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GROUP DUTY ROSTER WITH
MULTIPLE SHIFTS
IN A DAY
SUGGESTIONS & SOLUTIONS FOR TCMS V2

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Conditions:
1. More than 1 working shift.
2. Each working shift is clearly defined.
3. Staff could continue to work for the following shift after they finished their existing shift.

For example, A factory is running 24-hours a day, from Monday to Saturday. There are 3 working shift which are as shown in the table:

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

Table 1: Working schedules.

Workers are allowed to work for the following shift if they able to do so. Workers must attend and finish their assigned working shift before they continue to the following shift. In TCMS v2.1.1, each worker is able to attend 3 working shift in 24 hours (a day).

It is recommended to make use of clocking schedule 1 to 8, which support weekly basic. First you need to setting up 3 clocking schedules as shown below:

Clocking schedule A for Morning shift workers

Clocking Schedule

Specify the clocking schedules and its settings as indicated below. Fixed clocking schedule is not applicable to flexi-work schedule.

Schedule 1   Description Morning Shift

| Clocking | Range | General | Tolerance | Rounding | Break | Overtime |

Instruction

Weekday	Day Type	In	Break	Resume	Out	OT	Done	
Sunday	RESTDAY							
Monday	WORKDAY	08:00	12:00	13:00	16:00			
Tuesday	WORKDAY	08:00	12:00	13:00	16:00			
Wednesday	WORKDAY	08:00	12:00	13:00	16:00			
Thursday	WORKDAY	08:00	12:00	13:00	16:00			
Friday	WORKDAY	08:00	12:00	13:00	16:00			
Saturday	WORKDAY	08:00	12:00	13:00	16:00			

Round to nearest minutes

Rounding

Help   Save

Figure 1.1

Clocking schedule B for Evening shift workers

Clocking Schedule

Specify the clocking schedules and its settings as indicated below. Fixed clocking schedule is not applicable to flexi-work schedule.

Schedule 2   Description Evening Shift

Clocking | Range | General | Tolerance | Rounding | Break | Overtime

Instruction

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			

Round to nearest minutes

Rounding ▼ ▼ ▼ ▼ ▼ ▼

Help   Save

Figure 1.2

Clocking schedule C for Night shift workers

Clocking Schedule

Specify the clocking schedules and its settings as indicated below. Fixed clocking schedule is not applicable to flexi-work schedule.

Schedule 3   Description Night Shift

Clocking | Range | General | Tolerance | Rounding | Break | Overtime

Instruction

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			

Round to nearest minutes

Rounding ▼ ▼ ▼ ▼ ▼ ▼

Help   Save

Figure 1.3

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Now you require configuring Group Duty Roster for this working environment. It is recommended to make use of Group Duty Rooster A to Z for multiple shifts. In Group Duty Rooster A to Z, there are no any weekdays or weekends, but only sequences. Therefore you need to follow sequences as weekdays and weekends:

Sequence	Day
1	Sunday
2	Monday
3	Tuesday
4	Wednesday
5	Thursday
6	Friday
7	Saturday

Table 2: Sequence for the day.

You might arrange the sequence according to you desire format.
In Auto Schedule, you could arrange the working days as below:

For morning shift workers,

Always include the effective date range for the roster to take effect.

