



HR Selfservice Ready for 2026

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Introduction.

Preparing the year 2026 in HR Selfservice Absences takes 3 easy steps

Step 1: Update the bank holidays / annual planning for 2026

In this step you will define the bank holidays and other collective absences for 2026

Step 2: assign leave rights for 2026

In this step you will assign the correct leave entitlements for every employee.

Step 3: Transfer remaining leave rights.

In this step you can transfer – if necessary – remaining leave rights from 2025 to 2026.

Following pages will guide you through this process step by step.

Step 1: Update the bank holidays/annual planning for 2026

If you use more than one annual planning (e.g. one for workers and one for management) you need to update these calendars individually.

Annual planning for Payroll-employees

The annual planning of your Payroll employees is managed in Payroll and read by HR Selfservice Absences.

1. Log in to my.sdworx.com and open Payroll. Under the "Company" tab select "Public holidays" under "Planning".
2. Change the year at the top right from 2025 to 2026.
3. Register the updated information for holidays that you wish to replace. The holidays that can be taken up freely can be registered by ticking the heading "holidays to be taken up freely".
4. Activate one of the additional holidays, where applicable, by ticking the holiday in question. Review 3 once again for this holiday.
5. Click on save.
6. Do you have collective leave in your company?
If so, select "Collective leave" under "Planning".
7. Click on the pencil next to the planning calendar.
8. Change the year at the top right from 2025 to 2026.
9. At the bottom of the screen, select each of the company closing days in the calendar view. Use the shortcuts below the calendar to issue an absence for a company closing day. Click on "other" if no shortcut is available for the company closing day in question.
10. Click on save.
11. Do you have several planning calendars?
If so, repeat steps 7 through 10 for each of your planning calendars.
12. Open HR Selfservice Absences . Your new annual planning will be imported in HR Selfservice Absences.

Annual planning for external employees.

The annual planning of employees (contractors, consultants...) that are not managed in Payroll needs to be updated in HR Selfservice Absences.

1. Choose Organisation > Calendars > Annual planning.
2. Choose the planning you wish to update and choose 2026.

Year Name



When there is no calendar available for 2026, you can add a new one by clicking the + button. Keep in mind that this calendar needs to be linked to the work schedules. You can do this by going to Organisation > Calendars > Work schedules. An empty calendar for 2026 is shown.

3. An empty calendar for 2026 is shown
4. Choose on the day you wish to add and click “Add absences”.

☐ Select Period?

2015	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	31
Jan																															
Feb																															
Mar																															
Apr																															
May																															
Jun																															
Jul																															
Aug																															
Sep																															
Oct																															
Nov																															
Dec																															

5. Choose the type of absence you wish to add and click “**Save**”

Add new day
Pick the type you would like to add

Payroll code



Repeat these steps for every calendar you wish to update.

Step 2: Assigning leave rights for 2026.

Attention: only assign the holidays that the employees **can choose freely**. Holidays that have been fixed in the annuals planning may not be assigned.

An example.

An employee is entitled to 20 statutory holidays. However, your company closes between Christmas and New Year and you have already fixed 5 statutory holidays in order to cover that week. In this case you should only assign 15 statutory holidays to the employee instead of 20.

There are two methods for doing this:

Method 1: individually for each employee.

This method allows you to individually assign leave rights for every employee.

We recommend this method when working with a limited number of employees or when most employees have different leave entitlements.

Method 2: grouped with a leave rights set.

This method assigns a number of predefined leave rights to a number of employees in one go. Specific cases can still be edited individually per employee.

We recommend this method when working with a larger group of employees and when most employees have the same leave entitlement.

Method 3: copy existing leave rights to next year.

Use this method when (most of) your employees have the same leave rights as previous year.

Tip. For employees with an irregular work schedule (Monday 3 hours, Tuesday 7 hours, Wednesday 4 hours...) it is better to assign leave rights in hours than in days.

Method 1: Assign individually for each employee.

1. Go to “Employees” > “Personal data” > “Leave rights.”
2. Choose the year 2026 in the top right corner.

Choose year 2018 ▼

Type of leave	From	Till	Starting balance	Correction	Remaining
Add leave right Leave rights assigned in days will be rounded to half days. For leave rights in hours, please use the decimal notation (15 min = 0.25 hours)					

3. Click “Add leave right”
4. Assign the leave rights.
5. Click “Save”

Method 2: Assign leave rights to multiple employees.

With this method you can assign one or more leave rights to certain groups of employees.

1. Go to Organisation > Calendars > Bulk edits
2. Choose “Assign leave rights”
3. Choose the year for which you want to assign leave rights.

