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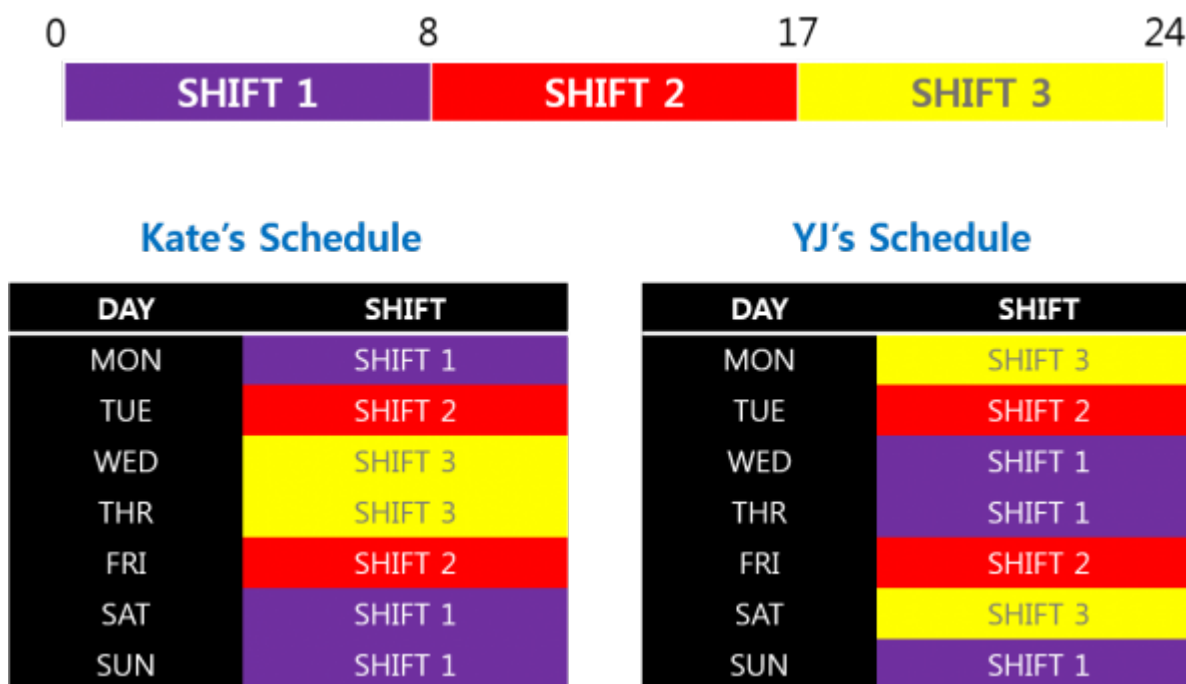
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[System Configuration](#), [BioStar 2](#), [Time and Attendance](#), [Floating Shift](#)

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

- Floating shift is supported on BioStar 2.7.0 and higher
- TA License is required

A floating shift is a shift in which the employee has irregular shift changing everyday. BioStar automatically assigns each shift and calculates working time with floating shift.



In this example on the screen, you can see Kate and YJ's irregular shifts changing everyday. Let's see how these irregular shifts can be applied to in BioStar Time Attendance.

1. Please create time code. For 3 different shifts, you can use a single time code if time rate is all the same for all shifts. However, in this example, we used different time code to distinguish visually.

ADD TIME CODE

Shift Schedule Report

Time Code

Shift

Schedule Template

Rule

Time Code

	Time Code	Attendance	Overtime	Leave	Time Rate	Color
<input type="checkbox"/>	Daytime	Yes	No	No	1	
<input type="checkbox"/>	Night	Yes	No	No	1	
<input type="checkbox"/>	Overnight	Yes	No	No	1	

2. In Time Attendance-Shift, click shift. If you click floating type, time segment can be added up to 5.

For detailed options like Rounding, Meal deduction etc., please refer to the fixed shift article.
[How to create T&A settings for organizations with fixed shift](#)

The screenshot shows a configuration form for a shift. The fields are as follows:

- Name:** A text input field.
- Description:** A text input field.
- Type:** Three radio buttons: Fixed, Flexible, and Floating. The 'Floating' option is selected.
- Day start time:** Two time selection boxes, each with up and down arrows, currently showing '00' and '00'.
- First check-in & Last check-out:** A toggle switch set to 'No'.
- Segment:** A list with one item: 'Apply leave by this segment' with a checked checkbox. To the right of the list is a '+ Add' button, which is highlighted with a red rectangle.

