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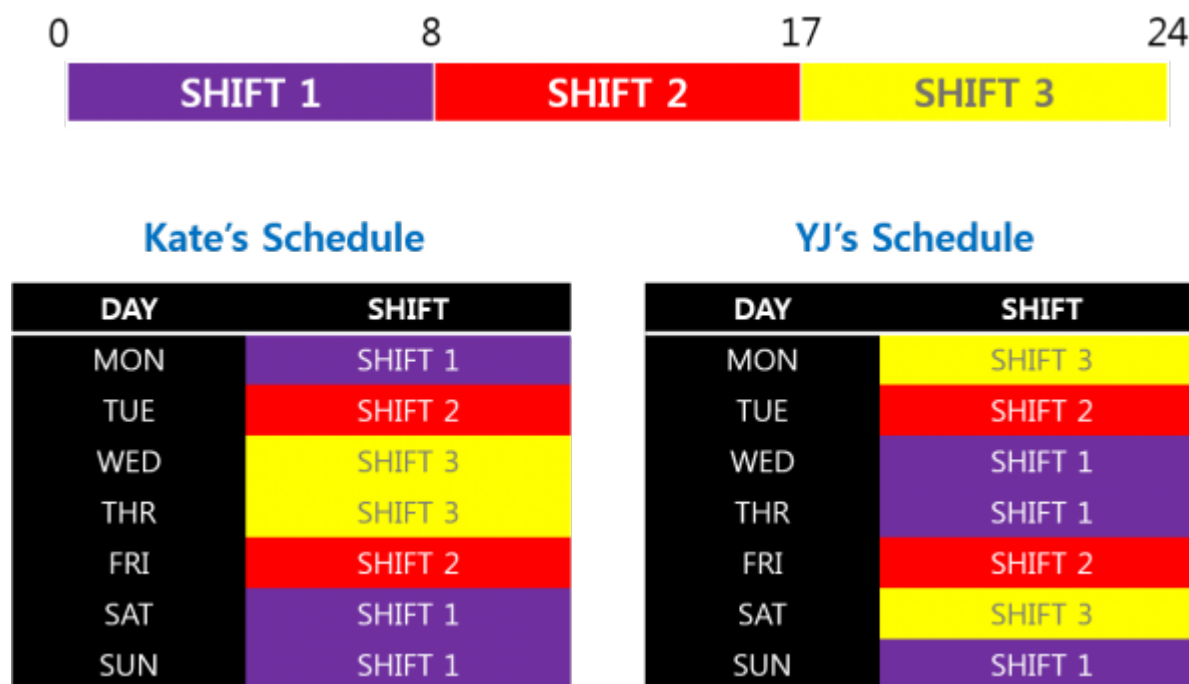
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[System Configuration](#), [BioStar 2](#), [Time and Attendance](#), [Floating Shift](#)

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 when the employee has irregular shift changing everyday. BioStar automatically assign each shift and calculate 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 shift 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.

Time Code

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

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](#)

• Name

• Description

• Type ☐ Fixed ☐ Flexible ☒ Floating

• Day start time :

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

• Segment ☒ Apply leave by this segment

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

0 3 6 9 12 15 18 21 24

Time code	Start time	End time	Min. Duration	Action
Night	00 00	08 00	04 00	

Punch in granted time range

00 00 ~

00 30

Grace

☐ Use

Edit

Cancel

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

Time code	Start time	End time	Min. Duration	Action
Daytime	08 : 00	17 : 00	04 : 00	

• 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 for a 3-8 hour shift template. The grid has 7 rows for the days of the week (MON to SUN) and 24 columns for the hours of the day (0 to 23). Each row is filled with a solid purple bar from hour 3 to hour 8, indicating the shift hours. A 'Copy All' button is visible at the top left of the grid.





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








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.

The screenshot shows the 'ADD SCHEDULE' screen. It has a left sidebar with fields: Name, Description, Rule (None), Schedule template (3-8hr template), Period (2018-12-26 ~ 2018-12-26), Holiday (None), and User. The main area contains three panels: 'User group' with a list of users (All Users, A, B, C), 'User in group(0)' with a list of users (Administrator (1), enrolltest (5), Kate (2), thumb (6), VJ_JdaFng (4)) and a 'Go' button, and 'Added users(0)' with a 'Go' button. At the bottom are buttons for 'Apply & Add New', 'Apply', and '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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Last update: 2018/12/26 16:57