



TIMES TimeSheet

Split Shift Setup Guide
for Administrators

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Table of Contents

CHAPTER 1.	INTRODUCTION	3
CHAPTER 2.	CONCEPT OF THE SPLIT SHIFT IN TIMES TIMESHEET	4
CHAPTER 3.	LOGGING INTO THE TIMES TIMESHEET SYSTEM.....	5
CHAPTER 4.	CREATE SPLIT SHIFTS AND PARENT SPLIT SHIFT	6
CHAPTER 5.	ASSIGNING PARENT SPLIT SHIFT TO SHIFT WORKERS	10

Chapter 1. Introduction

TIMES TimeSheet system can support split shifts.

This guide for administrators explains the method to setup the split shift.

Product Support and Inquiries

For technical assistance or inquiry on our products, please contact us via our hotline (65) **6295 1998**.

Alternatively, you can send us an email to the following email addresses:

For support and assistance, please email to *support@timesoftsg.com.sg*.

For product inquiry, please email to *sales@timesoftsg.com.sg*.

Assumptions

This guide is written with the assumption that the reader has knowledge of the standard setup of TIMES TimeSheet system and this guide will not cover in detail the functions of the standard setup of the system (such as Shift Setup, Shift Schedule, etc.).

Instead this guide provides relevant and sufficient information in setting up the split shift and will not cover topics beyond this scope.

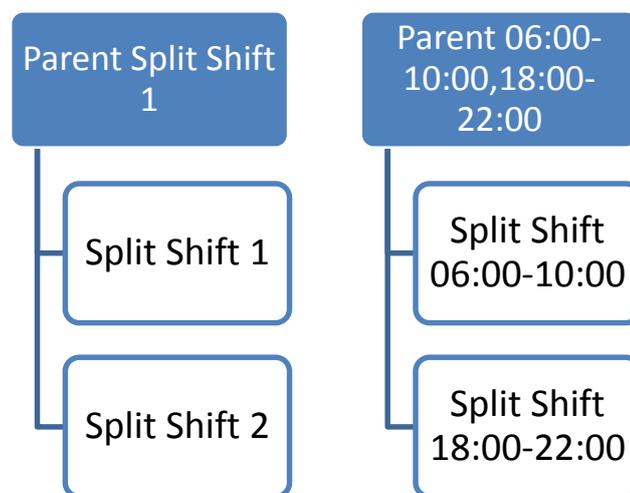
Should the reader require more information on the standard setup of TIMES TimeSheet system, please refer to the *TIMES TimeSheet Standard Setup and Maintenance User Guide for Administrators*.

Chapter 2. Concept of the Split Shift in TIMES TimeSheet

A split shift is a type of shift work schedule where a shift worker's work day is split into two or more parts. For example, a shift worker may work from 06:00 to 10:00, takes a break until 18:00 and then returns to work until 22:00.

Each split shift will need to be defined individually in the Shift Setup.

Assigning each individual split shift to each shift worker's work calendar can be a time consuming task, imagine assigning two or more shifts per shift worker per day, and to help ease this task TIMES TimeSheet provides a feature called the **Parent Split Shift**.



Essentially you can create a single daily shift as a Parent Split Shift in the Shift Setup and link multiple split shifts to it. Thereafter you just need to assign the Parent Split Shift to a shift worker's work calendar and the system will take care of the rest. This cuts down on a lot of work when rostering split shift workers.

Chapter 3. Logging into the TIMES TimeSheet System

Open your internet browser and enter the URL address to access the TIMES Solution portal login web page, example: <http://www.myportal.com/esolution/Signin.aspx>

An example of the login page is shown below.

Times provides the following E-Application to assist HR job:

- E-Leave
- E-Claim
- E-HR
- E-Training
- E-Attendance

Emp No

Password

Company

Period

[Login](#) [Forgot Password?](#)

Times Software offers comprehensive integrated suite of Payroll and HR solutions designed specifically for small, medium and large corporations.

1. Click on the “Company” drop-down list to see a list of available companies and choose the one that you want to access to.
2. Key in your login id at “Emp No”.
3. Key in your password at “Password”.
4. Click the  button to login into the system.



To effectively use this guide, ensure that you are given the role of Administrator for the company that you are logging into. If the role is not setup yet, use login id *Admin* at “Emp No” to login as the Administrator.

Chapter 4. Create Split Shifts and Parent Split Shift

To begin creating the shifts, access the Shift Setup web page first.



Access the Shift Setup web page by clicking on the **Shift Setup** option in the Administrator menu.

