



# 3 Team Fixed 8 Hour Shift Schedule

## DESCRIPTION

This schedule is a fixed schedule that uses 3 teams and 8 hour shifts to cover 24/7 operation. One shift covers day shift (8-hr); one covers swing shift (8-hr) and another covers night shift (8-hr).

## OBJECTIVE

To offer organization who has limited staff but need to provide 24/7 coverage.

## RULES

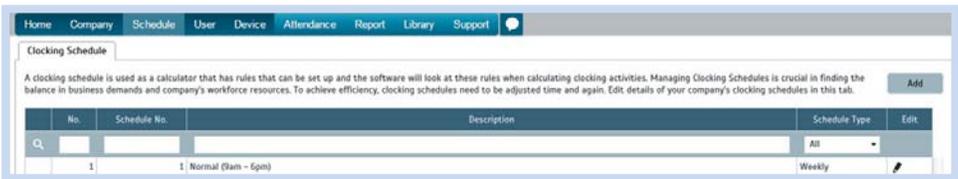
- Repeat cycle of 7 days
  - 8 hours per shift
- Average 56 hours a week
- 3 teams are required to cover 24/7

## PROCESS

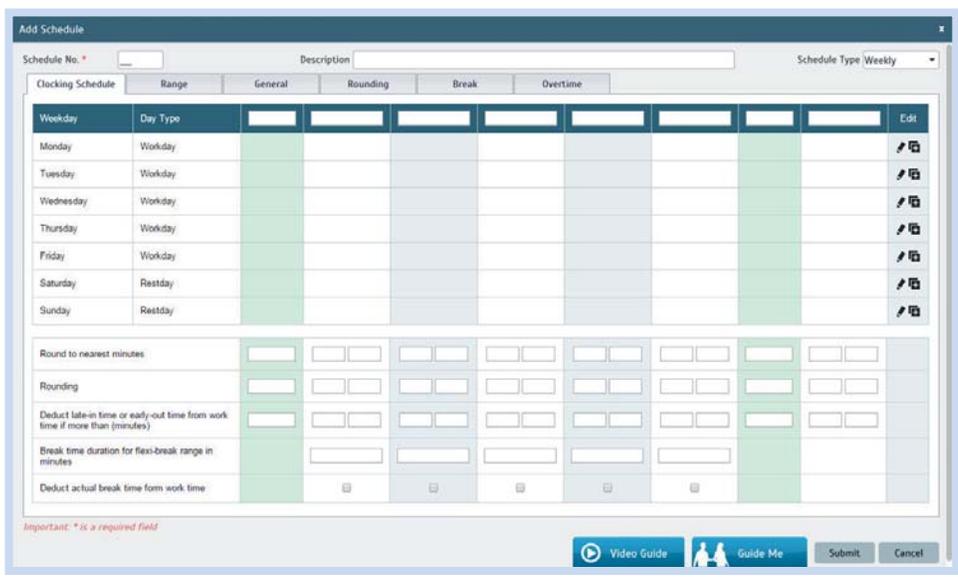
Step 1: Select **Clocking Schedule** under the Schedule tab.



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 112
  2. Describe the schedule: 3 Team Fixed 8 Hour Shift Schedule for Team A, Day Shift 8hrs
  3. Select Schedule Type: **Weekly**
  4. Set the time: Start at 7am and end at 3pm – 8 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. \* 112 Description 3 Team Fixed 8 Hour Shift Schedule | 24/7 Shift Co Schedule Type Weekly

Clocking Schedule Range General Rounding Break Overtime

Weekday	Day Type	START								END	Edit
Sunday	Workday	07:00								15:00	
Monday	Workday	07:00								15:00	
Tuesday	Workday	07:00								15:00	
Wednesday	Workday	07:00								15:00	
Thursday	Workday	07:00								15:00	
Friday	Workday	07:00								15:00	
Saturday	Workday	07:00								15:00	

Attendance Slot 1 2 3 4 5 6 7 8 9 10 11 12 13 14

Round to nearest minutes

Rounding

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

Break time duration for fixed-break range in minutes

Deduct actual break time from work time

*Important: \* is a required field*

6. Repeat the steps for Team B, Swing Shift 8hrs
7. Give another Schedule No: 113
8. The time for Team B, Swing Shift 8 hours will start at 3pm and done at 11pm
9. Submit the Schedule

