

Dupont Shift Schedule

PROCESS

Step 1: Select Clocking Schedule under the Schedule tab.

DESCRIPTION

This rotating shift pattern uses 4 teams and two 12-hour shifts to provide 24/7 coverage.

OBJECTIVE

TTo cover round the clock operation and it is used in several manufacturing industries and police departments.

RULES

- Requires 4 teams
- 4-week cycle where each team works 4 consecutive night shifts, followed by 3 days off duty, works 3 consecutive day shifts, followed by 1 day off duty, works 3 consecutive night shifts, followed by 3 days off duty, work 4 consecutive day shift, then have 7 consecutive days off duty
 - Personnel works an average 42 hours per week.

Home	Company	Schedule	User	Device	At	tend	ance	Report	Library	Sı
User	Duty Planner	Leave & Ho	oliday							
[Freeh.		Clocking S	chedule			Lis/	le e e du			V
Each	employee has hi	Assign Use	ers to Du	ty Roster		nis/	ner du	ty on spec	cific dates.	You c
	User ID	Customise	Individua	al Duty Ros	ter		В	ranch	Dep	oartmo
5							All	•	All	

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

ome	Company	/ Schedule	User	Device	Attendance	Report	Library	Support												
lockin	g Schedule																			
clockin	e este date t																			
Louis	g schedule is	s used as a calcula	tor that ha	is rules that	can be set up a	nd the softw	are will look	at these rule	s when calcu	lculating c	locking a	tivities	Managin	g Clockir	ng Scheo	ules is cr	ucial in t	inding th	he	Ad
alance i	in business d	s used as a calcula lemands and comp	tor that ha any's work	is rules that force resour	can be set up a ces. To achieve	nd the softw efficiency, clo	are will look cking schedu	at these rule ules need to t	s when calc. e adjusted f	lculating c d time and	locking a I again. Ec	tivities lit deta	Managir Is of you	g Clockir compan	ng Scheo y's clock	ules is cr ing sche	ucial in t lules in t	inding th his tab.	he	Ad
lance i	No.	s used as a calcula lemands and comp Schedule No.	tor that ha any's work	is rules that force resour	can be set up a ces. To achieve	nd the softw efficiency, clo	are will look cking schedu	at these rule ules need to t Descrip	s when calci ie adjusted t tion	lculating c d time and	locking a Lagain. Ec	tivities lit deta	Managir Is of you	g Clockir compan	ig Schec y's clock	ules is cr ing sche	ucial in f lules in Sc	inding th his tab. hedule T	he ype	Ad Edit
lance i	No.	s used as a calcula lemands and comp Schedule No.	tor that ha any's work	is rules that force resour	can be set up a ces. To achieve	nd the softw efficiency, clo	are will look cking schedu	at these rule Jles need to t Descrip	s when calco he adjusted of	lculating c d time and	locking a 1 again. Eu	tivities lit deta	Managir Is of you	g Clockir compan	ng Schec y's clock	ules is cr	ucial in f lules in Sc All	inding th his tab. hedule T	ype •	Ad Edit

You will see:

dule No.			Descrip	Duon							_			Schee	ule Type	меекіу
ocking Schedule	Range	General		Round	ding		Break		Overt	time						
Weekday	Day Type													1		Edit
Monday	Workday									1						10
uesday	Workday															10
Vednesday	Workday															10
Thursday	Workday															10
riday	Workday															10
Saturday	Restday															10
Sunday	Restday															10
Round to nearest min	nutes							-	-1			ř-				
tounding								_					-			-
educt late in time or	early-out time from work												_			_
ime if more than (mir	nutes)							_	_			L				
Break time duration for minutes	or flexi-break range in															
Deduct actual break t	time form work time															

Step 3: 1. Fill up the Schedule No for example 401

- 2. Describe the schedule: DuPont Shift Schedule Day 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.

Clocking Schedule	Range General Rounding Day Type Start Image: Constraint of the start of the s	General		Rou	nding		Break			Over	ime							
Weekday	Day Type	Start						Lunc	h					End				1
		07:00						12:3	10 1	3:30				19:0	0			1
Round to nearest min	nutes																	
Rounding	Range General Ro Day Type Start]		
Deduct late-in time or time if more than (min	r early-out time from work nutes)	Range General vy Type Start 07:00]
Break time duration f minutes	or flexi-break range in																	
Deduct actual break	time form work time																	

- 6. Repeat the steps for Night Shift
- 7. Give another Schedule No: 402
- 8. The time for Night Shift will start at 7pm and done at 7am
- 9. Submit the Schedule.

locking Schedule	Range	General	Rounding	Break	0vert	time		
Weekday	Day Type	Start			Dinner		End	Edit
		19:00			08:30 09:30		07:00	10
Round to nearest mir	nutes							
Rounding								
Deduct late-in time o ime if more than (mi	r early-out time from work nutes)							
Break time duration f	or flexi-break range in							
Deduct actual break	time form work time							

