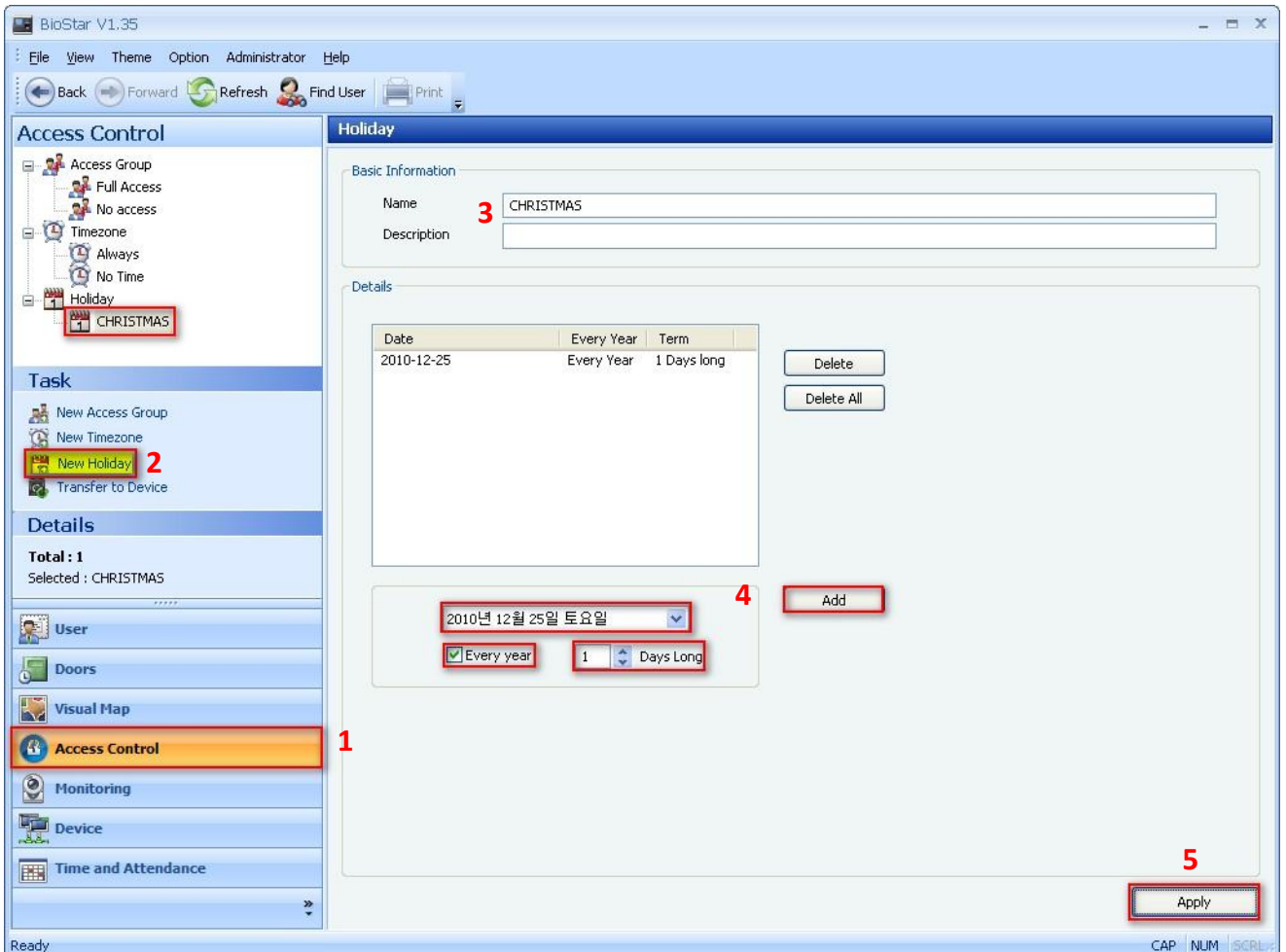suprema

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

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
