Adding Rolled-up Holiday Pay (RHP)

Holiday pay · https://paiyroll.com/kb/adding-rolled-up-holiday-pay-rhp/

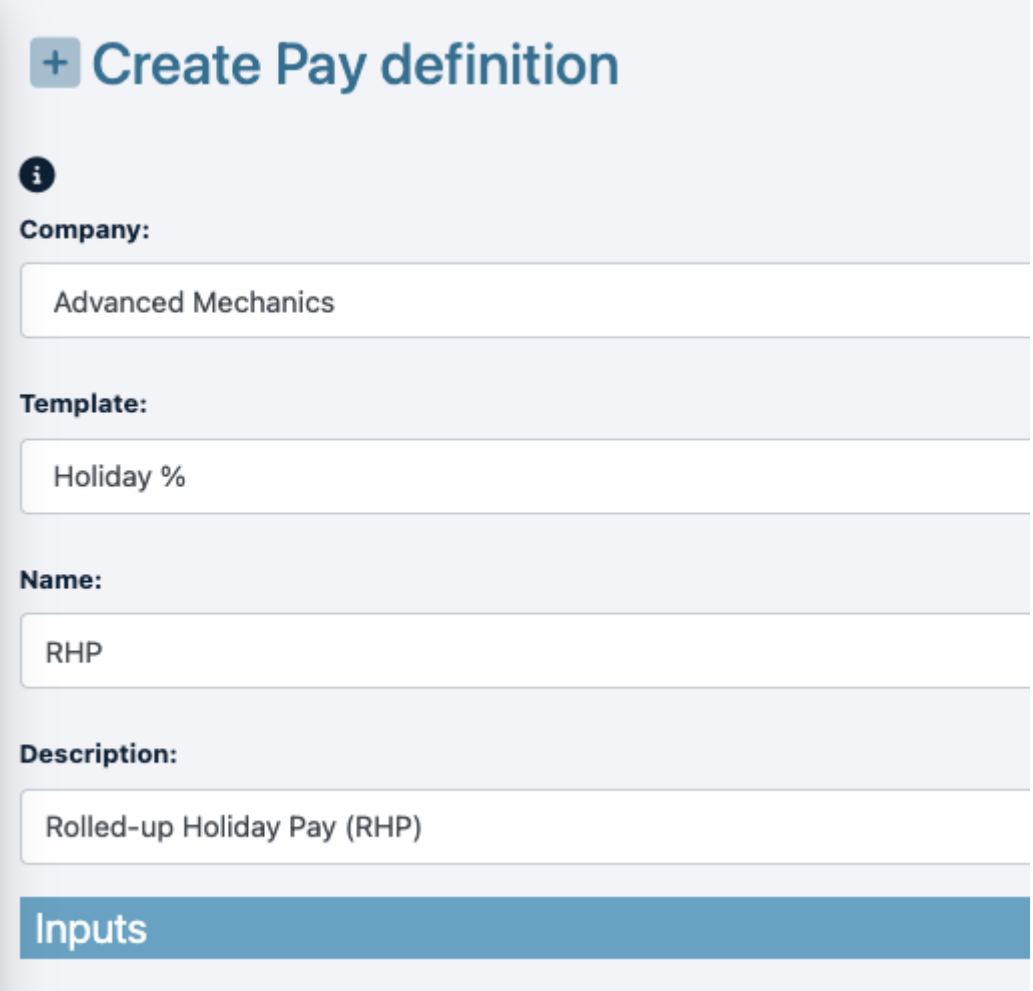
You can use automated Rolled-up Holiday Pay (RHP) for Irregular workers for leave years beginning after April 2024. Follow this guide to set up automated Holiday pay.

Before starting

1. If you were previously using the Holiday booking/approval process, we recommend that all holidays be booked and approved in any previous pay runs. Otherwise, you may have to manually carry over any untaken leave or operate RHP and Holiday booking in parallel for a period.
2. Ensure you have completed the prior pay run before following the steps below to set this up.

