

# Year end timeoff process

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Confidential

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# Year-end time off process for “Set Date”

## Before you start:

- **Please download your end of year reports before starting**
- **Please ensure that all time off for the year has been processed and approved/declined.**
- Please read through the entirety of this guide.
- If you do not use carryover, go directly to the section “Set New Holiday Start Date”.

## Recommendations:

- We recommend doing this process close to your Holiday Year change, so that all time off has been processed.
- If your Holiday year starts in the middle of the calendar year, for instance in May, it can be useful to set yourself a reminder.

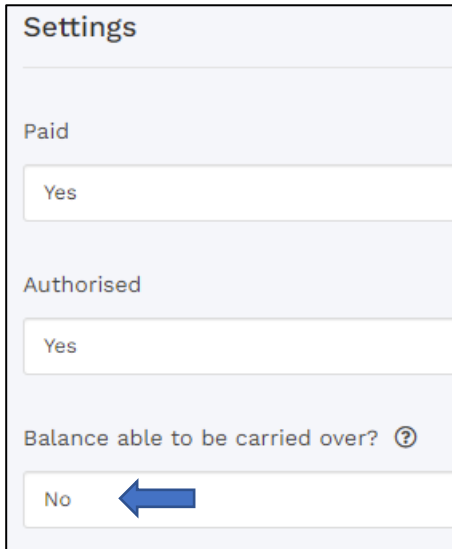
## **Preparatory Work (Can be done before the actual carryover submission)**

We suggest completing preparatory steps ahead of time:

- Steps 1 to 8 in the “Process Carryover” section
- Step 14 in the “Update Holidays” section

## Process Carryover

1. The Carryover process will include all time off types that have an individual allowance. If some time off types should be excluded from Carryover, make sure that the setting is correct in *Administration > HR > Time off management > Time off types*.



**Settings**

Paid

Yes

Authorised

Yes

Balance able to be carried over? ?

No

2. If you have some employees with time off in **days** and others in **hours**, please see [Annex 1](#) below. **Do not complete step 9.**
3. Go to *Administration > HR > Time off management > Process carryover* - we recommend you use this automated process rather than manually entering values. **You should not do both.**
4. Enter the start and end dates for your PREVIOUS holiday year (i.e., the one you have just completed or are about to complete) as you want to process what are, in effect, LAST year's values. Example: April 1<sup>st</sup> to February 28<sup>th</sup>, 2024.
5. Select which sites to process carryover for with the checkboxes. **If the site uses a different holiday date, please uncheck that site when processing the carryover.**
6. Choose how to deal with rounding and negative values.
  - a. Round figures: Calculations may yield numbers with decimals. You may choose to round up or down, using quarter, half, or full days.
  - b. Negative values: Calculations may yield negative values. You can choose to leave them as is or turn them into 0.

## Process carryover



This process will remove and reset ALL carryover balances within your company and cannot be reversed. Please review any changes and ensure you are completely happy before processing the carryover calculations.

Start of previous holiday year \* ? 4.

End of previous holiday year \* ? 4.

Site ? 5.

☒ Boston

☒ Montreal

☒ Quebec

☒ Toronto

Round figures 6a.

No rounding

Negative carryover values 6b.

Leave as negative values

7. Click on "**Calculate and Check**". This will generate a preview of final carryover numbers.

Carryover process							
<div><input type="text"/></div> <div><div>10</div><div></div><div></div><div></div><div></div><div></div></div>							
Last name	First name	Works ID	Employee ID	Allowance	Taken	Left	Actual carryover
Academy	Employee		425939	15	5	10	5

You can then crosscheck the actual balances for Carryover by viewing the standard report called "Carryover Report" in the Report Builder and compare it with this table.

If the Carryover Report is not viewable in your Report Builder, you will need to go to *Administration > Company > Report Builder Permissions*. At the bottom of the page, there is a button for "standard reports". You can select the report and who you wish to share it with.

For more information about the report builder permissions and standard reports, please visit the following link:

<https://hrwize.kayako.com/en-us/article/503-report-builder-standard-reports>

**If the proposed values in Step 7 are correct:**

8. Download reports of current data prior to submission. See **Annex 2**. **\*\*Strongly recommended\*\***
9. Click Submit to enter them as new carryover balances.  
**IMPORTANT: This process will overwrite ALL carryover balances currently in the system for ALL employees.**
10. Once you have processed Carryover, if any values are incorrect or need adjustments, you can edit or add a Carryover value via *Administration > HR > Time off management > Manage Carryover Values*.

## Set New Holiday Start Date

Once you have carryover completed, you now need to change the dates of your holiday year.

11. Go to *Administration > Company > Settings > Time off settings (global)* and change the date in **Start of holiday year** to the date of the new holiday year.
12. Adjust the **Expiry date for carryover**. This is the date when unused carryover expires and is no longer available to employees.  
Keep in mind that if you set an expiry date for Carryover, you also cannot add carryover after this date.
13. If you use Site level time off settings, repeat steps 11 and 12 for each of the sites - changing the settings in **Time off Settings (global)** only applies to employees who are not at a site with site level time off settings.  
To access site level time off settings, go to *Administration > HR > Data Management > Sites*.

## Update Holidays

14. If you are using **mandatory company holidays**, input the company holidays for the new year. Go to *Time and Attendance > Holidays* - update the previous year's holiday or add the new holidays.