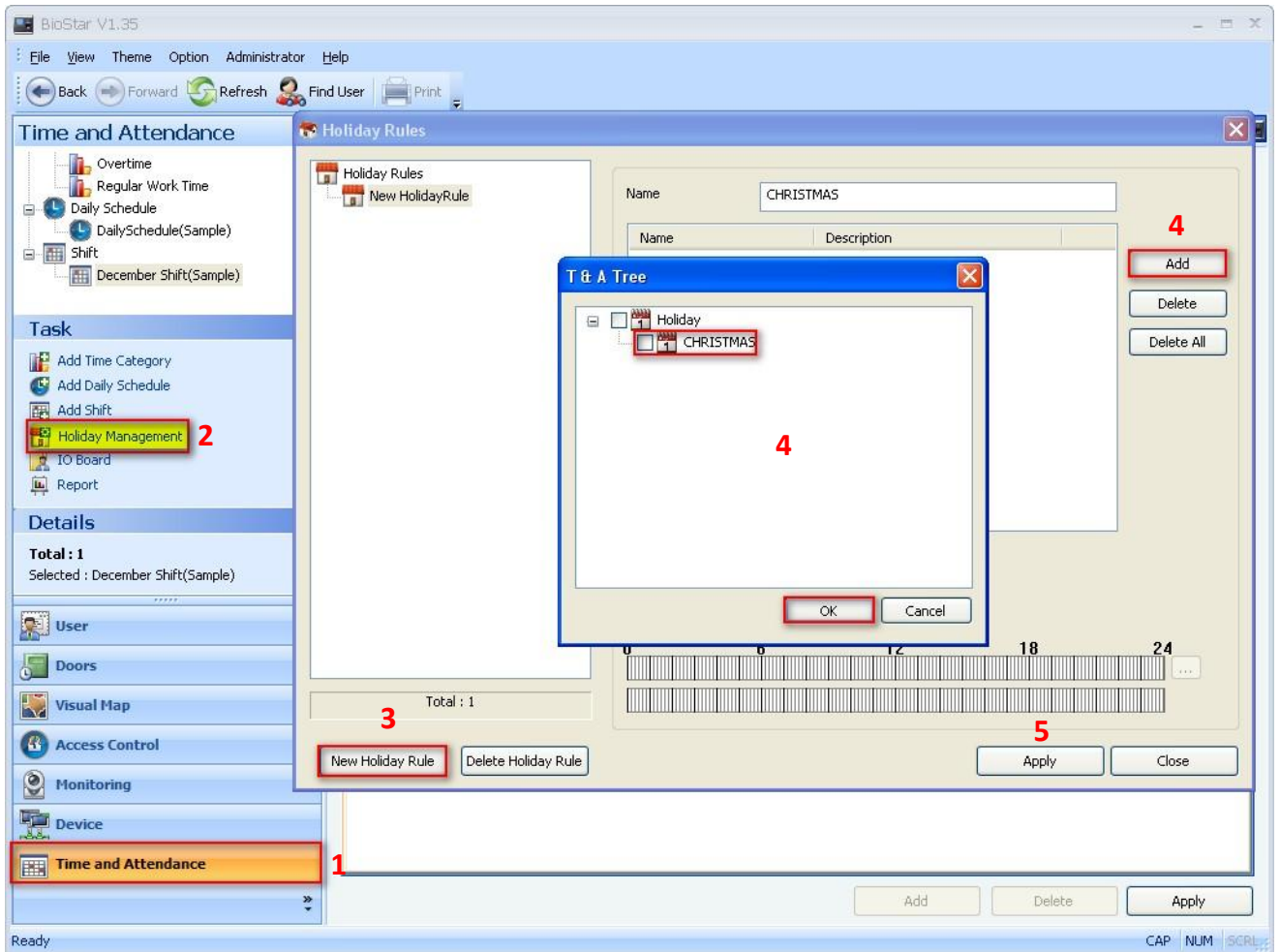
➢ **Regard as in a non working day:** Not work day in record and does not appear on T&A reports

➢ **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.