

Pitman Shift Schedule

PROCESS

Step 1: Select Clocking Schedule under the Schedule tab.

Home	Company	Schedule	User	Device	Atte	ndance	Report	Library	Sı
User D	uty Planner	Leave & Ho	oliday						
Each an	nployee has hi	Clocking S	chedule		h	is /hos du	tu on choo	ific dates.	Vou
cach en	npioyee nas n	Assign Use	ers to Du	ty Roster	n	is/ner au	ity on spec	inc dates.	You c
	User ID	Customise	Individu	al Duty Ros	ter	B	lranch	Dep	artmo
5						All	•	All	

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

tome	Company	Schedule	User	Device	Attendance	Report	Library	Support 💭		
locking	g Schedule									
	e constante									
								at these rules when calculating clocking activities. Manag		Add
								at these rules when calculating clocking activities. Manag les need to be adjusted time and again. Edit details of yo		Add
										Add Edit
	in business de	mands and comp						les need to be adjusted time and again. Edit details of yo	ur company's clocking schedules in this tab.	_

You will see:

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locking Schedule	Range	General	Rou	nding		1	Break	1	Overt	time								
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Tuesday	Workday																	
Wednesday	Workday																	1
Thursday	Workday																	
Friday	Workday																	1
Saturday	Restday																	1
Sunday	Restday																	"
Round to nearest mir	utes										JC						1]
Rounding																		3
Deduct late-in time o time if more than (mi	r early-out time from work nutes)				1			10		1	10	-N	1	1]
Break time duration f minutes	or flexi-break range in				C					_								
Deduct actual break	time form work time		8					0			Ξ			0				

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

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.

Clocking Schedule	Range	General		Rou	nding		Break	6	Over	time							
Weekstay	Day Type	Start											End				Edi
		07:00				1							19:0	D			/1
Round to nearest min	nutes																
Rounding			C)[
Deduct late-in time o time if more than (mi	r early-out time from work inutes)		C	10					1			Ĩ	ľ.			j.	
Break time duration t minutes	for flexi-break range in							0									
Deduct actual break	time form work time			6								60					

- 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.

locking Schedule	Range	General		Rou	nding	<u>i</u>		Break			Overt	ime						
Weekday	Day Type	Start	C													End		Edit
		19.00														07:00		18
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Deduct actual break	time form work time			10						0			8		8			

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.

Schedule	Leave & H	and the second				
Schedule	Lours of th	bliday				
		chedule				
		ers to Du	ty Roster			
t details o	f Customise	Individua	al Duty Rost	er ^{this tab.}		
lo. So	hedule No.			-		
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15							
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	February March						
	April May						
	June July						
	August September						
	October November						
	December						
Is a required field Reset					Video Guide	A.A. 64	uide Me Submit
					and a second		
1. Fill up (Group No – Put a	any numbe	r for exan	nple 110.			
		,		r			
	e the Duty Group						
3. Select (Group Type: Shift						
4. Shifts/[Day: 2						
	he Day Type and it	ts correspo	ndina Shi	ift It has t	o follow this	nattern of	f 14 days [.]
			-	וונג ונ וועט נ		Puttern	i i i uuys.
Team A:	Day, Day, rest, r rest, rest, Day, [
Team B:	Night, Night, re			t, Night,			
	rest, rest, Night						
Team C:	Rest, rest, Day,	Day, rest, r	est, rest,				
	Day, Day, rest, r						
Team D:	Rest, rest, Nigh	t, Night, re	st, rest, re	est,			
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icum D.	J '' J ''	.,,	J ", J	, ,			
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	ule Assistant						
Auto Sched							
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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

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	January	110	110		1	10 11	110			110 11	0			110	110			10 1	10 1	10		110	110			1	10 11	10
	February		110	110 1				110			11	10 110			110	110				10 11	0	220		110	110			
	March		110	110 1	10		110	110			11	10 110			110	110	110			10 11	0			110	110		11	10 11
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	August			110 1	10 1	0		110	110			110	110			110	110	10			0 11				110	110		11
	September	110	110		1	10 11	0			110 11	0		110	110	110			110 1	10			110	110			110 1	10 11	10
	October			110 1				110	110		11	10 110	110			110	110			11	0 11	5		110	110	110		11
	November	110			1	10 11			110	110 1	0		110	110				110 1	10		11	0 110	110			110 1	10	
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Team B Duty Roster

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Important.* is a required field																												

Team C Duty Roster

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Team D Duty Roster

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