

# TimeClock Plus

FTNE—Holiday

1) Add your hours for the day:

10/16 - 10/22 Auto Fill

Mon 10/17 8.00 Tue 10/

Edit Clear Copy

08:00 AM 05:00 PM 8.00

2423 - ASSISTANT FOOD PREP MANAG (NE)

Add

2) Select "Edit", then choose "Holiday" under "Job Code". Hit "Save":

Edit Segment ?

Segment Length: 9.00

Time in 10/17/2016 08:00 AM

Time out 10/17/2016 05:00 PM

Break type << NONE >>

Job Code 999989 - Holiday

Note 2423 - ASSISTANT FOOD PREP MANAG (NE)

999989 - Holiday

9999988 - Snow Day

Cancel Save

3) The timecard will show as "Holiday":

10/16 - 10/22

Mon 10/17 8.00 Tue

Edit Clear Copy

08:00 AM 05:00 PM 8.00

999989 - Holiday

Leave

Add