



# Dupont Shift Schedule

## DESCRIPTION

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

## OBJECTIVE

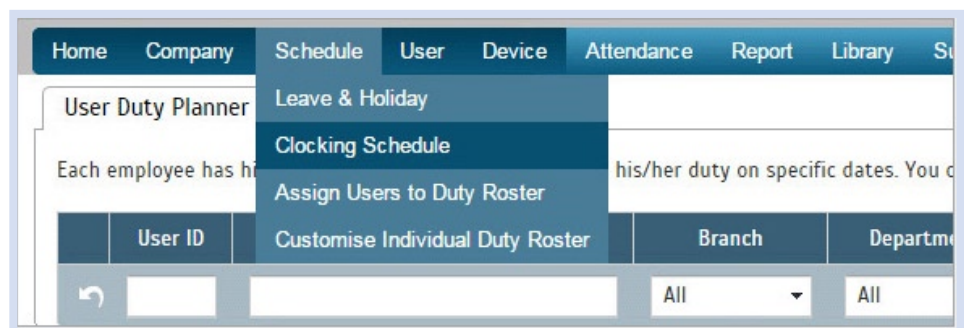
To cover round the clock operation and it is used in several manufacturing industries and police departments.

## RULES

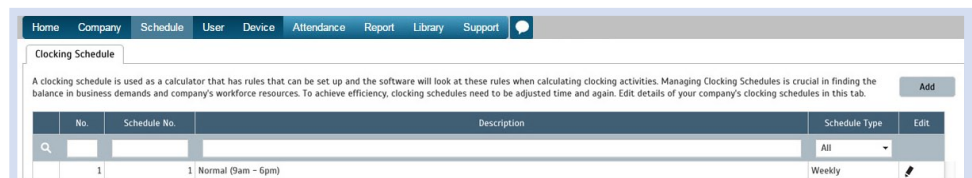
- Requires 4 teams
- 4-week cycle where each team works 4 consecutive night shifts, followed by 3 days off duty, works 3 consecutive day shifts, followed by 1 day off duty, works 3 consecutive night shifts, followed by 3 days off duty, work 4 consecutive day shift, then have 7 consecutive days off duty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

## PROCESS

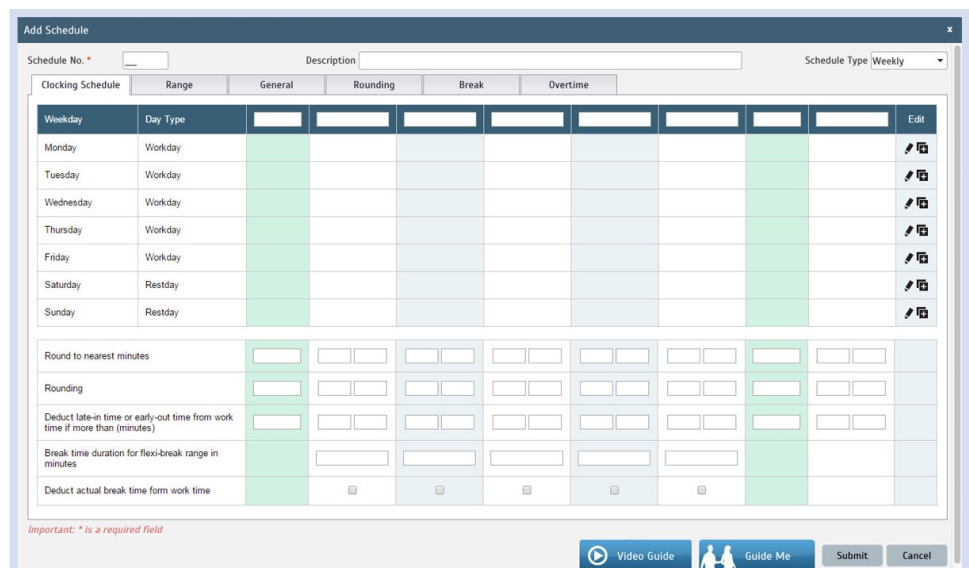
Step 1: Select **Clocking Schedule** under the Schedule tab.



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 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.

**Edit**

Schedule No. \* 401 Description DuPont Shift Schedule | 24/7 Shift Coverage (Day) Schedule Type Daily

Clocking Schedule Range General Rounding Break Overtime

Weekday	Day Type	Start	Lunch	End	Edit
		07:00	12:30 13:30	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*

Video Guide Guide Me Submit Cancel

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.

**Edit**

Schedule No. \* 402 Description DuPont Shift Schedule | 24/7 Shift Coverage (night) Schedule Type Daily

Clocking Schedule Range General Rounding Break Overtime

Weekday	Day Type	Start	Dinner	End	Edit
		19:00	08:30 09:30	07:00	

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*

Video Guide Guide Me Submit Cancel

**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 Company **Schedule** User Device Attendance Report Libran

Clocking Schedule

A clocking schedule is... Schedules is crucial in... again. Edit details of... that can be set up and the sof... ands and company's workforce... this tab.

Assign Users to Duty Roster

No.	Schedule No.

Click button **Add** to add the new DuPont Shift Schedule to a new Group Duty Roster

- Step 5:**
1. Fill up **Group No** – Put any number for example 401.
  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** : Night, Night, Night, Night, rest, rest, rest, Day, Day, Day,  
rest, Night, Night, Night, rest, rest, rest, Day, Day, Day,  
Day, rest, rest, rest, rest, rest, rest, rest

**Team B** : Day, Day, Day, rest, Night, Night, Night, rest, rest, rest,  
Day, Day, Day, Day, rest, rest, rest, rest, rest, rest, rest,  
Night, Night, Night, Night, rest, rest, rest

**Team C** : Rest, rest, rest, Day, Day, Day, Day, rest, rest, rest, rest,  
rest, rest, rest, Night, Night, Night, Night, rest, rest, rest,  
Day, Day, Day, rest, Night, Night, Night

**Team D** : Rest, rest, rest, rest, rest, rest, rest, Night, Night, Night, Night,  
rest, rest, rest, Day, Day, Day, rest, Night, Night, Night,  
rest, rest, rest, Day, Day, Day, Day,

No.	Day Type	Shift 1
1	Workday	402
2	Workday	402
3	Workday	402
4	Workday	402
5	Restday	
6	Restday	
7	Restday	
8	Workday	401
9	Workday	401

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

Important: \* is a required field

### Team B Duty Roster

Important: \* is a required field

### Team C Duty Roster

Important: \* is a required field

### Team D Duty Roster

Important: \* is a required field

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.