Create a new RHP Pay Definition

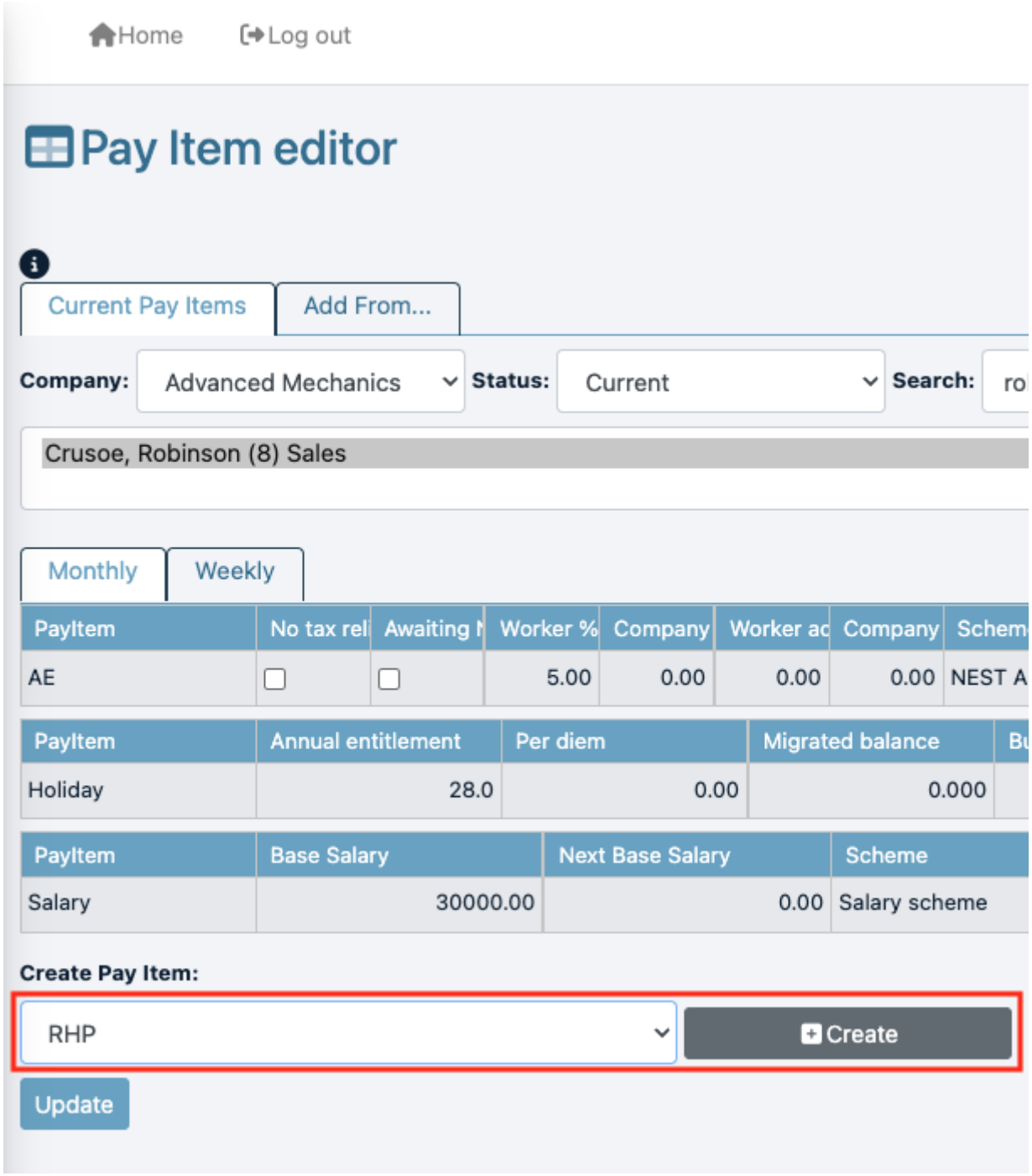
Setup > Pay Definitions > +Add... to add a new RHP Pay definition based on the Holiday % pay template.
In the example below, the description **Rolled-up Holiday Pay (RHP)** will appear on all payslips to meet the new legislation:



Click **Add** to add the new pay definition to your company.

