

## Department View

### Holiday Colorbar

This reference guide provides an overview of the Holiday colorbar within StaffReady. The following process steps and instructional information are provided within this document:

- **Add Holidays to Department**
- **Manually Assign Holiday Leave (All Employees)**
- **Manually Assign Holiday Leave (Individual Employee)**
- **Automatically Assign Holiday Leave**
- **Assign Employee to Holiday Team Number**

✓
Holidays

[Feedback](#) [Help](#)

Views ⓘ

View by Holiday
  View by Year

Choose a Holiday: ⓘ Christmas
[Remove Holiday](#)

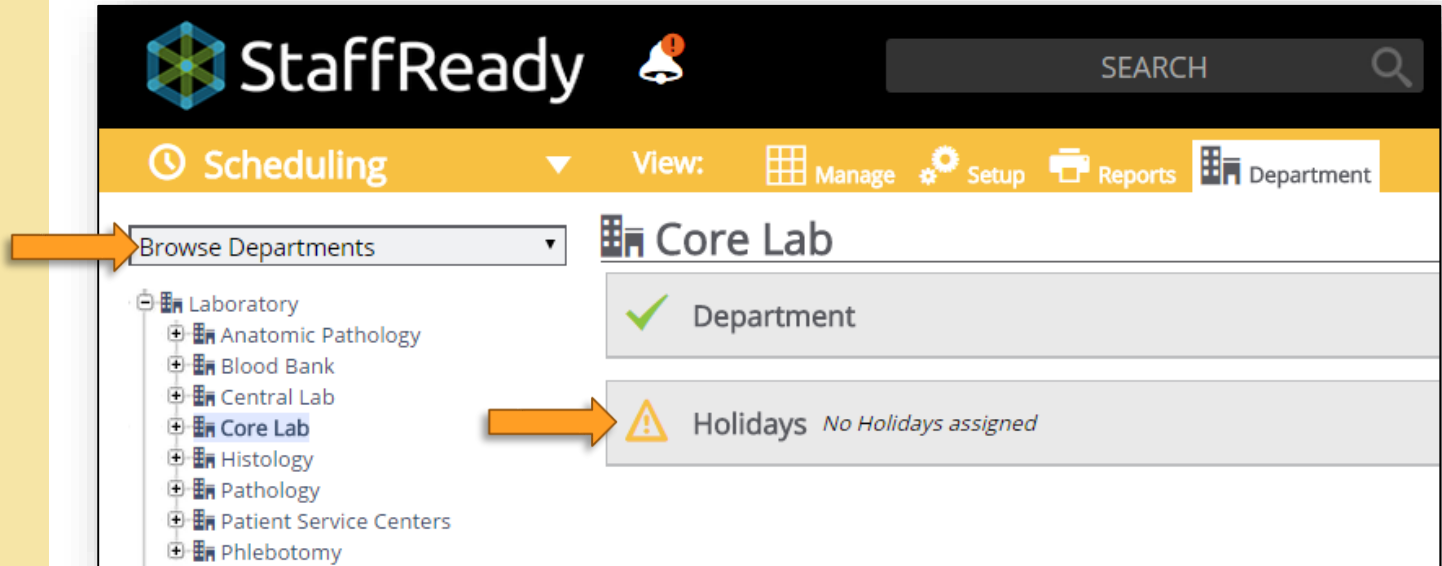
#### Holiday Leave

Employee	Report Team	2014 <a href="#">Edit</a>	2015 <a href="#">Edit</a>	2016 <a href="#">Edit</a>	2017 <a href="#">Edit</a>
	All Teams ▾	<a href="#">Change All</a>	<a href="#">Change All</a>	<a href="#">Change All</a>	<a href="#">Change All</a>
Anthony Mullins	<a href="#">View</a> Team 1 <a href="#">change</a>	<input checked="" type="checkbox"/> Work <input type="checkbox"/> Leave	<input checked="" type="checkbox"/> Work <input type="checkbox"/> Leave	<input checked="" type="checkbox"/> Work <input type="checkbox"/> Leave	<input type="checkbox"/> Leave <input type="checkbox"/> Leave
Beth Collins	<a href="#">View</a> Team 1 <a href="#">change</a>	<input checked="" type="checkbox"/> Work <input type="checkbox"/> Leave	<input checked="" type="checkbox"/> Work <input type="checkbox"/> Leave	<input checked="" type="checkbox"/> Work <input type="checkbox"/> Leave	<input type="checkbox"/> Leave <input type="checkbox"/> Leave
Bob Smith	<a href="#">View</a> Team 1 <a href="#">change</a>	<input checked="" type="checkbox"/> Work <input type="checkbox"/> Leave	<input checked="" type="checkbox"/> Work <input type="checkbox"/> Leave	<input checked="" type="checkbox"/> Work <input type="checkbox"/> Leave	<input type="checkbox"/> Leave <input type="checkbox"/> Leave
Bonnie Rasmussen	<a href="#">View</a> Team 2 <a href="#">change</a>	<input type="checkbox"/> Leave <input checked="" type="checkbox"/> Work	<input type="checkbox"/> Leave <input checked="" type="checkbox"/> Work	<input type="checkbox"/> Leave <input checked="" type="checkbox"/> Work	<input type="checkbox"/> Leave <input checked="" type="checkbox"/> Work
