FING@RTEC.

GROUP DUTY ROSTER WITH
ROTATIONAL SHIFT
SUGGESTIONS & SOLUTIONS FOR TCMS V2

Conditions that requiring this feature:
1. More than one shift.
2. Each worker is assigned to a specify shift.
3. Each working shift changes periodically.
4. Each worker will change shift rotationally.
5. Changes are periodic.
6. Each working shift has different rest days.

For example, a factory is running under 2 working shifts a day, as mentioned below:

Day shift	***9:00am to 9:00 PM***
Night shift	***9:00pm to 9:00 AM***

There are 3 groups of workers which are having different working schedules, as stated below.

Day	*1*	*2*	*3*	*4*	*5*	*6*	*7*	*8*	*9*	*10*	*11*	*12*	*13*	*14*	*15*
Group A	D	D	D	D	D	O	O	N	N	N	N	N	O	O	O
Group B	O	O	N	N	N	N	N	O	O	O	D	D	D	D	D
Group C	N	N	O	O	O	D	D	D	D	D	O	O	N	N	N

Legend:

D	=	Day Shift
N	=	Night Shift
O	=	Off day

This is a typical rotational shift-working environment. Therefore, user needs to set up rotational working schedules to suit this environment.

Step 1 • *Setting up of rotational clocking schedule.*

User needs to use clocking schedule "a" to "z", which supports daily basic working hours. In this case, we choose "clocking schedule a" for day shift and "clocking schedule b" for night shift. Please refer to the diagram below:

Clocking schedule a.

Figure 1.1

Figure 1.2

Notice a sentence "If this a rotational shift, specify the quality minutes before the shift starts". This is an optional setting. It is recommended that users are provided with a time period, for example 30 minutes, to allow workers to have enough time to clock-in and clock-out.

Step 2 • *Setting up of Group Duty Roster.*

As mentioned before, there are 3 working groups for this environment. Therefore, user needs to set up 3 Group Duty Rosters. In Group Duty Roster, click the button "Auto Schedule" to start configuring the duty rosters.

Group duty roster named "A" to "Z" is specially made for rotational working hours. We now choose 3 group duty rosters, which are:

Group Duty Roster A for workers in Group A

It is recommended that user choose the effective dates for the duty roster to take effect.
Duty roster will only take effect when there is an effective period.
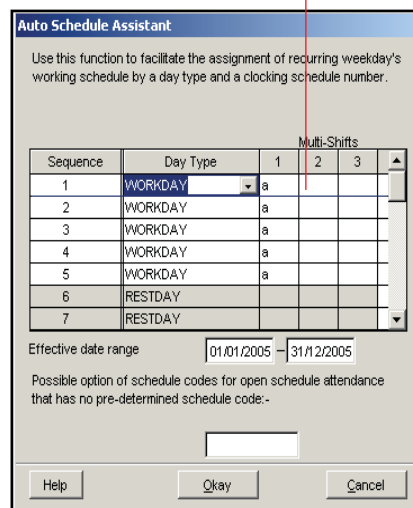Duty roster will only run according to the sequences set, no matter for weekdays or weekends.
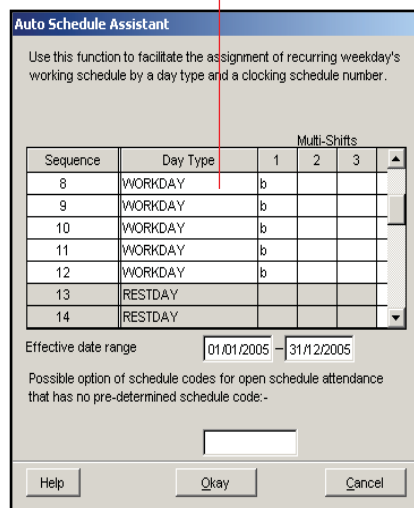

Figure 1.3

Figure 1.4

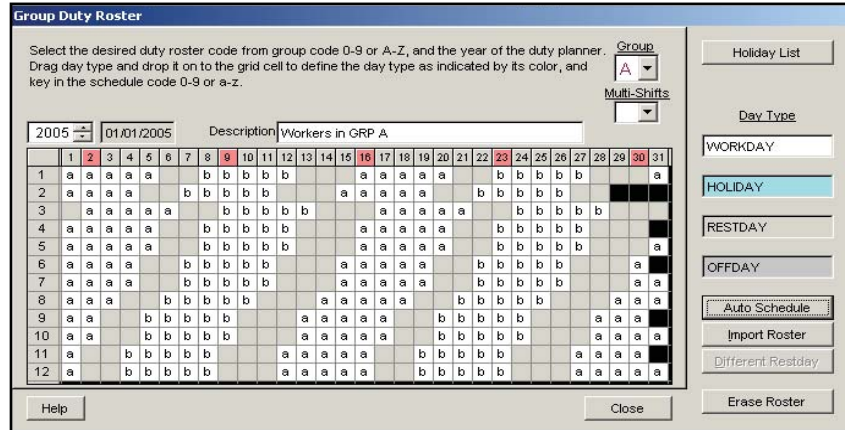After the set up, Group Duty Roster A should appear as shown below:

