

Enter Holiday PTO for employees in just a few quick steps!

**Features tab, PTO Categories**

Step One:

Create a "Holiday" PTO category

Short Name	Full Name	Internal Note	Export Earning Code	Display PTO Payroll Hours	Accrue While Using	Include in OT Calculations	Status	Remove
Holiday	Holiday			<input type="radio"/> List Separately <input type="radio"/> Grouped	<input type="radio"/> No <input type="radio"/> Yes	<input type="radio"/> Not Included <input type="radio"/> Included	<input type="radio"/> Active <input type="radio"/> Disabled	<input type="checkbox"/> Remove

**Time Card tab, Holiday Creator**

Step Two:

Enter Holiday hours

Date	Hours	Entry Style	Project/PTO
7/4/2017 Thursday	8h <input type="text"/> m	Hours	Holiday (PTO)

Choose the holiday date

Enter how many hours to apply to the time cards

Choose the Holiday category

Step Three:

Assign hours to employees

**Select Employee**

Check None

- Bathory, Elizabeth
- Berkowitz, David
- Bianchi, Kenneth
- Bittaker, Larry
- Brady, Ian
- Buono, Angelo
- Gianchi, Kenneth
- Haigh, John G
- Norris, Roy
- Ramirez, Richard
- West, Rose

"Check All" or assign individually then Save Changes

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**Save Changes**

**Select Employee**

Check None

- Bathory, Elizabeth
- Berkowitz, David
- Bianchi, Kenneth
- Bittaker, Larry
- Brady, Ian
- Buono, Angelo
- Gianchi, Kenneth
- Haigh, John G
- Norris, Roy
- Ramirez, Richard
- West, Rose

★ Important: Holidays can be entered months in advance. However, when new employees are added, make sure to follow steps two and three to apply holidays to the new employees' time cards.

For further assistance with Holiday Creator, contact Customer Service.

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