

FINGERTEC



DAFTAR TUGAS GRUP DENGAN **BEBERAPA SHIFT**

SARAN & SOLUSI UNTUK TCMS V2

Tujuan yang ingin dicapai:

1. Lebih dari 1 jadwal kerja.
2. Tiap pekerja dialokasikan pada shift tertentu saja.
3. Tiap pekerja harus bekerja berdasarkan shift-nya masing-masing.
4. Setiap pekerja tidak dapat mengganti shift tanpa mengganti grup.

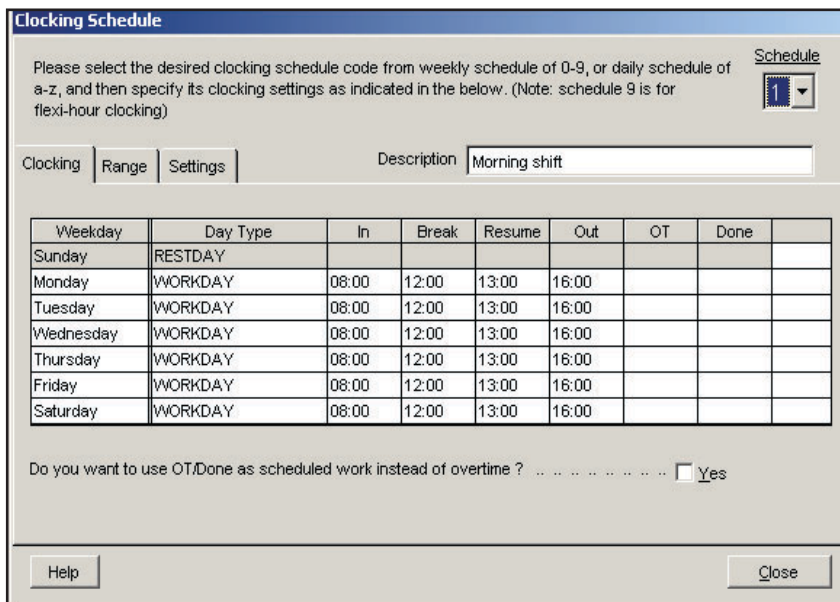
Perusahaan berjalan selama 24 jam sehari, dari Senin hingga Sabtu. Terdapat 3 jadwal kerja seperti terlihat berikut,

Shift	In	Break	Resume	Out
Morning	8:00am	12:00pm	1:00pm	4:00pm
Evening	4:00pm	8:00pm	9:00pm	12:00am
Night	12:00am	4:00am	5:00am	8:00am

Tabel 1: Jadwal kerja.

Perusahaan ini menggunakan beberapa jadwal kerja tertentu yang terbagi menjadi 3 kelompok dalam sehari. Oleh karena itu Anda perlu mengkonfigurasi 3 jadwal kerja. Di samping itu jadwal ini bersifat Mingguan. Oleh sebab itu kami sarankan menggunakan Penetapan Jam 1 sampai 8.

Penetapan Jam 1 untuk pekerja shift pagi,



Gambar 1.1

Penetapan Jam 2 untuk pekerja shift siang,

Clocking Schedule

Please select the desired clocking schedule code from weekly schedule of 0-9, or daily schedule of a-z, and then specify its clocking settings as indicated in the below. (Note: schedule 9 is for flexi-hour clocking) Schedule **2**

Clocking | Range | Settings | Description:

Weekday	Day Type	In	Break	Resume	Out	OT	Done
Sunday	RESTDAY						
Monday	WORKDAY	16:00	20:00	21:00	00:00		
Tuesday	WORKDAY	16:00	20:00	21:00	00:00		
Wednesday	WORKDAY	16:00	20:00	21:00	00:00		
Thursday	WORKDAY	16:00	20:00	21:00	00:00		
Friday	WORKDAY	16:00	20:00	21:00	00:00		
Saturday	WORKDAY	16:00	20:00	21:00	00:00		

Do you want to use OT/Done as scheduled work instead of overtime ? Yes

Gambar 1.2

Penetapan Jam 3 untuk pekerja shift malam,

Clocking Schedule

Please select the desired clocking schedule code from weekly schedule of 0-9, or daily schedule of a-z, and then specify its clocking settings as indicated in the below. (Note: schedule 9 is for flexi-hour clocking) Schedule **3**

Clocking | Range | Settings | Description:

Weekday	Day Type	In	Break	Resume	Out	OT	Done
Sunday	RESTDAY						
Monday	WORKDAY	00:00	04:00	05:00	08:00		
Tuesday	WORKDAY	00:00	04:00	05:00	08:00		
Wednesday	WORKDAY	00:00	04:00	05:00	08:00		
Thursday	WORKDAY	00:00	04:00	05:00	08:00		
Friday	WORKDAY	00:00	04:00	05:00	08:00		
Saturday	WORKDAY	00:00	04:00	05:00	08:00		

Do you want to use OT/Done as scheduled work instead of overtime ? Yes

Gambar 1.3

Juga disarankan untuk mengkonfigurasi jadwal kerja untuk staf administrasi yang mana bekerja hanya 1 shift, yaitu mulai pukul 9am sampai dengan 6pm.

