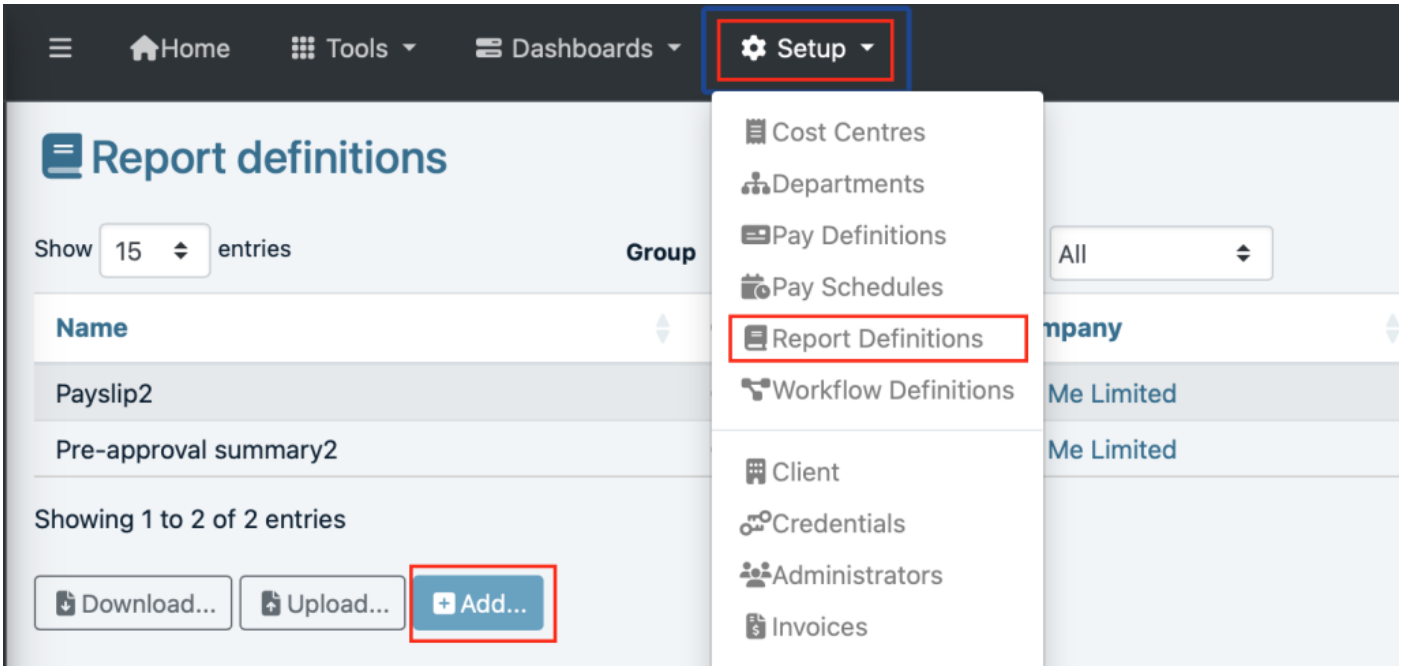
Upload approved holiday bookings from a spreadsheet

