



How to: Set a Calendar Day as Non-Working Day

11.2

February 2026

DOCUMENT ACCESS

Public

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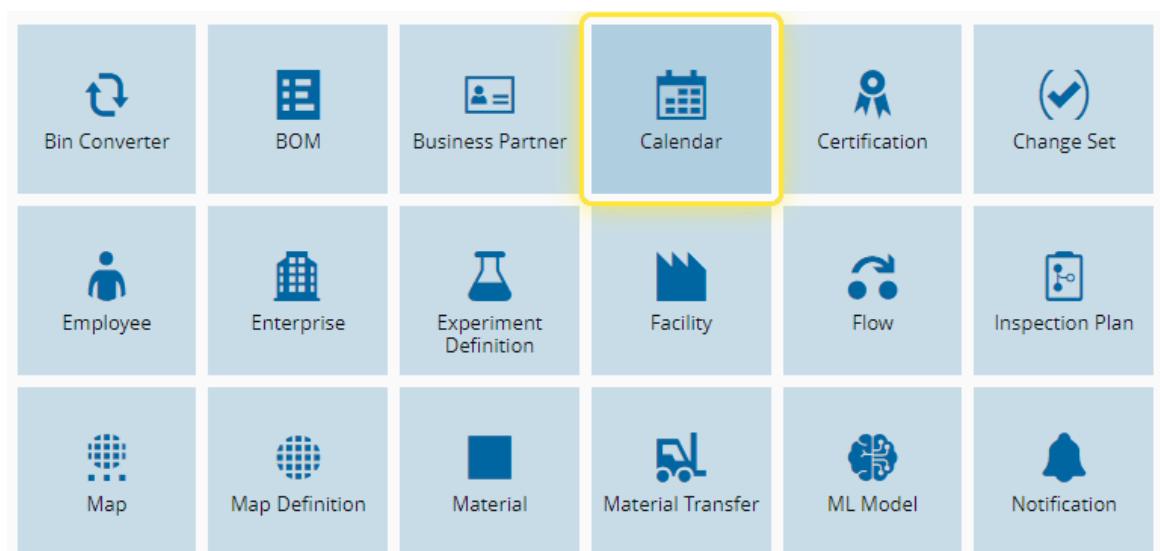
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How to: Set a Calendar Day as Non-Working Day

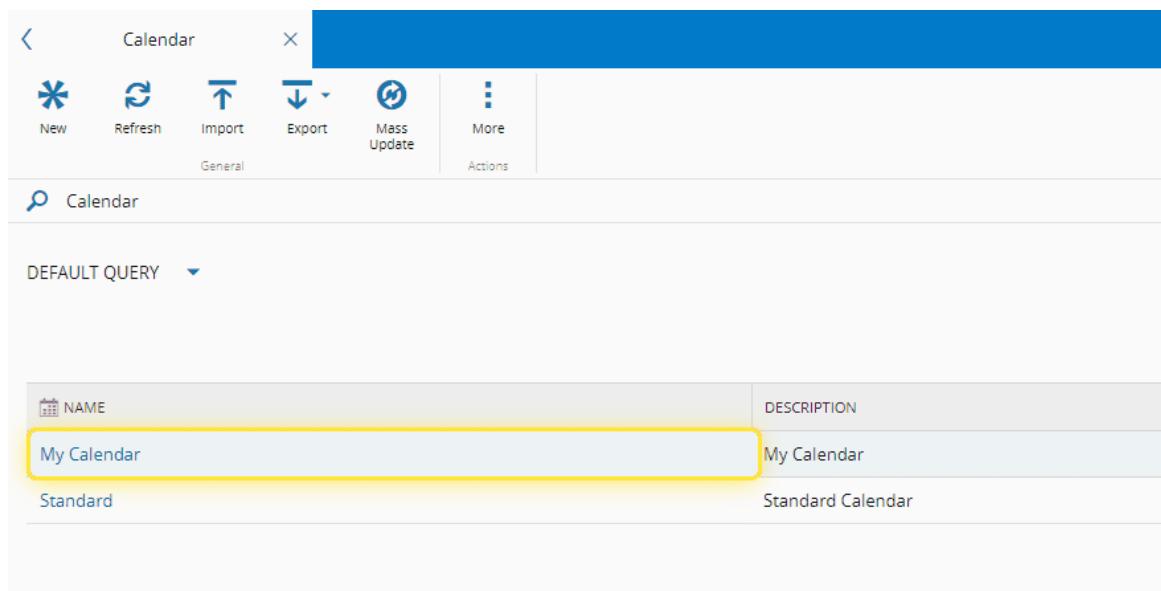
1. Go to the Business Data menu.



