

Changes to County Holiday Calendar

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Purpose

The purpose of this job aid is to provide instructions on how to update the County Holiday Calendar for holiday changes.

Introduction

Annually a CRFI is sent to the Counties to review and update the spreadsheet '20XX Holiday and Payroll Calendar' to confirm or add any County holidays observed not listed on the spreadsheet provided.

NOTE: Once the annual dates are set, the Counties will need to request 2 CERs (Change Enhancement Request) to make any changes to the Holiday Calendar. After a CER has been submitted, an SCR will be created. *Any updates made within 15 days of the date the update will not be reflected in the system.

Change Enhancement requests (reference CIT 0103-24):

- A CER is required to update any holiday date change.
- A CER is required to notify the Contact Center of any changes for holiday updates.

Security Rights

Workers must belong to the specific security group 'County Calendar Date Edit' to view the edit options and make changes to the County Calendar.

Please refer to County policy to determine whether you have these security rights or need to refer to a different user to complete these changes.

Making Changes to the County Calendar

The following steps assume you belong to the security group that allows you to make changes to the County holidays and an SCR (System Change Request) has been created prior to making changes.

Step	Action
1.	From the CalSAWS Home Page place the cursor under the Quick Links tab and select the County Calendar link.
2.	A separate window will open to display the County Calendar Page .

	On the County Calendar Page: a) Select <Year> from the Year drop list. b) Select <County Holidays> from the Date Type list. c) Click the Search button.
3.	On the Updated County Calendar Page Search results page: a) Click on the Edit or Add County Holiday for the applicable holiday information that needs to be updated. Or Click the radio button for the applicable holiday to activate the Remove button for selecting.
4.	If editing or adding County Holiday from the new County Calendar Date Detail page: a) Enter <Name> in the Name field. b) Enter <Date> in the Date field. c) Click the Save button.
5.	On the soft (non-blocking) Validation popup screen: a) Select Yes, Continue button to confirm an SCR/Work Item has been created to update the Batch Scheduler and trigger an email to be sent to the distribution group CountyHolidayCalendarUpdate to follow the process of the SCR. OR Select No, Cancel button to Cancel and stay on the page without saving any changes to the County Calendar page (refer to County CER process). b) Select Ok on the Action Required popup. c) Click the Close button.
6.	On the County Calendar page repeat steps 3 – 5 to edit, remove or add another change if applicable.