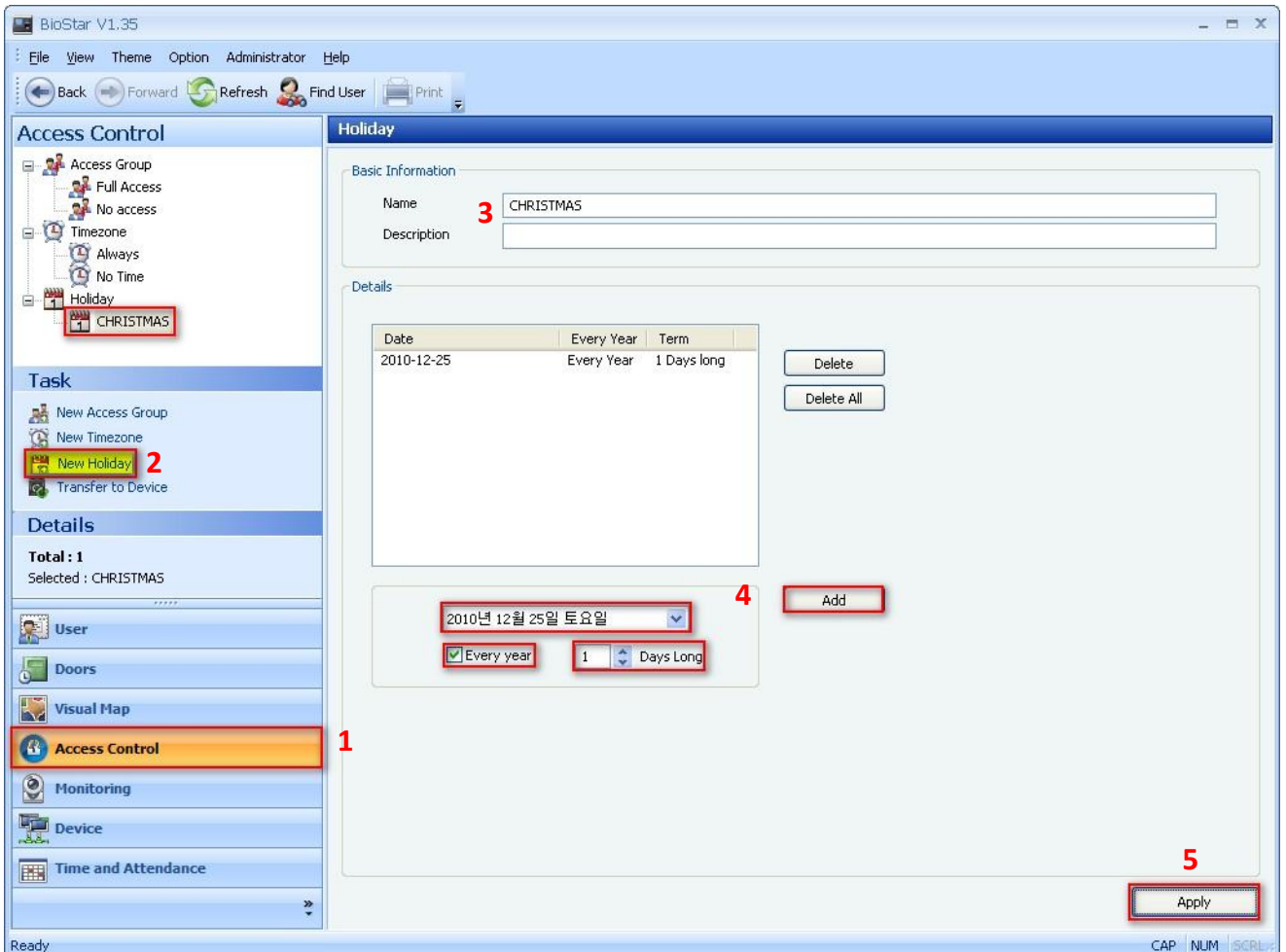


How to create and setup a Holiday?

Every country has different holidays schedule by individual, a government, or a religious group. BioStar's Time and Attendance features allow you to create a maximum of 64 holiday schedules. Also, BioStar enables to assign 16 holiday schedules per each user.

