



TIMES TimeSheet

Weekly Shift Setup Guide
for Administrators

Disclaimer

Copyright 2016 Times Software Pte Ltd ("TIMES SOFTWARE") (Company Registration No.: 199804415D) All rights reserved. Please refer to the legal notice below for terms of use.

THE SPECIFICATIONS AND INFORMATION REGARDING THE PRODUCTS IN THIS USER GUIDE ARE SUBJECT TO CHANGE WITHOUT NOTICE. ALL STATEMENTS, INFORMATION, AND RECOMMENDATIONS IN THIS USER GUIDE ARE BELIEVED TO BE ACCURATE BUT ARE PRESENTED WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED. USERS MUST TAKE FULL RESPONSIBILITY FOR THEIR APPLICATION OF ANY PRODUCTS.

INFORMATION PROVIDED IN THIS GUIDE IS PROVIDED "AS IS" WITH ALL FAULTS. TIMES SOFTWARE DISCLAIM ALL WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING, WITHOUT LIMITATION, THOSE OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT OR ARISING FROM A COURSE OF DEALING, USAGE OR TRADE PRACTICE.

IN NO EVENT SHALL TIMES SOFTWARE OR ITS SUPPLIERS BE LIABLE FOR ANY DIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, INDIRECT OR PUNITIVE DAMAGES, OR ANY DAMAGES WHATSOEVER, INCLUDING, WITHOUT LIMITATION, LOST PROFITS OR LOSS OR DAMAGE TO DATA ARISING OUT OF THE USE OR INABILITY TO USE THIS USER GUIDE, OR ANY ERRORS OR OMISSIONS IN THE CONTENT THEREOF, EVEN IF TIMES SOFTWARE OR ITS SUPPLIERS HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Unless otherwise noted, the example companies, organizations, products, domain names, email addresses, logos, people, places and events depicted herein are fictitious, and no association with any real company, organization, product, domain name, email address, logo, person, place or event is intended or should be inferred. Any workflows, display output, diagrams and other figures included in this user guide are shown for illustrative purposes only.

Without limiting the rights under copyright, no part of this user guide may be reproduced, stored in or introduced into a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording, or otherwise), or for any purpose, without the express written permission of TIMES SOFTWARE.

The TIMES service and products identified in this user guide are trademarks or service marks of TIMES SOFTWARE. All other products or services referenced in this user guide may be the trademarks or service marks of their respective owners.

Table of Contents

CHAPTER 1.	INTRODUCTION	3
CHAPTER 2.	STANDARD SETUP WORKFLOW	4
CHAPTER 3.	LOGGING INTO THE TIMES TIMESHEET SYSTEM.....	5
CHAPTER 4.	PERIOD SETUP.....	6
	4.1 Adding Individual Weekly Period	8
	4.2 Deleting Weekly Period	8
CHAPTER 5.	CREATE WEEKLY SHIFT IN SHIFT SETUP	9
CHAPTER 6.	EMP PERIOD SETUP	12
	6.1 Deleting the Weekly Period and Shift Assignment	14
CHAPTER 7.	THE REMAINING SETUP	15

Chapter 1. Introduction

TIMES TimeSheet system can calculate shift workers' total normal hours of work clocked and overtime hours earned on a weekly basis.

This guide for administrators explains the method to achieve this.

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 weekly 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. Standard Setup Workflow

To calculate a shift worker's normal hours of work clocked and overtime hours earned on a weekly basis, the shift worker needs to work in a *Weekly Shift*.

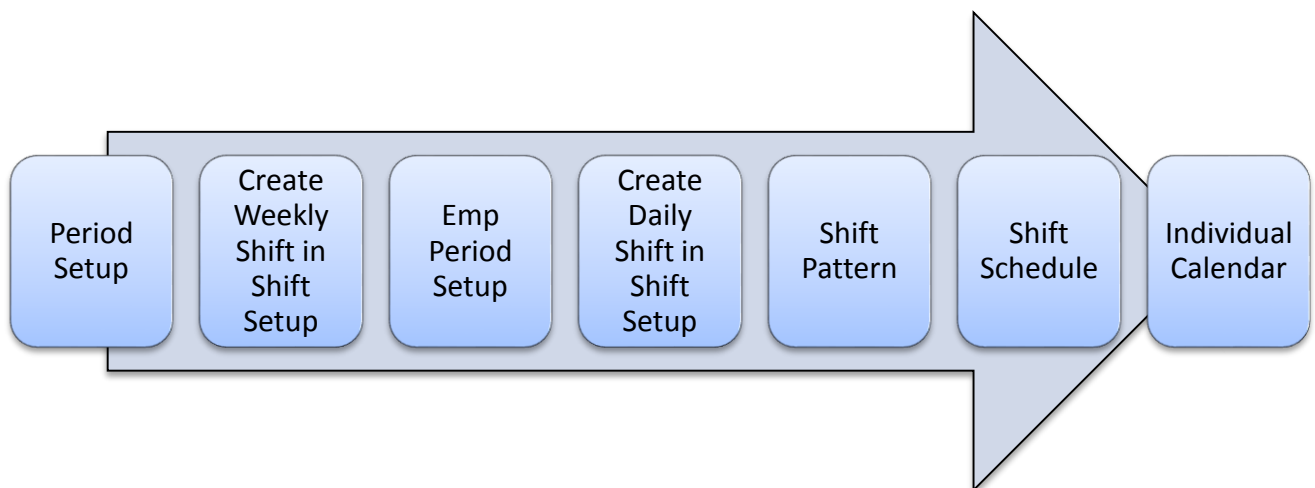
To begin creating weekly shifts, first the system needs to know what constitutes a week. A typical week consists of 7 calendar days and starts from Monday to Sunday. A week can also start from Sunday to Saturday. The Administrator will need to define this setting at **Period Setup**.

After that, the Administrator creates the *Weekly Shift* in **Shift Setup**. This shift determines the total number of normal work hours per week, typically 44 hours per week, and the overtime rates that a shift worker can earn should the shift worker worked more than the indicated normal work hours per week.

The next step is to assign the weekly settings from Period Setup and a Weekly Shift to a shift worker in **Emp Period Setup**. This will determine the weekly overtime rule that the shift worker will follow. Each shift worker can have different weekly shifts and settings.

While the weekly shift determines the weekly overtime calculations, the daily shifts determine the shift workers' shift schedules. The daily shift can be created at the **Shift Setup** and arranged in a weekly work pattern at the **Shift Pattern**.

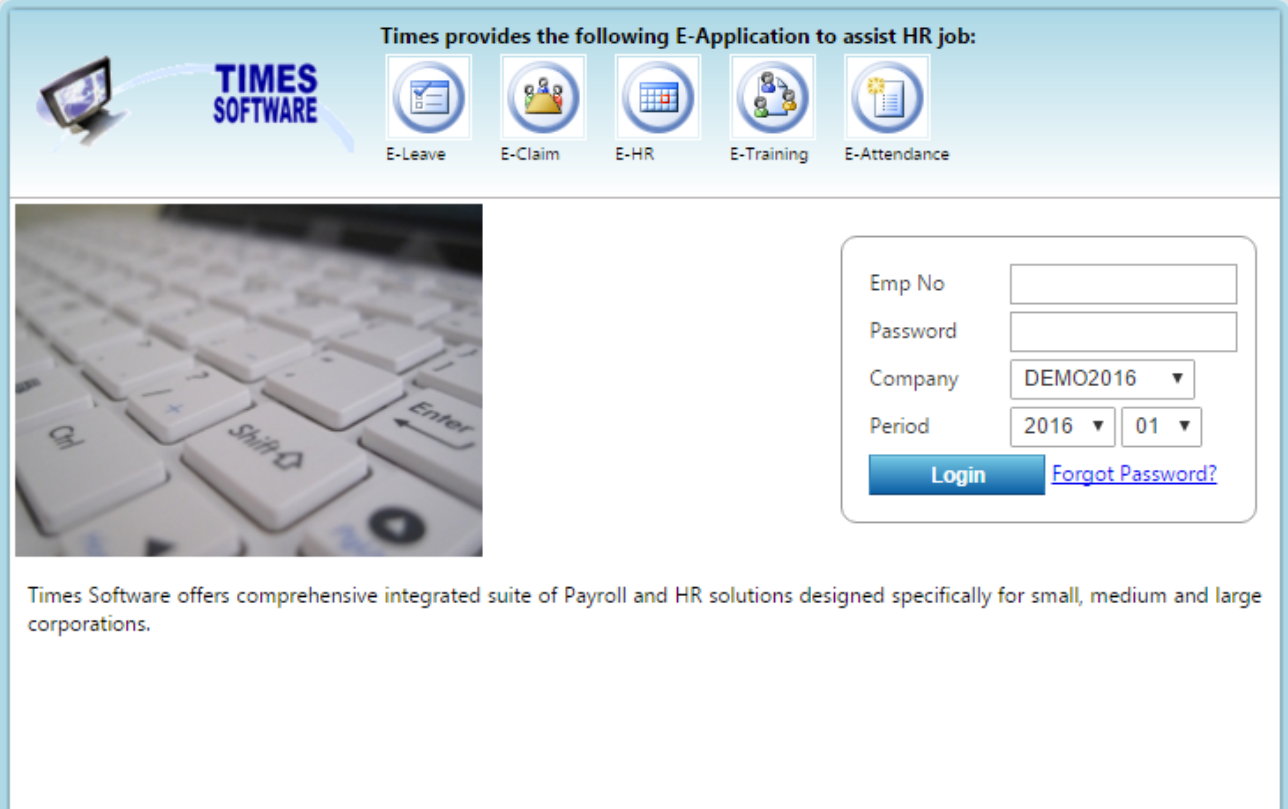
Once completed, the daily shifts are assigned to the shift worker in the **Shift Schedule** to update the shift worker's work calendar. Final checking and daily adjustments to this calendar can be done at the **Individual Calendar**.



