

Kondisi yang ingin dicapai dengan metode ini adalah:

- 1. Terdapat lebih dari 1 jadwal kerja.
- 2. Setiap jadwal kerja didefinisikan dengan jelas.
- 3. Pekerja dapat melanjutkan pekerjaan mereka hingga shift selanjutnya.

Contoh, sebuah perusahaan beroperasi 24 jam sehari mulai Senin sampai Sabtu dan perusahaan tersebut membagi jadwal kerja menjadi 3 seperti berikut:

| Grup | Masuk | Istirahat | Kembali | Pulang |
|-------|---------|-----------|---------|---------|
| Pagi | 8:00am | 12:00pm | 1:00pm | 4:00pm |
| Siang | 4:00pm | 8:00pm | 9:00pm | 12:00am |
| Malam | 12:00am | 4:00am | 5:00am | 8:00am |

Tabel 1: Jadwal kerja.

Pekerja dapat melanjutkan pekerjaan hingga shift berikutnya jika diperlukan. Pekerja harus datang dan menyelesaikan jadwal yang mereka dapatkan, setelah itu mereka dapat melanjutkan sampai shift berikutnya jika diperlukan.

TCMS V2.1.0 memungkinkan pekerja dapat bekerja di 3 shift selama 24 jam sehari. Silahkan menggunakan Penetapan Jam 1 sampai 8, yaitu penetapan Jam yang mendukung jadwal mingguan. Pertama, Anda perlu mengatur 3 jadwal seperti berikut:

Penetapan Jam 1 untuk pekerja dengan jadwal pagi hari,

| ocking Rai | nge Settings | D | escription | Morning shift | | | | | | | | | | |
|------------|-------------------------|---------------|-------------|---------------|-------|-----|-------------|--|--|--|--|--|--|--|
| Weekday | Day Type | In | Break | Resume | Out | от | Done | | | | | | | |
| Sunday | RESTDAY | | | | | | | | | | | | | |
| londay | WORKDAY | 08:00 | 12:00 | 13:00 | 16:00 | | | | | | | | | |
| uesday | WORKDAY | 08:00 | 12:00 | 13:00 | 16:00 | 3 | 3e | | | | | | | |
| Vednesday | WORKDAY | 08:00 | 12:00 | 13:00 | 16:00 | 1 | | | | | | | | |
| hursday | WORKDAY | 08:00 | 12:00 | 13:00 | 16:00 | 1 | | | | | | | | |
| riday | WORKDAY | 08:00 | 12:00 | 13:00 | 16:00 | 1 | | | | | | | | |
| aturday | WORKDAY | 08:00 | 12:00 | 13:00 | 16:00 | j – | | | | | | | | |
| o you want | to use OT/Done as sched | duled work in | stead of ov | vertime? | | | <u>Y</u> es | | | | | | | |



Penetapan Jam 2 untuk pekerja dengan jadwal siang,

| ocking Rang | ge Settings | D | escription | Evening Sł | nift | | |
|--------------------|--------------------|----------------|----------------|----------------|----------------|----------|------|
| Weekday | Day Түре | In | Break | Resume | Out | ОТ | Done |
| Sunday | RESTDAY | | | | | | |
| Monday | WORKDAY | 16:00 | 20:00 | 21:00 | 00:00 | | |
| Fuesday | WORKDAY | 16:00 | 20:00 | 21:00 | 00:00 | 3 | |
| Vednesday | WORKDAY | 16:00 | 20:00 | 21:00 | 00:00 | 1 | |
| [hursday | WORKDAY | 16:00 | 20:00 | 21:00 | 00:00 | 1 | |
| Friday | WORKDAY | 16:00 | 20:00 | 21:00 | 00:00 | 0 | |
| Saturday | WORKDAY | 16:00 | 20:00 | 21:00 | 00:00 | <u>j</u> | |
| Friday Saturday | WORKDAY WORKDAY | 16:00 16:00 | 20:00 20:00 | 21:00 21:00 | 00:00 00:00 | | |

