





Shift & Schedule Management

 Holidays

 Attendance 

 Attendance (Admin)

 Attendance (Employee)

 Shift & Schedule

 Overtime (Admin)

 Overtime (Employee)

 Attendance Settings

 Leaves 

To set up Shift Management,
Click the Shift & Schedule



Shift & Schedule Management

Create Shift Schedule ✕

Shift Name *

Branch *

All Branch

Start Time *

--:-- --

End Time *

--:-- --

Maximum Allowed Hours *

Grace Period (minutes) *

Break Duration (minutes)

☐ Flexible

Notes

Optional notes...

Cancel

Save Shift

Define work schedules for employees:

- Flexible, normal, graveyard, or custom shifts
- Set maximum allowed hours per day (to avoid excess time counted as regular hours)
- Assign shifts using:
 - **Recurring dates** – regular weekly schedules
 - **Custom dates**—start and end dates, ideal for rotating schedules
- Configure **rest days**: enable “Allow Clock-in on Rest Day” for employees required to work during off-days.

Enable Break Hour Button

The screenshot shows the 'Employee Attendance' dashboard for a user named Juan. The dashboard includes a profile card with a 'Clock-In' and 'Clock-Out' button, and a 'Select Break' dropdown. A 'Lunch Break' modal is open, showing a clock icon and a 'Start Break' button. In the background, the 'Create Shift Schedule' form is visible, with the 'Break Duration (minutes)' field highlighted by a red box. The form includes fields for Shift Name, Branch, Start Time, End Time, Maximum Allowed Hours, Grace Period (minutes), and a Notes section.

Employee Attendance

Good Afternoon, Juan
5:46 PM, Nov 25, 2025

Clocked In at 5:46 PM

Select Break

Click-In Click-Out

Attendance Attendance Requests

Employee Attendance

Row Per Page 10 Entries

Date	Shift	Clock In	Status	Break Time	Clock Out	Late
2025-11-25	Office Shift	5:46 PM	Late	-	8 hr 46 min	

Showing 1 - 1 of 1 entries

Create Shift Schedule

Shift Name * e.g. Morning Shift

Branch * All Branch

Start Time * --:--

End Time * --:--

Maximum Allowed Hours * e.g. 8

Grace Period (minutes) * e.g. 5

Break Duration (minutes) e.g. 60

Notes

Optional notes...

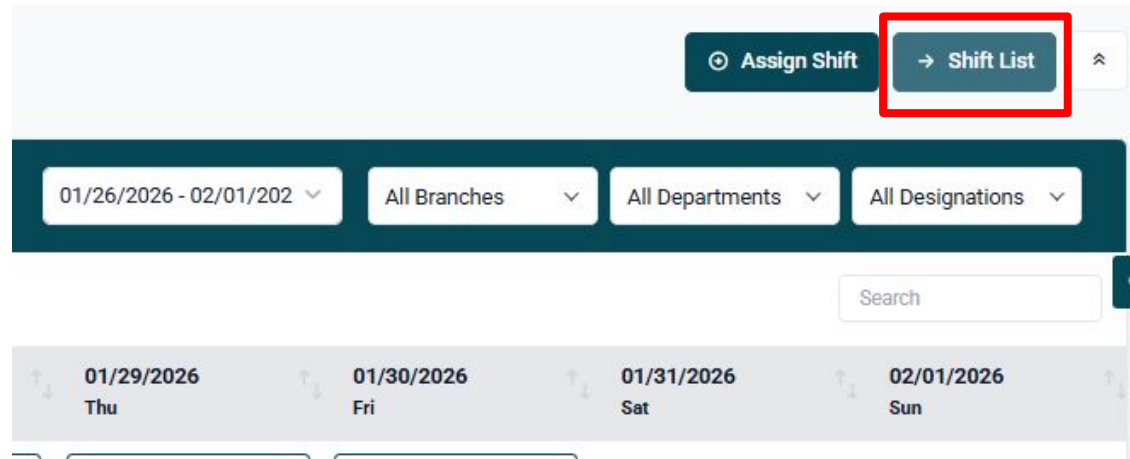
Cancel Save Shift

To activate the **Break Hour** feature:

1. Go to **Shift & Schedule** and open your **Shift List**.
2. Set the **Break Duration** to **60 minutes** (or your preferred duration).
3. Once saved, the **Break Hour** button will automatically appear on the employee's **Attendance Dashboard**, allowing them to log their break time during work hours.

Shift & Schedule Management

1. To edit an existing Shift, **Click this button**



2. Then click the **edit** quick access button

Search			
Created By	Edited By	Action	
larian	N/A	 	
larian	N/A	 	

Enable Excess Hours

Edit Shift Schedule ✕

Shift Name *	Branch *
<input type="text" value="FIXED"/>	<input type="text" value="JAF Digital Group Inc."/>
Start Time *	End Time *
<input type="text" value="08:00 AM"/>	<input type="text" value="05:00 PM"/>
Maximum Allowed Hours *	Grace Period (minutes) *
<input type="text" value="8"/>	<input type="text" value="15"/>
Break Duration (minutes)	Allowed Minutes Before Clock In
<input type="text" value="60"/>	<input type="text" value="0"/>

☐ Flexible Hours ⓘ
☒ Allow Extra Hours ⓘ

Notes

Optional notes...

Cancel Save Shift

Allow Extra Hours – Automatically records excess working hours as **overtime** and files them as **pending for approval**.