

New Holidays Calendar

In order to create special holiday calendar, you have to first create new Country.

You can do that from the **System Settings > Country Management**.

Select original country which will serve as template for new holidays calendar, and from options select copy holidays from that country.

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Organisation

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» Departments

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Employees

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Leave

» Leave Categories

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Processes

» Import Process

System Settings

» Leave Colors

» Holiday Management

» Country Management

» Company Documents

CM

Original Country:

Thailand

New Country Code:

CM

New Country Name:

Chiangmai

☐

define different name for other languages

Option:

☒ copy holidays from "Thailand"

☒ copy icon from "Thailand" 

Delete

save

cancel

Once you create new country, then you can assign it under **Locations** setting.

Any staff assigned to this location will also follow holidays calendar of that country.

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i System Settings

Bangkok

Location:

Bangkok

Abbreviation:

Code:

Employment Country:

Chiangmai

Payroll:

select employee(s)

HR:

select employee(s)

Immigration Manager:

select employee(s)

Contact

Phone:

Fax: