



# Kelly Shift Schedule

## DESCRIPTION

It consists of a 9-day cycle where each team works one 24-hour shift, followed by 24 hours off duty, works another 24-hour shift, followed by 24 hours off duty, then works a final 24-hour shift, followed by 4 consecutive days off duty.

## OBJECTIVE

This schedule uses three teams and three shifts to provide 24/7 coverage popular with fire departments and emergency services agencies.

## RULES

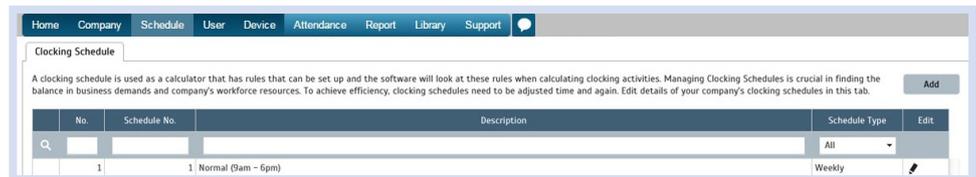
- Cyclical 9 days
- Work 24-hour shift > 24 hours off duty > work 24-hour shift > 24 hours off duty > work a final 24-hour shift > 4 consecutive days off duty
- Average hours per week is 56
- This plan requires living quarters for the employees to work and sleep during each 24-hr shift.

## PROCESS

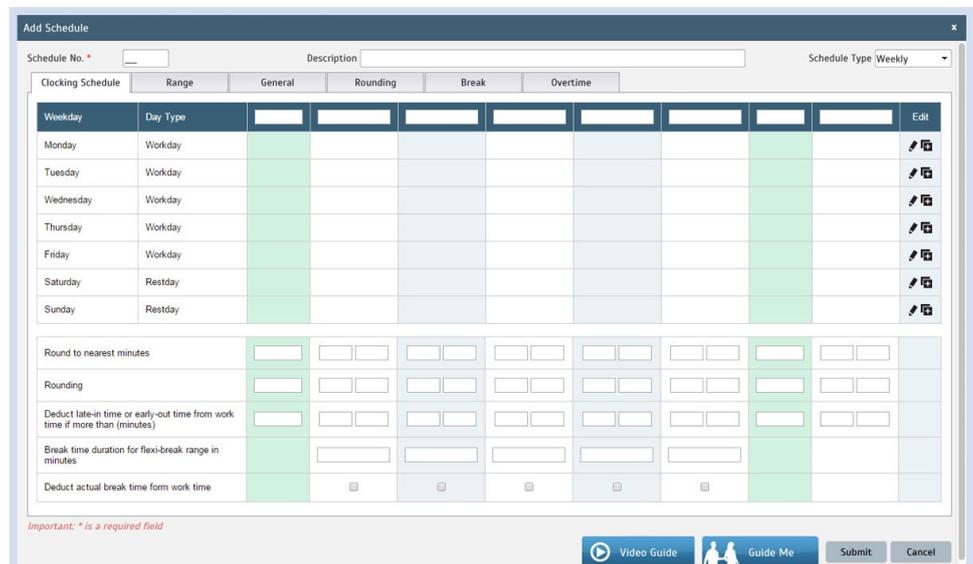
Step 1: Select **Clocking Schedule** under the Schedule tab.



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 33
  2. Describe the schedule: Kelly Shift Schedule
  3. Select Schedule Type: **Daily**
  4. Set the time: Start at 12am and end at 12am – 24 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.

**Step 4:** Now that the clocking schedules for Kelly 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 Kelly Shift Schedule to a new Group Duty Roster

- Step 5:**
1. Fill up **Group No** – Put any number for example 33.
  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 9 days :

**Team A** : Work, rest, rest, rest, rest, work, rest, work, rest

**Team B** : Rest, work, rest, work, rest, rest, rest, rest, work

**Team C** : Rest, rest, work, rest, work, rest, work, rest, rest

No.	Day Type	Shift 1
1	Workday	33
2	Restday	
3	Restday	
4	Restday	
5	Restday	
6	Workday	33
7	Restday	
8	Workday	33
9	Restday	

Effective Date: 01/01/2015  
Possible schedules:

Apply Cancel

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**

Group No. \* 33\_ Description Kelly Shift Schedule - Team A Group Shift 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	33																														
February	33																														
March	33																														
April	33																														
May																															
June	33																														
July																															
August	33																														
September	33																														
October																															
November	33																														
December																															

Important: \* is a required field

Auto Reset Video Guide Guide Me Submit Cancel

## Team B Duty Roster

Add Duty Group
x

Group No. \*  Description  Group Type

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

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		SS	SS							SS																					
February																															
March																															
April																															
May																															
June																															
July																															
August																															
September																															
October																															
November																															
December																															

Important: \* is a required field

## Team C Duty Roster

Add Duty Group
x

Group No. \*  Description  Group Type

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

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																															
February																															
March																															
April																															
May																															
June																															
July																															
August																															
September																															
October																															
November																															
December																															

Important: \* is a required field