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[System Configuration](#), [BioStar 2](#), [Time and Attendance](#), [Flexible Shift](#)

How to create T&A settings for organizations with flexible shift

A flexible shift is a shift in which the employee chooses the time they begin and end their workday.

Employee Scheduling Example: Company B

- Day Start time: 05:00
- Punch Type: Worktime will be calculated based on the first and last punch
- Worktime: Total hours per day. Employee can start work anytime between 6.00 and 10.00
- Overtime: 1x their regular rate for hours less than 40 in a week, 1.5x their regular rate hours between 40 and 45, 2x their regular rate for hours beyond 45 hours in a week and maximum overtime is 60
- Lunchtime: Automatically deducts one (1) hour from worktime
- Breaktime: Employees are to punch IN/OUT to record their breaktime
- Rounding: All worktimes are rounded to 1 min

Employee Scheduling Example: Company B

1. Go to **Time Attendance** → **Shift** → **Time Code** and create Time Code.

The term **Pay Code** has been changed to **Time Code** in recent versions of BioStar 2.

Before we start designing a schedule plan for this work schedule, we need to check what types of Time Code we need to create. Time Codes are used in attendance management and overtime management to specify at what rate employees' worktime should be calculated for different categories of time worked. If you set time rate as 2, BioStar will double the worktime, if you set time rate as 3, the worktime will be normal worktime multiply by 3.

For company B, administrator need to create and assign the following Time Codes;

Time Code Name	Time Code Type	Time Rate	Color	Option
Regular	Attendance Management	1	Red	-
Overtime 1.5x	Overtime Management	1.5	Green	-
Overtime Double	Overtime Management	2	Yellow	-
Sick Leave	Leave Management	1	-	Worked

	Time Code	Attendance	Overtime	Leave	Time Rate	Color
<input type="checkbox"/>	Overtime 1.5x	No	Yes	No	1.5	
<input type="checkbox"/>	Overtime Double	No	Yes	No	2	
<input type="checkbox"/>	Regular	Yes	No	No	1	
<input type="checkbox"/>	Sick Leave	No	No	Yes (Worked)	1	

There are two options for Leave Management; Worked and Not Worked

- Worked Leave is time off from work that employees can use without losing worktime.
- Not Worked is time off from work that employees can use while losing worktime.

2. Go to **Time Attendance** → **Shift** → **Shift** and create shift.

- Shift types are used to distinguish whether the worktime is fixed or allow employees to alter workday start and finish times.

3. Set Type as **Flexible**, Day start time as **05:00** and allow **First check-in & Last check-out** option.

• **Name**

• **Description**

• **Type** Fixed Flexible

• **Day start time** :

• **First check-in & Last check-out** No

• **Working hours per day** :

- Company B allow greater flexibility in choosing the actual times employee arrive and leave the work place.
- The daily 24 hour schedules cycles from this day start time.
- The first and last event of the day will be considered as "Check-In" and "Check-Out". This option is beneficial for devices without T&A keys.
- Employees to work an eight hour shift that typically begins between 6:00 and 10:00am and ends between 3:00 and 6:00pm.

4. Go to **Options** and select a **Regular** Time Code from a dropdown list.
5. Set **Punch in Time Limit** to 10:00am.

- **Punch in Time Limit** prevent employees from clocking in later than their scheduled shift.

• **Time code**

• **Punch in Time Limit** Use :

• **Punch out Time Limit** Use

• **Meal deduction 1** Deduction time : Minimal hours before deduction :

• **Meal deduction 2** Use

• **Rounding** Punch in Punch out

• **Break Time** Max. allowed break time(min.) Handle Exception of Fixed Break/Meal T&A Key

- The minimum period for meal will be 1 hour (60 minutes) which will be automatically deducted from total worktime, regardless of whether the full 1 hour (60 minutes) is taken or not.
- Employees can punch in/out to record their breaktime.

6. Go to **Rounding** and set shift unit (min) as **1**.

- Rounding means that worktime are rounded to a specific minutes intervals. We highly recommend using a unit that is even fraction of an hour such as $\frac{1}{2}$ hour (30 minutes) or $\frac{1}{4}$ hour (15 minutes).
- The point specifies the threshold for rounding up versus rounding down.

7. Go to **Time Attendance** → **Shift** → **Schedule Template** and set type as **Weekly**

- Schedule template allows you to assign a permanent schedule cycle.
- Daily: Use to assign a schedule for specific number of days (Maximum 31 days).

