How to apply company holidays to company department?

Step 1: Click **Side Menu Icon b** at the upper left, then click on **Setting Icon *** at the bottom left of the side menu bar. Next, click on **Company Settings.**



Step 2: Click on HOLIDAY SETTINGS.



Step 3: In Company Default Holiday, Choose Select Default Holiday template

y Settings				Company Holiday	3
much The replace				Company behauit Holiday Seriect Default Holiday	
NAME	NO. OF HOLEAVE	UPDATED BY		Select Defourt Holiday	
National Public Holidays 2022	18	Nek Los 10th Feb 2022, 514 pm	ER Cay Ealer	National Public Holidays 2022 Sabah Public Holidays 2024 Perak Public Holidays 2024	
Sabah Public Holidaya 2024	23	Shane 23rd Nov 2023, 1216 pm	ER Opy Dates	Kualia Lumpur Public Holidays 2024 Penang Public Holidays 2024 Pracos	Use Co
Perak Public Holidays 2024	2	Shane	(18) (1997) (1989)	Company default	Y 🛃 Use-Co

Step 4: **Untick** the **Use Company Default** for the department that you wish to apply for a different holiday template.

Scroll down and click **Update**.

Company Holiday	
Company Default Holiday	
Select Default Holiday	v
Department Holiday Override Administration	
Company default	V Use Company Default
Finance	
Company default	V Use Company Default
Human Resources	
Company default	V Use Company Default
Customer Service	
National Public Holidays 2022	Use Company Default Step 4
V V	·
Production Operator	
Company default	V Use Company Default
Update	
	Company holiday successfully updated