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

[Forgot Password?](#)

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

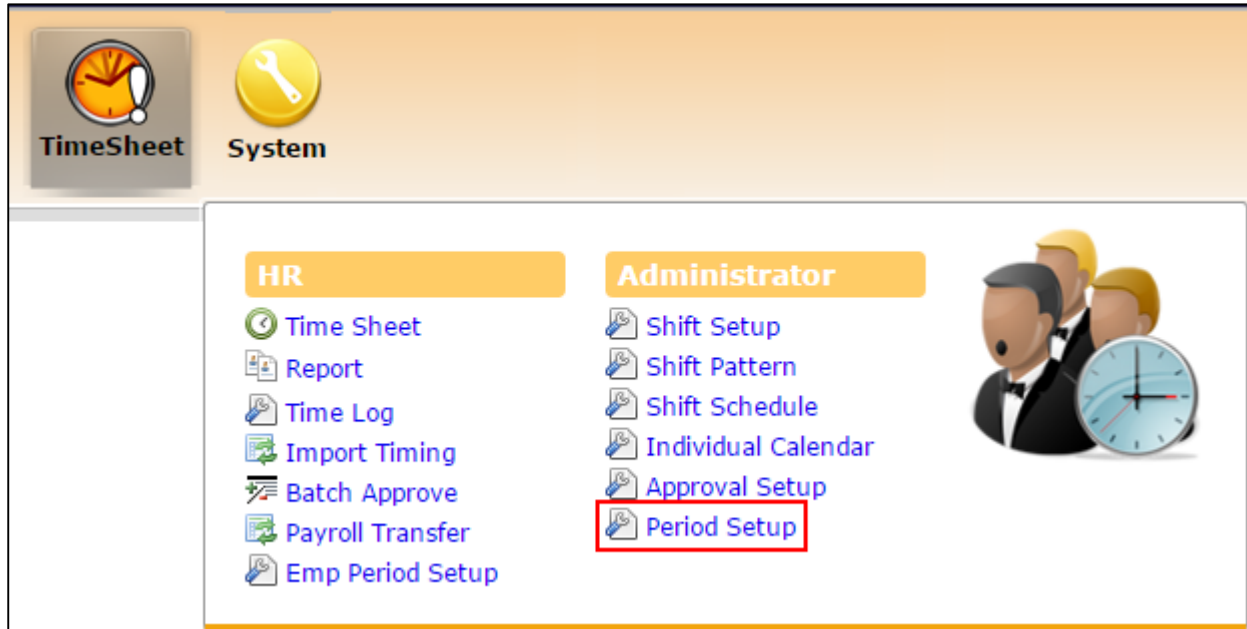
1. Click on the "Company" drop-down list to see a list of available companies and choose the one that you want to access to.
2. Key in your login id at "Emp No".
3. Key in your password at "Password".
4. Click the button to login into the system.



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. Period Setup

First we will need to determine the weekly periods for a single year. A typical week starts from Monday to Sunday and it can also start from Sunday to Saturday.



1. Access the Administrator menu and click on the Period Setup option to access the Period Setup web page.

The screenshot shows the 'Period Setup' web page. At the top, there are tabs for 'Main' and 'Period Setup'. Below the tabs is a breadcrumb trail: 'TimeSheet > Administrator > Period Setup'. The main content area contains several input fields and buttons. The first row has 'Year: 2015', 'Start Date: 01/01/2015', 'Days Interval: []', 'Start Period: 2015', 'Number Of Cycle: []', and a 'Generate' button. The second row has 'Period: 2015', 'From: []', 'To: []', and 'Add', 'Save', and 'Delete' buttons.

2. Choose the "Year" that you want to generate the weekly periods.
3. Choose the "Start Date" to indicate the first day of the weekly periods.
4. Indicate the number of days that constitutes a week at "Days Interval". For example, entering in 7 days interval indicates that there are 7 days in a week.
5. Indicate the number of weeks that you want to generate at "Number Of Cycle". If you indicate 52 number of cycle, then the system will generate 52 weeks.
6. Indicate on which week you want to generate the weekly periods at "Start Period". Normally you indicate 1 here to begin generating the weekly periods from the first week.
7. Click to generate the weekly periods.