2. Select the Calendar Entity.



3. Select the desired Calendar.



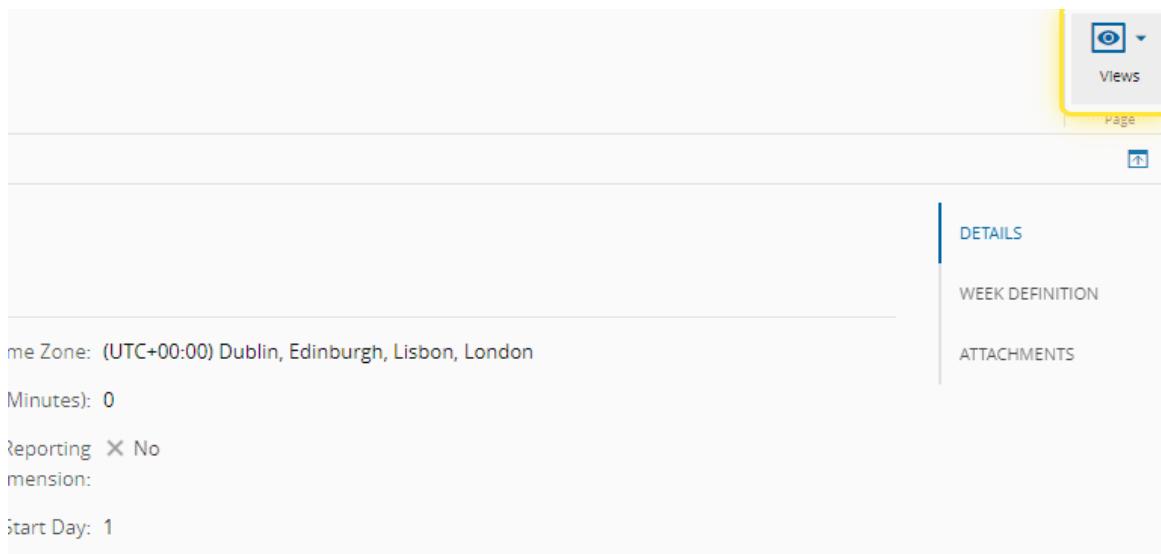
Calendar

Actions

Views

NAME	DESCRIPTION
My Calendar	My Calendar
Standard	Standard Calendar

4. Select the Views button.



Views

Page

DETAILS

WEEK DEFINITION

ATTACHMENTS

me Zone: (UTC+00:00) Dublin, Edinburgh, Lisbon, London

Minutes): 0

Reporting No

ension:

Start Day: 1

5. Select the Calendar Days option.

ne Zone: (UTC+00:00) Dublin, Edinburgh, Lisbon, London

Minutes): 0

Reporting No

Dimension:

