Application Note

Product : BioStar Software **Application :** Holiday rule for holiday work

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If you set Holiday for a user who works on Sunday, you can get 'Normal' result on Sunday.

1. Create Sunday overtime daily schedule as below.

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2. Go to Access Control and create 'Holiday' and choose the date for Sunday work.

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3. Go to Time and Attendance menu and press 'Holiday rules'.

Choose the 'Sunday overtime daily schedule for this holiday and press 'Add'.

• Regard as in a non working day

Result will be 'Non-Working day'.

• Regard as in a normal shift

Shift which assigned to this day will be applied. If user didn't access to the device, result will be 'Absence'.

• Apply new daily schedule.

Result will be 'Non-Working day' normally. If you check 'Affect result' in the daily schedule for this holiday rule and user works during the daily schedule, result will be 'Normal'. And if user didn't access to the device, result will be 'Non-Working day'.

4. Please add 'Sunday over time work' schedule which you set on No.2

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5. Add this holiday rules to the user.

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6. Now if this user works on Sunday which the holiday rules is set, this user's result is Normal. If this user didn't't work on this day, result is 'Not working day'.

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