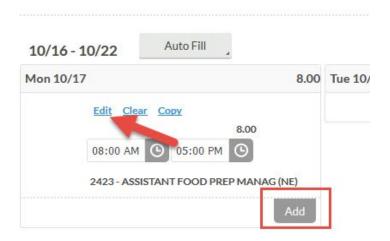
## TimeClock Plus

FTNE—Holiday

1) Add your hours for the day:



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

	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":