Holiday pay · https://paiyroll.com/kb/uploading-holidays-from-a-spreadsheet/

Follow this guide to upload holidays from a spreadsheet

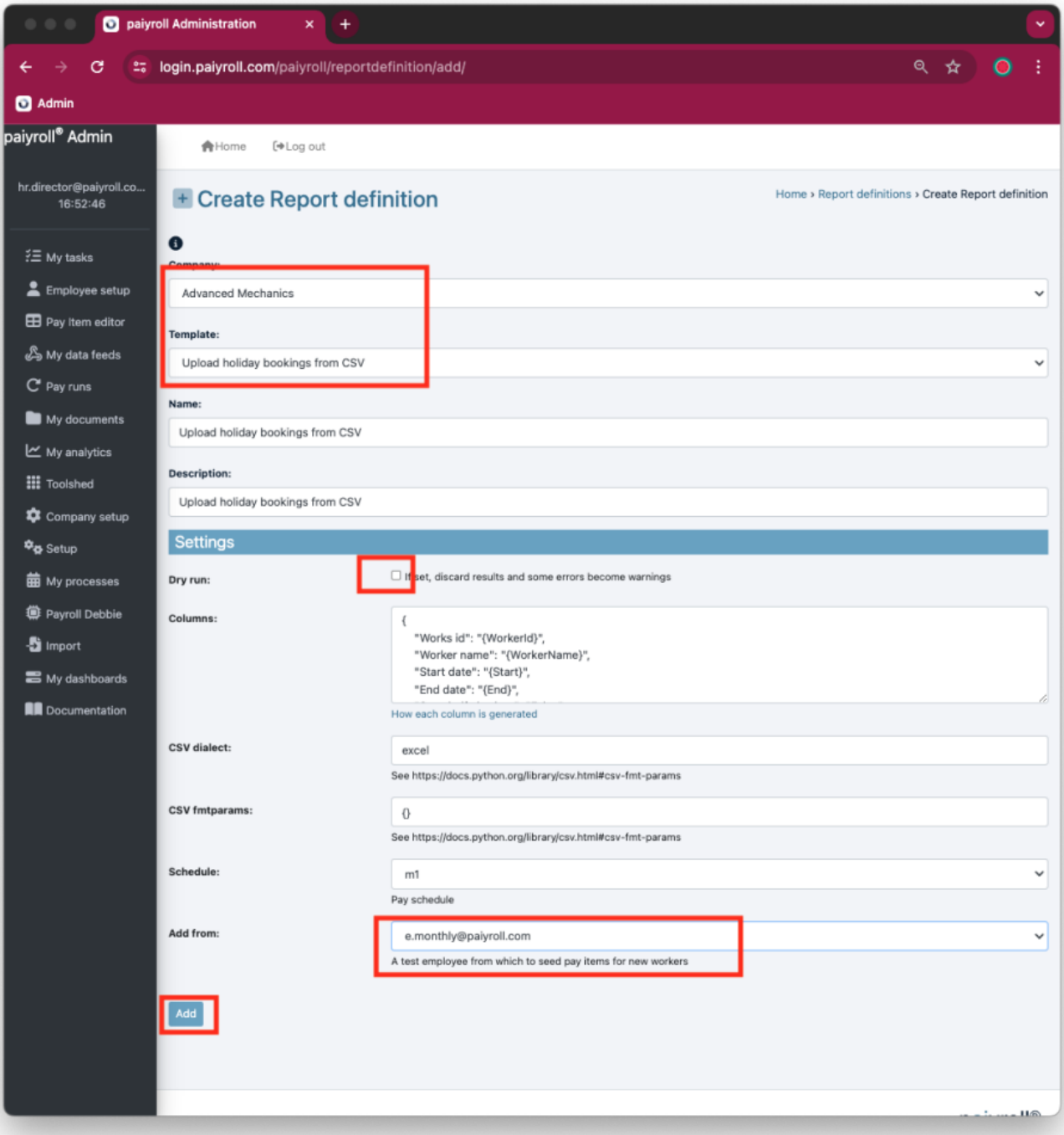
Add Holiday Data-feed

Setup > Report Definitions > Add...



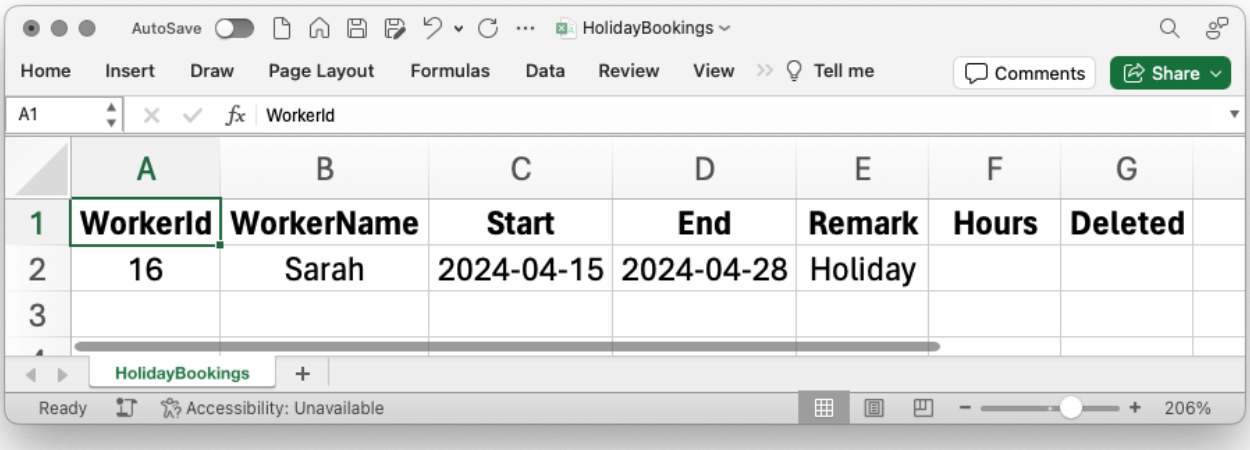
On the **Create Report definition** view:

