

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:

| | Contraction of the second | 2000000 | 14.000 | | | | 250212 | | TO YOU | | | | | | | Schedu | | |
|--|--------------------------------------|---------|------------|-------|---|---|--------|----|--------|------|----|----|---|---|--|--------|---|----|
| locking Schedule | Range | General | Rou | nding | | 1 | Break | 1 | Overt | time | | | | | | | | |
| Weekday | Day Type | | | | | | | | | | | | | | | | | Ed |
| Monday | Workday | | | | | | | | | | | | | | | | | |
| 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 |
| Round to nearest min | nutes | | | | | - | | | | | | | | | | | | |
| Rounding | | | | | | | N | | | | | | | | | | | |
| Deduct late-in time o ime if more than (mi | r early-out time from work nutes) | | C | 10 | | E | 1 | | | 10 | | C | -i(| | | | | |
| Sreak time duration f minutes | for flexi-break range in | | | | | | | | [| | | | | | | | | |
| 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. | | | - | | |
| | s is crucial t details o | g schedule is s is crucial in Assign Use t details of Customise | s is crucial in Assign Users to Du | g schedule is s is crucial in Assign Users to Duty Roster ^{t details of} Customise Individual Duty Roste | g schedule is s is crucial in Assign Users to Duty Roster t details of Customise Individual Duty Roster this tab. | g schedule is s is crucial in Assign Users to Duty Roster t details of Customise Individual Duty Roster this tab. |

| | | Descrip | tion | | | | Group Type We |
|------------------------------|--|--|--|-----------------------|---------------------------------|-----------------------|------------------------|
| | | Overtime Only A | Viter / | • | Daily Totals 🗍 🛛 A | uto Calc OT | 7th Day OT |
| 15 | | | | | | | |
| | Month January | 1 2 5 | 4 5 6 7 | 8 9 10 11 | 12 13 14 15 16 17 | 7 18 19 20 21 | 22 25 24 25 26 27 28 |
| | 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, | | | |
| | Night, Night, re | - | | | | | |
| icum D. | J '' J '' | .,, | J ", J | , , | | | |
| | | | | | | | × |
| | ule Assistant | | | | | | |
| Auto Sched | | | | | | | |
| Auto Sched | lo. D | lay Type | | Shift 1 | | hift 2 | |
| Auto Sched | lo. D 1 Workda | iy 🔻 | 110 | • | 111 | * | - |
| Auto Sched | o. D 1 Workda 2 Workda | iy - iy - | | * * | | • • | |
| Auto Sched | o. D 1 Workda 2 Workda 3 Restday | y • y • | 110 | • | 111 | * | |
| Auto Sched | o. D 1 Workda 2 Workda 3 Restday | y • y • y • | 110 | * * * | 111 | • • | |
| Auto Sched | o. D 1 Workda 2 Workda 3 Restday 4 Restday | y • y • y • y • | 110 110 | * * * | 111 | * * * | |
| Auto Sched | o. D 1 Workda 2 Workda 3 Restday 4 Restday 5 Workda | y • y • y • y • y • y • | 110 110 110 | * * * | 111 111 111 | * * * * | |
| Auto Sched | o. D 1 Workda 2 Workda 3 Restday 4 Restday 5 Workda 6 Workda | y • y • y • y • y • y • y • y • y • | 110 110 110 110 110 | * * * * * * * | 111 111 111 111 111 | * * * * | |
| Auto Sched | o. D 1 Workda 2 Workda 3 Restday 4 Restday 5 Workda 6 Workda 7 Workda 8 Restday 9 Restday | y • y • y • y • y • y • y • y • y • y • | 110 110 110 110 110 110 | * * * * * | 111 111 111 111 111 | * * * * * | |
| Auto Sched | o. D 1 Workda 2 Workda 3 Restday 4 Restday 5 Workda 6 Workda 7 Workda 8 Restday 9 Restday | y • y • y • y • y • y • y • y • y • y • | 110 110 110 110 110 110 | * * * * * | 111 111 111 111 111 | | |
| Auto Sched | o. D 1 Workda 2 Workda 3 Restday 4 Restday 5 Workda 6 Workda 7 Workda 8 Restday 9 Restday | y • y • y • y • y • y • y • y • y • y • | 110 110 110 110 110 110 | * * * * * | 111 111 111 111 111 | | |
| Auto Sched | o. D 1 Workda 2 Workda 3 Restday 4 Restday 5 Workda 6 Workda 7 Workda 8 Restday 9 Restday | y • y • y • y • y • y • y • y • | 110 110 110 110 110 110 | * * * * * | 111 111 111 111 111 | | |