**Add Schedule**

Schedule No. \* 113 Description 3 Team Fixed 8 Hour Shift Schedule | 24/7 Shift Co Schedule Type Weekly

Clocking Schedule Range General Rounding Break Overtime

Weekday	Day Type	START								END	Edit
Sunday	Workday	15:00								23:00	
Monday	Workday	15:00								23:00	
Tuesday	Workday	15:00								23:00	
Wednesday	Workday	15:00								23:00	
Thursday	Workday	15:00								23:00	
Friday	Workday	15:00								23:00	
Saturday	Workday	15:00								23:00	

Attendance Slot 1 2 3 4 5 6 7 8 9 10 11 12 13 14

Round to nearest minutes

Rounding

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

Break time duration for fixed-break range in minutes

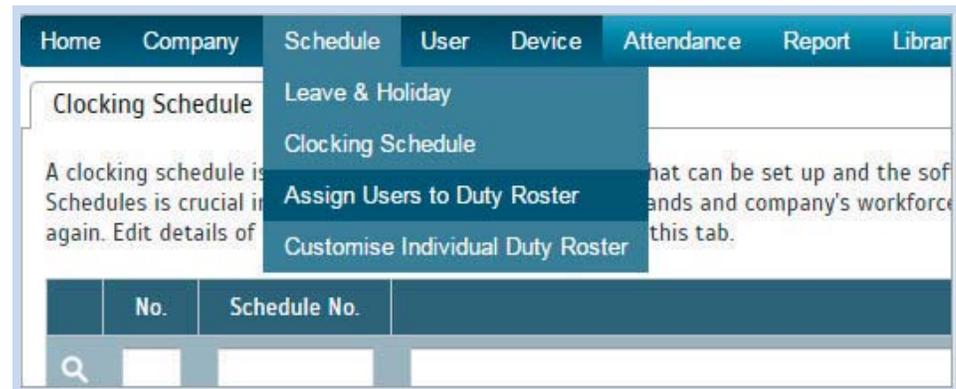
Deduct actual break time from work time

*Important: \* is a required field*

10. Repeat the steps for Team C, Night Shift 8hrs
11. Give another Schedule No: 114
12. The time for Team C, Night Shift 8 hours will start at 11pm and done at 7am
13. Submit the Schedule

**Step 4:** Now that the clocking schedules for 3 Team Fixed 8 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 3 Team Fixed 8 Hour Shift Schedule of Team A to a new Group Duty Roster

- Step 5:**
1. Fill up **Group No** – Put any number for example 112.
  2. Describe the Duty Group
  3. Select Group Type: **Shift**
  4. Shifts/Day: 3
  5. Select the Day Type and its corresponding Shift as follows:

No.	Day Type	Shift 1	Shift 2	Shift 3
1	Workday	112	113	114
2				
3				
4				
5				
6				
7				
8				
9				

Effective Date: 01/01/2015

Possible schedules:

Apply Cancel

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

**Group Duty Roster for Day Shift 8hrs**

Group No. \* 112

Description 5 Team Fixed 8 Hour Shift Schedule | 24/7 Shift Coverage

Group Type Shift

OverTime Only After: / Daily Totals: Auto Calc OT: 7th Day OT: Shifts/Day 3

2015	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		112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112
February		112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112
March		112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112
April		112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112
May		112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112
June		112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112
July		112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112
August		112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112
September		112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112
October		112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112
November		112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112
December		112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112

Important: \* is a required field

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**Group Duty Roster for Swing Shift 8hrs**

Group No. \* 112

Description 5 Team Fixed 8 Hour Shift Schedule | 24/7 Shift Coverage

Group Type Shift

OverTime Only After: / Daily Totals: Auto Calc OT: 7th Day OT: Shifts/Day 3

2015	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		115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115
February		115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115
March		115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115
April		115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115
May		115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115
June		115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115
July		115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115
August		115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115
September		115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115
October		115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115
November		115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115
December		115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115

Important: \* is a required field

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# Group Duty Roster for Night Shift 8hrs

This schedule does not provide work life balance because it provides no non-working day and one team needs to work night shift all the time.

**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	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114
February	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114
March	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114
April	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114
May	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114
June	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114
July	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114
August	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114
September	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114
October	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114
November	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114
December	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114

Important: \* is a required field

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