

# Time Groups Sample Configurations

## Sample Time Groups Configurations:

### Description: Working Hours

**Time to Start:** 09 : 00

**Time to Finish:** 17 : 00

**Week Day Start:** Monday

**Week Day Finish:** Friday

**Month Day Start:** Blank

**Month Day Finish:** Blank

**Month Start:** Blank

**Month Finish:** Blank

### Description: Holidays

Note: All of these Holidays can be entered into a single Time Group. Enter the first one, hit Submit, and then a space to enter the second one will appear. Enter it, hit submit, and then repeat until all the Holidays you desire are entered.

Fourth of July

**Month Day Start:** 4

**Month Day Finish:** 4

**Month Start:** July

**Month Finish:** July

Christmas

**Month Day Start:** 25

**Month Day Finish:** 25

**Month Start:** December

**Month Finish:** December

New Year's Day

**Month Day Start:** 1

**Month Day Finish:** 1

**Month Start:** January

**Month Finish:** January

MLK's B-day

**Week Day Start:** Monday

**Week Day Finish:** Monday

**Month Day Start:** 15

**Month Day Finish:** 21

**Month Start:** January

**Month Finish:** January

Thanksgiving

**Week Day Start:** Thursday

**Week Day Finish:** Thursday

**Month Day Start:** 22

**Month Day Finish:** 28

**Month Start:** November

**Month Finish:** November

Memorial Day

**Week Day Start:** Monday

**Week Day Finish:** Monday

**Month Day Start:** 25

**Month Day Finish:** 31

**Month Start:** May

**Month Finish:** May

Labor Day

**Week Day Start:** Monday

**Week Day Finish:** Monday

**Month Day Start:** 1

**Month Day Finish:** 7

**Month Start:** September

**Month Finish:** September

President's Day

**Week Day Start:** Monday

**Week Day Finish:** Monday

**Month Day Start:** 15

**Month Day Finish:** 21

**Month Start:** February

**Month Finish:** February

Easter

Easter is a Floating Holiday and cannot be entered using a set of rules.