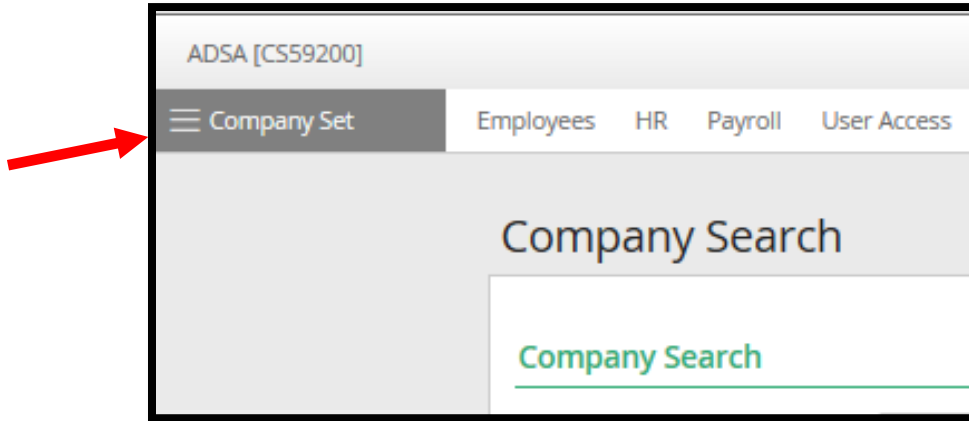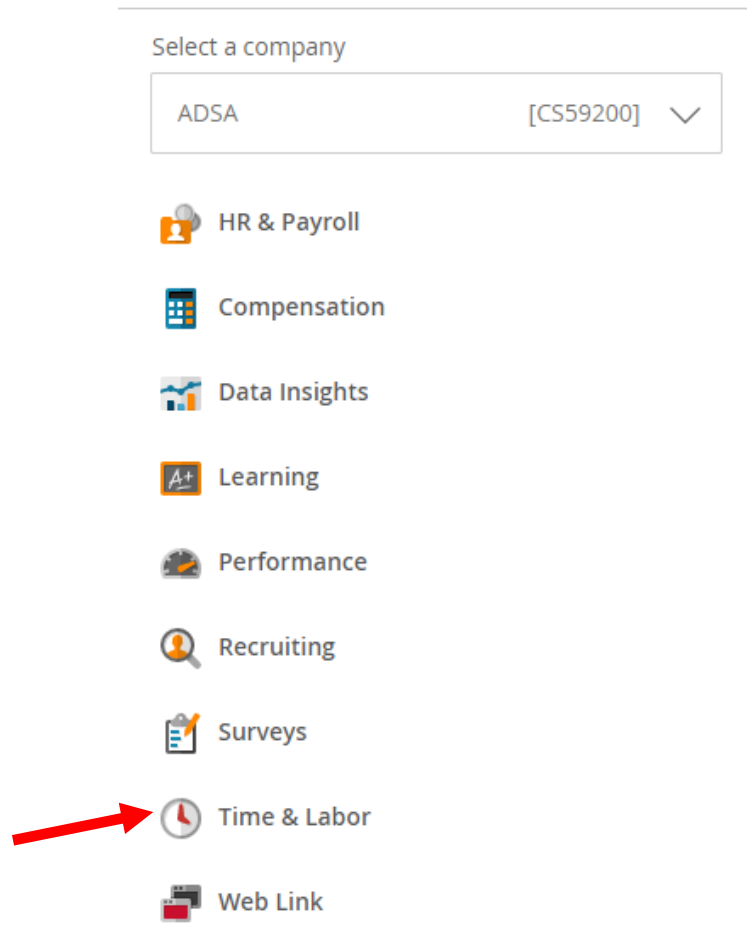**Adding or Revising your Holiday Schedule in Paylocity**