Add RHP Pay Item to each Worker

Pay Item Editor > Select one worker - then select this new Pay Item from the **Create Pay Item** drop-down and click **+ Create**:



Once this appears on the worker, click **View Payslip/Update.** If they already have some pay, the RHP pay item will automatically appear on the mini payslip.

You can add this Pay Item manually to all workers, or it is much faster to create a Pay Item Upload file if you have many workers.

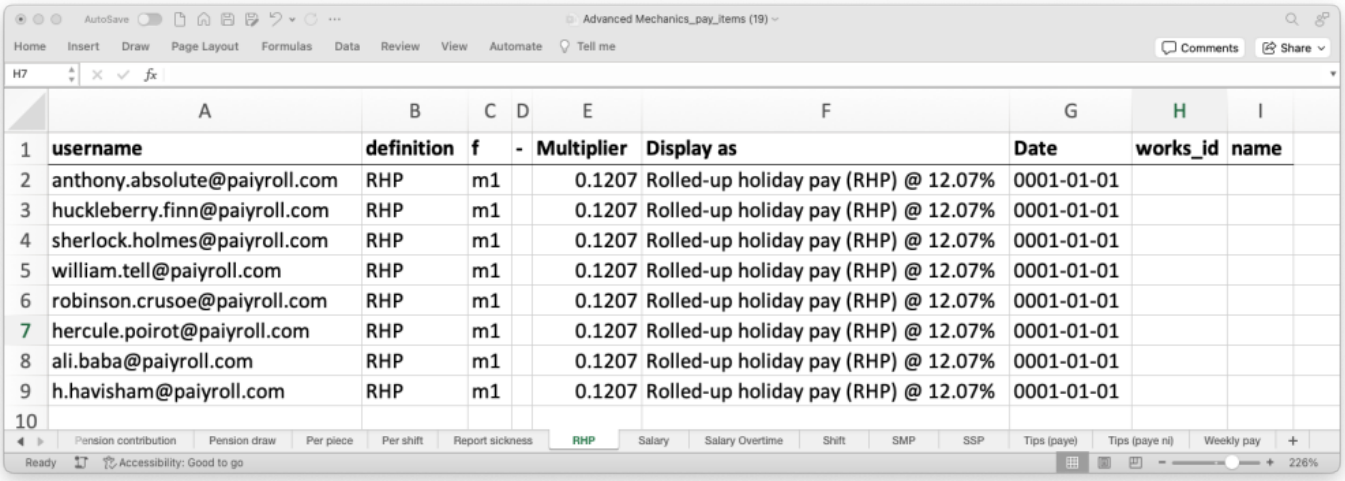
Making a file to upload multiple RHP Pay Items

Toolshed > **Company create Pay Item uploaders** > **Run** > **Create template** > **Download**

This will create an Excel workbook (usually in your **Downloads** folder). One of the sheets will be called **RHP** and include the first worker created above.

Next, edit this sheet to add all the workers, copying the usernames from another sheet, such as AE.

