

FINGERTEC



GROUP DUTY ROSTER WITH
SEVERAL SHIFTS
SUGGESTIONS & SOLUTIONS FOR TCMS V2

Condition:

1. More than 1 working shift.
2. Each staff is assigned to specific shift.
3. Each staff must work according to their assigned shift.
4. Each staff could not change to other shift without changing their group.

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.

This factory is using a **typical multiple working shift**, 3 working shift a day. Therefore you need to configure **3 clocking schedule** in this case. Further more all-working shift is **weekly basic**, therefore it is recommended to use **clocking schedule 1 to 8**.

Clocking schedule 1 for Morning shift workers,

Figure 1.1

Clocking schedule 2 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 Description

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

Figure 1.2

Clocking schedule 3 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 Description

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

Figure 1.3

It is also recommended to configure a clocking schedule for administration staff which work only 1 shift a day, from 9am to 6pm.

Clocking schedule for Administration staff,

Weekday	Day Type	In	Break	Resume	Out	OT	Done
Sunday	OFFDAY						
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		

Figure 1.4

After configure all clocking schedules, you need to set up individual Group Duty Roster for all workers in factory.

There are 4 groups of workers, which are:

1. Morning workers
2. Evening workers
3. Night workers
4. Admin staff

In this case, you require 4 group duty rosters. It is recommended you to use **Group Duty Roster 1 to 8**, which **support normal working shifts**. It is recommended user to choose for the **effective date** for the duty roster to take effect.

Duty roster will be only take effect when there is an effective period.

Please look forward to the attachment as below:

