

Matariki Holiday Implementation Guide

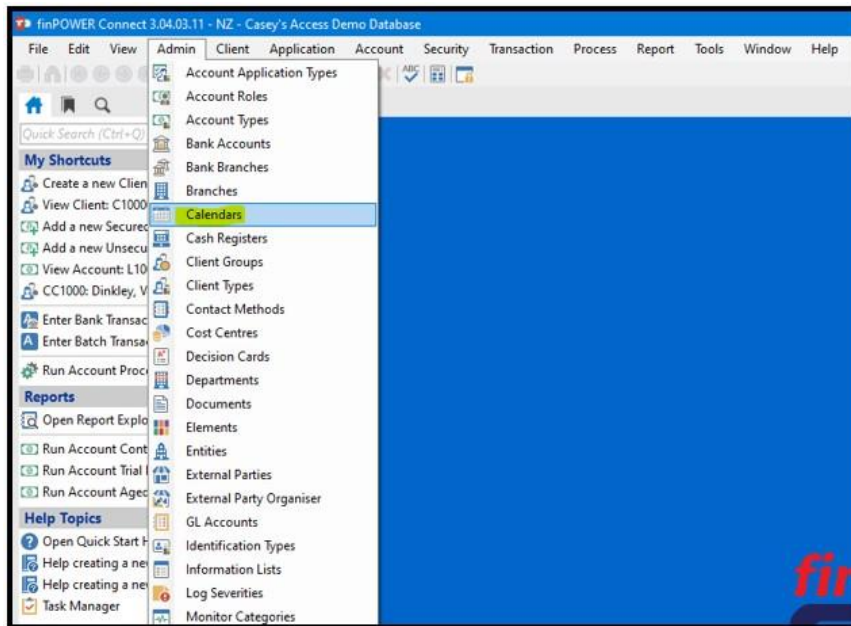
To implement the new Matariki Holiday into finPOWER the client must update the calendar.

For version **3.03.03**, the Matariki public holiday dates will need to be added manually.

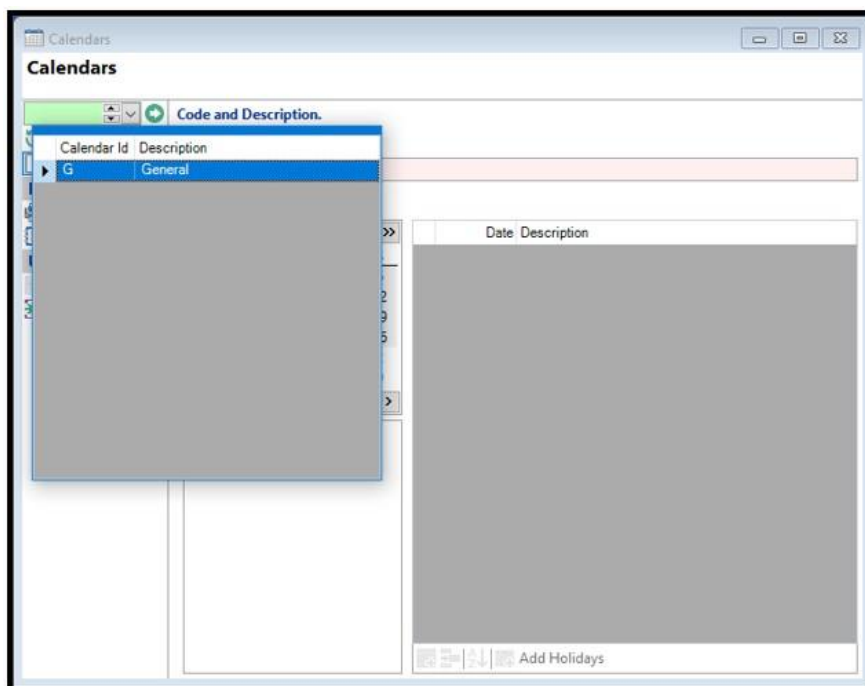
From Version **3.04.01**, Calendar Matariki dates until 2052 have been included in the 'Add Holidays' tool.

Steps to Update Calendar:

