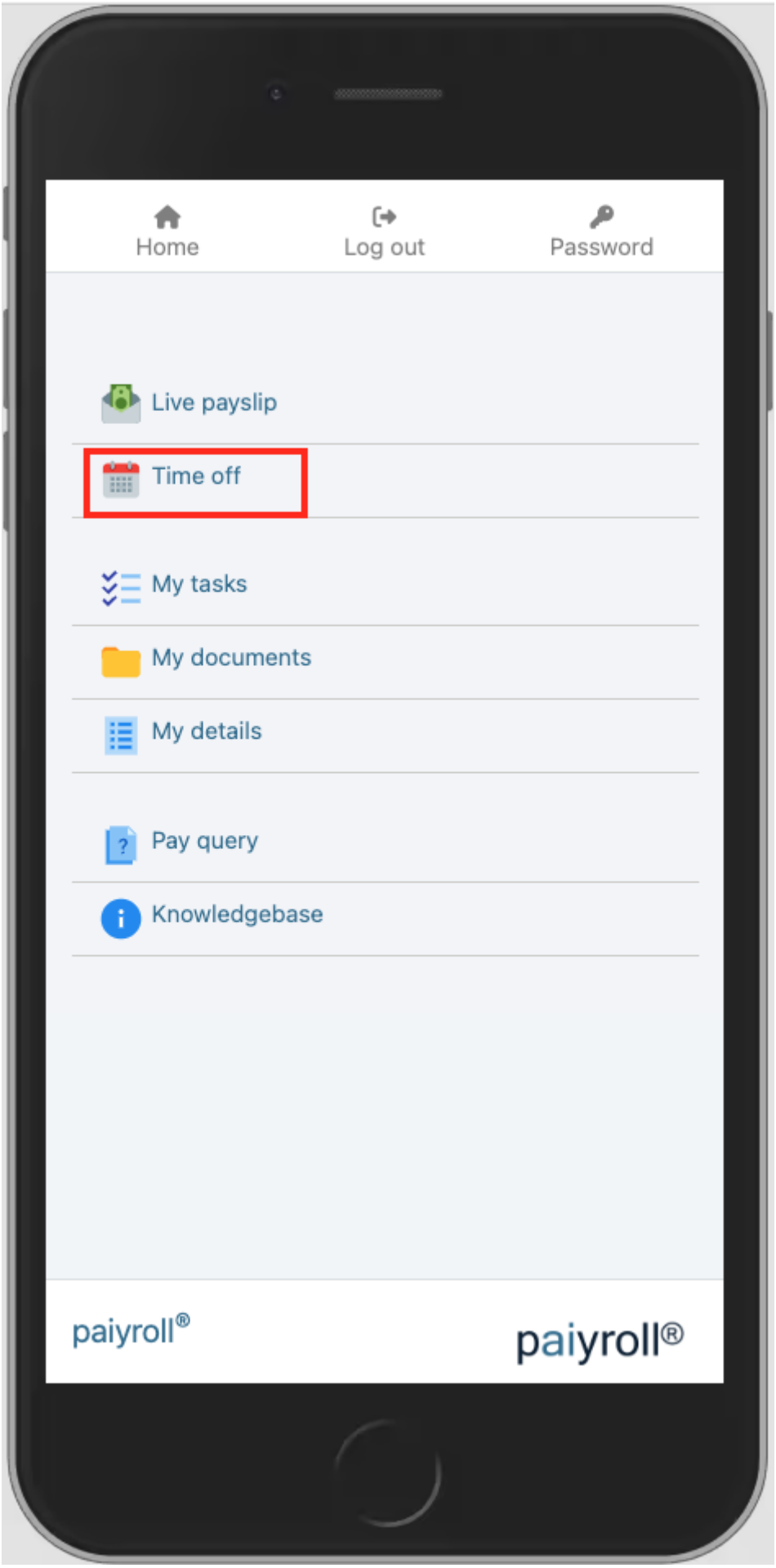
