**Ten Hour Rotating Shift Schedule**

**DESCRIPTION**

This rotating shift uses 5 teams and 3 overlapping ten-hour shifts to provide 24/7 coverage.

**OBJECTIVE**

Well suited to the variable workloads confronted by police departments, law enforcement agencies, emergency medical services, EMS call centers and dispatchers.

**RULES**

- 30-day cycle.
- This plan requires 5 teams with a minimum of 5 employees with 3 teams on duty and 2 teams off at any given day.
- Each team works six consecutive 10-hour first shifts, followed by 4 days off duty, works six consecutive 10-hour third shifts, followed by 4 days off duty, works six consecutive 10-hour second shifts, followed by 4 days off duty.
- The overlapping shifts provide extra manpower during high activity periods.
- Average of 42 hour per week.

**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 115
2. Describe the schedule: 6-4 6-4 6-4 Ten Hour Rotating Shift Schedule for Team A, 1st Shift
3. Select Schedule Type: **Daily**
4. Set the time: Start at 11am and end at 9pm – 10 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 A, 2nd Shift
7. Give another Schedule No: 116
8. The time for Team A, 2nd Shift will start at 3pm and done at 1am
9. Submit the Schedule.

10. Repeat the steps for Team A, 3rd Shift
11. Give another Schedule No: 117
12. The time for Team A, 3rd Shift will start at 1am and done at 11am
13. Submit the Schedule.
**Step 4:** Now that the clocking schedules for 6-4 6-4 6-4 Ten Hour Rotating 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 6-4 6-4 6-4 Ten Hour Rotating Shift Schedule of Team A to a new Group Duty Roster.

---

**Step 5:**

1. Fill up **Group No** – Put any number for example 115.
2. Describe the Duty Group
3. Select Group Type: **Shift**
4. Select **Auto** and the Auto Schedule Assistant will appear as below.
5. Select the Day Type and its corresponding Shift. It has to follow this pattern of 30 days:

- **Team A:**
  - 1st Shift, 1st Shift, 1st Shift, 1st Shift, 1st Shift, 1st Shift, rest, rest, rest, 3rd Shift, 3rd Shift, 3rd Shift, 3rd Shift, 3rd Shift, 3rd Shift, rest, rest, rest, 2nd Shift, 2nd Shift, 2nd Shift, 2nd Shift, rest, rest, rest

- **Team B:**
  - 2nd Shift, 2nd Shift, rest, rest, rest, rest, 1st Shift, 1st Shift, 1st Shift, 1st Shift, rest, rest, rest, 3rd Shift, 3rd Shift, 3rd Shift, 3rd Shift, 3rd Shift, 3rd Shift, rest, rest, rest, rest, 2nd Shift, 2nd Shift, 2nd Shift, 2nd Shift

- **Team C:**
  - Rest, rest, 2nd Shift, 2nd Shift, 2nd Shift, 2nd Shift, 2nd Shift, rest, rest, rest, 1st Shift, 1st Shift, 1st Shift, 1st Shift, rest, rest, rest, rest, 3rd Shift, 3rd Shift, 3rd Shift, 3rd Shift, rest, rest

- **Team D:**
  - 3rd Shift, 3rd Shift, 3rd Shift, 3rd Shift, rest, rest, rest, 2nd Shift, 2nd Shift, 2nd Shift, 2nd Shift, 2nd Shift, rest, rest, rest, 1st Shift, 1st Shift, 1st Shift, 1st Shift, 1st Shift, 1st Shift, rest, rest, rest, rest, 3rd Shift, 3rd Shift, 3rd Shift

- **Team E:**
  - Rest, rest, rest, 3rd Shift, 3rd Shift, 3rd Shift, 3rd Shift, rest, rest, rest, rest, 2nd Shift, 2nd Shift, 2nd Shift, 2nd Shift, 2nd Shift, rest, rest, rest, 1st Shift, 1st Shift, 1st Shift, 1st Shift, 1st Shift, 1st Shift
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**

![Team A Duty Roster](image)

**Team B Duty Roster**

![Team B Duty Roster](image)
Team C Duty Roster

Team D Duty Roster

Team E Duty Roster

Workdays and offdays are rotated so personnel can have weekend days off