Penetapan Jam untuk staf administrasi,

Clocking Schedule

Please select the desired clocking schedule code from weekly schedule of 0-9, or daily schedule of a-z, and then specify its clocking settings as indicated in the below. (Note: schedule 9 is for flexi-hour clocking)

Schedule:

Clocking | Range | Settings | Description:

Weekday	Day Type	In	Break	Resume	Out	OT	Done
Sunday	RESTDAY						
Monday	WORKDAY	09:00			18:00		
Tuesday	WORKDAY	09:00			18:00		
Wednesday	WORKDAY	09:00			18:00		
Thursday	WORKDAY	09:00			18:00		
Friday	WORKDAY	09:00			18:00		
Saturday	WORKDAY	09:00			18:00		

Do you want to use OT/Done as scheduled work instead of overtime ? Yes

Buttons: Help, Close

Gambar 1.4

Setelah selesai mengkonfigurasi seluruh jadwal, Anda perlu juga mengatur Daftar Tugas Grup masing-masing pekerja.

Kini terdapat 4 grup pekerja, yaitu:

1. Pekerja shift pagi
2. Pekerja shift siang
3. Pekerja shift malam
4. Staf Administrasi

Dalam hal ini, Anda perlu 4 Daftar Tugas Grup. Disarankan Anda menggunakan Daftar Tugas Grup 1 hingga 8, yang mendukung shift kerja normal. disarankan pengguna memilih tanggal efektif kapan Daftar Tugas Grup akan dimulai. Duty roster will be only take effect when there is an effective period.

Daftar Tugas Grup hanya akan berfungsi saat ia telah diberi tanggal efektif.

Mohon diperhatikan lampiran berikut:

Daftar Tugas Grup 1 untuk pekerja pagi,

Group Duty Roster

Select the desired duty roster code from group code 0-9 or A-Z, and the year of the duty planner. Drag day type and drop it on to the grid cell to define the day type as indicated by its color, and key in the schedule code 0-9 or a-z.

Group: 1

2005 01/01/2005 Description: Morning shift workers

	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
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
3	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
4	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
5	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
6	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
7	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
8	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
9	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
10	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
11	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
12	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

Buttons: Help, Close, Holiday List, Day Type (WORKDAY, HOLIDAY, RESTDAY, OFFDAY), Auto Schedule, Import Roster, Different Restday, Erase Roster.

Gambar 1.5

Daftar Tugas Grup 2 untuk pekerja siang,

Group Duty Roster

Select the desired duty roster code from group code 0-9 or A-Z, and the year of the duty planner. Drag day type and drop it on to the grid cell to define the day type as indicated by its color, and key in the schedule code 0-9 or a-z.

Group: 2

2005 01/01/2005 Description: Evening shift workers

	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
1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
4	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
5	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
6	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
7	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
8	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
9	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
10	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
11	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
12	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2

Buttons: Help, Close, Holiday List, Day Type (WORKDAY, HOLIDAY, RESTDAY, OFFDAY), Auto Schedule, Import Roster, Different Restday, Erase Roster.

Gambar 1.6

Daftar Tugas Grup 3 untuk pekerja malam,

Group Duty Roster

Select the desired duty roster code from group code 0-9 or A-Z, and the year of the duty planner. Drag day type and drop it on to the grid cell to define the day type as indicated by its color, and key in the schedule code 0-9 or a-z.

Group: 3

2005 01/01/2005 Description: Night shift workers

	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
1	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	3	3
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	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	3	3	3	3	3
4	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	3	3
5	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	3	3
6	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	3	3
7	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	3	3
8	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	3	3
9	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	3	3
10	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	3	3
11	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	3	3
12	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	3	3

Buttons: Help, Close, Holiday List, Day Type (WORKDAY, HOLIDAY, RESTDAY, OFFDAY), Auto Schedule, Import Roster, Different Restday, Erase Roster.

Gambar 1.7

Daftar Tugas Grup 0 untuk staf administrasi,

Group Duty Roster

Select the desired duty roster code from group code 0-9 or A-Z, and the year of the duty planner. Drag day type and drop it on to the grid cell to define the day type as indicated by its color, and key in the schedule code 0-9 or a-z.

Group: 0

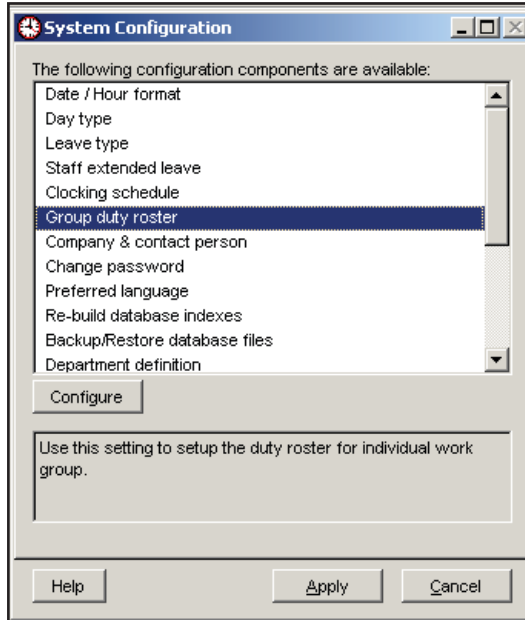
2005 01/01/2005 Description: Admin staff

	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
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Buttons: Help, Close, Holiday List, Day Type (WORKDAY, HOLIDAY, RESTDAY, OFFDAY), Auto Schedule, Import Roster, Different Restday, Erase Roster.

Gambar 1.8

Setelah selesai mengkonfigurasi, mohon tidak lupa menekan tombol “Terapkan” untuk menyimpan perubahan.



Gambar 1.9