

**FINGERTEC**



GROUP DUTY ROSTER FOR  
**OVER NIGHT  
WORKING SHIFT**  
SUGGESTIONS & SOLUTIONS FOR TCMS V2

In a factory, there are 2 teams of workers, 1 team is working during day and other is working at night. The working schedules are as below,

<i>Team</i>	<i>IN</i>	<i>BREAK</i>	<i>RESUME</i>	<i>OUT</i>
A	8:00am	12:30pm	1:30pm	5:00pm
B	5:00pm	11:30pm	12:30am	5:00am

In this factory, employee could not changing their working shift unless with the permission from management. This is a fix-working schedule. In this case, you may configure as the steps showed below in TCMS v2.1.0.

**Step 1 • Configuring clocking schedule.**

For day shift,

Clocking schedule a.

**Figure 1.1**

For night shift,

● Clocking schedule b.

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

Schedule: 2 Description: Night Shift

General | Tolerance | Rounding | Break | Overtime

**Clocking Time:-**  
Actual clocking time  
Leave it blank if not used

	In	Break	Resume	Out	OT	Done
Actual clocking time	17:00	23:30	00:30	05:00	:	:
Round to nearest minutes						
Rounding						

**Clocking Range:-**  
Clocking before this time  
Leave it blank for default range

	In	Break	Resume	Out	OT	Done
Clocking before this time	:	:	:	:	:	:

**Latest Clocking:-**  
Replace with most recent clocking within the clocking range

	In	Break	Resume	Out	OT	Done
Replace with most recent clocking within the clocking range	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Help, Save

Figure 1.2

You may notice the clocking schedule code chosen to use is a and b, which support daily working basic. These clocking schedules (a to z) could support over night working shift.

## Step 2 • Configuring Group Duty Roster.

For day shift,

● Group Duty Roster A.

Group Duty Roster

Select group yearly duty planner according to the year planning and optional open-schedule codes. Different You may change each day planner by right-click on

2012 Group

1st Shift

	1	2	3	4	5	6	7	8	9
Jan									
Feb									
Mar									
Apr									
May									
Jun									
Jul									
Aug									
Sep									
Oct									
Nov									
Dec									

Shifts/Day: 2

Overtime Only After: /

Daily Totals  
 Auto Calculate OT  
 7th Day OT

Buttons: Holiday List, Auto Schedule, Different Restday, Import Roster, Erase Roster, Help, Save

**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	1	2
1	RESTDAY		
2	WORKDAY	1	
3	WORKDAY	1	
4	WORKDAY	1	
5	WORKDAY	1	
6	WORKDAY	1	
7	WORKDAY	1	

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

Buttons: Okay, Cancel

Figure 1.3

For night shift,

Group Duty Roster B.

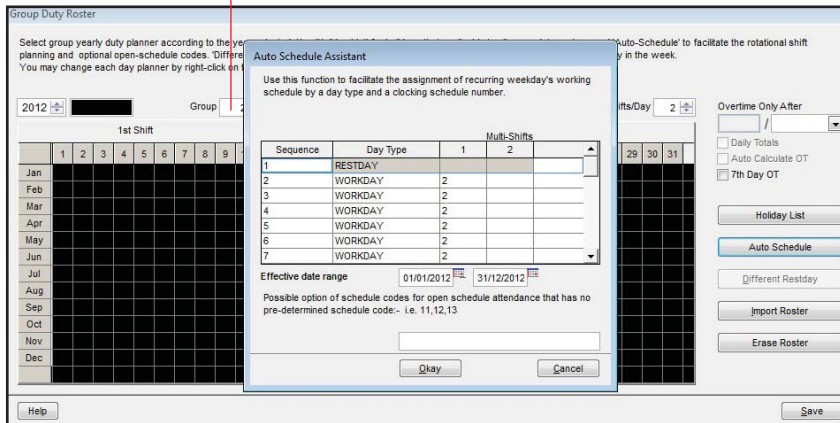


Figure 1.4

You may choose to use Group duty roster A and B as shown. This is because these group duty roster (A to Z) could support over night working shift. You may refer to the table below for the relation between Sequence and normal weekdays.