Brad Moore	<a href="#">View</a> Team 2 <a href="#">change</a>	<input type="checkbox"/> Leave <input checked="" type="checkbox"/> Work	<input type="checkbox"/> Leave <input checked="" type="checkbox"/> Work	<input type="checkbox"/> Leave <input checked="" type="checkbox"/> Work	<input type="checkbox"/> Leave <input checked="" type="checkbox"/> Work
Bruce Morgan	<a href="#">View</a> Team 2 <a href="#">change</a>	<input type="checkbox"/> Leave <input checked="" type="checkbox"/> Work	<input type="checkbox"/> Leave <input checked="" type="checkbox"/> Work	<input type="checkbox"/> Leave <input checked="" type="checkbox"/> Work	<input type="checkbox"/> Leave <input checked="" type="checkbox"/> Work


# 1 | Add Holidays to Departments

## Add Holidays to Departments

1. Select **Department**.
2. Click **Holidays** colorbar.




3. Click **Choose a Holiday**.

 **Holidays** *No Holidays assigned*

[Feed](#)

**Views** ⓘ


View by Holiday     View by Year

Choose a Holiday: ⓘ Choose One ▼ 

**Holiday Leave**

Employee	Report	Team	2015 <a href="#">Edit</a>	2016 <a href="#">Edit</a>	2017 <a href="#">Edit</a>
		<span>All Teams ▼</span>	<a href="#">Change All</a>	<a href="#">Change All</a>	<a href="#">Change All</a>

4. Select **Holiday**.

 **Holidays** *No Holidays assigned*

Views ⓘ  
 View by Holiday     View by Year

Choose a Holiday: ⓘ Choose One ▾


**Holiday Leave**

Employee	Report	2015 <a href="#">Edit</a>	2016 <a href="#">Edit</a>
		<a href="#">Change All</a>	<a href="#">Change All</a>

**Dropdown Menu:**  
Choose One  
Christmas  
Easter Day  
Independence Day  
New Year Day ←  
Thanksgiving Day  
Veterans Day


5. Click [Add Holiday](#).

6. Click **Save Changes**.

 **Holidays** *No Holidays assigned*

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**Views** ⓘ  
 View by Holiday  View by Year

Choose a Holiday: ⓘ New Year Day ▼ [Add Holiday](#) 


### Holiday Leave

Employee	Report	Team	2015 <a href="#">Edit</a>	2016 <a href="#">Edit</a>
		All Teams ▼	<a href="#">Change All</a>	<a href="#">Change All</a>

## 2 | Manually Assign Holiday Leave (All Employees)

### Manually Assign Holiday Leave (All Employees)

1. Click [Change All](#).

 **Holidays**

[Feedback](#) [Help](#)

**Views**

View by Holiday  View by Year

Choose a Holiday:  [Remove Holiday](#)