HR recommends every location have their own holiday schedule designated in Paylocity as we know holidays vary from location to location.
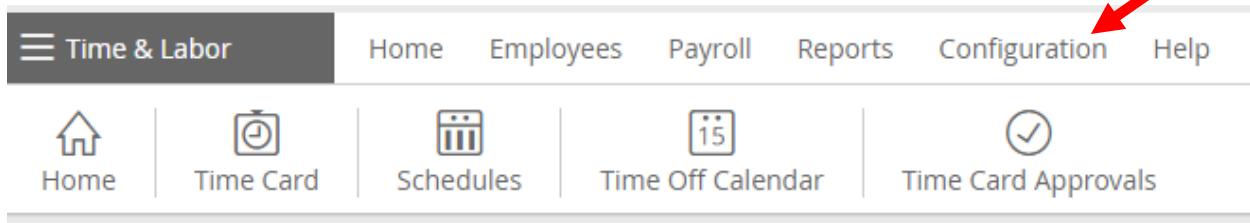
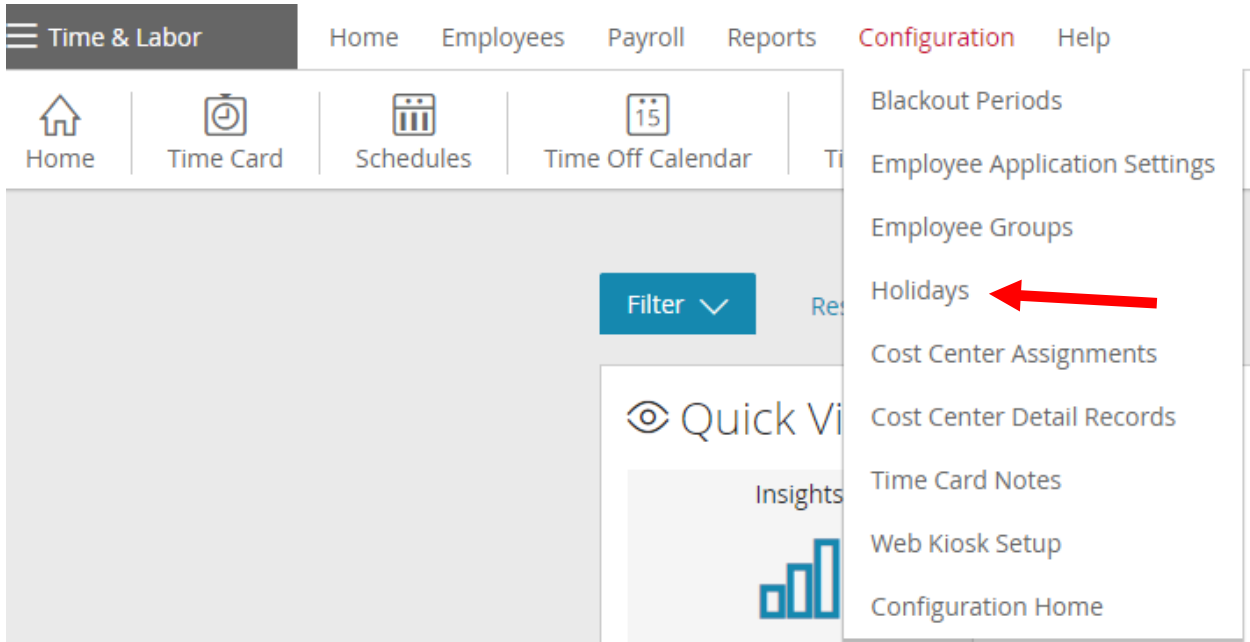1. Click on "Your Company Name" located on the Paylocity home screen page



2. Click the "Time and Labor" tab

3. On your Supervisor Dashboard, scroll over "Configuration" on the upper left ribbon
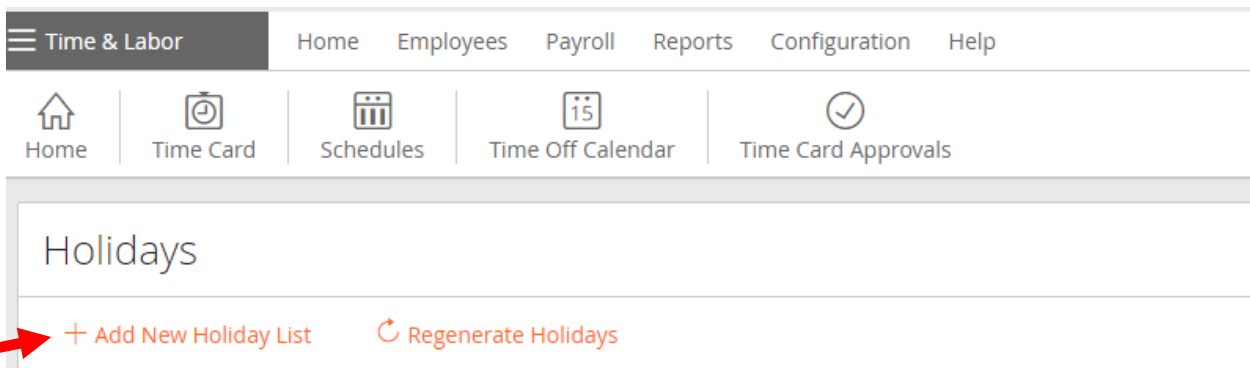


4. Click "Holidays"



5. This will take you to all of the holiday lists
6. Click "Add New Holiday List"



7. Type in the following information
   a. Holiday List Name: [Company Code] – [Location Name]
   b. The holidays your location participates in by clicking "+ Add New Holiday"

8. Press "Members" to add all of the employees for that specific location
9. Press the orange "Save" button once you have add all the holidays