TimeSheet >> Administrator >> Shift Setup

Work Group: DEFAULT

			Shift Code	Description	Week Day	Time In	Time Out
			N	9am - 6pm		09:00:00	18:00:00
			O	9am - 6pm		09:00:00	18:00:00
			SAT	9am - 1pm		09:00:00	13:00:00
			SUN	Sunday			
			W				
			WS				

At the Shift Setup web page, create or use an existing “Work Group”. Then click on button to begin creating the shifts.

First, you will need to create the split shifts. These shifts are actual shifts that the shift workers will work in and will have the “Time In”, “Time Out”, “Meal Hours” and so on defined properly. Example would be first split shift 0600–1000 and second split shift 1800–2200 which indicates that the shift worker would work in the first shift from 6 AM to 10 AM, goes home after that to rest and then return back to work on the second shift from 6 PM to 10 PM on the same day.

TimeSheet >> Administrator >> Shift Setup

Work Group: SPLIT-SHIFT
Shift: 0600-1000

Save Cancel

General Overtime Lateness/Undertime Day Rate Allowance Miscellaneous

General

Shift Code	0600-1000	Week Day	
Description	Split 1 0600-1000	Shift Type	
Time In	06:00	Time Out	10:00
AM Time Out		PM Time In	
Shift Hours	4.00	Shift Hours(Half Day)	AM <input type="checkbox"/> PM <input type="checkbox"/>
Day2 Break Line	04:00	Odd Clock Break Line	08:00
Off-Day Shift	<input type="checkbox"/>	Subject to OT Requisition	<input type="checkbox"/>

Meal

Meal Hours		Minus Meal Hours If Work Hours >=	
------------	--	-----------------------------------	--

TimeSheet >> Administrator >> Shift Setup

Work Group: SPLIT-SHIFT
Shift: 1800-2200

Save Cancel

General Overtime Lateness/Undertime Day Rate Allowance Miscellaneous

General

Shift Code	1800-2200	Week Day	
Description	Split 2 1800-2200	Shift Type	
Time In	18:00	Time Out	22:00
AM Time Out		PM Time In	
Shift Hours	4.00	Shift Hours(Half Day)	AM <input type="checkbox"/> PM <input type="checkbox"/>
Day2 Break Line	16:00	Odd Clock Break Line	20:00
Off-Day Shift	<input type="checkbox"/>	Subject to OT Requisition	<input type="checkbox"/>

Meal

Meal Hours		Minus Meal Hours If Work Hours >=	
------------	--	-----------------------------------	--

In the event overtime rates are paid out differently for work done on public holidays **PH@** shifts can be defined as well. Example would be PH@0600-1000 and PH@1800-2200. In the event the system detects the shift 0600-1000 falls on a public holiday the shift PH@0600-1000 will automatically be used instead.

TimeSheet >> Administrator >> Shift Setup

Work Group: SPLIT-SHIFT
Shift: \$6-10;18-22

Save Cancel

General Overtime Lateness/Undertime Day Rate Allowance Miscellaneous

General

Shift Code: \$6-10;18-22 Week Day: [Dropdown]

Description: Parent Split Shift Shift Type: [Dropdown]

Time In: [Text] Time Out: [Text]

AM Time Out: [Text] PM Time In: [Text]

Shift Hours: [Text] Shift Hours(Half Day): AM [Text] PM [Text]

Day2 Break Line: [Text] Odd Clock Break Line: [Text]

Off-Day Shift: Subject to OT Requisition:

Meal

Meal Hours: [Text] Minus Meal Hours If Work Hours >=: [Text]

TimeSheet >> Administrator >> Shift Setup

Work Group: SPLIT-SHIFT
Shift: \$6-10;18-22

Save Cancel

General Overtime Lateness/Undertime Day Rate Allowance Miscellaneous

Round Time In

Round To	Time In (>=)	Time In (<=)
No record.		

Round Time Out

Round To	Time Out (>=)	Time Out (<=)
No record.		

Split Shift

Split Shift: 0600-1000,1800-2200

Next, create the **Parent Split Shift**. This shift's "Shift Code" must start with a \$, for example \$6-10;18-22. Link all the split shifts required for this shift in the "Split Shift" at **Miscellaneous** tab in **Shift Setup**. Each shift defined is separated by a comma. Do not include the **PH@** shifts.



Parent Split Shift do not require actual shift settings such as "Time In", "Time Out", "Meal Hours" and so on.

Sample of the final setup is illustrated below.

