



# 6-4 6-4 6-4 Ten Hour Rotating Shift Schedule

## DESCRIPTION

This rotating shift uses 5 teams and 3 overlapping ten-hour shifts to provide 24/7 coverage

## OBJECTIVE

Well suited to the variable workloads confronted by police departments, law enforcement agencies, emergency medical services, EMS call centers and dispatchers

## RULES

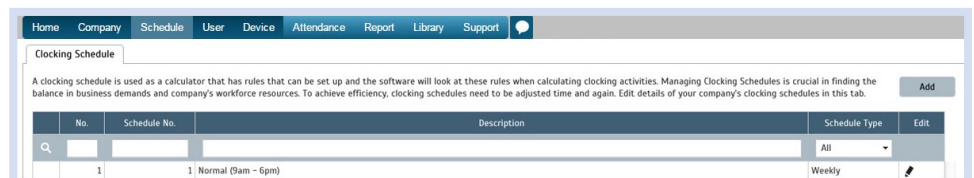
- 30-day cycle.
- This plan requires 5 teams with a minimum of 5 employees with 3 teams on duty and 2 teams off at any given day.
- Each team works six consecutive 10-hour first shifts, followed by 4 days off duty, works six consecutive 10-hour third shifts, followed by 4 days off duty, works six consecutive 10-hour second shifts, followed by 4 days off duty.
- The overlapping shifts provide extra manpower during high activity periods
- Average of 42 hour per week

## PROCESS

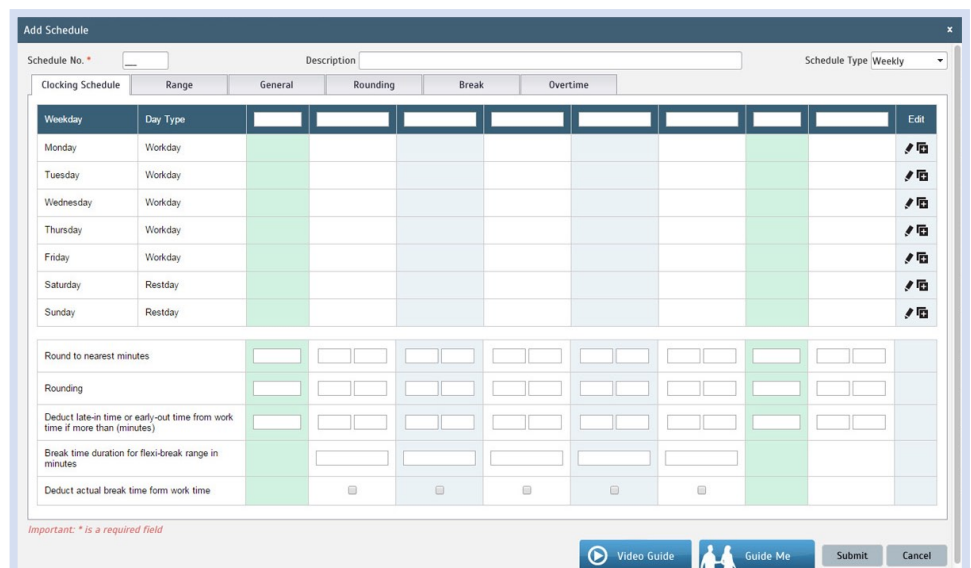
Step 1: Select **Clocking Schedule** under the Schedule tab.



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 115
  2. Describe the schedule: 6-4 6-4 6-4 Ten Hour Rotating Shift Schedule for Team A, 1st Shift
  3. Select Schedule Type: **Daily**
  4. Set the time: Start at 11am and end at 9pm – 10 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.

**Edit**

Schedule No. \* 115 Description 6-4 6-4 6-4 Ten Hour Rotating Shift Schedule | 24/7 Shift Coverage (First Shift) Schedule Type Daily

Clocking Schedule Range General Rounding Break Overtime

Weekday	Day Type	Start						End		Edit
		11:00						21:00		

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 form work time

*Important: \* is a required field*

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6. Repeat the steps for Team A, 2nd Shift
7. Give another Schedule No: 116
8. The time for Team A, 2nd Shift will start at 3pm and done at 1am
9. Submit the Schedule.

