



8 Plus 12 Shift Schedule

PROCESS

DESCRIPTION

A fast rotation shift pattern that uses 4 teams to provide around the clock coverage.

Week 1: Five 8-hr day shifts, two 12-hr day shifts

Week 2: Three days off, two 8-hr night shifts, two 12-hr night shifts

Week 3: Three 8-hr night shifts, 4 days off

Week 4: Five 8-hr swing shifts, two days off

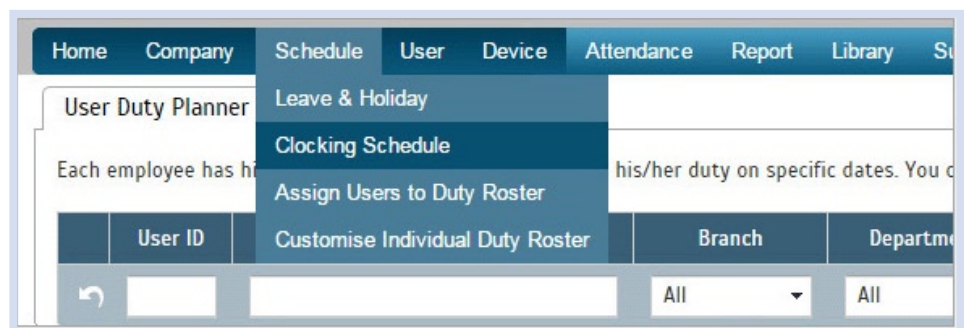
OBJECTIVE

To provide 24/7 operation and it is popular for security service firms, military units and operations that require 12-hr weekend shifts

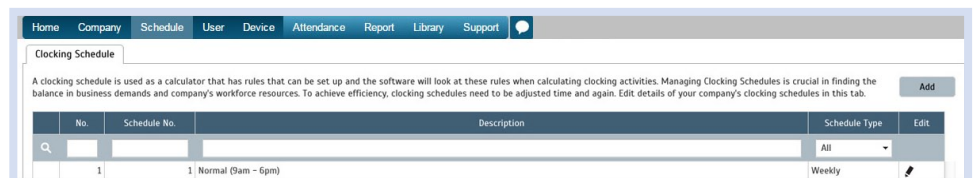
RULES

- Comprises of 4 teams
- Combination of three 8-hr shifts on weekdays and two 12-hr shifts on weekends to provide 24/7 coverage.
- Each team rotates through the following shift sequence over a 4-week period
 - Repeat cycle of 28 days
- 42 average hours per week

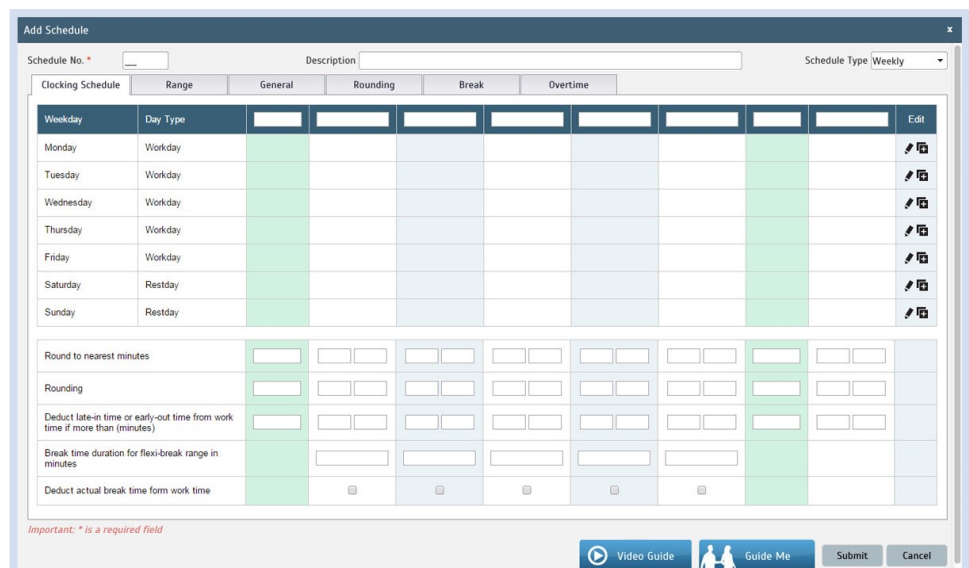
Step 1: Select **Clocking Schedule** under the Schedule tab.