You should have a sheet that looks like this:



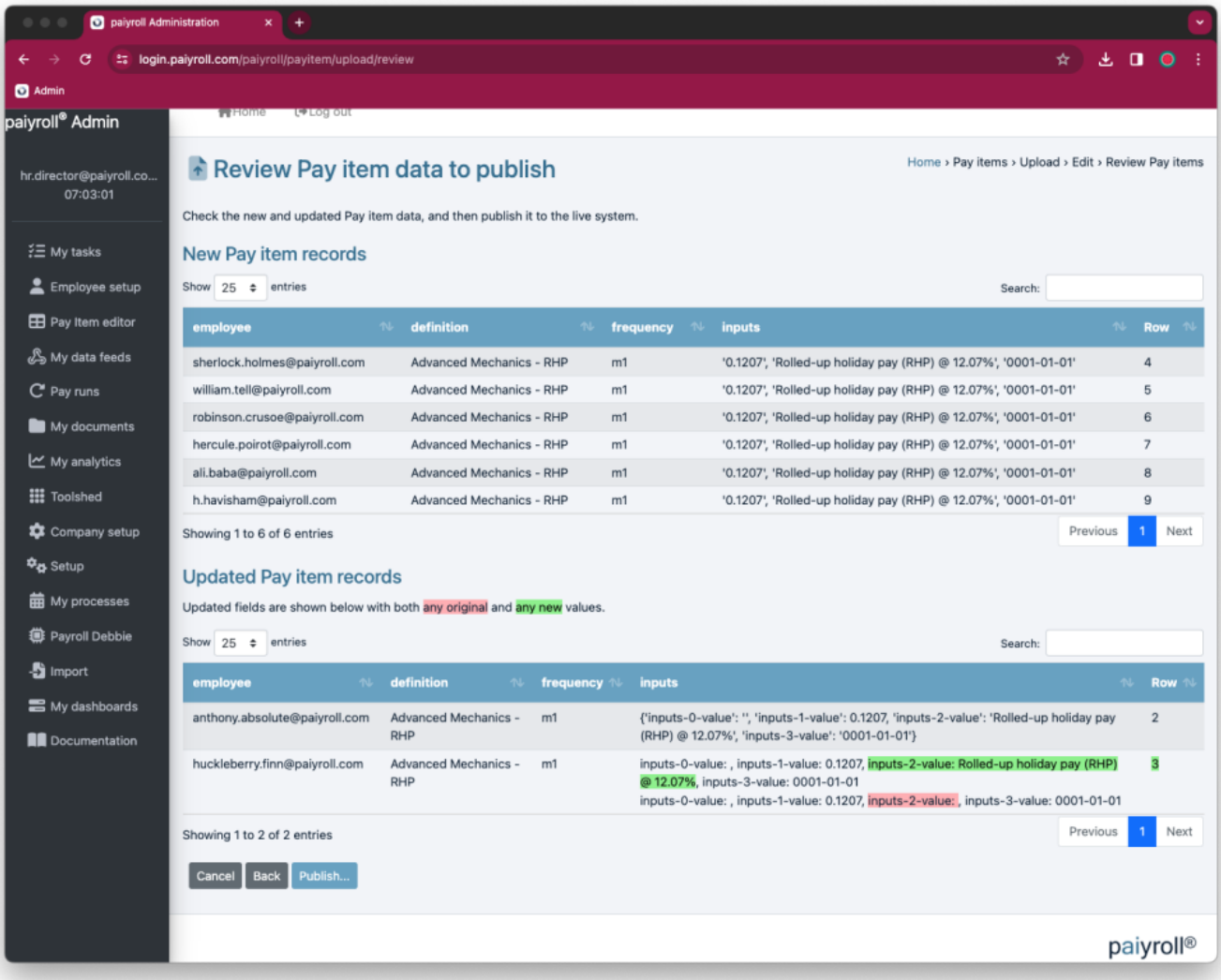
	A	B	C	D	E	F	G	H	I
1	**username**	**definition**	**f**	**-**	**Multiplier**	**Display as**	**Date**	**works_id**	**name**
2	anthony.absolute@paiyroll.com	RHP	m1		0.1207	Rolled-up holiday pay (RHP) @ 12.07%	0001-01-01		
3	huckleberry.finn@paiyroll.com	RHP	m1		0.1207	Rolled-up holiday pay (RHP) @ 12.07%	0001-01-01		
4	sherlock.holmes@paiyroll.com	RHP	m1		0.1207	Rolled-up holiday pay (RHP) @ 12.07%	0001-01-01		
5	william.tell@paiyroll.com	RHP	m1		0.1207	Rolled-up holiday pay (RHP) @ 12.07%	0001-01-01		
6	robinson.crusoe@paiyroll.com	RHP	m1		0.1207	Rolled-up holiday pay (RHP) @ 12.07%	0001-01-01		
7	hercule.poirot@paiyroll.com	RHP	m1		0.1207	Rolled-up holiday pay (RHP) @ 12.07%	0001-01-01		
8	ali.baba@paiyroll.com	RHP	m1		0.1207	Rolled-up holiday pay (RHP) @ 12.07%	0001-01-01		
9	h.havisham@paiyroll.com	RHP	m1		0.1207	Rolled-up holiday pay (RHP) @ 12.07%	0001-01-01		
10									