### Holiday Leave

Employee	Report	Team	2015 <a href="#">Edit</a>	2016 <a href="#">Edit</a>	2017 <a href="#">Edit</a>	2018 <a href="#">Edit</a>
		<input type="text" value="All Teams"/>	<a href="#">Change All</a>	<a href="#">Change All</a>	<a href="#">Change All</a>	<a href="#">Change All</a>
Allison McAlister	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="button" value="Leave"/>	<input type="button" value="Work"/>	<input type="button" value="Work"/>	<input type="button" value="Work"/>
Angela Reed	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="button" value="Leave"/>	<input type="button" value="Work"/>	<input type="button" value="Work"/>	<input type="button" value="Work"/>
Bill Longwell	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="button" value="Leave"/>	<input type="button" value="Work"/>	<input type="button" value="Work"/>	<input type="button" value="Work"/>
Brian Curtis	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="button" value="Leave"/>	<input type="button" value="Work"/>	<input type="button" value="Work"/>	<input type="button" value="Work"/>
Cindy Johnson	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="button" value="Leave"/>	<input type="button" value="Work"/>	<input type="button" value="Work"/>	<input type="button" value="Work"/>
Dan Steiner	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="button" value="Leave"/>	<input type="button" value="Work"/>	<input type="button" value="Work"/>	<input type="button" value="Work"/>
David Barmasai	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="button" value="Leave"/>	<input type="button" value="Work"/>	<input type="button" value="Work"/>	<input type="button" value="Work"/>
Dennis Alvarez	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="button" value="Leave"/>	<input type="button" value="Work"/>	<input type="button" value="Work"/>	<input type="button" value="Work"/>
Diana Sigei	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="button" value="Leave"/>	<input type="button" value="Work"/>	<input type="button" value="Work"/>	<input type="button" value="Work"/>
Diane Roy	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="button" value="Leave"/>	<input type="button" value="Work"/>	<input type="button" value="Work"/>	<input type="button" value="Work"/>

2. Select **Status** radio button.

2a. Select **Keep/Assign Leave** radio button, to assign all employee holiday leave.

2b. Select **Remove Leave** radio button, to indicate availability to work for all employees on holiday.

3. Click **Save Changes**.

**Change Leave for Column** [X]

Holiday ⓘ  
New Year Day (01/01/2016)

Status\* ⓘ

Keep/Assign Leave     Remove Leave

*Holidays may take a minute to update after making this change.*

**Save Changes**

### 3 | Manually Assign Holiday Leave (Individual Employee)

#### Manually Assign Holiday Leave (Individual Employee)

1. Click **Leave/Work** toggle slider.

**Leave** = Employee receive holiday.

**Work** = Employee available to be scheduled.

**Note:** Work indicates the employee is available to work. However, the employee will not necessarily be automatically scheduled. The system will still abide by normal schedule building rules when attempting to schedule the employee.

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## Holidays

[Feedback](#) [Help](#)

**Views** ⓘ

View by Holiday   
  View by Year

Choose a Holiday: New Year Day [Remove Holiday](#)


### Holiday Leave

Employee	Report	Team	2015 <a href="#">Edit</a>	2016 <a href="#">Edit</a>	2017 <a href="#">Edit</a>	2018 <a href="#">Edit</a>
		All Teams <span style="font-size: 18px;">▼</span>	<a href="#">Change All</a>	<a href="#">Change All</a>	<a href="#">Change All</a>	<a href="#">Change All</a>
Allison McAlister	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Angela Reed	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="checkbox"/> Leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bill Longwell	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="checkbox"/> Leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Brian Curtis	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="checkbox"/> Leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cindy Johnson	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="checkbox"/> Leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dan Steiner	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="checkbox"/> Leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
David Barmasai	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="checkbox"/> Leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dennis Alvarez	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="checkbox"/> Leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Diana Sigei	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="checkbox"/> Leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Diane Roy	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="checkbox"/> Leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## 4 | Automatically Assign Holiday Leave

### Automatically Assign Holiday Leave

1. Click [Edit](#).

 **Holidays**

[Feedback](#) [Help](#)

**Views**

View by Holiday  View by Year

Choose a Holiday:  [Remove Holiday](#)

