



# Payroll, made easy

## Part 10: Public holidays

[Public holiday settings | HR Web Platform](#)

This article shows how you can use the Public Holidays feature to add multiple state public holiday calendars to your HR platform or use the customisation option to create your own from scratch.

[Setting up locations and public holidays in the HR Platform | Video](#)

This video covers setting up locations and public holidays in the HR Platform.

[Public holidays | Payroll Guide](#)

The payroll platform includes state and federal public holidays by default. This article will show you how to add custom holidays or local and regional holidays into your Payroll Platform.

[Public holiday management in the Payroll Platform | Video](#)

This video shows you how to manage public holidays in the Payroll Platform and create custom public holidays if required.

[How to automate public holiday pay with rule sets](#)

This article looks at how to automate public holidays so that the pay run automatically assigns public holidays rates and public holiday conditions to a particular employee.

[Automate public holidays using rule sets | Video](#)

This video shows how to automate public holidays so that the pay run automatically assigns public holidays rates and public holiday conditions to a particular employee.

[Manage public holidays in rosters](#)

This video shows how you could use the roster to create timesheets for a public holiday not worked.

[How do I set-up substitute public holidays by agreement? | Payroll FAQ](#)

Some Modern Awards have a clause pertaining to the substitution of public holidays by agreement. If you want to provide this arrangement to your employees, this article will show you how to customise the award and manually track the substitute/alternate day.

[Product Update October 2023](#)

Follow our October 2023 product update as we share all of the latest and greatest features we've released over the last month.



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Do public holidays show on payslips for my autopaid salaried employees?	No however, if you would like the pay run/payslip to display the public holiday separately you can have the employee use a timesheet as an exception, or manually edit the pay run to use a custom pay category.
Do employees need to enter a timesheet if they are not working on a public holiday?	Yes, if your employees are using timesheets they need to submit one for any <u>paid</u> day, even if it is not worked.
Do public holidays show in the HR Platform's leave calendar?	The option to include the public holidays into the HR platform's leave calendar is currently unavailable.
Do custom public holidays set up in the Payroll Platform sync over to the HR Platform?	Public holidays do not sync between the platforms. If you are using custom public holidays you will need to set these up in both HR and Payroll.
Can I set up ongoing custom public holidays?	The custom holidays in both the HR and Payroll platform are set to a specific date each year. These will need to be edited each calendar year if they are ongoing.
Why is a public holiday not being deducted from a leave request submitted via the HR Platform?	Please check the employee has the correct location set-up in their Employment Details and also check that the Location has the correct public holiday calendar assigned under Settings.
Why is a public holiday not being deducted from a leave request submitted via the Payroll Platform?	Please check the employee has the correct location set up as their primary location under Pay Run Defaults and also check that the Location has the correct state assigned in Payroll Settings > Locations.
When are the public holidays updated in the platform?	Public holidays are updated in both platforms each calendar year once the gazette dates are released.



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**Are the Public Holidays system generated for other regions (NZ, UK, SEA) or just Australia?**

Gazetted public holidays for each region are added to all platforms in that region once they've been published.

**If we have locations where there are regional holidays, will we need to manually add these?**

Yes, all Federal and State holidays will be system generated however, any regional holidays or cultural holidays will need to be added as a custom public holiday. For HR, see [here](#) and for Payroll, see [here](#).

**Instead of clocking in on a public holiday could employees submit a leave request?**

There are two main reasons why we wouldn't normally recommend submitting a leave request in relation to public holidays:

1. Leave requests would require a leave category to be created as either not tracked or employees would need an appropriate leave balance.
2. When creating leave requests, the system's default setting is to remove the hours that fall on a public holiday and not deduct these from the leave balance.

**Is Employment Hero looking to automate the public holiday process for salaried employees?**

Yes, we are working on the automation of public holidays not paid for autopaid employees however, we cannot provide an ETA at this point.

**I am using a Modern Award interpretation however, the PH not worked work type is not applying correctly in the pay run. How do I rectify this?**

Each Award and subsequent Rule Set will be using a specific work type. If you have multiple work types with similar names, ensure your employees are linked to and using the correct ones.

**Is there a way to bulk create timesheets on behalf employees?**

If you're not using the roster process discussed here, you can bulk import timesheets using the steps outlined, [here](#).