

3 Team Fixed 8 Hour Shift Schedule

PROCESS

Step 1: Select Clocking Schedule under the Schedule tab.

Home	Company	Schedule	User	Device	Atte	ndance	Report	Library	Sı
User D	uty Planner	Leave & Ho	oliday						
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	User ID	Customise	Individu	al Duty Ros	ter	E	Branch	Dep	artm
5						All		All	-

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

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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

TTo 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

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.

edule No.* 11:	2		Descri	ption 3 Te	am Fixed	8 Hour SI	hift Sched	ule I 24/7	Shift Co					Schedule 1	Type Weekly
Clocking Schedule	Range	Gene	ral	Roun	ding	1	Break	1 3	Overtime	é –					
Weekday	Day Type	START											END		Edit
Sunday	Workday	97:00											15:00		1
Monday	Workday	07:00											15:00		10
Tuesday	Workday	07:00											15:00		10
Wednesday	Workday	07:00											15:00		10
Thursday	Workday	07:00											15.00		16
Friday	Workday	07:00											15:00		10
Saturday	Workday	07:00											15:00		16
Attendance Slot		1	2	э	4	5	6	7	8	9	1	11	12	13	14
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Break time duration for file	xi-break range in minutes		-				E								
Deduct actual break time	from work time			-				1		0					

- 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

edule No. * 11:	3		Description 3 Te	am Fixed a	B Hour Shi	It Schedule I	24/7 Shi	ft Co				Schedule 1	Type Weekly
Clocking Schedule	Range	Genera	al Rou	nding	Br	eak	Ov	ertime					
Weekday	Day Type	START			-						END		Edit
Sunday	Workday	15.00			1						23.00		1
londay	Workday	15:00									23.00		10
uesday	Workday	15.00									23.00		10
Vednesday	Workday	15:00									23:00		10
hursday	Workday	15:00									23.00		10
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educt actual break time	from work time		m		7			1		m			

- 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

edule No.* 114	k.		Description 3	Team Fixed I	Hour Shift	Schedule I 24/7 S	hift Co			Schedule Type W	feekly
Clocking Schedule	Range	Gener	al Ro	unding	Brea	ik C	Overtime				
Weekday	Day Type	START							END		Edit
Sunday	Workday	23.00		(-				07:00		1
Aonday	Workday	23.00							07.00		10
luesday	Workday	23.00							07.00		16
Wednesday	Workday	23.00							07.00		16
Thursday	Workday	23.00							07:00		10
Triday	Workday	23:00							07:00		16
Saturday	Workday	23:00							07:00		16
Attendance Slot		1	2 3	4	5	6 7	6 9	10 11	12	13 14	
Round to nearest minutes		-									
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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.

Home	Comp	oany	Schedule	User	Device	Attendance	Report	Librar
Clockin	ng Sche	edule	Leave & Ho	oliday				
Anteshi		4.1.1.	Clocking S	chedule				
Schedul	ng sche les is cr	ucial in	Assign Use	ers to Du	ty Roster	ands and c	ompany's v	vorkforce
again. E	dit deta	ails of	Customise	Individua	al Duty Rost	er ^{this tab.}		
	No.	Sch	edule No.					
Q								

Click button Add to add the new 3 Team Fixed 8 Hour Shift Schedule of Team A to a new Group Duty Roster

roup No. *	Des	cription						20. 11 (2000) 2000		Type Weekly
2015	Overtime On	ily After		/		Da	aily Totals 🗌	Auto Calc OT	7th Day OT	
Month	1 2	5 4	5 6	7 8	9 10 1	1 12 1	3 14 15 16	17 18 19 20	21 22 25 24 25	26 27 28 29 50
January				1200						
February										
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December								and the second		
monstant: * Is a remained field										

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	Sh	ift 2	SI	nift 3	
1	Workday	• 112	-	113	-	114	-	
2		•	•		•		•	
3		-	•		•		•	
4		•	+	10			•	
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8	,	-			•			
9		-	+		•		-	
ective Date ssible schedu	les	01/01/20)15 🔻			Apply	Canc	el

