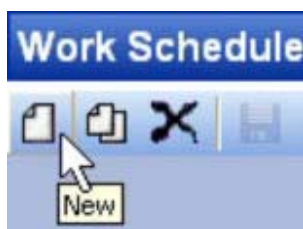


## Work Schedule Set-up Guide

This document is designed as a step-by-step guide to assist you with using Focus for the first time. We suggest that you follow the guide through in sequential order.



Select *Work Schedules* from the *Schedules* menu. Working schedules can be set-up to represent a fixed working pattern, a flexible working pattern or a combination of the two.



To add a new Working Schedule click the **New** button.

Working schedules can be set-up to represent a fixed working pattern, a flexible working pattern or a combination of the two.

### Example Fixed Working Schedule



Select the number of days that represent the fixed working period - the working schedule will repeat from the start date onwards. In this example 14 days are selected to create a two-week working pattern.

If the working period is more than 7 days you will need to set the day on which the schedule will start.

Add daily rules to Schedule A for days when an employee is expected to work (the system will mark the employee as absent if they do not clock on these days).

	Schedule A
Mon 12 Feb	
Tue 13 Feb	06:00 - 15:00
Wed 14 Feb	06:00 - 15:00
Thu 15 Feb	Default Daily Rule 
Fri 16 Feb	Default Daily Rule 06:00 - 15:00
Sat 17 Feb	22:00 - 07:00
Sun 18 Feb	Anytime - 03:00 - 02:59

Add daily rules to Schedule B, C, D or E for days when an employee may work on an adhoc basis.

Click on a cell in the table to add a daily rule. Select the default daily rule to delete a selection.

**NOTE:** An employee will only be allocated to the daily rule selected if they clock in during the auto-allocation period defined on the daily rule.

### 14 Day Revolving Pattern

Short Code: **FIXED**    Name: **14 Day Revolving Pattern**    Days: **14**    Start Date: **12/02/2007**

	Schedule A	Schedule B	Schedule C	Schedule D	Schedule E
Mon 12 Feb	06:00 - 15:00				
Tue 13 Feb	06:00 - 15:00				
Wed 14 Feb	06:00 - 15:00				
Thu 15 Feb	06:00 - 15:00				
Fri 16 Feb	06:00 - 15:00				
Sat 17 Feb		Anytime - 03:00 - 02:59			
Sun 18 Feb		Anytime - 03:00 - 02:59			

**Work Schedule Description**

Example Fixed Working Schedule.  
Created: 07/02/2007 16:39 by Admin

### 14 Day Revolving Pattern

Short Code: **FIXED**    Name: **14 Day Revolving Pattern**    Days: **14**    Start Date: **12/02/2007**

	Schedule A	Schedule B	Schedule C	Schedule D	Schedule E
Mon 19 Feb	22:00 - 07:00				
Tue 20 Feb	22:00 - 07:00				
Wed 21 Feb	22:00 - 07:00				
Thu 22 Feb	22:00 - 07:00				
Fri 23 Feb	22:00 - 07:00				
Sat 24 Feb		Anytime - 03:00 - 02:59			
Sun 25 Feb		Anytime - 03:00 - 02:59			

**Work Schedule Description**

Example Fixed Working Schedule.  
Created: 07/02/2007 16:39 by Admin

Any employees assigned this working schedule will be expected to work Monday to Friday. During the first week (starting 12<sup>th</sup> February) the employee works the day shift 06:00 - 15:00; during the second week the employee works the night shift 22:00 - 0700. This two week pattern will repeat.

If the employee clocks in on a Saturday or Sunday they will be allocated the open shift.

### Example Flexible Working Schedule

Flexible Working Schedule					
Short Code	Name	Days			
FLEX	Flexible Working Schedule	7			
	Schedule A	Schedule B	Schedule C	Schedule D	Schedule E
Monday		06:00 - 15:00	22:00 - 07:00		
Tuesday		06:00 - 15:00	22:00 - 07:00		
Wednesday		06:00 - 15:00	22:00 - 07:00		
Thursday		06:00 - 15:00	22:00 - 07:00		
Friday		06:00 - 15:00	22:00 - 07:00		
Saturday		06:00 - 15:00	22:00 - 07:00		
Sunday		06:00 - 15:00	22:00 - 07:00		

**Work Schedule Description**

Example Flexible Working Schedule  
Created: 07/02/2007 17:26 by Admin

In this example the working schedule has been set-up so that an employee could work on any day of the week. (If an employee should be working on specific days of the week then add a daily rule to Schedule A for those days).

The employee will be automatically allocated the correct daily rule based upon the time of their first in clocking. The autoallocation period is defined on the daily rule.

In this example if an employee clocks in between 04:00 and 08:00 they will be allocated to the day-time rule (06:00 - 15:00), if the employee clocks in between 20:00 and 00:00 they will be allocated to the night-time rule (22:00 - 07:00). If they clock in outside of these times they will be allocated to the default daily rule. You can add more daily rules in schedules D and E if required.

Other relevant Egress Systems documents are:

<b>TRAIN001-xx</b>	Focus Time & Attendance system with Handpunch Terminal
<b>TRAIN002-xx</b>	Focus Daily Rules - Step by Step Set-up Instructions
<b>TRAIN003-xx</b>	Focus Training Exercises
<b>TRAIN004-xx</b>	Answers to TRAIN003-01 Focus Training Exercise
<b>TRAIN005-xx</b>	How to Export Data from Focus into Sage
<b>TRAIN006-xx</b>	Focus Time & Attendance system with Proximity Terminal
<b>TRAIN008-xx</b>	Weekly Rules Set-up Guide

Available from the Focus Users section of the website.