### Holiday Leave

Employee	Report	Team	2015 <a href="#">Edit</a>	<a href="#">Edit</a>	2017 <a href="#">Edit</a>	2018 <a href="#">Edit</a>
		<input type="text" value="All Teams"/>	<a href="#">Change All</a>	<a href="#">Change All</a>	<a href="#">Change All</a>	<a href="#">Change All</a>
Allison McAlister	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="button" value="Leave"/>	<input checked="" type="button" value="Work"/>	<input checked="" type="button" value="Work"/>	<input checked="" type="button" value="Work"/>
Angela Reed	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="button" value="Leave"/>	<input checked="" type="button" value="Work"/>	<input checked="" type="button" value="Work"/>	<input checked="" type="button" value="Work"/>
Bill Longwell	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="button" value="Leave"/>	<input checked="" type="button" value="Work"/>	<input checked="" type="button" value="Work"/>	<input checked="" type="button" value="Work"/>
Brian Curtis	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="button" value="Leave"/>	<input checked="" type="button" value="Work"/>	<input checked="" type="button" value="Work"/>	<input checked="" type="button" value="Work"/>
Cindy Johnson	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="button" value="Leave"/>	<input checked="" type="button" value="Work"/>	<input checked="" type="button" value="Work"/>	<input checked="" type="button" value="Work"/>
Dan Steiner	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="button" value="Leave"/>	<input checked="" type="button" value="Work"/>	<input checked="" type="button" value="Work"/>	<input checked="" type="button" value="Work"/>
David Barmasai	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="button" value="Leave"/>	<input checked="" type="button" value="Work"/>	<input checked="" type="button" value="Work"/>	<input checked="" type="button" value="Work"/>
Dennis Alvarez	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="button" value="Leave"/>	<input checked="" type="button" value="Work"/>	<input checked="" type="button" value="Work"/>	<input checked="" type="button" value="Work"/>
Diana Sigei	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="button" value="Leave"/>	<input checked="" type="button" value="Work"/>	<input checked="" type="button" value="Work"/>	<input checked="" type="button" value="Work"/>
Diane Roy	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="button" value="Leave"/>	<input checked="" type="button" value="Work"/>	<input checked="" type="button" value="Work"/>	<input checked="" type="button" value="Work"/>


2. Select **Team**.

### Edit Holiday ✕

Holiday Start Date ⓘ  
01/01/2016

Holiday Name\* ⓘ

Description ⓘ

Team\* ⓘ  
 

Assigns\* ⓘ  
 Leave  Work

3. Select **Team Number**.

### Edit Holiday ✕

Holiday Start Date ⓘ  
01/01/2016

Holiday Name\* ⓘ

Description ⓘ

Team\* ⓘ

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10



4. Select **Assigns** radio button.

4a. Select **Leave** radio button, to assign all employees holiday leave on selected **Team Number**.

4b. Select **Workk** radio button, to indicate availability to work for all employees on **Team Number**.

**Leave** = Employee receive holiday.

**Work** = Employee available to be scheduled.

5. Click **Save Changes**.

**Edit Holiday** [X]

Holiday Start Date ⓘ  
01/01/2016

Holiday Name\* ⓘ  
New Year Day

Description ⓘ  
New Year Day for Core Lab

Team\* ⓘ  
1


Assigns\* ⓘ  
 Leave  Work



Save Changes


## 5 | Assign Employee to Holiday Team Number

### Assign Employee to Holiday Team Number


1. Click [change](#).

 **Holidays**

[Feedback](#)  [Help](#) 