Instruction: Create a Holiday Schedule

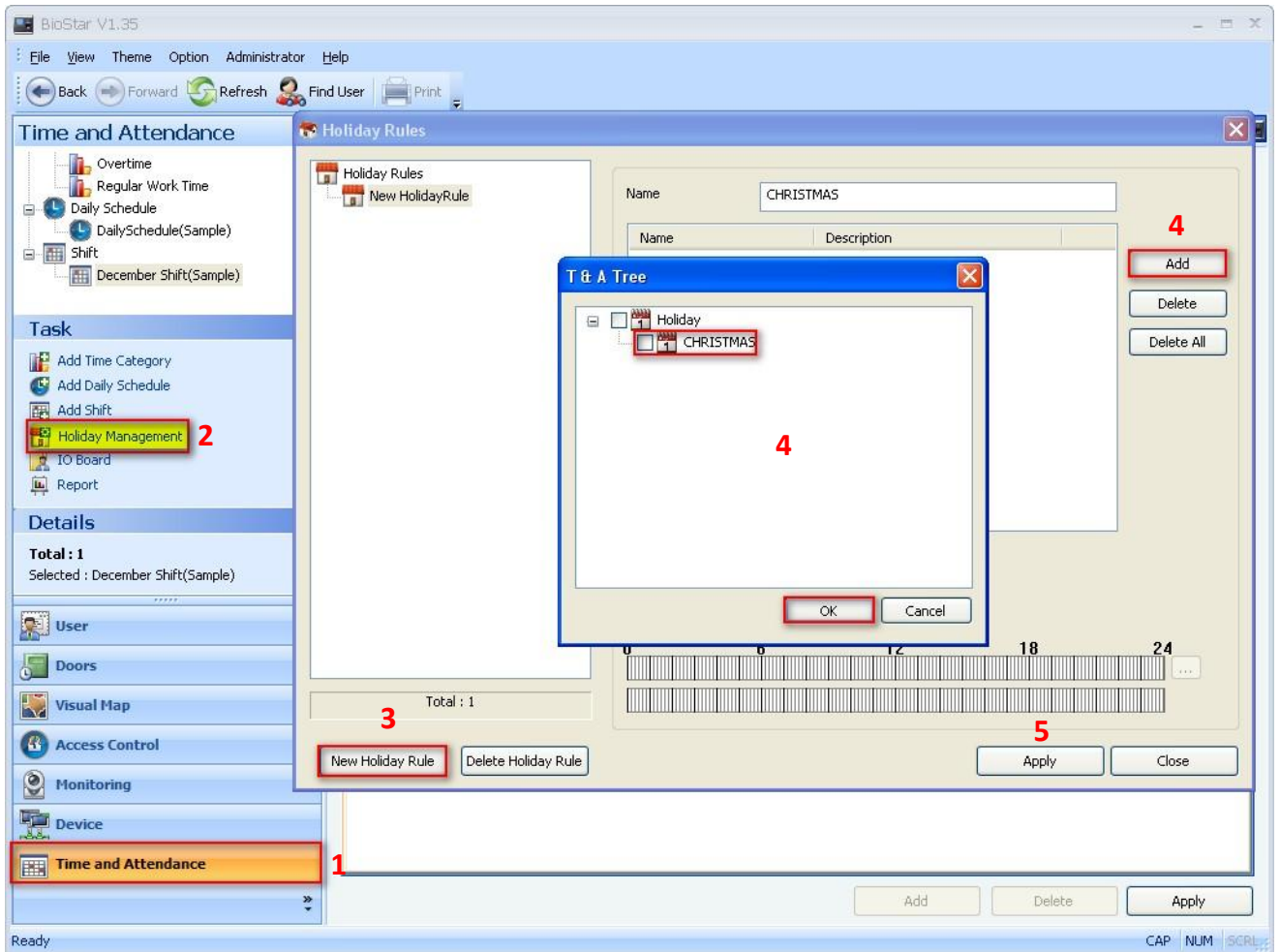
1. Click **'Access Control'** in the left shortcut pane
2. Click **'New Holiday'** in the task pane
3. Type a name of the holiday and description (Optional)
4. Select the date. If this holiday recurs every year, check the **'Every year'**
Set the duration of the holiday and click **'Add'**
5. Click **'Apply'** to save a Holiday schedule




The screenshot shows the BioStar V1.35 software interface. The left sidebar has 'Access Control' highlighted with a red box and the number 1. The 'Task' pane shows 'New Holiday' highlighted with a red box and the number 2. The 'Basic Information' section has 'Name' set to 'CHRISTMAS' with a red box and the number 3. The 'Details' section shows a table with one entry: '2010-12-25', 'Every Year', '1 Days long'. Below the table, the date is set to '2010년 12월 25일 토요일' with a red box and the number 4, 'Every year' is checked, and the duration is '1 Days Long'. The 'Add' button is visible. At the bottom right, the 'Apply' button is highlighted with a red box and the number 5.

Instruction: Add Holiday Rules to Time and Attendance

1. Click **'Time and Attendance'** in the left shortcut pane
2. Click **'Holiday Management'** to open **'Holiday Rules'** window
3. Click **'New Holiday Rule'** and type a name of Holiday Rule
4. Click **'Add'** to open the **T&A Tree** and select a Holiday then press OK.
5. There are three options and click **'Apply'** to save Holiday Rule



- **Regard as in a non working day:** Not work day in record and does not appear on T&A reports
- **Regard as in a normal shift:** Regular work day in record and calculate the work time as in normal shift.
- **Apply a new daily schedule:** You can select the **'Daily Schedule'** click by  button.