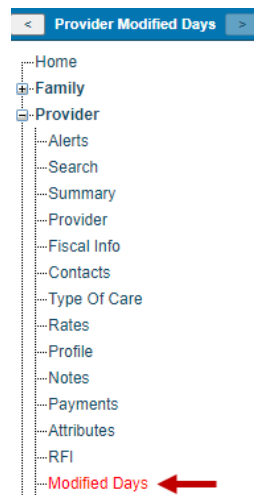


KinderTrack – Payments During the Holidays

Holidays are designated as either ***paid*** or ***unpaid*** and are decided by the Provider.

Note: Currently, providers can have 9-15 holidays per year. They will be paid until they reach the limit, at which point the payments will stop. Providers could be closed on a holiday but decide not to use it as a ***paid*** holiday.

- A** Press **Modified Days** under **Provider**.



- B** Press the drop-down arrow to select the **Fiscal Year** corresponding to the Modified Days you would like to create. Press **New**.

The screenshot shows the 'New' form for creating a Modified Day. The 'Fiscal Year' dropdown is set to 2020, and the 'New' button is highlighted with a red arrow.

Note: The system will assign the corresponding Fiscal Year based on the dates entered.

- C** Enter the holiday name into the **Description** field.
- D** Enter the **Start Date** and the **End Date** range, or use the Calendar button to select.
- E** Press the drop-down arrow to select the appropriate **Absence Type**. Select **Holiday**.

The screenshot shows the form fields for Description, Start Date, End Date, and Absence Type. The Description is 'Christmas Day', Start Date is 12/25/2020, End Date is 12/25/2020, and Absence Type is 'Holiday'.

- F** Press **Save**.
- G** Your holidays will show up under **Modified Days**. To edit, select the desired day's radio button and press Edit.

Edit

	S	Description	Start Date	End Date	Type
Modified Days:	☐	Independence Day	7/3/2020	7/3/2020	Holiday
	☒	Christmas Day	12/25/2020	12/25/2020	Holiday
	☐	Thanksgiving	10/26/2020	10/26/2020	Holiday
	1				