



2 Team Fixed 12 Hour Shift Schedule

DESCRIPTION

2 Team of workers working 12-hr shift during the day and another team working 12-hr shift at night

OBJECTIVE

To cater to around the clock operations with limited personnel.

RULES

- Cyclical 1 day
- Requires an average of 44 overtime hours per employee per week
- Average hour per week is 84

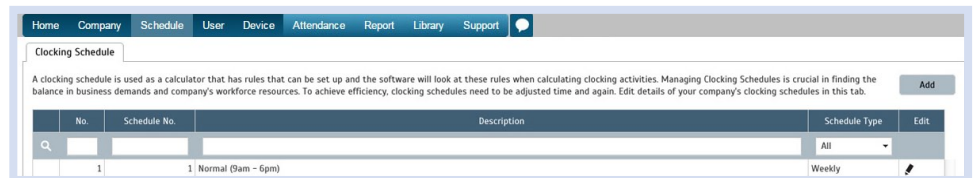
Note: *The long working hours and the absence of days off, this plan shouldn't be considered except for extreme cases where only 2 teams are available to cover 24/7 duties.*

PROCESS

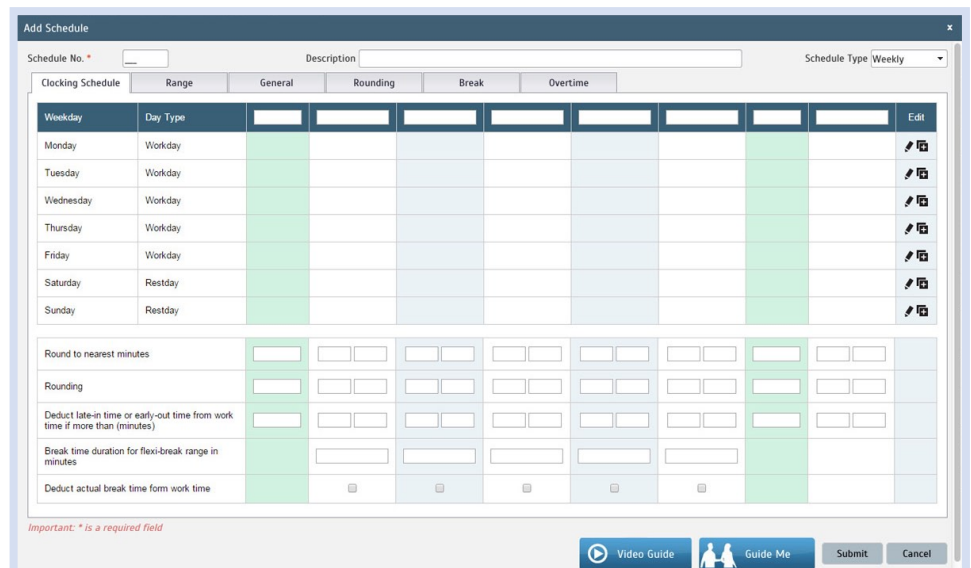
Step 1: Select **Clocking Schedule** under the Schedule tab.



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 71
 2. Describe the schedule: 2 Team Fixed 12 Hour Shift Schedule for Team A
 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.

Add Schedule

Schedule No. * 71 Description 2 Team Fixed 12 Hour Shift Schedule Schedule Type (Daily)

Clocking Schedule Range General Rounding Break Overtime

Weekday	Day Type	Start					End	Edit
		07:00					19:00	

Round to nearest minutes

Rounding

Deduct late-in time or early-out time from work time if more than (minutes)

Break time duration for flexi-break range in minutes

Deduct actual break time from work time

*Important: * is a required field*

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6. Repeat the steps for Team B
7. Give another Schedule No: 72
8. The time for Team B, 2 Team Fixed 12 Hour Shift Schedule will start at 7pm and done at 7am
9. Submit the Schedule.

Add Schedule

Schedule No. * 72 Description 2 Team Fixed 12 Hour Shift Schedule Schedule Type (Daily)

Clocking Schedule Range General Rounding Break Overtime

Weekday	Day Type	Start					End	Edit
		19:00					07:00	

Round to nearest minutes

Rounding

Deduct late-in time or early-out time from work time if more than (minutes)

