9 to 5 Work Schedule

**DESCRIPTION**
The most basic work schedule for regular office working hours.

**OBJECTIVE**
Standard work schedule for office workers and non-shiftwork operations.

**RULES**
- 8 hours per day, 5 days a week
- Repeat Cycle of 7 days
- Average hour of 40 per week
- Weekends off

**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 70 for example 104  
2. Describe the schedule: 9 To 5 Work Schedule  
3. Select Schedule Type: **Weekly**  
4. Set the time: Start at 9am and end at 5pm — 8 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.

![Schedule Template](image1.png)

**Step 4:**  
1. Once all the details are keyed into the schedule, click **Submit**. **DO NOT** forget to select **Day Type** for the restdays. This is important in the next step. Your schedule will look like this:

![Submit](image2.png)

2. Click **Submit** to proceed.
Step 5: Now that the clocking schedule for 9 To 5 Work Schedule has been established, let's proceed to the Group Duty Roster where you apply this schedule to a working yearly calendar.

Under Schedule tab select **Assign Users to Duty Roster**.

Click button **Add** to add the new 9 To 5 Work Schedule of Team A to a new Group Duty Roster.

Step 6:  
1. Fill up **Group No** – The number must be the same as your clocking schedule no which in this case is 70.
2. Describe the Duty Group
3. Select **Auto**.
4. The Duty Group will be like the below picture with white box as workdays and salmon color as rest days.
5. Click **Submit** to save.
6. Now that the Clocking Schedule and Duty Group are established, you can start assigning employees to the Duty Group.

Use this schedule to configure 8 to 5 Plan.