Save the workbook.

Upload all RHP Pay Items

Home > Upload Pay Items > Choose File > Upload file to server > Select the RHP Sheet > Skip first row: > Pre-process selected data...

Then click **Publish...** to add the new pay ite**m to** all the workers:



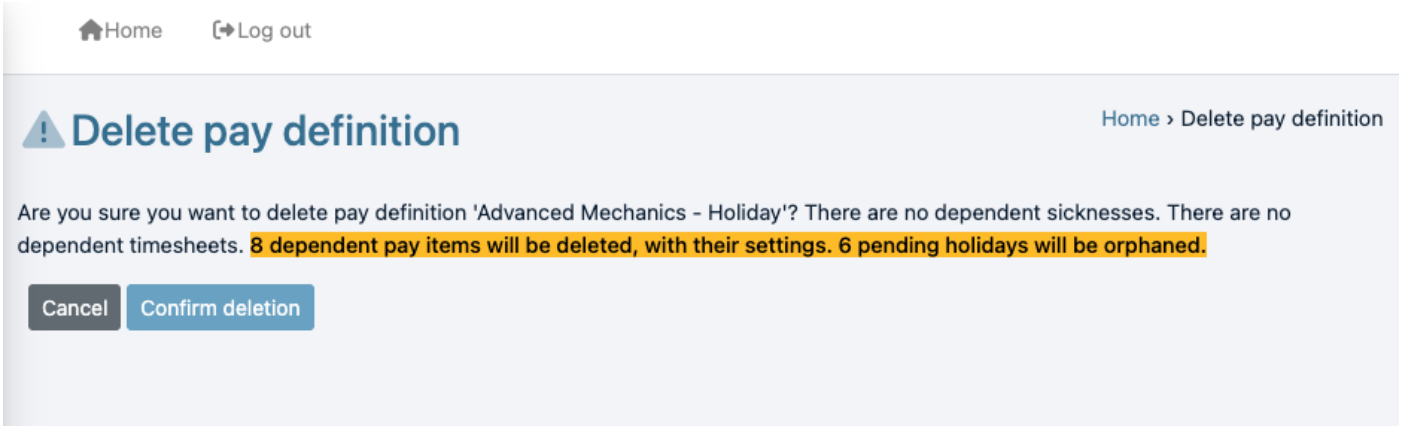
Delete any Old Holiday [Booking] Pay Items

The final step is to delete any old holiday pay definition for each worker if you previously used this to book /approve holidays.

Once this step is followed, any unpaid approved bookings will not be paid out, so be sure to complete any pay runs before following this step. If needed, the old holiday booking process and the new RHP can be operated simultaneously.

The quickest way to do this is to delete the pay definition, which will delete all the pay items in one go.

