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GROUP DUTY ROSTER WITH
OPEN SCHEDULE
(DAILY SHIFT)

SUGGESTIONS & SOLUTIONS FOR TCMS V2

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Conditions that requiring this feature:
1. Have more than 1 working shift.
2. Each shift has more than 1 break time.
3. Each break time period is different.

Shifts/ Timing	First Shift 5:00 am to 17:00 pm	Second Shift 6:00 am to 18:00 pm	Third Shift 7:00 am to 19:00 pm
Morning Breaks	7:00 am to 7:15 am 7:15 am to 7:30 am	8:00 am to 8:15 am 8:15 am to 8:30 am	9:00 am to 9:15 am 9:15 am to 9:30 am
Lunch Breaks	11:30 am to 12:30 pm 12:30 pm to 13:30 pm	11:30 am to 12:30 pm 12:30 pm to 13:30 pm	11:30 am to 12:30 pm 12:30 pm to 13:30 pm
Evening Breaks	16:00 pm to 16:15 pm 16:15 pm to 16:30 pm	16:00 pm to 16:15 pm 16:15 pm to 16:30 pm	16:00 pm to 16:15 pm 16:15 pm to 16:30 pm

Table 1: Timetable for 3 shifts.

Table 1 is a time schedule for staff in a company. There are a total of 3 working shifts in a day. In each shift there are 2 teams of workers which are entitled to different break times. Workers could not change their break time after they have been assigned to it.

In this case, you need to break down the above working schedule to a schedule that is shown below,

Name of Group	Schedule	In	Break	Resume	Out
1st Shift Grp A	a b	0500 1230	0700 1600	0715 1615	1130 1700
1st Shift Grp B	c d	0500 1330	0715 1615	0730 1630	1230 1700
2nd shift Grp A	e f	0600 1230	0800 1600	0815 1615	1130 1800
2nd shift Grp B	g h	0600 1330	0815 1615	0830 1630	1230 1800
3rd shift Grp A	I j	0700 1230	0900 1600	0915 1615	1130 1900
3rd shift Grp B	k l	0700 1330	0915 1615	0930 1630	1230 1900

Table 2: New Timetable.

You may break each shift into 2 groups, Group A and Group B. Each group will be separated into 2 schedules, schedule a for morning and schedule b for evening. You may choose to use Clocking Schedule a to z because these schedules support daily basic. These workers are having different rest days in a week; therefore you may use Group Duty Roster 0 to 9, which support different rest day.

Step 1 • *Setting up Clocking Schedule.*

Figure 1.1 Clocking schedule a.

Figure 1.2   Clocking schedule b.

Step 2 • *Setting up Group Duty Roster.*

You can select the Group Duty Roster A for schedule a and b by scrolling down the "Schedule". In Group Duty Roster dialog, choose the "Auto Schedule" ' option and configure it as below:

Choose the day type. assuming 1 is Sunday, 2 is Monday and so on.

Input the clocking schedule codes.

Auto Schedule Assistant

Use this function to facilitate the assignment of recurring weekday's working schedule by a day type and a clocking schedule number.

Sequence	Day Type	Multi-Shifts 1	2
1	RESTDAY		
2	WORKDAY	1	2
3	WORKDAY	1	2
4	WORKDAY	1	2
5	WORKDAY	1	2
6	WORKDAY	1	2
7	RESTDAY		

Effective date range   01/01/2012   31/12/2012

Possible option of schedule codes for open schedule attendance that has no pre-determined schedule code:- i.e. 11,12,13

Okay   Cancel

Figure 1.3

Choose the effective date range. Always look for a date that starts from Sunday.

After the setting has been completed in the Auto Schedule Assistant, click the "Okay" button for the system to generate the duty roster. After generating, a new Group Duty Roster dialog should appear as shown below:
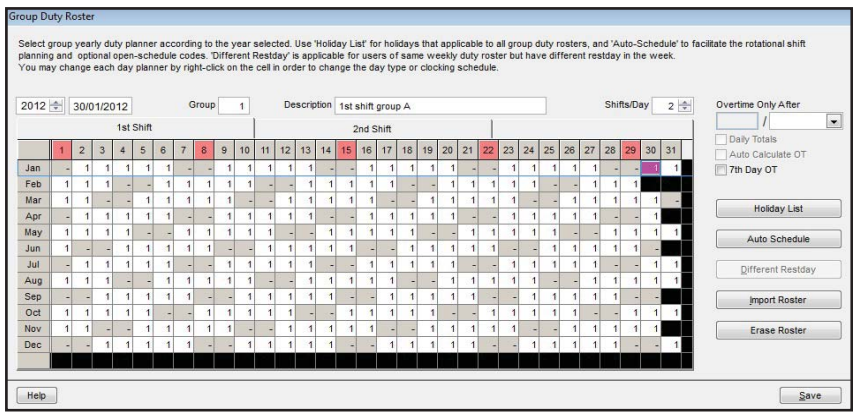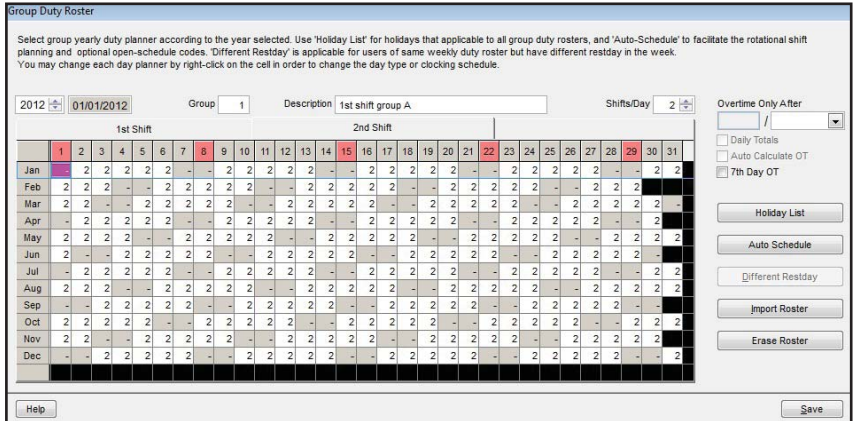
Figure 1.4

Figure 1.5

By scrolling down the "Multi-Shift", you may view the second or the third working shifts. Repeat step 1 as mentioned above to generate clocking schedules and group duty rosters for the rest of the workers. By configuring the Group Duty Roster, all workers must complete 2 working shifts in a day. If a user misses 1 shift, the user will be reported as did not complete his or her job.