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Sample T&A shift setting for working more than 24 hours

Before BioStar 2.7.2, you can't calculate T&A for shift working 24 hours or more. This is because BioStar 2 is processed on the basis of 'Day start time' so before the 'Day start time' it is the previous day, after the 'Day start time' it is the next day.

From BioStar 2.7.2, the option 'Allowed a day before/after time' is added so that you can calculate T&A for working 24 hours or more by allowing a day before/after time. It is likely to expand the day from 24 hours up to 36 hours for a shift.

You can set up to 6 hours for each.

In this example, we will use the 'Allowed a day before / after time' option to explain how we can apply over 24 hours working shift.

Here are three different shift.

Employee Scheduling Example: Company D

- An employee is required to work overnight once in 4 days
- Day 1 : 09:00 - 18:00
- Day 2 : 09:00 - 09:00 (00:00-09:00 overtime)
- Day 3 : 13:00 - 22:00
- Day 4 : Day off
- Day 5 : 09:00 - 18:00
- Day 6 : 09:00 - 09:00
- ...
- ...

Shift 1 - For day 1, day 5, day 9 ...

Name

Over24h_Shift1

Description

Type

Fixed

Flexible

Floating

Day start time

05

00

Allowed a day before/after time

First check-in & Last check-out

Yes

Time segment

Current day

Next day

Time code	Start time	End time	Min. Duration	Action
Regular	09:00	18:00	04:00	

+ Add

Rounding

Punch in

Punch out

Meal deduction 1

By Punch

Meal deduction 2

Use

Break Time

None

Shift 2 - For day 2, day 6, day 10...

Name

Over24h_Shift2

Description

Type

Fixed

Flexible

Floating

Day start time

09

00

Allowed a day before/after time

A day before(hours)

2

A day after(hours)

2

First check-in & Last check-out

Yes

Time segment

Current day

Next day

Time code	Start time	End time	Min. Duration	Action
Regular	09:00	00:00	04:00	
Overtime	00:00	09:00	00:00	

Rounding

Punch in

Punch out

Meal deduction 1

By Punch

Meal deduction 2

Use

Break Time

None

Shift 3 - For day 3, day 7, day 11...

Name: Over24h_Shift3

Description:

Type: ☒ Fixed ☐ Flexible ☐ Floating

Day start time: 12:00 ☐ Allowed a day before/after time

First check-in & Last check-out: ☒ Yes

Time segment:

Time code	Start time	End time	Min. Duration	Action
Regular	13:00	22:00	04:00	

Rounding: ☐ Punch in ☐ Punch out

Meal deduction 1: By Punch

Meal deduction 2: ☐ Use

Break Time: None

Day 4, day 8, day 12... are off

You must configure 'Day start time' after the previous day's 'Day start time' otherwise the shift overlaps.

Schedule Template

Name: Over24h_4daysCycle

Description: Schedule Template 1 (Daily), Cycle (4), Day 1 (Shift 1), Day 2 (Shift 2), Day 3 (Shift 3), Day 4 (비번)

Type: ☐ Weekly ☒ Daily

Cycle: 4 (Max: 90)

Weekend days: MON TUE WED THU FRI SAT SUN * Please select one or consecutive two days.

Shift	Type	Time	Day start time
Over24h_Shift1	Fixed	09:00~18:00	05:00
Over24h_Shift2	Fixed	09:00~09:00	09:00
Over24h_Shift3	Fixed	13:00~22:00	12:00
test1	Fixed	09:00~18:00	05:00

Daily Report

Daily Report											
Date	Name	User ID	Department	Shift	Leave	In	Out	Exception	Regular hours	Overtime hours	Total Work Ho...
01/04/2019	ABC	2	All Users	Over24h_Shift1	-	08:30:00	18:20:00	-	9:00:00	0:00:00	9:50:00
02/04/2019	ABC	2	All Users	Over24h_Shift2	-	08:30:00	10:30:00 + 1	-	15:00:00	9:00:00	26:00:00
03/04/2019	ABC	2	All Users	Over24h_Shift3	-	12:30:00	23:00:00	-	9:00:00	0:00:00	10:30:00

On the 2 April, you can see the total working hours is 26.

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