

Holiday Adjustments Guide

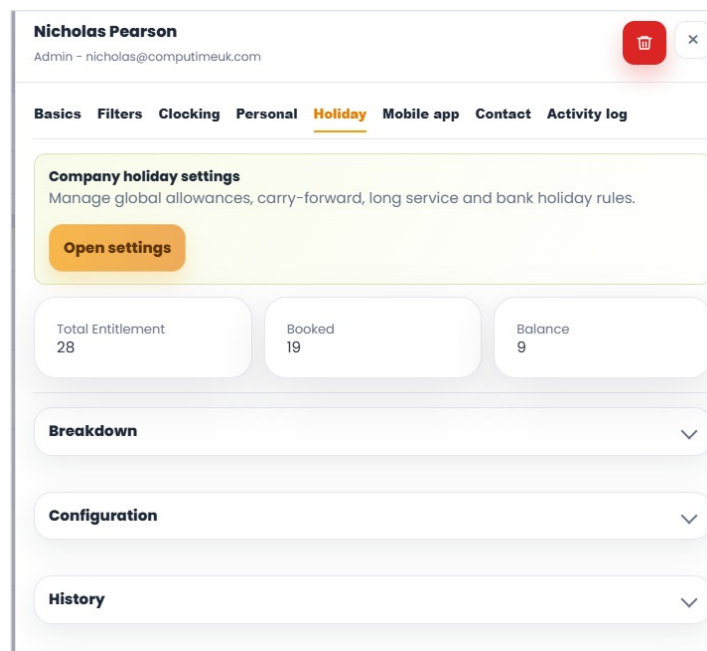
How to add a one-off holiday entitlement adjustment for an employee in SyncroConnect.

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

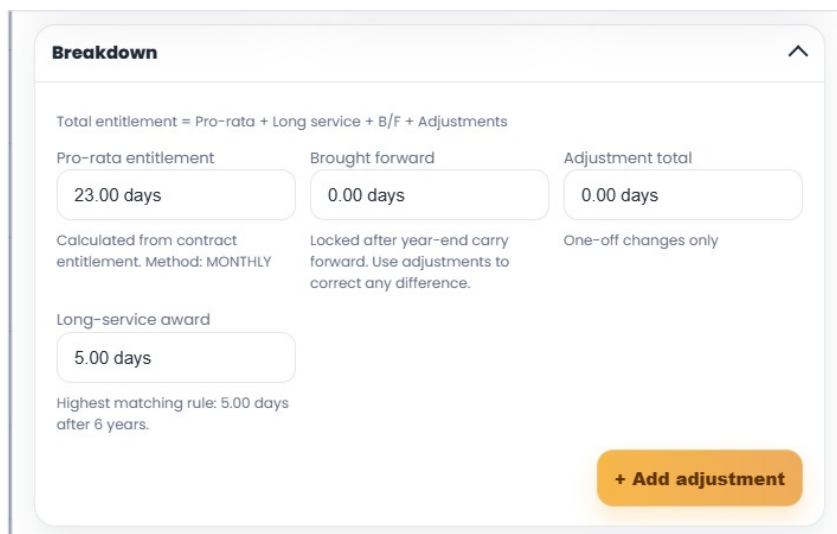
Open the People menu, select More on the employee you want to adjust, then go to the Holiday tab.



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.