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 118
 2. Describe the schedule: 8 Plus 12 Shift Schedule for Team A, Day 12hrs Shift
 3. Select Schedule Type: **Daily**
 4. Set the time: Start at 7am and end at 7pm – 12 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. * 118 Description 8 Plus 12 Shift Schedule | 24/7 Shift Coverage (Day 12-hrs Shift) Schedule Type Daily

Clocking Schedule Range General Rounding Break Overtime

Weekday	Day Type	Start					End		Edit
		07.00					19.00		

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, Day 8hrs Shift
7. Give another Schedule No: 119
8. The time for Team A, Day 8hrs Shift will start at 7am and done at 3pm
9. Submit the Schedule.

Add Schedule

Schedule No. * 119 Description 8 Plus 12 Shift Schedule | 24/7 Shift Coverage (Day 8-hrs Shift) Schedule Type Daily

Clocking Schedule Range General Rounding Break Overtime

Weekday	Day Type	Start					End		Edit
		07.00					15.00		

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, Swing 8hrs Shift
11. Give another Schedule No: 120
12. The time for Team A, Swing 8hrs Shift will start at 3pm and done at 11pm
13. Submit the Schedule.

Add Schedule

Schedule No. * 120 Description 8 Plus 12 Shift Schedule | 24/7 Shift Coverage (Swing 8-hrs Shift) Schedule Type Daily

Clocking Schedule Range General Rounding Break Overtime

Weekday	Day Type	Start					End		Edit
		15.00					23.00		

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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14. Repeat the steps for Team A, Night 12hrs Shift
15. Give another Schedule No: 121
16. The time for Team A, Night 12hrs Shift will start at 7pm and done at 7am
17. Submit the Schedule.

18. Repeat the steps for Team A, Night 8hrs Shift
19. Give another Schedule No: 122
20. The time for Team A, Night 8hrs Shift will start at 11pm and done at 7am
21. Submit the Schedule.

Step 4: Now that the clocking schedules for 8 Plus 12 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** the new 8 Plus 12 Shift Schedule of Team A to a new Group Duty Roster

Step 5: 1. Fill up **Group No** – Put any number for example 118.

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:

Team A : Day 8hrs, Day 8hrs, Day 8hrs, Day 8hrs, Day 8hrs, Day 12hrs, Day 12hrs, rest, rest, rest, Night 8hrs, Night 8hrs, Night 12hrs, Night 12hrs, Night 8hrs, Night 8hrs, Night 8hrs, rest, rest, rest, Swing 8hrs, Swing 8hrs, Swing 8hrs, Swing 8hrs, Swing 8hrs, rest, rest

Team B : Rest, rest, rest, Night 8hrs, Night 8hrs, Night 12hrs, Night 12hrs, Night 8hrs, Night 8hrs, Night 8hrs, rest, rest, rest, rest, Swing 8hrs, Swing 8hrs, Swing 8hrs, Swing 8hrs, Swing 8hrs, rest, rest, Day 8hrs, Day 8hrs, Day 8hrs, Day 8hrs, Day 8hrs, Day 12hrs, Day 12hrs

Team C : Night 8hrs, Night 8hrs, Night 8hrs, rest, rest, rest, rest, Swing 8hrs, Swing 8hrs, Swing 8hrs, Swing 8hrs, Swing 8hrs, rest, rest, Day 8hrs, Day 8hrs, Day 8hrs, Day 8hrs, Day 8hrs, Day 12hrs, Day 12hrs, rest, rest, rest, Night 8hrs, Night 8hrs, Night 12hrs, Night 12hrs

Team D : Swing 8hrs, Swing 8hrs, Swing 8hrs, Swing 8hrs, Swing 8hrs, rest, rest, Day 8hrs, Day 8hrs, Day 8hrs, Day 8hrs, Day 12hrs, Day 12hrs, rest, rest, rest, Night 8hrs, Night 8hrs, Night 12hrs, Night 12hrs, Night 8hrs, Night 8hrs, Night 8hrs, rest, rest, rest, rest