Company set up > **Pay Definitions** > search for the **Holiday** Pay definition
Click **Delete**. You will see a warning below that confirms you are deleting the dependent pay Items:



Confirm deletion

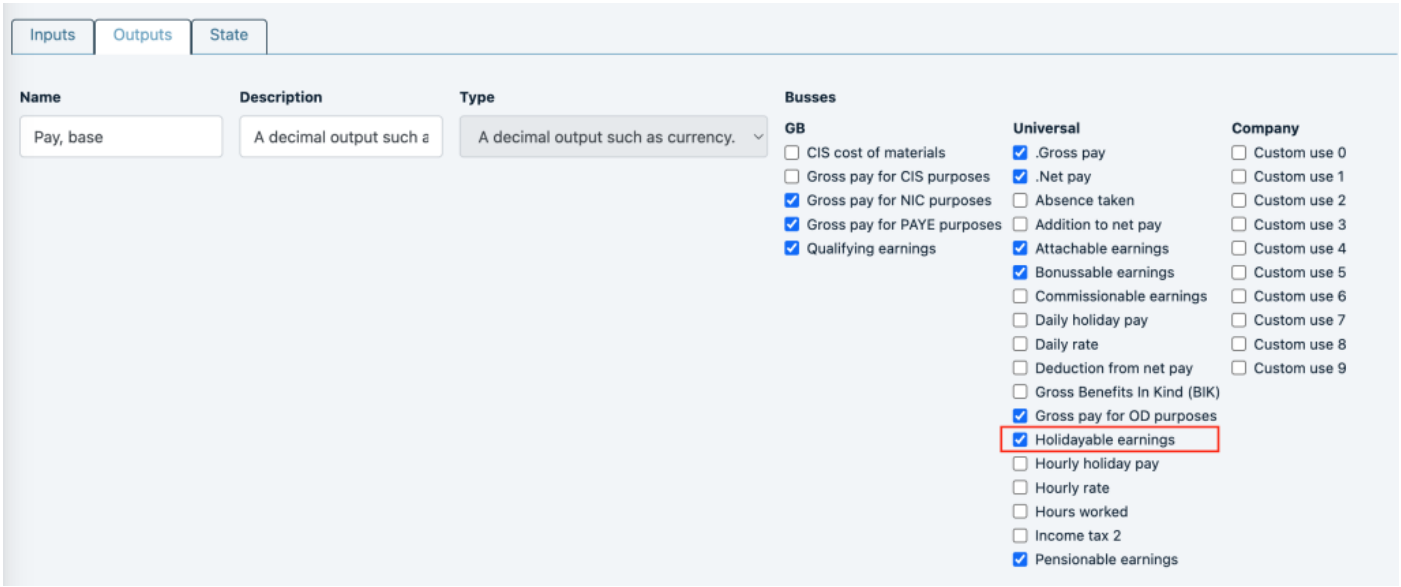
Verify

RHP is now set up and will operate completely automatically. On your next pay run, check that everything is correct and that 12.07% is being added to each worker.