Figure 1.4

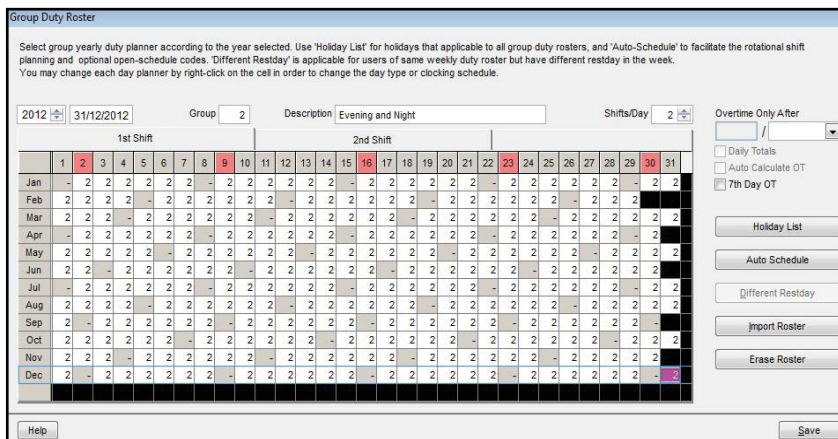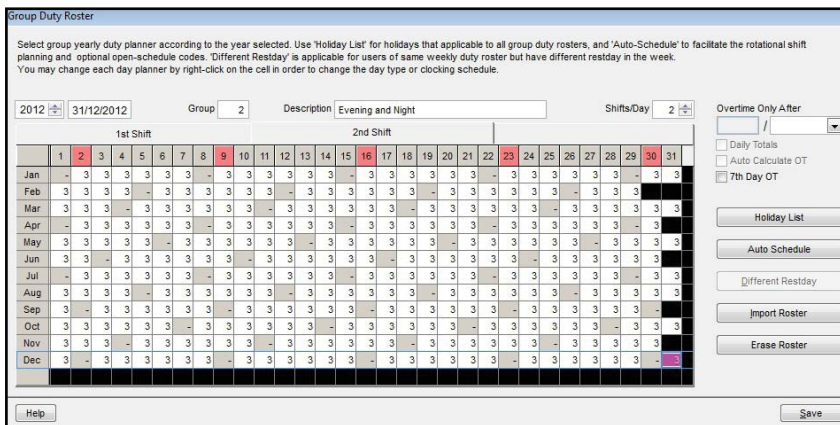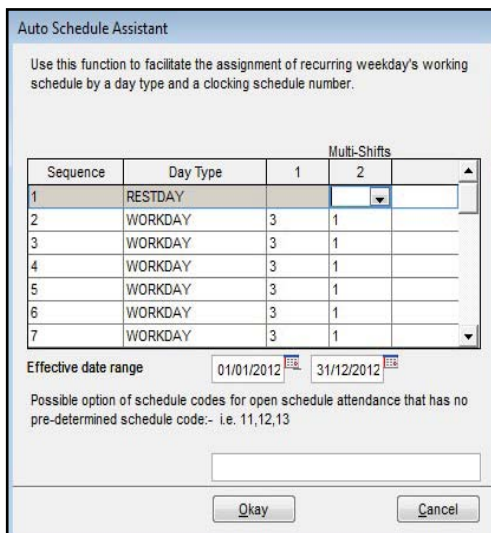You will has the following Group Duty Roster as shown below,
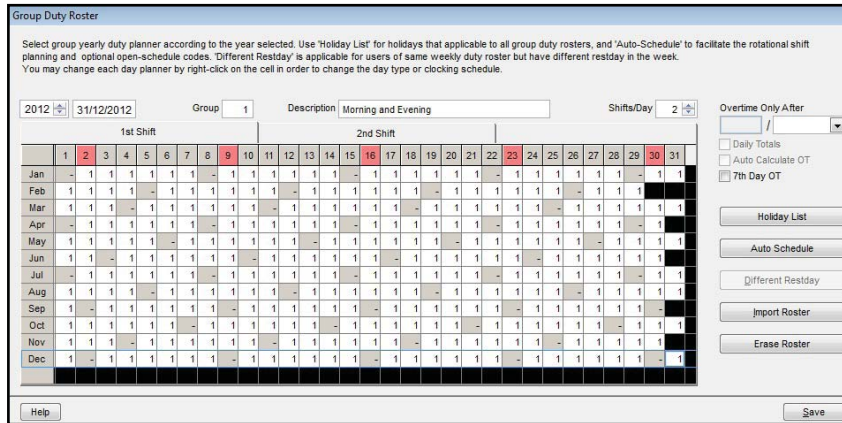
Figure 1.5

Since the group duty roster show only 1 working shift, you could choose to view the second page to view the second working schedule by clicking the column "multi-shifts".
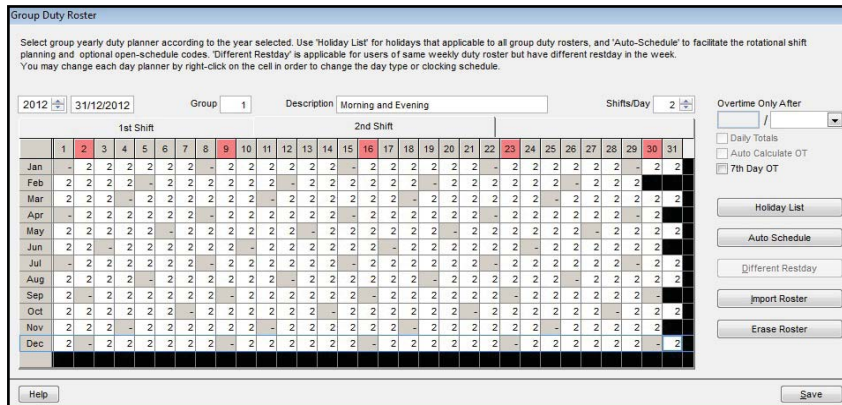
Figure 1.6

