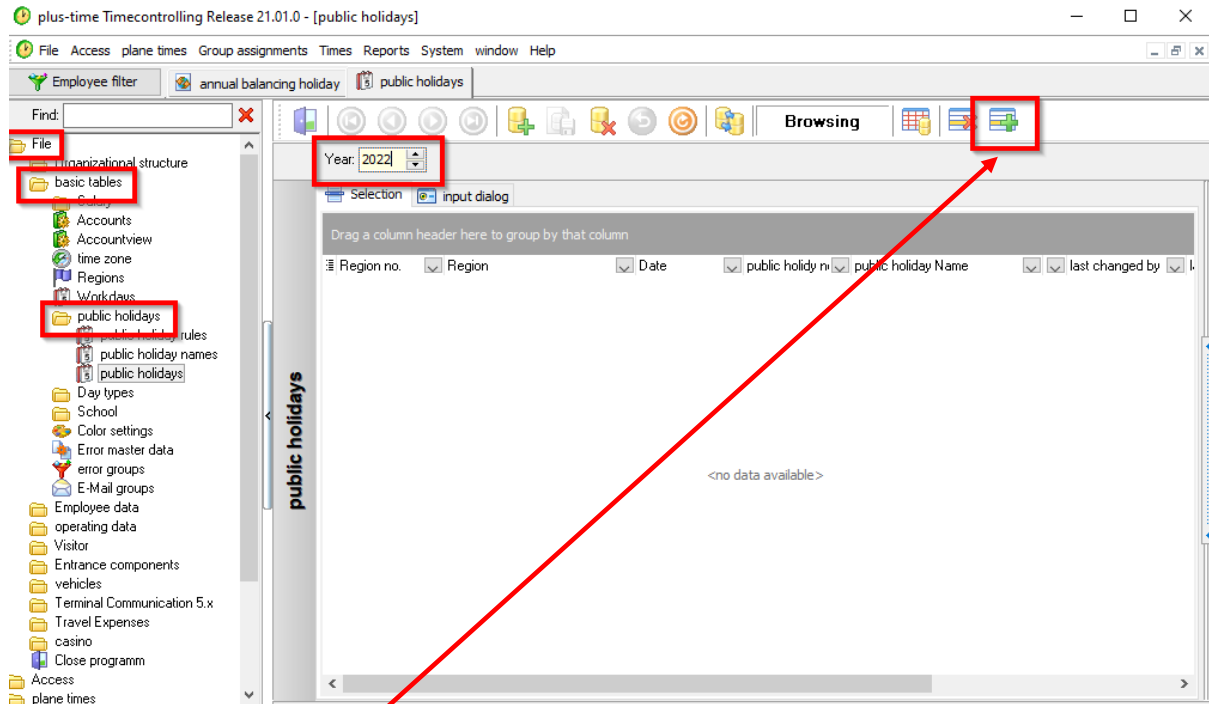
Use the following path:

`File → basic tables → public holidays → public holidays names`  
to make sure if the public holiday is already in the system. If a holiday is missing, add a new one to the list.

## Create public holidays

You can generate public holidays for the new year by using the following path:  
File → basic tables → public holiday → public holiday.

Select the year 2022.



Create public holidays

Public holidays for every region are generated.

## Create company calendar

You can create the new company calendar by using the path:

`times` → `Company calendar`.

Select all the needed companies and cantons.

