The Shift Schedule

Time Management is based upon the definition of an employee's planned work time in preset values grouped together into what we call a 'shift schedule'.

Basic features of shift scheduling

The representation of the plant calendar, including general and regional holidays, which depend upon the company's geo-political location, serves as the basis of shift scheduling.

Plant calendar

The daily work schedules occurring in a company are defined in day programs. As a rule, a sequence of certain day programs periodically repeats itself, for example:

Day program

❑ 5 days flexitime, 2 days off during a flexitime shift

❑ 1 day early shift, 2 days late, 1 night shift,
2 days off during a rotating shift.

Consequently, the day programs during such a period are grouped together into a time model. You can define as many different time models as your company requires for whatever time periods you choose.

Time model

As illustrated below, a shift schedule is generated by rolling a time model along the time axis, i.e. the plant calendar. In the process, you can manually intervene in order to enter deviations from the regular schedule, for example, before or after vacation shut-down. Recurring deviations, such as reduced working hours before holidays, are automatically taken into account by different variants of a day program.
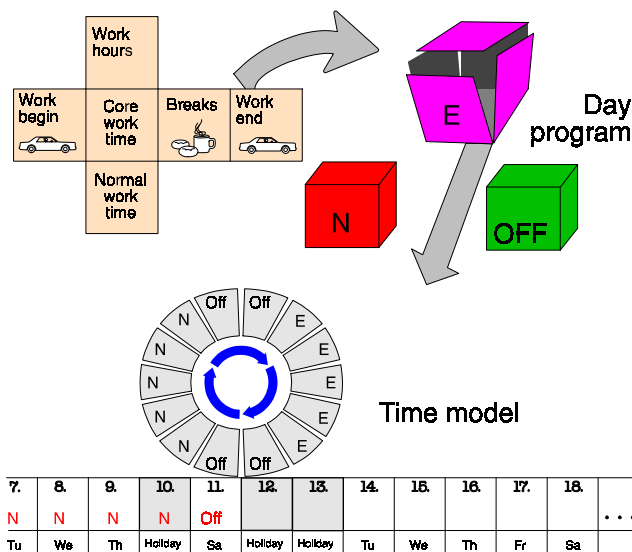
Shift schedule

Figure 4-1: Shift schedule

Special features

Work time

When you enter a new day program, your tasks include defining - in addition to the daily normal work time, which for example is used for employee absenteeism - a time frame and core times (that is, if your company works with flexible work times or flexitime).

Tolerances

Tolerance zones allow you to define short periods for coming late to work or irrelevant times before work officially begins and after it officially ends. Within these tolerance periods the system behaves as if the employee had come to work or left exactly on schedule.

Breaks

There is no restriction on the number of breaks possible in a day program. You can define both unpaid and paid breaks. The latter can of course be compensated at a rate different than that paid during normal work time. You can also store breaks as fixed, variable, or dynamic. By dynamic breaks we mean the following: Breaks that depend on when work started and how long it lasts (e.g. after 4 hours work time a 45-minute break).

You can assign minimum and maximum work times for a day program and possibly define what part of the work time is taken up by work in advance (for time off) or orientation periods.
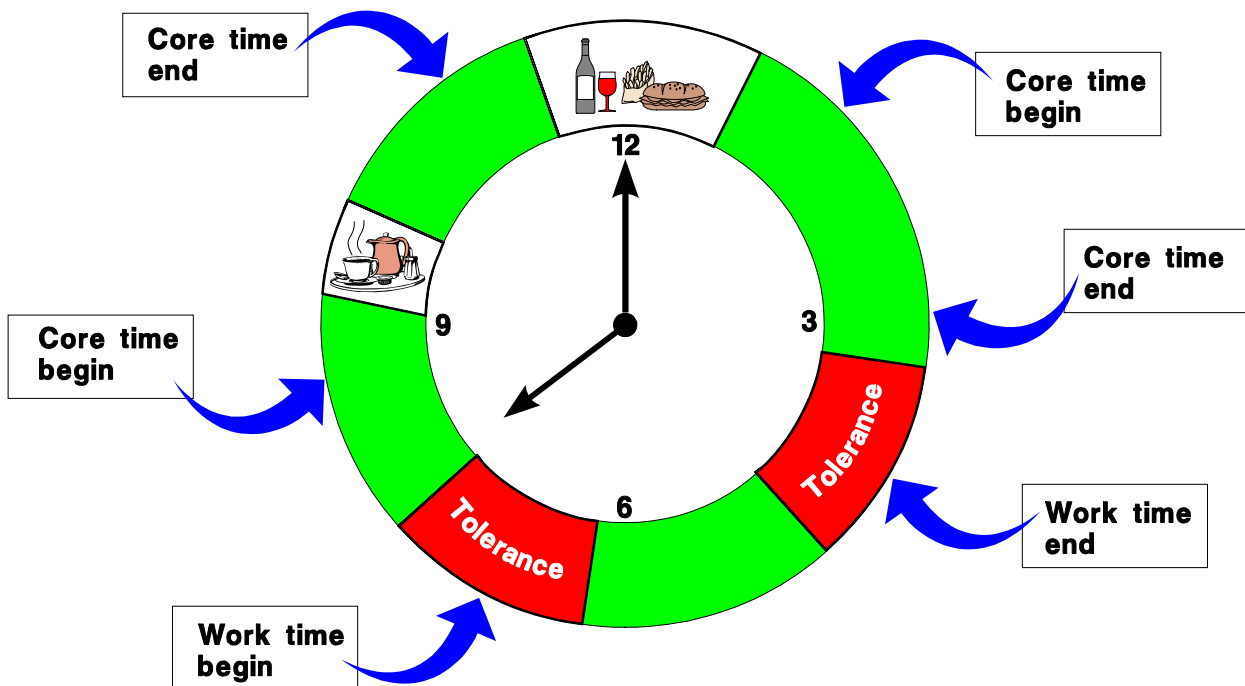