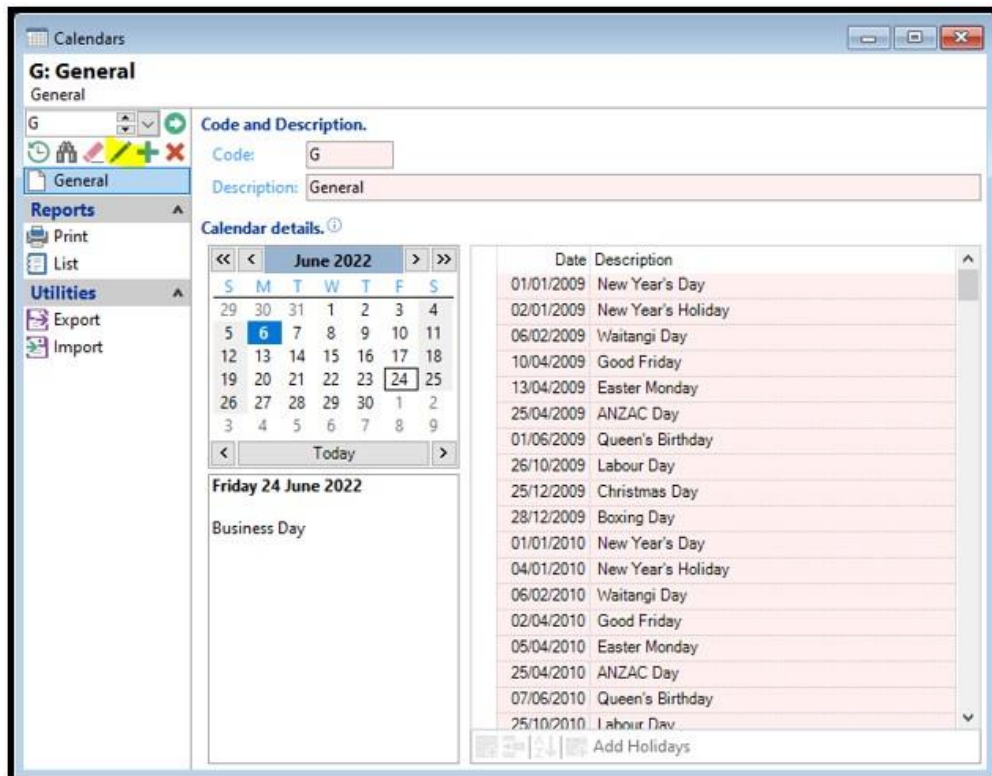
1. In the Admin library, select **Calendar**:



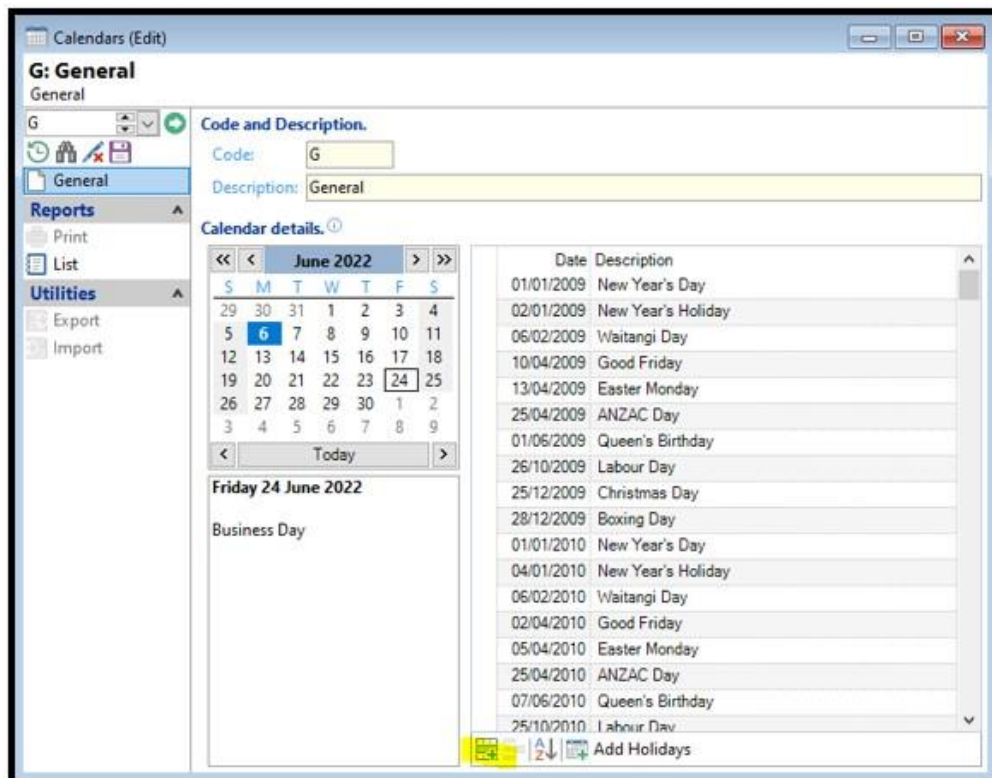
2. Select the Calendar to be updated:



- Go into **Edit Mode**:



- If using 3.03 prior, manually add the holiday using the 'Add Item' tool:



Whilst completing the 'Add Item' wizard. Note:

It may be tempting to go far ahead when adding holidays, but updating this more frequently may prevent incorrect Holiday dates being applied as these have the tendency to change.