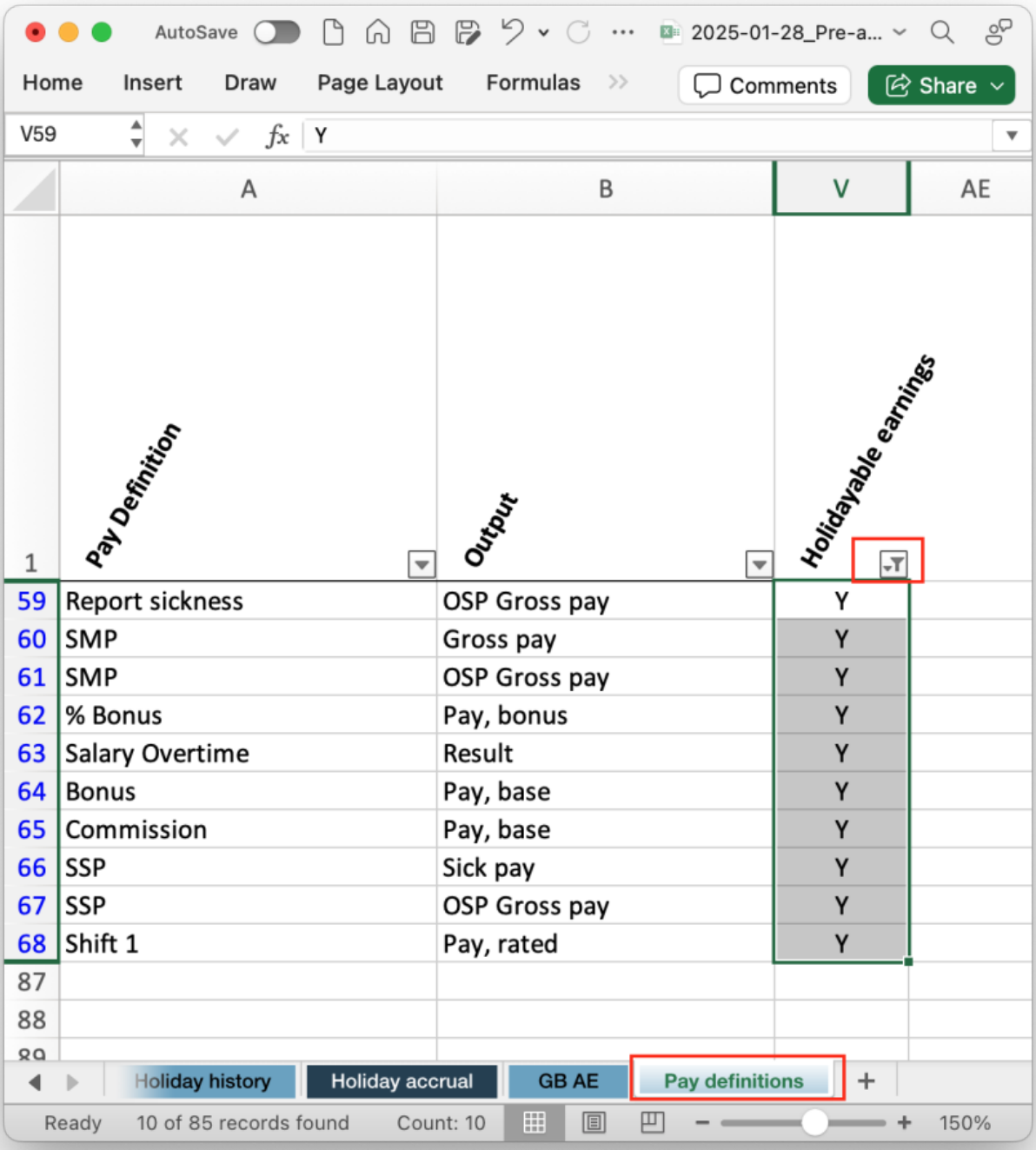
Holidayable Earnings

The basis value used for calculating 12.07% is the **Holidayable Earnings** buss—this is selected on all Pay Definitions that contribute to the basis value.

If you need to change this basis to include or exclude specific Pay definitions, select or deselect the Output of that Pay Definition. For example, if you do not want commission payments to contribute to RUH, you would need to untick the holiday earnings output on the Commission Pay Definition:



To see all the current Pay Definitions contributing to Holidayable earnings, look at the latest **Pre-approval summary2** - last sheet called **Pay definitions**. Hide all columns except Holidayable earnings. It may help to use Auto-filter to hide all the blank rows to see all the current pay definitions that contribute.



This then forms a guide to direct you quickly to any Pay Definitions to exclude holidayable earnings. Similarly, if there are pay definitions that do not currently contribute, those will be blank

rows; you can edit those accordingly.

If you have many pay definitions to edit, for example, shifts or overtime, you can edit one and follow the steps here to complete the others via bulk upload.