TimeSheet Administrator Period Setup

Year: 2015 Start Date: 05/01/2015 Days Interval: 7 Start Period: 2015 1 Number Of Cycle: 52 Generate

Period: 2015 From: To: Add Save Delete

	Year	Week No	From	To
<input type="checkbox"/>	2015	2015 01	05/01/2015	11/01/2015
<input type="checkbox"/>	2015	2015 02	12/01/2015	18/01/2015
<input type="checkbox"/>	2015	2015 03	19/01/2015	25/01/2015
<input type="checkbox"/>	2015	2015 04	26/01/2015	01/02/2015
<input type="checkbox"/>	2015	2015 05	02/02/2015	08/02/2015
<input type="checkbox"/>	2015	2015 06	09/02/2015	15/02/2015
<input type="checkbox"/>	2015	2015 07	16/02/2015	22/02/2015
<input type="checkbox"/>	2015	2015 08	23/02/2015	01/03/2015
<input type="checkbox"/>	2015	2015 09	02/03/2015	08/03/2015
<input type="checkbox"/>	2015	2015 10	09/03/2015	15/03/2015
<input type="checkbox"/>	2015	2015 11	16/03/2015	22/03/2015
<input type="checkbox"/>	2015	2015 12	23/03/2015	29/03/2015
<input type="checkbox"/>	2015	2015 13	30/03/2015	05/04/2015

Once the weekly periods have been generated, check through them and should you need to make changes to them, you can either re-generate the entire weekly periods with the new “Start Date”, “Days Interval”, “Start Period” and “Number Of Cycle”, or you can make changes to the generated weekly periods individually by changing the “Week No”, “From” and “To”.

	Year	Week No	From	To
<input type="checkbox"/>	2015	2015 01	05/01/2015	11/01/2015
<input type="checkbox"/>	2015	2015 02	12/01/2015	18/01/2015
<input type="checkbox"/>	2015	2015 03	19/01/2015	25/01/2015
<input type="checkbox"/>	2015	2015 04		01/02/2015
<input type="checkbox"/>	2015	2015 05		08/02/2015
<input type="checkbox"/>	2015	2015 06		15/02/2015
<input type="checkbox"/>	2015	2015 07		22/02/2015
<input type="checkbox"/>	2015	2015 08		01/03/2015
<input type="checkbox"/>	2015	2015 09		08/03/2015
<input type="checkbox"/>	2015	2015 10		15/03/2015

Jan 2015

Su	Mo	Tu	We	Th	Fr	Sa
				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

Be sure to click to save any changes.

4.1 Adding Individual Weekly Period

TimeSheet >> Administrator >> Period Setup

Year: 2015 Start Date: 01/01/2015 Days Interval: 7 Start Period: 2015 1 Number Of Cycle: 52 Generate

Period: 2015 53 From: 04/01/2016 To: 10/01/2016 Add Save Delete

Year	Week No	From	To
2015	01	05/01/2015	11/01/2015
2015	02	12/01/2015	18/01/2015
2015	03	19/01/2015	25/01/2015
2015	04	26/01/2015	01/02/2015
2015	05	02/02/2015	08/02/2015
2015	06	09/02/2015	15/02/2015

If you want to add additional weekly period without re-generating the entire weekly periods, you can do so by indicating the “Period”, “From” and “To”. Then click the **Add** button to add in the new weekly period.



When adding in new weekly period, ensure the new weekly period’s “Period” is unique and the date range “From” and “To” does not overlap with existing weekly periods.

4.2 Deleting Weekly Period

TimeSheet >> Administrator >> Period Setup

Year: 2015 Start Date: 01/01/2015 Days Interval: 7 Start Period: 2015 1 Number Of Cycle: 52 Generate

Period: 2015 From: To: Add Save Delete

Year	Week No	From	To
2015	01	05/01/2015	11/01/2015
<input checked="" type="checkbox"/>	2015 02	12/01/2015	18/01/2015
<input type="checkbox"/>	2015 03	19/01/2015	25/01/2015
<input checked="" type="checkbox"/>	2015 04	26/01/2015	01/02/2015
<input type="checkbox"/>	2015 05	02/02/2015	08/02/2015
<input type="checkbox"/>	2015 06	09/02/2015	15/02/2015

