



2-2 3-2 2-3 Rotating Shift Schedule

PROCESS

DESCRIPTION

This is a rotating shift schedule comprises of 4 teams and two 12-hour shifts to provide 24/7 coverage.

OBJECTIVE

To provide around the clock service and this schedule is popular with police departments, emergency medical services, EMS call centers and dispatchers.

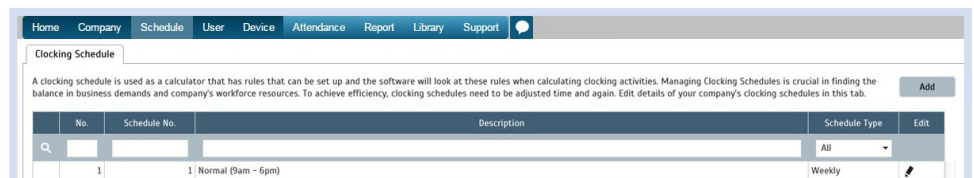
RULES

- 4 weeks or 28 days cycle
- Each team works 2 consecutive day shifts, followed by 2 days off duty, works 3 consecutive day shifts, followed by 2 days off duty, works 2 consecutive day shifts, followed by 3 days off duty, 2 consecutive night shifts, followed by 2 days off duty, works 3 consecutive night shifts, followed by 2 days off duty, works 2 consecutive night shifts, followed by 3 days off duty.
- Average 42 hours per week per person.

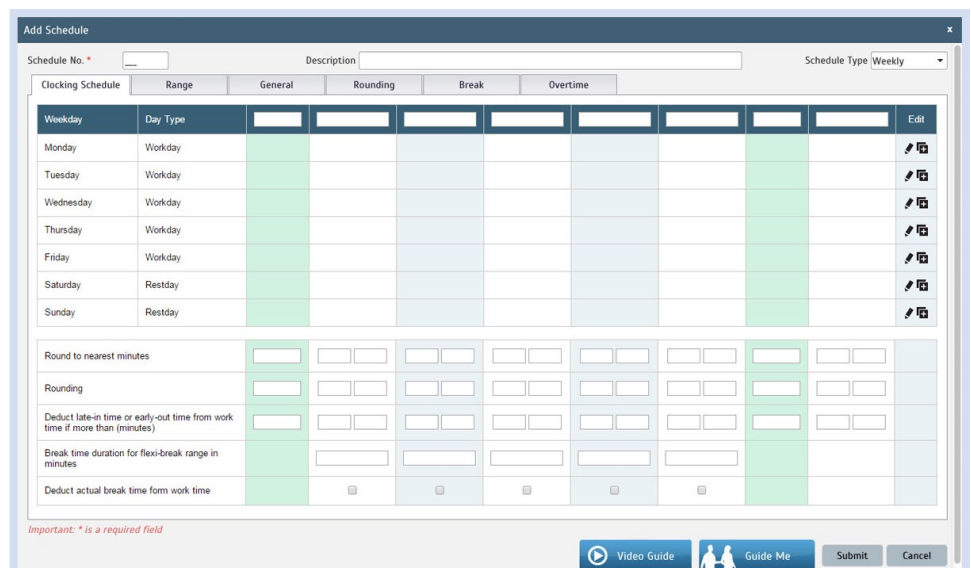
Step 1: Select **Clocking Schedule** under the Schedule tab.



Step 2: Click **Add** icon on the right corner of the page.



You will see:



- Step 3:**
1. Fill up the **Schedule No** for example 133
 2. Describe the schedule: 2-2 3-2 2-3 Rotating Shift Schedule – Day Shift
 3. Select Schedule Type: **Daily**
 4. Set the time: Start at 7am and end at 7pm – 12 hours
 5. Make sure you properly select the other fields like Range, General, Rounding and etc, based on your company's attendance's rules and policies.

6. Repeat the steps for Night Shift
7. Give another Schedule No: 134
8. The time for Night Shift will start at 7pm and done at 7am
9. Submit the Schedule.

Step 4: Now that the clocking schedules for 2-2 3-2 2-3 Rotating Shift Schedule have been established, let's proceed to the Group Duty Roster where you apply this daily schedule to a working yearly calendar.

Under Schedule tab select **Assign Users to Duty Roster**.

Click button **Add** to add the new DuPont Shift Schedule to a new Group Duty Roster.

- Step 5:**
1. Fill up **Group No** – Put any number for example 133.
 2. Describe the Duty Group
 3. Select Group Type: **Shift**
 4. Select **Auto** and the Auto Schedule Assistant will appear as below.
 5. Select the Day Type and its corresponding Shift. It has to follow this pattern of 28 days:

Team A : Day, Day, rest, rest, Day, Day, Day, rest, rest, Day, Day, rest, rest, Night, Night, rest, rest, Night, Night, Night, rest, rest, Night, Night, rest, rest, rest.

Team B : Night, Night, rest, rest, Night, Night, Night, rest, rest, Night, Night, rest, rest, rest, Day, Day, rest, rest, Day, Day, Day, rest, rest, Day, Day, rest, rest, rest.

Team C : Rest, rest, Night, Night, rest, rest, rest, Day, Day, rest, rest, Day, Day, Day, rest, rest, Day, Day, rest, rest, rest, Night, Night, rest, rest, rest, Night, Night, Night.

Team D : Rest, rest, Day, Day, rest, rest, rest, Night, Night, rest, rest, Night, Night, Night, rest, rest, Night, Night, rest, rest, rest, Day, Day, rest, rest, Day, Day, Day.

No.	Day Type	Shift 1
1	Restday	
2	Restday	
3	Workday	133
4	Workday	133
5	Restday	
6	Restday	
7	Restday	
8	Workday	134
9	Workday	134

Effective Date: 01/01/2015

Possible schedules: []

Apply Cancel