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

| | | Overtime | 0 ob | Afte | - | | 1)E | | | | | Dai | ly Tot | als | 107 | Aut | o Cal | COT | | 7 | th Da | v OT | 10 | | | Shift | | |
|------|-----------|-----------|------|-------|------|-------|-------|-----|-----|--------|------|--------|--------|-----|-----|-----|-------|--------|-------|----------------|-------|-------|-------|-----------|-----|-------|-------|-------|
| 2015 | | UTIT LINE | | | | | NGC. | | | | | | | | | | [| 0.2010 | Shift | - 199 | | | Shift | | | | | |
| | Month | 1 | 2 | 3 | 4 | 5 6 | 1 | 8 | 9 | 10 1 | 1 1 | 2 13 | 14 | 15 | 16 | 17 | 18 | 19 2 | 0 | 2 | 2 2 | 5 24 | 25 | 26 | 21 | 28 | 9 3 | 0 3 |
| | 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 |
| | April | 110 | | 1 | 10 1 | 0 | 110 | | 110 | 110 | | | 110 | | | | | 110 | | and the second | | 0 110 | | | 110 | 110 1 | 10 | |
| | May | | 110 | 110 | | | | | | 1 | 0 11 | 10 110 | | - 3 | 110 | 110 | | | 1 | 10 11 | 0 | | 110 | 110 | 110 | | 11 | 10 11 |
| | June | | | | 10 1 | 0 | | 110 | 110 | 110 | | 110 | 0110 | | | | 110 | 10 | | 1 | 0 11 | 0 110 | | | 110 | 110 | | |
| | July | | 110 | 110 | | 11 | 5 110 | 110 | | 1 | 0 11 | 10 | | | 110 | 110 | | 1 | 10 1 | 10 11 | 0 | | 110 | 110 | | | 11 | 10 11 |
| | 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 | |
| | December | | | 110 1 | 10 | | 110 | 110 | 110 | | 11 | 10 110 | | | | 110 | 110 | | : | 10 11 | 0 11 | 0 | | 110 | 110 | | | 22 |