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

### Step 3

After you finish configure the group duty roster, there are the proper outlook.

For day shift,

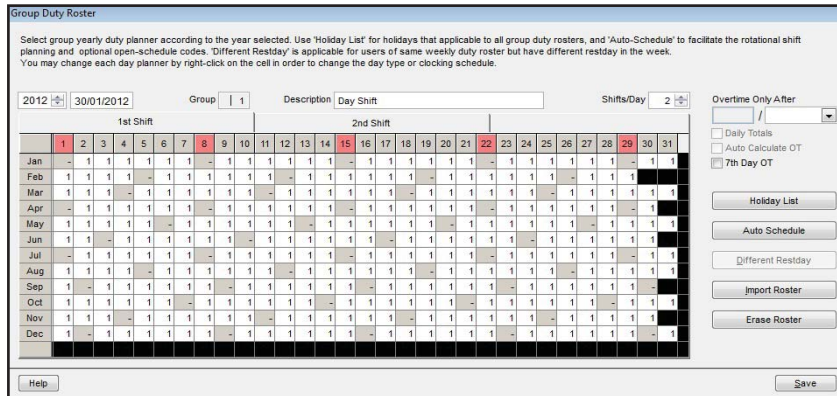


Figure 1.5

For night shift,

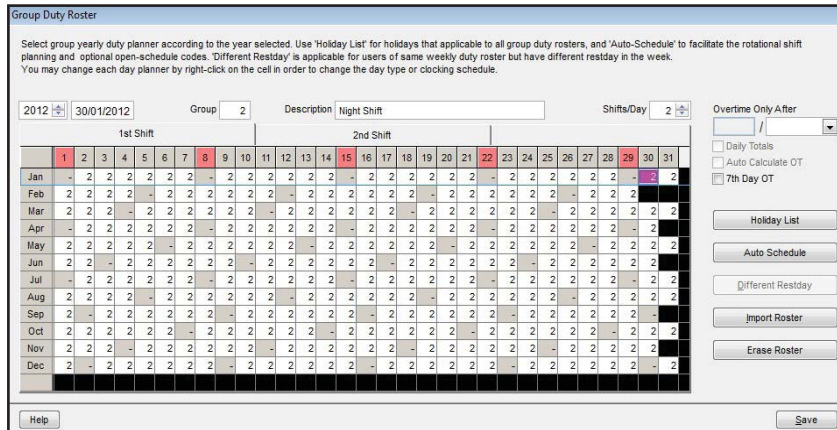
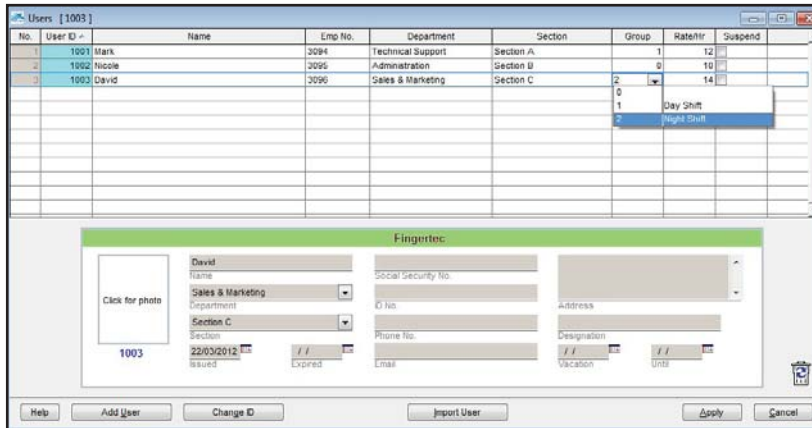


Figure 1.6

**Step 4 • Assigning users to group duty roster.**



**Figure 1.7**

Now you may assign users according to their working group. Group A is for day working shift and Group B is for night working shift.