



Canceling Holiday Pay

Step	Action
1.	Click the Look up TRC button. 
2.	Click the Cancel Holiday Entitlement link. Cancel Holiday Entitlement
3.	Enter the number of hours into the hours field. Enter a valid value e.g. " 8 ".
4.	We will also cancel the Holiday for 12/25/09. Enter the Cancel Holiday Entitlement Code into the TRC for Fri 12/25/09 . Enter a valid value e.g. " CHE ".
5.	Enter the desired information into the Fri field. Enter a valid value e.g. " 8 ".
6.	Click the Save button. 
7.	End of Procedure.