Team B Duty Roster

| Group No. * 110 | | Desc | ripts | on P | tma | in Sh | ft Si | ched | Sule | 24/7 | Shif | t Co | verag | 94 | | | | | _ | | | | _ | | Туре | Shi | ft | _ |
|---------------------------------|----------|------|-------|------|-----|-------|--------|--------|------|---------|------|-------|-------|------|------------|-----|-------|------|-------|------|-------|-------|-------|-------|------|-----|---------|--------|
| | Overtime | Ont | y Aft | er | | 1 | | | | ٠ | | Dail | y Tor | tals |) | Aut | o Cal | c OT | 0 | 7 | th Da | y OT | C) \$ | hifts | /Day | 2 | | : |
| 2015 | | | | | | | | | | | | | | | | | | 1 | Shift | 1 | | 2 | Shift | 2 | | | Shift | 3 |
| Month | 1 | z | 3 | 4 | 5 | 6 | 1 | 8 | 9 | 10 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 2 2 | 3 24 | 25 | 26 | 21 | 28 | 29 3 | 50 3 |
| January | 111 | 111 | | | 111 | 111 1 | 11 | | | 111 111 | | | 15 | 111 | 111 | | | 111 | 111 1 | 11 | | 111 | 111 | | | | 111 1 | 11 |
| February | | 111 | 111 | | | | 11 1 | 11 | | | | 1 111 | 1 | | 111 | 111 | | | | | 11 | | | 111 | 111 | | | |
| March | | 111 | 111 | 111 | | | 11 1 | 11 | | | 111 | 1 222 | | | 111 111 | 111 | 111 | | | 11 1 | 11 | | | 111 | 111 | | 1 | 111 11 |
| April | 111 | | | 111 | 111 | | | | 11 | 111 | | 111 | 111 | 111 | | | 111 | :11 | | | 11 | 1 111 | | | 111 | 111 | 111 | |
| May | | 111 | 111 | | | 1 | 11 1 | 11 | | 111 | 111 | 1 111 | 1 | 1 | 111 | 111 | | | 1 | 11 1 | 11 | | 111 | 111 | 111 | | : | 11 11 |
| June | | | | 111 | 111 | | 1 | 11 1 | 11 1 | 111 | | 111 | 111 | | | | 111 | 111 | | . 1 | 11 11 | 1 111 | | | 111 | 111 | | |
| July | | 111 | 111 | | | 111 1 | | | | 111 | 111 | 1 | | | 111 | 111 | | | 111 1 | | | | | 111 | | | 1 | 11 11 |
| August | | | 111 | 111 | 111 | | 1 | 11 1 | 111 | | | 111 | 111 | | | 111 | 111 | 111 | | : | 11 11 | 1 | | | 111 | 111 | | 11 11 |
| September | 111 | 111 | | | 111 | 111 | | | | 111 111 | | | 111 | 111 | 111 | | | 111 | 111 | | | 111 | 111 | | | 111 | 111 1 | |
| October | | | ш | | | | 1 | 11 1 | | | | 1 111 | 111 | | | 111 | 111 | | | | 13 11 | 1 | | 111 | 111 | 111 | | 11 |
| November | 111 | | | | 111 | 111 | | 1 | = | 111 111 | | | 111 | 111 | | | | 111 | 111 | | 11 | 1 111 | 111 | | | 111 | 111 | |
| December | 1 | | 111 | 111 | | | 11 1 | 11 1 | | | 111 | 1 211 | 2 | | 7 | 111 | 222 | | 1 | 11 1 | 11 11 | 1 | | 111 | 111 | | | 22 |
| Important.* is a required field | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Team C Duty Roster

| | Overtime | 0 | IV A | fter | | | 1 | | | | | Da | tily 1 | lotals | | Aut | to C | alc 0 | T | | 7th | Day | OT | 1 51 | | pe S | | |
|-----------|----------|-----|------|------|-----|-----|-------|------|------|------|-------|--------|--------|--------|-----|-----|------|-------|-----|-------|-----|-----|-----|------|--------|-------|-----|------|
| 2015 | | | | | | | | | | | | | | | | | | | | ift 1 | | | | | | _ | | |
| Month | 1 | 2 | 5 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | n | 12 1 | 5 1 | 4 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 25 | 24 | 25 | 26 2 | 1 28 | 29 | 50 5 |
| January | | | 110 | 110 | | | 1 | 10 1 | 10 | | | 10 11 | 10 1 | 10 | | 110 | 110 | | | | 110 | 110 | | | 110 11 | 0 110 | | 1 |
| February | 110 | | | | 110 | 110 | | | | 10 1 | | | | 10 110 | 1 | | | 110 | 110 | | | 110 | 110 | 110 | | 110 | | |
| March | 110 | | | | 110 | | | 1 | 10 1 | 10 1 | 110 | | | 10 110 | | | | 110 | 110 | | | 110 | 110 | 110 | | 110 | 110 | |
| April | | 110 | 110 | | | 110 | 110 1 | 20 | | 1 | 10 1 | 110 | | | 110 | 110 | | | 110 | 110 | 110 | | | 110 | 110 | | | 110 |
| May | 110 | | | 110 | 110 | 110 | | 1 | 10 1 | 10 | | | 1 | 10 110 | 1 | | 110 | 110 | 110 | | | 110 | 110 | | | 110 | 110 | |
| June | 110 | 110 | 110 | | | 110 | 110 | | | 1 | 110 1 | 10 | | 110 | 110 | 110 | | | 110 | 110 | | | | 110 | 10 | | | 110 |
| July | 110 | | | 110 | 110 | | | 1 | 10 1 | 10 | | 11 | 101 | 10 110 | 1 | | 110 | 110 | | | | 110 | 110 | | 1 | 0 110 | 110 | |
| August | 110 | 110 | | | | 110 | 110 | | | 10 1 | 110 1 | | | 110 | 110 | | | | 110 | 110 | | 1 | 110 | 110 | 110 | | 110 | 110 |
| September | | | 110 | 110 | | | 110 1 | 10 1 | 10 | | : | 110 11 | 10 | | | 110 | 110 | | | 110 | 110 | 110 | | | 10 11 | ٥ | | |
| October | 110 | 110 | | | 110 | 110 | 110 | | 1 | 10 1 | | | | 110 | 110 | | | 110 | 110 | 110 | | | 110 | 110 | | | 110 | 110 |
| November | | 110 | 110 | 110 | | | 110 1 | 10 | | | | 110 11 | 10 | | 110 | 110 | 110 | | | 110 | 110 | | | | 110 11 | 0 | | 110 |
| December | 110 | 110 | | | 110 | 110 | | | 1 | 10 1 | 119 | | 1 | 10 110 | 110 | | | 110 | 110 | | | 1 | 110 | 110 | | 110 | 110 | 110 |