**Edit**

Schedule No. \* 116 Description 6-4 6-4 6-4 Ten Hour Rotating Shift Schedule | 24/7 Shift Coverage (second shift) Schedule Type Daily

Clocking Schedule Range General Rounding Break Overtime

Weekday	Day Type	Start						End		Edit
		15:00						01:00		

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 form work time

*Important: \* is a required field*

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10. Repeat the steps for Team A, 3rd Shift
11. Give another Schedule No: 117
12. The time for Team A, 3rd Shift will start at 1am and done at 11am
13. Submit the Schedule.

**Edit**

Schedule No. \* 117 Description 6-4 6-4 6-4 Ten Hour Rotating Shift Schedule | 24/7 Shift Coverage (Third Shift) Schedule Type Daily

Clocking Schedule Range General Rounding Break Overtime

Weekday	Day Type	Start						End		Edit
		01:00						11:00		

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

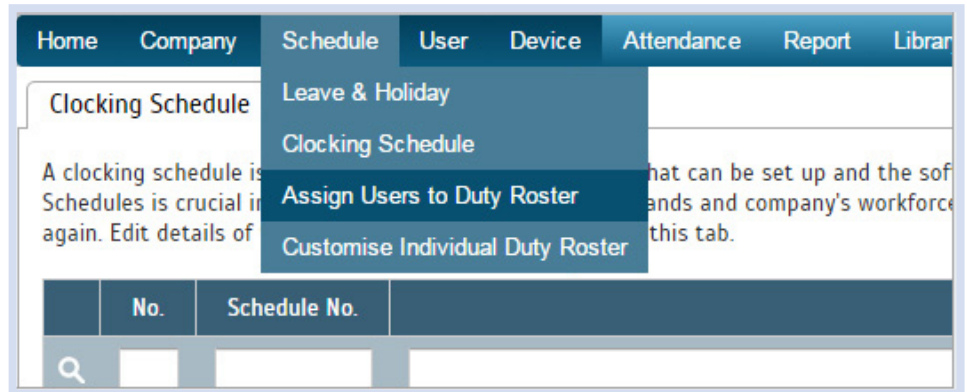
Deduct actual break time form work time

*Important: \* is a required field*

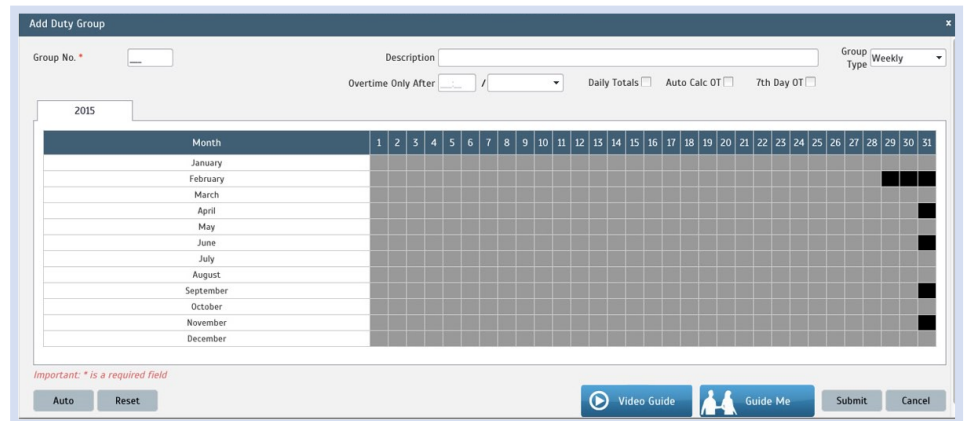
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**Step 4:** Now that the clocking schedules for 6-4 6-4 6-4 Ten Hour Rotating Shift Schedule have been established, let's proceed to the Group Duty Roster where you apply this daily schedule to a working yearly calendar.

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



Click button **Add** to add the new 6-4 6-4 6-4 Ten Hour Rotating Shift Schedule of Team A to a new Group Duty Roster.



