2 Team Fixed 12 Hour Shift Schedule

**DESCRIPTION**
2 Team of workers working 12-hr shift during the day and another team working 12-hr shift at night.

**OBJECTIVE**
To cater to around the clock operations with limited personnel.

**RULES**
- Cyclical 1 day
- Requires an average of 44 overtime hours per employee per week
- Average hour per week is 84

*Note: The long working hours and the absence of days off, this plan shouldn't be considered except for extreme cases where only 2 teams are available to cover 24/7 duties.*

**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 71
2. Describe the schedule: 2 Team Fixed 12 Hour Shift Schedule for Team A
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
7. Give another Schedule No: 72
8. The time for Team B, 2 Team Fixed 12 Hour Shift Schedule will start at 7pm and done at 7am
9. Submit the Schedule.
**Step 4:** Now that the clocking schedules for 2 Team Fixed 12 Hour 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**.

![Duty Roster Screenshot]

Click button **Add** to add the new 2 Team Fixed 12 Hour Shift Schedule to a new Group Duty Roster.

![Add Duty Group Screenshot]

**Step 5:**

1. Fill up **Group No** – Put any number for example 71.
2. Describe the Duty Group
3. Select **Group Type**: **Shift**
4. Select **Auto** and the Auto Schedule Assistant will appear as below.

![Auto Schedule Assistant Screenshot]
5. Select your Effective Date to start the schedule and click Apply. Your Duty Group will look like the one below:

Team A Duty Roster

Team B Duty Roster