

SHIFT MANAGEMENT

Multiple shift types-



Day shift

Shifts within the
time 12:00 to
23:59



Night shift

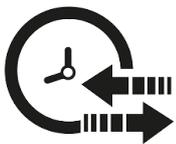
Shift that exceeds
the OUT time
23:59



Spilt

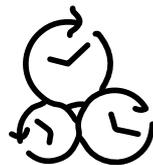
Two shifts within
one day

Multiple shift formats- Fixed/flexible hours/flexible time



Fixed Shift Hours-

Only hours to be defined in the shift. Employee can punch In and Out any time during the day but has to complete working hours define



Fixed shift Time-

Employee need to punch In and Out within the defined shift time



Flexi Shift-

User needs to define shift start and end time. Employee can either arrive before a shift or stay back after shift to complete total work time.

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ALTERNATE TIMINGS ON EXISTING SHIFTS- Ramadan/Festivals

The alternate shifts can be assigned for a particular shift with an Validity, it will work for the set validity with alternate timings.

SPILL OVERS

- Spill Over Before- Employee punches prior to shift start time will be captured. For example, if shift starts at 9:00 and spillover before added is 2:00 hrs then if an employee swipes in after 7:00 will be captured.
- Spill Over After- Employee punches after to shift end time will be captured. For example, if shift ends at 18:00 and spillover after added is 2:00 hrs then if an employee swipes out will 20:00 will be captured.

DEFAULT SHIFT- ORGANISATION /DEPARTMENT LEVELS

Default Shift can be created on as per the System Default Shift and Organization Default Shift. When no shift is assigned to an employee then Organization default shift will be applicable.

SHIFT RULES AND VALIDATION

Roster Configuration will allow the authorized person to setup configuration for Shift Roster as per Employee, Manager, and HR grade. This configuration will be applicable while setting the shift roster for employees.

SHIFT PATTERNS

Shift roster where the roster period will be the same and repeated after a certain number of days can be configured as a pattern which can be used while preparing roster for the employees.

MULTIPLE SHIFT ROASTERS- SYSTEM/EXCEL

• Shift Roster

This section allows the user to set shift roster for employees based on shift pattern and shifts created in system.

• Shift Roster Schedule

Users will be able to create shift roster for employees/Teams using the shift codes defined in system. In shift roster schedule, shift pattern cannot be applied. User has option to update roster in bulk by exporting into excel sheet and then by uploading the same.

DYNAMIC ROSTERING

- The HR/Manager can create a roster for the employee without assigning any predefined shift.
- HR/Manager needs to enter the Shift Start/End time in Dynamic roster for a particular employee.

SHIFT SWAP

HR/Manager can swap the shift between two employees as per requirement.

SHIFT DELETION

Delete shift allows the Manager or HR to delete the shift roster and Dynamic Roster of an employee for the selected date range.

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