- Select the **Company**
- Select the **Template**: **Upload holiday bookings from CSV**
- Clear **Dry-run**
- Select a **Test worker** with the Holiday pay Item
- Click **Add**



Prepare the spreadsheet

The file will need to include one row for each holiday booking. Here is an example:

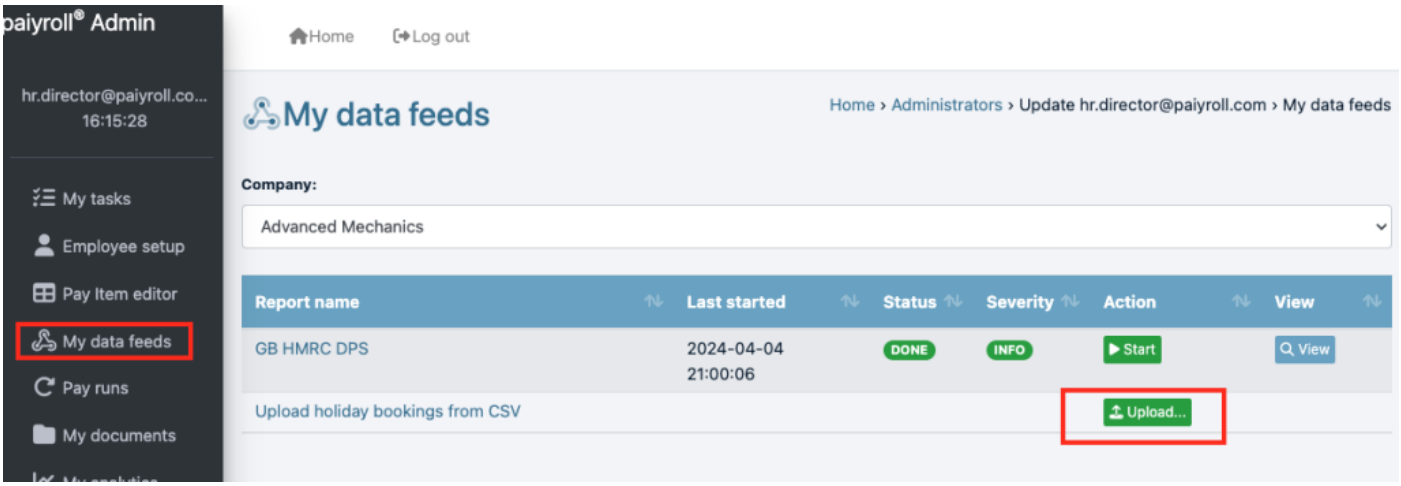


	A	B	C	D	E	F	G
1	WorkerId	WorkerName	Start	End	Remark	Hours	Deleted
2	16	Sarah	2024-04-15	2024-04-28	Holiday		
3							

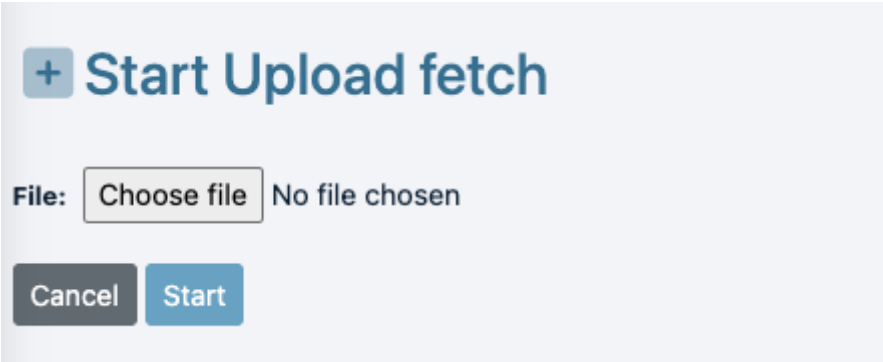
Please note: if you are using Excel format, the works_id column needs to be formatted as text in Excel: Data > Text to Columns > Text