Figure 1.5

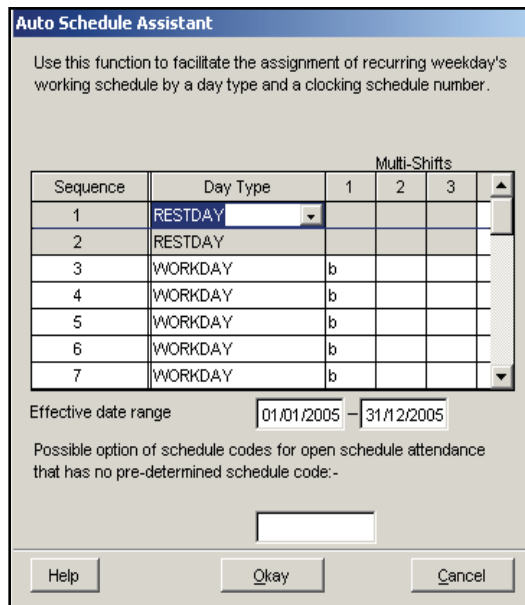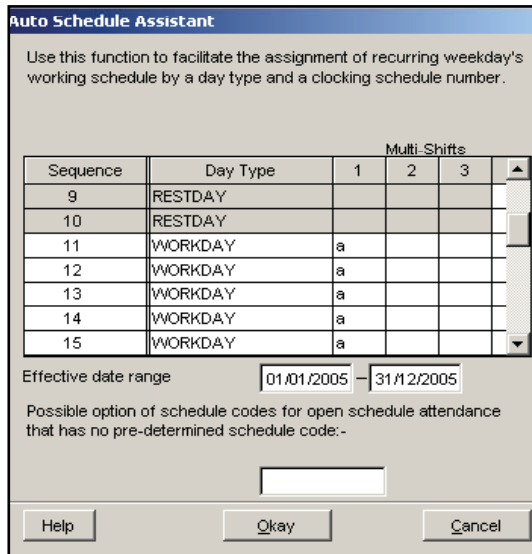**Group Duty Roster A for workers in Group B**

Figure 1.6

Figure 1.7

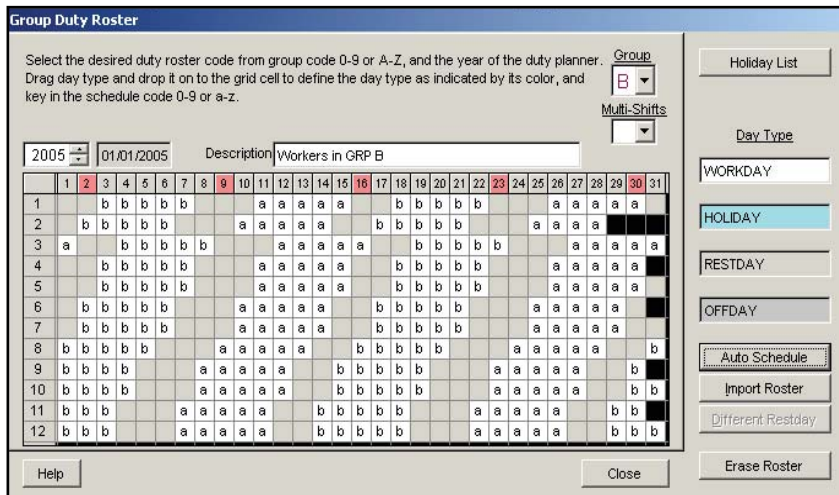The Group Duty Roster B should look like the one below:

Figure 1.8

Group Duty Roster A for workers in Group C

User should be able to configure Group Duty Roster C by using the same method until Group Duty Roster C appears as shown below:
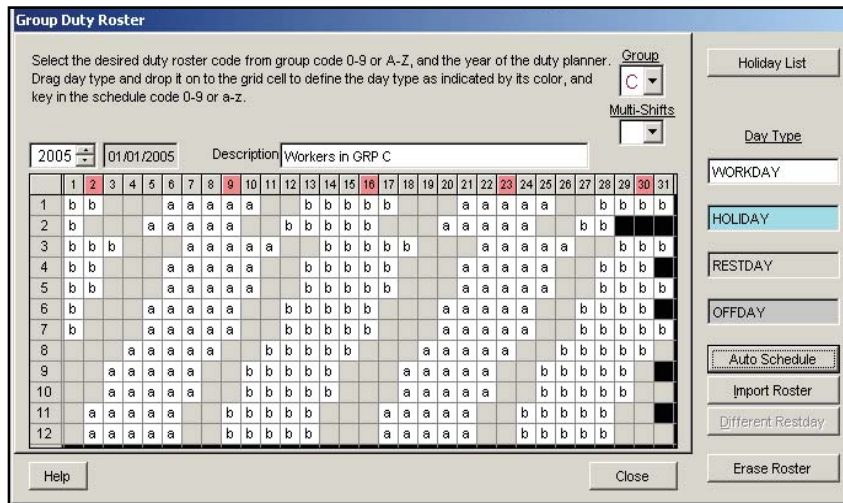

Figure 1.9

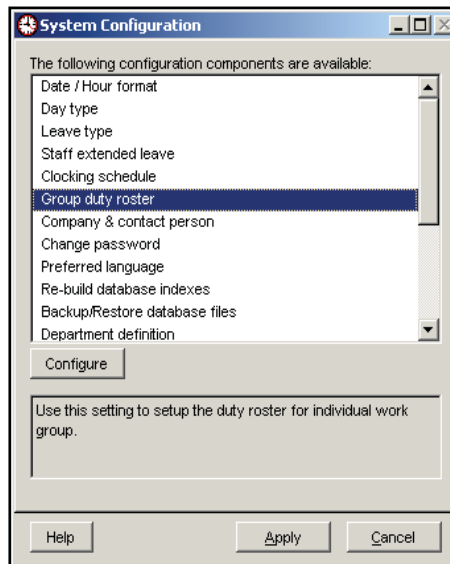After configuration, remember to click the "Apply" button to save the settings.

Figure 1.10