


Calendars



Provides an option for our Clients & their Program Office users to easily update & maintain their own Beeline Application Calendar(s). Set up and manage yearly or monthly calendars, your list of company-approved holidays, and your list of company-approved billable, non-billable, and weekend days.

Please note that depending on your Beeline Platform settings, this feature may, or may not, be turned on. Reach out to your Beeline Representative to adjust settings.

How to Navigate to Self-Service Calendars via Self-Service:

1. Log in to the Beeline Platform using your *username* and *password*. Your Home page appears.
2. Click the **My Preferences** icon  at the top right of your page in the Header Menu.
3. Hover over the **VMS Settings** menu item and click **Data Management**.
4. Click **Calendars** from the list of available Data Management Self-Service features, and select the calendar you wish to edit

How to Edit a Calendar:

Complete steps 1-4 above.

5. Click **Edit**.
6. It will default to the current year. You then can click **Copy Previous Year**, update the name or description, activate/un-activate the calendar or update the calendar Display drop-down field.

Main Benefits:

- Allows the Program Office (MSP/VMO) to update & maintain their Beeline Application Calendars.
- Allows the Program Office to update & maintain their approved list of Company Holidays.
- Allows the Program Office to update & maintain their approved list of Billable, Non-Billable & Weekend days, which is important for our clients that do pay premiums for Weekends worked & also for clients with Monthly Rate Workers.
- Program Offices do not have to rely upon Beeline to update/maintain their Calendars.

Things to Note:

- For calendars that support “**day types**” (billable/non-billable), all days are “**Billable**” by default. To set other types of days during the year (Holiday days, Weekend days, Non-Billable days), edit the calendar and select the applicable option in the drop down, followed by clicking the dates.

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- If you use the “**Copy Previous Year**” feature, it copies the specific dates you had designated (not days of the week). Adjustments may need to be made for holidays that fall on different dates (ex. Thanksgiving).
- Clients are strongly encouraged to use the **Holiday Calendar Reminders** feature. It sends notifications via the application to remind users to update their calendars prior to the next year. It is configurable to send notifications on any given day, once per month, starting any given number of months prior to the new year. Prior to sending the notification, it will check if the calendar has been updated or not and send the notification accordingly. Default is to send one month prior to the new year

FAQ's on Holiday Calendars:

- Can the VMO/MSP update their own holidays via Self Service? [Yes, if the access is configured under VMS settings and they are aware of which calendar\(s\) they are using so they know which to update](#)
- What is a System Utility Calendar? [A Time System Utility Calendar is the calendar used for timesheets/billing.](#)
- What is the difference between a Geography Calendar and a Global Calendar? [The global calendar is used when no other calendar applies for assignments.](#)
- Can we tie a calendar to the work location level (since there could be holidays specific to a given work location)? [Yes, this can be done by updating the calendar setting at the work location level manually or via the work location import template – is self-service for VMO/MSP](#)
- Can the VMO/MSP add holidays via Copy Previous Year functionality? [Yes](#)