TimeSheet >> Administrator >> Shift Setup							
Work Group: SPLIT-SHIFT <input type="button" value="Add Work Group"/> <input type="button" value="Edit Work Group"/> <input type="button" value="Delete Work Group"/>							
			Shift Code	Description	Week Day	Time In	Time Out
			\$6-10;18-22	Parent Split Shift			
			0600-1000	Split 1 0600-1000		06:00:00	10:00:00
			1800-2200	Split 2 1800-2200		18:00:00	22:00:00
			PH@0600-1000	Split 1 0600-1000		06:00:00	10:00:00
			PH@1800-2200	Split 2 1800-2200		18:00:00	22:00:00



When planning out the split shifts in a single **Parent Split Shift**, the split shift's "Day2 Break Line" must indicate the time to end previous shifts and begin the current shift, and also needs to take into account early in clocking. For example, if shift workers are allowed to clock in early at least 2 hours before the split shift starts, split shift 0600-1000 should have the "Day2 Break Line" at 04:00 and split shift 1800-2200 should have the "Day2 Break Line" at 16:00. In this way the system would know that at 4 AM the split shift 0600-1000 activates ready for incoming clock-ins and at 4 PM the shift 1800-2200 commences ready for incoming clock-ins.

Chapter 5. Assigning Parent Split Shift to Shift Workers

Once the split shifts and Parent Split shift are created, you will need to create a Shift Pattern for them and assign the Parent Split Shift only to shift workers' Shift Schedules.



Access the Shift Pattern web page by clicking on the Shift Pattern option in the Administrator menu.



Create a Shift Pattern for the Parent Split Shift.



TimeSheet >> **Administrator** >> **Shift Schedule**

Department: 4 selected ⓘ
 Work Group: 3 selected ⓘ
 Employee: UNICE CHENG [804], VIVIAN CHIA [805] ⓘ
 Date Range: 01/01/2016 To 31/12/2016
 Query Save Process

<input type="checkbox"/>	Emp No	Emp Name	Work group search...	Shift pattern search...
<input type="checkbox"/>	804	UNICE CHENG	SPLIT-SHIFT	Split 6 🔍
<input type="checkbox"/>	805	VIVIAN CHIA	SPLIT-SHIFT	Split 6 🔍

Access the Shift Schedule web page by clicking on the Shift Pattern option in the Administrator menu.

Then assign the Parent Split Shift Shift Pattern to shift workers and generate their shift schedules.

When HR or Supervisors perform any duty roster adjustments for split shifts, they only need to assign Parent Split Shift in the shift workers' duty rosters.

Duty Roster

Department: OPERATIONS DEPARTMENT [OPS] ⓘ
 Work Group: ⓘ
 Employee: EMILY WONG [E005] [SPLIT-SHIFT] ⓘ
 Date Range: 01/07/2015 To 31/07/2015
 Query Shift ⓘ

Edit	Department	Occupation	Employee No	Employee Name	01/07/2015	02/07/2015	03/07/2015	04/07/2015	05/07/2015	06/07/2015	07/07/2015	08/07/2015	09/07/2015	10/07/2015	11/07/2015
Edit	OPERATIONS DEPARTMENT	OPERATIONS EXECUTIVE	E005	EMILY WONG	\$6-10;18-22	\$6-10;18-22	\$6-10;18-22	\$6-10;18-22	OFF	\$6-10;18-22	\$6-10;18-22	\$6-10;18-22	\$6-10;18-22	\$6-10;18-22	\$6-10;18-22

The system can capture shift workers' time clocking for the day into the correct split shifts in **Time Sheet** based on the Parent Split Shift.

TimeSheet

Employee: EMILY WONG [E005] [SPLIT-SHIFT] ⓘ ⓘ ⓘ ⓘ
 Date Range: 01/07/2015 To 31/07/2015
 Query Reset Approve Reject Reason :

<input type="checkbox"/>	Status	Emp No	Date	Day	O.TimeIn	O.TimeOut	TimeIn	TimeOut	Shift	A. Shift	Emp Remark	Sup Remark	LV/PH Remark	Odd Clocking
<input type="checkbox"/>		E005	01/07/2015	Wed	06:00:00	10:00:00	06:00:00	10:00:00	0600-1000					
<input type="checkbox"/>		E005	01/07/2015	Wed	18:00:00	22:00:00	18:00:00	22:00:00	1800-2200					
<input type="checkbox"/>		E005	01/07/2015						\$6-10;18-22					
<input type="checkbox"/>		E005	02/07/2015	Thu					0600-1000					Odd Clocking
<input type="checkbox"/>		E005	02/07/2015	Thu					1800-2200					Odd Clocking
<input type="checkbox"/>		E005	02/07/2015						\$6-10;18-22					Odd Clocking