*Our recommendation is to have 2 years list of Holidays (current and next year). \*Edit the previous year to become future year (i.e. We are 2023, so change the 2022 holidays to become 2024 holidays)*

## Converting time off requests into Carryover requests

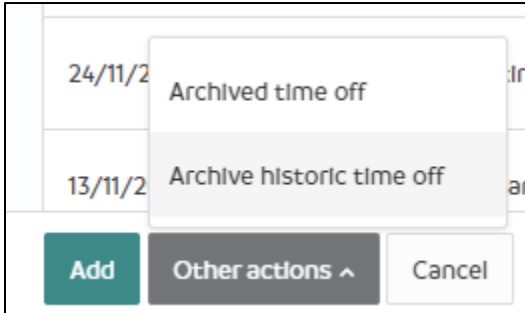
For companies using carryover with expiry, HRWize now offers the ability to help employees convert their future dated vacation requests into carryover requests. This helps them use up carryover before it expires, and save their vacation, without the need for HR users or the employee themselves to make the changes.

For more information, please contact [support@hrwize.com](mailto:support@hrwize.com) .

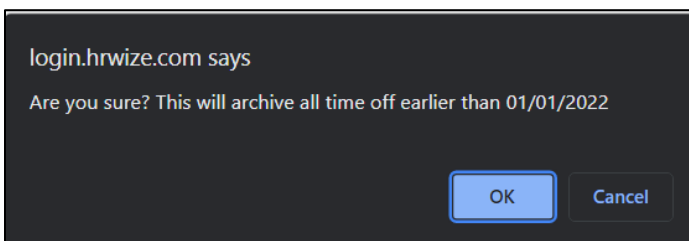
## Archive Time off records

We also recommend that you **archive** the previous years' **Time-off requests**.

Go to *Time off and Attendance > Time off* and click on *Other actions*. Select "Archive historic time off".

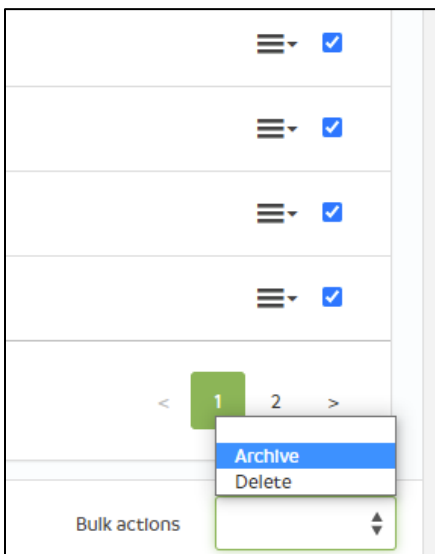


A dialog box will ask you to confirm before archiving all time off requests starting before the start of the Holiday year.



**NB: in this case 01/04/2024 is the date defined in step 11.**

As an alternative, you can also select the requests in the list and bulk archive.



## Annex 1 – How to handle employees timeoff calculated in hours

If you have time off in **days and others in hours** and set a maximum of Carryover that can be transferred, then this maximum can only be expressed in either days or hours. **This example will assume a maximum in Days.**

1. Complete steps 3 to 7 inclusively from the Carryover process section above to create the Process carryover “Calculate and Check” overview.
2. Select “All” from the number of entries dropdown.
3. Download the Process Carryover “Calculate and Check” overview, by using the CSV or Excel buttons.
  - a. The column “Left” will indicate the balance at the end of the year.
  - b. The column “Actual Carryover” must be adjusted for employees using Hours.

Carryover process

2.

10

3.

Column visibility

Copy

CSV

Excel

PDF

Print table

Reset

Last name	First name	Works ID	Employee ID	Allowance	Taken	Left	Actual carryover
Han	Hensen	1199	337440	150	15	135	5
Lim	Kevin	1084	337452	150	82.5	67.5	5

This maximum will need to be adjusted for employees in hours: 5 days \* number of hours per day.

For example, a company uses 7.5-hour days:  $5 * 7.5 = 37.5$  hours maximum. Therefore, the automatically proposed value will need to be adjusted from 5 to 37.5 for employees using Hours.

4. Repeat the conversion from days to hours for each employee using Hours.

A	B
Employee name	Value
Works ID	37.5
Works ID	12

5. Bulk-upload Carryover with corrected values for employees using Hours. The bulk-upload will overwrite the value for Carryover.

## Annex 2 – Save your current carryover values in a report (prior to SUBMIT process)

If you want to save the data of the “Calculate and Check” overview, you can do so using the CSV, Excel, or PDF buttons:

### Carryover process

ALL ▾

Column visibility

Copy

CSV

Excel

PDF

Printable

Reset

Last name ▾	First name ▾	Works ID ▾	Employee ID ▾	Allowance ▾	Taken ▾	Left ▾	Actual carryover
Archer	Maddison	121	224698	15	1	14	5
Bronczyck	Bruce	112	319696	20	4	16	5

If you want to run a report about the current carryover values, you can use *Reporting > Report Builder > Carryover Report*.

Using the Report Builder will allow you to select additional columns if required. Select the standard Carryover Report and click the “edit” button. Select the columns you want to appear in your report (for instance Starting Balance – Taken – Balance – Booked – True balance).

In the filter section select “Carryover”

SELECT FILTERS

type ▾

Equals ▾

Carryover x

Example:

Carryover Values								
							10 ▾	Copy CSV
worksid	firstName	surname	type	startingBalance	taken	balance	booked	trueBalance
	Almee	Hancock	Carryover	10.00	8.00	2.00	0.00	2.00