Holiday Adjustments Guide

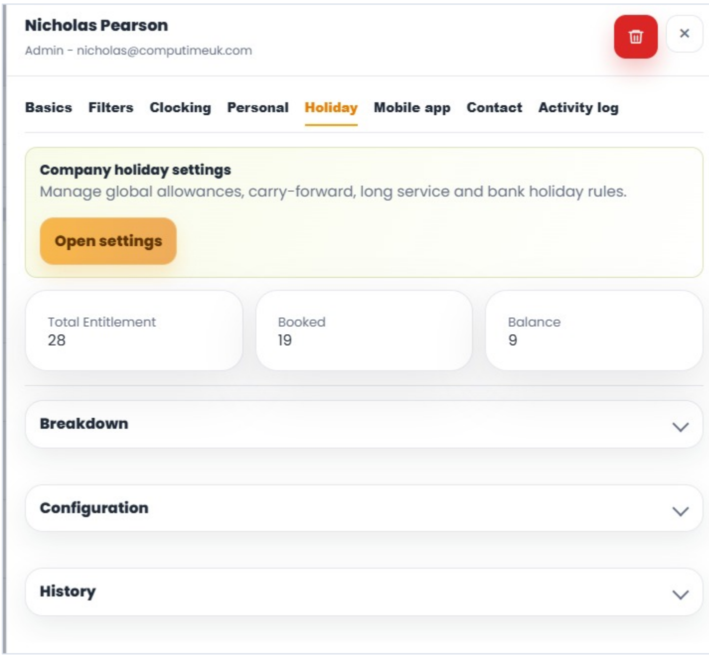
How to add a one-off holiday entitlement adjustment for an employee in SyncroConnect.

What this changes	Adds or removes entitlement for one employee in the selected holiday year.
Where to do it	People -> open employee -> Holiday tab -> Breakdown -> Add adjustment.
What it is for	One-off corrections, carry-over corrections, goodwill changes, or manual balance corrections.

Important: Adjustments are one-time changes and only apply to the current holiday year. For permanent entitlement changes, update the employee's holiday group instead.

Step 1 - Open the employee holiday tab

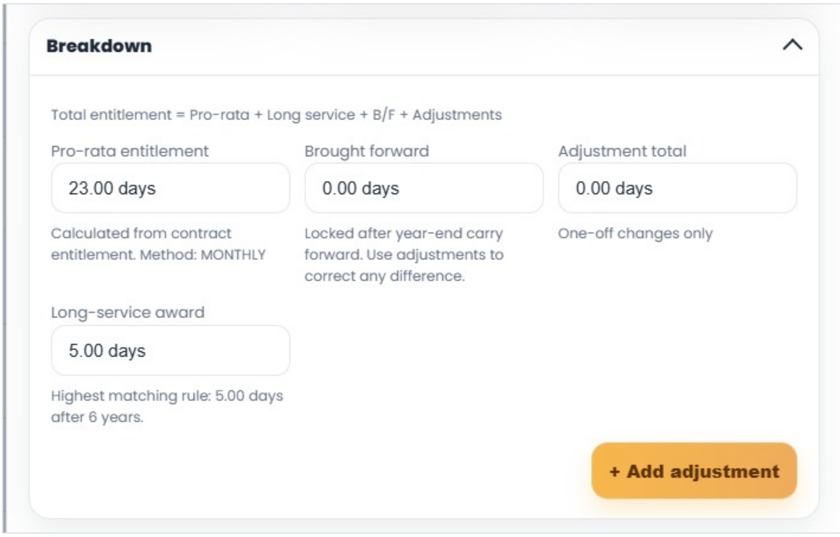
Open the People menu, select More on the employee you want to adjust, then go to the Holiday tab.



Employee Holiday tab with entitlement summary, breakdown, configuration and history sections.

Step 2 - Open the adjustment form

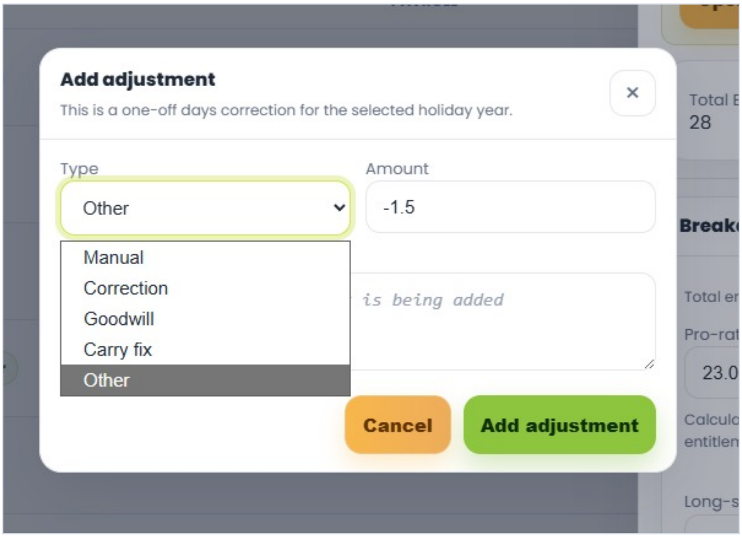
Expand the Breakdown section and select Add adjustment. The breakdown shows the current entitlement parts before the adjustment is added.



