

**FINGERTEC**



GROUP DUTY ROSTER WITH  
**OPEN SCHEDULE**  
**(OVER NIGHT SHIFT)**  
SUGGESTIONS & SOLUTIONS FOR TCMS V2

**Conditions that requiring this feature:**

1. Have more than 1 working shift.
2. Staff could work for any other shift when they are required to do so.
3. There are over night shifts in the clocking time.

For example, a factory is operating 24 hours a day. There are 3 teams of workers in the factory, which the timetable for them to work is according to the working schedules tabled below:

<i>Shift</i>	<i>In</i>	<i>Break</i>	<i>Resume</i>	<i>Out</i>
Morning	8:00am	12:30pm	1:30pm	5:00pm
Night	5:00pm	11:30pm	1:30am	3:00am
Midnight	3:00am	5:00am	6:00am	8:00am

**Table 1: Schedule for the 3 teams of workers.**

The special condition in this factory is that, workers might be called back to work when required. Therefore, workers might clock in more than 1 shift in a day. In this case, you need to assign 3 working schedules according to the workers working time as shown in the table above.

**Step 1 • Setting the clocking schedule for the 3 shift using the Schedule a to z.**

For morning shift,

Scroll down the Schedule to choose the daily schedule (a to z).

The screenshot shows the 'Clocking Schedule' configuration window. At the top, it says 'Specify the clocking schedules and its settings as indicated below. Fixed clocking schedule is not applicable to flexi-work schedule.' Below this, there are fields for 'Schedule' (set to 1) and 'Description' (set to 'morning shift'). The 'Clocking' tab is selected, showing a grid of settings for 'In', 'Break', 'Resume', 'Out', 'OT', and 'Done'. Under 'Clocking Time-', 'Actual clocking time' is set to 08:00, 12:30, 13:30, 17:00, and there are empty fields for ':', ':', and ':'. 'Round to nearest minutes' is checked. Under 'Clocking Range-', 'Clocking before this time' is set to 12:00, 13:00, 14:00, 17:00, and there are empty fields for ':', ':', and ':'. Under 'Latest Clocking-', 'Replace with most recent clocking within the clocking range' is checked for the 'Out' column. At the bottom, there are 'Help' and 'Save' buttons.

**Figure 1.1**

For night shift,

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

Schedule  Description

**Clocking** | General | Tolerance | Rounding | Break | Overtime

	In	Break	Resume	Out	OT	Done
<b>Clocking Time:-</b> Actual clocking time Leave it blank if not used	<input type="text" value="17:00"/>	<input type="text" value="23:30"/>	<input type="text" value="00:30"/>	<input type="text" value="03:00"/>	<input type="text" value=":"/>	<input type="text" value=":"/>
Round to nearest minutes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rounding	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Clocking Range:-</b> Clocking before this time Leave it blank for default range	<input type="text" value="20:00"/>	<input type="text" value="00:00"/>	<input type="text" value="01:00"/>	<input type="text" value="03:00"/>	<input type="text" value=":"/>	<input type="text" value=":"/>
<b>Latest Clocking:-</b> 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"/>

Help Save

Figure 1.2

For midnight shift,

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

Schedule  Description

**Clocking** | General | Tolerance | Rounding | Break | Overtime

	In	Break	Resume	Out	OT	Done
<b>Clocking Time:-</b> Actual clocking time Leave it blank if not used	<input type="text" value="03:00"/>	<input type="text" value="05:00"/>	<input type="text" value="06:00"/>	<input type="text" value="08:00"/>	<input type="text" value=":"/>	<input type="text" value=":"/>
Round to nearest minutes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rounding	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Clocking Range:-</b> Clocking before this time Leave it blank for default range	<input type="text" value="04:00"/>	<input type="text" value="05:30"/>	<input type="text" value="07:00"/>	<input type="text" value="08:00"/>	<input type="text" value=":"/>	<input type="text" value=":"/>
<b>Latest Clocking:-</b> 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"/>

Help Save

Figure 1.3

After configuring the working schedules, you need to configure a Group Duty Roster with open schedule as shown below,