Assign leave rights to multiple employees for the year 2018 ▼

4. Add one or more leave rights.

Type of leave	From	Till	Starting balance	
Statutory holidays (days) ▼	01/01/2017	31/12/2017	20 days	
Leave to comp for the shorter working week (days) ▼	01/01/2017	31/12/2017	12 days	

Add leave right

5. Click “Next step”
6. Select the employees to whom you want to assign the selected leave rights by adding them from the left table to the right table. Use the “>” icon.

Employees

☐	Name ▲	Department ⇅	Work plan ⇅
☐	Maes Julie	Administration	Full time 40h
☐	Rousseaux Jasper	Administration	-
☐	Vandepitte Niels	Administration	Zomerschema
☐	Vantomme Lieve	Administration	Part time 32h Fr
☒	Vergauwen Mark	Administration	Part time 32h Fr

Selected employees

☐	Name ▲	Department ⇅	Work plan ⇅
☐	Bonte Rita	Administration	Full time 40h
☐	Devolder An	Administration	Full time 40h

>

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7. Click “Next step”
8. Decide what needs to happen if an employee already has the leave right you want to assign.

3 What if the leave right already exists in 2018?

- ☐ Add new leave rights to existing leave rights.
- ☐ Replace existing leave right with new leave rights.

9. Click “Save”

✓ Leave rights have been successfully assigned to the selected employees

Method 3: Copy existing leave rights to next year for multiple employees.

With this method you can copy the existing leave rights from one year to another for selected groups of employees.

- Go to Organisation > Calendars > Bulk edits
- Choose “Copy leave rights”
- Choose the years between which you want to copy leave rights.

Copy leave rights from 2017 to 2018 for multiple employees.

- Select the employees for who you want to copy the selected leave rights by adding them from the left table to the right table. Use the “>” icon.

Employees				Selected employees			
			Q adm				Q Search ...
☐	Name ^	Department ⇅	Work plan ⇅	☐	Name ^	Department ⇅	Work plan ⇅
☐	Maes Julie	Administration	Full time 40h	☐	Bonte Rita	Administration	Full time 40h
☐	Rousseaux Jasper	Administration	-	☐	Devolder An	Administration	Full time 40h
☐	Vandepitte Niels	Administration	Zomerschema				
☐	Vantomme Lieve	Administration	Part time 32h Fr				
☒	Vergauwen Mark	Administration	Part time 32h Fr				

- Click “Next step”
- Select the leave rights that need to be copied.
By default all leave rights that have been found in 2025 for the selected employees will be displayed. Remove the leave rights you do not want to copy by using the Trash icon.
Leave rights will only be copied if an employees had the leave rights in the selected year.
- Click “Next step”
- Decide what needs to happen if an employee already has the leave right you want to assign.

3 What if the leave right already exists in 2018?

- ☐ Add new leave rights to existing leave rights.
- ☐ Replace existing leave right with new leave rights.

9. Click "Save"

✓ Leave rights have been successfully assigned to the selected employees

Step 3: Transferring leave balances to next year.

1. Go to Organisation > Calendars > Bulk edits.
2. Choose "Transfer leave rights"

Transfer leave rights from **2017** to **2018**

3. Select the leave right you want to transfer and the counter under which these leave rights will be available in the new year.
Choose the maximum number of days (or hours) that can be transferred.
Choose the date until which the leave can be taken.

From	to	Maximum transferable	Valid until
Statutory holidays (days)	Holidays previous year	5 days	31/3/2018

Add leave right

4. Click "Next Step"
5. Select the employees for who you want to transfer the selected leave rights by adding them from the left table to the right table. Use the ">" icon.

Employees				Selected employees			
adm				Search ...			
☐	Name	Department	Work plan	☐	Name	Department	Work plan
☐	Maes Julie	Administration	Full time 40h	☐	Bonte Rita	Administration	Full time 40h
☐	Rousseaux Jasper	Administration	-	☐	Devolder An	Administration	Full time 40h
☐	Vandepitte Niels	Administration	Zomerschema				
☐	Vantomme Lieve	Administration	Part time 32h Fr				
☒	Vergauwen Mark	Administration	Part time 32h Fr				

6. Click "Next step".
7. Decide what needs to happen if an employee already has the leave right you want to transfer.

3 What if the leave right already exists in 2018?

- ☐ Add new leave rights to existing leave rights.
- ☐ Replace existing leave right with new leave rights.

8. Click "Save"

✓ Leave rights have been successfully assigned to the selected employees