Create calendar

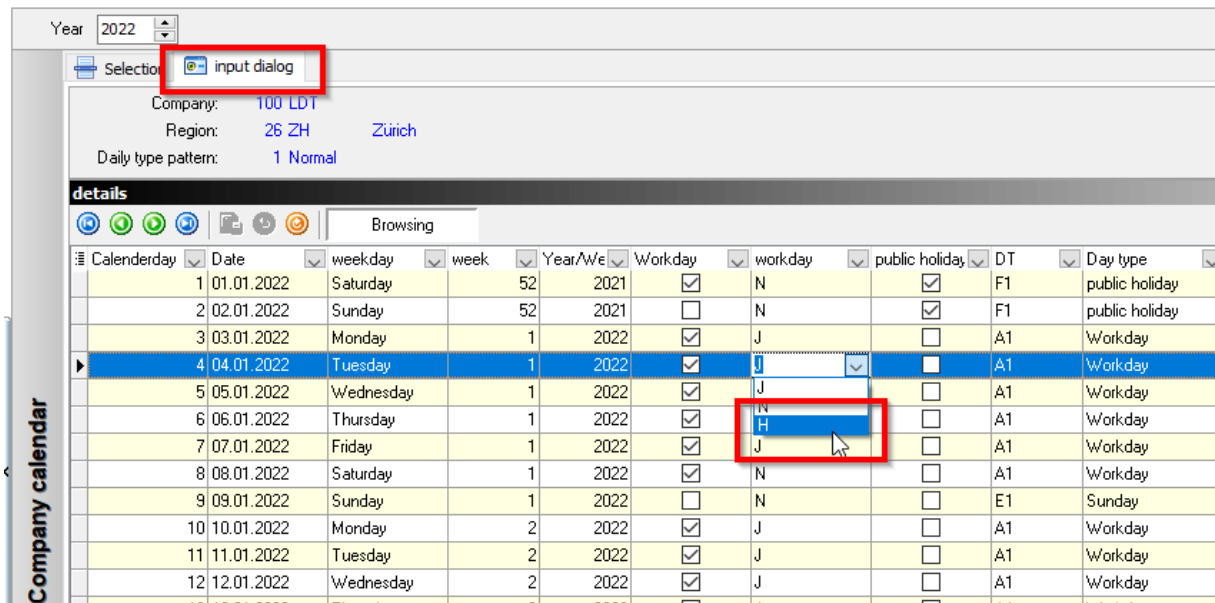
The screenshot shows the 'Company calendar' selection dialog. The left sidebar contains a tree view with 'Company calendar' selected. The main area shows a table with columns: Selection, c.no., Company, region nc, Region, Region, and dtp. The table contains several rows of data. A red box highlights the 'Create calendar' button in the top right corner. Another red box highlights the 'Company calendar' option in the left sidebar. A third red box highlights the 'Year 2022' dropdown. A fourth red box highlights the checkbox for the first company entry in the table.

Selection	c.no.	Company	region nc	Region	Region	dtp
<input type="checkbox"/>	100	LDT	100	OF	keine Feiertage	
<input checked="" type="checkbox"/>	100	LDT	26	ZH	Zürich	
<input type="checkbox"/>	100	LDT	25	ZG	Zug	
<input type="checkbox"/>	100	LDT	24	VS	Wallis	
<input type="checkbox"/>	100	LDT	23	VD	Vaud	
<input type="checkbox"/>	100	LDT	22	UR	Uri	
<input type="checkbox"/>	100	LDT	21	TG	Thurgau	

If there are public holidays, on which the employees have to work half a day (f.e. “Sechseläuten” in Zürich), adjust the following column:

Set in the column “workday” on that specific day in every region

- “J” for working day
- “N” for no working day
- “H” for half working day



Year: 2022

Selection: input dialog

Company: 100 LDT  
Region: 26 ZH Zürich  
Daily type pattern: 1 Normal

details

Browsing

Calendar day	Date	weekday	week	Year/Week	Workday	workday	public holiday	DT	Day type
1	01.01.2022	Saturday	52	2021	<input checked="" type="checkbox"/>	N	<input checked="" type="checkbox"/>	F1	public holiday
2	02.01.2022	Sunday	52	2021	<input type="checkbox"/>	N	<input checked="" type="checkbox"/>	F1	public holiday
3	03.01.2022	Monday	1	2022	<input checked="" type="checkbox"/>	J	<input type="checkbox"/>	A1	Workday
4	04.01.2022	Tuesday	1	2022	<input checked="" type="checkbox"/>	J	<input type="checkbox"/>	A1	Workday
5	05.01.2022	Wednesday	1	2022	<input checked="" type="checkbox"/>	J	<input type="checkbox"/>	A1	Workday
6	06.01.2022	Thursday	1	2022	<input checked="" type="checkbox"/>	H	<input type="checkbox"/>	A1	Workday
7	07.01.2022	Friday	1	2022	<input checked="" type="checkbox"/>	J	<input type="checkbox"/>	A1	Workday
8	08.01.2022	Saturday	1	2022	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>	A1	Workday
9	09.01.2022	Sunday	1	2022	<input type="checkbox"/>	N	<input type="checkbox"/>	E1	Sunday
10	10.01.2022	Monday	2	2022	<input checked="" type="checkbox"/>	J	<input type="checkbox"/>	A1	Workday
11	11.01.2022	Tuesday	2	2022	<input checked="" type="checkbox"/>	J	<input type="checkbox"/>	A1	Workday
12	12.01.2022	Wednesday	2	2022	<input checked="" type="checkbox"/>	J	<input type="checkbox"/>	A1	Workday

