autocount cloudpayroll Course Book

Chapter 7

Calendar and Branch

Learn how to:
- add new and edit calendar
- set holidays and rest days
- set replacement holidays
- set special holidays
- define 'working hours per day' and 'monthly working days'
- add and edit new branch
- assign calendar and branch to employees

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Beyond accounting software

Chapter 7   Calendar and Branch

- The company headquarter (HQ) is located at Selangor and has a branch office at Johor.
- HQ office opens from Monday to Friday, and Johor office open from Sunday to Thursday.
- When a holiday falls on Sunday (HQ) or Saturday (Johor), the next working day will be a replacement holiday.
- For calculation purposes, Working Hours Per Day = 8, and numbers of Working Days in each month will be fixed at 26 days.

Task 7.1
Edit Default Calendar

Tools > General Maintenance > Calendar (Edit)

🖰 Edit the **Default** calendar

Code	DEFAULT
Description	Default Calendar
☐ Is Main Calendar	☑
(Year)	yyyy

🖰 **Holidays**: set the following holidays for current year, then click on **Apply**:

☑ New Year's Day	☑ Merdeka Day
☑ Thaipusam	☑ Awal Muharram
☑ Chinese New Year	☑ Agong's Birthday
☑ Labour Day	☑ Malaysia Day
☑ Wesak Day	☑ Deepavali
☑ Nuzul Al-Quran	☑ Prophet Muhammad's Birthday
☑ Hari Raya Aidilfitri	☑ Sultan of Selangor's Birthday
☑ Hari Raya Haji	☑ Christmas Day

(All listed 'Replacement' holidays are valid when Sundays are rest days).

🖰 **Rest Days**: set every Saturday and Sunday as rest days, then click on **Apply**:

Select	Month	Week Day	Day Type
✓	Every Month	Saturday	Full Day
✓	Every Month	Sunday	Full Day
☐	Select...	Select...	Select...

🖰 **Result Conflicts**: when there is a conflict between Rest Day and Holiday, always choose **Holiday**:

🖱 Set **Replacement Holidays**
Go through each calendar month, look into Rest Days, for each Holiday overlaps with Rest Day, set its replacement.
(click on the date to add replacement day)

Example to add a Specific Day:

Date	(date displayed)
Description	CNY Replacement
(Type)	◉ Holiday

🖱 **Month Information**: confirm the Month Information and select **Apply to all months**:

(Right click on any calendar month)

First Half Days	15
Working Hours Per Day	8
○ Use Auto Calculated Working Days in Month	(auto calculated)
◉ Use Specific Working Days in Month	26
☐ Apply to all	☑

Task 7.2
Add New Calendar

Tools > General Maintenance > Calendar (Add New)

🖱 Add a new calendar **JOHOR – Johor Calendar**

Code	JOHOR
Description	Johor Calendar
☐ Is Main Calendar	☐
(Year)	yyyy

🖱 **Holidays**: set the following holidays for current year, then click on **Apply**:

☑ New Year's Day	☑ Hari Raya Haji
☑ Thaipusam	☑ Merdeka Day
☑ Chinese New Year	☑ Awal Muharram
☑ Sultan of Johor's Birthday	☑ Agong's Birthday
☑ Labour Day	☑ Malaysia Day
☑ Wesak Day	☑ Deepavali
☑ Nuzul Al-Quran	☑ Prophet Muhammad's Birthday
☑ Hari Raya Aidilfitri	☑ Christmas Day

🖱 **Rest Days**: set every Friday and Saturday as rest days, then click on **Apply**:

REST DAYS

● Basic   ○ Advance

Select	Month	Week Day	Day Type
☑	Every Mo... ▾	Friday ▾	Full Day ▾
☑	Every Mo... ▾	Saturday ▾	Full Day ▾
☐	Select... ▾	Select... ▾	Select... ▾

🖱 **Result Conflicts**: when there is a conflict between Rest Day and Holiday, always choose **Holiday**:

🖱 Set **Replacement Holidays**
Go through each calendar month, look into Rest Days, for each Holiday overlaps with Rest Day, set its replacement.
(click on the date to add replacement day)

Example to add a Specific Day:

Date	(date displayed)
Description	CNY Replacement
(Type)	⊙ Holiday

🖱 **Month Information**: confirm the Month Information and select **Apply to all months**:

(Right click on any calendar month)

First Half Days	15
Working Hours Per Day	8
○ Use Auto Calculated Working Days in Month	(auto calculated)
⊙ Use Specific Working Days in Month	26
☐ Apply to all	☑

Task 7.3
Add Special Holiday

Tools > General Maintenance > Calendar (Edit)

🖱 Add the following **special holiday** onto calendars (both DEFAULT and JOHOR)
(click on the date 10/4/yyyy to add a Specific Day)

Specific Day:

Date	10/04/yyyy
Description	Special Holiday – Malaysia won World Cup
(Type)	⊙ Holiday

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Task 7.4
Add New Branch

Tools > General Maintenance > Branch (Add New)

⌁ Create the following branches

Code	HQ	JH
Description	HQ Office	Johor Office
Calendar	DEFAULT – Default Calendar	JOHOR – Johor Calendar
☐ Is Active	☑	☑

Task 7.5
Assign Calendar and Branch to Employees

Payroll > Employee > Employee Maintenance (Edit) > Employment Detail (Employment Info)

⌁ Assign calendar and branch to the following employees accordingly:
   Note: can try using Batch Edit Function

Employee	• Tom Kurus • Apapon Buleh • Aiyen Man • Sweet JingJing	• Cindy Louder • Woo Verin
Calendar	DEFAULT – Default Calendar	JOHOR – Johor Calendar
Branch	HQ Office	Johor Office

🖐 End of chapter 🖐