Start Day: 1

Month: January

Start Day: Monday

Details

Calendar Days **Selected**

References

History

6. Select the desired day to set as a Non-Working Day.

My Calendar

Refresh More

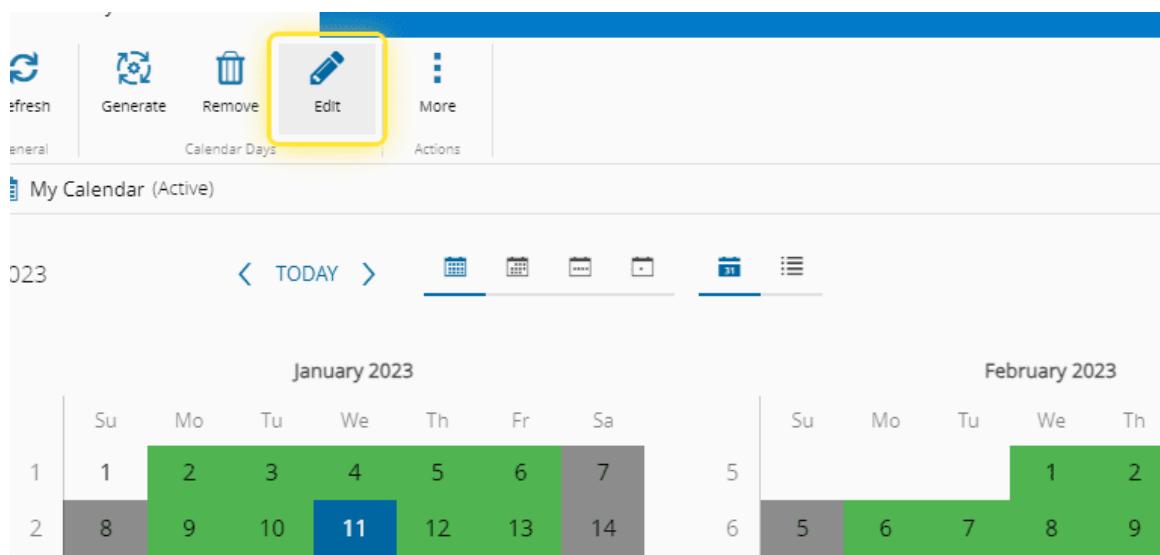
General Actions

My Calendar (Active)

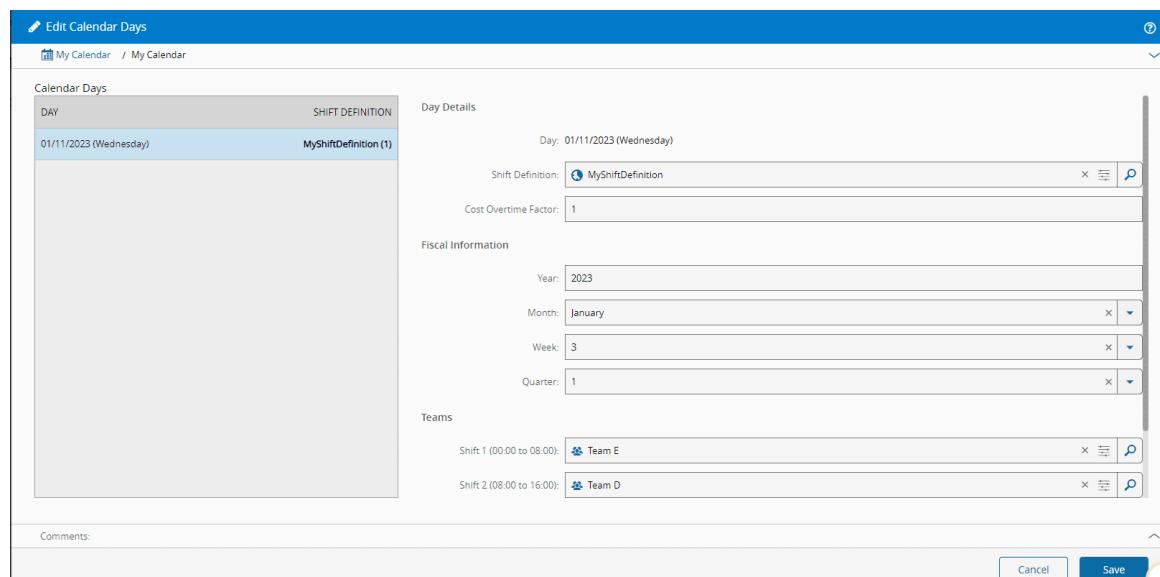
2023 TODAY

	Su	Mo	Tu	We	Th	Fr	Sa
1	1	2	3	4	5	6	7
2	8	9	10	11	12	13	14
3	15	16	17	18	19	20	21
4	22	23	24	25	26	27	28
5	29	30	31				

7. Select the Edit button.



8. Under the Edit Calendar Day wizard you can verify the Shift Definition in place.



9. Remove the Shift Definition.



10. After removing the Shift Definition you can see the day considered as a Non-Working Day.

Edit Calendar Days

My Calendar / My Calendar

Calendar Days

DAY	SHIFT DEFINITION
01/11/2023 (Wednesday)	Non-working day

Day Details

Day: 01/11/2023 (Wednesday)

Shift Definition:

Cost Overtime Factor:

Fiscal Information

Year:

Month:

Week:

Quarter:

Comments:

11. Select the Save button.



12. Verify that the selected day is now a Non-Working Day.

My Calendar

Refresh More

General Actions

My Calendar (Active)

2023 TODAY

January 2023

	Su	Mo	Tu	We	Th	Fr	Sa
1	1	2	3	4	5	6	7
2	8	9	10	11	12	13	14
3	15	16	17	18	19	20	21
4	22	23	24	25	26	27	28
5	29	30	31				



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