

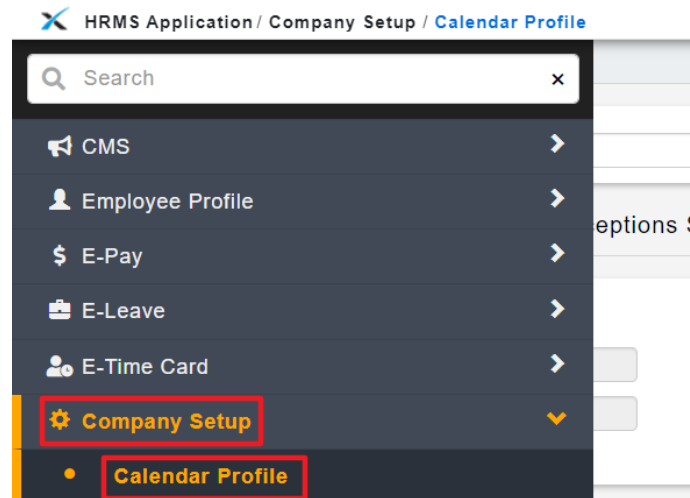
User Guide

Create New Shift Calendar & Assign to
Employee



CREATE NEW SHIFT CALENDAR

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).

HRMS Application / Company Setup / Calendar Profile

Master Calendar

Name of Calendar : Normal_Working_Day (Default) A

Generate New Calendar

Master Calendar Setup **Shift Calendar** Exceptions Setup Generate Calendar Calendar Date

Shift Calendar B

Name of Shift Calendar : -

Shift Calendar Info. (*Denotes Requires)

Name of Shift Calendar * : Shift Calendar Description :

Start Date * : End Date * :

C Add Restore

Shift Pattern Info. (*Denotes Requires)

Day Types * : Working Day Number of Days * :

Shift Hours * :

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)

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**

Shift Pattern Info. (*Denotes Requires)

To create 1 week shift pattern

Day Types * : Working Day **E** Number of Days * : 4 **G** Tues, Wed, Thu, Fri (4 Working days)

Shift Hours * : Office Hour (08:30 - 18:00) **F**

Add To List **H**

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

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)

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)

Day Types * : Off Day **A** Number of Days * : 1 **B**

Shift Hours : -

Add To List **C**

Day Types	Day	Shift Hours	Action
Working Day	4	Office Hour (08:30 - 18:00)	Edit Delete
Off Day	1		

11. Select "Rest Day" (A).

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

Shift Calendar

Name of Shift Calendar : - v

Shift Calendar Info. (*Denotes Requires)

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)

Day Types * : Rest Day A Number of Days * : 1 B

Shift Hours : -

Add To List C

Day Types	Day	Shift Hours	Action
Working Day	4	Office Hour (08:30 - 18:00)	Edit Delete
Off Day	1	-	Edit Delete

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.

Shift Calendar

Name of Shift Calendar : - v

Shift Calendar Info. (*Denotes Requires)

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)

Day Types * : Working Day A Number of Days * : 1 B

Shift Hours * : Office Hour (08:30 - 18:00)

Add To List C

Day Types	Day	Shift Hours	Action
Working Day	4	Office Hour (08:30 - 18:00)	Edit Delete
Off Day	1	-	Edit Delete
Rest Day	1	-	Edit Delete

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

Master Calendar Setup **Shift Calendar** Exceptions Setup Generate Calendar Calendar Date

Shift Calendar

Name of Shift Calendar : - v

Shift Calendar Info. (*Denotes Requires)

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)

Day Types * : Working Day Number of Days * :

Shift Hours * : Office Hour (08:30 - 18:00)

Add To List

Day Types	Day	Shift Hours	Action
Working Day	4	Office Hour (08:30 - 18:00)	Edit Delete
Off Day	1	-	Edit Delete
Rest Day	1	-	Edit Delete
Working Day	1	Office Hour (08:30 - 18:00)	Edit Delete

7 days 1 week fixed Working Pattern

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).

Master Calendar

Name of Calendar : Normal_Working_Day (Default) Generate New Calendar

Master Calendar Setup **Generate Calendar** Calendar Date

Calendar Generator

Name of Shift Calendar (Optional) : Shift A Generate Calendar

Calendar generator Options

☐ Generate shifts date only ☐ Delete Old Dates And Generate ☐ Delete Old Dates Only

Master Calendar Options

☒ Add New Date Only

☐ Update per Work Patterns and Add New Date

☐ Update per Exceptions and Add New Date

☐ Update per Work Patterns and Exceptions and Add New Date

Shift Calendar Options

☒ Add New Date Only

☐ Update per Work Patterns and Add New Date

☐ Update per Exceptions and Add New Date

☐ Update per Work Patterns and Exceptions and Add New Date

Select Calendar Options and click on 'Generate' for generating calendar dates

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).

