

Kelly Shift Schedule

PROCESS

Step 1: Select Clocking Schedule under the Schedule tab.

Home Co	ompany	Schedule	User	Device	At	tend	ance	Report	t	Library	Sı
User Duty	Planner	Leave & Ho	oliday								
[Frank second		Clocking S	chedule			L.	/h				
Each employ	ee nas ni	Assign Use	ers to Dut	ty Roster		nis/	ner du	ity on sp	ecific	dates.	rouc
Use	er ID	Customise	Individua	al Duty Ros	ter		B	ranch		Depa	artme
5							All		•	All	

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

lome	Company	Schedule	User	Device	Attendance	Report	Library	Support												
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Lockin	ig scriedule is	used as a calcula	tor that ha	as rules that	can be set up ar	nd the softwa	are will look	at these rules wi	when calculate	lating clo	ocking ac	tivities.	Aanaging	Clocking	Schedu	les is cri	cial in findi	ng the		Ad
lance	in business de	mands and comp	tor that ha any's work	as rules that force resour	can be set up ar rces. To achieve e	nd the softw fficiency, clo	are will look cking schedu	at these rules wi iles need to be a	when calcul adjusted tir	ilating clo ime and a	ocking ac again. Ed	tivities. t detail:	danaging of your o	Clocking company	Schedu s clocki	les is cri ng sched	icial in findi ules in this	ng the tab.	1	Ad
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You will see:

dule No.*	_		Descrip	otion										1	Schedu	le Type V	/eekly	
ocking Schedule	Range	General		Rou	unding	3	Break	1	Overt	time								
Veekday	Day Type																	Edit
londay	Workday																1	10
uesday	Workday																	/ 10
Vednesday	Workday																1	10
nursday	Workday																	1
iday	Workday																	10
aturday	Restday																	1
unday	Restday																	/ 10
ound to nearest m	inutes																	
ounding																		
educt late-in time me if more than (n	or early-out time from work inutes)																	
reak time duration inutes	for flexi-break range in																	
educt actual break	time form work time																	

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.

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.

Range General Rounding Break Overtime Weekday Day Type Sant	edule No. * 33_			Description Kelly	Shift Schedule					Schedule Type	aily
Weekday Day Type Start Common	locking Schedule	Range	General	Round	ing B	ireak	Overtime				
0000 0000	Weekday	Day Type	Start						End		Edit
sund to nerest minutes			00:00						00:00		1
sunding Image: Imag	ound to nearest minutes								_		
vedect lates i time or explosed time for work time if and an	counding		-	• •			•	• • •	-		
reak time duration for flexi-break range in minutes Image: Comparison of flexi-break range in minutes Image: Comparison range in minutes Image: Compar	educt late-in time or early nore than (minutes)	-out time from work time if									
reduct actual break time from work time	reak time duration for flex	ii-break range in minutes									
	educt actual break time fr	om work time									

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.

Home Comp	any	Schedule	User	Device	Atte	endance	Report	Librar
Clocking Sche	dule	Leave & Ho	oliday					
A clocking scho	dulo is	Clocking So	hedule			at can be	cot up and	the cof
Schedules is cru	icial ir	Assign Use	rs to Dut	y Roster	a	nds and c	ompany's w	orkforce
again. Edit deta	ils of	Customise	Individua	I Duty Ros	ter ^t	his tab.		
No.	Sch	edule No.						
۹ 🗌								

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

Add Duty Group	
Group No. *	Description Group Weekly . Overtime Only After : / Daily Totals Auto Calc OT 7th Day OT
2015	
Month	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 9 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	
Auto Reset	Video Guide Guide Me Submit Cancel

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, work, rest, work, rest
- Team B : Rest, work, rest, work, rest, rest, rest, work
- Team C : Rest, rest, work, rest, work, rest, work, rest, rest

No.	Day Type	Shift	1
1	Workday 👻	33 👻	<u>^</u>
2	Restday 👻	-	
3	Restday 🝷	-	
4	Restday 🝷	-	
5	Restday 👻	-	
б	Workday 👻	33 👻	
7	Restday 👻	-	
8	Workday 👻	33 👻	
9	Restdav 👻		Ψ.
fective Date	01/01/2015 -	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

