

Overview Video

<https://www.youtube.com/embed/Hs72ghtrS6M>

Step-by-Step Tutorial Guide

Step 1: Open the Holiday List Module

1. Log in to the TankhaPay Business Portal.
2. From the left-side navigation menu, click on **Leave Management**.
3. Select **Holiday List** or **Holiday Settings**.

The Holiday List page displays all configured holidays for the selected year.

Step 2: Review the Existing Holiday Calendar

1. On the Holiday List page, review the existing holidays.
2. The holiday table may display:
 - Holiday Name
 - Holiday Date
 - Day
 - Holiday Type

- Applicable Location or Branch
- Status

3. Use the search or filter option to locate specific holidays.

This provides a centralized view of the organization's holiday calendar.

Step 3: Add a New Holiday

1. Click **Add Holiday** or **Create Holiday**.
2. The **Add Holiday** form opens.

This form is used to create a new holiday entry.

Step 4: Enter Holiday Details

Fill in the required information, including:

- Holiday Name
- Holiday Date
- Description (optional)

Examples include:

- Republic Day
- Independence Day
- Gandhi Jayanti
- Diwali
- Christmas
- Company Foundation Day

Ensure the holiday name clearly identifies the occasion.

Step 5: Select the Holiday Type

1. Click the **Holiday Type** dropdown.

2. Choose the appropriate category.

Depending on your organization's configuration, options may include:

- National Holiday
- Regional Holiday
- Company Holiday
- Restricted Holiday

Selecting the correct type helps organize the holiday calendar.

Step 6: Configure Holiday Applicability

1. Select the employees or locations to which the holiday applies.
2. Holidays can typically be assigned based on:
 - Branch
 - State
 - Business Unit
 - Department
 - Employee Group
 - Entire Organization

This ensures only the applicable employees receive the holiday.

Step 7: Review Holiday Information

Before saving, verify:

- Holiday Name
- Holiday Date
- Holiday Type
- Applicability
- Description (if entered)

Ensure all details are accurate.

Step 8: Save the Holiday

1. Click **Save** or **Submit**.
2. Wait for the confirmation message.

The holiday is successfully added to the organization's holiday calendar.

Step 9: Verify the Holiday Record

1. Return to the Holiday List.
2. Locate the newly added holiday.
3. Confirm that:
 - The holiday name is correct.
 - The date is accurate.
 - The holiday appears in the calendar.

This confirms the holiday has been created successfully.

Step 10: Edit Existing Holidays

1. Locate the holiday you want to modify.
2. Click the **Edit** icon.
3. Update the required information.
4. Click **Save**.

This allows administrators to keep the holiday calendar up to date.

Step 11: Delete or Deactivate a Holiday (If Required)

1. Select the holiday record.
2. Click **Delete** or **Deactivate**, depending on your organization's permissions.
3. Confirm the action.

Only perform this step if the holiday is no longer applicable.

Step 12: Manage the Holiday Calendar

From the Holiday List page, administrators can:

- View all holidays
- Search holiday records
- Edit holiday information
- Delete or deactivate holidays
- Filter holidays by year or location
- Maintain an up-to-date holiday calendar

Regular updates ensure accurate attendance, leave, and payroll processing.

Key Benefits of the Holiday List Module

- Centralized holiday calendar management

- Branch-wise and location-wise holiday assignment
- Accurate attendance and leave calculations
- Better payroll integration
- Easy holiday maintenance
- Improved workforce planning
- Reduced manual holiday management

End of Tutorial

You have successfully learned how to manage the **Holiday List** in the TankhaPay Business Portal. This feature enables organizations to maintain an accurate holiday calendar, assign holidays to the appropriate employees, and ensure seamless attendance, leave, and payroll management.

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