Gambar 1.2

Penetapan Jam 3 untuk pekerja yang memiliki jadwal malam,

| cking Rang | ge Settings | D | escription | Night shift | | | |
|------------|-------------|-------|------------|-------------|-------|----------|------|
| Weekday | Day Type | In | Break | Resume | Out | от | Done |
| Sunday | RESTDAY | | | | | | |
| londay | WORKDAY | 00:00 | 04:00 | 05:00 | 08:00 | | |
| uesday | WORKDAY | 00:00 | 04:00 | 05:00 | 08:00 | 55 | 8 |
| Vednesday | WORKDAY | 00:00 | 04:00 | 05:00 | 08:00 | | |
| hursday | WORKDAY | 00:00 | 04:00 | 05:00 | 08:00 | 1 | |
| riday | WORKDAY | 00:00 | 04:00 | 05:00 | 08:00 | <u> </u> | |
| Saturday | WORKDAY | 00:00 | 04:00 | 05:00 | 08:00 | | |



Sekarang, Anda perlu mengkonfigurasi Daftar Tugas Grup untuk jadwal kerja ini. Dianjurkan Anda menggunakan Daftar Tugas Grup A sampai Z untuk shift kerja lebih dari satu dalam satu hari. Dalam Daftar Tugas Grup A sampai Z tidak ada hari, Anda akan menemukan kode sequence. Karena itu, Anda perlu memperhatikan tabel sequence berikut:

| Urutan | Hari |
|--------|--------|
| 1 | Minggu |
| 2 | Senin |
| 3 | Selasa |
| 4 | Rabu |
| 5 | Kamis |
| 6 | Jumat |
| 7 | Sabtu |

Tabel 2: Hubungan nilai sequence dengan urutan hari

Anda dapat mengatur sequence sesuai urutan yang Anda inginkan. Dalam penjadwalan otomatis, Anda dapat mengatur hari kerja seperti berikut:

Untuk jadwal kerja pagi,

| A | uto Schedule A | issistant | | | | |] |
|---|---------------------------------------|---|-----------------------|--------------------|--------------------|--------------|----------------------|
| | Use this function working schedu | n to facilitate the assignm le by a day type and a clo | ent of re ocking s | ecurring chedul | g weeko e numbe | łay's er. | |
| | Sequence | Day Type | 1 | 2 | 3 | | |
| | 1 | RESTDAY | | | | | |
| | 2 | WORKDAY | 1 | 2 | | | |
| | 3 | WORKDAY | 1 | 2 | | | Selalu sertakan |
| | 4 | WORKDAY | 1 | 2 | | | jangka waktu efektif |
| | 5 | WORKDAY | 1 | 2 | | | agar Daftar Tugas |
| | 6 | WORKDAY | 1 | 2 | | | dapat berjalan baik. |
| | 7 | WORKDAY | 1 | 2 | | - | |
| | Effective date ra | nge 01/01/20 | 05 - 3 | 31/12/20 | 005 | | |
| | Possible option (that has no pre- | of schedule codes for ope determined schedule cod | en sche B:- | edule at | tendanc | e | |
| | | | |] | | | |
| | Help | <u>O</u> kay | | | <u>C</u> anc | el | |



Anda akan menemukan Daftar Tugas Grup menjadi seperti ini,



Gambar 1.5

Karena Daftar Tugas Grup hanya menampilkan 1 jadwal kerja, Anda dapat memilih Multi-Shift 2 untuk melihat jadwal kerja 2.





Untuk jadwal kerja siang,

| | | — | Multi-S | hifts | - | | | | | | | |
|--|--|----------|---------|-------|----------|--|--|--|--|--|--|--|
| Sequenc | e Day Type | 1 | 2 | 3 | <u> </u> | | | | | | | |
| 1 | RESTDAY | • | | | | | | | | | | |
| 2 | WORKDAY | 2 | 3 | | | | | | | | | |
| 3 | WORKDAY | 2 | 3 | | Т | | | | | | | |
| 4 | WORKDAY | 2 | 3 | | Τ | | | | | | | |
| 5 | WORKDAY | 2 | 3 | | T | | | | | | | |
| 6 | WORKDAY | 2 | 3 | | T | | | | | | | |
| 7 | WORKDAY | 2 | 3 | | t, | | | | | | | |
| Effective dat Possible opt that has no | Effective date range 01/01/2005 - 31/12/2005 Possible option of schedule codes for open schedule attendance that has no pre-determined schedule code:- | | | | | | | | | | | |

Anda juga perlu memasukkan rentang waktu efektif agar Daftar Tugas Grup ini dapat berjalan. Kemudian Anda akan mendapatkan hasil sebagai berikut:



Gambar 1.8

Karena Daftar Tugas Grup hanya menampilkan 1 jadwal kerja, Anda dapat memilih Multi-Shift 2 untuk melihat jadwal kerja 2.