35	Quartima	Only	Afte	r Kell	y SII		neu	ule -	Tear		D	aily 1	Totals	—	Aut		c OT		71	Day	OT		T _i	pe 2	inc
2015	overtime	Unity	Arce									uny	100013		Aut			Shift	1		S	hift 2	2	ay I	Shift 3
Month	1	z	3	4 5	6	7	8	9	10	u	12 1	13 1	4 15	16	17	18	19	20 Z	1 22	23	24	25	26 Z	7 28	29 30
January	33				33		33		33				33		33		33				33		33	33	
February		33		53	33					33	3	53	33					53	33		33				
March	33		33	33					33		33	3	53				33	3	5	33				33	33
April	33				33		33		33				33		33		33				33		33	33	
May			33	33		33					33	3	53	33				3	5	33		33			33
June	33		33				33		33		33				33		33	3	5				33	33	33
July				33		33		33				3	53	33		33				33		33	3	5	
August	33		33	33					33		33	3	53				33	3	5	33				33	33
September	33				33		33		33				33		33		33				33		33	33	
October			33	33		33					33	3	53	33				3	5	33		33			33
November	33		33				33		33		33				33		33	3	5				33	33	33
December				33		33		33				1	53	33		33				33		33	3	5	

Team B Duty Roster

		Overti	me (Only	Aft	er						•		Daily	y Tot	als	A	uto (alc O	T		7th	Day O	T	Shif	ts/D	ay 1		
2015																				Shi	ift 1		1	Sh	ift 2			Shif	ft 3
	Month		1	2	3	4	5	6	7	8 9	1	0 11	12	13	14	15	16 1	7 18	19	20	21	22	23 2	4 2	25 26	5 21	28	29	30
	January			33		33				33	5	33		33				33		33		33				33		33	
	February						33		33	33	5				33		33	33					33	3	33	33			
	March					33		33	1	53				33		33	3	3				33	1	33	33				
	April			33		33				33	5	33		33				33		33		33				33		33	
	May		33					33	3	53	3	3				33	3	3	33				3	3	33		33		
	June			33		33		33				33		33		33				33		33	3	3				33	
	July	1	33		33				1	53	3	3	33				3	3	33		33				33		33		33
	August					33		33	1	53				33		33	3	3				33	3	33	33				
	September			33		33				33	5	33		33				33		33		33				33		33	
	October	1	33					33	3	53	3	3				33	3	3	33				3	3	33		33		
	November			33		33		33				33		33		33				33		33	1	33				33	
	December		33		33				3	53	3	3	33				3	3	33		33				33		33		33

Team C Duty Roster

		Overtime	Only	y Aft	er		1					Dai	ly To	tals		Auto	Calc	OT		7th	Day	OT	Shi	fts/Da	ay 1		
2015																	5	s	hift 1			SI	nift 2			Shift	3
	Month	1	2	3	4 5	6	7	8	9	10 1	1 1	2 13	14	15	16	17 1	8 1	9 2	0 21	22	23	24	25 2	6 27	28	29	30
	January			33	33		33				3	3	33		33				33		33		33				33
	February	33		33				33		33	3	3				33	3	5	33				3	3	33		
	March		33				33		33	3	3				33	3	33	3	5				33	33		33	
	April			33	33		33				3	3	33		33				33		33		33				33
	May		33		33				33	3	3	33				3	33	3	5	33				33		33	
	June				33		33		33				33		33	3	53				33		33	33			
	July		33		33	33	5			3	3	33		33				3	5	33		33				33	
	August		33				33		33	3	3				33	3	53	3	5				33	33		33	
	September			33	33		33				3	3	33		33				33		33		33				33
	October		33		33				33	3	3	33				1	33	33	5	33				33		33	
	November				33		33		33				33		33	1	3				33		33	33			
	December		33		33	33	5			3	3	33		33				3	5	33		33				33	