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

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Februar	Y	112	112	112	112	112	112 11	2 1	12 11	2 11	2 112	352	112	112	112	112	112	112	112	112	152 1	12	112 11	2 17	2 11	2 117	112		1	Ì.
March		112	112	112	112	112	112 11	2 1	12 11	11	2 112	112	112	112	112	112	112	112	112 1	112	112 1	12	12 11	2 17	12 15	2 117	112	112	112	11
April		112	112	112	112	112	112 11	2 1	12 11	2 11	112	112	112	112	112	112	152	112	112 1	112	112 1	12	12 11	2 11	12 15	2 117	112	112	112	
May		112	112	112	112	112	112 11	2 1	12 11	2 11	2 112	112	112	112	112	112	112	112	112 1	112	112 1	112	12 11	2 13	2 11	2 117	112	112	112	11
June		112	112	112	112	112	112 11	2 1	12 112	2 11	2 112	112	112	112	112	112	112	112	112	112	112 1	12	112 11	2 11	2 11	117	112	212	112	
July		112	112	112	112	112	112 11	2 1	12 11	2 11	2 112	112	112	112	112	112	112	112	112	112	112 1	112	112 11	2 13	2 11	2 117	112	112	112	13
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Group Duty Roster for Swing Shift 8hrs

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Fet	nuary	113	113	113	115	113	113	113	113	115	113	113	113 1	13 1	13 11	3 11	5 115	115	113	113	115	113	113 1	13	113	115	113	113		
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Sept	ember	113	115	115	113	115	113	113	113	113	113	115	115 1	113 1	15 11	5 11	5 113	113	115	113	115	113	113 1	113	113	115	115	115	113	113
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Group Duty Roster for Night Shift 8hrs

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March	114	114	114	114	114	114	114	114	114	114	134	114 1	14 1	14 11	4 1	4 13	4 13	4 114	114	114	114	114	114	154 1	14 11	4 11	114	114	ł
April	114	114	114	114	114	114	114	114	114	124	114	114 1	14 1	14 1	14 11	4 11	4 11	4 114	114	114	114	114	114	114 1	14 11	4 11	114	114	
May	114	114	334	114	114	114	114	114	114	114	114	114 1	114 1	14 11	14 11	4 11	4 11	4 114	114	114	114	114	114	114 1	14 13	4 114	114	114	ł.
June	114	314	114	114	114	114	114	114	114	114	114	114 1	114 1	14 11	4 11	4 15	4 11	4 114	114	114	114	114	114	114 1	14 1	4 15	114	114	
July	114	154	114	114	114	114	114	114	114	114	114	134 3	114 1	14 11	4 11	4 13	4 11	4 114	114	114	114	114	114	114 1	14 11	4 11	114	114	ł
August	114	114	114	114	114	114	114	114	114	114	114	114 1	114 1	14 1	4 11	4 11	4 11	4 114	114	114	114	114	114	114 1	14 11	4 114	114	114	
September	114	114	114	114	114	114	114	114	114	114	114	114 1	134 1	14 11	4 11	4 11	4 13	4 114	114	114	114	114	114	154 1	14 11	4 15	114	114	1
October	114	114	114	114	114	114	114	114	114	114	114	114 1	114 1	14 11	4 11	4 11	4 11	4 114	\$ 114	154	114	114	114	114 1	14 11	4 15	114	114	Ľ
November	114	114	114	114	114	114	114	114	114	154	114	114 3	154 1	14 11	4 11	4 11	4 33	4 114	154	114	114	114	114	154 3	34 13	4 114	114	114	J
December	114	114	114	114	134	114	114	114	114	134	114	114 1	114 1	14 11	4 11	4 15	4 13	4 114	114	114	114	114	114	114 1	54 11	4 15-	114	114	

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.