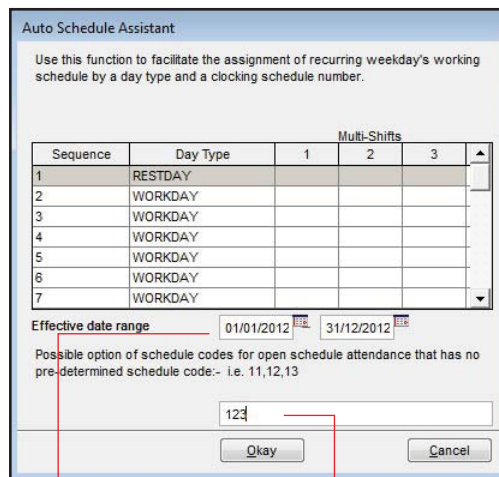


Figure 1.3

- Scroll down the group by choosing A.
- Input the possible clocking schedule here.

First, click the “Auto Schedule” button and a new dialog box will appear. **Clear all working schedules** shown in the column “Schedule”, and assign working day and rest day according to the factory policy.

Notice the sentence “Possible option of schedule code for open schedule attendance that has no predetermined schedule code”. Key in the **schedule code “abc”** in the box below the sentence. “Schedule code a” means clocking schedule a, “schedule code b” means clocking schedule b and “schedule code c” represents schedule code c.

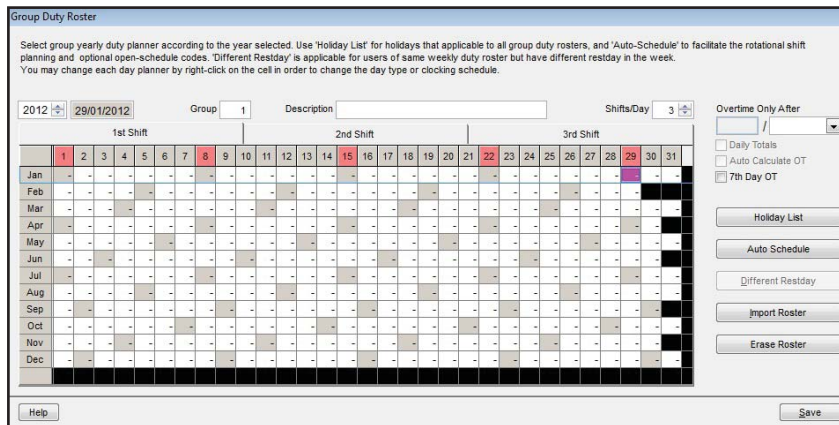
You may notice that there is no weekdays displayed but just the sequences. Therefore, you need to consider the relationship between sequences and weekdays as below,

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

**Table 2: Relations between sequence and weekday.**

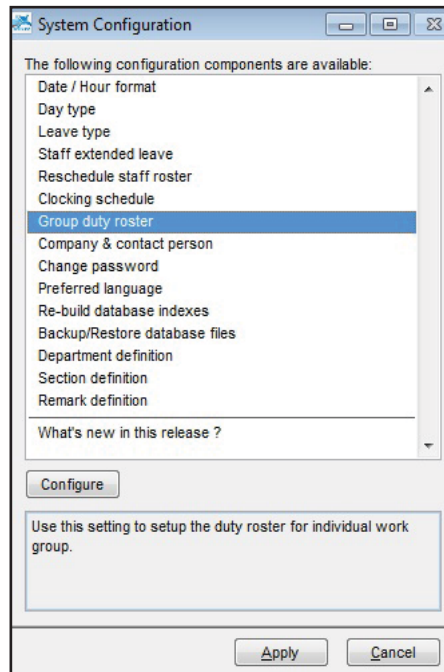
It is recommended that user chooses the **effective date range** for the duty roster to take effect. Duty roster will be only taking effect when there is an effective period. Please always choose a date which in Sunday.

After all the settings have been completed, you should obtain the **Group Duty Roster** dialog result as shown below:



**Figure 1.4**

Workers could **attend to any working shifts** when they are called to attend. Under this open schedule, attendance of workers will be captured once they clock in to any working shift. After configuration, remember to click the “Apply” button to save the settings.



**Figure 1.5**