No.	Day Type	Shift 1
1	Workday	119
2	Workday	119
3	Workday	119
4	Workday	119
5	Workday	119
6	Workday	118
7	Workday	118
8	Restday	
9	Restday	

Effective Date: 01/01/2015
Possible schedules:

- 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. * 118 Description 8 Plus 12 Shift Schedule | 24/7 Shift Coverage Group Type Shift

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	119	119	119	119	118	118					124	124	121	121	124	124	124			120	120	120	120					119	119	119	
February	119	119	118	118			124	124	121	121	124	124	124						120	120	120	120				119	119	119			
March	119	119	118	118			124	124	121	121	124	124	124						120	120	120	120					119	119	119	118	
April	118				124	124	121	121	124	124	124								120	120	120	120				119	119	119	119	118	
May				124	124	121	121	124	124	124									120	120	120	120				119	119	119	119	118	
June	124	121	121	124	124						120	120	120	120					119	119	119	119	118	118				124	124	121	
July	121	124	124	124							120	120	120	120					119	119	119	119	118	118				124	124	121	
August	124					120	120	120	120					119	119	119	119	118	118					124	124	121	121	124	124		
September				120	120	120	120							119	119	119	119	118	118					124	124	121	121	124	124		
October	120	120	120	120							119	119	119	119	118	118								124	124	121	121	124	124		
November	120	120									119	119	119	119	118	118								124	124	121	121	124	124		
December											119	119	119	119	118	118								124	124	121	121	124	124		

Important: * is a required field

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Team B Duty Roster

Edit

Group No. * 118 Description 8 Plus 12 Shift Schedule | 24/7 Shift Coverage Group Type Shift

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					124	124	121	121	124	124									120	120	120	120				119	119	119	119	118	
February	124	124	121	121	124	124													120	120	120	120				119	119	119	119	118	
March	124	124	121	121	124	124													120	120	120	120				119	119	119	119	118	
April	121	124	124	124															120	120	120	120				119	119	119	119	118	
May	124	124																	120	120	120	120				119	119	119	119	118	
June						120	120	120	120										119	119	119	119	118	118				124	124	121	
July	120	120	120	120															124	124	121	121	124	124							
August	120	120	120	120															124	124	121	121	124	124							
September						119	119	119	119	118	118								124	124	121	121	124	124							
October	119	119	119	119	118	118													124	124	121	121	124	124							
November	119	119	118	118															124	124	121	121	124	124							
December	118	118																	124	124	121	121	124	124							

Important: * is a required field

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Team C Duty Roster

Edit

Group No. * 118 Description 8 Plus 12 Shift Schedule | 24/7 Shift Coverage Group Type Shift

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	124	124	124																120	120	120	120				124	124	121	121	124	124
February	120	120	120	120															124	124	121	121	124	124							
March	120	120	120	120															124	124	121	121	124	124							
April	120	120	120	120															124	124	121	121	124	124							
May	120	120	120	120															124	124	121	121	124	124							
June	120																		124	124	121	121	124	124							
July	119	119	119	119	119	118	118												124	124	121	121	124	124							
August	119	119	118	118															124	124	121	121	124	124							
September	118	118																	124	124	121	121	124	124							
October																			124	124	121	121	124	124							
November	124	124	121	121	124	124													120	120	120	120									
December	121	121	124	124															124	124	121	121	124	124							

Important: * is a required field

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Team D Duty Roster

Edit

Group No. * 118 Description 8 Plus 12 Shift Schedule | 24/7 Shift Coverage Group Type Shift

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	120	120	120	120															124	124	121	121	124	124							
February	120	120																	124	124	121	121	124	124							
March	120	120																	124	124	121	121	124	124							
April	119	119	119	119	119	118	118												124	124	121	121	124	124							
May	119	119	119	119	119	118	118												124	124	121	121	124	124							
June	119	119	118	118															124	124	121	121	124	124							
July	118																		124	124	121	121	124	124							
August	124	124	121	121	124	124													120	120	120	120									
September	121	121	124	124															124	124	121	121	124	124							
October	124	124	121	121	124	124													120	120	120	120									
November																			124	124	121	121	124	124							
December	120	120	120	120															124	124	121	121	124	124							

Important: * is a required field

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Staff gets 2 weekends off every month and 4 days off after consecutive night shifts.