Gambar 1.9

Untuk jadwal kerja malam,

| | | | Multi-S | hifts | _ |
|--|---|--------------------|-----------------------|---------------|----|
| Sequence | Day Type | 1 | 2 | 3 | Ŀ |
| 1 | RESTDAY | • | | | |
| 2 | WORKDAY | 3 | 1 | | Γ |
| 3 | WORKDAY | 3 | 1 | | Γ |
| 4 | WORKDAY | 3 | 1 | | Γ |
| 5 | WORKDAY | 3 | 1 | | Γ |
| 6 | WORKDAY | 3 | 1 | | Γ |
| 7 | WORKDAY | 3 | 1 | | T, |
| Effective date r Possible option that has no pre | ange 01.0 of schedule codes for e-determined schedule | open sch code:- | 31/12/20 edule att |)05 endand | e: |

Gambar 1.10

Anda juga perlu memasukkan rentang waktu efektif agar Daftar Tugas Grup ini dapat berjalan. Kemudian Anda akan mendapatkan hasil sebagai berikut:

| Grou | ıp I | Du | ty I | Ros | ste | r | | | | | | | | | | П | | | | | | | | | | | | | | | | | |
|----------------|--------------------|-------------|---------------------|----------------------|-------------------|------------|---------------------|---------------------|--------------------|-------------------|---------------------|--------------|----------------|------------|-------------|---------------|--------------|------------|------------|-----------|------------|---------------|------------|---------------|---------------|--------------|--------------|------------|-----|--------|------------|-----------|-------------------|
| Se Dr ke | elec ag y ir | t th day | ne c y ty e s | lesii pe : che | red and duk | dut dro | by n op i ode | oste t on 0-9 | erc ito 9 or | ode the a-; | e fro grid z. | om g dice | grou ell to | ip c de | ode fine | e O- e the | 9 or e da | A. ay t | -Z, ype | and as | the ind | e ye lical | ear ted | of ti by i | ne o its o | duty colo | /pla or,a | ann and | er. | G | |] | Holiday List |
| 2 | 00 | 5 | ÷ | 01 | /01 | /20 | 05 | | C | es | crip | tion | Nig | ght : | and | Mo | mir | ng | | | | | | | | | | | ņ | | <u>-Sh</u> | ifts] | |
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | INORIDAY |
| 1 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | HOLIDAY |
| 4 | ; | | | | | | | | | | t | | | | | | | | | | | | | | | | | | | | | | RESTDAY |
| 6 |) ; , | | | | | | F | F | | | F | | | | | | | _ | | | | | | | | | | | | | | | OFFDAY |
| 8 | } | | F | | | | F | F | | F | F | | | | | | | | | | | | | | | | | | | | | | Auto Schedule |
| 1 | 0 | | | E | | | | E | | | t | E | | | | | | | | | | | | | | | | | | | | | Import Roster |
| 1 | 1 2 | 3 | 3 | 3 | 3 | | 3 | 3 | 3 | 3 | 3 | 3 | | 3 | 3 | 3 | 3 | 3 | 3 | | 3 | 3 | 3 | 3 | 3 | 3 | | 3 | 3 | 3 3 | 3 3 | 3 | Different Restday |
| | Hel | p | | | | | | | | | | | | | | | | | | | | | | _ | | | | | | Clo | se | | Erase Roster |

Gambar 1.11

Karena Daftar Tugas Grup hanya menampilkan 1 jadwal kerja, Anda dapat memilih Multi-Shift 2 untuk melihat jadwal kerja 2.





Setelah selesai mengkonfigurasi, silahkan tekan tombol "Terapkan" untuk menyimpan konfigurasi yang telah Anda lakukan.

| | 😩 System Configuration | <u> </u> |
|-----------|--|----------|
| | The following configuration components are available: | |
| | Date / Hour format | |
| | Day type | |
| | Leave type | |
| | Staff extended leave | |
| | Clocking schedule | |
| | Group duty roster | |
| | Company & contact person | |
| | Change password | |
| | Preferred language | |
| | Re-build database indexes | |
| | Backup/Restore database files | |
| | Department definition | • |
| | Configure | |
| | Use this setting to setup the duty roster for individual w group. | /ork |
| nbar 1.13 | Help <u>Apply</u> | ancel |

9