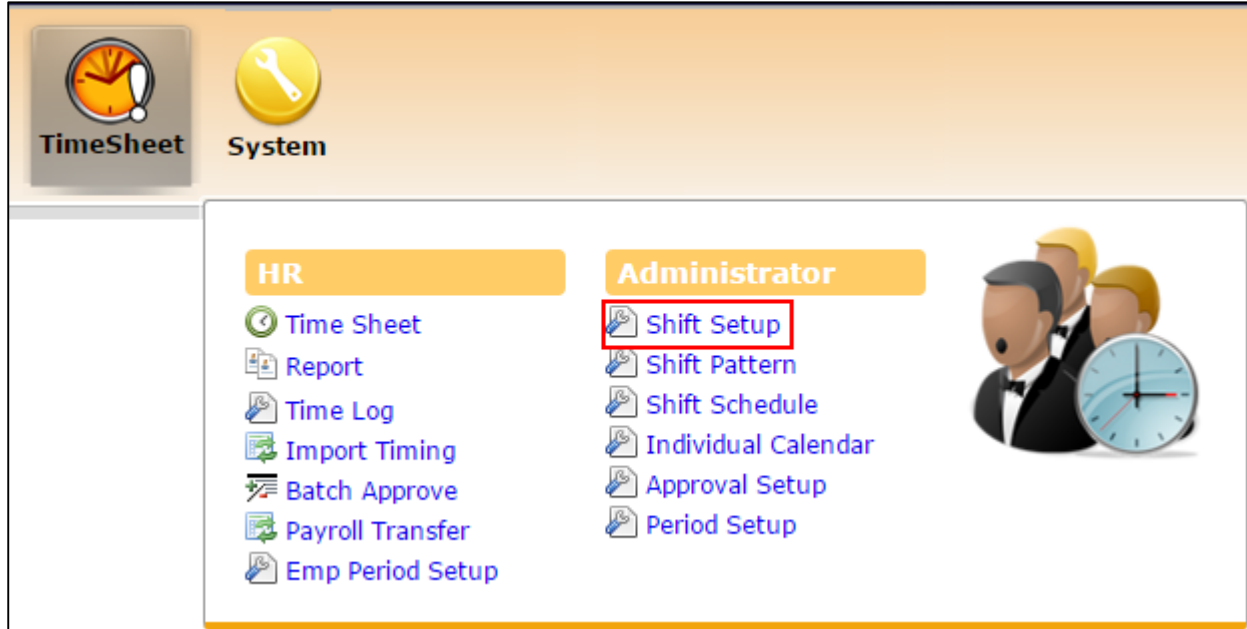
To delete a weekly period, select the period by clicking on the ☐ checkbox next to the period and click on the **Delete** button to delete the selected period.



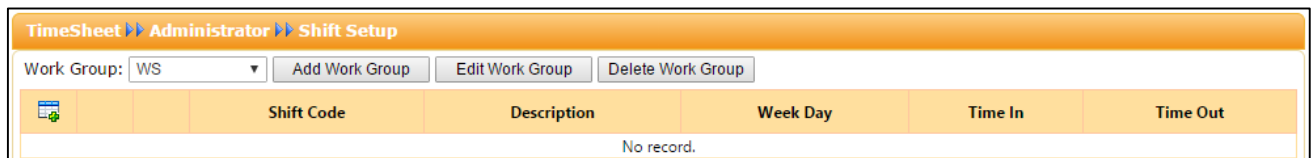
Deleted records are unrecoverable.

Chapter 5. Create Weekly Shift in Shift Setup

A Weekly Shift is used to track a shift worker's working hours clocked for the week and determines whether the shift worker is entitled to overtime hours.



1. To create a weekly shift, first access the Administrator menu and click on the Shift Setup option to access the Shift Setup web page.
2. At the Shift Setup web page, create a "Work Group".



3. Click on the  button to create a new shift.

TimeSheet >> Administrator >> Shift Setup

Work Group:
Shift:

Save Cancel

General Overtime Lateness/Undertime Day Rate Allowance Miscellaneous

General

Shift Code WEEKLY-SHIFT Week Day

Description Weekly Shift Shift Type Weekly-Based

Time In Time Out

AM Time Out PM Time In

Shift Hours 44 Shift Hours(Half Day) AM PM

Day2 Break Line Odd Clock Break Line

Off-Day Shift ☐ Subject to OT Requisition ☐

Meal

Meal Hours Minus Meal Hours If Work Hours >=

4. When creating the new weekly shift, take note of the following:
 - a. The shift must have “Shift Type” set as *Weekly-Based*.
 - b. No “Time In” and “Time Out” required as these will be determined by the daily shifts.
 - c. The “Shift Hours” must indicate the minimum hours shift workers must work in a week before they can clock in overtime hours. For example, if the “Shift Hours” is set as 44 hours, a shift worker who clocked in 45 hours in a week will have clocked in 44 normal work hours and 1 hour of overtime.
 - d. Overtime rates must be setup.