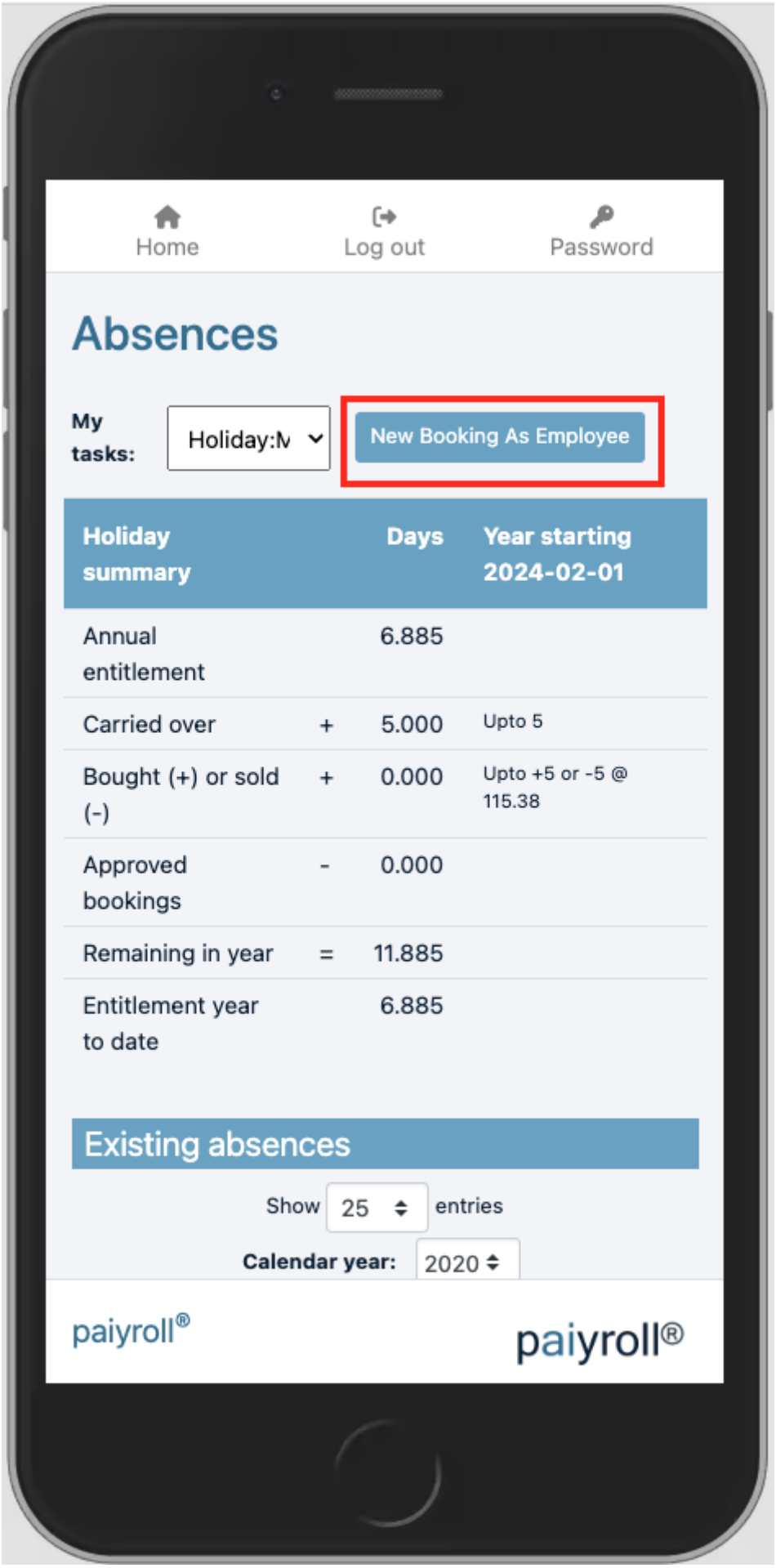
Holiday Booking and Approval