Break time duration for flexi-break range in minutes

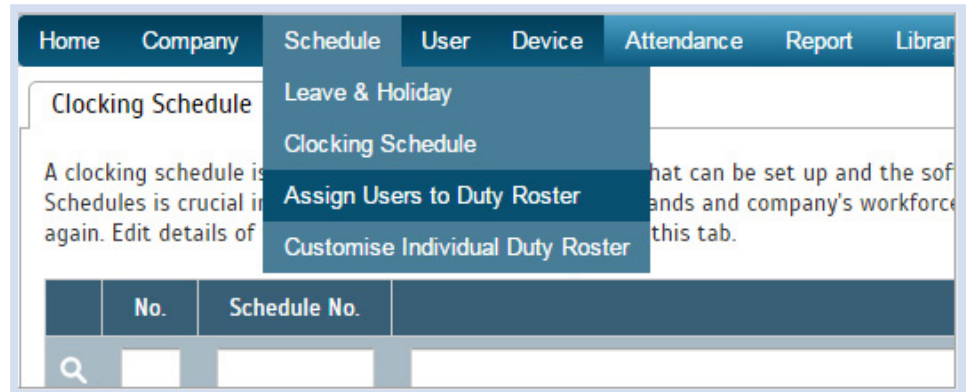
Deduct actual break time from work time

*Important: * is a required field*

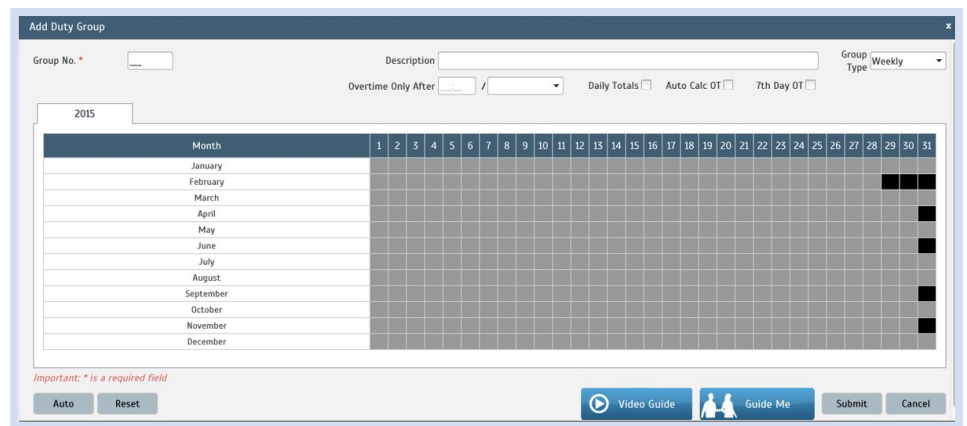
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Step 4: Now that the clocking schedules for 2 Team Fixed 12 Hour Shift Schedule have been established, let's proceed to the Group Duty Roster where you apply this daily schedule to a working yearly calendar.

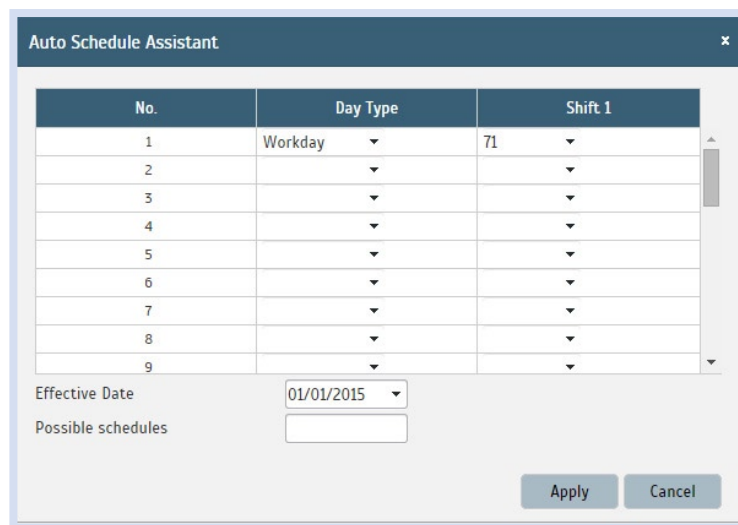
Under Schedule tab select **Assign Users to Duty Roster**.



Click button **Add** to add the new 2 Team Fixed 12 Hour Shift Schedule to a new Group Duty Roster.



- Step 5:**
1. Fill up **Group No** – Put any number for example 71.
 2. Describe the Duty Group
 3. Select Group Type: **Shift**
 4. Select **Auto** and the Auto Schedule Assistant will appear as below.



- Select your Effective Date to start the schedule and click Apply. Your Duty Group will look like the one below:

Team A Duty Roster

Add Duty Group
Group No.
Description
Group Type

Overtime Only After /
Daily Totals
Auto Calc OT
7th Day OT
Shifts/Day

2015
Shift 1
Shift 2
Shift 3

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
January	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71
February	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71
March	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71
April	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71
May	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71
June	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71
July	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71
August	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71
September	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71
October	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71
November	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71
December	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71	71

Important: * is a required field

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Team B Duty Roster

Add Duty Group
Group No.
Description
Group Type

Overtime Only After /
Daily Totals
Auto Calc OT
7th Day OT
Shifts/Day

2015
Shift 1
Shift 2
Shift 3

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
January	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72
February	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72
March	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72
April	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72
May	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72
June	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72
July	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72
August	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72
September	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72
October	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72
November	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72
December	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72	72

Important: * is a required field

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