

#### FING@RTEC. GROUP DUTY ROSTER WITH OPEN SCHEDULE (OVER NIGHT SHIFT)

#### 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:

Shift	In	Break	Resume	Out
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. Scroll down the Schedule to

Clocking General Tolerance Round	ng Break	Overtime	Resume	Out	OT	Done	
Actual clocking time Leave it blank if not used Round to nearest minutes Rounding	08:00	12:30	13:30	17:00			
Clocking Range:- Clocking before this time Leave it blank for default range	12:00	13:00	14:00	17:00	:::		
Latest Clocking:- Replace with most recent clocking within the clocking range							
Help						Save	

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3

ecify the clocking schedules and its settir	ngs as indica	ted below. Fi	xed clocking sch	iedule is not ap	plicable to flexi	-work schedule.
Schedule 2 Description	night shift					
ocking] General Tolerance Roundin	g Break	Overtime				
Clocking Time:-	In	Break	Resume	Out	OT	Done
Actual clocking time Leave it blank if not used	17:00	23:30	00:30	03:00		
Round to nearest minutes						
Rounding			•			
Clocking Range:-						
Clocking before this time Leave it blank for default range	20:00	00:00	01:00	03:00		
atest Clocking:-	-	1000	10001		10000	
Replace with most recent clocking within the clocking range						



For midnight shift,

	3 00	scription	mianight sr	ηπ					
locking Genera	I Tolerance	Roundin	g Break	Overtime					
Clocking Time:-			In	Break	Resume	Out	OT	Done	
Actual clocking time Leave it blank if not	used		03:00	05:00	06:00	08:00		1	
Rou	nd to nearest	minutes							
	R	ounding		-	-	•	-	•	
Clocking Range	-								
Clocking before this Leave it blank for d	time efault range		04:00	05:30	07:00	08:00	20		
atest Clocking Replace with most r clocking range	:- ecent clocking wi	ithin the	(m)						
felp								Save	
ire 1.3									

#### **GROUP DUTY ROSTER WITH** FING@RTEC. **OPEN SCHEDULE (OVER NIGHT SHIFT)**

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

Sequence         Description         1         2         3           1         RESTDAY	Seguen	Day	Tune	1	2	3	
1     INSTRAT       2     WORKDAY       3     WORKDAY       4     WORKDAY       5     WORKDAY       6     WORKDAY       7     WORKDAY       8     WORKDAY       9     State       9     WORKDAY       10     Image: Comparison of the state       11     Comparison of the state       12     Image: Comparison of the state	1	DESTDAY	турс		2	3	
2     WORKDAY       3     WORKDAY       4     WORKDAY       5     WORKDAY       6     WORKDAY       7     WORKDAY       7     WORKDAY       9     01/01/2012       Image: Constraint of the state	2	WORKDAY					
WORKDAY     S     WORKDAY     S     WORKDAY     G     WORKDAY     G     WORKDAY     T     U1/01/2012     III     31/12/2012     III     11/12,13     I123     I123	3	WORKDAY			-		+
5     WORKDAY       6     WORKDAY       7     WORKDAY       7     WORKDAY       Fffective date range       01/01/2012     III       31/12/2012     III       Possible option of schedule codes for open schedule attendance that has no pre-determined schedule code:- i.e. 11,12,13       123	4	WORKDAY					+
6     WORKDAY       7     WORKDAY       Effective date range     01/01/2012       Possible option of schedule codes for open schedule attendance that has no pre-determined schedule code:- i.e. 11,12,13       123	5	WORKDAY					+
7     WORKDAY       Effective date range     01/01/2012       Possible option of schedule codes for open schedule attendance that has no pre-determined schedule code:- i.e. 11,12,13	6	WORKDAY					+
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	7	WORKDAY		-			-
	Possible op pre-determ	nte range bition of schedule ined schedule co	01/01/20 codes for op de:- i.e. 11,1 123	12 en sche 2,13	dule attendanc	e that ha	s no

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,

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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:

2012	\$	29/0	1/20	12			C	Broup		1		De	scrip	tion														Shif	ts/Da	ay	3 🚖	Overtime Only After
			्रा	st SI	nift					1				3	2nd S	Shift					1					3rd :	Shift				1	1
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Daily Totals
Jan	-			-	-		-	-		-	-	-	-	-		-		-	-	-	-	12		-	-	-	-	-				Tth Day OT
Feb	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-	-	-	-	-	-	-		-	-	-	-				
Mar	-	-	-	-	-	-		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-		-	
Apr	-	-	-	-	-			-	-	-	-	-	-	-	-		-	-	-	-	-				-	-	-	-	-	-		Holiday List
May	-	-	-	-	-	-		-	-	-	-	-			-	-	-		-	1	-			-	-	-	-	-	-	8.	-	Auto Schodulo
Jun	-	-	-	-	-	24		-	-		-	-	-	2.	-	-	-	-	-	-	-		-		-	-	-	-	-	13		Auto Schedule
Jul		-		-	-	-		-	-	-	-	-	-	-		-		-	-	-	-	-		-			-	-	-			Different Restday
Aug	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	
Sep	-	-		-	-	-	-	-	-	-	-		-	-	-		-	-	-	-	-	1	14	-	-	-	-	-	-	22		Import Roster
Oct	1-	-	-	-	-	0-			-	-	-	-	-	2.5		-		-	-	-	-	-			-	1	-	-	-	25	1.0	
Nov	-	-	-	1	-	: -	194	-	-	-	-	-	-		-	-		-	-	-	-	<u>_</u>	-	÷-	-	-	-	-	-	-		Erase Roster
Dec	-	-	-	-	-	-	-	-	-	-	-	-	-	-	27	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		

Figure 1.4

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#### GROUP DUTY ROSTER WITH OPEN SCHEDULE (OVER NIGHT SHIFT) FING@RTEC.

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.

😹 System Configuration 📃 🗖	23 [
The following configuration components are available:	
Date / Hour format	
Day type	
Leave type	
Staff extended leave	
Reschedule staff roster	
Clocking schedule	
Group duty roster	
Company & contact person	
Change password	
Preferred language	
Re-build database indexes	
Backup/Restore database files	
Department definition	
Section definition	
Remark definition	
What's new in this release ?	-
Configure	
Use this setting to setup the duty roster for individual wo group.	rk
<u>A</u> pply <u>C</u> an	icel

Figure 1.5

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