Team D Duty Roster

| | Overtime | Onl | y Aft | er [| | 11 | | | | * | Di | ily | Totals | 0 | Aut | o Ca | lc 01 | 0 | 7 | th D | ay OT | | | | Shift | |
|-----------|----------|-----|-------|------|--------|------|-------|-----|-----|-----|-------|--------|---------|-----|-----|------|-------|------|---------|--------|--------|-------|-----|-----|--------|-------|
| 2015 | | | | | | | | | | | | | | | | I | | Shif | t1 | | | Shift | 2 | | 8 | itt.5 |
| Month | 1 | 2 | 3 | 4 | 5 6 | 1 | 8 | 9 | 10 | u | 12 1 | 8 | 14 15 | 16 | 17 | 18 | 19 | 20 | 21 2 | 2 2 | 23 24 | 25 | 26 | 27 | 28 29 | 30 |
| January | | | 111 | 111 | | | 111 | 111 | | | 111 1 | 11 1 | 111 | | 111 | 111 | | | 1 | 11 1 | 11 | | 111 | 111 | 11 | |
| February | 111 | | | | 111 11 | 1 | | 111 | 111 | 111 | | | 111 111 | | | | 111 | 111 | | 1 | 11 211 | 111 | | | 111 | |
| March | 111 | | | | 111 11 | 1 | | 111 | 111 | 111 | | | 111 111 | | | | 111 | 111 | | 1 | 11 111 | 111 | | | 111 11 | |
| April | | 111 | 111 | | 11 | 1 11 | 1 111 | | | 111 | 111 | | | 111 | 111 | | | 111 | 111 1 | 11 | | 111 | 111 | | | 111 |
| May | 111 | | | 111 | 111 11 | 1 | | 111 | 111 | | | | 111 111 | | | 111 | 111 | 111 | | 1 | п п | | | | 111 11 | |
| June | | 111 | | | | 1 11 | 1 | | | 111 | 111 | | 111 | 111 | 111 | | | 111 | 111 | | | 111 | 111 | | 11 | 111 |
| July | 315 | | | m | | | | 111 | 311 | | 1 | 11 1 | 111 111 | | | 111 | | | | 1 | 13 133 | | | 111 | 111 11 | |
| August | 111 | 222 | | | 11 | 1 22 | | | | 111 | | | 111 | 111 | | | | 111 | | | | 111 | 111 | | 11 | 111 |
| September | | | 111 | | | | 1 111 | 111 | | | 111 1 | 11 | | | | 111 | | | 111 1 | 11 1 | | | 111 | 111 | | 1 |
| October | 111 | 111 | | | 111 11 | | | | 111 | 111 | | | | 111 | | | 111 | 111 | | | 111 | 111 | | | 11 | 111 |
| November | | | 111 | | | | 1 111 | | | | 111 1 | | | | | 111 | | | 111 1 | 11 | | | 111 | | | 111 |
| December | 111 | 111 | | | 111 11 | 1 | | | 111 | 111 | | | 111 111 | 111 | | | 111 | 111 | | | 111 | 111 | 2 U | | 111 11 | 111 |