Step 4: Now that the clocking schedules for DuPont 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	any	Schedule	User	Device	At	tendance	Report	Librar
Clockin	ig Sche	dule	Leave & H	oliday					
A clockiu	an ccho	dulo io	Clocking S	c hedule			hat can be	cot up and	the cof
Schedul	es is cri	ucial in	Assign Use	ers to Dut	y Roster		ands and c	ompany's w	vorkforce
again. E	dit deta	ils of	Customise	Individua	I Duty Ros	ter	this tab.		
	No.	Sch	edule No.						
٩									

Duty Grou	up							
up No. *			Descriptio	n		_		Group Type Weekly
2015			Overtime Only Aft	er /	 Daily 	/ Totals 🗌 Auto Calc	OT 7th Day OT	
2015	,,							
	Ja	nuary	1 2 3	4 5 6 7 8	9 10 11 12 15	14 15 16 17 18 19	20 21 22 25 24 25	26 21 28 29 5
	Fel	iruary arch						
	,	pril Aav						
	j	une						
	A	gust						
	Sep Oc	ember tober						
	Nov	ember ember						
ortant: * is	is a required field							
Auto	Reset				Ø	Video Guide	Guide Me	Submit C
ר 5 [.]	1 Fill un G	r oun No — Put	anv numher	for example	<u>401</u>			
	2. Describe	the Duty Group			101.			
	3. Select Gr	oup Type: Shift						
	A Splact A.	ito and the Aut	o Schodulo /	Societant wil	بد تدمممد ا	s helow		
	4. Select AL		o schedule P	15515tdHt Wil	i appear a		(a a	
	5. Select the	e Day Type and i	its correspon	ding Shift. I	t has to fol	low this patt	ern of 28 days	
	Team A ·	Niaht Niaht Ni	iaht Niaht r	est rest res	t Dav Dav	Dav		
	icumit.	rest Night Nig	ht Niaht rea	st rest rest	Dav Dav [)av		
		Day, rest, rest, r	est, rest, rest	, rest, rest	<i>bu), bu), t</i>	,u),		
	T D		- NP 1 - NP					
	Ieam B :	Day, Day, Day, r	est, Night, N	ight, Night,	rest, rest, re	est,		
		Day, Day, Day, L	Jay, rest, rest	, rest, rest, r	est, rest, re	st,		
		NIGNT, NIGNT, NI	ignt, Nignt, r	est, rest, res	Ι			
	Team (·	Rest rest rest I	Dav Dav Dav	/ Dav rest r	ect rect re	oct		
	icume .	rest rest rest \	Viaht Niaht	Niaht Niah	t rest rest	rest		
		Dav. Dav. Dav. r	est. Niaht. Ni	iaht. Niaht	(, iC3(, iC3(, 1030,		
		buy, buy, buy, h	cst, mgnt, m	igni, nigni				
	Team D :	Rest, rest, rest, ı	rest, rest, res	t, rest, Night	, Night, Ni	aht, Night,		
		rest, rest, rest, [Day, Day, Day	, rest, Night	, Night, Nig	ght,		
		rest, rest, rest, D)ay, Day, Day	, Day,	5			
	Auto Schedu	ıle Assistant					×	
		No.	Da	ау Туре		Shift 1		
		1	Workday	•	402	•	*	
		2	Workday	•	402	-		
		3	Workday	•	402	-		
		4	Workday	•	402	•		
		5	Restday	•		•		
			Restday	•		•		
		0		•		•		
		7	Restday					
		0 7 8	Restday Workday	•	401	•		
		5 7 8 9	Restday Workday Workday	-	401 401	•	•	
	Effective Da	6 7 8 9	Restday Workday Workdav 01/01/20	• • 15 •	401 401	• •	•	
	Effective Dat Possible sch	o 7 8 9 te edules	Restday Workday Workdav 01/01/20	• • 15 •	401 401	•	•	
	Effective Da Possible sch	o 7 8 9 te edules	Restday Workday 01/01/20	• • 15 •	401 401	• •	•	
	Effective Da	edules	Restday Workday 01/01/20	• • 15 •	401 401	Apply_	▼	

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

			0										-		Dail	Tet	ale 🗆	1		Cale	OT	1	74.14	0	OT	1 0	· · · ·	Jpc -		
			00	rtin	ne u	ily Ar	ter						-		Dali	y iou	dis		4010	carc	UIT		rui	Day	UIT	SI	ITCS/	Day	1	
2015																					Sh	hift 1			Sł	nift 2			Sh	ift 3
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
January	402	402	402	402				401	401	401		402	402	402				401	401	401	401								402	402
February	402				401	401	401		402	402	402				401	401	401	401								402	402	402		
March	402				401	401	401		402	402	402				401	401	401	401								402	402	402	402	
April		401	401	401		402	402	402				401	401	401	401								402	402	402	402				401
May	401	401		402	402	402				401	401	401	401								402	402	402	402				401	401	401
June	402	402	402				401	401	401	401								402	402	402	402				401	401	401		402	402
July	402				401	401	401	401								402	402	402	402				401	401	401		402	402	402	
August		401	401	401	401								402	402	402	402				401	401	401		402	402	402				401
September	401	401								402	402	402	402				401	401	401		402	402	402				401	401	401	401
October								402	402	402	402				401	401	401		402	402	402				401	401	401	401		
November					402	402	402	402				401	401	401		402	402	402				401	401	401	401					
December			402	402	402	402				401	401	401		402	402	402				401	401	401	401							

