

Relevant for 8+

Included in this article

- 1. About holiday planner user statistics
- 2. How to recalculate user statistics

1. About holiday planner user statistics

Within the holiday planner, there is a tool that allows the administrators to recalculate the holiday statistics for users of the intranet. This tool can be useful in re-jogging the system after changes to a user's holiday to ensure that their holiday statistics are correct.

Holiday statistics are found here, if the numbers seem incorrect it's a good idea to recalculate them:

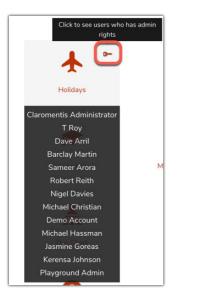
our Digital Workplace	Q What are you loo	oking for? 🗰 15:08 🔊	R III 🔺 🧶 🕻
1E COMPANY DEPARTMENT 🛩 FORMS 🛩 LEAR	RNING PROJECTS SUMMER EVENT	BOOK A PERSONALISED DEMO	LEARN MORE
loliday planner / My holidays			× 1 × 3 ×
Ay holidays Requests history « 201	18 2019 2020 »	(Holiday 25 (25 quota) remaining
,	March 2019 April 2019	May 2019	Remaining next 0 (0 quota) year
1 2 3 4 5 6 1 2 3	W T F S S M T W T F S S 1 2 3 1 2 3 4 5 6 7 6 7 8 9 10 8 9 10 11 12 13 14	M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12	Request pending 1 day
4 15 16 17 18 <mark>19 20</mark> 11 12 13 14 15 <mark>16 17</mark> 11 12 1 1 22 23 24 25 <mark>26 27</mark> 18 19 20 21 22 <mark>23 24</mark> 18 19 2	13 14 15 <mark>16 17</mark> 15 16 17 18 19 20 21 20 21 22 <mark>23 24</mark> 22 23 24 25 26 <mark>27</mark> 28	13 14 15 16 17 <mark>18 19</mark> 20 21 22 23 24 <mark>25 26</mark>	Day types
8 29 30 31 25 26 27 28 25 26 2	27 28 29 <mark>30 31</mark> 29 30	27 28 29 30 31	Usual work day Global Holiday
June 2019 July 2019 Au	ugust 2019 September 2019	October 2019	Global work day
1 T W T F S S M T W T F S S M T W 1 2 1 2 3 4 5 6 7	W T F S S M T W T F S S 1 2 3 4 1	M T W T F S S 1 2 3 4 5 6	S Sickness day
0 11 12 13 14 <mark>15 16</mark> 15 16 17 18 19 <mark>20 21</mark> 12 13 1	7 8 9 10 11 2 3 4 5 6 7 8 14 15 16 17 18 9 10 11 12 13 14 15 21 22 23 24 25 16 17 18 19 20 21 22	7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27	H Holiday W Work day
	28 29 30 31 23 24 25 26 27 28 29 30	28 29 30 31	T Test

2- How to recalculate user statistics

Holiday planner administrators have access to this feature.

If you do not have these permissions you can contact a user who does.

These can be found by clicking on Applications > Admin > Holiday Planner > Pressing the key in the corner:



If you have permissions you will need to navigate to Admin > Holiday planner and select 'Recalculate user statistics'

Admin / Holiday planner / R	ecalculate use	rs stats	*
Configuration		ount number of holidays actually used, taking into account carried holidays and their term according to holidays zone settings. Then update this	
Day Types	information (2019 ‡ Year when holiday period has started	
General configuration		Carry remaining holidays to next year	
Zones & Groups	Users	Start typing to add Browse Remove	
Common Holidays			
User Quota			
Bradford Factor		View matching users	
Utilities		Recalculate	
Set compulsory days			
Recalculate users stats)		

It is recommended to recalculate the user statistics for each year on either side of the current year.

This ensures any annual carryover days are included in the recalculation and any holidays for the following year are correctly allocated.

You will need to enter the user's name here in the box and recalculate for the current year, previous year and next year. This should correct any miscalculations in that particular user's statistics.

For more articles on holiday planner see here.

Created on 30 September 2019 by Hannah Door. Last modified on 30 November 2023 Tags: holiday, manager, statistics, recalculate, quota, allowance