In this example, we will add 3 different time segment in this shift.

i) 00:00 - 08:00 (Punch in granted time range 00:00-00:30)

☒ Apply leave by this segment

• Time segment

Current day

Next day

03691215182124

Time code	Start time	End time	Min. Duration	Action
Night	0000	0800	0400	

• Punch in granted time range

0000 ~

0030

• Grace

☐ Use

EditCancel

• Rounding

☐ Punch in

☐ Punch out

• Meal deduction 1

By Punch

• Meal deduction 2

☐ Use

• Break Time

None

ii) 08:00 - 17:00 (Punch in granted time range 07:00-08:30)

• Time segment

Current day

Next day

0

3

6

9

12

15

18

21

24

Time code	Start time	End time	Min. Duration	Action
Daytime	<div><div>08</div><div>00</div></div>	<div><div>17</div><div>00</div></div>	<div><div>04</div><div>00</div></div>	

• Punch in granted time range

07

00

~

08

30

• Grace

☐ Use

Edit

Cancel

• Rounding

☐ Punch in

☐ Punch out

• Meal deduction 1

By Punch

• Meal deduction 2

☐ Use

• Break Time

None

iii) 17:00 - 23:59 (Punch in granted time range 15:00-17:30)

• Time segment

Time code	Start time	End time	Min. Duration	Action
Overnight ▼	17 : 00	23 : 59	04 : 00	

• Punch in granted time range 15 : 00 ~ 17 : 30

• Grace ☐ Use

Edit Cancel

• Rounding

- ☐ Punch in
- ☐ Punch out

• Meal deduction 1

By Punch ▼

• Meal deduction 2

☐ Use

• Break Time

None ▼

Time can be overlapped between time segment as long as punch in granted time range is not.

- Punch in granted time range must not be overlapped.
- For the time segment includes day start time, punch in granted time range can not be earlier than it.

3. If you finished setting Shift, please go back to the main Time Attendance menu and click Schedule

Template.

Apply the floating shift you created to all days.

Name: 3-8hr template
 Description:
 Type: ☒ Weekly ☐ Daily
 Weekend days: ☐ MON ☐ TUE ☐ WED ☐ THU ☐ FRI ☒ SAT ☒ SUN * Please select one or consecutive two days.

The screenshot shows a grid of 7 days (MON to SUN). Each day has a horizontal bar representing a 3-8 hour shift, starting at 08:00 and ending at 17:00. The bars are labeled '3-8 hour shift'.

Shift	Type	Time	Day start time
3-8 hour shift	Floating	08:00-08:00, 08:00-17:00, 17:00-23:59	08:00
TEST-RATE	Fixed	08:00-17:00	08:00

4. Go back to the main Time Attendance menu, and go to the Schedules tap then click 'Add Schedule'. Select schedule template, period and corresponding user.

ADD SCHEDULE

Name:
 Description:
 Rule: None ▾
 Schedule template: 3-8hr templates ▾
 Period: 2018-12-26 ~ 2018-12-26
 Holiday: None ▾
 User:

User group

- All Users (5)
- A (0)
- B (0)
- C (0)

User in group(0) Go

- ☒ Administrator (1)
- ☒ enrolltest (5)
- ☒ Kate (2)
- ☒ thumb (6)
- ☒ VJ_idaFinger (4)

Add selected user

Added users(0) Go

Delete all users

Apply & Add New Apply Cancel

5. 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.

BioStar 2 Setting About Help Administrator Logout

DASH BOARD
 USER
 DEVICE
 DOOR
 ACCESS CONTROL
 MONITORING
 TIME ATTENDANCE

Setting

Unregistered Devices

<input type="checkbox"/>	Device Name
<input type="checkbox"/>	BioEntryPlus 539308121 (192.168.16.239)
<input type="checkbox"/>	BioStation 2 546832586 (192.168.16.233)
<input type="checkbox"/>	BioStation 2 546832593 (192.168.16.152)
<input type="checkbox"/>	BioStation 2 546834329 (192.168.16.191)

Registered Devices

<input type="checkbox"/>	Device Name
<input type="checkbox"/>	BioEntryW 543908143 (192.168.16.114)
<input type="checkbox"/>	BioStation A2 541530988 (192.168.16.149)
<input type="checkbox"/>	BioStation A2 541531041 (192.168.16.179)
<input type="checkbox"/>	BioStation A2 541531061 (192.168.16.206)
<input type="checkbox"/>	BioStation L2 542501008 (192.168.16.231)

Advanced

- User synchronization version
- Limit for user synchronization

- Event synchronization period

Apply

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Permanent link:
https://kb.supremainc.com/knowledge/doku.php?id=en:how_to_create_t_a_settings_for_organizations_with_floating_shift

Last update: **2022/04/26 10:39**