**Views** 

View by Holiday     View by Year

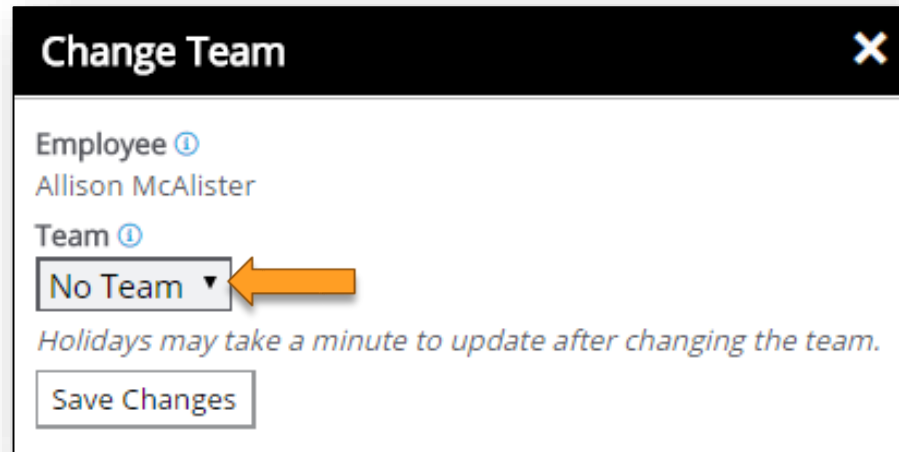
Choose a Holiday:   [Remove Holiday](#)

#### Holiday Leave

Employee	Report	Team	2015 <a href="#">Edit</a>	2016 <a href="#">Edit</a>	2017 <a href="#">Edit</a>	2018 <a href="#">Edit</a>
		<input type="text" value="All Teams"/>	<a href="#">Change All</a>	<a href="#">Change All</a>	<a href="#">Change All</a>	<a href="#">Change All</a>
Allison McAlister	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="text" value="Leave"/>	<input type="text" value="Work"/>	<input type="text" value="Work"/>	<input type="text" value="Work"/>
Angela Reed	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="text" value="Leave"/>	<input type="text" value="Work"/>	<input type="text" value="Work"/>	<input type="text" value="Work"/>
Bill Longwell	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="text" value="Leave"/>	<input type="text" value="Work"/>	<input type="text" value="Work"/>	<input type="text" value="Work"/>
Brian Curtis	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="text" value="Leave"/>	<input type="text" value="Work"/>	<input type="text" value="Work"/>	<input type="text" value="Work"/>
Cindy Johnson	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="text" value="Leave"/>	<input type="text" value="Work"/>	<input type="text" value="Work"/>	<input type="text" value="Work"/>
Dan Steiner	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="text" value="Leave"/>	<input type="text" value="Work"/>	<input type="text" value="Work"/>	<input type="text" value="Work"/>
David Barmasai	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="text" value="Leave"/>	<input type="text" value="Work"/>	<input type="text" value="Work"/>	<input type="text" value="Work"/>
Dennis Alvarez	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="text" value="Leave"/>	<input type="text" value="Work"/>	<input type="text" value="Work"/>	<input type="text" value="Work"/>
Diana Sigei	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="text" value="Leave"/>	<input type="text" value="Work"/>	<input type="text" value="Work"/>	<input type="text" value="Work"/>
Diane Roy	<a href="#">View</a>	No Team Set <a href="#">change</a>	<input type="text" value="Leave"/>	<input type="text" value="Work"/>	<input type="text" value="Work"/>	<input type="text" value="Work"/>