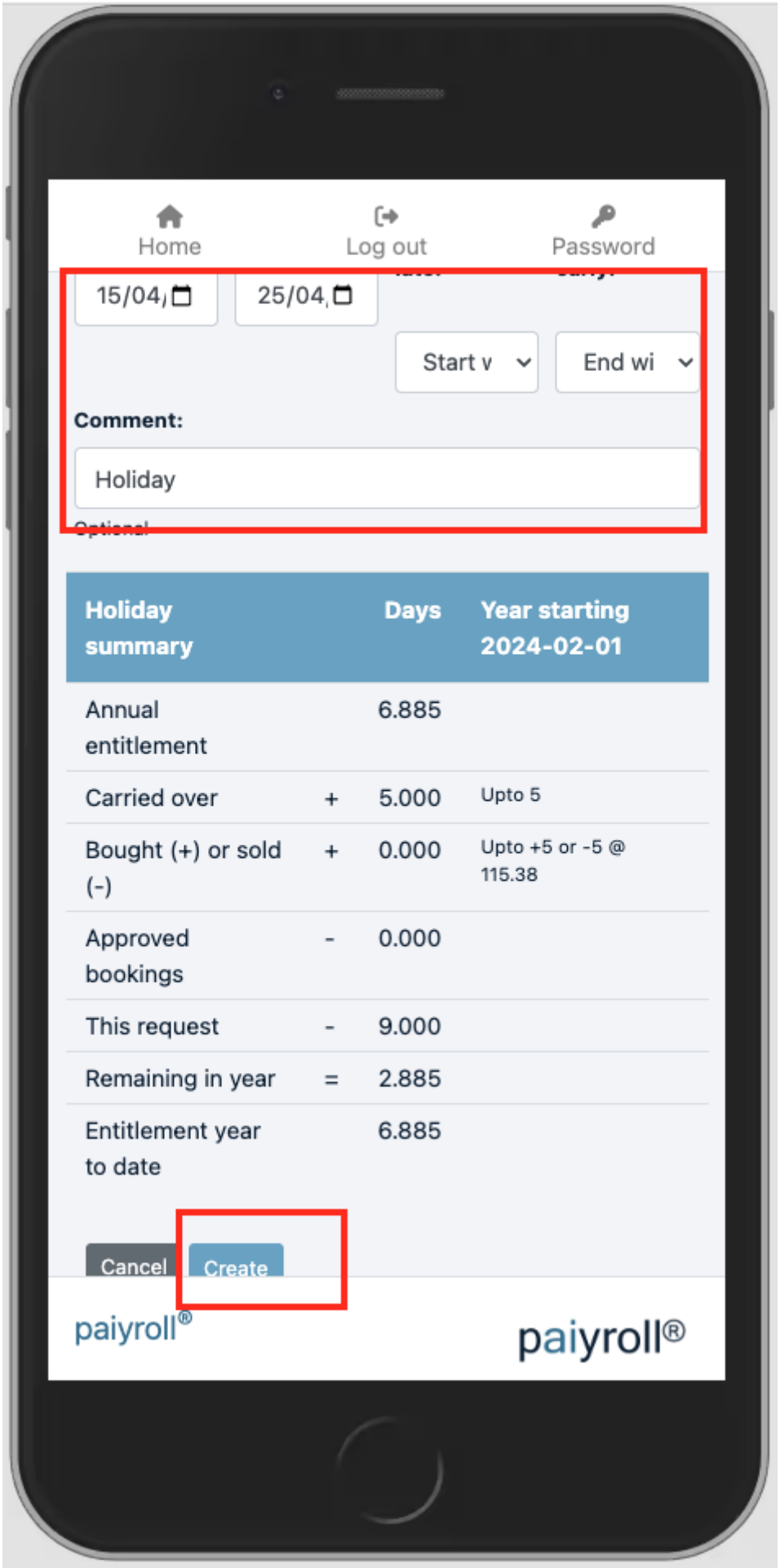
Holiday pay · https://paiyroll.com/kb/holiday-booking-and-approval/