Team B Duty Roster

oup No. * 401					Des	cript	ion	DuPo	nt Sh	nift S	ched	ule	24/7	Shif	t Cov	erag	e										Gro	vpe	Shift	
			0v	ertin	ne Or	ily Af	ter			-			•		Daily	Tota	als	1	Auto	Calc	OT]	7th	Day	OT	Sh	ifts/l	Day	1	
2015																				5	Sł	hift 1			Sh	hift 2			Shi	ft 3
Month	1	z	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
January	401	401	401		402	402	402				401	401	401	401								402	402	402	402				401	401
February		402	402	402				401	401	401	401								402	402	402	402				401	401	401		
March		402	402	402				401	401	401	401								402	402	402	402				401	401	401		402
April	402				401	401	401	401								402	402	402	402				401	401	401		402	402	402	
May			401	401	401	401								402	402	402	402				401	401	401		402	402	402			
June	401	401	401								402	402	402	402				401	401	401		402	402	402				401	401	401
July	401								402	402	402	402				401	401	401		402	402	402				401	401	401	401	
August						402	402	402	402				401	401	401		402	402	402				401	401	401	401				
September			402	402	402	402				401	401	401		402	402	402				401	401	401	401							
October	402	402	402	402				401	401	401		402	402	402				401	401	401	401								402	402
November	402				401	401	401		402	402	402				401	401	401	401								402	402	402	402	
December			401	401	401		402	402	402				401	401	401	401								402	402	402	402			
December			401	401	401		402	402	402				401	401	401	401								402	402	402	402			

Team C Duty Roster

			Ov	ertim	ne On	ly Af	ter)				•		Daily	Tota	ls 🗌	A	uto C	alc 01		7t	h Day	OT	St	ifts/	Day	1		
2015																					Shif	1		S	hift 2			Sh	ift 3	
Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20 2	1 2	2 23	24	25	26	27	28	29	30	
January				401	401	401	401								402	402	402	402			4	01 40	1 40		402	402	402			ſ
February	401	401	401	401								402	102	402	402				401 ·	101 4	01	40	2 403	2 402						
March	401	401	401	401								402	\$02	402	402				401	101 4	01	40	2 403	402				401	401	-
April	401								402	402	402	402				401	401	401		02 4	02 4	2			401	401	401	401		
May							402	402	402	402				401	401	401		402 4	102	102			40	401	401	401				ſ
June				402	402	402	402				401	401	401		402	402	402			4	01 4	01 40	1 40							
July		402	402	402	402				401	401	401		402	402	402				401 -	101 4	01 4	01							402	4
August	402	402				401	401	401		402	402	402				401	401	401	401							402	402	402	402	
September			401	401	401		402	402	402				401	401	401	401							403	2 402	402	402				
October	401	401	401		402	402	402				401	401	401	401							4	40	2 403	402				401	401	4
November		402	402	402				401	401	401	401								102	02 4	02 4	2			401	401	401		402	
December	402	402				401	401	401	401								402	402 4	102	102			40	401	401		402	402	402	
portant: * is a required field																														
Auto Drava															0	Vid		Suide		1	R	Guid	o M			Sub	mit		Can	

																								-		07			ipe -			
				01	ertin	ne Or	ily Af	ter						•		Daily	y lot	als	A	uto	Laic	011		/th	Day	01	Shi	fts/l	ay			
2015																						Sh	hift 1			Sh	ift 2			Shi	it 3	
	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	
	January								402	402	402	402				401	401	401		402	402	402				401	401	401	401			Ē
	February					402	402	402	402				401	401	401		402	402	402				401	401	401	401						
	March					402	402	402	402				401	401	401		402	402	402				401	401	401	401						
	April		402	402	402	402				401	401	401		402	402	402				401	401	401	401								402	
	May	402	402	402				401	401	401		402	402	402				401	401	401	401								402	402	402	4
	June				401	401	401		402	402	402				401	401	401	401								402	402	402	402			
	July		401	401	401		402	402	402				401	401	401	401								402	402	402	402				401	4
	August	401		402	402	402				401	401	401	401								402	402	402	402				401	401	401		4
	September	402	402				401	401	401	401								402	402	402	402				401	401	401		402	402	402	
	October				401	401	401	401								402	402	402	402				401	401	401		402	402	402			
	November	401	401	401	401								402	402	402	402				401	401	401		402	402	402				401	401	
	December	401	401								402	402	402	402				401	401	401		402	402	402				401	401	401	401	

Shift start and end times can be set to increase coverage during daily peak periods.The day of the week when all employees are schedule to work can be set when auto-generating employee's work schedules.