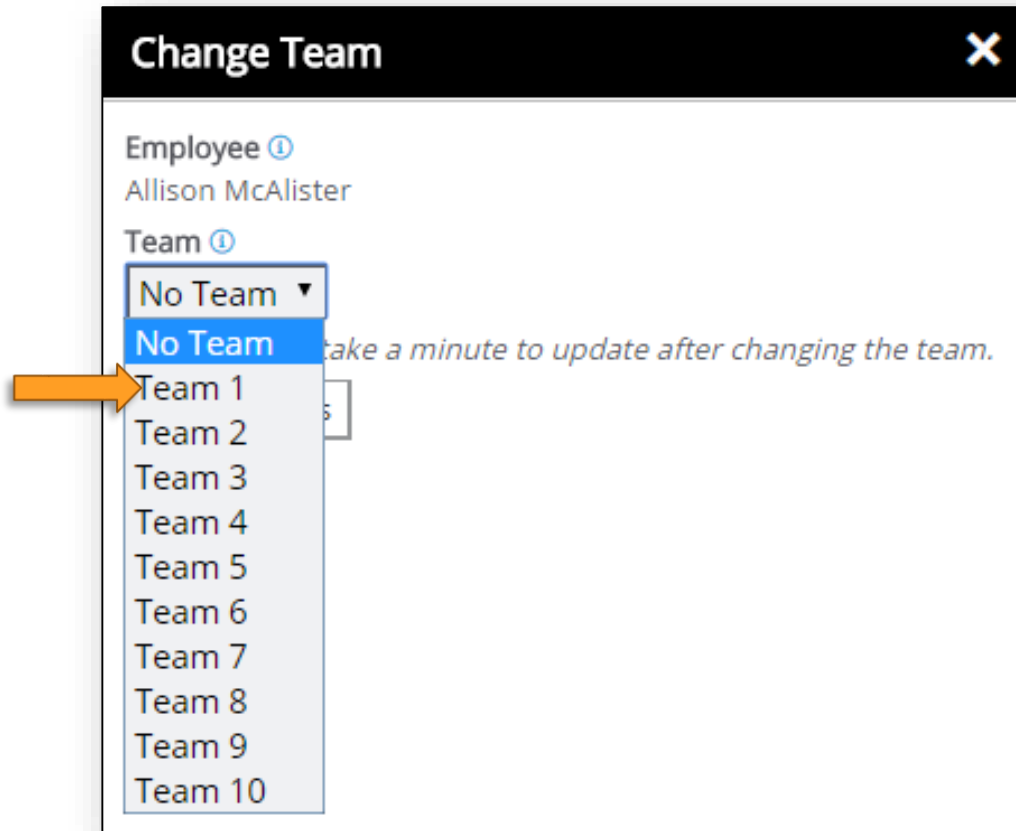
2. Click **Team**.

3. Select **Team**.

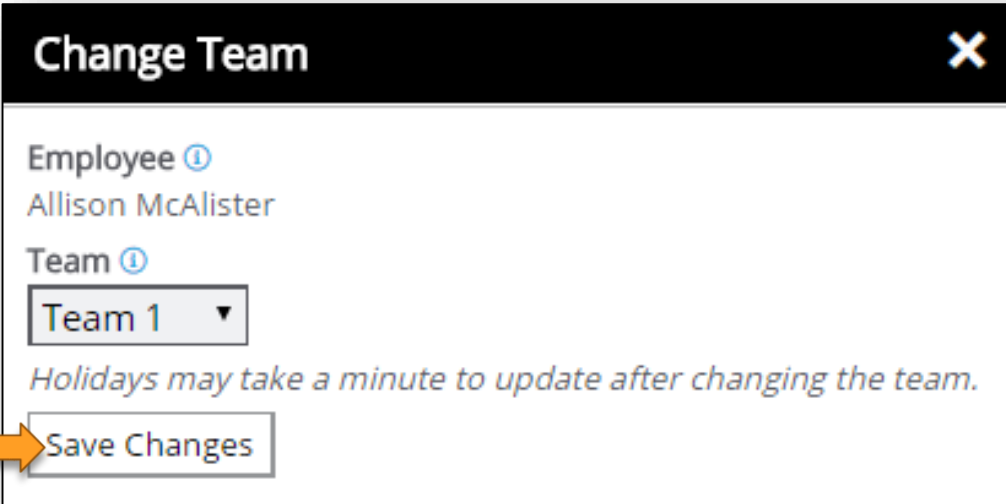


The image shows a 'Change Team' dialog box with a black header and a white body. The header contains the title 'Change Team' and a close button (X). The body contains the following elements: 'Employee ⓘ' with the name 'Allison McAlister' below it; 'Team ⓘ' with a dropdown menu showing 'No Team' and a downward arrow, which is highlighted by an orange arrow pointing from the right; a note in italics: 'Holidays may take a minute to update after changing the team.'; and a 'Save Changes' button at the bottom.

4. Select **Team Number**.



5. Click **Save Changes**.



The image shows a 'Change Team' dialog box with a black header and a white body. The header contains the title 'Change Team' and a close button (X). The body contains the following elements: 'Employee ⓘ' with the name 'Allison McAlister' below it; 'Team ⓘ' with a dropdown menu showing 'Team 1' and a downward arrow; a note in italics: 'Holidays may take a minute to update after changing the team.'; and a 'Save Changes' button at the bottom. An orange arrow points to the 'Save Changes' button.