Group Duty Roster 1 for Morning workers,

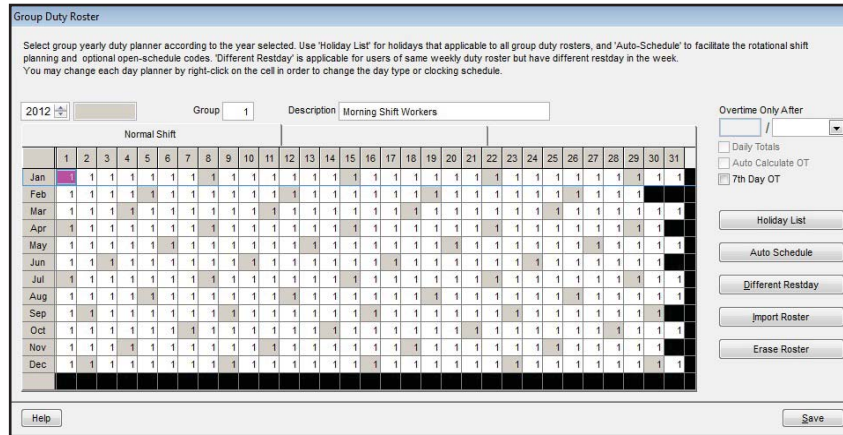


Figure 1.5

Group Duty Roster 2 for Evening workers,

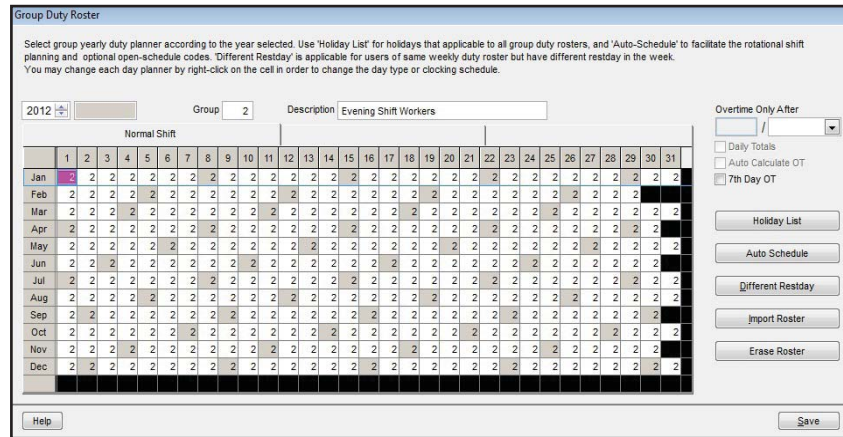


Figure 1.6

Group Duty Roster 3 for Night shift,

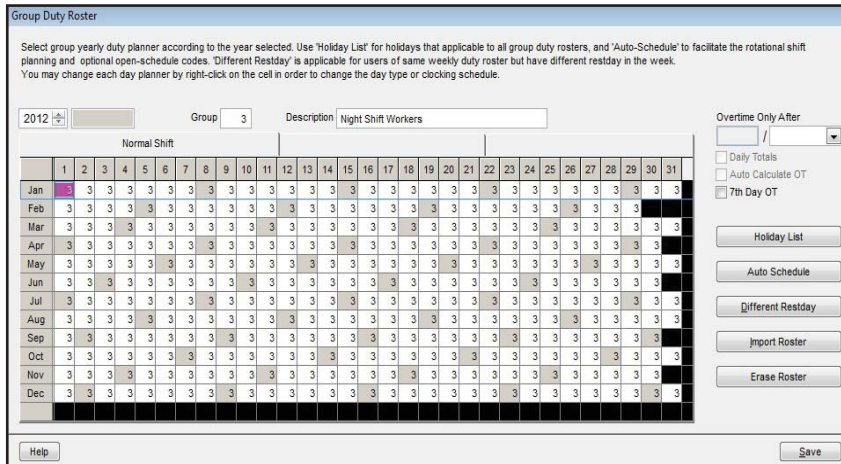


Figure 1.7

Group Duty Roster 0 for Admin Staff,

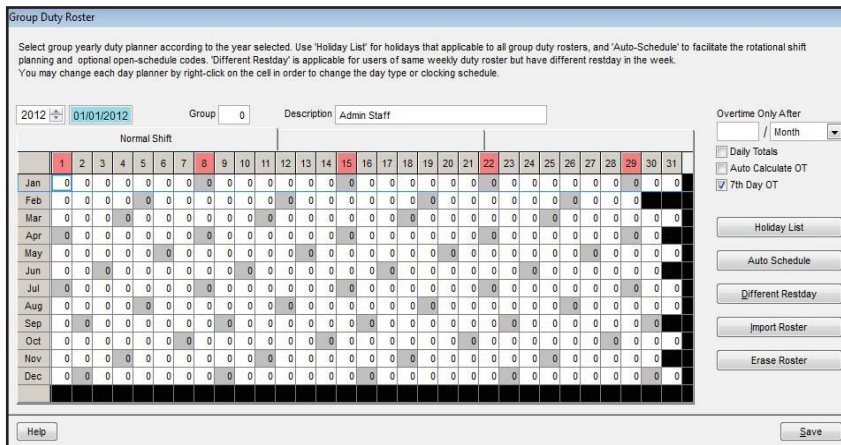


Figure 1.8

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

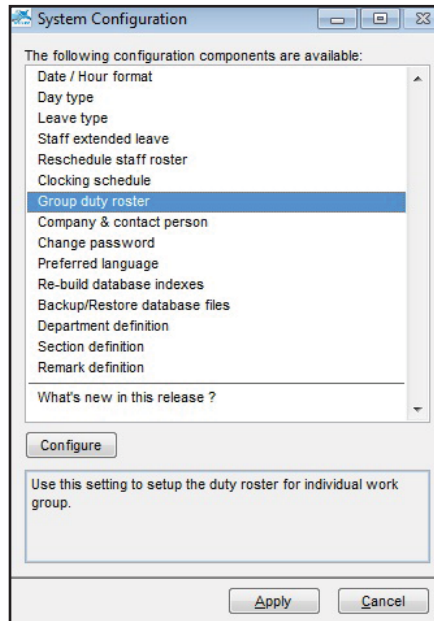


Figure 1.9