5/4/9 Compressed Work Schedule

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

PROCESS

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

Step 2: Click **Add** icon on the right corner of the page.
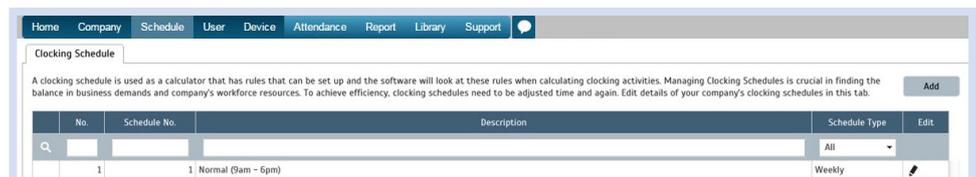
You will see:
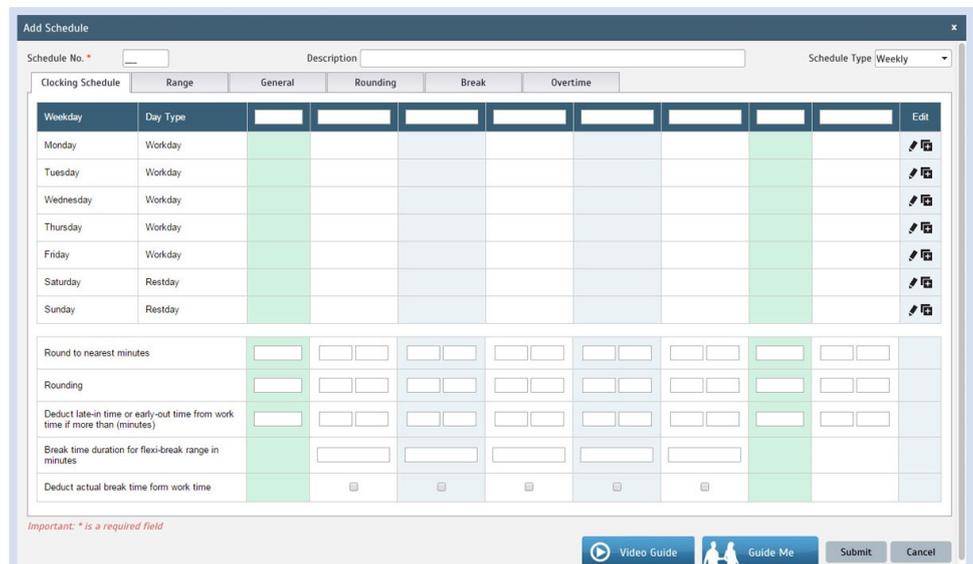
Step 3: 1. Fill up the **Schedule No** for example 105

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.

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.

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**.

Click button **Add** to add the new 5/4/9 Compressed Work Schedule of Team A to a new Group Duty Roster
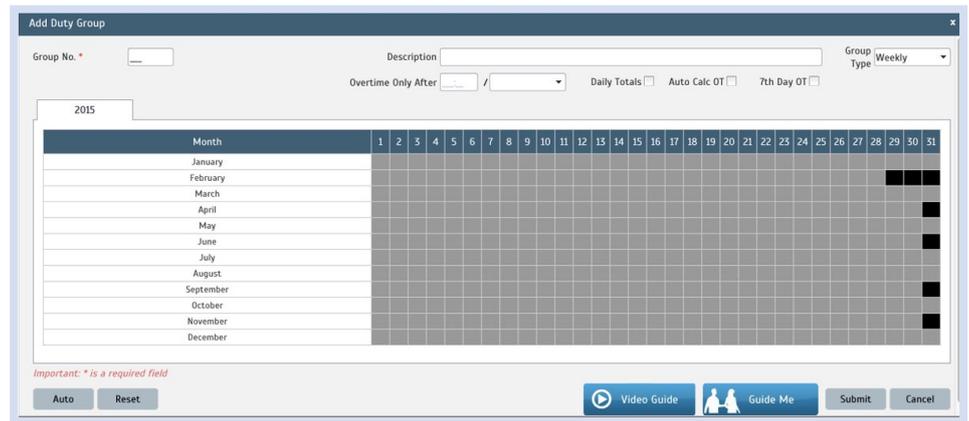
Step 5 : 1. Fill up **Group No** — Put any number for example 105.

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
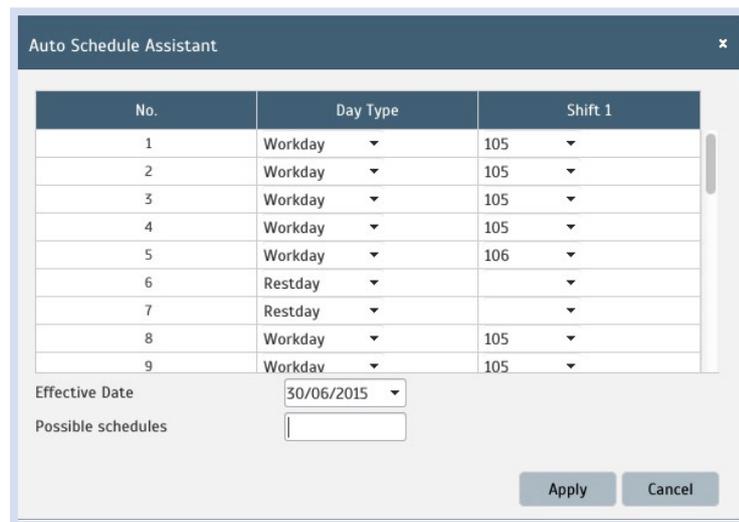
6. Select your Effective Date to start the schedule and click **Apply**. Your Duty Group will look like the one below:
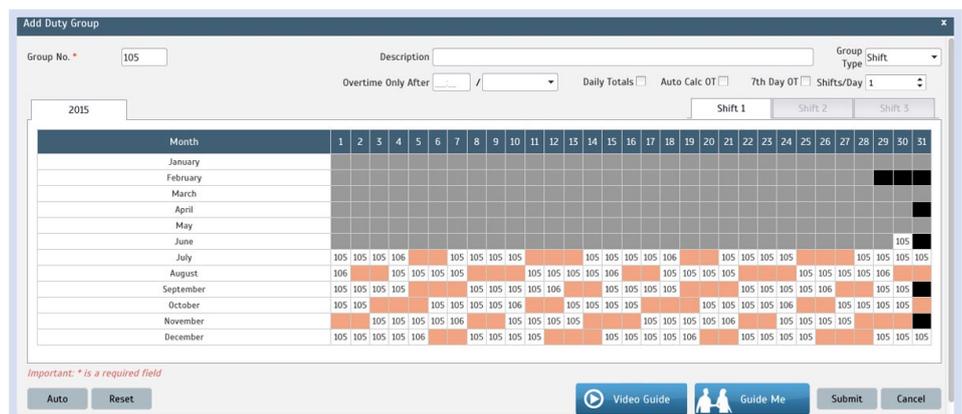
5/4/9 Compressed Work Schedule require two teams to guarantee that there's no short staffing, you need to start configuring clocking schedules 5/4/9 Compressed Work Schedule for Team B, which has the same rules except, the workdays starts from Tuesday to Fridays using this pattern:

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

9hr, 9hr, 9hr, 9hr, 8hr, rest, rest, 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 staffing from Tuesdays to Thursdays, 50% on Mondays and 94% on Fridays with Weekends off.