

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

- 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

- 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.