3 Team Fixed 8 Hour Shift Schedule

**DESCRIPTION**
This schedule is a fixed schedule that uses 3 teams and 8 hour shifts to cover 24/7 operation. One shift covers day shift (8-hr); one covers swing shift (8-hr) and another covers night shift (8-hr).

**OBJECTIVE**
To offer organization who has limited staff but need to provide 24/7 coverage.

**RULES**
- Repeat cycle of 7 days
- 8 hours per shift
- Average 56 hours a week
- 3 teams are required to cover 24/7

**PROCESS**

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

![Clocking Schedule](image1)

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

![Add Schedule](image2)

You will see:
Step 3:
1. Fill up the Schedule No for example 112
2. Describe the schedule: 3 Team Fixed 8 Hour Shift Schedule for Team A, Day Shift 8hrs
3. Select Schedule Type: Weekly
4. Set the time: Start at 7am and end at 3pm — 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.

6. Repeat the steps for Team B, Swing Shift 8hrs
7. Give another Schedule No: 113
8. The time for Team B, Swing Shift 8 hours will start at 3pm and done at 11pm
9. Submit the Schedule
10. Repeat the steps for Team C, Night Shift 8hrs
11. Give another Schedule No: 114
12. The time for Team C, Night Shift 8 hours will start at 11pm and done at 7am
13. Submit the Schedule

Step 4: Now that the clocking schedules for 3 Team Fixed 8 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.

Click button Add to add the new 3 Team Fixed 8 Hour Shift Schedule of Team A to a new Group Duty Roster.
Step 5:  
1. Fill up **Group No** – Put any number for example 112. 
2. Describe the Duty Group 
3. Select Group Type: Shift 
4. Shifts/Day: 3 
5. Select the Day Type and its corresponding Shift as follows:

![Auto Schedule Assistant](image)

6. Select your Effective Date to start the schedule and click **Apply**. Your Duty Group will look like the one below:

**Group Duty Roster for Day Shift 8hrs**

![Group Duty Roster for Day Shift 8hrs](image)

**Group Duty Roster for Swing Shift 8hrs**

![Group Duty Roster for Swing Shift 8hrs](image)
This schedule does not provide work life balance because it provides no non-working day and one team needs to work night shift all the time.