General Overtime Lateness/Undertime Day Rate Allowance Miscellaneous

Overtime

OT Min Hours OT Max Hours

Eligible OT If Work Hours >= Eligible OT If Normal Hours >=

OT Start Time OT Start Hours(Flex Shift)

Minus Lateness from OT OT Rounding

Calculate Overtime On Leave Day

Overtime Ratio

	Ceiling	OT Rate	Fixed Amt(\$)
	15.00	1.00	
	40.00	1.50	

5. The overtime rate(s) must be defined at **Overtime** tab. The “Ceiling” for the overtime rate(s) is based on the maximum number of overtime hours an employee / shift worker can clocked for a

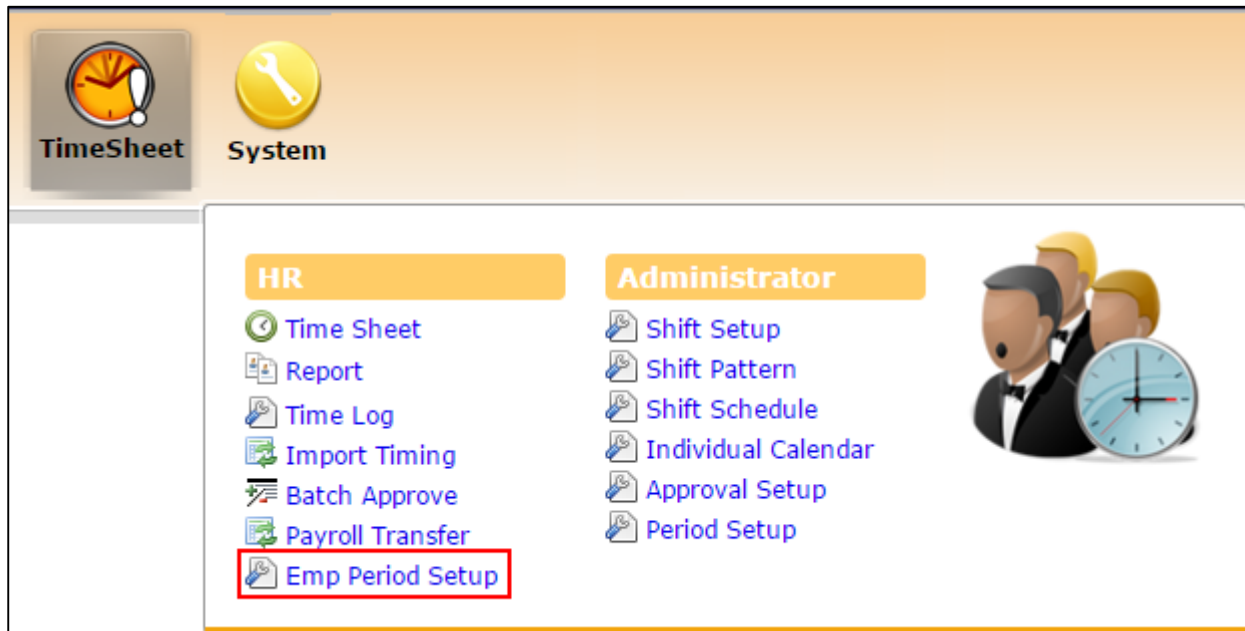
single overtime rate for the entire week. Do note that the “Ceiling” hours are accumulative.

Example:

- a. Total hours an employee / shift worker can work for a week are 12 hours a day * 7 days a week = 84 hours.
- b. Total hours an employee / shift worker needs to work before earning overtime hours = 44 hours.
- c. Total overtime hours possible in a week = $84 - 44 = 40$ hours.
- d. First 15 hours of overtime are paid overtime rate of 1.0 = “Ceiling” 15 “OT Rate” 1.0.
- e. Next 25 hours of overtime are paid overtime rate of 1.5 = “Ceiling” 40 “OT Rate” 1.5.

Chapter 6. Emp Period Setup

Once the weekly period and weekly shift are setup, it's time to assign them to shift workers.



1. Access the HR menu and click on the Emp Period Setup option to access the Emp Period Setup web page.

TimeSheet >> HR >> Emp Period Setup

Department	SINGAPORE DIVISION [SG]	
Work Group	DEFAULT [DEFAULT]	
Employee	CHRISITINA ONG [103]	
Period:	2015 ▼ 52 selected	
Work Group:	WS ▼	
Shift:	WEEKLY-SHIFT ▼	
<input type="button" value="Query"/> <input type="button" value="Add"/> <input type="button" value="Save"/> <input type="button" value="Delete"/>		

2. First you will need to determine the shift workers that will be assigned the weekly period and shift.
3. Choose "Department", "Work Group" and "Employee". If you had chosen multiple selections, you can check them by clicking on the button.
4. Next, choose the weekly period(s) at "Period".
5. Choose the "Work Group" of a weekly shift.
6. Choose the weekly shift that you want to assign to them at "Shift".
7. Finally, click to assign the selected shift workers the chosen weekly period and weekly shift.

