

# 5/4/9 Compressed Work Schedule

# PROCESS

Step 1: Select Clocking Schedule under the Schedule tab.

Home	Company	Schedule	User	Device	Att	endance	Report	Library	S
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	User ID	Customise	Individua	al Duty Ros	ter	E	lranch	Dep	artm
5						All	+	All	

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

Home	Company	Schedule	User	Device	Attendance	Report	Library	Support	
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clockin alance	ig schedule is u in business der	sed as a calculat nands and compa	or that ha	as rules that force resour	can be set up ar ces. To achieve e	nd the softw	vare will look	these rules when calculating clocking activities. Managing Clocking Schedules is crucial in finding the	Ade
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### You will see:

	-		Descrip	tion										Si	chedul	e Type V	/eekly	
ocking Schedule	Range	General		Rou	inding		Break	1	Overt	ime								
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# DESCRIPTION

This schedule requires a staff to work 8 days of 9-hour daily shift and one day of 8-hour daily shift for cycle of 28 days.

## OBJECTIVE

To offer an alternative for companies or government agencies that are offering service hours for example 7am to 4pm or 7am to 3pm to clients instead of the normal 8–5 or 9–6.

## RULES

- Cyclical 28 days (Daily) Fixed plan, no rotation
- 8 days of 9-hour daily shift and one day of 8-hour daily shift
  - Average 80 hours per two
     weeks

• Staff is full from Tuesdays to Thursdays, 50% on Mondays and 94% on Fridays with Weekends as Restdays

 Need two teams to cover the week with a 3-day weekend every two weeks

*Note:* You need to configure 2 daily schedules for each team to cover the 9 hour shift and also the 8 hour shift

#### Step 3: 1. Fill up the Schedule No for example 105

- 2. Describe the schedule: 5/4/9 Compressed Work Schedule for Team A -9hrs hours)
- 3. Select Schedule Type: Daily
- 4. Set the time: Start at 7am and end at 4pm 9 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.

Clocking Schedule	Range	General	Rou	inding		Break		Overt	ime						
Weekday	Day Type	START										END	I		Edi
Monday	Workday	07:00 AM										04:00 PM			1
Round to nearest m	inutes														
Rounding															
Deduct late-in time time if more than (m	or early-out time from work ninutes)														
Break time duration minutes	for flexi-break range in														
Deduct actual break	time form work time														

- 6. Repeat the steps for Team A 8hrs
- 7. Give another Schedule No: 106
- 8. The time for Team A 8 hours will start at 7am and done at 3pm
- 9. Submit the Schedule.

locking Schedule	Range	General	Rou	inding		Break		Over	time						
Weekday	Day Type	START										END	1		Edit
Monday	Workday	07:00 AM										03:00 Pf	N		/6
Round to nearest mi	nutes														
Rounding															
Deduct late-in time of time if more than (m	or early-out time from work inutes)														
Break time duration minutes	for flexi-break range in														
Deduct actual break	time form work time														

**Step 4**: Now that the clocking schedules for 5/4/9 Compressed Work 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	any	Schedule	User	Device	Atte	ndance	Report	Librar
Clockin	ng Sche	edule	Leave & Ho	oliday					
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	No.	Sch	edule No.						
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Group No. *		Over	l	Descr	ipti	on			1				7	Da	ulu T	[otal	le 🗍		Sute	. (-	ulc (	т	1	7	th D	av (	DT [		Gi	roup Type	Wee	kly	
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	December																																

Click button Add to add the new 5/4/9 Compressed Work Schedule of Team A to a new Group Duty Roster

#### **Step 5**: 1. Fill up **Group No** – Put any number for example 105.

- 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:

9hr, 9hr, 9hr, 9hr, 8hr, rest, rest, 9hr, 9hr, 9hr, 9hr, rest, rest, rest 9hr, 9hr, 9hr, 9hr, 8hr, rest, rest, 9hr, 9hr, 9hr, 9hr, rest, rest, rest

No.	Day Type	Shift 1
1	Workday 🔫	105 -
2	Workday 🔻	105 -
3	Workday 🔻	105 -
4	Workday 🔻	105 -
5	Workday 🔻	106 -
6	Restday 🔻	-
7	Restday 🔻	-
8	Workday 🔻	105 -
9	Workdav 🔻	105 👻
fective Date	30/06/2015 -	
ssible schedules		

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



5/4/9 Compressed Work Schedule require two teams to guarantee that there's no short staffing, you need to start configuring clocking schedules 5/4/9 Compressed Work Schedule for Team B, which has the same rules except, the workdays starts from Tuesday to Fridays using this pattern:

9hr, 9hr, 9hr, 9hr, 8hr, rest, rest, 9hr, 9hr, 9hr, 9hr, 9hr, rest, rest, rest

9hr, 9hr, 9hr, 9hr, 8hr, rest, rest, 9hr, 9hr, 9hr, 9hr, 9hr, rest, rest, rest

Assign the employees the Duty Group.

When these two teams A and B have been established, an organization will have full stuffing from Tuesdays to Thursdays, 50% on Mondays and 94% on Fridays with Weekends off.