Figure 4-2: Definition of day program

All of these values are stored in control tables along with a period of validity (from-date, to-date). For example, you thus redefine the day program as of a specified date when a change occurs in the work time without changing the old day program settings. No changes at all are necessary for the employee data. And the system can then recognize the old settings for evaluations in validity period of the old work time, and the new ones as of the new validity period.

Such time-dependent table entries can generally be found in the system if you are dealing with information that may change in the course of time.

Just how you process all of these specifications within the framework of time evaluation is then up to you in the "valuation" itself. This means that you need not restrict yourself to the standard specifications in our rule tables, where we, for example, credit work time that exceeds the maximum approved for a period to a separate time account or mark core time violations by creating a message for the person responsible for time data.

This fundamental design scheme allows Time Management to store every conceivable form of work time, from one which adheres closely to day program specifications to flexible annual work time.

We go into more detail on the special flexibility of Time Management in the chapter "Time Valuation".

In addition, we also help you to reduce the effort necessary to maintain the right shift assignment of employees to a minimum. Some examples should clarify this point:

First of all, what we call "dynamic day program assignment" enables you to assign the right day program to certain employees or employee groups depending on when a person clocks in during the day.

The system thus helps you to find the "right" day program, thereby eliminating data entry work for the time clerk.

Time-dependent parameters

Flexible shift scheduling
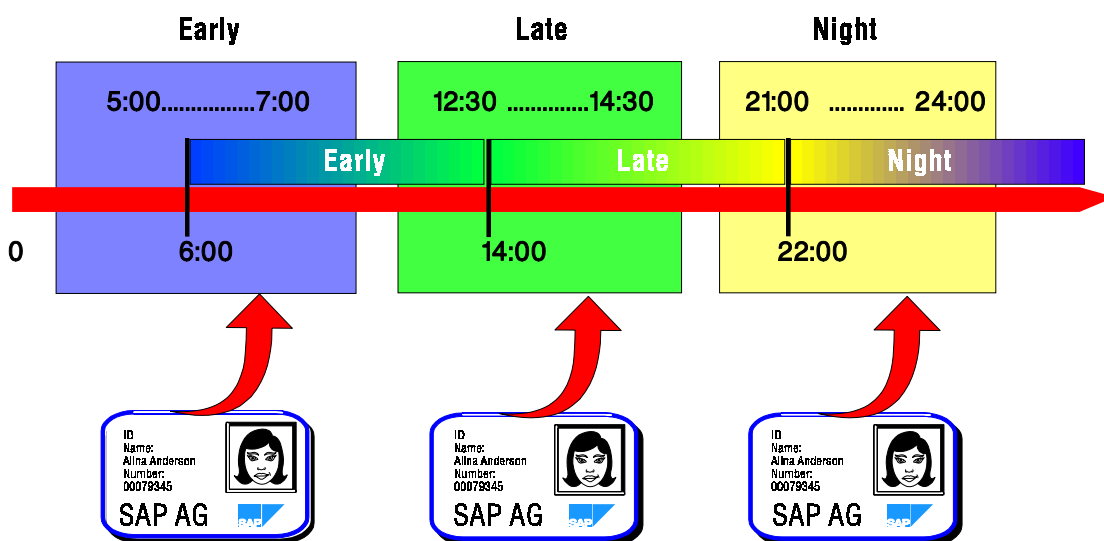
... via automatic operation

Figure 4-3: Dynamic day program assignment

...via
personnel preset
parameters

You also have the possibility to override specific default values pertaining to shift schedules for certain employees individually, e.g. part-time workers. As a result, you need not manage a unique shift schedule for every part-time worker that has her/her own particular working hours, nor make manual changes each day for employees.

...via
data entry
utilities

If you leave short-term manpower planning up to the supervisor on site, TIME MANAGEMENT offers you comfortable data input screens that use the employee's shift schedule default values as a starting point for assigning them on particular days to individual day programs.

What are the basic features of shift scheduling?

❑   Plant Calendar

❑   Day Program

❑   Time Model

❑   Shift Schedule