- Step 5:**
1. Fill up **Group No** – Put any number for example 115.
  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 30 days:

**Team A :** 1st Shift, 1st Shift, 1st Shift, 1st Shift, 1st Shift, 1st Shift, rest, rest, rest, rest, 3rd Shift, 3rd Shift, 3rd Shift, 3rd Shift, 3rd Shift, 3rd Shift, rest, rest, rest, rest, 2nd Shift, 2nd Shift, 2nd Shift, 2nd Shift, 2nd Shift, rest, rest, rest, rest

**Team B :** 2nd Shift, 2nd Shift, rest, rest, rest, rest, 1st Shift, 1st Shift, 1st Shift, 1st Shift, 1st Shift, rest, rest, rest, rest, 3rd Shift, 3rd Shift, 3rd Shift, 3rd Shift, 3rd Shift, 3rd Shift, rest, rest, rest, rest, 2nd Shift, 2nd Shift, 2nd Shift, 2nd Shift

**Team C :** Rest, rest, 2nd Shift, 2nd Shift, 2nd Shift, 2nd Shift, 2nd Shift, 2nd Shift, 2nd Shift, rest, rest, rest, rest, 1st Shift, 1st Shift, 1st Shift, 1st Shift, 1st Shift, rest, rest, rest, rest, 3rd Shift, 3rd Shift, 3rd Shift, 3rd Shift, 3rd Shift, rest, rest

**Team D :** 3rd Shift, 3rd Shift, 3rd Shift, 3rd Shift, rest, rest, rest, rest, 2nd Shift, 2nd Shift, 2nd Shift, 2nd Shift, 2nd Shift, 2nd Shift, rest, rest, rest, rest, 1st Shift, 1st Shift, 1st Shift, 1st Shift, 1st Shift, 1st Shift, rest, rest, rest, rest, 3rd Shift, 3rd Shift

**Team E :** Rest, rest, rest, rest, 3rd Shift, 3rd Shift, 3rd Shift, 3rd Shift, 3rd Shift, 3rd Shift, rest, rest, rest, rest, 2nd Shift, 2nd Shift, 2nd Shift, 2nd Shift, 2nd Shift, rest, rest, rest, rest, 1st Shift, 1st Shift, 1st Shift, 1st Shift, 1st Shift, 1st Shift

**Auto Schedule Assistant**

No.	Day Type	Shift 1
1	Workday	115
2	Workday	115
3	Workday	115
4	Workday	115
5	Workday	115
6	Workday	115
7	Restday	
8	Restday	
9	Restday	

Effective Date: 01/01/2015

Possible schedules:

6. 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. \* 115 Description 6-4 6-4 6-4 Ten Hour Rotating Shift Schedule | 24/7 Shift Coverage Group Shift Type

Overtime Only After / Daily Totals Auto Calc OT 7th Day OT Shifts/Day 1

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				117	117	117	117	117	117				116	116	116	116	116	116	116					115	
February	115	115	115	115	115	115				117	117	117	117	117	117				116	116	116	116	116	116	116						
March		115	115	115	115	115	115				117	117	117	117	117				116	116	116	116	116	116	116	116					
April	115	115	115	115	115	115				117	117	117	117	117	117				116	116	116	116	116	116	116	116					
May	115	115	115	115	115	115				117	117	117	117	117	117				116	116	116	116	116	116	116	116					
June	115	115	115	115	115	115				117	117	117	117	117	117				116	116	116	116	116	116	116	116					
July	115	115	115	115	115	115				117	117	117	117	117	117				116	116	116	116	116	116	116	116					
August	115	115	115	115	115	115				117	117	117	117	117	117				116	116	116	116	116	116	116	116					
September	115	115	115	115	115	115				117	117	117	117	117	117				116	116	116	116	116	116	116	116					
October	115	115	115	115	115	115				117	117	117	117	117	117				116	116	116	116	116	116	116	116					
November	115	115	115	115	115	115				117	117	117	117	117	117				116	116	116	116	116	116	116	116					
December	115	115	115	115	115	115				117	117	117	117	117	117				116	116	116	116	116	116	116	116					

Important: \* is a required field

**Team B Duty Roster**

**Edit**

Group No. \* 115 Description 6-4 6-4 6-4 Ten Hour Rotating Shift Schedule | 24/7 Shift Coverage Group Shift Type

