

Entries Restriction - Day(s) of Week and Holidays

Description: In this topic, the user will learn how to restrict employees from adding entries on select days of the week and/or holidays for hourly account types. This feature restricts punch entries from being entered on one or more days of the week or for a specific holiday schedule. At the time of clock in, after selecting the client and service code, and clicking continue, the employee will be prompted with an alert stating "This client is not allowed to receive this service on this day of the week or this holiday." The entry will not be allowed to be entered. The employee will only be able to select Cancel. The days of the week restrictions and holiday restrictions can be used separately or together.

*Please note: This is an instance-level setting. Please submit a help desk ticket (Zendesk) to use this feature. To restrict holidays, a separate holiday schedule may need to be created for this feature.

Role Required: Super User, Supervisor

Permission Required: N/A

Create a Service Account with Entries Restriction

1. Log in to DCI
2. Click **Home** on the main menu
3. Click **Employees** on the submenu
4. Enter the employee's name in the filter and click **Search**
5. **Click anywhere in the employee row** to open the Employee Details page
6. Click **Actions**
7. Select **New Service Account** from the drop-down menu
8. Complete the form wizard
 - a. Day of Week Restrictions - Click the **blue plus sign (+)** and **select the days** on which to restrict punch entries
 - b. Enable Holiday Restrictions - Click the **checkbox** to enable the restriction and **select the holiday schedule** to restrict from the drop-down menu
 - i. Please note: A separate holiday schedule specific to restrictions may need to be created
9. Click **Save** and **Yes** to confirm

Edit an Existing Service Account to Enable Entries Restriction

1. Log in to DCI
2. Click **Home** on the main menu
3. Click **Employees** on the submenu
4. Enter the employee's name in the filter and click **Search**
5. **Click anywhere in the employee row** to open the Employee Details page
6. Click the **Accounts** tab
7. **Click anywhere in the row of the account** to be edited or deactivated
8. Click **Actions**
9. Select **Edit Account** from the drop-down menu
10. Edit the following fields:
 - a. Day of Week Restrictions - Click the **blue plus sign (+)** and **select the days** on which to restrict punch entries
 - b. Enable Holiday Restrictions - Click the **checkbox** to enable the restriction and **select the holiday schedule** to restrict from the drop-down menu
 - i. Please note: A separate holiday schedule specific to restrictions may need to be created
11. Click **Save** and **Yes** to confirm

Related articles

- [Group Service - Supervisor Guide](#)
- [System Set-Up - Admin Guide](#)
- [Employee Service Accounts vs. Client Service Accounts](#)
- [Where does the cost center on a payroll entry come from?](#)
- [Where does the pay rate on a payroll entry come from?](#)