TimeSheet >> HR >> Emp Period Setup

Department: SINGAPORE DIVISION [SG] ⓘ
 Work Group: DEFAULT [DEFAULT] ⓘ
 Employee: CHRISITINA ONG [103] ⓘ
 Period: 2015 ▼ 52 selected ⓘ
 Work Group: WS ▼ Shift: WEEKLY-SHIFT ▼

Query Add Save Delete

Employee No	Period	Work Group	Shift	OT Min
103	05/01/2015 - 11/01/2015	WS ▼	WEEKLY-SHIFT ▼	
103	12/01/2015 - 18/01/2015	WS ▼	WEEKLY-SHIFT ▼	
103	19/01/2015 - 25/01/2015	WS ▼	WEEKLY-SHIFT ▼	
103	26/01/2015 - 01/02/2015	WS ▼	WEEKLY-SHIFT ▼	
103	02/02/2015 - 08/02/2015	WS ▼	WEEKLY-SHIFT ▼	
103	09/02/2015 - 15/02/2015	WS ▼	WEEKLY-SHIFT ▼	
103	16/02/2015 - 22/02/2015	WS ▼	WEEKLY-SHIFT ▼	
103	23/02/2015 - 01/03/2015	WS ▼	WEEKLY-SHIFT ▼	
103	02/03/2015 - 08/03/2015	WS ▼	WEEKLY-SHIFT ▼	
103	09/03/2015 - 15/03/2015	WS ▼	WEEKLY-SHIFT ▼	

Show Page 1 ▼ of 2 Pages 52 record(s) found. First Prev Next Last Display 50 ▼ Records Per Page

8. Once assigned you can see a list weekly shifts by weekly periods for each shift worker(s).

Employee No	Period	Work Group	Shift	OT Min
103	05/01/2015 - 11/01/2015	WS ▼	WEEKLY-SHIFT ▼	
103	12/01/2015 - 18/01/2015	WS ▼	WEEKLY-SHIFT ▼	
103	19/01/2015 - 25/01/2015	WS ▼	WEEKLY-SHIFT ▼	

9. If you want to make changes to the weekly shifts assigned, you can do so by choosing a different "Work Group" and "Shift". Be sure to click **Save** to save your changes.

Whenever you visit this page, you can always view back these details by choosing the appropriate "Employee" and "Period", and clicking on the **Query** button.

6.1 Deleting the Weekly Period and Shift Assignment

TimeSheet >> HR >> Emp Period Setup

Department: ⓘ
Work Group: ⓘ
Employee: ⓘ
Period: 52 selected ⓘ
Work Group: Shift:

<input type="checkbox"/>	Employee No	Period	Work Group	Shift	OT Min
<input checked="" type="checkbox"/>	103	05/01/2015 - 11/01/2015	WS	WEEKLY-SHIFT	<input type="text"/>
<input type="checkbox"/>	103	12/01/2015 - 18/01/2015	WS	WEEKLY-SHIFT	<input type="text"/>
<input checked="" type="checkbox"/>	103	19/01/2015 - 25/01/2015	WS	WEEKLY-SHIFT	<input type="text"/>
<input type="checkbox"/>	103	26/01/2015 - 01/02/2015	WS	WEEKLY-SHIFT	<input type="text"/>

To delete a record in the Emp Period Setup, select the record by clicking on the ☐ checkbox next to the record and click on the button to delete the selected period.



Deleted records are unrecoverable.

Chapter 7. The Remaining Setup

With the weekly periods and weekly shifts assigned to the shift workers, the last step is to create daily shifts, design them in a weekly shift pattern and assign them to the shift workers.

You can refer to the *TIMES TimeSheet Standard Setup and Maintenance User Guide for Administrators* for more information on how to do them, specifically on the topics of Shift Setup, Shift Schedule and Individual Calendar.

There are a few things to take note:

1. The daily shifts “Shift Type” must be blank.
2. It is not necessary to create daily shifts after assigning weekly periods and weekly shifts to shift workers. You can actually create daily shifts first and assign them to shift workers before you begin setting up the weekly periods and shifts. This is especially true if you already have existing duty rosters for shift workers so there isn’t any need to create daily shifts.
3. A shift worker can be assigned a weekly shift from one work group and daily shift from a different work group. The system provides this great flexibility.

TimeSheet

Employee

Mohammad Mustafa Abdul Rahman
Yaakob [E010] [WEEKLY SHIFT]

←

→

Date Range:

01/09/2015

To

30/09/2015

↓

Query

Reset

Approve

Reject

Reason :

Day	O.TimeIn	O.TimeOut	TimeIn	TimeOut	Shift	A. Shif	Emp R	Sup R	LV/PH Remark	Odd Cl	Time L	Accum Hrs	Work Hrs	Normal Hrs	Late Hrs	UT Hrs	OT #1.0	OT #1.1
Mon	09:00:00	18:00:00	09:00:00	18:00:00	WS0900-1800							8	8	8	0	0	0	0
Tue	09:00:00	18:00:00	09:00:00	18:00:00	WS0900-1800							8	8	8	0	0	0	0
Wed	09:00:00	18:00:00	09:00:00	18:00:00	WS0900-1800							8	8	8	0	0	0	0
Thu	09:00:00	18:00:00	09:00:00	18:00:00	WS0900-1800							8	8	8	0	0	0	0
Fri	09:00:00	18:00:00	09:00:00	18:00:00	WS0900-1800	PH-OT			Polling Day			9	9	0	0	0	9	0
Sat	09:00:00	18:00:00	09:00:00	18:00:00	WS0900-1800							8	8	8	0	0	0	0
Sun	09:00:00	18:00:00	00:00:00	00:00:00	#OFF							0	0	0	0	0	0	0
					Parent-WS							49	0	44	0	0	14	0

