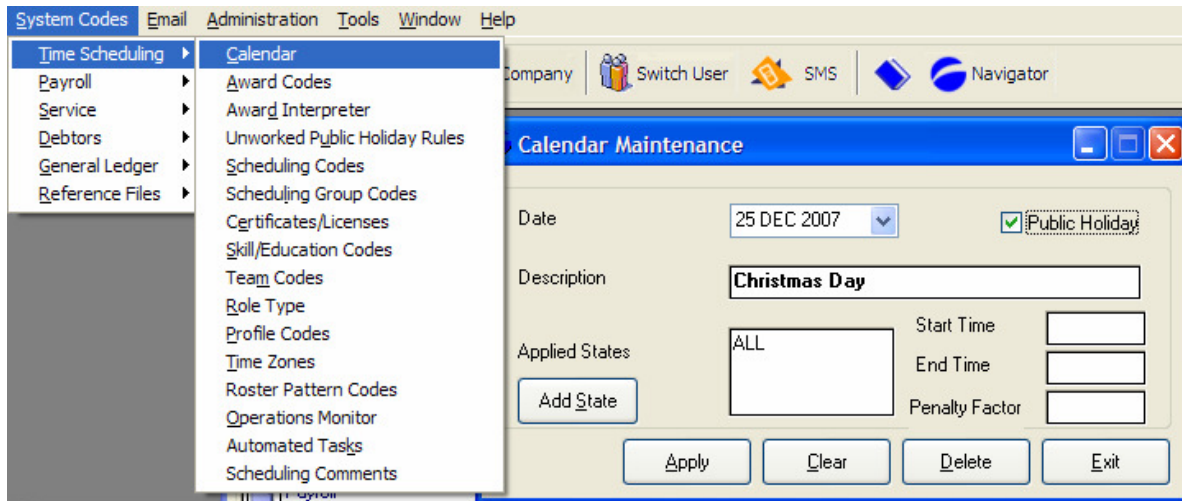


Calendar

This window is used to specify days with special meaning in the calendar year. It may include but is not limited to public holidays. Click the “Date” list box to set a date in the calendar; this will display a twelve-month calendar.

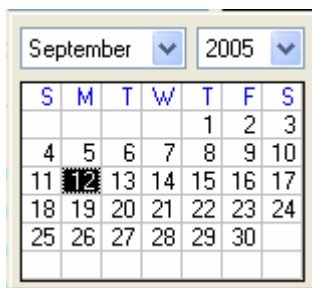
Note: Previously selected dates are shown in red with the current date in black.



Select the “Public Holiday” checkbox if this is a public holiday and penalty rates will automatically be paid in the nominated states. To set the holiday only for specific states use the Add State button.

Enter values into the “Start Time” and “End Time” to set when penalty rates apply. Entering a value in the “Penalty Factor” field will override the penalty value with the one specified in the field.

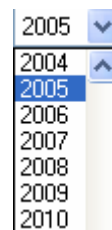
1. This calendar form will normally open in the current month



Month at a time



Select a Month



Select a Year

Figure 1 - Monthly Calendar Views

2. Change the month by clicking the list box at the top left
3. Change the year by clicking the list box to the right

4. Select the day by double clicking the number in the main window of the calendar
5. Press the “Escape” key to close the window without selecting a date

Twelve Month Calendar

1. Select the year from the list box in the top right hand corner
2. Double click on the desired day
3. Press the “Escape” key to close the calendar without selecting a date

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25	26	27	28	29	30	31																																																																																																																																																																																																								

Figure 2 - Annual Calendar View

Further Reading