Follow this guide for fully automated holiday requests by employees and approval by managers.

Employee Request


Home
Log out
Password
Live payslip
Time off
My tasks
My documents
My details
Pay query
Knowledgebase
paiyroll®
paiyroll®

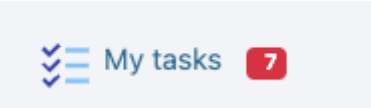

Home
Log out
Password
Absences
My tasks:
Holiday:M
New Booking As Employee
Holiday summary
Days
Year starting 2024-02-01
Annual entitlement
6.885
Carried over
+
5.000
Upto 5
Bought (+) or sold (-)
+
0.000
Upto +5 or -5 @ 115.38
Approved bookings
-
0.000
Remaining in year
=
11.885
Entitlement year to date
6.885
Existing absences
Show 25 entries
Calendar year: 2020
paiyroll®
paiyroll®

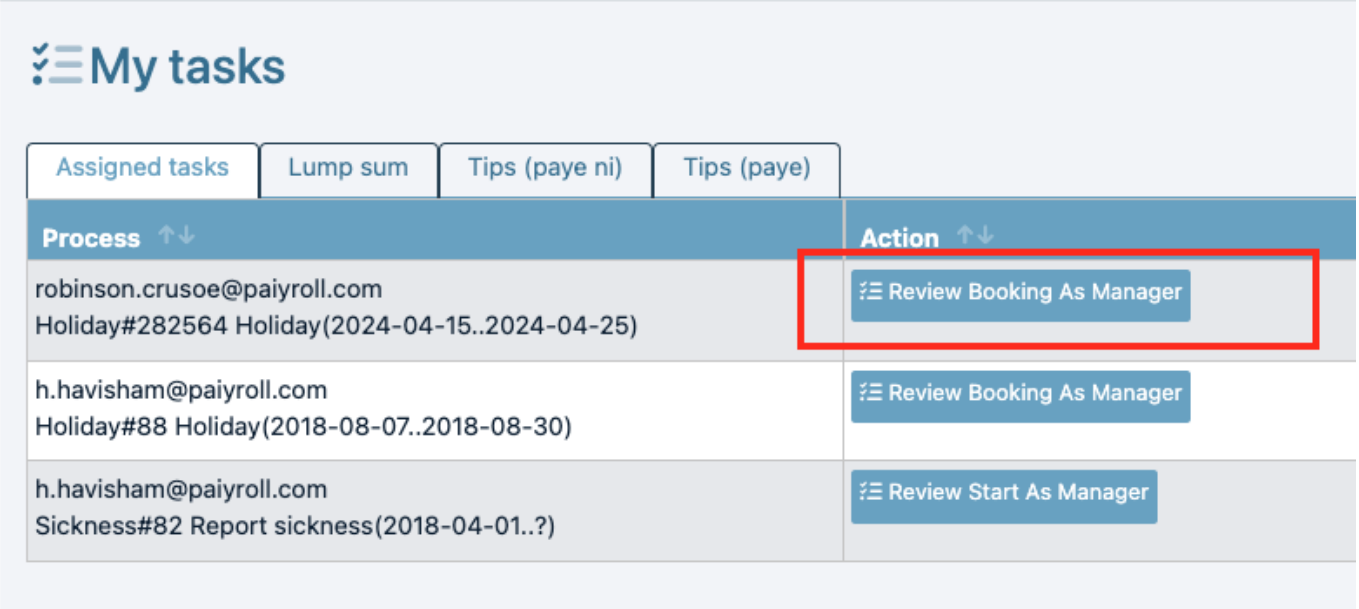

Home
Log out
Password
15/04/
25/04/
Start v
End wi
Comment:
Holiday
Optional
Holiday summary
Days
Year starting 2024-02-01
Annual entitlement
6.885
Carried over
+
5.000
Upto 5
Bought (+) or sold (-)
+
0.000
Upto +5 or -5 @ 115.38
Approved bookings
-
0.000
This request
-
9.000
Remaining in year
=
2.885
Entitlement year to date
6.885
Cancel
Create
paiyroll®
paiyroll®