4. The weekly shift has the overtime rates. If you define overtime rates for daily shifts as well, the shift workers can potentially earn full overtime pay for both the weekly shift and daily shift. In the example above, the employee had earned 9 hours of overtime pay for work done on the public holiday. The 9 hours worked on the public holiday are still counted into the weekly shift overtime calculation which resulted in the shift worker qualifying for an additional 5 hours of overtime pay (49 Accumulated Work Hours for the week – 44 Normal Work Hours = 5 hours of weekly shift overtime + 9 hours of public holiday overtime earned = 14 hours of overtime earned total)

Shift Setup

Work Group: WEEKLY SHIFT

[Add Work Group](#)
[Edit Work Group](#)
[Delete Work Group](#)
[Add Shift](#)

			Shift Code	Description	Week Day	Time In	Time Out
Edit	Delete	Save As	#OFF	Off Day			
Edit	Delete	Save As	#PH	Public Holiday			
Edit	Delete	Save As	Parent-WS	Parent Shift for Weekly			
Edit	Delete	Save As	WS0900-1800	Weekly 0900-1800		09:00:00	18:00:00

TimeSheet

Employee: Mohammad Mustafa Abdul Rahman Yaakob [E010] [WEEKLY SHIFT]

Date Range: 01/09/2015 To 30/09/2015

[Query](#)
[Reset](#)
[Approve](#)
[Reject](#)
Reason:

Day	O.TimeIn	O.TimeOut	TimeIn	TimeOut	Shift	A. Shi	Emp R	Sup Rema	LV/PH Remark	Odd C	Time L	Accum Hrs	Work Hrs	Normal Hr	Late Hrs	UT Hrs	OT #1.0
Tue	09:00:00	18:00:00	09:00:00	18:00:00	WS0900-1800						8	8	8	0	0	0	
Wed	09:00:00	18:00:00	09:00:00	18:00:00	WS0900-1800						8	8	8	0	0	0	
Thu	09:00:00	18:00:00	09:00:00	18:00:00	WS0900-1800						8	8	8	0	0	0	
Fri	09:00:00	18:00:00	09:00:00	18:00:00	WS0900-1800						8	8	8	0	0	0	
Sat	09:00:00	18:00:00	09:00:00	18:00:00	WS0900-1800						8	8	8	0	0	0	
Sun					#OFF						0	0	0	0	0	0	
					Parent-WS						40	0	40	0	0	0	
Mon	09:00:00	18:00:00	09:00:00	18:00:00	WS0900-1800						8	8	8	0	0	0	
Tue	09:00:00	18:00:00	09:00:00	18:00:00	WS0900-1800						8	8	8	0	0	0	
Wed	09:00:00	18:00:00	09:00:00	18:00:00	WS0900-1800						8	8	8	0	0	0	
Thu	09:00:00	18:00:00	09:00:00	18:00:00	WS0900-1800						8	8	8	0	0	0	
Fri	09:00:00	18:00:00	09:00:00	18:00:00	WS0900-1800	#PH			Polling Day		0	9	0	0	0	0	9
Sat	09:00:00	18:00:00	09:00:00	18:00:00	WS0900-1800						8	8	8	0	0	0	0
Sun	09:00:00	18:00:00	09:00:00	18:00:00	#OFF						0	9	0	0	0	0	9
					Parent-WS						40	0	40	0	0	0	18
Mon	09:00:00	18:00:00	09:00:00	18:00:00	WS0900-1800						8	8	8	0	0	0	0
Tue	09:00:00	18:00:00	09:00:00	18:00:00	WS0900-1800						8	8	8	0	0	0	0
Wed	09:00:00	18:00:00	09:00:00	18:00:00	WS0900-1800						8	8	8	0	0	0	0
Thu	09:00:00	18:00:00	09:00:00	18:00:00	WS0900-1800						8	8	8	0	0	0	0

[Show Page](#) 1 of 1 Pages
 [First](#)
[Prev](#)
[Next](#)
[Last](#)
 Display 50 Records Per Page

- If you define overtime rates for daily shifts and your organisation has a policy that any overtime hours earned from the daily shifts must be excluded from the weekly shift overtime calculations, you can achieve this by indicating the symbol # next to the daily shift's "Shift Code" when you create them. In the example above, the shift worker is paid 18 overtime hours for the public holiday and off day work. Because overtime has been paid for those days, the hours clocked for those days are not counted into the weekly shift overtime calculation.