Calendar Non Working Day

Non Working Day Details
Friday 24 June 2022

Non Working Date.
Date: 24/06/2022 to: 24/06/2022

Non Working Day Description.
Description: Matariki Holiday

OK Cancel

23 24 25 26 27 28 29 30 31
1 2 3 4 5 6 7
< Today >

Thursday 1 January 2009
Non Working Day
New Year's Day

Date	Description
1/01/2009	New Year's Day
2/01/2009	New Year's Holiday
6/02/2009	Waitangi Day
10/04/2009	Good Friday
13/04/2009	Easter Monday
25/04/2009	ANZAC Day
01/06/2009	Queen's Birthday
26/10/2009	Labour Day
25/12/2009	Christmas Day
28/12/2009	Boxing Day
01/01/2010	New Year's Day
04/01/2010	New Year's Holiday
06/02/2010	Waitangi Day
02/04/2010	Good Friday
05/04/2010	Easter Monday
25/04/2010	ANZAC Day
07/06/2010	Queen's Birthday
25/10/2010	Labour Day

Add Holidays

- If using 3.04 onward, select the 'Add Holidays' tool:

Calendars (Edit)

G: General
General

G

Code and Description.
Code: G
Description: General

Calendar details.

<< < June 2022 > >>

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

< Today >

Friday 24 June 2022
Business Day

Date	Description
01/01/2009	New Year's Day
02/01/2009	New Year's Holiday
06/02/2009	Waitangi Day
10/04/2009	Good Friday
13/04/2009	Easter Monday
25/04/2009	ANZAC Day
01/06/2009	Queen's Birthday
26/10/2009	Labour Day
25/12/2009	Christmas Day
28/12/2009	Boxing Day
01/01/2010	New Year's Day
04/01/2010	New Year's Holiday
06/02/2010	Waitangi Day
02/04/2010	Good Friday
05/04/2010	Easter Monday
25/04/2010	ANZAC Day
07/06/2010	Queen's Birthday
25/10/2010	Labour Day

Add Holidays

Whilst completing the 'Add Holiday' wizard. Note: Enter a date range.

It may be tempting to go far ahead in time, but updating this more frequently may prevent incorrect Holidays being applied as these have the tendency to change.

The 'Add Holidays' wizard is shown with the 'Date Range' step selected. The 'From' date is 01/03/2022 and the 'To' date is 31/12/2023. The 'Do you want to clear existing holidays?' checkbox is unchecked. The 'Finish' button is highlighted. The list of holidays on the right includes: New Year's Day, New Year's Holiday, Waitangi Day, Good Friday, Easter Monday, ANZAC Day, Queen's Birthday, Labour Day, Christmas Day, Boxing Day, and New Year's Day.

Add Holidays

Date Range
Specify the Date Range to generate holidays between.

Enter the Date range to generate holidays between.

From: 01/03/2022 to 31/12/2023

Do you want to clear existing holidays?
☐ Clear existing Holidays?

Cancel < Back Next > Finish

Non Working Day
New Year's Day

28/12/2009 Boxing Day
01/01/2010 New Year's Day
04/01/2010 New Year's Holiday
06/02/2010 Waitangi Day
02/04/2010 Good Friday
05/04/2010 Easter Monday
25/04/2010 ANZAC Day
07/06/2010 Queen's Birthday
25/10/2010 Labour Day
Add Holidays

- To check that you have completed the steps correctly, the first Matariki Holiday will be on the 24/06/2022 as shown below:

The 'Calendars (Edit)' window is shown with the 'General' tab selected. The 'Code' is 'G' and the 'Description' is 'General'. The 'Calendar details' section shows a calendar for June 2022 with the 24th highlighted. The 'Friday 24 June 2022' is marked as a 'Non Working Day' and 'Matariki'. The list of holidays on the right includes: Christmas Day, Boxing Day, New Year's Day, New Year's Holiday, Waitangi Day, Good Friday, Easter Monday, ANZAC Day, Queen's Birthday, Matariki, Labour Day, Christmas Day, Boxing Day, New Year's Day, New Year's Holiday, Waitangi Day, Good Friday, and Easter Monday.

Calendars (Edit)

G: General
General

Code: G
Description: General

Calendar details

June 2022

Friday 24 June 2022
Non Working Day
Matariki

27/12/2021 Christmas Day
28/12/2021 Boxing Day
03/01/2022 New Year's Day
04/01/2022 New Year's Holiday
07/02/2022 Waitangi Day
15/04/2022 Good Friday
18/04/2022 Easter Monday
25/04/2022 ANZAC Day
06/06/2022 Queen's Birthday
24/06/2022 Matariki
24/10/2022 Labour Day
26/12/2022 Christmas Day
27/12/2022 Boxing Day
02/01/2023 New Year's Day
03/01/2023 New Year's Holiday
06/02/2023 Waitangi Day
07/04/2023 Good Friday
10/04/2023 Easter Monday
Add Holidays