Master Calendar

Name of Calendar : Normal_Working_Day (Default) Generate New Calendar

Master Calendar Setup Shift Calendar Exceptions Setup **Calendar Date**

Master Calendar **Shift Calendar**

Shift Calendar Dates

Name of Shift Calendar : Shift A

Years : 2019

Month : Display Whole Year

Export To Excel Print Preview Retrieve

Day Types : Working Day Shift Hours : -

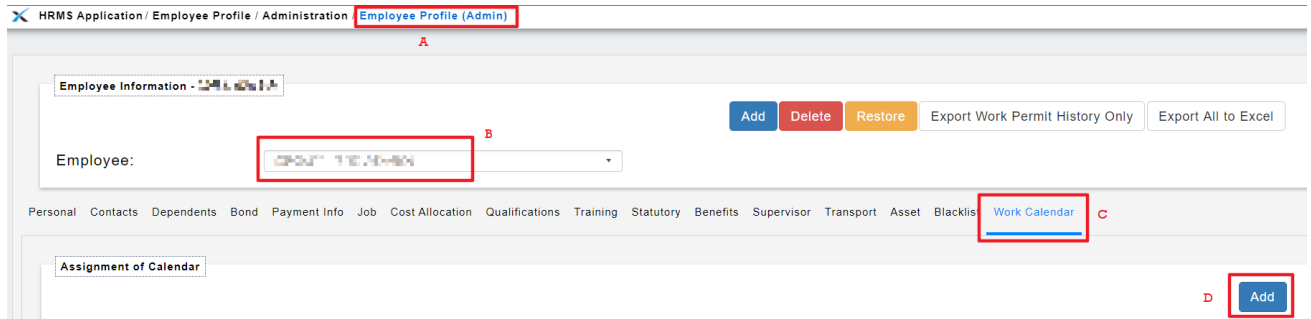
1 week fixed Working Pattern

Month	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	
1	Tue OF	Wed OF	Thu OF	Fri OF	Sat OF	Sun OF	Mon OF	Tue OF	Wed OF	Thu OF	Fri OF	Sat OF	Sun OF	Mon OF	Tue OF	Wed OF	Thu OF	Fri OF	Sat OF	Sun OF	Mon OF	Tue OF	Wed OF	Thu OF	Fri OF	Sat OF	Sun OF	Mon OF	Tue OF	Wed OF	Thu OF	
2	Fri OF	Sat OF	Sun OF	Mon OF	Tue OF	Wed OF	Thu OF	Fri OF	Sat OF	Sun OF	Mon OF	Tue OF	Wed OF	Thu OF	Fri OF	Sat OF	Sun OF	Mon OF	Tue OF	Wed OF	Thu OF	Fri OF	Sat OF	Sun OF	Mon OF	Tue OF	Wed OF	Thu OF	Fri OF	Sat OF	Sun OF	
3	Fri OF	Sat OF	Sun OF	Mon OF	Tue OF	Wed OF	Thu OF	Fri OF	Sat OF	Sun OF	Mon OF	Tue OF	Wed OF	Thu OF	Fri OF	Sat OF	Sun OF	Mon OF	Tue OF	Wed OF	Thu OF	Fri OF	Sat OF	Sun OF	Mon OF	Tue OF	Wed OF	Thu OF	Fri OF	Sat OF	Sun OF	
4	Mon OF	Tue OF	Wed OF	Thu OF	Fri OF	Sat OF	Sun OF	Mon OF	Tue OF	Wed OF	Thu OF	Fri OF	Sat OF	Sun OF	Mon OF	Tue OF	Wed OF	Thu OF	Fri OF	Sat OF	Sun OF	Mon OF	Tue OF	Wed OF	Thu OF	Fri OF	Sat OF	Sun OF	Mon OF	Tue OF	Wed OF	Thu OF
5	Wed OF	Thu OF	Fri OF	Sat OF	Sun OF	Mon OF	Tue OF	Wed OF	Thu OF	Fri OF	Sat OF	Sun OF	Mon OF	Tue OF	Wed OF	Thu OF	Fri OF	Sat OF	Sun OF	Mon OF	Tue OF	Wed OF	Thu OF	Fri OF	Sat OF	Sun OF	Mon OF	Tue OF	Wed OF	Thu OF	Fri OF	Sun OF

Save Clear All

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)



HRMS Application / Employee Profile / Administration **Employee Profile (Admin)** A

Employee Information - [Icons]

Employee: [Dropdown Menu] B

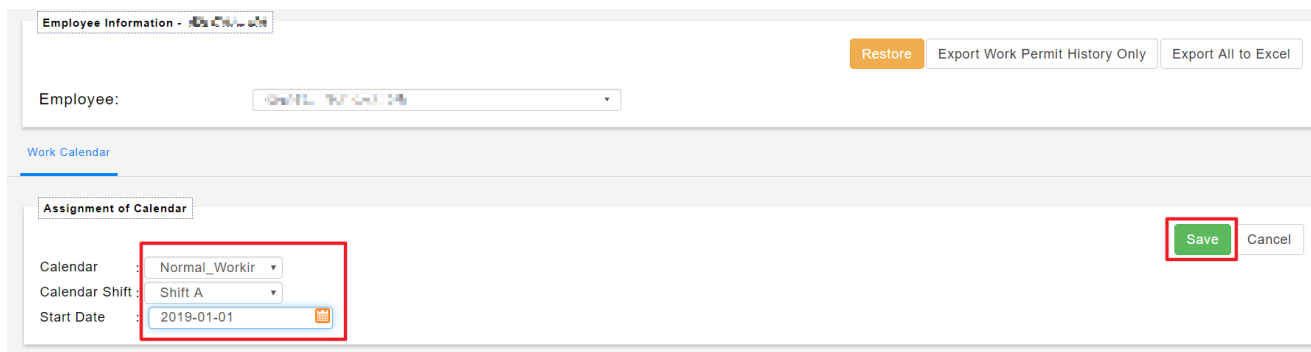
Personal Contacts Dependents Bond Payment Info Job Cost Allocation Qualifications Training Statutory Benefits Supervisor Transport Asset Blacklist **Work Calendar** C

Assignment of Calendar

Add Delete Restore Export Work Permit History Only Export All to Excel

D Add

24. Fill in the details – click “Save”



Employee Information - [Icons]

Restore Export Work Permit History Only Export All to Excel

Employee: [Dropdown Menu]

Work Calendar

Assignment of Calendar

Calendar : Normal_Workir

Calendar Shift : Shift A

Start Date : 2019-01-01

Save Cancel