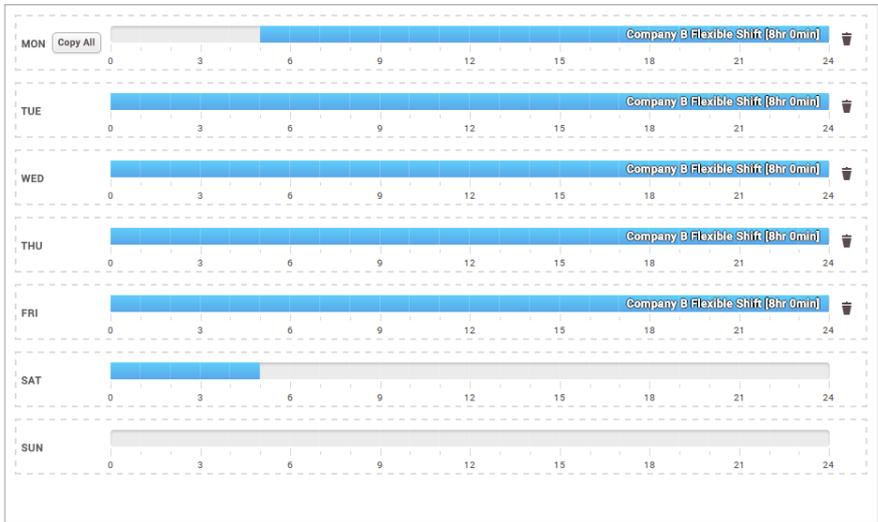
8. Drag down the schedule into Monday and click **Copy All** button to copy the schedules. Delete schedule from Saturday and Sunday.

• Name

• Description

• Type Weekly Daily

Shift	Type	Time	Day start time
Company A Fixed Shift	Fixed	08:00~23:59	05:00
Company B Flexible Shift	Flexible	8hr 0min	05:00
Temporary Shift	Fixed	09:00~12:00	05:00



- Go to **Time Attendance** → **Shift** → **Rule** and create new rule.
- Select a [Weekly overtime] and apply rule as follows;

- After **40** hour(s), apply **Overtime 1.5x**,
- After **5** hour(s) of **Overtime 1.5x** apply **Overtime Double**
- Max overtime **60** hours
- Overtime: 1x their regular rate for hours less than 40 in a week, 1.5x their regular rate hours between 40 and 45, 2x their regular rate for hours beyond 45 hours in a week and maximum overtime is 60

• Name

• Description

• Overtime Not Use Daily overtime Weekly overtime

Apply after hour(s) minute(s)

Apply after hour(s) minute(s) of [**Overtime 1.5x**]

Max overtime hour(s)

Monthly overtime

Weekend overtime

- Go to **Time Attendance** → **Schedule** and create new schedule.
- Select a **Schedule Template** from a drop down list and click the date on the calendar on which

you want the schedule change to start and end.

- The schedule will take effect from the selected date forward.

13. Assign employees into the schedule.

- Assign users individually or by user group.

• Name: Company B

• Description: Company B Flexible Shift

• Rule: Company B Rule

• Schedule template: Company B Flexi...

• Period: 2016-01-01 ~ 2016-12-31

• Holiday: None

• User

User group	User in group(4)	Added users(4)
<ul style="list-style-type: none"> All Users (9) Company A (3) Company B (4) 	<input checked="" type="checkbox"/> Go <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ethan Kim (6) <input checked="" type="checkbox"/> Kate Yu (4) <input checked="" type="checkbox"/> Michael Lee (5) <input checked="" type="checkbox"/> Tim Lee (7) 	<input type="checkbox"/> Go <ul style="list-style-type: none"> <input type="checkbox"/> Ethan Kim (6) <input type="checkbox"/> Kate Yu (4) <input type="checkbox"/> Michael Lee (5) <input type="checkbox"/> Tim Lee (7)

Buttons: Add selected user, Delete all users

- Holiday should be created from **Setting** → **Schedule** → **Holiday**. All holiday created from here will be automatically synchronized to Time Attendance.
- The employee will remain on the schedule cycle until you change or remove the schedule.

14. Go to **Time Attendance setting** and configure T&A devices.

- BioStar 2 will sync events logs of selected devices only
- Refer to [How to Configure a T&A Device](#) to configure T&A keys for the device.

The screenshot shows the BioStar 2 administrator interface. At the top, there is a navigation bar with 'BioStar 2' on the left, 'Setting', 'About', and 'Help' in the center, and 'Administrator' with a 'Logout' button on the right. A vertical sidebar on the left contains icons for 'DASH BOARD', 'USER', 'DEVICE', 'DOOR', 'ACCESS CONTROL', 'MONITORING', and 'TIME ATTENDANCE'. The main content area is titled 'Setting' and is divided into three sections: 'Unregistered Devices', 'Registered Devices', and 'Advanced'. The 'Unregistered Devices' table lists four devices: BioEntryPlus 539308121 (192.168.16.239), BioStation 2 546832586 (192.168.16.233), BioStation 2 546832593 (192.168.16.152), and BioStation 2 546834329 (192.168.16.191). The 'Registered Devices' table lists five devices: BioEntryW 543908143 (192.168.16.114), BioStation A2 541530988 (192.168.16.149), BioStation A2 541531041 (192.168.16.179), BioStation A2 541531061 (192.168.16.206), and BioStation L2 542501008 (192.168.16.231). The 'Advanced' section contains three input fields: 'User synchronization version' (51), 'Event synchronization period' (3), and 'Limit for user synchronization' (1000). An 'Apply' button is located at the bottom right of the 'Advanced' section.

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