For evening working shift,
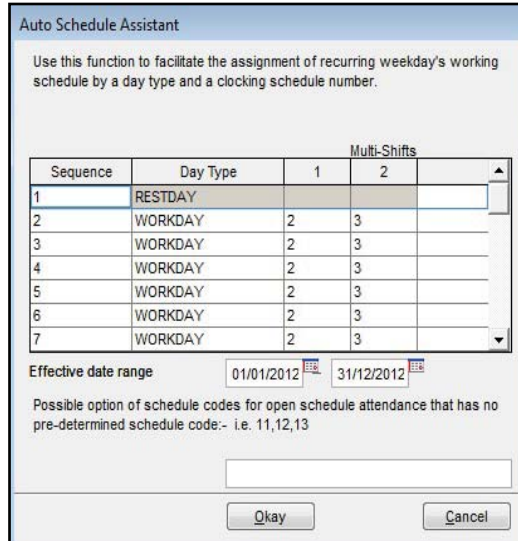
Figure 1.7

You also need to key in the effective date range for the duty rooster to take effect. You will has the following Group Duty Roster as shown below:
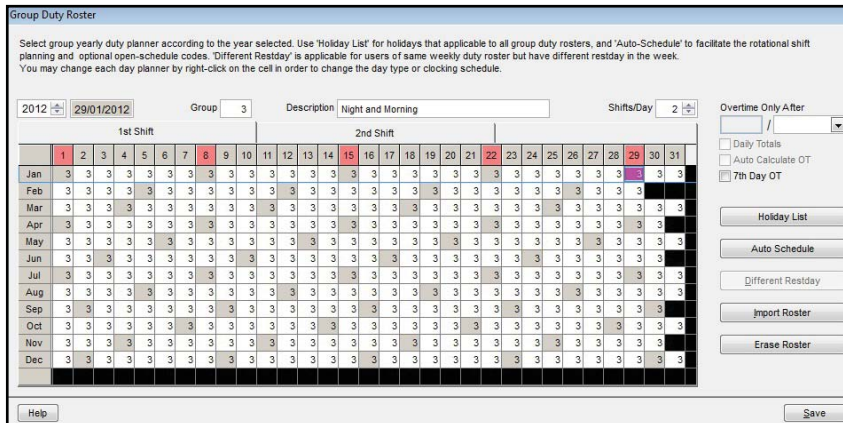

Figure 1.8

Since the group duty rooster show only 1 working shift, you could choose to view the second page to view the second working schedule by clicking the column "multi-shifts".

Figure 1.9

For Night shift workers,

Figure 1.10

You also need to key in the effective date range for the duty rooster to take effect.

You will has the following Group Duty Roster as shown below:

Figure 1.11

Since the group duty rooster show only 1 working shift, you could choose to view the second page to view the second working schedule by clicking the column "multi-shifts".
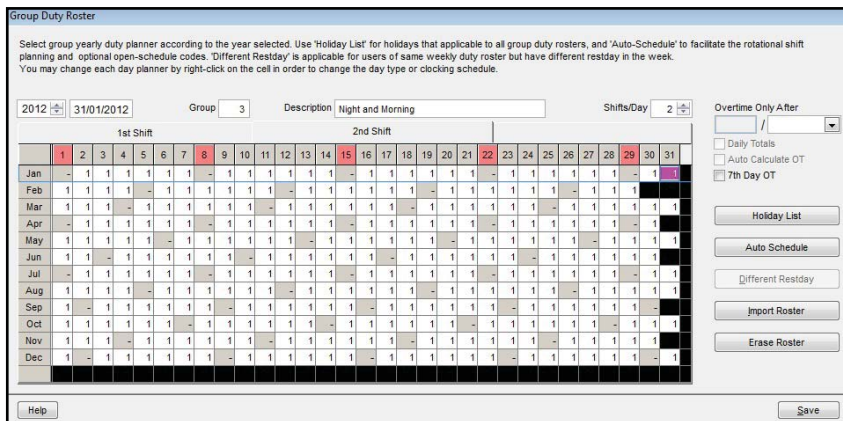

Figure 1.12

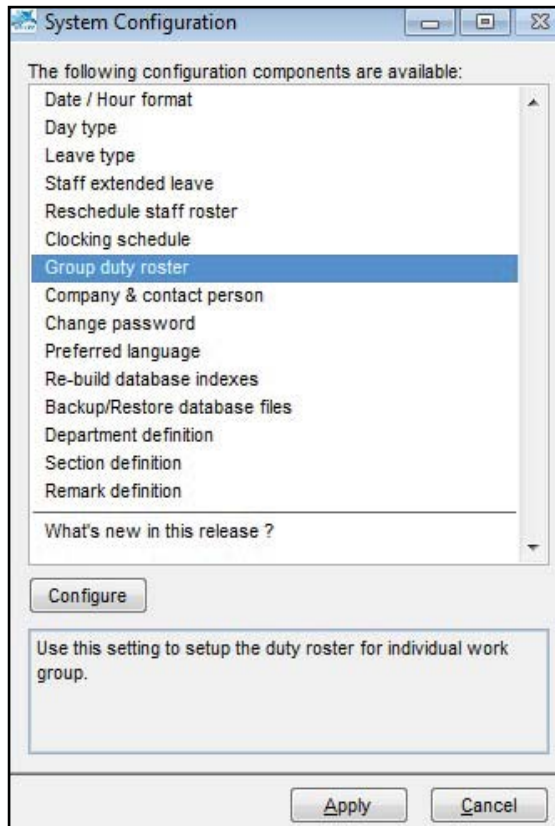After configuration, remember to click the "Apply" button to save the settings.

Figure 1.13