## Special day 2022 for entrance (profile data)

If you use the entrance-management over plus-time, the special days for the year 2022 must be signed in the company calendar, in order to process the profile-list.

For the public holidays, if you have different entrance rules, you can set special day 1:

Calendar day	Date	weekday	week	Year/We	workday	workday	public holiday	DT	Day type	SD1	D2	SD3	Special day 1-9	last changed by	last change
1	01.01.2022	Saturday	52	2021	<input checked="" type="checkbox"/>	N	<input checked="" type="checkbox"/>	F1	public holiday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	S/SADM	09.11.2021
2	02.01.2022	Sunday	1	2022	<input checked="" type="checkbox"/>	J	<input type="checkbox"/>	A1	Workday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		S/SADM	09.11.2021
3	03.01.2022	Monday	1	2022	<input checked="" type="checkbox"/>	J	<input type="checkbox"/>	A1	Workday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4	04.01.2022	Tuesday	1	2022	<input checked="" type="checkbox"/>	J	<input type="checkbox"/>	A1	Workday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5	05.01.2022	Wednesday	1	2022	<input checked="" type="checkbox"/>	J	<input type="checkbox"/>	A1	Workday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
6	06.01.2022	Thursday	1	2022	<input checked="" type="checkbox"/>	J	<input type="checkbox"/>	A1	Workday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
7	07.01.2022	Friday	1	2022	<input checked="" type="checkbox"/>	J	<input type="checkbox"/>	A1	Workday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
8	08.01.2022	Saturday	1	2022	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>	A1	Workday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
9	09.01.2022	Sunday	1	2022	<input type="checkbox"/>	N	<input type="checkbox"/>	E1	Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
10	10.01.2022	Monday	2	2022	<input checked="" type="checkbox"/>	J	<input type="checkbox"/>	A1	Workday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
11	11.01.2022	Tuesday	2	2022	<input checked="" type="checkbox"/>	J	<input type="checkbox"/>	A1	Workday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

## Annual balancing 2021

You don't need to process the annual balancing at the beginning of the year. You can close it as soon as all the holiday-bookings for the year 2021 have entered.


Open **Times** → **Holiday** → **Annual balancing** to process the annual balancing.

The screenshot shows the 'annual balancing holiday' software interface. The menu on the left is expanded to show 'Times', 'Holiday', and 'Annual balancing'. The main area displays the following information:

employee Info		Holiday information		
Year	Active employees	Balanced holidays	Current holidays	Planned holidays
2020	23	24	-	-
2021	32	-	32	-
2022	32	-	-	32

The 'Annual balancing' section includes the following details:

- Current holiday year:** 2021
- end holiday year:** 31.12.2021
- ATTENTION:** The financial statements can be undone only by pressing the red button. Otherwise, leave entitlement and remaining leave from 2021 not be changed. The holiday entitlement for the years 2022 / 2023 be recalculated or updated. In claim calculation of the full claim from the historical personnel data and program settings (group holiday) are used.
- Rest cutting prior to the completion:**
- Run annual balancing** button

Through the button  you can undo the balancing. After editing the bookings, you can process the annual balancing again.

**Attention:** After processing the balancing, belated bookings won't automatically update the balance of the previous year! Enter the holiday booking for the previous year. Subsequently open the annual balancing and close the year again.