Breakdown section with the Add adjustment button.

Step 3 - Enter the adjustment

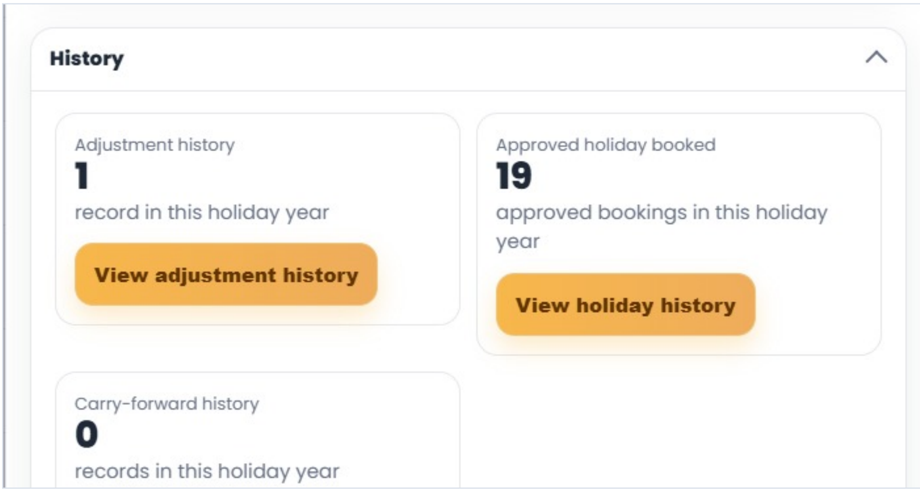
Choose the relevant type, enter the amount, add a clear reason or note, then click Add adjustment. The amount can be positive to add entitlement or negative to reduce entitlement.



Adjustment form showing type, amount, note and Add adjustment action.

Step 4 - Review adjustment history

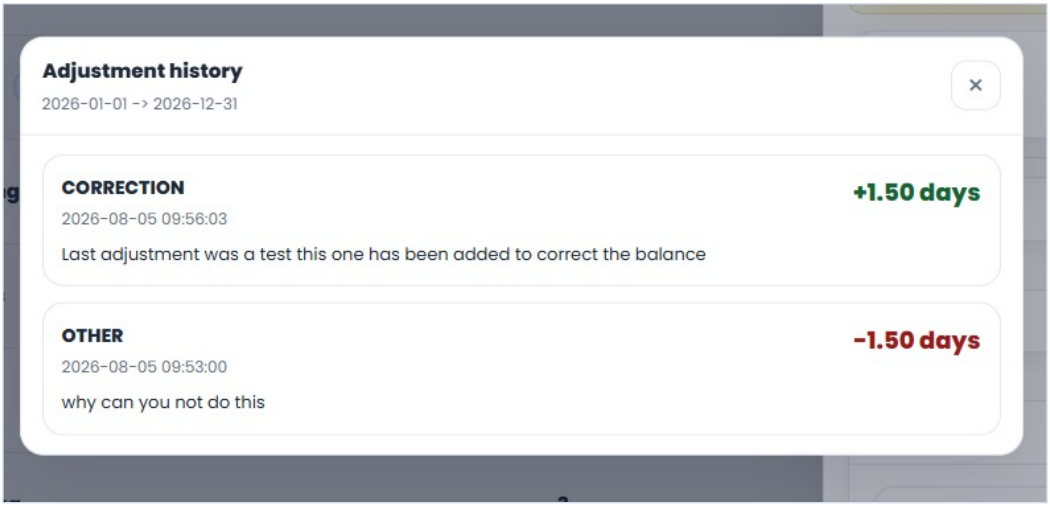
Open the History section on the Holiday tab and select View adjustment history to review adjustments for the current holiday year.



History section with View adjustment history.

Step 5 - Understand how adjustments are recorded

Adjustments are view-only once added. They cannot be edited or deleted. If a correction is needed, add another adjustment with the correct positive or negative amount and note the reason.



Adjustment history showing positive and negative adjustments.

Quick Checklist

- Open People and choose the correct employee.

- Confirm you are on the correct Holiday tab and holiday year.

- Use Breakdown -> Add adjustment for a one-off correction.

- Enter a positive amount to add entitlement or a negative amount to reduce entitlement.

- Add a clear note explaining why the change was made.

- Use History -> View adjustment history to confirm the adjustment has been recorded.

- Use a holiday group change instead for permanent entitlement changes.

Reminder: Adjustment history is an audit trail. If a value was entered incorrectly, add a new correcting adjustment rather than trying to change the original entry.