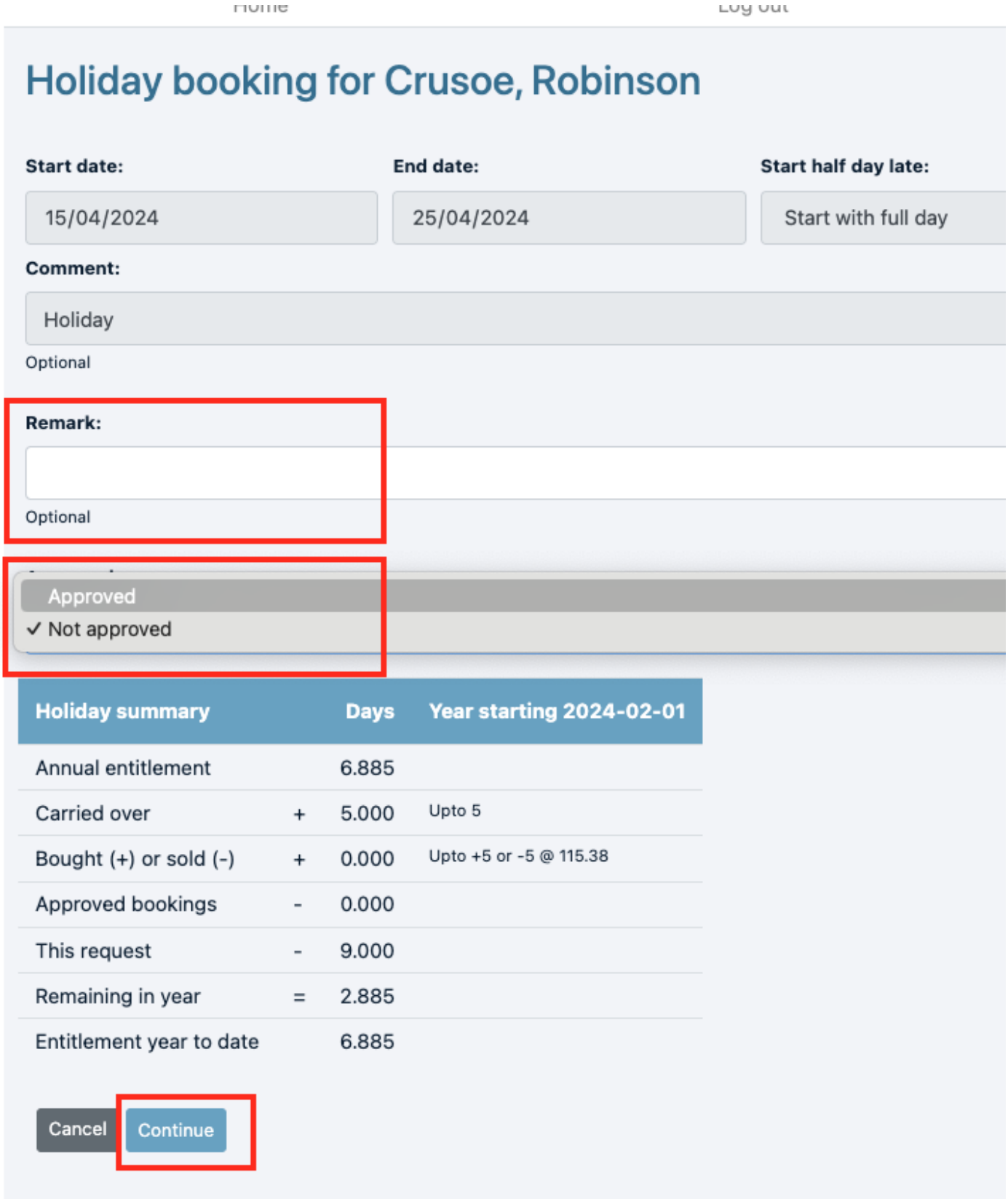
Manager/ Administrator Approval

If the employee's department has a manager, the holiday approval will be assigned to that manager and appear in their **My tasks**. If there is no department manager, it will appear in the administrator's **My Tasks**.

Review the booking ensuring it is **approved** or not approved accordingly. You may also add a **Remark**:

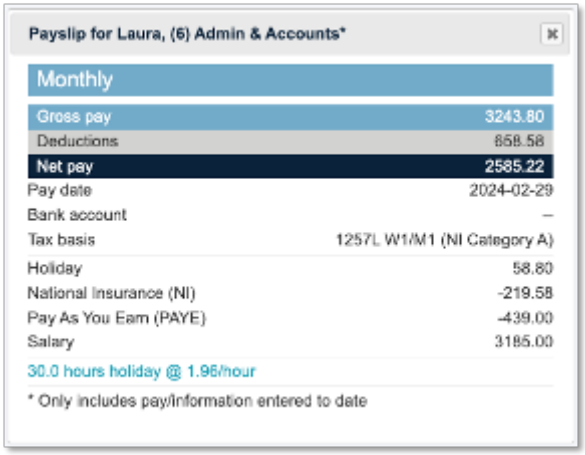






View Payout

After the holiday has been approved, you can view the payout in **Pay Item Editor.** The payslips will detail the holiday pay:



Payslip for Laura, (6) Admin & Accounts*

Monthly

Gross pay	3243.80
Deductions	658.58
Net pay	2585.22
Pay date	2024-02-29
Bank account	–
Tax basis	1257L W1/M1 (NI Category A)
Holiday	58.80
National Insurance (NI)	-219.58
Pay As You Earn (PAYE)	-439.00
Salary	3185.00

30.0 hours holiday @ 1.96/hour

* Only includes pay/information entered to date