Upload the file

Go to My data-feeds and click **Upload**

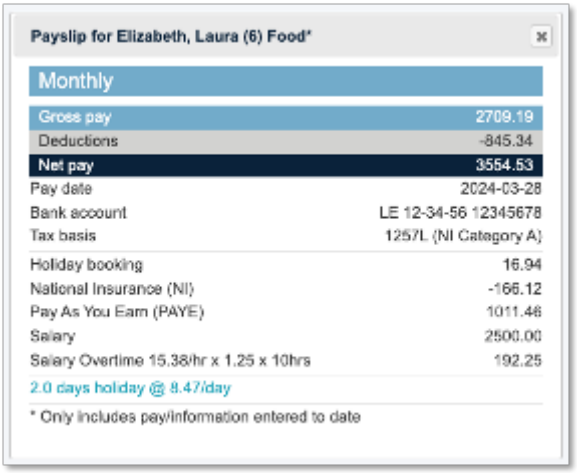


Choose the file and click **Start**



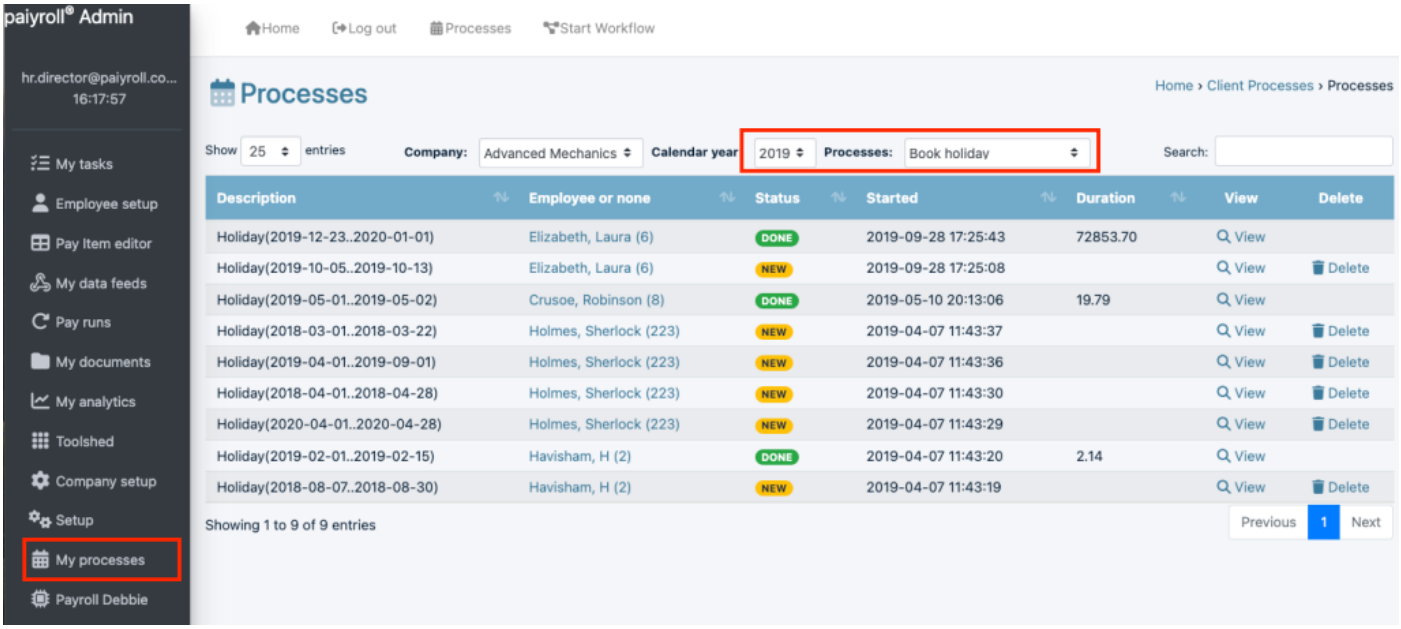
Check the Payslip

Go to the Pay Item Editor, select the employee and click **Update** to check the live payslip:



View Bookings

If you need to view the bookings, go to **My Processes** and Select **Book Holiday** and the **Year**:



If needed you can also delete the booking, for example, if you made an error