Overtime Only After / Daily Totals Auto Calc OT 7th Day OT Shifts/Day 1

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	116	116					115	115	115	115	115	115					117	117	117	117	117	117				116	116	116	116	116	
February	116	116					115	115	115	115	115	115					117	117	117	117	117	117				116	116	116	116	116	
March	116	116	116				115	115	115	115	115	115					117	117	117	117	117	117				116	116	116	116	116	
April	116	116					115	115	115	115	115	115					117	117	117	117	117	117				116	116	116	116	116	
May	116	116					115	115	115	115	115	115					117	117	117	117	117	117				116	116	116	116	116	
June	116	116					115	115	115	115	115	115					117	117	117	117	117	117				116	116	116	116	116	
July	116	116					115	115	115	115	115	115					117	117	117	117	117	117				116	116	116	116	116	
August							115	115	115	115	115	115					117	117	117	117	117	117				116	116	116	116	116	
September							115	115	115	115	115	115					117	117	117	117	117	117				116	116	116	116	116	
October							115	115	115	115	115	115					117	117	117	117	117	117				116	116	116	116	116	
November							115	115	115	115	115	115					117	117	117	117	117	117				116	116	116	116	116	
December							115	115	115	115	115	115					117	117	117	117	117	117				116	116	116	116	116	

Important: \* is a required field



### Team C Duty Roster

Edit																																					
Group No. *		Description 6-4 6-4 6-4 Ten Hour Rotating Shift Schedule   24/																												Group Type Shift							
2015		Overtime Only After /																												Daily Totals		Auto Calc OT		7th Day OT		Shifts/Day 1	
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			116	116	116	116	116	116						115	115	115	115	115	115							117	117	117	117	117	117						
February		116	116	116	116	116	116					115	115	115	115	115	115							117	117	117	117	117									
March			116	116	116	116	116	116						115	115	115	115	115	115							117	117	117	117	117							
April			116	116	116	116	116	116						115	115	115	115	115	115							117	117	117	117	117							
May			116	116	116	116	116	116						115	115	115	115	115	115							117	117	117	117	117							
June		116	116	116	116	116	116							115	115	115	115	115	115							117	117	117	117	117							
July		116	116	116	116	116	116							115	115	115	115	115	115							117	117	117	117	117							
August		116	116	116	116	116	116							115	115	115	115	115	115							117	117	117	117	117			116				
September		116	116	116	116	116	116							115	115	115	115	115	115							117	117	117	117	117			116				
October		116	116	116	116	116	116							115	115	115	115	115	115							117	117	117	117	117			116				
November		116	116	116	116	116	116							115	115	115	115	115	115							117	117	117	117	117			116				
December		116	116	116	116	116	116							115	115	115	115	115	115							117	117	117	117	117			116				

Important: \* is a required field

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### Team D Duty Roster

Edit																																					
Group No. *		Description 6-4 6-4 6-4 Ten Hour Rotating Shift Schedule   24/																												Group Type Shift							
2015		Overtime Only After /																												Daily Totals		Auto Calc OT		7th Day OT		Shifts/Day 1	
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		117	117	117	117									116	116	116	116	116								115	115	115	115	115			117				
February		117	117	117	117									116	116	116	116	116								115	115	115	115	115			117				
March		117	117	117	117									116	116	116	116	116								115	115	115	115	115			117				
April		117	117	117	117									116	116	116	116	116								115	115	115	115	115			117				
May		117	117	117	117									116	116	116	116	116								115	115	115	115	115			117				
June		117	117	117	117									116	116	116	116	116								115	115	115	115	115			117				
July		117	117	117	117									116	116	116	116	116								115	115	115	115	115			117				
August		117	117	117	117									116	116	116	116	116								115	115	115	115	115			117				
September		117	117	117	117									116	116	116	116	116								115	115	115	115	115			117				
October		117	117	117	117									116	116	116	116	116								115	115	115	115	115			117				
November		117	117	117	117									116	116	116	116	116								115	115	115	115	115			117				
December		117	117	117	117									116	116	116	116	116								115	115	115	115	115			117				

Important: \* is a required field

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### Team E Duty Roster

Edit																																					
Group No. *		Description 6-4 6-4 6-4 Ten Hour Rotating Shift Schedule   24/																												Group Type Shift							
2015		Overtime Only After /																												Daily Totals		Auto Calc OT		7th Day OT		Shifts/Day 1	
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					
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October																																					
November																																					
December																																					

Important: \* is a required field

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Workdays and offdays are rotated so personnel can have weekend days off