User Guide
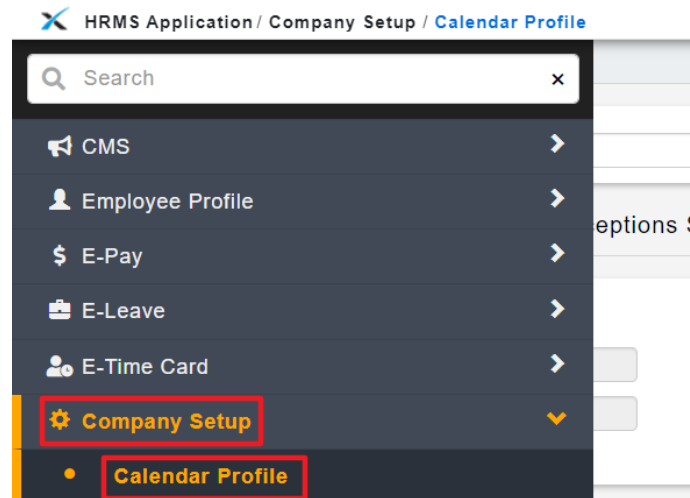
Create New Shift Calendar & Assign to Employee

1. Go to Company Setup → **Calendar Profile**

2. Select the **Name of Calendar (A)** that you want to add on shift calendar.

3. Select the "**Shift Calendar**" [2nd tab] (**B**).

4. Click "**Add**" (**C**).

5. Fill in the **Name of Shift Calendar** (**A**), **Shift Calendar Description** (**B**).

6. Select the **Start Date** (**C**) on "2019-01-01"and **End Date** (**D**) on "2019-12-31".

7. For the Shift Pattern Info., kindly create 1 week fixed shift pattern (Eg: 5 working days, 1 off day, 1 rest day) from the **Start Date** in (**C**).

   a. select **Day Types** (**E**) *Eg: "Working Day", 4 working days from 2019-01-01 (Tuesday)*

   b. select **Shift Hours** (**F**)

   c. determine **Number of Days** (**G**) *Eg: "4" Tues, Wed, Thu, Fri*

8. Click "**Add to List**" (**H**).

| Master Calendar Setup | Shift Calendar | Exceptions Setup | Generate Calendar | Calendar Date |

Shift Calendar

Name of Shift Calendar : [- ▾]

Shift Calendar Info. (✱Denotes Requires)   [Save] [Cancel]

Name of Shift Calendar ✱ : [Shift A] A   Shift Calendar Description : [Shift Calendar under Job level A] B
Start Date ✱ : [2019-01-01] 📅▾ C   End Date ✱ : [2019-12-31] 📅▾ D
2019-01-01 = Tuesday

Shift Pattern Info. (✱Denotes Requires)
To create 1 week shift pattern   G   H [Add To List]

Day Types ✱ : [Working Day ▾] E   Number of Days ✱ : [4]   Tues, Wed, Thu, Fri (4 Working days)
Shift Hours ✱ : [Office Hour (08:30 - 18:00) ▾] F

Day Types	Day	Shift Hours	Action

9. Select "**Off Day**" (**A**).

10. **Numbers of Days (B):** "**1**" (*Saturday – continued from the above (Fri)*), then click **"Add to List" (C)** again.

| Master Calendar Setup | Shift Calendar | Exceptions Setup | Generate Calendar | Calendar Date |

Shift Calendar

Name of Shift Calendar : [- ▾]

Shift Calendar Info. (✱Denotes Requires)   [Save] [Cancel]

Name of Shift Calendar ✱ : [Shift A]   Shift Calendar Description : [Shift Calendar under Job level A]
Start Date ✱ : [2019-01-01] 📅▾   End Date ✱ : [2019-12-31] 📅▾

Shift Pattern Info. (✱Denotes Requires)
                                                                                      C [Add To List]

Day Types ✱ : [Off Day ▾] A   Number of Days ✱ : [1] B
Shift Hours : [- ▾]

Day Types	Day	Shift Hours	Action
Working Day	4	Office Hour (08:30 - 18:00)	Edit | Delete

11. Select "**Rest Day**" (**A**).

12. **Numbers of Days (B): "1"** (*Sunday – continued from the above (Saturday)*), then click **"Add to List" (C)** again.

13. Continued with another **Working Day**, **Shift Hours** (**A**) and **Number of Days** (**B**): "1" (*Monday – continued from the above (Sunday)*), then click **"Add to List" (C)** again.

14. Once all done and verified, click "**Save**".

15. Go to "**Generate Calendar**" [4th tab] (**A**).

16. Select the New Shift Calendar under **Name of Shift Calendar (Optional)** (**B**).

17. Under "Shift Calendar Options", select **"**Add New Date Only**" (C).**

18. Click "Generate Calendar" (**D**).

19. To view the Generated Shift Calendar: Go to "Calendar Date" [5th tab] (**A**) – Shift Calendar [2nd tab] (**B**) – select Name of Shift Calendar, select Years (**C**) – select Month (**D**) - click on "Retrieve" (**E**).

20. You may see the **Shift Pattern** that have set earlier being applied and generated in the Calendar as in (**F**).

ASSIGN WORK CALENDAR TO EMPLOYEE

21. Once done created the New Shift Calendar, proceed to the **Employee Profile (Admin) (A).**

22. Select the **employee** (**B**), then go to **Work Calendar** tab (**C**).

23. Click **Add** (**D**)

24. Fill in the details – click "**Save**"