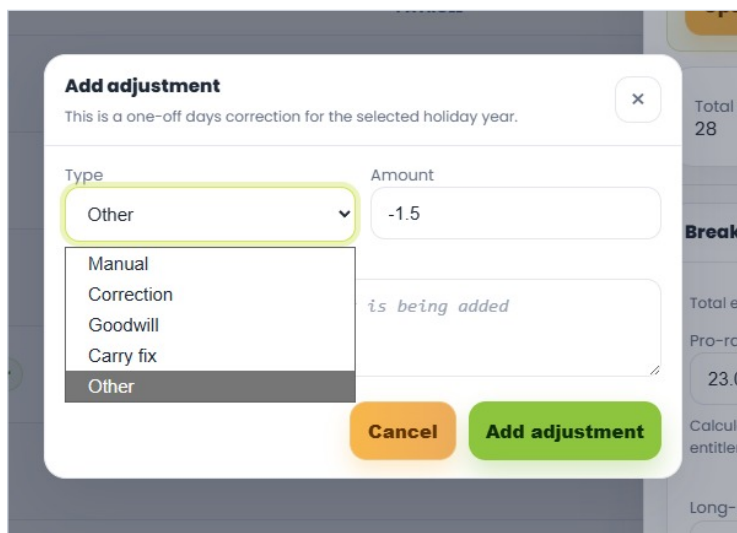


The screenshot shows a 'Breakdown' section with a title bar and an expand/collapse arrow. Below the title, it states 'Total entitlement = Pro-rata + Long service + B/F + Adjustments'. There are three input fields: 'Pro-rata entitlement' with '23.00 days', 'Brought forward' with '0.00 days', and 'Adjustment total' with '0.00 days'. Below these are three columns of text: 'Calculated from contract entitlement. Method: MONTHLY', 'Locked after year-end carry forward. Use adjustments to correct any difference.', and 'One-off changes only'. There is also a 'Long-service award' field with '5.00 days' and a note 'Highest matching rule: 5.00 days after 6 years.' At the bottom right is an orange button labeled '+ Add adjustment'.

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.

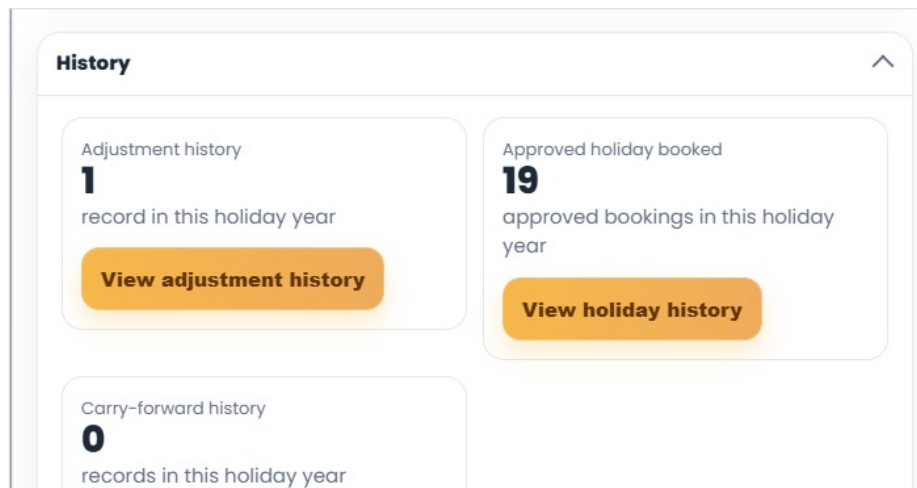


The screenshot shows an 'Add adjustment' modal form. It has a title bar with a close button. Below the title, it says 'This is a one-off days correction for the selected holiday year.' There are two input fields: 'Type' with a dropdown menu showing 'Other' selected, and 'Amount' with '-1.5'. Below the 'Type' dropdown is a list of options: 'Manual', 'Correction', 'Goodwill', 'Carry fix', and 'Other'. There is a text area for a note with the placeholder text 'is being added'. At the bottom are two buttons: 'Cancel' and 'Add adjustment'.

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

Step 4 - Review adjustment history

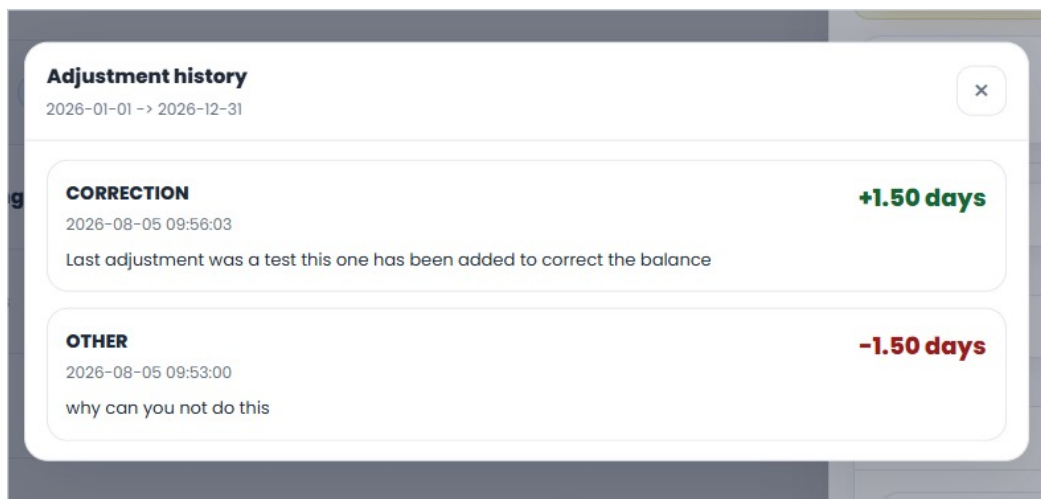
Open the History section on the Holiday tab and select View adjustment history to review adjustments for the current holiday year.



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.