



Pitman Shift Schedule

DESCRIPTION

Schedule of 4 teams and two 12-hr shifts to provide 24/7 coverage

OBJECTIVE

Very popular with police departments, law enforcement agencies, emergency medical services, EMS call centers and dispatchers to achieve 24/7 and providing better work life balance at the same time.

RULES

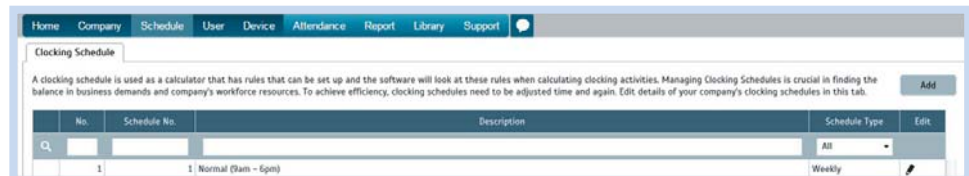
- 14 days cycle where each team works 2 consecutive shifts, followed by 2 days off duty, works 3 consecutive shifts, followed by 2 days off duty, works 2 consecutive shifts, followed by 3 days off duty.
- Two teams are assigned day shifts while the other two are assigned night shifts.
- On any given day, one team is on the day shift, one team is on the night shift, and two teams are off duty.
- Personnel are assigned to either day or night shifts for the 2-week cycle and work an average 42 hours per week

PROCESS

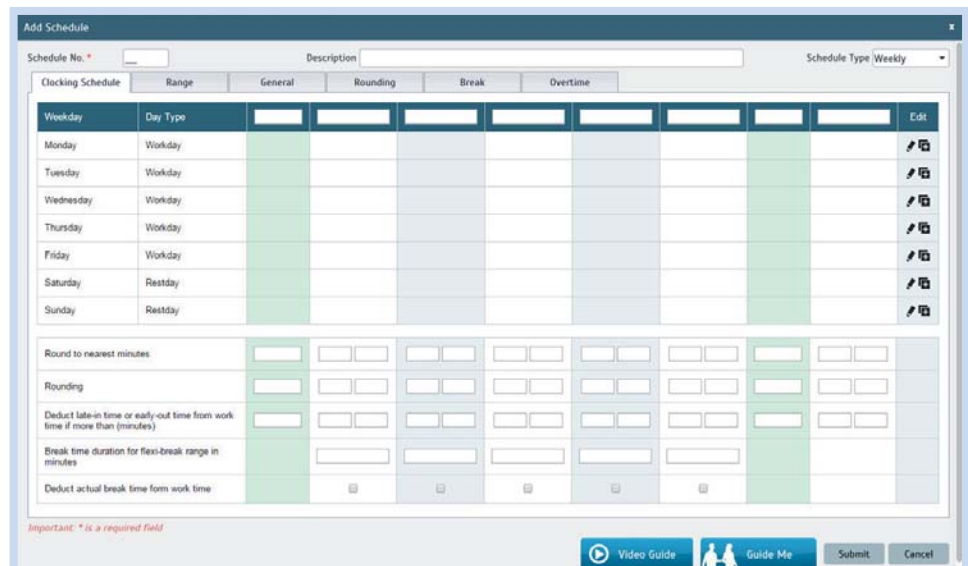
Step 1: Select **Clocking Schedule** under the Schedule tab.



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 110
 2. Describe the schedule: Pitman Shift Schedule for Team A - Day
 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.

6. Repeat the steps for Team B – Night
7. Give another Schedule No: 111
8. The time for Team A 8 hours will start at 7pm and done at 7am
9. Submit the Schedule.

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

- Step 5:**
1. Fill up **Group No** – Put any number for example 110.
 2. Describe the Duty Group
 3. Select Group Type: **Shift**
 4. Shifts/Day: 2
 5. Select the Day Type and its corresponding Shift. It has to follow this pattern of 14 days:
- Team A:** Day, Day, rest, rest, Day, Day, Day,
rest, rest, Day, Day, rest, rest, rest
- Team B:** Night, Night, rest, rest, Night, Night, Night,
rest, rest, Night, Night, rest, rest, rest
- Team C:** Rest, rest, Day, Day, rest, rest, rest,
Day, Day, rest, rest, Day, Day, Day
- Team D:** Rest, rest, Night, Night, rest, rest, rest,
Night, Night, rest, rest, Night, Night, Night

No.	Day Type	Shift 1	Shift 2
1	Workday	110	111
2	Workday	110	111
3	Restday		
4	Restday		
5	Workday	110	111
6	Workday	110	111
7	Workday	110	111
8	Restday		
9	Restday		

Effective Date: 01/01/2015

Possible schedules:

Apply Cancel

- 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. * 110

Description Pitman Shift Schedule | 24/7 Shift Coverage

Group Type Shift

Overtime Only After / Daily Totals Auto Calc OT 7th Day OT Shifts/Day 2

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	110	110			120	120	120			130	130			140	140			150	150			160	160			170	170			180	180
February	110	110	110																												
March	110	110	110																												
April	110																														
May																															
June																															
July																															
August																															
September																															
October																															
November																															
December																															

Important: * is a required field

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Team B Duty Roster

Edit

Group No. * 110

Description Pitman Shift Schedule | 24/7 Shift Coverage

Group Type Shift

Overtime Only After / Daily Totals Auto Calc OT 7th Day OT Shifts/Day 2

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	111	111			121	121	121			131	131			141	141			151	151			161	161			171	171			181	181	
February	111	111	111																													
March	111	111	111																													
April	111																															
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July																																
August																																
September																																
October																																
November																																
December																																

Important: * is a required field

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Team C Duty Roster

Edit

Group No. * 110

Description Pitman Shift Schedule | 24/7 Shift Coverage

Group Type Shift

Overtime Only After / Daily Totals Auto Calc OT 7th Day OT Shifts/Day 2

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	110	110																													
February	110																														
March	110	110																													
April	110																														
May	110	110																													
June	110	110																													
July	110	110																													
August	110	110																													
September	110	110																													
October	110	110																													
November	110	110																													
December	110	110																													

Important: * is a required field

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Team D Duty Roster

Edit

Group No. * 110

Description Pitman Shift Schedule | 24/7 Shift Coverage

Group Type Shift

Overtime Only After / Daily Totals Auto Calc OT 7th Day OT Shifts/Day 2

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	111	111																													
February	111																														
March	111	111																													
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November	111	111																													
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